



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, APRIL 20, 2020 – 6:30 PM
VIA TELECONFERENCE**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember
Lynn Bohanan – Councilmember
Laura McCanless – Councilmember
Avis Williams – Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief

OTHERS PRESENT: Mike Ready, Laura Gafnea, Charlie Williams

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady's comments all related to COVID-19 issues.

Mayor Eady expressed his appreciation to Barbara Cole, who has offered to make masks for the city staff.

Earlier on this date Mayor Eady forwarded information about President Trump's guidelines for reopening businesses, along with information from a press conference held by Governor Kemp. Governor Kemp has decided to allow hospitals to resume elective surgeries. He has also authorized the reopening of certain business on April 24th and April 27th, subject to restrictions/precautions. The shelter-in-place order will expire at 11:59 pm on April 30th. Governor Kemp has decreed that local governments cannot issue requirements that are more stringent than those he has issued. The only business impacted by the announcement is a hairdresser, which can open April 24th subject to the restrictions/precautions. Testing is available for symptomatic individuals. Those who believe they may have COVID-19 can contact the Gwinnett-Newton-Rockdale Health Department to get an appointment for a test.

Marcia Brooks asked if the Council is using the shelter-in-place date as a guideline for determining when the office can be reopened. Mayor Eady advised that his thought in talking with Matt is if the Governor does not extend the shelter-in-place order, to the extent we can maintain the safety of employees and people who come into City Hall, we can go back to City Hall being open. That is dependent on the ability of staff to maintain 6 feet of distance between each other, wear masks, wash hands frequently, wipe down surfaces frequently, and wait on customers only through safety glass.

The Public Works team has been able to continue basic functions such as cutting grass that do not require interacting with others and continuing other essential functions by practicing social distancing. Mayor Eady asked Jody Reid about his team's readiness to resume normal operations. Mr. Reid advised the leaf vacuum is currently not working, but he hopes to have it repaired by the end of the week. He plans to resume yard debris pickup with his team on April 21st.

2. **Emergency Declaration for the Coronavirus Disease (COVID-19)** (Attachment B)

So far at each stage, Governor Kemp has stated that cities cannot take actions more restrictive than the state's actions. If Governor Kemp does not extend the shelter-in-place requirements beyond April 30th, the Oxford City Council can implement restrictions beyond that date if it desires to. The Emergency Declaration the City of Oxford implemented expires today (April 20th). It was the consensus of the City Councilmembers to wait to see if the state would extend the shelter-in-place order beyond April 30th. If the Council feels it is needed, it can reconvene to take additional action.

3. **FY 2021 Operating and Capital Budgets** (Attachment C)

Mayor Eady discussed items that have been adjusted since the last discussion of the budget. George Holt asked that future revisions include a way to distinguish visually what has been changed from the previous version. Mayor Eady advised that some of the revenue projections may change as we learn more in the coming weeks about LOST and SPLOST revenue collections and other economic factors.

1. Property taxes – not changed from 2019 impact from current economic situation is delayed.
2. LOST – reduced by 20% from 2019 projection based on analysis of revenue reduction during last recession.
3. Police Department – fully staffed – personal services cost increased
4. Water/Sewer fund revenues – reduced to reflect worst-case scenario if Oxford College does not return to normal operations in the Fall.
5. Electric fund revenues – right now is the same as FY2020 budget. Projection comes from Electric Cities of Georgia (ECG). Worst-case scenario would probably be a loss of about \$335,000 for FY2021.
6. Electricity purchased – right now is the same as FY2020 budget. Will probably be less depending on how Oxford College impacts demand.

Bottom line, the City is able to maintain a positive balance for the FY2021 budget based on current knowledge, but that is subject to change before the FY2021 budget is passed.

Jeff Wearing observed that there may be an upswing in residential use due to the shelter-in-place order that could help to offset the reduced usage by Oxford College, the City's largest customer.

The Capital budget is a reformatting of the previous version with correction of a few errors. Mayor Eady stated that every year there is a large amount budgeted for Capital purchases, and every year, the amount spent is considerably less than what was budgeted. This is due to a variety of reasons including changing priorities, lack of capacity to execute projects, and lack of funding that was anticipated.

Among the projects listed for over \$3 million dollars, at least \$2.2 million of the projects can be delayed. He considers about \$1 million dollars of the listed projects as essential, which are water/sewer projects and sidewalk projects.

George Holt asked if the City is applying for a grant for the sidewalk project. Mayor Eady stated it is his plan to apply for a grant for this.

Mr. Holt feels that the City's main goal with the capital budget should be to spend for its needs, and not necessarily its wants. He feels that there are some things in the proposed capital budget, such as vehicles and equipment, that are wants.

Mayor Eady stated that the City has \$100,000 allocated in the 2017 SPLOST proceeds for police vehicles and radio upgrades. The budget includes one vehicle in FY2021 and one vehicle in FY2022. Mr. Holt asked if the computer upgrades for the Police Department would come from the SPLOST money. Mayor Eady advised they would not, they are included in the operating budget.

Laura McCanless stated she had done some research on miles typically driven on police cars before they are disposed of. Typically, that mileage is about 100,000. Based on her research, the City's cars are somewhat young to be replacing them, based on mileage. Mr. Holt stated that in the past the City had sold cars to other jurisdictions before the end of their useful life.

Mr. Holt's concern is with buying an additional car for a spare in a time of economic uncertainty. It has been stated that the Police Department currently uses their truck as a spare. When a car is purchased next year, the current one could then become a spare. Ms. McCanless agreed that the police cars do not have a lot of activity in miles, and she feels the purchase could wait.

Mayor Eady clarified that the SPLOST money can only be spent on designated uses, which are police cars and radio upgrades. Mr. Holt advised he understands that and does not want to take the cars away but is opposed to any vehicle purchases right now. Mayor Eady advised that the purchase is in next year's budget and would only be authorized when explicitly approved by the Council.

Lynn Bohanan expressed that the police vehicles need to be in good enough condition that any of them could actively engage in a pursuit if needed. The vehicles we have now may meet that requirement, but if one of them went bad, we should be able to limp along for a few weeks while the vehicle is being replaced.

Mr. Holt stated that he is not opposed to purchasing the police cars but does not want to purchase a new one that will just sit around. He wants the Police Department to get its money's worth out of the ones they have, and he believes they can use the truck to run radar.

Mayor Eady observed that there are two different issues being discussed. The vehicles listed in the Capital Budget are simply placeholders, which Council must approve before they can be purchased. They can be moved to other years if the Council wishes, but they are earmarked for purchase from SPLOST funds.

James Windham stated that Oxford's Police Department is one of the best equipped for its size, and it was the Council's intention to replace police vehicles every other year, not every year. He does not see any reason to spend \$50,000 for a vehicle.

Mayor Eady stated that the only thing being discussed is whether to include the possibility of replacing a police car in FY2021 and FY2022 if one needs to be replaced and using SPLOST funds to purchase the new vehicles. The Councilmembers were provided with information showing that police cars were purchased in 2012, 2013, 2014 and 2016. It has been four (4) years since a police car has been purchased. If the Council feels that purchasing one next fiscal year is not appropriate, the purchases can be pushed out to future fiscal years.

Mr. Holt pointed out that based on the maintenance records of the four vehicles, they are all in good condition and have not had any work other than routine maintenance. He feels the planned purchases could be pushed out a year.

Mayor Eady advised that the price for the vehicles is based on what is available now. The cost per vehicle is going to be about \$46,000. Mayor Eady stated that he will not allow any vehicle purchases to be made without Council approval.

Ms. Bohanan asked if we push the purchases out to FY2022, then the need arises to purchase a new vehicle before then, could the budget be amended to make the needed purchase.

Jeff Wearing recommended leaving a vehicle in the budget for FY2021 and leaving the decision of when to purchase it to the discretion of the Mayor, City Manager and Police Chief. Mr. Windham stated that no purchase of \$10,000 or more can be made without approval of the Council.

Mr. Holt asked if the need arose could someone drive the truck home and leave their patrol car at Oxford for use by another officer. He stated some agencies operate this way with

their vehicles. Chief Harvey stated that there would be a lot of equipment to switch out. He also pointed out that the truck cannot be used to pursue or to make an arrest.

James Windham asked for the rules regarding pursuit/arrest in vehicles. He also asked about the use of the vehicles assigned to Public Works. He questioned how the City Manager's vehicle could be in fair condition with 123,000 miles and no major repairs.

Avis Williams stated that she has no problem with leaving the vehicle in the FY2021 budget. She appreciates and trusts the information provided and understands Chief Harvey's needs. She is a new Council member along with a couple of others, and she believes the City should move forward with fiscally responsible policies, regardless of how many has been spent in the past. She advised that the law enforcement agencies she is familiar with have assigned vehicles and do not swap out equipment in the same vehicle.

Ms. Bohanan stated that she is torn because she wants to ensure that the Police Department has what it needs, but she also understands the need to be fiscally conservative during this period of economic uncertainty.

Mayor Eady summed up his understanding of the discussion: the majority recommendation is to push the first car to FY2022 and switch to a replacement schedule of every other year, with the next purchase in FY2024. If anything occurs that dictates the need for a new police car prior to FY2022, the budget can be amended to allow purchase of a new vehicle.

Mayor Eady thanked Matt Pepper, Jody Reid and Dave Harvey for compiling the vehicle information in a very short period of time. The purpose of the vehicles will be added to the data. Mr. Holt commended Chief Harvey for doing a good job in his department and keeping good records. Mr. Windham also expressed his appreciation. Mayor Eady advised this information goes a long way toward establishing a replacement schedule for vehicles.

Mr. Holt asked why a lawnmower that just had its engine replaced last year is now being replaced. Mr. Windham suggested purchasing one lawnmower instead of two lawnmowers because the sustainability measures and changes to rights of way should reduce the need for mowing. Mayor Eady stated that one of the lawnmowers is intended for a new groundskeeper position.

Jody Reid advised that the life of a mower is about 2,000 hours, not only for the engine but for all parts of a mower. Lynn Bohanan asked if we could purchase one mower right now, and if needed amend the budget to allow purchase of a second one.

Mayor Eady pointed out that Jody's team can barely keep up with the mowing. One of the mowers is for another groundskeeper who has not yet been hired. Mr. Holt asked if there would be three people mowing once the groundskeeper is hired. Mayor Eady stated that is the case. Mr. Holt stated that originally, the new groundskeeper was added to take care of Asbury Park, but we now have a third-party contract for this. Ms. McCanless asked if we are looking toward revisiting a third-party contractor maintaining Asbury Park if we hire the

other groundskeeper. Mayor Eady stated we are not, and that a different level of expertise is needed to maintain the grounds of the park. The additional groundskeeper is needed to keep up with the workload of mowing the Public Works team has to do.

Mayor Eady asked if there is agreement in moving \$12,000 of the \$24,000 allocated for mowers in FY2021 to FY2022. It will not be spent unless it's needed, and it must be approved by Council before it's spent.

Avis Williams, Laura McCanless and Lynn Bohanan agreed with this approach. Jeff Wearing disagreed with this approach. He believes the money for both should be left in the FY2021 budget.

Mayor Eady advised the proposal is based on the expectation that only one mower will need to be replaced during the FY2021 budget year. If the other one has to be replaced, Mr. Pepper and Mr. Reid can bring the request to Council for approval.

Mr. Holt asked why a F-250 is needed for the Public Works Department. Mr. Reid advised it is used for water main repairs and electric repairs. They also have to haul an air compressor sometimes and it carries about 2,500 pounds of tools. The F150 has had its transmission replaced twice because it is overloaded.

Mr. Windham observed that a truck is not needed to read meters. Mr. Holt observed that if the City Manager's vehicle is replaced, the old vehicle could be used to read meters. He proposed an amendment to the Capital Budget to remove the truck from Public Works and transfer the City Manager's vehicle to Public Works when the replacement car is purchased.

Mr. Windham suggested having the Public Works Department try the City Manager's car for about a year.

Mayor Eady asked Jody to go back and evaluate whether he can manage his department with three trucks. Depending on his response, the Council may add funds for a good used truck to the budget. He asked everyone to review the budget and send any specific questions to him.

4. Moratorium on Non-Essential Spending

Mayor Eady stated there is no non-essential spending that will occur before the end of the fiscal year. Any significant expenditures in next year's budget must be approved by the City Council before purchases can be made. Therefore, he does not feel it is necessary to impose a non-essential spending moratorium. The City Councilmembers agreed with this approach.

5. Sanitation Services

Latham Home Sanitation has requested rate increases for weekly garbage and recycling pickup. They have been notified that any changes will take effect on the contract renewal

date of July 1. City Manager Matt Pepper contacted nearby cities to find out what they are paying for services, and provided that information to the Councilmembers.

Laura McCanless expressed surprise that Latham's rates are on the low end compared to other cities. She also mentioned that they sometimes leave garbage cans in the road. Avis Williams stated she has had issues a couple of times that Mr. Pepper helped her address. Jeff Wearing also stated he has had problems with them in the past. Mayor Eady stated he and Mr. Pepper would take these additional concerns about the quality of the service Latham Sanitation is providing. When issues are brought to their attention, they usually correct them, so the City will need to continue to monitor them for contract compliance.

6. **Whatcoat Street Improvements** (Attachment D)

The FY2020 Capital Budget includes \$300,000 to make improvements to Whatcoat Street. The improvements include installation of sidewalks and parking spaces along the street and realignment of the street where it ends at George Street to make it safer. Mayor Eady prepared several slides showing the current layout and the proposed future layout.

Lynn Bohanan indicated she has been approached by several residents who were concerned about the skating rink being eliminated. Jeff Wearing stated he had also mentioned that previously, but he believes destruction of the skating rink will be unavoidable to complete the job. He also believes a few trees along the path will need to be removed.

Laura McCanless asked about the integrity of the skating rink. The last time she was there she observed some degrading of the concrete. Mayor Eady agreed that if it remains it would probably need to be restored and that cost would need to be added to the project cost. The skating rink was installed by the Lions Club in the 1960s. It has limited use and mostly has sentimental value.

Lynn Bohanan asked if the sidewalk could go behind the memorial rather than in front of it to save a tree. Jeff Wearing stated that the sidewalk needs to go in front of the memorial so people utilizing the sidewalk will read it.

Mayor Eady stated the proposed project preserves most of the existing trees, and there are plans to plant additional trees. As the trees mature, the new area will look similar to the existing area.

George Holt asked if this project would duplicate the work that Oxford College did on the other side of the street. Mayor Eady stated that the drawing Robert Jordan prepared contemplates the same configuration as was previously installed by Oxford College.

Laura McCanless asked if the new parking spaces will be used by Oxford College because of its proximity to the Whatcoat building and Oxford Operations building. Mayor Eady stated that parking may overflow from those two areas, but one of the planned uses for the parking spaces is to accommodate larger crowds for events at Allen Memorial United Methodist Church.

James Windham expressed his concern about the sidewalk going to the Whatcoat building instead of joining the sidewalk on Emory Street. Mayor Eady stated the thought behind the proposed configuration was to wait until it is known what the long-term use of the Whatcoat building will be before extending it beyond that building. Mr. Windham stated he does not feel the sidewalk should service the Whatcoat building. Sidewalks have an environmental impact and should be used judiciously.

Ms. McCanless validated Mr. Windham's point, stating that there is hardly enough pedestrian traffic to support two sidewalks on this street. One sidewalk may be fine. The sidewalk going to the Whatcoat building could be held out for a later time. Mayor Eady observed that the proposed design takes the sidewalk around an existing concrete pad at the Whatcoat building. It could continue on toward Emory Street and eventually tie in with a sidewalk between George Street and Pierce Street.

Ms. Bohanan asked why this sidewalk is needed. Mr. Windham stated he advocated for the sidewalk originally because Whatcoat Street is the only part of the original planned City of Oxford that still exists. Making both sides of the street the same was intended to emphasize that Whatcoat Street was intentionally laid out diagonally. Ms. Bohanan stated that the students walk in Whatcoat Street rather than using the current sidewalk, so she does not see the need of installing an additional sidewalk they will not use.

Ms. McCanless asked if the proposed sidewalk could be deferred while completing the rest of the project. Deferring the sidewalk construction would give the City more time to understand what the long-term use of the Whatcoat building will be.

Mayor Eady asked if the Councilmembers are comfortable with completing the road improvements to eliminate the ambiguity with the current intersections of Whatcoat Street and George Street with Emory Street.

Jeff Wearing asked if the price for a sidewalk could be obtained for future planning. Ms. Bohanan felt that a price obtained now would not be relevant for when we actually plan to do it. Mr. Windham suggested a brick decorative area like the existing one on the other side rather than a sidewalk.

Mayor Eady stated there does not seem to be consensus on how and when to move forward on the sidewalk so the City will move forward on the road construction part of the proposed project at this time and defer the sidewalk discussion to the future.

7. **City Welcome Sign Project** (Attachment E)

The FY2020 Capital Budget includes \$60,000 to construct a welcome sign and make improvements to the city-owned lot located at 6153 Emory Street. This item was tabled from the April 1st Regular Session meeting. Mayor Eady presented some photos of the Wentworth subdivision sign for comparison. Although the dimensions for the proposed sign are not quite the same, the proposed concept is similar.

Laura McCanless stated the Wentworth sign appears small traveling from one direction but larger from the other direction. She also observed that she feels there is too much space around the sign on the front panel of the Wentworth structure. Jeff Wearing suggested extending the side panels to 120 inches. Ms. McCanless and Lynn Bohanan stated the sign as depicted on the drawing needs to be rotated because it faces Geiger Street, which makes it less visible from Emory Street. Mr. Wearing and Mayor Eady also stated the sign should be placed further back on the property than depicted on the drawing.

Ms. McCanless suggested building a mockup that could help determine what the actual placement should be. She also recommended holding off on this project because of the expense involved and the need to ensure it is constructed as desired. James Windham asked that instead of a mockup, perhaps a sample design could be imposed on a picture of the property, which would be less expensive than a mockup. Mayor Eady asked Ms. McCanless if Forrest McCanless could do a CAD drawing, which she will check into. Ms. Bohanan also stated she has some experience with photo manipulation programs. Mr. Windham provided the names of some open-source programs she might can try. Mayor Eady stated the Council and staff will continue to work on this project.

8. **Electric System Improvements** (Attachment F)

The FY2020 Capital Budget includes \$120,000 for a project to replace equipment, wires, and switches along W. Richardson Street and Moore Street. This will include replacing some of the poles with rotten tops. City staff has obtained bids from two vendors to perform the work, and the City would provide materials. Staff recommends granting the contract for this work to Marable-Pirkle, Inc., the low bidder.

James Windham asked for clarification about the statement in the Marable-Pirkle bid “rock and/or hand digging to be addressed on an hourly bases [sic]” compared to the statement further down that the bid is a firm price. Jody Reid stated that is their rock clause, and it is included in all their bid proposals. Mr. Windham stated he would like for that statement to be clearer.

George Holt expressed concern about the Marable-Pirkle bid providing very little information compared to the other bid, which provides an itemized list of what the company is bidding on. Mr. Windham stated their bids need to state what they are bidding for. Jody Reid stated they were provided drawings which they bid on. Mr. Windham stated bids need to reference the drawings. Laura McCanless asked for an amended bid for the vote that references the drawings. George Holt, Lynn Bohanan, and Mr. Windham agreed with Ms. McCanless. Mayor Eady pointed out that the Marable-Pirkle bid does refer to the drawings for part of the work. The punctuation in their statement needs to be modified to include that all the proposed work is based on the drawings.

Mr. Windham asked that in the future, all such bids should include the relevant drawings when presented to the Council.

9. **Bidirectional Metering Charge (added to agenda)**

Laura McCanless stated she was approached by a resident who was concerned because he was told at City Hall that there is a blind charge of \$2.50 added to the utility bills of all solar customers. Mayor Eady stated that there is a rider in the template provided by ECG that the City adopted in 2015 for a monthly charge on bidirectional meters of \$2.50 per month. Mayor Eady has not been able to determine the purpose for the charge. It is also troubling that it is not being shown on the bill.

Ms. McCanless proposed elimination of the charge from customer bills. The loss of revenue would be minimal. James Windham agreed with Ms. McCanless and proposed that this item be placed on the May Council Meeting agenda for a vote.

Lynn Bohanan agreed, and also stated customers may want to know if they can get a refund. Ms. McCanless stated this would be a change in policy, so a refund might not be justified, except for the fact that the charge has not been showing on the bills.

Marcia Brooks stated it should not be a problem to calculate the amount the affected customers are owed and eliminating the fee will actually save time for her staff, because they currently spend a couple of hours each month recalculating the utility bills for these customers.

George Holt recommended that April's utility bills not include the charge. Ms. Brooks verified that staff could take care of that and will work on the method for reimbursement of the past charges. The Council will vote to make the decision official at the May Council Meeting.

Mayor Eady adjourned the meeting at 8:45 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, APRIL 20, 2020 – 6:30 P.M.
CITY HALL (VIA TELECONFERENCE)
A G E N D A**

1. **Mayor's Announcements**
2. * **Emergency Declaration for Coronavirus Disease (COVID-19)** – Council will discuss both the city's and state's shelter-in-place declarations adopted in response to the COVID-19 pandemic. We have attached the declarations.
3. * **FY2021 Operating and Capital Budgets** – Council will review draft copies of the FY2021 operating and capital budgets. We have attached the draft copies of the budget.
4. **Moratorium on Non-Essential Spending** – Council will continue discussions on whether the city will impose a moratorium on all non-essential spending in response to the economic impact of the COVID-19 pandemic.
5. **Sanitation Services** – Council will discuss the rate increase requested by Latham Home Sanitation, LLC for weekly garbage and recycling pick up.
6. * **Whatcoat Street Improvements** – The FY2020 Capital Budget includes \$300,000 to make improvements to Whatcoat Street. We have attached a draft concept plan for the proposed improvements.
7. * **City Welcome Sign Project** – The FY2020 Capital Budget includes \$60,000 to construct a welcome sign and make improvements to the city-owned lot located at 6153 Emory Street. This item was tabled from the April 1st Regular Session meeting.
8. * **Electric Systems Improvements** – The FY2020 Capital Budget includes \$120,000 for a project to replace equipment, wires, and switches along W. Richardson Street and Moore Street. This will include replacing some of the poles with rotten tops. We have attached copies of the bids to complete the work. We will present to the Mayor and Council the cost of the materials needed to complete the project before the May Regular Session Meeting.

*Attachments

**STATE OF GEORGIA
COUNTY OF NEWTON**

**A DECLARATION OF A STATE OF EMERGENCY ARISING BECAUSE OF
COVID-19; AN ORDINANCE TAKING
IMMEDIATE EMERGENCY MEASURES, AND TO REPEAL, REVOKE AND
SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS, The City of Oxford, Georgia has experienced an event of critical significance as a result of the Coronavirus (COVID-19) disease (“COVID-19”); and

WHEREAS, the Centers for Disease Control and Prevention, (the “CDC”) indicates that COVID-19 is a new and contagious respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States; and

WHEREAS, as reported by the World Health Organization (“WHO”), the world has experienced a deep humanitarian crisis with 416,686 confirmed cases and 18,589 confirmed deaths due to COVID-19 as of March 26, 2020; and

WHEREAS, COVID-19 is officially a global pandemic according to the WHO; and
WHEREAS, President Trump has declared a national emergency for the United States of America in response to COVID-19; and

WHEREAS, on March 14, 2020, Governor Brian Kemp declared a public health state of emergency due to COVID-19; and

WHEREAS, as reported by the Georgia Department of Public Health effective as of noon on March 26, 2020, Georgia now has 1,525 confirmed cases of COVID-19 and 48 confirmed COVID-19 related deaths and the numbers continue to increase; and

WHEREAS, the CDC and Georgia Department of Public Health have issued guidance on the emerging and rapidly evolving situation of the COVID-19 pandemic, including how to protect oneself from illness; and

WHEREAS, social distancing is recommended by the CDC and Georgia Department of Public Health to prevent the continued spreading of the illness in the community; and

WHEREAS, cities, states and counties, including, but not limited to, Athens-Clarke County, Georgia; Madison, Georgia; Los Angeles, California; Alameda, California; Seattle, Washington; and the states of California, Pennsylvania, New Jersey, New York and Connecticut; have recently enacted regulations to help curb the spread of COVID-19; and

WHEREAS, the Georgia Department of Public Health reports that COVID-19 is currently present in our community; and

WHEREAS, the CDC expects that additional cases of COVID-19 will be identified in the coming days and that person-to-person spread is likely to continue to occur; and

WHEREAS, Dr. Carlos Del Rio, MD, epidemiologist and chair of the global health department at Emory University, has reported to officials of the Georgia Municipal Association, that a shortage of personal protective equipment is eminent in Georgia, and already being experienced in certain communities, which places the health, safety, and welfare of emergency medical personnel at risk and the general public; and

WHEREAS, the Georgia Department of Public Health and the chief of medicine at Piedmont Newton Hospital are concerned that any increase in COVID-19 cases within the community could easily exceed Piedmont Newton Hospital and the medical community's capacity as to both personnel and equipment; and

WHEREAS, the Piedmont Healthcare system, which provides the City's sole hospital, has modeled its daily COVID-19 patient numbers using peer-reviewed, academic modeling made available to the nation by the University of Pennsylvania; and

WHEREAS, based on Georgia-specific numbers and infection rates, Piedmont's model shows that if a mandatory shelter-in-place is not enacted to flatten the curve by the end of the day on Wednesday, March 25, Piedmont Healthcare's entire system will be at capacity with no beds available by Tuesday, April 7, 2020; and

WHEREAS, the Georgia Department of Public Health has advised that if COVID-19 spreads further in Newton City and the rest of Georgia, at a rate comparable to the rate of spread in other affected areas, it may greatly strain the resources and capabilities of City and municipal governments, including public health agencies, that provide essential services for containing and mitigating the spread of contagious diseases, such as COVID-19, and the situation may become too large in scope to be handled in its entirety by the

normal City and municipal operating services in some parts of this State, and this situation may spread to other parts of the State; and

WHEREAS, O.C.G.A. § 38-3-28 provides the political subdivisions of this state with the authority to make, amend, and rescind such orders, rules, and regulations as may be necessary for emergency management purposes to supplement rules and regulations promulgated by the Governor during a State of Emergency; and

WHEREAS, the United States Supreme Court has previously held that “[u]pon the principle of self-defense, of paramount necessity, a community has the right to protect itself against an epidemic of disease which threatens the safety of its members”; and

WHEREAS, the Charter of the City of Oxford, in Paragraph 4 (N) grants to the City the power to protect the safety, health, peace, good order, and general welfare of the public; and

WHEREAS, the code of ordinances of the City of Oxford, Georgia, at Section 2-22 grants to the Mayor of the City of Oxford the power to determine that an emergency exists, and the Mayor of the City of Oxford joins in execution of this resolution to evidence that determination by him individually; and

WHEREAS, to prevent or minimize injury to people resulting from this event, certain actions are required, including but not limited to, a mandatory curfew and prohibition on gatherings;

NOW, THEREFORE, IT IS HEREBY DECLARED that a local state of emergency exists within the City and shall continue until the conditions requiring this declaration are abated.

THEREFORE, IT IS ORDERED AND ORDAINED BY THE AUTHORITY OF THE MAYOR AND CITY COUNCIL OF THE CITY OF OXFORD AS FOLLOWS:

1. The Oxford City Council adopts and makes the findings discussed in the “Whereas” paragraphs the factual findings of the Council.
2. The Oxford City Council hereby reaffirms its determinations that a local state of public health emergency exists within the territorial limits of the City of Oxford, Georgia due to COVID-19.

3. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 12 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
4. All individuals currently living within the territorial limits of the City of Oxford (the “City”) shall shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 12. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).
5. All businesses with a facility in the City, except Essential Businesses as defined below in Section 12, are required to cease all activities at facilities located within the City except Minimum Basic Operations, as defined in Section 12. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 12 below, including, but not limited to, when any customers are standing in line. To the extent a business facility engages in both the functions of an Essential Business and other business functions,

except as otherwise herein provided, only the functions of the Essential Business may continue except Minimum Basic Operations.

6. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 12. Nothing in this Order prohibits the gathering of members of a household or living unit. For the duration of the declared emergency, there shall be no public gatherings on any property owned or controlled by the City and all public parks shall be closed. Nothing herein shall prohibit individuals or families from using sidewalks or designated pedestrian walking areas within parks for walking or other exercise if they are not participating in an organized gathering.
7. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, except Essential Travel and Essential Activities as defined below in Section 12, is prohibited. This Order allows travel into or out of the City to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
8. This Order is issued based on evidence of increasing occurrence of COVID-19 within the City and throughout the State of Georgia, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the City places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the City. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus. Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the

transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the City.

9. This Order also is issued in light of the existence of 10 confirmed cases of COVID-19 in Newton County, Georgia as of 12:00 noon on March 26, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Oxford City Council will re-evaluate it as further data becomes available.
10. This Order is issued in accordance with, and incorporates by reference, the March 16, 2020, Proclamation of a State of Emergency issued by Governor Brian Kemp.
11. This Order comes after the release of substantial guidance from the Centers for Disease Control and Prevention, the Georgia Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Oxford City Council will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.
12. Definitions and Exemptions.
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members or partners or significant others (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies they need to work from home.

- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, running, or bicycling.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, hospice providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction and all related activities (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways,

public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.

- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services as determined by the Oxford City Council are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.
- e. For the purposes of this Order, covered businesses include any for-profit, nonprofit, or private educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
 - i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other

nongrocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;

- iii. Food cultivation, including farming, livestock, and fishing;
- iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- v. Newspapers, television, radio, and other media services;
- vi. Gas stations, auto-supply, auto-repair, and related facilities;
- vii. Banks and related financial institutions;
- viii. Hardware stores;
- ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
- x. Businesses providing mailing and shipping services, including post office boxes;
- xi. Educational institutions—including private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
- xii. Laundromats, drycleaners, and laundry service providers;
- xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall

not permit the food to be eaten at the site where it is provided, or at any other gathering site;

- xiv. Businesses that supply products needed for people to work from home;
- xv. Businesses that supply other Essential Businesses with support or supplies and all industrial manufacturers;
- xvi. Businesses that ship or deliver groceries, food, goods, or services directly to residences;
- xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- xviii. Home-based care for seniors, adults, or children;
- xix. Residential facilities including hotels, motels, shared rental units and similar facilities and shelters for seniors, adults, and children;
- xx. Professional services, such as legal, accounting services, real estate services, when necessary to assist in compliance with legally mandated activities or while supporting other Essential Businesses.
- xxi. Unless otherwise preempted by state law, childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - A. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
 - B. Children shall not change from one group to another.
 - C. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.

- D. Childcare providers shall remain solely with one group of children.
- xxii. All businesses which possesses a Class A, retail liquor package license; Class B, retail beer package license; or a Class C, retail wine package license shall be authorized, but only via drive-thru or in parking lots or at curb.
- xxiii. Religious Assemblies; however, the City encourages Religious Assemblies to voluntarily limit their assembly to no more than ten (10) people for the purpose of conducting and producing a religious service for video or audio transmission.
- g. For the purposes of this Order, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined in this Section to the extent possible, while carrying out such operations.
- i. The minimum necessary activities to maintain the value of the business’s inventory, necessary physical maintenance, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
 - iii. One owner of the business, or one designee of the owner, on site at the business performing functions necessary to maintain the business, provided that the business must be physically closed to the public.
- h. For the purposes of this Order, “Essential Travel” includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
- i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.

- ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
- iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
- iv. Travel to return to a place of residence from outside the jurisdiction.
- v. Travel required by law enforcement or court order.
- vi. Travel required for non-residents to return to their place of residence outside the City. Individuals are strongly encouraged to verify that their transportation out of the City remains available and functional prior to commencing such travel.

- i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
- j. For purposes of this Order, “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

13. For the duration of the declared emergency, the City Manager shall be vested with the following discretion and authority, to wit:

- (a) To categorize City services as either “required” or “discretionary,” and to periodically review and modify such categories.
- (b) To assign specific employees to required or discretionary services, and to periodically review and modify such assignments.
- (c) To use his or her discretion to permit employees to telework.
- (d) To temporarily suspend the provision of discretionary services and to direct employees who provide discretionary services not to report to work until such

time as the service suspension is lifted or until such time as the City Manager redirects the employee to other services.

- (e) To contract for and expend non-budgeted sums and services, as may in his or her discretion be required to meet the demands upon government and services of the City for the duration of the declared emergency, including therein authority to spend such sums from the reserves of the City. Any such non-budgeted expenditures shall be reported to the governing authority of the City.
 - (f) To maintain, to the best of the ability of the resources of the City, the provision of essential services, which shall include, but not be limited to, public safety, public works, healthcare, and building permits.
14. Any deadlines for the purchasing or obtaining by persons or businesses of occupation tax certificates, permits or similar civil approvals mandated by the City Code shall be tolled for the duration of the emergency as established herein, and for 15 days thereafter. Such persons or businesses shall obtain necessary permissions required by law but deadlines set by the City Code are tolled for the duration of the emergency as established herein, and for 15 days thereafter.
15. Enforcement and Remedies.
- a. Individuals: In recognition that the City does not have the personnel or resources to monitor and police distancing or gathering limitations or shelter in place requirements for all individuals currently living within the territorial limits of the City, the Oxford Police Department and other departments of the City as deemed necessary by the City manager are authorized to support compliance with this Order through information delivery and education of individuals regarding the imminent threat to public health posed by COVID-19.
 - b. Covered Businesses: Any violations of this Order by covered businesses shall be considered ordinance violations subject to the general penalty provisions outlined in Section 4-24 of the Oxford Code of Ordinances.

16. This Order shall become effective at 11:59 p.m. on March 26, 2020 and will continue to be in effect until 11:59 p.m. on April 20, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Oxford City Council.
17. Copies of this Order shall promptly be: (1) made available at the Oxford City Hall; (2) posted on the City's website; and (3) provided to any member of the public requesting a copy of this Order.
18. It is hereby declared to be the intention of the Oxford City Council that all sections, paragraphs, sentences, clauses, and phrases of this Resolution are and were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.
19. It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
20. In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs, and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

21. All ordinances, resolutions or parts of ordinances or resolutions in conflict with this Resolution are, to the extent of such conflict, hereby repealed or set aside.
22. The City Clerk, in consultation with the City Attorney, shall have the power to correct scrivener's errors.
23. Given the emergency, this Ordinance after adoption by the Council and upon approval by the Mayor shall become effective immediately.

Reading and adoption, this 26th day of March, 2020.

CITY OF OXFORD

David S. Eady, Mayor

Lynn Branham Bohanan, Council Member

George R. Holt, Council Member

Laura McCanless, Council Member

Avis Williams, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney



THE STATE OF GEORGIA

EXECUTIVE ORDER

BY THE GOVERNOR:

EXECUTIVE ORDER TO ENSURE A SAFE & HEALTHY GEORGIA

- WHEREAS:** On March 14, 2020, due to the impact of COVID-19 on the State of Georgia, I issued Executive Order No. 03.14.20.01, declaring a Public Health State of Emergency in Georgia; and
- WHEREAS:** The Georgia General Assembly concurred with Executive Order 03.14.20.01 by joint resolution on March 16, 2020; and
- WHEREAS:** The number of COVID-19 cases in Georgia continues to rise; and
- WHEREAS:** The Georgia Department of Public Health has determined that COVID-19 is spreading throughout communities, requiring the implementation of certain restrictions to limit the spread; and
- WHEREAS:** The Centers for Disease Control and Prevention has determined that older adults, people of any age who have serious underlying medical conditions, and certain other people groups may be at higher risk for more serious complications from COVID-19; and
- WHEREAS:** Code Section 38-3-51(c)(4) vests the Governor with the power to perform and exercise such other functions, powers, and duties as may be deemed necessary to promote and secure the safety and protection of the civilian population; and
- WHEREAS:** Code Section 38-3-51(d)(1) vests the Governor with the power to suspend any regulatory statute prescribing the procedures for conduct of state business, or the orders, rules, or regulations of any state agency if strict compliance with any statute, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency or disaster; and
- WHEREAS:** Code Sections 31-2A-4 and 31-12-4 vests the Department of Public Health with the power to segregate and isolate certain individuals with certain communicable diseases or conditions when said

individuals' exposure to the general population is likely to endanger the health of others; and

WHEREAS: In consultation with the Governor's Coronavirus Task Force and health and emergency preparedness officials, I have determined that the following temporary actions are necessary and appropriate to protect the health, safety, and welfare of Georgia's residents and visitors.

NOW, THEREFORE, PURSUANT TO AFOREMENTIONED GEORGIA LAW AND THE AUTHORITY VESTED IN ME AS GOVERNOR OF THE STATE OF GEORGIA, IT IS HEREBY

ORDERED: All residents and visitors of the State of Georgia shall practice social distancing and sanitation in accordance with this Order and guidelines published by the Centers for Disease Control and Prevention.

IT IS FURTHER

ORDERED: No business, establishment, corporation, non-profit corporation, organization, or county or municipal government shall allow more than ten (10) persons to be gathered at a single location if such gathering requires persons to stand or to be seated within six (6) feet of any other person. This provision shall not apply to cohabitating persons outside of their homes, family units or roommates residing together in private homes, or entities defined as "Critical Infrastructure" by this Order.

IT IS FURTHER

ORDERED: That as used in this Order, the term "single location" shall be interpreted to mean a space where all persons gathered cannot maintain at least six (6) feet of distance between themselves and any other person. The term "single location" shall not include private residences.

IT IS FURTHER

ORDERED: That all residents and visitors of the State of Georgia are required to shelter in place within their homes or places of residence, meaning remaining in their place of residence and taking every possible precaution to limit social interaction to prevent the spread or infection of COVID-19 to themselves or any other person, unless they are:

1. Conducting or participating in Essential Services;

2. Performing Necessary Travel;
3. Are engaged in the performance of, or travel to and from, the performance of Minimum Basic Operations for a business, establishment, corporation, non-profit corporation, or organization not classified as Critical Infrastructure; or
4. Are part of the workforce for Critical Infrastructure and are actively engaged in the performance of, or travel to and from, their respective employment.

IT IS FURTHER

ORDERED: That Essential Services permitted pursuant to the provisions of this Order are limited to the following:

1. Obtaining necessary supplies and services for family or household members, such as food and supplies for household consumption and use, medical supplies or medication, supplies and equipment needed to work from home, and products needed to maintain safety, sanitation, and essential maintenance of the home or residence. Preference should be given to online ordering, home delivery, and curbside pick-up services wherever possible as opposed to in-store shopping.
2. Engaging in activities essential for the health and safety of family or household members, such as seeking medical, behavioral health, or emergency services.
3. Engaging in outdoor exercise activities so long as a minimum distance of six (6) feet is maintained during such activities between all persons who are not occupants of the same household or residence.

IT IS FURTHER

ORDERED: That Necessary Travel permitted under this Order is limited to such travel as is required to conduct or participate in Essential Services, Minimum Basic Operations, or Critical Infrastructure as defined by this Order.

IT IS FURTHER

ORDERED: That Minimum Basic Operations are limited to:

1. The minimum necessary activities to maintain the value of a business, establishment, corporation, non-profit corporation, or organization, provide services, manage inventory, ensure security, process payroll and employee benefits, or for related functions. Such minimum necessary activities include remaining open to the public subject to the restrictions of this Order.

2. The minimum necessary activities to facilitate employees or volunteers being able to work remotely from their residences or members or patrons being able to participate remotely from their residences.
3. Instances where employees are working outdoors without regular contact with other persons, such as delivery services, contractors, landscape businesses, and agricultural industry services.

IT IS FURTHER

ORDERED:

That all businesses, establishments, corporations, non-profit corporations, or organizations that are *not* Critical Infrastructure shall only engage in Minimum Basic Operations as defined in this Order during the effective dates of this Order. Such entities shall also implement measures which mitigate the exposure and spread of COVID-19 among its workforce. Such measures shall include the following:

1. Screening and evaluating workers who exhibit signs of illness, such as a fever over 100.4 degrees Fahrenheit, cough, or shortness of breath;
2. Requiring workers who exhibit signs of illness to not report to work or to seek medical attention;
3. Enhancing sanitation of the workplace as appropriate;
4. Requiring hand washing or sanitation by workers at appropriate places within the business location;
5. Providing personal protective equipment as available and appropriate to the function and location of the worker within the business location;
6. Prohibiting gatherings of workers during working hours;
7. Permitting workers to take breaks and meals outside, in their office or personal workspace, or in such other areas where proper social distancing is attainable;
8. Implementing teleworking for all possible workers;
9. Implementing staggered shifts for all possible workers;
10. Holding all meetings and conferences virtually, wherever possible;
11. Delivering intangible services remotely wherever possible;
12. Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment;
13. Prohibiting handshaking and other unnecessary person-to-person contact in the workplace;
14. Placing notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen;
15. Suspending the use of Personal Identification Number ("PIN") pads, PIN entry devices, electronic signature capture,

- and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies;
16. Enforcing social distancing of non-cohabitating persons while present on such entity's leased or owned property;
 17. For retailers and service providers, providing for alternative points of sale outside of buildings, including curbside pick-up or delivery of products and/or services if an alternative point of sale is permitted under Georgia law;
 18. Increasing physical space between workers and customers;
 19. Providing disinfectant and sanitation products for workers to clean their workspace, equipment, and tools;
 20. Increasing physical space between workers' worksites to at least six (6) feet.

IT IS FURTHER

ORDERED:

The term "Critical Infrastructure" shall refer to businesses, establishments, corporations, non-profit corporations, and organizations as defined by the U.S. Department of Homeland Security as "essential critical infrastructure workforce," in guidance dated March 19, 2020, and revised on March 28, 2020, and those suppliers which provide essential goods and services to the critical infrastructure workforce as well as entities that provide legal services, home hospice, and non-profit corporations or non-profit organizations that offer food distribution or other health or mental health services. The operation of Critical Infrastructure shall not be impeded by county, municipal, or local ordinance.

Critical Infrastructure that continues in-person operation during the effective dates of this Order shall implement measures which mitigate the exposure and spread of COVID-19 among its workforce. Such measures may include, but shall not be limited to:

1. Screening and evaluating workers who exhibit signs of illness, such as a fever over 100.4 degrees Fahrenheit, cough, or shortness of breath;
2. Requiring workers who exhibit signs of illness to not report to work or to seek medical attention;
3. Enhancing sanitation of the workplace as appropriate;
4. Requiring hand washing or sanitation by workers at appropriate places within the business location;
5. Providing personal protective equipment as available and appropriate to the function and location of the worker within the business location;
6. Prohibiting gatherings of workers during working hours;

7. Permitting workers to take breaks and lunch outside, in their office or personal workspace, or in such other areas where proper social distancing is attainable;
8. Implementing teleworking for all possible workers;
9. Implementing staggered shifts for all possible workers;
10. Holding all meetings and conferences virtually, wherever possible;
11. Delivering intangible services remotely wherever possible;
12. Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment;
13. Providing disinfectant and sanitation products for workers to clean their workspace, equipment, and tools;
14. Prohibiting handshaking and other unnecessary person-to-person contact in the workplace; and
15. Placing notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen; and
16. Suspending the use of Personal Identification Number ("PIN") pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies.

IT IS FURTHER

ORDERED: That the Georgia Department of Economic Development is authorized to issue guidance to any business, corporation, organization, or industry trade group regarding its status as Critical Infrastructure. This guidance shall not require a finding of fact but shall be in writing and shall be considered a final agency action for the purpose of proceedings under Code Section 50-13-19.

IT IS FURTHER

ORDERED: All restaurants and private social clubs shall cease providing dine-in services. Takeout, curbside pick-up, and delivery are permitted in accordance with the provisions of this Order.

This provision shall not limit the operation of dine-in services in hospitals, healthcare facilities, nursing homes, or other long-term care facilities; however, to the extent possible, such facilities should offer in-room dining.

IT IS FURTHER

ORDERED: That all gyms, fitness centers, bowling alleys, theaters, live performance venues, operators of amusement rides as defined by

Code Section 25-15-51, body art studios permitted pursuant to Code Section 31-40-2, businesses registered pursuant to Code Sections 43-10-11 and 43-10-18, estheticians as defined by Code Section 43-10-1(8), hair designers as defined by Code Section 43-10-1(9), persons licensed to practice massage therapy pursuant to Code Section 43-24A-8, and businesses which possess a license to operate as or otherwise meet the definition of “bar” as defined by Code Section 3-1-2(2.1), shall cease in-person operations and shall close to the public while this Order is in effect.

IT IS FURTHER

ORDERED: That persons required to shelter in place under any provision of this Order shall not receive visitors, except as follows:

1. Visitors providing medical, behavioral health, or emergency services or medical supplies or medication, including home hospice;
2. Visitors providing support for the person to conduct activities of daily living or instrumental activities of daily living;
3. Visitors providing necessary supplies and services, such as food and supplies for household consumption and use, supplies and equipment needed to work from home, and products needed to maintain safety, sanitation, and essential maintenance of the home or residence; or
4. Visitors received during end-of-life circumstances.

To the extent practicable under the circumstances, visitors shall maintain a minimum distance of six (6) feet between themselves and all other occupants of the person’s home or residence. Any visitors visiting for the sole purpose of delivering medication, supplies, or other tangible goods shall, to the extent practicable, deliver such items in a manner that does not require in-person contact or require the deliverer to enter the person’s home or residence.

IT IS FURTHER

ORDERED: That the provisions of this Order related to visitors listed in the immediately preceding paragraph shall be strictly enforced against nursing homes or other long-term care facilities, including inpatient hospice, assisted living communities, personal care homes, intermediate care homes, community living arrangements, and community integration homes.

IT IS FURTHER

ORDERED: That an exception to any shelter-in-place requirement set forth hereunder applies in the event of an emergency. In such cases,

persons are encouraged to leave their homes or residences and shelter in place in accordance with the rules included in this Order at a safe alternate location. Persons experiencing homelessness are urged to obtain shelter and to contact governmental and other entities for assistance.

IT IS FURTHER

ORDERED: That the Department of Public Health, the Department of Public Safety, or any other state department or state officer deputized by the Governor or the Georgia Emergency Management and Homeland Security Agency are, after providing reasonable notice, authorized to mandate the closure of any business, establishment, corporation, non-profit corporation, or organization not in compliance with this Order for a period not to extend beyond the term of this Order.

IT IS FURTHER

ORDERED: That the Adjutant General of the Georgia National Guard and the Commissioner of the Department of Public Safety shall provide resources as requested to assist in the enforcement of this Order.

IT IS FURTHER

ORDERED: That pursuant to Code Section 38-3-51, the powers of counties and cities conveyed in Titles 36 and 38, including those specific powers enumerated in Code Sections 36-5-22.1 and 36-35-3 are hereby suspended to the extent of suspending enforcement of any local ordinance or order adopted or issued since March 1, 2020, with the stated purpose or effect of responding to a public health state of emergency, ordering residents to shelter-in-place, ordering a quarantine, or combatting the spread of coronavirus or COVID-19 that in any way conflicts, varies, or differs from the terms of this Order. Enforcement of all such ordinances and orders is hereby suspended and no county or municipality shall adopt any similar ordinance or order while this Order is in effect, except for such ordinances or orders as are designed to enforce compliance with this Order.

IT IS FURTHER

ORDERED: That if one or more of the provisions contained in this Order shall conflict with the provisions of any previous Executive Order or Agency Administrative Order, the provisions of this Order shall control. Further, in the event of any conflict, the provisions of any quarantine or isolation Order issued to a specific person by the Department of Public Health shall control.

IT IS FURTHER

ORDERED: That nothing in this Order shall be construed to suspend or limit the sale, dispensing, or transportation of firearms or ammunition, or any component thereof.

IT IS FURTHER

ORDERED: That pursuant to Code Section 38-3-7, any person who violates this Order shall be guilty of a misdemeanor. Officials enforcing this Order should take reasonable steps to provide notice prior to issuing a citation or making an arrest.

IT IS FURTHER

ORDERED: This Order rescinds and replaces Executive Order 03.23.20.01.

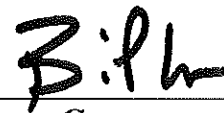
IT IS FURTHER

ORDERED: That if one or more of the provisions contained in this Order shall be held to be invalid, in violation of the Georgia Constitution, in violation of Georgia law, or unenforceable in any respect, such invalidity, violation, or unenforceability shall not affect any other provisions of this Order, but, in such case, this Order shall be construed as if such invalid, illegal, or unenforceable provision had never been contained within the Order.

IT IS FURTHER

ORDERED: All provisions of the Order shall become effective for a period beginning at 6:00 P.M. on Friday, April 3, 2020, and expiring at 11:59 P.M. on Monday, April 13, 2020.

This 2nd day of April 2020, at 3:12 P.M.



GOVERNOR



Annual Budget - FY2021

July 1, 2020 - June 30, 2021

Mayor and City Council Review - 4/20/20

Mayor David S. Eady

Councilmembers

Jeff Wearing - Lynn Bohanan
Laura McCanless - George Holt
Avis Williams - Jim Windham

Matthew Pepper, City Manager
Marcia Brooks, City Clerk
Dave Harvey, Police Chief
Jody Reid, Supervisor of Public Works and Utilities

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL FUND - REVENUE					66.7%			
1	100-0000-311100-000	Real Property Tax-Current Yr.	110,827	110,000	115,209	110,000	110,000	
2	100-0000-311200-000	Property Tax - Prior Year	3,728	5,000	3,064	4,596	5,000	
3	100-0000-311310-000	Motor Vehicle Adv.	20,414	21,000	20,719	31,078	5,000	
4	100-0000-311315-000	Motor Vehicle TAVT	49,523	45,000	64,482	96,724	50,000	
5	100-0000-311340-000	Intangible Tax	1,324	3,000	2,775	4,162	3,000	
6	100-0000-311600-000	Real Estate Transfer	1,090	1,000	1,137	1,706	1,200	
7	100-0000-311710-000	Electric Franchise Tax	2,237	2,200	2,160	2,000	2,000	
8	100-0000-311730-000	Gas Franchise Tax	14,567	12,000	7,699	11,549	14,000	
9	100-0000-311750-000	TV Cable Franchise Tax	29,842	28,000	30,786	46,180	32,000	
10	100-0000-311760-000	Telephone Franchise Tax	4,440	4,500	0	4,500	4,400	
11	100-0000-313100-000	LOST Sales & Use Tax	404,977	360,000	287,076	430,614	320,000	
12	100-0000-316100-000	General Business License	11,360	11,500	10,303	12,000	11,500	
13	100-0000-316200-000	Insurance Premium Tax	152,453	161,000	161,939	161,939	166,000	One check per year, based on population.
14	100-0000-319000-000	Penalty/Interest on Del Taxes	1,393	1,300	779	1,169	1,200	
15	100-0000-322901-000	Misc. Income	1,334	1,500	21	32	1,000	
16	100-0000-323100-000	General Building Permits	36,155	15,000	5,324	7,985	10,000	
17	100-0000-335800-000	Intergovernmental Revenues	46,038	26,000	27,705	26,000	20,000	
18	100-0000-341400-000	Printing/Duplicating Service	129	200	111	166	200	
19	100-0000-341910-000	Election Qualifying Fees	0	1,200	792	792	0	
20	100-0000-349100-000	Cemetery Fees	3,100	2,000	0	0	2,000	
21	100-0000-349300-000	Bad Check Fees	750	1,000	480	720	1,000	
22	100-0000-351000-000	Fines & Forfeitures	102,890	80,000	62,221	93,332	80,000	
23	100-0000-361000-000	Interest Revenues	65,360	30,000	35,410	53,116	30,000	
24	100-0000-381000-000	Rents and Royalties	55	1,500	2,575	3,863	5,000	
25	100-0000-381001-000	Lease Agreement Income	31,710	31,710	0	31,710	31,710	Whatcoat Building
26	100-0000-381002-000	Lease - Verizon	26,602	27,154	18,103	27,154	27,833	Water Tower Antenna - Verizon Wireless
27	100-0000-392300-000	Proceeds-Dispose of Assets	0	1,000	0	0	1,000	
REVENUES TOTAL			\$1,122,298	\$983,764	\$860,870	\$1,163,085	\$935,043	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL FUND - EXPENDITURES								
CITY COUNCIL								
1	100.1100.511100.000	Regular Employees	30,000	34,800	19,200	28,800	34,800	
2	100.1100.512200.000	Social Security (FICA)	2,295	2,663	1,469	2,203	2,663	
3	100.1100.523100.000	Liability Insurance	10,818	12,000	0	12,000	12,000	Annual bill in April
4	100.1100.523600.000	Education & Training	2,141	3,000	2,900	4,350	3,750	
5	100.1400.511100.000	Reg Employees - Election	0	650	475	475	0	
		SUBTOTAL	\$45,254	\$53,113	\$24,043	\$47,828	\$53,213	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL GOVERNMENT								
1	100.1500.511100.000	Regular Employees	221,315	221,854	119,566	179,349	236,909	
2	100.1500.511300.000	Overtime	3,585	5,000	6,021	9,032	5,000	
3	100.1500.512100.000	Group Insurance	64,107	60,313	22,524	33,786	53,859	
4	100.1500.512200.000	Social Security (FICA)	16,968	17,354	9,639	14,458	18,583	
5	100.1500.512400.000	Retirement Plan Expense	37,910	13,348	11,759	17,639	20,500	
6	100.1500.512450.000	Retirement Cont. (DC) 401	3,575	9,715	3,366	5,050	10,468	
7	100.1500.512700.000	Workers' Comp Insurance	269	1,000	725	1,087	1,000	
8	100.1500.512900.000	Unemployment Payments	0	2,000	4,200	6,300	2,000	
9	100.1500.521200.000	Professional	77,652	110,000	54,189	81,284	80,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	2,315	5,000	910	1,365	5,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	0	11,250	3,903	5,855	11,250	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	23,871	26,500	26,114	26,114	29,000	
13	100.1500.521300.000	Technical Purchased Service	41,417	42,500	34,242	40,700	45,000	
14	100.1500.522200.000	Repairs & Maintenance	21,417	40,000	11,507	17,260	25,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	225	5,000	0	0	5,000	
16	100.1500.522200.002	YH Welcome Center	0	30,000	0	0	5,000	
17	100.1500.523100.000	Liability Insurance	12,019	11,000	0	10,000	11,000	Annual bill in April
18	100.1500.523200.000	Telephone - Postage	25,166	25,200	13,092	19,638	25,500	
19	100.1500.523200.001	Telephone System Upgrades	0	8,200	8,150	8,150	0	
20	100.1500.523300.000	Advertising & Promotions	6,849	7,000	5,188	7,782	7,000	
21	100.1500.523320.000	July 4th Parade Expenses	4,994	6,000	2,769	4,153	6,000	
22	100.1500.523600.000	Dues & Fees	5,770	9,000	5,553	8,329	9,000	
23	100.1500.523700.000	Education & Training	7,399	12,000	3,021	4,532	7,500	
24	100.1500.531100.000	Supplies & Materials	18,784	19,000	12,044	18,065	19,000	
25	100.1500.531200.000	Energy - Utilities	15,507	16,000	9,341	14,011	16,000	
26	100.1500.531600.000	Small Equipment Under \$5,000	1,507	5,000	979	1,469	5,000	
27	100.1500.531600.001	Computer Upgrades	16,312	8,000	0	8,000	0	
28	100.1500.531600.002	Security System Upgrade	0	7,000	6,686	7,000	0	
29	100.1500.531700.000	Other/Meetings & Events	2,279	7,000	2,861	4,291	5,000	
30	100.1500.579000.000	Contingency - General	0	23,392	0	0		
31	100.1500.579010.000	Contingencies - cash over & short	298	200	50	75	200	
		SUBTOTAL	\$631,510	\$764,826	\$378,399	\$554,773	\$664,769	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
COURT								
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	500	500	0	0	500	
3	100.2500.521211.000	Contract - Solicitor	7,240	4,800	4,280	4,800	4,800	
4	100.2500.523700.000	Education - Clerk	791	3,000	375	563	1,000	
5	100.2500.523701.000	Education - Judge	1,660	1,200	935	1,200	1,200	
6	100.2500.523850.000	Contract - Translator	0	200	0	0	200	
		SUBTOTAL	\$15,192	\$14,700	\$9,340	\$11,563	\$12,700	
POLICE DEPARTMENT								
7	100.3200.511000.000	Regular Employees	98,775	173,830	79,600	119,400	176,635	Includes four (4) fulltime officers - Chief Included
8	100.3200.511300.000	Overtime	10,587	10,000	5,097	7,645	10,000	
9	100.3200.512100.000	Group Insurance	16,865	25,987	6,055	9,083	33,750	
10	100.3200.512200.000	Social Security (FICA)	8,392	14,063	6,485	9,727	14,278	
11	100.3200.512450.000	Retirement Cont. (DC) 401	3,074	10,430	3,024	4,536	9,583	
12	100.3200.512700.000	Workers' Comp Insurance	6,186	7,000	5,213	7,820	7,000	
13	100.3200.521300.000	Tech Purch Serv/Courtware	10,982	11,000	5,735	8,602	11,000	
14	100.3200.522200.000	Veh & Equip Repairs & Maint	5,907	10,000	3,595	5,393	10,000	
15	100.3200.523100.000	Liability Insurance	11,227	12,000	0	14,000	12,000	
16	100.3200.523200.000	Telephone-Postage	7,821	5,500	4,102	6,152	5,500	
17	100.3200.523600.000	Dues & Fees	162	250	100	150	250	
18	100.3200.523700.000	Education & Training	1,645	2,000	1,344	2,016	2,000	
19	100.3200.523850.000	Subpoena fee	0	200	0	0	200	
20	100.3200.523900.000	Prisoner Housing & costs	12,425	12,000	8,015	12,023	13,000	Increased volume of inmates brought in by city police officers
21	100.3200.531100.000	Supplies & Materials	4,317	5,500	3,324	4,986	5,500	
22	100.3200.531270.000	Gasoline	6,741	10,000	4,782	7,173	10,000	
23	100.3200.531600.000	Small Equipment Under \$5,000	3,740	5,000	2,278	3,417	5,000	
24	100.3200.531600.001	Computer Upgrades	3,647	0	0	0	6,500	New laptops for police vehicles
25	100.3200.531700.000	Uniforms	4,095	5,000	2,635	3,952	5,000	
26	100.3200.571000.000	Training funds - Payable	28,712	25,000	14,512	21,768	25,000	
27	100.3800.342500.000	E-911 Center	41,224	43,000	0	0	25,000	
		SUBTOTAL	\$286,526	\$387,760	\$155,896	\$247,844	\$387,196	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
STREET DEPARTMENT								
1	100.4200.511100.000	Regular Employees-Street	27,506	50,780	13,781	20,672	46,616	allocating 1/3 of meter reader; 3/5 of groundskeeper; 1/5 equip operator
2	100.4200.511300.000	Overtime	874	1,000	1,102	1,653	2,000	
3	100.4200.512100.000	Employee Insurance	8,689	15,494	4,895	7,343	17,420	
4	100.4200.512200.000	Social Security (FICA)	2,171	3,961	1,138	1,708	3,719	
5	100.4200.512400.000	Retirement Plan Expense	2,197	0	0	0	0	
6	100.4200.512450.000	Retirement Cont. (DC) 401	520	2,945	471	707	2,797	
7	100.4200.512700.000	Workers' Comp Insurance	2,941	3,500	3,914	3,914	4,000	
8	100.4200.521201.000	Professional - Engineering	2,210	3,000	750	1,125	3,000	
9	100.4200.522200.000	Veh & Equip Repairs & Maint	16,676	12,000	5,781	8,671	12,000	
10	100.4200.523700.000	Education & Training	240	500	0	0	500	
11	100.4200.523850.000	Contract Labor - Temporary Help	9,559	13,104	9,153	13,729	13,104	
12	100.4200.531100.000	Supplies & Materials	18,503	15,000	7,630	11,445	15,000	
13	100.4200.531270.000	Gasoline/Diesel	5,301	6,300	2,029	3,044	5,500	
14	100.4200.531600.000	Small Equipment Under \$5,000	869	1,500	0	0	1,500	
15	100.4200.531700.000	Uniforms	1,631	2,500	1,198	1,797	2,500	
16	100.4200.531800.000	Stormwater Management	5,500	7,000	0	7,000	5,500	KCNB Contract - \$2,000
17	100.4200.531901.000	City Tree Removal	23,100	30,000	13,800	20,700	25,000	Trees continue to decline
18	100.4200.532100.000	Sidewalks	0	3,000	2,352	3,528	3,000	
		SUBTOTAL	\$128,487	\$171,584	\$67,995	\$107,036	\$163,156	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
PARKS AND RECREATION DEPARTMENT								
1	100.6200.511100.000	Regular Employees - Parks & Rec.	7,532	24,882	3,988	5,981	21,882	allocating 2/5 of groundskeeper
2	100.6200.511300.000	Overtime	0	500	0	0	500	
3	100.6200.512100.000	Group Insurance	1,152	7,165	2,086	3,130	8,050	
4	100.6200.512200.000	Social Security (FICA)	560	1,942	305	458	1,712	
5	100.6200.512450.000	Retirement Cont. (DC) 401	254	1,493	134	200	1,313	
6	100.6200.512700.000	Workers' Comp Insurance	358	500	510	765	550	
7	100.6200.523850.000	Contract Labor - Temporary Help	3,683	5,300	4,625	6,938	5,300	
8	100.6200.521200.000	Professional (arborist)	938	700	525	788	700	
9	100.6200.522200.000	Veh & Equip Repairs & Maint	0	1,500	0	0	1,000	
10	100.6200.531100.000	Supplies & Materials	48	20,000	1,596	2,394	10,000	
11	100.6200.531200.000	Energy - Utilities	0	15,000	3,740	5,610	10,000	
12	100.6200.531270.000	Gasoline/Diesel	949	1,800	297	445	500	
13	100.6200.531700.000	Uniforms	653	1,000	463	695	1,000	
14	100.6200.531600.000	Small Equipment Under \$5,000	0	1,000	0	0	1,000	
15	100.6200.531900.000	Tree Board	7,291	9,000	2,343	3,515	10,000	
16	100.6200.531910.000	City Park and Trail Maintenance	2,578	35,000	27,164	40,747	25,000	
		SUBTOTAL	\$25,997	\$126,781	\$47,777	\$71,665	\$98,507	
CEMETERY								
17	100.4900.522200.000	Cemetery Found. Maint. Suppl.	5,000	7,000	0	7,000	5,000	Foundation requesting \$5,000
18	100.4900.531900.000	Tree Removal	4,800	5,000	0	5,000	5,000	
		SUBTOTAL	\$9,800	\$12,000	\$0	\$12,000	\$10,000	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
WATER & SEWER FUND - REVENUES								
1	505.0000.344210.000	Water Charges/Sales	524,586	510,000	360,617	510,000	400,000	Discussing forecasted use with Oxford College
2	505.0000.344215.000	Water Tap Fees	16,124	10,000	0	10,000	10,000	
3	505.0000.344255.000	Sewer Charges/Sales	264,740	260,000	153,707	230,561	195,000	
4	505.0000.344256.000	Sewer Tap Fees	8,351	10,000	475	10,000	10,000	
5	505.0000.344280.000	Hydrant Meter	117	500	0	0	500	
		TOTAL REVENUES	\$813,918	\$790,500	\$514,799	\$760,561	\$615,500	
WATER & SEWER FUND - EXPENDITURES								
6	505.4300.511100.000	Regular Employees	36,158	37,825	22,523	33,784	38,035	allocating 1/3 of meter reader/equip oper
7	505.4300.511300.000	Overtime	1,981	3,000	1,967	2,950	3,000	
8	505.4300.512100.000	Employee Insurance	14,274	11,957	6,950	10,425	13,401	
9	505.4300.512200.000	Social Security (FICA)	3,490	3,123	1,873	2,810	3,139	
10	505.4300.512450.000	Retirement Cont. (DC) 401	1,309	2,270	785	1,177	2,282	
11	505.4300.512700.000	Workers' Comp Insurance	2,205	3,000	3,654	5,481	4,000	
12	505.4300.521200.000	Legal & Professional	3,900	3,900	0	0	3,900	
13	505.4300.521300.000	Sewer Treatment Fees	133,860	122,000	65,516	98,274	122,000	
14	505.4300.522200.000	Veh & Equip Repairs & Maint	3,788	3,800	1,048	1,572	0	Split into four accounts below:
15	505.4300.522200.001	Service Contracts	16,085	16,000	11,865	17,797	17,000	Includes elevated tank and two lift stations
16		Building Repairs		2,000	0	0	2,000	
17		Equipment Repair and Rental		1,500	0	0	1,500	
18		Vehicle Repairs		300	0	0	300	
19	505.4300.523100.000	Liability Insurance	1,100	1,600	0	0	1,600	Annual bill in April
20	505.4300.523200.000	Telephone-Postage	1,405	1,600	574	861	1,500	
21	505.4300.523600.000	Dues & Fees	2,294	1,300	1,398	2,096	2,300	
22	505.4300.523700.000	Education & Training	3,333	3,000	292	438	3,400	Includes license fees
23	505.4300.523850.000	Contract Labor	14,222	20,000	5,300	7,950	15,000	
24	505.4300.531100.000	Materials & Supplies	20,811	22,000	9,357	14,036	22,000	
25	505.4300.531200.000	Energy - Utilities	2,383	2,500	1,155	1,733	2,500	
26	505.4300.531270.000	Gasoline/Diesel	3,623	4,500	2,236	3,354	4,000	
27	505.4300.531510.000	Water for Resale	191,017	212,000	123,692	185,538	212,000	
28	505.4300.531600.000	Small Equipment Under \$5,000	0	3,000	0	0	3,000	
29	505.4300.531700.000	Uniforms	2,678	3,000	1,504	2,256	2,800	
30	505.4300.561000.000	Depreciation Expense	180,610	215,520	105,357	158,036	208,326	
31	505.4300.574000.000	Bad Debt Expense	0	6,000	0	0	6,000	
32	505.4300.582000.000	GEFA Loan Interest Payback	1,412	20,000	2,260	3,390	3,750	
33	505.4300.579000.000	Contingency	0	7,605	0	0		
		TOTAL EXPENDITURES	\$641,935	\$734,300	\$369,306	\$553,959	\$698,733	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
ELECTRIC FUND - REVENUES								
1	510.0000.344310.000	Electric Sales	2,509,920	2,508,672	1,524,918	2,287,377	2,508,672	ECG estimate; Discussing forecasted use with OC
2	510.0000.344311.000	Penalties After the 15th	89,078	95,000	52,609	78,914	90,000	
3	510.0000.344312.000	Service Charges	7,330	6,000	2,600	3,900	5,000	
4	510.0000.361000.000	Interest Revenue	0	150	2	3	100	
5	510.0000.361001.000	Municipal Competitive Trust	7,607	0	3,226	4,840	4,000	
6	510.0000.381000.000	Other Rebates-Off System Sales	1,740	60,000	2,960	60,000	60,000	
		TOTAL REVENUES	\$2,615,675	\$2,669,822	\$1,586,316	\$2,435,034	\$2,667,772	
ELECTRIC FUND - EXPENDITURES								
7	510.4600.511110.000	Regular Employees	111,647	117,236	68,583	102,875	117,452	allocating 1/3 of meter reader/equip oper
8	510.4600.511300.000	Overtime	3,639	5,000	1,151	1,727	5,000	
9	510.4600.512100.000	Employee Insurance	28,525	33,543	12,479	18,719	29,967	
10	510.4600.512200.000	Social Security (FICA)	8,566	9,351	5,335	8,002	9,367	
11	510.4600.512400.000	Retirement Plan Expense	26,136	33,333	30,046	45,070	53,000	
12	510.4600.512450.000	Retirement Cont. (DC) 401	158	518	185	277	531	
13	510.4600.512700.000	Workers' Comp Insurance	1,160	2,000	1,162	1,744	2,000	
14	510.4600.521200.000	ECG Professional Services	61,408	62,000	36,176	54,264	63,000	ECG fees are shown separate from power costs.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	8,290	7,200	3,696	5,544	7,200	
16	510.4600.522201.000	Power line Tree Trimming	34,992	35,000	0	0	35,000	
17	510.4600.523100.000	Liability Insurance	7,909	9,000	0	0	9,000	Annual bill in April
18	510.4600.523200.000	Telephone-Postage	9,028	8,000	6,295	9,442	9,000	
19	510.4600.523600.000	Dues & Fees	949	500	0	0	1,000	
20	510.4600.523700.000	Linemen Training	4,462	6,000	946	1,419	6,000	A. Ballard's apprenticeship program
21	510.4600.523850.000	Contract Labor	0	0	0	0	10,000	
22	510.4600.531100.000	Supplies & Materials	13,707	16,500	7,668	11,502	16,000	
23	510.4600.531200.000	Energy/Utilities	7,437	7,500	3,616	5,425	7,500	
24	510.4600.531270.000	Gasoline/Diesel	5,430	6,500	3,140	4,710	6,500	
25	510.4600.531530.000	Electricity Purchased	1,374,690	1,419,242	843,686	1,265,529	1,419,242	ECG estimate
26	510.4600.531600.000	Small Equipment Under \$5,000	0	2,500	856	1,284	2,500	
27	510.4600.531700.000	Uniforms	4,822	5,000	2,626	3,939	5,000	
28	510.4600.541004.000	Street Lights	2,280	2,300	0	0	2,300	
29	510.4600.531600.000	Maintenance Facility Security System Upgrade	0	5,800	5,750	8,626	0	
30	510.4600.561003.000	Depreciation	95,380	93,612	55,636	83,454	93,185	
31	510.4600.574000.000	Bad Debt Expense	0	22,500	0	0	10,000	
32	510.4600.579000.000	Contingency	0	9,686	0	0	10,496	
		TOTAL EXPENDITURES	\$1,810,615	\$1,919,822	\$1,089,034	\$1,633,550	\$1,930,239	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
SANITATION FUND - REVENUES								
1	540.0000.344110.000	Refuse Collection Charges	169,699	169,050	100,090	150,135	169,500	
2	540.0000.344130.000	Sale of Recycled Materials	290	200	0	0	100	
		TOTAL REVENUES	\$169,989	\$169,250	\$100,090	\$150,135	\$169,600	
SANITATION FUND - EXPENDITURES								
3	540.4300.511100.000	Regular Employee - Sanitation	18,569	20,313	11,223	16,835	20,821	
4	540.4300.511300.000	Overtime	0	500	48	71	500	
5	540.4300.512100.000	Group Insurance	1,435	7,165	162	243	8,094	
6	540.4300.512200.000	Social Security (FICA)	1,358	1,592	862	1,293	1,631	
7	540.4300.512450.000	Retirement Cont. (DC) 401	599	813	367	550	1,249	
8	540.4300.512700.000	Workers' Comp Insurance	0	500	510	765	500	
9	540.4300.522110.000	Disposal Services-Landfill Fees	7,994	8,000	2,570	3,855	8,000	
10	540.4300.522200.000	Vehicle & Equip Repairs & Maint	6,096	5,000	0	0	5,000	
11	540.4300.531100.000	Supplies & Materials	956	6,500	1,163	1,745	6,500	
12	540.4300.523580.000	Contract Labor	16,138	20,966	8,858	13,287	20,966	
13	540.4300.531270.000	Gasoline/Diesel	1,862	5,000	209	314	3,000	
14	540.4300.531700.000	Uniforms	520	1,000	521	782	1,000	
15	540.4300.531600.000	Small Equipment Under \$5,000	0	1,000	0	0	1,000	
16	540.4300.523100.000	Liability Insurance	0	3,000	0	0	3,000	
17	540.4300.522111.000	College Walk Dumpster Fees	6,096	6,700	3,879	5,819	6,700	
18	540.4300.523581.000	Contracted Garbage Pickup	82,697	82,000	48,240	72,359	89,000	Includes potential rate increase
19	540.4300.523600.000	Dues & Fees	814	500	0	0	500	
20	540.4300.574000.000	Bad Debt Expense	0	4,300	0	0	2,000	
21	540.4300.579000.000	Contingency	0	4,401	0	0		
		TOTAL EXPENDITURES	\$145,132	\$179,250	\$78,612	\$117,918	\$179,461	

Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
General Fund							
	Revenues	1,122,298	983,764	860,870	1,163,085	935,043	
100.0000.391505.000	Transfers from W&S		80,000			0	
100.0000.391510.000	Transfers from Electric		470,000			0	
100.0000.391540.000	Transfers from Sanitation		0			0	
	General Fund Revenues	1,122,298	1,533,764	860,870	1,163,085	935,043	
	Expenditures						
	City Council	45,254	53,113	24,043	47,828	53,213	
	General Government	631,510	764,826	378,399	554,773	664,769	
	Court	15,192	14,700	9,340	11,563	12,700	
	Police Department	286,526	387,760	155,896	247,844	387,196	
	Street Department	136,481	179,584	70,565	110,891	163,156	
	Parks and Recreation Department	0	0	0	0	98,507	
	Cemetery	9,800	12,000	0	12,000	10,000	
100.9000.611011.000	Transfers to Capital Fund		50,215			0	
	General Fund Expenditures	1,124,763	1,462,198	638,244	984,899	1,389,541	
	General Fund BALANCE	-2,465	71,566	222,626	178,186	-454,498	
Water & Sewer Fund							
	Revenues	813,918	790,500	514,799	760,561	615,500	
	Expenditures	641,935	734,300	369,306	553,959	698,733	
505.9000.611003.000	Transfers to G/F		60,000			0	
505.9000.611350.000	Transfers to Capital Fund		0			0	
	W & S Fund Expenditures	641,935	794,300	369,306	553,959	698,733	
	W & S Fund BALANCE	171,983	-3,800	145,493	206,602	-83,233	
Electric Fund							
	Revenues	2,615,675	2,669,822	1,586,316	2,435,034	2,667,772	
	Expenditures	1,810,615	1,919,822	1,089,034	1,633,550	1,930,239	
510.9000.611002.000	Transfers to G/F		490,000			0	
510.9000.611350.000	Transfers to Capital Fund		250,000			0	
	Transfers to Sanitation		10,000			0	
510.9000.611351.000	Comp Trust transfer to Capital		0			0	
	Electric Fund Expenditures	1,810,615	2,669,822	1,089,034	1,633,550	1,930,239	
	Electric Fund BALANCE	805,060	0	497,282	801,484	737,533	

Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru February	FY 2020 Estimate	FY2021 Recommend	Comments
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Sanitation Fund

540.9000.611001.000

Revenues	169,989	179,250	100,090	150,135	169,600
Expenditures	137,138	176,250	76,042	114,063	179,461
Transfers to G/F		0			0
Transfers from Electric		10,000			0
Sanitation Fund Expenditures	137,138	176,250	76,042	114,063	179,461
Sanitation Fund BALANCE	32,850	3,000	24,048	36,072	-9,861

ALL FUNDS TOTAL

Revenues	4,551,891	4,994,086	2,961,985	4,358,681	4,387,915
Expenditures	3,577,313	4,926,320	2,096,583	3,172,408	4,197,974
Balance	974,578	67,766	865,401	1,186,273	189,941

Subject to adjustment as April numbers are available, and subject to forecasts with Oxford



Capital Budget FY2021 - FY2025

July 1, 2021 - June 30, 2025

Council Review - April 20, 2020

Mayor David S. Eady

Councilmembers

Jeff Wearing - Lynn Bohanan
Laura McCanless - George Holt
Avis Williams - Jim Windham

Matthew Pepper, City Manager
Marcia Brooks, City Clerk
Dave Harvey, Police Chief
Jody Reid, Supervisor of Public Works and Utilities

OXFORD CAPITAL IMPROVEMENT PLAN 2021 - 2025 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2021	FY2022	FY2023	FY2024	FY2025	STWP '13	STWP '18
General									
1	Yarbrough House Renovation	100,000	100,000	0	0	0	0		17
2	City Limit Sign (Granite Stone and Landscape)	60,000	60,000	0	0	0	0		21
3	Strategic Land Acquisition	250,000	50,000	50,000	50,000	50,000	50,000		
4	Dried Indian Creek Greenway / Protective Corridor	250,000	50,000	50,000	50,000	50,000	50,000		
5	Electric Vehicle Charging Stations	24,000	12,000	12,000	0	0	0		
6	City Manager Vehicle	20,000	20,000	0	0	0	0		
Parks, Landscapes, and Recreation									
7	Multi-Use Trails	800,000	300,000	200,000	100,000	100,000	100,000	38,42	15
Streets, Sidewalks, and Street Lamps									
8	Storm Drainage Plans & Improvements	100,000	20,000	20,000	20,000	20,000	20,000	35	
9	E. Clark Street Improvements	450,000	450,000	0	0	0	0	23,25	23,26
10	Whatcoat Street Improvements	300,000	300,000	0	0	0	0	24	9
11	Emory Street Sidewalk (Geiger Street to Moore Street)	562,000	562,000	0	0	0	0	18, 20, 21	5,15
12	City Sidewalk Improvements (Soule Street to North City Limits)	800,000	800,000	0	0	0	0		
13	Sidewalk Repairs and Planning	500,000	100,000	100,000	100,000	100,000	100,000	38,42	
14	Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	0	0	0	38,42	15,21
15	Emory Street/Highway 81 Street Lamps	600,000	300,000	300,000	0	0	0		
16	Other Street Lamps	300,000	0	0	100,000	100,000	100,000		
17	Radar Speed Signs	10,000	10,000	0	0	0	0		
18	Speed Humps	10,000	5,000	5,000	0	0	0		
19	Street Repairs and Resurfacing	600,000	100,000	150,000	100,000	150,000	100,000		
20	Streets Equipment - Lawnmower(s)	24,000	24,000	0	0	0	0		
Downtown Development Authority									
21	Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	23,25	10,17,23
22	DDA - Professional Services	200,000	200,000	0	0	0	0		
Electric Department									
23	Electric System Improvements	500,000	100,000	100,000	100,000	100,000	100,000		
24	Public Works Vehicles & Equipment	28,000	28,000	0	0	0	0		
25	Smart Meters - Electric	300,000	0	300,000	0	0	0		
Water and Sewer Department									
26	Water Line Replacement								
	Queen Ann, W. Bonnell, Stone Streets	192,000	192,000	0	0	0	0		
	Oxford Rd, Keel Street, Perry Circle	1,360,000	1,360,000	0	0	0	0		
27	Smart Meters for Water	300,000	0	300,000	0	0	0		
28	Sewer Camera and Locator	15,059	15,059	0	0	0	0		
29	Altitude Valve at Water Tower	33,138	33,138	0	0	0	0		
Police Department									
30	Police Vehicles	200,000	50,000	50,000	50,000	50,000	0		
	TOTALS	9,113,197	5,346,197	1,667,000	700,000	750,000	650,000		

CAPITAL BUDGET FISCAL YEAR 2020

Part B

Account Number	PROJECT DESCRIPTION	TOTAL COST FY2021	CITY FUNDS FY2021	2017 SPLOST	LOAN	OTHER	STWP
General							
1	350.6000.541300.000 Yarbrough House Renovation	100,000	100,000	0	0	0	17
2	350.6200.541200.000 City Limit Sign (Granite Stone and Landscape)	60,000	60,000	0	0	0	21
3	Strategic Land Acquisition	50,000	0	0	0	50,000	a
4	Dried Indian Creek Greenway / Protective Corridor	50,000	50,000	0	0	0	
5	Electric Vehicle Charging Stations	12,000	12,000	0	0	0	
6	City Manager Vehicle	20,000	20,000	0	0	0	
Parks, Landscapes, and Recreation							
7	Multi-Use Trails	300,000	300,000	0	0	0	
Streets, Sidewalks, and Street Lamps							
8	350.4250.541200.000 Storm Drainage Plans & Improvements	20,000	20,000	0	0	0	
9	350.4200.541400.002 E. Clark Street Improvements	450,000	450,000	0	0	0	23,26
10	350.4226.541201.000 Whatcoat Street Improvements	300,000	300,000	0	0	0	9
11	350.4224.541203.000 Emory Street Sidewalk (Geiger to Moore Street)	562,000	113,000	0	0	449,000	b, 5,15
12	City Sidewalk Project (Soule Street to North City Limits)	800,000	0	190,000	0	610,000	c
13	350.4200.541201.000 Sidewalk Repairs and Planning	100,000	100,000	0	0	0	
14	350.4224.541203.000 Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	0	0	15,21
15	Emory Street/Highway 81 Street Lamps	300,000	300,000	0	0	0	
16	Radar Speed Signs	10,000	10,000	0	0	0	
17	Speed Humps	5,000	5,000	0	0	0	
18	350.4200.541400.001 Street Repairs and Resurfacing	100,000	75,000	0	0	25,000	d
19	350.4200.542100.000 Streets Department - Lawn Mower	24,000	24,000	0	0	0	
Downtown Development Authority (DDA)							
20	350.7550.612000.000 Downtown Development Authority	30,000	30,000	0	0	0	10,17,23
21	DDA - Professional Services	200,000	200,000	0	0	0	
Electric Department							
22	350.4600.541402.510 Electric System Improvements	100,000	100,000	0	0	0	
23	Public Works Vehicles and Equipment	28,000	28,000	0	0	0	
Water and Sewer Department							
	Water Line Replacement						
24	350.4300.541001.505 Queen Ann, W. Bonnell, Stone Streets	192,000	192,000	0	0	0	
25	Oxford Rd, Keel Street, Perry Circle	1,360,000	610,000	0	0	750,000	e
26	Sewer Camera and Locator	15,059	15,059	0	0	0	
27	Altitude Valve at Water Tower	33,138	33,138	0	0	0	
Police Department							
28	Police Vehicle	50,000	0	50,000	0	0	
TOTALS		5,346,197	3,222,197	240,000	0	1,884,000	

Footnotes:

- a We will explore state funding opportunities, such as the Outdoor Recreation Fund, with the help from the Northeast Georgia Regional Commission.
- b Funds from federal and state grants.
- c Funds from federal and state grants.
- d Funds from the Local Maintenance Improvement Grant (LMIG).
- e Funds from the Community Development Block Grant (CBDG).

FY2021 Capital Budget Detail

Recommend City Funds Other Funds

General			
1	Yarbrough House and Property Renovation - Renovate the existing building located at 107 W. Clark Street. The work will include updating the building's HVAC, water/sewer, and electric systems, exterior, etc. This will also include funds to be used to furnish the building with tables, chairs, etc., as necessary.	100,000	100,000 0
2	City Limit Sign (Granite Stone and Landscape) - Construct a free-standing, monument style welcome sign on the lot located at 6153 Emory Street. In addition, the project will include a landscaping plan for the lot.	60,000	60,000 0
3	Strategic Land Acquisitions - Acquire land to support comprehensive plan goals and objectives, to include land associated with town center development and, possibly, land needed to buffer the city against encroachment.	50,000	0 50,000
4	Dried Indian Creek Greenway / Protective Corridor - Acquire conversation easements on properties located along Dried Indian Creek to serve as a protective corridor. As an alternative to the conservation easements, the item also includes funds to purchase property along Dried Indian Creek.	50,000	50,000 0
5	Electric Vehicle Charging Stations - Install one (1) dual capacity stations on city property.	12,000	12,000 0
6	City Manager Vehicle - Replace the existing vehicle.	20,000	20,000 0
Parks, Landscapes, and Recreation			
7	Multi-Use Trails - We will need to select locations throughout the city to install additional multi-use trails.	300,000	300,000 0

FY2021 Capital Budget Detail

Recommend City Funds Other Funds

Streets, Sidewalks, and Street Lamps				
8	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
9	East Clark Street Improvements - Complete redevelopment of East Clark Street including water, sewer, electric, street, sidewalk, and drainage. The sewer service was funded with the GEFA loan as part of the Emory Sewer Project. Electric service will be underground and will have pedestrian sized street lamps.	450,000	450,000	0
10	Whatcoat Street Improvements - Make streetscape improvements to Whatcoat Street including constructing a sidewalk on the southside of the street, installing pedestrian lighting similar to what is currently found on Pierce Street, creating additional parking on the northwest side of the street and removing the existing concrete circle (the skating rink).	300,000	300,000	0
11	Emory Street Sidewalk (Geiger Street to Moore Street) - 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.	562,000	113,000	449,000
12	City Sidewalk Improvements (Soule Street to North City Limits) - Extend the sidewalk from Soule Street north to the city limits. We will apply for grant funding to complete the project. The grant funding will include a the local share from the city.	800,000	200,000	600,000
13	Sidewalk Repairs and Planning - Make repairs to the existing sidewalk that runs along the westside of Emory Street (SR 81) from the city-owned greenspace north to Soule Street.	100,000	100,000	0
14	Pedestrian Crossing - Install a midblock crossing for pedestrian access to the Asbury Street Park from the west side of Emory Street.	75,000	75,000	0
15	Emory Street / Highway 81 Street Lamps - Install pedestrian street lights on the westside of Emory Street (SR 81).	300,000	300,000	0
16	Radar Speed Signs - Install radar speed signs along Emory Street/SR 81.	10,000	10,000	0

FY2021 Capital Budget Detail		Recommend	City Funds	Other Funds
17	Speed Humps - Install speed humps on streets identified by the city.	5,000	5,000	0
18	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 FY2020 to help catch up with our resurfacing projects. We will complete both LMIG projects for FY2020 and FY2021 in the same year. This will include Stone Street and Longstreet Circle.	100,000	75,000	25,000
19	Streets Department - Lawnmower(s) - Purchase a 60" rear discharge mower and a 48" side discharge mower to maintain the city's rights-of-way and parks. The city will use the mower approximately eight (8) hours a day for approximately eight (8) months out of the year. Our current mowers have roughly 2,000 and 1,800 hours of documented use, respectively.	24,000	24,000	0
Downtown Development Authority (DDA)				
20	Downtown Development Authority - Intergovernmental agreement funding for ongoing support to the city's Downtown Development Authority.	30,000	30,000	0
21	DDA - Professional Services - Agreement funding the initial design costs for the town center development.	200,000	200,000	0
Electric Department				
22	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 E. Soule Street, Green Street, E. Bonnell Street, Hillcrest Drive, E. Wade Street, the line behind Mainstay Academy, and the line behind 702 Emory Street. We will also pay for pole inspections from this account.	100,000	100,000	0
23	Public Works Vehicles and Equipment - Replace 2002 F-250 service truck.	28,000	28,000	0

FY2021 Capital Budget Detail

Recommend City Funds Other Funds

Water and Sewer Department				
24	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	192,000	192,000	0
25	Replace water main on Oxford Rd Keel Street, Cat Paw Court, Beakhead Court , and Perry Circle - 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 four years, we have repaired the water main seven times in different places. The city will apply for a Community Development Block Grant to fund the project.	1,360,000	610,000	750,000
26	Sewer Camera and Locator - Purchase a sewer camera and locator to pinpoint blockages in the city's sewer system.	15,059	15,059	0
27	Altitude Valve at Water Tower - The valve has been rebuilt three (3) times in last 38 years. It is worn out and failing. It controls the fillings and emptying of the city's water tank. It is causing the tank to overflow frequently and waste water from the city's water system. As part of the project, we will install a insertion valve to be able to isolate the altitude valve to be changed.	33,138	33,138	0
Police Department				
28	Police Vehicle - Purchase a police car with equipment (radio, sirens, decals, etc.).	50,000	0	50,000
TOTALS		5,346,197	3,422,197	1,924,000

FY2021 Capital Budget Detail

Recommend City Funds Other Funds

SPLOST Funding Summary		Total	YTD	Balance
2011 SPLOST - overage - Moore Street Sidewalk		15,600	15,600	0
2017 SPLOST				
Water & Sewer - Emory Street Sewer Project		500,000	500,000	0
Transportation		500,000	308,539	191,461
Recreation - Asbury Street Park		400,000	400,000	0
Public Safety - Radio Upgrades and Future Vehicles		100,965	0	100,965
	2017 SPLOST Subtotal	\$1,500,965	\$1,208,539	\$292,426

We plan to spend \$151,020 of the transportation allocation for the 2017 SPLOST on the Moore Street Sidewalk Project per the FY20 Capital Budget. This will leave us \$191,461 to use in FY21 and/or FY22 on transportation-related projects.

OXFORD CAPITAL IMPROVEMENT PLAN FY2020 Results

	Account Number	PROJECT DESCRIPTION	Total Funds	City Funds	Other	Spent Thru February	Estimate for FY 2020	Balance
1	350.6220.541100.001	City Parks Design & Build - Asbury Street Park	175,000	175,000	0	163,859	163,859	11,141
2	350.4200.541400.002	E. Clark Street Development	450,000	450,000	0	3,060	3,060	446,940
3	350.1500.522200.000	Moore Street Sidewalk	222,000	0	222,000	70,426	228,000	157,574
4	350.4224.541203.000	Emory Street Sidewalk	700,000	180,000	520,000	7,190	100,000	600,000
5	350.6000.541300.000	Yarbrough House Renovation/Welcome Center	350,000	350,000	0	13,450	50,000	300,000
6	350.4226.541201.000	Whatcoat Street Improvements	300,000	300,000	0	1,020	5,000	295,000
7	350.0000.541401.510	Pedestrian Crossing - Midblock at Asbury Park	75,000	75,000	0	-	-	75,000
8	350.6200.541200.000	Welcome Sign - 6153 Emory Street	60,000	60,000	0	-	15,000	45,000
9	350.4220.541204.000	Survey Remainder of City ROW	10,000	10,000	0	5,160	10,000	-
10	350.1500.541400.002	City Master Plan Develop & Implement	100,000	100,000	0	181,523	181,523	(81,523)
11	350.7550.612000.000	Downtown Development Authority	30,000	30,000	0	30,000	30,000	-
12	350.4600.541402.510	Electric System Improvements	120,000	120,000	0	-	120,000	-
13	350.4250.541200.000	Storm Drainage Plans & Improvements	20,000	20,000	0	-	-	20,000
14	350.4200.541400.001	Street Repairs and Resurfacing	250,000	130,000	100,000	10,988	75,000	175,000
15	350.4200.541201.000	Sidewalk Repairs and Planning	100,000	100,000	0	-	75,000	25,000
16	350.4300.541001.505	Water Line Replacement - Queen Ann, W. Bonnell, Stone	190,000	190,000	0	-	-	190,000
17	350.4400.541200.000	Water & Sewer Department - Backhoe Trailer	71,126	71,126	0	71,126	71,126	-
18	350.4200.542100.000	Streets Department - Lawn Mower	12,000	12,000	0	-	-	12,000
19	350.6200.542100.000	Streets and Parks and Recreation Departments - Utility Vehicle	14,500	14,500	0	14,375	14,375	125
TOTALS			\$907,626	\$787,626	100,000	308,012	567,024	340,602



Memo

To: City Council
From: Matthew Pepper, City Manager
Date: Wednesday, April 15, 2020
Re: Prices for Sanitation Services

Staff compiled a list of prices for sanitation services provided by third-party contractors for cities in our area. The price listed is the monthly cost per resident. The City of Covington pays Pratt Industries directly for the recycling disposal cost, which equates to an additional \$.30-\$.50 per household. The price listed for us includes the cost of living adjustment (\$.26) and recycling disposal fee (\$.50).

City	Contractor	Service	Price
Walnut Grove	Southern Sanitation	Weekly Garbage and Recycling Pickup	\$10.07
Mansfield	Burgess & Son Waste Management	Weekly Garbage Pickup	\$14.00
Social Circle	Advanced Disposal	Weekly Garbage and Recycling Pickup	\$14.02
Covington	Latham Home Sanitation Co., Inc.	Weekly Garbage and Recycling Pickup	\$16.15
Oxford	Latham Home Sanitation Co., Inc.	Weekly Garbage and Recycling Pickup	\$11.71







FOR CLERK'S OFFICE USE

SUBJECT PROPERTY INFORMATION:
CURRENT OWNER: XXXXXX
DEED RECORD: D.B. XX, P. X
PLAT RECORD: P.B. XX, P. X
TAX RECORD: TAX PARCEL #XXXX-###

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A
CLOSURE PRECISION OF ONE FOOT IN XXXXX FEET, AND
AN ANGULAR ERROR OF XX" PER ANGLE POINT, AND
WAS ADJUSTED USING THE COMPASS RULE METHOD.
THIS PLAT CLOSURE ACCURACY IS 1 FOOT IN XXXXXXX FT.

FIELD DATA WAS COLLECTED USING A TOPCON
GPT3002W ELECTRONIC TOTAL STATION LEICA TS12
ROBOTIC TOTAL STATION AND A JAVAD TRIMBLE L5
DUAL FREQUENCY RTK GLOBAL POSITIONING SYSTEM
RECEIVER REFERENCING THE HIGH STATEWIDE
NETWORK AND HAVING A RELATIVE POSITIONAL
ACCURACY OF LESS THAN 0.04 FEET.

THE FIELD SURVEY WAS COMPLETED IN XXXXX 2015

THE PROPERTY SHOWN HEREON IS NOT LOCATED
WITHIN A FLOODPLAIN AS DETERMINED FROM THE
FEDERAL EMERGENCY MANAGEMENT AGENCY 500P
PANEL 53155C WVC FOR XXXXXXX COUNTY, GEORGIA
DATED XX-XX-XX.

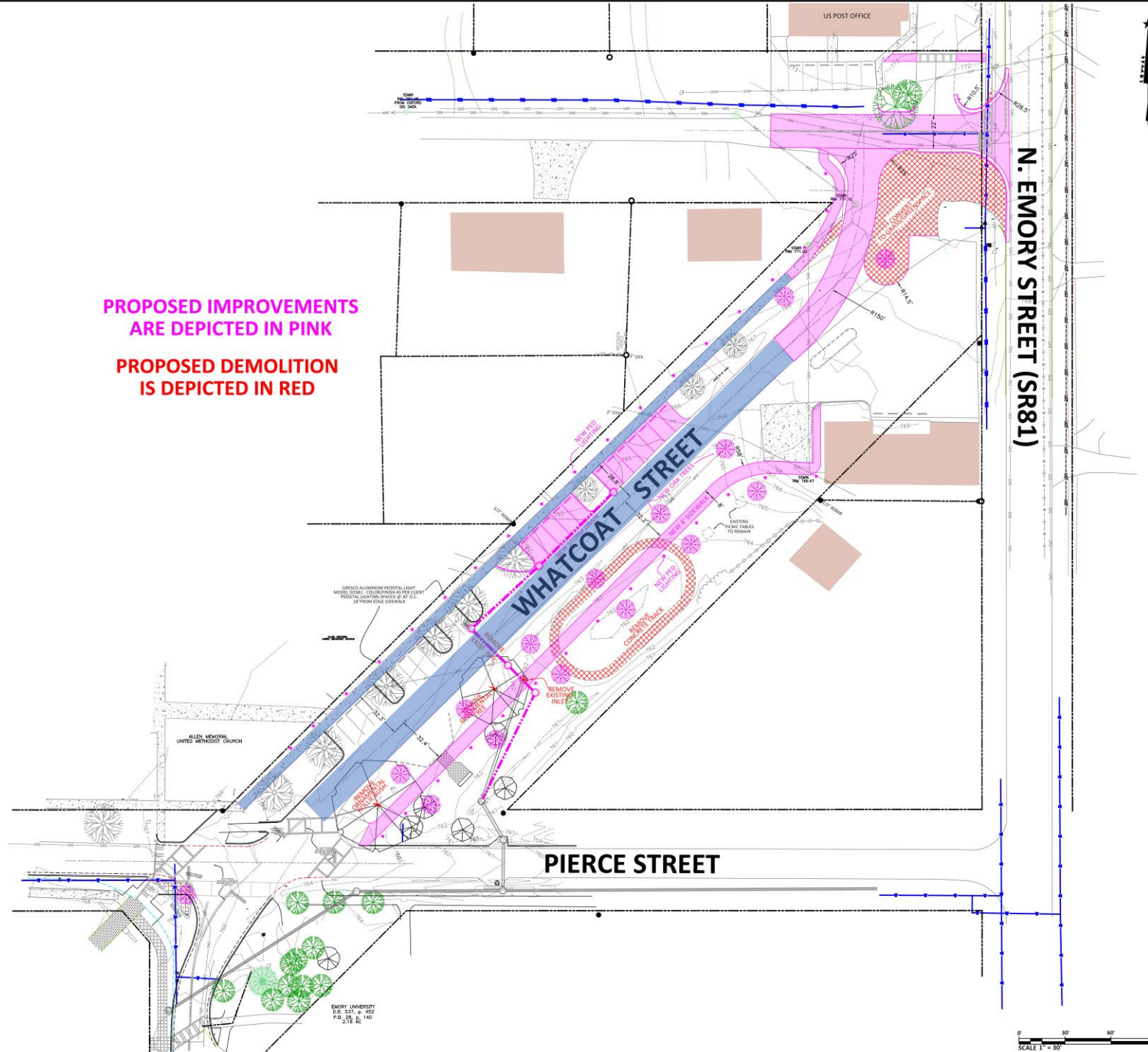
EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE
NOT SHOWN HEREON, AND MAY BE RECORDED OR
UNRECORDED.

HORIZONTAL: STATE PLANE, WEST ZONE, NAD83 (2011).
VERTICAL: DATUM: NAVD83.

LEGEND

- OPEN TOP PIPE FOUND
- SOLID ROD (BEARING) FOUND
- SOLID ROD (BEARING) SET
- BEARING CHANGE (NO PIN SET)
- SURVEYOR'S TRANSFERABLE SET
- SURVEYOR'S PK NAIL SET
- OPEN TOP PIPE
- CONCRETE MON. FD
- POINT OF BEGINNING
- POINT OF REFERENCE
- NOW OR FORMERLY
- DEED BOOK
- PLAT BOOK
- LAND LOT
- OPEN TOP PIPE
- CONCRETE MON. FD
- ADJOINING PROPERTY LINE
- EASEMENT
- OVERHEAD POWER

**PROPOSED IMPROVEMENTS
ARE DEPICTED IN PINK**
**PROPOSED DEMOLITION
IS DEPICTED IN RED**



**PROPOSED
IMPROVEMENTS
CONCEPT PLAN**

Whatcoat Street Improvements
Oxford, Newton County, Georgia

NO.	Revision Description	Date
01	Initial Issue Addressed	03/12/20
1	City comments addressed	03/18/20
2	City comments addressed	03/18/20

Sheet No.
C1

FOR CLERK'S OFFICE USE

SUBJECT PROPERTY INFORMATION:
CURRENT OWNER: XXXXXX
DEED RECORD: D.B. XX, p. X
PLAT RECORD: P.B. XX, p. X
TAX RECORD: TAX PARCEL ###-###

THE FIELD DATA UPON WHICH THIS PLAT IS BASED WAS A
CLOSURE PRECISION OF ONE FOOT IN XXXXX FEET, AND
AN ANGULAR ERROR OF XX" PER ANGLE POINT, AND
WAS ADJUSTED USING THE COMPASS RULE METHOD.

THIS PLAT CLOSURE ACCURACY IS 1 FOOT IN XXXXXXX FT.
FIELD DATA WAS COLLECTED USING A TOPCON
GPT3002W ELECTRONIC TOTAL STATION (LEICA TS12
ROBOTIC TOTAL STATION AND A JAVAD TRIMBLE45
DUAL-FREQUENCY RTK GLOBAL POSITIONING SYSTEM
RECEIVER REFERRING TO THE NAD83 STATEWIDE
NETWORK AND HAVING A RELATIVE POSITIONAL
ACCURACY OF LESS THAN 0.04 FEET.

THE FIELD SURVEY WAS COMPLETED IN XXXXX 2020.
THE PROPERTY (SHOWN HEREON) IS NOT LOCATED
WITHIN A FLOODPLAIN AS DETERMINED FROM THE
FEDERAL EMERGENCY MANAGEMENT AGENCY MAP
FIRM PANEL 13350C AND FOR XXXXXXX COUNTY, GEORGIA,
DATED XX-XX-XX.

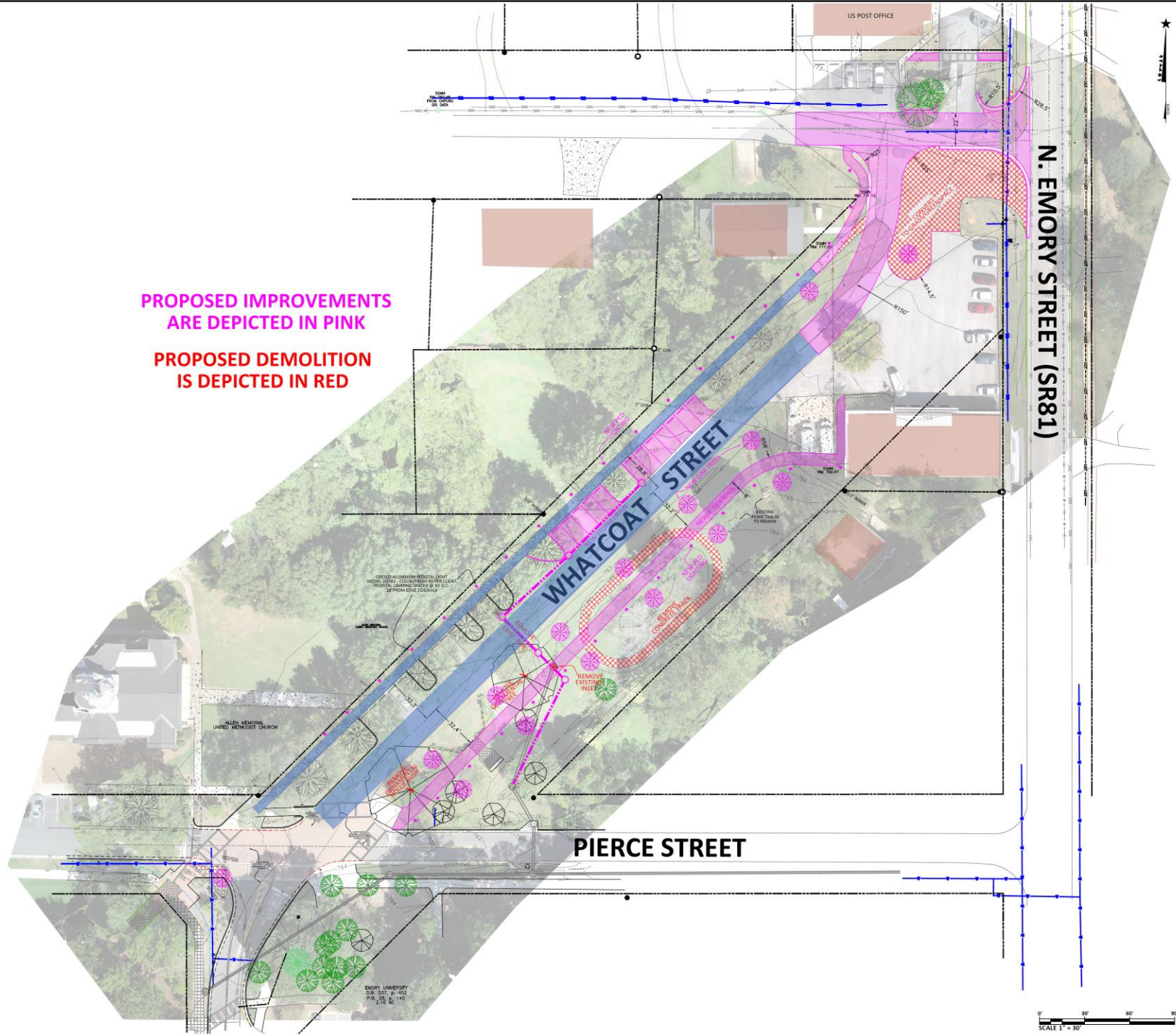
EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE
NOT SHOWN HEREON AND MAY BE RECORDED OR
UNRECORDED.

HORIZONTAL: STATE PLANE, WEST ZONE, NAD83 (2011).
VERTICAL DATUM: NAVD83.

LEGEND

- OPEN-TOP PIPE ROUND
- SOLID ROD (BEAR SET)
- BEARING CHANGE (NO PIN SET)
- SURVEYOR'S RANGE/MAIL SET
- SURVEYOR'S PK NAIL SET
- CMP
- POWER POLE
- P.O.B. POINT OF BEGINNING
- P.O.R. POINT OF REFERENCE
- NOV. OR FORMERLY
- SLEED BROW
- PLAN BOOK
- LAND LOT
- OPEN-TOP PIPE
- CONCRETE MON. PD
- ADDING PROPERTY LINE
- EASEMENT
- OVERHEAD POWER

**PROPOSED IMPROVEMENTS
ARE DEPICTED IN PINK**
**PROPOSED DEMOLITION
IS DEPICTED IN RED**



**PROPOSED
IMPROVEMENTS
CONCEPT PLAN**

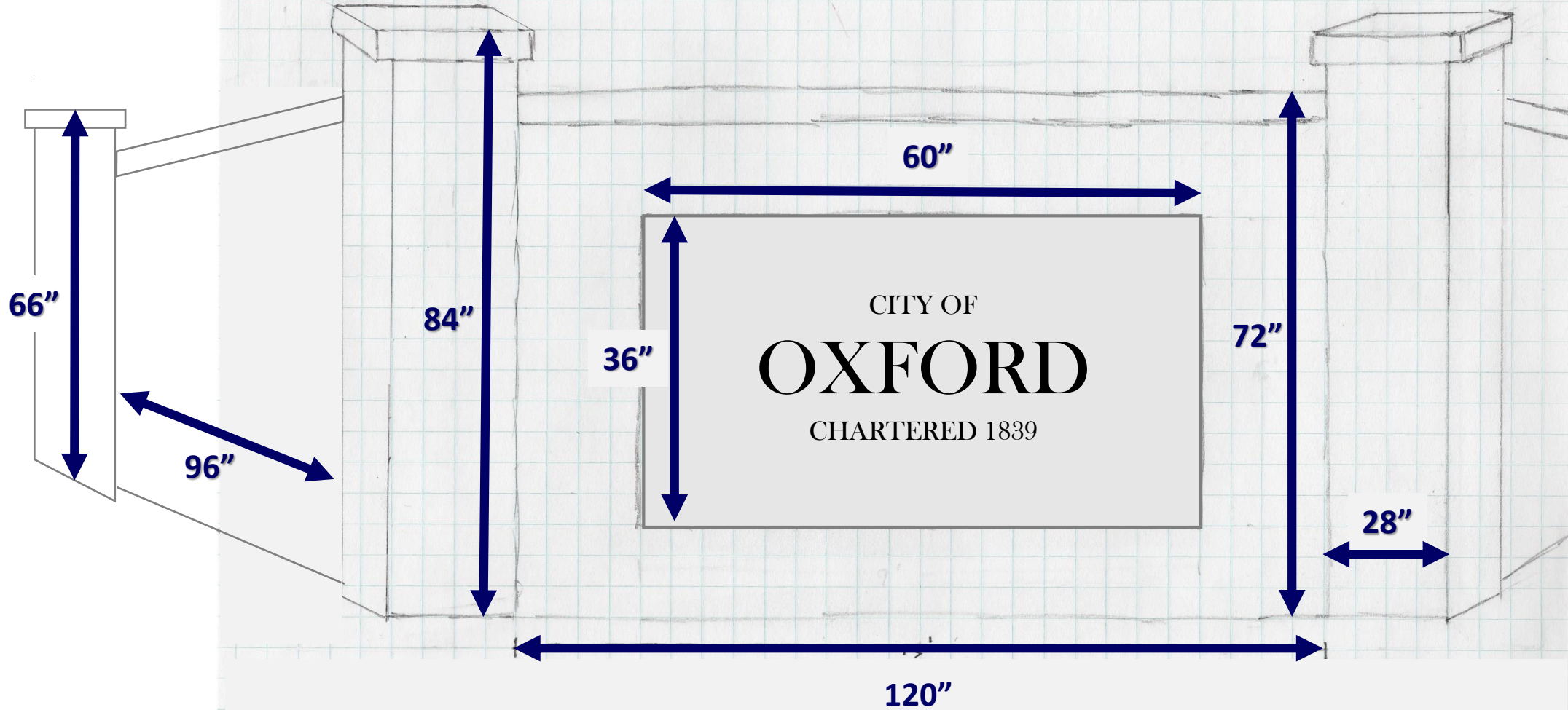
Whatcoat Street Improvements
Oxford, Newton County, Georgia

File #	Revision Description	Date
01	Initial Issue - Concept Plan	08/12/2020
1	City comments addressed	09/16/2020
2	City comments addressed	09/18/2020

Sheet No.
C1



Pillar Height = 9.50'
6.33' (alt. scale)







60"

10'

78"

65"

3' x 5'

18 1/2'

Wentworth
Place



**Lithonia Granite
Rubble Stone**



LEGEND

○	OPEN-TOP PIPE FOUND	P.O.B.	POINT OF BEGINNING
●	SOLID ROD (REBAR) FOUND	P.O.R.	POINT OF REFERENCE
⊗	1/2" SOLID ROD (REBAR) SET	NOF	NOW OR FORMERLY
⊗	BEARING CHANGE (NO PIN SET)	D.B.	DEED BOOK
△	SURVEYOR'S TRAVERSE NAIL SET	P.B.	PLAT BOOK
⊗	SURVEYOR'S PK NAIL SET	LL	LAND LOT
○	POWER POLE	OTF	OPEN-TOP PIPE
		CMF	CONCRETE MON. FD

---	ADJOINING PROPERTY LINE
---	EASEMENT
---OHP---	OVERHEAD POWER

DENOTES PAINTED TREES OR FENCE NEAR PROPERTY LINE. LETTER IS CODE BELOW, NUMBER IS FEET FROM LINE, AND ARROW IS DIRECTION FROM LINE THAT EVIDENCE WAS FOUND.

TP: STEEL TEE POST
 B: BLUE PAINT
 W: WHITE PAINT
 Y: YELLOW PAINT
 R: RED PAINT

W: WHITE PAINT
 BW: BARBED WIRE
 HW: HOG WIRE

FOR CLERK'S OFFICE USE

SUBJECT PROPERTY INFORMATION:
 CURRENT OWNER: CITY OF OXFORD
 DEED RECORD: D.B. 3469, p. 491
 TAX RECORD: PARCEL X039 0001 001

THIS PLAT CLOSURE ACCURACY IS 1 FOOT IN 139,677 FT.

FIELD DATA WAS COLLECTED USING A LEICA TS12 ROBOTIC TOTAL STATION AND A JAVAD TRIUMPH-LS DUAL-FREQUENCY RTK GLOBAL POSITIONING SYSTEM RECEIVER REFERENCING THE eGPS STATEWIDE NETWORK AND HAVING A RELATIVE POSITIONAL ACCURACY OF LESS THAN 0.04 FEET.

THE FIELD SURVEY WAS COMPLETED IN MAY 2018.

THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A FLOODPLAIN AS DETERMINED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL 13217C0126D FOR CITY OF COVINGTON, NEWTON COUNTY, GEORGIA DATED 03/17/2014.

EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE NOT SHOWN HEREON AND MAY BE RECORDED OR UNRECORDED.

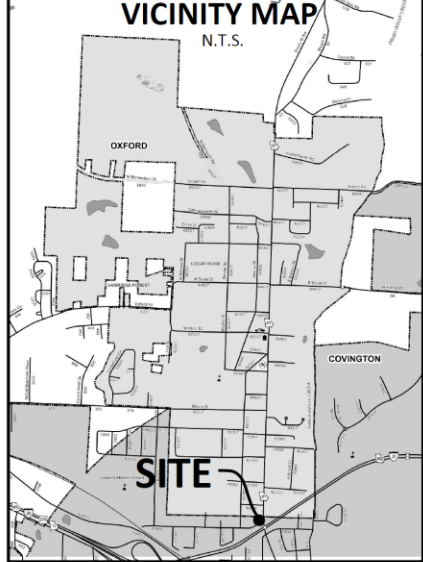
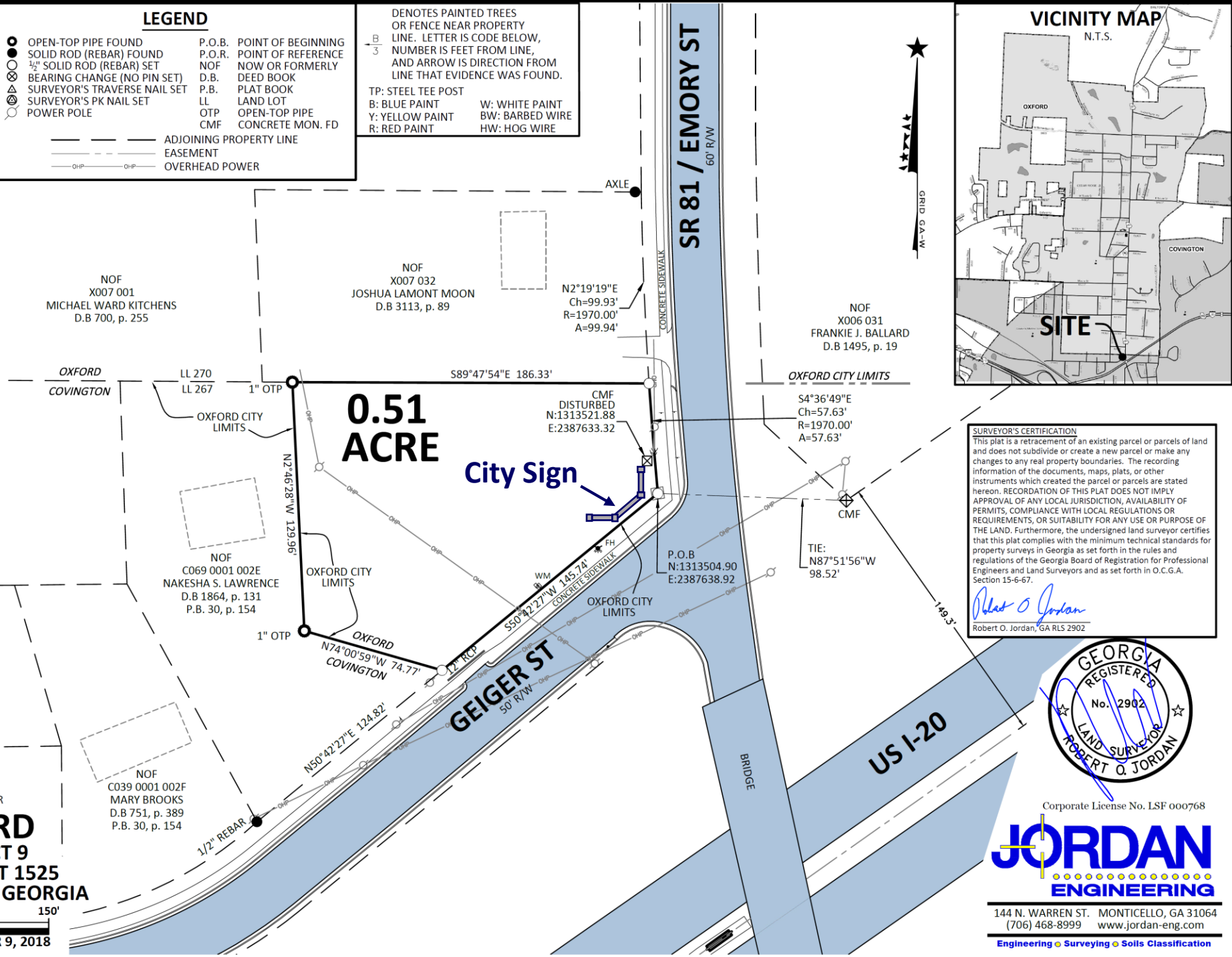
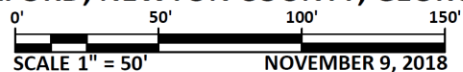
THE HORIZONTAL REFERENCE IS GEORGIA STATE PLANE, WEST ZONE, NAD83(2011) IN US SURVEY FEET.

THE VERTICAL DATUM IS NAVD88 IN FEET.

BOUNDARY RETRACEMENT SURVEY FOR

CITY OF OXFORD

LAND LOT 267, DISTRICT 9
 GEORGIA MILITIA DISTRICT 1525
 OXFORD, NEWTON COUNTY, GEORGIA



SURVEYOR'S CERTIFICATION

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Robert O. Jordan
 Robert O. Jordan, GA RLS 2902



Corporate License No. LSF 000768

144 N. WARREN ST. MONTICELLO, GA 31064
 (706) 468-8999 www.jordan-eng.com

Engineering • Surveying • Soils Classification



SERVICE ELECTRIC *Company*

P.O. Box 3656
1631 East 25th Street
Chattanooga, TN 37404
Phone (423) 265-3161
Fax (423) 265-3960

April 1, 2020

City of Oxford
Attn: Jody Reid
110 West Clark St.
Oxford, Ga 30054

Re: Moore Street Pole Replacements

Mr. Reid,

Service Electric Company proposes to furnish necessary labor, equipment, and supervision for a lump sum total of **Seventy-Eight Thousand Five Hundred Dollars and 00/100 (\$78,500.00)** per the following scope of work.

- Replace 14 existing primary poles along Moore St. with new 45' wood poles
- Replace 1 30' overhead guy pole
- Transfer all City of Oxford attachments
- Remove or top existing poles on this project

Any work performed out of this scope will be performed at an additional agreed upon price. All work will be performed in a timely manner and good faith. Please advise if you need additional information. This quote valid for 60 days. All materials will be furnished by City of Oxford.

Thank you for the opportunity,

Lee Campbell
Lead Estimator

MARABLE-PIRKLE INC.

PHONE # 404-344-4411

FAX # (404) 349-4096

March 11, 2020

City of Oxford Electrical
Jody Reid
jreid@oxfordgeorgia.org

FROM: Mike Pirkle

PROJECT: Oxford Electrical System Pole Replacement; Moore St

COMMENTS:

We appreciate the opportunity to provide the following proposal for the above referenced project.

MARABLE-PIRKLE, Inc. will furnish personnel and equipment to:
Install new power poles and pole top assemblies to support the new pole installation.
Transfer existing overhead electrical attachments as indicated on 485205R1 ECG print.

Pricing has been based on:
Digging in soil/dirt rock and/or hand digging to be addressed on an hourly bases.
Area to be accessible by trucks and trailer.
All material to be furnished by the city.

Installations to be performed by experienced personnel to industry standards for the proposed pricing of, \$69,700.00.

Price qualifications and clarifications:
Price firm for 30 days.
Price based on normal working hours during straight time.
Payment 30 day after invoice date. Past due invoices are subject to late fee charges.

**BEFORE JOB CAN PROCEED WE MUST RECEIVE SIGNED & DATED ACCEPTANCE WITH
PURCHASE ORDER # AS WELL AS LOCATE #**

ACCEPTED BY:

DATE

PURCHASE ORDER #
