

**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**

October 6, 2020

3.      **PUBLIC HEARING**

4.      **NEW BUSINESS**

(A) Consideration of Main St. (SR 3) and Walnut Ave. (US 19) sidewalk engineering contract with EMC Engineering

(B) Consideration of Downtown Parking Design contract with EMC Engineering.

(C) Consideration of the Loan Application for the Additional Supplemental Appropriations for Disaster Relief Act (ASADRA) Program of the Georgia Environmental Finance Authority 2020 Clean Water Fund.

(D) Consideration to approve construction of a 60" drainage pipe across Canal St. by Zane Grace Construction.

(E) Consideration to reconstruct Train Depot flooring due to damage by Hurricane Michael.

(F) Consideration to approve Final Budget Amendments for Fiscal Year 2020.

(G) Consideration to approve the Wage & Classification Update.

(H) Consideration to approve purchasing three police vehicles.

(I) Discussion of the 2020 Annual Report

5.      **CITY MANAGER'S MATTERS**

(A) Financial Report

(B) Traffic Warrant Studies by EMC Engineering

(C) Canal Street sidewalk design by EMC Engineering

(D) Southeastern Engineering, Inc. TAP surveying activities

(E) Intergovernmental Agreement – Water Services

(F) Joint Public Hearing (Lee County, Leesburg & Smithville) Hazard Mitigation Plan

6.      **DEPARTMENTAL REPORTS**

(A) Police Report

(B) Public Works Report

(C) Water and Sewer Report

7.      **GOVERNMENTAL BOARDS/AUTHORITIES**

8.      **COUNCIL MEMBER'S MATTER**

(A) Discussion of Administrative Services

9. **OLD BUSINESS**
10. **CITY ATTORNEY'S MATTERS**
11. **EXECUTIVE SESSION**
12. **PUBLIC FORUM**
13. **ANNOUCEMENTS**  
Next Scheduled Meeting is December 1, 2020
14. **ADJOURNMENT**

*Agenda May Change Without Notice*

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**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
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Bert Gregory, City Attorney

1.     **CALL TO ORDER**

Mayor Breeden called the meeting to order at 6:00 PM. Mayor Breeden lead the pledge and Councilmember Wilson lead 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 September 6, 2020. Councilmember Powell made a motion to approve the minutes. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

3.     **PUBLIC HEARING**

4.     **NEW BUSINESS**

(A) School Superintendent Dr. Jason Miller discussed the SPLOST referendum and requested everyone vote.

(B) Engineering Consultant Matthew with EMC Engineering discussed the selection of engineering consultant Southeastern Engineering for the Transportation Alternative Program (TAP) Downtown Streetscape Project and the proposed Professional Fees Contract of \$299,917.50. Councilmember Bush made a motion to approve the contract contingent on the City Attorney's review. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

(C) Engineering Consultant Chad Griffin with Still Waters Engineering discussed the Loan Application for the Additional Supplemental Appropriations for Disaster Relief Act (ASADRA) Program of the Georgia Environmental Finance Authority (GEFA) 2020 Drinking Water Fund. The estimated cost of the project is \$1,453,752 with a Principal Forgiveness of \$200,000 with no closing fees or interest on a 30-year loan. Councilmember Renfroe made a motion to approve the GEFA Loan Application. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

(D) Finance Manager Cheryl Allison discussed the Resolution to set the 2020 Millage Rate at 6.00 mills. Councilmember Wilson made motion to approve the Resolution to set the 2020 Millage Rate at 6.00 mills. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

(E) City Manager Bob Alexander discussed an Agreement with Mauldin & Jenkins to audit the financial statements of the governmental activities for year ended June 30, 2020. Councilmember Bush made a motion to approve the agreement. Councilmember White seconded the motion. The Vote was unanimous.

5.     **CITY MANAGER'S MATTERS.**

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

(B)Sales Tax Revenues – The Finance Manager discussed the increase in Sales Tax Revenues for the month of September in the additional amount of \$46,000 in LOST and \$36,000 SPLOST.

(C) Coronavirus Relief Fund (CRF) – The Finance Manager discussed the City has received \$159,922 form the COVID 19 Grant Funds for Phase One and is waiting for more information on Phase Two.

(D) Sidewalk Design – City Manager discussed going ahead with the design on Magnolia Avenue

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**

Councilmember Powell made a motion to go into executive session to discuss real estate matters. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous. Councilmember White made a motion to come out of executive session. Councilmember Renfroe seconded the motion. The vote was unanimous. Councilmember Powell made a motion that no action was taken and that minutes be approved. Councilmember White seconded the motion. The vote was unanimous.

12. **PUBLIC FORUM**

13. **ANNOUCEMENTS**

Next Scheduled Meeting is November 3, 2020

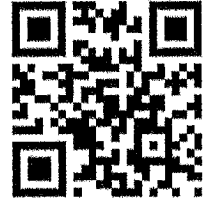
14. **ADJOURNMENT**

Councilmember White made a motion to adjourn. Councilmember Renfroe seconded the motion. The vote was unanimous.





1344 US Hwy 19 South  
Suite A  
Leesburg, GA 31763  
Phone: (229) 435-6133  
Fax: (229) 439-7979  
www.emc-eng.com



Delivered via e-mail: bob.alexander@cityofleesburgga.com

October 13, 2020

Bob Alexander  
City Manager  
107 Walnut Avenue North  
Leesburg, Ga 31763

**RE: LETTER AGREEMENT FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR  
MAIN STREET SIDEWALK IMPROVEMENTS  
CITY OF LEESBURG, LEESBURG, GEORGIA**

Dear Mr. Alexander:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional engineering and surveying services in connection with the referenced *Project*. The *Project* consists of proposed sidewalk improvements (approximately 1,780 linear feet) along Main Street / Hwy 32 in Leesburg.

Our *Basic Services* will include preparation of, planning, ex. condition survey, planning, site engineering, and construction phase services for the proposed project in Leesburg, Lee County, Georgia, and as further described in the attached ***Exhibit "A," Scope of Basic Services.***

Payment for our *Basic Services* will be a lump sum fee of **\$ 15,460.00.** In addition to the lump sum price listed, we recommend that you budget permitting and bid assistance services on an as needed basis. We have estimated hours for these services but have no control over this factor.

**COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK:**

♦ <i>Survey Services</i>	\$ 3,950.00
♦ <i>Site Engineering</i>	\$ 9,010.00
♦ <i>GDOT Special Encroachment Permit</i>	\$ 2,500.00
♦ <i>Permitting and bid assistance Services (hourly as needed)</i>	\$ 2,250.00

This *Proposal* does not include contamination screening or subsurface investigation of the properties. We recommend you have a subsurface soil investigation performed in order to determine if any muck, hazardous waste, buried garbage or other deleterious materials exist on the site of this *Project*. This work can be provided under the *additional services* clause of this *Agreement*.

We will also furnish such *additional services* as you may request. *Additional services* will be documented by EMC and authorized by the *Client*. *Additional services* will be charged on an hourly rate basis in accordance with the attached *Hourly Rate Schedule*.

**ADDITIONAL SERVICES WILL INCLUDE THE FOLLOWING:**

- ♦ *Surveying Services Beyond the Scope of Services*
- ♦ *Geotechnical Investigation*
- ♦ *Environmental Site Assessments*
- ♦ *Engineering Services Beyond the Scope of Services*

*Reimbursable expenses* incurred in connection with all *basic* and *additional services* will be charged on the basis of the actual cost plus 10%. We will bill you monthly for services and *reimbursable expenses*.

**REIMBURSABLE EXPENSES WILL INCLUDE THE FOLLOWING:**

- ♦ *Overnight delivery costs*
- ♦ *Application fees*
- ♦ *Advertisement fees*
- ♦ *Regulatory fees*
- ♦ *Record drawings reproduction costs*
- ♦ *Equipment rental*
- ♦ *CD/Flash Drive*
- ♦ *E-Filing*
- ♦ *Reprographics (In-house or outsourced)*
- ♦ *In-house Printing & Reproduction costs – Rates are:*

<i>Size</i>	<i>Bond (each sheet)</i>	<i>Mylar Sepia (each sheet)</i>
<i>18"x24"</i>	<i>\$1.50</i>	<i>\$ 7.50</i>
<i>24"x36"</i>	<i>\$2.50</i>	<i>\$15.00</i>

The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the *Project*.

Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for *Basic Services* performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the *Client* agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate *"Stop Work"* action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.

We are prepared to begin our services promptly after receipt of your acceptance of this *Proposal/Agreement* and to complete our services in accordance with a mutually agreed upon schedule.

This *Proposal*, attached *Exhibit "A," General Provisions* and *Hourly Rate Schedule* represent the entire understanding between you and us in respect of the *Project* and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of our agreement, we would appreciate your signing this letter in the space provided below and returning it to us, keeping a copy for your files.

Sincerely,  
EMC ENGINEERING SERVICES, INC.

By:  \_\_\_\_\_

B. Matthew Inman, PE  
Valdosta Branch Manager

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2020

CITY OF LEESBURG

By: \_\_\_\_\_

Name:

Title:

Attachments: Exhibit "A" – Scope of Basic Services,  
Exhibit "C" – Client Site Plan  
Hourly Rate Schedule  
General Provisions

# **EXHIBIT "A"**

## **SCOPE OF BASIC SERVICES**

### **1. SURVEY SERVICES:**

- Preparation of a topographic, existing conditions survey with above ground marked utilities and right-of-way limits of the project site as necessary to prepare construction-working drawings.
- Existing utilities will be shown as best can be determined from above-ground observations, contacting utility protection center and record drawings furnished to the surveyor. No excavations or private utility locates will be performed by Surveyor to determine the location of under-ground utilities. EMC cannot guarantee that all under-ground utilities will be shown.

### **2. SITE ENGINEERING:**

- Preparation of the following site construction working drawings based upon the approved preliminary site plan.

#### **ESTIMATED LIST OF DRAWINGS:**

- ◆ Cover
  - ◆ General Notes and Legend/Typical Section
  - ◆ Existing Conditions and Demolition Plan
  - ◆ Site Plan (including dimensions)
  - ◆ Sidewalk, Grading and Drainage plan
  - ◆ Utility Plan (As Needed)
  - ◆ Three Phase Erosion Sediment & Pollution Control Plan
  - ◆ Construction Details
- 
- Development of normal designs, calculations, computations, and details required for regulatory approval.
  - Preparation of construction cost estimate.
  - Preparation of construction specifications.

### **3. GEORGIA DOT PERMITTING:**

- Preparation of GA DOT Plans for Drive Encroachment/Access Permit.
- Coordinate negotiations and preparation of anticipated filings required in the course of normal DOT Driveway applications.

### **4. PERMITTING**

- Preparation of forms, documents, and anticipated filings required in the course of permit approvals from local and/or state government agencies. This includes meetings, negotiations, attendance at any hearings and/or public meetings for survey and engineering items. Permitting services will be charged on an hourly rate basis in accordance with the attached Hourly Rate Schedule.
- Submittal of site development plans to relevant local and state review agencies. Includes addressing comments received on plans through approval for site development plan approvals.

**EMC ENGINEERING SERVICES, INC.**  
**INVOICE AND ACCOUNTING CONTACT INFORMATION**

The following shall be filled out and sent back with the signed executed contract. Please provide and verify the mailing address where invoices are to be submitted.

Accounts Payable Contact Name \_\_\_\_\_

Accounts Payable Address \_\_\_\_\_

Phone # \_\_\_\_\_ Extension \_\_\_\_\_

Fax # \_\_\_\_\_

Accounts Payable Contact Email \_\_\_\_\_

Is a Specific cover sheet to be attached to invoice?      Yes       No

Will lien waivers be required?      Yes       No

Are time sheets required?      Yes       No

Is purchase order number required?      Yes       No

Will the Project manager need a copy sent for their use?      Yes       No

Are there any other project invoicing requirements?      Yes       No

If so, please provide project specific information (AIA Forms, Purchase Order Number, Required Cover Sheet, Number of copies, Project Number, Codes, etc.)

\_\_\_\_\_  
Project Manager Name \_\_\_\_\_

Project Address \_\_\_\_\_

Phone # \_\_\_\_\_ Extension \_\_\_\_\_

Email address \_\_\_\_\_

**Please remit payments to:**      **EMC Engineering Services, Inc.**  
10 Chatham Center South, Suite 100  
Savannah, GA 31405  
Attn: Accounting Dept.



515 Saint Augustine Road  
 Suite E  
 Valdosta, GA 31601  
 Phone: (229) 257-0399  
 Fax: (229) 251-2516  
 www.emc-eng.com

## 2020 Hourly Rate Schedule

### ENGINEERING

Senior Principal Engineer	\$200.00/HR
Principal Engineer	\$180.00/HR
Senior Project Manager	\$175.00/HR
Project Manager	\$140.00/HR
Junior Project Manager	\$135.00/HR
Professional Engineer	\$125.00/HR
Senior Design Engineer	\$115.00/HR
Design Engineer	\$110.00/HR
Junior Design Engineer	\$100.00/HR
Senior Engineer Tech	\$90.00/HR
Engineer Tech	\$80.00/HR
Junior Engineer Tech	\$75.00/HR
Senior Landscape Architect (RLA)	\$150.00/HR
Landscape Architect	\$125.00/HR
Junior Landscape Designer	\$100.00/HR
Geotechnical Engineer	\$135.00/HR
Junior Geotechnical Engineer	\$100.00/HR

### SURVEYING

Senior Registered Land Surveyor	\$150.00/HR
Registered Land Surveyor	\$130.00/HR
Land Surveyor	\$110.00/HR
1-Man RLS Surveyor (Field)	\$140.00/HR
1-Man Surveyor (Field)	\$115.00/HR
2-Man Survey Crew	\$140.00/HR
3-Man Survey Crew	\$190.00/HR
UAV Surveyor	\$150.00/HR
Senior Survey Tech	\$95.00/HR
Survey Tech	\$90.00/HR
Junior Survey Tech	\$85.00/HR

### CONSTRUCTION PHASE SERVICES

Construction Manager	\$115.00/HR
Senior Construction Inspector	\$85.00/HR
Construction Inspector	\$75.00/HR
Senior CMT Field Representative	\$65.00/HR
CMT Field Representative Specialty	\$95.00/HR
CMT Field Representative	\$55.00/HR
Junior CMT Field Representative	\$40.00/HR

### ADMINISTRATIVE

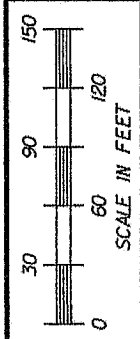
Administrative Assistance	\$60.00/HR
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# EMC ENGINEERING SERVICES, INC.

## GENERAL PROVISIONS

EMC Engineering Services, Inc. (EMC) will provide services in accordance with the scope of services and the following General Provisions:

- 1) EMC agrees to furnish professional engineering and surveying services for the project described in this Agreement (Proposal) and the attachments thereto. Acceptance of this Agreement or proposal constitutes agreement to utilize our services at the rates and charges indicated.
  - 2) This agreement envisions that all of the services described herein will be performed by EMC and that there will be no material changes in the work. Should the scope of the project be changed materially, compensation to EMC for professional services shall be subject to renegotiation.
  - 3) Compensation to EMC for services provided shall conform to the prevailing hourly rate schedule in effect at the time the services are performed.
  - 4) Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for Basic Services performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the client agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate "Stop Work" action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.
  - 5) The standard of care for all professional engineering and related services performed or furnished by EMC under this agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. EMC makes no warranties, express or implied, under this Agreement or otherwise, in connection with EMC's services. EMC and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
  - 6) All design documents prepared or furnished by EMC are instruments of service, and EMC retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. These documents are not to be used on other projects or extensions of this project except by written agreement and with appropriate compensation to EMC. Any reuse of documents without specific written verification or adaptation by EMC will be at the client's sole risk and without liability or legal exposure to EMC, and the client agrees to indemnify and hold harmless EMC, its officers, principals, employees and sub-consultants against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from such reuse.
  - 7) This agreement may not be transferred or assigned without the written consent of EMC.
  - 8) EMC shall not be responsible for any act or omission of any architect, other consultant, contractor, or subcontractors or the agents or employees of any of them nor the acts or omissions of other persons performing any of the work of the project.
  - 9) To the fullest extent permitted by law, the Owner and EMC (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that EMC's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by EMC, whichever is greater.
  - 10) If EMC and Client become involved in any adverse legal proceedings (whether in a court of law, arbitration, binding mediation or other similar proceeding) for any purposes, then EMC shall be entitled to recover from Client, in addition to all principal and interest amounts due to EMC from Client, all attorneys' fees and expenses, all expert fees, and all other fees and expenses incurred by EMC.
  - 11) For projects involving construction phase engineering services, it is agreed that the professional services of EMC are limited to review and observation of the work of the contractor(s) to ascertain that such work substantially conforms to the design intent and the Contract Documents. It is further agreed that the Client will defend, indemnify and hold harmless EMC against any claim or suit whatsoever, including but not limited to all payments, expenses, or costs incurred, arising from or alleged to have arisen from any error or omission in the plans, specifications or Contract Documents. EMC agrees to be responsible for its own or its employee's negligent acts, errors or omissions in the performance of professional services provided by EMC on the project.
- EMC shall not at any time supervise, direct, or have control over any contractor's work, nor shall EMC have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor any failure of any contractor to comply with laws and regulations applicable to contractor's work.
- EMC neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between the Owner and such contractor.



**GCA**  
 GCA, INC.  
 3000 W. BIRCHWOOD STREET, N.W.  
 SUITE 200  
 ATLANTA, GEORGIA 30309  
 PH: 404-355-4000 FAX: 404-355-0804

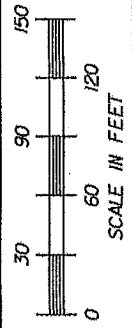
CITY OF LEESBURG  
 LEESBURG SCHOOL CONNECTIVITY STUDY  
 PROPOSED IMPROVEMENTS  
 SIDEWALKS ON SR 32 / MAIN STREET AND SR 3  
 TO COMPLETE SIDEWALK CONNECTIVITY



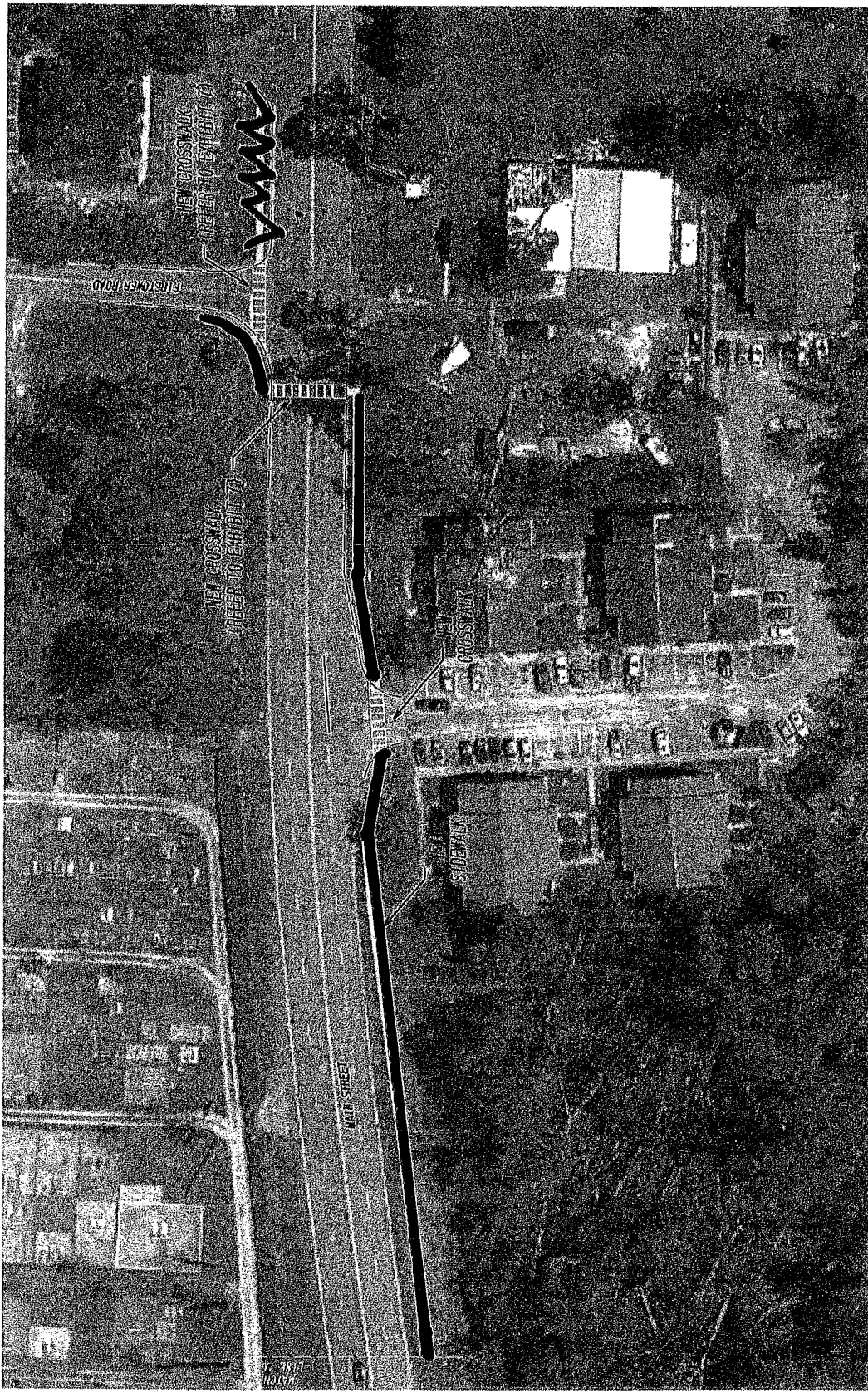


CITY OF LEESBURG  
 LEESBURG SCHOOL CONNECTIVITY STUDY  
 PROPOSED IMPROVEMENTS  
 SIDEWALKS ON SR 32 / MAIN STREET AND SR 3  
 TO COMPLETE SIDEWALK CONNECTIVITY

**GCA**  
 GCA, INC.  
 1000 W. CENTRE STREET, N.W.  
 SUITE 600  
 ATLANTA, GEORGIA 30309  
 PH. 404-355-4000 FAX 404-355-0604



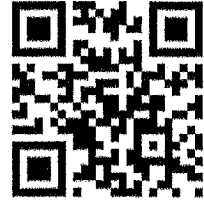
PROJECT NUMBER	DATE	BY	CHECKED BY	SCALE
SR 32 / MAIN STREET AND SR 3	12/12/17	J. HARRIS	J. HARRIS	AS SHOWN



<p><b>GCA, INC.</b>          880 LECHMIRE STREET, N.W.          ATLANTA, GEORGIA 30309          PH: 404-355-4080 FAX: 404-355-0804</p>	<p>CITY OF LEESBURG          LEESBURG SCHOOL CONNECTIVITY STUDY          PROPOSED IMPROVEMENTS          SIDEWALKS ON SR 32 / MAIN STREET AND SR 3          TO COMPLETE SIDEWALK CONNECTIVITY</p>	<p>EXHIBIT NO.  <b>9C</b></p>
	<p>SCALE IN FEET</p>	<p>DATE: 12/12/17</p>



1344 US Hwy 19 South  
Suite A  
Leesburg, GA 31763  
Phone: (229) 435-6133  
Fax: (229) 439-7979  
www.emc-eng.com



Delivered via e-mail: bob.alexander@cityofleesburgga.com

October 13, 2020

Bob Alexander  
City Manager  
107 Walnut Avenue North  
Leesburg, Ga 31763

**RE: LETTER AGREEMENT FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR  
US 19 / WALNUT STREET SIDEWALK IMPROVEMENTS  
CITY OF LEESBURG, LEE COUNTY, GEORGIA**

Dear Mr. Alexander:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional engineering and surveying services in connection with the referenced *Project*. The *Project* consists of proposed sidewalk improvements (approximately 750linear feet) along US 19 in Leesburg.

Our *Basic Services* will include preparation of, planning, ex. condition survey, planning, site engineering, and construction phase services for the proposed project in Leesburg, Lee County, Georgia, and as further described in the attached *Exhibit "A," Scope of Basic Services*.

Payment for our *Basic Services* will be a lump sum fee of **\$ 8,290.00**. In addition to the lump sum price listed, we recommend that you budget permitting and bid assistance services on an as needed basis. We have estimated hours for these services but have no control over this factor.

**COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK:**

♦ <i>Survey Services</i>	\$ 2,290.00
♦ <i>Site Engineering</i>	\$ 4,250.00
♦ <i>GDOT Special Encroachment Permit</i>	\$ 1,750.00
♦ <i>Permitting and bid assistance Services (hourly as needed)</i>	\$ 2,250.00

This *Proposal* does not include contamination screening or subsurface investigation of the properties. We recommend you have a subsurface soil investigation performed in order to determine if any muck, hazardous waste, buried garbage or other deleterious materials exist on the site of this *Project*. This work can be provided under the *additional services* clause of this *Agreement*.

We will also furnish such *additional services* as you may request. *Additional services* will be documented by EMC and authorized by the *Client*. *Additional services* will be charged on an hourly rate basis in accordance with the attached *Hourly Rate Schedule*.

**ADDITIONAL SERVICES** WILL INCLUDE THE FOLLOWING:

- ♦ *Surveying Services Beyond the Scope of Services*
- ♦ *Geotechnical Investigation*
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*Reimbursable expenses* incurred in connection with all *basic* and *additional services* will be charged on the basis of the actual cost plus 10%. We will bill you monthly for services and *reimbursable expenses*.

**REIMBURSABLE EXPENSES** WILL INCLUDE THE FOLLOWING:

- ♦ *Overnight delivery costs*
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- ♦ *CD/Flash Drive*
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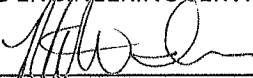
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Sincerely,  
EMC ENGINEERING SERVICES, INC.

By:  \_\_\_\_\_

B. Matthew Inman, PE  
Valdosta Branch Manager

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2020

CITY OF LEESBURG

By: \_\_\_\_\_

Name:

Title:

Attachments: Exhibit "A" – Scope of Basic Services,  
Exhibit "C" – Client Site Plan  
Hourly Rate Schedule  
General Provisions

# **EXHIBIT "A"**

## **SCOPE OF BASIC SERVICES**

### **1. SURVEY SERVICES:**

- Preparation of a topographic, existing conditions survey with above ground marked utilities and right-of-way limits of the project site as necessary to prepare construction-working drawings.
- Existing utilities will be shown as best can be determined from above-ground observations, contacting utility protection center and record drawings furnished to the surveyor. No excavations or private utility locates will be performed by Surveyor to determine the location of under-ground utilities. EMC cannot guarantee that all under-ground utilities will be shown.

### **2. SITE ENGINEERING:**

- Preparation of the following site construction working drawings based upon the approved preliminary site plan.

#### **ESTIMATED LIST OF DRAWINGS:**

- ◆ Cover
  - ◆ General Notes and Legend/Typical Section
  - ◆ Existing Conditions and Demolition Plan
  - ◆ Site Plan (including dimensions)
  - ◆ Sidewalk, Grading and Drainage plan
  - ◆ Utility Plan (As Needed)
  - ◆ Three Phase Erosion Sediment & Pollution Control Plan
  - ◆ Construction Details
- 
- Development of normal designs, calculations, computations, and details required for regulatory approval.
  - Preparation of construction cost estimate.
  - Preparation of construction specifications.

### **3. GEORGIA DOT PERMITTING:**

- Preparation of GA DOT Plans for Drive Encroachment/Access Permit.
- Coordinate negotiations and preparation of anticipated filings required in the course of normal DOT Driveway applications.

### **4. PERMITTING**

- Preparation of forms, documents, and anticipated filings required in the course of permit approvals from local and/or state government agencies. This includes meetings, negotiations, attendance at any hearings and/or public meetings for survey and engineering items. Permitting services will be charged on an hourly rate basis in accordance with the attached Hourly Rate Schedule.
- Submittal of site development plans to relevant local and state review agencies. Includes addressing comments received on plans through approval for site development plan approvals.



**EMC ENGINEERING SERVICES, INC.**  
**INVOICE AND ACCOUNTING CONTACT INFORMATION**

The following shall be filled out and sent back with the signed executed contract. Please provide and verify the mailing address where invoices are to be submitted.

Accounts Payable Contact Name \_\_\_\_\_

Accounts Payable Address \_\_\_\_\_

Phone # \_\_\_\_\_ Extension \_\_\_\_\_

Fax # \_\_\_\_\_

Accounts Payable Contact Email \_\_\_\_\_

Is a Specific cover sheet to be attached to invoice?      Yes       No

Will lien waivers be required?      Yes       No

Are time sheets required?      Yes       No

Is purchase order number required?      Yes       No

Will the Project manager need a copy sent for their use?      Yes       No

Are there any other project invoicing requirements?      Yes       No

If so, please provide project specific information (AIA Forms, Purchase Order Number, Required Cover Sheet, Number of copies, Project Number, Codes, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
Project Manager Name \_\_\_\_\_

Project Address \_\_\_\_\_

Phone # \_\_\_\_\_ Extension \_\_\_\_\_

Email address \_\_\_\_\_

**Please remit payments to:**      **EMC Engineering Services, Inc.**  
10 Chatham Center South, Suite 100  
Savannah, GA 31405  
Attn: Accounting Dept.



515 Saint Augustine Road  
 Suite E  
 Valdosta, GA 31601  
 Phone: (229) 257-0399  
 Fax: (229) 251-2516  
 www.emc-eng.com

## 2020 Hourly Rate Schedule

### ENGINEERING

Senior Principal Engineer	\$200.00/HR
Principal Engineer	\$180.00/HR
Senior Project Manager	\$175.00/HR
Project Manager	\$140.00/HR
Junior Project Manager	\$135.00/HR
Professional Engineer	\$125.00/HR
Senior Design Engineer	\$115.00/HR
Design Engineer	\$110.00/HR
Junior Design Engineer	\$100.00/HR
Senior Engineer Tech	\$90.00/HR
Engineer Tech	\$80.00/HR
Junior Engineer Tech	\$75.00/HR
Senior Landscape Architect (RLA)	\$150.00/HR
Landscape Architect	\$125.00/HR
Junior Landscape Designer	\$100.00/HR
Geotechnical Engineer	\$135.00/HR
Junior Geotechnical Engineer	\$100.00/HR

### SURVEYING

Senior Registered Land Surveyor	\$150.00/HR
Registered Land Surveyor	\$130.00/HR
Land Surveyor	\$110.00/HR
1-Man RLS Surveyor (Field)	\$140.00/HR
1-Man Surveyor (Field)	\$115.00/HR
2-Man Survey Crew	\$140.00/HR
3-Man Survey Crew	\$190.00/HR
UAV Surveyor	\$150.00/HR
Senior Survey Tech	\$95.00/HR
Survey Tech	\$90.00/HR
Junior Survey Tech	\$85.00/HR

### CONSTRUCTION PHASE SERVICES

Construction Manager	\$115.00/HR
Senior Construction Inspector	\$85.00/HR
Construction Inspector	\$75.00/HR
Senior CMT Field Representative	\$65.00/HR
CMT Field Representative Specialty	\$95.00/HR
CMT Field Representative	\$55.00/HR
Junior CMT Field Representative	\$40.00/HR

### ADMINISTRATIVE

Administrative Assistance	\$60.00/HR
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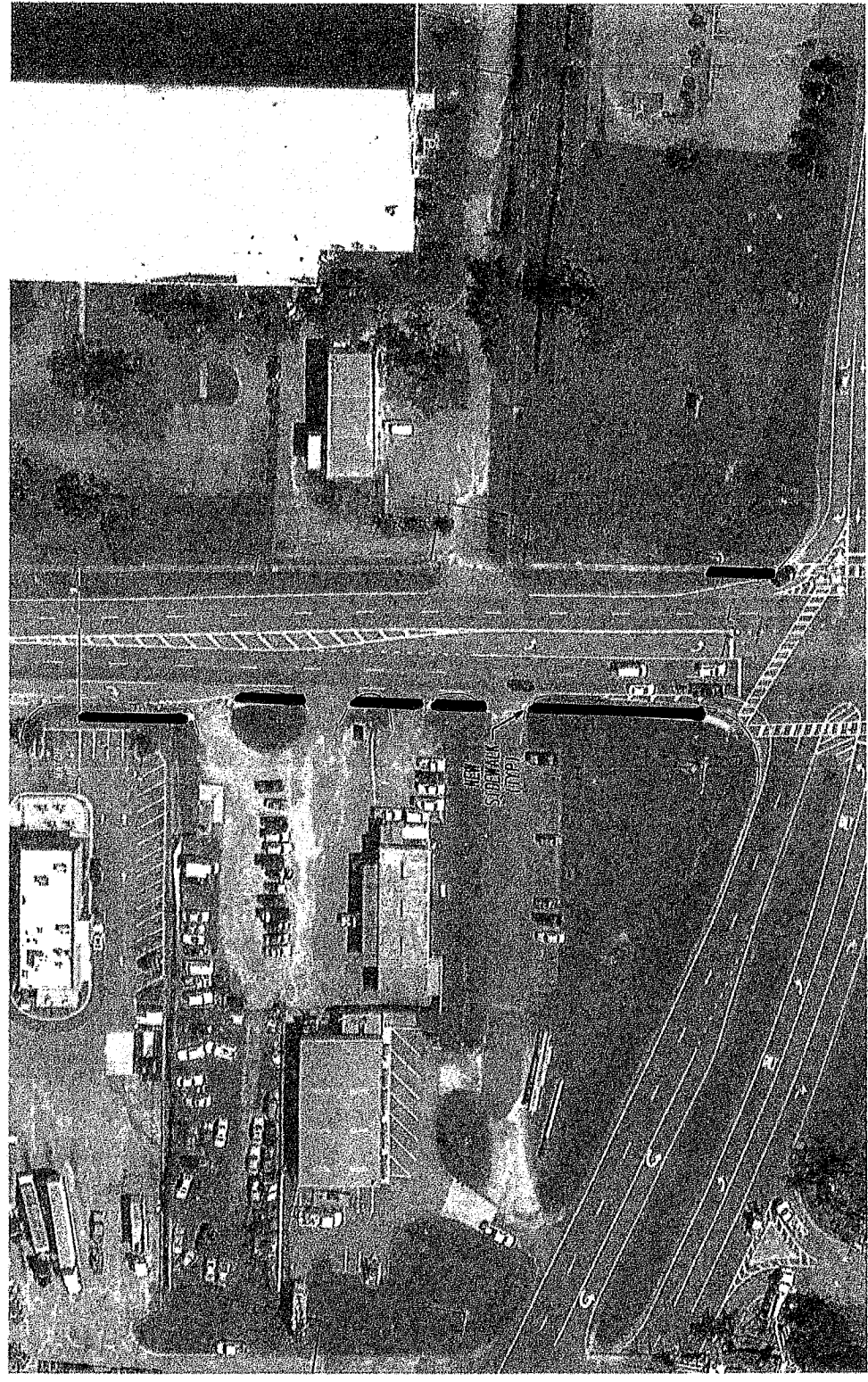
# EMC ENGINEERING SERVICES, INC.

## GENERAL PROVISIONS

EMC Engineering Services, Inc. (EMC) will provide services in accordance with the scope of services and the following General Provisions:

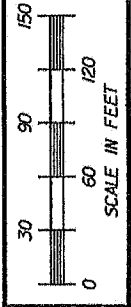
- 1) EMC agrees to furnish professional engineering and surveying services for the project described in this Agreement (Proposal) and the attachments thereto. Acceptance of this Agreement or proposal constitutes agreement to utilize our services at the rates and charges indicated.
  - 2) This agreement envisions that all of the services described herein will be performed by EMC and that there will be no material changes in the work. Should the scope of the project be changed materially, compensation to EMC for professional services shall be subject to renegotiation.
  - 3) Compensation to EMC for services provided shall conform to the prevailing hourly rate schedule in effect at the time the services are performed.
  - 4) Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for Basic Services performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the client agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate "Stop Work" action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.
  - 5) The standard of care for all professional engineering and related services performed or furnished by EMC under this agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. EMC makes no warranties, express or implied, under this Agreement or otherwise, in connection with EMC's services. EMC and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
  - 6) All design documents prepared or furnished by EMC are instruments of service, and EMC retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. These documents are not to be used on other projects or extensions of this project except by written agreement and with appropriate compensation to EMC. Any reuse of documents without specific written verification or adaptation by EMC will be at the client's sole risk and without liability or legal exposure to EMC, and the client agrees to indemnify and hold harmless EMC, its officers, principals, employees and sub-consultants against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from such reuse.
  - 7) This agreement may not be transferred or assigned without the written consent of EMC.
  - 8) EMC shall not be responsible for any act or omission of any architect, other consultant, contractor, or subcontractors or the agents or employees of any of them nor the acts or omissions of other persons performing any of the work of the project.
  - 9) To the fullest extent permitted by law, the Owner and EMC (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that EMC's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by EMC, whichever is greater.
  - 10) If EMC and Client become involved in any adverse legal proceedings (whether in a court of law, arbitration, binding mediation or other similar proceeding) for any purposes, then EMC shall be entitled to recover from Client, in addition to all principal and interest amounts due to EMC from Client, all attorneys' fees and expenses, all expert fees, and all other fees and expenses incurred by EMC.
  - 11) For projects involving construction phase engineering services, it is agreed that the professional services of EMC are limited to review and observation of the work of the contractor(s) to ascertain that such work substantially conforms to the design intent and the Contract Documents. It is further agreed that the Client will defend, indemnify and hold harmless EMC against any claim or suit whatsoever, including but not limited to all payments, expenses, or costs incurred, arising from or alleged to have arisen from any error or omission in the plans, specifications or Contract Documents. EMC agrees to be responsible for its own or its employee's negligent acts, errors or omissions in the performance of professional services provided by EMC on the project.
- EMC shall not at any time supervise, direct, or have control over any contractor's work, nor shall EMC have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor any failure of any contractor to comply with laws and regulations applicable to contractor's work.
- EMC neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between the Owner and such contractor.

DATE: 08/20/19  
 DRAWN BY: [illegible]  
 CHECKED BY: [illegible]  
 PROJECT NO: [illegible]



CITY OF LEESBURG  
 LEESBURG SCHOOL CONNECTIVITY STUDY  
 PROPOSED IMPROVEMENTS  
 SIDEWALKS ON SR 32 / ~~SR 32~~ SR 3  
 TO COMPLETE SIDEWALK CONNECTIVITY

**GCA**  
 GCA, INC.  
 1000 THREE STREET, N.W.  
 SUITE 100  
 ATLANTA, GEORGIA 30309  
 PH: 404-538-0800 FAX: 404-355-0804



PROJECT NO: [illegible]

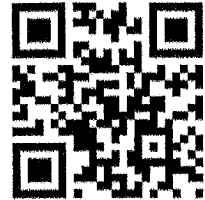
DATE: 08/20/19  
 DRAWN BY: [illegible]  
 CHECKED BY: [illegible]  
 PROJECT NO: [illegible]

08/20/19





1344 US Hwy 19 South  
Suite A  
Leesburg, GA 31763  
Phone: (229) 435-6133  
Fax: (229) 439-7979  
www.emc-eng.com



Delivered via e-mail: bob.alexander@cityofleesburgga.com

September 24, 2020

Bob Alexander  
City Manager  
107 Walnut Avenue North  
Leesburg, Ga 31763

**RE: LETTER AGREEMENT FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR  
DOWNTOWN PARKING IMPROVEMENTS  
CITY OF LEESBURG, LEESBURG, GEORGIA**

Dear Mr. Alexander:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional engineering and surveying services in connection with the referenced *Project*. The *Project* consists of a proposed parking lot at the southwest corner of Walnut Street (US 19) and Hwy 32 in downtown Leesburg.

Our *Basic Services* will include preparation of, planning, ex. condition survey, planning, site engineering, and construction phase services for the proposed project in Leesburg, Lee County, Georgia, and as further described in the attached ***Exhibit "A," Scope of Basic Services.***

Payment for our *Basic Services* will be a lump sum fee of **\$ 14,500.00.** In addition to the lump sum price listed, we recommend that you budget permitting and bid assistance services on an as needed basis. We have estimated hours for these services but have no control over this factor.

**COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK:**

♦ Survey Services	\$ 4,100.00
♦ Landscape Plan	\$ 1,700.00
♦ GDOT Driveway Plan	\$ 1,800.00
♦ Site Engineering	\$ 6,900.00
♦ Permitting and bid assistance Services (hourly as needed)	\$ 2,250.00

This *Proposal* does not include contamination screening or subsurface investigation of the properties. We recommend you have a subsurface soil investigation performed in order to determine if any muck, hazardous waste, buried garbage or other deleterious materials exist on the site of this *Project*. This work can be provided under the *additional services* clause of this *Agreement*.

We will also furnish such *additional services* as you may request. *Additional services* will be documented by EMC and authorized by the *Client*. *Additional services* will be charged on an hourly rate basis in accordance with the attached *Hourly Rate Schedule*.

**ADDITIONAL SERVICES** WILL INCLUDE THE FOLLOWING:

- ◆ *Surveying Services Beyond the Scope of Services*
- ◆ *Geotechnical Investigation*
- ◆ *Environmental Site Assessments*
- ◆ *Engineering Services Beyond the Scope of Services*

*Reimbursable expenses* incurred in connection with all *basic* and *additional services* will be charged on the basis of the actual cost plus 10%. We will bill you monthly for services and *reimbursable expenses*.

**REIMBURSABLE EXPENSES** WILL INCLUDE THE FOLLOWING:

- ◆ *Overnight delivery costs*
- ◆ *Application fees*
- ◆ *Advertisement fees*
- ◆ *Regulatory fees*
- ◆ *Record drawings reproduction costs*
- ◆ *Equipment rental*
- ◆ *CD/Flash Drive*
- ◆ *E-Filing*
- ◆ *Reprographics (In-house or outsourced)*
- ◆ *In-house Printing & Reproduction costs – Rates are:*

<i>Size</i>	<i>Bond (each sheet)</i>	<i>Mylar Sepia (each sheet)</i>
<i>18"x24"</i>	<i>\$1.50</i>	<i>\$ 7.50</i>
<i>24"x36"</i>	<i>\$2.50</i>	<i>\$15.00</i>


The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the *Project*.

Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for *Basic Services* performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the *Client* agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate "Stop Work" action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.

We are prepared to begin our services promptly after receipt of your acceptance of this *Proposal/Agreement* and to complete our services in accordance with a mutually agreed upon schedule.

This *Proposal*, attached *Exhibit "A," General Provisions* and *Hourly Rate Schedule* represent the entire understanding between you and us in respect of the *Project* and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of our agreement, we would appreciate your signing this letter in the space provided below and returning it to us, keeping a copy for your files.

Sincerely,  
EMC ENGINEERING SERVICES, INC.

By:   
B. Matthew Inman, PE  
Valdosta Branch Manager

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2020

CITY OF LEESBURG

By: \_\_\_\_\_  
Name:  
Title:

Attachments: Exhibit "A" – Scope of Basic Services,  
Exhibit "C" – Client Site Plan  
Hourly Rate Schedule  
General Provisions

# **EXHIBIT "A"**

## **SCOPE OF BASIC SERVICES**

### **1. SURVEY SERVICES:**

- Preparation of a topographic, existing conditions survey with above ground marked utilities and right-of-way limits of the project site as necessary to prepare construction-working drawings.
- Existing utilities will be shown as best can be determined from above-ground observations, contacting utility protection center and record drawings furnished to the surveyor. No excavations or private utility locates will be performed by Surveyor to determine the location of under-ground utilities. EMC cannot guarantee that all under-ground utilities will be shown.

### **2. GEORGIA DOT PLAN:**

- Preparation of GA DOT Plans for Drive Encroachment/Access Permit.
- Coordinate negotiations and preparation of anticipated filings required in the course of normal DOT Driveway applications.

### **3. SITE ENGINEERING:**

- Preparation of the following site construction working drawings based upon the approved preliminary site plan.

#### **ESTIMATED LIST OF DRAWINGS:**

- ◆ Cover
  - ◆ General Notes and Legend/Typical Section
  - ◆ Existing Conditions and Demolition Plan
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  - ◆ Sidewalk, Grading and Drainage plan
  - ◆ Utility Plan (As Needed)
  - ◆ Three Phase Erosion Sediment & Pollution Control Plan
  - ◆ Construction Details
- 
- Development of normal designs, calculations, computations, and details required for regulatory approval.
  - Preparation of construction cost estimate.
  - Preparation of construction specifications.

### **4. LANDSCAPE PLAN**

- Preparation of landscape plan suitable for bidding that satisfies the requirements of the local Tree and Landscape Ordinance and Dollar General Development Guidelines.
- Plan will indicate the layout of all proposed bed lines and plant materials, and will include identification, quantity, size, spacing and planting details.

### **5. PERMITTING**

- Preparation of forms, documents, and anticipated filings required in the course of permit approvals from local and/or state government agencies. This includes meetings, negotiations, attendance at any hearings and/or public meetings for survey and engineering items. Permitting services will be charged on an hourly rate basis in accordance with the attached Hourly Rate Schedule.
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Will the Project manager need a copy sent for their use?      Yes       No

Are there any other project invoicing requirements?      Yes       No

If so, please provide project specific information (AIA Forms, Purchase Order Number, Required Cover Sheet, Number of copies, Project Number, Codes, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
Project Manager Name \_\_\_\_\_

Project Address \_\_\_\_\_

Phone # \_\_\_\_\_ Extension \_\_\_\_\_

Email address \_\_\_\_\_

**Please remit payments to:**      **EMC Engineering Services, Inc.**  
10 Chatham Center South, Suite 100  
Savannah, GA 31405  
Attn: Accounting Dept.





515 Saint Augustine Road  
 Suite E  
 Valdosta, GA 31601  
 Phone: (229) 257-0399  
 Fax: (229) 251-2516  
 www.emc-eng.com

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Principal Engineer	\$180.00/HR
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Project Manager	\$140.00/HR
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CMT Field Representative	\$55.00/HR
Junior CMT Field Representative	\$40.00/HR

### ADMINISTRATIVE

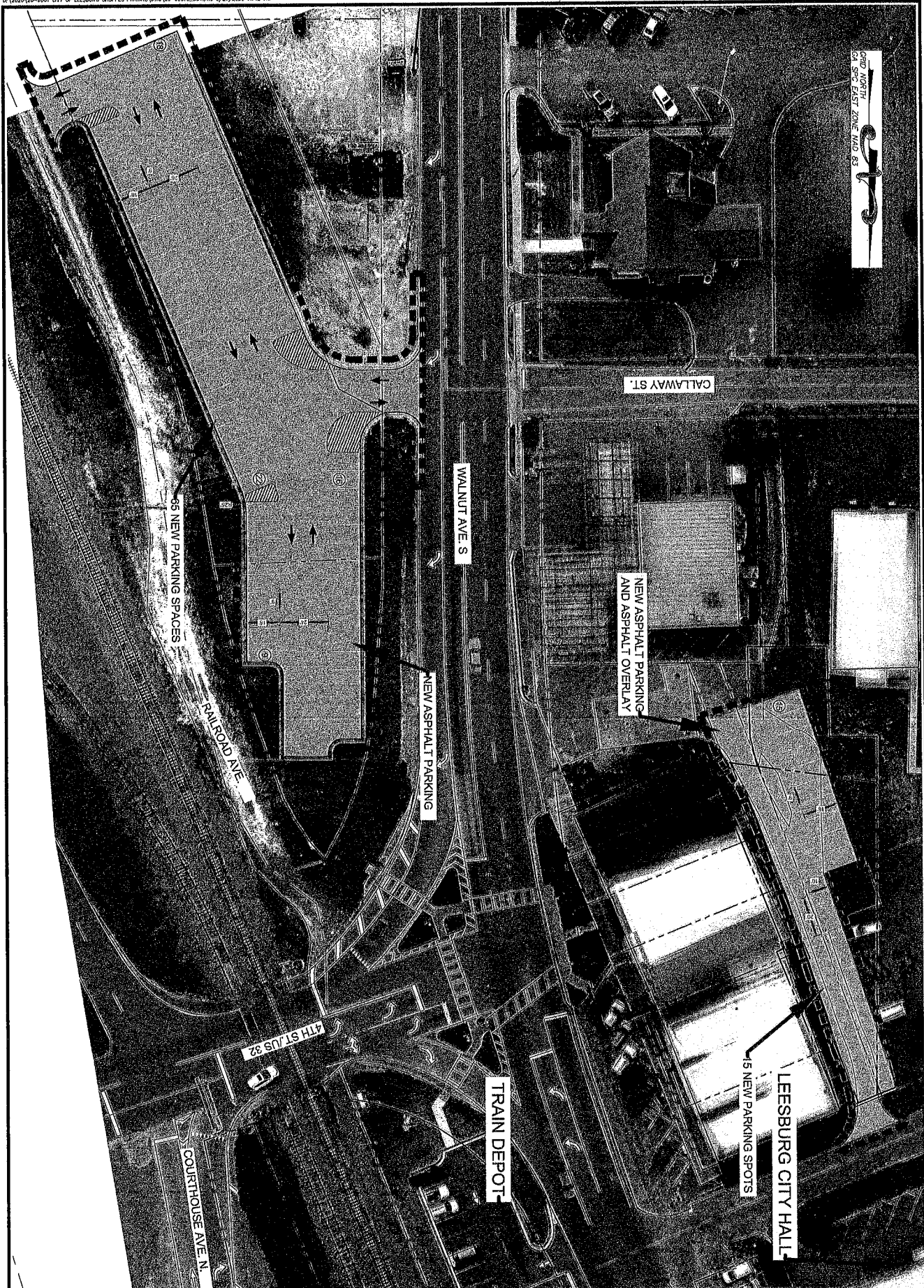
Administrative Assistance	\$60.00/HR
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# EMC ENGINEERING SERVICES, INC.

## GENERAL PROVISIONS

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  - 6) All design documents prepared or furnished by EMC are instruments of service, and EMC retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. These documents are not to be used on other projects or extensions of this project except by written agreement and with appropriate compensation to EMC. Any reuse of documents without specific written verification or adaptation by EMC will be at the client's sole risk and without liability or legal exposure to EMC, and the client agrees to indemnify and hold harmless EMC, its officers, principals, employees and sub-consultants against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from such reuse.
  - 7) This agreement may not be transferred or assigned without the written consent of EMC.
  - 8) EMC shall not be responsible for any act or omission of any architect, other consultant, contractor, or subcontractors or the agents or employees of any of them nor the acts or omissions of other persons performing any of the work of the project.
  - 9) To the fullest extent permitted by law, the Owner and EMC (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that EMC's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by EMC, whichever is greater.
  - 10) If EMC and Client become involved in any adverse legal proceedings (whether in a court of law, arbitration, binding mediation or other similar proceeding) for any purposes, then EMC shall be entitled to recover from Client, in addition to all principal and interest amounts due to EMC from Client, all attorneys' fees and expenses, all expert fees, and all other fees and expenses incurred by EMC.
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- EMC shall not at any time supervise, direct, or have control over any contractor's work, nor shall EMC have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor any failure of any contractor to comply with laws and regulations applicable to contractor's work.
- EMC neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between the Owner and such contractor.



EMC ENGINEERING SERVICES, INC.

CONCEPT 1  
**CITY OF LEESBURG SHAPPES PARKING**  
 GMD OR ADDRESS  
 LEESBURG, DOUGHERTY COUNTY, GA  
 Prepared for:  
 CLIENT NAME

**EMC ENGINEERING SERVICES, INC.**  
 515 St. Augustine Road, Suite E  
 Valdosta, GA 31601  
 Ph: (229) 267-0399  
 Fax: (229) 438-7878  
 val@emceng.com  
 www.emceng.com

NO.	REVISION DESCRIPTION	DATE

PROJECT NO.	20-5001
DRAWN BY:	CS
CHECKED BY:	CS
DATE:	03/21/2020
SCALE:	1" = 30'
SHEET	
OF	

**LEESBURG, GEORGIA  
MEMORANDUM**

To: Mayor and Council  
From: Bob Alexander  
Date: October 30, 2020  
Subject: 2020 Clean Water State Revolving Fund

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Due to the GEFA Grant for generators of \$355,000 the Loan Application for the ASADRA Program was reduce to \$500,000 with a principal forgiveness of \$65,000. The project would include \$100,000 for Bypass pumps at Hardies and Robert B. Lee, \$100,000 for Magnolia St. pump rehab, \$25,000 for Sewer Study and \$275,000 for Sewer Manhole rehab. The Loan would be for \$435,000 for 20 years with no closing cost and an estimated blended rate of .25%. Payments are estimated at \$22,300 per year.

**Georgia Environmental Finance Authority  
2020 Clean Water State Revolving Fund  
Additional Supplemental Appropriations for Disaster Relief Act**

**LOAN PRE-APPLICATION FORM**

Projects will be rated in four categories to determine eligibility and selection for funding under the Additional Supplemental Appropriations for Disaster Relief Act (ASADRA) Program. Please fill out the form completely and as detailed as possible. Email the completed form to [waterrsources@gefa.ga.gov](mailto:waterrsources@gefa.ga.gov).

**CWSRF ASADRA Project Ranking Criteria**

I.

<b>Applicant Name</b> City of Leesburg	<b>County</b> Lee
<b>Contact Person</b> Bob Alexander	<b>Contact Title</b> City Manager
<b>Contact Email</b> bob.alexander@cityofleesburgga.com	<b>Contact Phone</b> 229-759-6465
<b>Engineer Name</b> Chad Griffin	<b>Engineer Email</b> cgriffin@stillwaterseng.com
<b>Engineering Firm</b> Still Waters Engineering	<b>Engineer Phone</b> 229-496-5700
<b>Project Cost</b> \$ 866,000.00	

II. Briefly describe how your community and/or project was affected by Hurricane Michael. (For example, boil notices, power outages, subsequent GEMA or FEMA declarations, etc.)

The City of Leesburg was greatly affected by Hurricane Michael to the point that the City had overloaded pump stations, surcharging manholes and were pumping wastewater for a month after Hurricane Michael because of inflow and infiltration. As a result of the hurricane there was a tremendous amount of damage and extended power outages throughout the City of Leesburg. Downed trees pulled utility lines out of the ground and destroyed the power grid and Leesburg had limited backup power supply and no backup pumping systems in place. Citizens were dealing with backed up sewer lines for days after the hurricane. According to FEMA, Lee County in Georgia (which includes Leesburg) is included in the "Georgia Hurricane Michael (EM-3406)" Emergency Declaration and the "Georgia Hurricane Michael (DR-4400)" Major Disaster Declaration. According to GEMA, Lee County in Georgia (which includes Leesburg) is included in the State of Emergency Declaration via the State of Georgia Executive Order originally signed on October 9, 2018. Documentation from these agencies show the need in Lee County and the City of Leesburg. Documentation from these agencies show the need in Lee County and the City of Leesburg.

**Project Description** (Be as detailed as possible). Please refer to the website for ASADRA Clean Water Eligibilities.

The City of Leesburg plans to install/ construction of redundant collection system components and equipment (i.e. pump station) to prevent the interruption of collection system operation in the event of a flood or natural disaster. Next the City of Leesburg plans to install back-up bypass pumps or alternative energy sources (including switch boxes) that service pump stations or other collection system facilities (i.e. back-up bypass pumps), to prevent the interruption of collection system operation in the event of a flood or natural disaster. The City would also like to correct significant infiltration and inflow problems that increase the likelihood of sewer backups or flooding of a treatment work (i.e. manhole rehabilitation) to prevent the interruption of the collection system operations in the event of a flood or natural disaster. Next the City plans to install a SCADA system project to allow remote or multiple system operation locations, the SCADA system would prevent the interruption of the collection system in the event of a flood or natural disaster. Next the City plans to physically "harden" or waterproof pumps and electrical equipment at pump stations and other components of collection systems by waterproofing circuitry. Finally, the City of Leesburg wants to do a risk/vulnerability assessment of the existing sewer system, the study will be a planning project that assesses the sewer system in the face of a variety of uncertain futures, including natural disasters and more frequent intense extreme weather conditions. All items listed above are projects that prevent the interruption of a collection system or maintain the operation of a sewer system in the event of a flood or natural disaster.

### III. ASADRA Scoring System – Detailed Breakdown

#### 1. Readiness to Proceed (Select both if applicable)

- a. State Environmental Review Process (SERP) complete (if selected, you must attach the NONSI or CE).  yes  no
- b. NONSI or CE issued (if selected, you must attach the issuance).  yes  no

#### 2. Public Health Compliance Benefits

- a. Project is needed to fully address deficiencies documented in an enforcement action, e.g. Notice of Violation, Consent Order, Administrative Order, etc. (Order # \_\_\_\_\_)  yes  no

#### 3. Project Benefits

##### System Operation and Management Benefits

CHECK ALL BELOW THAT APPLY

- a. Project includes diversion of wastewater flows to an alternate system for emergency wastewater collection and treatment.  yes  no
- b. Project includes installation of a SCADA system to allow remote or multiple system operation locations.  yes  no
- c. Project includes installation of redundant collection system components and equipment.  yes  no

##### Flood Reduction Benefits

CHECK ALL BELOW THAT APPLY

- a. Project includes relocation of facilities to less flood prone areas.  yes  no
- b. Project includes construction of physical barriers around a facility, floodproofing/sealing of a structure, or waterproofing of electrical equipment.  yes  no
- c. Project includes construction of green infrastructure, natural systems, or features to reduce the risk of flooding around a collection system facility.  yes  no
- d. Project will correct significant infiltration and inflow or combined sewer overflows.  yes  no

##### Energy Production and Efficiency Benefits

CHECK ALL BELOW THAT APPLY

- a. Project includes installation of a back-up generator that will serve a pump station or other treatment system facility.  yes  no
- b. Project will replace damaged equipment with more energy-efficient equipment.  yes  no
- c. Project will install a larger capacity fuel storage tank for back-up generators.  yes  no

**4. Other Applicant or Project Attributes**

- a. Applicant maintains a central asset inventory (with descriptive information about assets such as age, size, construction materials, location, installation date, condition, and remaining useful life) and a complete sewer system map.  yes  no
- 

**Certification**

I am an authorized representative of the applicant, I certify that the information provided above is true and accurate to the best of my knowledge, and that all warranted and necessary inquiries to employees, officers, and records of the applicant were made in good faith to provide GEFA with the most current and honest answers to each of the above questions.

Name	Chad Griffin
Title	project engineer
Date	4/21/20

\* GEFA reserves the right to verify any information submitted within the pre-application.

# Memo

**To:** Bob Alexander, City Manager  
**From:** Cheryl Allison, Finance Manager  
**Date:** October 30, 2020  
**Re:** Proposed GEFA CWSRF Loan for Water System Improvements

---

The City currently has 2 loans with Georgia Environmental Finance Authority (GEFA) that will be paid in full by the end of fiscal year 2022. This will relieve the City of over \$75,000 annually in debt service.

The proposed new CWSRF loan with GEFA has a 0.25 blended interest rate and provides for \$65,000 in principle forgiveness. The payments on the proposed loan are anticipated to begin in fiscal year 2023 and add approximately \$22,300 annually to our debt service.

With the completion of 2 loans in fiscal year 2022, this new loan would not have an impact on the City's water and sewer budget.

Thank you.



# ZGC

Zane Grace Construction, Inc.  
638 Pinewood Road  
Leesburg, Georgia 31763  
229-894-6688 (phone)  
229-759-2901 (fax)  
zgc@att.net

October 21, 2020

City of Leesburg  
Attn: Bob Alexander  
RE: Canal Street Drainage

We submit the following quotation  
Work to consist of:

1. Area Drain: 2 Each
2. 36" Nyloplast Structure: 1 Each
3. 60" RCP: 86 LF
4. 36" HDPE: 20 LF
5. 60" Headwalls: 2 Each
6. Remove/Replace Fence: 25 LF
7. Remove/Dispose 24" RCP & FES: 70 LF
8. Remove Dispose 18" RCP: 46 LF
9. Remove/Dispose Existing Area Drain: 1 Each
10. Remove/Replace Asphalt: 33.6 SY
11. Inlet Ditch Grading
12. Erosion Control
13. Construction Layout
14. Traffic Control

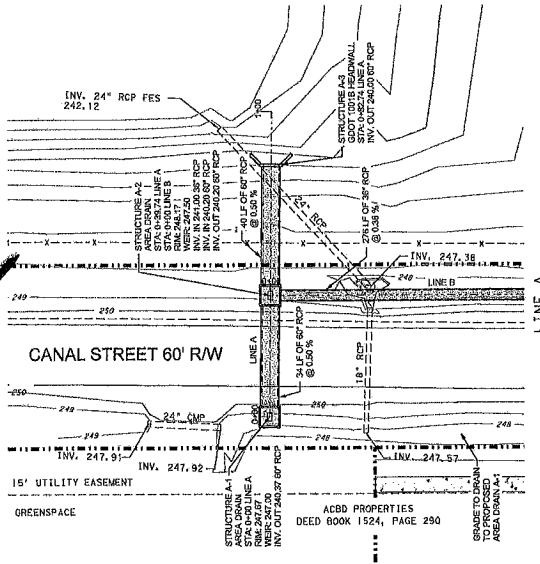
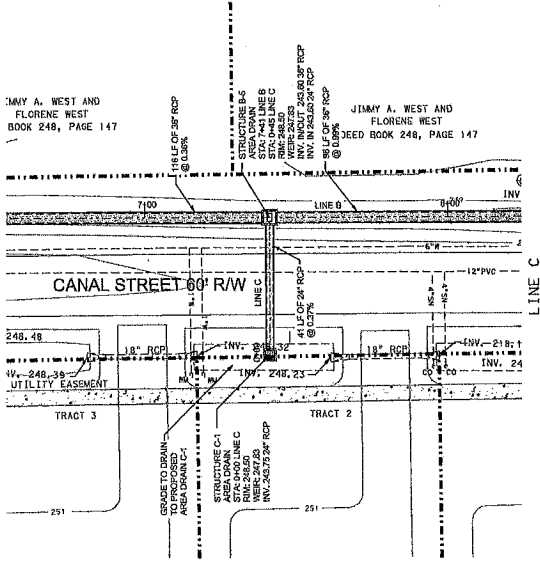
**Total: \$67,008.00**

Respectfully submitted \_\_\_\_\_ *Zane Grace* \_\_\_\_\_

Approved and Accepted \_\_\_\_\_

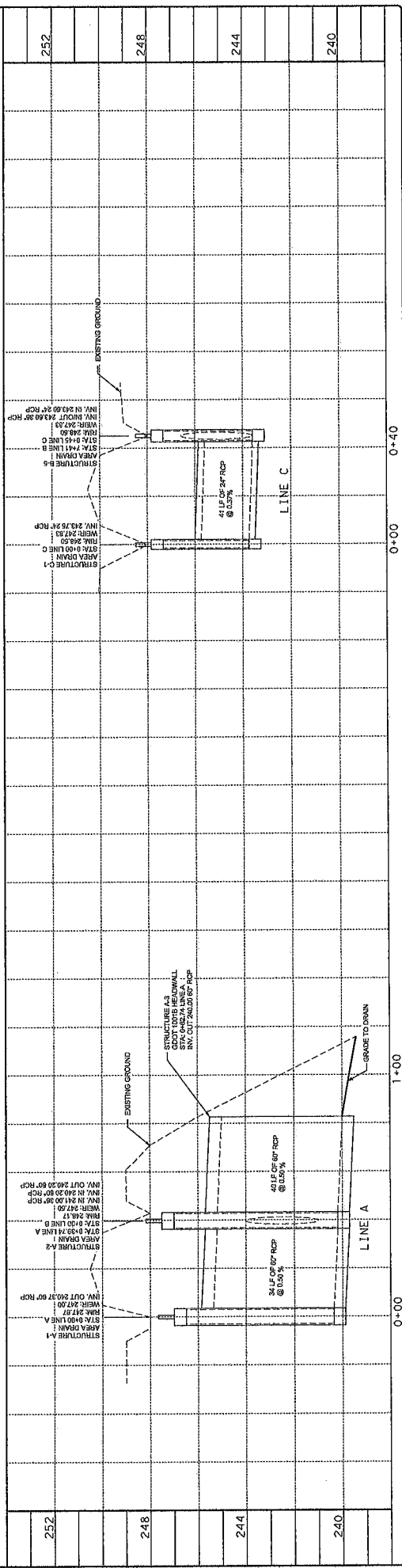
Date \_\_\_\_\_

JIMMY A. WEST AND FLORENE WEST BOOK 248, PAGE 147



**UTILITIES PROTECTION CENTER, INC.**  
 1000 W. BROADWAY, SUITE 1000  
 ATLANTA, GEORGIA 30333  
 PHONE: (404) 525-5000  
 FAX: (404) 525-5001  
 WWW: UTILITIESPROTECTION.COM

BEFORE ANY EXCAVATION WORK BEGINS ON ANY WORK SITES, ALL UTILITIES MUST BE LOCATED AND MARKED. CALL 811 TO REQUEST A FREE SERVICE TO LOCATE UTILITIES. THIS SERVICE IS THE SAME YOU DID IN THE PAST.



**FLINT RIVER CONSULTING, LLC**  
 PO BOX 7145  
 ALBANY, GEORGIA 31706  
 228.389.2241  
 GSWCC LEVEL: IF9485

**CITY OF LEESBURG, GEORGIA**  
**CANAL STREET DRAINAGE IMPROVEMENTS**  
 LINE A AND LINE C

PROJECT LIB#20004  
 SHEET 4 OF 7

SCALE  
 HORIZ 1" = 20'  
 VERT 1" = 2'

DATE: 8/27/2020

NO.	REVISION	BY	DATE

260 Cedric Street  
Leesburg, GA 31763-4993  
Phone 229-889-0082  
Fax 229-420-8318

.....

# Katz Floorcovering, Inc.

October 27, 2020

Robert Alexander  
107 Walnut Ave. North  
Leesburg, GA 31763

Train Depot

This Quote is to supply and install new flooring in entry and office areas in the Train Depot (Chamber of Commerce in Leesburg). A summary of what we are quoting is as follows.

1. Deliver a storage container and move office furniture into it.
2. Deliver dumpster to job site.
3. Take up trim that is on keeping wood from being removed.
4. Take up pine flooring and subfloor (plywood) to expose floor joist and gain access to craw space/air space below floor system.
5. Install Vapor Barrier to the Southern part of Building (Office areas)
6. Install new plywood sub-floor and plywood wood underlayment with 15lb tar paper between the two plywood sheets.
7. Install new 20mil LVT (Luxury Vinyl Tile) wood pattern. Color TBD
8. Reinstall base and quarter round and paint to match existing.
9. Replace furniture and have pod & dumpster removed.
10. Clean up and prepare office for reopening.

Total 23,495.00

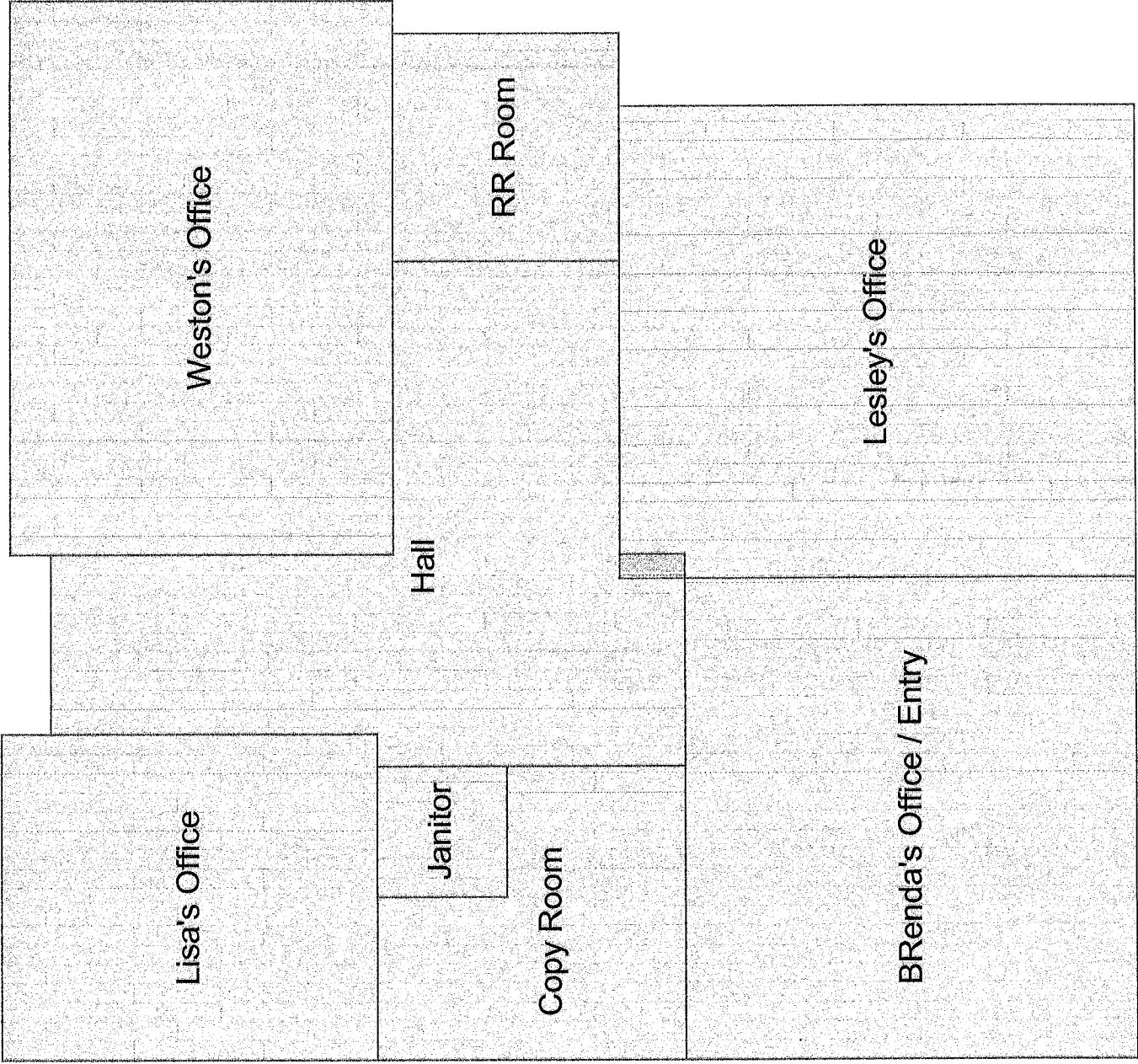
I have price out quality products that will perform for years to come and very maintenance friendly. Vapor barrier will be installed by company that specializes in vapor management.

Thank you

Chuck Katz

.....

*We've Got you Covered*



# Memo

**To:** Bob Alexander, City Manager  
**From:** Cheryl Allison, Finance Manager  
**Date:** October 30, 2020  
**Re:** Budget Amendments for FY 2020 Budget

---

Attached is budget amendments for the FY 2020 budget. The net effect on the budget is an overall increase of \$30,904 in both revenues and expenses.

The highlights include:

**Revenues:** Increase in Local Option Sales Tax, Insurance Premiums Tax, Fine Revenue, and Grant Revenue for the GMA Safety Grant. There is also a significant decrease in the TAVT Tax line item.

**Expenses:** Increase in the Municipal Court Department due to the increase in surcharges paid for fines. This is the largest departmental increase for expenses in the budget amendments. The other departmental increases include the Police, Code Enforcement, and Chamber departments at minimum increases.

We are requesting a budget amendment to increase the transfer out line item and decrease the contingency line item due to the recording of payments from SPLOST VII to the General Fund for the recreation property. These funds are then transferred to Water & Sewer to repay the fund for the initial purchase of the property.

Thank you.

**CITY OF LEESBURG  
BUDGET AMENDMENTS  
FOR FISCAL YEAR END FY 2020**

	Original FY 2020 Budget	Budget Amendment	Notes
<b>REVENUES:</b>			
<b>GRAND TOTAL:</b>	2,624,354.00	<u>30,904.00</u>	Net Increase
<b>EXPENSES:</b>			
100-061-61100-61100-612000    Transfer Out-Other Funds	.00	83,478.00	Increase
<b>MUNICIPAL COURT:</b>		24,550.00	Increase
100-250-25100-00057-251110    Contingency Fund	(100,000.00)	(83,478.00)	Decrease
<b>POLICE DEPARTMENT:</b>		3,119.00	Increase
<b>CODE ENFORCEMENT:</b>		910.00	Increase
<b>CHAMBER:</b>		2,325.00	Increase
<b>GRAND TOTAL:</b>	2,624,354.00	<u>30,904.00</u>	Net Increase
		0.00	

**COMPENSATION AND  
CLASSIFICATION STUDY**

**FINAL REPORT FOR  
LEESBURG, GEORGIA**

**JULY 1, 2014 (UPDATE 11-3-20)**

**COMPENSATION AND CLASSIFICATION STUDY**  
**FINAL REPORT FOR**  
**LEESBURG, GEORGIA**

The methodology for classification and compensation studies is a combination of specific internal and external data which places the salary schedule into parity with the market and each position into parity with all other positions. From this internal and external data pay levels are determined, positions are classified and placed into the salary schedule, and ongoing methods of maintaining the system are developed.

Detailed descriptions of the methodologies are described below.

**A. Compensation/Market Survey Methodology**

The Compensation/Market Survey is a data-collection process which ensures a fair and equitable comparison of the pay structure. The result of this process is the accurate comparison of the City's pay plan with the pay plans of comparable organizations. All data was available on the Georgia Department of Community Affairs' web site.

The primary objective of the market survey and analysis is to determine how the compensation levels for the City's job classes compare to that of similar employers with whom the City must compete for employees.

The results of the market survey are used to accurately connect the City's pay plan to the marketplace, ensuring the ability of the City to recruit and retain qualified employees and to provide an effective basis for managing salary costs.

**B. Classification Methodology**

In 2011 the Regional Commission developed a Position Description of all City employees. Using this information as a basis for this study the classification process began by discussions with the Department Heads. Each Department Head had an individual orientation session to review their department structure, discuss areas of concern, and review the positions in their organization.

The position descriptions, discussions with department heads, and insight from human resources were used to gain an understanding of each position. In addition each employee in the City was interviewed to ensure a thorough understanding of each position. That understanding is critical, as it becomes the basis for the rating of each position.

Since Lee County had completed Compensation and Classification Study in August of 2012, the Lee County study was used as a reference in developing a pay grade and pay plan system for the City.



### ***Market Survey Employer Selection***

The employers selected for the market survey should define as accurately as possible the "Labor Market" within which the City competes. Organizations were selected using the following criteria:

*Geographic Proximity* - Comparison organizations located within a reasonable commuting distance were selected. Selecting employers in relatively close geographic proximity ensures that the market will reflect the City's cost of living, growth rate and other demographic characteristics.

*Nature of Services Provided* - Organizations were selected which provide a similar range of services, these organizations are most likely to compete with each other for employees, likely to *have* comparable jobs, and are likely to have similar organizational structures.

Each of these factors was taken into consideration in the identification of an appropriate labor market for the City which is the same as Lee County used two years ago for their study.

The organizations from which survey data from the Department of Community Affairs was obtained are:

**ALBANY**

**AMERICUS**

**CORDELE**

**CRISP COUNTY**

**DOUGHERTY COUNTY**

**LEE COUNTY**

**P E R R Y**

**SUMTER COUNTY**

**THOMAS COUNTY**

**TIFT COUNTY**

### **IMPLEMENTATION COST**

The primary implementation cost will be incurred in bringing any employee whose current salary is below the minimum of their new pay grade up to that minimum. The projected cost is \$58,109.13 to bring employees up to their new minimum or a 3% cost of living increase, whichever is greater.

INSERT EXCEL PROPOSED PAY PLAN

## **POSITIONS BY PAY GRADE**

### **PAY GRADE 66**

\$25,777.65 TO \$39,955.36

GROUNDS AND MAINTENANCE TECHNICIAN  
EQUIPMENT OPERATOR I

### **PAY GRADE 68**

\$28,419.86 TO \$44,050.79

PUBLIC SAFETY CLERK  
UTILITY SERVICE CLERK  
BUSINESS AND COURT CLERK  
EQUIPMENT OPERATOR II

### **PAY GRADE 70**

\$31,332.90 TO \$48,565.99

SENIOR ADMINISTRATIVE ASSISTANT  
WATER/WASTEWATER OPERATOR

### **PAY GRADE 71**

\$32,899.54 TO \$50,994.29

[PATROL OFFICER

### **PAY GRADE 72**

\$34,544.52 TO \$53,544.00

POLICE CORPORAL

### **PAY GRADE 74**

\$38,085.33 TO \$59,032.26

POLICE SEGEANT  
OFFICE MANAGER

### **PAY GRADE 76**

\$41,989.07 TO \$65,083.06

POLICE LIEUTENANT

**PAY GRADE 78**

\$46,292.96 TO \$71,754.09

MAINTENANCE SUPERVISOR  
CITY CLERK

**PAY GRADE 79**

\$48,608.74 TO \$75,343.54

POLICE CAPTAIN

WATER & WASTEWATER SUPERINTENDENT

PUBLIC WORKS SUPERINTENDENT

FINANCE MANAGER

**PAY GRADE 81**

\$53,589.88 TO \$83,064.31

POLICE MAJOR

**EXECUTIVE**

\$59,082.84 TO \$91,578.40

PUBLIC WORKS DIRECTOR  
FINANCE DIRECTOR  
POLICE CHIEF

## **Staff offers the following provisions and recommendations:**

### **A. Hiring Offer**

It is recommended allowing hiring up to Midpoint of a salary grade with recommendation from a Department Head and approval from the City Manager for applicants with qualifications exceeding the stated minimum for the position.

### **B. Annual Pay Plan Adjustment**

It is recommended the City make annual adjustments to the Pay Plans based on annual analysis of the CPI, wage indices and other compensation trend indicators as well as budgetary conditions. Upon receipt of this data, the Mayor and Council would vote annually on the applicability and ability of the City to apply a market adjustment to the salary structure as part of the Budget Process. Every three years a market analysis will be initiated utilizing the Georgia Department of Community Affairs Statistics for this area of the state.

### **C. Employee Promotions or Transfers**

It is recommended that if an employee is transferred or promoted to a position in a higher classification (grade), the employee will receive the minimum rate of pay for the new classification or an increase of 5%, whichever is greater.

### **D. Employee Evaluation and Incentive Pay Process**

It is recommended that all employees meet with their Department Head and the City Manager twice a year to evaluate the employee's performance. These evaluations will be the bases for pay incentives which could be an increase up to 5%.

### **E. Hiring Procedures**

Proper hiring procedures should always be followed. The City Manager needs to ensure that all policies and procedures regarding hiring and promotion are followed by department heads and other supervisors for all city departments. The following are specific concerns that arose during the study:

- Ensure that all attempts are made to hire the most qualified applicant.
- All vacancies are posted and interviews are conducted with applicants meeting at least the minimum qualifications. The acceptance and screening of applications is performed by Human Resources and interviews are facilitated through Human Resources.

### **F. Reclassification**

When a new position is created or there is a need for a reclassification, a position questionnaire should be completed. The position questionnaire should then be evaluated. Additionally, a market study should be completed for positions that may have comparable in the market. If adequate market information is obtained the position should be placed in the Pay Plan by the City Manager according to the evaluation process.

# Memo

**To:** Bob Alexander, City Manager  
**From:** Cheryl Allison, Finance Manager  
**Date:** October 21, 2020  
**Re:** Salary Study Impact

---

The new salary study indicates that we have 7 employees in the Police Department and 6 employees in the Maintenance Department that will need to have salary adjustments to bring them up to the current range for their respective positions.

The City's impact on the FY2021 budget for these salary adjustments will be \$2,400.

Thank you.

# 2-Dodge Chargers

Albany Chrysler Dodge Jeep Ram  
701 E OGLETHORPE BLVD  
ALBANY, GA 317052750

## Configuration Preview

Date Printed: 2020-10-29 11:44 AM VIN:  
Estimated Ship Date: VON:

Quantity: 2  
Status: BA - Pending order  
FAN 1: 00MAV Lee County GA Board of  
FAN 2:  
Client Code:  
Bid Number: TB1059  
PO Number:

Sold to:  
Albany Chrysler Dodge Jeep Ram (60762)  
701 E OGLETHORPE BLVD  
ALBANY, GA 317052750

Ship to:  
Albany Chrysler Dodge Jeep Ram (60762)  
701 E OGLETHORPE BLVD  
ALBANY, GA 317052750

Vehicle: 2021 CHARGER POLICE RWD (LDDE48)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	LDDE48	CHARGER POLICE RWD	35,555	34,784
Package:	26A	Customer Preferred Package 26A	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	0	0
	DFK	8-Spd Auto 8HP70 Transmission	0	0
Paint/Seat/Trim:	PX8	Pitch Black Clear Coat	0	0
	APA	Monotone Paint	0	0
	*X5	HD Cloth Bucket Seats w/Vinyl Rear	120	108
	-X9	Black	0	0
Options:	4DH	Prepaid Holdback	0	-1,072
	4ES	Delivery Allowance Credit	0	-355
	MAF	Fleet Purchase Incentive	0	-1,005
	YEP	Manuf Statement of Origin	0	0
	W8A	18" Wheel Covers	40	35
	5N6	Easy Order	0	0
	4FM	Fleet Option Editor	0	0
	4PT	Fleet Sales Order	0	0
	166	Zone 66-Orlando	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	0
Bid Number:	TB1059	Government Incentives	0	-9,300
Discounts:	YGF	8 Additional Gallons of Gas	0	21
Destination Fees:			1,495	1,495
<b>Total Price:</b>			<b>37,210</b>	<b>24,711</b>

Order Type: Fleet  
Scheduling Priority: 1-Sold Order  
Salesperson:  
Customer Name:  
Customer Address: USA

PSP Month/Week:  
Build Priority: 99

+ 500  
**\$25,211**

Instructions:

2021 Dodge Chargers  
Police - Pursuit Package

(NO TAXES)

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

1-4x4 Truck

VIRTCDP 04.58 5/12 EN

CNGP530

VEHICLE ORDER CONFIRMATION

10/29/20 12:23:12

==>

Dealer: F21408

2021 F-150

Page: 1 of 2

Order No: 1111 Priority: M4 Ord FIN: QB191 Order Type: 5B Price Level: 120

Ord PEP: 101A Cust/Flt Name: LEESBURG PO Number:

	RETAIL		RETAIL
* W1E	F150 4X4 CREW	S40160	FLEET SPCL ADJ
	145" WHEELBASE		NC
UM	AGATE BLACK		FRT LICENSE BKT
			NC
J	SPORT 40/CON/40	295	FLOOR CARPET
			145
B	BLACK		50 STATE EMISS
			NC
101A	EQUIP GRP	920	FLR TRAY ONLY
			NC
	.XL SERIES		TOTAL BASE AND OPTIONS
	.POWER EQUIP GRP		50120
	.CRUISE CONTROL		XL HIGH DISCOUNT
	.REV SENSING SYS		(750)
995	5.0L V8 FFV ENG	1995	STX APPEARANCE DISCT
			(750)
44G	ELEC 10-SPDAUTO		XL HIGH STX WHEEL
			(595)
T2P	275/60R20 A/T	NC	TOTAL
			48025
* XL3	3.31 ELEC LOCK	NC	*THIS IS NOT AN INVOICE*
	7050# GVWR		

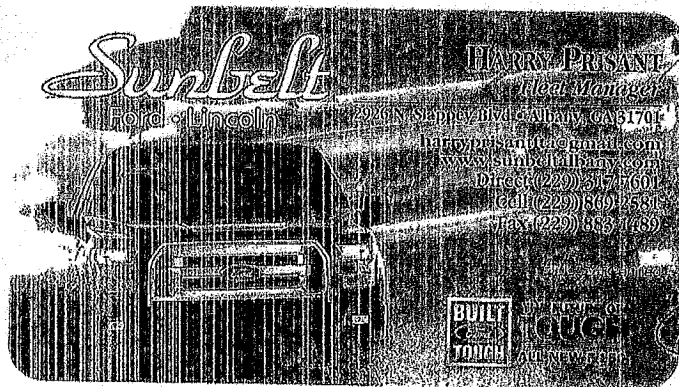
\* MORE ORDER INFO NEXT PAGE \*  
F8=Next

F1=Help                      F2=Return to Order                      F3/F12=Veh Ord Menu  
 F4=Submit                  F5=Add to Library  
 S006 - MORE DATA IS AVAILABLE.                      QC03832

V1DP0134

2,6

Sunbelt Ford



\$ 34,657.60  
339. —

34,990.60

2021 Ford F-150 4x4 w/locking Axle  
Police Responder

Includes Add = Factory Installed Police Console  
 Grill Guard (Police)  
 Tool Box  
 Tow Hitch



# City Managers Annual Report 2020

## Past Years

The City of Leesburg in the past few years has improved in the areas of infrastructure, Downtown, Recreation and Operations. During this period, the City continues to grow and enjoy a relatively low crime rate due to our Public Safety Officers. Governor Deal visited our City to help us celebrate the beginning of construction of the North Leesburg Bypass. On October 22, 2015 the road was opened to relieve traffic congestion and improve school bus safety in our Downtown area. Some other notable projects that have been completed are the Public Works Building; the GEFA Water Line replacement along Walnut St., Starksville Ave. and Smithville Rd.; CDBG Water Project; the installation the new Water Tank at the Public Works site; the raising of the Water Tank at SR 32; acquiring 11 acres of land from Norfolk Southern for beautification leasing in the Downtown Area; demolition of several buildings in the Downtown area including the old JACO Warehouse, Gas Station and the ADM Building located behind City Hall; Landscaping at the intersection of 4<sup>th</sup> and Walnut and improving the sidewalks along Walnut Street. There has been a successful transition in the operation of the Water and Wastewater facilities from a contractual arrangement with OMI to utilizing City Employees. The City has been fortunate to have several new businesses open including Griffin Lumber, Dollar General and a Senior Apartment Complex. In 2018 we completed the rehabilitation of the Train Depot that is housing the Chamber of Commerce. This facility is also in the process of being used as a Visitor Center and small community meetings. The three - lane project on US 19 in front of City Hall and the Train Depot was completed. The City Council approved a Downtown Overlay Zoning District that will assist in being selected by the Department of Community Affairs as a designated Rural Zone District. The voters of Lee County approved the Proposed SPLOST VII last year that will assist our capital improvement program for the next 6 years starting November 2019. The Recodification of the City Code was completed. The Board of Education completed eight Tennis Courts. The Board of Commissioners of Lee County agreed to purchase the 100- acre Recreation Complex on the West Bypass. The voters approved TSPLOST in November 2019 that will be for five years. The GEFA Water System Project was completed along with the Turn Key CDBG Sewer Project. The City of Leesburg was awarded \$750,000 from the Department of Community Affairs for sewer infrastructure improvements along Magnolia Ave, Canal Street, Katie Lynn Street and Society Street. Hurricane Michael made landfall October 10, 2018 and the dedicated Leesburg employees spent numerous hours, weeks and months helping the city recover from the devastation.

## This Year

Mayor Quinn resigned to run for state office September 17, 2019. According to the City Charter Mayor Pro Tem Richard Bush assumed the position and duties of Mayor until such time as a new Mayor was elected. At the Council Meeting in November the Council voted unanimously to elect Rufus Sherman as Mayor Pro Tem. In June 2020 Billy Breeden was elected Mayor and sworn in June 16, 2020.

Starting in March of this year the COVID 19 pandemic has been a challenge and the city has made a number of adjustments to the "new normal". The Police Department have taken exceptional precautions to maintain a 100% COVID-Free staff while still affording full police services in-the-field. Our police officers have maintained a high morale during this national "Defund the Police" campaign and has been very instrumental in the food distribution program. The Police Department is in the process of

upgrading to a new digital Body Camera system and in car system that once completed will be completely automated.

We have implemented online payments for utilities, all General Fund activities along with online payments for fines. We have also implemented a toll-free number for customers to pay by phone. With the online payment capability, a customer can actually view their utility bill through the website. The City applied for and received COVID Relief Funds in the amount of \$159,000.

The driveway access to the 100-acre recreation site was completed allowing for development of boat ramps, a recreation vehicle facility, an Agriculture Center and other recreational activities. The DARTS Leesburg School Connectivity Study was completed with recommended road improvements of over \$20,000,000. Some of these projects will be funded by GDOT and TSPLOST matching funds. The Hazard Mitigation Grant Program (HMGP) award was approved by Federal Emergency Management Agency to purchase generators and equipment for \$355,879 that will improve our service delivery during power outages. The Georgia Department of Transportation appropriated \$300,000 for Engineering the first Phase of the TAP Downtown Beautification Project with an estimated construction cost of \$1.5 M. The City and County will contribute 20% matching funds. The Georgia Department of Community Affairs and the Georgia Department of Economic Development have awarded the Rural Zone Designation to the City to give tax incentives for investors and property owners in Downtown Leesburg for the next five years. The City Council approved applying for a Georgia Environmental Finance Authority (GEFA) Additional Supplemental Appropriations for Disaster Relief Act (ASADRA) loan for a new municipal water well and water main on the west side of the City. This loan would have a \$200,000 principal forgiveness with no closing fees or interest. The City received an additional \$159,000 from the CARES Act and \$75,000 for LOST and SPLOST funds due to a statewide audit that was conducted. These additional funds have put the City in a strong financial position for this year.

For the last seven years the expenditures in the General Fund and Water & Sewer Fund have been within the approved budgets with the reserved funds increasing in both. There has been no tax millage increases during this same period. However, the City has been very aggressive in pursuing government grants, partnerships with other government entities and low interest loans with principal forgiveness to improve our infrastructure and public facilities.

#### **Next Year**

This next year we plan to continue to collaborate with the Lee County Board of Commission on the 100 Acre Recreation Complex. We also plan to implement the Disk Golf Course at Central Park later this year once the logging and drainage is finished. We plan to work with investors, property owners and developers to promote the 2021 Rural Zone Designation that will improve economic development and activity Downtown. We plan to focus on improving the building in the 100 block of Walnut St. Public Works is planning to establish a nursery to accommodate the Beautification Plan. We plan to move forward with the recommendation from the Hydrologic & Hydraulic Report for the Canal Street Drainage Improvements. We plan to continue to work on the first phase of the TAP downtown project. We plan to implement additional parking, landscaping and storm drainage in the downtown area with TSPLOST funds. We plan to implement some of the recommendations from the Leesburg School Connectivity Study. We will continue to improve our Water and Sewer infrastructure through the CDBG Sewer Project and ASADRA Water / Sewer Programs.

# City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

FY 2019 Audited Revenues & Expenditures  
 FY 2020 Unaudited Actual Revenues & Expenditures  
 FY 2021 Approved Budget  
 FY 2021 Unaudited Actual Revenues & Expenditures 09/30/2020  
 Remaining FY 2021 Budget  
 Percentage of Actuals to Budget Used

General Fund Revenue													
100	031	31100	31110	311100	REAL PROPERTY-CURRENT YEA								
100	031	31100	31110	311105	PROPERTY TAX LATE FEES	316,147	330,724	339,900			339,900		0%
100	031	31100	31120	311200	REAL PROPERTY-PRIOR YEAR	-	(5,460)						
100	031	31100	31130	311300	PERSONAL PROPERTY-CURRENT	10,900	24,674	24,674			24,674		0%
100	031	31100	31130	311310	MOTOR VEHICLE	7,716	6,484	4,600			3,372		27%
100	031	31100	31130	311315	TAVT-LOST/SPLST AND TRUE UP	130,198	68,537	53,000			30,554		42%
100	031	31100	31130	311320	MOBILE HOME	1,328	975	1,000			473		53%
100	031	31100	31130	311340	INTANGIBLES (REG/RECORD)	3,623	4,852	5,000			3,406		32%
100	031	31100	31140	311400	PERSONAL PROPERTY-PRIOR YR	642							
100	031	31100	31160	311600	REAL ESTATE TRANS-intangible	3,186	1,636	1,833			530		71%
100	031	31100	31170	311700	FRANCHISE TAXES-SEMC	16,720	16,323	16,150			16,150		0%
100	031	31100	31170	311710	ELECTRIC	122,712	122,523	122,523			122,523		0%
100	031	31100	31170	311750	CABLE	27,429	26,049	27,000			20,764		23%
100	031	31100	31170	311760	TELEPHONE	2,247	1,742	2,300			1,769		23%
100	031	31300	31300	313100	LOCAL OPTION SALES TAX	437,674	455,224	414,156			231,336		44%
100	031	31400	31400	314210	BEER SS & USE	59,027	62,265	57,290			39,291		31%
100	031	31400	31400	314211	WINE SS & USE	1,902	1,856	1,500			607		40%
100	031	31600	31600	316100	BUSINESS AND OCCUPATION T	27,693	28,988	25,892			473		2%
100	031	31600	31600	316200	INSURANCE PREMIUM TAX	207,571	220,486	220,486			220,486		0%
100	031	31600	31600	316300	FINANCIAL INSTITUTIONS TA	10,689	15,735	15,188			15,188		0%
100	031	31900	31900	319100	PENALTY-GENERAL PROPERTY	1,514	2,160	1,900			1,851		3%
100	031	31900	31900	319500	FIFA	-	-	-			-		-
100	031	31900	31900	319910	OTHER-DELIQUENT TAX SERVI	-	-	-			-		-
100	032	32100	32100	321110	BEER	3,300	2,475	3,000			3,000		0%
100	032	32100	32100	321120	WINE	3,300	2,063	3,000			3,000		0%
100	032	32100	32120	321220	INSURANCE	-							
100	032	32400	32400	324100	BUSINESS LICENSE PENALTY	100	400	250			250		0%
100	033	33100	33115	331151	GEMA PROCEEDS	150,303							
100	033	33400	33410	334100	STATE GOVERNMENT GRANTS	4,000	7,200	-			(159,922)		
100	033	33600	33600	336000	LEE COUNTY BOARD OF ED (P	157,825	176,079	193,020			193,020		0%

# City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited Revenues & Expenditures		FY 2020 Unaudited Actual Revenues & Expenditures		FY 2021 Approved Budget		FY 2021 Unaudited Actual Revenues & Expenditures 09/30/2020		Remaining FY 2021 Budget		Percentage of FY 2021 Actuals to Budget Used	
100	033	33800	33800	HOUSING AUTHORITY P-I-L-O	1,966	2,000	2,000	2,000	2,000	2,000	2,000	0%	
100	034	34100	34100	ELECTION QUALIFYING FEES	54	486	-	486	-	-	-	0%	
100	034	34200	34200	ACCIDENT REPORT-INDIVIDUA	588	434	1,080	170	910	170	910	16%	
100	034	34400	34410	REFUSE COLLECTION CHARGES	505,594	546,174	541,901	141,475	400,427	400,427	400,427	26%	
100	034	34900	34900	BAD CHECK FEE	35	-	-	-	-	-	-	0%	
100	035	35100	35110	MUNICIPAL	231,173	283,262	275,000	101,408	173,592	173,592	173,592	37%	
100	036	36100	36100	INTEREST	1,569	946	1,100	31	1,069	1,069	1,069	3%	
100	037	37100	37100	DONATIONS	8,385	27	-	-	-	-	-	0%	
100	037	37100	37100	TOYS FOR FOSTER CHILDREN	2,850	1,479	-	-	-	-	-	0%	
100	037	37100	37131	EXPLORER PROGRAM DONATION	739	530	-	-	-	-	-	0%	
100	038	38100	38100	RENTS AND ROYALTIES	-	4,200	5,000	-	5,000	5,000	5,000	0%	
100	038	38300	38300	REIMBURSE FOR DAMAGED PRO	53,738	-	-	-	-	-	-	0%	
100	038	38300	38300	INSURANCE PROCEEDS	-	-	-	-	-	-	-	0%	
100	038	38900	38900	OTHER MISCELLANEOUS INCOME	2,319	938	-	693	(693)	(693)	(693)	0%	
100	038	38900	38900	CARRYOVER OF FUND BALANCE	-	-	-	-	-	-	-	0%	
100	038	38900	38900	CASH OVER/SHORT	(5)	(40)	-	(10)	10	10	10	0%	
100	039	39100	39100	FUND BEGINNING BALANCE	-	-	100,000	-	100,000	100,000	100,000	0%	
100	039	39100	39100	PD TOYS FOR FOSTER KIDS	-	-	-	-	-	-	-	0%	
100	039	39100	39100	PD EXPLORER PROGRAM	-	-	-	-	-	-	-	0%	
100	039	39100	39100	TRANSFER IN-OTHER FUNDS	300,000	50,000	100,000	25,000	75,000	75,000	75,000	25%	
100	039	39100	391201	Revenue from Indirect charges	60,519	69,360	46,567	14,731	31,837	31,837	31,837	32%	
100	039	39200	39200	SALE OF ASSETS	-	-	-	-	-	-	-	0%	
100	061	61100	61100	TRANSFER OUT-OTHER FUNDS	-	(83,478)	-	(20,845)	20,845	20,845	20,845	25%	
<b>Total General Fund Revenue</b>					2,905,259	2,448,308	2,606,310	658,387	1,947,923	1,947,923	1,947,923	25%	
<b>General Fund Expenditures</b>													
<b>Council / Legislative</b>													
**Department is cost shared w/ Water & Sewer**													
100	100	01100	00051	511010	MAYOR SALARY	3,600	3,600	3,600	3,600	3,600	3,600	0%	
100	100	01100	00051	511020	COUNCIL SALARY	11,700	11,025	11,700	11,700	11,700	11,700	0%	
100	100	01100	00052	523710	TRAINING - Mayor	-	1,000	1,000	1,000	1,000	1,000	0%	
100	100	01100	00052	523510	TRAVEL-MAYOR	65	380	1,000	1,000	1,000	1,000	0%	

# City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019		FY 2020		FY 2021		Percentage of		
		Audited		Unaudited		Approved		FY 2021		
		Revenues & Expenditures		Actual Revenues & Expenditures		Budget		Actuals to Budget Used		
								09/30/2020		
								Remaining FY 2021 Budget		
								2,275		
								0%		
100	100	01100	00052	523711	TRAINING-POST 1-POWELL	1,653	915	2,275	2,275	0%
100	100	01100	00052	523511	TRAVEL-POST 1-POWELL	4,237	1,229	4,005	4,005	0%
100	100	01100	00052	523712	TRAINING-POST 2-RENFROE	1,325	(250)	100	100	0%
100	100	01100	00052	523512	TRAVEL-POST 2-RENFROE	2,239	625	100	100	0%
100	100	01100	00052	523713	TRAINING-POST 3-BUSH	375	-	100	100	0%
100	100	01100	00052	523513	TRAVEL-POST 3-BUSH	-	-	100	100	0%
100	100	01100	00052	523714	TRAINING-POST 4-WILSON	-	-	100	100	0%
100	100	01100	00052	523514	TRAVEL-POST 4-WILSON	-	-	100	100	0%
100	100	01100	00052	523715	TRAINING-POST 5-SHERMAN	1,503	1,111	100	100	0%
100	100	01100	00052	523515	TRAVEL-POST 5-SHERMAN	3,777	332	100	100	0%
100	100	01100	00052	523716	TRAINING-POST 6-WHITE	1,503	765	100	100	0%
100	100	01100	00052	523516	TRAVEL-POST 6-WHITE	3,082	133	100	100	0%
100	100	01100	00053	531730	ELECTION EXPENSE- SUPPLIE	-	-	-	-	0%
100	100	01100	00053	531760	MAYOR/COUNCIL SUPPLIES	8,993	6,433	3,300	81	2%
100	100	01100	00052	521200	ATTORNEY & LEGAL FEES	32,563	36,610	27,232	6,563	24%
		<b>Subtotal Council/Legislative</b>				<b>76,613</b>	<b>62,909</b>	<b>55,112</b>	<b>6,644</b>	<b>12%</b>
<b>Administration</b>										
100	100	01500	00051	511100	REGULAR EMPLOYEES	120,922	121,249	125,596	33,935	27%
100	100	01500	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,716	1,863	4,831	4,831	0%
100	100	01500	00051	511105	PART TIME EMPLOYEES	3,090	3,920	3,245	1,280	39%
100	100	01500	00051	511199	LONGEVITY	2,322	2,415	2,415	2,415	0%
100	100	01500	00051	511300	OVERTIME	4,834	4,951	7,235	1,110	15%
100	100	01500	00051	512100	EMPLOYEE GROUP INSURANCE	524	428	13,876	58	0%
100	100	01500	00051	512200	FICA	10,512	10,588	11,423	8,559	25%
100	100	01500	00051	512400	RETIREMENT - Pension	8,643	7,820	10,171	2,543	25%
100	100	01500	00051	512415	457b ER Matching	2,043	2,876	2,901	1,545	53%
100	100	01500	00051	512700	WORKERS' COMPENSATION	547	617	623	136	22%
100	100	01500	00051	512910	VEHICLE ALLOWANCE	5,950	5,500	6,000	4,500	25%
		<b>Total Personnel Costs - Administration</b>				<b>161,102</b>	<b>162,227</b>	<b>188,315</b>	<b>44,970</b>	<b>24%</b>
100	100	01500	00052	521100	OFFICIAL/ADMINISTRATIVE	23,617	8,275	10,000	1,067	11%



# City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

FY 2019 Audited Revenues & Expenditures

FY 2020 Unaudited Actual Revenues & Expenditures

FY 2021 Approved Budget

FY 2021 Unaudited Actual Revenues & Expenditures 09/30/2020

Remaining FY 2021 Budget

Percentage of Actuals to Budget Used

	FY 2019 Audited Revenues & Expenditures	FY 2020 Unaudited Actual Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Unaudited Actual Revenues & Expenditures 09/30/2020	Remaining FY 2021 Budget	Percentage of Actuals to Budget Used
100 100 01500 00053 531710 PRINTING/ TAX BILLS	-	-	-	-	-	-
100 100 01500 00052 521132 DELIQUENT TAX SERVICE ADD	-	-	-	-	-	-
100 100 01500 00052 521200 ATTORNEY & LEGAL FEES	1,881	311	1,000	1,000	1,000	0%
100 100 01500 00052 521201 COMPUTER SUPPORT FEES	17,723	34,634	20,000	11,179	8,821	56%
100 100 01500 00052 521220 ENGINEERING FEES	1,710	4,369	1,000	-	1,000	0%
100 100 01500 00052 521225 BAD DEBT EXPENSE	-	-	-	-	-	-
100 100 01500 00052 521230 AUDITOR FEES	6,929	6,929	7,200	-	7,200	0%
100 100 01500 00052 522210 EQUIPMENT REPAIR & MAINT	-	47	200	-	200	0%
100 100 01500 00052 522220 BUILDING REPAIR & MAINT	27,986	6,502	5,000	777	4,223	16%
100 100 01500 00052 522300 RENTS AND LEASES	3,342	2,230	3,000	143	2,858	5%
100 100 01500 00052 523100 INSURANCE, OTHER THAN EMP	12,507	13,070	14,798	3,425	11,373	23%
100 100 01500 00052 523200 COMMUNICATIONS	3,759	3,890	3,968	441	3,527	11%
100 100 01500 00052 523210 POSTAGE	2,089	1,852	1,740	361	1,379	21%
100 100 01500 00052 523300 ADVERTISING	1,082	1,223	1,500	175	1,325	12%
100 100 01500 00052 523505 TRAVEL-EMPLOYEE	8,277	7,040	1,000	-	1,000	0%
100 100 01500 00052 523600 DUES AND FEES	12,768	9,025	8,400	1,573	6,828	19%
100 100 01500 00052 523610 SOUTHWEST GA RDC DUES	3,304	3,333	3,366	840	2,526	25%
100 100 01500 00052 523700 EDUCATION AND TRAINING	3,218	2,730	1,000	114	886	11%
<b>Total Purchased / Contracted Services</b>	<b>130,191</b>	<b>105,460</b>	<b>83,172</b>	<b>20,095</b>	<b>63,077</b>	<b>24%</b>
100 100 01500 00053 531230 ELECTRICITY	4,859	5,504	5,675	1,581	4,094	28%
100 100 01500 00053 531270 GAS & OIL	238	155	300	40	260	13%
100 100 01500 00053 531300 FOOD / EMPLOYEE APPRECIATION	2,413	2,723	2,000	361	1,639	18%
100 100 01500 00053 531600 SMALL EQUIPMENT	125	500	500	-	500	0%
100 100 01500 00053 531700 OFFICE SUPPLIES	8,631	8,394	5,880	1,137	4,743	19%
100 100 01500 00053 531720 CLEANING/ PAPER SUPPLIES	1,726	1,490	1,400	308	1,092	22%
<b>Total Supplies - Administration</b>	<b>17,992</b>	<b>18,266</b>	<b>15,755</b>	<b>3,427</b>	<b>12,328</b>	<b>22%</b>
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	-	-	-	-	-	-
<b>Total Capital Outlay - Administration</b>	<b>28,778</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited		FY 2020 Unaudited Actual		FY 2021 Unaudited Actual		Percentage of FY 2021 Actuals to Budget Used	
		Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Approved Budget	09/30/2020	2021 Budget	
100	100	6,894	4,351	200	200				0%
100	100	3,200	3,204	3,200	1,600			1,600	50%
100	100	15,500	15,500	15,500	7,750			7,750	50%
100	100		-	3,500	688			2,813	
<b>Total Other - Administration</b>		<b>25,594</b>	<b>23,055</b>	<b>22,400</b>	<b>10,038</b>			<b>12,363</b>	<b>45%</b>
<b>Subtotal Administration</b>		<b>363,656</b>	<b>309,007</b>	<b>309,642</b>	<b>78,529</b>			<b>231,113</b>	<b>25%</b>
<b>Municipal Court</b>									
100	150	5,141	4,926	5,373	1,343			4,030	25%
100	150	393	377	411	103			308	25%
<b>Total Personnel Municipal Court</b>		<b>5,534</b>	<b>5,302</b>	<b>5,784</b>	<b>1,446</b>			<b>4,338</b>	<b>25%</b>
100	150			-					
100	150	4,920	6,500	7,830	625			7,205	8%
100	150	401	441	366	634			(268)	173%
100	150	20,440	19,010	15,000	4,148			10,853	28%
100	150	6,000	4,500	6,000	1,000			5,000	17%
100	150	870	1,629	500	500			500	0%
100	150	651	775	500	500			500	0%
100	150	56,740	78,083	74,250	15,468			58,782	21%
<b>Total Purchased / Contracted Services Municipal Court</b>		<b>90,023</b>	<b>110,939</b>	<b>104,446</b>	<b>21,874</b>			<b>82,572</b>	<b>21%</b>
<b>Subtotal Municipal Court</b>		<b>95,557</b>	<b>116,241</b>	<b>#####</b>	<b>23,320</b>			<b>86,910</b>	<b>21%</b>
100	250	1,000	1,000	100,900	100,000			100,000	0%
<b>Contingency Fund</b>									
<b>Planning &amp; Zoning / Code Enforcement</b>									
100	740	5,220	3,930	3,120	3,120			3,120	0%
100	740	395	301	239	239			239	0%
100	740	231	132	136	30			106	22%
<b>Total Personnel Planning &amp; Zoning</b>		<b>5,847</b>	<b>4,363</b>	<b>3,494</b>	<b>30</b>			<b>3,465</b>	<b>1%</b>
<b>Subtotal Planning &amp; Zoning / Code Enforcement</b>		<b>5,847</b>	<b>4,363</b>	<b>3,494</b>	<b>30</b>			<b>3,465</b>	<b>1%</b>





# City of Leesburg - General Fund

FY 2021 Budget to Actual Report by Line Item

		FY 2019 Audited		FY 2020 Unaudited		FY 2021 Unaudited		Percentage of	
		Revenues & Expenditures		Actual Revenues & Expenditures		Actual Revenues & Expenditures		FY 2021 Actuals to Budget Used	
		6,304	16,994	9,200	449	8,751	5%		
		973	880	-	-	-	-		
		2,353	3,829	-	-	-	-		
		1,691	5,086	4,000	4,000	4,000	0%		
<b>Total Supplies - Public Safety</b>		<b>54,069</b>	<b>68,458</b>	<b>54,556</b>	<b>8,215</b>	<b>46,341</b>	<b>15%</b>		
100 300 03200 00053 531780 POLICE SUPPLIES		-	-	-	-	-	-		
100 300 03200 00053 531781 GREAT PROGRAM		973	880	-	-	-	-		
100 300 03200 00053 531782 EXPLORER PROGRAM		2,353	3,829	-	-	-	-		
100 300 03200 00053 531783 LEESBURG/LEE COUNTY FOSTE		1,691	5,086	4,000	4,000	4,000	0%		
100 300 03200 00053 531790 UNIFORMS		-	-	-	-	-	-		
<b>Total Capital Outlays - Public Safety</b>		<b>969,354</b>	<b>1,031,825</b>	<b>1,113,551</b>	<b>289,286</b>	<b>824,281</b>	<b>26%</b>		
<b>Subtotal Public Safety</b>									
<b>Public Works Maintenance</b>									
100 400 04300 00052 522100 Refuge Contract		465,661	470,280	477,000	82,289	394,711	17%		
100 400 04300 00052 522101 INERT TRASH REMOVAL		19,814	44,779	21,341	5,626	15,715	26%		
<b>Sub Total Sanitation</b>		<b>485,475</b>	<b>515,060</b>	<b>498,341</b>	<b>87,915</b>	<b>410,426</b>	<b>18%</b>		
100 400 04600 00051 511100 REGULAR EMPLOYEES		112,218	110,662	118,233	28,646	89,587	24%		
100 400 04600 00051 511101 REGULAR EMPLOYEES VAC SELL BACK		2,139	3,032	4,547	329	4,218	7%		
100 400 04600 00051 511105 Part time		5,961	15,029	21,949	4,767	17,182	22%		
100 400 04600 00051 511199 LONGEVITY		1,767	1,977	2,274	2,274	2,274	0%		
100 400 04600 00051 511300 OVERTIME		21,260	17,525	13,301	3,572	9,729	27%		
100 400 04600 00051 512100 EMPLOYEE GROUP INSURANCE		16,651	16,952	32,722	6,131	26,591	19%		
100 400 04600 00051 512200 FICA		10,321	10,573	12,263	2,657	9,606	22%		
100 400 04600 00051 512400 RETIREMENT		9,180	7,801	10,343	2,586	7,757	25%		
100 400 04600 00051 512415 479b cont		590	523	965	121	844	13%		
100 400 04600 00051 512700 WORKERS' COMPENSATION		14,069	8,339	8,286	1,805	6,481	22%		
<b>Total Personnel Services Public Works</b>		<b>194,157</b>	<b>192,412</b>	<b>224,884</b>	<b>50,614</b>	<b>174,270</b>	<b>23%</b>		
100 400 04600 00052 521201 COMPUTER SUPPORT FEES		857	944	1,100	1,100	1,100	0%		
100 400 04600 00052 521220 ENGINEERING FEES		7,342	6,238	2,000	2,000	2,000	0%		
100 400 04600 00052 521221 NPDES STORMWATER ANNUAL R		14,504	1,536	8,000	1,500	6,500	19%		

# City of Leesburg ~ General Fund

## FY 2021 Budget to Actual Report by line item

		FY 2019		FY 2020		FY 2021		FY 2021		Percentage of	
		Audited		Unaudited		Approved		Actual		FY 2021	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures		Actuals to Budget Used	
		09/30/2020		09/30/2020		2021 Budget		2021 Budget		Budget Used	
100	400	43,503	29,750	23,000	9,650	13,350	42%				
100	400	4,012	1,438	2,500	635	1,865	25%				
100	400	3,046	3,355	3,000		3,000	0%				
100	400	17,459	11,282	13,631	4,776	8,855	35%				
100	400	-	-	-	-	-	-				
100	400	766	1,167	2,000		2,000	0%				
100	400	7,058	9,847	7,000	1,989	5,011	28%				
100	400	112	1,804	1,500		1,500	0%				
100	400	11,322	11,915	13,298	3,136	10,162	24%				
100	400	2,852	3,782	3,892	589	3,303	15%				
100	400	1,656	770	1,000		1,000	0%				
100	400	-	50	500		500	0%				
100	400	784	653	600	402	198	67%				
100	400	-	-	-	-	-	-				
100	400	375	600	500		500	0%				
<b>Total Purchased / Contracted Services - Public Works</b>		<b>115,649</b>	<b>85,132</b>	<b>83,521</b>	<b>22,676</b>	<b>60,845</b>	<b>27%</b>				
100	400	4,858	5,004	5,230	923	4,307	18%				
100	400	-	-	-	-	-	-				
100	400	22,270	15,224	17,000	2,617	14,383	15%				
100	400	60,798	60,800	62,112	10,405	51,707	17%				
100	400	631	1,366	1,500	375	1,125	25%				
100	400	566	1,015	1,372	122	1,250	9%				
100	400	18,121	12,503	12,225	664	11,561	5%				
100	400	4,727	-	-	-	-	-				
100	400	3,702	-	-	-	-	-				
100	400	1,868	-	-	-	-	-				
100	400	9,294	9,804	10,000		10,000	0%				
<b>Total Supplies - Public Works</b>		<b>126,836</b>	<b>105,716</b>	<b>109,439</b>	<b>15,106</b>	<b>94,333</b>	<b>14%</b>				
100	400	-	-	-	-	-	-				
100	400	-	-	-	-	-	-				
100	400	-	-	-	-	-	-				

# City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

FY 2019 Audited Revenues & Expenditures  
 FY 2020 Unaudited Actual Revenues & Expenditures  
 FY 2021 Approved Budget  
 FY 2021 Unaudited Actual Revenues & Expenditures 09/30/2020  
 Remaining FY 2021 Budget  
 Percentage of Actuals to Budget Used

Total Capital Outlay - Public Works			922,117	898,319	916,185	176,311	739,874	19%			
Subtotal Public Works Maintenance											
<b>Chamber of Commerce</b>											
100	750	07520	00052	523200	COMMUNICATIONS	3,977	4,239	4,215	745	3,470	18%
100	750	07520	00052	522220	BUILDING REPAIR & MAINT	506	4,574	1,000	371	630	37%
100	750	07520	00052	521201	COMPUTER SUPPORT FEES	1,020		659		659	0%
100	750	07520	00052	531210	WATER, SEWER, TRASH	258	276	276	46	230	17%
100	750	07520	00053	531230	ELECTRICITY	2,982	3,786	3,500	874	2,626	25%
100	750	07520	00053	531720	CLEANING/ PAPER SUPPLIES	942	375	800	38	762	5%
Subtotal Chamber of Commerce			9,685	13,250	10,450	2,074	8,376	20%			
<b>Total General Fund Expenses</b>			2,443,827	2,436,915	2,618,665	576,193	2,042,488	22%			
<b>General Fund Net Gain / (Loss)</b>			461,432	11,393	(12,355)	82,195					

# City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

FY 2021

Unaudited Actual

Revenues & Expenditures

09/30/2020

FY 2020

Unaudited Actual

Revenues & Expenditures

FY 2019

Audited

Revenues & Expenditures

FY 2021

Approved Budget

FY 2021

Remaining FY 2021 Budget

Percentage of FY 2021 Actuals to Budget Used

## WATER AND SEWER FUND REVENUE

505	033	33400	33430	334302	DIRECT CDBG 16P-X-088-	480,000	-	-	-	-	-	-	-
505	034	34400	34420	344210	WATER SALES	463,076	530,590	533,726	145,778	387,948	27%		
505	034	34400	34420	344211	WATER TAP FEES	9,500	18,350	10,000	8,750	1,250	88%		
505	034	34400	34420	344212	RECONNECTION FEE	13,002	5,749	12,510		12,510	0%		
505	034	34400	34420	344213	WATER PENALTY	25,267	20,292	27,000	5	26,995	0%		
505	034	34400	34420	344214	WATER FUND BEGINNING BAL		-	230,000		230,000	0%		
505	034	34400	34425	344255	SEWER SALES	446,757	485,943	477,227	137,009	340,218	29%		
505	034	34400	34425	344256	SEWER TAP FEES	6,435	23,595	10,000	8,580	1,420	86%		
505	034	34900	34900	349300	BAD CHECK FEE	910	596	1,500	105	1,395	7%		
505	034	36100	36100	361000	INTEREST	6,376	2,441	5,000	547	4,454	11%		
505	038	38300	38300	383010	INSURANCE PROCEEDS	8,280	2,000	-	-	-			
505	038	38900	38900	389000	OTHER MISCELLANEOUS INCOME	977	22	-	-	-			
505	038	38900	38900	389005	CASH OVER/SHORT	(68)	100	-	(10)	10			
505	039	39100	39100	391200	TRANSFER IN-OTHER FUNDS	-	83,378	-	20,845	(20,845)			
505	039	39380	39380	393800	CAPITAL CONTRIBUTIONS	81,400	-	-	-	-			
505	061	61100	61100	612000	TRANSFER OUT - OTHER FUNDS	(300,000)	-	-	-	-			
505	039	39100	39100	391201	Indirect Allocation	(60,519)	(69,360)	(58,922)	(14,731)	(44,191)	25%		
<b>Total Water and Sewer Fund Revenue</b>						<b>1,181,393</b>	<b>1,103,696</b>	<b>1,248,041</b>	<b>306,878</b>	<b>941,163</b>	<b>25%</b>		

## WATER AND SEWER FUND EXPENSES

<b>SEWER DEPARTMENT</b>													
505	400	04330	00051	511100	REGULAR EMPLOYEES	82,220	79,468	83,251	22,096	61,155	27%		
505	400	04330	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,145	1,339	3,026	44	2,982	1%		
505	400	04330	00051	511199	LONGEVITY	1,399	1,473	1,513		1,513	0%		
505	400	04330	00051	511300	OVERTIME	5,273	4,830	5,404	1,035	4,369	19%		
505	400	04330	00051	512100	EMPLOYEE GROUP INSURANCE	4,849	5,205	13,140	1,772	11,368	13%		
505	400	04330	00051	512200	FICA	6,642	6,714	7,359	1,789	5,570	24%		
505	400	04330	00051	512400	RETIREMENT	5,555	4,958	6,475	1,619	4,856	25%		
505	400	04330	00051	512415	457b plan cont	1,100	1,508	1,580	789	792	50%		
505	400	04330	00051	512700	WORKERS' COMPENSATION	492	1,429	1,425	310	1,114	22%		

# City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

FY 2021  
Unaudited  
Actual  
Revenues &  
Expenditures  
09/30/2020

FY 2020  
Unaudited  
Actual  
Revenues &  
Expenditures

Percentage  
of FY 2021  
Actuals to  
Budget Used

505	400	04330	00051	512910	VEHICLE ALLOWANCE-CITY MA	2,975	2,750	3,000	750	2,250	25%		
<b>Total Personnel Services Sewer</b>												<b>24%</b>	
505	400	04330	00052	521200	ATTORNEY & LEGAL FEES	111,650	109,674	126,172	30,203	95,969			
505	400	04330	00052	521201	COMPUTER SUPPORT FEES	-	7,259	7,500	3,065	4,435	41%		
505	400	04330	00052	521220	ENGINEERING FEES	8,080	-	4,000	500	3,500	13%		
505	400	04330	00052	521225	BAD DEBT EXPENSE	1,410	-	3,810	-	-	0%		
505	400	04330	00052	521230	AUDITOR FEES	-	3,549	-	-	-	0%		
505	400	04330	00052	521250	WATER TESTING	3,549	-	-	-	-	0%		
505	400	04330	00052	522210	EQUIPMENT REPAIR & MAINT	-	21,187	18,000	61	17,939	0%		
505	400	04330	00052	522220	Building Repair & Maint	37,459	-	-	-	-			
505	400	04330	00052	522240	TIRES AND TUBES	-	-	-	-	-			
505	400	04330	00052	522320	EQUIPMENT RENTAL	-	-	-	-	-			
505	400	04330	00052	523100	INSURANCE, OTHER THAN EMP	-	19,363	21,609	5,096	16,513	24%		
505	400	04330	00052	523200	COMMUNICATIONS	18,399	10,713	11,900	933	10,967	8%		
505	400	04330	00052	523210	POSTAGE	14,005	-	300	-	300	0%		
505	400	04330	00052	523226	WATERSHED MON CONTRACT (T	-	2,200	6,200	390	5,810	6%		
505	400	04330	00052	523300	ADVERTISING	48	-	400	96	304	24%		
505	400	04330	00052	523505	TRAVEL-EMPLOYEE	-	-	500	-	500	0%		
505	400	04330	00052	523600	DUES AND FEES	3,488	1,201	1,500	38	1,462	3%		
<b>Total Contracted Services Sewer Dept</b>												<b>13%</b>	
505	400	04330	00053	531230	ELECTRICITY-PUMP/LIFT STATIONS	86,437	65,472	75,719	10,180	65,539			
505	400	04330	00053	531270	GAS & OIL	28,596	26,647	22,143	2,870	19,273	13%		
505	400	04330	00053	531600	SMALL EQUIPMENT	2,534	1,714	1,200	537	663	45%		
505	400	04330	00053	531700	OFFICE SUPPLIES	-	829	1,000	45	955	4%		
505	400	04330	00053	531900	SEWER SUPPLIES	813	7,358	5,400	1,260	4,140	23%		
<b>Total Supplies Sewer Dept</b>												<b>16%</b>	
505	400	04330	00054	542200	CAPITAL OUTLAY-NEW VEHICL	34,479	36,547	29,743	4,711	25,032			
505	400	04330	00054	542500	CAPITAL OUTLAY-OTHER EQUI	-	-	-	-	-			
505	400	04330	00054	542530	2014 I & I CAPITAL PROJEC	-	-	-	-	-			
505	400	04330	00054	542531	PUBLIC WORKS W/S EXTENSIO	-	-	-	-	-			
<b>Total Capital Outlay Sewer Dept</b>												<b>25%</b>	
505	400	04330	00056	561000	DEPRECIATION	263,876	100,000	100,000	25,000	75,000			



# City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited Revenues & Expenditures		FY 2020 Unaudited Actual Revenues & Expenditures		FY 2021 Unaudited Actual Revenues & Expenditures		FY 2021 Unaudited Actual Revenues & Expenditures		Percentage of FY 2021 Actuals to Budget Used	
		Audited Revenues & Expenditures	Audited Revenues & Expenditures	Unaudited Actual Revenues & Expenditures	Unaudited Actual Revenues & Expenditures	Approved Budget	Approved Budget	09/30/2020	Remaining FY 2021 Budget	Remaining FY 2021 Budget	of FY 2021 Actuals to Budget Used
<b>Total Depreciation Sewer Dept</b>		<b>263,876</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>25,000</b>	<b>75,000</b>	<b>75,000</b>	<b>25%</b>
505	400 04330 00057 579000	6,748	-	-	-	25,000	-	-	25,000	-	0%
<b>Total Other Costs Sewer Dept</b>		<b>6,748</b>	<b>6,714</b>	<b>6,714</b>	<b>6,714</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>0%</b>
505	400 04330 00058 581301	7,145	-	-	-	6,275	-	-	6,275	-	0%
505	400 04330 00058 582000	-	-	-	-	-	-	-	-	-	-
<b>Total Debt Service Sewer Dept</b>		<b>7,145</b>	<b>6,714</b>	<b>6,714</b>	<b>6,714</b>	<b>6,275</b>	<b>6,275</b>	<b>-</b>	<b>6,275</b>	<b>6,275</b>	<b>0%</b>
<b>Subtotal Sewer Department</b>		<b>510,334</b>	<b>318,408</b>	<b>318,408</b>	<b>318,408</b>	<b>362,909</b>	<b>362,909</b>	<b>70,094</b>	<b>292,815</b>	<b>292,815</b>	<b>19%</b>
<b>SEWAGE TREATMENT PLANT</b>											
505	400 04335 00051 511100	68,910	72,561	72,561	72,561	72,417	72,417	20,059	52,358	52,358	28%
505	400 04335 00051 511101	445	488	488	488	2,785	2,785	-	2,785	2,785	0%
505	400 04335 00051 511199	1,316	1,393	1,393	1,393	1,393	1,393	-	1,393	1,393	0%
505	400 04335 00051 511300	11,976	12,486	12,486	12,486	10,863	10,863	3,734	7,129	7,129	34%
505	400 04335 00051 512100	936	463	463	463	12,957	12,957	214	12,744	12,744	2%
505	400 04335 00051 512200	6,421	6,585	6,585	6,585	6,691	6,691	1,803	4,887	4,887	27%
505	400 04335 00051 512400	5,058	4,882	4,882	4,882	6,350	6,350	1,588	4,763	4,763	25%
505	400 04335 00051 512415	384	384	384	384	384	384	96	288	288	25%
505	400 04335 00051 512700	294	1,887	1,887	1,887	1,298	1,298	283	1,015	1,015	22%
505	400 04335 00052 521150	10,578	5,213	5,213	5,213	12,000	12,000	-	12,000	12,000	0%
505	400 04335 00052 521250	34,918	35,163	35,163	35,163	35,000	35,000	4,817	30,183	30,183	14%
505	400 04335 00052 522250	987	1,299	1,299	1,299	1,000	1,000	-	1,000	1,000	0%
505	400 04335 00052 522310	822	495	495	495	800	800	-	800	800	0%
505	400 04335 00052 523505	1,867	410	410	410	1,200	1,200	-	1,200	1,200	0%
505	400 04335 00052 523700	1,625	730	730	730	1,000	1,000	-	1,000	1,000	0%
505	400 04335 00053 531230	46,195	48,592	48,592	48,592	50,935	50,935	7,834	43,101	43,101	15%
505	400 04335 00053 531701	1,884	895	895	895	800	800	393	407	407	49%
505	400 04335 00053 531885	21,049	32,873	32,873	32,873	30,000	30,000	7,719	22,281	22,281	26%
505	400 04335 00052 522200	24,939	13,860	13,860	13,860	17,000	17,000	2,459	14,541	14,541	14%
505	400 04335 00054 542200	-	-	-	-	-	-	-	-	-	-
505	400 04335 00054 542500	-	-	-	-	-	-	-	-	-	-
<b>Total Sewage Treatment Plant</b>		<b>240,606</b>	<b>240,658</b>	<b>240,658</b>	<b>240,658</b>	<b>264,873</b>	<b>264,873</b>	<b>50,997</b>	<b>213,876</b>	<b>213,876</b>	<b>19%</b>

# City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

FY 2021  
Unaudited  
Actual  
Revenues &  
Expenditures  
09/30/2020

FY 2020  
Unaudited  
Actual  
Revenues &  
Expenditures

FY 2021  
Approved  
Budget

FY 2021  
Remaining  
FY 2021  
Budget

Percentage  
of FY 2021  
Actuals to  
Budget Used

Subtotal Sewage Treatment Plant		FY 2019 Audited Revenues & Expenditures	FY 2020 Unaudited Actual Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used					
		240,606	240,658	264,873	50,997	19%					
<b>Water Department</b>											
505	400	04400	00051	511100	REGULAR EMPLOYEES	121,628	125,748	132,739	34,591	98,148	26%
505	400	04400	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,735	2,140	4,741	118	4,623	2%
505	400	04400	00051	511199	LONGEVITY	2,123	2,264	2,370		2,370	0%
505	400	04400	00051	511300	OVERTIME	13,027	11,875	11,098	2,768	8,330	25%
505	400	04400	00051	512100	EMPLOYEE GROUP INSURANCE	11,213	12,062	25,477	4,139	21,338	16%
505	400	04400	00051	512200	FICA	10,558	10,728	11,777	2,835	8,942	24%
505	400	04400	00051	512400	RETIREMENT	11,699	7,925	10,378	2,594	7,784	25%
505	400	04400	00051	512415	457b plan cont	1,328	1,721	1,892	840	1,053	44%
505	400	04400	00051	512700	WORKERS' COMPENSATION	1,198	3,618	3,604	785	2,819	22%
505	400	04400	00051	512910	VEHICLE ALLOWANCE	2,975	2,750	3,000	750	2,250	25%
<b>Total Personal Services Water Dept</b>		<b>177,485</b>	<b>180,830</b>	<b>207,075</b>	<b>49,420</b>	<b>157,656</b>	<b>24%</b>				
505	400	04400	00052	521200	ATTORNEY & LEGAL FEES	-	-	200		200	0%
505	400	04400	00052	521201	COMPUTER SUPPORT FEES	7,900	7,042	7,000	3,065	3,935	44%
505	400	04400	00052	521220	ENGINEERING FEES	1,800	4,533	3,000		3,000	0%
505	400	04400	00052	521230	AUDITOR FEES	6,422	6,422	6,391		6,391	0%
505	400	04400	00052	521250	WATER TESTING	1,954	5,414	3,500	1,151	2,349	33%
505	400	04400	00052	522210	EQUIPMENT REPAIR & MAINT	16,929	3,694	2,000	254	1,746	13%
505	400	04400	00052	522220	BUILDING REPAIR & MAINT	2,800	2,500	1,000		1,000	
505	400	04400	00052	522240	TIRES AND TUBES	-	-	-		-	
505	400	04400	00052	522250	VEHICLE REPAIR	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	18,399	19,363	21,609	5,096	16,513	24%
505	400	04400	00052	523200	COMMUNICATIONS	9,376	8,353	9,720	877	8,843	9%
505	400	04400	00052	523210	POSTAGE	102	61	400	24	376	6%
505	400	04400	00052	523300	ADVERTISING	516	360	600		600	0%
505	400	04400	00052	523505	TRAVEL-EMPLOYEE	3,134	1,514	500	(380)	880	-76%
505	400	04400	00052	523600	DUES AND FEES	3,427	1,170	1,400	28	1,372	2%

# City of Leesburg ~ Water & Sewer Fund

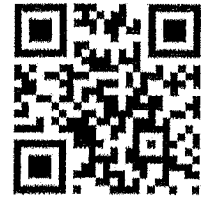
FY 2021 Budget to Actual Report by Line Item

	FY 2019 Audited		FY 2020 Unaudited Actual		FY 2021 Unaudited Actual		Percentage of FY 2021 Actuals to Budget Used
	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	
<b>Total Contracted Services Water Dept</b>	<b>73,561</b>	<b>60,425</b>	<b>57,820</b>	<b>10,115</b>	<b>47,705</b>	<b>17%</b>	
505 400 04400 00053 531230 ELECTRICITY-WELLS	19,351	22,169	24,104	4,787	19,317	20%	
505 400 04400 00053 531270 GAS & OIL	-	-	500	-	500	0%	
505 400 04400 00053 531600 SMALL EQUIPMENT	-	754	1,500	45	1,455	3%	
505 400 04400 00053 531700 OFFICE SUPPLIES	777	10,429	20,000	3,949	16,051	20%	
505 400 04400 00053 531870 WATER SUPPLIES	11,078	5,178	7,000	1,263	5,738	18%	
505 400 04400 00053 531885 CHEMICALS	4,761	-	-	-	-	-	
<b>Total Supplies Water Dept</b>	<b>35,967</b>	<b>38,530</b>	<b>53,104</b>	<b>10,043</b>	<b>43,061</b>	<b>19%</b>	
505 400 04400 00054 542200 CAPITAL OUTLAY-NEW VEHICLE	-	-	-	-	-	-	
505 400 04400 00054 542500 CAPITAL OUTLAY-OTHER EQUI	-	-	-	-	-	-	
505 400 04400 00054 542533 WATER TANK MAINTENANCE	-	43,129	43,129	-	43,129	0%	
505 400 04400 00054 542534 WATER LINE IMPROVEMENTS	-	-	-	-	-	-	
<b>Total Capital Outlays Water Dept</b>	<b>-</b>	<b>43,129</b>	<b>43,129</b>	<b>-</b>	<b>43,129</b>	<b>0%</b>	
505 400 04400 00056 561000 DEPRECIATION	100,000	100,000	100,000	25,000	75,000	25%	
<b>Total Depreciation Water Dept</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>25,000</b>	<b>75,000</b>	<b>25%</b>	
505 400 04400 00057 579000 CONTINGENCY	-	50,000	25,000	-	25,000	0%	
505 061 61100 612000 TRANSFER OUT - OTHER FUNDS	-	50,000	100,000	25,000	75,000	0%	
<b>Total Other Costs Water Dept</b>	<b>-</b>	<b>50,000</b>	<b>125,000</b>	<b>25,000</b>	<b>100,000</b>	<b>20%</b>	
505 400 04400 00058 582000 INTEREST PAID ON NOTES	40,970	38,345	34,131	-	34,131	0%	
<b>Total Water Dept Debt Service</b>	<b>40,970</b>	<b>38,345</b>	<b>34,131</b>	<b>-</b>	<b>34,131</b>	<b>0%</b>	
<b>Subtotal Water Department</b>	<b>427,982</b>	<b>511,260</b>	<b>620,259</b>	<b>119,578</b>	<b>500,682</b>	<b>19%</b>	
<b>Total Water and Sewer Expenses</b>	<b>1,178,923</b>	<b>1,070,326</b>	<b>1,248,041</b>	<b>240,668</b>	<b>1,007,373</b>	<b>19%</b>	
<b>Water and Sewer Net Gain / Loss</b>	<b>2,471</b>	<b>33,369</b>	<b>(0)</b>	<b>66,210</b>			
Plus Unfunded Depreciation	363,876	200,000	200,000	50,000			
Less Principal Debt Reduction	162,919	193,236	182,161	-			
Less Other investment in capital	-	-	-	-			
Less Operational Transfer to General Fund	-	-	-	-			
<b>Net affect on Cash Reserves increase / (decrease)</b>	<b>203,428</b>	<b>40,133</b>	<b>17,839</b>	<b>116,210</b>			





1344 US Hwy 19 South  
Suite A  
Leesburg, GA 31763  
Phone: (229) 435-6133  
Fax: (229) 439-7979  
www.emc-eng.com



Delivered via e-mail: bob.alexander@cityoffleesburgga.com

October 13, 2020

Bob Alexander  
City Manager  
107 Walnut Avenue North  
Leesburg, Ga 31763

**RE: LETTER AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR  
MAIN STREET AND LESLIE AVENUE PEDESTRIAN HYBRID BEACON (PHB) TRAFFIC WARRANT STUDY  
CITY OF LEESBURG, LEESBURG, GEORGIA**

Dear Mr. Alexander:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional engineering services in connection with the referenced *Project*. The *Project* consists of proposed traffic warrant studies for a Pedestrian Hybrid Beacon at proposed crosswalk locations on Main Street and Leslie Avenue in Leesburg, GA.

Our *Basic Services* will include preparation of, planning, ex. condition survey, planning, site engineering, and construction phase services for the proposed project in Leesburg, Lee County, Georgia, and as further described in the attached ***Exhibit "A," Scope of Basic Services.***

Payment for our *Basic Services* will be a lump sum fee of **\$4,550.00**. In addition to the lump sum price listed, we recommend that you budget permitting and bid assistance services on an as needed basis. We have estimated hours for these services but have no control over this factor.

**COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK:**

- ♦ *Main Street Warrant Study* \$ 2,275.00
- ♦ *Leslie Avenue Warrant Study* \$ 2,275.00

This *Proposal* does not include contamination screening or subsurface investigation of the properties. We recommend you have a subsurface soil investigation performed in order to determine if any muck, hazardous waste, buried garbage or other deleterious materials exist on the site of this *Project*. This work can be provided under the *additional services* clause of this *Agreement*.

We will also furnish such *additional services* as you may request. *Additional services* will be documented by EMC and authorized by the *Client*. *Additional services* will be charged on an hourly rate basis in accordance with the attached *Hourly Rate Schedule*.

**ADDITIONAL SERVICES WILL INCLUDE THE FOLLOWING:**

- ♦ *Surveying Services Beyond the Scope of Services*
- ♦ *Geotechnical Investigation*
- ♦ *Environmental Site Assessments*
- ♦ *Engineering Services Beyond the Scope of Services*

*Reimbursable expenses* incurred in connection with all *basic* and *additional services* will be charged on the basis of the actual cost plus 10%. We will bill you monthly for services and *reimbursable expenses*.

**REIMBURSABLE EXPENSES WILL INCLUDE THE FOLLOWING:**

- ♦ *Overnight delivery costs*
- ♦ *Application fees*
- ♦ *Advertisement fees*
- ♦ *Regulatory fees*
- ♦ *Record drawings reproduction costs*
- ♦ *Equipment rental*
- ♦ *CD/Flash Drive*
- ♦ *E-Filing*
- ♦ *Reprographics (In-house or outsourced)*
- ♦ *In-house Printing & Reproduction costs – Rates are:*

<i>Size</i>	<i>Bond (each sheet)</i>	<i>Mylar Sepia (each sheet)</i>
<i>18"x24"</i>	<i>\$1.50</i>	<i>\$ 7.50</i>
<i>24"x36"</i>	<i>\$2.50</i>	<i>\$15.00</i>


The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the *Project*.

Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for *Basic Services* performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the *Client* agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate "Stop Work" action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.

We are prepared to begin our services promptly after receipt of your acceptance of this *Proposal/Agreement* and to complete our services in accordance with a mutually agreed upon schedule.


This *Proposal*, attached *Exhibit "A," General Provisions* and *Hourly Rate Schedule* represent the entire understanding between you and us in respect of the *Project* and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of our agreement, we would appreciate your signing this letter in the space provided below and returning it to us, keeping a copy for your files.

Sincerely,  
EMC ENGINEERING SERVICES, INC.

By:   
B. Matthew Inman, PE  
Valdosta Branch Manager

Accepted this 14 day of OCTOBER, 2020

CITY OF LEESBURG

By:   
Name:  
Title:

Attachments: Exhibit "A" – Scope of Basic Services,  
Exhibit "C" – Client Site Plan  
Hourly Rate Schedule  
General Provisions

## ***EXHIBIT "A"***

### **SCOPE OF BASIC SERVICES**

#### **1. WARRANT STUDIES:**

- Preparation of a traffic warrant study report for installation of Pedestrian Hybrid Beacons at the locations noted on the GCA report for Leesburg School Connectivity Study drawing No. 5 and No. 6 as attached to this proposal.

# **LEESBURG SCHOOL CONNECTIVITY STUDY**

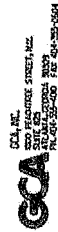
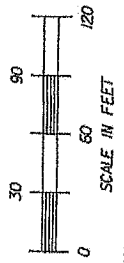
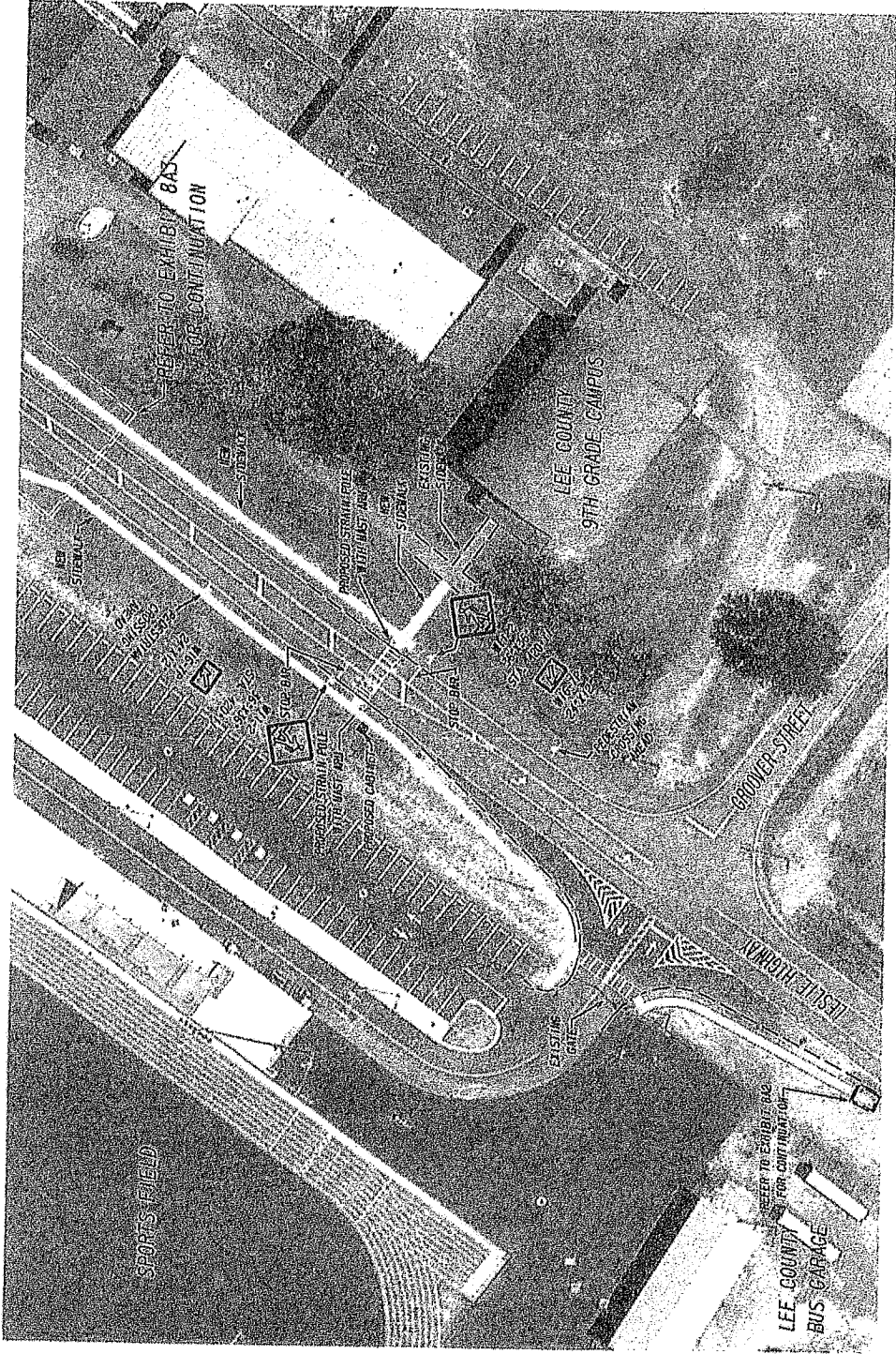
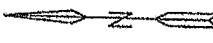
**CITY OF LEESBURG,  
GEORGIA**

Prepared By:  
GCA, Inc.  
1800 Peachtree Street, NW  
Suite 825  
Atlanta, Georgia 30309  
404-355-4010



October 2019





CITY OF LEESBURG  
 LEESBURG SCHOOL CONNECTIVITY STUDY  
 PROPOSED IMPROVEMENTS

PEDESTRIAN HYBRID BEACON ON LESLIE AVENUE  
 BY THE SPORTS FIELD AND THE 9TH GRADE CAMPUS

## Cost Estimates

Cost estimates were developed for the concept level improvements identified in this report. The calculated cost estimates are shown in Table 9. The cost estimate calculations are contained in Appendix F.

**Table 9 – Cost Estimates**

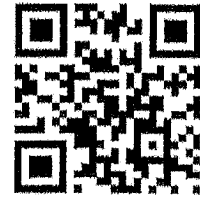
Concept/ Exhibit No.	Description	Estimated Cost*
1	Realign Robert B. Lee Drive to SR 32 to form the SR 32 East Bypass in the southeast quadrant of the City	\$4,163,000
2	Realign SR 32 south of 4th Street to connect to SR 3 opposite Callaway Street across the railroad tracks	\$1,826,000
3	Install a roundabout at the intersection of Leslie Highway at Smithville Avenue/2nd Street	\$342,000
4	Install left turn lanes and sidewalks on Smithville Avenue by Twin Oaks Elementary School and by Lee County Middle School West Campus and install sidewalks on Smithville Avenue	\$1,807,000
5	Install a pedestrian hybrid beacon on Leslie Avenue by the sports field and the 9th Grade Campus	\$148,000
6	Install a pedestrian hybrid beacon at the existing crosswalk plus connecting sidewalk on SR 32 by Magnolia Avenue	\$179,000
7	Install crosswalk plus connecting sidewalk on SR 32 by Firetower Road	\$28,000
8A	Install sidewalks as practical on Magnolia Avenue	\$633,000
8B	Install sidewalks as practical around schools on Firetower Road	\$763,000
8C	Install sidewalks as practical around schools on Leslie Highway	\$455,000
9	Install sidewalks on SR 32 (Main Street) and SR 3 (Walnut Avenue) to complete sidewalk connectivity	\$1,181,000
10	Reassign queueing from Lee County's Georgia Pre-K School located on Starksville Avenue from Starksville Avenue to Academy Avenue	\$180,000

\*- ROW and utility relocation costs not included





1344 US Hwy 19 South  
Suite A  
Leesburg, GA 31763  
Phone: (229) 435-6133  
Fax: (229) 439-7979  
www.emc-eng.com



Delivered via e-mail: bob.alexander@cityofleesburgga.com

October 13, 2020

Bob Alexander  
City Manager  
107 Walnut Avenue North  
Leesburg, Ga 31763

**RE: LETTER AGREEMENT FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR  
CANAL STREET AND MAGNOLIA STREET SIDEWALK IMPROVEMENTS  
CITY OF LEESBURG, LEESBURG, GEORGIA**

Dear Mr. Alexander:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional engineering and surveying services in connection with the referenced *Project*. The *Project* consists of proposed sidewalk improvements (approximately 690 linear feet) along Canal Street and Magnolia Street in Leesburg.

Our *Basic Services* will include preparation of, planning, ex. condition survey, planning, site engineering, and construction phase services for the proposed project in Leesburg, Lee County, Georgia, and as further described in the attached ***Exhibit "A," Scope of Basic Services.***

Payment for our *Basic Services* will be a lump sum fee of ***\$4,715.00.*** In addition to the lump sum price listed, we recommend that you budget permitting and bid assistance services on an as needed basis. We have estimated hours for these services but have no control over this factor.

***COST ESTIMATE BREAKDOWN*** FOR EACH PHASE OF WORK:

- ♦ *Survey Services* \$ 1,950.00
- ♦ *Site Engineering* \$ 2,765.00
- ♦ *Permitting and bid assistance Services (hourly as needed)* \$ 1,750.00

This *Proposal* does not include contamination screening or subsurface investigation of the properties. We recommend you have a subsurface soil investigation performed in order to determine if any muck, hazardous waste, buried garbage or other deleterious materials exist on the site of this *Project*. This work can be provided under the *additional services* clause of this *Agreement*.

We will also furnish such *additional services* as you may request. *Additional services* will be documented by EMC and authorized by the *Client*. *Additional services* will be charged on an hourly rate basis in accordance with the attached *Hourly Rate Schedule*.

**ADDITIONAL SERVICES** WILL INCLUDE THE FOLLOWING:

- ♦ *Surveying Services Beyond the Scope of Services*
- ♦ *Geotechnical Investigation*
- ♦ *Environmental Site Assessments*
- ♦ *Engineering Services Beyond the Scope of Services*

*Reimbursable expenses* incurred in connection with all *basic* and *additional services* will be charged on the basis of the actual cost plus 10%. We will bill you monthly for services and *reimbursable expenses*.

**REIMBURSABLE EXPENSES** WILL INCLUDE THE FOLLOWING:

- ♦ *Overnight delivery costs*
- ♦ *Application fees*
- ♦ *Advertisement fees*
- ♦ *Regulatory fees*
- ♦ *Record drawings reproduction costs*
- ♦ *Equipment rental*
- ♦ *CD/Flash Drive*
- ♦ *E-Filing*
- ♦ *Reprographics (In-house or outsourced)*
- ♦ *In-house Printing & Reproduction costs – Rates are:*

<i>Size</i>	<i>Bond (each sheet)</i>	<i>Mylar Sepia (each sheet)</i>
<i>18"x24"</i>	<i>\$1.50</i>	<i>\$ 7.50</i>
<i>24"x36"</i>	<i>\$2.50</i>	<i>\$15.00</i>


The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the *Project*.

Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for *Basic Services* performed under lump sum agreements will be on a percentage completion basis. Past Due Invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the *Client* agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate *"Stop Work"* action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.

We are prepared to begin our services promptly after receipt of your acceptance of this *Proposal/Agreement* and to complete our services in accordance with a mutually agreed upon schedule.


This *Proposal*, attached *Exhibit "A," General Provisions* and *Hourly Rate Schedule* represent the entire understanding between you and us in respect of the *Project* and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of our agreement, we would appreciate your signing this letter in the space provided below and returning it to us, keeping a copy for your files.

Sincerely,  
EMC ENGINEERING SERVICES, INC.

By:   
B. Matthew Inman, PE  
Valdosta Branch Manager

Accepted this 16 day of OCTOBER, 2020

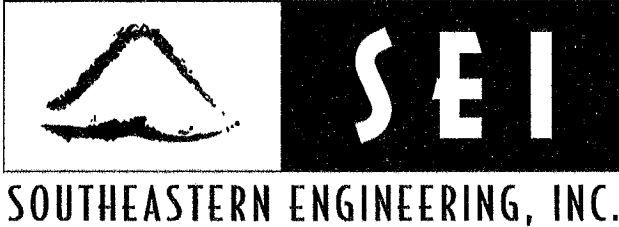
CITY OF LEESBURG

By:   
Name:  
Title:

Attachments: Exhibit "A" – Scope of Basic Services,  
Exhibit "C" – Client Site Plan  
Hourly Rate Schedule  
General Provisions







2470 Sandy Plains Road  
Suite A  
Marietta, GA 30066  
(office) 770-321-3936  
(facsimile) 770-321-3935  
[greg@seengineering.com](mailto:greg@seengineering.com)

October 28, 2020

RE: City of Leesburg, GDOT PI No. 0015404, Downtown Leesburg TAP Project

Dear Property Owner:

We request your cooperation in the City of Leesburg in continuing effort to provide a safe and efficient transportation system for the citizens of the County. Specifically, the team is designing roadway safety and operational improvements in downtown Leesburg. Field surveys are scheduled to begin soon in the vicinity of your property, for the purpose of locating all existing conditions within and along the existing right-of-way of the Project corridor. During surveying activities, it may become necessary for survey personnel to enter upon your property adjacent to the road corridor. This entry is provided for and regulated by Georgia Law, Code 32-2-2(9), which states:

"The Department of Transportation and its authorized agents and employees shall have the authority to enter upon any lands in the State for the purpose of making such surveys, soundings, drilling, and examinations as the Department may deem necessary or desirable to accomplish the purpose of this title, and each entry shall not be deemed a trespass, nor shall it be deemed an entry which would constitute a taking in a condemnation proceeding, provided that reasonable notice is given the owner or occupant of the property to be entered and that such entry shall be done in a reasonable manner with as little inconvenience as possible to the owner or occupant of the property."

During the course of the surveys, it may be necessary for some stakes to be driven in the ground and for some small trees and undergrowth along the right-of-way to be cleared to provide for the work; however, there will be no damage to fruit or nut trees, shrubs, flowers, or crops by survey personnel during the progress of this work. Specimen trees along the project corridor may be identified and marked with white ribbon by the surveyors. The markings do not imply that they will be cut down or saved. The only reason that they are being marked is for the County Arborist to be able to identify and assess the trees. Please be assured that this work will be done in a professional manner with as little inconvenience to you as possible.

For questions about the overall project, please contact Matthew Inman, PE, City of Leesburg Project Manager at 229-257-0399. For questions about the field survey, please call Mr. Greg Karel, PLS at Southeastern Engineering Inc, (770) 321-3936.

Sincerely,

Greg Karel

## Bob Alexander

---

**From:** Bob Alexander  
**Sent:** Wednesday, September 30, 2020 1:44 PM  
**To:** Bob Alexander  
**Subject:** FW: Intergovernmental Agreement - Water Services  
**Attachments:** INTERGOVERNMENTAL AGREEMENT - WATER SERVICES.pdf; 6 Tract one.pdf

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

Chris called today and said Authority would like for the Health Department to decide.

---

**From:** Bob Alexander <bob.alexander@cityofleesburgga.com>  
**Sent:** Thursday, September 24, 2020 12:49 PM  
**To:** Chris Boswell <cboswell@lee.ga.us>  
**Subject:** FW: Intergovernmental Agreement - Water Services

Chris,  
Has this been presented to the Utility Authority?

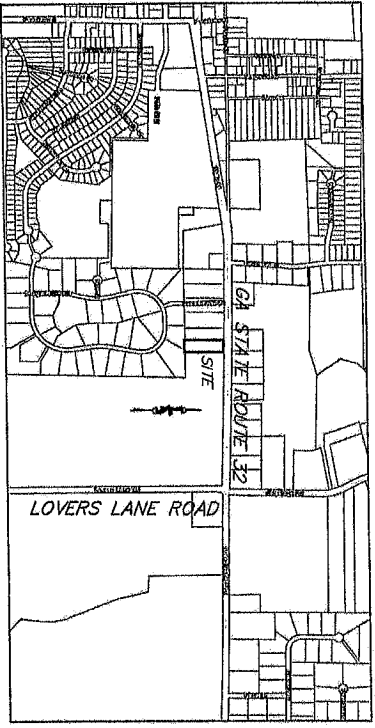
*Bob Alexander  
City Manager  
107 Walnut Avenue North  
Leesburg, Ga 31763  
Office: (229) 759-6465  
Email: [bob.alexander@cityofleesburgga.com](mailto:bob.alexander@cityofleesburgga.com)*

---

**From:** Bob Alexander <[alexander\\_leesburg@att.net](mailto:alexander_leesburg@att.net)>  
**Sent:** Thursday, August 06, 2020 12:40 PM  
**To:** Chris Boswell <[cboswell@lee.ga.us](mailto:cboswell@lee.ga.us)>  
**Subject:** Intergovernmental Agreement - Water Services

Chris,  
Attached is a signed Intergovernmental Agreement for water services just outside the City Limits on SR 32. Please present this to the Utility Authority at their next meeting. Thanks.

*Bob Alexander  
City Manager  
107 Walnut Avenue North  
Leesburg, Ga 31763  
Office: (229) 759-6465  
Email: [bob.alexander@cityofleesburgga.com](mailto:bob.alexander@cityofleesburgga.com)*



THIS SURVEY WAS MADE USING AN ELECTRONIC GEODETIC TOTAL STATION WITH DIRECT READING TO FIVE SECONDS AND SURVEY GRADE GPS REFERENCED TO EGGS REAL TIME NETWORK. THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A POSITIONAL ACCURACY WITHIN 0.05 HSG PER POINT. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 412,039 FEET. THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A CURRENT TITLE OPINION OR ABSTRACT UNRECORDED DEEDS, EASEMENTS OR OTHER INSTRUMENTS AFFECTING THE PROPERTY MAY EXIST.

APPROVAL:  
APPROVED BY LEE COUNTY PLANNING AND ZONING

ROZANNE BRASWELL  
PLANNING, ZONING AND ENGINEERING DIRECTOR

PROPERTY OWNER: WINGATE LAND AND DEVELOPMENT LLC  
DOUG WINGATE  
229-759-6468  
P.O. BOX 70024  
ALBANY, GA 31702

ALL LOTS APPROVED BY THE  
PLANNING COMMISSION MAY  
NOT BE HOLDABLE LOTS.

LOVERS LANE ROAD  
R/W VARIES

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY PLATED HEREON AND THAT I CONSENT TO THE SUBMISSION OF SAID PROPERTY AND TO THE RECORDING OF THIS PLAT.

*Doug Wingate*  
*Wingate Land and Development, LLC*

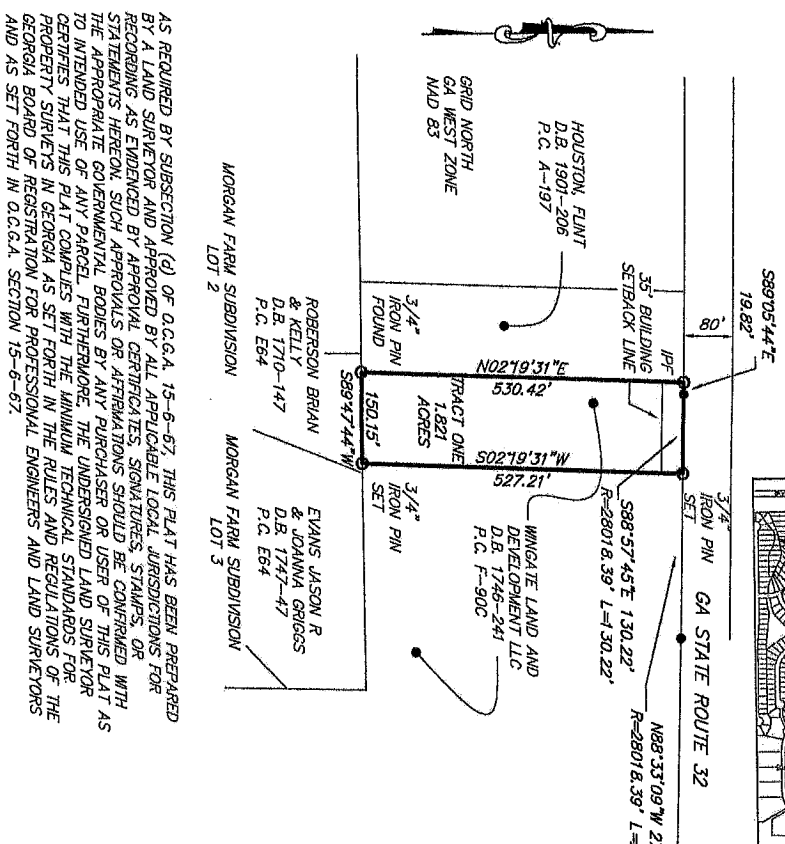
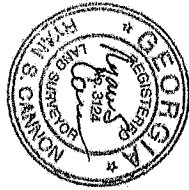
TOTAL ACRES - 1.821 ACRES  
PROPERTY IS ZONED R-1  
FRONT SETBACK - 35'  
SIDE SETBACK - 10'  
REAR SETBACK - 10'

THE LEE COUNTY UTILITIES AUTHORITY HAS CONTROL OVER THE SUPPLY OF POTABLE WATER AND RECEIPT OF SANITARY SEWAGE FROM ALL LANDS SUBDIVIDED AFTER JULY 23, 1985. OWNERS OF THESE SUBDIVIDED LOTS WILL BE REQUIRED TO IMMEDIATELY CONNECT TO PUBLIC WATER AND SEWAGE SYSTEMS WHENEVER EITHER BECOMES ACCESSIBLE.

BEFORE ANY BUILDING ACTIVITY BEGINS, THE LEE COUNTY HEALTH DEPARTMENT MUST APPROVE THE BUILDING SITE. AN INTENSIVE SOIL SURVEY WILL BE REQUIRED IN THE AREA OF CONSTRUCTION TO MAKE CERTAIN THAT SOILS PRESENT ARE SUITABLE FOR INDIVIDUAL SEWAGE DISPOSAL SYSTEM.

WETLANDS MAY BE PRESENT IN SOME OF THESE LOTS. FEDERAL LAW PROTECTS WETLANDS. BEFORE DISTURBING ANY AREA DESIGNATED AS A WETLAND, CONTACT THE U.S. ARMY CORPS OF ENGINEERS, REGULATORY BRANCH, P.O. BOX 889, SAVANNAH, GEORGIA, 31402-0889.

THE SUBJECT PROPERTY IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE OF THE 500 YEAR FLOOD) AS SHOWN ON THE N.F.I.P. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 13177022350, EFFECTIVE DATE OF 9-2-2009 FOR LEE COUNTY, GA.



AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EMBODIED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR CERTIFICATIONS SHOULD BE COMPIRED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLES WITH THE MINIMUM TECHNICAL STANDARDS FOR THE PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

DRAWING INFORMATION	
PROJECT NO.	177
DRAWING FILE	177001
DATE OF SURVEY	6-11-20
SCALE	1" = 200'
REVISION DESCRIPTION	
NO.	DATE
1	
2	
3	
4	
5	

**NASH**  
ENGINEERING & SURVEYING, LLC  
P.O. BOX 70725  
ALBANY, GEORGIA 31708  
Phone: (229) 759-1442

MINOR SUBDIVISION - PROPERTY OF  
WINGATE LAND AND DEVELOPMENT LLC  
PART OF LAND LOT 80  
2nd LAND DISTRICT  
LEE COUNTY, GEORGIA



## NOTICE OF PUBLIC HEARING

**Z19-010, MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE:** The goal of Lee County's Multi-Jurisdictional Hazard Mitigation Plan Update is to make residents, businesses, property owners, operators of critical infrastructure, and municipalities less susceptible to the effects of future disasters by increasing the disaster resistance of the County and its municipalities.

A copy of the Multi-Jurisdictional Hazard Mitigation Plan Update is on file at the Lee County Planning Office, 102 Starksville Ave., North, and may be reviewed along with any other information regarding this plan by contacting Rozanne Braswell, Planning Director of Lee County between 8:00 a.m. and 5:00 p.m., Monday through Friday.

NOTICE IS HEREBY GIVEN that the Lee County Board of Commissioners, Leesburg City Council and Smithville City Council will hold a joint public hearing for case Z19-010, to adopt the Updated Hazard Mitigation Plan, pending FEMA approval of the plan, at the Lee County Board of Commissioners regularly scheduled meeting on **Tuesday, December 1, 2020 at 5:30 P.M.** in the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Avenue North, Leesburg, Georgia.

Meetings of the Lee County, Leesburg, Smithville Planning Commission, and Lee County Board of Commissioners, Leesburg City Council and the Smithville City Council are open to the public.

NOTE: Georgia Law requires that all parties who have made campaign contributions to any member of the Board of Commissioners/City Council in excess of two hundred and fifty dollars (\$250.00) within two (2) years immediately preceding the filing of this request, who desire to appear at the public hearing in opposition or support of the application, shall, at least five (5) days prior to the public hearing, file a campaign contribution report with the Lee County/Leesburg/Smithville Planning Commission.

As set forth in the Americans with Disabilities Act of 1992, the Lee County/City of Leesburg/City of Smithville Governments does not discriminate on the basis of disability, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible. For information, please call (229) 759-6000.

Ad runs in Lee County Ledger on 11/4/2020, 11/11/2020 and 11/18/2020.

To: Mr. Bob Alexander

From: Chief C. Prokesh

Date: October 29, 2020

RE: Monthly Report, October-2020

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**CADs = 1,050**

**Arrests = 24**

### **Criminal/Investigative:**

#### **Municipal Court:**

Drug Arrests = 6  
Traffic Arrests = 8

#### **Superior Court:**

Terroristic Threats and Acts = 3  
Motor Vehicle Theft = 1  
Financial Transaction Card Fraud = 1  
Poss. of Schedule II Narcotic = 1  
Poss of Schedule I = 2  
Poss of Drug Related Objects = 2

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### **CITATIONS:**

**Citations = 145**

**Warnings = 93**

**Accidents = 18**

Vehicle v. Vehicle: 15  
Hit and Run: 3

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### **OTHER:**

1. Chili Cook-Off
2. Trick or Trunk
3. Pumpkin Patrol

**Lee County 911**  
**119 Pinewood Rd Leesburg , GA 31763**

**CFS By Department - Select Department By Date**  
**For Leesburg Police Department 10/1/2020 - 10/29/2020**

Leesburg Police Department	Count	Percent
ALARM/FIRE/COMMERCIAL	1	0.10%
ALARM/FIRE/RESIDENTIAL	1	0.10%
ANIMAL CALLS	3	0.29%
AREA CHECK	584	55.62%
ASSIST MOTORIST	5	0.48%
ASSIST OTHER AGENCY/SERVICE	3	0.29%
ATV / DIRT BIKE COMPLAINT	2	0.19%
BATTERY	1	0.10%
BREATHING PROBLEMS	1	0.10%
BURGLARY	1	0.10%
BUSINESS ALARM	14	1.33%
CALL BY PHONE	3	0.29%
CHECK POINT/ROAD BLOCK	2	0.19%
COMPLAINT	5	0.48%
CONTACT PERSON	8	0.76%
CUSTOMER TROUBLE	1	0.10%
DAMAGE TO PROPERTY	3	0.29%
DIABETIC PROBLEMS	1	0.10%
DISORDERLY CONDUCT	1	0.10%
DISPUTE	1	0.10%
DISTURBANCE	1	0.10%
DOMESTIC	2	0.19%
DRUG INVESTIGATION	1	0.10%
ELECTRICAL FIRE	1	0.10%
ESCORT	4	0.38%
EVICTON	1	0.10%
FALL	1	0.10%
FIRE/GRASS/BRUSH	1	0.10%
FLAG DOWN	2	0.19%
FOLLOW UP	11	1.05%
FUNERAL ESCORT	1	0.10%
HARASSMENT COMPLAINT	3	0.29%
INFORMATION	8	0.76%
JUVENILE PROBLEM	4	0.38%
LICENSE/REGISTRATION	4	0.38%
LOST/ MISLAID PROPERTY	3	0.29%
MECHANICAL BREAKDOWN	6	0.57%
MISCELLANEOUS	8	0.76%
No CallType	4	0.38%
OPEN LINE	1	0.10%
PANHANDLING	1	0.10%
POLE DOWN/BROKEN	1	0.10%

Leesburg Police Department	Count	Percent
POWER LINES DOWN	1	0.10%
RAPE	1	0.10%
RECOVERED/FOUND PROPERTY	1	0.10%
RESIDENTIAL ALARM	3	0.29%
ROAD CLOSED	1	0.10%
RUNAWAY JUVENILE	1	0.10%
SERVE CIVIL PAPER	1	0.10%
SHOTS FIRED	2	0.19%
SPECIAL DETAIL	10	0.95%
SPEEDING/RECKLESS DRIVING	7	0.67%
STOLEN VEHICLE	1	0.10%
SUSPICIOUS ACTIVITY	2	0.19%
SUSPICIOUS PERSON/VEHICLE	15	1.43%
THEFT	3	0.29%
THREATS	5	0.48%
TRAFFIC CONTROL	1	0.10%
TRAFFIC STOP (CLI)	238	22.67%
TRANSPORT PRISONER	2	0.19%
TRESPASSING	2	0.19%
UNLOCK VEHICLE	17	1.62%
UNWANTED GUEST	1	0.10%
VEHICLE ACCIDENT	15	1.43%
VEHICLE ACCIDENT/ HIT AND RUN	3	0.29%
WATER PROBLEMS	1	0.10%
WELFARE CHECK	6	0.57%
Total Records For Leesburg Police Department	1050	Dept Calls/Total Calls 100.00%
	Total Records	1050

**CITY OF LEESBURG PUBLIC WORKS**

**MONTHLY REPORT**

**SEPTEMBER 25 - OCTOBER 25 - 2020**

. **LIFT STATION** -REMAINS OPERATIONAL [ ALL PUMPS OR OPERATIONAL ]

. **LIMBS PICK UP** - FOR THE MONTH OF OCTOBER [ 9 ] LOADS

TOTAL CHARGE [ 0.00 ]

. **LIGHTING** - NO ACTIVITY

**CITY OF LEESBURG**

**PROJECT STATUS**

**PUBLIC WORKS** - ARE RUNNING SEWER AND WATER LINES ON CANAL STREET

**METER REGISTER** -PUBLIC WORKS ARE INSTALLING NEW REGISTERS

Count of No.						
Location	Estimated Hours	Class	Type	Total		
City Hall	0	Pick up supplies	PICK UP CASES OF WATER FOR CITY HALL	2		
		Pick up supplies Total			2	
	0 Total				2	
	0.25	Sanitation	EMPTY TRASH CANS AT ENTRANCES TO CITY HALL	1		
		Sanitation Total			1	
	0.25 Total				1	
	0.35	Vehicles	Maintenance	1		
		Vehicles Total			2	
	0.35 Total				2	
	City Hall Total				2	
Service Address/Street	0	Sanitation	DELIVER GARBAGE CAN	1		
			REPLACE CAN	1		
			YARD DEBRIS PICKUP	1		
	Sanitation Total			3		
	Water			CHECK FOR LEAK AND GET READING	1	
				CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY	12	
				GET READING AND DELIVER TRASH CAN	1	
				LOCK METER - CHECK TO SEE IF HOUSE IS OCCUPIED	1	
				Meter change out	1	
				Repair Leak	1	
				TURN WATER OFF AND LOCK METER AND GET READING	5	
				TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	4	
				TURN WATER ON	2	
				TURN WATER ON DELIVER TRASH CAN GET READING	6	
	Water Total				34	
	0 Total				37	
	0.15	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1		
			REPLACE CAN	1		
		Sanitation Total			2	
	Water			GET READING FOR BEGINNING OF NEW SERVICE	1	
				TURN WATER OFF AND LOCK METER AND GET READING	1	
				TURN WATER ON DELIVER TRASH CAN GET READING	1	
	Water Total				3	
	0.15 Total				5	
	0.2	Water	TURN WATER ON AND GET READING	1		
		Water Total			1	
	0.2 Total				1	
	0.25	Maintenance	(blank)	1		
		Maintenance Total			1	
		Sanitation		DELIVER GARBAGE CAN	4	
				PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	4	
		Sanitation Total			8	
		Water			CHECK FOR LEAK AND GET READING	1
					CHECK METER FOR STOPPAGE	2
					CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY	12
					DOUBLE CHECK EID#	1
					LOCK METER - CHECK TO SEE IF HOUSE IS OCCUPIED	2
					Reread Meter	2
					TURN WATER OFF AND LOCK METER AND GET READING	5
					TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	4
				TURN WATER ON	1	
				TURN WATER ON DELIVER TRASH CAN GET READING	2	
			TURN WATER ON AND GET READING	4		
			VERIFY WATER IS OFF AND LOCKED. GET READING.	2		
	Water Total				38	
0.25 Total				47		
0.3	Sanitation	PICK UP GARBAGE CAN	1			
	Sanitation Total			1		
	Streets	Remove Roadkill	1			
	Streets Total			1		
	Water			CHECK FOR LEAK AND GET READING	1	
			TURN WATER OFF AND LOCK METER AND GET READING	2		
			TURN WATER ON DELIVER TRASH CAN GET READING	1		
			TURN WATER ON AND GET READING	1		
Water Total				2		
0.3 Total				6		
1	Sewer	Check for Stoppage	1			
	Sewer Total			1		
	Streets	Remove Roadkill	1			
	Streets Total			1		
	Water			CHECK FOR LEAK AND GET READING	1	
			Repair Leak	1		
Water Total				1		
1 Total				2		
2	Water		Repair Leak	4		
			Water Total			1

Service Address/Street	2	Water Total		1
	2 Total			1
	4	Streets	CLEANED SIDEWALK	1
		Streets Total		1
	4 Total			1
	(blank)	Sanitation	DELIVER GARBAGE CAN	1
		Sanitation Total		1
		Water	Meter change out	1
			Reread Meter	1
		Water Total	TURN WATER ON AND GET READING	1
(blank) Total			3	
Service Address/Street Total			4	
Train Depot	2	Streets	RAKE UP PILES OF GRASS LEFT BEHIND FROM MOWING	108
		Streets Total		1
	2 Total			1
	7	Streets	MOWING & WEEDEATING	1
		Streets Total		1
	7 Total			1
Train Depot Total			1	
Grand Total			2	
			115	

## Leesburg Water Pollution Control Plant Monthly Report For October, 2020

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

<u>TEST</u>	<u>RESULTS</u>	<u>PERMIT LIMIT</u>
Avg. Daily Flow (Million Gallons)	.495	1.5
Effluent Biochemical Oxygen Demand	2.0	15
BOD Removal %	99.1	>85%
Effluent Total Suspended Solids	4.5	30
TSS Removal %	99.2	>85%
Effluent Fecal Coliform (# per 100 mL)	11.0	400
Effluent Ammonia	.08	3.0
Effluent Dissolved Oxygen	7.9	>6.0
Min & Max Effluent pH	7.2-7.4	6.0-9.0
Effluent Total Phosphorous	.28	1.5
Low-Level Mercury (mg/day)	.931	6.3
Total Rainfall for the month	2.7 in.	

Maintenance/Repairs Performed: (1) Weekly cleaning and routine maintenance performed on belt-fed press, UV light units, clarifiers and chemical pump systems at WPCP. (2) Repair lights on exterior of office building. (3) Flush and clean chemical spill containment trough around chemical storage tanks. (4) Assisted GRWA Energy Efficiency Specialist, Dennis Brown in performing an energy efficiency audit on Leesburg Water System and Leesburg WPCP. (We will meet in November to discuss the results of the audit and his recommendations).

### Expenses:

Fuel (generator/vehicles/mower)	\$ 394.26
Electricity -	\$4,046.64
Chemicals used	\$ 778.41
Lab Tests -	\$ 2,160.00
DoCo Landfill (solids from press)	\$0,000.00
Maintenance & Repair -	\$0,000.00
Total -	\$7,379.31



## Leesburg Public Drinking Water Wells Monthly Report For October, 2020

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

<u>TEST</u>	<u>RESULTS</u>	<u>PERMIT</u>
Monthly Avg. Gallons Pumped Per Day:	470,354	800,000
Total Gallons Pumped for the Month:	14.58 Million Gallons	
3 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.92 mg/L	>.2mg/L
1 Monthly Fluoride Sample:	.56	

Maintenance/Repairs: (1) Remove/clean/reinstall chlorine injectors at Starksville & 32 wells, weekly. (2) Perform monthly preventive maintenance to chlorine and fluoride pumps at Starksville & Hwy. 32 wells.

### Expenses:

Electricity -	\$2,667.32
Chemicals used -	\$ 488.06
Routine Testing	\$ 132.00
Maintenance & Repair -	\$ 00.00
Total -	\$3,287.38