

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

City Council members

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

City Staff

Bob Alexander, City Manager
Bert Gregory, City Attorney

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
 December 7, 2021
3. **PUBLIC HEARING**
4. **NEW BUSINESS**
 (A) Consideration of GMA WCSIF 2022 Workers' Compensation Renewal.
5. **CITY MANAGER'S MATTERS**
 (A) Financial Report
 (B) February 12, 2022 City Retreat
6. **DEPARTMENTAL REPORTS**
 (A) Police Report
 (B) Public Works Report
 (C) Water and Waste Water Report
7. **GOVERNMENTAL BOARDS/AUTHORITIES**
8. **COUNCIL MEMBER'S MATTER**
9. **OLD BUSINESS**
10. **CITY ATTORNEY'S MATTERS**
11. **EXECUTIVE SESSION**
12. **PUBLIC FORUM**
13. **ANNOUCEMENTS**
 Next Scheduled Meeting is February 1, 2022
14. **ADJOURNMENT**

Agenda May Change Without Notice

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

City Councilmembers

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

City Staff

Bob Alexander, City Manager
Bert Gregory, City Attorney

1. **CALL TO ORDER**

Mayor Breeden called the meeting to order at 6:00 PM. Mayor Breeden lead the pledge and Councilmember Wilson lead the prayer. The City Manager, City Attorney and all Councilmembers were present.

2. **APPROVAL OF MINUTES**

Mayor Breeden asked for a motion to approve the minutes from November 2, 2021. Councilmember Bush made a motion to approve the minutes. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.

3. **PUBLIC HEARING**

4. **NEW BUSINESS**

- (A) Finance Director Allison presented the Memorandum of Understanding for services provided by Mauldin & Jenkins CPA's & Advisors for \$18,000 per year. Councilmember Renfroe made a motion to approve the services. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.
- (B) Finance Director Allison discussed the State Fiscal Recovery Fund Terms and conditions for Public Safety Officials and First Responders Pay Supplement. Councilmember Powell made a motion to approve the Pay Supplement. Councilmember Bush seconded the motion. The vote was unanimous.
- (C) Finance Director Allison discussed the proposed Budget Amendments for Fiscal Year 2021. Mayor Pro Tem Sherman made a motion to approve the Budget Amendments. Councilmember Bush seconded the motion. The vote was unanimous.
- (D) City Manager Bob Alexander proposed an alternate FY 2022 LMIG resurfacing project along Firetower Rd in case Lee County does not approve the City's proposal on Park Street. Councilmember Powell made a motion to approve the alternate LMIG project as plan B. Councilmember White seconded the motion. The vote was unanimous.
- (E) Finance Director Allison discussed having the New Year's Day Holiday for the employees Friday December 31, 2021 instead of on Monday January 3, 2022. Councilmember White made a motion to have the New Year's Day Holiday on December 31, 2021. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.
- (F) Engineer Matthew Inman with EMC Engineering presented the sole bid for sidewalk construction on US 19, SR 32 and Firetower Rd. from Zane Grace Construction for \$321,783.08. Councilmember Powell made a motion to approve the bid. Mayor Pro Tem Sherman seconded the motion. The vote was unanimous.
- (G) Engineer Matthew Inman with EMC Engineering presented an alternate bid for cleaning the NS Railroad ditch in the amount of \$18,800 from Strickland Tree Service. Councilmember White made a motion to approve the alternate bid. Councilmember Powell seconded the bid. The vote was unanimous.

(H) Police Chief Prokesh presented the quote for a school Glance Flasher System from Temple at a cost of \$18,000. Councilmember Renfroe made a motion to approve the bid. Mayor Pro Tem seconded the motion. The vote was unanimous.

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

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

(B) The City's Retreat is scheduled for 9:00 AM Saturday, February 12, 2022.

6. **DEPARTMENTAL REPORTS**

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

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

12. **PUBLIC FORUM**

13. **ANNOUNCEMENTS**

Next Scheduled Meeting is January 4, 2021

14. **ADJOURNMENT**

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



December 5, 2021

RISK MANAGEMENT AND
EMPLOYEE BENEFIT SERVICES
BOARD OF TRUSTEES

Chairman
Rebecca L. Tydings
City Attorney, Centerville

Vice Chairman
Marcia Hampton
City Manager, Douglasville

Secretary-Treasurer
Larry H. Harrison
Executive Director

Trustees:

Shelly Berryhill
Commissioner, Hawkinsville

Linda Blechinger
Mayor, Auburn

Meg Kelsey
City Manager, LaGrange

Sam Norton
Mayor, Dalton

David Nunn
City Manager, Madison

W. D. Palmer, III
Councilmember, Camilla

James F. Palmer
Mayor, Calhoun

John Reed
Mayor, Eatonton

Kenneth L. Usry
Mayor, Thomson

Clemonine Washington
Mayor Pro Tem, Midway

Donna Whitener
Mayor, Blue Ridge

Vince Williams
Mayor, Union City

Ms. Cheryl Allison
Finance Manager
City of Leesburg
PO Box 890
Leesburg, GA 31763-0890

RE: GMA WCSIF 2022 Workers' Compensation Renewal

Dear Ms. Allison,

Enclosed is the 2022 estimated annual contribution for your workers' compensation coverage through the GMA Workers' Compensation Self-Insurance Fund (GMA WCSIF). Following a comprehensive review by the program's actuary, manual rates for 2022 will remain the same as 2021. Deductible discounts for 2022 will also remain the same as the expiring year. Changes to contributions for individual members is dependent upon each entity's exposure changes and loss experience.

If you have not provided specific payroll estimates for 2022, we have made an estimate based on your actual audited payroll for the 2020 coverage period. For members that joined in 2021, your 2022 payroll estimate is based on 2021 estimates. **Please review the payroll and class code estimates carefully. If you are not in agreement with the estimates indicated, please contact us and we will make adjustments based on the information you provide.**

The manual rate for volunteer firefighters will remain the same as for paid firefighters. The minimum payroll allocated for each volunteer will remain at \$2,000 for 2022.

The 2022 experience modification factor is based upon your entity's loss experience in the years of 2018, 2019 and 2020. The experience modification factor was produced using the experience rating plan filed by the GMA WCSIF with the Office of the Insurance Commissioner and is not promulgated by NCCI. This experience rating plan is an integral component of the GMA WCSIF rating model and discount process and is unique to coverage with the GMA WCSIF.

Coverage Cancellation after January 1, 2022

Your coverage is being renewed for the period of January 1, 2022 to January 1, 2023. Please be aware that if you cancel your coverage after January 1, 2022, and before January 1, 2023, you may do so only after providing 90 days notice to the GMA WCSIF. This is a requirement defined by statute, GMA WCSIF Bylaws and the Intrastate Agreement signed by your organization when you joined the GMA WCSIF.

In addition, if you cancel coverage after inception, but before January 1, 2023, you will be required to pay a cancellation penalty of 10% of the unearned premium. Unearned premium is considered as the premium that would have applied for coverage between the date coverage is terminated and January 1, 2023. The short term cancellation penalty would be in addition to the premium owed for the period coverage was actually in effect.

Credit for a drug-free workplace

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

Enclosed invoice

The enclosed invoice represents the total 2022 estimated workers' compensation contribution. You may pay the entire contribution or you may make installments. **According to statute, you must pay a minimum of 25% of the contribution within 30 days of the invoice date.** Coverage is subject to cancellation if the minimum is not paid. If you choose to pay on an installment plan, you will receive a monthly statement reflecting the outstanding balance. **The entire contribution must be paid prior to July 1, 2022 to avoid possible disruption of coverage.**

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

**GMA Workers' Compensation Self-Insurance Fund
P.O. Box 105377
Atlanta, GA 30348**

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

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

Sincerely,



Stan Deese
Director, Risk Management Services

SGD/ar

Enclosure

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



Workers Compensation Self-Insurance Fund

INVOICE

City of Leesburg

INVOICE DATE: 11/23/2021

PO Box 890

DUE DATE: 1/1/2022

Leesburg, GA 31763-0890

CUSTOMER: 142

INVOICE #	BILLING DESCRIPTION	AMOUNT
317710	2022-Estimated Annual Premium	<u>\$39,214.00</u>

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

CERTIFICATE OF COVERAGE

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

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

POLICY PERIOD:	January 1, 2022 - January 1, 2023
-----------------------	-----------------------------------

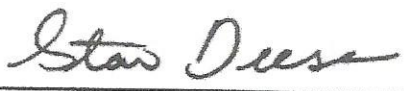
COVERAGE PROVIDED:	COVERAGE LIMITS:
WORKERS' COMPENSATION	STATUTORY LIMITS
EMPLOYERS LIABILITY	OCCURRENCE \$2,000,000

CANCELLATION:

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

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

January 1, 2022
DATE ISSUED


STAN DEESE
DIRECTOR, RISK MANAGEMENT SERVICES
AUTHORIZED REPRESENTATIVE

City of Leesburg ~ General Fund

FY 2022 Budget to Actual Report by line item

	FY 2020		FY 2021		FY 2022		Percentage of FY 2022 Actuals to Budget Used
	Audited Revenues & Expenditures	Unaudited Actual Revenues & Expenditures	Unaudited Actual Revenues & Expenditures	Unaudited Actual Revenues & Expenditures	Approved Budget	Actual Revenues & Expenditures 11/30/2021	
100 100 01100 00052	380	666	4,005	713	4,005	3,292	18%
100 100 01100 00052	915	670	2,275		2,275	2,275	0%
100 100 01100 00052	1,229	456	4,005	1,829	4,005	2,176	46%
100 100 01100 00052	(250)	400	2,275		2,275	2,275	0%
100 100 01100 00052	625	646	4,005		4,005	4,005	0%
100 100 01100 00052	-		2,275		2,275	2,275	0%
100 100 01100 00052			4,005		4,005	4,005	0%
100 100 01100 00052			2,275		2,275	2,275	0%
100 100 01100 00052	1,111	20	4,005		4,005	4,005	0%
100 100 01100 00052	332	646	2,275	769	4,005	3,236	19%
100 100 01100 00052	765		2,275		2,275	2,275	0%
100 100 01100 00053	133		4,005		4,005	4,005	0%
100 100 01100 00053	6,518	1,933	3,500	2,122	3,500	1,378	61%
100 100 01100 00052	36,610	26,820	29,885	9,643	29,885	20,243	32%
Subtotal Council/Legislative	62,993	46,657	92,645	15,076	92,645	77,569	16%
Administration							
100 100 01500 00051	127,020	128,532	135,846	58,863	135,846	76,983	43%
100 100 01500 00051	1,863	2,480	5,225	646	5,225	4,579	12%
100 100 01500 00051	4,116	5,244	3,511	2,538	3,511	973	72%
100 100 01500 00051	2,415	2,415	2,612	2,706	2,612	(94)	104%
100 100 01500 00051	5,165	4,423	7,825	1,730	7,825	6,096	22%
100 100 01500 00051	413	470	15,905	123	15,905	15,782	1%
100 100 01500 00051	11,094	11,287	12,318	5,228	12,318	7,090	42%
100 100 01500 00051	7,820	10,171	10,545	4,448	10,545	6,098	42%
100 100 01500 00051	2,876	3,093	3,099	2,338	3,099	761	75%
100 100 01500 00051	617	751	918	320	918	598	35%
100 100 01500 00051	6,000	6,000	6,000	2,500	6,000	3,500	42%
Total Personnel Costs - Administration	169,399	174,864	203,804	81,439	203,804	122,365	40%

City of Leesburg ~ General Fund

FY 2022 Budget to Actual Report by line item

	FY 2020		FY 2021		FY 2022		Percentage of FY 2022 Actuals to Budget Used
	Audited Revenues & Expenditures	2020 Actual	Unaudited Actual Revenues & Expenditures	2021 Actual	Unaudited Actual Revenues & Expenditures	2022 Budget	
100 100 01500 00057 572000 SENIOR CENTER	25,751		200		200		0%
100 100 01500 00057 572020 CHAMBER OF COMMERCE	3,204	3,200	3,200	1,600	1,600	1,600	50%
100 100 01500 00057 572030 LIBRARY CONTRIBUTION	15,500	15,500	15,500	7,750	7,750	7,750	50%
100 100 01500 00057 572011 FAMILY CONNECTIONS	-	2,750	2,750	1,375	1,375	1,375	50%
Total Other - Administration	44,455	21,450	21,650	10,725	10,925	10,925	50%
Subtotal Administration	334,191	314,028	370,215	134,715	235,500	235,500	36%
Municipal Court							
100 150 01550 00051 511260 SALARY Municipal Court Judge	5,373	5,481	5,812	2,422	3,390	3,390	42%
100 150 01550 00051 512200 FICA	411	419	445	185	259	259	42%
Total Personnel Municipal Court	5,784	5,900	6,256	2,607	3,650	3,650	42%
100 150 01550 00052 521200 ATTORNEY & LEGAL FEES							
100 150 01550 00052 521201 COMPUTER SUPPORT FEES	6,500	6,140	6,084	1,885	4,199	4,199	31%
100 150 01550 00052 521210 MUNICIPAL COURT EXPENSES	441	1,301	489	43	446	446	9%
100 150 01550 00052 521215 CITY SOLICITOR	19,010	23,013	16,000	7,805	8,195	8,195	49%
100 150 01550 00052 521216 INDIGENT DEFENSE	4,500	6,000	6,000	2,000	4,000	4,000	33%
100 150 01550 00052 523505 TRAVEL-EMPLOYEE	1,629	100	1,200	584	616	616	49%
100 150 01550 00052 523700 Training - Employee	775	100	900	55	845	845	6%
100 150 01550 00052 523550 FINE ADD-ON FEES	78,083	103,429	78,300	33,047	45,253	45,253	42%
Total Purchased / Contracted Services Municipal Court	110,939	139,983	108,973	45,420	63,553	63,553	42%
Subtotal Municipal Court	116,723	145,883	115,229	48,026	67,203	67,203	42%
100 250 25100 00057 251110 CONTINGENCY FUND	1,000	510	100,000	3,653	96,347	96,347	4%
Planning & Zoning / Code Enforcement							
100 740 07450 00051 511105 PART TIME EMPLOYEES	3,930		3,120		3,120	3,120	0%
100 740 07450 00051 512200 FICA	301		239		239	239	0%
100 740 07450 00051 512700 WORKERS' COMPENSATION	132	105	97	34	63	63	35%
Total Personnel Planning & Zoning	4,363	105	3,455	34	3,422	3,422	1%
Subtotal Planning & Zoning / Code Enforcement	4,363	105	3,455	34	3,422	3,422	1%

City of Leesburg ~ General Fund

FY 2022 Budget to Actual Report by line item

		FY 2021		FY 2022		Percentage of		
		Unaudited	Actual	Unaudited	Actual	Remaining FY	FY 2022	
		Revenues &	Revenues &	Actual Revenues	Revenues &	2022 Budget	Actuals to	
		Expenditures	Expenditures	& Expenditures	Expenditures	2022 Budget	Budget Used	
		06/30/2021	06/30/2021	11/30/2021	11/30/2021			
		FY 2020	FY 2020	FY 2022	FY 2022			
		Audited	Unaudited	Approved	Approved			
		Revenues &	Actual	Budget	Budget			
		Expenditures	Revenues &	Expenditures	Expenditures			
			06/30/2021	06/30/2021	11/30/2021			
Public Safety								
100 300 03200 00051	511100	REGULAR EMPLOYEES	567,445	551,747	611,698	239,684	372,014	39%
100 300 03200 00051	511101	REGULAR EMPLOYEES VAC SELL BACK	12,122	12,169	21,819	3,971	17,848	18%
100 300 03200 00051	511105	PART TIME EMPLOYEES	54,194	51,765	44,681	22,162	22,519	50%
100 300 03200 00051	511199	LONGEVITY	9,960	9,034	10,909	9,499	1,410	87%
100 300 03200 00051	511300	OVERTIME	23,040	33,550	46,373	13,364	33,009	29%
100 300 03200 00051	512100	EMPLOYEE GROUP INSURANCE	129,000	138,297	173,359	50,000	123,360	29%
100 300 03200 00051	512200	FICA	45,619	45,819	56,264	20,588	35,676	37%
100 300 03200 00051	512400	RETIREMENT	34,828	45,298	47,571	19,909	27,662	42%
100 300 03200 00051	512415	457b/poab	3,415	3,625	3,710	200	3,510	5%
100 300 03200 00051	512700	WORKERS' COMPENSATION	27,598	28,580	28,007	9,764	18,242	35%
Total Personnel Services Public Safety			907,221	919,886	1,044,391	389,142	655,249	37%
100 300 03200 00052	521200	ATTORNEY & LEGAL FEES						
100 300 03200 00052	521201	COMPUTER SUPPORT FEES	9,094	10,131	10,330	4,130	6,200	40%
100 300 03200 00052	522210	EQUIPMENT REPAIR & MAINT	-	19	3,000		3,000	0%
100 300 03200 00052	522240	TIRES AND TUBES	2,804	4,156	3,500	1,206	2,294	34%
100 300 03200 00052	522250	VEHICLE REPAIR	24,631	38,945	28,000	4,187	23,813	15%
100 300 03200 00052	522260	RADIO MAINTENANCE	1,230	214	1,000		1,000	0%
100 300 03200 00052	523100	INSURANCE, OTHER THAN EMP	11,915	13,760	14,510	5,677	8,833	39%
100 300 03200 00052	523200	COMMUNICATIONS	23,632	11,250	26,430	4,368	22,062	17%
100 300 03200 00052	523300	ADVERTISING	-	72	100		100	0%
100 300 03200 00052	523505	TRAVEL-EMPLOYEE	542	-	1,900		1,900	0%
100 300 03200 00052	523600	DUES AND FEES	745	892	800	463	337	58%
100 300 03200 00052	523700	EDUCATION AND TRAINING	848	351	2,500	494	2,006	20%
100 300 03200 00052	523900	UNIFORM CLEANING	203	451	500	129	371	26%
Total Purchased / Contracted Services Public Safety			75,646	80,241	92,570	20,654	71,916	22%
100 300 03200 00053	531230	ELECTRICITY	7,104	7,238	7,703	2,868	4,835	37%
100 300 03200 00053	531270	GAS & OIL	30,533	36,043	32,000	17,025	14,975	53%
100 300 03200 00053	531600	Small Equipment			4,000		4,000	0%
100 300 03200 00053	531700	OFFICE SUPPLIES	2,652	2,659	2,800	1,152	1,648	41%
100 300 03200 00053	531720	CLEANING/ PAPER SUPPLIES	1,455	847	1,200	208	992	17%
100 300 03200 00053	531780	POLICE SUPPLIES	16,994	7,022	9,755	2,018	7,737	21%

City of Leesburg ~ General Fund

FY 2022 Budget to Actual Report by line item

	FY 2020		FY 2021		FY 2022		Percentage of FY 2022 Actuals to Budget Used
	Audited Revenues & Expenditures	Actual Revenues & Expenditures	Unaudited Actual Revenues & Expenditures	Approved Budget	Unaudited Actual Revenues & Expenditures	Remaining FY 2022 Budget	
100 300 03200 00053 531781 GREAT PROGRAM							
100 300 03200 00053 531782 EXPLORER PROGRAM	880	2,516	500	500	500	500	0%
100 300 03200 00053 531783 LEESBURG/LEE COUNTY FOSTE	3,829	3,033	500	500	38	462	8%
100 300 03200 00053 531790 UNIFORMS	5,086	9,598	6,000	6,000	636	5,364	11%
100 300 03200 00053 531784 COMMUNITY RELATIONS EXPENSE		-	3,000	3,000	108	2,892	4%
Total Supplies - Public Safety	68,532	68,956	67,458	67,458	24,054	43,404	36%
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	-	-	-	-	-	-	-
Subtotal Public Safety	1,051,400	1,069,082	1,204,419	1,204,419	433,850	770,569	36%
Public Works Maintenance							
100 400 04300 00052 522100 Refuge Contract	470,280	472,687	475,733	475,733	154,458	321,275	32%
100 400 04300 00052 522101 INERT TRASH REMOVAL	44,779	6,492	10,000	10,000		10,000	0%
Sub Total Sanitation	515,060	479,179	485,733	485,733	154,458	331,275	32%
100 400 04600 00051 511100 REGULAR EMPLOYEES	114,799	122,917	135,977	135,977	58,693	77,285	43%
100 400 04600 00051 511101 REGULAR EMPLOYEES VAC SELL BACK	2,970	2,101	5,230	5,230	1,832	3,398	35%
100 400 04600 00051 511105 Part time	15,610	24,213	27,925	27,925	9,854	18,072	35%
100 400 04600 00051 511199 LONGEVITY	1,977	1,955	2,615	2,615	2,824	(210)	108%
100 400 04600 00051 511300 OVERTIME	18,531	20,971	18,922	18,922	10,347	8,574	55%
100 400 04600 00051 512100 EMPLOYEE GROUP INSURANCE	15,419	18,690	35,779	35,779	7,854	27,925	22%
100 400 04600 00051 512200 FICA	10,962	12,354	14,586	14,586	6,040	8,546	41%
100 400 04600 00051 512400 RETIREMENT	7,801	10,343	11,579	11,579	4,665	6,914	40%
100 400 04600 00051 512415 479b cont	523	482	965	965	201	764	21%
100 400 04600 00051 512700 WORKERS' COMPENSATION	8,339	9,080	8,112	8,112	3,346	4,766	41%
Total Personnel Services Public Works	196,930	223,107	261,691	261,691	105,656	156,034	40%
100 400 04600 00052 521201 COMPUTER SUPPORT FEES	944		1,000	1,000		1,000	0%
100 400 04600 00052 521220 ENGINEERING FEES	3,512	2,024	2,000	2,000	209	1,791	10%
100 400 04600 00052 521221 NPDES STORMWATER ANNUAL R	7,286	9,000	8,000	8,000	9,260	(1,260)	116%
100 400 04600 00052 522210 EQUIPMENT REPAIR & MAINT	29,733	45,916	38,000	38,000	21,537	16,463	57%

City of Leesburg ~ General Fund

FY 2022 Budget to Actual Report by line item

		FY 2020 Audited Revenues & Expenditures	FY 2021 Unaudited Actual Revenues & Expenditures 06/30/2021	FY 2022 Approved Budget	FY 2022 Unaudited Actual Revenues & Expenditures 11/30/2021	Remaining FY 2022 Budget	Percentage of FY 2022 Actuals to Budget Used			
Chamber of Commerce										
100	750	00052	523200	COMMUNICATIONS	4,239	4,085	4,123	1,787	2,336	43%
100	750	00052	522220	BUILDING REPAIR & MAINT	4,574	1,506	1,200	88	1,112	7%
100	750	00052	521201	COMPUTER SUPPORT FEES		775	698		698	0%
100	750	00052	531210	WATER, SEWER, TRASH	299	253	276	92	184	33%
100	750	00053	531230	ELECTRICITY	3,786	3,479	4,059	944	3,115	23%
100	750	00053	531720	CLEANING/ PAPER SUPPLIES	375	468	800	79	721	10%
		Subtotal Chamber of Commerce			13,273	10,566	11,156	2,990	8,166	27%
		Total General Fund Expenses			2,489,873	2,525,901	2,865,198	987,817		34%
		General Fund Net Gain / (Loss)			(23,631)	615,150	(0)	1,009,483		

City of Leesburg ~ General Fund

FY 2022 Budget to Actual Report by line item

		FY 2020		FY 2021		FY 2022		Percentage of		
		Audited		Unaudited		Unaudited		FY 2022		
		Revenues & Expenditures		Actual Revenues & Expenditures		Actual Revenues & Expenditures		Actuals to		
		06/30/2021		11/30/2021		11/30/2021		Budget Used		
		2,000		2,000		2,000		0%		
		2,000		2,000		2,000		0%		
100	033	33800	33800	338000	HOUSING AUTHORITY P-I-L-O					
100	034	34100	34100	341910	ELECTION QUALIFYING FEES	486				
100	034	34200	34200	342911	ACCIDENT REPORT-INDIVIDUA	434	927	270	(270)	
100	034	34400	34410	344110	REFUSE COLLECTION CHARGES	554,126	593,161	246,672	292	
100	034	34900	34900	349300	BAD CHECK FEE				328,031	
100	035	35100	35110	351170	MUNICIPAL	286,977	446,104	157,558	-	
100	035	35100	35110	351173	RED SPEED REVENUE				132,442	
100	036	36100	36100	361000	INTEREST	946	384	251	100,000	
100	037	37100	37100	371000	DONATIONS	27	350		1,149	
100	037	37100	37100	371310	TOYS FOR FOSTER CHILDREN	1,479	4,061	4,357	-	
100	037	37100	37100	371311	EXPLORER PROGRAM DONATION	530	1,194		(4,357)	
100	038	38100	38100	381000	RENTS AND ROYALTIES					
100	038	38300	38300	383000	REIMBURSE FOR DAMAGED PRO	-			5,000	
100	038	38300	38300	383010	INSURANCE PROCEEDS					
100	038	38900	38900	389000	OTHER MISCELLANEOUS INCOME	938	1,934	2,390	(2,390)	
100	038	38900	38900	389003	CARRYOVER OF FUND BALANCE	(48)	(359)	1,049	(1,049)	
100	038	38900	38900	389005	CASH OVER/SHORT					
100	039	39100	39100	391100	FUND BEGINNING BALANCE				100,000	
100	039	39100	39100	391105	PD TOYS FOR FOSTER KIDS					
100	039	39100	39100	391106	PD EXPLORER PROGRAM					
100	039	39100	39100	391200	TRANSFER IN-OTHER FUNDS	50,000	100,000	31,250		
100	039	39100	39100	391201	Revenue from Indirect charges	69,360	58,922	35,258	43,750	
100	039	39200	39200	392100	SALE OF ASSETS				49,360	
100	061	61100	61100	612000	TRANSFER OUT-OTHER FUNDS	(83,478)	(41,689)			
Total General Fund Revenue						2,466,242	3,141,051	1,997,300	867,898	70%
General Fund Expenditures										
Council / Legislative										
** Department is cost shared w/ Water & Sewer**										
100	100	01100	00051	511010	MAYOR SALARY	3,600	3,600	3,600	3,600	0%
100	100	01100	00051	511020	COUNCIL SALARY	11,025	10,800	11,700	11,700	0%
100	100	01100	00052	523710	TRAINING - Mayor				2,275	0%

City of Leesburg ~ Water & Sewer Fund

FY 2022 Budget to Actual Report by line item

		FY 2020		FY 2021		FY 2022		Percentage of	
		Audited	Unaudited	Unaudited	Unaudited	Approved	Actual	Remaining	FY 2022 Actuals
		Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Revenues & Expenditures	Budget	11/30/2021	FY 2022 Budget	to Budget Used
		06/30/2021	06/30/2021	06/30/2021	11/30/2021				
WATER AND SEWER FUND REVENUE									
505 033	33400	33430	33430						
505 034	34400	34420	34420	584,798	232,442	563,506	331,064	-	41%
505 034	34400	34420	34421	18,350	11,200	10,000	(1,200)		112%
505 034	34400	34420	34421	5,749	4,200	10,000	5,800		42%
505 034	34400	34420	34421	20,302	17,990	24,186	14,261		41%
505 034	34400	34420	34421	-		230,000	230,000		0%
505 034	34400	34425	34425	499,990	564,449	530,800	222,998	307,802	42%
505 034	34400	34425	34425	23,595	12,870	10,000	15,015	(5,015)	150%
505 034	34900	34900	34930	596	349	1,500	175	1,325	12%
505 034	36100	36100	36100	2,441	2,302	4,000	111	3,889	3%
505 038	38300	38300	38301	2,000			4,133	(4,133)	
505 038	38900	38900	38900	1,542	398				
505 038	38900	38900	38900	-	(10)		(9)	9	
505 039	39100	39100	39120	83,378	41,689				
505 039	39380	39380	39380	55,537					
505 061	61100	61100	61200						
505 039	39100	39100	39120	(69,360)	(58,922)	(84,618)	(35,258)	(49,360)	
Total Water and Sewer Fund Revenue				1,191,705	1,180,964	1,299,374	464,933	834,441	36%
WATER AND SEWER FUND EXPENSES									
SEWER DEPARTMENT									
505 400	04330	00051	511100	86,199	86,651	91,695	39,909	51,787	44%
505 400	04330	00051	511101	1,330	1,522	3,315	569	2,746	17%
505 400	04330	00051	511199	1,473	1,470	1,657	1,732	(75)	105%
505 400	04330	00051	511300	5,072	5,028	6,454	2,255	4,200	35%
505 400	04330	00051	512100	4,762	5,439	14,731	2,327	12,405	16%
505 400	04330	00051	512200	7,019	7,303	8,118	3,425	4,693	42%
505 400	04330	00051	512400	4,958	6,475	6,828	2,851	3,977	42%
505 400	04330	00051	512415	1,508	1,611	1,679	1,196	483	71%
505 400	04330	00051	512700	1,429	1,456	1,549	540	1,009	35%

City of Leesburg ~ Water & Sewer Fund

FY 2022 Budget to Actual Report by line item

		FY 2020		FY 2021		FY 2022		Percentage of	
		Audited		Unaudited		Unaudited		FY 2022 Actuals	
		Revenues & Expenditures		Revenues & Expenditures		Revenues & Expenditures		to Budget Used	
		06/30/2021		11/30/2021		11/30/2021		42%	
		3,000		3,000		3,000		1,750	
		116,751		119,956		139,027		82,975	
505	400	04330	00051	512910	VEHICLE ALLOWANCE-CITY MA				
Total Personnel Services Sewer									
505	400	04330	00052	521100	OFFICIAL/ADMINISTRATIVE				
505	400	04330	00052	521200	ATTORNEY & LEGAL FEES				
505	400	04330	00052	521201	COMPUTER SUPPORT FEES				
505	400	04330	00052	521220	ENGINEERING FEES				
505	400	04330	00052	521225	BAD DEBT EXPENSE				
505	400	04330	00052	521230	AUDITOR FEES				
505	400	04330	00052	521250	WATER TESTING				
505	400	04330	00052	522210	EQUIPMENT REPAIR & MAINT				
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				
505	400	04330	00052	523200	COMMUNICATIONS				
505	400	04330	00052	523210	POSTAGE				
505	400	04330	00052	523226	WATERSHED MON CONTRACT (T				
505	400	04330	00052	523300	ADVERTISING				
505	400	04330	00052	523505	TRAVEL-EMPLOYEE				
505	400	04330	00052	523600	DUES AND FEES				
Total Contracted Services Sewer Dept									
505	400	04330	00053	531230	ELECTRICITY-PUMP/LIFT STATIONS				
505	400	04330	00053	531270	GAS & OIL				
505	400	04330	00053	531600	SMALL EQUIPMENT				
505	400	04330	00053	531700	OFFICE SUPPLIES				
505	400	04330	00053	531900	SEWER SUPPLIES				
Total Supplies Sewer Dept									
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 2022 Budget to Actual Report by line item

		FY 2020 Audited Revenues & Expenditures		FY 2021 Unaudited Actual Revenues & Expenditures		FY 2022 Approved Budget		FY 2022 Unaudited Actual Revenues & Expenditures		Remaining FY 2022 Budget		Percentage of FY 2022 Actuals to Budget Used	
		FY 2020 Audited Revenues & Expenditures	FY 2021 Unaudited Actual Revenues & Expenditures	FY 2022 Approved Budget	FY 2022 Unaudited Actual Revenues & Expenditures	FY 2022 Approved Budget	FY 2022 Unaudited Actual Revenues & Expenditures	Remaining FY 2022 Budget	FY 2022 Unaudited Actual Revenues & Expenditures	FY 2022 Approved Budget	Remaining FY 2022 Budget	FY 2022 Unaudited Actual Revenues & Expenditures	FY 2022 Unaudited Actual Revenues & Expenditures
Water Department													
505	400	04400	00051	511100	REGULAR EMPLOYEES	133,071	138,816	147,971	63,927	147,971	84,044	63,927	43%
505	400	04400	00051	511101	REGULAR EMPLOYEES VAC SELL BACK	2,117	2,115	5,239	1,111	5,239	4,128	1,111	21%
505	400	04400	00051	511199	LONGEVITY	2,264	2,256	2,619	2,741	2,619	(122)	2,741	105%
505	400	04400	00051	511300	OVERTIME	12,491	13,112	13,628	5,915	13,628	7,713	5,915	43%
505	400	04400	00051	512100	EMPLOYEE GROUP INSURANCE	11,027	12,643	27,623	5,366	27,623	22,257	5,366	19%
505	400	04400	00051	512200	FICA	11,195	11,818	13,193	5,575	13,193	7,618	5,575	42%
505	400	04400	00051	512400	RETIREMENT	16,405	10,378	11,066	4,589	11,066	6,477	4,589	41%
505	400	04400	00051	512415	457b plan cont	1,721	1,815	1,991	1,281	1,991	710	1,281	64%
505	400	04400	00051	512700	WORKERS' COMPENSATION	3,618	3,576	3,693	1,288	3,693	2,405	1,288	35%
505	400	04400	00051	512910	VEHICLE ALLOWANCE	3,000	3,000	3,000	1,250	3,000	1,750	1,250	42%
Total Personal Services		Water Dept				196,911	199,529	230,024	93,044	230,024	136,980	93,044	
505	400	04400	00052	521100	OFFICIAL/ADMINISTRATIVE	-	2,677	3,750	2,787	3,750	963	2,787	74%
505	400	04400	00052	521200	ATTORNEY & LEGAL FEES			200		200			0%
505	400	04400	00052	521201	COMPUTER SUPPORT FEES	7,042	7,481	8,100	3,753	8,100	4,347	3,753	46%
505	400	04400	00052	521220	ENGINEERING FEES	2,973		5,000		5,000			0%
505	400	04400	00052	521230	AUDITOR FEES	6,422	6,840	7,045	1,250	7,045	5,795	1,250	18%
505	400	04400	00052	521250	WATER TESTING	5,414	2,735	5,000	1,207	5,000	3,793	1,207	24%
505	400	04400	00052	522210	EQUIPMENT REPAIR & MAINT	3,694	1,638	2,200	2,195	2,200	5	2,195	100%
505	400	04400	00052	522220	BUILDING REPAIR & MAINT	2,500		1,500		1,500			0%
505	400	04400	00052	522240	TIRES AND TUBES								
505	400	04400	00052	522250	VEHICLE REPAIR			500	6,180	500	(5,680)	6,180	1236%
505	400	04400	00052	522310	UNIFORMS								
505	400	04400	00052	522320	EQUIPMENT RENTAL								
505	400	04400	00052	523100	INSURANCE, OTHER THAN EMP	19,363	21,678	23,580	9,225	23,580	14,355	9,225	39%
505	400	04400	00052	523200	COMMUNICATIONS	9,160	5,183	6,000	2,228	6,000	3,772	2,228	37%
505	400	04400	00052	523210	POSTAGE	93	79	400	16	400	384	16	4%
505	400	04400	00052	523300	ADVERTISING	360	632	600		600	600		0%
505	400	04400	00052	523505	TRAVEL-EMPLOYEE	1,514	117	3,000		3,000	3,000		0%
505	400	04400	00052	523600	DUES AND FEES	1,304	594	1,400	61	1,400	1,339	61	4%
Total Contracted Services		Water Dept				59,838	49,655	68,275	28,902	68,275	39,373	28,902	
505	400	04400	00053	531230	ELECTRICITY-WELLS	22,169	21,441	23,160	8,379	23,160	14,781	8,379	36%

City of Leesburg ~ Water & Sewer Fund

FY 2022 Budget to Actual Report by line item

	FY 2020 Audited Revenues & Expenditures	FY 2021 Unaudited Actual Revenues & Expenditures 06/30/2021	FY 2022 Approved Budget	FY 2022 Unaudited Actual Revenues & Expenditures 11/30/2021	Remaining FY 2022 Budget	Percentage of FY 2022 Actuals to Budget Used
505 400 04400 00053 531270 GAS & OIL			500		500	0%
505 400 04400 00053 531600 SMALL EQUIPMENT						
505 400 04400 00053 531700 OFFICE SUPPLIES	754	606	1,500	166	1,334	11%
505 400 04400 00053 531870 WATER SUPPLIES	10,429	24,266	40,000	14,388	25,612	36%
505 400 04400 00053 531885 CHEMICALS	5,178	5,054	7,000	1,964	5,036	28%
Total Supplies Water Dept	38,530	51,366	72,160	24,898	47,262	
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		43,129	0%
505 400 04400 00054 542534 WATER LINE IMPROVEMENTS						
Total Capital Outlays Water Dept	43,129	43,129	43,129	-	43,129	
505 400 04400 00056 561000 DEPRECIATION	100,000	100,000	100,000	41,667	58,333	42%
Total Depreciation Water Dept	100,000	100,000	100,000	41,667	58,333	
505 400 04400 00057 579000 CONTINGENCY		104	25,000		25,000	0%
505 061 61100 61100 612000 TRANSFER OUT - OTHER FUNDS	50,000	100,000	75,000	31,250	43,750	42%
Total Other Costs Water Dept	50,000	100,104	100,000	31,250	68,750	
505 400 04400 00058 582000 INTEREST PAID ON NOTES	38,345	17,598	32,513	13,843	18,670	43%
Total Water Dept Debt Service	38,345	17,598	32,513	13,843	18,670	
Subtotal Water Department	526,753	561,380	646,101	233,604	412,497	36%
Total Water and Sewer Expenses	1,259,921	1,119,075	1,299,374	468,953	830,421	36%
Water and Sewer Net Gain / Loss	(68,216)	61,889	(0)	(4,020)		
Plus Unfunded Depreciation	360,323	200,000	200,000	83,333		
Less Principal Debt Reduction	193,236	98,347	152,546	73,427		
Less Other investment in capital						
Less Operational Transfer to General Fund						
Net affect on Cash Reserves increase / (decrease)	98,871	163,542	47,454	5,886		

Leesburg Police Department

107 N. Walnut Avenue, Leesburg, GA 31763

Christopher J. Prokesh,
Chief of Police

Phone: (229) 759-6464
Fax: (229) 759-2949

To: Mr. Bob Alexander

From: Chief C. Prokesh

Date: December 23, 2021

RE: Monthly Report, December-2021 (NOTE: 22-Day Early Monthly Report)

CADs = 625

Arrests = 25

Municipal Court Arrests:

DUI = 1
Suspended or No License = 2
Other Traffic Arrests = 1
Leaving the Scene of Accident = 1
Disorderly Conduct = 4
Criminal Trespass = 1
Failure to Appear (WARRANT) = 1

Superior Court Cases:

Aggravated Battery = 1
Theft by Receiving Stolen Property = 2

Juvenile Court Cases:

Delta-8 in Drug Free School Zone = 8
Poss/Consumption of Alcohol by minor = 1
Disrupting Public School = 1
Simple Battery = 1

Citations = 69

Warnings = 47

Accidents = 13

Vehicle vs. Vehicle = 11
Leaving the Scene = 1
Vehicle vs. Deer = 1

Discussion:

1. RedSpeed update
2. Operation Toy Drive
3. Roadchecks with GSP
4. Recognition for Kentucky Disaster Relief effort

Lee County 911
119 Pinewood Rd Leesburg , GA 31763

CFS By ESN Type Department Summary Report
12/1/2021 - 12/22/2021

080

Leesburg Police Department

Call Type	Count
ALTERED MENTAL STATUS	1
ANIMAL AT LARGE	2
AREA CHECK	94
ASSAULT	2
ASSIST OTHER AGENCY/SERVICE	2
ATTEMPT TO CONTACT	1
BATTERY	1
BURGLARY	1
BUSINESS ALARM	10
CALL BY PHONE	3
CHECK POINT/ROAD BLOCK	1
CIVIL MATTER	1
COMPLAINT	4
DELAYED VEHICLE ACCIDENT REPORT	2
DISORDERLY CONDUCT	1
DISPUTE	1
DISTURBANCE	2
DOMESTIC	2
ESCORT	1
FIGHT	1
FIRE - STRUCTURE	1
FOLLOW UP	8
FRAUD	1
GENERAL MEDICAL CALL	2
HANG UP	2
HEART ATTACK	1
IMPROPERLY PARKED	1
INCIDENT WITH GUN	1
INFORMATION	7
JUVENILE PROBLEM	1
JUVENILE TRANSPORT	1

Leesburg Police Department

Call Type	Count
LICENSE/REGISTRATION	1
LOST/ MISLAID PROPERTY	1
LOST/STOLEN TAG	3
MECHANICAL BREAKDOWN	2
MENTAL/PSYCHIATRIC	1
MOLESTATION	1
No Call Type	1
NOISE COMPLAINT	3
NON-RESPONSIVE/ IS BREATHING	1
NON-RESPONSIVE/NOT BREATHING	1
OPEN DOOR/WINDOW	2
PROWLER	1
RECOVERED/FOUND PROPERTY	2
RESIDENTIAL ALARM	7
RUNAWAY JUVENILE	3
SEIZURES/CONVULSIONS	2
SHOTS FIRED	1
SNAKE	1
SPECIAL DETAIL	3
SPEEDING/RECKLESS DRIVING	1
STOLEN VEHICLE	1
SUSPICIOUS PERSON/VEHICLE	8
THEFT	2
THREATS	2
TRAFFIC STOP (CLI)	46
UNLOCK VEHICLE	12
UNWANTED GUEST	1
VEHICLE ACCIDENT	11
VEHICLE ACCIDENT/ DEER	1
VIN VER/TRAILER INSPECTION	2
WALK IN	2
WANTED PERSON	1
WELFARE CHECK	5
Dept Sub Total	291
ESN Sub Total	291

086

Leesburg Police Department

Call Type	Count
COMPLAINT	1
DRUG INVESTIGATION	1
DRUNK DRIVER REPORT	1
JUVENILE PROBLEM	1
Dept Sub Total	4
ESN Sub Total	4

088

Leesburg Police Department

Call Type	Count
TRAFFIC STOP (CLI)	7
Dept Sub Total	7
ESN Sub Total	7

091

Leesburg Police Department

Call Type	Count
AREA CHECK	6
FOLLOW UP	1
INFORMATION	1
Dept Sub Total	8
ESN Sub Total	8

092

Leesburg Police Department

Call Type	Count
REPO	1
SPEEDING/RECKLESS DRIVING	1
Dept Sub Total	2
ESN Sub Total	2

543

Leesburg Police Department

Call Type	Count
CHILD CUSTODY ISSUE	1
Dept Sub Total	1
ESN Sub Total	1

No ESN

No ESN

Leesburg Police Department

Call Type	Count
AREA CHECK	255
ATTEMPT TO CONTACT	1
FOLLOW UP	1
JUVENILE TRANSPORT	1
MECHANICAL BREAKDOWN	1
MISCELLANEOUS	1
NOISE COMPLAINT	1
ROAD HAZARD	2
SPECIAL DETAIL	2
SPEEDING/RECKLESS DRIVING	3
SUSPICIOUS PERSON/VEHICLE	3
TRAFFIC STOP (CLI)	41
Dept Sub Total	312
ESN Sub Total	312
Total Records	625

PUBLIC WORKS

MONTHLY REPORT

NOVEMBER 26 – DECEMBER 22 – 2021

- . **LIFT STATIONS – REMAINS OPERATIONAL ALL PUMPS OPERATIONAL**
- . **LIMBS PICK UP – FOR THE MONTH OF OCTOBER [8] LOADS
TOTAL CHARGE [0.00]**
- . **LIGHTING – NO ACTIVITY**

CITY OF LEESBURG PROJECT STATUS

- . **MAN HOLES REPAIR – ARE MOVING FORWARD**
- . **SEWER PROJECT – SEWER REHAB ARE ON SOCIETY ST PUTING 7 HOMES ON
CITY SEWER**

Count of No.					
Location	Estimated Hours	Class	Type	Total	
City Hall	0	Pick up supplies	PICK UP CASES OF WATER FOR CITY HALL	1	
		Pick up supplies Total			1
		Vehicles	Maintenance	1	
		Vehicles Total			1
	0 Total				1
	(blank)	Maintenance	CITY HALL	2	
		Maintenance Total			1
	(blank) Total				1
	City Hall Total				3
	Lift Stations	0.3	Maintenance	BEAUTIFICATION	1
Maintenance Total			1		
0.3 Total				1	
2		Sewer	Pull lift station pumps	1	
		Sewer Total			1
2 Total				1	
5		Sewer	Pull lift station pumps	1	
		Sewer Total			1
5 Total				1	
6.5		Sewer	Pull lift station pumps	1	
	Sewer Total			1	
6.5 Total				1	
Lift Stations Total				4	
Public Works	0	Maintenance	CLEANED UP AT SHOP	1	
		Maintenance Total			1
	0 Total				1
	3	Maintenance	BEAUTIFICATION	1	
		Maintenance Total			1
	3 Total				1
	6	Equipment	Maintenance	1	
		Equipment Total			1
6 Total				1	
Public Works Total				3	
Service Address/Street	0	Sanitation	DELIVER GARBAGE CAN	3	
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
			YARD DEBRIS PICKUP	1	
		Sanitation Total			5
		Storm Drainage	Clean Storm Ditch	1	
			Storm Drainage Total		
		Water	CHECK FOR LEAK AND GET READING	2	
			GET READING ONLY	2	
			REPAIR LEAK	2	
			TURN WATER BACK ON	1	
	TURN WATER OFF AND LOCK METER AND GET READING		1		
	TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING		2		
	TURN WATER ON AND GET READING		3		
	TURN WATER ON/DELIVER TRASH CAN/GET READING		2		
	Water Total			15	
	0 Total				21
	0.1	Water	TURN WATER OFF AND LOCK METER AND GET READING	1	
			TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	2	
			TURN WATER ON AND GET READING	2	
			TURN WATER ON/DELIVER TRASH CAN/GET READING	1	
	Water Total			6	
	0.1 Total				6
	0.15	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1	
			Sanitation Total		
		Water	TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	2	
			TURN WATER ON AND GET READING	3	
	Water Total			5	
	0.15 Total				6
0.2	Water	TURN WATER OFF AND LOCK METER AND GET READING	1		
		TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	1		
		TURN WATER ON AND GET READING	3		
		Water Total			5
0.2 Total				5	

Service Address/Street				
	0.25	Sanitation	DELIVER GARBAGE CAN	3
			PICK UP BROKEN CAN AND REPLACE WITH NEW CAN	1
		Sanitation Total		4
		Water	CHECK FOR LEAK AND GET READING	1
			GET READING FOR BEGINNING OF NEW SERVICE	2
			GET READING ONLY	2
			TURN WATER BACK ON	1
			TURN WATER OFF	1
			TURN WATER ON AND GET READING	4
		Water Total		11
	0.25 Total			15
	0.3	Maintenance	BEAUTIFICATION	2
		Maintenance Total		2
		Water	CHECK METER FOR STOPPAGE	1
			GET READING ONLY	1
			TAG DOOR	1
			TURN WATER OFF/LOCK METER/PICK UP CAN/GET READING	2
			TURN WATER ON AND GET READING	2
		Water Total		1
0.3 Total			8	
1	Maintenance	BEAUTIFICATION	2	
	Maintenance Total		2	
	Streets	CLEANING	1	
		FIX POTHOLES	1	
		Put down Rock/Gravel	1	
	Streets Total		3	
	Water	Brown/Dirty Water	1	
Water Total		1		
1 Total			6	
1.5	Maintenance	BEAUTIFICATION	3	
	Maintenance Total		3	
1.5 Total			3	
2	Maintenance	BEAUTIFICATION	2	
	Maintenance Total		2	
	Sewer	CAMERA SEWER LINE	1	
	Sewer Total		1	
	Streets	Christmas Decorations	1	
	Streets Total		1	
2 Total			4	
3	Sewer	Jet Sewer Line	2	
		Sewer Line Repair	1	
	Sewer Total		3	
	Water	REPAIR LEAK	1	
Water Total		1		
3 Total			4	
3.5	Maintenance	BEAUTIFICATION	1	
	Maintenance Total		1	
3.5 Total			1	
4	Maintenance	BEAUTIFICATION	1	
	Maintenance Total		1	
	Sewer	CAMERA SEWER LINE	1	
	Sewer Total		1	
	Streets	Christmas Decorations	1	
	Streets Total		1	
4 Total			3	
5	Streets	Christmas Decorations	1	
		Paint parking lot	1	
Streets Total		1		
5 Total			2	
5.5	Streets	Paint parking lot	2	
	Streets Total		1	
5.5 Total			1	
6.5	Water	REPAIR LEAK	1	
	Water Total		1	
6.5 Total			1	
7	Maintenance	BEAUTIFICATION	1	
	Maintenance Total		2	
7 Total			2	
				2

Service Address/Street	8	Water	REPAIRS ON PIPES	1	
		Water Total		1	
	8 Total			1	
	(blank)	Sanitation	PICK UP BROKEN CAN AND REPLACE WITH NEW CAN		1
		Sanitation Total		1	
		Water	CHECK WATER PRESSURE		1
			TURN WATER OFF AND LOCK METER AND GET READING		1
	Water		TURN WATER ON/DELIVER TRASH CAN/GET READING	1	
Water		UNLOCK METER	1		
(blank) Total		Water Total		4	
Service Address/Street Total				5	
Train Depot	2.5	Maintenance	TRAIN DEPOT MAINTENANCE	96	
		Maintenance Total		1	
	2.5 Total			1	
Train Depot Total				1	
Grand Total				107	

Leesburg Public Drinking Water Wells Monthly Report For December, 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:	444,608	800,000
Total Gallons Pumped for the Month:	13.78 Million Gallons	
4 Monthly Bacteria Samples:	0/Absent	0/Absent
Daily Chlorine Residual	.91 mg/L	>.2mg/L
1 Monthly Fluoride Sample:	.55	

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) Start building chlorine and fluoride injector housings at Starksville well. (4) American Tank Maintenance washed and painted Hwy. 32 water tank.

Expenses:

Electricity -	\$1,497.83
Chemicals used -	\$ 405.99
Routine Testing	\$ 132.00
Maintenance & Repair -	\$ 00
Total -	\$2,035.82

Leesburg Water Pollution Control Plant Monthly Report For December, 2021

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

<u>TEST</u>	<u>RESULTS</u>	<u>PERMIT LIMIT</u>
Avg. Daily Flow (Million Gallons)	.364	1.2 monthly avg.
Effluent Biochemical Oxygen Demand	2.0	15
BOD Removal %	99.2	>85%
Effluent Total Suspended Solids	5.4	30
TSS Removal %	99.5	>85%
Effluent Fecal Coliform (# per 100 mL)	2.0	400
Effluent Ammonia	.09	3.0
Effluent Dissolved Oxygen	8.2	>6.0
Min & Max Effluent pH	7.3-7.5	6.0-9.0
Effluent Total Phosphorous	.35	1.5
Low-Level Mercury (mg/day)	.284	6.3
Total Rainfall for the month	3.3 in.	

Maintenance/Repairs Performed: (1) Weekly cleaning and routine maintenance performed on belt-fed press, UV light units, clarifiers and chemical pump systems at WPCP. (2) Start replacing damaged plant area lighting.

Expenses:

Fuel (generator/vehicles/mower)	\$ 462.87	
Electricity -	\$3,699.70	
Chemicals used	\$1,076.94	(\$3,413.85 – in March w/PAC & NAOH)
Lab Tests -	\$2,160.00	
DoCo Landfill (solids from press)	\$ 968.07	
Maintenance & Repair -	\$.00	
Total -	\$8,367.58	