



OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
CALLED WORK SESSION
MONDAY, APRIL 25, 2016 – 6:00 P.M.
CITY HALL

Members Present: Jerry D. Roseberry, Mayor and Councilmembers present: Jim Windham, Terry Smith, Sarah Davis, George Holt, David Eady and Mike Ready.

Others Present: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk

1. Mayor's Announcements

- May 2 – Regular Council meeting - further discussion of the draft budget.
- May 16 – Work session and Public Hearing on budget. Must have a Quorum.
- June 6 – Regular Council Meeting – budget adoption.
- * April 27 – Every Body Walk Newton campaign sponsored by Newton Trails at 6:00 at Old Church.

2. * FY2017 Annual Budget

City Manager, Bob Schwartz gave a short PowerPoint presentation depicting the various funds for each department showing the year end budget for FY2015 with an estimate through March of FY2016 and a recommended FY2017 with a percent of change.

There was discussion regarding LMIG money set aside by GDOT for safety. Newton County Cities may receive as much as \$200,000 to be used for off system projects (not on state highway) such as stop bars, guard rails, pedestrian crossings, raised brick cross walks at entrance to trails, speed rails, stripping etc. The deadline for submission is Friday, April 29, 2016.

Mayor Roseberry explained that the Local Option Sales & Use Tax is computed on several factors. Oxford's share is figured at approximately 3.02% but in the future it could be less depending on a number of factors.

There was discussion regarding the contract with the Oxford Historical Society and repairs to Old Church. Councilmember Sarah Davis said that the Oxford Historical Society has paid for all repairs and maintenance since taking over responsibility for the management of Old Church.

City Manager, Bob Schwartz concluded the meeting with the following list of items remaining to be discussed by the Budget Committee.

Review utility rate structures.

Make recommendation on employee raises.

Review the LOST receipts prediction.

Final recommendations on Capital Projects.

Review detailed appendix for some expenditure accounts.

Respectfully Submitted,



Lauran S. Willis, CMC/FOA
City Clerk

* Attachments

EVERY BODY WALK NEWTON

The Every Body Walk Newton campaign sponsored by Newton Trails will wrap up this Wednesday with the 4th and final walk in the series. Walkers will meet [on April 27th at 6:00 pm](#) in Oxford at Old Church on Wesley St.

Brief messages will be offered by Dr. Doug Gilreath, Sr. Pastor of Covington First United Methodist Church, and by Rev. Avis Williams, pastor and community activist. The theme for the week is mental and spiritual health through walking.

Dr. Gilreath quoted the book, "Grace, and More Grace" when asked to explain his interest in participating in Every Body Walk Newton;

"When I'm covered in sweat and want to quit, it is in that moment that I discover what I'm made of. And I'm not afraid to find out. I want to know. Because if I don't like it, I know I can change it. I can grow. I can get stronger. I can get better. I am not defined by my limitations."

According to Sara Vinson, Chairperson of Newton Trails, "All citizens are invited to participate, whether or not they have participated in any of the previous walks in the series. It's never too late to get healthy by walking."

For more information on this and other activities and information concerning Newton Trails, go to newtontrails.org.

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Incorporated December 23, 1839

Mayor Jerry D. Roseberry
City Manager Bob Schwartz
City Clerk Lauran Willis

NOTICE

THE CITY OF OXFORD MAYOR AND COUNCIL WILL HOLD A SPECIAL CALLED WORKSESSION ON APRIL 25TH 2016 AT 6:00 PM AT CITY HALL.

THE PURPOSE OF THIS MEETING IS TO REVIEW THE PROPOSED FY2017 BUDGET.



BUDGET FY 2017

City Council work session - April 25, 2016

Budget calendar for FY2017

~~Friday, February 26, 2016~~ Budget forms distributed to department heads

~~Friday, March 11, 2016~~ Department budget requests submitted to City Manager

~~Monday, April 18, 2016~~ Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.

~~Tuesday, April 19, 2016~~ Budget Committee meeting.

~~Friday, April 22, 2016~~ 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, April 25, 2016 **Called Council work session (if necessary).**

Monday, May 2, 2016 Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary).

To be scheduled Budget Committee – second meeting

Monday, May 16, 2016 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 6, 2016 Adopt Budget-7:00 PM (Decision point if millage is to be raised.)

Monday, June 20, 2016 Receive Tax Digest from County Tax Commissioner.
Note: If council does not increase millage or adopts the rollback rate the have advertisement of 5 Year History ready for publication.

Friday, June 24, 2016 5 Year History Ad with notice of Public Hearing published.

Monday, July 18, 2016 Hold Public Hearing for council to adopt millage rate.

Wednesday, July 20, 2016 Tear sheet and PT38 to Tax Commissioner.

Monday, July 25, 2016 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.

Budget Totals **DRAFT**

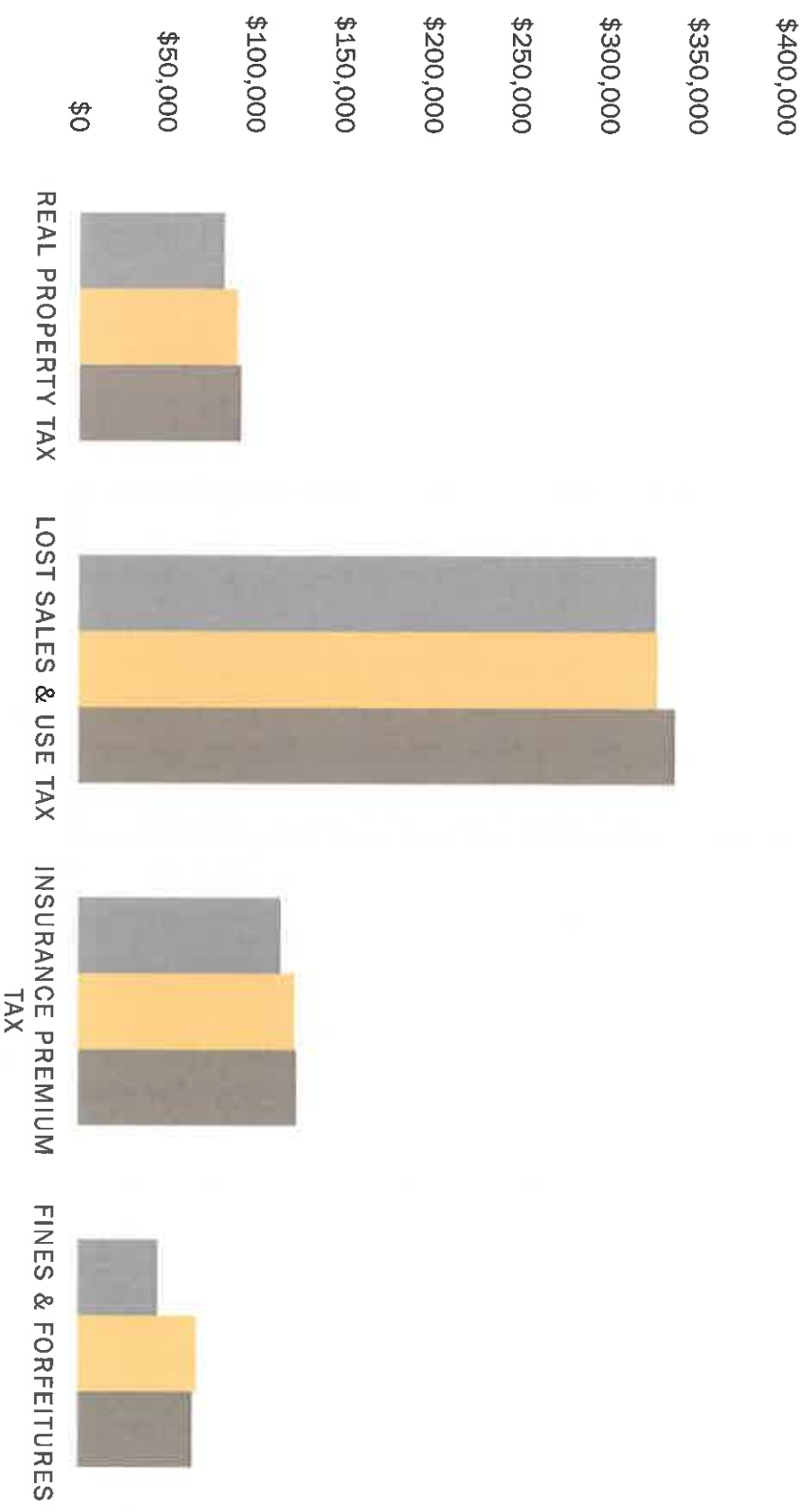
	FY2015	FY2016	FY2017
	Actual	Estimated	Recommend
General Fund			
Revenues	\$1,254,399	\$1,276,453	\$1,303,115
Expenditures	\$1,152,251	\$1,175,455	\$1,255,142
Balance	\$102,148	\$93,998	\$47,973
Water and Sewer Fund			
Revenues	\$724,258	\$709,463	\$713,500
Expenditures	\$643,778	\$673,129	\$713,137
Balance	\$80,480	\$36,333	\$363
Electric Fund			
Revenues	\$2,564,715	\$2,639,574	\$2,480,521
Expenditures	\$2,457,946	\$2,440,521	\$2,436,737
Balance	\$106,769	\$199,053	\$43,784
Sanitation Fund			
Revenues	\$135,865	\$146,839	\$147,215
Expenditures	\$123,293	\$125,421	\$145,700
Balance	\$12,572	\$21,417	\$1,515

Budget – grand totals **DRAFT**

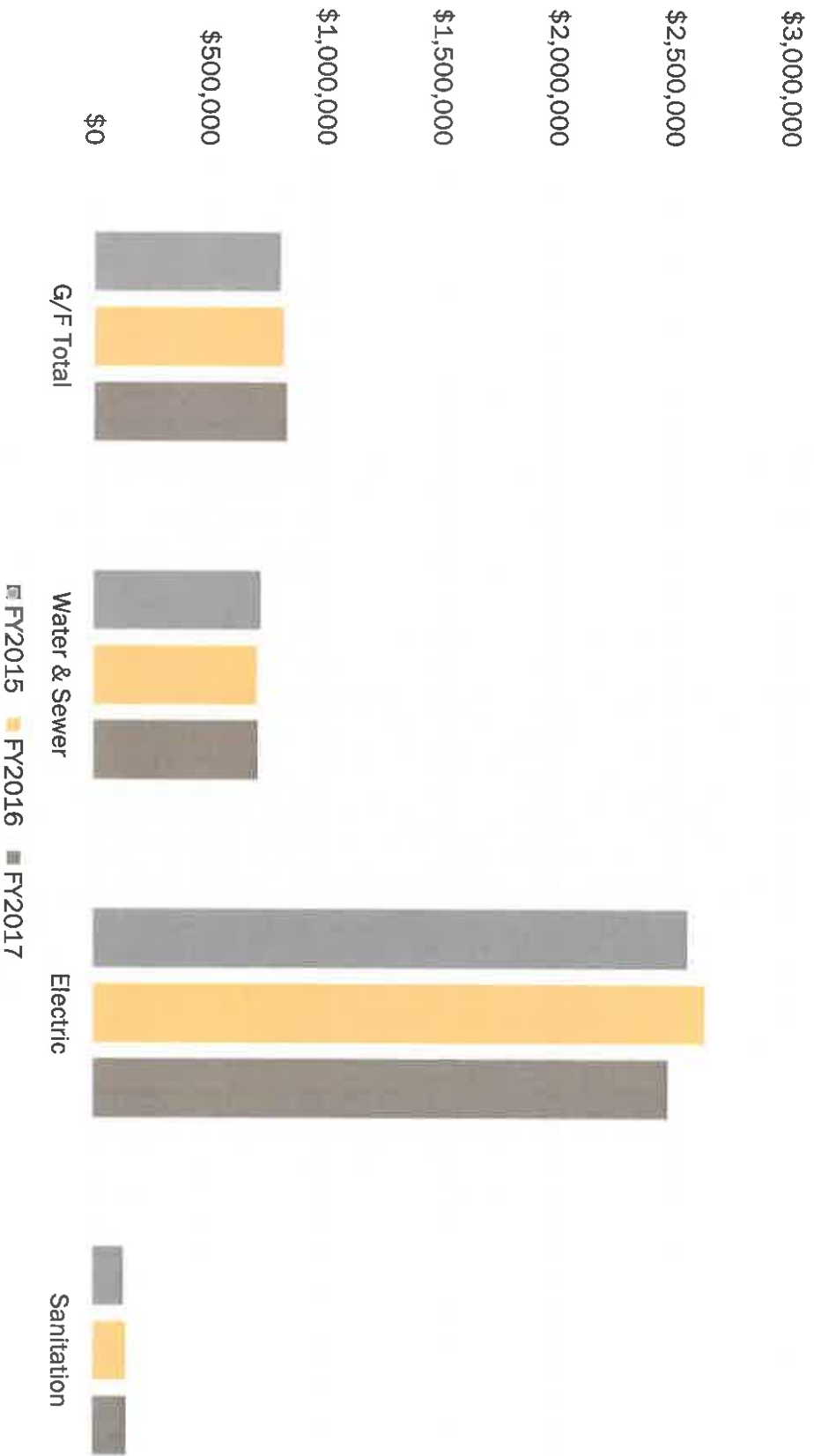
	FY2015	FY2016	FY2017
	Actual	Estimated	Recommend
ALL FUNDS TOTAL			
Revenues	\$4,679,237	\$4,765,329	\$4,644,351
Expenditures	\$4,377,268	\$4,414,527	\$4,550,716
Balance	\$301,969	\$350,802	\$93,635
interfund transfers	\$450,000	\$450,000	\$420,000
Revenues w/o transfers	\$4,229,237	\$4,315,329	\$4,224,351

G/F REVENUE TRENDS

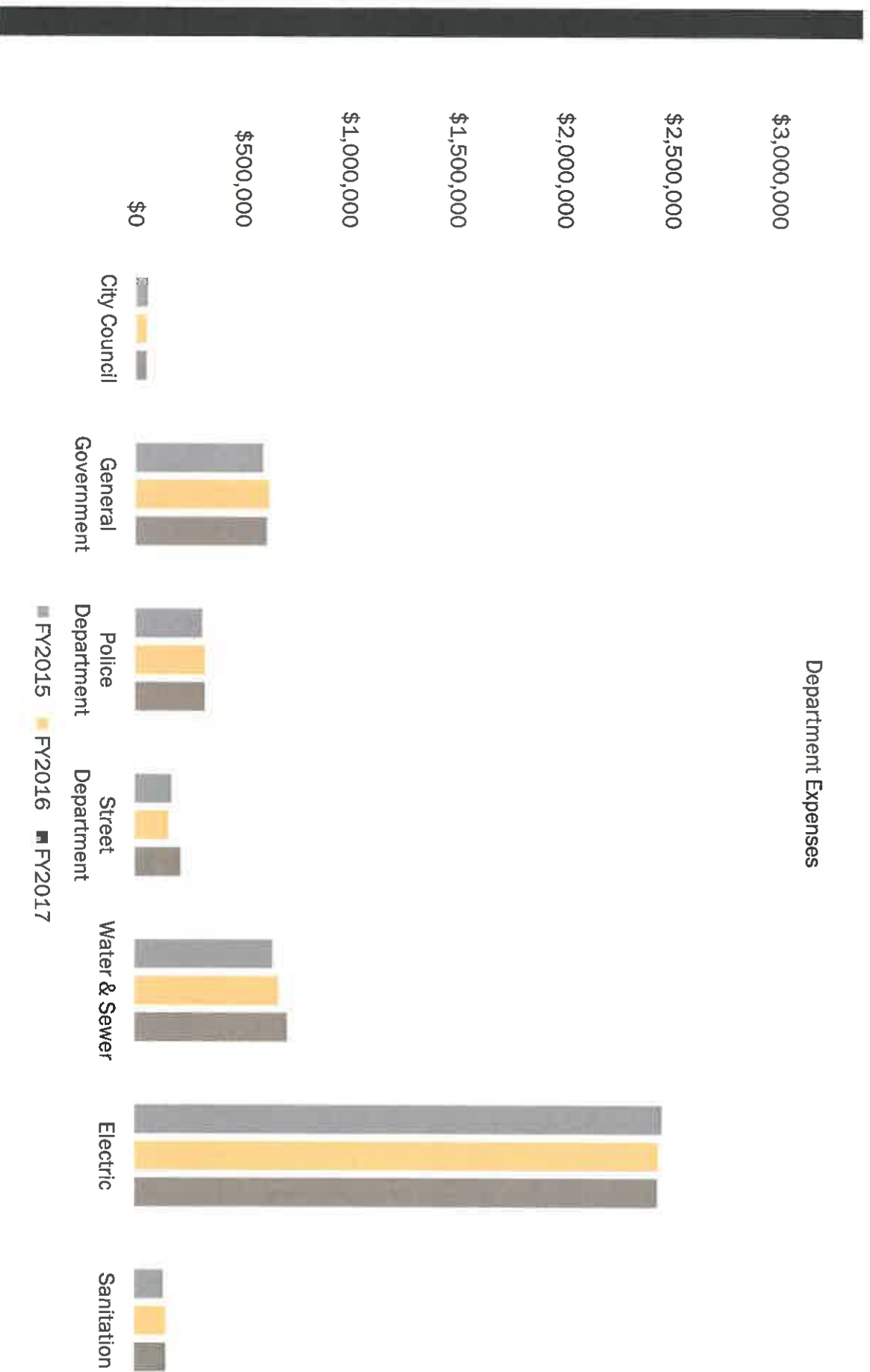
■ FY2015 ■ FY2016 ■ FY2017



All Revenue Trends



Department Expenses



FY16 Capital Projects Fund

PROJECT DESCRIPTION	FY 2016 (City Funds)	Thru March	FY 2016 Est. Total Spent	FY 2016 Balance
1 Bike/Pedestrian Pathways/Trails	80,000	405	2,000	78,000
2 Cemetery Mapping	8,000	7,805	7,805	195
3 City Hall and grounds projects	15,000	3,802	3,802	11,198
4 City Master Plan Develop & Implement	175,000	119,631	119,631	55,369
5 City Park Land Acquisition & Development	150,000	64,532	65,000	85,000
6 City Park Playground & Pavilion Design & Build	120,000	338	500	119,500
7 Electric Competitive Projects	100,000	0	0	100,000
8 Electric System Improvements	100,000	0	94,969	5,031
9 George Street Park Storm Drainage	40,000	82,855	82,855	-42,855
10 Lawnmowers & Equipment	25,000	18,647	18,647	6,353
11 Moore Street Sidewalk	50,000	0		50,000

Completed Projects

FY16 Capital Projects Fund

PROJECT DESCRIPTION	FY 2016 (City Funds)	Thru March	FY 2016 Est. Total Spent	FY 2016 Balance
12 Pedestrian Bridge/Sidewalk	60,000	315	5,000	55,000
13 Pocket Parks	30,000	0	0	30,000
14 Software Upgrades Clerk's Office	15,000	0	0	15,000
15 Storm Drainage plans & improvements	5,000	0	5,000	0
16 Street Repairs and Resurfacing	32,000	900		32,000
17 Survey of city rights-of-way	40,000	17,686	36,000	4,000
18 Vehicles & Equipment	8,000	8,000	8,000	0
19 Police Dept. Equipment (radar recorder)	3,995	3,995	3,995	0
20 Water/Sewer System Improvements	200,000	2,745	16,000	184,000
21 Wayfinding signs	10,000	0	0	10,000
22 Whatcoat Street improvements	200,000	6,728	7,000	193,000
TOTALS	\$1,466,995		\$476,204	\$990,791

Completed Projects

Budget Committee adjustments

- Moved Totals for Annual Budget to last three pages
- Added column for % change
- Reduced Church Street services from \$30,000 to \$15,000
- Adjusted all employee uniform accounts
- Reduced part time for leaf and brush truck driver from \$15,000 to \$10,000
- Reduced supplies, small equipment and utility pole inspection and replacement in Electric Department.

Other adjustments

- We received the bill for our liability insurance. Total bill came down about \$3,000 – but we had to adjust among departments.
- “Other rebates” revenue in Electric Department was received – higher than normal.
- Made new estimates for bad debt expense in Water & Sewer, Electric, and Sanitation.

Budget Committee Remaining Tasks

- Review utility rate structures.
- Make recommendation on employee raises.
- Review the LOST receipts prediction.
- Final recommendations on Capital Projects.
- Review detailed appendix for some expenditure accounts
- Review detailed overtime projections.
- Review capital fund balance.
- Review 2011 SPLOST and 2017 SPLOST projects.



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Annual Budget - FY2017

July, 2016 - June, 2017

DRAFT for City Council work session April 25, 2016

Mayor Jerry D. Roseberry

Councilmembers

Sarah Davis - David Eady
George Holt - Mike Ready
Terry Smith - Jim Windham

Bob Schwartz, City Manager

Lauran Willis, City Clerk

Dave Harvey, Police Chief

Jody Reid, Supervisor of Public Works and Utilities

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FY2017

Description	FY2015 Actual	FY2016 Budget	Thru March	FY2016 Estimate	FY2017 Recommend	% Change 2017/2016	Explanation
GENERAL FUND - REVENUE							
1 Real Property Tax-Current Yr.	94,304	96,500	86,684	90,000	92,000	2.2%	property tax receipts not recovering
2 Property Tax - Prior Year	2,993	6,500	10,358	13,811	10,000	-27.6%	
3 Motor Vehicle Adv.	33,322	38,000	16,034	21,379	22,500	5.2%	
4 Motor Vehicle TAVT	38,293	40,000	28,260	37,680	38,000	0.8%	
5 Intangible Tax	1,707	2,000	1,385	1,847	2,000	8.3%	
6 Real Estate Transfer	2,259	2,000	818	1,091	2,000	83.4%	
7 Electric Franchise Tax	1,368	1,300	1,261	1,261	1,300	3.1%	
8 Gas Franchise Tax	14,193	13,000	5,567	7,423	8,000	7.8%	
9 TV Cable Franchise Tax	21,105	22,000	15,595	20,800	21,000	1.0%	To allow for Market Price Increase
10 Telephone Franchise Tax	3,949	3,500	5,524	7,365	8,000	8.6%	
11 LOST Sales & Use Tax	327,137	340,000	246,055	328,073	338,000	3.0%	
12 General Business License	11,480	12,000	11,270	11,800	12,000	1.7%	
13 Insurance Premium Tax	115,097	116,000	122,962	122,962	124,000	0.8%	
14 Penalty/Interest on Del Taxes	534	600	1,096	1,461	1,400	-4.2%	
15 Misc. Income	2,167	1,000	3,287	4,383	1,000	-77.2%	
16 Intergovernmental Revenues	18,280	19,000	18,641	18,641	19,000	1.9%	
17 Printing/Duplicating Service	147	150	200	267	200	-25.0%	
18 Election Qualifying Fees	0	330	405	405	0	-100.0%	
19 Cemetery Fees	3,584	4,500	1,780	2,373	4,500	89.6%	
20 Bad Check Fees	1,050	1,250	480	640	1,000	56.3%	
21 Fines & Forfeitures	45,566	48,000	50,588	67,451	65,000	-3.6%	
22 Interest Revenues	3,264	3,400	2,806	3,741	4,500	20.3%	
23 Rents and Royalties	1,050	1,500	0	0	1,500	#DIV/0!	
24 Lease Agreement Income	30,000	30,000	30,000	30,000	30,000	0.0%	
25 Lease - Verizon	30,150	24,600	18,450	24,600	25,215	2.5%	Budgeting transfer to capital fund.
26 Proceeds-Dispose of Assets	1,400	1,000	0	0	1,000	#DIV/0!	
REVENUES TOTAL	\$804,399	\$828,130	\$679,506	\$819,453	\$833,115	1.7%	

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Description	FY2015 Actual	FY2016 Budget	Thru March	FY2016 Estimate	FY2017 Recommend	% Change 2017/2016	Explanation
GENERAL FUND - EXPENDITURES							
CITY COUNCIL							
1 Regular Employees	34,800	34,800	26,100	34,800	34,800	0.0%	
2 Social Security (FICA)	2,662	2,665	1,997	2,663	2,663	0.0%	
3 Liability Insurance	16,701	17,000	0	10,412	11,000	5.6%	Billed in April
4 Education & Training	583	2,000	1,451	1,935	2,200	13.7%	
5 Reg Employees - Election	0	700	547	547	0	-100.0%	
SUBTOTAL	\$54,746	\$57,165	\$30,095	\$50,356	\$50,663	0.6%	
GENERAL GOVERNMENT							
1 Regular Employees	205,748	221,482	163,510	218,013	213,252	-2.2%	
2 Overtime	3,430	5,000	3,670	4,893	5,000	2.2%	
3 Group Insurance	36,159	41,473	25,113	33,484	34,367	2.6%	
4 Social Security (FICA)	16,035	19,621	12,834	17,112	16,696	-2.4%	
5 Retirement Plan Expense	31,262	31,216	21,942	29,256	31,553	7.9%	
6 Retirement Cont. (DC) 401	4,068	8,589	3,608	4,811	7,040	46.3%	
7 Workers' Comp Insurance	363	750	3,508	3,508	1,000	-71.5%	Pending WC audit & changes
8 Unemployment Payments	5,940	2,000	0	0	2,000		No employees qualified FY2016
9 Professional	91,108	119,000	79,258	105,677	104,500	-1.1%	Includes NC Tomorrow @ 6,000 & Church St Services @ 15,000
10 Professional Services-Fire	18,311	20,000	18,202	18,202	20,000	9.9%	
11 Technical Purchased Service	31,045	32,200	32,806	43,741	35,000	-20.0%	
12 Repairs & Maintenance	26,574	20,000	29,429	39,239	25,000	-36.3%	
13 Whatcoat Building maintenance	0	5,000	0	0	5,000		#DIV/0!
14 Liability Insurance	12,599	15,000	0	14,064	15,000	6.7%	Billed in April
15 Telephone - Postage	21,131	24,000	17,422	23,229	24,000	3.3%	
16 Advertising & Promotions	12,961	6,000	3,915	5,220	6,000	14.9%	
17 175th City Anniversary	18,686	0	0	0	0		#DIV/0!
18 July 4th parade expenses	0	5,000	4,607	4,607	5,000	8.5%	
19 Dues & Fees	12,665	10,000	6,136	8,181	10,000	22.2%	
20 Education & Training	7,082	8,000	6,078	8,104	8,000	-1.3%	

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Description	FY2015 Actual	FY2016 Budget	Thru March	FY2016 Estimate	FY2017 Recommend	% Change 2017/2016	Explanation
21 Supplies & Materials	16,745	18,000	15,502	20,669	20,000	-3.2%	Increase in paper and copies and ink
22 Energy - Utilities	15,519	16,000	10,625	14,167	16,000	12.9%	
23 Small Equipment Under \$5,000	4,957	5,000	4,019	5,359	5,000	-6.7%	
24 Other/Meetings & Events	3,148	4,000	2,693	3,591	4,000	11.4%	
25 Contingency - General	0	33,363	0	0	0	#DIV/0!	
26 Contingencies - cash over & short	89	200	-6	-8	200	-2600.0%	
SUBTOTAL	\$595,625	\$670,894	\$464,871	\$625,120	\$613,608	-1.8%	
COURT							
1 Contract - Judge	5,000	5,000	3,750	5,000	5,000	0.0%	
2 Contract - Public Defender	0	500	129	172	500	190.7%	
3 Contract - Solicitor	4,400	4,800	5,600	4,800	4,800	0.0%	
4 Education - Clerk	225	300	0	0	600	#DIV/0!	2 Clerks Annual Mandatory training
5 Education - Judge	1,029	1,200	725	967	1,200	24.1%	
6 Contract - Translator	0	200	0	0	200	#DIV/0!	
SUBTOTAL	\$10,654	\$12,000	\$10,204	\$10,939	\$12,300	12.4%	
POLICE DEPARTMENT							
1 Regular Employees	158,453	158,112	123,471	164,628	157,228	-4.5%	
2 Overtime	8,291	8,000	7,088	9,451	10,000	5.8%	
3 Group Insurance	16,441	17,400	12,953	17,271	17,969	4.0%	
4 Social Security (FICA)	12,756	12,708	9,988	13,317	12,793	-3.9%	
5 Retirement Cont. (DC) 401	5,861	7,394	4,490	5,987	7,703	28.7%	
6 Workers' Comp Insurance	4,259	6,500	7,439	9,919	7,500	-24.4%	
7 Tech Purch Serv/Courtware	3,681	5,000	4,560	6,080	5,000	-17.8%	
8 Repairs & Maintenance	7,808	8,600	8,587	11,449	12,000	4.8%	
9 Liability Insurance	4,218	4,500	0	12,395	13,000	4.9%	Billed in April
10 Telephone-Postage	6,049	6,700	4,645	6,193	6,200	0.1%	
11 Dues & Fees	100	300	130	173	250	44.2%	
12 Education & Training	1,670	2,500	948	1,264	2,000	58.2%	

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Description	FY2015	FY2016	Thru	FY2016	FY2017	% Change	Explanation
	Actual	Budget	March	Estimate	Recommend	2017/2016 #DIV/0!	
13 Subpoena fee	0	200	0	0	200	#DIV/0!	
14 Prisoner Housing & costs	3,060	4,500	3,465	4,620	5,000	8.2%	
15 Supplies & Materials	7,901	6,700	6,094	8,125	6,700	-17.5%	FY16 moved 1,500 from uniforms
16 Gasoline	8,781	10,000	6,957	9,276	10,000	7.8%	
17 Small Equipment Under \$5,000	11,383	12,000	9,320	12,427	15,765	26.9%	
18 Other Supplies-Uniforms	2,871	4,500	3,932	5,243	5,000	-4.6%	FY16 moved 1,500 to supplies
19 Training funds - Payable	12,389	12,000	12,163	16,217	13,500	-16.8%	
20 E-911 Center	38,158	19,000	9,540	12,720	19,000	49.4%	FY15 bill was for two years.
SUBTOTAL	\$314,130	\$306,614	\$235,770	\$326,755	\$326,808	0.0%	
STREET DEPARTMENT							
1 Regular Employees-Street	27,522	48,046	28,384	37,845	52,702	39.3%	
2 Overtime	990	2,333	786	1,048	2,000	90.8%	
3 Employee Insurance	7,635	14,783	7,892	10,523	16,615	57.9%	
4 Social Security (FICA)	2,181	3,859	2,232	2,976	4,185	40.6%	
5 Retirement Plan Expense	10,280	10,270	6,957	9,276	10,270	10.7%	
6 Retirement Cont. (DC) 401	0	816	190	253	976	285.3%	
7 Workers' Comp Insurance	5,582	8,500	3,112	4,149	6,200	49.4%	
8 Professional (arborist)	600	1,000	488	651	1,000	53.7%	
9 Professional - Engineering	5,413	6,000	2,340	3,120	6,000	92.3%	
10 Disposal Services-Landfill Fees	718	750	1,803	2,404	2,000	-16.8%	
11 Contract Lawn Care	22,776	17,000	20,220	20,220	0	-100.0%	
12 Repairs & Maintenance	12,446	20,000	6,607	8,809	20,000	127.0%	
13 Education & Training	0	1,000	125	167	1,000	500.0%	
							13,000 grass cutting, 2,000 street repairs, 10,000 PT leaf and brush truck driver
14 Contract Labor	17,140	6,200	1,182	1,576	25,000	1486.3%	
15 Supplies & Materials	14,901	18,000	11,448	15,264	16,000	4.8%	
16 Gasoline/Diesel	4,249	7,000	2,140	2,853	5,000	75.2%	
17 Small Equipment Under \$5,000	0	1,500	0	0	1,500	#DIV/0!	
18 Uniforms	2,291	2,300	1,538	2,051	2,600	26.8%	

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Description	FY2015 Actual	FY2016 Budget	Thru March	FY2016 Estimate	FY2017 Recommend	% Change 2017/2016	Explanation
19 Stormwater Management	3,500	3,500	3,500	3,500	3,500	0.0%	
Tree Board (pruning, planting, Arbor)							
20 Day, arborist)	4,622	7,000	5,404	7,000	7,000	0.0%	
21 City Tree Removal	20,400	20,000	15,750	21,000	25,000	19.0%	more trees are declining
22 City Trail Maintenance	8,850	7,000	1,950	2,600	5,000	92.3%	
23 Sidewalks	0	3,000	0	0	3,000	#DIV/0!	
SUBTOTAL	\$172,096	\$209,857	\$124,048	\$157,285	\$216,548	37.7%	
CEMETERY							
24 Cemetery Found. Maint. Suppl.	5,000	5,000	5,000	5,000	5,000	0.0%	Annual request from Foundation
25 Tree Removal	0	5,000	0	0	5,000	#DIV/0!	
SUBTOTAL	\$5,000	\$10,000	\$5,000	\$5,000	\$10,000	100.0%	
WATER & SEWER FUND - REVENUES							
1 Water Charges/Sales	416,829	450,000	334,927	446,569	450,000	0.8%	
2 Water Tap Fees	57,025	30,000	16,380	21,840	20,000	-8.4%	
3 Sewer Charges/Sales	239,129	236,000	176,906	235,875	239,000	1.3%	
4 Sewer Tap Fees	10,905	4,000	3,884	5,179	4,000	-22.8%	
5 Hydrant Meter	370	3,000	0	0	500	#DIV/0!	
TOTAL REVENUES	\$724,258	\$723,000	\$532,097	\$709,463	\$713,500	0.6%	
WATER & SEWER FUND - EXPENDITURES							
6 Regular Employees	25,869	34,833	26,199	34,932	51,338	47.0%	Includes 100% of meter reader
7 Overtime	1,544	2,833	1,116	1,488	3,000	101.6%	
8 Employee Insurance	322	3,008	2,088	2,784	8,600	208.9%	
9 Social Security (FICA)	2,091	2,881	2,090	2,787	4,157	49.2%	
10 Retirement Cont. (DC) 401	909	1,393	900	1,200	2,542	111.8%	
11 Workers' Comp Insurance	423	850	2,383	3,177	2,400	-24.5%	
12 Legal & Professional	3,900	4,400	3,900	3,900	3,900	0.0%	Georgia EPD annual fee
13 Sewer Treatment Fees	103,125	110,000	80,663	107,551	110,000	2.3%	
14 Repairs & Maintenance	23,293	25,000	17,822	23,763	25,000	5.2%	
15 Liability Insurance	3,242	3,400	0	1,014	2,000	97.2%	Billed in April

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Description	FY2015	FY2016	Thru	FY2016	FY2017	% Change	Explanation
	Actual	Budget	March	Estimate	Recommend	2017/2016	
16 Telephone-Postage	1,180	1,200	825	1,100	1,200	9.1%	
17 Dues & Fees	1,208	1,200	1,082	1,082	1,200	10.9%	
18 Education & Training	2,272	1,000	3,086	4,115	2,500	-39.2%	more required stormwater training
19 Contract Labor	0	5,000	12,760	17,013	10,000	-41.2%	more connections
20 Temporary Labor	10,604	0	364	364	0	-100.0%	
21 Materials & Supplies	21,044	20,000	15,117	20,156	20,000	-0.8%	
22 Energy - Utilities	2,024	1,900	1,436	1,915	1,900	-0.8%	
23 Gasoline/Diesel	3,000	3,400	1,458	1,944	2,400	23.5%	
24 Water for Resale	158,878	165,000	107,217	142,956	160,000	11.9%	
25 Small Equipment Under \$5,000	1,398	3,000	0	0	3,000	#DIV/0!	
26 Uniforms	1,936	2,600	1,792	2,389	3,000	25.6%	
27 Depreciation Expense	166,159	160,000	140,775	187,700	186,000	-0.9%	estimate from auditor
28 Bad Debt Expense	9,357	6,000	0	9,800	9,000	-8.2%	
29 Contingency	0	14,102	0	0	0	#DIV/0!	
TOTAL EXPENDITURES	\$543,778	\$573,000	\$423,073	\$573,129	\$613,137	7.0%	
ELECTRIC FUND - REVENUES							
1 Electric Sales	2,096,697	1,992,829	1,663,563	2,218,084	2,103,154	-5.2%	ECC estimate
2 Penalties After the 15th	113,628	115,000	79,417	105,889	105,000	-0.8%	
3 Service Charges	5,975	6,000	5,750	7,667	7,000	-8.7%	
4 Interest Revenue	184	150	79	105	150	42.4%	
5 Municipal Competitive Trust	287,141	241,567	4,082	238,182	202,217	-15.1%	
6 Other Rebates-Off System Sales	61,090	63,000	69,647	69,647	63,000	-9.5%	Received in April, higher than usual
TOTAL REVENUES	\$2,564,715	\$2,418,546	\$1,822,538	\$2,639,574	\$2,480,521	-6.0%	
ELECTRIC FUND - EXPENDITURES							
7 Regular Employees	94,416	104,386	82,433	109,911	96,489	-12.2%	
8 Overtime	3,747	4,333	3,239	4,319	5,000	15.8%	
9 Employee Insurance	15,530	19,195	14,304	19,072	17,053	-10.6%	
10 Social Security (FICA)	7,465	8,317	6,554	8,739	7,764	-11.2%	
11 Retirement Plan Expense	20,991	35,016	24,618	32,824	35,016	6.7%	

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Description	FY2015	FY2016	Thru	FY2016	FY2017	% Change	Explanation
	Actual	Budget	March	Estimate	Recommend	2017/2016	
12 Retirement Cont. (DC) 401	0	316	196	261	0	-100.0%	
13 Workers' Comp Insurance	3,616	1,300	1,741	1,741	1,741	0.0%	
14 Repairs & Maintenance	3,935	6,200	4,722	6,296	6,200	-1.5%	
15 Power line Tree Trimming	18,418	25,000	13,087	17,449	25,000	43.3%	
16 Liability Insurance	12,184	13,000	0	8,086	9,000	11.3%	Billed in April
17 Telephone-Postage	6,995	8,700	5,752	7,669	8,000	4.3%	
18 Linemen Training	1,347	6,000	0	2,500	6,000	140.0%	
19 Contract Labor	0	20,000	0	0	0		No big storms in FY15. Or FY16 so far. Will use other city reserves in case of big storm.
20 Temporary Labor	10,604	0	364	364	0	-100.0%	
21 Supplies & Materials	15,355	15,000	16,108	21,477	16,000	-25.5%	
22 Energy/Utilities	8,891	9,500	4,976	6,635	7,500	13.0%	
23 Gasoline/Diesel	3,823	7,000	2,737	3,649	5,000	37.0%	
24 Electricity Purchased	1,548,800	1,539,355	1,162,138	1,549,517	1,525,257	-1.6%	ECG estimate
25 Small Equipment Under \$5,000	212	5,000	985	1,313	2,500	90.4%	
26 Uniforms	5,378	5,300	3,387	4,516	3,500	-22.5%	
27 Pole Replacement	0	0	0	0	10,000	#DIV/0!	
28 Street Lights	0	2,500	0	2,200	2,500	13.6%	
29 Depreciation	82,544	82,000	65,250	87,000	87,000	0.0%	estimate from auditor
30 Bad Debt Expense	6,554	14,000	-709	6,800	8,000	17.6%	
31 Contingency	0	5,561	0	0	0	#DIV/0!	
TOTAL EXPENDITURES	\$1,870,805	\$1,936,979	\$1,411,882	\$1,902,339	\$1,884,520	-0.9%	

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Description	FY2015 Actual	FY2016 Budget	Thru March	FY2016 Estimate	FY2017 Recommend	% Change 2017/2016	Explanation
SANITATION FUND - REVENUES							
1 Refuse Collection Charges	135,516	147,165	110,105	146,807	147,165	0.2%	
2 Sale of Recycled Materials	349	500	24	32	50	56.3%	
TOTAL REVENUES	\$135,865	\$147,665	\$110,129	\$146,839	\$147,215	0.3%	
SANITATION FUND - EXPENDITURES							
3 College Walk Dumpster Fees	6,650	6,700	4,988	6,651	6,700	0.7%	
4 Contracted Garbage Pickup	65,202	66,000	50,453	67,271	67,500	0.3%	
5 Depreciation	0	0	0	0		#DIV/0!	
6 Bad Debt Expense	1,441	2,800	0	1,500	1,500	0.0%	
7 Contingency	0	2,165	0	0		#DIV/0!	
TOTAL EXPENDITURES	\$73,293	\$77,665	\$55,441	\$75,421	\$75,700	0.4%	

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Description	FY2015	FY2016	Thru	FY2016	FY2017	% Change	Explanation
	Actual	Budget	March	Estimate	Recommend	2017/2016	
General Fund							
1 Revenues	804,399	828,130	679,506	819,453	833,115	1.7%	
2 Transfers from W&S	100,000	150,000	100,000	100,000	100,000	0.0%	
3 Transfers from Electric	300,000	240,000	300,300	300,000	250,000	-16.7%	
4 Transfers from Sanitation	50,000	70,000	50,000	50,000	70,000	40.0%	
5 Transfers prior year's fund balance					50,000		
6 General Fund Revenues	\$1,254,399	\$1,288,130	\$1,129,806	\$1,269,453	\$1,303,115	2.7%	
Expenditures							
7 City Council	54,746	57,165	30,095	50,356	50,663	0.6%	
8 General Government	595,625	670,894	464,871	464,871	613,608	-1.8%	
9 Court	10,654	12,000	10,204	10,939	12,300	12.4%	
10 Police Department	314,130	306,614	235,770	235,770	326,808	0.0%	
11 Street Department	172,096	209,857	124,048	157,285	216,548	37.7%	
12 Cemetery	5,000	10,000	5,000	5,000	10,000	100.0%	
13 Transfers to Capital Fund		24,600			25,215	#DIV/0!	
14 General Fund Expenditures	\$1,152,251	\$1,291,130	\$869,988	\$1,175,455	\$1,255,142	6.8%	
15 General Fund BALANCE	\$102,148	-\$3,000	\$259,818	\$93,998	\$47,973	-49.0%	
Water & Sewer Fund							
18 Revenues	724,258	723,000	532,097	709,463	713,500	0.6%	
19 W & S Fund Revenues	\$724,258	\$723,000	\$532,097	\$709,463	\$713,500	0.6%	
20							
21 Expenditures	543,778	573,000	423,073	573,129	613,137	7.0%	
22 Transfers to G/F	100,000	150,000	100,000	100,000	100,000	0.0%	
23 Transfers to Capital Fund			0	0	0	#DIV/0!	
24 W & S Fund Expenditures	\$643,778	\$723,000	\$523,073	\$673,129	\$713,137	5.9%	
25 W & S Fund BALANCE	\$80,480	\$0	\$9,024	\$36,333	\$363	-99.0%	
26							

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	FY2015	FY2016	Thru	FY2016	FY2017	% Change	
Description	Actual	Budget	March	Estimate	Recommend	2017/2016	Explanation
27 Electric Fund							
28 Revenues	2,564,715	2,418,546	1,822,538	2,639,574	2,480,521	-6.0%	
29 Electric Fund Revenues	\$2,564,715	\$2,418,546	\$1,822,538	\$2,639,574	\$2,480,521	-6.0%	
30							
31 Expenditures	1,870,805	1,936,979	1,411,882	1,902,339	1,884,520	-0.9%	
32 Transfers to G/F	300,000	240,000	300,300	300,000	250,000	-16.7%	
33 Transfers to Capital Fund	0	0	0	0	100,000	#DIV/0!	
34 Comp Trust transfer to Capital Fund	287,141	241,567	0	238,182	202,217	-15.1%	
35 Electric Fund Expenditures	\$2,457,946	\$2,418,546	\$1,712,182	\$2,440,521	\$2,436,737	-0.2%	
36 Electric Fund BALANCE	\$106,769	\$0	\$110,356	\$199,053	\$43,784	-78.0%	
37							
38 Sanitation Fund							
39 Revenues	135,865	147,665	110,129	146,839	147,215	0.3%	
40 Sanitation Fund Revenues	\$135,865	\$147,665	\$110,129	\$146,839	\$147,215	0.3%	
41							
42 Expenditures	73,293	77,665	55,441	75,421	75,700	0.4%	
43 Transfers to G/F	50,000	70,000	50,000	50,000	70,000	40.0%	
44 Sanitation Fund Expenditures	\$123,293	\$147,665	\$105,441	\$125,421	\$145,700	16.2%	
45 Sanitation Fund BALANCE	\$12,572	\$0	\$4,688	\$21,417	\$1,515	-92.9%	
46							

CITY OF OXFORD

ANNUAL BUDGET

FY2017

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		FY2015	FY2016	Thru	FY2016	FY2017	% Change	
Description	Actual	Budget	March	Estimate	Recommend	2017/2016		Explanation
GRAND TOTALS								
47 General Fund								
49 Revenues	\$1,254,399	\$1,288,130	\$1,129,806	\$1,269,453	\$1,303,115	2.7%		
50 Expenditures	\$1,152,251	\$1,291,130	\$869,988	\$1,175,455	\$1,255,142	6.8%		
51 Balance	\$102,148	-\$3,000	\$259,818	\$93,998	\$47,973	-49.0%		
52 Water and Sewer Fund								
53 Revenues	\$724,258	\$723,000	\$532,097	\$709,463	\$713,500	0.6%		
54 Expenditures	\$643,778	\$723,000	\$523,073	\$673,129	\$713,137	5.9%		
55 Balance	\$80,480	\$0	\$9,024	\$36,333	\$363	-99.0%		
56 Electric Fund								
57 Revenues	\$2,564,715	\$2,418,546	\$1,822,538	\$2,639,574	\$2,480,521	-6.0%		
58 Expenditures	\$2,457,946	\$2,418,546	\$1,712,182	\$2,440,521	\$2,436,737	-0.2%		
59 Balance	\$106,769	\$0	\$110,356	\$199,053	\$43,784	-78.0%		
60 Sanitation Fund								
61 Revenues	\$135,865	\$147,665	\$110,129	\$146,839	\$147,215	0.3%		
62 Expenditures	\$123,293	\$147,665	\$105,441	\$125,421	\$145,700	16.2%		
63 Balance	\$12,572	\$0	\$4,688	\$21,417	\$1,515	-92.9%		
64								
ALL FUNDS TOTAL								
65 Revenues	\$4,679,237	\$4,577,341	\$3,594,570	\$4,765,329	\$4,644,351	-2.5%		
66 Expenditures	\$4,377,268	\$4,580,341	\$3,210,684	\$4,414,527	\$4,550,716	3.1%		
68 Balance	\$301,969	-\$3,000	\$383,886	\$350,802	\$93,635	-73.3%		
69								
70 interfund transfers	\$450,000	\$460,000	\$450,300	\$450,000	\$420,000	-6.7%		
71 Revenues w/o transfers:	\$4,229,237	\$4,117,341	\$3,144,270	\$4,315,329	\$4,224,351	-2.1%		
72 Transfers to capital projects fund:	\$287,141	\$266,167	\$0	\$238,182	\$327,432	37.5%		

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Capital Budget

FY2017 - FY2021

July, 2016 - June, 2021

DRAFT for City Council work session April 25, 2016

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FY2017 Capital Budget Detail

		Request	Recommend	City Funds	Other Funds
1	1 Bike/Pedestrian Pathways/Trails - construct a 10 foot wide concrete walking trail on the George Street unopened right-of-way from Wesley Street west to the existing walking trail .	115,000	115,000	115,000	
2	2 Cemetery Mapping - the final phase of the digital mapping of the cemetery (phase 4a - the southwest section and phase 4b the extreme northwest section). The work will be performed by Len Strozier of Omega Mapping Services.	6,710	6,800	6,800	
3	3 City Clerk's Office				
3a	Cemetery Legacy Software - to capture cemetery records completely and totally for the good of the past, present, and future of the cemetery. This software will bring us to out conclusion of the past three years of efforts to locate and digitize all cemetery records. This will included the mapping setup based on acreage, software support and training. Includes image, scan, and document attachment to client records in a mature database.	13,000	13,000	13,000	
3b	File Room Improvements for Clerk's Office	5,500	5,500	5,500	
3c	Christmas pole mounted wreaths - purchase 8 wreaths, to carry through to east side of city and to replace some damaged wreaths	4,500	4,500	4,500	
3d	Folder inserter for Clerk's Office - to prepare the monthly utility bills, to replace falling equipment	4,000	4,000	4,000	
	City Clerk SUBTOTAL	27,000	27,000	27,000	
4	4 City Master Plan Development and Implementation - continuation of project to encourage commercial and residential development in the city.	100,000	100,000	100,000	
5	5 City Parks Design and Build - continuation of project to design and build the Asbury Street Park and to develop other parks as approved by Council.	250,000	250,000	150,000	100,000

FY2017 Capital Budget Detail

Request Recommend City Funds Other Funds

<p>6 East Clark Street - Complete redevelopment of East Clark Street including water, street, sidewalk, and drainage. Sewer will be funded with the GEFA loan. Electric will be underground and will have pedestrian sized street lamps. We do not have an estimate for the electrical work yet.</p>	<p>250,000</p>	<p>250,000</p>	<p>250,000</p>	<p></p>
<p>7 Electric System Improvements - Each year we select a project to improve our electric system. Investing in improving our infrastructure helps maintain a reliable electric system. This year we will replace utility poles that are going bad in their tops along Wesley street and W Richardson Street. We have rot in the tops and some of the insulators are breaking apart. There is also a single phase feeder off of this line that goes through the woods beside a lake that we will replace with an underground line in this project. Since the electric fund makes a significant contribution to the capital projects fund each year, it is fitting to use some of the capital projects fund to help maintain the electric system.</p>	<p>100,000</p>	<p>100,000</p>	<p>100,000</p>	<p></p>
<p>8 Moore Street Sidewalk - To extend the Moore Street sidewalk on the north side of the street west from the College gym to the city limits to Longstreet Circle. We will look for grants to fund this.</p>	<p>175,000</p>	<p>175,000</p>	<p>175,000</p>	<p></p>
<p>9 Old Church - Structural repairs to Old Church including balcony repairs, seal leaks around steeple, install attic exhaust fan to diminish damaging heat transfer, paint all exterior walls, construct permanent ADA access to church. ESTIMATED COST</p>	<p>13,000</p>	<p>???</p>	<p></p>	<p></p>

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FY2017 Capital Budget Detail

Request Recommend City Funds Other Funds

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<p>10 Pedestrian Bridge/Sidewalk - This project will build a pedestrian bridge across I-20 and extend the sidewalk from the bridge along the west side of Emory Street north to Fletcher Street. The project is funded with state and federal funds along with the local share from the cities of Covington and Oxford. The only funds we show here are the City of Oxford funds. The construction is scheduled to start in June, 2017. We are spending some of our funds to acquire the ROW and easements necessary for the sidewalk. Most of our funds will be spent as matching money for the sidewalk construction in FY18.</p>	10,000	10,000	10,000	
<p>11 Sidewalks - Extend sidewalks throughout the city in locations to be determined by connectivity study. This project will take several years.</p>	100,000	100,000	100,000	
<p>12 Storm Drainage plans and improvements - to be used throughout the year to make both major and minor improvements to our storm drainage system and to help us meet the requirements of our storm drainage plan. This is an ongoing project for the next several years.</p>	10,000	10,000	10,000	
<p>13 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 may want to overmatch in FY17 to help catch up with our resurfacing requirements. Could include crosswalks.</p>	40,000	100,000	21,000	19,000
<p>14 Survey of city rights-of-way - Completion of the project begun in FY16.</p>	4,000	4,000	4,000	
<p>15 Vehicles and Equipment</p>				

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FY2017 Capital Budget Detail

		Request	Recommend	City Funds	Other Funds
	Replacement patrol vehicle - To replace the 2010 Chevy Impala as a primary patrol vehicle. It will be used as the backup vehicle replacing the 2008 Impala. It will have 92,000 miles by the end of the fiscal year. We have spent over \$1,400 repairing the Impala. Our patrol inventory will be 2 - 2013 Fords; 1 - 2015 Ford, and 1 - 2016 Ford with the 2010 Impala used as a spare. We would not need to purchase another patrol car for at least three years unless some unforeseen issue happens.	24,000	24,000	24,000	
15					
a	Equipment for new patrol vehicle - Lights, siren, radar, decals, and transfer video camera from the old patrol car.	12,000	12,000	12,000	
15	Radio upgrade - Newton County is in the process of upgrading the county wide police radio system that is currently over 10 years old. We can upgrade the software for the walki-talkies but we will need to replace the vehicle radios and the base unit. The committee needs more information about this project.	18,000	18,000	18,000	
	Police Department SUBTOTAL	54,000	54,000	54,000	
15					
d	Replace 2004 F-250 truck with 142,486 miles. The committee does not recommend.	24,000	0	0	
15	Service bucket truck - to access areas that a 60ft bucket truck is too big and heavy for. This will cut down on outage time for power repairs and allow us to work on Emory Street without flaggers or police escort. A possibility would be to rent one when needed, or to purchase a used vehicle.	103,000	0	0	
	Public Works SUBTOTAL	127,000	0	0	
	Vehicles and Equipment SUBTOTAL	181,000	54,000	54,000	
16	Water/Sewer System Improvements				
16	GEFA sewer extension project - Extend the city sewer system to 42 homes using a loan from GEFA.	525,000	525,000	0	525,000

FY2017 Capital Budget Detail

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	Request	Recommend	City Funds	Other Funds
16 Replace water main on Clark St, Oxford Rd, and Hull St. - This section of water system is about 40+ years old. It was installed with a very thin wall low grade PVC. In the past two years we have repaired the water main four different times in different places. Committee recommended these funds come from SPLOST2017.	650,625	650,625	0	650,625
16 Airport Road water line extension - Extend an 8" ductile iron water line north from Danielle Drive to Poole Booth Road to connect with a line from Newton County Water and Sewer. This will give us another interconnection with the NCWS system and enable us to provide water service to additional customers within our service area.	96,000	0	0	
c The committee determined there were not enough customers along this line to justify the expense.				
Water/Sewer System Improvements SUBTOTAL	1,271,625	1,175,625	0	
17 Whatcoat Street Improvements - Working with Oxford College, improve Whatcoat Street and Pierce Street. The designs and funding arrangements are not final.	300,000	300,000	300,000	

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CAPITAL BUDGET FISCAL YEAR 2017

Account Number	PROJECT DESCRIPTION	FY Start	TOTAL COST FY2017	CITY FUNDS FY2017	GRANTS	OXFORD COLLEGE	OTHER	STWP Dated 1/23/13 Item #
1	350.4224.541200.000 Bike/Pedestrian Pathways/Trails		115,000	115,000				
2	350.4950.521200.000 Cemetery Mapping		6,800	6,800				
3	City Clerk's Office projects		27,000	27,000				
4	350.1500.541400.002 City Master Plan Develop & Implement		100,000	100,000				
5	350.6220.541100.001 City Parks Design & Build		250,000	250,000				
6	E. Clark Street development		250,000	250,000				
7	350.4600.541402.510 Electric System Improvements		100,000	100,000				
8	350.4224.541201.000 Moore Street Sidewalk		175,000	175,000				
9	Old Church		???	#VALUE!				
10	350.4224.541203.000 Pedestrian Bridge/Sidewalk		10,000	10,000				
11	Sidewalks		100,000	100,000				
12	350.4250.541200.000 Storm Drainage plans & improvements		10,000	10,000				
13	350.4200.541400.002 Street Repairs and Resurfacing		100,000	100,000				
14	350.4220.541204.000 Survey of city rights-of-way		4,000	4,000				
15	350.3200.542200.000 Vehicles & Equipment		54,000	54,000				
16	350.4300.541400.540 Water/Sewer System Improvements		1,175,625	1,175,625				
17	350.4226.541201.000 Whatcoat Street improvements		300,000	300,000				
TOTALS			\$2,777,425	#VALUE!	\$0	\$0	\$0	

OXFORD CAPITAL IMPROVEMENT PLAN FY2016 Results

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Account Number	PROJECT DESCRIPTION	FY 2016 (City Funds)	Thru March	FY 2016 Est. Total Spent	FY 2016 Balance	NOTES
1 350.4224.541200.000	Bike/Pedestrian Pathways/Trails	80,000	405	2,000	78,000	
2 350.4950.521200.000	Cemetery Mapping	8,000	7,805	7,805	195	
3 350.1500.522200.000	City Hall and grounds projects	15,000	3,802	3,802	11,198	
4 350.1500.541600.002	City Master Plan Develop & Implement	175,000	119,631	119,631	55,369	
5 350.6220.541100.000	City Park Land Acquisition & Development	150,000	64,532	65,000	85,000	
6 350.6220.541100.001	City Park Playground & Pavilion Design & Build	120,000	338	500	119,500	
7 350.4600.541403.510	Electric Competitive Projects	100,000	0	0	100,000	
8 350.4600.541402.510	Electric System Improvements	100,000	0	94,969	5,031	Bonnell Street area.
9 350.4250.541201.000	George Street Park Storm Drainage	40,000	82,855	82,855	-42,855	
10 350.4200.542102.000	Lawnmowers & Equipment	25,000	18,647	18,647	6,353	
11 350.4224.541201.000	Moore Street Sidewalk	50,000	0	0	50,000	
12 350.4224.541203.000	Pedestrian Bridge/Sidewalk	60,000	315	5,000	55,000	Preparing for acquisition.
13 350.6220.541101.000	Pocket Parks	30,000	0	0	30,000	Project cancelled.
14 350.1500.521000.000	Software Upgrades Clerk's Office	15,000	0	0	15,000	Project cancelled.
15 350.4250.541200.000	Storm Drainage plans & Improvements	5,000	0	5,000	0	
16 350.4200.541400.001	Street Repairs and Resurfacing	32,000	900	0	32,000	
17 350.4220.541204.000	Survey of city rights-of-way	40,000	17,686	36,000	4,000	
18 350.3200.542200.000	Vehicles & Equipment	8,000	8,000	8,000	0	
19 350.3200.542201.000	Police Dept. Equipment (radar recorder)	3,995	3,995	3,995	0	
20 350.4300.541400.540	Water/Sewer System Improvements	200,000	2,745	16,000	184,000	
21 350.4200.522201.000	Wayfinding signs	10,000	0	0	10,000	Project postponed.
22 350.4226.541201.000	Whatcoat Street Improvements	200,000	6,728	7,000	193,000	
	TOTALS	\$1,466,995		\$476,204	\$990,791	