

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, FEBRUARY 15, 2020 – 6:30 P.M.
CITY HALL (VIA TELECONFERENCE)
A G E N D A**

1. **Mayor's Announcements**
2. **Committee Reports** – The Tree Board, Planning Commission, Downtown Development Authority, Sustainability Committee, and the Committee on Race will update the Council on their recent activities.
3. ***Downtown Development Authority Greenspace Proposal** – The Downtown Development Authority will share with the Council their recommendation for interim capital improvements on the city greenspace.
4. ***FY2022 Budget Calendar** – Mr. Pepper will provide the Council with a brief overview of the FY2022 Budget Calendar. We have attached a copy of the calendar.
5. ***City Hall Multifunction Copier** – Ms. Brooks will provide the Council with a recommendation to replace the multifunction copier at City Hall. We have attached a copy of the recommendation.
6. **Georgia Civil War Heritage Trails Signage** – In 2016, we approved installing signage for the Georgia Civil War Heritage Trails program in three locations in the city. We will discuss whether Council is in favor of installing the signage.
7. **Sanitation Services for E. George Street** – We will revisit a previous discussion regarding sanitation service for the existing homes located on E. George Street.
8. ***City Cemetery Committee** – Mayor Eady will share who will serve on the City Cemetery Committee. The committee's purpose is to negotiate the existing agreement between the city and the Oxford Historical Cemetery Foundation. We have attached a copy of the agreement.
9. **Work Session Meeting Review** – Mayor Eady will review all the items discussed during the meeting.

*Attachments



Memo

To: The Mayor and City Council
From: The Downtown Development Authority
Date: Thursday, February 11, 2021
Re: Recommended Improvements to City Greenspace

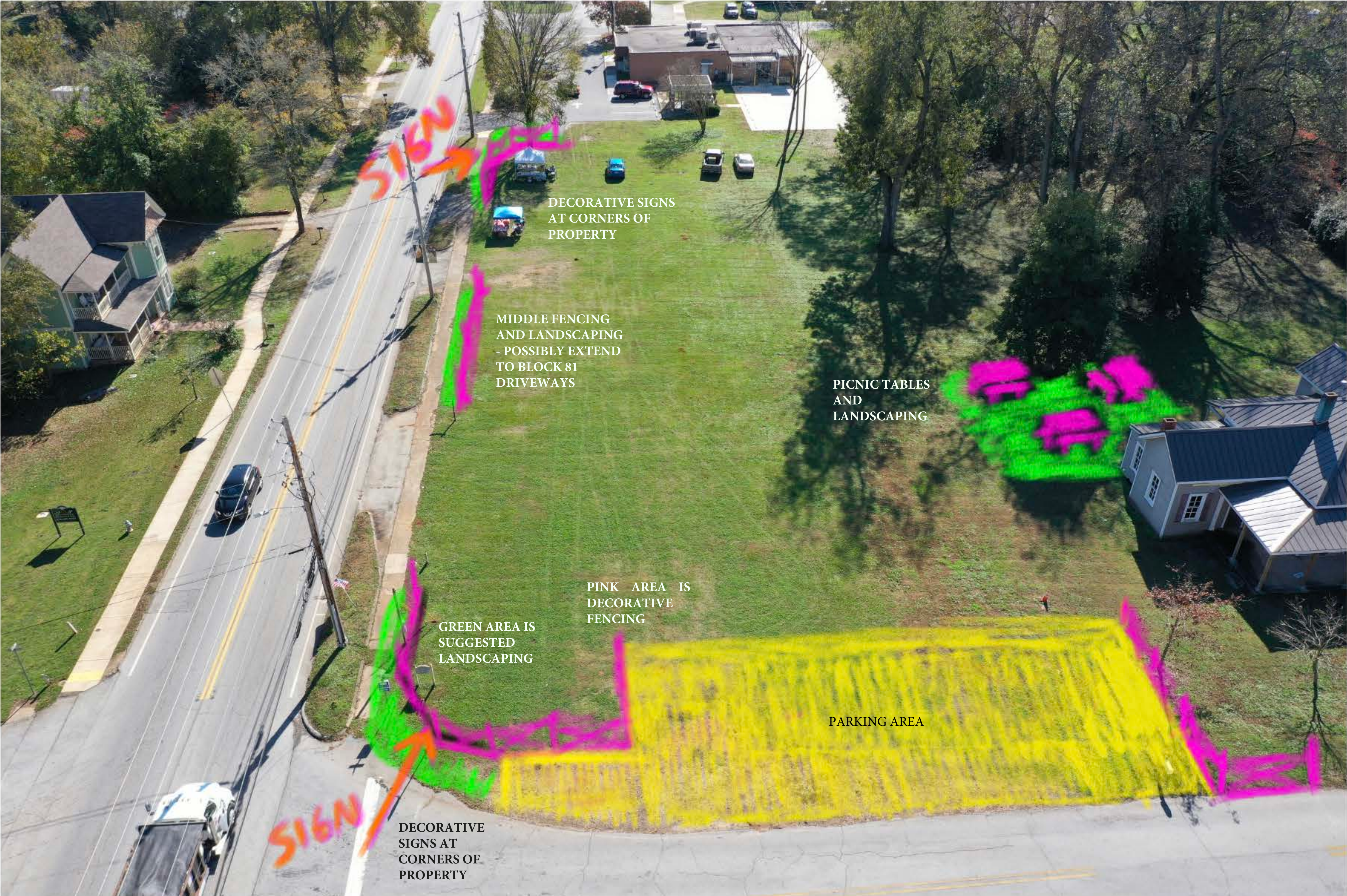
In September 2020, we began developing recommendations for some minor capital improvements to help cultivate commercial activity on the city-owned greenspace. We developed these recommendations to dovetail with the city's recent focus on the farmer's market. We expect the proposed improvements to be temporary as we work towards creating the town center. To that end, we recommend the following items:

- Orientation of the Farmers' Market – Vendors set up their tents adjacent to the existing sidewalk on Emory Street to maximize the space and visibility.
- Parking – Visitors park in the City Hall parking lot or on a section of greenspace adjacent to E. Clark Street.
- Fencing – Install a split-rail fence on the north and south corners of the property adjacent to Emory Street. In addition, install fencing to mark the designated parking area located on the greenspace.
- Signage – Use a hanging sign on the existing post located on the greenspace. In addition, consider installing a permanent, decorative signs for the farmer's market as activity grows.
- Seating – Install 2-3 picnic tables and a trashcan under the large shade trees near the Yarbrough House (107 W. Clark Street).

One thing to consider with this proposal is which party will make the improvements. The greenspace is a part of the town center yet is owned by the city. We recommend that we discuss together the future ownership of the property as it relates to who will implement the recommendations.

We thank you for your consideration.

c: Matthew Pepper, City Manager and DDA Secretary/Treasurer



DECORATIVE SIGNS
AT CORNERS OF
PROPERTY

MIDDLE FENCING
AND LANDSCAPING
- POSSIBLY EXTEND
TO BLOCK 81
DRIVEWAYS

PICNIC TABLES
AND
LANDSCAPING

PINK AREA IS
DECORATIVE
FENCING

GREEN AREA IS
SUGGESTED
LANDSCAPING

PARKING AREA

DECORATIVE
SIGNS AT
CORNERS OF
PROPERTY



Budget Calendar for FY2022

Friday, January 22, 2021	Budget forms distributed to department heads.
Friday, February 12, 2021	Department budget requests submitted to City Manager.
Monday, March 15, 2021	Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.
Wednesday, April 21, 2021	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 3, 2021	Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary).
Monday, May 17, 2021	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 7, 2021	Adopt Budget -7:00 PM (Decision point if millage is to be raised.)
Friday, July 2, 2021	Receive Tax Digest from County Tax Commissioner. Note: If Council does not increase millage or adopts the rollback rate, we will have the advertisement of the city's Five Year History ready for publication.
Wednesday, July 7, 2021	Five Year History Ad with notice of Public Hearing published.
Monday, July 19, 2021	Hold Two (2) public hearings for Council to adopt millage rate.
Monday, August 2, 2021	Hold final public hearing for millage rate. Council adopts new millage rate at Regular Session Meeting.
Tuesday, August 3, 2021	Tear sheet and PT38 to Tax Commissioner.
Wednesday, August 4, 2021	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.

CITY OF OXFORD

PROPOSAL TO REPLACE COPIER/PRINTER/
SCANNER/FAX MACHINE IN CITY CLERK'S OFFICE

FEBRUARY 15, 2021



Current Copier:

- Purchased in 2012 for \$6,700.00.
- Maintenance Agreement was executed between City of Oxford and Consolidated Copier for an annual fee of \$360 and a cost per page of \$.08 for color copies.
- The annual fee and the cost per page have both increased each year. The most recent annual fee (October 2020) was \$1,065.37, and the cost per page for color copies is \$.145.
- Copiers cost more to operate as they get older. Maintenance and repair costs increase, and parts must be replaced.



New Copier:

- A newer model of the same type of copier with more add-ons can be leased for 39, 48, or 60 months for little more than the total paid for FY 2020.
- The lease cost consists of a lease payment, maintenance payment and overages for excess copies made.
- The maintenance payment and overage charges are the same for all three lease terms.
- If a purchase of the copier is preferred, cost to purchase is \$9,180.00. If the copier is purchased and a maintenance contract is executed, the recurring costs would be the maintenance payment and overages.





Main Solution Components

Quantity	Item	Item Description
1	Konica Minolta C300i - Bundle	bizhub C300i Color MFP w/ Booklet Finisher & Hole Punch

Financial Options

Purchase Option	Term (Months)	Monthly Lease Payment	Monthly Service Payment
FMV	39	\$250.00	\$133.95
FMV	48	\$215.00	\$133.95
FMV	60	\$175.00	\$133.95
Cash Purchase	N/A	\$9,180.00	\$133.95

Page Allowance per Month:
Black and White – 3,000
Color – 1,500

Cost Per Page Over Allowance per Month:
Black and White – \$.0112
Color – \$.0669

C300i Copier / Printer / Scanner/ Fax



Features

- › Fast Output at 30 pages per minute B/W & color
- › Robust Scanning
 - Standard dual scanning
 - Scans up to 200 originals per minute
 - 100-sheet document feeder
 - Scan to: email, SMB, FTP, USB
- › Ample Paper Supply
 - Two - 500 sheet universal paper trays
 - One - 150 sheet bypass paper tray
 - Up to 12"x18" media size
- › Booklet Finisher w/ half & tri fold
- › 2 & 3 Position Hole Punch
- › Super G3 Fax
- › Duplex (two sided) printing
- › Large 10.1" Color Touchscreen Display
 - 8 GB of memory
- › High Performance Print Controller
 - Built-in Emperon® print system
 - 256 GB SSD for on-board document storage
 - Mobile printing support (AirPrint, Google Cloud Print, NFC)
- › ISO 15408 and IEEE 2600.1 Security standards
- › Advanced authentication, secure print release, remote firmware updates



**For additional accessories included, see Configuration Details section which may vary from machine pictured*

bizhub 

Utilized by the following as
their primary copier/printer/
scanner/fax:

City Clerk

Deputy City Clerk

Court Clerk

Associate Clerk

Administrative Clerk

City Manager

COSTS FOR CURRENT COPIER

Fiscal Year	Annual Maintenance	Color Copy Cost	Total	Color Cost per page
2013	\$ 360.00	\$ 1,386.40	\$ 1,746.40	\$ 0.080
2014	\$ 992.50	\$ 3,013.88	\$ 4,006.38	\$ 0.085
2015	\$ 661.50	\$ 2,446.82	\$ 3,108.32	\$ 0.089
2016	\$ 661.50	\$ 3,545.84	\$ 4,207.34	
2017	\$ 727.65	\$ 4,885.32	\$ 5,612.97	\$ 0.108
2018	\$ 800.42	\$ 3,530.50	\$ 4,330.92	\$ 0.119
2019	\$ 880.46	\$ 3,404.16	\$ 4,284.62	\$ 0.131
2020	\$ 968.51	\$ 3,248.59	\$ 4,217.10	\$ 0.145
2021	\$ 1,065.37			

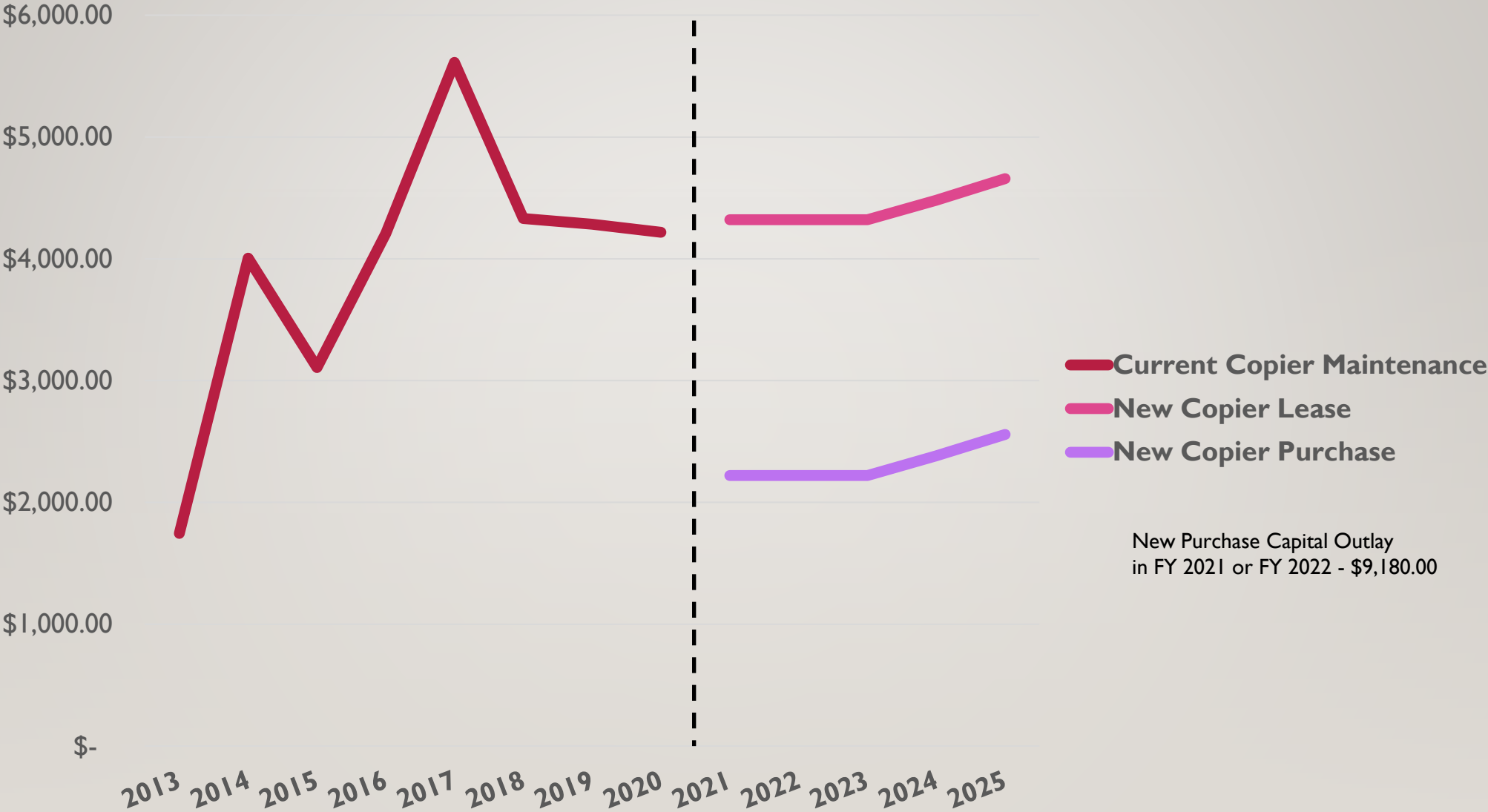
COSTS FOR NEW COPIER

Fiscal Year	Lease Cost	Service Cost	B&W Overage Cost	Color Overage Cost	Total
2021	\$ 2,100.00	\$ 1,607.40	\$ 78.40	\$ 535.20	\$ 4,321.00
2022	\$ 2,100.00	\$ 1,607.40	\$ 78.40	\$ 535.20	\$ 4,321.00
2023	\$ 2,100.00	\$ 1,607.40	\$ 78.40	\$ 535.20	\$ 4,321.00
2024	\$ 2,100.00	\$ 1,768.14	\$ 78.40	\$ 535.20	\$ 4,481.74
2025	\$ 2,100.00	\$ 1,944.95	\$ 78.40	\$ 535.20	\$ 4,658.55

Notes:

- Overage cost estimates are based on actual usage for FY 2020 on current copier
- Service cost includes a 10% increase for years 4 and 5 of the 5-year lease term

Current Copier vs. New Copier – Cost per Fiscal Year



STAFF RECOMMENDATION: LEASE COPIER FOR 60 MONTHS

- Advantages vs. purchase
 - No large capital investment required
 - Cost over five years is not much more than the cost paid for maintenance and cost per page on current copier in FY 2020
 - Annual cost will not change for the first three years of the five-year term; In years four and five, the monthly service payment increases by 10%
 - The City of Oxford can get on a replacement cycle for its copier and take advantage of new technologies and improved performance

COPY

AGREEMENT
between
The City of Oxford
and
The Oxford Historical Cemetery Foundation, Inc.

THIS AGREEMENT, entered into this 20th day of April, 2016, and between the **CITY OF OXFORD**, a municipal corporation chartered by the State of Georgia (hereinafter referred to as "the City") and the **OXFORD HISTORICAL CEMETERY FOUNDATION, INC.**, a Georgia charitable corporation incorporated by the State of Georgia (hereinafter referred to as "the Foundation").

Therefore, the parties agree as follows:

That, Oxford's City Cemetery, often referred to as Oxford Historical Cemetery (hereinafter "the Cemetery"), is a creature of the City of Oxford and is owned by the City along with the plot holders owning certain lots located therein.

That the Foundation's object and efforts have been and continue to be "to discover, procure, and preserve whatever may relate to the natural, civic, literary, and ecclesiastical history of the Oxford Cemetery in general and to the maintenance, care, and preservation thereof."

That both parties enter into this agreement for the purpose of the administering of the Cemetery to best serve the citizens of the City of Oxford, the persons owning plots located therein and the beautification and administration of the Cemetery itself.

The parties hereto agree as follows:

1. The term of this Agreement will be for an initial period of five years, renewable as set forth written hereafter.
2. That the City has the responsibility to ensure that the Cemetery is adequately maintained; and the City specifically sets forth that it is the City's intent and purpose to ensure the perpetual care of all plots and property located within the boundaries of the Cemetery.
3. It is the City's desire to contract with the Foundation for the providing of the maintenance and care of the Cemetery; however, it is understood and is agreed between the parties hereto, that the City shall be responsible for the upkeep of the streets and paved paths throughout the Cemetery and for major improvements as may be designated to the Cemetery. The City shall also be responsible for the removal of large trees. (Large trees are generally those over 15 feet tall.) The purpose of this concentrated effort by the City is to facilitate the Foundation's ability to maintain the Cemetery.

4. That it is the express purpose of this agreement, by both parties, to provide perpetual care to all plots in the Oxford Cemetery wherein the owners of same have paid to the City or the Foundation monies for the perpetual care thereof.
5. That the Foundation agrees, according to the terms set out hereafter, to direct, manage, maintain, and keep said Cemetery in a good state of upkeep, showing no favoritism toward any one section, location, or portion of said Cemetery and in doing so, the Foundation agrees to take such action and measures so as to maintain the Cemetery as per this Agreement. Actions of the Foundation shall include, but not necessarily be limited to: mowing, trimming, and blowing as necessary; pressure washing stones as needed; removing leaves and trash; removing old flower arrangements; applying fire ant poison; and cutting small trees (small trees are generally those under 15 feet tall) and bushes as needed. At any time the City feels that the Cemetery is not being so maintained, it shall notify the Foundation in writing of such concerns.
6. That the City shall be responsible for the sale of plots in the Cemetery under terms and conditions that the City may from time to time deem appropriate. The City shall maintain accurate records showing the location in the Cemetery of plots sold, designating the length and width of said plots and the number of grave sites located therein. The City will notify the Foundation of such sales and will provide the Foundation with records relating to the sales thereof on an annual basis or more often at the Foundation's request.
7. That as payment thereof it is agreed that the City shall pay to the Foundation two-thirds of such amounts as collected by the City for each gravesite for the maintenance as set forth above. The proceeds of these payments shall be added to the trust *corpus* to generate future earnings. It is anticipated by both parties that the sums plus the earnings from the Foundation's current assets and future anticipated funds from gifts, donations, grants, and lot sales will eventually produce sufficient earnings to pay the then current and future annual maintenance obligations. If the Foundation's annual income should not be sufficient to pay the maintenance cost of the Cemetery, the City shall make a direct contribution for maintenance to the Foundation based on a request from the Foundation to the City as part of the City's annual budget process. All proceeds thus generated shall be paid on a quarterly basis. All funds as provided by the City herein, except those funds for annual maintenance, shall be retained in a special bookkeeping account for the Foundation. Should any time the contract between the City and the Foundation not be renewed or is terminated, all funds and profits retained from these monies shall revert to the City.
8. That in addition to the above, the Foundation agrees to maintain records relating to its operations in the performance of this agreement, in a business-like manner, suitable for auditing. The City shall, at its own expense, have the right, at reasonable times, to examine or audit the records of the Foundation relating to the performance of this agreement including records, relating to income and expenditures and to make and preserve copies thereof.
9. The parties agree to use their best efforts to resolve any dispute as to the interpretation or application of this agreement. Any dispute must be reported in writing by one party to the other

within ninety (90) days after the complaining party becomes aware of facts giving rise to the dispute, or it will be waived. The party shall have sixty (60) days to resolve the dispute. Any dispute left unresolved after this period shall be decided by a panel of three (3) persons, one appointed by the City, one by the Foundation, and one by the two representatives. If the representatives cannot agree, the Chief Judge of Newton County Superior Court shall appoint the third part panel member. The panel shall receive written submissions by the parties within thirty (30) days after the panel is selected, and shall render its decision, without opinion, within thirty (30) days after submission of such written material. Each party shall bear its own costs.

10. The City and Foundation shall not discriminate based on race, color, religion, sex, or sexual orientation, or national origin in the performance of this agreement. In addition, neither party shall discriminate on any basis in the selections of persons dealing with the operation of the Cemetery nor the appointment of members to any committee, board, director or trustee.
11. No officer or member of the Foundation, nor the City, shall serve in the future hereafter with compensation for Cemetery work or business unless agreed to by both parties. It is understood that city employees will receive no compensation beyond their city salaries for any work related to the Cemetery.
12. This agreement shall supersede all prior agreements or understandings of the parties, and will be effective when signed by an authorized representative of the Foundation and by the Mayor of the City. Unless such execution occurs, the provisions of this memorandum are not binding.

WHEREFORE, it is agreed by and between the parties

THAT THIS AGREEMENT MAY BE RENEWED by the parties for an additional five year period at the expiration of this contract.

SIGNED, SEALED, AND DELIVERED, this 20th day of April, 2016.



Lauran S. Willis
Notary

Jerry D. Roseberry
Jerry D. Roseberry, Mayor
City of Oxford

Thomas H. Johnson
Thomas H. Johnson, President
Oxford Historical Cemetery
Foundation, Inc.

