



# City of Brunswick

## FY2024

# Proposed Budget



*Historic City by the Sea*

# City of Brunswick

## List of Principal Officials FY 2024

### Mayor & Commissioners

Mayor	Cosby H. Johnson
Mayor, Pro-Tem South Ward	Julie T. Martin
Commissioner, North Ward	Kendra Rolle
Commissioner, North Ward	John A. Cason
Commissioner, South Ward	Felicia Harris

### Appointed Officials

City Manager	Regina M. McDuffie
Assistant City Manager	Jeremiah Bergquist
City Clerk	Naomi Atkinson
City Attorney	Brian Corry
Finance Director	Kathy Mills
Municipal Court Judge	Chris O'Donnell
Municipal Court Clerk	Mandy Sapp
Chief of Police	Kevin Jones
Fire Chief	Tim White
Public Works Director	Garrow Alberson
Planning & Development	John Hunter
Economic Development	Vacant
Neighborhood & Community Services	David Bravo
Downtown Development	Mathew Hill
Human Resources Manager	Sagrario Thomas
Information System Manager	William Bilancio

# CITY OF BRUNSWICK

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

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

City Attorney  
Brian D. Corry

City Manager  
Regina M. McDuffie

May 3, 2023

## **RE: Fiscal Year 2024 Proposed Budget**

Honorable Mayor & Commissioners,

The City has great opportunities ahead and continues to raise the bar to provide exemplary services to the citizens, residents, and visitors. Our community has been fortunate to record continued growth in the major revenue areas that support our operations. The Fiscal Year 2024 budget provides resources primarily to support the employees and move beyond the status quo. The proposed budget is \$20,257,968 an 7.93% increase from the budget for last fiscal year. Revenue recovery funds from the American Rescue Plan Act of \$4,123,624 are proposed to support major initiatives. The total budget is \$24,381,592.

Our goal for this year is to continue improving internal processes and efficiencies through reinforcing our workforce, supporting equipment needs and technological enhancements and upgrades. Increases in expenditures are proposed to support personnel costs. Travel expenses were slightly increased and funding for capital outlays are reduced due to availability of SPLOST funding. Funding levels to outside agencies was maintained.

**Revenues:** The budgeted revenues for FY2024 are approximately 7.9% more than annual revenue projections for the current year and 5.0% more than revenues collected in 2022. Property taxes are conservatively budgeted despite projected growth of nearly 10.0% in the digest. Sales taxes are projected to be up nearly \$1.1 million compared to the previous budget but only \$100,000 over actual collections in fiscal year 2022. Insurance Premium Tax is projected to increase slightly.

The budget does propose a transfer from the General fund balance due to the addition of Recreation operations, personnel, and funding needed for ground and facility maintenance at Howard Coffin Park. The use of funds for revenue recovery from the America Rescue Plan Act are proposed to fund programs for Housing development and the start-up of public transportation. The City's undesignated fund balance remains at a healthy level and increased based on the 2022 audit. The fund balance is also sufficient to fund the city's cashflow.

**Proposed Personnel Changes:** The budget includes 13.0 full-time employees for additional personnel to support administrative needs in information technology, human resources, and the recreation department. An increase to support higher pension costs is included to ensure that the fund continues to provide adequate funding for future liabilities.

**Proposed Operational Changes:** The proposed budget includes the salary increases that were approved in the current fiscal year plus a 3% increase for all employees mid-year. We will continue to provide resources to

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effectively enhance employee retention and recruitment in public safety, public works, and other critical areas. Our goal is to provide competitive salaries and better benefits to attract the best and brightest to our staff.

Despite continued economic uncertainty, the city's financial condition remains strong, and projections are favorable. Downtown developments are continuing, and anticipation of SPLOST funds to support major capital needs will improve the city's economic health. My goal is to continue to encourage efficiency and strong productivity from the city's workforce to meet the growing needs. Your continued support and consideration of the proposed budget is appreciated.

Sincerely,

*Regina M. McDuffie*

Regina M. McDuffie, City Manager

City of Brunswick  
FY 2023-24 Proposed Budget  
Budget Summary

Budget Highlights

Budget Schedule

Revenue Summary

Revenue Chart

Expenditure Summary

Expenditure Chart

Personnel Cost Chart

Authorized Position

Proposed Position Change Summary

Fixed Asset Summary



# FY 2024 Budget Highlights

Proposed General Fund Budget -

\$20,257,968 7.92%

Proposed GF Budget w/ ARPA - \$24,381,592

\$4,123,624 Revenue Recovery

## Revenues

Property Taxes -	\$5.4 million	26.6%
Sales Taxes -	\$9.0 million	44.6%
Other Taxes -	\$3.9 million	18.9%
<b>Total Taxes -</b>	<b>\$18.3 million</b>	<b>90.5%</b>

Appropriated Fund Balance - \$550,000

Opioid Funds - \$29,000

Decreases in Municipal Court and Building Permit revenues

## Expenses

Authorized Personnel - 240

Budgeted Personnel - 206

Additional personnel - 12 Full Time Equivalent

(11) Recreation personnel including Ground Maintenance

(1) Human Resources position

(1) Information Technology

3% Salary increased - effective December 1<sup>st</sup>

## **Key Initiatives**

Housing Development / Community Revitalization

Community Engagement & Outreach

City Recreation

Public Transportation

## **Additional Highlights**

\$50,000 in funds for Community Engagement and Community Outreach

\$45,000 for City Elections

\$50,000 in additional funding for Boarding houses, legal processing

\$50,000 for funding for the Land Bank

\$100,000 - continued support for BPD incentives

\$105,000 - Equipment for Fire Services

\$1,120,232 - Recreation Administration and Operation including grounds maintenance

## **Special Revenue Recovery Projects -**

Housing Programs & Development - \$2.5 million

Business Support / Relief - \$803,624

HCP Facility Improvements - \$600,000

Transit Services - \$220,000



## BUDGET SCHEDULE FY2024



### EVENT DESCRIPTION

### COMPLETION DATE

**BUDGET MEETING** (review of budget process & distribution of budget information)

with Department Heads      **9:00 A.M.**

**THURSDAY, MARCH 02, 2023**

### ***PHASE I - BUDGET SCHEDULE***

Department Budget Preparation Meetings

**Week of MARCH 13th, 2023**

Submission of Department/Agency Budget Requests

**THURSDAY, MARCH 30th, 2023**

Including all forms

Departmental Budget Hearings &      9 AM - 12 PM  
Agencies Budget Hearings      2 PM - 5 PM

**WEEK OF APRIL 3<sup>rd</sup>, 2023**

### ***PHASE II - BUDGET SCHEDULE***

Budget Review

**WEEK OF APRIL 10<sup>TH</sup>**

Budget Revisions Prepared

**WEEK OF APRIL 10<sup>TH</sup>**

Budget Revisions Back from Depts

**THURSDAY, APRIL 20th**

### ***PHASE III - FINAL BUDGET PREPARATION***

Budget presentation to Commissioners

**WEDNESDAY, MAY 3rd, 2023**





## BUDGET SCHEDULE FY 2024



### EVENT DESCRIPTION

### COMPLETION DATE

#### **PROPOSED BUDGET APPROVAL**

WEDNESDAY, MAY 17th

Public Notice on Proposed Budget\*  
(Availability and Public Hearing)

WEDNESDAY MAY 24<sup>TH</sup>, 2023

Commissioner's Budget Review, if needed\*\*

WEDNESDAY MAY 31st

Public Hearing on Budget\*\*\*

WED., JUNE 7<sup>TH</sup>, 2023  
Prior to REGULAR MEETING

#### **BUDGET APPROVAL BY COMMISSIONERS** **Budget Resolution Required with all funds**

WEDNESDAY, JUNE 21<sup>ST</sup>, 2023  
REGULAR MEETING

Approved Budget sent to departments

THURSDAY, JUNE 29<sup>TH</sup>

**NOTE:** Department hearings will be held in the 2<sup>nd</sup> Floor conference room

Commission meetings will be held at Old City Hall. Additional Commission Budget reviews TBD.

Public Hearing will be held at Old City Hall.

\* Advertisement must be seven (7) full days prior to the Public Hearing

\*\* Individual Budget Reviews will be conducted, if requested, prior to the public hearing

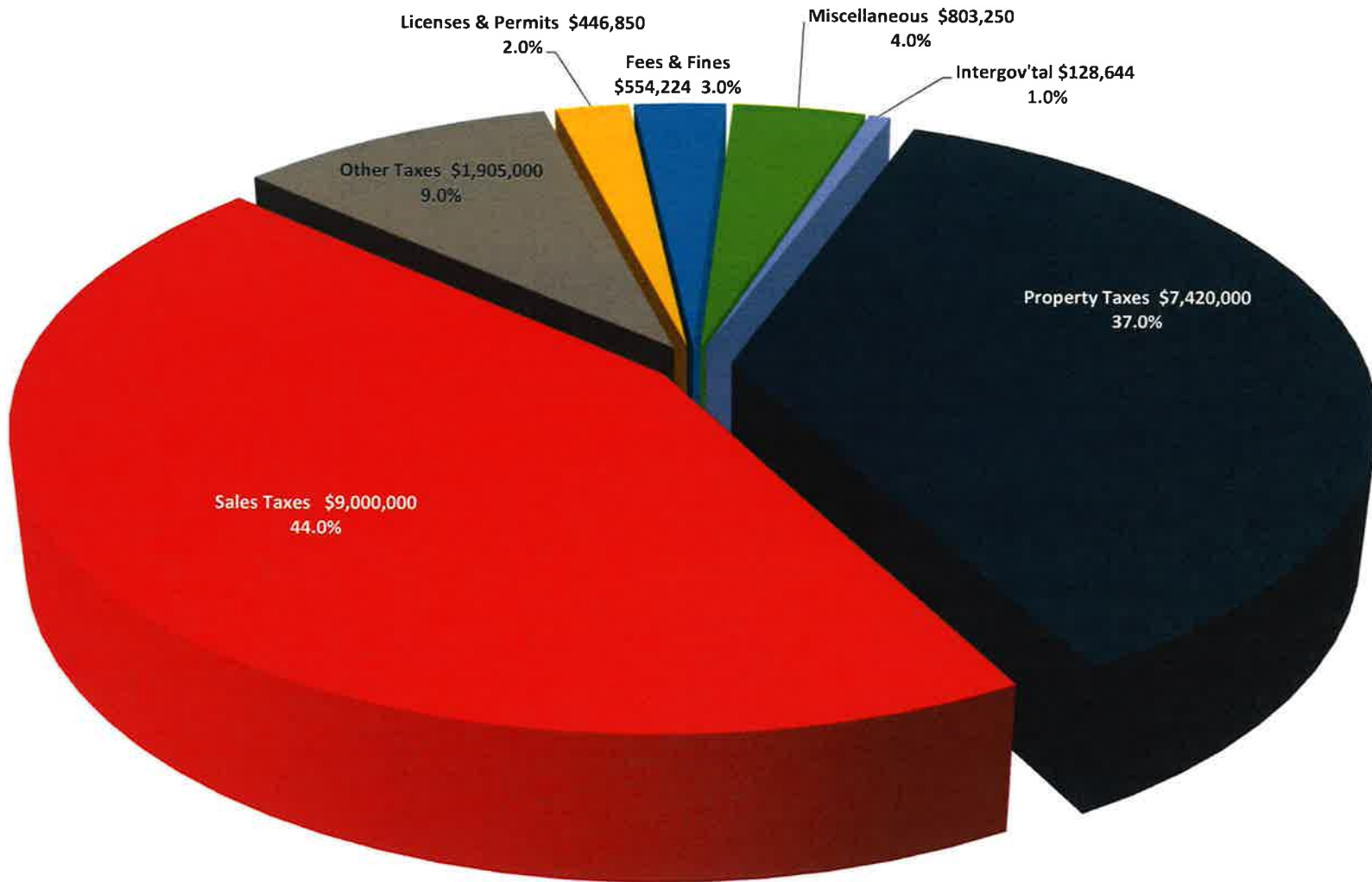
\*\*\* Public Hearing must be seven (7) full days prior to final budget approval

# CITY OF BRUNSWICK

## FY 2024 Proposed Budget

General Fund Revenues	Actual Budget 2021	Actual Budget 2022	Amended Budget 2023	Proposed Budget 2024	% Change FY23-24	% Change FY22-24
General property taxes	\$ 6,434,885	\$ 6,632,764	6,927,000	\$ 7,420,000	7.12%	11.87%
Sales & Use taxes	7,801,847	8,703,728	7,900,036	9,000,000	13.92%	3.40%
Alcohol taxes	502,656	487,310	494,000	460,000	-6.88%	-5.60%
Business taxes	1,309,496	1,331,133	1,333,000	1,320,000	-0.98%	-0.84%
Penalties & Interest	110,233	146,990	105,000	125,000	19.05%	-14.96%
Recording & Other Fees	8,628	22,035	14,000	16,474	17.67%	-25.24%
<b>Sub-Total Taxes</b>	<b>\$ 16,167,745</b>	<b>\$ 17,323,960</b>	<b>16,773,036</b>	<b>\$ 18,341,474</b>	<b>9.35%</b>	<b>5.87%</b>
Business licenses	\$ 270,171	\$ 286,201	283,300	\$ 280,550	-0.97%	-1.97%
Permits	312,178	124,985	171,000	164,400	-3.86%	31.54%
Penalties & Interest on Delinquent	1,874	1,703	1,200	1,900	58.33%	11.57%
<b>Sub-Total Licenses &amp; Permits</b>	<b>\$ 584,223</b>	<b>\$ 412,889</b>	<b>455,500</b>	<b>\$ 446,850</b>	<b>-1.90%</b>	<b>8.23%</b>
CDBG Subgrants	\$ 17,000	\$ 20,103	16,000	\$ 0	-100.00%	-100.00%
Other Federal & State Grants	48,493	662,356	662,500	33,000	0.00%	-95.02%
Local payments in lieu of taxes	62,382	70,892	65,000	70,000	7.69%	-1.26%
State road maintenance fees	23,509	25,646	25,644	25,644	0.00%	-0.01%
<b>Sub-Total Intergovernmental</b>	<b>\$ 151,384</b>	<b>\$ 778,997</b>	<b>769,144</b>	<b>\$ 128,644</b>	<b>-83.27%</b>	<b>-83.49%</b>
Public safety fees	\$ 173,866	\$ 124,007	131,500	\$ 129,250	-1.71%	4.23%
Recreation fees	11,830	20,068	9,000	20,000	122.22%	-0.34%
Cemetery fees	134,085	168,270	130,000	135,000	3.85%	-19.77%
Other fees	5,118	22,605	0	3,000	100.00%	-86.73%
<b>Sub-Total Fees</b>	<b>\$ 324,899</b>	<b>\$ 334,950</b>	<b>270,500</b>	<b>\$ 287,250</b>	<b>6.19%</b>	<b>-14.24%</b>
Municipal Court fines	\$ 332,096	\$ 192,090	255,000	\$ 250,000	-1.96%	30.15%
Parking tickets	3,645	1,785	3,000	500	-83.33%	-71.99%
<b>Sub-Total Fines</b>	<b>\$ 335,741</b>	<b>\$ 193,875</b>	<b>258,000</b>	<b>\$ 250,500</b>	<b>-2.91%</b>	<b>29.21%</b>
Property rentals	\$ 22,994	\$ 23,810	24,000	\$ 24,000	0.00%	0.80%
Insurance refunds	151,553	500	50,000	10,000	-80.00%	1900.00%
Interest income	22,426	69,186	40,000	160,750	301.88%	132.34%
Other revenues	69,418	146,995	4,900	598,500	12114.29%	307.16%
Sales of property & equipment	0	0	25,000	10,000	-60.00%	100.00%
<b>Sub-Total Miscellaneous Revenues</b>	<b>\$ 266,391</b>	<b>\$ 240,491</b>	<b>143,900</b>	<b>\$ 803,250</b>	<b>458.20%</b>	<b>234.00%</b>
Long Term Debt	\$ 0	\$ 0	0	\$ 0	0.00%	0.00%
Interfund Transfers	\$ 329,250	\$ 0	0	\$ 0	0.00%	0.00%
Transfer In -CHIP Grant	0	0	0			
GMA Capital Lease Proceeds	0	0	100,000	0	0.00%	0.00%
	<b>\$ 329,250</b>	<b>\$ 0</b>	<b>100,000</b>	<b>\$ 0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Appropriated Fund Balance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>\$ 18,159,633</b>	<b>\$ 19,285,162</b>	<b>18,770,080</b>	<b>\$ 20,257,968</b>	<b>7.93%</b>	<b>5.04%</b>

**City of Brunswick  
FY 2024 Budget  
General Fund Revenues - \$20,257,968**

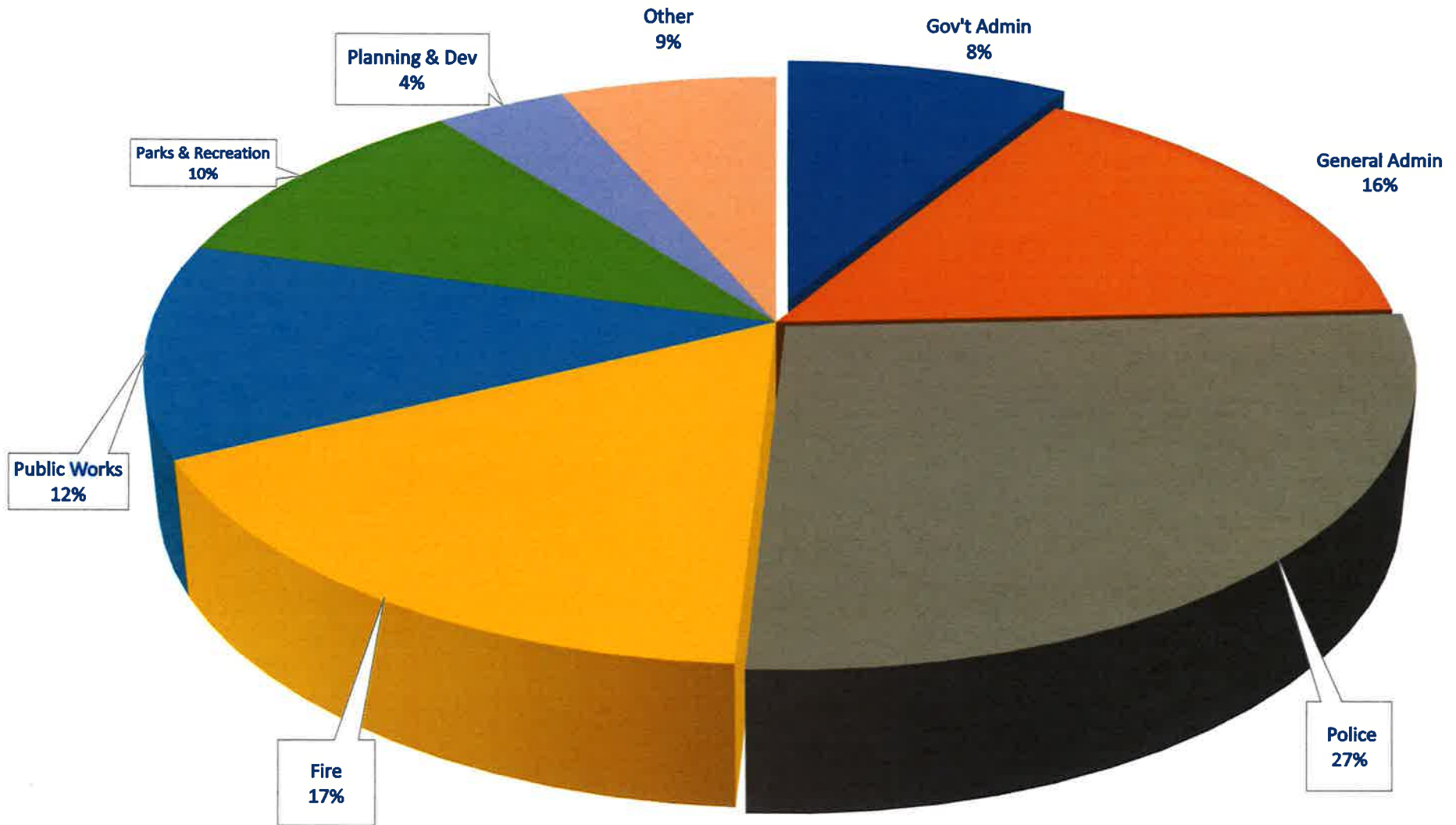


# CITY OF BRUNSWICK

## FY 2024 Proposed Budget

<b>General Fund Expenditures</b>	<b>Actual Budget 2021</b>	<b>Actual Budget 2022</b>	<b>Amended Budget 2023</b>	<b>Proposed Budget 2024</b>	<b>% Change</b>
City Commission	\$ 112,306	\$ 131,767	\$ 273,421	227,454	-16.81%
City Clerk	135,576	197,223	162,687	232,756	43.07%
City Manager	380,391	293,327	402,316	486,381	20.90%
Finance	385,401	379,150	414,732	413,952	-0.19%
Administrative Services	1,624	688	0	210,000	0.00%
Legal	121,138	125,452	131,056	152,900	16.67%
Information Technology	425,213	435,383	565,634	589,486	4.22%
Human Resources	122,202	117,013	160,164	222,306	38.80%
Tax Collection	101,084	90,758	141,545	137,924	-2.56%
General Gov't Buildings	667,455	301,407	327,160	227,350	-30.51%
General Administration	1,969,860	1,876,519	1,735,973	1,829,500	5.39%
Municipal Court	183,350	155,430	187,591	177,092	-5.60%
<b>Sub-Total General Government</b>	<b>\$ 4,605,600</b>	<b>\$ 4,104,117</b>	<b>\$ 4,502,279</b>	<b>4,907,101</b>	<b>8.99%</b>
Police Department	\$ 4,489,296	4,818,460	\$ 5,956,669	5,399,858	-9.35%
Fire Department	2,404,061	2,547,118	2,757,956	3,361,935	21.90%
Public Works	1,571,432	1,881,305	2,111,887	2,140,225	1.34%
<b>Sub-Total Public Safety</b>	<b>\$ 8,464,789</b>	<b>\$ 9,246,883</b>	<b>\$ 10,826,512</b>	<b>10,902,018</b>	<b>0.70%</b>
Cemeteries	\$ 291,598	\$ 288,026	\$ 351,000	248,707	-29.14%
Formerly Neighborhood Services	125,572	160,214	215,981	143,733	-33.45%
Recreation	0	0	0	1,177,849	100.00%
Parks & Ground Maintenance	367,094	566,787	535,808	762,874	42.38%
Planning & Code Enf	418,228	393,378	492,295	568,719	15.52%
Economic Development	150,659	182,105	211,994	231,023	8.98%
<b>Sub-Total Other Departments</b>	<b>\$ 1,353,151</b>	<b>\$ 1,590,510</b>	<b>\$ 1,807,078</b>	<b>3,132,905</b>	<b>73.37%</b>
<b>Transfers to Other Funds</b>	<b>\$ 1,681,848</b>	<b>\$ 2,292,498</b>	<b>\$ 1,634,211</b>	<b>1,315,944</b>	<b>-19.48%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,105,388</b>	<b>\$ 17,234,008</b>	<b>\$ 18,770,080</b>	<b>20,257,968</b>	<b>7.93%</b>

**City of Brunswick FY 2024 Budget  
General Fund Expenditures - \$20,257,968  
by Service Area**



# City of Brunswick

## FY 2023-24 Proposed Budget

### American Rescue Act Funding Proposal

#### Revenues

ARPA - Revenue Recovery	\$	4,123,624
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#### Expenses

Housing Programs & Development	\$	2,500,000
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Facility Improvements & Operations	\$	600,000
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Business Support / Relief	\$	803,624
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Transit Support	\$	220,000
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<b>Total</b>	<b>\$</b>	<b>4,123,624</b>
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Disbursed as of Feb 2023	\$	1,879,161
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#### Allocations Remaining

Revenue Recovery - FY 2023	\$	662,000
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Storm Drainage	\$	1,750,000
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Coastal Community Healthcare	\$	330,000
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Homelessness Prevention	\$	250,000
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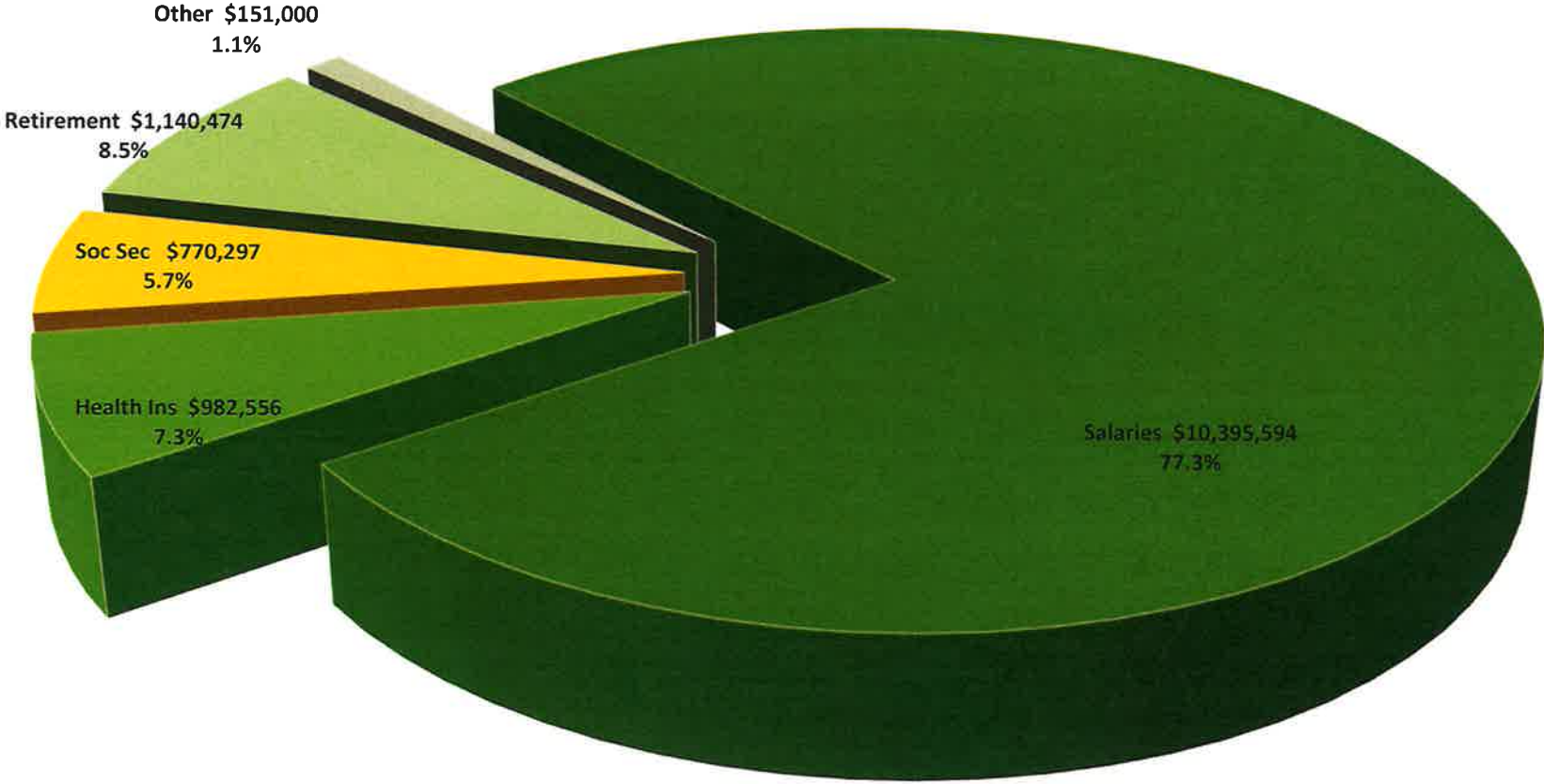
Road Improvements	\$	138,111
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<b>Total Allocations</b>	<b>\$</b>	<b>3,130,111</b>
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<b>Total Funds Allocated/Disbursed</b>	<b>\$</b>	<b>9,132,896</b>
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<b>Total Unallocated</b>	<b>\$</b>	<b>220,133</b>
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**City of Brunswick FY2024 Budget  
Cost of Personnel  
\$13,439,921**



## City of Brunswick FY 2024 Budget

Authorized Personnel  
by Purpose Total: 237 FT, 9 PT

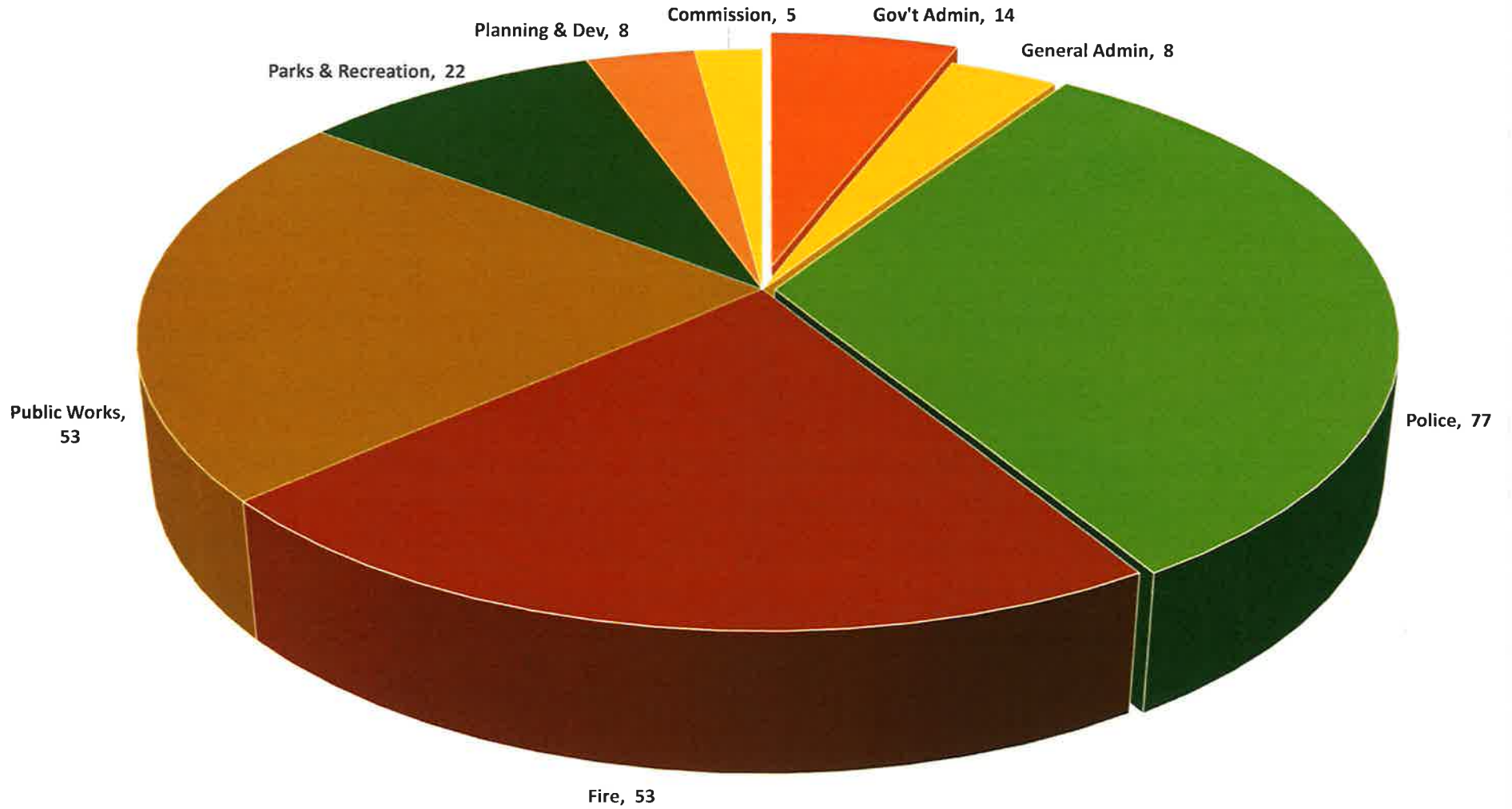
Commission	Mayor	1
	Commissioner	4
Government Administration		
	Clerk	2
	City Manager	4
	Finance	5
	Human Resources	3
General Administration		
	Information Tech	5
	Tax Collection	2
	Municipal Court	2
Neighborhood Srvs	All Divisions	14
Recreation		11
Public Works	All Divisions	53
Planning & Development		
	Planning & Code Enf	8
	Economic Dev	2
Fire	All Divisions	53
Police	All Divisions	77
	<b>TOTAL</b>	<b>246</b>



# City of Brunswick FY 2024 Budget

## Authorized Personnel

by Purpose Total: 237 FT, 9 PT



# City of Brunswick

## Summary of Requested Personnel/Operational Changes

### Requested Position Changes

Department	Position	Paygrade	Cost (Salary & Benefits)	
<b>Human Resources</b>				
	HR / Payroll Specialist	15	\$ 45,760.00	Add Full-time position
<b>Information Technology</b>				
	IT Network Tech	15	\$ 44,347.00	Add Full-time positions
<b>Recreation</b>				
	Recreation Director	n/a	68,640.00	Additional Full-Time positions
	Recreation Program Coord	17	47,028.80	
	Recreation Specialist	14	39,145.60	
	Administrative Assistant	13	37,107.20	
	Maintenance Supervisor	14	39,145.60	
	Grounds Crew Members (4)	9	133,120.00	
	<b>Additonal Part-time / Seasonal Staff</b>		75,000.00	
	<b>Total Cost of All Requests</b>		<b>\$ 529,294.20</b>	
	<b>Total Salaries &amp; Benefits</b>		<b>\$ 651,031.87</b>	

### Proposed 3% Salary Adjustment

Increased Salary Costs	\$ 210,000.00
Increased Benefit Costs	\$ 16,065.00
<b>Total Additional Costs</b>	<b>\$ 226,065.00</b>

# FY 2024 ANNUAL BUDGET



# Expense Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2024 Dept Head
Fund 100 - General Fund				
Reporting Category 1300 - City Manager				
	<i>Machinery and Equipment</i>			
54-2400	Computers	.00	1,000.00	.00
	<i>Machinery and Equipment Totals</i>	\$0.00	\$1,000.00	\$0.00
Reporting Category 1300 - City Manager Totals		\$0.00	\$1,000.00	\$0.00
Reporting Category 1535 - Information Technology				
	<i>Other Purchased Services</i>			
54-3000	Intangible--Computer Software	78,235.25	130,000.00	120,000.00
	<i>Other Purchased Services Totals</i>	\$78,235.25	\$130,000.00	\$120,000.00
	<i>Machinery and Equipment</i>			
54-2100	Machinery & Equipment	389.99	1,000.00	1,050.00
54-2400	Computers	13,245.05	12,000.00	12,000.00
	<i>Machinery and Equipment Totals</i>	\$13,635.04	\$13,000.00	\$13,050.00
Reporting Category 1535 - Information Technology Totals		\$91,870.29	\$143,000.00	\$133,050.00
Reporting Category 1545 - Tax Collection				
	<i>Other Purchased Services</i>			
54-3000	Intangible--Computer Software	10,925.00	22,000.00	10,925.00
	<i>Other Purchased Services Totals</i>	\$10,925.00	\$22,000.00	\$10,925.00
Reporting Category 1545 - Tax Collection Totals		\$10,925.00	\$22,000.00	\$10,925.00
Reporting Category 1565 - General Govt Buildings & Plant				
	<i>Property</i>			
54-1200	Site Improvements	.00	46,000.00	.00
	<i>Property Totals</i>	\$0.00	\$46,000.00	\$0.00
	<i>Machinery and Equipment</i>			
54-2100	Machinery & Equipment	39,591.25	40,000.00	20,000.00
54-2300	Furniture and Fixtures	.00	5,000.00	2,000.00
	<i>Machinery and Equipment Totals</i>	\$39,591.25	\$45,000.00	\$22,000.00
Reporting Category 1565 - General Govt Buildings & Plant Totals		\$39,591.25	\$91,000.00	\$22,000.00
Reporting Category 1595 - General Administration				
	<i>Machinery and Equipment</i>			
54-2200	Vehides	114.64	.00	.00
	<i>Machinery and Equipment Totals</i>	\$114.64	\$0.00	\$0.00
Reporting Category 1595 - General Administration Totals		\$114.64	\$0.00	\$0.00



# Expense Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2024 Dept Head
<b>Fund 100 - General Fund</b>				
Reporting Category <b>3200 - Police</b>				
<i>Machinery and Equipment</i>				
54-2200	Vehicles	401,967.01	114,500.00	16,000.00
54-2400	Computers	2,530.00	.00	.00
54-2500	Other Capital Outlay	75,916.14	55,000.00	16,000.00
<i>Machinery and Equipment Totals</i>		<b>\$480,413.15</b>	<b>\$169,500.00</b>	<b>\$32,000.00</b>
Reporting Category <b>3200 - Police Totals</b>				
Reporting Category <b>3200 - Police</b>				
<i>Machinery and Equipment</i>				
54-2100	Machinery & Equipment	69,071.25	80,000.00	65,000.00
54-2200	Vehicles	.00	.00	40,000.00
<i>Machinery and Equipment Totals</i>		<b>\$69,071.25</b>	<b>\$80,000.00</b>	<b>\$105,000.00</b>
Reporting Category <b>3500 - Fire Totals</b>				
Reporting Category <b>4100 - Public Works Administration</b>				
<i>Other Purchased Services</i>				
54-3000	Intangible--Computer Software	3,750.00	.00	5,000.00
<i>Other Purchased Services Totals</i>		<b>\$3,750.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>
<i>Machinery and Equipment</i>				
54-2200	Vehicles	.00	28,000.00	32,000.00
54-2400	Computers	9,300.00	.00	.00
<i>Machinery and Equipment Totals</i>		<b>\$9,300.00</b>	<b>\$28,000.00</b>	<b>\$32,000.00</b>
Reporting Category <b>4100 - Public Works Administration Totals</b>				
Reporting Category <b>4200 - Highways &amp; Streets</b>				
<i>Property</i>				
54-1400	Infrastructure	73,940.56	54,530.00	50,000.00
<i>Property Totals</i>		<b>\$73,940.56</b>	<b>\$54,530.00</b>	<b>\$50,000.00</b>
<i>Machinery and Equipment</i>				
54-2100	Machinery & Equipment	20,878.00	.00	15,000.00
54-2200	Vehicles	1,070.00	28,000.00	.00
<i>Machinery and Equipment Totals</i>		<b>\$21,948.00</b>	<b>\$28,000.00</b>	<b>\$15,000.00</b>
Reporting Category <b>4200 - Highways &amp; Streets Totals</b>				
Reporting Category <b>4900 - Maintenance &amp; Shop</b>				
<i>Machinery and Equipment</i>				
54-2100	Machinery & Equipment	48,387.63	21,908.00	3,500.00
54-2200	Vehicles	1,070.00	30,000.00	.00
54-2500	Other Capital Outlay	.00	20,000.00	.00

# Expense Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2024 Dept Head
Fund 100 - General Fund				
Reporting Category 4900 - Maintenance & Shop				
	<i>Machinery and Equipment</i>			
	<i>Machinery and Equipment Totals</i>	\$49,457.63	\$71,908.00	\$3,500.00
Reporting Category 4900 - Maintenance & Shop Totals		\$49,457.63	\$71,908.00	\$3,500.00
Reporting Category 4950 - Cemeteries				
	<i>Machinery and Equipment</i>			
54-2100 Machinery & Equipment		33,836.00	105,000.00	5,000.00
54-2200 Vehicles		21,795.00	.00	.00
	<i>Machinery and Equipment Totals</i>	\$55,631.00	\$105,000.00	\$5,000.00
Reporting Category 4950 - Cemeteries Totals		\$55,631.00	\$105,000.00	\$5,000.00
Reporting Category 6100 - Recreation				
	<i>Machinery and Equipment</i>			
54-2100 Machinery & Equipment		.00	.00	90,000.00
54-2200 Vehicles		.00	.00	80,000.00
54-2300 Furniture and Fixtures		249.80	500.00	500.00
54-2400 Computers		.00	.00	17,500.00
	<i>Machinery and Equipment Totals</i>	\$249.80	\$500.00	\$188,000.00
Reporting Category 6100 - Recreation Totals		\$249.80	\$500.00	\$188,000.00
Reporting Category 6200 - Parks				
	<i>Machinery and Equipment</i>			
54-2100 Machinery & Equipment		24,495.00	.00	.00
54-2200 Vehicles		.00	28,000.00	80,000.00
	<i>Machinery and Equipment Totals</i>	\$24,495.00	\$28,000.00	\$80,000.00
Reporting Category 6200 - Parks Totals		\$24,495.00	\$28,000.00	\$80,000.00
Reporting Category 7200 - Building Inspection				
	<i>Machinery and Equipment</i>			
54-2400 Computers		1,473.65	1,500.00	1,500.00
	<i>Machinery and Equipment Totals</i>	\$1,473.65	\$1,500.00	\$1,500.00
Reporting Category 7200 - Building Inspection Totals		\$1,473.65	\$1,500.00	\$1,500.00
Reporting Category 7400 - Planning & Zoning				
	<i>Other Purchased Services</i>			
54-3000 Intangible--Computer Software		6,200.00	10,500.00	15,600.00
	<i>Other Purchased Services Totals</i>	\$6,200.00	\$10,500.00	\$15,600.00
Reporting Category 7400 - Planning & Zoning Totals		\$6,200.00	\$10,500.00	\$15,600.00
Fund 100 - General Fund Totals		\$938,431.22	\$834,438.00	\$698,575.00



# Expense Budget Worksheet Report

Budget Year 2024

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Net Grand Totals	\$938,431.22	\$834,438.00	\$698,575.00
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# City of Brunswick

## FY2024

### Line-Item Budget



*Historic City by the Sea*

# City of Brunswick

## FY 2023-24 Proposed Budget

### Line Item Budget by Department

#### Table of Contents

Revenues	Page 1
Total Revenues	Page 6
City Commission	Page 7
City Clerk	Page 8
City Manager	Page 10
Finance	Page 12
Legal	Page 14
Information Technology	Page 15
Human Resources	Page 17
Tax Collection	Page 19
General Gov't Buildings	Page 20
City Engineer*	Page 24
General Administration	Page 25
Downtown Development	Page 27
Municipal Court	Page 28
Police Department	Page 30
Fire Department	Page 38
Public Works	Page 42
Recreation & Neighborhood Srvc	Page 53
Parks	Page 58
Building Inspection, Planning & Code Enf	Page 60
Economic Development	Page 65
Total General Fund Expenditures	Page 66



# City of Brunswick

## FY 2023-24 Proposed Budget

### Line Item Budget by Department

#### Table of Contents

#### Other Funds

State & Local Confiscated Assets	Page 58
Federal Confiscated Assets	Page 59
Emergency 911	Page 60
CDBG Admin - Neighborhood Services	Page 61
DOT Grant Funds	Page 63
Jekyll Island Fund	Page 64
Community Development Federal	Page 65
CHIP Grant	Page 66
CDBG-Disaster Recovery	Page 67
Cypress Recaptured	Page 69
Roosevelt Harris Center	Page 70
CDBG - Entitlement	Page 73
Hotel Motel Tax	Page 75
City Dock Fund	Page 76
SPLOST VI	Page 77
Norwich Street Commons	Page 81

**City of Brunswick**  
**FY 2023-24 Proposed Budget**  
**Line Item Budget by Department**

**Table of Contents**

Stormwater Utility Fund Page 82

Sanitation Fund Page 85

Mass Transit Page 88



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
	REVENUE				
	Reporting Category 0000 - Revenue				
	Function 0000 - Revenue				
	General Property Taxes				
31-1100	Real Property - Current Year	4,786,480.56	4,998,000.00	5,375,331.87	5,375,000.00
31-1111	Property Tax Refund-Current (Contra)	(37,504.28)	.00	(17,075.46)	.00
31-1200	Real Property - Prior Year	71,214.98	150,000.00	159,778.21	150,000.00
31-1201	Prior Years Property Tax Refunds (Contra)	(3,912.00)	.00	.00	.00
31-1210	Real Property - Delinquent 2000	.00	.00	248.13	.00
31-1310	Motor Vehicle Tax	31,665.71	30,000.00	19,906.30	20,000.00
31-1311	Motor Vehicle Title Advalorem Tax	354,431.38	348,000.00	255,364.97	300,000.00
31-1312	Alternative Ad Valorem Tax (AAVT)	4,873.42	2,500.00	4,793.73	2,500.00
31-1315	Motor Vehicle Tax - Delinquent	1,372.93	1,000.00	1,123.69	1,000.00
31-1320	Mobile Home Tax	742.37	500.00	118.44	500.00
31-1325	Mobile Home Tax - Delinquent	12.16	.00	.00	.00
31-1340	Intangibles-Regular & Recording	87,298.96	60,000.00	53,073.40	60,000.00
31-1350	Railroad Equipment Tax	29,767.67	28,500.00	.00	28,500.00
31-1390	Other Tax Revenues	.00	.00	3,960.12	2,500.00
31-1600	Real Estate Transfer Tax	37,480.77	32,000.00	42,201.04	40,000.00
31-1710	Georgia Power Franchise Tax	1,020,196.79	1,035,000.00	1,167,200.51	1,200,000.00
31-1730	Southern Company Gas	54,774.23	43,500.00	25,156.00	45,000.00
31-1750	Cable Television Franchise Tax	160,537.97	160,000.00	79,078.79	160,000.00
31-1760	Telephone Franchise Tax	33,330.35	38,000.00	22,701.10	35,000.00
	<i>General Property Taxes Totals</i>	<b>\$6,632,763.97</b>	<b>\$6,927,000.00</b>	<b>\$7,192,960.84</b>	<b>\$7,420,000.00</b>
	General Sales & Use Taxes				
31-3100	Local Option Sales & Use Tax	8,703,728.35	7,900,036.00	5,996,244.08	9,000,000.00
	<i>General Sales &amp; Use Taxes Totals</i>	<b>\$8,703,728.35</b>	<b>\$7,900,036.00</b>	<b>\$5,996,244.08</b>	<b>\$9,000,000.00</b>
	Selective Sales & Use Taxes				
31-4210	Beer Excise Tax	326,696.46	318,000.00	230,043.87	300,000.00
31-4220	Liquor Excise Tax	76,639.99	84,000.00	52,640.25	80,000.00
31-4230	Wine Excise Tax	83,974.01	92,000.00	57,487.18	80,000.00
	<i>Selective Sales &amp; Use Taxes Totals</i>	<b>\$487,310.46</b>	<b>\$494,000.00</b>	<b>\$340,171.30</b>	<b>\$460,000.00</b>
	Business Taxes				
31-6200	Insurance Premium Tax	1,268,665.23	1,268,000.00	1,200,877.76	1,260,000.00
31-6300	Financial Institution Tax	62,467.46	65,000.00	60,428.63	60,000.00

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>REVENUE</b>					
Reporting Category	0000 - Revenue				
Function	0000 - Revenue				
<i>Business Taxes</i>					
	<i>Business Taxes Totals</i>	\$1,331,132.69	\$1,333,000.00	\$1,261,306.39	\$1,320,000.00
<i>Penalties/Interest Delinquent Taxes</i>					
31-9110	Real Property Penalties & Int	146,989.47	105,000.00	108,492.75	125,000.00
	<i>Penalties/Interest Delinquent Taxes Totals</i>	\$146,989.47	\$105,000.00	\$108,492.75	\$125,000.00
<i>Business Licenses</i>					
32-1105	Refunds - Alcoholic Beverage Lic	(7,743.00)	.00	(3,382.00)	.00
32-1110	Beer License	810.00	800.00	405.00	400.00
32-1125	Beer & Wine License	32,605.00	32,000.00	31,930.25	32,000.00
32-1130	Liquor, Beer, & Wine License	93,518.25	90,000.00	82,268.50	90,000.00
32-1150	Alcohol License Admin Fee	8,890.00	9,200.00	8,605.00	9,000.00
32-1155	Application & Investigation Fee	3,363.00	2,500.00	4,350.00	3,000.00
32-1200	General Business License Fee	56,640.00	53,000.00	55,723.75	55,000.00
32-1220	Insurance License Fee	38,737.50	36,500.00	33,600.00	35,000.00
32-1290	Business License Admin Fee	41,580.00	40,000.00	40,780.00	38,500.00
32-1400	Professional License Fee	16,000.00	16,500.00	15,405.00	16,000.00
32-1600	Wrecker Fees	1,800.00	2,800.00	1,650.00	1,650.00
	<i>Business Licenses Totals</i>	\$286,200.75	\$283,300.00	\$271,335.50	\$280,550.00
<i>Non-Business Licenses &amp; Permits</i>					
32-2210	Zone & Land Use Permits	2,400.00	2,000.00	1,955.00	1,500.00
32-2230	Sign Permits	4,134.90	3,000.00	1,271.20	1,500.00
	<i>Non-Business Licenses &amp; Permits Totals</i>	\$6,534.90	\$5,000.00	\$3,226.20	\$3,000.00
<i>Regulatory Fees</i>					
32-3110	Occupancy Permits	4,775.00	5,000.00	4,000.00	3,400.00
32-3120	Building Permits	100,999.99	150,000.00	112,781.96	150,000.00
32-3130	Plumbing Permits	1,000.00	1,000.00	220.00	1,000.00
32-3140	Electrical Permits	5,640.00	5,000.00	4,510.00	4,500.00
32-3185	Mechanical Permits	2,037.50	1,500.00	312.50	1,000.00
32-3188	Civil Plan Reviews	400.00	500.00	.00	.00
32-3190	Other Permits	3,597.18	3,000.00	2,140.00	1,500.00
	<i>Regulatory Fees Totals</i>	\$118,449.67	\$166,000.00	\$123,964.46	\$161,400.00

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
REVENUE					
Reporting Category 0000 - Revenue					
Function 0000 - Revenue					
<i>Penalties/Interest Delinquent Licenses &amp; Permits</i>					
32-4000	Penalties/Int Delinquent License	150.00	.00	300.00	300.00
32-4100	Business License Penalties	1,553.00	1,200.00	2,138.50	1,600.00
<i>Penalties/Interest Delinquent Licenses &amp; Permits Totals</i>		<u>\$1,703.00</u>	<u>\$1,200.00</u>	<u>\$2,438.50</u>	<u>\$1,900.00</u>
<i>Federal Government Grants</i>					
33-1112	JAG Grant Dept of Justice	13,894.36	.00	19,980.61	18,000.00
33-1136	Southeast GA Violent Crimes Task Force (SEGVCTF) (REC FROM FBI)	49,466.53	.00	20,844.83	15,000.00
33-1152	ARPA Recovery Funds	.00	662,500.00	.00	.00
39-1264	Transfer in ARPA	500,000.00	.00	.00	.00
<i>Federal Government Grants Totals</i>		<u>\$563,360.89</u>	<u>\$662,500.00</u>	<u>\$40,825.44</u>	<u>\$33,000.00</u>
<i>State Government Grants</i>					
33-4000	Georgia Government Grants	98,394.50	.00	.00	.00
<i>State Government Grants Totals</i>		<u>\$98,394.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<i>Local Government Grants</i>					
33-6102	CDBG Subgrant to Roosevelt Lawrence Center	20,103.00	16,000.00	23,790.79	.00
<i>Local Government Grants Totals</i>		<u>\$20,103.00</u>	<u>\$16,000.00</u>	<u>\$23,790.79</u>	<u>\$0.00</u>
<i>Local Government Payments in Lieu of Taxes</i>					
33-8000	Local Gov Pyrms in Lieu of Taxes	70,892.00	65,000.00	.00	70,000.00
<i>Local Government Payments in Lieu of Taxes Totals</i>		<u>\$70,892.00</u>	<u>\$65,000.00</u>	<u>\$0.00</u>	<u>\$70,000.00</u>
<i>General Government Services</i>					
34-1400	Printing & Duplication Fees	926.25	.00	2,774.10	2,000.00
<i>General Government Services Totals</i>		<u>\$926.25</u>	<u>\$0.00</u>	<u>\$2,774.10</u>	<u>\$2,000.00</u>
<i>Public Safety Services</i>					
34-2100	Special Police Services	355.00	.00	30.00	.00
34-2110	Brunswick Housing Authority	98,161.84	105,000.00	84,322.95	105,000.00
34-2220	Fire Inspection Fees	3,375.00	3,000.00	3,125.00	3,000.00
34-2221	Fire Fees - Business License	20,775.00	20,000.00	22,100.00	21,000.00
34-2240	Fire Plan Review Fees	1,100.00	1,000.00	.00	.00
34-2310	Fingerprinting Fees	240.00	.00	260.00	250.00
<i>Public Safety Services Totals</i>		<u>\$124,006.84</u>	<u>\$129,000.00</u>	<u>\$109,837.95</u>	<u>\$129,250.00</u>
<i>Streets &amp; Public Improvements Services</i>					
34-3300	State Road Maintenance Fee	25,646.16	25,644.00	19,234.62	25,644.00
<i>Streets &amp; Public Improvements Services Totals</i>		<u>\$25,646.16</u>	<u>\$25,644.00</u>	<u>\$19,234.62</u>	<u>\$25,644.00</u>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>REVENUE</b>					
Reporting Category 0000 - Revenue					
Function 0000 - Revenue					
Utilities/Enterprise Services					
34-4120	Demolition Fees	1,731.12	.00	.00	.00
<i>Utilities/Enterprise Services Totals</i>		\$1,731.12	\$0.00	\$0.00	\$0.00
<i>Other Fees</i>					
31-9501	Fi Fa, Recording, and Other fees	22,034.77	14,000.00	17,617.46	16,474.00
34-2311	Traffic/Vehicle Crash Report Reimbursements	2,200.85	2,500.00	4.25	1,000.00
34-4310	Charging Station Fees	2.48	.00	9.36	.00
34-6400	Investigation Fee (Non-Refund)	240.00	.00	105.00	.00
38-9002	Movie Production Fees and Reimbursements	17,574.26	.00	.00	.00
<i>Other Fees Totals</i>		\$42,052.36	\$16,500.00	\$17,736.07	\$17,474.00
<i>Culture &amp; Recreation Services</i>					
34-7520	Summer Camp Fees	10,910.00	3,000.00	9,721.62	8,000.00
34-7530	Afterschool Fees	9,158.51	6,000.00	13,280.00	12,000.00
<i>Culture &amp; Recreation Services Totals</i>		\$20,068.51	\$9,000.00	\$23,001.62	\$20,000.00
<i>Other Charges for Services</i>					
34-9100	Grave Opening Fees	136,845.00	110,000.00	81,910.00	110,000.00
34-9105	Oak Grove Cemetery	1,000.00	5,000.00	4,000.00	5,000.00
34-9110	Palmetto Cemetery Lots	1,400.00	.00	300.00	.00
34-9120	Greenwood Cemetery Lots	21,200.00	15,000.00	12,800.00	15,000.00
34-9300	NSF Fees	89.98	.00	60.00	.00
38-9031	Employee Reimbursements for Take Home Vehicles	7,735.00	.00	5,565.00	5,000.00
<i>Other Charges for Services Totals</i>		\$168,269.98	\$130,000.00	\$104,635.00	\$135,000.00
<i>Fines &amp; Forfeitures</i>					
35-1170	Municipal Court Fines	198,424.10	255,000.00	125,624.78	250,000.00
35-1180	Municipal Ct Refunds (Contra)	(6,334.00)	.00	(6,102.27)	.00
35-1930	Parking Tickets	1,785.00	3,000.00	450.00	500.00
<i>Fines &amp; Forfeitures Totals</i>		\$193,875.10	\$258,000.00	\$119,972.51	\$250,500.00
<i>Interest Revenues</i>					
36-1000	Interest Earned	69,186.18	40,000.00	221,605.51	160,750.00
<i>Interest Revenues Totals</i>		\$69,186.18	\$40,000.00	\$221,605.51	\$160,750.00
<i>Contributions &amp; Donations from Private Sources</i>					
37-1000	Contributions/Donations Private	(439.00)	.00	.00	.00
37-1006	Fire Dept-Misc Donations/Grants	11,144.17	.00	5,737.19	.00

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>REVENUE</b>					
Reporting Category 0000 - Revenue					
Function 0000 - Revenue					
<i>Contributions &amp; Donations from Private Sources</i>					
37-1020	Restricted Contributions/Donate	(2,075.17)	.00	600.00	.00
37-1025	Restricted Donations - K9 Unit (formerly Dog Park)	469.94	.00	.00	.00
<i>Contributions &amp; Donations from Private Sources Totals</i>		\$9,099.94	\$0.00	\$6,337.19	\$0.00
<i>Rents &amp; Royalties</i>					
38-1000	Rentals & Leases of Property	23,810.40	24,000.00	18,609.30	24,000.00
<i>Rents &amp; Royalties Totals</i>		\$23,810.40	\$24,000.00	\$18,609.30	\$24,000.00
<i>Reimbursements for Damaged Property</i>					
38-3000	Insurance Proceeds & Refunds	500.00	50,000.00	26,437.05	10,000.00
38-3006	Reimbursements for Damaged Property-Other	30.00	.00	.00	.00
<i>Reimbursements for Damaged Property Totals</i>		\$530.00	\$50,000.00	\$26,437.05	\$10,000.00
<i>Other Revenue</i>					
38-3007	Employee Contract Buyouts	25,759.34	.00	.00	.00
38-9000	Miscellaneous Revenue	5,761.11	4,000.00	3,230.79	4,000.00
38-9004	Amazon Credit Card Points Used	711.03	400.00	340.67	.00
38-9005	Auction Proceeds	104,815.02	12,000.00	13,429.00	15,000.00
38-9007	WEX Gasoline Rebates	970.10	500.00	883.07	500.00
38-9015	Scrap Iron Sales	215.28	3,000.00	.00	.00
38-9017	National Opiate Settlement	.00	.00	29,143.92	29,000.00
38-9018	Settlements-non legal	.00	.00	228,589.04	.00
38-9020	Cash Drawers Over & Short	163.28	.00	(848.22)	.00
38-9050	Prior Year Resources	.00	.00	.00	550,000.00
<i>Other Revenue Totals</i>		\$138,395.16	\$19,900.00	\$274,768.27	\$598,500.00
<i>Interfund Transfers</i>					
39-1263	Transfer in Workers Comp	.00	.00	179,343.74	.00
<i>Interfund Transfers Totals</i>		\$0.00	\$0.00	\$179,343.74	\$0.00
<i>Proceeds of General Fixed Asset Dispositions</i>					
39-2100	Sale of Equipment	.00	10,000.00	.00	10,000.00
<i>Proceeds of General Fixed Asset Dispositions Totals</i>		\$0.00	\$10,000.00	\$0.00	\$10,000.00
<i>Proceeds of Long-Term Liabilities</i>					
39-3201	GMA Capital Lease Proceeds	.00	100,000.00	.00	.00
<i>Proceeds of Long-Term Liabilities Totals</i>		\$0.00	\$100,000.00	\$0.00	\$0.00

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund	<b>100 - General Fund</b>				
	<b>REVENUE</b>				
	Reporting Category <b>0000 - Revenue</b>				
	Function <b>0000 - Revenue</b> Totals	\$19,285,161.65	\$18,770,080.00	\$16,489,049.18	\$20,257,968.00
	Reporting Category <b>0000 - Revenue</b> Totals	\$19,285,161.65	\$18,770,080.00	\$16,489,049.18	\$20,257,968.00
	<b>REVENUE TOTALS</b>	\$19,285,161.65	\$18,770,080.00	\$16,489,049.18	\$20,257,968.00





# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**COMMISSION OFFICE**

### DESCRIPTION

The City Commission includes a body of five (5) elected officials charged with establishing policy, adopting the annual budget, and governing the health, safety, and welfare of the community. The Commission's Office includes the Mayor and four City Commissioners, two representing each ward (North and South).

### BUDGET SUMMARY

<b><u>EXPENDITURES</u></b>	<b>ACCT CODE</b>	<b>2022 ACTUAL</b>	<b>2023 APPROVED</b>	<b>2024 APPROVED</b>
PERSONNEL COSTS	51	\$ 111,061	\$ 87,669	\$ 116,954
SERVICES & CHARGES	52	26,418	182,152	105,600
SUPPLIES	53	4,126	3,600	4,900
VEHICLES / EQUIPMENT	54	-	-	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 141,605</b>	<b>\$ 273,421</b>	<b>\$ 227,454</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	0	0	0
<b>PERMANENT PART TIME</b>	5	5	5
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>5</b>	<b>5</b>	<b>5</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**COMMISSION OFFICE**

**ANNUAL WORKPLAN / GOALS:**

**PERSONNEL:**

Title	FT/PT	No. of Personnel
Mayor	PT	1
Northward Commissioner	PT	2
Southward Commssioner	PT	2

**MAJOR TASKS:**

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

(Budget Forms/Operating 1)

**FY 2024 ANNUAL BUDGET**



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:** **CLERKS OFFICE / TAX OFFICE**

### DESCRIPTION

The City Clerk's Office oversees the administrative affairs of the City Commission, maintains municipal records, and oversees compliance state and federal statute, such as elections, information requests, and open meetings. The Clerk's Office includes the City Clerk and Assistant City Clerk. The Tax Department is overseen by the Clerk's Office and manages real and personal property tax collection. The Tax Department includes a Tax Collection Specialist and Tax Collection Technician.

### BUDGET SUMMARY

<b><u>EXPENDITURES</u></b>	<b>ACCT CODE</b>	<b>2022 ACTUAL</b>	<b>2023 APPROVED</b>	<b>2024 APPROVED</b>
PERSONNEL COSTS	51	\$ 227,819	\$ 257,087	\$ 290,005
SERVICES & CHARGES	52	24,374	21,545	22,150
SUPPLIES	53	1,610	3,600	2,600
VEHICLES / EQUIPMENT	54	10,925	22,000	10,925
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 264,728</b>	<b>\$ 304,232</b>	<b>\$ 325,680</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	3	3	3
<b>PERMANENT PART TIME</b>	1	1	1
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>4</b>	<b>4</b>	<b>4</b>

(Budget Forms/Operating)

**FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**CLERKS OFFICE / TAX DEPARTMENT**

**ANNUAL WORKPLAN / GOALS:**

**PERSONNEL:**

<b>Title</b>	<b>FT/PT</b>	<b>No. of Personnel</b>
City Clerk	FT	1
Assistant City Clerk	FT	1
Tax Collection Specialist	FT	1
Tax Collection Technician	PT	1

**MAJOR TASKS:**

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

*(Budget Forms/Operating 1)*

**FY 2024 ANNUAL BUDGET**

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 1100 - City Commission					
Function 1110 - City Commission					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	78,060.08	76,731.00	60,794.51	76,732.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$78,060.08</b>	<b>\$76,731.00</b>	<b>\$60,794.51</b>	<b>\$76,732.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	17,460.00	6,417.00	5,347.50	25,931.00
51-2200	FICA	5,347.14	3,408.00	4,438.08	5,870.00
51-2300	Medicare	355.49	1,113.00	.00	.00
51-2400	Pension	.00	.00	.00	8,421.00
<i>Employee Benefits Totals</i>		<b>\$23,162.63</b>	<b>\$10,938.00</b>	<b>\$9,785.58</b>	<b>\$40,222.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1201	Consultants	.00	150,000.00	.00	30,000.00
52-1300	Technical Services	.00	.00	22.60	.00
52-3509	Travel and Training-C. Johnson	5,473.30	7,500.00	9,723.29	15,000.00
52-3510	Travel and Training - Rolle	8,701.96	4,500.00	9,162.66	9,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$14,175.26</b>	<b>\$162,000.00</b>	<b>\$18,908.55</b>	<b>\$54,000.00</b>
<i>Other Purchased Services</i>					
52-3205	Telephone	151.72	152.00	.00	.00
52-3206	Mobile Agreements	947.61	3,600.00	1,590.74	4,000.00
52-3209	Mobile Agreements-Cason	494.13	.00	190.29	.00
52-3211	Mobile Agreements-Harvey	663.35	.00	.00	.00
52-3212	Mobile Agreements-Martin	532.14	.00	190.29	.00
52-3214	Mobile Agreements-Williams	747.37	.00	.00	.00
52-3215	Mobile Agreements - Harris	991.23	.00	499.62	.00
52-3300	Advertising	3,285.00	2,800.00	3,994.00	4,500.00
52-3503	Travel & Training-Cason	.00	4,500.00	.00	4,500.00
52-3504	Travel & Training-Harvey	1,386.07	.00	.00	.00
52-3505	Travel & Training-Martin	50.00	4,500.00	110.00	4,500.00
52-3507	Travel & Training-Williams	1,115.83	.00	.00	.00
52-3508	Travel & Training-Harris	1,848.89	4,500.00	2,108.42	9,000.00
52-3600	Dues and Fees	29.16	100.00	30.00	100.00
52-3912	Community Outreach	.00	.00	.00	25,000.00
<i>Other Purchased Services Totals</i>		<b>\$12,242.50</b>	<b>\$20,152.00</b>	<b>\$8,713.36</b>	<b>\$51,600.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 1100 - City Commission					
Function 1110 - City Commission					
<i>Supplies</i>					
53-1100	General Supplies/Materials	299.78	800.00	265.28	800.00
53-1110	Office Supplies	501.26	.00	.00	.00
53-1115	Uniforms	.00	300.00	.00	600.00
53-1300	Food/Misc	3,325.36	2,500.00	1,427.45	3,500.00
<i>Supplies Totals</i>		<b>\$4,126.40</b>	<b>\$3,600.00</b>	<b>\$1,692.73</b>	<b>\$4,900.00</b>
Function 1110 - City Commission Totals		<b>\$131,766.87</b>	<b>\$273,421.00</b>	<b>\$99,894.73</b>	<b>\$227,454.00</b>
Function 1130 - City Clerk					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	123,889.17	127,196.00	116,122.28	133,559.00
51-1200	Temporary Employees	.00	.00	.00	14,422.00
51-1300	Overtime	118.22	.00	25.80	50.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$124,007.39</b>	<b>\$127,196.00</b>	<b>\$116,148.08</b>	<b>\$148,031.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	12,834.00	10,695.00	10,372.00
51-2200	FICA	8,871.10	14,168.00	8,764.67	6,687.00
51-2300	Medicare	587.03	1,844.00	.00	.00
51-2400	Pension	.00	.00	.00	14,416.00
<i>Employee Benefits Totals</i>		<b>\$21,098.13</b>	<b>\$28,846.00</b>	<b>\$19,459.67</b>	<b>\$31,475.00</b>
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	1,464.82	1,500.00	.00	.00
52-2300	Rentals	102.63	.00	1,345.60	1,500.00
<i>Purchased-Property Services Totals</i>		<b>\$1,567.45</b>	<b>\$1,500.00</b>	<b>\$1,345.60</b>	<b>\$1,500.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	1,011.27	800.00	.00	600.00
52-3210	Postage	.00	.00	26.30	50.00
52-3500	Travel & Training	5,130.07	3,500.00	3,204.30	4,500.00
52-3600	Dues and Fees	360.00	245.00	974.83	1,000.00
<i>Other Purchased Services Totals</i>		<b>\$6,501.34</b>	<b>\$4,545.00</b>	<b>\$4,205.43</b>	<b>\$6,150.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	255.88	600.00	274.54	600.00
53-1110	Office Supplies	342.34	.00	.00	.00
53-1400	Books and Periodicals	15.19	.00	.00	.00

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category	<b>1100 - City Commission</b>				
Function	<b>1130 - City Clerk</b>				
<i>Supplies</i>					
	<i>Supplies Totals</i>	\$613.41	\$600.00	\$274.54	\$600.00
<i>Intergovernmental</i>					
57-1125	Elections Glynn County	43,435.18	.00	.00	45,000.00
	<i>Intergovernmental Totals</i>	\$43,435.18	\$0.00	\$0.00	\$45,000.00
	Function <b>1130 - City Clerk</b> Totals	\$197,222.90	\$162,687.00	\$141,433.32	\$232,756.00
	Reporting Category <b>1100 - City Commission</b> Totals	\$328,989.77	\$436,108.00	\$241,328.05	\$460,210.00



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**CITY MANAGER'S OFFICE**

### DESCRIPTION

The City Manager's Office oversees all of the day-to-day operations for the City of Brunswick including public safety, public works, planning and development and community and neighborhood services. It also directs the administration of internal services including human resources, financial administration and information technology. A primary function is also to provide recommendations and guidance to the elected board of commissioners.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	ACCT CODE	2022 ACTUAL	2023 APPROVED	2024 PROPOSED
PERSONNEL COSTS	51	\$ 280,604	\$ 344,566	\$ 423,781
SERVICES & CHARGES	52	29,020	47,100	52,400
SUPPLIES	53	8,560	9,650	10,200
VEHICLES / EQUIPMENT	54	-	1,000	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 318,184</b>	<b>\$ 402,316</b>	<b>\$ 486,381</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	3	3	4
<b>PERMANENT PART TIME</b>	0	0	0
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>3</b>	<b>3</b>	<b>4</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**





# City of Brunswick

**DEPARTMENT NAME:**

**CITY MANAGER'S OFFICE**

**ANNUAL WORK PRODUCTIVITY:**

- 1) Establish recreation administration and operations including facility and athletic field preparation.
- 2) Establish a transit operation for the city and county as outlined in the transportation proposal approved by the city commission.
- 3) Work to develop programs and activities to support and promote housing development and the revitalization of residences and neighborhoods throughout the city.
- 4) Work with the county and local agencies to combat homelessness.
- 5) Promote economic development and growth by providing support for planning and economic development programs and products.
- 6) Increase transparency through information and access provided on the city's website, the news media and social media.
- 7) Improve quality of life by ensuring cleanliness of streets, drainage, parks and other infrastructure.
- 8) Improve city employment by reviewing and enhancing benefits, directing the revision of city's personnel policies, and promoting health and wellness.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
City Manager	FT	1
Assistant City Manager	FT	1
Executive Assistant to the City Manager	FT	1
Public Information Officer	FT	1

**MAJOR PROJECTS / EXPENSES**

- Establish Recreation Department
- Establish Transit Operation
- Develop SPLOST Monitoring System

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

Move Public Information Officer to City Manager's Office from Information Technology

*(Budget Forms/Operating 1)*

## FY 2024 ANNUAL BUDGET



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>EXPENSE</b>					
Reporting Category 1300 - City Manager					
Function 1320 - City Manager					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	198,877.61	270,428.00	228,082.66	336,967.00
51-1200	Temporary Employees	17,200.92	3,000.00	2,738.53	3,000.00
51-1300	Overtime	1,333.87	1,000.00	646.44	750.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$217,412.40</b>	<b>\$274,428.00</b>	<b>\$231,467.63</b>	<b>\$340,717.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	17,460.00	19,251.00	16,042.50	20,745.00
51-2200	FICA	14,044.42	16,829.00	17,162.05	25,778.00
51-2300	Medicare	1,082.81	3,936.00	.00	.00
51-2400	Pension	.00	30,122.00	.00	36,541.00
51-2500	Tuition Reimbursements	5,748.00	.00	282.55	.00
<i>Employee Benefits Totals</i>		<b>\$38,335.23</b>	<b>\$70,138.00</b>	<b>\$33,487.10</b>	<b>\$83,064.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	1,224.00	7,500.00	135.00	5,000.00
52-1201	Consultants	1,500.00	5,000.00	.00	5,000.00
52-1300	Technical Services	.00	.00	70.00	.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$2,724.00</b>	<b>\$12,500.00</b>	<b>\$205.00</b>	<b>\$10,000.00</b>
<i>Purchased-Property Services</i>					
52-2212	Repair / Maint Vehicles	30.45	1,000.00	175.00	500.00
52-2300	Rentals	1,001.00	1,000.00	616.00	1,000.00
<i>Purchased-Property Services Totals</i>		<b>\$1,031.45</b>	<b>\$2,000.00</b>	<b>\$791.00</b>	<b>\$1,500.00</b>
<i>Other Purchased Services</i>					
52-3200	Communications	2,000.00	3,000.00	.00	2,000.00
52-3205	Telephone	3,867.05	3,600.00	4,054.30	3,600.00
52-3206	Mobile Agreements	534.83	1,200.00	931.11	2,500.00
52-3210	Postage	8.70	.00	.00	.00
52-3300	Advertising	7,850.00	12,000.00	5,950.00	10,000.00
52-3400	Printing and Binding	.00	300.00	.00	1,000.00
52-3500	Travel & Training	7,251.83	10,000.00	16,128.84	18,000.00
52-3600	Dues and Fees	3,752.00	2,500.00	3,507.75	3,800.00
<i>Other Purchased Services Totals</i>		<b>\$25,264.41</b>	<b>\$32,600.00</b>	<b>\$30,572.00</b>	<b>\$40,900.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund	<b>100 - General Fund</b>				
	<b>EXPENSE</b>				
	Reporting Category <b>1300 - City Manager</b>				
	Function <b>1320 - City Manager</b>				
	<i>Supplies</i>				
53-1100	General Supplies/Materials	2,575.82	1,600.00	1,999.74	2,500.00
53-1110	Office Supplies	119.99	.00	.00	.00
53-1115	Uniforms	.00	500.00	435.52	500.00
53-1270	Gasoline/Diesel	454.82	350.00	450.78	500.00
53-1300	Food/Misc	4,135.34	6,000.00	2,132.53	5,000.00
53-1400	Books and Periodicals	365.67	200.00	40.00	200.00
53-1600	Small Equipment	908.00	1,000.00	668.86	1,500.00
	<i>Supplies Totals</i>	<b>\$8,559.64</b>	<b>\$9,650.00</b>	<b>\$5,727.43</b>	<b>\$10,200.00</b>
	<i>Machinery and Equipment</i>				
54-2400	Computers	.00	1,000.00	.00	.00
	<i>Machinery and Equipment Totals</i>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Function <b>1320 - City Manager Totals</b>	<b>\$293,327.13</b>	<b>\$402,316.00</b>	<b>\$302,250.16</b>	<b>\$486,381.00</b>
	Reporting Category <b>1300 - City Manager Totals</b>	<b>\$293,327.13</b>	<b>\$402,316.00</b>	<b>\$302,250.16</b>	<b>\$486,381.00</b>



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**Finance Department**

### DESCRIPTION

The Finance Department is responsible for processing all payments that are received and disbursed by the City and its various funds which includes balancing and quantifying in order to provide reports for internal as well as external interested parties (including governmental agencies) in the City's financial position at any point in time.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	<u>ACCT CODE</u>	<u>2022 ACTUAL</u>	<u>2023 APPROVED</u>	<u>2024 PROPOSED</u>
PERSONNEL COSTS	51	\$ 348,060	\$ 346,458	\$ 343,602
SERVICES & CHARGES	52	57,985	63,200	66,350
SUPPLIES	53	3,937	5,074	4,000
VEHICLES / EQUIPMENT	54	-	-	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 409,982</b>	<b>\$ 414,732</b>	<b>\$ 413,952</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	5	5	5
<b>PERMANENT PART TIME</b>	0	0	0
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>5</b>	<b>5</b>	<b>5</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**Finance Department**

**ANNUAL WORK PRODUCTIVITY:**

Processing all receipts and disbursements for the City's various funds, including bank reconciliations and quantifying data for financial reports.  
 Preparation of annual audit reports and other required governmental reporting, including ARPA, CDBG, SPLOST, and Pension.  
 Preparation of annual budget in conjunction with the City Manager's office.

Processing payments and accounting for the City's Defined Benefit Pension Plan and its participants.  
 Ascertaining that the City has adequate insurance and handling claims from outside parties.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
Finance Director	FT	1
Assistant Finance Director	FT	1
Accounts Payable Specialist	FT	1
Purchasing Agent/Financial Analyst	FT	1
Customer Service/Cemetery Records Specialist	FT	1

**MAJOR PROJECTS / EXPENSES**

Major projects for the Finance Department are the preparation of the annual audit, reporting for funds obtained outside the organization through grants, including American Rescue Plan Act (ARPA), Community Development Block Grants (CDBG and CDBG-DR (Disaster Recovery)), Coastal Regional Commission (CRC) et al.

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

The Finance Department has requested 5 full-time personnel which is no increase from prior years.

(Budget Forms/Operating 1)



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund <b>100 - General Fund</b>					
EXPENSE					
Reporting Category <b>1510 - Finance Administration</b>					
Function <b>1510 - Finance Administration</b>					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	253,053.30	259,534.00	208,343.17	267,543.00
51-1200	Temporary Employees	15,644.93	5,000.00	.00	.00
51-1300	Overtime	1,146.94	1,000.00	266.06	300.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$269,845.17</b>	<b>\$265,534.00</b>	<b>\$208,609.23</b>	<b>\$267,843.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	29,100.00	32,085.00	26,737.50	25,931.00
51-2200	FICA	17,111.38	16,153.00	15,279.93	20,467.00
51-2300	Medicare	1,171.34	3,778.00	.00	.00
51-2400	Pension	.00	28,908.00	.00	29,361.00
<i>Employee Benefits Totals</i>		<b>\$47,382.72</b>	<b>\$80,924.00</b>	<b>\$42,017.43</b>	<b>\$75,759.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1201	Consultants	10,915.50	12,000.00	11,191.00	11,500.00
52-1202	Auditors	43,900.00	45,000.00	52,400.00	50,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$54,815.50</b>	<b>\$57,000.00</b>	<b>\$63,591.00</b>	<b>\$61,500.00</b>
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	.00	650.00	.00	500.00
52-2300	Rentals	1,299.22	1,200.00	980.00	1,200.00
<i>Purchased-Property Services Totals</i>		<b>\$1,299.22</b>	<b>\$1,850.00</b>	<b>\$980.00</b>	<b>\$1,700.00</b>
<i>Other Purchased Services</i>					
52-3205	Telephone	.00	.00	40.41	50.00
52-3500	Travel & Training	1,798.10	3,000.00	559.00	3,000.00
52-3600	Dues and Fees	72.50	100.00	.00	100.00
52-3908	Audit Committee Expenses	.00	1,250.00	.00	.00
<i>Other Purchased Services Totals</i>		<b>\$1,870.60</b>	<b>\$4,350.00</b>	<b>\$599.41</b>	<b>\$3,150.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	2,967.07	3,074.00	2,352.63	3,000.00
53-1110	Office Supplies	145.71	.00	.00	.00
53-1600	Small Equipment	824.16	2,000.00	386.46	1,000.00
<i>Supplies Totals</i>		<b>\$3,936.94</b>	<b>\$5,074.00</b>	<b>\$2,739.09</b>	<b>\$4,000.00</b>
Function <b>1510 - Finance Administration Totals</b>		<b>\$379,150.15</b>	<b>\$414,732.00</b>	<b>\$318,536.16</b>	<b>\$413,952.00</b>
Reporting Category <b>1510 - Finance Administration</b>		<b>\$379,150.15</b>	<b>\$414,732.00</b>	<b>\$318,536.16</b>	<b>\$413,952.00</b>
Totals					



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	<b>General Fund</b>				
	<b>EXPENSE</b>				
	Reporting Category <b>1520 - Administrative Services</b>				
	Function <b>1520 - Administrative Services</b>				
	<i>Personal Services-Salaries Wages</i>				
51-1100	<b>Salaries &amp; Wages</b>	.00	.00	.00	210,000.00
	<i>Personal Services-Salaries Wages Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$210,000.00</u>
	<i>Other Purchased Services</i>				
52-3200	<b>Communications</b>	687.55	.00	.00	.00
	<i>Other Purchased Services Totals</i>	<u>\$687.55</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Function <b>1520 - Administrative Services Totals</b>	<u>\$687.55</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$210,000.00</u>
	Reporting Category <b>1520 - Administrative Services Totals</b>	<u>\$687.55</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$210,000.00</u>



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**CITY ATTORNEY**

### DESCRIPTION

The City Attorney is appointed by the City Commission to represent and advise the City Commission, City Officials, and Department Heads of legal matters pertaining to the office and city operations. The City Attorneys reviews and approves all legal documents, agreements, contracts, etc. He is also responsible for preparing ordinances and resolutions for Commission approval. The City Attorney also handles all matters as it relates to Municipal Court proceedings (i.e. traffic citations, code violations, etc.).

### BUDGET SUMMARY

<b><u>EXPENDITURES</u></b>	<b>ACCT CODE</b>	<b>2022 ACTUAL</b>	<b>2023 APPROVED</b>	<b>2024 PROPOSED</b>
PERSONNEL COSTS	51	\$ 124,500	\$ 129,000	\$ 150,000
SERVICES & CHARGES	52	886	2,056	2,900
SUPPLIES	53	-	-	-
VEHICLES / EQUIPMENT	54	-	-	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 125,386</b>	<b>\$ 131,056</b>	<b>\$ 152,900</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	0	0	0
<b>PERMANENT PART TIME</b>	0	0	0
<b>OTHER</b>	1	1	1
<b>TOTAL:</b>	<b>1</b>	<b>1</b>	<b>1</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**





# City of Brunswick

**DEPARTMENT NAME:**

**CITY ATTORNEY**

**ANNUAL WORK PRODUCTIVITY:**

Prepare resolutions for legislative activity

Review and/or develop ordinances as needed

Review and approve all contracts and agreements

Review and process all lawsuits and litigations for the City.

Handle negotiations as needed for agreements, contracts, etc.

Work with County Attorney on joint projects.

Provide legal guidance and advice for City Commission and Departments.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
City Attorney	Contracted	1

**MAJOR PROJECTS / EXPENSES**

Title clearance for demolition and housing projects

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

Additional funds for legal work for housing projects and demolitions.

(Budget Forms/Operating 1)

## FY 2024 ANNUAL BUDGET

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 1530 - Legal					
Function 1530 - Legal					
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	.00	.00	902.00	.00
52-1205	Lawyers	124,500.00	129,000.00	107,500.00	150,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$124,500.00</b>	<b>\$129,000.00</b>	<b>\$108,402.00</b>	<b>\$150,000.00</b>
<i>Other Purchased Services</i>					
52-3205	Telephone	.00	.00	345.35	400.00
52-3206	Mobile Agreements	456.12	456.00	228.54	500.00
52-3500	Travel & Training	.00	1,100.00	.00	1,500.00
52-3600	Dues and Fees	429.95	500.00	.00	500.00
<i>Other Purchased Services Totals</i>		<b>\$886.07</b>	<b>\$2,056.00</b>	<b>\$573.89</b>	<b>\$2,900.00</b>
<i>Supplies</i>					
53-1230	Electricity	66.28	.00	.00	.00
<i>Supplies Totals</i>		<b>\$66.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Function 1530 - Legal Totals		<b>\$125,452.35</b>	<b>\$131,056.00</b>	<b>\$108,975.89</b>	<b>\$152,900.00</b>
Reporting Category 1530 - Legal Totals		<b>\$125,452.35</b>	<b>\$131,056.00</b>	<b>\$108,975.89</b>	<b>\$152,900.00</b>



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**Information Technology**

### DESCRIPTION

The Information Technology Department works with all departments of the City to help support their IT Needs while working to add value to City operations by helping to improve efficiency and productivity through leveraging the use of technology.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	<u>ACCT CODE</u>	<u>2022 ACTUAL</u>	<u>2023 APPROVED</u>	<u>2024 PROPOSED</u>
PERSONNEL COSTS	51	\$ 153,648	\$ 252,486	\$ 284,984
SERVICES & CHARGES	52	197,022	163,185	163,800
SUPPLIES	53	7,139	6,965	7,652
VEHICLES / EQUIPMENT	54	91,870	143,000	133,050
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 449,679</b>	<b>\$ 565,636</b>	<b>\$ 589,486</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	4	4	5
<b>PERMANENT PART TIME</b>	0	0	0
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>4</b>	<b>4</b>	<b>5</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:****Information Technology****ANNUAL WORK PRODUCTIVITY:**

Continue to maintain all City systems, network, and hardware

Work to make IT an innovative value center instead of a service-oriented cost center

Troubleshoot employee issues and resolve IT issues as they occur.

Increase efficiency through technology

Educate and train employees on use for equipment and software

Research and develop new ways/approaches to working with both the public as well as employees such as teleconferencing of meetings, interactive kiosks, etc.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
IT Director	FT	1
IT Assistant	FT	2
IT Administrative Assistant	FT	1
IT Network Administrator	FT	1

**MAJOR PROJECTS / EXPENSES**

IT Security upgrade - To harden our defenses and lower our insurance rates

Computer upgrades - 25 machines/quarter for the next two years.

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

We are requesting the creation of one Full Time Position. This will be a Network Administrator position to first and foremost become the subject expert on all the City network platforms so they can aid in the support and maintenance of the systems.

*(Budget Forms/Operating 1)***FY 2024 ANNUAL BUDGET**

# Budget Worksheet Report

Budget Year 2024



Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 1535 - Information Technology					
Function 1535 - Information Technology					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	114,353.04	192,786.00	155,592.59	222,519.00
51-1200	Temporary Employees	5,170.38	3,000.00	.00	3,000.00
51-1300	Overtime	197.31	.00	371.92	500.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$119,720.73</b>	<b>\$195,786.00</b>	<b>\$155,964.51</b>	<b>\$226,019.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	27,638.00	23,031.70	20,745.00
51-2200	FICA	8,197.12	11,953.00	11,645.09	17,061.00
51-2300	Medicare	480.73	2,796.00	.00	.00
51-2400	Pension	.00	14,313.00	.00	21,159.00
<i>Employee Benefits Totals</i>		<b>\$20,317.85</b>	<b>\$56,700.00</b>	<b>\$34,676.79</b>	<b>\$58,965.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1201	Consultants	.00	.00	495.95	.00
52-1300	Technical Services	114,585.46	85,000.00	77,055.23	89,250.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$114,585.46</b>	<b>\$85,000.00</b>	<b>\$77,551.18</b>	<b>\$89,250.00</b>
<i>Purchased-Property Services</i>					
52-2212	Repair / Maint Vehicles	.00	1,000.00	790.37	1,050.00
<i>Purchased-Property Services Totals</i>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$790.37</b>	<b>\$1,050.00</b>
<i>Other Purchased Services</i>					
52-3205	Telephone	80,085.21	75,000.00	44,200.80	65,000.00
52-3206	Mobile Agreements	1,379.25	1,400.00	1,441.13	4,200.00
52-3500	Travel & Training	.00	500.00	330.00	3,800.00
52-3600	Dues and Fees	284.75	285.00	200.00	500.00
54-3000	Intangible--Computer Software	78,235.25	130,000.00	93,157.56	120,000.00
<i>Other Purchased Services Totals</i>		<b>\$159,984.46</b>	<b>\$207,185.00</b>	<b>\$139,329.49</b>	<b>\$193,500.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	5,895.48	5,500.00	8,015.55	5,775.00
53-1110	Office Supplies	114.55	.00	.00	.00
53-1126	Equipment Repair Parts	430.81	500.00	393.26	525.00
53-1270	Gasoline/Diesel	187.29	240.00	309.17	300.00
53-1400	Books and Periodicals	.00	200.00	.00	500.00
53-1600	Small Equipment	511.09	525.00	156.97	552.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category	1535 - Information Technology				
Function	1535 - Information Technology				
Supplies					
	<i>Supplies Totals</i>	\$7,139.22	\$6,965.00	\$8,874.95	\$7,652.00
	<i>Machinery and Equipment</i>				
54-2100	Machinery & Equipment	389.99	1,000.00	1,249.44	1,050.00
54-2400	Computers	13,245.05	12,000.00	9,782.17	12,000.00
	<i>Machinery and Equipment Totals</i>	\$13,635.04	\$13,000.00	\$11,031.61	\$13,050.00
Function	1535 - Information Technology Totals	\$435,382.76	\$565,636.00	\$428,218.90	\$589,486.00
Reporting Category	1535 - Information Technology Totals	\$435,382.76	\$565,636.00	\$428,218.90	\$589,486.00



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**HUMAN RESOURCES**

### DESCRIPTION

The Human Resources Department oversees, administers, and implements a number of programs, services, and resources relating to personnel management on behalf of the City. The HR Department is the HR Manager and HR Assistant.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	ACCT CODE	2022 ACTUAL	2023 APPROVED	2024 PROPOSED
PERSONNEL COSTS	51	\$ 106,498	\$ 125,614	\$ 197,256
SERVICES & CHARGES	52	17,601	23,400	20,900
SUPPLIES	53	2,348	11,150	4,150
VEHICLES / EQUIPMENT	54	-	-	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 126,447</b>	<b>\$ 160,164</b>	<b>\$ 222,306</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	1	2	3
<b>PERMANENT PART TIME</b>	1	0	0
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>2</b>	<b>2</b>	<b>3</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**HUMAN RESOURCES**

**ANNUAL WORKPLAN / GOALS:**

To reduce employee turnover and improve employ recruitment and retention

To provide up to date guidelines and policies to govern personnel activities

To enhance the city's employment package by ensuring competitive salaries and benefits are being offered.

To increase awareness and education regarding healthcare and reduce the health insurance claims and costs.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
HR Manager	FT	1
HR Payroll Specialist	FT	1
HR Admin Assistant	FT	1

**MAJOR TASKS:**

Update Personnel Policy Manual

Prepare a comparative analysis of city benefits to determine appropriateness and competitiveness

Develop a recruitment plan and retention plan

Develop an Employee Wellness Program, enhance open enrollment process

Develop an Employee Recognition Program

**APPROVED PERSONNEL / OPERATIONAL CHANGES**

Add HR Payroll Specialist

*(Budget Forms/Operating 1)*

**FY 2024 ANNUAL BUDGET**





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 1540 - Human Resources					
Function 1540 - Human Resources					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	76,213.07	94,942.00	78,907.41	154,866.00
51-1200	Temporary Employees	3,335.60	.00	.80	3,000.00
51-1300	Overtime	12.24	.00	146.12	175.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$79,560.91</b>	<b>\$94,942.00</b>	<b>\$79,054.33</b>	<b>\$158,041.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	12,834.00	10,695.00	10,372.00
51-2200	FICA	5,569.98	5,886.00	5,877.13	11,848.00
51-2300	Medicare	292.85	1,377.00	.00	.00
51-2400	Pension	.00	10,575.00	.00	16,995.00
<i>Employee Benefits Totals</i>		<b>\$17,502.83</b>	<b>\$30,672.00</b>	<b>\$16,572.13</b>	<b>\$39,215.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1100	Official / Administrative	.00	.00	35.00	.00
52-1200	Professional Services	12,254.18	10,000.00	24,094.26	8,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$12,254.18</b>	<b>\$10,000.00</b>	<b>\$24,129.26</b>	<b>\$8,000.00</b>
<i>Purchased-Property Services</i>					
52-2300	Rentals	2,593.63	2,500.00	1,669.00	2,500.00
<i>Purchased-Property Services Totals</i>		<b>\$2,593.63</b>	<b>\$2,500.00</b>	<b>\$1,669.00</b>	<b>\$2,500.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	374.50	400.00	207.92	600.00
52-3300	Advertising	2,100.00	3,000.00	35.00	3,000.00
52-3400	Printing and Binding	.00	.00	.00	500.00
52-3500	Travel & Training	.00	3,000.00	.00	3,000.00
52-3600	Dues and Fees	279.00	500.00	75.00	300.00
52-3700	Education and Training	.00	4,000.00	100.00	3,000.00
<i>Other Purchased Services Totals</i>		<b>\$2,753.50</b>	<b>\$10,900.00</b>	<b>\$417.92</b>	<b>\$10,400.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	1,556.41	1,000.00	2,053.10	2,500.00
53-1110	Office Supplies	353.97	.00	.00	.00
53-1300	Food/Misc	157.09	10,000.00	5,622.12	1,500.00
53-1400	Books and Periodicals	.00	150.00	.00	150.00
53-1700	Other Supplies	280.70	.00	.00	.00



# Budget Worksheet Report

Budget Year 2024

<u>Account</u>	<u>Account Description</u>	<u>2022 Actual Amount</u>	<u>2023 Amended Budget</u>	<u>2023 Actual Amount</u>	<u>2024 Dept Head</u>
Fund	<b>100 - General Fund</b>				
<b>EXPENSE</b>					
Reporting Category	<b>1540 - Human Resources</b>				
Function	<b>1540 - Human Resources</b>				
Supplies					
	<i>Supplies Totals</i>	\$2,348.17	\$11,150.00	\$7,675.22	\$4,150.00
Function	<b>1540 - Human Resources Totals</b>	\$117,013.22	\$160,164.00	\$129,517.86	\$222,306.00
Reporting Category	<b>1540 - Human Resources Totals</b>	\$117,013.22	\$160,164.00	\$129,517.86	\$222,306.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 1545 - Tax Collection					
Function 1545 - Tax Collection					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	52,721.86	79,661.00	35,632.35	79,768.00
51-1300	Overtime	18.99	.00	48.70	75.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$52,740.85</b>	<b>\$79,661.00</b>	<b>\$35,681.05</b>	<b>\$79,843.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	5,820.00	6,417.00	5,347.50	15,559.00
51-2200	FICA	3,739.77	4,939.00	2,703.58	6,102.00
51-2300	Medicare	231.05	1,155.00	.00	.00
51-2400	Pension	.00	8,873.00	.00	8,995.00
<i>Employee Benefits Totals</i>		<b>\$9,790.82</b>	<b>\$21,384.00</b>	<b>\$8,051.08</b>	<b>\$30,656.00</b>
<i>Other Purchased Services</i>					
52-3210	Postage	2,656.71	3,000.00	2,102.95	3,500.00
52-3300	Advertising	3,250.00	2,500.00	.00	2,500.00
52-3400	Printing and Binding	1,927.42	4,500.00	2,541.24	3,000.00
52-3500	Travel & Training	100.00	1,000.00	186.70	1,000.00
52-3601	Recording Fees	8,371.00	4,500.00	6,315.00	4,500.00
54-3000	Intangible--Computer Software	10,925.00	22,000.00	11,440.00	10,925.00
<i>Other Purchased Services Totals</i>		<b>\$27,230.13</b>	<b>\$37,500.00</b>	<b>\$22,585.89</b>	<b>\$25,425.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	683.33	2,000.00	485.87	1,000.00
53-1600	Small Equipment	313.18	1,000.00	359.00	1,000.00
<i>Supplies Totals</i>		<b>\$996.51</b>	<b>\$3,000.00</b>	<b>\$844.87</b>	<b>\$2,000.00</b>
Function 1545 - Tax Collection Totals		<b>\$90,758.31</b>	<b>\$141,545.00</b>	<b>\$67,162.89</b>	<b>\$137,924.00</b>
Reporting Category 1545 - Tax Collection Totals		<b>\$90,758.31</b>	<b>\$141,545.00</b>	<b>\$67,162.89</b>	<b>\$137,924.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund	<b>100 - General Fund</b>				
	<b>EXPENSE</b>				
	Reporting Category <b>1565 - General Govt Buildings &amp; Plant</b>				
	Function <b>1565 - General Govt Buildings &amp; Plant</b>				
	<i>Purchases Professional &amp; Technical Services</i>				
52-1200	Professional Services	1,188.97	.00	.00	.00
	<i>Purchases Professional &amp; Technical Services Totals</i>	<b>\$1,188.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<i>Purchased-Property Services</i>				
52-2100	Cleaning Services	.00	4,000.00	351.25	2,000.00
52-2130	Janitorial Services	3,786.70	20,000.00	14,134.30	16,000.00
52-2200	Repairs and Maintenance	34.95	.00	2,080.00	2,000.00
52-2210	Repair / Maint Building	44,629.94	25,000.00	5,253.88	15,000.00
52-2211	Repair / Maint Equipment	8,666.31	6,000.00	4,399.08	5,000.00
	<i>Purchased-Property Services Totals</i>	<b>\$57,117.90</b>	<b>\$55,000.00</b>	<b>\$26,218.51</b>	<b>\$40,000.00</b>
	<i>Other Purchased Services</i>				
52-3205	Telephone	2,018.67	1,500.00	6,658.76	.00
	<i>Other Purchased Services Totals</i>	<b>\$2,018.67</b>	<b>\$1,500.00</b>	<b>\$6,658.76</b>	<b>\$0.00</b>
	<i>Supplies</i>				
53-1100	General Supplies/Materials	28,266.58	3,000.00	3,191.33	3,500.00
53-1130	Building Repair Supplies	182.85	500.00	82.80	500.00
53-1210	Water/Sewerage	3,642.40	2,900.00	4,107.64	3,500.00
53-1230	Electricity	37,861.51	32,000.00	18,964.74	30,000.00
	<i>Supplies Totals</i>	<b>\$69,953.34</b>	<b>\$38,400.00</b>	<b>\$26,346.51</b>	<b>\$37,500.00</b>
	<i>Machinery and Equipment</i>				
54-2100	Machinery & Equipment	39,591.25	40,000.00	49,000.00	20,000.00
	<i>Machinery and Equipment Totals</i>	<b>\$39,591.25</b>	<b>\$40,000.00</b>	<b>\$49,000.00</b>	<b>\$20,000.00</b>
	Function <b>1565 - General Govt Buildings &amp; Plant</b>	<b>\$169,870.13</b>	<b>\$134,900.00</b>	<b>\$108,223.78</b>	<b>\$97,500.00</b>
	Totals				
	Function <b>1566 - Old City Hall</b>				
	<i>Purchased-Property Services</i>				
52-2100	Cleaning Services	9,600.00	12,000.00	7,200.00	10,000.00
52-2200	Repairs and Maintenance	.00	.00	46.48	.00
52-2210	Repair / Maint Building	11,007.66	34,370.00	10,761.99	25,000.00
52-2211	Repair / Maint Equipment	18,493.18	17,650.00	8,127.35	19,080.00
52-2300	Rentals	1,440.00	1,440.00	1,320.00	1,440.00
	<i>Purchased-Property Services Totals</i>	<b>\$40,540.84</b>	<b>\$65,460.00</b>	<b>\$27,455.82</b>	<b>\$55,520.00</b>

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 1565 - General Govt Buildings & Plant					
Function 1566 - Old City Hall					
<i>Other Purchased Services</i>					
52-3205	Telephone	.00	.00	488.22	.00
	<i>Other Purchased Services Totals</i>	\$0.00	\$0.00	\$488.22	\$0.00
<i>Supplies</i>					
53-1100	General Supplies/Materials	38,633.02	4,000.00	2,354.36	4,000.00
53-1210	Water/Sewerage	3,415.09	3,700.00	2,647.37	3,700.00
53-1230	Electricity	20,953.93	25,000.00	11,017.02	25,000.00
	<i>Supplies Totals</i>	\$63,002.04	\$32,700.00	\$16,018.75	\$32,700.00
<i>Property</i>					
54-1200	Site Improvements	.00	46,000.00	55,875.87	.00
	<i>Property Totals</i>	\$0.00	\$46,000.00	\$55,875.87	\$0.00
<i>Machinery and Equipment</i>					
54-2300	Furniture and Fixtures	.00	5,000.00	5,503.98	2,000.00
	<i>Machinery and Equipment Totals</i>	\$0.00	\$5,000.00	\$5,503.98	\$2,000.00
	Function 1566 - Old City Hall Totals	\$103,542.88	\$149,160.00	\$105,342.64	\$90,220.00
Function 1567 - 503 Mansfield Bldg					
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	2,573.27	2,000.00	4,605.58	3,000.00
52-2211	Repair / Maint Equipment	618.74	1,000.00	.00	1,000.00
	<i>Purchased-Property Services Totals</i>	\$3,192.01	\$3,000.00	\$4,605.58	\$4,000.00
<i>Other Purchased Services</i>					
52-3100	Insurance	.00	.00	2,937.00	3,000.00
	<i>Other Purchased Services Totals</i>	\$0.00	\$0.00	\$2,937.00	\$3,000.00
<i>Supplies</i>					
53-1100	General Supplies/Materials	104.23	500.00	.00	500.00
	<i>Supplies Totals</i>	\$104.23	\$500.00	\$0.00	\$500.00
	Function 1567 - 503 Mansfield Bldg Totals	\$3,296.24	\$3,500.00	\$7,542.58	\$7,500.00
Function 1568 - Ritz Theatre					
<i>Purchased-Property Services</i>					
52-2110	Garbage Trash Disposal	825.12	800.00	618.84	700.00
52-2210	Repair / Maint Building	1,455.36	2,000.00	4,330.44	3,000.00
52-2211	Repair / Maint Equipment	3,600.00	1,200.00	4,250.00	5,000.00
	<i>Purchased-Property Services Totals</i>	\$5,880.48	\$4,000.00	\$9,199.28	\$8,700.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 1565 - General Govt Buildings & Plant					
Function 1568 - Ritz Theatre					
Other Purchased Services					
52-3100	Insurance	2,615.00	2,800.00	2,006.00	2,500.00
<i>Other Purchased Services Totals</i>		<b>\$2,615.00</b>	<b>\$2,800.00</b>	<b>\$2,006.00</b>	<b>\$2,500.00</b>
<i>Supplies</i>					
53-1114	Maintenance Supplies	707.69	600.00	97.22	500.00
53-1135	Custodial Supplies	.00	.00	833.71	.00
53-1210	Water/Sewerage	1,633.53	1,400.00	1,126.98	1,000.00
53-1230	Electricity	2,321.50	10,000.00	.00	5,000.00
<i>Supplies Totals</i>		<b>\$4,662.72</b>	<b>\$12,000.00</b>	<b>\$2,057.91</b>	<b>\$6,500.00</b>
Function 1568 - Ritz Theatre Totals		<b>\$13,158.20</b>	<b>\$18,800.00</b>	<b>\$13,263.19</b>	<b>\$17,700.00</b>
Function 1569 - Lissner House					
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	1,217.00	1,000.00	1,277.79	1,000.00
<i>Purchased-Property Services Totals</i>		<b>\$1,217.00</b>	<b>\$1,000.00</b>	<b>\$1,277.79</b>	<b>\$1,000.00</b>
<i>Other Purchased Services</i>					
52-3100	Insurance	.00	.00	1,130.00	1,130.00
<i>Other Purchased Services Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,130.00</b>	<b>\$1,130.00</b>
<i>Supplies</i>					
53-1210	Water/Sewerage	1,076.17	1,000.00	2,535.44	1,500.00
53-1220	Natural Gas	846.18	800.00	616.11	700.00
53-1230	Electricity	725.52	1,000.00	1,037.20	1,100.00
<i>Supplies Totals</i>		<b>\$2,647.87</b>	<b>\$2,800.00</b>	<b>\$4,188.75</b>	<b>\$3,300.00</b>
Function 1569 - Lissner House Totals		<b>\$3,864.87</b>	<b>\$3,800.00</b>	<b>\$6,596.54</b>	<b>\$5,430.00</b>
Function 1570 - Mary Ross Park					
<i>Purchased-Property Services</i>					
52-2100	Cleaning Services	3,000.00	3,000.00	2,250.00	3,000.00
52-2210	Repair / Maint Building	893.49	10,000.00	1,826.97	5,000.00
<i>Purchased-Property Services Totals</i>		<b>\$3,893.49</b>	<b>\$13,000.00</b>	<b>\$4,076.97</b>	<b>\$8,000.00</b>
<i>Other Purchased Services</i>					
52-3200	Communications	1,377.05	2,200.00	.00	.00
<i>Other Purchased Services Totals</i>		<b>\$1,377.05</b>	<b>\$2,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Supplies</i>					
53-1135	Custodial Supplies	1,516.26	1,800.00	952.20	1,000.00
53-1600	Small Equipment	887.97	.00	.00	.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>EXPENSE</b>					
Reporting Category 1565 - General Govt Buildings & Plant					
Function 1570 - Mary Ross Park					
Supplies					
	Supplies Totals	\$2,404.23	\$1,800.00	\$952.20	\$1,000.00
	Function 1570 - Mary Ross Park Totals	\$7,674.77	\$17,000.00	\$5,029.17	\$9,000.00
	Reporting Category 1565 - General Govt Buildings & Plant Totals	\$301,407.09	\$327,160.00	\$245,997.90	\$227,350.00



# Budget Worksheet Report

Budget Year 2024

<u>Account</u>	<u>Account Description</u>	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
	Reporting Category 1575 - City Engineer				
	Function 1575 - City Engineer				
	<i>Purchases Professional &amp; Technical Services</i>				
52-1201	Consultants	2,328.00	.00	.00	.00
	<i>Purchases Professional &amp; Technical Services Totals</i>	<u>\$2,328.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<i>Purchased-Property Services</i>				
52-2300	Rentals	1,001.00	.00	616.00	.00
	<i>Purchased-Property Services Totals</i>	<u>\$1,001.00</u>	<u>\$0.00</u>	<u>\$616.00</u>	<u>\$0.00</u>
	<i>Supplies</i>				
53-1100	General Supplies/Materials	172.59	.00	.00	.00
	<i>Supplies Totals</i>	<u>\$172.59</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Function 1575 - City Engineer Totals	<u>\$3,501.59</u>	<u>\$0.00</u>	<u>\$616.00</u>	<u>\$0.00</u>
	Reporting Category 1575 - City Engineer Totals	<u>\$3,501.59</u>	<u>\$0.00</u>	<u>\$616.00</u>	<u>\$0.00</u>





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 1595 - General Administration					
Function 1500 - General Administration					
<i>Employee Benefits</i>					
51-2150	Employer Provided Life Insurance	6,738.42	.00	15,828.75	9,000.00
51-2200	FICA	82.16	1,500.00	.00	500.00
51-2700	Workers' Compensation	13,470.00	115,000.00	120,473.00	125,000.00
51-2901	DeMinimis Fringe Benefits	11,687.50	.00	11,100.75	12,000.00
<i>Employee Benefits Totals</i>		<b>\$31,978.08</b>	<b>\$116,500.00</b>	<b>\$147,402.50</b>	<b>\$146,500.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1100	Official / Administrative	89.95	.00	.00	.00
52-1200	Professional Services	2,177.50	2,500.00	10,417.25	5,000.00
52-1210	Bank Service Charges	14,163.45	11,000.00	10,626.90	10,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$16,430.90</b>	<b>\$13,500.00</b>	<b>\$21,044.15</b>	<b>\$15,000.00</b>
<i>Purchased-Property Services</i>					
52-2212	Repair / Maint Vehicles	152.00	.00	.00	.00
<i>Purchased-Property Services Totals</i>		<b>\$152.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Other Purchased Services</i>					
52-3100	Insurance	496,428.48	442,973.00	379,714.90	470,000.00
52-3205	Telephone	34,658.80	33,000.00	17,041.49	20,000.00
52-3210	Postage	7,942.00	8,000.00	7,412.60	8,500.00
52-3600	Dues and Fees	26,218.15	35,000.00	26,943.50	28,000.00
<i>Other Purchased Services Totals</i>		<b>\$565,247.43</b>	<b>\$518,973.00</b>	<b>\$431,112.49</b>	<b>\$526,500.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	5,388.52	8,000.00	1,962.80	5,000.00
53-1104	COVID 19 Supplies	2,607.81	.00	.00	.00
53-1106	Unified Command Expenses	76,471.79	.00	.00	.00
53-1125	Vehicle Repair Parts	.00	.00	153.76	.00
53-1198	Fireworks Supplies	17,015.00	20,000.00	21,000.00	21,000.00
53-1199	Flags	215.70	.00	.00	3,500.00
53-1200	Energy	823.55	.00	.00	.00
53-1210	Water/Sewerage	27,490.23	23,000.00	31,609.79	30,000.00
53-1215	Stormwater Utility Fee Expense	21,270.60	.00	21,270.60	22,000.00
53-1230	Electricity	587,032.26	450,000.00	339,642.08	450,000.00
53-1300	Food/Misc	11,720.15	10,000.00	10,903.06	25,000.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
	<b>EXPENSE</b>				
	Reporting Category 1595 - General Administration				
	Function 1500 - General Administration				
	Supplies Totals	\$750,035.61	\$511,000.00	\$426,542.09	\$556,500.00
	Machinery and Equipment				
54-2200	Vehicles	114.64	.00	.00	.00
	Machinery and Equipment Totals	\$114.64	\$0.00	\$0.00	\$0.00
	Self-Funded Insurance				
55-2200	Claims	111,053.76	125,000.00	50,822.05	100,000.00
	Self-Funded Insurance Totals	\$111,053.76	\$125,000.00	\$50,822.05	\$100,000.00
	Intergovernmental				
57-1100	Tax Collection Fees Glynn County	7,528.30	5,500.00	5,245.06	5,000.00
	Intergovernmental Totals	\$7,528.30	\$5,500.00	\$5,245.06	\$5,000.00
	Payments to Other Agencies				
57-2025	Keep Brunswick Beautiful	6,000.00	6,000.00	5,000.00	7,500.00
	Payments to Other Agencies Totals	\$6,000.00	\$6,000.00	\$5,000.00	\$7,500.00
	Contingencies				
57-9000	Contingencies	.00	75,000.00	.00	40,000.00
	Contingencies Totals	\$0.00	\$75,000.00	\$0.00	\$40,000.00
	Interest				
58-2302	Other Interest	70.00	.00	.00	.00
	Interest Totals	\$70.00	\$0.00	\$0.00	\$0.00
	Function 1500 - General Administration Totals	\$1,488,610.72	\$1,371,473.00	\$1,087,168.34	\$1,397,000.00
	Function 6180 - GIAHA				
	Payments to Other Agencies				
57-2010	Golden Isles Arts & Humanities	52,500.00	52,500.00	43,750.00	52,500.00
	Payments to Other Agencies Totals	\$52,500.00	\$52,500.00	\$43,750.00	\$52,500.00
	Function 6180 - GIAHA Totals	\$52,500.00	\$52,500.00	\$43,750.00	\$52,500.00
	Function 6200 - Signature Squares				
	Payments to Other Agencies				
57-2080	Signature Squares	.00	.00	6,202.75	.00
	Payments to Other Agencies Totals	\$0.00	\$0.00	\$6,202.75	\$0.00
	Function 6200 - Signature Squares Totals	\$0.00	\$0.00	\$6,202.75	\$0.00
	Function 7550 - Economic Development				
	Other Purchased Services				
52-3911	Glynn-Bwk Land Bank Authority	50,000.00	.00	.00	50,000.00
	Other Purchased Services Totals	\$50,000.00	\$0.00	\$0.00	\$50,000.00



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**DOWNTOWN DEVELOPMENT AUTHORITY**

### DESCRIPTION

The DDA is a decision-making and project driven entity that plans and manages the downtown business district. The DDA is a corporate body recognized by State law, and from an IRS perspective is tax-exempt. The dDA can utilize a variety of financing tools outlined in OCGA. Funds created from the implementation of these tools can be used to bring about revitalization and economic development of the downtown. The DDA works with volunteers from multiple groups and utilizes the Main Street program to assist with redevelopment.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	ACCT CODE	2022 ACTUAL	2023 APPROVED	2024 PROPOSED
PERSONNEL COSTS	51	\$ 157,100	\$ 194,900	\$ 199,300
SERVICES & CHARGES	52	270,087	289,115	310,715
SUPPLIES	53	1,500	3,500	4,000
VEHICLES / EQUIPMENT	54	-	5,500	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 428,687</b>	<b>\$ 493,015</b>	<b>\$ 514,015</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	3	3	2
<b>PERMANENT PART TIME</b>	1	1	2
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>4</b>	<b>4</b>	<b>4</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**Downtown Development Authority**

**ANNUAL WORK PRODUCTIVITY:**

- 1) Continue to develop events in the downtown area and Norwich Street
- 2) Work with CCGA to develop a strategic marketing plan
- 3) Continue to work on beautification - lighting, etc.
- 4) Work to develop a diverse business community, especially on Norwich St.
- 5) Promote economic development and growth by providing support for planning and economic development programs and products.
- 6) Increase transparency through information and access provided on the city's website, the news media and social media.
- 7) Extend growth & intentional support of businesses into other blocks.
- 8) Continue to encourage increase of desired foot traffic, use available tools to track growth.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
Executive Director	FT	1
Program & Event Manager	FT	1
Event & Marketing Coordinator	PT	1
Executive Assistant	PT	1

**MAJOR PROJECTS / EXPENSES**

- Continue events & advertising
- Economic development incentives
- Norwich revitalization

**APPROVED PERSONNEL / OPERATIONAL CHANGES**

The board of directors has approved the proposed budget for FY24. This budget includes increases in: pay for employees, economic development programs, promotions, advertising and minor technology upgrades.

(Budget Forms/Operating 1)

## FY 2024 ANNUAL BUDGET



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category	1595 - General Administration				
Function	7550 - Economic Development				
	<i>Intergovernmental</i>				
57-2027	Urban Redevelopment Agency Expenses	70.00	.00	.00	.00
	<i>Intergovernmental Totals</i>	\$70.00	\$0.00	\$0.00	\$0.00
	<i>Operating Transfers Out to Component Unit</i>				
61-2005	Downtown Development Authority	285,337.93	312,000.00	259,549.29	330,000.00
	<i>Operating Transfers Out to Component Unit Totals</i>	\$285,337.93	\$312,000.00	\$259,549.29	\$330,000.00
	Function 7550 - Economic Development Totals	\$335,407.93	\$312,000.00	\$259,549.29	\$380,000.00
Function	7561 - Transportation				
	<i>Machinery and Equipment</i>				
54-2200	Vehicles	.00	.00	143.28	.00
	<i>Machinery and Equipment Totals</i>	\$0.00	\$0.00	\$143.28	\$0.00
	Function 7561 - Transportation Totals	\$0.00	\$0.00	\$143.28	\$0.00
Reporting Category	1595 - General Administration	\$1,876,518.65	\$1,735,973.00	\$1,396,813.66	\$1,829,500.00
	Totals				



# City of Brunswick

## OPERATING BUDGET

DEPARTMENT NAME:

MUNICIPAL COURT

### DESCRIPTION

The Municipal Court oversees cases of violations of city ordinances and has jurisdiction in misdemeanors offenses with certain statutory exceptions. It also handle traffic and ordinance violations.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	<u>ACCT CODE</u>	<u>2022 ACTUAL</u>	<u>2023 APPROVED</u>	<u>2024 PROPOSED</u>
PERSONNEL COSTS	51	\$ 96,616	\$ 135,891	\$ 103,942
SERVICES & CHARGES	52	30,674	35,100	37,200
SUPPLIES	53	2,842	1,100	950
VEHICLES / EQUIPMENT	54	-	-	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 130,132</b>	<b>\$ 172,091</b>	<b>\$ 142,092</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	2	2	2
<b>PERMANENT PART TIME</b>	0	0	0
<b>OTHER</b>	1	1	1
<b>TOTAL:</b>	<b>3</b>	<b>3</b>	<b>3</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**MUNICIPAL COURT**

**ANNUAL WORKPLAN / GOALS:**

**PERSONNEL:**

<b>Title</b>	<b>FT/PT</b>	<b>No. of Personnel</b>
Municipal Court Judge	Contract	1
Municipal Court Clerk	FT	1
Assistant Court Clerk	FT	1

**MAJOR TASKS:**

**APPROVED PERSONNEL / OPERATIONAL CHANGES**

*(Budget Forms/Operating 1)*

**FY 2024 ANNUAL BUDGET**



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund <b>100 - General Fund</b>					
<b>EXPENSE</b>					
Reporting Category <b>2650 - Municipal Court</b>					
Function <b>2650 - Municipal Court</b>					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	70,908.14	104,885.00	60,750.59	78,458.00
51-1300	Overtime	406.57	500.00	194.48	500.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$71,314.71</b>	<b>\$105,385.00</b>	<b>\$60,945.07</b>	<b>\$78,958.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	12,834.00	10,695.00	10,372.00
51-2200	FICA	4,760.98	6,493.00	4,611.70	6,002.00
51-2300	Medicare	343.12	1,519.00	.00	.00
51-2400	Pension	.00	9,660.00	.00	8,610.00
<i>Employee Benefits Totals</i>		<b>\$16,744.10</b>	<b>\$30,506.00</b>	<b>\$15,306.70</b>	<b>\$24,984.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	60.00	.00	.00	.00
52-1205	Lawyers	464.50	1,200.00	.00	5,000.00
52-1211	Municipal Court Judges	25,058.00	25,500.00	21,250.00	25,500.00
52-1300	Technical Services	1,437.52	1,900.00	850.00	1,000.00
52-1301	Municipal Court Software	1,092.73	1,200.00	.00	1,200.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$28,112.75</b>	<b>\$29,800.00</b>	<b>\$22,100.00</b>	<b>\$32,700.00</b>
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	.00	.00	383.31	.00
52-2211	Repair / Maint Equipment	320.00	600.00	640.00	600.00
52-2300	Rentals	108.75	500.00	.00	.00
<i>Purchased-Property Services Totals</i>		<b>\$428.75</b>	<b>\$1,100.00</b>	<b>\$1,023.31</b>	<b>\$600.00</b>
<i>Other Purchased Services</i>					
52-3200	Communications	1,574.63	900.00	.00	.00
52-3205	Telephone	508.18	.00	1,416.36	.00
52-3206	Mobile Agreements	.00	.00	.00	600.00
52-3500	Travel & Training	.00	3,000.00	2,524.94	3,000.00
52-3600	Dues and Fees	.00	300.00	.00	300.00
52-3900	Other Purchased Services	50.00	.00	.00	.00
<i>Other Purchased Services Totals</i>		<b>\$2,132.81</b>	<b>\$4,200.00</b>	<b>\$3,941.30</b>	<b>\$3,900.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	1,716.66	650.00	290.91	650.00





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
	<b>EXPENSE</b>				
	Reporting Category 2650 - Municipal Court				
	Function 2650 - Municipal Court				
	Supplies				
53-1104	COVID 19 Supplies	339.46	.00	.00	.00
53-1110	Office Supplies	425.40	.00	.00	.00
53-1115	Uniforms	277.50	200.00	106.80	200.00
53-1400	Books and Periodicals	82.75	100.00	.00	100.00
53-1705	Bank Charges	.00	150.00	.00	.00
	<i>Supplies Totals</i>	<b>\$2,841.77</b>	<b>\$1,100.00</b>	<b>\$397.71</b>	<b>\$950.00</b>
	<i>Intergovernmental</i>				
57-1115	Glynn/Camden Drug Court Contr	15,000.00	15,000.00	12,500.00	15,000.00
	<i>Intergovernmental Totals</i>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$12,500.00</b>	<b>\$15,000.00</b>
	Function 2650 - Municipal Court Totals	<b>\$136,574.89</b>	<b>\$187,091.00</b>	<b>\$116,214.09</b>	<b>\$157,092.00</b>
	Function 3226 - Prisoners - Housing Municipal				
	<i>Intergovernmental</i>				
57-1111	Housing Prisoners - Glynn County	18,855.00	20,000.00	13,995.00	20,000.00
	<i>Intergovernmental Totals</i>	<b>\$18,855.00</b>	<b>\$20,000.00</b>	<b>\$13,995.00</b>	<b>\$20,000.00</b>
	Function 3226 - Prisoners - Housing Municipal	<b>\$18,855.00</b>	<b>\$20,000.00</b>	<b>\$13,995.00</b>	<b>\$20,000.00</b>
	Totals				
	Reporting Category 2650 - Municipal Court Totals	<b>\$155,429.89</b>	<b>\$207,091.00</b>	<b>\$130,209.09</b>	<b>\$177,092.00</b>



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**POLICE DEPARTMENT**

### DESCRIPTION

The Brunswick Police Department strives to be an innovative and progressive organization in order to meet the changing demands of the city. The department keeps the city safe through education, community partnerships, and community oriented policing.

### BUDGET SUMMARY

<b><u>EXPENDITURES</u></b>	<b>ACCT CODE</b>	<b>2022 ACTUAL</b>	<b>2023 APPROVED</b>	<b>2024 BUDGETED</b>
PERSONNEL COSTS	51	\$ 4,092,386	\$ 5,195,404	\$ 4,785,645
SERVICES & CHARGES	52	249,315	252,340	270,238
SUPPLIES	53	359,856	387,925	311,975
VEHICLES / EQUIPMENT	54	480,413	169,500	32,000
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 5,181,970</b>	<b>\$ 6,005,169</b>	<b>\$ 5,399,858</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	75	75	75
<b>PERMANENT PART TIME</b>	7	7	7
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>82</b>	<b>82</b>	<b>82</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**POLICE DEPARTMENT**

**ANNUAL WORKPLAN / GOALS:**

Purchasing new lapel bluetooth microphones for the officers so that it is more hands free when using the radios.

Hiring new officers.

Upgrading bodycams, many now are not repairable and are older styles.

**PERSONNEL:**

<b>Title</b>	<b>FT/PT</b>	<b>No. of Personnel</b>
Police Admin	FT	8
Police Captains	FT	3
Police LT	FT	4
Police SGT	FT	9
Police CPL	FT	6
Police Officer	FT	34
Police Officer	PT	7
Police INV	FT	5
Police DET	FT	6

**MAJOR TASKS:**

Hiring new officers, offering different bonuses or ways to keep current employees morals up within the department.

**APPROVED PERSONNEL / OPERATIONAL CHANGES**

Approval of making administrative assistant II, Brittany Slay, to a full time position. Increased responsibility of her role and also to assist covering records division in case of absence.

**FY 2024 ANNUAL BUDGET**



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 3200 - Police					
Function 3210 - Police Administration					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	398,553.34	410,836.00	390,942.68	528,422.00
51-1200	Temporary Employees	16,521.77	.00	.00	.00
51-1300	Overtime	4,562.33	3,000.00	4,774.31	5,000.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$419,637.44</b>	<b>\$413,836.00</b>	<b>\$395,716.99</b>	<b>\$533,422.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	40,740.00	44,919.00	37,432.50	41,489.00
51-2200	FICA	26,764.40	2,658.00	28,433.05	40,807.00
51-2300	Medicare	1,752.37	6,000.00	.00	.00
51-2400	Pension	.00	45,761.00	.00	54,229.00
<i>Employee Benefits Totals</i>		<b>\$69,256.77</b>	<b>\$99,338.00</b>	<b>\$65,865.55</b>	<b>\$136,525.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	500.00	.00	.00	.00
52-1300	Technical Services	48,324.71	50,000.00	30,871.66	57,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$48,824.71</b>	<b>\$50,000.00</b>	<b>\$30,871.66</b>	<b>\$57,000.00</b>
<i>Purchased-Property Services</i>					
52-2130	Janitorial Services	29,320.00	31,440.00	22,680.00	31,440.00
52-2200	Repairs and Maintenance	.00	.00	252.00	.00
52-2210	Repair / Maint Building	18,341.48	13,000.00	5,424.51	10,000.00
52-2211	Repair / Maint Equipment	8,215.08	6,000.00	4,666.73	6,000.00
52-2212	Repair / Maint Vehicles	1,880.74	2,000.00	1,109.45	2,000.00
52-2300	Rentals	4,850.40	5,000.00	4,091.75	5,000.00
<i>Purchased-Property Services Totals</i>		<b>\$62,607.70</b>	<b>\$57,440.00</b>	<b>\$38,224.44</b>	<b>\$54,440.00</b>
<i>Other Purchased Services</i>					
52-3100	Insurance	1,303.00	.00	4,282.00	.00
52-3200	Communications	.00	.00	217.91	.00
52-3201	Cable	3,912.18	4,000.00	3,673.35	2,200.00
52-3205	Telephone	4,079.59	5,000.00	5,839.92	5,000.00
52-3206	Mobile Agreements	2,583.42	2,500.00	909.94	26,198.00
52-3210	Postage	159.39	400.00	28.60	400.00
52-3300	Advertising	26.40	750.00	385.52	750.00
52-3500	Travel & Training	3,276.04	4,500.00	5,886.81	4,500.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 3200 - Police					
Function 3210 - Police Administration					
Other Purchased Services					
52-3600	Dues and Fees	2,238.49	1,100.00	1,675.00	2,000.00
<i>Other Purchased Services Totals</i>		<b>\$17,578.51</b>	<b>\$18,250.00</b>	<b>\$22,899.05</b>	<b>\$41,048.00</b>
Supplies					
53-1100	General Supplies/Materials	20,052.58	24,000.00	25,016.47	26,000.00
53-1110	Office Supplies	5,404.19	.00	.00	.00
53-1115	Uniforms	1,316.72	1,200.00	802.27	1,200.00
53-1125	Vehicle Repair Parts	1,961.07	1,200.00	1,131.99	1,200.00
53-1126	Equipment Repair Parts	36.73	.00	.00	.00
53-1210	Water/Sewerage	4,471.02	5,500.00	3,112.90	5,500.00
53-1220	Natural Gas	500.23	900.00	373.76	900.00
53-1230	Electricity	30,097.87	30,000.00	14,574.88	30,000.00
53-1270	Gasoline/Diesel	161,574.71	128,000.00	112,625.61	128,000.00
53-1300	Food/Misc	974.78	1,200.00	349.70	2,500.00
53-1400	Books and Periodicals	5.00	250.00	67.05	250.00
53-1600	Small Equipment	238.94	500.00	411.60	500.00
<i>Supplies Totals</i>		<b>\$226,633.84</b>	<b>\$192,750.00</b>	<b>\$158,466.23</b>	<b>\$196,050.00</b>
Machinery and Equipment					
54-2200	Vehicles	47,851.86	.00	.00	.00
54-2400	Computers	2,530.00	.00	.00	.00
54-2500	Other Capital Outlay	72,468.00	55,000.00	38,417.87	16,000.00
<i>Machinery and Equipment Totals</i>		<b>\$122,849.86</b>	<b>\$55,000.00</b>	<b>\$38,417.87</b>	<b>\$16,000.00</b>
Function 3210 - Police Administration Totals		<b>\$967,388.83</b>	<b>\$886,614.00</b>	<b>\$750,461.79</b>	<b>\$1,034,485.00</b>
Function 3221 - Criminal Investigations					
Personal Services-Salaries Wages					
51-1100	Salaries & Wages	426,404.73	485,039.00	291,073.58	417,091.00
51-1300	Overtime	40,518.06	35,000.00	23,446.35	28,000.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$466,922.79</b>	<b>\$520,039.00</b>	<b>\$314,519.93</b>	<b>\$445,091.00</b>
Employee Benefits					
51-2100	Group Insurance	46,560.00	57,753.00	48,127.50	15,559.00
51-2200	FICA	31,019.21	32,242.00	22,727.16	34,049.00
51-2300	Medicare	2,075.48	7,541.00	.00	.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 3200 - Police					
Function 3221 - Criminal Investigations					
Employee Benefits					
51-2400	Pension	.00	59,750.00	.00	19,930.00
<i>Employee Benefits Totals</i>		<b>\$79,654.69</b>	<b>\$157,286.00</b>	<b>\$70,854.66</b>	<b>\$69,538.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	240.00	.00	240.00	.00
52-1300	Technical Services	12,346.98	15,000.00	12,569.32	15,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$12,586.98</b>	<b>\$15,000.00</b>	<b>\$12,809.32</b>	<b>\$15,000.00</b>
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	.00	250.00	2,042.96	250.00
52-2212	Repair / Maint Vehicles	3,825.17	3,500.00	618.84	3,500.00
<i>Purchased-Property Services Totals</i>		<b>\$3,825.17</b>	<b>\$3,750.00</b>	<b>\$2,661.80</b>	<b>\$3,750.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	5,050.53	7,000.00	1,976.20	.00
52-3500	Travel & Training	1,631.27	4,500.00	2,506.89	4,500.00
52-3600	Dues and Fees	318.00	500.00	847.00	1,000.00
52-3901	Police Informants	(40.00)	500.00	61.42	500.00
<i>Other Purchased Services Totals</i>		<b>\$6,959.80</b>	<b>\$12,500.00</b>	<b>\$5,391.51</b>	<b>\$6,000.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	67.52	.00	.00	.00
53-1115	Uniforms	2,276.89	2,000.00	1,230.58	2,000.00
53-1120	Protective Clothing	1,153.80	1,300.00	502.91	1,300.00
53-1125	Vehicle Repair Parts	1,982.33	5,000.00	666.19	5,000.00
53-1400	Books and Periodicals	.00	300.00	.00	300.00
53-1600	Small Equipment	721.45	500.00	225.86	500.00
<i>Supplies Totals</i>		<b>\$6,201.99</b>	<b>\$9,100.00</b>	<b>\$2,625.54</b>	<b>\$9,100.00</b>
Function 3221 - Criminal Investigations Totals		<b>\$576,151.42</b>	<b>\$717,675.00</b>	<b>\$408,862.76</b>	<b>\$548,479.00</b>
Function 3222 - Bwk-Glynn Special Investigation					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	108,423.12	169,269.00	46,290.71	.00
51-1300	Overtime	3,948.46	10,000.00	2,680.59	.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$112,371.58</b>	<b>\$179,269.00</b>	<b>\$48,971.30</b>	<b>\$0.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	29,100.00	38,502.00	32,085.00	.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 3200 - Police					
Function 3222 - Bwk-Glynn Special Investigation					
<i>Employee Benefits</i>					
51-2200	FICA	7,243.35	11,115.00	3,539.19	.00
51-2300	Medicare	744.62	2,600.00	.00	.00
51-2400	Pension	.00	36,659.00	.00	.00
<i>Employee Benefits Totals</i>		<b>\$37,087.97</b>	<b>\$88,876.00</b>	<b>\$35,624.19</b>	<b>\$0.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1300	Technical Services	690.00	.00	.00	.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$690.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Purchased-Property Services</i>					
52-2212	Repair / Maint Vehicles	2,776.90	4,000.00	140.00	.00
<i>Purchased-Property Services Totals</i>		<b>\$2,776.90</b>	<b>\$4,000.00</b>	<b>\$140.00</b>	<b>\$0.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	3,603.60	3,800.00	1,150.57	.00
52-3500	Travel & Training	(860.78)	3,500.00	.00	.00
52-3600	Dues and Fees	.00	100.00	.00	.00
52-3901	Police Informants	.00	2,500.00	.00	.00
<i>Other Purchased Services Totals</i>		<b>\$2,742.82</b>	<b>\$9,900.00</b>	<b>\$1,150.57</b>	<b>\$0.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	175.00	.00	.00	.00
53-1115	Uniforms	307.85	1,000.00	82.14	.00
53-1120	Protective Clothing	.00	1,000.00	.00	.00
53-1125	Vehicle Repair Parts	2,617.71	2,000.00	577.60	.00
53-1600	Small Equipment	59.88	2,250.00	2,223.00	.00
<i>Supplies Totals</i>		<b>\$3,160.44</b>	<b>\$6,250.00</b>	<b>\$2,882.74</b>	<b>\$0.00</b>
<i>Machinery and Equipment</i>					
54-2200	Vehicles	33,600.00	.00	.00	.00
54-2500	Other Capital Outlay	2,500.00	.00	.00	.00
<i>Machinery and Equipment Totals</i>		<b>\$36,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Function 3222 - Bwk-Glynn Special Investigation		<b>\$194,929.71</b>	<b>\$288,295.00</b>	<b>\$88,768.80</b>	<b>\$0.00</b>
Totals					



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 3200 - Police					
Function 3223 - Police Field Services					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	1,396,872.06	1,941,251.00	1,295,855.40	1,753,980.00
51-1102	Sign on Bonus	.00	.00	.00	100,000.00
51-1300	Overtime	143,415.70	145,000.00	185,765.22	200,000.00
51-1900	Salaries Contra Account	.00	180,500.00	8,361.60	.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$1,540,287.76</b>	<b>\$2,266,751.00</b>	<b>\$1,489,982.22</b>	<b>\$2,053,980.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	261,900.00	256,680.00	213,900.00	217,819.00
51-2200	FICA	108,703.44	129,348.00	108,994.16	157,129.00
51-2300	Medicare	7,323.88	30,251.00	.00	.00
51-2400	Pension	.00	236,988.00	.00	331,459.00
<i>Employee Benefits Totals</i>		<b>\$377,927.32</b>	<b>\$653,267.00</b>	<b>\$322,894.16</b>	<b>\$706,407.00</b>
<i>Purchased-Property Services</i>					
52-2200	Repairs and Maintenance	100.00	.00	.00	.00
52-2210	Repair / Maint Building	.00	1,000.00	989.97	1,000.00
52-2211	Repair / Maint Equipment	1,125.00	1,500.00	1,204.00	1,500.00
52-2212	Repair / Maint Vehicles	18,509.26	15,000.00	10,887.23	15,000.00
<i>Purchased-Property Services Totals</i>		<b>\$19,734.26</b>	<b>\$17,500.00</b>	<b>\$13,081.20</b>	<b>\$17,500.00</b>
<i>Other Purchased Services</i>					
52-3205	Telephone	168.63	.00	.00	.00
52-3206	Mobile Agreements	19,626.46	20,000.00	12,122.80	.00
52-3500	Travel & Training	31,376.26	16,000.00	45,658.27	30,000.00
52-3600	Dues and Fees	254.00	450.00	43.50	450.00
52-3903	K-9 Expenses (Food, Vet, Supplies, etc.)	9,843.73	15,000.00	11,553.29	35,000.00
<i>Other Purchased Services Totals</i>		<b>\$61,269.08</b>	<b>\$51,450.00</b>	<b>\$69,377.86</b>	<b>\$65,450.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	.00	139.00	.00
53-1115	Uniforms	27,646.50	35,000.00	17,743.82	30,000.00
53-1120	Protective Clothing	9,326.82	13,800.00	12,868.63	13,800.00
53-1125	Vehicle Repair Parts	36,685.40	27,000.00	26,078.54	27,000.00
53-1400	Books and Periodicals	.00	325.00	.00	325.00
53-1600	Small Equipment	945.48	8,300.00	5,183.56	8,300.00





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 3200 - Police					
Function 3223 - Police Field Services					
Supplies					
	<i>Supplies Totals</i>	\$74,604.20	\$84,425.00	\$62,013.55	\$79,425.00
<i>Machinery and Equipment</i>					
54-2200	Vehicles	286,915.15	114,500.00	94,000.00	.00
54-2500	Other Capital Outlay	(1,551.86)	.00	.00	.00
	<i>Machinery and Equipment Totals</i>	\$285,363.29	\$114,500.00	\$94,000.00	\$0.00
	Function 3223 - Police Field Services Totals	\$2,359,185.91	\$3,187,893.00	\$2,051,348.99	\$2,922,762.00
Function 3232 - Support Services					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	276,232.68	363,058.00	291,902.18	404,012.00
51-1300	Overtime	17,483.45	12,000.00	33,639.99	25,000.00
	<i>Personal Services-Salaries Wages Totals</i>	\$293,716.13	\$375,058.00	\$325,542.17	\$429,012.00
<i>Employee Benefits</i>					
51-2100	Group Insurance	29,100.00	44,919.00	37,432.50	46,676.00
51-2200	FICA	20,451.10	23,254.00	23,865.33	32,819.00
51-2300	Medicare	1,418.48	5,438.00	.00	.00
51-2400	Pension	.00	40,439.00	.00	51,580.00
	<i>Employee Benefits Totals</i>	\$50,969.58	\$114,050.00	\$61,297.83	\$131,075.00
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	620.00	500.00	.00	500.00
52-2212	Repair / Maint Vehicles	2,380.40	4,200.00	4,306.50	4,200.00
	<i>Purchased-Property Services Totals</i>	\$3,000.40	\$4,700.00	\$4,306.50	\$4,700.00
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	1,736.71	2,500.00	756.21	.00
52-3500	Travel & Training	4,710.92	5,000.00	3,510.96	5,000.00
52-3600	Dues and Fees	271.00	350.00	504.00	350.00
	<i>Other Purchased Services Totals</i>	\$6,718.63	\$7,850.00	\$4,771.17	\$5,350.00
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	.00	121.49	.00
53-1115	Uniforms	4,148.02	3,500.00	3,900.30	3,500.00
53-1120	Protective Clothing	307.34	500.00	.00	500.00
53-1121	Ammunition	14,272.99	12,000.00	12,289.54	12,000.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 3200 - Police					
Function 3232 - Support Services					
<i>Supplies</i>					
53-1125	Vehicle Repair Parts	3,523.46	3,500.00	2,064.75	3,500.00
53-1400	Books and Periodicals	.00	1,000.00	.00	1,000.00
53-1600	Small Equipment	2,442.72	400.00	240.24	400.00
53-1700	Other Supplies	2,042.40	3,000.00	803.42	3,000.00
53-1703	YOUTH COPS PROGRAM	701.88	3,500.00	2,615.51	3,500.00
<i>Supplies Totals</i>		<b>\$27,438.81</b>	<b>\$27,400.00</b>	<b>\$22,035.25</b>	<b>\$27,400.00</b>
<i>Machinery and Equipment</i>					
54-2200	Vehicles	33,600.00	.00	.00	16,000.00
54-2500	Other Capital Outlay	2,500.00	.00	.00	.00
<i>Machinery and Equipment Totals</i>		<b>\$36,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,000.00</b>
Function 3232 - Support Services Totals		<b>\$417,943.55</b>	<b>\$529,058.00</b>	<b>\$417,952.92</b>	<b>\$613,537.00</b>
Function 3252 - CAPAC Grant					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	49,488.03	95,218.00	55,169.92	98,709.00
51-1300	Overtime	6,752.34	6,000.00	7,163.57	5,000.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$56,240.37</b>	<b>\$101,218.00</b>	<b>\$62,333.49</b>	<b>\$103,709.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	19,251.00	16,042.50	10,372.00
51-2200	FICA	3,919.25	6,276.00	4,632.61	7,934.00
51-2300	Medicare	195.49	1,468.00	.00	.00
51-2400	Pension	.00	16,171.00	.00	.00
<i>Employee Benefits Totals</i>		<b>\$15,754.74</b>	<b>\$43,166.00</b>	<b>\$20,675.11</b>	<b>\$18,306.00</b>
Function 3252 - CAPAC Grant Totals		<b>\$71,995.11</b>	<b>\$144,384.00</b>	<b>\$83,008.60</b>	<b>\$122,015.00</b>
Function 3270 - Special Services-Violent Crime					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	114,534.46	135,880.00	84,016.31	111,092.00
51-1300	Overtime	64,821.69	.00	33,238.94	25,000.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$179,356.15</b>	<b>\$135,880.00</b>	<b>\$117,255.25</b>	<b>\$136,092.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	17,460.00	19,251.00	16,042.50	5,186.00
51-2200	FICA	12,520.86	8,425.00	8,610.01	10,411.00
51-2300	Medicare	712.13	1,971.00	.00	.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
	Reporting Category 3200 - Police				
	Function 3270 - Special Services-Violent Crime				
	Employee Benefits				
51-2400	Pension	.00	17,723.00	.00	6,891.00
	<i>Employee Benefits Totals</i>	\$30,692.99	\$47,370.00	\$24,652.51	\$22,488.00
	Function 3270 - Special Services-Violent Crime Totals	\$210,049.14	\$183,250.00	\$141,907.76	\$158,580.00
	Function 3299 - Miscellaneous Police Grants				
	Supplies				
53-1100	General Supplies/Materials	20,816.36	.00	13,101.89	.00
	<i>Supplies Totals</i>	\$20,816.36	\$0.00	\$13,101.89	\$0.00
	Function 3299 - Miscellaneous Police Grants Totals	\$20,816.36	\$0.00	\$13,101.89	\$0.00
	Reporting Category 3200 - Police Totals	\$4,818,460.03	\$5,937,169.00	\$3,955,413.51	\$5,399,858.00



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**Brunswick Fire Department**

### DESCRIPTION

The Brunswick Fire Department protects the life and property of residents and visitors to the City of Brunswick through a variety of emergency services, provides special HazMat Operations to the communities within the Georgia Region 5 District, and provides community risk reduction through rigorous fire prevention enforcement and education. The Brunswick Fire Dept services an area of approximately 32 square miles (not including mutual aid regions) and currently operates 2 fire stations and a training facility. Our dept also cares for multiple high hazard infrastructure occupancies throughout the jurisdiction including but not limited to The Port of

### BUDGET SUMMARY

<u>EXPENDITURES</u>	<u>ACCT CODE</u>	<u>2022 ACTUAL</u>	<u>2023 APPROVED</u>	<u>2024 PROPOSED</u>
PERSONNEL COSTS	51	\$ 2,416,319	\$ 2,415,214	\$ 2,905,181
SERVICES & CHARGES	52	120,770	112,347	146,854
SUPPLIES	53	154,998	150,395	204,900
VEHICLES / EQUIPMENT	54	69,071	80,000	105,000
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 2,761,158</b>	<b>\$ 2,757,956</b>	<b>\$ 3,361,935</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	<b>37</b>	<b>45</b>	<b>54</b>
<b>PERMANENT PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL:</b>	<b>37</b>	<b>45</b>	<b>54</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**Fire Department**

**ANNUAL WORK PRODUCTIVITY:**

Goal 1. Rapidly respond to emergency situations.

Goal 2. Ensure effective leadership, training, and financial management for the efficient improvement and development of the Brunswick Fire Department.

Goal 3. Provide exceptional customer service to all.

Goal 4. Develop and maintain a skilled, modern, and progressive fire-rescue workforce.

Note: See attachment for detailed description of goals.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
FIRE CHIEF	FT	1
ASST FIRE CHIEF	FT	1
ADMIN	FT	1
INSPECTOR	FT	3
BATTALION CHIEF	FT	3
CAPTAIN	FT	5
LIEUTENANT	FT	4
ENGINEER	FT	6
FIREFIGHTER	FT	14

**MAJOR PROJECTS / EXPENSES**

EQUIPMENT ITEM 1: UPDATED SCBA GEAR

EQUIPMENT ITEM 2: REPLACEMENT APPARATUS FOR ENGINE 5 AND LADDER 1

FACILITY ITEM 1: CLASSROOM AND STORAGE BLDG FOR REGIONAL TRAINING CENTER

FACILITY ITEM 2: NEW HQ/FIRE AND POLICE ADMIN

**APPROVED PERSONNEL / OPERATIONAL CHANGES**

Personnel changes made in FY 2023

(Budget Forms/Operating 1)

**FY 2024 ANNUAL BUDGET**



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 3500 - Fire					
Function 3510 - Fire Administration					
Personal Services-Salaries Wages					
51-1100	Salaries & Wages	347,284.02	338,370.00	315,174.90	476,726.00
51-1300	Overtime	989.53	500.00	4,145.26	1,200.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$348,273.55</b>	<b>\$338,870.00</b>	<b>\$319,320.16</b>	<b>\$477,926.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	29,100.00	32,085.00	26,737.50	31,117.00
51-2101	GMA GIRMA Firefighters Cancer Insurance	4,746.43	5,000.00	4,613.30	5,000.00
51-2200	FICA	24,318.07	21,010.00	23,574.42	36,561.00
51-2300	Medicare	1,341.73	4,914.00	.00	.00
51-2400	Pension	.00	37,689.00	.00	45,184.00
<i>Employee Benefits Totals</i>		<b>\$59,506.23</b>	<b>\$100,698.00</b>	<b>\$54,925.22</b>	<b>\$117,862.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1100	Official / Administrative	.00	1,200.00	1,065.08	2,180.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$0.00</b>	<b>\$1,200.00</b>	<b>\$1,065.08</b>	<b>\$2,180.00</b>
<i>Purchased-Property Services</i>					
52-2200	Repairs and Maintenance	60.77	.00	.00	.00
52-2210	Repair / Maint Building	.00	.00	155.09	.00
52-2212	Repair / Maint Vehicles	5,076.23	.00	22.50	1,200.00
<i>Purchased-Property Services Totals</i>		<b>\$5,137.00</b>	<b>\$0.00</b>	<b>\$177.59</b>	<b>\$1,200.00</b>
<i>Other Purchased Services</i>					
52-3100	Insurance	.00	.00	1,401.00	.00
52-3205	Telephone	1,774.92	1,776.00	506.35	1,776.00
52-3206	Mobile Agreements	1,349.68	3,600.00	656.95	7,500.00
52-3500	Travel & Training	145.04	2,000.00	36.90	4,000.00
52-3600	Dues and Fees	2,789.70	100.00	710.00	1,000.00
<i>Other Purchased Services Totals</i>		<b>\$6,059.34</b>	<b>\$7,476.00</b>	<b>\$3,311.20</b>	<b>\$14,276.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	1,200.00	1,336.08	1,200.00
53-1104	COVID 19 Supplies	719.60	1,000.00	.00	1,000.00
53-1110	Office Supplies	1,116.67	.00	.00	.00
53-1135	Custodial Supplies	4,029.31	3,800.00	1,414.60	3,800.00
53-1270	Gasoline/Diesel	86.36	.00	.00	.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 3500 - Fire					
Function 3510 - Fire Administration					
Supplies					
	Supplies Totals	\$5,951.94	\$6,000.00	\$2,750.68	\$6,000.00
Machinery and Equipment					
54-2100	Machinery & Equipment	60,571.25	80,000.00	41,651.00	65,000.00
54-2200	Vehicles	.00	.00	97,349.00	40,000.00
	Machinery and Equipment Totals	\$60,571.25	\$80,000.00	\$139,000.00	\$105,000.00
Function 3510 - Fire Administration Totals					
		\$485,499.31	\$534,244.00	\$520,549.93	\$724,444.00
Function 3520 - Fire Suppression					
Personal Services-Salaries Wages					
51-1100	Salaries & Wages	1,080,590.89	1,310,441.00	1,024,579.30	1,410,536.00
51-1300	Overtime	302,320.20	125,000.00	253,356.16	180,000.00
	Personal Services-Salaries Wages Totals	\$1,382,911.09	\$1,435,441.00	\$1,277,935.46	\$1,590,536.00
Employee Benefits					
51-2100	Group Insurance	180,420.00	147,591.00	122,992.40	155,585.00
51-2200	FICA	92,875.55	88,998.00	93,573.56	121,676.00
51-2300	Medicare	6,003.50	20,814.00	.00	.00
51-2400	Pension	.00	126,671.00	.00	233,563.00
	Employee Benefits Totals	\$279,299.05	\$384,074.00	\$216,565.96	\$510,824.00
Purchases Professional & Technical Services					
52-1300	Technical Services	1,860.60	5,973.00	10,235.88	10,000.00
	Purchases Professional & Technical Services Totals	\$1,860.60	\$5,973.00	\$10,235.88	\$10,000.00
Purchased-Property Services					
52-2205	Repairs and Maintenance - Training Site	7,503.89	5,000.00	1,083.87	10,000.00
52-2210	Repair / Maint Building	25,788.06	22,000.00	14,530.57	15,000.00
52-2211	Repair / Maint Equipment	10,973.47	12,000.00	16,958.93	12,000.00
52-2212	Repair / Maint Vehicles	46,161.16	35,000.00	58,603.90	55,000.00
52-2300	Rentals	927.97	1,068.00	890.00	1,068.00
	Purchased-Property Services Totals	\$91,354.55	\$75,068.00	\$92,067.27	\$93,068.00
Other Purchased Services					
52-3200	Communications	472.38	1,000.00	846.31	2,000.00
52-3205	Telephone	916.80	1,080.00	1,610.63	1,080.00
52-3206	Mobile Agreements	1,513.92	.00	1,070.33	.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 3500 - Fire					
Function 3520 - Fire Suppression					
<i>Other Purchased Services</i>					
52-3500	Travel & Training	7,323.13	12,500.00	14,804.23	15,000.00
52-3600	Dues and Fees	200.00	.00	200.00	.00
52-3700	Education and Training	77.68	.00	.00	.00
<i>Other Purchased Services Totals</i>		<b>\$10,503.91</b>	<b>\$14,580.00</b>	<b>\$18,531.50</b>	<b>\$18,080.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	9,014.24	2,000.00	1,488.51	2,000.00
53-1101	Materials and Supplies Purchased with Designated Revenues	4,262.85	.00	3,691.18	.00
53-1115	Uniforms	12,563.48	17,000.00	25,368.49	25,000.00
53-1120	Protective Clothing	7,009.99	15,000.00	40,756.00	30,000.00
53-1125	Vehicle Repair Parts	18,789.93	11,000.00	14,045.25	12,500.00
53-1126	Equipment Repair Parts	831.47	2,000.00	1,102.86	2,000.00
53-1136	Fire Suppression Supplies	1,766.92	2,000.00	.00	2,000.00
53-1210	Water/Sewerage	10,361.33	9,500.00	6,639.66	9,500.00
53-1220	Natural Gas	6,111.66	4,500.00	4,564.43	4,500.00
53-1230	Electricity	23,909.64	21,000.00	12,761.19	21,000.00
53-1270	Gasoline/Diesel	35,839.93	30,000.00	38,447.12	35,000.00
53-1400	Books and Periodicals	245.28	695.00	519.35	1,200.00
53-1600	Small Equipment	9,835.89	22,000.00	15,657.12	40,000.00
53-1700	Other Supplies	5,076.20	4,000.00	5,456.60	4,000.00
<i>Supplies Totals</i>		<b>\$145,618.81</b>	<b>\$140,695.00</b>	<b>\$170,497.76</b>	<b>\$188,700.00</b>
<i>Machinery and Equipment</i>					
52-2213	Repairs and Maintenance - Fire Hydrants	771.71	1,300.00	1,214.31	1,300.00
54-2100	Machinery & Equipment	8,500.00	.00	.00	.00
<i>Machinery and Equipment Totals</i>		<b>\$9,271.71</b>	<b>\$1,300.00</b>	<b>\$1,214.31</b>	<b>\$1,300.00</b>
Function 3520 - Fire Suppression Totals		<b>\$1,920,819.72</b>	<b>\$2,057,131.00</b>	<b>\$1,787,048.14</b>	<b>\$2,412,508.00</b>
Function 3530 - Fire Prevention					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	111,208.85	119,725.00	125,463.48	162,255.00
51-1300	Overtime	1,395.60	1,000.00	.00	.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$112,604.45</b>	<b>\$120,725.00</b>	<b>\$125,463.48</b>	<b>\$162,255.00</b>





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 3500 - Fire					
Function 3530 - Fire Prevention					
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	12,834.00	10,695.00	15,559.00
51-2200	FICA	7,505.42	7,485.00	9,235.21	12,413.00
51-2300	Medicare	538.58	1,751.00	.00	.00
51-2400	Pension	.00	13,336.00	.00	17,806.00
<i>Employee Benefits Totals</i>		<b>\$19,684.00</b>	<b>\$35,406.00</b>	<b>\$19,930.21</b>	<b>\$45,778.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	2,020.45	.00	739.34	.00
52-3500	Travel & Training	2,990.36	4,400.00	1,010.15	4,400.00
52-3600	Dues and Fees	72.50	2,350.00	1,757.50	2,350.00
<i>Other Purchased Services Totals</i>		<b>\$5,083.31</b>	<b>\$6,750.00</b>	<b>\$3,506.99</b>	<b>\$6,750.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	599.85	2,200.00	1,585.59	2,200.00
53-1600	Small Equipment	2,827.78	1,500.00	1,328.26	3,000.00
53-1702	Grant Match	.00	.00	3,911.69	5,000.00
<i>Supplies Totals</i>		<b>\$3,427.63</b>	<b>\$3,700.00</b>	<b>\$6,825.54</b>	<b>\$10,200.00</b>
Function 3530 - Fire Prevention Totals		<b>\$140,799.39</b>	<b>\$166,581.00</b>	<b>\$155,726.22</b>	<b>\$224,983.00</b>
Reporting Category 3500 - Fire Totals		<b>\$2,547,118.42</b>	<b>\$2,757,956.00</b>	<b>\$2,463,324.29</b>	<b>\$3,361,935.00</b>



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**Public Works/Engineering**

### DESCRIPTION

The Public Works & Engineering Department is responsible for the improvement, maintenance, and upkeep of the city's storm drainage system, roadways, sidewalks, parks, cemeteries, buildings and other public areas. The Engineering staff manages capital projects to replace and improve storm drainage facilities and local roadways through various funding sources such as SPLOST, federal & state grants, and general fund monies. The Public Works staff consists of six divisions which maintain the public use areas throughout the city by cleaning storm drains, mowing and trimming sidewalks and rights of way, performing maintenance at city cemeteries, maintaining the city's motor vehicle fleet, and upkeep of city buildings.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	ACCT CODE	2022 ACTUAL	2023 APPROVED	2023 APPROVED
PERSONNEL COSTS	51	\$ 1,930,276	\$ 2,092,380	\$ 2,236,352
SERVICES & CHARGES	52	202,548	157,104	245,136
SUPPLIES	53	433,565	372,323	368,370
VEHICLES / EQUIPMENT	54	238,523	315,438	190,500
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 2,804,912</b>	<b>\$ 2,937,245</b>	<b>\$ 3,040,358</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	51	53	53
<b>PERMANENT PART TIME</b>	0	0	0
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>51</b>	<b>53</b>	<b>53</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**Public Works and Engineering**

**ANNUAL WORKPLAN / GOALS:**

Management and completion of SPLOST capital improvement projects

Upkeep of city facilities and infrastructure

Maintenance of parks & squares

Storm drain and ditch cleaning, maintenance and regulatory compliance

Mowing and cleaning of roadways and sidewalks

Parks and playgrounds improvements; sidewalk repair and improvements

**PERSONNEL:**

Title	FT/PT	No. of Personnel
Director	FT	1
Asst. Director, Project Mgr, Eng, Tech	FT	3
Admin Staff	FT	2
Field Crews	FT	47

**MAJOR TASKS:**

Vehicles for field crews

Road sign replacement

Storm drain cleaning and maintenance tasks

Sidewalk and ROW maintenance and upkeep; landscape maintenance of downtown squares

Cemetery mananagment and upkeep

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

None

*(Budget Forms/Operating 1)*

## FY 2024 ANNUAL BUDGET



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
EXPENSE					
Reporting Category 4100 - Public Works Administration					
Function 4100 - Public Works Administration					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	351,691.54	378,306.00	293,305.53	383,748.00
51-1300	Overtime	1,272.22	500.00	616.72	500.00
<i>Personal Services-Salaries Wages Totals</i>		\$352,963.76	\$378,806.00	\$293,922.25	\$384,248.00
<i>Employee Benefits</i>					
51-2100	Group Insurance	40,740.00	38,502.00	32,085.00	31,117.00
51-2200	FICA	24,106.53	23,486.00	21,468.70	29,357.00
51-2300	Medicare	1,594.82	5,493.00	.00	.00
51-2400	Pension	.00	42,138.00	.00	42,113.00
51-2901	DeMinimis Fringe Benefits	175.00	.00	.00	.00
<i>Employee Benefits Totals</i>		\$66,616.35	\$109,619.00	\$53,553.70	\$102,587.00
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	525.00	.00	.00	.00
52-1300	Technical Services	4,169.76	5,000.00	314.21	5,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		\$4,694.76	\$5,000.00	\$314.21	\$5,000.00
<i>Purchased-Property Services</i>					
52-2200	Repairs and Maintenance	.00	.00	351.44	.00
52-2210	Repair / Maint Building	1,748.35	2,200.00	2,639.85	3,000.00
52-2211	Repair / Maint Equipment	.00	800.00	108.20	800.00
52-2212	Repair / Maint Vehides	528.39	1,200.00	530.37	1,200.00
52-2300	Rentals	5,601.47	3,700.00	7,252.65	3,700.00
<i>Purchased-Property Services Totals</i>		\$7,878.21	\$7,900.00	\$10,882.51	\$8,700.00
<i>Other Purchased Services</i>					
52-3100	Insurance	2,833.00	3,408.00	1,147.00	.00
52-3206	Mobile Agreements	17,791.98	10,000.00	10,956.90	15,000.00
52-3300	Advertising	456.70	200.00	1,448.80	500.00
52-3500	Travel & Training	4,811.00	5,150.00	1,969.94	5,150.00
52-3600	Dues and Fees	3,131.95	1,760.00	3,596.00	3,500.00
52-3700	Education and Training	843.05	1,500.00	1,675.42	2,000.00
52-3909	Tree Preservation Committee Expenses	150.00	1,000.00	391.49	1,000.00
54-3000	Intangible--Computer Software	3,750.00	.00	3,750.00	5,000.00
<i>Other Purchased Services Totals</i>		\$33,767.68	\$23,018.00	\$24,935.55	\$32,150.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 4100 - Public Works Administration					
Function 4100 - Public Works Administration					
<i>Supplies</i>					
53-1100	General Supplies/Materials	4,445.77	4,000.00	8,048.26	4,000.00
53-1104	COVID 19 Supplies	461.99	.00	.00	.00
53-1110	Office Supplies	853.36	.00	.00	.00
53-1115	Uniforms	3,148.83	1,000.00	3,511.89	5,500.00
53-1125	Vehicle Repair Parts	1,674.34	750.00	499.83	750.00
53-1126	Equipment Repair Parts	364.66	100.00	.00	100.00
53-1135	Custodial Supplies	338.12	400.00	140.81	400.00
53-1210	Water/Sewerage	15,969.57	10,000.00	7,069.05	10,000.00
53-1230	Electricity	27,582.51	23,000.00	19,294.85	23,000.00
53-1270	Gasoline/Diesel	9,283.06	8,000.00	7,206.57	8,000.00
53-1400	Books and Periodicals	40.00	.00	.00	.00
53-1600	Small Equipment	226.24	250.00	.00	250.00
	<i>Supplies Totals</i>	<b>\$64,388.45</b>	<b>\$47,500.00</b>	<b>\$45,771.26</b>	<b>\$52,000.00</b>
<i>Machinery and Equipment</i>					
54-2200	Vehicles	.00	28,000.00	33,471.00	32,000.00
54-2400	Computers	9,300.00	.00	.00	.00
	<i>Machinery and Equipment Totals</i>	<b>\$9,300.00</b>	<b>\$28,000.00</b>	<b>\$33,471.00</b>	<b>\$32,000.00</b>
Function 4100 - Public Works Administration Totals		<b>\$539,609.21</b>	<b>\$599,843.00</b>	<b>\$462,850.48</b>	<b>\$616,685.00</b>
Reporting Category 4100 - Public Works Administration Totals		<b>\$539,609.21</b>	<b>\$599,843.00</b>	<b>\$462,850.48</b>	<b>\$616,685.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>EXPENSE</b>					
Reporting Category 4200 - Highways & Streets					
Function 4210 - Pavements & Grounds					
<i>Supplies</i>					
53-1100	General Supplies/Materials	93.47	.00	.00	.00
	<i>Supplies Totals</i>	<b>\$93.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Function 4210 - Pavements & Grounds Totals					
		<b>\$93.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Function 4220 - Streets					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	193,906.87	190,412.00	158,282.47	193,673.00
51-1300	Overtime	32,243.20	12,000.00	34,624.74	30,000.00
	<i>Personal Services-Salaries Wages Totals</i>	<b>\$226,150.07</b>	<b>\$202,412.00</b>	<b>\$192,907.21</b>	<b>\$223,673.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	34,920.00	32,085.00	26,737.50	25,931.00
51-2200	FICA	15,041.69	12,550.00	13,815.30	14,816.00
51-2300	Medicare	1,070.45	2,935.00	.00	.00
51-2400	Pension	.00	21,209.00	.00	21,254.00
	<i>Employee Benefits Totals</i>	<b>\$51,032.14</b>	<b>\$68,779.00</b>	<b>\$40,552.80</b>	<b>\$62,001.00</b>
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	.00	.00	77.94	.00
52-2211	Repair / Maint Equipment	7,028.02	4,500.00	1,091.46	4,500.00
52-2212	Repair / Maint Vehides	681.47	1,500.00	764.18	1,500.00
52-2300	Rentals	518.00	500.00	.00	500.00
	<i>Purchased-Property Services Totals</i>	<b>\$8,227.49</b>	<b>\$6,500.00</b>	<b>\$1,933.58</b>	<b>\$6,500.00</b>
<i>Other Purchased Services</i>					
52-3205	Telephone	.00	1,000.00	.00	1,000.00
52-3500	Travel & Training	394.18	400.00	.00	400.00
53-1111	Street Signs	11,976.00	15,000.00	25,727.55	25,000.00
	<i>Other Purchased Services Totals</i>	<b>\$12,370.18</b>	<b>\$16,400.00</b>	<b>\$25,727.55</b>	<b>\$26,400.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	30,645.19	30,000.00	21,221.32	25,000.00
53-1115	Uniforms	1,263.92	1,600.00	678.13	1,600.00
53-1125	Vehicle Repair Parts	3,562.81	3,500.00	3,022.85	3,500.00
53-1126	Equipment Repair Parts	2,523.05	2,500.00	3,215.14	2,500.00
53-1270	Gasoline/Diesel	14,253.85	10,000.00	11,760.90	10,000.00
53-1600	Small Equipment	7,703.34	4,875.00	3,009.22	4,900.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>EXPENSE</b>					
Reporting Category 4200 - Highways & Streets					
Function 4220 - Streets					
<i>Supplies</i>					
<i>Supplies Totals</i>		\$59,952.16	\$52,475.00	\$42,907.56	\$47,500.00
<i>Property</i>					
54-1400	Infrastructure	1,398.00	.00	.00	.00
<i>Property Totals</i>		\$1,398.00	\$0.00	\$0.00	\$0.00
<i>Machinery and Equipment</i>					
54-2100	Machinery & Equipment	20,878.00	.00	.00	15,000.00
54-2200	Vehicles	1,070.00	28,000.00	58,730.00	.00
<i>Machinery and Equipment Totals</i>		\$21,948.00	\$28,000.00	\$58,730.00	\$15,000.00
Function 4220 - Streets Totals		\$381,078.04	\$374,566.00	\$362,758.70	\$381,074.00
Function 4224 - Sidewalks					
<i>Property</i>					
54-1400	Infrastructure	72,542.56	54,530.00	51,049.65	50,000.00
<i>Property Totals</i>		\$72,542.56	\$54,530.00	\$51,049.65	\$50,000.00
Function 4224 - Sidewalks Totals		\$72,542.56	\$54,530.00	\$51,049.65	\$50,000.00
Function 4270 - Traffic Engineering					
<i>Supplies</i>					
53-1100	General Supplies/Materials	7,163.20	.00	.00	.00
<i>Supplies Totals</i>		\$7,163.20	\$0.00	\$0.00	\$0.00
<i>Intergovernmental</i>					
57-1112	Glynn County BOC Maintenance Traffic Signals	1,016.20	10,000.00	35,563.43	20,000.00
<i>Intergovernmental Totals</i>		\$1,016.20	\$10,000.00	\$35,563.43	\$20,000.00
<i>Payments to Other Agencies</i>					
61-1024	Grant Match	15,924.00	.00	.00	.00
<i>Payments to Other Agencies Totals</i>		\$15,924.00	\$0.00	\$0.00	\$0.00
Function 4270 - Traffic Engineering Totals		\$24,103.40	\$10,000.00	\$35,563.43	\$20,000.00
Reporting Category 4200 - Highways & Streets Totals		\$477,817.47	\$439,096.00	\$449,371.78	\$451,074.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 4500 - Sanitation					
Function 4520 - Sanitation					
<i>Purchases Professional &amp; Technical Services</i>					
52-1300	Technical Services	1,800.00	.00	.00	.00
52-1310	Waste Disposal	.00	.00	2,000.00	.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$1,800.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	147.72	.00	.00	.00
<i>Supplies Totals</i>		<b>\$147.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Function 4520 - Sanitation Totals		<b>\$1,947.72</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>
Reporting Category 4500 - Sanitation Totals		<b>\$1,947.72</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 4900 - Maintenance & Shop					
Function 4900 - Garage					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	151,853.55	182,836.00	140,349.56	185,082.00
51-1300	Overtime	2,449.78	1,000.00	5,782.61	2,500.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$154,303.33</b>	<b>\$183,836.00</b>	<b>\$146,132.17</b>	<b>\$187,582.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	23,280.00	25,668.00	21,390.00	15,559.00
51-2200	FICA	10,567.51	11,398.00	10,752.63	14,350.00
51-2300	Medicare	692.17	2,666.00	.00	.00
51-2400	Pension	.00	20,365.00	.00	15,395.00
<i>Employee Benefits Totals</i>		<b>\$34,539.68</b>	<b>\$60,097.00</b>	<b>\$32,142.63</b>	<b>\$45,304.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1300	Technical Services	2,784.00	3,000.00	3,044.00	3,500.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$2,784.00</b>	<b>\$3,000.00</b>	<b>\$3,044.00</b>	<b>\$3,500.00</b>
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	2,968.32	2,000.00	3,032.08	2,500.00
52-2211	Repair / Maint Equipment	.00	2,000.00	527.00	2,000.00
52-2212	Repair / Maint Vehicles	187.47	500.00	.00	500.00
<i>Purchased-Property Services Totals</i>		<b>\$3,155.79</b>	<b>\$4,500.00</b>	<b>\$3,559.08</b>	<b>\$5,000.00</b>
<i>Other Purchased Services</i>					
52-3205	Telephone	215.88	.00	976.50	.00
52-3500	Travel & Training	921.16	1,000.00	182.24	1,000.00
<i>Other Purchased Services Totals</i>		<b>\$1,137.04</b>	<b>\$1,000.00</b>	<b>\$1,158.74</b>	<b>\$1,000.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	2,211.71	1,500.00	1,373.09	1,500.00
53-1115	Uniforms	1,206.75	1,500.00	802.54	1,500.00
53-1125	Vehicle Repair Parts	1,247.83	1,000.00	590.19	1,000.00
53-1126	Equipment Repair Parts	189.93	500.00	214.59	500.00
53-1210	Water/Sewerage	1,868.41	1,900.00	592.21	1,200.00
53-1220	Natural Gas	.00	600.00	.00	.00
53-1230	Electricity	11,006.91	12,000.00	4,833.08	10,000.00
53-1270	Gasoline/Diesel	6,390.49	6,800.00	4,511.92	6,800.00
53-1600	Small Equipment	11,981.03	16,373.00	9,955.04	2,220.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 4900 - Maintenance & Shop					
Function 4900 - Garage					
<i>Supplies</i>					
	<i>Supplies Totals</i>	\$36,103.06	\$42,173.00	\$22,872.66	\$24,720.00
	<i>Machinery and Equipment</i>				
54-2100	Machinery & Equipment	3,880.84	10,908.00	7,441.34	.00
	<i>Machinery and Equipment Totals</i>	\$3,880.84	\$10,908.00	\$7,441.34	\$0.00
	Function 4900 - Garage Totals	\$235,903.74	\$305,514.00	\$216,350.62	\$267,106.00
Function 4920 - Equipment Support					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	186,681.75	264,180.00	217,811.26	275,770.00
51-1300	Overtime	5,350.70	4,500.00	6,334.60	6,000.00
	<i>Personal Services-Salaries Wages Totals</i>	\$192,032.45	\$268,680.00	\$224,145.86	\$281,770.00
<i>Employee Benefits</i>					
51-2100	Group Insurance	40,740.00	38,502.00	32,085.00	36,303.00
51-2200	FICA	12,636.24	16,658.00	16,017.97	21,096.00
51-2300	Medicare	829.65	3,896.00	.00	.00
51-2400	Pension	.00	26,772.00	.00	30,264.00
	<i>Employee Benefits Totals</i>	\$54,205.89	\$85,828.00	\$48,102.97	\$87,663.00
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	3,000.00	.00	.00	.00
	<i>Purchases Professional &amp; Technical Services Totals</i>	\$3,000.00	\$0.00	\$0.00	\$0.00
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	5,997.50	6,000.00	13,468.45	6,000.00
52-2212	Repair / Maint Vehicles	1,813.32	12,000.00	10,041.46	12,000.00
	<i>Purchased-Property Services Totals</i>	\$7,810.82	\$18,000.00	\$23,509.91	\$18,000.00
<i>Other Purchased Services</i>					
52-3500	Travel & Training	594.27	600.00	156.58	600.00
52-3600	Dues and Fees	808.00	1,200.00	1,000.00	1,200.00
	<i>Other Purchased Services Totals</i>	\$1,402.27	\$1,800.00	\$1,156.58	\$1,800.00
<i>Supplies</i>					
53-1100	General Supplies/Materials	4,674.65	5,500.00	3,090.06	5,500.00
53-1115	Uniforms	1,104.26	1,500.00	1,002.76	1,500.00
53-1125	Vehicle Repair Parts	4,042.52	10,000.00	5,169.23	7,500.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 4900 - Maintenance & Shop					
Function 4920 - Equipment Support					
<i>Supplies</i>					
53-1126	Equipment Repair Parts	21,806.52	12,000.00	10,003.41	12,000.00
53-1270	Gasoline/Diesel	34,035.87	30,000.00	37,245.12	30,000.00
53-1600	Small Equipment	558.47	4,700.00	1,454.00	2,000.00
	<i>Supplies Totals</i>	<b>\$66,222.29</b>	<b>\$63,700.00</b>	<b>\$57,964.58</b>	<b>\$58,500.00</b>
<i>Machinery and Equipment</i>					
54-2100	Machinery & Equipment	44,506.79	11,000.00	97,268.57	.00
54-2200	Vehicles	.00	30,000.00	.00	.00
54-2500	Other Capital Outlay	.00	20,000.00	23,425.40	.00
	<i>Machinery and Equipment Totals</i>	<b>\$44,506.79</b>	<b>\$61,000.00</b>	<b>\$120,693.97</b>	<b>\$0.00</b>
<i>Principal</i>					
58-1200	Capital Lease Pymt (Principal)	.00	.00	.00	40,000.00
	<i>Principal Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>
	Function 4920 - Equipment Support Totals	<b>\$369,180.51</b>	<b>\$499,008.00</b>	<b>\$475,573.87</b>	<b>\$487,733.00</b>
Function 4930 - Facility Maintenance					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	123,424.02	170,061.00	128,486.55	196,480.00
51-1300	Overtime	27,287.56	8,000.00	23,969.87	30,000.00
	<i>Personal Services Salaries Wages Totals</i>	<b>\$150,711.58</b>	<b>\$178,061.00</b>	<b>\$152,456.42</b>	<b>\$226,480.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	17,460.00	25,277.00	21,064.20	15,559.00
51-2200	FICA	9,814.85	11,175.00	10,747.71	17,326.00
51-2300	Medicare	702.15	2,612.00	.00	.00
51-2400	Pension	.00	14,399.00	.00	21,562.00
	<i>Employee Benefits Totals</i>	<b>\$27,977.00</b>	<b>\$53,463.00</b>	<b>\$31,811.91</b>	<b>\$54,447.00</b>
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	.00	800.00	342.79	800.00
52-2212	Repair / Maint Vehicles	925.51	1,000.00	991.97	1,000.00
52-2300	Rentals	.00	1,300.00	.00	1,000.00
	<i>Purchased-Property Services Totals</i>	<b>\$925.51</b>	<b>\$3,100.00</b>	<b>\$1,334.76</b>	<b>\$2,800.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	4,652.53	4,500.00	4,118.69	4,500.00
53-1115	Uniforms	650.21	800.00	1,258.54	1,000.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>EXPENSE</b>					
Reporting Category 4900 - Maintenance & Shop					
Function 4930 - Facility Maintenance					
<i>Supplies</i>					
53-1125	Vehicle Repair Parts	2,015.72	1,000.00	1,249.95	1,000.00
53-1126	Equipment Repair Parts	.00	200.00	190.75	200.00
53-1270	Gasoline/Diesel	13,157.86	11,500.00	10,944.34	11,500.00
53-1600	Small Equipment	11,637.66	15,800.00	14,522.99	12,200.00
	<i>Supplies Totals</i>	<b>\$32,113.98</b>	<b>\$33,800.00</b>	<b>\$32,285.26</b>	<b>\$30,400.00</b>
<i>Machinery and Equipment</i>					
54-2100	Machinery & Equipment	.00	.00	.00	3,500.00
54-2200	Vehicles	1,070.00	.00	32,153.00	.00
	<i>Machinery and Equipment Totals</i>	<b>\$1,070.00</b>	<b>\$0.00</b>	<b>\$32,153.00</b>	<b>\$3,500.00</b>
<i>Intergovernmental</i>					
57-1130	St of GA DOC Contract	40,545.30	.00	6,876.22	.00
	<i>Intergovernmental Totals</i>	<b>\$40,545.30</b>	<b>\$0.00</b>	<b>\$6,876.22</b>	<b>\$0.00</b>
	Function 4930 - Facility Maintenance Totals	<b>\$253,343.37</b>	<b>\$268,424.00</b>	<b>\$256,917.57</b>	<b>\$317,627.00</b>
	Reporting Category 4900 - Maintenance & Shop Totals	<b>\$858,427.62</b>	<b>\$1,072,946.00</b>	<b>\$948,842.06</b>	<b>\$1,072,466.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 4950 - Cemeteries					
Function 4950 - Cemeteries					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	93,163.12	99,975.00	83,849.72	102,942.00
51-1300	Overtime	16,871.34	10,000.00	14,018.29	15,000.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$110,034.46</b>	<b>\$109,975.00</b>	<b>\$97,868.01</b>	<b>\$117,942.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	17,460.00	21,450.00	17,875.00	15,559.00
51-2200	FICA	7,301.08	6,660.00	7,199.21	7,875.00
51-2300	Medicare	769.82	2,099.00	.00	.00
51-2400	Pension	.00	15,007.00	.00	11,297.00
<i>Employee Benefits Totals</i>		<b>\$25,530.90</b>	<b>\$45,216.00</b>	<b>\$25,074.21</b>	<b>\$34,731.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	8,000.00	1,000.00	.00	1,000.00
52-1300	Technical Services	.00	1,086.00	.00	1,086.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$8,000.00</b>	<b>\$2,086.00</b>	<b>\$0.00</b>	<b>\$2,086.00</b>
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	1,482.00	500.00	5,438.85	1,000.00
52-2211	Repair / Maint Equipment	584.93	2,500.00	209.71	2,000.00
52-2212	Repair / Maint Vehicles	102.35	1,000.00	42.45	1,000.00
52-2300	Rentals	.00	.00	192.50	1,500.00
<i>Purchased-Property Services Totals</i>		<b>\$2,169.28</b>	<b>\$4,000.00</b>	<b>\$5,883.51</b>	<b>\$5,500.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	4,481.78	5,000.00	5,151.18	6,000.00
53-1115	Uniforms	517.30	700.00	370.25	700.00
53-1125	Vehicle Repair Parts	1,849.07	1,500.00	506.07	1,500.00
53-1126	Equipment Repair Parts	4,670.82	1,500.00	1,323.27	1,500.00
53-1200	Energy	9,152.90	.00	4,425.44	.00
53-1210	Water/Sewerage	39.48	.00	78.96	150.00
53-1230	Electricity	2,845.23	9,000.00	2,525.72	6,000.00
53-1270	Gasoline/Diesel	15,565.34	12,000.00	11,006.35	12,000.00
53-1600	Small Equipment	2,798.95	3,575.00	1,899.00	4,150.00
53-1700	Other Supplies	33.12	.00	.00	.00
<i>Supplies Totals</i>		<b>\$41,953.99</b>	<b>\$33,275.00</b>	<b>\$27,286.24</b>	<b>\$32,000.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
	Reporting Category 4950 - Cemeteries				
	Function 4950 - Cemeteries				
	<i>Machinery and Equipment</i>				
54-2100	Machinery & Equipment	33,836.00	105,000.00	.00	5,000.00
54-2200	Vehicles	21,795.00	.00	.00	.00
	<i>Machinery and Equipment Totals</i>	<b>\$55,631.00</b>	<b>\$105,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>
	<i>Intergovernmental</i>				
57-1130	St of GA DOC Contract	44,706.63	51,448.00	37,541.90	51,448.00
	<i>Intergovernmental Totals</i>	<b>\$44,706.63</b>	<b>\$51,448.00</b>	<b>\$37,541.90</b>	<b>\$51,448.00</b>
	Function 4950 - Cemeteries Totals	<b>\$288,026.26</b>	<b>\$351,000.00</b>	<b>\$193,653.87</b>	<b>\$248,707.00</b>
	Reporting Category 4950 - Cemeteries Totals	<b>\$288,026.26</b>	<b>\$351,000.00</b>	<b>\$193,653.87</b>	<b>\$248,707.00</b>



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**RECREATION DEPARTMENT**

### DESCRIPTION

The Recreation Department will provide recreational opportunities for all citizens, residents and visitors. The city will work to promote athletics including football, baseball, softball, basketball, cheerleading and track & field. The department will provide a vigorous summer program, aquatics, and other activities. Its primary facilities are Howard Coffin Park and the Roosevelt Lawrence Center.

**Recreation**

### BUDGET SUMMARY

<u>EXPENDITURES</u>	ACCT CODE	2022 ACTUAL	2023 APPROVED	2024 PROPOSED
PERSONNEL COSTS	51	\$ 109,381	\$ 146,881	\$ 824,482
SERVICES & CHARGES	52	26,752	44,800	79,800
SUPPLIES	53	26,143	23,800	229,300
VEHICLES / EQUIPMENT	54	250	500	188,000
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 162,526</b>	<b>\$ 215,981</b>	<b>\$ 1,321,582</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	0	0	11
<b>PERMANENT PART TIME</b>	0	0	8
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>19</b>

(Budget Forms/Operating)

**FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**RECREATION**

**ANNUAL WORKPLAN / GOALS:**

Oversee all recreation and athletic activities for the city

Oversee operations of the Roosevelt Lawrence Community Center

Oversee rentals and activities at Howard Coffin Park

**PERSONNEL:**

Title	FT/PT	No. of Personnel
Recreation Director	FT	1
Recreation Program Coord	FT	1
Recreation Specialist	FT	1
Administrative Assistant	FT	1
Athletic Coordinator	FT	1
Athletic/ Aquatic Assistant	FT	1
Maintenance Supervisor	FT	1
Grounds Crew Members	FT	4

**MAJOR TASKS:**

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

New department

*(Budget Forms/Operating 1)*

**FY 2024 ANNUAL BUDGET**





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
EXPENSE					
Reporting Category 6100 - Recreation					
Function 6110 - Recreation Administration					
Personal Services-Salaries Wages					
51-1100	Salaries & Wages	.00	.00	2,652.80	284,212.00
51-1200	Temporary Employees	.00	.00	.00	75,000.00
<i>Personal Services-Salaries Wages Totals</i>		\$0.00	\$0.00	\$2,652.80	\$359,212.00
<i>Employee Benefits</i>					
51-2100	Group Insurance	.00	.00	.00	57,048.00
51-2200	FICA	.00	.00	202.94	27,481.00
51-2400	Pension	.00	.00	.00	7,569.00
<i>Employee Benefits Totals</i>		\$0.00	\$0.00	\$202.94	\$92,098.00
<i>Purchases Professional &amp; Technical Services</i>					
52-1201	Consultants	.00	.00	.00	25,250.00
<i>Purchases Professional &amp; Technical Services Totals</i>		\$0.00	\$0.00	\$0.00	\$25,250.00
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	.00	.00	.00	5,000.00
52-2211	Repair / Maint Equipment	.00	.00	.00	10,000.00
<i>Purchased-Property Services Totals</i>		\$0.00	\$0.00	\$0.00	\$15,000.00
<i>Other Purchased Services</i>					
52-3100	Insurance	.00	.00	8,425.00	.00
52-3205	Telephone	.00	.00	326.97	.00
52-3206	Mobile Agreements	.00	.00	.00	3,000.00
52-3300	Advertising	.00	.00	.00	10,000.00
52-3500	Travel & Training	.00	.00	.00	4,500.00
52-3600	Dues and Fees	.00	.00	.00	1,000.00
52-3900	Other Purchased Services	.00	.00	.00	9,750.00
<i>Other Purchased Services Totals</i>		\$0.00	\$0.00	\$8,751.97	\$28,250.00
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	.00	.00	20,000.00
53-1115	Uniforms	.00	.00	87.80	.00
53-1130	Building Repair Supplies	.00	.00	.00	10,000.00
53-1200	Energy	.00	.00	.00	10,000.00
53-1210	Water/Sewerage	.00	.00	.00	20,000.00
53-1220	Natural Gas	.00	.00	.00	10,000.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 6100 - Recreation					
Function 6110 - Recreation Administration					
<i>Supplies</i>					
53-1230	Electricity	.00	.00	.00	35,000.00
	<i>Supplies Totals</i>	\$0.00	\$0.00	\$87.80	\$105,000.00
<i>Machinery and Equipment</i>					
54-2200	Vehicles	.00	.00	.00	80,000.00
54-2400	Computers	.00	.00	.00	17,500.00
	<i>Machinery and Equipment Totals</i>	\$0.00	\$0.00	\$0.00	\$97,500.00
	Function 6110 - Recreation Administration Totals	\$0.00	\$0.00	\$11,695.51	\$722,310.00
Function 6120 - Recreation Athletic Programs					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	.00	.00	.00	106,531.00
	<i>Personal Services-Salaries Wages Totals</i>	\$0.00	\$0.00	\$0.00	\$106,531.00
<i>Employee Benefits</i>					
51-2100	Group Insurance	.00	.00	.00	3,400.00
51-2200	FICA	.00	.00	.00	8,150.00
	<i>Employee Benefits Totals</i>	\$0.00	\$0.00	\$0.00	\$11,550.00
<i>Machinery and Equipment</i>					
54-2100	Machinery & Equipment	.00	.00	.00	40,000.00
	<i>Machinery and Equipment Totals</i>	\$0.00	\$0.00	\$0.00	\$40,000.00
<i>Intergovernmental</i>					
57-1116	Athletic Subsidies-Glynn County	7,378.00	.00	9,222.00	.00
	<i>Intergovernmental Totals</i>	\$7,378.00	\$0.00	\$9,222.00	\$0.00
	Function 6120 - Recreation Athletic Programs Totals	\$7,378.00	\$0.00	\$9,222.00	\$158,081.00
Function 6122 - Recreation Maintenance					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	.00	.00	.00	133,120.00
	<i>Personal Services-Salaries Wages Totals</i>	\$0.00	\$0.00	\$0.00	\$133,120.00
<i>Employee Benefits</i>					
51-2100	Group Insurance	.00	.00	.00	4,154.00
51-2200	FICA	.00	.00	.00	10,184.00
	<i>Employee Benefits Totals</i>	\$0.00	\$0.00	\$0.00	\$14,338.00
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	7,503.84	.00	527.00	.00
52-2211	Repair / Maint Equipment	713.91	15,000.00	12,317.74	.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 6100 - Recreation					
Function 6122 - Recreation Maintenance					
<i>Purchased-Property Services</i>					
	<i>Purchased-Property Services Totals</i>	\$8,217.75	\$15,000.00	\$12,844.74	\$0.00
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	.00	.00	100,000.00
	<i>Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$100,000.00
<i>Machinery and Equipment</i>					
54-2100	Machinery & Equipment	.00	.00	.00	50,000.00
	<i>Machinery and Equipment Totals</i>	\$0.00	\$0.00	\$0.00	\$50,000.00
	Function 6122 - Recreation Maintenance Totals	\$8,217.75	\$15,000.00	\$12,844.74	\$297,458.00
Function 6124 - Recreation Aquatics					
<i>Purchased-Property Services</i>					
52-2210	Repair / Maint Building	1,565.22	.00	3,245.00	.00
52-2211	Repair / Maint Equipment	5,081.25	17,000.00	14,550.31	.00
	<i>Purchased-Property Services Totals</i>	\$6,646.47	\$17,000.00	\$17,795.31	\$0.00
<i>Supplies</i>					
53-1230	Electricity	745.61	.00	923.91	.00
	<i>Supplies Totals</i>	\$745.61	\$0.00	\$923.91	\$0.00
	Function 6124 - Recreation Aquatics Totals	\$7,392.08	\$17,000.00	\$18,719.22	\$0.00
Function 6130 - Neighborhood & Community Service					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	80,139.04	83,428.00	61,178.60	61,572.00
51-1200	Temporary Employees	3,226.50	21,490.00	.00	20,000.00
51-1300	Overtime	3,950.06	3,000.00	2,511.09	2,500.00
	<i>Personal Services-Salaries Wages Totals</i>	\$87,315.60	\$107,918.00	\$63,689.69	\$84,072.00
<i>Employee Benefits</i>					
51-2100	Group Insurance	5,820.00	19,251.00	16,042.50	10,372.00
51-2200	FICA	6,071.28	6,505.00	4,721.76	6,432.00
51-2300	Medicare	484.65	1,521.00	.00	.00
51-2400	Pension	.00	11,686.00	.00	6,757.00
	<i>Employee Benefits Totals</i>	\$12,375.93	\$38,963.00	\$20,764.26	\$23,561.00
<i>Purchases Professional &amp; Technical Services</i>					
52-1100	Official / Administrative	16.19	.00	.00	.00
52-1250	Contractual Expense	877.50	1,000.00	650.00	1,000.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 6100 - Recreation					
Function 6130 - Neighborhood & Community Service					
<i>Purchases Professional &amp; Technical Services</i>					
52-1300	Technical Services	316.00	.00	632.00	.00
	<i>Purchases Professional &amp; Technical Services Totals</i>	<u>\$1,209.69</u>	<u>\$1,000.00</u>	<u>\$1,282.00</u>	<u>\$1,000.00</u>
<i>Purchased-Property Services</i>					
52-2100	Cleaning Services	.00	.00	44.00	.00
52-2200	Repairs and Maintenance	.00	.00	2,080.00	.00
52-2210	Repair / Maint Building	2,750.40	3,000.00	699.98	3,000.00
52-2211	Repair / Maint Equipment	2,620.95	3,000.00	2,248.75	3,000.00
52-2300	Rentals	722.14	600.00	446.36	600.00
	<i>Purchased-Property Services Totals</i>	<u>\$6,093.49</u>	<u>\$6,600.00</u>	<u>\$5,519.09</u>	<u>\$6,600.00</u>
<i>Other Purchased Services</i>					
52-3201	Cable	2,136.06	2,200.00	1,610.72	2,200.00
52-3205	Telephone	1,800.41	1,500.00	1,000.70	1,500.00
52-3500	Travel & Training	.00	1,500.00	.00	.00
52-3600	Dues and Fees	648.14	.00	641.87	.00
	<i>Other Purchased Services Totals</i>	<u>\$4,584.61</u>	<u>\$5,200.00</u>	<u>\$3,253.29</u>	<u>\$3,700.00</u>
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	.00	.00	1,000.00
53-1110	Office Supplies	752.74	1,000.00	3,434.40	.00
53-1115	Uniforms	.00	500.00	.00	500.00
53-1130	Building Repair Supplies	44.20	.00	.00	.00
53-1135	Custodial Supplies	237.06	500.00	43.28	500.00
53-1210	Water/Sewerage	2,079.36	2,000.00	1,559.52	2,000.00
53-1230	Electricity	18,242.59	14,500.00	12,666.63	15,000.00
53-1300	Food/Misc	517.43	1,500.00	2,198.25	1,500.00
53-1600	Small Equipment	738.00	800.00	.00	800.00
53-1700	Other Supplies	2,785.78	3,000.00	893.01	3,000.00
	<i>Supplies Totals</i>	<u>\$25,397.16</u>	<u>\$23,800.00</u>	<u>\$20,795.09</u>	<u>\$24,300.00</u>
<i>Machinery and Equipment</i>					
54-2300	Furniture and Fixtures	249.80	500.00	.00	500.00
	<i>Machinery and Equipment Totals</i>	<u>\$249.80</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$500.00</u>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund	<b>100 - General Fund</b>				
	<b>EXPENSE</b>				
Reporting Category	<b>6100 - Recreation</b>				
Function	<b>6130 - Neighborhood &amp; Community Service</b> Totals	\$137,226.28	\$183,981.00	\$115,303.42	\$143,733.00
Reporting Category	<b>6100 - Recreation</b> Totals	\$160,214.11	\$215,981.00	\$167,784.89	\$1,321,582.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 6200 - Parks					
Function 6220 - Park Areas					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	221,858.76	249,375.00	256,122.43	294,730.00
51-1300	Overtime	20,961.70	6,000.00	19,661.08	25,000.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$242,820.46</b>	<b>\$255,375.00</b>	<b>\$275,783.51</b>	<b>\$319,730.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	52,380.00	44,919.00	37,432.50	41,489.00
51-2200	FICA	16,855.41	15,834.00	20,469.72	24,459.00
51-2300	Medicare	1,135.87	3,703.00	.00	.00
51-2400	Pension	.00	27,777.00	.00	42,246.00
<i>Employee Benefits Totals</i>		<b>\$70,371.28</b>	<b>\$92,233.00</b>	<b>\$57,902.22</b>	<b>\$108,194.00</b>
<i>Purchased-Property Services</i>					
52-2140	Lawn & Grounds - not by city personnel	106,693.30	70,000.00	108,813.49	150,000.00
52-2211	Repair / Maint Equipment	1,760.08	1,200.00	7,549.22	1,200.00
52-2212	Repair / Maint Vehicles	1,714.92	1,000.00	590.71	1,000.00
52-2300	Rentals	5,064.71	3,000.00	2,515.00	3,500.00
<i>Purchased-Property Services Totals</i>		<b>\$115,233.01</b>	<b>\$75,200.00</b>	<b>\$119,468.42</b>	<b>\$155,700.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	.00	.00	.00	400.00
52-3600	Dues and Fees	90.00	.00	.00	.00
52-3700	Education and Training	499.00	600.00	1,406.24	600.00
<i>Other Purchased Services Totals</i>		<b>\$589.00</b>	<b>\$600.00</b>	<b>\$1,406.24</b>	<b>\$1,000.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	25,682.94	13,000.00	30,272.72	26,000.00
53-1114	Maintenance Supplies	7,834.00	5,000.00	26.36	.00
53-1115	Uniforms	1,712.36	2,000.00	1,083.94	2,000.00
53-1125	Vehicle Repair Parts	5,315.37	5,000.00	3,298.58	5,000.00
53-1126	Equipment Repair Parts	2,320.13	3,000.00	1,959.33	3,000.00
53-1210	Water/Sewerage	14,054.08	11,000.00	10,007.80	11,700.00
53-1230	Electricity	22,332.19	17,500.00	11,174.46	17,500.00
53-1270	Gasoline/Diesel	27,353.35	23,000.00	25,182.99	25,000.00
53-1600	Small Equipment	6,674.31	4,900.00	4,739.00	8,050.00
<i>Supplies Totals</i>		<b>\$113,278.73</b>	<b>\$84,400.00</b>	<b>\$87,745.18</b>	<b>\$98,250.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
EXPENSE					
	Reporting Category 6200 - Parks				
	Function 6220 - Park Areas				
	Machinery and Equipment				
54-2100	Machinery & Equipment	24,495.00	.00	42.38	.00
54-2200	Vehicles	.00	28,000.00	29,055.00	80,000.00
	<i>Machinery and Equipment Totals</i>	<u>\$24,495.00</u>	<u>\$28,000.00</u>	<u>\$29,097.38</u>	<u>\$80,000.00</u>
	Function 6220 - Park Areas Totals	<u>\$566,787.48</u>	<u>\$535,808.00</u>	<u>\$571,402.95</u>	<u>\$762,874.00</u>
	Reporting Category 6200 - Parks Totals	<u>\$566,787.48</u>	<u>\$535,808.00</u>	<u>\$571,402.95</u>	<u>\$762,874.00</u>



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**PLANNING & DEVELOPMENT**

### DESCRIPTION

The Planning, Development & Codes Department is guiding the future growth, improvement and development of our city. The department is comprised of Planning and Zoning, Building Permits & Inspections, Code Enforcement, and Historic Preservation.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	<u>ACCT CODE</u>	<u>2022 ACTUAL</u>	<u>2023 APPROVED</u>	<u>2024 PROPOSED</u>
PERSONNEL COSTS	51	\$354,535	\$409,545	\$419,814
SERVICES & CHARGES	52	52,850	59,650	117,200
SUPPLIES	53	7,976	9,500	12,650
VEHICLES / EQUIPMENT	54	7,674	12,000	17,100
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 423,035</b>	<b>\$ 490,695</b>	<b>\$ 566,764</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>PERMANENT PART TIME</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL:</b>	<b>8</b>	<b>8</b>	<b>8</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**





# City of Brunswick

**DEPARTMENT NAME:**

**PLANNING & DEVELOPMENT**

**ANNUAL WORK PRODUCTIVITY:**

Planning Actions: FYTD - 7 Past 12 months - 13

HP COAs - FYTD 19 Past 12 Months -31

Building Permits - FYTD 416 Past 12 months- 632

Building

Inspections FYTD-497 Past 12 months - 749

Code Enforcement Calls - FYTD - 3556 Past 12 months - 5408

Illegal Dumps - FYTD - 1261 Past 12 months - 2087

**PERSONNEL:**

Title	FT/PT	No. of Personnel
Planning & Development Director	FT	1
City Planner	FT	1
Building Inspector	FT	1
Property Maintenance Inspector	FT	1
Permit Specialist	FT	1
Code Enforcement Officers	FT	3

**MAJOR PROJECTS / EXPENSES**

Complete Comprehensive Plan, due 10/23

Implement STR monitoring and compliance

Implement International Property Maintenance Code and enhance enforcement

Establish Transit Service

Engage contractor to scan archival blueprint files and eliminate flat storage in office area

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

*(Budget Forms/Operating 1)*

## FY 2024 ANNUAL BUDGET



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>EXPENSE</b>					
Reporting Category 7200 - Building Inspection					
Function 7220 - Building Inspection					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	73,453.41	82,540.00	65,124.96	83,554.00
51-1300	Overtime	85.49	.00	311.94	250.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$73,538.90</b>	<b>\$82,540.00</b>	<b>\$65,436.90</b>	<b>\$83,804.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	12,834.00	10,695.00	15,559.00
51-2200	FICA	4,803.22	5,117.00	4,799.10	6,411.00
51-2300	Medicare	348.69	1,197.00	.00	.00
51-2400	Pension	.00	9,194.00	.00	9,169.00
<i>Employee Benefits Totals</i>		<b>\$16,791.91</b>	<b>\$28,342.00</b>	<b>\$15,494.10</b>	<b>\$31,139.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	.00	.00	.00	8,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	.00	100.00	.00	100.00
52-2212	Repair / Maint Vehicles	.00	1,000.00	.00	1,000.00
<i>Purchased-Property Services Totals</i>		<b>\$0.00</b>	<b>\$1,100.00</b>	<b>\$0.00</b>	<b>\$1,100.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	978.81	1,100.00	315.99	1,000.00
52-3210	Postage	.00	100.00	.00	100.00
52-3500	Travel & Training	300.00	2,500.00	1,937.51	2,500.00
52-3600	Dues and Fees	145.00	150.00	.00	150.00
<i>Other Purchased Services Totals</i>		<b>\$1,423.81</b>	<b>\$3,850.00</b>	<b>\$2,253.50</b>	<b>\$3,750.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	1,350.00	515.42	1,000.00
53-1110	Office Supplies	497.03	.00	.00	.00
53-1125	Vehicle Repair Parts	.00	1,000.00	.00	.00
53-1270	Gasoline/Diesel	.00	600.00	.00	600.00
53-1400	Books and Periodicals	.00	500.00	55.00	1,500.00
53-1600	Small Equipment	44.87	200.00	.00	200.00
<i>Supplies Totals</i>		<b>\$541.90</b>	<b>\$3,650.00</b>	<b>\$570.42</b>	<b>\$3,300.00</b>
<i>Machinery and Equipment</i>					
54-2400	Computers	1,473.65	1,500.00	599.08	1,500.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
EXPENSE					
Reporting Category 7200 - Building Inspection					
Function 7220 - Building Inspection					
Machinery and Equipment					
	Machinery and Equipment Totals	\$1,473.65	\$1,500.00	\$599.08	\$1,500.00
	Function 7220 - Building Inspection Totals	\$93,770.17	\$120,982.00	\$84,354.00	\$132,593.00
	Reporting Category 7200 - Building Inspection Totals	\$93,770.17	\$120,982.00	\$84,354.00	\$132,593.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 7400 - Planning & Zoning					
Function 7410 - Planning & Zoning					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	99,193.84	115,090.00	57,550.26	73,742.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$99,193.84</b>	<b>\$115,090.00</b>	<b>\$57,550.26</b>	<b>\$73,742.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	11,640.00	12,834.00	10,695.00	5,186.00
51-2200	FICA	6,587.94	7,136.00	4,122.29	5,641.00
51-2300	Medicare	518.32	1,669.00	.00	.00
51-2400	Pension	.00	12,819.00	.00	8,093.00
<i>Employee Benefits Totals</i>		<b>\$18,746.26</b>	<b>\$34,458.00</b>	<b>\$14,817.29</b>	<b>\$18,920.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	37,375.00	25,000.00	20,833.35	60,000.00
52-1305	Demolition Services	.00	.00	.00	20,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$37,375.00</b>	<b>\$25,000.00</b>	<b>\$20,833.35</b>	<b>\$80,000.00</b>
<i>Purchased-Property Services</i>					
52-2211	Repair / Maint Equipment	.00	250.00	.00	250.00
52-2212	Repair / Maint Vehicles	138.23	.00	1,717.34	.00
<i>Purchased-Property Services Totals</i>		<b>\$138.23</b>	<b>\$250.00</b>	<b>\$1,717.34</b>	<b>\$250.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	3,789.00	1,200.00	1,439.62	500.00
52-3210	Postage	.00	200.00	.00	200.00
52-3300	Advertising	770.00	2,500.00	1,179.00	1,000.00
52-3400	Printing and Binding	1,226.53	1,300.00	1,255.80	1,300.00
52-3500	Travel & Training	3,258.83	2,500.00	1,184.54	2,500.00
52-3600	Dues and Fees	82.00	100.00	20.00	100.00
52-3905	Historic Preservation	281.88	6,000.00	.00	6,000.00
52-3906	Planning and Appeals Commission	180.00	5,000.00	1,447.50	2,500.00
54-3000	Intangible--Computer Software	6,200.00	10,500.00	12,081.00	15,600.00
<i>Other Purchased Services Totals</i>		<b>\$15,788.24</b>	<b>\$29,300.00</b>	<b>\$18,607.46</b>	<b>\$29,700.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	379.15	500.00	19.76	500.00
53-1115	Uniforms	380.85	.00	.00	.00
53-1125	Vehicle Repair Parts	279.45	500.00	2,187.23	1,000.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 7400 - Planning & Zoning					
Function 7410 - Planning & Zoning					
<i>Supplies</i>					
53-1270	Gasoline/Diesel	197.25	250.00	.00	250.00
53-1400	Books and Periodicals	.00	250.00	.00	.00
	<i>Supplies Totals</i>	<b>\$1,236.70</b>	<b>\$1,500.00</b>	<b>\$2,206.99</b>	<b>\$1,750.00</b>
<i>Intergovernmental</i>					
57-1113	Glynn County GIS Fees	1,750.00	1,600.00	1,750.00	1,955.00
	<i>Intergovernmental Totals</i>	<b>\$1,750.00</b>	<b>\$1,600.00</b>	<b>\$1,750.00</b>	<b>\$1,955.00</b>
	Function 7410 - Planning & Zoning Totals	<b>\$174,228.27</b>	<b>\$207,198.00</b>	<b>\$117,482.69</b>	<b>\$206,317.00</b>
Function 7450 - Code Enforcement					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	90,488.01	118,227.00	100,103.69	169,406.00
51-1300	Overtime	444.06	.00	162.88	200.00
	<i>Personal Services-Salaries Wages Totals</i>	<b>\$90,932.07</b>	<b>\$118,227.00</b>	<b>\$100,266.57</b>	<b>\$169,606.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	17,460.00	12,834.00	10,695.00	15,559.00
51-2200	FICA	6,091.85	7,330.00	7,322.85	12,975.00
51-2300	Medicare	374.70	1,714.00	.00	.00
51-2400	Pension	.00	9,010.00	.00	14,069.00
	<i>Employee Benefits Totals</i>	<b>\$23,926.55</b>	<b>\$30,888.00</b>	<b>\$18,017.85</b>	<b>\$42,603.00</b>
<i>Purchased Property Services</i>					
52-2211	Repair / Maint Equipment	781.40	1,000.00	.00	1,000.00
52-2212	Repair / Maint Vehicles	15.00	1,000.00	142.00	2,000.00
	<i>Purchased-Property Services Totals</i>	<b>\$796.40</b>	<b>\$2,000.00</b>	<b>\$142.00</b>	<b>\$3,000.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	655.08	2,200.00	413.94	2,500.00
52-3500	Travel & Training	2,275.78	6,000.00	3,788.51	4,000.00
52-3600	Dues and Fees	596.90	450.00	533.55	500.00
	<i>Other Purchased Services Totals</i>	<b>\$3,527.76</b>	<b>\$8,650.00</b>	<b>\$4,736.00</b>	<b>\$7,000.00</b>
<i>Supplies</i>					
53-1110	Office Supplies	560.29	650.00	139.63	500.00
53-1115	Uniforms	1,202.00	700.00	437.05	700.00
53-1270	Gasoline/Diesel	4,434.68	2,800.00	5,465.58	5,000.00
53-1400	Books and Periodicals	.00	100.00	.00	1,300.00



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100	General Fund				
<b>EXPENSE</b>					
Reporting Category	7400 - Planning & Zoning				
Function	7450 - Code Enforcement				
<i>Supplies</i>					
53-1600	Small Equipment	.00	100.00	.00	100.00
<i>Supplies Totals</i>		\$6,196.97	\$4,350.00	\$6,042.26	\$7,600.00
Function	7450 - Code Enforcement Totals	\$125,379.75	\$164,115.00	\$129,204.68	\$229,809.00
Reporting Category	7400 - Planning & Zoning Totals	\$299,608.02	\$371,313.00	\$246,687.37	\$436,126.00



# City of Brunswick

## OPERATING BUDGET

**DEPARTMENT NAME:**

**ECONOMIC DEVELOPMENT**

### DESCRIPTION

The Economic Development Department is responsible for developing and implementing policies, programs, and procedures relative to sustainable economic development and growth throughout the City.

### BUDGET SUMMARY

<u>EXPENDITURES</u>	ACCT CODE	2022 ACTUAL	2023 APPROVED	2024 PROPOSED
PERSONNEL COSTS	51	\$ 131,158	\$ 163,994	\$ 151,423
SERVICES & CHARGES	52	62,504	48,000	78,600
SUPPLIES	53	61	-	1,000
VEHICLES / EQUIPMENT	54	-	-	-
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 193,723</b>	<b>\$ 211,994</b>	<b>\$ 231,023</b>

### AUTHORIZED POSITIONS

<b>FULL TIME</b>	2	2	2
<b>PERMANENT PART TIME</b>	0	0	0
<b>OTHER</b>	0	0	0
<b>TOTAL:</b>	<b>2</b>	<b>2</b>	<b>2</b>

(Budget Forms/Operating)

## **FY 2024 ANNUAL BUDGET**



# City of Brunswick

**DEPARTMENT NAME:**

**ECONOMIC DEVELOPMENT**

**ANNUAL WORKPLAN / GOALS:**

Build working relationships with surrounding organizations and local government to improve workforce development and quality of life.

Partner with CCGA Lucas Center in providing support and funding to local entrepreneurs.

Ameliorate blighted & nuisance homes by adopting blight tax and creating other relative initiatives.

Work with stakeholders and other City departments to have affordable and workforce housing built within City.

Sponsor and support events/festivals within City.

Attend economic development trainings and seminars.

Have Economic Development Manager become Georgia Certified Economic Developer.

Promote City to potential investors, residents, and employees.

Identify and partner a with non-profit to offer financial literacy and first time home buyer courses to residents.

Assist in creating local tourism surrounding Gullah-Geechee/African-American culture.

**PERSONNEL:**

Title	FT/PT	No. of Personnel
Economic Development Director	FT	1
Economic Development Manager	FT	1

**MAJOR TASKS:**

Build relationships and communicate with business community and residents.

Inform and assist community of programs and incentives available to assist with business growth

Facilitate meetings between stakeholders of specific interests/projects.

Strategize and develop plans for short and long term smart, equitable growth.

**APPROVED PERSONNEL/ OPERATIONAL CHANGES**

(Budget Forms/Operating 1)





# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
<b>EXPENSE</b>					
Reporting Category 7500 - Economic Development					
Function 7550 - Economic Development					
<i>Personal Services-Salaries Wages</i>					
51-1100	Salaries & Wages	94,758.45	127,251.00	39,442.52	125,875.00
<i>Personal Services-Salaries Wages Totals</i>		<b>\$94,758.45</b>	<b>\$127,251.00</b>	<b>\$39,442.52</b>	<b>\$125,875.00</b>
<i>Employee Benefits</i>					
51-2100	Group Insurance	5,820.00	12,834.00	10,695.00	10,372.00
51-2200	FICA	18,615.49	7,890.00	2,968.99	9,630.00
51-2300	Medicare	346.02	1,845.00	.00	.00
51-2400	Pension	.00	14,174.00	.00	5,546.00
<i>Employee Benefits Totals</i>		<b>\$24,781.51</b>	<b>\$36,743.00</b>	<b>\$13,663.99</b>	<b>\$25,548.00</b>
<i>Purchases Professional &amp; Technical Services</i>					
52-1200	Professional Services	.00	.00	.00	13,500.00
52-1201	Consultants	11,578.00	.00	.00	15,000.00
<i>Purchases Professional &amp; Technical Services Totals</i>		<b>\$11,578.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,500.00</b>
<i>Purchased-Property Services</i>					
52-2200	Repairs and Maintenance	.00	.00	.00	1,000.00
52-2300	Rentals	1,741.00	1,500.00	1,174.00	.00
<i>Purchased-Property Services Totals</i>		<b>\$1,741.00</b>	<b>\$1,500.00</b>	<b>\$1,174.00</b>	<b>\$1,000.00</b>
<i>Other Purchased Services</i>					
52-3206	Mobile Agreements	876.96	.00	.00	600.00
52-3300	Advertising	18,115.00	.00	6,000.00	15,000.00
52-3301	Marketing and Promotions	23,660.14	35,000.00	22,133.00	25,000.00
52-3500	Travel & Training	5,837.06	9,500.00	3,611.09	7,500.00
52-3600	Dues and Fees	695.41	2,000.00	223.80	1,000.00
<i>Other Purchased Services Totals</i>		<b>\$49,184.57</b>	<b>\$46,500.00</b>	<b>\$31,967.89</b>	<b>\$49,100.00</b>
<i>Supplies</i>					
53-1100	General Supplies/Materials	.00	.00	14.79	1,000.00
53-1110	Office Supplies	61.12	.00	.00	.00
<i>Supplies Totals</i>		<b>\$61.12</b>	<b>\$0.00</b>	<b>\$14.79</b>	<b>\$1,000.00</b>
Function 7550 - Economic Development Totals		<b>\$182,104.65</b>	<b>\$211,994.00</b>	<b>\$86,263.19</b>	<b>\$231,023.00</b>
Reporting Category 7500 - Economic Development Totals		<b>\$182,104.65</b>	<b>\$211,994.00</b>	<b>\$86,263.19</b>	<b>\$231,023.00</b>



# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2024 Dept Head
Fund 100 - General Fund					
	<b>EXPENSE</b>				
	Reporting Category 9000 - Other Financing Uses				
	Function 9000 - Other Financing Uses				
	Operating Transfers Out				
61-1005	Transfer - Group Health Fund	336,000.00	110,000.00	.00	.00
61-1010	Transfer - CD Admin Fund	145,000.00	284,145.00	45,000.00	200,944.00
61-1015	Transfer - Workers' Comp Fund	285,000.00	400,000.00	100,000.00	175,000.00
61-1020	Transfer - Multi-Purpose Center Fund	150,000.00	190,066.00	235,000.00	275,000.00
61-1025	Transfer - Pension Fund	917,559.00	.00	.00	.00
61-1050	Transfer - E-911	458,939.21	650,000.00	465,786.63	665,000.00
	<i>Operating Transfers Out Totals</i>	<b>\$2,292,498.21</b>	<b>\$1,634,211.00</b>	<b>\$845,786.63</b>	<b>\$1,315,944.00</b>
	Function: 9000 - Other Financing Uses Totals	<b>\$2,292,498.21</b>	<b>\$1,634,211.00</b>	<b>\$845,786.63</b>	<b>\$1,315,944.00</b>
	Reporting Category 9000 - Other Financing Uses Totals	<b>\$2,292,498.21</b>	<b>\$1,634,211.00</b>	<b>\$845,786.63</b>	<b>\$1,315,944.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$17,234,007.83</b>	<b>\$18,770,080.00</b>	<b>\$13,847,361.58</b>	<b>\$20,257,968.00</b>
	Fund 100 - General Fund Totals				
	<b>REVENUE TOTALS</b>	<b>\$19,285,161.65</b>	<b>\$18,770,080.00</b>	<b>\$16,489,049.18</b>	<b>\$20,257,968.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$17,234,007.83</b>	<b>\$18,770,080.00</b>	<b>\$13,847,361.58</b>	<b>\$20,257,968.00</b>
	Fund 100 - General Fund Totals	<b>\$2,051,153.82</b>	<b>\$0.00</b>	<b>\$2,641,687.60</b>	<b>\$0.00</b>
	Net Grand Totals				
	<b>REVENUE GRAND TOTALS</b>	<b>\$19,285,161.65</b>	<b>\$18,770,080.00</b>	<b>\$16,489,049.18</b>	<b>\$20,257,968.00</b>
	<b>EXPENSE GRAND TOTALS</b>	<b>\$17,234,007.83</b>	<b>\$18,770,080.00</b>	<b>\$13,847,361.58</b>	<b>\$20,257,968.00</b>
	Net Grand Totals	<b>\$2,051,153.82</b>	<b>\$0.00</b>	<b>\$2,641,687.60</b>	<b>\$0.00</b>



# City of Brunswick

Coming Soon...

**Other Budgeted Funds**



*Historic City by the Sea*