



**MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**Work Session**  
**MONDAY, APRIL 16, 2018 – 6:00 PM**  
**CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; Mike Ready; and Jeff Wearing, Sarah Davis, Councilmember David Eady was not present.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk; Hoyt Oliver, Erik Oliver; Cheryl Ready, Peggy Madden, Hal Chitwood, Project Manager @ Bureau Veritas, Danielle Miller, CFO at Oxford College and Allyson Epps from Oxford College.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor at 6:00 PM.  
Agenda – Attachment A

**Honorary Councilmember of the Month**

Councilmember George Holt introduced Catherine Chastain-Elliott as the Honorary Councilmember for May as appointed by him.

**Mayors Announcements**

Roseberry said he attended a meeting with Newton County today regarding strategic planning and said if anyone has any items they are interested in to let him know.

Roseberry said that Dean Hicks from Oxford College will be the guest speaker at the Northeast Regional Commission meeting on Thursday, April, 19<sup>th</sup>.

**Building Inspection Services**

Hal Chitwood, Project Manager with Bureau Veritas gave a presentation to Council with examples of their company's billing methods for their building inspection services. Roseberry said that council will work on a fee schedule that best suites Oxford's needs and have them review it in order to come up with a workable solution for the cities building inspection services. (Attachment B)

**GEFA Loan Modification Resolution**

Roseberry said that GEFA has indicated that we need to renew the cities resolution for the N. Emory Sewer Project. Assistant City Manager Matt Pepper said the original resolution was based on a project completion date of December 2017 which has expired. The new resolution will expire December 2018.

**A motion was made by Windham, seconded by Ready to renew the resolution with a project completion date of December 2019. Motion passed 6/0.** Attachment C

**Water Tank Maintenance Request for Proposal**

Utility Superintendent Jody Reid said due to a number of issues with the water tank maintenance company, Utility Services, he is recommending to Council to place the maintenance contract out for bid, and presented an RFP for the advertising. All members were in agreement to go ahead and list the RFP. (Attachment D)

**Asbury Street Park**

Assistant City Manager Matt Pepper presented the preliminary engineering plans for the Asbury Street Park project. Pepper pointed out a couple of design modifications pertaining to the sidewalk and the retention pond. Roseberry said the Park Committee will make their recommendations to the Tree, Parks and Recreation Committee and they will present the final plans and recommendations to Council. (Attachment E)

**107 W. Clark Street Renovation Project**

Councilmember Windham said the *ad hoc* Yarbrough House Renovation Committee are waiting on feedback from Randy Vinson regarding plans before moving forward with any decisions.

**Sanitation Services**

Councilmember Ready said that as we are moving into the FY2019 Budget, we are proposing to increase the sanitation fee by \$3 per roll cart. Chairman Ready said the additional \$1 over the \$2 increase from Latham which will be effective July 1, 2018 will cover and offset the cost of the dumping fees to the County Landfill for the limbs and brush.

**FY2019 Operating Budget**

Committee Chairman Mike Ready presented a Draft copy of the FY2019 Operating Budget. Ready said there have only been a few changes since the last draft which reflects more of the current figures of where we are today. (Attachment F)

**FY2019 Capital Budget**

Committee Chairman George Holt presented a Draft copy of the FY2019 Capital Budget. Holt said that they have eliminated the forecast from last year which took the budget out to 2020 making it easier to determine the direction and plans for the capital budget and projects for FY2019. (Attachment G)

**Adjourn**

**A motion was made by Windham, seconded by Wearing to adjourn the meeting at 7:05 PM.**

Respectfully Submitted;



Lauran Willis, CMC/FOA

City Clerk

**A G E N D A**  
**OXFORD MAYOR AND COUNCIL**  
**WORK SESSION**  
**MONDAY, APRIL 16, 2018 – 6:00 P.M.**  
**CITY HALL**  
**A G E N D A**

1. **Honorary Councilmember of the Month** – Councilmember Holt appointed Catherine Chastain-Elliott as the Honorary Councilmember for May.
2. **Mayor’s Announcements**
3. \* **Building Inspection Services** – Hal Chitwood, Project Manager with Bureau Veritas, will make a presentation to Council on the company’s billing methods for their building inspection services.
4. \* **GEFA Loan Modification Resolution** – The Georgia Environmental Finance Authority has asked us to update our project completion date for the N. Emory Sewer Project. We have attached the resolution.
5. \* **Water Tank Maintenance Request For Proposal** – The city owns and operates one 250,000 gallon elevated water tank located at 1302 Coke Street. City staff recommends that Council place the water tank maintenance contract out for bid. We have attached the current contract for the city’s water tank maintenance. In addition, we have attached a sample Request for Proposal.
6. \* **Asbury Street Park** – Council will review preliminary engineering plans for the Asbury Street Park project. We have attached the plans.
7. **107 W. Clark Street Renovation Project** – The *ad hoc* Yarbrough House Renovation Committee will report on the progress of the 107 W. Clark Street Restoration project.
8. **Sanitation Services** – Council will discuss whether or not to institute a \$3 increase to the monthly sanitation fees for residents.
9. \* **FY2019 Operating Budget** – The *ad hoc* operating budget committee (Councilmembers Ready, chair, Wearing, and Davis) will report on the draft of the operating budget for FY2019 (July 2018 – June 2019). A DRAFT copy is attached.
10. \* **FY2019 Capital Budget** – The *ad hoc* capital budget committee (Councilmembers Holt, chair, Eady, and Windham) will report on the draft of the five year capital budget for FY2019 – FY2023 (July 2018 – June 2023). Attached – Draft of Parking Plan for George Street Park.

\*Attachments

<b>Building Permit Fees</b>		
<b>Calculating Building Valuation</b>	Unless otherwise stated, the valuation for all new construction will be based on the actual contract cost of the work or calculated by using the latest construction cost data as published in the Building Safety journal by the International Code Council. For Interior Completion only, the construction cost is valued at 50% of the calculated ICC building valuation.	
<b>Fee Payment</b>	Fees are collected prior to issuance of permit.	
<b>Plan Review Fees</b>	New Single-Family Residential Review	Required without fee
	Residential renovations/ additions	Required without fee
	All Commercial/Industrial Plan Reviews	Additional 50% of permit fee
<b>Residential Fee Table</b>	<b>\$0.20 per square feet heated</b>	<b>\$0.10 per square feet unheated</b>
<b>Commercial/ Industrial Permit Fee Table</b>	<b>TOTAL VALUATION</b>	<b>FEE</b>
	\$1,000.00 and Less	Minimum fee of \$100
	\$1,001.00 to \$50,000	\$15 for first \$1,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.00, minimum fee of \$100
	\$50,001.00 to \$100,000.00	\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00
	\$100,001.00 to \$500,000.00	\$460.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00
\$500,001.00 and up	\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof	
<b>Certificate of Occupancy or Completion (C/O or C/C)</b>	New single family detached, condo, or townhome	\$100.00
	New Commercial	\$100.00
	New or renovated commercial tenant space	\$100.00
<b>Trade Permits</b>	Permit Fee	Use permit fee table- minimum \$100.00
<b>Signs Requiring a Building Permit</b>	Banner/ Window / Temporary	\$75
	Wall mounted	\$100
	Monument/ Free Standing	\$200
<b>Demolition</b>	Single family residential house	\$150
	Commercial building	\$300
<b>Permit Extensions</b>	Subsequent extension	\$100/ 3 months
<b>Re-Inspections</b>	For each added trip	\$75
<b>Other</b>	Transfer of Permit/change of contractor	\$100
	Structure move/relocate	\$300
	Siding or Deck Repair/ Replacement	\$100
	Fence Permit	\$150
	Inspections outside of normal business hours	\$125 per hour (\$250 minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Swimming Pool Permit	\$350.00
	Fee for work done without a permit	200% of original permit fee
	Temporary Construction Trailer (not including electric permit)	\$100.00
	Fire Protection	Plumbing permit + \$1.00 per sprinkler head
Racking System	\$0.01 per square feet	

\* for shell construction use 60% of valuation table value

**Union Point Fee Schedule**

2500 square foot single family dwelling

2100 heated sf/400 unheated sf

Electrical, Plumbing, HVAC

2100 x .20 =	\$420.00	
400 x .10 =	<u>\$ 40.00</u>	
	\$460.00	Building permit
	\$100.00	HVAC permit
	\$100.00	Plumbing permit
	\$100.00	Electrical permit
	<u>\$100.00</u>	Certificate of Occupancy
	\$860.00	Total Permit fees
\$860.00 x 25% =	\$215.00	City of Oxford
\$860.00 x 75% =	\$645.00	Bureau Veritas

**Social Circle Fee Schedule (DCA/ICC Recommended)**

2500 square foot single family dwelling

2100 heated sf/400 unheated sf

Electrical, Plumbing, HVAC

2500 x 118.45 (average cost/sf from Building Valuation Data) = \$296,125.00 valuation

\$ 460.00	1 <sup>st</sup> \$100,000.00
<u>\$ 591.00</u>	\$3.00 x \$197.00 (each additional \$1,000.00 + fraction)
\$1,051.00	Building permit
\$ 525.00	Plan review (50% of building permit)
\$ 75.00	HVAC permit
\$ 75.00	Plumbing permit
\$ 75.00	Electrical permit
<u>\$ 100.00</u>	Certificate of Occupancy
\$1,0901.00	Total permit fees
\$1,091.00 x 25% =	\$272.75 City of Oxford
\$1,091.00 x 75% =	\$818.25 Bureau Veritas

Commercial New Construction

6,500 square foot Office Building

Occupancy Group = B (Business)

Type of Construction = III B (exterior walls are non-combustible and interior is any element permitted by code)  
(un-protected)(unsprinklered)

6,500 sf x \$150.11 (average cost/sf from Building Valuation Data) + \$975,715.00 valuation

Trade valuations are based on estimated cost of construction listed on permit application

HVAC \$45,000.00 (\$15 for 1<sup>st</sup> \$1,000 + \$220 (\$5 x 44) = \$235.00

Plumbing \$28,000.00 (\$15 for 1<sup>st</sup> \$1,000 + \$135 (\$5 x 27) = \$150.00

Electrical \$37,000.00 (\$15 for 1<sup>st</sup> \$1,000 + \$180 (\$5 x 36) = \$195.00

\$1,660.00 1<sup>st</sup> \$500,000  
\$ 476.00 \$2.00 x \$476.00 \$975,715.00 - \$500,000 = \$475,715.00/1000 + fraction = \$476.00

\$2,136.00 Building permit  
\$1,068.00 Plan review (50% of building permit)  
\$ 235.00 HVAC permit  
\$ 117.00 Plan review (50% of HVAC permit)  
\$ 150.00 Plumbing permit  
\$ 75.00 Plan review (50% of Plumbing permit)  
\$ 195.00 Electrical permit  
\$ 97.00 Plan review (50% of Electrical permit)  
\$ 100.00 Certificate of Occupancy

\$4,173.00 Total permit fees

\$4,173.00 x 25% = \$1,043.25 City of Oxford

\$4,173.00 x 75% = \$3,129.75 Bureau Veritas



Loan/Project No. 2016L06WQ

**MODIFICATION OF PROMISSORY NOTE AND LOAN AGREEMENT**

**THIS MODIFICATION OF PROMISSORY NOTE AND LOAN AGREEMENT** (this "Modification") dated \_\_\_\_\_, 20\_\_\_\_, by and between **CITY OF OXFORD**, a Georgia public body corporate and politic (the "Borrower"), and the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY**, a Georgia public corporation (the "Lender").

**Statement of Facts**

A. The Lender and the Borrower are parties to that certain Loan Agreement, dated **DECEMBER 2, 2016**, as amended prior to the date hereof (as so amended, the "Loan Agreement"; all capitalized terms used in this Modification but not defined herein have the meanings given in the Loan Agreement), pursuant to which the Lender made a loan to the Borrower in accordance with the terms and conditions thereof. The Borrower's obligation to repay such loan is evidenced by that certain Promissory Note, dated **NOVEMBER 21, 2016**, as amended prior to the date hereof (as so amended, the "Note").

B. The Lender and the Borrower desire to modify the Loan Agreement and Note in certain respects in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the promises, the covenants and agreements contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Lender and the Borrower further agree as follows:

**Statement of Terms**

**1. Amendments of Note.** Subject to the fulfillment of the conditions precedent to the effectiveness of this Modification that are set forth below, the Note is hereby amended as follows:

Accrued interest on this Note shall be payable monthly on the first day of each calendar month until the first day of the calendar month following the earlier of (1) the Completion Date (as defined in the hereinafter defined Loan Agreement), (2) **MAY 1, 2019**, or (3) the date that the loan evidenced by this Note is fully disbursed (the "**Amortization Commencement Date**"). Principal of and interest on this Note shall be payable in **One Hundred Nineteen (119)** consecutive monthly installments equal to the Installment Amount (as hereinafter defined), commencing on the first day of the calendar month following the Amortization Commencement Date, and continuing to be due on the first day of each succeeding calendar month thereafter, together with a final installment equal to the entire remaining unpaid principal balance of and all accrued interest on this Note, which shall be due and payable on the date that is **10 years** from the Amortization Commencement Date (the "**Maturity Date**").



**2. Amendments of Loan Agreement.** Subject to the fulfillment of the conditions precedent to the effectiveness of this Modification that are set forth below, the Loan Agreement is hereby amended as follows:

Section 2 (a) of the Loan Agreement is hereby amended and restated to read as follows: "The Lender agrees to advance to the Borrower, on or prior to the earlier of (1) the Completion Date (as hereinafter defined), (2) **MAY 1, 2019**, or (3) the date that the loan evidenced by this Note is fully disbursed, the Loan in a principal amount of up to **\$525,000** which Loan may be disbursed in one or more advances but each such disbursement shall reduce the Lender's loan commitment hereunder and any sums advanced hereunder may not be repaid and then re-borrowed."

Exhibit A is amended and restated to read as written in the attached Exhibit A.

**3. No Other Waivers or Amendments.** Except for the amendments expressly set forth and referred to in Section 1 and 2 above, the Note and the Loan Agreement shall remain unchanged and in full force and effect. Nothing in this Modification is intended, or shall be construed, to constitute a novation or an accord and satisfaction of any of the obligations created by the Note.

**4. Representations and Warranties.** To induce the Lender to enter into this Modification, the Borrower does hereby warrant, represent, and covenant to the Lender that: (a) each representation or warranty of the Borrower set forth in the Loan Agreement is hereby restated and reaffirmed as true and correct on and as of the date hereof as if such representation or warranty were made on and as of the date hereof (except to the extent that any such representation or warranty expressly relates to a prior specific date or period), and no Event of Default has occurred and is continuing as of this date under the Loan Agreement; and (b) the Borrower has the power and is duly authorized to enter into, deliver, and perform this Modification, and this Modification is the legal, valid, and binding obligation of the Borrower enforceable against it in accordance with its terms.

**5. Conditions Precedent to Effectiveness of this Modification.** The effectiveness of this Modification is subject to the truth and accuracy in all material respects of the representations and warranties of the Borrower contained in Section 4 above and to the fulfillment of the following additional conditions precedent:

a. the Lender shall have received one or more counterparts of this Modification duly executed and delivered by the Borrower; and

b. the Lender shall have received (1) a signed opinion of counsel to the Borrower, substantially in the form of Exhibit E attached hereto, and (2) a certified copy of the resolution adopted by the Borrower's governing body, substantially in the form of Exhibit F attached hereto.

**6. Counterparts.** This Modification may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have caused this Modification to be duly executed and delivered as of the date specified at the beginning hereof

**CITY OF OXFORD**

Approved as to form:

By: \_\_\_\_\_  
Borrower's Attorney

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

(SEAL)

Attest Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**GEORGIA ENVIRONMENTAL FINANCE  
AUTHORITY**

Signature: \_\_\_\_\_  
Kevin Clark  
Executive Director

(SEAL)

**DESCRIPTION OF THE PROJECT**

**SCOPE OF WORK**

**Recipient: CITY OF OXFORD**

**Loan Number: 2016L06WQ**

**The project consists of installing sewer lines and all related appurtenances on Emory Street and adjacent areas.**

**DESCRIPTION OF THE PROJECT**

**PROJECT BUDGET**

**Recipient: CITY OF OXFORD**

**Loan Number: 2016L06WQ**

<b>ITEM</b>	<b>TOTAL</b>	<b>GA Fund</b>
Construction	\$449,243	\$449,243
Contingency	49,752	49,752
Engineering & Inspection	26,005	26,005
Administrative/Legal	-	-
<b>TOTAL</b>	<b>\$525,000</b>	<b>\$525,000</b>

\*The amounts shown above in each budget item are estimates. Borrower may adjust the amounts within the various budget items without prior Lender approval provided Borrower does not exceed the loan amount contained in Section 1 of the Loan Agreement. In no event shall Lender be liable for any amount exceeding the loan amount contained in Section 1 of the Loan Agreement.

**DESCRIPTION OF THE PROJECT**

**PROJECT SCHEDULE**

**Recipient: CITY OF OXFORD**

**Loan Number: 2016L06WQ**

<b>ACTION</b>	<b>DATE</b>
Plans & Specs Submitted to EPD	August 2016
Bid Opening	November 2016
Notice to Proceed with Construction	January 2017
Completion of Construction	January 2019

**OPINION OF BORROWER'S COUNSEL**  
(Please furnish this form on Attorneys Letterhead)

Date

Georgia Environmental Finance Authority  
233 Peachtree St, NE  
Harris Tower, Ste 900  
Atlanta, Georgia 30303

Ladies and Gentlemen:

A legal opinion from **Strickland & Strickland, LLP** was delivered to you, dated **NOVEMBER 11, 2016** (the "Closing Opinion), relating to the Contract for Financing Environmental Facilities and for Other Services (the "Loan Agreement"), dated **DECEMBER 2, 2016** between **CITY OF OXFORD** (the "Borrower") and the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), and the Promissory Note (the "Note"), dated **NOVEMBER 21, 2016**, of the Borrower. As counsel for the Borrower, I have examined the original of the Modification of Promissory Note and Loan Agreement (the "Modification"), between the Borrower and the Lender, the proceedings taken by the Borrower to authorize the Modification, the Closing Opinion, and such other documents, records, and proceedings as I have deemed relevant or material to render this opinion. Based upon such examination, I hereby reconfirm as of the date hereof the opinions contained in the Closing Opinion, subject to the modification that all references to the Note and the Loan Agreement (as defined in the Closing Opinion) shall be deemed to include a reference to the Modification. Nothing has come to my attention, after due investigation, that in any way might question the continuing validity and accuracy of the Closing Opinion, as modified above.

Very truly yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**EXTRACT OF MINUTES  
RESOLUTION OF GOVERNING BODY**

**Recipient: CITY OF OXFORD**

**Loan Number: 2016L06WQ**

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the following resolution was introduced and adopted.

**WHEREAS**, the Borrower has borrowed **\$525,000** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), pursuant to the terms of a Contract for Financing Environmental Facilities and for Other Services (the "Loan Agreement"), dated **DECEMBER 2, 2016**, between the Borrower and the Lender; and

**WHEREAS**, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note (the "Note"), dated **NOVEMBER 21, 2016**, of the Borrower; and

**WHEREAS**, the Borrower and the Lender have determined to amend and modify the Note and the Loan Agreement, pursuant to the terms of a Modification of Promissory Note and Loan Agreement (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

**BE IT FURTHER RESOLVED** by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

\_\_\_\_\_  
(Name of Person to Execute Documents)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Person to Attest Documents)

\_\_\_\_\_  
(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

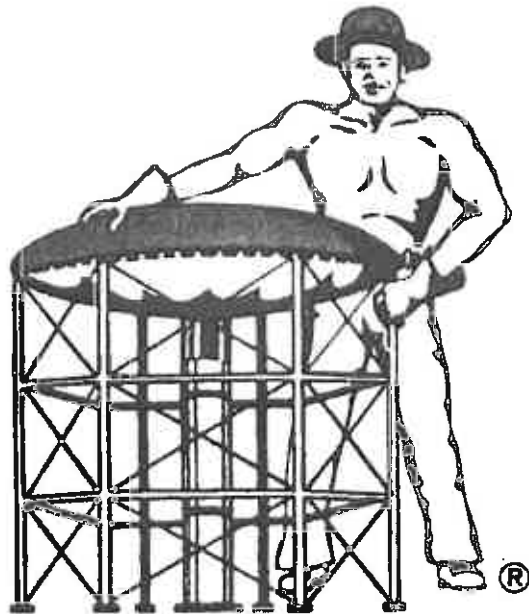
Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary/Clerk

(SEAL)

# UTILITY SERVICE

## WATER TANK MAINTENANCE CONTRACT



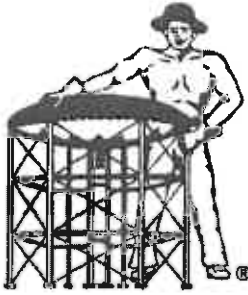
Owner City of Oxford

Tank Size 250,000 Elevated

Location Oxford, Georgia

Date January 17, 1988





## UTILITY SERVICE

p.o. box 1354  
perry, georgia 31069  
(912) 987-0303



### WATER TANK MAINTENANCE CONTRACT

This Agreement entered into by and between City of Oxford  
hereinafter known as the Owner, and Utility Service hereinafter known as the Company.

The Owner agrees to employ the Company to service and maintain its 250,000 gallon water storage tank located at Oxford, GA

This Agreement binds the Company to total responsibility for the care and maintenance of the above described water storage tank. Care and maintenance shall include but not be limited to the following:

The Company will annually inspect and service the tank beginning in the year 1989. The interior and exterior of the tank will be thoroughly inspected to assure that the structure is in a sound water tight condition.

Biennially, beginning with the first inspection in 1989, the tank will be completely drained and cleaned to remove all mud, silt and other accumulations that might be harmful to the tank or its contents. This cleaning will utilize high pressure equipment with detergent injection. After cleaning is completed, the interior will be sterilized prior to returning it to service.

The Company will make any and all repairs to the tank and tower that are needed during the term of this contract. These repairs include steel replacement, steel parts, expansion joints, float level indicators, sway rod adjustments, manholes and other component parts thereof.

The Company will clean and repaint the interior and exterior of the tank at such time as complete repainting is needed. The need of interior cleaning to be determined by the thickness of the existing liner and the protective condition it is in. The need of exterior repainting to be determined by the appearance of the paint and protective condition it is in.

When repainting is needed, all products and procedures will be equal to, or exceed the requirements of the Georgia Environmental Protection Agency, the American Water Works Association and Steel Structures Painting Council as to surface preparation, coating materials and sterilization.

When complete interior painting is needed, the tank will be sandblasted to a No.#10 "near white" finish and lined with a multi-coat hi-build epoxy. In the event technology develops a better product and the American Water Works Association approves its use in potable tanks, the newer product will be used.

At the time of repainting the exterior, the owner may select a color, or color scheme different from the existing one so long as the generic type of materials remain the same.

The Company will install an anti-climbing device on the access ladder to prevent unauthorized persons from climbing the tower.

A lock will be installed on the roof hatch of the tank to prevent any unauthorized entry to the water supply. Keys to the tank will be retained by the Owner and the Company.

The Company will provide emergency service to handle any problems with the tank at no additional cost to the Owner. Reasonable travel time must be allowed for the repair unit to reach the tank site.

The Company will furnish relief valves to install in the water system so the Owner can pump direct and maintain water pressure while the tank is being serviced, if such valves are needed.

The Company will furnish current certificates of insurance coverage to the Owner at the time of any work, or upon renewal of any policy.

The Owner shall have the right to continue this contract for an indefinite period of time upon payment to the Company the sum of \$ 5400.00 per year for the duration of this Agreement. Payment to be made on or before See Addendum of each year.

The above annual fee will remain constant for the first five (5) years of this Agreement. In the year 1994 and each five (5) years thereafter, the annual service fee will be adjusted to reflect the current costs of the service. The adjustment, either up/down will be limited to a maximum of fifteen (15) percent per occurrence.

It is agreed that future mandated environmental requirements which cause significant changes in the cost of tank maintenance will be just cause for modification of this agreement by either party. This contract does not include the removal of any hazardous waste materials.

This Contract is subject to cancellation by the Owner only if intent to cancel is received by the Company prior to August 1st in the year preceding the calendar year for which cancellation is desired. Notice of Cancellation to be delivered by registered mail and signed by three (3) authorized voting officials of the Owner's management and/or Commissioners.

This Agreement signed this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

Owner:

UTILITY SERVICE  
Division of Frank Shelton, Inc.

\_\_\_\_\_

\_\_\_\_\_

by \_\_\_\_\_  
title

by Robert J. Shelton, Vice-President  
title

\_\_\_\_\_

\_\_\_\_\_

seal:

seal:

**Addendums to Contract Dated January 17, 1989**

**No. 1 Payment Terms:** This City shall have option of paying either  
lump sum, semi-annual, quarterly, or monthly. City officials shall notify  
company officials in writing of method of payment they accept.

**Frank Shelton, Inc.**

**Owner**

by \_\_\_\_\_

\_\_\_\_\_

date \_\_\_\_\_

by \_\_\_\_\_

witness \_\_\_\_\_

date \_\_\_\_\_

**No. 2**

**Frank Shelton, Inc.**

**Owner**

by \_\_\_\_\_

\_\_\_\_\_

date \_\_\_\_\_

by \_\_\_\_\_

date \_\_\_\_\_

**No. 3**

**Frank Shelton, Inc.**

**Owner**

by \_\_\_\_\_

\_\_\_\_\_

date \_\_\_\_\_

by \_\_\_\_\_

witness \_\_\_\_\_

date \_\_\_\_\_

**City of Oxford  
110 West Clark Street  
Oxford, GA 30054**

**REQUEST FOR PROPOSALS FOR WATER TANK MAINTENANCE SERVICES**

The City of Oxford seeks a qualified contractor to provide water tank maintenance services to the city's 250,000 gallon elevated water tank.

**Purpose**

The City of Oxford is soliciting proposals from qualified firms for the contract of long term maintenance and management to include but not be limited to engineering and inspection services, rehabilitation, repair, repainting, inspection, washout, and preventative maintenance of the city's 250,000 gallon elevated water tank. It is the intent of the RFP to determine the most qualified firm to which the City of Oxford could contract these services.

This RFP states the instructions for submitting proposals, the specifications for the work, the procedure and criteria by which a bidder may be selected and the contractual terms which will govern the relationship between the City of Oxford and the Contractor.

**Scope of Work**

It is the intent of the City of Oxford to solicit a full service perpetual maintenance program from a firm that will provide professional asset management, engineering services (specific to the maintenance of the existing water storage tank covered by this RFP), all inspection services (washout & visual), all repair and painting services (consistent with current paint scheme). The proposal shall address all of the information outlined herein. Additionally, each prospective firm may include such other information as he or she deems pertinent to the proper evaluation of their proposal.

Each firm is responsible for testing the current materials in place on the Tank for hazardous content. All work must comply with OSHA Confined Space Entry, Georgia Environmental Protection Division, A.W.W.A., S.S.P.C., Code of Federal Regulations, N.S.F. Regulations and all other state and federal regulations. Proposals will be considered, and should be written to provide the contracted maintenance of the following tank:

**250,000 Gallon Elevated Tank – 1302 Coke Street**

**Tank Inspection Schedule**

Proposals shall also specify the frequency and degree of inspection and cleanout services the City could expect under the terms of the maintenance contract. A minimum of three (3) washout inspections with detailed engineering report shall be conducted in any ten (10) year period when an interior renovation is performed during the same timeframe. At a minimum, each tank shall be visually inspected once in a twelve (12) month period.

At a minimum, a written report along with photographs shall be prepared and submitted to the City of Oxford within thirty (30) days of completion of inspections. Additionally, each perspective firm should address the requirements to assume responsibility for all corrections and repairs to the tank necessitated by acts of vandalism or through normal deterioration.

### **Statement of Qualifications**

Proposals shall include an informative narrative report introducing your firm. Additionally, a statement of qualifications and resume detailing the experience of all individuals responsible for providing service under this contract should be submitted. Principals involved should be listed along with their names and addresses of the individuals placed in charge for the administration of the terms and conditions of the contract.

### **Safety Program**

Each proposal shall include a formal Safety Program stating company policy on all safety procedures. Document procedures are to include workers protection, confined space, fall protection and general safety procedures.

### **Evaluation Criteria**

Proposals will be evaluated on criteria deemed to be in the City of Oxford's best interests to include, but not limited to:

- Ability to safely perform the required services as specified
- Pricing of services
- Information provided by references
- Experience in providing the required services

### **Communication with the City of Oxford**

It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Oxford will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to the Oxford City Clerk.

### **Award of Proposal**

The City of Oxford will make the award on a total sum basis to the most responsive and responsible bidder as determined by evaluation of the defined criteria. The City of Oxford reserves the right to waive minor irregularities. The City of Oxford reserves the right to reject any or all proposals, in whole or in part, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city. Should the City of Oxford determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

### **Award Protest**

Bidders may appeal the award decision by submitting a written protest to the Oxford City Clerk within five business days of the date of the award notice.

**Confidentiality**

The information contained in proposals submitted for the City of Oxford's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time all proposals will be available for public inspection.

**Cost of Preparation**

Bidder assumes all costs of preparation of the proposal and any presentation necessary to the proposal process.

**Proposal Understanding**

By submitting a proposal the bidder confirms that the specifications are understood, adequate, and the bidder accepts the terms and conditions therein.

**Proposal Submission**

A **SIGNED** original of the proposal must be submitted to:

**The City of Oxford  
110 West Clark Street  
Oxford, GA 30054**

in a sealed envelope no later than **BLANK**. Normal business hours are 8:00 AM to 5:00 PM. Proposals received after the due date and time will not be accepted. **Faxed and emailed proposals will not be accepted.**

Proposals must be submitted in a sealed envelope and clearly marked with the proposal title and proposal date on the outside of the envelope.

**GENERAL TERMS AND CONDITIONS:****Contract Documents**

The contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement from the City of Oxford.

**Contract Modification and Amendment**

The parties may adjust the specific terms of this contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be submitted in writing to the City Clerk. Modifications or amendments must be in writing and signed by both parties.

**Contract Validity**

In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

**Cancellation/Termination**

If the Contractor fails to provide personnel, supplies, or equipment to the satisfaction of the City of Oxford or in any other way fails to provide service in accordance with the contract terms, the City of Oxford may take whatever action it deems necessary to provide alternate services and may, as its option, immediately cancel this contract with written notice. Except for such cancellation for cause by the City of Oxford, either party may terminate this contract by giving thirty (30) days advance written notice to the other party.

**Clarification of Responsibilities**

If the Contractor needs clarification of the terms of the contract, it is the Contractor's responsibility to obtain written clarification or approval from the City of Oxford.

**Litigation**

This contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Georgia.

**Assignment**

Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of the City of Oxford.

**Independent Contractor**

Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent Contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the service which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the City of Oxford. The Contractor is not to be deemed an employee or agent of the City of Oxford and has no authority to make any binding commitments or obligations on behalf of the City of Oxford except as expressly provided herein.

**Indemnification**

The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the City of Oxford and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the City of Oxford for which the City of Oxford may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

### **Contractor's Liability Insurance**

During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability	\$1,000,000 per occurrence or more
2. Automobile Liability	\$1,000,000 per occurrence or more
3. Workers Compensation	Required for all personnel

**Certificates shall be provided to the City of Oxford by the insurance company. Certificates will not be accepted from the contractor.**

## **PERFORMANCE TERMS AND CONDITIONS:**

### **Contract Term**

The initial term of this contract is from January 1, 2019 to December 31, 2019. With mutual written agreements of the parties, this contract may be extended for two (2) one-year periods.

### **Employees**

All persons employed to perform these services shall be employees of the Contractor and well-trained in water tank maintenance services. The Contractor shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the City of Oxford.

### **Nondiscrimination and Workplace Safety**

The Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules or regulations may result in termination of this contract.

### **Equipment and Supplies**

All equipment and supplies required to carry out operations within the scope of this contract shall be provided by the Contractor. Equipment must be maintained in good operating condition and must conform to OSHA and any other safety standards in effect at the time of use.

### **Pricing**

Pricing submitted shall remain firm through December 31, 2019. On January 1, 2020, and on each successive anniversary date thereafter, the price can remain as bid or may be based on a price adjustment either upward or downward. Contractor shall be required to furnish cost estimates at least forty-five (45) days prior to anniversary date to substantiate any requested increase. If approved, the price increase will be effective on the date of the subsequent contract period. Contractor shall provide documentation as to what portion of the requested price increase will be applied to labor and fringe benefits, supplies, equipment or overhead/profit.



**Payments**

Contractor payment will be made quarterly upon submittal of an invoice to the Oxford City Clerk on a net 30 basis unless discount terms are offered.

**Work Specifications**

Contractor will supply all labor, equipment and supplies required to perform the contracted services. All work will be in accordance with the City of Oxford and Newton County ordinances and all applicable State, Federal and Regulatory Agency laws and regulations.

**Security/Confidential Information**

The City of Oxford reserves the right to conduct background checks on all individuals employed the contractor and performing the contracted services in the City of Oxford. Contractor will provide the City of Oxford a list of all such employees with sufficient identification to enable the city to conduct such inquiries as deemed appropriate by the city.

Contractor agrees that any information received by the Contractor or his/her employees during the course of the work specified in this agreement which concerns the personal, financial or other affairs of the City of Oxford and its employees shall be kept in full confidence and shall not be revealed to any other person, firm, organization or other entity.

No unauthorized person or persons shall accompany contractor's personnel while conducting work under this contract.

**References**

List a minimum of three systems that are currently in your Maintenance Program should be submitted. Include the Name of the System, Person of Contact, Telephone Number of Contact, and Number of Tanks in the System under contract.

**Contractor Data**

Your proposal should contain the following information and any other you consider appropriate:

Name of Company:

Address:

City/State/ZIP:

Contact Person:

Telephone:

Cell:

Fax:

Email:

Pricing for Services Offered:

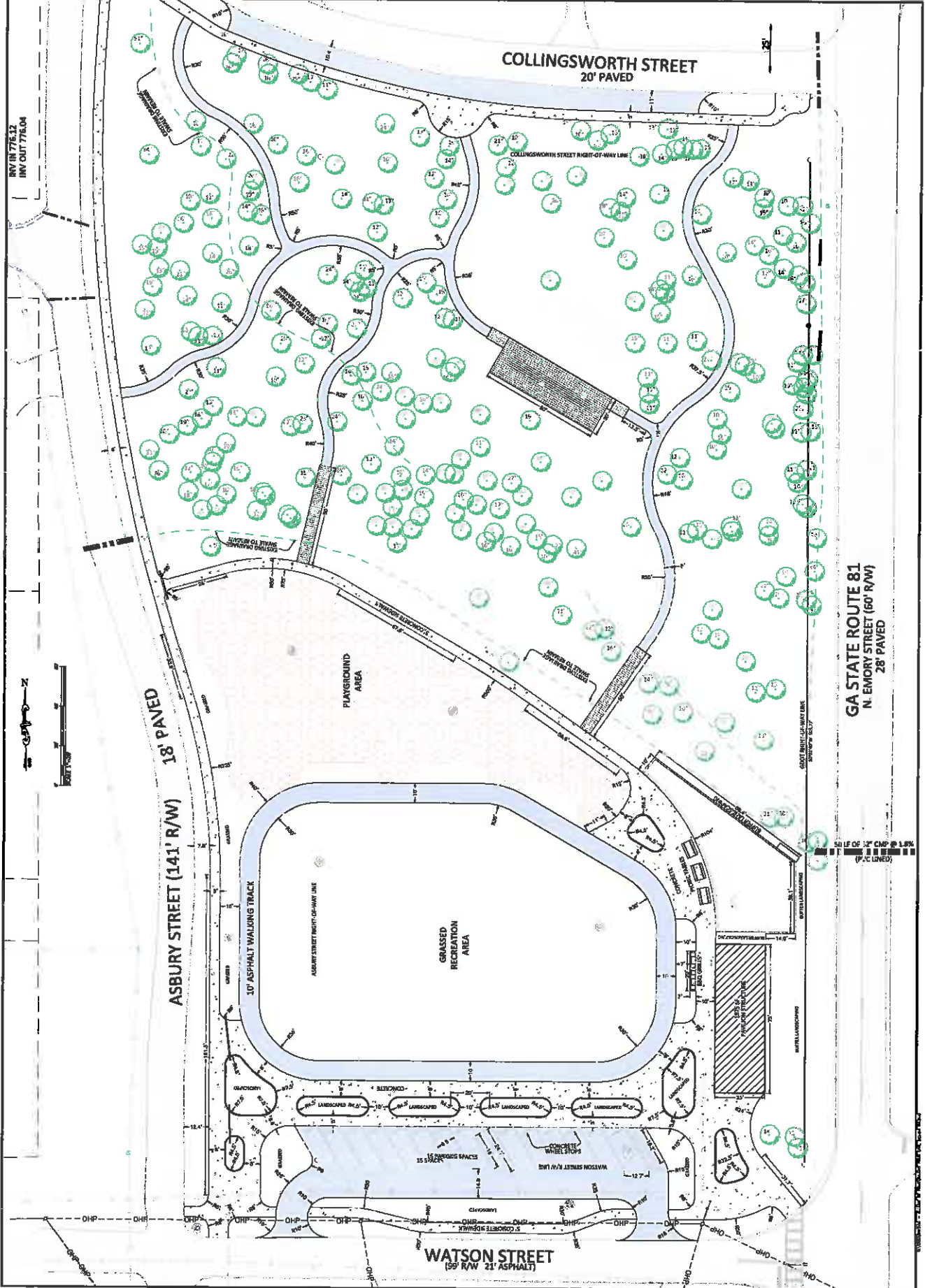
Name and Title of Authorized Representative

Signature of Authorized Representative

Date:



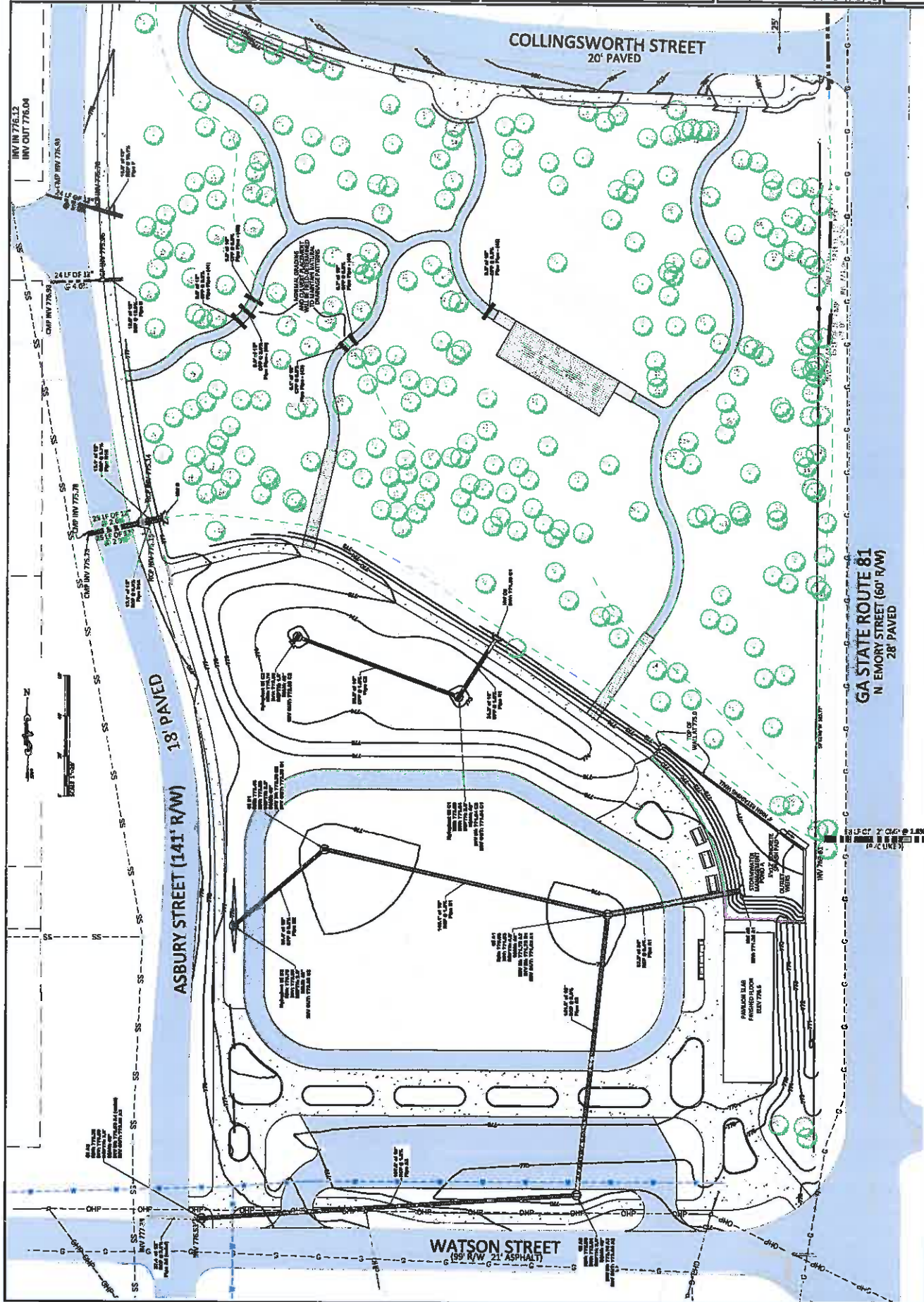


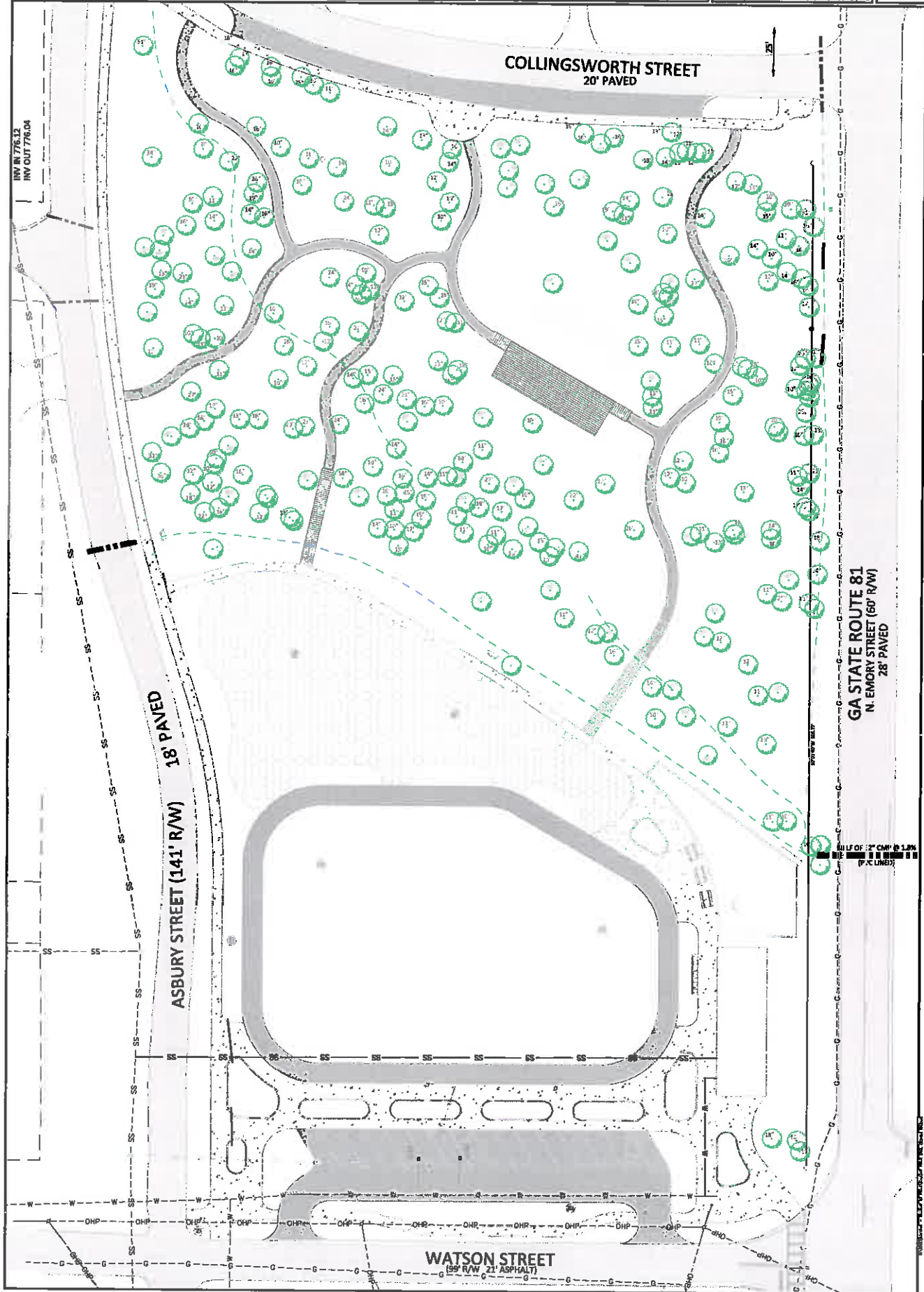


GA STATE ROUTE 81  
 N. EMORY STREET (60' R/W)  
 28' PAVED

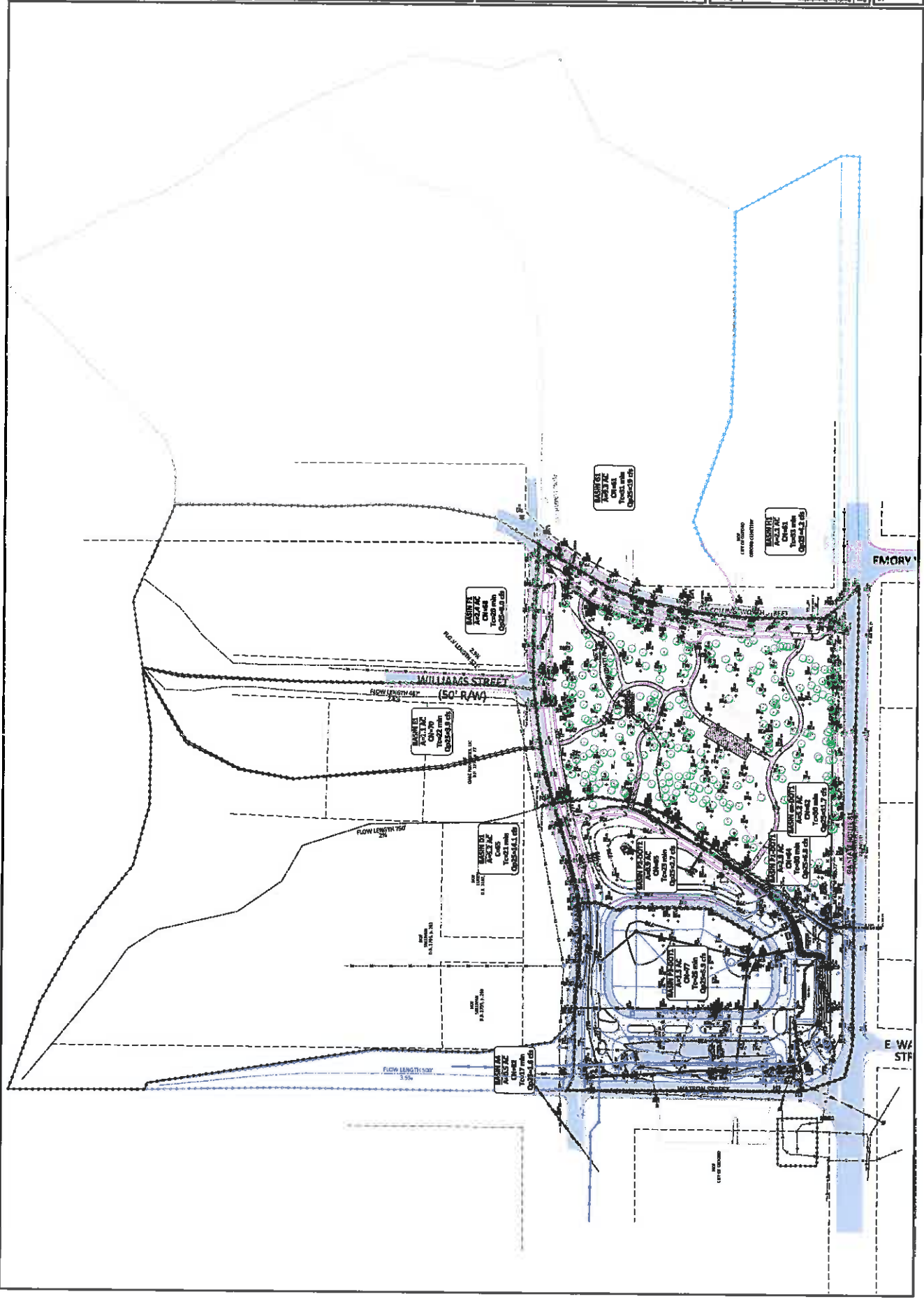
SCALE OF 1" = 40' (P.C. LINED)







DATE	DESCRIPTION





# Annual Budget - FY2019

July 1, 2018 - June 30, 2019

City Council Review, 4/16/2018

Mayor Jerry D. Roseberry

## Councilmembers

Jeff Wearing - Sarah Davis  
David Eady - George Holt  
Mike Ready - Jim Windham

Matthew Pepper, Assistant City Manager

Lauran Willis, City Clerk

Dave Harvey, Police Chief

Jody Reid, Supervisor of Public Works and Utilities



Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>GENERAL FUND - REVENUE</b>							
1	100-0000-311100-000 Real Property Tax-Current Yr.	92,633	92,000	66.7%	92,000	95,000	
2	100-0000-311200-000 Property Tax - Prior Year	1,061	8,000	89,207	1,434	5,000	Based on county growth
3	100-0000-311310-000 Motor Vehicle Adv.	21,398	24,000	956	21,452	21,500	
4	100-0000-311315-000 Motor Vehicle TAVT	29,929	28,000	14,301	23,333	25,000	Decrease since change in state law.
5	100-0000-311340-000 Intangible Tax	4,864	4,900	15,556	4,409	4,900	
6	100-0000-311600-000 Real Estate Transfer	1,243	2,100	2,939	383	1,500	
7	100-0000-311710-000 Electric Franchise Tax	2,156	2,000	255	2,000	2,000	
8	100-0000-311730-000 Gas Franchise Tax	1,873	7,000	2,101	11,135	9,500	
9	100-0000-311750-000 TV Cable Franchise Tax	28,531	22,000	7,424	31,984	30,000	
10	100-0000-311760-000 Telephone Franchise Tax	8,260	6,800	21,323	6,800	6,800	
11	100-0000-313100-000 LOST Sales & Use Tax	332,280	325,000	4,440	325,000	330,000	
12	100-0000-316100-000 General Business License	11,615	12,000	235,419	12,000	12,000	
13	100-0000-316200-000 Insurance Premium Tax	131,191	136,000	11,125	141,828	141,000	One check per year, based on population.
14	100-0000-319000-000 Penalty/Interest on Del Taxes	386	1,200	457	686	1,200	
15	100-0000-322901-000 Misc. Income	42	1,000	40	60	1,000	
16	100-0000-335800-000 Intergovernmental Revenues	23,870	25,000	40	25,000	25,000	LMIG from GDOT
17	100-0000-341400-000 Printing/Duplicating Service	103	200	25,000	195	200	
18	100-0000-341910-000 Election Qualifying Fees	0	500	130	576	600	
19	100-0000-349100-000 Cemetery Fees	1,100	4,500	576	576	4,000	
20	100-0000-349300-000 Bad Check Fees	720	1,000	1,700	2,550	1,000	
21	100-0000-351000-000 Fines & Forfeitures	61,003	68,000	420	630	1,000	
22	100-0000-361000-000 Interest Revenues	10,073	6,500	39,795	59,693	68,000	
23	100-0000-381000-000 Rents and Royalties	5,450	1,500	15,279	22,919	6,500	
24	100-0000-381001-000 Lease Agreement Income	30,000	30,000	550	1,500	1,500	Whatcoat Building
25	100-0000-381002-000 Lease - Verizon	25,372	25,845	30,000	30,000	30,000	
26	100-0000-392300-000 Proceeds-Dispose of Assets	1,503	1,000	17,230	25,845	25,565	Water tower antenna - 2.5% annual increase.
<b>REVENUES TOTAL</b>		<b>\$836,656</b>	<b>\$836,045</b>	<b>\$678,052</b>	<b>\$843,411</b>	<b>\$849,765</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>GENERAL FUND - EXPENDITURES</b>							
<b>CITY COUNCIL</b>							
1 100.1100.511100.000	Regular Employees	34,800	34,800	22,400	33,600	34,800	
2 100.1100.512200.000	Social Security (FICA)	2,662	2,663	1,714	2,570	2,663	
3 100.1100.523100.000	Liability Insurance	11,000	12,000	11,000	11,000	12,000	annual bill in April.
4 100.1100.523600.000	Education & Training	2,200	2,500	2,103	3,155	3,000	New Councilmember
5 100.1400.511100.000	Reg Employees - Election	0	600	420	600	600	
	<b>SUBTOTAL</b>	<b>\$50,662</b>	<b>\$52,563</b>	<b>\$37,637</b>	<b>\$50,925</b>	<b>\$53,063</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>GENERAL GOVERNMENT</b>							
1	100.1500.511100.000 Regular Employees	219,381	200,544	129,503	194,255	230,845	Includes 1 new full-time position in City Clerk's Office
2	100.1500.511900.000 Overtime	2,609	5,000	3,372	5,058	5,000	
3	100.1500.512100.000 Group Insurance	35,147	56,430	31,123	46,684	71,095	Includes 1 new full-time position in City Clerk's Office
4	100.1500.512200.000 Social Security (FICA)	17,081	15,724	10,202	15,303	18,042	
5	100.1500.512400.000 Retirement Plan Expense	32,117	31,213	20,633	30,950	31,560	
6	100.1500.512450.000 Retirement Cont. (DC) 401	8,019	5,925	2,403	6,000	7,141	
7	100.1500.512700.000 Workers' Comp Insurance	850	1,000	830	1,245	7,000	Includes Mayor and City Council
8	100.1500.512900.000 Unemployment Payments	0	2,000	0	0	2,000	
9	100.1500.521200.000 Professional	83,363	104,000	55,006	82,500	110,000	City Attorney, CPA firm, audit services, Tax Assessor's Office
10	100.1500.521200.001 Code Enforcement Services					5,000	
11	100.1500.521202.000 Fire Services - Newton County	19,511	20,000	21,570	21,570	22,000	one bill per year.
12	100.1500.521300.000 Technical Purchased Service	38,584	38,000	35,073	38,500	40,700	
13	100.1500.522200.000 Repairs & Maintenance	23,378	30,000	17,699	26,548	30,000	
14	100.1500.522200.001 Whatcoat Building maintenance	3,250	5,000	0	0	5,000	
15	100.1500.522200.001 YH Welcome Center					100,000	Welcome Center operations costs
16	100.1500.523100.000 Liability Insurance	13,026	15,000	0	15,000	15,000	annual bill in April.
17	100.1500.523200.000 Telephone - Postage	20,770	24,000	14,439	21,658	24,000	
18	100.1500.523300.000 Advertising & Promotions	6,218	7,000	4,327	6,491	7,000	
19	100.1500.523320.000 July 4th parade expenses	4,936	6,000	2,494	3,741	6,000	
20	100.1500.523600.000 Dues & Fees	9,512	9,000	7,009	10,514	9,000	
21	100.1500.523700.000 Education & Training	6,353	8,000	6,046	9,069	8,000	
22	100.1500.531100.000 Supplies & Materials	21,390	18,000	13,601	20,401	18,000	
23	100.1500.531200.000 Energy - Utilities	13,467	15,000	10,791	16,187	15,000	
24	100.1500.531600.000 Small Equipment Under \$5,000	3,112	5,000	2,793	4,189	5,000	
25	100.1500.531600.001 Computer Upgrades					7,000	Upgrades to computer equipment for Clerk's Office and City Manager
26	100.1500.531700.000 Other/Meetings & Events	3,408	5,000	1,750	2,625	5,000	Includes additional Mayor's meetings.
27	100.1500.579000.000 Contingency - General	0	32,407	0	0	0	
28	100.1500.579010.000 Contingencies - cash over & short	133	200	130	195	200	
	<b>SUBTOTAL</b>	<b>\$585,615</b>	<b>\$659,443</b>	<b>\$390,788</b>	<b>\$578,683</b>	<b>\$804,584</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>COURT</b>							
1 100.2500.521200.000	Contract - Judge	5,000	5,000	2,500	5,000	5,000	
2 100.2500.521210.000	Contract - Public Defender	0	500	500	750	500	
3 100.2500.521211.000	Contract - Solicitor	4,800	4,800	2,400	4,800	4,800	
4 100.2500.523700.000	Education - Clerk	450	1,550	0	0	1,500	
5 100.2500.523701.000	Education - Judge	1,629	1,200	951	1,200	1,200	
6 100.2500.523850.000	Contract - Translator	0	200	50	75	200	
	<b>SUBTOTAL</b>	<b>\$11,879</b>	<b>\$13,250</b>	<b>\$6,401</b>	<b>\$11,825</b>	<b>\$13,200</b>	
<b>POLICE DEPARTMENT</b>							
7 100.3200.511000.000	Regular Employees	142,596	161,220	82,191	123,287	128,545	
8 100.3200.511500.000	Overtime	12,996	10,000	7,061	10,591	12,000	
9 100.3200.512100.000	Group Insurance	21,578	38,073	11,323	16,984	30,823	
10 100.3200.512200.000	Social Security (FICA)	11,835	13,098	6,828	10,242	10,828	
11 100.3200.512450.000	Retirement Cont. (DC) 401	8,458	8,600	3,196	4,793	6,579	
12 100.3200.512700.000	Workers' Comp Insurance	8,370	7,500	7,753	11,630	7,500	
13 100.3200.521300.000	Tech Purch Serv/Courtware	7,672	11,000	4,140	6,210	11,000	
14 100.3200.522200.000	Veh & Equip Repairs & Maint	10,008	9,000	8,541	10,000	9,000	
15 100.3200.523100.000	Liability Insurance	12,966	14,000	14,000	14,000	14,000	annual bill in April.
16 100.3200.523200.000	Telephone-Postage	5,407	5,500	4,564	6,847	5,500	
17 100.3200.523600.000	Dues & Fees	125	250	130	195	250	
18 100.3200.523700.000	Education & Training	1,579	2,000	1,318	1,977	2,000	
19 100.3200.523850.000	Subpoena fee	0	200	0	0	200	
20 100.3200.523900.000	Prisoner Housing & costs	3,135	5,000	5,940	8,910	12,000	
21 100.3200.531100.000	Supplies & Materials	5,217	5,500	2,203	3,305	5,500	
22 100.3200.531270.000	Gasoline	8,877	10,000	6,282	9,422	10,000	
23 100.3200.531600.000	Small Equipment Under \$5,000	13,832	10,000	6,259	10,000	5,000	
	Computer Upgrades					5,000	
24 100.3200.531700.000	Uniforms	5,096	5,000	2,769	4,800	5,000	
25 100.3200.571000.000	Training Funds - Payable	15,763	20,000	7,311	10,967	20,000	
26 100.3800.342500.000	E-911 Center	16,888	19,000	12,119	12,119	22,500	
	<b>SUBTOTAL</b>	<b>\$312,398</b>	<b>\$354,941</b>	<b>\$193,928</b>	<b>\$276,279</b>	<b>\$323,225</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>STREET DEPARTMENT</b>							
1 100.4200.511300.000	Regular Employees Street	52,466	63,164	36,011	54,017	30,755	allocating 1/3 of meter reader, 3/5 of groundskeeper, 1/5 equip operator
2 100.4200.511300.000	Overtime	1,801	2,000	1,371	2,057	1,000	
3 100.4200.512100.000	Employee Insurance	12,917	12,075	6,083	9,125	5,353	one employee covered by Medicare
4 100.4200.512200.000	Social Security (FICA)	4,147	4,985	2,860	4,290	2,429	
5 100.4200.512400.000	Retirement Plan Expense	10,184	10,049	6,593	9,890	2,060	
6 100.4200.512450.000	Retirement Cont. (DC) 401	687	1,501	560	841	1,443	
7 100.4200.512700.000	Workers' Comp Insurance	4,123	3,274	6,024	9,037	5,400	
8 100.4200.521201.000	Professional - Engineering	2,615	3,000	1,850	2,775	3,000	
9 100.4200.522200.000	Veh & Equip Repairs & Maint	17,836	10,000	12,119	18,179	11,000	
10 100.4200.523700.000	Education & Training	225	500	0	0	500	
11 100.4200.523850.000	Contract Labor - Temporary Help	39,247	30,000	35,304	52,956	12,020	new estimate
12 100.4200.531100.000	Supplies & Materials	12,489	16,000	10,379	15,568	13,000	
13 100.4200.531270.000	Gasoline/Diesel	3,852	5,000	5,594	8,392	4,000	
14 100.4200.531600.000	Small Equipment Under \$5,000	610	1,500	1,010	1,515	1,500	
15 100.4200.531700.000	Uniforms	3,375	2,600	2,338	3,507	1,800	
16 100.4200.531800.000	Stormwater Management	3,500	5,500	5,500	5,500	5,500	KCNB contract for \$2,000
17 100.4200.531901.000	City Tree Removal	25,050	30,000	21,900	32,850	30,000	Trees continue to decline
18 100.4200.532100.000	Sidewalks	0	3,000	0	0	3,000	
	<b>SUBTOTAL</b>	<b>\$195,123</b>	<b>\$204,148</b>	<b>\$155,498</b>	<b>\$230,498</b>	<b>\$133,761</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>PARKS AND RECREATION DEPARTMENT</b>							
1	Regular Employees - Parks & Rec.					10,515	allocating 2/5 of groundskeeper
2	Overtime					500	
3	Employee Insurance					140	
4	Social Security (FICA)					842	
5	Retirement Cont. (DC) 401					616	
6	Workers' Comp Insurance					2,300	
7	Contract Labor - Temporary Help					5,300	
8	Professional (arborist)	450	700	413	619	700	
9	Veh & Equip Repairs & Maint					1,000	
10	Supplies & Materials					2,000	
11	Gasoline/Diesel					1,400	
12	Uniforms					650	
13	Tree Board	8,342	8,000	922	1,383	9,000	Pruning, planting, benches, arborist, Arbor Day
14	City Trail Maintenance	0	5,000	2,036	3,053	7,500	\$6,500 to replace trail bridge
	<b>SUBTOTAL</b>	<b>\$8,792</b>	<b>\$13,700</b>	<b>\$3,370</b>	<b>\$5,055</b>	<b>\$42,463</b>	
<b>CEMETERY</b>							
23	Cemetery Found. Maint. Suppl.	5,000	10,000	10,000	10,000	5,000	Foundation requesting \$5,000.
24	Tree Removal	900	5,000	4,800	7,200	5,000	
	<b>SUBTOTAL</b>	<b>\$5,900</b>	<b>\$15,000</b>	<b>\$14,800</b>	<b>\$17,200</b>	<b>\$10,000</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>WATER &amp; SEWER FUND - REVENUES</b>							
1	505.0000.344210.000	Water Charges/Sales	518,256	526,000	340,176	508,000	510,000
2	505.0000.344215.000	Water Tap Fees	5,718	15,000	2,951	15,000	10,000
3	505.0000.344255.000	Sewer Charges/Sales	260,738	259,000	176,178	250,000	259,000
4	505.0000.344256.000	Sewer Tap Fees	40,007	4,000	2,580	10,000	4,000
5	505.0000.344280.000	Hydrant Meter	690	500	0	0	500
	<b>TOTAL REVENUES</b>	<b>\$825,409</b>	<b>\$804,500</b>	<b>\$521,884</b>	<b>\$783,000</b>	<b>\$783,500</b>	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>							
6	505.4300.511100.000	Regular Employees	28,498	36,420	18,750	28,125	37,901
7	505.4300.511300.000	Overtime	2,454	3,000	1,702	2,553	3,000
8	505.4300.512100.000	Employee Insurance	9,918	11,703	5,831	8,746	12,578
9	505.4300.512200.000	Social Security (FICA)	1,966	3,016	1,565	2,347	3,129
10	505.4300.512450.000	Retirement Cont. (DC) 401	977	2,164	643	964	2,219
11	505.4300.512700.000	Workers' Comp Insurance	2,741	2,414	1,992	2,988	2,900
12	505.4300.521200.000	Legal & Professional	3,900	3,900	3,900	3,900	3,900
13	505.4300.521300.000	Sewer Treatment Fees	99,225	113,000	86,032	129,047	118,000
14	505.4300.522200.000	Veh & Equip Repairs & Maint	18,295	0	3,800	0	0
15	505.4300.522200.001	Service Contracts		16,000	10,929	16,393	16,000
16		Building Repairs		2,000	1,093	1,640	2,000
17		Equipment Repair and Rental		1,500	1,300	1,949	1,500
18		Vehicle Repairs		300	52	78	300
19	505.4300.523100.000	Liability Insurance	1,182	2,500	2,000	2,000	2,500
20	505.4300.523200.000	Telephone-Postage	851	1,200	1,037	1,555	1,500
21	505.4300.523600.000	Dues & Fees	1,632	1,400	1,095	1,642	1,300
22	505.4300.523700.000	Education & Training	3,631	2,500	478	718	2,500
23	505.4300.523850.000	Contract Labor	29,717	30,000	3,100	4,650	25,000
24	505.4300.531100.000	Materials & Supplies	20,560	22,000	7,988	11,981	22,000
25	505.4300.531200.000	Energy - Utilities	1,817	1,900	1,353	2,029	1,900
26	505.4300.531270.000	Gasoline/Diesel	3,032	3,000	2,363	3,544	4,400
27	505.4300.531510.000	Water for Resale	195,146	218,000	144,194	216,291	218,000
28	505.4300.531600.000	Small Equipment Under \$5,000	0	3,000	0	0	3,000
29	505.4300.531700.000	Uniforms	2,300	3,000	1,415	2,122	2,500
30	505.4300.561000.000	Depreciation Expense	186,186	186,000	120,369	186,000	180,607
31	505.4600.574000.000	Bad Debt Expense	4,536	9,000	5,753	8,644	7,000
32	505.4600.579000.000	Contingency	0	15,583	0	0	0
	<b>TOTAL EXPENDITURES</b>	<b>\$618,663</b>	<b>\$694,500</b>	<b>\$428,741</b>	<b>\$639,908</b>	<b>\$675,634</b>	

Act Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>ELECTRIC FUND - REVENUES</b>							
1	510.0000.344310.000 Electric Sales	2,169,793	2,217,828	1,674,527	2,511,790	2,414,826	ECCG estimate.
2	510.0000.344311.000 Penalties After the 15th	120,284	105,000	68,867	103,300	105,000	
3	510.0000.344312.000 Service Charges	5,800	7,000	4,150	6,225	6,000	
4	510.0000.361000.000 Interest Revenue	0	150	0	0	150	
5	510.0000.361001.000 Municipal Competitive Trust	1,821	170,921	1,931	2,896	72,855	
6	510.0000.381000.000 Other Rebates-Off System Sales	1,761	63,000	256	63,000	5,000	
	<b>TOTAL REVENUES</b>	<b>\$2,299,459</b>	<b>\$2,563,899</b>	<b>\$1,749,730</b>	<b>\$2,687,212</b>	<b>\$2,603,831</b>	

<b>ELECTRIC FUND - EXPENDITURES</b>							
Act Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
7	510.4600.511110.000 Regular Employees	105,475	109,833	75,449	113,173	114,082	allocating 1/3 of meter reader/equip oper
8	510.4600.511300.000 Overtime	3,885	5,000	3,043	4,565	5,000	
9	510.4600.512100.000 Employee Insurance	18,892	21,064	11,980	17,970	22,603	
10	510.4600.512200.000 Social Security (FICA)	8,422	8,785	6,005	9,007	9,110	
11	510.4600.512400.000 Retirement Plan Expense	35,632	34,594	23,007	34,510	35,459	
12	510.4600.512450.000 Retirement Cont. (DC) 401	62	515	185	277	536	
13	510.4600.512700.000 Workers' Comp Insurance	1,949	1,741	1,978	2,966	2,000	
14	510.4600.521200.000 ECG Professional Services	38,272	59,595	50,344	59,595	59,595	
15	510.4600.522200.000 Veh & Equip Repairs & Maint	7,179	6,200	5,638	8,458	7,200	
16	510.4600.522201.000 Power line Tree Trimming	24,085	25,000	0	0	35,000	
17	510.4600.523100.000 Liability Insurance	8,080	9,000	0	9,000	9,000	annual bill in April.
18	510.4600.523200.000 Telephone-Postage	7,567	8,000	5,773	8,659	8,000	
19	510.4600.523600.000 Dues & Fees	466	250	0	300	250	Fees for online bill paying.
20	510.4600.523700.000 Linemen Training	6,236	8,000	0	0	8,000	J. Benton's apprenticeship program.
21	510.4600.531100.000 Supplies & Materials	17,816	16,000	11,387	17,081	16,000	
22	510.4600.531200.000 Energy/Utilities	6,743	7,000	5,898	8,847	7,000	
23	510.4600.531270.000 Gasoline/Diesel	5,573	6,000	4,374	6,560	7,200	
24	510.4600.531590.000 Electricity Purchased	1,462,211	1,473,202	980,960	1,471,440	1,455,316	ECCG estimate.
25	510.4600.531600.000 Small Equipment Under \$5,000	1,858	2,500	0	0	2,500	
26	510.4600.531700.000 Uniforms	4,171	4,200	2,678	4,018	4,200	
27	510.4600.541004.000 Street Lights	2,200	2,500	0	0	1,500	
28	510.4600.561003.000 Depreciation	86,145	87,000	61,725	92,588	89,779	
29	510.4600.574000.000 Bad Debt Expense	12,323	28,500	31	47	25,500	
30	510.4600.579000.000 Contingency	0	8,499	0	0	0	
	<b>TOTAL EXPENDITURES</b>	<b>\$1,865,242</b>	<b>\$1,932,978</b>	<b>\$1,250,455</b>	<b>\$1,869,061</b>	<b>\$1,924,830</b>	



Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>SANITATION FUND - REVENUES</b>							
1 540.0000.344110.000	Refuse Collection Charges	147,044	147,000	99,087	148,631	169,050	
2 540.0000.344130.000	Sale of Recycled Materials	358	200	0	0	200	Includes \$3 increase to customers
	<b>TOTAL REVENUES</b>	<b>\$147,403</b>	<b>\$147,200</b>	<b>\$99,087</b>	<b>\$148,631</b>	<b>\$169,250</b>	
<b>SANITATION FUND - EXPENDITURES</b>							
3	Regular Employee - Sanitation					24,384	allocating 4/5 of equipment operator
4	Overtime					500	
5	Employee Insurance					7,597	
6	Social Security (FICA)					1,904	
7	Retirement Plan Expense					8,241	
8	Retirement Cont. (DC) 401					1,300	
9	Workers' Comp Insurance					3,250	
10	Disposal Services-Landfill Fees	6,458	3,000	5,902	8,853	8,000	Organic farm in Walnut Grove no longer accepts chips and leaves.
11	Vehicle & Equip Repairs & Maint					3,000	
	Supplies & Materials					1,000	
12	Vehicle Insurance					2,069	
13	Contract Labor					16,773	
14	Gasoline/Diesel					5,000	
15	Uniforms					1,300	
16	Liability Insurance					2,500	
17 540.4300.522111.000	College Walk Dumpster Fees	6,650	6,700	4,433	6,700	6,700	
18 540.4300.523581.000	Contracted Garbage Pickup	67,633	67,500	45,089	67,633	82,850	New rate increase included.
19 540.4300.523600.000	Dues & Fees	116	100	132	100	100	Fees for online bill paying.
20 540.4600.574000.000	Bad Debt Expense	459	800	581	647	800	
21 540.4300.579000.000	Contingency	0	2,100	0	0	0	
	<b>TOTAL EXPENDITURES</b>	<b>\$81,317</b>	<b>\$80,200</b>	<b>\$56,137</b>	<b>\$83,933</b>	<b>\$177,267</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
<b>General Fund</b>							
100.0000.391505.000	Revenues	836,656	836,045	678,052	843,411	849,765	
	Transfers from W&S		100,000			100,000	
100.0000.391510.000	Transfers from Electric		250,000			400,000	
	Transfers from Sanitation		70,000			0	
	Transfers prior year's fund balance		50,000			0	
100.0000.391540.000	General Fund Revenues	836,656	1,306,045	678,052	843,411	1,349,765	
	Expenditures						
	City Council		52,563	37,637	50,925	53,063	
	General Government		659,443	390,788	578,683	804,584	
	Court		13,250	6,401	11,825	13,200	
	Police Department		312,398	354,941	193,928	276,279	323,225
	Street Department		201,581	207,148	161,400	239,350	133,761
	Parks and Recreation Department		0	0	0	42,463	
	Cemetery		5,900	15,000	14,800	17,200	10,000
	Transfers to Capital Fund		50,215				
100.9000.611011.000	General Fund Expenditures	1,168,035	1,352,560	804,954	1,174,262	1,380,296	
	General Fund BALANCE	-331,379	-46,515	-126,903	-330,851	-30,531	
<b>Water &amp; Sewer Fund</b>							
	Revenues	825,409	804,500	521,884	783,000	783,500	
	Expenditures	618,663	694,500	428,741	639,908	675,634	
	Transfers to G/F		100,000			100,000	
	Transfers to Capital Fund		0			5,866	
505.9000.611003.000	W & S Fund Expenditures	618,663	794,500	428,741	639,908	781,500	
505.9000.611350.000	W & S Fund BALANCE	206,746	10,000	93,143	143,092	2,000	
<b>Electric Fund</b>							
	Revenues	2,299,459	2,563,899	1,749,730	2,687,212	2,603,831	
	Expenditures	1,865,242	1,932,978	1,250,455	1,869,061	1,924,830	
	Transfers to G/F		250,000			400,000	
	Transfers to Capital Fund		160,000			203,146	
	Comp Trust transfer to Capital		202,217			72,855	
510.9000.611002.000	Electric Fund Expenditures	1,865,242	2,545,195	1,250,455	1,869,061	2,600,831	
510.9000.611350.000	Electric Fund BALANCE	434,217	18,704	499,275	818,150	3,000	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru Feb	FY 2018 Estimate	FY2019 Recommend	Comments
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540.9000.611001.000

Sanitation Fund							
Revenues		147,403	147,200	99,087	148,631	169,250	
Expenditures		74,859	77,200	50,236	75,080	177,267	
	Transfers to G/F		70,000			0	
	Sanitation Fund Expenditures	74,859	147,200	50,236	75,080	177,267	
	Sanitation Fund BALANCE	72,544	0	48,852	73,551	-8,017	

ALL FUNDS TOTAL

Revenues	3,961,524	4,674,444	2,949,666	4,313,623	4,906,346	
Expenditures	3,651,940	4,692,255	2,484,151	3,683,231	4,939,894	
Balance	309,584	-17,811	465,515	630,392	-33,548	

WORK SHEET

DRAFT 4.13.2018

OXFORD CAPITAL IMPROVEMENT PLAN FY2019

FUNDING SOURCES

OXFORD CAPITAL BUDGET FY 2019 B

PROJECT DESCRIPTION	Total Cost	FY2018	FY2018 YTD	FY 2018 Balance	FY2019	CITY FUNDS	SPLOST 2011	SPLOST 2017	LOAN	OTHER
1 Asbury Street Park	519,750	800,000	19,750	780,250	519,750	19,750		400,000		100,000 a
3 E. Clark Street development	375,000	450,000	4,050	445,950	375,000	375,000				
4 Moore Street Sidewalk	190,000	190,000	2,745	187,255	190,000		15,500	174,500		
5 GEFA Sewer Extension - Emory St.	550,000	550,000	11,088	538,912	550,000				550,000	
6 City Master Plan Develop & Implement	100,000	100,000	33,220	66,780	100,000	100,000				
7 Downtown Development Authority	30,000	50,000	11,085	38,915	30,000	30,000				
8 Electric System Improvements	130,000	175,000	161,538	13,462	130,000	130,000				
9 Storm Drainage plans & improvements	20,000	20,000	0	20,000	20,000			20,000		
10 Street Repairs and Resurfacing	125,000	210,000	14,852	195,148	100,000			75,000		25,000 b
11 GEFA loan payback	60,000	30,000	30,000	0	60,000	60,000				
12 Pedestrian Bridge/Sidewalk	300,000	650,000	8,836	641,164	300,000	60,000				240,000 c
13 Sidewalks	0	484,500	0	484,500	0					
14 Survey remainder of city ROW	0	54,200	28,440	25,760	0					
15 Water Line Replacement - Queen Ann, etc.	190,000	190,000	0	190,000	190,000			190,000		
16 Replace Water Main Clark, Oxford, Hull	745,000	0	0	0	745,000	455,000		290,000		
17 Whatcoat Street improvements	300,000	0	0	0	300,000	300,000				
18 Business Incubator	0	0	0	0	0					
19 Electric Vehicle Charging Stations	0	0	0	0	0					
20 Smart meters for electric and water	0	0	0	0	0					
21 Pedestrian Crossing - Midblock at Asbury Park.	47,000	0	0	0	47,000	47,000				
22 Interconnect Walking Trails	0	0	0	0	0					
23 Police Vehicles	0	0	0	0	0					
24 Public Works Vehicles & Equipment	0	0	0	0	0					
25 Streets Dept. - Chipper Truck	84,000	0	0	0	84,000	84,000				
26 Replace Water Main on Perry Circle	42,000	0	0	0	42,000	42,000				
27 Replace Water Main on Keel Street, etc.	110,000	0	0	0	110,000	110,000				
28 Yardrough House Renovation/Welcome Center	350,000	0	0	0	350,000	350,000				
29 Welcome Center/City Trail Transportation	12,000	0	0	0	12,000	12,000				
30 George Street Park Parking	20,000	0	0	0	20,000	20,000				
<b>TOTALS</b>	<b>4,299,750</b>	<b>3,953,700</b>	<b>325,604</b>	<b>3,628,096</b>	<b>4,254,750</b>	<b>2,194,750</b>	<b>15,500</b>	<b>1,149,500</b>	<b>550,000</b>	<b>365,000</b>

Footnotes:

- a This amount represents a contribution from Newton County.
- b Funds from the Local Maintenance Improvement Grant (LMIG).
- c Pedestrian bridge sidewalk Atlanta Regional Commission transportation funds

# WORK SHEET

OXFORD CAPITAL IMPROVEMENT PLAN FY2019		FUNDING SO file:ex/OXFORD CAPITAL BUDGET FY 2019 B (REVISED FOR 4/16 MEETING)						
PROJECT DESCRIPTION	Total Cost	FY2019	CITY FUNDS	SPLOST 2011	SPLOST 2017	LOAN	OTHER	
1 Asbury Street Park	519,750	519,750	19,750		400,000		100,000	
2 E. Clark Street development	375,000	375,000	375,000				a	
3 Moore Street Sidewalk	190,000	190,000		15,500	174,500			
4 GEFA Sewer Extension - Emory St	550,000	550,000				550,000		
5 City Master Plan Develop & Implement	100,000	100,000	100,000					
6 Downtown Development Authority	30,000	30,000	30,000					
7 Electric System Improvements	130,000	130,000	130,000					
8 Storm Drainage plans & improvements	20,000	20,000			20,000			
9 Street Repairs and Resurfacing	100,000	100,000			75,000	25,000	b	
10 GEFA loan payback	60,000	60,000	60,000					
11 Pedestrian Bridge/Sidewalk	300,000	300,000	60,000			240,000	c	
12 Water Line Replacement - Queen Ann, etc.	190,000	190,000			190,000			
13 Replace Water Main Clark, Oxford, Hull	745,000	745,000	455,000		290,000			
14 Whatcoat Street improvements	300,000	300,000	300,000					
15 Pedestrian Crossing - Midblock at Asbury Park.	47,000	47,000	47,000					
16 Streets Dept. - Chipper Truck	84,000	84,000	84,000					
17 Replace Water Main on Perry Circle	42,000	42,000	42,000					
18 Replace Water Main on Keel Street, etc.	110,000	110,000	110,000					
19 Yathrough House Renovation/Welcome Center	350,000	350,000	350,000					
20 Welcome Center/City Trail Transportation	12,000	12,000	12,000					
21 George Street Park Parking	20,000	20,000	20,000					
<b>TOTALS</b>	<b>4,274,750</b>	<b>4,254,750</b>	<b>2,194,750</b>	<b>15,500</b>	<b>1,149,500</b>	<b>815,000</b>	<b>100,000</b>	

Footnotes:

- A This amount represents a contribution from Newton County.
- B Funds from the Local Maintenance Improvement Grant (LMIG).
- C Funds from federal and state grants.