

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

City Council members

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

City Staff

Bob Alexander, City Manager
Bert Gregory, City Attorney

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
 June 16, 2020
3. **PUBLIC HEARING**
4. **NEW BUSINESS**
 (A) Consideration of the GDOT Project Framework Agreement for Downtown Leesburg.
 (B) Consideration of Governor Kemp’s announcement to provide a six-month deferral period on the Georgia Environmental Finance Authority (GEFA) loans.
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. **ANNOUNCEMENTS**
 Next Scheduled Meeting is August 4, 2020
14. **ADJOURNMENT**

Agenda May Change Without Notice

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1. CALL TO ORDER

Mayor Breeden called the meeting to order at 6:00 PM. Mayor Breeden lead the pledge and Pastor Steve Kegley lead in the prayer. All Councilmembers, City Attorney and City Manager were present.

2. APPROVAL OF MINUTES

Mayor Breeden asked for a motion to approve the minutes from June 9, 2020. Councilmember Powell made a motion to approve the minutes. Councilmember White seconded the motion. The vote was unanimous.

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

(A) Finance Manager Cheryl Allison presented a Resolution to adopt the fiscal year 2021 Budget for each fund of the City of Leesburg. Councilmember Powell made a motion to approve the Fiscal Year 2021 Budget. Councilmember White seconded the motion. The vote was unanimous.

5. CITY MANAGER'S MATTERS.**6. DEPARTMENTAL REPORTS****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 July 7, 2020

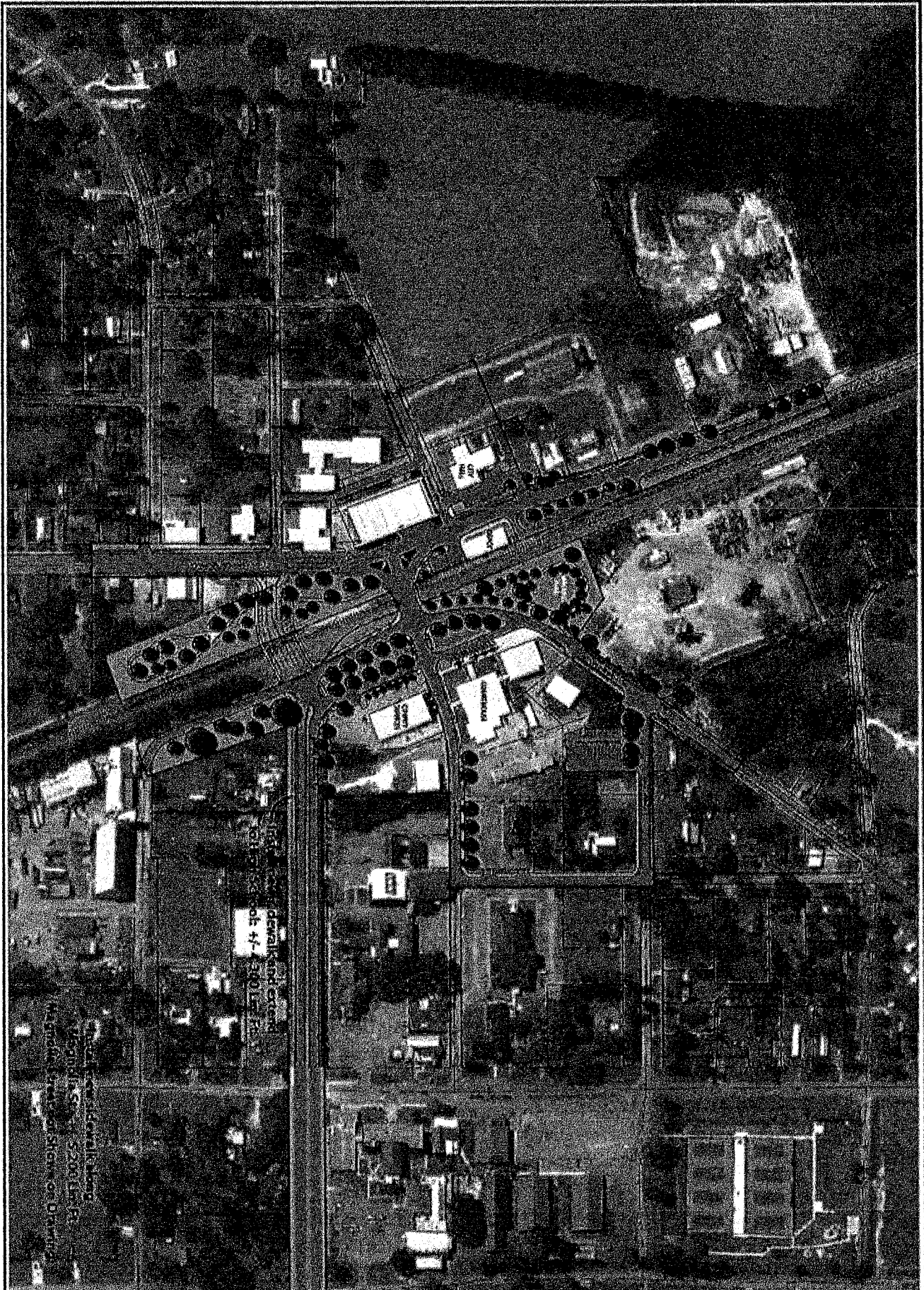
14. ADJOURNMENT

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

**LEESBURG, GEORGIA
MEMORANDUM**

To: Mayor and Council
From: Bob Alexander
Date: July 1, 2020
Subject: Project Framework Agreement

Attached is a Project Framework Agreement between the Georgia Department of Transportation and the City of Leesburg for Engineering and Design of Transportation Facility Improvements in the Downtown Area. Also attached is a concept drawing of the project. There is \$240,000 in Federal Funding and \$60,000 in Local Funding for a total of \$300,000 for this phase of the project. Lee County has agreed to participate in the Local Funding match required.



<p>OF 1</p>	<p>DATE: 08/20/08 DRAWN BY: J. SMITH CHECKED BY: J. SMITH SCALE: AS SHOWN SHEET NO. 1 TOTAL SHEETS: 1</p>	<p>TAPS BOUNDARY WITH SITE IMPROVEMENTS LEESBURG DOWNTOWN GDOT TAPS PART OF LAND LOT 51, 52, 77, 78, 3rd LAND DISTRICT LEESBURG, LEE COUNTY, GEORGIA Prepared for CITY OF LEESBURG</p>	<p>emc EMC ENGINEERING SERVICES, INC. 1101 BENTLEY BLVD, SUITE 200 LEESBURG, GA 31808 TEL: 770-488-1100 FAX: 770-488-1101 WWW.EMCSERVICES.COM</p>	<p>DATE: 08/20/08 TIME: 11:45 AM SCALE: AS SHOWN SHEET NO. 1 TOTAL SHEETS: 1</p>	<p>DATE: 08/20/08 TIME: 11:45 AM SCALE: AS SHOWN SHEET NO. 1 TOTAL SHEETS: 1</p>	<p>DATE: 08/20/08 TIME: 11:45 AM SCALE: AS SHOWN SHEET NO. 1 TOTAL SHEETS: 1</p>
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PROJECT FRAMEWORK AGREEMENT

**BY AND BETWEEN
GEORGIA DEPARTMENT OF
TRANSPORTATION
AND
CITY OF LEESBURG
FOR
TRANSPORTATION FACILITY
IMPROVEMENTS**

Please indicate which Catalog of Domestic Federal Assistance Number (CFDA) applies to this agreement (Check only one):

- CFDA # 20.205 - Highway Planning and Construction Cluster
- CFDA # 20.219 - Recreational Trails Program

The Project Framework Agreement for Transportation Facility Improvements is made and entered into this _____ day of _____, 20_____, by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter called the "DEPARTMENT," and the CITY OF LEESBURG, acting by and through its Mayor and City Council, hereinafter called the "LOCAL GOVERNMENT."

WHEREAS, the LOCAL GOVERNMENT has represented to the DEPARTMENT a desire to improve the transportation facility described in Exhibit "A", attached and incorporated herein by reference, identified as **PI 0015404** and hereinafter referred to as

the "PROJECT"; and

WHEREAS, the LOCAL GOVERNMENT has represented to the DEPARTMENT a desire to participate in certain activities, as applicable, including the funding of certain portions of the PROJECT and the DEPARTMENT has relied upon such representations; and

WHEREAS, the DEPARTMENT has expressed a willingness to participate in certain activities of the PROJECT as set forth in this Agreement; and

WHEREAS, the Constitution authorizes intergovernmental agreements whereby state and local entities may contract with one another "for joint services, for the provision of services, or for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services or facilities which the contracting parties are authorized by law to undertake or provide." Ga. Constitution Article IX, §III, ¶I(a).

NOW THEREFORE, in consideration of the mutual promises made and of the benefits to flow from one to the other, the DEPARTMENT and the LOCAL GOVERNMENT hereby agree each with the other as follows:

1. The LOCAL GOVERNMENT has applied for and received "Qualification Certification" to administer federal-aid projects. The GDOT Local Administered Project, (LAP), Certification Committee has reviewed, confirmed and approved the LAP certification for the LOCAL GOVERNMENT to develop federal project(s) within the scope of its certification and pursuant to and in accordance with the DEPARTMENT'S current versions of Local Administered Project Manual, the DEPARTMENT'S Plan Development Process (hereinafter referred to as "PDP"), Electronic Data Guidelines, Plan Presentation Guide, and any other applicable DEPARTMENT

guidance (except in those instances where the DEPARTMENT has by written correspondence waived the requirement to follow specific guidance).

2. The DEPARTMENT shall participate in the PROJECT by funding all or certain portions of the PROJECT costs for the preconstruction engineering (design) activities, herein referred to as "PE", as specified in Exhibit "A." The LOCAL GOVERNMENT shall contribute to the PROJECT by funding those project costs as set out in Exhibit "A".

3. The funding portion as identified in Exhibit "A" of this Agreement only applies to the PE. Further, the LOCAL GOVERNMENT shall be responsible for repayment of any expended federal funds if the PROJECT does not proceed forward to completion due to a lack of available funding in future PROJECT phases, changes in local priorities, or cancellation of the PROJECT by the LOCAL GOVERNMENT without concurrence by the Federal Highway Administration (FHWA).

4. RESERVED.

5. The LOCAL GOVERNMENT shall accomplish the PE activities for the PROJECT. The PE activities shall be accomplished in accordance and pursuant to with the LAP certification as outlined above in Paragraph 1, the PDP, the applicable guidelines of the American Association of State Highway and Transportation Officials, hereinafter referred to as "AASHTO", the DEPARTMENT's

Standard Specifications Construction of Transportation Systems, and all applicable design guidelines and policies of the DEPARTMENT, in order to, among other goals, produce a cost effective PROJECT. Failure to follow the PDP and all applicable guidelines and policies will jeopardize the use of federal funds in some or all categories outlined in this Agreement, and it shall be the responsibility of the LOCAL GOVERNMENT to make up the loss of that funding.

6. The primary consultant firm or subconsultants hired by the LOCAL GOVERNMENT to provide services on the PROJECT shall be prequalified with the DEPARTMENT in the appropriate area-classes. The DEPARTMENT shall, on request, furnish the LOCAL GOVERNMENT with a list of prequalified consultant firms in the appropriate area-classes. If there is federal aid highway program funding participation, the LOCAL GOVERNMENT shall comply with all applicable state and federal regulations for the procurement of engineering and design related services including but not limited to 23 C.F.R. Part 172, or the Brooks Architect-Engineers Act of 1972, for any consultant hired to perform work on the PROJECT. If there are no federal aid highway program funding in the engineering and design related services contract, the contracting agency may procure the services in accordance with its own established policies and procedures which reflect applicable State and local laws. However, in such an event, the costs of consultant service contracts that utilize only State or local funding which were not procured, negotiated, or administered in accordance with applicable Federal laws and regulations would not be eligible to apply toward the non-Federal share of costs for subsequent phases (e.g., construction) of a project funded by the federal aid highway program.

7. The DEPARTMENT will be responsible for all railroad coordination on DEPARTMENT Let and/or State Route (On-System) projects; the LOCAL GOVERNMENT shall address concerns, comments, and requirements to the satisfaction of the Railroad and the DEPARTMENT. If the LOCAL GOVERNMENT is shown to let the construction in Exhibit "A" on off-system routes, the LOCAL GOVERNMENT shall be responsible for all railroad coordination and addressing concerns, comments, and requirements to the satisfaction of the Railroad and the DEPARTMENT for PROJECT.

8. The DEPARTMENT reserves the right to review and reserves approval authority for all aspects of the PROJECT provided, however, this review and approval does not relieve the LOCAL GOVERNMENT of its responsibilities under the terms of this Agreement.

9. RESERVED.

10. The LOCAL GOVERNMENT agrees that all reports, plans, drawings, studies, specifications, estimates, maps, computations, computer files and printouts, and any other data prepared under the terms of this Agreement shall become the property of the DEPARTMENT if the PROJECT is being let by the DEPARTMENT. This data shall be organized, indexed, bound, and delivered to the DEPARTMENT no later than the advertisement of the PROJECT for letting. The DEPARTMENT shall have the right to use this material without restriction or

limitation and without compensation to the LOCAL GOVERNMENT.

11. The LOCAL GOVERNMENT shall be responsible for the professional quality, technical accuracy, and the coordination of all reports, designs, drawings, specifications, and other services furnished by or on behalf of the LOCAL GOVERNMENT pursuant to this Agreement. The LOCAL GOVERNMENT shall correct or revise, or cause to be corrected or revised, any errors or deficiencies in the reports, designs, drawings, specifications, and other services furnished for this PROJECT. Failure by the LOCAL GOVERNMENT to address the errors, omissions or deficiencies within 30 days of notification shall cause the LOCAL GOVERNMENT to assume all responsibility for construction delays and supplemental agreements caused by the errors and deficiencies. All revisions shall be coordinated with the DEPARTMENT prior to issuance. The LOCAL GOVERNMENT shall also be responsible for any claim, damage, loss or expense, to the extent allowed by law that is attributable to errors, omissions, or negligent acts related to the designs, drawings, specifications, and other services furnished by or on behalf of the LOCAL GOVERNMENT pursuant to this Agreement.

12. The Parties acknowledge that the following Exhibits and Attachments to this Agreement are hereby incorporated into and made a part of this Agreement as though expressly written herein:

EXHIBIT A – PROJECT FINANCIAL REPORT
Insert

APPENDIX A – Georgia Security and
Immigration Compliance Act Affidavit

APPENDIX B – Federal Award Identification
Worksheet

APPENDIX C – Certification of Local
Government Drug Free Workplace

APPENDIX D - Certification of Compliances

APPENDIX E - Title VI Certification and Acknowledgement Form

APPENDIX F - Request for Qualifications (RFQ) and prequalified consultant award selection package, if applicable

13. COMPLIANCE WITH APPLICABLE LAWS

a. The undersigned, on behalf of the LOCAL GOVERNMENT, certifies that the provisions of Section 45-10-20 through 45-10-28 of the Official Code of Georgia Annotated relating to Conflict of Interest and State employees and officials trading with the State have been complied with in full.

b. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated relating to the "Drug-Free Workplace Act" have been complied with in full, as stated in Appendix C of this Agreement.

c. The LOCAL GOVERNMENT has read and understands the regulations for STATE AUDIT REQUIREMENT as stated in Appendix D of this Agreement and will comply in full with said provisions of O.C.G.A. § 36-81-7.

d. By execution of this Agreement, I, on behalf of the LOCAL GOVERNMENT, certify under penalty of law that the LOCAL GOVERNMENT is in compliance with the service delivery strategy law (O.C.G.A. Sec. 36-701 et seq.) and is not

debarred from receiving financial assistance from the State of Georgia.

e. The LOCAL GOVERNMENT hereby agrees that it shall comply, and shall require its subcontractors to comply, with all applicable requirements of the American with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101, *et seq.* and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; and regulations and amendments thereto.

f. Pursuant to O.C.G.A. § 13-10-91, the LOCAL GOVERNMENT and all contractors and subcontractors performing work under this Agreement are, and shall be at all times, in compliance with the Federal Work Authorization Program. Prime contractors and subcontractors may participate in any of the electronic verification work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United State Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 ("IRCA"), Appendix A.

g. The LOCAL GOVERNMENT hereby agrees that neither it nor its subcontractors shall discriminate on the basis of age, race, color, sex, national origin, religion or disability and that it and its subcontractors shall comply, at a minimum, with the following Georgia laws: the Georgia Age Discrimination Act (O.C.G.A. § 34-1-2 et seq.); the Georgia Equal Employment for Persons with Disabilities Code (O.C.G.A. 34-6A-1 et seq.); and the Sex Discrimination in Employment (O.C.G.A. 34-5-1 et seq.). The LOCAL GOVERNMENT further agrees that it and its subcontractors will comply with any and all state and federal laws not

specifically stated herein addressing discrimination to the extent that such is applicable.

h. LOCAL

GOVERNMENT acknowledges and agrees that failure to complete appropriate certifications or the submission of a false certification shall result in the termination of this Agreement.

either party has authority to make, or has made, any statement, agreement, representation or contemporaneous agreement, oral or written, in connection herewith, amending, supplementing, modifying, adding to, deleting from, or changing the terms and conditions of this Agreement. No modification of or amendment to this Agreement will be binding on either Party hereto unless such modification or amendment will be properly authorized, in writing, properly signed by both Parties and incorporated in and by reference made a part hereof.

14. This Agreement is made and entered into in FULTON COUNTY, GEORGIA, and shall be governed and construed under the laws of the State of Georgia.

{SIGNATURES ON NEXT PAGE}

15. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

16. If any provision of this amendment is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.

17. Nothing contained herein shall be construed as conferring upon or giving to any person, other than the parties hereto, any rights or benefits under or by reason of this Agreement.

18. This Agreement supersedes all prior negotiations, discussion, statements and agreements between the parties and constitutes the full, complete and entire agreement between the Parties with respect hereto; no member, officer, employee or agent of

IN WITNESS WHEREOF, the DEPARTMENT and the LOCAL GOVERNMENT have caused these presents to be executed under seal by their duly authorized representatives.

BY: _____
Billy Breeden
Mayor

GEORGIA
DEPARTMENT OF
TRANSPORTATION

Signed, sealed and delivered this ____ day of _____, 20 __, in the presence of:

BY: _____
Commissioner

ATTEST:

Treasurer

Witness

Notary Public

This Agreement approved by Local Government, the _____ day of _____, 20 __.
Attest

Robert Alexander, City Manager

FEIN: 58-0960989

Exhibit A - Georgia Department of Transportation Project Financial Report (PFR)

Processed Date: Feb-06-2020 10:22:11 AM

Project: 0015404

Description:	SR 3/US 19 @ SR 32
Project Manager Name:	Lawing, Mark
Office:	Program Delivery
Counties:	Lee
Congressional Districts:	002

Engineer Estimates

Activity	Original	Current	Change	% Change	Original Cost Est Date	Current Cost Est Date
No Engineered Estimates Data Available						

Programmed Funds

Activity	Fund Code	Activity Status	Federal Funding	AG Funding	State Funding	Local Funding	Total Funding
PE	Z303	PRECST	\$240,000.00	\$.00	\$.00	\$60,000.00	\$.00
		PE Subtotal	\$240,000.00	\$.00	\$.00	\$60,000.00	\$300,000.00
		TOTALS	\$240,000.00	\$.00	\$.00	\$60,000.00	\$300,000.00

Project Accounting

Activity	CONTRACT			INHOUSE / OVERHEAD / GENERAL FUNDS**		
	Amount	Allotted	Unearned	Amount	Allotted	Unearned
No Project Accounting Data Available						

Project Accounting Summary

Activity	Allotted	Unearned	Earned	Allocation Balance	% Earned	Last Activity Date
No Project Accounting Summary Data Available						

EXHIBIT B
Local Let Approval Form (LLAF)
Office of Program Control

P.I. #:	OMITTED		
Project Description			
Request Prepared by:			Requestor Office:
Local Government:			
Is the Local Government LAP Certified?			

Reason the Local Government desires a Local Letting: *(Describe the factors that make a Local Letting desirable by the Locals and/or GDOT. Explain why a Local Letting is an efficient use of resources.)*

Change Justification (as submitted by Local Government), including Risk Assessment (Experience with Local Lettings and Federal Requirements), Benefits, Implementation Requirements (Materials Testing resources to be used; Construction Inspection resources), Contracting ability: *(PM should coordinate with District Construction.)*

Attachments: Preconstruction Status Report, Project Financial Report, Detailed Cost Estimate, Map, Other supporting documentation to include letters from Project Sponsor, Future LG projects in the Program.

Local Letting Form Approval:

_____	_____
Local Government	Date
_____	_____
Project	OMITTED

Office H	
_____	_____
District Engineer (for all projects)	Date
_____	_____
State Materials Engineer	Date
_____	_____
Approved: _____	_____
Director of Construction	Date

→ Upon approval or rejection send the original to the Project Manager (Program Delivery or District Preconstruction Engineer)

→ PM should send Executed Copies to:

- Office of Planning
- Office of Program Control
- Office of Financial Management (to change the TPRO designation)

NOTES:

→ The Local Letting designation cannot be changed after PFPR to a Local Let unless approved by the Chief Engineer.

**APPENDIX A
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Contractor's Name:	City of Leesburg
Solicitation/Contract No./ Call No. or Project Description:	0015404, Lee County, SR3/ US 19 @ SR 32

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

585026

7/25/12

Federal Work Authorization User Identification Number
(EEV / E-Verify User Identification Number)

Date of Authorization

City of Leesburg

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Robert Alexander

City Manager

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

APPENDIX B
Federal Award Identification Worksheet

Subrecipient's name (must match registered name in DUNS)	Leesburg, City of
Subrecipient's DUNS number (see § 200.32 Data Universal Numbering System (DUNS))	026753780
Federal Award Identification Number (FAIN)	693JJ22030000Z303GA0015404
Federal award date (see § 200.39 Federal Award Date)	3/3/2020
Amount of Federal Funds Obligated by this action	240,000
Total Amount of Federal Funds Obligated to the subrecipient	240,000
Total Amount of the Federal Award	Refer to EXHIBIT "A" above
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	Scope of work in contract document; refer to page 1
Name of Federal awarding agency, pass-through entity, and contact information for awarding official	FHWA, GDOT, Mark Lawing
CFDA Number and Name (the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement)	Refer to page 1 of contract document
Identification of whether award is R&D	No
Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414 Indirect (F&A) costs)	N/A

This project must comply with all aspects of 2 CFR Part 200.

APPENDIX C
CERTIFICATION OF LOCAL GOVERNMENT
DRUG-FREE WORKPLACE

I hereby certify that I am a principal and duly authorized representative of City of Leesburg whose address is 107 Walnut Avenue North, Leesburg, GA 31763 and it is also certified that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and
2. A drug-free workplace will be provided for the LOCAL GOVERNMENT's employees during the performance of the contract; and
3. Each subcontractor hired by the LOCAL GOVERNMENT shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The LOCAL GOVERNMENT shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with _____, _____ certifies to the LOCAL GOVERNMENT that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

APPENDIX D

CERTIFICATION OF COMPLIANCES

I hereby certify that I am a principal and duly authorized representative of City of Leesburg whose address is 107 Walnut Avenue North, Leesburg, GA 31763 and it is also certified that:

I. PROCUREMENT REQUIREMENTS

The below listed provisions of State Procurement requirements shall be complied with throughout the contract period:

- (a) Provisions of Chapters 2 and Chapters 4 of the Title 32 of the Official Code of Georgia Annotated. Specifically, as to the County the provisions of O.C.G.A. § 32-4-40 *et seq.* and as to the Municipality the provisions of O.C.G.A. § 32-4-92 *et seq.*

II. STATE AUDIT REQUIREMENT

The provisions of Section 36-81-7 of the Official Code of Georgia Annotated, relating to the "Requirement of Audits" shall be complied with throughout the contract period in full, including but not limited to the following provisions:

- (a) Each unit of local government having a population in excess of 1,500 persons or expenditures of \$550,000.00 or more shall provide for and cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the local government for each fiscal year of the local government.
- (b) The governing authority of each local unit of government not included above shall provide for and cause to be made the audit required not less often than once every two fiscal years.
- (c) The governing authority of each local unit of government having expenditures of less than \$550,000.00 in that government's most recently ended fiscal year may elect to provide for and cause to be made, in lieu of the biennial audit, an annual report of agreed upon procedures for that fiscal year.
- (d) A copy of the report and any comments made by the state auditor shall be maintained as a public record for public inspection during the regular working hours at the principal office of the local government. Those units of local government not having a principal office shall provide a notification to the public as to the location of and times during which the public may inspect the report.
- (e) The audits of each local government shall be conducted in accordance with generally accepted government auditing standards.

III. SERVICE DELIVERY STRATEGY REQUIREMENT

The provisions of Section 36-70-20 *et seq.* of the Official Code of Georgia, relating to the "Coordinated And Comprehensive Planning And Service Delivery By Counties And Municipalities", as amended, have been complied with throughout the contract period.

Date

Signature

APPENDIX E

TITLE VI INTRODUCTION

As a sub-recipient of federal funds from Georgia Department of Transportation, all municipalities are required to comply with Title VI of the Civil Rights Act of 1964 which provides that:

"No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under This title or carried out under this title."

Additionally, the Civil Rights Restoration Act of 1987, expanded the definition of the terms "programs and activities" to include all programs or activities of federal recipients, subrecipients, and contractors, whether or not such programs and activities are federally assisted.

The provisions of Title VI apply to all contractors, subcontractors, consultants and suppliers. And is a condition for receiving federal funds. All sub recipients must sign Title VI assurances that they will not discriminate as stated in Title VI of the Civil Rights Act of 1964.

In the event that the sub recipient distributes federal aid funds to second tier entity, the subrecipient shall include Title VI language in all written documents and will monitor for compliance. If, these assurances are not signed, the City or County government may be subjected to the loss of federal assistance.

All sub recipients that receive federal assistance must also include Federal Highways Administrations 1273 in their contracts. The FHWA 1273 sets out guidance for ensuring nondiscrimination and encouraging minority participation and outreach.

Enclosed you will find Title VI acknowledgment form and the Title VI assurances. The Title VI acknowledgment form and Title VI assurances must be signed by your local government official if it has not been signed.

TITLE VI ACKNOWLEDGEMENT FORM

The City of Leesburg assures that no person shall on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any City or County sponsored program or activity. The City of Leesburg assures that every effort will be made to ensure nondiscrimination in all of its programs or activities, whether those programs are federally funded or not.

Assurance of compliance therefore falls under the proper authority of the City Council or the County Board of Commissioners. The Title VI Coordinator or Liaison is authorized to ensure compliance with provisions of this policy and with the Law, including the requirements of 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

Robert Alexander, City Manager

Date

Citations:

Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28CFR 50.3

Other Nondiscrimination Authorities Expanded the range and scope of Title VI coverage and applicability

The 1970 Uniform Act (42 USC 4601)
Section 504 of the 1973 Rehabilitation Act (29 USC 790)
The 1973 Federal-aid Highway Act (23 USC 324)
The 1975 Age Discrimination Act (42 USC 6101)
Implementing Regulations (49 CFR 21 & 23 CFR 200)
Executive Order 12898 on Environmental Justice (EJ)
Executive Order 13166 on Limited English Proficiency (LEP)

NOTICE TO SPONSOR
COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

During the performance of this contract, the SPONSOR, for itself, its assignees, and successors in interest (hereinafter referred to as the "SPONSOR"), agree as follows:

1. Compliance with Regulations

The SPONSOR shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The SPONSOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The SPONSOR shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the SPONSOR for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the SPONSOR of the SPONSOR's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports

The SPONSOR shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the State Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a sponsor is in the exclusive possession of another who fails or refuses to furnish this information, the Sponsor shall so certify to the State Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the SPONSOR's noncompliance with the nondiscrimination provisions of this contract, the State Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the SPONSOR under the contract until the SPONSOR complies;
- and/or b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The SPONSOR shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The SPONSOR shall take such action with respect to any subcontractor or procurement as the State

Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Sponsor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Sponsor may request the State to enter into such litigation to protect the interests of the state and, in addition, the Sponsor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX F

**Request for Qualifications (RFQ) &
Prequalified Consultant Award Selection Package (if applicable)**

Memo

To: Bob Alexander, City Manager
From: Cheryl Allison, Finance Manager
Date: June 23, 2020
Re: Deferral of GEFA Loan Payments

On June 09, 2020, the Governor announced that he directed the Georgia Environmental Finance Authority (GEFA) to provide a six-month payment deferral period to all of its current borrowers. He stated that the payment deferral will offer some needed relief as the economy continues to restart.

The City currently has six (6) loans that are eligible for the payment deferral program. The payment deferral runs from July 1, 2020 thru December 31, 2020. During the deferral period, there will be no interest accrued on the balance of the loans. The payments due to GEFA will start again on January 1, 2021.

This will save the City \$119,157.80 in loan payments for FY 2021 which will help with the uncertainty of the impact on our revenues due to COVID-19. These payments will be added on to the end of our repayment terms to be due in the future.

The City has received a set of "Modified Promissory Note" documents along with a resolution for each loan. It is requested that the Mayor and Council consider approving the resolution for each loan in order for us to utilize the deferral program.

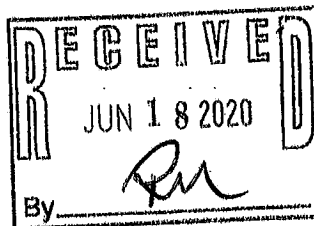
Georgia Environmental Finance Authority



Brian P. Kemp Kevin Clark
Governor Executive Director

June 15, 2020

Ms. Cheryl Allison
Finance Manager
City of Leesburg
107 Walnut Ave
Leesburg, GA 31763



RE: Deferral Modification for **98L59WS**

Dear Ms. Allison:

Enclosed are the modification documents regarding the **98L59WS** loan agreement with the Georgia Environmental Finance Authority (GEFA) and the **City of Leesburg**. GEFA is pleased to provide you the following enclosed materials:

- 1) Two originals of the Modification of Promissory Note;
 - a. Exhibit A – Resolution of Governing Body
 - b. Exhibit B – Opinion of Borrower's Counsel

In order to execute these modification documents in a timely manner, please read the following instructions:

MODIFICATION OF PROMISSORY NOTE

Enclosed are two original modification agreements. Each copy is an original counterpart and each must be executed. Please have the appropriate official sign each document and the appropriate person attest the signature. Once signed, return **TWO** modification agreements along with the other documents to GEFA so that they may be executed. We will then return your counterpart to you.

EXHIBIT A – RESOLUTION OF GOVERNING BODY

This resolution gives authorization to the chief elected official to execute the modification documents and any and all other documents related to the loan. This resolution must be submitted with the signed modification documents.

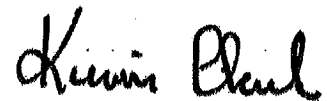
EXHIBIT B – OPINION OF BORROWER'S COUNSEL

Exhibit B is a letter that must be prepared by your local government's attorney. This letter ensures that the modification documents and other documents have been properly reviewed and approved by the borrower's counsel. On page 4 of the modification, the borrower's counsel must also sign where indicated that the modification is "Approved as to form."



When all documents have been completed, please return them to GEFA. Please call 404-584-1000 if we can be of further assistance to you.

Sincerely,

A handwritten signature in black ink that reads "Kevin Clark". The signature is written in a cursive style with a large, prominent "K" and "C".

Kevin Clark

Enclosures

GEORGIA ENVIRONMENTAL LOAN ACQUISITION CORPORATION
(a public corporation duly created and
existing under the laws of
the State of Georgia)
as Lender

and

CITY OF LEESBURG
(a public body corporate and politic duly created and existing
under the laws of the State of Georgia)
as Borrower

MODIFICATION OF PROMISSORY NOTE

MODIFICATION OF PROMISSORY NOTE

THIS MODIFICATION OF PROMISSORY NOTE (this "Modification") is made as of JULY 1, 2020, by and between CITY OF LEESBURG a Georgia public body corporate and politic (the "Borrower"), and the GEORGIA ENVIRONMENTAL LOAN ACQUISITION CORPORATION, a Georgia public corporation (the "Lender").

Statement of Facts

A. The Lender and the Borrower are parties to that certain Loan Agreement, numbered Loan No. **98L59WS**, as amended prior to the date hereof (as so amended, the "Loan Agreement"; all capitalized terms used in this Modification but not defined herein have the meanings given in the Loan Agreement), pursuant to which the Lender or the Lender's assignor made a loan to the Borrower in accordance with the terms and conditions thereof. The Borrower's obligation to repay such loan is evidenced by that certain Promissory Note, numbered Loan No. **98L59WS**, as amended prior to the date hereof (as so amended, the "Note").

B. The Lender and the Borrower desire to modify the Note in certain respects in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises, the covenants and agreements contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Lender and the Borrower further agree as follows:

Statement of Terms

1. **Amendment of Note.** Subject to the fulfillment of the conditions precedent to the effectiveness of this Modification that are set forth below, the Note is hereby amended by adding the following two paragraphs:

Notwithstanding anything to the contrary contained in this Note, (1) the unpaid principal balance of this Note shall not bear any interest during the period commencing on the quarterly debt service payment date under this Note immediately preceding **JULY 1, 2020** (the "**Interest-Free Commencement Date**") and ending on the last day of the six (6) calendar month period commencing with the Interest-Free Commencement Date and (2) no principal, interest, or fees shall be due or payable pursuant to this Note during the period commencing on **JULY 1, 2020** and ending on **DECEMBER 31, 2020**.

Quarterly payments of principal of and interest on this Note shall recommence on the first day of the calendar month that is nine calendar months after the Interest-Free Commencement Date. The maturity date of this Note shall be extended by six (6) months, and principal of and interest on this Note shall continue to be payable after the original maturity date of this Note in consecutive quarterly installments equal to the amounts

specified in this Note, from the first day of the calendar quarter following the original maturity date of this Note and continuing to be due on the first day of each succeeding calendar quarter thereafter until the extended maturity date of this Note.

2. **No Other Waivers or Amendments.** Except for the amendments expressly set forth and referred to in Section 1 above, the Note and the Loan Agreement shall remain unchanged and in full force and effect. Nothing in this Modification is intended, or shall be construed, to constitute a novation or an accord and satisfaction of any of the obligations created by the Note or the Loan Agreement.

3. **Representations and Warranties.** To induce the Lender to enter into this Modification, the Borrower does hereby warrant, represent, and covenant to the Lender that: (a) each representation or warranty of the Borrower set forth in the Loan Agreement is hereby restated and reaffirmed as true and correct on and as of the date hereof as if such representation or warranty were made on and as of the date hereof (except to the extent that any such representation or warranty expressly relates to a prior specific date or period), and no Event of Default has occurred and is continuing as of this date under the Loan Agreement; and (b) the Borrower has the power and is duly authorized to enter into, deliver, and perform this Modification, and this Modification is the legal, valid, and binding obligation of the Borrower enforceable against it in accordance with its terms.

4. **Conditions Precedent to Effectiveness of this Modification.** The effectiveness of this Modification is subject to the truth and accuracy in all material respects of the representations and warranties of the Borrower contained in Section 3 above and to the fulfillment of the following additional conditions precedent:

- (a) the Lender shall have received one or more counterparts of this Modification duly executed and delivered by the Borrower; and
- (b) the Lender shall have received (1) a certified copy of the resolution adopted by the Borrower's governing body, substantially in the form of Exhibit A attached hereto, and (2) a signed opinion of counsel to the Borrower, substantially in the form of Exhibit B attached hereto.

5. **Counterparts.** This Modification may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument.

[Signatures and Seals To Follow]

IN WITNESS WHEREOF, the parties hereto have caused this Modification to be duly executed and delivered as of the date specified at the beginning hereof.

CITY OF LEESBURG

Signature: _____

Print Name: _____

Title: _____

Approved as to Form:

(SEAL)

Attest Signature: _____

Borrower's Attorney

Name: _____

Title: _____

**GEORGIA ENVIRONMENTAL
LOAN ACQUISITION CORPORATION**

Signature: _____

Kevin Clark
President

(SEAL)

EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF LEESBURG
Loan Number: 98L59WS

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the _____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed \$827,590.00 from the **GEORGIA ENVIRONMENTAL LOAN ACQUISITION CORPORATION** (the "Lender") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. **98L59WS** (the "Loan Agreement"), between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. **98L59WS** (the "Note"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents)

(Title)

(Name of Person to Attest Documents)

(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____, 2020.

Secretary/Clerk

(SEAL)

OPINION OF BORROWER'S COUNSEL
(Please furnish this form on Attorney's Letterhead)

_____, 2020

Georgia Environmental Loan Acquisition Corporation
233 Peachtree Street, N.E.
Harris Tower, Suite 900
Atlanta, Georgia 30303

Ladies and Gentlemen:

A legal opinion of [LAW FIRM] was delivered to you, dated [LEGAL LETTER DATE] (the "**Closing Opinion**"), relating to the Loan Agreement, numbered Loan No. **98L59WS** (the "**Loan Agreement**"), between **CITY OF LEESBURG** (the "**Borrower**") and the **GEORGIA ENVIRONMENTAL LOAN ACQUISITION CORPORATION**, as assignee (the "**Lender**"), and the Promissory Note, numbered Loan No. **98L59WS** (the "**Note**"), of the Borrower. As counsel for the Borrower, I have examined a duly executed original of the Modification of Promissory Note, dated **JULY 1, 2020** (the "**Modification**"), between the Borrower and the Lender; the proceedings taken by the Borrower to authorize the Modification; the Closing Opinion; and such other documents, records, and proceedings as I have deemed relevant or material to render this opinion. Based upon such examination, I hereby reconfirm as of the date hereof the opinions contained in the Closing Opinion, subject to the modification that all references to the Note (as defined in the Closing Opinion) shall be deemed to include a reference to the Modification. Nothing has come to my attention, after due investigation, that in any way might question the continuing validity and accuracy of the Closing Opinion, as modified above.

Very truly yours,

[Attorney Name]

EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF LEESBURG
Loan Number: 2013L06WS

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the ____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed \$988,399.00 from the GEORGIA ENVIRONMENTAL FINANCE AUTHORITY (the "Lender") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. 2013L06WS (the "Loan Agreement"), between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. 2013L06WS (the "Note"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents)

(Title)

(Name of Person to Attest Documents)

(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____, 2020.

Secretary/Clerk

(SEAL)

EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF LEESBURG
Loan Number: DW11015

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the ____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed \$664,480.00 from the GEORGIA ENVIRONMENTAL FINANCE AUTHORITY (the "Lender") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. DW11015 (the "Loan Agreement"), between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. DW11015 (the "Note"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents)

(Title)

(Name of Person to Attest Documents)

(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____, 2020.

Secretary/Clerk

(SEAL)

EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF LEESBURG
Loan Number: DW13014

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the _____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed \$786,100.00 from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. **DW13014** (the "Loan Agreement"), between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. **DW13014** (the "Note"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents) (Title)

(Name of Person to Attest Documents) (Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____, 2020. _____
Secretary/Clerk

(SEAL)

EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF LEESBURG
Loan Number: DW15036

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the _____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed \$979,161.00 from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. **DW15036** (the "Loan Agreement"), between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. **DW15036** (the "Note"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents) (Title)

(Name of Person to Attest Documents) (Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____, 2020. _____
Secretary/Clerk

(SEAL)

EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF LEESBURG
Loan Number: DW98006

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the ____ day of _____ 2020, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed \$335,749.00 from the GEORGIA ENVIRONMENTAL FINANCE AUTHORITY (the "Lender") or the Lender's assignor, pursuant to the terms of a Loan Agreement, numbered Loan No. DW98006 (the "Loan Agreement"), between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note, numbered Loan No. DW98006 (the "Note"), of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Note, pursuant to the terms of a Modification of Promissory Note (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

(Name of Person to Execute Documents) (Title)

(Name of Person to Attest Documents) (Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____, 2020. _____
Secretary/Clerk

(SEAL)

City of Leesburg ~ General Fund

FY 2020 Budget to Actual Report by line item

FY 2018 Audited Actual Revenues & Expenditures
 FY 2019 Audited Actual Revenues & Expenditures
 FY 2020 Approved Budget
 FY 2020 Unaudited Actual Revenues & Expenditures 05/31/2020
 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 Unaudited Actual Revenues & Expenditures 05/31/2020	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	-	-	-	(5,460)		
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	6,107	(207)	104%
100 031 31100 31135	TAVT-LOST/SPILOST AND TRUE UP	103,490	130,198	124,000	61,874	62,126	50%
100 031 31100 311320	MOBILE HOME	1,266	1,328	1,000	836	164	84%
100 031 31100 311340	INTANGIBLES (REG/RECORD)	6,475	3,623	5,240	4,552	688	87%
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	1,589	411	79%
100 031 31100 311700	FRANCHISE TAXES-SEMC	15,540	16,720	15,900	16,323	(423)	103%
100 031 31100 31170	ELECTRIC	115,078	122,712	122,040	122,523	(483)	100%
100 031 31100 311750	CABLE	27,649	27,429	26,000	26,049	(49)	100%
100 031 31100 311760	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	400,147	59,853	87%
100 031 31400 31400	BEER SS & USE	60,771	59,027	57,900	55,091	2,809	95%
100 031 31400 314211	WINE SS & USE	1,750	1,902	2,000	1,591	409	80%
100 031 31600 31600	BUSINESS AND OCCUPATION T	27,678	27,693	25,150	28,470	(3,320)	113%
100 031 31600 316200	INSURANCE PREMIUM TAX	192,471	207,571	200,000	220,486	(20,486)	110%
100 031 31600 316300	FINANCIAL INSTITUTIONS TA	10,331	10,689	11,000	15,735	(4,735)	143%
100 031 31900 31900	PENALTY-GENERAL PROPERTY	859	1,514	1,500	2,136	(636)	142%
100 031 31900 319500	FIFA	-	-	-			
100 031 31900 319900	OTHER-DELIQUENT TAX SERVI	-	-	-			
100 032 32100 32100	BEER	3,713	3,300	3,100	2,475	625	80%
100 032 32100 321120	WINE	3,713	3,300	3,100	2,063	1,038	67%
100 032 32100 321220	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	88,040	88,040	50%

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 Revenues & Expenditures	Audited Actual Revenues & Expenditures	Audited Actual Revenues & Expenditures	Approved Budget	Actual Revenues & Expenditures 05/31/2020	Remaining FY 2020 Budget	Actuals to Budget Used		
100 033 33800 33800 HOUSING AUTHORITY P-I-L-O	1,970	1,966	2,000	2,000	486	2,000	0%		
100 034 34100 34100 ELECTION QUALIFYING FEES	270	54	-	-	486	-			
100 034 34200 34200 ACCIDENT REPORT-INDIVIDUA	703	588	1,128	1,128	434	694	38%		
100 034 34400 34410 REFUSE COLLECTION CHARGES	498,339	505,594	565,000	565,000	501,643	63,357	89%		
100 034 34900 34900 BAD CHECK FEE	70	35	-	-	-	-			
100 035 35100 35110 MUNICIPAL	207,373	231,173	225,000	225,000	272,145	(47,145)	121%		
100 036 36100 36100 INTEREST	1,703	1,569	1,500	1,500	930	570	62%		
100 037 37100 37100 DONATIONS	2,955	8,385	-	-	27	(27)			
100 037 37100 37130 TOYS FOR FOSTER CHILDREN	845	2,850	-	-	1,479	-			
100 037 37100 37131 EXPLORER PROGRAM DONATION	2,719	739	-	-	430	-			
100 038 38100 38100 RENTS AND ROYALTIES	-	-	5,000	5,000	-	5,000	0%		
100 038 38300 38300 REIMBURSE FOR DAMAGED PRO	470	53,738	-	-	4,200	-			
100 038 38300 38300 INSURANCE PROCEEDS	-	-	-	-	-	-			
100 038 38900 38900 OTHER MISCELLANEOUS INCOME	167	2,319	-	-	867	-			
100 038 38900 38900 CARRYOVER OF FUND BALANCE	-	-	-	-	-	-			
100 038 38900 38900 CASH OVER/SHORT	(9)	(5)	-	-	(38)	-			
100 039 39100 39100 FUND BEGINNING BALANCE	-	-	100,000	100,000	-	100,000	0%		
100 039 39100 39105 PD TOYS FOR FOSTER KIDS	-	-	-	-	-	-			
100 039 39100 39106 PD EXPLORER PROGRAM	-	-	-	-	-	-			
100 039 39100 39120 TRANSFER IN-OTHER FUNDS	200,000	300,000	50,000	50,000	45,833	4,167	92%		
100 039 39100 391201 Revenue from indirect charges	60,439	60,519	69,360	69,360	63,580	5,780	92%		
100 039 39200 39200 SALE OF ASSETS	5,434	-	-	-	-	-			
100 061 61100 61100 TRANSFER OUT-OTHER FUNDS	(1,000)	-	-	-	(41,789)	-			
Total General Fund Revenue	2,502,644	2,905,259	2,624,354	2,624,354	2,265,594	358,759	86%		
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	3,600	-	100%		
100 100 01100 00051 511020 COUNCIL SALARY	11,700	11,700	11,700	11,700	11,025	675	94%		
100 100 01100 00052 523710 TRAINING - Mayor	-	-	1,138	1,138	-	1,138	0%		
100 100 01100 00052 523510 TRAVEL-MAYOR	94	65	2,003	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 Actual		FY 2020	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures		Actuals to 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	DELINQUENT 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	34,024	(14,024)	170%
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	3,933	2,067	66%
100	100	01500	00052	522300	RENTS AND LEASES	1,572	3,342	3,000	2,159	841	72%
100	100	01500	00052	523100	INSURANCE, OTHER THAN EMP	11,905	12,507	13,879	12,974	905	93%
100	100	01500	00052	523200	COMMUNICATIONS	2,726	3,759	3,450	3,108	342	90%
100	100	01500	00052	523210	POSTAGE	1,137	2,089	1,050	1,651	(601)	157%
100	100	01500	00052	523300	ADVERTISING	1,334	1,082	2,000	1,179	821	59%
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	8,582	(82)	101%
100	100	01500	00052	523610	SOUTHWEST GA RDC DUES	3,307	3,304	3,310	3,333	(23)	101%
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	97,870	17,543	85%
100	100	01500	00053	531230	ELECTRICITY	4,644	4,859	5,500	4,443	1,057	81%
100	100	01500	00053	531270	GAS & OIL	332	238	400	135	265	34%
100	100	01500	00053	531300	FOOD / EMPLOYEE APPRECIATION	2,877	2,413	2,500	2,723	(223)	109%
100	100	01500	00053	531600	SMALL EQUIPMENT	73	125	1,000		1,000	0%
100	100	01500	00053	531700	OFFICE SUPPLIES	7,480	8,631	6,000	6,889	(889)	115%
100	100	01500	00053	531720	CLEANING/ PAPER SUPPLIES	1,083	1,726	1,600	1,475	125	92%
Total Supplies - Administration						16,488	17,992	17,000	15,666	1,334	92%
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 2020
Unaudited
Actual
Revenues &
Expenditures
05/31/2020

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

Public Safety

100 300 03200 00051 511100	REGULAR EMPLOYEES	484,317	531,013	558,378	498,763	59,615	89%
100 300 03200 00051 511101	REGULAR EMPLOYEES VAC SELL BACK	11,974	13,282	19,919	11,226	8,694	56%
100 300 03200 00051 511105	PART TIME EMPLOYEES	30,232	24,481	39,424	46,085	(6,661)	117%
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	20,732	21,526	49%
100 300 03200 00051 512100	EMPLOYEE GROUP INSURANCE	67,378	112,561	133,786	129,000	4,786	96%
100 300 03200 00051 512200	FICA	41,588	42,957	51,250	40,235	11,015	79%
100 300 03200 00051 512400	RETIREMENT	32,347	35,029	40,629	31,926	8,703	79%
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	27,599	(1,948)	108%
Total Personnel Services Public Safety		759,483	844,468	924,700	816,965	107,734	88%
100 300 03200 00052 521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	-
100 300 03200 00052 521201	COMPUTER SUPPORT FEES	13,165	9,721	10,800	8,317	2,483	77%
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	2,804	(304)	112%
100 300 03200 00052 522250	VEHICLE REPAIR	28,568	26,702	23,000	21,717	1,283	94%
100 300 03200 00052 522260	RADIO MAINTENANCE	-	4,707	1,000	150	850	15%
100 300 03200 00052 523100	INSURANCE, OTHER THAN EMP	10,750	11,322	12,379	11,915	464	96%
100 300 03200 00052 523200	COMMUNICATIONS	9,504	10,431	20,908	28,343	(7,435)	136%
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	628	96	87%
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	184	616	23%
Total Purchased / Contracted Services Public Safety		74,646	70,817	74,761	75,449	(688)	101%

100 300 03200 00053 531230	ELECTRICITY	6,187	6,485	6,500	5,795	705	89%
100 300 03200 00053 531270	GAS & OIL	32,834	32,850	27,100	26,611	489	98%
100 300 03200 00053 531600	Small Equipment	-	-	-	-	-	-
100 300 03200 00053 531700	OFFICE SUPPLIES	1,497	2,532	2,500	2,091	409	84%
100 300 03200 00053 531720	CLEANING/ PAPER SUPPLIES	1,109	881	1,100	1,436	(336)	131%

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 05/31/2020	Remaining FY 2020 Budget			
100 400 04600 00052 522210 EQUIPMENT REPAIR & MAINT	36,255	43,503	22,000	27,556	(5,556)	125%			
100 400 04600 00052 522220 BUILDING REPAIR & MAINT	1,610	4,012	2,500	1,203	1,297	48%			
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	10,627	3,173	77%			
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	8,759	(2,759)	146%			
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	11,915	464	96%			
100 400 04600 00052 523200 COMMUNICATIONS	3,657	2,852	3,000	3,388	(388)	113%			
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	619	181	77%			
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	79,193	4,543	95%			
100 400 04600 00053 531230 ELECTRICITY	4,731	4,858	4,900	4,150	750	85%			
100 400 04600 00053 531750 OTHER SUPPLIES	-	-	-	-	-	-			
100 400 04600 00053 531270 GAS & OIL	20,647	22,270	15,000	13,665	1,335	91%			
100 400 04600 00053 531280 STREET LIGHTS (POWER)	60,785	60,798	63,000	50,743	12,257	81%			
100 400 04600 00053 531700 OFFICE SUPPLIES	1,911	631	1,500	1,294	206	86%			
100 400 04600 00053 531720 CLEANING/ PAPER SUPPLIES	884	566	1,400	980	420	70%			
100 400 04600 00053 531810 MAINTENANCE SUPPLIES	9,440	18,121	12,925	10,800	2,125	84%			
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	91,437	15,089	86%			

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** **Remaining** **FY 2020**
Revenues & **Revenues &** **Budget** **FY 2020** **Actuals to**
Expenditures **Expenditures** **Budget** **Budget Used**
 - - - - -
 - - - - -
 - - - - -
 - - - - -

		FY 2018		FY 2019		FY 2020		FY 2020		Percentage of	
		Audited Actual	Audited Actual	FY 2020	Remaining	Actuals to	Budget Used				
		Revenues &	Revenues &	Approved	FY 2020	Budget	Budget				
		Expenditures	Expenditures	Budget	Budget	Budget	Budget				
		05/31/2020	05/31/2020								
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	785,144	153,128	84%				
Chamber of Commerce											
100	750	07520	00052	523200	COMMUNICATIONS	776	3,977	4,100	3,872	228	94%
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%	0%
100	750	07520	00052	531210	WATER, SEWER, TRASH	1,670	258	300	253	47	84%
100	750	07520	00053	531230	ELECTRICITY	1,670	2,982	3,500	3,153	347	90%
100	750	07520	00053	531720	CLEANING/ PAPER SUPPLIES	1,670	942	1,100	375	725	34%
Subtotal Chamber of Commerce		2,884	9,685	11,000	12,227	(1,227)	111%				
Total General Fund Expenses		2,231,177	2,443,827	2,624,354	2,199,176	425,178	84%				
General Fund Net Gain / (Loss)		271,468	461,432	0	66,419						

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	Approved	Actual	Remaining	Actual	Budget	of FY 2020	Actuals to
		Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Budget	Revenues & Expenditures 05/31/2020	FY 2020 Budget	Revenues & Expenditures 05/31/2020	Budget	Budget Used	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	28,777	28,777	94%
505	034	34400	34420	344211	WATER TAP FEES	17,400	9,500	10,890	(7,460)	(7,460)	169%
505	034	34400	34420	344212	RECONNECTION FEE	10,435	13,002	12,510	5,824	6,686	47%
505	034	34400	34420	344213	WATER PENALTY	26,990	25,267	27,600	7,308	7,308	74%
505	034	34400	34420	344214	WATER FUND BEGINNING BAL	200,000	200,000	230,000	-	230,000	0%
505	034	34400	34425	344255	SEWER SALES	431,477	446,757	496,426	443,722	52,704	89%
505	034	34400	34425	344256	SEWER TAP FEES	15,015	6,435	9,762	23,595	(13,833)	242%
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	2,264	3,536	39%
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	-	-	-	41,689	(41,689)	-
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)	(63,580)	(5,780)	92%
Total Water and Sewer Fund Revenue			951,484	1,181,393	1,234,806	975,775	259,031				79%
WATER AND SEWER FUND EXPENSES											
SEWER DEPARTMENT											
505	400	04330	00051	511100	REGULAR EMPLOYEES	75,496	82,220	83,524	73,222	10,302	88%
505	400	04330	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,097	1,145	3,032	1,339	1,694	44%
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	4,491	930	83%
505	400	04330	00051	512100	EMPLOYEE GROUP INSURANCE	3,971	4,849	12,514	4,762	7,752	38%
505	400	04330	00051	512200	FICA	6,408	6,642	7,382	6,205	1,176	84%
505	400	04330	00051	512400	RETIREMENT	5,218	5,555	5,784	4,545	1,239	79%
505	400	04330	00051	512415	457b plan cont	1,540	1,100	1,580	1,483	97	94%
505	400	04330	00051	512700	WORKERS' COMPENSATION	1,688	492	1,414	1,429	(15)	101%

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	
		3,025		2,975		3,000		2,500		83%	
505	400	04330	00051	512910	VEHICLE ALLOWANCE-CITY MA					500	83%
Total Personnel Services Sewer			104,537		111,650		125,166		101,449		81%
505	400	04330	00052	521200	ATTORNEY & LEGAL FEES						
505	400	04330	00052	521201	COMPUTER SUPPORT FEES	3,944	9,000	6,304	6,304	2,696	70%
505	400	04330	00052	521220	ENGINEERING FEES	1,165	4,500	4,500	4,500	4,500	0%
505	400	04330	00052	521225	BAD DEBT EXPENSE	-	-	-	-	-	
505	400	04330	00052	521230	AUDITOR FEES	3,990	4,110	3,549	3,549	561	86%
505	400	04330	00052	521250	WATER TESTING	33,106	-	-	-	-	
505	400	04330	00052	522210	EQUIPMENT REPAIR & MAINT	20,733	16,364	15,064	15,064	1,301	92%
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	20,116	19,363	19,363	753	96%
505	400	04330	00052	523200	COMMUNICATIONS	11,087	11,100	10,191	10,191	909	92%
505	400	04330	00052	523210	POSTAGE	1,751	300	300	300	300	0%
505	400	04330	00052	523226	WATERSHED MON CONTRACT (T	234	6,200	2,200	2,200	4,000	35%
505	400	04330	00052	523300	ADVERTISING	240	400	400	400	400	0%
505	400	04330	00052	523505	TRAVEL-EMPLOYEE	-	1,500	1,500	1,500	1,500	0%
505	400	04330	00052	523600	DUES AND FEES	2,664	1,000	1,183	1,183	(183)	118%
Total Contracted Services Sewer Dept			98,936		86,437		74,590		57,852		78%
505	400	04330	00053	531230	ELECTRICITY-PUMP/LIFT STATIONS	18,530	27,000	21,259	21,259	5,741	79%
505	400	04330	00053	531270	GAS & OIL	624	1,000	1,284	1,284	(284)	128%
505	400	04330	00053	531600	SMALL EQUIPMENT	-	-	-	-	-	
505	400	04330	00053	531700	OFFICE SUPPLIES	1,536	1,800	813	757	1,043	42%
505	400	04330	00053	531900	SEWER SUPPLIES	3,323	4,000	2,535	7,314	(3,314)	183%
Total Supplies Sewer Dept			24,013		34,479		33,800		30,614		91%
505	400	04330	00054	542200	CAPITAL OUTLAY-NEW VEHICLE	-	-	-	-	-	
505	400	04330	00054	542500	CAPITAL OUTLAY-OTHER EQUI	3,200	-	-	-	-	
505	400	04330	00054	542530	2014 I & I CAPITAL PROJEC	-	-	-	-	-	
505	400	04330	00054	542531	PUBLIC WORKS W/S EXTENSIO	-	-	-	-	-	
Total Capital Outlay Sewer Dept			3,200		-		100,000		91,667		92%
505	400	04330	00056	561000	DEPRECIATION	288,404	263,876	263,876	263,876	8,333	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	FY 2020	Unaudited	Actual	Remaining	of FY 2020	
		Revenues & Expenditures	Revenues & Expenditures	Approved Budget	Actual Revenues & Expenditures 05/31/2020	FY 2020 Budget	FY 2020 Budget	Actuals to Budget Used	
Total Depreciation Sewer Dept		288,404	263,876	100,000	91,667	8,333	8,333	92%	
505 400 04330 00057	CONTENGIENCY	8,717	6,748	50,000	-	50,000	50,000	0%	
Total Other Costs Sewer Dept		8,717	6,748	50,000	-	50,000	50,000	0%	
505 400 04330 00058	GEFA DWSRF 11-015	7,567	7,145	6,714	6,171	543	543	92%	
505 400 04330 00058	INTEREST PAID ON NOTES	-	-	-	-	-	-	-	
Total Debt Service Sewer Dept		7,567	7,145	6,714	6,171	543	543	92%	
Subtotal Sewer Department		535,374	510,334	390,270	287,753	102,517	102,517	74%	
SEWAGE TREATMENT PLANT									
505 400 04335 00051	REGULAR EMPLOYEES	69,007	68,910	72,407	66,712	5,695	5,695	92%	
505 400 04335 00051	REGULAR EMPLOYEES VAC SELL BACK	409	445	2,785	2,785	2,785	2,785	0%	
505 400 04335 00051	LONGEVITY	1,266	1,316	1,392	1,393	(0)	(0)	100%	
505 400 04335 00051	OVERTIME	8,590	11,976	10,861	11,311	(450)	(450)	104%	
505 400 04335 00051	EMPLOYEE GROUP INSURANCE	575	936	12,466	410	12,056	12,056	3%	
505 400 04335 00051	FICA	5,876	6,421	6,690	6,016	674	674	90%	
505 400 04335 00051	RETIREMENT- Pension	4,586	5,058	5,695	4,475	1,220	1,220	79%	
505 400 04335 00051	457b plan cont	336	384	384	352	32	32	92%	
505 400 04335 00051	WORKERS' COMPENSATION	7,303	294	1,262	1,887	(625)	(625)	150%	
505 400 04335 00052	SLUDGE DISPOSAL	11,987	10,578	14,000	5,213	8,787	8,787	37%	
505 400 04335 00052	WATER TESTING	-	34,918	35,000	28,798	6,202	6,202	82%	
505 400 04335 00052	VEHICLE REPAIR	1,500	987	1,000	1,219	(219)	(219)	122%	
505 400 04335 00052	UNIFORMS	395	822	1,000	495	505	505	49%	
505 400 04335 00052	TRAVEL-EMPLOYEE	926	1,867	1,183	410	773	773	35%	
505 400 04335 00052	EDUCATION & TRAINING	980	1,625	1,000	730	270	270	73%	
505 400 04335 00053	Electricity	48,845	46,195	50,473	41,141	9,332	9,332	82%	
505 400 04335 00053	Other Supplies	1,862	1,884	600	793	(193)	(193)	132%	
505 400 04335 00053	Chemicals for Plant	20,299	21,049	35,000	22,489	12,511	12,511	64%	
505 400 04335 00052	WWTF Repairs & Maintenance	16,146	24,939	17,000	13,286	3,714	3,714	78%	
505 400 04335 00054	TRUCKS AND AUTOS	-	-	-	-	-	-	-	
505 400 04335 00054	OTHER CAPITAL	-	-	-	-	-	-	-	
Total Sewage Treatment Plant		200,886	240,606	270,198	207,129	63,069	63,069	77%	

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

FY 2013 Audited Actual Revenues & Expenditures 200,886
 FY 2019 Audited Actual Revenues & Expenditures 240,606
 FY 2020 Approved Budget 270,198
 FY 2020 Unaudited Actual Revenues & Expenditures 05/31/2020 207,129
 Remaining FY 2020 Budget 63,069
 Percentage of FY 2020 Actuals to Budget Used 77%

Subtotal Sewage Treatment Plant												
Water Department												
505 400 04400 00051 511100	REGULAR EMPLOYEES	118,499	121,628	133,470	116,021	17,449						
505 400 04400 00051 511101	REGULAR EMPLOYEES VAC SELL BACK	1,872	1,735	4,757	2,017	2,739						
505 400 04400 00051 511199	LONGEVITY	2,094	2,123	2,378	2,264	114						
505 400 04400 00051 511300	OVERTIME	9,716	13,027	11,144	11,003	141						
505 400 04400 00051 512100	EMPLOYEE GROUP INSURANCE	9,669	11,213	24,390	11,027	13,363						
505 400 04400 00051 512200	FICA	10,091	10,558	11,838	9,918	1,920						
505 400 04400 00051 512400	RETIREMENT	14,773	11,699	9,245	7,265	1,980						
505 400 04400 00051 512415	457b plan cont	1,744	1,328	1,892	1,679	213						
505 400 04400 00051 512700	WORKERS' COMPENSATION	6,063	1,198	3,584	3,618	(34)						
505 400 04400 00051 512910	VEHICLE ALLOWANCE	3,025	2,975	3,000	2,500	500						
Total Personal Services Water Dept		177,546	177,485	205,698	167,313	38,385						
505 400 04400 00052 521200	ATTORNEY & LEGAL FEES	-	-	200	-	200						
505 400 04400 00052 521201	COMPUTER SUPPORT FEES	3,944	7,900	9,000	6,087	2,913						
505 400 04400 00052 521220	ENGINEERING FEES	3,718	1,800	4,000	4,533	(533)						
505 400 04400 00052 521230	AUDITOR FEES	7,220	6,422	7,436	6,422	1,014						
505 400 04400 00052 521250	WATER TESTING	5,159	1,954	3,500	5,155	(1,655)						
505 400 04400 00052 522210	EQUIPMENT REPAIR & MAINT	417	16,929	1,500	3,694	(2,194)						
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	19,363	753						
505 400 04400 00052 523200	COMMUNICATIONS	8,879	9,376	9,600	7,831	1,769						
505 400 04400 00052 523210	POSTAGE	1,982	102	500	61	439						
505 400 04400 00052 523300	ADVERTISING	680	516	600	360	240						
505 400 04400 00052 523505	TRAVEL-EMPLOYEE	557	3,134	3,000	1,514	1,486						
505 400 04400 00052 523600	DUES AND FEES	2,660	3,427	1,000	1,157	(157)						

City of Leesburg ~ Water & Sewer Fund

FY 2020 Budget to Actual Report by line item

FY 2020
Unaudited
Actual

	FY 2018 Audited Actual Revenues & Expenditures	FY 2019 Audited Actual Revenues & Expenditures	FY 2020 Approved Budget	FY 2020 Actual Revenues & Expenditures 05/31/2020	Remaining FY 2020 Budget	Percentage of FY 2020 Actuals to Budget Used
Total Contracted Services Water Dept	52,760	73,561	60,952	58,676	2,276	96%
505 400 04400 00053 531230 ELECTRICITY-WELLS	18,813	19,351	20,250	18,175	2,075	90%
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	626	874	42%
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	4,642	2,358	66%
Total Supplies Water Dept	45,643	35,967	49,350	32,349	17,001	66%
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	43,129	(23,129)	216%
505 400 04400 00054 542534 WATER LINE IMPROVEMENTS	-	-	-	-	-	-
Total Capital Outlays Water Dept	2,000	-	20,000	43,129	(23,129)	216%
505 400 04400 00056 561000 DEPRECIATION	100,000	100,000	100,000	91,667	8,333	92%
Total Depreciation Water Dept	100,000	100,000	100,000	91,667	8,333	92%
505 400 04400 00057 579000 CONTENGIENCY	-	-	50,000	-	50,000	0%
505 061 61100 61100 612000 TRANSFER OUT - OTHER FUNDS	-	-	50,000	45,833	4,167	-
Total Other Costs Water Dept	-	-	100,000	45,833	54,167	46%
505 400 04400 00058 582000 INTEREST PAID ON NOTES	42,194	40,970	38,338	35,509	2,829	93%
Total Water Dept Debt Service	42,194	40,970	38,338	35,509	2,829	93%
Subtotal Water Department	420,143	427,982	574,338	474,476	99,863	83%
Total Water and Sewer Expenses	1,156,403	1,178,923	1,234,806	969,358	265,448	79%
Water and Sewer Net Gain / Loss	(204,919)	2,471	(0)	6,417		
Plus Unfunded Depreciation	388,404	363,876	200,000	183,333		
Less Principal Debt Reduction	148,708	162,919	193,264	183,072		
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	6,678		

Leesburg Police Department

P.O. Box 890
Leesburg Georgia 31763

Chief C. Prokesh

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

To: **Bob Alexander**
From: **Chief C. Prokesh**
Date: **June 5, 2020**
RE: **Per Your Request**

Per your request, the following is a summary of the incident involving the multi-state fraud case. On Saturday, June 30th, The Leesburg Police identified and captured three individuals in a multi-state fraud and identity theft ring. The basis of this scam involved three individuals that were in possession of multiple Georgia driver's license that were counterfeited to match fraudulently printed checks with multiple account and routing numbers in the names of seven different individuals. The group traveled between South Georgia, East Alabama and North Florida using the checks to purchase physical items from chain retailers. After making purchase from multiple chain businesses within one given area, the items (with receipt) were then transported to other cities, where they were returned for cash refunds.

The group hit several businesses in Leesburg/Lee County including O'Reilly's on Robert B. Lee where two of the individuals purchased auto parts with the fictitious checks after displaying the matching counterfeit drivers' licenses. When an O'Reilly's employee became suspicious as the individuals were leaving, they contacted Leesburg Police. The officer's then located the vehicle at the IGA Grocery store and initiated a stop of the individuals in the parking lot. After the initial investigation escalated, the vehicle was searched and multiple counterfeit licenses portraying the photos of the suspects, over fifty sheets of printed checks in seven different identities, and two printers were located. It was also determined that they had previously passed fictitious checks at IGA a month earlier using checks in different names to make small purchase and wrote the check for cash amounts over the purchase price.

After making the initial arrests for the checks passed at O'Reilly's, we checked the alternate identities within the regional O'Reilly's computer system and learned that the group has victimized O'Reilly's Auto Part stores in Albany, Sylvester, Tifton, Camilla, Cairo, and Thomasville with several of these having outstanding checks that had yet to be returned from the banks. It was further determined that the individuals had receipts for items in the car spanning as far south as Jacksonville Florida and Dawsonville Alabama. I sent out notice and booking photos to all the surrounding agencies in District-2 through the Georgia Chief's Association. We have since had multiple investigators from surrounding agencies contact us to secure warrants on the individuals. As of this writing we have been contacted by the U.S. Marshall's Service who, after confirming the scam had in-fact crossed state lines, have expressed intent in taking the case.

At this point, we have a dozen warrants on the individuals in Leesburg for multiple counts of Forgery, Possession of Tools for the Commission of a Crime, Manufacturing Counterfeit State Identification documents, and Possession of a Firearm by a Convicted Felon. The Individuals are on-hold for other agencies and will be headed to Worth County next where City of Sylvester Investigators have secured Five warrants on the individuals.

-Chief C. Prokesh



Sylvester Police Department

Letter of Commendation

To: Lt. James Vick III

On the behalf of the Criminal Investigation Division of the Sylvester Police Department, we would like to recognize you for your hard work, bravery, and courage. On 5/26/2020 and the following days after, your actions and decision-making lead to the capture of suspects and the clearance of cases. Because of your hard work and dedication, the businesses of Leesburg were saved from possible future loss, and the criminals involved brought to justice. Not just the businesses and citizens of Leesburg were saved but also citizens and businesses of surrounding areas including my town of Sylvester, Georgia. So far in Sylvester, 5 cases have been solved and at least 10 arrest warrants have been issued for those suspects involving our Piggly Wiggly and O'Reilly Auto Parts where almost \$1,700.00 worth of merchandise was fraudulently obtained.

Let this letter show others the commendation you deserve for your outstanding performance in the line of your duties. The citizens and businesses of Leesburg and their property are much safer with you as their officer.

Thank you again for your service!

Sgt. Jonathan McDaniel, CID



Sylvester Police Department

Letter of Commendation

To: Officer Henry Brown

On the behalf of the Criminal Investigation Division of the Sylvester Police Department, we would like to recognize you for your hard work, bravery, and courage. On 5/26/2020 and the following days after, your actions and decision-making lead to the capture of suspects and the clearance of cases. Because of your hard work and dedication, the businesses of Leesburg were saved from possible future loss, and the criminals involved brought to justice. Not just the businesses and citizens of Leesburg were saved but also citizens and businesses of surrounding areas including my town of Sylvester, Georgia. So far in Sylvester, 5 cases have been solved and at least 10 arrest warrants have been issued for those suspects involving our Piggly Wiggly and O'Reilly Auto Parts where almost \$1,700.00 worth of merchandise was fraudulently obtained.

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Thank you again for your service!

Sgt. Jonathan McDaniel, CID



Sylvester Police Department

Letter of Commendation

To: Officer Christopher Baltenberger

On the behalf of the Criminal Investigation Division of the Sylvester Police Department, we would like to recognize you for your hard work, bravery, and courage. On 5/26/2020 and the following days after, your actions and decision-making lead to the capture of suspects and the clearance of cases. Because of your hard work and dedication, the businesses of Leesburg were saved from possible future loss, and the criminals involved brought to justice. Not just the businesses and citizens of Leesburg were saved but also citizens and businesses of surrounding areas including my town of Sylvester, Georgia. So far in Sylvester, 5 cases have been solved and at least 10 arrest warrants have been issued for those suspects involving our Piggly Wiggly and O'Reilly Auto Parts where almost \$1,700.00 worth of merchandise was fraudulently obtained.

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Thank you again for your service!

Sgt. Jonathan McDaniel, CID



Sylvester Police Department

Letter of Commendation

To: Officer Kevin Kendrick

On the behalf of the Criminal Investigation Division of the Sylvester Police Department, we would like to recognize you for your hard work, bravery, and courage. On 5/26/2020 and the following days after, your actions and decision-making lead to the capture of suspects and the clearance of cases. Because of your hard work and dedication, the businesses of Leesburg were saved from possible future loss, and the criminals involved brought to justice. Not just the businesses and citizens of Leesburg were saved but also citizens and businesses of surrounding areas including my town of Sylvester, Georgia. So far in Sylvester, 5 cases have been solved and at least 10 arrest warrants have been issued for those suspects involving our Piggly Wiggly and O'Reilly Auto Parts where almost \$1,700.00 worth of merchandise was fraudulently obtained.

Let this letter show others the commendation you deserve for your outstanding performance in the line of your duties. The citizens and businesses of Leesburg and their property are much safer with you as their officer.

Thank you again for your service!

Sgt. Jonathan McDaniel, CID

PUBLIC WORKS

MONTHLY REPORT

MAY -24 JUN 26 2020

. LIFT STATIONS - REMAINS OPERATIONAL

. LIMBS PICK UP - FOR THE MONTH OF JUN [18] LOADS [48] TONS

TOTAL CHARGE [3, 685.40]

. LIGHTING - NO ACTIVITY

. STREET SWEEPER - NO ACTIVITY

CITY OF LEESBURG

PROJECT STATUS

. PUBLIC WORKS - REPLACING 1" 11/2" 2" REGISTER [COMPLETED]

. PUBLIC WORKS - MAN HOLES WITH INFILTRAION NEED REPAIRING

Count of No.	Location	Estimated Hours	Type	Class	Total
	City Hall	0	CITY HALL	Maintenance	2
			CITY HALL Total		2
			PICK UP CASES OF WATER FOR CITY HALL	Pick up supplies	2
			PICK UP CASES OF WATER FOR CITY HALL Total		2
		0 Total			4
		0.25	PICK UP 4 CASES OF WATER FROM THE DOLLAR STORE FOR CITY HALL	Water	1
			PICK UP 4 CASES OF WATER FROM THE DOLLAR STORE FOR CITY HALL Total		1
			SPRAY FOR WASPS	Maintenance	1
			SPRAY FOR WASPS Total		1
		0.25 Total			2
	City Hall Total				6
	Service Address/Street	0	CHECK FOR LEAK AND GET READING	Water	1
			CHECK FOR LEAK AND GET READING Total		1
			CHECK METER FOR STOPPAGE	Water	1
			CHECK METER FOR STOPPAGE Total		1
			GET READING AND PICK UP TRASH CAN	Water	1
			GET READING AND PICK UP TRASH CAN Total		1
			GET READING FOR BEGINNING OF NEW SERVICE	Water	1
			GET READING FOR BEGINNING OF NEW SERVICE Total		1
			GET READING ONLY	Water	1
			GET READING ONLY Total		1
			IS THIS PROPERTY VACANT OR OCCUPIED?	Water	2
			IS THIS PROPERTY VACANT OR OCCUPIED? Total		2
			LOW WATER PRESSURE	Water	1
			LOW WATER PRESSURE Total		1
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	Sanitation	1
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN Total		1
			Remove Roadkill	Streets	2
			Remove Roadkill Total		2
			Repair Leak	Water	1
			Repair Leak Total		1
			TALK TO CUSTOMER	Water	1
			TALK TO CUSTOMER Total		1
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	Water	1
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN Total		1
			TURN WATER ON	Water	2
			TURN WATER ON Total		2
			TURN WATER ON DELIVER TRASH CAN GET READING	Water	1
			TURN WATER ON DELIVER TRASH CAN GET READING Total		1
			TURN WATER ON AND GET READING	Water	3
			TURN WATER ON AND GET READING Total		3
			YARD DEBRIS PICKUP	Sanitation	1
			YARD DEBRIS PICKUP Total		1
		0 Total			21
		0.1	TURN WATER OFF AND LOCK METER AND GET READING	Water	1
			TURN WATER OFF AND LOCK METER AND GET READING Total		1
		0.1 Total			1
		0.15	CHECK FOR LEAK AND GET READING	Water	2
			CHECK FOR LEAK AND GET READING Total		2
			DELIVER GARBAGE CAN	Sanitation	1
			DELIVER GARBAGE CAN Total		1
			GET READING ONLY	Water	1
			GET READING ONLY Total		1
			PICK UP GARBAGE CAN	Sanitation	1
			PICK UP GARBAGE CAN Total		1
			Reread Meter	Water	2
			Reread Meter Total		2
			TURN WATER OFF AND LOCK METER AND GET READING	Water	3
			TURN WATER OFF AND LOCK METER AND GET READING Total		3
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	Water	1
			TURN WATER OFF LOCK METER AND PICK UP TRASH CAN Total		1
			TURN WATER ON	Water	1
			TURN WATER ON Total		1
			TURN WATER ON AND GET READING	Water	2
			TURN WATER ON AND GET READING Total		2
			VERIFY # OF TRASH CANS AT THIS LOCATION	Sanitation	1
			VERIFY # OF TRASH CANS AT THIS LOCATION Total		1
		0.15 Total			15
		0.153	GET READING FOR BEGINNING OF NEW SERVICE	Water	1
			GET READING FOR BEGINNING OF NEW SERVICE Total		1
		0.153 Total			1
		0.2	CHECK FOR LEAK AND GET READING	Water	1
			CHECK FOR LEAK AND GET READING Total		1
			CHECK METER FOR STOPPAGE	Water	1
			CHECK METER FOR STOPPAGE Total		1
			GET READING ONLY	Water	1
			GET READING ONLY Total		1
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	Sanitation	1
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN Total		1
			TURN WATER ON	Water	1

Service Address/Street	0.2	TURN WATER ON Total		1
	0.2 Total			5
	0.25	CHECK FOR LEAK AND GET READING	Water	9
		CHECK FOR LEAK AND GET READING Total		9
		CLEAR OUT DRAINAGE DITCH AND CUT DOWN WEEDS TO GET RID OF SNAKES	Storm Drainage	1
		CLEAR OUT DRAINAGE DITCH AND CUT DOWN WEEDS TO GET RID OF SNAKES Total		1
		DELIVER GARBAGE CAN	Sanitation	6
		DELIVER GARBAGE CAN Total		6
		GET READING ONLY	Water	3
		GET READING ONLY Total		3
		IS THIS PROPERTY VACANT OR OCCUPIED?	Water	6
		IS THIS PROPERTY VACANT OR OCCUPIED? Total		6
		PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	Sanitation	13
		PICK UP BROKEN CAN AND REPLACE WITH NEW CAN Total		13
		PICK UP GARBAGE CAN	Sanitation	4
		PICK UP GARBAGE CAN Total		4
		Replace Culvert Pipe	Storm Drainage	1
		Replace Culvert Pipe Total		1
		Reread Meter	Water	3
		Reread Meter Total		3
		TURN WATER OFF	Water	2
		TURN WATER OFF Total		2
		TURN WATER OFF AND LOCK METER AND GET READING	Water	3
		TURN WATER OFF AND LOCK METER AND GET READING Total		3
		TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	Water	4
		TURN WATER OFF LOCK METER AND PICK UP TRASH CAN Total		4
		TURN WATER ON	Water	7
		TURN WATER ON Total		7
		TURN WATER ON DELIVER TRASH CAN GET READING	Water	5
		TURN WATER ON DELIVER TRASH CAN GET READING Total		5
		TURN WATER ON AND GET READING	Water	4
		TURN WATER ON AND GET READING Total		4
		(blank)	Streets	1
		(blank) Total		1
	0.25 Total			72
	0.3	CHECK FOR LEAK AND GET READING	Water	3
		CHECK FOR LEAK AND GET READING Total		3
		Put down Rock/Gravel	Streets	1
		Put down Rock/Gravel Total		1
		Sign Repair	Streets	1
		Sign Repair Total		1
	0.3 Total			5
	0.35	TURN WATER OFF LOCK METER AND PICK UP TRASH CAN	Water	1
		TURN WATER OFF LOCK METER AND PICK UP TRASH CAN Total		1
	0.35 Total			1
	0.45	Jet Sewer Line	Sewer	1
		Jet Sewer Line Total		1
	0.45 Total			1
	1	CHANGE METER VALVE	Water	1
		CHANGE METER VALVE Total		1
	1 Total			1
	2	Repair Leak	Water	1
		Repair Leak Total		1
	2 Total			1
	2.5	MOWING & WEEDEATING	Streets	1
		MOWING & WEEDEATING Total		1
	2.5 Total			1
	3	TRIM BUSHES	Streets	1
		TRIM BUSHES Total		1
	3 Total			1
	(blank)	CHANGE METER VALVE	Water	2
		CHANGE METER VALVE Total		2
		CHECK METER FOR STOPPAGE	Water	1
		CHECK METER FOR STOPPAGE Total		1
		IS THIS PROPERTY VACANT OR OCCUPIED?	Water	1
		IS THIS PROPERTY VACANT OR OCCUPIED? Total		1
		PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	Sanitation	1
		PICK UP BROKEN CAN AND REPLACE WITH NEW CAN Total		1
		REPLACE REGISTER	Water	1
		REPLACE REGISTER Total		1
		Reread Meter	Water	1
		Reread Meter Total		1
		TURN WATER OFF AND LOCK METER AND GET READING	Water	1
		TURN WATER OFF AND LOCK METER AND GET READING Total		1
		TURN WATER ON DELIVER TRASH CAN GET READING	Water	1
		TURN WATER ON DELIVER TRASH CAN GET READING Total		1
		VERIFY WATER IS OFF AND LOCKED	Water	2
		VERIFY WATER IS OFF AND LOCKED Total		2
	(blank) Total			11
Service Address/Street Total				137
Grand Total				143