



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

**April 17, 2025
City Council Meeting
7:00 PM**

**Proposed
Agenda**

1. **Call to order and welcome** - Mayor Gwinnett
 - Invocation
 - Pledge of Allegiance
2. **Swearing-in Ceremony** – Mayor Gwinnett
 - a. Officer Zachary Stender
3. **Consideration of a Motion to Approve the Agenda**
MOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____
4. **Recognition of Guest(s) who have Signed Up to Speak**
5. **Recognition of Guest(s) Requested to be on the agenda:**
6. **Consideration of a Motion to Approve the Minutes for the following Meetings:**
 - a. April 11, 2024, Called Meeting & Work Session
 - b. July 11, 2024, Special Called Meeting & Public Hearing
 - c. October 10, 2024, Work Session
 - d. October 17, 2024, City Council Meeting
 - e. November 14, 2024, Public Hearing & Work Session
 - f. March 20, 2025, City Council Meeting
 - g. March 27, 2025 Hot Dog Social & Town Hall MeetingMOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____

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

MOTION ____ **SECOND** ____ **AYES** ____ **NAYES** ____ **AB** ____

8. Report from the City Manager

- a. Carter Crawford

9. Reports from Committee Members

- a. Mayor Pro-Tem Hubert K. Roughton
- b. Councilman Bradley Anderson
- c. Councilwoman Rebecca Kelly
- d. Councilman James Harrison
- e. Councilwoman Sheila Wentz

10. Report from City Clerk

- a. Lori Phillips

11. Report from Planning & Zoning Administrator

- a. Melissa Pevey – (Absent)

11. Report from Brooklet PD Sergeant

- a. Nickki Garman

12. Report from the City Engineer

- a. Wesley Parker, Parker Engineering, LLC.

13. Discussion Item(s):

- 13.1. City of Statesboro – Proposed FY2026 Utility Rate Increase Discussion

- 13.2. Proposed Amendment to the Subdivision Ordinance – Incentives for reduction in lot sizes Discussion

- 13.3. Discussion and Consideration of a Motion to Approve Appalachian Mountain Services. INC. for the Collection of Delinquent Property Taxes for the City of Brooklet.

MOTION ____ **SECOND** ____ **AYES** ____ **NAYES** ____ **AB** ____

- 13.4. Discussion and Consideration of a Motion to Approve the 3rd Draft of the Proposed City Personnel Policy.

MOTION ____ **SECOND** ____ **AYES** ____ **NAYES** ____ **AB** ____

- 13.5. Discussion and Consideration of a Motion to Approve the Guidelines for Placing of Speed Humps on City Streets.

MOTION ____ **SECOND** ____ **AYES** ____ **NAYES** ____ **AB** ____

- 13.6. Discussion and Consideration of a Motion to Approve the Hire of a Full-time Water & Sewer Maintenance Technician with a Beginning Pay Rate of \$16.61 per Hour.
MOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____
- 13.7. Discussion and Consideration of a Motion to Accept the Roads/Streets in the Orchard Subdivision.
MOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____
- 13.8. Discussion Food Truck Application and Fee.
MOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____
14. **Consideration of a Motion to enter into an Executive Session to discuss "Potential Litigation" by O.C.G.A 50-14-3(b)**
MOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____
15. **Consideration of a Motion to come out of the Executive Session and return to the City Council meeting.**
MOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____
16. **Consideration of a Motion to Adjourn**
MOTION ____ SECOND ____ AYES ____ NAYES ____ AB ____



Brooklet Police Department
Official Oath of Office
Police Officer



I, Zachary Stender do hereby solemnly swear (or affirm) that:
I will well and faithfully execute all warrants, writs, precepts and processes directed to me as a Police Officer for the City of Brooklet, Georgia. I will well and truly without malice or partiality, perform the duties of said office of Police Officer under the direct auspices of the Chief of Police or other duly appointed officers of the Brooklet Police Department, during the entire incumbency of said office, from this date, that I will takes only the legal fees, provided by law, and do and perform all other duties legally required of me as a Police Officer for the City of Brooklet, Georgia.

I further swear/affirm that I am not the holder of any office of trust under the Government of the United States, any other state, or foreign state which by the laws of the State of Georgia I am prohibited from holding.

I further swear/affirm that I am qualifies to hold this office according to the Constitution and laws of Georgia and I will support the Constitution of the United States and of this State.

Zachary Stender

Judge's Signature/Mayor Signature

Sworn, subscribed and witnessed before me, this ____ day of

Month

Year

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	<u>+ \$298,353.98</u>

WATER/SEWER FUND

Revenues	\$397,591.57
Expenses	\$433,301.47
Total	<u>- \$25,709.90</u>

SANITATION FUND

Revenues	\$134,336.70
Expenses	\$128,228.70
Total	<u>+\$6,228.70</u>

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

**TRANSFER FROM THE WATER FUND INTO THE SANITATION FUND:
PER DETAIL PAYMENT REPORT "WCI" TRANSACTIONS**

FY 2025

	JULY	AUG	SEP	OCT	NOV	DEC
CHARGE DESCRIPTION	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID
015-WCIFUNDR	\$ 2,282.11	\$ 3,392.50	\$ 2,470.95	\$ 7,138.01	\$ 5,333.67	\$ 4,306.96
016-WCIFUNDC	\$ 989.71	\$ 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			
TOTAL	\$ 6,708.40	\$ 2,499.72	\$ 6,521.86	\$ -	\$ -	\$ -

GRAND TOTAL \$ 53,430.88

TRANSFER FROM THE WATER FUND INTO THE SANITATION FUND:

PER DETAIL PAYMENT REPORT "GBG" TRANSACTIONS

	JULY	AUG	SEPT	OCT	NOV	DEC
CHARGE DESCRIPTION	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID
020-GBG RES	\$ 11,357.88	\$ 14,352.71	\$ 11,364.47	\$ 15,206.87	\$ 15,334.96	\$ 12,531.25
021-GBG RES2	\$ -	\$ -	\$ -	\$ -	\$ 240.00	\$ -
022-GBG COM	\$ 1,023.83	\$ 1,373.87	\$ 731.12	\$ 1,340.32	\$ 1,251.68	\$ 1,026.00
023-GBG CH1	\$ 145.74	\$ 150.00	\$ 159.55	\$ 240.00	\$ 200.00	\$ 200.00
024- GARBAGE CHURCHES 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025-GBG BRK	\$ 288.00	\$ 288.00	\$ 288.00	\$ 640.00	\$ 320.00	\$ 320.00
026-GBG OOT	\$ 25.00	\$ 25.00	\$ 25.00	\$ 115.00	\$ 108.00	\$ 239.00
027- AGC	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ -
028- GARBAGE CHURCHES 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 12,840.45	\$ 16,189.58	\$ 12,568.14	\$ 17,552.19	\$ 17,454.64	\$ 14,316.25
	JAN	FEB	MAR	APR	MAY	JUNE
CHARGE DESCRIPTION	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID
020-GBG RES	\$ 16,791.63	\$ 14,629.12	\$ 17,450.70			
021-GBG RES2	\$ 160.00	\$ -	\$ 240.00			
022-GBG COM	\$ 1,439.23	\$ 1,152.77	\$ 1,322.96			
023-GBG CH1	\$ 180.00	\$ 220.00	\$ 180.00			
025-GBG BRK	\$ 320.00	\$ 320.00	\$ 320.00			
026-GBG OOT	\$ 108.00	\$ 162.00	\$ 243.00			
027- AGC	\$ 10.00	\$ -	\$ -			
TOTAL	\$ 19,008.86	\$ 16,483.89	\$ 19,756.66	\$ -	\$ -	\$ -

AS OF: 4/1/2025

TOTAL ALL MONTHS \$ 146,170.66

REMAINING BALANCE \$ (86,032.51)

100 GENERAL
031 TAXES
31100 TAXES

Revenue Report
Level 4 Summary for March 2025

Brooklet, City Of
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Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
100 GENERAL								
031 TAXES								
31100 TAXES								
31100 REAL PROP TAXES- CURRENT YE/	\$314,437.00	\$0.00	\$314,437.00	\$8,336.70	3	\$390,906.13	124	(\$76,469.13)
31120 REAL PROP TAXES- PRIOR YR	\$500.00	\$0.00	\$500.00	\$0.00	0	\$0.00	0	\$500.00
31132 AUTOMOBILE TAXES	\$37,255.00	\$0.00	\$37,255.00	\$5,896.60	16	\$63,419.48	170	(\$26,164.48)
31134 MOBILE HOME TAXES	\$3,000.00	\$0.00	\$3,000.00	\$1,227.53	41	\$1,527.13	51	\$1,472.87
31135 AAVT TAXES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,281.14	0	(\$4,281.14)
31136 TIMBER TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,068.80	0	(\$1,068.80)
31160 INTANGIBLE TAXES	\$3,656.00	\$0.00	\$3,656.00	\$285.37	8	\$3,080.28	84	\$575.72
31170 REAL ESTATE TRANSFER	\$1,420.00	\$0.00	\$1,420.00	\$91.79	6	\$2,253.43	159	(\$833.43)
31171 FRANCHISE TAX - GA POWER	\$82,244.00	\$0.00	\$82,244.00	\$115,398.43	140	\$115,398.43	140	(\$33,154.43)
31175 FRANCHISE TAX - CATV	\$3,692.00	\$0.00	\$3,692.00	\$0.00	0	\$2,928.22	79	\$763.78
31176 FRANCHISE TAX - TELEPHONE	\$7,877.00	\$0.00	\$7,877.00	\$308.95	4	\$1,654.48	21	\$6,222.52
Total Taxes	\$454,081.00	\$0.00	\$454,081.00	\$131,545.37	29	\$586,517.52	129	(\$132,436.52)
31600 BUSINESS TAX								
31610 OCCUPATION TAX	\$22,093.00	\$0.00	\$22,093.00	\$722.50	3	\$16,692.50	76	\$5,400.50
31611 FINANCIAL INSTITUTIONS TAX	\$6,528.00	\$0.00	\$6,528.00	\$14,598.00	224	\$14,598.00	224	(\$8,070.00)
31620 INSURANCE PREMIUM TAXES	\$100,050.00	\$0.00	\$100,050.00	\$0.00	0	\$162,002.47	162	(\$61,952.47)
Total Business Tax	\$128,671.00	\$0.00	\$128,671.00	\$15,320.50	12	\$193,292.97	150	(\$64,621.97)
31900 PENALTY & INTEREST								
31900 PEN & INT GENERAL PROP	\$1,000.00	\$0.00	\$1,000.00	\$911.12	91	\$1,553.03	155	(\$553.03)
31950 FIFAS DELINQUENT TAXES	\$600.00	\$0.00	\$600.00	\$550.00	92	\$725.00	121	(\$125.00)
Total Penalty & Interest	\$1,600.00	\$0.00	\$1,600.00	\$1,461.12	91	\$2,278.03	142	(\$678.03)
Total TAXES	\$584,352.00	\$0.00	\$584,352.00	\$148,326.99	25	\$782,088.52	134	(\$197,736.52)
032 LICENSES & PERMITS								
32100 REGULAR FEES								
32110 ALCOHOLIC BEVERAGE LICENSES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$12,000.00	0	(\$12,000.00)
32111 ALCOHOLIC BEVERAGES TAX	\$24,108.00	\$0.00	\$24,108.00	\$2,308.92	10	\$19,671.61	82	\$4,436.39
32112 LIQUOR POURING LICENSE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
32122 BUS LICENSES - INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Regular Fees	\$24,108.00	\$0.00	\$24,108.00	\$2,308.92	10	\$31,671.61	131	(\$7,563.61)
32200 NON BUS LICENSES & PERMITS								
32212 BUILDING INSPECTION FEES	\$22,107.00	\$0.00	\$22,107.00	\$975.00	4	\$15,050.00	68	\$7,057.00
32213 ELECP/PLUMBING INSP FEES	\$23,307.00	\$0.00	\$23,307.00	\$975.00	4	\$10,225.00	44	\$13,082.00
32214 SPECIAL EVENT/APPLICATION FEE	\$0.00	\$0.00	\$0.00	\$70.00	0	\$340.00	0	(\$340.00)
32219 BUILDING PERMITS	\$25,107.00	\$0.00	\$25,107.00	\$985.24	4	\$24,070.86	96	\$1,036.14
32221 ZONING APPLICATION FEE	\$600.00	\$0.00	\$600.00	\$0.00	0	\$0.00	0	\$600.00
32222 TRAILER PERMITS	\$25.00	\$0.00	\$25.00	\$650.00	2600	\$700.00	2800	(\$675.00)
32223 SIGN PERMITS	\$230.00	\$0.00	\$230.00	\$0.00	0	\$200.00	87	\$30.00

**100 GENERAL
032 LICENSES & PERMITS
32200 NON BUS LICENSES & PERMITS**

**Brooklet, City Of
Revenue Report
Level 4 Summary for March 2025**

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
Total Non Bus Licenses & Permits	\$71,376.00	\$0.00	\$71,376.00	\$3,655.24	5	\$50,585.86	71	\$20,790.14
32300 PEN & INT DELO. LIC & PERMIT								
32299 OTHER FEES/PERMITS	\$300.00	\$0.00	\$300.00	\$0.00	0	\$990.40	330	(\$690.40)
32310 BUSINESS LICENSE PENALTY	\$200.00	\$0.00	\$200.00	\$0.00	0	\$0.00	0	\$200.00
Total Pen & Int Delq. Lic & Permit	\$500.00	\$0.00	\$500.00	\$0.00	0	\$990.40	198	(\$490.40)
Total LICENSES & PERMITS	\$95,984.00	\$0.00	\$95,984.00	\$5,964.16	6	\$63,247.87	87	\$12,736.13
033 INTERGOVERNMENT								
33400 STATE GOVERN. GRANTS								
33405 DEPT OF PUBLIC SAFETY	\$5,500.00	\$0.00	\$5,500.00	\$0.00	0	\$0.00	0	\$5,500.00
33431 LMIG Grant	\$22,000.00	\$0.00	\$22,000.00	\$0.00	0	\$45,496.90	207	(\$23,496.90)
33432 LIABILITY AND SAFETY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,976.27	0	(\$5,976.27)
Total State Govern. Grants	\$27,500.00	\$0.00	\$27,500.00	\$0.00	0	\$51,473.17	187	(\$23,973.17)
Total INTERGOVERNMENT	\$27,500.00	\$0.00	\$27,500.00	\$0.00	0	\$51,473.17	187	(\$23,973.17)
034 CHARGES FOR OTHER SERVICES								
34110 GENERAL GOV								
34191 QUALIFYING FEES	\$500.00	\$0.00	\$500.00	\$0.00	0	\$0.00	0	\$500.00
Total General Gov	\$500.00	\$0.00	\$500.00	\$0.00	0	\$0.00	0	\$500.00
34600 OTHER SERVICES								
34600 MOSQUITO SPRAYING FEES	\$20,831.00	\$0.00	\$20,831.00	\$0.00	0	\$0.00	0	\$20,831.00
34930 BAD CHECK FEES	\$200.00	\$0.00	\$200.00	\$0.00	0	\$50.00	25	\$150.00
Total Other Services	\$21,031.00	\$0.00	\$21,031.00	\$0.00	0	\$50.00	0	\$20,981.00
34900 CONTRIBUTED CAPITAL								
34901 SALE OF CEMETERY LOTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Contributed Capital	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total CHARGES FOR OTHER SERVICES	\$21,531.00	\$0.00	\$21,531.00	\$0.00	0	\$50.00	0	\$21,481.00
035 FINES & FORFEITURES								
35100 FINES & FORFEITURES								
35117 COURT COSTS	\$8,500.00	\$0.00	\$8,500.00	\$150.00	2	\$1,050.00	12	\$7,450.00
35145 ADD. PEN - TECHNOLOGY FUND	\$7,850.00	\$0.00	\$7,850.00	\$1,850.00	24	\$9,625.00	123	(\$1,775.00)
35190 FINES & FORFEITURES	\$75,000.00	\$0.00	\$75,000.00	\$2,337.00	3	\$66,743.20	89	\$8,256.80
35195 PROBATION PAYMENTS	\$7,000.00	\$0.00	\$7,000.00	\$1,275.00	18	\$3,979.00	57	\$3,021.00
Total Fines & Forfeitures	\$98,350.00	\$0.00	\$98,350.00	\$5,612.00	6	\$81,397.20	83	\$16,952.80
Total FINES & FORFEITURES	\$98,350.00	\$0.00	\$98,350.00	\$5,612.00	6	\$81,397.20	83	\$16,952.80
036 INVESTMENT INCOME								
36000 INTEREST REVENUES								
36110 INTEREST EARNED	\$250.00	\$0.00	\$250.00	\$5,946.99	2379	\$8,976.26	3591	(\$8,726.26)

100 GENERAL
036 INVESTMENT INCOME
36000 INTEREST REVENUES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget 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	\$7,700.00	\$0.00	\$7,700.00	\$810.00	11	\$7,020.00	91	\$680.00
38110 RENT INCOME	\$3,000.00	\$0.00	\$3,000.00	\$1,255.00	42	\$11,120.00	371	(\$6,120.00)
38120 COMMUNITY CENTER	\$100,000.00	\$0.00	\$100,000.00	\$30.25	0	\$10,894.13	11	\$89,105.87
38900 MISC REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
38901 CASH OVER/SHORT	\$110,700.00	\$0.00	\$110,700.00	\$2,095.25	2	\$29,034.13	26	\$81,665.87
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	\$40,000.00	\$0.00	\$40,000.00	\$0.00	0	\$0.00	0	\$40,000.00
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								
39210 SALE OF EQUIPMENT	\$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)

230 AMERICAN RESCUE PLAN FUND
033 INTERGOVERNMENT
33110 GRANTS

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

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
230 AMERICAN RESCUE PLAN FUND								
033 INTERGOVERNMENT								
33110 GRANTS								
33210 ARP ACT FUNDING	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Grants	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,167.04	0	(\$2,167.04)
Total Interest Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,167.04	0	(\$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	\$0.00	\$0.00	\$0.00	\$0.00	0	(\$7.50)	0	\$7.50
Total Other Misc Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0	(\$7.50)	0	\$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)

330 TSPLOST
033 INTERGOVERNMENT
33400 STATE GOVERN. GRANTS

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

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
330 TSPLOST								
033 INTERGOVERNMENT								
33400 STATE GOVERN. GRANTS								
36105 TSPLOST REVENUES	\$1,536,145.80	\$0.00	\$1,536,145.80	\$45,111.30	3	\$429,065.73	28	\$1,107,080.07
Total State Govern. Grants	\$1,536,145.80	\$0.00	\$1,536,145.80	\$45,111.30	3	\$429,065.73	28	\$1,107,080.07
Total INTERGOVERNMENT	\$1,536,145.80	\$0.00	\$1,536,145.80	\$45,111.30	3	\$429,065.73	28	\$1,107,080.07
036 INVESTMENT INCOME								
36000 INTEREST REVENUES								
36110 INTEREST EARNED	\$0.00	\$0.00	\$0.00	\$637.96	0	\$6,298.25	0	(\$6,298.25)
Total Interest Revenues	\$0.00	\$0.00	\$0.00	\$637.96	0	\$6,298.25	0	(\$6,298.25)
Total INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$637.96	0	\$6,298.25	0	(\$6,298.25)
Total TSPLOST	\$1,536,145.80	\$0.00	\$1,536,145.80	\$45,749.26	3	\$435,363.98	28	\$1,100,781.82

340 2020 SPLOST
033 INTERGOVERNMENT
33400 STATE GOVERN. GRANTS

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

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
340 2020 SPLOST								
033 INTERGOVERNMENT								
33400 STATE GOVERN. GRANTS	\$0.00	\$0.00	\$0.00	\$24,351.99	0	\$229,242.57	0	(\$229,242.57)
36106 2020 SPLOST REVENUES	\$0.00	\$0.00	\$0.00	\$24,351.99	0	\$229,242.57	0	(\$229,242.57)
Total State Govern. Grants	\$0.00	\$0.00	\$0.00	\$24,351.99	0	\$229,242.57	0	(\$229,242.57)
Total INTERGOVERNMENT	\$0.00	\$0.00	\$0.00	\$24,351.99	0	\$229,242.57	0	(\$229,242.57)
036 INVESTMENT INCOME								
36000 INTEREST REVENUES	\$0.00	\$0.00	\$0.00	\$106.29	0	\$1,380.37	0	(\$1,380.37)
36110 INTEREST EARNED	\$0.00	\$0.00	\$0.00	\$106.29	0	\$1,380.37	0	(\$1,380.37)
Total Interest Revenues	\$0.00	\$0.00	\$0.00	\$106.29	0	\$1,380.37	0	(\$1,380.37)
Total INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$106.29	0	\$1,380.37	0	(\$1,380.37)
Total 2020 SPLOST	\$0.00	\$0.00	\$0.00	\$24,458.28	0	\$230,622.94	0	(\$230,622.94)

355 SEID GRANT FUND
033 INTERGOVERNMENT
33400 STATE GOVERN. GRANTS

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

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
355 SEID GRANT FUND								
033 INTERGOVERNMENT								
33400 STATE GOVERN. GRANTS								
33435 ST GRANT CAP/INDIRECT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total State Govern. Grants	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$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
34400 UTILITIES/ENTERPRISE

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

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
505 WATER FUND								
034 CHARGES FOR OTHER SERVICES								
34400 UTILITIES/ENTERPRISE								
34421 WATER REVENUES	\$210,000.00	\$0.00	\$210,000.00	\$22,834.55	11	\$243,318.95	116	(\$33,318.95)
34422 PENALTIES	\$23,000.00	\$0.00	\$23,000.00	\$2,260.00	10	\$20,660.00	90	\$2,340.00
34423 RECONNECTON FEES	\$2,000.00	\$0.00	\$2,000.00	\$1,500.00	75	\$3,225.00	161	(\$1,225.00)
34424 TAP IN FEES	\$4,500.00	\$0.00	\$4,500.00	\$2,800.00	62	\$67,900.00	1509	(\$63,400.00)
34425 SEWER CHARGES	\$3,000.00	\$0.00	\$3,000.00	\$315.00	11	\$2,820.00	94	\$180.00
34426 ACCOUNT ESTABLISHMENT FEE	\$0.00	\$0.00	\$0.00	\$950.00	0	\$1,500.00	0	(\$1,500.00)
34427 LOCATING METER FEE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34428 ON/OFF CUSTOMER REQ (NHV)	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34429 ON/OFF CUST. REQUEST(HOV)	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34430 ADMINISTRATIVE FEE	\$9,000.00	\$0.00	\$9,000.00	\$1,828.00	20	\$3,564.00	40	\$5,436.00
34431 EMERGENCY ON/OFF CALL OUT(-	\$0.00	\$0.00	\$0.00	\$0.00	0	\$115.00	0	(\$115.00)
34432 EMER ON/OFF CALL OUT(NHV)	\$0.00	\$0.00	\$0.00	\$0.00	0	\$60.00	0	(\$60.00)
34433 SECOND RE-READ	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34434 AFTER HOUR TURN ON FEE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34435 WTR CAPITAL IMPROVEMENT FUN	\$30,000.00	\$0.00	\$30,000.00	\$5,686.14	19	\$50,726.65	169	(\$20,726.65)
34436 EMERGENCY CALL OUT FOR TURI	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34437 REMOVE MID TEST METER FEE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34438 REMOVE MTR DELIQ FEE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34439 REMOVE STRAIT LINE/JUMPER FE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34440 CUT OFF WATER MAIN FEE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34930 BAD CHECK FEES	\$500.00	\$0.00	\$500.00	\$0.00	0	\$0.00	0	\$500.00
Total Utilities/Enterprise	\$282,000.00	\$0.00	\$282,000.00	\$38,173.69	14	\$393,889.60	140	(\$111,889.60)
Total CHARGES FOR OTHER SERVICES	\$282,000.00	\$0.00	\$282,000.00	\$38,173.69	14	\$393,889.60	140	(\$111,889.60)
036 INVESTMENT INCOME								
36000 INTEREST REVENUES								
36110 INTEREST EARNED	\$86.00	\$0.00	\$86.00	\$496.63	577	\$3,329.90	3872	(\$3,243.90)
Total Interest Revenues	\$86.00	\$0.00	\$86.00	\$496.63	577	\$3,329.90	3872	(\$3,243.90)
Total INVESTMENT INCOME	\$86.00	\$0.00	\$86.00	\$496.63	577	\$3,329.90	3872	(\$3,243.90)
038 MISCELLANEOUS								
38900 OTHER MISC REVENUE								
38900 MISC REVENUE	\$225.00	\$0.00	\$225.00	\$0.00	0	\$372.07	165	(\$147.07)
38901 CASH OVER/SHORT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Other Misc Revenue	\$225.00	\$0.00	\$225.00	\$0.00	0	\$372.07	165	(\$147.07)
Total MISCELLANEOUS	\$225.00	\$0.00	\$225.00	\$0.00	0	\$372.07	165	(\$147.07)
Total WATER FUND	\$282,311.00	\$0.00	\$282,311.00	\$38,670.32	14	\$397,591.57	141	(\$115,280.57)

540 SANITATION
034 CHARGES FOR OTHER SERVICES
34400 UTILITIES/ENTERPRISE

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

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

100 GENERAL
150 ADMINISTRATION
51100 SALARIES & WAGES

Expenditure Report
Level 4 Summary for March 2025

Brooklet, City Of
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Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
100 GENERAL									
150 ADMINISTRATION									
51100 SALARIES & WAGES									
51110 REGULAR EMPLOYEES	\$123,800.00	\$0.00	\$3,531.64	3	\$35,338.83	29	\$0.00	\$88,461.17	71
51130 OVERTIME	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
51140 MAYOR & COUNCIL FEES	\$13,000.00	\$0.00	\$1,050.00	8	\$9,450.00	73	\$0.00	\$3,550.00	27
Total Salaries & Wages	\$136,800.00	\$0.00	\$4,581.64	3	\$44,788.83	33	\$0.00	\$92,011.17	67
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$24,430.00	\$0.00	\$2,223.25	9	\$10,760.93	44	\$0.00	\$13,669.07	56
51220 FICA & MEDICARE CONTRIBUTION	\$9,460.00	\$0.00	\$538.30	6	\$5,316.64	56	\$0.00	\$4,143.36	44
51240 EMPLOYEE RETIREMENT	\$6,144.00	\$0.00	\$35.39	1	\$353.66	6	\$0.00	\$5,790.34	94
51260 UNEMPLOYMENT INSURANCE	\$3,220.00	\$0.00	\$23.29	1	\$108.85	3	\$0.00	\$3,111.15	97
51270 INSURANCE WORKER'S COMP	\$4,114.00	\$0.00	\$0.00	0	\$3,087.42	75	\$0.00	\$1,026.58	25
Total Employee Benefits	\$47,368.00	\$0.00	\$2,820.23	6	\$19,627.50	41	\$0.00	\$27,740.50	59
52100 PROFESSIONAL & TECH SERVICE									
52120 LEGAL FEES	\$15,000.00	\$0.00	\$1,815.45	12	\$54,969.25	366	\$0.00	(\$39,969.25)	(266)
52121 ACCOUNTING & AUDIT	\$19,000.00	\$0.00	\$5,237.00	28	\$22,646.00	119	\$0.00	(\$3,646.00)	(19)
52124 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	0	\$1,125.00	0	\$0.00	(\$1,125.00)	0
52130 COMPUTER SERVICE	\$7,500.00	\$0.00	\$207.43	3	\$6,469.82	86	\$0.00	\$1,030.18	14
52135 BUILDING INSPECTOR	\$6,500.00	\$0.00	\$1,550.00	24	\$20,200.00	311	\$0.00	(\$13,700.00)	(211)
52136 OTHER SERVICES	\$5,000.00	\$0.00	\$1,733.55	35	\$9,379.09	188	\$0.00	(\$4,379.09)	(88)
Total Professional & Tech Service	\$53,000.00	\$0.00	\$10,543.43	20	\$114,789.16	217	\$0.00	(\$61,789.16)	(117)
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$2,500.00	\$0.00	\$170.00	7	\$1,700.00	68	\$0.00	\$800.00	32
52221 REPAIRS/MAINT- OFFICE EQUIP	\$1,500.00	\$0.00	\$0.00	0	\$10,380.00	692	\$0.00	(\$8,880.00)	(592)
52225 REPAIRS/MAINT- OTHER	\$3,085.43	\$0.00	\$45.00	1	\$3,380.02	110	\$0.00	(\$294.59)	(10)
52226 REPAIRS/MAINT- BUILDING	\$1,000.00	\$0.00	\$40.00	4	\$1,251.26	125	\$0.00	(\$251.26)	(25)
52229 REPAIRS/MAINT- RENTAL HOUSE	\$2,000.00	\$0.00	\$35.00	2	\$4,396.50	220	\$0.00	(\$2,396.50)	(120)
Total Property Services	\$10,085.43	\$0.00	\$290.00	3	\$21,107.78	209	\$0.00	(\$11,022.35)	(109)
52300 OTHER PURCHASED SERVICES									
52310 INSURANCE - GENERAL	\$12,889.80	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$12,889.80	100
52320 TELEPHONE & PAGER	\$2,900.00	\$0.00	\$159.36	5	\$1,593.63	55	\$0.00	\$1,306.37	45
52321 POSTAGE	\$1,700.00	\$0.00	\$31.40	2	\$557.10	33	\$0.00	\$1,142.90	67
52322 BANK SERVICE CHARGE	\$0.00	\$0.00	\$0.00	0	\$106.55	0	\$0.00	(\$106.55)	0
52324 MERCHANT FEES	\$0.00	\$0.00	\$24.75	0	\$625.24	0	\$0.00	(\$625.24)	0
52330 ADVERTISING	\$1,500.00	\$0.00	\$40.00	3	\$1,128.15	75	\$0.00	\$371.85	25
52340 PRINTING & BINDING	\$2,000.00	\$0.00	\$0.00	0	\$2,045.77	102	\$0.00	(\$45.77)	(2)
52350 TRAVEL	\$1,200.00	\$0.00	\$1,341.35	112	\$6,083.27	507	\$0.00	(\$4,883.27)	(407)
52360 DUES, FEES, SUBSCRIPTIONS	\$5,500.00	\$0.00	\$345.66	6	\$7,283.66	132	\$0.00	(\$1,783.66)	(32)
52370 EDUCATION & TRAINING	\$0.00	\$0.00	\$304.50	0	\$1,842.02	0	\$0.00	(\$1,842.02)	0
52381 ELECTION EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

100 GENERAL
150 ADMINISTRATION
52300 OTHER PURCHASED SERVICES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
52385 CONTRACT LABOR	\$0.00	\$0.00	\$4,600.00	0	\$39,800.00	0	\$0.00	(\$39,800.00)	0
Total Other Purchased Services	\$27,689.80	\$0.00	\$6,847.02	25	\$61,065.39	221	\$0.00	(\$33,375.59)	(121)
53100 SUPPLIES									
53103 ELECTRICITY	\$5,000.00	\$0.00	\$130.74	3	\$1,337.34	27	\$0.00	\$3,662.66	73
53104 ELECTRICITY-RENTAL HOUSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
53111 GENERAL SUPPLIES	\$2,900.00	\$0.00	\$63.98	2	\$1,017.12	35	\$0.00	\$1,882.88	65
53112 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$478.94	24	\$2,147.98	107	\$0.00	(\$147.98)	(7)
53116 MISCELLANEOUS	\$3,500.00	\$0.00	\$133.28	4	\$1,004.06	29	\$0.00	\$2,495.94	71
53118 CHRISTMAS PARTY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Supplies	\$13,400.00	\$0.00	\$806.94	6	\$5,506.50	41	\$0.00	\$7,893.50	59
54100 PROPERTY									
54260 CAPITAL ADDITIONS	\$20,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$20,000.00	100
Total Property	\$20,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$20,000.00	100
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 ADMINISTRATION	\$308,343.23	\$0.00	\$25,889.26	8	\$266,885.16	87	\$0.00	\$41,458.07	13
320 POLICE									
51100 SALARIES & WAGES									
51110 REGULAR EMPLOYEES	\$244,172.00	\$0.00	\$14,862.79	6	\$168,432.52	69	\$0.00	\$75,739.48	31
51130 OVERTIME	\$12,000.00	\$0.00	\$751.18	6	\$4,683.95	39	\$0.00	\$7,316.05	61
Total Salaries & Wages	\$256,172.00	\$0.00	\$15,613.97	6	\$173,116.47	68	\$0.00	\$83,055.53	32
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$36,650.00	\$0.00	\$5,288.24	14	\$24,224.66	66	\$0.00	\$12,425.34	34
51220 FICA & MEDICARE CONTRIBUTION	\$18,687.00	\$0.00	\$941.06	5	\$10,852.18	58	\$0.00	\$7,834.82	42
51240 EMPLOYEE RETIREMENT	\$12,200.00	\$0.00	\$172.95	1	\$1,728.35	14	\$0.00	\$10,471.65	86
51260 UNEMPLOYMENT INSURANCE	\$6,406.00	\$0.00	\$31.72	0	\$130.14	2	\$0.00	\$6,275.86	98
51270 INSURANCE WORKERS COMP	\$10,285.00	\$0.00	\$0.00	0	\$8,522.19	83	\$0.00	\$1,762.81	17
Total Employee Benefits	\$84,228.00	\$0.00	\$6,433.97	8	\$45,457.52	54	\$0.00	\$38,770.48	46
52100 PROFESSIONAL & TECH SERVICE									
52120 LEGAL FEES	\$250.00	\$0.00	\$1,815.44	726	\$1,815.44	726	\$0.00	(\$1,565.44)	(626)
52122 JUDGE'S FEES	\$2,500.00	\$0.00	\$0.00	0	\$3,400.00	136	\$0.00	(\$900.00)	(36)
52130 COMPUTER SERVICE	\$13,000.00	\$0.00	\$2,664.46	20	\$17,891.69	138	\$0.00	(\$4,891.69)	(38)
52136 OTHER SERVICES	\$6,000.00	\$0.00	\$1,380.53	23	\$5,954.08	99	\$0.00	\$45.92	1
Total Professional & Tech Service	\$21,750.00	\$0.00	\$5,860.43	27	\$29,061.21	134	\$0.00	(\$7,311.21)	(34)
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$2,000.00	\$0.00	\$170.00	9	\$1,530.00	77	\$0.00	\$470.00	24
52220 REPAIRS/MAINT- EQUIPMENT	\$287.00	\$0.00	\$0.00	0	\$395.00	138	\$0.00	(\$108.00)	(38)
52221 REPAIRS/MAINT- OFFICE EQUIP	\$100.00	\$0.00	\$624.50	625	\$624.50	625	\$0.00	(\$524.50)	(525)

100 GENERAL
320 POLICE
52200 PROPERTY SERVICES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
52223 REPAIRS/MAINT- VEHICLES	\$13,000.00	\$0.00	\$30.00	0	\$11,488.62	88	\$0.00	\$1,511.38	12
52224 REPAIRS/MAINT- RADIO/RADAR	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
52225 REPAIRS/MAINT- OTHER	\$2,500.00	\$0.00	\$0.00	0	\$343.00	14	\$0.00	\$2,157.00	86
52226 REPAIRS/MAINT- BUILDING	\$10,000.00	\$0.00	\$40.00	0	\$3,006.28	30	\$0.00	\$6,993.72	70
52230 TECHNOLOGY FUND EXPENSE	\$12,000.00	\$0.00	\$11,219.00	93	\$12,238.80	102	\$0.00	(\$238.80)	(2)
Total Property Services	\$39,887.00	\$0.00	\$12,083.50	30	\$29,626.20	74	\$0.00	\$10,260.80	26
52300 OTHER PURCHASED SERVICES									
52310 INSURANCE - GENERAL	\$18,163.00	\$0.00	\$0.00	0	\$1,000.00	6	\$0.00	\$17,163.00	94
52320 TELEPHONE & PAGER	\$5,000.00	\$0.00	\$397.51	8	\$3,283.13	66	\$0.00	\$1,716.87	34
52321 POSTAGE	\$50.00	\$0.00	\$0.00	0	\$84.00	168	\$0.00	(\$34.00)	(68)
52330 ADVERTISING	\$200.00	\$0.00	\$1,083.62	542	\$1,496.26	748	\$0.00	(\$1,296.26)	(648)
52340 PRINTING & BINDING	\$150.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$150.00	100
52350 TRAVEL	\$2,000.00	\$0.00	\$244.00	12	\$1,702.60	85	\$0.00	\$297.40	15
52360 DUES, FEES, SUBSCRIPTIONS	\$300.00	\$0.00	\$156.70	52	\$1,651.30	550	\$0.00	(\$1,351.30)	(450)
52361 PEACE OFFICERS FUND	\$1,500.00	\$0.00	\$820.63	55	\$4,595.26	306	\$0.00	(\$3,095.26)	(206)
52362 COURT ATTENDANCE	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
52363 GSCCCA-GEORGIA SUPERIOR CO	\$4,500.00	\$0.00	\$1,213.57	27	\$6,598.82	147	\$0.00	(\$2,098.82)	(47)
52365 LOCAL VICTIMS ASSISTANCE FUN	\$600.00	\$0.00	\$263.66	44	\$1,419.63	237	\$0.00	(\$819.63)	(137)
52370 EDUCATION & TRAINING	\$1,000.00	\$0.00	\$400.00	40	\$720.00	72	\$0.00	\$280.00	28
52385 CONTRACT LABOR	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Other Purchased Services	\$33,963.00	\$0.00	\$4,579.69	13	\$22,551.00	66	\$0.00	\$11,412.00	34
53100 SUPPLIES									
53103 ELECTRICITY	\$4,000.00	\$0.00	\$277.12	7	\$2,716.57	68	\$0.00	\$1,283.43	32
53111 GENERAL SUPPLIES	\$500.00	\$0.00	\$0.00	0	\$607.30	121	\$0.00	(\$107.30)	(21)
53112 OFFICE SUPPLIES	\$1,500.00	\$0.00	\$411.28	27	\$899.61	60	\$0.00	\$600.39	40
53114 GAS, OIL, & GREASE	\$13,000.00	\$0.00	\$703.66	5	\$8,586.10	66	\$0.00	\$4,413.90	34
53116 MISCELLANEOUS	\$3,000.00	\$0.00	\$403.95	13	\$871.95	29	\$0.00	\$2,128.05	71
53170 UNIFORMS	\$2,000.00	\$0.00	\$364.99	18	\$911.04	46	\$0.00	\$1,088.96	54
Total Supplies	\$24,000.00	\$0.00	\$2,161.00	9	\$14,592.57	61	\$0.00	\$9,407.43	39
54100 PROPERTY									
54260 CAPITAL ADDITIONS	\$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
57100 INTERGOVERNMENTAL									
57100 JAIL EXPENSE - COUNTY	\$0.00	\$0.00	\$0.00	0	\$135.00	0	\$0.00	(\$135.00)	0
Total Intergovernmental	\$0.00	\$0.00	\$0.00	0	\$135.00	0	\$0.00	(\$135.00)	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 POLICE	\$460,000.00	\$0.00	\$46,732.56	10	\$314,539.97	68	\$0.00	\$145,460.03	32

100 GENERAL
420 STREETS
51100 SALARIES & WAGES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
420 STREETS									
51100 SALARIES & WAGES									
51110 REGULAR EMPLOYEES	\$22,500.00	\$0.00	\$1,638.18	7	\$15,495.70	69	\$0.00	\$7,004.30	31
51130 OVERTIME	\$1,500.00	\$0.00	\$0.00	0	\$657.71	44	\$0.00	\$842.29	56
Total Salaries & Wages	\$24,000.00	\$0.00	\$1,638.18	7	\$16,153.41	67	\$0.00	\$7,846.59	33
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$0.00	\$0.00	\$0.00	0	\$4,259.20	0	\$0.00	(\$4,259.20)	0
51220 FICA & MEDICARE CONTRIBUTION	\$3,100.00	\$0.00	\$394.80	13	\$3,485.35	112	\$0.00	(\$385.35)	(12)
51240 EMPLOYEE RETIREMENT	\$0.00	\$0.00	\$27.01	0	\$269.92	0	\$0.00	(\$269.92)	0
51260 UNEMPLOYMENT INSURANCE	\$1,983.77	\$0.00	\$17.18	1	\$81.93	4	\$0.00	\$1,901.84	96
51270 INSURANCE WORKERS COMP	\$2,057.00	\$0.00	\$0.00	0	\$3,087.42	150	\$0.00	(\$1,030.42)	(50)
Total Employee Benefits	\$7,140.77	\$0.00	\$438.99	6	\$11,183.82	157	\$0.00	(\$4,043.05)	(57)
52100 PROFESSIONAL & TECH SERVICE									
52120 LEGAL FEES	\$1,800.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,800.00	100
52124 ENGINEERING FEES	\$7,000.00	\$0.00	\$250.00	4	\$6,797.50	97	\$0.00	\$202.50	3
52131 MOSQUITO SPRAYING EXP	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
52133 TREE DEMOLITION	\$5,000.00	\$0.00	\$2,000.00	40	\$10,450.00	209	\$0.00	(\$5,450.00)	(109)
52136 OTHER SERVICES	\$0.00	\$0.00	\$0.00	0	\$100.01	0	\$0.00	(\$100.01)	0
Total Professional & Tech Service	\$13,800.00	\$0.00	\$2,250.00	16	\$17,347.51	126	\$0.00	(\$3,547.51)	(26)
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$2,100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,100.00	100
52215 STREET SWEEPING SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
52220 REPAIRS/MAINT- EQUIPMENT	\$7,000.00	\$0.00	\$0.00	0	\$11,115.16	159	\$0.00	(\$4,115.16)	(59)
52222 REPAIRS/MAINT- ROADS	\$7,000.00	\$0.00	\$0.00	0	\$11,791.58	168	\$0.00	(\$4,791.58)	(68)
52223 REPAIRS/MAINT- VEHICLES	\$3,500.00	\$0.00	\$0.00	0	\$1,879.18	54	\$0.00	\$1,620.82	46
52225 REPAIRS/MAINT- OTHER	\$0.00	\$0.00	\$156.50	0	\$1,304.62	0	\$0.00	(\$1,304.62)	0
52226 REPAIRS/MAINT- BUILDING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Property Services	\$19,600.00	\$0.00	\$156.50	1	\$26,090.54	133	\$0.00	(\$6,490.54)	(33)
52300 OTHER PURCHASED SERVICES									
52310 INSURANCE - GENERAL	\$6,196.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$6,196.00	100
52320 TELEPHONE & PAGER	\$750.00	\$0.00	\$38.00	5	\$568.00	76	\$0.00	\$182.00	24
52330 ADVERTISING	\$0.00	\$0.00	\$82.40	0	\$112.40	0	\$0.00	(\$112.40)	0
52350 TRAVEL	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
52360 DUES, FEES, SUBSCRIPTIONS	\$277.00	\$0.00	\$22.50	8	\$335.90	121	\$0.00	(\$58.90)	(21)
52370 EDUCATION & TRAINING	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
52385 CONTRACT LABOR	\$0.00	\$0.00	\$0.00	0	\$31,050.00	0	\$0.00	(\$31,050.00)	0
Total Other Purchased Services	\$8,223.00	\$0.00	\$142.90	2	\$32,066.30	390	\$0.00	(\$23,843.30)	(290)
53100 SUPPLIES									
53103 ELECTRICITY	\$3,000.00	\$0.00	\$42.58	1	\$1,410.46	47	\$0.00	\$1,589.54	53
53111 GENERAL SUPPLIES	\$500.00	\$0.00	\$69.08	14	\$883.96	177	\$0.00	(\$383.96)	(77)

100 GENERAL
420 STREETS
53100 SUPPLIES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
53112 OFFICE SUPPLIES	\$100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$100.00	100
53114 GAS, OIL, & GREASE	\$8,000.00	\$0.00	\$137.53	2	\$4,753.63	59	\$0.00	\$3,246.37	41
53115 SIGNS	\$2,000.00	\$0.00	\$0.00	0	\$1,144.85	57	\$0.00	\$855.15	43
53116 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0	\$4.00	0	\$0.00	(\$4.00)	0
53134 ELECTRICITY - STR LIGHTS	\$38,000.00	\$0.00	\$3,772.80	10	\$26,947.65	71	\$0.00	\$11,052.35	29
53170 UNIFORMS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Supplies	\$51,600.00	\$0.00	\$4,021.99	8	\$35,144.55	68	\$0.00	\$16,455.45	32
54100 PROPERTY									
54110 SITES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
54131 BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
54260 CAPITAL ADDITIONS	\$22,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$22,500.00	100
54262 DOT LMIG	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Property	\$22,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$22,500.00	100
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 STREETS	\$146,863.77	\$0.00	\$8,648.56	6	\$137,986.13	94	\$0.00	\$8,877.64	6
430 RNCC									
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$2,000.00	\$0.00	\$0.00	0	\$170.00	9	\$0.00	\$1,830.00	92
52225 REPAIRS/MAINT- OTHER	\$1,000.00	\$0.00	\$0.00	0	\$3,512.55	351	\$0.00	(\$2,512.55)	(251)
52226 REPAIRS/MAINT- BUILDING	\$1,500.00	\$0.00	\$65.00	4	\$1,366.00	91	\$0.00	\$134.00	9
Total Property Services	\$4,500.00	\$0.00	\$65.00	1	\$5,048.55	112	\$0.00	(\$548.55)	(12)
52300 OTHER PURCHASED SERVICES									
52300 OTHER PURCHASED SERVICES	\$1,000.00	\$0.00	\$115.24	12	\$672.16	67	\$0.00	\$327.84	33
52310 INSURANCE - GENERAL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Other Purchased Services	\$1,000.00	\$0.00	\$115.24	12	\$672.16	67	\$0.00	\$327.84	33
53100 SUPPLIES									
53100 SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$102.33	0	\$0.00	(\$102.33)	0
53116 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0	\$300.00	0	\$0.00	(\$300.00)	0
Total Supplies	\$0.00	\$0.00	\$0.00	0	\$402.33	0	\$0.00	(\$402.33)	0
53103 PROPERTY SERVICES									
53103 ELECTRICITY	\$6,000.00	\$0.00	\$781.83	13	\$5,448.06	91	\$0.00	\$551.94	9
Total Property Services	\$6,000.00	\$0.00	\$781.83	13	\$5,448.06	91	\$0.00	\$551.94	9
Total RNCC	\$11,500.00	\$0.00	\$962.07	8	\$11,571.10	101	\$0.00	(\$71.10)	(1)
440 WATER									
54100 PROPERTY									
54143 DRAINAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

4/11/2025

100 GENERAL
440 WATER
54100 PROPERTY

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total Property	\$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
495 CEMETERY									
00052 PROPERTY SERVICES	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
52385 CONTRACT LABOR	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
Total Property Services	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
00054 PROPERTY SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Property Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
52200 PROPERTY SERVICES	\$10,000.00	\$0.00	\$400.00	4	\$6,666.20	67	\$0.00	\$3,333.80	33
52225 REPAIRS/MAINT- OTHER	\$10,000.00	\$0.00	\$400.00	4	\$6,666.20	67	\$0.00	\$3,333.80	33
Total Property Services	\$10,000.00	\$0.00	\$400.00	4	\$6,666.20	67	\$0.00	\$3,333.80	33
53100 SUPPLIES	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
53116 MISCELLANEOUS	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
Total Supplies	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
Total CEMETERY	\$15,000.00	\$0.00	\$400.00	3	\$6,666.20	44	\$0.00	\$8,333.80	56
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT									
61110 TRANSFER IN/OUT- GENERAL FUN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
61120 TRANSFER IN/OUT- WATER FUND	\$0.00	\$0.00	\$0.00	0	\$418.42	0	\$0.00	(\$418.42)	0
61130 TRANSFER IN/OUT- SANITATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
61140 TRANSFER IN/OUT- SPLOST FUND	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
61145 TRANSFER IN/OUT-TSPLOST FUND	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
61150 TRANSFER IN/OUT-CEMETERY FL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
61170 TRANSFER IN/OUT - ARPA	\$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	\$418.42	0	\$0.00	(\$418.42)	0
Total OTHER EXPEN.	\$0.00	\$0.00	\$0.00	0	\$418.42	0	\$0.00	(\$418.42)	0
Total GENERAL	\$941,707.00	\$0.00	\$82,632.45	9	\$738,066.98	78	\$0.00	\$203,640.02	22

230 AMERICAN RESCUE PLAN FUND
 440 WATER
 54100 PROPERTY

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
230 AMERICAN RESCUE PLAN FUND									
440 WATER									
54100 PROPERTY									
54142 SYSTEM IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$387,362.02	0	\$0.00	(\$387,362.02)	0
54143 DRAINAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Property	\$0.00	\$0.00	\$0.00	0	\$387,362.02	0	\$0.00	(\$387,362.02)	0
Total WATER	\$0.00	\$0.00	\$0.00	0	\$387,362.02	0	\$0.00	(\$387,362.02)	0
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT									
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 AMERICAN RESCUE PLAN FUND	\$0.00	\$0.00	\$0.00	0	\$387,362.02	0	\$0.00	(\$387,362.02)	0

330 TSPLOST
420 STREETS
52100 PROFESSIONAL & TECH SERVICE

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
330 TSPLOST									
420 STREETS									
52100 PROFESSIONAL & TECH SERVICE									
52124 ENGINEERING FEES	\$0.00	\$0.00	\$875.00	0	\$5,952.50	0	\$0.00	(\$5,952.50)	0
Total Professional & Tech Service	\$0.00	\$0.00	\$875.00	0	\$5,952.50	0	\$0.00	(\$5,952.50)	0
53100 SUPPLIES									
53116 MISCELLANEOUS	\$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									
54140 ROAD CONSTRUCTION	\$0.00	\$0.00	\$13,500.00	0	\$453,723.63	0	\$0.00	(\$453,723.63)	0
54143 DRAINAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$26,810.50	0	\$0.00	(\$26,810.50)	0
Total Property	\$0.00	\$0.00	\$13,500.00	0	\$480,534.13	0	\$0.00	(\$480,534.13)	0
Total STREETS	\$0.00	\$0.00	\$14,375.00	0	\$486,486.63	0	\$0.00	(\$486,486.63)	0
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT									
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 TSPLOST	\$0.00	\$0.00	\$14,375.00	0	\$486,486.63	0	\$0.00	(\$486,486.63)	0

340 2020 SPLOST
150 ADMINISTRATION
54200 MACHINERY & EQUIPMENT

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
340 2020 SPLOST									
150 ADMINISTRATION									
54200 MACHINERY & EQUIPMENT									
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Machinery & Equipment	\$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 ADMINISTRATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
320 POLICE									
54200 MACHINERY & EQUIPMENT									
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$56,291.11	0	\$0.00	(\$56,291.11)	0
Total Machinery & Equipment	\$0.00	\$0.00	\$0.00	0	\$56,291.11	0	\$0.00	(\$56,291.11)	0
57900 CONTINGENCIES									
57900 CONTINGENCIES	\$0.00	\$0.00	\$0.00	0	\$6,645.63	0	\$0.00	(\$6,645.63)	0
Total Contingencies	\$0.00	\$0.00	\$0.00	0	\$6,645.63	0	\$0.00	(\$6,645.63)	0
Total POLICE	\$0.00	\$0.00	\$0.00	0	\$62,936.74	0	\$0.00	(\$62,936.74)	0
420 STREETS									
54200 MACHINERY & EQUIPMENT									
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$26,810.50	0	\$0.00	(\$26,810.50)	0
Total Machinery & Equipment	\$0.00	\$0.00	\$0.00	0	\$26,810.50	0	\$0.00	(\$26,810.50)	0
Total STREETS	\$0.00	\$0.00	\$0.00	0	\$26,810.50	0	\$0.00	(\$26,810.50)	0
440 WATER									
54100 PROPERTY									
54142 SYSTEM IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$374,315.67	0	\$0.00	(\$374,315.67)	0
Total Property	\$0.00	\$0.00	\$0.00	0	\$374,315.67	0	\$0.00	(\$374,315.67)	0
54200 MACHINERY & EQUIPMENT									
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Machinery & Equipment	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total WATER	\$0.00	\$0.00	\$0.00	0	\$374,315.67	0	\$0.00	(\$374,315.67)	0
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT									
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

340 2020 SPLOST
 900 OTHER EXPEN.
 61100 OPERATING TRANSFERS IN/OUT

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une
Total 2020 SPLOST	\$0.00	\$0.00	\$0.00	0	\$464,062.91	0	\$0.00	(\$464,062.91)	0

355 SEID GRANT FUND
440 WATER
53100 SUPPLIES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une
355 SEID GRANT FUND									
440 WATER									
53100 SUPPLIES									
53116 MISCELLANEOUS	\$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.									
61100 OPERATING TRANSFERS IN/OUT									
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
440 WATER
51100 SALARIES & WAGES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
505 WATER FUND									
440 WATER									
51100 SALARIES & WAGES									
51110 REGULAR EMPLOYEES	\$85,000.00	\$0.00	\$6,217.46	7	\$58,671.29	69	\$0.00	\$26,328.71	31
51130 OVERTIME	\$2,000.00	\$0.00	\$746.62	37	\$3,402.79	170	\$0.00	(\$1,402.79)	(70)
Total Salaries & Wages	\$87,000.00	\$0.00	\$6,964.08	8	\$62,074.08	71	\$0.00	\$24,925.92	29
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$24,430.00	\$0.00	\$4,462.06	18	\$9,122.26	37	\$0.00	\$15,307.74	63
51220 FICA & MEDICARE CONTRIBUTION	\$6,650.00	\$0.00	\$247.85	4	\$2,303.90	35	\$0.00	\$4,346.10	65
51240 EMPLOYEE RETIREMENT	\$4,325.00	\$0.00	\$37.91	1	\$378.85	9	\$0.00	\$3,946.15	91
51260 UNEMPLOYMENT INSURANCE	\$2,175.00	\$0.00	\$7.09	0	\$31.37	1	\$0.00	\$2,143.63	99
51270 INSURANCE WORKERS COMP	\$4,114.00	\$0.00	\$0.00	0	\$1,605.21	39	\$0.00	\$2,508.79	61
Total Employee Benefits	\$41,694.00	\$0.00	\$4,754.91	11	\$13,441.59	32	\$0.00	\$28,252.41	68
52100 PROFESSIONAL & TECH SERVICE									
52120 LEGAL FEES	\$0.00	\$0.00	\$742.50	0	\$14,980.00	0	\$0.00	(\$14,980.00)	0
52130 COMPUTER SERVICE	\$2,500.00	\$0.00	\$38.01	2	\$12,802.09	512	\$0.00	(\$10,302.09)	(412)
52136 OTHER SERVICES	\$40,000.00	\$0.00	\$43,586.72	109	\$58,689.58	147	\$0.00	(\$18,689.58)	(47)
52137 GA DNR/LAB TEST	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
52150 CLASS III OPERATOR	\$8,500.00	\$0.00	\$549.00	6	\$4,100.00	48	\$0.00	\$4,400.00	52
Total Professional & Tech Service	\$52,000.00	\$0.00	\$44,916.23	86	\$90,571.67	174	\$0.00	(\$38,571.67)	(74)
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$0.00	\$0.00	\$170.00	0	\$1,615.00	0	\$0.00	(\$1,615.00)	0
52220 REPAIRS/MAINT- EQUIPMENT	\$11,000.00	\$0.00	\$0.00	0	\$12,251.68	111	\$0.00	(\$1,251.68)	(11)
52223 REPAIRS/MAINT- VEHICLES	\$7,000.00	\$0.00	\$0.00	0	\$77.30	1	\$0.00	\$6,922.70	99
52225 REPAIRS/MAINT- OTHER	\$14,500.00	\$0.00	\$273.00	2	\$12,465.20	86	\$0.00	\$2,034.80	14
52227 SEWER MAINTENANCE	\$4,000.00	\$0.00	\$0.00	0	\$66,000.00	1650	\$0.00	(\$62,000.00)	(1550)
Total Property Services	\$36,500.00	\$0.00	\$443.00	1	\$92,409.18	253	\$0.00	(\$55,909.18)	(153)
52300 OTHER PURCHASED SERVICES									
52310 INSURANCE - GENERAL	\$15,146.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,146.00	100
52320 TELEPHONE & PAGER	\$2,500.00	\$0.00	\$324.00	13	\$2,621.05	105	\$0.00	(\$121.05)	(5)
52321 POSTAGE	\$4,000.00	\$0.00	\$496.72	12	\$4,451.50	111	\$0.00	(\$451.50)	(11)
52322 BANK SERVICE CHARGE	\$0.00	\$0.00	\$0.00	0	\$106.55	0	\$0.00	(\$106.55)	0
52324 MERCHANT FEES	\$0.00	\$0.00	\$596.87	0	\$5,524.40	0	\$0.00	(\$5,524.40)	0
52330 ADVERTISING	\$500.00	\$0.00	\$0.00	0	\$480.00	96	\$0.00	\$20.00	4
52350 TRAVEL	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
52360 DUES, FEES, SUBSCRIPTIONS	\$2,773.00	\$0.00	\$78.35	3	\$7,118.31	257	\$0.00	(\$4,345.31)	(157)
52370 EDUCATION & TRAINING	\$1,000.00	\$0.00	\$720.00	72	\$720.00	72	\$0.00	\$280.00	28
52385 CONTRACT LABOR	\$2,500.00	\$0.00	\$0.00	0	\$1,163.90	47	\$0.00	\$1,336.10	53
Total Other Purchased Services	\$29,419.00	\$0.00	\$2,215.94	8	\$22,185.71	75	\$0.00	\$7,233.29	25
53100 SUPPLIES									

505 WATER FUND
440 WATER
53100 SUPPLIES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
53103 ELECTRICITY	\$21,000.00	\$0.00	\$2,937.00	14	\$22,646.97	108	\$0.00	(\$1,646.97)	(8)
53111 GENERAL SUPPLIES	\$24,000.00	\$0.00	\$0.00	0	\$514.84	2	\$0.00	\$23,485.16	98
53112 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$1,169.43	58	\$0.00	\$830.57	42
53113 CHEMICALS	\$8,800.00	\$0.00	\$0.00	0	\$11,918.61	135	\$0.00	(\$3,118.61)	(35)
53114 GAS, OIL, & GREASE	\$4,000.00	\$0.00	\$163.37	4	\$1,442.95	36	\$0.00	\$2,557.05	64
53116 MISCELLANEOUS	\$24,000.00	\$0.00	\$0.00	0	(\$3,328.42)	(14)	\$0.00	\$27,328.42	114
53117 WATER METERS	\$25,000.00	\$0.00	\$310.86	1	\$53,565.48	214	\$0.00	(\$28,565.48)	(114)
53170 UNIFORMS	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
Total Supplies	\$109,300.00	\$0.00	\$3,411.23	3	\$87,929.86	80	\$0.00	\$21,370.14	20
54100 PROPERTY									
54142 SYSTEM IMPROVEMENTS	\$95,817.00	\$0.00	\$0.00	0	\$55,107.80	58	\$0.00	\$40,709.20	42
54143 DRAINAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Property	\$95,817.00	\$0.00	\$0.00	0	\$55,107.80	58	\$0.00	\$40,709.20	42
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	\$451,730.00	\$0.00	\$62,705.39	14	\$423,719.89	94	\$0.00	\$28,010.11	6
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT									
61110 TRANSFER IN/OUT- GENERAL FUN	\$0.00	\$0.00	\$0.00	0	(\$418.42)	0	\$0.00	\$418.42	0
Total Operating Transfers In/Out	\$0.00	\$0.00	\$0.00	0	(\$418.42)	0	\$0.00	\$418.42	0
Total OTHER EXPEN.	\$0.00	\$0.00	\$0.00	0	(\$418.42)	0	\$0.00	\$418.42	0
Total WATER FUND	\$451,730.00	\$0.00	\$62,705.39	14	\$423,301.47	94	\$0.00	\$28,428.53	6

540 SANITATION
450 SANITATION
51100 SALARIES & WAGES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
540 SANITATION									
450 SANITATION									
51100 SALARIES & WAGES									
51100 REGULAR EMPLOYEES	\$43,000.00	\$0.00	\$3,334.56	8	\$31,259.96	73	\$0.00	\$11,740.04	27
51130 OVERTIME	\$1,000.00	\$0.00	\$107.70	11	\$708.68	71	\$0.00	\$291.32	29
Total Salaries & Wages	\$44,000.00	\$0.00	\$3,442.26	8	\$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	\$3,300.00	\$0.00	\$263.33	8	\$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	1	\$38.00	3	\$0.00	\$1,062.00	97
51270 INSURANCE WORKERS 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	\$3,574.82	45
52100 PROFESSIONAL & TECH SERVICE									
52130 COMPUTER SERVICE	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
Total Professional & Tech Service	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
52200 PROPERTY SERVICES									
52220 REPAIRS/MAINT- EQUIPMENT	\$2,500.00	\$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	\$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									
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	0	\$0.00	0	\$0.00	\$277.00	100
52370 EDUCATION & TRAINING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	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	52
53114 GAS, OIL, & GREASE	\$7,000.00	\$0.00	\$0.00	0	\$4,750.11	68	\$0.00	\$2,249.89	32
53116 MISCELLANEOUS	\$5,000.00	\$0.00	\$0.00	0	\$300.00	6	\$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	3	\$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									

540 SANITATION
450 SANITATION
57900 CONTINGENCIES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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 SANITATION	\$146,563.00	\$0.00	\$4,878.80	3	\$128,108.00	87	\$0.00	\$18,455.00	13
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT									
61110 TRANSFER IN/OUT- GENERAL FUN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
61120 TRANSFER IN/OUT- WATER FUND	\$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 SANITATION	\$146,563.00	\$0.00	\$4,878.80	3	\$128,108.00	87	\$0.00	\$18,455.00	13

560 CEMETERY
 900 OTHER EXPEN.
 61000 INTERFUND TRANSFER

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une 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	11	\$2,627,388.01	171	\$0.00	(\$1,087,388.01)	(71)

Current Pd
Total

Year To Date
Total

\$458,643.94

\$4,863,729.89

Grand Total

Report Summary

Type From	Type To
4 - Revenues	5 - Expenses
Detail Level	Level 4 single space
Adjusted Budget Column	N
Skip Zero/ No Activity	N
Level	From To New Page
1	ALL n/a
2	ALL N
3	ALL N
4	ALL N
5	ALL n/a

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

City Manager's Report

April 17, 2025

1. City Manager resumes:

Total resumes received 14

Qualified 4

Qualifiable 1

No experience 7

Withdrew Resume 1

Disqualified 1

Dead line for resumes is tomorrow.

Next step is for mayor & council review resumes and chose 3 candidates to interview.

We will conduct background checks and set up interviews.

2. Proposed 2026 budget first draft is complete.
3. Auditor will provide the final 2024 audit to the City the first of next week.
4. FEMA We are still waiting for contractor to grind and remove debris. The City has received a 6 month extension for this to be completed.
5. Reminder – budget workshop, 9 A.M., Saturday April 19, 2025

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

1. 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: \$ 900.00
- Rental: \$ 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
- Sanitation 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.
- **March 21, 2025:** I applied late penalties to the utility bills and loaded the meter-reading equipment for Derrell to read the meters.
- **March 24, 2025:** I prepared the cut-off list, applied fees for past-due water

* Nicky and I learned that we get an additional LMI6 2025 with no match!

- 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

RELEASE DATE: April 8, 2025

For Immediate Release

Contact: Latisha Gray, (678) 686-6242
lgray@gacities.com

City of Brooklet Municipal Revenue Administration Certificate

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.

#1

START TIME: 8:00 AM

TIME	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar	SAT	SUN	IMPORTANT TASKS
8:00 AM	CLOCKED IN		CLOCKED IN		OFF			
	*Printed Daily Closeout Reports for 02/25, 02/26, 02/27, 02/28, 03/01, & 03/02		*Printed Daily Closeout Reports for 03/03					
	*Sent and Responded to Dig Orders		*Sent and Responded to Dig Orders					
	*Submit Payroll		*Received & Replied to Emails					
	*Added Penalty to 2024 Unpaid Property Taxes		*Scheduled Inspections					
	*Received & Replied to Emails							
8:30 AM	MRAC TRAINING SAVANNAH GA		MRAC TRAINING SAVANNAH GA		OFF			
	*Printed Daily Closeout Reports for 02/25, 02/26, 02/27, 02/28, 03/01, & 03/02		*Printed Daily Closeout Reports for 03/03					
	*Received & Replied to Emails		*Received & Replied to Emails					
9:00 AM	MRAC TRAINING SAVANNAH GA		MRAC TRAINING SAVANNAH GA		OFF			

daily schedule

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

START TIME: 8:00 AM

TIME	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar	SAT	SUN	IMPORTANT TASKS
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9:30 AM

*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.
*Printed Daily
Closeout Reports for 03/03
*Sent and Responded to Dig Orders
*Received & Replied to Emails
*Scheduled Inspections

MRAC
TRAINING
SAVANNAH
GA
MRAC
TRAINING
SAVANNAH
GA
OFF

10:00 AM

*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.
*Printed Daily
Closeout Reports for 03/03
*Sent and Responded to Dig Orders
*Received & Replied to Emails
*Scheduled Inspections

MRAC
TRAINING
SAVANNAH
GA
MRAC
TRAINING
SAVANNAH
GA
OFF

daily schedule

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

START TIME: 8:00 AM

TIME	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar	SAT	SUN	IMPORTANT TASKS
	*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.							
10:30 AM			MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF			
11:00 AM	*Lunch	*Lunch	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF			
11:30 AM	*Lunch	*Lunch	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF			

daily schedule

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

START TIME: 8:00 AM

TIME	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar	SAT	SUN	IMPORTANT TASKS
12:00 PM	*Completed Daily Closeout Reports & Bank Deposits for 02/25, 02/26, 02/27, 02/28, 03/01, & 03/02 *Received & Replied to Emails		*Entered Acct Payables & Printed Checks *Prepared Checks for the Mayor to sign		MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF	
12:30 PM	*Completed Daily Closeout Reports & Bank Deposits for 02/25, 02/26, 02/27, 02/28, 03/01, & 03/02 *Received & Replied to Emails		*Entered Acct Payables & Printed Checks *Prepared Checks for the Mayor to sign		MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF	
1:00 PM	*Printed Training Material for Class Training		*Entered Acct Payables & Printed Checks *Prepared Checks for the Mayor to sign		MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF	

daily schedule

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

START TIME: 8:00 AM

TIME	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar	SAT	SUN	IMPORTANT TASKS
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1:30 PM *Printed Training Material for Class Training *FEMA Meeting with City Manager
 MRAC TRAINING SAVANNAH GA
 MRAC TRAINING SAVANNAH GA
 OFF

2:00 PM *Setup Notebook for Classes *FEMA Meeting with City Manager
 MRAC TRAINING SAVANNAH GA
 MRAC TRAINING SAVANNAH GA
 OFF

2:30 PM *Setup Notebook for Classes *FEMA Meeting with City Manager
 MRAC TRAINING SAVANNAH GA
 MRAC TRAINING SAVANNAH GA
 OFF

3:00 PM *Setup Notebook for Classes
 *Submitted requested documents to the City Auditor to finalize FY24 Budget
 *Answered Emails
 MRAC TRAINING SAVANNAH GA
 MRAC TRAINING SAVANNAH GA
 OFF

daily schedule

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

START TIME: 8:00 AM

TIME	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar	SAT	SUN	IMPORTANT TASKS
3:30 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	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF			
4:00 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 *Updated Monthly Bank Recon Spreadsheet *Answered Emails	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF			
4:30 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 *Updated Monthly Bank Recon Spreadsheet *Answered Emails	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF			

daily schedule

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

START TIME: 8:00 AM

TIME	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar	SAT	SUN	IMPORTANT TASKS
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5:00 PM	CLOCKED OUT	CLOCKED OUT	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	OFF			
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5:30 PM

6:00 PM

6:30 PM

7:00 PM

7:30 PM

8:00 PM

8:30 PM

9:00 PM

NOTES

daily schedule

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

START TIME: 8:00 AM

#2.

TIME	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	SAT	SUN	IMPORTANT TASKS
8:00 AM	OFF	CLOCKED IN	MRAC TRAINING SAVANNAH GA	CLOCKED IN (MP OFF)	CLOCKED IN			
		*Printed Daily Closeout Reports for 03/04, 03/05, 03/06, 03/07, 03/08, 03/09 & 03/10.						
8:30 AM	OFF	*Sent and Responded to Dig Orders *Received & Replied to Emails	MRAC TRAINING SAVANNAH GA	*Printed Daily Closeout Reports for 03/11 & 03/12.	*Printed Daily Closeout Reports for 03/13			
				*Sent and Responded to Dig Orders *Received & Replied to Emails	*Sent and Responded to Dig Orders *Received & Replied to Emails			
9:00 AM	OFF	*Printed Daily Closeout Reports for 03/04, 03/05, 03/06, 03/07, 03/08, 03/09 & 03/10.	MRAC TRAINING SAVANNAH GA	*Printed Daily Closeout Reports for 03/11 & 03/12.	*Printed Daily Closeout Reports for 03/13			
		*Sent and Responded to Dig Orders *Received & Replied to Emails		*Sent and Responded to Dig Orders *Received & Replied to Emails	*Sent and Responded to Dig Orders *Received & Replied to Emails			

daily schedule

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

START TIME: 8:00 AM

TIME	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	SAT	SUN	IMPORTANT TASKS
9:30 AM	OFF	*Printed Daily Closeout Reports for 03/04, 03/05, 03/06, 03/07, 03/08, 03/09 & 03/10. *Sent and Responded to Dig Orders *Received & Replied to Emails	MRAC TRAINING SAVANNAH GA	*Printed Daily Closeout Reports for 03/11 & 03/12. *Sent and Responded to Dig Orders *Received & Replied to Emails	*Printed Daily Closeout Reports for 03/11 & 03/12. *Sent and Responded to Dig Orders *Received & Replied to Emails			
10:00 AM	OFF	*Printed Daily Closeout Reports for 03/04, 03/05, 03/06, 03/07, 03/08, 03/09 & 03/10. *Sent and Responded to Dig Orders *Received & Replied to Emails	MRAC TRAINING SAVANNAH GA	*Printed Daily Closeout Reports for 03/11 & 03/12. *Sent and Responded to Dig Orders *Received & Replied to Emails	*Generated Late 2023 Property Tax Notices and mailed to residents			

daily schedule

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

START TIME: 8:00 AM

TIME	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	SAT	SUN	IMPORTANT TASKS
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10:30 AM

OFF

*Printed Daily
Closeout Reports for
03/04, 03/05, 03/06,
03/07, 03/08, 03/09 &
03/10.
*Sent and
Responded to Dig
Orders
*Received & Replied
to Emails

*Printed Daily
Closeout Reports for
03/11 & 03/12.
*Sent and
Responded to Dig
Orders
*Received & Replied
to Emails

MRAC
TRAINING
SAVANNAH
GA

*Generated Late
2023 Property Tax
Notices and mailed
to residents

11:00 AM

OFF

*Printed Daily
Closeout Reports for
03/04, 03/05, 03/06,
03/07, 03/08, 03/09 &
03/10.
*Sent and
Responded to Dig
Orders
*Received & Replied
to Emails

*Generated Late
2023 Property Tax
Notices and mailed
to residents

MRAC
TRAINING
SAVANNAH
GA

*Finished Deposit to
go to Bank.

11:30 AM

OFF

*Printed Daily
Closeout Reports for
03/04, 03/05, 03/06,
03/07, 03/08, 03/09 &
03/10.
*Sent and
Responded to Dig
Orders
*Received & Replied
to Emails

*Generated Late
2023 Property Tax
Notices and mailed
to residents

MRAC
TRAINING
SAVANNAH
GA

*Finished Deposit to
go to Bank.

daily schedule

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

START TIME: 8:00 AM

TIME	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	SAT	SUN	IMPORTANT TASKS
12:00 PM	OFF	<p>*Printed Daily Closeout Reports for 03/04, 03/05, 03/06, 03/07, 03/08, 03/09 & 03/10.</p> <p>*Sent and Responded to Dig Orders</p> <p>*Received & Replied to Emails</p>	<p>MRAC TRAINING SAVANNAH GA</p> <p>*Waited on Customers, receipted payments, entered all payments from drop box and post office.</p> <p>*Finished bank deposit to go to bank</p>					
12:30 PM	OFF	<p>*Printed Daily Closeout Reports for 03/04, 03/05, 03/06, 03/07, 03/08, 03/09 & 03/10.</p> <p>*Sent and Responded to Dig Orders</p> <p>*Received & Replied to Emails</p>	<p>MRAC TRAINING SAVANNAH GA</p> <p>*Waited on Customers, receipted payments, entered all payments from drop box and post office.</p> <p>*Finished bank deposit to go to bank</p>					
1:00 PM	OFF	<p>*Printed Class material and prepared notebook for MRAC Training.</p>	<p>MRAC TRAINING SAVANNAH GA</p> <p>*Waited on Customers, receipted payments, entered all payments from drop box and post office.</p> <p>*went to bank to deposit money to mail letters, acct payables, and get mail from po box</p>					

daily schedule

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

START TIME: 8:00 AM

TIME	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	SAT	SUN	IMPORTANT TASKS
1:30 PM	OFF	<p>*Printed Class material and prepared notebook for MRAC Training.</p> <p>MRAC TRAINING SAVANNAH GA</p>		<p>*Waited on Customers, receipted payments, entered all payments from drop box and post office.</p> <p>*went to bank to deposit money</p> <p>*went to post office to mail letters, acct payables, and get mail from po box</p>				
2:00 PM	OFF	<p>*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</p> <p>MRAC TRAINING SAVANNAH GA</p>		<p>*Waited on Customers, receipted payments, entered all payments from drop box and post office.</p> <p>*updated monthly bank reconciliation spreadsheet after posting to general ledger online payments, invoices paid online</p>				
2:30 PM	OFF	<p>*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</p> <p>MRAC TRAINING SAVANNAH GA</p>		<p>*Checked emails and replied</p> <p>*Printed invoices to be paid and coded them.</p> <p>*updated monthly bank reconciliation spreadsheet after posting to general ledger online payments, invoices paid online</p>				

daily schedule

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

START TIME: 8:00 AM

TIME	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	SAT	SUN	IMPORTANT TASKS
3:00 PM	OFF	<p>*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</p> <p>MRAC TRAINING SAVANNAH GA</p>	<p>*Checked emails and replied</p> <p>*Printed invoices to be paid and coded them.</p>	<p>*Updated monthly bank reconciliation spreadsheet after posting to general ledger online payments, invoices paid online</p>				
3:30 PM	OFF	<p>*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</p> <p>MRAC TRAINING SAVANNAH GA</p>	<p>*Checked emails and replied</p> <p>*Printed invoices to be paid and coded them.</p>	<p>*Updated Allocated spreadsheets for Insurance, employee insurance, dental/vision insurance, GMA insurance & GA Power Invoices</p>				
4:00 PM	OFF	<p>*Finished Bank Deposit</p> <p>*Counted down the cash drawer</p> <p>MRAC TRAINING SAVANNAH GA</p>	<p>*Posted all online payments received from 03/11 & 03/12 to General Ledger and updated monthly bank recon spreadsheet</p> <p>MRAC TRAINING SAVANNAH GA</p>	<p>*Posted all online payments received from 03/13 to General Ledger and updated monthly bank recon spreadsheet</p>				

daily schedule

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

START TIME: 8:00 AM

TIME	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	SAT	SUN	IMPORTANT TASKS
4:30 PM	OFF	*Finished Bank Deposit *Counted down the cash drawer	MRAC TRAINING SAVANNAH GA	*Posted all online payments received from 03/11 & 03/12 to General Ledger and updated monthly bank recon spreadsheet	*Posted all online payments received from 03/13 to General Ledger and updated monthly bank recon spreadsheet			
5:00 PM	OFF	*CLOCKED OUT	MRAC TRAINING SAVANNAH GA	*CLOCKED OUT	*CLOCKED OUT			
5:30 PM								
6:00 PM								
6:30 PM								

daily schedule #7.

WEEK: 03/17/25 - 03/24/25

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
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8:00 AM CLOKED IN CLOKED IN CLOKED IN CLOKED IN (MP OFF) CLOKED IN (MP OFF)

*Checked Emails *Checked Emails *Checked Emails
 *Printed *Printed *Printed
 Attachments of Attachments of Attachments of
 Invoices to be Paid Invoices to be Paid Invoices to be Paid
 *Forwarded Dig *Forwarded Dig *Forwarded Dig
 Order Request to Order Request to Order Request to
 Pubic Works Pubic Works Pubic Works

*Payroll Audit
 Begin
 *ENTERED ALL
 PAYMENTS FROM
 POST OFFICE &
 DROP BOX

8:30 AM
 *Posted all *Posted all *Posted all
 Payments to General Payments to General Payments to General
 Ledger that posted Ledger that posted Ledger that posted
 to bank accounts to bank accounts to bank accounts
 over night including over night including over night including
 online payments for online payments for online payments for
 citations. citations. citations.

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
------	--------	--------	--------	--------	--------	-----	-----	-----------------

9:00 AM

*Checked Emails
*Printed
Attachments of Invoices to be Paid
*Forwarded Dig
Order Request to Public Works
*Posted all

*Checked Emails
*Printed
Attachments of Invoices to be Paid
*Forwarded Dig
Order Request to Public Works
*Posted all

*Checked Emails
*Printed
Attachments of Invoices to be Paid
*Forwarded Dig
Order Request to Public Works
*Posted all

Payments to General Ledger that posted to bank accounts over night including online payments for citations.

Payments to General Ledger that posted to bank accounts over night including online payments for citations.

Payments to General Ledger that posted to bank accounts over night including online payments for citations.

*Payroll Audit Begin

*ENTERED ALL PAYMENTS FROM POSY OFFICE & DROP BOX

9:30 AM

*Checked Emails
*Printed
Attachments of Invoices to be Paid
*Forwarded Dig
Order Request to Public Works
*Posted all

*Checked Emails
*Printed
Attachments of Invoices to be Paid
*Forwarded Dig
Order Request to Public Works
*Posted all

*Checked Emails
*Printed
Attachments of Invoices to be Paid
*Forwarded Dig
Order Request to Public Works
*Posted all

Payments to General Ledger that posted to bank accounts over night including online payments for citations.

Payments to General Ledger that posted to bank accounts over night including online payments for citations.

Payments to General Ledger that posted to bank accounts over night including online payments for citations.

*Payroll Audit End

*APPLIED H2O PENALTIES
*PRINTED AND PREPARED CUTOFF LIST

daily schedule

WEEK: 03/17/25 - 03/24/25

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
	<p>*Checked Emails</p> <p>*Printed Attachments of Invoices to be Paid</p> <p>*Forwarded Dig Order Request to Public Works</p> <p>*Posted all Payments to General Ledger that posted to bank accounts over night including online payments for citations.</p>							
10:00 AM		<p>*Employee Meeting</p>	<p>*Printed Daily Closeout Reports for 03/18</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/18</p>	<p>*Printed Daily Closeout Reports for 03/19</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/19</p>	<p>*APPLIED H2O PENALTIES</p> <p>*PRINTED AND PREPARED CUTOFF LIST</p>			
10:30 AM	<p>*Printed Daily Closeout Reports for 03/14, 03/15, & 03/16</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/14, 03/15, & 03/16.</p>	<p>*Employee Meeting</p>	<p>*Printed Daily Closeout Reports for 03/18</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/18</p>	<p>*Printed Daily Closeout Reports for 03/19</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/20</p>	<p>*APPLIED H2O PENALTIES</p> <p>*PRINTED AND PREPARED CUTOFF LIST</p>			

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
	<p>*Printed Daily Closeout Reports for 03/14, 03/15, & 03/16</p> <p>*Posted Journal Entries to General Ledger</p>		<p>*Printed Daily Closeout Reports for 03/18</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/18</p> <p>*Emailed back & fourth per Mayor, Aline Printing for printing flyers for Hot Dog Social.</p>	<p>*Emailed the Media Press Release for Mayor for the Brooklet Hot Dog Social & Town Hall Meeting for 03/27/25</p>	<p>*PRINTED AND PREPARED CUTOFF LIST</p> <p>*Applied \$75.00 cut off fee to all water cut offs.</p>			
11:00 AM	<p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/14, 03/15, & 03/16.</p>	*Employee Meeting						
		*FEMA Meeting Begin	*LUNCH	*LUNCH	*LUNCH			
11:30 AM	*LUNCH							
		*FEMA Meeting	*LUNCH	*LUNCH	*LUNCH			
12:00 PM	*LUNCH							

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
	<p>*Printed Daily</p> <p>Closeout Reports for 03/14, 03/15, & 03/16</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/14, 03/15, & 03/16.</p>	<p>*FEMA Meeting End</p> <p>*Cancelled the hotel reservations & Elected Officials Training in Tifton, GA due to COVID</p> <p>Councilwoman Sheila Wentz having COVID</p> <p>*Waited on (4) Walk in customers</p>	<p>*DR-4830-GA - City of Brooklet - Project 803585 - City Hall and Sign Maintenance</p> <p>Record - generated letter & submitted to Mrs. Billy via email</p>	<p>*Answered via email (3) property tax request from mortgage companies</p> <p>*Emailed copies of paid invoices to Brooklet Flower Shoppe</p>	<p>*LUNCH</p>			
12:30 PM								
	<p>*Printed Daily</p> <p>Closeout Reports for 03/14, 03/15, & 03/16</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/14, 03/15, & 03/16.</p>	<p>*Cancelled the hotel reservations & Elected Officials Training in Tifton, GA due to COVID</p> <p>Councilwoman Sheila Wentz having COVID</p> <p>*Waited on (4) Walk in customers</p>	<p>*DR-4830-GA - City of Brooklet - Project 803585 - City Hall and Sign Maintenance</p> <p>Record - generated letter & submitted to Mrs. Billy via email</p>	<p>*Signed & printed Pay Request# 2 - Brooklet to Statesboro Sewer Project & issued payment to Shockley Plumbing</p>	<p>*Printed Daily</p> <p>Closeout Reports for 03/20</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/20</p>			
1:00 PM								

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
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		<p>*Printed Daily Closeout Reports for 03/17</p> <p>*Registered with the Clerks Authority to begin Electronically filing of FIFAS, Easements, etc...</p>					
	<p>*Printed Daily Closeout Reports for 03/14, 03/15, & 03/16</p> <p>*Posted Journal Entries to General Ledger</p>	<p>*Printed Daily Closeout Reports for 03/17</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/17</p>	<p>*Developed a Permit Application for Food Truck Vendors, printed ordinance & asked City Attorney to review to make any necessary changes to submit to city council at the April CC Meeting in order to review and discuss a Permit fee.</p>	<p>*Prepared a letter for FEMA 4530 DR GA, Time Extension Request for Mulching Project & submitted to the state and FEMA through the Grant Portal.</p>	<p>*Printed Daily Closeout Reports for 03/20</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/20</p>		
1:30 PM	<p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/14, 03/15, & 03/16.</p>	<p>*Went to Statesboro City Hall to pick up hard copies of the Amended IGA to be approved at CC meeting.</p>					

	<p>*Printed Daily Closeout Reports for 03/17</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/18</p>						
2:00 PM	<p>*Helped a walk in customer locate a family member grave plot in cemetery</p>						

*CLOCKED OUT

*Prepared a letter for FEMA-4830-DR-GA, Time Extension Request for Mulching Project & submitted to the state and FEMA through the Grant Portal.

*Took deposit to Bank and dropped off.

*Dropped Acct Payables off at Post Office to be mailed.

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
2:30 PM	<p>*Helped a walk in customer locate a family member grave plot in cemetery</p>	<p>*Printed Daily Closeout Reports for 03/17</p> <p>*Posted Journal Entries to General Ledger</p> <p>*Updated monthly bank reconciliation spreadsheet.</p> <p>Prepared Bank Deposit for 03/19</p>		<p>*Followed up via email with City of Brooklet Siteview Conversion Proposal; this is the company that replaced the GA Power Cameras downtown.</p>	<p>*Posted to city website Burn Ordinance and sent alert to residents of the new Burn Ordinance</p> <p>*Scanned, Posted, & Emailed Approved minutes from CC Meeting to city website and auditor.</p>			
3:00 PM	<p>*Submitted Employee Payroll</p>	<p>*Typed an Oath of Office form for swearing in the Chief of Police & new Officer</p>		<p>*Prepared and Finished Packets for CC Meeting</p>	<p>*Posted to city website Burn Ordinance and sent alert to residents of the new Burn Ordinance</p> <p>*Scanned, Posted, & Emailed Approved minutes from CC Meeting to city website and auditor.</p>			

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
		<ul style="list-style-type: none"> *Typed an Oath of Office form for swearing in the Chief of Police & new Officer 		<ul style="list-style-type: none"> *Prepared and Finished Packets for CC Meeting 	<ul style="list-style-type: none"> *Posted to city website Burn Ordinance and sent alert to residents of the new Burn Ordinance 			
3:30 PM	<ul style="list-style-type: none"> *Submitted Employee Payroll 	<ul style="list-style-type: none"> *Responded to (1) Dig Order Request *Went over the Budget with the Court Clerk 			<ul style="list-style-type: none"> *Scanned, Posted, & Emailed Approved minutes from CC Meeting to city website and auditor. 			
		<ul style="list-style-type: none"> *Entered ACO's (4) and reissued tax bill for property taxes per Bulloch County *Submitted the FY2024 Corrected Action Plan for City Manager to City Auditor. 		<ul style="list-style-type: none"> *Prepared and Finished Packets for CC Meeting 	<ul style="list-style-type: none"> *Responded to (3) Dig Order Request 			
4:00 PM	<ul style="list-style-type: none"> *Opened mail and coded account payables to be paid 							
4:30 PM	<ul style="list-style-type: none"> *Opened mail and coded account payables to be paid 	<ul style="list-style-type: none"> *Entered ACO's (4) and reissued tax bill for property taxes per Bulloch County 		<ul style="list-style-type: none"> *Prepared and Finished Packets for CC Meeting 	<ul style="list-style-type: none"> *Returned phone calls, answered emails, updated monthly bank reconciliation spreadsheet. 			

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
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5:00 PM *CLOCKED OUT *CLOCKED OUT

*TOTAL CUSTOMERS = 21
*ANSWERED PHONE CALLS & RESPONDED TO EMAILS
*RESPONDED TO (4) DIG ORDERS
*ENTERED (3) WORK ORDERS

5:30 PM

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

*CLOCKED OUT

6:00 PM

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

6:30 PM

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

daily schedule

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

START TIME: 8:00 AM

TIME	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	SAT	SUN	IMPORTANT TASKS
7:00 PM				CITY COUNCIL MEETING				NOTES
7:30 PM				CITY COUNCIL MEETING				
8:00 PM								
8:30 PM								
9:00 PM								
9:30 PM								
10:00 PM								
10:30 PM								
11:00 PM								
11:30 PM								
12:00 AM								
12:30 AM								
1:00 AM								
1:30 AM								
2:00 AM								
2:30 AM								

CLOCKED OUT

daily schedule #4.

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

START TIME: 8:00 AM

TIME	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	SAT	SUN	IMPORTANT TASKS
	CLOCKED IN at 7:00 AM							
8:00 AM	*Began Water Billing Process & Cut-offs (MP OFF)	*CLOCKED IN *Opened City Hall	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			
8:30 AM	*Water Billing Process & Cut-offs Applied cut-off fee to all past-due accounts on cut-off list	*Updated cut-off list with any payments received from overnight. *Printed reports for the daily closeout and bank deposit for 03/24/2025	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			

daily schedule

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

START TIME: 8:00 AM

TIME	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	SAT	SUN	IMPORTANT TASKS
9:00 AM	<ul style="list-style-type: none"> * Water Billing Process & Cut-offs * Called Derrell to pick up cutoff list * Answered Phones and waited on customers 	<ul style="list-style-type: none"> * Posted Water/Sewer Technician Job Description on City Website * Phone call with Tracie Mathis with Appalachian Mountain Services to assist with collecting all Delinquent Property Taxes. 	<ul style="list-style-type: none"> * Posted to city website Comprehensive Plan Update Meeting for April 2025 * Posted to city website - Work Session May 10, 2025 at 9AM - Sewer Discussion 	<ul style="list-style-type: none"> * Responded to dig order request * Forwarded (1) dig order request * Registered for GMA convention in June 2025 * Signed and emailed employee health insurance renewal for 04/01/2025 * Emailed Melissa a copy of an amended ordinance and explanation concerning how municode updates the online ordinances for Brooklet. * Emailed Hadrian Wolf concerning missing time in payroll portal. 				
								(LP OFF)

daily schedule

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

START TIME: 8:00 AM

TIME	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	SAT	SUN	IMPORTANT TASKS
			* Posted to city website FY2026 Budget Work Session April 19, 2025 at 9AM and created the Agenda * Signed and submitted (2) FEMA Projects through the Grant Portal. * Approved (8) hours sick time through the online payroll portal for Lisa Tollison for 03/25/25.	MRAC TRAINING SAVANNAH GA				
9:30 AM	* Water Billing Process & Cut-offs * Waited on Customers paying water bills.	* Posted Journal Entries to General Ledger from overnight.						
				MRAC TRAINING SAVANNAH GA	(LP OFF)			
10:00 AM	* Water Billing Process & Cut-offs * Checked and answered emails * fixed a typo for an Oath of Office document for the Court Clerk	* Completed the Dailey Closeout for the deposit to go to the bank.	* Approved (8) hours sick time for Michelle Reolegio through the online payroll portal for 03/25/2025.	MRAC TRAINING SAVANNAH GA	(LP OFF)			

daily schedule

WEEK: 03/24/25 - 03/28/25 START TIME: 8:00 AM

TIME	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	SAT	SUN	IMPORTANT TASKS
10:30 AM	* 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	* Approved (6) hours personal time for Justin Odum through the online payroll portal for 03/17/2025.	MRAC TRAINING SAVANNAH GA	(LP OFF)			
11:00 AM	* Finished Water Billing Process & Cut-offs * Entered & Printed the check for Postage to take water bills to Post Office.	* Met with Pam Helton fro GMA	* Sent emails for Interview request times & dates to the (2) qualifying students from SEB Work Study Program.	MRAC TRAINING SAVANNAH GA	(LP OFF)			
11:30 AM	* Printed and Posted Property Taxes paid over the weekend in General Ledger	* Met with Pam Helton fro GMA	* Emailed proposal to City Manager, Mayor, and Council from Appalachian Mountain Services for them to review.	MRAC TRAINING SAVANNAH GA	(LP OFF)			

daily schedule

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

START TIME: 8:00 AM

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

daily schedule

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

START TIME: 8:00 AM

TIME	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	SAT	SUN	IMPORTANT TASKS
1:00 PM	<p>*Entered payments received from post office</p>	<p>*Swore In Judge Johnny Vines</p> <p>*Located a cemetery plot for two customers and gave copy of deed and map</p> <p>*sent out text alert and email for Mayor Gwinnetts Hot Dog Social and Town Hall Meeting</p>	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			
1:30 PM	<p>*Answered emails, (2) dig order request, and phone calls concerning water, taxes, & business license.</p>	<p>*Completed the unofficial minutes for March 20, 2025</p> <p>City Council Meeting & posted to city website.</p>	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			
2:00 PM	<p>*Printed Class Material for MRAC Training and filed in notebook.</p>	<p>*Completed the unofficial minutes for March 20, 2025</p> <p>City Council Meeting & posted to city website.</p>	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			

daily schedule

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

START TIME: 8:00 AM

TIME	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	SAT	SUN	IMPORTANT TASKS
2:30 PM	<p>*Printed Class Material for MRAC Training and filed in notebook.</p>	<p>*Completed the unofficial minutes for March 20, 2025 City Council Meeting & posted to city website.</p>	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			
3:00 PM	<p>*Scanned in all minutes approved from CC meeting to post online.</p>	<p>*Replied to Emails *Coded Acct Payables to be Paid</p>	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			
3:30 PM	<p>*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 with Ordinance No. 2025-02-10</p>	<p>*Replied to Emails *Coded Acct Payables to be Paid</p>	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	(LP OFF)			

daily schedule

WEEK: 03/24/25 - 03/28/25 START TIME: 8:00 AM

TIME	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	SAT	SUN	IMPORTANT TASKS
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4:00 PM *Updated the city website with approved minutes and ordinance *Printed and prepared online payments to be made April 1st. **MRAC TRAINING SAVANNAH GA** **MRAC TRAINING SAVANNAH GA** (LP OFF)

4:30 PM *Sent an alert to the residents via website of new approved no burn ordinance *Printed 2024 Paid Property Tax Report *reviewed employee time records for next pay period **MRAC TRAINING SAVANNAH GA** **MRAC TRAINING SAVANNAH GA** (LP OFF)

5:00 PM *15 CUSTOMERS WALK IN *CLOCKED OUT Clocked OUT **MRAC TRAINING SAVANNAH GA** (LP OFF)

5:30 PM

Administration Monthly Report

April 17, 2025, City Council Meeting

Report by: Melissa Pevey, Asst. City Clerk

Report from: (03/20/25-4/17/2025)

Tap-Ins:

Total Tap-ins: 0

Pending taps: 0

Work Orders:

Total Work Orders: (03/20/25-04/17/25)

Completed Work Orders: 78

Incomplete Work Orders: 17

Incomplete Work Orders since January 1, 2024: 22

Monthly Sanitation Log: (03/24/25-4/15/25)

Total Units to Landfill: 51.82 Tons

Unit Price (Statesboro): \$44.00

Unit Price (All Green): \$45.00

Total Cost: \$2,304.79

Total Cart pick so far: 2,949.00

Water Adjustments 2025: 0

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
Traffic Violations / Accidents		
Traffic Accidents	2	6
Citations Issued	49	27
Fines Collected During Current Month From Citations	\$5,612.00	\$9,702.00
Total Calls for Service	24	43
Total Officer Initiated Calls	68	31

CITY OF STATESBORO



COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
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,

A handwritten signature in blue ink, appearing to read "Mark E White", is written over a faint, larger blue ink signature.

Mark E White
CEO

Enclosure:

1805 Herrington Road, Building 1 Suite B, Lawrenceville, GA 30043
Office (770) 682-0000 Fax (770) 682-0599



"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 – 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 statute.
- 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
 - 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
 - This fee covers:
 - File Setup
 - Gathering of documents for the file
 - County Property Record Card and Parcel Map
 - City/County FIFA's
 - 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)

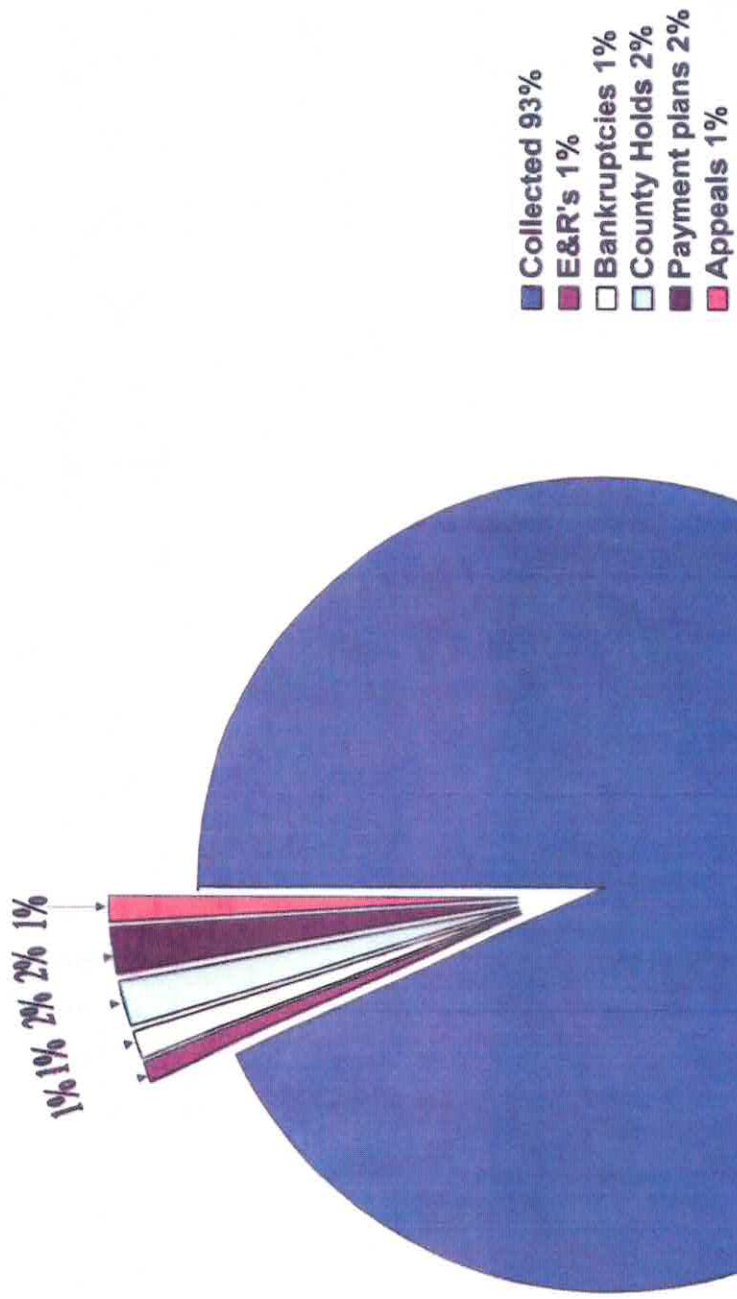
Posting Notice (Sample)

Day of Sale Forms (Sample)

Collection Levy and Sale Letters (Samples)

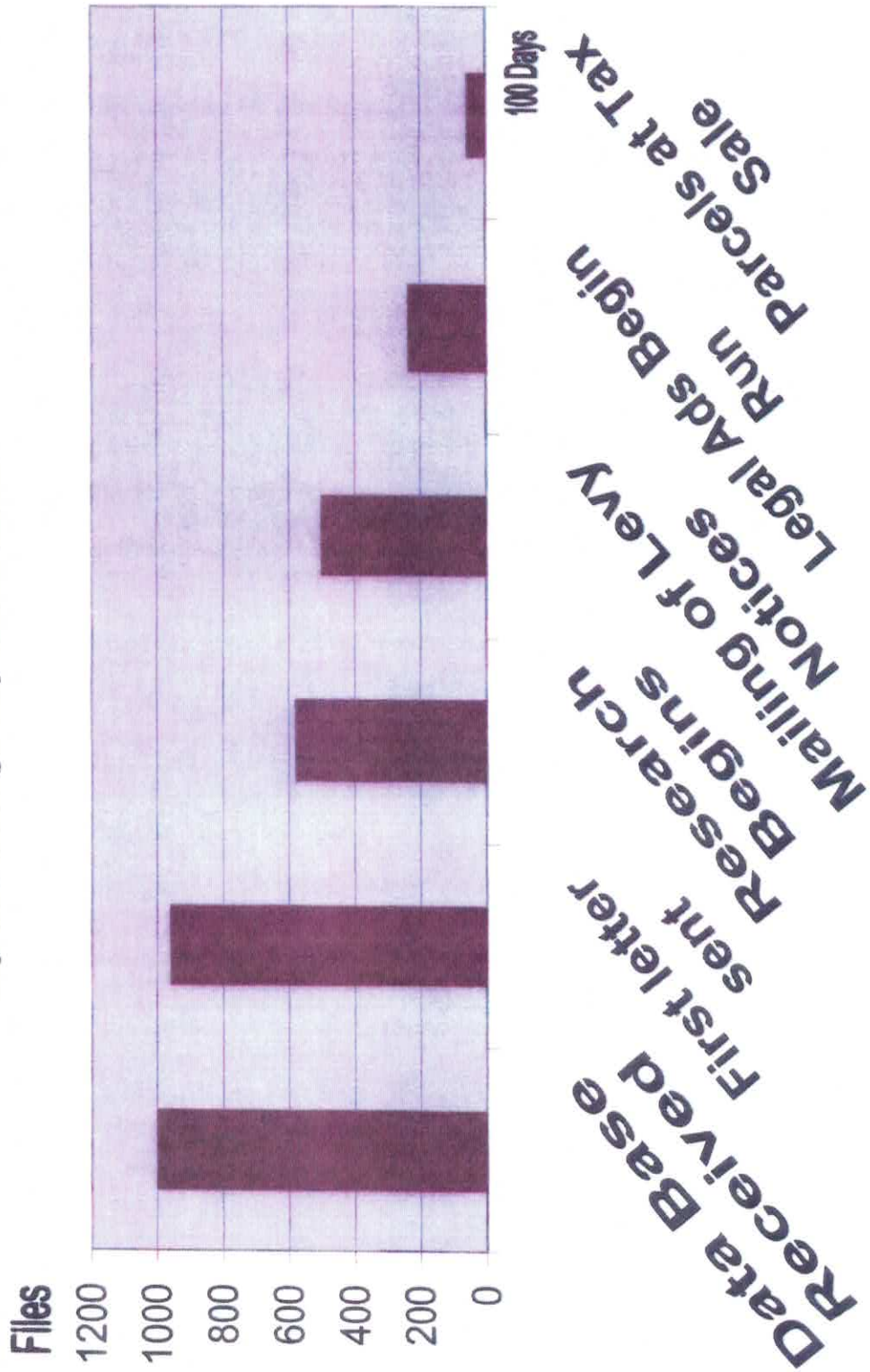
Clients and References (Partial List)

Property Tax Collection Rates Per 1000 Parcels



Progression Toward Sale Day

Day One through Day One Hundred



Tax Sale File Summary Report

Tax Sale Code: CCRL07022024 Ref #: 228455-02 Client: City of Cornelia Tax Sale Date: 07/02/2024

Parcel: 085D057
Amount Due: \$ 1,042.21
Yrs Delinquent: 2023,2022,2021,2020

Bill #: 568, 590, 543, 550

Current Record Holder: Cornelia Hwy Properties, LLC

Defendent in FiFa: Cornelia Hwy Properties, LLC

Plat Bk/Pg:

General Property Description

Deed Bk/Pg: 1239/814

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 Owner Current Record Holder

Current Record Holder

Cornelia Hwy Properties, LLC

Address

155 Highway 441 Business
Cornelia, GA 30531

☒ Advertising ☐ Bad Address

Cornelia Hwy Properties, LLC

2275 Summit Oaks Court
Lawrenceville, GA 30043

☐ Advertising ☐ Bad Address

Notice to Owner Defendent in FiFa

Notice to Lienholders

Lien Holder

Vinings Bank

Address

4135 Atlanta Road
Smyrna, GA 30080

Phone

- -

Book/Page

1239/816;
1239/834

☒ Certified ☐ Bad Address

Notice to Tax Authority

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

Amount Due: \$ 1,042.21

Yrs Delinquent: 2023,2022,2021,2020

Bill #: 568, 590, 543, 550

Current Record Holder: Cornelia Hwy Properties, LLC

Defendent in FiFa: Cornelia Hwy Properties, LLC

Plat Bk/Pg:

Deed Bk/Pg: 1239/814

Acreage: 0.27

Property Address: Hwy 441 Business, Cornelia, GA

General Property Description

Property Description

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 _____

 View All Comments

—

×

Greg Chalmers (Jun 5 2024 11:05AM): PC Vinings Bank (nka) Georgia'S Own Credit Union@770-437-0004 and and spoke with Saniya and she provided email address of caokoye@Georgiasown.org. Sent copy of security deed and lh letter

Greg Chalmers (Jun 5 2024 10:38AM): LH Letter mailed to 4135 Atlanta Road, Smyrna, 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.

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

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

Add new

Print

Cancel

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@franklincountygga.com

Glascocock 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
Clarksville, 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 Scarbrough, 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
taylorc@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. Invalidity 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, agreed and Executed in Duplicate Original on _____, 2025.

City of Brooklet, Georgia

By: _____
Lori M. Phillips, City Clerk

Appalachian Mountain Services, Inc.

By: 
Mark White, CEO

Attest: _____

3rd Draft of Proposed City Personnel Policy

We used the City's current Personnel Policy as the basis for most of this revised policy.

The policy format was revised to fit a city manager type of government.

Current policies were revised and new policies were added in order to make the policy more up to date. Only two additional sections were added to the policy, Section XV: Records and Reports and Section XVI: Americans with Disabilities Act (ADA). Currently the City is exempt from ADA requirements, but once its number of employees reaches 15, the City must comply with ADA requirements.

Once Council approves this proposed Personnel Policy, then the document will be dressed up and put in its final form.

Please note on the next page that four changes were added to the 3rd draft.

Proposed City Personnel Policy

The following changes have been added to the 3rd draft of proposed City Personnel Policy:

1. Section V: Recruitment & Hiring – Probation Period (see attached)
2. Section VII: Compensation & Pay Schedule – Comp. time (see attached)
3. Section X: Travel & Reimbursements – (see attached)
4. Section XI: Fleet Safety & Vehicle Use - (see attached)

Section V: Recruitment & Hiring

Probation Period

Newly hired City employees will be required to serve a 6 months probation period. If at the end of 6 months an employee does not meet expectations, they will continue on probation for an additional 6 months, during and at the end of the additional 6 months period if employee does not meet job expectations, they will be terminated. Uncertified police officers hired by the City, will remain on probation until they receive their police certification. Upon successful completion of probation period, the employee will receive a 2.5% pay increase.

SECTION VII: COMPENSATION & PAY SCHEDULE

It is the purpose of this policy to provide equitable compensation for employees at every level while conforming to the requirements of the Federal Labor Standards Act (FLSA), as amended, its rules and regulations, and State wages and hour's laws as they apply to our City.

General

- The basic workweek is 40 hours for all employees, except Police officers. They will work on a two week work period of 84 hours, paid hourly at 42 hours per week.
- Employees may be requested to work in excess of 40 hours in order to meet special work demands, including working on Saturday or Sunday. In certain cases additional annual leave may be awarded upon recommendation of your supervisor for excess hours.
- Hourly employees must maintain a daily time record including the time the employee began work, any periods of time away from work of 20 minutes or more for lunch or personal business, and the time the employee stopped work. Meal breaks are allowed at 1 hour in duration.
- If an employee is unable to report for work at his or her scheduled time, the employee must notify their supervisor or department head as soon as possible. These notifications should be in the form of a phone call. Text messages and email messages are not acceptable. Employees who repeatedly fail to arrive for work at the scheduled time will be subject to disciplinary action and may be discharged.
- Under the FLSA, nonexempt hourly employees must work 40 hours or in excess of regularly scheduled work hours before being eligible for overtime pay. Police officers must work 42 regularly work hours before being eligible for overtime pay. Under the FLSA, the city manager, department heads, and other professional employees are exempt employees and not eligible for overtime pay. All overtime must be approved by the City Manager or proper Department Head. Exempt employees are entitled to comp. time per FLSA rules. Employees will receive 1.5 hours of comp. time per hour in excess of working 40 hours. The maximum accumulation is 240 hours and must be used within 26 weeks of the start of accumulation or lose it. The City will not pay for unused comp. time. In order to qualify for comp. time, exempt employees must clock in and out each work day. Use of Comp. time must be approved by City Manager.

Merit and Cost of Living Pay Increases

Pay Periods

The work week begins on Sunday at 12:00 AM and end Saturday evening 11:59 PM.

Paychecks

Paychecks will be available to staff after 11:00am each Friday. In the event that a holiday falls on Friday, Paychecks will be available on Thursday after 3:00pm. Employees are not able to receive payroll advances or loans from the City.

Payroll Deductions

No payroll deduction will be made from an employee paycheck unless authorized by the employee or required by law. Employees are required to report changes in family status, address or other information that could affect the amount of deductions withheld. These include Social Security and income taxes, retirement system contributions, court-ordered child support and any other deductions required by law. Additionally, deductions may be authorized for employee contributions to health insurance, supplemental insurance and deferred compensation plans requested by the employee.

, - SECTION X: TRAVEL & REIMBURSEMENTS

Transportation

Travel Regulations

The City of Brooklet will use the current Federal GSA rates for travel mileage, lodging and meals reimbursement. The City of Brooklet requires a request to travel form be submitted and approved by the Department Head and City Manager. This is needed in order to reserve funds for payment. Travel should be turned in the day after returning on a City travel reimbursement form to insure timely payment. When overnight stays are necessary, individuals are encouraged to look for and request the most economical rates available. Lodging receipts with a detailed listing of charges must be attached to receive reimbursement. Credit card receipts for the total amount of the bill are not acceptable. If sharing a room, each person must request a bill at check-in. Lodging will not be prepaid by the City. The travel form must be checked by the Department Head and signed by the City Manager. An agenda of the conference must be attached to the travel form in order to receive travel funds. Travel reimbursements will be paid based on the accounts payable schedule twice monthly. The City will pay for travel reimbursement only for City employees. The City will not pay for family members or other non-City employees travel.

- SECTION XI: FLEET SAFETY & VEHICLE USE

The purpose of this section is to provide employees and supervisors with tools and materials to ensure the safety of all employees who drive city, rented or personal vehicles for the city business. Vehicle accidents are costly to the City but more importantly, they may result in injury to our employees, volunteers and occupants of other vehicles or pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

The City Manager must approve all drivers of City vehicles and operators of City equipment. Only qualified City employees will be approved to operate City vehicles and equipment. Non-City employees will not be allowed to operate City vehicles and equipment.

All employees are required to follow the procedures outlined below. The City expects each driver to drive in a safe and courteous manner. The behavior our drivers take when behind the wheel is the single most important factor in driving safely.

Scope

This policy applies to:

- All drivers of City-owned, leased, rented or borrowed vehicles
- All drivers of non-owned City vehicles while being operated on City business

Vehicle Assignment

Public Works

- Public Works Supervisors who take up residence with-in 15 miles of the Brooklet City Hall will be permitted to take their assigned work vehicle directly home at the end of each shift.
- Employees of Public Works shall pick-up fleet use vehicles at the Public Works area each day.
- Employees are not permitted to use any of the City Owned vehicles for personal use.
- Vehicles will be subject to cleanliness inspections and will be expected to keep all vehicles in a neat and orderly appearance.
- Smoking in any city owned vehicle is expressly prohibited.

Police Department

- Officers who take up residence with-in 15 miles of the Brooklet City Hall will be permitted to take their assigned Patrol Car directly home at the end of each shift.
- Officers are not permitted to use any of the City Owned vehicles for personal use.
- Police vehicles will be subject to cleanliness inspections and will be expected to keep all vehicles in a neat and orderly appearance.
- Smoking in any city owned vehicle is expressly prohibited.

Driver Safety Rules

Employees shall operate all vehicles that they use for City business safely and economically. To accomplish this, employees must comply with the following practices:

- Comply with all traffic laws at all times.

3rd DRAFT
CITY OF BROOKLET
PERSONNEL POLICY

-- SECTION I: INTRODUCTION

NOTHING IN THIS HANDBOOK CREATES ANY TERM OR PERIOD OF EMPLOYMENT OR ANY RIGHT TO A PARTICULAR TERM OR PERIOD OF EMPLOYMENT. THIS HANDBOOK DOES NOT CHANGE OR AFFECT THE "AT WILL" STATUS OF EMPLOYEES. THE CITY OF BROOKLET IS AN AT-WILL EMPLOYER PURSUANT TO GEORGIA LAW.

All employees are expected to adhere to the policies and procedures in this handbook, except as modified and any violation of the policies of this handbook may result in appropriate action by the City and/or in its sole discretion, including reprimand, suspension, warning, probation or dismissal.

Employees Subject to Policies

The provisions of these policies shall be applicable to all employees. Failure to adhere to these policies will be grounds for disciplinary action and possible termination based on the guidelines specified.

Administration

In general, the City Manager is responsible for administering these policies.

Amendment to Policies

The City cannot cover all possible details of city policies and procedures or anticipate all types of situations that may arise. Situations that are not specifically covered by a policy or procedure in this handbook will be dealt with on an individual basis with the supervisor, employee and the City Manager. It may be necessary from time to time to revise portions of this handbook or to supplement the guidelines as necessary. Employees will receive copies of any and all revisions.

- SECTION II: GENERAL INFORMATION

Visitors to the Workplace

Friends or family members of employees and/or elected officials are not prohibited from making visits to the City office or employee workplace. If it is necessary for an employee to receive a visitor, such visits should be kept as brief as possible and avoid interruptions to others. The City may limit or prohibit any visit or visitor that creates any disruption or inconvenience in the workplace. Friends and family members may not enter areas not generally open to the public. Babysitting the children of employees or other persons on city property during the workday is not permitted.

Conflict of Interest

The City expects all employees and/or Elected Officials to avoid activities that create conflicts of interest with their responsibilities to this City. Each employee has an obligation to refrain from activities which, or which might reasonably give the appearance of conflict, or interfere with City operations, or with others with whom the City does business. Employees who knowingly or recklessly participate in activities that are a conflict of interest may be subject to disciplinary action up to and including termination. If you are unsure, contact your supervisor, Department Head or City Manager for clarification.

Conflicts of interest include, but are not limited to:

- **Gifts and entertainment** - employees shall not accept gifts of more than nominal value from individuals or businesses which do or seek to do business with the City. A gift or meal of more than \$25 value is more than nominal value. Any employee who is uncertain about whether a gift and/or gratuity would violate any such policy should consult with their Department Head before accepting any such gift or gratuity.
- **Legal requirements** - employees must not do anything in the conduct of business which would violate any local, state or federal law. An employee who has any question about any legal obligation should immediately consult with a supervisor, Department Head or City Manager
- **Fair competition** - all employees will conduct themselves in a fair and ethical manner when dealing with customers and suppliers. No rebates, kickbacks, special payments or similar arrangements with any customer or supplier will be allowed. Awarding of business opportunities must follow The City's established policies and ordinances.
- **Outside Activities** - Engaging in outside activities or interests that substantially reduce the employee's capacity to perform duties should be avoided.

Use of Intoxicants

Employees and Elected Officials shall not possess, consume, or be under the influence of any intoxicants immediately before going on duty, while on duty, or during any breaks. Such behavior will be considered grounds for termination.

Outside Employment and Enterprises

No employee may engage in any paid employment, business, or enterprise, in addition to City of Brooklet employment which takes place inside of the City Limits of Brooklet. In addition, no employee may engage in any paid employment, business, or enterprise, in addition to City of Brooklet employment that interferes with the efficient performance of City of Brooklet employment duties or which presents a conflict of interest. If the outside employment, business, or enterprise is determined to be located inside the city limits, or appears to present a conflict of interest, or interfere with City of Brooklet duties, then the employee shall either resign the City of Brooklet position or terminate outside employment. Discretion for outside employment will be left to the City Manager.

All full time employees must submit a letter of request for outside employment to the City Manager. After outside employment is approved (in writing) in advance, and the activity has commenced, if the employee's job performance is degraded or been negatively affected with the City of Brooklet or if the continued outside employment activity presents a conflict of interest or otherwise interferes with City of Brooklet duties, then the employee shall be required to either resign the City of Brooklet employment position or terminate the outside employment activity at the discretion of the City Manager.

Garnishments

Employee indebtedness is a personal concern of the employee, but multiple garnishments of an employee's salary create an administrative burden. Employees must disclose, in writing, all garnishments against City payroll to their immediate supervisor or Department Head as well as the City Clerk or payroll manager.

Property

All property owned by the City or furnished to employees for their use is the property of the City. All inventions, designs, drawings, source codes, software and intellectual property of any kind owned by the City, or created by an employee for the City or using City property (regardless of whether it is created on or off the clock), are the property of the City. All information stored on City provided computers is the property of the City. All City information, including lists, plans, projections, financial information and similar information, is the property of the City and constitutes information that may not be used or disclosed by an employee to any third party without an official open records request to which an exception or exemption does not exist under Georgia law. It is the duty of each employee to maintain confidentiality of all sensitive information. No employee will remove City property without written permission from the Department Head responsible for the property in question. This includes, but is not limited to:

- Materials and equipment.
- Property owned by the City or other employees.
- Confidential literature including technical, sales and quality control documents.
- Computer storage media.

Use of City Time & Equipment

Employees are expected to use all City property carefully and properly. Using City property for personal use or gain is a violation of criminal law and may result in disciplinary action or dismissal. City property includes, but is not limited to telephones, equipment, copy and fax machines, computers, phones, email and credit cards. Employees may not sell or promote the sale of any goods or services while on City time or by using City resources.

If you are issued any City property for business use, you are solely responsible for the care and safekeeping of the equipment. While working or traveling on city business, it is extremely important to maintain possession of all City property, computers, phones, and equipment at all times. Be very cautious with said property. Employees will bear the cost to replace any equipment or City property they are issued or borrowing if it happens to go missing or is destroyed or damaged due to negligence.

Telephone Calls

Personal telephone calls both incoming and outgoing, should be kept to a minimum and should never interfere with job performance. Long distance personal calls on city landline phones are not permitted.

Social Media

Use of social media during the employee's workday is not permitted except to the extent authorized by the applicable department head, which in almost all cases, should be limited to use needed to carry out city business. The use of social media during the workday, in conjunction with the provisions of the duties/responsibilities of the employee's job, should be kept to a minimum.

- SECTION III: Computers & Telecommunications

The following policies govern the use of City of Brooklet computer and telecommunications equipment. Equipment owned by, titled to or otherwise controlled by the City is authorized for use in performance of essential duties. However, it is also recognized that some computer and telecommunications equipment may be personally owned and in the custody of employees for legitimate City related business purposes and in some cases an allowance or reimbursement may be granted for such use. Under such circumstances, the employee must adhere to acceptable use policies when such equipment is used for City related business purposes.

It is important to note that personal Computers and Phone equipment used for City business may be subject to the laws around open records and open records requests.

The use of personal cell phones or tablets during the workday for non-related business should be kept to a minimum.

Central Recordkeeping

The City Clerk shall manage, coordinate and maintain listings and inventories of all City-owned computer and telecommunications equipment including purchases, reimbursements and allowances, contracts, call numbers, assignments, invoicing and billing disputes.

Care of Equipment

Employees shall exercise due care in maintaining, protecting and securing City-owned computer and telecommunications equipment. Equipment shall be maintained in working condition and reports of loss or damage of such equipment shall be made to supervisors immediately. Acquisition and assignment of replacement communications equipment shall be justified by the Department Head to the City Manager by filling out an appropriate request form.

Computers

Use of any City-owned computer equipment (i.e. personal computers, system terminals, printers, or other peripherals, or any software), shall be for City business purposes only. The employee acknowledges that the City reserves the right to monitor all data, documents, and electronic mail and text messages at any time, with or without notice to employees. The City Manager, Department Heads, or their designees may periodically audit the storage devices of all computers and reserves the right to clear any and all data not related to City business. Employees may be disciplined up to discharge for improper use of City-owned equipment, or software.

Installation of Software on City-Owned Equipment

All software installed on any City-owned computer system shall be done with the approval of the City Manager, Department Heads, or their designees. All software shall be compliant with license agreements and scanned for viruses prior to installation on either the City's computer networks, or any City-owned computer equipment.

Personal Computer Backup Policy

For the protection of the City's computer users, all data, documents, and e-mail and text messages shall be stored on the City-owned computers or networks. If the user desires to store documents on either local hard disks or any other media attached to a personal computer, it is the user's sole responsibility to make back-up copies of the data, documents, text or e-mail messages.

Electronic Mail (E Mail) - Acceptable Use

While the City does not currently operate and maintain an internal email system, it does contract with and remit payment to selected providers to enhance communication between employees and outside contacts for business use through the Internet. All computer users shall be given access to the preferred e-mail system providers with the consent of their Department Head only. The use of any such e-mail system shall be for City business use only. The users should be aware that the action to delete data, documents, or e-mail messages does not mean that the data, document, text or e-mail message has been eliminated from the system. No person without specific authorization shall read, alter, or delete the computer files or e-mail of any other person. This applies regardless of whether the computer's operating system permits these acts. Employees may be disciplined up to discharge for improper use of the e-mail system by using any form of derogatory language on the system. The transfer of information via the Internet is not always secure. Any employee preparing to transmit confidential information must do so in writing. Individual users must be aware of, and at all times attempt to prevent potential City liability in their use of the Internet. For that reason, all outgoing messages which do not reflect the official position, or which are confidential in nature to the City or Department must include the following disclaimer:

NOTICE: "This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately by telephone, facsimile or electronic mail, and delete this message and all copies and backups thereof. The opinions expressed here are my own and do not necessarily represent those of the City of Brooklet."

Internet - Acceptable Use

The Internet is a useful research and communication resource which is provided to City employees for uses related to City business. Access to the Internet provides e-mail capabilities for contacting outside resources and access to databases for research and informational purposes. This policy is applied to ensure that use of the Internet among employees of the City is consistent with all other City policies, all applicable laws, the individual user's job responsibilities, and establishes basic guidelines for appropriate use of the Internet, intended in particular to prevent the misuse of Internet access, specifically as it pertains to the following unacceptable practices. Each individual user is responsible for the appropriate use of this resource. Each department is responsible for ensuring that each user is familiar with the contents of this policy. The Internet must be treated as a formal communications tool like telephone, radio, and video communications. Therefore, each individual user is responsible for complying with this and all other relevant policies when using the City's resources for accessing the Internet. The following are specific use policies:

- **Authorization:** Employee Internet access must be authorized by appropriate supervisory personnel in each City department.
- **Official City Use Only:** Access to the Internet via City equipment can only be used for City related business unless authorized by the applicable department head. The user cannot disrupt or interfere with the work performed by the users of the City's own computer system or misrepresent the interest of the City. Internet access for personal use is prohibited unless authorized by the applicable department head. Resources which are not used for a clear City purpose must not be accessed or downloaded. This includes but is not limited to personal social media and email sites, YouTube, or

other non-work related pages.

- **Proper and Legal Use:** All use of the Internet via City equipment must be in compliance with all applicable laws and policies, in addition to City policies. Internet access via City equipment, therefore, must not be used for illegal, improper, or illicit purposes. While personal use is prohibited unless authorized by the applicable department head, it is recognized that periodic and infrequent e-mails or text messages of a "de minimis" nature during business hours may be acceptable and may be authorized by the applicable department head. For example, there may be parents of children who must communicate with schools, doctor visits must be arranged, or similar circumstances of a personal nature arise which cannot be conducted after normal business hours. However, personal use that is excessive in frequency, nature or length that is disruptive to normal work routines is not acceptable. Users shall not use City equipment to attempt any unauthorized use, nor interfere with other user's legitimate use, of any internal or external computer. A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and can therefore not be responsible for the content of information available on the Internet.
- **Viruses:** Users shall not create, install, or knowingly distribute a computer virus of any kind on any City computer, regardless of whether any demonstrable harm results. Departments shall report all virus outbreaks that have extended beyond a single personal computer to the City Manager or Appointed Department Heads or an established City Information Systems Department. Information Systems shall be charged with logging all such outbreaks and the eradication methods used by departments, and will notify other departments in the event of a virus outbreak. In the event of a serious virus outbreak, or in the event of a continued breach of this policy by a department, that department will be disconnected from the Internet and the City's other computer systems until compliance with the Employee Internet Policy is reestablished.
- **Passwords:** The safety and security of the City's computer system and resources must be considered at all times when using the Internet. Users shall not share any password for any City computer or with any unauthorized person, nor obtain any other user's password by any unauthorized means.
- **Downloading Fee-Based Resources:** Resources of any kind for which there is a fee must not be accessed or downloaded without prior approval of Department head or City Manager.

Telecommunications

Employees may be allowed to operate City-owned telecommunications equipment including land-line phones, cellular phones, pagers, radios, walkie-talkies, and similar devices in compliance with these policies.

The purpose of this policy is to establish a set of guidelines governing the authorized uses of such City-owned equipment, to assure proper maintenance and repair of such equipment, to establish qualifications and responsibilities of users, and to set criteria and conditions for allowances or reimbursement of business use of personal cellular telephones.

This policy applies to all users of communications equipment. Employees may be disciplined up to discharge for improper use of City-owned telecommunications equipment, or for falsifying records or documents relating to any claims for allowances or reimbursements.

Cellular Devices

As a general rule, the preference of City of Brooklet is that it shall not own or otherwise provide cellular devices or related services to its elected officials or employees. Elected Officials and Department Heads are asked to exercise great thought and give careful consideration as to the justification and authorization for business use of any City-owned cellular device, or to grant any subsequent monthly allowance or reimbursement for personal cellular device. Your cell device is subject to the GA. Open records Act as it relates to City business.

Allowances or Reimbursements

It is recognized that the City Manager, Police Officers, City Clerk, and the Public Works Lead employees may need to use cellular devices to conduct legitimate City business and such use is a predictable necessity. The City will provide a cellular device allowance or reimbursement for business purposes, subject to the following procedures:

- **Allowance Amount:** A maximum of \$38 dollars per month allowance/reimbursement will be allowed.
 - **Allowance or Reimbursement Procedure:** The employee is responsible for turning in the first page of his/her cellular device bill or document that the employee still has the cellular device to their supervisor before the second Wednesday of each month. Employees will only be able to present a bill for the current or previous month. Bills older than 60 days from the date presented will not be accepted. Employees who choose to use a prepaid cellular plan should submit a receipt of payment to the carrier. Reimbursements will be made up to the amount on the receipt not exceeding \$38.00. In addition, any employee who is on leave, paid or unpaid, for more than 10 days in a month will not be eligible for the reimbursement for that month.
- **Termination:** In the event of an employee termination/separation from the City, the employee will not be permitted for further reimbursements.
- **36-Month Provision:** An employee is eligible to receive a one time \$150 reimbursement every 36 months for a new cellular device. Proof of new equipment must be shown and equipment must be valued at \$150 or more. Equipment with a value less than \$150 will be paid out at 50% of the value of the equipment.
- **Adjustments:** The allowance or reimbursement amounts will be reviewed periodically by the City Council and may be adjusted to reflect changes in available rate plans and instrument costs.

Cellular Device Safety

It is important both for safety and for the image of City drivers that common sense and courtesy be followed in using cellular devices. Supervisors will have the authority to restrict or prohibit the use of cellular devices at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-worker, contractors, and/or to the general public and private property.

The following guidelines are recommended for cellular device use while driving a City vehicle or personal vehicle on City business:

- Employees who have voice mail service and hands-free equipment for the phone should make best efforts to use both to avoid distractions. If you do not have a "hands free" option for your phone while driving, park your vehicle to talk or read text messages or have a passenger use the phone for you.
- If your phone rings when you are driving-- especially during hazardous conditions - let your cellular voice mail service take the call and listen to the message later when you are parked, or pull over before answering, if traffic conditions permit.
- Suspend conversations during hazardous driving conditions or situations.
- Let the person to whom you are speaking know that you are driving and the call may be suspended at any time.
- Do not take notes or look up phone numbers while driving.
- When possible, place your calls before you begin your trip, or call when your vehicle is stopped at a stop sign or red light.
- Learn and use the pre-programmed number dial features of your phone. Practice using this feature for commonly dialed numbers before driving so you are familiar with the procedures.
- Do not engage in stressful or emotional conversations while driving. A stressful or emotional phone conversation while driving is distracting and potentially dangerous. If necessary, suspend the phone conversation.

Please do use your cellular phone to call for help or to help others in emergencies. Your cellular phone lets you be a "Good Samaritan" in the community. If you see an emergency where lives are in danger call 9-1-1 and give the exact location and information to the 9-1-1 operator. Employees are not expected to offer additional assistance beyond calling for help. Please keep cell phones turned off or use the "keypad lock function" to avoid misdials. Any button on the keypad that is depressed for longer than 15 seconds will call 9-1-1.

The following guidelines are recommended for cellular device use while at a work site:

- The use of a cellular device at any work site may be a distraction to the user and/or may create an unsafe work environment. Such work sites include but are not limited to: road repair, maintenance and construction, operating or repairing energized equipment such as electrical panels, motors, or energized circuits. Such work sites must be secured or the cellular telephone used only by an employee while out of harm's way of such work environments.
- The use of a cellular device while operating a moving motorized off-road (maintenance/construction type) equipment shall be prohibited. Even hands-free cellular phone will not be authorized while operating this type of equipment, unless the equipment has been properly stopped and taken out of gear or turned off.

Other Telecommunications Equipment

Employees and Elected Officials should observe the following guidelines in use of City-owned and personally owned telecommunications equipment in the course of conducting City business:

Personal Use: While personal telephone calls are discouraged, it is recognized that periodic and infrequent calls of a "de minimis" nature during business hours may be acceptable. However, personal phone calls that are beyond de minimis, and are excessive in frequency, nature or length that interfere with the employee's assigned responsibilities or the normal functioning of the work place are not acceptable. In addition, employees should not be text messaging, or using other phone apps for non-city business during business hours. Excessive usage may result in disciplinary action culminating in discharge.

Long-distance calls on City-owned Equipment: Long-distance calls shall be for business purposes only. Any unauthorized long-distance calls determined to be other than for City business shall be reimbursed to the City promptly each month.

Protocol and Etiquette: Users should observe proper rules of accepted protocol and etiquette during business communications transmissions. Because wireless devices in particular may not be secure, care should be taken in transmitting sensitive information. Also all communication should be professional, non-violent and non-offensive in nature.

Smoking and Tobacco Products

Smoking or the use of tobacco products as well as e-cig or vapor oriented materials is prohibited in all City Buildings and City Owned Vehicles. Employees who desire to use these products should do so only in the designated areas. Employees who violate this policy may be subject to disciplinary action and may be subject to restitution for cleaning and sanitizing City Owned Vehicles.

Fraternization

Fraternization between employees is highly discouraged. These relationships have a high possibility of undesirable consequences or ramifications for both employees involved and the city. Fraternization between supervisors and employees is expressly prohibited as is fraternization between any Elected Official and any employee.

Political Activity

- An employee shall not take part in political management or political campaigns during any period of time for which he/she is expected to be on duty.
- No employee shall solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during either employee's hours of duty, service or work with the City.
- Employees shall not represent the City by wearing any uniform, or portion thereof, that is issued by the City, while participating in any campaign activities, demonstrations or political gatherings or while attending any other governmental meeting unless on official business.
- The City in no way seeks to influence employees in their choice of party affiliations or candidates, recognizing that this is a matter for each person to decide. Therefore, nothing contained herein shall be construed to restrict the right of the employee to hold membership in and support a political party, to vote as he/she chooses, to express opinions on political subjects or candidates, to maintain political neutrality, to attend political parties outside of working hours, or to campaign actively during off duty hours in all areas of political activity.
- Employees shall not utilize any City equipment or vehicles in support of any political campaign.
- No employee shall be permitted to seek, or participate in the management or affairs of a campaign for, any elective public office if, in the discretion of the Mayor and Council, such political activity will interfere with the employee's scheduled work time or would create a conflict, or apparent conflict, between private interest of the individual and his/her official duties and responsibilities.
- An employee who intends to seek or to participate in a campaign for an elective public office within City or County government may be required, at the discretion of the Mayor and Council, to resign or obtain a leave of absence for the duration of such political activity.

Uniform Policy

For employees where uniform clothing is required (e.g., Public Works and Police Department), the city will provide at no charge to the employee, the required clothing. Employees may supplement this with personal clothing deemed appropriate by supervisor or Department Head. Uniform styles and purchasing will be the responsibility of the Supervisor or Department Head. Cleaning and upkeep of uniforms will be the responsibility of the employee. Employees whose uniforms are not kept in good order may be personally responsible for replacement, should that be necessary.

Confidential Matters

All employees and Elected Officials from time to time are subject to confidential information. It is expected that when such matters arise, employees will respect and honor the nature and responsibility tied with confidentiality. Sharing of open records, protected or confidential information without proper clearance or approval is not permitted and may be subject to disciplinary action.

-, Solicitation

The City prohibits all solicitation for contributions, memberships in clubs or organization, signatures for petitions or the sale of goods, or other outside business when the employee soliciting or being solicited is supposed to be working. This prohibition includes distribution of literature.

Public Statements

Employees or Department Heads may not speak to the press as an official spokesperson for the City of Brooklet without prior clearance from the Mayor. All inquiries from the press should be referred to the respective Department Head or Mayor. Any deviation from this policy will be considered a serious infraction of regulations and may be subject to Disciplinary action up to and including termination.

Public Appearance

Any employee asked by an outside agency or organization to appear as a guest speaker, representing programs or activities of the City of Brooklet, must obtain prior clearance from his/her respective Department Head or Supervisor.

SECTION IV: HOLIDAYS & LEAVE

Observed Holidays

The City provides full-time employees time off with pay for these yearly holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on a Saturday, it will generally be observed on the preceding Friday. If the holiday falls on a Sunday, it will generally be observed on the following Monday. City Council may from time to time, at its' sole discretion modify this list of holidays and/or the day of observance.

Holiday Pay

Some employees may be required to work during the above holidays. Those employees who are required to work will receive regular work hours for the hours worked on the observed date of the holiday plus 8 hours of holiday pay. Employees who are on a rotating schedule and are not scheduled to work during a city observed holiday will be paid for 8 hours of time.

Annual Leave

Annual leave is leave that is earned and designed to be used for vacation, personal business activities, and other personal activities. Accrual of annual leave is an earned right. Taking annual leave is a privilege that must be approved by the immediate supervisor or Department Head.

Eligibility

All covered employees, both permanent and on probationary period, shall accrue annual leave from the date of employment in a covered position. Only employees classified as *Full Time* (earning more than 39 hours per pay period) will be eligible for Annual Leave.

Accumulation Availability

All accumulation will be based per month. Accumulation will be available for use the first day of each month after the month in which the hours are earned. All newly accumulated hours are posted to the employee's bank on the last date of the month earned.

---. Rate of Earning

Upon hire, all employees will begin earning 8 hours per calendar month. This equates to a maximum of approx. 12 days earned per year. Employees in probationary period are not entitled to vacation with pay until after the completion of their first month of work.

- Effective the first day of the month after the employees' five (5) year employment anniversary, employees will begin earning vacation at a rate of 10 hours per month. This equates to approx. 15 days per year.
- Effective the first day of the month after the employees' fifteenth (15) year employment anniversary, employees will begin earning vacation at a rate of 12 hours per month. This equates to approx. 28 days per year.

Maximum Accumulation/Carry-Over

Annual leave accrued may roll over from year to year at a maximum rate of 80 hours per year (120 hours for employees who have fifteen (15) or more years). Hours over 80/120 hours will be forfeited upon roll over. Roll over of leave takes place effective July 1st each year. Employees are encouraged to plan accordingly for this each year and should not expect to be approved for large amounts of vacation as the calendar year end approaches.

Cash out of Vacation

Employees may exercise a 'cash out' option of up to 40 hours one time per calendar year. Cash outs may be used at any time during the year, however in order to be eligible for Cash Out, employees MUST have at least 40 hours remaining in their personal leave bank after cash out and not be on probationary period (either disciplinary or new hire). Cash out's will be paid at the employee's rate of pay at the time of Cash Out and are subject to all normal payroll taxes and withholdings. Employees must notify Supervisor/Department Head at least 2 weeks prior to the desired cash out option. Upon cash out, the employees available annual leave will be reduced by the number of hours cashed out.

Effect of Employee Resignation/Termination upon Annual Leave

In the event an employee voluntarily resigns after providing two (2) weeks written notice, retires, passes away, or is laid off from his or her position, the employee (or designee in case of death) will be paid for any accrued annual leave time. Payment for accrued annual leave will be made within 30 days of the employee's date of separation. Note, employees who are terminated for cause or resign during their probationary period or fail to provide two weeks (2) written notice shall not be eligible for pay of accrued annual leave.

Usage

Annual leave may be used at any time as mutually agreed upon in advance between employee and supervisor/department Head. Employees may not use leave *'in advance of earning it'*.

Sick Leave

Sick leave is leave accumulated to be taken for bona fide illness and injury, and other medical related necessities such as physician appointments, medical examinations, dental appointments, and the like. Sick leave is available for the employee's personal health care as well as for the care of the members of the employee's immediate family.

Eligibility

All covered employees, both permanent and probationary period, shall accrue annual sick leave from the date of employment in a covered position.

-- Accumulation Rate

Upon hire, all employees will accumulate 8 hours of sick time per month. This equates to 12 days per year. Employees in probationary period are not entitled to sick leave with pay until after the completion of their first month of work.

Maximum Accumulation

Sick leave accrued may roll over from year to year at a maximum rate of 500 hours. Hours over 500 hours will be forfeited upon roll over. Roll over of sick leave takes place effective July 1st each year.

Usage

Sick leave may be used at any time as needed. Should sick time be required to be used, the employee must contact his/her supervisor, Department Head or if neither are available, the City Clerk. Employees may not use sick leave *'in advance of earning it'*.

Physician's Certificate

A medical statement signed by a licensed physician may be required to substantiate sick leave for: (a) incapacity of three (3) or more consecutive days for health reasons; and (b) at any time when absence recurs frequently or habitually, provided the employee has been warned.

Effect of Termination on Accrued Sick Leave

In the event an employee separates employment with the City for any reasons, the employee shall not be paid for any accumulated, unused sick leave time.

Cash Out Option

Because sick leave is solely to provide pay continuation for certain absences, the Cash Out Option is NOT available for accumulated sick leave.

- Military Leave

Georgia law requires that paid leave be granted to members of the Reserve and National Guard under certain conditions, and leave-of-absence is required under other conditions.

Ordered Duty

In compliance with the Code of Georgia Annotated §38-2-279, any employee ordered to military duty shall be placed on military leave with pay for a period of time not exceeding a total of eighteen (18) days in any federal fiscal year.

Declared Emergency

According to the Code of Georgia Annotated §38-2-279, in the event the Governor declares an emergency and orders any employee to state active duty as a member of the National Guard, the employee shall receive pay for a period not exceeding thirty (30) days in any one calendar year and not exceeding thirty (30) days in anyone continuous period of active duty service.

Leave of Absence

According to the Code of Georgia Annotated §38-2-279, any voluntary member of the Reserve or National Guard shall be entitled to absent himself and shall be deemed to have a leave of absence as an employee while in attendance at any service school conducted by the armed forces of the United States for a period of six (6) months during any four (4) year period.

The City also provides military leave consistent with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Military leave under USERRA is generally an unpaid leave of absence, unless state law provides otherwise. An employee may use accrued annual leave to supplement his or her wages while on leave, but is not required to do so. Exempt employee's salary will not be reduced for partial-week absences due to military leave.

Employees must provide advance written or oral notice to their managers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. It is important for employees to request leave as far in advance as possible.

Continuation of health insurance benefits during military leave is available as required by law based on the length of leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Annual and sick leave and holiday benefits will not accrue during a military leave that is not covered by an employee's use of annual leave. When an employee returns from military leave, their benefits will start accruing again. Upon return, the employee will accrue benefits at the accrual rate the employee would have attained had the employee not taken military leave.

Employees are eligible for reinstatement with the City upon conclusion of their military service as required by USERRA and applicable state law. Once their return date is known, employees must promptly notify the City Clerk of their return date to the City as soon as possible.

Leave of Absence - General

Leave-of-absence may be granted for other reasons besides military purposes, for example in cases of temporary disability and possible other emergency situations. Except as provided otherwise in the manual or by law, a leave-of-absence results in a total stay of any and all benefits that would ordinarily be granted to the employee, including the accrual of annual or sick leave time. A leave of absence prevents a break in service, but no benefits such as leave time shall accrue during a leave of absence.

Part-Time employees are not eligible for a leave of Absence for reasons other than military leave, court leave, or Family and Medical Leave, as provided below.

Court Leave

An employee performing court duty as a subpoenaed witness will be granted leave with pay. Employees who serve as Jurors will be granted leave with pay for a maximum of 3 days. If jury responsibility extends beyond 3 days, the employee will be granted a Leave of Absence and/or may use annual leave for the days served.

Bereavement Leave

In the event that there is a death in a full-time employee's immediate family, he or she is allowed up to three paid days for bereavement. For clarity in this case, immediate family include: father, mother, spouse/significant other, (step)son, (step)daughter, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law.

Unpaid Leave

Employees who have exhausted all of their leave and need to be absent from work should notify their immediate supervisor and/or department head as soon as possible. Employees are permitted to take up to 10 days of leave without pay. Requests for more than 10 days of unpaid leave will result in a review/meeting with the appropriate Department Head or the City Manager. Excessive unpaid leave requests may result in disciplinary action.

Weather Related Leave

Should the City make the determination to close city offices and suspend city operations due to weather or other reasons. Employees will not be required to take leave for the time missed.

Should the City make the determination to NOT close city offices or suspend city operations, and an employee is not able to fulfill their work commitment due to an inability to attend work, will be required to file those dates as leave.

Family Medical Leave

Because the City has fewer than 50 employees at its worksite and within 75 miles of its worksite, employees of the City are not "eligible employees" entitled to benefits under the Family Medical Leave Act. 29 U.S.C.A. §2611 (2); 29 C.F.R. § 825.108. Accordingly, benefits under the Family Medical Leave Act are not available to employees of the City.

SECTION V: RECRUITMENT & HIRING

Recruitment

Applications

Employment applications will be accepted in the office of the City Clerk. Completed applications must be accompanied with a picture ID and or Driver's License. Applications received at times other than when direct solicitations are made for a particular position, will be kept on file in the office of the City Clerk for a period of *six months* to be accessed by any City department or function seeking an employee. Placement of a completed application in the Clerk's file will constitute application for any specifically advertised position and will not require further action. Applications older than six months will be destroyed. Applicants will NOT be notified of the removal of their application.

Notice of Vacancies

All vacancies in the City may be announced in one or more of the following:

- The Statesboro Herald
- City Website
- Local Radio
- Postings in City Hall
- Postings in appropriate GMA/POST or other organization websites as determined by the Department Head

The employment application solicitation process also may include a recruiting effort which may extend beyond the City of Brooklet/Bulloch County area when deemed necessary to obtain applications from individuals with necessary technical skills or other specialized qualifications.

All position announcements will last no less than 14 days. Position announcements must clearly list a summary of the duties of the job, due dates for applications, and if possible anticipated starting dates. Position announcements are only required to be listed one time in any of the above areas.

Hiring and Employment

Ethics in Employment

No person will be employed by the City of Brooklet when that employment would result in a violation of the ethics in government provisions found in the Official Code of Georgia. Any such appointment may be voided by the governing authority of the City of Brooklet.

Employment of Relatives

Members of an immediate family shall not be employed within the same department of the city. For purposes of clarity, immediate family members include the employee's spouse or domestic partner, children, parents, (step)brothers and (step) sisters, in-laws, and grandparents. The definition is also extended to any other person who resides in the employee's household and who is recognized by law as a dependent of the employee. Immediate family members of Elected Officials may not hold any position within the City of Brooklet. For clarity in this case, immediate family members include the employee's spouse or domestic partner, children, parents, (step) brothers and (step) sisters, in-laws, and grandparents.

Interview and Hire Process

Interview

All Applicants for a particular position will be reviewed by the City Manager and/or Designee. Qualified applicants will be notified of an opportunity to interview. All interviews must include the City Manager, Department Head and 1 additional employee.

Prior to the interview, a list of standard questions must be submitted to the City Manager for review and approval. All persons conducting interviews must ask questions from the supplied list of questions. Appropriate follow-up questions may also be asked. Under no circumstances should an interviewer ask applicants questions related to age, nationality, religion, marital status or other protected areas under state and federal law.

Hiring

Upon selection of a successful candidate for a full time position, the City Manager will notify the City Clerk of the employee's job title and starting pay rate.

Candidates for part-time employment may be hired by the Department Head directly, provided the departmental budget allows. The Department Head who is conducting the search will then notify the successful candidate of their hire and arrange a mutually acceptable starting date and report the hire to council.

All new employees who use city equipment or vehicles must have a Driver's License check prior to their first day of work.

Background Checks

All employees will be subject to Background Checks. Employees who fail the Background check will not be permitted to be hired by the City of Brooklet.

Orientation

The City Clerk provides general orientation about the City of Brooklet and the benefits of employment. Each employee will receive a copy of the Employee Handbook and any applicable workplace rules. It is the responsibility of the employee to read and gain an understanding of the handbook and work rules. The employee will acknowledge (by signing a form) receipt of the handbook. Periodic updates to the handbook will also be acknowledged. In most cases, actual job duty orientation and training will be given within the specific department he or she will work.

Classification of Employment

An active, full-time employee is an individual who works for the employer on a regular basis, in the usual schedule of the employer's business, and works a minimum of 39 hours per week (84 hours every two weeks for Police Officers).

All full time employees are eligible for city provided benefits as outlined later in this document. A part-time employee is an individual who regularly works fewer than 39 hours per week (84 hours every two weeks for Police Officers). Part-time employees are not eligible for benefits (i.e. insurance, etc.).

Equal Employment and Non-Discrimination

The City is an equal opportunity employer. The City will not discriminate in hiring, employment, or terms of employment on the basis of race, color, sex, gender (including gender identity), national origin, religion, age, sexual orientation, military status, genetic information, or any other basis prohibited by law, and the City expects all employees to adhere to this non-discrimination policy. Any instances of perceived discrimination should be reported to the City Clerk or the City Manager. The City shall investigate all such instances and take appropriate corrective action, if any. The City is committed to adhering to all laws against discrimination, including Title VII of the federal Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act, and any other state or federal law prohibiting employment discrimination. The City will seek to provide reasonable accommodations to persons with disabilities in order to permit them to apply for employment and to be employed.

The City will not retaliate against any employee on the basis of their making a claim of discrimination or participating in an investigation of a complaint of discrimination; that is, the City will take no adverse employment action affecting the terms or conditions of employment on account of an employee making a complaint of discrimination or any investigation thereof.

Verification of Work Eligibility

The employing department is responsible for verifying the applicant's employment experience, education and skills before recommending to council the employment of any candidate.

By federal law, each new employee must, on the first day of employment complete Part A of USCIS Form I-9 and within the first three days of employment (unless employment will be for fewer than three days, in which case, the first day of employment), show proof of identity and work authorization. On the first day of employment, the new applicant must also complete a W-4 form, insurance forms, insurance information about dependents, the employee acknowledgement from the Employee Handbook and any other necessary employee benefit forms. The new employee has 2 weeks to sign and return the Acknowledgement Form in the Personnel Handbook.

If the applicant knowingly makes a false statement on the application form; cannot legally hold the position; offers money, service or anything of value to win favor during the application process, he or she may be disqualified. Finally, if the prospective employee does not meet the physical requirements, or has not provided proof of citizenship or legal work status within the first three days of employment, they may be disqualified.

Performance Appraisal and Review

The first 180 days with the City is considered an initial evaluation period or probationary period. During this time your supervisor will carefully evaluate your attendance as well as general attitude, job performance and ability to work with other people. This initial period gives you an opportunity to gain assurance on your job and learn more about the workings of the City. The initial probationary/evaluation period will not end until

such time as the Department Head provides a written statement to that effect. This evaluation will be added to the employee's personnel file.

Employees are responsible for working with their supervisor on an ongoing basis to develop and maintain a clear performance plan. Various performance expectations and their relative priority should be established as well as the criteria by which performance is to be measured. The performance of employees is evaluated on the six month anniversary/end of Probationary period. During April/May all employees are annually evaluated. These evaluation periods may be extended or shortened by the City in its sole discretion, and the City is not under an obligation to provide an evaluation, but it does so as a courtesy. Employees will generally receive appropriate feedback from their evaluations in order for them to be aware of their performance, to respond to the evaluations, and to correct or improve shortcomings. Copies of the evaluation should be placed in the employee's personnel file.

A formal assessment/review of each employee's work will be completed each year during the month of May. In addition to this review, a yearly ongoing background check may be requested. A Copy of the City Performance Appraisal tool can be found at the end of this document. A copy of the evaluation should be placed in the employee's personnel file no later than June 15 of each year.

Harassment Policy

The City of Brooklet is committed to providing a workplace free of harassment, one in which all individuals are treated with respect and dignity. In accordance with Title VII of the Civil Rights Act of 1964 and other applicable laws, the city prohibits unlawful harassment of any kind, including harassment on the basis of race, color, national origin, ancestry, religion, medical condition, physical or mental disability, marital status, age, sexual orientation or identity, gender, veteran status, genetic information, or any other characteristic protected by law.

This policy applies to Elected Officials, employees and independent contractors, vendors, guests, citizens and other third parties with whom the city has dealings. All city Elected Officials, employees and independent contractors are responsible for ensuring a harassment-free work environment.

Harassment

Harassment includes verbal, physical, and visual conduct that has the purpose or effect of unreasonably interfering with work performance, or creates an intimidating, offensive, or hostile work environment. Harassment may take many forms. Prohibited behavior includes, but is not limited to:

- Offensive or demeaning language, insults, offensive jokes, unflattering remarks, derogatory terms, epithets, slurs or negative stereotyping.
- Distribution, display or discussions of any written or graphic material that ridicules, denigrates, belittles or shows hostility towards an individual or group because of a protected characteristic.
- Physical interference with normal work, or movement, when directed at an individual, impeding or blocking movement, assault, or other unwelcome physical contact.

Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome sexual advance, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (1) submission to such conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed individual; or (3) such conduct has the purpose, or effect, of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual Harassment may take different forms; prohibited behavior can include, but is not limited to:

- Sexually suggestive comments, jokes of a sexual nature, unwelcome sexual propositions, flirtations or advances, unwelcome remarks about an individual's body, or repeated unwelcome requests for dates;
- Visually harassing conduct, such as leering, looking someone over suggestively, distributing offensive cartoons, e-mails, web-site pages, photographs, or drawings, or posting offensive pictures or screen savers;
- Giving unwanted hugs or massages, grabbing, touching or following someone, blocking normal movement or monitoring a person's movements.

Sexual harassment includes harassment of individuals of the opposite sex and of the same sex.

Reporting

The city requires employees to immediately report all incidents of harassment, whether the reporting employee believes that he or she is being harassed, or witnessed the harassment, regardless of who the offender may be. Incidents must be reported to one of the following: Department Head or the City Manager.

Investigation

Reported complaints of harassment will be investigated thoroughly, promptly, and as discreetly as possible. After completing the investigation, the city will make a determination regarding the complaint and will communicate the determination to the reporting employee(s), the alleged harasser and, as appropriate, all others directly concerned.

Discipline

If the city determines that harassment has occurred, it will take prompt and effective corrective action to stop the harassment and ensure that it will not continue. Employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Protection against Retaliation

The city prohibits retaliation against any employee for using this reporting procedure or for filing, testifying, assisting or participating in a harassment investigation, proceeding or hearing. The city also prohibits retaliation against any employee who opposes harassment of others.

Employees who believe that they have experienced or witnessed retaliation must immediately report such conduct to a Department Head or the City Manager. The city will promptly and thoroughly investigate any report of retaliation in accordance with the investigation procedure outlined above. If the city determines that an employee has engaged in retaliation, the city will take appropriate disciplinary action against the employee, up to and including termination of employment. If the city determines an Elected Official has engaged in retaliation the city will take appropriate corrective action in accordance with the City Charter and state law.

SECTION VI: CLASSIFICATION AND SALARY PLANS

Coverage of the Classification Plan

The position classification plan (Appendix A) shall be the classification plan of the City of Brooklet. This classification plan shall include all regular classes of positions.

Allocation of Positions

The City Manager shall allocate each position covered by the classification plan to its appropriate class in the position classification plan.

Administration and Maintenance of Classification Plan

The City Manager shall be responsible for the administration and maintenance of the classification plan. Department Heads shall be responsible for bringing to the attention of the City Manager:

1. The need for new positions;
2. Material changes in the nature of duties, responsibilities, working conditions, or any other factors affecting the classification of any existing position.

Following the receipt of such information concerning any existing or proposed position, the City Manager shall restudy the position. New positions shall be established only with the approval of City Council, after which, the City Manager shall either (a) allocate the new position to the appropriate class within the classification plan, or (b) recommend that City Council amend the classification plan to establish a new class to which the new position may be allocated.

Amendment of Classification Plan

Classes of positions shall be added to and deleted from the classification plan upon the recommendation of the City Manager and the approval of City Council.

The following criteria should be used to determine the salary range for a city employment position:

1. Education
2. Technical Skills
3. Licenses & Certifications
4. Experience
5. Job Market Pay range
6. Importance to the needs of the city

Coverage of Salary Plan

The salary plan (Appendix B) shall be the salary plan for the City. The salary plan shall include all regular classes of positions included in the City classification plan.

The salary plan contains a beginning step of P-1 for use during the probation period of employment. Step A of each pay grade shall be considered the prevailing wage or standard rate upon which subsequent step increases are based as provided in this policy. Steps A to Q represents (17) seventeen increments of 2.5% each for a total salary range of 42.55% above step A.

With the approval of the City Manager, new hires with experience may be hired with a starting salary above P-1.

Administration and Maintenance of the Salary Plan

The City Manager shall be responsible for the administration and maintenance of the salary plan. Each year, prior to the preparation of the annual budget, the City Manager or their designate shall secure general level of salaries and fringe benefits paid by private industry in the area, comparable statewide municipal and county employees and any cost of living increases during the fiscal year. The City Manager or their designate shall conduct studies of the internal relationships of job classes in order to reduce or eliminate inequities between classes of positions. Based on the studies and general financial condition of the City, the City Manager shall recommend to the City Council such increases, reductions, or amendments of the plan as they deem necessary to maintain the fairness and adequacy of the salary plan.

SECTION VII: COMPENSATION & PAY SCHEDULE

It is the purpose of this policy to provide equitable compensation for employees at every level while conforming to the requirements of the Federal Labor Standards Act (FLSA), as amended, its rules and regulations, and State wages and hour's laws as they apply to our City.

General

- The basic workweek is 40 hours for all employees, except Police officers. They will work on a two week work period of 84 hours, paid hourly at 42 hours per week.
- Employees may be requested to work in excess of 40 hours in order to meet special work demands, including working on Saturday or Sunday. In certain cases additional annual leave may be awarded upon recommendation of your supervisor for excess hours.
- Hourly employees must maintain a daily time record including the time the employee began work, any periods of time away from work of 20 minutes or more for lunch or personal business, and the time the employee stopped work. Meal breaks are allowed at 1 hour in duration.
- If an employee is unable to report for work at his or her scheduled time, the employee must notify their supervisor or department head as soon as possible. These notifications should be in the form of a phone call. Text messages and email messages are not acceptable. Employees who repeatedly fail to arrive for work at the scheduled time will be subject to disciplinary action and may be discharged.
- Under the FLSA, nonexempt hourly employees must work 40 hours or in excess of regularly scheduled work hours before being eligible for overtime pay. Police officers must work 42 regularly work hours before being eligible for overtime pay. Under the FLSA, the city manager, department heads, and other professional employees are exempt employees and not eligible for overtime pay. All overtime must be approved by the City Manager or proper Department Head. Exempt employees are entitled to comp. time per FLSA rules. Employees will receive 1.5 hours of comp. time per hour in excess of working 40 hours. The maximum accumulation is 240 hours and must be used within 26 weeks of the start of accumulation or lose it. The City will not pay for unused comp. time. In order to qualify for comp. time, exempt employees must clock in and out each work day. Use of Comp. time must be approved by City Manager.

Merit and Cost of Living Pay Increases

Pay Periods

The work week begins on Sunday at 12:00 AM and end Saturday evening 11:59 PM.

Paychecks

Paychecks will be available to staff after 11:00am each Friday. In the event that a holiday falls on Friday, Paychecks will be available on Thursday after 3:00pm. Employees are not able to receive payroll advances or loans from the City.

Payroll Deductions

No payroll deduction will be made from an employee paycheck unless authorized by the employee or required by law. Employees are required to report changes in family status, address or other information that could affect the amount of deductions withheld. These include Social Security and income taxes, retirement system contributions, court-ordered child support and any other deductions required by law. Additionally, deductions may be authorized for employee contributions to health insurance, supplemental insurance and deferred compensation plans requested by the employee.

SECTION VIII: EMPLOYEE BENEFITS

The City of Brooklet offers a broad scope of employee benefits, ranging from comprehensive health coverage to retirement plans. These benefits are an important part of the total compensation package provided to city employees. This manual sets forth only a summary of the benefits; it does not contain the actual terms. The terms of all benefits plans are set forth in the written plan documents themselves and are controlling. If any information in this handbook is inconsistent with the provisions of a benefit plan, the terms of the plan supersede this handbook. Information on insurance plans, retirement and other benefits and are available for employees to read.

Coverages

Health Insurance

All employees who are considered to be employed full-time under the Affordable Care Act are eligible for City sponsored health insurance. Coverage will begin on the first day of employment.

Eligibility

The City will pay all costs for the provide coverage for the employee only **with a shared premium established annually by council**. In cases where the employee may incur a tobacco/smoking surcharge for benefits, this surcharge may be assessed back to the employee.

If coverage for additional family members is needed or increased coverage is required, contact the City Clerk for information on cost and availability.

- *Continuation Insurance under Federal and State Laws is available for all terminated employees. Premiums are paid by the ex-employee. See City Clerk for further details.*

Worker's Compensation Insurance

The City carries Worker's Compensation Insurance for the protection of all its employees in case of on-the-job injury. In the event of any work-related accident, please notify the area supervisor and City Clerk immediately.

Retirement Plan

The City provides and contributes to a retirement plan to all full-time employees that can help in saving for the future. This plan is made available to help employees accumulate retirement savings. See summary plan descriptions for details on this plan.

Supplemental Insurances

The City offers several Supplemental Insurance options such as dental, vision, extended care and others. See City Clerk for Details.

SECTION IX: RESIGNATION & TERMINATION

Resignation

An employee resigning from his or her position with the City should submit a written resignation notice to their supervisor at least 14 days prior to the effective date of the resignation. The Supervisor or Department Head is responsible for collecting City property on or prior to an employee's last day at work. Failure to return all property may cause a delay in final paycheck.

Termination

The City of Brooklet is an *at-will-employer* pursuant to Georgia law. Employees may be terminated at any time with or without cause by the City Manager or advance notice. Section XI on Due Process & Discipline and Section XII on Grievances and Appeals are advisory in nature, and are not intended to create contractual obligations on the part of employees or the City, and do not alter the at-will employment relationship. Employees are free to quit at any time and for any reason, and the City has the same right to end the employment relationship. Furthermore, the policies and procedures set forth herein may be changed from time to time by the City at its discretion. Leave entitlements will be paid subject to leave policies previously outlined.

Final Paycheck

The final paycheck for a separated employee will be available on the next regularly scheduled payroll date following the last day of employment. Unless other written instructions are provided to the City Clerk, the final paycheck will be mailed to the home address listed in his or her personnel file.

, - SECTION X: TRAVEL & REIMBURSEMENTS

Transportation

Travel Regulations

The City of Brooklet will use the current Federal GSA rates for travel mileage, lodging and meals reimbursement. The City of Brooklet requires a request to travel form be submitted and approved by the Department Head and City Manager. This is needed in order to reserve funds for payment. Travel should be turned in the day after returning on a City travel reimbursement form to insure timely payment. When overnight stays are necessary, individuals are encouraged to look for and request the most economical rates available. Lodging receipts with a detailed listing of charges must be attached to receive reimbursement. Credit card receipts for the total amount of the bill are not acceptable. If sharing a room, each person must request a bill at check-in. Lodging will not be prepaid by the City. The travel form must be checked by the Department Head and signed by the City Manager. An agenda of the conference must be attached to the travel form in order to receive travel funds. Travel reimbursements will be paid based on the accounts payable schedule twice monthly. The City will pay for travel reimbursement only for City employees. The City will not pay for family members or other non-City employees travel.

- SECTION XI: FLEET SAFETY & VEHICLE USE

The purpose of this section is to provide employees and supervisors with tools and materials to ensure the safety of all employees who drive city, rented or personal vehicles for the city business. Vehicle accidents are costly to the City but more importantly, they may result in injury to our employees, volunteers and occupants of other vehicles or pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

The City Manager must approve all drivers of City vehicles and operators of City equipment. Only qualified City employees will be approved to operate City vehicles and equipment. Non-City employees will not be allowed to operate City vehicles and equipment.

All employees are required to follow the procedures outlined below. The City expects each driver to drive in a safe and courteous manner. The behavior our drivers take when behind the wheel is the single most important factor in driving safely.

Scope

This policy applies to:

- All drivers of City-owned, leased, rented or borrowed vehicles
- All drivers of non-owned City vehicles while being operated on City business

Vehicle Assignment

Public Works

- Public Works Supervisors who take up residence with-in 15 miles of the Brooklet City Hall will be permitted to take their assigned work vehicle directly home at the end of each shift.
- Employees of Public Works shall pick-up fleet use vehicles at the Public Works area each day.
- Employees are not permitted to use any of the City Owned vehicles for personal use.
- Vehicles will be subject to cleanliness inspections and will be expected to keep all vehicles in a neat and orderly appearance.
- Smoking in any city owned vehicle is expressly prohibited.

Police Department

- Officers who take up residence with-in 15 miles of the Brooklet City Hall will be permitted to take their assigned Patrol Car directly home at the end of each shift.
- Officers are not permitted to use any of the City Owned vehicles for personal use.
- Police vehicles will be subject to cleanliness inspections and will be expected to keep all vehicles in a neat and orderly appearance.
- Smoking in any city owned vehicle is expressly prohibited.

Driver Safety Rules

Employees shall operate all vehicles that they use for City business safely and economically. To accomplish this, employees must comply with the following practices:

- Comply with all traffic laws at all times.

- All drivers and passengers operating or riding in any vehicle must wear seat belts/shoulder harnesses, even if airbags are available.
- The use of a City vehicle or a personal vehicle driving on City business while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for

- discipline, up to and including termination of employment.
- No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, prescription medication or any alcohol consumption whatsoever.
 - Drivers need to be aware that the use of a cell phone creates a distraction from safe driving and is against the law.
 - Cell phone use including "texting" while driving is forbidden. Usage in "hands free" mode is permitted while the vehicle is in motion; such usage should be kept to an absolute minimum. While driving, attention to the road and safety should always take precedence over conducting business by phone. Additionally, employees compelled to use cell phones while driving are required to use a "hands-free" apparatus or safely pull to the side of the road and stop, to conduct a phone call. The use of personal communication devices can be distracting and is strictly prohibited while driving.
 - No unauthorized personnel are allowed to ride in City vehicles.
 - Drivers are responsible for the security of City vehicles assigned to them and the city owned contents contained inside the vehicle. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
 - All State and Local laws must be obeyed.

Driver's Licenses

Drivers must have a valid driver's license for the type of vehicle to be operated, and in their possession at all times while driving. Any employee who has a driver's license revoked or suspended should promptly notify their supervisor and should discontinue operation of City vehicles or driving any vehicle on City business and/or activity.

Copies of all Drivers Licenses will be kept in the official personnel file of the employee.

In addition, employees have an affirmative obligation to promptly notify their supervisor of any moving violation, or other violations of motor vehicle law which may affect their driver's license, insurability.

Employees will be required to submit their driver's license to the city clerk for yearly validity checks. These checks will be random in nature and could occur at any time. All new hires will be subject to a validity check prior to their first day of work. Validity checks will be conducted by the Chief of Police.

An employee may be terminated if he/she knowingly operates a City vehicle or privately owned vehicle used for City business and/or activities while driving with a suspended or revoked license.

Traffic Violations and Citations

Traffic citations while operating a city owned vehicle or in any vehicle while on city business, must be reported your Department Head or the City Manager as soon as possible. Managers and supervisors will review the driving privileges of any employee charged with a serious offense. Disciplinary action may include warnings, probation or suspension of driving privileges, or termination. Assessments of monetary penalties for traffic and/or parking violations are considered personal expenses and must be paid by the employee

Reporting an Accident

All accidents involving City-owned, leased, rented, borrowed or personal vehicles while being operated on City business, regardless of severity, must be reported to the Brooklet Police, or local police (then Brooklet Police) if outside the city limits and to the employee's supervisor.

Use of Personal Vehicles on City Business or Activities

Employees of the City and/or volunteers may use their personal vehicles in connection with City activities, be it a sales person visiting a prospective client or an office assistant going to the post office to pick up the mail.

Employees or volunteers who use their personal vehicles on City business or activities are required to carry adequate limits of insurance, which is a minimum of \$100,000 for property damage and \$300,000 for bodily injury.

The City may require employees to provide certificates of personal auto liability insurance (on an annual basis) in amounts equal to the City's current policy.

SECTION XII: DUE PROCESS & DISCIPLINE

All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the public. Acts, errors, or omissions, which discredit the City of Brooklet or impair the provision of orderly services to the public/clients may result in any disciplinary action, up to and including termination.

The City of Brooklet is an *at-will-employer* pursuant to Georgia law. Employees may be terminated at any time with or without cause or advance notice by the City Manager. This section XI on Due Process & Discipline is advisory in nature, and is not intended to create contractual obligations on the part of employees or the City, and does not alter the at-will employment relationship. Employees are free to quit at any time and for any reason, and the City has the same right to end the employment relationship. Furthermore, the policies and procedures set forth herein may be changed from time to time by the City at its discretion.

Reasons for Disciplinary Action

A Department Head/Supervisor, in conjunction with the City Manager, has full discretion to impose disciplinary action in accordance with City of Brooklet policy and the circumstances of the particular case. The following are examples of the types of behavior, which may result in disciplinary action:

- Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job.
- Arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances.
- Failing any tests for drugs, alcohol or other controlled substances taken at the City of Brooklet direction, both pre-employment or during employment.
- Violation of a lawful duty.
- Insubordination.
- Misconduct.
- Absence from work, without first notifying and securing permission from the supervisor.
- Habitual absences or tardiness for any reason.
- Unsatisfactory or negligent job performance.
- Inability or unfitness to perform assigned duties.
- Conviction of a felony or a misdemeanor involving moral turpitude.
(Defined as Conduct that shocks the public conscience as being inherently biased, vile, or depraved, contrary to the rules of morality and the duties owed between man and man, either one's fellow man or society in general.)
- Acceptance of unapproved fees, gratuities or other valuable items in the performance of the employee's official duties of the City of Brooklet.
- Inability, refusal or failure to perform the duties of the assigned job.
- Abandonment of duties or job assignments during emergencies.
- Abuse of City of Brooklet vehicles and/or equipment.
- Political activity that is prohibited by these policies
- Misappropriation of materials, property or time (wasting time).
- Inability to get along with fellow employees so that the work being done is hindered and or not up to the level required.
- Failure to properly perform any assigned task, follow approved job descriptions, or other failure to perform generally assigned tasks by a City of Brooklet Department Head or Supervisor.
- Willfully give false statements to the City of Brooklet Council, City Clerk, Department Head, supervisor, and/or the public.
- Making a false statement that is later discovered in an application for employment or promotion.

- Conduct on or off the job, unbecoming to a City of Brooklet employee, which brings discredit to the City of Brooklet.
- Violation of any safety rule.
- Sexual or other prohibited harassment.
- Improper use and/or abuse of the internet.
- Violation of any of the directives or policies contained within this document.
- Falsification of City records
- Willful misuse or embezzlement of City funds
- Job abandonment – 3 consecutive days of absence without notifying supervisor
- Inconsiderate attitudes or actions in dealing with public or fellow employees, to include, using abusive language or disorderly treatment.

The foregoing types of behavior are not intended to be all-inclusive, but only serve as a general guide for management's use in administering these policies. The City of Brooklet may discipline or terminate employees for any other reasons or circumstances similar or not similar to those listed. Employment at-will relationship with the City. Employees may be terminated at any time, with or without cause or advance notice, the City Manager.

Types of Disciplinary Action

Oral Warning

An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance; or failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the City of Brooklet, by changing the employee's conduct, attitude, habits or work methods. Following the counseling session, the Department Head shall document the oral warning, inform the City Clerk, and provide the employee with a copy. A copy of this form will be filed in the employee's personnel file. The employee will be required to complete an action plan outlining how they will improve their performance or behavior.

Written Reprimand

A written reprimand is a formal written disciplinary action. Written reprimands outline the desired changes in behavior and the expected methods and timeline for expected changes. Written Reprimands should be delivered and discussed in person between employee and supervisor. Written reprimands are to be placed in the employee's personnel file and a copy given to the employee. An acknowledgement form signed by the employee should be attached to the reprimand.

The City Manager should be notified of the Written reprimand and should be provided with a copy of the notification given to the employee.

Suspension Without Pay

Suspension without pay may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action, which is made part of the employee's permanent record. Suspension without Pay must be approved by the City Manager and can be for any length of time. An acknowledgement signed by the employee shall also be attached to the suspension notice. Any employee whose suspension without pay is over 10 days may request a hearing before the Mayor and City council.

Suspension With Pay

A suspension with pay, not to exceed 30 days, is when the employee is placed on administrative leave, and may be utilized by the Department Head pending the results of an investigation or disciplinary action where the

Department Head determines factors such as public confidence, the safety of the employee or the efficient functioning of the City of Brooklet call for such a suspension. Suspension must be approved by City Manager.

Demotion

Demotions are defined for the policy manual as reductions in class and/or pay, made as a result of an employee's violation of policy or procedure. Demotions are effective only after all appeal procedures have been completed. Demotions must be approved by the City Manager. An acknowledgement signed by the employee of the demotion shall also be attached to the demotion and placed in the employee's personnel file with the effective date of the demotion and new rate of pay.

Terminations

Although employment is at will and may be separated at any time by either the employee or the city, an employee will normally be terminated from City of Brooklet employment for any of the reasons listed below:

- During, or at the end of, the employee's 180 day probationary period. If the employee's performance is unsatisfactory.
- As a result of disciplinary action as listed in the previous section.
- Loss of skills, certifications, or other conditions which would make the employee unfit or unable by federal or state regulations to perform critical functions of employment.
- If the employee has, or develops, a physical or mental impairment, disability, medical problem or similar such problems that prevent the employee from performing the required duties of the employee's position and the employee cannot be reasonably accommodated pursuant to applicable federal and/or state guidelines. Termination must be supported by medical and or psychological evidence, testing, or similar matters, which establish that the individual is unable to perform bona fide job requirements, after any and all reasonable accommodations for the employee have been exhausted. The City Manager may require an examination at the City of Brooklet expense, performed by a physician of its choice, concerning any such condition(s).

Notice of Proposed Action

A written notice of proposed disciplinary action will be prepared by the department head or employee's supervisor outlining the reasons for discipline, if such discipline will result in suspension without pay, demotion in position and/or termination. The employee will be personally given a copy of the proposed action.

Additional Employment Dismissals

Layoffs

The City may lay off employees for lack of work, budgetary restrictions or need for a reduction in force.

- In determining who is to be laid off, consideration will be given to individual performance and qualifications required for the remaining jobs. Seniority will be considered when performance and qualifications are equal.
- Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

Death

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee, as specified in the employee's personnel file.

Retirement

An employee, who, upon meeting the requirements for retirement from City of Brooklet service, decides to retire, shall notify the Department Head, City Clerk and the City Manager three (3) months in advance, so that the retirement process can be properly administered.

Resignation

All employees are requested, but not required, to give at least (2) two weeks' notice of resignation.

SECTION: XIII: GRIEVANCES & APPEALS

Grievances

The grievance procedure is a communications process for hearing grievance claims of employees.

Purpose

The purpose of the employee grievance procedure is to provide an orderly process for hearing the grievance claims of permanent employees and claims of unlawful discrimination by working probationary employees. The object of the process is to reach a fair and equitable decision in a timely manner. The employee and Department Head should make an effort to resolve any grievance informally before initiating a formal procedure.

The City of Brooklet is an *at-will-employer* pursuant to Georgia law. Employees may be terminated at any time with or without cause or advance notice by the City Manager. This section XIII on Grievances & Appeals is advisory in nature, and is not intended to create contractual obligations on the part of employees or the City, and does not alter the at-will employment relationship. Employees are free to quit at any time and for any reason, and the City has the same right to end the employment relationship. Furthermore, the policies and procedures set forth herein may be changed from time to time by the City at its discretion.

Definition

A grievance is a claim by a permanent employee alleging: that his or her employment has been adversely affected

- by unfair treatment;
- unsafe or unhealthy working conditions;
- erroneous or capricious application of City policies and procedures; or unlawful discrimination

Filing

An employee may file a written grievance with his or her Department Head within fifteen days after the occurrence of the event being grieved, or within fifteen days after becoming aware of the event. The grievance statement must be submitted to the Department Head in writing, and it must state the specific claim and the specific relief desired.

Steps

The employee grievance procedure shall provide for a minimum of three steps, or levels of review, for covered employees below the position of department head. Normally, the department head will hear the grievance in the first step, the City Manager will hear the second step and the City Council will hear the grievance in the final step.

Notification and Scheduling

If the claim is a legitimate grievance, the first hearing will be held within twenty days after the grievance is filed. The hearing officer must notify the grievant of the decision in writing within ten (10) working days of the hearing.

Hearing

The grievance hearing is intended to create a formal means for the grievant to communicate his or her complaint in an informal setting. The hearing officer should not represent the City or employee. The Municipal Court Judge for the City of Brooklet or their designee shall be the hearing officer, who shall be impartial and listen to the grievance presentation and question the grievance to obtain pertinent facts about the claim and the situation relevant to the claim. The employee may (but is not required to) be represented by an attorney at said hearing, and may bring witnesses to the hearing to testify. The City may (but is not required to) be represented by the City Attorney at said hearing and may bring witnesses to the hearing to testify. Both the grievance (or his/her attorney) and the City representative (or City Attorney) and the hearing officer may question the grievance and witnesses. The hearing shall be informal, and the rules of evidence shall not apply.

Review and Reporting

After the hearing, the hearing officer will review the claim evidence and requested relief, and will report his or her decision in writing to the grievant and to the City's representative, and such decision shall be filed with the City Clerk. A copy of such decision shall also be provided to any attorneys for the parties.

Non-grievance Areas

The following areas are not considered grievances:

- issues which are pending or have been concluded by other administrative or judicial procedures;
- work assignments which do not result in a demotion or salary reduction;
- budget allocations and expectations, and organizational structure, including the persons or number of persons assigned to particular jobs;
the content or rating of a performance appraisal except when the employee can show that he or she has been adversely affected by the appraisal;
- the selection of an individual by the appointing authority to fill a position through appointment, promotion or transfer.
- any matter which is not within the jurisdiction or control of the appointing authority.
- decisions, policies, practices, resolutions or ordinances made or passed by the governing authority or the appointing authority which are not job or work related and which do not contradict these policies.

Appeals

An appeal before the City Council is a formal review of a decision, action or condition which exists, which adversely affects the claimant, and which is a violation of these policies, unlawful or unjust.

Purpose

The purpose of the appeal is to provide a procedure for due process to permanent employees who claim they have been adversely affected by improper application of these policies or by unlawful discrimination, and with respect to work test employees, claims of unlawful discrimination. The fact that this policy provides a procedure for due process does not give employees a property interest in their employment, and employees remain at-will, and may be terminated with or without cause and without advance notice by a majority vote of a quorum of the City Council.

Reasons

An appeal to the City Council may be filed as a result of:

- employee disciplinary action;
- unlawful or unjust practices that adversely affect a permanent employee; or
- unlawful discrimination

Except for Department Heads or those reporting directly to Mayor and Council, *all reasons that fall under these criteria must be grieved before they can be appealed.*

Filing

An appellant must file an appeal with the City Clerk within fifteen (15) days of learning of the event or decision. The appeal shall contain a statement describing what is being appealed. The appeal hearing officer (Mayor or Mayor Pro-Tern) will determine if the case is appealable, with merit, and properly filed. If appealable, the appeal hearing officer will notify the appellant of the date, time, and place of the appeal hearing.

Hearing

The City Council will conduct the appeal hearing, which shall be informal, and where the rules of evidence shall not apply. The hearing will be recorded.

Representation

The appellant may represent themselves at the appeal hearing, or may choose to be represented by an attorney. The City Attorney will represent the City of Brooklet in the hearing.

Results

The City Council shall submit the recommendation to the appellant within ten (10) days after the hearing. The decision of the City Council will be the final decision of The City of Brooklet.

SECTION XV: RECORDS AND REPORTS

Records

1. There shall be established and maintained such personnel records as the City Manager deems necessary for the administration of the City personnel management system and to meet legal requirements. These records shall include applicant files, examination records, classification and pay files, leave records, EEO and similar data files and employee files.
2. All personnel records on employees of the City covered under this personnel policy and all other records and materials relating to the administration of the City personnel system shall be considered confidential and property of the City. The decision of the City Manager relating to the use, maintenance and disposition of such records and materials shall be final, subject to relevant State and Federal laws and requirements.
3. Except for employee files, which shall be permanent records, the City Manager shall determine the length of time that personnel records shall be retained, which shall be in accordance with State and Federal laws and requirements.
4. A department or office may retain employee files containing documents necessary for program level operations which shall be limited to: home address and phone number, present job information, emergency contacts, data for payroll verification, leave record, performance evaluations, commendations and disciplinary actions.
5. Employee records shall be reviewed periodically to assure compliance with subsections 3 and 4 above and all documents removed shall be destroyed.
6. Personnel records are considered confidential and available on a "need to know" basis only to: employee's supervisor, the City Manager, personnel office staff and to the employee.

SECTION XV: AMERICANS WITH DISABILITIES ACT (ADA) & ADA AMENDMENTS ACT (ADAAA)

See Appendix E

APPENDAGES

- A. Classification Plan
- B. Salary Plan
- C. Employee Coaching Model
- D. Employee Work Continuation Plan and Agreement
- E. Americans With Disabilities Act (ADA) & Amendments

Appendix A

City Employment Classification Plan

The following criteria is to be used by the City Manager or their designee to determine the salary range for a city employment position:

1. Education
2. Technical Skills
3. Licenses & Certifications
4. Experience
5. Job Market Pay Range
6. Importance to the needs of the City

Following the criteria evaluation being completed for the employment position and the pay scale has been determined, it will be placed on the following Position, Pay Grade and Authorized Strength Plan.

Position	Pay Grade	Authorized Strength
Laborer	1	0
Equipment Operator	4	2.5
Assist. City Clerk	5	1
Municipal Ct. Clerk	5	1
Police Officer	8	3
Police Sgt.	9	1
City Clerk	9	1
Police Chief	10	1
City Manager	16	1
Total Full Time Employees		11
Total Part Time Employees		1

Appendix B

FY25 PROPOSED PAYSCALE

(\$14.00 Minimum)

GRADE/ STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
P1	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87	\$18.76	\$19.70	\$20.68	\$22.75	\$25.03	\$27.53	\$30.28	\$33.31	\$36.64	\$40.31
A	\$29,120.00	\$30,576.00	\$32,104.80	\$33,710.04	\$35,395.54	\$37,165.32	\$39,023.59	\$40,974.76	\$43,023.50	\$47,325.85	\$52,058.44	\$57,264.28	\$62,990.71	\$69,289.78	\$76,218.76	\$83,840.64
B	\$14.35	\$15.07	\$15.82	\$16.61	\$17.44	\$18.31	\$19.23	\$20.19	\$21.20	\$23.32	\$25.65	\$28.22	\$31.04	\$34.15	\$37.56	\$41.32
C	\$29,848.00	\$31,340.40	\$32,907.42	\$34,552.79	\$36,280.43	\$38,094.45	\$39,999.17	\$41,999.13	\$44,099.09	\$48,509.00	\$53,359.90	\$58,695.89	\$64,565.48	\$71,022.03	\$78,124.23	\$85,936.65
D	\$14.71	\$15.44	\$16.22	\$17.03	\$17.88	\$18.77	\$19.71	\$20.70	\$21.73	\$23.90	\$26.30	\$28.92	\$31.82	\$35.00	\$38.50	\$42.35
E	\$30,594.20	\$32,123.91	\$33,730.11	\$35,416.61	\$37,187.44	\$39,046.81	\$40,999.15	\$43,049.11	\$45,201.57	\$49,721.72	\$54,693.90	\$60,163.29	\$66,179.61	\$72,797.58	\$80,077.33	\$88,085.07
F	\$15.08	\$15.83	\$16.62	\$17.45	\$18.33	\$19.24	\$20.20	\$21.21	\$22.27	\$24.50	\$26.95	\$29.65	\$32.61	\$35.87	\$39.46	\$43.41
G	\$31,359.06	\$32,927.01	\$34,573.36	\$36,302.03	\$38,117.13	\$40,022.98	\$42,024.13	\$44,125.34	\$46,331.61	\$50,964.77	\$56,061.24	\$61,667.37	\$67,834.11	\$74,617.52	\$82,079.27	\$90,287.19
H	\$15.45	\$16.23	\$17.04	\$17.89	\$18.78	\$19.72	\$20.71	\$21.74	\$22.83	\$25.11	\$27.63	\$30.39	\$33.43	\$36.77	\$40.45	\$44.49
I	\$32,143.03	\$33,750.18	\$35,437.69	\$37,209.58	\$39,070.06	\$41,023.56	\$43,074.74	\$45,228.47	\$47,489.90	\$52,238.89	\$57,482.77	\$63,209.05	\$69,529.96	\$76,482.95	\$84,131.25	\$92,544.37
J	\$15.84	\$16.63	\$17.46	\$18.34	\$19.25	\$20.22	\$21.23	\$22.29	\$23.40	\$25.74	\$28.32	\$31.15	\$34.26	\$37.69	\$41.46	\$45.60
K	\$32,946.61	\$34,593.94	\$36,323.63	\$38,139.82	\$40,046.81	\$42,049.15	\$44,151.60	\$46,359.18	\$48,677.14	\$53,544.86	\$58,899.34	\$64,789.28	\$71,268.21	\$78,395.03	\$86,234.53	\$94,857.98
L	\$16.24	\$17.05	\$17.90	\$18.79	\$19.73	\$20.72	\$21.76	\$22.85	\$23.99	\$26.39	\$29.02	\$31.93	\$35.12	\$38.63	\$42.50	\$46.74
M	\$33,770.27	\$35,458.79	\$37,231.73	\$39,093.31	\$41,047.98	\$43,100.38	\$45,255.39	\$47,518.16	\$49,984.07	\$54,883.48	\$60,371.83	\$66,409.01	\$73,049.91	\$80,354.90	\$88,390.39	\$97,229.43
N	\$16.64	\$17.47	\$18.35	\$19.26	\$20.23	\$21.24	\$22.30	\$23.42	\$24.59	\$27.05	\$29.75	\$32.73	\$36.00	\$39.60	\$43.56	\$47.91
O	\$34,614.53	\$36,345.26	\$38,162.52	\$40,070.64	\$42,074.18	\$44,177.89	\$46,386.78	\$48,706.12	\$51,141.42	\$56,255.57	\$61,881.12	\$68,069.24	\$74,876.16	\$82,363.78	\$90,600.15	\$99,660.17
P	\$17.06	\$17.91	\$18.81	\$19.75	\$20.73	\$21.77	\$22.86	\$24.00	\$25.20	\$27.72	\$30.49	\$33.54	\$36.90	\$40.59	\$44.65	\$49.11
Q	\$35,479.89	\$37,253.89	\$39,116.58	\$41,072.41	\$43,126.03	\$45,282.33	\$47,546.45	\$49,923.77	\$52,419.96	\$57,661.96	\$63,428.15	\$69,770.97	\$76,748.06	\$84,422.87	\$92,865.16	\$102,151.67
R	\$17.48	\$18.36	\$19.28	\$20.24	\$21.25	\$22.31	\$23.43	\$24.60	\$25.83	\$28.42	\$31.26	\$34.38	\$37.82	\$41.60	\$45.76	\$50.34
S	\$36,366.89	\$38,185.23	\$40,094.50	\$42,099.22	\$44,204.18	\$46,414.39	\$48,735.11	\$51,171.87	\$53,730.46	\$59,103.51	\$65,013.86	\$71,515.24	\$78,666.77	\$86,533.44	\$95,186.79	\$104,705.46
T	\$17.92	\$18.82	\$19.76	\$20.75	\$21.78	\$22.87	\$24.02	\$25.22	\$26.48	\$29.13	\$32.04	\$35.24	\$38.77	\$42.64	\$46.91	\$51.60
U	\$37,276.06	\$39,139.87	\$41,096.86	\$43,151.70	\$45,309.29	\$47,574.75	\$49,953.49	\$52,451.16	\$55,073.72	\$60,581.09	\$66,639.20	\$73,303.12	\$80,633.43	\$88,696.78	\$97,566.46	\$107,323.10
V	\$18.37	\$19.29	\$20.25	\$21.26	\$22.33	\$23.44	\$24.62	\$25.85	\$27.14	\$29.85	\$32.84	\$36.12	\$39.74	\$43.71	\$48.08	\$52.89
W	\$38,207.96	\$40,118.36	\$42,124.28	\$44,230.49	\$46,442.02	\$48,764.12	\$51,202.33	\$53,762.44	\$56,450.56	\$62,095.62	\$68,305.18	\$75,135.70	\$82,649.27	\$90,914.20	\$100,005.62	\$110,006.18
X	\$18.83	\$19.77	\$20.76	\$21.80	\$22.89	\$24.03	\$25.23	\$26.49	\$27.82	\$30.60	\$33.66	\$37.03	\$40.73	\$44.80	\$49.28	\$54.21
Y	\$39,163.16	\$41,121.32	\$43,177.39	\$45,336.26	\$47,603.07	\$49,983.22	\$52,482.38	\$55,106.50	\$57,861.83	\$63,648.01	\$70,012.81	\$77,014.09	\$84,715.50	\$93,187.05	\$102,505.76	\$112,756.33
Z	\$19.30	\$20.26	\$21.28	\$22.34	\$23.46	\$24.63	\$25.86	\$27.16	\$28.51	\$31.37	\$34.50	\$37.95	\$41.75	\$45.92	\$50.51	\$55.57
AA	\$40,142.24	\$42,149.35	\$44,256.82	\$46,469.66	\$48,793.15	\$51,232.80	\$53,794.44	\$56,484.17	\$59,308.37	\$65,239.21	\$71,763.13	\$78,939.45	\$86,833.39	\$95,516.73	\$105,068.40	\$115,575.24
AB	\$19.78	\$20.77	\$21.81	\$22.90	\$24.04	\$25.25	\$26.51	\$27.83	\$29.23	\$32.15	\$35.36	\$38.90	\$42.79	\$47.07	\$51.78	\$56.95
AC	\$41,145.80	\$43,203.09	\$45,363.24	\$47,631.40	\$50,012.97	\$52,513.62	\$55,139.30	\$57,896.27	\$60,791.08	\$66,870.19	\$73,557.21	\$80,912.93	\$89,004.22	\$97,904.65	\$107,695.11	\$118,464.62
AD	\$20.28	\$21.29	\$22.35	\$23.47	\$24.65	\$25.88	\$27.17	\$28.53	\$29.96	\$32.95	\$36.25	\$39.87	\$43.86	\$48.25	\$53.07	\$58.38
AE	\$42,174.44	\$44,283.16	\$46,497.32	\$48,822.19	\$51,263.30	\$53,826.46	\$56,517.79	\$59,343.68	\$62,310.86	\$68,541.95	\$75,396.14	\$82,935.75	\$91,229.33	\$100,352.26	\$110,387.49	\$121,426.24
AF	\$20.78	\$21.82	\$22.91	\$24.06	\$25.26	\$26.53	\$27.85	\$29.24	\$30.71	\$33.78	\$37.15	\$40.87	\$44.96	\$49.45	\$54.40	\$59.84
AG	\$43,228.80	\$45,390.24	\$47,659.76	\$50,042.74	\$52,544.88	\$55,172.13	\$57,930.73	\$60,827.27	\$63,868.63	\$70,255.49	\$77,281.04	\$85,009.15	\$93,510.06	\$102,861.07	\$113,147.18	\$124,461.89
AH	\$21.30	\$22.37	\$23.49	\$24.66	\$25.89	\$27.19	\$28.55	\$29.97	\$31.47	\$34.62	\$38.08	\$41.89	\$46.08	\$50.69	\$55.76	\$61.33
AI	\$44,309.52	\$46,525.00	\$48,851.25	\$51,293.81	\$53,858.50	\$56,551.43	\$59,379.00	\$62,347.95	\$65,465.35	\$72,011.88	\$79,213.07	\$87,134.38	\$95,847.81	\$105,432.60	\$115,975.86	\$127,573.44

**POLICE PATROL & SERGEANT POSITIONS AND FIRE FIREFIGHTER POSITIONS BASED ON ANNUAL SALARY NOT HOURLY

Appendix C

COACHING MODEL

1. Clearly state the expectation for performance
 - a. Provide a business reason that supports the expectation
 - b. Gain agreement on the importance of the issue
2. Describe the performance discrepancy or issue
 - a. Focus on observable, measurable behaviors, not attitude or personality
 - b. Gain agreement that the expectation is not being met
3. Collaborate on a plan to correct the performance issue
 - a. Ask why the expectation is not being met so that you can fully understand the situation, (Why did this occur? Or Why didn't this occur?)
 - b. Solicit the employee's idea regarding how and when he/she will meet this expectation. (What will you do to correct the situation and when will you do it?)
 - c. Emphasize that it is the employee's responsibility to ensure the change. (Do you that you are responsible for this change?)
 - d. Gain agreement on the process and steps to be taken by the employee.
4. Follow up
 - a. Monitor (closely) continued progress or lack thereof.
 - b. Recognize and reward, or move forward to corrective action.
5. Consequences: Positive or Negative (but never use "NONE")

Appendix D

Work Continuation Plan and Agreement

1. Clearly state the violation
2. Get the employee to acknowledge that the violation occurred and it was their responsibility.
3. Employee will be given one day off with pay to write a correction plan to include the following:
 - a. Acknowledge the problem
 - b. List ways to prevent a reoccurrence of the problem
 - c. Tell what the employee plans to do to maintain their position with the City
 - d. The employee is to sign a Work Continuation Plan Agreement acknowledging that any additional violation or violations within the next three (3) years from the effective date of the agreement will result in dismissal from employment with the City.
4. Failure to acknowledge violation responsibility and refusal to write a correction plan will be grounds for dismissal.

Appendix E

AMERICANS WITH DISABILITIES ACT (ADA) &
ADA AMENDMENTS ACT (ADAAA)

- A. The City is committed to complying fully with the Americans with Disabilities (ADA) and its amendments, including:
1. ensuring equal employment opportunities for qualified persons with disabilities and making reasonable accommodations for qualified individuals, unless making the reasonable accommodation would result in undue hardship to the City
 2. when asked, we will attempt to make job applications available in alternative, accessible formats; and will also give assistance in completing the application
 3. we only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job
 4. we require post-offer medical examinations only for jobs that have bona fide job-related physical requirements
 5. we keep medical records confidential and separate from other personnel files.
- B. On January 1, 2009, the ADAAA became law and both clarified, as well as added, new components to the original ADA law. The ADAAA:
- Broadens the definition under the ADA of "disability" from "a physical or mental impairment that substantially limits one or more major life activities." Under the new law, one impairment will constitute a disability as long as it

"materially restricts" a major life activity. The ADAAA does not define this term, but makes clear that a restriction need not be "significant" to qualify as "material." EEOC guidance issued in 2011 also declined to define "substantial limitation" other than to state that it is less than the previous standard of "prevents or significantly restricts." Moreover, an impairment does not have to last at least six months to be an actual disability. The EEOC opines [offers its opinion] that an impairment that lasts at least a few months can be a disability, but that those that last a short time will not be-unless "sufficiently severe."

The non-exhaustive list of "major life activities" will now include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

For the first time, major life activities will also include the operation of major bodily functions, including functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

In determining whether an employee is substantially limited in a major life activity, employers should now compare them to "most people in the general population: in the following respects:

- The condition under which they perform the major life activity
- The manner in which they perform the major life activity
- How long it takes them to perform the major life activity and how long they are able to perform it
- The difficulty, effort, or time required to perform the major life activity

- The pain experienced when performing the major life activity
- The adverse effects of mitigating measures (such as prosthetics, medications, etc.)

Similarly, the determination of whether a disability exists under the new law must be made without taking into account whether medication or any other mitigating measures lessen the impairment (excluding prescription eyeglasses and contact lenses.) Employees will be evaluated without regard to hearing aids, medication, prosthetic devices and other measures they might use to manage their impairments.

Under a secondary definition, an employee or applicant qualifies as "disabled" if he or she is regarded as having a physical or mental impairment that substantially limits one or more major life activities. The ADAAA makes clear that an individual meets this definition so long as he or she establishes that he or she has been subjected to prohibited action based on an actual or perceived impairment. The individual need not establish that he or she actually is substantially limited in a major life activity to be protected.

In addition, under the ADAAA, an impairment that is episodic or in remission will qualify as a disability, so long as that impairment-in its active state-would be substantially limiting.

- C. Individualized Assessments are one of the hallmarks of both the ADA and the ADAAA. All impairments require an individualized assessment to determine whether they rise to the level of disability. This requires a good faith and well-documented interactive process with impaired employees.

- D. Applicants or employees who needs a reasonable accommodation in order to complete the hiring process or their job duties are to make a request of their supervisor, who will then coordinate their response with the City Manager, his or her designee, or the Personnel Officer.

Anyone who feels there is a concern regarding compliance with the ADA should address their concerns to their supervisor, the City Manager, his or her designee or Personnel Officer.

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:

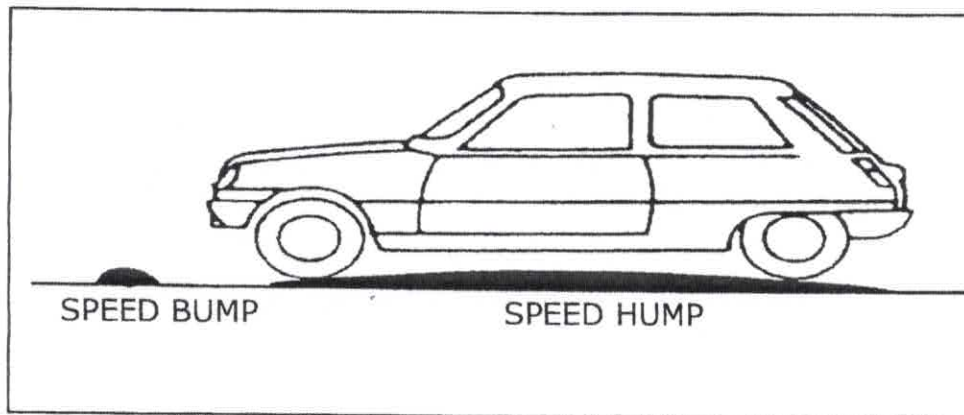
1. Petition to City Manager requesting a speed hump study signed by 65% of affected owners/residents.
2. Classified as a local street.
3. Two lanes or fewer
4. Street widths less than 40 ft.
5. Roadway pavement in satisfactory condition for installation of speed humps.
6. Grades of less than 5% in the 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,

A handwritten signature in blue ink that reads "Wesley Parker".

Wesley Parker, PE

cc: Carter Crawford, Mayor Nicky Gwinnett

City of Brooklet
104 Church Street
Brooklet, GA 30415
(912) 842-2137

MOBILE FOOD VENDOR PERMIT APPLICATION

Business Phone Number: _____ Alt. Phone Number: _____

Business Name or Organization: _____

Business Address: _____

Business Email Address: _____

Owner Name(s): _____

Date of Birth: _____

Home Address: _____

State Department of Revenue Tax Identification Number: _____

Type of business to be conducted within the City of Brooklet (a general description of food being sold):

Days and times business will be conducted (no sale or offer for sale shall be made by any licensee between 8:00 p.m. and 8:00 a.m.):

The area or location within the City of Brooklet where the business will be conducted: _____

Mobile Food Service Unit Description:

Make: _____ Model: _____ License Plate: _____

Length: _____ Width: _____ Height: _____

Please submit the following documents along with your application:

- State ID
- Site Plan
- Photograph of Mobile Food Service Unit
- Food Safety Training Certificate
- Written Permission from the Property Owner
- County Health Department Certificate
- Base of Operation Occupation Tax Certificate

I swear that the above statements are accurate to the best of my knowledge. I have received a copy of Brooklet Code of Ordinances, Chapter 26, Article VI—Mobile Food Service, and I agree to adhere to all stipulations as set forth therein.

Signature of Applicant

Date

Check List - For Office Use Only

County Health Dept. Certificate No. (copy attached): _____

Application Processing Fee **\$10.00**: _____

Permit Fee: _____

Proof of License for Base or Operation Jurisdiction (copy attached): _____

Copy of Food Safety Training Certificate: _____

Proof of Insurance: _____ State ID (copy attached): _____

Photo of vehicle to be used: _____

Business License Application: _____

Proof of written permission from the private property owner (copy attached): _____

Site Plan (copy attached): _____

Approved/Denied by City Clerk on: _____

