

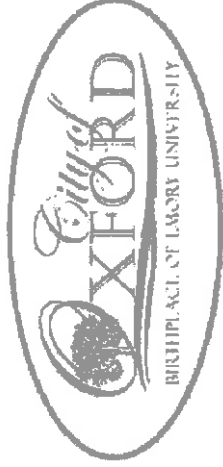
**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, MAY 18, 2015 – 6:00 P.M.  
CITY HALL  
A G E N D A**

**PUBLIC HEARING**

A Public Hearing on the FY2016 Budget (July 1, 2015 – June 30, 2016) is scheduled for 6 PM. At this meeting the Mayor and Council will receive both written and oral comments about the Annual Operating and Capital Budget for the City of Oxford.

1. **Honorary Councilmember** – Mayor Roseberry has appointed Brian Barnard as the honorary councilmember for June.
2. **Coke and George Street Rights-of-Way** – Councilmember Windham has asked for a discussion comparing this Coke and George Streets rights-of-way and the right-of-way of Hamill Street which was recently closed to vehicle traffic.
3. **Bad Debt Right Off** - As of April 13, 2015 we have a total of \$20,019.41 in bad debt. Council will need to determine if we should right off this total. We have budgeted \$6,500 in Water, \$15,500 in Electric and \$3,000 in Sanitation for a total of \$25,000.
4. **Cemetery** – Lauran will present maps and status of cemetery projects with guest Len Strozier and his son Brandon Strozier.
5. **101 Longstreet Circle** – We will present asbestos findings and quotes for demolition.
6. **\* FY2016 Budget** – We will discuss the proposed budget. The vote on the budget will be at the June 1<sup>st</sup> meeting.
7. **\*Projects Status Report**

\*Attachments



# Annual Budget - FY2016

July, 2015 - June, 2016

Public Hearing - May 18, 2015

Description FY2014 Actual FY2015 Budget Thru April FY2015 Estimate FY2016 Request FY2016 CM Rec FY2016 Bud Comm FY2016 Explanation

General Fund

1	Revenues	802,406	794,500	718,852	807,135	830,913	828,130	828,130	828,130
2	Transfers from W&S	100,000	100,000	100,000	100,000	100,000	140,000	150,000	150,000
3	Transfers from Electric	300,000	300,000	300,300	300,000	300,000	250,000	240,000	240,000
4	Transfers from Sanitation	50,000	50,000	50,000	50,000	50,000	70,000	70,000	70,000
5	General Fund Revenues	\$1,252,406	\$1,244,500	\$1,169,152	\$1,257,135	\$1,280,913	\$1,288,130	\$1,288,130	\$1,288,130
6	Expenditures								
7	City Council	53,122	60,600	48,703	54,964	58,100	57,165	57,165	57,165
8	General Government	550,281	654,713	501,360	589,752	621,652	611,350	683,894	683,894
9	Court	10,344	12,000	6,460	11,270	12,100	12,000	12,000	12,000
10	Police Department	257,872	303,187	271,739	315,340	315,059	303,778	306,614	306,614
11	Street Department	163,709	209,000	140,819	169,949	231,062	213,375	193,857	193,857
12	Cemetery	28,035	5,000	5,000	12,350	11,000	11,000	10,000	10,000
13	Transfers to Capital Fund					0	0	24,600	24,600
14	General Fund Expenditures	\$1,063,363	\$1,244,500	\$974,081	\$1,153,625	\$1,248,973	\$1,208,668	\$1,288,130	\$1,288,130
15	General Fund BALANCE	\$189,043	\$0	\$195,071	\$103,510	\$31,940	\$79,462	\$0	\$0

Water & Sewer Fund

18	Revenues	771,951	730,300	632,038	750,016	723,000	723,000	723,000	723,000
19	W & S Fund Revenues	\$771,951	\$730,300	\$632,038	\$750,016	\$723,000	\$723,000	\$723,000	\$723,000
20									
21	Expenditures	538,857	630,300	434,819	525,478	589,376	574,520	573,000	573,000
22	Transfers to G/F	100,000	100,000	100,000	100,000	100,000	140,000	150,000	150,000
23	Transfers to Capital Fund			0	130,000	0	0	0	0
24	W & S Fund Expenditures	\$638,857	\$730,300	\$534,819	\$755,478	\$689,376	\$714,520	\$723,000	\$723,000
25	W & S Fund BALANCE	\$133,094	\$0	\$97,219	-\$5,463	\$33,624	\$8,480	\$0	\$0

Description

	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	Explanation
27	<b>Electric Fund</b>							
28	2,416,370	2,556,944	1,894,316	2,530,332	2,531,317	2,418,546	2,418,546	
29	\$2,416,370	\$2,556,944	\$1,894,316	\$2,530,332	\$2,531,317	\$2,418,546	\$2,418,546	
30								
31	1,782,489	1,929,650	1,544,917	1,893,890	1,910,091	1,922,255	1,936,979	
32	300,000	300,000	300,300	300,000	300,000	250,000	240,000	Transfers to G/F
33	0	0	0	0	0	0	0	Transfers to Capital Fund
34	287,141	327,294	0	277,294	241,567	241,567	241,567	Comp Trust transfer to Capital Fund
35	\$2,369,630	\$2,556,944	\$1,845,217	\$2,471,184	\$2,451,658	\$2,413,822	\$2,418,546	Electric Fund Expenditures
36	\$46,740	\$0	\$49,099	\$59,147	\$79,659	\$4,724	\$0	Electric Fund BALANCE
37								
38	<b>Sanitation Fund</b>							
39	143,884	143,500	122,592	147,110	147,665	147,665	147,665	
40	\$143,884	\$143,500	\$122,592	\$147,110	\$147,665	\$147,665	\$147,665	Sanitation Fund Revenues
41								
42	69,241	93,500	59,847	74,216	75,800	75,500	77,665	
43	50,000	50,000	50,000	50,000	50,000	70,000	70,000	Transfers to G/F
44	\$119,241	\$143,500	\$109,847	\$124,216	\$125,800	\$145,500	\$147,665	Sanitation Fund Expenditures
45	\$24,643	\$0	\$12,745	\$22,894	\$21,865	\$2,165	\$0	Sanitation Fund BALANCE
46								

**Explanation**

**47 GRAND TOTALS**

Description	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016 Explanation
48 General Fund								
49 Revenues	\$1,252,406	\$1,244,500	\$1,169,152	\$1,257,135	\$1,280,913	\$1,288,130	\$1,288,130	
50 Expenditures	\$1,063,363	\$1,244,500	\$974,081	\$1,153,625	\$1,248,973	\$1,208,668	\$1,288,130	
51 Balance	\$189,043	\$0	\$195,071	\$103,510	\$31,940	\$79,462	\$0	
52 Water and Sewer Fund								
53 Revenues	\$771,951	\$730,300	\$632,038	\$750,016	\$723,000	\$723,000	\$723,000	
54 Expenditures	\$638,857	\$730,300	\$534,819	\$755,478	\$689,376	\$714,520	\$723,000	
55 Balance	\$133,094	\$0	\$97,219	-\$5,463	\$33,624	\$8,480	\$0	
56 Electric Fund								
57 Revenues	\$2,416,370	\$2,556,944	\$1,894,316	\$2,530,332	\$2,531,317	\$2,418,546	\$2,418,546	
58 Expenditures	\$2,369,630	\$2,556,944	\$1,845,217	\$2,471,184	\$2,451,658	\$2,413,822	\$2,418,546	
59 Balance	\$46,740	\$0	\$49,099	\$59,147	\$79,659	\$4,724	\$0	
60 Sanitation Fund								
61 Revenues	\$143,884	\$143,500	\$122,592	\$147,110	\$147,665	\$147,665	\$147,665	
62 Expenditures	\$119,241	\$143,500	\$109,847	\$124,216	\$125,800	\$145,500	\$147,665	
63 Balance	\$24,643	\$0	\$12,745	\$22,894	\$21,865	\$2,165	\$0	
64								
65 ALL FUNDS TOTAL								
66 Revenues	\$4,584,611	\$4,675,244	\$3,818,098	\$4,684,593	\$4,682,895	\$4,577,341	\$4,577,341	
67 Expenditures	\$4,191,091	\$4,675,244	\$3,463,964	\$4,504,504	\$4,515,807	\$4,482,510	\$4,577,341	
68 Balance	\$393,520	\$0	\$354,134	\$180,089	\$167,088	\$94,831	\$0	
69								
70 interfund transfers	\$450,000	\$450,000	\$450,300	\$450,000	\$450,000	\$460,000	\$460,000	
71 Revenues w/o transfers	\$4,134,611	\$4,225,244	\$3,367,798	\$4,234,593	\$4,232,895	\$4,117,341	\$4,117,341	
72 Transfers to capital projects fund	\$287,141	\$327,294	\$0	\$407,294	\$241,567	\$241,567	\$266,167	

Description

**GENERAL FUND - REVENUE**

	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016	Explanation
			83.33%						
1 Real Property Tax-Current Yr.	82,165	95,000	90,812	92,000	96,500	96,500	96,500	96,500	
2 Property Tax - Prior Year	7,097	6,000	3,161	7,000	6,500	6,500	6,500	6,500	
3 Motor Vehicle Adv	35,045	38,000	26,667	32,000	38,000	38,000	38,000	38,000	
4 Motor Vehicle TAVT	52,151	40,000	31,922	38,306	40,000	40,000	40,000	40,000	
5 Intangible Tax	1,436	2,100	796	1,850	2,000	2,000	2,000	2,000	
6 Real Estate Transfer	711	600	1,428	1,400	2,000	2,000	2,000	2,000	
7 Electric Franchise Tax	1,261	1,300	1,368	1,368	1,300	1,300	1,300	1,300	
8 Gas Franchise Tax	17,416	12,000	12,274	14,729	12,100	13,000	13,000	13,000	
9 TV Cable Franchise Tax	26,599	24,000	21,105	24,000	22,000	22,000	22,000	22,000	
10 Telephone Franchise Tax	195	200	3,949	195	200	3,500	3,500	3,500	
11 LOST Sales & Use Tax	317,784	310,000	274,606	329,527	340,000	340,000	340,000	340,000	
12 General Business License	10,940	12,000	11,400	12,000	12,000	12,000	12,000	12,000	
13 Insurance Premium Tax	110,080	112,000	115,097	115,097	116,000	116,000	116,000	116,000	
14 Penalty/Interest on Del Taxes	670	750	431	517	600	600	600	600	
15 Misc. Income	28	1,000	1,598	1,600	1,000	1,000	1,000	1,000	
16 Intergovernmental Revenues	17,613	18,000	18,280	18,280	19,000	19,000	19,000	19,000	LMIG
17 Printing/Duplicating Service	85	150	138	80	150	150	150	150	
18 Election Qualifying Fees	225	300	0	225	330	330	330	330	
19 Cemetery Fees	5,109	4,500	3,895	4,000	4,500	4,500	4,500	4,500	City retains 1/3 from lot sales.
20 Bad Check Fees	1,254	1,200	899	1,079	1,233	1,250	1,250	1,250	
21 Fines & Forfeitures	52,111	55,000	37,709	45,251	55,000	48,000	48,000	48,000	
22 Interest Revenues	3,333	3,400	2,817	3,380	3,400	3,400	3,400	3,400	
23 Rents and Royalties	1,650	2,000	1,050	1,700	1,500	1,500	1,500	1,500	
24 Lease Agreement Income	32,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
25 Lease - Verizon	0	24,000	26,050	30,150	24,600	24,600	24,600	24,600	Budgeting transfer to capital fund.
26 Proceeds-Dispose of Assets	25,448	1,000	1,400	1,400	1,000	1,000	1,000	1,000	
<b>REVENUES TOTAL</b>	<b>\$802,406</b>	<b>\$794,500</b>	<b>\$718,852</b>	<b>\$807,135</b>	<b>\$830,913</b>	<b>\$828,130</b>	<b>\$828,130</b>	<b>\$828,130</b>	

Description

GENERAL FUND - EXPENDITURES

CITY COUNCIL

	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016	Explanation
1 Regular Employees	34,800	34,800	29,000	34,800	34,800	34,800	34,800	34,800	
2 Social Security (FICA)	3,010	3,300	2,219	2,663	2,800	2,665	2,665	2,665	
3 Liability Insurance	14,131	17,000	16,901	16,901	17,000	17,000	17,000	17,000	
4 Education & Training	1,181	5,000	583	600	3,000	2,000	2,000	2,000	
5 Reg Employees - Election	0	500	0	0	500	700	700	700	3 poll workers + alternate, if needed (includes training day)
<b>SUBTOTAL</b>	<b>\$53,122</b>	<b>\$60,600</b>	<b>\$48,703</b>	<b>\$54,964</b>	<b>\$58,100</b>	<b>\$57,165</b>	<b>\$57,165</b>		

GENERAL GOVERNMENT

1 Regular Employees	189,795	208,042	173,486	208,183	208,042	205,400	251,482	251,482	Includes Comm. Dev. Coord.
2 Overtime	2,886	6,000	3,310	3,972	6,000	6,000	5,000	5,000	
3 Group Insurance	32,819	37,079	30,594	36,713	36,000	33,300	41,473	41,473	
4 Social Security (FICA)	17,992	16,527	13,573	16,288	16,410	16,200	19,621	19,621	
5 Retirement Plan Expense	30,740	25,102	26,051	31,261	31,300	30,310	31,216	31,216	
6 Retirement Cont. (DC) 401	3,971	7,135	3,306	3,967	3,800	6,790	8,589	8,589	
7 Workers' Comp Insurance	-862	750	544	0	750	750	750	750	
8 Unemployment Payments	1,320	2,000	4,290	5,000	2,000	2,000	2,000	2,000	
9 Professional	107,114	97,000	79,218	95,062	110,000	110,000	89,000	89,000	Includes Newton Cnty Tomorrow
10 Professional Services-Fire	18,206	20,000	18,311	18,311	20,000	20,000	20,000	20,000	
11 Technical Purchased Service	29,927	31,100	28,361	31,000	31,300	32,200	32,200	32,200	
12 Repairs & Maintenance	15,545	20,000	24,427	29,312	22,000	24,200	20,000	20,000	Includes ant treatments.
13 Whatcoat Building maintenance					5,000	5,000	5,000	5,000	new line item
14 Liability Insurance	15,242	16,000	12,599	12,599	18,350	15,000	15,000	15,000	
15 Telephone - Postage	21,542	25,000	17,054	20,465	25,000	24,000	24,000	24,000	
16 Advertising & Promotions	8,258	10,000	6,599	7,919	10,000	10,000	6,000	6,000	
17 175th City Anniversary	11,452	15,000	13,118	13,118	0	0	0	0	
18 July 4th parade expenses					5,000	5,000	5,000	5,000	new line item
19 Dues & Fees	12,304	10,000	7,973	9,568	11,000	10,000	10,000	10,000	
20 Education & Training	5,057	10,000	6,247	7,496	10,000	10,000	8,000	8,000	
21 Supplies & Materials	16,151	18,000	14,264	17,117	18,000	18,000	18,000	18,000	
22 Energy - Utilities	0	15,500	12,242	14,690	15,500	16,000	16,000	16,000	
23 Small Equipment Under \$5,000	6,367	10,000	2,695	4,000	10,000	5,000	5,000	5,000	2 replacement PC's and other equipment.

Description	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016 Bud Comm	Explanation
24 Other/Meetings & Events	4,463	6,000	3,009	3,611	6,000	6,000	4,000		
25 Contingency - General	0	48,278	0	0			46,363		
26 Contingencies - cash over & short	-8	200	89	100	200	200	200		
<b>SUBTOTAL</b>	<b>\$550,281</b>	<b>\$654,713</b>	<b>\$501,360</b>	<b>\$589,752</b>	<b>\$621,652</b>	<b>\$611,350</b>	<b>\$683,894</b>		



**Description**

**COURT**

	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016 Bud Comm	Explanation
1 Contract Judge	3,750	5,000	3,750	5,000	5,000	5,000	5,000	5,000	
2 Contract - Public Defender	500	500	0		500	500	500	500	
3 Contract - Solicitor	4,800	4,800	2,400	4,800	4,800	4,800	4,800	4,800	
4 Education Training/Clerk	150	300	225	270	400	300	300	300	Send new clerk to training.
5 Education Training/Judge	1,144	1,200	85	1,200	1,200	1,200	1,200	1,200	
6 Contract - Translator	0	200	0		200	200	200	200	
<b>SUBTOTAL</b>	<b>\$10,344</b>	<b>\$12,000</b>	<b>\$6,460</b>	<b>\$11,270</b>	<b>\$12,100</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	

**POLICE DEPARTMENT**

1 Regular Employees	138,500	151,792	132,856	159,427	163,942	153,600	158,112	158,112	
2 Overtime	8,464	10,000	6,489	7,787	10,000	10,000	8,000	8,000	
3 Group Insurance	14,743	14,832	13,515	16,218	15,300	17,400	17,400	17,400	
4 Social Security (FICA)	12,922	12,224	10,660	12,792	13,238	12,600	12,708	12,708	
5 Retirement Cont. (DC) 401	5,075	7,133	5,056	6,067	7,133	7,178	7,394	7,394	
6 Workers' Comp Insurance	1,879	5,500	6,375	6,376	6,500	6,500	6,500	6,500	
7 Tech Purch Serv/Courtware	5,424	6,000	3,006	3,607	5,000	5,000	5,000	5,000	
8 Repairs & Maintenance	8,047	8,600	7,424	8,909	8,600	8,600	8,600	8,600	
9 Liability Insurance	6,399	6,500	4,218	4,218	6,500	4,500	4,500	4,500	
10 Telephone-Postage	6,499	7,500	4,680	5,616	6,646	6,700	6,700	6,700	
11 Dues & Fees	181	300	100	120	300	300	300	300	
12 Education & Training	1,632	2,500	1,205	1,446	2,500	2,500	2,500	2,500	
13 Subpoena fee	0	200	0		200	200	200	200	
14 Prisoner Housing & costs	3,360	3,500	2,295	2,754	4,500	4,500	4,500	4,500	
15 Supplies & Materials	4,330	5,200	7,344	8,813	5,200	5,200	5,200	5,200	
16 Gasoline	14,411	13,000	6,070	7,284	13,000	10,000	10,000	10,000	
17 Small Equipment Under \$5,000	9,721	12,000	10,831	12,000	12,000	12,000	12,000	12,000	Includes backup weapons and copier. Moved from capital.
18 Other Supplies-Uniforms	4,220	6,500	2,313	2,776	6,000	6,000	6,000	6,000	
19 Training funds - Payable	12,065	14,906	9,144	10,973	13,500	12,000	12,000	12,000	
20 E-911 Center	0	15,000	38,158	38,158	15,000	19,000	19,000	19,000	FY15 bill was for two years.
<b>SUBTOTAL</b>	<b>\$257,872</b>	<b>\$303,187</b>	<b>\$271,739</b>	<b>\$315,340</b>	<b>\$315,059</b>	<b>\$303,778</b>	<b>\$306,614</b>	<b>\$306,614</b>	

Description	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016 Explanation
<b>STREET DEPARTMENT</b>								
1 Regular Employees-Street	27,400	27,475	23,250	27,900	28,080	27,475	36,196	Includes 1/3 of new Maint. I
2 Overtime	1,734	2,400	667	800	2,000	1,500	1,833	
3 Employee Insurance	6,764	7,416	6,267	7,520	7,416	8,100	10,783	
4 Social Security (FICA)	1,680	2,217	1,830	2,196	2,235	2,250	2,909	
5 Retirement Plan Expense	10,513	8,242	8,567	10,280	10,281	10,000	10,270	
6 Retirement Cont. (DC) 401	0	0	0	0	0	0	316	
7 Workers' Comp Insurance	2,532	7,000	8,356	8,356	8,500	8,500	8,500	
8 Professional (arborist)	619	2,000	300	360	2,000	1,000	1,000	
9 Professional - Engineering	0	6,000	4,873	5,848	6,000	6,000	6,000	
10 Disposal Services-Landfill Fees	407	750	526	500	750	750	750	
11 Contract Lawn Care	11,442	25,000	15,823	21,000	25,000	25,000	25,000	
12 Repairs & Maintenance	9,108	25,000	11,780	14,136	25,000	20,000	20,000	
13 Education & Training (new account)	0	0	0	0	1,000	1,000	1,000	Training materials - storm water and water conservation.
14 Contract Labor	43,880	24,000	14,379	17,255	24,000	22,000	0	Replaced with Maint. I
15 Supplies & Materials	17,912	20,000	11,611	13,933	20,000	18,000	18,000	
16 Gasoline/Diesel	10,339	9,000	3,646	4,375	9,000	7,000	7,000	
17 Small Equipment Under \$5,000	0	2,000	0	0	2,000	2,000	1,500	
18 Uniforms	1,709	2,000	1,747	2,233	2,300	2,300	2,300	
19 Stormwater Management	3,500	3,500	0	3,500	3,500	3,500	3,500	
Tree Board (pruning, planting, Arbor								
20 Day, arborist)	5,926	7,000	4,097	4,916	7,000	7,000	7,000	
21 City Tree Removal	8,244	20,000	16,200	19,440	35,000	30,000	20,000	
22 City Trail Maintenance	0	5,000	6,900	5,400	7,000	7,000	7,000	Includes concrete repair and spraying.
23 Sidewalks	0	3,000	0	0	3,000	3,000	3,000	
<b>SUBTOTAL</b>	<b>\$163,709</b>	<b>\$209,000</b>	<b>\$140,819</b>	<b>\$169,949</b>	<b>\$231,062</b>	<b>\$213,375</b>	<b>\$193,857</b>	
<b>CEMETERY</b>								
23 Cemetery mapping services	15,685	0						
24 Cemetery Found. Maint. Suppl.	5,000	5,000	5,000	5,000	6,000	6,000	5,000	Cemetery Foundation requested \$5,000.
25 Tree Removal	7,350	0		7,350	5,000	5,000	5,000	
<b>SUBTOTAL</b>	<b>\$28,035</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$12,350</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$10,000</b>	

Description

**WATER & SEWER FUND - REVENUES**

	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016	Explanation
1 Water Charges/Sales	473,764	475,000	366,102	439,322	450,000	450,000	450,000	450,000	
2 Water Tap Fees	56,501	20,000	57,025	60,000	30,000	30,000	30,000	30,000	
3 Sewer Charges/Sales	236,899	232,000	196,448	235,738	236,000	236,000	236,000	236,000	
4 Sewer Tap Fees	1,919	2,500	9,925	11,910	4,000	4,000	4,000	4,000	
5 Hydrant Meter	2,868	800	2,538	3,046	3,000	3,000	3,000	3,000	
<b>TOTAL REVENUES</b>	<b>\$771,951</b>	<b>\$730,300</b>	<b>\$632,038</b>	<b>\$750,016</b>	<b>\$723,000</b>	<b>\$723,000</b>	<b>\$723,000</b>	<b>\$723,000</b>	

**WATER & SEWER FUND - EXPENDITURES**

6 Regular Employees	24,887	26,151	21,721	26,065	26,151	26,200	34,833	34,833	Includes 1/3 of new Maint. I
7 Overtime	2,179	2,500	1,464	1,757	2,500	2,500	2,833	2,833	
8 Employee Insurance	-471	0	266	319	320	320	3,008	3,008	
9 Social Security (FICA)	2,422	2,192	1,774	2,129	2,172	2,200	2,881	2,881	
10 Retirement Cont. (DC) 401	817	1,047	776	931	933	1,050	1,393	1,393	
11 Workers' Comp Insurance	56	800	844	844	800	850	850	850	
12 Legal & Professional	6,600	7,000	3,900	3,900	7,000	4,400	4,400	4,400	
13 Sewer Treatment Fees	118,107	125,000	94,492	113,390	110,000	110,000	110,000	110,000	
14 Repairs & Maintenance	21,514	25,000	20,629	24,755	30,000	25,000	25,000	25,000	To locate and install new taps.
15 Liability Insurance	2,797	3,400	3,242	3,242	3,400	3,400	3,400	3,400	
16 Telephone-Postage	1,485	1,200	1,142	1,370	1,200	1,200	1,200	1,200	
17 Dues & Fees	1,017	1,500	1,078	1,294	1,200	1,200	1,200	1,200	
18 Education & Training	2,512	2,000	1,042	1,250	2,000	2,000	1,000	1,000	
19 Contract Labor	0	5,000	0	0	5,000	5,000	5,000	5,000	
20 Temporary Labor		17,300	8,301	9,961	17,300	17,300	0	0	Replaced with Maint. I
21 Materials & Supplies	21,872	22,000	14,792	17,750	22,000	20,000	20,000	20,000	
22 Energy - Utilities	0	1,900	1,705	2,046	1,900	1,900	1,900	1,900	
23 Gasoline/Diesel	3,402	3,400	2,259	2,711	3,400	3,400	3,400	3,400	
24 Water for Resale	171,471	180,000	133,157	159,788	180,000	175,000	165,000	165,000	
25 Small Equipment Under \$5,000	0	3,000	1,398	1,800	3,000	3,000	3,000	3,000	
26 Uniforms	2,312	1,500	2,189	2,597	2,600	2,600	2,600	2,600	
27 Depreciation Expense	157,267	160,000	118,648	142,378	160,000	160,000	160,000	160,000	
28 Bad Debt Expense	-1,389	6,500	0	5,200	6,500	6,000	6,000	6,000	
29 Contingency	0	31,910	0	0	0	0	14,102	14,102	
<b>TOTAL EXPENDITURES</b>	<b>\$538,857</b>	<b>\$630,300</b>	<b>\$434,819</b>	<b>\$525,478</b>	<b>\$589,376</b>	<b>\$574,520</b>	<b>\$573,000</b>	<b>\$573,000</b>	

Description FY2014 Actual FY2015 Budget Thru April FY2015 Estimate FY2016 Request FY2016 CM Rec FY2016 Bud Comm FY2016 Explanation

**ELECTRIC FUND - REVENUES**

1 Electric Sales	1,937,117	2,096,000	1,725,247	2,070,296	2,096,000	1,992,829	1,992,829	1,992,829	ECG estimate.
2 Penalties After the 15th	113,291	115,000	95,912	115,094	115,000	115,000	115,000	115,000	
3 Service Charges	8,615	8,500	5,280	6,336	8,500	6,000	6,000	6,000	
4 Interest Revenue	163	150	184	221	150	150	150	150	
5 Municipal Competitive Trust	287,141	277,294	6,603	277,294	241,567	241,567	241,567	241,567	
6 Other Rebates-Off System Sales	70,043	60,000	61,090	61,090	70,100	63,000	63,000	63,000	
<b>TOTAL REVENUES</b>	<b>\$2,416,370</b>	<b>\$2,556,944</b>	<b>\$1,894,316</b>	<b>\$2,530,332</b>	<b>\$2,531,317</b>	<b>\$2,418,546</b>	<b>\$2,418,546</b>	<b>\$2,418,546</b>	

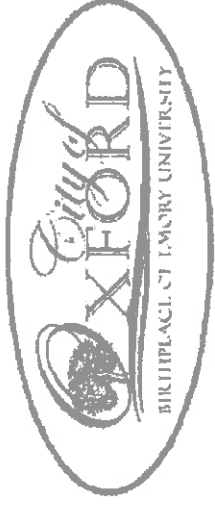
**ELECTRIC FUND - EXPENDITURES**

7 Regular Employees	88,983	94,579	79,263	95,116	95,750	93,700	104,386	104,386	Includes 1/3 of new Maint. I
8 Overtime	5,018	4,000	3,344	4,013	5,000	5,000	4,333	4,333	
9 Employee Insurance	13,749	14,832	12,751	15,301	15,163	16,600	19,195	19,195	
10 Social Security (FICA)	8,155	7,541	6,319	7,583	7,617	7,600	8,317	8,317	
11 Retirement Plan Expense	34,861	28,374	29,218	35,062	35,061	34,000	35,016	35,016	
12 Retirement Cont. (DC) 401	0	0	0	0	0	0	316	316	
13 Workers' Comp Insurance	192	1,200	1,256	1,257	1,300	1,300	1,300	1,300	
14 Repairs & Maintenance	9,132	6,200	3,776	4,531	6,200	6,200	6,200	6,200	
15 Power line Tree Trimming	13,363	25,000	7,036	20,000	25,000	25,000	25,000	25,000	
16 Liability Insurance	15,554	16,000	12,184	12,184	16,000	13,000	13,000	13,000	
17 Telephone-Postage	7,211	7,000	6,508	7,810	8,700	8,700	8,700	8,700	
18 Linemen Training	5,572	6,000	501	6,000	6,000	6,000	6,000	6,000	Apprentice training.
19 Contract Labor	0	20,000	0	0	20,000	20,000	20,000	20,000	No big storms in FY15.
20 Temporary Labor	0	5,500	8,301	9,961	5,500	5,500	5,500	5,500	Replaced with Maint. I
21 Supplies & Materials	14,544	16,500	11,536	13,843	16,500	15,000	15,000	15,000	
22 Energy/Utilities	1,435	5,000	7,819	9,383	7,000	9,500	9,500	9,500	
23 Gasoline/Diesel	6,420	9,000	3,519	4,223	9,000	7,000	7,000	7,000	
24 Electricity Purchased	1,502,126	1,520,000	1,285,800	1,542,960	1,520,000	1,539,355	1,539,355	1,539,355	ECG estimate.
25 Small Equipment Under \$5,000	976	5,000	212	2,500	5,000	5,000	5,000	5,000	
26 Uniforms	3,598	4,000	4,387	5,264	5,300	5,300	5,300	5,300	
27 Street Lights	0	2,500	0	2,500	2,500	2,500	2,500	2,500	
28 Depreciation	86,364	82,000	61,439	82,000	82,000	82,000	82,000	82,000	
29 Bad Debt Expense	-34,764	15,500	-252	12,400	15,500	14,000	14,000	14,000	
30 Contingency	0	33,924	0	0	0	0	5,561	5,561	
<b>TOTAL EXPENDITURES</b>	<b>\$1,782,489</b>	<b>\$1,929,650</b>	<b>\$1,544,917</b>	<b>\$1,893,890</b>	<b>\$1,910,091</b>	<b>\$1,922,255</b>	<b>\$1,936,979</b>	<b>\$1,936,979</b>	

Description	FY2014 Actual	FY2015 Budget	Thru April	FY2015 Estimate	FY2016 Request	FY2016 CM Rec	FY2016 Bud Comm	FY2016 Explanation
<b>SANITATION FUND - REVENUES</b>								
1 Refuse Collection Charges	143,884	143,000	122,592	147,110	147,165	147,165	147,165	
2 Sale of Recycled Materials	0	500	0		500	500	500	
<b>TOTAL REVENUES</b>	<b>\$143,884</b>	<b>\$143,500</b>	<b>\$122,592</b>	<b>\$147,110</b>	<b>\$147,665</b>	<b>\$147,665</b>	<b>\$147,665</b>	

**SANITATION FUND - EXPENDITURES**

3 College Walk Dumpster Fees	6,650	6,700	5,542	6,650	6,800	6,700	6,700	
4 Contracted Garbage Pickup	63,290	64,800	54,305	65,166	66,000	66,000	66,000	
5 Depreciation	0	6,400	0	0	0	0	0	
6 Bad Debt Expense	-699	3,000	0	2,400	3,000	2,800	2,800	
7 Contingency	0	12,600	0	0	0	0	2,165	
<b>TOTAL EXPENDITURES</b>	<b>\$69,241</b>	<b>\$93,500</b>	<b>\$59,847</b>	<b>\$74,216</b>	<b>\$75,800</b>	<b>\$75,500</b>	<b>\$77,665</b>	



# Capital Budget FY2016 - FY2020

July, 2015 - June, 2020

Public Hearing - May 18, 2015

**OXFORD CAPITAL IMPROVEMENT PLAN 2016 - 2020 SCHEDULE**

	PROJECT DESCRIPTION	FY Start	FY Complete	Total Cost	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	STWP
1	Bike/Pedestrian Pathways/Trails	2016	2018	350,000	80,000	160,000	110,000	-	-	38,42
2	Cemetery Mapping	2015	2016	15,000	8,000	7,000	-	-	-	9
3	City Hall and grounds projects *	2016	2016	15,000	15,000	-	-	-	-	-
4	City Master Plan Develop & Implement	2016	2020	500,000	100,000	100,000	100,000	100,000	100,000	23,24,25
5	City Park Land Acquisition & Development	2015	2016	250,000	250,000	-	-	-	-	29
6	City Park Playground & Pavilion Design & Build	2016	2020	250,000	20,000	230,000	-	-	-	29
7	Electric Competitive Projects *	2016	2020	500,000	100,000	100,000	100,000	100,000	100,000	-
8	Electric System Improvements	2016	2020	500,000	100,000	100,000	100,000	100,000	100,000	15
9	George Street Park Storm Drainage	2016	2016	40,000	40,000	-	-	-	-	-
10	Moore Street Sidewalk	2015	2016	200,000	200,000	-	-	-	-	38,42
11	Pedestrian Bridge/Sidewalk*	2015	2018	1,200,000	1,200,000	-	-	-	-	38,42
12	Pocket Parks	2016	2016	30,000	30,000	-	-	-	-	-
13	Software Upgrades Clerk's Office	2015	2017	30,000	15,000	15,000	-	-	-	5
14	Storm Drainage plans & Improvements	2016	2020	35,000	5,000	10,000	5,000	10,000	5,000	-
15	Street Repairs and Resurfacing	2016	2020	500,000	50,000	50,000	150,000	150,000	100,000	10,24
16	Survey of city rights-of-way	2016	2016	40,000	40,000	-	-	-	-	20
17	Vehicles & Equipment *	2016	2020	353,000	8,000	42,000	52,000	198,000	53,000	-
18	Water/Sewer System Improvements *	2016	2020	1,000,000	200,000	-	300,000	300,000	200,000	15, 17, 35
19	Wayfinding signs	2016	2016	10,000	10,000	-	-	-	-	14
20	Whatcoat Street Improvements	2016	2016	200,000	200,000	-	-	-	-	24
	<b>TOTALS</b>			<b>\$6,018,000</b>	<b>\$2,671,000</b>	<b>\$814,000</b>	<b>\$917,000</b>	<b>\$958,000</b>	<b>\$658,000</b>	

\* see Capital Budget detail sheet

**OXFORD CAPITAL IMPROVEMENT PLAN 2016 - 2020 COST ALLOCATION**

Line	PROJECT DESCRIPTION	FY Start	FY Complete	Total Cost	City Funds	2011 SPLOST	2017 SPLOST	Grants	Oxford College	Other	STWP 1/23/13 Item #
1	Bike/Pedestrian Pathways/Trails	2017	2019	350,000	80,000		170,000	100,000			38,42
2	Cemetery Mapping	2015	2016	15,000	15,000						9
3	City Hall and grounds projects *	2016	2016	15,000	15,000						
4	City Master Plan Develop & Implement	2016	2020	500,000	250,000		250,000				23,24,25
5	City Park Land Acquisition & Development (County 2011 SPLOST is Other funding source)	2015	2016	250,000	150,000					100,000	29
6	City Park Playground & Pavilion Design & Build	2016	2020	250,000	125,000		125,000			120,000	29
7	Electric Competitive Projects *	2016	2020	500,000	500,000						
8	Electric System Improvements	2015	2020	500,000	500,000						15
9	George Street Park Storm Drainage	2016	2016	40,000	40,000						
10	Moore Street Sidewalk	2015	2016	200,000	50,000	150,000					38,42
11	Pedestrian Bridge/Sidewalk #	2015	2018	1,200,000	60,000			940,000		200,000	38,42
12	Pocket Parks	2016	2016	30,000	30,000						
13	Software Upgrades Clerk's Office	2015	2017	30,000	30,000						5
14	Storm Drainage plans & improvements	2016	2020	35,000	35,000						
15	Street Repairs and Resurfacing	2016	2020	500,000	75,000	35,000	300,000	90,000			10,24
16	Survey of city rights-of-way	2016	2016	40,000	40,000						20
17	Vehicles & Equipment *			353,000	353,000						
18	Water/Sewer System Improvements *	2016	2020	1,000,000	500,000		500,000				15, 17, 35
19	Wayfinding signs	2016	2016	10,000	10,000						14
20	Whatcoat Street improvements	2016	2017	200,000	200,000						24
	<b>TOTALS</b>			<b>\$6,018,000</b>	<b>\$3,058,000</b>	<b>\$185,000</b>	<b>\$1,345,000</b>	<b>\$1,130,000</b>	<b>\$0</b>	<b>\$420,000</b>	

# Pedestrian Bridge - GDOT is providing Grant funds; Covington is providing funds shown in column labeled "Other"  
 \* see Capital Budget Detail sheet



**CAPITAL BUDGET FISCAL YEAR 2016**

	PROJECT DESCRIPTION	FY Start	TOTAL COST FY 2016	CITY FUNDS FY 2016	GRANTS	OXFORD COLLEGE	OTHER	STWP Dated 1/23/13 Item #
1	Bike/Pedestrian Pathways/Trails	2017	80,000	80,000				38,42
2	Cemetery Mapping	2015	8,000	8,000				9
3	City Hall and grounds projects *	2016	15,000	15,000				
4	City Master Plan Develop & Implement	2016	100,000	100,000				23,24,25
5	City Park Land Acquisition & Development (County 2011 SPLOST is other funding source)	2015	250,000	150,000			100,000	29
6	City Park Playground & Pavilion Design & Build	2017	20,000	20,000			0	29
7	Electric Competitive Projects *	2016	500,000	100,000				
8	Electric System Improvements	2015	500,000	100,000				15
9	George Street Park Storm Drainage	2016	40,000	40,000				
10	Moore Street Sidewalk	2016	200,000	50,000			150,000	38,42
11	Pedestrian Bridge/Sidewalk #	2015	1,200,000	60,000	940,000		200,000	38,42
12	Pocket Parks	2016	30,000	30,000				
13	Software Upgrades Clerk's Office	2015	15,000	15,000				5
14	Storm Drainage plans & improvements	2016	5,000	5,000				
15	Street Repairs and Resurfacing	2016	50,000	32,000	18,000			10,24
16	Survey of city rights-of-way	2016	40,000	40,000				20
17	Vehicles & Equipment *	2016	12,000	8,000				
18	Water/Sewer System Improvements *	2016	200,000	200,000				
19	Wayfinding signs	2016	10,000	10,000				14
20	Whatcoat Street improvements	2016	200,000	200,000				24
	<b>TOTALS</b>		<b>\$3,475,000</b>	<b>1,263,000</b>	<b>\$958,000</b>	<b>\$0</b>	<b>\$450,000</b>	

# Pedestrian Bridge - GDOT is providing Grant funds; Covington is providing funds shown in column labeled "Other"  
\* see Capital Budget Detail sheet

	PROJECT DESCRIPTION	Total Cost	FY 2015 (City Funds)	FY 2015 Est. Total Spent	FY 2015 Balance	NOTES	STWP
1	Bike/Pedestrian Pathways/Trails	50,000	10,000	180	9,820	State Grant was not approved.	38,42
2	Cemetery Mapping	15,000	7,000	0	7,000		9
3	City Archives Preservation/Presentation	20,000	10,000	0	10,000	Emory University will not charge for Archive and digitization services.	2,7
4	City Boundary Survey/Markers	8,000	8,000	6,995	1,005	Project COMPLETED In FY15.	20
5	City Entrance Signs	12,000	12,000	3,040	8,960	Project should be completed in FY15.	14
6	City Master Plan Creation & Implementation	500,000	100,000	37,605	62,395		23,24,25
7	City Park Land Acquisition	150,000	150,000	93,248	56,752		29
8	City Park Pavilion	150,000	0	0	0		29
9	Electric System Improvements	500,000	120,000	118,107	1,893	Project COMPLETED in FY15.	15
10	Maintenance Facility Generator	20,000	20,000	9,110	10,890	Project COMPLETED in FY15.	34
11	Maintenance Facility Lights	3,000	3,000	3,700	-700	Project COMPLETED in FY15.	34
12	Moore Street Sidewalk	100,000	50,000	1,000	49,000	Oxford College preparing storm water plan	38,42
13	North Emory Street Sidewalk	250,000	100,000	4,330	95,670	Project to be deleted in FY16.	38,42
14	Pedestrian Bridge/Sidewalk	1,200,000	60,000	0	60,000		38,42
15	Police Department Equipment	75,000	40,000	35,695	4,305	Project COMPLETED in FY15.	
16	Police Department Vehicle	175,000	35,000	32,072	2,928	Project COMPLETED in FY15.	
17	Seasonal Banners/Wreaths	15,000	12,000	11,944	56	Project COMPLETED in FY15.	14
18	Software Upgrades Clerk's Office	30,000	15,000	7,954	7,046		5
19	Storm Drainage - George St Park	25,000	5,000	3,685	1,315	Prepared plans.	
20	Street Repairs and Traffic Control (LMIG)	500,000	50,000	138,847	-88,847		10,24
21	Utilities Department Vehicles & Equipment	250,000	50,000	20,752	29,248		39
22	Water/Sewer System Improvements	600,000	200,000	9,850	190,150		15,17,39
	<b>TOTALS</b>	<b>\$4,648,000</b>	<b>\$1,057,000</b>	<b>\$538,114</b>	<b>\$518,886</b>		
<b>2011 SPLOST</b>							
23	Cook Road pressure reduction valve			40,775			
24	Emory Asbury water line			1,091,347			
25	Moore St water line			112,194			
26	<b>TOTALS</b>			<b>1,244,316</b>			
				<b>\$1,782,430</b>			

**FY2016 Capital Budget Detail**

**Electric Competitive Projects**

**Request Bud Comm**

Automated Meter Reading			
Fiber optic network			
City Wi-Fi			
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City Hall and Grounds Projects**

Install 4 planters at City Hall	3,700		3,700
Two benches & a picnic table for City Hall	1,900		1,900
2 benches and brick work on Emory St next to City Hall	4,280		4,280
Cabinets and storage shelves in file room	4,875		4,875
<b>SUBTOTAL</b>	<b>\$14,755</b>	<b>\$14,755</b>	<b>\$14,755</b>

**Water System Improvements**

Replace water main from Wesley going west on Clark and Hull and Oxford Road to the 12 inch line on Cook Road. With 8" ductile iron pipe.	642,555		0
Replace 2" galvanized line serving three homes and church on North Emory & Richardson	11,905		15,000
Replace or rebuild altitude valve on elevated tank	11,000		11,000
<b>SUBTOTAL</b>	<b>\$665,460</b>	<b>\$665,460</b>	<b>\$26,000</b>

**FY2016 Capital Budget Detail**

Vehicles and Equipment

Request Bud Comm

**2016**

Police vehicle - to replace a 2010 Chevy Impala with 67,849 miles; Chevy would become backup vehicle replacing backup with 160,000 miles	24,500	0
Equipment package for new police vehicle (install radio, new cage, graphics and lights)	6,750	0
Digital in-car video for new patrol car	5,500	0
Radar unit for new patrol car	1,600	0
Reconditioned network multi-page copier	1,800	0
Four backup weapons (one for each officer)	1,900	0
Service bucket truck (mini-bucket)	98,000	0
Swap truck bodies (move the chipper body from the worn out truck body (264,142 miles) to the leaf truck chassis (37,360 miles). The packer body on the leaf truck is worn out - this is the second truck body it has been on.)	8,000	8,000
Trenching attachment for Bobcat	6,100	0
<b>SUBTOTAL</b>	<b>\$154,150</b>	<b>\$8,000</b>

Move to Operating  
Move to Operating

**2017**

Police Vehicle	0	0
Police Equipment	12,000	12,000
Utility Department Vehicles & Equipment	30,000	30,000
<b>SUBTOTAL</b>	<b>\$42,000</b>	<b>\$42,000</b>

**2018**

Police Vehicle	35,000	35,000
Police Equipment	12,000	12,000
Utility Department Vehicles & Equipment	5,000	5,000
<b>SUBTOTAL</b>	<b>\$52,000</b>	<b>\$52,000</b>

**FY2016 Capital Budget Detail**

**Request Bud Comm**

page 7 of 7

**2019**

Police Vehicle	36,000	36,000
Police Equipment	12,000	12,000
Utility Department Vehicles & Equipment	150,000	150,000
<b>SUBTOTAL</b>	<b>\$198,000</b>	<b>\$198,000</b>

**2020**

Police Vehicle	36,000	36,000
Police Equipment	12,000	12,000
Utility Department Vehicles & Equipment	5,000	5,000
<b>SUBTOTAL</b>	<b>\$53,000</b>	<b>\$53,000</b>

**CITY OF OXFORD**

**RESOLUTION**

**TO ADOPT AN ANNUAL BALANCED BUDGET IN ACCORDANCE WITH CHAPTER 81, TITLE 36 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED**

**WHEREAS**, the City of Oxford, Georgia, hereinafter referred to as the ("City") pursuant to O.C.G.A. Chapter 81, Title 36 is required to adopt a balanced budget where the sum of estimated net revenues and appropriated fund balances is equal to appropriations; and;

**WHEREAS**, the City published a public notice setting a Public Hearing date in the local newspaper; and the City conducted a Public Hearing at least one (1) week prior to adoption of the proposed operating budget.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD**

1. That the Fiscal Year 2016 (July 2015 – June 2016) Operating Budget and the Capital Projects Budget be adopted this date.
2. That the full time positions funded by this budget shall be limited to:
  - a. CITY COUNCIL – Mayor (1), Councilmember (6)
  - b. GENERAL GOVERNMENT – City Manager (1), City Clerk (1), Deputy Clerk, Associate Clerk (2), Community Development Coordinator (1)
  - c. POLICE DEPARTMENT – Police Chief (1), Lieutenant (1), Officer (2)
  - d. STREET DEPARTMENT – Utility Maintenance Worker I (2)
  - e. WATER AND SEWER DEPARTMENT – Utility Maintenance Worker I
  - f. ELECTRIC DEPARTMENT – Supervisor of Utilities and Public Works, Assistant Supervisor of Utilities and Public Works
3. That no funds appropriated in a contingency account may be spent from that account. Funds in a contingency account must be transferred to another expenditure account before these funds may be expended.

**ADOPTED THIS MONDAY, JUNE 1, 2015.**

**BY:**

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Jerry D. Roseberry, Mayor

**ATTEST:**

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Lauran S. Willis, City Clerk



**JOB TITLE:** Community Development Coordinator

**DEPARTMENT:** General Government

**JOB SUMMARY:** This position is responsible for performing a broad range of activities related to commercial and residential development along with the overall development of the City.

**MAJOR DUTIES:**

- Work to encourage developers and others to locate retail business and to construct high density residential housing in the City. Serve as the City's primary point of contact for all development inquiries.
- Develop and promote events and celebrations that promote the City. Work with city staff in the presentation of the July 4<sup>th</sup> Parade.
- Coordinate development activities with Newton County, the City of Covington, the Covington-Newton County Chamber of Commerce, the Electric Cities of Georgia, and the Georgia Department of Community Affairs.
- Work to incorporate the development of technology in the city with the future development of the city.
- Work with and support the Oxford Planning Commission. Develop recommendations for the Planning Commission on Applications for Development Permit Approval.
- Research rezoning and zoning amendment requests. Prepare recommendations for the Planning Commission.
- Help create and then work with the Oxford Downtown Development Authority.
- Work with Oxford College to encourage joint activities that would support residential and commercial development.
- Perform research that will support retail and residential development.
- Research and apply for grants to benefit the City.
- Investigate possible annexations to the City.
- Prepare monthly reports to the City Council and the City Manager.
- Other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the prerequisites for downtown development and the factors that influence developers to locate in a city.
- Familiar with residential development.
- Skill in preparing and maintaining reports and records.
- Skill in written and oral communication and interpersonal relations.
- Skill in operating and working with computers, online searches, and social media.

**SUPERVISORY CONTROLS:** This position reports to the city manager.

**COMPLEXITY:** The work consists of varied administrative and creative duties. Budgetary constraints and frequent contact with the public and the governing body contribute to the complexity of the work.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, local elected officials, employees from other departments, employees from other governments, developers, and the general public.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk and in the field. The employee occasionally lifts light objects, uses equipment requiring dexterity, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and in the field.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has no supervisory responsibility.

**MINIMUM QUALIFICATIONS:**

- BA degree in a related field. MA preferred.
- Grant writing skills and experience preferred.
- Some experience with local government.





**JOB TITLE:** Public Works Maintenance Worker NEW

**DEPARTMENT:** Public Works

**JOB SUMMARY:** This position is responsible for performing unskilled and semi-skilled duties necessary for the accomplishment of various street, public works, and utilities projects.

**MAJOR DUTIES:**

- o Reads electrical and water meters to capture usage data.
- o Assists in constructing, repairing, and maintaining city streets, drainage systems, electrical distribution systems, water and sewer systems, and other public works projects.
- o Perform work orders assigned by city clerk's office including utility turn on and turn off along with additional readings.
- o Assists with DOT required traffic control on construction and repair projects.
- o After a training period, operates the chipper truck and leaf vacuum truck.
- o Perform water meter cutoffs, train for and then perform electric meter cutoffs.
- o Replaces broken registers on water meters. Replaces and repairs broken water meter lids and boxes.
- o Clears debris from storm drains; grades ditches for proper drainage. Assists with maintenance required by storm water regulations and storm water ordinance.
- o Assists with setting poles and anchors; operates pneumatic tools. Serves as the ground man.
- o Assists with installing and replacing street lights. Serves as the ground man.
- o Performs tree maintenance duties including low level trimming (after training), mulching, and watering.

- o Pick up trash and debris on streets and rights-of-way.
- o Mows grass on city rights-of-way and property as necessary. Operates bush hog.
- o Operates vehicles and equipment as directed; performs safety inspection of vehicles and equipment prior to use. Performs routine maintenance of equipment and vehicles, including washing, checking fluid levels, and lubricating.
- o Patches potholes.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of safety procedures pertaining to public works activities.
- o Knowledge of city geography and locations of utility meters.
- o Skill in operating public works and utilities equipment.
- o Skill in the use of tools such as chain saws, jack hammers, and various hand tools.
- o Ability to acquire training and learn new skills required for advanced work, such as electrical line work.

**SUPERVISORY CONTROLS:** The Supervisor of Public Works and Utilities assigns work in terms of general instructions. The Supervisor reviews work in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related semi-skilled and unskilled maintenance and repair duties. Opportunity may be made available for further training for skilled duties.

**SCOPE AND EFFECT:** The purpose of this position is to perform public works and utilities maintenance and repair duties. Successful performance in this position helps ensure clean, attractive roadways, and safe streets, and effective utility services for community residents.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, city employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to provide services.

**PHYSICAL DEMANDS:** The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, occupies bucket on bucket truck, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

**WORK ENVIRONMENT:** The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional inclement weather. The work requires the use of safety devices such as hard hats, ear protection, masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- o Experience with truck driving and with equipment such as back hoe and tractor.
- o Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with DMV. CDL preferred; in no CDL upon employment, employee may be expected to qualify for CDL within a reasonable period of time.

Project	Date	Status
Determine who is 100' from a sewer line and how to enforce ordinance	12/6/2013	We will have a report to Council for the January work session.
Scheduled completion 2/17/2014; Assigned: Bob, Lauran, & Jody; STARTED 12/1/2013; original project was 2009; §36-93e mandatory connection adopted 10/9/2006	3/13/2014	Lauran and Jody have almost completed their analysis.
	5/18/2015	Additional taps have been made. Getting ready to turn additional names to the police department.

Bike/Recreation Pathways/Trails/Stairwalks		
STARTED 7/1/14; 2008 STWP	7/31/2014	Received announcement of August pre-application informational meeting about state trails grants.
	8/19/2014	Jim Windham and Bob Schwartz will attend state trails workshop.
	9/8/2014	Discussed at council meeting.
	9/15/2014	Setting up committee.
	10/20/2014	Recommendation to Council at work session.
	11/17/2014	Application almost finished.
	11/24/2014	Application mailed (TWO DAYS EARLY)
	3/31/2015	Grant was denied. Project is unsuccessful, but complete.

Cemetery Mapping		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2001	7/16/2014	Contractor will start in August; plans to finish by end of October.
	9/15/2014	Len Strozier has started, made one visit, and has completed 25% of GPS mapping. Will return first week in October for about 3 days.
	10/17/2014	Radar work is complete, Len Strozier is working on preparing the map.
	1/26/2015	Contractor plans to be finished February 15.
	2/16/2015	Len Strozier made report at Cemetery Association meeting on 2/15. Will submit preliminary final report to Lauran on 2/27/15.
	3/13/2015	Waiting to hear from Len Strozier
	5/18/2015	Len Strozier is finished and will present report to Council at work session.

Project	Date	Status
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City Archive Preservation/Presentation		
Assigned: Bob & Lauran; STARTED 7/1/14; 2008 STWP	8/21/2014	Checked with State Archives, they only accept municipal documents older than 1875. We have minutes from 1912+.
	2/27/2015	Delivered minutes and map to Emory Archives along with signed agreements. Emory Archives will give us periodic progress reports.
	5/18/2015	Emory Archives has all the materials. We have no progress reports to date.

City Entrance Signs		
STARTED 7/1/14; Assigned: Bob; Discussed at Council meeting 9/12/2011	7/17/2014	Sent Email to Laura McCanless.
Funded in FY2014 budget. 2008 STWP	7/18/2014	Laura and her husband do not have time to work on this project.
	9/15/2014	Mayor Roseberry has requested a proposal from a sign company.
	10/20/2014	Will be discussed at work session.
	12/1/2014	Alternative selected at council meeting.
	1/26/2015	Review final draft of signs at work session.
	2/2/2015	Review final draft at council meeting.
	2/16/2015	Discussed at work session. Assigned to ad hoc committee.
	3/2/2015	Reviewed committee report at council meeting.
	3/16/2015	Review committee report at work session.
	4/16/2015	Issued PO for new signs. Should take about a month.
	5/18/2015	Printability has completed the signs. They are waiting for the posts to arrive.

City Park Land Acquisition		
Assigned: Council; STARTED 7/1/14; 2008 STWP	8/4/2014	discussion during City Council meeting.

Moore Street Sidewalk		
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	7/31/2014	Robert is working on a sketch of proposed easement so we can discuss with Oxford College.
	8/13/2014	Sketch sent to Oxford College for review.
	10/20/2014	Discuss at work session.

Project	Date	Status
	11/6/2014	Met with Oxford College to discuss.
	2/2/2015	Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June.

North Enory Street Sidewalk		
STARTED 7/1/14	7/21/2014	Robert Jordan discussed with Council at July 21 work session.
	7/31/2014	Robert has started preliminary evaluation of which side of the road to use for the sidewalk.
	10/20/2014	Discuss at work session.
	3/16/2015	Discuss at work session.

Pedestrian Bridge/Sidewalk		
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.

Software Upgrade - Clark's Office		
Assigned: Luran; STARTED 7/1/14	7/21/2014	Implementation is scheduled for February, 2015.
	12/12/2014	New server and receipt printers received. Installation of software may be pushed to March.
	1/26/2015	Implementation now scheduled for April.
	3/11/2015	Luran asked Harris Inc. to schedule the implementation soon.
	5/18/2015	Implementation has been indefinitely delayed.

Storm Drainage - George Street Park		
Assigned: Jody; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	7/30/2014	Jody taking bids for Whatcoat storm water culvert.
	7/31/2014	Robert working on design for George St. park drainage repairs or replacement.
	8/29/2014	Whatcoat culvert replaced.
	9/15/2014	Robert has completed plans for George St. park drainage repairs.
	10/20/2014	May be a project for FY16 budget, will be discussed at work session.
	12/12/2014	Will be budget request for FY16.

Project	Date	Status
	2/24/2015	Met with Robert Jordan & Jody. Robert will prepare construction estimate by 3/13. Will be included in capital requests for FY16.

Street Repairs and Traffic Control		
Assigned: Jody; STARTED 7/1/14	7/21/2014	Will have recommendations for street resurfacing using LMIG funds by October work session.
	10/20/2014	Discuss at work session.
	11/17/2014	LMIG application submitted.
	1/26/2015	Jody is talking to Newton County to schedule resurfacing.
	5/6/2015	Newton County paving crew completed the work.

Water/Sewer System Improvements		
Assigned: Jody & Bob; STARTED 7/1/14; 2008 STWP	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	7/21/2014	On hold until sewer availability list completed.
	3/13/2015	Discuss selection of area as part of FY2016 budget.

Whatcoat Street		
Assigned: Bob; FY2014 budget	11/19/2012	Contract with Peter Drey for design.
	7/1/2013	Whatcoat streetscape in FY2014 capital budget.
	10/5/2014	Estimates for some of work received from Jim Williams, Designed Installations.
	12/1/2014	Council selects design option, referred to city engineer for detailed layout and cost estimates
	1/26/2015	Work Session - Report from city engineer on detailed layout and cost estimate.
	3/16/2015	Work Session - Robert will report on revised layout and construction estimate.
	4/20/2015	Council selected the mini-roundabout layout. Robert Jordan has been authorized to prepare construction drawings.
	5/18/2015	Will be considered as part of draft capital budget.

Coke and George S (PO)		
Assigned: Bob	6/26/1895	Lease for portions of Coke Street and George Street granted to Bishop A. G. Haygood for 99 years.
	0/0/1972	Jeff and Janice Wearing purchase property.
	2/16/2015	Will be discussed at work session.
	3/2/2015	Will discuss license agreement at council meeting.
	3/16/2015	Will be discussed at work session.

Project	Date	Status
	5/18/2015	Will be discussed at work session.

City Street Surveys		
Assigned: Bob	12/15/2014	Council requested cost estimate from city engineer to survey city streets within area bounded by Richardson and Moore and Hull and Emory.
	1/26/2015	Will have estimate from Robert Jordan.
	2/16/2015	Discussed at work session. Will be considered as part of FY2016 capital budget.

Pocket Parks		
Assigned: Bob	12/15/2014	Council requested cost estimates for three pocket parks.
	3/13/2015	to be included in FY2016 budget.

Victoria Station Lift Station		
Assigned: Jody & Bob	1/5/2015	Discussed at Council meeting. Will get cost estimates for pump upgrades in FY2016 budget.
	2/24/2015	Bob & Jody met with Robert. Robert will prepare construction estimate by 3/13 to be considered as part of FY16 capital budget.
	5/18/2015	Robert and Jody are working on an operational solution that will not require construction.

George Street Paving Extension		
Assigned: Bob	2/16/2015	Discussed work session. Will be considered as part of FY2016 capital budget.
	2/24/2015	Robert will prepare construction estimate by 3/13.
	5/18/2015	to be included in FY2016 budget.

Redevelop Cross Street Area		
	3/2/2015	Ongoing discussions with Oxford College and GDOT.
	5/18/2015	GDOT may fund entire project.