

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, JUNE 7, 2021 – 7:00 PM
CITY HALL (IN-PERSON & VIA TELECONFERENCE)
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Invocation.
3. Motion to accept the Agenda for the June 7, 2021 Mayor and Council Regular Meeting.
4. **CONSENT AGENDA**
 - a. * Minutes of the Regular Session May 3, 2021.
 - b. * Minutes of the Work Session May 17, 2021.
 - c. * Minutes of the Trees, Parks and Recreation Board April 20, 2021.
 - d. * Minutes of the Planning Commission April 11, 2021.
 - e. * Minutes of the Downtown Development Authority April 27, 2021.
5. Mayor's Announcement.
6. Planning Commission Recommendations/Petitions.
7. Citizen Concerns.
8. ***Operating Budget and Capital Budget for FY2022** – We have attached the Operating and Capital Budgets for FY2022 for approval. We have attached the Budget Resolution.
9. **Nomination to the Trees, Parks and Recreation Board** – The Trees, Parks and Recreation Board recommends that Council appoint Amos Downs to serve as a member of the Board.
10. ***Invoices** – Council will review the city's recently paid invoices over \$1,000.
11. **Executive Session** – The Council will discuss items related to real estate.
12. Adjourn.

*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, MAY 3, 2021 – 7:00 PM
Via Teleconference
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
James Windham – Councilmember
Jeff Wearing – Councilmember
Laura McCanless – Councilmember
Lynn Bohanan – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Michelle Middleton – Associate Clerk
Jody Reid – Supervisor of Utilities & Maintenance
Dave Harvey – Chief of Police
C. David Strickland – City Attorney

ELECTED OFFICIALS NOT PRESENT:

Avis Williams – Councilmember

OTHERS PRESENT: Mike Ready, Art Vinson, Anderson Wright, Jonathan Eady, Brian Barnard, Barbara Cole, Dr. Laklieshia Izzard, Daniel Parson, Deborah Vanderbunt, Linda Jones, Amy (last name unknown), 470-808-9334 (name unknown)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation.
3. **A motion was made by Jeff Wearing to accept the Agenda for May 3, 2021. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
4. **A motion was made by Jeff Wearing to accept the Consent Agenda for May 3, 2021. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
5. **Planning Commission Recommendations/Petitions**
None.
6. **Citizen Concerns**
Mike Ready advised that about ten volunteers are needed to work on the George Street Park fence with the Trees, Parks, and Recreation Board on Saturday, May 8th. Jeff Wearing advised that anyone interested in helping should contact him by email at

jeff@readyrentall.com so that he can organize and plan the work based on equipment available and abilities of volunteers.

7. **COVID-19 Community Update**

This topic was reserved for Pastor Charlie Williams to provide an update however he was not in attendance.

8. **Report on Spring Festival**

Staff member Michelle Middleton gave a report on the Oxford Farmers Market Spring Festival held the previous week. She advised that given this was the City's first attempt at an event for the farmers market, it went very well. There were seven vendors each day, and Daniel Parson from Oxford College Farm also resumed his weekly sales during the festival.

Vendor Linda Jones advised that Ms. Middleton did a great job with the festival and was very helpful and supportive to the vendors. She had a great time and enjoyed the new vendors coming in. The only problem she saw was patrons were confused about where to park, and the parking area was too far for older people to walk from to get to the vendors.

Vendor Deborah Vanderbunt advised that access from Emory Street should not be blocked because most of the patrons come from the openings on Emory Street. She echoed Ms. Smith's praises for Ms. Middleton and thanked her for her support.

Mayor Eady thanked Ms. Middleton for championing the effort to organize the spring festival. He also thanked the vendors for their comments and for their participation.

Ms. Jones commented that the start time for Saturday is very early. She advised that her earliest patrons do not come until about 9:30-10:00 a.m.

9. **Downtown Development Authority Greenspace Proposal** (Attachment C)

Brian Barnard presented the most recent proposal for work on the greenspace. The Downtown Development Authority (DDA) would like to move forward on the work with approval of the City Council. He also stated that a decision needs to be made by the City Council on how the property will be conveyed to the DDA in such a way that allows the DDA to perform the work and to manage it.

Mr. Barnard noted one change from the design distributed. A delineation for parking was suggested like the one used in the spring festival that could be moved as needed. The DDA would also champion well-placed highly visible signage once the changes have been installed.

Jonathan Eady added that the DDA does not propose a solid fence along Emory Street. They propose intermittent fencing that would allow for easy walk-up traffic from Emory Street to the vendor displays. Clear signage and parking area designations should clear up the confusion patrons are experiencing.

Mr. Barnard stated that the two curb cuts on Emory Street would have fencing along them, but the fencing would be movable to allow for entry of vendors as needed. Mr. Barnard advised that the DDA recommends the crossbuck style of fencing. This style is more consistent with the existing aesthetic of the community and is more sturdy and more formal, given that the part facing Emory Street is the center-point of the greenspace.

Mr. Eady stated that the DDA has provided a proposed form of motion to address the approval of the design and the enabling of the DDA to execute the improvements to the property.

Mayor Eady stated there are two questions at hand. One is whether the Councilmembers have any questions about the design. The other is the enabling of the DDA to execute improvements through a one-year renewable lease agreement that allows cancellation with notice which gives them the authority to enter the property and make improvements. Otherwise, they do not have any authority to make the proposed improvements.

George Holt and James Windham indicated they do not have enough information to comment. Mr. Windham added he is not sure what is being accomplished by the proposed changes.

Jeff Wearing stated that there is not a defined purpose for the greenspace, but he believes the proposed changes are a good start. Giving authority to the DDA to begin something to make the area a better community event place with parking spaces and signage is a good way to get the community more actively involved. The lease agreement will limit their actions to a certain degree, but it is a good start. Lynn Bohanan and Laura McCanless agreed.

Jeff Wearing made a motion to accept the design concept for the greenspace presented by the DDA. Laura McCanless seconded the motion. The motion carried by a majority with James Windham voting nay (5/1).

Laura McCanless made a motion to allow the Mayor to enter into a one-year renewable agreement with the DDA with a 30-day notice cancellation clause to authorize the DDA to make the improvements approved by the City Council to the City of Oxford greenspace. Jeff Wearing seconded the motion.

Discussion:

George Holt asked why a lease is necessary. Mayor Eady advised that the DDA is not authorized to make the changes without an agreement. Jonathan Eady added that the DDA needs to be authorized by the City to spend the funds allocated to them on property not owned by them.

The motion carried by a majority with James Windham voting nay (5/1).

10. Resolution for the Community Development Block Grant (CDBG) Application

(Attachment D)

Matt Pepper advised that this is the same action taken the first time the City applied for the CDBG in 2020. This action is required as part of the application process.

Jeff Wearing made a motion to approve the resolution for the CDBG application. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

11. Little Library (Attachment E)

Mayor Eady stated that a proposal was made by Nick and Barbara Cole to install a second Little Library at Asbury Street Park. Matt Pepper advised the Trees, Parks, and Recreation Board has recommended placing the new Little Library between the two posts near the current Little Library as depicted in the attached photo.

James Windham made a motion to accept the offer from Nick and Barbara Cole and approve the recommendation of the Trees, Parks, and Recreation Board regarding placement of the new Little Library. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).

12. Longstreet Circle Paving Project (Attachment F)

Matt Pepper advised that the City's annual paving project is to mill and repave Longstreet Circle. Eight bids were received. The lowest bid was from Garrett Paving Company for \$181,524.40. Staff recommends awarding the contract for this work to Garrett Paving Company.

George Holt made a motion to award the contract for the paving project on Longstreet Circle to Garrett Paving Company. James Windham seconded the motion. The motion was approved unanimously.

13. Electric System Improvements (Attachment G)

Mayor Eady stated that improvements are made to the electric system each year based on need. Jody Reid advised there are several pull offs on Highway 81 that need to be replaced as well as some wires and poles in the vicinity of Mainstay Academy. Bids were obtained from several vendors for this work. Staff recommends awarding the contracts for this work to the lowest bidders, Marable-Pirkle, Inc. for \$79,200 to complete the work and Gresco for \$55,224.20 for materials.

Mayor Eady reminded the City Council that historically the City buys the materials for this annual work. Jody Reid advised that doing so avoids payment of sales tax, lowering the cost.

Laura McCanless made a motion to award the contracts for the electrical system improvements to Marable-Pirkle, Inc. and Gresco. James Windham seconded the motion. The motion was approved unanimously (6/0).

14. **Invoices** (Attachment H)

James Windham asked which vehicle Police Vehicle #4 is. Chief Harvey advised it is the 2016 vehicle. The cost for repairs was included in the last report he sent out.

Mr. Windham asked how close to the right-of-way the dogwood trees at 1008 Emory Street are. Jody Reid advised that they are in the sewer line easement. Replacement of the dogwoods was promised as part of the sewer line project.

15. **Executive Session**

Real estate matters were discussed.

16. **Adjourn**

A motion was made by George Holt to adjourn at 9:02 p.m. James Windham seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
PUBLIC HEARING
MONDAY, MAY 17, 2021 – 6:32 PM
VIA TELECONFERENCE
DRAFT**

PRESENT: David S. Eady, Mayor; Councilmembers: George Holt, Jeff Wearing, Avis Williams, Laura McCanless, Lynn Bohanan, James Windham.

Staff members present: City Manager Matt Pepper, City Clerk/Treasurer Marcia Brooks, Utilities and Maintenance Supervisor Jody Reid, Chief of Police Dave Harvey.

OTHERS PRESENT: Art Vinson, Melissa Hage, Michael Rogers, Laura Gafnea (Oxford College)

The public hearing was called to order at 6:32 PM by the Hon. David S. Eady, Mayor.

Matt Pepper gave a presentation (Attachment 1) regarding the FY2022 proposed Operating and Capital Budgets. He provided a timeline for budget approval. Adoption of the budgets is planned for June 7, 2021. Adoption of the millage rate is planned for August 2, 2021.

There being no questions from the community, Mayor Eady adjourned the Public Hearing at 6:41 pm.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MAY 17, 2021 – 6:41 PM
VIA TELECONFERENCE
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Avis Williams – Councilmember
Lynn Bohanan – Councilmember
Jeff Wearing – Councilmember
Laura McCanless – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Dave Harvey – Police Chief
Jody Reid – Utilities & Maintenance
Supervisor

OTHERS PRESENT: Art Vinson, Melissa Hage, Michael Rogers, Laura Gafnea (Oxford College)

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady advised that after the work session there will be a special called meeting. During this meeting, the City Council will adopt the Community Development Block Grant resolution and go into Executive Session to discuss real estate and personnel matters. Following the Executive Session, the City Council will return to open session to potentially take a vote on a real estate matter. The meeting will then adjourn.

Mayor Eady stated the tour of Dried Indian Creek will begin at Oxford College Farm at 11:00 a.m. on May 22, 2021. Box lunches will be provided. Anyone wishes to attend should notify Matt Pepper by email by May 18, 2021.

2. Committee Reports

- a. Trees Parks and Recreation (TPR) Board – Michael Rogers stated that the Board has been involved in a project to restore the tree canopy on Emory Street that was lost when the water main was upgraded. They are also working on updating their tree inventory list for the City. The Board has also reviewed guidelines for allowing

individuals to donate a bench. The original request was for Asbury Street Park, but they are recommending that donations be allowed for all parks in the City.

Laura McCanless asked if the tree survey from several years ago has been located. Matt Pepper advised that Beryl Budd is working on locating that information.

- b. Planning Commission – Matt Pepper stated that the Planning Commission does not have any updates at this time.
- c. Downtown Development Authority (DDA) – Matt Pepper stated that the Authority has not met since the May Regular Session Council meeting and has no updates at this time.
- d. Sustainability Committee – Melissa Hage stated that the tour on Saturday will be conducted by the Georgia Department of Natural Resources (GADNR) Stream Team.

The Committee is working with John Devine on documents for the application for the grant from GADNR to restore the Dried Indian Creek corridor. The next committee meeting is May 24, 2021 at 10:30 a.m. During this meeting they will be meeting with their student intern who will be working on a sustainability plan for the City of Oxford. Councilmembers should expect for the intern to contact them for input.

Laura McCanless encouraged those invited to come to the tour as the Stream Team provides important information to make future decisions.

Ms. Hage extended an invitation to all on the call to join the tour.

- e. Committee on Race – Avis Williams reported that the Committee will not be having an event in June because Pastors Williams and Johnson have been very busy lately with COVID relief activities. There will be some information on the City website about Juneteenth. They are planning an event for December.

3. **Yarbrough House Discussion**

Mayor Eady presented the idea of getting estimates to do some minimal renovation work on the Yarbrough House to make it usable as a history center/welcome center which would be operated by the Oxford Historical Society as proposed by them. Renovations would include renovating the larger bathroom, gutting the kitchen, doing wall repairs, painting, and getting it ready for use. His guess is it would cost around \$100,000, but the cost will be contingent on the cost of materials, which are priced extremely high at the moment. He recognizes that it may be more prudent to wait until the cost of materials decreases. The offer by the Society is on the table, and the renovations would need to be done before the property is utilized as a public space.

Avis Williams asked if the Oxford Historical Society is in a rush to make this move, or can the City wait a few months. Mayor Eady advised that the City does not have to be in a big hurry, but he is concerned about it continuing to deteriorate without work being done to it.

However, he is sensitive to the high cost of materials right now. He would at least like to get some idea of the cost as a baseline.

George Holt stated that it has been sitting there for quite some time and can sit there a little longer. He does not feel now is the time to work on it. He does not think the City Council should take any action until the Society gives a written statement of exactly what they propose to use the property for, and an accurate estimate is obtained of the cost to complete the work.

Laura McCanless has the same concerns as others about the current cost of materials. She also wondered if there would be much interest from the public with the COVID-19 pandemic just starting to wind down.

Lynn Bohanan asked if it has been determined that this proposal is how the property will be used. She does not consider kitchens and bathrooms minor work.

Mayor Eady clarified that the work in the kitchen involves removing the cabinets to create a blank slate for the Society to put their displays up. He does agree that a nice ADA bathroom would be some significant work.

Ms. Bohanan stated she was under the impression there were other structural integrity issues that needed to be addressed before renovations could start.

Mayor Eady stated there was some discussion about removal of flooring to examine floor joists. This assessment was bolstered by some observations from an architectural firm. However, this approach would be very expensive. Other than the large bathroom, which would be torn out to the floor joists anyway due to water damage, there are not any areas of the house that seem to be in danger of collapsing.

Ms. Bohanan also expressed concerns about the cost of materials.

James Windham stated he was confused why the City Council is discussing spending \$100,000 on the Yarbrough House. The issue was discussed in the April Work Session and the conversation centered around selling the house, moving it, tearing it down, or ignoring it.

Mayor Eady confirmed that those options were discussed, and no resolution was reached. He was reminded recently by the Oxford Historical Society that their proposal had been made and was on the table.

Mr. Windham stated he thought their proposal had been rejected. He had no other comments other than that he agreed with the observations of the other City Councilmembers.

Mayor Eady stated that it seems there is consensus to not take any action at this time, and not to ask anyone to waste time obtaining estimates. He believes the proposal by the Society was paused due to the COVID-19 pandemic.

Mr. Windham stated he believes there are a lot of small projects that could be completed around town without spending a lot of money, such as removing some asphalt and planting flowers.

Jeff Wearing asked if the Society will come up with designs and recommendations. Mayor Eady advised the Society is not asking for any structural repairs to the house. They are only asking for repairs to make the structure safe for occupancy by completing the items mentioned earlier, which would be the defined scope of work. Mr. Wearing advised he is for it in general, but now may not be the best time.

Mr. Holt stated that some drawings were reviewed a year or so ago regarding the repairs under discussion. Those plans can be used to obtain an estimate.

4. **Operating Budget and Capital Budget for FY2022** (Attachment B)

A public hearing was held prior to this meeting regarding the proposed operating and capital budgets for FY2022. Councilmembers have had several opportunities to review the proposals and ask questions.

George Holt advised his questions have been answered by Matt Pepper. No other Councilmembers had questions.

5. **Employee Handbook Revision** (Attachment C)

Matt Pepper stated that the current handbook was adopted in 2011. There have been changes in the form of government and in other areas that precipitated the need for a revision. The City has worked with the Georgia Municipal Association (GMA) to bring the handbook up to date. A revised version was provided to all Councilmembers along with the original version. Mr. Pepper provided an overview of the changes. He stated that City staff will be reviewing the manual on a more regular schedule and expect to bring requests for updates to the City Council periodically.

George Holt stated that it will take more than one or two work sessions to make decisions on the updates, as there are many changes. He and Luran Willis and Bob Schwartz had started working on an update several years ago. He would like to have a tracked version printed out so he can compare it to the changes they had discussed. He also does not understand some of the changes that are being proposed. He wants to make sure the City Council understands these changes. He also mentioned that the job title of Utilities Superintendent has never been voted on and needs to be changed to Utilities Supervisor.

James Windham asked if anyone has reviewed the City Charter in relation to the roles of staff and Councilmembers.

Mr. Holt also expressed concern about the “employee at will” language in the revised version because it implies that an employee can be fired without reason and the addition of another holiday (Veteran’s Day).

Matt Pepper advised that the “employee at will” language was recommended by GMA staff.

Mr. Windham asked if GMA recommended carrying more than 80 hours. The City Council specifically addressed this issue in the previous writing of the handbook because employees were carrying three, four, or five years of vacation. An employer provides vacation for employees to take some time away and refresh their well-being.

Mr. Holt asked why the book lists vacation time as days rather than hours. He knows it was listed as days in the original handbook, but he feels it should be shown in hours.

Mayor Eady asked Councilmembers to consider this document a first draft and provide notes and comments to Mr. Pepper.

Marcia Brooks will provide a tracked version electronically to all Councilmembers and a printed tracked version to Mr. Holt.

Mr. Windham suggested that Mr. Holt should be involved in the revision process of the handbook at an earlier stage given his expertise in the human resources field.

6. **Excess Cyber Security Liability Insurance**

Matt Pepper advised that as part of our liability insurance we have cyber security liability insurance up to \$250,000. Excess liability coverage is offered to increase the limit to \$1,000,000 for \$3,380. City staff recommend purchasing this excess liability insurance. Security features are in place with the City’s IT services provider including backups every four hours on site and every day off site. In addition, the provider monitors the City’s network and servers 24/7 for suspicious activity as well as the most up-to-date malware threat monitoring. The excess liability insurance is another level of protection.

Laura McCanless stated it is a good idea to be proactive given recent cyber compromises. She asked what the excess insurance covers. Mr. Pepper advised it covers costs up to \$1,000,000 resulting from a ransomware attack or cyberattack. Marcia Brooks added that it pays consultant fees to restore data as well as ransom fees. George Holt asked for clarification on exactly what the insurance will pay for. Ms. Brooks advised she would provide details regarding the coverage to the Councilmembers.

James Windham requested assurance from the City’s IT services provider that security is in place that can block most known ransomware. He knows that some victims of cyberattacks have not kept their security systems up to date. He supports having the extra insurance.

Avis Williams stated that their school system in Putnam County had the most up-to-date measures in place and their system was down for ten days. It cost them \$1 million to resolve the issue.

7. Work Session Meeting Review

- a. Yarbrough House – hold on any actions
- b. FY2022 Operating and Capital Budgets – adoption June 7, 2021. Millage rate will be voted on after Newton County Tax Digest is released.
- c. Employee Handbook – Councilmembers will receive electronic tracked copy for review (George Holt will receive paper copy).
- d. Excess Cyber Liability Insurance – Matt or Marcia will provide further details on coverage to Councilmembers.

8. Adjourn

Mayor Eady adjourned the meeting at 7:38 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
MONDAY, MAY 17, 2021 – 7:38 PM
VIA TELECONFERENCE
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jeff Wearing – Councilmember
Lynn Bohanan – Councilmember
Avis Williams – Councilmember
Laura McCanless – Councilmember
James Windham – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Jody Reid – Utilities & Maintenance
Supervisor
Dave Harvey – Chief of Police

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **A motion was made by George Holt to accept the Agenda for May 17, 2021. James Windham seconded the motion. The motion was approved unanimously (7/0).**
(Attachment A)
3. **Resolution for the Community Development Block Grant Application** (Attachment B)
Matt Pepper advised that the resolution voted on in the May Regular Session has been amended to correct several items.

James Windham made a motion to adopt the amended resolution. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

4. **Executive Session**
Real estate and personnel matters were discussed.
5. **Real Estate Matter** (note – Councilmember Jeff Wearing was no longer in attendance)
James Windham made a motion to authorize Mayor Eady to proceed with negotiations for purchase of property within the City of Oxford as discussed in the Executive Session. Avis Williams seconded the motion. The motion was approved unanimously (6/0).

6. **George Holt made a motion to adjourn. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).**

The meeting was adjourned at 7:04 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
MONDAY, MAY 24, 2021 – 6:00 PM
VIA TELECONFERENCE
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jeff Wearing – Councilmember
Lynn Bohanan – Councilmember
Avis Williams – Councilmember
Laura McCanless – Councilmember
James Windham – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
David Strickland – City Attorney

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **A motion was made by James Windham to amend the Agenda for May 24, 2021 as follows: Move Real Estate Transaction to last item on agenda before Adjourn and insert Executive Session before Real Estate Transaction. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)

Amended Agenda:

1. Call to Order
 2. Motion to accept agenda
 3. Resolution and Adoption Agreement for restated 401(a) Defined Contribution Plan
 4. Executive Session
 5. Adjourn
3. **Resolution and Adoption Agreement for Restated 401(a) Defined Contribution Plan**
(Attachment B)
Matt Pepper advised that the published agenda stated this was a first reading to adopt the agreement and that it required codification. However, he has since determined that defined contribution plans do not require codification. The attached document includes a resolution for the City Council to adopt along with the agreement to approve. This action can be completed in this meeting if the City Council is ready to move forward with it.

Avis Williams made a motion to adopt the resolution and approve the agreement. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Lynn Bohanan made a motion to go into Executive Session. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

4. **Executive Session**

Real estate matters were discussed.

5. **Real Estate Transaction**

No issues were discussed, and no votes were taken.

6. **Avis Williams made a motion to adjourn. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

The meeting was adjourned at 7:03 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer

OXFORD TREES, PARKS AND RECREATION BOARD

Minutes – April 20, 2021

MEMBERS: Cheryl Ready, Chair; Michael Rogers, Vice Chair; Theresa Eady, Secretary; Anderson Wright and Mike McQuaide. Nakeisha Cummings was absent.

STAFF: Beryl Budd, City Arborist; Jody Reid, Utilities Superintendent; Matthew Pepper, City Manager.

GUESTS: Laura Gafnea, Director of Community Relations, Oxford College.

OPENING: At 5:05 PM, Ms. Ready called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. Wright, seconded by Mr. McQuaide, the minutes for the meeting of March 16, 2021 were adopted. The vote was 5-0.

Upon motion of Ms. Eady, seconded by Mr. Wright, the agenda for the April 20, 2021 meeting was adopted. The vote was 5-0.

CITY TREE INVENTORY: The Board discussed their goal to update the city's tree inventory list. The Board completed the latest update to the inventory approximately ten years ago. In the recent past, the Board considered using an intern from the University of Georgia (UGA) to help with the project. The Board also explored the option of using an intern from Oxford College. Consequently, Ms. Gafnea contacted staff at Oxford College to discuss the possibility of an internship opportunity with the Board. She reported that the city's Sustainability Committee is planning to work with an intern this summer. The intern would be working remotely. She asked whether the Sustainability Committee's intern would also be expected to work on the tree inventory. In response, Mr. McQuaide recommended that Ms. Gafnea talk with Melissa Hage (the Sustainability Committee Chair) about the intern's commitments to the Sustainability Committee. In addition, Mr. Budd stated that updating the tree inventory must be completed in person.

The Board requested that Ms. Gafnea research the expected cost to support a summer intern to complete the tree inventory. Ms. Gafnea stated that she will follow up with the Board once she has that information. Mr. Budd stated that he will also contact Seth Hawkins to determine if UGA is still able to provide an intern to help with the tree inventory.

EMORY STREET TREE REPLACEMENT PROJECT: The Board discussed their project to replace the tree canopy on Emory Street/SR 81. The Board discussed whether they should plant trees on properties located on both sides of the street. During the discussion, the Board reviewed the homeowner list provided by Mr. Pepper. In addition, Ms. Ready recommended that the Board identify lots where planting trees would be the most helpful before contacting individual property owners. Ms. Eady asked whether the city could plant dogwood trees (or similar-sized trees) in the Emory Street right-of-way and then backfill with larger trees on private property. Mr. Budd responded that most Georgia growers do not grow dogwoods, which make them difficult to obtain. In addition, it is important to keep lawn maintenance equipment away from dogwoods to help them survive.

Ms. Ready requested that Mr. Pepper contact the Georgia Department of Transportation to inquire if the Board needs additional approval to replace the existing trees that were planted when the city completed the water main project. Ms. Eady recommended that the Board identify which trees need to be replaced and what locations are ideal for new plantings.

ARBOR DAY FOUNDATION GROWTH AWARD: Ms. Ready will send the Board the criteria for the Arbor Day Foundation Growth Award. She requested that Board members begin brainstorming ideas on potential submittals for the award.

NATIVE PLANTINGS LIST: The Board discussed options on where to post the city's native plantings list. The Board requested that Mr. Pepper post a copy of the native plantings list on the city's website under the Parks and Recreation Department.

REGISTRATION NOTICE BOX AT ASBURY STREET PARK: The Board discussed where to install a registration notice box at the Pavilion at Asbury Street Park. Mr. Pepper reported that staff considered two sizes for the box: small (23.5" W x 7.25" D x 30" H) and large (40" W x 5.5" D x 30.25" H). The Board expressed concern with installing it near the plaque inside the pavilion. Ms. Ready recommended that Mr. Pepper measure the space between the bathroom and storage closet doors in the pavilion. In addition, the Board also noted that staff might consider a free-standing registration box that could be installed near the existing little library. Ms. Eady, Mr. Reid, and Mr. Pepper will visit the park to take the measurements and discuss placement options. They will return to the Board with their recommendations.

GUIDELINES FOR DONATIONS FOR CITY PARKS AND TRAILS: Mr. Pepper presented the Board with a draft copy of guidelines for allowing individuals to adopt a bench in Asbury Street Park. During the review of the guidelines, the Board recommended that the program extend to all benches in city parks and trails, not exclusively Asbury Street Park. The Board agreed that the draft guidelines should be presented to the Mayor and City Council for their approval.

Upon motion of Ms. Eady, seconded by Mr. Rogers, the Board approved the guidelines for adopting a bench to be sent to the Mayor and City Council for their review. The vote was 5-0.

FY2021 PRUNING PROJECT: Mr. Budd reported to the Board that Arbor Equity will complete the remaining pruning work this week. In addition, he will talk with them about the poor pruning work completed on the giant southern red oak located on the property adjacent to city hall. He will report to the Board once the pruning work is completed for this fiscal year.

In addition, Ms. Ready requested that Mr. Budd share with the Board the pruning inventory list.

MEMBERSHIP: The Board discussed filling the existing vacancy. Mr. Rogers mentioned that he may know of someone who would be interested in serving on the Board. Ms. Ready recommended that Mr. Rogers invite his contact to the next Board meeting.

OTHER BUSINESS:

- 2nd Little Library at Asbury Street Park – At the April 19th City Council Meeting, the Mayor and City Council discussed installing a second Little Library at the Pavilion at Asbury Street Park. The Mayor and City Council requested that the Board recommend a location for the second library. The current recommendation is to install it near, but not next to the existing little library that is located on the east side of the pavilion. Ms. Eady, Mr. Reid, and Mr. Pepper will visit the site to confirm that there is space to install it next to the existing little library.
- May Report to the Mayor and City Council – Once a month, each appointed body provides the Mayor and City Council a brief report on their most recent projects. Ms. Ready will be unable to attend the May 17th Council Meeting. As Vice-Chair, Mr. Rogers agreed to provide the brief report.
- July Meeting – Ms. Ready will be unable to attend the Board's July meeting. Mr. Rogers agreed to conduct the meeting.

ADJOURNMENT: Mr. Ready adjourned the meeting at 5:53 PM.

Submitted by:

Theresa Eady, Secretary

OXFORD PLANNING COMMISSION

Minutes – April 13, 2021

MEMBERS: Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike Ready, Jeremy Baker, and Mike McQuaide.

STAFF: Matthew Pepper, City Manager and Zoning Administrator; Marcia Brooks, City Clerk; Scottie Croy, Assistant Public Works Supervisor.

GUESTS: Liesl McWhorter; Larry Houston; Art and Laurie Vinson; Robert Aiken; Drew Terrell.

OPENING: At 7:01 PM, Mr. Eady called the meeting to order and welcomed the guests. Mr. Eady informed the Commission that the agenda was amended to include consideration of a development permit application submitted by Mr. Robert Aiken.

MINUTES: Upon motion of Mr. McQuaide, seconded by Mr. Ready, the minutes for the meeting of February 9, 2021 were adopted as amended. The vote was 6-0.

JOSEPH BUDD DEVELOPMENT PERMIT APPLICATION (203 W. Clark Street): The Commission reviewed the development permit application to replace two complete HVAC systems at 203 W. Clark Street. The work was completed prior to the meeting. During the discussion, the Commission asked Mr. Pepper to confirm that the city's building inspector had completed an inspection. In addition, the Commission amended the application to include the lot's zoning designation (R-30).

Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to replace two complete HVAC systems at the dwelling located at 203 W. Clark Street. The vote was 6-0.

LARRY HOUSTON DEVELOPMENT PERMIT APPLICATION (108 Greene Street): The Commission reviewed the development permit application to install a 10' x 16' storage building on the property located at 108 Greene Street. During the discussion, the Commission confirmed that the proposed storage building met the side and rear setback requirements. In addition, Mr. Houston confirmed that the proposed storage building would be a white aluminum prefabricated structure.

Upon motion of Mr. McQuaide, seconded by Ms. Carson, the Planning Commission approved the development permit application to install a 10' x 16' storage building on the property located at 108 Greene Street. The vote was 6-0.

SCOTTIE CROY DEVELOPMENT PERMIT APPLICATION (1417-A Wesley Street): The Commission reviewed the development permit application to install a 10' x 16' storage building on the property located at 1417-A Wesley Street. As depicted on the site plan, the proposed storage building would be located behind the back edge of the existing house. In this location, it would be visible from the street. The Commission asked Mr. Croy if there was sufficient space behind the house to locate it. In response, Mr. Croy stated that he chose the location to avoid placing it near a sewer cleanout. The Commission recommended that the proposed storage building be located further west into the property so that it would appear subordinate to the existing house. Mr. Croy replied that he had sufficient space to move it and meet the rear setback requirement.

Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to install a 10' x 16' storage building on the property located at 1417-A Wesley Street. The vote was 6-0.

ART AND LAURIE VINSON DEVELOPMENT PERMIT APPLICATION (903 Asbury Street): The Commission reviewed the development permit application to grade a driveway to spread with permeable slate

pieces and install curbing at 903 Asbury Street. During the discussion, Mr. Vinson explained that the pad behind the existing garage is composed of the same material. In addition, Mr. Vinson explained that they are still deciding on the exact material for the curbing. He added that the rock would most likely be 4" wide and 6-9" deep and set into the grading. The Commission confirmed that the permeable slate and the rock curbing meets the requirements outlined by the city's zoning code.

Upon motion of Mr. McQuaide, seconded by Mr. Baker, the Planning Commission approved the development permit application to grade a driveway to spread with permeable slate pieces and install curbing at 903 Asbury Street. The vote was 6-0.

ROBERT AIKEN DEVELOPMENT PERMIT APPLICATION (115 Oxford North Road): The Commission reviewed the development permit application to replace an existing sunroom attached to the rear of the house at 115 Oxford North Road. During the discussion, the Commission confirmed that the proposed sunroom would be the same color as the existing sunroom. In addition, the Commission confirmed that the proposed sunroom met the side and rear setback requirements. The Commission also confirmed that the roofing would remain consistent with the existing shingle roofing on the house. The Commission also confirmed that the sunroom would have a fan, which would require an electrical permit, but not any plumbing or HVAC systems as part of the project.

Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to replace an existing sunroom attached to the rear of the house at 115 Oxford North Road. The vote was 6-0.

PROPOSAL FOR SIGNAGE FOR THE OXFORD FARMERS MARKET: The Commission reviewed the proposal submitted by Ms. Brooks for the use of temporary signage on select locations on the city-owned greenspace for the city's farmers market. Ms. Brooks explained that the city is interested in installing temporary signage for the city's Spring Festival, which is scheduled for April 29-30 and May 1. The city would use the temporary signage until permanent signage can be installed.

During the discussion, the Commission noted that the city's sign ordinance begins in Sec. 40-945. In addition, the Commission confirmed the location of the four (4) temporary signs as depicted in the proposal. Ms. Brooks confirmed that the two (2) proposed flag signs go into the ground and stand vertically. As for the proposed hanging directional parking sign, the Commission recommended that the arrow be removed from it to clarify where visitors may park. Mr. Pepper will append a completed development permit application with the proposal.

Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application for the use of temporary signage on the city-owned greenspace for the city's farmers market. The vote was 6-0.

REZONING DISCUSSION: In November 2020, the Commission made a recommendation to City Council to rezone six (6) parcels located along E. Clark Street and Emory Street from Town Center to R-20 Residential. The Commission revisited their previous recommendation and considered whether to recommend rezoning an additional 18 parcels located along E. Clark Street and the east side of Emory Street. Currently, the 18 parcels are zoned R-7.5 Residential. R-7.5 allows for the highest density of residential development. Prior to the meeting, the Commission invited the affected property owners to join the discussion.

Mr. Eady explained that the Commission had previously observed that the R-7.5 designation was not consistent with the current use of the properties. Mr. Eady further explained that the parcels were assigned the R-7.5 designation by a prior Commission with the thought that several of them were underdeveloped from a full intensity of land use perspective. At that time, it was to contemplate the possibility of future additional development on these properties. Currently, the feeling of the community is to preserve the natural borders surrounding the Dried Indian Creek corridor.

The Commission analyzed whether the current square footage of the existing dwellings and lot widths will conform with the R-20 zoning criteria. The Commission confirmed that 21 out of 25 of the affected parcels meet the R-20 size requirements and 18 out of 25 meet the R-20 dwelling requirements.

In addition, Commission reviewed Section 40-638(g) “criteria for amendments to official zoning maps” as they developed the recommendation to rezone the parcels from R-7.5 to R-20. During the review, the Commission determined the following:

- The proposed change is suitable and compatible with the use of adjacent and nearby properties which are single family homes.
- The proposed change is not adverse but supportive of the existing use of subject properties and adjacent and nearby property. (The Commission noted that there are three (3) dwellings that are materially below the minimum square footage for R-20. In the event of the destruction of the existing dwellings, the homeowner would have a burden imposed during the reconstruction of the dwelling.)
- The property to be affected by the proposed change is being used as lower density single family residential which is its best economic use.
- The proposed change is to a zoning district with less dense potential uses; thus, the change would reduce the potential burden on public infrastructure.
- The proposed change would return the property to a less dense residential zoning district which is consistent with the uses of adjacent and nearby zoning districts on the east side of Emory Street.
- The proposed change to residential zoning would have less impact on the environment than a more intensive mixed-use.
- Preserving the less dense development along the Dried Indian Creek corridor is desirable.

Mr. Pepper will prepare the text for the Commission’s official recommendation to the Mayor and City Council. He will share it with the Commission prior to bringing it to the Mayor and City Council.

Upon motion of Mr. Ready, seconded by Mr. McQuaide, the Planning Commission recommended the rezoning of the identified 18 parcels from R-7.5 to R-20 based upon the Planning Commission’s findings during their review of Sec. 40-638(g). The vote was 6-0.

DISCUSSION ON AMENDMENTS TO CHAPTER 40: The Commission will continue their discussion on amendments to Chapter 40 during future meetings. Prior to the next meeting, Mr. Pepper and Mr. Eady will share with the Commission the final draft of the proposed amendments to Chapter 40. They will share their recommendations with the Mayor and Council.

OTHER BUSINESS: The Commission did not discuss any item related to other business.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:13 PM.

Submitted by:

Juanita Carson, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – April 27, 2021

MEMBERS: Mr. Brian Barnard, Chair; Mr. Mike Ready, Vice-Chair; Mr. Jonathan Eady, Ms. Danielle Miller, and Ms. Laura McCanless. Mr. Ray Wilson was absent.

STAFF: Matthew Pepper, City Manager and DDA Secretary/Treasurer.

GUESTS: No guests were in attendance.

OPENING: At 7:04 PM, Mr. Barnard called the meeting to order.

APPROVAL OF MINUTES: Upon motion of Mr. Ready, seconded by Mr. Eady, the minutes for the meeting held on March 23, 2021 were approved. The vote was 5 – 0.

REPORT ON CITY COUNCIL AND DDA DISCUSSION: Mr. Ready and Ms. McCanless updated the DDA on the City Council's recent discussions regarding the Authority's proposal to make minor capital improvements to the city-owned greenspace. During the discussion, they reported that the Council did not express any concerns about the proposed layout of the fencing, seating, and signage. However, the Council had questions regarding the proposed fencing's style and cost. In addition, some Councilmembers expressed concern about installing the fence to block the curb cuts on Emory Street.

The DDA will request that the Mayor and City Council approve the DDA's proposal and grant them site control either through a lease or license to make the proposed improvements at the May 3rd Regular Session Council Meeting. In addition, the DDA will request the opportunity to discuss with the Mayor and City Council the existing concept plans for the area near 810 Whatcoat Street. Mr. Pepper will contact Mayor Eady about including the DDA's proposal and discussion of the concept plan on the agenda. In Prior to the meeting, Mr. Pepper will inform the DDA members if the Mayor approves their request. Mr. Barnard, Mr. Ready, and Mr. Eady will attend the May 3rd City Council meeting.

THE CITY GREENSPACE: Mr. Barnard will revise the DDA's proposal to include a section of fence to enclose the proposed parking area. The DDA noted that this section of fence could be moveable. In addition, the DDA noted that the proposed parking area would be of sufficient size for both vendors and visitors to use. The DDA further noted that the location of the proposed parking area does not contemplate the official use of the post office parking lot.

MEMBERSHIP: The DDA discussed possible candidates for the vacancy.

OTHER BUSINESS: The DDA did not discuss any items related to other business.

ADJOURNMENT: Mr. Barnard adjourned the meeting at 7:59 PM.

Submitted by:

Matthew Pepper, Secretary/Treasurer

CITY OF OXFORD

RESOLUTION

TO ADOPT AN ANNUAL BALANCED BUDGET IN ACCORDANCE WITH CHAPTER 81, TITLE 36 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED

WHEREAS, the City of Oxford, Georgia, hereinafter referred to as the ("City") pursuant to O.C.G.A. Chapter 81, Title 36 is required to adopt a balanced budget where the sum of estimated net revenues and appropriated fund balances is equal to appropriations; and;

WHEREAS, the City published a public notice setting a Public Hearing date in the local newspaper; and the City conducted a Public Hearing at least one (1) week prior to adoption of the proposed operating budget.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD

1. That the Fiscal Year 2022 (July 2021 – June 2022) Operating Budget and the Fiscal Year 2022 Capital Budget (July 2021 – June 2026) are adopted this date.
2. That the full time positions funded by this budget shall be limited to:
 - a. CITY COUNCIL – Mayor (1), Councilmember (6)
 - b. GENERAL GOVERNMENT – City Manager (1), City Clerk (1), Deputy City Clerk (1), Utility Billing/Court Clerk (1), Associate Clerk (1), Administrative Clerk,
 - c. POLICE DEPARTMENT – Police Chief (1), Officer (3),
 - d. STREET DEPARTMENT –Groundskeeper (2),
 - e. SANITATION DEPARTMENT – Equipment Operator I/Recycle and Refuse Collection Worker (1)
 - f. WATER AND SEWER DEPARTMENT – Public Works and Utility Maintenance Worker I (1), Equipment Operator I/Meter Reader (1)
 - g. ELECTRIC DEPARTMENT – Supervisor of Utilities and Maintenance (1), Assistant Public Works Supervisor (1)

3. That no funds appropriated in a contingency account may be spent from that account. Funds in a contingency account must be transferred to another expenditure account before these funds may be expended. Such transfer shall be approved in advance by City Council.

ADOPTED THIS MONDAY, JUNE 7, 2021.

BY:

David S. Eady, Mayor

ATTEST:

Marcia Brooks, City Clerk



Annual Budget - FY2022

July 1, 2021 - June 30, 2022

Adopted - June 7, 2021

Mayor David S. Eady

Councilmembers

Jeff Wearing - Lynn Bohanan
Laura McCanless - George Holt
Avis Williams - Jim Windham

Matthew Pepper, City Manager
Marcia Brooks, City Clerk
Dave Harvey, Police Chief
Jody Reid, Supervisor of Public Works and Utilities

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
GENERAL FUND - REVENUE						83%			
1	100-0000-311100-000	Real Property Tax-Current Yr.	110,000	119,511	110,000	128,577	110,000	130,000	Reflects growth in property tax digest.
2	100-0000-311200-000	Property Tax - Prior Year	5,000	2,834	5,000	2,055	2,466	3,000	
3	100-0000-311310-000	Motor Vehicle Adv.	21,000	20,650	5,000	2,547	3,056	2,500	
4	100-0000-311315-000	Motor Vehicle TAVT	45,000	130,659	50,000	109,357	131,228	65,000	
5	100-0000-311340-000	Intangible Tax	3,000	4,137	3,000	6,418	7,701	4,000	
6	100-0000-311600-000	Real Estate Transfer	1,000	1,612	1,000	2,000	2,399	1,500	
7	100-0000-311710-000	Electric Franchise Tax	2,200	2,160	2,000	2,137	2,000	2,000	
8	100-0000-311730-000	Gas Franchise Tax	12,000	14,222	14,000	11,599	13,919	14,000	
9	100-0000-311750-000	TV Cable Franchise Tax	28,000	38,628	30,000	23,924	28,708	30,000	
10	100-0000-311760-000	Telephone Franchise Tax	4,500	5,253	4,400	6,881	8,257	5,000	
11	100-0000-313100-000	LOST Sales & Use Tax	360,000	432,357	320,000	405,722	486,867	425,000	Reflects sales tax growth in Newton County.
12	100-0000-316100-000	General Occupational Tax	11,500	11,463	11,500	11,123	11,500	11,500	Business License payments.
13	100-0000-316200-000	Insurance Premium Tax	161,000	161,939	166,000	170,823	170,823	175,000	One check per year, based on population.
14	100-0000-319000-000	Penalty/Interest on Del Taxes	1,300	821	1,200	679	815	1,000	
15	100-0000-321200-000	General Building Permits	1,500	6,955	10,000	18,917	22,701	10,000	
16	100-0000-322901-000	Misc. Income	15,000	200	1,000	46	55	1,000	
17	100-0000-335800-000	Intergovernmental Revenues	26,000	27,705	20,000	25,191	25,191	25,000	Local Maintenance Improvement Grant (LMIG).
18	100-0000-341400-000	Printing/Duplicating Service	200	128	200	129	155	200	
19	100-0000-341910-000	Election Qualifying Fees	1,200	792	0	0	0	850	
20	100-0000-349100-000	Cemetery Fees	2,000	2,650	2,000	7,030	8,436	2,000	
21	100-0000-349300-000	Bad Check Fees	1,000	480	1,000	150	180	500	
22	100-0000-351000-000	Fines & Forfeitures	80,000	76,632	80,000	84,345	101,214	85,000	
23	100-0000-361000-000	Interest Revenues	30,000	39,912	15,000	3,720	4,464	5,000	Reflects a decrease in interest rates.
24	100-0000-381000-000	Rents and Royalties	1,500	33,860	5,000	3,875	4,650	3,000	
25	100-0000-381001-000	Lease Agreement Income	31,710	0	31,710	0	31,710	31,710	810 Whatcoat Building Lease - Oxford College
26	100-0000-381002-000	Lease - Verizon	27,154	27,324	27,833	23,252	27,902	28,007	Water Tower Antenna - Verizon Wireless
27	100-0000-392300-000	Proceeds-Dispose of Assets	1,000	0	1,000	0	0	1,000	
		REVENUES TOTAL	\$983,764	\$1,162,883	\$917,843	\$1,050,496	\$1,206,398	\$1,062,767	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
GENERAL FUND - EXPENDITURES									
CITY COUNCIL									
1	100.1100.511100.000	Regular Employees	34,800	29,200	34,800	25,000	30,000	34,800	
2	100.1100.512200.000	Social Security (FICA)	2,663	2,234	2,662	1,913	2,295	2,662	
3	100.1100.523100.000	Liability Insurance	12,000	9,907	10,000	9,376	12,000	10,000	Annual bill in April.
4	100.1100.523600.000	Education & Training	6,000	3,083	3,750	0	0	3,750	
5	100.1400.511100.000	Reg Employees - Election	650	475	0	0	0	650	
		SUBTOTAL	\$56,113	\$44,899	\$51,212	\$36,288	\$44,295	\$51,862	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
GENERAL GOVERNMENT									
1	100.1500.511100.000	Regular Employees	221,854	203,268	230,444	175,629	210,755	241,647	
2	100.1500.511300.000	Overtime	5,000	6,981	6,000	1,802	2,162	5,000	
3	100.1500.512100.000	Group Insurance	60,313	39,922	58,673	34,710	41,652	61,250	Health and Life Insurance
4	100.1500.512200.000	Social Security (FICA)	17,354	16,138	18,088	13,618	16,342	18,945	
5	100.1500.512400.000	Retirement Plan Expense	13,348	35,834	20,500	15,908	19,089	20,000	
6	100.1500.512450.000	Retirement Cont. (DC) 401	9,715	7,762	10,253	5,400	6,480	10,771	
7	100.1500.512700.000	Workers' Comp Insurance	1,000	773	1,000	747	896	1,000	
8	100.1500.512900.000	Unemployment Payments	2,000	4,200	2,000	0	0	2,000	
9	100.1500.521200.000	Professional	110,000	90,468	80,000	65,145	78,174	100,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	5,000	1,170	5,000	0	0	5,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	11,250	6,231	11,250	3,427	4,113	7,500	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	26,500	26,114	29,000	28,870	28,870	31,000	Annual bill to Newton County
13	100.1500.521300.000	Technical Purchased Service	42,500	45,544	45,000	41,160	49,392	50,000	
14	100.1500.522200.000	Repairs & Maintenance	40,000	18,343	20,000	17,319	20,783	20,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	5,000	0	5,000	10,396	12,475	10,000	
16	100.1500.522200.002	YH Welcome Center	30,000	0	5,000	650	780	5,000	
17	100.1500.522320.000	Equipment Leases and Rentals	0	0	0	0	0	1,300	Lease for new copier at City Hall
18	100.1500.523100.000	Liability Insurance	11,000	10,932	11,000	8,403	11,000	9,000	Annual bill in April
19	100.1500.523200.000	Telephone - Postage	25,200	25,983	25,500	17,820	21,384	25,500	
20	100.1500.523200.001	Telephone System Upgrades	8,200	8,150	0	0	0	0	
21	100.1500.523300.000	Advertising & Promotions	7,000	7,571	7,000	6,894	8,272	8,000	
22	100.1500.523320.000	July 4th Parade Expenses	6,000	2,641	6,000	0	0	6,000	
23	100.1500.523600.000	Dues & Fees	9,000	11,230	9,000	7,987	9,584	9,000	
24	100.1500.523700.000	Education & Training	12,000	4,773	7,500	2,087	2,504	7,500	
25	100.1500.531100.000	Supplies & Materials	19,000	19,305	24,000	12,270	14,725	20,000	
26	100.1500.531200.000	Energy - Utilities	16,000	16,800	16,000	11,858	14,230	16,000	
27	100.1500.531600.000	Small Equipment Under \$5,000	5,000	2,109	5,000	150	180	5,000	
28	100.1500.531600.001	Computer Upgrades	8,000	6,043	0	0	0	0	
29	100.1500.531600.002	Security System Upgrade	7,000	6,686	0	0	0	0	
30	100.1500.531700.000	Other/Meetings & Events	7,000	2,771	5,000	214	256	5,000	
31	100.1500.579000.000	Contingency - General	23,392	2,202	25,348	0	0	17,397	
32	100.1500.579010.000	Contingencies - cash over & short	200	50	200	140	168	200	
		SUBTOTAL	\$764,826	\$629,994	\$688,756	\$482,603	\$574,266	\$719,010	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
COURT									
1	100.2500.521200.000	Contract - Judge	5,000	5,000	5,000	3,750	5,000	5,000	
2	100.2500.521210.000	Contract - Public Defender	500	0	500	0	0	500	
3	100.2500.521211.000	Contract - Solicitor	4,800	3,760	4,800	3,400	4,800	4,800	
4	100.2500.523700.000	Education - Clerk	3,000	600	1,000	0	0	1,000	
5	100.2500.523701.000	Education - Judge	1,200	325	1,200	0	1,200	1,200	
6	100.2500.523850.000	Contract - Translator	200	0	200	0	0	200	
		SUBTOTAL	\$14,700	\$9,685	\$12,700	\$7,150	\$11,000	\$12,700	
POLICE DEPARTMENT									
7	100.3200.511000.000	Regular Employees	173,830	98,775	178,768	136,857	164,228	185,344	Includes four (4) full-time officers, including the Chief
8	100.3200.511300.000	Overtime	10,000	10,587	10,000	10,368	12,442	10,000	
9	100.3200.512100.000	Group Insurance	25,987	16,865	30,801	14,946	17,935	38,203	Health and Life Insurance
10	100.3200.512200.000	Social Security (FICA)	14,063	8,392	14,441	11,263	13,515	14,944	
11	100.3200.512450.000	Retirement Cont. (DC) 401	10,430	3,074	9,711	5,158	6,190	10,081	
12	100.3200.512700.000	Workers' Comp Insurance	7,000	6,186	6,500	4,918	4,918	8,000	
13	100.3200.521300.000	Tech Purch Serv/Courtware	11,000	10,982	11,000	8,532	10,238	11,000	
14	100.3200.522200.000	Veh & Equip Repairs & Maint	10,000	5,907	10,000	12,093	14,512	10,000	
15	100.3200.523100.000	Liability Insurance	12,000	11,227	12,000	16,602	12,000	15,500	Annual bill in April
16	100.3200.523200.000	Telephone-Postage	5,500	7,245	5,500	3,783	4,540	5,500	
17	100.3200.523600.000	Dues & Fees	250	162	250	100	120	200	
18	100.3200.523700.000	Education & Training	2,000	1,645	2,000	1,698	2,038	2,000	
19	100.3200.523850.000	Subpoena fee	200	0	200	0	0	200	
20	100.3200.523900.000	Prisoner Housing & costs	12,000	12,425	13,000	420	504	13,000	Increased volume of inmates brought in by city police officers.
21	100.3200.531100.000	Supplies & Materials	5,500	4,317	5,500	2,228	2,674	5,500	
22	100.3200.531270.000	Gasoline	10,000	6,741	10,000	5,425	6,510	10,000	
23	100.3200.531600.000	Small Equipment Under \$5,000	5,000	3,740	5,000	1,366	1,640	5,000	
24	100.3200.531600.001	Computer Upgrades	0	3,647	6,500	6,283	6,283	0	
25	100.3200.531700.000	Uniforms	5,000	4,095	5,000	1,721	1,427	5,000	
26	100.3200.571000.000	Training funds - Payable	25,000	28,712	25,000	18,227	21,872	25,000	
27	100.3800.342500.000	E-911 Center	43,000	41,224	25,000	16,113	19,335	25,000	Annual bill.
		SUBTOTAL	\$387,760	\$285,950	\$386,170	\$278,101	\$322,920	\$399,472	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
STREET DEPARTMENT									
1	100.4200.511100.000	Regular Employees-Street	50,780	25,030	46,641	33,037	39,645	48,171	Allocating 1/3 of meter reader; 3/5 of groundskeepers (2); 1/5 refuse collection worker
2	100.4200.511300.000	Overtime	1,000	1,307	2,000	509	611	2,000	
3	100.4200.512100.000	Employee Insurance	15,494	9,177	18,465	9,564	11,477	22,890	Health and Life Insurance
4	100.4200.512200.000	Social Security (FICA)	3,961	2,015	3,721	2,566	3,079	3,839	
5	100.4200.512450.000	Retirement Cont. (DC) 401	2,945	1,109	2,798	1,150	1,380	2,891	
6	100.4200.512700.000	Workers' Comp Insurance	3,500	4,262	4,000	3,159	3,159	5,000	
7	100.4200.521201.000	Professional - Engineering	3,000	1,455	3,000	3,245	3,894	5,000	
8	100.4200.522200.000	Veh & Equip Repairs & Maint	12,000	7,478	12,000	11,835	14,202	12,000	
9	100.4200.523600.000	Dues and Fees	0	0	0	50	50	100	
10	100.4200.523700.000	Education & Training	500	0	500	0	0	500	
11	100.4200.523850.000	Contract Labor	13,104	13,385	13,104	6,126	7,351	12,000	Temporary help
12	100.4200.531100.000	Supplies & Materials	15,000	12,096	15,000	7,247	8,697	15,000	
13	100.4200.531270.000	Gasoline/Diesel	6,300	2,435	5,500	1,753	2,103	3,500	
14	100.4200.531600.000	Small Equipment Under \$5,000	1,500	319	1,500	664	796	1,500	
15	100.4200.531700.000	Uniforms	2,500	1,817	2,500	1,335	1,602	2,000	
16	100.4200.531800.000	Stormwater Management	7,000	3,500	5,500	3,500	7,000	5,500	KCNB Contract - \$2,000
17	100.4200.531901.000	City Tree Removal	30,000	22,200	25,000	20,000	24,000	25,000	Trees continue to decline
18	100.4200.532100.000	Sidewalks	3,000	2,352	3,000	0	0	3,000	
19	100.4200.532100.001	Property Claims <\$1,000	0	0	0	741	889	1,000	
		SUBTOTAL	\$171,584	\$109,935	\$164,229	\$106,481	\$129,935	\$170,891	
CEMETERY									
20	100.4900.522200.000	Cemetery Found. Maint. Suppl.	7,000	5,000	5,000	5,000	5,000	5,000	
21	100.4900.531900.000	Tree Removal	5,000	4,800	5,000	4,800	4,800	5,000	
		SUBTOTAL	\$12,000	\$9,800	\$10,000	\$9,800	\$9,800	\$10,000	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
PARKS AND RECREATION DEPARTMENT									
1	100.6200.511100.000	Regular Employees - Parks & Rec.	24,882	8,316	21,608	12,786	15,343	22,149	Allocating 2/5 of groundskeepers (2)
2	100.6200.511300.000	Overtime	500	0	500	0	0	500	
3	100.6200.512100.000	Group Insurance	7,165	3,878	8,580	3,426	4,112	11,520	Health and Life Insurance
4	100.6200.512200.000	Social Security (FICA)	1,942	636	1,691	978	1,174	1,733	
5	100.6200.512450.000	Retirement Cont. (DC) 401	1,493	406	1,296	462	554	1,329	
6	100.6200.512700.000	Workers' Comp Insurance	500	534	600	478	573	800	
7	100.6200.521200.000	Professional (arborist)	700	675	700	225	270	700	
8	100.6200.522200.000	Veh & Equip Repairs & Maint	1,500	0	1,000	0	0	1,000	
9	100.6200.523850.000	Contract Labor - Temporary Help	5,300	6,710	5,300	2,505	3,006	5,000	
10	100.6200.531100.000	Supplies & Materials	20,000	2,323	10,000	791	949	5,000	
11	100.6200.531200.000	Energy - Utilities	15,000	5,538	10,000	3,215	3,858	7,000	Utilities for Asbury Street Park
12	100.6200.531270.000	Gasoline/Diesel	1,800	274	500	138	165	300	
13	100.6200.531600.000	Small Equipment Under \$5,000	1,000	0	1,000	0	0	1,000	
14	100.6200.531700.000	Uniforms	1,000	637	1,000	513	616	800	
15	100.6200.531900.000	Tree Board	9,000	7,894	10,000	2,021	2,425	15,000	Includes expenses for Arbor Day
16	100.6200.531910.000	City Park and Trail Maintenance	35,000	33,503	25,000	17,877	21,452	25,000	Includes landscape maintenance contract for Asbury Street Park.
		SUBTOTAL	\$126,781	\$71,323	\$98,776	\$45,414	\$54,497	\$98,831	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
WATER & SEWER FUND - REVENUES									
1	505.0000.344210.000	Water Charges/Sales	510,000	571,760	446,606	415,860	499,031	510,000	Reflects revenue collected pre-COVID
2	505.0000.344215.000	Water Tap Fees	10,000	2,951	10,000	8,853	10,000	10,000	
3	505.0000.344255.000	Sewer Charges/Sales	260,000	263,191	195,000	215,049	258,059	260,000	Reflects revenue collected pre-COVID
4	505.0000.344256.000	Sewer Tap Fees	10,000	4,075	10,000	10,800	10,000	10,000	
5	505.0000.344280.000	Hydrant Meter	500	780	500	3	4	500	
6	505.0000.361000.000	Interest Revenues	0	0	0	187	225	500	
7	505.0000.389000.001	Refunds	0	0	0	1,526	1,831	1,000	
		TOTAL REVENUES	\$790,500	\$842,757	\$662,106	\$652,278	\$779,150	\$792,000	
WATER & SEWER FUND - EXPENDITURES									
7	505.4300.511100.000	Regular Employees	37,825	37,451	40,734	34,410	41,292	41,191	Allocating 1/3 of meter reader
8	505.4300.511300.000	Overtime	3,000	2,605	3,000	1,832	2,199	3,000	
9	505.4300.512100.000	Employee Insurance	11,957	12,305	14,084	11,161	13,393	14,090	Health and Life Insurance
10	505.4300.512200.000	Social Security (FICA)	3,123	3,100	3,346	2,773	3,327	3,381	
11	505.4300.512450.000	Retirement Cont. (DC) 401	2,270	1,361	2,444	1,124	1,348	2,472	
12	505.4300.512700.000	Workers' Comp Insurance	3,000	3,929	4,000	3,238	4,000	4,000	
13	505.4300.521200.000	Legal & Professional	3,900	6,000	3,900	2,000	3,900	3,900	
14	505.4300.521300.000	Sewer Treatment Fees	122,000	117,625	88,563	80,975	97,170	117,000	Reflects similar demand to pre-COVID numbers
15	505.4300.522200.000	Veh & Equip Repairs & Maint	0	4,537	0	11,634	0	0	Split into four accounts below:
16	505.4300.522200.001	Service Contracts	16,000	16,693	17,000	14,688	17,625	13,200	Contract for Water Tank Maintenance
17		Building Repairs	2,000		2,000	0	0	2,000	
18		Equipment Repair and Rental	1,500		1,500	0	0	1,500	
19		Vehicle Repairs	300		300	0	0	300	
20	505.4300.523100.000	Liability Insurance	1,600	1,398	1,100	1,292	1,100	1,400	Annual bill in April
21	505.4300.523200.000	Telephone-Postage	1,600	1,058	1,500	648	778	1,500	
22	505.4300.523600.000	Dues & Fees	1,300	1,398	2,300	1,175	1,410	2,300	
23	505.4300.523700.000	Education & Training	3,000	1,380	3,400	1,750	2,100	4,400	New employee to maintain W/S license
24	505.4300.523850.000	Contract Labor	20,000	3,000	15,000	6,205	7,446	15,000	
25	505.4300.531100.000	Materials & Supplies	22,000	17,475	22,000	19,704	23,645	21,000	
26	505.4300.531200.000	Energy - Utilities	2,500	2,218	2,500	1,696	2,035	2,500	
27	505.4300.531270.000	Gasoline/Diesel	4,500	3,321	4,000	2,678	3,214	3,800	
28	505.4300.531510.000	Water for Resale	212,000	194,882	164,000	142,701	171,241	195,000	Reflects similar demand to pre-COVID numbers
29	505.4300.531600.000	Small Equipment Under \$5,000	3,000	0	3,000	429	515	3,000	
30	505.4300.531700.000	Uniforms	3,000	2,643	2,800	1,995	2,394	2,600	
31	505.4300.552200.000	Property Claims <\$1,000	0	0	0	333	399	1,000	
32	505.4300.561000.000	Depreciation Expense	215,520	211,882	208,326	176,275	211,530	215,450	
33	505.4300.574000.000	Bad Debt Expense	6,000	0	7,440	0	0	7,440	
34	505.4300.579000.000	Contingency	7,605	0	3,750	0	0	6,266	
35	505.4300.582000.000	GEFA Loan Interest Payback	20,000	3,930	4,120	3,131	3,757	3,310	Emory Street Sewer Project
		TOTAL EXPENDITURES	\$730,500	\$650,189	\$626,106	\$523,845	\$615,817	\$692,000	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
ELECTRIC FUND - REVENUES									
1	510.0000.344310.000	Electric Sales	2,508,672	2,377,801	2,049,041	1,897,970	2,277,564	2,453,788	ECC Estimate - assumes Oxford College is at full capacity.
2	510.0000.344311.000	Penalties After the 15th	95,000	62,392	90,000	45,453	54,544	60,000	
3	510.0000.344312.000	Service Charges	6,000	4,000	5,000	2,950	3,540	4,000	
4	510.0000.349900.000	Online Bill Pay Convenience Fee	0	0	0	11,464	13,757	12,000	Fees to pay bills online.
5	510.0000.361000.000	Interest Revenue	150	8	100	106	127	150	
6	510.0000.361001.000	MCT Dividends	0	4,898	4,000	126	151	500	
7	510.0000.381000.000	Other - Rebates	60,000	66,428	60,000	76,332	60,000	60,000	Year-End Settlement from MEAG & off-systems sales
		TOTAL REVENUES	\$2,669,822	\$2,515,525	\$2,208,141	\$2,034,401	\$2,409,683	\$2,590,438	
ELECTRIC FUND - EXPENDITURES									
7	510.4600.511110.000	Regular Employees	117,236	116,180	117,900	98,327	117,992	123,869	Allocating 1/3 of meter reader
8	510.4600.511300.000	Overtime	5,000	1,907	5,000	1,102	1,322	4,000	
9	510.4600.512100.000	Employee Insurance	33,543	22,731	32,867	20,071	24,085	32,910	Health and Life Insurance
10	510.4600.512200.000	Social Security (FICA)	9,351	9,053	9,402	7,603	9,124	9,860	
11	510.4600.512400.000	Retirement Plan Expense	33,333	23,730	48,176	40,906	49,087	49,417	
12	510.4600.512450.000	Retirement Cont. (DC) 401	518	318	558	282	339	1,000	
13	510.4600.512700.000	Workers' Comp Insurance	2,000	1,246	2,000	993	1,192	1,500	
14	510.4600.521200.000	ECC Professional Services	62,000	62,006	63,000	49,380	59,256	64,000	ECC fees are shown separate from power costs.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	7,200	6,429	7,200	5,329	6,395	7,200	
16	510.4600.522201.000	Power line Tree Trimming	35,000	18,208	35,000	9,104	10,925	35,000	
17	510.4600.523100.000	Liability Insurance	9,000	8,239	8,500	8,197	9,000	8,500	Annual bill in April
18	510.4600.523200.000	Telephone-Postage	8,000	10,629	9,000	6,975	8,370	9,000	
19	510.4600.523600.000	Dues & Fees	500	304	1,000	190	500	300	
20	510.4600.523600.001	Online Bill Pay Merchant Fee	0	0	0	13,212	15,855	13,000	Cost to the provider for online bill pay.
21	510.4600.523700.000	Linemen Training	6,000	1,135	6,000	148	178	6,000	
22	510.4600.523701.000	Education & Training	3,000	1,380	3,400	1,750	2,100	5,000	CDL Class A Certification Class
23	510.4600.523850.000	Contract Labor	0	6,709	10,000	5,878	7,054	10,000	
24	510.4600.531100.000	Supplies & Materials	16,500	12,769	16,000	8,968	10,762	16,000	
25	510.4600.531200.000	Energy/Utilities	7,500	6,516	7,500	5,025	6,030	6,500	
26	510.4600.531270.000	Gasoline/Diesel	6,500	5,993	6,500	2,601	3,121	5,500	
27	510.4600.531530.000	Electricity Purchased	1,419,242	1,364,643	1,310,948	1,058,106	1,269,728	1,278,232	ECC Estimate - assumes Oxford College is at full capacity.
28	510.4600.531600.000	Small Equipment Under \$5,000	2,500	0	2,500	1,400	1,680	2,500	
29	510.4600.531700.000	Uniforms	5,000	4,614	5,000	3,568	4,282	5,000	
30	510.4600.541004.000	Street Lights	2,300	0	2,300	0	0	2,300	
31	510.4600.531600.000	Maintenance Facility Security System Upgrade	5,800	5,750	0	0	0	0	
32	510.4600.561003.000	Depreciation	93,612	93,900	93,185	78,239	93,887	93,760	
33	510.4600.574000.000	Bad Debt Expense	22,500	15,505	27,540	0	0	15,000	
34	510.4600.579000.000	Contingency	9,686	222	8,066	0	0	5,090	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
		TOTAL EXPENDITURES	\$1,919,822	\$1,800,115	\$1,838,541	\$1,427,355	\$1,712,261	\$1,810,438	
SANITATION FUND - REVENUES									
1	540.0000.344110.000	Refuse Collection Charges	169,050	170,701	169,500	143,776	172,531	169,500	
2	540.0000.344130.000	Sale of Recycled Materials	200	0	100	640	0	100	
		TOTAL REVENUES	\$169,250	\$170,701	\$169,600	\$144,416	\$172,531	\$169,600	
SANITATION FUND - EXPENDITURES									
3	540.4300.511100.000	Regular Employee - Sanitation	20,313	16,508	20,821	14,502	17,402	21,875	Allocating 4/5 of refuse collection worker
4	540.4300.511300.000	Overtime	500	48	500	0	0	500	
5	540.4300.512100.000	Group Insurance	7,165	2,810	8,444	6,585	7,902	8,445	
6	540.4300.512200.000	Social Security (FICA)	1,592	1,276	1,631	1,109	1,331	1,593	
7	540.4300.512450.000	Retirement Cont. (DC) 401	813	1,676	1,249	562	675	1,219	
8	540.4300.512700.000	Workers' Comp Insurance	500	534	600	558	558	600	
9	540.4300.522110.000	Disposal Services-Landfill Fees	8,000	5,080	8,000	8,791	10,549	10,000	
10	540.4300.522111.000	College Walk Dumpster Fees	6,700	6,650	6,700	4,988	5,985	6,700	
11	540.4300.522200.000	Vehicle & Equip Repairs & Maint	5,000	0	5,000	0	0	5,000	
12	540.4300.523100.000	Liability Insurance	3,000	0	3,000	0	0	500	
13	540.4300.523580.000	Contract Labor	20,966	13,333	20,966	9,473	11,368	15,000	Temporary help
14	540.4300.523581.000	Contracted Garbage Pickup	82,000	82,697	89,000	66,251	79,501	89,000	
15	540.4300.523600.000	Dues & Fees	500	300	500	150	180	500	
16	540.4300.531100.000	Supplies & Materials	6,500	1,163	6,500	198	238	6,500	
17	540.4300.531270.000	Gasoline/Diesel	5,000	1,477	3,000	1,434	1,721	3,000	
18	540.4300.531600.000	Small Equipment Under \$5,000	1,000	0	1,000	0	0	1,000	
19	540.4300.531700.000	Uniforms	1,000	825	1,000	276	331	1,000	
20	540.4300.574000.000	Bad Debt Expense	4,300	0	4,700	23	28	4,700	
21	540.4300.579000.000	Contingency	4,401	0	1,989	0	0	2,468	
		TOTAL EXPENDITURES	\$179,250	\$134,377	\$184,600	\$114,900	\$137,769	\$179,600	

Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
General Fund								
	Revenues	983,764	1,162,883	917,843	1,050,496	1,206,398	1,062,767	
	Prior Year Unassigned F. Balance	0		100,000			0	
100.0000.391505.000	Transfers from W&S	60,000		36,000			60,000	
100.0000.391510.000	Transfers from Electric	490,000		358,000			340,000	
100.0000.391540.000	Transfers from Sanitation	0		0			0	
	General Fund Revenues	1,533,764	1,162,883	1,411,843	1,050,496	1,206,398	1,462,767	
	Expenditures							
	City Council	56,113	44,899	51,212	36,288	44,295	51,862	
	General Government	764,826	629,994	688,756	482,603	574,266	719,010	
	Court	14,700	9,685	12,700	7,150	11,000	12,700	
	Police Department	387,760	285,950	386,170	278,101	322,920	399,472	
	Street Department	171,584	116,586	164,229	111,469	135,921	170,891	
	Parks and Recreation Department	126,781	71,323	98,776	45,414	54,497	98,831	
	Cemetery	12,000	9,800	10,000	9,800	9,800	10,000	
100.9000.611011.000	Transfers to Capital Fund	0					0	
	General Fund Expenditures	1,533,764	1,168,237	1,411,843	970,825	1,152,699	1,462,767	
	General Fund BALANCE	0	-5,354	0	79,672	53,699	0	
Water & Sewer Fund								
	Revenues	790,500	842,757	662,106	652,278	779,150	792,000	
	Expenditures	730,500	650,189	626,106	523,845	615,817	692,000	
505.9000.611003.000	Transfers to G/F	60,000		36,000			60,000	
505.9000.611350.000	Transfers to Capital Fund	0		0			40,000	
	W & S Fund Expenditures	790,500	650,189	662,106	523,845	615,817	792,000	
	W & S Fund BALANCE	0	192,567	0	128,434	163,333	0	
Electric Fund								
	Revenues	2,669,822	2,515,525	2,208,141	2,034,401	2,409,683	2,590,438	
	Expenditures	1,919,822	1,800,115	1,838,541	1,427,355	1,712,261	1,810,438	
510.9000.611002.000	Transfers to G/F	490,000		358,000			340,000	
510.9000.611350.000	Transfers to Capital Fund	250,000		0			430,000	
510.9000.611008.000	Transfers to Sanitation	10,000		15,000			10,000	
510.9000.611351.000	Comp Trust transfer to Capital	0		0			0	
	Electric Fund Expenditures	2,669,822	1,800,115	2,211,541	1,427,355	1,712,261	2,590,438	
	Electric Fund BALANCE	0	715,410	-3,400	607,046	697,422	0	

Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru April	FY2021 Estimate	FY2022 Recommend	Comments
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Sanitation Fund

	Revenues	179,250	170,701	184,600	144,416	172,531	169,600	
	Expenditures	179,250	127,727	184,600	109,912	131,783	179,600	
540.9000.611001.000	Transfers to G/F	0		0			0	
540.9000.611006.000	Transfers from Electric	10,000		15,000			10,000	
	Sanitation Fund Expenditures	179,250	127,727	184,600	109,912	131,783	179,600	
	Sanitation Fund BALANCE	0	42,975	0	34,503	40,747	0	

ALL FUNDS TOTAL

	Revenues	5,173,335	4,521,165	4,466,690	3,881,591	4,395,232	5,024,805	
	Expenditures	5,173,335	3,618,541	4,470,090	3,031,936	3,480,777	5,024,805	
	Balance	0	902,624	-3,400	849,655	914,454	0	

FY2022 Capital Budget Detail		Recommend	City Funds	Other Funds
General				
1	Yarbrough House and Property Renovation - Renovate the existing building located at 107 W. Clark Street. The work will include updating the building's HVAC, water/sewer, and electric systems, exterior, etc.	100,000	100,000	0
2	City Limit Sign (Granite Stone and Landscape) - Construct a free-standing, monument style welcome sign on the lot located at 6153 Emory Street. In addition, the project will include a landscaping plan for the lot.	60,000	60,000	0
3	Strategic Land Acquisitions - Acquire land to support comprehensive plan goals and objectives, to include land associated with town center development and, possibly, land needed to buffer the city against encroachment.	50,000	50,000	0
4	Dried Indian Creek Greenway / Protective Corridor - Acquire conversation easements on properties located along Dried Indian Creek to serve as a protective corridor. As an alternative to the conservation easements, the item also includes funds to purchase property along Dried Indian Creek. In addition, the project includes funds to install a 10-12' multi-use trail along the creek. We will pursue funding through the Georgia Outdoor Stewardship Program, which requires a 25% local match.	1,000,000	250,000	750,000
5	Electric Vehicle Charging Stations - Install one (1) dual capacity stations on city property.	12,000	12,000	0
6	City Manager Vehicle - Replace the existing vehicle.	30,000	30,000	0
Parks, Landscapes, and Recreation				
7	Multi-Use Trails - We will need to select locations throughout the city to install additional multi-use trails.	300,000	300,000	0
8	Asbury Street Park Wi-Fi - Install wi-fi capability for the Asbury Street Park Pavilion to ensure the existing security cameras can record to the city's cloud security program. It will also provide limited wi-fi to the park greenspace.	7,700	7,700	0

FY2022 Capital Budget Detail

Recommend City Funds Other Funds

Streets, Sidewalks, and Street Lamps				
9	Storm Drainage plans and improvements - For minor improvements to our storm drainage system and to help us meet the requirements of our state-mandated storm drainage plan.	20,000	20,000	0
10	East Clark Street Improvements - Complete redevelopment of East Clark Street including water, sewer, electric, street, sidewalk, and drainage. The sewer service was funded with the GEFA loan as part of the Emory Sewer Project. Electric service will be underground and will have pedestrian sized street lamps.	450,000	450,000	0
11	Whatcoat Street Improvements - Make streetscape improvements to Whatcoat Street including constructing a sidewalk on the southside of the street, installing pedestrian lighting similar to what is currently found on Pierce Street, creating additional parking on the northwest side of the street and removing the existing concrete circle (the skating rink).	300,000	300,000	0
12	City Sidewalk Improvements (Soule Street to E. Richardson Street) - Extend the sidewalk from Soule Street north to the city limits. The project will consist of adding sidewalks, pedestrian scale lighting, and related improvements to the east side of Emory Street from Soule Street to E. Richardson Street and to the west side of Emory Street from Soule Street to Watson Street. In addition, the scope includes installing an midblock pedestrian crossing in the vicinity of Emory Way.	1,100,000	900,000	200,000
13	Sidewalk Repairs and Planning - Make repairs to the existing sidewalk that runs along the westside of Emory Street (SR 81) from the city-owned greenspace north to Soule Street. The project includes installing the conduit for future pedestrian scale lighting.	150,000	150,000	0
14	Emory Street / Highway 81 Street Lamps - Install pedestrian street lights on the westside of Emory Street (SR 81).	300,000	300,000	0
15	Radar Speed Signs - Install radar speed signs along Emory Street/SR 81.	10,000	10,000	0
16	Speed Humps - Install speed humps on streets identified by the city.	5,000	5,000	0

FY2022 Capital Budget Detail

		Recommend	City Funds	Other Funds
17	Street Repairs and Resurfacing - This project is done annually with some funding from the Georgia Department of Transportation's Local Maintenance Improvement Grant (LMIG) program. It requires a local funds match. Given the timing of awarding the contract, we will complete the FY21 project (Longstreet Circle) during FY22. We will use our FY20 and FY21 to pay for the Longstreet Circle resurfacing project. We will select the street for our FY22 LMIG project later in the fiscal year.	400,000	325,000	75,000
18	Streets Department - Lawnmower(s) - Purchase a 60" rear discharge mower and a 54" side discharge mower to maintain the city's rights-of-way and parks. The city will use the mower approximately eight (8) hours a day for approximately eight (8) months out of the year. Our current mowers have roughly 2,234 and 2,025 hours of documented use, respectively.	22,000	22,000	0
Downtown Development Authority (DDA)				
19	Downtown Development Authority - Intergovernmental agreement funding for ongoing support to the city's Downtown Development Authority.	30,000	30,000	0
20	DDA - Professional Services - Agreement funding the initial design costs for the town center development.	200,000	200,000	0
Electric Department				
21	Electric System Improvements - Each year we select a project to improve and maintain a reliable electric system. Given the timing of awarding the contract and purchasing the materials, we will complete the FY21 project of replacing utility poles, wires, switches, and equipment on E. Soule Street, Green Street, E. Bonnell Street, Hillcrest Drive, E. Wade Street, the line behind Mainstay Academy, and the line behind 702 Emory Street in FY22. For our FY22 project, we will replace poles, wires, switches, and equipment on Emory Street. In addition, we will also pay for pole inspections from this account.	269,563	269,563	0
22	Public Works Vehicles and Equipment - Replace aging line truck. It is a 1993 model with 67,735 miles. We bought it used fourteen (14) years ago. The turn table and lower and upper booms are leaking fluid.	203,871	203,871	0

FY2022 Capital Budget Detail

Recommend City Funds Other Funds

Water and Sewer Department

23	Water Line Replacement - Replace existing 6" water line on W Bonnell, Queen Ann, and Stone Streets with 8" water line. This will replace the remaining "transite" water pipe in our system.	200,000	200,000	0
24	Replace water main on Oxford Road, Keel Street, Cat Paw Court, Beakhead Court, and Perry Circle - This section of the water system is about 40+ years old. It was installed with a very thin, low grade PVC pipe. In the past four years, we have repaired the water main seven times in different places. The city will apply for a Community Development Block Grant to fund the project.	1,330,000	580,000	750,000
25	Sewer Camera and Locator - Purchase a sewer camera and locator to pinpoint blockages in the city's sewer system.	7,365	7,365	0

Police Department

26	Police Vehicle - Purchase a police car with equipment (radio, sirens, decals, etc.).	50,000	0	50,000
27	Police Radios - Newton County has decided to sign a contract with Motorola to enhance the coverage of the communication of public safety within the county. This will make it necessary to replace our outdated equipment with new equipment. Our portable radios are approximately 10-years old and our car radios are 5-years old. For the FY2022 Capital Budget, we plan to replace five (5) portable radios, four (4) car radios, and one (1) base radio for the police department.	44,100	0	44,100

TOTALS

6,651,599 4,782,499 1,869,100

FY2022 Capital Budget Detail

FY2022 Capital Budget Detail		Recommend	City Funds	Other Funds
SPLOST Funding Summary		Total	YTD	Balance
2017 SPLOST				
Water & Sewer - Emory Street Sewer Project		500,000	500,000	0
Transportation		500,000	292,855	207,145
Recreation - Asbury Street Park		400,000	400,000	0
Public Safety - Radio Upgrades and Future Vehicles		100,965	0	100,965
2017 SPLOST Subtotal		\$1,500,965	\$1,192,855	\$308,110

City of Oxford
Invoices >=\$1,000
Paid in May 2021

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford Utilities	March-April service	1,363.73
Newton County Board of Commissioners	Water Purchase April 2021; Invoice #2826	15,340.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 3/30/2021 – 4/29/2021	6,851.66
Georgia Municipal Association	GMEBS Life and Health Insurance Billing for June 2021; Invoice #311660	12,033.84
Georgia Municipal Association	GMEBS Retirement Trust Fund Employer Contributions May 2021	5,681.33
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ May 2021	4,556.05
Georgia Superior Court Clerks' Cooperative Authority	Court Collections for April 2021	1,242.77
Southeastern Power Administration (SPA)	SEPA Energy Cost (April 2021) Inv. #B-21-1725	3,014.16
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for April 2021	90,779.59
Electric Cities of Georgia	Consulting and planning services for April 2021	4,938.00
IRS	Federal Payroll Taxes, May 2021	10,733.32
Courtware Solutions	Traffic citation case management monthly service	1,150.00
Phoenix Personnel, LLC	Maintenance temporary workers, week ending 5/9/2021	1,225.00
Cintas	Uniforms – April service – Public Works	1,110.46
Latham Home Sanitation	Commercial Waste Removal Services April 2021	7,361.18
VC3 (formerly Sophicity)	May charges for software and hardware support; invoice #61255	2,057.31

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/CONTRACT LABOR		
McNair McLemore Middlebrooks & Co.	April 2021 professional financial services, invoice #94029	1,228.00
Snapping Shoals EMC	Service/repair on small bucket truck, invoice #8222	3,303.26
Jamar Technologies, Inc.	Radar Kit for Police Department, P.O. #13988	4,340.00
Rehrig Pacific Company	Purchase of 50 roll carts	5,846.00
Pi-Jon Inc.	Fuel for city vehicles – 2/9/2021-3/24/2021	4,238.27
Arbor Equity	Annual Tree Pruning	4,320.00
Oxford Historical Cemetery Foundation, Inc.	Two (8) interment spaces sold	1,000.00
Scarborough Tree, Inc.	Removal of oak with stump grinding – Wesley Street; removal of dead pine – P. O. #13995	2,550.00
Jordan Engineering	Work on Longstreet Circle paving project and completion of northwest quadrant survey and mapping for ROW survey – invoice numbers 16418, 16458, 16,493	2,040.00