

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**
 April 7, 2020
3. **PUBLIC HEARING**
4. **NEW BUSINESS**
 (A) Consideration of the Property and Liability Insurance Renewal from Georgia Interlocal Risk Management Agency (GIRMA).
5. **CITY MANAGER'S MATTERS**
 (A) Financial Report
 (B) Budget Schedule
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 June 2, 2020
14. **ADJOURNMENT**

Agenda May Change Without Notice

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City Councilmembers

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

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1. CALL TO ORDER

Mayor Bush called the meeting to order at 6:00 PM and lead in a silent prayer. The City Manager was present. All the Councilmembers and the City Attorney were present with a remote conference call.

2. APPROVAL OF MINUTES

Mayor Bush asked for a motion to approve the minutes from March 3, 2020. Councilmember Powell made a Motion to approve the minutes. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

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

(A) City Manager Bob Alexander discussed the City of Leesburg accepting a donation of property at 114 Pine Street from the estate of Jimmilyn Walden. Mayor Pro Tem Sherman mad a motion to accept the donation of property located at 114 Pine Street from the estate of Jimmilyn Walden. Councilmember Powell seconded the motion. Voting yes were Mayor Pro Tem Sherman and Councilmembers Powell, Renfroe and White. Voting no was Councilmember Wilson. The motion was approved

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 Canceled for now and will be reschedule once there is a full Council.
(C) The Rural Water Conference has been canceled and is rescheduled in August.
(D) The Family First Coronavirus Response Act (FFRCA) went into effect April 1, 2020.
(E) The State of Georgia is currently under the Governor's Emergency Executive Order until April 13, 2020

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

Memo

To: Bob Alexander, City Manager
From: Cheryl Allison, Finance Manager
Date: April 29, 2020
Re: Property and Liability Insurance Renewal

The City has received the renewal terms for property and liability insurance from Georgia Interlocal Risk Management Agency (GIRMA) which is a division of the Georgia Municipal Association (GMA) for the 2020-2021 policy year.

The renewal invoice is in the amount of \$78,407, which is an increase over last year's renewal by \$4,723 (6.41%). The policy period is from May 1, 2020 thru April 30, 2021.

We need to ask the Mayor and Council to consider approving the invoice from GIRMA in the amount of \$78,407 to renew our property and liability insurance effective May 1, 2020.

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

RENEWAL TERMS FOR 2020-2021

CITY OF LEESBURG

LE1

107 Walnut Avenue
Leesburg, GA 31763

Coverage Period:

May-01-2020 to May-01-2021

Presented by:



201 Pryor Street
Atlanta, GA 30303

Quote Date:

4/29/2020

Administered by:

Willis Towers Watson Southeast, Inc.
Concourse Corporate Center Five, 18th Floor
Atlanta, GA 30328

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2020-2021

CITY OF LEESBURG

General Liability and Law Enforcement Liability	Limit of Liability
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products / Completed Operations	\$1,000,000
Failure to Supply Utilities	\$1,000,000
Fire Legal Liability	\$1,000,000
Law Enforcement Liability	\$1,000,000
General Aggregate	Unlimited
Products / Completed Ops Aggregate	\$5,000,000
Failure to Supply Utilities Aggregate	\$5,000,000
Medical Payments	Excluded
Form	Occurrence
General Liability Deductible	\$1,000
Law Enforcement Liability Deductible	\$1,000
Employee Benefits Liability	\$1,000,000
Employee Benefits Aggregate	\$5,000,000
Form	Occurrence
Deductible	\$1,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limit
- Special Events Liability
- Athletic Participants Liability
- Fireworks Display Liability
- Cemetery Professional Liability
- Limited Pollution Liability
- Non-Owned Aircraft & Watercraft
- Liquor Liability
- Limited Drone Coverage (\$50,000)
- Garage Liability
- Personal Injury Liability
- Authorized Moonlighting by Police Officers
- Jail Cell Operations
- Police Animal Liability
- Assault and Battery
- Inmate Medical Coverage
- Sexual Abuse Coverage
- Worldwide Territory

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2020-2021

CITY OF LEESBURG

Public Officials / Errors & Omissions Liability	Limit of Liability
Each Wrongful Act or Occurrence	\$1,000,000
Aggregate Limit	\$5,000,000
Form	Occurrence
Deductible	\$1,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limits
- Pay on Behalf Basis
- Personal Injury – to include:
 - Mental Anguish
 - Shock
 - Humiliation
- Employment Practices Liability – including coverage for:
 - Libel
 - Slander
 - Defamation
 - Sexual Harassment
 - Sexual Abuse
- Americans with Disabilities Act (ADA)
- Zoning Claims Seeking Monetary Demands
- Civil Rights Violations
- Services Performed Under a Mutual Aid Agreement

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2020-2021

CITY OF LEESBURG

Automobile Liability	Limit of Liability
Combined Single Occurrence Limit	\$1,000,000
Uninsured Motorists Liability	\$75,000
Hired & Non-Owned Liability	\$1,000,000
Medical Payments	Excluded
Deductible	\$1,000
Uninsured Motorist Deductible	\$1,000

Automobile Physical Damage	Limit of Liability
Limit	Actual Cash Value
Hired Physical Damage	Included
Vehicles Covered	Per Schedule
Comprehensive Deductible	\$1,000
Collision Deductible	\$1,000
Hired Physical Damage Deductible	\$1,000

Coverage Features:

- Automatic Coverage for Vehicles up to \$100,000 in value
- Automatic Liability Coverage for new vehicles
- Deductible Per Occurrence

Crime / Fidelity	Limit of Liability
Blanket Employee Dishonesty	\$500,000
Forgery or Alteration	\$500,000
Computer Crime	\$500,000
Money and Securities	\$500,000
Social Engineering Fraud	\$25,000
Deductible	\$1,000

Coverage Features:

- Faithful Performance Included
- Includes all local and state required bonds

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2020-2021

CITY OF LEESBURG

Property	Limit of Liability
Total Insured Values	\$13,538,800
Blanket Building & Contents	\$13,199,800
Mobile Equipment	\$339,000
Computers ("EDP")	Included
Flood Limit – Including Zones A and V	\$10,000,000
Earthquake Limit	\$10,000,000
Coinsurance Provision	None
Locations Covered	Per Schedule
Valuation – Building & Contents	Replacement Cost
Valuation – Mobile Equipment	Actual Cash Value
Deductible – Buildings & Contents All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$1,000
Deductible – Mobile Equipment All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$1,000
Deductible – Named Windstorm for Tier 1 Only* <i>* Applies separately to (1) Each separate building. (2) The value of personal property located in each separate building. (3) Each item of Mobile Equipment. (4) Actual value of Business Interruption and Extra Expense loss for the 12 months immediately following the date of the direct physical loss.</i>	1% per unit
Automatic Coverage Extensions:	
Business Interruption	\$500,000
Extra Expense	\$500,000
Computers ("EDP")	\$500,000
Builders Risk	\$500,000
Property in Transit	\$500,000
Valuable Papers	\$500,000
Equipment Breakdown	Limit of Liability
Limit Per Occurrence	\$13,199,800
Ordinance or Law Limit	\$13,199,800
Hazardous Substance	\$250,000
Deductible	\$1,000
Automatic Coverage Extensions	
Ammonia Contamination	\$1,000,000
Expediting Expenses	\$10,000,000
Service Interruption	\$13,199,800
Spoilage / Consequential Damage	\$10,000,000
Water Damage	\$1,000,000

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2020-2021

CITY OF LEESBURG

Cyber*	Limit of Liability
Security & Privacy Liability	\$250,000
Regulatory Action Sublimit of Liability	\$250,000
Event Management	\$250,000
Cyber Extortion	\$250,000
Deductible	\$10,000

**Cyber coverage is insured outside of GIRMA by a commercial insurance carrier.*

Police Animal Mortality Coverage	Limit of Liability
Scheduled Limit	\$0
Deductible	Nil

Risk Management Services

<u>Type of Service</u>	<u>Annual Contribution</u>
Loss Control & Safety Training	
On Site Visitation	Included
Awareness Training	Included
Awareness Through Safety Bulletins	Included
Automobile Drivers Training	Included
Access to Safety Videos	Included
Safety Grant	
Based on a Contribution Volume and up to \$10,000	Included
*Subject to Approval & Requirements	
Employment Practices Help Line	
Legal Advice	Included
Property Appraisals	
Building Valuations	Included
Contents and Historical Valuations	Included
Crisis Management	
Provides \$50,000 for expenses incurred in response to a Crisis Event including Workplace Violence	Included

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2020-2021

CITY OF LEESBURG

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$9,862
Law Enforcement Liability – Before Credit	\$24,051
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$0</i>
Law Enforcement Liability – After Credit	\$24,051
Public Officials Liability	\$9,985
Automobile Liability	\$14,420
Automobile Physical Damage	\$3,405
Property – Buildings & Contents	\$22,355
Mobile Equipment	\$437
Police Animal Mortality	\$0
Crime / Fidelity	\$590
Boiler & Machinery	\$2,255
Uninsured Motorist	\$454
Sub Total	\$87,814
Less Renewal Credit	\$9,407
Total	\$78,407

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City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

FY 2020
Unaudited
Actual
Revenues &
Expenditures
03/31/2020

FY 2019
Audited Actual
Revenues &
Expenditures

FY 2020
Approved
Budget

FY 2020
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 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	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	(1,868)	108%
100 031 31100 31130	MOTOR VEHICLE		8,498	7,716	5,900	2,485	58%
100 031 31100 31135	TAVT-LOST/SPLST AND TRUE UP		103,490	130,198	124,000	72,576	41%
100 031 31100 311320	MOBILE HOME		1,266	1,328	1,000	443	56%
100 031 31100 311340	INTANGIBLES (REG/RECORD)		6,475	3,623	5,240	1,719	67%
100 031 31100 311400	PERSONAL PROPERTY-PRIOR YR		1,451	642	-	-	
100 031 31100 311600	REAL ESTATE TRANS-intangible		2,483	3,186	2,000	673	66%
100 031 31100 311700	FRANCHISE TAXES-SEMC		15,540	16,720	15,900	(423)	103%
100 031 31100 311710	ELECTRIC		115,078	122,712	122,040	(483)	100%
100 031 31100 311750	CABLE		27,649	27,429	26,000	6,388	75%
100 031 31100 311760	TELEPHONE		2,379	2,247	2,300	558	76%
100 031 31300 31300	LOCAL OPTION SALES TAX		458,439	437,674	460,000	143,044	69%
100 031 31400 314210	BEER SS & USE		60,771	59,027	57,900	14,932	74%
100 031 31400 314211	WINE SS & USE		1,750	1,902	2,000	887	56%
100 031 31600 31600	BUSINESS AND OCCUPATION T		27,678	27,693	25,150	813	97%
100 031 31600 316200	INSURANCE PREMIUM TAX		192,471	207,571	200,000	(20,486)	110%
100 031 31600 316300	FINANCIAL INSTITUTIONS TA		10,331	10,689	11,000	(4,188)	138%
100 031 31900 319100	PENALTY-GENERAL PROPERTY		859	1,514	1,500	(794)	153%
100 031 31900 319500	FIFA		-	-	-	-	
100 031 31900 319910	OTHER-DELIQUENT TAX SERVI		-	-	-	-	
100 032 32100 32100	BEER		3,713	3,300	3,100	625	80%
100 032 32100 32100	WINE		3,713	3,300	3,100	1,038	67%
100 032 32100 32120	INSURANCE		80	-	-	-	
100 032 32400 32400	BUSINESS LICENSE PENALTY		200	100	150	(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 FY 2020 Actuals to Budget Used	
	Audited Actual Revenues & Expenditures	Audited Actual Revenues & Expenditures	Audited Actual Revenues & Expenditures	Approved Budget	Unaudited Actual Revenues & Expenditures 03/31/2020	Remaining FY 2020 Budget	Remaining FY 2020 Budget			
100 033	33800	33800	338000	HOUSING AUTHORITY P-I-LO	1,970	2,000	2,000	2,000	0%	
100 034	34100	34100	341910	ELECTION QUALIFYING FEES	270	-	-	486		
100 034	34200	34200	342911	ACCIDENT REPORT-INDIVIDUA	703	1,128	1,128	739	34%	
100 034	34400	34410	344110	REFUSE COLLECTION CHARGES	498,339	565,000	565,000	152,200	73%	
100 034	34900	34900	349300	BAD CHECK FEE	70	-	-	-		
100 035	35100	35110	351170	MUNICIPAL	207,373	225,000	225,000	(22,354)	110%	
100 036	36100	36100	361000	INTEREST	1,703	1,500	1,500	825	55%	
100 037	37100	37100	371000	DONATIONS	2,955	-	-	27	(27)	
100 037	37100	37100	371310	TOYS FOR FOSTER CHILDREN	845	-	-	1,479		
100 037	37100	37100	371311	EXPLORER PROGRAM DONATION	2,719	-	-	380		
100 038	38100	38100	381000	RENTS AND ROYALTIES	-	5,000	5,000	5,000	0%	
100 038	38300	38300	383000	REIMBURSE FOR DAMAGED PRO	470	-	-	4,200		
100 038	38300	38300	383010	INSURANCE PROCEEDS	-	-	-	-		
100 038	38900	38900	389000	OTHER MISCELLANEOUS INCOME	167	-	-	856		
100 038	38900	38900	389003	CARRYOVER OF FUND BALANCE	-	-	-	-		
100 038	38900	38900	389005	CASH OVER/SHORT	(9)	(5)	(5)	(39)		
100 039	39100	39100	391100	FUND BEGINNING BALANCE	-	100,000	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	200,000	300,000	50,000	37,500	75%	
100 039	39100	39100	391201	Revenue from Indirect charges	60,439	60,519	69,360	52,020	75%	
100 039	39200	39200	392100	SALE OF ASSETS	5,434	-	-	-		
100 061	61100	61100	612000	TRANSFER OUT-OTHER FUNDS	(1,000)	-	-	(100)		
Total General Fund Revenue					2,502,644	2,905,259	2,624,354	1,969,500	654,854	75%
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	3,600	-	100%
100 100	01100	00051	511020	COUNCIL SALARY	11,700	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	380	1,623	19%

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	
		655		1,653		2,275		03/31/2020		Budget	
		4,976		4,237		4,005		1,995		280	
		860		1,325		2,275		670		2,776	
		2,501		2,239		4,005		625		1,605	
		370		375		2,275		625		4,005	
		718		-		4,005		-		1,650	
		-		-		2,275		-		4,005	
		-		-		4,005		-		2,275	
		1,230		1,503		2,275		2,031		4,005	
		2,230		3,777		4,005		332		244	
		860		1,503		2,275		1,685		3,673	
		3,471		3,082		4,005		133		590	
		-		-		-		-		3,872	
		2,696		8,993		3,300		5,431		-	
		30,693		32,563		26,100		24,395		(2,131)	
		66,652		76,613		85,521		53,531		1,705	
										31,990	
										63%	
Subtotal Council/Legislative											
Administration											
100	100	01500	00051	511100	REGULAR EMPLOYEES	116,557	120,922	125,589	92,154	33,435	73%
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	2,945	300	91%
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	3,696	3,538	51%
100	100	01500	00051	512100	EMPLOYEE GROUP INSURANCE	284	524	13,215	384	12,831	3%
100	100	01500	00051	512200	FICA	10,158	10,512	11,422	8,036	3,387	70%
100	100	01500	00051	512400	RETIREMENT - Pension	8,050	8,643	9,122	5,865	3,257	64%
100	100	01500	00051	512415	457b ER Matching	2,778	2,043	2,901	2,756	145	95%
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	4,000	2,000	67%
Total Personnel Costs - Administration						155,395	161,102	186,576	123,744	62,833	66%

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 03/31/2020		Budget Used	
		13,858		23,617		23,200		8,207		14,993	
		-		-		-		-		-	
100	100	01500	00052	521100	OFFICIAL/ADMINISTRATIVE						
100	100	01500	00053	531710	PRINTING/ TAX BILLS						
100	100	01500	00052	521132	DELIQUENT TAX SERVICE ADD						
100	100	01500	00052	521200	ATTORNEY & LEGAL FEES	2,697	1,881	5,000	311	4,690	6%
100	100	01500	00052	521201	COMPUTER SUPPORT FEES	16,477	17,723	20,000	26,286	(6,286)	131%
100	100	01500	00052	521220	ENGINEERING FEES	21,816	1,710	5,000	669	4,331	13%
100	100	01500	00052	521225	BAD DEBT EXPENSE	-	-	-	-	-	-
100	100	01500	00052	521230	AUDITOR FEES	7,790	6,929	8,024	6,929	1,095	86%
100	100	01500	00052	522210	EQUIPMENT REPAIR & MAINT	466	-	500	47	453	9%
100	100	01500	00052	522220	BUILDING REPAIR & MAINT	9,330	27,986	6,000	2,977	3,023	50%
100	100	01500	00052	522300	RENTS AND LEASES	1,572	3,342	3,000	948	2,052	32%
100	100	01500	00052	523100	INSURANCE, OTHER THAN EMP	11,905	12,507	13,879	9,708	4,171	70%
100	100	01500	00052	523200	COMMUNICATIONS	2,726	3,759	3,450	2,645	805	77%
100	100	01500	00052	523210	POSTAGE	1,137	2,089	1,050	1,249	(199)	119%
100	100	01500	00052	523300	ADVERTISING	1,334	1,082	2,000	1,049	951	52%
100	100	01500	00052	523505	TRAVEL-EMPLOYEE	9,245	8,277	6,500	7,040	(540)	108%
100	100	01500	00052	523600	DUES AND FEES	11,386	12,768	8,500	7,722	778	91%
100	100	01500	00052	523610	SOUTHWEST GA RDC DUES	3,307	3,304	3,310	2,500	810	76%
100	100	01500	00052	523700	EDUCATION AND TRAINING	1,255	3,218	6,000	3,725	2,275	62%
Total Purchased / Contracted Services				116,301		130,191	115,413	82,011	33,402		71%
100	100	01500	00053	531230	ELECTRICITY	4,644	4,859	5,500	3,806	1,694	69%
100	100	01500	00053	531270	GAS & OIL	332	238	400	116	284	29%
100	100	01500	00053	531300	FOOD / EMPLOYEE APPRECIATION	2,877	2,413	2,500	2,596	(96)	104%
100	100	01500	00053	531600	SMALL EQUIPMENT	73	125	1,000	1,000	0	0%
100	100	01500	00053	531700	OFFICE SUPPLIES	7,480	8,631	6,000	5,539	461	92%
100	100	01500	00053	531720	CLEANING/ PAPER SUPPLIES	1,083	1,726	1,600	1,020	580	64%
Total Supplies - Administration				16,488		17,992	17,000	13,077	3,923		77%
100	100	01500	00054	541001	RECREATION PROPERTY	-	28,778	-	-	-	-
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		FY 2020		Percentage of	
		Audited Actual		Audited Actual		Approved		Unaudited Actual		FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures		Actuals to Budget Used	
		-		28,778		-		03/31/2020		Budget	
Total Capital Outlay - Administration											
100	100 01500 00057 572000 SENIOR CENTER	10,138	6,894	4,400	4,151	249	94%				
100	100 01500 00057 572020 CHAMBER OF COMMERCE	2,400	3,200	4,500	1,297	71%					
100	100 01500 00057 572030 LIBRARY CONTRIBUTION	15,500	15,500	15,500	3,875	75%					
Total Other - Administration		28,038	25,594	24,400	18,980	5,421	78%				
Subtotal Administration		316,222	363,656	343,389	237,811	105,578	69%				
Municipal Court											
100	150 01550 00051 511260 SALARY Municipal Court Judge	5,028	5,141	5,373	3,582	1,791	67%				
100	150 01550 00051 512200 FICA	385	393	411	274	137	67%				
Total Personnel Municipal Court		5,412	5,534	5,784	3,856	1,928	67%				
100	150 01550 00052 521200 ATTORNEY & LEGAL FEES	-	-	-	-	-	-				
100	150 01550 00052 521201 COMPUTER SUPPORT FEES	1,180	4,920	4,800	5,220	(420)	109%				
100	150 01550 00052 521210 MUNICIPAL COURT EXPENSES	438	401	380	259	121	68%				
100	150 01550 00052 521215 CITY SOLICITOR	17,815	20,440	15,000	14,005	995	93%				
100	150 01550 00052 521216 INDIGENT DEFENSE	5,500	6,000	6,000	4,500	1,500	75%				
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	325	675	33%				
100	150 01550 00052 523550 FINE ADD-ON FEES	57,532	56,740	58,500	59,949	(1,449)	102%				
Total Purchased / Contracted Services Municipal Court		84,758	90,023	86,680	85,887	793	99%				
Subtotal Municipal Court		90,170	95,557	92,464	89,744	2,721	97%				
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	2,460	660	79%				
100	740 07450 00051 512200 FICA	636	395	239	188	50	79%				
100	740 07450 00051 512700 WORKERS' COMPENSATION	477	231	127	120	7	95%				
Total Personnel Planning & Zoning		9,531	5,847	3,486	2,768	717	79%				
Subtotal Planning & Zoning / Code Enforcement		9,531	5,847	3,486	2,768	717	79%				

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

FY 2020 Unaudited Actual Revenues & Expenditures 03/31/2020 Remaining FY 2020 Budget Actuals to Budget Used Percentage of

FY 2018 Audited Actual Revenues & Expenditures FY 2019 Audited Actual Revenues & Expenditures FY 2020 Approved Budget

Public Safety

	FY 2018 Audited Actual Revenues & Expenditures	FY 2019 Audited Actual Revenues & Expenditures	FY 2020 Approved Budget	FY 2020 Unaudited Actual Revenues & Expenditures 03/31/2020	Remaining FY 2020 Budget	Actuals to Budget Used	Percentage of
100 300 03200 00051 511100	484,317	531,013	558,378	413,426	144,952	74%	
REGULAR EMPLOYEES							
100 300 03200 00051 511101	11,974	13,282	19,919	8,888	11,031	45%	
REGULAR EMPLOYEES VAC SELL BACK							
100 300 03200 00051 511105	30,232	24,481	39,424	36,967	2,457	94%	
PART TIME EMPLOYEES							
100 300 03200 00051 511199	8,011	8,254	9,960	9,960	(0)	100%	
LONGEVITY							
100 300 03200 00051 511300	51,163	37,849	42,257	19,108	23,150	45%	
OVERTIME							
100 300 03200 00051 512100	67,378	112,561	133,786	103,886	29,900	78%	
EMPLOYEE GROUP INSURANCE							
100 300 03200 00051 512200	41,588	42,957	51,250	33,623	17,627	66%	
FICA							
100 300 03200 00051 512400	32,347	35,029	40,629	26,121	14,508	64%	
RETIREMENT							
100 300 03200 00051 512415	3,840	2,965	3,445	1,440	2,005	42%	
457b/poab							
100 300 03200 00051 512700	28,633	36,078	25,651	25,069	582	98%	
WORKERS' COMPENSATION							
Total Personnel Services Public Safety	759,483	844,468	924,700	678,488	246,212	73%	
100 300 03200 00052 521200			-				
ATTORNEY & LEGAL FEES							
100 300 03200 00052 521201	13,165	9,721	10,800	6,773	4,027	63%	
COMPUTER SUPPORT FEES							
100 300 03200 00052 522210	4,077	324	1,000	-	1,000	0%	
EQUIPMENT REPAIR & MAINT							
100 300 03200 00052 522240	2,219	2,757	2,500	2,384	116	95%	
TIRES AND TUBES							
100 300 03200 00052 522250	28,568	26,702	23,000	19,722	3,278	86%	
VEHICLE REPAIR							
100 300 03200 00052 522260	-	4,707	1,000	105	895	11%	
RADIO MAINTENANCE							
100 300 03200 00052 523100	10,750	11,322	12,379	8,842	3,537	71%	
INSURANCE, OTHER THAN EMP							
100 300 03200 00052 523200	9,504	10,431	20,908	6,556	14,352	31%	
COMMUNICATIONS							
100 300 03200 00052 523300	472	504	100	-	100	0%	
ADVERTISING							
100 300 03200 00052 523505	2,308	1,325	650	542	108	83%	
TRAVEL-EMPLOYEE							
100 300 03200 00052 523600	836	888	724	561	163	77%	
DUES AND FEES							
100 300 03200 00052 523700	625	1,638	900	848	52	94%	
EDUCATION AND TRAINING							
100 300 03200 00052 523900	2,120	499	800	140	660	18%	
UNIFORM CLEANING							
Total Purchased / Contracted Services Public Safety	74,646	70,817	74,761	46,473	28,288	62%	
100 300 03200 00053 531230	6,187	6,485	6,500	4,911	1,589	76%	
ELECTRICITY							
100 300 03200 00053 531270	32,834	32,850	27,100	23,166	3,934	85%	
GAS & OIL							
100 300 03200 00053 531600	-	-	-	-	-	-	
Small Equipment							
100 300 03200 00053 531700	1,497	2,532	2,500	1,747	753	70%	
OFFICE SUPPLIES							
100 300 03200 00053 531720	1,109	881	1,100	1,065	35	97%	
CLEANING/ PAPER SUPPLIES							

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	
								03/31/2020		Budget	
										Budget	
100	400	04600	00052	522210	EQUIPMENT REPAIR & MAINT	36,255	43,503	22,000	26,123	(4,123)	119%
100	400	04600	00052	522220	BUILDING REPAIR & MAINT	1,610	4,012	2,500	1,096	1,404	44%
100	400	04600	00052	522240	TIRES AND TUBES	1,063	3,046	3,000	2,539	461	85%
100	400	04600	00052	522250	VEHICLE REPAIR	12,532	17,459	13,800	10,223	3,577	74%
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	7,672	(1,672)	128%
100	400	04600	00052	522320	EQUIPMENT RENTAL	1,559	112	1,500	1,804	(304)	120%
100	400	04600	00052	523100	INSURANCE, OTHER THAN EMP	10,750	11,322	12,379	8,842	3,537	71%
100	400	04600	00052	523200	COMMUNICATIONS	3,657	2,852	3,000	2,834	166	94%
100	400	04600	00052	523300	ADVERTISING	614	1,656	557	770	(213)	138%
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	584	216	73%
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	70,498	13,238	84%
100	400	04600	00053	531230	ELECTRICITY	4,731	4,858	4,900	3,385	1,515	69%
100	400	04600	00053	531750	OTHER SUPPLIES	-	-	-	-	-	-
100	400	04600	00053	531270	GAS & OIL	20,647	22,270	15,000	11,900	3,100	79%
100	400	04600	00053	531280	STREET LIGHTS (POWER)	60,785	60,798	63,000	40,202	22,798	64%
100	400	04600	00053	531700	OFFICE SUPPLIES	1,911	631	1,500	1,060	440	71%
100	400	04600	00053	531720	CLEANING/ PAPER SUPPLIES	884	566	1,400	620	780	44%
100	400	04600	00053	531810	MAINTENANCE SUPPLIES	9,440	18,121	12,925	9,097	3,828	70%
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	9,804	(2,004)	126%
Total Supplies - Public Works						120,617	126,836	106,525	76,069	30,456	71%

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	
		-		-		-		03/31/2020		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		650,632		287,640	
69%											
Chamber of Commerce											
100	750	07520	00052	523200	COMMUNICATIONS	776	3,977	4,100	3,160	940	77%
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	0%
100	750	07520	00052	531210	WATER, SEWER, TRASH		258	300	207	93	69%
100	750	07520	00053	531230	ELECTRICITY	1,670	2,982	3,500	2,544	956	73%
100	750	07520	00053	531720	CLEANING/ PAPER SUPPLIES		942	1,100	361	739	33%
Subtotal Chamber of Commerce		2,884		9,685		11,000		10,846		154	
99%											
Total General Fund Expenses		2,231,177		2,443,827		2,624,354		1,824,774		799,579	
70%											
General Fund Net Gain / (Loss)		271,468		461,432		0		144,726			

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

FY 2020 Unaudited Actual Revenues & Expenditures 03/31/2020 Remaining FY 2020 Budget Percentage of FY 2020 Actuals to Budget Used

FY 2018 Audited Actual Revenues & Expenditures FY 2019 Audited Actual Revenues & Expenditures FY 2020 Approved Budget

WATER AND SEWER FUND REVENUE

505 033	33400	334302	DIRECT CDBG 16P-X-088-	7,000	480,000	-	-	-	-
505 034	34400	344210	WATER SALES	470,319	463,076	509,678	385,136	124,542	76%
505 034	34400	344211	WATER TAP FEES	17,400	9,500	10,890	18,350	(7,460)	169%
505 034	34400	344212	RECONNECTION FEE	10,435	13,002	12,510	5,850	6,660	47%
505 034	34400	344213	WATER PENALTY	26,990	25,267	27,600	20,312	7,288	74%
505 034	34400	344214	WATER FUND BEGINNING BAL	200,000		230,000	-	230,000	0%
505 034	34400	344255	SEWER SALES	431,477	446,757	496,426	356,966	139,460	72%
505 034	34400	344256	SEWER TAP FEES	15,015	6,435	9,762	19,305	(9,543)	198%
505 034	34900	349300	BAD CHECK FEE	1,494	910	1,500	596	904	40%
505 034	36100	361000	INTEREST	5,705	6,376	5,800	1,959	3,841	34%
505 038	38300	383010	INSURANCE PROCEEDS	7,717	8,280	-	2,000	(2,000)	
505 038	38900	389000	OTHER MISCELLANEOUS INCOME	-	977	-	22	(22)	
505 038	38900	389005	CASH OVER/SHORT	(30)	(68)	-	100	(100)	
505 039	39100	391200	TRANSFER IN-OTHER FUNDS	-	-	-	-	-	
505 039	39380	393800	CAPITAL CONTRIBUTIONS	18,400	81,400	-	-	-	
505 061	61100	612000	TRANSFER OUT - OTHER FUNDS	(200,000)	(300,000)	-	-	-	
505 039	39100	391201	Indirect Allocation	(60,439)	(60,519)	(69,360)	(52,020)	(17,340)	75%
Total Water and Sewer Fund Revenue				951,484	1,181,393	1,234,806	758,576	476,230	61%

WATER AND SEWER FUND EXPENSES

SEWER DEPARTMENT

505 400	04330	00051	511100	REGULAR EMPLOYEES	82,220	83,524	60,653	22,871	73%
505 400	04330	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,097	3,032	834	2,198	27%
505 400	04330	00051	511199	LONGEVITY	1,296	1,399	1,473	43	97%
505 400	04330	00051	511300	OVERTIME	4,798	5,421	3,750	1,671	69%
505 400	04330	00051	512100	EMPLOYEE GROUP INSURANCE	3,971	4,849	3,874	8,640	31%
505 400	04330	00051	512200	FICA	6,408	7,382	5,139	2,242	70%
505 400	04330	00051	512400	RETIREMENT	5,218	5,784	3,719	2,065	64%
505 400	04330	00051	512415	457b plan cont	1,540	1,580	1,432	148	91%
505 400	04330	00051	512700	WORKERS' COMPENSATION	1,688	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		Percentage	
		Audited Actual		Audited Actual		Unaudited Actual		of FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		Actuals to	
		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		Budget Used	
		Budget		Budget		Budget		Budget	
		3,025		2,975		3,000		1,000	
		104,537		111,650		125,166		40,992	
		52		-		-		-	
		3,944		8,080		9,000		3,395	
		1,165		1,410		4,500		4,500	
		-		-		-		-	
		3,990		3,549		4,110		3,549	
		33,106		-		-		-	
		20,733		37,459		16,364		15,052	
		-		-		-		-	
		2,501		-		-		-	
		-		-		-		-	
		17,469		18,399		20,116		14,368	
		11,087		14,005		11,100		8,671	
		1,751		-		300		300	
		234		-		6,200		2,200	
		240		48		400		400	
		-		-		1,500		1,500	
		2,664		3,488		1,000		1,022	
		98,936		86,437		74,590		50,467	
		18,530		28,596		27,000		14,332	
		624		2,534		1,000		879	
		-		-		-		-	
		1,536		813		1,800		645	
		3,323		2,535		4,000		4,818	
		24,013		34,479		33,800		20,674	
		-		-		-		-	
		3,200		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		3,200		-		-		-	
		-		-		-		-	
		-		-		-		-	
		3,200		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
		-		-		-		-	
		-		-		-		-	
		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		288,404		263,876		100,000		75,000	
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		-		-		-		-	
		288,404		263,876		1			

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 &	Revenues &	Budget	Actual	Actuals to	
		Expenditures	Expenditures	Budget	Revenues &	Budget Used	
					Expenditures		
					03/31/2020		
					Budget		
Total Depreciation Sewer Dept		288,404	263,876	100,000	75,000	25,000	75%
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	5,076	1,638	76%
505 400	04330 00058 582000 INTEREST PAID ON NOTES	-	-	-	-	-	-
Total Debt Service Sewer Dept		7,567	7,145	6,714	5,076	1,638	76%
Subtotal Sewer Department		535,374	510,334	390,270	235,391	154,879	60%
SEWAGE TREATMENT PLANT							
505 400	04335 00051 511100 REGULAR EMPLOYEES	69,007	68,910	72,407	55,243	17,164	76%
505 400	04335 00051 511101 REGULAR EMPLOYEES VAC SELL BACK	409	445	2,785	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	9,129	1,732	84%
505 400	04335 00051 512100 EMPLOYEE GROUP INSURANCE	575	936	12,466	303	12,163	2%
505 400	04335 00051 512200 FICA	5,876	6,421	6,690	4,983	1,707	74%
505 400	04335 00051 512400 RETIREMENT- Pension	4,586	5,058	5,695	3,661	2,034	64%
505 400	04335 00051 512415 457b plan cont	336	384	384	288	96	75%
505 400	04335 00051 512700 WORKERS' COMPENSATION	7,303	294	1,262	1,771	(508)	140%
505 400	04335 00052 521150 SLUDGE DISPOSAL	11,987	10,578	14,000	4,186	9,814	30%
505 400	04335 00052 521250 WATER TESTING	-	34,918	35,000	24,537	10,463	70%
505 400	04335 00052 522250 VEHICLE REPAIR	1,500	987	1,000	1,161	(161)	116%
505 400	04335 00052 522310 UNIFORMS	395	822	1,000	495	505	49%
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	33,221	17,252	66%
505 400	04335 00053 531701 Other Supplies	1,862	1,884	600	666	(66)	111%
505 400	04335 00053 531885 Chemicals for Plant	20,299	21,049	35,000	22,489	12,511	64%
505 400	04335 00052 522200 WWTF Repairs & Maintenance	16,146	24,939	17,000	10,306	6,694	61%
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	174,971	95,227	65%

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		Actual		Actuals to	
		200,886		240,606		270,198		174,971		Budget Used	
										65%	
Subtotal Sewage Treatment Plant											
Water Department											
505 400	04400 00051	511100	REGULAR EMPLOYEES	118,499	121,628	133,470	96,302	37,168	72%		
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	9,203	1,941	83%		
505 400	04400 00051	512100	EMPLOYEE GROUP INSURANCE	9,669	11,213	24,390	8,951	15,440	37%		
505 400	04400 00051	512200	FICA	10,091	10,558	11,838	8,254	3,584	70%		
505 400	04400 00051	512400	RETIREMENT	14,773	11,699	9,245	5,944	3,301	64%		
505 400	04400 00051	512415	457b plan cont	1,744	1,328	1,892	1,594	298	84%		
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	2,000	1,000	67%		
Total Personal Services Water Dept				177,546	177,485	205,698	139,252	66,446	68%		
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	5,605	3,395	62%		
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	885	2,615	25%		
505 400	04400 00052	522210	EQUIPMENT REPAIR & MAINT	417	16,929	1,500	3,694	(2,194)	246%		
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	14,368	5,748	71%		
505 400	04400 00052	523200	COMMUNICATIONS	8,879	9,376	9,600	6,420	3,180	67%		
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	1,514	1,486	50%		
505 400	04400 00052	523600	DUES AND FEES	2,660	3,427	1,000	1,004	(4)	100%		

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	Revenues &	Remaining	of FY 2020
			Revenues &	Revenues &	Budget	Expenditures	FY 2020	Actuals to
			Expenditures	Expenditures		03/31/2020	Budget	Budget Used
Total Contracted Services Water Dept			52,760	73,561	60,952	47,006	13,946	77%
505 400 04400 00053 531230 ELECTRICITY-WELLS			18,813	19,351	20,250	15,601	4,649	77%
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	514	986	34%
505 400 04400 00053 531870 WATER SUPPLIES			24,310	11,078	20,000	8,907	11,093	45%
505 400 04400 00053 531885 CHEMICALS			775	4,761	7,000	3,886	3,114	56%
Total Supplies Water Dept			45,643	35,967	49,350	28,907	20,443	59%
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	75,000	25,000	75%
Total Depreciation Water Dept			100,000	100,000	100,000	75,000	25,000	75%
505 400 04400 00057 579000 CONTENGENCY			-	-	50,000	-	50,000	0%
505 061 61100 61100 612000 TRANSFER OUT - OTHER FUNDS			-	-	50,000	37,500	12,500	-
Total Other Costs Water Dept			-	-	100,000	37,500	62,500	37%
505 400 04400 00058 582000 INTEREST PAID ON NOTES			42,194	40,970	38,338	29,154	9,184	76%
Total Water Dept Debt Service			42,194	40,970	38,338	29,154	9,184	76%
Subtotal Water Department			420,143	427,982	574,338	356,819	217,520	62%
Total Water and Sewer Expenses			1,156,403	1,178,923	1,234,806	767,181	467,625	62%
Water and Sewer Net Gain / Loss			(204,919)	2,471	(0)	(8,605)		
Plus Unfunded Depreciation			388,404	363,876	200,000	150,000		
Less Principal Debt Reduction			148,708	162,919	193,264	144,492		
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	(3,097)		

To: Mr. Bob Alexander

From: Chief C. Prokesh

Date: May 1, 2020

RE: Monthly Report, April-2020

CADs = Unknown

Arrests = 22

Criminal/Investigative:

Municipal Court:

Violation of Executive Order = 1
Injuring City Property = 1
Drug Violations = 2
Obstruction of LEO = 2
Interference w/ officials = 1
Traffic Arrests = 1
Fleeing/Attempt to Elude = 1
Disorderly Conduct = 4
Criminal Trespass = 3

Superior Court:

Aggravated Assault = 2
Possession of a Firearm during Commission of a Felony = 2
Possession of a Firearm by a Convicted Felon = 1
Felony Fleeing and Attempting to Elude = 1

CITATIONS:

Citations = 30

Warnings = 26

ACCIDENTS:

Moving Vehicle = 7

Animal = 1

Fatality = 1

OTHER:

Thank You letter from Director of Lee County Health and Rehab... (Chief donation of protective equipment)

Police Department continued to enforce Executive Order.

Food Distribution continues every Tuesday at 10am-Unitil...

First Traffic Fatality (Vehicle vs. Bicycle) in nearly two decades.

Hearing Scheduled by Public-Officer for demolition on 144 Cedar Street.

Police Department is currently conducting speed study on Starksville Street.



4/8/2020

To Whom It May Concern:

Lee County Health & Rehabilitation would like to extend its gratitude to Chief Prokesh and the Lee County Police Department for support during the COVID-19 pandemic. Not only was Chief Prokesh on site today, when the National Guard Infection Control team performed a deep clean of our facility, but he also provided to us two cases of disposable gowns in order to meet an immediate need.

We are grateful for the support of our community partners.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Burnett", with a long horizontal flourish extending to the right.

Kelly Burnett
Administrator

PUBLIC WORK
MONTHLY REPORT
MARCH -24 APRIL -24 2020

- . **LIFT STATIONS** – REMAINS OPERAIONL
- . **LIMBS PICK UP** – FOR THE MONTH OF APRIL (12) LOADS (25.78) TONS
TOTAL (2,062.40)
- . **LIGHTING** – NO ACTIVITY
- . **STREET SWEEPER** – DIRT AND DEBRIS REMOVED FORM ROADS (1,960) POUNDS

CITY OF LEESBUEG

PROJECT STATUS

PUBLIC WORKS – ARE REPLACING 1" 1 1/2" 2" REGISTER

PUBLIC WORK S – REPAIRED (102) SEWER CLEANOUT CAPS AND COMBINATION FOR INFILTRATION

PUBILC WORKS - MAN HOLES WITH INFILTRATION NEEDS REPAIRING

Count of No.				
Location	Estimated Hours	Class	Type	Total
City Hall	0	Sanitation	EMPTY TRASH CANS AT ENTRANCES TO CITY HALL	1
		Sanitation Total		1
		Streets	Trim Trees	1
		Streets Total		1
	0 Total			2
	0.25	Pick up supplies	PICK UP CASES OF WATER FOR CITY HALL	1
		Pick up supplies Total		1
		Sanitation	EMPTY TRASH CANS AT ENTRANCES TO CITY HALL	1
		Sanitation Total		1
		Water	PICK UP 4 CASES OF WATER FROM THE DOLLAR STORE FOR CITY HALL	1
		Water Total		1
	0.25 Total			3
	City Hall Total			5
	Lift Stations	4	Maintenance	(blank)
Maintenance Total				1
4 Total				1
Lift Stations Total			1	
Service Address/Street	0	Sanitation	DELIVER GARBAGE CAN	1
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	2
			YARD DEBRIS PICKUP	1
		Sanitation Total		4
		Streets	MOWING & WEEDEATING	1
		Streets Total		1
		Water	GET READING FOR BEGINNING OF NEW SERVICE	1
			Repair Leak	1
			TURN WATER OFF AND GET READING FOR FINAL BILL	1
			TURN WATER ON DELIVER TRASH CAN GET READING	1
			TURN WATER ON AND GET READING	2
	Water Total		6	
	0 Total			11
	0.1	Water	TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	1
			TURN WATER ON AND GET READING	1
	Water Total		2	
	0.1 Total			2
	0.11	Sanitation	DELIVER GARBAGE CAN	1
		Sanitation Total		1
	0.11 Total			1
	0.15	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1
			PICK UP GARBAGE CAN	1
		Sanitation Total		2
		Water	TURN WATER OFF AND GET READING FOR FINAL BILL	2
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	1
			TURN WATER ON DELIVER TRASH CAN GET READING	2
			TURN WATER ON AND GET READING	2
	Water Total	VERIFY WATER IS OFF AND LOCKED	1	
	0.15 Total			8
	0.2	Water	LOW WATER PRESSURE	1
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	1
			TURN WATER ON AND GET READING	1
	Water Total		3	
	0.2 Total			3
	0.25	Sanitation	DELIVER GARBAGE CAN	7
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	4
		Sanitation Total		11
		Streets	MOWING & WEEDEATING	1
		Streets Total		1
		Water	CHECK FOR LEAK	3
			CHECK FOR TAMPERING WITH METER	1
			CHECK METER REGISTER	2
			CUT WATER OFF TO FIX BUSTED PIPE IN YARD	1
			GET READING FOR BEGINNING OF NEW SERVICE	1
		INSTALL METER ON HYDRANT	1	
		RAISE METER BOX	1	
		REPLACE REGISTER	1	
		Reread Meter	2	
		TURN WATER OFF AND GET READING FOR FINAL BILL	1	
		TURN WATER OFF AND LOCK METER	1	
		TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	2	
	TURN WATER ON DELIVER TRASH CAN GET READING	7		
	TURN WATER ON AND GET READING	7		
	UNLOCK METER	1		
Water Total		32		
0.25 Total			44	
0.3	Water	CHECK FOR LEAK	1	
		CHECK METER REGISTER	1	
		GET READING FOR BEGINNING OF NEW SERVICE	1	
		TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	1	
Water Total		4		
0.3 Total			4	

Service Address/Street	1	Sanitation	YARD DEBRIS PICKUP	2
		Sanitation Total		2
		Water	Repair Leak	1
		Water Total		1
	1 Total			2
	1.3	Streets	Mow Ditches	4
		Streets Total		1
	1.3 Total			1
	(blank)	Water	REMOVED METER	1
		Water Total		1
(blank) Total			1	
Service Address/Street Total				81
Grand Total				87

Leesburg Water Pollution Control Plant Monthly Report For April, 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)	.882	1.5
Effluent Biochemical Oxygen Demand	2.1	15
BOD Removal %	99.2	>85%
Effluent Total Suspended Solids	3.8	30
TSS Removal %	99.5	>85%
Effluent Fecal Coliform (# per 100 mL)	4.0	400
Effluent Ammonia	.16	3.0
Effluent Dissolved Oxygen	9.2	>6.0
Min & Max Effluent pH	7.1-7.6	6.0-9.0
Effluent Total Phosphorous	.44	1.5
Low-Level Mercury (mg/day)	2.5	6.3
Total Rainfall for the month	8.8 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) We installed an underground chemical line to feed PAC to the aeration basin. (This replaced the original line that the chemical had crystallized in and clogged).

Expenses:

Fuel (generator/vehicles/mower)	\$ 327.28
Electricity -	\$4,160.61
Chemicals used	\$ 543.12
Lab Tests -	\$2,160.00
DoCo Landfill (solids from press)	\$0,000.00
Maintenance & Repair -	\$ 160.00
Total -	\$7,351.01

Leesburg Public Drinking Water Wells Monthly Report For April, 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:	455,000	800,000
Total Gallons Pumped for the Month:	13.65 Million Gallons	
3 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.97 mg/L	>.2mg/L
1 Monthly Fluoride Sample:	.49	

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.

The City's new Water Withdrawal Permit was approved as of March 30th, with the requested increase in "gallons pumped per day permit limit" from 500,000 gpd to 800,000 gpd.

Expenses:

Electricity -	\$1,065.82
Chemicals used -	\$ 432.19
Routine Testing	\$ 82.00
Maintenance & Repair -	\$ 00.00
Total -	\$1,580.01