

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
 July 6, 2021 2-3
3. PUBLIC HEARING
4. NEW BUSINESS
 (A) Consideration of the acceptance of the American Rescue Plan Act Funds. 41-14
 (B) Consideration of the Premium Pay for Essential Workers. 15-16
 (C) Consideration of EMC Engineering Services, Inc. for Professional Engineering and Survey Services
 for Leslie Highway Sidewalk Improvements. 17-26
 (D) Denzil Harrell with the Southwest Georgia Veterans Coalition will address the Council.
5. CITY MANAGER'S MATTERS
 (A) Financial Report -27-41
 (B) Projects Update -42-43
6. DEPARTMENTAL REPORTS
 (A) Police Report -44-46
 (B) Public Works Report -47-50
 (C) Water and Waste Water Report -51-52
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 September 7, 2021
14. ADJOURNMENT

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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, the City Attorney and all Councilmembers were present.

2. APPROVAL OF MINUTES

Mayor Breeden asked for a motion to approve the minutes from June 15, 2021. Mayor Pro Tem Sherman made a motion to approve the minutes. Councilmember Bush seconded the motion. The vote was unanimous.

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

(A) The City Manager Bob Alexander discussed the Proposed Update to the Compensation and Classification Study that would add three positions: Crew Leader, Road Maintenance Supervisor and Water/Waste Water Operator II. Councilmember Bush made a motion to approve the Update to the Compensation and Classification Study. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

(B) The City Manager presented a request from Rozanne Braswell to fill the SWGA Regional Commission Board vacancy. Council Member White made a motion to approve the request. Councilmember Wilson 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 with budget for the year.

(B) The City Manager announced the promotion of Cheryl Allison to Finance Director.

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. **ANNOUNCEMENTS**

Next Scheduled Meeting is August 2, 2021

14. **ADJOURNMENT**

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

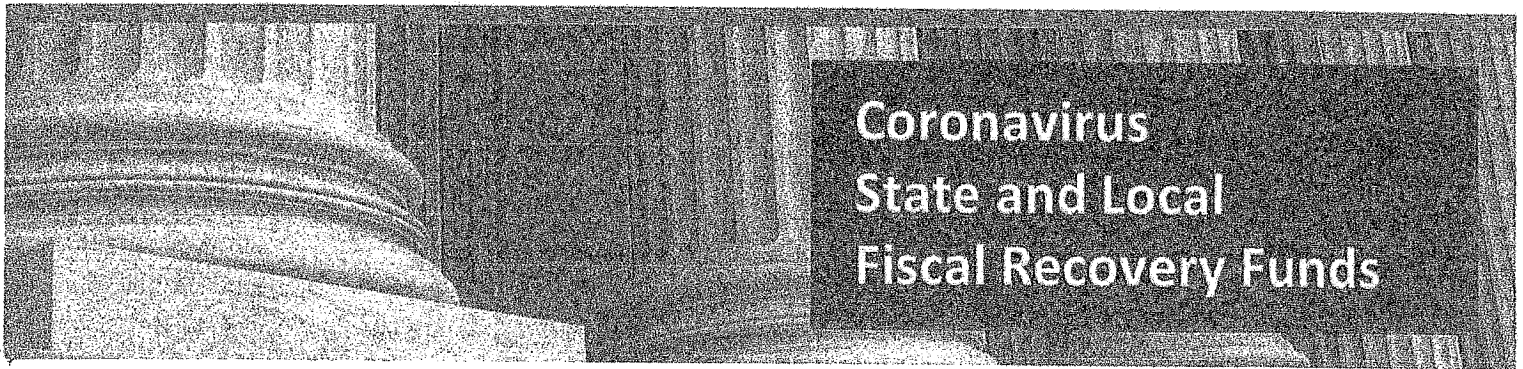
Memo

To: Bob Alexander, City Manager
From: Cheryl Allison, Finance Director
Date: July 22, 2021
Re: Acceptance of American Rescue Plan Act Funds

The American Rescue Plan Act provides funding to local governments to respond to the COVID-19 emergency. The funding objectives for the plan is to support COVID-19 response efforts; replace lost public sector revenue; support immediate economic stabilization; and address public health and economic challenges.

The City has been awarded a total of \$1,140,848 to be allocated in two rounds. We received the first payment on 07/07/2021 in the amount of \$570,424 with the second payment to be received in 12 months.

We need for the Council to consider accepting the City's allocation in the amount of \$570,424 along with the terms and conditions of the use of the funds.



The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State & Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
• Replace lost public sector revenue to strengthen support for vital public services and help retain jobs
• Support immediate economic stabilization for households and businesses
• Address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
• Counties (\$65.1 billion)
• Metropolitan cities (\$45.6 billion)
• Tribal governments (\$20.0 billion)
• Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- Services to contain and mitigate the spread of COVID-19, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- Behavioral healthcare services, including mental health or substance misuse treatment, crisis intervention, and related services
- Payroll and covered benefits for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- Ensure continuity of vital government services by filling budget shortfalls
- Revenue loss is calculated relative to a counter-factual trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- Recipients may re-calculate revenue loss at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- Includes improvements to infrastructure, such as building or upgrading facilities and transmission, distribution, and storage systems
- Eligible uses aligned to Environmental Protection Agency project categories for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- Additional flexibility for the hardest-hit communities and families to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- Broadly applicable to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- Deliver assistance to workers and families, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- Support small businesses with loans, grants, in-kind assistance, and counseling programs
- Speed the recovery of impacted industries, including the tourism, travel, and hospitality sectors
- Rebuild public sector capacity by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- Provide premium pay to essential workers, both directly and through grants to third-party employers
- Prioritize low- and moderate-income workers, who face the greatest mismatch between employment-related health risks and compensation
- Key sectors include healthcare, grocery and food services, education, childcare, sanitation, and transit
- Must be fully additive to a worker's wages

Broadband Infrastructure

- Focus on households and businesses without access to broadband and those with connections that do not provide minimally acceptable speeds
- Fund projects that deliver reliable service with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- Complement broadband investments made through the Capital Projects Fund

Ineligible Uses

- Changes that reduce net tax revenue must not be offset with American Rescue Plan funds
- Extraordinary payments into a pension fund are a prohibited use of this funding
- Other restrictions apply to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

OMB Approved No. 1505-0271
Expiration Date: November 30, 2021

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: Leesburg 107 Walnut Ave N Leesburg, GA, 31763	DUNS Number: 026753780 Taxpayer Identification Number: 580960989 Assistance Listing Number: 21.019
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient: Leesburg

Signature: Billy Breeden
Billy Breeden (Jun 8, 2021 15:35 EDT)
(Authorized Representative)

Name: Billy Breeden

Title: Mayor

Date: Jun 8, 2021

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The ~~estimated burden associated with this collection of information is 15 minutes per response.~~ Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later:
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding these funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the "Recipient") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient's program(s) and activity(ies), so long as any portion of the Recipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42

U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Signature: Billy Breeden
Billy Breeden (Jun 8, 2021 15:35 EDT)
(Authorized Representative)

Name: Billy Breeden

Title: Mayor

Date: Jun 8, 2021

PAPERWORK REDUCTION ACT NOTICE

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**LEESBURG, GEORGIA
MEMORANDUM**

To: Mayor and Council
From: Bob Alexander
Date: July 30, 2021
Subject: Premium Pay for Essential Workers

The American Rescue Plan Act provides funding to local governments to respond to the COVID-19 emergency. On the next page are Example Uses of Funds.

One of the allowable expenses under the US Treasury's guidance on use of funds is providing Premium Pay for Essential Workers. "Essential Workers" means those workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors to protect the health and well-being of the residents of their local government.

Due to the Essential Work all the City of Leesburg's employees contributed during the COVID-19 emergency, it is recommended providing a one-time premium payment to all employees in the amount of \$1,000 to each full-time employee and \$500 to each part-time employee. The total amount of \$28,500 would be paid from the American Rescue Plan Fund.



Example Uses of Funds

Support Public Health Response

- Services to contain and mitigate the spread of COVID-19, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- Behavioral healthcare services, including mental health or substance misuse treatment, crisis intervention, and related services
- Payroll and covered benefits for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- Ensure continuity of vital government services by filling budget shortfalls
- Revenue loss is calculated relative to a counterfactual trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- Recipients may re-calculate revenue loss at multiple points during the program, supporting those entities that experience revenue loss with a lag

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- Includes improvements to infrastructure, such as building or upgrading facilities and transmission, distribution, and storage systems
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Equity-Focused Services

- Additional flexibility for the hardest-hit communities and families to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- Broadly applicable to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- Deliver assistance to workers and families, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- Support small businesses with loans, grants, in-kind assistance, and counseling programs
- Speed the recovery of impacted industries, including the tourism, travel, and hospitality sectors
- Rebuild public sector capacity by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- Provide premium pay to essential workers, both directly and through grants to third-party employers
- Prioritize low- and moderate-income workers, who face the greatest mismatch between employment-related health risks and compensation
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- Must be fully additive to a worker's wages

Broadband Infrastructure

- Focus on households and businesses without access to broadband and those with connections that do not provide minimally acceptable speeds
- Fund projects that deliver reliable service with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- Complement broadband investments made through the Capital Projects Fund

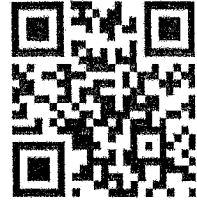
Ineligible Uses

- Changes that reduce net tax revenue must not be offset with American Rescue Plan funds
- Extraordinary payments into a pension fund are a prohibited use of this funding
- Other restrictions apply to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.



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



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

July 7th, 2021

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

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

Dear Mr. Alexander:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional engineering and surveying services in connection with the referenced *Project*. The *Project* consists of proposed sidewalk improvements (approximately 4,315 linear feet) along Leslie Highway from Cris Ann Street to the eastern limits of the 9th Grade Academy (shown on exhibit 8A1, 8A2 and 8A3 of the Leesburg School Connectivity Study), in Leesburg, GA.

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

Payment for our *Basic Services* will be a lump sum fee of **\$34,275.00**. In addition to the lump sum price listed, we recommend that you budget permitting and bid assistance services on an as needed basis. We have estimated hours for these services but have no control over this factor.

COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK:

- ♦ *Survey Services* \$ 10,000.00
- ♦ *Site Engineering* \$ 23,525.00
- ♦ *Permitting and bid assistance Services (hourly as needed)* \$ 2,250.00

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

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

ADDITIONAL SERVICES WILL INCLUDE THE FOLLOWING:

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

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

REIMBURSABLE EXPENSES WILL INCLUDE THE FOLLOWING:

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

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

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


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

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

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

Sincerely,

EMC ENGINEERING SERVICES, INC.

By:  _____

B. Matthew Inman, PE
Valdosta Branch Manager

Accepted this ____ day of _____, 2021

CITY OF LEESBURG

By: _____

Name:

Title:

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

EXHIBIT "A"

SCOPE OF BASIC SERVICES

1. SURVEY SERVICES:

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

2. SITE ENGINEERING:

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

ESTIMATED LIST OF DRAWINGS:

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

3. PERMITTING

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

EMC ENGINEERING SERVICES, INC.
INVOICE AND ACCOUNTING CONTACT INFORMATION

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

Accounts Payable Contact Name _____

Accounts Payable Address _____

Phone # _____ Extension _____

Fax # _____

Accounts Payable Contact Email _____

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

Will lien waivers be required? Yes No

Are time sheets required? Yes No

Is purchase order number required? Yes No

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

Are there any other project invoicing requirements? Yes No

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

Project Manager Name _____

Project Address _____

Phone # _____ Extension _____

Email address _____

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

21



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

2021 Hourly Rate Schedule

ENGINEERING

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

SURVEYING

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

CONSTRUCTION PHASE SERVICES

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

ADMINISTRATIVE

Administrative Assistance	\$60.00/HR
---------------------------	------------

EMC ENGINEERING SERVICES, INC.

GENERAL PROVISIONS

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

- 1) EMC agrees to furnish professional engineering and surveying services for the project described in this Agreement (Proposal) and the attachments thereto. Acceptance of this Agreement or proposal constitutes agreement to utilize our services at the rates and charges indicated.
- 2) This agreement envisions that all of the services described herein will be performed by EMC and that there will be no material changes in the work. Should the scope of the project be changed materially, compensation to EMC for professional services shall be subject to renegotiation.
- 3) Compensation to EMC for services provided shall conform to the prevailing hourly rate schedule in effect at the time the services are performed.
- 4) Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for Basic Services performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the client agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate "Stop Work" action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.
- 5) The standard of care for all professional engineering and related services performed or furnished by EMC under this agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. EMC makes no warranties, express or implied, under this Agreement or otherwise, in connection with EMC's services. EMC and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
- 6) All design documents prepared or furnished by EMC are instruments of service, and EMC retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. These documents are not to be used on other projects or extensions of this project except by written agreement and with appropriate compensation to EMC. Any reuse of documents without specific written verification or adaptation by EMC will be at the client's sole risk and without liability or legal exposure to EMC, and the client agrees to indemnify and hold harmless EMC, its officers, principals, employees and sub-consultants against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from such reuse.
- 7) This agreement may not be transferred or assigned without the written consent of EMC.
- 8) EMC shall not be responsible for any act or omission of any architect, other consultant, contractor, or subcontractors or the agents or employees of any of them nor the acts or omissions of other persons performing any of the work of the project.
- 9) To the fullest extent permitted by law, the Owner and EMC (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that EMC's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by EMC, whichever is greater.
- 10) If EMC and Client become involved in any adverse legal proceedings (whether in a court of law, arbitration, binding mediation or other similar proceeding) for any purposes, then EMC shall be entitled to recover from Client, in addition to all principal and interest amounts due to EMC from Client, all attorneys' fees and expenses, all expert fees, and all other fees and expenses incurred by EMC.
- 11) For projects involving construction phase engineering services, it is agreed that the professional services of EMC are limited to review and observation of the work of the contractor(s) to ascertain that such work substantially conforms to the design intent and the Contract Documents. It is further agreed that the Client will defend, indemnify and hold harmless EMC against any claim or suit whatsoever, including but not limited to all payments, expenses, or costs incurred, arising from or alleged to have arisen from any error or omission in the plans, specifications or Contract Documents. EMC agrees to be responsible for its own or its employee's negligent acts, errors or omissions in the performance of professional services provided by EMC on the project.

EMC shall not at any time supervise, direct, or have control over any contractor's work, nor shall EMC have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor any failure of any contractor to comply with laws and regulations applicable to contractor's work.

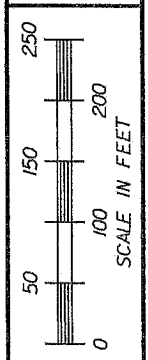
EMC neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between the Owner and such contractor.

DATE: 11/28/08
 DRAWN BY: JAC/BS
 CHECKED BY: JAC/BS
 PROJECT NUMBER: 20080001

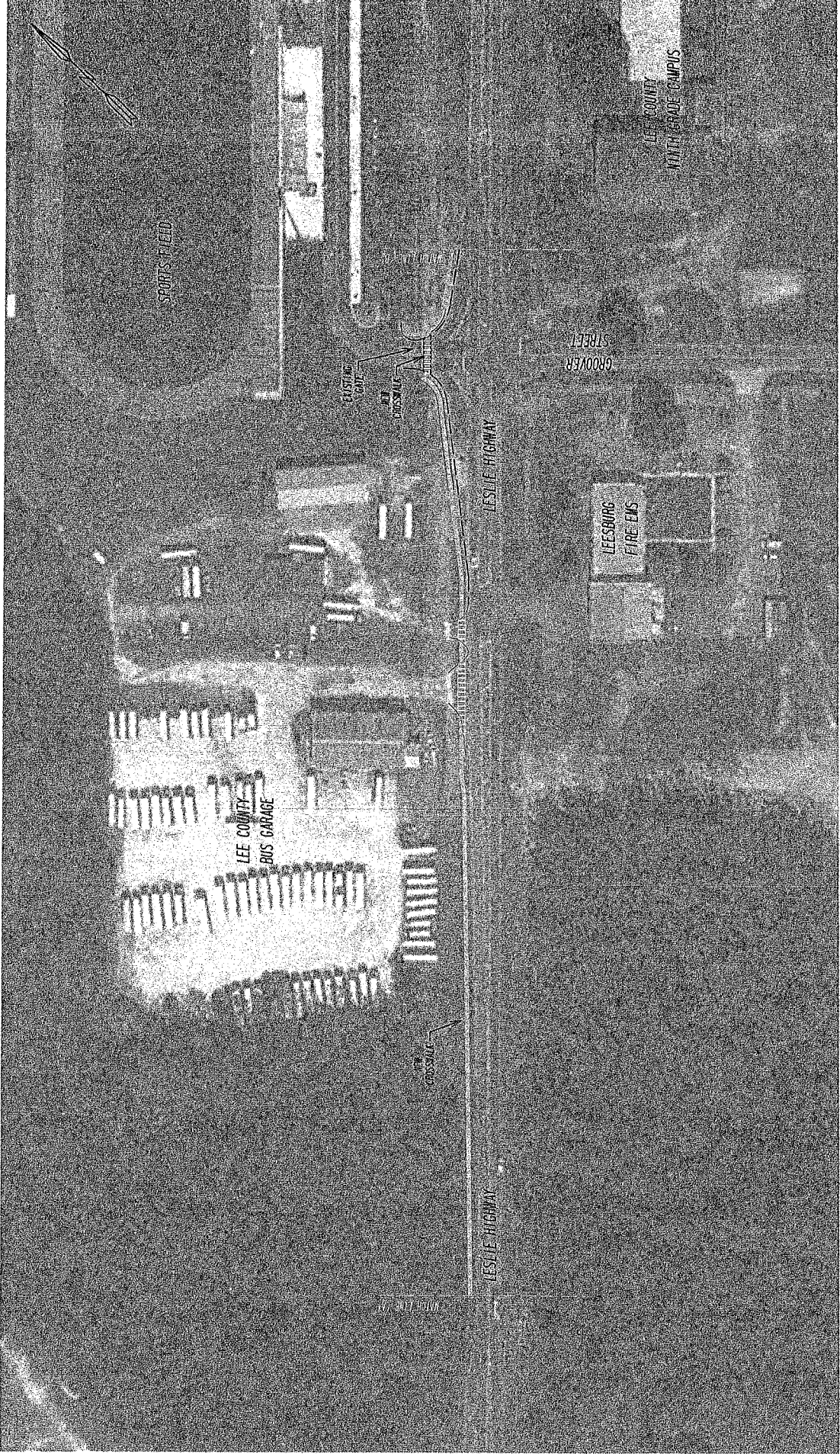


CITY OF LEESBURG
 LEESBURG SCHOOL CONNECTIVITY STUDY
 PROPOSED IMPROVEMENTS
 SIDEWALKS ON LESLIE HIGHWAY

GCA, INC.
 800 PEACHTREE STREET, N.W.
 SUITE 822, GEORGIA 30309
 PH: 404-355-4000 FAX: 404-355-0604



PROJECT NUMBER: 200309
 COUNTY: LEE
 SHEET: 81A2
 DATE: 11/11/03
 DRAWN BY: J. W. BROWN
 CHECKED BY: J. W. BROWN
 APPROVED BY: J. W. BROWN
 TITLE: PROPOSED IMPROVEMENTS
 SCALE: AS SHOWN
 PROJECT: STATION 0+00 TO 0+250
 SHEET: 81A2
 DATE: 11/11/03

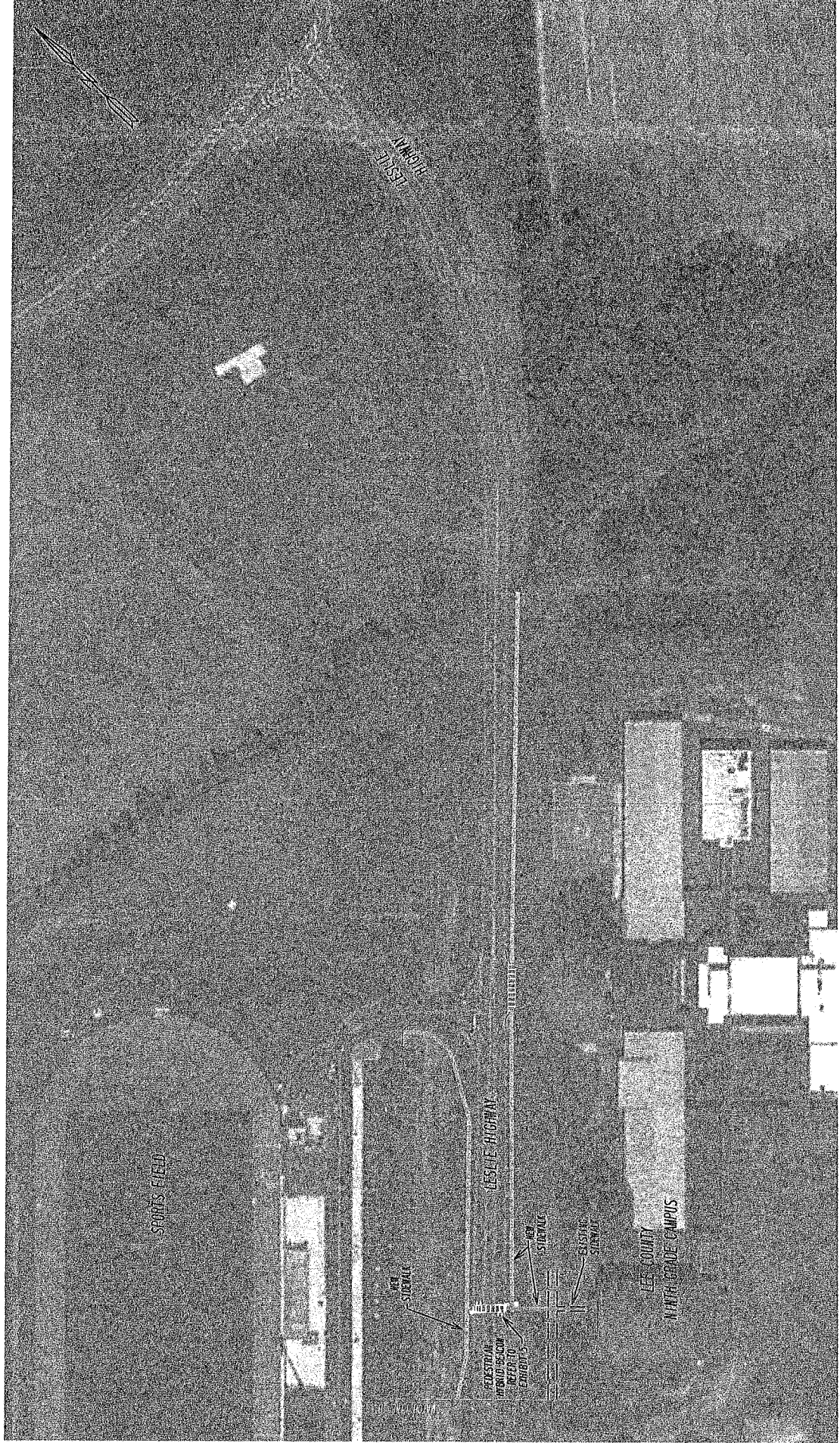


GCA, INC.
 800 PEACHTREE STREET, N.W.
 ATLANTA, GEORGIA 30309
 PH. 404-355-4800 FAX 404-355-9604

CITY OF LEESBURG
 LEESBURG SCHOOL CONNECTIVITY STUDY
 PROPOSED IMPROVEMENTS
 SIDEWALKS ON LESLIE HIGHWAY

SHEET NO. 81A2

DATE: 08/28/08
 DRAWN BY: J. H. HARRIS
 CHECKED BY: J. H. HARRIS
 PROJECT NUMBER: 08000
 COUNTY: LEE
 SHEET NO.: 08A3



CITY OF LEESBURG
 LEESBURG SCHOOL CONNECTIVITY STUDY
 PROPOSED IMPROVEMENTS
 SIDEWALKS ON LESLIE HIGHWAY

GCA
 GCA, INC.
 1800 PEACHTREE STREET, N.W.
 ATLANTA, GEORGIA 30309
 PH: 404-355-4000 FAX: 404-355-0604

SCALE IN FEET
 0 50 100 150 200 250

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 06/30/2021
 Remaining FY 2021 Budget
 Percentage of FY 2021 Actuals to Budget Used

General Fund Revenue		FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	FY 2021 Unaudited Actual Revenues & Expenditures 06/30/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
100 031 31100 31110	REAL PROPERTY-CURRENT YEA	316,147	318,805	339,900	334,027	5,873	98%
100 031 31100 31110	PROPERTY TAX LATE FEES	-	-	-	-	-	-
100 031 31100 31120	REAL PROPERTY-PRIOR YEAR	10,900	12,838	-	-	-	-
100 031 31100 31130	PERSONAL PROPERTY-CURRENT	27,990	22,893	24,674	23,538	1,136	95%
100 031 31100 31130	MOTOR VEHICLE	7,716	6,452	4,600	6,343	(1,743)	138%
100 031 31100 31131	TAVT-LOST/SPILOST AND TRUE UP	130,198	58,218	53,000	105,138	(52,138)	198%
100 031 31100 31132	MOBILE HOME	1,328	979	1,000	2,253	(1,253)	225%
100 031 31100 31134	INTANGIBLES (REG/RECORD)	3,623	4,852	5,000	9,672	(4,672)	193%
100 031 31100 31140	PERSONAL PROPERTY-PRIOR YR	642	623	-	-	-	-
100 031 31100 31160	REAL ESTATE TRANS-Intangible	3,186	1,636	1,833	4,539	(2,706)	248%
100 031 31100 31170	FRANCHISE TAXES-SEMC	16,720	16,323	16,150	15,490	660	96%
100 031 31100 31170	ELECTRIC	122,712	122,523	122,523	118,432	4,091	97%
100 031 31100 31175	CABLE	27,429	26,049	27,000	27,424	(424)	102%
100 031 31100 31176	TELEPHONE	2,247	1,742	2,300	1,581	719	69%
100 031 31300 31310	LOCAL OPTION SALES TAX	437,674	470,383	435,025	619,566	(184,541)	142%
100 031 31400 31421	BEER SS & USE	59,027	62,265	57,290	61,938	(4,648)	108%
100 031 31400 31421	WINE SS & USE	1,902	1,856	1,500	7,201	(5,701)	480%
100 031 31600 31610	BUSINESS AND OCCUPATION T	27,693	28,988	25,892	28,830	(2,938)	111%
100 031 31600 31620	INSURANCE PREMIUM TAX	207,571	220,486	220,486	232,582	(12,096)	105%
100 031 31600 31630	FINANCIAL INSTITUTIONS TA	10,689	15,735	15,188	14,265	923	94%
100 031 31900 31910	PENALTY-GENERAL PROPERTY	1,514	2,189	1,900	2,514	(614)	132%
100 031 31900 31950	FIFA	-	-	-	-	-	-
100 031 31900 31991	OTHER-DELINQUENT TAX SERVI	-	-	-	-	-	-
100 032 32100 32110	BEER	3,300	2,475	3,000	2,888	113	96%
100 032 32100 32112	WINE	3,300	2,475	3,000	2,888	113	96%
100 032 32100 32122	INSURANCE	-	-	250	608	(358)	243%
100 032 32400 32400	BUSINESS LICENSE PENALTY	100	400	-	-	-	-
100 033 33100 33115	GEMA PROCEEDS	150,303	-	-	166,526	(166,526)	-
100 033 33400 33410	STATE GOVERNMENT GRANTS	4,000	7,200	-	187,820	5,200	97%
100 033 33600 33600	LEE COUNTY BOARD OF ED (P	157,825	176,079	193,020	187,820	5,200	97%

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 06/30/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
--	--	---	---	-------------------------	---	--------------------------	--

100	033	33800	33800	HOUSING AUTHORITY P-I-L-O	1,966	2,000	2,000	0%
100	034	34100	341910	ELECTION QUALIFYING FEES	54	-	-	
100	034	34200	342911	ACCIDENT REPORT-INDIVIDUA	588	1,080	153	86%
100	034	34400	344110	REFUSE COLLECTION CHARGES	505,594	541,901	(51,260)	109%
100	034	34900	349300	BAD CHECK FEE	35	-	-	
100	035	35100	351170	MUNICIPAL	231,173	275,000	(171,104)	162%
100	036	36100	361000	INTEREST	1,569	1,100	384	35%
100	037	37100	371000	DONATIONS	8,385	27	350	#DIV/0!
100	037	37100	371310	TOYS FOR FOSTER CHILDREN	2,850	1,479	4,061	
100	037	37100	371311	EXPLORER PROGRAM DONATION	739	530	(1,194)	
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)	
100	038	38900	389003	CARRYOVER OF FUND BALANCE	(5)	(48)	359	
100	038	38900	389005	CASH OVER/SHORT	-	-	100,000	0%
100	039	39100	391100	FUND BEGINNING BALANCE	-	100,000	-	
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	100%
100	039	39100	391201	Revenue from indirect charges	60,519	69,360	58,922	100%
100	039	39200	392100	SALE OF ASSETS	-	-	-	
100	061	61100	612000	TRANSFER OUT-OTHER FUNDS	-	(83,478)	41,689	
Total General Fund Revenue					2,905,259	2,639,534	3,141,051	119%

General Fund Expenditures		**Department is cost shared w/ Water & Sewer**							
Council / Legislative									
100	100	01100	00051	511010	MAYOR SALARY	3,600	3,600	-	100%
100	100	01100	00051	511020	COUNCIL SALARY	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	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 FY 2021 Actuals to Budget Used	
		Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	2021 Budget	2021 Budget
100	100	01100	00052	523711	TRAINING-POST 1-POWELL	1,653	915	2,275	670	1,605	29%
100	100	01100	00052	523511	TRAVEL-POST 1-POWELL	4,237	1,229	4,005	456	3,549	11%
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	100	0%
100	100	01100	00052	523513	TRAVEL-POST 3-BUSH	-	-	100	100	100	0%
100	100	01100	00052	523714	TRAINING-POST 4-WILSON	-		100	100	100	0%
100	100	01100	00052	523514	TRAVEL-POST 4-WILSON	-		100	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	100	0%
100	100	01100	00052	523516	TRAVEL-POST 6-WHITE	3,082	133	100	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	1,933	1,367	59%
100	100	01100	00052	521200	ATTORNEY & LEGAL FEES	32,563	36,610	27,232	26,820	412	98%
		Subtotal Council/Legislative				76,613	62,993	55,112	46,657	8,455	85%
Administration											
100	100	01500	00051	511100	REGULAR EMPLOYEES	120,922	127,020	128,301	128,532	(231)	100%
100	100	01500	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	1,716	1,863	4,831	2,480	2,351	51%
100	100	01500	00051	511105	PART TIME EMPLOYEES	3,090	4,116	3,315	5,244	(1,929)	158%
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	4,423	2,967	60%
100	100	01500	00051	512100	EMPLOYEE GROUP INSURANCE	524	413	13,876	470	13,406	3%
100	100	01500	00051	512200	FICA	10,512	11,094	11,642	11,287	355	97%
100	100	01500	00051	512400	RETIREMENT - Pension	8,643	7,820	10,171	10,171	(0)	100%
100	100	01500	00051	512415	457b ER Matching	2,043	2,876	2,901	3,093	(191)	107%
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	6,000	-	100%
		Total Personnel Costs - Administration				161,102	169,399	191,464	174,864	16,600	91%
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 06/30/2021		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	1,000	311	78	922	8%
100	100	01500	00052	521201	COMPUTER SUPPORT FEES	17,723	20,000	34,634	28,500	(8,500)	143%
100	100	01500	00052	521220	ENGINEERING FEES	1,710	1,000	669	-	1,000	0%
100	100	01500	00052	521225	BAD DEBT EXPENSE	-	-	-	-	-	-
100	100	01500	00052	521230	AUDITOR FEES	6,929	7,200	6,929	7,380	(180)	103%
100	100	01500	00052	522210	EQUIPMENT REPAIR & MAINT	-	200	47	21	180	10%
100	100	01500	00052	522220	BUILDING REPAIR & MAINT	27,986	5,000	6,407	15,277	(10,277)	306%
100	100	01500	00052	522300	RENTS AND LEASES	3,342	3,000	2,159	3,606	(606)	120%
100	100	01500	00052	523100	INSURANCE, OTHER THAN EMP	12,507	14,798	13,070	15,780	(982)	107%
100	100	01500	00052	523200	COMMUNICATIONS	3,759	3,968	4,039	3,429	539	86%
100	100	01500	00052	523210	POSTAGE	2,089	1,740	1,852	1,881	(141)	108%
100	100	01500	00052	523300	ADVERTISING	1,082	1,500	1,223	689	811	46%
100	100	01500	00052	523505	TRAVEL-EMPLOYEE	8,277	1,000	7,040	646	354	65%
100	100	01500	00052	523600	DUES AND FEES	12,768	8,400	9,268	7,639	761	91%
100	100	01500	00052	523610	SOUTHWEST GA RDC DUES	3,304	3,366	3,333	3,361	5	100%
100	100	01500	00052	523700	EDUCATION AND TRAINING	3,218	1,000	2,730	339	661	34%
Total Purchased / Contracted Services						130,191	83,172	101,987	99,036	(15,864)	119%
100	100	01500	00053	531230	ELECTRICITY	4,859	5,675	5,504	5,280	395	93%
100	100	01500	00053	531270	GAS & OIL	238	300	155	224	76	75%
100	100	01500	00053	531300	FOOD / EMPLOYEE APPRECIATION	2,413	2,000	2,723	2,689	(689)	134%
100	100	01500	00053	531600	SMALL EQUIPMENT	125	500	-	1,440	(940)	288%
100	100	01500	00053	531700	OFFICE SUPPLIES	8,631	5,880	8,450	7,867	(1,987)	134%
100	100	01500	00053	531720	CLEANING/ PAPER SUPPLIES	1,726	1,400	1,518	1,180	220	84%
Total Supplies - Administration						17,992	15,755	18,351	18,679	(2,924)	119%
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	-	-	-	-	0%
100	100	01500	00057	572000	SENIOR CENTER	6,894	200	25,751	-	200	0%

City of Leesburg ~ General Fund

		FY 2019 Audited Revenues & Expenditures		FY 2020 Audited Revenues & Expenditures		FY 2021 Approved Budget		FY 2021 Unaudited Actual Revenues & Expenditures 06/30/2021		Percentage of FY 2021 Actuals to Budget Used	
100	100	01500	00057	572020	CHAMBER OF COMMERCE	3,200	3,204	3,200	3,200	-	100%
100	100	01500	00057	572030	LIBRARY CONTRIBUTION	15,500	15,500	15,500	15,500	-	100%
100	100	01500	00057	572011	FAMILY CONNECTIONS	-	-	3,500	2,750	750	
Total Other - Administration						25,594	44,455	22,400	21,450	950	96%
Subtotal Administration						363,656	384,191	312,791	314,028	(1,237)	100%
Municipal Court											
100	150	01550	00051	511260	SALARY Municipal Court Judge	5,141	5,373	5,489	5,481	9	100%
100	150	01550	00051	512200	FICA	393	411	420	419	1	100%
Total Personnel Municipal Court						5,534	5,784	5,909	5,900	9	100%
100	150	01550	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	
100	150	01550	00052	521201	COMPUTER SUPPORT FEES	4,920	6,500	7,830	6,140	1,690	78%
100	150	01550	00052	521210	MUNICIPAL COURT EXPENSES	401	441	366	1,301	(935)	355%
100	150	01550	00052	521215	CITY SOLICITOR	20,440	19,010	15,000	23,013	(8,013)	153%
100	150	01550	00052	521216	INDIGENT DEFENSE	6,000	4,500	6,000	6,000	-	100%
100	150	01550	00052	523505	TRAVEL-EMPLOYEE	870	1,629	500	500	500	0%
100	150	01550	00052	523700	Training - Employee	651	775	500	100	400	20%
100	150	01550	00052	523550	FINE ADD-ON FEES	56,740	78,083	74,250	103,429	(29,179)	139%
Total Purchased / Contracted Services Municipal Court						90,023	110,939	104,446	139,983	(35,537)	134%
Subtotal Municipal Court						95,557	116,723	110,355	145,883	(35,528)	132%
100	250	25100	00057	251110	CONTINGENCY FUND	1,000	1,000	100,000	510	100,000	1%
Planning & Zoning / Code Enforcement											
100	740	07450	00051	511105	PART TIME EMPLOYEES	5,220	3,930	3,120	3,120	3,120	0%
100	740	07450	00051	512200	FICA	395	301	239	239	239	0%
100	740	07450	00051	512700	WORKERS' COMPENSATION	231	132	136	105	31	77%
Total Personnel Planning & Zoning						5,847	4,363	3,494	105	3,389	3%
Subtotal Planning & Zoning / Code Enforcement						5,847	4,363	3,494	105	3,389	3%
Public Safety											

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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 Unaudited Actual		Percentage of		
		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		FY 2021 Actuals to Budget Used		
100	300	03200	00051	511100	REGULAR EMPLOYEES	531,013	567,445	567,804	16,056	97%
100	300	03200	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	13,282	12,122	19,920	7,750	61%
100	300	03200	00051	511105	PART TIME EMPLOYEES	24,481	54,194	58,044	6,279	89%
100	300	03200	00051	511199	LONGEVITY	8,254	9,960	9,960	926	91%
100	300	03200	00051	511300	OVERTIME	37,849	23,040	42,566	9,016	79%
100	300	03200	00051	512100	EMPLOYEE GROUP INSURANCE	112,561	129,000	156,499	18,203	88%
100	300	03200	00051	512200	FICA	42,957	45,619	53,410	7,591	86%
100	300	03200	00051	512400	RETIREMENT	35,029	34,828	45,298	0	100%
100	300	03200	00051	512415	457b/poab	2,965	3,415	3,445	(180)	105%
100	300	03200	00051	512700	WORKERS' COMPENSATION	36,078	27,598	28,098	(482)	102%
Total Personnel Services Public Safety				844,468		907,221		985,045	65,159	93%
100	300	03200	00052	521200	ATTORNEY & LEGAL FEES					
100	300	03200	00052	521201	COMPUTER SUPPORT FEES	9,721	9,094	9,000	(1,131)	113%
100	300	03200	00052	522210	EQUIPMENT REPAIR & MAINT	324	-	1,000	981	2%
100	300	03200	00052	522240	TIRES AND TUBES	2,757	2,804	2,500	(1,656)	166%
100	300	03200	00052	522250	VEHICLE REPAIR	26,702	24,631	26,800	(12,145)	145%
100	300	03200	00052	522260	RADIO MAINTENANCE	4,707	1,230	500	286	43%
100	300	03200	00052	523100	INSURANCE, OTHER THAN EMP	11,322	11,915	13,298	(462)	103%
100	300	03200	00052	523200	COMMUNICATIONS	10,431	23,632	25,251	14,001	45%
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	724	(168)	123%
100	300	03200	00052	523700	EDUCATION AND TRAINING	1,638	848	800	449	44%
100	300	03200	00052	523900	UNIFORM CLEANING	499	203	500	49	90%
Total Purchased / Contracted Services Public Safety				70,817		75,646		80,873	704	99%
100	300	03200	00053	531230	ELECTRICITY	6,485	7,104	6,548	(690)	111%
100	300	03200	00053	531270	GAS & OIL	32,850	30,533	30,888	(5,155)	117%
100	300	03200	00053	531600	Small Equipment	-	-	-	-	
100	300	03200	00053	531700	OFFICE SUPPLIES	2,532	2,652	2,500	(159)	106%
100	300	03200	00053	531720	CLEANING/ PAPER SUPPLIES	881	1,455	1,420	573	60%
100	300	03200	00053	531780	POLICE SUPPLIES	6,304	16,994	9,200	7,022	76%
100	300	03200	00053	531781	GREAT PROGRAM	-	-	-	-	

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 06/30/2021		FY 2021 Actuals to Budget Used	
100	300	03200	00053	531782	EXPLORER PROGRAM						
				973		880		2,516	(2,516)		
100	300	03200	00053	531783	LEESBURG/LEE COUNTY FOSTE						
				2,353		3,829		3,033	(3,033)		
100	300	03200	00053	531790	UNIFORMS						
				1,691		5,086		9,598	(5,598)		240%
Total Supplies - Public Safety				54,069		68,532		68,956	(14,400)		126%
100	300	03200	00054	542200	CAPITAL OUTLAY-NEW VEHICL						
				-		-		-	-		
100	300	03200	00054	542300	CAPITAL OUTLAY-FURN/FIXTU						
				-		-		-	-		
100	300	03200	00054	542400	CAPITAL OUTLAY-COMPUTERS						
				-		-		-	-		
100	300	03200	00054	542500	CAPITAL OUTLAY-OTHER EQUI						
				-		-		-	-		
Total Capital Outlays - Public Safety				-		-		-	-		95%
Subtotal Public Safety				969,354		1,051,400		1,120,474	1,069,082		95%
Public Works Maintenance											
100	400	04300	00052	522100	Refuge Contract						
				465,661		470,280		472,687	4,313		99%
100	400	04300	00052	522101	INERT TRASH REMOVAL						
				19,814		44,779		6,492	14,849		30%
Sub Total Sanitation				485,475		515,060		479,179	19,162		96%
100	400	04600	00051	511100	REGULAR EMPLOYEES						
				112,218		114,799		122,917	2,297		98%
100	400	04600	00051	511101	REGULAR EMPLOYEES VAC SELL BACK						
				2,139		2,970		2,101	2,446		46%
100	400	04600	00051	511105	Part time						
				5,961		15,610		24,213	(65)		100%
100	400	04600	00051	511199	LONGEVITY						
				1,767		1,977		1,955	319		86%
100	400	04600	00051	511300	OVERTIME						
				21,260		18,531		20,971	(6,913)		149%
100	400	04600	00051	512100	EMPLOYEE GROUP INSURANCE						
				16,651		15,419		18,690	14,033		57%
100	400	04600	00051	512200	FICA						
				10,321		10,962		12,354	645		95%
100	400	04600	00051	512400	RETIREMENT						
				9,180		7,801		10,343	0		100%
100	400	04600	00051	512415	479b cont						
				590		523		482	482		50%
100	400	04600	00051	512700	WORKERS' COMPENSATION						
				14,069		8,339		9,080	(794)		110%
Total Personnel Services Public Works				194,157		196,930		223,107	12,450		95%
100	400	04600	00052	521201	COMPUTER SUPPORT FEES						
				857		944		1,100	1,100		0%
100	400	04600	00052	521220	ENGINEERING FEES						
				7,342		3,512		2,024	(24)		101%
100	400	04600	00052	521221	NPDES STORMWATER ANNUAL R						
				14,504		7,286		9,000	(1,000)		113%
100	400	04600	00052	522210	EQUIPMENT REPAIR & MAINT						
				43,503		29,733		45,916	(22,916)		200%
100	400	04600	00052	522220	BUILDING REPAIR & MAINT						
				4,012		1,273		1,935	565		77%
100	400	04600	00052	522240	TIRES AND TUBES						
				3,046		3,355		1,437	1,563		48%

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 06/30/2021		FY 2021 Actuals to Budget Used	
100	400	04600	00052	522250	VEHICLE REPAIR	17,459	11,443	13,631	19,581	(5,950)	144%
100	400	04600	00052	522271	CORRIDOR SIGNS	-	-	-	-	-	-
100	400	04600	00052	522275	CHRISTMAS DECORATIONS	766	1,167	2,000	7,694	(5,694)	385%
100	400	04600	00052	522310	UNIFORMS	7,058	9,847	7,000	10,549	(3,549)	151%
100	400	04600	00052	522320	EQUIPMENT RENTAL	112	1,804	1,500	8,912	(7,412)	594%
100	400	04600	00052	523100	INSURANCE, OTHER THAN EMP	11,322	11,915	13,298	12,725	573	96%
100	400	04600	00052	523200	COMMUNICATIONS	2,852	3,861	3,892	4,059	(167)	104%
100	400	04600	00052	523300	ADVERTISING	1,656	770	1,000	-	1,000	0%
100	400	04600	00052	523505	TRAVEL-EMPLOYEE	-	50	500	-	500	0%
100	400	04600	00052	523600	DUES AND FEES	784	653	600	725	(125)	121%
100	400	04600	00052	521200	ATTORNEY & LEGAL FEES	-	-	-	-	-	-
100	400	04600	00052	523700	EDUCATION AND TRAINING	375	600	500	400	100	80%
Total Purchased / Contracted Services - Public Works				115,649		88,213	83,521	124,957	(41,436)	150%	
100	400	04600	00053	531230	ELECTRICITY	4,858	5,004	5,230	4,604	626	88%
100	400	04600	00053	531750	OTHER SUPPLIES	-	-	-	-	-	-
100	400	04600	00053	531270	GAS & OIL	22,270	15,224	17,000	18,755	(1,755)	110%
100	400	04600	00053	531280	STREET LIGHTS (POWER)	60,798	60,800	62,112	63,105	(993)	102%
100	400	04600	00053	531700	OFFICE SUPPLIES	631	1,366	1,500	1,382	118	92%
100	400	04600	00053	531720	CLEANING/ PAPER SUPPLIES	566	1,015	1,372	574	798	42%
100	400	04600	00053	531810	MAINTENANCE SUPPLIES	18,121	12,515	12,225	15,112	(2,887)	124%
100	400	04600	00053	531820	STREET IMPROVEMENTS	4,727	-	-	-	-	-
100	400	04600	00053	531830	CHEMICALS FOR R/W DITCHES	3,702	-	-	-	-	-
100	400	04600	00053	531840	STREET SIGNS AND MARKINGS	1,868	-	-	-	-	-
100	400	04600	00053	531850	MOSQUITO FOGGER REP/CHEMI	9,294	9,804	10,000	8,296	1,704	83%
Total Supplies - Public Works				126,836		105,728	109,439	111,827	(2,388)	102%	
100	400	04600	00054	542200	CAPITAL OUTLAY-NEW VEHICL	-	-	-	-	-	-
100	400	04600	00054	542500	CAPITAL OUTLAY-OTHER EQUI	-	-	-	-	-	-
100	400	04600	00054	542400	CAPITAL OUTLAY-COMPUTERS	-	-	-	-	-	-
Total Capital Outlay - Public Works				-		-	-	-	-	-	-
Subtotal Public Works Maintenance				922,117		905,930	926,857	939,070	(12,213)	101%	

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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 06/30/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used			
Chamber of Commerce										
100	750	00052	523200	COMMUNICATIONS	3,977	4,239	4,215	4,085	130	97%
100	750	00052	522220	BUILDING REPAIR & MAINT	506	4,574	1,000	1,506	(506)	151%
100	750	00052	521201	COMPUTER SUPPORT FEES	1,020		659	775	(116)	118%
100	750	00052	531210	WATER, SEWER, TRASH	258	299	276	253	23	92%
100	750	00053	531230	ELECTRICITY	2,982	3,786	3,500	3,479	21	99%
100	750	00053	531720	CLEANING/ PAPER SUPPLIES	942	375	800	468	332	58%
		Subtotal Chamber of Commerce			9,685	13,273	10,450	10,566	(116)	101%
		Total General Fund Expenses			2,443,827	2,489,873	2,639,534	2,525,901	114,215	96%
		General Fund Net Gain / (Loss)			461,432	(23,631)	0	615,150		

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 06/30/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
WATER AND SEWER FUND REVENUE							
505 033	33400 33430	480,000	-	-	-	-	
505 034	34400 34420	463,076	547,585	539,135	584,798	(45,663)	108%
505 034	34400 34420	9,500	18,350	10,000	15,050	(5,050)	151%
505 034	34400 34420	13,002	5,749	12,510		12,510	0%
505 034	34400 34420	25,267	20,302	27,000	17,990	9,010	67%
505 034	34400 34420		-	230,000		230,000	0%
505 034	34400 34425	446,757	499,990	482,636	564,449	(81,813)	117%
505 034	34400 34425	6,435	23,595	10,000	12,870	(2,870)	129%
505 034	34900 34900	910	596	1,500	349	1,151	23%
505 034	36100 36100	6,376	2,441	5,000	2,302	2,698	46%
505 038	38300 38300	977	2,000	-	398	-	
505 038	38900 38900	(68)	1,542	-	(10)	(398)	
505 038	38900 38900	-	-	-	41,689	(41,689)	
505 039	39100 39100	81,400	83,378	-	-	-	
505 039	39380 39380	(300,000)	55,537	-	-	-	
505 061	61100 61100						
505 039	39100 39100	(60,519)	(69,360)	(58,922)	(58,922)	-	100%
Total Water and Sewer Fund Revenue		1,181,393	1,191,705	1,258,859	1,180,964	77,895	94%
WATER AND SEWER FUND EXPENSES							
SEWER DEPARTMENT							
505 400	04330 00051	82,220	86,199	85,921	86,651	(731)	101%
505 400	04330 00051	1,145	1,330	3,026	1,522	1,504	50%
505 400	04330 00051	1,399	1,473	1,513	1,470	43	97%
505 400	04330 00051	5,273	5,072	5,534	5,028	506	91%
505 400	04330 00051	4,849	4,762	13,140	5,439	7,700	41%
505 400	04330 00051	6,642	7,019	7,567	7,303	264	97%
505 400	04330 00051	5,555	4,958	6,475	6,475	(0)	100%
505 400	04330 00051	1,100	1,508	1,580	1,611	(31)	102%
505 400	04330 00051	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 2019 Audited Revenues & Expenditures		FY 2020 Audited Revenues & Expenditures		FY 2021 Approved Budget		FY 2021 Unaudited Actual Revenues & Expenditures 06/30/2021		Remaining FY 2021 Budget		Percentage of FY 2021 Actuals to Budget Used	
505	400	04330	00051	512910	VEHICLE ALLOWANCE-CITY MA	2,975	3,000	3,000	3,000	3,000	-	-	100%
Total Personnel Services Sewer		505	400	04330	00052	111,650	116,751	129,180	119,956	9,224	93%		
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	7,581	(81)	101%		
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	9,371	8,629	52%		
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	7,447	4,453	63%		
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	679	821	45%		
Total Contracted Services Sewer Dept						86,437	67,797	75,719	55,121	20,598	73%		
505	400	04330	00053	531230	ELECTRICITY-PUMP/LIFT STATIONS	28,596	26,647	22,143	28,301	(6,158)	128%		
505	400	04330	00053	531270	GAS & OIL	2,534	1,714	1,200	4,293	(3,093)	358%		
505	400	04330	00053	531600	SMALL EQUIPMENT	-	-	-	-	-			
505	400	04330	00053	531700	OFFICE SUPPLIES	813	829	1,000	830	170	83%		
505	400	04330	00053	531900	SEWER SUPPLIES	2,535	7,358	5,400	7,112	(1,712)	132%		
Total Supplies Sewer Dept						34,479	36,547	29,743	40,536	(10,793)	136%		
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 2021
Unaudited

		FY 2019 Audited Revenues & Expenditures	FY 2020 Audited Revenues & Expenditures	FY 2021 Approved Budget	Actual Revenues & Expenditures 06/30/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
505	400	263,876	260,323	100,000	100,000	-	100%
Total Depreciation- Sewer Dept		263,876	260,323	100,000	100,000	-	100%
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	3,193	3,082	51%
505	400	-	-	-	-	-	-
Total Debt Service Sewer Dept		7,145	6,714	6,275	3,193	3,082	51%
Subtotal Sewer Department		510,334	488,132	365,917	318,806	47,111	87%
SEWAGE TREATMENT PLANT							
505	400	68,910	75,959	73,976	76,901	(2,925)	104%
505	400	445	488	2,785	488	2,297	18%
505	400	1,316	1,393	1,393	1,393	-	100%
505	400	11,976	13,085	11,097	13,555	(2,458)	122%
505	400	936	410	12,957	642	12,316	5%
505	400	6,421	6,888	6,822	6,996	(174)	103%
505	400	5,058	4,882	6,350	6,350	0	100%
505	400	384	384	384	384	-	100%
505	400	294	1,887	1,298	1,277	21	98%
505	400	10,578	5,213	12,000	2,013	9,987	17%
505	400	34,918	35,293	35,000	29,261	5,739	84%
505	400	987	1,299	1,000	669	331	67%
505	400	822	495	800	902	(102)	113%
505	400	1,867	410	1,200	688	512	57%
505	400	1,625	730	1,000	840	160	84%
505	400	46,195	48,592	50,935	48,135	2,800	95%
505	400	1,884	895	800	534	266	67%
505	400	21,049	32,873	30,000	32,994	(2,994)	110%
505	400	24,939	13,860	17,000	14,868	2,132	87%
505	400	-	-	-	-	-	-
505	400	-	-	-	-	-	-
505	400	-	-	-	-	-	-

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 06/30/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used	
Total Sewage Treatment Plant			240,606	245,035	266,797	238,889	27,908	90%	
Subtotal Sewage Treatment Plant			240,606	245,035	266,797	238,889	27,908	90%	
Water Department									
505	400	04400	00051	511100	REGULAR EMPLOYEES	137,939	138,816	(877)	101%
505	400	04400	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	4,741	2,115	2,626	45%
505	400	04400	00051	511199	LONGEVITY	2,370	2,256	114	95%
505	400	04400	00051	511300	OVERTIME	11,373	13,112	(1,740)	115%
505	400	04400	00051	512100	EMPLOYEE GROUP INSURANCE	25,477	12,643	12,834	50%
505	400	04400	00051	512200	FICA	11,195	11,818	370	97%
505	400	04400	00051	512400	RETIREMENT	16,405	10,378	0	100%
505	400	04400	00051	512415	457b plan cont	1,892	1,815	77	96%
505	400	04400	00051	512700	WORKERS' COMPENSATION	3,604	3,576	28	99%
505	400	04400	00051	512910	VEHICLE ALLOWANCE	3,000	3,000	-	100%
Total Personal Services Water Dept			177,485	196,911	212,961	199,529	13,433	94%	
505	400	04400	00052	521100	OFFICIAL/ADMINISTRATIVE	-	2,677	(2,677)	
505	400	04400	00052	521200	ATTORNEY & LEGAL FEES	200	200	0	0%
505	400	04400	00052	521201	COMPUTER SUPPORT FEES	7,042	7,481	(481)	107%
505	400	04400	00052	521220	ENGINEERING FEES	3,000	3,000	0	0%
505	400	04400	00052	521230	AUDITOR FEES	6,422	6,840	(449)	107%
505	400	04400	00052	521250	WATER TESTING	1,954	2,735	765	78%
505	400	04400	00052	522210	EQUIPMENT REPAIR & MAINT	2,000	1,638	362	82%
505	400	04400	00052	522220	BUILDING REPAIR & MAINT	1,000	1,000	0	
505	400	04400	00052	522240	TIRES AND TUBES	-	-	-	
505	400	04400	00052	522250	VEHICLE REPAIR	500	500	0	
505	400	04400	00052	522310	UNIFORMS	-	-	-	
505	400	04400	00052	522320	EQUIPMENT RENTAL	-	-	-	
505	400	04400	00052	523100	INSURANCE, OTHER THAN EMP	21,609	21,678	(69)	100%
505	400	04400	00052	523200	COMMUNICATIONS	9,720	5,183	4,537	53%

City of Leesburg ~ Water & Sewer 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	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
505	400	04400	00052	523210	POSTAGE	102	93	400	79	321	20%
505	400	04400	00052	523300	ADVERTISING	516	360	600	632	(32)	105%
505	400	04400	00052	523505	TRAVEL-EMPLOYEE	3,134	1,514	500	117	383	23%
505	400	04400	00052	523600	DUES AND FEES	3,427	1,304	1,400	594	806	42%
Total Contracted Services Water Dept						73,561	59,838	57,820	49,655	8,165	86%
505	400	04400	00053	531230	ELECTRICITY-WELLS	19,351	22,169	24,104	21,441	2,663	89%
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	606	894	40%
505	400	04400	00053	531870	WATER SUPPLIES	11,078	10,429	20,000	24,266	(4,266)	121%
505	400	04400	00053	531885	CHEMICALS	4,761	5,178	7,000	5,054	1,946	72%
Total Supplies Water Dept						35,967	38,530	53,104	51,366	1,738	97%
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	100,000	-	100%
Total Depreciation Water Dept						100,000	100,000	100,000	100,000	-	100%
505	400	04400	00057	579000	CONTENGIENCY	-	-	25,000	104	24,897	0%
505	061	61100	61100	612000	TRANSFER OUT - OTHER FUNDS	-	50,000	100,000	100,000	-	-
Total Other Costs Water Dept						-	50,000	125,000	100,104	24,897	80%
505	400	04400	00058	582000	INTEREST PAID ON NOTES	40,970	38,345	34,131	17,598	16,533	52%
Total Water Dept Debt Service						40,970	38,345	34,131	17,598	16,533	52%
Subtotal Water Department						427,982	526,753	626,145	561,380	64,765	90%

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 06/30/2021	Remaining FY 2021 Budget	Percentage of FY 2021 Actuals to Budget Used
Total Water and Sewer Expenses	1,178,923	1,259,921	1,258,859	1,119,075	139,784	89%
Water and Sewer Net Gain / Loss	2,471	(68,216)	(0)	61,889		
Plus Unfunded Depreciation	363,876	360,323	200,000	200,000		
Less Principal Debt Reduction	162,919	193,236	182,161	98,347		
Less Other investment in capital						
Less Operational Transfer to General Fund	-		-	-		
Net affect on Cash Reserves increase / (decrease)	203,428	98,871	17,839	163,542		

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LEESBURG PROJECT SCHEDULE																																			
2020			2021			2022			2023			2024																							
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TRAIN DEPOT MODIFICATIONS																																			
office floors																																			
concrete/drain pipe																																			
gutters																																			
vapor barrier/foundation block																																			
a/c water leak/humidifier																																			
porch cover																																			
GDOT TAP DOWNTOWN PROJECT																																			
ENGINEERING																																			
CONSTRUCTION																																			
DCA / DED RURAL ZONE DESIGNATION																																			
GRANT APPLICATION																																			
PROJECT IMPLEMENTATION																																			
APPROVED																																			
KICK OFF WEBINAR 2/3/21																																			
DOWNTOWN PARKING AND LANDSCAPING																																			
ENGINEERING-WALNUT																																			
CONSTRUCTION																																			
ENGINEERING - CHURCH																																			
CONSTRUCTION																																			
GDOT LMIG 2021 - PEACH STREET																																			
request contract EMC 1/14/21																																			
UNDER CONTRACT																																			
CDBG SEWER PROJECT - MAGNOLIA ST. AREA																																			
ENGINEERING																																			
CONSTRUCTION																																			
GEMA GENERATOR GRANT																																			
INSTALLATION																																			
needs to be completed by 5/30/21																																			
open bids 4-21																																			
UNDER CONSTRUCTION																																			
notice of award 3-4-21, UNDER CONSTRUCTION																																			
CAML ST DRAINAGE																																			
ENGINEERING																																			
PHASE 1 CONSTRUCTION																																			
PHASE 2 CONSTRUCTION																																			
NOTICE OF AWARD 11-4-20 ZANIE GRACE CONSTRUCTION																																			
CENTRAL PARK IMPROVEMENTS																																			
TREE REMOVAL, THINNING & DRAINAGE																																			
grinder started 1/19/21, IN PROGRESS TO FIN																																			
OF DISK GOLF COURSE & TRAILS																																			
GEFA DISASTER RELIEF - DRINKING WATER																																			
GRANT APPLICATION																																			
ENGINEERING																																			
CONSTRUCTION																																			
GEFA board 5/11/21 APPROVED																																			
\$1,453,752																																			
IN PROCESS OF SUBMITTING DNR GRANT APPLICATION																																			
GEFA DISASTER RELIEF - SEWER																																			
GRANT APPLICATION																																			
ENGINEERING																																			
CONSTRUCTION																																			
GEFA board 5/11/21 APPROVED																																			
\$590,000																																			
BYPASS RECREATION SITE																																			
WATER																																			
SEWER																																			
BOAT RAMP																																			
BOC STARTED NEW COMMITTEE 6-15-21																																			
GEFA board 5/11/21 APPROVED																																			

To: Mr. Bob Alexander

From: Chief C. Prokesh

Date: July 30, 2021

RE: Monthly Report, July-2021

CADs = 1,085

Arrests = 11

Criminal/Investigative:

Municipal Court Arrests:

Disorderly Conduct = 1
Traffic Arrests = 4

Superior Court Arrests:

Aggravated Stalking = 1

Active Warrants served = 5

Traffic Investigation/Enforcement:

Citations = 118

Warnings = 112

Accidents = 8

Vehicle vs. Vehicle = 6

Serious Injury = 1

Vehicle vs. Deer = 2

OTHER:

1. School Zone camera poles installed
2. Actively Investigating Entering Auto Ring
3. Actively recruiting trying to fill remaining Vacancy

Lee County 911
119 Pinewood Rd Leesburg , GA 31763

CFS By Department - Select Department By Date
For Leesburg Police Department 7/1/2021 - 7/30/2021

Leesburg Police Department	Count	Percent
ANIMAL CALLS	1	0.09%
AREA CHECK	646	59.54%
ASSAULT	2	0.18%
ASSIST MOTORIST	1	0.09%
ASSIST OTHER AGENCY/SERVICE	5	0.46%
ATTEMPT TO CONTACT	1	0.09%
ATTEMPT TO LOCATE	1	0.09%
ATV / DIRT BIKE COMPLAINT	1	0.09%
BUSINESS ALARM	15	1.38%
CALL BY PHONE	2	0.18%
CARDIAC ARREST	1	0.09%
CHILD CUSTODY ISSUE	2	0.18%
COMPLAINT	5	0.46%
COUNTERFEIT	2	0.18%
CRIMINAL DAMAGE	1	0.09%
DAMAGE TO PROPERTY	2	0.18%
DISORDERLY CONDUCT	1	0.09%
DISTURBANCE	3	0.28%
DOMESTIC	2	0.18%
ENTER AUTO	26	2.40%
ESCORT	2	0.18%
FALL	2	0.18%
FIGHT	1	0.09%
FIRE - STRUCTURE	1	0.09%
FIRE/VEHICLE	1	0.09%
FIREWORKS COMPLAINT	1	0.09%
FLAG DOWN	4	0.37%
FOLLOW UP	29	2.67%
FRAUD	2	0.18%
FUNERAL ESCORT	2	0.18%
GOOD INTENT	2	0.18%
HARASSMENT COMPLAINT	2	0.18%
INCIDENT WITH GUN	1	0.09%
INFORMATION	10	0.92%
INTOXICATED PERSON	1	0.09%
JUVENILE PROBLEM	3	0.28%
LOST/ MISLAID PROPERTY	1	0.09%
LOST/STOLEN TAG	6	0.55%
MECHANICAL BREAKDOWN	7	0.65%
MENTAL/PSYCHIATRIC	1	0.09%
MISC TRAFFIC COMP	1	0.09%
MISCELLANEOUS	3	0.28%

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Leesburg Police Department	Count	Percent
MOLESTATION	1	0.09%
No CallType	2	0.18%
NOISE COMPLAINT	2	0.18%
ODOR/GAS OR UNKNOWN	1	0.09%
OPEN DOOR/WINDOW	6	0.55%
OPEN LINE	1	0.09%
ORDINANCE VIOLATION	2	0.18%
RECOVERED/FOUND PROPERTY	2	0.18%
RESIDENTIAL ALARM	3	0.28%
ROAD HAZARD	4	0.37%
RUNAWAY JUVENILE	2	0.18%
SHOTS FIRED	3	0.28%
SIGN DOWN	1	0.09%
SPECIAL DETAIL	4	0.37%
SPEEDING/RECKLESS DRIVING	6	0.55%
SUICIDE/ ATTEMPT	1	0.09%
SUSPICIOUS ACTIVITY	5	0.46%
SUSPICIOUS PERSON/VEHICLE	20	1.84%
THEFT	1	0.09%
THREATS	1	0.09%
TRAFFIC CONTROL	1	0.09%
TRAFFIC STOP (OJJ)	174	16.04%
TRANSPORT PRISONER	2	0.18%
TRESPASSING	1	0.09%
UNKNOWN PROBLEM	1	0.09%
UNLOCK VEHICLE	11	1.01%
UNWANTED GUEST	2	0.18%
VEHICLE ACCIDENT	3	0.28%
VEHICLE ACCIDENT/ DEER	2	0.18%
VEHICLE ACCIDENT/HIT AND RUN	2	0.18%
VEHICLE ACCIDENT/ INJURIES	1	0.09%
VIN VER/TRAILER INSPECTION	6	0.46%
WALK IN	1	0.09%
WANTED PERSON	5	0.46%
WELFARE CHECK	3	0.28%
Total Records For Leesburg Police Department	1085	Dept Calls/Total Calls 100.00%
Total Records	1085	

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PUBLIC WORKS

MONTHLY REPORT

JUNE 25 - JULY 26 -2021

. LIFT STATIONS - REMAINS OPERATIONAL [ALL PUMPS OPERATIONAL]

. LIMBS PICK UP - FOR THE MONTH OF JUNE [7] LOADS

TOTAL CHARGE [0.00]

. LIGHTING - NO ACTIVITY

. MOSQUITOES CONTROL - SPRAYING TUESDAY AND THURSDAYS

CITY OF LEESBURG

PROJECT STATION

. MAN HOLES - ARE MOVING FORWARD

. CENTRAL PARK - SPRAYING 2-4D

. SEWER PROJECT - SEWER REHAB STARTED ON CANAL STREET

Count of No.	Estimated Hours	Class	Type	Total
Cemetery	4	(blank)	(blank)	1
		(blank) Total		1
4 Total				1
	6	(blank)	(blank)	1
		(blank) Total		1
6 Total				1
Cemetery Total				2
City Hall	0	(blank)	(blank)	1
		(blank) Total		1
0 Total				1
	0.25	Maintenance	REPLACE LIGHT BULBS	1
		Maintenance Total		1
		Pick up supplies	PICK UP CASES OF WATER FOR CITY HALL	2
		Pick up supplies Total		2
		Sanitation	PICK UP TRASH	2
		Sanitation Total		2
		Streets	GET RID OF ANT HILLS	1
		Streets Total		1
0.25 Total				6
	1	(blank)	(blank)	1
		(blank) Total		1
1 Total				1
	2	(blank)	(blank)	1
		(blank) Total		1
2 Total				1
City Hall Total				9
Lift Stations	1	(blank)	(blank)	1
		(blank) Total		1
1 Total				1
Lift Stations Total				1
Public Works	0	(blank)	(blank)	2
		(blank) Total		2
0 Total				2
	1	(blank)	(blank)	1
		(blank) Total		1
1 Total				1
	2	(blank)	(blank)	1
		(blank) Total		1
2 Total				1
	3	(blank)	(blank)	2
		(blank) Total		2
3 Total				2
	7	(blank)	(blank)	3
		(blank) Total		3
7 Total				3
Public Works Total				9
Service Address/Street	0	Sanitation	DELIVER GARBAGE CAN PICK UP BROKEN CAN AND REPLACE WITH NEW CAN PICK UP TRASH YARD DEBRIS PICKUP	1 3 1 1
		Sanitation Total		6
		Streets	CLEAR OUT DITCH	1
		Streets Total		1
		Water	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 AND GET READING	2 1 1 1 5 4
		Water Total		14
		(blank)	(blank)	3
		(blank) Total		3
0 Total				24
	0.05	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1
		Sanitation Total		1
		Water	TURN WATER ON AND GET READING	1
		Water Total		1
0.05 Total				2
	0.1	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN PICK UP TRASH CAN	2 2
		Sanitation Total		4
		Water	GET READING AND DELIVER TRASH CAN GET READING ONLY REPLACE LID ON METER TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	1 1 1 1

Service Address/Street	0.1	Water	TURN WATER ON	1
			TURN WATER ON DELIVER TRASH CAN GET READING	2
			TURN WATER ON AND GET READING	1
			VERIFY WATER IS OFF AND LOCKED. GET READING.	1
		Water Total		9
	0.1 Total			13
	0.15	Sanitation	PICK UP TRASH CAN	1
		Sanitation Total		1
		Water	CHECK FOR LEAK AND GET READING	1
			TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	2
			TURN WATER ON	1
		Water Total		4
		(blank)	(blank)	2
(blank) Total		2		
0.15 Total			7	
0.2	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
		YARD DEBRIS PICKUP	1	
	Sanitation Total		2	
	Water	CHECK FOR LEAK AND GET READING	1	
		CHECK METER FOR STOPPAGE	1	
		CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY	3	
		GET READING AND DELIVER TRASH CAN	1	
		TURN WATER OFF AND LOCK METER AND GET READING	1	
		TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	5	
		TURN WATER ON AND GET READING	1	
Water Total		13		
0.2 Total			15	
0.25	Sanitation	TAG DOOR	1	
		YARD DEBRIS PICKUP	1	
	Sanitation Total		2	
	Water	CHECK FOR LEAK AND GET READING	3	
		CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY	3	
		GET READING FOR BEGINNING OF NEW SERVICE	1	
		GET READING ONLY	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	2	
		TURN WATER ON AND GET READING	3	
Water Total		17		
0.25 Total			19	
0.3	Sanitation	DELIVER GARBAGE CAN	2	
		PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
		YARD DEBRIS PICKUP	1	
	Sanitation Total		4	
	Water	CHECK FOR LEAK AND GET READING	7	
		CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY	1	
		INSTALL METER ON HYDRANT	1	
		REPLACE REGISTER	2	
		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	3	
		VERIFY WATER IS OFF AND LOCKED. GET READING.	1	
Water Total		20		
(blank)	(blank)	15		
(blank) Total		15		
0.3 Total			39	
0.35	Sewer	SEWER IS BACKING UP	1	
	Sewer Total		1	
	(blank)	(blank)	1	
	(blank) Total		1	
0.35 Total			2	
0.45	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
		VERIFY # OF TRASH CANS AT THIS LOCATION	1	
	Sanitation Total		2	
	(blank)	(blank)	2	
	(blank) Total		2	
0.45 Total			4	
0.5	Water	TURN WATER ON AND GET READING	1	
	Water Total		1	
0.5 Total			1	
1	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
		YARD DEBRIS PICKUP	1	
	Sanitation Total		2	
	Sewer	SEWER IS BACKING UP	1	
	Sewer Total		1	
	Streets	Bush Hogging	2	
		Mow Ditches	1	
	Remove Roadkill	1		

Service Address/Street	1	Streets Total		4
		Water	CHECK FOR LEAK AND GET READING CUT WATER BACK ON AFTER BILL PAID ON CUT OFF DAY	1
		Water Total		3
		(blank)	(blank)	4
		(blank)	(blank)	19
		(blank) Total		19
	1 Total			30
	1.5	Water	CHECK WATER METER Repair Leak	1
		Water Total		1
		(blank)	(blank)	2
		(blank) Total		2
	1.5 Total			2
	2	(blank)	(blank)	4
		(blank) Total		5
	2 Total			5
	2.5	Streets	MOWING & WEEDEATING	1
		Streets Total		1
		Water	Repair Leak	1
		Water Total		1
2.5 Total			2	
3	Water	Repair Leak	1	
	Water Total		1	
	(blank)	(blank)	6	
	(blank) Total		6	
3 Total			7	
3.5	(blank)	(blank)	1	
	(blank) Total		1	
3.5 Total			1	
4	(blank)	(blank)	14	
	(blank) Total		14	
4 Total			14	
4.5	(blank)	(blank)	2	
	(blank) Total		2	
4.5 Total			2	
5	(blank)	(blank)	4	
	(blank) Total		4	
5 Total			4	
6	(blank)	(blank)	7	
	(blank) Total		7	
6 Total			7	
6.5	Streets	CLEARING OFF LAND	1	
	Streets Total		1	
	(blank)	(blank)	2	
	(blank) Total		2	
6.5 Total			3	
7	(blank)	(blank)	6	
	(blank) Total		6	
7 Total			6	
8	(blank)	(blank)	1	
	(blank) Total		1	
8 Total			1	
10	(blank)	(blank)	1	
	(blank) Total		1	
10 Total			1	
(blank)	Sanitation	CLEANED DITCH YARD DEBRIS PICKUP	1	
	Sanitation Total		1	
	Storm Drainage	CLEAR OUT DRAINAGE DITCH AND CUT DOWN WEEDS	2	
	Storm Drainage Total		1	
	Water	CHECK METER FOR STOPPAGE TURN WATER OFF AND LOCK METER AND GET READING TURN WATER ON TURN WATER ON DELIVER TRASH CAN GET READING VERIFY WATER IS OFF AND LOCKED. GET READING.	3	
	Water Total		1	
	(blank) Total		1	
	(blank) Total		7	
	(blank) Total		10	
Service Address/Street Total			223	
Train Depot	0	(blank)	(blank)	1
		(blank) Total		1
	0 Total			1
	2	(blank)	(blank)	1
		(blank) Total		1
	2 Total			1
	2.5	(blank)	(blank)	1
	(blank) Total		1	
2.5 Total			1	
Train Depot Total			3	
Grand Total			247	

Leesburg Public Drinking Water Wells Monthly Report For July, 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:	407,897	800,000
Total Gallons Pumped for the Month:	12.65 Million Gallons	
4 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.85 mg/L	>.2mg/L
1 Monthly Fluoride Sample:	.62	

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) Replace cooling fan on VFD at Starksville well.

Expenses:

Electricity -	\$2,793.00
Chemicals used -	\$ 343.22
Routine Testing	\$ 132.00
Maintenance & Repair -	\$ 000.00
Total -	\$3,268.22

Leesburg Water Pollution Control Plant Monthly Report For July, 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)	.542	1.2 monthly avg.
Effluent Biochemical Oxygen Demand	2.0	15
— BOD Removal %	98.9	>85%
Effluent Total Suspended Solids	4.4	30
TSS Removal %	99.1	>85%
Effluent Fecal Coliform (# per 100 mL)	3.0	400
Effluent Ammonia	.10	3.0
Effluent Dissolved Oxygen	7.4	>6.0
Min & Max Effluent pH	7.2-7.4	6.0-9.0
Effluent Total Phosphorous	.25	1.5
Low-Level Mercury (mg/day)	.931	6.3
Total Rainfall for the month	5.7 in.	

Maintenance/Repairs Performed: (1) Weekly cleaning and routine maintenance performed on belt-fed press, UV light units, clarifiers and chemical pump systems at WPCP.

Expenses:

Fuel (generator/vehicles/mower)	\$ 414.42	
Electricity -	\$3,665.53	
Chemicals used	\$1,591.48	(\$3,413.85 – in March w/PAC & NAOH)
Lab Tests -	\$2,160.00	
DoCo Landfill (solids from press)	\$ 903.27	
Maintenance & Repair -	\$.00	
Total -	\$8,734.70	