



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, June 4, 2018 – 7:00 PM  
CITY HALL**

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

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Stacey Mullen, Deputy City Clerk; David Strickland, City Attorney; Jody Reid, Superintendent; Hoyt Oliver, Teresa Welch, Darryl Welch, Cheryl Ready, Allyson Epps from Oxford College, Mike Besaw, Peggy Madden, Juanita Carson, Anderson Wright.

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

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance – All

**Agenda Amendment**

Mayor Roseberry requested to amend the agenda to add the MEAG Power Bond Validation for approval of their rebounding projects 1-4, at no cost to the city.

**Motion was made by Mike Ready, seconded by Jeff Wearing to accept the amendment of the agenda. Motion passed 7/0.**

**Motion was made by Jim Windham, seconded by Mike Ready to accept the Agenda for the June 4, 2018 Mayor and Council Regular Meeting. Motion passed 7/0. (Attachment A)**

**CONSENT AGENDA**

**Approved, 7/0. (Attachment B)**

**Mayors Reports**

Mayor Roseberry gave acknowledgement on behalf of J.P. Godfrey, who submitted a letter of gratitude to Chief Harvey for his service in assisting Mr. Godfrey during an accident, which involved him taking a fall at his home. Chief Harvey was first on the scene to render aid to Mr. Godfrey and also stayed with his wife, Mary until Mr. Godfrey was evacuated. On behalf of the Council, Mayor Roseberry also thanked Chief Harvey for his daily efforts of service.

**Planning Commission Recommendations/Petitions**

None

**Citizens' Concerns**

Juanita Carson (1223 Wesley Street) expressed her concerns for the protection of honey bees, butterflies and other pollinators as it relates to their reproduction and beneficial contribution to the environment. She believes pollinators' existence has largely decreased, due to poor development and lack of nourishment stemming from chemical agents used to eliminate insects, as well as those used for maintenance or the treatment of lawns.

**MEAG Power Bond Validation**

MEAG Power submitted a validation petition seeking approval from all of their 49 participants. This approval will allow MEAG Power to increase its bonding capacity for their projects 1-4, to take advantage of fluctuating interest rates, issuing refinancing bonds- which will lower MEAG Power's overall debt service costs. The City of Oxford's share of project costs will remain the same as established in the respected power sales contract; however, by reducing MEAG Power's overall costs, the benefits will flow directly to the cities.

**A motion was made by Mike Ready, seconded by Jeff Wearing to approve the bond validation petition. The motion passed 7/0.**

**First Reading of an Ordinance Change for Sec. 20-1.-Disorderly Conduct**

Chief Harvey explained the need for the ordinance change to allow for Section 20-1 Disorderly Conduct cases to be heard in Oxford Municipal Court. Currently, such cases would require a warrant, which also requires the case to be transferred and heard at Newton County Superior Court. The proposed amendment will require a second reading and vote. (Attachment C)

**Operating Budget and Capital Budget for FY2019**

The operating budget and capital budget resolution was presented for approval for fiscal year 2019.

**A motion was made by George Holt, seconded by Jim Windham to approve the operation budget and capital budget for fiscal year 2019. The motion passed 7/0.** (Attachment Da & Db)

**Building Inspection Fee Schedule**

Assistant City Manager Matt Pepper presented the revised building inspection fee schedule for residential and commercial construction within the city.

**A motion was made by Jeff Wearing, seconded by George Holt to approve the building inspection fee schedule. The motion passed 7/0.** (Attachment E)

**Contract for Building Inspection Services**

Assistant City Manager Matt Pepper presented the building inspection service contract to Council with a recommendation that Council approve the contract for building inspection services to Bureau Veritas.

**A motion was made by David Eady, seconded by Sarah Davis to approve the contract with Bureau Veritas for building inspection services. Motion passed 7/0.** (Attachment F)

**Resolution to Amend the Employee Handbook**

Mayor Roseberry presented the resolution to amend Part 4: Employee Benefits of the Employee Handbook to allow eligibility for new hires to participate in the city's health care plan upon hire date. The amendment will include an effective date of May 1, 2018.

**A motion was made by David Eady, seconded by George Holt to approve the resolution to amend the handbook to allow new hires to be covered under the city’s health care plan immediately upon hire date. The motion was passed 7/0. (Attachment G)**

**Emory Street Sewer Project**

Assistant City Manager Matt Pepper gave an update on the FY2018 Capital Budget which includes \$550,000 for a sewer main install along Emory Street. Based on the three bids received, he recommended that Council award the purchase order to Site Engineering, Inc for \$991,146. The project will be funded from our GEFA loan and 2017 SPLOST allocations.

**A motion was made by Mike Ready, seconded by David Eady to accept the bid from Site Engineering, Inc in the amount of \$991,146. The motion was passed 7/0. (Attachment H)**

**Street Resurfacing Project**

Assistant City Manager Matt Pepper presented the Intergovernmental Agreement (IGA) with Newton County to Council for approval of the resurfacing and deep patching on Mitchell Street, E. Bonnell Street and Wentworth Drive. The estimated project cost is \$50,000. This project will be completed with city funds combined with monies from the Local Maintenance Improvement Grant (2018 LMIG). The city will supply asphalt, with Newton County providing labor and equipment for the completion of the project.

**A motion was made by Jim Windham, seconded by David Eady to approve the Intergovernmental Agreement (IGA) with Newton County. The motion was passed 7/0. (Attachment I)**

**Grand Marshal for July 4th**

Councilmember Sarah Davis presented Grace Budd-Spradley for nomination approval as Grand Marshal for the July 4<sup>th</sup> Parade.

**A motion was made by David Eady, seconded by Jeff Wearing for approval of Grace Budd-Spradley for nomination as Grand Marshal for the July 4<sup>th</sup> Parade. The motion was passed 7/0.**

**Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
	<b>MONTHLY</b>	
Blue Cross Blue Shield	Health Insurance Employees (6/1 – 7/1)	10,174.43
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (May)	1,316.85
Georgia Municipal Association	GMEBS/Retirement Trust Fund (June)	6,279.16
Latham Home Sanitation	Waste/Recyclables (May)	5,636.10
NC Board of Commissioners	Monthly water purchase for April Inv. 2411	15,962.00
Southeastern Power Admin.	SEPA energy cost (April) Inv. B-18-1806	2,919.86
Sophicity	Software/ Technical Maintenance	1,813.05
C. David Strickland	Professional Services May	2,990.02

**PURCHASES/CONTRACT LABOR**

<b>Cintas</b>	Uniforms/ Utility Department 4/1/18 – 4/30/18	1,038.71
<b>Covington Ford</b>	Repairs on City Managers vehicle	1,059.78
<b>Consolidated Monthly Remittance</b>	Municipal Court Fees April	1,229.77
<b>Consolidated Monthly Remittance</b>	Municipal Court Fees May	1,093.95
<b>Courtware Solutions</b>	Monthly Maintenance Fees	1,127.00
<b>Designed Installations by Jim</b>	Installed 1.5" asphalt topping mix West Wade Street	7,500.00
<b>Designed Installations by Jim</b>	Installed all paving outlined in contract. Completed	16,067.00
<b>GIRMA</b>	Annual Property and Liability Insurance	43,288.00
<b>Gresco Utility Supply, Inc.</b>	Electric Supplies	6,233.75
<b>GSCCCA Fines and Fees Division</b>	Consolidated Fines & Fees for Municipal Court - April	1,229.77
<b>MasterCard</b>	Deposit Reservations for Jody/Scottie Jekyll Island	2,461.35
	Water Conference/Deposit for Clerks Conf. registration for 2 clerks fall training/ Chiefs conference	
	Reservations/Shipping fees for GEFA documents/2 cigarette disposals outside city hall etc.	
<b>Mobile Communications</b>	Install F&R strobes and in Cab back light & grill lights	1,229.73
<b>Phoenix Personnel</b>	Temporary Service Week ending 5/6/2018	1,008.00
<b>Treadwell, Tamplin &amp; Co.</b>	Final billing for FY2017 Audit	6,500.00
<b>Woco Pep Oil, Inc.</b>	Fuel Charges for May 21, 2018 Inv-8120	3,436.42
	<b>APPROVED CONTRACTS</b>	
<b>Designed Installations by Jim</b>	Paving and deep patching city streets Inv. 511	16,067.00
<b>Historical Concepts, LLC</b>	Visioning Services for E. Clark property plan.	7,237.02
<b>Jordan Engineering</b>	Civil Site plans/Asbury Park civil plans/prepare & attend parks meeting/sidewalk redesign for park/research, data mgmt., field coordination, mapping, SOLO alley RW/Dig up flag PINS RW/Prepare handouts for pre-bid & attend meeting/address pre-bid meeting issues/prepare addendum/update plans, address contractor questions, new Emory temp easement, DOT tree questions and issue Addendum 2.	9,430.00
<b>Sumner Meeker</b>	Legal Services 1002 Emory Street Disposition	2,610.00
<b>Scarborough Tree Service</b>	E. Clark St. Cleaning up 1 extra-large pecan tree on ground; W. Richardson: 3 standing Hardwood trees taken down; cleaning up 1 downed hardwood.	4,800.00

**Motion was made by George Holt, seconded by Sarah Davis, to approve invoices. The motion was passed 7/0.**

**Executive Session**

**A motion was made by Mike Ready, seconded by Jeff Wearing to go into an Executive Session at 7:37 PM.**

Council discussed personnel matters.

**A motion was made by Mike Ready, seconded by Jeff Wearing to leave the Executive Session at 7:42 PM.**

**A motion was made by Mike Ready, seconded by Jeff Wearing to renew the contract for Assistant City Manager Matt Pepper for FY2019, with a the salary increase from 45K to 50K, and a title change from Assistant City Manager to City Manager. Motion passed 7/0.**

**A motion was made by Jim Windham, seconded by Mike Ready to adjourn at 7:44 PM.**

Respectfully Submitted;

Stacey Mullen, CMC  
Deputy City Clerk

OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, JUNE 4, 2018 – 7:00 P.M.  
CITY HALL  
AGENDA

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the June 4, 2018 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
  - a. \* Motion to approve the Minutes of the Regular Meeting of 5/7/2018.
  - b. \* Motion to approve the Minutes of the Public Hearing & Work Session 5/21/2018.
6. Mayor's Report
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. \* **First Reading of an Ordinance Change for Sec. 20-1. – Disorderly Conduct** – We will have the first reading for a proposed amendment to the city's current disorderly conduct ordinance. We have attached the proposed amendment.
10. \* **Operating Budget and Capital Budget for FY2019** – We have attached the Operating and Capital Budgets for FY2019 for approval. We have attached the Budget Resolution.
11. \* **Building Inspection Fee Schedule** – Council will review the revised building inspection fee schedule for residential and commercial construction within the city. The revised fee schedule is derived from feedback provided by the staff of Bureau Veritas. We recommend that Council adopt the revised building inspection fee schedule.
12. \* **Contract for Building Inspection Services** – We currently contract with Bureau Veritas for our code enforcement services. We also have had discussions with them about performing our building inspection services. Similar to our code enforcement services, Bureau Veritas would administer our building inspection program which includes the personnel and necessary permitting documents to do the inspections. We recommend that Council award the purchase order for building inspection services to Bureau Veritas.
13. \* **Resolution to Amend the Employee Handbook** – We need to approve a resolution to amend Part 4: Employee Benefits of the Employee Handbook to waive the waiting period for employees to become eligible to participate in the city's health care plan. The amendment will include an effective date of May 1, 2018.

14. \* **Emory Street Sewer Project** – The FY2018 Capital Budget includes \$550,000 to install a sewer main along Emory Street. We received three bids, and recommend that Council award the purchase order to Site Engineering, Inc. for \$991,146. We will pay for the project with funds from our GEFA loan and 2017 SPLOST allocations.
15. \* **Street Resurfacing Project** – The FY2018 Capital Budget includes \$210,000 for the resurfacing and deep patching of Mitchell Street, E. Bonnell Street, and Wentworth Drive. We will use city funds combined with monies from the Local Maintenance Improvement Grant (LMIG) to complete the project. The estimated project cost is \$50,000. The city will supply the asphalt, and Newton County will provide the labor and equipment to complete the work. We recommend that Council approve the Intergovernmental Agreement (IGA) with the county.
16. **Grand Marshal for July 4th** – Approve nomination for a Grand Marshal for the July 4<sup>th</sup>.
17. Invoice Approval

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (6/1 – 7/1)	10,174.43
<b>City of Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (May)	1,316.85
<b>Georgia Municipal Association</b>	GMEBS/Retirement Trust Fund (June)	6,279.16
<b>Latham Home Sanitation</b>	Waste/Recyclables (May)	5,636.10
<b>NC Board of Commissioners</b>	Monthly water purchase for April Inv. 2411	15,962.00
<b>Southeastern Power Admin.</b>	SEPA energy cost (April) Inv. B-18-1806	2,919.86
<b>Sophicity</b>	Software/ Technical Maintenance	1,813.05
<b>C. David Strickland</b>	Professional Services May	2,990.02
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Cintas</b>	Uniforms/ Utility Department 4/1/18 – 4/30/18	1,038.71
<b>Covington Ford</b>	Repairs on City Managers vehicle	1,059.78
<b>Consolidated Monthly Remittance</b>	Municipal Court Fees April	1,229.77
<b>Consolidated Monthly Remittance</b>	Municipal Court Fees May	1,093.95
<b>Courtware Solutions</b>	Monthly Maintenance Fees	1,127.00
<b>Designed Installations by Jim</b>	Installed 1.5” asphalt topping mix West Wade Street	7,500.00
<b>Designed Installations by Jim</b>	Installed all paving outlined in contract. Completed	16,067.00
<b>GIRMA</b>	Annual Property and Liability Insurance	43,288.00
<b>Gresco Utility Supply, Inc.</b>	Electric Supplies	6,233.75
<b>GSCCCA Fines and Fees Division</b>	Consolidated Fines & Fees for Municipal Court - April	1,229.77
<b>MasterCard</b>	Deposit Reservations for Jody/Scottie Jekyll Island Water Conference/Deposit for Clerks Conf. registration for 2 clerks fall training/ Chiefs conference Reservations/Shipping fees for GEFA documents/2 cigarette disposals outside city hall etc.	2,461.35
<b>Mobile Communications</b>	Install F&R strobes and in Cab back light & grill lights	1,229.73

<b>Phoenix Personnel</b>	Temporary Service Week ending 5/6/2018	1,008.00
<b>Treadwell, Tamplin &amp; Co.</b>	Final billing for FY2017 Audit	6,500.00
<b>Woco Pep Oil, Inc.</b>	Fuel Charges for May 21, 2018 Inv-8120	3,436.42
<b>APPROVED CONTRACTS</b>		
<b>Designed Installations by Jim</b>	Paving and deep patching city streets Inv. 511	16,067.00
<b>Historical Concepts, LLC</b>	Visioning Services for E. Clark property plan.	7,237.02
<b>Jordan Engineering</b>	Civil Site plans/Asbury Park civil plans/prepare & attend parks meeting/sidewalk redesign for park/research, data mgmt., field coordination, mapping, SOLO alley RW/Dig up flag PINS RW/Prepare handouts for pre-bid & attend meeting/address pre-bid meeting issues/prepare addendum/update plans, address contractor questions, new Emory temp easement, DOT tree questions and issue Addendum 2.	9,430.00
<b>Sumner Meeker</b>	Legal Services 1002 Emory Street Disposition	2,610.00
<b>Scarborough Tree Service</b>	E. Clark St. Cleaning up 1 extra-large pecan tree on ground; W. Richardson: 3 standing Hardwood trees taken down; cleaning up 1 downed hardwood.	4,800.00

**18. Executive Session**

We will have an executive session to discuss Personnel and Real Estate Matters.

**19. Adjourn**





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, May 7, 2018 – 7:00 PM  
CITY HALL**

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

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; David Strickland, City Attorney; Hoyt Oliver, Teresa Welch, Cheryl Ready, Jody Reid, Utility Superintendent, Allyson Epps from Oxford College.

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

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance – All

**Motion was made by Mike Ready, seconded by Jeff Wearing to accept the Agenda for the May 7, 2018 Mayor and Council Regular Meeting. Motion passed 7/0. (Attachment A)**

**CONSENT AGENDA**

Approved, 7/0. (Attachment B)

**Mayors Reports**

Mayor Roseberry introduced Catherine Chastain-Elliott as the honorary councilmember for May and presented her with a Proclamation for her participation. (Attachment C)

Mayor Roseberry signed a Proclamation for Municipal City Clerk Lauran Willis and Deputy City Clerk Stacey Mullen recognizing May 6<sup>th</sup> – 12<sup>th</sup> as Municipal Clerks Week. (Attachment Da & Db)

Roseberry reported on the statistics of the Police Department.

**Planning Commission Recommendations/Petitions**

None

**Citizens' Concerns**

None

**Power Sales Contract Amendment**

MEAG requested an amendment to the Power Sales Contract removing the language that requires MEAG to produce the Comprehensive Engineering Report.

**A motion was made by Mike Ready, seconded by Jeff Wearing to approve the amended contract. Motion passed 7/0. (Attachment E)**

**Sanitation Services**

Councilmember Mike Ready explained the need to increase the Sanitation Service fee to \$3.00 per cart, stating that with the \$2.00 per cart increase from Latham Sanitation and with the added cost of disposing of the brush and limbs at the county landfill the increase is necessary to off-set the costs.

**A motion was made by Mike Ready, seconded by Jeff Wearing to approve the increase in sanitation service fees by \$3.00 making the total for garbage pickup \$23.00 per month per roll cart beginning July 1, 2018. The motion passed 7/0. (Attachment F)**

**George Street Park Parking**

Assistant City Manager Matt Pepper presented a revised estimate of \$18,292 to add eight parking spaces with a handicap loading zone and a bike rack along Asbury Street at the Park. After discussion:

**A motion was made by Jim Windham, seconded by Jeff Wearing to approve moving forward with the revised plans. The motion passed 7/0.**

**107 W. Clark Street Renovation Project**

Councilmember Eady presented a report from the committee’s progress on Yarbrough House Renovation. Eady made a recommendation to move forward with the priority work items as stated in his memo to Council on April 2, 2018 they are as follows: secure a General Contractor; stating the committee will have oversight of the project with the GC and the City Manager; identify potential tenants, and contract with a landscape architect to design the landscape around the formal gardens located on the property.

**A motion was made by Eady, seconded by Windham to move forward with needed items as discussed. The motion passed 6/0 with Councilmember George Holt voting Nay. (Attachment G)**

**FY2019 Operating Budget**

The *ad hoc* operating budget committee (Councilmembers Ready, chair, Wearing, and Davis) presented a draft of the operating budget for FY2019. There were no questions or comments. (Attachment H)

**FY2019 Capital Budget**

The *ad hoc* capital budget committee (Councilmembers Holt, chair, Eady, and Windham) presented a draft of the capital budget for FY2019. Holt pointed out changes in the format where they have made it easy to track the projects and funding. Windham request that the capital budget be placed on the work session agenda to discuss the sidewalk on Emory Street. (Attachment I)

**Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
	<b>MONTHLY</b>	
Blue Cross Blue Shield	Health Insurance Employees (5/1 – 6/1)	10,908.86

City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (March)	1,291.17
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (April)	1,286.32
City of Covington	Quarterly Sewer Charges	10,548.00
Georgia Municipal Association	GMEBS/Retirement Trust Fund (April 335202)	6,279.16
Georgia Municipal Association	GMEBS/Retirement Trust Fund (May 336621)	6,279.16
Latham Home Sanitation	Waste/Recyclables (March)	5,636.10
Latham Home Sanitation	Waste/Recyclables (April)	5,636.10
NC Board of Commissioners	Monthly water purchase for March Inv. 2401	18,387.00
NC Water & Sewer Authority	Monthly sewer fees for 2/27/18 – 3/29/18	6,217.78
NC Water & Sewer Authority	Monthly sewer fees for 3/29/18 – 4/27/18	6,958.13
Sophicity	Monthly IT Services March Inv#9675	1,804.60
Sophicity	Monthly IT Services April Inv#9787	1,813.05
Southeastern Power Admin.	SEPA energy cost (March) Inv. B-18-1523	3,228.86
<b>PURCHASES/CONTRACT LABOR</b>		
Buford's Tree, LLC.	Powerline Tree Trimming 3/24/18	4,552.00
Buford's Tree, LLC.	Powerline Tree Trimming 3/31/18	4,552.00
Buford's Tree, LLC.	Powerline Tree Trimming 4/7/18	4,552.00
Buford's Tree, LLC.	Powerline Tree Trimming 4/14/18	4,552.00
Buford's Tree, LLC.	Powerline Tree Trimming 4/21/18	3,714.40
C. David Strickland, P.C.	Legal Services for month of April	2,801.02
Cintas	Uniforms/ Utility Department	1,631.33
Courtware Solutions Inc.	Monthly Licensing, Support & Maintenance March	1,265.00
Designed Installations by Jim	Speed Bump on Moore Street and Longstreet Circle	4,800.00
GSCCCA Fines and Fees Division	Consolidated Fines & Fees for Municipal Court - March	1,710.26
MasterCard	Postage for utilities/bollards for election/Elect Apprenticeship program and hotel for Johnathan/Deposits for Jody & Scottie GRWA Conference, etc.	2,975.68
NC Sheriff's Office	Prisoner Board and Processing Fee's (March Inv.31895)	1,365.00
NC Sheriff's Office	Prisoner Board and Processing Fee's (April Inv. 31898)	1,635.00
Phoenix	Temp services 2- men 40 hrs. Week ending 4/1/18	1,001.70
Phoenix	Temp services 2- men 40 hrs. Week ending 4/22/18	1,004.85
Utility Services Co., Inc.	Quarterly Tank Maintenance	2,715.32
Woco Pep Oil, Inc.	Fuel Charges for April 12, 2018 Inv-7930	3,123.12
<b>APPROVED CONTRACTS</b>		
Enviroprobe, LLC	Asbestos abatement & demolition of 6153 Emory house	21,550.00
Historical Concepts, LLC	Progress work on Strategic Investment Plan, E. Clark property plan and March 21, presentation in Oxford.	18,000.00
Jordan Engineering	Correspondence with Historical Concepts re: floodplain mapping, Civil Plan, Asbury Park civil plans/Construction document prep; issue/Issue Sewer bid docs and respond to request from bidders/ Sewer bid documents contractor correspondence/RW data collection/Soule Street data, field coordination, data management, Recon Pins and flag – survey features.	16,700.00

Sumner Meeker, LLC	Preparation for depositions, R & R, mileage, court reporter, Depositions for E. Clark Property – Inv. 10072	4,234.01
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**Motion made by Holt, seconded by Ready, to approve invoices. Motion passed 7/0.**

**Executive Session**

**A Motion made by Windham, seconded by Wearing to go into an Executive Session at 7:44 PM.**

Attorney Strickland gave an update on Real Estate matters.

Council discussed Personnel matters.

**A Motion was made by Windham, seconded by Ready to leave the Executive Session at 8:09 PM.**

**A Motion was made by Wearing, seconded by Ready to adjourn at 8:09 PM.**

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
PUBLIC HEARING  
MONDAY, May 21, 2018 – 6:00 PM  
CITY HALL**

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

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Luran Willis, City Clerk; Officer Matthew Roberts, Hoyt Oliver, Cheryl Ready, Peggy Madden, Allyson Epps from Oxford College, Judy Greer, Juanita Carson, Spencer Arnhart, candidate for District 4 Commissioner; Danial Parson from Oxford College.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor at 6:00 PM.  
Agenda – Attachment A

**Mayors Announcements**

Roseberry announced the purpose of the public hearing is to discuss the proposed operating budget and the capital budget for FY2019 (July 1, 2018 – June 30, 2019). (Attachment B)

Roseberry asked for any comments or concerns from the citizens or council.

Hoyt Oliver, 312 W. Clark Street, was not aware of money budgeted for the entrance park at Geiger Street.

Oliver also questioned the need for the proposed vehicle for transporting people around the city. Hoyt said if it is to be used on the trails is a violation of our ordinances. Roseberry said the city uses similar vehicles for trail maintenance. And if necessary, we could make an ordinance to accommodate for the proposed vehicle on city trails. The purpose behind purchasing the vehicle is that there are citizens who pay taxes to support the trails and can't walk it, and can't use wheel chairs on it because of the steep areas. If the city offers to transport the citizens free of charge at the cities convenience to enjoy the trails there is nothing wrong with it. Oliver said as long as the ordinance reads that way. Roseberry said we can change that, although we don't have to but we can, as long as everyone is treated fairly. Oliver also expressed concern regarding the brush and tall grass along the trails. Roseberry said that should be a part of the maintenance of the trails. There being no further questions or discussion.

The Public Hearing was adjourned at 6:06 PM

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, MAY 21, 2018 – 6:00 PM  
CITY HALL**

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

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Luran Willis, City Clerk; Officer Matthew Roberts, Hoyt Oliver, Cheryl Ready, Peggy Madden, Allyson Epps from Oxford College, Judy Greer, Juanita Carson, Spencer Arnhart candidate for District 4 Commissioner, Danial Parson from Oxford College.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor at 6:06 PM.  
Agenda – Attachment A

**Mayors Announcements**

Roseberry said AT&T will be installing fiber optic cable in Oxford and that Wentworth will be the first area with other spots around the county

Roseberry introduced our new police officer Matt Roberts.

Roseberry discussed the need to change our policy regarding a waiting period for news hires to be eligible to participate in the city healthcare plan. Roseberry said he has instructed the City Clerk to move forward in contacting our agent to implement a zero day waiting period for new hires.

**Disorderly Conduct Ordinance**

Chief Harvey gave a presentation regarding the cities current disorderly conduct ordinance, emphasizing the restrictions due to the way our ordinance is written. Chief Harvey introduced a sample of the disorderly conduct ordinance used by the City of Conyers, which better defines the charges and actions. He requested the city adopt this change. Roseberry said we will put this on the next month's agenda, which will require two readings to adopt.

(Attachment B)

**Building Inspection Fees**

Assistant City Manager Matt Pepper presented a proposed building inspection fee schedule for residential and commercial construction within the city. This item will be on the June 4th regular meeting for a vote.

(Attachment C)

**Signs at Oxford Square**

Councilmember Jim Windham requested that Council discuss the neighborhood signs at the entrance to Oxford Square. The consensus was to send notice to the citizens in that community requesting their input before the city can move forward with what to do with the signs. Assistant City Manager Matt Pepper will prepare a notice and send to the citizens for their input. (Attachment D)

**107 W. Clark Street**

Councilmember David Eady gave an update from the committee and said at the last council meeting the committee made four specific recommendations that were voted on and approved. He expressed his understanding for tonight is to have further discussion on the actual use of the house as there have been recommendations from the Historic Committee that Melvin Baker chaired, and Erik Oliver followed that up with some very specific recommendations. Eady said he has heard there are some reservations about how much of the house we could realistically sustain for those purposes alone, and how we would operate a welcome center and museum on a full time bases or should we look into it being for commercial use so the house has other purposes. There has not been any decisions made. We want to have some discussion about it and get some specificity before we move forward. Eady said he feels we should talk to the DDA because the house is in the jurisdiction that was defined for them and whether there has been any discussion on their side as to the commercial aspects of that property and adjacent properties, we wouldn't want to do anything that cross purposes since we chartered the DDA to do. (Attachments E-a & E-b)

Eady said one of the things we discussed as a committee is that Old Church does not have a reception space. For some of us that have relationships with the college we can move over and have it at one of the college facilities but that's not open for everybody. From the outdoor space prospective and possibly indoor space at that house could be an option as a special events location where people may want to put a tent in the back and have access to bathrooms. There is a number of things we need to think about and look at as a community asset as to how this house can serve those needs.

Hoyt Oliver mentioned that we need to begin conversations with the Oxford Historical Society, as Erik mentioned in his report our chances of getting a grant for the historic displays and those kind of things is much better if we partnered with a non-profit. I think that should commence and talking with the HS to find out what kind of things they would suggest that we should put on display.

**Whatcoat Street Improvements**

Councilmember Eady has requested that Council discuss moving forward with the proposed improvements to Whatcoat Street concurrent with the re-design of Pierce Street.

Allyson Epps with Oxford College said she will address the issues with her peers.

**101 Longstreet Circle Lot**

Councilmember Jim Windham presented discussion regarding the city property on Longstreet Circle and presented several options for the use of that property.

**FY2019 Operating Budget and Capital Budget for FY2019**

Assistant City Manager Matt Pepper presented a revised Budget Calendar for FY2019 with a proposed Resolution for the FY2019 Annual Budget along with a draft of the FY2019 Operating Budget and Capital Budget. Mayor Roseberry said we will be adopting the budgets in June and asked if any of the Committee's members have any questions or if anyone in the audience had any comments. (Attachment F)

**Recycling Pick Up**

Assistant City Manager Matt Pepper said Latham Home Sanitation has requested to change the day for the weekly recycling pick up from Tuesdays to Thursdays. They will provide the city with the fliers for distribution to the citizens. After some discussion all members were in agreement to accept the request from Latham. Latham will begin the transition beginning June 1, 2018 and will continue to notify customers for the next three weeks.

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

City Clerk Lauran Willis gave an update on the progress of the parade and said thanks to the new ladies in the office we are ahead of schedule with getting the plans in place. She stated that the route will be same with the exception of ending on Pierce Street. Instead, we will redirect traffic to West Clark Street to accommodate a for a movie company that will be filming at the College, and for the construction happening on Pierce and Haygood. Willis said we have one nomination for Grand Marshal, if anyone knows anyone they would like to nominate please contact Ms. Davis. We will vote on the Grand Marshal at the June 4th meeting.

**Adjourn**

**A motion was made by Ready, seconded by Eady to adjourn the meeting at 6:59 PM.**

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk



STATE OF GEORGIA  
COUNTY OF NEWTON

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND  
CHAPTER 20: OFFENSES, ARTICLE I: IN GENERAL, BY AMENDING SECTION  
20-1 DISORDERLY CONDUCT; TO REPEAL ALL CONFLICTING ORDINANCES;  
TO PROVIDE FOR SEVERABILITY, AN EFFECTIVE DATE; AND FOR OTHER  
PURPOSES.**

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**WHEREAS**, the City pursuant to O.C.G.A. Sec. 36-35-3 known as the “Home Rule for Municipalities”, is authorized under paragraph (a) of the rule to adopt clearly reasonable ordinances, resolutions or regulations related to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

**WHEREAS**, O.C.G.A. Sec. 16-11-39(c) grants municipal corporations concurrent jurisdiction to enact their own disorderly conduct ordinances, which are not inconsistent with other general law, the Constitution or any charter provision applicable thereto; and

**WHEREAS**, the Mayor and Council of the City deem it in the best interest of the government and the residents of the City, and further as a matter of public safety, to amend the current disorderly conduct ordinance for offenses occurring within the City; and

**WHEREAS**, the Mayor and Council of the City of Oxford have determined that the proper means of addressing said concern is to amend Chapter 20: Offenses; Article I: General: Section 20-1: Disorderly Conduct; and

**NOW THEREFORE**, be it ordained by the Mayor and Council of the City of Oxford that Chapter 20: Article I: Section 20-1 be amended, as follows:

(Additions are in ***underlined bold italics***; deletions are ~~struck through~~)

## **Section 1.**

### **Section 20-1 Disorderly Conduct.**

~~It is unlawful for any person in the City to engage in any violent, tumultuous, obstreperous or similar disorderly conduct tending to infringe on the peace and repose of the citizens of the City. Fighting between two or more persons in which physical contact is made, except that which occurs at boxing or wrestling exhibitions duly authorized by the City, shall be deemed to be disorderly conduct within the meaning of this section.~~

A person commits the offense of disorderly conduct when such person commits any of the following:

- (1) Acts in a violent or tumultuous manner toward another person whereby such person is placed in reasonable fear of the safety of such person's life, limb, or health.
- (2) Acts in a violent or tumultuous manner toward another person whereby the property of such person is placed in danger of being damaged or destroyed.
- (3) Without provocation, uses to or of another person in such other person's presence, opprobrious or abusive words which by their very utterance tend to incite to an immediate breach of the peace; that is to say, words which as a matter of common knowledge and under ordinary circumstances will, when used to or of another person in such other person's presence, naturally tend to provoke violent resentment; that is, words commonly called fighting words.
- (4) Without provocation, uses obscene and vulgar or profane language in the presence of or by telephone to a person under the age of 14 years which threatens an immediate breach of the peace.
- (5) Knowingly and willfully disobeys or ignores the lawful commands of any law enforcement officer who is in the lawful discharge of his official duties.
- (6) Does an act or engages in conduct which is designed to, is likely to, or does urge, encourage, or incite others to riot or to commit an immediate breach of the peace.
- (7) Knowingly provides any false or inaccurate information to a law enforcement officer who is in the lawful discharge of his official duties.
- (8) Communicates with a person situated within the City of Oxford that is intended to facilitate a violation of the laws prohibiting prostitution as that offense is defined by applicable Georgia law.
- (9) Communicates with a person situated within the City of Oxford that is intended to facilitate a violation of the laws prohibiting pandering as that offense is defined by applicable Georgia law.

- (10) Travels to a location within the City of Oxford for the purpose of violating the laws prohibiting prostitution as that offense is defined by applicable Georgia law.
- (11) Travels to a location within the City of Oxford for the purpose of violating the laws prohibiting pandering as that offense is defined by applicable Georgia law.

## **Section 2. Repeal of All Ordinances in Conflict**

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

## **Section 3. Severability**

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

## **Section 4. Effective Date**

Pursuant to Sec. 2-21 (9) (D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this \_\_\_ day of \_\_\_\_\_, 2018.

Second reading and adoption, this \_\_\_ day of \_\_\_\_\_, 2018.

**CITY OF OXFORD**

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

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

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

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

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

\_\_\_\_\_  
**Jeff Wearing, Council Member**

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

**ATTEST:**

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

**{The Seal of the City of Oxford, Georgia}**

**APPROVED AS TO FORM:**

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

**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 2019 (July 2018 – June 2019) Operating Budget and the Fiscal Year 2019 Capital Budget (July 2018 – June 2023) 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 (2)
  - c. POLICE DEPARTMENT – Police Chief (1), Sargent (1), Officer (1)
  - d. STREET DEPARTMENT –Groundskeeper (1)
  - e. SANTITATION DEPARTMENT – Equipment Operator I/Recycle and Refuse Collection Worker (1)
  - f. WATER AND SEWER DEPARTMENT – Public Works and Utility Maintenance Worker I (1), Equipment Operator I/Meter Reader (1)
  - g. 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.

**ADOPTED THIS MONDAY, JUNE 4, 2018.**

**BY:**

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Jerry D. Roseberry, Mayor

**ATTEST:**

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Lauran S. Willis, City Clerk



# Annual Budget - FY2019

July 1, 2018 - June 30, 2019

Adopted June 4, 2018

Mayor Jerry D. Roseberry

Councilmembers

Jeff Wearing - Sarah Davis  
David Eady - George Holt  
Mike Ready - Jim Windham

Matthew Pepper, Assistant City Manager  
Lauran Willis, City Clerk  
Dave Harvey, Police Chief  
Jody Reid, Supervisor of Public Works and Utilities

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>GENERAL FUND - REVENUE</b>							
1 100-0000-311100-000	Real Property Tax-Current Yr.	92,633	92,000	83.3%	92,000	95,000	Based on county growth
2 100-0000-311200-000	Property Tax - Prior Year	1,061	8,000	1,004	1,205	5,000	
3 100-0000-311310-000	Motor Vehicle Adv.	21,398	24,000	17,886	21,463	21,500	
4 100-0000-311315-000	Motor Vehicle TAVT	29,929	28,000	24,800	29,760	28,000	
5 100-0000-311340-000	Intangible Tax	4,864	4,900	3,245	3,894	4,900	
6 100-0000-311600-000	Real Estate Transfer	1,243	2,100	373	447	1,500	
7 100-0000-311710-000	Electric Franchise Tax	2,156	2,000	2,101	2,000	2,000	
8 100-0000-311730-000	Gas Franchise Tax	11,873	7,000	12,026	14,431	12,000	
9 100-0000-311750-000	TV Cable Franchise Tax	28,531	22,000	21,323	25,587	28,000	
10 100-0000-311760-000	Telephone Franchise Tax	8,260	6,800	4,440	6,800	6,800	
11 100-0000-313100-000	LOST Sales & Use Tax	332,280	325,000	293,089	325,000	340,000	Based on county-wide sales tax growth.
12 100-0000-316100-000	General Business License	11,615	12,000	11,525	12,000	12,000	
13 100-0000-316200-000	Insurance Premium Tax	131,191	136,000	141,828	141,828	141,000	One check per year, based on population.
14 100-0000-319000-000	Penalty/Interest on Del Taxes	386	1,200	657	788	1,200	
15 100-0000-322901-000	Misc. Income	42	1,000	59	71	1,000	
16 100-0000-335800-000	Intergovernmental Revenues	23,870	25,000	25,000	25,000	25,000	LMIG from GDOT
17 100-0000-341400-000	Printing/Duplicating Service	103	200	143	171	200	
18 100-0000-341910-000	Election Qualifying Fees	0	500	576	576	600	
19 100-0000-349100-000	Cemetery Fees	1,100	4,500	4,750	5,700	4,000	
20 100-0000-349300-000	Bad Check Fees	720	1,000	480	576	1,000	
21 100-0000-351000-000	Fines & Forfeitures	61,003	68,000	62,721	75,265	70,000	
22 100-0000-361000-000	Interest Revenues	10,073	6,500	21,824	26,189	6,500	
23 100-0000-381000-000	Rents and Royalties	5,450	1,500	550	1,500	1,500	
24 100-0000-381001-000	Lease Agreement Income	30,000	30,000	30,000	30,000	30,000	Whatcoat Building
25 100-0000-381002-000	Lease - Verizon	25,372	25,845	21,592	25,910	26,941	
26 100-0000-392900-000	Proceeds-Dispose of Assets	1,503	1,000	0	0	1,000	
<b>REVENUES TOTAL</b>		<b>\$836,656</b>	<b>\$836,045</b>	<b>\$796,864</b>	<b>\$868,161</b>	<b>\$866,641</b>	



Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>GENERAL FUND - EXPENDITURES</b>							
<b>CITY COUNCIL</b>							
1 100.1100.511100.000	Regular Employees	34,800	34,800	27,400	32,880	34,800	
2 100.1100.512200.000	Social Security (FICA)	2,662	2,663	2,096	2,515	2,663	
3 100.1100.523100.000	Liability Insurance	11,000	12,000	12,000	12,000	12,000	annual bill in April.
4 100.1100.523600.000	Education & Training	2,200	2,500	2,368	2,842	3,000	New Councilmember
5 100.1400.511100.000	Reg Employees - Election	0	600	420	600	600	
	<b>SUBTOTAL</b>	<b>\$50,662</b>	<b>\$52,563</b>	<b>\$44,284</b>	<b>\$50,837</b>	<b>\$53,063</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>GENERAL GOVERNMENT</b>							
1 100.1500.511000.000	Regular Employees	219,381	200,544	165,140	198,168	235,717	Includes 6 employees in FY2019.
2 100.1500.511300.000	Overtime	2,609	5,000	4,023	4,828	6,000	
3 100.1500.512100.000	Group Insurance	35,147	56,430	38,729	46,474	70,452	
4 100.1500.512200.000	Social Security (FICA)	17,081	15,724	12,988	15,586	18,415	
5 100.1500.512400.000	Retirement Plan Expense	32,117	31,213	25,801	30,961	31,979	
6 100.1500.512450.000	Retirement Cont. (DC) 401	8,019	5,925	3,123	6,000	7,332	
7 100.1500.512700.000	Workers' Comp Insurance	850	1,000	830	996	1,000	
8 100.1500.512900.000	Unemployment Payments	0	2,000	0	0	2,000	
9 100.1500.521200.000	Professional	83,363	104,000	67,498	80,998	110,000	City Attorney, CPA firm, audit services, Tax Assessor's Office.
10 100.1500.521300.001	Code Enforcement Services					5,000	Contract with Bureau Veritas.
11 100.1500.521202.000	Fire Services - Newton County	19,511	20,000	21,570	21,570	22,000	one bill per year.
12 100.1500.521300.000	Technical Purchased Service	38,584	38,000	36,878	38,500	40,700	
13 100.1500.522200.000	Repairs & Maintenance	23,378	30,000	20,403	24,483	30,000	
14 100.1500.522200.001	Whatcoat Building maintenance	3,250	5,000	0	0	5,000	
15 100.1500.522200.002	YH Welcome Center					100,000	Welcome Center operations costs.
16 100.1500.525100.000	Liability Insurance	13,026	15,000	15,000	15,000	10,000	annual bill in April.
17 100.1500.525200.000	Telephone - Postage	20,770	24,000	18,834	22,600	24,000	
18 100.1500.525300.000	Advertising & Promotions	6,218	7,000	5,010	6,012	7,000	
19 100.1500.525320.000	July 4th parade expenses	4,936	6,000	2,494	2,993	6,000	
20 100.1500.525600.000	Dues & Fees	9,512	9,000	7,139	8,567	9,000	
21 100.1500.527700.000	Education & Training	6,353	8,000	6,317	7,580	8,000	
22 100.1500.531100.000	Supplies & Materials	21,390	18,000	15,469	18,562	18,000	
23 100.1500.531200.000	Energy - Utilities	13,467	15,000	14,427	17,313	15,000	
24 100.1500.531600.000	Small Equipment Under \$5,000	3,112	5,000	3,340	4,009	5,000	Upgrades to computer equipment for Clerk's Office and City Manager.
25 100.1500.531600.001	Computer Upgrades				0	10,000	
26 100.1500.531700.000	Other/Meetings & Events	3,408	5,000	2,608	3,130	5,000	Includes additional Mayor's meetings.
27 100.1500.579000.000	Contingency - General	0	32,407	0	0	26,171	
28 100.1500.579010.000	Contingencies - cash over & short	133	200	130	156	200	
	<b>SUBTOTAL</b>	<b>\$585,615</b>	<b>\$659,443</b>	<b>\$487,751</b>	<b>\$574,486</b>	<b>\$828,965</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>COURT</b>							
1 100.2500.521200.000	Contract - Judge	5,000	5,000	3,750	5,000	5,000	
2 100.2500.521210.000	Contract - Public Defender	0	500	500	600	500	
3 100.2500.521211.000	Contract - Solicitor	4,800	4,800	2,400	4,800	4,800	
4 100.2500.523700.000	Education - Clerk	450	1,550	0	0	1,500	
5 100.2500.523701.000	Education - Judge	1,629	1,200	951	1,200	1,200	
6 100.2500.523850.000	Contract - Translator	0	200	50	60	200	
	<b>SUBTOTAL</b>	<b>\$11,879</b>	<b>\$13,250</b>	<b>\$7,651</b>	<b>\$11,660</b>	<b>\$13,200</b>	
<b>POLICE DEPARTMENT</b>							
7 100.3200.511000.000	Regular Employees	142,596	161,220	103,032	123,638	132,981	
8 100.3200.511300.000	Overtime	12,996	10,000	7,623	9,148	12,000	
9 100.3200.512100.000	Group Insurance	21,578	38,073	15,952	19,142	36,710	2 officers on plan.
10 100.3200.512800.000	Social Security (FICA)	11,835	13,098	8,465	10,158	11,091	
11 100.3200.512450.000	Retirement Cont. (DC) 401	8,458	8,600	3,845	4,615	6,830	
12 100.3200.512700.000	Workers' Comp Insurance	8,370	7,500	7,753	9,304	7,000	
13 100.3200.521300.000	Tech Purch Serv/Courtware	7,672	11,000	6,831	8,197	11,000	
14 100.3200.522200.000	Veh & Equip Repairs & Maint	10,008	9,000	11,710	10,000	9,000	
15 100.3200.523100.000	Liability Insurance	12,966	14,000	14,000	14,000	14,000	annual bill in April.
16 100.3200.523200.000	Telephone-Postage	5,407	5,500	5,844	7,012	5,500	
17 100.3200.523600.000	Dues & Fees	125	250	130	156	250	
18 100.3200.523700.000	Education & Training	1,579	2,000	1,318	1,582	2,000	
19 100.3200.523850.000	Subpoena fee	0	200	0	0	200	
20 100.3200.523900.000	Prisoner Housing & costs	3,135	5,000	9,855	11,826	12,000	Increased volume of inmates brought in by city police officers.
21 100.3200.531100.000	Supplies & Materials	5,217	5,500	2,510	3,012	5,500	
22 100.3200.531270.000	Gasoline	8,877	10,000	7,443	8,932	10,000	cost of fuel increased.
23 100.3200.531600.000	Small Equipment Under \$5,000	13,832	10,000	7,668	10,000	5,000	
24 100.3200.531600.001	Computer Upgrades					5,000	
25 100.3200.531700.000	Uniforms	5,096	5,000	2,799	4,800	5,000	
26 100.3200.571000.000	Training funds - Payable	15,763	20,000	13,660	16,392	20,000	
27 100.3800.342500.000	E-911 Center	16,888	19,000	32,154	32,154	22,500	
	<b>SUBTOTAL</b>	<b>\$312,398</b>	<b>\$354,941</b>	<b>\$262,592</b>	<b>\$304,068</b>	<b>\$333,562</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>STREET DEPARTMENT</b>							
1 100.4200.511100.000	Regular Employees-Street	52,466	63,164	45,477	54,573	30,755	allocating 1/3 of meter reader; 3/5 of groundskeeper;
2 100.4200.511300.000	Overtime	1,801	2,000	1,371	1,646	1,000	1/5 equip operator
3 100.4200.512100.000	Employee Insurance	12,917	12,075	7,173	8,607	5,219	one employee covered by Medicare
4 100.4200.512200.000	Social Security (FICA)	4,147	4,985	3,584	4,301	2,429	
5 100.4200.512400.000	Retirement Plan Expense	10,184	10,049	8,257	9,909	2,087	
6 100.4200.512450.000	Retirement Cont. (DC) 401	687	1,501	709	851	1,443	
7 100.4200.512700.000	Workers' Comp Insurance	4,123	3,274	5,713	6,856	5,400	
8 100.4200.521201.000	Professional - Engineering	2,615	3,000	2,300	2,760	3,000	
9 100.4200.522200.000	Veh & Equip Repairs & Maint	17,836	10,000	13,294	15,953	11,000	
10 100.4200.523700.000	Education & Training	225	500	70	84	500	
11 100.4200.523850.000	Contract Labor - Temporary Help	39,247	30,000	43,056	51,667	12,056	new estimate
12 100.4200.531100.000	Supplies & Materials	12,489	16,000	11,741	14,089	13,000	
13 100.4200.531270.000	Gasoline/Diesel	3,852	5,000	6,442	7,730	4,000	cost of fuel increased.
14 100.4200.531600.000	Small Equipment Under \$5,000	610	1,500	1,010	1,212	1,500	
15 100.4200.531700.000	Uniforms	3,375	2,600	3,161	3,793	1,800	
16 100.4200.531800.000	Stormwater Management	3,500	5,500	5,500	5,500	5,500	KCNB contract for \$2,000
17 100.4200.531901.000	City Tree Removal	25,050	30,000	21,900	26,280	30,000	Trees continue to decline
18 100.4200.532100.000	Sidewalks	0	3,000	0	0	3,000	
	<b>SUBTOTAL</b>	<b>\$195,123</b>	<b>\$204,148</b>	<b>\$180,758</b>	<b>\$215,809</b>	<b>\$133,691</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>PARKS AND RECREATION DEPARTMENT</b>							
1 100.6200.511100.000	Regular Employees - Parks & Rec.					10,515	allocating 2/5 of groundskeeper.
2 100.6200.511300.000	Overtime					500	
3 100.6200.512100.000	Group Insurance					137	one employee covered by Medicare.
4 100.6200.512200.000	Social Security (FICA)					843	
5 100.6200.512450.000	Retirement Cont. (DC) 401					616	
6 100.6200.512700.000	Workers' Comp Insurance					1,000	
7 100.6200.523850.000	Contract Labor - Temporary Help		700	488	585	5,300	
8 100.6200.521200.000	Professional (arborist)	450				700	
9 100.6200.522200.000	Veh & Equip Repairs & Maint					1,000	
10 100.6200.531100.000	Supplies & Materials					2,000	
11 100.6200.531270.000	Gasoline/Diesel					1,400	cost of fuel increased.
12 100.6200.531700.000	Uniforms					650	
13 100.6200.531600.000	Small Equipment Under \$5,000					500	
14 100.6200.531900.000	Tree Board (pruning, planting, Arbor Day, arborist)	8,342	8,000	1,645	1,974	9,000	
15 100.6200.531910.000	City Park and Trail Maintenance	0	5,000	2,036	2,443	10,000	\$6,500 to replace trail bridge.
	<b>SUBTOTAL</b>	<b>\$8,792</b>	<b>\$13,700</b>	<b>\$4,168</b>	<b>\$5,002</b>	<b>\$44,161</b>	
<b>CEMETERY</b>							
16 100.4900.522200.000	Cemetery Found. Maint. Suppl.	5,000	10,000	10,000	10,000	5,000	Foundation requesting \$5,000.
17 100.4900.531900.000	Tree Removal	900	5,000	4,800	5,760	5,000	
	<b>SUBTOTAL</b>	<b>\$5,900</b>	<b>\$15,000</b>	<b>\$14,800</b>	<b>\$15,760</b>	<b>\$10,000</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>WATER &amp; SEWER FUND - REVENUES</b>							
1	505.0000.344210.000	518,256	526,000	416,610	508,000	510,000	
	Water Charges/Sales						
2	505.0000.344215.000	5,718	15,000	5,902	15,000	10,000	
	Water Tap Fees						
3	505.0000.344255.000	260,738	259,000	218,228	250,000	259,000	
	Sewer Charges/Sales						
4	505.0000.344256.000	40,007	4,000	2,826	10,000	4,000	
	Sewer Tap Fees						
5	505.0000.344280.000	690	500	0	0	500	
	Hydrant Meter						
	<b>TOTAL REVENUES</b>	<b>\$825,409</b>	<b>\$804,500</b>	<b>\$643,566</b>	<b>\$783,000</b>	<b>\$783,500</b>	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>							
6	505.4300.511100.000	28,498	36,420	27,670	33,204	37,901	allocating 1/3 of meter reader/equip oper
	Regular Employees						
7	505.4300.511300.000	2,454	3,000	2,523	3,028	3,000	
	Overtime						
8	505.4300.512100.000	9,918	11,703	6,857	8,228	12,572	
	Employee Insurance						
9	505.4300.512200.000	1,966	3,016	2,310	2,772	3,129	
	Social Security (FICA)						
10	505.4300.512450.000	977	2,164	992	1,190	2,219	
	Retirement Cont. (DC) 401						
11	505.4300.512700.000	2,741	2,414	2,008	2,409	2,500	
	Workers' Comp Insurance						
12	505.4300.521200.000	3,900	3,900	3,900	3,900	3,900	
	Legal & Professional						
13	505.4300.521900.000	99,225	113,000	98,467	118,161	120,000	
	Sewer Treatment Fees						
14	505.4300.522200.000	18,295	3,800	4,617	0	0	Split into four accounts below:
	Veh & Equip Repairs & Maint						
15	505.4300.522200.001		16,000	11,529	13,834	16,000	Includes elevated tank and two lift stations.
	Service Contracts						
16			2,000	1,093	1,312	2,000	
	Building Repairs						
17			1,500	1,300	1,559	1,500	
	Equipment Repair and Rental						
18			300	52	63	300	
	Vehicle Repairs						
19	505.4300.525100.000	1,182	2,500	0	2,000	1,500	annual bill in April.
	Liability Insurance						
20	505.4300.525200.000	851	1,200	1,272	1,527	1,500	
	Telephone-Postage						
21	505.4300.525600.000	1,632	1,400	1,095	1,314	1,300	Includes online bill pay fee.
	Dues & Fees						
22	505.4300.525700.000	3,631	2,500	1,731	2,077	2,500	Includes license fees
	Education & Training						
23	505.4300.528500.000	29,717	30,000	5,875	7,050	25,000	
	Contract Labor						
24	505.4300.531100.000	20,560	22,000	14,027	16,832	22,000	
	Materials & Supplies						
25	505.4300.531200.000	1,817	1,900	1,757	2,109	1,900	
	Energy - Utilities						
26	505.4300.531270.000	3,032	3,000	2,770	3,323	4,400	cost of fuel increased.
	Gasoline/Diesel						
27	505.4300.531510.000	195,146	218,000	183,479	220,175	218,000	
	Water for Resale						
28	505.4300.531600.000	0	3,000	0	0	3,000	
	Small Equipment Under \$5,000						
29	505.4300.531700.000	2,300	3,000	2,260	2,712	2,500	
	Uniforms						
30	505.4300.561000.000	186,186	186,000	150,399	186,000	180,607	
	Depreciation Expense						
31	505.4300.574000.000	4,636	9,000	5,763	6,916	7,000	
	Bad Debt Expense						
32	505.4300.582000.000					20,000	
	GEFA Loan Interest Payback						
33	505.4300.579000.000	0	15,583	0	0	7,272	
	Contingency						
	<b>TOTAL EXPENDITURES</b>	<b>\$618,663</b>	<b>\$698,300</b>	<b>\$533,746</b>	<b>\$641,696</b>	<b>\$703,500</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>ELECTRIC FUND - REVENUES</b>							
1 510.0000.344310.000	Electric Sales	2,169,793	2,217,828	2,052,890	2,463,468	2,414,826	ECG estimate.
2 510.0000.344311.000	Penalties After the 15th	120,284	105,000	80,673	96,808	105,000	
3 510.0000.344312.000	Service Charges	5,800	7,000	5,250	6,300	6,000	
4 510.0000.361000.000	Interest Revenue	0	150	0	0	150	
5 510.0000.361001.000	Municipal Competitive Trust	1,821	170,921	3,434	4,121	64,260	
6 510.0000.381000.000	Other Rebates-Off System Sales	1,761	63,000	256	63,000	5,000	
	<b>TOTAL REVENUES</b>	<b>\$2,299,459</b>	<b>\$2,563,899</b>	<b>\$2,142,503</b>	<b>\$2,633,697</b>	<b>\$2,595,236</b>	
<b>ELECTRIC FUND - EXPENDITURES</b>							
7 510.4600.511110.000	Regular Employees	105,475	109,833	93,167	111,800	114,082	allocating 1/3 of meter reader/equip oper
8 510.4600.511300.000	Overtime	3,885	5,000	3,533	4,239	5,000	
9 510.4600.512100.000	Employee Insurance	18,892	21,064	14,583	17,500	22,606	
10 510.4600.512200.000	Social Security (FICA)	8,422	8,785	7,397	8,877	9,110	
11 510.4600.512400.000	Retirement Plan Expense	35,632	34,594	28,733	34,480	35,930	
12 510.4600.512450.000	Retirement Cont. (DC) 401	62	515	185	222	536	
13 510.4600.512700.000	Workers' Comp Insurance	1,949	1,741	1,667	2,000	2,000	
							ECG fees need to be shown separate from power costs. Adjusted estimate after ECG meeting - April
14 510.4600.521200.000	ECG Professional Services	38,272	59,595	59,272	59,595	60,000	20 meeting.
15 510.4600.522200.000	Veh & Equip Repairs & Maint	7,179	6,200	7,039	8,447	7,200	
16 510.4600.522201.000	Power line Tree Trimming	24,085	25,000	9,104	10,925	35,000	
17 510.4600.523100.000	Liability Insurance	8,080	9,000	0	9,000	8,000	annual bill in April.
18 510.4600.523200.000	Telephone-Postage	7,567	8,000	6,957	8,349	8,000	
19 510.4600.523600.000	Dues & Fees	466	250	0	300	500	Fees for online bill paying.
20 510.4600.523700.000	Linemen Training	6,236	8,000	1,001	1,201	8,000	J. Benton's apprenticeship program.
21 510.4600.531100.000	Supplies & Materials	17,816	16,000	12,788	15,345	16,000	
22 510.4600.531200.000	Energy/Utilities	6,743	7,000	7,474	8,969	7,000	
23 510.4600.531270.000	Gasoline/Diesel	5,573	6,000	5,163	6,195	7,200	cost of fuel increased.
24 510.4600.531590.000	Electricity Purchased	1,462,211	1,473,202	1,198,997	1,438,797	1,455,316	ECG estimate.
25 510.4600.531600.000	Small Equipment Under \$5,000	1,858	2,500	1,742	2,090	2,500	
26 510.4600.531700.000	Uniforms	4,171	4,200	4,067	4,881	4,200	
27 510.4600.541004.000	Street Lights	2,200	2,500	0	0	1,500	
28 510.4600.561003.000	Depreciation	86,145	87,000	76,911	92,293	89,779	
29 510.4600.574000.000	Bad Debt Expense	12,323	28,500	31	38	25,500	
	Contingency	0	8,499	0	0	6,017	
	<b>TOTAL EXPENDITURES</b>	<b>\$1,865,242</b>	<b>\$1,932,978</b>	<b>\$1,539,812</b>	<b>\$1,845,543</b>	<b>\$1,930,976</b>	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>SANITATION FUND - REVENUES</b>							
1 540.4300.344110.000	Refuse Collection Charges	147,044	147,000	123,906	148,687	169,050	Includes \$3 increase to customers
2 540.4300.344130.000	Sale of Recycled Materials	358	200	0	0	200	
	<b>TOTAL REVENUES</b>	<b>\$147,403</b>	<b>\$147,200</b>	<b>\$123,906</b>	<b>\$148,687</b>	<b>\$169,250</b>	
<b>SANITATION FUND - EXPENDITURES</b>							
3 540.4300.511300.000	Regular Employee - Sanitation					24,384	allocating 4/5 of equipment operator
4 540.4300.511300.000	Overtime					500	
5 540.4300.512100.000	Group Insurance					7,595	
6 540.4300.512200.000	Social Security (FICA)					1,904	
7 540.4300.512400.000	Retirement Plan Expense					8,350	
8 540.4300.512450.000	Retirement Cont. (DC) 401					1,300	
9 540.4300.512700.000	Workers' Comp Insurance					3,250	
10 540.4300.522110.000	Disposal Services-Landfill Fees	6,458	3,000	7,267	8,721	8,000	Organic farm in Walnut Grove no longer accepts chips and leaves.
11 540.4300.522200.000	Vehicle & Equip Repairs & Maint					3,000	
12 540.4300.531100.000	Supplies & Materials					1,000	
13 540.4300.523580.000	Contract Labor					16,773	
14 540.4300.531270.000	Gasoline/Diesel					5,000	cost of fuel increased.
15 540.4300.531200.000	Uniforms					1,300	
16 540.4300.531600.000	Small Equipment Under \$5,000					1,000	
17 540.4300.523100.000	Liability Insurance					3,000	
18 540.4300.522111.000	College Walk Dumpster Fees	6,650	6,700	5,542	6,700	6,700	
19 540.4300.523581.000	Contracted Garbage Pickup	67,633	67,500	56,361	67,633	82,850	New rate increase included.
20 540.4300.523600.000	Dues & Fees	116	100	0	100	500	Fees for online bill paying.
21 540.4600.374000.000	Bad Debt Expense	459	800	581	647	800	
22 540.4300.579000.000	Contingency	0	2,100	0	0	2,045	
	<b>TOTAL EXPENDITURES</b>	<b>\$81,317</b>	<b>\$80,200</b>	<b>\$69,751</b>	<b>\$83,801</b>	<b>\$179,250</b>	



Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
<b>General Fund</b>							
	<b>Revenues</b>	836,656	836,045	796,864	868,161	866,641	
100.0000.391505.000	Transfers from W&S					80,000	
100.0000.391510.000	Transfers from Electric		10,000			470,000	
100.0000.391540.000	Transfers from Sanitation		400,000			0	
	<b>General Fund Revenues</b>	836,656	1,316,045	796,864	868,161	1,416,641	
	<b>Expenditures</b>						
	City Council	50,662	52,563	44,284	50,837	53,063	
	General Government	585,615	659,443	487,751	574,486	828,965	
	Court	11,879	13,250	7,651	11,660	13,200	
	Police Department	312,398	354,941	262,592	304,068	333,562	
	Street Department	201,581	207,148	188,025	224,530	133,691	
	Parks and Recreation Department	0	0	0	0	44,161	
	Cemetery	5,900	15,000	14,800	15,760	10,000	
100.9000.611011.000	Transfers to Capital Fund		50,215			0	
	<b>General Fund Expenditures</b>	1,168,035	1,352,560	1,005,103	1,181,341	1,416,641	
	<b>General Fund BALANCE</b>	-331,379	-36,515	-208,239	-313,180	0	
<b>Water &amp; Sewer Fund</b>							
	<b>Revenues</b>	825,409	804,500	643,566	783,000	783,500	
	<b>Expenditures</b>	618,663	698,300	533,746	641,696	703,500	
	Transfers to G/F		10,000			80,000	
	<b>W &amp; S Fund Expenditures</b>	618,663	708,300	533,746	641,696	783,500	
	<b>W &amp; S Fund BALANCE</b>	206,746	96,200	109,821	141,304	0	
<b>Electric Fund</b>							
	<b>Revenues</b>	2,299,459	2,563,899	2,142,503	2,633,697	2,595,236	
	<b>Expenditures</b>	1,865,242	1,932,978	1,539,812	1,845,543	1,930,976	
	Transfers to G/F		400,000			470,000	
	Transfers to Capital Fund		60,000			120,000	
	Transfers to Sanitation		170,921			10,000	
	Comp Trust transfer to Capital					64,260	
	<b>Electric Fund Expenditures</b>	1,865,242	2,563,899	1,539,812	1,845,543	2,595,236	
	<b>Electric Fund BALANCE</b>	434,217	0	602,692	788,154	0	

Acct Number	Description	FY2017 Actual	FY2018 Budget	Thru April	FY 2018 Estimate	FY2019 Recommend	Comments
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**Sanitation Fund**

	Revenues	147,403	147,200	123,906	148,687	179,250	
	Expenditures	74,859	77,200	62,484	75,080	179,250	
	Transfers to G/F		70,000			0	
	Transfers from Electric					10,000	
	Sanitation Fund Expenditures	74,859	147,200	62,484	75,080	179,250	
	Sanitation Fund BALANCE	72,544	0	61,422	73,607	0	

540.9000.611001.000

540.9000.611006.000

**ALL FUNDS TOTAL**

	Revenues	3,961,524	4,684,444	3,582,934	4,284,858	4,974,627	
	Expenditures	3,651,940	4,624,759	3,078,661	3,668,580	4,974,627	
	Balance	309,584	59,685	504,273	616,278	0	



# Capital Budget FY2019 - FY2023

July, 2019 - June, 2023

**Adopted June 4, 2018**

Mayor Jerry D. Roseberry

Councilmembers

Jeff Wearing - Sarah Davis

David Eady - George Holt

Mike Ready - Jim Windham

Matthew Pepper, Assistant City Manager

Lauran Willis, City Clerk

Dave Harvey, Police Chief

Jody Reid, Supervisor of Public Works and Utilities

**OXFORD CAPITAL IMPROVEMENT PLAN 2019 - 2023 SCHEDULE**

Part A

	PROJECT DESCRIPTION	Total Cost	FY2019	FY2020	FY2021	FY2022	FY2023	STWP
1	City Parks Design & Build - Asbury Street Park	800,000	800,000	0	0	0	0	12
2	E. Clark Street Development - Utilities	250,000	250,000	0	0	0	0	26
3	Moore Street Sidewalk	190,000	190,000	0	0	0	0	
4	GEFA Sewer Extension - Emory St.	992,000	992,000	0	0	0	0	
5	City Master Plan Develop & Implement	500,000	100,000	100,000	100,000	100,000	100,000	10,23
6	Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	10,24
7	Electric System Improvements	560,000	160,000	100,000	100,000	100,000	100,000	
8	Storm Drainage Plans & Improvements	100,000	20,000	20,000	20,000	20,000	20,000	
9	Street Repairs and Resurfacing	600,000	100,000	150,000	100,000	150,000	100,000	15
10	Emory Street Sidewalk	650,000	650,000	0	0	0	0	5,15
11	Sidewalks	500,000	100,000	100,000	100,000	100,000	100,000	15
12	Survey Remainder of City ROW	15,000	15,000	0	0	0	0	6,7
13	Pedestrian Crossing - Midblock at Asbury Park	47,000	47,000	0	0	0	0	
14	Streets Department - Chipper Truck	84,000	84,000	0	0	0	0	
15	Yarborough House Renovation/Welcome Center	350,000	350,000	0	0	0	0	17
16	Welcome Center/City Trail Transportation	12,000	12,000	0	0	0	0	15,17
17	George Street Park Parking - Asbury Street	21,000	21,000	0	0	0	0	28
18	Water Line Replacement - Queen Ann, etc.	190,000	0	190,000	0	0	0	
19	Replace Water Main Clark, Oxford, Hull	745,000	0	745,000	0	0	0	
20	Whatcoat Street Improvements	300,000	0	300,000	0	0	0	9
21	Business Incubator	200,000	0	50,000	50,000	50,000	50,000	4,18
22	Electric Vehicle Charging Stations	24,000	0	24,000	0	0	0	
23	Smart meters for electric and water	600,000	0	600,000	0	0	0	2
24	Interconnect Walking Trails	700,000	0	300,000	200,000	100,000	100,000	15
25	Police Vehicles	105,000	0	35,000	35,000	35,000	0	
26	Public Works Vehicles & Equipment	217,000	0	130,000	50,000	15,000	22,000	
27	Replace Water Main on Perry Circle	42,000	0	42,000	0	0	0	
28	Replace Water Main on Keel Street, etc.	110,000	0	110,000	0	0	0	
	<b>TOTALS</b>	<b>9,054,000</b>	<b>3,921,000</b>	<b>3,026,000</b>	<b>785,000</b>	<b>700,000</b>	<b>622,000</b>	

**CAPITAL BUDGET FISCAL YEAR 2019**

Part B

Account Number	PROJECT DESCRIPTION	TOTAL COST FY2019	CITY FUNDS FY2019	2011 SPLOST	2017 SPLOST	LOAN	OTHER	STWP
1 350.6220.541100.001	City Parks Design & Build - Asbury Street Park	800,000	300,000	0	400,000	0	100,000 a	12
2 350.4200.541400.002	E. Clark Street Development - Utilities	250,000	250,000	0	0	0	0	26
3 350.1500.522200.000	Moore Street Sidewalk	190,000	0	15,500	174,500	0	0	
4 350.4300.541400.540	GEFA Sewer Extension - Emory St.	992,000	0	0	467,000	525,000	0	
5 350.1500.541400.002	City Master Plan Develop & Implement	100,000	100,000	0	0	0	0	10,23
6 350.7550.612000.000	Downtown Development Authority	30,000	30,000	0	0	0	0	10,24
7 350.4600.541402.510	Electric System Improvements	160,000	160,000	0	0	0	0	
8 350.4250.541200.000	Storm Drainage Plans & Improvements	20,000	0	0	20,000	0	0	
9 350.4200.541400.001	Street Repairs and Resurfacing	100,000	0	0	75,000	0	25,000 b	15
10 350.4224.541203.000	Pedestrian Bridge/Sidewalk	650,000	0	0	130,000	0	520,000 c	5,15
11 350.4200.541201.000	Sidewalks	100,000	100,000	0	0	0	0	15
12 350.4220.541204.000	Survey Remainder of City ROW	15,000	15,000	0	0	0	0	6,7
13 350.4224.541203.000	Pedestrian Crossing - Midblock at Asbury Park	47,000	0	0	47,000	0	0	
14 350.4300.542200.000	Streets Department - Chipper Truck	84,000	84,000	0	0	0	0	
15 350.6000.541300.000	Yarbrough House Renovation/Welcome Center	350,000	350,000	0	0	0	0	17
16 350.6000.542200.000	Welcome Center/City Trail Transportation	12,000	12,000	0	0	0	0	15,17
17 350.6000.541200.000	George Street Park Parking - Asbury Street	21,000	21,000	0	0	0	0	28
	<b>TOTALS</b>	<b>3,921,000</b>	<b>1,422,000</b>	<b>15,500</b>	<b>1,313,500</b>	<b>525,000</b>	<b>645,000</b>	

Footnotes:

- a This amount represents a contribution from Newton County.
- b Funds from the Local Maintenance Improvement Grant (LMIG).
- c Funds from federal and state grants.

**FY2019 Capital Budget Detail**

**Works in Progress**

Recommend    City Funds    Other Funds

		800,000	300,000	500,000
1	Asbury Street Park - Design and build the Asbury Street Park.			
2	East Clark Street Utilities - Install the water, sewer, and electric utilities for the E. Clark Street Development in preparation for future residential development. Sewer will be funded with the GEFA loan as part of the GEFA sewer extension project. Electric service will be underground. The developer will install the streets, sidewalks, and curb and gutter for the residential development.	250,000	250,000	0
3	Moore Street Sidewalk - To extend the Moore Street sidewalk on the south side of the street west from Emory Street to the city limits at Longstreet Circle.	190,000	174,500	15,500
4	GEFA Sewer Extension Project - Extend the city sewer system to 28 homes using a loan from GEFA. The sewer main will be located along Emory Street/Hwy 81. (Some of the work is in GDOT Hwy 81 right-of-way.) It may be possible to increase amount of the loan after bids are received.	992,000	0	992,000
5	Survey Remainder of City Rights-Of-Way - South and west of city and east of Emory Street. 54,148 right-of-way feet @ \$1/ foot. Rate determined from the FY2017 project. This began in FY2018, and should be completed this fiscal year.	15,000	15,000	0

**FY2019 Capital Budget Detail**

Recommend City Funds Other Funds

**Ongoing Support**

6	<p><b>City Master Plan Development and Implementation</b> - Encourage commercial and residential development in the city. Analysis of service delivery area and city services. Study our infrastructure for future development. Includes strategic property acquisition.</p>	100,000	100,000	0
7	<p><b>Downtown Development Authority</b> - Intergovernmental agreement funding for new Downtown Development Authority.</p>	30,000	30,000	0
8	<p><b>Electric System Improvements</b> - Each year we select a project to improve and maintain a reliable electric system. This year we will replace utility poles, wires, switches, and equipment on Williams Street, Oxford North Road, W. Clark Street, and a section of Longstreet Circle. We have rot in the tops and some of the insulators are breaking apart. We will also pay for pole inspections from this account.</p>	160,000	160,000	0
9	<p><b>Storm Drainage plans and improvements</b> - For minor improvements to our storm drainage system and to help us meet the requirements of our state-mandated storm drainage plan.</p>	20,000	20,000	0
10	<p><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. This will include the city cemetery, and Asbury Street from W. Watson to Collingsworth.</p>	100,000	0	100,000
11	<p><b>Sidewalks</b> - Extend sidewalks throughout the city in locations to be determined. This project will take several years.</p>	100,000	100,000	0

**FY2019 Capital Budget Detail**

**Scheduled for FY2019**

Recommend City Funds Other Funds

		Recommend	City Funds	Other Funds
14	Yarbrough House Renovation/Welcome Center - Renovate 107 W. Clark Street to become the city's new welcome center. The work will include updating the building's HVAC system, water/sewer system, structural integrity, exterior, etc. This will also include funds to be used to furnish the welcome center with tables, chairs, etc.	350,000	350,000	0
15	George Street Park Parking - Add 8 parking spaces and a bike rack to the east side of Asbury Street between Allen Memorial Church and George Street. The spaces will be located within the city right-of-way. We will also install a vegetative buffer between the parking spaces and the homes located on George Street.	21,000	21,000	0
16	Welcome Center/City Trail Transportation - The city will purchase an electric golf cart to provide tours of the city's trail system, and other areas of the city, to residents and visitors. The cart will seat 6-8 people, and will be housed on city property.	12,000	12,000	0
17	Chipper Truck - Streets Department - Replace the current chipper truck. The current truck has been in the shop four or five times this last year. We have replaced the rear-end and several major parts over the years.	84,000	84,000	0
18	Pedestrian Crossing - Install a midblock crossing for pedestrian access to Asbury Street Park from the west side of Emory Street.	47,000	0	47,000
19	Pedestrian Bridge/Sidewalk - Extend the sidewalk from I-20 along the west side of Emory Street north to Moore Street. Funded with state and federal funds along with the local share from the city. Oxford College will build a sidewalk on its property from Moore to Pierce.	130,000	0	130,000



## FY2019 Capital Budget Detail

## Scheduled for FY2020 and Later

Recommend City Funds Other Funds

20	Replace water main on Clark St, Oxford Rd, and Hull St. - This section of the water system is about 40+ years old. It was installed with a very thin, low grade PVC pipe. In the past two years we have repaired the water main six times in different places. This will be funded largely from 2017 SPLOST. We will pursue Community Block Grant funding for this project.	745,000	245,000	500,000	
21	Water Line Replacement - Replace existing 6" water line on W Bonnell, Queen Ann, and Stone Streets with 8" water line. This will replace the remaining "transite" water pipe in our system. We will pursue Community Block Grant funding for this project.	190,000	190,000	0	
22	Water Main Replacement - Perry Circle - Replace existing 6" water main on Perry Circle. This section of the water system is 40+ years old. It was installed with a very thin, low grade PVC pipe. We have had two main breaks this year.	42,000	42,000	0	
23	Water Main Replacement - Keel Street, Cat Paw Court, and Beakhead Court - Replace existing 6" water main on Perry Circle. This section of the water system is 40+ years old. It was installed with a very thin, low grade PVC pipe. We have had two main breaks this year.	110,000	110,000	0	
24	Whatcoat Street Improvements - Working with Oxford College to improve Whatcoat Street and Pierce Street. THE DESIGNS AND FUNDING ARRANGEMENTS ARE NOT FINAL.	300,000	300,000	300,000	
25	Business Incubator - Construct or purchase a building to use to encourage small business development. Something similar is being done in Auburn, GA.	100,000	100,000	0	
26	Electric Vehicle Charging Stations dual capacity 3 stations @ 8,000, installed	24,000	24,000	0	
27	Smart meters for electric and water customers - NEED TO SELECT METHOD	600,000	600,000	600,000	
28	Interconnect walking trails SELECT LOCATIONS	700,000	700,000	700,000	
29	Police Vehicles	100,965	0	100,965	
30	Public Works vehicles and equipment	217,000	217,000	0	

**FY2019 Capital Budget Detail**


Recommend City Funds Other Funds

**SPILOST Funding Summary**

<b>2011 SPILOST</b>		
Transportation: Overage funds to be used to fund Moore Street Sidewalk Project	15,500	
<b>2017 SPILOST</b>		
Water & Sewer: GEFA Sewer Extension - Emory St.	500,000	
Transportation: Moore Street Sidewalk; Pedestrian/Bridge Sidewalk; Storm Drainage Plans and Improvements	400,000	
Transportation: Street Resurfacing in later years	100,000	
Recreation: Asbury Street Park	400,000	
Public Safety: Vehicles in later years	100,965	
<b>2017 SPILOST Subtotal</b>	<b>\$1,500,965</b>	

## OXFORD CAPITAL IMPROVEMENT PLAN FY2018 Results

Account Number	PROJECT DESCRIPTION	Total Funds	City Funds	Other	Spent Thru March	Estimate for FY 2018	Balance
1	350.4224.541200.000 Bike/Pedestrian Pathways/Trails	155,000	146,043		146,043	155,000	-
2	350.1500.541400.002 City Master Plan Develop & Implement	100,000	100,000		60,664	65,000	35,000
3	350.6220.541100.001 City Parks Design & Build	800,000	400,000	400,000	19,750	50,000	350,000
4	350.4200.541400.002 E. Clark Street Development	450,000	450,000		4,380	10,000	440,000
5	350.4600.541402.510 Electric System Improvements	175,000	175,000		164,100	164,100	10,900
6	350.4224.541201.000 Moore Street Sidewalk	190,000	190,000		4,065	7,000	183,000
7	350.4224.541203.000 Pedestrian Bridge/Sidewalk	130,000	0	130,000	405	1,000	129,000
9	350.4200.541201.000 Sidewalks	484,500	484,500		-	-	484,500
10	350.4250.541200.000 Storm Drainage plans & improvements	20,000	20,000		-	-	20,000
11	350.4200.541400.001 Street Repairs and Resurfacing	210,000	145,000	65,000	10,798	70,000	140,000
12	350.4220.541204.000 Survey of city rights-of-way	54,200	54,200		20,050	40,000	14,200
13	350.0000.541401.510 Utility Pole Inspection & Replacement	0	23,340		23,340	23,340	-
14	350.4600.542200.000 Utility Dept. Vehicles & Equipment	28,000	28,000		25,957	25,957	2,043
15	350.4600.542200.001 Electric Department (Bucket Truck)	50,000	50,000		15,000	15,000	35,000
16	350.4300.541400.540 Water/Sewer System Improvements	550,000	25,000	525,000	11,013	15,000	535,000
17	350.3200.542201.000 Police Dept. Equipment	8,500	8,500		6,118	6,118	2,382
18	350.7250.612000.000 DDA Downtown	50,000	50,000		34,625	45,000	5,000
19	350.4300.541001.505 Water Line Replacement - Queen Ann, etc.	190,000	190,000		-	-	190,000
	<b>TOTALS</b>	<b>\$3,645,200</b>	<b>\$2,539,583</b>	<b>1,120,000</b>	<b>546,308</b>	<b>692,515</b>	<b>2,576,025</b>

<b>Residential Building Permit Fees</b>		
 BIRTHPLACE OF EMORY UNIVERSITY		
<b>Fee Payment</b>	Fees are collected prior to issuance of permit.	
<b>Plan Review Fees</b>	New Single-Family Residential Review	Required without fee
	Residential renovations/ additions	Required without fee
<b>Residential Fee Table</b>	<b>\$0.20 per square feet heated</b>	<b>\$0.10 per square feet unheated</b>
<b>Residential Accessory</b>	<b>\$0.25 per square feet heated</b>	<b>\$50.00 up to 300 square feet unheated; \$0.15 per square foot over 300 SF</b>
<b>Certificate of Occupancy or Completion (C/O or C/C)</b>	New single family detached, condo, or townhome	\$50.00
<b>Trade Permits</b>	Permit Fee	Use permit fee table - minimum \$100.00
<b>Demolition</b>	Non-commercial building	\$100.00
<b>Permit Extensions</b>	First extension	\$50/ 3 months
	Subsequent extension	\$100/ 3 months
<b>Re-Inspections</b>	For each added trip	\$100.00
<b>Other</b>	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Siding or Deck Repair/ Replacement	\$100.00
	Fence Permit	\$100.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Swimming Pool Permit (does not include electric permit)	\$200.00
Fee for work done without a permit	200% of original permit fee	

## Commercial Building Permit Fees



<b>Fee Payment</b>	Fees are collected prior to issuance of permit.	
<b>Plan Review Fees</b>	All Commercial/Industrial Plan Reviews	<b>Additional 50% of permit fee</b>
<b>Commercial/ Industrial Permit Fee Table</b>	<b>TOTAL VALUATION</b>	<b>FEE</b>
	\$0.00 to \$5,000.00	\$100.00
	\$5,000.00 to \$50,000.00	\$100 for first \$5,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.00
	\$50,001.00 to \$100,000.00	\$325.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00
	\$100,001.00 to \$500,000.00	\$525.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00
	\$500,001.00 and up	\$1,725.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof
<b>Certificate of Occupancy or Completion (C/O or C/C)</b>	<b>New Commercial</b>	<b>\$100.00</b>
<b>Trade Permits</b>	Permit Fee	Use permit fee table - minimum \$100.00
<b>Signs Requiring a Building Permit</b>	Banner/ Window / Temporary	\$75.00
	Wall mounted	\$100.00
	Monument/ Free Standing	\$200.00
	Interior (bldg. or tenant space)	\$100.00
<b>Demolition</b>	Commercial building	\$200.00
<b>Permit Extensions</b>	First extension	\$50.00/ 3 months
	Subsequent extension	\$100.00/ 3 months
<b>Re-Inspections</b>	For each added trip	\$50.00
<b>Other</b>	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Fee for work done without a permit	200% of original permit fee
	Temporary Construction Trailer (not including electric permit)	<b>\$100.00</b>
	Fire Protection - Sprinkler Systems Racking System	Plumbing permit + \$1.00 per sprinkler head \$0.01 per square foot

# Proposed Fee Schedule for the City of Oxford

The following permit fee totals are calculated based on the proposed fee schedule reviewed by Council at the June 4<sup>th</sup> Regular Session Meeting.

## Residential

### Single Family Dwelling:

- \*2500 square foot single family dwelling
- \*2100 heated sf/400 unheated sf
- \*Electrical, Plumbing, HVAC

2100 x .20 = \$420.00  
 400 x .10 = \$ 40.00

\$460.00 Building permit  
 \$100.00 HVAC permit  
 \$100.00 Plumbing permit  
 \$100.00 Electrical permit  
 \$ 50.00 Certificate of Occupancy

\$810.00 Total Permit fees

\$860.00 x 25% = \$202.50 City of Oxford  
 \$860.00 x 75% = \$607.50 Bureau Veritas

### Residential Swimming Pool:

\$200.00 Pool Permit  
 \$100.00 Electrical permit  
 \$ NA Certificate of Occupancy

\$210.00 Total Permit fees

\$210.00 x 25% = \$ 52.50 City of Oxford  
 \$210.00 x 75% = \$157.50 Bureau Veritas

### Residential Accessory Building:

- \*800 Square foot storage building
- \*800 unheated sf
- \*Electrical

1<sup>st</sup> 300 s.f. \$ 50.00  
 500 x .15 = \$ 75.00

\$125.00 Building per.  
 \$100.00 Electrical per.  
 \$ NA Cert. of Occ.

\$225.00 Total fees

\$225.00 x 25% = \$ 56.25 City of Oxford  
 \$225.00 x 75% = \$168.75 Bureau Veritas

## Commercial New Construction

**6,500 square foot Office Building:**

Occupancy Group = **B** (Business)

Type of Construction = **III B** (exterior walls are non-combustible and interior is any element permitted by code)  
(un-protected)(unsprinklered)

6,500 sf x \$150.11 (average cost/sf from Building Valuation Data) = \$975,715.00 valuation

\*Trade valuations are based on estimated cost of construction listed on permit application

HVAC \$45,000.00 (\$100 for 1<sup>st</sup> \$5,000) + \$200 (\$5 x 40) = \$300.00  
 Plumbing \$28,000.00 (\$100 for 1<sup>st</sup> \$5,000) + \$115 (\$5 x 23) = \$215.00  
 Electrical \$37,000.00 (\$100 for 1<sup>st</sup> \$5,000) + \$155 (\$5 x 31) = \$255.00

	1 <sup>st</sup> \$500,000			
\$1,725.00		\$2.00 x \$476.00	\$975,715.00 - \$500,000 = \$475,715.00/1000 + fraction = \$476.00	
<u>\$ 476.00</u>		Building permit		
\$2,185.00		Plan review (50% of building permit)		
\$1,092.50		HVAC permit		
\$ 300.00		Plan review (50% of HVAC permit)		
\$ 150.00		Plumbing permit		
\$ 215.00		Plan review (50% of Plumbing permit)		
\$ 107.50		Electrical permit		
\$ 255.00		Plan review (50% of Electrical permit)		
\$ 127.50		Certificate of Occupancy		
<u>\$ 100.00</u>				

\$4,532.00 Total permit fees

\$4,532.00 x 25% = \$1,133.00 City of Oxford  
 \$4,532.00 x 75% = \$3,399.00 Bureau Veritas

**ATTACHMENT A**  
**SCOPE OF SERVICES (Amendment to Add Service)**

**Code Enforcement/Property Maintenance Inspections**

Property maintenance inspections will be conducted in accordance with the City of Oxford's Code of Ordinances and the International Property Maintenance Code. Inspections are performed as needed when complaints are made by the City of Oxford or its citizens. Voluntary compliance is sought through education and conversation with the violator. Citations are issued at the discretion of the City as it pertains to the minimum days to comply as stated in the Code of Ordinances. The inspector will keep a record on file of all cases and the activity involved with each case. If necessary, the inspector will appear in court to testify in behalf of the City. The City of Oxford is the final interpretive authority.

**Code Administration and Architectural Plan Review**

Plan review services shall be conducted as required by the City of Oxford's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, Energy Code, Fire Code and other related documents as adopted by the City. The plans examiner will return plans with comments within 14 business days from the date of receiving the plans. Applicants will be notified of the plan review comments and are responsible for addressing the comments to the satisfaction of the City. The City will retain final interpretive authority over all plans and specifications. Permits are issued by the City of Oxford.

**Building Code Inspections**

Inspection services shall be conducted as required by the City of Oxford's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, Energy Code, Fire Code and other related documents as adopted by the City. Special inspections as specified in Chapter 17 and non-prescriptive structural inspections of the adopted international Building Code are not included. Inspections shall be performed daily as needed. Inspectors shall report to the City Administrator or their designee to collect inspection requests and upon performing inspections, the inspector shall place detailed reports in the permit file and a copy will be left on site for the builder. All violations or deficiencies shall be cited with the appropriate code section on the report. Any violations of the Code or concealment of any work prior to approval by BVNA will be reported to the City Administrator or their designee. The City is the final interpretive authority. The Certificate of Occupancy is issued at the discretion of the City of Oxford.

CLIENT INITIALS: \_\_\_\_\_

BVNA INITIALS: \_\_\_\_\_



**ATTACHMENT B**

FEE SCHEDULE (Amendment to add fees for new service)

**Code Enforcement/Property Maintenance Inspections**

Hourly Rate

For the enforcement of City Nuisance and Zoning Ordinances, BVNA will invoice the client at an hourly rate of \$80.00 per hour for each day the service is specifically requested.

For work performed outside of normal operating hours (Monday – Friday 8:00 am – 5:00pm), BVNA will invoice the client at an hourly rate of \$125.00 per hour with a 2 hour minimum.

**Building Code Administration, Inspections and Plan Review**

For building code administration, inspections and plan review BVNA will invoice the client at a rate of 75% of the fees collected by the City.

For a single inspection outside of normal business hours (Monday – Friday 8:00am -5:00pm), BVNA will invoice the client at an hourly rate of \$125 per hour with a minimum of two hours.

CLIENT INITIALS: \_\_\_\_\_

BVNA INITIALS: \_\_\_\_\_

# CITY OF OXFORD

## RESOLUTION

**WHEREAS**, City Council has determined that it would benefit the city employees to amend the Employee Handbook published February 1, 2011, Part 4: Your Employment Benefits, Health Care Coverage for the City of Oxford employees, and


**WHEREAS**, City Council has determined that any regular employee scheduled to work at least 30 hours per week is eligible to participate in the Health Care Plan with no waiting period.

Adopted this fourth day of June, 2018.

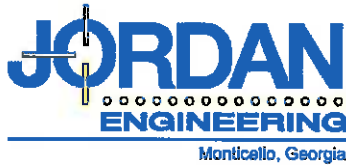
BY:

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk





Mr. Matt Pepper, Asst. City Manager  
City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

May 14, 2018

Re: N Emory Sewer contractor selection

Dear Mr. Pepper:

I have reviewed the bid submitted by the low bidder, Site Engineering, Inc., for the N. Emory Sewer Expansion project. I checked the math and found no errors in their bid form, and it appears that they have included all of the required certificates and forms. Based on their status as low bidder and my review of their bid submittal, I recommend that the City of Oxford contract with Site Engineering, Inc. to construct the N. Emory Sewer Expansion project with the base bid plus Add Alternates 1 and 2 for a total contract amount of \$991,446.

Sincerely,  
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", written in a cursive style.

Robert O. Jordan, PE RLS

**Oxford N. Emory Sewer Expansion**

**Bid Summary**

Bid Opening 2pm 5/10/18 at Oxford City Hall

**COPY**

Company	Bid Bond or cashier's check included? (10% base bid amt)	Base Bid (Academy Court outfall)	Add Alternate 1 Bid (E. Bonnell St. outfall)	Add Alternate 2 Bid (E. Clark St. outfall)	Total Base/Alt1/Alt2
1 Anderson Grading and Pipeline, LLC	Included	\$ 1,083,152.20	\$ 210,947.90	\$ 111,959.20	\$ 1,406,059.30
2 Site Engineering, Inc.	Included	\$ 709,246	\$ 171,276	\$ 110,924	\$ 991,446
3 Universal Under-ground Utility Contr.	Included	\$ 946,536	\$ 208,383	\$ 135,227.50	\$ 1,290,166.50
4		\$	\$	\$	\$
5		\$	\$	\$	\$
6		\$	\$	\$	\$
7		\$	\$	\$	\$
8		\$	\$	\$	\$
9		\$	\$	\$	\$
10		\$	\$	\$	\$

Bids opened by: Pro. J

Summary recorded by: m. Payne

STATE OF GEORGIA  
COUNTY OF NEWTON

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
NEWTON COUNTY AND THE CITY OF OXFORD  
REGARDING IMPROVEMENTS TO MITCHELL STREET, E. BONNELL STREET,  
WENTWORTH DRIVE, AND ACADEMY COURT**

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between **NEWTON COUNTY**, a political subdivision of the State of Georgia, acting by and through its Board of Commissioners (hereinafter referred to as “the County”), and **THE CITY OF OXFORD**, a municipal corporation chartered under the laws of the State of Georgia, acting by and through its Mayor and Council (hereinafter referred to as “Oxford” and collectively with “County” referred to as the “Parties”).

**WITNESSETH:**

**WHEREAS**, Mitchell Street, E. Bonnell Street, Wentworth Drive, and Academy Court are in need of repair; and

**WHEREAS**, the repair of these streets is expected to use approximately 745 tons of asphalt with trucking at an estimated cost of \$50,000; and

**WHEREAS**, Oxford is willing to expend its GDOT Local Maintenance and Improvement Grant (LMIG) towards repairing these streets; and

**WHEREAS**, Oxford has requested the County participate in the repairing of these streets by providing the labor and equipment needed for the project; and

**WHEREAS**, the Parties, through their respective governing authorities, have found and declare it to be in the best interest of the Parties, their citizens, and taxpayers to enter into this agreement;

**NOW THEREFORE**, for and in consideration of the premises and of the mutual covenants herein contained and by virtue of the power and authority granted to the County and Oxford by virtue of Article IX, Section III, Paragraph I of the 1983 Constitution of the State of Georgia, the Parties do hereby covenant, contract and agree as follows:

**1. LEGAL AUTHORITY**

This instrument shall constitute a binding, legal contract by and between the parties hereto, in accordance with the authority granted by Article IX, Section III, Paragraph I of the 1983 Constitution of the State of Georgia. The Parties each covenant that they have the requisite legal authority to provide the services, perform the functions, and otherwise do all things

necessary, convenient and expedient to carry out the obligations and responsibilities herein set forth, either expressly or by reasonable implication. Furthermore, during the term of this Agreement, the Parties agree to exercise good faith and best efforts to fund such undertaking sufficiently. The Parties further covenant to cooperate fully with one another in the joint undertakings required to further the spirit and intent of this Agreement, including defending the validity and enforceability of this Agreement in any proceeding, in which it may be contested.

## **2. TERM OF AGREEMENT**

This Agreement shall commence upon its approval by the respective governing bodies of the County and Oxford and shall continue for the time it takes to complete the project, but in no event shall the term of the Agreement exceed the term allowed for intergovernmental contracts by Article IX, Section III, Paragraph I (a) of the 1983 Georgia Constitution.

## **3. SCOPE OF THE PARTIES' DUTIES**

- 3.1 Oxford shall expend GDOT Local Maintenance and Improvement Grant (LMIG) funds and additional funds from its Capital Projects Fund, if needed, towards the purchase of all materials needed to repair and resurface Mitchell Street, E. Bonnell Street, Wentworth Drive, and Academy Court.
- 3.2 The County shall provide the labor and equipment to repair said streets.
- 3.3 While said street is being repaired, Oxford shall provide assistance with traffic control as requested by the County.

## **4. ASSIGNMENT**

Neither party shall assign this Agreement without the prior express written consent of the other party hereto.

## **5. INDEMNIFICATION AGREEMENTS**

- 5.1 In addition to any other requirement of this Agreement, to the extent allowed by law, the County hereby agrees to defend, indemnify and hold harmless Oxford, its officers, employees, and agents from and against any and all losses, damages, costs, expenses, legal costs or attorney's fees, if, at any time during the term of this Agreement, any extension or renewal thereof, and for a reasonable time thereafter, any party shall make any claim or file any action against Oxford or any official, employee, or agent thereof, for any loss or damage caused or said to be caused by any act of the County intended to carry out any provision of the Agreement. The County further agrees to release, indemnify defend and hold harmless Oxford, its officers, employees, and agents from any injury (including death) loss, claim, demand, liability or damages sustained by the County, its

officers, employees, agents, successors, assigns and subcontractors as a result of this Agreement.

- 5.2 In addition to any other requirement of this Agreement, to the extent allowed by law, Oxford hereby agrees to defend, indemnify and hold harmless the County, its Commissioners, employees, and agents from and against any and all losses, damages, cost, expenses, legal costs or attorney's fees, if, at any time during the term of this Agreement, any extension or renewal thereof, and for a reasonable time thereafter, any party shall make any claim or file any action against the County or any official, employee, or agent thereof, for any loss or damage caused or said to be caused by any act of Oxford intended to carry out any provision of the Agreement. Oxford further agrees to release, indemnify, defend and hold harmless the County, its commissioners, employees, and agents from any injury (including death) loss, claim, demand, liability or damages sustained by Oxford, its officers, employees, agents, successors, assigns and subcontractors as a result of this Agreement.

## **6. DEFAULT**

The Parties expressly acknowledge and agree that the obligation of each party to keep, observe and perform its covenants as herein set forth is specifically conditioned upon the other party's keeping, observing and performing its covenants as also herein set forth and failure of any party to do so shall constitute an event of default hereunder.

## **7. TERMINATION**

This Agreement may only be terminated in accordance with the provisions of Section 10 below.

## **8. SEVERABILITY**

Should any provision or portion of any provision of this Agreement be held invalid by a court of competent jurisdiction, the remainder of this Agreement or the remainder of such provision shall not be affected thereby.

## **9. ENTIRE CONTRACT**

This Agreement embodies and sets forth all the provisions, agreements and understandings between the parties. Notwithstanding anything contained herein to the contrary, any other agreements between the parties shall remain in full force and effect.

## **10. MODIFICATION**

No subsequent alteration, amendment, modification or change or addition to this Agreement shall be binding upon the Parties unless the same is reduced to writing and signed, sealed and delivered by the Parties.

**11. WAIVER**

No delay or omission of either party to exercise any right or power accruing upon any default shall impair any such right and power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time as often as may be deemed expedient. In the event any covenant contained in this Agreement shall be breached by any party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

**12. COUNTERPARTS**

This Agreement may be executed in two or more counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**13. NOTICE**

For the purpose of notices, reports and other writings called for by this Agreement or delivered between the parties because of this agreement, the Parties' addresses shall be as follows:

Newton County Board of Commissioners  
1124 Clark Street  
Covington, Georgia 30014

The City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

**14. INCORPORATION INTO MINUTES**

By execution of this Agreement, each party hereto warrants, represents and covenants that notice of the execution of this Agreement shall be spread upon the minutes of action of each respective party and a copy of this Agreement attached hereto and incorporated therein by express reference hereto.



**IN WITNESS WHEREOF**, the parties hereto, pursuant to authorizing resolutions duly passed and recorded in their respective minutes of action, have hereunto signed, sealed and delivered this Agreement in duplicate original on the day and year first above written.

**NEWTON COUNTY, GEORGIA**

BY: \_\_\_\_\_  
Marcello Banes, Chairman

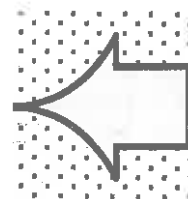
\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Jackie Smith, County Clerk

**THE CITY OF OXFORD**

BY: *Jerry D. Roseberry*  
Hon. Jerry D. Roseberry, Mayor

*6/4/2018*  
Date



ATTEST: *Lauran Willis*  
Lauran Willis, City Clerk

