



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MAY 18, 2020 – 6:09 PM
VIA TELECONFERENCE**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief

OTHERS PRESENT: Laura Gafnea, Alice McKnight, Art Vinson

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady reminded Councilmembers to go by City Hall and sign the Executive Session Affidavit from the May 4, 2020 meeting.

Guidance and instructions have been received from the Georgia Municipal Association (GMA) regarding COVID-19 issues. This guidance will be discussed later in the meeting.

2. FY 2021 Operating and Capital Budgets (Attachment B)

City Manager Matt Pepper discussed a memo summarizing revenue and expenditure projections for FY2021 along with an explanation of use of fund reserve to cover a portion of the FY2021 Operating Budget.

Mayor Eady stated that the revenue and expenditure projections are conservative, and it is hoped that the situation will improve and use of the fund reserve will not actually be necessary during FY2021. Mayor Eady expressed appreciation to Laura Gafnea and the staff at Oxford College for assisting with the projection estimates as they relate to operations at the college.

George Holt asked why the City of Oxford is spending \$720,000 more in FY2021 in the Operating Budget than was spent in FY2019. Mr. Pepper explained the FY2021 amounts are projected amounts, while the FY2019 amounts are actual amounts. Each year the Council plans to spend more than is actually spent. The City Council asked for the addition of a column for the budgeted amounts of the previous year when next year's documents are prepared.

Laura McCanless asked why the 4th of July parade line item is not reduced in the FY2021 Operating Budget, given that this year's parade has been canceled. She observed that it appears some of the funds each year are spent in the fiscal year prior to the parade event, and some are spent in the fiscal year of the parade event, so it would seem the line item could be reduced. Mayor Eady and Mr. Pepper explained that the funds originally on this line item are being left in the budget for next year's parade.

Jeff Wearing asked if our insurance company would be giving a rebate to municipalities due to reduced use of equipment/vehicles during the COVID-19 pandemic. Mr. Pepper and City Clerk Marcia Brooks stated they had not heard of any such rebate but will check with GMA.

Mr. Holt noted that the budget shows \$5,000 in the Electric fund for two employees and asked if the City of Oxford is paying that much each year in the Electric fund. He stated it looks like the cost for non-electrical personnel is about \$1,000 per employee, and thought it is somewhat odd that the cost is \$2,500 per employee for electric employees given there is not much electric work to do. Mayor Eady observed that the cost for FY2019 was \$4,822. The cost covers a uniform service. Jody Reid stated that the electric employees must wear fire resistant clothing, and it is more costly.

Mr. Pepper discussed a notation added to the Capital Budget since the last time it was discussed in a City Council meeting. It is anticipated that the city's line truck will have to be replaced within a few years, as it is not in the best of shape. This item is shown in the Capital Budget at a cost of \$205,000 for FY2023.

Mayor Eady stated that the proposed Capital Budget contains just over \$1 million of essential projects, including water main, sidewalk, drainage repair and street maintenance projects. Completion of some of these projects are contingent upon grant rewards. All others will be prioritized by the Council to determine which ones should be done based on fiscal health during the budget year. The City Council has always budgeted for more projects than it has completed each fiscal year and has spent about \$1 million each year.

Jim Windham suggested increasing the amount budgeted for replacement of the City Manager's vehicle in the FY2021 Capital Budget. He feels the City Manager represents the city, and in that capacity should have a somewhat nicer vehicle. Jeff Wearing agreed with Mr. Windham's suggestion and recommended increasing the amount to \$30,000 to \$35,000. Mr. Holt suggested putting the additional money into the City Manager's salary. Mayor Eady stated the City Manager's compensation will be discussed soon. Laura McCanless suggested the discussion about the vehicle may need to be postponed until the

compensation discussion is held, as it can be considered part of the compensation package for the City Manager. Mayor Eady recommended that this discussion be postponed, and to move forward with the amount as it is in the Capital Budget (\$20,000).

Mr. Windham commented that the \$200,000 for DDA Professional Services is difficult to justify given the current economic situation. He recommended pushing that expenditure out one or two years. He also recommended using some of that money to conduct an economic feasibility study for the center of town. He stated that each time a discussion about opening a business in Oxford comes up, the idea is abandoned because of the opinion that businesses are not sustainable in Oxford.

Mayor Eady stated that specific amount is budgeted in anticipation of a real project that has been put on hold due to the COVID-19 pandemic. The \$200,000 is targeted for an architectural engineering firm to design a development. Once that development is financed, the money would be repaid to the city. It can certainly be pulled out or pushed out, but the plan is to spend the money on a tangible project and would result in a net cost of zero for the city.

Ms. McCanless asked what the \$30,000 budgeted for the Downtown Development Authority is for. Mayor Eady advised it is for professional services they receive as well as legal costs to retain Frank Turner as their attorney. They have also had Historical Concepts under contract to work on items related to the Town Center.

Mr. Wearing asked if it is realistic to complete any of the city's planned projects within the next twelve months. Lynn Bohanan indicated she does not think they can make that determination at this time. Mr. Wearing agreed and recommended adding funding for another police car. He feels some of the money for non-essential projects should be diverted for this purpose. He expressed concern about the police department being left without a vehicle if one of the existing vehicles becomes inoperable.

Ms. Bohanan asked if there was research going on about leasing vs. purchasing a police vehicle. Mayor Eady stated that leasing is essentially financing a vehicle, and he is also not sure if SPLOST money can be used to lease vehicles. The leasing option turned out not to be economically feasible. The two vehicles were also pushed out during the last discussion, to FY2022 and FY2024. The Council may want to revisit buying a used vehicle for that purpose sooner than that.

In response to Mr. Wearing's earlier question, Mayor Eady stated he does not think the Whatcoat Street, E. Clark Street, Yarbrough House, and City Limits Sign projects will be worked on in the next twelve to eighteen months given the economic environment and projected revenue collections. He forecasted that the city will focus on the \$1 million or so of critical essential projects for which we have funding available from SPLOST collections, grant funds, and money already set aside for specific projects.

Ms. Bohanan indicated she has no comments other than that she shares Mr. Wearing's concern about the police department needing an additional vehicle. Mayor Eady indicated

that Chief Harvey is checking with other cities trying to find a used vehicle the city can purchase in the short term until a new vehicle can be purchased.

Ms. McCanless asked if we have any concrete plans for multi-use trails, which is budgeted for \$300,000. Mayor Eady stated that some plans were developed to do some further work on trails. This amount has been in the budget for several years. Mayor Eady stated at this point he would put this project in the same group with the other projects that will not be worked on for twelve to eighteen months. Mayor Eady asked Mr. Pepper to provide Ms. McCanless with the document detailing the plans.

Avis Williams stated that her concerns and questions had already been addressed.

For the benefit of those who are new on the City Council, Mr. Holt stated that other than vehicles and equipment, the city rarely completes projects in the first year they are listed in the Capital Budget, and they are simply placeholders for future goals of the city.

Mayor Eady asked the meeting attendees if they had any questions or comments. None were stated.

3. **Penalties and Fees for May's Utility Bills**

The Council suspended penalties and fees through April in a previous meeting. The decision to be made is whether to continue waiving penalties and fees for May and perhaps through the remainder of the fiscal year (through June). The staff has begun reaching out to customers to get customers on a payment plan.

Jeff Wearing recommended that the City of Oxford continue waiving fees through June 2020 and address the issue quarterly going forward.

City Clerk Marcia Brooks asked if this also applies to cutoffs. Mayor Eady stated the policy is not to cut off utilities because of the current economic crisis we are in due to the COVID-19 pandemic.

Art Vinson asked if the city is emphasizing to customers the need to bring their accounts current. Mayor Eady indicated the staff are addressing that issue as they discuss customers' issues with them.

Mr. Wearing stated the staff makes judicious decisions about which customers are making an honest effort to bring their accounts current and which ones are not. Mayor Eady praised the staff for their professional and compassionate approach to the situation. Mr. Wearing and Jim Windham agreed.

Mayor Eady clarified that the waiver of fees will continue to apply to the utility statements due June 15th and July 15th. Plans for the utility billings after the one due July 15th will be discussed at the June work session.

4. **Reopening City Hall**

City Manager Matt Pepper requested the opinion of Mayor and Council on when to safely open City Hall and Asbury Park to the public. He wants to ensure that staff has time to adjust and that the city has adequate PPE and supplies to keep staff and customers safe while conducting city business.

Some other cities have begun reopening with varying degrees of precautions and measures. This topic is on the agenda to have the discussion as it relates to Oxford.

Mayor Eady stated that part of the discussions he has had with Matt relate to the staff's comfort level with providing services while maintaining a safe environment for themselves and customers. Their desks are far enough apart that they can work at a safe distance from each other. They are currently wearing masks while in the office as a precautionary measure when they are near each other.

They also have the safety glass separating the staff work area from the lobby which provides a safety barrier between customers and staff. Customers will be expected to take precautions as well. If a customer issue requires interaction beyond what can be addressed at the window, customers will be taken to the community room where staff can meet with them at a safe distance. In such instances, customers will be expected to wear a mask. These precautions are in line with those recommended by the Georgia Dept. of Public Health to safeguard the wellbeing of employees and residents.

Jim Windham stated he would not be opposed to staying closed through June 15th and discussing a reopen date in the Council Work Session meeting that evening. The information he has heard from Public Health indicates there may be an uptick in cases and would like to wait until June 15th to make a more informed decision about when to open. All other Councilmembers agreed with Mr. Windham.

Mayor Eady stated that hand sanitizer dispensers have been ordered for the lobby entrances. Mr. Windham commented that hand sanitizer should be at least 60% alcohol according to information he has heard. Laura McCanless asked if the dispensers will be wall mounted. City Clerk Marcia Brooks confirmed they would.

Mr. Pepper expressed his appreciation on behalf of the staff for the Mayor and Council's concern for their welfare and safety. Some employers have been more aggressive about requiring employees to come in even though the employees may be concerned about their health. The staff at City of Oxford have not felt any such pressure and it is appreciated.

George Holt asked Chief Harvey if officers are wearing masks during their interactions with the public. He has seen most police departments using them and feels it is needed at Oxford since officers must get much closer to individuals when interacting with them than the 6-foot safe distance recommended. Mr. Windham and Ms. McCanless agreed with Mr. Holt.

Chief Harvey advised they have separate bags of pens that individuals use to sign the citations with, and they keep the pens. They have masks and gloves. They are not required to wear the masks on routine traffic stops because the weather is getting hot and it is difficult to breathe in them. They approach vehicles from behind and keep their distance. They never put their head in the window and do not have direct contact with them. If they feel like they need the mask it is available to put on. He knows that very few officers wear masks with the City of Covington and Newton County.

Mayor Eady stated that what he is hearing the Council recommending a policy that when an officer approaches a vehicle after stopping it, the officer will be less than six feet from the occupant of the vehicle, and should therefore wear a mask in this circumstance. Art Vinson expressed concern that imposing this policy would endanger officers because it bypasses their ability to make discretionary decisions based on their training and their professional judgment.

Chief Harvey stated that no department has made it mandatory that their officers wear a mask in Georgia that he is aware of. Even one of the Oxford officers who was wearing a mask all the time has eased up on this practice.

Mayor Eady stated he believes in general if a person is going to be encountering other people in public, that person should be wearing a mask. As a matter of public health, it is good for the police department staff and the people they are approaching to wear a mask. However, he does not want to compromise the officers' safety by imposing this requirement. His opinion is they should be having their temperature checked at the beginning of each shift and documented, and they should be wearing masks under reasonable circumstances. However, he is deferring to the Chief's professional judgment as to what the policy should be. Mr. Windham agreed with Mayor Eady, and strongly recommended to Chief Harvey that his officers wear masks but would not recommend mandating it.

Mayor Eady stated the Council could strongly encourage officers to wear masks even for routine traffic stops if doing so would not put them at risk. Chief Harvey advised he would check with Sheriff Brown at Newton County and Chief Cotton and follow their lead so that officers county-wide are on the same page. He has a thermometer he has been using sporadically to check temperatures and will start doing this daily.

Mayor Eady requested that Chief Harvey report back to the Council his findings about this issue after talking with Sheriff Brown and Chief Cotton.

Mayor Eady raised the issue of the opening of the playground equipment and restrooms at Asbury Park. His proposal is to take down the yellow tape at the park. The pavilion would not be available for rental. Bathrooms would be available for use during daylight hours. Signs should be posted throughout the park – Do your part - practice safe distancing, wear a mask and wash hands frequently.

Mr. Holt asked if the city has any liability to sanitize the bathrooms and the playground equipment on a regular basis. Mayor Eady advised the guidelines from the Governor's office can be reviewed, although it addresses commercial businesses, and not public facilities.

Ms. McCanless asked if the signs that will be posted could have a statement advising patrons to use the facilities at their own risk. Mayor Eady advised that the bathrooms are cleaned once a week now. He has discussed with Mr. Pepper the possibility of having them come in twice a week with cleaners. However, he does not feel it is sustainable to have them come in daily. So, there is an implicit understanding that patrons will use the facilities at their own risk, and perhaps that should be explicitly stated. Mayor Eady stated the city will get an answer to the liability question.

Avis Williams stated the city needs to ensure there is adequate signage and asked if there will be additional sanitizer stations for park areas and if the cleaning company will ensure they are properly filled. Mayor Eady stated additional dispensers could be placed in the pavilion area and outside the restrooms. Matt Pepper advised that it has been very difficult trying to find hand sanitizer stations and sanitizer. There may be a delay before they can be placed at the park.

Ms. McCanless is reluctant to open the park just yet because she wants to see what happens as places reopen. She also believes it will not be possible to ensure consistency with children washing their hands. She does feel that putting out hand sanitizer at the park will reduce the city's culpability in spreading germs.

Jeff Wearing's recommendation is to wait until the June work session to decide about reopening the park.

Jim Windham agreed with Mr. Wearing. He feels that the recommendations made thus far are reasonable but advised that hold harmless clauses are not enforceable in Georgia, and the "at your own risk" proposed language on the signs is a hold harmless clause. Mayor Eady mentioned that once David Strickland checked into a somewhat similar scenario and determined the city was not liable. But David Strickland will be consulted on this issue as well as Georgia Municipal Association and any other relevant advisory organizations. He recommends not opening the playground and pavilion until at least June 1st, and possibly June 15th.

Utility Superintendent Jody Reid stated that at an EMA meeting, he and Chief Harvey were told the virus could live up to nine days on metal not in direct sunlight. Mr. Windham stated that alone is reason enough to wait until the work session to make a decision.

5. Change Order for Moore Street Sidewalk Project (Attachment C)

After work was started on the Moore Street Sidewalk project, it was discovered that a large section of pipe had become compromised similar to the situation on Longstreet Circle. To avoid laying sidewalk that would have to be torn out when the pipe completely collapses, a change order has been submitted by the vendor, HCS Services LLC, to replace the pipe at

an additional cost of \$10,000. The extra work would not add any time to the project. The vendor advised he could work on other things while waiting for approval on this. City Manager Matt Pepper would, however, like to advise the vendor if they can move forward without waiting for approval in the June regular session.

George Holt asked if a budget amendment would be required to accommodate the change order. Mr. Pepper stated that even before this change request was submitted, the approved contract was already greater than the budgeted amount.

All Council members agreed with allowing the project to proceed without formal approval. Mayor Eady stated that the change order and budget amendment will be brought up in the June 1st Regular Council meeting.

Jim Windham requested that Matt Pepper and Marcia Brooks investigate the legal requirements related to electronically signing documents to expedite the process for Council members to sign documents.

Jim Windham made a motion to adjourn the meeting at 8:13 p.m. Jeff Wearing seconded the motion. The motion carried unanimously (7/0).

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, MAY 18, 2020 – 6:00 P.M.
CITY HALL (VIA TELECONFERENCE)
A G E N D A**

ANNUAL BUDGET PUBLIC HEARING – 6:00 PM

*We will have the public hearing on the proposed operating budget and capital budget for FY2021 (July 1, 2020 – June 30, 2021). We have attached a copy of the public hearing notice.

1. **Mayor’s Announcements**
2. * **Operating Budget and Capital Budget for FY2021** – We have attached the Budget Calendar, the Operating Budget, the Capital Budget, and the Budget Resolution. These will be on the agenda for adoption at the June 1st meeting.
3. **Penalties and Fees for May’s Utility Bills** – Council will discuss whether to impose the penalties and fees for past due utility bills for May.
4. **Re-Opening City Hall** – Council will discuss a timeline to re-opening City Hall to the public.
5. * **Change Order for Moore Street Sidewalk Project** – As part of the Moore Street Sidewalk project, we are upgrading a few stormwater junction boxes along Emory Street to ensure that stormwater properly drains around the new sidewalk. When unearthing one of the junction boxes, the contractor discovered that several large sections of an existing 24’ steel storm drain have severely eroded. Per the plans, the sidewalk will be installed over the existing drainpipe. We recommend that we replace the 264 feet of 24’ steel storm drainpipe with a high-density polyethylene (HDPE) pipe. The total amount of the change order is \$10,000. We have attached the change order for this work. Council will vote to formally approve the change order at the June Regular Session meeting.

*Attachments



Budget Calendar for FY2021

- Tuesday, January 28, 2020 Budget forms distributed to department heads.
- Monday, February 17, 2020 Department budget requests submitted to City Manager.
- Monday, March 23, 2020 Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.
- Friday, April 24, 2020 Combined advertisement appears in *Covington News* for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.)
- Monday, May 4, 2020 Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary).
- Monday, May 18, 2020 Work session and Public Hearing-6:00 PM (At least a week must intervene between the public hearing and budget adoption.) Remind Council about adopting the millage rate.
- Monday, June 1, 2020 Adopt Budget -7:00 PM (Decision point if millage is to be raised.)
- Friday, July 3, 2020 Receive Tax Digest from County Tax Commissioner. Note: If Council does not increase millage or adopts the rollback rate, we will have the advertisement of 5 Year History ready for publication.
- Friday, July 10, 2020 5 Year History Ad with notice of Public Hearing published.
- Monday, July 20, 2020 Hold Two (2) public hearings for Council to adopt millage rate.
- Monday, August 3, 2020 Hold final public hearing for millage rate. Council adopts new millage rate at Regular Session Meeting.
- Tuesday, August 4, 2020 Tear sheet and PT38 to Tax Commissioner.
- Wednesday, August 5, 2020 Tax Commissioner delivers report to State.

Notice: If the millage rate is increased above the rollback rate, law requires (3) three public hearings and advertising seven days apart from each other prior to final adoption.



Annual Budget - FY2021

July 1, 2020 - June 30, 2021

City Council Review - 5/18/20

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	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL FUND - REVENUE					75.0%			
1	100-0000-311100-000	Real Property Tax-Current Yr.	110,827	110,000	118,338	110,000	110,000	Due to lag effects and the nature of the economic recession, we held property taxes flat.
2	100-0000-311200-000	Property Tax - Prior Year	3,728	5,000	3,066	4,088	5,000	
3	100-0000-311310-000	Motor Vehicle Adv.	20,414	21,000	21,054	28,072	5,000	
4	100-0000-311315-000	Motor Vehicle TAVT	49,523	45,000	83,495	111,327	50,000	
5	100-0000-311340-000	Intangible Tax	1,324	3,000	3,131	4,175	3,000	
6	100-0000-311600-000	Real Estate Transfer	1,090	1,000	1,220	1,627	1,000	
7	100-0000-311710-000	Electric Franchise Tax	2,237	2,200	2,160	2,000	2,000	
8	100-0000-311730-000	Gas Franchise Tax	14,567	12,000	9,869	13,159	14,000	
9	100-0000-311750-000	TV Cable Franchise Tax	29,842	28,000	32,175	42,900	30,000	
10	100-0000-311760-000	Telephone Franchise Tax	4,440	4,500	4,440	4,500	4,400	
11	100-0000-313100-000	LOST Sales & Use Tax	404,977	360,000	317,782	423,709	320,000	Reflects a 20% reduction from FY19 collections.
12	100-0000-316100-000	General Business License	11,360	11,500	11,063	12,000	11,500	
13	100-0000-316200-000	Insurance Premium Tax	152,453	161,000	161,939	161,939	166,000	One check per year, based on population.
14	100-0000-319000-000	Penalty/Interest on Del Taxes	1,393	1,300	890	1,187	1,200	
15	100-0000-322901-000	Misc. Income	1,334	1,500	32	42	1,000	
16	100-0000-323100-000	General Building Permits	36,155	15,000	5,324	7,098	10,000	
17	100-0000-335800-000	Intergovernmental Revenues	46,038	26,000	27,705	26,000	20,000	Local Maintenance Improvement Grant (LMIG)
18	100-0000-341400-000	Printing/Duplicating Service	129	200	111	148	200	
19	100-0000-341910-000	Election Qualifying Fees	0	1,200	792	792	0	
20	100-0000-349100-000	Cemetery Fees	3,100	2,000	400	533	2,000	
21	100-0000-349300-000	Bad Check Fees	750	1,000	480	640	1,000	
22	100-0000-351000-000	Fines & Forfeitures	102,890	80,000	65,808	87,744	80,000	
23	100-0000-361000-000	Interest Revenues	65,360	30,000	37,225	49,633	15,000	Reflects a decrease in interest rates.
24	100-0000-381000-000	Rents and Royalties	55	1,500	2,075	2,767	5,000	
25	100-0000-381001-000	Lease Agreement Income	31,710	31,710	0	31,710	31,710	Whatcoat Building
26	100-0000-381002-000	Lease - Verizon	26,602	27,154	20,365	27,154	27,833	Water Tower Antenna - Verizon Wireless
27	100-0000-392300-000	Proceeds-Dispose of Assets	0	1,000	0	0	1,000	
FY2021 REVENUES TOTAL			\$1,122,298	\$983,764	\$930,938	\$1,154,943	\$917,843	
PRIOR YEAR UNASSIGNED FUND BALANCE			-	-	-	-	\$100,000	FY2019 unassigned fund balance from the General Fund
FY2021 GENERAL FUND GRAND TOTAL			-	-	-	-	\$1,017,843	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL FUND - EXPENDITURES								
CITY COUNCIL								
1	100.1100.511100.000	Regular Employees	30,000	34,800	21,700	28,933	34,800	
2	100.1100.512200.000	Social Security (FICA)	2,295	2,663	1,660	2,213	2,662	
3	100.1100.523100.000	Liability Insurance	10,818	12,000	9,907	12,000	10,000	Annual bill in April
4	100.1100.523600.000	Education & Training	2,141	3,000	3,083	4,111	3,750	
5	100.1400.511100.000	Reg Employees - Election	0	650	475	475	0	
		SUBTOTAL	\$45,254	\$53,113	\$36,825	\$47,732	\$51,212	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL GOVERNMENT								
1	100.1500.511100.000	Regular Employees	221,315	221,854	152,406	203,207	234,694	
2	100.1500.511300.000	Overtime	3,585	5,000	6,476	8,634	6,000	
3	100.1500.512100.000	Group Insurance	64,107	60,313	28,696	38,261	58,673	
4	100.1500.512200.000	Social Security (FICA)	16,968	17,354	12,195	16,260	18,413	
5	100.1500.512400.000	Retirement Plan Expense	37,910	13,348	15,068	20,091	20,500	
6	100.1500.512450.000	Retirement Cont. (DC) 401	3,575	9,715	4,358	5,810	10,423	
7	100.1500.512700.000	Workers' Comp Insurance	269	1,000	725	966	1,000	
8	100.1500.512900.000	Unemployment Payments	0	2,000	4,200	5,600	2,000	
9	100.1500.521200.000	Professional	77,652	110,000	78,439	104,586	80,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	2,315	5,000	1,170	1,560	5,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	0	11,250	4,362	5,816	11,250	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	23,871	26,500	26,114	26,114	29,000	Annual bill to Newton County
13	100.1500.521300.000	Technical Purchased Service	41,417	42,500	40,004	53,338	45,000	
14	100.1500.522200.000	Repairs & Maintenance	21,417	40,000	13,617	18,156	20,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	225	5,000	0	0	5,000	
16	100.1500.522200.002	YH Welcome Center	0	30,000	0	0	5,000	
17	100.1500.523100.000	Liability Insurance	12,019	11,000	9,254	10,000	11,000	Annual bill in April
18	100.1500.523200.000	Telephone - Postage	25,166	25,200	19,162	25,549	25,500	
19	100.1500.523200.001	Telephone System Upgrades	0	8,200	8,150	8,150	0	
20	100.1500.523300.000	Advertising & Promotions	6,849	7,000	5,828	7,770	7,000	
21	100.1500.523320.000	July 4th Parade Expenses	4,994	6,000	2,769	3,692	6,000	
22	100.1500.523600.000	Dues & Fees	5,770	9,000	7,015	9,353	9,000	
23	100.1500.523700.000	Education & Training	7,399	12,000	4,379	5,838	7,500	
24	100.1500.531100.000	Supplies & Materials	18,784	19,000	15,007	20,009	24,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
25	100.1500.531200.000	Energy - Utilities	15,507	16,000	12,138	16,183	16,000	
26	100.1500.531600.000	Small Equipment Under \$5,000	1,507	5,000	1,893	2,524	5,000	
27	100.1500.531600.001	Computer Upgrades	16,312	8,000	6,043	8,000	0	
28	100.1500.531600.002	Security System Upgrade	0	7,000	6,686	7,000	0	
29	100.1500.531700.000	Other/Meetings & Events	2,279	7,000	2,872	3,830	5,000	
30	100.1500.579000.000	Contingency - General	0	23,392	0	0	23,026	
31	100.1500.579010.000	Contingencies - cash over & short	298	200	50	67	200	
		SUBTOTAL	\$631,510	\$764,826	\$489,074	\$636,366	\$691,179	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
COURT								
1	100.2500.521200.000	Contract - Judge	5,000	5,000	3,750	5,000	5,000	
2	100.2500.521210.000	Contract - Public Defender	500	500	0	0	500	
3	100.2500.521211.000	Contract - Solicitor	7,240	4,800	4,800	4,800	4,800	
4	100.2500.523700.000	Education - Clerk	791	3,000	375	500	1,000	
5	100.2500.523701.000	Education - Judge	1,660	1,200	1,260	1,200	1,200	
6	100.2500.523850.000	Contract - Translator	0	200	0	0	200	
		SUBTOTAL	\$15,192	\$14,700	\$10,185	\$11,500	\$12,700	
POLICE DEPARTMENT								
7	100.3200.511000.000	Regular Employees	98,775	173,830	102,058	136,077	176,635	Includes four (4) full-time officers, including the Chief
8	100.3200.511300.000	Overtime	10,587	10,000	6,296	8,394	10,000	
9	100.3200.512100.000	Group Insurance	16,865	25,987	7,325	9,767	30,801	
10	100.3200.512200.000	Social Security (FICA)	8,392	14,063	8,289	11,052	14,278	
11	100.3200.512450.000	Retirement Cont. (DC) 401	3,074	10,430	3,900	5,200	9,583	
12	100.3200.512700.000	Workers' Comp Insurance	6,186	7,000	5,213	6,951	6,500	
13	100.3200.521300.000	Tech Purch Serv/Courtware	10,982	11,000	7,066	9,421	11,000	
14	100.3200.522200.000	Veh & Equip Repairs & Maint	5,907	10,000	5,150	6,866	10,000	
15	100.3200.523100.000	Liability Insurance	11,227	12,000	10,952	12,000	12,000	Annual bill in April
16	100.3200.523200.000	Telephone-Postage	7,821	5,500	5,276	7,035	5,500	
17	100.3200.523600.000	Dues & Fees	162	250	100	133	250	
18	100.3200.523700.000	Education & Training	1,645	2,000	1,374	1,832	2,000	
19	100.3200.523850.000	Subpoena fee	0	200	0	0	200	
20	100.3200.523900.000	Prisoner Housing & costs	12,425	12,000	9,890	13,187	13,000	Increased volume of inmates brought in by city police officers
21	100.3200.531100.000	Supplies & Materials	4,317	5,500	5,297	7,063	5,500	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
22	100.3200.531270.000	Gasoline	6,741	10,000	6,575	8,767	10,000	
23	100.3200.531600.000	Small Equipment Under \$5,000	3,740	5,000	4,341	5,788	5,000	
24	100.3200.531600.001	Computer Upgrades	3,647	0	0	0	6,500	New laptops for police vehicles; current laptops were purchased in 2012 (2), 2014 (1), & 2016 (1)
25	100.3200.531700.000	Uniforms	4,095	5,000	3,723	4,964	5,000	
26	100.3200.571000.000	Training funds - Payable	28,712	25,000	17,708	23,610	25,000	
27	100.3800.342500.000	E-911 Center	41,224	43,000	24,159	24,159	25,000	Annual bill
		SUBTOTAL	\$286,526	\$387,760	\$234,691	\$302,266	\$383,747	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
STREET DEPARTMENT								
1	100.4200.511100.000	Regular Employees-Street	27,506	50,780	18,166	24,222	46,641	allocating 1/3 of meter reader; 3/5 of groundskeepers; 1/5 equip operator
2	100.4200.511300.000	Overtime	874	1,000	1,132	1,509	2,000	
3	100.4200.512100.000	Employee Insurance	8,689	15,494	6,298	8,398	18,465	
4	100.4200.512200.000	Social Security (FICA)	2,171	3,961	1,476	1,968	3,721	
5	100.4200.512400.000	Retirement Plan Expense	2,197	0	0	0	0	
6	100.4200.512450.000	Retirement Cont. (DC) 401	520	2,945	639	853	2,798	
7	100.4200.512700.000	Workers' Comp Insurance	2,941	3,500	3,914	3,914	4,000	
8	100.4200.521201.000	Professional - Engineering	2,210	3,000	1,395	1,860	3,000	
9	100.4200.522200.000	Veh & Equip Repairs & Maint	16,676	12,000	5,857	7,809	12,000	
10	100.4200.523700.000	Education & Training	240	500	0	0	500	
11	100.4200.523850.000	Contract Labor - Temporary Help	9,559	13,104	11,079	14,771	13,104	
12	100.4200.531100.000	Supplies & Materials	18,503	15,000	11,144	14,859	15,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
13	100.4200.531270.000	Gasoline/Diesel	5,301	6,300	2,478	3,304	5,500	
14	100.4200.531600.000	Small Equipment Under \$5,000	869	1,500	0	0	1,500	
15	100.4200.531700.000	Uniforms	1,631	2,500	1,476	1,969	2,500	
16	100.4200.531800.000	Stormwater Management	5,500	7,000	0	7,000	5,500	KCNB Contract - \$2,000
17	100.4200.531901.000	City Tree Removal	23,100	30,000	16,200	21,600	25,000	Trees continue to decline
18	100.4200.532100.000	Sidewalks	0	3,000	2,352	3,136	3,000	
		SUBTOTAL	\$128,487	\$171,584	\$83,607	\$117,171	\$164,229	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
PARKS AND RECREATION DEPARTMENT								
1	100.6200.511100.000	Regular Employees - Parks & Rec.	7,532	24,882	5,607	7,476	21,608	allocating 2/5 of groundskeepers
2	100.6200.511300.000	Overtime	0	500	0	0	500	
3	100.6200.512100.000	Group Insurance	1,152	7,165	2,685	3,581	8,580	
4	100.6200.512200.000	Social Security (FICA)	560	1,942	429	572	1,691	
5	100.6200.512450.000	Retirement Cont. (DC) 401	254	1,493	196	261	1,296	
6	100.6200.512700.000	Workers' Comp Insurance	358	500	510	680	600	
7	100.6200.523850.000	Contract Labor - Temporary Help	3,683	5,300	5,637	7,516	5,300	
8	100.6200.521200.000	Professional (arborist)	938	700	750	1,000	700	
9	100.6200.522200.000	Veh & Equip Repairs & Maint	0	1,500	0	0	1,000	
10	100.6200.531100.000	Supplies & Materials	48	20,000	2,323	3,097	10,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
11	100.6200.531200.000	Energy - Utilities	0	15,000	4,351	5,801	10,000	
12	100.6200.531270.000	Gasoline/Diesel	949	1,800	399	532	500	
13	100.6200.531700.000	Uniforms	653	1,000	545	727	1,000	
14	100.6200.531600.000	Small Equipment Under \$5,000	0	1,000	0	0	1,000	
15	100.6200.531900.000	Tree Board	7,291	9,000	7,193	9,590	10,000	
16	100.6200.531910.000	City Park and Trail Maintenance	2,578	35,000	29,791	39,722	25,000	Includes landscape maintenance contract for Asbury Street Park.
		SUBTOTAL	\$25,997	\$126,781	\$60,416	\$80,554	\$98,776	
CEMETERY								
17	100.4900.522200.000	Cemetery Found. Maint. Suppl.	5,000	7,000	7,000	7,000	5,000	Foundation requesting \$5,000
18	100.4900.531900.000	Tree Removal	4,800	5,000	0	5,000	5,000	
		SUBTOTAL	\$9,800	\$12,000	\$7,000	\$12,000	\$10,000	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
WATER & SEWER FUND - REVENUES								
								Worst-case is \$70K less revenue from Oxford College in FY21, and this budget number is \$78K less than FY19
1	505.0000.344210.000	Water Charges/Sales	524,586	510,000	437,245	510,000	446,606	
2	505.0000.344215.000	Water Tap Fees	16,124	10,000	0	10,000	10,000	
3	505.0000.344255.000	Sewer Charges/Sales	264,740	260,000	197,284	263,045	195,000	\$263K is avg (FY17-19); 20% reduction is \$210K
4	505.0000.344256.000	Sewer Tap Fees	8,351	10,000	475	10,000	10,000	
5	505.0000.344280.000	Hydrant Meter	117	500	0	0	500	
		TOTAL REVENUES	\$813,918	\$790,500	\$635,004	\$793,045	\$662,106	
WATER & SEWER FUND - EXPENDITURES								
6	505.4300.511100.000	Regular Employees	36,158	37,825	28,311	37,748	40,734	allocating 1/3 of meter reader
7	505.4300.511300.000	Overtime	1,981	3,000	2,299	3,065	3,000	
8	505.4300.512100.000	Employee Insurance	14,274	11,957	8,946	11,928	14,084	
9	505.4300.512200.000	Social Security (FICA)	3,490	3,123	2,342	3,122	3,346	
10	505.4300.512450.000	Retirement Cont. (DC) 401	1,309	2,270	1,004	1,338	2,444	
11	505.4300.512700.000	Workers' Comp Insurance	2,205	3,000	3,654	4,872	4,000	
12	505.4300.521200.000	Legal & Professional	3,900	3,900	0	0	3,900	
13	505.4300.521300.000	Sewer Treatment Fees	133,860	122,000	86,574	115,433	88,563	Reflects reduced demand for sewer treatment.
14	505.4300.522200.000	Veh & Equip Repairs & Maint	3,788	3,800	0	0	0	Split into four accounts below:
15	505.4300.522200.001	Service Contracts	16,085	16,000	12,465	16,620	17,000	Includes elevated tank and two lift stations
16		Building Repairs		2,000	595	794	2,000	
17		Equipment Repair and Rental		1,500	496	661	1,500	
18		Vehicle Repairs		300	2,650	3,533	300	
19	505.4300.523100.000	Liability Insurance	1,100	1,600	909	1,212	1,100	Annual bill in April
20	505.4300.523200.000	Telephone-Postage	1,405	1,600	738	983	1,500	
21	505.4300.523600.000	Dues & Fees	2,294	1,300	1,398	1,863	2,300	
22	505.4300.523700.000	Education & Training	3,333	3,000	1,380	1,840	3,400	Includes license fees
23	505.4300.523850.000	Contract Labor	14,222	20,000	5,300	7,067	15,000	
24	505.4300.531100.000	Materials & Supplies	20,811	22,000	16,140	21,519	22,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
25	505.4300.531200.000	Energy - Utilities	2,383	2,500	1,591	2,121	2,500	
26	505.4300.531270.000	Gasoline/Diesel	3,623	4,500	3,178	4,238	4,000	
27	505.4300.531510.000	Water for Resale	191,017	212,000	153,827	205,103	164,000	Reflects reduced demand for water.
28	505.4300.531600.000	Small Equipment Under \$5,000	0	3,000	0	0	3,000	
29	505.4300.531700.000	Uniforms	2,678	3,000	1,962	2,616	2,800	
30	505.4300.561000.000	Depreciation Expense	180,610	215,520	135,459	180,612	208,326	
31	505.4300.574000.000	Bad Debt Expense	0	6,000	0	0	7,440	Reflects an increase in uncollectible utility bill payments due to COVID-19.
32	505.4300.582000.000	GEFA Loan Interest Payback	1,412	20,000	2,935	3,913	3,750	Emory Street Sewer Project
33	505.4300.579000.000	Contingency	0	7,605	0	0	4,120	
		TOTAL EXPENDITURES	\$641,935	\$734,300	\$474,150	\$632,200	\$626,106	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
ELECTRIC FUND - REVENUES								
1	510.0000.344310.000	Electric Sales	2,509,920	2,508,672	1,895,503	2,527,338	2,049,041	ECG estimate - assumes 20% capacity at Oxford College for July - December 2020
2	510.0000.344311.000	Penalties After the 15th	89,078	95,000	62,520	83,361	90,000	
3	510.0000.344312.000	Service Charges	7,330	6,000	3,350	4,467	5,000	
4	510.0000.361000.000	Interest Revenue	0	150	4	6	100	
5	510.0000.361001.000	Municipal Competitive Trust	7,607	0	4,047	5,396	4,000	
6	510.0000.381000.000	Other Rebates-Off System Sales	1,740	60,000	2,960	60,000	60,000	Year-End Settlement from MEAG
		TOTAL REVENUES	\$2,615,675	\$2,669,822	\$1,968,385	\$2,680,567	\$2,208,141	
ELECTRIC FUND - EXPENDITURES								
7	510.4600.511110.000	Regular Employees	111,647	117,236	86,611	115,481	117,900	allocating 1/3 of meter reader
8	510.4600.511300.000	Overtime	3,639	5,000	1,435	1,913	5,000	
9	510.4600.512100.000	Employee Insurance	28,525	33,543	16,064	21,418	32,867	
10	510.4600.512200.000	Social Security (FICA)	8,566	9,351	6,736	8,981	9,402	
11	510.4600.512400.000	Retirement Plan Expense	26,136	33,333	38,682	51,576	48,176	
12	510.4600.512450.000	Retirement Cont. (DC) 401	158	518	236	314	558	
13	510.4600.512700.000	Workers' Comp Insurance	1,160	2,000	1,162	1,550	2,000	
14	510.4600.521200.000	ECG Professional Services	61,408	62,000	46,512	62,016	63,000	ECG fees are shown separate from power costs.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	8,290	7,200	6,560	8,747	7,200	
16	510.4600.522201.000	Power line Tree Trimming	34,992	35,000	0	0	35,000	
17	510.4600.523100.000	Liability Insurance	7,909	9,000	7,499	9,999	8,500	Annual bill in April
18	510.4600.523200.000	Telephone-Postage	9,028	8,000	8,269	11,026	9,000	
19	510.4600.523600.000	Dues & Fees	949	500	400	533	1,000	
20	510.4600.523700.000	Linemen Training	4,462	6,000	1,857	2,476	6,000	A. Ballard's apprenticeship program
21	510.4600.523850.000	Contract Labor	0	0	3,341	4,455	10,000	
22	510.4600.531100.000	Supplies & Materials	13,707	16,500	8,760	11,680	16,000	
23	510.4600.531200.000	Energy/Utilities	7,437	7,500	5,584	7,445	7,500	
24	510.4600.531270.000	Gasoline/Diesel	5,430	6,500	4,702	6,270	6,500	
25	510.4600.531530.000	Electricity Purchased	1,374,690	1,419,242	1,061,493	1,415,324	1,310,948	ECG estimate - assumes 20% capacity at Oxford College for July - December 2020.
26	510.4600.531600.000	Small Equipment Under \$5,000	0	2,500	856	1,141	2,500	
27	510.4600.531700.000	Uniforms	4,822	5,000	3,425	4,567	5,000	
28	510.4600.541004.000	Street Lights	2,280	2,300	0	0	2,300	
29	510.4600.531600.000	Maintenance Facility Security System Upgrade	0	5,800	5,750	7,667	0	
30	510.4600.561003.000	Depreciation	95,380	93,612	71,532	95,376	93,185	
31	510.4600.574000.000	Bad Debt Expense	0	22,500	0	0	27,540	Reflects an increase in uncollectible utility bill payments due to COVID-19.
32	510.4600.579000.000	Contingency	0	9,686	222	296	8,066	
		TOTAL EXPENDITURES	\$1,810,615	\$1,919,822	\$1,387,688	\$1,850,251	\$1,835,141	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
SANITATION FUND - REVENUES								
1	540.0000.344110.000	Refuse Collection Charges	169,699	169,050	128,805	171,740	169,500	
2	540.0000.344130.000	Sale of Recycled Materials	290	200	0	0	100	
		TOTAL REVENUES	\$169,989	\$169,250	\$128,805	\$171,740	\$169,600	
SANITATION FUND - EXPENDITURES								
3	540.4300.511100.000	Regular Employee - Sanitation	18,569	20,313	13,890	18,520	20,821	allocating 4/5 of equip operator
4	540.4300.511300.000	Overtime	0	500	48	63	500	
5	540.4300.512100.000	Group Insurance	1,435	7,165	208	277	8,444	
6	540.4300.512200.000	Social Security (FICA)	1,358	1,592	1,066	1,421	1,631	
7	540.4300.512450.000	Retirement Cont. (DC) 401	599	813	469	625	1,249	
8	540.4300.512700.000	Workers' Comp Insurance	0	500	510	680	600	
9	540.4300.522110.000	Disposal Services-Landfill Fees	7,994	8,000	3,490	4,654	8,000	
10	540.4300.522200.000	Vehicle & Equip Repairs & Maint	6,096	5,000	0	0	5,000	
11	540.4300.531100.000	Supplies & Materials	956	6,500	1,163	1,551	6,500	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
12	540.4300.523580.000	Contract Labor	16,138	20,966	10,491	13,988	20,966	
13	540.4300.531270.000	Gasoline/Diesel	1,862	5,000	1,474	1,965	3,000	
14	540.4300.531700.000	Uniforms	520	1,000	686	915	1,000	
15	540.4300.531600.000	Small Equipment Under \$5,000	0	1,000	0	0	1,000	
16	540.4300.523100.000	Liability Insurance	0	3,000	0	0	3,000	
17	540.4300.522111.000	College Walk Dumpster Fees	6,096	6,700	4,988	6,650	6,700	
18	540.4300.523581.000	Contracted Garbage Pickup	82,697	82,000	62,022	82,697	89,000	Includes rate increase
19	540.4300.523600.000	Dues & Fees	814	500	0	0	500	
20	540.4300.574000.000	Bad Debt Expense	0	4,300	0	0	4,700	Reflects an increase in uncollectible utility bill payments due to COVID-19.
21	540.4300.579000.000	Contingency	0	4,401	0	0	1,989	
		TOTAL EXPENDITURES	\$145,132	\$179,250	\$100,505	\$134,007	\$184,600	

Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
General Fund							
	Revenues	1,122,298	983,764	930,938	1,154,943	917,843	
	Prior Year Unassigned F. Balance		0			100,000	
100.0000.391505.000	Transfers from W&S		80,000			36,000	
100.0000.391510.000	Transfers from Electric		470,000			358,000	
100.0000.391540.000	Transfers from Sanitation		0			0	
	General Fund Revenues	1,122,298	1,533,764	930,938	1,154,943	1,411,843	
Expenditures							
	City Council	45,254	53,113	36,825	47,732	51,212	
	General Government	631,510	764,826	489,074	636,366	691,179	
	Court	15,192	14,700	10,185	11,500	12,700	
	Police Department	286,526	387,760	234,691	302,266	383,747	
	Street Department	136,481	179,584	87,097	121,825	164,229	
	Parks and Recreation Department	0	0	0	0	98,776	
	Cemetery	9,800	12,000	7,000	12,000	10,000	
100.9000.611011.000	Transfers to Capital Fund		50,215			0	
	General Fund Expenditures	1,124,763	1,462,198	864,874	1,131,690	1,411,843	
	General Fund BALANCE	-2,465	71,566	66,064	23,254	0	
Water & Sewer Fund							
	Revenues	813,918	790,500	635,004	793,045	662,106	
	Expenditures	641,935	734,300	474,150	632,200	626,106	
505.9000.611003.000	Transfers to G/F		60,000			36,000	
505.9000.611350.000	Transfers to Capital Fund		0			0	
	W & S Fund Expenditures	641,935	794,300	474,150	632,200	662,106	
	W & S Fund BALANCE	171,983	(3,800)	160,854	160,845	(0)	
Electric Fund							
	Revenues	2,615,675	2,669,822	1,968,385	2,680,567	2,208,141	
	Expenditures	1,810,615	1,919,822	1,387,688	1,850,251	1,835,141	
510.9000.611002.000	Transfers to G/F		490,000			358,000	
510.9000.611350.000	Transfers to Capital Fund		250,000			0	
510.9000.611008.000	Transfers to Sanitation		10,000			15,000	
510.9000.611351.000	Comp Trust transfer to Capital		0			0	
	Electric Fund Expenditures	1,810,615	2,669,822	1,387,688	1,850,251	2,208,141	
	Electric Fund BALANCE	805,060	(0)	580,697	830,316	0	

Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru March	FY 2020 Estimate	FY2021 Recommend	Comments
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Sanitation Fund

	Revenues	169,989	179,250	128,805	171,740	184,600	
	Expenditures	137,138	176,250	97,014	129,353	184,600	
540.9000.611001.000	Transfers to G/F		0			0	
540.9000.611006.000	Transfers from Electric		10,000			15,000	
	Sanitation Fund Expenditures	137,138	176,250	97,014	129,353	184,600	
	Sanitation Fund BALANCE	32,850	3,000	31,790	42,387	0.00	

ALL FUNDS TOTAL

	Revenues	4,721,880	5,173,336	3,663,132	4,800,296	4,466,690	
	Expenditures	3,714,452	5,102,570	2,823,727	3,743,493	4,466,690	
	Balance	1,007,428	70,766	839,406	1,056,802	0	



Capital Budget FY2021 - FY2025

July 1, 2021 - June 30, 2025

Council Review - May 18, 2020

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

OXFORD CAPITAL IMPROVEMENT PLAN 2021 - 2025 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2021	FY2022	FY2023	FY2024	FY2025	STWP '13	STWP '18
General									
1	Yarbrough House Renovation	100,000	100,000	0	0	0	0		17
2	City Limit Sign (Granite Stone and Landscape)	60,000	60,000	0	0	0	0		21
3	Strategic Land Acquisition	250,000	50,000	50,000	50,000	50,000	50,000		
4	Dried Indian Creek Greenway / Protective Corridor	250,000	50,000	50,000	50,000	50,000	50,000		
5	Electric Vehicle Charging Stations	24,000	12,000	12,000	0	0	0		
6	City Manager Vehicle	20,000	20,000	0	0	0	0		
Parks, Landscapes, and Recreation									
7	Multi-Use Trails	800,000	300,000	200,000	100,000	100,000	100,000	38,42	15
Streets, Sidewalks, and Street Lamps									
8	Storm Drainage Plans & Improvements	100,000	20,000	20,000	20,000	20,000	20,000	35	
9	E. Clark Street Improvements	450,000	450,000	0	0	0	0	23,25	23,26
10	Whatcoat Street Improvements	300,000	300,000	0	0	0	0	24	9
11	Emory Street Sidewalk (Geiger Street to Moore Street)	562,000	562,000	0	0	0	0	18,20,21	5,15
12	City Sidewalk Improvements (Soule Street to North City Limits)	800,000	800,000	0	0	0	0		
13	Sidewalk Repairs and Planning	500,000	100,000	100,000	100,000	100,000	100,000	38,42	
14	Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	0	0	0	38,42	15,21
15	Emory Street/Highway 81 Street Lamps	600,000	300,000	300,000	0	0	0		
16	Other Street Lamps	300,000	0	0	100,000	100,000	100,000		
17	Radar Speed Signs	10,000	10,000	0	0	0	0		
18	Speed Humps	10,000	5,000	5,000	0	0	0		
19	Street Repairs and Resurfacing	625,000	125,000	150,000	100,000	150,000	100,000		
20	Streets Equipment - Lawnmower(s)	24,000	12,000	12,000	0	0	0		
Downtown Development Authority									
21	Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	23,25	10,17,23
22	DDA - Professional Services	200,000	200,000	0	0	0	0	23,25	10,17,23
Electric Department									
23	Electric System Improvements	500,000	100,000	100,000	100,000	100,000	100,000		
24	Public Works Vehicles & Equipment	233,000	0	28,000	205,000	0	0		
25	Smart Meters - Electric	300,000	0	300,000	0	0	0	15	
Water and Sewer Department									
26	Water Line Replacement								
	Queen Ann, W. Bonnell, Stone Streets	192,000	192,000	0	0	0	0		
	Oxford Rd, Keel Street, Perry Circle	1,360,000	1,360,000	0	0	0	0		
27	Smart Meters for Water	300,000	0	300,000	0	0	0	15	
28	Sewer Camera and Locator	15,059	15,059	0	0	0	0		
29	Altitude Valve at Water Tower	33,138	33,138	0	0	0	0		
Police Department									
30	Police Vehicles	100,000	0	50,000	0	50,000	0		
TOTALS		9,243,197	5,281,197	1,707,000	855,000	750,000	650,000		

Likely will need to replace Ford F-800 Derrick Truck (Line Truck)

CAPITAL BUDGET FISCAL YEAR 2020

Part B

Account Number	PROJECT DESCRIPTION	TOTAL COST FY2021	CITY FUNDS FY2021	2017 SPLOST	LOAN	OTHER	STWP
General							
1	350.6000.541300.000 Yarbrough House Renovation	100,000	100,000	0	0	0	17
2	350.6200.541200.000 City Limit Sign (Granite Stone and Landscape)	60,000	60,000	0	0	0	21
3	350.6200.541100.000 Strategic Land Acquisition	50,000	50,000	0	0	0	
4	350.6200.541100.001 Dried Indian Creek Greenway / Protective Corridor	50,000	0	0	0	50,000	a
5	350.4600.541200.000 Electric Vehicle Charging Stations	12,000	12,000	0	0	0	
6	350.1500.542200.000 City Manager Vehicle	20,000	20,000	0	0	0	
Parks, Landscapes, and Recreation							
7	350.6200.541200.000 Multi-Use Trails	300,000	300,000	0	0	0	
Streets, Sidewalks, and Street Lamps							
8	350.4250.541200.000 Storm Drainage Plans & Improvements	20,000	20,000	0	0	0	
9	350.4200.541400.002 E. Clark Street Improvements	450,000	450,000	0	0	0	23,26
10	350.4226.541201.000 Whatcoat Street Improvements	300,000	300,000	0	0	0	9
11	350.4224.541203.000 Emory Street Sidewalk (Geiger to Moore Street)	562,000	113,000	0	0	449,000	b 5,15
12	350.4224.541203.002 City Sidewalk Project (Soule Street to North City Limits)	800,000	0	190,000	0	610,000	c
13	350.4200.541201.000 Sidewalk Repairs and Planning	100,000	100,000	0	0	0	
14	350.4224.541203.001 Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	0	0	15,21
15	350.4260.541400.000 Emory Street/Highway 81 Street Lamps	300,000	300,000	0	0	0	
16	350.4270.541400.000 Radar Speed Signs	10,000	10,000	0	0	0	
17	350.4221.541400.000 Speed Humps	5,000	5,000	0	0	0	
18	350.4200.541400.001 Street Repairs and Resurfacing	125,000	75,000	0	0	50,000	d
19	350.4200.542100.000 Streets Department - Lawn Mower	12,000	12,000	0	0	0	
Downtown Development Authority (DDA)							
20	350.7550.612000.000 Downtown Development Authority	30,000	30,000	0	0	0	10,17,23
21	350.7550.612000.001 DDA - Professional Services	200,000	200,000	0	0	0	
Electric Department							
22	350.4600.541402.510 Electric System Improvements	100,000	100,000	0	0	0	
Water and Sewer Department							
	Water Line Replacement						
23	350.4300.541001.505 Queen Ann, W. Bonnell, Stone Streets	192,000	192,000	0	0	0	
24	350.4400.541001.505 Oxford Rd, Keel Street, Perry Circle	1,360,000	610,000	0	0	750,000	e
25	350.4300.542100.505 Sewer Camera and Locator	15,059	15,059	0	0	0	
26	350.4400.542101.505 Altitude Valve at Water Tower	33,138	33,138	0	0	0	
TOTALS		5,281,197	3,182,197	190,000	0	1,909,000	

Footnotes:

- a We will explore state funding opportunities, such as the Outdoor Recreation Fund, with the help from the Northeast Georgia Regional Commission.
- b Funds from federal and state grants.
- c Funds from federal and state grants.
- d Funds from the Local Maintenance Improvement Grant (LMIG).
- e Funds from the Community Development Block Grant (CBDG).

FY2021 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. This will also include funds to be used to furnish the building with tables, chairs, etc., as necessary.	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.	50,000	0	50,000
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.	20,000	20,000	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

FY2021 Capital Budget Detail

Recommend City Funds Other Funds

Streets, Sidewalks, and Street Lamps				
8	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
9	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
10	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
11	Emory Street Sidewalk (Geiger Street to Moore Street) - Extend the sidewalk from I-20 along the west side of Emory Street north to Moore Street. Funded with state and federal funds along with the local share from the city.	562,000	113,000	449,000
12	City Sidewalk Improvements (Soule Street to North City Limits) - Extend the sidewalk from Soule Street north to the city limits. We will apply for grant funding to complete the project. The grant funding will include a the local share from the city.	800,000	200,000	600,000
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.	100,000	100,000	0
14	Pedestrian Crossing - Install a midblock crossing for pedestrian access to the Asbury Street Park from the west side of Emory Street.	75,000	75,000	0
15	Emory Street / Highway 81 Street Lamps - Install pedestrian street lights on the westside of Emory Street (SR 81).	300,000	300,000	0
16	Radar Speed Signs - Install radar speed signs along Emory Street/SR 81.	10,000	10,000	0

FY2021 Capital Budget Detail		Recommend	City Funds	Other Funds
17	Speed Humps - Install speed humps on streets identified by the city.	5,000	5,000	0
18	Street Repairs and Resurfacing - This project is done annually with some funding from GDOT from the LMIG program. It requires a local funds match. We will overmatch in FY2020 to help catch up with our resurfacing projects. We will complete both LMIG projects for FY2020 and FY2021 in the same year. This will include Stone Street and Longstreet Circle.	125,000	75,000	50,000
19	Streets Department - Lawnmower(s) - Purchase a 60" rear discharge mower and a 48" 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 2,000 and 1,800 hours of documented use, respectively.	24,000	24,000	0
Downtown Development Authority (DDA)				
20	Downtown Development Authority - Intergovernmental agreement funding for ongoing support to the city's Downtown Development Authority.	30,000	30,000	0
21	DDA - Professional Services - Agreement funding the initial design costs for the town center development.	200,000	200,000	0
Electric Department				
22	Electric System Improvements - Each year we select a project to improve and maintain a reliable electric system. This year we will replace 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. We will also pay for pole inspections from this account.	100,000	100,000	0
23	Public Works Vehicles and Equipment - Replace 2002 F-250 service truck.	28,000	28,000	0

FY2021 Capital Budget Detail

Recommend City Funds Other Funds

Water and Sewer Department				
24	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	192,000	192,000	0
25	Replace water main on Oxford Rd 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.	1,360,000	610,000	750,000
26	Sewer Camera and Locator - Purchase a sewer camera and locator to pinpoint blockages in the city's sewer system.	15,059	15,059	0
27	Altitude Valve at Water Tower - The valve has been rebuilt three (3) times in last 38 years. It is worn out and failing. It controls the fillings and emptying of the city's water tank. It is causing the tank to overflow frequently and waste water from the city's water system. As part of the project, we will install a insertion valve to be able to isolate the altitude valve to be changed.	33,138	33,138	0
Police Department				
28	Police Vehicle - Purchase a police car with equipment (radio, sirens, decals, etc.).	50,000	0	50,000
TOTALS		5,371,197	3,422,197	1,949,000

FY2021 Capital Budget Detail

	Recommend	City Funds	Other Funds
	Total	YTD	Balance
SPLOST Funding Summary			
2011 SPLOST - overage - Moore Street Sidewalk	15,600	15,600	0
2017 SPLOST			
Water & Sewer - Emory Street Sewer Project	500,000	500,000	0
Transportation	500,000	308,539	191,461
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	\$1,208,539	\$292,426

We plan to spend \$151,020 of the transportation allocation for the 2017 SPLOST on the Moore Street Sidewalk Project per the FY20 Capital Budget. This will leave us \$191,461 to use in FY21 and/or FY22 on transportation-related projects.

OXFORD CAPITAL IMPROVEMENT PLAN FY2020 Results

	Account Number	PROJECT DESCRIPTION	Total Funds	City Funds	Other	Spent Thru March	Estimate for FY 2020	Balance
1	350.6220.541100.001	City Parks Design & Build - Asbury Street Park	175,000	175,000	0	163,859	163,859	11,141
2	350.4200.541400.002	E. Clark Street Development	450,000	450,000	0	3,060	3,060	446,940
3	350.1500.522200.000	Moore Street Sidewalk	222,000	0	222,000	81,651	238,000	156,349
4	350.4224.541203.000	Emory Street Sidewalk	700,000	180,000	520,000	7,190	100,000	600,000
5	350.6000.541300.000	Yarbrough House Renovation/Welcome Center	350,000	350,000	0	13,450	50,000	300,000
6	350.4226.541201.000	Whatcoat Street Improvements	300,000	300,000	0	1,710	5,000	295,000
7	350.0000.541401.510	Pedestrian Crossing - Midblock at Asbury Park	75,000	75,000	0	-	-	75,000
8	350.6200.541200.000	Welcome Sign - 6153 Emory Street	60,000	60,000	0	-	-	60,000
9	350.4220.541204.000	Survey Remainder of City ROW	10,000	10,000	0	8,340	10,000	-
10	350.1500.541400.002	City Master Plan Develop & Implement	100,000	100,000	0	181,523	181,523	(81,523)
11	350.7550.612000.000	Downtown Development Authority	30,000	30,000	0	30,000	30,000	-
12	350.4600.541402.510	Electric System Improvements	120,000	120,000	0	-	120,000	-
13	350.4250.541200.000	Storm Drainage Plans & Improvements	20,000	20,000	0	11,700	37,000	(17,000)
14	350.4200.541400.001	Street Repairs and Resurfacing	250,000	130,000	100,000	10,988	75,000	175,000
15	350.4200.541201.000	Sidewalk Repairs and Planning	100,000	100,000	0	-	4,500	95,500
16	350.4300.541001.505	Water Line Replacement - Queen Ann, W. Bonnell, Stone	190,000	190,000	0	-	-	190,000
17	350.4400.541200.000	Water & Sewer Department - Backhoe Trailer	71,126	71,126	0	71,126	71,126	-
18	350.4200.542100.000	Streets Department - Lawn Mower	12,000	12,000	0	-	-	12,000
19	350.6200.542100.000	Streets and Parks and Recreation Departments - Utility Vehicle	14,500	14,500	0	14,375	14,375	125
TOTALS			\$907,626	\$787,626	100,000	319,712	533,524	374,102

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 2021 (July 2020 – June 2021) Operating Budget and the Fiscal Year 2021 Capital Budget (July 2020 – June 2025) 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 1, 2020.

BY:

David S. Eady, Mayor

ATTEST:

Marcia Brooks, City Clerk

**CITY OF OXFORD
PUBLIC HEARING
FY2021 BUDGET REVIEW
AND ADOPTION**

A Public Hearing on the FY2021 Budget is scheduled for Monday, May 18, 2020 at 6:00 p.m. At this meeting, the Mayor and Council will receive both written and oral comments about the Annual Operating and Capital Budget for the City of Oxford. A copy of the budget is available in the office of the City Clerk at City Hall for public inspection.

The City Council will review the Budget during its meeting after the Public Hearing on May 18, 2020. The Council is scheduled to adopt the Budget at its regular meeting on Monday, June 1st at 7:00 p.m. All meetings will be held via teleconference.

A link will be posted on the city's website for those interested in joining the public hearing via the internet. To join via telephone, please call 650-215-5226. The access code is 140 882 030.

**Marcia Brooks
City Clerk**

City of Oxford

Construction Change Order Form

PROJECT NAME: Moore Street Sidewalk

CONTRACTOR: HCS Services, LLC; Huie Stewart

ENGINEER: Robert Jordan, Jordan Engineering
INSPECTOR: Jody Reid, City of Oxford

PAGE: 1
DATE: 5/13/2020
CHANGE ORDER NO.: 1

BID TAB ITEM NO.	DESCRIPTION AND UNITS (Change Order Log #)	QUANTITY	UNIT	UNIT COST	AMOUNT	ADDED DAYS
	DECREASE QUANTITY					
	INCREASE QUANTITY					
	NEW ITEMS					
	Install 264 LF of new 24" HDPE storm drain culvert between new junction box near crosswalk and the existing stormwater inlet structure at the intersection of Carlton Trail and Moore Street and addn'l spur. The new culvert shall replace the existing deteriorated culvert.	1	LS	\$10,000.00	\$ 10,000.00	0
SUBTOTAL THIS PAGE					\$ 10,000.00	0
SUBTOTAL OTHER PAGES					N/A	N/A
COMBINED TOTAL					\$ 10,000.00	0

In consideration of the Change Order agreed to herein as complete equitable adjustments and full and final payment for the Contractor's additional work, the Contractor hereby releases the Owner from liability under this contract for further equitable adjustments, including additional time for performance, attributable to such facts or circumstances giving rise to the proposal for adjustment.

Huie Stewart _____ Date _____
HCS Services, LLC representative

Matt Pepper, City Manager _____ Date _____
City of Oxford representative

Robert Jordan _____ Date 5-13-20
Engineer's representative

% PRICE CHANGE

THIS
CHANGE ORDER 4.37%

PREVIOUS
CHANGE ORDER(S) 0.00%

CHANGE ORDER(S)
TO DATE 4.37%

ORIGINAL CONTRACT PRICE/DAYS
\$ 228,835.75 180

ORIGINAL CONTRACT PRICE/DAYS
PLUS CHANGE ORDER(S)
\$ 238,835.75 180