



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, APRIL 17, 2017 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Jim Windham.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Chief; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Kendra Mayfield, Todd Cain, Hoyt Oliver, Josh Roberts, John Wayne Cody, Cheryl Ready, Richard Henderson.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.
Agenda – Attachment A

Honorary Councilmember

Mayor Roseberry introduced John Wayne Cody as Honorary Councilmember for May appointed by Councilmember Melvin Baker.

Mayors Announcements

Mayor Roseberry said we have received approximately \$100,000 in overage from Newton County from the 2011 SPLOST. He announced that Allen Memorial Church will be having its annual chicken BBQ on Saturday, April 29th from 11:00AM – 4:00PM.

Pierce Street

Kendra Mayfield presented a draft plan with several alternatives for proposed improvements to Pierce Street and the College's "front door". To conclude the discussion Council asked Kendra to bring a revised plan to the May 1, 2017 meeting. Attachment B

Funds Transfer

City Manager Bob Schwartz said he will recommend a combined transfer of \$270,000 to the Capital Projects Fund. This is based on the accumulated depreciation payments for FY2016 of \$185,000 in the water and sewer fund and \$85,000 in the electric fund.

Operating Budget and Capital Budget for FY2018

City Manager Bob Schwartz presented a revised Budget Calendar and draft copies of the Operating Budget and the Capital Budget. Schwartz said these will be presented to City Council at the May 1st meeting and the Public

Hearing on the budget will be held at the May 15th work session. Attachment C, D and E

Projects Status and Engineer's Progress Reports

City Manager Bob Schwartz presented the status reports on the Moore Street Sidewalk project as well as the I-20 Bridge; Emory Street Sidewalk project and explained some of the details pertaining to the Sewer System Improvements project. Attachment F

Town Center Development Discussion

Councilmember David Eady presented slides for discussion regarding the Town Center Development plans. He presented modified layouts of the original Emory Street Development ideas prepared by Randy Vinson at a prior meeting. Eady concluded his discussion making Council aware of what our current zoning ordinance is and what zoning changes will need to be made for this potential development. Attachment G

Executive Session

At 7:38 pm Mayor Roseberry announced we will have a 5 minute break and then go into an executive session for personnel matters and real estate matters.

A motion was made by Windham, seconded by Ready to go into an executive session at 7:48pm. The motion was approved 7/0.

A motion was made by Windham seconded by Ready to leave the executive session and return to the regular session at 8:00 pm. The motion was approved 7/0.

A motion was made by Windham, seconded by Baker to authorize Mayor Roseberry to proceed with an offer on the real estate property not to exceed \$200,000. The motion was approved 7/0.

A motion was made by Ready, seconded by Davis to adjourn the Regular Session meeting at 8:01 pm. The motion was approved 7/0.

Respectfully submitted,

Lauran Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, APRIL 17, 2017 – 6:00 P.M.
A G E N D A**

1. **Honorary Councilmember** – Councilmember Baker has appointed Wayne Cody as the honorary councilmember for May.
2. **Mayor’s Announcements**
3. * **Pierce Street** – Kendra Mayfield will discuss with City Council several proposed improvements to Pierce Street and the College’s “front door”. This is a DRAFT plan with several alternatives and we will discuss them with the College.
4. **Funds Transfer** – We recommend a combined transfer of \$270,000 to the Capital Projects Fund at this time. This is based on the accumulated depreciation payments for FY2016 of \$185,000 in the water and sewer fund and \$85,000 in the electric fund.
5. * **Operating Budget and Capital Budget for FY2018** – We have attached the Budget Calendar and copies of the current draft of the Operating Budget and the Capital Budget. These will be officially presented to City Council at the May 1st meeting and the Public Hearing on the budget will be held at the May 15th work session.
6. * **Projects Status and Engineer’s Progress Reports** – Attached.
7. * **Town Center Development Discussion** – Councilmember Eady has asked for a discussion of the Town Center and the new DDA. Please see the attached slides.
8. **Executive Session** – for personnel matters and real estate matters.

*Attachments

ANNOUNCEMENTS

- The Oxford Lions Club will host the annual luncheon for Mayor, Council and all employees on **Thursday May 4th from 12:00 - 1:00** at City Hall.
- **Saturday, April 22 at 8:30 AM** at city hall - Monica Callahan, executive director of the DDA in Madison, will conduct the initial required training for the DDA. City Council and the Planning Commission are also invited.

Oxford College of Emory University

Oxford College Entrance Development Pierce Street and Roundabout

Background:

In the spring of 2015 Oxford College, in collaboration with the City of Oxford, closed Hamill Street to vehicular access and created a beautiful new pedestrian mall between the newest residence halls. The closure of Hamill required redirecting visitors to Pierce Street for access to campus. This main entrance switch allowed for a test period of the Oxford Master Plan, which identified Pierce Street as the main visitor access road from Emory Street, the major artery (State Road 81) bringing in visitors from Covington and Interstate I20. The heavily used left turn from Emory Street to Pierce Street is currently marked by a small sign for Oxford College. The three block length of the street is not distinguished. The proposed improvements of this street and adjacent landscape will facilitate the visual quality and sense of arrival to the Oxford College campus.

Similar to the older Emory Atlanta campus entry prior to redevelopment in 2010, Oxford's Pierce Street is flanked by vehicular parking, a large awkward internal intersection, and an array of overhead power lines and poles. New buildings, the Science Building and the new Dining Hall, frame the view down Pierce Street as well as the classic constructs of Allen Memorial Church and Tarbutton Hall. The new ironwork gateway identifying pedestrian access to the main quad sits on the corner of Pierce Street and Haygood Street, an intersection made more difficult by Whatcoat Street, that angles to this juncture.

Proposed Design:

All three blocks of Pierce Street would include new sidewalks, trees lining both sides, Oxford campus standard street pole lighting, curb and gutter roadway edges to planting areas, storm water management, and new directional signage. All existing Pierce Street parking would be removed and replaced nearby. The three blocks of simple improvements extending from Emory Street to Wesley Street would establish a suitable entrance to Oxford College campus.

The new Dining Hall project addresses the sidewalks and landscaping for the north side of Pierce between Asbury and Wesley Streets. The remainder of work would be completed in phases.

First block, from Emory Street to Haygood Street-

Design for the redevelopment of Pierce Street includes a new boulevard entrance at the Emory Street intersection, the boulevard planted center would also contain the new "Oxford College of Emory University" identity sign. This sign would be typical to Emory; low, and constructed with a granite base. Mid-block would be a right hand pull over for a single car. Here the visitor would be able to read an information and directional sign. Just 60 feet past this pullover would be the new left hand turn into the visitor's parking lot (existing parking currently used for visitors).

The intersection of Pierce, Haygood, and Whatcoat Streets would be reworked into a small one lane traffic circle, a roadway tool successfully used on the Emory campus in Atlanta for the last 6 years. This

circle would have center plantings surrounded by a granite cobblestone truck curb for large vehicle turning.

Second Block, from Haygood Street to Asbury Street –

The gravel parking area along the north side of the street (Allen Memorial side) would be removed. In its place would be a ten-foot tree planting area with new curb and gutter to the south and a new sidewalk to the north. The existing three mature oak trees would remain with new infill trees at the voids. On the south side of the street the existing old narrow sidewalk would be demolished and a new tree planting area created with a new sidewalk placed away from the street.

Existing gravel surface parking at the church property, north side, would become hard surfaced with additional spaces added on the approach towards Whatcoat Street. Here there will be linkage to a new surface parking lot at 805 Whatcoat Street.

Third Block, from Asbury Street to Wesley Street -

At the western end of Pierce Street, at the bend onto Westley Street, there is an opportunity for a public street accessed visitor drop off location. This drop off would be well placed near the new Dining Hall, Science Building, Quad entrance, amphitheater, and future student commons (old dining hall). With the removal of car traffic from the Carriage Loop, the closure of Hamill Street and the added parking loop behind Seney, there are currently limited campus locations for faculty or visitor pick up/drop off. The few existing parking spaces at this intersection will be relocated further north on Wesley Street allowing for the desired long axial view west into the landscape and the woods beyond. Creating an efficient and visually pleasing drop off hardscape environment at this roadway juncture solidly marks the other end of the Pierce Street entrance experience.

Tree Canopy –

New concrete sidewalks will flank both sides of Pierce Street set minimally fourteen feet from the inside curb to allow for a large tree planting zone. Here good sized oak trees will be planted along both sides of the street to create a continuous shade canopy so important to the southern climate and small town vernacular.

Parking analysis-

Attached is a full analysis of Oxford Parking. Parking needs continue to increase for the Oxford College community, this has been demonstrated by the historical data included in the appendix of this report. The Pierce Street project includes the phased opportunity to replace and add a small amount of parking to the campus pool.

Paved parking could be added perpendicular to Asbury Street within the city easement areas, if permitted by the City of Oxford. Additional new parking lot opportunities occur on both Whatcoat and George Streets. All student parking is being considered for location at the Haygood Parking area. The 805 Whatcoat Street property currently has a deteriorated house on site that has been permitted to be demolished. This would provide the space for a new, on grade, 32 space parking lot as a Phase One parking addition. Long range, should the 107 George Street house be demolished, additional spaces could be added.

Parking Tabulations:

2013 - 493 total spaces

2014 - Expanded Haygood parking lot, Science Building construction

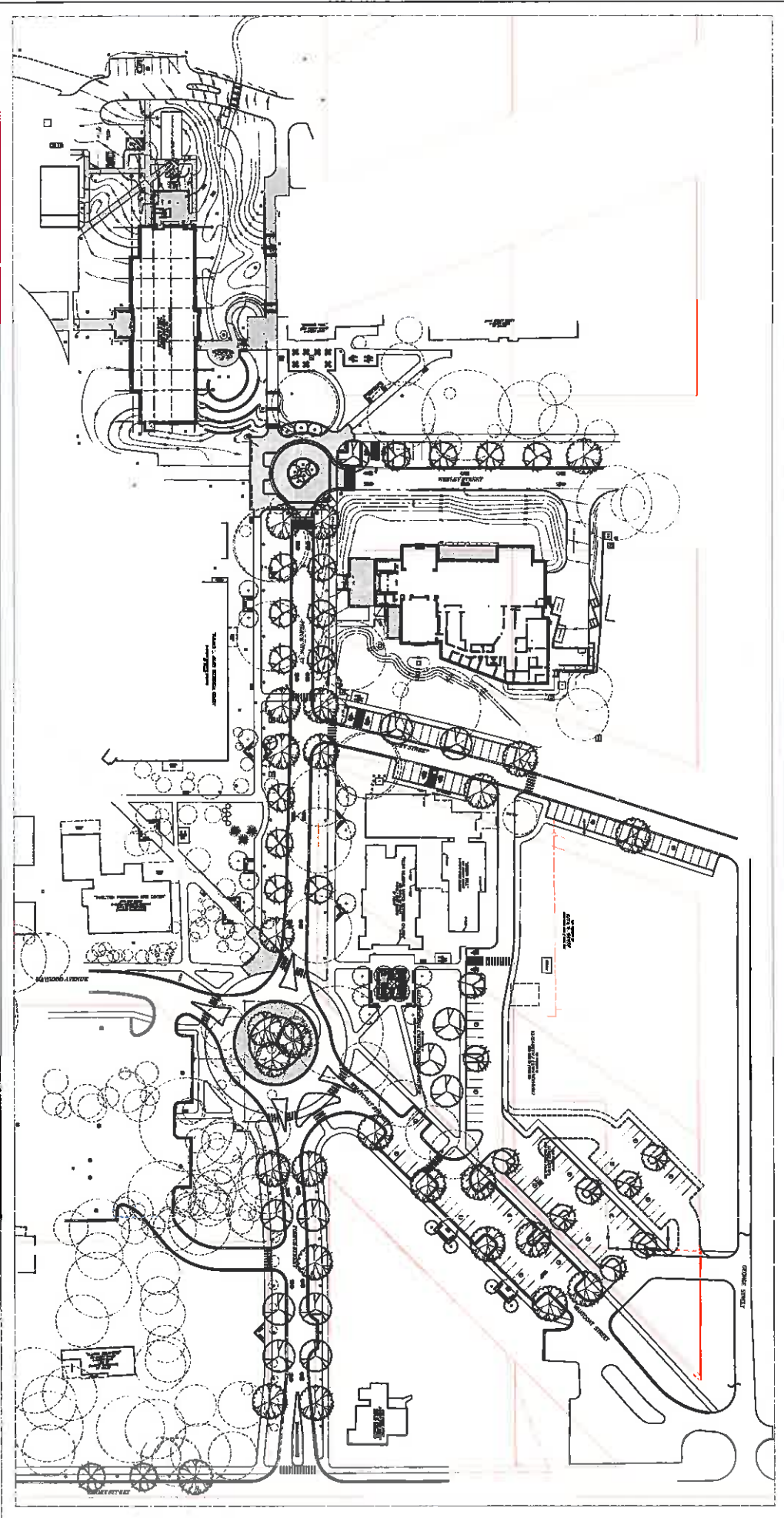
2015 – Dining Hall construction start

2016 – 565 total spaces (see below)

With completion of Entrance Development Project – 567 total spaces

2016 Current parking locations and designated use type:

Location	Student	Faculty & Staff	Visitor	F, S & V	Handicapped	Reserved	Loading	Fleet	Other	
Williams Parking Lot	0	37	0	0	0	0	0	0	0	
Seney Parking Lot	0	44	0	0	2	2	0	0	0	
Moore Street Parking Lot	0	22	0	0	3	1	0	0	0	
Transportation Hub	0	0	0	0	0	0	0	7	3	Car Share
Tarbutton Parking Lot	55	0	13	0	4	1	1	0	2	Electric Charging
DAR Lot	0	0	0	12	0	0	0	0	0	
Mail Center Parking Lot	0	10	0	0	1	0	4	6	0	
Allen Memorial Parking	0	0	0	41	4	0	0	0	0	
Oxford Dining Hall	0	11	0	0	0	1	0	0	0	
Lil's Parking	0	0	0	4	2	0	0	0	0	
Haygood Parking Lot	194	42	0	0	2	1	0	0	0	
Lil's Back Parking	0	8	0	0	0	0	0	0	0	
Science & Library Parking	0	9	0	0	1	0	3	3	0	
Police Parking Lot	0	7	0	0	1	0	0	0	1	Golf Cart
	249	190	13	57	20	6	8	16	6	565





Budget calendar for FY2018 - **AMENDED**

Friday, January 20, 2017	Budget forms distributed to department heads
Friday, February 10, 2017	Department budget requests submitted to City Manager
Monday, March 20, 2017	Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.
Friday, April 21, 2017	Combined advertisement appears in <i>Covington News</i> for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.)
Monday, May 1, 2017	Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary).
Monday, May 15, 2017	Work session and Public Hearing-6:00 PM (At least a week must intervene between the public hearing and budget adoption.) Remind Council about adopting the millage rate.
Monday, June 5, 2017	Adopt Budget-7:00 PM (Decision point if millage is to be raised.)
Monday, June 19, 2017	Receive Tax Digest from County Tax Commissioner. Note: If council does not increase millage or adopts the rollback rate the have advertisement of 5 Year History ready for publication.
Friday, June 23, 2017	5 Year History Ad with notice of Public Hearing published.
Monday, July 17, 2017	Hold Public Hearing for council to adopt millage rate.
Wednesday, July 19, 2017	Tear sheet and PT38 to Tax Commissioner.
Monday, July 24, 2017	Tax Commissioner delivers report to State.

Notice: If the millage rate is increased above the rollback rate law requires (3) three public hearings and advertising seven days apart from each other prior to final adoption.



Annual Budget - FY2018

July, 2017 - June, 2018

DRAFT April 17, 2017

with new liability insurance costs and new health insurance costs

Mayor Jerry D. Roseberry

Councilmembers

Melvin Baker - Sarah Davis

David Eady - George Holt

Mike Ready - Jim Windham

Bob Schwartz, City Manager

Lauran Willis, City Clerk

Dave Harvey, Police Chief

Jody Reid, Supervisor of Public Works and Utilities

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
GENERAL FUND - REVENUE							
1	100-0000-311100-000 Real Property Tax-Current Yr.	88,005	92,000	86,692	92,000	92,000	No growth without millage change.
2	100-0000-311200-000 Property Tax - Prior Year	10,054	10,000	440	660	8,000	
3	100-0000-311310-000 Motor Vehicle Adv.	15,833	22,500	15,788	23,682	24,000	
4	100-0000-311315-000 Motor Vehicle TAVT	37,737	38,000	17,005	25,508	28,000	Decrease since change in state law.
5	100-0000-311340-000 Intangible Tax	2,434	2,000	2,820	4,230	4,900	
6	100-0000-311600-000 Real Estate Transfer	1,404	2,000	1,114	1,671	2,100	
7	100-0000-311710-000 Electric Franchise Tax	1,261	1,300	0	1,300	1,300	
8	100-0000-311730-000 Gas Franchise Tax	11,778	8,000	5,996	6,000	6,000	
9	100-0000-311750-000 TV Cable Franchise Tax	21,087	21,000	22,898	21,000	21,000	
10	100-0000-311760-000 Telephone Franchise Tax	5,524	8,000	6,773	6,773	6,800	
11	100-0000-313100-000 LOST Sales & Use Tax	325,542	338,000	220,296	325,000	325,000	No growth because of online sales.
12	100-0000-316100-000 General Business License	11,615	12,000	10,640	15,960	12,000	
13	100-0000-316200-000 Insurance Premium Tax	122,962	124,000	133,192	133,192	136,000	One check per year, based on population.
14	100-0000-319000-000 Penalty/Interest on Del Taxes	1,210	1,400	77	116	1,200	
15	100-0000-322901-000 Misc. Income	-578	1,000	702	1,053	1,000	
16	100-0000-335800-000 Intergovernmental Revenues	18,641	19,000	23,870	23,870	25,000	LMIG from GDOT
17	100-0000-341400-000 Printing/Duplicating Service	272	200	64	96	200	
18	100-0000-341910-000 Election Qualifying Fees	405	0	0	0	500	
19	100-0000-349100-000 Cemetery Fees	2,000	4,500	900	1,350	4,500	
20	100-0000-349300-000 Bad Check Fees	660	1,000	510	765	1,000	
21	100-0000-351000-000 Fines & Forfeitures	84,807	70,000	42,502	63,753	68,000	Increase in fines for Courtware improvements.
22	100-0000-361000-000 Interest Revenues	4,479	4,500	4,985	7,478	6,500	
23	100-0000-381000-000 Rents and Royalties	0	1,500	0	5,450	1,500	
24	100-0000-381001-000 Lease Agreement Income	30,000	30,000	0	30,000	30,000	Whatcoat Building
25	100-0000-381002-000 Lease - Verizon	24,754	25,215	16,810	25,215	25,845	Water tower antenna - 2.5% annual increase.
26	100-0000-392300-000 Proceeds-Dispose of Assets	0	1,000	1,503	2,255	1,000	
	REVENUES TOTAL	\$821,886	\$838,115	\$615,577	\$818,375	\$833,345	

CITY OF OXFORD

ANNUAL BUDGET

FY 2018

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
GENERAL FUND - EXPENDITURES							
CITY COUNCIL							
1 100.1100.511100.000	Regular Employees	34,800	34,800	23,200	34,800	34,800	
2 300.1100.512200.000	Social Security (FICA)	2,662	2,663	1,775	2,663	2,663	
3 100.1100.523100.000	Liability Insurance	10,412	11,000	11,000	11,000	12,000	annual bill in April.
4 100.1100.523600.000	Education & Training	1,586	2,200	1,656	2,484	2,500	
5 100.1400.511100.000	Reg Employees - Election	0	0		0	600	
	SUBTOTAL	\$49,460	\$50,663	\$37,631	\$50,947	\$52,563	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
GENERAL GOVERNMENT							
1 100.1500.511100.000	Regular Employees	212,593	215,384	142,195	213,293	209,845	New CM salary
2 100.1500.511900.000	Overtime	4,181	5,000	1,499	2,249	5,000	
3 100.1500.512100.000	Group Insurance	33,750	34,367	23,104	34,656	50,017	Includes 5 employees in FY18. Current CM has Medicare.
4 100.1500.512200.000	Social Security (FICA)	16,985	16,859	11,028	16,542	16,436	
5 100.1500.512400.000	Retirement Plan Expense	29,256	31,868	21,412	32,118	30,419	
6 100.1500.512450.000	Retirement Cont. (DC) 401	6,242	7,110	3,156	7,000	6,778	
7 100.1500.512700.000	Workers' Comp Insurance	769	1,000	733	1,100	1,000	
8 100.1500.512900.000	Unemployment Payments	0	2,000	0	0	2,000	
9 100.1500.521200.000	Professional	112,815	104,000	59,347	89,021	104,000	
10 100.1500.521202.000	Professional Services-Fire	18,202	20,000	19,511	19,511	20,000	one bill per year.
11 100.1500.521300.000	Technical Purchased Service	37,945	38,000	31,533	38,500	38,000	
12 100.1500.522200.000	Repairs & Maintenance	23,149	25,000	18,194	27,291	30,000	
13 100.1500.522200.001	Whatecoat Building maintenance	5,000	5,000	0	0	5,000	
14 100.1500.523100.000	Liability Insurance	13,386	15,000	1,000	15,000	15,000	annual bill in April.
15 100.1500.523200.000	Telephone - Postage	21,704	24,000	14,342	21,513	24,000	
16 100.1500.523300.000	Advertising & Promotions	489	5,500	4,613	6,920	7,000	
17 100.1500.523320.000	July 4th parade expenses	6,065	5,000	2,760	4,140	6,000	
18 100.1500.523600.000	Dues & Fees	7,033	7,500	8,345	12,518	9,000	
19 100.1500.523700.000	Education & Training	6,467	8,000	2,266	3,399	8,000	
20 100.1500.531100.000	Supplies & Materials	20,561	18,000	8,890	13,335	18,000	
21 100.1500.531200.000	Energy - Utilities	14,982	16,000	9,780	14,670	15,000	
22 100.1500.531600.000	Small Equipment Under \$5,000	3,368	5,000	700	1,050	5,000	
23 100.1500.531700.000	Other/Meetings & Events	3,384	3,000	2,432	3,648	5,000	Includes additional Mayor's meetings.
24 100.1500.579000.000	Contingency - General	0	33,401	0	0	0	
25 100.1500.579010.000	Contingencies - cash over & short	-7	200	2	3	200	
	SUBTOTAL	\$598,319	\$646,189	\$386,842	\$577,474	\$630,695	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
COURT							
1 100.2500.521200.000	Contract - Judge	5,000	5,000	2,500	5,000	5,000	
2 100.2500.521210.000	Contract - Public Defender	129	500	0	0	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	0	600	450	675	1,550	Will have two clerks to recertify
5 100.2500.523701.000	Education - Judge	1,413	1,200	292	1,200	1,200	
6 100.2500.523850.000	Contract - Translator	0	200	0	0	200	
	SUBTOTAL	\$11,342	\$12,300	\$5,642	\$11,675	\$13,250	
POLICE DEPARTMENT							
7 100.3200.511000.000	Regular Employees	158,358	158,801	96,344	144,516	155,113	
8 100.3200.511300.000	Overtime	8,508	8,800	11,488	17,232	10,000	
9 100.3200.512100.000	Group Insurance	17,455	17,969	13,793	20,690	43,538	3 officers on plan.
10 100.3200.512200.000	Social Security (FICA)	13,032	12,821	8,249	12,374	13,243	
11 100.3200.512450.000	Retirement Cont. (DC) 401	6,999	7,780	3,392	5,088	8,366	
12 100.3200.512700.000	Workers' Comp Insurance	7,439	7,500	7,277	10,916	7,500	
13 100.3200.521300.000	Tech Purch Serv/Courtware	9,126	5,000	5,580	8,370	11,000	Increased cost of Courtware
14 100.3200.522200.000	Veh & Equip Repairs & Maint	8,924	10,000	9,214	10,000	9,000	
15 100.3200.523100.000	Liability Insurance	12,395	13,000	12,966	12,966	14,000	annual bill in April.
16 100.3200.523200.000	Telephone-Postage	6,656	6,200	3,335	5,003	5,500	
17 100.3200.523600.000	Dues & Fees	130	250	0	0	250	
18 100.3200.523700.000	Education & Training	1,388	2,000	954	1,431	2,000	
19 100.3200.523850.000	Subpoena fee	0	200	0	0	200	
20 100.3200.523900.000	Prisoner Housing & costs	3,630	5,000	1,680	2,520	5,000	
21 100.3200.531100.000	Supplies & Materials	6,052	6,700	4,964	7,446	5,500	new estimate
22 100.3200.531270.000	Gasoline	10,788	10,000	6,584	9,876	10,000	
23 100.3200.531600.000	Small Equipment Under \$5,000	11,538	12,000	10,795	11,000	10,000	
24 100.3200.531700.000	Uniforms	4,347	5,000	4,063	4,800	5,000	
25 100.3200.571000.000	Training funds - Payable	21,777	13,500	12,973	19,460	20,000	
26 100.3800.342500.000	E-911 Center	9,540	19,000	16,888	16,888	19,000	
	SUBTOTAL	\$318,082	\$321,521	\$230,539	\$320,574	\$354,210	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
STREET DEPARTMENT							
1 100.4200.511100.000	Regular Employees-Street	42,655	53,229	33,961	50,942	61,565	allocating 1/3 of meter reader/equip oper
2 100.4200.511300.000	Overtime	1,024	2,000	1,322	1,983	2,000	
3 100.4200.512100.000	Employee Insurance	12,022	16,615	8,897	13,346	12,034	one employee covered by Medicare
4 100.4200.512200.000	Social Security (FICA)	3,429	4,225	2,699	4,049	4,863	
5 100.4200.512400.000	Retirement Plan Expense	9,276	10,372	6,789	10,184	9,901	
6 100.4200.512450.000	Retirement Cont. (DC) 401	421	986	354	531	1,979	
7 100.4200.512700.000	Workers' Comp Insurance	3,112	6,200	3,274	4,911	3,274	
8 100.4200.521200.000	Professional (arborist)	713	1,000	300	450	700	
9 100.4200.521201.000	Professional - Engineering	3,128	6,000	608	912	3,000	
10 100.4200.522110.000	Disposal Services-Landfill Fees	3,596	2,000	3,410	5,115	3,000	Organic farm in Walnut Grove no longer accepts chips and leaves.
11 100.4200.522200.000	Veh & Equip Repairs & Maint	13,132	11,000	4,897	7,346	10,000	
12 100.4200.523700.000	Education & Training	125	1,000	0	0	500	
13 100.4200.523850.000	Contract Labor - Temporary Help	24,408	34,000	22,315	33,473	30,000	new estimate
14 100.4200.531100.000	Supplies & Materials	16,656	16,000	7,549	11,324	16,000	
15 100.4200.531270.000	Gasoline/Diesel	2,700	5,000	2,341	3,512	5,000	
16 100.4200.531600.000	Small Equipment Under \$5,000	400	1,500	0	0	1,500	
17 100.4200.531700.000	Uniforms	2,571	2,600	2,279	3,419	2,600	
18 100.4200.531800.000	Stormwater Management	3,500	3,500	0	3,500	5,500	adding KCNB \$2,000 contract
19 100.4200.531900.000	Tree Board (pruning, planting, Arbor Day, arborist)	6,054	7,000	935	1,403	8,000	Pruning, planting, benches, arborist
20 100.4200.531901.000	City Tree Removal	25,275	25,000	19,125	28,688	30,000	Trees continue to decline
21 100.4200.531910.000	City Trail Maintenance	6,225	5,000	0	0	5,000	
22 100.4200.532100.000	Sidewalks	700	3,000	0	0	3,000	
	SUBTOTAL	\$181,122	\$217,227	\$121,055	\$185,083	\$219,416	
CEMETERY							
23 100.4800.522200.000	Cemetery Found. Maint Suppl.	10,000	5,000	5,000	5,000	10,000	Foundation requesting \$10,000.
24 100.4800.531900.000	Tree Removal	0	5,000	0	0	5,000	
	SUBTOTAL	\$10,000	\$10,000	\$5,000	\$5,000	\$15,000	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
WATER & SEWER FUND - REVENUES							
1	505.0000.344210.000 Water Charges/Sales	458,776	459,375	343,728	508,000	526,000	10% usage increase. Also includes 3.7% rate increase to match Newton County increase.
2	505.0000.344215.000 Water Tap Fees	73,010	20,000	14,255	15,000	15,000	
3	505.0000.344255.000 Sewer Charges/Sales	239,259	243,979	175,055	250,000	259,000	Includes 3.7% rate increase to match water increase.
4	505.0000.344256.000 Sewer Tap Fees	4,906	4,000	31,558	31,246	4,000	
5	505.0000.344280.000 Hydrant Meter	1,550	500	0	0	500	
	TOTAL REVENUES	\$777,501	\$727,854	\$564,596	\$804,246	\$804,500	
WATER & SEWER FUND - EXPENDITURES							
6	505.4300.511100.000 Regular Employees	34,972	51,851	18,822	28,233	34,231	allocating 1/3 of meter reader/equip oper
7	505.4300.511300.000 Overtime	1,360	3,000	1,908	2,862	3,000	
8	505.4300.512100.000 Employee Insurance	2,884	8,600	6,024	9,036	11,537	
9	505.4300.512200.000 Social Security (FICA)	2,790	4,196	1,586	2,379	2,848	
10	505.4300.512450.000 Retirement Cont. (DC) 401	1,131	2,567	621	932	2,054	
11	505.4300.512700.000 Workers' Comp Insurance	2,383	2,400	2,414	3,621	2,414	
12	505.4300.521200.000 Legal & Professional	3,900	3,900	3,900	3,900	3,900	
13	505.4300.521900.000 Sewer Treatment Fees	108,454	110,000	74,906	112,359	113,000	10% flow increase
14	505.4300.522200.000 Veh & Equip Repairs & Maint	24,114	5,000	13,138	19,707	0	Split into four accounts below:
15						16,000	Includes elevated tank and two lift stations.
15	Service Contracts						
16	Building Repairs					2,000	
17	Equipment Repair and Rental					1,500	
18	Vehicle Repairs					300	
19	505.4300.523100.000 Liability Insurance	2,863	2,000	2,000	2,000	2,500	annual bill in April.
20	505.4300.523200.000 Telephone-Postage	1,047	1,200	569	854	1,200	
21	505.4300.523600.000 Dues & Fees	1,082	1,200	1,615	2,423	1,400	Includes online bill pay fee.
22	505.4300.523700.000 Education & Training	5,109	2,500	740	1,110	2,500	Includes license fees
23	505.4300.523850.000 Contract Labor	13,346	30,000	15,562	23,343	30,000	
24	505.4300.531100.000 Materials & Supplies	23,424	20,000	13,624	20,436	22,000	due to water main failures
25	505.4300.531200.000 Energy - Utilities	1,914	1,900	1,265	1,898	1,900	
26	505.4300.531270.000 Gasoline/Diesel	2,539	2,400	2,041	3,062	3,000	Cost of fuel increased
27	505.4300.531510.000 Water for Resale	144,429	160,000	139,578	209,367	218,000	8c per 1,000 gallon increase from Newton County Water (3.7%) & increased usage

CITY OF OXFORD

ANNUAL BUDGET

FY 2018

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
28 505.4300.531600.000	Small Equipment Under \$5,000	0	3,000	0	0	3,000	
29 505.4300.531700.000	Uniforms	2,278	3,000	1,532	2,298	3,000	
30 505.4300.561000.000	Depreciation Expense	187,700	186,000	58,000	186,000	186,000	
31 505.4600.574000.000	Bad Debt Expense	5,850	9,000	5,380	8,070	9,000	
32 505.4600.579000.000	Contingency	0	14,140	0	0	0	
	TOTAL EXPENDITURES	\$573,569	\$627,854	\$365,225	\$643,888	\$676,284	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments	
ELECTRIC FUND - REVENUES								
1	510.0000.344310.000	Electric Sales	2,169,793	2,146,970	1,524,912	2,287,368	2,217,828	ECG estimate.
2	510.0000.344311.000	Penalties After the 15th	101,940	105,000	83,494	125,241	105,000	
3	510.0000.344312.000	Service Charges	8,050	7,000	3,950	5,925	7,000	
4	510.0000.361000.000	Interest Revenue	79	150		0	150	
5	510.0000.361001.000	Municipal Competitive Trust	5,209	202,217	1,718	2,577	170,921	
6	510.0000.381000.000	Other Rebates-Off System Sales	69,647	63,000	1,761	98,442	63,000	
		TOTAL REVENUES	\$2,354,718	\$2,524,337	\$1,615,835	\$2,519,553	\$2,563,899	

ELECTRIC FUND - EXPENDITURES								
Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments	
7	510.4600.511110.000	Regular Employees	107,529	98,391	68,580	102,870	106,980	allocating 1/3 of meter reader/equip oper
8	510.4600.511300.000	Overtime	3,836	5,000	2,767	4,151	5,000	
9	510.4600.512100.000	Employee Insurance	19,283	17,053	11,927	17,891	20,771	
10	510.4600.512200.000	Social Security (FICA)	8,502	7,909	5,458	8,187	8,566	
11	510.4600.512400.000	Retirement Plan Expense	39,205	35,706	24,023	36,035	34,083	
12	510.4600.512450.000	Retirement Cont. (DC) 401	270	0	44	66	515	
13	510.4600.512700.000	Workers' Comp Insurance	1,741	1,741	1,671	2,507	1,741	
14	510.4600.521200.000	Professional	0	0	30,758	42,011	59,595	ECG fees need to be shown separate from power costs. Adjusted estimate after ECG meeting - March 27.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	6,537	6,200	5,423	8,135	6,200	
16	510.4600.522201.000	Power line Tree Trimming	22,191	25,000	0	0	25,000	
17	510.4600.523100.000	Liability Insurance	11,487	9,000	8,048	8,048	9,000	annual bill in April.
18	510.4600.523200.000	Telephone-Postage	7,455	8,000	5,208	7,812	8,000	
19		Dues & Fees			450	300	250	Fees for online bill paying.
20	510.4600.523700.000	Linemen Training	1,569	6,000	4,330	6,495	8,000	J. Benton's apprenticeship program.
21	510.4600.531100.000	Supplies & Materials	17,570	16,000	5,422	8,133	16,000	
22	510.4600.531200.000	Energy/Utilities	6,288	7,500	3,994	5,991	7,000	
23	510.4600.531270.000	Gasoline/Diesel	4,433	5,000	4,029	6,044	6,000	Cost of fuel increased
24	510.4600.531530.000	Electricity Purchased	1,535,366	1,525,257	998,852	1,498,278	1,473,202	ECG estimate.
25	510.4600.531600.000	Small Equipment Under \$5,000	1,178	2,500	1,503	2,255	2,500	
26	510.4600.531700.000	Uniforms	4,247	3,500	2,786	4,179	4,200	
27	510.4600.541004.000	Street lights	0	2,500	0	0	2,500	
28	510.4600.561003.000	Depreciation	89,475	87,000	58,000	87,000	87,000	

CITY OF OXFORD

ANNUAL BUDGET

FY 2018

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
29 510.4600.574000.000	Bad Debt Expense	11,688	8,000	14,016	21,024	28,500	
30 510.4600.579000.000	Contingency	0	34,863	0	0	0	
TOTAL EXPENDITURES		\$1,899,850	\$1,912,120	\$1,257,289	\$1,877,409	\$1,920,603	

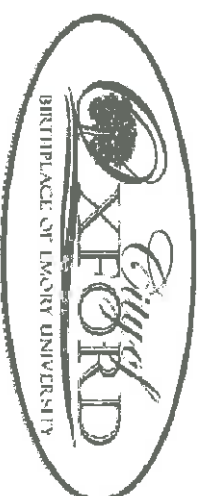
Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
SANITATION FUND - REVENUES							
1 540.0000.344110.000	Refuse Collection Charges	146,751	147,165	97,793	146,690	147,000	
2 540.0000.344130.000	Sale of Recycled Materials	24	50	358	400	200	
	TOTAL REVENUES	\$146,775	\$147,215	\$98,151	\$147,090	\$147,200	
SANITATION FUND - EXPENDITURES							
3 540.4300.522111.000	College Walk Dumpster Fees	6,650	6,700	3,879	6,700	6,700	
4 540.4300.523581.000	Contracted Garbage Pickup	67,522	67,500	45,089	67,634	67,500	
5	Dues & Fees				100	100	Fees for online bill paying.
6 540.4600.574000.000	Bad Debt Expense	1,301	1,500	647	647	800	
7 540.4300.579000.000	Contingency	0	1,515	0	0	0	
	TOTAL EXPENDITURES	\$75,473	\$77,215	\$49,615	\$75,081	\$75,100	

Sanitation Expenses carried in Streets Department & General Government

Regular Employee Incl fringe						29,777
Workers' Comp Insurance						1,964
Landfill Fees						3,000
Vehicle Repairs						1,500
Vehicle Insurance						2,069
Contract Labor						16,673
Gasoline						2,193
Uniforms						1,560
Liability Insurance						2,500
SUBTOTAL						\$61,236
TOTAL EXPENDITURES						\$136,336
<i>Balance</i>						<i>\$10,864</i>

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
General Fund							
Revenues		821,886	838,115	615,577	818,375	833,345	
	Transfers from W&S		100,000			40,000	
	Transfers from Electric		250,000			400,000	
	Transfers from Sanitation		70,000			70,000	
	balance		50,000				
	General Fund Revenues	821,886	1,308,115	615,577	818,375	1,343,345	
Expenditures							
	City Council	49,460	50,663	37,631	50,947	52,563	
	General Government	598,319	646,189	386,842	577,474	630,695	
	Court	11,342	12,300	5,642	11,675	13,250	
	Police Department	318,082	321,521	230,539	320,574	354,210	
	Street Department	181,122	217,227	121,055	185,083	219,416	
	Cemetery	10,000	10,000	5,000	5,000	15,000	
	Transfers to Capital Fund		50,215				
	General Fund Expenditures	1,168,325	1,308,115	786,709	1,150,752	1,285,134	
	General Fund BALANCE	-346,439	0	-171,132	-332,377	58,211	
Water & Sewer Fund							
Revenues		777,501	727,854	564,596	804,246	804,500	
Expenditures		573,569	627,854	365,225	643,888	676,284	
	Transfers to G/F		100,000			40,000	
	Transfers to Capital Fund		0			60,000	
	W & S Fund Expenditures	573,569	727,854	365,225	643,888	776,284	
	W & S Fund BALANCE	203,932	0	199,371	160,359	28,216	
Electric Fund							
Revenues		2,354,718	2,524,337	1,615,835	2,519,553	2,563,899	
Expenditures		1,899,850	1,912,120	1,257,289	1,877,409	1,920,603	
	Transfers to G/F		250,000			400,000	
	Transfers to Capital Fund		160,000			60,000	
	Comp Trust transfer to Capital		202,217			170,921	
	Electric Fund Expenditures	1,899,850	2,524,337	1,257,289	1,877,409	2,551,524	
	Electric Fund BALANCE	454,868	0	358,546	642,145	12,375	

Acct Number	Description	FY2016 Actual	FY2017 Budget	Thru February	FY 2017 Estimate	FY2018 Request	Comments
Sanitation Fund							
	Revenues	146,775	147,215	98,151	147,090	147,200	
	Expenditures	75,473	77,215	49,615	75,081	75,100	
	Transfers to G/F		70,000			70,000	
	Sanitation Fund Expenditures	75,473	147,215	49,615	75,081	145,100	
	Sanitation Fund BALANCE	71,302	0	48,536	72,009	2,100	
ALL FUNDS TOTAL							
	Revenues	4,100,880	4,707,521	2,894,159	4,289,264	4,858,944	
	Expenditures	3,717,217	4,707,521	2,458,838	3,747,128	4,758,042	
	Balance	383,663	0	435,321	542,136	100,902	



Capital Budget

FY2018 - FY2022

July, 2017 - June, 2022

DRAFT for City Council April 17, 2017

FY2018 Capital Budget Detail

Works in Progress

		Recommend	City Funds	Other Funds
Bike/Pedestrian Pathways/Trails - construct a 10 foot wide concrete walking trail on the				
1	George Street unopened right-of-way from Wesley Street west to the existing walking trail. <i>Bid - April 2017.</i>	130,000	130,000	0
2	City Park Design and Build - Design and build the Asbury Street Park. <i>Bid - Summer 2017.</i>	800,000	400,000	400,000
3	East Clark Street - Complete redevelopment of East Clark Street including water, electric, street, sidewalk, and drainage. Sewer will be funded with the GEFA loan. Electric will be underground and will have pedestrian sized street lamps. <i>Bid - April 2017.</i>	450,000	50,000	400,000
4	Moore Street Sidewalk - To extend the Moore Street sidewalk on the north side of the street west from the College police department to the city limits at Longstreet Circle. Revised estimate from Robert Jordan 2/23/17. <i>Will design after agreement with College on the College's portion.</i>	190,000	190,000	0
5	GEFA sewer extension project - Extend the city sewer system to 42 homes using a loan from GEFA. (revised estimate from Robert Jordan 2/23/17) It may be possible to increase amount of the loan after bids are received. <i>Ready to advertise as soon as approval received from GDOT. (Some of work is in GDOT Hwy 81 right-of-way.)</i>	550,000	25,000	525,000

FY2018 Capital Budget Detail

Ongoing Support

	Recommend	City Funds	Other Funds
6 City Master Plan Development and Implementation - 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.	100,000	100,000	0
7 Downtown Development Authority - Intergovernmental agreement funding for new Downtown Development Authority.	30,000	30,000	0
8 Electric System Improvements - 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 Wesley street and W Richardson Street. We have rot in the tops and some of the insulators are breaking apart. There is also a single phase feeder off of this line that goes through the woods beside a lake that we will replace with an underground line. We will also pay for pole inspections from this account. This FY2018 project will be combined with funding for the FY2017 project which was not spent.	175,000	175,000	0
9 Storm Drainage plans and improvements - For minor improvements to our storm drainage system and to help us meet the requirements of our state mandated storm drainage plan.	20,000	20,000	0
10 Street Repairs and Resurfacing - This project is done annually with some funding from GDOT from the LMIG program. It requires a local funds match. We will overmatch in FY2018 to help catch up with our resurfacing requirements. This will include Mitchell Street, Wentworth Street, and E. Bonnell Street.	210,000	16,000	194,000
11 GEFA Loan Payback - Payments will start after construction is complete. We estimate six months of payments	30,000	30,000	0

FY2018 Capital Budget Detail

Scheduled for FY2018

	Recommend	City Funds	Other Funds
12	50,000	50,000	0
13	20,000	20,000	0
14	54,200	54,200	0
15	8,500	8,500	0
16	28,000	28,000	0
17	50,000	50,000	0
18	190,000	190,000	0

12 Pedestrian Bridge/Sidewalk - Build a pedestrian bridge across I-20 and extend the sidewalk from the bridge along the west side of Emory Street north to Moore Street. Funded with state and federal funds along with the local share from the cities of Covington and Oxford. GDOT plans to let the construction contract in October 2017. Oxford College will build a sidewalk on its property from Moore to Pierce.

13 Sidewalks - Extend sidewalks throughout the city in locations to be determined. This project will take several years. Estimate for E Watson St sidewalk is \$19,500.

14 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 last year's project.

15 Police Department - four First Responder tactical outfits. Enhanced vests (with metal plates worn over the top of uniform) and protective helmets.

16 Public Works Department - Replace 2002 F-250 truck (150,707 miles). This truck uses 1 - 2 quarts of oil a week. The drive train and front end needs to be repaired. It is basically worn out. Include winch and 4 WD with new F-250 or equivalent.

17 Electric Department - Purchase a used service bucket truck - The 60 foot bucket truck we have weighs 23,000 pounds. It causes a lot of damage to resident's property when we repair and replace powerlines or fix security lights. From a safety point it would help because we will be able to work behind the curb line outside the lane of traffic. This will cut down on outage time for power repairs and allow us to work on Emory Street without flaggers or a police escort.

18 Water Line Replacement - Replace existing 6" water line on W Bonnell, Queen Ann, and Stone Streets with 8" water line. This will replace remaining "transite" water pipe in our system.

FY2018 Capital Budget Detail

Scheduled for FY2019 and later

		Recommend	City Funds	Other Funds
19	Police Department - Radio upgrade - Newton County working to upgrade the county wide emergency radio system. We can upgrade the software for the walkie-talkies but we will need to replace the vehicle radios and the base unit. WE ARE WAITING FOR THE 911 CENTER TO MAKE THE RADIO SYSTEM UPGRADE DECISION.	18,000	18,000	18,000
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. To be funded largely from 2017 SPLDST.	642,555	142,555	500,000
21	Whatcoat Street Improvements - Working with Oxford College, improve Whatcoat Street and Pierce Street. THE DESIGNS AND FUNDING ARRANGEMENTS ARE NOT FINAL.	300,000	300,000	0
22	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
23	Electric Vehicle Charging Stations dual capacity 3 stations @ 8,000, installed	24,000	24,000	0
24	Smart meters for electric and water customers - NEED TO SELECT METHOD			
25	Pedestrian Crossing - midblock at Asbury Park.	47,000	47,000	0
26	Interconnect walking trails SELECT LOCATIONS			
27	Police Vehicles	105,000	22,035	82,965
28	Public Works vehicles and equipment	206,000	206,000	0

FY2018 Capital Budget Detail

Recommend City Funds Other Funds

SPLIST Funding Summary

2011 SPLIST - overage - street resurfacing	170,000	
2017 SPLIST		
Water & Sewer - 17b water main Clark, Oxford Rd & Hull St	500,000	
Transportation - E. Clark	400,000	
Transportation - street resurfacing in later years	100,000	
Recreation - Asbury Street Park	400,000	
Public Safety - radio upgrade	18,000	
Public Safety - vehicles in later years	82,965	
2017 SPLIST subtotal	\$1,500,965	

OXFORD CAPITAL IMPROVEMENT PLAN 2018 - 2022 SCHEDULE

Part A

PROJECT DESCRIPTION	Total Cost	FY2018	FY2019	FY2020	FY2021	FY2022	STWP
1 Bike/Pedestrian Pathways/Trails	130,000	130,000	0	0	0	0	38.42
2 City Parks Design & Build	800,000	800,000	0	0	0	0	29
3 E. Clark Street development	450,000	450,000	0	0	0	0	23.25
4 Moore Street Sidewalk	190,000	190,000	0	0	0	0	38.42
5 GEFA sewer extension - Emory St.	550,000	550,000	0	0	0	0	17
6 City Master Plan Develop & Implement	500,000	100,000	100,000	100,000	100,000	100,000	23.25
7 Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	23.25
8 Electric System Improvements	575,000	175,000	100,000	100,000	100,000	100,000	35
9 Storm Drainage plans & improvements	100,000	20,000	20,000	20,000	20,000	20,000	17
10 Street Repairs and Resurfacing	710,000	210,000	100,000	150,000	100,000	150,000	17
11 GEFA loan payback	270,000	30,000	60,000	60,000	60,000	60,000	18
12 Pedestrian Bridge/Sidewalk	50,000	50,000	0	0	0	0	38.42
13 Sidewalks	420,000	20,000	100,000	100,000	100,000	100,000	20.21
14 Survey remainder of city ROW	54,200	54,200	0	0	0	0	0
15 Police - First Responder tactical equip.	8,500	8,500	0	0	0	0	0
16 Public Wks - Pickup truck	28,000	28,000	0	0	0	0	0
17 Electric Dept. - used service bucket truck	50,000	50,000	0	0	0	0	0
18 Water Line Replacement - Queen Ann, etc.	190,000	190,000	0	0	0	0	0
19 Police - Radio Upgrade	18,000	0	18,000	0	0	0	0
20 Replace Water Main Clark, Oxford, Hull	642,555	0	642,555	0	0	0	24
21 Whatcoat Street Improvements	300,000	0	300,000	0	0	0	25
22 Business Incubator	250,000	0	100,000	50,000	50,000	50,000	25
23 Electric Vehicle Charging Stations	24,000	0	24,000	0	0	0	0
24 Smart meters for electric and water	600,000	0	0	600,000	0	0	0
25 Pedestrian Crossing - midblock at Asbury Park.	47,000	0	47,000	0	0	0	38.42
26 Interconnect walking trails	600,000	0	0	300,000	200,000	100,000	38.42
27 Police Vehicles	105,000	0	35,000	0	35,000	35,000	0
28 Public Works vehicles & equipment	206,000	0	28,000	150,000	28,000	0	0
TOTALS	8,018,255	3,085,700	1,704,555	1,660,000	823,000	745,000	

OXFORD CAPITAL IMPROVEMENT PLAN 2018 - 2022 COST ALLOCATION

Part B

Line	PROJECT DESCRIPTION	Total Cost	City Funds	2011 SPLOST	2017 SPLOST	GEFA Loan	GDOT LMIG grant
1	Bike/Pedestrian Pathways/Trails	130,000	130,000				
2	City Parks Design & Build	800,000	400,000		400,000		
3	E. Clark Street development	450,000	450,000				
4	Moore Street Sidewalk	190,000	190,000				
5	GEFA sewer extension - Emory St.	550,000	25,000			525,000	
6	City Master Plan Develop & Implement	500,000	500,000				
7	Downtown Development Authority	150,000	150,000				
8	Electric System Improvements	575,000	575,000				
9	Storm Drainage plans & improvements	100,000	100,000				
10	Street Repairs and Resurfacing	710,000	440,000	170,000	100,000		125,000
11	GEFA loan payback	270,000	270,000				
12	Pedestrian Bridge/Sidewalk	50,000	50,000				
13	Sidewalks	420,000	420,000				
14	Survey remainder of city ROW	54,200	54,200				
15	Police - First Responder tactical equip.	8,500	8,500				
16	Public Wks - Pickup truck	28,000	28,000				
17	Electric Dept. - used service bucket truck	50,000	50,000				
18	Water Line Replacement - Queen Ann, etc.	190,000	190,000				
19	Police - Radio Upgrade	18,000	0		18,000		
20	Replace Water Main Clark, Oxford, Hull	642,555	142,555		500,000		
21	Whatcoat Street improvements	300,000	300,000				
22	Business Incubator	250,000	250,000				
23	Electric Vehicle Charging Stations	24,000	24,000				
24	Smart meters for electric and water	600,000	600,000				
25	Pedestrian Crossing - midblock at Asbury Park.	47,000	47,000				
26	Interconnect walking trails	600,000	600,000				
27	Police Vehicles	105,000	22,035		82,965		
28	Public Works vehicles & equipment	206,000	206,000				
		8,018,255	6,222,290	170,000	1,100,965	525,000	125,000

CAPITAL BUDGET FISCAL YEAR 2018

Part C

PROJECT DESCRIPTION	TOTAL COST	CITY FUNDS	2011	2017	Other	STWP
	FY2018	FY2018	SPILOST	SPILOST		
1 Bike/Pedestrian Pathways/Trails	130,000	130,000	0	0	0	38,42
2 City Parks Design & Build	800,000	400,000	0	400,000	0	23,25
3 E. Clark Street development	450,000	50,000	0	400,000	0	23,25
4 Moore Street Sidewalk	190,000	190,000	0	0	0	29
5 GEFA sewer extension - Emory St.	550,000	25,000	0	0	525,000	17
6 City Master Plan Develop & Implement	100,000	100,000	0	0	0	0
7 Downtown Development Authority	30,000	30,000	0	0	0	38,42
8 Electric System Improvements	175,000	175,000	0	0	0	18
9 Storm Drainage plans & Improvements	20,000	20,000	0	0	0	38,42
10 Street Repairs and Resurfacing	210,000	16,000	170,000	0	24,000	35
11 GEFA loan payback	30,000	30,000	0	0	0	17
12 Pedestrian Bridge/Sidewalk	50,000	50,000	0	0	0	0
13 Sidewalks	20,000	20,000	0	0	0	20,21
14 Survey remainder of city ROW	54,200	54,200	0	0	0	0
15 Police - First Responder tactical equip.	8,500	8,500	0	0	0	0
16 Public Wks - Pickup truck	28,000	28,000	0	0	0	0
17 Electric Dept. - used service bucket truck	50,000	50,000	0	0	0	0
18 Water Line Replacement - Queen Ann, etc.	190,000	190,000	0	0	0	0
19 Police - Radio Upgrade	0	0	0	0	0	17
20 Replace Water Main Clark, Oxford, Hull	0	0	0	0	0	0
21 Whatcoat Street Improvements	0	0	0	0	0	24
22 Business Incubator	0	0	0	0	0	25
23 Electric Vehicle Charging Stations	0	0	0	0	0	0
24 Smart meters for electric and water	0	0	0	0	0	38,42
25 Pedestrian Crossing - midblock at Asbury Park.	0	0	0	0	0	0
26 Interconnect walking trails	0	0	0	0	0	38,42
27 Police Vehicles	0	0	0	0	0	0
28 Public Works vehicles & equipment	0	0	0	0	0	0
TOTALS	3,085,700	1,566,700	170,000	800,000	549,000	

OXFORD CAPITAL IMPROVEMENT PLAN FY2017 Results

Account Number	PROJECT DESCRIPTION	Total Funds	City Funds	Other	Spent Thru February	Estimate for FY 2017	Balance
1 350.4224.541200.000	Bike/Pedestrian Pathways/Trails	115,000	115,000		6,850	12,000	103,000
2 350.4950.521200.000	Cemetery Mapping	6,800	6,800		-	6,800	-
3 350.4950.521300.000	City Clerk's Cemetery Software	13,000	13,000		-	12,850	150
4 350.1500.522200.000	City Clerk's file room	5,500	5,500		-	-	5,500
5 350.1500.522200.001	City Clerk's Folder Insertter	4,000	4,000		3,795	3,795	205
6 350.4226.541200.000	Seasonal Wreaths	4,500	4,500		3,256	3,256	1,244
7 350.1500.541400.002	City Master Plan Develop & Implement	150,000	150,000		66,418	130,996	19,004
8 350.6220.541100.001	City Parks Design & Build	250,000	150,000	100,000	11,160	25,000	125,000
9 350.4200.541400.002	E. Clark Street development	450,000	450,000		315	10,000	440,000
10 350.4600.541402.510	Electric System Improvements	100,000	100,000		-	-	100,000
11 350.4224.541201.000	Moore Street Sidewalk	175,000	175,000		-	-	175,000
12 350.4224.541203.000	Pedestrian Bridge/Sidewalk	10,000	10,000		5,781	7,300	2,700
13 350.4224.541203.001	Pedestrian Crosswalks	98,750	29,625	69,125	47,074	47,074	(17,449)
14 350.4200.541201.000	Sidewalks	200,000	80,000	120,000	-	-	80,000
15 350.4250.541200.000	Storm Drainage plans & improvements	10,000	10,000		-	-	10,000
16 350.4200.541400.001	Street Repairs and Resurfacing	100,000	81,000	19,000	-	20,000	61,000
17 350.4220.541204.000	Survey of city rights-of-way	4,000	4,000		9,943	8,143	(4,143)
18 350.0000.541401.510	Utility Pole Inspection & Replacement	35,000	35,000		44,742	44,742	(9,742)
19 350.3200.542200.000	Vehicles & Equipment	54,000	54,000		53,009	53,009	991
20 350.4300.541400.540	Water/Sewer System Improvements	525,000	0	525,000	24,623	25,000	(25,000)
21 350.4226.541201.000	Whatcoat Street Improvements	300,000	300,000		-	-	300,000
	TOTALS	\$2,610,550	\$1,777,425	833,125	276,966	409,965	1,367,460

1 Trails - George Street Trail

FY2017 - \$115,000

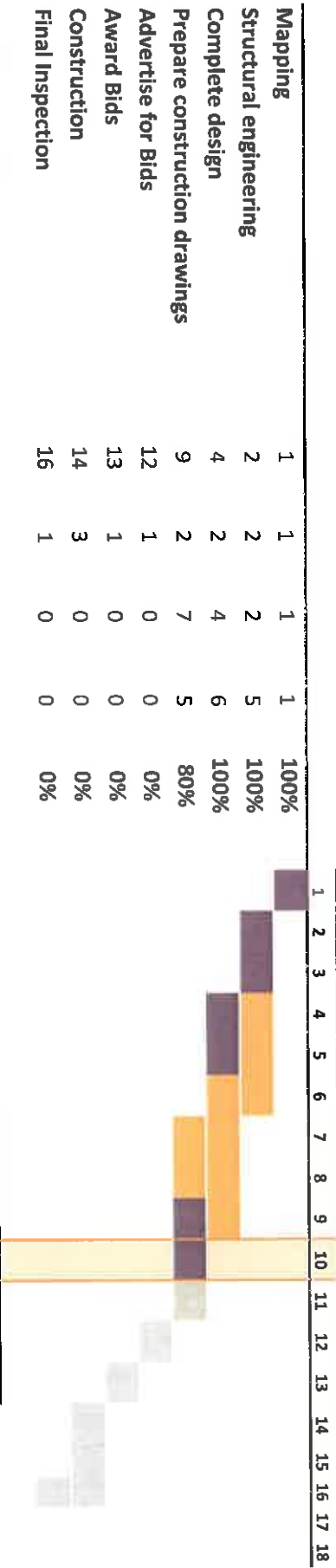
Period Highlight: 10

ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START START DURATION COMPLETE

PERIODS

Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul AugSep OctNov



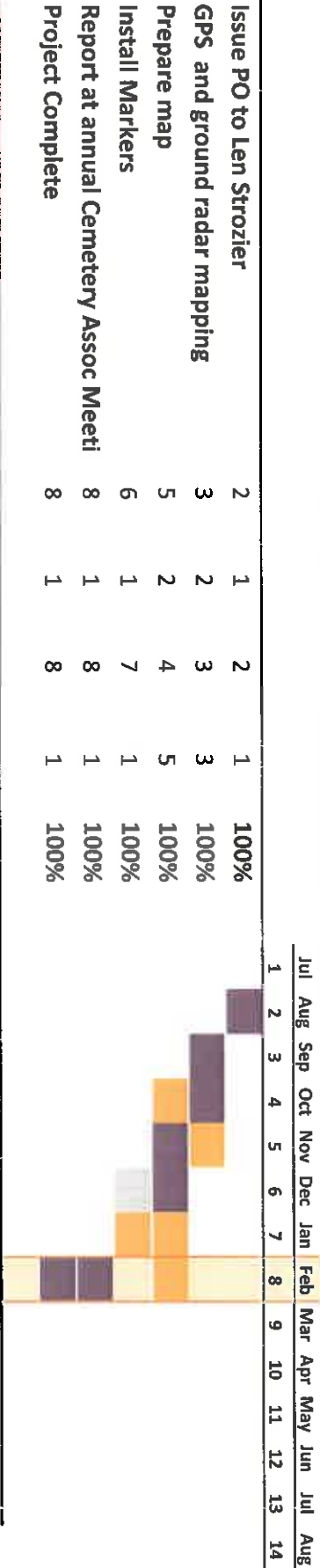
Will advertise for bids in May

2 Cemetery Mapping

FY2017 - \$6,800

Period Highlight: 8

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE



PROJECT IS COMPLETE

3 Clerk's Office Projects

FY2017 - \$27,000

Period Highlight: 9

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Order cemetery tracking software	4	1	8	1	100%
Install software	11	2	0	0	0%
Build database	12	6	0	0	0%
Start using software	14	1	0	0	0%
File room upgrade - get bids	0	0	0	0	0%
File room upgrade - construction	0	0	0	0	0%
File room upgrade - move files	0	0	0	0	0%
Order folder inserter	4	1	3	1	100%
Install folder inserter	5	1	4	1	100%
Compare prices for seasonal wreaths	1	1	1	1	100%
Order seasonal wreaths	1	1	1	1	100%
Receive season wreaths	2	1	2	1	100%

Plan Actual % Complete

PERIODS
Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug
1 2 3 4 5 6 7 8 9 10 11 12 13 14

Software ordered. Will be several months before supplier can deliver with training.

5 City Parks - Asbury Street Park

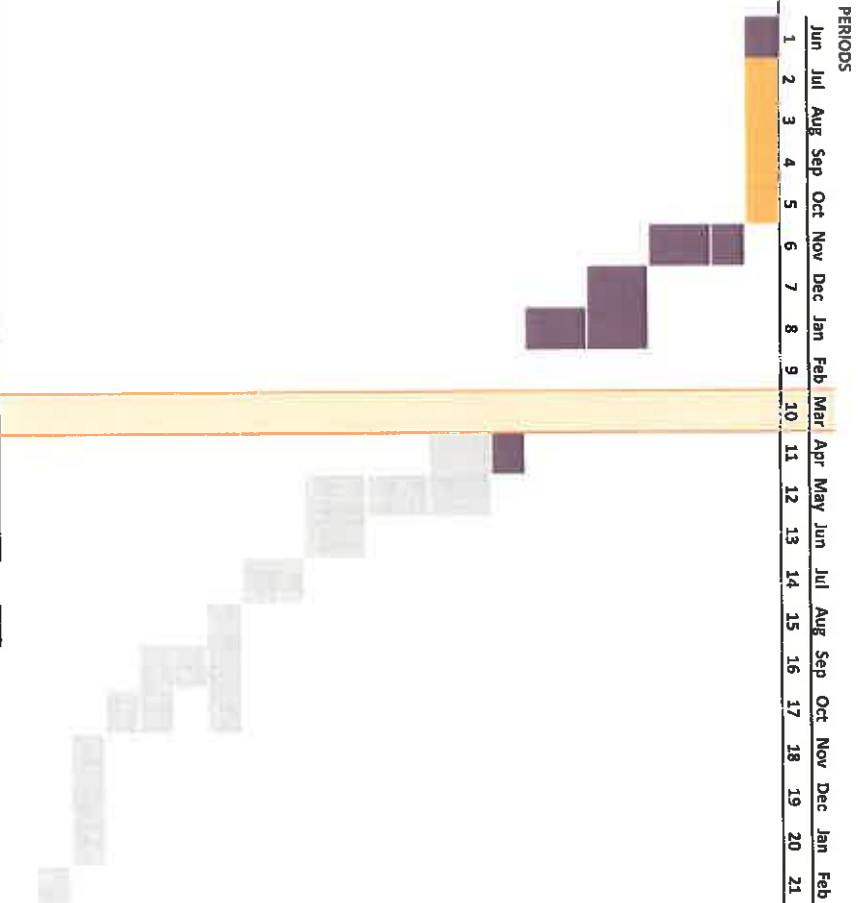
FY2017 - \$150,000

ACTIVITY

ACTIVITY	PLAN		ACTUAL		PERCENT	
	START	DURATION	START	DURATION	COMPLETE	PERCENT
Schematic design from UGA	1	1	1	5	100%	
Review UGA design by Park Committee	6	1	6	1	100%	
Park Committee meet with J. Tanner and Robert J.	6	1	6	1	100%	
J. Tanner & Robert J. prepare preliminary plans & rough costs	7	2	7	2	100%	
Park Committee reviews & approves preliminary plans with rough costs	8	1	8	1	100%	
Tree Board adds comments	11	1	11	1	100%	
Park Committee works with J. Tanner on plans and estimates	11	2	0	0	0%	
City Council reviews & approves preliminary plans with rough costs	12	1	0	0	0%	
J. Tanner & Robert J. prepare construction drawings & costs estimates	12	2	0	0	0%	
Park Committee reviews & approves final plans	14	1	0	0	0%	
Tree Board adds comments	15	3	0	0	0%	
City Council reviews & approves final plans	16	1	0	0	0%	
Advertise for Bids	16	2	0	0	0%	
Award Bids	17	1	0	0	0%	
Construction	18	3	0	0	0%	
Final Inspection	21	1	0	0	0%	

Period Highlight: 10

Plan Actual % Complete



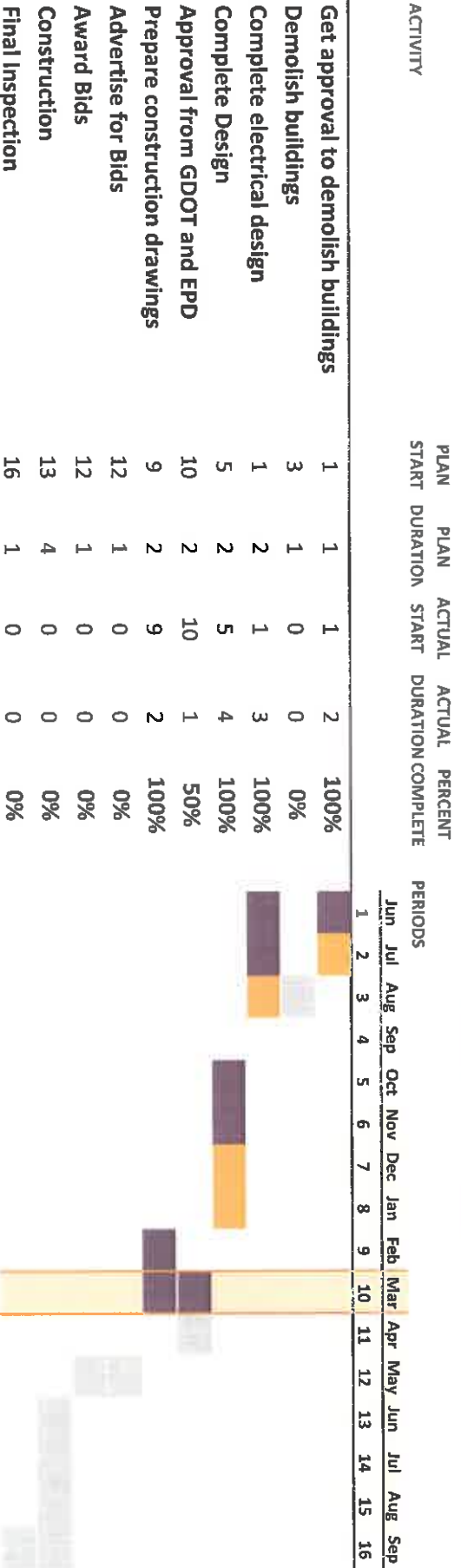
We will have asbestos inspection on last parcel in May.

E Clark Street

FY2017 - \$450,000

Period Highlight: 10

ACTIVITY



Plan Actual % Complete

PERIODS

1 Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep
2
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16

7. Electric System Improvements

FY2017 - \$100,000

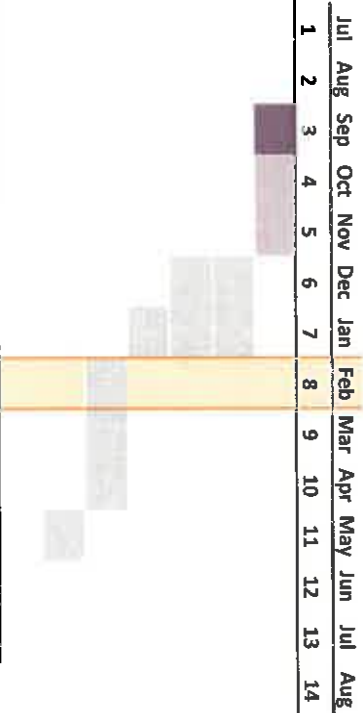
Period Highlight: 8

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan	3	3	3	3	50%
Bids on materials	6	2	0	0	0%
Bids on labor	6	2	0	0	0%
Award bids, issue PO	7	1	0	0	0%
Construction	8	3	0	0	0%
Final Inspection	11	1	0	0	0%

Plan Actual % Complete

PERIODS



WILL BE PART OF FY2018 BUDGET

8. Moore Street Sidewalk

FY2017 - \$175,000

Period Highlight: 9

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

Plan Actual % Complete

PERIODS

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

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Obtain Emory U. approval of easement	1	3	1	0	0%
Base Survey	10	2	0	0	
Complete design	12	2	0	0	0%
Review with City Council	13	1	0	0	0%
Prepare construction plans	14	2	0	0	0%
Advertise for bids	16	1	0	0	0%
Award bids	16	1	0	0	0%
Construction	17	2	0	0	0%
Final Inspection	18	1	0	0	0%



9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: 9

ACTIVITY	PLAN		ACTUAL		PERCENT		PERIODS
	START	DURATION	START	DURATION	COMPLETE	COMPLETE	
DOT completes review appraisal	2	1	3	1	100%		1 2 3 4 5 6 7 8 9 10 11 12 13 14
Complete intergovernmental agreemen	2	1	2	1	100%		1 2 3 4 5 6 7 8 9 10 11 12 13 14
Obtain easements	3	5	4	4	100%		1 2 3 4 5 6 7 8 9 10 11 12 13 14

Plan Actual % Complete

ALL EASEMENTS ACQUIRED. Package submitted to GDOT for certification.

Emory property removed from project. College will build sidewalk Moore to Pierce.

GDOT project will stop at Moore.

GDOT will let bids October 20, 2017 according to latest estimate.

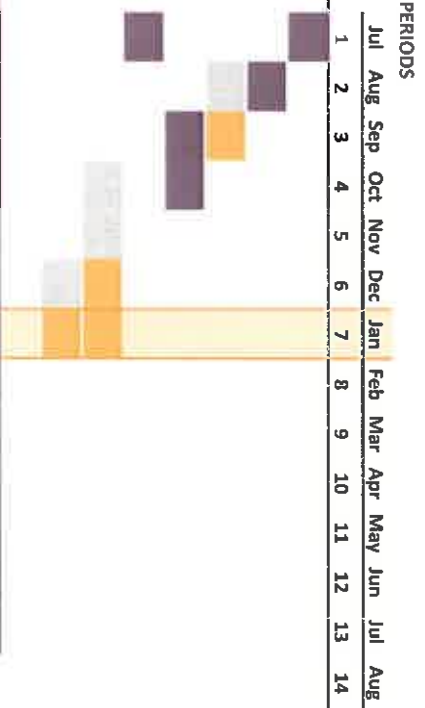
10. Pedestrian crosswalks and stopbars

FY2017 - \$49,150 including GDOT grant

ACTIVITY	PLAN		ACTUAL		PERCENT		PERIODS
	START	DURATION	START	DURATION	COMPLETE	COMPLETE	
Order first section thermoplastic stop bars	1	1	1	1	100%		1
Install first section of stop bars	2	1	2	1	100%		2
Order last section thermoplastic stop bars	2	1	3	1	100%		3
Install last section of stop bars	3	2	3	2	100%		3
Issue PO & contract for crossings	1	1	1	1	100%		1
Construction of crossings	4	2	6	2	100%		4
Final Inspection	6	1	7	1	100%		6

Period Highlight: 7

Plan Actual % Complete



Project complete

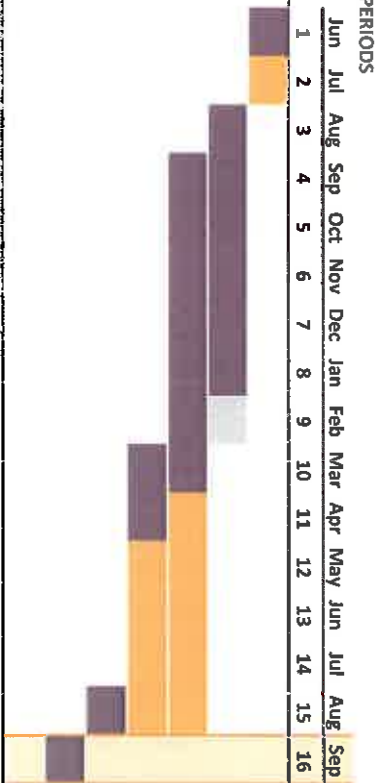
16. Survey of ROW

40000 - FY16 & FY17

Period Highlight: 16

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	7	3	6	100%
Field work	4	7	4	12	100%
Assemble preliminary survey	10	2	10	6	100%
Review by city	15	1	15	1	100%
Completion	16	1	16	1	100%

Plan Actual % Complete



PROJECT COMPLETE.

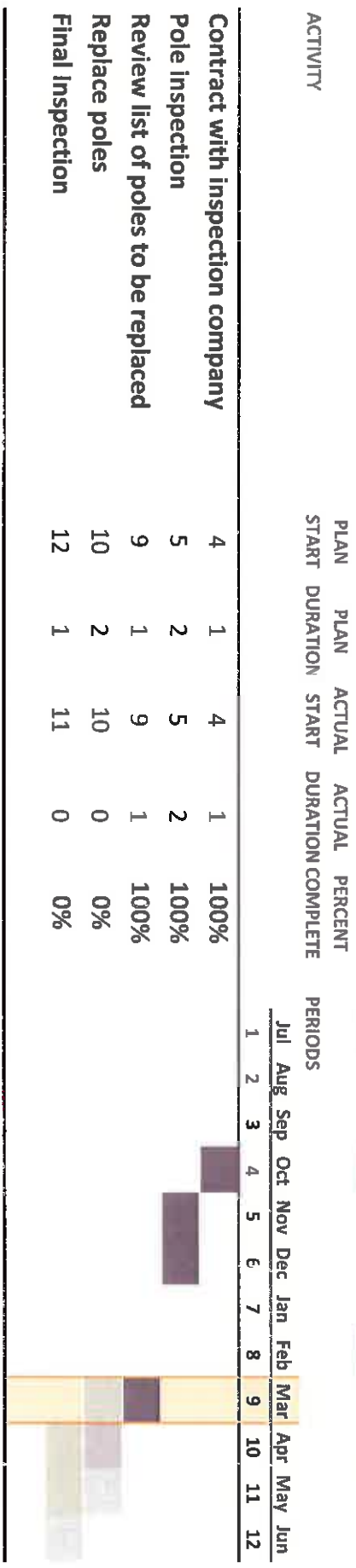
Final map recorded at Newton County Courthouse.

15. Utility Pole Inspection & Replacement

\$35,000

Period Highlight: 9

Plan Actual % Complete



20 poles will be replaced - did not pass inspection.

17. Sewer System Improvements

\$525,000

Period Highlight: 21

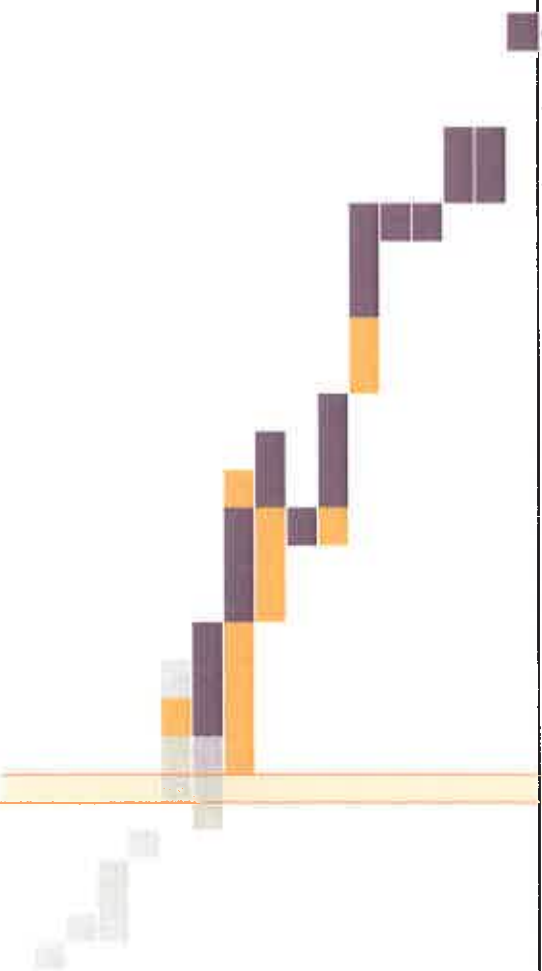
ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	6	1	6	1	100%
Prepare GEFA loan application	6	3	6	5	100%
Surveying and mapping	11	3	11	4	100%
GEFA loan approval - Aug 23?	14	1	14	1	100%
CAD mapping	12	2	12	5	100%
Design and prepare plans	14	3	13	8	100%
Plans review by GDOT, EPD, etc.	17	4	17	6	50%
Plans review by City	18	1	19	3	50%
Advertise for bids	23	1	0	0	0%
Construction	24	3	0	0	0%
Final Inspection	26	1	0	0	0%
Notification to owners and start taps	27	1	0	0	0%

PERIODS

1 Jul 2 Aug 3 Sep 4 Oct 5 Nov 6 Dec 7 Jan 8 Feb 9 Mar 10 Apr 11 May 12 Jun 13 Jul 14 Aug 15 Sep 16 Oct 17 Nov 18 Dec 19 Jan 20 Feb 21 Mar 22 Apr 23 May 24 Jun 25 Jul 26 Aug 27 Sep

Plan Actual % Complete

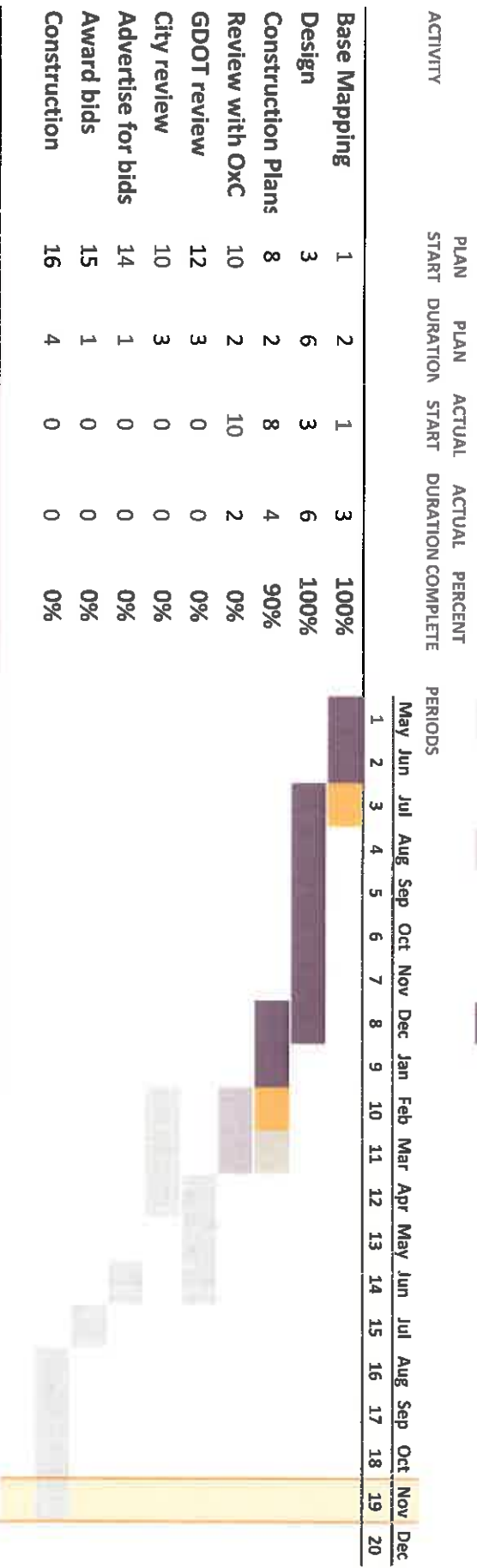


18. Whatcoat Street

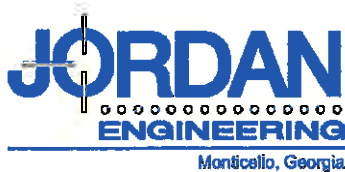
\$300,000

Period Highlight: 19

Plan Actual % Complete



On Hold



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

April 10, 2017

Re: Monthly summary – March activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in March 2017:

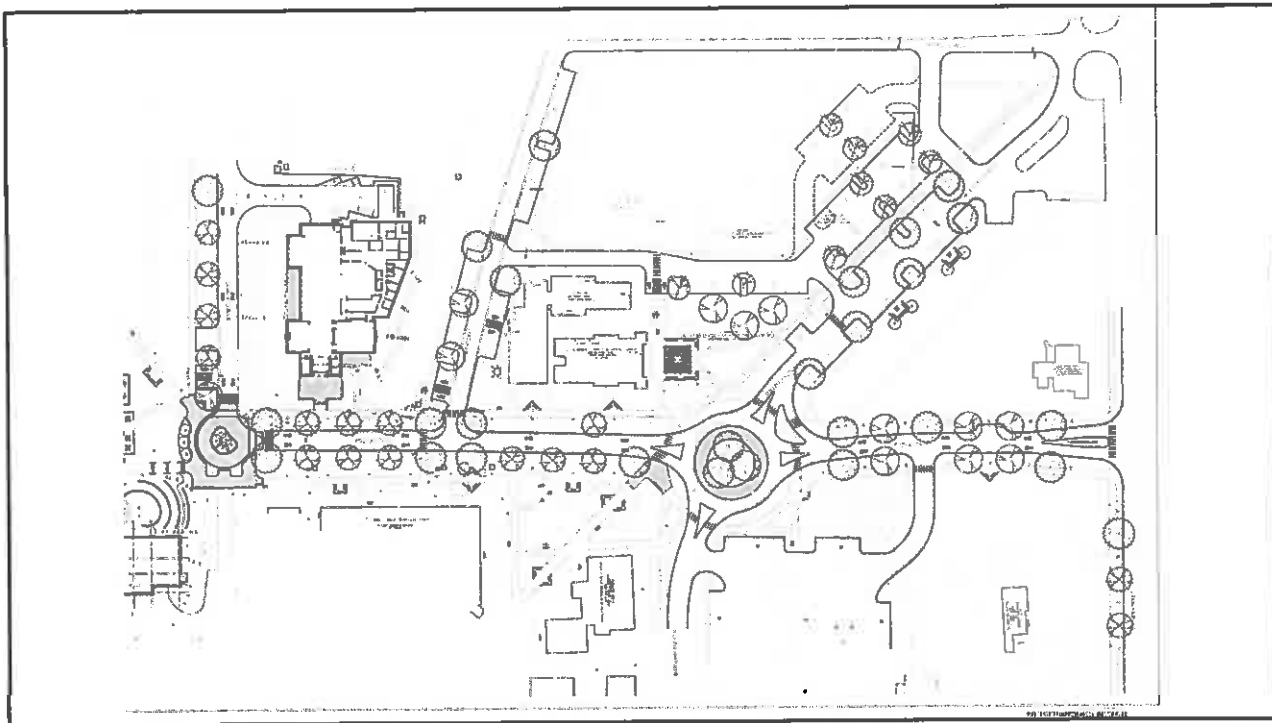
1. General Support
 - a. Prepared monthly report for February 2017.
 - b. Researched and prepared construction cost estimate for Queen Ann St water line replacement
 - c. Correspondence with Kendra Mayfield regarding Emory Sidewalk projects on N. Emory and Moore Streets
2. East Clark Street
 - a. Submitted E. Clark Street extension plans to Georgia EPD and Georgia DOT for review
3. N. Emory Street Sewer Extension
 - a. Continued correspondence with GDOT, URS, and City of Covington regarding timing of sidewalk and sewer projects and update of both sets of plans to reflect the other.
 - b. Reviewed, updated, and issued easement exhibits for 29 private property sewer easements.
 - c. Correspondence with Georgia EPD regarding approval of sewer extension
 - d. Approvals to date:
 - i. Newton County Water and Sewer Authority
 - ii. Georgia EPD (sewer extension)
 - iii. Georgia EPD (erosion control)
 - e. Approval pending:
 - i. Georgia DOT
4. George Street Trail extension
 - a. Design drawings are 80% complete – expect going to bid in April or May

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

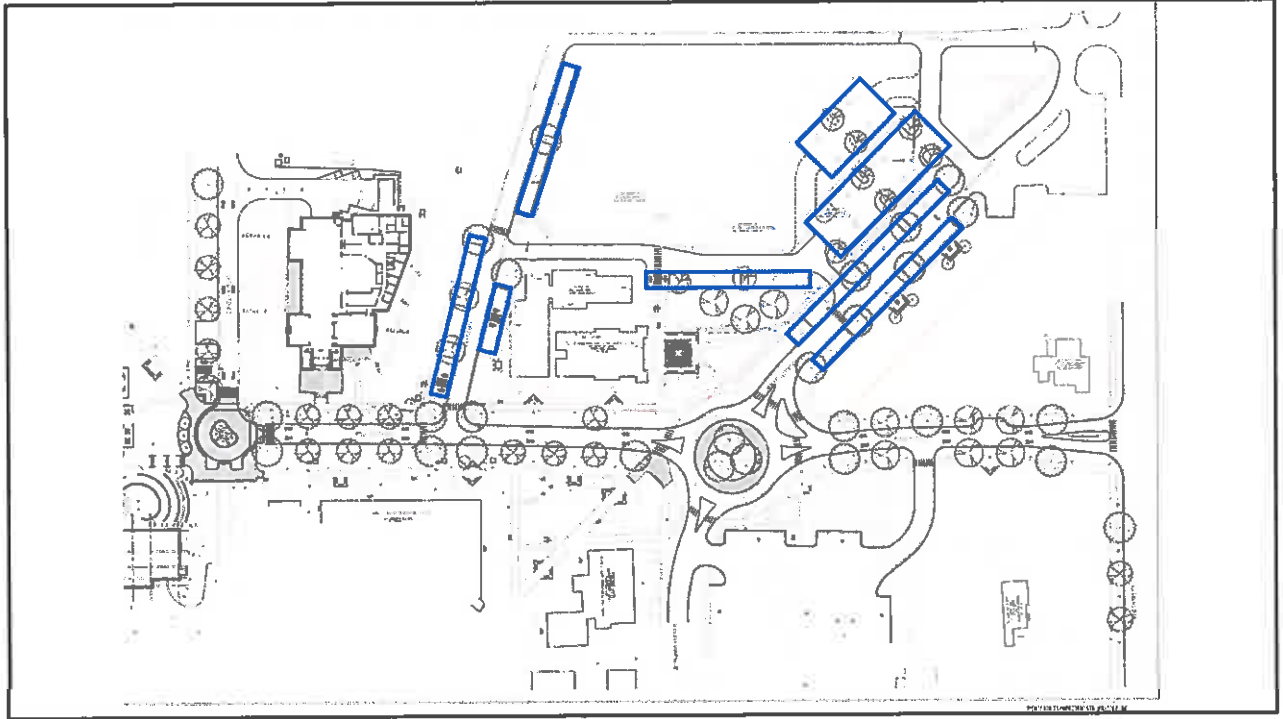
Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", is written over a light blue horizontal line.

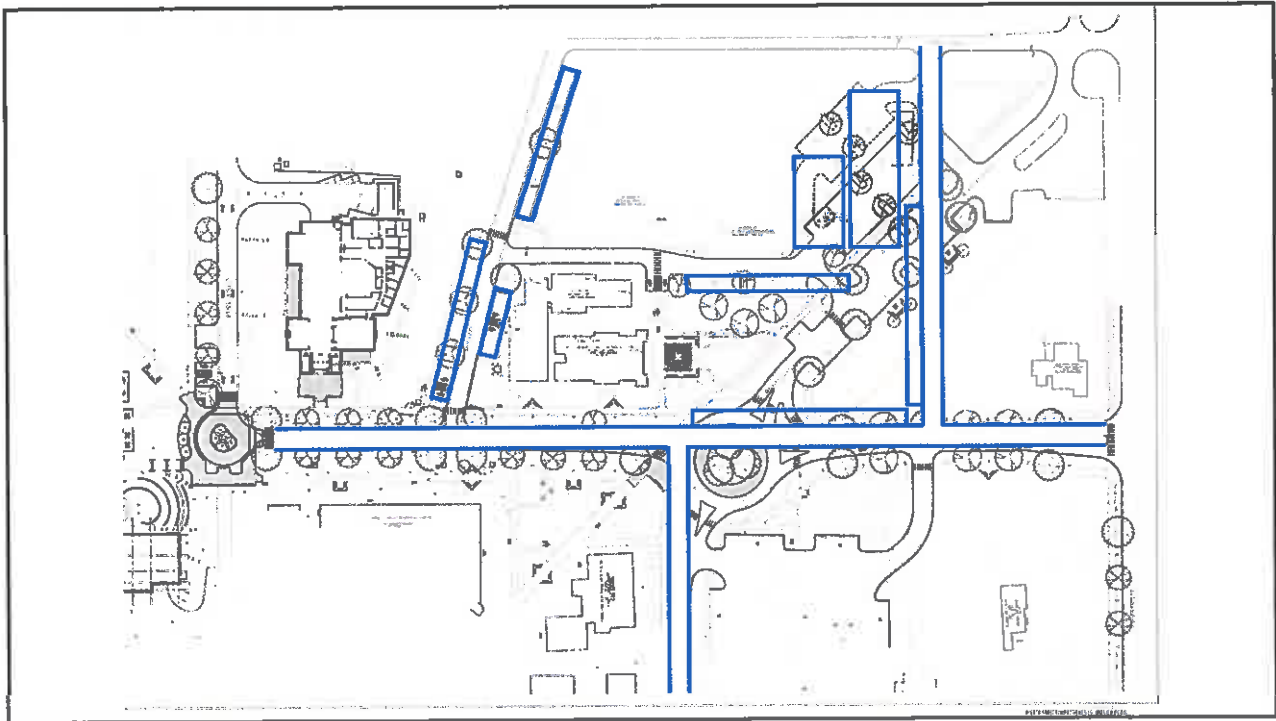
Robert O. Jordan, PE RLS



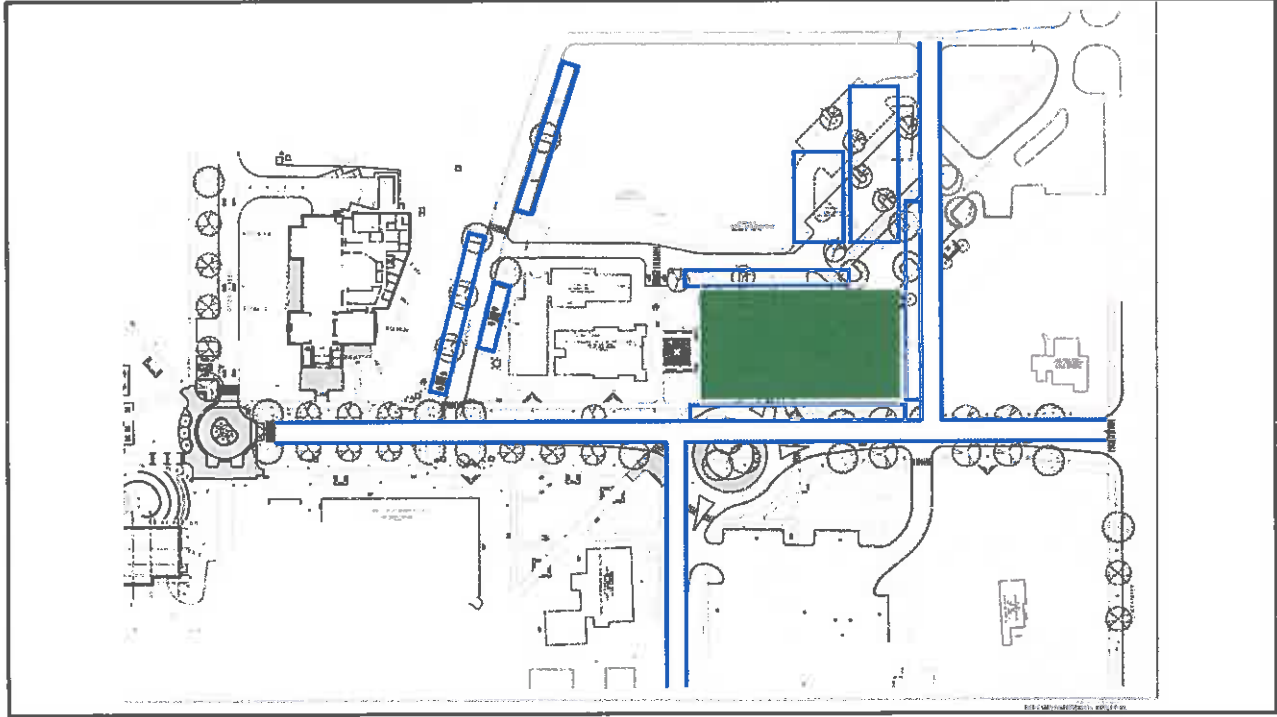
Here is the plan as presented by Emory/Oxford College



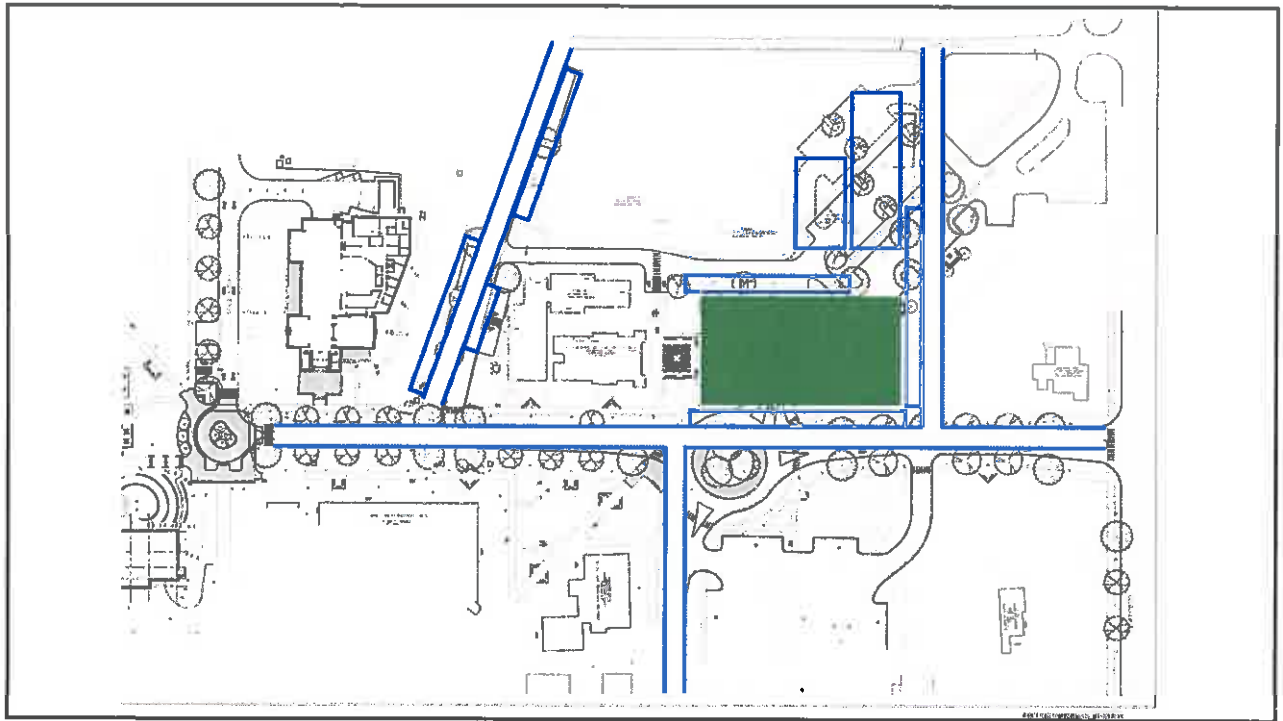
This slide highlights the parking areas in the plan presented by Emory/Oxford College.



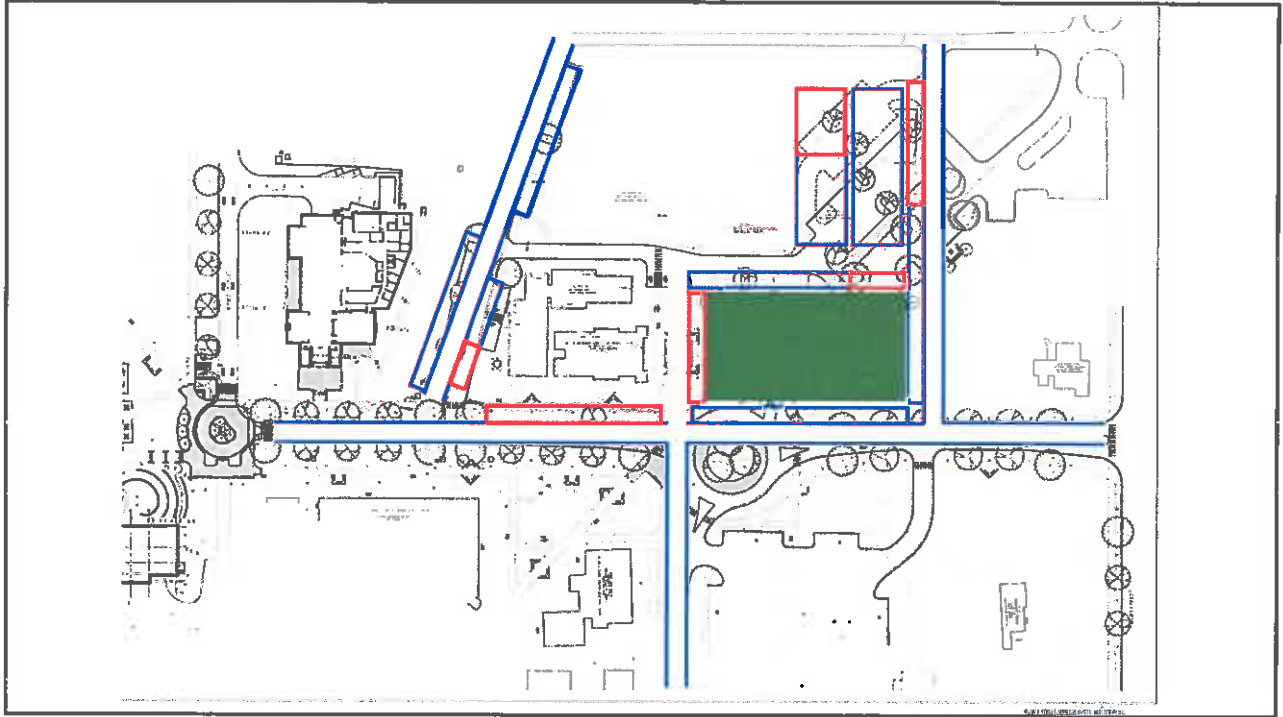
This slide shows the same amount of parking space is available with Whatcoat realigned perpendicular to George and Pierce Street. Such a realignment would eliminate the need for a round-about by creating simple three-way intersections at both Haygood and Pierce and Whatcoat and Pierce. However, it would require land acquisition and new road development.



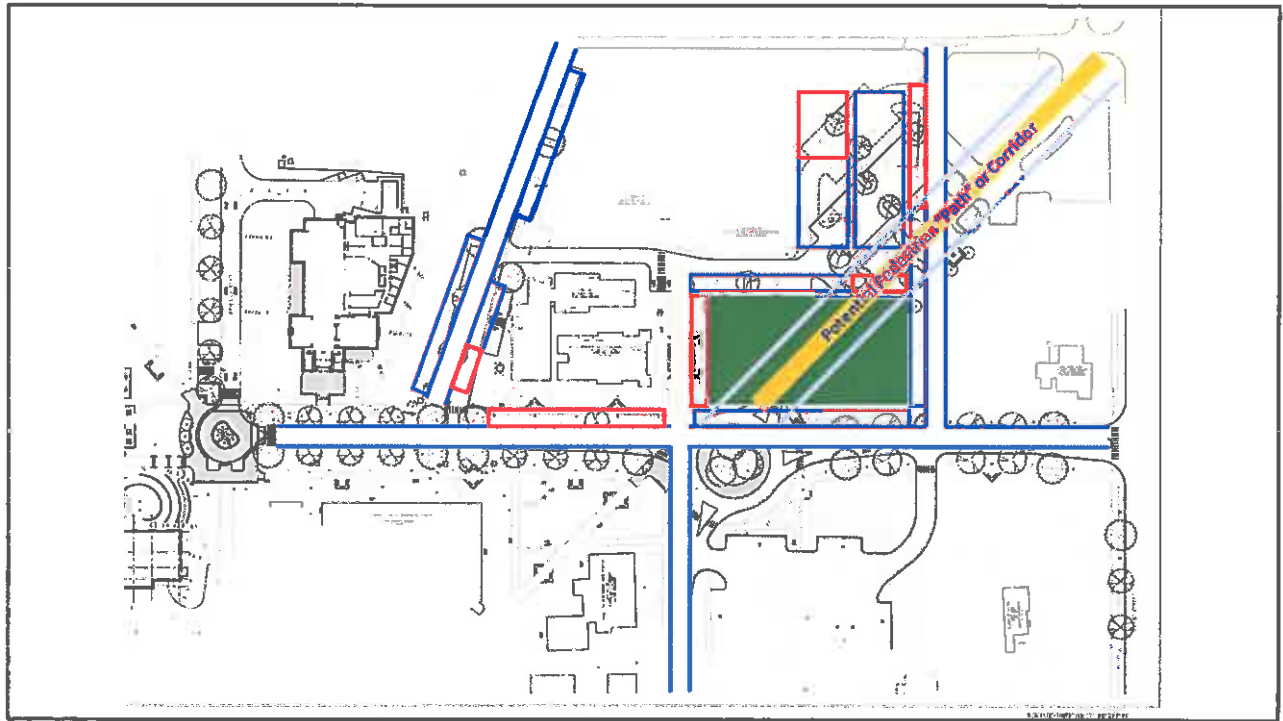
This slide highlights that a realignment of Whatcoat allows for a significant public lawn for unstructured recreation, organized events, etc.



This slide shows that by correcting the trajectory of pavement for Asbury Street, the city can establish more separation between the road and the church building. It allows for improved drainage between the road and the church building by providing for additional landscaped space to facilitate rain absorption. This is especially important if additional parking is developed on the east side of Asbury, north of the church (and just south of George Street).



And this slide shows additional parking that could be accommodated with the realignment of Whatcoat and the continued use of on-street parking on Pierce Street. On-street parking could be constructed with porous methods, since most of these spaces are used only for church and college events and not on a daily basis. The city might limit on-street parking on Pierce Street to Sundays and other church/college events, but the church needs parking near to its entrances for elderly but not necessarily handicapped members/visitors. The red-checked area is an idea for vehicle access in front of Allen Memorial church, possibly for Sunday services, but also for funerals and weddings. It also would provide the opportunity for additional parking during those events.



Council members expressed concern about losing the integrity of the Whatcoat Street corridor. This slide shows the sidewalks (in light blue-grey) remaining in the locations where they've been drawn most recently. It also presents the concept (in orange) of maintaining a formal pedestrian corridor, which could be constructed with a variety of porous materials. The following slides show pictures of pedestrian paths along the National Mall in Washington DC to illustrate the concept and show the very small "gravel" material used. Existing oak trees and additional tree plantings could further delineate the pedestrian corridor and view-scape that honors/memorializes Whatcoat Street.



This slide illustrates the idea of maintaining and formalizing a green corridor along the original Whatcoat Street property. Oak trees could be planted along the border of the eastern/southern side (i.e. the right side) of the property to frame (and eventually add shade to) the pedestrian corridor.



This shows the idea of replacing the existing sidewalk and asphalt with a porous pedestrian path similar to that found in the National Mall in Washington DC. Pictures are provided in the following slides.



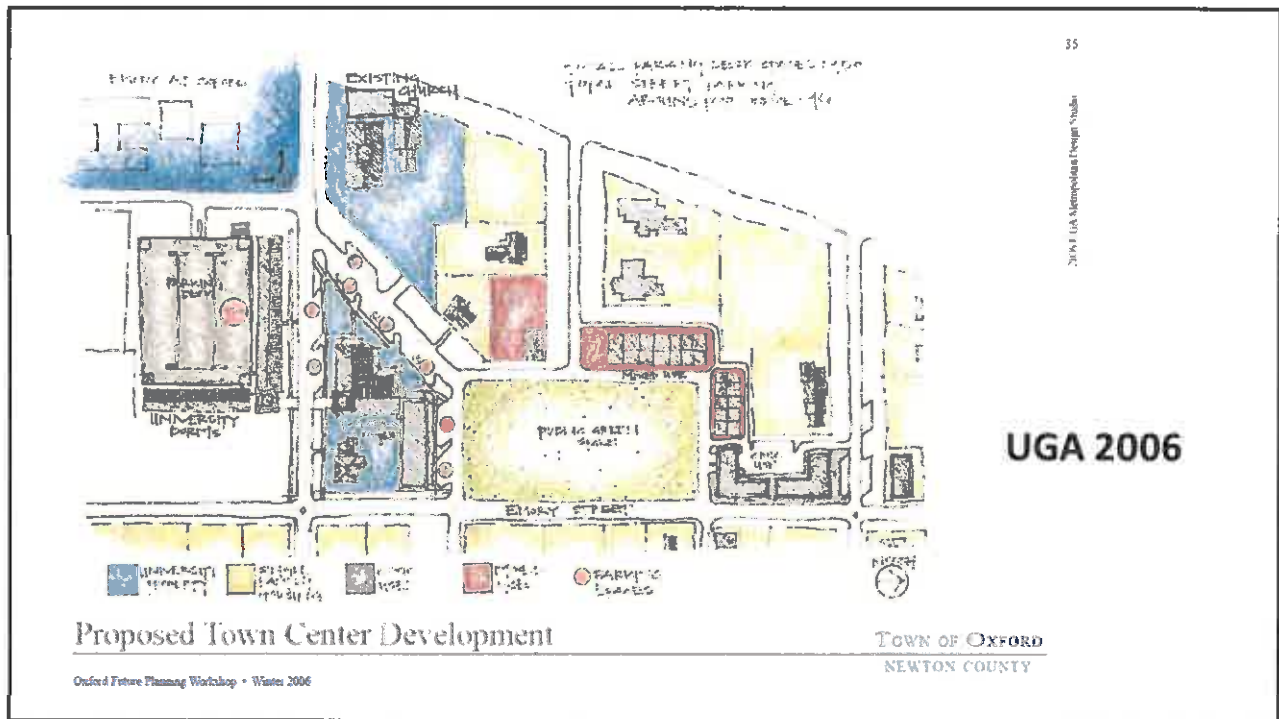
This is a picture of a walking path at the National Mall in Washington DC to reflect the idea of a pedestrian corridor that could remain to memorialize and continue to utilize the original Whatcoat Street corridor.



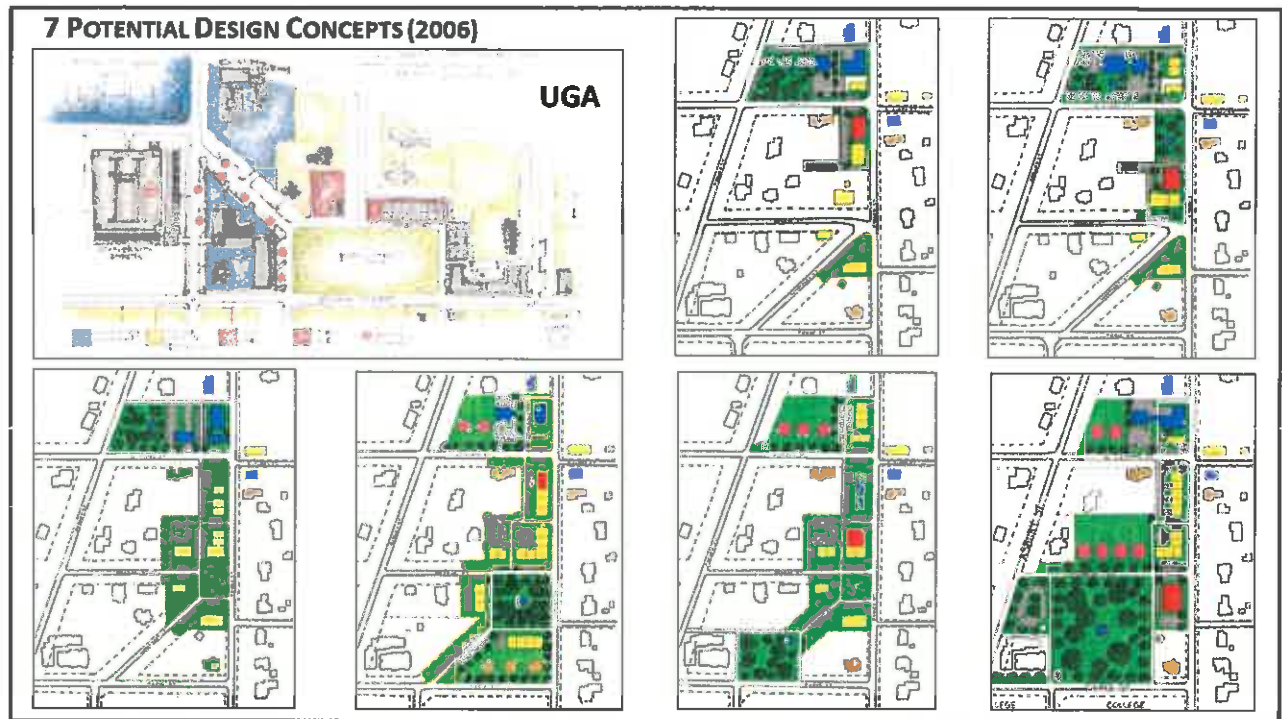
Here is another picture of an un-pathed pedestrian corridor at the National Mall in Washington DC. Again, the picture illustrates the concept and an option for materials.



This is an illustration prepared by UGA students that illustrate a view down the Whatcoat Street "lawn" if the road is redirected.



Here is the University of Georgia (UGA) design recommendation from 2006. It shows a central public green on Emory Street, at the convergence with Whatcoat and George streets. Many in the community liked the idea of the public green, but they didn't like the idea of the green being on a busy state highway.

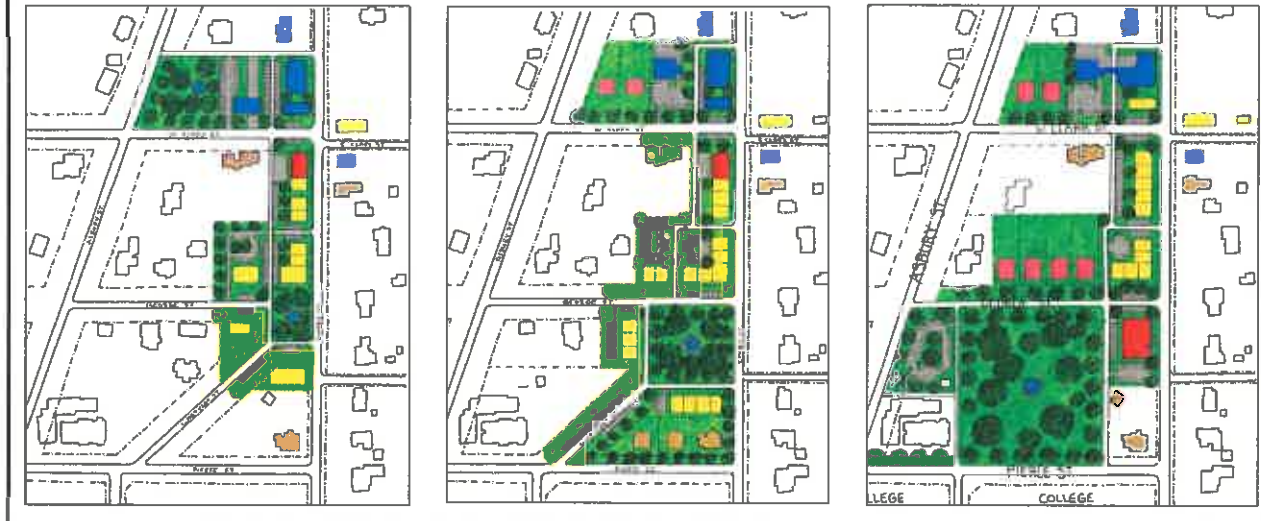


The planning commission developed six additional design concepts and shared them extensively with community members for feedback. These alternatives were shown to members of the city council and the city/college coordination committee that was meeting quarterly at that time.

Preferred Elements Presented in 3 Design Concepts

Based on extensive input (2006) from:

- City Council
- Planning Commission
- City/College Coordination Committee



Community members were asked about individual components of each design concept, and not just the whole concept. These three alternatives were received most positively, with the top element of the first option, the middle section of the second option, and the bottom (i.e. the public green) of the third option receiving the most positive reactions. These three elements from each of the above options were consolidated into a single town center design concept (shown in the next slide) that was presented in several public forums.

Oxford Town Center Design Concept (2006)



This is the town center design concept that is included in our Code of Ordinances under the Town Center District to illustrate intent. Erik Oliver drew this as a representation of the community input on the seven (7) design concepts. It is oriented where Emory Street is along the bottom of the slide, so north is to the right and south is to the left. Note that it includes the public green between Allen Memorial UMC and the Forney property, and it shows the realignment of Whatcoat Street, making it a perpendicular connector between Pierce and George streets. This design concept also maintains the visual and pedestrian corridor along Whatcoat.