

City of Leesburg
City Hall, 107 N Walnut Avenue, Leesburg, GA 31763
229-759-6465

City Council members

Richard Bush, Acting Mayor
Rufus Sherman, Mayor Pro Tem
Judy Powell Bob Wilson
Jason Renfroe Amanda White

City Staff

Bob Alexander, City Manager
Bert Gregory, City Attorney

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
 January 7, 2020
3. **PUBLIC HEARING**
4. **NEW BUSINESS**
 (A) Consideration of a Conflict of Interest Issue pertaining to the CDBG project.
 (B) Consideration of Bids for two Police Vehicles
 (C) Consideration of options on the old Bumper to Bumper building at 103 Walnut South
 (D) Consideration Projects List for communications with State Officials
 (E) Consideration of 2021 Fiscal Year Budget Calendar
5. **CITY MANAGER'S MATTERS**
 (A) Financial Report
6. **DEPARTMENTAL REPORTS**
 (A) Police Report
 (B) Public Works Report
 (C) Water and Sewer Report
7. **GOVERNMENTAL BOARDS/AUTHORITIES**
8. **COUNCIL MEMBER'S MATTER**
9. **OLD BUSINESS**
10. **CITY ATTORNEY'S MATTERS**
11. **EXECUTIVE SESSION**
12. **PUBLIC FORUM**
13. **ANNOUCEMENTS**
 Next Scheduled Meeting is March 3, 2020
14. **ADJOURNMENT**

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1. **CALL TO ORDER**
Mayor Bush called the meeting to order at 10:00 AM. The City Manager and all the Councilmembers were present.
2. **APPROVAL OF MINUTES**
Mayor Bush asked for a motion to approve the minutes from January 7, 2019. Councilmember Renfroe made a Motion to approve the minutes. Councilmember Sherman seconded the motion. The vote was unanimous.
3. **PUBLIC HEARING**
4. **NEW BUSINESS**
(A) City Manager Bob Alexander the Georgia Department of Community Affairs (DCA) new requirements with respect to Service Delivery Strategies and 2020 CDBG applications. In order to receive a CDBG Grant, the Service Delivery Strategy must identify GRANTS as a funding source for the service for which the local government is applying for CDBG funding. The Service Delivery Strategies for Water Treatment and Distribution, Wastewater Treatment and Road and ROW Maintenance needed to be amended as per the attached documents. Councilmember Wilson made a motion to approve the Service Delivery Strategy amendments. Councilmember Sherman seconded the motion. The vote was unanimous.
5. **CITY MANAGER'S MATTERS.**
6. **DEPARTMENTAL REPORTS**
7. **GOVERNMENTAL BOARDS/AUTHORITIES**
8. **COUNCIL MEMBER'S MATTER**
Prior to the meeting Amanda White was sworn in by Probate Judge Melanie Gahring as Councilmember Post 6.
9. **OLD BUSINESS**
10. **CITY ATTORNEY'S MATTERS**
11. **EXECUTIVE SESSION**
12. **PUBLIC FORUM**

13. ANNOUNCEMENTS

Next Regular Meeting is February 4, 2020 at 6:00 PM

14. ADJOURNMENT

Councilmember Renfro made a motion to adjourn. Councilmember Powell seconded the motion. The vote was unanimous.

City of Leesburg

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229-759-6465 fax 229-759-6249

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Bob Wilson Judy Powell
Jason Renfroe Amanda White

City Staff

Robert R. Alexander, City Manager
Bert Gregory, City Attorney

February 15, 2020

Ms. Kim Carter, Director
Office of Grant Administration
Georgia Department of Community Affairs
60 Executive Park South NE
Atlanta, Georgia 30329-2231

RE: City of Leesburg
19p-x-088-2-6075
Conflict of Interest

Dear Ms. Carter:

CDBG regulations state that no person connected with the city in an official capacity should benefit from a CDBG assisted activity. However, the regulations do provide for exceptions on a case-by-case basis following disclosure of the conflict of interest and an opinion from the City Attorney that the interest for which the exception is sought does not violate state or local law.

One member of the Leesburg City Council resides in the project neighborhood. Rufus Sherman lives at 153 Magnolia Avenue and owns a vacant lot next door. He owns property on Pine Avenue extending from Magnolia to Pine-5 lots. Magnolia side is not in the target area. The property at 111 Pine Avenue is a lot being rented by a mobile home-owner. 147 Magnolia Avenue is a rental house that he owns. DCA questioned 197 Cedar Avenue (current address is 134 Cedar Avenue). This property is a lot being rented by a mobile home-owner. This property is not in the target area. Under CDBG regulations, status as an elected official, owning property in the target area and beneficiary of CDBG funding constitutes a conflict of interest. This interest has been publicly disclosed. Mr. Sherman has not voted on any matter concerning this project and will continue doing so for the life of this project.

Please consider this a formal request for an exception to the Conflict of Interest Regulations. Attached is a description of the conflict, proof of public disclosure, and an opinion from our city attorney that no state or local laws are violated by this project. The conflict was disclosed to the public in our February 4, 2020, council meeting. A certified copy of the minutes is attached. The conflict was included on the Agenda and was posted at least 24 hours prior to the meeting.

This waiver request is based upon there being no direct financial benefit and the fact that this individual will receive the same benefit of sewer collection system improvements as the other residents of the neighborhood. Please contact our project representatives, Bob Roberson and Associates, Inc. at (229) 890-8662 if you need additional information or documentation to clear this special condition.

Sincerely,

Richard Bush
Acting Mayor

Enclosure
October 24, 2019

January 30, 2020

Mr. Bob Alexander, City Manager
City of Leesburg
P. O. Box 890
Leesburg, Georgia 31763

RE: CDBG 19p-x-088-2-6075
Conflict of Interest

Dear Mr. Alexander:

CDBG regulations state that no person connected with the city in an official capacity should benefit from a CDBG assisted activity. However, the regulations do provide for exceptions on a case-by-case basis following disclosure of the conflict of interest and an opinion from the City Attorney that the interest for which the exception is sought does not violate state or local law.

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A formal request for an exception to the Conflict of Interest Regulations must be submitted. The request should include a description of the conflict, proof of public disclosure, and an opinion from your city attorney that no state or local laws are violated by this project.

1. Attached is a sample of an attorney's letter. We will need a letter like this from your City Attorney to attach for DCA's review.
2. You should disclose in your next Council meeting all that is stated above and that the city is requesting an exception to the Conflict of Interest Regulations. This should be put on the Agenda for the meeting and included in the official minutes of your meeting. The Agenda should be posted for at least 24 hours in advance of the meeting. The Agenda should state that this is a Conflict of Interest Issue pertaining to the CDBG project.
3. Please send me a copy of the certified minutes and Agenda (that has been posted) and the letter that has been prepared by your city attorney at your earliest convenience, so that I may prepare the formal request for DCA. DCA will not honor drawdowns for anything until this request has been cleared. Please handle this matter as soon as possible. Please call if you have questions.

Sincerely,

Sharon L. Roberson

Enclosure

February 15, 2020

Ms. Kim Carter, Director
Office of Grant Administration
Georgia Department of Community Affairs
60 Executive Park South NE
Atlanta, Georgia 30329-2231

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19p-x-088-2-6075
Conflict of Interest

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Sincerely,

Richard Bush
Acting Mayor

Enclosure

SAMPLE Attorney LETTER

February 15, 2010

Mr. Bob Alexander, City Manager
City of Leesburg
P. O. Box 890
Leesburg, Georgia 31763

RE: City of Leesburg
CDBG 19p-x-088-2-6075
Conflict of Interest

Dear Mr. Alexander:

I have reviewed the state and local laws regarding whether the fact that Councilperson Rufus Sherman living in the target area and owning other properties in the CDBG project area violates any state or local law.

After reviewing the City of Leesburg's Charter and state law regarding conflicts of interest, I have determined that the mere ownership of property by this individual in the project area does not rise to the level of a personal interest as stated under Georgia law. It is clear the benefits accruing to this individual by the approval of this project are the same benefits accruing to all property owners in the entire project area.

Please call if you need additional information or have any questions.

Sincerely,

City Attorney for City of Leesburg

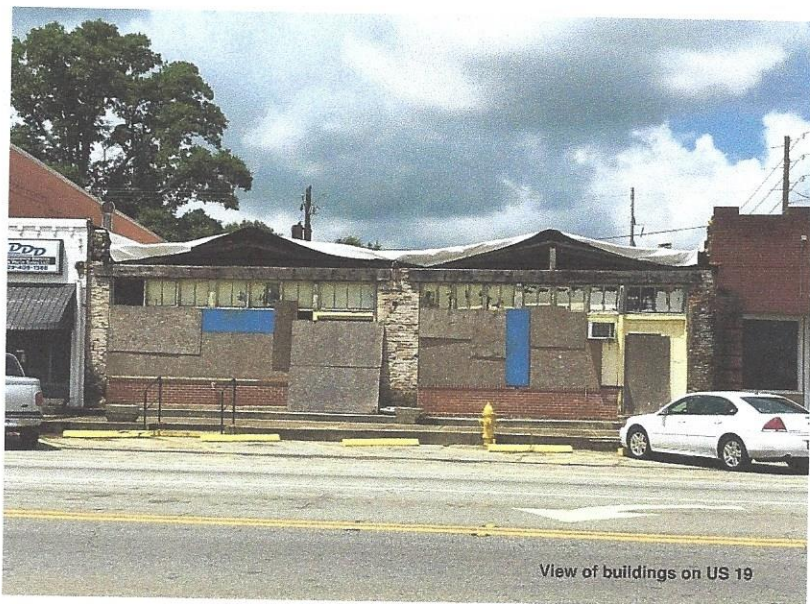
Conflict of Interest
City of Leesburg
CDBG 19p-x-088-2-6075

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**LEESBURG, GEORGIA
MEMORANDUM**

To: Mayor and Council
From: Bob Alexander
Date: January 31, 2020
Subject: 103 A Walnut Ave South

Attached is a picture of the old Bumper To Bumper building located at 103 A Walnut Ave. South. The building has been in a state of disrepair since Hurricane Michael. The City of Leesburg has given property owners in the city over a year to restore their properties due to the storm. The Downtown Strategic Plan addressed this location as the most extreme of downtown businesses in a blighted condition. The representative of this property had recently stated that after the first of the year if the property hadn't sold, they would properly board up the building. Staff has obtained quotes to board up the building that range from \$2,286 to \$12,800. It is recommended that the City notify the owner they have 45 days to properly board up the building or the City of Leesburg will contract to have it boarded up and attach a lien to the property for the expenses. In contacting the property owner's representative Jackie Fore-Chancy she was agreeable to 45 days.



View of buildings on US 19

PROPOSED CITY OF LEESBURG PROJECTS

PROJECTS	FUNDING SOURCES	ESTIMATE COST	
DOWNTOWN			
DOWNTOWN/SIDEWALKS TAP Phase II	GDOT-TAP	\$	1,425,000
RURAL ZONE DESIGNATION	DCA		
		\$	1,425,000
SCHOOL SAFETY			
PED HYBRID BEACONS	GDOT - SAFETY LMIG	\$	327,000
		\$	327,000
TOTAL		\$	1,752,000



Install new sidewalk and extend to High School +/- 4,300 Lin. Ft.

Install new sidewalk along Magnolia St +/- 5,200 Lin. Ft. (Magnolia Street not shown on Drawing)



LEESBURG SOUTH

NOT TO SCALE



LEGEND

- CROSS WALK
- △ PEDESTRIAN HYBRID BEACON
- SIDEWALK
- TURNING LANES

GCA
 GCA, INC.
 1800 PEACHTREE STREET, N.W.
 SUITE 825
 ATLANTA, GEORGIA 30309
 PH. 404-355-4000 FAX 404-355-0604

LEE COUNTY MIDDLE EST

LEE COUNTY HIGH SCHOOL

LEE COUNTY PRESCHOOL

LEE COUNTY PRESCHOOL

LEE COUNTY PRESCHOOL

LEE COUNTY PRESCHOOL

LEE COUNTY ELEMENTARY

LEE COUNTY MIDDLE EST

LEE COUNTY HIGH SCHOOL

LEE COUNTY PRESCHOOL

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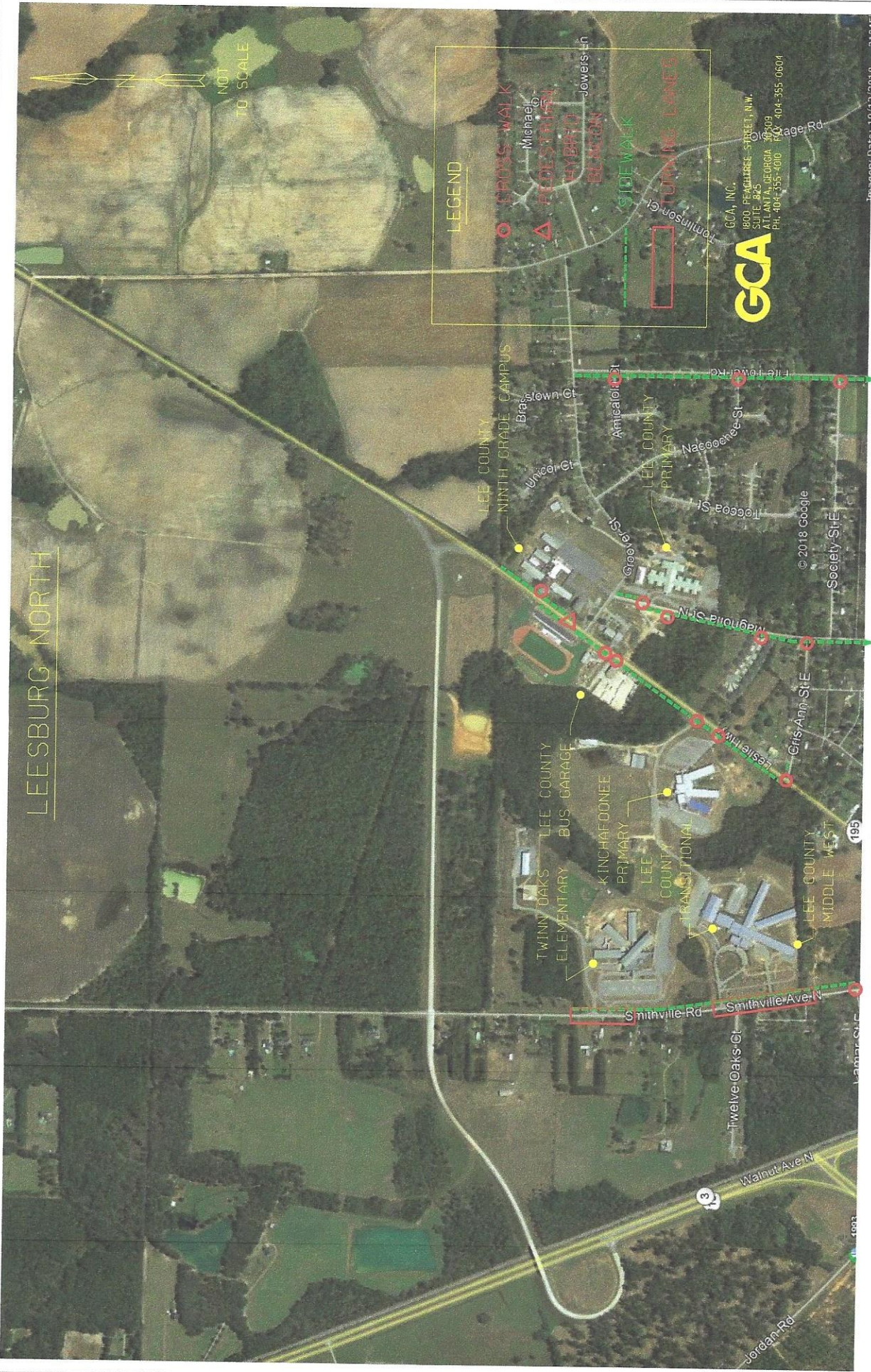
LEE COUNTY PRESCHOOL

LEE COUNTY PRESCHOOL

LEE COUNTY PRESCHOOL

LEE COUNTY ELEMENTARY

LEESBURG NORTH



Lee County - Preliminary Costs - 2019 Downtown Improvements

Quantities are based upon Master Plan Layout Prepared by ERA/EMC Area/Component

revised 12/2019

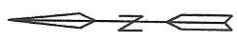
Improvements East of US 19

Construction Work Description	Quantity	Unit	Unit Cost	Prelim. Cost
pavement repair	13150	s.y.	\$ 10.00	\$ 131,500
pavement resurfacing	11020	s.y.	\$ 6.00	\$ 66,120
pavement signs & striping	18000	s.y.	\$ 1.00	\$ 18,000
new pavement construction	4155	s.y.	\$ 30.00	\$ 124,650
grassing/sodding/grading	3150	s.y.	\$ 12.00	\$ 37,800
walkways/plaza (includes sidewalks to schools)	11116	s.y.	\$ 32.00	\$ 355,712
landscaping - trees & shrubs	4000	s.y.	\$ 20.00	\$ 80,000
fountains in front of Courthouse	2	each	\$ 27,800.00	\$ 55,600
Total For Improvements East of US 19=				\$ 869,382

Improvements West of US 19

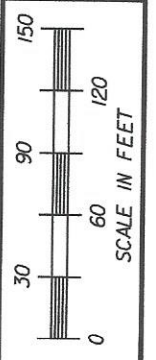
Construction Work Description	Quantity	Unit	Unit Cost	Prelim. Cost
pavement repair	11820	s.y.	\$ 10.00	\$ 118,200
pavement resurfacing	1830	s.y.	\$ 6.00	\$ 10,980
pavement signs & striping	10500	s.y.	\$ 1.00	\$ 10,500
grassing/sodding/grading	5000	s.y.	\$ 10.00	\$ 50,000
walkways/plaza	928	s.y.	\$ 32.00	\$ 29,696
landscaping - trees & shrubs	3000	s.y.	\$ 20.00	\$ 60,000
Total For Improvements West of US 19=				\$ 279,376

Total For All Construction	\$	1,148,758
Design Cost (12%)	\$	137,851
Contingency (10%)	\$	128,661
Total Project Cost	\$	1,415,270



CITY OF LEESBURG
 LEESBURG SCHOOL CONNECTIVITY STUDY
 PROPOSED IMPROVEMENTS
 PEDESTRIAN HYBRID BEACON ON
 SR 32 BY MAGNOLIA AVENUE

GCA, INC.
 800 PEACHTREE STREET, N.W.
 SUITE 825
 ATLANTA, GEORGIA 30309
 TEL: 404-355-4000 FAX: 404-355-0604



TRAINING NO. 6

Fiscal Year 2021 Budget Calendar

Distribute Budget Request Work Sheets to Department Heads	February 21, 2020
Department Heads Submit Budget Requests to Administration	March 13, 2020
Compilation of FY 2021 Budget Requests	Mar 14-May 22, 2020
Advertisement of Public Hearing in Local Newspaper	May 27, 2020
FY 2021 Budget Recommendations Presented to Council	June 2, 2020
Advertisement of Public Hearing/Mtg. in Local Newspaper	June 3, 2020
Public Hearing on FY 2021 Budget	June 9, 2020
Adoption of FY 2021 Budget	June 16, 2020

City of Leesburg~ General Fund

FY 2020 Budget to Actual Report by line item

	FY 2018		FY 2019		FY 2020 Approved Budget	FY 2020 Unaudited Actual Revenues & Expenditures 12/31/2019	Remaining FY 2020 Budget	Percentage of FY 2020 Actuals to Budget Used
	Audited Actual Revenues & Expenditures	Audited Actual Revenues & Expenditures	Audited Actual Revenues & Expenditures	Approved Budget				
100 033	33800	33800	338000	HOUSING AUTHORITY P-I-L-O	2,000	2,000	2,000	0%
100 034	34100	34100	341910	ELECTION QUALIFYING FEES	-	486		
100 034	34200	34200	342911	ACCIDENT REPORT-INDIVIDUA	1,128	254	874	22%
100 034	34400	34410	344110	REFUSE COLLECTION CHARGES	565,000	267,660	297,340	47%
100 034	34900	34900	349300	BAD CHECK FEE	-	35		
100 035	35100	35110	351170	MUNICIPAL	225,000	166,040	58,960	74%
100 036	36100	36100	361000	INTEREST	1,500	399	1,101	27%
100 037	37100	37100	371000	DONATIONS	-	27	(27)	
100 037	37100	37100	371310	TOYS FOR FOSTER CHILDREN	-	1,479		
100 037	37100	37100	371311	EXPLORER PROGRAM DONATION	-	340		
100 038	38100	38100	381000	RENTS AND ROYALTIES	5,000		5,000	0%
100 038	38300	38300	383000	REIMBURSE FOR DAMAGED PRO	-	4,200		
100 038	38300	38300	383010	INSURANCE PROCEEDS	-			
100 038	38900	38900	389000	OTHER MISCELLANEOUS INCOME	-	727		
100 038	38900	38900	389003	CARRYOVER OF FUND BALANCE	-			
100 038	38900	38900	389005	CASH OVER/SHORT	(9)	(36)		
100 039	39100	39100	391100	FUND BEGINNING BALANCE	100,000		100,000	0%
100 039	39100	39100	391105	PD TOYS FOR FOSTER KIDS	-			
100 039	39100	39100	391106	PD EXPLORER PROGRAM	-			
100 039	39100	39100	391200	TRANSFER IN-OTHER FUNDS	50,000	25,000	25,000	50%
100 039	39100	39100	391201	Revenue from Indirect charges	69,360	34,680	34,680	50%
100 039	39200	39200	392100	SALE OF ASSETS	-			
100 061	61100	61100	612000	TRANSFER OUT-OTHER FUNDS	-	(100)		
Total General Fund Revenue			2,502,644		2,624,354	1,370,060	1,254,293	52%
General Fund Expenditures								
Council / Legislative ** Department is cost shared w/ Water & Sewer**								
100 100	01100	00051	511010	MAYOR SALARY	3,600	3,600	-	100%
100 100	01100	00051	511020	COUNCIL SALARY	11,700	11,025	675	94%
100 100	01100	00052	523710	TRAINING - Mayor	-	1,138	1,138	0%
100 100	01100	00052	523510	TRAVEL-MAYOR	94	65	2,003	0%

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

		FY 2018		FY 2019		FY 2020		FY 2020		Percentage of		
		Audited Actual		Audited Actual		Approved		Unaudited		FY 2020		
		Revenues & Expenditures		Revenues & Expenditures		Budget		Actual		Actuals to		
		Expenditures		Expenditures		Budget		Revenues & Expenditures		Budget Used		
		13,858		23,617		23,200		7,758		15,442		
		-		-		-		-		33%		
100	100	01500	00052	521100	OFFICIAL/ADMINISTRATIVE							
100	100	01500	00053	531710	PRINTING/ TAX BILLS							
100	100	01500	00052	521132	DELINQUENT TAX SERVICE ADD							
100	100	01500	00052	521200	ATTORNEY & LEGAL FEES	2,697	5,000	297		4,704		6%
100	100	01500	00052	521201	COMPUTER SUPPORT FEES	16,477	20,000	18,809		1,191		94%
100	100	01500	00052	521220	ENGINEERING FEES	21,816	5,000	169		4,831		3%
100	100	01500	00052	521225	BAD DEBT EXPENSE	-	-	-		-		
100	100	01500	00052	521230	AUDITOR FEES	7,790	8,024	5,330		2,694		66%
100	100	01500	00052	522210	EQUIPMENT REPAIR & MAINT	466	500	47		453		9%
100	100	01500	00052	522220	BUILDING REPAIR & MAINT	9,330	6,000	1,647		4,353		27%
100	100	01500	00052	522300	RENTS AND LEASES	1,572	3,000	71		2,929		2%
100	100	01500	00052	523100	INSURANCE, OTHER THAN EMP	11,905	13,879	6,472		7,407		47%
100	100	01500	00052	523200	COMMUNICATIONS	2,726	3,450	1,376		2,074		40%
100	100	01500	00052	523210	POSTAGE	1,137	1,050	783		267		75%
100	100	01500	00052	523300	ADVERTISING	1,334	2,000	825		1,175		41%
100	100	01500	00052	523505	TRAVEL-EMPLOYEE	9,245	6,500	5,860		640		90%
100	100	01500	00052	523600	DUES AND FEES	11,386	8,500	6,184		2,316		73%
100	100	01500	00052	523610	SOUTHWEST GA RDC DUES	3,307	3,310	1,667		1,644		50%
100	100	01500	00052	523700	EDUCATION AND TRAINING	1,255	6,000	3,218		3,675		39%
Total Purchased / Contracted Services						116,301	115,413	59,619		55,794		52%
100	100	01500	00053	531230	ELECTRICITY	4,644	5,500	3,000		2,500		55%
100	100	01500	00053	531270	GAS & OIL	332	400	87		313		22%
100	100	01500	00053	531300	FOOD / EMPLOYEE APPRECIATION	2,877	2,500	1,997		503		80%
100	100	01500	00053	531600	SMALL EQUIPMENT	73	1,000			1,000		0%
100	100	01500	00053	531700	OFFICE SUPPLIES	7,480	6,000	3,505		2,495		58%
100	100	01500	00053	531720	CLEANING/ PAPER SUPPLIES	1,083	1,600	513		1,087		32%
Total Supplies - Administration						16,488	17,000	9,101		7,899		54%
100	100	01500	00054	541001	RECREATION PROPERTY	-	-	-		-		
100	100	01500	00054	542000	MACHINERY & EQUIPMENT	-	-	-		-		
100	100	01500	00054	542400	CAPITAL OUTLAY-COMPUTERS	-	-	-		-		
100	100	01500	00054	542500	CAPITAL OUTLAY-OTHER EQUI	-	-	-		-		

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

	FY 2018 Audited Actual Revenues & Expenditures	FY 2019 Audited Actual Revenues & Expenditures	FY 2020 Approved Budget	FY 2020 Unaudited Actual Revenues & Expenditures 12/31/2019	Remaining FY 2020 Budget	Percentage of FY 2020 Actuals to Budget Used
Total Capital Outlay - Administration	-	28,778	-	-	-	

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

		FY 2018		FY 2019		FY 2020		FY 2020		Percentage of	
		Audited Actual		Audited Actual		Approved		Unaudited Actual		FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures 12/31/2019		Actuals to Budget Used	
100	100	01500	00057	572000	SENIOR CENTER	10,138	6,894	4,400	3,185	1,215	72%
100	100	01500	00057	572020	CHAMBER OF COMMERCE	2,400	3,200	4,500	1,604	2,897	36%
100	100	01500	00057	572030	LIBRARY CONTRIBUTION	15,500	15,500	15,500	7,750	7,750	50%
Total Other - Administration				28,038	25,594	24,400	12,539	11,862			51%
Subtotal Administration				316,222	363,656	343,389	161,979	181,410			47%
Municipal Court											
100	150	01550	00051	511260	SALARY Municipal Court Judge	5,028	5,141	5,373	2,239	3,134	42%
100	150	01550	00051	512200	FICA	385	393	411	171	240	42%
Total Personnel Municipal Court				5,412	5,534	5,784	2,410	3,374			42%
100	150	01550	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	
100	150	01550	00052	521201	COMPUTER SUPPORT FEES	1,180	4,920	4,800	3,260	1,540	68%
100	150	01550	00052	521210	MUNICIPAL COURT EXPENSES	438	401	380	117	263	31%
100	150	01550	00052	521215	CITY SOLICITOR	17,815	20,440	15,000	7,933	7,067	53%
100	150	01550	00052	521216	INDIGENT DEFENSE	5,500	6,000	6,000	3,000	3,000	50%
100	150	01550	00052	523505	TRAVEL-EMPLOYEE	1,068	870	1,000	1,629	(629)	163%
100	150	01550	00052	523700	Training - Employee	1,225	651	1,000	1,000	1,000	0%
100	150	01550	00052	523550	FINE ADD-ON FEES	57,532	56,740	58,500	37,501	20,999	64%
Total Purchased / Contracted Services Municipal Court				84,758	90,023	86,680	53,440	33,240			62%
Subtotal Municipal Court				90,170	95,557	92,464	55,850	36,614			60%
100	250	25100	00057	251110	CONTINGENCY FUND	1,881	1,000	100,000	1,000	99,000	1%
Planning & Zoning / Code Enforcement											
100	740	07450	00051	511105	PART TIME EMPLOYEES	8,418	5,220	3,120	1,170	1,950	38%
100	740	07450	00051	512200	FICA	636	395	239	90	149	38%
100	740	07450	00051	512700	WORKERS' COMPENSATION	477	231	127	61	66	48%
Total Personnel Planning & Zoning				9,531	5,847	3,486	1,321	2,165			38%
Subtotal Planning & Zoning / Code Enforcement				9,531	5,847	3,486	1,321	2,165			38%

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

		FY 2018	FY 2019	FY 2020	FY 2020	FY 2020	Percentage of				
		Audited Actual	Audited Actual	Approved	Unaudited	Remaining	FY 2020				
		Revenues &	Revenues &	Budget	Actual	FY 2020	Actuals to				
		Expenditures	Expenditures	Budget	Revenues &	Budget	Budget Used				
					Expenditures						
					12/31/2019						
Public Safety											
100	300	03200	00051	511100	REGULAR EMPLOYEES	484,317	531,013	558,378	259,675	298,703	47%
100	300	03200	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	11,974	13,282	19,919	7,597	12,323	38%
100	300	03200	00051	511105	PART TIME EMPLOYEES	30,232	24,481	39,424	19,603	19,821	50%
100	300	03200	00051	511199	LONGEVITY	8,011	8,254	9,960	9,960	(0)	100%
100	300	03200	00051	511300	OVERTIME	51,163	37,849	42,257	13,893	28,365	33%
100	300	03200	00051	512100	EMPLOYEE GROUP INSURANCE	67,378	112,561	133,786	53,657	80,129	40%
100	300	03200	00051	512200	FICA	41,588	42,957	51,250	21,434	29,817	42%
100	300	03200	00051	512400	RETIREMENT	32,347	35,029	40,629	17,414	23,215	43%
100	300	03200	00051	512415	457b/poab	3,840	2,965	3,445	1,440	2,005	42%
100	300	03200	00051	512700	WORKERS' COMPENSATION	28,633	36,078	25,651	12,825	12,826	50%
Total Personnel Services					Public Safety	759,483	844,468	924,700	417,498	507,202	45%
100	300	03200	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	
100	300	03200	00052	521201	COMPUTER SUPPORT FEES	13,165	9,721	10,800	4,404	6,396	41%
100	300	03200	00052	522210	EQUIPMENT REPAIR & MAINT	4,077	324	1,000	-	1,000	0%
100	300	03200	00052	522240	TIRES AND TUBES	2,219	2,757	2,500	2,040	460	82%
100	300	03200	00052	522250	VEHICLE REPAIR	28,568	26,702	23,000	15,669	7,331	68%
100	300	03200	00052	522260	RADIO MAINTENANCE	-	4,707	1,000	-	1,000	0%
100	300	03200	00052	523100	INSURANCE, OTHER THAN EMP	10,750	11,322	12,379	5,895	6,484	48%
100	300	03200	00052	523200	COMMUNICATIONS	9,504	10,431	20,908	3,165	17,744	15%
100	300	03200	00052	523300	ADVERTISING	472	504	100	-	100	0%
100	300	03200	00052	523505	TRAVEL-EMPLOYEE	2,308	1,325	650	442	208	68%
100	300	03200	00052	523600	DUES AND FEES	836	888	724	305	419	42%
100	300	03200	00052	523700	EDUCATION AND TRAINING	625	1,638	900	848	52	94%
100	300	03200	00052	523900	UNIFORM CLEANING	2,120	499	800	80	721	10%
Total Purchased / Contracted Services					Public Safety	74,646	70,817	74,761	32,847	41,914	44%
100	300	03200	00053	531230	ELECTRICITY	6,187	6,485	6,500	3,648	2,852	56%
100	300	03200	00053	531270	GAS & OIL	32,834	32,850	27,100	15,383	11,717	57%
100	300	03200	00053	531600	Small Equipment	-	-	-	-	-	
100	300	03200	00053	531700	OFFICE SUPPLIES	1,497	2,532	2,500	949	1,551	38%
100	300	03200	00053	531720	CLEANING/ PAPER SUPPLIES	1,109	881	1,100	506	594	46%

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

		FY 2018		FY 2019		FY 2020		FY 2020		Percentage of	
		Audited Actual		Audited Actual		Approved		Unaudited		FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Actual		Actuals to	
		Expenditures		Expenditures		Budget		Revenues & Expenditures		Budget Used	
		12/31/2019		12/31/2019		12/31/2019		12/31/2019		Budget	
100	400	04600	00052	522210	EQUIPMENT REPAIR & MAINT	36,255	43,503	22,000	14,075	7,925	64%
100	400	04600	00052	522220	BUILDING REPAIR & MAINT	1,610	4,012	2,500	664	1,836	27%
100	400	04600	00052	522240	TIRES AND TUBES	1,063	3,046	3,000	1,069	1,931	36%
100	400	04600	00052	522250	VEHICLE REPAIR	12,532	17,459	13,800	8,373	5,427	61%
100	400	04600	00052	522271	CORRIDOR SIGNS	-	-	-	-	-	-
100	400	04600	00052	522275	CHRISTMAS DECORATIONS	707	766	2,000	1,167	833	58%
100	400	04600	00052	522310	UNIFORMS	8,153	7,058	6,000	5,141	859	86%
100	400	04600	00052	522320	EQUIPMENT RENTAL	1,559	112	1,500	403	1,097	27%
100	400	04600	00052	523100	INSURANCE, OTHER THAN EMP	10,750	11,322	12,379	5,895	6,484	48%
100	400	04600	00052	523200	COMMUNICATIONS	3,657	2,852	3,000	1,807	1,193	60%
100	400	04600	00052	523300	ADVERTISING	614	1,656	557	385	172	69%
100	400	04600	00052	523505	TRAVEL-EMPLOYEE	292	-	1,500	-	1,500	0%
100	400	04600	00052	523600	DUES AND FEES	416	784	800	512	288	64%
100	400	04600	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	-
100	400	04600	00052	523700	EDUCATION AND TRAINING	370	375	1,500	600	900	40%
Total Purchased / Contracted Services - Public Works						95,176	115,649	83,736	53,160	30,576	63%
100	400	04600	00053	531230	ELECTRICITY	4,731	4,858	4,900	2,214	2,686	45%
100	400	04600	00053	531750	OTHER SUPPLIES	-	-	-	-	-	-
100	400	04600	00053	531270	GAS & OIL	20,647	22,270	15,000	8,293	6,707	55%
100	400	04600	00053	531280	STREET LIGHTS (POWER)	60,785	60,798	63,000	25,100	37,900	40%
100	400	04600	00053	531700	OFFICE SUPPLIES	1,911	631	1,500	927	573	62%
100	400	04600	00053	531720	CLEANING/ PAPER SUPPLIES	884	566	1,400	240	1,160	17%
100	400	04600	00053	531810	MAINTENANCE SUPPLIES	9,440	18,121	12,925	7,243	5,682	56%
100	400	04600	00053	531820	STREET IMPROVEMENTS	8,185	4,727	-	-	-	-
100	400	04600	00053	531830	CHEMICALS FOR R/W DITCHES	2,550	3,702	-	-	-	-
100	400	04600	00053	531840	STREET SIGNS AND MARKINGS	4,710	1,868	-	-	-	-
100	400	04600	00053	531850	MOSQUITO FOGGER REP/CHEMI	6,773	9,294	7,800	3,142	4,658	40%
Total Supplies - Public Works						120,617	126,836	106,525	47,159	59,366	44%

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

				FY 2018	FY 2019	FY 2020	FY 2020	Percentage of
				Audited Actual	Audited Actual	Approved	Unaudited	FY 2020
				Revenues &	Revenues &	Budget	Actual	Actuals to
				Expenditures	Expenditures	Budget	Revenues &	Budget Used
							Expenditures	
							12/31/2019	
							Remaining	
							FY 2020	
							Budget	
100	400	04600	00054	542200	CAPITAL OUTLAY-NEW VEHICL	-	-	-
100	400	04600	00054	542500	CAPITAL OUTLAY-OTHER EQUI	-	-	-
100	400	04600	00054	542400	CAPITAL OUTLAY-COMPUTERS	-	-	-
Total Capital Outlay - Public Works				-	-	-	-	-
Subtotal Public Works Maintenance				822,506	922,117	938,271	422,065	516,207
Chamber of Commerce								
100	750	07520	00052	523200	COMMUNICATIONS	776	3,977	4,100
100	750	07520	00052	522220	BUILDING REPAIR & MAINT	140	506	1,000
100	750	07520	00052	521201	COMPUTER SUPPORT FEES	298	1,020	1,000
100	750	07520	00052	531210	WATER, SEWER, TRASH	1,670	2,982	3,500
100	750	07520	00053	531230	ELECTRICITY		942	1,100
100	750	07520	00053	531720	CLEANING/ PAPER SUPPLIES		942	1,100
Subtotal Chamber of Commerce				2,884	9,685	11,000	7,935	3,065
Total General Fund Expenses				2,231,177	2,443,827	2,624,354	1,166,969	1,457,384
General Fund Net Gain / (Loss)				271,468	461,432	0	203,091	

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

		FY 2018		FY 2019		FY 2020		FY 2020		Percentage	
		Audited Actual		Audited Actual		Approved		Unaudited		of FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures		Actuals to Budget Used	
								12/31/2019			
WATER AND SEWER FUND REVENUE											
505 033	33400	33430	7,000	480,000	-	-	-	-	-	-	-
505 034	34400	34420	470,319	463,076	509,678	276,130	233,548	54%			
505 034	34400	34421	17,400	9,500	10,890	11,950	(1,060)	110%			
505 034	34400	34422	10,435	13,002	12,510	5,250	7,260	42%			
505 034	34400	34423	26,990	25,267	27,600	13,140	14,460	48%			
505 034	34400	34424	200,000		230,000		230,000	0%			
505 034	34400	34425	431,477	446,757	496,426	233,788	262,638	47%			
505 034	34400	34425	15,015	6,435	9,762	10,725	(963)	110%			
505 034	34900	34900	1,494	910	1,500	414	1,086	28%			
505 034	36100	36100	5,705	6,376	5,800	1,266	4,535	22%			
505 038	38300	38300	7,717	8,280	-	2,000	(2,000)				
505 038	38900	38900	-	977	-	22	(22)				
505 038	38900	38900	(30)	(68)	-	100	(100)				
505 039	39100	39100	-	-	-	-	-				
505 039	39380	39380	18,400	81,400	-	-	-				
505 061	61100	61100	(200,000)	(300,000)	-	-	-				
505 039	39100	39100	(60,439)	(60,519)	(69,360)	(34,680)	(34,680)	50%			
Total Water and Sewer Fund Revenue			951,484	1,181,393	1,234,806	520,104	714,702	42%			
WATER AND SEWER FUND EXPENSES											
SEWER DEPARTMENT											
505 400	04330	00051	75,496	82,220	83,524	38,399	45,124	46%			
505 400	04330	00051	1,097	1,145	3,032	695	2,337	23%			
505 400	04330	00051	1,296	1,399	1,516	1,473	43	97%			
505 400	04330	00051	4,798	5,273	5,421	2,257	3,164	42%			
505 400	04330	00051	3,971	4,849	12,514	1,983	10,531	16%			
505 400	04330	00051	6,408	6,642	7,382	3,299	4,083	45%			
505 400	04330	00051	5,218	5,555	5,784	2,479	3,304	43%			
505 400	04330	00051	1,540	1,100	1,580	1,354	226	86%			
505 400	04330	00051	1,688	492	1,414	680	734	48%			

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

		FY 2018		FY 2019		FY 2020		FY 2020		Percentage	
		Audited Actual		Audited Actual		Approved		Unaudited Actual		of FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures 12/31/2019		Actuals to Budget Used	
505	400	04330	00051	512910	VEHICLE ALLOWANCE-CITY MA	3,025	2,975	3,000	1,250	1,750	42%
Total Personnel Services Sewer						104,537	111,650	125,166	53,870	71,296	43%
505	400	04330	00052	521200	ATTORNEY & LEGAL FEES	52	-	-	-	-	-
505	400	04330	00052	521201	COMPUTER SUPPORT FEES	3,944	8,080	9,000	3,475	5,525	39%
505	400	04330	00052	521220	ENGINEERING FEES	1,165	1,410	4,500	-	4,500	0%
505	400	04330	00052	521225	BAD DEBT EXPENSE	-	-	-	-	-	-
505	400	04330	00052	521230	AUDITOR FEES	3,990	3,549	4,110	2,730	1,380	66%
505	400	04330	00052	521250	WATER TESTING	33,106	-	-	-	-	-
505	400	04330	00052	522210	EQUIPMENT REPAIR & MAINT	20,733	37,459	16,364	2,316	14,048	14%
505	400	04330	00052	522220	Building Repair & Maint	-	-	-	-	-	-
505	400	04330	00052	522240	TIRES AND TUBES	2,501	-	-	-	-	-
505	400	04330	00052	522320	EQUIPMENT RENTAL	-	-	-	-	-	-
505	400	04330	00052	523100	INSURANCE, OTHER THAN EMP	17,469	18,399	20,116	9,579	10,537	48%
505	400	04330	00052	523200	COMMUNICATIONS	11,087	14,005	11,100	4,724	6,376	43%
505	400	04330	00052	523210	POSTAGE	1,751	-	300	-	300	0%
505	400	04330	00052	523226	WATERSHED MON CONTRACT (T	234	-	6,200	2,200	4,000	35%
505	400	04330	00052	523300	ADVERTISING	240	48	400	-	400	0%
505	400	04330	00052	523505	TRAVEL-EMPLOYEE	-	-	1,500	-	1,500	0%
505	400	04330	00052	523600	DUES AND FEES	2,664	3,488	1,000	628	372	63%
Total Contracted Services Sewer Dept						98,936	86,437	74,590	25,652	48,938	34%
505	400	04330	00053	531230	ELECTRICITY-PUMP/LIFT STATIONS	18,530	28,596	27,000	5,577	21,423	21%
505	400	04330	00053	531270	GAS & OIL	624	2,534	1,000	264	736	26%
505	400	04330	00053	531600	SMALL EQUIPMENT	-	-	-	-	-	-
505	400	04330	00053	531700	OFFICE SUPPLIES	1,536	813	1,800	205	1,595	11%
505	400	04330	00053	531900	SEWER SUPPLIES	3,323	2,535	4,000	941	3,059	24%
Total Supplies Sewer Dept						24,013	34,479	33,800	6,987	26,814	21%
505	400	04330	00054	542200	CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-	-
505	400	04330	00054	542500	CAPITAL OUTLAY-OTHER EQUI	3,200	-	-	-	-	-
505	400	04330	00054	542530	2014 I & I CAPITAL PROJEC	-	-	-	-	-	-
505	400	04330	00054	542531	PUBLIC WORKS W/S EXTENSIO	-	-	-	-	-	-
Total Capital Outlay Sewer Dept						3,200	-	-	-	-	-
505	400	04330	00056	561000	DEPRECIATION	288,404	263,876	100,000	50,000	50,000	50%

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

		FY 2018	FY 2019	FY 2020	FY 2020	FY 2020	Percentage
		Audited Actual	Audited Actual	Approved	Actual	Remaining	of FY 2020
		Revenues &	Revenues &	Budget	Revenues &	FY 2020	Actuals to
		Expenditures	Expenditures	Budget	Expenditures	Budget	Budget Used
					12/31/2019		
Total Depreciation Sewer Dept		288,404	263,876	100,000	50,000	50,000	50%
505 400 04330 00057	579000 CONTENGENCY	8,717	6,748	50,000	-	50,000	0%
Total Other Costs Sewer Dept		8,717	6,748	50,000	-	50,000	0%
505 400 04330 00058	581301 GEFA DWSRF 11-015	7,567	7,145	6,714	3,411	3,303	51%
505 400 04330 00058	582000 INTEREST PAID ON NOTES	-	-	-	-	-	-
Total Debt Service Sewer Dept		7,567	7,145	6,714	3,411	3,303	51%
Subtotal Sewer Department		535,374	510,334	390,270	139,919	250,351	36%
SEWAGE TREATMENT PLANT							
505 400 04335 00051	511100 REGULAR EMPLOYEES	69,007	68,910	72,407	34,645	37,762	48%
505 400 04335 00051	511101 REGULAR EMPLOYEES VAC SELL BACK	409	445	2,785		2,785	0%
505 400 04335 00051	511199 LONGEVITY	1,266	1,316	1,392	1,393	(0)	100%
505 400 04335 00051	511300 OVERTIME	8,590	11,976	10,861	5,135	5,726	47%
505 400 04335 00051	512100 EMPLOYEE GROUP INSURANCE	575	936	12,466	89	12,377	1%
505 400 04335 00051	512200 FICA	5,876	6,421	6,690	3,119	3,571	47%
505 400 04335 00051	512400 RETIREMENT- Pension	4,586	5,058	5,695	2,441	3,254	43%
505 400 04335 00051	512415 457b plan cont	336	384	384	192	192	50%
505 400 04335 00051	512700 WORKERS' COMPENSATION	7,303	294	1,262	1,085	178	86%
505 400 04335 00052	521150 SLUDGE DISPOSAL	11,987	10,578	14,000	3,095	10,905	22%
505 400 04335 00052	521250 WATER TESTING	-	34,918	35,000	13,590	21,410	39%
505 400 04335 00052	522250 VEHICLE REPAIR	1,500	987	1,000	929	71	93%
505 400 04335 00052	522310 UNIFORMS	395	822	1,000	280	720	28%
505 400 04335 00052	523505 TRAVEL-EMPLOYEE	926	1,867	1,183	410	773	35%
505 400 04335 00052	523700 EDUCATION & TRAINING	980	1,625	1,000	730	270	73%
505 400 04335 00053	531230 Electricity	48,845	46,195	50,473	20,904	29,569	41%
505 400 04335 00053	531701 Other Supplies	1,862	1,884	600	603	(3)	100%
505 400 04335 00053	531885 Chemicals for Plant	20,299	21,049	35,000	10,594	24,406	30%
505 400 04335 00052	522200 WWTF Repairs & Maintenance	16,146	24,939	17,000	8,466	8,534	50%
505 400 04335 00054	542200 TRUCKS AND AUTOS	-	-	-	-	-	-
505 400 04335 00054	542500 OTHER CAPITAL	-	-	-	-	-	-
Total Sewage Treatment Plant		200,886	240,606	270,198	107,698	162,499	40%

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

		FY 2018		FY 2019		FY 2020		Percentage of FY 2020 Actuals to Budget Used	
		Audited Actual Revenues & Expenditures	Audited Actual Revenues & Expenditures	FY 2020 Approved Budget	Unaudited Actual Revenues & Expenditures 12/31/2019	Remaining FY 2020 Budget			
Subtotal Sewage Treatment Plant		200,886	240,606	270,198	107,698	162,499			40%

Water Department

505 400 04400 00051 511100	REGULAR EMPLOYEES	118,499	121,628	133,470	61,002	72,467			46%
505 400 04400 00051 511101	REGULAR EMPLOYEES VAC SELL BACK	1,872	1,735	4,757	1,079	3,678			23%
505 400 04400 00051 511199	LONGEVITY	2,094	2,123	2,378	2,264	114			95%
505 400 04400 00051 511300	OVERTIME	9,716	13,027	11,144	5,248	5,896			47%
505 400 04400 00051 512100	EMPLOYEE GROUP INSURANCE	9,669	11,213	24,390	4,494	19,896			18%
505 400 04400 00051 512200	FICA	10,091	10,558	11,838	5,262	6,576			44%
505 400 04400 00051 512400	RETIREMENT	14,773	11,699	9,245	3,963	5,282			43%
505 400 04400 00051 512415	457b plan cont	1,744	1,328	1,892	1,462	430			77%
505 400 04400 00051 512700	WORKERS' COMPENSATION	6,063	1,198	3,584	1,723	1,861			48%
505 400 04400 00051 512910	VEHICLE ALLOWANCE	3,025	2,975	3,000	1,250	1,750			42%

Total Personal Services Water Dept

		177,546	177,485	205,698	87,747	117,951			43%
505 400 04400 00052 521200	ATTORNEY & LEGAL FEES	-	-	200	-	200			0%
505 400 04400 00052 521201	COMPUTER SUPPORT FEES	3,944	7,900	9,000	3,475	5,525			39%
505 400 04400 00052 521220	ENGINEERING FEES	3,718	1,800	4,000	-	4,000			0%
505 400 04400 00052 521230	AUDITOR FEES	7,220	6,422	7,436	4,940	2,496			66%
505 400 04400 00052 521250	WATER TESTING	5,159	1,954	3,500	555	2,945			16%
505 400 04400 00052 522210	EQUIPMENT REPAIR & MAINT	417	16,929	1,500	2,669	(1,169)			178%
505 400 04400 00052 522220	BUILDING REPAIR & MAINT	-	2,800	-	2,500	(2,500)			-
505 400 04400 00052 522240	TIRES AND TUBES	-	-	-	-	-			-
505 400 04400 00052 522250	VEHICLE REPAIR	75	802	500	-	500			-
505 400 04400 00052 522310	UNIFORMS	-	-	-	-	-			-
505 400 04400 00052 522320	EQUIPMENT RENTAL	-	-	-	-	-			-
505 400 04400 00052 523100	INSURANCE, OTHER THAN EMP	17,469	18,399	20,116	9,579	10,537			48%
505 400 04400 00052 523200	COMMUNICATIONS	8,879	9,376	9,600	4,724	4,876			49%
505 400 04400 00052 523210	POSTAGE	1,982	102	500	31	469			6%
505 400 04400 00052 523300	ADVERTISING	680	516	600	-	600			0%
505 400 04400 00052 523505	TRAVEL-EMPLOYEE	557	3,134	3,000	754	2,246			25%
505 400 04400 00052 523600	DUES AND FEES	2,660	3,427	1,000	623	377			62%

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

		FY 2018		FY 2019		FY 2020		FY 2020	
		Audited Actual		Audited Actual		Approved Budget		Unaudited Actual	
		Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Percentage of FY 2020 Actuals to Budget Used
Total Contracted Services Water Dept		52,760	73,561	60,952	29,849	31,103	49%		
505 400 04400 00053	531230 ELECTRICITY-WELLS	18,813	19,351	20,250	11,779	8,471	58%		
505 400 04400 00053	531270 GAS & OIL	448	-	600	-	600	0%		
505 400 04400 00053	531600 SMALL EQUIPMENT	-	-	-	-	-	-		
505 400 04400 00053	531700 OFFICE SUPPLIES	1,296	777	1,500	205	1,295	14%		
505 400 04400 00053	531870 WATER SUPPLIES	24,310	11,078	20,000	4,968	15,032	25%		
505 400 04400 00053	531885 CHEMICALS	775	4,761	7,000	2,965	4,036	42%		
Total Suplies Water Dept		45,643	35,967	49,350	19,917	29,433	40%		
505 400 04400 00054	542200 CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-	-		
505 400 04400 00054	542500 CAPITAL OUTLAY-OTHER EQUI	-	-	-	-	-	-		
505 400 04400 00054	542533 WATER TANK MAINTENANCE	2,000	-	20,000	-	20,000	0%		
505 400 04400 00054	542534 WATER LINE IMPROVEMENTS	-	-	-	-	-	-		
Total Capital Outlays Water Dept		2,000	-	20,000	-	20,000	0%		
505 400 04400 00056	561000 DEPRECIATION	100,000	100,000	100,000	50,000	50,000	50%		
Total Depreciation Water Dept		100,000	100,000	100,000	50,000	50,000	50%		
505 400 04400 00057	579000 CONTENGENCY	-	-	50,000	-	50,000	0%		
505 061 61100 612000	TRANSFER OUT - OTHER FUNDS	-	-	50,000	25,000	25,000	0%		
Total Other Costs Water Dept		-	-	100,000	25,000	75,000	25%		
505 400 04400 00058	582000 INTEREST PAID ON NOTES	42,194	40,970	38,338	19,691	18,647	51%		
Total Water Dept Debt Service		42,194	40,970	38,338	19,691	18,647	51%		
Subtotal Water Department		420,143	427,982	574,338	232,203	342,135	40%		
Total Water and Sewer Expenses		1,156,403	1,178,923	1,234,806	479,821	754,985	39%		
Net Gain / (Loss) from Operations		(30,319)	2,471	(0)	40,283				
Plus Unfunded Depreciation		388,404	363,876	200,000	100,000				
Less Principal Debt Reduction		148,708	162,919	193,264	96,045				
Less Other investment in capital									
Less Operational Transfer to General Fund		200,000	-	-	-				
Net affect on Cash Reserves increase / (decrease)		9,377	203,428	6,736	44,238				

To: Mr. Bob Alexander

From: Chief C. Prokesh

Date: January 30, 2020

RE: Monthly Report, JANUARY-2020

CADs = 534

Arrests = 19

Criminal/Investigative:

Municipal Court:

Disorderly Conduct = 2
Criminal Trespass = 1
Drug Violations = 5
Shoplifting = 2
Obstruction = 1
Fleeing/Attempt to Elude = 1

Superior Court:

Aggravated Stalking = 1
Battery = 1
Court Ordered Evaluation = 1
Outstanding Warrants = 2
Unruly Juvenile = 2

TRAFFIC:

Citations = 186

Warnings = 101

Accidents = 19

-Moving Vehicle = 17
-Hit and Run = 1
-Deer = 1

OTHER:

- Senior Fraud Safety Class at Senior Center
- Finished Hazard Mitigation
- New Asst. Manager Housing Authority (approved pathways to work)
- Census Banners, signs, and toppers are here (Census Committee)
- 4 Officers down (3-surgery, one Injury)

Lee County 911
119 Pinewood Rd Leesburg , GA 31763

CFS By Department - Select Department By Date
For Leesburg Police Department 1/1/2020 - 1/31/2020

Leesburg Police Department	Count	Percent
ALARM/FIRE/COMMERCIAL	2	0.37%
ALARM/SILENT/HOLD UP	1	0.19%
ALLERGIC REACTION	1	0.19%
ANIMAL CALLS	4	0.75%
AREA CHECK	7	1.31%
ASSAULT	1	0.19%
ASSIST MOTORIST	4	0.75%
ASSIST OTHER AGENCY/SERVICE	3	0.56%
BLEEDING	1	0.19%
BREATHING PROBLEMS	1	0.19%
BURGLARY	2	0.37%
BUSINESS ALARM	3	0.56%
CALL BY PHONE	4	0.75%
CHEST PAIN/DIFFICULTY BREATHING	1	0.19%
CHILD CUSTODY ISSUE	1	0.19%
CIVIL MATTER	1	0.19%
COMPLAINT	7	1.31%
CONTACT PERSON	11	2.06%
DAMAGE TO PROPERTY	2	0.37%
DISORDERLY CONDUCT	2	0.37%
DISPUTE	3	0.56%
DOMESTIC	6	1.12%
DRILL	1	0.19%
ENTER AUTO	2	0.37%
ESCORT	7	1.31%
FALL	1	0.19%
FIGHT	2	0.37%
FIRE/VEHICLE	1	0.19%
FOLLOW UP	15	2.81%
FRAUD	1	0.19%
GAS DRIVE OFF	1	0.19%
GENERAL MEDICAL CALL	2	0.37%
GOOD INTENT	1	0.19%
HANG UP	1	0.19%
HARASSMENT COMPLAINT	1	0.19%
IMPROPERLY PARKED	1	0.19%
INFORMATION	8	1.50%
JUVENILE PROBLEM	2	0.37%
LOITERING	1	0.19%
LOST/ MISLAID PROPERTY	6	1.12%
MECHANICAL BREAKDOWN	4	0.75%
MENTAL/PSYCHIATRIC	3	0.56%

Total Records		534	Total Records For Leesburg Police Department	
Count	Percent	534	Dept Calls/Total Calls	100.00%
2	0.37%	2		MISCELLANEOUS
3	0.56%	3		No CallType
1	0.19%	1		NOISE COMPLAINT
2	0.37%	2		OPEN DOOR/WINDOW
1	0.19%	1		OPEN LINE
2	0.37%	2		ORDNANCE VIOLATION
1	0.19%	1		RESIDENTIAL ALARM
1	0.19%	1		ROAD HAZARD
1	0.19%	1		SERVE CIVIL PAPER
1	0.19%	1		SEXUAL ASSAULT
1	0.19%	1		SHOPLIFTING
3	0.56%	3		SHOTS FIRED
4	0.75%	4		SPECIAL DETAIL
5	0.94%	5		SPEEDING/RECKLESS DRIVING
2	0.37%	2		SUICIDE / ATTEMPT
5	0.94%	5		SUSPICIOUS ACTIVITY
19	3.56%	19		SUSPICIOUS PERSON/VEHICLE
11	2.06%	11		THEFT
287	53.75%	287		TRAFFIC STOP (CLI)
1	0.19%	1		TRANSPORT MENTAL HEALTH
2	0.37%	2		TRANSPORT PRISONER
1	0.19%	1		TRESPASSING
17	3.18%	17		UNLOCK VEHICLE
3	0.56%	3		UNWANTED GUEST
1	0.19%	1		VEHICLE ABANDONED
17	3.18%	17		VEHICLE ACCIDENT
1	0.19%	1		VEHICLE ACCIDENT/ DEER
1	0.19%	1		VEHICLE ACCIDENT/ HIT AND RUN
1	0.19%	1		VICTIM NOTIFICATION
2	0.37%	2		VIN VER/TRAILER INSPECTION
1	0.19%	1		WALK IN
4	0.75%	4		WELFARE CHECK
1	0.19%	1		WIRES DOWN

PUBLIC WORK

MONTHLY REPORT

DECEMBER-26 JANUARY -24 2020

. LIFT STATIONS – SENT PUMP #2 TO WACO FORM HARDEES LIFT STATION TO BE REPAIRED. SENT PUMP #2 TO WACO FORM MAGNOLIA SOUTH LIFT STATION TO BE REPAIRED

. LIMBS PICK UP – FOR THE MONTH OF JANUARY (13) LOADS (38.20) TONS

TOTAL (1,143.20)

. LIGHTING – REPLACE LIGHT AT FIRE TOWER LIFT STATION AND AT THE SENIOR CENTER

. STREET SWEEPER – DIRT AND DEBRIS REMOVED FORM ROADS (24,640)

CITY OF LEESBUEG

PROJECT STATUS

PUBLIC WORKS – ARE REPLACING (240) REGISTER

Count of No.					
Location	Estimated Hours	Class	Type	Total	
City Hall	0	Maintenance	CITY HALL (blank)	2	
		Maintenance Total		1	
		Pick up supplies	PICK UP SUPPLIES	3	
			Pick up supplies Total	1	
	0 Total			1	
	1	Sewer	SEWER IS BACKING UP	4	
		Sewer Total		1	
1 Total			1		
City Hall Total					
				1	
Lift Stations	0	Water	INSTALLED PUMP	5	
			RESET PUMP	1	
	Water Total		1		
0 Total			2		
Lift Stations Total					
				2	
Public Works	0	Maintenance	CLEANED UP AT SHOP	2	
		Maintenance Total		1	
		Pick up supplies	PICK UP SUPPLIES	1	
			TRIP TO LOWE ELECTRIC SUPPLY	1	
			Pick up supplies Total	2	
			Vehicles	Maintenance	1
			Vehicles Total	1	
0 Total			1		
Public Works Total					
				4	
Service Address/Street	0	Maintenance	(blank)	4	
		Maintenance Total		1	
		Sanitation	DELIVER GARBAGE CAN	1	
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	5	
			PICK UP GARBAGE CAN	3	
			PICK UP TRASH	1	
			YARD DEBRIS PICKUP	1	
		Sanitation Total		2	
		Sewer	Pull lift station pumps	12	
			Replace Clean-out Cap	1	
			Sewer Line Repair	1	
		Sewer Total		2	
		Streets	Christmas Decorations	4	
	FILL IN HOLE WITH DIRT		1		
	Litter Pickup		1		
	MOWING & WEEDEATING		1		
	Pick up Road Work Signs		4		
	Pothole Repair		1		
	PUT OUT SOD		2		
	Repair Driveway	2			
	Streets Total		1		
	Water	CHECK FOR LEAK	13		
		INSTALL WATER / SEWER TAPS	3		
		Locate Line	2		
		Put out door tags	2		
		Repair Leak	1		
		REPAIRS ON PIPES	7		
		Reread Meter	1		
		RESET PUMP	1		
		TURN WATER OFF AND PICK UP TRASH CAN	1		
Water Cutoff		1			
Water Turn On	4				
Water Total		17			
0 Total			40		
				70	
	0.1	Water	Reread Meter	1	
		Water Total		1	
0.1 Total				1	
				1	
	0.15	Water	TURN WATER OFF AND PICK UP TRASH CAN	1	
		Water Cutoff	1		
		Water Turn On	1		
	Water Total		1		
0.15 Total				3	
	0.2	Sanitation	DELIVER GARBAGE CAN	3	
		Sanitation Total		1	
				1	

Service Address/Street	0.2	Water	Reread Meter	3
			Water Turn On	8
		Water Total		11
0.2 Total				11
Service Address/Street	0.25	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	12
			PICK UP GARBAGE CAN	1
			(blank)	3
			Sanitation Total	2
		Streets	REMOVE TREE	6
			Streets Total	1
		Water	CHECK FOR LEAK	1
			CHECK METER FOR STOPPAGE	3
			CHECK WATER METER	2
			GET READING FOR BEGINNING OF A NEW SERVICE	1
	Reread Meter	2		
	TURN WATER OFF AND PICK UP TRASH CAN	2		
	TURN WATER ON AND DELIVER TRASH CAN FOR NEW SERVICE	1		
	Water Cutoff	2		
	Water Turn On	6		
	(blank)	7		
	Water Total	1		
0.25 Total				27
Service Address/Street	1	Water	CHECK FOR LEAK	34
			Repair Leak	1
			Water Cutoff	1
		Water Total	1	
1 Total				3
Service Address/Street	2	Water	CHECK FOR LEAK	3
			Water Total	1
2 Total				1
Service Address/Street	3	Water	INSTALL WATER / SEWER TAPS	1
			Water Total	1
3 Total				1
Service Address/Street	(blank)	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1
			Sanitation Total	1
		Water	CHECK FOR LEAK	1
			CHECK METER FOR STOPPAGE	3
			CHECK WATER METER	1
			Put out door tags	1
	Repair Leak	2		
	Reread Meter	1		
	Water Total	1		
(blank) Total				9
Service Address/Street Total				10
Grand Total				135
				146

Leesburg Water Pollution Control Plant Monthly Report For January, 2020

Leesburg WPCP was in full compliance with Ga. EPD Permit Requirements for the month.

<u>TEST</u>	<u>RESULTS</u>	<u>PERMIT LIMIT</u>
Avg. Daily Flow (Million Gallons)	1.14	1.5
Effluent Biochemical Oxygen Demand	2.0	15
BOD Removal %	98.8	>85%
Effluent Total Suspended Solids	3.6	30
TSS Removal %	98.5	>85%
Effluent Fecal Coliform (# per 100 mL)	3.0	400
Effluent Ammonia	.12	3.0
Effluent Dissolved Oxygen	8.8	>6.0
Min & Max Effluent pH	7.0-7.5	6.0-9.0
Effluent Total Phosphorous	.46	1.5
Low-Level Mercury (mg/day)	6.61(due to HIGH flow)	7.9
Total Rainfall for the month	6.5 in.	

Maintenance/Repairs Performed: (1) Weekly cleaning and routine maintenance performed on belt-fed press, UV light units, clarifiers and chemical pump systems at WPCP. (2) Installed a new polymer pump for the belt-fed press.

Expenses:

Fuel (generator/vehicles/mower)	\$ 228.46
Electricity -	\$3,993.35
Chemicals used	\$ 415.67
Lab Tests -	\$2,160.00
DoCo Landfill (solids from press)	\$0,000.00
Maintenance & Repair -	\$ 0.00
Total -	\$7,437.54

Leesburg Public Drinking Water Wells Monthly Report For January, 2020

Leesburg Public Drinking Water Wells were in full compliance with Ga. EPD Permit Requirements for the month.

<u>TEST</u>	<u>RESULTS</u>	<u>PERMIT</u>
Monthly Avg. Gallons Pumped Per Day:	420,074	500,000
Total Gallons Pumped for the Month:	13.02 Million Gallons	
3 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.86 mg/L	>.2mg/L
1 Monthly Fluoride Sample:	.45	

Maintenance/Repairs: (1) Remove/clean/reinstall chlorine injectors at Starksville & 32 wells, weekly. (2) Perform monthly preventive maintenance to chlorine and fluoride pumps at Hwy. 32 well. (3) We had the flow meter for each well tested/calibrated. (4) We have gathered all parts needed to install water meters on the lubrication lines at each well. To be completed asap. (These will give us exact numbers to use on our annual Water Loss Audit).

Expenses:

Electricity -	\$1,436.40
Chemicals used -	\$ 309.80
Routine Testing	\$ 82.00
Maintenance & Repair -	\$ 00.00
Total -	\$1,828.20