



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
PUBLIC BUDGET HEARING  
MONDAY, MAY 18, 2020 – 6:00 PM  
VIA TELECONFERENCE**

**PRESENT: David Eady, Mayor; Councilmembers: Jim Windham, Jeff Wearing, Lynn Bohanan, Laura McCanless, Avis Williams. Not present: George Holt.**

**Staff members present: City Manager Matt Pepper, City Clerk/Treasurer Marcia Brooks, Utility Superintendent Jody Reid, Police Chief Dave Harvey**

**OTHERS PRESENT: Laura Gafnea – Oxford College**

The hearing was called to order at 6:00 PM by the Hon. David Eady, Mayor

City Manager Matt Pepper shared a presentation on the FY2021 Operating and Capital Budget for the City of Oxford. He reviewed the budget calendar. The city typically receives the tax digest from Newton County in early July. The timing of the receipt of the tax digest presents a challenge to the city for revenue planning. The contents of the tax digest will determine the remaining dates in the budget calendar, depending on whether the rollback rate is adopted by the City of Oxford.

Georgia state law requires adoption of a balanced budget by the Mayor and Council each year. The City of Oxford's fiscal year is July 1<sup>st</sup> – June 30<sup>th</sup> each year. The proposed Operating Budget for Fiscal Year 2021 is \$4.4 million. The city's financial records are audited each year by an independent auditor to verify the city's compliance with Governmental Accounting Standards Board (GASB) requirements and state laws.

Mr. Pepper provided details of how the city's Operating Budget supports the various day-to-day functions of the city. He also presented information on the proposed Fiscal Year 2021 Capital Budget, including the projects expected to start in Fiscal Year 2021.

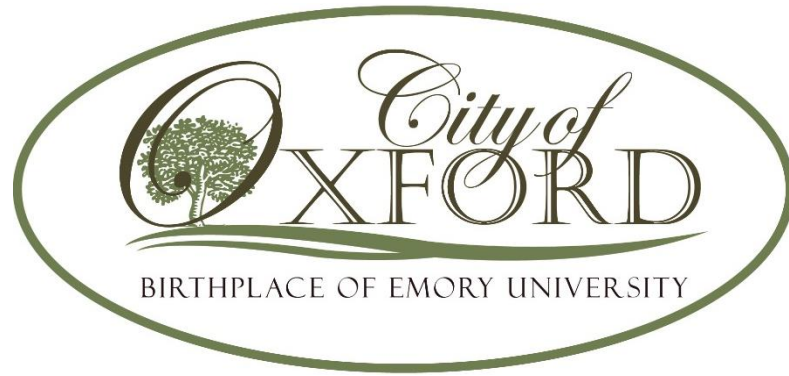
Mayor Eady opened the floor to questions/comments from the audience. None were raised.

Jim Windham made a motion to adjourn the public hearing. Avis Williams seconded the motion. The motion passed unanimously (6/0).

Respectfully Submitted,

Marcia Brooks

City Clerk/Treasurer



# FY 2021 BUDGET

## July 2020 – June 2021

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CITY OF OXFORD

PUBLIC HEARING - 6 PM, MAY 18, 2020

# Budget Calendar for FY2021

- ~~January 28<sup>th</sup>~~ Budget forms distributed to department heads
- ~~February 17<sup>th</sup>~~ Department budget requests submitted to City Manager
- ~~March 23<sup>rd</sup>~~ Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.
- Budget Committee meetings. Seven Capital Budget Committee meetings.
- ~~May 1<sup>st</sup>~~ Draft budget presented at regular city council meeting -7:00 PM.
- ~~May 10<sup>th</sup>~~ Combined advertisement appears in *Covington News* for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.)
- May 18<sup>th</sup> Work session and Public Hearing-6:00 PM

# Budget Calendar for FY2021

- June 1<sup>st</sup> Adopt Budget-7:00 PM (Decision point if millage is to be raised.)
- July 3<sup>rd</sup> Receive Tax Digest from County Tax Commissioner.
- July 10<sup>th</sup> 5 Year History Ad with notice of Public Hearing published.
- July 20<sup>th</sup> Hold Public Hearing for council to adopt millage rate.
- August 3<sup>rd</sup> Council adopts new millage rate at Regular Session Meeting.
- August 4<sup>th</sup> Tear sheet and PT38 to Tax Commissioner.
- August 5<sup>th</sup> 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.

# FY2021 Operating Budget

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- Each year, the Mayor and City Council must adopt a balanced budget.
- The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.
- We will operate on a budget of \$4,466,000 for FY2021.
- Per the City Charter, the City is required to have an annual audit performed by an independent auditor.



# FY2021 Operating Budget Services

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The most important thing we do is continue to provide quality city services.

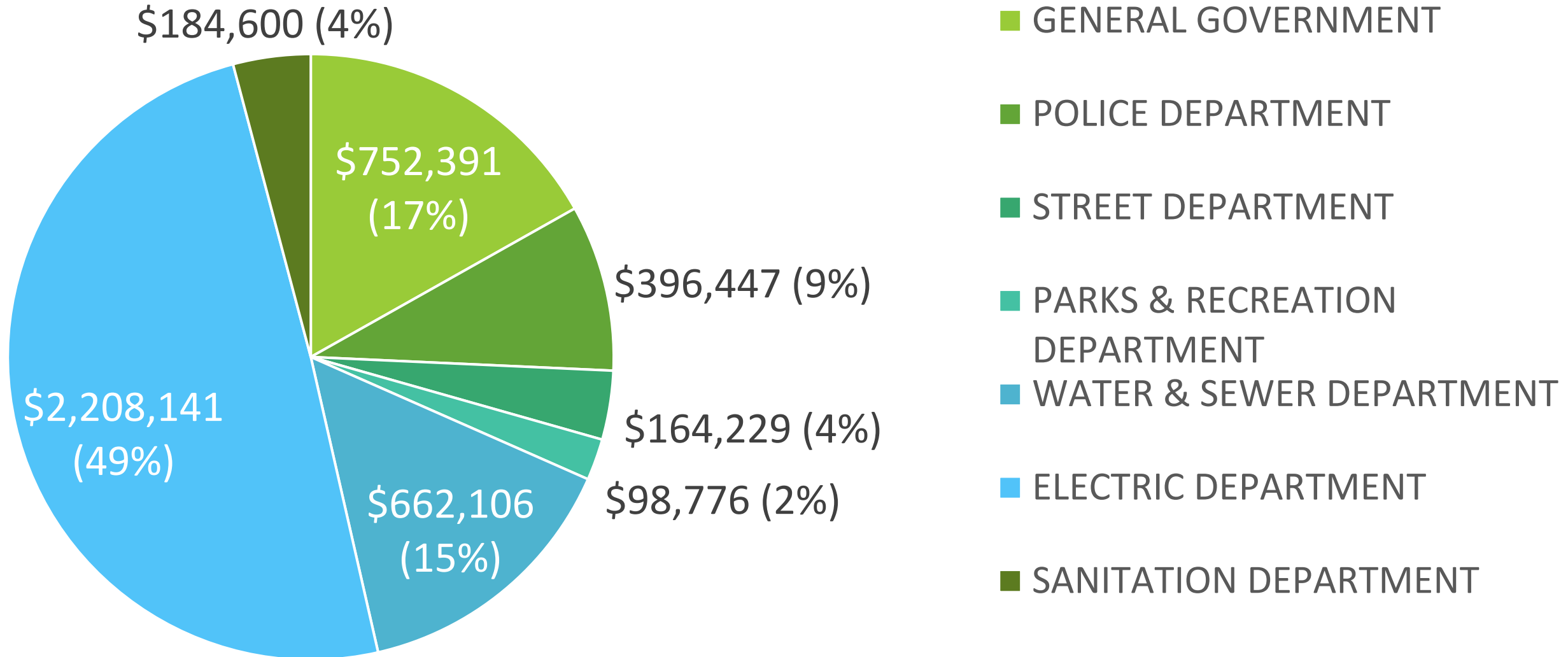
Police Department – Provide patrol services and respond to citizen requests for assistance.

City Clerk's Office – Issue and account for utility bills on a monthly basis, maintain financial records, maintain all city written records, serve as clerk of council and clerk of court.

Public Works Department – Repair and maintain our electric system, water and sewer system, trees, streets, parks, and rights-of-way, drainage, leaf and brush pickup, and manage contract for garbage pickup.

**IT SOUNDS SIMPLE, BUT IT'S NOT! Takes 16 dedicated and talented employees.**

# FY2021 OPERATING BUDGET





# FY2021 Capital Budget

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- We will operate on a capital budget of \$5,281,197 for FY2021.
- We continue to invest in the infrastructure of the city and plan for the future development of the city.
- Many projects will start this fiscal year:
  - N. Emory sidewalk
  - Water line replacement – Oxford Rd, Keel Street, and Perry Circle
  - Major electric upgrade
  - Several street repairs and resurfacing
  - Water line replacement – Queen Ann

# Questions or Comments

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# Memo

**To:** City Council  
**From:** Matthew Pepper, City Manager  
**Date:** Monday, May 18, 2020  
**Re:** FY2021 Operating Budget Detail

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The purpose of this memo is to highlight some aspects of the city's FY2021 Operating and Capital budgets in preparation for the public hearing and work session.

## **FY2021 Operating Budget Revenue Summary:**

- We estimate that we will receive \$4,446,690 in total revenue in FY2021.
- General Fund revenues reflect an 18% decrease from FY2019.
- Water & Sewer Fund and Electric Fund revenues reflect a 19% and 18% decrease from FY2019, respectively. We anticipate a decreased demand for utilities in the same amounts from Oxford College assuming the campus remains closed through 2020.

## **FY2021 Operating Budget Expenditure Summary:**

- The FY2021 Operating Budget reflects a total cost of \$835,041.15 to fund 17 full-time employees.
- The budget includes an estimate of \$40,000 related to utility bill payments because of the economic hardship caused by COVID-19. Other expenses related to COVID-19 (e.g. – cleaning supplies, masks, gloves) are included as part of each department's budget for supplies and materials.
- The city's budgeted amount for garbage and recycling pickup increased to \$89,000 to reflect the \$.76 increase per residential customer for FY2021.

## **FY2019 Unassigned Fund Balance:**

Staff recommends that we use \$100,000 from our FY2019 unassigned fund balance in the General Fund to balance the FY2021 budget. According to the FY2019 audit, the General Fund has an unassigned fund balance of \$3,135,929 so we would be using about 3.2% in FY2021. Under normal conditions using your fund balance to balance the budget is unwise, but during times of economic hardship the fund balance can be a useful tool especially when anticipated revenue collections are unknown.