



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, MARCH 20, 2017 – 6:00 P.M.  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Jim Windham.

**OTHERS PRESENT:** Bob Schwartz, City Manager; Dave Harvey, Chief; Luran Willis, City Clerk; Kendra Mayfield Todd Cain, Jeff Wearing, Hoyt Oliver, Peggy Madden, Judy Greer, Juanita Carson.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.

Agenda – Attachment A

**Honorary Councilmember**

Mayor Roseberry introduced Todd Cain as Honorary Councilmember for April appointed by Councilmember Jim Windham.

**Mayors Announcements/SPLOST**

Mayor Roseberry asked Hoyt Oliver, Chairman of the 2017 SPLOST Committee to give an update on the 2017 SPLOST initiative. Oliver announced the election for the 2017 SPLOST is tomorrow March 21st, and encouraged everyone to get out and vote.

City Clerk Luran Willis gave a summary of the hours of course work required to become a Certified Municipal Clerk. Mayor Roseberry presented Deputy City Clerk Stacey Mullen with a certificate from the University of Georgia, Carl Vinson Institute of Government for her accomplishments in completing the necessary requirements to be a Georgia Certified Clerk. Attachment B

**Tree, Parks, and Recreation Board**

City Manager Bob Schwartz said the seven member Tree Board has two vacancies. The Tree Board recommends Mayor Roseberry appoint and City Council approve adding two new members: Laura McCanless, Wesley Street, and Sallie Robinson, Wentworth Drive. This item will be voted on at the April meeting.

**Future Development Plan**

City Manager Bob Schwartz presented the amendment to the requirements for a future development plan in the zoning ordinance and said this item will be on the agenda at the April meeting for the second reading and approval. Attachment c

**July 4<sup>th</sup> Parade Grand Marshal**

Councilmember Sarah Davis said plans for the parade are underway and she asked all Council Members to be thinking of suggestions for nominations for the 2017 Grand Marshal and to please contact either her or City Clerk Lauran Willis so we can vote on it by the May 1<sup>st</sup> meeting.

**Operating Budget/Capital Budget**

City Manager Bob Schwartz presented the first draft of the operating budget and capital budget. After review and discussion Schwartz will make noted changes to be presented at the next meeting. Attachment D & E

**Engineer's Progress Reports**

City Manager Bob Schwartz presented the February monthly summary of the engineers report. Attachment F

A motion was made by Windham, seconded by Davis to adjourn at 7:55 pm. The motion was approved 7/0.

Respectfully submitted,



Lauran Willis, CMC/FOA  
City Clerk

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, MARCH 20, 2017 – 6:00 P.M.  
CITY HALL  
A G E N D A**

1. **Honorary Councilmember** – Councilmember Windham has appointed Todd Cain, Associate Director of Operations, Oxford College, as the honorary councilmember for April.
2. **Mayor’s Announcements**
3. **Tree, Parks, and Recreation Board** – The seven member Tree Board has two vacancies. The Tree Board recommends Mayor Roseberry appoint and City Council approve adding two new members: Laura McCanless, Wesley Street, and Sallie Robinson, Wentworth Drive.
4. **\* Future Development Plan** – The amendment to the requirements for the future development plan in the zoning ordinance will be on the agenda at the April meeting for second reading approval.
5. **July 4<sup>th</sup> Parade Grand Marshal** – We will have a discussion about nominations for the 2017 Grand Marshal.
6. **\* Operating Budget** – The *ad hoc* operating budget committee (Councilmembers Holt, chair, Eady, and Windham) will report on the draft of the operating budget for FY2018 (July 2017 – June 2018). A DRAFT copy is attached.
7. **\* Capital Budget** – The *ad hoc* capital budget committee (Councilmembers Ready, chair, Baker, and Davis) will report on the draft of the five year capital budget for FY2018 – FY2022 (July 2017 – June 2022). A DRAFT copy is attached.
8. **\* Engineer’s Progress Reports** – Attached.

\*Attachments

# The University of Georgia

CARL VINSON INSTITUTE OF GOVERNMENT

hereby certifies that

## Stacey R. Muller

has successfully completed 101 hours of course work and instruction to fulfill the educational requirements of the

Georgia Clerks Education Institute

to be recognized as a

### Georgia Certified Clerk

on this sixth day of February 2017



*John E. Jones*

President

Georgia Municipal Clerks/Finance Officers Association

*David J. Hudson*

Director

Carl Vinson Institute of Government

*Danville Austin*

President

Georgia County Clerks Association



Carl Vinson  
Institute of Government  
UNIVERSITY OF GEORGIA



STATE OF GEORGIA  
COUNTY OF NEWTON

**AN ORDINANCE TO AMEND THE CODE OF THE  
CITY OF OXFORD, CHAPTER 40, ARTICLE II, DIVISION 11, INSTITUTIONAL CAMPUS  
DISTRICT, BY AMENDING SECTION 40-349 "FUTURE DEVELOPMENT PLAN  
REQUIREMENTS" AND SECTION 30-350 "INSTITUTIONAL CAMPUS FUTURE  
DEVELOPMENT PLAN PROCEDURES" OF THE CITY OF OXFORD ZONING ORDINANCE,  
TO REPEAL, REVOKE AND SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE  
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,  
AND FOR OTHER LAWFUL PURPOSES**

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**WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS**, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

**WHEREAS**, Pursuant to OCGA Sec. 36-70-3, the governing bodies of municipalities and counties are authorized to develop, establish, and implement land use regulations which are consistent with the comprehensive plan of the municipality or county; and

**WHEREAS**, the Georgia General Assembly has enacted the Georgia Planning Act of 1989, (Georgia Laws, 1989, pp. 1317-1391, Act 634) which, among other things, provides for local governments to adopt plans and regulations to implement plans for the protection and preservation of natural resources, the environment and vital areas; and

**WHEREAS**, the Georgia Department of Community Affairs has promulgated Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-3-2 of Rules of the Georgia Department of Community Affairs) to implement the Georgia Planning Act of 1989, said standards and procedures were initially ratified by the Georgia General Assembly, and said rules which have been amended from time to time require local governments to describe regulatory measures and land development regulations needed to implement local Comprehensive Plans; and

**WHEREAS**, the Oxford City Council has adopted a Comprehensive Plan in accordance with the requirements of the Georgia Planning Act of 1989 and Rules of the Georgia Department of Community Affairs; and

**WHEREAS**, the Comprehensive Plan specifies a number of goals and policies that are not currently implemented by the city's land use regulations; and

**WHEREAS**, the Oxford City Council desires to help assure the implementation of its Comprehensive Plan; and

**WHEREAS**, the Oxford City Council desires to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its citizens; and

**WHEREAS**, the Oxford City Council desires to promote responsible planning and growth, lessen congestion in the public thoroughfares, secure safety from fire and health dangers, and promote desirable living conditions; and

**WHEREAS**, the Oxford City Council desires to continue to benefit for Future Development Plans for those institution seeking development in the Institutional Campus District (IC); and

**WHEREAS**, the Oxford City Council desires to continue to regulate the development of uses and procedures in the Institutional Campus District (IC) to avoid both the undue concentration of population and the inappropriate dispersion of population, prevent the encroachment of incompatible land uses within the District, and preserve property values; and

**WHEREAS**, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

**WHEREAS**, appropriate public notice and hearing have been accomplished; and

**NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS**  
as follows:

**Section 1.**

Sections 40-349 and 40-350 and of Chapter 40, "City of Oxford Zoning Ordinance," of the Oxford City Code are hereby amended to read as follow:

(Additions are in ***bold italicized underlined***; deletions are ~~lined-out.~~)

**Sec. 40-349. - Future Development Plan Requirements.**

The following elements shall be provided in the future development plan for all new or existing institutions seeking development under the Institutional Campus (IC) district:

- (1) *Mission and objectives.* The institution shall provide a statement of its organizational mission and objectives, including any services to be provided to residents of adjacent neighborhoods or to the

City. The statement shall include the institution's existing and projected population (over a ten-year planning horizon), including employees, students, or patrons.

- (2) *Property and uses.* The institution shall provide an inventory of existing property and uses, including:
  - a. Aerial map, based on the most up-to-date aerial photographs available from the Newton County Geographic Information System (GIS) Center or the office of the county tax assessor, showing the district boundary and all land, buildings and other structures within the IC district as of the date of submission of the future development plan. The map also shall delineate the TA and include other land area and infrastructure within 300 feet of the district.
  - b. Narrative keyed to the aerial map with description of footprints and uses of existing land parcels, buildings, structures, roads, sidewalks, parking areas, recreational facilities, and other significant site developments.
  - c. Floor area (in square feet), building height (in stories and feet), and current occupant capacities (i.e., number of persons allowed by fire code) of each building, as well as location, land area, and capacity of parking facilities.
  - d. ~~Daily average and peak vehicular trips (to and from each count as one trip), based on reasonable estimates from available data, including deliveries along streets serving the institution and ancillaries.~~
  - e. ~~Average annual utility demand (electricity, water, sewer, gas).~~
- (3) *Anticipated institution needs.* The institution shall provide a statement of anticipated needs with respect to future development and land use within the district, including projections over a ten year time horizon for the following:
  - a. Number of employees, students, members, or patrons;
  - b. Facility needs in assignable square feet (by facility type);
  - c. Acreage of athletic or recreational facilities;
  - d. Number of parking spaces;
  - e. Electricity, water, sewerage capacity, or other utility demand; and
  - f. Vehicular and pedestrian circulation along city streets and public spaces.
- (4) *Future land use.* The institution shall include in the future development plan anticipated future land uses, with an accompanying map drawn to scale, illustrating land use changes and circulation (vehicular and pedestrian) over the ten-year planning horizon. The future land use plan and accompanying map specifically shall illustrate:
  - a. Existing and proposed land use, including academic, housing, recreation, ancillary (e.g., dining, maintenance, etc.) and mixed-use, as well as the anticipated location (or alternate locations), size (in square feet) and capacity (in population served) of future facilities;
  - b. Existing and proposed conservation areas and open spaces;
  - c. Existing and proposed vehicular circulation patterns, including deliveries;
  - d. ~~Existing and proposed pedestrian circulation patterns;~~
  - d. Existing and proposed parking facilities with their capacities.
- (5) ~~*Community impact.* The institution shall describe how future development within the district may impact positively or negatively or otherwise present implications to adjacent neighborhoods and the City as a whole.~~
- (6) ~~*Signage.* The institution shall provide a way finding plan for campus entries, campus drive identification, building identification, and parking locations. This plan must abide by article XV,~~

signs, and other relevant provisions of this chapter, and it must provide sufficient direction for public emergency services such as fire protection, public safety and medical response.

- ~~(7) *Lighting.* The institution shall provide a lighting plan for buildings, campus drives, parking areas, athletic or recreational facilities, and other areas requiring outdoor lighting. This plan must abide by city outdoor lighting requirements.~~
- (5) *Traffic management.* The institution shall demonstrate how it will manage or otherwise regulate campus-related vehicular and pedestrian circulation, as well as parking facilities, to mitigate impact on adjacent and proximate residential neighborhoods.
- ~~(9) *Building design standards.* The institution shall ensure building design standards used to guide future development adhere to section 40-348. The institution also shall demonstrate how proposed future development is compatible in location, style, and scale with adjacent or proximate properties and existing buildings, particularly those of importance to the city's history.~~

#### Sec. 40-350. - Institutional campus future development plan procedures.

This section sets out the required review and acceptance procedures for the institutional campus future development plan.

- (1) *Application.* The institution shall prepare and submit the future development plan to the Planning Commission for review. (If the institution's existing master plan meets all of the requirements in this chapter for a future development plan, such master plan may be submitted as the future development plan.)
- (2) *Review.* The Planning Commission shall review the future development plan and make a recommendation to the City Council as to whether to accept the plan as submitted, to accept the plan with amendments or special stipulations, or to require further revision to the plan.
- (3) *Planning horizon and update requirements.* The future development plan shall cover a ten-year time horizon, and it shall be updated every five years and submitted for review by the Planning Commission **at its January meeting. Every five years the full plan shall be submitted for review by the Planning Commission** and acceptance by the City Council.
- (4) *Amendment procedures.* An institution with an accepted future development plan may submit an amendment to the plan at any time. Proposed amendments shall be reviewed by the Planning Commission and forwarded to the City Council for acceptance in accordance with the review process outlined in this section.

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

#### Section 2.

All ordinances and resolutions or portions thereof in conflict with this ordinance are repealed to the extent of their conflict.

#### Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

#### Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.



First reading, this \_\_\_ day of \_\_\_\_\_, 2017.

Second reading and adoption, this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF OXFORD**

\_\_\_\_\_  
**Jerry D. Roseberry, Mayor**

\_\_\_\_\_  
**Sarah T. Davis, Council Member**

\_\_\_\_\_  
**David Eady, Council Member**

\_\_\_\_\_  
**George R. Holt, Council Member**

\_\_\_\_\_  
**Michael Ready, Council Member**

\_\_\_\_\_  
**Dr. Melvin O. Baker, Council Member**

\_\_\_\_\_  
**James H. Windham, Council Member**

**ATTEST:**

\_\_\_\_\_  
**Lauran Willis, City Clerk**

{The Seal of the City of Oxford, Georgia}

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**C. David Strickland, City Attorney**



# Annual Budget - FY2018

July, 2017 - June, 2018

DRAFT March 20, 2017

**Mayor Jerry D. Roseberry**

**Councilmembers**

**Melvin Baker - Sarah Davis**

**David Eady - George Holt**

**Mike Ready - Jim Windham**

**Bob Schwartz, City Manager**

**Lauran Willis, City Clerk**

**Dave Harvey, Police Chief**

**Jody Reid, Supervisor of Public Works and Utilities**

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February 66.7%	FY 2017 Estimate	FY2018 Request	Comments
<b>GENERAL FUND - REVENUE</b>							
1 100-0000-311100-000	Real Property Tax-Current Yr.	88,005	92,000	86,692	92,000	92,000	No growth without millage change.
2 100-0000-311200-000	Property Tax - Prior Year	10,054	10,000	440	660	8,000	
3 100-0000-311310-000	Motor Vehicle Adv.	15,833	22,500	15,788	23,682	24,000	
4 100-0000-311315-000	Motor Vehicle TAVT	37,737	38,000	17,005	25,508	28,000	Decrease since change in state law.
5 100-0000-311340-000	Intangible Tax	2,434	2,000	2,820	4,230	4,900	
6 100-0000-311600-000	Real Estate Transfer	1,404	2,000	1,114	1,671	2,100	
7 100-0000-311710-000	Electric Franchise Tax	1,261	1,300	0	1,300	1,300	
8 100-0000-311730-000	Gas Franchise Tax	11,778	8,000	5,996	6,000	6,000	
9 100-0000-311750-000	TV Cable Franchise Tax	21,087	21,000	22,898	21,000	21,000	
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	220,296	325,000	325,000	No growth because of online sales.
12 100-0000-316100-000	General Business License	11,615	12,000	10,640	15,960	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	77	116	1,200	
15 100-0000-322901-000	Misc. Income	-578	1,000	702	1,053	1,000	
16 100-0000-335800-000	Intergovernmental Revenues	18,641	19,000	0	0	25,000	
17 100-0000-341400-000	Printing/Duplicating Service	272	200	64	96	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	900	1,350	4,500	
20 100-0000-349300-000	Bad Check Fees	660	1,000	510	765	1,000	
21 100-0000-351000-000	Fines & Forfeitures	84,807	70,000	42,502	63,753	65,000	
22 100-0000-361000-000	Interest Revenues	4,479	4,500	4,985	7,478	6,500	
23 100-0000-381000-000	Rents and Royalties	0	1,500	0	0	1,500	
24 100-0000-381001-000	Lease Agreement Income	30,000	30,000	0	0	30,000	Whatcoat Building
25 100-0000-381002-000	Lease - Verizon	24,754	25,215	16,810	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	2,255	1,000	
	<b>REVENUES TOTAL</b>	<b>\$821,886</b>	<b>\$838,115</b>	<b>\$591,707</b>	<b>\$759,055</b>	<b>\$830,345</b>	

CITY OF OXFORD

ANNUAL BUDGET

FY 2018

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
<b>GENERAL FUND - EXPENDITURES</b>							
<b>CITY COUNCIL</b>							
1 100.1100.511100.000	Regular Employees	34,800	34,800	23,200	34,800	34,800	
2 100.1100.512200.000	Social Security (FICA)	2,662	2,663	1,775	2,663	2,663	
3 100.1100.523100.000	Liability Insurance	10,412	11,000	0	17,000	17,000	annual bill in April.
4 100.1100.523600.000	Education & Training	1,586	2,200	1,656	2,484	2,500	
5 100.1400.511100.000	Reg Employees - Election	0	0		0	600	
	<b>SUBTOTAL</b>	<b>\$49,460</b>	<b>\$50,663</b>	<b>\$26,631</b>	<b>\$56,947</b>	<b>\$57,563</b>	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
<b>GENERAL GOVERNMENT</b>							
1 100.1500.511100.000	Regular Employees	212,593	215,384	142,195	213,293	215,390	
2 100.1500.511300.000	Overtime	4,181	5,000	1,499	2,249	5,000	
3 100.1500.512100.000	Group Insurance	33,750	34,367	23,104	34,656	44,660	Includes 5 employees in FY18. Current CM has Medicare.
4 100.1500.512200.000	Social Security (FICA)	16,985	16,859	11,028	16,542	16,859	
5 100.1500.512400.000	Retirement Plan Expense	29,256	31,868	21,412	32,118	30,419	
6 100.1500.512450.000	Retirement Cont. (DC) 401	6,242	7,110	3,156	7,000	7,110	
7 100.1500.512700.000	Workers' Comp Insurance	769	1,000	733	1,100	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	59,347	89,021	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	31,533	38,500	38,000	
12 100.1500.522200.000	Repairs & Maintenance	23,149	25,000	18,194	27,291	30,000	
13 100.1500.522200.001	Whatecoat 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	14,342	21,513	24,000	
16 100.1500.523300.000	Advertising & Promotions	489	5,500	4,613	6,920	7,000	
17 100.1500.523320.000	July 4th parade expenses	6,065	5,000	2,760	4,140	6,000	
18 100.1500.523600.000	Dues & Fees	7,033	7,500	8,345	12,518	9,000	
19 100.1500.523700.000	Education & Training	6,467	8,000	2,266	3,399	8,000	
20 100.1500.531100.000	Supplies & Materials	20,561	18,000	8,890	13,335	18,000	
21 100.1500.531200.000	Energy - Utilities	14,982	16,000	9,780	14,670	15,000	
22 100.1500.531600.000	Small Equipment Under \$5,000	3,368	5,000	700	1,050	5,000	
23 100.1500.531700.000	Other/Meetings & Events	3,384	3,000	2,432	3,648	5,000	Includes additional Mayor's meetings.
24 100.1500.579000.000	Contingency - General	0	33,401	0	0	0	
25 100.1500.579010.000	Contingencies - cash over & short	-7	200	2	3	200	
	<b>SUBTOTAL</b>	<b>\$598,319</b>	<b>\$646,189</b>	<b>\$386,842</b>	<b>\$577,474</b>	<b>\$631,638</b>	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	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	129	500	0	0	800	
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	675	1,550	Will have two clerks to recertify
5 100.2500.523701.000	Education - Judge	1,413	1,200	292	1,200	1,200	
6 100.2500.523850.000	Contract - Translator	0	200	0	0	200	
	<b>SUBTOTAL</b>	<b>\$11,342</b>	<b>\$12,300</b>	<b>\$5,642</b>	<b>\$11,675</b>	<b>\$13,550</b>	
<b>POLICE DEPARTMENT</b>							
7 100.3200.511000.000	Regular Employees	158,358	158,801	96,344	144,516	155,113	
8 100.3200.511300.000	Overtime	8,508	8,800	11,488	17,232	18,000	
9 100.3200.512100.000	Group Insurance	17,455	17,969	13,793	20,690	27,240	3 officers on plan.
10 100.3200.512200.000	Social Security (FICA)	13,032	12,821	8,249	12,374	13,243	
11 100.3200.512450.000	Retirement Cont. (DC) 401	6,999	7,780	3,392	5,088	8,366	
12 100.3200.512700.000	Workers' Comp Insurance	7,439	7,500	7,277	10,916	7,500	
13 100.3200.521300.000	Tech Purch Serv/Courtware	9,126	5,000	5,580	8,370	8,500	
14 100.3200.522200.000	Veh & Equip Repairs & Maint	8,924	10,000	9,214	10,000	9,000	
15 100.3200.523100.000	Liability Insurance	12,395	13,000	0	13,000	13,000	annual bill in April.
16 100.3200.523200.000	Telephone-Postage	6,656	6,200	3,335	5,003	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	954	1,431	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	1,680	2,520	5,000	
21 100.3200.523100.000	Supplies & Materials	6,052	6,700	4,964	7,446	7,000	
22 100.3200.531270.000	Gasoline	10,788	10,000	6,584	9,876	10,000	
23 100.3200.531600.000	Small Equipment Under \$5,000	11,538	12,000	10,795	11,000	10,000	
24 100.3200.531700.000	Other Supplies-Uniforms	4,347	5,000	4,063	4,800	5,000	
25 100.3200.571000.000	Training funds - Payable	21,777	13,500	12,973	19,460	20,000	
26 100.3800.342500.000	E-911 Center	9,540	19,000	16,888	16,888	19,000	
	<b>SUBTOTAL</b>	<b>\$318,082</b>	<b>\$321,521</b>	<b>\$217,573</b>	<b>\$320,608</b>	<b>\$343,912</b>	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
<b>STREET DEPARTMENT</b>							
1 100.4200.511100.000	Regular Employees-Street	42,655	53,229	33,961	50,942	61,565	allocating 1/3 of meter reader/equip oper
2 100.4200.511300.000	Overtime	1,024	2,000	1,322	1,983	2,000	
3 100.4200.512100.000	Employee Insurance	12,022	16,615	8,897	13,346	20,433	
4 100.4200.512200.000	Social Security (FICA)	3,429	4,225	2,699	4,049	4,863	
5 100.4200.512400.000	Retirement Plan Expense	9,276	10,372	6,789	10,184	9,901	
6 100.4200.512450.000	Retirement Cont. (DC) 401	421	986	354	531	1,979	
7 100.4200.512700.000	Workers' Comp Insurance	3,112	6,200	3,274	4,911	3,274	
8 100.4200.521200.000	Professional (arborist)	713	1,000	300	450	700	
9 100.4200.521201.000	Professional - Engineering	3,128	6,000	608	912	3,000	
10 100.4200.522110.000	Disposal Services-Landfill Fees	3,596	2,000	3,410	5,115	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	4,897	7,346	10,000	
12 100.4200.523700.000	Education & Training	125	1,000	0	0	500	
13 100.4200.523850.000	Contract Labor - Temporary Help	24,408	34,000	22,315	33,473	34,000	
14 100.4200.531100.000	Supplies & Materials	16,656	16,000	7,549	11,324	16,000	
15 100.4200.531270.000	Gasoline/Diesel	2,700	5,000	2,341	3,512	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	2,279	3,419	2,600	
18 100.4200.531800.000	Stormwater Management	3,500	3,500	0	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	935	1,403	8,000	Pruning, planting, benches, arborist
20 100.4200.531901.000	City Tree Removal	25,275	25,000	19,125	28,688	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	
	<b>SUBTOTAL</b>	<b>\$181,122</b>	<b>\$217,227</b>	<b>\$121,055</b>	<b>\$185,083</b>	<b>\$231,815</b>	
<b>CEMETERY</b>							
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	
	<b>SUBTOTAL</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$15,000</b>	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
<b>WATER &amp; SEWER FUND - REVENUES</b>							
1	505.0000.344210.000 Water Charges/Sales	458,776	459,375	343,728	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	14,255	15,000	15,000	
3	505.0000.344255.000 Sewer Charges/Sales	239,259	243,979	175,055	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	31,558	31,246	4,000	
5	505.0000.344280.000 Hydrant Meter	1,550	500	0	0	500	
	<b>TOTAL REVENUES</b>	<b>\$777,501</b>	<b>\$727,854</b>	<b>\$564,596</b>	<b>\$804,246</b>	<b>\$804,500</b>	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>							
6	505.4300.511100.000 Regular Employees	34,972	51,851	18,822	28,233	34,231	allocating 1/3 of meter reader/equip oper
7	505.4300.511300.000 Overtime	1,360	3,000	1,908	2,862	3,000	
8	505.4300.512100.000 Employee Insurance	2,884	8,600	6,024	9,036	20,061	
9	505.4300.512200.000 Social Security (FICA)	2,790	4,196	1,586	2,379	2,848	
10	505.4300.512450.000 Retirement Cont. (DC) 401	1,131	2,567	621	932	2,054	
11	505.4300.512700.000 Workers' Comp Insurance	2,383	2,400	2,414	3,621	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	74,906	112,359	113,000	10% flow increase
14	505.4300.522200.000 Veh & Equip Repairs & Maint	24,114	5,000	13,138	19,707	0	Split into four accounts below:
15						16,000	Includes elevated tank and two lift stations.
16						2,000	
17						1,500	
18						300	
19	505.4300.523100.000 Liability Insurance	2,863	2,000	0	0	3,400	annual bill in April.
20	505.4300.523200.000 Telephone-Postage	1,047	1,200	569	854	1,200	
21	505.4300.523600.000 Dues & Fees	1,082	1,200	1,615	2,423	1,400	Includes online bill pay fee.
22	505.4300.523700.000 Education & Training	5,109	2,500	740	1,110	2,500	Includes license fees
23	505.4300.523850.000 Contract Labor	13,346	30,000	15,562	23,343	30,000	
24	505.4300.523100.000 Materials & Supplies	23,424	20,000	13,624	20,436	22,000	due to water main failures
25	505.4300.531200.000 Energy - Utilities	1,914	1,900	1,265	1,898	1,900	
26	505.4300.531270.000 Gasoline/Diesel	2,539	2,400	2,041	3,062	3,000	Cost of fuel increased
27	505.4300.531510.000 Water for Resale	144,429	160,000	139,578	209,367	218,000	8¢ per 1,000 gallon increase from Newton County Water (3.7%) & increased usage



Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
28 505.4300.531600.000	Small Equipment Under \$5,000	0	3,000	0	0	3,000	
29 505.4300.531700.000	Uniforms	2,278	3,000	1,532	2,298	3,000	
30 505.4300.561000.000	Depreciation Expense	187,700	186,000	58,000	186,000	186,000	
31 505.4600.574000.000	Bad Debt Expense	5,850	9,000	5,380	8,070	9,000	
32 505.0000.125301.000	Notes Payable	0	0	0	0	30,000	Six months of payments on GEFA loan.
33 505.4600.579000.000	Contingency	0	14,140	0	0	0	
<b>TOTAL EXPENDITURES</b>		<b>\$573,569</b>	<b>\$627,854</b>	<b>\$363,225</b>	<b>\$641,888</b>	<b>\$715,708</b>	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments	
<b>ELECTRIC FUND - REVENUES</b>								
1	510.0000.344310.000	Electric Sales	2,169,793	2,146,970	1,524,912	2,287,368	2,217,828	
2	510.0000.344311.000	Penalties After the 15th	101,940	105,000	83,494	125,241	105,000	
3	510.0000.344312.000	Service Charges	8,050	7,000	3,950	5,925	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	1,718	2,577	170,921	
6	510.0000.381000.000	Other Rebates-Off System Sales	69,647	63,000	1,761	2,642	63,000	
	<b>TOTAL REVENUES</b>	<b>\$2,354,718</b>	<b>\$2,524,337</b>	<b>\$1,615,835</b>	<b>\$2,423,753</b>	<b>\$2,563,899</b>		

<b>ELECTRIC FUND - EXPENDITURES</b>								
7	510.4600.511110.000	Regular Employees	107,529	98,391	68,580	102,870	106,980	allocating 1/3 of meter reader/equip oper
8	510.4600.511300.000	Overtime	3,836	5,000	2,767	4,151	5,000	
9	510.4600.512100.000	Employee Insurance	19,283	17,053	11,927	17,891	20,972	
10	510.4600.512200.000	Social Security (FICA)	8,502	7,909	5,458	8,187	8,566	
11	510.4600.512400.000	Retirement Plan Expense	39,205	35,706	24,023	36,035	34,083	
12	510.4600.512450.000	Retirement Cont. (DC) 401	270	0	44	66	515	
13	510.4600.512700.000	Workers' Comp Insurance	1,741	1,741	1,671	2,507	1,741	
14	510.4600.521200.000	Professional	0	0	30,758	42,011	45,012	EKG fees need to be shown separate from power costs.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	6,537	6,200	5,423	8,135	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	0	0	12,300	annual bill in April.
18	510.4600.523200.000	Telephone-Postage	7,455	8,000	5,208	7,812	8,000	
19		Dues & Fees			450	300	250	Fees for online bill paying.
20	510.4600.523700.000	Linemen Training	1,569	6,000	4,330	6,495	8,000	J. Benton's apprenticeship program.
21	510.4600.531100.000	Supplies & Materials	17,570	16,000	5,422	8,133	16,000	
22	510.4600.531200.000	Energy/Utilities	6,288	7,500	3,994	5,991	7,000	
23	510.4600.531270.000	Gasoline/Diesel	4,433	5,000	4,029	6,044	6,000	Cost of fuel increased
24	510.4600.531500.000	Electricity Purchased	1,535,366	1,525,257	998,852	1,498,278	1,473,202	
25	510.4600.531600.000	Small Equipment Under \$5,000	1,178	2,500	1,503	2,255	2,500	
26	510.4600.531700.000	Uniforms	4,247	3,500	2,786	4,179	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	58,000	87,000	87,000	

CITY OF OXFORD

ANNUAL BUDGET

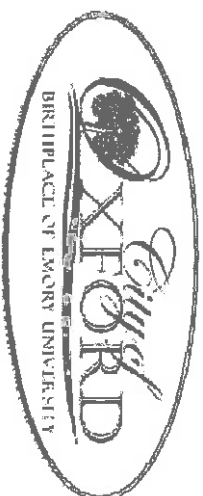
FY 2018

Act Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
29	510.4600.574000.000 Bad Debt Expense	11,688	8,000	14,016	21,024	28,500	
30	510.4600.579000.000 Contingency	0	34,863	0	0	0	
<b>TOTAL EXPENDITURES</b>		\$1,899,850	\$1,912,120	\$1,249,241	\$1,869,361	\$1,909,521	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
<b>SANITATION FUND - REVENUES</b>							
1 540.0000.344130.000	Refuse Collection Charges	146,751	147,165	97,793	146,690	147,000	
2 540.0000.344130.000	Sale of Recycled Materials	24	50	358	400	200	
	<b>TOTAL REVENUES</b>	<b>\$146,775</b>	<b>\$147,215</b>	<b>\$98,151</b>	<b>\$147,090</b>	<b>\$147,200</b>	
<b>SANITATION FUND - EXPENDITURES</b>							
3 540.4300.522111.000	College Walk Dumpster Fees	6,650	6,700	3,879	6,700	6,700	
4 540.4300.523581.000	Contracted Garbage Pickup	67,522	67,500	45,089	67,634	67,500	
5	Dues & Fees				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	0	
	<b>TOTAL EXPENDITURES</b>	<b>\$75,473</b>	<b>\$77,215</b>	<b>\$49,615</b>	<b>\$75,081</b>	<b>\$75,100</b>	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
<b>General Fund</b>							
Revenues	Transfers from W&S	821,886	838,115	591,707	759,055	830,345	
	Transfers from Electric		100,000			40,000	
	Transfers from Sanitation balance		250,000			400,000	
			70,000			70,000	
			50,000				
	<b>General Fund Revenues</b>	<b>821,886</b>	<b>1,308,115</b>	<b>591,707</b>	<b>759,055</b>	<b>1,340,345</b>	
Expenditures							
	City Council	49,460	50,663	26,631	56,947	57,563	
	General Government	598,319	646,189	386,842	577,474	631,638	
	Court	11,342	12,300	5,642	11,675	13,550	
	Police Department	318,082	321,521	217,573	320,608	343,912	
	Street Department	181,122	217,227	121,055	185,083	231,815	
	Cemetery	10,000	10,000	5,000	5,000	15,000	
	Transfers to Capital Fund		50,215				
	<b>General Fund Expenditures</b>	<b>1,168,325</b>	<b>1,308,115</b>	<b>762,743</b>	<b>1,156,786</b>	<b>1,293,478</b>	
	<b>General Fund BALANCE</b>	<b>-346,439</b>	<b>0</b>	<b>-171,036</b>	<b>-397,731</b>	<b>46,867</b>	
<b>Water &amp; Sewer Fund</b>							
Revenues		777,501	727,854	564,596	804,246	804,500	
Expenditures		573,569	627,854	363,225	641,888	715,708	
	Transfers to G/F		100,000			40,000	
	Transfers to Capital Fund		0				
	<b>W &amp; S Fund Expenditures</b>	<b>573,569</b>	<b>727,854</b>	<b>363,225</b>	<b>641,888</b>	<b>755,708</b>	
	<b>W &amp; S Fund BALANCE</b>	<b>203,932</b>	<b>0</b>	<b>201,371</b>	<b>162,359</b>	<b>48,792</b>	
<b>Electric Fund</b>							
Revenues		2,354,718	2,524,337	1,615,835	2,423,753	2,563,899	
Expenditures		1,899,850	1,912,120	1,249,241	1,869,361	1,909,521	
	Transfers to G/F		250,000			400,000	
	Transfers to Capital Fund		160,000			50,000	
	Fund		202,217			170,921	
	<b>Electric Fund Expenditures</b>	<b>1,899,850</b>	<b>2,524,337</b>	<b>1,249,241</b>	<b>1,869,361</b>	<b>2,530,442</b>	
	<b>Electric Fund BALANCE</b>	<b>454,868</b>	<b>0</b>	<b>366,594</b>	<b>554,392</b>	<b>33,457</b>	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
<b>Sanitation Fund</b>							
	Revenues	146,775	147,215	98,151	147,090	147,200	
	Expenditures	75,473	77,215	49,615	75,081	75,100	
	Transfers to G/F		70,000			70,000	
	Sanitation Fund Expenditures	75,473	147,215	49,615	75,081	145,100	
	Sanitation Fund BALANCE	71,302	0	48,536	72,009	2,100	
<b>ALL FUNDS TOTAL</b>							
	Revenues	4,100,880	4,707,521	2,870,289	4,134,143	4,855,944	
	Expenditures	3,717,217	4,707,521	2,424,824	3,743,114	4,724,728	
	Balance	383,663	0	445,465	391,029	131,216	
	Interfund transfers	0	420,000	0	0	510,000	
	Revenues w/o transfers						
	Transfers to capital projects fund	0	412,432	0	0	220,921	



# Capital Budget

## FY2018 - FY2022

July, 2017 - June, 2022

DRAFT for City Council March 20, 2017

**FY2018 Capital Budget Detail**

**Works in Progress**

	Recommend	City Funds	Other Funds
<b>Bike/Pedestrian Pathways/Trails - construct a 10 foot wide concrete walking trail on the</b>			
1	130,000	130,000	0
<i>George Street unopened right-of-way from Wesley Street west to the existing walking trail. Bid - April 2017.</i>			
<b>2</b>			
<b>City Parks Design and Build - Design and build the Asbury Street Park. Bid - Summer 2017.</b>			
3	450,000	50,000	400,000
<i>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. Bid - April 2017.</i>			
4	190,000	190,000	0
<i>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. Will design after agreement with College on the College's portion.</i>			
5	550,000	25,000	525,000
<i>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. Ready to advertise as soon as approval received from GDOT. (Some of work is in GDOT Hwy 81 right-of-way.)</i>			



**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.	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 LMLG 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	16,000	194,000

**FY2018 Capital Budget Detail**

**Scheduled for FY2018**

	Recommend	City Funds	Other Funds
11	50,000	50,000	0
12	20,000	20,000	0
13	54,200	54,200	0
14	8,500	8,500	0
15	28,000	28,000	0
16	50,000	50,000	0
17	190,000	190,000	0

**FY2018 Capital Budget Detail**

**Scheduled for FY2019 and later**

		Recommend	City Funds	Other Funds
18	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
19	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
20	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
21	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
22	Electric Vehicle Charging Stations dual capacity 3 stations @ 8,000, installed	24,000	24,000	0
23	Smart meters for electric and water customers - NEED TO SELECT METHOD			
24	Pedestrian Crossing - midblock at Asbury Park.	47,000	47,000	0
25	Interconnect walking trails SELECT LOCATIONS			
26	Police Vehicles	105,000	22,035	82,965
27	Public Works vehicles and equipment	206,000	206,000	0

**FY2018 Capital Budget Detail**

Recommend City Funds Other Funds

**SPLOST Funding Summary**

2011 SPLOST - overage - street resurfacing	170,000		
2017 SPLOST			
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 SPLOST 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	35
10 Street Repairs and Resurfacing	710,000	210,000	100,000	150,000	100,000	150,000	18
11 Pedestrian Bridge/Sidewalk	50,000	50,000	0	0	0	0	38.42
12 Sidewalks	420,000	20,000	100,000	100,000	100,000	100,000	20.21
13 Survey remainder of city ROW	54,200	54,200	0	0	0	0	25
14 Police - First Responder tactical equip.	8,500	8,500	0	0	0	0	25
15 Public Wks - Pickup truck	28,000	28,000	0	0	0	0	25
16 Electric Dept. - used service bucket truck	50,000	50,000	0	0	0	0	25
17 Water Line Replacement - Queen Ann, etc.	190,000	190,000	0	0	0	0	25
18 Police - Radio Upgrade	18,000	0	18,000	0	0	0	25
19 Replace Water Main Clark, Oxford, Hull	642,555	0	642,555	0	0	0	25
20 Whatcoat Street Improvements	300,000	0	300,000	0	0	0	25
21 Business Incubator	250,000	0	100,000	50,000	50,000	50,000	25
22 Electric Vehicle Charging Stations	24,000	0	24,000	0	0	0	25
23 Smart meters for electric and water	600,000	0	0	600,000	0	0	25
24 Pedestrian Crossing - midblock at Asbury Park.	47,000	0	47,000	0	0	0	38.42
25 Interconnect walking trails	600,000	0	0	300,000	200,000	100,000	38.42
26 Police Vehicles	105,000	0	35,000	0	35,000	35,000	38.42
27 Public Works vehicles & equipment	206,000	0	28,000	150,000	28,000	0	38.42
<b>TOTALS</b>	<b>7,748,255</b>	<b>3,055,700</b>	<b>1,644,555</b>	<b>1,600,000</b>	<b>763,000</b>	<b>685,000</b>	

**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	Pedestrian Bridge/Sidewalk	50,000	50,000				
12	Sidewalks	420,000	420,000				
13	Survey remainder of city ROW	54,200	54,200				
14	Police - First Responder tactical equip.	8,500	8,500				
15	Public Wks - Pickup truck	28,000	28,000				
16	Electric Dept. - used service bucket truck	50,000	50,000				
17	Water Line Replacement - Queen Ann, etc.	190,000	190,000				
18	Police - Radio Upgrade	18,000	0		18,000		
19	Replace Water Main Clark, Oxford, Hull	642,555	142,555		500,000		
20	Whatcoat Street Improvements	300,000	300,000				
21	Business Incubator	250,000	250,000				
22	Electric Vehicle Charging Stations	24,000	24,000				
23	Smart meters for electric and water	600,000	600,000				
24	Pedestrian Crossing - midblock at Asbury Park.	47,000	47,000				
25	Interconnect walking trails	600,000	600,000				
26	Police Vehicles	105,000	22,035		82,965		
27	Public Works vehicles & equipment	206,000	206,000				
		7,748,255	5,952,290	170,000	1,100,965	525,000	125,000

**CAPITAL BUDGET FISCAL YEAR 2018**

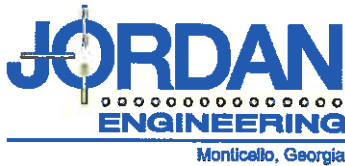
Part C

PROJECT DESCRIPTION	TOTAL COST		CITY FUNDS		2011		2017		Other	STWP
	FY2018	FY2018	FY2018	FY2018	SPILOST	SPILOST	SPILOST	SPILOST		
1 Bike/Pedestrian Pathways/Trails	130,000	130,000	0	0	0	0	0	0	0	38,42
2 City Parks Design & Build	800,000	400,000	0	400,000	0	400,000	0	0	0	23,25
3 E. Clark Street development	450,000	50,000	0	400,000	0	400,000	0	0	0	23,25
4 Moore Street Sidewalk	190,000	190,000	0	0	0	0	0	0	0	29
5 GEFA sewer extension - Emory St.	550,000	25,000	0	0	0	0	0	525,000	0	23,25
6 City Master Plan Develop & Implement	100,000	100,000	0	0	0	0	0	0	0	0
7 Downtown Development Authority	30,000	30,000	0	0	0	0	0	0	0	38,42
8 Electric System Improvements	175,000	175,000	0	0	0	0	0	0	0	18
9 Storm Drainage plans & Improvements	20,000	20,000	0	0	0	0	0	0	0	38,42
10 Street Repairs and Resurfacing	210,000	16,000	170,000	0	0	0	0	24,000	0	35
11 Pedestrian Bridge/Sidewalk	50,000	50,000	0	0	0	0	0	0	0	0
12 Sidewalks	20,000	20,000	0	0	0	0	0	0	0	20,21
13 Survey remainder of city ROW	54,200	54,200	0	0	0	0	0	0	0	0
14 Police - First Responder tactical equip.	8,500	8,500	0	0	0	0	0	0	0	0
15 Public Wks - Pickup truck	28,000	28,000	0	0	0	0	0	0	0	0
16 Electric Dept. - used service bucket truck	50,000	50,000	0	0	0	0	0	0	0	0
17 Water Line Replacement - Queen Ann, etc.	190,000	190,000	0	0	0	0	0	0	0	0
18 Police - Radio Upgrade	0	0	0	0	0	0	0	0	0	17
19 Replace Water Main Clark, Oxford, Hull	0	0	0	0	0	0	0	0	0	0
20 Whatcoat Street improvements	0	0	0	0	0	0	0	0	0	24
21 Business Incubator	0	0	0	0	0	0	0	0	0	25
22 Electric Vehicle Charging Stations	0	0	0	0	0	0	0	0	0	0
23 Smart meters for electric and water	0	0	0	0	0	0	0	0	0	0
24 Pedestrian Crossing - midblock at Asbury Park.	0	0	0	0	0	0	0	0	0	38,42
25 Interconnect walking trails	0	0	0	0	0	0	0	0	0	38,42
26 Police Vehicles	0	0	0	0	0	0	0	0	0	0
27 Public Works vehicles & equipment	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>3,055,700</b>	<b>1,536,700</b>	<b>170,000</b>	<b>800,000</b>	<b>0</b>	<b>549,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**OXFORD CAPITAL IMPROVEMENT PLAN FY2017 Results**

Account Number	PROJECT DESCRIPTION	Total Funds	City Funds	Other	Spent Thru February	Estimate for FY 2017	Balance
1 350.4224.541200.000	Bike/Pedestrian Pathways/Trails	115,000	115,000		6,850	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		-	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		66,418	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		315	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	24,623	25,000	(25,000)
21 350.4226.541201.000	Whatcoat Street Improvements	300,000	300,000		-	-	300,000
	<b>TOTALS</b>	<b>\$2,610,550</b>	<b>\$1,777,425</b>	<b>833,125</b>	<b>276,966</b>	<b>409,965</b>	<b>1,367,460</b>





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

March 15, 2017

Re: Monthly summary – February activities

Dear Mr. Schwartz:

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

1. General Support
  - a. Prepared monthly report for January 2017.
  - b. Prepared FY 2018 budget meeting
  - c. Attended a capital budget committee meeting.
2. East Clark Street
  - a. 90% complete with civil design drawings for E. Clark Street improvements.
  - b. Acquire aerial imagery for E. Clark DOT entrance design
3. N. Emory Street Sewer Extension
  - a. Correspondence with GDOT, URS, and City of Covington regarding timing of sidewalk and sewer projects and update of both sets of plans to reflect the other.
  - b. Confirmed plan to abandon existing water line following testing to determine active connections.
  - c. Slight update to design to reflect modification at proposed E. Clark Street cul-de-sac.

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