

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**
December 1, 2020
3. **PUBLIC HEARING**
William E. Sandefur (Z20-007): has submitted an application to the Lee County Planning Commission requesting to rezone a total of 4.346 acres from C-4 (Traditional Office District) to R-1 (Single Family Residential District). The property owner is Pregnancy Resource Center of Lee County, LLC. The parcels are located at the Southeast corner of Blue Springs Drive and Peach Avenue South, the 2nd Land District of the City of Leesburg Georgia.
4. **NEW BUSINESS**
(A) Consideration of the William E. Sandefur (Z20-007) application to rezone a total of 4.346 acres from C-4 to R-1.
(B) Consideration of 2021 Alcohol Licenses.
(C) Consideration of the workers' compensation coverage through the GMA Workers' Compensation Self-Insurance Fund GMA WCSIF)
5. **CITY MANAGER'S MATTERS**
(A) Financial Report
(B) Wireless Text Amendment
6. **DEPARTMENTAL REPORTS**
(A) Police Report
(B) Public Works Report
(C) Water and Sewer Report
7. **GOVERNMENTAL BOARDS/AUTHORITIES**
8. **COUNCIL MEMBER'S MATTER**
9. **OLD BUSINESS**
10. **CITY ATTORNEY'S MATTERS**
11. **EXECUTIVE SESSION**

12. PUBLIC FORUM

13. ANNOUNCEMENTS

Next Scheduled Meeting is February 2, 2020

14. ADJOURNMENT

Agenda May Change Without Notice

City of Leesburg
City Hall, 107 N Walnut Avenue, Leesburg, GA 31763
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City Councilmembers

Billy Breeden, Mayor
Rufus Sherman, Mayor Pro Tem
Bob Wilson Judy Powell
Jason Renfroe Amanda White
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1. CALL TO ORDER

Mayor Breeden called the meeting to order at 6:00 PM. Mayor Breeden lead the pledge and 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 November 3, 2020. Mayor Pro Tem Sherman made a motion to approve the minutes. Councilmember Renfroe seconded the motion. The vote was unanimous.

3. PUBLIC HEARING

4. NEW BUSINESS

(A) City Manager Bob Alexander discussed the Lee/Leesburg/Smithville Hazard Mitigation Plan. Councilmember Powell made a motion to adopt the Resolution for the Hazard Mitigation Plan. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

(B) City Manager Bob Alexander notified the Council that Troy Golden's appointment on the Lee/Leesburg/Smithville Planning Commission will be up at the end of the year and due to personal reasons would not requests reappointment. Jim Quinn has indicated an interest on being appointed to the Planning Commission. Councilmember Bush made a motion to appoint Jim Quinn to the Planning Commission. Councilmember Powell seconded the motion. The Vote was unanimous.

(C) Planning Director Rozanne Braswell discussed the Magnolia Woods Subdivision Acceptance and Approval of Final Subdivision. Mayor Pro Tem Sherman made a motion to approve the Resolution Granting Final Approval for Magnolia Woods Subdivision. Councilmember Bush seconded the motion. The vote was unanimous.

(D) City Manager Bob Alexander discussed a Budget Amendment for Fiscal Year 2021 for a 4% pay increase for all City Employees starting January 1, 2021. Councilmember White made a motion to approve the Budget Amendment. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

(E) City Attorney Bert Gregory discussed pay options for the City Manager. Councilmember Powell made a motion to increase the City Managers pay by 4%. Councilmember Wilson seconded the motion. The vote was unanimous.

(F) Wastewater Superintendent Russ Ferguson discussed the quotes for Launder Cover of two (2) 50" diameter Clarifier Tanks. Councilmember Renfroe made a motion to accept the low bid of \$18,000 each from Awnings Plus. Mayor Pro Tem Sherman 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 Water & Sewer Fund and indicated that both funds are within budget for the year.

6. DEPARTMENTAL REPORTS

- (A) Police Report.
- (B) Public Works Report
- (C) Water and Sewer Report

7. GOVERNMENTAL BOARDS/AUTHORITIES

8. COUNCIL MEMBER'S MATTER

Councilmember Powell discussed the Christmas Parade on Saturday December 5 at 10:00 AM. Due to COVID 19 there will be no Christmas Festival this year.

9. OLD BUSINESS

10. CITY ATTORNEY'S MATTERS

11. EXECUTIVE SESSION

12. PUBLIC FORUM

13. ANNOUNCEMENTS

Next Scheduled Meeting is January 5, 2021

14. ADJOURNMENT

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

NOTICE OF PUBLIC HEARING

William E. Sandefur (Z20-007): has submitted an application to the Lee County Planning Commission requesting to rezone a total of 4.346 acres from C-4 (Traditional Office District) to R-1 (Single Family Residential District). The property owner is Pregnancy Resource Center of Lee County, LLC. The parcels are located at the Southeast corner of Blue Springs Drive and Peach Avenue South, 173 Peach Avenue South, Parcel No: LSE1078195147; LSE1078195148; and LSE036C, Land Lot 78 of the 2nd Land District of the City of Leesburg Georgia.

The Lee County Planning Commission will conduct a public hearing on the zoning request, **Thursday, December 3, 2020 at 6:00 P.M.** in the T. Page Tharp Building, 102 Starksville Avenue N, Kinchafoonee Room, 2nd Floor, Leesburg, GA 31763. The Planning Commission will forward its recommendation to the Leesburg City Council based upon information presented at the public meeting.

The Leesburg City Council will conduct a public hearing and final vote on the zoning request on **Tuesday, January 5, 2021 at 6:00 P.M.** The meeting will be held at City Hall, 107 Walnut Avenue N, Leesburg, GA 31763.

Exact legal description of the properties are on file at the Lee County Planning, Zoning and Engineering Department, 102 Starksville Avenue N, Room 202, Leesburg, GA 31763 and may be reviewed along with any other information regarding this request between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Meetings of the Planning Commission and the Board of Commissioners are open to the public. Georgia law requires that all parties who have made campaign contributions to any member of the Board of Commissioners in excess of two hundred fifty dollars (\$250) within two (2) years immediately preceding the filing of this request, and who desire to appear at the public hearing in opposition to the application, shall, at least five (5) days prior to the public hearing, file a campaign contribution report with the Lee County Planning Commission.

As set forth in the Americans with Disabilities Act of 1990, Lee County does not discriminate on the basis of disability in the admission or access to or treatment or employment in its programs or activities. The Planning Department has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided there, is available at the office of Planning, Zoning and Engineering, (229)759-6000. Lee County will assist citizens with special needs given proper notice (7 working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program, or activity of Lee County, Georgia should be directed to Sherry Shelton, 102 Starksville Avenue N, Room 202, Leesburg, Georgia, 31763, (229) 759-6000.



Lee County Planning, Zoning & Engineering Department

Rozanne Braswell, AICP, CFM
Planning, Zoning & Engineering Director

Amanda Nava
County Planner/Zoning Administrator

Randy Weathersby
GIS Manager

Corrie Wheeler
GIS Technician

Sherry Shelton
Office Manager/Planning Assistant

December 8, 2020

William E. Sandefur, CEO
Pregnancy Resource Center of Lee County, Inc.
2305 Robinhood Road
Albany, GA 31707
Via Email: advisor1973@gmail.com

RE: Z20-007 Re-Zoning Request

Dear Mr. Sandefur:

The Planning Commission met on Thursday, December 3, 2020 and recommended **APPROVAL** of the re-zoning application from C-4 (Traditional Office District) to R-1 (Single-Family Residential District).

The Leesburg City Council will conduct a public hearing and final vote, on the zoning request, on **Tuesday, January 5, 2021 at 6:00 p.m.** The meeting will be held at City Hall, 107 Walnut Avenue N. Leesburg, GA.

Please let me know if you have any questions or concerns.

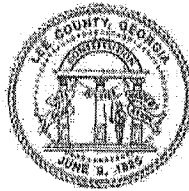
Sincerely,

Amanda Nava
County Planner/Zoning Administrator
amanda.nava@lee.ga.us

xc: Bob Alexander, City of Leesburg Manager

AN/ss

Z20-007



LEE COUNTY
CITY OF LEESBURG
CITY OF SMITHVILLE

ZONING APPLICATION

Owner: William E Sandefur, CEO, Pregnancy Resource Center of Lee County, Inc
Address: 2305 Robinhood Road, Albany, GA 31707

Daytime Phone #: 229-349-1929 Email: advisor1973@gmail.com

Address or location of the property: 173 Peach Avenue South, Leesburg, GA 31763

In order that the general health, safety and welfare of the citizens may be preserved, and substantial justice maintained, I (We) the undersigned request in connection with the property hereinafter described:

Present Zoning: C-4 Present Use of Property: Office Building

Proposed Zoning: R1 Proposed Use of Property: Residential property

78 Land Lot Number 2nd Land District 4,346 # of Acres

The subject property is described as follows:
Lots 147 and 148 of Indian Oaks Plantation Phase III and additional tract to the south.

ALSO ATTACH: (18 COPIES REQUIRED) _____ Plat of property, including vicinity map

_____ Legal description Containing Metes and Bounds

DISCLOSURE

_____ I (owner) have made campaign contributions having an aggregate value of \$250.00 or more, or made gifts having an aggregate value of \$250.00 or more to an official of (Lee County, City of Leesburg, City of Smithville) (circle one) within two (2) years of application.

I (owner) have NOT made campaign contributions having an aggregate value of \$250.00 or more, or made gifts having an aggregate value of \$250.00 or more to an official of (Lee County, City of Leesburg, City of Smithville) (circle one) within two (2) years of application.

I hereby certify that I am the owner and/or legal agent of the owner, in fee simple of the above-described property.

WITNESS: [Signature]

OWNER: [Signature]

DATE: 11-5-2020

DATE: 11-5-2020

Application Fee: \$450.00 Date Paid: 11-5-2020 Received by: [Signature]

In my absence, I authorize the person named below to act as the applicant in the pursuit of action for the application.

Applicant Name: _____

Address: _____

Phone #: _____ Email: _____

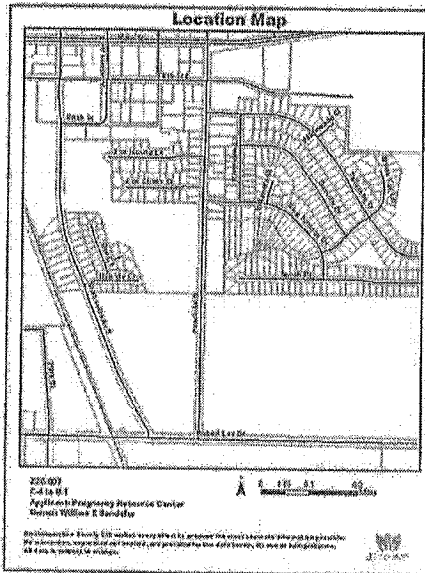
Legal Description
Indian Oaks Frontage Tracts
to be Rezoned to C4

All that tract or parcel of land lying and being in Land Lot 78, Second Land District, City of Leesburg, Lee County, Georgia and being more particularly described as follows:

Begin at the intersection of the east right-of-way line of Peach Street (80' R/W) and the south right-of-way line of Blue Springs Drive (60' R/W) and follow said right-of-way line of Blue Springs Drive N 88 degrees 26 minutes 15 seconds E for a distance of 46.99 feet to a point; thence continue along said right-of-way line of Blue Springs Drives around a curve to the right having a radius of 145.00 feet and a length of 41.60 feet, the chord being S 83 degrees 20 minutes 37 seconds E for a distance of 41.46 feet to a point; thence continue along said right-of-way line S 75 degrees 07 minutes 30 seconds E for a distance of 50.34 feet to a point; thence continue along said right-of-way line around a curve to the left having a radius of 205.00 feet and a length of 58.81 feet, the chord being S 83 degrees 19 minutes 06 seconds E for a distance of 58.60 feet to a point on the east line of Land Lot 78; thence, leaving said right-of-way line, follow said land lot line S 01 degree 32 minutes 16 seconds E for a distance of 940.44 feet to a point at the southeast corner of Land Lot 78; thence follow the south line of Land Lot 78 S 88 degrees 38 minutes 39 seconds W for a distance of 201.13 feet to a point on the east right-of-way line of Peach Street; thence follow said right-of-way line N 01 degree 08 minutes 04 seconds W for a distance of 968.32 feet to a point which is the Point of Beginning.

Said tract contains 4.346 acres.

**STAFF ANALYSIS AND REPORT
ZONING APPLICATION Z20-007**



APPLICANT: William H. Sandefur, CEO

OWNER: Pregnancy Resource Center of Lee County, Inc.

PROPERTY LOCATION: Southeast corner of Blue Springs Drive and Peach Avenue South, 173 Peach Avenue South, Parcel No: LSE1078195147; LSE1078195148; and LSE036C

CURRENT ZONING/USE: C-4 (Traditional Office District)

PROPOSED ZONING/USE: R-1 (Single Family Residential District)

ZONING/ADJACENT LAND USE:

North:	R-1 (Single Family Residential District)
Land Use:	Single-Family Neighborhood
South:	AG (Active Agriculture District)
Land Use:	Vacant
East:	AG (Active Agriculture District)
Land Use:	Vacant & Single-Family Neighborhood
West:	AG (Active Agriculture District) & R-1 (Single Family Residential District)
Land Use:	Vacant & Single-Family Neighborhood

MEETING INFORMATION:

Planning Commission: Thursday, December 3, 2020 at 6:00 P.M.
Kinchafoonee Conference Room
102 Starksville Avenue N, Leesburg, GA

Public Hearing/Final Vote: Tuesday, January 5, 2021 at 6:00 P.M. City Hall
107 Walnut Avenue N, Leesburg GA

RECOMMENDATION: APPROVAL
BASIC INFORMATION

William E. Sandefur, CEO of the Pregnancy Resource Center of Lee County, has submitted an application to the Planning Commission, requesting to rezone a total of 4.346 acres (three separate parcels) from C-4 (Traditional Office District) to R-1 (Single Family Residential District). C-4 allows for restricted business uses, close to residential areas, in modern office buildings, in a landscaped setting or the appropriate re-use of existing residential dwellings. After a successful rezoning, the existing building can be used as a single family residence. The parcels are located at the Southeast corner of Blue Springs Drive and Peach Avenue South, 173 Peach Avenue South, Parcel No: LSE1078195147; LSE1078195148; and LSE036C, Land Lot 78 of the 2nd Land District of the City of Leesburg Georgia.

Subject property is part of the Indian Oaks Subdivision, which supports a built out single-family residential subdivision. Adjoining Indian Oaks is the built out single-family private subdivision, The Sanctuary. Some of Indian Oaks Subdivision is zoned AG (Active Agriculture District) and some is zoned R-1 (Single Family Residential District), which allows for single family, detached dwellings. On the other side of Peach Avenue is the Fox Chase Subdivision and customer sited distributed generation solar array. Fox Chase Subdivision is zoned R-1 (Single Family Residential District), which allows for single family, detached dwellings. The solar array is zoned AG-1 (Active Agriculture District).

At this time, the Pregnancy Resource Center would like to sell the property as their organization will transition to mobile operations. Rezoning to R-1 would return the property to its original use and be beneficial in maintaining the residential character and integrity of the neighborhoods.

PHYSICAL CHARACTERISTICS AND INFRASTRUCTURE

The property does not lie in the 100 year floodplain. Property is served by the City of Leesburg Utilities for water and sewer.

RELEVANT ZONING HISTORY

The existing structure was built as a model home for Indian Oaks and The Sanctuary and served as the main office until the subdivisions were built out. The rezoning allowed the Pregnancy Resource Center to purchase and operate their non-profit agency.

PLANNING CONSIDERATIONS

Listed below are several issues for consideration in evaluating this rezoning application.

- 1. Will the zoning proposal permit a use that is suitable in view of the use, development and zoning of adjacent and nearby property?*

The proposed zoning would allow for the once model home to be restored to its original use. The existing structure would serve as a single family residence which coincides with the nearby subdivisions.
- 2. What is the effect on the property value of the subject property should the existing zoning be retained?*

At the current zoning, C-4 (Traditional Office District), is intended to permit offices and restricted business uses which will provide opportunities for local employment close to residential areas. The permitted uses in C-4 include, family day care, group day care, adult day care and related uses, nursery schools, kindergartens, or day care facilities, temporary emergency construction and repair residences, offices of any type; clinical, research and services not primarily related to goods of merchandise, operations designed to attract and serve customer or client on the premises such as office of attorney, physicians and other professions, personal care home (two to six residents); personal care homes (seven to 15 residents); and congregate personal care homes (16+ residents),

and child-welfare facility (up to six residents). The current use has limited, if any, adverse impacts in regards to traffic, noise, odors and hours of operation. Continuation of C-4 zoning could incorporate other allowed uses, which could be considered as a higher intensity use, with potential adverse impacts. Rezoning to R-1 (Single Family Residential District) would allow for the once model home, to be used as the residence it was intended for.

3. *If denied, will the effect on the applicant's property value under the existing zoning be offset by the gain to the health, safety, morals or general welfare of the public?*
If the zoning proposal is denied, there should be no gain to the health, safety, morals or general welfare of the public.
4. *Will the zoning proposal result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, schools, fire protection, public health facilities, or emergency medical services?*
Impact on the School System: Very minimal impact for one single family residence.
Impact on Utilities: Public water and Sewer services are provided by Leesburg Utilities.
Impact on Transportation Network: Peach Avenue is a local road and does not have traffic counts listed on GDOT. Adding one single family residence would have very minimal impact to the traffic count.
Road Improvements: According to the FY 2018-2021 Transportation Improvement Program and the Dougherty Area Regional Transportation Study: 2045, no road improvements are listed for Peach Avenue at this time.
5. *Is the zoning proposal in conformity with the policy and intent of the future land use plan for the physical development of the area?*
Yes.
6. *Is the subject property well suited for the proposed zoning purpose?*
The subject properties are well suited for the proposed R-1. The primary parcel supports a single family home and the adjoining vacant parcels are considered open space/greenspace and not suitable for development.
7. *Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?*
There should be no adverse effects to the existing use or usability of adjacent or nearby properties.
8. *Are there other existing or changing conditions affecting the use or development of the subject property which give supporting grounds for the approval or disapproval of the zoning proposal?*
No.
9. *Would the change create an isolated district unrelated to the surrounding districts, such as "spot zoning"?*
Rezoning to R-1 for subject properties will not be considered "spot zoning", as the surrounding area is residentially zoned.
10. *Are the present zoning district boundaries illogically drawn in relation to existing conditions in the area?*
Subject property already contains an existing structure which was approved during the subdivision of Indian Oaks and The Sanctuary.
11. *Is the change requested out of scale with the needs of the county as a whole or immediate neighborhood?*
No, the change is consistent and compatible with the area.

12. *Is it impossible to find adequate site for the proposed use in districts permitting such use and already appropriately zoned?*

Yes, the current owner is changing their model of operations from a physical facility to a mobile unit, and would like to return the property to its intended use.

13. *Would there be an ecological or pollution impact resulting from the proposed zoning if it is granted?*

Environmental considerations were evaluated during the land development process; the property is not located in a Special Flood Hazard Area, vacant greenspace parcels contain wetlands and are not suitable for development and will remain undeveloped. There should be no adverse effect if the property is rezoned to R-1.

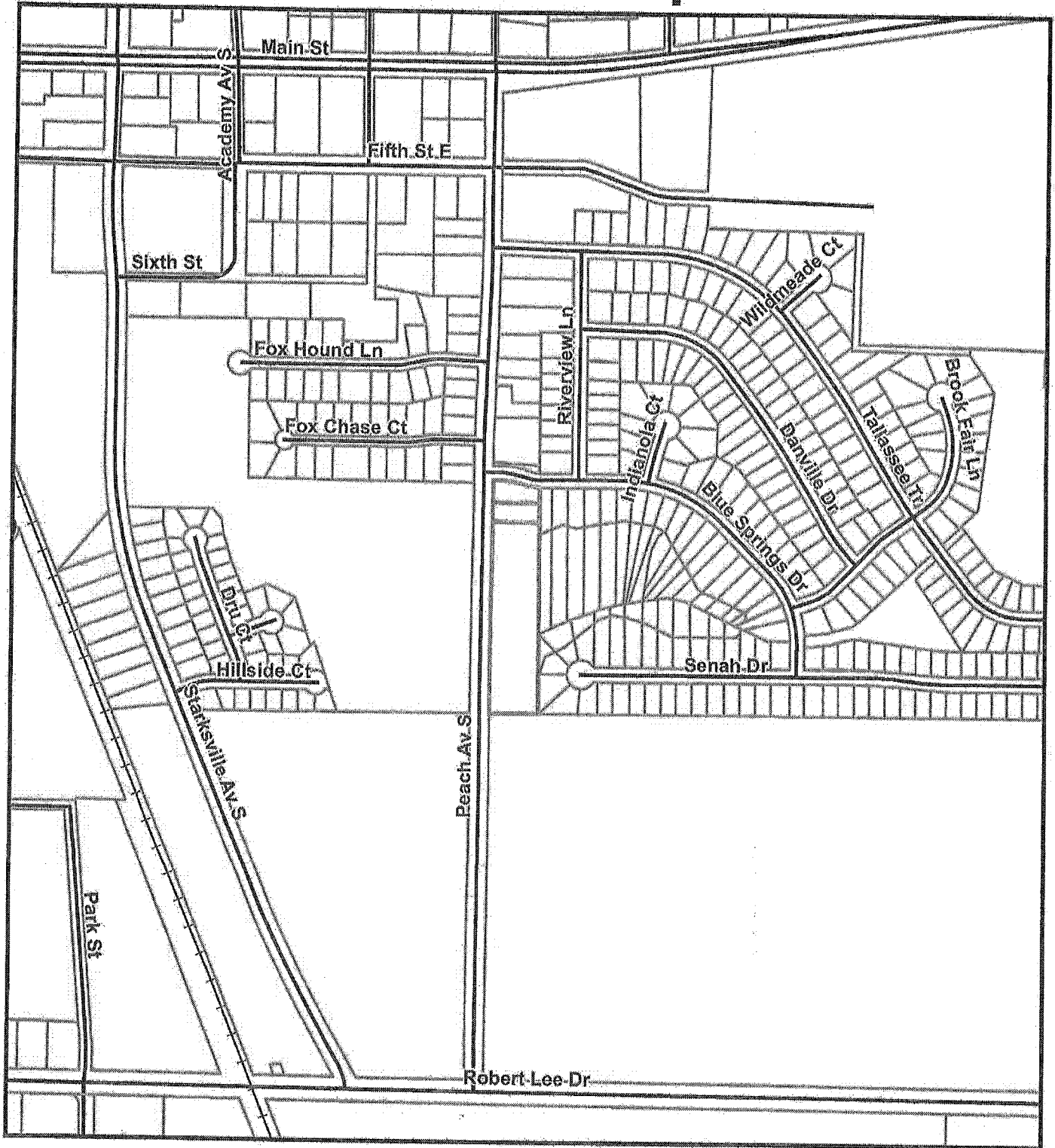
14. *Is the rezoning proposal in conformity with the policy and intent of the Lee County/ Leesburg/ Smithville Comprehensive Plan for Development?*

Yes, as outlined in the Land Use Element for Leesburg, Residential and Conservation uses.

RECOMMENDATION

Staff recommends **Approval** to rezone subject property to R-1 (Single Family Residential District).

Location Map



Z20-007

C-4 to R-1

Applicant: Pregnancy Resource Center

Owner: William E Sandefur



Disclaimer: Lee County GIS makes every effort to produce the most accurate information possible. No warranties, expressed nor implied, are provided for the data herein, its use or interpretation. All data is subject to change.



Aerial Map



Z20-007

C-4 to R-1

Applicant: Pregnancy Resource Center

Owner: William E Sandefur

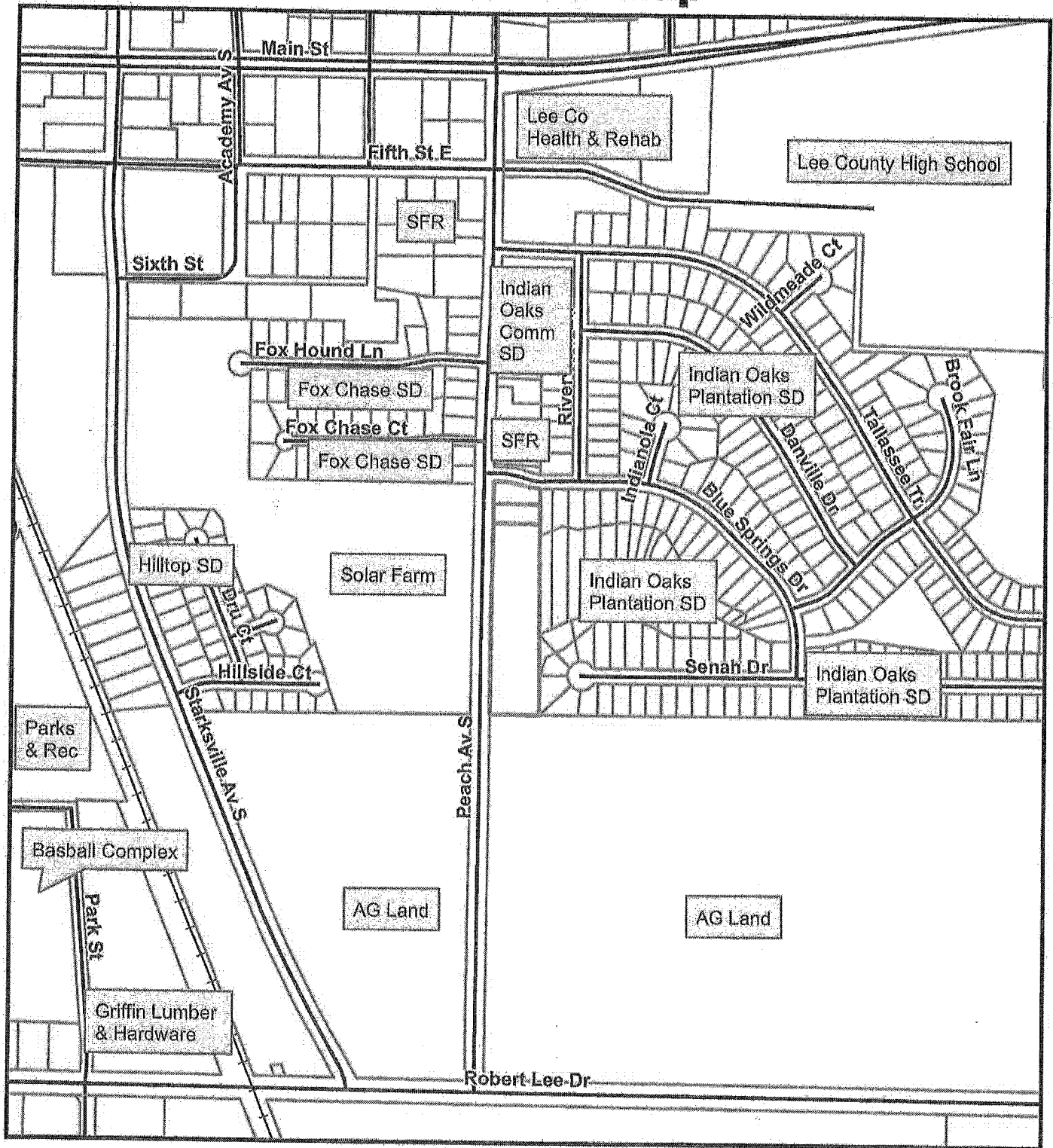


0 0.05 0.1 0.2 Miles

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Land Use Map



Z20-007

C-4 to R-1

Applicant: Pregnancy Resource Center

Owner: William E Sandefur



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alexander_leesburg@att.net

From: spayne@cityofleesburgga.com
Sent: Thursday, December 31, 2020 10:59 AM
To: Bob Alexander
Subject: 2021 Alcohol Licenses

Importance: High

Mr. Bob,
The following businesses have paid 2021 License fees for Beer/Wine:

Leesburg Express
EZ Food Mart
Circle K (Flash Foods)
Leesburg Shell
Dollar General

I am still waiting on applications from P&K Food Mart and Leesburg IGA.

Thanks,

Sabrina Payne

Accounts Payable
Asst. Clerk of Court
Business License
Notary Public
Taxes & Utilities

City of Leesburg

PO Box 890
Leesburg GA 31763
spayne@cityofleesburgga.com
Ph (229) 759-6465
Fax (229) 759-6249



Home of Luke Bryan, Country Music Star; Buster Posey, San Francisco Giants Catcher MVP 2012; Phillip Phillips, American Idol Winner 2012; Carly Mathis, Miss Georgia 2013

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RISK MANAGEMENT AND
EMPLOYEE BENEFIT SERVICES
BOARD OF TRUSTEES

December 1, 2020

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W. D. Palmer, III
Councilmember, Camilla

Vice Chairman
Rebecca L. Tydings
City Attorney, Centerville

Secretary-Treasurer
Larry H. Hanson
Executive Director

Trustees:

Shelly Berryhill
Councilmember, Hawkinsville

Linda Blechinger
Mayor, Auburn

Ronald Feldner
City Manager, Garden City

Marcia Hampton
City Manager, Douglasville

Meg Kelsey
City Manager, LaGrange

Sam Morton
Mayor, Dalton

David Nunn
City Manager, Madison

James F. Palmer
Mayor, Calhoun

John Reid
Mayor, Easton

Kenneth L. Usry
Mayor, Thomson

Clemtine Washington
Mayor Pro Tem, Midway

Donna Whitener
Mayor, Blue Ridge

Vince Williams
Mayor, Union City

Cheryl Allison
Finance Manager
LEESBURG
PO Box 890
Leesburg, GA 31763-0890

Dear Cheryl,

Enclosed is the 2021 estimated annual contribution for your workers' compensation coverage through the GMA Workers' Compensation Self-Insurance Fund (GMA WCSIF). Following a comprehensive review by the program's actuary, manual rates were updated for 2021 and reflect an overall reduction of approximately 14%. Manual rate adjustments vary by individual class code. Deductible discounts for 2021 will remain the same as the expiring year. Most members will receive premium reductions for the renewal, but premiums for individual members is dependent upon each entity's exposure changes and loss experience.

If you have not provided specific payroll estimates for 2021, we have made an estimate based on your actual audited payroll for the 2019 coverage period. For members that joined in 2020, your 2020 payroll estimate has been applied. **Please review the payroll and class code estimates carefully. If you are not in agreement with the estimates indicated, please contact us and we will make adjustments based on the information you provide.**

The manual rate for volunteer firemen will remain the same as for paid firemen. The minimum payroll allocated for each volunteer will increase to \$2,000 for 2021.

The 2021 experience modification factor is based upon your entity's loss experience in the years of 2017, 2018 and 2019. The experience modification factor was produced using the experience rating plan filed by the GMA WCSIF with the Office of the Insurance Commissioner and is not promulgated by NCCI. This experience rating plan is an integral component of the GMA WCSIF rating model and discount process and is unique to coverage with the GMA WCSIF.

Coverage Cancellation after January 1, 2021

Your coverage is being renewed for the period of January 1, 2021 to January 1, 2022. Please be aware that if you cancel your coverage after January 1, 2021, and before January 1, 2022, you may do so only after providing 90 days' notice to the GMA WCSIF. This is a requirement defined by statute, GMA WCSIF bylaws and the Intrastate Agreement signed by your organization when you joined the GMA WCSIF.

In addition, if you cancel coverage after inception, but before January 1, 2022, you will be required to pay a cancellation penalty of 10% of the unearned premium. Unearned premium is considered as the premium that would have applied for coverage between the date coverage is terminated and January 1, 2022. The short-term cancellation penalty would be in addition to the premium owed for the period coverage was actually in effect.



Credit for a drug-free workplace

Please be advised that the GMA WCSIF has always supported the maintenance of a drug-free environment by its members. Your estimated contribution rates consider credits based on the assumption that you are maintaining a drug-free work environment.

Enclosed invoice

The enclosed invoice represents the total 2021 estimated workers' compensation contribution. You may pay the entire contribution, or you may make installments. **According to statute, you must pay a minimum of 25% of the contribution within 30 days of the invoice date.** Coverage is subject to cancellation if the minimum is not paid. If you choose to pay on an installment plan, you will receive a monthly statement reflecting the outstanding balance. **The entire contribution must be paid prior to July 1, 2021 to avoid possible disruption of coverage.**

Please make your check payable to the GMA Workers' Compensation Self-Insurance Fund and forward to:

GMA Workers' Comp Self Insurance Fund
P.O. Box 105377
Atlanta, GA 30348

We appreciate your continued support of the GMA Workers' Compensation Self-Insurance Fund and look forward to serving your workers' compensation needs during the upcoming year.

If you have any questions concerning the renewal, please do not hesitate to contact Ahide Rostro-Cisneros at 678-686-6251 or arostro@gcities.com. You may also reach me at 678-686-6221 or sdeese@gcities.com. Outside the local Atlanta calling area, we can both be reached toll-free at 888-488-4462.

Sincerely,

A handwritten signature in cursive script that reads "Stan Deese".

Stan Deese
Director, Risk Management Services

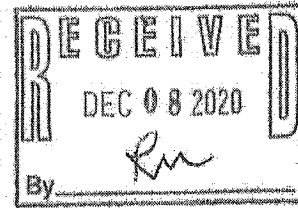
SGD/ar
Enclosure

C: Larry Hanson, Executive Director
Randy Logan, Deputy Executive Director



**GEORGIA
MUNICIPAL
ASSOCIATION**

Workers' Compensation Self-Insurance Fund



INVOICE

City of Leesburg

PO Box 890
Leesburg, GA 31763-0890

INVOICE DATE: 12/1/20

DUE DATE: 1/1/21

CUSTOMER: 142

INVOICE #	BILLING DESCRIPTION	AMOUNT
305356	2021- Estimated Annual Premium	\$36,555.00

If you have any questions concerning your premium, please call Ahide Rostro-Cisneros at (678) 686-6251.
If you have any questions about your payment please call Joel Levy at (678) 686-6233.

PLEASE MAIL PAYMENT AND REMITTANCE FORM TO:

GMA Workers' Compensation Self Insurance Fund

Attention: Finance

P.O. Box 105377

Atlanta, Georgia 30348

**GEORGIA MUNICIPAL ASSOCIATION
WORKERS' COMPENSATION SELF-INSURANCE FUND
PO Box 105377
ATLANTA, GA 30348
(404) 688-0472**

CERTIFICATE OF COVERAGE

THIS IS TO CERTIFY THAT THE FOLLOWING COVERAGES ARE BEING PROVIDED TO THE FOLLOWING NAMED MEMBER FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE GMA WORKERS' COMPENSATION SELF-INSURANCE FUND IS SUBJECT TO ALL THE TERMS, EXCLUSION, AND CONDITIONS OF SUCH COVERAGE.

NAMED MEMBER:	CERTIFICATE HOLDER:
City of Leesburg PO Box 890 Leesburg, GA 31763-0890	


POLICY PERIOD:	
	January 1, 2021 - January 1, 2022

COVERAGE PROVIDED:	COVERAGE LIMITS:
WORKERS' COMPENSATION EMPLOYERS LIABILITY	STATUTORY LIMITS OCCURRENCE \$2,000,000

CANCELLATION:
SHOULD THE ABOVE COVERAGE BE CANCELLED BY EITHER PARTY, THE GMA WORKERS' COMPENSATION SELF-INSURANCE FUND WILL ENDEAVOR TO MAIL 90 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NOT OBLIGATION OR LIABILITY OF ANY KIND UPON THE GMA WORKERS' COMPENSATION FUND, ITS BOARD OF TRUSTEES, OR REPRESENTATIVES.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND OR ALTER THE COVERAGE AFFORDED BY MEMBERSHIP IN THE GEORGIA MUNICIPAL ASSOCIATION WORKERS' COMPENSATION SELF-INSURANCE FUND.

January 1, 2021
DATE ISSUED


 STAN DEESE
 DIRECTOR, RISK MANAGEMENT SERVICES
 AUTHORIZED REPRESENTATIVE

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 11/30/2020		Percentage of FY 2021 Actuals to Budget Used	
100	031	31100	31110	311100	REAL PROPERTY-CURRENT YEA	316,147	330,724	339,900	333,967	5,933	98%
100	031	31100	31110	311105	PROPERTY TAX LATE FEES	-	(5,460)				
100	031	31100	31120	311200	REAL PROPERTY-PRIOR YEAR	10,900	24,674	24,674	23,538	1,136	95%
100	031	31100	31130	311300	PERSONAL PROPERTY-CURRENT	27,990	6,484	4,600	2,211	2,389	48%
100	031	31100	31130	311310	MOTOR VEHICLE	7,716	68,537	53,000	39,007	13,993	74%
100	031	31100	31135	311315	TAVT-LOST/SPILOST AND TRUE UP	130,198	975	1,000	540	460	54%
100	031	31100	31130	311320	MOBILE HOME	1,328	4,852	5,000	3,007	1,993	60%
100	031	31100	31130	311340	INTANGIBLES (REG/RECORD)	3,623					
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	1,731	102	94%
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	12,745	14,255	47%
100	031	31100	31170	311760	TELEPHONE	2,247	1,742	2,300	531	1,769	23%
100	031	31300	31300	313100	LOCAL OPTION SALES TAX	437,674	455,224	414,156	272,998	141,158	66%
100	031	31400	31400	314210	BEER SS & USE	59,027	62,265	57,290	29,841	27,449	52%
100	031	31400	31400	314211	WINE SS & USE	1,902	1,856	1,500	1,017	483	68%
100	031	31600	31600	316100	BUSINESS AND OCCUPATION T	27,693	28,988	25,892	1,035	24,857	4%
100	031	31600	31600	316200	INSURANCE PREMIUM TAX	207,571	220,486	220,486	232,582	(12,096)	105%
100	031	31600	31600	316300	FINANCIAL INSTITUTIONS TA	10,689	15,735	15,188	565	14,623	4%
100	031	31900	31900	319100	PENALTY-GENERAL PROPERTY	1,514	2,160	1,900	82	1,818	4%
100	031	31900	31900	319500	FIFA	-	-	-	-	-	-
100	031	31900	31900	319910	OTHER-DELIQUENT TAX-SERVJ	-	-	-	-	-	-
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	(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		FY 2020 Unaudited Actual		FY 2021 Approved Budget		FY 2021 Unaudited Actual		Percentage of FY 2021 Actuals to Budget Used
	Revenues & Expenditures		Revenues & Expenditures		Budget	Revenues & Expenditures 11/30/2020	Remaining FY 2021 Budget		
100 033 33800 33800		1,966			2,000		2,000	0%	
100 034 34100 34100		54		486	-		-		
100 034 34200 34200		588		434	1,080	432	648	40%	
100 034 34400 34410		505,594		546,174	541,901	238,070	303,831	44%	
100 034 34900 34900		35			-		-		
100 035 35100 35110		231,173		283,262	275,000	183,164	91,836	67%	
100 036 36100 36100		1,569		946	1,100	135	965	12%	
100 037 37100 37100		8,385		27	-		-		
100 037 37100 37130		2,850		1,479	-	150	(150)		
100 037 37100 37131		739		530	-	1,019	(1,019)		
100 038 38100 38100		-			5,000		5,000	0%	
100 038 38300 38300		53,738		4,200	-		-		
100 038 38300 38300		-			-		-		
100 038 38900 38900		2,319		938	-	1,385	(1,385)		
100 038 38900 38900		(5)		(40)	-	3	(3)		
100 039 39100 39100		-			100,000		100,000	0%	
100 039 39100 39100		-			-		-		
100 039 39100 39100		-			-		-		
100 039 39100 39100		300,000		50,000	100,000	41,667	58,333	42%	
100 039 39100 39100		60,519		69,360	37,070	24,551	12,519	66%	
100 039 39200 39200		-			-		-		
100 061 61100 61100		-		(83,478)	-	(34,741)	34,741		
Total General Fund Revenue		2,905,259		2,448,308	2,596,813	1,571,154	1,025,659	61%	
General Fund Expenditures									
** Department is cost shared w/ Water & Sewer **									
Council / Legislative									
100 100 01100 00051		3,600		3,600	3,600		3,600	0%	
100 100 01100 00051		11,700		11,025	11,700		11,700	0%	
100 100 01100 00052		-			1,000		1,000	0%	
100 100 01100 00052		65		380	1,000	(380)	1,380	-38%	

City of Leesburg - General Fund

FY 2021 Budget to Actual Report by Line Item

		FY 2019 Audited		FY 2020 Unaudited Actual		FY 2021 Approved Budget		FY 2021 Unaudited Actual		Percentage of FY 2021 Actuals to Budget Used	
		Revenues & Expenditures	Expenditures	Revenues & Expenditures	Expenditures	Revenues & Expenditures	Expenditures	Revenues & Expenditures	Expenditures	Remaining FY 2021 Budget	Budget Used
100	100	01100	00052	523711	TRAINING-POST 1-POWELL	1,653	915	2,275	(380)	2,655	-17%
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		100		100	0%
100	100	01100	00052	523713	TRAINING-POST 3-BUSH	375	625	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	(380)	480	-380%
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	-		-		-	
100	100	01100	00053	531760	MAYOR/COUNCIL SUPPLIES	8,993	6,433	3,500	341	2,959	10%
100	100	01100	00052	521200	ATTORNEY & LEGAL FEES	32,563	36,610	27,232	10,395	16,837	38%
Subtotal Council/Legislative						76,613	62,909	55,112	9,597	45,515	17%
Administration											
100	100	01500	00051	511100	REGULAR EMPLOYEES	120,922	121,249	125,596	53,212	72,383	42%
100	100	01500	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,716	1,863	4,831	284	4,546	6%
100	100	01500	00051	511105	PART TIME EMPLOYEES	3,090	3,920	3,245	2,079	1,166	64%
100	100	01500	00051	511199	LONGEVITY	2,322	2,415	2,415	2,415	-	100%
100	100	01500	00051	511300	OVERTIME	4,834	4,951	7,235	1,983	5,251	27%
100	100	01500	00051	512100	EMPLOYEE GROUP INSURANCE	524	428	13,876	332	13,544	2%
100	100	01500	00051	512200	FICA	10,512	10,588	11,423	4,730	6,693	41%
100	100	01500	00051	512400	RETIREMENT - Pension	8,643	7,820	10,171	5,085	5,085	50%
100	100	01500	00051	512415	4576 ER Matching	2,043	2,876	2,901	2,575	326	89%
100	100	01500	00051	512700	WORKERS' COMPENSATION	547	617	623	226	397	36%
100	100	01500	00051	512910	VEHICLE ALLOWANCE	5,950	5,500	6,000	2,500	3,500	42%
Total Personnel Costs - Administration						161,102	162,227	188,315	75,422	112,893	40%
100	100	01500	00052	521100	OFFICIAL/ADMINISTRATIVE	23,617	8,275	10,000	7,719	2,281	77%

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 11/30/2020		Remaining FY 2021 Budget		Percentage of FY 2021 Actuals to Budget Used	
100	100	01500	00053	531710	PRINTING/ TAX BILLS	-	-	-	-	-	-	-	-
100	100	01500	00052	521132	DELINQUENT TAX SERVICE ADD	-	-	-	-	-	-	-	-
100	100	01500	00052	521200	ATTORNEY & LEGAL FEES	1,881	311	1,000	78	922	8%		
100	100	01500	00052	521201	COMPUTER SUPPORT FEES	17,723	34,634	20,000	12,177	7,823	61%		
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	5,740	1,460	80%		
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	7,136	(2,136)	143%		
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	5,708	9,090	39%		
100	100	01500	00052	523200	COMMUNICATIONS	3,759	3,890	3,968	1,130	2,838	28%		
100	100	01500	00052	523210	POSTAGE	2,089	1,852	1,740	564	1,176	32%		
100	100	01500	00052	523300	ADVERTISING	1,082	1,223	1,500	343	1,157	23%		
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	2,539	5,861	30%		
100	100	01500	00052	523610	SOUTHWEST GA RDC DUES	3,304	3,333	3,366	1,680	1,686	50%		
100	100	01500	00052	523700	EDUCATION AND TRAINING	3,218	2,730	1,000	(266)	1,266	-27%		
		Total Purchased / Contracted Services		130,191		105,460	83,172	44,691	38,481	54%			
100	100	01500	00053	531230	ELECTRICITY	4,859	5,504	5,675	2,586	3,089	46%		
100	100	01500	00053	531270	GAS & OIL	238	155	300	72	228	24%		
100	100	01500	00053	531300	FOOD / EMPLOYEE APPRECIATION	2,413	2,723	2,000	2,435	(435)	122%		
100	100	01500	00053	531600	SMALL EQUIPMENT	125	500	500	1,440	(940)	288%		
100	100	01500	00053	531700	OFFICE SUPPLIES	8,631	8,394	5,880	2,999	2,881	51%		
100	100	01500	00053	531720	CLEANING/ PAPER SUPPLIES	1,726	1,490	1,400	562	838	40%		
		Total Supplies - Administration		17,992		18,266	15,755	10,093	5,662	64%			
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	-	-	-	-	-	-	-	
		Total Capital Outlay - Administration		28,778		-	-	-	-	-	-	-	

City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

			FY 2019		FY 2020		FY 2021		Percentage of FY 2021 Actuals to Budget Used		
			Audited Revenues & Expenditures	Unaudited Actual Revenues & Expenditures	Approved Budget	Unaudited Actual Revenues & Expenditures 11/30/2020	Remaining FY 2021 Budget				
100	100	01500	00057	572000	SENIOR CENTER	6,894	4,351	200	200	0%	
100	100	01500	00057	572020	CHAMBER OF COMMERCE	3,200	3,204	3,200	1,600	50%	
100	100	01500	00057	572030	LIBRARY CONTRIBUTION	15,500	15,500	15,500	7,750	50%	
100	100	01500	00057	572011	FAMILY CONNECTIONS	-	-	3,500	1,375		
Total Other - Administration				23,055		23,055	23,055	22,400	11,675	48%	
Subtotal Administration				363,656		309,007	309,642	140,931	168,711	46%	
Municipal Court											
100	150	01550	00051	511260	SALARY Municipal Court Judge	5,141	4,926	5,373	2,239	3,134	42%
100	150	01550	00051	512200	FICA	393	377	411	171	240	42%
Total Personnel Municipal Court				5,534		5,534	5,784	2,410	3,374	42%	
100	150	01550	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-		
100	150	01550	00052	521201	COMPUTER SUPPORT FEES	4,920	6,500	7,830	1,620	6,210	21%
100	150	01550	00052	521210	MUNICIPAL COURT EXPENSES	401	441	366	626	(260)	171%
100	150	01550	00052	521215	CITY SOLICITOR	20,440	19,010	15,000	7,788	7,213	52%
100	150	01550	00052	521216	INDIGENT DEFENSE	6,000	4,500	6,000	2,500	3,500	42%
100	150	01550	00052	523505	TRAVEL-EMPLOYEE	870	1,629	500	500	500	0%
100	150	01550	00052	523700	Training - Employee	651	775	500	500	500	0%
100	150	01550	00052	523550	FINE ADD-ON FEES	56,740	78,083	74,250	34,530	39,720	47%
Total Purchased / Contracted Services Municipal Court				90,023		110,939	104,446	47,064	57,382	45%	
Subtotal Municipal Court				95,557		116,241	#####	49,474	60,756	45%	
100	250	25100	00057	251110	CONTINGENCY FUND	1,000	1,000	100,000	100,000	0%	
Planning & Zoning / Code Enforcement											
100	740	07450	00051	511105	PART TIME EMPLOYEES	5,220	3,930	3,120	3,120	0%	
100	740	07450	00051	512200	FICA	395	301	239	239	0%	
100	740	07450	00051	512700	WORKERS' COMPENSATION	231	132	136	49	86	36%
Total Personnel Planning & Zoning				5,847		4,363	3,494	49	3,445	1%	
Subtotal Planning & Zoning / Code Enforcement				5,847		4,363	3,494	49	3,445	1%	

City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by Line Item

		FY 2019		FY 2020		FY 2021		Percentage of			
		Audited		Unaudited		Unaudited		FY 2021			
		Revenues & Expenditures		Actual Revenues & Expenditures		Actual Revenues & Expenditures		Actuals to Budget Used			
		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		Remaining FY 2021 Budget			
		11/30/2019		11/30/2020		11/30/2021		Budget			
Public Safety											
100	300	03200	00051	511100	REGULAR EMPLOYEES	531,013	542,949	558,390	232,981	325,409	42%
100	300	03200	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	13,282	12,245	19,920	6,798	13,122	34%
100	300	03200	00051	511105	PART TIME EMPLOYEES	24,481	51,166	61,327	25,199	36,128	41%
100	300	03200	00051	511199	LONGEVITY	8,254	9,960	9,960	9,034	926	91%
100	300	03200	00051	511300	OVERTIME	37,849	22,287	42,258	11,667	30,592	28%
100	300	03200	00051	512100	EMPLOYEE GROUP INSURANCE	112,561	141,557	156,499	75,413	81,086	48%
100	300	03200	00051	512200	FICA	42,957	43,785	52,927	19,636	33,291	37%
100	300	03200	00051	512400	RETIREMENT	35,029	34,828	45,298	22,649	22,649	50%
100	300	03200	00051	512415	457b/poab	2,965	3,415	3,445	3,445	3,445	0%
100	300	03200	00051	512700	WORKERS' COMPENSATION	36,078	27,598	28,098	11,322	16,776	40%
				Total Personnel Services Public Safety		844,468	889,742	978,122	414,699	563,423	42%
100	300	03200	00052	521200	ATTORNEY & LEGAL FEES						
100	300	03200	00052	521201	COMPUTER SUPPORT FEES	9,721	9,094	9,000	5,390	3,610	60%
100	300	03200	00052	522210	EQUIPMENT REPAIR & MAINT	324	-	1,000	19	981	2%
100	300	03200	00052	522240	TIRES AND TUBES	2,757	2,804	2,500	1,140	1,360	46%
100	300	03200	00052	522250	VEHICLE REPAIR	26,702	24,553	26,800	16,832	9,968	63%
100	300	03200	00052	522260	RADIO MAINTENANCE	4,707	150	500	500	500	0%
100	300	03200	00052	523100	INSURANCE, OTHER THAN EMP	11,322	11,915	13,298	5,227	8,071	39%
100	300	03200	00052	523200	COMMUNICATIONS	10,431	22,770	25,251	4,017	21,234	16%
100	300	03200	00052	523300	ADVERTISING	504	-	-	16	-	-
100	300	03200	00052	523505	TRAVEL-EMPLOYEE	1,325	542	500	325	175	65%
100	300	03200	00052	523600	DUES AND FEES	888	745	724	370	354	51%
100	300	03200	00052	523700	EDUCATION AND TRAINING	1,638	848	800	319	481	40%
100	300	03200	00052	523900	UNIFORM CLEANING	499	203	500	166	334	33%
				Total Purchased / Contracted Services Public Safety		70,817	73,625	80,873	33,823	47,066	42%
100	300	03200	00053	531230	ELECTRICITY	6,485	7,104	6,548	3,117	3,431	48%
100	300	03200	00053	531270	GAS & OIL	32,850	30,533	30,888	9,954	20,934	32%
100	300	03200	00053	531600	Small Equipment	-	-	-	-	-	-
100	300	03200	00053	531700	OFFICE SUPPLIES	2,532	2,596	2,500	1,665	835	67%
100	300	03200	00053	531720	CLEANING/ PAPER SUPPLIES	881	1,436	1,420	438	982	31%

City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

	FY 2019		FY 2020		FY 2021		Percentage of FY 2021 Actuals to Budget Used
	Audited Revenues & Expenditures	6,304	Unaudited Actual Revenues & Expenditures	16,994	Unaudited Actual Revenues & Expenditures 11/30/2020	9,200	
100 300 03200 00053 531780 POLICE SUPPLIES	-	-	-	-	1,946	9,200	21%
100 300 03200 00053 531781 GREAT PROGRAM	-	-	-	-	-	-	-
100 300 03200 00053 531782 EXPLORER PROGRAM	973	880	880	880	488	-	(488)
100 300 03200 00053 531783 LEESBURG/LEE COUNTY FOSTE	2,353	3,829	3,829	3,829	-	-	-
100 300 03200 00053 531790 UNIFORMS	1,691	5,086	5,086	5,086	747	4,000	3,253
Total Supplies - Public Safety	54,069	68,458	68,458	68,458	18,355	54,556	36,201
100 300 03200 00054 542200 CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-	-	-
100 300 03200 00054 542300 CAPITAL OUTLAY-FURN/FXTU	-	-	-	-	-	-	-
100 300 03200 00054 542400 CAPITAL OUTLAY-COMPUTERS	-	-	-	-	-	-	-
100 300 03200 00054 542500 CAPITAL OUTLAY-OTHER EQUI	-	-	-	-	-	-	-
Total Capital Outlays - Public Safety	-	-	-	-	-	-	-
Subtotal Public Safety	969,354	1,031,825	1,031,825	1,031,825	466,877	1,113,551	646,690
Public Works Maintenance							
100 400 04300 00052 522100 Refuge Contract	465,661	470,280	470,280	470,280	158,427	477,000	318,573
100 400 04300 00052 522101 INERT TRASH REMOVAL	19,814	44,779	44,779	44,779	6,460	21,341	14,881
Sub Total Sanitation	485,475	515,060	515,060	515,060	164,887	498,341	333,454
100 400 04600 00051 511100 REGULAR EMPLOYEES	112,218	110,662	110,662	110,662	46,497	118,233	71,736
100 400 04600 00051 511101 REGULAR EMPLOYEES VAC SELL BACK	2,139	3,032	3,032	3,032	1,029	4,547	3,519
100 400 04600 00051 511105 Part time	5,961	15,029	15,029	15,029	8,549	21,949	13,400
100 400 04600 00051 511199 LONGEVITY	1,767	1,977	1,977	1,977	319	2,274	319
100 400 04600 00051 511300 OVERTIME	21,260	17,525	17,525	17,525	6,176	13,301	7,125
100 400 04600 00051 512100 EMPLOYEE GROUP INSURANCE	16,651	16,952	16,952	16,952	9,267	32,722	23,456
100 400 04600 00051 512200 FICA	10,321	10,573	10,573	10,573	4,583	12,263	7,680
100 400 04600 00051 512400 RETIREMENT	9,180	7,801	7,801	7,801	5,172	10,343	5,172
100 400 04600 00051 512415 479b cont	590	523	523	523	201	965	764
100 400 04600 00051 512700 WORKERS' COMPENSATION	14,069	8,339	8,339	8,339	3,546	8,286	4,740
Total Personnel Services Public Works	194,157	182,412	182,412	182,412	86,974	224,884	137,910
100 400 04600 00052 521201 COMPUTER SUPPORT FEES	857	944	944	944	1,100	1,100	1,100
100 400 04600 00052 521220 ENGINEERING FEES	7,342	6,238	6,238	6,238	250	2,000	1,750
100 400 04600 00052 521221 NPDES STORMWATER ANNUAL R	14,504	1,536	1,536	1,536	3,000	8,000	5,000

City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited		FY 2020 Unaudited Actual		FY 2021 Approved Budget		FY 2021 Unaudited Actual		Percentage of	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures 11/30/2020		FY 2021 Actuals to Budget Used	
100	400	04600	00052	43,503	29,750	23,000	15,773	7,227	69%		
				4,012	1,438	2,500	1,030	1,470	41%		
100	400	04600	00052	3,046	3,355	3,000		3,000	0%		
100	400	04600	00052	17,459	11,282	13,631	6,819	6,812	50%		
100	400	04600	00052	-	-	-	-	-			
100	400	04600	00052	766	1,167	2,000	101	1,899	5%		
100	400	04600	00052	7,058	9,847	7,000	4,611	2,389	66%		
100	400	04600	00052	112	1,804	1,500		1,500	0%		
100	400	04600	00052	11,322	11,915	13,298	5,227	8,071	39%		
100	400	04600	00052	2,852	3,782	3,892	1,745	2,147	45%		
100	400	04600	00052	1,656	770	1,000		1,000	0%		
100	400	04600	00052	-	50	500	-	500	0%		
100	400	04600	00052	784	653	600	442	158	74%		
100	400	04600	00052	-	-	-	-	-			
100	400	04600	00052	375	600	500		500	0%		
Total Purchased / Contracted Services - Public Works				115,649	85,132	83,521	38,998	44,523	47%		
100	400	04600	00053	4,858	5,004	5,230	1,688	3,542	32%		
100	400	04600	00053	-	-	-	-	-			
100	400	04600	00053	22,270	15,224	17,000	4,613	12,387	27%		
100	400	04600	00053	60,798	60,800	62,112	20,349	41,763	33%		
100	400	04600	00053	631	1,366	1,500	860	640	57%		
100	400	04600	00053	566	1,015	1,372	327	1,045	24%		
100	400	04600	00053	18,121	12,503	12,225	4,344	7,881	36%		
100	400	04600	00053	4,727	-	-	-	-			
100	400	04600	00053	3,702	-	-	-	-			
100	400	04600	00053	1,868	-	-	-	-			
100	400	04600	00053	9,294	9,804	10,000		10,000	0%		
Total Supplies - Public Works				126,836	105,716	109,439	32,181	77,258	29%		
100	400	04600	00054	-	-	-	-	-			
100	400	04600	00054	-	-	-	-	-			
100	400	04600	00054	-	-	-	-	-			

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		FY 2021 Unaudited Actual		Percentage of FY 2021 Actuals to Budget Used	
		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		Remaining FY 2021 Budget	
		922,117		898,319		916,185		323,040		593,145	
Total Capital Outlay - Public Works											
Subtotal Public Works Maintenance											
Chamber of Commerce											
100	750	07520	00052	523200	COMMUNICATIONS	3,977	4,239	4,215	1,491	2,724	35%
100	750	07520	00052	522220	BUILDING REPAIR & MAINT	506	4,574	1,000	881	120	88%
100	750	07520	00052	521201	COMPUTER SUPPORT FEES	1,020		659	775	(116)	118%
100	750	07520	00052	531210	WATER, SEWER, TRASH	258	276	276	92	184	33%
100	750	07520	00053	531230	ELECTRICITY	2,982	3,786	3,500	1,468	2,032	42%
100	750	07520	00053	531720	CLEANING/ PAPER SUPPLIES	942	375	800	94	706	12%
Subtotal Chamber of Commerce						9,685	13,250	10,450	4,801	5,649	46%
Total General Fund Expenses						2,443,827	2,436,915	2,618,665	994,769	1,623,912	38%
General Fund Net Gain / (Loss)						461,432	11,393	(21,852)	576,385		

City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

FY 2021
Unaudited
Actual
Revenues &
Expenditures
11/30/2020

FY 2020
Unaudited
Actual
Revenues &
Expenditures

FY 2019
Audited
Revenues &
Expenditures

FY 2021
Approved
Budget

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	238,096	295,630	45%		
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	4,325	12,510	0%		
505 034	34400	34420	344213	WATER PENALTY	25,267	20,292	27,000	4,325	22,675	16%		
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	222,032	255,195	47%		
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	140	1,360	9%		
505 034	36100	36100	361000	INTEREST	6,376	2,441	5,000	913	4,087	18%		
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	-	34,741	(34,741)	-		
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)	(24,551)	(34,371)	42%		
Total Water and Sewer Fund Revenue					1,181,393	1,103,696	1,248,041	493,016	755,025	40%		

WATER AND SEWER FUND EXPENSES												
SEWER DEPARTMENT												
505 400	04330	00051	511100	REGULAR EMPLOYEES	82,220	79,468	83,251	35,040	48,211	42%		
505 400	04330	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,145	1,339	3,026	280	2,746	9%		
505 400	04330	00051	511199	LONGEVITY	1,399	1,473	1,513	1,470	43	97%		
505 400	04330	00051	511300	OVERTIME	5,273	4,830	5,404	1,821	3,583	34%		
505 400	04330	00051	512100	EMPLOYEE GROUP INSURANCE	4,849	5,205	13,140	2,657	10,482	20%		
505 400	04330	00051	512200	FICA	6,642	6,714	7,359	2,981	4,378	41%		
505 400	04330	00051	512400	RETIREMENT	5,555	4,958	6,475	3,237	3,237	50%		
505 400	04330	00051	512415	457b plan cont	1,100	1,508	1,580	1,315	266	83%		
505 400	04330	00051	512700	WORKERS' COMPENSATION	492	1,429	1,425	517	907	36%		

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 Approved Budget		FY 2021 Unaudited Actual Revenues & Expenditures 11/30/2020		Percentage of FY 2021 Actuals to Budget Used	
505 400 04330 00051	512910	VEHICLE ALLOWANCE-CITY MA	2,975	2,750	3,000	1,250	1,750	42%		
Total Personnel Services Sewer			111,650	109,674	126,172	50,569	75,603	40%		
505 400 04330 00052	521100	OFFICIAL/ADMINISTRATIVE	-	-	-	2,677	(2,677)			
505 400 04330 00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	-			
505 400 04330 00052	521201	COMPUTER SUPPORT FEES	8,080	7,259	7,500	4,010	3,490	53%		
505 400 04330 00052	521220	ENGINEERING FEES	1,410	-	4,000	500	3,500	13%		
505 400 04330 00052	521225	BAD DEBT EXPENSE	-	-	-	-	-			
505 400 04330 00052	521230	AUDITOR FEES	3,549	3,549	3,810	2,940	870	77%		
505 400 04330 00052	521250	WATER TESTING	-	-	-	-	-			
505 400 04330 00052	522210	EQUIPMENT REPAIR & MAINT	37,459	21,187	18,000	61	17,939	0%		
505 400 04330 00052	522220	Building Repair & Maint	-	-	-	-	-			
505 400 04330 00052	522240	TIRES AND TUBES	-	-	-	-	-			
505 400 04330 00052	522320	EQUIPMENT RENTAL	-	-	-	-	-			
505 400 04330 00052	523100	INSURANCE, OTHER THAN EMP	18,399	19,363	21,609	8,494	13,115	39%		
505 400 04330 00052	523200	COMMUNICATIONS	14,005	10,713	11,900	2,070	9,830	17%		
505 400 04330 00052	523210	POSTAGE	-	-	300	-	300	0%		
505 400 04330 00052	523226	WATERSHED MON CONTRACT (T	-	2,200	6,200	1,670	4,530	27%		
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	383	1,117	26%		
Total Contracted Services Sewer Dept			86,437	65,472	75,719	22,902	52,817	30%		
505 400 04330 00053	531230	ELECTRICITY-PUMP/LIFT STATIONS	28,596	26,647	22,143	5,804	16,339	26%		
505 400 04330 00053	531270	GAS & OIL	2,534	1,714	1,200	1,264	(64)	105%		
505 400 04330 00053	531600	SMALL EQUIPMENT	-	-	-	-	-			
505 400 04330 00053	531700	OFFICE SUPPLIES	813	829	1,000	543	457	54%		
505 400 04330 00053	531900	SEWER SUPPLIES	2,535	7,358	5,400	5,017	383	93%		
Total Supplies Sewer Dept			34,479	36,547	29,743	12,628	17,115	42%		
505 400 04330 00054	542200	CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-			
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	-	-	-	-	-			
Total Capital Outlay Sewer Dept			-	-	-	-	-	-		

City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by fire item

		FY 2019 Audited Revenues & Expenditures	FY 2020 Unaudited Actual Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Unaudited Actual Revenues & Expenditures 11/30/2020	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
505	400	263,876	100,000	100,000	41,667	58,333	42%
Total Depreciation Sewer Dept		263,876	100,000	100,000	41,667	58,333	42%
505	400	6,748	-	25,000	-	25,000	0%
Total Other Costs Sewer Dept		6,748	-	25,000	-	25,000	0%
505	400	7,145	6,714	6,275	-	6,275	0%
505	400	-	-	-	-	-	0%
Total Debt Service Sewer Dept		7,145	6,714	6,275	-	6,275	0%
Subtotal Sewer Department		510,334	318,408	362,909	127,765	235,144	35%
SEWAGE TREATMENT PLANT							
505	400	68,910	72,561	72,417	31,298	41,120	43%
505	400	445	488	2,785	1,393	2,785	0%
505	400	1,316	1,393	1,393	1,393	-	100%
505	400	11,976	12,486	10,863	5,990	4,873	55%
505	400	936	463	12,957	321	12,637	2%
505	400	6,421	6,585	6,691	2,931	3,760	44%
505	400	5,058	4,882	6,350	3,175	3,175	50%
505	400	384	384	384	160	224	42%
505	400	294	1,887	1,298	471	826	36%
505	400	10,578	5,213	12,000	-	12,000	0%
505	400	34,918	35,163	35,000	11,711	23,289	33%
505	400	987	1,299	1,000	231	769	23%
505	400	822	495	800	-	800	0%
505	400	1,867	410	1,200	-	1,200	0%
505	400	1,625	730	1,000	-	1,000	0%
505	400	46,195	48,592	50,935	15,557	35,378	31%
505	400	1,884	895	800	393	407	49%
505	400	21,049	32,873	30,000	8,272	21,728	28%
505	400	24,939	13,860	17,000	3,780	13,220	22%
505	400	-	-	-	-	-	-
505	400	-	-	-	-	-	-

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		FY 2021 Unaudited Actual		Percentage of FY 2021 Actuals to Budget Used	
		Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Percentage of FY 2021 Actuals to Budget Used
		240,606	240,658	264,873	264,873	85,682	85,682	179,191	179,191	32%	
Total Sewage Treatment Plant		240,606	240,658	264,873	264,873	85,682	85,682	179,191	179,191	32%	
Subtotal Sewage Treatment Plant											
Water Department											
505 400 04400 00051 511100	REGULAR EMPLOYEES	121,628	125,748	132,739	132,739	55,188	55,188	77,551	77,551	42%	
505 400 04400 00051 511101	REGULAR EMPLOYEES VAC SELL BACK	1,735	2,140	4,741	4,741	511	511	4,230	4,230	11%	
505 400 04400 00051 511199	LONGEVITY	2,123	2,264	2,370	2,370	2,256	2,256	114	114	95%	
505 400 04400 00051 511300	OVERTIME	13,027	11,875	11,098	11,098	4,701	4,701	6,396	6,396	42%	
505 400 04400 00051 512100	EMPLOYEE GROUP INSURANCE	11,213	12,062	25,477	25,477	6,208	6,208	19,268	19,268	24%	
505 400 04400 00051 512200	FICA	10,558	10,728	11,777	11,777	4,739	4,739	7,038	7,038	40%	
505 400 04400 00051 512400	RETIREMENT	11,699	7,925	10,378	10,378	5,189	5,189	5,189	5,189	50%	
505 400 04400 00051 512415	457b plan cont	1,328	1,721	1,892	1,892	1,400	1,400	493	493	74%	
505 400 04400 00051 512700	WORKERS' COMPENSATION	1,198	3,618	3,604	3,604	1,309	1,309	2,295	2,295	36%	
505 400 04400 00051 512910	VEHICLE ALLOWANCE	2,975	2,750	3,000	3,000	1,250	1,250	1,750	1,750	42%	
Total Personal Services Water Dept		177,485	180,830	207,075	207,075	82,751	82,751	124,324	124,324	40%	
505 400 04400 00052 521100	OFFICIAL/ADMINISTRATIVE	-	-	-	-	2,677	2,677	(2,677)	(2,677)		
505 400 04400 00052 521200	ATTORNEY & LEGAL FEES	-	-	200	200			200	200	0%	
505 400 04400 00052 521201	COMPUTER SUPPORT FEES	7,900	7,042	7,000	7,000	3,910	3,910	3,090	3,090	56%	
505 400 04400 00052 521220	ENGINEERING FEES	1,800	4,533	3,000	3,000			3,000	3,000	0%	
505 400 04400 00052 521230	AUDITOR FEES	6,422	6,422	6,391	6,391	5,320	5,320	1,071	1,071	83%	
505 400 04400 00052 521250	WATER TESTING	1,954	5,414	3,500	3,500	1,654	1,654	1,846	1,846	47%	
505 400 04400 00052 522210	EQUIPMENT REPAIR & MAINT	16,929	3,694	2,000	2,000	254	254	1,746	1,746	13%	
505 400 04400 00052 522220	BUILDING REPAIR & MAINT	2,800	2,500	1,000	1,000			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	21,609	9,494	9,494	12,115	12,115	44%	
505 400 04400 00052 523200	COMMUNICATIONS	9,376	8,353	9,720	9,720	2,014	2,014	7,706	7,706	21%	

City of Leesburg - Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

	FY 2019 Audited		FY 2020 Unaudited Actual		FY 2021 Approved Budget		FY 2021 Unaudited Actual		Percentage of FY 2021 Actuals to Budget Used
	Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		
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	(760)	1,260	-152%			
505 400 04400 00052 523600 DUES AND FEES	3,427	1,170	1,400	358	1,042	26%			
Total Contracted Services Water Dept	73,561	60,425	57,820	24,945	32,875	43%			
505 400 04400 00053 531230 ELECTRICITY-WELLS	19,351	22,169	24,104	8,678	15,426	36%			
505 400 04400 00053 531270 GAS & OIL	-	-	500	-	500	0%			
505 400 04400 00053 531600 SMALL EQUIPMENT	-	-	-	-	-	-			
505 400 04400 00053 531700 OFFICE SUPPLIES	777	754	1,500	319	1,181	21%			
505 400 04400 00053 531870 WATER SUPPLIES	11,078	10,429	20,000	11,580	8,420	58%			
505 400 04400 00053 531885 CHEMICALS	4,761	5,178	7,000	2,266	4,734	32%			
Total Supplies Water Dept	35,967	38,530	53,104	22,843	30,261	43%			
505 400 04400 00054 542200 CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-	-			
505 400 04400 00054 542500 CAPITAL OUTLAY-OTHER EQUI	-	-	-	-	-	-			
505 400 04400 00054 542533 WATER TANK MAINTENANCE	-	43,129	43,129	-	43,129	0%			
505 400 04400 00054 542534 WATER LINE IMPROVEMENTS	-	-	-	-	-	-			
Total Capital Outlays Water Dept	-	43,129	43,129	-	43,129	0%			
505 400 04400 00056 561000 DEPRECIATION	100,000	100,000	100,000	41,667	58,333	42%			
Total Depreciation Water Dept	100,000	100,000	100,000	41,667	58,333	42%			
505 400 04400 00057 579000 CONTINGENCY	-	-	25,000	-	25,000	0%			
505 061 61100 612000 TRANSFER OUT - OTHER FUNDS	-	50,000	100,000	41,667	58,333	0%			
Total Other Costs Water Dept	-	50,000	125,000	41,667	83,333	33%			
505 400 04400 00058 582000 INTEREST PAID ON NOTES	40,970	38,345	34,131	-	34,131	0%			
Total Water Dept Debt Service	40,970	38,345	34,131	-	34,131	0%			
Subtotal Water Department	427,982	511,260	620,259	213,872	406,387	34%			

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 Approved Budget	FY 2021 Unaudited Actual Revenues & Expenditures 11/30/2020	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
Total Water and Sewer Expenses	1,178,923	1,070,326	1,248,041	427,319	820,722	34%
Water and Sewer Net Gain / Loss	2,471	33,369	(0)	65,697		
Plus Unfunded Depreciation	363,876	200,000	200,000	83,333		
Less Principal Debt Reduction	162,919	193,236	182,161	-		
Less Other investment in capital						
Less Operational Transfer to General Fund						
Net affect on Cash Reserves increase / (decrease)	203,428	40,133	17,839	149,030		



LEE COUNTY

Life works well here.

Lee County / Leesburg / Smithville Planning Commission

CHRIS GUARNIERI, Vice-Chairman

**MARK WORD, JASON SHEFFIELD, CLAY GRIFFITH, DARREL FINNICUM,
CHAD ARNOLD, JIM QUINN**

Georgia law requires that all parties who have made campaign contributions to any member of the Lee County Board of Commissioners, Leesburg City Council or Smithville City Council, in excess of two hundred fifty dollars (\$250) within two years immediately preceding the filing of this request, and who desire to appear at the public hearing in opposition to the application shall at least five days prior to the public hearing file a campaign contribution report with the Lee County/Leesburg/Smithville Planning Commission.

AGENDA

January 7, 2021

T. Page Tharp Governmental Building

Opal Cannon Auditorium

6:00 P.M.

- I. CALL MEETING TO ORDER**
- II. READING OF GEORGIA LAW REGARDING CAMPAIGN CONTRIBUTIONS**
- III. NEW BUSINESS**

- Election of Chairman and Vice Chairman of Planning Commission for 2021

COUNTY LAND USE APPLICATION

- **Griffith Farms, LLC/Pete Griffith (Z20-008)**: has submitted an application to the Lee County Planning Commission requesting to rezone a total of 101.309 acres from R-1 (Single Family Residential District) to AG (Agricultural District). The property owner is Griffith Farms, LLC/Pete Griffith. Parcel number 136244003 of land being part of Land Lots 13 and 14 of the Second Land District, and part of Land Lots 243 and 244 of the Thirteenth Land District of Lee County, Georgia.

The Lee County Planning Commission will conduct a public hearing on the zoning request on **Thursday, January 7, 2021 at 6:00 p.m.** at the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Avenue North, Leesburg, GA. The Planning Commission will forward its recommendation to the Lee County Board of Commissioners.



LEE COUNTY

Life works well here.

The Lee County Board of Commissioners will conduct a public hearing on **Tuesday, January 12, 2021 at 6:00 p.m.** with a final vote on **Tuesday, January 26, 2021 at 6:00 p.m.** at the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Avenue North, Leesburg, GA.

TEXT AMENDMENT

- **Text Amendments (TA20-001):** to the Leesburg Code of Ordinances Chapter 34 Article VII. Standards for Wireless Communication Facilities. The proposed text amendments are on file at the Lee County Planning, Zoning and Engineering Department, 102 Starksville Avenue North, Room 202 Leesburg, GA 31763 and can be reviewed along with any other information regarding this request between 8:00 a.m. and 5:00 p.m.

The Lee County Planning Commission will conduct a public hearing on these requests, **Thursday, January 7, 2021 at 6:00 p.m.** in the T. Page Tharp Building, 102 Starksville Avenue North, Opal Cannon Auditorium, Leesburg, GA 31763. The Planning Commission will forward its recommendation to the Leesburg City Council.

The Leesburg City Council will conduct a public hearing and final vote on **Tuesday, February 2, 2021 at 6:00 p.m.** in the Leesburg City Hall, 107 Walnut Avenue North, Leesburg, GA 31763.

IV. OLD BUSINESS

V. ADJOURNMENT

Agenda Subject to Change

Persons with special needs relating to handicapped accessibility or foreign language interpretation should contact the ADA Coordinator at (229) 759-6000 or through the Georgia Relay Service (800) 255-0056 (TDD) or (800) 355-0135 (voice). This person can be contacted at the T. Page Tharp Building in Leesburg, Georgia between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible.

Sec. 34-311. - Term of facilities lease.

Unless otherwise specified in a lease agreement, a facilities lease granted hereunder shall be valid for an initial term of one year, with the lessee granted a maximum of four one-year renewal options which options shall also be subject to approval of the city council. The term of any such agreement shall not exceed five years.

Sec. 34-312. - Rights granted.

No facilities lease granted under this article shall convey any right, title or interest in the city property, but shall be deemed a license only to use and occupy the city property for the limited purposes and term stated in the lease agreement. Further, no facilities lease shall be construed as any warranty of title.

Sec. 34-313. - Interference with other users.

No facilities lease shall be granted under this article unless it contains a provision which is substantially similar to the following:

The city council has previously entered into leases with other tenants for their equipment and wireless transmission facilities. Lessee acknowledges that the city council is also leasing the city property for the purposes of transmitting and receiving telecommunications signals from the city property. The city council, however, is not in any way responsible or liable for any interference with lessee's use of the city property which may be caused by the use and operation of any other tenant's equipment, even if caused by new technology. In the event that any other tenant's activities interfere with the lessee's use of the city property, and the lessee cannot work out this interference with the other tenants, the lessee may, upon 30 days' notice to the city council, terminate this lease and restore the city property to its original condition, reasonable wear and tear excepted. The lessee shall cooperate with all other tenants to identify the causes of and work towards the resolution of any electronic interference problem. In addition, the lessee agrees to eliminate any radio or television interference caused to city-owned facilities or surrounding residences at Lessee's own expense and without installation of extra filters on city-owned equipment. Lessee further agrees to accept such interference as may be received from city operated telecommunications or other facilities located upon the city property subject to this lease.

Sec. 34-314. - Ownership and removal of improvements.

No facilities lease shall be granted under this article unless it contains a provision which states that all buildings, landscaping and all other improvements, except telecommunications equipment, shall become the property of the board of commissioners upon expiration or termination of the lease. In the event that the board of commissioners requires removal of such improvements, such removal shall be accomplished at the sole expense of the lessee and completed within 90 days after receiving notice from the city manager requiring removal of the improvements. In the event that wireless transmission facilities or other equipment are left upon city property after expiration or termination of the lease, they shall become the property of the board of commissioners, unless otherwise notified. The city council may require removal of wireless transmission facilities or other equipment by the lessee upon 30 days written notice from the city manager.

Sec. 34-315. - Compensation to the city council.

- (a) Each facilities lease granted under this article is subject to the city council's right, which is expressly reserved, to annually fix a fair and reasonable compensation to be paid for the rights granted to the lessee; provided, nothing in these sections shall prohibit the city council and a lessee agreeing to the compensation to be paid. Such compensation shall be payable in advance of the effective date of the lease and on or before January 31 of each calendar year. Any payments received after the due date shall include a late payment penalty of two percent of the annual rental fee for each day or part

thereof past the due date. The compensation shall be negotiated by the city manager or designee, subject to the city council's final approval, based on the following criteria:

- (1) Comparable lease rates for other public or private property.
 - (2) In the case land is leased, an appraisal opinion upon which the land and air space is rented.
 - (3) If structure of another user is involved, any amount needed to reimburse that user, in addition to the above.
 - (4) A yearly escalator rate commonly used in comparable leases.
 - (5) The additional rent such structure may generate if leased to additional users.
- (b) The city manager is authorized to accept telecommunications services in lieu of cash rental payment; however, such services must constitute substantial benefit to the board of commissioners over retail purchases of said telecommunications services under any applicable government rates offered by the wireless services provider.
- (c) Additional fees or charges may be established by the city council to cover actual costs of processing the application, including engineering review, inspection and appraisal cost, legal, administration of the agreement, providing on-site services and/or other direct or indirect costs.

Sec. 34-316. - Amendment of facilities lease.

Except as provided within an existing lease agreement, a new lease application and lease agreement shall be required of any telecommunications carrier or other entity that desires to significantly expand, modify or relocate its telecommunications facilities or other equipment located upon city property. If ordered by the city council to locate or relocate its telecommunications facilities or other equipment on the city property, the city council shall grant a lease amendment without further application.

Sec. 34-317. - Renewal application.

A lessee that desires to exercise a renewal option in its facilities lease under this article shall, not more than 90 days nor less than 60 days before expiration of the current facilities lease term, file an application with the city council for renewal of its facilities lease which shall include the following:

- (1) The information required pursuant to section 34-307 of this article;
- (2) Any information required pursuant to the facilities lease agreement between the city council and the lessee;
- (3) A report certified by a radio frequency engineer that the site is in compliance with current FCC radio emission standards;
- (4) All deposits or charges required pursuant to this article; and
- (5) An application fee which shall be set by the city council by resolution.

Sec. 34-318. - Renewal determination.

Recognizing that the city council is under no obligation to grant a renewal of a facilities lease for the use of city property, the city council shall strive to consider and take action on applications for renewal of such leases within 30 days after receiving a complete application for such a lease renewal. When such action is taken, the city manager shall issue a written determination granting or denying the lease renewal in whole or in part, applying the standards set forth below, or any other such criteria as the board of commissioners may choose to apply. If the renewal application is denied, the written determination shall include the reason for denial, if any after review of these factors:

- (1) The financial and technical ability of the applicant.
- (2) The legal ability of the applicant.
- (3) The continuing capacity of the city property to accommodate the applicant's existing facilities.

- (4) The applicant's compliance with the requirements of this article and the lease agreement.
- (5) Applicable federal, state and local telecommunications laws, rules and policies.
- (6) Continued need for the facility in light of technological advances and current industry standards.
- (7) Such other factors as may demonstrate that the continued grant to use the city property will serve the community interest.

Sec. 34-319. - Obligation to cure as a condition of renewal.

No facilities lease shall be renewed until any ongoing violations or defaults in the lessee's performance of the lease agreement, or of the requirements of these sections, have been cured, or a plan detailing the corrective action to be taken by the lessee has been approved by the planning director or his/her designee.

Sec. 34-320. - Legal status provisions.

- (a) *Conflict with other laws.* Whenever the regulations of this article require a greater width, depth or size of yard or impose other more restrictive standards than are required in or under any other statute or covenants, the requirements of this article shall govern. Whenever the provisions of any other statute or covenants require more restrictive standards than those of this article, the provisions of such statutes or covenants shall govern.
- (b) *Severability.* In the event any article, section, subsection, sentence, clause or phrase of this article shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the other articles, sections, subsections, sentences, clauses or phrases of this article, which shall remain in full force and effect, as if the article, section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not originally a part thereof. The city council hereby declares that it would have adopted the remaining parts of the article if it had known that such part or parts thereof would be declared or adjudged invalid or unconstitutional.
- (c) *Repeal of conflicting resolutions.* All resolutions and ordinances or portions thereof in conflict with this article are hereby repealed.

Secs. 34-321 - 34-325. - Reserved.

Secs. 34-279-34-290. - Reserved.

ARTICLE VII. - STANDARDS FOR WIRELESS COMMUNICATION FACILITIES

Sec. 34-291 - Purpose and intent.

The purpose of this article is to establish guidelines for the siting of all wireless communications towers and antennas which will encourage the development of a competitive wireless communications marketplace while protecting the health, safety and welfare of the public and maintaining the aesthetic integrity of the community. The goals of this article are:

- (1) To protect residential areas and land uses from potential adverse impact of telecommunications towers, antenna support structures and wireless communications facilities;
- (2) To minimize the total number of towers and antennas within the community necessary to provide adequate personal wireless services to residents of the city;
- (3) To promote and encourage the joint use of new and existing tower sites among service providers;
- (4) To locate telecommunications towers and antennas in areas where adverse impacts on the community are minimized;
- (5) To encourage the design and construction of towers and antennas to minimize adverse visual impacts;
- (6) To avoid potential damage to property caused by wireless communications facilities by insuring that such structures are soundly and carefully designed, constructed, modified, maintained and removed when no longer used or when determined to be structurally unsound;
- (7) To enhance the ability of the providers of wireless communications services to deliver such services to the community effectively and efficiently; and
- (8) To preserve those areas of significant scenic or historic merit.

Sec. 34-292. - Definitions:

Accessory Use. A tower and/or antenna is considered an accessory use if located on a lot or parcel shared with a different existing primary use or existing structure.

Alternative tower structure. Man-made trees, clock towers, bell steeples, light poles and similar alternative-design mounting structures of a type and quality consistent with structures manufactured by a qualified company that in the opinion of the planning director or his/her designee are compatible with the natural setting and surrounding structures, and effectively camouflage or conceal the presence of antennas or towers.

Antenna. Any exterior transmitting or receiving devices mounted on a tower, building or structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, radio, wireless, telecommunications signals or other communications signals. Such definition does not include, for purposes of this article, radar antennas, amateur radio antennas, satellite earth stations, MMDS antennas, television receiving antennas and direct broadcast satellite dishes.

Co-location. The placement of antennas of two or more service providers on the same tower or accessory structure.

Economically and technically feasible and viable. Capable of being provided:

- (1) Through technology which has been demonstrated in actual applications (not simply through tests or experiments) to operate in a workable manner; and
- (2) In a manner which has a reasonable likelihood of generating a reasonable profit or other financial benefits, when measured over the term of the lease.

Height. When referring to a tower or other structure, height means a distance measured from the finished grade of the parcel to the highest point on the tower or other structure, including the base pad and any antenna.

Historic or scenic views. Geographic areas in the city which have been formally designated on the National Historic Register; have been included in any nature preserve or scenic preservation efforts; have been identified in the city comprehensive plan; or have sufficient historic or scenic merit as determined by the planning and zoning department or the city council. A scenic view may be from a stationary viewpoint or be seen as one travels along a roadway or path.

Microcell. A wireless communication facility comprising an antenna extending no more than four feet above the structure to which it is attached, and with an area no larger than 576 square inches (e.g. 3' x 1½' panel antenna or 2' diameter parabolic antenna) as viewed from any one point.

Preexisting towers and preexisting antenna. Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supported or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers and cellular telephone or PCS towers.

Principal use. A tower and/or antenna is considered a principal use if located on any lot or parcel of land as the sole or primary structure.

Tower. Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supported or monopole towers. The term includes radio and television transmission towers, microwave towers, common carrier towers, and cellular telephone or PCS towers.

Wireless transmission facilities. The buildings, cabinets, equipment and property, including but not limited to, generating and switching stations, repeaters, cables, wires, conduits, ducts, pedestals, antennas, towers, alternative tower structures, electronics and other appurtenances used to transmit, receive, distribute, provide or offer low-power mobile voice transmission, data transmission or other wireless communications by linking a wireless network of radio wave transmitting devices through a series of short range, contiguous cells that are part of an evolving cell grid.

Sec. 34-293. - Applicability.

All new towers and antennas shall be subject to the regulations contained within this article except as provided in subsections (1)—(3), inclusive:

- (1) Public property. Nothing in this article shall be read to prohibit a government owned tower from being located at a specific site when the tower is required to protect the public welfare or safety.
- (2) Amateur radio, receive-only antennas. This article shall not govern any amateur radio tower, or the installation of any antenna, that is under 70 feet in height and is owned and operated by a federally-licensed amateur radio station operator or is used exclusively for receive only antennas.
- (3) Pre-existing towers and antennas. Any tower or antenna for which a permit has been properly issued prior to the effective date of this article shall not be required to meet the provisions of this article, other than the requirements of section 34-297. Any such towers or antennae shall be referred to in this article as "preexisting towers" or "preexisting antennae."

If additional antennas are co-located upon a pre-existing tower after adoption of this article, then fencing and landscaping requirements shall be met as part of the permitting process.

Sec. 34-294. - General requirements.

- (a) An application shall be required for the construction or placement of all new wireless transmission facilities within the city limits. Approval of any application for the construction of a tower or placement of an antenna shall be based on consideration of the following factors:
 - (1) The proposed height of the tower, if any;

- (2) Proximity to residential structures and residential district boundaries;
 - (3) Nature of uses on adjacent properties;
 - (4) Surrounding topography, tree coverage and foliage;
 - (5) Design of the facility, with particular reference to design characteristics which have the effect of reducing or eliminating visual obtrusiveness;
 - (6) Proposed ingress and egress;
 - (7) Availability of suitable existing towers, other structures, or alternative technologies (microcells) not requiring the use of towers or structures;
 - (8) Demonstrated need for the telecommunications facility at the specified site;
 - (9) Approval of applications for co-location shall be based on all the foregoing factors, but primarily on consideration of factor (8).
- (b) All applications submitted to the planning and zoning department shall include a complete inventory of the applicant's existing wireless transmission facilities including towers and receivers/transmitters located within the city and a one-half mile surrounding the city limits, including each asset's location (plane coordinates), height and co-location usage or capabilities, and any special design features. The planning and zoning department shall utilize such information, subject to any restrictions on disclosure requested by the applicant, to promote co-location alternatives for other applicants.
- (c) At the time of filing the application for construction or placement of a wireless transmission facility, the applicant shall provide a site plan and information regarding tower or accessory structure location, neighboring uses and proposed landscaping as described below. Additional documentation to be submitted with the site plan and certified by an experienced radio frequency engineer shall delineate coverage and propagation zones, identify types of antenna and mounting location, specify the type of band currently in use and state co-location capabilities.
- (1) The scaled site plan shall clearly indicate the location, type and height of the proposed tower or accessory structure to be utilized, on-site land uses and zoning, adjacent land uses and zoning including proximity to historic or scenic view corridors, adjacent roadways, proposed means of access, setbacks for property lines, elevation drawings of the proposed tower, accessory structure and any other structures, topography, parking and other information deemed necessary by the planning director or his/her designee to assess compliance with this article.
 - (2) Legal description of the parent tract and leased parcel (if applicable).
 - (3) A definition of the area of coverage and radio frequency goals to be served by the antenna or tower and the extent to which such antenna or tower is needed for coverage and/or capacity.
 - (4) The setback distance between the proposed wireless transmission facility and the nearest residential unit or residentially used structure if less than 500 feet.
 - (5) Structural integrity analysis where antennas and equipment will be attached to an existing structure.
 - (6) Landscaping shall be designed in such a way as to preserve existing mature growth and to provide in the determination of the planning director or his/her designee, a suitable buffer of plant materials that mitigates the view of the telecommunications facility and accessory structures from surrounding property.
- (d) Each application shall be accompanied by a fee, determined by the board of commissioners, to offset the costs associated with processing such application. In addition, applicants shall be responsible for independent engineering costs incurred by the city which exceed such fee up to an additional \$300.00 and any fees commonly charged for a rezoning if one is required, or for any other required permit fees.

- (e) Landscaping plans and the design and placement of the wireless transmission facility on an approved site plan shall require review and approval of the planning director or his/her designee prior to issuance of a building permit to insure compliance with this article.
- (f) Prior to issuance of a building permit, compliance with Section 106 of the National Historic Preservation Act, 16 U.S.C. § 461 et. seq. shall be demonstrated.
- (g) In approving any application, the planning director may impose additional conditions to the extent determined necessary to minimize adverse effects on adjoining properties.
- (h) No application shall be considered to be complete unless written evidence is provided by the applicant that the Federal Aviation Administration ("FAA") has made or issued a "Determination of No Hazard" with respect to the proposed tower.

Sec. 34.295. - Development requirements for towers.

- (a) Towers may be located only in the following zoning districts subject to the restrictions and standards contained herein:

AG-1	Active Agricultural District
C-1	Neighborhood Business District
C-2	General Business District
I-1	Light Industrial District
I-2	Heavy Industrial District

Wireless transmission facilities in any other zoning districts shall be accessory uses or alternative tower structures only; provided however, towers may be allowed on publicly owned property regardless of zoning district.

- (b) Separation. Except in cases of co-location on the same tower or accessory structure, no wireless transmission facilities shall be located within 2,500 feet of any preexisting tower or preexisting antenna within the city unless such facility or preexisting tower or antenna is concealed through use of alternative tower structures or otherwise camouflaged in such a way that the presence of telecommunications equipment is virtually undetectable from any adjoining property.
- (c) All applicants seeking to erect a tower must demonstrate that no existing tower or structure can accommodate the proposed antenna(s). Evidence of an engineering nature shall be documented by the submission of a certification by an engineer. Such evidence may consist of the following:
 - (1) No existing towers or structures are located within the geographic area required to meet applicant's engineering requirements.
 - (2) No existing structure is of sufficient height to meet the applicant's engineering requirements.
 - (3) No existing tower or structure has sufficient structural strength to support applicant's proposed antenna(s) and related equipment.
 - (4) Applicant's proposed antenna(s) would cause electromagnetic interference with the antenna(s) on the existing tower or structure.

(5) That the cost or contractual provisions required by the tower owner to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable. Costs exceeding new tower development are presumed to be unreasonable.

(6) Such other limiting factor(s) as may be demonstrated by the applicant.

All evidence submitted shall be signed and sealed by appropriate licensed professionals or qualified industry experts. Such evidence shall be subject to independent verification by an engineer of the city's choosing.

(d) **Setbacks.** Setbacks for towers and above-ground transmission facilities shall be as follows:

(1) All transmission facilities, except buried portions, shall be set back from all adjoining properties zoned non-residential the distance required for that zoning district.

(2) When a tower is adjacent to a residential use, the tower and entire transmission facility must be set back from the nearest residential lot line a distance equal to the height of the tower.

(3) Setbacks may be reduced, at the discretion of the planning and zoning department, to the fall radius of the tower as identified in a fall zone letter prepared by an engineer certified by the State of Georgia.

(e) Unless otherwise specified by the planning director or his/her designee, towers shall be enclosed by vinyl chain link security fencing or other approved alternative not less than six feet in height and shall be equipped with an appropriate anti-climbing device.

(f) All new towers in excess of 100 feet which do not incorporate alternative design features must be designed and built in a manner that allows other entities to co-locate on the structures using the following guidelines:

Maximum Telecommunications Tower Heights

Zoning District	Two Users	Three Users	Four Users
AG-1, C-1, C-2,	120'	200'	300'
I-1, I-2	120'	150'	180'

(g) All towers and their related structures shall maximize the use of building materials, colors, textures, screening and landscaping that, in the opinion of the planning director or his/her designee, effectively blend the tower facilities within the surrounding natural setting and built environment. Where appropriate, towers shall be painted so as to reduce their visual obtrusiveness, subject to any applicable standards of the Federal Aviation Administration ("FAA").

(h) If upon receipt of an application for the erection of any tower or alternative tower structure governed by this article, the planning director or his/her designee deems that the proposed structure may interfere with the use of the airways of the city by the public or interfere with the operation of existing or proposed airport facilities, a copy of the application shall be submitted by the planning and zoning department to the airport division of the department of transportation for review and recommendation.

(i) No application shall be approved unless written evidence is provided by the applicant that the Federal Aviation Administration ("FAA") has made or issued a "Determination of No Hazard" with respect to the proposed tower.

Sec. 34-296. - Approval process.

- (a) Uses subject to administrative approval. Subject to certification by the planning director of compliance with the general requirements, development requirements and standards enumerated above, the following uses may be administratively approved within 30 days of receiving application, supporting engineering certification and lease approval, if any, without the necessity of public hearing.
- (1) Antennas or towers located on property owned, leased or otherwise controlled by the city provided accessory structures are located underground where technically feasible and a license, permit or lease authorizing such tower is thereafter approved by the city.
 - (2) Installing an antenna on an existing structure, so long as said installation is considered to be a stealth technology installation that does not significantly change the profile of the existing structure and so that the installation is not readily noticeable to the untrained eye. Such installations including cables leading to the antennas shall be painted to match the paint and colors on the existing structure and shall not protrude from the existing structure in a noticeable fashion.
 - (3) Co-location by installing an antenna on any existing tower or alternative tower structure.
 - (4) Replacing an existing tower with a new tower designed to accommodate two or more users so long as such new tower does not exceed the height limitations of subsection 28-30(f) and setback requirements of this article are met. After the replacement tower is built only one tower shall remain on such site. Support equipment shall, where technically feasible, be located underground.
 - (5) Locating any alternative tower structures (manmade trees, clock towers, bell steeples, or light poles that, based on staff determination, effectively camouflage or conceal towers and antennas) provided accessory structures are located underground where technically feasible or otherwise incorporated into the alternative structure.
 - (6) Installing any antenna or tower not to exceed the limitations contained in subsection 28-30(f) and provided accessory structures are located underground where technically feasible or shielded to the satisfaction of the planning director or his/her designee.
 - (7) Constructing and installing a new tower that will host First Responder Network Authority (FirstNet) or services of similar import that benefit first responders and enhance public safety.

If the planning director or his/her designee determine that any application for an administratively approved use does not meet the general application requirements, development requirements and/or standards enumerated herein, administrative approval of the application shall be denied provided substantial evidence exists to support such denial. Such evidence shall be summarized for the applicant along with a recommendation as to whether the applicant should pursue a variance or proceed to a public hearing as specified in subsection (b) below. Applicants may appeal the administrative denial to the city council pursuant to the procedures described in article Appendix A – Zoning, Article XVII, Policies and Procedures, section 17.04, Public hearing process. Any other party aggrieved by the decision of the planning director or his/her designee may file an appeal to the city council including payment of the filing fee. For purposes of this section an aggrieved party is one who demonstrates that his or her property will suffer special damage as a result of the decision complained of rather than merely some damage that is common to all property owners and citizens similarly situated.

The city council shall dispense with the appeal by either:

- (8) A determination that the application is valid and meets all applicable criteria for an administratively approved use under this article, which shall result in the issuance of a permit.
- (9) A determination that the application does not satisfy all applicable criteria for an approved administratively use under this article, but, owing to special conditions, a variance as to separation or setback requirements:

- a. Will not be contrary to the public interest;
 - b. Will relieve unnecessary hardship; and
 - c. Shall preserve the intent and spirit of this article.
- (10) A determination that the application does not satisfy all applicable criteria for an administratively approved use under this article and the deficiencies cannot, subject to the conditions listed above, properly be cured by a variance.

Applications which do not satisfy all applicable criteria must, as a result, apply for a public hearing before the board of commissioners as specified in subsection (b) below.

(b) Other uses—Public hearing required.

- (1) If the proposed tower or antenna is not included under the above described administratively approved uses, or the application does not on its face satisfy the development standards and other criteria specified herein, then a public hearing before the city council shall be required for the approval of the construction of a wireless transmission facility in all zoning districts. Applicants shall apply for a public hearing through the planning and zoning department and pay the required fee at such time. Applications, when complete, shall be placed on the next available agenda of the city council. At least 30 days prior to any scheduled hearing, the planning and zoning department shall cause a sign to be posted on the property and the publication of a public notice in a newspaper of general circulation. Said notice shall state the nature of the application, street location of the proposal and height of the proposed structure.
- (2) Before approving an application for an "other use," the governing authority may impose conditions to the extent necessary to buffer or otherwise minimize any adverse effect of the proposed tower on adjoining properties. The factors considered in granting such a permit include those enumerated in sections 34-294 and 34-295. The city council may waive or reduce the burden on the applicant of one or more of these criteria, if, in their discretion doing so will advance the goals of this article as stated in section 34-291.

Sec. 34-297. - Maintenance of facilities.

- (a) All wireless transmission facilities and related landscaping shall be maintained by the facility owner in good condition, order, and repair so that they shall not endanger the life or property of any person, nor shall they be a blight upon the property.
- (b) To ensure the structural integrity of towers, the applicant of a tower or alternative tower structure shall ensure that it is maintained in compliance with standards contained in applicable local building codes and the applicable standards for towers that are published by the Electronic Industries Association, as amended from time to time. If, upon inspection, the city concludes that a tower fails to comply with all applicable codes and standards, or constitutes a danger to persons or property, then upon receipt of written notice to the applicant, said applicant shall have 15 days to bring the tower into compliance with such standards. If the applicant fails to bring the tower into compliance within the 15 days, the city may remove the tower at the applicant's expense. Prior to removal of any tower, the city may consider detailed plans submitted by the applicant for repair of substandard towers, and may grant a reasonable extension of the above referenced compliance period. Any such removal by the city shall be in the manner provided in O.C.G.A., §§ 41-2-7—41-2-17.
- (c) All towers must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the federal government with the authority to regulate towers and antennas. If such standards and regulations are changed, the owners of the towers and antennas governed by this article shall bring such towers and antennas into compliance with such revised standards and regulations within six months of the effective date of such standards and regulations unless a more or less stringent compliance schedule is mandated by the controlling federal agency. Failure to bring towers and antennas into compliance with such revised standards and regulations shall constitute grounds for the removal of the tower or antenna at the owner's expense. Any such removal by the city shall be in the manner provided in O.C.G.A., §§ 41-2-7—41-2-17.

- (d) All maintenance or construction on wireless transmission facilities shall be performed by persons employed by or under contract to the owner between the hours of 6:00 a.m. and 6:00 p.m. Monday through Friday except in cases of emergency. Access to facilities on city owned property shall be determined on a case-by-case basis by the department responsible for such property. The hours of access to city sites shall not exceed those specified above. Persons may not be present on site unless performing construction or maintenance at such site.
- (e) The owner or user of any telecommunications facility shall be required to submit a "facility in use certification" annually to the license and permits department. Any antenna or tower that is not operated for a continuous period of 12 months or is not properly maintained shall be considered abandoned, and the owner of such antenna or tower shall remove same and any structures housing supporting equipment within 90 days of receipt of notice from the governing authority of such abandonment. If such antenna or tower is not removed or returned to good condition within said 90 days, the governing authority may remove such antenna or tower at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.

Sec. 34-298. - Waiver of requirements.

No exception, waiver or variance to the conditions and requirements contained herein shall be granted unless expressly provided for in this article, or the city council finds that the proposed tower or wireless transmission facility is necessary and essential to providing the applicant's service.

Secs. 34-299 - 34-305. - Reserved.

Sec. 34-306. - Facilities lease.

The city council may, in its sole discretion which is hereby reserved, approve facilities leases for the location of wireless transmission facilities and other telecommunications facilities upon city-owned property. Neither this section, nor any other provision of this article shall be construed to create an entitlement or vested right in any person or entity of any type.

Sec. 34-307. - Lease application.

Any person that desires to solicit city council approval of a facilities lease pursuant to this article shall file a lease proposal with the county's planning and zoning department which, in addition to the information required by section 34-294, shall include the following:

- (1) A description of the wireless transmission facilities or other equipment proposed to be located upon city property;
- (2) A description of the city property upon which the applicant proposes to locate wireless transmission facilities or other equipment;
- (3) Preliminary plans and specifications in sufficient detail to identify:
 - a. The location(s) of existing wireless transmission or telecommunications facilities or other equipment upon the city's property, whether publicly or privately owned.
 - b. The location and source of electric and other utilities required for the installation and operation of the proposed facilities.
- (4) Accurate scaled conceptual drawings and diagrams of sufficient specificity to analyze the aesthetic impacts of the proposed wireless transmission facilities or other equipment;
- (5) Whether the applicant intends to provide cable service, video dial tone service or other video programming service from the facility, and sufficient information to determine whether such service is subject to cable franchising;
- (6) An accurate map showing the location of any wireless transmission or telecommunications facilities in the city that applicant intends to use or lease;

- (7) Such other and further information as may be requested by the city; and
- (8) An application fee for lease negotiation in the amount consistent with fee schedule adopted by the city council.

Sec. 34-308. - Determination by the city council.

Recognizing that the city council is under no obligation to grant a facilities lease for the use of city property, the city council shall strive to consider and take action on application for facilities leases within 60 days after receiving a complete application for such a lease. When such action is taken, the city council or their designee shall issue a written determination granting or denying the lease in whole or in part, applying the standards set forth below, or any other such criteria as the city council may choose to apply. If the lease application is denied, the determination shall include the reason for denial following review of these factors:

- (1) The capacity of the city property and public right-of-ways to accommodate the applicant's proposed facilities.
- (2) The capacity of the city property and public right-of-ways to accommodate additional utility and wireless transmission or telecommunications facilities if the lease is granted.
- (3) The damage or disruption, if any, of public or private facilities, improvements, service, travel or landscaping if the lease is granted.
- (4) The public interest in minimizing the cost and disruption of construction upon city property and within the public ways.
- (5) The service that applicant will provide to the community and region. The effect, if any, on public health, safety and welfare if the lease requested is approved. The availability of alternate locations for the proposed facilities.
- (6) Whether the applicant is in compliance with applicable federal and state telecommunications laws, regulations and policies, including, but not limited to, the registration requirements administered by the state public service commission.
- (7) The potential for radio frequency and other interference with existing public and private telecommunications or other facilities located upon the city property.
- (8) The potential for radio frequency and other interference or impact upon residential, commercial and other uses located within the vicinity of the city property.
- (9) Recommendations of the recreation department with respect to impact on park and recreation activities.
- (10) Recommendations of the public works department with respect to maintenance and security of water towers. Such other factors, such as aesthetics, as may demonstrate that the lease to use the city property will serve the community interest.
- (11) The maximization of co-location opportunities with other similar uses.

Sec. 34-309. - Agreement.

No facilities lease shall be deemed to have been granted hereunder until the applicant and the city council have executed a written agreement setting forth the particular terms and provisions under which the lessee has been granted the right to occupy and use the city property.

Sec. 34-310. - Nonexclusive lease.

No facilities lease granted under this article shall confer any exclusive right, privilege, license or franchise to occupy or use city property for delivery of telecommunications services or any other purposes nor shall approval of a lease entitle the applicant to a permit to construct or place a wireless transmission facility.

To: Mr. Bob Alexander

From: Chief C. Prokesh

Date: December 30, 2020

RE: Monthly Report, December-2020

CADs = 1,497

Arrests = 12

Criminal/Investigative:

Municipal Court:

Violation of Georgia Controlled Substance Act = 3
Destruction of City Property = 1
Utility Theft = 1
Driving Suspended/Unlicensed = 3
Disorderly Conduct = 1
Criminal Trespass = 2

Superior Court:

Disruption of Public School (Juvenile) = 1

Traffic Enforcement:

Citations = 80

Warnings = 141

Accidents = 11

OTHER:

1. 93 Foster Children Provided Christmas
2. 20 Local Families Provided Christmas and Christmas Meals
3. Made it Thru Holiday Period with ZERO Entering Autos or Burglaries
4. Four Officers Out (2-Positive COVID-19, 1-with symptoms positive for Strep, 1 due to Knee Injury)
5. Vaccination Update

Lee County 911
119 Pinewood Rd Leesburg , GA 31763

CFS By Department - Select Department By Date
For Leesburg Police Department 12/1/2020 - 12/30/2020

Leesburg Police Department	Count	Percent
ABANDONED VEHICLE	1	0.07%
ALLERGIC REACTION	1	0.07%
ANIMAL CALLS	2	0.13%
ANIMAL CARCASS	1	0.07%
ANIMAL/HUMAN BITE	1	0.07%
AREA CHECK	1124	75.08%
ASSAULT	1	0.07%
ASSIST MOTORIST	7	0.47%
ASSIST OTHER AGENCY/SERVICE	1	0.07%
ATTEMPT TO CONTACT	1	0.07%
ATV / DIRT BIKE COMPLAINT	1	0.07%
BUSINESS ALARM	11	0.73%
CALL BY PHONE	4	0.27%
CHASE VEH/FOOT	1	0.07%
CIVIL MATTER	1	0.07%
COMPLAINT	6	0.40%
CONTACT PERSON	5	0.33%
CUSTOMER TROUBLE	1	0.07%
DAMAGE TO PROPERTY	3	0.20%
DISPUTE	2	0.13%
DOMESTIC	4	0.27%
DRUG INVESTIGATION	1	0.07%
DRUNK DRIVER REPORT	1	0.07%
ESCORT	6	0.40%
FALL	1	0.07%
FIGHT	2	0.13%
FIRE - STRUCTURE	1	0.07%
FOLLOW UP	15	1.00%
FRAUD	1	0.07%
FUNERAL ESCORT	1	0.07%
GAS DRIVE OFF	2	0.13%
GENERAL MEDICAL CALL	1	0.07%
HARASSMENT COMPLAINT	1	0.07%
IMPROPERLY PARKED	2	0.13%
INFORMATION	8	0.53%
JUVENILE PROBLEM	3	0.20%
KNOCK AND TALK	1	0.07%
LICENSE/REGISTRATION	1	0.07%
LOST/ MISLAID PROPERTY	2	0.13%
MECHANICAL BREAKDOWN	6	0.40%
MENTAL/PSYCHIATRIC	1	0.07%
MISCELLANEOUS	6	0.33%

Leesburg Police Department

No CallType	Count	Percent
NOISE COMPLAINT	2	0.13%
NOTIFICATION	1	0.07%
OPEN DOOR/WINDOW	2	0.13%
RAILROAD ISSUE	4	0.27%
RECOVERED/FOUND PROPERTY	1	0.07%
RESIDENTIAL ALARM	4	0.27%
SERVE CIVIL PAPER	2	0.13%
SHOTS FIRED	2	0.13%
SPECIAL DETAIL	7	0.47%
SPEEDING/RECKLESS DRIVING	6	0.40%
STALKING	1	0.07%
STOLEN VEHICLE	4	0.27%
SUICIDE /ATTEMPT	1	0.07%
SUSPICIOUS ACTMITY	5	0.33%
SUSPICIOUS PERSON/VEHICLE	18	1.20%
THEFT	3	0.20%
THREATS	4	0.27%
TRAFFIC STOP (CLI)	148	9.89%
TRANSPORT PRISONER	2	0.13%
TRESPASSING	2	0.13%
UNKNOWN PROBLEM	1	0.07%
UNLOCK VEHICLE	10	0.67%
UNWANTED GUEST	3	0.20%
VEHICLE ACCIDENT	7	0.47%
VEHICLE ACCIDENT/ DEER	4	0.27%
VIN VER/TRAILER INSPECTION	2	0.13%
WALK IN	1	0.07%
WELFARE CHECK	5	0.33%
WIRES DOWN	1	0.07%
Total Records For Leesburg Police Department	1497	Dept Calls/Total Calls 100.00%
Total Records	1497	

PUBLIC WORKS
MONTHLY REPORT
NOVEMBER -25 -DECEMBER - 25

- . LIFT STATIONS - REMAINS OPERATIONAL [ALL PUMPS OR OPERATIONAL
- . LIMBS PICK UP - FOR THE MONTH OF DECEMBER [5] LOADS
- TOTAL CHARGE [0.00] DID NOT COMPLETE TRUCK BROKE DOWN
- . LIGHTING - NO ACTIVITY

CITY OF LEESBURG

PROJECT STATUS

- . MAN HOLES REPAIR - ARE MOVING FORWARD
- . REMOVING ROOT BALLS AT CENTRAL PARK

Count of No.	Location	Estimated Hours	Class	Type	Total
	City Hall	0	Pick up supplies	PICK UP CASES OF WATER FOR CITY HALL	1
			Pick up supplies	Total	1
	0 Total				1
		0.25	Sanitation	EMPTY TRASH CANS AT ENTRANCES TO CITY HALL	1
			Sanitation	Total	1
	0.25 Total				1
	City Hall Total				2
	Service Address/Street	0	Sanitation	DEAD ANIMAL REMOVAL	1
				DELIVER GARBAGE CAN	3
				PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	2
			Sanitation Total		6
			Sewer	Check for Stoppage	1
				SEWER IS BACKING UP	1
			Sewer Total		2
			Storm Drainage	CLEAR OUT DRAIN THAT IS CLOGGED UP	1
			Storm Drainage Total		1
			Streets	INSTALL STREET SIGNS	1
				Remove Roadkill	1
			Streets Total		2
			Water	CHANGE METER VALVE	1
				CHECK FOR LEAK AND GET READING	1
				GET READING ONLY	2
				Repair Leak	1
				TURN WATER OFF AND LOCK METER AND GET READING	3
				TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	1
				TURN WATER ON DELIVER TRASH CAN GET READING	1
				TURN WATER ON AND GET READING	2
			Water Total		12
	0 Total				23
		0.05	Water	GET READING ONLY	2
			Water Total		2
	0.05 Total				2
		0.1	Water	CHECK FOR LEAK AND GET READING	1
				GET READING ONLY	1
				Reread Meter	1
				TURN WATER ON DELIVER TRASH CAN GET READING	1
			Water Total		4
	0.1 Total				4
		0.15	Water	GET READING ONLY	1
				Reread Meter	2
			Water Total		3
	0.15 Total				3
		0.2	Water	CHECK FOR LEAK AND GET READING	1
			Water Total		1
	0.2 Total				1
		0.25	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1
			Sanitation Total		1
			Water	CHECK FOR LEAK AND GET READING	4
				GET READING ONLY	1
				Reread Meter	1
				TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	2
				TURN WATER ON DELIVER TRASH CAN GET READING	2
				TURN WATER ON AND GET READING	4
			Water Total		13
	0.25 Total				14
		0.3	Sanitation	DELIVER GARBAGE CAN	2
			Sanitation Total		2
			Water	Reread Meter	2
				TURN WATER OFF AND LOCK METER AND GET READING	1
				TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	2
				TURN WATER ON DELIVER TRASH CAN GET READING	1
				TURN WATER ON AND GET READING	5
			Water Total		11
	0.3 Total				13
		7	Streets	FIX POTHOLES	1
			Streets Total		1
	7 Total				1
	(blank)		Sanitation	VERIFY # OF TRASH CANS AT THIS LOCATION	1
			Sanitation Total		1
			Sewer	Check for Stoppage	1
			Sewer Total		1
			Water	CHECK FOR LEAK AND GET READING	4
				Reread Meter	2
				TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	1
			Water Total		7
	(blank) Total				9
	Service Address/Street Total				70
	Grand Total				72

Leesburg Water Pollution Control Plant Monthly Report For December, 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)	.281	1.5
Effluent Biochemical Oxygen Demand	2.0	15
BOD Removal %	99.6	>85%
Effluent Total Suspended Solids	4.1	30
TSS Removal %	99.4	>85%
Effluent Fecal Coliform (# per 100 mL)	5.0	400
Effluent Ammonia	.18	3.0
Effluent Dissolved Oxygen	8.9	>6.0
Min & Max Effluent pH	7.1-7.4	6.0-9.0
Effluent Total Phosphorous	.34	1.5
Low-Level Mercury (mg/day)	.931	6.3
Total Rainfall for the month	4.3 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) Continue troubleshooting problems in electrical panel for UV lights. (3) Repair fuel & electrical systems on yard truck.

Expenses:

Fuel (generator/vehicles/mower)	\$ 277.87
Electricity -	\$3,861.24
Chemicals used	\$ 796.55
Lab Tests -	\$ 2,160.00
DoCo Landfill (solids from press)	\$ 1,014.35
Maintenance & Repair -	\$ 440.00
Total -	\$8,550.01

Leesburg Public Drinking Water Wells Monthly Report For December, 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:	465,826	800,000
Total Gallons Pumped for the Month:	14.44 Million Gallons	
3 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.88 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 -	\$1,351.77
Chemicals used -	\$ 334.83
Routine Testing	\$ 132.00
Maintenance & Repair -	\$ 000.00
Total -	\$1,818.60