



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
ASBURY STREET PARK, PUBLIC HEARING BUDGET & WORK SESSION
MONDAY, May 15, 2017 – 6:00 PM CITY HALL
ASBURY STREET PARK – 5:00 PM**

Agenda – Attachment A

PRESENT: Bob Schwartz, City Manager, Hoyt & LaTrelle Oliver, Terri & Audrey Fullerton, Linda Allen, Brian Barnard, Beryl Budd, Ricardo Horne, J. Tanner, Peggy Madden, Judy Greer, Melvin Allen, Zach May, Carol Penn, Anderson Wright, Glenda Stewart, George Holt, Sarah Davis and Mayor Jerry Roseberry, Lauran Willis, City Clerk.

Mr. J. Tanner, Landscape Architect and the Asbury Street Park Citizens Advisory Committee presented the proposed plans and layout for review by council for the Asbury Street Park. The meeting was adjourned at 6:00 PM. Attachment B

ANNUAL BUDGET PUBLIC HEARING – 6:00 PM

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: Sarah Davis; George Holt; David Eady; Jim Windham, Councilmembers Melvin Baker and Mike Ready were not in attendance.

OTHERS PRESENT: Bob Schwartz, City Manager; Chief Dave Harvey, Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Todd Cain, Josh Roberts, Darryl Welch, Judy Greer, Peggy Madden, Jan Lewandowski, Louise Eady, Carol & Neil Penn, Anderson Wright, Teresa Welch, T. McGaffney, Mark McKercher, Susan & Steve Roan, Robert Bayliss, Tiffany Yantis, Tony & Lisa Williams, Charlene Bray, Jeff Wearing, Erik Oliver, Georgette Izen, Samantha Love, Norma Jones, John Burson.

City Manager Bob Schwartz presented the FY2018 Annual Budget and Capital Budget along with a list of ten capital projects budgeted for FY2018. Attachment C

There being no questions or further discussion, the Public Hearing was adjourned at 6:10 PM.

WORK SESSION

1. Honorary Councilmember

Mayor Roseberry introduced Darryl Welch as the honorary councilmember for June appointed by Councilmember Sarah Davis.

2. Mayors Announcements

Mayor Roseberry asked Chief Harvey to introduce our new Police Officer Ernesto Borrero. Mayor Roseberry gave an update of statistics for the Police Department he said that the City of Oxford is one of the safest cities in the state. Roseberry announced that the city has purchased the property at 104 W. Clark Street which was the home site of the Yarborough Oak.

3. I-20 Bridge and Emory Street Sidewalk Project Update

Mayor Roseberry said that he participated in a conference call Thursday with GDOT, AECOM, and Covington. He said the current estimate for the sidewalk is about \$600,000; the federal grant is 80% with the City's share set at 20%. The City Capital Budget for FY2018 needs to include \$130,000 for this project from the estimated \$170,000 excess funds for the 2011 SPLOST. We have included these changes in the proposed budget. The bridge is about \$500,000 over budget and we suggested Covington use some of its 2011 SPLOST excess fund for this project. It was agreed that no funds would be transferred from the sidewalk project to the bridge project.

4. GEFA Sewer System Project

Mayor Roseberry opened the meeting for discussion of the need for the new sewer system project. He explained the necessity for the project with information from the Health Department, the state Environmental Protection Division and the Water First Project. There was some discussion of a payment plan that was presented at the May meeting. Many citizens expressed their concerns regarding this project and their opposition of the tap fees and the proposed payment plan. Roseberry said this has not been finalized we are in the beginning of this project and there will be room for more discussion. Attachment D

5. Update on Entering Auto Complaints

Chief Harvey said the suspects involved in the recent auto break-ins have been arrested. The police department is working with the victims on returning their property.

6. Rezoning Request

City Manager Bob Schwartz said the Planning Commission recommends approval of the request from Oxford College to rezone the lot at 805 Whatcoat Street from R-20 to Institutional. The Planning Commission also recommends with conditions approval to rezone the lot at 107 George Street from R-20 to Institutional. This request is scheduled for a public hearing on June 5th. If the rezoning is approved, the College will return to the Planning Commission with a development permit application for the construction of a parking lot. We have attached a copy of the Public Hearing Notice which includes the conditions and a copy of the parking schematic submitted by the College. Attachment E

7. Pierce Street

Kendra Mayfield presented a proposal for improvements by Oxford College to Pierce Street. She said the original round-about plan was too small for the bus system to navigate. The College designed a concept for a larger one of which she presented rendered drawings. She also said that the College will put in the sidewalk. Josh Roberts, Pastor of Allen Memorial Church said the church council has reviewed the plans with the College and are in favor of the new concept. Councilmember Windham said he felt it would be in the best interest for the City Council, and Church Council to work with the College on this plan. Schwartz said this will be on the June agenda for a vote. Attachment F

8. Methodist Historic Shrine Sign and Whatcoat Street Monument

Councilmember Eady asked Council to discuss restoring these two signs. He presented an explanation of this project along with pictures showing the conditions of the sign and the monument. After discussion,

Council asked Erik Oliver to present a proposal for the restoration to City Manager Schwartz. Attachment G

9. Operating Budget and Capital Budget for FY2018

City Manager Bob Schwartz presented the revised Budget Calendar, the Operating Budget, the Capital Budget and the Budget Resolution. Schwartz said this will be on the agenda for adoption at the June 5th meeting. Attachment H

10. Career Ladder Pay Plan

City Manager Bob Schwartz said he and Councilmember Holt have reviewed our pay plan and recommend including funds in the FY2018 budget for career ladder pay increases. Schwartz presented a copy of the plan and recommended an amendment to our Employee Handbook. This will be on the June 5th agenda as a part of the FY2018 Budget approval. Attachment I

11. July 4th Parade Route and Grand Marshal

City Clerk Lauran Willis presented a copy of the July 4th Parade Route explaining the new rules imposed by DOT regarding stopping traffic and detours. Chief Harvey is working on the required signs for the detours. Willis also reminded Council that we will need to vote on a Grand Marshal at the June 5th meeting. Attachment J

12. Project Status and Engineer's Progress Reports

Mayor Roseberry said due to lack of time we will not discuss these reports. Everyone has a copy and if they have any questions they can see the City Manager at a later date to discuss. Attachment K

13. Executive Session

At 7:25, Mayor Roseberry thanked everyone for coming and announced we will have a short break and then go into an Executive Session.

EXECUTIVE SESSION

Executive Session

A motion was made by Eady, seconded by Davis to go into an executive session at 7:37 pm. The motion was approved 5/0.

After discussion regarding Personnel and Real Estate.

A motion was made by Windham, seconded by Davis to adjourn the executive session at 8:10 pm. The motion was approved 5/0.

Respectfully submitted,

Lauran Willis

Lauran Willis
City Clerk



**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, MAY 15, 2017 – 6:00 P.M.
A G E N D A**

ASBURY STREET PARK – 5:00 PM

The Asbury Street Park Citizens Advisory Committee and the landscape architect (Mr. J. Tanner) will meet with Council to review the proposed plans for the Asbury Street Park.

ANNUAL BUDGET PUBLIC HEARING – 6:00 PM

*We will have the public hearing on the proposed operating budget and capital budget for FY2018 (July 1, 2017 – June 30, 2018). We have attached a copy of the public hearing notice.

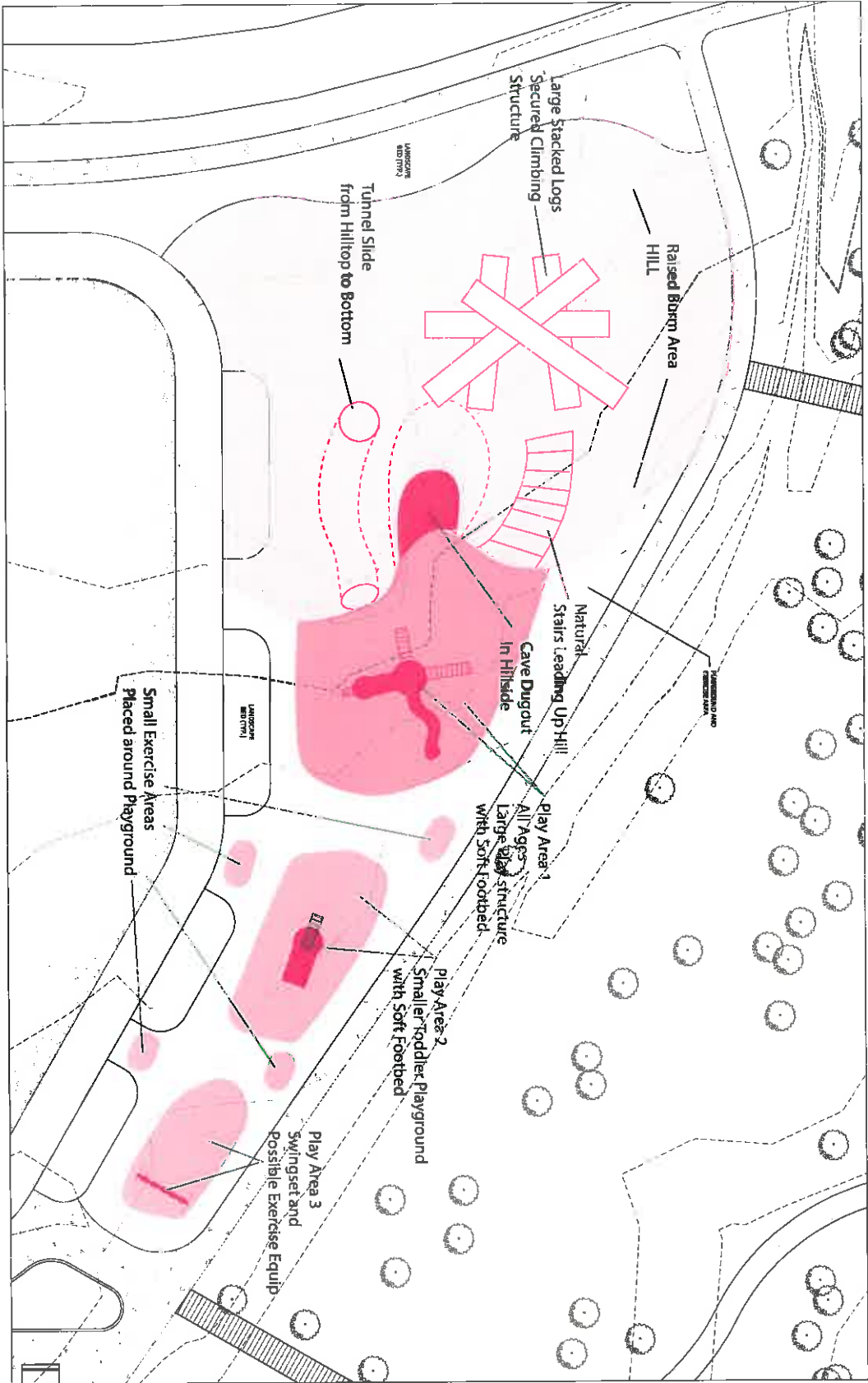
1. **Honorary Councilmember** – Councilmember Davis appointed Darryl Welch as the honorary councilmember for June.
2. **Mayor’s Announcements**
3. **I-20 Bridge and Emory Street Sidewalk Project Update** – We participated in a conference call Thursday with GDOT, AECOM, and Covington. The current estimate for the sidewalk is about \$600,000; the federal grant is 80% with the City’s share set at 20%. The City Capital Budget for FY2018 needs to include \$130,000 of the estimated \$170,000 excess funds for the 2011 SPLOST. We have included these changes in the proposed budget. The bridge is about \$500,000 over budget and we suggested Covington use some of its 2011 SPLOST excess funds for this project. It was agreed that no funds would be transferred from the sidewalk project to the bridge project.
4. *** GEFA Sewer System Project** – Mayor Roseberry will discuss the need for this project along with information from the Health Department, the state Environmental Protection Division, and the Water First Project. We have attached a copy of the payment plan approved at the May meeting.
5. **Update on Entering Auto Complaints** – Chief Harvey will provide an update.

6. *** Rezoning Request** – The Planning Commission recommends approval of the request from Oxford College to rezone the lot at 805 Whatcoat Street from R-20 to Institutional. The Planning Commission also recommends with conditions approval to rezone the lot at 805 George Street from R-20 to Institutional. This request is scheduled for a public hearing on June 5th. If the rezoning is approved, the College will return to the Planning Commission with a development permit application for the construction of a parking lot. We have attached a copy of the Public Hearing Notice which includes the conditions and a copy of the parking schematic submitted by the College.
7. *** Pierce Street** – Kendra Mayfield will return to discuss with City Council proposed improvements by Oxford College to Pierce Street. We have attached a pdf of the PowerPoint presentation.
8. *** Methodist Historic Shrine Sign and Whatcoat Street Monument** – Councilmember Eady has asked Council to discuss a way to restore these two signs. We have attached a copy of the email explaining the project along with two pictures.
9. *** Operating Budget and Capital Budget for FY2018** – We have attached the Budget Calendar, the Operating Budget, the Capital Budget, and the Budget Resolution. These will be on the agenda for adoption at the June 5th meeting.
10. *** Career Ladder Pay Plan** – Councilmember Holt has reviewed our pay plan and recommends including funds in the FY2018 budget for career ladder pay increases. The recommended amendment to our Employee Handbook is attached.
11. *** July 4th Parade Route and Grand Marshal** – We need to confirm the Parade Route. We need to nominate a Grand Marshal at the June 5th meeting.
12. *** Projects Status and Engineer's Progress Reports** – Attached.
13. **Executive Session** – for personnel matters and real estate matters.

*Attachments

Public Hearing

The City Council of the City of Oxford, Georgia, will conduct a public hearing on Monday, June 5, 2017 at 7 PM in City Hall at 110 West Clark Street. The purpose of the public hearing is to consider a request from Oxford College to rezone two parcels: 805 Whatcoat Street and 107 George Street. The recommendation of the Planning Commission is that 805 George Street be rezoned from "R-20" to "Institutional". Further, that 107 George Street be rezoned from "R-20" to "Institutional" conditioned upon the retention of the existing use and that the parking not exceed the area shown on a plan submitted by Oxford College on May 9, 2017. For additional information, please contact the City Clerk at 770-786-7004.



JORDAN
 LAND DESIGN, LLC
 1000 W. BUCKLEBOURNE DRIVE
 SUITE 100
 NEWTON, GEORGIA 30054
 PHONE: 770.817.2079
 FAX: 770.817.2080
 WWW.JORDANLANDDESIGN.COM

Playground Area

Oxford Park
 Emory Street
 City of Oxford
 Newton County, Georgia

Lakeside
 Land Design, LLC
 Landscape Architecture + Landscape Design
 P. O. Box 221 • Buckhead, Georgia 30303 • Phone: (770) 817-2079

DATE	DESCRIPTION



DATE: 08/2018
 FILE: 20181218
 SCALE: 1" = 10'
 Sheet 1 of 1

**CITY OF OXFORD
PUBLIC HEARING
FY2018 BUDGET REVIEW
AND ADOPTION**

A Public Hearing on the FY2018 Budget is scheduled for Monday, May 15th, 2017 at 6:00 p.m. At this meeting, the Mayor and Council will receive both written and oral comments about the Annual Operating and Capital Budget for the City of Oxford. A copy of the budget is available in the office of the City Clerk at City Hall for public inspection.

The City Council will review the Budget during its meeting after the Public Hearing on May 15th, 2017. The Council is scheduled to adopt the Budget at its regular meeting on Monday, June 5th at 7:00 p.m. All meetings will be held in City Hall at 110 West Clark Street.

**Lauran S. Willis
City Clerk**



Pictures of Progress

Crossfit Unyielding

Crossfit Unyielding at 80 Piper Road, joined the Covington-Newton Chamber of Commerce Thursday with a ribbon cutting ceremony at the gym. Crossfit Unyielding prides itself in being more than a gym, highlighting its community feel on its website.

Darryl Welch | The Covington News

ation supports book bus program



Wis-Vinard School from in (right

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ed to ap- painting be done Clements Memorial Ridge El- contract A&D be work in the

amount of \$74,600. A second contract was awarded to JNA Painting and Contracting Company, Inc., for the work at the other two schools. The total value of that contract is \$103,819.

Renewable annual contracts with Ozburn Electrical Contractors, Inc., for electrical services and with Gas South for natural gas were approved. The former is valued at \$125,000; the latter at \$70,000.

Finally the BOE acted to approve one rescinded resignation and three new hires for the current school year as well as three retirements and 36 resignations. It also approved the hiring of 27 new teachers and three staff members as well as the transfer of five employees for the 2017-2018 school year.

Fuhrey and her team presented seven items for the BOE to consider and act on at its next meeting. These included: contracts with individuals to provide physi-

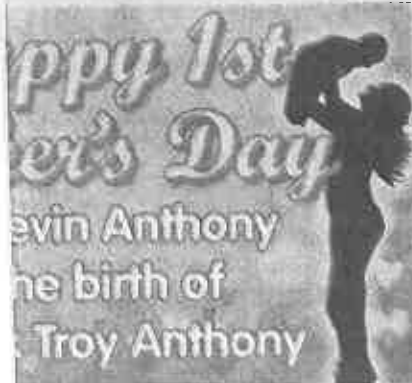
cal therapy and occupational therapy services to students with disabilities; contracts with providers for speech, occupational therapy, physical therapy, vision, and deaf/hard of hearing services for students with disabilities; a service agreement with Medical Provider Services for Medicaid billing and administrative services; renewable contracts

with Howard Technology Solutions, Inc., for the purchase of interactive projectors and with Dell Marketing, L.P, for Microsoft licenses; renewal of five different contracts for the purchase of uniforms, kitchen equipment, produce and eggs, bread and associated items, and ice cream by the School Nutrition Program; and disposal of surplus equipment.



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Annual Budget - FY2018

July, 2017 - June, 2018

Presented to City Council May 1, 2017

Mayor Jerry D. Roseberry

Councilmembers

Melvin Baker - Sarah Davis

David Eady - George Holt

Mike Ready - Jim Windham

Bob Schwartz, City Manager

Lauren Willis, City Clerk

Dave Harvey, Police Chief

Jody Reid, Supervisor of Public Works and Utilities

Account Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
GENERAL FUND - REVENUE							
1 100-0000-311100-000	Real Property Tax-Current Yr.	88,005	92,000	89,476	92,000	92,000	No growth without millage change.
2 100-0000-311200-000	Property Tax - Prior Year	10,054	10,000	440	587	8,000	
3 100-0000-311300-000	Motor Vehicle Adv.	15,833	22,500	17,523	23,364	24,000	
4 100-0000-311315-000	Motor Vehicle TAVT	37,737	38,000	17,520	23,360	28,000	Decrease since change in state law.
5 100-0000-311340-000	Intangible Tax	2,434	2,000	2,820	3,760	4,900	
6 100-0000-311600-000	Real Estate Transfer	1,404	2,000	1,346	1,795	2,100	
7 100-0000-311710-000	Electric Franchise Tax	1,261	1,300	2,156	2,156	2,000	
8 100-0000-311730-000	Gas Franchise Tax	11,778	8,000	7,755	7,755	7,000	
9 100-0000-311750-000	TV Cable Franchise Tax	21,087	21,000	22,898	22,898	22,000	
10 100-0000-311760-000	Telephone Franchise Tax	5,524	8,000	6,773	6,773	6,800	
11 100-0000-313100-000	LOST Sales & Use Tax	325,542	338,000	245,839	325,000	325,000	No growth because of online sales.
12 100-0000-316100-000	General Business License	11,615	12,000	11,120	12,000	12,000	
13 100-0000-316200-000	Insurance Premium Tax	122,962	124,000	133,192	133,192	136,000	One check per year, based on population.
14 100-0000-319000-000	Penalty/Interest on Del Taxes	1,210	1,400	120	160	1,200	
15 100-0000-322200-000	Misc. Income	-578	1,000	702	936	1,000	
16 100-0000-335800-000	Intergovernmental Revenues	18,641	19,000	23,870	23,870	25,000	LMIG from GDOT
17 100-0000-341400-000	Printing/Duplicating Service	272	200	66	88	200	
18 100-0000-341910-000	Election Qualifying Fees	405	0	0	0	500	
19 100-0000-349100-000	Cemetery Fees	2,000	4,500	1,050	1,400	4,500	
20 100-0000-349300-000	Bad Check Fees	660	1,000	564	752	1,000	
21 100-0000-351000-000	Fines & Forfeitures	84,807	70,000	48,107	64,143	68,000	Increase in fines for Courtware improvements.
22 100-0000-361000-000	Interest Revenues	4,479	4,500	6,060	8,080	6,500	
23 100-0000-381000-000	Rents and Royalties	0	1,500	2,700	5,450	1,500	
24 100-0000-381001-000	Lease Agreement Income	30,000	30,000	0	30,000	30,000	Whatcoat Building
25 100-0000-381002-000	Lease - Verizon	24,754	25,215	18,911	25,215	25,845	Water tower antenna - 2.5% annual increase.
26 100-0000-392300-000	Proceeds-Dispose of Assets	0	1,000	1,503	2,004	1,000	
	REVENUES TOTAL	\$821,886	\$838,115	\$662,511	\$816,737	\$836,045	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
GENERAL FUND - EXPENDITURES							
CITY COUNCIL							
1 100.1100.511100.000	Regular Employees	34,800	34,800	26,100	34,800	34,800	
2 100.1100.512200.000	Social Security (FICA)	2,662	2,663	1,997	2,663	2,663	
3 100.1100.523100.000	Liability Insurance	10,412	11,000	11,000	11,000	12,000	annual bill in April.
4 100.1100.523600.000	Education & Training	1,586	2,200	1,904	2,539	2,500	
5 100.1400.511100.000	Reg Employees - Election	0	0		0	600	
	SUBTOTAL	\$49,460	\$50,663	\$41,001	\$51,001	\$52,563	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
GENERAL GOVERNMENT							
1 100.1500.511100.000	Regular Employees	212,593	215,384	162,815	217,087	218,439	New CM salary
2 100.1500.511300.000	Overtime	4,181	5,000	1,633	2,177	5,000	
3 100.1500.512100.000	Group Insurance	33,750	34,367	25,967	34,623	50,017	Includes 5 employees in FY18. Current CM has Medicare.
4 100.1500.512200.000	Social Security (FICA)	16,985	16,859	12,622	16,829	17,093	
5 100.1500.512400.000	Retirement Plan Expense	29,256	31,868	24,088	32,117	31,907	
6 100.1500.512450.000	Retirement Cont. (DC) 401	6,242	7,110	3,616	7,000	6,778	
7 100.1500.512700.000	Workers' Comp Insurance	769	1,000	733	977	1,000	
8 100.1500.512900.000	Unemployment Payments	0	2,000	0	0	2,000	
9 100.1500.521200.000	Professional	112,815	104,000	65,191	86,921	104,000	
10 100.1500.521202.000	Professional Services-Fire	18,202	20,000	19,511	19,511	20,000	one bill per year.
11 100.1500.521300.000	Technical Purchased Service	37,945	38,000	33,286	38,500	38,000	
12 100.1500.522200.000	Repairs & Maintenance	23,149	25,000	19,401	25,868	30,000	
13 100.1500.522200.001	Whatcoat Building maintenance	5,000	5,000	0	0	5,000	
14 100.1500.523100.000	Liability Insurance	13,386	15,000	1,000	15,000	15,000	annual bill in April.
15 100.1500.523200.000	Telephone - Postage	21,704	24,000	16,135	21,513	24,000	
16 100.1500.523300.000	Advertising & Promotions	489	5,500	5,780	7,707	7,000	
17 100.1500.523320.000	July 4th parade expenses	6,065	5,000	2,760	3,680	6,000	
18 100.1500.523600.000	Dues & Fees	7,033	7,500	8,890	11,853	9,000	
19 100.1500.523700.000	Education & Training	6,467	8,000	3,239	4,319	8,000	
20 100.1500.531100.000	Supplies & Materials	20,561	18,000	14,037	18,716	18,000	
21 100.1500.531200.000	Energy - Utilities	14,982	16,000	11,717	15,623	15,000	
22 100.1500.531600.000	Small Equipment Under \$5,000	3,368	5,000	1,504	2,005	5,000	
23 100.1500.531700.000	Other/Meetings & Events	3,384	3,000	2,565	3,420	5,000	Includes additional Mayor's meetings.
24 100.1500.579000.000	Contingency - General	0	33,401	0	0	29,053	
25 100.1500.579010.000	Contingencies - cash over & short	-7	200	2	3	200	
	SUBTOTAL	\$598,319	\$646,189	\$436,492	\$585,450	\$670,487	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
COURT							
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	129	500	0	0	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	0	600	450	600	1,550	Will have two clerks to recertify
5 100.2500.523701.000	Education - Judge	1,413	1,200	617	1,200	1,200	
6 100.2500.523850.000	Contract - Translator	0	200	0	0	200	
	SUBTOTAL	\$11,342	\$12,300	\$5,967	\$11,600	\$13,250	
POLICE DEPARTMENT							
7 100.3200.511000.000	Regular Employees	158,358	158,801	108,040	144,053	162,038	
8 100.3200.511300.000	Overtime	8,508	8,800	12,038	16,051	10,000	
9 100.3200.512100.000	Group Insurance	17,455	17,969	15,943	21,257	43,538	3 officers on plan.
10 100.3200.512200.000	Social Security (FICA)	13,032	12,821	9,186	12,248	13,773	
11 100.3200.512450.000	Retirement Cont. (DC) 401	6,999	7,780	3,767	5,023	8,701	
12 100.3200.512700.000	Workers' Comp Insurance	7,439	7,500	7,277	9,703	7,500	
13 100.3200.513000.000	Tech Purch Serv/Courtware	9,126	5,000	6,246	8,328	11,000	Increased cost of Courtware
14 100.3200.522200.000	Veh & Equip Repairs & Maint	8,924	10,000	9,303	10,000	9,000	
15 100.3200.523100.000	Liability Insurance	12,395	13,000	12,966	12,966	14,000	annual bill in April.
16 100.3200.523200.000	Telephone-Postage	6,656	6,200	3,883	5,177	5,500	
17 100.3200.523600.000	Dues & Fees	130	250	0	0	250	
18 100.3200.523700.000	Education & Training	1,388	2,000	1,137	1,516	2,000	
19 100.3200.523850.000	Subpoena fee	0	200	0	0	200	
20 100.3200.523900.000	Prisoner Housing & costs	3,630	5,000	1,740	2,320	5,000	
21 100.3200.531100.000	Supplies & Materials	6,052	6,700	5,040	6,720	5,500	new estimate
22 100.3200.531270.000	Gasoline	10,788	10,000	6,584	8,779	10,000	
23 100.3200.531600.000	Small Equipment Under \$5,000	11,538	12,000	11,124	11,000	10,000	
24 100.3200.531700.000	Uniforms	4,347	5,000	4,244	4,800	5,000	
25 100.3200.571000.000	Training funds - Payable	21,777	13,500	14,137	18,849	20,000	
26 100.3800.342500.000	E-911 Center	9,540	19,000	16,888	16,888	19,000	
	SUBTOTAL	\$318,082	\$321,521	\$249,543	\$315,678	\$362,000	

Act Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
STREET DEPARTMENT							
1	100.4200.511100.000 Regular Employees-Street	42,655	53,229	39,287	52,383	64,108	allocating 1/3 of meter reader/equip oper
2	100.4200.511300.000 Overtime	1,024	2,000	1,359	1,812	2,000	
3	100.4200.512100.000 Employee Insurance	12,022	16,615	9,846	13,128	12,034	one employee covered by Medicare
4	100.4200.512200.000 Social Security (FICA)	3,429	4,225	3,110	4,147	5,058	
5	100.4200.512400.000 Retirement Plan Expense	9,276	10,372	7,638	10,184	10,492	
6	100.4200.512450.000 Retirement Cont. (DC) 401	421	986	454	605	1,979	
7	100.4200.512700.000 Workers' Comp Insurance	3,112	6,200	3,274	4,365	3,274	
8	100.4200.512800.000 Professional (arborist)	713	1,000	300	400	700	
9	100.4200.521201.000 Professional - Engineering	3,128	6,000	1,103	1,471	3,000	
10	100.4200.522110.000 Disposal Services-Landfill Fees	3,596	2,000	3,562	4,749	3,000	Organic farm in Walnut Grove no longer accepts chips and leaves.
11	100.4200.522200.000 Veh & Equip Repairs & Maint	13,132	11,000	5,501	7,335	10,000	
12	100.4200.523700.000 Education & Training	125	1,000	225	300	500	
13	100.4200.523850.000 Contract Labor - Temporary Help	24,408	34,000	23,849	31,799	30,000	new estimate
14	100.4200.531100.000 Supplies & Materials	16,656	16,000	9,457	12,609	16,000	
15	100.4200.531270.000 Gasoline/Diesel	2,700	5,000	2,491	3,321	5,000	
16	100.4200.531600.000 Small Equipment Under \$5,000	400	1,500	0	0	1,500	
17	100.4200.531700.000 Uniforms	2,571	2,600	2,543	3,391	2,600	
18	100.4200.531800.000 Stormwater Management	3,500	3,500	3,500	3,500	5,500	adding KCNB \$2,000 contract
19	100.4200.531900.000 Tree Board (pruning, planting, Arbor Day, arborist)	6,054	7,000	2,060	2,747	8,000	Pruning, planting, benches, arborist
20	100.4200.531901.000 City Tree Removal	25,275	25,000	21,075	28,100	30,000	Trees continue to decline
21	100.4200.531910.000 City Trail Maintenance	6,225	5,000	0	0	5,000	
22	100.4200.532100.000 Sidewalks	700	3,000	0	0	3,000	
	SUBTOTAL	\$181,122	\$217,227	\$140,634	\$186,345	\$222,745	
CEMETERY							
23	100.4900.522200.000 Cemetery Found. Maint. Suppl.	10,000	5,000	5,000	5,000	10,000	Foundation requesting \$10,000.
24	100.4900.531900.000 Tree Removal	0	5,000	0	0	5,000	
	SUBTOTAL	\$10,000	\$10,000	\$5,000	\$5,000	\$15,000	

Act Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
WATER & SEWER FUND - REVENUES							
1	505.0000.344210.000 Water Charges/Sales	458,776	459,375	381,210	508,000	526,000	10% usage increase. Also includes 3.7% rate increase to match Newton County increase.
2	505.0000.344215.000 Water Tap Fees	73,010	20,000	17,206	15,000	15,000	
3	505.0000.344255.000 Sewer Charges/Sales	239,259	243,979	195,401	250,000	259,000	Includes 3.7% rate increase to match water increase.
4	505.0000.344256.000 Sewer Tap Fees	4,906	4,000	35,470	35,470	4,000	
5	505.0000.344280.000 Hydrant Meter	1,550	500	0	0	500	
TOTAL REVENUES		\$777,501	\$727,854	\$629,287	\$808,470	\$804,500	

WATER & SEWER FUND - EXPENDITURES							
6	505.4300.511100.000 Regular Employees	34,972	51,851	21,561	28,748	35,720	allocating 1/3 of meter reader/equip oper
7	505.4300.511300.000 Overtime	1,360	3,000	2,111	2,815	3,000	
8	505.4300.512100.000 Employee Insurance	2,884	8,600	6,941	9,255	11,537	
9	505.4300.512200.000 Social Security (FICA)	2,790	4,196	1,811	2,415	2,962	
10	505.4300.512450.000 Retirement Cont. (DC) 401	1,131	2,567	729	972	2,136	
11	505.4300.512700.000 Workers' Comp Insurance	2,383	2,400	2,414	3,219	2,414	
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	108,454	110,000	79,777	106,369	113,000	10% flow increase
14	505.4300.522200.000 Veh & Equip Repairs & Maint	24,114	5,000	13,494	17,992	0	Split into four accounts below:
15	Service Contracts					16,000	Includes elevated tank and two lift stations.
16	Building Repairs					2,000	
17	Equipment Repair and Rental					1,500	
18	Vehicle Repairs					300	
19	505.4300.523100.000 Liability Insurance	2,863	2,000	2,000	2,000	2,500	annual bill in April.
20	505.4300.523200.000 Telephone-Postage	1,047	1,200	639	852	1,200	
21	505.4300.523600.000 Dues & Fees	1,082	1,200	1,631	2,175	1,400	Includes online bill pay fee.
22	505.4300.523700.000 Education & Training	5,109	2,500	740	987	2,500	Includes license fees
23	505.4300.523850.000 Contract Labor	13,346	30,000	19,942	26,589	30,000	
24	505.4300.531100.000 Materials & Supplies	23,424	20,000	16,480	21,973	22,000	due to water main failures
25	505.4300.531200.000 Energy - Utilities	1,914	1,900	1,468	1,957	1,900	
26	505.4300.531270.000 Gasoline/Diesel	2,539	2,400	2,041	2,721	3,000	Cost of fuel increased
27	505.4300.531510.000 Water for Resale	144,429	160,000	152,524	203,365	218,000	8¢ per 1,000 gallon increase from Newton County
28	505.4300.531600.000 Small Equipment Under \$5,000	0	3,000	0	0	3,000	Water (3.7%) & increased usage

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
29 505 4300.531700.000	Uniforms	2,278	3,000	1,709	2,279	3,000	
30 505 4300.561000.000	Depreciation Expense	187,700	186,000	65,250	186,000	186,000	
31 505 4600.574000.000	Bad Debt Expense	5,850	9,000	5,380	7,173	9,000	
32 505 4600.579000.000	Contingency	0	14,140	0	0	16,531	
TOTAL EXPENDITURES		\$573,569	\$627,854	\$402,542	\$633,756	\$694,500	

Act Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
ELECTRIC FUND - REVENUES							
1	510.0000.344310.000 Electric Sales	2,169,793	2,146,970	1,687,699	2,250,265	2,217,828	ECG estimate.
2	510.0000.344311.000 Penalties After the 15th	101,940	105,000	98,380	131,173	105,000	
3	510.0000.344312.000 Service Charges	8,050	7,000	4,250	5,667	7,000	
4	510.0000.361000.000 Interest Revenue	79	150		0	150	
5	510.0000.361001.000 Municipal Competitive Trust	5,209	202,217	283	377	170,921	
6	510.0000.381000.000 Other Rebates-Off System Sales	69,647	63,000	1,761	98,442	63,000	
	TOTAL REVENUES	\$2,354,718	\$2,524,337	\$1,792,373	\$2,485,925	\$2,563,899	

ELECTRIC FUND - EXPENDITURES							
7	510.4600.511110.000 Regular Employees	107,529	98,391	78,609	104,812	111,459	allocating 1/3 of meter reader/equip oper
8	510.4600.511300.000 Overtime	3,836	5,000	3,964	5,285	5,000	
9	510.4600.512100.000 Employee Insurance	19,283	17,053	13,578	18,104	20,771	
10	510.4600.512200.000 Social Security (FICA)	8,502	7,909	6,240	8,320	8,909	
11	510.4600.512400.000 Retirement Plan Expense	39,205	35,706	27,026	36,035	35,446	
12	510.4600.512450.000 Retirement Cont. (DC) 401	270	0	55	73	515	
13	510.4600.512700.000 Workers' Comp Insurance	1,741	1,741	1,671	2,228	1,741	
14	510.4600.521200.000 Professional	0	0	34,509	42,011	59,595	ECG fees need to be shown separate from power costs. Adjusted estimate after ECG meeting - March 27.
15	510.4600.522200.000 Veh & Equip Repairs & Maint	6,537	6,200	5,519	7,359	6,200	
16	510.4600.522201.000 Power line Tree Trimming	22,191	25,000	0	0	25,000	
17	510.4600.523100.000 Liability Insurance	11,487	9,000	8,048	8,048	9,000	annual bill in April.
18	510.4600.523200.000 Telephone-Postage	7,455	8,000	5,774	7,699	8,000	
19				466	300	250	Fees for online bill paying.
20	510.4600.523700.000 Linemen Training	1,569	6,000	5,178	6,904	8,000	J. Benton's apprenticeship program.
21	510.4600.531100.000 Supplies & Materials	17,570	16,000	5,422	7,229	16,000	
22	510.4600.531200.000 Energy/Utilities	6,288	7,500	5,995	7,993	7,000	
23	510.4600.531270.000 Gasoline/Diesel	4,433	5,000	4,905	6,540	6,000	Cost of fuel increased
24	510.4600.531590.000 Electricity Purchased	1,535,366	1,525,257	1,108,687	1,478,249	1,473,202	ECG estimate.
25	510.4600.531600.000 Small Equipment Under \$5,000	1,178	2,500	1,858	2,477	2,500	
26	510.4600.531700.000 Uniforms	4,247	3,500	3,109	4,145	4,200	
27	510.4600.541004.000 Street Lights	0	2,500	0	0	2,500	
28	510.4600.561003.000 Depreciation	89,475	87,000	65,250	87,000	87,000	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
29 510.4600.574000.000	Bad Debt Expense	11,688	8,000	13,974	18,632	28,500	
30 510.4600.579000.000	Contingency	0	34,863	0	0	6,190	
TOTAL EXPENDITURES		\$1,899,850	\$1,912,120	\$1,399,837	\$1,859,444	\$1,932,978	

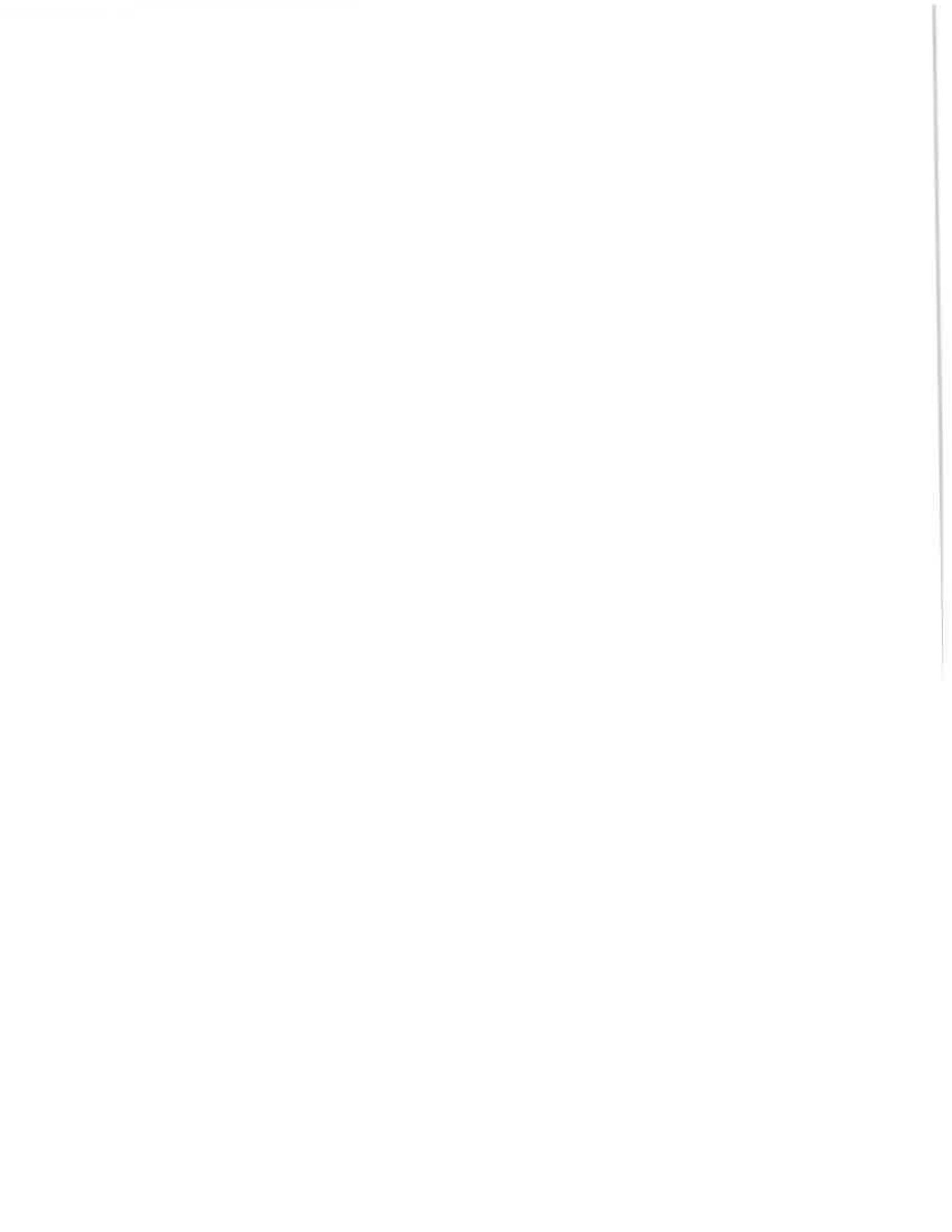
Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
SANITATION FUND - REVENUES							
1 540.0000.344110.000	Refuse Collection Charges	146,751	147,165	110,136	146,848	147,000	
2 540.0000.344130.000	Sale of Recycled Materials	24	50	358	400	200	
	TOTAL REVENUES	\$146,775	\$147,215	\$110,494	\$147,248	\$147,200	
SANITATION FUND - EXPENDITURES							
3 540.4300.522111.000	College Walk Dumpster Fees	6,650	6,700	4,988	6,700	6,700	
4 540.4300.523581.000	Contracted Garbage Pickup	67,522	67,500	50,725	67,633	67,500	
5	Dues & Fees			16	100	100	Fees for online bill paying.
6 540.4600.574000.000	Bad Debt Expense	1,301	1,500	647	647	800	
7 540.4300.579000.000	Contingency	0	1,515	0	0	2,100	
	TOTAL EXPENDITURES	\$75,473	\$77,215	\$56,376	\$75,080	\$77,200	

Sanitation Expenses carried in Streets Department & General Government

Regular Employee Incl fringe						29,777
Workers' Comp Insurance						1,964
Landfill Fees						3,000
Vehicle Repairs						1,500
Vehicle Insurance						2,069
Contract Labor						16,673
Gasoline						2,193
Uniforms						1,560
Liability Insurance						2,500
SUBTOTAL						\$61,236
TOTAL EXPENDITURES						\$138,436
<i>Balance</i>						\$8,764

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
General Fund							
	Revenues	821,886	838,115	662,511	816,737	836,045	
	Transfers from W&S		100,000			30,000	
	Transfers from Electric		250,000			400,000	
	Transfers from Sanitation		70,000			70,000	
	Transfers prior year's fund balance		50,000				
	General Fund Revenues	821,886	1,308,115	662,511	816,737	1,336,045	
	Expenditures						
	City Council	49,460	50,663	41,001	51,001	52,563	
	General Government	598,319	646,189	436,492	585,450	670,487	
	Court	11,342	12,300	5,967	11,600	13,250	
	Police Department	318,082	321,521	249,543	315,678	362,000	
	Street Department	181,122	217,227	140,634	186,345	222,745	
	Cemetery	10,000	10,000	5,000	5,000	15,000	
	Transfers to Capital Fund		50,215				
	General Fund Expenditures	1,168,325	1,308,115	878,637	1,155,074	1,336,045	
	General Fund BALANCE	-346,439	0	-216,126	-338,338	0	
Water & Sewer Fund							
	Revenues	777,501	727,854	629,287	808,470	804,500	
	Expenditures	573,569	627,854	402,542	633,756	694,500	
	Transfers to G/F		100,000			30,000	
	Transfers to Capital Fund		0			80,000	
	W & S Fund Expenditures	573,569	727,854	402,542	633,756	804,500	
	W & S Fund BALANCE	203,932	0	226,745	174,714	0	
Electric Fund							
	Revenues	2,354,718	2,524,337	1,792,373	2,485,925	2,563,899	
	Expenditures	1,899,850	1,912,120	1,399,837	1,859,444	1,932,978	
	Transfers to G/F		250,000			400,000	
	Transfers to Capital Fund		160,000			60,000	
	Comp Trust transfer to Capital		202,217			170,921	
	Electric Fund Expenditures	1,899,850	2,524,337	1,399,837	1,859,444	2,563,899	
	Electric Fund BALANCE	454,868	0	392,536	626,480	0	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru March	FY 2017 Estimate	FY2018 Request	Comments
	Sanitation Fund						
	Revenues	146,775	147,215	110,494	147,248	147,200	
	Expenditures	75,473	77,215	56,376	75,080	77,200	
	Transfers to G/F		70,000			70,000	
	Sanitation Fund Expenditures	75,473	147,215	56,376	75,080	147,200	
	Sanitation Fund BALANCE	71,302	0	54,118	72,168	0	
ALL FUNDS TOTAL							
	Revenues	4,100,880	4,707,521	3,194,665	4,258,379	4,851,644	
	Expenditures	3,717,217	4,707,521	2,737,392	3,723,355	4,851,644	
	Balance	383,663	0	457,273	535,024	0	





Capital Budget

FY2018 - FY2022

July, 2017 - June, 2022

Presented to City Council May 1, 2017

v8

FY2018 Capital Budget Detail

Works in Progress

		Recommend	City Funds	Other Funds
Bike/Pedestrian Pathways/Trails - construct a 10 foot wide concrete walking trail on the				
1	George Street unopened right-of-way from Wesley Street west to the existing walking trail. <i>Bid - April 2017.</i>	130,000	130,000	0
2	City Park Design and Build - Design and build the Asbury Street Park. <i>Bid - Summer 2017.</i>	800,000	400,000	400,000
3	East Clark Street - Complete redevelopment of East Clark Street including water, electric, street, sidewalk, and drainage. Sewer will be funded with the GEFA loan. Electric will be underground and will have pedestrian sized street lamps. <i>Bid - April 2017.</i>	450,000	50,000	400,000
4	Moore Street Sidewalk - To extend the Moore Street sidewalk on the north side of the street west from the College police department to the city limits at Longstreet Circle. Revised estimate from Robert Jordan 2/23/17. <i>Will design after agreement with College on the College's portion.</i>	190,000	190,000	0
5	GEFA sewer extension project - Extend the city sewer system to 42 homes using a loan from GEFA. (revised estimate from Robert Jordan 2/23/17) It may be possible to increase amount of the loan after bids are received. <i>Ready to advertise as soon as approval received from GDOT. (Some of work is in GDOT Hwy 81 right-of-way.)</i>	550,000	25,000	525,000

FY2018 Capital Budget Detail

Ongoing Support

		Recommend	City Funds	Other Funds
6	City Master Plan Development and Implementation - Encourage commercial and residential development in the city. Analysis of service delivery area and city services. Study our infrastructure for future development. Includes strategic property acquisition.	100,000	100,000	0
7	Downtown Development Authority - Intergovernmental agreement funding for new Downtown Development Authority.	30,000	30,000	0
8	Electric System Improvements - Each year we select a project to improve and maintain a reliable electric system. This year we will replace utility poles, wires, switches, and equipment on 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. We will also pay for pole inspections from this account. This FY2018 project will be combined with funding for the FY2017 project which was not spent.	175,000	175,000	0
9	Storm Drainage plans and improvements - For minor improvements to our storm drainage system and to help us meet the requirements of our state mandated storm drainage plan.	20,000	20,000	0
10	Street Repairs and Resurfacing - This project is done annually with some funding from GDOT from the LMIG program. It requires a local funds match. We will overmatch in FY2018 to help catch up with our resurfacing requirements. This will include Mitchell Street, Wentworth Street, and E. Bonnell Street.	210,000	145,000	65,000
11	GEFA Loan Payback - Payments will start after construction is complete. We estimate six months of payments	30,000	30,000	0

FY2018 Capital Budget Detail

Scheduled for FY2018

		Recommend	City Funds	Other Funds
12	Pedestrian Bridge/Sidewalk - Build a pedestrian bridge across I-20 and extend the sidewalk from the bridge along the west side of Emory Street north to Moore Street. Funded with state and federal funds along with the local share from the cities of Covington and Oxford. GDOT plans to let the construction contract in October 2017. Oxford College will build a sidewalk on its property from Moore to Pierce.	130,000	0	130,000
13	Sidewalks - Extend sidewalks throughout the city in locations to be determined. This project will take several years. Estimate for E Watson St sidewalk is \$19,500. Estimate for Emory St. on east side from Soule to Oxford North is \$465,000.	484,500	484,500	0
14	Survey remainder of city rights-of-way. South and West of city and East of Emory Street. 54,148 right-of-way feet @ \$1/foot. Rate determined from last year's project.	54,200	54,200	0
15	Police Department - four First Responder tactical outfits. Enhanced vests (with metal plates worn over the top of uniform) and protective helmets.	8,500	8,500	0
16	Public Works Department - Replace 2002 F-250 truck (150,707 miles). This truck uses 1 - 2 quarts of oil a week. The drive train and front end needs to be repaired. It is basically worn out. Include winch and 4 WD with new F-250 or equivalent.	28,000	28,000	0
17	Electric Department - Purchase a used service bucket truck - The 60 foot bucket truck we have weighs 23,000 pounds. It causes a lot of damage to resident's property when we repair and replace powerlines or fix security lights. From a safety point it would help because we will be able to work behind the curb line outside the lane of traffic. This will cut down on outage time for power repairs and allow us to work on Emory Street without flaggers or a police escort.	50,000	50,000	0
18	Water Line Replacement - Replace existing 6" water line on W Bonnell, Queen Ann, and Stone Streets with 8" water line. This will replace remaining "transite" water pipe in our system.	190,000	190,000	0

FY2018 Capital Budget Detail

Scheduled for FY2019 and later

		Recommend	City Funds	Other Funds	
19	Police Department - Radio upgrade - Newton County working to upgrade the county wide emergency radio system. We can upgrade the software for the walkie-talkies but we will need to replace the vehicle radios and the base unit. WE ARE WAITING FOR THE 911 CENTER TO MAKE THE RADIO SYSTEM UPGRADE DECISION.	18,000	18,000	18,000	
20	Replace water main on Clark St, Oxford Rd, and Hull St. - This section of the water system is about 40+ years old. It was installed with a very thin, low grade PVC pipe. In the past two years we have repaired the water main six times in different places. To be funded largely from 2017 SPLOST.	642,555	142,555	500,000	
21	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	0	0
22	Business Incubator - construct or purchase a building to use to encourage small business development. Something similar is being done in Auburn, GA.	100,000	100,000	0	0
23	Electric Vehicle Charging Stations dual capacity 3 stations @ 8,000, installed	24,000	24,000	0	0
24	Smart meters for electric and water customers - NEED TO SELECT METHOD				
25	Pedestrian Crossing - midblock at Asbury Park.	47,000	47,000	0	0
26	Interconnect walking trails SELECT LOCATIONS				
27	Police Vehicles	105,000	22,035	82,965	
28	Public Works vehicles and equipment	206,000	206,000	0	0

FY2018 Capital Budget Detail

SPLIST Funding Summary

	Recommend	City Funds	Other Funds
2011 SPLIST			
Emory St sidewalk	130,000		
street resurfacing	40,000		
	170,000		
2017 SPLIST			
Water & Sewer - 17b water main Clark, Oxford Rd & Hull St	500,000		
Transportation - E. Clark	400,000		
Transportation - street resurfacing in later years	100,000		
Recreation - Asbury Street Park	400,000		
Public Safety - radio upgrade	18,000		
Public Safety - vehicles in later years	82,965		
2017 SPLIST subtotal	\$1,500,965		

OXFORD CAPITAL IMPROVEMENT PLAN 2018 - 2022 SCHEDULE

Part A

PROJECT DESCRIPTION	Total Cost	FY2018	FY2019	FY2020	FY2021	FY2022	STWP
1 Bike/Pedestrian Pathways/Trails	130,000	130,000	0	0	0	0	38,42
2 City Parks Design & Build	800,000	800,000	0	0	0	0	29
3 E. Clark Street development	450,000	450,000	0	0	0	0	23,25
4 Moore Street Sidewalk	190,000	190,000	0	0	0	0	38,42
5 GEFA sewer extension - Emory St.	550,000	550,000	0	0	0	0	17
6 City Master Plan Develop & Implement	500,000	100,000	100,000	100,000	100,000	100,000	23,25
7 Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	23,25
8 Electric System Improvements	575,000	175,000	100,000	100,000	100,000	100,000	35
9 Storm Drainage plans & improvements	100,000	20,000	20,000	20,000	20,000	20,000	17
10 Street Repairs and Resurfacing	710,000	210,000	100,000	150,000	100,000	150,000	38,42
11 GEFA loan payback	270,000	30,000	60,000	60,000	60,000	60,000	20,21
12 Pedestrian Bridge/Sidewalk	650,000	650,000	0	0	0	0	38,42
13 Sidewalks	894,500	484,500	100,000	100,000	100,000	100,000	20,21
14 Survey remainder of city ROW	54,200	54,200	0	0	0	0	0
15 Police - First Responder tactical equip.	8,500	8,500	0	0	0	0	0
16 Public Wks - Pickup truck	28,000	28,000	0	0	0	0	0
17 Electric Dept. - used service bucket truck	50,000	50,000	0	0	0	0	0
18 Water Line Replacement - Queen Ann, etc.	190,000	190,000	0	0	0	0	0
19 Police - Radio Upgrade	18,000	0	18,000	0	0	0	0
20 Replace Water Main Clark, Oxford, Hull	642,555	0	642,555	0	0	0	24
21 Whatcoat Street improvements	300,000	0	300,000	0	0	0	25
22 Business Incubator	250,000	0	100,000	50,000	50,000	50,000	0
23 Electric Vehicle Charging Stations	24,000	0	24,000	0	0	0	0
24 Smart meters for electric and water	600,000	0	0	600,000	0	0	0
25 Pedestrian Crossing - midblock at Asbury Park.	47,000	0	47,000	0	0	0	38,42
26 Interconnect walking trails	600,000	0	0	300,000	200,000	100,000	38,42
27 Police Vehicles	105,000	0	35,000	0	35,000	35,000	0
28 Public Works vehicles & equipment	206,000	0	28,000	150,000	28,000	0	0
TOTALS	9,082,755	4,150,200	1,704,555	1,660,000	823,000	745,000	

OXFORD CAPITAL IMPROVEMENT PLAN 2018 - 2022 COST ALLOCATION

Part B

Line	PROJECT DESCRIPTION	Total Cost	City Funds	2011 SPLOST	2017 SPLOST	GEFA Loan	GDOT LMIG grant
1	Bike/Pedestrian Pathways/Trails	130,000	130,000				
2	City Parks Design & Build	800,000	400,000		400,000		
3	E. Clark Street development	450,000	450,000				
4	Moore Street Sidewalk	190,000	190,000				
5	GEFA sewer extension - Emory St.	550,000	25,000			525,000	
6	City Master Plan Develop & Implement	500,000	500,000				
7	Downtown Development Authority	150,000	150,000				
8	Electric System Improvements	575,000	575,000				
9	Storm Drainage plans & improvements	100,000	100,000				
10	Street Repairs and Resurfacing	710,000	440,000	170,000	100,000		125,000
11	GEFA loan payback	270,000	270,000				
12	Pedestrian Bridge/Sidewalk	650,000	130,000				520,000
13	Sidewalks	884,500	884,500				
14	Survey remainder of city ROW	54,200	54,200				
15	Police - First Responder tactical equip.	8,500	8,500				
16	Public Wks - Pickup truck	28,000	28,000				
17	Electric Dept. - used service bucket truck	50,000	50,000				
18	Water Line Replacement - Queen Ann, etc.	190,000	190,000				
19	Police - Radio Upgrade	18,000	0		18,000		
20	Replace Water Main Clark, Oxford, Hull	642,555	142,555		500,000		
21	Whatcoat Street improvements	300,000	300,000				
22	Business Incubator	250,000	250,000				
23	Electric Vehicle Charging Stations	24,000	24,000				
24	Smart meters for electric and water	600,000	600,000				
25	Pedestrian Crossing - midblock at Asbury Park.	47,000	47,000				
26	Interconnect walking trails	600,000	600,000				
27	Police Vehicles	105,000	22,035		82,965		
28	Public Works vehicles & equipment	206,000	206,000				
		9,082,755	6,766,790	170,000	1,100,965	525,000	645,000

CAPITAL BUDGET FISCAL YEAR 2018

Part C

PROJECT DESCRIPTION	TOTAL COST FY2018	CITY FUNDS FY2018	2011 SPLOST	2017 SPLOST	Other	STWP
1 Bike/Pedestrian Pathways/Trails	130,000	130,000	0	0	0	38,42
2 City Parks Design & Build	800,000	400,000	0	400,000	0	23,25
3 E. Clark Street development	450,000	50,000	0	400,000	0	23,25
4 Moore Street Sidewalk	190,000	190,000	0	0	0	29
5 GEFA sewer extension - Emory St.	550,000	25,000	0	0	525,000	17
6 City Master Plan Develop & Implement	100,000	100,000	0	0	0	
7 Downtown Development Authority	30,000	30,000	0	0	0	38,42
8 Electric System Improvements	175,000	175,000	0	0	0	18
9 Storm Drainage plans & improvements	20,000	20,000	0	0	0	38,42
10 Street Repairs and Resurfacing	210,000	145,000	40,000	0	25,000	35
11 GEFA loan payback	30,000	30,000	0	0	0	17
12 Pedestrian Bridge/Sidewalk	650,000	0	130,000	0	520,000	20,21
13 Sidewalks	484,500	484,500	0	0	0	20,21
14 Survey remainder of city ROW	54,200	54,200	0	0	0	
15 Police - First Responder tactical equip.	8,500	8,500	0	0	0	
16 Public Wks - Pickup truck	28,000	28,000	0	0	0	
17 Electric Dept - used service bucket truck	50,000	50,000	0	0	0	
18 Water Line Replacement - Queen Ann, etc.	190,000	190,000	0	0	0	
19 Police - Radio Upgrade	0	0	0	0	0	17
20 Replace Water Main Clark, Oxford, Hull	0	0	0	0	0	
21 Whatcoat Street improvements	0	0	0	0	0	24
22 Business Incubator	0	0	0	0	0	25
23 Electric Vehicle Charging Stations	0	0	0	0	0	
24 Smart meters for electric and water	0	0	0	0	0	
25 Pedestrian Crossing - midblock at Asbury Park.	0	0	0	0	0	38,42
26 Interconnect walking trails	0	0	0	0	0	38,42
27 Police Vehicles	0	0	0	0	0	
28 Public Works vehicles & equipment	0	0	0	0	0	
TOTALS	4,150,200	2,110,200	170,000	800,000	1,070,000	

OXFORD CAPITAL IMPROVEMENT PLAN FY2017 Results

Account Number	PROJECT DESCRIPTION	Total Funds	City Funds	Other	Spent Thru March	Estimate for FY 2017	Balance
1 350.4224.541200.000	Bike/Pedestrian Pathways/Trails	115,000	115,000		7,840	12,000	103,000
2 350.4950.521200.000	Cemetery Mapping	6,800	6,800		-	6,800	-
3 350.4950.521300.000	City Clerk's Cemetery Software	13,000	13,000		11,514	12,850	150
4 350.1500.522200.000	City Clerk's file room	5,500	5,500		-	-	5,500
5 350.1500.522200.001	City Clerk's Folder Inserter	4,000	4,000		3,795	3,795	205
6 350.4226.541200.000	Seasonal Wreaths	4,500	4,500		3,256	3,256	1,244
7 350.1500.541400.002	City Master Plan Develop & Implement	150,000	150,000		88,170	130,996	19,004
8 350.6220.541100.001	City Parks Design & Build	250,000	150,000	100,000	11,160	25,000	125,000
9 350.4200.541400.002	E. Clark Street development	450,000	450,000		2,135	10,000	440,000
10 350.4600.541402.510	Electric System Improvements	100,000	100,000		-	-	100,000
11 350.4224.541201.000	Moore Street Sidewalk	175,000	175,000		-	-	175,000
12 350.4224.541203.000	Pedestrian Bridge/Sidewalk	10,000	10,000		5,781	7,300	2,700
13 350.4224.541203.001	Pedestrian Crosswalks	98,750	29,625	69,125	47,074	47,074	(17,449)
14 350.4200.541201.000	Sidewalks	200,000	80,000	120,000	-	-	80,000
15 350.4250.541200.000	Storm Drainage plans & improvements	10,000	10,000		-	-	10,000
16 350.4200.541400.001	Street Repairs and Resurfacing	100,000	81,000	19,000	-	20,000	61,000
17 350.4220.541204.000	Survey of city rights-of-way	4,000	4,000		9,943	8,143	(4,143)
18 350.0000.541401.510	Utility Pole Inspection & Replacement	35,000	35,000		44,742	44,742	(9,742)
19 350.3200.542200.000	Vehicles & Equipment	54,000	54,000		53,009	53,009	991
20 350.4300.541400.540	Water/Sewer System Improvements	525,000	0	525,000	25,913	25,000	(25,000)
21 350.4226.541201.000	Whatcoat Street Improvements	300,000	300,000		-	-	300,000
	TOTALS	\$2,610,550	\$1,777,425	833,125	314,332	409,965	1,367,460

FY2018 Capital Budget

- We continue to invest in the infrastructure of the city and plan for the future development of the city.
- Many projects will start this year:
 - George Street trail extension
 - Moore Street sidewalk
 - GEFA sewer project
 - E. Clark Street widening
 - I-20 pedestrian bridge & sidewalk
 - Major electric upgrade
 - Asbury Street Park
 - Several street repairs and resurfacing
 - Water line replacement – Queen Ann
 - N. Emory sidewalk



CITY OF OXFORD

RESOLUTION

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

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

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

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

1. That the Fiscal Year 2018 (July 2017 – June 2018) Operating Budget and the Fiscal Year 2018 Capital Budget (July 2017 – June 2022) are adopted this date.
2. That the full time positions funded by this budget shall be limited to:
 - a. CITY COUNCIL – Mayor (1), Councilmember (6)
 - b. GENERAL GOVERNMENT – City Manager (1), City Clerk (1), Deputy City Clerk (1), Associate Clerk/Court Clerk (1), Associate Clerk (1)
 - c. POLICE DEPARTMENT – Police Chief (1), Lieutenant (1), Officer (2)
 - d. STREET DEPARTMENT – Equipment Operator I/Recycle and Refuse Collection Worker (1), Groundskeeper (1)
 - e. WATER AND SEWER DEPARTMENT – Public Works and Utility Maintenance Worker I (1), Equipment Operator I/Meter Reader (1)
 - f. ELECTRIC DEPARTMENT – Supervisor of Utilities and Maintenance (1), Public Works and Utility Maintenance Worker II (1)
3. That no funds appropriated in a contingency account may be spent from that account. Funds in a contingency account

must be transferred to another expenditure account before these funds may be expended. Such transfer shall be approved in advance by City Council.

4. That the pay plan is amended by increasing each salary by one and a half percent (1.5 %).

ADOPTED THIS MONDAY, JUNE 5, 2017.

BY:

Jerry D. Roseberry, Mayor

ATTEST:

Lauran S. Willis, City Clerk

Emory Street Sewer Project Payment Options

The sewer tap fee is \$3,600. When they connect, homeowners will pay the tap fee and will contract with a plumber to run their sewer line from their home to the new main. The plumber will also disconnect the septic tank, drain, and fill it with sand.

42 homes will be served by the new line. We require easements from 28. 14 do not require easements.

For the 14 lots without easements

The tap fee is \$3,600.

We offer a 10% discount for immediate payment. Payment will be \$3,240 before connection.

A payment plan of \$60 per month plus a \$5 processing fee for 60 months. That's a \$65 per month increase in the utility bill.

For the 28 lots with easements

The tap fee is \$3,600.

We offer a 10% discount for immediate payment. Payment will be \$3,240 before connection.

A payment plan of \$60 per month plus a \$5 processing fee for 60 months. That's a \$65 per month increase in the utility bill.

AND, we will reimburse the homeowner for all or part of the plumber's cost up to \$1,800. If the plumber costs less than \$1,800, we will reimburse the exact amount. If the plumber costs more, we will reimburse only up to \$1,800.

The city will pay for and record all the easements.

Public Hearing

The City Council of the City of Oxford, Georgia, will conduct a public hearing on Monday, June 5, 2017 at 7 PM in City Hall at 110 West Clark Street. The purpose of the public hearing is to consider a request from Oxford College to rezone two parcels: 805 Whatcoat Street and 107 George Street. The recommendation of the Planning Commission is that 805 George Street be rezoned from "R-20" to "Institutional". Further, that 107 George Street be rezoned from "R-20" to "Institutional" conditioned upon the retention of the existing use and that the parking not exceed the area shown on a plan submitted by Oxford College on May 9, 2017. For additional information, please contact the City Clerk at 770-786-7004.

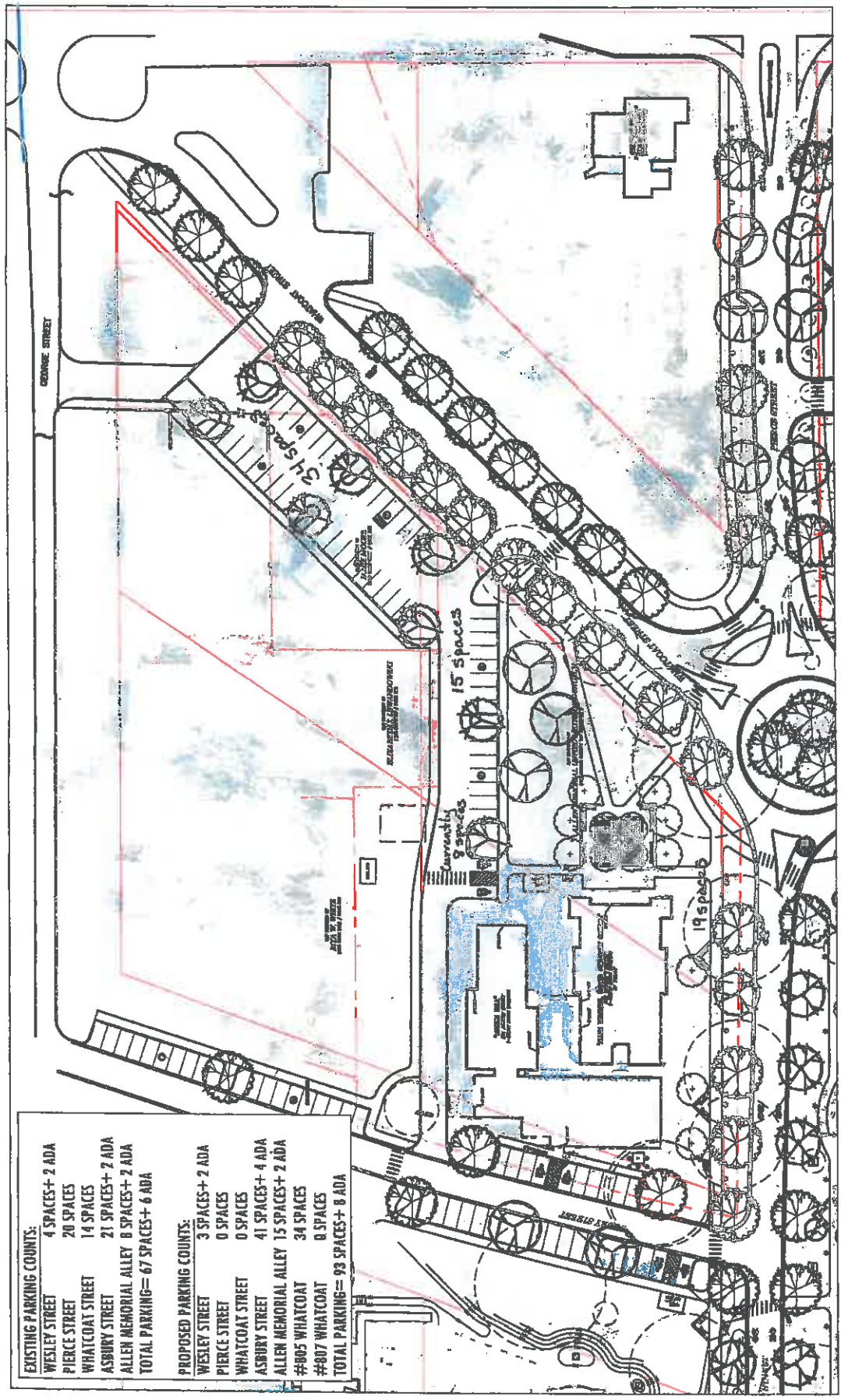
5/9/17

RECEIVED

MAY - 9 2017

CONCEPT-A

EXISTING PARKING COUNTS:	
WESLEY STREET	4 SPACES+ 2 ADA
PIERCE STREET	20 SPACES
WHATCOAT STREET	14 SPACES
ASBURY STREET	21 SPACES+ 2 ADA
ALLEN MEMORIAL ALLEY	8 SPACES+ 2 ADA
TOTAL PARKING=	67 SPACES+ 6 ADA
PROPOSED PARKING COUNTS:	
WESLEY STREET	3 SPACES+ 2 ADA
PIERCE STREET	0 SPACES
WHATCOAT STREET	0 SPACES
ASBURY STREET	41 SPACES+ 4 ADA
ALLEN MEMORIAL ALLEY	15 SPACES+ 2 ADA
#805 WHATCOAT	34 SPACES
#807 WHATCOAT	0 SPACES
TOTAL PARKING=	93 SPACES+ 8 ADA



OXFORD COLLEGE OF EMORY UNIVERSITY
PIERCE STREET IMPROVEMENTS- PARKING CONCEPTS

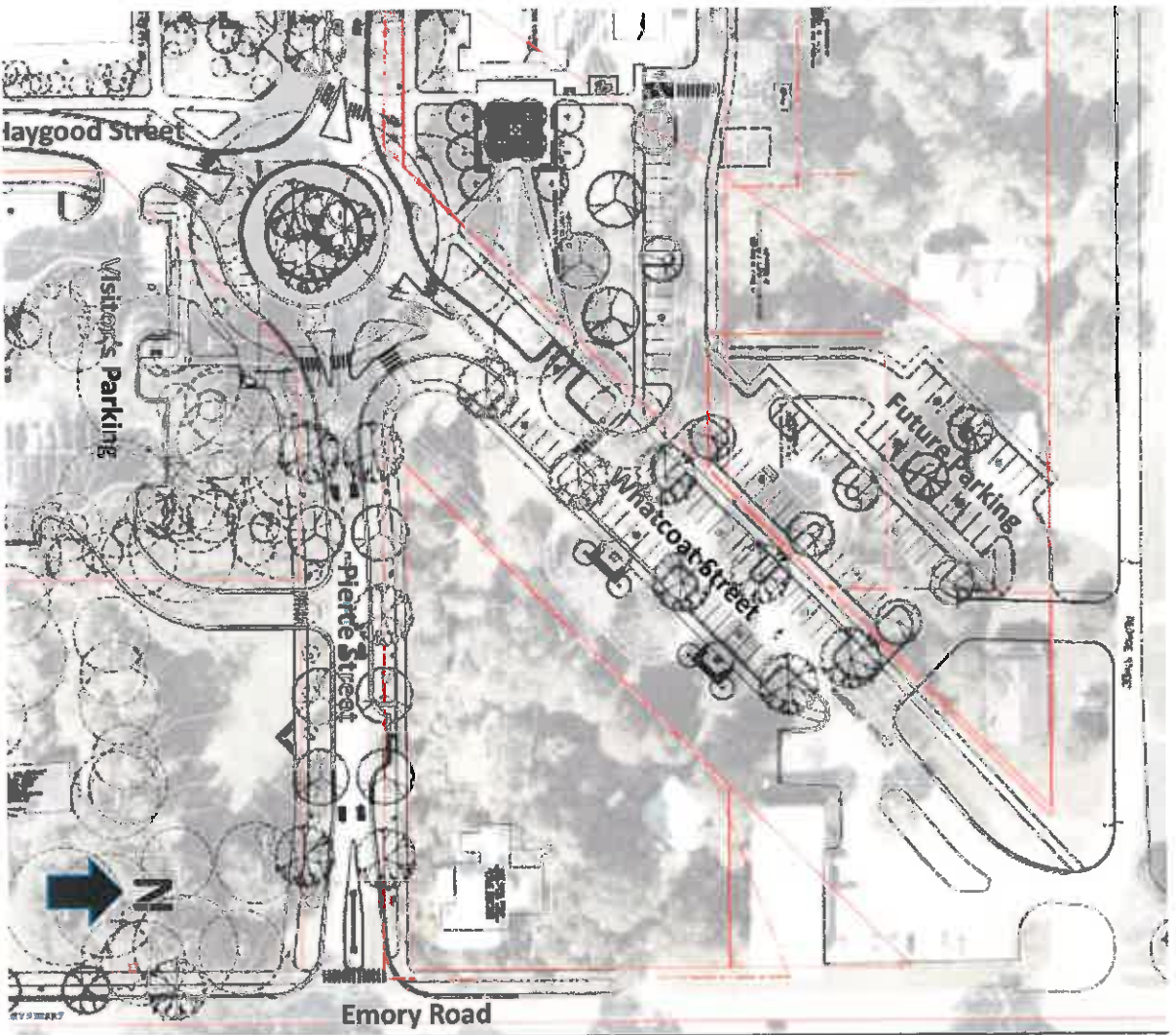
WANSLEY ASSOCIATES LANDSCAPE ARCHITECTS, INC.
DATE: 06.01.16
SCALE: 1"=60'
Kimley»Horn



Pierce Street
Improvements
area

Aerial of Oxford College Campus

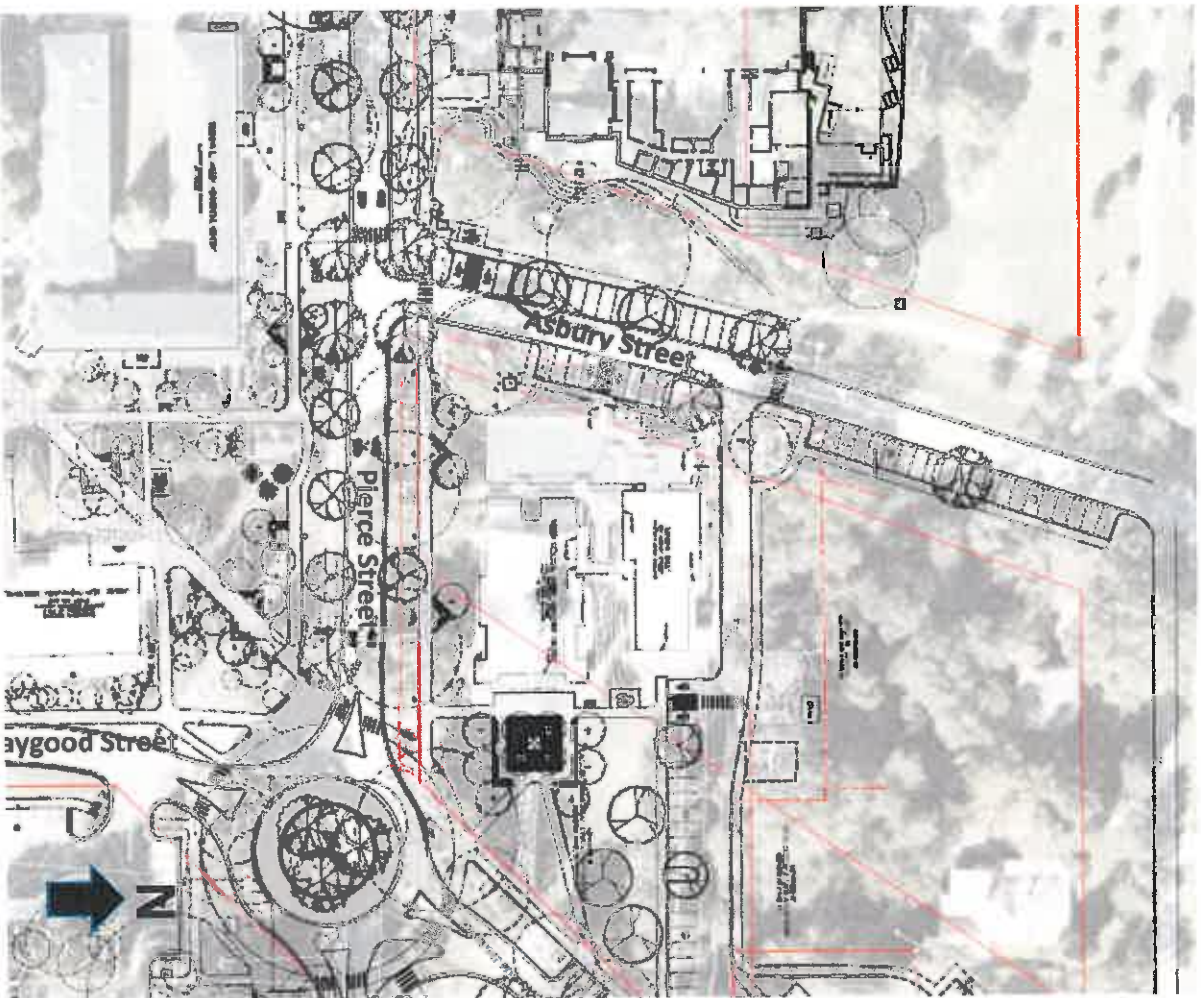
Oxford College – Entrance Development Project



First Block, from Emory Street to Haygood Street

- Main entrance from Emory Road to Pierce – boulevard style with new signage, crosswalk, plantings, new sidewalks
- Pierce Street - new trees, information pull off, new entry drive to Visitor's Lot
- Whatcoat Street - is included in the plan as a concept. It is not included as a request to build from Oxford College. If the City of Oxford would choose to implement improvements to Whatcoat St., those could include new parking, trees, mid-block crosswalk, benches
- 805 Whatcoat house – has been demolished. Construction of surface parking with entry from Whatcoat and from Allen Memorial property is planned. Allen Memorial would be reworked to add parking along existing internal drive.
- Intersection of Haygood and Pierce – construct new roundabout with plantings in center area

Oxford College – Entrance Development Project

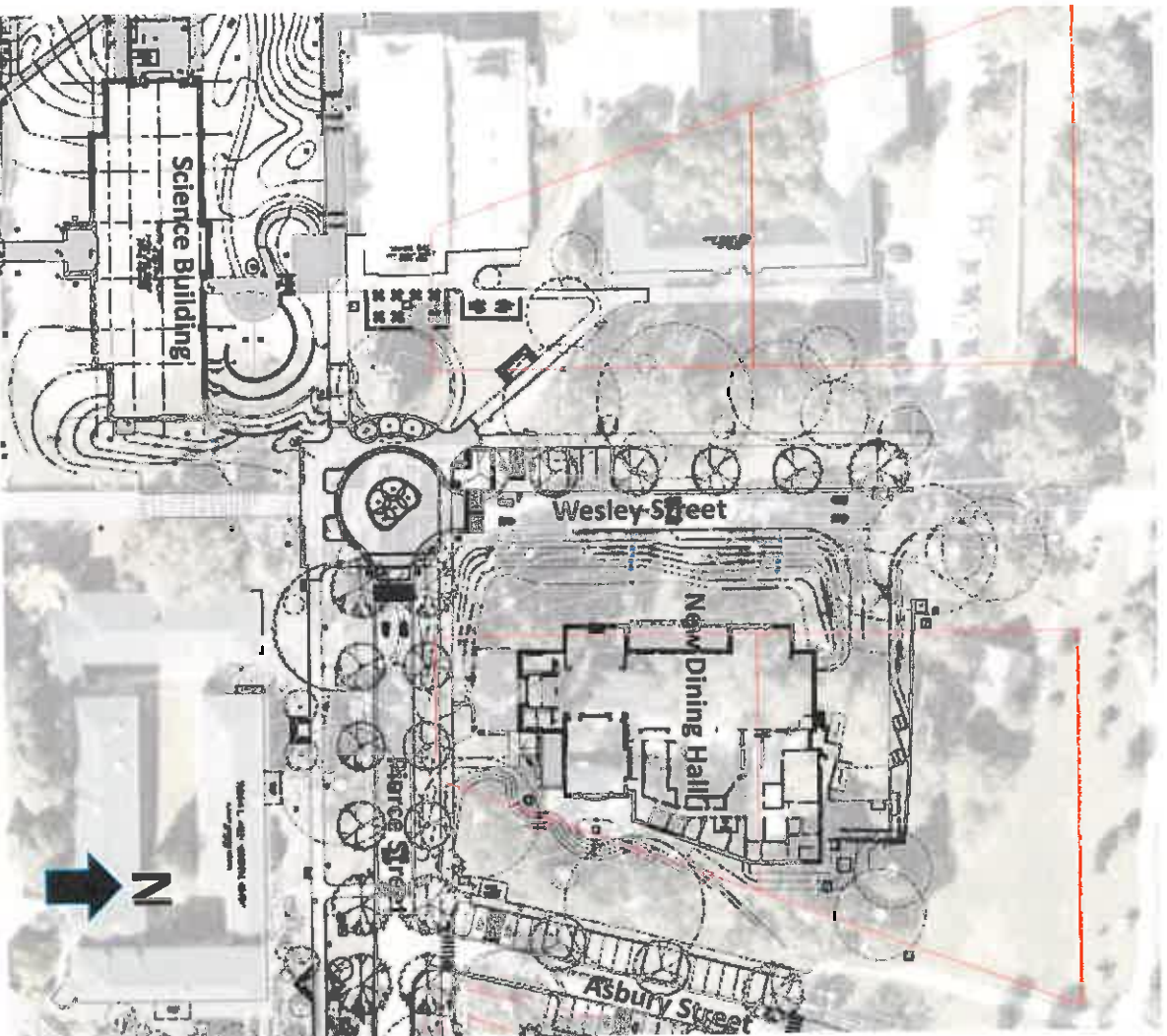


Second Block, from Haygood Street to Asbury Street

- Pierce Street - new trees to fill in between large existing oaks, remove gravel surface parking on north side, new curb and gutter, landscape screen material a existing equipment on south side, new sidewalks
- Asbury Street — is included in the plan as a concept. It is not included as a request to build from Oxford College. If the City of Oxford would choose to implement improvements to Asbury Street, those could include new surface parking on both sides of the street, add mid block crosswalk, intersection crosswalks

Existing intersection of Asbury and Pierce Streets

Oxford College — Entrance Development Project



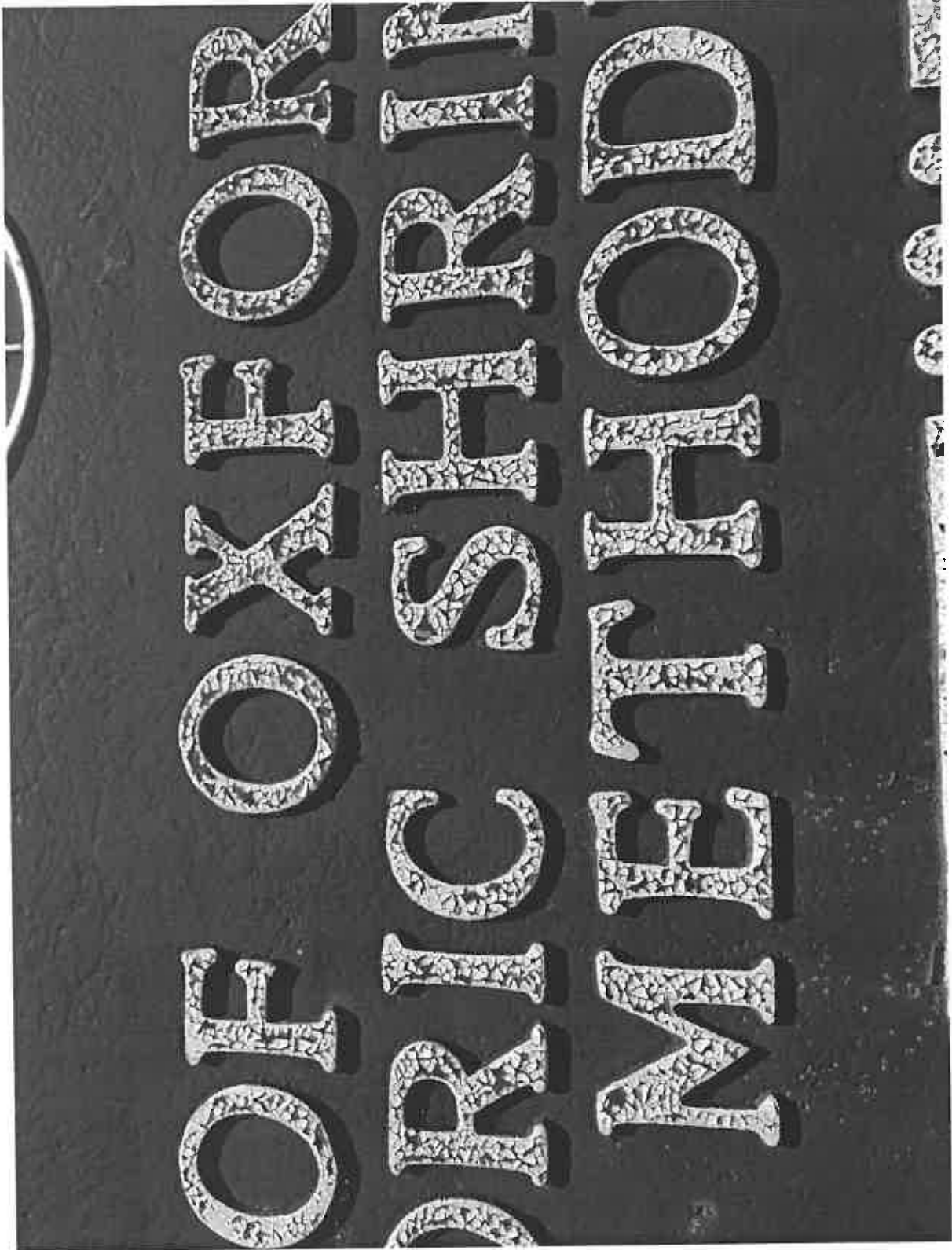
Third Block, from Asbury Street to Wesley Street

- Pierce Street - new trees to fill in between large existing oaks, new curb and gutter, new sidewalks. The Dining Hall project provided sidewalks, curb and gutter and plantings on the north side of Pierce Street.
- Intersection of Pierce Street and Wesley Street – remove existing parking, rework and provide new drop off configuration as a raised table with brick paver patterning, add crosswalks, rework sidewalks and provide new bench areas, add plantings. Existing columns to remain to mark the pedestrian entrance to the Carriage Loop.
- Wesley Street – new surface parking and tree plantings along west side of street. East side of street rework was completed as part of the Dining Hall project.



Existing stonework to remain at pedestrian entry to Carriage Loop

Oxford College – Entrance Development Project



TOWN OF OXFORD AND EMORY COLLEGE



The Emory College campus is situated on a hillside overlooking the city of Oxford, Georgia. The main building, known as the Old Chapel, is a historic structure that has served as the center of the college since its founding in 1836. The campus includes several other notable buildings, including the library, the student center, and the administrative offices. The surrounding area is a mix of residential and commercial development, with a variety of shops and restaurants located nearby.

The town of Oxford, Georgia, is a small town with a population of approximately 1,000 people. It is located in the heart of the state and is known for its historic architecture and scenic views. The town is home to several historic landmarks, including the Old Chapel and the Emory College campus. The town is also known for its annual festival, which is held every year in the fall. The festival is a celebration of the town's history and culture, and it attracts thousands of visitors from all over the state.

The Emory College campus is a beautiful and historic site. It is a place where students and faculty members come together to learn and grow. The campus is surrounded by lush greenery and offers a peaceful and quiet environment for study and reflection. The Old Chapel, in particular, is a remarkable building that has stood the test of time. It is a testament to the college's long and rich history, and it continues to be a source of pride and inspiration for all who are part of the Emory community.

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Budget calendar for FY2018 - **AMENDED**

- | | |
|------------------------------|---|
| Friday, January 20, 2017 | Budget forms distributed to department heads |
| Friday, February 10, 2017 | Department budget requests submitted to City Manager |
| Monday, March 20, 2017 | Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates. |
| Friday, April 21, 2017 | Combined advertisement appears in <i>Covington News</i> for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.) |
| Monday, May 1, 2017 | Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary). |
| Monday, May 15, 2017 | 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 5, 2017 | Adopt Budget-7:00 PM (Decision point if millage is to be raised.) |
| Monday, June 19, 2017 | 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 23, 2017 | 5 Year History Ad with notice of Public Hearing published. |
| Monday, July 17, 2017 | Hold Public Hearing for council to adopt millage rate. |
| Wednesday, July 19, 2017 | Tear sheet and PT38 to Tax Commissioner. |
| Monday, July 24, 2017 | 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.

Merit Pay Plan

BACKGROUND

Our Employee handbook page 17, adopted February 1, 2011 states:

- *“In order for an employee to be eligible to be considered for a performance increase, the following are required:*
 - *At least a satisfactory performance evaluation for current fiscal year;*
 - *Recommendation by the Department Head; and*
 - *Recommendation by the City Clerk/Administrator.”*

We have not approved any performance increases in the last 5 – 6 years. We have not had the funding. A performance increase under our current pay plan would be a step increase which is 2.5%.

OPTIONS

A. Career Ladder Increase – this would be dependent on a satisfactory evaluation. Every employee would be eligible for a one step (2.5%) increase every two years on the employee’s hiring anniversary date (starting after July 1, 2017). The employee must have two successive evaluations that are rated an overall 3 or better.

Our grading system is:

- 5 – Performance is clearly and consistently outstanding. Demonstrates a very high degree of proficiency. Performance compares only with the best employees. Far exceed standards of normally expected performance.
- 4 – Performance is at a very high level. Demonstrates unusual proficiency. Frequently exceed standard of normally expected performance.
- 3 – Performance is satisfactory and consistently at a level expected of employees.
- 2 – Performance is only marginally acceptable. Meets performance requirements only periodically or only in certain areas of this factor. Specific areas of performance improvement are indicated.
- 1 – Performance is poor; clearly below the level of acceptability. Improvement is mandatory in nearly all aspects of this factor.

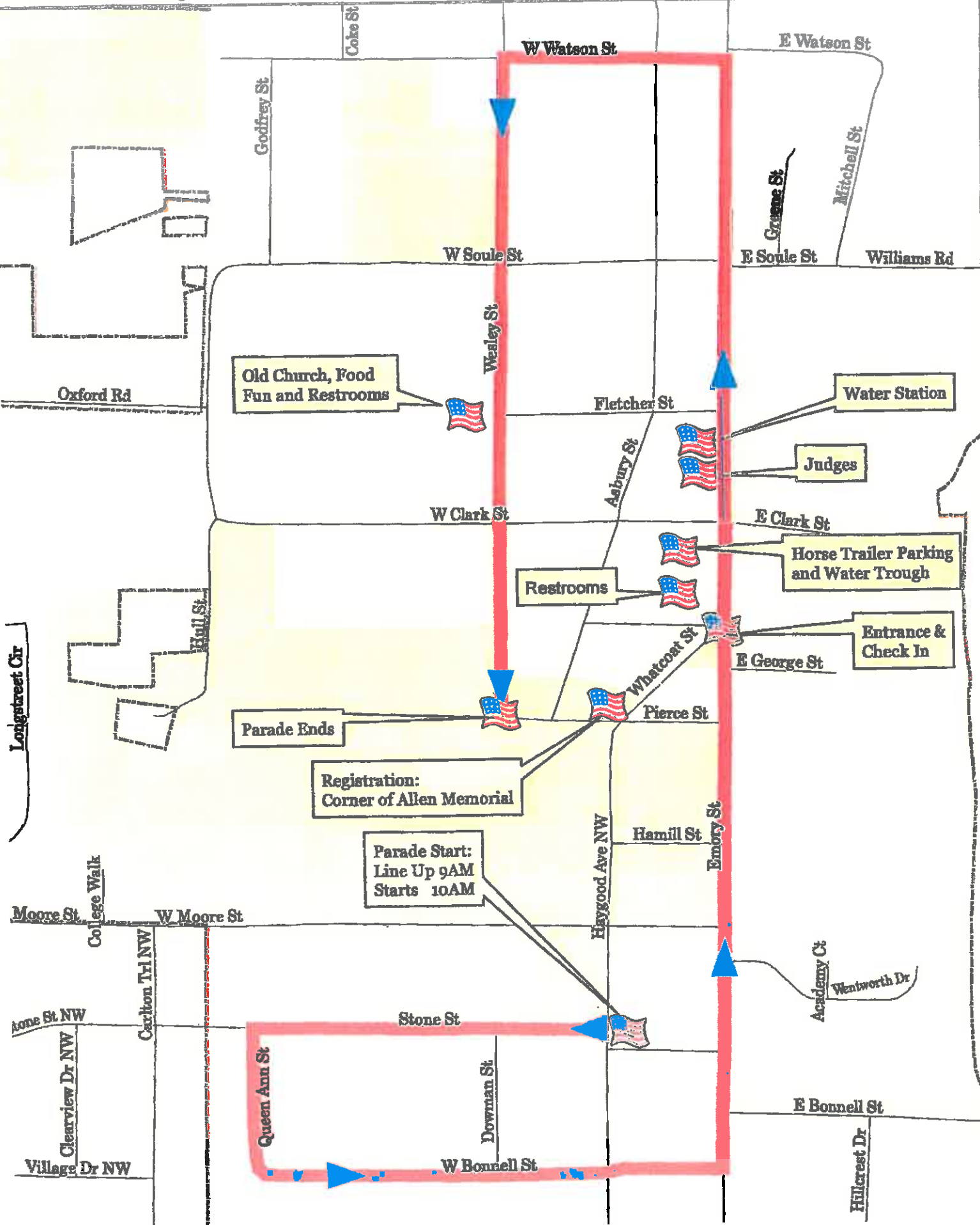
B. Cost of Living Increase – The entire pay plan is increased by the amount of the cost of living increase approved by City Council as part of the annual budget process.

C. Step or Grade increases for certain certificates or certifications. These must be approved by the City Manager – usually in advance. Examples include: Certified Municipal Clerk, Police Supervisor Certificate, EPD water distribution operator permit, Lineman certification. It would not include one or two day short training courses that are considered part of the job. (No employee would be eligible for Option A and Option C in the same year.)

AVAILABLE FUNDING

All of this is dependent on City Council including sufficient funds in the annual budget to support the cost of living and/or the merit increases.

City of Oxford Parade Route



Old Church, Food Fun and Restrooms

Registration: Corner of Allen Memorial

Parade Start: Line Up 9AM Starts 10AM

Parade Ends

Restrooms

Horse Trailer Parking and Water Trough

Entrance & Check In

Judges

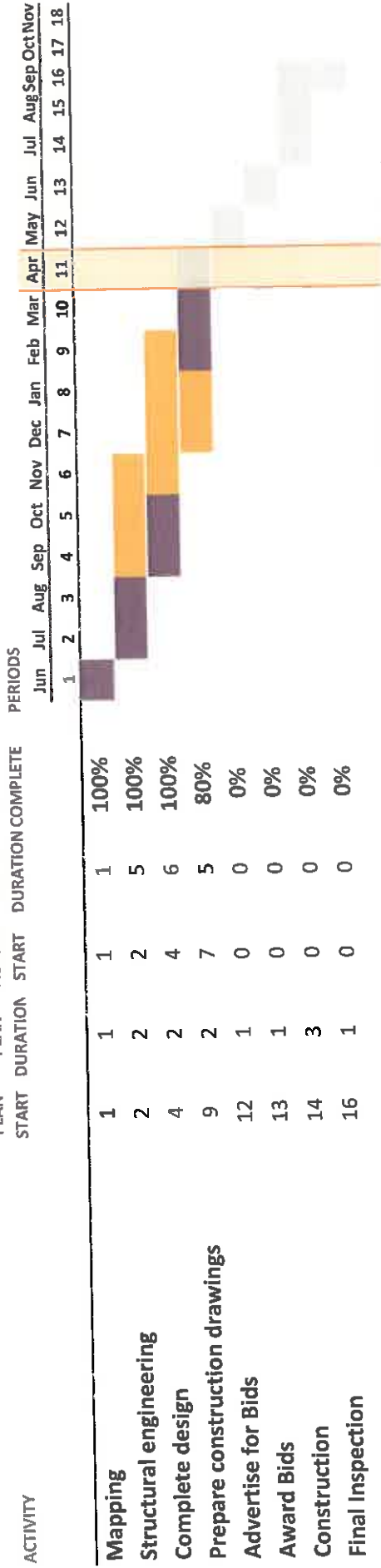
Water Station

1 Trails - George Street Trail

FY2017 - \$115,000

Period Highlight: 1.1

Plan Actual % Complete

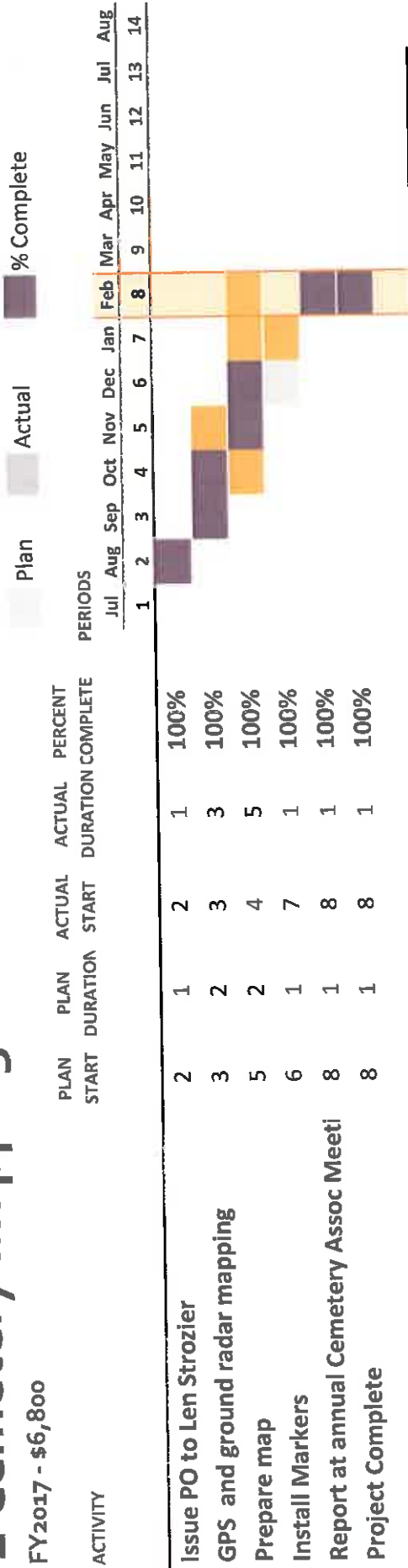


Will advertise for bids in May!

2 Cemetery Mapping

FY2017 - \$6,800

Period Highlight: 8



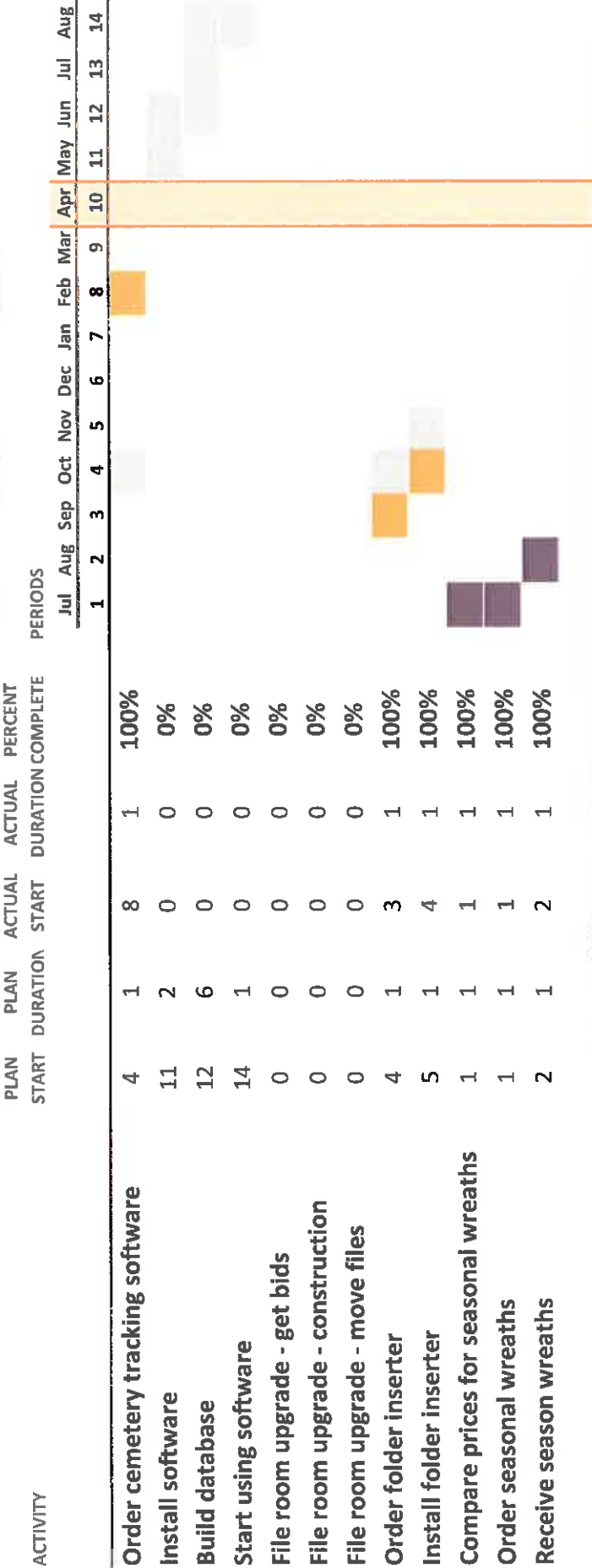
PROJECT IS COMPLETE

3 Clerk's Office Projects

FY2017 - \$27,000

Period Highlight: 10

Legend: Plan Actual % Complete



Software ordered. Will be several months before supplier can deliver with training.

5 City Parks - Asbury Street Park

FY2017 - \$150,000

Period Highlight: 11

Plan Actual % Complete

PLAN START DURATION PLAN ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY

PERIODS Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
Schematic design from UGA	1	1	1	5	100%
Review UGA design by Park Committee	6	1	6	1	100%
Park Committee meet with J. Tanner and Robert J.	6	1	6	1	100%
J. Tanner & Robert J. prepare preliminary plans & rough costs	7	2	7	2	100%
Park Committee reviews & approves preliminary plans with rough costs	8	1	8	1	100%
Tree Board adds comments	11	1	11	1	100%
Park Committee works with J. Tanner on plans and estimates	11	2	11	1	100%
City Council reviews & approves preliminary plans with rough costs	12	1	0	0	0%
J. Tanner & Robert J. prepare construction drawings & costs estimates	12	2	0	0	0%
Park Committee reviews & approves final plans	14	1	0	0	0%
Tree Board adds comments	15	3	0	0	0%
City Council reviews & approves final plans	16	1	0	0	0%
Advertise for Bids	16	2	0	0	0%
Award Bids	17	1	0	0	0%
Construction	18	3	0	0	0%
Final Inspection	21	1	0	0	0%

We will have asbestos inspection on last parcel in May.

E Clark Street

FY2017 - \$450,000

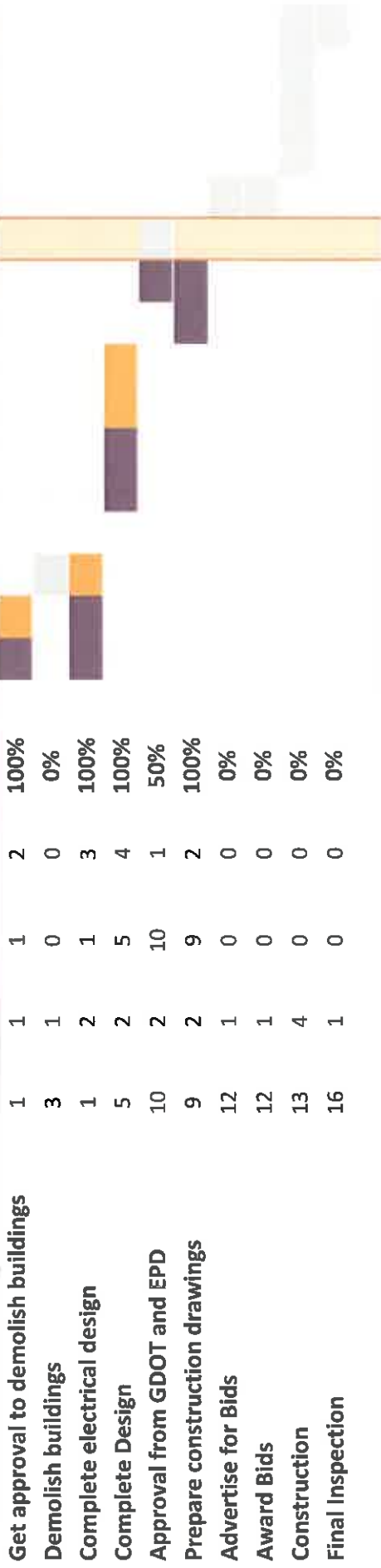
Period Highlight: 11

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Get approval to demolish buildings	1	1	1	2	100%
Demolish buildings	3	1	0	0	0%
Complete electrical design	1	2	1	3	100%
Complete Design	5	2	5	4	100%
Approval from GDOT and EPD	10	2	10	1	50%
Prepare construction drawings	9	2	9	2	100%
Advertise for Bids	12	1	0	0	0%
Award Bids	12	1	0	0	0%
Construction	13	4	0	0	0%
Final Inspection	16	1	0	0	0%

PERIODS

Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16



Waiting for GDOT response on entrance encroachments.

7. Electric System Improvements

FY2017 - \$100,000

Period Highlight: 8

Plan Actual % Complete

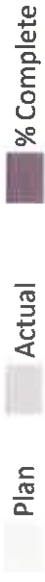
ACTIVITY	PLAN		ACTUAL		PERCENT	PERIODS													
	START	DURATION	START	DURATION	COMPLETE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
	1	2	3	4	5	6	7	8	9	10	11	12	13	14					
Jody work with ECG to plan	3	3	3	3	3	50%													
Bids on materials	6	2	0	0	0	0%													
Bids on labor	6	2	0	0	0	0%													
Award bids, issue PO	7	1	0	0	0	0%													
Construction	8	3	0	0	0	0%													
Final Inspection	11	1	0	0	0	0%													

WILL BE PART OF FY2018 BUDGET

9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: 10



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
----------	------------	---------------	--------------	-----------------	------------------

PERIODS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
---------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

DOT completes review appraisal	2	1	3	1	100%
Complete intergovernmental agreemen	2	1	2	1	100%
Obtain easements	3	5	4	4	100%



ALL EASEMENTS ACQUIRED. Package submitted to GDOT for certification.
 GDOT certified easement and ROW acquisition package 5/10/17
 Emory property removed from project. College will build sidewalk Moore to Pierce.
 GDOT project will stop at Moore.
 GDOT will let bids October 20, 2017 according to latest estimate.

10. Pedestrian crosswalks and stopbars

FY2017 - \$49,150 including GDOT grant

Period Highlight: 7

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Order first section thermoplastic stop bars	1	1	1	1	100%
Install first section of stop bars	2	1	2	1	100%
Order last section thermoplastic stop bars	2	1	3	1	100%
Install last section of stop bars	3	2	3	2	100%
Issue PO & contract for crossings	1	1	1	1	100%
Construction of crossings	4	2	6	2	100%
Final Inspection	6	1	7	1	100%

PERIODS



Project complete

13. Street Repairs FY16

\$32,000

Period Highlight: 9

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
Schedule paving with Newton County	8	1	8	1	100%
Final Inspection	7	1	8	1	100%

PERIODS



PROJECT COMPLETE - George Street.

13. Street Repairs FY17

\$100,000

Period Highlight: 10



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS											
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	1	2	3	4	5	6	7	8	9	10	11	12					
Selection of streets by CC	4	2	4	2	100%												
Schedule paving with Newton County	11	2	0	0	0%												
Paving by Newton County	11	2	0	0	0%												
Final Inspection	12	1	0	0	0%												

Will schedule with Newton County soon.

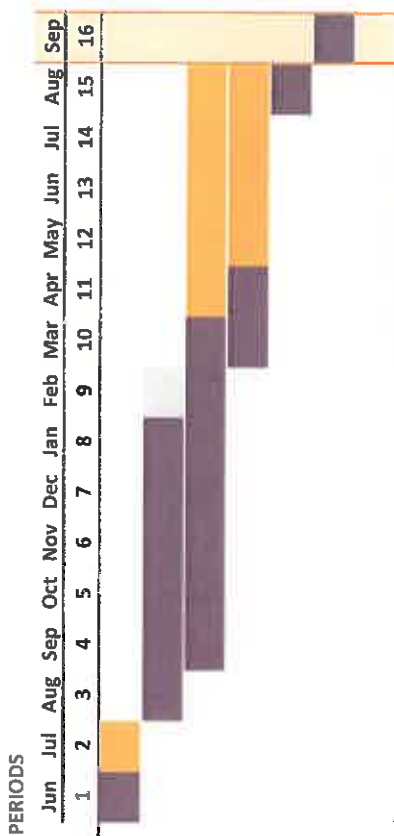
16. Survey of ROW

4,0000 - FY16 & FY17

Period Highlight: 16

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	7	3	6	100%
Field work	4	7	4	12	100%
Assemble preliminary survey	10	2	10	6	100%
Review by city	15	1	15	1	100%
Completion	16	1	16	1	100%



PROJECT COMPLETE.

Final map recorded at Newton County Courthouse.

Finding new uses every week as in the overlay of the DDA area and the zoning map.

15. Utility Pole Inspection & Replacement

\$35,000

Period Highlight: 10

Plan Actual % Complete

ACTIVITY PLAN START DURATION PLAN ACTUAL START DURATION ACTUAL PERCENT COMPLETE

PERIODS

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
1 2 3 4 5 6 7 8 9 10 11 12

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Contract with inspection company	4	1	4	1	100%
Pole inspection	5	2	5	2	100%
Review list of poles to be replaced	9	1	9	1	100%
Replace poles	10	2	11	2	5%
Final Inspection	12	1	11	0	0%

20 poles will be replaced - did not pass inspection.
1 replaced by city electric department.

17. Sewer System Improvements

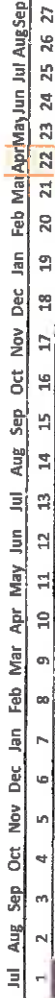
\$525,000

Period Highlight: 22

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	1	1	1	100%
Review selection of areas with city council	4	2	4	4	2	100%
Prepare initial cost estimates	4	2	4	4	2	100%
Review cost estimates with CC	6	1	6	6	1	100%
CC make final selection	6	1	6	6	1	100%
Prepare GEFA loan application	6	3	6	6	5	100%
Surveying and mapping	11	3	11	11	4	100%
GEFA loan approval - Aug 23?	14	1	14	14	1	100%
CAD mapping	12	2	12	12	5	100%
Design and prepare plans	14	3	13	13	8	100%
Plans review by GDOT, EPD, etc.	17	4	17	17	6	50%
Obtain easements	23	2	23	23	0	0%
Plans review by City	18	1	19	19	3	50%
Advertise for bids	23	1	23	23	0	0%
Construction	24	3	24	24	0	0%
Final Inspection	26	1	26	26	0	0%
Notification to owners and start taps	27	1	27	27	0	0%

PERIODS



Will need to obtain 28 easements.

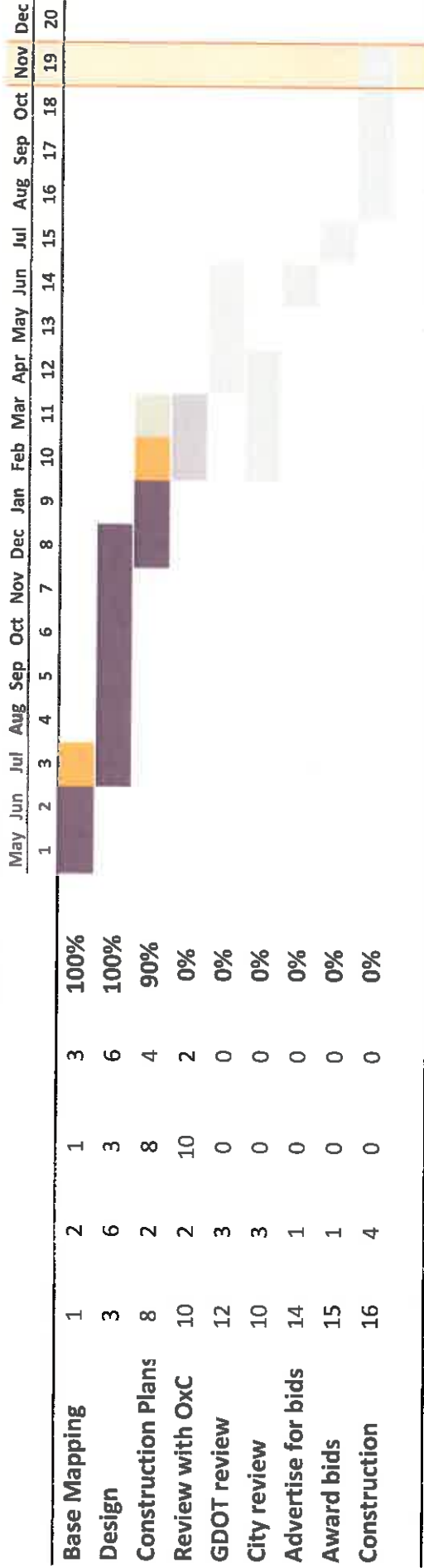
18. Whatcoat Street

\$300,000

Period Highlight: 19

Plan Actual % Complete

ACTIVITY PLAN START DURATION ACTUAL START DURATION COMPLETE PERCENT



On Hold



May 10, 2017

Mr. Bob Schwartz, City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

Re: Monthly summary – April activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in April 2017:

1. General Support
 - a. Prepared monthly report for March 2017.
 - b. Researched and prepared/updated construction cost estimate for sidewalk on east side of N. Emory Street
 - c. Prepared estimates for three sidewalk projects (Soule, W. Clark, and Stone Streets).
 - d. Prepared map overlay including property lines, zoning districts, and Downtown Development Authority area for DDA's use.
2. East Clark Street
 - a. Followed up to confirm EPD erosion control review status.
 - b. In communication and waiting for response from GDOT regarding entrance encroachments
 - c. N. Emory Street Sewer Extension
 - a. Correspondence and file interchange with City of Covington regarding N. Emory and sewer project overlaps. Synchronized sidewalk/sewer plan sets and resubmitted to GDOT GUPS for utility review. Requested City of Covington do the same – conflicts are minimal.
 - b. Approvals to date:
 - i. Newton County Water and Sewer Authority
 - ii. Georgia EPD (sewer extension)
 - iii. Georgia EPD (erosion control)
 - c. Approval pending:
 - i. Georgia DOT

Please call or email me if you have questions about any of the items listed above.

Sincerely,

Jordan Engineering, Inc.

Robert O. Jordan, PE RLS