

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

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

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

December 19, 2024
Public Hearing
City Council Meeting
7:00 PM

**Proposed
Agenda**

- 1. Call to order and welcome** - Mayor Gwinnett
 - Invocation
 - Pledge of Allegiance

- 2. Consideration of a Motion to Approve the Agenda**

- 3. Public Hearing #1:**

- 3.1. APPLICATION VA2024-023:**

Franklin Construction, LLC submitted an application requesting a Variance for the front setback for Lot #1 from 40' (by ordinance) to 25' (15' variance). The purpose of variance is to create a larger backyard for the end user. The lot is odd-shaped and causes the backyard to be squeezed against the property line. This property is in Woods Edge Subdivision off Old Leefield Road.

(The Planning & Zoning Commission made the recommendation not to approve the variance request submitted by Franklin Construction, LLC.)

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

- 4. Motion to come out of the Public Hearing and go into the City Council Meeting.**

- 5. Recognition of Guest(s) who have Signed Up to Speak**
- 6. Recognition of Guest(s) Requested to be on the Agenda:**
 - a. Bobby Durdan – Blue Knights GA 11
 - b. Roger Wilhelm – AMI/AMR with Core & Main
 - c. David Bircher – 318 North Cromley Rd. – General Information
- 7. Consideration of a Motion to Approve the Consent Agenda:**
 - a. McLaggan Communications & Radar Service Inc. Invoice# 216958 – This invoice was for outfitting & installing the radio, radar, & Moto 500 in-car video for \$9,146.00.
 - b. Utility Management Services – Helps cities to save through contingency-based utility bill audits.
 - c. City Manager Job Description
- 8. Consideration of a Motion to Approve the Minutes for the following Meetings:**
 - a. June 20, 2024 City Council Meeting
 - b. June 24, 2024 Called Meeting
- 9. Consideration of a Motion to Approve the November Financial Reports as presented.**
- 10. Report from the City Manager**
 - a. Carter Crawford
- 11. Reports from Committee Members**
 - a. Councilwoman Wentz
 - b. Councilman Anderson
 - c. Councilwoman Kelly
 - d. Councilman Harrison
 - e. Councilman Roughton
- 12. Report from City Clerk**
 - a. Lori Phillips
- 13. Report from Planning & Zoning Administrator**
 - a. Melissa Pevey
- 14. Report from Interim Police Chief**
 - a. Michelle Reolegio
- 15. Report from the Safety Coordinator**
 - a. Jim Stanoff
- 16. Report from the City Engineer**
 - a. Wesley Parker, Parker Engineering, LLC.

17. Report from the Water/Sewer Consultant

a. Matthew Morris - Absent

18. Discussion Item(s):

- 18.1. Discussion and consideration of a motion to approve the Lease Agreement between the City of Brooklet and the Blue Knights for leasing the Scout Hut at 100 Parker Avenue South.
- 18.2. Discussion and consideration of a motion to approve the quote from Core & Main for AMI coverage for \$15,128.21.
- 18.3. Discussion and Consideration of a motion to approve the recommendation from the Planning & Zoning Commission to deny Application VA2024-023 (seeking a front setback variance) submitted by Franklin Construction, LLC.
- 18.4. Discussion and consideration of a motion to approve a Resolution extending the Moratorium on Rezoning/Annexations to March 21, 2025.
- 18.5. Discussion and consideration of a motion to authorize Mayor Gwinnett to sign the Denmark Water and Sewer Easement Agreement.
- 18.6. Consideration of a motion to approve the quote proposal for the GMA-GIRMA Georgia First Responder PTSD Program.
- 18.7. Consideration of a Motion to Approve the recommendation from Parker Engineering for the low bidder, Y-Delta, Inc., for \$993,216.59. Bids were received and opened for the Brooklet Lift Station Project (PE24229) on December 5th, 2024, at 11:00 AM.
- 18.8. First Reading and consideration of a motion to adopt Ordinance No. 2024-023 amending the Municipal Charter to provide that any action to adopt/amend the operating budget or purchasing policy may be done by resolution.
- 18.9. Discussion and consideration of a motion to approve an Agreement for Georgia Municipal Association, Inc. to provide Consulting Services for the City of Brooklet. Scope of Work: GMA will provide facilitation services for the Brooklet City Council planning retreat scheduled for February 22, 2025, or at a mutually agreed upon date by the city of Brooklet and GMA.
- 18.10. City of Brooklet, Georgia - Fiscal Policies Operating Budget

19. Consideration of a Motion to Adjourn

Brooklet Planning and Zoning

Rezoning Request, Special Exception, and Variance Application Form

For Office Use Only

Fee Paid \$ 150.00

Date 9/16/2024

Time 1:12 PM

App. # VA 2024-023

Franklin Construction, LLC

Name of Owner: Jason T. Franklin Phone #: (912)678-9563

Address of Owner: 430 Bohler Rimes Road Cell #: (912)678-9563 Fax #: _____

City: Statesboro State: Georgia Zip: 30458

Owner email: jtf1976@yahoo.com

Name of Agent: EMC Engineering Services, Inc. Phone #: _____

Address of Agent: 1211 Merchant Way, Suite 201 Cell #: (912)644-3219 Fax #: _____

City: Statesboro State: Georgia Zip: 30458

Agent email: cody_rogers@emc-eng.com

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT OF THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS: (please check the type of request and fill all applicable information legibly and completely).

If application is made by Planning Commission or Mayor and City Council, please choose appropriate choice:

Application made by Planning Commission: ___ Yes or * No

Application made by Mayor and City Council: ___ Yes or * No

Rezoning Request ___ Special Exception ___ Variance *

Portion of Bulloch PIN 135 000022A

Map and Parcel #: 000 Zone Classification: Present: R-3 Requested: _____

Plat Attached ___ * Yes or ___ No

Plat Reference: ___ See Plat ___ OR

Legal Description Attached ___ Yes or * No

(by metes and bonds or bearings
and distances)

- The area in which the lot proposed to be reclassified is to be located and the street number, if any, or if none, the location with respect to nearby public streets in common use:

Requesting front setback for Lot #1 from 40' (by ordinance) to 25' (15' variance). Purpose of variance is to create larger backyard for end user. Lot is odd-shaped and causes backyard to be squeezed against property line.

- The type and size of structure(s) to be constructed and the specific use of the structure(s):

Duplex structures

- The area of the land proposed to be reclassified stated in square feet if less than one acre, and in acres if one or more:

0.553 acres / 24,108 SF

- Action taken on all prior applications filed for the reclassification of the whole part of the land proposed to be reclassified:

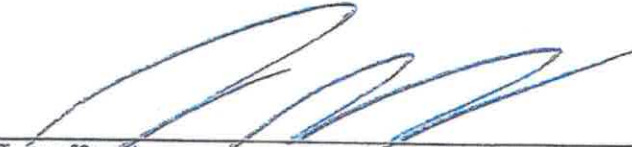
- Rezoned from R-2 to R-3 with the condition that the only permitted uses shall be accessory building or uses and dwelling, single-family

- o Please state whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property: Yes * or No
- o Please state whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property: Yes or No *
- o Please state whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned: Yes or No *
- o Please state whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools: Yes or No *
- o Please state if the local government has an adopted land use plan, whether the zoning proposal is in conformity with the policy and intent of the land use plan: Yes or No *
- o Please state whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal: Yes * or No if yes, please state supporting grounds:
 The current setbacks will not allow for a suitable backyard. This request is intended to increase the quality of life of the end user.

Note: Applicant may supplement responses on separate sheet and attached to this application.

Planning and Zoning dtd 11/21/2024 - disapproved the variance

Dulisa O'Leary
 P+Z - Chair



 Signature of Owner(s)

Jason Franklin

 Printed Name of Owner(s)



 Signature of Owner(s)

Joey Coty

 Printed Name of Owner(s)

Mayor Gwinnett and Council,

The Blue Knights GA II Chapter would like to thank you for allowing us to be a part of the Brooklet community for the last 2 years. We have enjoyed our time here and have had a lot of positive interactions with the citizens. We take a lot of pride in the Blue Knights clubhouse and strive to keep it presentable to the public and conduct our business in an orderly fashion. Our relationship with the City of Brooklet is great and we look forward to many more years of the same. With that, we know that our yearly lease is coming up for renewal and our chapter would like the opportunity to speak with the City Council on committing to a 5-year lease. We know there are logistics to be discussed that we feel would be better in person than via email. We are aware of the lift station that is coming soon, and we have no concern that it will be an issue for us. We would certainly continue to maintain the building and grounds as we have thus far. We would be happy to speak at the December council meeting or at a time that is convenient for the Mayor and City Council.

Thank you for your time and consideration and we look forward to hearing from you.

Blue Knights GA II,

Officers:

Bobby Durden, President
Bob Dinello, Vice President
Greg Collins, Secretary
Larry Jacobs, Treasurer

Board of Directors:

Stan York
Paul Gonzales
Rick Barrick

Brooklet Water Meters and Software

Wilhelm, Roger <Roger.Wilhelm@coreandmain.com>

Mon, Nov 25, 2024 at 10:23 AM

To: "lori.phillips@brookletga.us" <lori.phillips@brookletga.us>, "melissa.pevey@brookletga.us" <melissa.pevey@brookletga.us>

Cc: "Tillman, Matt" <Matt.Tillman@coreandmain.com>

Hi Lori & Melissa,

Good Morning – It was good to meet you both last week! As promised, I have confirmed that there is great existing AMI Coverage in Brooklet, so the Georgia Power option we discussed is ready and available. I have put together the pricing below, feel free to let us know if you have any questions. I did include a cost for the integration and training, I don't expect all those dollars will be necessary, but I wanted you to have the "worst case scenario", with no surprises! I am happy to join you at a Council Meeting or do another demo, if you see fit!

CITY OF BROOKLET
AMI Infrastructure - Georgia Power Network



Item #	Description	Quantity	Required or Optional	Unit Price	Extended Price
One Time Fees					
1	SENSUS ANALYTICS SETUP/INTEGRATION	1	REQUIRED	12,626.21	12,626.21
2	INTEGRATION (QS1) & TRAINING - RNI, ANALYTICS	1	REQUIRED	2,500.00	2,500.00
				TOTAL	15,128.21

Monthly Fees					
3	MONTHLY READING COST	800	REQUIRED	1.71	1,368.00

Thanks again, and I hope you and the team have a great Thanksgiving Holiday!

Roger Wilhelm

AMI/AMR, Georgia

Core & Main

M: (470)464-3594

Roger.Wilhelm@coreandmain.com





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**JUNE 20, 2024
PUBLIC HEARING
&
CITY COUNCIL
MEETING
7:00 PM
MINUTES**

1. **Call to order and welcome** – Mayor L.W. (Nicky) Gwinnett, Jr.
 - a. **Invocation** – Mayor Gwinnett
2. **Pledge of Allegiance to the United States Flag** – James Harrison
3. **Consideration of a Motion to Approve the Agenda**
Motion to Amend the agenda to remove the wording (the first reading) from Item# 6.
Motion: Brad Anderson
Second: James Harrison
Ayes: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton
Nays: None
Motion carried 5-0
4. **Public Hearing Item(s):**
 - a. **FY2025 Budget Review**
 - **Discussion and questions from the Mayor and City Council**
Councilman Bradley Anderson said that last year's budget was \$1.486 million and that tax collection was overestimated; only 90% of estimated collections have been received. Regarding the water fund, 20% more was collected than estimated last year. The proposed FY25 budget is a 3% increase from last year, totaling \$1.54 million.

"We have a balanced budget," said Anderson.

Year to date, Brooklet has collected over \$1.587 million with the help of dedicated grants, which while they cannot be spent in the general budget, contribute to total collections. Brooklet has spent \$1.3 million YTD.

Anderson estimates that the city will receive \$835,000 in taxes and various permits in the next year. From water and sanitation, the city will receive \$557,000, fines and forfeitures will generate \$59,000, investment income will generate around \$2,000, and miscellaneous items will generate about \$1,500. Expenditures will include administrative costs of \$308,000, Police department at \$460,000, street maintenance at \$146,000, community center operations at \$11,500, cemetery operations at \$15,000, water fund of \$451,000, and sanitation will cost \$146,000; this totals \$1.54 million, and the city maintains a reserve fund of around \$300,000. Mayor Gwinnett mentioned that the Kiwanis Club stepped up to help maintain the cemetery. Anderson commented that there is no plan for a tax increase, and the city intends to accept the millage rollback rate when the county sets the digest.

- **Discussion and questions from the Public who have requested to speak**
No Public Discussion

b. APPLICATION: TA2024-019:

An amendment to the code of ordinances of the City of Brooklet to require that members appointed to the Planning Commission be residents of the City of Brooklet; to define cause for removal of a Planning Commission member; and to utilize compensation for Planning Commission members.

- **Discussion and questions from the Mayor and City Council**
Mayor Pro-Tem Rebecca Kelly asked if the city can set verbiage that allows for committee members who would like to receive compensation to receive it but also enables members to decline payment.

Councilman Harrison said that compensation is an incentive for the hard work of planning and zoning committee members. Councilman Anderson says it is a small expression of appreciation for the time and service they provide.

- **Discussion and questions from the Public who have requested to speak**

Debra Alexander, chair of the planning and zoning committee, said that members took their positions as volunteers to the city and that citizens have expressed that they want to keep these positions as volunteer services. She furthers that this money could be used better.

David Bircher, commissioner, believes the public could perceive this money as a relationship with the council that would make their decisions appear dependent; volunteering shows people that committee members have no obligation to the council.

c. **APPLICATION RZ2024-016:**

G3 Ventures LLC. submitted an application to rezone from R-1 (Single-Family Residential) zoning district to C-2 (General Commercial) zoning district to allow for a cabinet business on the 0.65 acres. The property is located at 407 North Cromley Road.

- **Discussion and questions from the Mayor and City Council**

Councilman Harrison asked Attorney Hunter about his opinion of the ongoing zoning issue regarding Mayor Nicky Gwinnett's property and business.

Hunter says the problem is an issue of spot zoning because if this request is approved, anything that is allowed in C2 zoning (gas station, grocery store, etc.) could appear in this lot. Further, he said that as the ordinance is written, C2 zoning does not permit a cabinet shop and, therefore, would not alleviate Gwinnett's zoning issue. He said that a special use order could be permitted.

Councilman Roughton asked why C2 was requested, and Sandra Gwinnett responded that three other cabinet shops in Brooklet are in C2 zoning.

Mr. Gwinnett's Attorney, George Rountree, said the building has been used for half a century as a cabinet shop, and the neighbors have given affidavits of support. He said they are seeking C2 zoning rather than industrial because the other cabinet shops are operating under this zoning and because commercial is more fitting than industrial in this residential area. Rountree says that the use of the site as a cabinet shop is a vested right as it has been in operation for many decades, and the building was originally constructed without any zoning in place.

Attorney Perkins added that one solution could be "conditional approval" to allow for rezoning under limited purpose conditions just for a cabinet shop. He cautions, though, that this permit could pose problems with those conditions' years on, with small notations on zoning maps being forgotten.

- **Discussion and questions from the Public who have requested to speak**

Melissa Bircher said she would like to maintain North Cromley Road as long as she can and does not want to see continuous rezoning of residential areas. Her home is not directly adjacent to the property but is near. Dave Bircher suggests that self-proprietorship could offer a potential solution. He furthers that this road is too small for the growth that is taking place as it stands.

Barney "JB" Sineath who owns property but is not a resident of Brooklet, says that zoning in the 90's was inappropriately allocated and asks if council has confidence in zoning ordinance and map. Annette Wilson says this property goes back to Mayor Gwinnett's grandma and grandpa, and she has lived next door since 1963, back then zoning was not a worry and the particulars were not fussed over.

Mayor Gwinnett commented after the meeting adjourned that he initiated the efforts to properly rezone the property, and it has become an expensive and drawn-out ordeal as the council has been unable to decide.

5. **Motion to come out of the Public Hearing and go into the City Council Meeting.**

Motion to Approve

Motion: Brad Anderson

Second: Rebecca Kelly

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

Nays: None

Motion carried 5-0

City Council Meeting Item(s):

6. **Consideration of the recommendation from the Planning & Zoning Commission and possible motion to approve Application RZ2024-016.** *On April 9, 2024, the Planning Commission recommended not to approve the rezoning request for Application RZ2024-016.*

Motion to Approve

Motion: James Harrison

Councilwoman Sheila Wentz said that a community member has expressed disapproval, and she cannot give her complete support.

Councilman Anderson says that C2 zoning would not be appropriate.

There was no second of this motion, and the motion died.

Councilman Roughton motioned to table the item, which the council will discuss at the next work session and vote on in the July meeting.

7. **Motion to approve the FY2025 Budget.**

Motion to Approve

Motion: Brad Anderson

Second: James Harrison

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

Nays: None

Motion carried 5-0

8. **Consideration and possible motion to approve the Planning & Zoning Commission recommendation for TA2024-019.** *On May 16, 2024, the Planning Commission made the recommendation to approve, with modifications, Section 1 and Section 2 and not to approve Section 3.*

Motion to Approve with Modifications

Motion: Brad Anderson

Second: Rebecca Kelly

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

Nayes: None

Motion carried 5-0

9. (WOODS EDGE)

Motion to approve the first reading of an ordinance to amend the zoning map of the City of Brooklet to rezone property located on the Northside of Old Leefield Road, the tract to be rezoned containing 19.28 acres, more or less, and being designated as parcel 135 000022A000, Bulloch County Tax Accessors Office. *The property was R-1 and has been rezoned to R-3.*

Motion to Approve

Motion: Brad Anderson

Second: James Harrison

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

Nayes: None

Motion carried 5-0

10. Consideration of a Motion to Approve the May Financial Reports as presented.

Motion to Approve

Motion: Brad Anderson

Second: Keith Roughton

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

Nayes: None

Motion carried 5-0

11. Discussion and possible motion to raise the ATC (aid to construction) fee and the WCIF (water capital improvement fund) fee and make any other changes in the Water/Sewer Ordinance for the sewer project, new developments, and allocations of capacity. City Engineer Wesley Parker with Parker Engineering, LLC, and City Consultant Matthew Morris will be present to make the presentation.

City consultant Matthew Morris stated that raising the ATC fee to \$9,000 based on a projected installation of 850 city taps will meet bond payment goals. 125 new taps in years 1 and 2 and 50 new taps all the way to year 14 would allow the city to meet the bond payment, and after year 14, the bond payment would be subsidized out of the fund balance. There is no ordinance to raise the fee for the first reading; it will be drafted and heard in July and then adopted in August. The July meeting will have a bond resolution.

Morris comments that there is more than \$1 million in "wobble room" to complete the first three phases of the project. Currently, Brooklet is losing money in the sewer agreement with Statesboro and new tiered rates will need to be defined for a more positive outlook. Increases will mostly impact "big users." An ordinance to confirm the new rates will be presented to the council next month.

Motion to Table to July Work Session

Motion: Brad Anderson

Second: Keith Roughton

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

Nayes: None

Motion carried 5-0

12. Recognition of guests who have requested to be added to the agenda

- a. Aaron Carter – Coastal Georgia Regional Commission, Planning Director**
Carpenter previously spoke with Mayor Pro-Tem Kelly about creating a new Master Plan for Brooklet, and he has come to the meeting to discuss this and answer any questions. He works for a state-established regional planning agency that he described as a “qazi-governmental.” He says they are available to the city not just for the master plan but as advisors for future planning services. The master planning process with a complete rezone would have to consider Bulloch’s comprehensive plan, find issues and development pressures, come up with public engagement strategies, assess data, make educated decisions about issues, and work on a draft plan. The fee structure is based on specific services provided by the commission, and Carpenter says that the costs are subsidized where possible.
- b. Love Tiffany – Tiffany Guerrero**
Guerrero previously presented a Brooklet main street makeover concept to the council, which included new boulder signage, landscaping and walkway painting/cleanup, benches/seating throughout downtown, and efforts to host a “paint the town” mural event.
- c. Barney Sineath**
Barney “JB” Sineath has been following the council since 1999 and finds that it has been divided immensely for two years. He also suggests that called meetings have become a problem regarding open meeting laws.

13. Recognition of guests who have signed up to speak

14. Motion to Approve the Consent Agenda from June 13, 2024 Work Session:

- 14.1.** A Resolution to be signed for the Smart Bulloch 2045 (A Joint Comprehensive Plan for a Better Tomorrow Resolution & Plan)
- 14.2.** Terry Mikell Concrete, LLC. Invoice difference of \$1,070.00; on April 18, 2024, the following quote for the repair work to tear out and place the concrete was approved via email for \$4,270.00:
-WEST LEE: 7x8= 56sq ft
-WEST LEE ST.: 12x11=132
-CORNER OF WEST LEE ST.
& N CRONLEY ST: 5x7= 35sq ft
-JOINER RD.: 4x21= 48sq ft
-BROOKLET I.G.A :7x12=84
-WEST LANE ST.: 21x4= 84sq ft (sidewalk)
-Pour back 6in deep with concrete with fiber.
Total \$4,270.00
They did not pour 715 West Lane Street, so they took off \$400.00, which brought the total to \$3,870.00. Then, on 05/21/2024, they poured 715 West Lee Street and charged \$1,470.00 for concrete and labor, which brought the total invoice to \$5,340.00.

- 14.3. Review of a quote from Terry Mikell Concrete, LLC. for repairs to the sidewalks due to safety concerns 209 West Lane, 204 North Parker, Baker, and Parker across from Bank on West Lane, between 115-117 West Lee at the rear of Bank on West Lane, to remove the sidewalk and haul material off and pour back concrete; Concrete and Labor Total \$3,620.00

Motion to Approve

Motion: Brad Anderson

Second: Keith Roughton

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

Nays: None

Motion carried 5-0

15. **Reports from committee members**

- a. **Mayor Pro-Tem Rebecca Kelly** - Mayor Pro-Tem Rebecca Kelly expressed gratitude towards senators who are currently working on securing funds for the sewer project.
- b. **Councilman Brad Anderson** - Had no further comment.
- c. **Councilman James Harrison** - Councilman James Harrison commended that Council members' joint efforts to reach out about these grants and securing funding are appreciated.
- d. **Councilman Keith Roughton**—Councilman Keith Roughton commented on the large number of work orders related to water issues and said that this is his reasoning for pushing for increased funding for water capitalization.
- e. **Councilwoman Sheila Wentz** - Had no further comment.

16. **Report from Police Chief**

- a. Gary M. Roberts—Chief Roberts says crime numbers are relatively unchanged, but more summertime foot traffic calls for watchful eyes in the community; recently, an 11- and 12-year-old were found walking the streets in the dead of night. He also commented that the owl is being released after rehydration.

17. **Report from the Safety Coordinator**

- a. **Jim Stanoff** - Absent

Mayor Gwinnett commented that he is 99% sure that Stanoff received the generator grant after many years of work.

18. **DISCUSSION ITEMS:**

- 18.1. **Discussion and motion to approve the status change for Officer Nicki Garman from part-time to full-time and Officer Richard Coleman from full-time to part-time, effective May 2, 2024.**

Motion to Approve

Motion: Brad Anderson

Second: James Harrison

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

Nays: None

Motion carried 5-0

18.2. Discussion and possible motion to appoint Joey Williams as the Public Defender for the Brooklet Municipal Court, to be paid \$225.00 per court session.

Motion to Approve

Motion: Keith Roughton

Second: Rebecca Kelly

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

Nays: None

Motion carried 5-0

18.3. Brooklet Food Truck Ordinance Discussion and Possible Motion.

Hunter explained that council wanted food trucks to be able to apply for annual licenses at either the Newman center or festival grounds. Issues arose as organizers were not able to charge fees under "special events" and Hunter proposed that an amendment to the ordinance include special events. Mayor Gwinnett suggested tabling the item to the next work session.

Motion to Table

Motion: Brad Anderson

Second: Keith Roughton

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

Nays: None

Motion carried 5-0

18.4. Change Order #1 - 2024 Brooklet Street Improvements (PE24133)

The amount of this contract before this change order was \$221,695.80; the amount of the contract will increase by the sum of \$149,128.80, and the contract total, including this and previous change orders, will be \$370,824.60.

Motion to Approve

Motion: Brad Anderson

Second: Keith Roughton

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

Nays: None

Motion carried 5-0

18.5. Discussion and possible motion to approve the Combined Brooklet-Pembroke UDC Proposal - Caleb P. Racicot - TSW.

Motion to Not to Approve

Motion: Keith Roughton

There was no second of this motion, and the motion died.

18.6. Discussion and possible motion to approve Tucker Utilities, LLC Invoice for \$46,675.00.

Motion to Approve

Motion: Keith Roughton

Second: James Harrison

Ayes: James Harrison and Keith Roughton

Nayes: Rebecca Kelly

Abstained: Brad Anderson and Sheila Wentz

Council votes were recorded: 2 yes, 1 no -2 abstentions.

19. Presentation for Retiring City Attorney Hugh Hunter (April 2006 – June 2024)

Hugh Hunter joyfully accepted a card and a handshake from Mayor Gwinnett, who congratulated him on his retirement. Hunter will receive a commemorative plaque later. "I have enjoyed my tenure at Brooklet...I think you're getting a very good new city attorney, and I think you'll be in good hands with Ben Perkins," said Hunter. "Thank you for the opportunity, and thank you for your service."

20. Consideration of a Motion to Adjourn

Motion to Approve

Motion: Brad Anderson

Second: James Harrison

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

Nayes: None

Motion carried 5-0

Approved this ____ day of _____, _____.

L.W. (Nicky) Gwinnett, Jr., Mayor

Lori Phillips, City Clerk



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JUNE 24, 2024
CALLED MEETING
4:00 PM
AGENDA

The Brooklet City Council held a called meeting at 4 pm on Monday June 24, 2024. Mayor Nicky Gwinnett was not in attendance, nor was Councilman James Harrison. Mayor Pro-Tem Rebecca Kelly began the meeting at 4:15 pm with a prayer and Councilwoman Sheila Wentz led the pledge of allegiance.

1. **Call to order and welcome** - Mayor Pro-Tem Kelly
Invocation - Mayor Pro-Tem Kelly
2. **Pledge of Allegiance** - Councilwoman Wentz
3. **Consideration of a motion to Approve the Agenda**
Motion to Approve
Motion: Brad Anderson
Second: Keith Roughton
Ayes: Sheila Wentz, Brad Anderson, and Keith Roughton
Nayes: None
Motion carried 3-0
4. **Discussion and Consideration of a Motion to approve the invoice from FSH Tree Services for \$6,500.00 to remove the trees for the water line extension on Highway 80 East.**
Motion to Approve
Motion: Keith Roughton
Second: Brad Anderson
Ayes: Sheila Wentz, Brad Anderson, and Keith Roughton
Nayes: None
Motion carried 3-0

4. Consideration of a Motion to close the Called Meeting to go into an Executive Session to discuss "Personnel Matters" in accordance with O.C.G.A 50-14-3(b)

Motion to Approve

Motion: Brad Anderson
Second: Keith Roughton
Ayes: Sheila Wentz, Brad Anderson, and Keith Roughton
Nays: None
Motion carried 3-0

5. Consideration of a Motion to come out of the Executive Session and return to the Called Meeting.

Motion to Approve

Motion: Keith Roughton
Second: Sheila Wentz
Ayes: Sheila Wentz, Brad Anderson, and Keith Roughton
Nays: None
Motion carried 3-0

Upon returning to the called meeting after approximately one hour of discussion, the council took no action and declined to make comment about the matters of the executive session.

6. Motion to Adjourn

Motion: Keith Roughton
Second: Brad Anderson
Ayes: Sheila Wentz, Brad Anderson, and Keith Roughton
Nays: None
Motion carried 3-0

Approved this _____ day of _____, _____.

L.W. (Nicky) Gwinnett, Jr., Mayor

Lori Phillips, City Clerk

November 2024 Fiscal Year to Date City Financial Summary

GENERAL FUND

Revenues	\$509,332.62
Expenses	- \$405,778.77
Total	<u>+\$103,553.85</u>

WATER/SEWER FUND

Revenues	\$245,168.94
Expenses	-\$221,467.11
Total	<u>+\$23,701.83</u>

SANITATION FUND

Revenues	\$66,158.50
Expenses	-\$87,168.88
Total	<u>-\$21,010.38</u>

SPLOST

Revenues	\$123,739.29
Expenses	-\$418,846.15

T SPLOST

Revenues	\$236,825.20
Expenses	-\$426,811.17

Notes:

At budget for the first 5 months through November 30, 2024 = 41.45%

Water/Sewer budget expenditures for the first 5 months through November 30, 2024 are 7.5% above budget.

Sanitation budget expenditures for the first five months through November 30, 2024 are 17.5% above budget.

SPLOST and T SPLOST year to date expenses were paid with current and prior year revenue.

Friday, November 29, 2024

Ending Balances

GENERAL FUND	\$	283,526.83
WATER FUND	\$	645,772.97
WATER CAPITAL IMPROVEMENT	\$	219,579.86
POLICE DEPT TECH FUND	\$	25,406.94
SANITATION FUND	\$	133,017.98
2020 SPLOST	\$	333,007.38
T-SPLOST	\$	325,262.05
LMIG 2024	\$	48,178.32
MONEY MARKET	\$	157,297.41
MMKT 1(ARPAFUNDS ACCOUNT)	\$	50,874.50
SEID GRANT	\$	100.00

100 GENERAL
031 TAXES
31100 TAXES

Revenue Report
Level 4 Summary for November 2025

Brooklet, City Of
Page 1 of 9

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 YEA	\$314,437.00	\$0.00	\$314,437.00	\$55,763.45	18	\$115,324.87	37	\$199,112.13
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	\$6,242.85	17	\$40,528.68	109	(\$3,273.68)
31134 MOBILE HOME TAXES	\$3,000.00	\$0.00	\$3,000.00	\$36.60	1	\$237.67	8	\$2,762.33
31135 AAVT TAXES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
31136 TIMBER TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$741.14	0	(\$741.14)
31160 INTANGIBLE TAXES	\$3,656.00	\$0.00	\$3,656.00	\$200.18	5	\$1,852.61	51	\$1,803.39
31170 REAL ESTATE TRANSFER	\$1,420.00	\$0.00	\$1,420.00	\$475.66	33	\$1,751.79	123	(\$331.79)
31171 FRANCHISE TAX - GA POWER	\$82,244.00	\$0.00	\$82,244.00	\$0.00	0	\$0.00	0	\$82,244.00
31175 FRANCHISE TAX - CATV	\$3,692.00	\$0.00	\$3,692.00	\$0.00	0	\$2,278.58	62	\$1,413.42
31176 FRANCHISE TAX - TELEPHONE	\$7,877.00	\$0.00	\$7,877.00	\$314.95	4	\$1,345.53	17	\$6,531.47
Total Taxes	\$454,081.00	\$0.00	\$454,081.00	\$63,033.69	14	\$164,060.87	36	\$290,020.13
31600 BUSINESS TAX								
31610 OCCUPATION TAX	\$22,093.00	\$0.00	\$22,093.00	\$1,080.00	5	\$5,400.00	24	\$16,693.00
31611 FINANCIAL INSTITUTIONS TAX	\$6,528.00	\$0.00	\$6,528.00	\$0.00	0	\$0.00	0	\$6,528.00
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	\$1,080.00	1	\$167,402.47	130	(\$38,731.47)
31900 PENALTY & INTEREST								
31900 PEN & INT GENERAL PROP	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$98.32	10	\$901.68
31950 FIFAS DELINQUENT TAXES	\$600.00	\$0.00	\$600.00	\$25.00	4	\$150.00	25	\$450.00
Total Penalty & Interest	\$1,600.00	\$0.00	\$1,600.00	\$25.00	2	\$248.32	16	\$1,351.68
Total TAXES	\$584,352.00	\$0.00	\$584,352.00	\$64,138.69	11	\$331,711.66	57	\$252,640.34
032 LICENSES & PERMITS								
32100 REGULAR FEES								
32110 ALCOHOLIC BEVERAGE LICENSES	\$0.00	\$0.00	\$0.00	\$6,000.00	0	\$6,000.00	0	(\$6,000.00)
32111 ALCOHOLIC BEVERAGES TAX	\$24,108.00	\$0.00	\$24,108.00	\$1,307.72	5	\$12,324.68	51	\$11,783.32
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	\$7,307.72	30	\$18,324.68	76	\$5,783.32
32200 NON BUS LICENSES & PERMITS								
32212 BUILDING INSPECTION FEES	\$22,107.00	\$0.00	\$22,107.00	\$0.00	0	\$13,550.00	61	\$8,557.00
32213 ELEC/PLUMBING INSP FEES	\$23,307.00	\$0.00	\$23,307.00	\$125.00	1	\$8,875.00	38	\$14,432.00
32214 SPECIAL EVENT/APPLICATION FEE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$270.00	0	(\$270.00)
32219 BUILDING PERMITS	\$25,107.00	\$0.00	\$25,107.00	\$0.00	0	\$22,939.86	91	\$2,167.14
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	\$0.00	0	\$50.00	200	(\$25.00)
32223 SIGN PERMITS	\$230.00	\$0.00	\$230.00	\$0.00	0	\$100.00	43	\$130.00

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

Brooklet, City Of
Revenue Report
Level 4 Summary for November 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	\$125.00	0	\$45,784.86	64	\$25,591.14
32300 PEN & INT DELO. LIC & PERMIT	\$300.00	\$0.00	\$300.00	\$800.00	267	\$800.00	267	(\$500.00)
32299 OTHER FEES/PERMITS	\$200.00	\$0.00	\$200.00	\$0.00	0	\$0.00	0	\$200.00
32310 BUSINESS LICENSE PENALTY	\$500.00	\$0.00	\$500.00	\$800.00	160	\$800.00	160	(\$300.00)
Total Pen & Int Delq. Lic & Permit	\$995,984.00	\$0.00	\$995,984.00	\$8,232.72	9	\$64,909.54	68	\$31,074.46
Total LICENSES & PERMITS	\$27,500.00	\$0.00	\$27,500.00	\$0.00	0	\$45,496.90	165	(\$17,996.90)
033 INTERGOVERNMENT								
33400 STATE GOVERN. GRANTS	\$5,500.00	\$0.00	\$5,500.00	\$0.00	0	\$0.00	0	\$5,500.00
33405 DEPT OF PUBLIC SAFETY	\$22,000.00	\$0.00	\$22,000.00	\$0.00	0	\$45,496.90	207	(\$23,496.90)
33431 LMIG Grant	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
33432 LIABILITY AND SAFETY GRANT	\$27,500.00	\$0.00	\$27,500.00	\$0.00	0	\$45,496.90	165	(\$17,996.90)
Total State Govern. Grants	\$27,500.00	\$0.00	\$27,500.00	\$0.00	0	\$45,496.90	165	(\$17,996.90)
Total INTERGOVERNMENT	\$27,500.00	\$0.00	\$27,500.00	\$0.00	0	\$45,496.90	165	(\$17,996.90)
034 CHARGES FOR OTHER SERVICES								
34110 GENERAL GOV	\$500.00	\$0.00	\$500.00	\$0.00	0	\$0.00	0	\$500.00
34191 QUALIFYING FEES	\$500.00	\$0.00	\$500.00	\$0.00	0	\$0.00	0	\$500.00
Total General Gov	\$20,831.00	\$0.00	\$20,831.00	\$0.00	0	\$0.00	0	\$20,831.00
34600 OTHER SERVICES	\$200.00	\$0.00	\$200.00	\$50.00	25	\$50.00	25	\$150.00
34600 MOSQUITO SPRAYING FEES	\$21,031.00	\$0.00	\$21,031.00	\$50.00	0	\$50.00	0	\$20,981.00
34930 BAD CHECK FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Other Services	\$21,031.00	\$0.00	\$21,031.00	\$50.00	0	\$50.00	0	\$20,981.00
34900 CONTRIBUTED CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34901 SALE OF CEMETERY LOTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Contributed Capital	\$21,531.00	\$0.00	\$21,531.00	\$50.00	0	\$50.00	0	\$21,481.00
Total CHARGES FOR OTHER SERVICES	\$98,350.00	\$0.00	\$98,350.00	\$5,496.00	6	\$44,558.20	45	\$53,791.80
035 FINES & FORFEITURES								
35100 FINES & FORFEITURES	\$8,500.00	\$0.00	\$8,500.00	\$0.00	0	\$750.00	9	\$7,750.00
35117 COURT COSTS	\$7,850.00	\$0.00	\$7,850.00	\$1,975.00	25	\$5,050.00	64	\$2,800.00
35145 ADD. PEN. - TECHNOLOGY FUND	\$75,000.00	\$0.00	\$75,000.00	\$3,140.00	4	\$37,349.20	50	\$37,650.80
35190 FINES & FORFEITURES	\$7,000.00	\$0.00	\$7,000.00	\$381.00	5	\$1,409.00	20	\$5,591.00
35195 PROBATION PAYMENTS	\$98,350.00	\$0.00	\$98,350.00	\$5,496.00	6	\$44,558.20	45	\$53,791.80
Total Fines & Forfeitures	\$98,350.00	\$0.00	\$98,350.00	\$5,496.00	6	\$44,558.20	45	\$53,791.80
Total FINES & FORFEITURES	\$98,350.00	\$0.00	\$98,350.00	\$5,496.00	6	\$44,558.20	45	\$53,791.80
036 INVESTMENT INCOME								
36000 INTEREST REVENUES	\$250.00	\$0.00	\$250.00	\$658.49	263	\$2,336.74	935	(\$2,086.74)
36110 INTEREST EARNED								

100 GENERAL
036 INVESTMENT INCOME
36000 INTEREST REVENUES

Brooklet, City Of
Revenue Report
Level 4 Summary for November 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	\$658.49	263	\$2,336.74	935	(\$2,086.74)
Total INVESTMENT INCOME	\$250.00	\$0.00	\$250.00	\$658.49	263	\$2,336.74	935	(\$2,086.74)
038 MISCELLANEOUS								
38900 OTHER MISC REVENUE								
38110 RENT INCOME	\$7,700.00	\$0.00	\$7,700.00	\$810.00	11	\$3,780.00	49	\$3,920.00
38120 COMMUNITY CENTER	\$3,000.00	\$0.00	\$3,000.00	\$1,875.00	63	\$7,645.00	255	(\$4,645.00)
38900 MISC REVENUE	\$100,000.00	\$0.00	\$100,000.00	\$11.00	0	\$8,844.58	9	\$91,155.42
38901 CASH OVER/SHORT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Other Misc Revenue	\$110,700.00	\$0.00	\$110,700.00	\$2,696.00	2	\$20,269.58	18	\$90,430.42
Total MISCELLANEOUS	\$110,700.00	\$0.00	\$110,700.00	\$2,696.00	2	\$20,269.58	18	\$90,430.42
039 OTHER FINANCING SOURCES								
39100 INTERFUND TRANSFERS								
61120 TRANSFER IN/OUT- WATER FUND	\$40,000.00	\$0.00	\$40,000.00	\$0.00	0	\$0.00	0	\$40,000.00
Total Interfund Transfers	\$40,000.00	\$0.00	\$40,000.00	\$0.00	0	\$0.00	0	\$40,000.00
39200 PROCEEDS OF GEN. FIXED ASSET								
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	\$81,271.90	8	\$509,332.62	52	\$470,334.38

230 AMERICAN RESCUE PLAN FUND
 033 INTERGOVERNMENT
 33110 GRANTS

Brooklet, City Of
 Revenue Report
 Level 4 Summary for November 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	\$103.46	0	\$2,114.73	0	(\$2,114.73)
Total Interest Revenues	\$0.00	\$0.00	\$0.00	\$103.46	0	\$2,114.73	0	(\$2,114.73)
Total INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$103.46	0	\$2,114.73	0	(\$2,114.73)
Total AMERICAN RESCUE PLAN FUND	\$0.00	\$0.00	\$0.00	\$103.46	0	\$2,114.73	0	(\$2,114.73)

330 TSPLOST
 033 INTERGOVERNMENT
 33400 STATE GOVERN. GRANTS

Brooklet, City Of
 Revenue Report
 Level 4 Summary for November 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	\$46,745.88	3	\$232,101.51	15	\$1,304,044.29
Total State Govern. Grants	\$1,536,145.80	\$0.00	\$1,536,145.80	\$46,745.88	3	\$232,101.51	15	\$1,304,044.29
Total INTERGOVERNMENT	\$1,536,145.80	\$0.00	\$1,536,145.80	\$46,745.88	3	\$232,101.51	15	\$1,304,044.29
036 INVESTMENT INCOME								
36000 INTEREST REVENUES								
36110 INTEREST EARNED	\$0.00	\$0.00	\$0.00	\$617.25	0	\$4,723.69	0	(\$4,723.69)
Total Interest Revenues	\$0.00	\$0.00	\$0.00	\$617.25	0	\$4,723.69	0	(\$4,723.69)
Total INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$617.25	0	\$4,723.69	0	(\$4,723.69)
Total TSPLOST	\$1,536,145.80	\$0.00	\$1,536,145.80	\$47,363.13	3	\$236,825.20	15	\$1,299,320.60

340 2020 SPLOST
 033 INTERGOVERNMENT
 33400 STATE GOVERN. GRANTS

Brooklet, City Of
 Revenue Report
 Level 4 Summary for November 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								
36106 2020 SPLOST REVENUES	\$0.00	\$0.00	\$0.00	\$25,050.79	0	\$122,670.91	0	(\$122,670.91)
Total State Govern. Grants	\$0.00	\$0.00	\$0.00	\$25,050.79	0	\$122,670.91	0	(\$122,670.91)
Total INTERGOVERNMENT	\$0.00	\$0.00	\$0.00	\$25,050.79	0	\$122,670.91	0	(\$122,670.91)
036 INVESTMENT INCOME								
36000 INTEREST REVENUES								
36110 INTEREST EARNED	\$0.00	\$0.00	\$0.00	\$131.98	0	\$1,068.38	0	(\$1,068.38)
Total Interest Revenues	\$0.00	\$0.00	\$0.00	\$131.98	0	\$1,068.38	0	(\$1,068.38)
Total INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$131.98	0	\$1,068.38	0	(\$1,068.38)
Total 2020 SPLOST	\$0.00	\$0.00	\$0.00	\$25,182.77	0	\$123,739.29	0	(\$123,739.29)

355 SEID GRANT FUND
 033 INTERGOVERNMENT
 33400 STATE GOVERN. GRANTS

Brooklet, City Of
 Revenue Report
 Level 4 Summary for November 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 November 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	\$31,946.02	15	\$133,985.77	64	\$76,014.23
34422 PENALTIES	\$23,000.00	\$0.00	\$23,000.00	\$2,200.00	10	\$11,060.00	48	\$11,940.00
34423 RECONNECTON FEES	\$2,000.00	\$0.00	\$2,000.00	\$300.00	15	\$975.00	49	\$1,025.00
34424 TAP IN FEES	\$4,500.00	\$0.00	\$4,500.00	\$0.00	0	\$65,100.00	1447	(\$60,600.00)
34425 SEWER CHARGES	\$3,000.00	\$0.00	\$3,000.00	\$350.00	12	\$1,415.00	47	\$1,585.00
34426 ACCOUNT ESTABLISHMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
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	\$0.00	0	\$0.00	0	\$9,000.00
34431 EMERGENCY ON/OFF CALL OUT(-	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
34432 EMER ON/OFF CALL OUT(NHV)	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
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	\$7,373.00	25	\$30,459.41	102	(\$459.41)
34436 EMERGENCY CALL OUT FOR TURF	\$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 FEE	\$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	\$42,169.02	15	\$242,995.18	86	\$39,004.82
Total CHARGES FOR OTHER SERVICES \$282,000.00								
036 INVESTMENT INCOME								
36000 INTEREST REVENUES								
36110 INTEREST EARNED	\$86.00	\$0.00	\$86.00	\$453.80	528	\$2,173.76	2528	(\$2,087.76)
Total Interest Revenues	\$86.00	\$0.00	\$86.00	\$453.80	528	\$2,173.76	2528	(\$2,087.76)
Total INVESTMENT INCOME \$86.00								
038 MISCELLANEOUS								
38900 OTHER MISC REVENUE								
38900 MISC REVENUE	\$225.00	\$0.00	\$225.00	\$0.00	0	\$0.00	0	\$225.00
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	\$0.00	0	\$225.00
Total MISCELLANEOUS \$225.00								
Total WATER FUND \$282,311.00								

540 SANITATION
034 CHARGES FOR OTHER SERVICES
34400 UTILITIES/ENTERPRISE

Brooklet, City Of
Revenue Report
Level 4 Summary for November 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	\$16,476.00	15	\$65,897.00	60	\$44,103.00
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	\$16,476.00	15	\$65,897.00	60	\$44,103.00
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	\$16,476.00	15	\$65,897.00	60	\$44,103.00
036 INVESTMENT INCOME								
36000 INTEREST REVENUES								
36110 INTEREST EARNED	\$30.00	\$0.00	\$30.00	\$54.52	182	\$261.50	872	(\$231.50)
Total Interest Revenues	\$30.00	\$0.00	\$30.00	\$54.52	182	\$261.50	872	(\$231.50)
Total INVESTMENT INCOME	\$30.00	\$0.00	\$30.00	\$54.52	182	\$261.50	872	(\$231.50)
038 MISCELLANEOUS								
38900 OTHER 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	\$16,530.52	15	\$66,158.50	60	\$43,871.50
TOTAL ALL FUNDS	\$2,908,153.80	\$0.00	\$2,908,153.80	\$213,074.60	7	\$1,183,339.28	41	\$1,724,814.52

100 GENERAL
150 ADMINISTRATION
51100 SALARIES & WAGES

Expenditure Report
Level 4 Summary for November 2025

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	\$19,854.68	16	\$0.00	\$103,945.32	84
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	\$0.00	0	\$5,250.00	40	\$0.00	\$7,750.00	60
Total Salaries & Wages	\$136,800.00	\$0.00	\$3,531.64	3	\$25,104.68	18	\$0.00	\$111,695.32	82
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$24,430.00	\$0.00	\$1,067.21	4	\$6,353.90	26	\$0.00	\$18,076.10	74
51220 FICA & MEDICARE CONTRIBUTION	\$9,460.00	\$0.00	\$467.42	5	\$2,987.98	32	\$0.00	\$6,472.02	68
51240 EMPLOYEE RETIREMENT	\$6,144.00	\$0.00	\$35.39	1	\$212.10	3	\$0.00	\$5,931.90	97
51260 UNEMPLOYMENT INSURANCE	\$3,220.00	\$0.00	\$0.00	0	\$22.00	1	\$0.00	\$3,198.00	99
51270 INSURANCE WORKERS COMP	\$4,114.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$4,114.00	100
Total Employee Benefits	\$47,368.00	\$0.00	\$1,570.02	3	\$9,575.98	20	\$0.00	\$37,792.02	80
52100 PROFESSIONAL & TECH SERVICE									
52120 LEGAL FEES	\$15,000.00	\$0.00	\$2,403.75	16	\$18,680.75	125	\$0.00	(\$3,680.75)	(25)
52121 ACCOUNTING & AUDIT	\$19,000.00	\$0.00	\$432.00	2	\$2,085.00	11	\$0.00	\$16,915.00	89
52124 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	0	\$906.25	0	\$0.00	(\$906.25)	0
52130 COMPUTER SERVICE	\$7,500.00	\$0.00	\$2,880.43	38	\$5,233.74	70	\$0.00	\$2,266.26	30
52135 BUILDING INSPECTOR	\$6,500.00	\$0.00	\$2,450.00	38	\$10,750.00	165	\$0.00	(\$4,250.00)	(65)
52136 OTHER SERVICES	\$5,000.00	\$0.00	\$831.80	17	\$5,102.16	102	\$0.00	(\$102.16)	(2)
Total Professional & Tech Service	\$53,000.00	\$0.00	\$8,997.98	17	\$42,757.90	81	\$0.00	\$10,242.10	19
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$2,500.00	\$0.00	\$170.00	7	\$935.00	37	\$0.00	\$1,565.00	63
52221 REPAIRS/MAINT- OFFICE EQUIP	\$1,500.00	\$0.00	\$0.00	0	\$1,405.00	94	\$0.00	\$95.00	6
52225 REPAIRS/MAINT- OTHER	\$3,085.43	\$0.00	\$148.00	5	\$2,246.62	73	\$0.00	\$838.81	27
52226 REPAIRS/MAINT- BUILDING	\$1,000.00	\$0.00	\$160.00	16	\$582.50	58	\$0.00	\$417.50	42
52229 REPAIRS/MAINT- RENTAL HOUSE	\$2,000.00	\$0.00	\$215.00	11	\$3,716.50	186	\$0.00	(\$1,716.50)	(86)
Total Property Services	\$10,085.43	\$0.00	\$693.00	7	\$8,885.62	88	\$0.00	\$1,199.81	12
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	\$150.66	5	\$802.61	28	\$0.00	\$2,097.39	72
52321 POSTAGE	\$1,700.00	\$0.00	\$174.31	10	\$484.08	28	\$0.00	\$1,215.92	72
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	\$86.83	0	\$128.34	0	\$0.00	(\$128.34)	0
52330 ADVERTISING	\$1,500.00	\$0.00	\$192.00	13	\$564.15	38	\$0.00	\$935.85	62
52340 PRINTING & BINDING	\$2,000.00	\$0.00	\$1,945.77	97	\$2,045.77	102	\$0.00	(\$45.77)	(2)
52350 TRAVEL	\$1,200.00	\$0.00	\$0.00	0	\$2,639.12	220	\$0.00	(\$1,439.12)	(120)
52360 DUES, FEES, SUBSCRIPTIONS	\$5,500.00	\$0.00	\$78.35	1	\$4,074.95	74	\$0.00	\$1,425.05	26
52370 EDUCATION & TRAINING	\$0.00	\$0.00	\$0.00	0	\$1,437.52	0	\$0.00	(\$1,437.52)	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 November 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	\$13,800.00	0	\$0.00	(\$13,800.00)	0
Total Other Purchased Services	\$27,689.80	\$0.00	\$7,227.92	26	\$26,083.09	94	\$0.00	\$1,606.71	6
53100 SUPPLIES									
53103 ELECTRICITY	\$5,000.00	\$0.00	\$267.86	5	\$1,139.26	23	\$0.00	\$3,860.74	77
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	\$578.86	20	\$756.20	26	\$0.00	\$2,143.80	74
53112 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$120.79	6	\$1,249.40	62	\$0.00	\$750.60	38
53116 MISCELLANEOUS	\$3,500.00	\$0.00	\$428.78	12	\$728.78	21	\$0.00	\$2,771.22	79
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	\$1,396.29	10	\$3,873.64	29	\$0.00	\$9,526.36	71
54100 PROPERTY									
54280 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	\$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	\$23,416.85	8	\$116,280.91	38	\$0.00	\$192,062.32	62
320 POLICE									
51100 SALARIES & WAGES									
51110 REGULAR EMPLOYEES	\$244,172.00	\$0.00	\$26,078.35	11	\$107,751.28	44	\$0.00	\$136,420.72	56
51130 OVERTIME	\$12,000.00	\$0.00	\$1,019.20	8	\$3,541.41	30	\$0.00	\$8,458.59	70
Total Salaries & Wages	\$256,172.00	\$0.00	\$27,097.55	11	\$111,292.69	43	\$0.00	\$144,879.31	57
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$36,650.00	\$0.00	\$2,237.16	6	\$13,125.60	36	\$0.00	\$23,524.40	64
51220 FICA & MEDICARE CONTRIBUTION	\$18,687.00	\$0.00	\$1,832.96	10	\$7,224.20	39	\$0.00	\$11,462.80	61
51240 EMPLOYEE RETIREMENT	\$12,200.00	\$0.00	\$172.95	1	\$1,036.55	8	\$0.00	\$11,163.45	92
51260 UNEMPLOYMENT INSURANCE	\$6,406.00	\$0.00	\$0.00	0	\$9.30	0	\$0.00	\$6,396.70	100
51270 INSURANCE WORKERS COMP	\$10,285.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,285.00	100
Total Employee Benefits	\$84,228.00	\$0.00	\$4,243.07	5	\$21,395.65	25	\$0.00	\$62,832.35	75
52100 PROFESSIONAL & TECH SERVICE									
52120 LEGAL FEES	\$250.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$250.00	100
52122 JUDGE'S FEES	\$2,500.00	\$0.00	\$0.00	0	\$1,700.00	68	\$0.00	\$800.00	32
52130 COMPUTER SERVICE	\$13,000.00	\$0.00	\$3,020.96	23	\$9,645.35	74	\$0.00	\$3,354.65	26
52136 OTHER SERVICES	\$6,000.00	\$0.00	\$525.42	9	\$3,205.66	53	\$0.00	\$2,794.34	47
Total Professional & Tech Service	\$21,750.00	\$0.00	\$3,546.38	16	\$14,551.01	67	\$0.00	\$7,198.99	33
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$2,000.00	\$0.00	\$170.00	9	\$765.00	38	\$0.00	\$1,235.00	62
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	\$0.00	0	\$0.00	0	\$0.00	\$100.00	100

100 GENERAL
320 POLICE
52200 PROPERTY SERVICES

Brooklet, City Of
Expenditure Report
Level 4 Summary for November 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	\$3,036.65	23	\$10,489.16	81	\$0.00	\$2,510.84	19
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	\$160.00	2	\$1,237.46	12	\$0.00	\$8,762.54	88
52230 TECHNOLOGY FUND EXPENSE	\$12,000.00	\$0.00	\$203.96	2	\$1,019.80	8	\$0.00	\$10,980.20	92
Total Property Services	\$39,887.00	\$0.00	\$3,570.61	9	\$14,249.42	36	\$0.00	\$25,637.58	64
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	\$350.81	7	\$1,802.98	36	\$0.00	\$3,197.02	64
52321 POSTAGE	\$50.00	\$0.00	\$84.00	168	\$84.00	168	\$0.00	(\$34.00)	(68)
52330 ADVERTISING	\$200.00	\$0.00	\$273.96	137	\$273.96	137	\$0.00	(\$73.96)	(37)
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	\$367.46	18	\$846.60	42	\$0.00	\$1,153.40	58
52360 DUES, FEES, SUBSCRIPTIONS	\$300.00	\$0.00	\$306.70	102	\$933.50	311	\$0.00	(\$633.50)	(211)
52361 PEACE OFFICERS FUND	\$1,500.00	\$0.00	\$964.22	64	\$2,461.03	164	\$0.00	(\$961.03)	(64)
52362 COURT ATTENDANCE	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
52363 GSCCA-GEORGIA SUPERIOR CO	\$4,500.00	\$0.00	\$1,513.02	34	\$3,538.71	79	\$0.00	\$961.29	21
52365 LOCAL VICTIMS ASSISTANCE FUN	\$600.00	\$0.00	\$329.09	55	\$754.82	126	\$0.00	(\$154.82)	(26)
52370 EDUCATION & TRAINING	\$1,000.00	\$0.00	\$0.00	0	\$320.00	32	\$0.00	\$680.00	68
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	\$4,189.26	12	\$12,015.60	35	\$0.00	\$21,947.40	65
53100 SUPPLIES									
53103 ELECTRICITY	\$4,000.00	\$0.00	\$267.85	7	\$1,318.47	33	\$0.00	\$2,681.53	67
53111 GENERAL SUPPLIES	\$500.00	\$0.00	\$278.12	56	\$607.30	121	\$0.00	(\$107.30)	(21)
53112 OFFICE SUPPLIES	\$1,500.00	\$0.00	\$0.00	0	\$408.32	27	\$0.00	\$1,091.68	73
53114 GAS, OIL, & GREASE	\$13,000.00	\$0.00	\$874.92	7	\$5,014.10	39	\$0.00	\$7,985.90	61
53116 MISCELLANEOUS	\$3,000.00	\$0.00	\$0.00	0	\$50.00	2	\$0.00	\$2,950.00	98
53170 UNIFORMS	\$2,000.00	\$0.00	\$0.00	0	\$546.05	27	\$0.00	\$1,453.95	73
Total Supplies	\$24,000.00	\$0.00	\$1,420.89	6	\$7,944.24	33	\$0.00	\$16,055.76	67
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	\$90.00	0	\$135.00	0	\$0.00	(\$135.00)	0
Total Intergovernmental	\$0.00	\$0.00	\$90.00	0	\$135.00	0	\$0.00	(\$135.00)	0
57900 CONTINGENCIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
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	\$44,157.76	10	\$181,583.61	39	\$0.00	\$278,416.39	61

100 GENERAL
420 STREETS
51100 SALARIES & WAGES

Brooklet, City Of
Expenditure Report
Level 4 Summary for November 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	\$22,500.00	\$0.00	\$976.86	4	\$9,977.46	44	\$0.00	\$12,522.54	56
51110 REGULAR EMPLOYEES	\$1,500.00	\$0.00	\$0.00	0	\$657.71	44	\$0.00	\$842.29	56
51130 OVERTIME	\$24,000.00	\$0.00	\$976.86	4	\$10,635.17	44	\$0.00	\$13,364.83	56
Total Salaries & Wages									
51200 EMPLOYEE BENEFITS	\$0.00	\$0.00	\$90.15	0	\$2,216.00	0	\$0.00	(\$2,216.00)	0
51210 INSURANCE EMPLOYEE GROUP	\$3,100.00	\$0.00	\$324.30	10	\$1,953.56	63	\$0.00	\$1,146.44	37
51220 FICA & MEDICARE CONTRIBUTION	\$0.00	\$0.00	\$27.01	0	\$161.88	0	\$0.00	(\$161.88)	0
51240 EMPLOYEE RETIREMENT	\$1,983.77	\$0.00	\$3.90	0	\$26.83	1	\$0.00	\$1,956.94	99
51260 UNEMPLOYMENT INSURANCE	\$2,057.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,057.00	100
51270 INSURANCE WORKER'S COMP	\$7,140.77	\$0.00	\$445.36	6	\$4,358.27	61	\$0.00	\$2,782.50	39
Total Employee Benefits									
52100 PROFESSIONAL & TECH SERVICE	\$1,800.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,800.00	100
52120 LEGAL FEES	\$7,000.00	\$0.00	\$0.00	0	\$4,891.25	70	\$0.00	\$2,108.75	30
52124 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
52131 MOSQUITO SPRAYING EXP	\$5,000.00	\$0.00	\$5,500.00	110	\$8,450.00	169	\$0.00	(\$3,450.00)	(69)
52133 TREE DEMOLITION	\$0.00	\$0.00	\$0.00	0	\$100.01	0	\$0.00	(\$100.01)	0
52136 OTHER SERVICES	\$13,800.00	\$0.00	\$5,500.00	40	\$13,441.26	97	\$0.00	\$358.74	3
Total Professional & Tech Service									
52200 PROPERTY SERVICES	\$2,100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,100.00	100
52210 CUSTODIAL SERVICES	\$7,000.00	\$0.00	\$0.00	0	\$7,385.17	106	\$0.00	(\$385.17)	(6)
52215 STREET SWEEPING SERVICES	\$7,000.00	\$0.00	\$1,119.32	16	\$11,791.58	168	\$0.00	(\$4,791.58)	(68)
52220 REPAIRS/MAINT- EQUIPMENT	\$3,500.00	\$0.00	\$0.00	0	\$1,600.30	46	\$0.00	\$1,899.70	54
52222 REPAIRS/MAINT- ROADS	\$0.00	\$0.00	\$0.00	0	\$686.08	0	\$0.00	(\$686.08)	0
52223 REPAIRS/MAINT- VEHICLES	\$0.00	\$0.00	\$200.00	0	\$0.00	0	\$0.00	\$0.00	0
52225 REPAIRS/MAINT- OTHER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
52226 REPAIRS/MAINT- BUILDING	\$19,600.00	\$0.00	\$1,319.32	7	\$21,463.13	110	\$0.00	(\$1,863.13)	(10)
Total Property Services									
52300 OTHER PURCHASED SERVICES	\$6,196.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$6,196.00	100
52310 INSURANCE - GENERAL	\$750.00	\$0.00	\$38.00	5	\$228.00	30	\$0.00	\$522.00	70
52320 TELEPHONE & PAGER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
52330 ADVERTISING	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
52350 TRAVEL	\$277.00	\$0.00	\$78.35	28	\$156.70	57	\$0.00	\$120.30	43
52360 DUES, FEES, SUBSCRIPTIONS	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
52370 EDUCATION & TRAINING	\$0.00	\$0.00	\$0.00	0	\$31,050.00	0	\$0.00	(\$31,050.00)	0
52385 CONTRACT LABOR	\$8,223.00	\$0.00	\$25,116.35	305	\$31,434.70	382	\$0.00	(\$23,211.70)	(282)
Total Other Purchased Services									
53100 SUPPLIES	\$3,000.00	\$0.00	\$242.29	8	\$1,031.46	34	\$0.00	\$1,968.54	66
53103 ELECTRICITY	\$500.00	\$0.00	\$0.00	0	\$464.48	93	\$0.00	\$35.52	7
53111 GENERAL SUPPLIES									

100 GENERAL
420 STREETS
53100 SUPPLIES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Unre 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	\$970.87	12	\$2,584.49	32	\$0.00	\$5,415.51	68
53115 SIGNS	\$2,000.00	\$0.00	\$438.39	22	\$594.19	30	\$0.00	\$1,405.81	70
53116 MISCELLANEOUS	\$0.00	\$0.00	\$4.00	0	\$4.00	0	\$0.00	(\$4.00)	0
53134 ELECTRICITY - STR LIGHTS	\$38,000.00	\$0.00	\$3,492.53	9	\$11,538.18	30	\$0.00	\$26,461.82	70
53170 UNIFORMS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Supplies	\$51,600.00	\$0.00	\$5,148.08	10	\$16,216.80	31	\$0.00	\$35,383.20	69
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	\$38,505.97	26	\$97,549.33	66	\$0.00	\$49,314.44	34
430 RNCC									
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$2,000.00	\$0.00	\$0.00	0	\$85.00	4	\$0.00	\$1,915.00	96
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	\$961.00	64	\$0.00	\$539.00	36
Total Property Services	\$4,500.00	\$0.00	\$65.00	1	\$4,558.55	101	\$0.00	(\$58.55)	(1)
52300 OTHER PURCHASED SERVICES									
52300 OTHER PURCHASED SERVICES	\$1,000.00	\$0.00	\$60.24	6	\$376.20	38	\$0.00	\$623.80	62
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	\$60.24	6	\$376.20	38	\$0.00	\$623.80	62
53100 SUPPLIES									
53100 SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$34.73	0	\$0.00	(\$34.73)	0
53116 MISCELLANEOUS	\$0.00	\$0.00	\$300.00	0	\$300.00	0	\$0.00	(\$300.00)	0
Total Supplies	\$0.00	\$0.00	\$300.00	0	\$334.73	0	\$0.00	(\$334.73)	0
53103 PROPERTY SERVICES									
53103 ELECTRICITY	\$6,000.00	\$0.00	\$355.64	6	\$1,427.02	24	\$0.00	\$4,572.98	76
Total Property Services	\$6,000.00	\$0.00	\$355.64	6	\$1,427.02	24	\$0.00	\$4,572.98	76
Total RNCC	\$11,500.00	\$0.00	\$780.88	7	\$6,696.50	58	\$0.00	\$4,803.50	42
440 WATER									
54100 PROPERTY									
54143 DRAINAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

100 GENERAL
440 WATER
54100 PROPERTY

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Unencumbered 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		\$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									
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									
52225 REPAIRS/MAINT- OTHER	\$10,000.00	\$0.00	\$1,600.00	16	\$3,250.00	33	\$0.00	\$6,750.00	68
Total Property Services	\$10,000.00	\$0.00	\$1,600.00	16	\$3,250.00	33	\$0.00	\$6,750.00	68
53100 SUPPLIES									
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	\$1,600.00	11	\$3,250.00	22	\$0.00	\$11,750.00	78
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	\$392.32	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	\$392.32	0	\$418.42	0	\$0.00	(\$418.42)	0
Total OTHER EXPEN.	\$0.00	\$0.00	\$392.32	0	\$418.42	0	\$0.00	(\$418.42)	0
Total GENERAL	\$941,707.00	\$0.00	\$108,853.78	12	\$405,778.77	43	\$0.00	\$535,928.23	57

230 AMERICAN RESCUE PLAN FUND
 440 WATER
 54100 PROPERTY

Brooklet, City Of
 Expenditure Report
 Level 4 Summary for November 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	\$88,220.10	0	\$337,437.24	0	\$0.00	(\$337,437.24)	0
54143 DRAINAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Property	\$0.00	\$0.00	\$88,220.10	0	\$337,437.24	0	\$0.00	(\$337,437.24)	0
Total WATER	\$0.00	\$0.00	\$88,220.10	0	\$337,437.24	0	\$0.00	(\$337,437.24)	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	\$88,220.10	0	\$337,437.24	0	\$0.00	(\$337,437.24)	0

330 TSPLOST
420 STREETS
52100 PROFESSIONAL & TECH SERVICE

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une
330 TSPLOST									
420 STREETS									
52100 PROFESSIONAL & TECH SERVICE									
52124 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	0	\$3,697.50	0	\$0.00	(\$3,697.50)	0
Total Professional & Tech Service	\$0.00	\$0.00	\$0.00	0	\$3,697.50	0	\$0.00	(\$3,697.50)	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	\$325,089.19	0	\$423,113.67	0	\$0.00	(\$423,113.67)	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	\$0.00	0	\$0.00	\$0.00	0
Total Property	\$0.00	\$0.00	\$325,089.19	0	\$423,113.67	0	\$0.00	(\$423,113.67)	0
Total STREETS	\$0.00	\$0.00	\$325,089.19	0	\$426,811.17	0	\$0.00	(\$426,811.17)	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	\$325,089.19	0	\$426,811.17	0	\$0.00	(\$426,811.17)	0

340 2020 SPLOST
 150 ADMINISTRATION
 54200 MACHINERY & EQUIPMENT

Brooklet, City Of
 Expenditure Report
 Level 4 Summary for November 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	\$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 Machinery & Equipment	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
57900 CONTINGENCIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
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	\$0.00	\$0.00	\$0.00	0	\$43,000.00	0	\$0.00	(\$43,000.00)	0
54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$43,000.00	0	\$0.00	(\$43,000.00)	0
Total Machinery & Equipment	\$0.00	\$0.00	\$0.00	0	\$43,000.00	0	\$0.00	(\$43,000.00)	0
57900 CONTINGENCIES	\$0.00	\$0.00	\$0.00	0	\$1,530.48	0	\$0.00	(\$1,530.48)	0
57900 CONTINGENCIES	\$0.00	\$0.00	\$0.00	0	\$1,530.48	0	\$0.00	(\$1,530.48)	0
Total Contingencies	\$0.00	\$0.00	\$0.00	0	\$1,530.48	0	\$0.00	(\$1,530.48)	0
Total POLICE	\$0.00	\$0.00	\$0.00	0	\$44,530.48	0	\$0.00	(\$44,530.48)	0
420 STREETS									
54200 MACHINERY & EQUIPMENT	\$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 Machinery & Equipment	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total STREETS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
440 WATER									
54100 PROPERTY	\$0.00	\$0.00	\$113,564.18	0	\$374,315.67	0	\$0.00	(\$374,315.67)	0
54142 SYSTEM IMPROVEMENTS	\$0.00	\$0.00	\$113,564.18	0	\$374,315.67	0	\$0.00	(\$374,315.67)	0
Total Property	\$0.00	\$0.00	\$113,564.18	0	\$374,315.67	0	\$0.00	(\$374,315.67)	0
54200 MACHINERY & EQUIPMENT	\$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 Machinery & Equipment	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total WATER	\$0.00	\$0.00	\$113,564.18	0	\$374,315.67	0	\$0.00	(\$374,315.67)	0
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
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 November 2025

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total 2020 SPLOST	\$0.00	\$0.00	\$113,564.18	0	\$418,846.15	0	\$0.00	(\$418,846.15)	0

355 SEID GRANT FUND
 440 WATER
 53100 SUPPLIES

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

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
355 SEID GRANT FUND									
440 WATER									
53100 SUPPLIES	\$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 November 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									
51100 REGULAR EMPLOYEES	\$85,000.00	\$0.00	\$6,383.39	8	\$31,498.35	37	\$0.00	\$53,501.65	63
51130 OVERTIME	\$2,000.00	\$0.00	\$100.58	5	\$1,643.73	82	\$0.00	\$356.27	18
Total Salaries & Wages	\$87,000.00	\$0.00	\$6,483.97	7	\$33,142.08	38	\$0.00	\$53,857.92	62
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$24,430.00	\$0.00	\$1,021.60	4	\$4,360.60	18	\$0.00	\$20,069.40	82
51220 FICA & MEDICARE CONTRIBUTION	\$6,650.00	\$0.00	\$225.58	3	\$1,280.62	19	\$0.00	\$5,369.38	81
51240 EMPLOYEE RETIREMENT	\$4,325.00	\$0.00	\$37.91	1	\$227.21	5	\$0.00	\$4,097.79	95
51260 UNEMPLOYMENT INSURANCE	\$2,175.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,175.00	100
51270 INSURANCE WORKERS COMP	\$4,114.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$4,114.00	100
Total Employee Benefits	\$41,694.00	\$0.00	\$1,285.09	3	\$5,868.43	14	\$0.00	\$35,825.57	86
52100 PROFESSIONAL & TECH SERVICE									
52120 LEGAL FEES	\$0.00	\$0.00	\$372.07	0	\$372.07	0	\$0.00	(\$372.07)	0
52130 COMPUTER SERVICE	\$2,500.00	\$0.00	\$8,678.01	347	\$8,830.05	353	\$0.00	(\$6,330.05)	(253)
52136 OTHER SERVICES	\$40,000.00	\$0.00	\$86.72	0	\$14,911.97	37	\$0.00	\$25,088.03	63
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	\$450.00	5	\$2,201.00	26	\$0.00	\$6,299.00	74
Total Professional & Tech Service	\$52,000.00	\$0.00	\$9,586.80	18	\$26,315.09	51	\$0.00	\$25,684.91	49
52200 PROPERTY SERVICES									
52210 CUSTODIAL SERVICES	\$0.00	\$0.00	\$170.00	0	\$850.00	0	\$0.00	(\$850.00)	0
52220 REPAIRS/MAINT- EQUIPMENT	\$11,000.00	\$0.00	\$4,667.32	42	\$4,667.32	42	\$0.00	\$6,332.68	58
52223 REPAIRS/MAINT- VEHICLES	\$7,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$7,000.00	100
52225 REPAIRS/MAINT- OTHER	\$14,500.00	\$0.00	\$123.93	1	\$7,404.71	51	\$0.00	\$7,095.29	49
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	\$4,961.25	14	\$78,922.03	216	\$0.00	(\$42,422.03)	(116)
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	\$322.59	13	\$1,381.91	55	\$0.00	\$1,118.09	45
52321 POSTAGE	\$4,000.00	\$0.00	\$462.00	12	\$2,502.14	63	\$0.00	\$1,497.86	37
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	\$677.19	0	\$3,093.62	0	\$0.00	(\$3,093.62)	0
52330 ADVERTISING	\$500.00	\$0.00	\$190.00	38	\$290.00	58	\$0.00	\$210.00	42
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	\$582.56	21	\$6,196.61	223	\$0.00	(\$3,423.61)	(123)
52370 EDUCATION & TRAINING	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
52385 CONTRACT LABOR	\$2,500.00	\$0.00	\$731.30	29	\$731.30	29	\$0.00	\$1,768.70	71
Total Other Purchased Services	\$29,419.00	\$0.00	\$2,965.64	10	\$14,302.13	49	\$0.00	\$15,116.87	51
53100 SUPPLIES									

505 WATER FUND
440 WATER
53100 SUPPLIES

Brooklet, City Of
Expenditure Report
Level 4 Summary for November 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	\$2,234.58	11	\$12,160.14	58	\$0.00	\$8,839.86	42
53111 GENERAL SUPPLIES	\$24,000.00	\$0.00	\$281.37	1	\$439.87	2	\$0.00	\$23,560.13	98
53112 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$283.93	14	\$0.00	\$1,716.07	86
53113 CHEMICALS	\$8,800.00	\$0.00	\$2,210.60	25	\$8,965.26	102	\$0.00	(\$165.26)	(2)
53114 GAS, OIL, & GREASE	\$4,000.00	\$0.00	\$168.85	4	\$802.44	20	\$0.00	\$3,197.56	80
53116 MISCELLANEOUS	\$24,000.00	\$0.00	\$795.06	3	(\$3,917.42)	(16)	\$0.00	\$27,917.42	116
53117 WATER METERS	\$25,000.00	\$0.00	\$0.00	0	\$29,766.55	119	\$0.00	(\$4,766.55)	(19)
53170 UNIFORMS	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
Total Supplies	\$109,300.00	\$0.00	\$5,690.46	5	\$48,500.77	44	\$0.00	\$60,799.23	56
54100 PROPERTY									
54142 SYSTEM IMPROVEMENTS	\$95,817.00	\$0.00	\$0.00	0	\$14,835.00	15	\$0.00	\$80,982.00	85
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	\$14,835.00	15	\$0.00	\$80,982.00	85
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	\$30,973.21	7	\$221,885.53	49	\$0.00	\$229,844.47	51
900 OTHER EXPEN.									
61100 OPERATING TRANSFERS IN/OUT									
61110 TRANSFER IN/OUT- GENERAL FUN	\$0.00	\$0.00	(\$392.32)	0	(\$418.42)	0	\$0.00	\$418.42	0
Total Operating Transfers In/Out	\$0.00	\$0.00	(\$392.32)	0	(\$418.42)	0	\$0.00	\$418.42	0
Total OTHER EXPEN.	\$0.00	\$0.00	(\$392.32)	0	(\$418.42)	0	\$0.00	\$418.42	0
Total WATER FUND	\$451,730.00	\$0.00	\$30,580.89	7	\$221,467.11	49	\$0.00	\$230,262.89	51

540 SANITATION
450 SANITATION
51100 SALARIES & WAGES

Brooklet, City Of
Expenditure Report
Level 4 Summary for November 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									
51110 REGULAR EMPLOYEES	\$43,000.00	\$0.00	\$3,216.81	7	\$17,530.48	41	\$0.00	\$25,469.52	59
51130 OVERTIME	\$1,000.00	\$0.00	\$0.00	0	\$315.42	32	\$0.00	\$684.58	68
Total Salaries & Wages	\$44,000.00	\$0.00	\$3,216.81	7	\$17,845.90	41	\$0.00	\$26,154.10	59
51200 EMPLOYEE BENEFITS									
51210 INSURANCE EMPLOYEE GROUP	\$0.00	\$0.00	\$2.44	0	\$12.20	0	\$0.00	(\$12.20)	0
51220 FICA & MEDICARE CONTRIBUTION	\$3,300.00	\$0.00	\$246.09	7	\$1,365.22	41	\$0.00	\$1,934.78	59
51240 EMPLOYEE RETIREMENT	\$1,500.00	\$0.00	\$27.16	2	\$162.78	11	\$0.00	\$1,337.22	89
51260 UNEMPLOYMENT INSURANCE	\$1,100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,100.00	100
51270 INSURANCE WORKERS COMP	\$2,057.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,057.00	100
Total Employee Benefits	\$7,957.00	\$0.00	\$275.69	3	\$1,540.20	19	\$0.00	\$6,416.80	81
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	\$437.83	8	\$0.00	\$5,262.17	92
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	\$437.83	5	\$0.00	\$8,262.17	95
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	(\$6,000.00)	(600)	\$0.00	0	\$0.00	\$1,000.00	100
Total Other Purchased Services	\$7,473.00	\$0.00	(\$6,000.00)	(80)	\$0.00	0	\$0.00	\$7,473.00	100
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	\$815.23	12	\$2,998.50	43	\$0.00	\$4,001.50	57
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	\$424.16	2	\$15,245.95	59	\$0.00	\$10,754.05	41
53170 UNIFORMS	\$0.00	\$0.00	\$0.00	0	\$377.21	0	\$0.00	(\$377.21)	0
Total Supplies	\$38,499.23	\$0.00	\$1,239.39	3	\$19,163.18	50	\$0.00	\$19,336.05	50
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 November 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	(\$1,268.11)	(1)	\$87,168.88	59	\$0.00	\$59,394.12	41
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	(\$1,268.11)	(1)	\$87,168.88	59	\$0.00	\$59,394.12	41

560 CEMETERY
 900 OTHER EXPEN.
 61000 INTERFUND TRANSFER

Brooklet, City Of
 Expenditure Report
 Level 4 Summary for November 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	\$665,040.03	43	\$1,897,509.32	123	\$0.00	(\$357,509.32)	(23)

Current Pd
Total

\$878,114.63

Year To Date
Total

\$3,080,848.60

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 05
System Date 12/16/2024
System Time 11:22:31 am
Print Date 12/16/2024
Print Time 11:22:50 am
Run by LMP
Print ID 381
System version 7.1.28
Export APGLXP17
Export version VM-07123000

ADMINISTRATION REPORT
DECEMBER 2024 MEETING
By: Lori Phillips, City Clerk

Permits and Applications:

November Applications

Electrical Permit

1. Stephen Keene – 216 Baker St. - Approved
2. Bulloch County Recreation Department – 418 North Parker Av. - Approved

Special Event Permit

1. BCDA Christmas Tree Lighting Downtown Brooklet 12/4/24 – Approved

November RNCC Rental

Deposits - \$300.00
Rental - \$1,950.00

Debit/Credit Card (Payments made with cards in City Hall and Online)

Number of Transactions –543
Total Amount - \$86,714.02

Invoices Paid per Fund via Check

General Fund - \$67,727.20
Water Fund - \$21,332.89
Sanitation Fund - \$3,167.35
ARPA Fund - \$88,220.10
2020 SPLOST Fund - \$113,564.18

**Invoices Paid per Fund Online
(Including Payroll)**

General Fund - \$74,864.05
Water Fund - \$12,233.69
Sanitation Fund - \$3,492.50

Revenues:

General Fund Revenues Collected:

• Taxes	\$64,138.69
• Licenses & Permits	\$8,232.72
• Return Check Fee	\$50.00
• Fines	\$5,496.00
• Investment	\$658.49
• Miscellaneous	\$2,696.00
Total	\$81,271.90

Water Fund Revenues Collected:

• Utilities	\$33,635.60
• Interest	\$364.57
Total	\$34,000.17

Water Capitol Improvement Fund Revenues Collected:

• WCIF Fees	\$10,628.86
• Interest	\$89.23
Total	\$10,718.09

Police Department Tech Fund Revenues Collected:

• Admin/Tech Fees	\$1,975.00
• Interest	\$6.92
Total	\$1,981.92

Sanitation Fund Revenues Collected:

• Garbage Collection Fees	\$17,552.19
• Interest	\$54.52
Total	\$17,606.71

Intergovernmental – State Government Grants:

• American Rescue Plan Interest	\$103.46
• Money Market Interest	\$262.66
• TSPLOST	\$46,745.88
• TSPLOST Interest	\$617.25
• 2020 SPLOST	\$25,050.79
• 2020 SPLOST Interest	\$131.98
Total	\$72,912.02

TOTAL ALL FUNDS \$218,490.81

Task:

- Scheduled 54 Inspections with the Building Inspector
- Attended via Zoom - FEMA- Exploratory Call with City Manager
- Worked with the Auditor and associates for the week of 11/4/24-11/8/24
- Organized and attended the Work Session on 11/14/2024
- Organized and attended the City Council Meeting on 11/21/2024
- Attended (2) virtual Zoom training for the new work order software, Limble, with Public Works Employees Melissa Pevey and the City Manager.
- Opened the Water/Sewer Construction Fund account at Morris Bank.
- Met with the City Manager, the mayor, and John Roach, Bulloch County Market President of Morris Bank.
- Melissa Pevey and I met with Roger Wilhelm with Core & Main to discuss Meter Reading Software and ongoing issues.
- Worked on catching up on the bank reconciliations and the meeting minutes.
- Issued (6) Certificate of Occupancies
- Completed (2) Water Account Adjustments per the water adjustment policy

**Brooklet Police Department
Monthly Crime Analysis
November 2024**

PART ONE CRIMES	Currant Month	Last Month
Crimes Against Persons – Assault / Sexual Assault / Homicide / Robbery		
Crimes Against Property – Felony Theft / Auto Theft Burglary		1
Total Part One Crimes		1
PART TWO CRIMES		
Alarms – Residential / Commercial		2
Animal Complaints	1	1
Agency Assist – EMS / Bulloch CSO / Other Agencies	9	8
City Ordinance Violations	1	
Civil Complaints		
Crimes Against Persons – Simple Assault/Battery / Sexual Assault		
Crimes Against Property – Theft / Shoplifting		
Disorderly Conduct	2	
Drug / Narcotics Violations		
Domestic Violence	1	
Juvenile – Unruly / Truant / Curfew	2	1
Miscellaneous – Traffic Detail / Public Service	7	4
Scam / Fraud		
Vandalism / Trespass / Property Damage		2
Total Part Two Crimes	23	18
Traffic Violations / Accidents		
Traffic Accidents	3	3
Citations Issued	70	79
Fines Collected During Current Month From Citations	\$5,496.00	\$15,954.20
Total Calls for Service	29	30
Total Officer Initiated Calls	64	93

CITY OF BROOKLET
STATE OF GEORGIA

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this ____ day of _____, 2024, between **BROOKLET, GEORGIA**, a municipal corporation organized and existing under the laws of the State of Georgia, hereinafter referred to as “Lessor”, and the **BLUEKNIGHTS STATE GA II**, hereinafter referred to as “Lessee”.

WHEREAS, the Blue Knights International Law Enforcement Motorcycle Club is a charitable nonprofit organization comprised of active and retired law enforcement officers;

WHEREAS, Lessor is the owner of real property at located at 100 Parker Avenue South, Brooklet, Georgia 30415 (the “Property”);

WHEREAS, Lessor recognizes that Lessee’s continued involvement in the community is beneficial to the City of Brooklet, Georgia and its inhabitants;

WHEREAS, Lessor desires to lease the Property to Lessee.

NOW THEREFORE, for and in consideration of the premises together with the mutual and reciprocal benefits flowing to each of the parties hereto, Lessor and Lessee do hereby contract and agree as follows:

1. **LEASE**. Lessor hereby leases the Property to Lessor for a term commencing on January 1, 2025, and continuing month to month until December 31, 2025 (the “Lease Term”), unless sooner terminated as provided herein.
2. **RENT**. Lessee shall pay unto Lessor the sum of One Hundred Dollars (\$100.00) per month in advance, beginning January 1, 2025, with like payments each and every month thereafter, being due and payable on the 1st day of the month during the Lease Term.

3. **TERMINATION**. Either party may terminate this agreement upon thirty (30) days' written notice to the other party. Such notice shall be effective upon delivery and may be provided through email or certified mail to the following:

For Lessor: Lori Phillips
lori.phillips@brookletga.us
104 Church Street
P.O. Box 67
Brooklet, Georgia 30415

For Lessee: Bobby Durden
bobbydurden16@hotmail.com
100 Parker Avenue South
Brooklet, Georgia 30415

4. **UTILITIES**. Lessee shall during the Lease Term pay all charges for utilities, including but not limited to telephone, gas, water, sewer, garbage pickup and electricity, used in or on the Property before they shall become delinquent, and shall hold Lessor harmless from any liability therefor.
5. **LESSEE'S DUTY TO REPAIR AND MAINTAIN**. Lessee agrees to provide necessary maintenance and repairs to the Property, and to keep the Property in good order and repair, reasonable wear and tear excepted, at its sole expense. Additionally, Lessee shall maintain the lawn and grounds on the Property, including but not limited to cutting the grass on a regular and reasonable basis.
6. **LESSOR'S DUTY TO REPAIR AND MAINTAIN**. Notwithstanding the foregoing, Lessor agrees to repair and maintain the roof, the heating and air conditioning system, and the septic system, with respect to all repairs and maintenance that exceeds \$1,000.00. Otherwise, Lessor shall have no obligation or duty under this agreement to repair and maintain the Property.
7. **ACCESS BY LESSOR**. Lessee shall permit Lessor and its agents to enter into and upon the Property at all times and for any purpose, including but not limited to the construction of any improvements.

8. **ASSIGNMENT AND SUBLETTING BY LESSEE.** Lessee shall not assign this agreement nor sublet all or any portion of the Property without the prior written consent of Lessor.
9. **APPLICABLE LAW.** This agreement shall be construed under and in accordance with the laws of the State of Georgia.
10. **SEVERABILITY.** In case of any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
11. **SOLE AGREEMENT BETWEEN THE PARTIES.** This agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the Property.
12. **AMENDMENT.** No amendment, modification or alteration of the terms hereof shall be binding unless the same be in writing, dated subsequent to the date hereof, and duly executed by the parties hereto.
13. **INSURANCE AND INDEMNIFICATION:** Lessee agrees to indemnify and hold harmless the Lessor from and against any and all liability of any kind with respect to Lessee's use and occupancy of the Property, and with respect to its performance and/or non-performance under the terms and provisions of this agreement, regardless of whether such liability is with respect to injury and/or damages to person(s) and/or property. Additionally, Lessee shall, at all times during the Lease Term, carry premises liability insurance in an amount equaling or exceeding \$500,000.00, and shall name the City of Brooklet, Georgia as an additional insured. Lessee shall furnish a certificate of insurance to Lessor prior to commencement of the Lease Term on January 1, 2025.

IN WITNESS WHEREOF, Lessor and Lessee have hereunto set their hands and affixed their seals on the day and year first above written.

BLUEKNIGHTS STATE GA II

BOBBY DURDEN, President

Signed, sealed and delivered this
____ day of _____, 2024, in
the presence of:

WITNESS

NOTARY PUBLIC

THE CITY OF BROOKLET, GEORGIA

By: _____
NICKY GWINNETT, JR.
Its: Mayor

Attest: _____
LORI PHILLIPS
Its: City Clerk

Signed, sealed and delivered this
____ day of _____, 2024, in
the presence of:

NOTARY PUBLIC

Sec. 13-6. Standards for approval.

The planning commission shall recommend, and the city council shall grant, variances only upon a finding of hardship, as follows:

- A. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; or
- B. The application of the zoning ordinance to this particular piece of property would create an unnecessary hardship; or
- C. There are conditions that are peculiar to the property involved which adversely affect its reasonable use or usability as currently zoned; or
- D. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose or intent of the zoning ordinance. In no event shall a variance be granted for a use of land or structure that is prohibited in a given district by this section.

(Ord. of 06-15-2023(1), § 2(C))

**STATE OF GEORGIA
CITY OF BROOKLET**

RESOLUTION # 2024-024

**A RESOLUTION OF THE CITY OF BROOKLET, GEORGIA, TO IMPOSE A
MORATORIUM ON THE RECEIPT OF ZONING AND ANNEXATION
APPLICATIONS**

WHEREAS, the City of Brooklet (the “City”) and the surrounding region have experienced rapid residential, commercial, and industrial growth and development during the preceding five years;

WHEREAS, it is widely accepted that such growth and development will continue for the foreseeable future;

WHEREAS, the City needs to revise its Code of Ordinances to enable the City to better regulate growth and its impacts;

WHEREAS, the City is concerned that during the revision process, it will be inundated with zoning and annexation applications;

WHEREAS, the City desires to maintain the status quo while it works on revisions to its Code and plans for anticipated growth and development;

WHEREAS, the City estimates that it will take 90 days or more to implement the needed revisions to its Code;

WHEREAS, a temporary moratorium on the receipt of zoning and annexation applications will enable the City to review, evaluate, and identify needed revisions to its code, and will provide the City with the time needed to plan for anticipated growth and development;

WHEREAS, the moratorium imposed by this Resolution is reasonably necessary, the least restrictive means available to maintain the status quo, a reasonable exercise of the City’s police power, and in the best interests of the public health, safety, and welfare; and

WHEREAS, the interests of the general citizenry of the City shall be served by imposing a temporary moratorium on the receipt of zoning and annexation applications.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE GOVERNING
AUTHORITY OF THE CITY OF BROOKLET, GEORGIA IN A REGULAR**

MEETING ASSEMBLED AND PURSUANT TO LAWFUL AUTHORITY THEREOF, AS FOLLOWS:

- 1. A moratorium is hereby imposed on the receipt of zoning and annexation applications.
- 2. The moratorium imposed by this Resolution shall terminate on the earliest date of: (a) March 21, 2025; (b) approval by the City Council of an additional moratorium; or (c) City Council action terminating this moratorium within the moratorium period.
- 3. All ordinances or resolutions in conflict herewith are hereby repealed.
- 4. This Resolution shall become effective immediately upon its adoption by the City Council.

SO RESOLVED this ____ day of December 2024.

CITY OF BROOKLET

Nicky Gwinnett, Jr., Mayor

ATTEST:

Lori Phillips, City Clerk

RESOLUTION

WHEREAS bids were received by the City of Brooklet on December 5th, 2024 for the **Brooklet Lift Station Project**, and

WHEREAS the low responsible, responsive bidder is **Y-Delta, Inc. of Statesboro, Georgia** with a bid in the amount of **\$993,216.59**; and

WHEREAS the low bidder, **Y-Delta, Inc. of Statesboro, Georgia** appears to have the necessary financial and technical ability to complete the project, and

BE IT THEREFORE resolved the City of Brooklet hereby makes contract award of the construction contract to **Y-Delta, Inc.** in the amount of **\$993,216.59**. This Award is subject to the City's approval of the contract documents.

THIS RESOLUTION was passed by a vote of _____ to _____ at a City Council Meeting held on _____.

CITY OF BROOKLET

Nicky Gwinnett, Mayor

Attest: _____
Lori Phillips, City Clerk



December 5th, 2024

Mrs. Lori Phillips
City of Brooklet
104 Church Street
Brooklet, GA 30415

RE: Letter of Recommendation – Brooklet Lift Station Project (PE24229)

Dear Mrs. Phillips,

As you are aware, bids were received and opened for the above referenced project on December 5th, 2024 at 11:00 AM. We have checked and tabulated the bids received. We have determined that Y-Delta, Inc. is the low bidder for this project when evaluated on the basis of the base bid amount.

Since the low bidder appears to have adequate experience and technical ability to complete this project, Parker Engineering recommends the project be awarded to Y-Delta, Inc. in an amount equal to the base bid in the amount of \$993,216.59.

We are enclosing one copy of the "Bid Tabulation" for your file. We are also enclosing a copy of the Notice of Award for this project and a sample resolution for your use. Please execute the Notice of Award and return it and the resolution to our office as soon as possible. We will prepare four (4) sets of contract documents and forward them to you when the Contractor has executed the Agreement and delivered all the necessary bonds, insurance, etc.

If you have any questions or need any additional information, please call us.

Sincerely,
Parker Engineering, LLC

Lindsey Bashlor
Lindsey Bashlor

encl: Bid Tabulation, Notice of Award, Resolution

CC: Carter Crawford, City of Brooklet
Nicky Gwinnett, City of Brooklet
Wesley Parker, Parker Engineering, LLC

**SECTION 00621
NOTICE OF AWARD**

PROJECT DESCRIPTION:

BROOKLET LIFT STATION PROJECT

The OWNER has considered the BID submitted by you on December 5th, 2024 for the above-described WORK in response to its Advertisement for Bids and Instruction to Bidders.

You are hereby notified that your BID has been accepted for items in the amount of Nine hundred ninety-three thousand two hundred sixteen dollars and fifty-nine cents, (\$993,216.59)

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTOR's Performance BOND, Payment BOND and Certificates of Insurance within fifteen (15) calendar days from the date of the Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within fifteen (15) days from the date of this notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20____.

CITY OF BROOKLET

Signature

By: Carter Crawford
Title: City Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged this ____ day of _____, 20__.

Signature

By: _____

Title: _____



December 5th, 2024

Mrs. Lori Phillips
City of Brooklet
104 Church Street
Brooklet, GA 30415

RE: Letter of Recommendation – Brooklet Lift Station Project (PE24229)

Dear Mrs. Phillips,

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If you have any questions or need any additional information, please call us.

Sincerely,
Parker Engineering, LLC

Lindsey Bashlor
Lindsey Bashlor

encl: Bid Tabulation, Notice of Award, Resolution

CC: Carter Crawford, City of Brooklet
Nicky Gwinnett, City of Brooklet
Wesley Parker, Parker Engineering, LLC

**AGREEMENT FOR GEORGIA MUNICIPAL ASSOCIATION, INC. TO PROVIDE
CONSULTING SERVICES FOR CITY OF BROOKLET**

THIS AGREEMENT FOR CONSULTING SERVICES ("Agreement") is made and entered into by and between CITY OF BROOKLET, ("CITY") and Georgia Municipal Association, Inc. ("GMA"), a private, nonprofit organization incorporated in the State of Georgia, located at 201 Pryor Street, S.W., Atlanta, Georgia, and is effective on the date when it is signed by both of them (the "Effective Date").

RECITALS

WHEREAS, CITY has requested that GMA provide the services described in **Exhibit A**; and

WHEREAS, GMA and CITY (the "Parties") wish to enter into an Agreement pursuant to which GMA will provide the services described in **Exhibit A** ("Services") to CITY for the compensation set forth in **Exhibit A**.

WHEREAS, GMA may provide such Services directly or indirectly through a subcontracting arrangement;

THEREFORE, for and in consideration of the foregoing Recitals and the mutual promises, covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, GMA and CITY (each individually a "Party" and collectively the "Parties") agree to the Recitals above and as follows:

1. Definitions

"Confidential Information." Confidential Information means all confidential and proprietary information of either party or any third party disclosed by one party to the other, which in the case of written information is marked "trade secret," "confidential" or "proprietary", and which in the case of information disclosed orally, is identified at the time of the disclosure as confidential or proprietary. All oral disclosures of Confidential Information to the other party will be summarized and confirmed as confidential or proprietary by the disclosing party in writing within ten (10) business days of the disclosure.

2. Services and Compensation

GMA will perform the services set forth in the attached **Exhibit A** for the compensation set forth in **Exhibit A**. **Exhibit A** is expressly incorporated in this Agreement as if fully restated. CITY shall facilitate GMA's delivery of the Services by providing to GMA any documents and information held by CITY that is necessary for GMA's performance of this agreement. The Services shall not include any legal or tax advice, and CITY shall not regard or treat the Services as containing any legal or tax advice.

3. Term

This Agreement shall start on the Effective Date and shall end one year after the effective date. If this Agreement has not been terminated and Services have not been completed or compensation has not been paid at the end of one year from the Effective Date, this Agreement shall automatically renew.

4. Ownership and Use of Work Product

CITY shall retain ownership of all data and materials, and the intellectual property rights in that data, provided to GMA by CITY or its representatives. GMA provides similar consulting services for other Eligible Governments, and all of them benefit by GMA's ability to re-use and repurpose its intellectual property when providing such services. Unless otherwise stated in **Exhibit A**, GMA retains ownership of any intellectual property it develops in the performance of consulting services ("Work Product") and grants CITY a permanent, non-exclusive license to use the Work Product for its intended purpose. CITY shall not reference or distribute the Work Product without prior written consent of GMA or as required by law.

5. Confidential Information and Sensitive Personally Identifiable Information

Each party must hold the other party's Confidential Information in confidence and use the same degree of care (but not less than reasonable care) to safeguard such Confidential Information as the party uses to protect its own Confidential Information.

These obligations do not apply to information which was in the recipient's rightful possession without an obligation of confidentiality before receipt from the disclosing party, or is or becomes a matter of public knowledge through no fault of the recipient, or is rightfully received by the recipient from a third party without a duty of confidentiality, or is independently developed by the recipient without reliance on the Confidential Information, or is disclosed under operation of law, or is disclosed by the disclosing party to third parties habitually without restriction on subsequent disclosure.

The Parties may use and disclose Confidential Information for the purposes of performing services under this Agreement, exercising rights under this Agreement, and associated recordkeeping.

If GMA must create or obtain sensitive, personally identifiable information such as social security numbers, account numbers or payment method information in order to perform Services, GMA shall protect such information in accordance with applicable law and GMA's applicable information privacy and security policies.

If either Party receives a request for disclosure of the other Party's Confidential Information or sensitive personally identifiable information pursuant to the Georgia Open Records Act (i.e., O.C.G.A. § 50-18-70, et. seq.) or other state or federal law, the recipient of the open records request shall inform the other Party immediately and may make only disclosures required by law.

6. Hold Harmless

Each party shall bear the responsibility for liability for negligence, errors or omissions of its own officers, agents, employees or subcontractors in carrying out this Agreement. To the extent permitted by law, CITY holds harmless GMA for liability for the negligence or willful misconduct of CITY, its officers, agents, employees or subcontractors arising out of this

Agreement. GMA holds harmless CITY for the negligence or willful misconduct of GMA, its officers, agents, employees or subcontractors arising out of this Agreement.

CITY acknowledges that visiting GMA/LGRMS Workers have no obligation to enforce CITY's safety policy or remind attendees of CITY's safety policy during the meeting.

GMA affirms that the GMA/LGRMS Worker will comply with CITY 's safety guidelines during the visit.

7. Limitation of Liability

Notwithstanding anything to the contrary in this Agreement, the Parties agree to the following limitation of liability. CITY agrees that the aggregate limit of liability of GMA for any claims or damages arising from the Services provided under this Agreement shall be an amount equal to the fees paid to GMA pursuant to this Agreement. In no event shall either party, or its employees, officers, subcontractors or agents, be liable to the other for any incidental, consequential, or special damages for actions or omissions in providing services or otherwise complying with this Agreement.

8. Independent Contractor Relationship

This Agreement does not create and shall not be construed to create an employee, representative, joint venture, or partnership relationship between the Parties. Neither Party is an agent of the other Party for any purpose except as expressly stated in **Exhibit A**.

At all times during the term of this Agreement, neither party will function as or represent itself to be the other party or its agent, and no officer, employee, or agent of one party shall hold himself or herself out to be an officer, employee, or agent of the other party. Notwithstanding the foregoing, GMA may serve as an agent of CITY to the extent set forth in **Exhibit A**.

9. Excused Performance

Neither GMA nor CITY shall be deemed to be in default of this Agreement or be liable for any delay or failure in performance, resulting directly or indirectly from any act of the elements, civil or military authority, civil disturbance, war, strike, fire, earthquake or other cause beyond its control. The time within which GMA is required to perform in accordance with the terms and conditions of this Agreement shall be extended for any delays caused in whole or in part by CITY, provided however, that GMA notifies CITY in writing within ten (10) business days of discovering such delays.

10. Termination

a) Termination by GMA.

Termination for Cause. GMA shall have the right to terminate this Agreement: if CITY fails to make any payment of undisputed amounts or commits any other material breach of this Agreement and fails to cure such breach within 30 days after receiving written notice of the failure or other material breach and GMA's intention to terminate the Agreement unless cured.

Termination for Convenience. GMA may terminate this Agreement for convenience as follows:

GMA may terminate this Agreement with 120 days written notice to CITY.

b) Termination by CITY.

Termination for Cause. CITY shall have the right to terminate this Agreement if GMA commits any material breach of this Agreement and fails to cure such breach within 30 days after receiving written notice of the material breach and CITY 's intention to terminate the Agreement unless cured.

Termination for Convenience. CITY may terminate this Agreement for convenience as follows:

CITY may terminate this Agreement with 120 days written notice to GMA.

c) Effect of Termination.

Upon termination of this agreement, GMA shall be entitled to payment for services rendered to CITY pursuant to this Agreement through the effective date of the termination.

After submission of any documentation to CITY's as required by the agreement, GMA shall be entitled to reimbursement for any expenses incurred on behalf of CITY.

d) Survival. The terms of the following Sections shall survive any termination of this Agreement.

Ownership and Use of Work Product

Confidential Information

Hold Harmless

Limitation of Liability

Miscellaneous (Records Maintenance, Retention and Audit, Notices, Waiver and Severability, Governing Law, Dispute Resolution, No Third Party Beneficiaries)

11. Miscellaneous

a) Records Maintenance, Retention and Audit. GMA shall maintain all records pertaining to this Agreement for the later of three (3) years or the date set forth by the GMA Record Retention Policy. GMA's accounting procedures and practices shall conform to generally accepted accounting principles and the costs properly applicable to this Agreement shall be readily ascertainable from the records. Upon the request of GMA after reasonable notice to CITY, CITY shall make available to GMA such records as may be necessary to enable GMA to conduct an audit to assure that the appropriate fees have been paid to GMA.

b) Assignment. Neither Party may assign this Agreement without the prior written consent of the other Party and any attempted assignment or delegation without such consent shall be void.

c) Subcontracting.

GMA may subcontract the performance of Services in whole or in part.

d) Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the legal representatives, successors and permitted assigns of the

Parties.

- e) No other Agreement; Modification. This Agreement sets forth the entire understanding of the Parties with respect to the subject matter and supersedes any prior negotiations, understandings or agreements with respect to the subject matter hereto. Except as expressly set forth herein, neither Party has made any statement, representation or warranty in connection herewith which has been relied upon by the other party or which acted as an inducement for the other Party to enter into this Agreement. This Agreement may only be modified by a writing signed by both Parties.
- f) Notices. All notices under this Agreement shall be in writing and shall be delivered (a) personally, with a copy by email; (b) by overnight courier, with a copy by email; or (c) by United States mail, registered or certified, return receipt requested, postage prepaid, with a copy by email to the address/s supplied below. Notices shall be deemed received on the date of personal delivery, the date of action receipt as indicated on the delivery invoice or return receipt or the date receipt is refused; whichever is earlier. Notices shall be sent to the parties at the addresses set forth below, or at such other addresses as the parties may provide in writing from time to time.

GMA:

Georgia Municipal Association, Inc.
c/o Ms. Pam Helton, Director of Member Services
201 Pryor Street, S.W.
Atlanta, Georgia 30303
phelton@gacities.com
478-232-0939

CITY:

City of Brooklet
c/o Mr. Nicky Gwinnett, Mayor
PO Box 67
Brooklet, Georgia 30415
Nicky.gwinnett@brookletga.us
912-842-2137

- g) Waiver and Severability. The waiver of one breach or default under this Agreement will not constitute the waiver of any subsequent breach or default. Any provision of this Agreement held to be illegal or unenforceable will be deemed amended to conform to applicable laws or regulations, or if it cannot be so amended without materially altering the intention of the parties, it will be stricken and the remainder of this Agreement will continue in full force and effect.
- h) Governing Law. This Agreement will be governed in all respects by the laws of the state of Georgia, without regard to any conflict of laws principles, decisional law, or statutory provision which would require or permit

application of another jurisdiction's substantive law. The Parties agree that the venue of any legal or equitable action that arises out of or relates to this Agreement shall be in the Superior Court of Fulton County.

i) Dispute Resolution.

- i. The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiations between those who have authority to settle the controversy. Within ten (10) business days after receipt of the notice, the receiving Party shall submit to the other a written response. The notice and the response shall include (1) a statement of each Party's position and a summary of arguments supporting that position, and (2) the name and title of the person who will represent that Party and of any other person who will accompany that person. Within ten (10) business days after delivery of the disputing Party's notice, the representatives of both Parties shall meet at a mutually acceptable time and place, and thereafter as often as they reasonably deem necessary, to attempt to resolve the dispute. All reasonable requests for information made by one Party to the other will be honored.
- ii. All negotiations pursuant to this clause will be confidential and shall be treated as compromise and settlement negotiations for purposes of the Federal Rules of Evidence and the rules of evidence of the State of Georgia.

- j) No Third Party Beneficiaries. This Agreement is between GMA and CITY alone and neither intends there to be any third-party beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services to CITY, GMA is not assuming any duty or obligation to any of CITY's residents, employees, vendors, clients, subcontractors or agents.

[Signatures on Page to Follow]

In witness whereof, the Parties have executed this Agreement and it is effective on the Effective Date.

Georgia Municipal Association, Inc. (GMA)

CITY OF BROOKLET

By: Pam Helton

By: _____

Name: Pam Helton

Name: _____

Title: Director, Member Services

Title: _____

Date: December 17, 2024

Date: _____

APPROVED

By Ryan Bowersox at 4:59 pm, Dec 17, 2024

Exhibit A

Services and Compensation

Scope of Work: GMA will provide facilitation services for the Brooklet City Council planning retreat scheduled for February 22, 2025, or at a mutually agreed upon date by the city of Brooklet and GMA.

- Pam Helton, Director, Member Services, will serve as the facilitator for the one day retreat.
- GMA will work with the city manager to develop the agenda for the retreat.
- GMA will highlight elected officials and staff roles to keep the city moving forward.
- Facilitator will help to capture a strategic planning roadmap with goals and initiatives of the city council and staff to undertake.
- Facilitator will coordinate with the city manager to prepare a summary report with action steps, timelines and persons responsible for moving forward the overall strategic plan of the city of Brooklet.

Cost of Service: \$1,000 plus any accommodations, mileage to and from the location of the retreat, and meals for this engagement.

CITY OF BROOKLET, GEORGIA FISCAL POLICIES

OPERATING BUDGET POLICIES

1. The City of Brooklet, Georgia (hereinafter "City") will finance all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures through the obligation of future resources. The City will not use short- term borrowing to meet operating budget requirements.
2. The operating budget will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.
3. All government funds are subject to the annual budget process. Budgets will be prepared for Proprietary Funds (Enterprise Funds) to establish fees and charges to control expenses.
4. The budget must be balanced for all budgeted funds, per Federal law. Total anticipated revenues and other resources available must be equal to total estimated expenditures for each fund.
5. All budgets will be adopted on a basis of accounting consistent with General Accepted Accounting Principles (GAAP). Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable, a liability has been incurred, and the liability will be liquidated with current resources.
6. All encumbered operating budget appropriations will lapse at year end. Encumbered balances will be re-appropriated in the following fiscal period in accordance with Generally Accepted Accounting Principles (GAAP).
7. The budget shall be adopted at the legal level of budgetary control which is the fund/department level (i.e., expenditures may not exceed the total from any department within a fund). Transfers of appropriations within a department shall require only the approval of the City Manager. Transfers between departments or funds, an increase of personnel services appropriation, or an increase in the level of authorized positions shall require the approval of Mayor and Council. Department heads and management are directed to operate within budget limitations to prevent "emergency" situations.
8. The City will strive to include an amount in the General Fund budget approved by Mayor and Council for unforeseen (i.e., emergency type) operating expenditures.
9. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare timely financial reports comparing actual revenues, expenditures and encumbrances with budgeted amounts.

10. The City shall comply with all state laws applicable to budget hearings, public notices, public inspection, and budget adoption.
11. Enterprise fund budgets shall be self-supporting whenever possible. Excess revenues of Enterprise funds shall not be transferred to other funds unless authorized in the Annual Budget.

CAPITAL BUDGET POLICIES

1. Capital projects will be undertaken to:
 - A. Preserve infrastructure and public facilities,
 - B. Promote economic development and enhance the quality of life.
 - C. Improve the delivery of services.
 - D. Preserve community and historical assets.
 - E. Improve economically depressed areas and those with low and moderate income Households.
2. A capital asset is defined as an asset with an initial, individual cost of more than \$7,500.00 and an estimated useful life of more than one year.
3. The City will develop a five year Capital Improvement Program (CIP) and update the CIP annually to direct the financing of and appropriations for all capital projects. A capital project for inclusion in the CIP is defined as any asset or project in excess of \$20,000 with an estimated useful life of three years.
4. The City will coordinate the development of the Capital Improvement Program with the development of the operating budget to insure that future operating costs are projected and included in the operating budget where appropriate.
5. The City will develop a program to replace authorized vehicles and equipment without significant impact to the capital budget.
6. The City will aggressively seek public and private grants, contracts, and other outside sources of revenue to fund projects included in the Capital Improvement Program.
7. The balances of appropriations for capital projects will be designated by management at year end and re-appropriated in the following years until the project is completed.

8. Proprietary Funds will depreciate capital assets in accordance with GAAP and all annual depreciation amounts available from earnings will be appropriated for replacement of existing capital plant and equipment.

RESERVE FUND POLICIES

1. The City will strive to accumulate a General Fund working reserve at least equal to three months of the total General Fund budget. This reserve shall be created and maintained to provide the capacity to:
 - A. Offset significant downturns and revision in any general government activity.
 - B. Provide sufficient working capital.
 - C. Provide sufficient cash flow for current financial needs at all times.
2. The City will maintain reserves in compliance with all debt service requirements to maintain bond ratings and the marketability of bonds.
3. The City will accumulate sufficient cash reserves in Enterprise Funds to equal three months of operating expenses to provide sufficient working capital without short-term borrowing:
4. In periods of economic decline and recessionary periods, the City will reduce expenditures and direct reserve funds using the following sequence of actions:
 - A. Reduce or eliminate current year funding for the Capital Additions and Improvements Program;
 - B. Reduce or eliminate current year funding for Capital Maintenance and Repair Projects and fund essential Maintenance and Repair Projects;
 - C. Utilize General Fund Working Reserve to sustain essential services;
 - D. And if necessary, reduce essential services.

REVENUE ADMINISTRATION POLICIES

1. The City will try to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of an economic downturn.

2. The City will estimate its revenues by an objective analytical process in a prudent Manner.
3. The City will follow a policy of paying for services with user charges possible to reduce the reliance on taxes and other general revenue sources.
4. The City will aggressively seek public and private grants, contracts, and other sources of revenues for funding projects where appropriate.
5. The City will establish the levels of all user charges based on an analysis of the cost of providing the services. User charges will be evaluated annually.
6. The City will set fees for each Enterprise Fund, at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets and requirements for future capital costs.

ACCOUNTING, AUDITING & FINANCIAL REPORTING

1. An independent audit in compliance with Generally Accepted Audit Standards will be performed annually by a qualified external auditor in accordance with O.C.G.A. §36-81-7.
2. The City will maintain a strong internal audit function to conduct: financial, operational, compliance, and performance audits.
3. The City will prepare a Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principals (GAAP).
4. The City will establish and maintain a high degree of accounting practice, accounting systems will conform to Generally Accepted Accounting Principles.
5. The City will maintain accurate records of all assets to insure a high degree of stewardship for public property.
6. The City will develop an ongoing system of financial reporting to meet the needs of the governing authority, the manager, department heads, and the general public. Reporting systems will monitor the cost of providing services where possible. The reporting systems will promote budgetary control and comparative analysis.

DEBT POLICIES

1. The City will confine long-term borrowing to capital improvements and moral obligations.
2. The City will not use short-term debt for operating purposes.
3. The City will follow a policy of full disclosure on every financial report and bond prospectus.
4. The City will use voted general obligation debt to fund public improvements which cannot be financed from current revenues, available fund balances, or other current sources of capital financing.
5. Enterprise Fund debt will be used only when revenues are sufficient to satisfy operating expenses and debt service requirements.

INVESTMENT POLICIES

1. All investments shall be made with consideration for environmental and human rights impact.
2. The investment program shall be operated based on the following principles, in the order listed.
 - A. Legality – all investments comply with state and local laws.
 - B. Safety – principal is protected from loss with secure investment practices and collateralization.
 - C. Liquidity – investments are readily convertible to cash when needed without losses.
 - D. Yield or Return on Investment – earnings are maximized without diminishing the other principles.
3. The investment program shall comply with all Georgia laws and federal/state regulations for investing public funds and safekeeping/security requirements.
4. The investment program should use a competitive selection process for investments in excess of 30 days. Investments should be placed with only qualified financial institutions.

5. The investment program should provide for a system of internal control over investments and timely financial reporting over investing activities.

6. Any transfer from invested funds to operating funds shall require approval from Mayor & Council.

