



# THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

## **FINANCE & UTILITY COMMISSION MEETING**

### **BRUNSWICK CITY HALL**

**Wednesday, March 31, 2021**

**5:00 PM**

#### Agenda

1. FY22 Budget Donation Requests
  - a. Food Bank
  - b. BEACON
  - c. Park Heights Cemetery
2. FY22 Council Member Budget Requests
  - a. St. John – WB Tower
  - b. White – City Park Building Rehab
  - c. Dayton – Economic Development
3. FY22 Property Tax Rate/Constant Yield
4. FY22 Budget
5. FY21 Budget Amendment
6. Federal Funding Brainstorming



City Annex Building  
601 E Potomac Street, Brunswick, MD 21716  
301-834-9718

February 23, 2021

City of Brunswick  
1 W Potomac Street  
Brunswick, MD 21716

Ref: Donation Request to the City

To Whom it May Concern,

Please accept this notice as a request for a contribution to the Brunswick Food Bank. The Food Bank serves an average of 65 local families per month. We are able to provide each family with enough food to last approximately one week to help with their food budget. We are requesting a donation of \$2000 from the City to help with these needs.

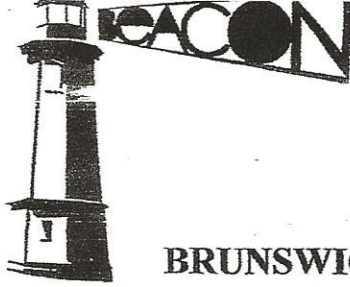
Our partnership with the City is a relationship that we very much depend on. Your generosity with donations as well as the opening of your building to host the Food Bank is something we can never repay. We aim to be good stewards of the money and responsibilities given to us as an organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Effler", is written over a printed name and title.

Jennifer Effler  
Food Bank Manager

*"I never look at the masses as my responsibility. I look at the individual. I can love only one person at a time. I can feed only one person at a time. Just one, one, one." Mother Teresa*



*"Providing a light to our neighbors in need"*

**BRUNSWICK ECUMENICAL ASSISTANCE COMMITTEE ON NEEDS**  
7 South Maryland Avenue Brunswick, MD 21716

FUNDING REQUEST TO THE CITY OF BRUNSWICK

The Brunswick Ecumenical Assistance Committee on Needs, Inc. (BEACON)  
Is requesting funding consideration in the amount of \$2,000.00.

Your funding is critical and plays a significant role in assisting the BEACON  
with its mission to help provide for the needs of the residents in the Greater  
Brunswick Community. As moratoriums on rental and utilities are being  
lifted there will be a large increase in the number of residents needing assistance.

Thank you for your support to the BEACON and the Brunswick Community.

A handwritten signature in black ink, appearing to read "Shirley A. Shores". The signature is written in a cursive, flowing style.

Shirley A. Shores  
Treasurer, BEACON

February 11, 2021

*Park Heights Cemetery*  
PO Box 98, Brunswick, Maryland 21716  
February 11, 2021

Mr. David Dunn  
Administrator,  
City of Brunswick  
1 West Potomac St.  
Brunswick, MD 21716



Subject: Request for Consideration for City Organizational Support Contribution  
in FY 2022: Park Heights Cemetery

Dear Dave:

As you know, we are an all-volunteer non-profit community service team. Our Mission is to be a trusted and enduring asset to the Brunswick area.

In FY 2021, the Cemetery received a City contribution of \$3,000. We have been so grateful for this help during difficult times.

Our modest annual Cemetery finances are always fragile and hard to predict. Most of the expense is grass cutting and insurance, while the majority of income comes from public donations and burial Lot sales. Covid19 is clearly hurting our income and continues to deny our biggest annual financial support event which is hosted by the local Eagles Ladies Auxiliary.

For FY 2022, Park Heights Cemetery is kindly requesting \$3,000 of City organizational support. This would thankfully offset 17% of our expense Budget.

I sound like a broken record, but we continue to be grateful for ongoing City support with trash removal, snowplowing, and active Liaison support.

Best Regards,

*Jim*

James Cox, Jr.  
President [jscoxjr@gmail.com](mailto:jscoxjr@gmail.com) c 301.606.0948

PHC Seal

## BUDGET TRANSFER REQUEST / MODIFICATION

INTENT: To transfer money between detailed line items across departments after budget is adopted.

NOTES: Provide form & applicable support (i.e. quote, invoice, email, etc.) to the City Admin & Accountant.

<b>FISCAL YR:</b>	2021		<b>Transfer Amt:</b>	\$500,000
<b>Fund:</b> <small>(Circle One)</small>	General	Capital	Water	Wastewater
<b>Department:</b>	10-111			<b>Department:</b> <span style="border-bottom: 1px solid black; text-align: center;">30-111</span>
<b>FROM GL</b>			<b>TO GL</b>	
<b>Account:</b>	10-111-03-4245		<b>Account:</b>	30-111-03-4268
<b>GL Acct Desc:</b>	CDBG Programs		<b>GL Acct Desc:</b>	Cap fr State-30-34 W Potomac Impr-CD

**Purpose / Description:** To correctly reflect Purchase of Newberry Bldg. in Capital Fund Budget

**Submitted By:** Rikki Bruchey      **Date:** 3/17/2021

**Guidelines:**

\$0-\$1,000	requires approval from Dept Head
\$1,000 - \$10,000	requires approval from Mayor
Above \$10,000	requires recommendation of Finance Committee & approval from Mayor & Full Council (Competitive Bids)

**Approval:**      Approved      Disapproved  
(Circle One)

**Details:**

<b>City Administrator</b> <b>Date</b>	<b>Mayor</b> <b>Date</b>
<b>Finance Comm. Recommendation(If Required):</b> Approved      Disapproved <small>(Circle One)</small>	<b>Mayor and Council Approval (If Required):</b> Approved      Disapproved <small>(Circle One)</small>

**For Accountant's Use- Date Posted to Budget:** \_\_\_\_\_      Form Date 03/20/17

