

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** - 2+3
June 15, 2021
3. **PUBLIC HEARING**
4. **NEW BUSINESS**
(A) Consideration of the Proposed Update to the Compensation and Classification Study. 4-18
(B) Consideration of the Volunteer Board Application for the SWGA Regional Commission Vacancy 19-21
5. **CITY MANAGER'S MATTERS**
(A) Financial Report 22-34
6. **DEPARTMENTAL REPORTS**
(A) Police Report 37-39
(B) Public Works Report 40-42
(C) Water and Waste Water Report 43-44
7. **GOVERNMENTAL BOARDS/AUTHORITIES**
8. **COUNCIL MEMBER'S MATTER**
9. **OLD BUSINESS**
10. **CITY ATTORNEY'S MATTERS**
11. **EXECUTIVE SESSION**
12. **PUBLIC FORUM**
13. **ANNOUCEMENTS**
Next Scheduled Meeting is August 3, 2021
14. **ADJOURNMENT**

Agenda May Change Without Notice

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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. The City Manager and all Councilmembers except Councilmember Renfroe were present.

2. **APPROVAL OF MINUTES**

Mayor Breeden asked for a motion to approve the minutes from June 8, 2021. Councilmember Bush made a motion to approve the minutes. Councilmember Powell seconded the motion. The vote was unanimous.

3. **PUBLIC HEARING**

4. **NEW BUSINESS**

(A) Finance Manager Cheryl Allison presented the City of Leesburg's FY 2022 Budget. Councilmember Powell made a motion to approve the Resolution for the FY 2022 Budget. Councilmember Wilson seconded the motion. The vote was unanimous.

(B) The City Manager presented a letter from Claire Leavy Director of the Lee County Library requesting William Hancock be reappointed to the Lee County Library Board of Trustees for the term July 1, 2021 – June 30, 2024. Councilmember White made a motion to approve the appointment. Councilmember Wilson seconded the motion. The vote was unanimous.

5. **CITY MANAGER'S MATTERS.**

6. **DEPARTMENTAL REPORTS**

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

12. **PUBLIC FORUM**

13. **ANNOUCEMENTS**

Next Scheduled Meeting is July 6, 2021

14. **ADJOURNMENT**

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

**COMPENSATION AND
CLASSIFICATION STUDY**

**FINAL REPORT FOR
LEESBURG, GEORGIA**

JULY 1, 2014 (PROPOSED UPDATE 6-6-21)

COMPENSATION AND CLASSIFICATION STUDY
FINAL REPORT FOR
LEESBURG, GEORGIA

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

Detailed descriptions of the methodologies are described below.

A. Compensation/Market Survey Methodology

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

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

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

B. Classification Methodology

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

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

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

Market Survey Employer Selection

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

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

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

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

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

ALBANY

AMERICUS

CORDELE

CRISP COUNTY

DOUGHERTY COUNTY

LEE COUNTY

PERRY

SUMTER COUNTY

THOMAS COUNTY

TIFT COUNTY

IMPLEMENTATION COST

The primary implementation cost will be incurred in bringing any employee whose current salary is below the minimum of their new pay grade up to that minimum. The projected cost is \$2,400 to bring employees up to their new minimum.

INSERT EXCEL PROPOSED PAY PLAN

POSITIONS BY PAY GRADE

PAY GRADE 66

\$25,777.65 TO \$39,955.36

GROUNDS AND MAINTENANCE TECHNICIAN
EQUIPMENT OPERATOR I

PAY GRADE 68

\$28,419.86 TO \$44,050.79

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

PAY GRADE 70

\$31,332.90 TO \$48,565.99

SENIOR ADMINISTRATIVE ASSISTANT
WATER/WASTEWATER OPERATOR I
CREW LEADER

PAY GRADE 71

\$32,899.54 TO \$50,994.29

[PATROL OFFICER

PAY GRADE 72

\$34,544.52 TO \$53,544.00

POLICE CORPORAL
WATER/WASTEWATER OPERATOR II
ROAD MAINTENANCE SUPERVISOR

PAY GRADE 74

\$38,085.33 TO \$59,032.26

POLICE SEGEANT
OFFICE MANAGER

PAY GRADE 76

\$41,989.07 TO \$65,083.06

POLICE LIEUTENANT

PAY GRADE 78

\$46,292.96 TO \$71,754.09

MAINTENANCE SUPERVISOR
CITY CLERK

PAY GRADE 79

\$48,608.74 TO \$75,343.54

POLICE CAPTAIN
WATER & WASTEWATER SUPERINTENDENT
PUBLIC WORKS SUPERINTENDENT
FINANCE MANAGER

PAY GRADE 81

\$53,589.88 TO \$83,064.31

POLICE MAJOR

EXECUTIVE

\$59,082.84 TO \$91,578.40

PUBLIC WORKS DIRECTOR
FINANCE DIRECTOR
POLICE CHIEF

Staff offers the following provisions and recommendations:

A. Hiring Offer

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

B. Annual Pay Plan Adjustment

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

C. Employee Promotions or Transfers

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

D. Employee Evaluation and Incentive Pay Process

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

E. Hiring Procedures

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

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

F. Reclassification

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

**LEESBURG, GEORGIA
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: CREW LEADER

SUMMARY:

The purpose of this classification is to perform road maintenance and construction tasks in a lead worker capacity that includes operating various heavy and light construction equipment and vehicles. Perfer a valid class B Commercial Drivers License, (CDL).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not excluded them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs skilled and unskilled work of a varied nature in a lead worker capacity
- Utilizes road maintenance and construction equipment to perform assigned road maintenance and construction tasks; grades or maintains dirt roads; clips road shoulders; trim trees limbs.
- Assists with the construction and maintenance of right of ways and utilities; digs right of way ditches.
- Performs related departmental duties using appropriate equipment; installs and repairs driveways; loads trash and debris; stock piles dirt and materials; loads driveway pipe; excavates holding ponds; level dirt areas.
- Assists with basic vehicle and equipment maintenance; rotates and/or change tires.
- Reviews and/or completes required reports and document including vehicle maintenance reports, work orders, road grade lists, and maps.
- Utilize hand tools, power tools, and related equipment including various heavy equipment.
- Performs other duties as needed, assigned or required.

SUPERVISORY RESPONSIBILITIES: Has supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: High school graduate; one to two years of experience driving vaious types of trucks, operating heavy equipment and maintaining and repairing vehicles and equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia Driver's License.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to establish and maintain effective working relationships with other employees and general public. Knowledge of: Methods and techniques of installation, maintenance, operations and repair of streets, storm drain system, and/or parks depending on work area; Methods and techniques of maintenance, inspection and emergency repair programs; Methods and techniques of installation and maintenance of utilities and landscaping; Motorized and hand tools and equipment used in assigned work area; Occupational hazards and standard safety practices and procedures; Construction skills; Heavy equipment operation techniques; Safe use of pesticides depending on work area; Plant and pest identification methods and techniques depending on work area; Policies, functions and responsibilities, operations, and objectives of the City; Pertinent federal, state, and local laws, codes and regulations depending on work area; Public, and customer relations skills. Ability to: Trouble shoot problems and resolve non-routine maintenance and repair issues; Interpret, apply, explain, develop and implement standards, policies, regulations and procedures; Read and understand as-built drawings, specifications, and contract documents; Select, supervise, train and evaluate assigned employees; Be aware of occupational

hazards and utilize standard safety practices; Operate a computer and utilize applicable software; Ability to respond to emergencies on a 24-hour basis; Supervise the operations, services and activities of the section; Develop, implement and administer goals, objectives and procedures; Operate personal computers and utilize applicable software; Prepare and present written and verbal reports; Communicate effectively, in oral and written form; Establish and maintain effective working relationships with supervisor, subordinates, City employees, other department supervisors and managers, contractors and developers, vendors, and the general public

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles performing heavy manual labor. Visual acuity to operate vehicles and equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed both indoors and outside. Outside work requires exposure to varying weather and terrain conditions, hazardous traffic conditions, noise, fumes, odors, gases, and air and blood borne pathogens; exposure to moving equipment and occasional exposure to toxic or caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, high, open or confined spaces, intermittent vibration and noise. Work requires frequent standing, walking, bending, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping and lifting and/or moving objects weighing up to 100 pounds.

LEESBURG, GEORGIA
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: WATER/WASTEWATER OPERATOR II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical tasks in maintaining the water and wastewater systems for the City. Repairs, replaces and/or installs needed equipment and operating systems. Ensures compliance with internal plant, local, State and Federal rules, regulations, policies, procedures and guidelines. Employees in this class work under the direction of the Water/Wastewater Superintendent; increased responsibility and independence in essential work functions are gained overtime as a trainee.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Maintains wells and elevator tanks; collects samples and performs laboratory tests for chlorine and fluoride residuals; records information and calculates run times; flows usage of both chemicals and ensures proper running order; checks and adjusts chlorine and fluoride feed rates; replaces empty cylinders and drums; replaces or repair equipment; contacts outside contractors for major repairs and maintenance; maintains adequate chemical supply levels; ensures water system meets or exceeds regulations; maintains surrounding ground areas.

Performs related field work; completes field work orders; takes beginning, final and re-reads of commercial and residential customers; installs new service with correct meter and backflow assembly; installs meter box at grade levels; records work order information.

Installs water and wastewater service lines; enters dig requests; gathers materials for job; identifies closets valves and fire hydrants; digs hole; determines evacuation route in event of emergency; installs water tap to main or sub-main; keeps field operations manager informed of project status; backfills holes.

Performs water disconnects; records meter readings; locks curb stops; leaves notices informing customer of requirements to restore service; communicates information to billing department.

Conducts utility locations as requested through the Underground Protection Center; meets with contractors, homeowners, and other utilities as needed.

Collects representative water samples as requested by State and Federal agencies.

Monitors and operates lift stations; records and calculates run times of pumps; checks belts, oil levels and operational condition; performs general maintenance; frees floats and pumps of foreign materials; pumps out materials; contacts outside contractors if necessary.

Performs preventive maintenance on sewer service lines as needed.

Lee County, Georgia • Utility Maintenance Operator

Operates the wastewater treatment plant; monitors and logs daily flow charts; calculates flow; performs lab tests on chlorine residual; test influent and effluent flow; measures sludge levels; cleans out grit chamber and bar screen of materials to large or heavy to enter into plant; waste excess sludge from clarifier to digester; records daily run times and checks oil reserves and belt tensions on blower and influent pumps; calculates and records chlorine usage; maintains drying beds; dispenses deodorant and lime as needed; changes oil and belts on pumps; maintains plant and surrounding ground areas.

Operates the belt press; adjusts water, sludge, polymer and air strengths for proper operation; adjusts belt tensions; cleans off built up sludge; greases and changes oil; monitors sludge level in digester; calculates flow to press; cleans press at end of shift; dispenses deodorant and lime and covers containers; records run time and amount of sludge processed; prepares containers for transport; power washes press and surrounding area; replaces and/or cleans air lines, sprayers, chemical feed pumps, air compressors, sludge lines or water lines.

Responds to emergency situations involving water or wastewater operations; evaluates problem and determine appropriate course of action; locates closets means of stopping flow or back-up; contacts appropriate individuals and agencies to assist in resolving situation; notifies customers of problem and effect on system.

Participates in public relation tasks; discusses water quality issues; conducts plant tours.

Operates a personal computer, phone system, fax machine, copier and other equipment as necessary to complete essential functions; utilizes and operates a City work truck, mechanical sewer snake, dissolved oxygen meter, belt press, air compressor, tapping machine, power tools and equipment, hand tools, and related machinery to perform technical tasks.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED. Must possess and maintain a valid Georgia driver's license. Two (2) years experience in the operation and maintenance of water distribution systems and wastewater treatment operations. Must possess a Public Water Supply System Operator Class II certification and a Waste Water Operator Class II certification in compliance with the Georgia State Board of Examiners for Certification of Water and Wastewater Plant Operators and Laboratory Analysts Act.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Lee County, Georgia • Utility Maintenance Operator

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City of Leesburg, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF LEESBURG

JOB TITLE: ROAD MAINTENANCE SUPERVISOR

Reports To: PUBLIC WORKS
SUPERVISOR

Department: MAINTENANCE

July 6, 2021

Non Exempt

SUMMARY:

Performs a variety of supervisory and technical tasks within specific areas such as streets, storm and parks. Assist the Public Works Superintendent with schedules, organizes, coordinates, oversees, supports and evaluates the operation the City's maintenance crews. Ensures adherence to federal, state and local laws, regulations, policies and guidelines. Evaluates, recommends and implements system maintenance, repairs and improvements. Responds to emergencies on a 24-hour basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Performs road, storm and parks work and ensures the work of others is performed in accordance with sound safety practices and proper work methods or procedures;
- Inspects work in progress and upon completion; may perform installation, maintenance and repairs.
- Supervises skilled and semi-skilled maintenance and support staff; recommends personnel actions; provides technical direction and assistance; schedules staff; assigns and prioritizes work; set goals; reviews performance; takes or recommends disciplinary actions; conducts staff meetings; works with crew and senior management staff to identify and resolve problems.
- Participates in the selection and evaluation of performance of staff within the section.
- Provides or performs technical training; identifies and screens work with staff to correct deficiencies; recommends and implements corrective action including discipline.
- Trains staff in safe and proper work methods; certifies completion of equipment operator training; identifies and screens training opportunities.
- Assesses the condition of streets, sidewalks, storm water systems, parks and/or City facilities; identifies and prioritizes repairs needed; oversees assessment programs.
- Responds verbally and in writing to routine and non-routine inquiries from the general public while in the field; investigates and responds appropriately to citizen complaints or requests for work; ensures prompt follow-up to requests and refers major complaints to assigned supervisor.
- Reviews, prepares and maintains records; reviews and creates work orders; prepares reports.
- Provide taps and stub outs for connection to sanitary sewer service for new residences..
- Performs other duties as needed, assigned or required.

SUPERVISORY RESPONSIBILITIES: Supervision of all assigned staff.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: -High school graduate and seven (5) years' experience in the operation and maintenance of public infrastructure systems with two (2) years supervisory experience; or an equivalent combination of education and experience. Good and valid driving record.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to establish and maintain effective working relationships with other employees and general public. Knowledge of: Methods and techniques of installation, maintenance, operations and repair of streets, storm drain system, and/or parks depending on work area; Methods and techniques of maintenance, inspection and emergency repair programs; Methods and techniques of installation and maintenance of utilities and landscaping; Motorized and hand tools and equipment used in assigned work area; Occupational hazards and standard safety practices and procedures; Construction skills; Heavy equipment operation techniques; Safe use of pesticides depending on work area; Plant and pest identification methods and techniques depending on work area; Policies, functions and responsibilities, operations, and objectives of the City; Pertinent federal, state, and local laws, codes and regulations depending on work area; Public, and customer relations skills. Ability to: Troubleshoot problems and resolve non-routine maintenance and repair issues; Interpret, apply, explain, develop and implement standards, policies, regulations and procedures; Read and understand as-built drawings, specifications, and contract documents; Select, supervise, train and evaluate assigned employees; Be aware of occupational hazards and utilize standard safety practices; Operate a computer and utilize applicable software; Ability to respond to emergencies on a 24-hour basis; Supervise the operations, services and activities of the section; Develop, implement and administer goals, objectives and procedures; Operate personal computers and utilize applicable software; Prepare and present written and verbal reports; Communicate effectively, in oral and written form; Establish and maintain effective working relationships with supervisor, subordinates, City employees, other department supervisors and managers, contractors and developers, vendors, and the general public

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bob.alexander@cityofleesburgga.com

From: Rozanne Braswell <rozanne.braswell@lee.ga.us>
Sent: Wednesday, June 30, 2021 5:02 PM
To: Kaitlyn Sawyer; Christi Dockery; Billy Mathis; Billy Breeden; Bob Alexander; cutts79@gmail.com; Cassandra Durham
Subject: SWGA Regional Commission Board Vacancy
Attachments: 1769_001.pdf; RE: Council appointment (12.8 KB)

Good afternoon,

Please see the attached Volunteer Board Application for the SWGA Regional Commission Vacancy. I am very interested in serving in this capacity and would appreciate the opportunity. The RC has been influential in my career path, introducing me to the Planning profession and providing a wonderful learning environment. It would be an honor to participate as a Lee County, City of Leesburg and City of Smithville representative on this important collaborative. In consideration of my employment with Lee County, I have confirmed my eligibility to serve in this position with Suzanne Angell and Barbara Reddick.
Thank you for consideration of my application.

Rozanne Braswell, AICP, CFM
Planning, Zoning & Engineering Director
Lee County Board of Commissioners
102 Starksville Ave., N Leesburg, GA 31763
(229) 759-6000 www.lee.ga.us

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bob.alexander@cityofleesburgga.com

From: Barbara Reddick <breddick@swgrc.org>
Sent: Wednesday, June 30, 2021 12:56 PM
To: Suzanne Angell; Rozanne Braswell
Subject: RE: Council appointment

Nope, Rozanne has to have prior authorization from me.....and I say NO. Just kidding, we would love to have her!

From: Suzanne Angell <sangell@swgrc.org>
Sent: Wednesday, June 30, 2021 12:50 PM
To: rozanne.braswell@lee.ga.us
Cc: Barbara Reddick <breddick@swgrc.org>; Heather White <hwhite@swgrc.org>
Subject: Council appointment

Hey Rozanne! I left you a voicemail but wanted to make sure I followed up with an email. Below is excerpt from our Bylaws, so you will be perfect to fill the "additional member" spot on our Council for Lee County. We will need letters from the County and the incorporated Cities for concurrence. I am looking forward to having you on our Council! Let me know if you have any question or if there is any additional information you need. You can find our most recent Council handbook as a pdf on our website at this link: [Southwest Georgia Regional Commission - Council Resources \(swgrc.org\)](https://www.swgrc.org/Council-Resources)

- a. Member counties with population of 25,000 residents or more, but with fewer than 50,000 residents, according to the latest census would be entitled, but not required, to appoint one (1) additional council member. This additional member may be either a non-public individual or an elected or appointed government official.
- b. In selecting the additional council members as provided in (a) and (b) above, the county government and a majority of the municipal government(s) of each member county should concur on the appointments allocated.
- c. An additional member shall serve for a term of one year, or until his/her successor is duly appointed.

Best Regards,

Suzanne Angell

EXECUTIVE DIRECTOR | SW GEORGIA REGIONAL COMMISSION
181 E. BROAD STREET | P.O. BOX 346 | CAMILLA, GA | 31730
OFFICE: (229)522-3552 EXT 103
FAX: (229)522-3558
CELL: (229)344-3182



LEE COUNTY

Board of Commissioners

One of Georgia's original counties ~ Established in 1825

VOLUNTEER BOARD APPLICATION

Name: Rozanne Braswell

Street Address: 153 Senah Drive

City, State, ZIP Code: Leesburg, GA 31763

Phone Number: (229) 854-0087

E-Mail Address: rozanne.braswell@lee.ga.us

Board(s) Appointment Requested: Regional Commission of SWGA

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, government or through other activities.

Work experience with SWGA Regional Commission as Regional CLCP Director, Regional Partners Network Literacy Committee Member, Georgia Academy Graduate, Leadership Lee Graduate, Certified Planner, Certified Floodplain Manager, DARTS MPO Policy Committee and Technical Coordinating Committee Member, American Planning Association Member, Georgia Planning Association Member and Past Conference Committee Member, GA Association of Zoning Administrators Member, GA Soil and Water Conservation Commission Certified Inspector and Plans Reviewer, Past Georgia Association of Historic Preservation Commissions Region 10 Director, American Heart Association volunteer, Past Sunday School Teacher, Women's Mission Leader, Youth and Children Leader, Past Family Connections Member and Advocate

Summarize your previous volunteer experience.

Various educational, social, health and religious volunteer experiences

Lee County is a thriving, vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

Chairman
Billy Mathis
District 3

Vice-Chairman
John Wheaton
District 1

Commissioner
Luke Singletary
District 2

Commissioner
Rick Muggridge
District 4

Commissioner
George Walls
District 5

County Manager
Christi Dockery

County Attorney
Jimmy Skipper

102 Starkville Avenue North
Leesburg, Georgia 31763

Office: (229) 759-6000
Fax: (229) 759-6050

www.lee.ga.us

City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

FY 2021 Unaudited Actual Revenues & Expenditures 05/31/2021 Remaining FY 2021 Budget Actuals to Budget Used Percentage of

General Fund Revenue		FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Unaudited Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	Actuals to Budget Used	Percentage of	
100	031	31100	311100	316,147	318,805	339,900	334,027	5,873	98%
100	031	31100	311100	-					
100	031	31100	311105	10,900	12,838				
100	031	31100	311200	27,990	22,893	24,674	23,538	1,136	95%
100	031	31100	311300	7,716	6,452	4,600	6,159	(1,559)	134%
100	031	31100	311310	130,198	58,218	53,000	94,579	(41,579)	178%
100	031	31100	311315	1,328	979	1,000	2,119	(1,119)	212%
100	031	31100	311320	3,623	4,852	5,000	8,657	(3,657)	173%
100	031	31100	311340	642	623				
100	031	31100	311400	3,186	1,636	1,833	3,966	(2,133)	216%
100	031	31100	311600	16,720	16,323	16,150	15,490	660	96%
100	031	31100	311700	122,712	122,523	122,523	118,432	4,091	97%
100	031	31100	311710	27,429	26,049	27,000	27,424	(424)	102%
100	031	31100	311750	2,247	1,742	2,300	1,581	719	69%
100	031	31100	311760	437,674	470,383	435,025	565,290	(130,265)	130%
100	031	31300	313100	59,027	62,265	57,290	58,912	(1,622)	103%
100	031	31400	314210	1,902	1,856	1,500	4,399	(2,899)	293%
100	031	31400	314211	27,693	28,988	25,892	28,625	(2,733)	111%
100	031	31600	316100	207,571	220,486	220,486	232,582	(12,096)	105%
100	031	31600	316200	10,689	15,735	15,188	14,265	923	94%
100	031	31900	319100	1,514	2,189	1,900	2,469	(569)	130%
100	031	31900	319500	-	-	-	-	-	-
100	031	31900	319910	-	-	-	-	-	-
100	032	32100	321110	3,300	2,475	3,000	2,888	113	96%
100	032	32100	321120	3,300	2,475	3,000	2,888	113	96%
100	032	32100	321220	-	400	250	608	(358)	243%
100	032	32400	324100	100					
100	033	33100	331151	150,303					
100	033	33400	334100	4,000	7,200	-	166,526	(166,526)	
100	033	33600	336000	157,825	176,079	193,020	93,910	99,110	49%

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City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

					FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Unaudited Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	Percentage of Actuals to Budget Used
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100 033	33800	33800	HOUSING AUTHORITY P-I-L-O	1,966			2,000		2,000	0%
100 034	34100	341910	ELECTION QUALIFYING FEES	54	486		-		-	
100 034	34200	342911	ACCIDENT REPORT-INDIVIDUA	588	434		1,080	837	243	78%
100 034	34400	344110	REFUSE COLLECTION CHARGES	505,594	554,126		541,901	537,510	4,391	99%
100 034	34900	349300	BAD CHECK FEE	35			-		-	
100 035	35100	351170	MUNICIPAL	231,173	286,977		275,000	412,773	(137,773)	150%
100 036	36100	361000	INTEREST	1,569	946		1,100	361	739	33%
100 037	37100	371000	DONATIONS	8,385	27		-		-	
100 037	37100	371310	TOYS FOR FOSTER CHILDREN	2,850	1,479		-	4,061	(4,061)	
100 037	37100	371311	EXPLORER PROGRAM DONATION	739	530		-	1,019	(1,019)	
100 038	38100	381000	RENTS AND ROYALTIES	-			5,000		5,000	0%
100 038	38300	383000	REIMBURSE FOR DAMAGED PRO	53,738	-		-		-	
100 038	38300	383010	INSURANCE PROCEEDS	-			-		-	
100 038	38900	389000	OTHER MISCELLANEOUS INCOME	2,319	938		-	1,934	(1,934)	
100 038	38900	389003	CARRYOVER OF FUND BALANCE	(5)	(48)		-	(359)	359	
100 038	38900	389005	CASH OVER/SHORT	-			100,000		100,000	0%
100 039	39100	391100	FUND BEGINNING BALANCE	-			-		-	
100 039	39100	391105	PD TOYS FOR FOSTER KIDS	-			-		-	
100 039	39100	391106	PD EXPLORER PROGRAM	-			-		-	
100 039	39100	391200	TRANSFER IN-OTHER FUNDS	300,000	50,000		100,000	91,667	8,333	92%
100 039	39100	391201	Revenue from indirect charges	60,519	69,360		58,922	54,012	4,910	92%
100 039	39200	392100	SALE OF ASSETS	-			-		-	
100 061	61100	612000	TRANSFER OUT-OTHER FUNDS	-	(83,478)		-	(41,689)	41,689	
Total General Fund Revenue				2,905,259	2,466,242		2,639,534	2,871,458	(231,923)	109%

General Fund Expenditures

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

100 100	01100	00051	511010	MAYOR SALARY	3,600	3,600	3,600	3,600	-	100%
100 100	01100	00051	511020	COUNCIL SALARY	11,700	11,025	11,700	10,800	900	92%
100 100	01100	00052	523710	TRAINING - Mayor	-	-	1,000		1,000	0%
100 100	01100	00052	523510	TRAVEL-MAYOR	65	380	1,000	666	334	67%

City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited		FY 2020 Audited		FY 2021 Approved Budget		FY 2021 Unaudited Actual		Percentage of	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures 05/31/2021		FY 2021 Actuals to Budget Used	
100	100	01100	00052	523711	TRAINING-POST 1-POWELL	1,653	915	2,275	(205)	2,480	-9%
100	100	01100	00052	523511	TRAVEL-POST 1-POWELL	4,237	1,229	4,005	4,005	4,005	0%
100	100	01100	00052	523712	TRAINING-POST 2-RENFROE	1,325	(250)	100	400	(300)	400%
100	100	01100	00052	523512	TRAVEL-POST 2-RENFROE	2,239		100	646	(546)	646%
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	20	80	20%
100	100	01100	00052	523515	TRAVEL-POST 5-SHERMAN	3,777	332	100	646	(546)	646%
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	6,518	3,300	1,152	2,148	35%
100	100	01100	00052	521200	ATTORNEY & LEGAL FEES	32,563	36,610	27,232	23,040	4,192	85%
		Subtotal Council/Legislative				76,613	67,993	55,112	40,765	14,347	74%
Administration											
100	100	01500	00051	511100	REGULAR EMPLOYEES	120,922	127,020	128,301	118,493	9,807	92%
100	100	01500	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,716	1,863	4,831	1,511	3,319	31%
100	100	01500	00051	511105	PART TIME EMPLOYEES	3,090	4,116	3,315	4,831	(1,516)	146%
100	100	01500	00051	511199	LONGEVITY	2,322	2,415	2,415	2,415	-	100%
100	100	01500	00051	511300	OVERTIME	4,834	5,165	7,390	3,971	3,419	54%
100	100	01500	00051	512100	EMPLOYEE GROUP INSURANCE	524	413	13,876	445	13,431	3%
100	100	01500	00051	512200	FICA	10,512	11,094	11,642	10,350	1,292	89%
100	100	01500	00051	512400	RETIREMENT - Pension	8,643	7,820	10,171	9,323	847	92%
100	100	01500	00051	512415	457b ER Matching	2,043	2,876	2,901	3,053	(151)	105%
100	100	01500	00051	512700	WORKERS' COMPENSATION	547	617	623	751	(128)	121%
100	100	01500	00051	512910	VEHICLE ALLOWANCE	5,950	6,000	6,000	5,500	500	92%
		Total Personnel Costs - Administration				161,102	169,399	191,464	160,644	30,820	84%
100	100	01500	00052	521100	OFFICIAL/ADMINISTRATIVE	23,617	8,275	10,000	10,410	(410)	104%

City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited		FY 2020 Audited		FY 2021 Approved Budget		FY 2021 Unaudited Actual		Percentage of	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures 05/31/2021		FY 2021 Actuals to Budget-Used	
100	100 01500 00053	-	-	-	-	-	-	-	-	-	-
	531710 PRINTING/ TAX BILLS										
100	100 01500 00052	-	-	-	-	-	-	-	-	-	-
	521132 DELIQUENT TAX SERVICE ADD										
100	100 01500 00052	1,881	311	1,881	1,000	1,000	78	922	922	8%	
	521200 ATTORNEY & LEGAL FEES										
100	100 01500 00052	17,723	34,634	17,723	20,000	20,000	27,528	(7,528)	(7,528)	138%	
	521201 COMPUTER SUPPORT FEES										
100	100 01500 00052	1,710	669	1,710	1,000	1,000	-	1,000	1,000	0%	
	521220 ENGINEERING FEES										
100	100 01500 00052	-	-	-	-	-	-	-	-	-	-
	521225 BAD DEBT EXPENSE										
100	100 01500 00052	6,929	6,929	6,929	7,200	7,200	7,380	(180)	(180)	103%	
	521230 AUDITOR FEES										
100	100 01500 00052	-	47	47	200	200	21	180	180	10%	
	522210 EQUIPMENT REPAIR & MAINT										
100	100 01500 00052	27,986	6,407	6,407	5,000	5,000	9,890	(4,890)	(4,890)	198%	
	522220 BUILDING REPAIR & MAINT										
100	100 01500 00052	3,342	2,159	2,159	3,000	3,000	3,535	(535)	(535)	118%	
	522300 RENTS AND LEASES										
100	100 01500 00052	12,507	13,070	13,070	14,798	14,798	15,684	(886)	(886)	106%	
	523100 INSURANCE, OTHER THAN EMP										
100	100 01500 00052	3,759	4,039	4,039	3,968	3,968	2,765	1,203	1,203	70%	
	523200 COMMUNICATIONS										
100	100 01500 00052	2,089	1,852	1,852	1,740	1,740	1,620	120	120	93%	
	523210 POSTAGE										
100	100 01500 00052	1,082	1,223	1,223	1,500	1,500	649	851	851	43%	
	523300 ADVERTISING										
100	100 01500 00052	8,277	7,040	7,040	1,000	1,000	646	354	354	65%	
	523505 TRAVEL-EMPLOYEE										
100	100 01500 00052	12,768	9,268	9,268	8,400	8,400	7,163	1,237	1,237	85%	
	523600 DUES AND FEES										
100	100 01500 00052	3,304	3,333	3,333	3,366	3,366	3,361	5	5	100%	
	523610 SOUTHWEST GA RDC DUES										
100	100 01500 00052	3,218	2,730	2,730	1,000	1,000	134	866	866	13%	
	523700 EDUCATION AND TRAINING										
	Total Purchased / Contracted Services	130,191	101,987	101,987	83,172	83,172	90,863	(7,691)	(7,691)	109%	
100	100 01500 00053	4,859	5,504	5,504	5,675	5,675	4,336	1,339	1,339	76%	
	531230 ELECTRICITY										
100	100 01500 00053	238	155	155	300	300	165	135	135	55%	
	531270 GAS & OIL										
100	100 01500 00053	2,413	2,723	2,723	2,000	2,000	2,571	(571)	(571)	129%	
	531300 FOOD / EMPLOYEE APPRECIATION										
100	100 01500 00053	125	125	125	500	500	1,440	(940)	(940)	288%	
	531600 SMALL EQUIPMENT										
100	100 01500 00053	8,631	8,450	8,450	5,880	5,880	6,314	(434)	(434)	107%	
	531700 OFFICE SUPPLIES										
100	100 01500 00053	1,726	1,518	1,518	1,400	1,400	1,035	365	365	74%	
	531720 CLEANING/ PAPER SUPPLIES										
	Total Supplies - Administration	17,992	18,351	18,351	15,755	15,755	15,860	(105)	(105)	101%	
100	100 01500 00054	28,778	-	-	-	-	-	-	-	-	-
	541001 RECREATION PROPERTY										
100	100 01500 00054	-	-	-	-	-	-	-	-	-	-
	542000 MACHINERY & EQUIPMENT										
100	100 01500 00054	-	-	-	-	-	-	-	-	-	-
	542400 CAPITAL OUTLAY-COMPUTERS										
100	100 01500 00054	-	-	-	-	-	-	-	-	-	-
	542500 CAPITAL OUTLAY-OTHER EQUI										
	Total Capital Outlay - Administration	28,778	-	-	-	-	-	-	-	-	0%
100	100 01500 00057	6,894	25,751	25,751	200	200	-	200	200	0%	
	572000 SENIOR CENTER										

City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019	FY 2020	FY 2021	FY 2021	Percentage of			
		Audited	Audited	Approved	Unaudited	FY 2021			
		Revenues &	Revenues &	Budget	Actual	Actuals to			
		Expenditures	Expenditures		Revenues &	Budget Used			
					Expenditures				
					05/31/2021				
					2021 Budget				
100	100	01500	00057	572020	CHAMBER OF COMMERCE	3,200	3,200	-	100%
100	100	01500	00057	572030	LIBRARY CONTRIBUTION	15,500	15,500	-	100%
100	100	01500	00057	572011	FAMILY CONNECTIONS	-	2,750	750	
Total Other - Administration						25,594	44,455	21,450	96%
Subtotal Administration						363,656	334,191	288,818	92%
Municipal Court									
100	150	01550	00051	511260	SALARY Municipal Court Judge	5,141	5,373	5,015	474
100	150	01550	00051	512200	FICA	393	411	384	36
Total Personnel Municipal Court						5,534	5,784	5,399	511
100	150	01550	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	
100	150	01550	00052	521201	COMPUTER SUPPORT FEES	4,920	6,500	5,070	2,760
100	150	01550	00052	521210	MUNICIPAL COURT EXPENSES	401	441	791	(425)
100	150	01550	00052	521215	CITY SOLICITOR	20,440	19,010	19,723	(4,723)
100	150	01550	00052	521216	INDIGENT DEFENSE	6,000	4,500	6,000	500
100	150	01550	00052	523505	TRAVEL-EMPLOYEE	870	1,629	500	500
100	150	01550	00052	523700	Training - Employee	651	775	500	400
100	150	01550	00052	523550	FINE ADD-ON FEES	56,740	78,083	74,250	(12,198)
Total Purchased / Contracted Services Municipal Court						90,023	110,939	104,446	(13,186)
Subtotal Municipal Court						95,557	116,723	110,355	(12,675)
100	250	25100	00057	251110	CONTINGENCY FUND	1,000	1,000	100,000	100,000
Planning & Zoning / Code Enforcement									
100	740	07450	00051	511105	PART TIME EMPLOYEES	5,220	3,930	3,120	3,120
100	740	07450	00051	512200	FICA	395	301	239	239
100	740	07450	00051	512700	WORKERS' COMPENSATION	231	132	136	31
Total Personnel Planning & Zoning						5,847	4,363	3,494	3,389
Subtotal Planning & Zoning / Code Enforcement						5,847	4,363	3,494	3,389
Public Safety									

City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited		FY 2020 Audited		FY 2021 Approved Budget		FY 2021 Unaudited Actual		Percentage of	
		Revenues & Expenditures		Revenues & Expenditures		Budget		Revenues & Expenditures 05/31/2021		FY 2021 Actuals to Budget Used	
100	300	03200	00051	511100	REGULAR EMPLOYEES	531,013	567,804	511,578	56,226	90%	
100	300	03200	00051	511101	REGULAR EMPLOYEES VAC-SELL BACK	13,282	19,920	10,585	9,335	53%	
100	300	03200	00051	511105	PART TIME EMPLOYEES	24,481	58,044	48,266	9,778	83%	
100	300	03200	00051	511199	LONGEVITY	8,254	9,960	9,034	926	91%	
100	300	03200	00051	511300	OVERTIME	37,849	42,566	28,236	14,331	66%	
100	300	03200	00051	512100	EMPLOYEE GROUP INSURANCE	112,561	156,499	130,286	26,214	83%	
100	300	03200	00051	512200	FICA	42,957	53,410	42,250	11,160	79%	
100	300	03200	00051	512400	RETIREMENT	35,029	45,298	41,523	3,775	92%	
100	300	03200	00051	512415	457b/poab	2,965	3,445	1,950	1,495	57%	
100	300	03200	00051	512700	WORKERS' COMPENSATION	36,078	28,098	28,580	(482)	102%	
Total Personnel Services		Public Safety				844,468	985,045	852,287	132,758	87%	
100	300	03200	00052	521200	ATTORNEY & LEGAL FEES						
100	300	03200	00052	521201	COMPUTER SUPPORT FEES	9,721	9,094	10,034	(1,034)	111%	
100	300	03200	00052	522210	EQUIPMENT REPAIR & MAINT	324	-	19	981	2%	
100	300	03200	00052	522240	TIRES AND TUBES	2,757	2,804	3,704	(1,204)	148%	
100	300	03200	00052	522250	VEHICLE REPAIR	26,702	24,631	28,185	(1,385)	105%	
100	300	03200	00052	522260	RADIO MAINTENANCE	4,707	1,230	214	286	43%	
100	300	03200	00052	523100	INSURANCE, OTHER THAN EMP	11,322	11,915	13,725	(427)	103%	
100	300	03200	00052	523200	COMMUNICATIONS	10,431	23,632	9,318	15,933	37%	
100	300	03200	00052	523300	ADVERTISING	504	-	72			
100	300	03200	00052	523505	TRAVEL-EMPLOYEE	1,325	542	500	500	0%	
100	300	03200	00052	523600	DUES AND FEES	888	745	743	(19)	103%	
100	300	03200	00052	523700	EDUCATION AND TRAINING	1,638	848	351	449	44%	
100	300	03200	00052	523900	UNIFORM CLEANING	499	203	401	99	80%	
Total Purchased / Contracted Services		Public Safety				70,817	75,646	66,766	14,179	83%	
100	300	03200	00053	531230	ELECTRICITY	6,485	7,104	5,869	679	90%	
100	300	03200	00053	531270	GAS & OIL	32,850	30,533	28,624	2,264	93%	
100	300	03200	00053	531600	Small Equipment	-	-	-	-	-	
100	300	03200	00053	531700	OFFICE SUPPLIES	2,532	2,652	2,568	(68)	103%	
100	300	03200	00053	531720	CLEANING/ PAPER SUPPLIES	881	1,455	722	698	51%	
100	300	03200	00053	531780	POLICE SUPPLIES	6,304	16,994	6,674	2,526	73%	
100	300	03200	00053	531781	GREAT PROGRAM	-	-	-	-	-	

City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Unaudited Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	Percentage of Actuals to Budget Used
100	300	973	880	-	1,344	(1,344)	
100	300	2,353	3,829	-	3,033	(3,033)	
100	300	1,691	5,086	4,000	8,991	(4,991)	225%
Total Supplies - Public Safety		54,069	68,532	54,556	57,825	(3,269)	106%
100	300	-	-	-	-	-	
100	300	-	-	-	-	-	
100	300	-	-	-	-	-	
100	300	-	-	-	-	-	
Total Capital Outlays - Public Safety		-	-	-	-	-	-
Subtotal Public Safety		969,354	1,051,400	1,120,474	976,878	143,668	87%
Public Works Maintenance							
100	400	465,661	470,280	477,000	396,444	80,556	83%
100	400	19,814	44,779	21,341	6,460	14,881	30%
Sub Total Sanitation		485,475	515,060	498,341	402,904	95,437	81%
100	400	112,218	114,799	125,214	112,789	12,425	90%
100	400	2,139	2,970	4,547	1,756	2,791	39%
100	400	5,961	15,610	24,148	21,652	2,496	90%
100	400	1,767	1,977	2,274	1,955	319	86%
100	400	21,260	18,531	14,058	18,162	(4,104)	129%
100	400	16,651	15,419	32,722	17,119	15,604	52%
100	400	10,321	10,962	12,998	11,212	1,786	86%
100	400	9,180	7,801	10,343	9,481	862	92%
100	400	590	523	965	442	523	46%
100	400	14,069	8,339	8,286	8,581	(295)	104%
Total Personnel Services Public Works		194,157	196,930	235,556	203,150	32,406	86%
100	400	857	944	1,100	1,100	1,100	0%
100	400	7,342	3,512	2,000	1,665	335	83%
100	400	14,504	7,286	8,000	7,500	500	94%
100	400	43,503	29,733	23,000	40,402	(17,402)	176%
100	400	4,012	1,273	2,500	1,900	600	76%
100	400	3,046	3,355	3,000	1,096	1,904	37%

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City of Leesburg - General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited			FY 2020 Audited		FY 2021 Approved Budget		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	Revenues & Expenditures	Percentage of FY 2021 Actuals to Budget Used
100	400	04600	00052	17,459	11,443	13,631	16,894	(3,263)			124%	
100	400	04600	00052	-	-	-	-	-				
100	400	04600	00052	766	1,167	2,000	7,694	(5,694)			385%	
100	400	04600	00052	7,058	9,847	7,000	9,524	(2,524)			136%	
100	400	04600	00052	112	1,804	1,500	-	1,500			0%	
100	400	04600	00052	11,322	11,915	13,298	12,725	573			96%	
100	400	04600	00052	2,852	3,861	3,892	3,388	504			87%	
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	633	(33)			106%	
100	400	04600	00052	-	-	-	-	-				
100	400	04600	00052	375	600	500	400	100			80%	
Total Purchased / Contracted Services - Public Works				115,649	88,213	83,521	103,822	(20,301)			124%	
100	400	04600	00053	4,858	5,004	5,230	3,842	1,388			73%	
100	400	04600	00053	-	-	-	-	-				
100	400	04600	00053	22,270	15,224	17,000	14,161	2,839			83%	
100	400	04600	00053	60,798	60,800	62,112	51,943	10,169			84%	
100	400	04600	00053	631	1,366	1,500	1,333	167			89%	
100	400	04600	00053	566	1,015	1,372	556	816			41%	
100	400	04600	00053	18,121	12,515	12,225	10,594	1,631			87%	
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	105,728	109,439	82,428	27,011			75%	
100	400	04600	00054	-	-	-	-	-				
100	400	04600	00054	-	-	-	-	-				
100	400	04600	00054	-	-	-	-	-				
Total Capital Outlay - Public Works				-	-	-	-	-			-	
Subtotal Public Works Maintenance				972,117	905,930	926,857	792,304	134,554			85%	

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City of Leesburg ~ General Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited Revenues & Expenditures		FY 2020 Audited Revenues & Expenditures		FY 2021 Approved Budget		FY 2021 Unaudited Actual Revenues & Expenditures 05/31/2021		Remaining FY 2021 Budget		Percentage of FY 2021 Actuals to Budget Used	
Chamber of Commerce													
100	750	07520	00052	523200	COMMUNICATIONS	3,977	4,239	4,215	3,746	469	89%		
100	750	07520	00052	522220	BUILDING REPAIR & MAINT	506	4,574	1,000	1,506	(506)	151%		
100	750	07520	00052	521201	COMPUTER SUPPORT FEES	1,020	299	659	775	(116)	118%		
100	750	07520	00052	531210	WATER, SEWER, TRASH	258	276	276	230	46	83%		
100	750	07520	00053	531230	ELECTRICITY	2,982	3,786	3,500	3,033	467	87%		
100	750	07520	00053	531720	CLEANING/ PAPER SUPPLIES	942	375	800	404	396	51%		
Subtotal Chamber of Commerce						9,685	13,273	10,450	9,693	757	93%		
Total General Fund Expenses						2,443,827	2,489,873	2,639,534	2,232,102	408,013	85%		
General Fund Net Gain / (Loss)						461,432	(23,631)	0	639,355				

City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

FY 2021
Unaudited
Actual
Revenues &
Expenditures
05/31/2021

FY 2020
Audited
Revenues &
Expenditures

Remaining
FY 2021
Budget

Percentage
of FY 2021
Actuals to
Budget Used

WATER AND SEWER FUND REVENUE

	FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	Unaudited Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
505 033 33400 33430 334302	480,000	-	-	-	-	
505 034 34400 34420 344210	463,076	547,585	539,135	525,879	13,256	98%
505 034 34400 34420 344211	9,500	18,350	10,000	15,050	(5,050)	151%
505 034 34400 34420 344212	13,002	5,749	12,510	17,995	12,510	0%
505 034 34400 34420 344213	25,267	20,302	27,000	17,995	9,005	67%
505 034 34400 34420 344214			230,000		230,000	0%
505 034 34400 34425 344255	446,757	499,990	482,636	514,299	(31,663)	107%
505 034 34400 34425 344256	6,435	23,595	10,000	12,870	(2,870)	129%
505 034 34900 34900 349300	910	596	1,500	314	1,186	21%
505 034 36100 36100 361000	6,376	2,441	5,000	2,282	2,718	46%
505 038 38300 38300 383010	8,280	2,000	-	-	-	
505 038 38900 38900 389000	977	1,542	-	398	(398)	
505 038 38900 38900 389005	(68)	-	-	(10)	10	
505 039 39100 39100 391200	-	83,378	-	41,689	(41,689)	
505 039 39380 39380 393800	81,400	55,537	-	-	-	
505 061 61100 61100 612000	(300,000)	-	-	-	-	
505 039 39100 39100 391201	(60,519)	(69,360)	(58,922)	(54,012)	(4,910)	92%
Total Water and Sewer Fund Revenue	1,181,393	1,191,705	1,258,859	1,076,754	182,105	86%

WATER AND SEWER FUND EXPENSES

	FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	Unaudited Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
SEWER DEPARTMENT						
505 400 04330 00051 511100	82,220	86,199	85,921	79,721	6,199	93%
505 400 04330 00051 511101	1,145	1,330	3,026	992	2,035	33%
505 400 04330 00051 511199	1,399	1,473	1,513	1,470	43	97%
505 400 04330 00051 511300	5,273	5,072	5,534	4,425	1,109	80%
505 400 04330 00051 512100	4,849	4,762	13,140	4,974	8,166	38%
505 400 04330 00051 512200	6,642	7,019	7,567	6,681	886	88%
505 400 04330 00051 512400	5,555	4,958	6,475	5,935	539	92%
505 400 04330 00051 512415	1,100	1,508	1,580	1,586	(5)	100%
505 400 04330 00051 512700	492	1,429	1,425	1,456	(32)	102%

City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

FY 2021
Unaudited

		FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used				
505	400	4330	00051	512910	VEHICLE ALLOWANCE-CITY MA	2,975	3,000	129,180	2,750	250	85%
Total Personnel Services Sewer		111,650	116,751	129,180	109,991	19,189	85%				
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	6,628	872	88%
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	3,780	30	99%
505	400	04330	00052	521250	WATER TESTING	-	-	-	-	-	
505	400	04330	00052	522210	EQUIPMENT REPAIR & MAINT	37,459	22,571	18,000	4,871	13,129	27%
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	20,678	931	96%
505	400	04330	00052	523200	COMMUNICATIONS	14,005	11,520	11,900	6,916	4,984	58%
505	400	04330	00052	523210	POSTAGE	-	-	300	10	290	3%
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	728	(328)	182%
505	400	04330	00052	523505	TRAVEL-EMPLOYEE	-	-	500	500	0	0%
505	400	04330	00052	523600	DUES AND FEES	3,488	1,335	1,500	649	851	43%
Total Contracted Services Sewer Dept		86,437	67,797	75,719	49,106	26,613	65%				
505	400	04330	00053	531230	ELECTRICITY-PUMP/LIFT STATIONS	28,596	26,647	22,143	21,103	1,040	95%
505	400	04330	00053	531270	GAS & OIL	2,534	1,714	1,200	3,471	(2,271)	289%
505	400	04330	00053	531600	SMALL EQUIPMENT	-	-	-	-	-	
505	400	04330	00053	531700	OFFICE SUPPLIES	813	829	1,000	733	267	73%
505	400	04330	00053	531900	SEWER SUPPLIES	2,535	7,358	5,400	6,299	(899)	117%
Total Supplies Sewer Dept		34,479	36,547	29,743	31,607	(1,864)	106%				
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 line item

		FY 2019 Audited Revenues & Expenditures		FY 2020 Audited Revenues & Expenditures		FY 2021 Approved Budget		FY 2021 Unaudited Actual Revenues & Expenditures 05/31/2021		Percentage of FY 2021 Actuals to Budget Used	
505	400	04330	00056	561000	DEPRECIATION	263,876	260,323	100,000	91,667	8,333	92%
Total Depreciation Sewer Dept		505	400	04330	00057	579000	CONTINGENCY	100,000	91,667	8,333	92%
Total Other Costs Sewer Dept		505	400	04330	00058	581301	GEFA DWSRF 11-015	6,275	2,668	3,607	43%
505	400	04330	00058	582000	INTEREST PAID ON NOTES	-	-	-	-	-	-
Total Debt Service Sewer Dept		505	400	04330	00058	582000	INTEREST PAID ON NOTES	6,275	2,668	3,607	43%
Subtotal Sewer Department		505	400	04330	00054	510,334		365,917	285,039	80,878	78%
SEWAGE TREATMENT PLANT											
505	400	04335	00051	511100	REGULAR EMPLOYEES	68,910	75,959	73,976	70,818	3,158	96%
505	400	04335	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	445	488	2,785	488	2,297	18%
505	400	04335	00051	511199	LONGEVITY	1,316	1,393	1,393	1,393	-	100%
505	400	04335	00051	511300	OVERTIME	11,976	13,085	11,097	12,430	(1,333)	112%
505	400	04335	00051	512100	EMPLOYEE GROUP INSURANCE	936	410	12,957	588	12,369	5%
505	400	04335	00051	512200	FICA	6,421	6,888	6,822	6,450	372	95%
505	400	04335	00051	512400	RETIREMENT- Pension	5,058	4,882	6,350	5,821	529	92%
505	400	04335	00051	512415	457b plan cont	384	384	384	352	32	92%
505	400	04335	00051	512700	WORKERS' COMPENSATION	294	1,887	1,298	1,277	21	98%
505	400	04335	00052	521150	SLUDGE DISPOSAL	10,578	5,213	12,000	2,013	9,987	17%
505	400	04335	00052	521250	WATER TESTING	34,918	35,293	35,000	25,231	9,769	72%
505	400	04335	00052	522250	VEHICLE REPAIR	987	1,299	1,000	517	483	52%
505	400	04335	00052	522310	UNIFORMS	822	495	800	385	415	48%
505	400	04335	00052	523505	TRAVEL-EMPLOYEE	1,867	410	1,200	688	512	57%
505	400	04335	00052	523700	EDUCATION & TRAINING	1,625	730	1,000	580	420	58%
505	400	04335	00053	531230	Electricity	46,195	48,592	50,935	37,349	13,586	73%
505	400	04335	00053	531701	Other Supplies	1,884	895	800	534	266	67%
505	400	04335	00053	531885	Chemicals for Plant	21,049	32,873	30,000	32,994	(2,994)	110%
505	400	04335	00052	522200	WWTF Repairs & Maintenance	24,939	13,860	17,000	7,907	9,093	47%
505	400	04335	00054	542200	TRUCKS AND AUTOS	-	-	-	-	-	-
505	400	04335	00054	542500	OTHER CAPITAL	-	-	-	-	-	-

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City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

FY 2021
Unaudited

		FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used				
Total Sewage Treatment Plant		240,606	245,035	266,797	207,813	58,984	78%				
Subtotal Sewage Treatment Plant		240,606	245,035	266,797	207,813	58,984	78%				
Water Department											
505	400	04400	00051	511100	REGULAR EMPLOYEES	121,628	133,071	137,939	127,525	10,414	92%
505	400	04400	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,735	2,117	4,741	1,507	3,234	32%
505	400	04400	00051	511199	LONGEVITY	2,123	2,264	2,370	2,256	114	95%
505	400	04400	00051	511300	OVERTIME	13,027	12,491	11,373	11,599	(226)	102%
505	400	04400	00051	512100	EMPLOYEE GROUP INSURANCE	11,213	11,027	25,477	11,569	13,907	45%
505	400	04400	00051	512200	FICA	10,558	11,195	12,188	10,804	1,384	89%
505	400	04400	00051	512400	RETIREMENT	11,699	16,405	10,378	9,513	865	92%
505	400	04400	00051	512415	457b plan cont	1,328	1,721	1,892	1,773	120	94%
505	400	04400	00051	512700	WORKERS' COMPENSATION	1,198	3,618	3,604	3,576	28	99%
505	400	04400	00051	512910	VEHICLE ALLOWANCE	2,975	3,000	3,000	2,750	250	92%
Total Personal Services Water Dept		177,485	196,911	212,961	182,872	30,090	86%				
505	400	04400	00052	521100	OFFICIAL/ADMINISTRATIVE	-	-	-	2,677	(2,677)	
505	400	04400	00052	521200	ATTORNEY & LEGAL FEES	-	-	200	-	200	0%
505	400	04400	00052	521201	COMPUTER SUPPORT FEES	7,900	7,042	7,000	6,528	472	93%
505	400	04400	00052	521220	ENGINEERING FEES	1,800	2,973	3,000	-	3,000	0%
505	400	04400	00052	521230	AUDITOR FEES	6,422	6,422	6,391	6,840	(449)	107%
505	400	04400	00052	521250	WATER TESTING	1,954	5,414	3,500	2,511	989	72%
505	400	04400	00052	522210	EQUIPMENT REPAIR & MAINT	16,929	3,694	2,000	1,496	504	75%
505	400	04400	00052	522220	BUILDING REPAIR & MAINT	2,800	2,500	1,000	-	1,000	
505	400	04400	00052	522240	TIRES AND TUBES	-	-	-	-	-	
505	400	04400	00052	522250	VEHICLE REPAIR	802	-	500	-	500	
505	400	04400	00052	522310	UNIFORMS	-	-	-	-	-	
505	400	04400	00052	522320	EQUIPMENT RENTAL	-	-	-	-	-	
505	400	04400	00052	523100	INSURANCE, OTHER THAN EMP	18,399	19,363	21,609	21,678	(69)	100%
505	400	04400	00052	523200	COMMUNICATIONS	9,376	9,160	9,720	4,652	5,068	48%

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City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

		FY 2019 Audited Revenues & Expenditures		FY 2020 Audited Revenues & Expenditures		FY 2021 Approved Budget		FY 2021 Unaudited Actual Revenues & Expenditures 05/31/2021		Percentage of FY 2021 Actuals to Budget Used	
		102	93	400	79	321	20%				
505	400	04400	00052	523210	POSTAGE	516	360	600	632	(32)	105%
505	400	04400	00052	523300	ADVERTISING	3,134	1,514	500	117	383	23%
505	400	04400	00052	523505	TRAVEL-EMPLOYEE	3,427	1,304	1,400	580	820	41%
Total Contracted Services Water Dept		73,561	59,838	57,820	47,791	10,029	83%				
505	400	04400	00053	531230	ELECTRICITY-WELLS	19,351	22,169	24,104	17,174	6,930	71%
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	510	990	34%
505	400	04400	00053	531870	WATER SUPPLIES	11,078	10,429	20,000	19,267	733	96%
505	400	04400	00053	531885	CHEMICALS	4,761	5,178	7,000	4,202	2,799	60%
Total Supplies Water Dept		35,967	38,530	53,104	41,152	11,952	77%				
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	-	100%
505	400	04400	00054	542534	WATER LINE IMPROVEMENTS	-	-	-	-	-	-
Total Capital Outlays Water Dept		-	43,129	43,129	43,129	-	100%				
505	400	04400	00056	561000	DEPRECIATION	100,000	100,000	100,000	91,667	8,333	92%
Total Depreciation Water Dept		100,000	100,000	100,000	91,667	8,333	92%				
505	061	61100	61100	612000	TRANSFER OUT - OTHER FUNDS	-	50,000	100,000	104	24,897	0%
Total Other Costs Water Dept		-	50,000	125,000	91,770	33,230	73%				
505	400	04400	00058	582000	INTEREST PAID ON NOTES	40,970	38,345	34,131	14,830	19,301	43%
Total Water Dept Debt Service		40,970	38,345	34,131	14,830	19,301	43%				
Subtotal Water Department		427,982	526,753	626,145	513,211	112,934	82%				

City of Leesburg ~ Water & Sewer Fund

FY 2021 Budget to Actual Report by line item

	FY 2019	FY 2020	FY 2021	FY 2021		Percentage of FY 2021 Actuals to Budget Used
	Audited Revenues & Expenditures	Audited Revenues & Expenditures	Approved Budget	Unaudited Actual Revenues & Expenditures 05/31/2021	Remaining FY 2021 Budget	
Total Water and Sewer Expenses	1,178,923	1,259,921	1,258,859	1,006,062	252,797	80%
Water and Sewer Net Gain / Loss	2,471	(68,216)	(0)	70,692		
Plus Unfunded Depreciation	363,876	360,323	200,000	183,333		
Less Principal Debt Reduction	162,919	193,236	182,161	88,106		
Less Other investment in capital						
Less Operational Transfer to General Fund	-		-	-		
Net affect on Cash Reserves increase / (decrease)	203,428	98,871	17,839	165,919		

To: Mr. Bob Alexander

From: Chief C. Prokesh

Date: June 30, 2021

RE: Monthly Report, June-2021

CADs = 942

Arrests = 11

Criminal/Investigative:

Municipal Court Arrests:

D.U.I. = 1
Disorderly Conduct = 2
Traffic Arrests = 5

Superior Court Arrests:

Aggravated Stalking = 1 (5-Counts)
Criminal Trespass = 1
Stalking = 1

Traffic Investigation/Enforcement:

Citations = 156

Warnings = 144

Accidents = 12

Vehicle vs. Vehicle = 10

Vehicle vs. Deer = 2

OTHER:

1. School Zone camera permits have been approved. RedSpeed intends to start install on-or-about July 12th
2. Multi-Agency Active Shooter training at Lee County High School
3. New-Hire Board: New Officer Selected to fill 1-vacancy: Hunter Fallin
4. Actively recruiting to fill remaining Vacancy

Lee County 911
119 Pinewood Rd Leesburg , GA 31763

CFS By Department - Select Department By Date
For Leesburg Police Department 6/1/2021 - 6/30/2021

Leesburg Police Department	Count	Percent
ABANDONED VEHICLE	1	0.11%
ALARM/FIRE/COMMERCIAL	3	0.32%
ANIMAL AT LARGE	4	0.42%
ANIMAL CALLS	3	0.32%
AREA CHECK	506	53.72%
ASSIST OTHER AGENCY/SERVICE	3	0.32%
BOLO	1	0.11%
BUSINESS ALARM	14	1.49%
CALL BY PHONE	3	0.32%
CIVIL MATTER	4	0.42%
COMPLAINT	6	0.64%
CONTACT PERSON	3	0.32%
COW	1	0.11%
DAMAGE TO PROPERTY	4	0.42%
DELAYED VEHICLE ACCIDENT REPORT	1	0.11%
DOMESTIC	1	0.11%
DRILL	3	0.32%
DRUNK DRIVER REPORT	1	0.11%
FIRE - STRUCTURE	3	0.32%
FOLLOW UP	10	1.08%
FRAUD	1	0.11%
GOOD INTENT	1	0.11%
HANG UP	1	0.11%
HARASSMENT COMPLAINT	5	0.53%
IMPROPERLY PARKED	2	0.21%
INCIDENT WITH GUN	1	0.11%
INFORMATION	4	0.42%
JUVENILE PROBLEM	2	0.21%
LICENSE/REGISTRATION	1	0.11%
LIFT ASSIST	1	0.11%
LOITERING	2	0.21%
LOST/STOLEN TAG	3	0.32%
MECHANICAL BREAKDOWN	3	0.32%
MISC TRAFFIC COMP	1	0.11%
MISCELLANEOUS	2	0.21%
No CallType	1	0.11%
NOISE COMPLAINT	3	0.32%
NON-RESPONSIVE/ IS BREATHING	2	0.21%
NON-RESPONSIVE/NOT BREATHING	2	0.21%
OPEN DOOR/WINDOW	3	0.32%
ORDINANCE VIOLATION	2	0.21%
PERSON MISSING	1	0.11%

Leesburg Police Department	Count	Percent
RESIDENTIAL ALARM	5	0.53%
ROAD HAZARD	3	0.32%
SERVICE CALL	1	0.11%
SHOTS FIRED	2	0.21%
SPECIAL DETAIL	3	0.32%
SPEEDING/RECKLESS DRIVING	4	0.42%
STALKING	1	0.11%
SUSPICIOUS ACTIVITY	2	0.21%
SUSPICIOUS PERSON/VEHICLE	19	2.02%
TRAFFIC STOP (CLI)	252	26.75%
TRANSPORT PRISONER	1	0.11%
TRESPASSING	3	0.32%
UNKNOWN PROBLEM	2	0.21%
UNLOCK VEHICLE	3	0.32%
UNWANTED GUEST	1	0.11%
VANDALISM	1	0.11%
VEHICLE ACCIDENT	10	1.06%
VEHICLE ACCIDENT/ DEER	2	0.21%
VICTIM NOTIFICATION	1	0.11%
VIN VER/TRAILER INSPECTION	2	0.21%
WANTED PERSON	1	0.11%
WELFARE CHECK	4	0.42%
Total Records For Leesburg Police Department	942	Dept Calls/Total Calls 100.00%
Total Records		942

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PUBLIC WORKS

MONTHLY REPORT

MAY 26 - JUNE 26 -2021

. **LIFT STATIONS - REMAINS OPERATIONAL [ALL PUMPS OPERATIONAL]**

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

TOTAL CHARGE [0.00]

. **LIGHTING - NO ACTIVITY**

. **MOSQUITOES CONTROL - SPRAYING TUESDAY AND THURSDAYS**

CITY OF LEESBURG

PROJECT STATUS

. **MAN HOLES - ARE MOVING FORWARD**

**CENTRAL PARK - SPRAYING AND REMOVING ROOT BALLS AND REMOVING
TREES**

Count of No.	Estimated Hours	Class	Type	Total
Location				
Cemetery	2	Water	Repair Leak	1
		Water Total		1
2 Total				1
Cemetery Total				1
City Hall	0	Streets	GET RID OF ANT HILLS	1
		Streets Total		1
0 Total				1
0.1		Sanitation	EMPTY TRASH CANS AT ENTRANCES TO CITY HALL	1
		Sanitation Total		1
0.1 Total				1
0.26		Pick up supplies	PICK UP CASES OF WATER FOR CITY HALL	2
		Pick up supplies Total		2
0.25 Total				2
1.3		Streets	MOWING & WEEDEATING	1
		Streets Total		1
1.3 Total				1
1.6		Streets	MOWING & WEEDEATING	1
		Streets Total		1
1.6 Total				1
4		Maintenance	REPLACE LIGHT BULBS	1
		Maintenance Total		1
4 Total				1
City Hall Total				1
Lift Stations	1.6	Streets	MOWING & WEEDEATING	7
		Streets Total		5
1.6 Total				5
2		Water	CHECK LIFT STATION	2
		Water Total		2
2 Total				2
4.6		Water	CHECK LIFT STATION	1
		Water Total		1
4.6 Total				1
6		Water	CHECK LIFT STATION	1
		Water Total		1
6 Total				1
Lift Stations Total				9
Public Works	3	Equipment	Maintenance	1
		Equipment Total		1
3 Total				1
6		Streets	MOWING & WEEDEATING	1
		Streets Total		1
6 Total				1
7		Streets	MOWING & WEEDEATING	1
		Streets Total		1
7 Total				1
Public Works Total				3
Service Address/Street	0	Sanitation	PICK UP TRASH CAN YARD DEBRIS PICKUP	1
		Sanitation Total		1
		Streets	Mow Ditches	2
		Streets Total		1
		Water	GET READING ONLY TURN WATER ON DELIVER TRASH CAN GET READING TURN WATER ON AND GET READING	2
		Water Total		1
0 Total				7
0.05		Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	10
		Sanitation Total		3
0.05 Total				3
0.1		Sanitation	DELIVER GARBAGE CAN PICK UP BROKEN CAN AND REPLACE WITH NEW CAN YARD DEBRIS PICKUP	3
		Sanitation Total		1
		Water	CHECK FOR LEAK AND GET READING GET READING ONLY Repair Leak TURN WATER OFF AND LOCK METER AND GET READING TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING TURN WATER ON TURN WATER ON DELIVER TRASH CAN GET READING TURN WATER ON AND GET READING	2
		Water Total		1
0.1 Total				21
0.15		Sanitation	PICK UP TRASH	26
		Sanitation Total		1
		Water	TURN WATER OFF AND LOCK METER AND GET READING TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING TURN WATER ON DELIVER TRASH CAN GET READING TURN WATER ON AND GET READING	1
		Water Total		5
0.15 Total				13
0.2		Sanitation	INVESTIGATE CUSTOMERS PROPERTY TO SEE IF THEY ALREADY HAVE A TRASH CAN BEFORE YOU DELIVER ONE YARD DEBRIS PICKUP	14
		Sanitation Total		1
		Water	CHECK FOR LEAK AND GET READING CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY GET READING AND DELIVER TRASH CAN NEED EID NUMBER FROM NEW METER TURN WATER OFF TURN WATER OFF AND LOCK METER AND GET READING TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING TURN WATER ON DELIVER TRASH CAN GET READING TURN WATER ON AND GET READING	2
		Water Total		3
0.2 Total				13
				16

Service Address/Street	0.25	Sanitation	DELIVER GARBAGE CAN INVESTIGATE CUSTOMERS PROPERTY TO SEE IF THEY ALREADY HAVE A TRASH CAN BEFORE YOU DELIVER ONE PICK UP TRASH CAN	1 1 1		
		Sanitation Total		3		
		Water	CHECK FOR LEAK AND GET READING CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY GET READING ONLY TURN WATER OFF AND LOCK METER AND GET READING TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING TURN WATER ON TURN WATER ON DELIVER TRASH CAN GET READING TURN WATER ON AND GET READING VERIFY WATER IS OFF AND LOCKED. GET READING.	2 2 1 2 2 10 2 1 1		
		Water Total		23		
		0.25 Total			26	
		0.3	Sanitation	CHECK DUMPSTER FOR ILLEGAL DUMPING DELIVER GARBAGE CAN PICK UP BROKEN CAN AND REPLACE WITH NEW CAN PICK UP TRASH CAN VERIFY # OF TRASH CANS AT THIS LOCATION	5 3 1 1 1	
				Sanitation Total	11	
				Water	CHECK FOR LEAK AND GET READING GET READING ONLY LOCK METER Repair Leak TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING TURN WATER ON VERIFY WATER IS OFF AND LOCKED. GET READING.	3 1 1 1 2 3 1
				Water Total	12	
				0.3 Total		28
			1	Sanitation	YARD DEBRIS PICKUP	1
					Sanitation Total	1
				Streets	MOWING & WEEDEATING	4
				Water Total	CHECK FOR LEAK AND GET READING	3
			1 Total			8
		1.3	Streets	MOWING & WEEDEATING	2	
				Streets Total	2	
			Water	CHANGE METER VALVE Repair Leak	1 1	
			Water Total		2	
		1.3 Total			4	
		1.5	Streets	MOWING & WEEDEATING	4	
				Streets Total	4	
		1.5 Total			4	
2	Streets	Bush Hogging MOWING & WEEDEATING	1 1			
		Streets Total	2			
	Water	CHECK WATER PRESSURE Locate Line	1 1			
	Water Total		2			
	2 Total			4		
4	Streets	MOWING & WEEDEATING Weed Eating	8 1			
		Streets Total	9			
	Water	Repair Leak	1			
	Water Total		1			
4 Total			10			
4.5	Sewer	New Sewer Tap	1			
		Sewer Total	1			
4.5 Total			1			
5	Streets	MOWING & WEEDEATING	1			
		Streets Total	1			
5 Total			1			
6	Streets	TAKING DOWN FLAGS	1			
		Streets Total	1			
6 Total			1			
6.5	Sanitation	YARD DEBRIS PICKUP	1			
		Sanitation Total	1			
6.5 Total			1			
7	Sanitation	YARD DEBRIS PICKUP	1			
		Sanitation Total	1			
	Streets	MOWING & WEEDEATING	1			
	Streets Total		1			
7 Total			2			
8	Streets	CLEANING CLEARING OFF LAND	1 1			
		Streets Total	2			
8 Total			2			
(blank)	Water	Repair Leak	1			
		Water Total		1		
(blank) Total			1			
Service Address/Street Total				188		
Train Depot	1.3	Streets	MOWING & WEEDEATING	1		
			Streets Total	1		
	1.3 Total			1		
	1.5	Streets	MOWING & WEEDEATING	1		
Streets Total			1			
1.5 Total			1			
Train Depot Total				2		
Grand Total				178		

Leesburg Public Drinking Water Wells Monthly Report For June, 2021

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:	544,231	800,000
Total Gallons Pumped for the Month:	16.33 Million Gallons	
4 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.94 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. (3) Shut Starksville well off on 6/26 due to VFD overheating. (Waiting on cooling fan replacement to arrive).

Expenses:

Electricity -	\$1,473.15
Chemicals used -	\$ 514.37
Routine Testing	\$ 132.00
Maintenance & Repair -	\$ 000.00
Total -	\$2,119.52

Leesburg Water Pollution Control Plant Monthly Report For June, 2021

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

(With the exception of Monthly Avg. Flow)

<u>TEST</u>	<u>RESULTS</u>	<u>PERMIT LIMIT</u>
Avg. Daily Flow (Million Gallons)	.354	1.2 monthly avg.
Effluent Biochemical Oxygen Demand	2.0	15
BOD Removal %	99.4	>85%
Effluent Total Suspended Solids	4.0	30
TSS Removal %	99.2	>85%
Effluent Fecal Coliform (# per 100 mL)	2.0	400
Effluent Ammonia	.12	3.0
Effluent Dissolved Oxygen	7.6	>6.0
Min & Max Effluent pH	7.2-7.5	6.0-9.0
Effluent Total Phosphorous	.38	1.5
Low-Level Mercury (mg/day)	.931	6.3
Total Rainfall for the month	7.0 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.

Expenses:

Fuel (generator/vehicles/mower)	\$ 423.70	
Electricity -	\$3,454.60	
Chemicals used	\$1,737.00	(\$3,413.85 – in March w/PAC & NAOH)
Lab Tests -	\$2,160.00	
DoCo Landfill (solids from press)	\$ 000.00	
Maintenance & Repair -	\$.00	
Total -	\$7,775.30	