



**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 27<sup>th</sup> 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 4<sup>th</sup> is the first Monday of the month so the regular scheduled council meeting will be moved to Monday, July 11<sup>th</sup>. 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 4<sup>th</sup> 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 6<sup>th</sup>. Attachment A

#### **Projects Status and Engineer's Progress Reports**

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

#### **July 4<sup>th</sup>**

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.

Respectfully Submitted,



*Lauran Willis*

Lauran Willis, CMC/FOA  
City Clerk



**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, MAY 16, 2016 – 6:00 P.M.  
CITY HALL  
A G E N D A**

**PUBLIC HEARING**

Public Hearing on the Annual Budget for FY2017 and the Capital Budget for FY2017 – FY2021.

1. **Honorary Councilmember** – Councilmember Holt appointed Peggy Madden as the Honorary Councilmember for June. She will attend the May work session and the June 6<sup>th</sup> council meeting. Her tour of the city will be May 20<sup>th</sup>.
2. **Mayor's Announcements**
3. **Long Term Development Plans and Strategy** – Mayor Roseberry will discuss our long term development plans including the possibility of creating a Downtown Development Authority.
4. **\*FY2017 Annual Budget** – We will distribute the recommended Annual Budget for FY2017 (July 2016 – June 2017) and the recommended Capital Budget for FY2017 – FY2021 (July 2016 – June 2021) along with the Budget Resolution. We are scheduled to adopt the budgets at the council meeting on June 6<sup>th</sup>.
5. **\*Projects Status and Engineer's Progress Reports**
6. **\*July 4<sup>th</sup>** – We need to discuss the 2016 July 4<sup>th</sup> Parade. We need to discuss the Mayor's Award Categories.

\*Attachments



# Annual Budget - FY2017

July, 2016 - June, 2017

Presented to City Council May 16, 2016

Mayor Jerry D. Roseberry

**Councilmembers**

Sarah Davis - David Eady

George Holt - Mike Ready

Terry Smith - Jim Windham

Bob Schwartz, City Manager

Lauren Willis, City Clerk

Dave Harvey, Police Chief

Jody Reid, Supervisor of Public Works and Utilities

Description	FY2015 Actual	FY2016 Budget	Thru April FY2016	FY2016 Estimate	FY2017 Recommend	Explanation
<b>GENERAL FUND - REVENUE</b>						
			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 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
<b>REVENUES TOTAL</b>	<b>\$804,399</b>	<b>\$828,130</b>	<b>\$725,771</b>	<b>\$820,624</b>	<b>\$838,115</b>	
<b>GENERAL FUND - EXPENDITURES</b>						
<b>CITY COUNCIL</b>						
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	
<b>SUBTOTAL</b>	<b>\$54,746</b>	<b>\$57,165</b>	<b>\$43,629</b>	<b>\$50,163</b>	<b>\$50,663</b>	
<b>GENERAL GOVERNMENT</b>						
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 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
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	
<b>SUBTOTAL</b>	<b>\$595,625</b>	<b>\$670,894</b>	<b>\$514,573</b>	<b>\$603,853</b>	<b>\$646,189</b>	
<b>COURT</b>						
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	
<b>SUBTOTAL</b>	<b>\$10,654</b>	<b>\$12,000</b>	<b>\$10,429</b>	<b>\$11,095</b>	<b>\$12,300</b>	
<b>POLICE DEPARTMENT</b>						
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 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
7 Tech Purch Serv/Courtware	3,681	5,000	5,712	6,854	5,000	
8 Veh & Equip Repairs & Maint	7,808	8,600	8,654	10,385	10,000	
9 Liability Insurance	4,218	4,500	12,395	12,395	13,000	Billed in April
10 Telephone-Postage	6,049	6,700	5,180	6,216	6,200	
11 Dues & Fees	100	300	130	156	250	
12 Education & Training	1,670	2,500	948	1,138	2,000	
13 Subpoena fee	0	200	0	0	200	
14 Prisoner Housing & costs	3,060	4,500	3,735	4,482	5,000	
15 Supplies & Materials	7,901	6,700	6,255	7,506	6,700	FY16 moved 1,500 from uniforms
16 Gasoline	8,781	10,000	8,043	9,652	10,000	
17 Small Equipment Under \$5,000	11,383	12,000	11,366	13,639	12,000	
18 Other Supplies-Uniforms	2,871	4,500	3,932	4,718	5,000	FY16 moved 1,500 to supplies
19 Training funds - Payable	12,389	12,000	14,567	17,480	13,500	
20 E-911 Center	38,158	19,000	9,540	11,448	19,000	FY15 bill was for two years.
<b>SUBTOTAL</b>	<b>\$314,130</b>	<b>\$306,614</b>	<b>\$271,391</b>	<b>\$323,190</b>	<b>\$321,521</b>	
<b>STREET DEPARTMENT</b>						
1 Regular Employees-Street	27,522	48,046	32,998	39,598	53,229	
2 Overtime	990	2,333	786	943	2,000	
3 Employee Insurance	7,635	14,783	8,821	10,585	16,615	
4 Social Security (FICA)	2,181	3,859	2,584	3,101	4,225	
5 Retirement Plan Expense	10,280	10,270	7,730	9,276	10,372	
6 Retirement Cont. (DC) 401	0	816	230	276	986	
7 Workers' Comp Insurance	5,582	8,500	3,112	3,734	6,200	
8 Professional (arborist)	600	1,000	488	586	1,000	
9 Professional - Engineering	5,413	6,000	2,430	2,916	6,000	
10 Disposal Services-Landfill Fees	718	750	2,641	3,169	2,000	
11 Contract Lawn Care	22,776	17,000	22,217	22,217	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	
20 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	
<b>SUBTOTAL</b>	<b>\$172,096</b>	<b>\$209,857</b>	<b>\$146,144</b>	<b>\$170,745</b>	<b>\$217,227</b>	
<b>CEMETERY</b>						
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	
<b>SUBTOTAL</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	
<b>WATER &amp; SEWER FUND - REVENUES</b>						
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	
<b>TOTAL REVENUES</b>	<b>\$724,258</b>	<b>\$723,000</b>	<b>\$623,199</b>	<b>\$736,626</b>	<b>\$727,854</b>	

Description	FY2015	FY2016	Thru	FY2016	FY2017	Explanation
	Actual	Budget	April	Estimate	Recommend	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>						
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	

	FY2015	FY2016	Thru	FY2016	FY2017	
Description	Actual	Budget	April	Estimate	Recommend	Explanation
29 Contingency	0	14,102	0	0	14,140	
<b>TOTAL EXPENDITURES</b>	<b>\$543,778</b>	<b>\$573,000</b>	<b>\$466,919</b>	<b>\$568,830</b>	<b>\$627,854</b>	
<b>ELECTRIC FUND - REVENUES</b>						
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
<b>TOTAL REVENUES</b>	<b>\$2,564,715</b>	<b>\$2,418,546</b>	<b>\$1,971,271</b>	<b>\$2,585,013</b>	<b>\$2,524,337</b>	
<b>ELECTRIC FUND - EXPENDITURES</b>						
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	
19 Contract Labor	0	20,000	0	0	0	No big storms in FY15. Or FY16 so far. Will use other city reserves in case of big storm.
20 Temporary Labor	10,604	0	364	364	0	

Description	FY2015 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
21 Supplies & Materials	15,355	15,000	16,678	20,014	16,000	
22 Energy/Utilities	8,891	9,500	5,189	6,227	7,500	
23 Gasoline/Diesel	3,823	7,000	3,215	3,858	5,000	
24 Electricity Purchased	1,548,800	1,539,355	1,280,801	1,536,961	1,525,257	ECG estimate
25 Small Equipment Under \$5,000	212	5,000	985	1,182	2,500	
26 Uniforms	5,378	5,300	3,786	4,543	3,500	
28 Street Lights	0	2,500	0	2,200	2,500	
29 Depreciation	82,544	82,000	72,500	87,000	87,000	estimate from auditor
30 Bad Debt Expense	6,554	14,000	-709	6,800	8,000	
31 Contingency	0	5,561	0	0	34,863	
<b>TOTAL EXPENDITURES</b>	<b>\$1,870,805</b>	<b>\$1,936,979</b>	<b>\$1,563,208</b>	<b>\$1,885,892</b>	<b>\$1,912,120</b>	
<b>SANITATION FUND - REVENUES</b>						
1 Refuse Collection Charges	135,516	147,165	122,266	146,719	147,165	
2 Sale of Recycled Materials	349	500	24	29	50	
<b>TOTAL REVENUES</b>	<b>\$135,865</b>	<b>\$147,665</b>	<b>\$122,290</b>	<b>\$146,748</b>	<b>\$147,215</b>	
<b>SANITATION FUND - EXPENDITURES</b>						
3 College Walk Dumpster Fees	6,650	6,700	5,542	6,650	6,700	
4 Contracted Garbage Pickup	65,202	66,000	56,089	67,307	67,500	
5 Depreciation	0	0	0	0		
6 Bad Debt Expense	1,441	2,800	0	1,500	1,500	
7 Contingency	0	2,165	0	0	1,515	
<b>TOTAL EXPENDITURES</b>	<b>\$73,293</b>	<b>\$77,665</b>	<b>\$61,631</b>	<b>\$75,457</b>	<b>\$77,215</b>	

Description	FY2015 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
<b>General Fund</b>						
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	
5 Transfers prior year's fund balance					50,000	
6 General Fund Revenues	\$1,254,399	\$1,288,130	\$1,176,071	\$1,270,624	\$1,308,115	
<b>Expenditures</b>						
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						
<b>Water &amp; Sewer Fund</b>						
17						
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						
<b>Expenditures</b>						
21	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						

	FY2015	FY2016	Thru	FY2016	FY2017	
Description	Actual	Budget	April	Estimate	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 Actual	FY2016 Budget	Thru April	FY2016 Estimate	FY2017 Recommend	Explanation
<b>47 GRAND TOTALS</b>						
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						
<b>65 ALL FUNDS TOTAL</b>						
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
<b>1</b> 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.	115,000	115,000	115,000	
<b>2</b> 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.	6,710	6,800	6,800	
<b>3</b> City Clerk's Office				
<b>3a</b> Cemetery Legacy Software - 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.	13,000	13,000	13,000	
<b>3b</b> File Room Improvements for Clerk's Office	5,500	5,500	5,500	
<b>3c</b> Christmas pole mounted wreaths - purchase 8 wreaths, to carry through to east side of city and to replace some damaged wreaths	4,500	4,500	4,500	
<b>3d</b> Folder inserter for Clerk's Office - to prepare the monthly utility bills, to replace failing equipment	4,000	4,000	4,000	
<b>City Clerk SUBTOTAL</b>	27,000	27,000	27,000	
<b>4</b> City Master Plan Development and Implementation - continuation of project to encourage commercial and residential development in the city. Including project implementation.	150,000	150,000	150,000	

**FY2017 Capital Budget Detail**

		Request	Recommend	City Funds	Other Funds
<b>5</b>	<b>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.</b>	250,000	250,000	150,000	100,000
<b>6</b>	<b>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.</b>	450,000	450,000	450,000	
<b>7</b>	<b>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.</b>	100,000	100,000	100,000	
<b>8</b>	<b>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.</b>	175,000	175,000	175,000	

**FY2017 Capital Budget Detail**

		Request	Recommend	City Funds	Other Funds	
	<b>9</b>	<b>Pedestrian Bridge/Sidewalk</b> - 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.	10,000	10,000	10,000	
	<b>10</b>	<b>Pedestrian Crossings</b> - 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.	98,750	98,750	29,625	69,125
	<b>11</b>	<b>Sidewalks</b> - 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.	200,000	200,000	80,000	120,000
	<b>12</b>	<b>Storm Drainage plans and improvements</b> - 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.	10,000	10,000	10,000	
	<b>13</b>	<b>Street Repairs and Resurfacing</b> - 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.	40,000	100,000	81,000	19,000

**FY2017 Capital Budget Detail**

		Request	Recommend	City Funds	Other Funds
14	Survey of city rights-of-way - Completion of the project begun in FY16.	4,000	4,000	4,000	
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.	35,000	35,000	35,000	
16	<b>Vehicles and Equipment</b>				
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	24,000	24,000	24,000	
a	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	Equipment for new patrol vehicle - Lights, siren, radar, decals, and transfer video camera from the old patrol car.	12,000	12,000	12,000	
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.	18,000	18,000	18,000	
c					
	<b>Police Department SUBTOTAL</b>	54,000	54,000	54,000	
16					
d	Replace 2004 F-250 truck with 142,486 miles. The committee does not recommend.	24,000	0	0	

**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	
	<b>Public Works SUBTOTAL</b>	127,000	0	0	
	<b>Vehicles and Equipment SUBTOTAL</b>	181,000	54,000	54,000	
17	<b>Water/Sewer System Improvements</b>				
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	
	<b>Water/Sewer System Improvements SUBTOTAL</b>	1,271,625	1,175,625	0	
18	<b>Whatcoat Street Improvements - Working with Oxford College, improve Whatcoat Street and Pierce Street. The designs and funding arrangements are not final.</b>	300,000	300,000	300,000	
		<b>\$3,424,085</b>	<b>\$3,261,175</b>	<b>\$1,777,425</b>	<b>\$833,125</b>





OXFORD CAPITAL PROJECTS 2017 - 2021 COSTS

5/16/2016

A	B	C	D	E	F	G	H	I
LINE	INFRASTRUCTURE PROJECTS	TOTAL COST	CITY FUNDS	2011 SPLOST	2017 SPLOST	GRANTS	OTHER	TOTAL
1t	BIKE/PEDESTRIAN PATHWAYS/TRAILS	515,000	115,000		300,000	100,000		515,000
2	CEMETERY MAPPING	6,800	6,800					6,800
3	CITY CLERK' OFFICE PROJECTS	27,000	27,000					27,000
4	CITY MASTER PLAN DEVELOP & IMPLEMENT	550,000	550,000					550,000
5	CITY PARKS DESIGN & BUILD	500,000	150,000		250,000		100,000	500,000
6	E. CLARK STREET DEVELOPMENT	450,000	450,000					450,000
7	ELECTRIC SYSTEM IMPROVEMENTS	500,000	500,000					500,000
8t	MOORE STREET SIDEWALK	175,000	175,000					175,000
9t	PEDESTRIAN BRIDGE/SIDEWALK	60,000	10,000		50,000			60,000
10t	PEDESTRIAN CROSSING	98,750	23,750		75,000			98,750
11t	SIDEWALKS	600,000	140,000	160,000	300,000			600,000
12	STORM DRAINAGE PLAN & IMPROVEMENTS	50,000	50,000					50,000
13t	STREET REPAIRS AND RESURFACING	380,000	80,000		300,000			380,000
14	SURVEY OF CITY RIGHTS-OF-WAY	4,000	4,000					4,000
15	UTILITY POLE INSPECTION & REPLACEMENT	70,000	70,000					70,000
16	VEHICLES & EQUIPMENT	254,000	254,000					254,000
17	WATER/SEWER SYSTEM IMPROVEMENTS	1,175,625	525,000		650,625			1,175,625
18t	WHATCOAT STREET IMPROVEMENTS	300,000	300,000					300,000
19	TOTALS	5,716,175	3,430,550	160,000	1,925,625	100,000	100,000	5,716,175
20	COST ALLOCATION FOR TRANSPORTATION PROJECTS FY 2017 - FY 2021	TOTAL COST	CITY FUNDS	2011 SPLOST	2017 SPLOST	GRANTS	OTHER	TOTAL
		2,128,750	593,750	160,000	1,275,000	100,000	0.00	2,128,750

t = Transportation projects





**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	
2 350.4950.521200.000	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	
	<b>TOTALS</b>	<b>\$1,466,995</b>	<b>\$365,698</b>	<b>\$488,638</b>	<b>\$978,357</b>	

## **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:**

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Jerry D. Roseberry, Mayor

**ATTEST:**

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Lauran S. Willis, City Clerk

Project	Date	Status
<b>5. City Hall and grounds</b>		
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/14/2015	Meet with Cheryl Ready of Tree Board to discuss selections.
	9/1/2015	Order planters
	10/19/2015	Painting planters
	11/9/2015	Planters installed.
	12/17/2015	Plants planted in planters and thriving.
	2/15/2016	On hold for design suggestions from Special Projects Committee.
	3/21/2016	Benches on order.
	4/12/2016	Installed benches and a picnic table behind city hall.
	5/16/2016	Project is complete for this year.

7. Electric Competitive Projects		
Assigned: Jody	6/1/2015	Included in FY2016 capital budget.
	1/14/2016	Met with Corning representatives about city wide fiber. Waiting for cost estimate from Corning.

10. Moore Street Sidewalk		
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	2/2/2015	Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June.
	6/15/2015	Waiting for OxC study to be complete.
	9/8/2015	OxC is waiting for study to be approved by Emory.
	2/4/2016	Robert Jordan and Bob met with OxC to discuss alignment of sidewalk now that drainage study is complete. Robert is working on design.
	3/21/2016	Report from Robert at work session.
	4/18/2016	We will have budget estimate as part of FY17 budget.
	5/16/2016	Robert has completed work on easement. David Strickland is preparing the easement form to be submitted to Oxford College. Project will be included in FY2017 Capital Budget.

12. Pedestrian Bridge/Sidewalk		
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.
	8/17/2015	<b>Construction is scheduled to start June 2017</b>
	1/19/2016	No status change

Project	Date	Status
	2/10/2016	Bob attended GDOT workshop on acquisition which will be necessary for easements for some of sidewalk project.
	3/21/2016	Title checks and appraisals underway.
	4/18/2016	Title checks and appraisals are both complete. We are waiting for GDOT to appoint a review appraiser. One step at a time!
	5/16/2016	Appraisals and title checks complete. Waiting for GDOT to appoint review appraiser.

19 Wayfinding Signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	2/15/2016	Special Projects Committee

Determine who is 100' from a sewer line and how to enforce ordinance	12/6/2013	We will have a report to Council for the January work session.
	6/15/2015	23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed.
	7/20/2015	Only 4 homes left to go.
	9/8/2015	Only 2 homes left to go.

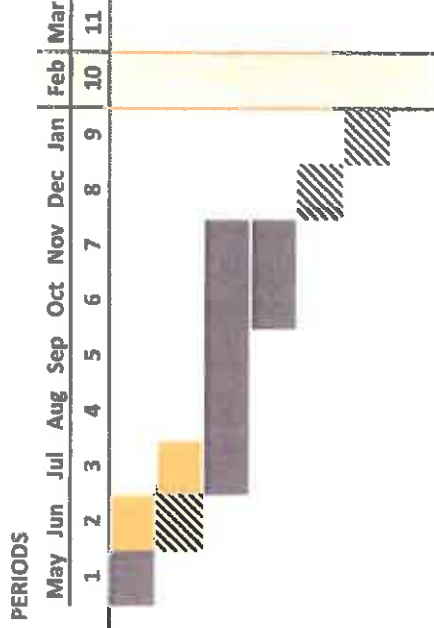
# 5. Asbury Park Survey

\$6,700

Period Highlight: 10

 Plan
  Actual
  % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Request estimate from eng.	1	1	1	2	100%
Issue PO	2	1	3	1	100%
Survey	3	5	3	5	100%
Environmental Assessment (Level I)	6	2	6	2	100%
City Review	8	1	0	0	0%
Prepare final survey	9	1	0	0	0%

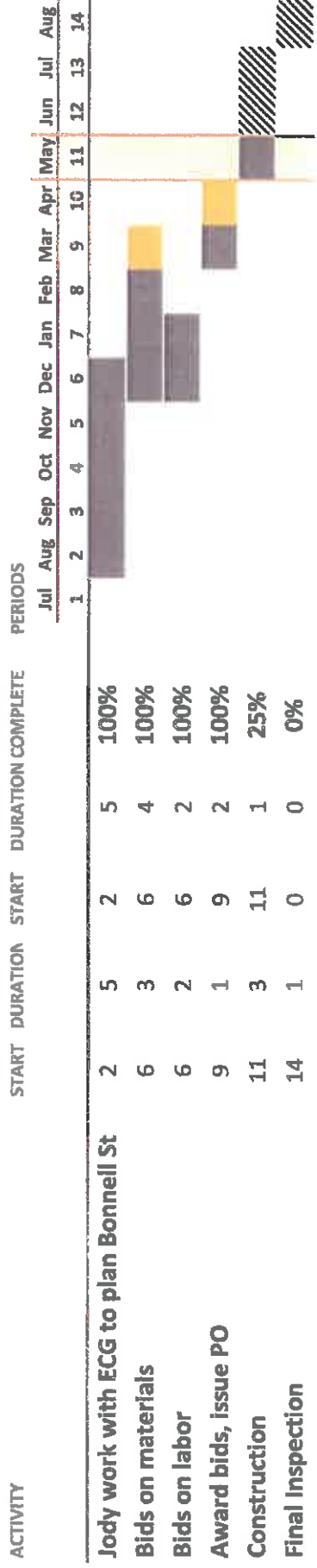


**Complete**

# 8. Electric System Improvements

Period Highlight: 1.1

\$100,000





# 9. George St Park Drainage

\$80,000

Period Highlight: 10

 Plan
  Actual
  % Complete

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
Prepare bid documents	2	1	2	2	100%
Advertise for Bids	2	1	3	1	100%
Award Bid	4	1	4	1	100%
Preconstruction conference	6	1	6	1	100%
Construction	7	4	7	4	100%
Final Inspection	10	1	10	1	100%

PERIODS

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

**Complete**

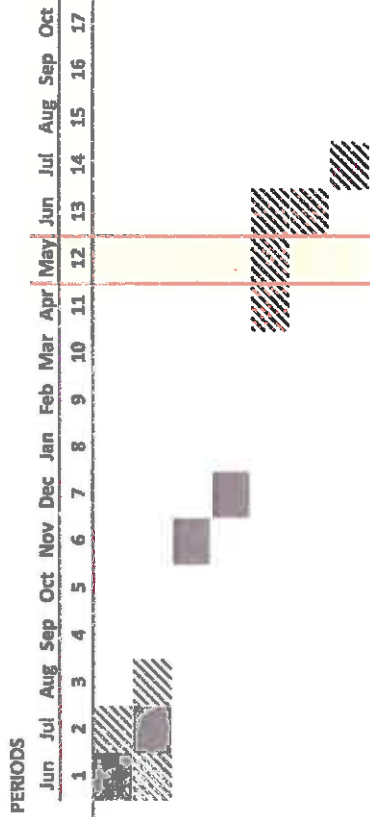
# 15. Street Repairs

\$32,000

Period Highlight: 12

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
Schedule paving with Newton County	11	3	0	0	0%
Final Inspection	13	1	0	0	0%
LMIG Project closure to DOT	14	1	0	0	0%





# 18. Sewer System Improvements

\$200,000

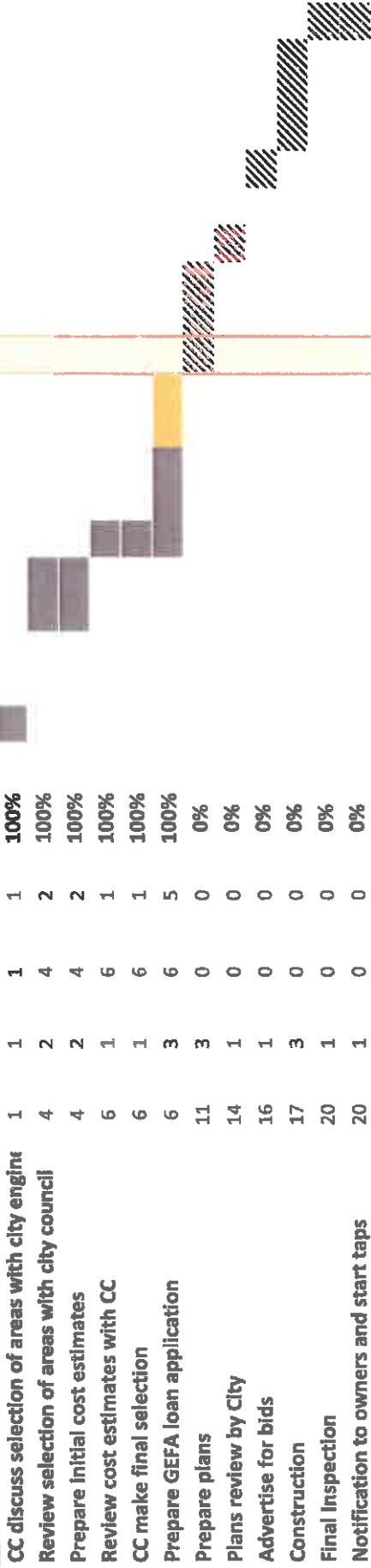
Period Highlight: 1.1

 Plan
  Actual
  % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	ACTUAL START	ACTUAL DURATION	ACTUAL START	PERCENT COMPLETE
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PERIODS

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



# 20. Whatcoat Street

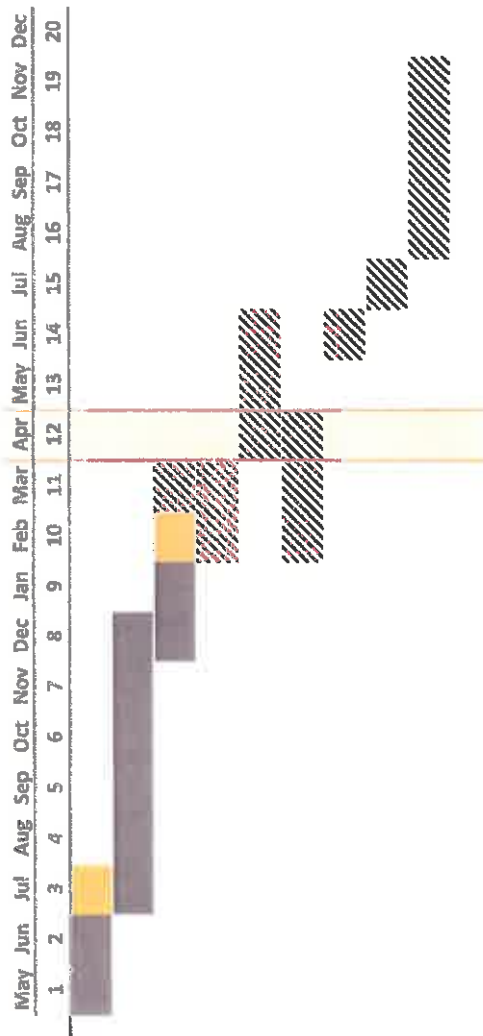
Period Highlight: 12

\$200,000

 Plan
  Actual
  % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Base Mapping	1	2	1	3	100%
Design	3	6	3	6	100%
Construction Plans	8	2	8	4	90%
Review with OxC	10	2	10	2	0%
GDOT review	12	3	0	0	0%
City review	10	3	0	0	0%
Advertise for bids	14	1	0	0	0%
Award bids	15	1	0	0	0%
Construction	16	4	0	0	0%

PERIODS



**On Hold**



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

May 13, 2016

Re: Monthly summary – April activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in April 2016:

**1. General Support**

- a. Performed research on required geotechnical specifications for boardwalk on George Street trail project
- b. Performed construction cost estimate for Moore Street sidewalk extension to Carlton Trail
- c. Updated construction cost estimate to extend Moore Street sidewalk further westward
- d. Coordinated subcontracts with a structural engineer (Pi Tech, Inc.) and geotechnical engineer (Preston Testing, Inc.) to begin work on George Street trail data collection and boardwalk design.

**2. Right-of-Way survey project**

- a. Continued research and data collection to support right-of-way survey
- b. Began preparing right-of-way platting document
- c. Collected locations of permanent concrete right-of-way monuments
- d. Correspondence with Rose Hill Library at Emory to obtain additional mapping information

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

Sincerely,  
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan".

Robert O. Jordan, PE RLS