

**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**  
      March 3, 2020
3.    **PUBLIC HEARING**
4.    **NEW BUSINESS**  
      (A) Consideration of the City of Leesburg accepting a donation of property at 114 Pine Street from the estate of Jimmilyn Walden
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 May 5, 2020
14.   **ADJOURNMENT**

*Agenda May Change Without Notice*

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**1. CALL TO ORDER**

Mayor Bush called the meeting to order at 6:00 PM and lead the pledge. Councilmember Wilson lead the Prayer. The City Manager and City Attorney were present. All the Councilmembers were present.

**2. APPROVAL OF MINUTES**

Mayor Bush asked for a motion to approve the minutes from January 10, 2020. Mayor Pro Tem Sherman made a Motion to approve the minutes. Councilmember Wilson seconded the motion. The vote was unanimous.

**3. PUBLIC HEARING****4. NEW BUSINESS**

(A) City Manager Bob Alexander discussed the Tank Maintenance Committee recommendation for the Full – Service Tank Maintenance Program for the 500,000 Pedesphere – School Tank and 2000,000 Elevated – Public Works Office Tank. The committee determined after reviewing the proposals of American Tank Maintenance and SUEZ that American Tank Maintenance proposal of \$380,360 over a 10 – year period was the Committee’s recommendation. Councilmember Powell made a motion to approve American Tank Maintenance Proposal contingent upon review of the contract by the City Attorney. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

(B) The City Manager discussed the bids for the 2020 GDOT Local Maintenance & Improvement Grant (LMIG) Program that included resurfacing parts of Peach St. and 2<sup>nd</sup> St. EMC Engineering Services recommended the award of a contract for construction of the LMIG project go to the low bidder Oxford Construction Company in the amount of \$109,028.70. Mayor Pro Tem Sherman made a motion to award a contract for construction to Oxford Construction Company in the amount of \$109,028.70. Councilmember Renfroe Seconded the motion. The vote was unanimous.

**5. CITY MANAGER’S MATTERS.**

(A) Financial Report – The City Manager discussed the Financial Report of the General Fund and the Water & Sewer Fund and indicated that both funds are within budget for the year.

(B) The Annual Council Retreat is planned for Saturday April 18<sup>th</sup> at the Train Depot from 9:00 AM to around noon.

(C) The Lee County Board of Commissioners, Leesburg City Council and Smithville City Council will hold a joint public hearing for the Multi - Jurisdictional Hazard Mitigation Plan Tuesday, March 24, 2020 at 6:00 PM in the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Avenue North, Leesburg, Georgia.

**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**

14. **ADJOURNMENT**

Councilmember Powell made a motion to adjourn. Mayor Pro Tem Sherman seconded the motion.  
The vote was unanimous.

## Bob Alexander

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**From:** Jim Wright <jwright@lee.ga.us>  
**Sent:** Wednesday, March 04, 2020 1:25 PM  
**To:** bob.alexander@cityofleesburgga.com  
**Subject:** Contact Information for: 114 Pine Street - Leesburg Georgia

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

-----Original Message-----

From: Jim Wright  
Sent: Tuesday, February 25, 2020 1:34 PM  
To: 'bob.alexander@cityofleesburgga.com'  
Subject: FW: 114 Pine Street - Leesburg Georgia

-----Original Message-----

From: Laney Hatcher [mailto:LHatcher@johnstonhinesley.com]  
Sent: Tuesday, February 25, 2020 11:13 AM  
To: Jim Wright  
Subject: RE: 114 Pine Street - Leesburg Georgia

Mr. Wright:

I hope you are doing well! We have a hearing set with the Houston County, Alabama Probate Judge on April 6 concerning the Estate of Jimmilyn Walden (who owns 114 Pine Street). We would like to know if the City of Leesburg would consider taking this property as a donation. Please let me know who we may contact to discuss this before we have our hearing with the Probate Judge. If the City would take the property, we can then present this to the Judge and see if he approves.

Thank you!!!

Laney K. Hatcher, Legal Assistant  
Johnston Hinesley PC  
Attorneys at Law  
Post Office Box 2246  
Dothan, Alabama 36302  
(334) 793-1115  
Fax: (334) 793-6603

-----Original Message-----

From: Jim Wright <jwright@lee.ga.us>  
Sent: Tuesday, April 30, 2019 1:12 PM  
To: Laney Hatcher <LHatcher@johnstonhinesley.com>



Cc: cprokesh@hotmail.com  
Subject: 114 Pine Street - Leesburg Georgia

Ms. Hatcher,

Thank you for your time this afternoon. The City of Leesburg Police Department and Lee County Code Enforcement Office has received several complaints concerning the present condition and on-going activity at the property located at 114 Pine Street in Leesburg Georgia. The vacant home has been damaged by vandals as can be seen in the attached photographs. The home is also being used for illegal drug purposes and a human "Cat Box". The house in its present condition is in violation of the City of Leesburg's Code of Ordinances and needs to be boarded up as soon as possible as well as the yard being maintained. Please have the attorney that is over this property contact me to discuss corrections. I will be sending additional photographs in a second email.

Jim Wright  
Lee County Marshal's Office / Code Enforcement  
102 Starksville Ave. North  
Leesburg, Ga. 31763  
(229)344-8034 (cell)  
[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.lee.ga.us&c=E,1,\\_LRPoHNUx3GCfD3arK-HC6DqWSfQtDRYkgWOLEhHyaZ2MkspHlrlbdTqsY3Jnp69jzJis-nMKIbB8TezMOjDCa20H6fKLYsH\\_UjxC00V6FMXdGX&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.lee.ga.us&c=E,1,_LRPoHNUx3GCfD3arK-HC6DqWSfQtDRYkgWOLEhHyaZ2MkspHlrlbdTqsY3Jnp69jzJis-nMKIbB8TezMOjDCa20H6fKLYsH_UjxC00V6FMXdGX&typo=1)

Your message is ready to be sent with the following file or link attachments:

114 Pine 4-26-2019 (5)  
114 Pine 4-26-2019 (6)  
114 Pine 4-26-2019 (7)  
114 Pine 4-26-2019 (8)  
114 Pine 4-26-2019 (9)  
114 Pine 4-26-2019 (10)  
114 Pine 4-26-2019 (11)  
114 Pine 4-26-2019 (12)  
114 Pine 4-26-2019 (1)  
114 Pine 4-26-2019 (2)  
114 Pine 4-26-2019 (3)  
114 Pine 4-26-2019 (4)

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

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# City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

FY 2020  
Unaudited  
Actual  
Revenues &  
Expenditures  
02/29/2020

FY 2019  
Audited Actual  
Revenues &  
Expenditures

FY 2020  
Approved  
Budget

Remaining  
FY 2020  
Budget

Percentage of  
FY 2020  
Actuals to  
Budget Used

General Fund Revenue		FY 2018 Audited Actual Revenues & Expenditures	FY 2019 Audited Actual Revenues & Expenditures	FY 2020 Approved Budget	FY 2020 Unaudited Actual Revenues & Expenditures 02/29/2020	Remaining FY 2020 Budget	Percentage of FY 2020 Actuals to Budget Used
100 031 31100 31110	REAL PROPERTY-CURRENT YEA	316,502	316,147	338,200	330,724	7,476	98%
100 031 31100 31110	PROPERTY TAX LATE FEES	-	-	-	-	-	
100 031 31100 31120	REAL PROPERTY-PRIOR YEAR	263	10,900	-	-	-	
100 031 31100 31130	PERSONAL PROPERTY-CURRENT	26,642	27,990	22,806	24,674	(1,868)	108%
100 031 31100 31130	MOTOR VEHICLE	8,498	7,716	5,900	3,067	2,833	52%
100 031 31100 31135	TAVT-LOST/SPLOST AND TRUE UP	103,490	130,198	124,000	46,546	77,454	38%
100 031 31100 31130	MOBILE HOME	1,266	1,328	1,000	226	774	23%
100 031 31100 31130	INTANGIBLES (REG/RECORD)	6,475	3,623	5,240	3,365	1,875	64%
100 031 31100 31140	PERSONAL PROPERTY-PRIOR YR	1,451	642	-	-	-	
100 031 31100 31160	REAL ESTATE TRANS-Intangible	2,483	3,186	2,000	1,222	778	61%
100 031 31100 31170	FRANCHISE TAXES-SEMC	15,540	16,720	15,900	-	15,900	0%
100 031 31100 31170	ELECTRIC	115,078	122,712	122,040	138,846	(16,806)	114%
100 031 31100 31170	CABLE	27,649	27,429	26,000	19,612	6,388	75%
100 031 31100 31170	TELEPHONE	2,379	2,247	2,300	1,742	558	76%
100 031 31300 31300	LOCAL OPTION SALES TAX	458,439	437,674	460,000	280,269	179,731	61%
100 031 31400 31400	BEER SS & USE	60,771	59,027	57,900	39,054	18,846	67%
100 031 31400 31400	WINE SS & USE	1,750	1,902	2,000	1,002	998	50%
100 031 31600 31600	BUSINESS AND OCCUPATION T	27,678	27,693	25,150	19,760	5,390	79%
100 031 31600 31600	INSURANCE PREMIUM TAX	192,471	207,571	200,000	220,486	(20,486)	110%
100 031 31600 31600	FINANCIAL INSTITUTIONS TA	10,331	10,689	11,000	-	11,000	0%
100 031 31900 31900	PENALTY-GENERAL PROPERTY	859	1,514	1,500	2,103	(603)	140%
100 031 31900 31900	FIFA	-	-	-	-	-	
100 031 31900 31900	OTHER-DELIQUENT TAX SERVI	-	-	-	-	-	
100 032 32100 32100	BEER	3,713	3,300	3,100	2,475	625	80%
100 032 32100 32100	WINE	3,713	3,300	3,100	2,063	1,038	67%
100 032 32100 32120	INSURANCE	80	-	-	-	-	
100 032 32400 32400	BUSINESS LICENSE PENALTY	200	100	150	400	(250)	267%
100 033 33100 33115	GEMA PROCEEDS	34,663	150,303	-	-	-	
100 033 33400 33410	STATE GOVERNMENT GRANTS	18,311	4,000	-	7,200	-	
100 033 33600 33600	LEE COUNTY BOARD OF ED (P	79,506	157,825	176,079	-	176,079	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 02/29/2020		Budget Used	
100	033	33800	33800	1,970	1,966	2,000	2,000	486	2,000	0%	
100	034	34100	341910	270	54	-	-	486	2,000	0%	
100	034	34200	342911	703	588	1,128	1,128	319	809	28%	
100	034	34400	344110	498,339	505,594	565,000	565,000	363,984	201,016	64%	
100	034	34900	349300	70	35	-	-	-	-	-	
100	035	35100	351170	207,373	231,173	225,000	225,000	216,112	8,888	96%	
100	036	36100	361000	1,703	1,569	1,500	1,500	679	821	45%	
100	037	37100	371000	2,955	8,385	-	-	27	(27)	-	
100	037	37100	371310	845	2,850	-	-	1,479	-	-	
100	037	37100	371311	2,719	739	-	-	380	-	-	
100	038	38100	381000	-	-	5,000	5,000	-	5,000	0%	
100	038	38300	383000	470	53,738	-	-	4,200	-	-	
100	038	38300	383010	-	-	-	-	-	-	-	
100	038	38900	389000	167	2,319	-	-	856	-	-	
100	038	38900	389003	-	-	-	-	-	-	-	
100	038	38900	389005	(9)	(5)	-	-	(39)	-	-	
100	039	39100	391100	-	-	100,000	100,000	-	100,000	0%	
100	039	39100	391105	-	-	-	-	-	-	-	
100	039	39100	391106	-	-	-	-	-	-	-	
100	039	39100	391200	200,000	300,000	50,000	50,000	33,333	16,667	67%	
100	039	39100	391201	60,439	60,519	69,360	69,360	46,240	23,120	67%	
100	039	39200	392100	5,434	-	-	-	-	-	-	
100	061	61100	612000	(1,000)	-	-	-	(100)	-	-	
<b>Total General Fund Revenue</b>				2,502,644	2,905,259	2,624,354	2,624,354	1,812,793	811,561	69%	

## General Fund Expenditures

### Council / Legislative **\*\*Department is cost shared w/ Water & Sewer\*\***

100	100	01100	00051	511010	MAYOR SALARY	3,600	3,600	3,600	-	100%
100	100	01100	00051	511020	COUNCIL SALARY	11,700	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	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 Actual		FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures		Actuals to Budget Used	
		02/29/2020		02/29/2020		02/29/2020		02/29/2020		Budget	
100	100	01100	00052	523711	TRAINING-POST 1-POWELL	655	1,653	2,275	785	1,490	35%
100	100	01100	00052	523511	TRAVEL-POST 1-POWELL	4,976	4,237	4,005	1,229	2,776	31%
100	100	01100	00052	523712	TRAINING-POST 2-RENFROE	860	1,325	2,275		2,275	0%
100	100	01100	00052	523512	TRAVEL-POST 2-RENFROE	2,501	2,239	4,005		4,005	0%
100	100	01100	00052	523713	TRAINING-POST 3-BUSH	370	375	2,275	625	1,650	27%
100	100	01100	00052	523513	TRAVEL-POST 3-BUSH	718	-	4,005	-	4,005	0%
100	100	01100	00052	523714	TRAINING-POST 4-WILSON	-	-	2,275		2,275	0%
100	100	01100	00052	523514	TRAVEL-POST 4-WILSON	-	-	4,005		4,005	0%
100	100	01100	00052	523715	TRAINING-POST 5-SHERMAN	1,230	1,503	2,275	981	1,294	43%
100	100	01100	00052	523515	TRAVEL-POST 5-SHERMAN	2,230	3,777	4,005	332	3,673	8%
100	100	01100	00052	523716	TRAINING-POST 6-WHITE	860	1,503	2,275	1,015	1,260	45%
100	100	01100	00052	523516	TRAVEL-POST 6-WHITE	3,471	3,082	4,005	133	3,872	3%
100	100	01100	00053	531730	ELECTION EXPENSE- SUPPLIE	-	-	-		-	
100	100	01100	00053	531760	MAYOR/COUNCIL SUPPLIES	2,696	8,993	3,300	5,089	(1,789)	154%
100	100	01100	00052	521200	ATTORNEY & LEGAL FEES	30,693	32,563	26,100	20,213	5,888	77%
		<b>Subtotal Council/Legislative</b>		<b>66,652</b>		<b>76,613</b>		<b>85,521</b>		<b>40,494</b>	
<b>Administration</b>											
100	100	01500	00051	511100	REGULAR EMPLOYEES	116,557	120,922	125,589	82,577	43,012	66%
100	100	01500	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,387	1,716	4,830	931	3,899	19%
100	100	01500	00051	511105	PART TIME EMPLOYEES	1,529	3,090	3,245	2,590	655	80%
100	100	01500	00051	511199	LONGEVITY	2,015	2,322	2,415	2,415	(0)	100%
100	100	01500	00051	511300	OVERTIME	6,270	4,834	7,234	3,233	4,000	45%
100	100	01500	00051	512100	EMPLOYEE GROUP INSURANCE	284	524	13,215	355	12,860	3%
100	100	01500	00051	512200	FICA	10,158	10,512	11,422	7,212	4,210	63%
100	100	01500	00051	512400	RETIREMENT - Pension	8,050	8,643	9,122	5,213	3,909	57%
100	100	01500	00051	512415	457b ER Matching	2,778	2,043	2,901	2,716	185	94%
100	100	01500	00051	512700	WORKERS' COMPENSATION	318	547	602	561	41	93%
100	100	01500	00051	512910	VEHICLE ALLOWANCE	6,050	5,950	6,000	3,500	2,500	58%
		<b>Total Personnel Costs - Administration</b>		<b>155,395</b>		<b>161,102</b>		<b>186,576</b>		<b>75,272</b>	
				<b>66,652</b>		<b>76,613</b>		<b>85,521</b>		<b>40,494</b>	
								<b>45,027</b>		<b>53%</b>	



# 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 02/29/2020		Actuals to Budget Used	
100	100 01500 00052	521100	13,858	23,617	23,200	8,139	15,061	35%			
		OFFICIAL/ADMINISTRATIVE									
100	100 01500 00053	531710	-	-	-	-	-				
		PRINTING/ TAX BILLS									
100	100 01500 00052	521132	-	-	-	-	-				
		DELINQUENT TAX SERVICE ADD									
100	100 01500 00052	521200	2,697	1,881	5,000	311	4,690	6%			
		ATTORNEY & LEGAL FEES									
100	100 01500 00052	521201	16,477	17,723	20,000	26,001	(6,001)	130%			
		COMPUTER SUPPORT FEES									
100	100 01500 00052	521220	21,816	1,710	5,000	169	4,831	3%			
		ENGINEERING FEES									
100	100 01500 00052	521225	-	-	-	-	-				
		BAD DEBT EXPENSE									
100	100 01500 00052	521230	7,790	6,929	8,024	6,929	1,095	86%			
		AUDITOR FEES									
100	100 01500 00052	522210	466	-	500	47	453	9%			
		EQUIPMENT REPAIR & MAINT									
100	100 01500 00052	522220	9,330	27,986	6,000	2,400	3,600	40%			
		BUILDING REPAIR & MAINT									
100	100 01500 00052	522300	1,572	3,342	3,000	876	2,124	29%			
		RENTS AND LEASES									
100	100 01500 00052	523100	11,905	12,507	13,879	8,630	5,249	62%			
		INSURANCE, OTHER THAN EMP									
100	100 01500 00052	523200	2,726	3,759	3,450	1,961	1,489	57%			
		COMMUNICATIONS									
100	100 01500 00052	523210	1,137	2,089	1,050	1,249	(199)	119%			
		POSTAGE									
100	100 01500 00052	523300	1,334	1,082	2,000	1,049	951	52%			
		ADVERTISING									
100	100 01500 00052	523505	9,245	8,277	6,500	7,071	(571)	109%			
		TRAVEL-EMPLOYEE									
100	100 01500 00052	523600	11,386	12,768	8,500	7,299	1,201	86%			
		DUES AND FEES									
100	100 01500 00052	523610	3,307	3,304	3,310	2,500	810	76%			
		SOUTHWEST GA RDC DUES									
100	100 01500 00052	523700	1,255	3,218	6,000	2,325	3,675	39%			
		EDUCATION AND TRAINING									
		<b>Total Purchased / Contracted Services</b>	<b>116,301</b>	<b>130,191</b>	<b>115,413</b>	<b>76,956</b>	<b>38,457</b>	<b>67%</b>			
100	100 01500 00053	531230	4,644	4,859	5,500	3,610	1,890	66%			
		ELECTRICITY									
100	100 01500 00053	531270	332	238	400	102	298	26%			
		GAS & OIL									
100	100 01500 00053	531300	2,877	2,413	2,500	2,349	151	94%			
		FOOD / EMPLOYEE APPRECIATION									
100	100 01500 00053	531600	73	125	1,000	1,000	1,000	0%			
		SMALL EQUIPMENT									
100	100 01500 00053	531700	7,480	8,631	6,000	4,962	1,038	83%			
		OFFICE SUPPLIES									
100	100 01500 00053	531720	1,083	1,726	1,600	981	620	61%			
		CLEANING/ PAPER SUPPLIES									
		<b>Total Supplies - Administration</b>	<b>16,488</b>	<b>17,992</b>	<b>17,000</b>	<b>12,005</b>	<b>4,995</b>	<b>71%</b>			
100	100 01500 00054	541001	-	28,778	-	-	-				
		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		FY 2019		FY 2020		Percentage of		
		Audited Actual		Audited Actual		Unaudited Actual		FY 2020		
		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		Actuals to		
		Budget		Budget		02/29/2020		Budget Used		
<b>Total Capital Outlay - Administration</b>		<b>28,778</b>		<b>28,778</b>		<b>-</b>		<b>-</b>		
100	100	01500	00057	572000	SENIOR CENTER	10,138	6,894	4,400	3,585	81%
100	100	01500	00057	572020	CHAMBER OF COMMERCE	2,400	3,200	4,500	2,404	53%
100	100	01500	00057	572030	LIBRARY CONTRIBUTION	15,500	15,500	15,500	11,625	75%
<b>Total Other - Administration</b>		<b>28,038</b>		<b>25,594</b>		<b>24,400</b>		<b>6,787</b>		
<b>Subtotal Administration</b>		<b>316,222</b>		<b>363,656</b>		<b>343,389</b>		<b>125,511</b>		
<b>Municipal Court</b>										
100	150	01550	00051	511260	SALARY Municipal Court Judge	5,028	5,141	5,373	3,134	58%
100	150	01550	00051	512200	FICA	385	393	411	240	58%
<b>Total Personnel Municipal Court</b>		<b>5,412</b>		<b>5,534</b>		<b>5,784</b>		<b>3,374</b>		<b>2,410</b>
100	150	01550	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	
100	150	01550	00052	521201	COMPUTER SUPPORT FEES	1,180	4,920	4,800	4,740	99%
100	150	01550	00052	521210	MUNICIPAL COURT EXPENSES	438	401	380	255	67%
100	150	01550	00052	521215	CITY SOLICITOR	17,815	20,440	15,000	12,203	81%
100	150	01550	00052	521216	INDIGENT DEFENSE	5,500	6,000	6,000	4,000	67%
100	150	01550	00052	523505	TRAVEL-EMPLOYEE	1,068	870	1,000	1,629	163%
100	150	01550	00052	523700	Training - Employee	1,225	651	1,000	325	33%
100	150	01550	00052	523550	FINE ADD-ON FEES	57,532	56,740	58,500	54,409	93%
<b>Total Purchased / Contracted Services Municipal Court</b>		<b>84,758</b>		<b>90,023</b>		<b>86,680</b>		<b>77,561</b>		<b>9,119</b>
<b>Subtotal Municipal Court</b>		<b>90,170</b>		<b>95,557</b>		<b>92,464</b>		<b>80,935</b>		<b>11,530</b>
100	250	25100	00057	251110	CONTINGENCY FUND	1,881	1,000	100,000	1,000	99,000
<b>Planning &amp; Zoning / Code Enforcement</b>										
100	740	07450	00051	511105	PART TIME EMPLOYEES	8,418	5,220	3,120	1,890	1,230
100	740	07450	00051	512200	FICA	636	395	239	145	94
100	740	07450	00051	512700	WORKERS' COMPENSATION	477	231	127	120	7
<b>Total Personnel Planning &amp; Zoning</b>		<b>9,531</b>		<b>5,847</b>		<b>3,486</b>		<b>2,155</b>		<b>1,331</b>
<b>Subtotal Planning &amp; Zoning / Code Enforcement</b>		<b>9,531</b>		<b>5,847</b>		<b>3,486</b>		<b>2,155</b>		<b>1,331</b>



# City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

FY 2020 Unaudited Actual Revenues & Expenditures 02/29/2020

FY 2018 Audited Actual Revenues & Expenditures

FY 2019 Audited Actual Revenues & Expenditures

FY 2020 Approved Budget

Remaining FY 2020 Budget

Percentage of FY 2020 Actuals to Budget Used

## Public Safety

100 300 03200 00051 511100	REGULAR EMPLOYEES	484,317	531,013	558,378	370,785	187,592	66%
100 300 03200 00051 511101	REGULAR EMPLOYEES VAC SELL BACK	11,974	13,282	19,919	8,888	11,031	45%
100 300 03200 00051 511105	PART TIME EMPLOYEES	30,232	24,481	39,424	31,727	7,698	80%
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	17,433	24,824	41%
100 300 03200 00051 512100	EMPLOYEE GROUP INSURANCE	67,378	112,561	133,786	78,771	55,014	59%
100 300 03200 00051 512200	FICA	41,588	42,957	51,250	30,298	20,952	59%
100 300 03200 00051 512400	RETIREMENT	32,347	35,029	40,629	23,219	17,410	57%
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	25,069	582	98%
<b>Total Personnel Services Public Safety</b>		<b>759,483</b>	<b>844,468</b>	<b>924,700</b>	<b>597,591</b>	<b>327,108</b>	<b>65%</b>
100 300 03200 00052 521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	-
100 300 03200 00052 521201	COMPUTER SUPPORT FEES	13,165	9,721	10,800	6,068	4,732	56%
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	2,384	116	95%
100 300 03200 00052 522250	VEHICLE REPAIR	28,568	26,702	23,000	16,996	6,004	74%
100 300 03200 00052 522260	RADIO MAINTENANCE	-	4,707	1,000	105	895	11%
100 300 03200 00052 523100	INSURANCE, OTHER THAN EMP	10,750	11,322	12,379	7,860	4,519	63%
100 300 03200 00052 523200	COMMUNICATIONS	9,504	10,431	20,908	4,709	16,199	23%
100 300 03200 00052 523300	ADVERTISING	472	504	100	-	100	0%
100 300 03200 00052 523505	TRAVEL-EMPLOYEE	2,308	1,325	650	542	108	83%
100 300 03200 00052 523600	DUES AND FEES	836	888	724	517	207	71%
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	107	693	13%
<b>Total Purchased / Contracted Services Public Safety</b>		<b>74,646</b>	<b>70,817</b>	<b>74,761</b>	<b>40,136</b>	<b>34,625</b>	<b>54%</b>
100 300 03200 00053 531230	ELECTRICITY	6,187	6,485	6,500	4,596	1,904	71%
100 300 03200 00053 531270	GAS & OIL	32,834	32,850	27,100	20,969	6,131	77%
100 300 03200 00053 531600	Small Equipment	-	-	-	-	-	-
100 300 03200 00053 531700	OFFICE SUPPLIES	1,497	2,532	2,500	1,498	1,002	60%
100 300 03200 00053 531720	CLEANING/ PAPER SUPPLIES	1,109	881	1,100	974	126	89%



# City of Leesburg ~ General 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	Audited Actual Revenues & Expenditures	Approved Budget	Revenues & Expenditures 02/29/2020	Remaining FY 2020 Budget	
100 300 03200 00053 531780 POLICE SUPPLIES	9,145	6,304	9,200	9,404	(204)	102%	
100 300 03200 00053 531781 GREAT PROGRAM	-	-	-	-	-	-	
100 300 03200 00053 531782 EXPLORER PROGRAM	2,765	973	-	880	(880)	-	
100 300 03200 00053 531783 LEESBURG/LEE COUNTY FOSTE	555	2,353	-	3,829	(3,829)	-	
100 300 03200 00053 531790 UNIFORMS	10,709	1,691	4,361	8,201	(3,840)	188%	
<b>Total Supplies - Public Safety</b>	<b>64,801</b>	<b>54,069</b>	<b>50,761</b>	<b>50,351</b>	<b>410</b>	<b>99%</b>	
100 300 03200 00054 542200 CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-	-	
100 300 03200 00054 542300 CAPITAL OUTLAY-FURN/FIXTU	-	-	-	-	-	-	
100 300 03200 00054 542400 CAPITAL OUTLAY-COMPUTERS	15,840	-	-	-	-	-	
100 300 03200 00054 542500 CAPITAL OUTLAY-OTHER EQUI	6,561	-	-	-	-	-	
<b>Total Capital Outlays - Public Safety</b>	<b>22,401</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Subtotal Public Safety</b>	<b>921,331</b>	<b>969,354</b>	<b>1,050,222</b>	<b>688,078</b>	<b>362,144</b>	<b>66%</b>	
<b>Public Works Maintenance</b>							
100 400 04300 00052 522100 Refuge Contract	404,243	465,661	504,000	276,984	227,016	55%	
100 400 04300 00052 522101 INERT TRASH REMOVAL	19,238	19,814	19,500	34,136	(14,636)	175%	
<b>Sub Total Sanitation</b>	<b>423,481</b>	<b>485,475</b>	<b>523,500</b>	<b>311,120</b>	<b>212,380</b>	<b>59%</b>	
100 400 04600 00051 511100 REGULAR EMPLOYEES	120,002	112,218	119,411	75,661	43,750	63%	
100 400 04600 00051 511101 REGULAR EMPLOYEES VAC SELL BACK	3,004	2,139	4,593	2,739	1,853	60%	
100 400 04600 00051 511105 Part time	-	5,961	22,827	11,904	10,924	52%	
100 400 04600 00051 511199 LONGEVITY	2,150	1,767	2,296	1,977	319	86%	
100 400 04600 00051 511300 OVERTIME	12,378	21,260	13,434	10,838	2,595	81%	
100 400 04600 00051 512100 EMPLOYEE GROUP INSURANCE	14,597	16,651	31,164	10,588	20,576	34%	
100 400 04600 00051 512200 FICA	9,892	10,321	12,436	7,396	5,040	59%	
100 400 04600 00051 512400 RETIREMENT	8,878	9,180	9,100	5,201	3,900	57%	
100 400 04600 00051 512415 479b cont	948	590	965	362	603	38%	
100 400 04600 00051 512700 WORKERS' COMPENSATION	11,384	14,069	8,284	7,593	690	92%	
<b>Total Personnel Services Public Works</b>	<b>183,232</b>	<b>194,157</b>	<b>224,510</b>	<b>134,260</b>	<b>90,251</b>	<b>60%</b>	
100 400 04600 00052 521201 COMPUTER SUPPORT FEES	816	857	1,000	944	56	94%	
100 400 04600 00052 521220 ENGINEERING FEES	6,557	7,342	5,000	4,447	553	89%	
100 400 04600 00052 521221 NPDES STORMWATER ANNUAL R	9,825	14,504	7,200	804	6,396	11%	



# 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		Actuals to Budget Used	
		02/29/2020		02/29/2020		Budget		02/29/2020		Budget	
100	400	04600	00052	522210	EQUIPMENT REPAIR & MAINT	36,255	43,503	22,000	16,207	5,793	74%
100	400	04600	00052	522220	BUILDING REPAIR & MAINT	1,610	4,012	2,500	803	1,697	32%
100	400	04600	00052	522240	TIRES AND TUBES	1,063	3,046	3,000	1,489	1,511	50%
100	400	04600	00052	522250	VEHICLE REPAIR	12,532	17,459	13,800	9,600	4,200	70%
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	6,637	(637)	111%
100	400	04600	00052	522320	EQUIPMENT RENTAL	1,559	112	1,500	483	1,017	32%
100	400	04600	00052	523100	INSURANCE, OTHER THAN EMP	10,750	11,322	12,379	7,860	4,519	63%
100	400	04600	00052	523200	COMMUNICATIONS	3,657	2,852	3,000	2,440	560	81%
100	400	04600	00052	523300	ADVERTISING	614	1,656	557	580	(23)	104%
100	400	04600	00052	523505	TRAVEL-EMPLOYEE	292	-	1,500	50	1,450	3%
100	400	04600	00052	523600	DUES AND FEES	416	784	800	557	243	70%
100	400	04600	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	-
100	400	04600	00052	523700	EDUCATION AND TRAINING	370	375	1,500	600	900	40%
<b>Total Purchased / Contracted Services - Public Works</b>				<b>95,176</b>	<b>115,649</b>	<b>83,736</b>	<b>54,666</b>	<b>29,070</b>	<b>1,883</b>	<b>65%</b>	
100	400	04600	00053	531230	ELECTRICITY	4,731	4,858	4,900	3,017	1,883	62%
100	400	04600	00053	531750	OTHER SUPPLIES	-	-	-	-	-	-
100	400	04600	00053	531270	GAS & OIL	20,647	22,270	15,000	10,568	4,432	70%
100	400	04600	00053	531280	STREET LIGHTS (POWER)	60,785	60,798	63,000	35,712	27,288	57%
100	400	04600	00053	531700	OFFICE SUPPLIES	1,911	631	1,500	981	519	65%
100	400	04600	00053	531720	CLEANING/ PAPER SUPPLIES	884	566	1,400	544	856	39%
100	400	04600	00053	531810	MAINTENANCE SUPPLIES	9,440	18,121	12,925	7,791	5,134	60%
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%
<b>Total Supplies - Public Works</b>				<b>120,617</b>	<b>126,836</b>	<b>106,525</b>	<b>61,755</b>	<b>44,770</b>	<b>58%</b>		



# 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 Budget Used	
								Revenues & Expenditures		Budget	
								02/29/2020		FY 2020	
										Remaining	
										FY 2020	
										Budget	
										Budget	
										Used	
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	-	-	-	-	-	-
<b>Total Capital Outlay - Public Works</b>											
<b>Subtotal Public Works Maintenance</b>				822,506		938,271		561,801		376,471	
<b>Chamber of Commerce</b>											
100	750	07520	00052	523200	COMMUNICATIONS	776	3,977	4,100	2,458	1,642	60%
100	750	07520	00052	522220	BUILDING REPAIR & MAINT	140	506	1,000	4,574	(3,574)	457%
100	750	07520	00052	521201	COMPUTER SUPPORT FEES	298	1,020	1,000	1,000	1,000	0%
100	750	07520	00052	531210	WATER, SEWER, TRASH		258	300	161	139	54%
100	750	07520	00053	531230	ELECTRICITY	1,670	2,982	3,500	2,227	1,273	64%
100	750	07520	00053	531720	CLEANING/ PAPER SUPPLIES		942	1,100	261	839	24%
<b>Subtotal Chamber of Commerce</b>				2,884		9,685		11,000		1,319	
<b>Total General Fund Expenses</b>				2,231,177		2,443,827		2,624,354		1,017,799	
<b>General Fund Net Gain / (Loss)</b>				271,468		461,432		0		206,238	



# City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

FY 2020  
Unaudited  
Actual  
Revenues &  
Expenditures  
02/29/2020

FY 2019  
Audited Actual  
Revenues &  
Expenditures

FY 2020  
Approved  
Budget

Remaining  
FY 2020  
Budget

Percentage  
of FY 2020  
Actuals to  
Budget Used

## WATER AND SEWER FUND REVENUE

505 033	33400	33430	334302	DIRECT CDBG 16P-X-088-	7,000	480,000	-	-	-	
505 034	34400	34420	344210	WATER SALES	470,319	463,076	509,678	343,474	166,204	67%
505 034	34400	34420	344211	WATER TAP FEES	17,400	9,500	10,890	18,350	(7,460)	169%
505 034	34400	34420	344212	RECONNECTION FEE	10,435	13,002	12,510	5,850	6,660	47%
505 034	34400	34420	344213	WATER PENALTY	26,990	25,267	27,600	17,997	9,603	65%
505 034	34400	34420	344214	WATER FUND BEGINNING BAL	200,000		230,000	-	230,000	0%
505 034	34400	34425	344255	SEWER SALES	431,477	446,757	496,426	315,099	181,327	63%
505 034	34400	34425	344256	SEWER TAP FEES	15,015	6,435	9,762	19,305	(9,543)	198%
505 034	34900	34900	349300	BAD CHECK FEE	1,494	910	1,500	596	904	40%
505 034	36100	36100	361000	INTEREST	5,705	6,376	5,800	1,752	4,048	30%
505 038	38300	38300	383010	INSURANCE PROCEEDS	7,717	8,280	-	2,000	(2,000)	
505 038	38900	38900	389000	OTHER MISCELLANEOUS INCOME	-	977	-	22	(22)	
505 038	38900	38900	389005	CASH OVER/SHORT	(30)	(68)	-	100	(100)	
505 039	39100	39100	391200	TRANSFER IN-OTHER FUNDS	-	-	-	-	-	
505 039	39380	39380	393800	CAPITAL CONTRIBUTIONS	18,400	81,400	-	-	-	
505 061	61100	61100	612000	TRANSFER OUT - OTHER FUNDS	(200,000)	(300,000)	-	-	-	
505 039	39100	39100	391201	Indirect Allocation	(60,439)	(60,519)	(69,360)	(46,240)	(23,120)	67%
<b>Total Water and Sewer Fund Revenue</b>					<b>951,484</b>	<b>1,181,393</b>	<b>1,234,806</b>	<b>678,305</b>	<b>556,501</b>	<b>55%</b>

## WATER AND SEWER FUND EXPENSES

### SEWER DEPARTMENT

505 400	04330	00051	511100	REGULAR EMPLOYEES	75,496	82,220	83,524	54,346	29,178	65%
505 400	04330	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,097	1,145	3,032	834	2,198	27%
505 400	04330	00051	511199	LONGEVITY	1,296	1,399	1,516	1,473	43	97%
505 400	04330	00051	511300	OVERTIME	4,798	5,273	5,421	3,073	2,349	57%
505 400	04330	00051	512100	EMPLOYEE GROUP INSURANCE	3,971	4,849	12,514	3,110	9,404	25%
505 400	04330	00051	512200	FICA	6,408	6,642	7,382	4,600	2,782	62%
505 400	04330	00051	512400	RETIREMENT	5,218	5,555	5,784	3,305	2,478	57%
505 400	04330	00051	512415	457b plan cont	1,540	1,100	1,580	1,407	174	89%
505 400	04330	00051	512700	WORKERS' COMPENSATION	1,688	492	1,414	1,300	113	92%



# 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	Audited Actual	FY 2020	Unaudited	Remaining	Actual	Remaining	of FY 2020	Actuals to
		Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Approved Budget	Revenues & Expenditures 02/29/2020	FY 2020 Budget	Revenues & Expenditures 02/29/2020	FY 2020 Budget	Budget	Budget Used
505	400	04330	00051	512910	VEHICLE ALLOWANCE-CITY MA	3,025	2,975	3,000	1,750	1,250	58%
<b>Total Personnel Services Sewer</b>						<b>104,537</b>	<b>111,650</b>	<b>125,166</b>	<b>75,198</b>	<b>49,969</b>	<b>60%</b>
505	400	04330	00052	521200	ATTORNEY & LEGAL FEES	52	-	-	-	-	
505	400	04330	00052	521201	COMPUTER SUPPORT FEES	3,944	8,080	9,000	4,275	4,725	48%
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	3,549	561	86%
505	400	04330	00052	521250	WATER TESTING	33,106	-	-	-	-	
505	400	04330	00052	522210	EQUIPMENT REPAIR & MAINT	20,733	37,459	16,364	2,516	13,848	15%
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	12,772	7,344	63%
505	400	04330	00052	523200	COMMUNICATIONS	11,087	14,005	11,100	7,820	3,280	70%
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	1,012	(12)	101%
<b>Total Contracted Services Sewer Dept</b>						<b>98,936</b>	<b>86,437</b>	<b>74,590</b>	<b>34,145</b>	<b>40,445</b>	<b>46%</b>
505	400	04330	00053	531230	ELECTRICITY-PUMP/LIFT STATIONS	18,530	28,596	27,000	10,519	16,481	39%
505	400	04330	00053	531270	GAS & OIL	624	2,534	1,000	558	442	56%
505	400	04330	00053	531600	SMALL EQUIPMENT	-	-	-	-	-	
505	400	04330	00053	531700	OFFICE SUPPLIES	1,536	813	1,800	460	1,340	26%
505	400	04330	00053	531900	SEWER SUPPLIES	3,323	2,535	4,000	4,671	(671)	117%
<b>Total Supplies Sewer Dept</b>						<b>24,013</b>	<b>34,479</b>	<b>33,800</b>	<b>16,208</b>	<b>17,592</b>	<b>48%</b>
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	-	-	-	-	-	
<b>Total Capital Outlay Sewer Dept</b>						<b>3,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
505	400	04330	00056	561000	DEPRECIATION	288,404	263,876	100,000	66,667	33,333	67%







# 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		Unaudited	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Actual	
		200,886		240,606		270,198		146,964	
								Remaining	
								FY 2020	
								Budget	
								123,234	
								Percentage	
								of FY 2020	
								Actuals to	
								Budget Used	
								54%	
<b>Subtotal Sewage Treatment Plant</b>									
<b>Water Department</b>									
505 400	04400 00051	511100	REGULAR EMPLOYEES	118,499	121,628	133,470	86,368	47,102	65%
505 400	04400 00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,872	1,735	4,757	1,447	3,310	30%
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	7,351	3,794	66%
505 400	04400 00051	512100	EMPLOYEE GROUP INSURANCE	9,669	11,213	24,390	7,207	17,183	30%
505 400	04400 00051	512200	FICA	10,091	10,558	11,838	7,363	4,475	62%
505 400	04400 00051	512400	RETIREMENT	14,773	11,699	9,245	5,283	3,961	57%
505 400	04400 00051	512415	457b plan cont	1,744	1,328	1,892	1,552	341	82%
505 400	04400 00051	512700	WORKERS' COMPENSATION	6,063	1,198	3,584	3,293	290	92%
505 400	04400 00051	512910	VEHICLE ALLOWANCE	3,025	2,975	3,000	1,750	1,250	58%
<b>Total Personal Services Water Dept</b>				<b>177,546</b>	<b>177,485</b>	<b>205,698</b>	<b>123,879</b>	<b>81,819</b>	<b>60%</b>
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	4,276	4,724	48%
505 400	04400 00052	521220	ENGINEERING FEES	3,718	1,800	4,000	4,533	(533)	113%
505 400	04400 00052	521230	AUDITOR FEES	7,220	6,422	7,436	6,422	1,014	86%
505 400	04400 00052	521250	WATER TESTING	5,159	1,954	3,500	780	2,720	22%
505 400	04400 00052	522210	EQUIPMENT REPAIR & MAINT	417	16,929	1,500	3,218	(1,718)	215%
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	12,772	7,344	63%
505 400	04400 00052	523200	COMMUNICATIONS	8,879	9,376	9,600	5,612	3,988	58%
505 400	04400 00052	523210	POSTAGE	1,982	102	500	61	439	12%
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	1,001	(1)	100%



# 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		Actuals to Budget Used	
								02/29/2020		Budget	
<b>Total Contracted Services Water Dept</b>		<b>52,760</b>	<b>73,561</b>	<b>60,952</b>	<b>41,928</b>	<b>19,024</b>	<b>69%</b>				
505 400 04400 00053	ELECTRICITY-WELLS	18,813	19,351	20,250	14,535	5,715	72%				
505 400 04400 00053	GAS & OIL	448	-	600	-	600	0%				
505 400 04400 00053	SMALL EQUIPMENT	-	-	-	-	-	-				
505 400 04400 00053	OFFICE SUPPLIES	1,296	777	1,500	460	1,040	31%				
505 400 04400 00053	WATER SUPPLIES	24,310	11,078	20,000	7,819	12,181	39%				
505 400 04400 00053	CHEMICALS	775	4,761	7,000	2,965	4,036	42%				
<b>Total Supplies Water Dept</b>		<b>45,643</b>	<b>35,967</b>	<b>49,350</b>	<b>25,779</b>	<b>23,571</b>	<b>52%</b>				
505 400 04400 00054	CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-	-				
505 400 04400 00054	CAPITAL OUTLAY-OTHER EQUI	-	-	-	-	-	-				
505 400 04400 00054	WATER TANK MAINTENANCE	2,000	-	20,000	-	20,000	0%				
505 400 04400 00054	WATER LINE IMPROVEMENTS	-	-	-	-	-	-				
<b>Total Capital Outlays Water Dept</b>		<b>2,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>0%</b>				
505 400 04400 00056	DEPRECIATION	100,000	100,000	100,000	66,667	33,333	67%				
<b>Total Depreciation Water Dept</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>66,667</b>	<b>33,333</b>	<b>67%</b>				
505 400 04400 00057	CONTENGIENCY	-	-	50,000	-	50,000	0%				
505 061 61100 61100	TRANSFER OUT - OTHER FUNDS	-	-	50,000	33,333	16,667	-				
<b>Total Other Costs Water Dept</b>		<b>-</b>	<b>-</b>	<b>100,000</b>	<b>33,333</b>	<b>66,667</b>	<b>33%</b>				
505 400 04400 00058	INTEREST PAID ON NOTES	42,194	40,970	38,338	26,283	12,055	69%				
<b>Total Water Dept Debt Service</b>		<b>42,194</b>	<b>40,970</b>	<b>38,338</b>	<b>26,283</b>	<b>12,055</b>	<b>69%</b>				
<b>Subtotal Water Department</b>		<b>420,143</b>	<b>427,982</b>	<b>574,338</b>	<b>317,869</b>	<b>256,469</b>	<b>55%</b>				
<b>Total Water and Sewer Expenses</b>		<b>1,156,403</b>	<b>1,178,923</b>	<b>1,234,806</b>	<b>661,575</b>	<b>573,231</b>	<b>54%</b>				
<b>Water and Sewer Net Gain / Loss</b>		<b>(204,919)</b>	<b>2,471</b>	<b>(0)</b>	<b>16,731</b>						
Plus Unfunded Depreciation		388,404	363,876	200,000	133,333						
Less Principal Debt Reduction		148,708	162,919	193,264	134,371						
Less Other investment in capital											
Less Operational Transfer to General Fund		200,000	-	-	-						
<b>Net affect on Cash Reserves increase / (decrease)</b>		<b>9,377</b>	<b>203,428</b>	<b>6,736</b>	<b>15,693</b>						



# Leesburg Police Department

107 N. Walnut Avenue, Leesburg, GA 31763

Christopher J. Prokesh,  
Chief of Police

Phone: (229) 759-6464  
Fax: (229) 759-2949

To: Mr. Bob Alexander  
From: Chief C. Prokesh  
Date: April 2, 2020  
RE: **Monthly Report: April 2020**

Since Department Heads will not be speaking at the April council meeting, I wanted to add a few notations about my monthly report and current operations within the police department.

**First**, it should be noted that the normal attachment of our monthly call-log is NOT included with this month's report. I obtain this as a hard copy each month by running a data-log from the CAD system located at the E-911/Emergency Operations Center. This mainframe has no outside web access for security purposes, and due to the priority that the Emergency Operations Center remain operational and uncontaminated, it has been placed on complete lockdown.

**Second**, it should be noted that our normal monthly arrest and citation stats are significantly lower than the statistical norm. Due to the need to limit hand-to-hand contact and prioritize arrests for only serious offences, I made a command decision on the March 11<sup>th</sup> to cease minor traffic enforcement and service of minor warrants due to both officer and community safety.

**Lastly**, rest assured that Your Police Department remains as vigilant as ever. We have increased manpower by calling in our part-time staff and re-assigning our School Resource Officers across all four shifts. We have re-directed focus to neighborhoods to combat property crimes and assuring emergency order compliance across both commercial and private sectors.

We have incurred some minor unforeseen budgetary expense in appropriating personal protection supplies, cell phones, and additional part-time labor expenditure; however our current state of readiness has been brought up to maximum strength in preparation for any coming days of uncertainty and public assurance. We are trying to handle as many non-violent calls as possible by a 911 patch-relay over recorded cell phones to keep our staff protected and assisting with weekly food distribution to those in need. We have prevailed thru Hurricanes, Floods and Tornadoes and I have confidence that we will prevail over this time of uncertainty.

Respectfully,

*Chief C. Prokesh*



**PUBLIC WORK**

**MONTHLY REPORT**

**FEBRUARY – 24 MARCH – 24 -2020**

**. LIFT STATIONS – REMAINS OPERAIONL**

**. LIMBS PICK UP – FOR THE MONTH OF MARCH (6) LOADS (14.13) TONS**

**TOTAL CHARGE (\$963.20)**

**. LIGHTING – NO ACTIVITY**

**. STREET SWEEPER – DIRT AND DEBRIS REMOVED FORM ROADS (8.5)TONS**

**CITY OF LEESBUEG**

**PROJECT STATUS**

**PUBLIC WORKS- MAN HOLE NEED REPAIRING #(51)WITH INFILTRATION**



Count of No.					
Location	Estimated Hours	Class	Type	Total	
City Hall	0.3	Pick up supplies	PICK UP SUPPLIES	1	
		Pick up supplies	Total	1	
		Sanitation	EMPTY TRASH CANS AT ENTRANCES TO CITY HALL	1	
		Sanitation	Total	1	
	0.3 Total			2	
City Hall Total					
Lift Stations	2	Water	CHECK LIFT STATION	2	
		Water	Total	1	
	2 Total			1	
	4	Water	RESET PUMP	1	
		Water	Total	1	
4 Total			1		
Lift Stations Total					
Public Works	0.25	Maintenance	(blank)	2	
		Maintenance	Total	1	
	0.25 Total			1	
Public Works Total					
Service Address/Street	0	Sanitation	DELIVER GARBAGE CAN	1	
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
			VERIFY # OF TRASH CANS AT THIS LOCATION	1	
			YARD DEBRIS PICKUP	1	
	Sanitation	Total	4		
	Sewer	Jet Sewer Line	New Sewer Tap	1	
			Sewer Line Repair	1	
			Sewer	Total	2
	4			4	
	Storm Drainage	Checking storm drains	Clean Storm Ditch	1	
			Storm Drainage	Total	2
	3			3	
	Streets	Bush Hogging	CHECK MAN HOLES	1	
			MOWING & WEEDEATING	1	
			SPRAYED ROUND UP	3	
			Streets	Total	2
	7			7	
	Water	LOCK METER	Repair Leak	1	
			REPLACED REGISTER	3	
			TURN WATER OFF AND GET READING FOR FINAL BILL	1	
			TURN WATER OFF AND LOCK METER	2	
			TURN WATER ON	1	
			TURN WATER ON AND GET READING	4	
			UNLOCK METER	1	
			VERIFY WATER IS OFF AND LOCKED	1	
			Water	Total	5
			19		
	0 Total			37	
	0.1	Water	GET READING FOR BEGINNING OF NEW SERVICE	1	
			TURN WATER ON	1	
			TURN WATER ON AND GET READING	1	
	Water	Total	3		
	3			3	
	0.1 Total			3	
	0.15	Sanitation	DELIVER GARBAGE CAN	1	
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
			PICK UP GARBAGE CAN	1	
Sanitation			Total	3	
5				5	
Water	GET READING FOR BEGINNING OF NEW SERVICE	Reread Meter	2		
		TURN WATER OFF AND LOCK METER	1		
		TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	1		
		TURN WATER ON	1		
Water	Total	8			
13			13		
0.15 Total			18		
0.2	Sewer	Check for Stoppage	1		
		Sewer	Total	1	
	1			1	
	Water	CHECK FOR LEAK	CHECK METER REGISTER	2	
			TURN WATER OFF AND LOCK METER	1	
TURN WATER OFF LOCK METER AND PICK UP TRASH CAN			1		
Water	Total	1			
1			1		
1			1		
1			1		
1			1		
1			1		



Service Address/Street				
	0.2	Water Total		7
	0.2	Total		8
	0.25	Sanitation	DELIVER GARBAGE CAN	2
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1
			YARD DEBRIS PICKUP	2
		Sanitation Total		5
		Sewer	Replace Clean-out Cap	1
		Sewer Total		1
		Storm Drainage	Checking storm drains	1
		Storm Drainage Total		1
		Water	CHECK FOR LEAK	4
			REPLACE LID ON METER HOLE IN GROUND	1
			Reread Meter	1
			TURN WATER OFF AND LOCK METER	4
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	1
			TURN WATER ON	5
			TURN WATER ON AND DELIVER TRASH CAN FOR NEW SERVICE	1
			TURN WATER ON AND GET READING	5
			VERIFY WATER IS OFF AND LOCKED	1
		Water Total		23
	0.25	Total		30
	0.3	Water	CHECK FOR LEAK	1
			CHECK METER FOR STOPPAGE	1
			CHECK METER REGISTER	2
			TURN WATER ON AND DELIVER TRASH CAN FOR NEW SERVICE	2
		Water Total		6
	0.3	Total		6
	0.45	Sewer	Check for Stoppage	1
		Sewer Total		1
	0.45	Total		1
	1	Sewer	Check for Stoppage	2
			Jet Sewer Line	1
			Replace Clean-out Cap	1
		Sewer Total		4
		Storm Drainage	CHECK DRAINAGE DITCH	1
			Clean Culvert Pipe	1
			Clean Storm Ditch	1
		Storm Drainage Total		3
		Streets	FILL IN HOLE WITH DIRT	1
			Mow Ditches	1
			REMOVE TREE	1
			Weed Eating	1
		Streets Total		4
		Water	CHECK FOR LEAK	1
			CHECK WATER METER	1
			Repair Leak	1
		Water Total		3
	1	Total		14
	2	Sewer	Check for Stoppage	1
		Sewer Total		1
		Water	REPLACED REGISTER	1
		Water Total		1
	2	Total		2
	3	Water	REPLACED REGISTER	1
		Water Total		1
	3	Total		1
	4	Water	REPLACED REGISTER	1
		Water Total		2
	4	Total		2
	6	Water	Repair Leak	1
			REPLACED REGISTER	3
		Water Total		4
	6	Total		4
(blank)		Sanitation	DELIVER GARBAGE CAN	1
		Sanitation Total		1
		Water	CHECK FOR TAMPERING WITH METER	1
			INSTALL METER ON HYDRANT	1
			REMOVED METER	1
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	2
		Water Total		5
	(blank)	Total		6
Service Address/Street Total				132
Grand Total				137











## Leesburg Public Drinking Water Wells Monthly Report For March, 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:	405,000	500,000
Total Gallons Pumped for the Month:	12.57 Million Gallons	
3 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.90 mg/L	>.2mg/L
1 Monthly Fluoride Sample:	.44	

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.

### Expenses:

Electricity -	\$1,065.82
Chemicals used -	\$ 374.41
Routine Testing	\$ 82.00
Maintenance & Repair -	\$ 00.00
Total -	\$1,522.23



## Leesburg Water Pollution Control Plant Monthly Report For March, 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)	1.395	1.5
Effluent Biochemical Oxygen Demand	2.1	15
BOD Removal %	99.0	>85%
Effluent Total Suspended Solids	7.1	30
TSS Removal %	97.9	>85%
Effluent Fecal Coliform (# per 100 mL)	18.0	400
Effluent Ammonia	.10	3.0
Effluent Dissolved Oxygen	9.3	>6.0
Min & Max Effluent pH	7.3-7.6	6.0-9.0
Effluent Total Phosphorous	.57	1.5
Low-Level Mercury (mg/day)	12.2(due to HIGH flow)	6.3
Total Rainfall for the month	6.8 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)

### Expenses:

Fuel (generator/vehicles/mower)	\$ 327.28
Electricity -	\$4,160.61
Chemicals used	\$ 669.91
Lab Tests -	\$2,160.00
DoCo Landfill (solids from press)	\$1,026.53
Maintenance & Repair -	\$ 00.00
Total -	\$7,317.80