

Oxford Mayor and Council
Special Called Budget Work Session
Thursday, April 4, 2024 – 8:00 am – 12 noon
Oxford City Hall
110 W. Clark Street – Oxford GA 30054
A G E N D A

1. **Mayor's Announcements**
2. ***First Review of FY 2025 Capital Budget**
3. ***First Review of FY 2025-2029 Capital Improvement Plan**
4. **Other Business**
5. **Work Session Meeting Review** – Mayor Eady will review all the items discussed during the meeting.
6. **Executive Session** - An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments



Capital Improvement Plan FY 2025 - FY 2029

Capital Budget - July 1, 2024 - June 30, 2025

Adopted XX/XX/2024

Mayor David S. Eady

Councilmembers

Jeff Wearing - Erik Oliver
Laura McCanless - George Holt
Mike Ready - Jim Windham

Bill Andrew, City Manager
Marcia Brooks, City Clerk/Treasurer
Mark Anglin, Police Chief
Jody Reid, Supervisor of Public Works and Utilities

FY2025 Capital Budget Draft v. 1

Project Description	FY 2025	FY2026	FY2027	FY2028	FY2029	Five-Year Total	Comments
General	153,333	-	-	60,000	-	213,333	
City Limit Monument Sign and Landscape Improvements				60,000		60,000	\$60K budgeted each year (FY20-22)
Finance Software Upgrade	33,333					33,333	Share of \$100K to upgrade software
Wayfinding Plan and Design Standards - Dev and Imp	20,000					20,000	
Landscaping Around City Hall	50,000					50,000	
AV System Council Chamber/Courtroom	50,000					50,000	
Parks, Landscapes, and Recreation	5,737,000	400,000	200,000	200,000	-	6,537,000	
Catova Creek Restoration and Greenway Trail	2,125,000					2,125,000	\$900K in Congressional funding; \$1M in GOSP grant funding
Nature Parks on Giles and Little properties			200,000	200,000		400,000	Plan and implement improvements
Coke Street Trail from Watson to Richardson Street		400,000				400,000	Preliminary plan complete; design/engineering and construction remains
3 Trails Project	3,500,000					3,500,000	\$200K added to original grant amount for contingency cost overruns in original scope
Grounds Maintenance Equipment - Lawnmowers (2)	25,000					25,000	Preference to electric zero-point-turn mower with mulch guard or rear discharge
Playground Canopy and Benches ASP	87,000					87,000	
Streets, Drains, Sidewalks, and Street Lamps	5,595,344	1,124,608	1,083,359	1,086,273	-	8,889,584	
Street Repairs and Resurfacing (annual schedule)	600,344	574,608	533,359	536,273		2,244,584	\$200K was budgeted previously for each year FY22-26; 10-year schedule
E. Clark Street Improvements	225,000					225,000	\$450K was budgeted in FY22 but not spent; could be integrated with street repair/resurfacing
Whatcoat Street Improvements	700,000					700,000	\$300K was budgeted each year FY20-22; could defer until town center phase one completed
Emory Street Sidewalk Replacement (Post Office to Soule St)	500,000					500,000	\$300K budgeted in FY23. This estimate came from K&W
E. Soule Street Improvements (full-depth reclamation, etc.)	3,500,000					3,500,000	Need external funding (Georgia DOT?)
Stormwater Infrastructure Improvements	50,000	50,000	50,000	50,000		200,000	Several ditches need cleaning out and pipes bored-out/replaced
Emory Street/Highway 81 Complete Streets Plan and Dev		500,000				500,000	Assumes cost-sharing with GDOT
Emory Street/Highway 81 Bridge and Connectivity over I-20				500,000		500,000	Assumes cost-sharing with GDOT and City of Covington
City-Wide Complete Streets Plan and Development			500,000			500,000	Might be eligible for GDOT funding
Speed Tables E. and W. Soule Street	20,000					20,000	
Electric Utility	866,849	120,000	120,000	120,000	-	1,226,849	
Electric System Improvements	120,000	120,000	120,000	120,000		480,000	Annual pole replacement and system upgrades
Vehicle Replacement (Ford F150)	25,000					25,000	Assumes pickup truck replacement
Finance Software Upgrade	21,849					21,849	Share of \$100K to upgrade software
Smart Meters	300,000					300,000	\$300K was budgeted each year in FY19, FY20, and FY21
Power System Upgrades	250,000					250,000	
Small Bucket Truck	150,000					150,000	
Water and Sewer Utility	973,333	585,000	585,000	585,000	-	2,728,333	
Water Line Replacement	585,000	585,000	585,000	585,000		2,340,000	Originally budgeted for SFRF Grant+ARPA and Capital Funds
Smart Meters	300,000					300,000	\$300K was budgeted each year in FY19, FY20, and FY21
Vehicle Replacement (Ford F150)	30,000					30,000	
Finance Software Upgrade	33,333					33,333	Share of \$100K to upgrade software
Equipment Trailer (Jody)	25,000					25,000	
Police Department	67,000	-	-	-	-	67,000	
Replace Flooring	17,000					17,000	
Interview Room Construction	50,000					50,000	High repair/maintenance costs suggest need to replace existing vehicles
Downtown Development Authority	-	-	200,000	200,000	-	400,000	
Architecture and Engineering for Town Center Development			200,000	200,000		400,000	Funds may be reimbursed to the city with financing for construction
TOTAL	13,392,859	2,229,608	2,188,359	2,251,273	-	20,062,099	

FY2025 Capital Budget Draft v. 1

Account Number	Project Description	FY2025								
		Cost	Capital/Gold Reserve	Georgia Fund 1	Water/Sewer Capital	Electric Capital	SPLIST 2017 Excess Allocations	SPLIST 2023 Original Allocations	External Funds	Subtotals
General										
350.4200.522201.000	Wayfinding Plan and Design Standards - Develop and Implement	20,000	20,000							153,333
350.1512.521301.000	Finance Software Upgrade	33,333	33,333							20,000
	AV System for Council Chamber/Courtroom	50,000		50,000						33,333
	Landscaping Around City Hall	50,000		50,000						50,000
Parks, Landscapes, and Recreation										
350.6200.117100.001	Catova Creek Restoration and Greenway Trail	2,125,000	225,000						1,900,000	2,125,000
350.6200.541200.003	3 Trails Project	3,500,000	1,300,000						2,200,000	3,500,000
	Coke Street Trail from Watson to Richardson Street									-
	Nature Parks on Giles and Little Properties									-
350.6200.542100.001	Grounds Maintenance Equipment - Lawnmowers (Jody)	25,000	25,000							25,000
	Playground Canopy and Benches ASP (Laura)	87,000						87,000		87,000
Streets, Drains, Sidewalks, and Street Lamps										
350.4200.541400.001	Street Repairs and Resurfacing (annual schedule)	600,344	571,844						28,500	600,344
	E. Soule St. Improvements (full depth reclamation, etc.)	3,500,000		3,500,000						3,500,000
322.4200.541400.000	E. Clark Street Improvements	225,000	55,518	169,482						225,000
322.4200.541400.000	Whatcoat Street Improvements	700,000		700,000						700,000
350.4224.541203.003	Emory Street Sidewalk Replacement (Post Office to Soule St.)	500,000						500,000		500,000
350.4250.541200.000	Stormwater Infrastructure Improvements and Reporting	50,000		50,000						50,000
	Speed Tables E. and W. Soule Street (Laura)	20,000						20,000		20,000
Electric Utility										
510-4600-542500-001	Smart Meters	300,000				300,000				300,000
510.4600.541402.001	Electric System Improvements	120,000				120,000				120,000
510.4600.521301.001	Finance Software Upgrade	21,849				21,849				21,849
510.0000.117300.001	Power System Upgrades	250,000				250,000				250,000
	Ford F150 for meter reader (Jody)	25,000				25,000				25,000
	Small bucket truck (Jody)	150,000				150,000				150,000
Water and Sewer Utility										
505-4410-542500-001	Smart Meters	300,000			300,000					300,000
350.4400.521301.505	Finance Software Upgrade	33,333			33,333					33,333
	Ford F150 for meter reader (Jody)	30,000			30,000					30,000
	Equipment Trailer (Jody)	25,000			25,000					25,000
	Water Line Replacement	585,000			585,000					585,000
Police Department										
	Replace Flooring in Police Department (Mark)	17,000						17,000		17,000
	Interview Room in Police Department (Mark)	50,000						50,000		50,000
TOTALS		13,392,859	2,230,695	4,519,482	973,333	866,849	-	674,000	4,128,500	13,392,859

Projected Funds Available FY 2025	
Capital Projects + Gold Reserve	2,231,295
SPL:OST 2017	437,738
SPL:OST 2023	1,002,164
Water/Sewer Capital	950,818
Electric Capital	875,683
Georgia Fund 1	4,190,241
Total Local Funds Available	9,687,239
External Sources	4,128,500
Total Funds Available	13,815,739

April 1 2024 projected balances
 April 1 2024 balance - paying Peach State from these funds - may be exhausted by July 1 2024
 April 1 2024 balance = 252,164 + 15 months x 50,000 = 1,002,164
 April 1 2024 projected balance - pending payback from CDBG and ARPA accounts for Oxford Water Project
 April 1, 2024 includes \$250k moved from MEAG Comp Trust
 April 1 2024 projected balance = 3,502,741 + 12,500 x 15 months reinvested interest = 3,690,241 + 500,000 transfer from Operating
 LMIG, Catova Creek, 3 Trails

Marcia Brooks

From: Mark Anglin
Sent: Tuesday, April 2, 2024 11:14 AM
To: Marcia Brooks; Bill Andrew
Cc: David Eady
Subject: Capital Improvement Budget RQ
Attachments: Flooring Replace RQ 2025.pdf; Floor Photos.docx

Marcia and Bill,

I am attaching the RQ for the 2025 Capital Budget to replace the flooring in the Police Department. I have attached two quotes for the flooring with an option of carpeting or LVP. The third company that came did not even want to quote the replacement due to the current carpet is a glue down on wood flooring.

I am not sure how we should approach the other request regarding the interview room space that is needed. I will need to discuss the needs of the police department with the Mayor and Council at this first round of Capital improvement session to see what approach we should take. There are many aspects to an interview room that must be addressed to determine who to get quotes from before I can request them. The easiest solution does not appear to be an option currently. I am open to any recommendations.

Best regards,

Mark A. Anglin
Police Chief
City of Oxford Police Department
110 W. Clark St.
Oxford, GA 30054
770-788-1390 Desk
770-788-7420 Fax







Capital Budget Request FY2025

Item: Replace carpet flooring in police department.

Purpose: Replace carpet that is damaged due to wear and tear.

Estimated Cost: \$ 13,000.00 – 18,000.

Justification (how will this item contribute to your department's efforts toward accomplishment of the City's goal:

Replacing the carpet will prevent further damage to the office area. Is):

Department: Police

By: Chief Mark Anglin



<u>Customer Information</u>
Name: Larry West
Company: City of Oxford Police Department
Address: 110 W. Clark Street Oxford, Ga
Phone: 770-788-1390
County: Newton

3163 Highway 81
Oxford, GA 30054
678-342-6115
Mikesfloorcoverings@gmail.com

Estimate date: 3/13/2024

DESCRIPTION	RATE x SQUARE FOOTAGE	PRICE
Carpet tile color - tbd material <i>(Police Dept.)</i>	\$25.00 x 250 yds	\$6,250.00
Carpet tile color - tbd labor	\$5.00 x 250 yds	\$1,250.00
Cove base color - tbd	\$2.50 x 580 ft	\$1,450.00
Move furniture		\$800.00
Take up old flooring		\$500.00
Floor prep		\$200.00
Broadloom steps material	\$18.00 x 40 yds	\$720.00
Broadloom steps labor		\$500.00
SUBTOTAL \$11,670.00	TAX \$	<u>TOTAL \$11,670.00</u>

We accept cash, checks, debit & credit cards. 3% fee for cards.
A deposit of half is required before ordering materials.

THANK YOU FOR YOUR BUSINESS!



<u>Customer Information</u>
Name: Larry West
Company: City of Oxford Police Department
Address: 110 W. Clark Street Oxford, Ga
Phone: 770-788-1390
County: Newton

3163 Highway 81
Oxford, GA 30054
678-342-6115
Mikesfloorcoverings@gmail.com

Estimate date: 3/13/2024

DESCRIPTION	RATE x SQUARE FOOTAGE	PRICE
LVP Loose Lay color - tbd material <i>(Police Dept.)</i>	\$3.25 x 2,200 ft	\$7,150.00
LVP Loose Lay color - tbd labor	\$1.50 x 2,200 ft	\$3,300.00
Cove base color - tbd	\$2.50 x 580 ft	\$1,450.00
Quarter round	\$1.75 x 130 ft	\$227.50
Move furniture		\$800.00
Take up old flooring		\$500.00
Floor prep		\$200.00
Rubber stair treads	\$150.00 x 21	\$3,150.00
SUBTOTAL \$16,777.50	TAX \$	<u>TOTAL \$16,777.50</u>

We accept cash, checks, debit & credit cards. 3% fee for cards.
A deposit of half is required before ordering materials.

THANK YOU FOR YOUR BUSINESS!

WOOD | CARPET | CERAMIC | VINYL

www.squarecircleinteriors.com

Oxford Police Dept/Courthouse/Clerks Office
110 W. Clark Street
Oxford, GA. 30345
Contact - Lt. Larry Westmoreland
Contact No. (770) 788-1390
Email – lwestmoreland@oxfordgeorgia.org

March 11th, 2024

Hello! Here is your estimated cost for carpet replacement in the Police Dept, Courtroom and Chambers, and Clerks Office.

Please note that these figures are based on removal and disposal of all existing materials and installation of new carpet tile (Pentz Vitality 7093T) and broadloom (Pentz Vitality 3056B), and vinyl coving where applicable.

A more detailed estimate is available upon request.

Thank you for allowing us to submit our offer on your project.

TOTAL - \$36,686.63
Deposit - \$18,343.32
Balance - \$18,343.31

William Walker – Proprietor



Square Circle Interiors Llc.
3340 Peachtree Rd Ste1800
Atlanta, GA 30326-1064
Mobile Contact No (404) 992-3055
Email: bill@squarecircleinteriors.com
Website: www.squarecircleinteriors.com



Oxford Projects

Water and Sewer Capital Improvements	\$1,500,000
Roads, Streets, Bridges, Sidewalks	\$675,000
Parks and Recreation	\$398,496
Public Safety Facilities, Vehicles, and Equipment	\$250,000



Budget Request FY2025

Item: Citys Electric System

Purpose: To make sure the citys electric system operates efficiently and in good shape for years to come.

Cost: 120,000

Justification (how will this item contribute to your department's efforts toward accomplishment of the City's goals:

To replace²⁰ old poles on West Watsonst, Cindy CT and Coke St. Most of these poles are 50+ years old. These poles are very small and not in good shape.

Department: Electric

By: [Signature]



Budget Request FY2025

Item: F-150

Purpose: To read Meters and do Electric and water & Sewer repairs on the city Systems

Cost: _____

Justification (how will this item contribute to your department's efforts toward accomplishment of the City's goals:

It will ensure that we are able to Read Meters and repair meters, and make repairs to the City's Electric, water and Sewer Systems. The one we have has 169,115 Miles on it, Has had Transmission replaced 2 times the motor has ~~been~~ had major repairs several times this past couple years and it uses oil.

Department: Electric, water & Sewer

BY: