



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, June 6, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY; DR. MELVIN BAKER JOINED COUNCIL AFTER BEING SWORN IN.

OTHERS PRESENT: Bob Schwartz, City Manager; James Pilgrim, Lieutenant; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Mary Carter, Peggy Madden, Terry Smith, Todd Cain, Kendra Mayfield, Cheryl Ready, Jeff Wearing.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver

Pledge of Allegiance:

A motion was made by Eady, seconded by Ready to accept the Agenda for the June 6, 2016 Mayor and Council Regular Meeting. The motion was approved 6/0. Attachment A

Mayor Roseberry announced Peggy Madden as the Honorary Councilmember for June and presented her with a proclamation as appreciation for her participation. Attachment B

A motion was made by Windham, seconded by Holt to approve the Minutes of the May 2, 2016 Regular Meeting. The motion was approved 6/0. Attachment C

A motion was made by Eady, seconded by Ready to approve the Minutes of the May 16, 2016 Public Hearing and Work Session. The motion was approved 6/0. Attachment D

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

There were no new recommendations from the planning commission.

CITIZENS COMMENTS/CONCERNS

LaTrelle Oliver applauded Mayor Roseberry in recognition of his article in relation to the three C's: Communication, Compromise and Collaboration. (News Article) Attachment E

Mayor Reports

Citizen Complaints – Traffic Control on East Soule

Mayor Roseberry reported on a citizen complaint regarding traffic control on East Soule Street. After discussion:

A motion was made by Windham, seconded by Davis to direct the Police Chief to prepare an evaluation of traffic control measures currently in place throughout the city and recommend to the council any changes he deems appropriate for the use of radar control. The motion was approved 6/0. Attachment F

PERSONAL FINANCIAL DISCLOSURE REPORTS

City Clerk Luran Willis reminded council of their Personal Financial Disclosure Reports due July 1, 2016.

BUILDING ON EAST CLARK STREET

Mayor Roseberry said a city employee has expressed interest in purchasing some of the material from the newly acquired building on East Clark Street. Scottie Croy has asked for permission to remove the roof and supporting trusses before the building is demolished. After discussion all council were in favor of a recommendation for city attorney to draft a contract for the city to sell the roof and other material to Scottie Croy for an amount equal to his fee for removing and disposing of the material after the city attorney has cleared the city to dispose of the building.

Councilmember Terry Smith resigned

Mayor Roseberry announced Councilmember Terry Smith has resigned as he and Kathie have moved to Covington and sold their house in Oxford. The city charter provides that the Mayor and Council shall elect a replacement to serve the balance of Councilman Smith's term which ends 12/31/17. Mayor Roseberry presented a letter of appreciation to Councilman Smith in recognition of his 18 years of service to the city. (Attachment G) Following the recognition to Smith, Mayor Roseberry asked for nominations for his replacement.

A motion was made by Windham, seconded by Holt to nominate Dr. Melvin O. Baker to fill the remainder of Terry Smith's term through 12/31/2017. The motion was approved 6/0.

David Strickland, City Attorney administered the Oath of Office to Dr. Baker officially swearing him in to fill the term as Council Member for Post 6 through 12/31/2017. Attachment H

GDOT

Mayor Roseberry announced that GDOT has awarded the city of Oxford \$27,300 for pedestrian safety improvements and presented a list of recommendations for council to review. After discussion City Manager Bob Schwartz was directed to discuss the recommended changes with GDOT and report back to council at the next work session with a project completion schedule. Attachment I

July 4th Parade update

City Clerk Luran Willis gave an update on the progress of July 4th parade and events. Willis said we are on schedule with the plans; notices have been sent to the citizens; and personal invitations have been sent to various constituents. She said that she and Councilmember Sarah Davis are still working to obtain concessions from the local churches and to acquire a color guard.

Downtown Development Authority (DDA) Update

Councilmember Mike Ready said the committee has met a couple of times, once with GMA, and they are scheduled to meet again Thursday, June 9th and will present their findings to council at a later date.

FY2017 Budget

City Manager Bob Schwartz presented a resolution to adopt the FY2017 Proposed Budget and FY2017 Capital Projects Budget. There being no further questions or discussion;

A motion was made by Holt, seconded by Eady To Adopt An Annual Balanced Budget In Accordance With Chapter 81, Title 36 Of The Official Code Of Georgia, Annotated. The motion was approved 7/0. Attachment J

Millage Rate

City Clerk Lauran Willis reported that we do not expect to have the figures from the tax assessor before June 20, 2016 at which time they will be presented to council for discussion.

Invoice Approval**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for April	1,088.84
City of Covington	Sewer 12/31/2015 – 3/31/2016	9,756.00
Consolidated Monthly Remittance	Municipal Court State Funds	1,211.10
Courtware Solutions Inc.	Monthly licensing, support and maintenance	1,151.71
GMEBS Retirement	Employee Retirement Fund (May)	5,946.33
Humana	Health Insurance (May)	6,993.20
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund	11,937
Newton County Water & Sewer	Sewer charges for March	5,176.70
Sophicity	IT in a Box (May)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,293.94
PURCHASES/CONTRACT LABOR		
Card Services/Master Card	GCCMA Conference for City Manager/Lunch for UGA Students/Coffee/Honorary Council Lunch/file cabinet clerk's office/Clerk training- Stacey/Refreshments Asbury Park Committee, misc.	1,611.12
Covington Automotive Repair	Replace transmission assembly 2008 Ford F150 truck	2,646.25
David Strickland	Invoices for April	2,169.83
Gresco	Electric supplies for Bonnell St. upgrade	2,885.00
Ground Effects Landscaping	To pump and treat Wearing's pond	6,357.85
Upbeat Site Furnishings	Picnic table at City Hall includes shipping charge	1,203.92
APPROVED CONTRACTS		
Burford's Tree Service	Powerline Tree Trimming 3/5	4,552.00
Burford's Tree Service	Powerline Tree Trimming 3/12	4,552.00
Jordan Engineering	Work completed in March	6,930.00
Scarborough Tree Service	Removal of 1 L Pine on Collingsworth/grinding and cleanup	1,800.00

Scarborough Tree Service	Removal of 2 Hardwoods on Clark St./stump grinding and cleanup	1,800.00
Sumner/Meeker, LLC	Professional Services 4/5 – 4/21	1,395.00
The Simshauser Company Inc.	Appraisal of Emory Street Sidewalk	1,750.00

After review and questions:

A motion was made by Holt, seconded by Eady to approve payment of the invoices. The motion was approved 7/0.

A motion was made by Windham, seconded by Holt to enter into an Executive Session at 7:45 PM. The motion was approved 7/0.

Executive Session

A motion was made by Ready, seconded by Davis to adjourn the Executive at 8:16 PM. The motion was approved 7/0.

A motion was made by Windham, seconded by Holt to return to the Regular Session at 8:16. The motion was approved 7/0.

A motion was made by Windham, seconded by Holt to adjourn the regular session at 8:16 PM. The motion was approved 7/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk



**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, JUNE 6, 2016 – 7:00 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the June 6, 2016 Mayor and Council Regular Meeting
5. **Honorary Councilmember of the Month** – Councilmember George Holt has appointed Peggy Madden as the honorary councilmember of the month for June.
6. * Motion to approve the Minutes of the Regular Meeting May 2, 2016.
7. * Motion to approve the Minutes of the Public Hearing and Work Session May 16, 2016.
8. Planning Commission Recommendations/Petitions
9. Citizen Concerns
10. Mayor's Report
11. Councilmember Terry Smith has resigned as he and Kathie have moved to Kathie's mother's home in Covington and sold their Oxford home. The city charter provides that the Mayor and Council shall elect a replacement to serve the balance of Councilman Smith's term (ends 12/31/17).
12. GDOT has awarded the city funds for transportation safety improvements. Mayor and Council need to identify the locations for the improvements.
13. July 4th Parade update.
14. DDA update from Councilmember Mike Ready's committee.
15. *** FY2017 Budget** – We have a resolution to adopt the FY2017 Proposed Budget and FY2017 Capital Projects Budget.
16. **Millage Rate** – We need to begin discussion on millage rates.
17. Invoice Approval
18. **Executive Session**- to review a personnel matter and a real estate matter.

19. Adjourn

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for May	1,242.34
Consolidated Monthly Remittance	Municipal Court State Funds (May)	1,903.08
Consolidated Monthly Remittance	Municipal Court State Funds (April)	1,322.24
Courtware Solutions Inc.	Monthly licensing, support and maintenance (May)	1,530.29
Newton County Water & Sewer	Sewer charges for May	5,690.44
Georgia Interlocal Risk Management Agency GIRMA	Annual GMA Property & Liability Self-Insurance Program	45,973.00
GMEBS Retirement	Employee Retirement Fund (June)	5,946.33
Humana	Health Insurance (June)	7,713.52
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund (April)	12,249.00
Newton County Water & Sewer	Sewer charges for April	5,690.44
Sensus	3" water meter for College Dorm	1,521.67
Sophicity	IT in a Box (June)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,178.66
PURCHASES/CONTRACT LABOR		
Anixter Inc.	9 – Autobahn roadway lighting, street lights	2,475.00
Card Services/Master Card	Apprenticeship training, Dustin/ 2016 Chief's Conference/flowers Beryl Budd's mother, Jim Doves father/ECG Conference, Jody/GMA Attorney meeting for David Strickland/City Managers Lunch/Popcorn/Asbury Park Com meeting.	1,947.25
Consolidated Copier Services	Quarterly copier fees (color prints) 1/31-4/29	2,501.16
Dial's Diesel, Inc.	Dump truck repairs	2,461.21
David Strickland	Invoices for May	1,434.83
Gresco	Electric supplies for Bonnell St. upgrade	1,721.10
Designed Installations by Jim Williams	Hamill Street Project: Asphalt at ramps of raised crosswalk; Added cables to bollards at Hamill & Emory; Added pavers at landscaped area on Haygood St.	4,950.00
Harris Local Government	Annual Accounting Plus Maintenance Renewal	16,345.95
Treadwell, Tamplin & Co.	Billing for Audit services year end & Preparation of GEFA audit application letter.	15,000.00
APPROVED CONTRACTS		
Ace/Kimble Services	Hwy 81, 4-1" Long side services, 3-1/4" poly services to houses and 1 service to church open cut asphalt & replace.	16,300.00

Church Street Services	City of Oxford Special Projects March 30 – April 29	3,150.00
Designed Installations by Jim Williams	For three contractors to compile estimates for the renovation and cost to bring block buildings on East Clark & Emory Street to code.	2,000.00
Jordan Engineering	Professional Engineering/George St. Trail/Moore St. Sidewalk, date collection rights-of-way survey.	4,407.50
Ace Kimble Services	Stone Street Drainage; clean out drainage ditch, remove small trees and install 3 check dams	3,500.00
Woco Pep Oil	Fuel for city vehicles and equipment	2,161.72
Sumner Meeker, LLC	Professional services/Emory Street- May	1,770.00
Marable-Pirkle, Inc	Labor/equipment-pole change out and system upgrade on Bonnell Street 60% complete	50,976.00



PROCLAMATION

WHEREAS, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

WHEREAS, it is important to show the citizens of our City how our City operates and how City Council functions; and

WHEREAS, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

WHEREAS, Councilmember George Holt has nominated Peggy Madden to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Peggy Madden as the Honorary Councilmember for the City of Oxford for the month of June.

SO PROCLAIMED, this sixth day of June, 2016.

MAYOR AND CITY COUNCIL OF OXFORD

BY:


Mayor

ATTEST:


City Clerk



Attachment C



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, May 2, 2016 – 7:00 P.M.
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH;
SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY.**

**OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney;
Lauran Willis, City Clerk; Hoyt and LaTrelle Oliver, Mary Carter, Juanita Carson, Mike Besaw.**

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver

Pledge of Allegiance:

A motion was made by Smith, seconded by Davis to accept the Agenda for the May 2, 2016 Mayor and Council Regular Meeting. The motion was approved 7/0. Attachment A

Mayor Roseberry announced Dr. Mike McQuaide of Oxford College as the Honorary Councilmember for April and presented him with a proclamation as appreciation for his participation. Attachment B

A motion was made by Holt, seconded by Eady to approve the Minutes of the April 4, 2016 Regular Meeting. The motion was approved 7/0. Attachment C

A motion was made by Windham, seconded by Davis to approve the Minutes of the April 18, 2016 Work Session. The motion was approved 7/0. Attachment D

A motion was made by Eady, seconded by Windham to approve the minutes of the April 25, 2016 Called Meeting. The motion was approved 7/0.

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

There were no new recommendations from the planning commission. At its April 12th meeting Oxford College was approved by the planning commission to demolish the house at 604 Emory Street.

CITIZENS COMMENTS/CONCERNS

None

Mayor Reports

Mayor Roseberry announced that the Oxford Lion's Club will be hosting a luncheon for all city employees and council on Thursday, May 5th at noon.

Mayor Roseberry announced that GDOT has informed us that the intersection at state route 81 and 142 will be completed by the end of this year. They have approved the final design. The major design change was for the south bound traffic making it easier to merge onto 142.

Civil War Heritage Trail Marker Signs Request

Councilmember Mike Ready gave a report on the Civil War Heritage Trail markers. He showed diagrams and recommendations on suggested areas of where to place three of the markers on the city streets, and indicating one additional sign would be placed on Emory Street/State Highway Route 81 which would be placed according to DOT’s regulations. He presented an example of the signs and made a suggestion that the signs be at 12 feet high rather than the suggested 15 feet high and suggested the sign be on a green post rather than the silver post. After discussion;

A motion was made by Windham, seconded by Eady to deny this proposal for all the signs in the city limit. The motion was approved 7/0.

FY2017 Budget

City Manager Bob Schwartz reminded everyone that the next meeting of the budget committee is scheduled for May 9th at 1 pm. Schwartz gave a review of the proposed projects in the capital budget.

Invoice Approval

INVOICES OVER \$1,000.00

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Sophicity	IT in a Box (May)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,293.94
PURCHASES/CONTRACT LABOR		
Card Services/Master Card	GCCMA Conference for City Manager/Lunch for UGA Students/Coffee/Honorary Council Lunch/file cabinet clerk’s office/Clerk training- Stacey/Refreshments Asbury Park Committee, misc.	1,611.12
Covington Automotive Repair	Replace transmission assembly 2008 Ford F150 truck	2,646.25
David Strickland	Invoices for April	2,169.83

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APPROVED CONTRACTS		
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Burford's Tree Service	Powerline Tree Trimming 3/12	4,552.00
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Scarborough Tree Service	Removal of 1 L Pine on Collingsworth/grinding and cleanup	1,800.00
Scarborough Tree Service	Removal of 2 Hardwoods on Clark St./stump grinding and cleanup	1,800.00
Sumner/Mecker, LLC	Professional Services 4/5 – 4/21	1,395.00
The Simshauser Company Inc.	Appraisal of Emory Street Sidewalk	1,750.00

After review and questions:

A motion was made by Smith, seconded by Eady to approve payment of the invoices. The motion was approved 7/0.

Adjourn

There being no further business:

A motion was made by Davis, seconded by Smith to adjourn the meeting at 7:58 PM. The motion was approve 7/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
PUBLIC HEARING
MONDAY, May 16, 2016 – 6:00 P.M.
CITY HALL**

Call to Order

Mayor Jerry D. Roseberry called the meeting to order at 6:00 pm.

Members Present: Councilmembers Jim Windham, Sarah Davis, George Holt, David Eady, and Mike Ready, Councilmember Terry Smith was not present.

Others Present: City Manager Bob Schwartz, Chief Dave Harvey, City Clerk Lauran Willis, Cheryl Ready, Anderson Wright, Jeff Wearing, Todd Cain.

Mayor Roseberry announced the purpose of the Public Hearing is to review the Annual Budget for FY2017 and the Capital Budget for FY2017 – FY2021 and then turned the meeting over the City Manager Bob Schwartz.

City Manager Bob Schwartz presented the Annual Budget for FY2017 with an outline of the FY2016 accomplishments. Schwartz presented the FY2017 Capital Budget depicting the project details, other initiatives cost of living and included a projection analysis of the Municipal Competitive Trust with MEAG and the FY2017 budget grand totals. The meeting was then open for questions and discussion.

Anderson Wright, President of the Oxford Historical Society presented questions regarding a request for repairs to Old Church and if it had been included as part of the budget. He said he was asked for a cost estimate of the repairs which he presented and has since then heard that it the responsibility of Historical Society for the maintenance and repairs according to the ninety-nine year lease of which he was not aware. After discussion it was suggested this item be moved to a work session for further discussion.

Adjourn

There being no further questions or discussion Mayor Roseberry closed the Public Hearing at 6:32 PM.

May 16, 2016

City of Oxford

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Respectfully Submitted,

A handwritten signature in blue ink that reads "Lauran Willis". The signature is written in a cursive style with a large initial "L" and a distinct "W".

Lauran Willis, CMC/FOA
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, May 16, 2016 – 6:00 P.M.
CITY HALL**

Call to Order, Mayor Jerry D. Roseberry

Members Present: Councilmembers Jim Windham, Sarah Davis, George Holt, David Eady, and Mike Ready, Councilmember Terry Smith was not present.

Others Present: City Manager Bob Schwartz, Chief Dave Harvey, City Clerk Lauran Willis, Cheryl Ready, Anderson Wright, Jeff Wearing, Todd Cain.

Honorary Councilmember of the Month - Mayor Roseberry introduced Peggy Madden as the Honorary Councilmember for June as appointed by Councilmember George Holt.

Mayor's Announcements

- Mayor Roseberry announced that Ms. Carol Penn of 304 W. Stone Street suffered a heart attack, she is now home and recovering well. She asked that we keep her in our prayers.
- The American Red Cross with Covington 911 will host a Blood Drive on May 27th from 10:00am to 3:00pm in the Oxford City Hall Community Room.
- City Hall will be closed on May 30, 2016 for Memorial Day.
- Reminder that this year July 4th is the first Monday of the month so the regular scheduled council meeting will be moved to Monday, July 11th. Mayor Roseberry asked that any council or citizens who see anything that needs to be cleaned up such as brush, limbs, trash etc. to notify City Manager Bob Schwartz so he can issue work orders for preparations of the July 4th celebration.
- May 26, 2016 there will be a Water Summit held at The Center on Washington Street in Covington at 10:00am. The purpose of the summit is for discussion regarding what needs to be

done about the water in the county. There will be a Panel Discussion from water expert engineers.

Long Term Development Plans and Strategy

Mayor Roseberry said the city needs to discuss our long term development plans including the possibility of creating a Downtown Development Authority. He appointed a DDA Study Committee with Mike Ready as Chairman, to be assisted by David Eady and Jim Windham. He said the purpose of this committee is to determine if it is in the city's best interest to activate its DDA and to consider plus and minuses and where will the city be in 10 -20 years without a DDA and where will it be with a DDA. He asked the committee to submit a first interim report at the July work session on 7/18/2016.

FY2017 Annual Budget

Having presented the FY2017 Annual Budget during the Public Hearing prior to the work session there was no further discussion. City Manager Bob Schwartz reminded council the budget is scheduled for adoption at the council meeting on June 6th.

Projects Status and Engineer's Progress Reports

City Manager Bob Schwartz gave a brief update of projects status and the engineer's progress report.

July 4th

City Clerk Luran Willis presented discussion regarding the participation from the Lion's Club and the award categories. After discussion it was agreed that we will change the award categories as follows and give a first and second place ribbon but there will be no cash prizes.

Best Float
Best Bicycle
Best Car/Truck
Best Antique Tractor
Best Go-Cart/Four-Wheeler
Best Golf Cart
Best Equine/Equine Group

Adjourn

There being no further discussion the meeting was adjourned at 7:15pm.

May 16, 2016

City of Oxford

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Respectfully Submitted,

A handwritten signature in blue ink that reads "Lauran Willis". The signature is written in a cursive style with a large initial "L".

Lauran Willis, CMC/FOA
City Clerk

GOVERNMENT 101

Communication, compromise, collaborate

Chris Matthews, host of the MSNBC television show, "Hardball," is the author of a book entitled "Tip and The Gipper — When Politics Worked," that should be required reading for anyone in a political leadership position. Drawing on his experience working for Speaker of the House of Representatives, Tip O'Neill, during the presidency of Ronald Reagan, Matthews tells how these two powerful political figures, while having diametrically opposed political views, could find a way to get the people's business done.



JERRY ROSEBERRY
COLUMNIST

Matthews, a self-described liberal — some would say extremely liberal — presents a relatively balanced evaluation of how Reagan and O'Neill got major legislation through a Congress that was significantly different from its predecessors. It was a Congress with several members elected on a promise to fix some of the things that led to Watergate and the resignation of a president of the United States. Reagan and the Speaker had their work cut out for them and they knew it. But using a secret weapon that they honed to near perfection, they went to work. What was their secret weapon? Hidden in plain view — respect for each other's office and dedication to the idea that the best solutions come from communication, compromise and collaboration.

Fortunately, for most of Newton County, that secret weapon was discovered more than a decade ago when local political and business leaders decided that problems that seem overwhelming can be dealt with when those responsible for finding a solution work together. Supporting the notion that respectful communication was the key, those leaders came up with the idea of meeting in a neutral place where all participants were afforded an equal opportunity to speak their mind. Thus was born The Center for Community Preservation and Planning, home to Newton County Tomorrow (NCT), a 501 (c) (3) non-profit incorporated in the state of Georgia.



Bryan Fazio | The Covington News

A professional panel of Scott Emmons of the Newton County Water and Sewerage Authority (NCWSA), Marty Boyd of Carter and Sloops consulting engineers, Eric Nease of Engineered Horizons, David Ashley of WK Dickson community infrastructure consultants, Mike Hopkins, Director of the NCSWA and Wayne Haynie, a Newton County resident, and member of the Oconee County utilities department and member of the Upper Oconee Water Basin Authority, participate in a recent water summit.

Reorganized in 2015, NCT is governed by a board consisting of the mayors of Newton County's five cities, the Chair of the Board of Commissioners, the Superintendent of the Newton County Public School System, the Executive Director of the Newton County Water and Sewer Authority, the President of the Covington-Newton County Chamber of Commerce and 11 private citizens. In addition to providing a neutral meeting place, NCT sponsors independent research and reporting on topics of interest to the local governments and the general public.

Recently, NCT sponsored a panel discussion of Newton County's water system. The panel included several engineers with special training and experience in water system evaluation. All of Newton County's cities, and many residents of the county, rely on water processed by the county, and distributed through a network of water lines owned by the cities and NCWSA. Commercial and industrial users rely on this same system. That report and one to be prepared by the county water management team will provide a valuable blueprint for meeting Newton County's

water needs today and in the future.

Meeting federal and state requirements can be daunting — especially for small communities with limited resources. NCT works with state agencies and commissions to assist local governments in meeting many of these requirements at little or no expense to the community. One example of this is the requirement that every local government meet periodically with Regional Commission representatives and demonstrate compliance with the state's planning requirements. NCT brought everyone together at The Center and, working with the Northeast Georgia Regional Commission, accomplished in one day what would otherwise have taken several meetings over several days.

Another example of working together: NCT facilitated the acquisition of the WaterFirst designation for the entire Newton County water system (at that time, it was the only entire county certification in the state). Sponsored by the State of Georgia, the WaterFirst designation enables the cities, county and authorities to borrow funds for water projects at greatly reduced rates. NCWSA is saving more

than one million dollars in interest payments because of the WaterFirst program. Cities that are replacing old water lines and using GEPA funding will realize savings of approximately \$100,000 for every \$1 million borrowed.

Chris Matthews' account of how Tip O'Neill and Ronald Reagan reached an agreement with Congress on a plan to help keep the Social Security program solvent is a great example of utilizing the three C's. After much give and take, an agreement was reached. But when it came time to reduce it to writing, they couldn't reach an agreement on the wording of the agreement. Finally, both sides issued statements saying they understood the other side supported the agreement and, that being the case, they would support the agreement. It was an interesting way of avoiding being left alone on that proverbial limb. Communication, compromise and collaboration at work.

This is part of a series of columns on government by Jerry Roseberry. Roseberry is Mayor of Oxford and Vice Chairman of the Northeast Georgia Regional Commission Council. He can be reached at JRoseberry@oxfordgeorgia.org.

NEUROTICALLY SENTIMENTAL

Tightrope



MAYOR'S NOTES

OXFORD CITY COUNCIL MEETING JUNE 6, 2016

CITIZEN COMPLAINTS – TRAFFIC CONTROL ON EAST SOULE

A resident of East Soule Street has complained that traffic is speeding on that street and the city needs to step up enforcement.

A gentleman who received a ticket for speeding on East Soule Street has complained that the city is enforcing its speed limit laws too aggressively.

The following information was provided by Chief of Police Dave Harvey:

A study by the Police Department, using electronic equipment recently purchased by the city, showed that of 17,300 vehicles on East Soule Street, 54% were traveling in excess of 40 mph in a 25 mph zone. Almost 10% were traveling at speeds in excess of 50 mph.

This information was provided to the gentleman that received a speeding ticket.

Recommendation: Direct the Police Chief to prepare an evaluation of traffic control measures currently in place throughout the city and recommend to the council any changes he deems appropriate.

PERSONAL FINANCIAL DISCLOSURE REPORT

All public officials are required to file an annual Personal Financial Disclosure Report with the city clerk by July 1, 2016.

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

See the affidavit form.

BUILDING ON EAST CLARK STREET

A city employee has expressed interest in purchasing some of the material from the newly acquired building on East Clark Street. Scottie Croy has asked for permission to remove the roof and supporting trusses before the building is demolished. He plans to build a barn.

Recommendation: After the city attorney advises the city to dispose of the building, sell the roof and other material to Scotty Croy for an amount equal to his fee for removing and disposing of the material. A contract to that effect should be prepared by the city attorney.

Attachment G

110 W. Clark Street
Oxford, GA 30054
Phone 770-786-7004
Fax 770-786-2211
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor Jerry D. Roseberry
City Manager Bob Schwartz
City Clerk Luran Willis

June 6, 2016

Terry Smith
1134 Oak Street SE
Covington, GA 30014

Dear Terry,

Since that day when you and Kathy moved into your home on West Clark Street the City of Oxford has undergone many changes. Everyone can see the new maintenance facility, the new city hall, the new parks and the new buildings on the campus of Oxford college. But few know of the critical infrastructure that made those changes possible.

When Oxford residents flip a light switch or open a water faucet they don't think about what it took to get that electricity or that water to their home. For 18 years you served on the Oxford City Council and you spent most of those years overseeing the process whereby a reliable electric system and a healthy flow of clean water was available for all.

Whenever the city took on a new project you were supportive as long as the residents benefited and city finances remained strong. You were always concerned that the city's employees be treated fairly and that they have the tools they needed. But you were no spendthrift – you could say no when needed.

Speaking for all of Oxford, its employees and members of the City Council, I want to thank you for having a vision for Oxford's future and your untiring efforts to make that vision become reality. You and Kathy may be leaving Oxford, but our memory of you and the contributions you both made to this wonderful community will remain.

Best wishes,

A handwritten signature in black ink, appearing to be "Jerry Roseberry", written over a horizontal line.

Jerry Roseberry
Mayor

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, Dr. Melvin O. Blando solemnly swear or affirm that I will faithfully perform the duties of Council Member for the City of Oxford, and that I will support and defend the Charter thereof as well as the Constitution and laws of the State of Georgia and of the United States of America.

This 4th day of January 2016

Mel - O Blando

Council Member/Post 6, City of Oxford

Attest: Lauran S. Willis
Lauran S. Willis, CMC
Oxford City Clerk

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

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MAYOR'S NOTES

OXFORD CITY COUNCIL MEETING JUNE 6, 2016

GDOT OFF SYSTEM SAFETY PROGRAM GRANTS

GDOT has awarded the city of Oxford \$27,300 for pedestrian safety improvements. To use the award, the city will need to provide \$11,700 in matching funds. The city's original request was for \$69,125 in GDOT funds and \$29,625 in city funds. The council must decide on some changes to the original request.

Recommendation:

- (1) Note: All projects related to this grant must be completed by 12/31/2016.
- (2) Increase the city's commitment to \$27,300, matching GDOT's \$27,300.
- (3) Purchase the material and employ temporary help to install 112 stop bars. This will result in a savings of approximately \$27,000.
- (4) Change the Moore Street paver crosswalk to one constructed of concrete to match that used by Oxford College for the Moore Street sidewalk. This change will result in savings derived from not using brick pavers which are more expensive and more labor intensive to install. Savings to be determined – pencil in \$6,000.
- (5) Install the pedestrian crosswalk with flashing beacon at East Clark and Emory. That area is about to undergo major construction changes. A crosswalk will be needed once the project is completed and it will be more cost effective to design and install the needed equipment during construction. Pencil in savings of \$10,000 from the original estimate of \$32,000 (based on cost of Hamil Street crosswalk).
- (6) Delay the crosswalk at Emory and Collingsworth to match the opening of the Asbury Street park. Use city capital funds for this project and reimburse the city's capital fund from 2011 SPLOST overage dedicated to transportation projects. The overage is estimated to be about \$120,000.
- (7) Delay the Wesley and Fletcher crosswalk until Spring/Summer of 2017 and use 2011 SPLOST overage as discussed above. Estimated savings of \$5,500.
- (8) Total Cost of this project, with recommended changes: \$50,250. (The grant requires a 30% match, so the total project must be \$39,000 or more).
- (9) Direct the City Manager to discuss the recommended changes (and amendments, if there are any) with GDOT and report back to the council at the next work session with a project completion schedule.

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 2017 (July 2016 – June 2017) Operating Budget and the Fiscal Year 2017 Capital Budget (July 2016 – June 2021) 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 percent (1.0 %).
5. That the rates for water, sewer, and electric utilities shall be increased by 2.5% effective September 1, 2016.

ADOPTED THIS MONDAY, JUNE 6, 2016.

BY:


Jerry D. Roseberry, Mayor

ATTEST:


Lauran S. Willis, City Clerk

Description	FY2015	FY2016	Thru	FY2016	FY2017	Explanation
	Actual	Budget	April	Estimate	Recommend	
GENERAL FUND - REVENUE			83.33%			
1 Real Property Tax-Current Yr.	94,304	96,500	87,997	90,000	92,000	property tax receipts not recovering
2 Property Tax - Prior Year	2,993	6,500	10,637	12,764	10,000	
3 Motor Vehicle Adv.	33,322	38,000	17,876	21,451	22,500	
4 Motor Vehicle TAVT	38,293	40,000	33,017	39,620	38,000	
5 Intangible Tax	1,707	2,000	1,595	1,914	2,000	
6 Real Estate Transfer	2,259	2,000	892	1,070	2,000	
7 Electric Franchise Tax	1,368	1,300	1,261	1,261	1,300	
8 Gas Franchise Tax	14,193	13,000	5,567	6,680	8,000	
9 TV Cable Franchise Tax	21,105	22,000	15,595	20,800	21,000	To allow for Market Price Increase
10 Telephone Franchise Tax	3,949	3,500	5,524	6,629	8,000	
11 LOST Sales & Use Tax	327,137	340,000	270,851	325,021	338,000	
12 General Business License	11,480	12,000	11,470	11,800	12,000	
13 Insurance Premium Tax	115,097	116,000	122,962	122,962	124,000	
14 Penalty/Interest on Del Taxes	534	600	1,179	1,415	1,400	
15 Misc. Income	2,167	1,000	3,287	3,944	1,000	
16 Intergovernmental Revenues	18,280	19,000	18,641	18,641	19,000	
17 Printing/Duplicating Service	147	150	227	272	200	
18 Election Qualifying Fees	0	330	405	405	0	
19 Cemetery Fees	3,584	4,500	1,830	2,196	4,500	
20 Bad Check Fees	1,050	1,250	510	612	1,000	
21 Fines & Forfeitures	45,566	48,000	60,394	72,300	70,000	
22 Interest Revenues	3,264	3,400	3,503	4,204	4,500	
23 Rents and Royalties	1,050	1,500	0	0	1,500	
24 Lease Agreement Income	30,000	30,000	30,000	30,000	30,000	
25 Lease - Verizon	30,150	24,600	20,551	24,661	25,215	Budgeting transfer to capital fund.
26 Proceeds-Dispose of Assets	1,400	1,000	0	0	1,000	

Description	FY2015	FY2016	Thru	FY2016	FY2017	Explanation
	Actual	Budget	April	Estimate	Recommend	
REVENUES TOTAL						
	\$804,399	\$828,130	\$725,771	\$820,624	\$838,115	
GENERAL FUND - EXPENDITURES						
CITY COUNCIL						
1 Regular Employees	34,800	34,800	29,000	34,800	34,800	
2 Social Security (FICA)	2,662	2,665	2,219	2,663	2,663	
3 Liability Insurance	16,701	17,000	10,412	10,412	11,000	Billed in April
4 Education & Training	583	2,000	1,451	1,741	2,200	
5 Reg Employees - Election	0	700	547	547	0	
SUBTOTAL	\$54,746	\$57,165	\$43,629	\$50,163	\$50,663	
GENERAL GOVERNMENT						
1 Regular Employees	205,748	221,482	179,774	215,729	215,384	
2 Overtime	3,430	5,000	3,902	4,682	5,000	
3 Group Insurance	36,159	41,473	27,986	33,583	34,367	
4 Social Security (FICA)	16,035	19,621	14,101	16,921	16,859	
5 Retirement Plan Expense	31,262	31,216	24,380	29,256	31,868	
6 Retirement Cont. (DC) 401	4,068	8,589	3,971	4,765	7,110	
7 Workers' Comp Insurance	363	750	3,508	3,508	1,000	Pending WC audit & changes
8 Unemployment Payments	5,940	2,000	0	0	2,000	No employees qualified FY2016
9 Professional	91,108	119,000	83,978	100,774	104,000	Includes NC Tomorrow @ 6,000 & Church St Services @ 15,000
10 Professional Services-Fire	18,311	20,000	18,202	18,202	20,000	
11 Technical Purchased Service	31,045	32,200	34,351	37,000	38,000	
12 Repairs & Maintenance	26,574	20,000	23,511	28,213	25,000	
13 Whatcoat Building maintenance	0	5,000	6,685	6,685	5,000	
14 Liability Insurance	12,599	15,000	14,064	14,064	15,000	Billed in April
15 Telephone - Postage	21,131	24,000	18,830	22,596	24,000	
16 Advertising & Promotions	12,961	6,000	3,915	4,698	5,500	

Description	FY2015	FY2016	Thru	FY2016	FY2017	Explanation
	Actual	Budget	April	Estimate	Recommend	
17, 175th City Anniversary	18,686	0	0	0	0	
18, July 4th parade expenses	0	5,000	4,607	4,607	5,000	
19 Dues & Fees	12,665	10,000	6,311	7,573	7,500	
20 Education & Training	7,082	8,000	6,222	7,466	8,000	
21 Supplies & Materials	16,745	18,000	16,974	20,369	18,000	
22 Energy - Utilities	15,519	16,000	11,800	14,160	16,000	
23 Small Equipment Under \$5,000	4,957	5,000	4,656	5,587	5,000	
24 Other/Meetings & Events	3,148	4,000	2,851	3,421	3,000	
25 Contingency - General	0	33,363	0	0	33,401	
26 Contingencies - cash over & short	89	200	-6	-7	200	
SUBTOTAL	\$595,625	\$670,894	\$514,573	\$603,853	\$646,189	
COURT						
1 Contract - Judge	5,000	5,000	3,750	5,000	5,000	
2 Contract - Public Defender	0	500	129	155	500	
3 Contract - Solicitor	4,400	4,800	5,600	4,800	4,800	
4 Education - Clerk	225	300	0	0	600	2 Clerks Annual Mandatory training
5 Education - Judge	1,029	1,200	950	1,140	1,200	
6 Contract - Translator	0	200	0	0	200	
SUBTOTAL	\$10,654	\$12,000	\$10,429	\$11,095	\$12,300	
POLICE DEPARTMENT						
1 Regular Employees	158,453	158,112	135,853	163,024	158,801	
2 Overtime	8,291	8,000	7,282	8,738	8,800	
3 Group Insurance	16,441	17,400	14,455	17,346	17,969	
4 Social Security (FICA)	12,756	12,708	10,950	13,140	12,821	
5 Retirement Cont. (DC) 401	5,861	7,394	4,955	5,946	7,780	
6 Workers' Comp Insurance	4,259	6,500	7,439	8,927	7,500	

Description	FY2015		FY2016		Thru		FY2016		FY2017		Explanation
	Actual	Budget	Budget	April	April	Estimate	Estimate	Recommend	Recommend		
7 Tech Purch Serv/Courtware	3,681	5,000	5,000	5,712	5,712	6,854	6,854	5,000	5,000		
8 Veh & Equip Repairs & Maint	7,808	8,600	8,600	8,654	8,654	10,385	10,385	10,000	10,000		
9 Liability Insurance	4,218	4,500	4,500	12,395	12,395	12,395	12,395	13,000	13,000	Billed in April	
10 Telephone-Postage	6,049	6,700	6,700	5,180	5,180	6,216	6,216	6,200	6,200		
11 Dues & Fees	100	300	300	130	130	156	156	250	250		
12 Education & Training	1,670	2,500	2,500	948	948	1,138	1,138	2,000	2,000		
13 Subpoena fee	0	200	200	0	0	0	0	200	200		
14 Prisoner Housing & costs	3,060	4,500	4,500	3,735	3,735	4,482	4,482	5,000	5,000		
15 Supplies & Materials	7,901	6,700	6,700	6,255	6,255	7,506	7,506	6,700	6,700	FY16 moved 1,500 from uniforms	
16 Gasoline	8,781	10,000	10,000	8,043	8,043	9,652	9,652	10,000	10,000		
17 Small Equipment Under \$5,000	11,383	12,000	12,000	11,366	11,366	13,639	13,639	12,000	12,000		
18 Other Supplies-Uniforms	2,871	4,500	4,500	3,932	3,932	4,718	4,718	5,000	5,000	FY16 moved 1,500 to supplies	
19 Training funds - Payable	12,389	12,000	12,000	14,567	14,567	17,480	17,480	13,500	13,500		
20 E-911 Center	38,158	19,000	19,000	9,540	9,540	11,448	11,448	19,000	19,000	FY15 bill was for two years.	
	\$314,130	\$306,614	\$306,614	\$271,391	\$271,391	\$323,190	\$323,190	\$321,521	\$321,521		
SUBTOTAL											
STREET DEPARTMENT											
1 Regular Employees-Street	27,522	48,046	48,046	32,998	32,998	39,598	39,598	53,229	53,229		
2 Overtime	990	2,333	2,333	786	786	943	943	2,000	2,000		
3 Employee Insurance	7,635	14,783	14,783	8,821	8,821	10,585	10,585	16,615	16,615		
4 Social Security (FICA)	2,181	3,859	3,859	2,584	2,584	3,101	3,101	4,225	4,225		
5 Retirement Plan Expense	10,280	10,270	10,270	7,730	7,730	9,276	9,276	10,372	10,372		
6 Retirement Cont. (DC) 401	0	816	816	230	230	276	276	986	986		
7 Workers' Comp Insurance	5,582	8,500	8,500	3,112	3,112	3,734	3,734	6,200	6,200		
8 Professional (arborist)	600	1,000	1,000	488	488	586	586	1,000	1,000		
9 Professional - Engineering	5,413	6,000	6,000	2,430	2,430	2,916	2,916	6,000	6,000		
10 Disposal Services-Landfill Fees	718	750	750	2,641	2,641	3,169	3,169	2,000	2,000		
11 Contract Lawn Care	22,776	17,000	17,000	22,217	22,217	22,217	22,217	0	0		

Description	FY2015 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
12 Veh & Equip Repairs & Maint	12,446	20,000	9,657	11,588	11,000	Street repairs moved to contract labor account.
13 Education & Training	0	1,000	125	150	1,000	
14 Contract Labor	17,140	6,200	1,182	1,418	34,000	13,000 grass cutting, 2,000 street repairs, 10,000 PT leaf and brush truck driver & Street repairs 9,000
15 Supplies & Materials	14,901	18,000	13,636	16,363	16,000	
16 Gasoline/Diesel	4,249	7,000	2,292	2,750	5,000	
17 Small Equipment Under \$5,000	0	1,500	0	0	1,500	
18 Uniforms	2,291	2,300	1,911	2,293	2,600	
19 Stormwater Management	3,500	3,500	3,500	3,500	3,500	
Tree Board (pruning, planting, Arbor Day, arborist)	4,622	7,000	5,404	7,000	7,000	
21 City Tree Removal	20,400	20,000	21,750	26,100	25,000	more trees are declining
22 City Trail Maintenance	8,850	7,000	1,950	2,340	5,000	
23 Sidewalks	0	3,000	700	840	3,000	
SUBTOTAL	\$172,096	\$209,857	\$146,144	\$170,745	\$217,227	
CEMETERY						
24 Cemetery Found. Maint. Suppl.	5,000	5,000	5,000	5,000	5,000	Annual request from Foundation
25 Tree Removal	0	5,000	0	0	5,000	
SUBTOTAL	\$5,000	\$10,000	\$5,000	\$5,000	\$10,000	
WATER & SEWER FUND - REVENUES						
1 Water Charges/Sales	416,829	450,000	370,553	444,664	459,375	2.5% increase in Sept
2 Water Tap Fees	57,025	30,000	51,840	51,840	20,000	
3 Sewer Charges/Sales	239,129	236,000	195,264	234,317	243,979	2.5% increase in Sept
4 Sewer Tap Fees	10,905	4,000	4,225	4,225	4,000	
5 Hydrant Meter	370	3,000	1,317	1,580	500	
TOTAL REVENUES	\$724,258	\$723,000	\$623,199	\$736,626	\$727,854	

Description	FY2015 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
WATER & SEWER FUND - EXPENDITURES						
6 Regular Employees	25,869	34,833	28,795	34,554	51,851	includes 100% of meter reader
7 Overtime	1,544	2,833	1,143	1,372	3,000	
8 Employee Insurance	322	3,008	2,353	2,824	8,600	
9 Social Security (FICA)	2,091	2,881	2,290	2,748	4,196	
10 Retirement Cont. (DC) 401	909	1,393	1,000	1,200	2,567	
11 Workers' Comp Insurance	423	850	2,383	2,860	2,400	
12 Legal & Professional	3,900	4,400	3,900	3,900	3,900	Georgia EPD annual fee
13 Sewer Treatment Fees	103,125	110,000	85,839	103,007	110,000	
14 Veh & Equip Repairs & Maint	23,293	25,000	22,682	27,218	5,000	Water & Sewer line repairs moved to contract labor account.
15 Liability Insurance	3,242	3,400	1,014	1,014	2,000	Billed in April
16 Telephone-Postage	1,180	1,200	915	1,098	1,200	
17 Dues & Fees	1,208	1,200	1,082	1,082	1,200	
18 Education & Training	2,272	1,000	3,086	3,703	2,500	more required stormwater training
19 Contract Labor	0	5,000	12,760	15,312	30,000	includes contracts for line repairs & maint of lift station & water tower
20 Temporary Labor	10,604	0	364	364	0	
21 Materials & Supplies	21,044	20,000	16,229	19,475	20,000	
22 Energy - Utilities	2,024	1,900	1,601	1,921	1,900	
23 Gasoline/Diesel	3,000	3,400	1,914	2,297	2,400	
24 Water for Resale	158,878	165,000	119,154	142,985	160,000	
25 Small Equipment Under \$5,000	1,398	3,000	0	0	3,000	
26 Uniforms	1,936	2,600	1,998	2,398	3,000	
27 Depreciation Expense	166,159	160,000	156,417	187,700	186,000	estimate from auditor
28 Bad Debt Expense	9,357	6,000	0	9,800	9,000	

Description	FY2015	FY2016	Thru	FY2016	FY2017	Explanation
	Actual	Budget	April	Estimate	Recommend	
29 Contingency	0	14,102	0	0	14,140	
TOTAL EXPENDITURES	\$543,778	\$573,000	\$466,919	\$568,830	\$627,854	
ELECTRIC FUND - REVENUES						
1 Electric Sales	2,096,697	1,992,829	1,804,832	2,165,798	2,146,970	ECG estimate & 2.5% increase in Sept
2 Penalties After the 15th	113,628	115,000	86,442	103,730	105,000	
3 Service Charges	5,975	6,000	6,300	7,560	7,000	
4 Interest Revenue	184	150	79	95	150	
5 Municipal Competitive Trust	287,141	241,567	3,971	238,182	202,217	
6 Other Rebates-Off System Sales	61,090	63,000	69,647	69,647	63,000	Received in April, higher than usual
TOTAL REVENUES	\$2,564,715	\$2,418,546	\$1,971,271	\$2,585,013	\$2,524,337	
ELECTRIC FUND - EXPENDITURES						
7 Regular Employees	94,416	104,386	90,677	108,812	98,391	
8 Overtime	3,747	4,333	3,405	4,086	5,000	
9 Employee Insurance	15,530	19,195	15,967	19,160	17,053	
10 Social Security (FICA)	7,465	8,317	7,197	8,636	7,909	
11 Retirement Plan Expense	20,991	35,016	27,353	32,824	35,706	
12 Retirement Cont. (DC) 401	0	316	218	262	0	
13 Workers' Comp Insurance	3,616	1,300	1,741	1,741	1,741	
14 Veh & Equip Repairs & Maint	3,935	6,200	6,248	7,498	6,200	
15 Power line Tree Trimming	18,418	25,000	13,087	15,704	25,000	
16 Liability Insurance	12,184	13,000	8,086	8,086	9,000	Billed in April
17 Telephone-Postage	6,995	8,700	6,195	7,434	8,000	
18 Linemen Training	1,347	6,000	225	2,500	6,000	
						No big storms in FY15. Or FY16 so far.
19 Contract Labor	0	20,000	0	0	0	Will use other city reserves in case of big storm.
20 Temporary Labor	10,604	0	364	364	0	

Description	FY2015		FY2016		Thru		FY2017	Explanation
	Actual	Budget	Budget	April	April	Recommend		
21 Supplies & Materials	15,355	15,000	15,000	16,678	16,678	16,000		
22 Energy/Utilities	8,891	9,500	9,500	5,189	5,189	7,500		
23 Gasoline/Diesel	3,823	7,000	7,000	3,215	3,215	5,000		
24 Electricity Purchased	1,548,800	1,539,355	1,539,355	1,280,801	1,280,801	1,525,257	ECG estimate	
25 Small Equipment Under \$5,000	212	5,000	5,000	985	985	2,500		
26 Uniforms	5,378	5,300	5,300	3,786	3,786	3,500		
28 Street Lights	0	2,500	2,500	0	0	2,500		
29 Depreciation	82,544	82,000	82,000	72,500	72,500	87,000	estimate from auditor	
30 Bad Debt Expense	6,554	14,000	14,000	-709	-709	8,000		
31 Contingency	0	5,561	5,561	0	0	34,863		
TOTAL EXPENDITURES	\$1,870,805	\$1,936,979	\$1,936,979	\$1,563,208	\$1,563,208	\$1,912,120		
SANITATION FUND - REVENUES								
1 Refuse Collection Charges	135,516	147,165	147,165	122,266	122,266	147,165		
2 Sale of Recycled Materials	349	500	500	24	24	50		
TOTAL REVENUES	\$135,865	\$147,665	\$147,665	\$122,290	\$122,290	\$147,215		
SANITATION FUND - EXPENDITURES								
3 College Walk Dumpster Fees	6,650	6,700	6,700	5,542	5,542	6,700		
4 Contracted Garbage Pickup	65,202	66,000	66,000	56,089	56,089	67,500		
5 Depreciation	0	0	0	0	0	0		
6 Bad Debt Expense	1,441	2,800	2,800	0	0	1,500		
7 Contingency	0	2,165	2,165	0	0	1,515		
TOTAL EXPENDITURES	\$73,293	\$77,665	\$77,665	\$61,631	\$61,631	\$77,215		

Description	FY2015 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
General Fund						
1 Revenues	804,399	828,130	725,771	820,624	838,115	
2 Transfers from W&S	100,000	150,000	100,000	100,000	100,000	
3 Transfers from Electric	300,000	240,000	300,300	300,000	250,000	
4 Transfers from Sanitation	50,000	70,000	50,000	50,000	70,000	
Transfers prior year's fund balance					50,000	
5 General Fund Revenues	\$1,254,399	\$1,288,130	\$1,176,071	\$1,270,624	\$1,308,115	
Expenditures						
7 City Council	54,746	57,165	43,629	50,163	50,663	
8 General Government	595,625	670,894	514,573	603,853	646,189	
9 Court	10,654	12,000	10,429	11,095	12,300	
10 Police Department	314,130	306,614	271,391	323,190	321,521	
11 Street Department	172,096	209,857	146,144	170,745	217,227	
12 Cemetery	5,000	10,000	5,000	5,000	10,000	
13 Transfers to Capital Fund		24,600			50,215	
14 General Fund Expenditures	\$1,152,251	\$1,291,130	\$991,166	\$1,164,046	\$1,308,115	
15 General Fund BALANCE	\$102,148	-\$3,000	\$184,905	\$106,578	\$0	
16						
Water & Sewer Fund						
18 Revenues	724,258	723,000	623,199	736,626	727,854	
19 W & S Fund Revenues	\$724,258	\$723,000	\$623,199	\$736,626	\$727,854	
20						
21 Expenditures	543,778	573,000	466,919	568,830	627,854	
22 Transfers to G/F	100,000	150,000	100,000	100,000	100,000	
23 Transfers to Capital Fund			0	0	0	
24 W & S Fund Expenditures	\$643,778	\$723,000	\$566,919	\$668,830	\$727,854	
25 W & S Fund BALANCE	\$80,480	\$0	\$56,280	\$67,795	\$0	
26						

Description	FY2015 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
27						
Electric Fund						
28 Revenues	2,564,715	2,418,546	1,971,271	2,585,013	2,524,337	
29 Electric Fund Revenues	\$2,564,715	\$2,418,546	\$1,971,271	\$2,585,013	\$2,524,337	
30						
31 Expenditures	1,870,805	1,936,979	1,563,208	1,885,892	1,912,120	
32 Transfers to G/F	300,000	240,000	300,300	300,000	250,000	
33 Transfers to Capital Fund	0	0	0	0	160,000	
34 Comp Trust transfer to Capital Fund	287,141	241,567	0	238,182	202,217	
35 Electric Fund Expenditures	\$2,457,946	\$2,418,546	\$1,863,508	\$2,424,074	\$2,524,337	
36 Electric Fund BALANCE	\$106,769	\$0	\$107,763	\$160,938	\$0	
37						
38 Sanitation Fund						
39 Revenues	135,865	147,665	122,290	146,748	147,215	
40 Sanitation Fund Revenues	\$135,865	\$147,665	\$122,290	\$146,748	\$147,215	
41						
42 Expenditures	73,293	77,665	61,631	75,457	77,215	
43 Transfers to G/F	50,000	70,000	50,000	50,000	70,000	
44 Sanitation Fund Expenditures	\$123,293	\$147,665	\$111,631	\$125,457	\$147,215	
45 Sanitation Fund BALANCE	\$12,572	\$0	\$10,659	\$21,291	\$0	
46						

Description	FY2015	FY2016	Thru	FY2016	FY2017	Explanation
	Actual	Budget	April	Estimate	Recommend	
47 GRAND TOTALS						
48 General Fund						
49 Revenues	\$1,254,399	\$1,288,130	\$1,176,071	\$1,270,624	\$1,308,115	
50 Expenditures	\$1,152,251	\$1,291,130	\$991,166	\$1,164,046	\$1,308,115	
51 Balance	\$102,148	-\$3,000	\$184,905	\$106,578	\$0	
52 Water and Sewer Fund						
53 Revenues	\$724,258	\$723,000	\$623,199	\$736,626	\$727,854	
54 Expenditures	\$643,778	\$723,000	\$566,919	\$668,830	\$727,854	
55 Balance	\$80,480	\$0	\$56,280	\$67,795	\$0	
56 Electric Fund						
57 Revenues	\$2,564,715	\$2,418,546	\$1,971,271	\$2,585,013	\$2,524,337	
58 Expenditures	\$2,457,946	\$2,418,546	\$1,863,508	\$2,424,074	\$2,524,337	
59 Balance	\$106,769	\$0	\$107,763	\$160,938	\$0	
60 Sanitation Fund						
61 Revenues	\$135,865	\$147,665	\$122,290	\$146,748	\$147,215	
62 Expenditures	\$123,293	\$147,665	\$111,631	\$125,457	\$147,215	
63 Balance	\$12,572	\$0	\$10,659	\$21,291	\$0	
64						
65 ALL FUNDS TOTAL						
66 Revenues	\$4,679,237	\$4,577,341	\$3,892,831	\$4,739,011	\$4,707,521	
67 Expenditures	\$4,377,268	\$4,580,341	\$3,533,224	\$4,382,408	\$4,707,521	
68 Balance	\$301,969	-\$3,000	\$359,607	\$356,603	\$0	
69						
70 interfund transfers	\$450,000	\$460,000	\$450,300	\$450,000	\$420,000	
71 Revenues w/o transfers	\$4,229,237	\$4,117,341	\$3,442,531	\$4,289,011	\$4,287,521	
72 Transfers to capital projects fund	\$287,141	\$266,167	\$0	\$238,182	\$412,432	



Capital Budget FY2017 - FY2021

July, 2016 - June, 2021

Presented to City Council May 16, 2016

FY2017 Capital Budget Detail

	Request	Recommend	City Funds	Other Funds
1	115,000	115,000	115,000	
<p>Bike/Pedestrian Pathways/Trails - construct a 10 foot wide concrete walking trail on the George Street unopened right-of-way from Wesley Street west to the existing walking trail.</p>				
2	6,710	6,800	6,800	
<p>Cemetery Mapping - the final phase of the digital mapping of the cemetery (phase 4a - the southwest section and phase 4b the extreme northwest section). The work will be performed by Len Strozier of Omega Mapping Services. 350-4950-521200-000</p>				
3				
<p>City Clerk's Office</p>				
3a	13,000	13,000	13,000	
<p><u>Cemetery Legacy Software</u> - to capture cemetery records completely and totally for the good of the past, present, and future of the cemetery. This software will bring us to out conclusion of the past three years of efforts to locate and digitize all cemetery records. This will included the mapping setup based on acreage, software support and training. Includes image, scan, and document attachment to client records in a mature database. 350-4950-521300-000</p>				
3b	5,500	5,500	5,500	
<p>File Room Improvements for Clerk's Office 350-1500-522200-000</p>				
3c	4,500	4,500	4,500	
<p>Christmas pole mounted wreaths - purchase 8 wreaths, to carry through to east side of city and to replace some damaged wreaths 350-4226-541200-000</p>				
3d	4,000	4,000	4,000	
<p>Folder inserter for Clerk's Office - to prepare the monthly utility bills, to replace failing equipment 350-1500-522200-001</p>				
<p>City Clerk SUBTOTAL</p>				
	27,000	27,000	27,000	
4	150,000	150,000	150,000	
<p>City Master Plan Development and Implementation - continuation of project to encourage commercial and residential development in the city. Including project implementation.</p>				

ADD

FY2017 Capital Budget Detail

		Request	Recommend	City Funds	Other Funds
5	City Parks Design and Build - continuation of project to design and build the Asbury Street Park and to develop other parks as approved by Council.	250,000	250,000	150,000	100,000
6	East Clark Street - Complete redevelopment of East Clark Street including water, street, sidewalk, and drainage. Sewer will be funded with the GEFA loan. Electric will be underground and will have pedestrian sized street lamps. We do not have a final estimate for the electrical work yet.	450,000	450,000	450,000	
7	Electric System Improvements - Each year we select a project to improve our electric system. Investing in improving our infrastructure helps maintain a reliable electric system. This year we will replace utility poles that are going bad in their tops along 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 in this project. Since the electric fund makes a significant contribution to the capital projects fund each year, it is fitting to use some of the capital projects fund to help maintain the electric system.	100,000	100,000	100,000	
8	Moore Street Sidewalk - To extend the Moore Street sidewalk on the north side of the street west from the College gym to the city limits to Longstreet Circle. We will look for grants to fund this.	175,000	175,000	175,000	

FY2017 Capital Budget Detail

		Request	Recommend	City Funds	Other Funds
	<p>Pedestrian Bridge/Sidewalk - This project will build a pedestrian bridge across I-20 and extend the sidewalk from the bridge along the west side of Emory Street north to Fletcher Street. The project is funded with state and federal funds along with the local share from the cities of Covington and Oxford. The only funds we show here are the City of Oxford funds. The construction is scheduled to start in June, 2017. We are spending some of our funds to acquire the ROW and easements necessary for the sidewalk. Most of our funds will be spent as matching money for the sidewalk construction in FY18.</p>	10,000	10,000	10,000	
10	<p>Pedestrian Crossings - Georgia DOT grant program for pedestrian safety, includes pedestrian crossings at the trail crossings, a pedestrian crossing on Emory Street near the new park, and renewed stop sign bar markings.</p>	98,750	98,750	29,625	69,125
11	<p>Sidewalks - Extend sidewalks throughout the city in locations to be determined by connectivity study. This project will take several years. One location to start would be on the west side of Emory Street from Fletcher to the new Asbury Street park. Other funds are 2011 SPLOST.</p>	200,000	200,000	80,000	120,000
12	<p>Storm Drainage plans and improvements - to be used throughout the year to make both major and minor improvements to our storm drainage system and to help us meet the requirements of our storm drainage plan. This is an ongoing project for the next several years.</p>	10,000	10,000	10,000	
13	<p>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 may want to overmatch in FY17 to help catch up with our resurfacing requirements. Could include crosswalks. Other funds are LMIG from GDOT.</p>	40,000	100,000	81,000	19,000

FY2017 Capital Budget Detail

	Request	Recommend	City Funds	Other Funds
14	4,000	4,000	4,000	
14 Survey of city rights-of-way - Completion of the project begun in FY16.				
15	35,000	35,000	35,000	
15 Utility Pole Inspection and Replacement - continuation of project to inspect and repair or replace all city owned utility poles. This covers the last quarter of the city.				
16				
16 Vehicles and Equipment				
16 a	24,000	24,000	24,000	
16 Replacement patrol vehicle - To replace the 2010 Chevy Impala as a primary patrol vehicle. It will be used as the backup vehicle replacing the 2008 Impala. It will have 92,000 miles by the end of the fiscal year. We have spent over \$1,400 repairing the Impala. Our patrol inventory will be 2 - 2013 Fords; 1 - 2015 Ford, and 1 - 2017 Ford with the 2010 Impala used as a spare. We would not need to purchase another patrol car for at least three years unless some unforeseen issue happens.				
16 b	12,000	12,000	12,000	
16 Equipment for new patrol vehicle - Lights, siren, radar, decals, and transfer video camera from the old patrol car.				
16 c	18,000	18,000	18,000	
16 Radio upgrade - Newton County is in the process of upgrading the county wide police radio system that is currently over 10 years old. We can upgrade the software for the walki-talkies but we will need to replace the vehicle radios and the base unit.				
	54,000	54,000	54,000	
Police Department SUBTOTAL				
16 d	24,000	0	0	
16 Replace 2004 F-250 truck with 142,486 miles. The committee does not recommend.				

FY2017 Capital Budget Detail

	Request	Recommend	City Funds	Other Funds
16 Service bucket truck - to access areas that a 60ft bucket truck is too big and heavy for. This will cut down on outage time for power repairs and allow us to work on Emory Street without flaggers or police escort. A possibility would be to rent one when needed, or to purchase a used vehicle.	103,000	0	0	
Public Works SUBTOTAL	127,000	0	0	
Vehicles and Equipment SUBTOTAL	181,000	54,000	54,000	
17 Water/Sewer System Improvements				
17 GEFA sewer extension project - Extend the city sewer system to 42 homes using a loan from GEFA.	525,000	525,000	0	525,000
17 Replace water main on Clark St, Oxford Rd, and Hull St. - This section of water system is about 40+ years old. It was installed with a very thin wall low grade PVC. In the past two years we have repaired the water main four different times in different places. Committee recommended these funds come from SPLOST2017.	650,625	650,625	0	
17 Airport Road water line extension - Extend an 8" ductile iron water line north from Danielle Drive to Poole Booth Road to connect with a line from Newton County Water and Sewer. This will give us another interconnection with the NCWS system and enable us to provide water service to additional customers within our service area. The committee determined there were not enough customers along this line to justify the expense.	96,000	0	0	
Water/Sewer System Improvements SUBTOTAL	1,271,625	1,175,625	0	
18 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	300,000	
	\$3,424,085	\$3,261,175	\$1,771,425	\$833,125

OXFORD CAPITAL IMPROVEMENT PLAN FY2016 Results

Account Number	PROJECT DESCRIPTION	FY 2016 (City Funds)	Thru April	FY 2016 Est. Total Spent	FY 2016 Balance	NOTES
1 350.4224.541200.000	Bike/Pedestrian Pathways/Trails	80,000	900	2,000	78,000	
2 350.4850.521200.000	Cemetery Mapping	8,000	7,805	7,805	195	
3 350.1500.522200.000	City Hall and grounds projects	15,000	5,006	5,006	9,994	
4 350.1500.541400.002	City Master Plan Develop & Implement	175,000	124,661	124,661	50,339	
5 350.6220.541100.000	City Park Land Acquisition & Development	150,000	64,532	65,000	85,000	
6 350.6220.541100.001	City Park Playground & Pavilion Design & Build	120,000	338	500	119,500	
7 350.4600.541403.510	Electric Competitive Projects	100,000	0	0	100,000	
8 350.4600.541402.510	Electric System Improvements	100,000	6,938	94,969	5,031	Bonnell Street area.
9 350.4250.541201.000	George Street Park Storm Drainage	40,000	88,055	88,055	-48,055	
10 350.4200.542102.000	Lawnmowers & Equipment	25,000	18,647	18,647	6,353	
11 350.4224.541201.000	Moore Street Sidewalk	50,000	135	1,000	49,000	
12 350.4224.541203.000	Pedestrian Bridge/Sidewalk	60,000	2,875	5,000	55,000	Preparing for acquisition.
13 350.6220.541101.000	Pocket Parks	30,000	0	0	30,000	Project cancelled.
14 350.1500.521000.000	Software Upgrades Clerk's Office	15,000	0	0	15,000	Project cancelled.
15 350.4250.541200.000	Storm Drainage plans & improvements	5,000	0	5,000	0	
16 350.4200.541400.001	Street Repairs and Resurfacing	32,000	900		32,000	
17 350.4220.541204.000	Survey of city rights-of-way	40,000	22,808	36,000	4,000	
18 350.3200.542200.000	Vehicles & Equipment	8,000	8,000	8,000	0	
19 350.3200.542201.000	Police Dept. Equipment (radar recorder)	3,995	3,995	3,995	0	
20 350.4300.541400.540	Water/Sewer System Improvements	200,000	3,240	16,000	184,000	
21 350.4200.522201.000	Wayfinding signs	10,000	0	0	10,000	Project postponed.
22 350.4226.541201.000	Whatcoat Street improvements	200,000	6,863	7,000	193,000	
	TOTALS	\$1,466,995	\$365,698	\$488,638	\$978,357	