



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, June 1, 2020 – 7:00 PM
Via Teleconference**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

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

ELECTED OFFICIALS NOT PRESENT:

Laura McCanless – Councilmember

OTHERS PRESENT: Rev. Johnetta Johnson, Mike Ready, Alice (LNU)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Rev. Johnetta Johnson (Rust Chapel United Methodist Church).
3. Pledge of Allegiance.
4. **A motion was made by Jeff Wearing to accept the Agenda for June 1, 2020. Avis Williams seconded the motion. The motion was approved unanimously (6/0).**
(Attachment A)
5. **A motion was made by Jeff Wearing to accept the Consent Agenda for June 1, 2020. Avis Williams seconded the motion. The motion was approved unanimously (6/0).**
(Attachment B)
6. **Mayor's Report**
Mayor Eady thanked Rev. Johnson for joining the meeting to deliver the invocation.

As discussed at the May 18th work session, opening City Hall and the pavilion and playground equipment at Asbury Street Park will be discussed at the June work session. Two upcoming events will provide test runs for reopening: the Georgia Primary election on June 9th and municipal court on June 18th.

7. **Planning Commission Recommendations/Petitions**

None

8. **Citizen Concerns**

None.

9. **Personnel Recommendations for the FY2021 Budget**

Staff is making some recommendations to restructure some personnel classifications and associated pay structures. These recommendations were discussed during the Executive Session on May 4, 2020. The changes are aligned with the FY2021 budget and would become effective July 1, 2020.

George Holt made a motion to approve the personnel recommendations for the FY2021 budget. Jim Windham seconded the motion. The motion carried unanimously (6/0).

10. **Latham Home Sanitation, Inc.** (Attachment C)

The provider of garbage and recycling pickup services for the City of Oxford, Latham Home Sanitation, Inc., has requested a \$.76 increase per residential customer. Staff recommends approval of the request effective with their contract renewal on July 1, 2020.

Jeff Wearing made a motion to accept the \$.76 price per residential customer increase by Latham Home Sanitation, Inc. effective July 1, 2020. George Holt seconded the motion. The motion carried unanimously (6/0).

11. **Operating Budget and Capital Budget for FY2021** (Attachment D)

The Operating Budget and Capital Budget for FY2021 have been discussed during several Council work sessions. A public hearing was held on May 18 to receive comments regarding the proposed budgets. All comments have been addressed. Staff recommends approval of the budget resolution for the Operating Budget and Capital Budget for FY2021.

George Holt made a motion to approve the Operating Budget and Capital Budget resolution for FY2021. Jeff Wearing seconded the motion. The motion carried unanimously for the Operating Budget (6/0). The motion carried for the Capital Budget (5/1). Jim Windham voted nay for the Capital Budget.

12. **Change Order and Budget Amendment for Moore Street Sidewalk Repair** (Attachment E)

During work on the Moore Street Sidewalk Project, it was discovered that several large sections of an existing 24" steel storm drainpipe have severely eroded. The sidewalk is to be installed over this pipe. Staff recommends replacement of 264 feet of 24" steel storm drainpipe with a high-density polyethylene (HDPE) pipe. The total amount of the change order is \$10,000. The revised total cost for the project exceeds the approved budgeted amount. Staff recommends approval of a budget amendment to authorize completion of the project at the revised amount.

George Holt made a motion to approve the budget amendment to authorize completion of the Moore Street Sidewalk Repair project at the revised amount. Jim Windham seconded the motion. The motion carried unanimously (6/0).

13. **2nd Reading for Ordinance for Health Insurance** (Attachment F)

The City of Oxford joined the health and life insurance plan offered by the Georgia Municipal Association (GMA) in April. A requirement of joining this plan was to adopt an ordinance. The first reading for the ordinance was the April regular session. Given the timeline to sign up employees for the plan, it was necessary to sign the ordinance and return it to GMA immediately after the meeting. The ordinance is now presented for its second reading per City of Oxford requirements. Once the ordinance is approved it will be codified in the City of Oxford ordinances. Staff recommends acceptance of the ordinance stating that the City of Oxford is joining the GMA's health and life insurance plan.

Jim Windham made a motion to accept the ordinance stating that the City of Oxford is joining the GMA's health and life insurance plan. George Holt seconded the motion. The motion carried unanimously (6/0).

14. **FY2020 Bad Debt Expense**

Each fiscal year, the City of Oxford designates a portion of its Operating Budget to be expensed due to uncollectible utility accounts. The FY2020 Operating Budget include \$32,800 for bad debt expense, divided as follows: \$22,500 – Electric Fund; \$6,000 – Water/Sewer; \$4,300 – Sanitation. Staff has identified uncollectible utility fees assessed totaling \$31,982.33. Staff recommends approving recognition of these uncollectible accounts as bad debt expense for FY2020.

George Holt made a motion to approve recognition of the identified uncollectible accounts as bad debt expense for FY2020. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).

15. **Invoice Approval**

George Holt commented that most of the purchases listed have already been paid. He asked why they are being presented for approval. He acknowledged that some changes to the city's financial policy to only address diversions from the budget were discussed in 2014 but he does not know if those changes ever passed. He will work with Matt to review the financial policies and determine if any changes are still needed.

Jim Windham asked what the status of the Moore Street project is (percentage complete). Public Utility Superintendent Jody Reid advised they are about 70% complete.

Mr. Windham asked if the vendor has indicated when he plans to start on East Clark Street. Mayor Eady stated that the East Clark Street project was put on hold due to budgetary constraints, and the property was conveyed to the Downtown Development Authority (DDA). Mr. Holt added that this was discussed during the Capital Budget reviews.

Mr. Windham stated that the Council has approved \$200,000 for the DDA in the FY2021 Capital Budget that they can spend immediately. Mayor Eady reiterated his and Mr. Holt's

comments from the May 18th Council Work Session. Mr. Holt had stated that items are listed in the Capital Budget as placeholders and remain there sometimes for several years until there is funding to complete them. Mayor Eady had stated that he does not expect the Whatcoat Street, East Clark Street, and Yarbrough House projects to be completed during FY2021 due to current economic conditions.

Mr. Windham expressed concern about legal exposure to the city for delaying the project since it was condemned for transportation purposes. He requested that Mayor Eady discuss this issue with City Attorney David Strickland. Mr. Strickland stated that there would not be any further legal exposure to the city because the matter is concluded. For clarification, Lynn Bohanan asked if the property must be used for the original intended use for which it was condemned. Mr. Strickland stated that the transportation code was used for the condemnation, which does not require that the property be used for the originally stated purpose.

Mayor Eady asked for confirmation from Mr. Strickland that the condemned property and the city-owned property behind Orna Villa were both conveyed to the DDA. Mr. Strickland stated he believed that was true although he did not have the paperwork in front of him. Mayor Eady expressed that because the DDA owns the land, the project must be discussed further with them, and the source of the money to fund the project must be identified.

Jeff Wearing made a motion to approve the invoices over \$1,000.00. George Holt seconded the motion. The motion carried unanimously (6/0).

16. **Executive Session**

None

17. **Jim Windham made a motion to adjourn Regular Session at 7:38 pm. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, JUNE 1, 2020 – 7:00 P.M.
CITY HALL (VIA TELECONFERENCE)
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the June 1, 2020 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
 - a. * Minutes of the Regular Session May 4, 2020.
 - b. * Minutes of the Work Session May 18, 2020.
 - c. * Minutes of the Public Hearing May 18, 2020.
6. Mayor's Report.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. **Personnel Recommendations for the FY2021 Budget** – We recommend that Council approve the personnel recommendations discussed during the Executive Session on May 4th. The recommendations would be effective July 1, 2020.
10. * **Latham Home Sanitation, Inc.** – Latham Home Sanitation, Inc. recently sent notice to the city of a \$.76 price increase per residential customer for residential garbage and recycling pickup. Council will decide whether to agree to the new terms requested by Latham Home Sanitation, Inc. We recommend that Council request that Latham institute the price increase effective July 1, 2020.
11. * **Operating Budget and Capital Budget for FY2021** – We have attached the Operating and Capital Budgets for FY2021 for approval. We have attached the Budget Resolution.
12. * **Change Order and Budget Amendment for Moore Street Sidewalk Project** – Several large sections of an existing 24' steel storm drainpipe have severely eroded. Per the plans, the sidewalk will be installed over the existing drainpipe. We recommend that we replace the 264 feet of 24' steel storm drainpipe with a high-density polyethylene (HDPE) pipe. The total amount of the change order is \$10,000. We must amend the project budget to account for the change order. We have attached the budget amendment and change order.

13. * **2nd Reading for Ordinance for Health Insurance** – In April, we joined the Georgia Municipal Association’s health insurance plan. As part of the process to join, we needed to adopt the attached ordinance. We reviewed it at the April regular session (1st Reading). Given the timeline to sign up employees, we were not able to have a 2nd reading and adoption. We recommend that Council adopt the ordinance stating that we are joining GMA’s health insurance plan.

14. **FY2020 Bad Debt Expense** – The FY2020 Operating Budget includes \$32,800 for the annual bad debt expense. It is broken down by department with \$22,500 in Electric, \$6,000 in Water/Sewer, and \$4,300 in Sanitation. Our total to be expensed for FY2020 is \$31,982.33. We are requesting approval to expense the bad debt for FY2020.

15. **Invoice Approval**

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY/QUARTERLY CHARGES		
City of Oxford Utilities	Monthly utility charges month of April 2020	2,360.01
GMEBS Life and Health Insurance Program	Monthly employee insurance premiums, June 2020, Invoice #300370	11,175.84
GMEBS Retirement Trust	Monthly Retirement Fund May Inv# 375130	5,972.25
Latham Home Sanitation	Commercial Waste Removal Services April	6,891.38
Newton County Board of Comm.	Water Purchase for April	14,010.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees 3/18/20-4/29/20	7,477.13
Southeastern Power Administration	SEPA Energy Cost (April) Inv. B-20-1743	3132.08
AT&T	March Monthly Charges	1,254.74
Phoenix Personnel	Temporary Services, 5/18 – 5/24	1,001.70
IRS	Federal Payroll Taxes, April 2020	8338.63
PURCHASES/CONTRACT LABOR		
HCS Services LLC	Moore St. Sidewalk Project, Draw #4	35,000.00
Gresco Utility Supply, Inc.	1800’ Reel of Conduit	1,440.00
Gresco Utility Supply, Inc.	Electric Supplies for Moore St. Line Work	12,057.65
Carter & Sloope	Preliminary Engineering Report CDBG water line project	6,000.00

16. **Executive Session** – Personnel.

17. **Adjourn**



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, May 4, 2020 – 7:00 PM
Via Teleconference
DRAFT**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

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

ELECTED OFFICIALS NOT PRESENT:

Laura McCanless – Councilmember

OTHERS PRESENT: Charlie Williams, Mike Ready, Art Vinson

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. The invocation was delivered by Sr. Pastor Charlie Williams (Mount Zion First Baptist Church).
3. **A motion was made by Jeff Wearing to accept the Agenda for May 4, 2020. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
4. **A motion was made by Jeff Wearing to accept the Consent Agenda for May 4, 2020. George Holt seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
5. **Mayor's Report**
Mayor Eady stated that the city will continue to operate as it has been through the month of May. City Hall is closed to the public, but customers needing to interact with a staff member can contact City Hall to make an appointment. This information is also posted on the city's website and Facebook page. City Manager Matt Pepper added that the pavilion and playground will remain closed. Mayor Eady advised that these decisions are being made in collaboration with other officials within the county and in accordance with statewide Public Health recommendations.

Mayor Eady shared that he, the City Clerk and City Manager are invited to participate in weekly calls with Kathleen Toomey (Georgia Dept. of Public Health) and Homer Bryson (Georgia Emergency Management Agency) on Tuesdays at 11:00 a.m. If any Councilmembers are interested in listening in, they can contact Marcia Brooks or Matt Pepper for information. These calls are a good opportunity to hear directly from them on where and when testing will be ramped up and other issues related to the COVID-19 pandemic.

6. **Planning Commission Recommendations/Petitions**

None

7. **Citizen Concerns**

Art Vinson asked the Mayor and Council to consider an intermediate approach to opening the restrooms at Asbury Street Park to the public that would comply with state requirements but give some relief to residents who have been shut in for some time now.

Mayor Eady expressed his appreciation to Mr. Vinson for raising the issue. He spoke about the challenge the city has with keeping surfaces and facilities clean if the restrooms are open. There may be some steps that can be taken like gyms which are open but enforcing strict wipe down policies between uses. Signs advising patrons of the requirements for using the facilities at their own risk might can be posted.

Mr. Vinson requested that he and the mayor continue this discussion.

8. **July 4th Parade**

Matt Pepper stated that it takes staff several months to prepare for the July 4th parade. Staff would like input from the Mayor and Council as to whether the parade can be held this year in compliance with federal guidelines for social distancing. Staff would like a decision made so that preparations can move forward if needed.

Mayor Eady added that the participants can keep adequate distance between each other but there is no way to control the attendees. The question is whether we want to move forward and ask attendees to observe social distancing practices and stay with their cohort of people they have cross-contaminated with and rely on them to practice these safety precautions.

George Holt expressed concern about the city putting on an event and being responsible for social distancing, which is impossible in such a situation. Avis Williams agreed and felt the crowds that usually attend would make it impossible to enforce social distancing. She also feels it would be too soon and there are still too many unknowns about the virus.

Lynn Bohanan's initial thought was to possibly hold the parade without the celebratory events. She understands people will want to gather but feels they should take responsibility for following social distancing standards. She is undecided.

Jeff Wearing asked if there would still be a picnic afterwards. Mayor Eady mentioned that there is usually a picnic on the evening of July 3rd sponsored by the Lions Club and Historical Society. Governor Kemp's requirements for limiting groups to ten people or less will have expired by then. Unless he imposes new restrictions or the city adopts its own restrictions, it will be up to those groups whether they have this event. Mr. Wearing expressed concern about the food that would be served at such an event being sanitary. He knows that a lot of people look forward to it every year, but he has concerns about safety. Like Ms. Bohanan, he is undecided.

Jim Windham discussed the stringent precautions the airlines and the NFL are taking as they move toward opening. He does not believe this event can be controlled, and therefore recommends that the parade and all associated events be canceled this year.

Mayor Eady asked Mr. Pepper and Marcia Brooks if they know whether the City of Covington has canceled their July 4th activities, which they did not.

Ms. Bohanan clarified that she is not in favor of any of the related activities at Old Church because they encourage close gathering, but she believes it may be possible to have the parade.

Jim Windham stated he believes there may be another outbreak, and based on that possibility, made a motion to cancel all July 4th activities for 2020. Mr. Holt seconded the motion. The motion carried unanimously (6/0).

9. **Bi-Directional Metering Charge** (Attachment C)

At the last City Council work session, the Council agreed to eliminate the monthly bi-directional metering charge of \$2.50 for customers with solar meters. The proposed revised electric service tariff book for the City of Oxford was presented reflecting this change.

Jeff Wearing made a motion to eliminate the monthly bi-directional metering charge of \$2.50 for customers with solar meters. Avis Williams seconded the motion. The motion carried unanimously (6/0).

10. **Electric System Improvements** (Attachment D)

At the last City Council work session, the Council discussed bids for pole replacements. The recommended bidder for the repair work, Marable-Pirkle, Inc., has updated their bid to indicate all their proposed work is based on drawings provided by Electric Cities of Georgia (ECG). The bid from Marable-Pirkle for repair work is \$69,700, and the bid from Gresco for materials is \$13,340.90. Staff recommends approval of these bids for the completion of the work described.

George Holt made a motion to approve the bid by Marable-Pirkle for pole replacement work. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).

11. Invoice Approval

George Holt asked if the payment to Arbor Equity, Inc. was for the normal tree-trimming done each year for power lines. Utility Superintendent Jody Reid advised this charge is to prune some of the older trees that have been planted by the Trees, Parks, and Recreation Board, and the cost comes from their budget.

George Holt made a motion to approve the invoices over \$1,000.00. Jeff Wearing seconded the motion. The motion carried unanimously (6/0).

12. Executive Session

Mayor Eady stated that the Council needs to go to Executive Session to discuss personnel matters. Councilmembers need to leave this teleconference meeting and sign into the other meeting (instructions provided by Matt Pepper to Councilmembers). When Executive Session is completed, Councilmembers will return to this teleconference to complete the meeting.

At 7:36 p.m. Jim Windham made a motion to go to Executive Session to discuss personnel matters. George Holt seconded the motion. The motion carried unanimously (6/0).

At 8:20 p.m. Jim Windham made a motion to return from Executive Session. George Holt seconded the motion. The motion carried unanimously (6/0).

George Holt made a motion to adjust the City Clerk's salary by \$5,000. Avis Williams seconded the motion. The motion carried unanimously (6/0).

13. Jim Windham made a motion to adjourn Regular Session at 8:21 pm. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MAY 18, 2020 – 6:09 PM
VIA TELECONFERENCE
DRAFT**

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: Laura Gafnea, Alice McKnight, Art Vinson

Agenda (Attachment A)

1. Mayor’s Announcements

Mayor Eady reminded Councilmembers to go by City Hall and sign the Executive Session Affidavit from the May 4, 2020 meeting.

Guidance and instructions have been received from the Georgia Municipal Association (GMA) regarding COVID-19 issues. This guidance will be discussed later in the meeting.

2. FY 2021 Operating and Capital Budgets (Attachment B)

City Manager Matt Pepper discussed a memo summarizing revenue and expenditure projections for FY2021 along with an explanation of use of fund reserve to cover a portion of the FY2021 Operating Budget.

Mayor Eady stated that the revenue and expenditure projections are conservative, and it is hoped that the situation will improve and use of the fund reserve will not actually be necessary during FY2021. Mayor Eady expressed appreciation to Laura Gafnea and the staff at Oxford College for assisting with the projection estimates as they relate to operations at the college.

George Holt asked why the City of Oxford is spending \$720,000 more in FY2021 in the Operating Budget than was spent in FY2019. Mr. Pepper explained the FY2021 amounts are projected amounts, while the FY2019 amounts are actual amounts. Each year the Council plans to spend more than is actually spent. The City Council asked for the addition of a column for the budgeted amounts of the previous year when next year's documents are prepared.

Laura McCanless asked why the 4th of July parade line item is not reduced in the FY2021 Operating Budget, given that this year's parade has been canceled. She observed that it appears some of the funds each year are spent in the fiscal year prior to the parade event, and some are spent in the fiscal year of the parade event, so it would seem the line item could be reduced. Mayor Eady and Mr. Pepper explained that the funds originally on this line item are being left in the budget for next year's parade.

Jeff Wearing asked if our insurance company would be giving a rebate to municipalities due to reduced use of equipment/vehicles during the COVID-19 pandemic. Mr. Pepper and City Clerk Marcia Brooks stated they had not heard of any such rebate but will check with GMA.

Mr. Holt noted that the budget shows \$5,000 in the Electric fund for two employees and asked if the City of Oxford is paying that much each year in the Electric fund. He stated it looks like the cost for non-electrical personnel is about \$1,000 per employee, and thought it is somewhat odd that the cost is \$2,500 per employee for electric employees given there is not much electric work to do. Mayor Eady observed that the cost for FY2019 was \$4,822. The cost covers a uniform service. Jody Reid stated that the electric employees must wear fire resistant clothing, and it is more costly.

Mr. Pepper discussed a notation added to the Capital Budget since the last time it was discussed in a City Council meeting. It is anticipated that the city's line truck will have to be replaced within a few years, as it is not in the best of shape. This item is shown in the Capital Budget at a cost of \$205,000 for FY2023.

Mayor Eady stated that the proposed Capital Budget contains just over \$1 million of essential projects, including water main, sidewalk, drainage repair and street maintenance projects. Completion of some of these projects are contingent upon grant rewards. All others will be prioritized by the Council to determine which ones should be done based on fiscal health during the budget year. The City Council has always budgeted for more projects than it has completed each fiscal year and has spent about \$1 million each year.

Jim Windham suggested increasing the amount budgeted for replacement of the City Manager's vehicle in the FY2021 Capital Budget. He feels the City Manager represents the city, and in that capacity should have a somewhat nicer vehicle. Jeff Wearing agreed with Mr. Windham's suggestion and recommended increasing the amount to \$30,000 to \$35,000. Mr. Holt suggested putting the additional money into the City Manager's salary. Mayor Eady stated the City Manager's compensation will be discussed soon. Laura McCanless suggested the discussion about the vehicle may need to be postponed until the

compensation discussion is held, as it can be considered part of the compensation package for the City Manager. Mayor Eady recommended that this discussion be postponed, and to move forward with the amount as it is in the Capital Budget (\$20,000).

Mr. Windham commented that the \$200,000 for DDA Professional Services is difficult to justify given the current economic situation. He recommended pushing that expenditure out one or two years. He also recommended using some of that money to conduct an economic feasibility study for the center of town. He stated that each time a discussion about opening a business in Oxford comes up, the idea is abandoned because of the opinion that businesses are not sustainable in Oxford.

Mayor Eady stated that specific amount is budgeted in anticipation of a real project that has been put on hold due to the COVID-19 pandemic. The \$200,000 is targeted for an architectural engineering firm to design a development. Once that development is financed, the money would be repaid to the city. It can certainly be pulled out or pushed out, but the plan is to spend the money on a tangible project and would result in a net cost of zero for the city.

Ms. McCanless asked what the \$30,000 budgeted for the Downtown Development Authority is for. Mayor Eady advised it is for professional services they receive as well as legal costs to retain Frank Turner as their attorney. They have also had Historical Concepts under contract to work on items related to the Town Center.

Mr. Wearing asked if it is realistic to complete any of the city's planned projects within the next twelve months. Lynn Bohanan indicated she does not think they can make that determination at this time. Mr. Wearing agreed and recommended adding funding for another police car. He feels some of the money for non-essential projects should be diverted for this purpose. He expressed concern about the police department being left without a vehicle if one of the existing vehicles becomes inoperable.

Ms. Bohanan asked if there was research going on about leasing vs. purchasing a police vehicle. Mayor Eady stated that leasing is essentially financing a vehicle, and he is also not sure if SPLOST money can be used to lease vehicles. The leasing option turned out not to be economically feasible. The two vehicles were also pushed out during the last discussion, to FY2022 and FY2024. The Council may want to revisit buying a used vehicle for that purpose sooner than that.

In response to Mr. Wearing's earlier question, Mayor Eady stated he does not think the Whatcoat Street, E. Clark Street, Yarbrough House, and City Limits Sign projects will be worked on in the next twelve to eighteen months given the economic environment and projected revenue collections. He forecasted that the city will focus on the \$1 million or so of critical essential projects for which we have funding available from SPLOST collections, grant funds, and money already set aside for specific projects.

Ms. Bohanan indicated she has no comments other than that she shares Mr. Wearing's concern about the police department needing an additional vehicle. Mayor Eady indicated

that Chief Harvey is checking with other cities trying to find a used vehicle the city can purchase in the short term until a new vehicle can be purchased.

Ms. McCanless asked if we have any concrete plans for multi-use trails, which is budgeted for \$300,000. Mayor Eady stated that some plans were developed to do some further work on trails. This amount has been in the budget for several years. Mayor Eady stated at this point he would put this project in the same group with the other projects that will not be worked on for twelve to eighteen months. Mayor Eady asked Mr. Pepper to provide Ms. McCanless with the document detailing the plans.

Avis Williams stated that her concerns and questions had already been addressed.

For the benefit of those who are new on the City Council, Mr. Holt stated that other than vehicles and equipment, the city rarely completes projects in the first year they are listed in the Capital Budget, and they are simply placeholders for future goals of the city.

Mayor Eady asked the meeting attendees if they had any questions or comments. None were stated.

3. Penalties and Fees for May's Utility Bills

The Council suspended penalties and fees through April in a previous meeting. The decision to be made is whether to continue waiving penalties and fees for May and perhaps through the remainder of the fiscal year (through June). The staff has begun reaching out to customers to get customers on a payment plan.

Jeff Wearing recommended that the City of Oxford continue waiving fees through June 2020 and address the issue quarterly going forward.

City Clerk Marcia Brooks asked if this also applies to cutoffs. Mayor Eady stated the policy is not to cut off utilities because of the current economic crisis we are in due to the COVID-19 pandemic.

Art Vinson asked if the city is emphasizing to customers the need to bring their accounts current. Mayor Eady indicated the staff are addressing that issue as they discuss customers' issues with them.

Mr. Wearing stated the staff makes judicious decisions about which customers are making an honest effort to bring their accounts current and which ones are not. Mayor Eady praised the staff for their professional and compassionate approach to the situation. Mr. Wearing and Jim Windham agreed.

Mayor Eady clarified that the waiver of fees will continue to apply to the utility statements due June 15th and July 15th. Plans for the utility billings after the one due July 15th will be discussed at the June work session.

4. **Reopening City Hall**

City Manager Matt Pepper requested the opinion of Mayor and Council on when to safely open City Hall and Asbury Park to the public. He wants to ensure that staff has time to adjust and that the city has adequate PPE and supplies to keep staff and customers safe while conducting city business.

Some other cities have begun reopening with varying degrees of precautions and measures. This topic is on the agenda to have the discussion as it relates to Oxford.

Mayor Eady stated that part of the discussions he has had with Matt relate to the staff's comfort level with providing services while maintaining a safe environment for themselves and customers. Their desks are far enough apart that they can work at a safe distance from each other. They are currently wearing masks while in the office as a precautionary measure when they are near each other.

They also have the safety glass separating the staff work area from the lobby which provides a safety barrier between customers and staff. Customers will be expected to take precautions as well. If a customer issue requires interaction beyond what can be addressed at the window, customers will be taken to the community room where staff can meet with them at a safe distance. In such instances, customers will be expected to wear a mask. These precautions are in line with those recommended by the Georgia Dept. of Public Health to safeguard the wellbeing of employees and residents.

Jim Windham stated he would not be opposed to staying closed through June 15th and discussing a reopen date in the Council Work Session meeting that evening. The information he has heard from Public Health indicates there may be an uptick in cases and would like to wait until June 15th to make a more informed decision about when to open. All other Councilmembers agreed with Mr. Windham.

Mayor Eady stated that hand sanitizer dispensers have been ordered for the lobby entrances. Mr. Windham commented that hand sanitizer should be at least 60% alcohol according to information he has heard. Laura McCanless asked if the dispensers will be wall mounted. City Clerk Marcia Brooks confirmed they would.

Mr. Pepper expressed his appreciation on behalf of the staff for the Mayor and Council's concern for their welfare and safety. Some employers have been more aggressive about requiring employees to come in even though the employees may be concerned about their health. The staff at City of Oxford have not felt any such pressure and it is appreciated.

George Holt asked Chief Harvey if officers are wearing masks during their interactions with the public. He has seen most police departments using them and feels it is needed at Oxford since officers must get much closer to individuals when interacting with them than the 6-foot safe distance recommended. Mr. Windham and Ms. McCanless agreed with Mr. Holt.

Chief Harvey advised they have separate bags of pens that individuals use to sign the citations with, and they keep the pens. They have masks and gloves. They are not required to wear the masks on routine traffic stops because the weather is getting hot and it is difficult to breathe in them. They approach vehicles from behind and keep their distance. They never put their head in the window and do not have direct contact with them. If they feel like they need the mask it is available to put on. He knows that very few officers wear masks with the City of Covington and Newton County.

Mayor Eady stated that what he is hearing the Council recommending a policy that when an officer approaches a vehicle after stopping it, the officer will be less than six feet from the occupant of the vehicle, and should therefore wear a mask in this circumstance. Art Vinson expressed concern that imposing this policy would endanger officers because it bypasses their ability to make discretionary decisions based on their training and their professional judgment.

Chief Harvey stated that no department has made it mandatory that their officers wear a mask in Georgia that he is aware of. Even one of the Oxford officers who was wearing a mask all the time has eased up on this practice.

Mayor Eady stated he believes in general if a person is going to be encountering other people in public, that person should be wearing a mask. As a matter of public health, it is good for the police department staff and the people they are approaching to wear a mask. However, he does not want to compromise the officers' safety by imposing this requirement. His opinion is they should be having their temperature checked at the beginning of each shift and documented, and they should be wearing masks under reasonable circumstances. However, he is deferring to the Chief's professional judgment as to what the policy should be. Mr. Windham agreed with Mayor Eady, and strongly recommended to Chief Harvey that his officers wear masks but would not recommend mandating it.

Mayor Eady stated the Council could strongly encourage officers to wear masks even for routine traffic stops if doing so would not put them at risk. Chief Harvey advised he would check with Sheriff Brown at Newton County and Chief Cotton and follow their lead so that officers county-wide are on the same page. He has a thermometer he has been using sporadically to check temperatures and will start doing this daily.

Mayor Eady requested that Chief Harvey report back to the Council his findings about this issue after talking with Sheriff Brown and Chief Cotton.

Mayor Eady raised the issue of the opening of the playground equipment and restrooms at Asbury Park. His proposal is to take down the yellow tape at the park. The pavilion would not be available for rental. Bathrooms would be available for use during daylight hours. Signs should be posted throughout the park – Do your part - practice safe distancing, wear a mask and wash hands frequently.

Mr. Holt asked if the city has any liability to sanitize the bathrooms and the playground equipment on a regular basis. Mayor Eady advised the guidelines from the Governor's office can be reviewed, although it addresses commercial businesses, and not public facilities.

Ms. McCanless asked if the signs that will be posted could have a statement advising patrons to use the facilities at their own risk. Mayor Eady advised that the bathrooms are cleaned once a week now. He has discussed with Mr. Pepper the possibility of having them come in twice a week with cleaners. However, he does not feel it is sustainable to have them come in daily. So, there is an implicit understanding that patrons will use the facilities at their own risk, and perhaps that should be explicitly stated. Mayor Eady stated the city will get an answer to the liability question.

Avis Williams stated the city needs to ensure there is adequate signage and asked if there will be additional sanitizer stations for park areas and if the cleaning company will ensure they are properly filled. Mayor Eady stated additional dispensers could be placed in the pavilion area and outside the restrooms. Matt Pepper advised that it has been very difficult trying to find hand sanitizer stations and sanitizer. There may be a delay before they can be placed at the park.

Ms. McCanless is reluctant to open the park just yet because she wants to see what happens as places reopen. She also believes it will not be possible to ensure consistency with children washing their hands. She does feel that putting out hand sanitizer at the park will reduce the city's culpability in spreading germs.

Jeff Wearing's recommendation is to wait until the June work session to decide about reopening the park.

Jim Windham agreed with Mr. Wearing. He feels that the recommendations made thus far are reasonable but advised that hold harmless clauses are not enforceable in Georgia, and the "at your own risk" proposed language on the signs is a hold harmless clause. Mayor Eady mentioned that once David Strickland checked into a somewhat similar scenario and determined the city was not liable. But David Strickland will be consulted on this issue as well as Georgia Municipal Association and any other relevant advisory organizations. He recommends not opening the playground and pavilion until at least June 1st, and possibly June 15th.

Utility Superintendent Jody Reid stated that at an EMA meeting, he and Chief Harvey were told the virus could live up to nine days on metal not in direct sunlight. Mr. Windham stated that alone is reason enough to wait until the work session to make a decision.

5. Change Order for Moore Street Sidewalk Project (Attachment C)

After work was started on the Moore Street Sidewalk project, it was discovered that a large section of pipe had become compromised similar to the situation on Longstreet Circle. To avoid laying sidewalk that would have to be torn out when the pipe completely collapses, a change order has been submitted by the vendor, HCS Services LLC, to replace the pipe at

an additional cost of \$10,000. The extra work would not add any time to the project. The vendor advised he could work on other things while waiting for approval on this. City Manager Matt Pepper would, however, like to advise the vendor if they can move forward without waiting for approval in the June regular session.

George Holt asked if a budget amendment would be required to accommodate the change order. Mr. Pepper stated that even before this change request was submitted, the approved contract was already greater than the budgeted amount.

All Council members agreed with allowing the project to proceed without formal approval. Mayor Eady stated that the change order and budget amendment will be brought up in the June 1st Regular Council meeting.

Jim Windham requested that Matt Pepper and Marcia Brooks investigate the legal requirements related to electronically signing documents to expedite the process for Council members to sign documents.

Jim Windham made a motion to adjourn the meeting at 8:13 p.m. Jeff Wearing seconded the motion. The motion carried unanimously (7/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
PUBLIC BUDGET HEARING
MONDAY, MAY 18, 2020 – 6:30 PM
VIA TELECONFERENCE**

PRESENT: David Eady, Mayor; Councilmembers: Jim Windham, Jeff Wearing, Lynn Bohanan, Laura McCanless, Avis Williams. Not present: George Holt.

Staff members present: City Manager Matt Pepper, City Clerk/Treasurer Marcia Brooks, Utility Superintendent Jody Reid, Police Chief Dave Harvey

OTHERS PRESENT: Laura Gafnea – Oxford College

The hearing was called to order at 6:00 PM by the Hon. David Eady, Mayor

City Manager Matt Pepper shared a presentation on the FY2021 Operating and Capital Budget for the City of Oxford. He reviewed the budget calendar. The city typically receives the tax digest from Newton County in early July. The timing of the receipt of the tax digest presents a challenge to the city for revenue planning. The contents of the tax digest will determine the remaining dates in the budget calendar, depending on whether the rollback rate is adopted by the City of Oxford.

Georgia state law requires adoption of a balanced budget by the Mayor and Council each year. The City of Oxford's fiscal year is July 1st – June 30th each year. The proposed Operating Budget for Fiscal Year 2021 is \$4.4 million. The city's financial records are audited each year by an independent auditor to verify the city's compliance with Governmental Accounting Standards Board (GASB) requirements and state laws.

Mr. Pepper provided details of how the city's Operating Budget supports the various day-to-day functions of the city. He also presented information on the proposed Fiscal Year 2021 Capital Budget, including the projects expected to start in Fiscal Year 2021.

Mayor Eady opened the floor to questions/comments from the audience. None were raised.

Jim Windham made a motion to adjourn the public hearing. Avis Williams seconded the motion. The motion passed unanimously (6/0).

Respectfully Submitted,

Marcia Brooks

City Clerk/Treasurer

Latham Home Sanitation Co., Inc.

P.O. Box 515 • Loganville, GA 30052 • 770-554-0455

15 February 2020

City of Oxford
110 West Clark Street
Oxford, Georgia 30054

RE: Solid Waste and Recycling Collection Service

Dear Mr. Peppers,

Thank you for meeting with me earlier this month. As discussed, LHS is requesting a rate increase from the City of Oxford to cover cost of living increases and to specifically address the new single stream recycling tonnage fees implemented by all local processors in the Atlanta market.

The last cost of living increase was granted to us by the City of Oxford, Georgia on July 1, 2018. In the last eighteen months, LHS has absorbed increases in our operating costs such as insurance, labor, maintenance, and dumping fees, including fuel surcharges. We are respectfully asking for a cost of living rate increase of .26 cents per residential/commercial units, reflecting a 2.3% CPI for 2019 as determined by the Department of Labor.

In addition to our Cost of Living Adjustment request, LHS wishes to address a much more immediate concern. Latham Home Sanitation utilizes Pratt Industries in Conyers, Georgia as the City of Oxford's recycling processor. Their current fee to deliver single stream recycling commodities to their facility is \$ 60.00 per ton. In the past, LHS has been able to deflect any market increases based on the quality and quantity of our delivered recycling materials. However, due to recent global shifts, Pratt Industries no longer exempts any service provider from recycling tipping fees.

Like all cities, recycling tonnage collected in Oxford fluctuates seasonally. Based on Oxford's average monthly tonnage of 5.6 tons, the increase needed to cover this expense is .50 cents per house, per month. This increase would apply only to residential service, no commercial businesses would be charged, unless they choose to participate in the recycling collection.

I understand budgets are being created for the City's upcoming fiscal year, beginning 1 July 2020. I would like to request our cost of living increase be approved and implemented on our contract's anniversary date of 1 July 2020. However, I am requesting immediate relief from the single stream recycling tonnage fees being charged to us by Pratt since 1 December 2019. Please know a rate increase of .50 cents per house represents a pass through charge to the city. No administrative expense is being charged by LHS to the City of Oxford.

To Summarize:

Oxford's Current Price for Residential Solid Waste and Recycling Collection \$ 10.95 per house

Effective 4-1-2020	Emergency Relief from Pratt Industries \$ 60/ton Single Stream Recycling	
Tonnage Fees	.50 per house, pass through directly to city - New Price	\$ 11.45 per house
Effective 7-1-2020	.26 per house, based on CPI-2019	- New Price \$ 11.71 per house

Your prompt attention and approval shall be greatly appreciated.

"Your Recycling Specialist"



Annual Budget - FY2021

July 1, 2020 - June 30, 2021

Adopted - June 1, 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

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL FUND - REVENUE						83.3%			
1	100-0000-311100-000	Real Property Tax-Current Yr.	95,000	110,827	110,000	118,338	110,000	110,000	Due to lag effects and the nature of the economic recession, we held property taxes flat.
2	100-0000-311200-000	Property Tax - Prior Year	5,000	3,728	5,000	3,066	3,679	5,000	
3	100-0000-311310-000	Motor Vehicle Adv.	21,500	20,414	21,000	21,355	25,625	5,000	
4	100-0000-311315-000	Motor Vehicle TAVT	28,000	49,523	45,000	96,443	115,732	50,000	
5	100-0000-311340-000	Intangible Tax	4,900	1,324	3,000	3,240	3,888	3,000	
6	100-0000-311600-000	Real Estate Transfer Tax	1,500	1,090	1,000	1,286	1,544	1,000	
7	100-0000-311710-000	Electric Franchise Tax	2,000	2,237	2,200	2,160	2,000	2,000	
8	100-0000-311730-000	Gas Franchise Tax	12,000	14,567	12,000	11,861	14,234	14,000	
9	100-0000-311750-000	TV Cable Franchise Tax	28,000	29,842	28,000	32,175	38,610	30,000	
10	100-0000-311760-000	Telephone Franchise Tax	6,800	4,440	4,500	5,253	4,500	4,400	
11	100-0000-313100-000	LOST Sales & Use Tax	340,000	404,977	360,000	353,528	424,234	320,000	Reflects a 20% reduction from FY19 collections.
12	100-0000-316100-000	General Occupational Tax	12,000	11,360	11,500	11,303	12,000	11,500	Business License
13	100-0000-316200-000	Insurance Premium Tax	141,000	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	1,200	1,393	1,300	890	1,069	1,200	
15	100-0000-322901-000	Misc. Income	1,000	1,334	1,500	466	559	1,000	
16	100-0000-323100-000	General Building Permits	0	36,155	15,000	5,724	6,868	10,000	
17	100-0000-335800-000	Intergovernmental Revenues	25,000	46,038	26,000	27,705	26,000	20,000	Local Maintenance Improvement Grant (LMIG)
18	100-0000-341400-000	Printing/Duplicating Service	200	129	200	113	136	200	
19	100-0000-341910-000	Election Qualifying Fees	600	0	1,200	792	792	0	
20	100-0000-349100-000	Cemetery Fees	4,000	3,100	2,000	500	600	2,000	
21	100-0000-349300-000	Bad Check Fees	1,000	750	1,000	480	576	1,000	
22	100-0000-351000-000	Fines & Forfeitures	70,000	102,890	80,000	67,961	81,553	80,000	
23	100-0000-361000-000	Interest Revenues	6,500	65,360	30,000	38,495	46,194	15,000	Reflects a decrease in interest rates.
24	100-0000-381000-000	Rents and Royalties	1,500	55	1,500	2,025	2,430	5,000	
25	100-0000-381001-000	Lease Agreement Income	30,000	31,710	31,710	0	31,710	31,710	Whatcoat Building
26	100-0000-381002-000	Lease - Verizon	26,941	26,602	27,154	22,685	27,222	27,833	Water Tower Antenna - Verizon Wireless
27	100-0000-392300-000	Proceeds-Dispose of Assets	1,000	0	1,000	0	0	1,000	
FY2021 REVENUES TOTAL			\$866,641	\$1,122,298	\$983,764	\$989,781	\$1,143,692	\$917,843	
PRIOR YEAR UNASSIGNED FUND BALANCE			-	-	-	-	-	\$100,000	FY2019 unassigned fund balance from the General Fund
FY2021 GENERAL FUND GRAND TOTAL			-	-	-	-	-	\$1,017,843	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL FUND - EXPENDITURES									
CITY COUNCIL									
1	100.1100.511100.000	Regular Employees	34,800	30,000	34,800	24,200	29,040	34,800	
2	100.1100.512200.000	Social Security (FICA)	2,663	2,295	2,663	1,851	2,222	2,662	
3	100.1100.523100.000	Liability Insurance	12,000	10,818	12,000	9,907	12,000	10,000	Annual bill in April
4	100.1100.523600.000	Education & Training	3,000	2,141	6,000	3,083	3,700	3,750	
5	100.1400.511100.000	Reg Employees - Election	600	0	650	475	475	0	
		SUBTOTAL	\$53,063	\$45,254	\$56,113	\$39,517	\$47,436	\$51,212	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
GENERAL GOVERNMENT									
1	100.1500.511100.000	Regular Employees	235,717	221,315	221,854	171,319	205,583	230,444	
2	100.1500.511300.000	Overtime	6,000	3,585	5,000	6,832	8,199	6,000	
3	100.1500.512100.000	Employee Insurance	70,452	64,107	60,313	31,324	37,589	58,673	Health and Life Insurance
4	100.1500.512200.000	Social Security (FICA)	18,415	16,968	17,354	13,674	16,409	18,088	
5	100.1500.512400.000	Retirement Plan Expense	31,979	37,910	13,348	16,722	20,067	20,500	
6	100.1500.512450.000	Retirement Cont. (DC) 401	7,332	3,575	9,715	4,937	5,924	10,253	
7	100.1500.512700.000	Workers' Comp Insurance	1,000	269	1,000	725	870	1,000	
8	100.1500.512900.000	Unemployment Payments	2,000	0	2,000	4,200	5,040	2,000	
9	100.1500.521200.000	Professional	110,000	77,652	110,000	77,850	93,421	80,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	5,000	2,315	5,000	1,170	1,404	5,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	0	0	11,250	4,362	5,234	11,250	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	22,000	23,871	26,500	26,114	26,114	29,000	Annual bill to Newton County
13	100.1500.521300.000	Technical Purchased Service	40,700	41,417	42,500	41,551	49,861	45,000	
14	100.1500.522200.000	Repairs & Maintenance	30,000	21,417	40,000	15,323	18,388	20,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	5,000	225	5,000	0	0	5,000	
16	100.1500.522200.002	YH Welcome Center	100,000	0	30,000	0	0	5,000	
17	100.1500.523100.000	Liability Insurance	10,000	12,019	11,000	9,254	10,000	11,000	Annual bill in April
18	100.1500.523200.000	Telephone - Postage	24,000	25,166	25,200	20,727	24,872	25,500	
19	100.1500.523200.001	Telephone System Upgrades	0	0	8,200	8,150	8,150	0	
20	100.1500.523300.000	Advertising & Promotions	7,000	6,849	7,000	6,171	7,406	7,000	
21	100.1500.523320.000	July 4th Parade Expenses	6,000	4,994	6,000	2,641	3,169	6,000	
22	100.1500.523600.000	Dues & Fees	9,000	5,770	9,000	7,290	8,748	9,000	
23	100.1500.523700.000	Education & Training	8,000	7,399	12,000	4,473	5,368	7,500	
24	100.1500.531100.000	Supplies & Materials	18,000	18,784	19,000	14,307	17,169	24,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
25	100.1500.531200.000	Energy - Utilities	15,000	15,507	16,000	12,747	15,296	16,000	
26	100.1500.531600.000	Small Equipment Under \$5,000	5,000	1,507	5,000	1,923	2,307	5,000	
27	100.1500.531600.001	Computer Upgrades	10,000	16,312	8,000	6,043	8,000	0	
28	100.1500.531600.002	Security System Upgrade	0	0	7,000	6,686	7,000	0	
29	100.1500.531700.000	Other/Meetings & Events	5,000	2,279	7,000	2,771	3,326	5,000	
30	100.1500.579000.000	Contingency - General Fund	26,171	0	23,392	0	0	25,348	
31	100.1500.579010.000	Contingencies - Cash Over & Short	200	298	200	50	60	200	
		SUBTOTAL	\$828,965	\$631,510	\$764,826	\$519,338	\$614,973	\$688,755	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
COURT									
1	100.2500.521200.000	Contract - Judge	5,000	5,000	5,000	3,750	5,000	5,000	
2	100.2500.521210.000	Contract - Public Defender	500	500	500	0	0	500	
3	100.2500.521211.000	Contract - Solicitor	4,800	7,240	4,800	2,360	4,800	4,800	
4	100.2500.523700.000	Education - Clerk	1,500	791	3,000	375	450	1,000	
5	100.2500.523701.000	Education - Judge	1,200	1,660	1,200	325	1,200	1,200	
6	100.2500.523850.000	Contract - Translator	200	0	200	0	0	200	
		SUBTOTAL	\$13,200	\$15,192	\$14,700	\$6,810	\$11,450	\$12,700	
POLICE DEPARTMENT									
7	100.3200.511000.000	Regular Employees	132,981	98,775	173,830	119,042	142,850	178,768	Includes four (4) full-time officers, including the Chief
8	100.3200.511300.000	Overtime	12,000	10,587	10,000	7,943	9,532	10,000	
9	100.3200.512100.000	Employee Insurance	36,710	16,865	25,987	9,061	10,873	30,801	Health and Life Insurance
10	100.3200.512200.000	Social Security (FICA)	11,091	8,392	14,063	9,714	11,657	14,441	
11	100.3200.512450.000	Retirement Cont. (DC) 401	6,830	3,074	10,430	4,572	5,486	9,711	
12	100.3200.512700.000	Workers' Comp Insurance	7,000	6,186	7,000	5,213	6,256	6,500	
13	100.3200.521300.000	Tech Purch Serv/Courtware	11,000	10,982	11,000	6,916	8,299	11,000	
14	100.3200.522200.000	Veh & Equip Repairs & Maint	9,000	5,907	10,000	7,079	8,495	10,000	
15	100.3200.523100.000	Liability Insurance	14,000	11,227	12,000	10,952	12,000	12,000	Annual bill in April
16	100.3200.523200.000	Telephone-Postage	5,500	7,821	5,500	5,237	6,284	5,500	
17	100.3200.523600.000	Dues & Fees	250	162	250	100	120	250	
18	100.3200.523700.000	Education & Training	2,000	1,645	2,000	1,374	1,649	2,000	
19	100.3200.523850.000	Subpoena Fee	200	0	200	0	0	200	
20	100.3200.523900.000	Prisoner Housing & Costs	12,000	12,425	12,000	8,070	9,684	13,000	Increased volume of inmates brought in by city police officers
21	100.3200.531100.000	Supplies & Materials	5,500	4,317	5,500	5,263	6,316	5,500	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
22	100.3200.531270.000	Gasoline	10,000	6,741	10,000	5,711	6,853	10,000	
23	100.3200.531600.000	Small Equipment Under \$5,000	5,000	3,740	5,000	4,192	5,031	5,000	
24	100.3200.531600.001	Computer Upgrades	5,000	3,647	0	0	0	6,500	New laptops for police vehicles; current laptops were purchased in 2012 (2), 2014 (1), & 2016 (1)
25	100.3200.531700.000	Uniforms	5,000	4,095	5,000	4,137	4,964	5,000	
26	100.3200.571000.000	Training Funds - Payable	20,000	28,712	25,000	17,620	21,144	25,000	
27	100.3800.342500.000	E-911 Center	22,500	41,224	43,000	24,159	24,159	25,000	Annual bill
		SUBTOTAL	\$333,562	\$286,526	\$387,760	\$256,355	\$301,652	\$386,170	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
STREET DEPARTMENT									
1	100.4200.511100.000	Regular Employees-Street	30,755	27,506	50,780	20,990	25,188	46,641	allocating 1/3 of meter reader; 3/5 of groundskeepers (2); 1/5 refuse collection worker
2	100.4200.511300.000	Overtime	1,000	874	1,000	1,138	1,366	2,000	
3	100.4200.512100.000	Employee Insurance	5,219	8,689	15,494	7,240	8,688	18,465	Health and Life Insurance
4	100.4200.512200.000	Social Security (FICA)	2,429	2,171	3,961	1,693	2,031	3,721	
5	100.4200.512400.000	Retirement Plan Expense	2,087	2,197	0	0	0	0	
6	100.4200.512450.000	Retirement Cont. (DC) 401	1,443	520	2,945	751	901	2,798	
7	100.4200.512700.000	Workers' Comp Insurance	5,400	2,941	3,500	3,914	3,914	4,000	
8	100.4200.521201.000	Professional - Engineering	3,000	2,210	3,000	1,455	1,746	3,000	
9	100.4200.522200.000	Veh & Equip Repairs & Maint	11,000	16,676	12,000	7,059	8,470	12,000	
10	100.4200.523700.000	Education & Training	500	240	500	0	0	500	
11	100.4200.523850.000	Contract Labor	12,056	9,559	13,104	10,426	12,511	13,104	Temporary help
12	100.4200.531100.000	Supplies & Materials	13,000	18,503	15,000	10,788	12,945	15,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
13	100.4200.531270.000	Gasoline/Diesel	4,000	5,301	6,300	2,085	2,501	5,500	
14	100.4200.531600.000	Small Equipment Under \$5,000	1,500	869	1,500	0	0	1,500	
15	100.4200.531700.000	Uniforms	1,800	1,631	2,500	1,440	1,728	2,500	
16	100.4200.531800.000	Stormwater Management	5,500	5,500	7,000	3,500	7,000	5,500	KCNB Contract - \$2,000
17	100.4200.531901.000	City Tree Removal	30,000	23,100	30,000	18,600	22,320	25,000	Trees continue to decline
18	100.4200.532100.000	Sidewalks	3,000	0	3,000	2,352	2,822	3,000	
		SUBTOTAL	\$133,691	\$128,487	\$171,584	\$93,430	\$114,133	\$164,229	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
PARKS AND RECREATION DEPARTMENT									
1	100.6200.511100.000	Regular Employees - Parks & Rec.	10,515	7,532	24,882	6,633	7,960	21,608	allocating 2/5 of groundskeepers (2)
2	100.6200.511300.000	Overtime	500	0	500	0	0	500	
3	100.6200.512100.000	Employee Insurance	137	1,152	7,165	3,019	3,623	8,580	Health and Life Insurance
4	100.6200.512200.000	Social Security (FICA)	843	560	1,942	508	609	1,691	
5	100.6200.512450.000	Retirement Cont. (DC) 401	616	254	1,493	236	284	1,296	
6	100.6200.512700.000	Workers' Comp Insurance	1,000	358	500	510	612	600	
7	100.6200.523850.000	Contract Labor - Temporary Help	5,300	3,683	5,300	5,300	6,359	5,300	
8	100.6200.521200.000	Professional (arborist)	700	938	700	488	585	700	
9	100.6200.522200.000	Veh & Equip Repairs & Maint	1,000	0	1,500	0	0	1,000	
10	100.6200.531100.000	Supplies & Materials	2,000	48	20,000	2,323	2,787	10,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
11	100.6200.531200.000	Energy - Utilities	0	0	15,000	4,547	5,457	10,000	Utilites for Asbury Street Park
12	100.6200.531270.000	Gasoline/Diesel	1,400	949	1,800	258	310	500	
13	100.6200.531700.000	Uniforms	650	653	1,000	517	620	1,000	
14	100.6200.531600.000	Small Equipment Under \$5,000	500	0	1,000	0	0	1,000	
15	100.6200.531900.000	Tree Board	9,000	7,291	9,000	7,043	8,451	10,000	Includes expenses for Arbor Day
16	100.6200.531910.000	City Park and Trail Maintenance	10,000	2,578	35,000	30,901	37,082	25,000	Includes landscape maintenance contract for Asbury Street Park.
		SUBTOTAL	\$44,161	\$25,997	\$126,781	\$62,282	\$74,738	\$98,776	
CEMETERY									
17	100.4900.522200.000	Cemetery Found. Maint. Suppl.	5,000	5,000	7,000	7,000	7,000	5,000	Foundation requesting \$5,000
18	100.4900.531900.000	Tree Removal	5,000	4,800	5,000	0	5,000	5,000	
		SUBTOTAL	\$10,000	\$9,800	\$12,000	\$7,000	\$12,000	\$10,000	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
WATER & SEWER FUND - REVENUES									
1	505.0000.344210.000	Water Charges/Sales	510,000	524,586	510,000	478,680	510,000	446,606	Worst-case is \$70K less revenue from Oxford College in FY21, and this budget number is \$78K less than FY19
2	505.0000.344215.000	Water Tap Fees	10,000	16,124	10,000	0	10,000	10,000	
3	505.0000.344255.000	Sewer Charges/Sales	259,000	264,740	260,000	219,654	263,585	195,000	\$263K is avg (FY17-19); 20% reduction is \$210K
4	505.0000.344256.000	Sewer Tap Fees	4,000	8,351	10,000	475	10,000	10,000	
5	505.0000.344280.000	Hydrant Meter	500	117	500	780	936	500	
TOTAL REVENUES			\$783,500	\$813,918	\$790,500	\$699,589	\$794,521	\$662,106	
WATER & SEWER FUND - EXPENDITURES									
6	505.4300.511100.000	Regular Employees	37,901	36,158	37,825	31,951	38,341	40,734	allocating 1/3 of meter reader
7	505.4300.511300.000	Overtime	3,000	1,981	3,000	2,315	2,778	3,000	
8	505.4300.512100.000	Employee Insurance	12,572	14,274	11,957	10,057	12,068	14,084	Health and Life Insurance
9	505.4300.512200.000	Social Security (FICA)	3,129	3,490	3,123	2,621	3,146	3,346	
10	505.4300.512450.000	Retirement Cont. (DC) 401	2,219	1,309	2,270	1,148	1,378	2,444	
11	505.4300.512700.000	Workers' Comp Insurance	2,500	2,205	3,000	3,654	4,384	4,000	
12	505.4300.521200.000	Legal & Professional	3,900	3,900	3,900	0	0	3,900	
13	505.4300.521300.000	Sewer Treatment Fees	120,000	133,860	122,000	82,863	99,436	88,563	Reflects reduced demand for sewer treatment.
14	505.4300.522200.000	Veh & Equip Repairs & Maint	0	3,788	0	0	0	0	Split into four accounts below:
15	505.4300.522200.001	Service Contracts	16,000	16,085	16,000	12,465	14,958	17,000	Includes elevated tank and two lift stations
16		Building Repairs	2,000		2,000	701	842	2,000	
17		Equipment Repair and Rental	1,500		1,500	496	595	1,500	
18		Vehicle Repairs	300		300	2,825	3,391	300	
19	505.4300.523100.000	Liability Insurance	1,500	1,100	1,600	909	1,091	1,100	Annual bill in April
20	505.4300.523200.000	Telephone-Postage	1,500	1,405	1,600	819	983	1,500	
21	505.4300.523600.000	Dues & Fees	1,300	2,294	1,300	1,398	1,677	2,300	
22	505.4300.523700.000	Education & Training	2,500	3,333	3,000	1,380	1,656	3,400	Includes license fees
23	505.4300.523850.000	Contract Labor	25,000	14,222	20,000	3,000	3,600	15,000	
24	505.4300.531100.000	Materials & Supplies	22,000	20,811	22,000	15,652	18,783	22,000	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
25	505.4300.531200.000	Energy - Utilities	1,900	2,383	2,500	1,794	2,153	2,500	
26	505.4300.531270.000	Gasoline/Diesel	4,400	3,623	4,500	2,701	3,241	4,000	
27	505.4300.531510.000	Water for Resale	218,000	191,017	212,000	147,797	177,356	164,000	Reflects reduced demand for water.
28	505.4300.531600.000	Small Equipment Under \$5,000	3,000	0	3,000	0	0	3,000	
29	505.4300.531700.000	Uniforms	2,500	2,678	3,000	1,978	2,374	2,800	
30	505.4300.561000.000	Depreciation Expense	180,607	180,610	215,520	150,510	180,612	208,326	
31	505.4300.574000.000	Bad Debt Expense	7,000	0	6,000	0	0	7,440	Reflects an increase in uncollectible utility bill payments due to COVID-19.
32	505.4300.582000.000	GEFA Loan Interest Payment	20,000	1,412	20,000	3,269	3,923	3,750	Emory Street Sewer Project
33	505.4300.579000.000	Contingency	7,272	0	7,605	0	0	4,120	
TOTAL EXPENDITURES			\$703,500	\$641,935	\$730,500	\$482,304	\$578,764	\$626,106	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
ELECTRIC FUND - REVENUES									
1	510.0000.344310.000	Electric Sales	2,414,826	2,509,920	2,508,672	2,049,191	2,459,030	2,049,041	ECG estimate - assumes 20% capacity at Oxford College for July - December 2020
2	510.0000.344311.000	Penalties After the 15th	105,000	89,078	95,000	62,411	74,893	90,000	
3	510.0000.344312.000	Service Charges	6,000	7,330	6,000	3,450	4,140	5,000	
4	510.0000.361000.000	Interest Revenue	150	0	150	5	7	100	
5	510.0000.361001.000	Municipal Competitive Trust Dividend	64,260	7,607	0	4,269	5,123	4,000	
6	510.0000.381000.000	Other - Rebates	5,000	1,740	60,000	2,960	60,000	60,000	Year-End Settlement from MEAG and off-systems sales
		TOTAL REVENUES	\$2,595,236	\$2,615,675	\$2,669,822	\$2,122,286	\$2,603,192	\$2,208,141	
ELECTRIC FUND - EXPENDITURES									
7	510.4600.511110.000	Regular Employees	114,082	111,647	117,236	97,885	117,462	117,900	allocating 1/3 of meter reader
8	510.4600.511300.000	Overtime	5,000	3,639	5,000	1,551	1,861	5,000	
9	510.4600.512100.000	Employee Insurance	22,606	28,525	33,543	18,056	21,667	32,867	Health and Life Insurance
10	510.4600.512200.000	Social Security (FICA)	9,110	8,566	9,351	7,607	9,128	9,402	
11	510.4600.512400.000	Retirement Plan Expense	35,930	26,136	33,333	43,000	51,600	48,176	
12	510.4600.512450.000	Retirement Cont. (DC) 401	536	158	518	269	323	558	
13	510.4600.512700.000	Workers' Comp Insurance	2,000	1,160	2,000	1,162	1,395	2,000	
14	510.4600.521200.000	ECG Professional Services	60,000	61,408	62,000	51,680	62,016	63,000	ECG fees are shown separate from power costs.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	7,200	8,290	7,200	5,214	6,257	7,200	
16	510.4600.522201.000	Power line Tree Trimming	35,000	34,992	35,000	0	0	35,000	
17	510.4600.523100.000	Liability Insurance	8,000	7,909	9,000	7,499	8,999	8,500	Annual bill in April
18	510.4600.523200.000	Telephone-Postage	8,000	9,028	8,000	8,964	10,757	9,000	
19	510.4600.523600.000	Dues & Fees	500	949	500	4	5	1,000	
20	510.4600.523700.000	Linemen Training	8,000	4,462	6,000	1,135	1,363	6,000	A. Ballard's apprenticeship program
21	510.4600.523850.000	Contract Labor	0	0	0	3,341	4,009	10,000	
22	510.4600.531100.000	Supplies & Materials	16,000	13,707	16,500	8,151	9,782	16,000	
23	510.4600.531200.000	Energy/Utilities	7,000	7,437	7,500	5,592	6,710	7,500	
24	510.4600.531270.000	Gasoline/Diesel	7,200	5,430	6,500	3,972	4,766	6,500	
25	510.4600.531530.000	Electricity Purchased	1,455,316	1,374,690	1,419,242	1,167,193	1,400,632	1,310,948	ECG estimate - assumes 20% capacity at Oxford College for July - December 2020.
26	510.4600.531600.000	Small Equipment Under \$5,000	2,500	0	2,500	856	1,027	2,500	
27	510.4600.531700.000	Uniforms	4,200	4,822	5,000	3,453	4,144	5,000	
28	510.4600.541004.000	Street Lights	1,500	2,280	2,300	0	0	2,300	
29	510.4600.531600.001	Maintenance Facility Security System Upgrade	0	0	5,800	5,750	6,901	0	
30	510.4600.561003.000	Depreciation	89,779	95,380	93,612	79,480	95,376	93,185	
31	510.4600.574000.000	Bad Debt Expense	25,500	0	22,500	0	0	27,540	Reflects an increase in uncollectible utility bill payments due to COVID-19.
32	510.4600.579000.000	Contingency	6,017	0	9,686	222	267	8,066	
		TOTAL EXPENDITURES	\$1,930,976	\$1,810,615	\$1,919,822	\$1,522,037	\$1,826,445	\$1,835,141	

	Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
SANITATION FUND - REVENUES									
1	540.0000.344110.000	Refuse Collection Charges	169,050	169,699	169,050	143,273	171,928	169,500	
2	540.0000.344130.000	Sale of Recycled Materials	200	290	200	0	0	100	
		TOTAL REVENUES	\$169,250	\$169,989	\$169,250	\$143,273	\$171,928	\$169,600	
SANITATION FUND - EXPENDITURES									
3	540.4300.511100.000	Regular Employee - Sanitation	24,384	18,569	20,313	15,805	18,966	20,821	allocating 4/5 of refuse collection worker
4	540.4300.511300.000	Overtime	500	0	500	48	57	500	
5	540.4300.512100.000	Employee Insurance	7,595	1,435	7,165	874	1,049	8,444	
6	540.4300.512200.000	Social Security (FICA)	1,904	1,358	1,592	1,213	1,455	1,631	
7	540.4300.512400.000	Retirement Plan Expense	8,350	0	0	0	0	0	
8	540.4300.512450.000	Retirement Cont. (DC) 401	1,300	599	813	540	648	1,249	
9	540.4300.512700.000	Workers' Comp Insurance	3,250	0	500	510	612	600	
10	540.4300.522110.000	Disposal Services-Landfill Fees	8,000	7,994	8,000	3,593	4,311	8,000	
11	540.4300.522200.000	Vehicle & Equip Repairs & Maint	3,000	6,096	5,000	0	0	5,000	
12	540.4300.531100.000	Supplies & Materials	1,000	956	6,500	1,163	1,396	6,500	Includes COVID-19 Supplies (masks, gloves, hand sanitizer, etc.).
13	540.4300.523580.000	Contract Labor	16,773	16,138	20,966	9,906	11,887	20,966	Temporary help
14	540.4300.531270.000	Gasoline/Diesel	5,000	1,862	5,000	1,389	1,667	3,000	
15	540.4300.531700.000	Uniforms	1,300	520	1,000	697	836	1,000	
16	540.4300.531600.000	Small Equipment Under \$5,000	1,000	0	1,000	0	0	1,000	
17	540.4300.523100.000	Liability Insurance	3,000	0	3,000	0	0	3,000	
18	540.4300.522111.000	College Walk Dumpster Fees	6,700	6,096	6,700	4,988	5,985	6,700	
19	540.4300.523581.000	Contracted Garbage Pickup	82,850	82,697	82,000	62,022	74,427	89,000	Includes rate increase
20	540.4300.523600.000	Dues & Fees	500	814	500	0	0	500	
21	540.4300.574000.000	Bad Debt Expense	800	0	4,300	0	0	4,700	Reflects an increase in uncollectible utility bill payments due to COVID-19.
22	540.4300.579000.000	Contingency	2,045	0	4,401	0	0	1,989	
		TOTAL EXPENDITURES	\$179,250	\$145,132	\$179,250	\$102,747	\$123,296	\$184,600	

Acct Number	Description	FY2019 Budget	FY2019 Actual	FY2020 Budget	Thru April	FY 2020 Estimate	FY2021 Recommend	Comments
General Fund								
	Revenues	866,641	1,122,298	983,764	989,781	1,143,692	917,843	
	Prior Year Unassigned F. Balance	0		0			100,000	
100.0000.391505.000	Transfers from Water & Sewer	80,000		60,000			36,000	
100.0000.391510.000	Transfers from Electric	470,000		490,000			358,000	
100.0000.391540.000	Transfers from Sanitation	0		0			0	
	General Fund Revenues	1,416,641	1,122,298	1,533,764	989,781	1,143,692	1,411,843	
	Expenditures							
	City Council	53,063	45,254	56,113	39,517	47,436	51,212	
	General Government	828,965	631,510	764,826	519,338	614,973	688,755	
	Court	13,200	15,192	14,700	6,810	11,450	12,700	
	Police Department	333,562	286,526	387,760	256,355	301,652	386,170	
	Street Department	133,691	128,487	171,584	93,430	114,133	164,229	
	Parks and Recreation Department	44,161	25,997	126,781	62,282	74,738	98,776	
	Cemetery	10,000	9,800	12,000	7,000	12,000	10,000	
100.9000.611350.000	Transfers to Capital Fund	0		0			0	
	General Fund Expenditures	1,416,641	1,142,765	1,533,764	984,732	1,176,382	1,411,843	
	General Fund BALANCE	0	-20,467	0	5,049	-32,691	0	
Water & Sewer Fund								
	Revenues	783,500	813,918	790,500	699,589	794,521	662,106	
	Expenditures	703,500	641,935	730,500	482,304	578,764	626,106	
505.9000.611003.000	Transfers to G/F	80,000		60,000			36,000	
505.9000.611350.000	Transfers to Capital Fund			0			0	
	W & S Fund Expenditures	783,500	641,935	790,500	482,304	578,764	662,106	
	W & S Fund BALANCE	0	171,983	0	217,286	215,757	0	
Electric Fund								
	Revenues	2,595,236	2,615,675	2,669,822	2,122,286	2,603,192	2,208,141	
	Expenditures	1,930,976	1,810,615	1,919,822	1,522,037	1,826,445	1,835,141	
510.9000.611002.000	Transfers to G/F	470,000		490,000			358,000	
510.9000.611350.000	Transfers to Capital Fund	120,000		250,000			0	
510.9000.611008.000	Transfers to Sanitation	10,000		10,000			15,000	
510.9000.611351.000	Comp Trust transfer to Capital	64,260		0			0	
	Electric Fund Expenditures	2,595,236	1,810,615	2,669,822	1,522,037	1,826,445	2,208,141	
	Electric Fund BALANCE	0	805,060	0	600,249	776,747	0	

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

	Revenues	169,250	169,989	179,250	143,273	171,928	184,600	
	Expenditures	179,250	137,138	179,250	99,154	118,985	184,600	
540.9000.611001.000	Transfers to G/F	0		0			0	
540.9000.611006.000	Transfers from Electric	10,000		10,000			15,000	
	Sanitation Fund Expenditures	179,250	137,138	179,250	99,154	118,985	184,600	
	Sanitation Fund BALANCE	0	32,850	0	44,119	52,943	0	

ALL FUNDS TOTAL

	Revenues	4,974,627	4,721,880	5,173,336	3,954,930	4,713,332	4,466,690	
	Expenditures	4,974,627	3,732,454	5,173,336	3,088,227	3,700,576	4,466,690	
	Balance	0	989,425	0	866,702	1,012,756	0	



Capital Budget FY2021 - FY2025

July 1, 2020 - June 30, 2025

Adopted June 1, 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	625,000	125,000	150,000	100,000	150,000	100,000		
20	Streets Equipment - Lawnmower(s)	24,000	12,000	12,000	0	0	0		

OXFORD CAPITAL IMPROVEMENT PLAN 2021 - 2025 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2021	FY2022	FY2023	FY2024	FY2025	STWP '13	STWP '18
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	23,25	10,17,23
Electric Department									
23	Electric System Improvements	500,000	100,000	100,000	100,000	100,000	100,000		
24	Public Works Vehicles & Equipment	233,000	0	28,000	205,000	0	0		
25	Smart Meters - Electric	300,000	0	300,000	0	0	0	15	
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	15	
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	100,000	0	50,000	0	50,000	0		
	TOTALS	9,243,197	5,281,197	1,707,000	855,000	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	350.1500.117100.000	Strategic Land Acquisition	50,000	50,000	0	0	0	
4	350.1500.117100.001	Dried Indian Creek Greenway / Protective Corridor	50,000	0	0	0	50,000	a
5	350.4600.541400.510	Electric Vehicle Charging Stations	12,000	12,000	0	0	0	
6	350.1500.542200.000	City Manager Vehicle	20,000	20,000	0	0	0	
Parks, Landscapes, and Recreation								
7	350.6200.541200.001	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	350.4224.541203.002	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	350.4224.541203.001	Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	0	0	15,21
15	350.4260.541400.000	Emory Street/Highway 81 Street Lamps	300,000	300,000	0	0	0	
16	350.4270.541400.000	Radar Speed Signs	10,000	10,000	0	0	0	
17	350.4270.541400.001	Speed Humps	5,000	5,000	0	0	0	
18	350.4200.541400.001	Street Repairs and Resurfacing	125,000	75,000	0	0	50,000	d
19	350.4200.542100.001	Streets Department - Lawn Mower	12,000	12,000	0	0	0	

CAPITAL BUDGET FISCAL YEAR 2020

Part B

	Account Number	PROJECT DESCRIPTION	TOTAL COST FY2021	CITY FUNDS FY2021	2017 SPLOST	LOAN	OTHER	STWP
Downtown Development Authority (DDA)								
20	350.7550.612000.000	Downtown Development Authority	30,000	30,000	0	0	0	10,17,23
21	350.7550.521200.000	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	
Water and Sewer Department								
		Water Line Replacement						
23	350.4400.541000.505	Queen Ann, W. Bonnell, Stone Streets	192,000	192,000	0	0	0	
24	350.4400.541001.505	Oxford Rd, Keel Street, Perry Circle	1,360,000	610,000	0	0	750,000	e
25	350.4300.542100.505	Sewer Camera and Locator	15,059	15,059	0	0	0	
26	350.4400.542101.505	Altitude Valve at Water Tower	33,138	33,138	0	0	0	
TOTALS			5,281,197	3,182,197	190,000	0	1,909,000	

Footnotes:

- We will explore state funding opportunities, such as the Outdoor Recreation Fund,
- a 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	50,000	0
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	0	50,000
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.	125,000	75,000	50,000
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. Replace Ford F-800 Derrick Truck (Line Truck) in FY2023.	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		5,371,197	3,422,197	1,949,000

FY2021 Capital Budget Detail

	Recommend	City Funds	Other Funds
	Total	YTD	Balance
SPLOST Funding Summary			
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 April	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	79,581	248,000	168,419
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	1,935	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	-	-	60,000
9	350.4220.541204.000	Survey Remainder of City ROW	10,000	10,000	0	5,640	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	88,826	171,867	(51,867)
13	350.4250.541200.000	Storm Drainage Plans & Improvements	20,000	20,000	0	11,700	35,200	(15,200)
14	350.4200.541400.001	Street Repairs and Resurfacing	250,000	130,000	100,000	10,988	50,000	200,000
15	350.4200.541201.000	Sidewalk Repairs and Planning	100,000	100,000	0	-	4,500	95,500
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	408,539	558,591	349,035

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.

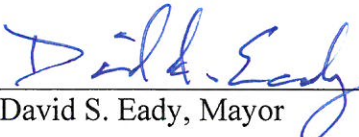
NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD

1. That the Fiscal Year 2021 (July 2020 – June 2021) Operating Budget and the Fiscal Year 2021 Capital Budget (July 2020 – June 2025) are adopted this date.
2. That the full time positions funded by this budget shall be limited to:
 - a. CITY COUNCIL – Mayor (1), Councilmember (6)
 - b. GENERAL GOVERNMENT – City Manager (1), City Clerk (1), Deputy City Clerk (1), Utility Billing/Court Clerk (1), Associate Clerk (1), Administrative Clerk,
 - c. POLICE DEPARTMENT – Police Chief (1), Officer (3),
 - d. STREET DEPARTMENT –Groundskeeper (2),
 - e. SANITATION DEPARTMENT – Equipment Operator I/Recycle and Refuse Collection Worker (1)
 - f. WATER AND SEWER DEPARTMENT – Public Works and Utility Maintenance Worker I (1), Equipment Operator I/Meter Reader (1)
 - g. ELECTRIC DEPARTMENT – Supervisor of Utilities and Maintenance (1), Assistant Public Works Supervisor (1)

3. That no funds appropriated in a contingency account may be spent from that account. Funds in a contingency account must be transferred to another expenditure account before these funds may be expended. Such transfer shall be approved in advance by City Council.

ADOPTED THIS MONDAY, JUNE 1, 2020.

BY:



David S. Eady, Mayor

ATTEST:



Marcia Brooks, City Clerk



City of Oxford

Construction Change Order Form

PROJECT NAME: Moore Street Sidewalk

CONTRACTOR: HCS Services, LLC; Huie Stewart

ENGINEER: Robert Jordan, Jordan Engineering

INSPECTOR: Jody Reid, City of Oxford

PAGE: 1

DATE: 5/13/2020

CHANGE ORDER NO.: 1

BID TAB ITEM NO.	DESCRIPTION AND UNITS (Change Order Log #)	QUANTITY	UNIT	UNIT COST	AMOUNT	ADDED DAYS
	DECREASE QUANTITY					
	INCREASE QUANTITY					
	NEW ITEMS					
	Install 264 LF of new 24" HDPE storm drain culvert between new junction box near crosswalk and the existing stormwater inlet structure at the intersection of Carlton Trail and Moore Street and addn'l spur. The new culvert shall replace the existing deteriorated culvert.	1	LS	\$10,000.00	\$ 10,000.00	0

SUBTOTAL THIS PAGE	\$ 10,000.00	0
SUBTOTAL OTHER PAGES	N/A	N/A
COMBINED TOTAL	\$ 10,000.00	0

In consideration of the Change Order agreed to herein as complete equitable adjustments and full and final payment for the Contractor's additional work, the Contractor hereby releases the Owner from liability under this contract for further equitable adjustments, including additional time for performance, attributable to such facts or circumstances giving rise to the proposal for adjustment.

Huie Stewart Date
HCS Services, LLC representative

Matt Pepper, City Manager Date
City of Oxford representative

Robert Jordan Date
Engineer's representative

[Handwritten Signature] 5-13-20

% PRICE CHANGE	PRICE	DAYS
THIS		
CHANGE ORDER <u>4.37%</u>	\$ 10,000.00	0
PREVIOUS		
CHANGE ORDER(S) <u>0.00%</u>	\$ -	0
CHANGE ORDER(S)		
TO DATE <u>4.37%</u>	\$ 10,000.00	0
ORIGINAL CONTRACT PRICE/DAYS	\$ 228,835.75	180
ORIGINAL CONTRACT PRICE/DAYS PLUS CHANGE ORDER(S)	\$ 238,835.75	180

CITY OF OXFORD

RESOLUTION

WHEREAS, the FY2020 Capital Budget contains an item for \$222,000 to install a sidewalk on the southside of Moore Street from Longstreet Circle to SR 81/Emory Street, and

WHEREAS, the FY2020 Capital Budget contains an item for \$60,000 to install a welcome sign on the city-owned lot located at 6153 Emory Street, and

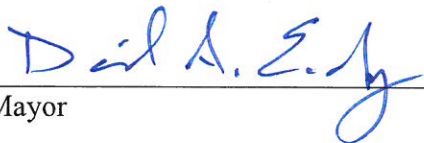
WHEREAS, the sidewalk installation project needing to be done at this time will cost up to \$238,835.75

NOW THEREFORE BE IT RESOLVED, that

The FY2020 Capital Budget is amended by deducting \$16,835.75 from the line item for the city's welcome sign and adding \$16,835.75 to the line item for the sidewalk installation on Moore Street.


Adopted this first day of June, 2020.

BY:



Mayor

ATTEST:



City Clerk



AN ORDINANCE

An Ordinance to provide for participation by the City of Oxford (“Participating Employer” or “Employer”) in the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Program, in accordance with and subject to the terms of the GMEBS Life and Health Program Trust Agreement, the GMEBS Life and Health Program Participation Agreement, the Participating Employer’s Declaration Page(s), and the Rules governing the Program, all as authorized and provided by Chapter 5 of Title 47 of the O.C.G.A.; to provide an effective date; to repeal conflicting ordinances; and for other purposes.

WHEREAS, the Participating Employer has determined that it wishes to provide certain employee benefits to its employees by participating in the Georgia Municipal Employees Benefit System Life and Health Program (“GMEBS Life and Health Program” or “Program”) and by making contributions to the GMEBS Life and Health Program Trust Fund (“Trust Fund”); and

WHEREAS, the Participating Employer has reviewed the terms of the GMEBS Life and Health Program Trust Agreement (“Trust Agreement” or “Trust”), which Trust is intended to be a tax-exempt trust established under Internal Revenue Code Section 115 and under the applicable laws of the State of Georgia; and

WHEREAS, the Participating Employer has reviewed the terms and conditions of the GMEBS Life and Health Program Participation Agreement (“Participation Agreement”) and the various forms of coverage and/or benefit plans offered under the GMEBS Life & Health Program; and

WHEREAS, the Participating Employer has reviewed the Declaration Page(s) (“Declaration”) accompanying the GMEBS Life and Health Program Participation Agreement and has completed and will amend, as necessary or required, said Declaration to reflect its elections with respect to employee eligibility requirements and Program benefits that the Participating Employer intends to make available to eligible employees; and

WHEREAS, the Mayor and Council/Commission of the Participating Employer (“Governing Authority”) is authorized by law to adopt this Ordinance, the Trust Agreement, the Participation Agreement, and the Declaration on behalf of the Participating Employer;

NOW, THEREFORE, BE IT ORDAINED by the Governing Authority of the Participating Employer and it is ordained by the authority thereof:

Section 1. The Participating Employer hereby adopts and agrees to be bound by the terms of the following GMEBS Life and Health Program Trust Agreement, the Participation Agreement, and Declaration which are attached hereto and made a part of this Ordinance. The Participating Employer also agrees to be bound by any Program Rules adopted by the GMEBS Board of Trustees (“Trustees”). The Participating Employer further agrees to abide by the terms of any amendments made by the Trustees to the Trust Agreement or the Program Rules.

Section 2. Severability. In the event that any section, subsection, sentence, clause or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the previously existing provisions or the other section or sections, subsections, sentences, clauses or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part hereof. The Governing Authority hereby declares that it would have adopted the remaining parts of this Ordinance or retained the previously existing provisions if it had known that such part or parts hereof would be declared or adjudicated invalid or unconstitutional.

Section 3. Approval by Trustees or the Program Administrator. The Participating Employer's Ordinance and Declaration are subject to approval by the Trustees or the Program Administrator. The Trustees or Program Administrator may refuse to approve or may delay the effective date of an Ordinance and Participation Agreement or Declaration that is not in order as determined by the Trustees or the Program Administrator. The Governing Authority of the Participating Employer hereby acknowledges that it is responsible to assure that this Ordinance is adopted and executed by the Participating Employer in accordance with the requirements of applicable law.

Section 4. Effective Date. This Ordinance shall be effective on the date of approval by the Governing Authority or, if later, such other effective date designated by the Trustees below upon approval and acceptance of the signed Ordinance and Declaration.

Section 5. Repeal. All ordinances and parts of ordinances in conflict herewith are expressly repealed.

Approved by the Governing Authority of Oxford, this 6th day of April, 2020

Attest:

Marcia Brooks
Signature

Marcia Brooks
City Clerk

(SEAL)

Approved:
C. David Strickland
Signature

C. David Strickland
Attorney

David S. Eady
Signature

David S. Eady
Mayor



TRUSTEES' APPROVAL

The terms of the foregoing Ordinance and Participation Agreement are approved on behalf of the Board of Trustees of the Georgia Municipal Employees Benefit System.

The effective date of the Employer's participation in the GMEBS Life and Health Program will be _____ [insert date *only if* Trustees' approved effective date for Employer's participation is later than effective date designated in Section 4 above].

IN WITNESS WHEREOF, the Board of Trustees of the Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officer to be affixed this _____ day of _____, 20____.

Board of Trustees
Georgia Municipal Employees
Benefit System

(SEAL)

Secretary

