



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, MARCH 23, 2020 – 6:30 PM  
VIA TELECONFERENCE**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

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

**OTHERS PRESENT:** Mike Ready, Art Vinson, Laurie Vinson, Laura Gafnea, Beth Morgan

Teleconference # 1-650-215-5226, Access Code 950685756; Notified Covington News, posted on doors of City Hall, distributed to Citizens' List and posted on City of Oxford's website and Facebook page.

**Agenda** (Attachment A)

**1. Mayor's Announcements**

Mayor Eady advised that since we are conducting this meeting via teleconference, he will facilitate the discussion and ask for comment from each Councilmember as each item is discussed. He will also open the discussion up to the community during the meeting.

Mayor Eady sent a presentation to the Councilmembers shortly before this meeting summarizing the points from a conference call for mayors that was organized by the Georgia Municipal Association (GMA). During the conference call, Dr. Del Rio, Executive Dean of the Emory University School of Medicine, spoke about the COVID-19 pandemic. Dr. Del Rio has urged Governor Kemp to essentially shut down the State of Georgia, similar to what other states have done. Governor Kemp gave a press conference at 5:00 p.m. but did not restrict the State of Georgia to the extent other states have.

Mayor Eady wants to urge people in the Oxford community to take heed of the advice of public health professionals. Only go out if absolutely necessary. If buying groceries, try order and pick up rather than going into grocery stores. If enjoying the outdoors, follow

social distancing protocols, and stay within your social cohort of individuals you have been in contact with over the past couple of weeks.

It is anticipated that the number of cases will increase as testing sites become more readily available. Anyone needing to be tested should contact the Georgia Department of Public Health to find out the nearest testing site.

City of Oxford administrative staff are working remotely except when they must be on site for tasks such as monthly billing. City Hall is closed to the public. Customers can place their payments in the mail or in the drop box. City staff are accommodating cash paying customers through appointments. Phone calls are being forwarded to administrative staff. Public works staff are working on an on-call basis, responding to work orders as needed. They are being paid during this time. Mayor Eady asked if there are any questions from the Councilmembers about these procedures.

Mr. Windham asked if a decision has been made about utility service cutoffs for those who work on an hourly basis and therefore are not being paid and may not have adequate funds during this time. Mayor Eady's thought is that we will suspend all utility cutoffs for the time being if the Council approves.

Mr. Vinson asked for clarification that cutoffs would be suspended, which Mayor Eady confirmed.

Chief Harvey stated that his department is working in full force. They have had one officer sick, and he believes it is due to pollen and allergies. He is supposed to go to the doctor on March 24. His staff is stopping vehicles only for egregious violations and using Personal Protective Equipment (PPE) during contact with anyone, including gloves and masks.

Mayor Eady advised Chief Harvey that priority testing is available for law enforcement officers.

Ms. Williams asked if we have enough PPE for our police officers and public works staff. Chief Harvey indicated that Newton County EMA provided them with an ample supply. Mayor Eady stated that the administrative staff have gloves in the office, but they are not interacting with the public much since the office is closed.

Mr. Windham recommended covering the mouthpiece hole in the glass at the City Clerk's window to keep droplets from coming in, and for the long term, place a device such as those theaters have in the hole. Mayor Eady advised city staff will check with the Health Department for recommendations.

2. **Resolution for the Community Development Block Grant Application** (Attachment B)  
City Manager Matt Pepper advised that the City Council must pass a resolution stating that it approves submission of the application for the Community Development Block Grant for the city's proposed water main improvement project. The application due date is May 1.

No questions were raised. The resolution will be voted on during the April regular Council meeting.

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

Matt Pepper presented a first draft of the proposed FY 2021 Operating and Capital Budgets for review and comment.

Operating Budget:

- Property tax revenue – assumption is same millage rate will be retained.
- Motor vehicle ad valorem and TAVT revenue – Newton County Tax Commissioner is placing the vast majority of these taxes in TAVT.
- LOST revenue – increase based on upward growth and spending in Newton County.
- Professional services expenses – pertains to expenses for legal services and the city's external audit. This amount can be decreased because of a reduction in need of utilizing these services for specialized situations.
- Yarbrough House operating expenses – In light of recent discussions which reflect that no staff will be needed, this line items is reduced. The remaining amount will cover utilities.
- Computer upgrades – four (4) new laptops for police cars for \$6,500. Laptops must be upgraded to accommodate the Windows 10 operating system. This is currently a separate item, but the purchase falls under Small Equipment Under \$5,000, and it will be moved to that category.
- Parks and Recreation – decreased supplies and materials and energy and utilities because the city has a better idea of the cost to run Asbury Park. City Park and Trail Maintenance is also decreased based on past spending.
- Small increase in water charges and sales based on historic collections.
- Water and sewer fund expenditures increase – new sewer line on Emory Street.
- Electric revenue and expenditures are placeholders while the city works with Electric Cities of Georgia (ECG) to fine tune these figures.
- Sanitation – includes potential rate increases to be discussed later in this meeting.

Mayor Eady commented that adjustments may be required to the LOST revenue estimates depending on the impact of the COVID-19 pandemic. We may not know the full impact until after the beginning of the fiscal year, and a budget amendment may be required to address the updated revenue projections. Mr. Holt stated that this issue could impact multiple areas of the budget, and customers may not be able to pay for their services, which could reduce revenue.

Mr. Holt and Ms. Bohanan asked if the \$5,000 in Small Equipment Under \$5,000 is separate from the Computer Upgrades. Mayor Eady asked Chief Harvey if there is equipment other than the laptops that will need to be replaced. Chief Harvey indicated he might if equipment breaks down and needs to be replaced. Mayor Eady acknowledged that these amounts are to some extent placeholders for unknowns. They are based on historical cost to replace equipment.

Mr. Windham expressed concern about combining line items at a time when the budget will be strained. He feels it's important to be able to see where money is being spent and combining budgeted items into groups makes them less transparent. Mayor Eady clarified that the Computer Upgrades line item amount should have been included with Small Equipment Under \$5,000 in the past, but at some point, a new account was created. Moving the amount into Small Equipment Under \$5,000 would simply be correcting this error. However, he will not protest if the City Council wants to keep the item separate, or if they want to decrease the other amounts that are based on historical costs to tighten the budget.

### Capital Budget

Mayor Eady stated that this year's budget starts with the previous year's budget which was built based on the Financial Sustainability Assessment that Mike Ready and his committee completed. There were projected expenditures out through 2024, but there have also been some new priorities emerge and things that were not represented in the 2024 projections, such as buffers to protect the city from encroachment. Some items in the proposed Capital Budget may be partially or fully covered in the operating budget. Blue items are new items.

Mayor and Councilmember request in the Capital Budget:

- Emory Street Sidewalk – I-20 bridge – documents completed, about to break ground. The City of Oxford contributed \$180,000 of the \$700,000 in the FY2020 budget, and the rest came from federal or state sources
- Emory Street Sidewalk – E. Soule Street to city limits - \$500,000
- Hwy. 81 Streetlamps – for safety walking on sidewalks at night
- Radar/Speed Signs – based on concern for speed coming into Oxford
- Pedestrian Crossing at Asbury Park
- Speed Humps – may be covered in FY2020 budget, but included as a placeholder for now
- Lawnmowers – Public Works staff needs two (2) new lawnmowers
- Professional Services – placeholder for DDA if Town Center progress occurs (will be repaid to city upon development)
- Smart Meters for Electric and Water Systems

Mayor Eady asked Ms. McCanless to comment on the need for funds for the pollinator gardens in the Capital Budget. She stated that traditionally, the Tree Board pays for trees and tree health. The pollinator right-of-way experiment will take a couple of years to mature. She is not sure if maintenance of those areas will require equipment. Currently a volunteer is providing equipment for cultivation. Other options may be paying by the job or working with Oxford College in partnership. Mr. Windham recommended putting \$4,500 in the Operating Budget instead of the Capital Budget for this purpose.

Staff requests in the Capital Budget:

- Sewer camera/locator – the City of Oxford currently asks City of Covington to locate a blockage. Mr. Reid stated that this service is needed 8-10 times per year.
- Water Tower altitude valve – Is about 38 years old, has been rebuilt three times. It is failing right now, causing the water tank to overflow periodically. Mr. Windham added

that when the tank overflows, it undermines the street and the trail. The \$33,000 cost includes installation.

- Police vehicles – Ford is no longer making police sedans. The police department is requesting Ford Explorers, which are considerably more expensive.

Mr. Wearing stated that a locator for the sewer camera would help isolate a blockage to within about a foot. The current method is not very precise and requires tearing up a lot of asphalt and property. Mr. Holt observed that it may be more cost-effective to rent this device when needed to avoid upkeep costs. Mr. Wearing acknowledged that they are very expensive to repair.

Mayor Eady suggested looking at some other brands of vehicles to see if they have what Chief Harvey needs. Chief Harvey mentioned that the police equipment makes up a lot of the cost. Based on his experience he does not feel very good about Dodge Chargers or Chevrolet models. Mr. Windham suggested also checking with Toyota, Honda, and Hyundai. Mr. Wearing commented that the other vehicles besides Ford are not as safe. Mayor Eady asked that staff obtain some additional price and vehicle rating information as well as equipment needs and durability for comparison between a few alternatives.

Mr. Holt asked for clarification on the expenditures in FY2020 for the line item of City Master Plan. Mayor Eady advised a large part of that amount was for strategic land purchases. Staff will provide Mr. Holt with a complete breakdown of these costs.

Mr. Windham asked why a separate line item is needed for land purchases on the East side of town for \$50,000. Mayor Eady stated it may not be needed and recommended that the Councilmembers think about it some more. He put it in as a placeholder for the concerns about protecting the East side of town from encroachment.

Mike Ready stated he would provide any comments to Mayor Eady and Matt Pepper.

Ms. McCanless noted that there is no amount listed for speed humps. Mayor Eady acknowledged he added that as a placeholder, and the Council can plug in an amount if it is needed.

#### **4. City Health Insurance**

City Clerk/Treasurer Marcia Brooks advised the City Council that she and Matt Pepper had sought a quote from the GMA's health insurance plan for employee coverage for medical, dental, vision and life insurance. The renewal for the city's current plan was also received from a local broker, who has provided insurance coverage to the City of Oxford's employees for the past eight or so years. Both are through Anthem Insurance. The quote from the city's current provider increased medical insurance rates by about 40% compared to the city's current cost. The GMA plan increases the cost by about 20%. In addition, the GMA plan provides lower deductibles, out of pocket maximums, copayments and coinsurance in many cases.

Staff recommends that the City of Oxford accept the GMA plan for the coming plan year. The city's plan currently begins on May 1. The city would also like to convert to a calendar year to standardize its plan and make it more like other plans. The quote from GMA is for May-December 2020. In the fall of 2020, GMA will provide a quote for calendar year 2021. If rates increase for January-June of 2021, an amendment to the FY2021 operating budget may be needed. Since both plans are through Anthem for medical and vision coverage, the city anticipates little if any disruption to employees as far as being required to change doctors. The dental plan is different, so there could be some changes for dental insurance. The city has prepared documentation to distribute to employees to help them navigate the change.

All council members and the mayor are in favor of the change.

#### 5. **Sanitation Services**

Matt Pepper advised that the current garbage/recycle pickup contractor (Latham Sanitation) has requested a \$.26 cost of living adjustment on the residential rate as well as an additional \$.50 on the residential rate to help cover the cost of the site they take the recyclables to, which has begun charging them a tonnage rate (Pratt Industries in Conyers). Mr. Pepper advised them that he would present these requests to the City Council for consideration.

Mayor Eady indicated he had an issue with this request coming so soon after we advised them of issues we had with their service. If the Council wishes to grant Latham's request, they should be advised that per our contract, any changes will go into effect with the new contract year, which is July 1. We could also advise them that we are going to rebid the contract and see if anyone bids lower.

Mr. Windham stated that the City of Covington recently contracted with Latham, so they likely are still offering the lowest price. With the recycling market changing dramatically, they may be in a position where they need additional help. He has no issues with the increase if it starts at the beginning of the new contract term.

Mr. Wearing voiced his displeasure with the service provided by Latham. He understands that rates can change, but he recommends checking the prices of some other vendors. He would not mind paying more if the service is acceptable.

Ms. Bohanan asked if we should let Latham know if we check prices of other vendors. After consulting with Mr. Reid, Mayor Eady suggested we informally conduct some market research to find out what rate structures other vendors have.

Mr. Holt pointed out that the city has dealt with this issue in the past. The last time Latham asked for a price increase, they were advised then that a price increase would not go into effect until the next fiscal year, which coincides with the term of the contract. Mr. Holt has no concerns about checking prices of other vendors but pointed out that when they asked for price increase previously, research was done at that time, and Latham had the lowest prices.

Mr. Holt asked how Latham charges for recycling services. Mayor Eady stated they have advised us that about 20% of the customers participate in recycling each week. They check what they pickup to ensure it is not contaminated, then deliver it to Pratt Industries in Conyers for processing. If there is any market value to the materials Latham gets a credit and passes that on to the City of Oxford. The credit has historically been minimal.

Ms. McCanless agrees with Mr. Wearing concerning the level of service, and with Mr. Eady concerning the timing of the requests. She believes it may not be a bad thing for Latham to know the city is putting out the work for bids. They may adjust their requests as a result.

Mayor Eady advised that Latham has been asked what the savings would be if recycling is discontinued. They advised it would only save \$.50 per household to do so.

Ms. Williams agrees with Mr. Wearing about the service quality. She would like for the research to include service information so that we can compare service costs across companies and determine if we are getting the best deal.

Mayor Eady requested that Matt Pepper and Jody Reid move forward with the market research and report their findings back to the City Council.

#### **6. Town Center Development Discussion**

Mayor Eady would like to table this discussion until after the COVID-19 pandemic is over. Some additional discussion also needs to happen with the Downtown Development Authority before bringing the issue to the City Council, and they are not meeting in March.

#### **7. Whatcoat Street Improvements (Attachment D)**

The FY2020 Capital Budget includes \$300,000 to make improvements to Whatcoat Street. A first draft of a concept plan provides details. This issue has been in discussion since 2013 or 2014. The drawing is overlaying an aerial photograph. The black lines are existing property lines and features in the landscape, including changes made to Pierce Street and part of Whatcoat Street. The proposed changes to Whatcoat Street are noted in pink and the items that will be moving are noted in red. The current plan has the sidewalk terminating at the Whatcoat Building. Further discussion is needed on the extension of the sidewalk to George Street. The plan also includes realigning George Street and Whatcoat Street to create a perpendicular intersection, which will eliminate some asphalt and allow the city to create some green space or use it for something else. A sidewalk from George Street to the Post Office is also included.

Mr. Windham advised he would like to look at the plan on the ground before commenting. Mr. Wearing, Ms. Bohanan, Ms. McCanless and Ms. Williams agreed with Mr. Windham. Mr. Wearing has a question about the trajectory of one of the sidewalks. Ms. McCanless questioned who the parking spaces are for and what their installation will change. She likes the plan to realign George Street and Whatcoat Street and get rid of some asphalt. Ms. Bohanan questioned whether Oxford College should be involved in helping to finance these changes. Mr. Holt had no comment.

Mike Ready, who sat on a committee to restart this process last Fall, stated that the Council has reviewed several proposals over the last several years, and he feels the current proposal is the best one to move forward with.

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

The FY2020 Capital Budget includes \$60,000 to construct a welcome sign and make improvements to the city-owned lot located at 6153 Emory Street. Mayor Eady acknowledged that the materials provided may not have been the easiest to understand. However, this is another project that has been discussed in the past. The city has obtained three bids that vary in price based on materials to be used and method of construction. He recognizes that the City Council may or may not want to go with the lowest bid due to the Council's preferred construction method and materials. He mentioned that Designed Installations is a company the city has worked with before, and the quality of their work is known. They restored the gate at the cemetery which was built in honor of Mayor Eady's great grandfather. However, they are also the highest bidder.

Mr. Holt asked for confirmation that the city has worked with Designed Installations before. Mayor Eady responded that they had built a speed table for the city. He commented that they are always high, and he does not see much difference between their design and the mid-priced design (Cardoza).

Ms. Williams agreed with Mr. Holt's comments. Mr. Holt asked for confirmation that the sign would be made of stone. Mayor Eady asked Matt Pepper to comment on the contact he has had with Cardoza. Mr. Pepper stated that they do have adequate liability insurance, and they provided samples of previous work they have done.

Ms. McCanless stated that the samples provided by Cardoza appear to show very fine stonework, and their bid is a great bid that she would be in favor of. Mr. Holt and Mr. Wearing recommended that city staff confirm the samples and references Cardoza provided to verify their legitimacy and the quality of their work. Ms. Bohanan agreed with verifying Cardoza's work and references.

Mr. Wearing advised he would check Cardoza's samples and references if Matt could provide them to him. He also asked if the sign is supposed to be like the cemetery sign, which Mayor Eady confirmed. Mr. Wearing asked if a decision has been made for placement of the sign. Mayor Eady advised Mr. Reid and Mr. Pepper had marked off a possible spot with flags but the final decision has not been made. He recommended that the Council members go by and look at the flag placement.

Mr. Windham feels that city staff should always ask for references and samples of previous work when obtaining bids. He does not feel that we can make a decision on this issue until Cardoza's work and references are checked.

Mayor Eady asked the City Council to also look at the lettering options.



**9. SR 81 Sidewalk Study (Attachment F)**

The FY2020 Capital Budget includes \$100,000 to repair existing sidewalks located along SR 81 and carry out a study to install a sidewalk along SR 81 from Soule Street to the northern city limits. Jordan Engineering provided a rough cost estimate in 2017 for this work, however, he is not in a position to take the work right now. Staff asked Keck & Wood to provide a quote to complete a concept plan to construct a sidewalk along SR 81. Keck & Wood provided a quote of \$4,500 and a sample of what the finished product would look like.

Mr. Holt stated that he is not in favor of doing more studies. He feels that the city needs to issue a contract for the work to get it done. Mr. Windham agreed with Mr. Holt and stated that the City Council should vote whether or not to have the work done before deciding on the quote from Keck and Wood for the concept plan. Mayor Eady stated that he considered the vote on the quote from Keck & Wood to be the vote on whether to authorize the work. But he does not have a problem with clearly including the decision to authorize the work in the vote.

**10. Stop Sign Replacement Project (Attachment G)**

The Georgia Department of Transportation (GDOT) awarded the city a \$20,000 grant to upgrade its stop signs and posts (113 total existing). The grant funds require a 30% match, which makes the total cost \$26,000. The city issued a Request for Proposals for the project and received four (4) bids. The bids are based on a cost per sign. If the City Council is comfortable with the low bid, we can move forward based on staff's recommendation of awarding the contract for this work to the lowest bidder, Brown's Asphalt Maintenance, Inc. for \$21,675. The city could then negotiate with them for additional signs. Or if the City Council prefers, staff can contact each of the bidders to see if the cost is lower per sign if more signs are added.

Mr. Holt recommended that the city award the contract to the lowest bidder and negotiate with them for additional signs. Ms. McCanless asked if the signs to be placed with the speed humps on E. Soule Street/Williams Road could be included. Mayor Eady confirmed that these signs could be included.

**Mr. Holt made a motion to adjourn at 8:53 p.m. Mr. Windham seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, MARCH 23, 2020 – 6:30 P.M.  
CITY HALL (VIA TELECONFERENCE)  
A G E N D A**

1. **Mayor's Announcements**
2. \* **Resolution for the Community Development Block Grant Application** – Council must approve a resolution to submit the application for the Community Development Block Grant for the city's proposed water main improvement project. We have attached the resolution.
3. \* **FY2021 Operating and Capital Budgets** – Council will review draft copies of the FY2021 operating and capital budgets. We have attached the draft copies of the budget.
4. **City Health Insurance** – The City Clerk will lead a discussion on the city's health insurance options for the upcoming year.
5. **Sanitation Services** – Council will discuss the rate increase requested by Latham Home Sanitation, LLC.
6. **Town Center Development Discussion** – Mayor Eady will lead a discussion on the city's town center development project.
7. \* **Whatcoat Street Improvements** – The FY2020 Capital Budget includes \$300,000 to make improvements to Whatcoat Street. We have attached a draft concept plan for the proposed improvements.
8. \* **City Welcome Sign Project** – The FY2020 Capital Budget includes \$60,000 to construct a welcome sign and make improvements to the city-owned lot located at 6153 Emory Street. We have attached the bid tabulation.
9. \* **SR 81 Sidewalk Study** – The FY2020 Capital Budget includes \$100,000 to repair existing sidewalks located along SR 81 and carry out a study to install a sidewalk along SR 81 from Soule Street to the northern city limits. Staff asked Keck & Wood to provide a quote to complete a concept plan to construct a sidewalk along SR 81. We have attached their quote and an example concept plan.
10. \* **Stop Sign Replacement Project** – The Georgia Department of Transportation awarded the city a \$20,000 grant to upgrade our stop signs and posts. The grant funds require a 30% match. We issued a Request for Proposals for the project. We received four bids. We recommend that Council award the contract to Brown's Asphalt Maintenance, Inc for \$21,675. We have attached the copies of the bids.

\*Attachments

# CITY OF OXFORD

## RESOLUTION

**WHEREAS**, the City of Oxford desires to submit an application for a Community Development Block Grant (CDBG) grant to finance Water System Improvements on Clark Street, Hull Street, Oxford Road, Keel Street, Beakhead Court, Cat Paw's Court, and Perry Circle; and

**WHEREAS**, the Mayor and Council have requested the assistance of the Northeast Georgia Regional Commission in preparing the CDBG application; and

**WHEREAS**, certain actions are required by the City in support of the application;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the City of Oxford by this resolution do hereby approve the submission of a Community Development Block Grant (CDBG) application to finance Water System Improvements on Clark Street, Hull Street, Oxford Road, Keel Street, Beakhead Court, Cat Paw's Court, and Perry Circle;

**BE IT FURTHER RESOLVED**, that the Mayor and Council do hereby authorize the Mayor to execute any and all documents necessary to apply for and obtain the CDBG.

**BE IT FURTHER RESOLVED**, that if awarded, the Mayor and Council designate the Northeast Georgia Regional Commission as the grant administrator, in accordance with local government requirements, the Common Rule Selection Process, and the Community Development Block Grant program guidelines.

Adopted this sixth day of April, 2020.

BY:

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David S. Eady, Mayor

ATTEST:

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Marcia Brooks, City Clerk

SEAL



# Annual Budget - FY2021

July 1, 2020 - June 30, 2021

Mayor and City Council Review - 3/23/20

Mayor David S. Eady

Councilmembers

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

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

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>GENERAL FUND - REVENUE</b>					58.3%			
1	100-0000-311100-000	Real Property Tax-Current Yr.	110,827	110,000	113,250	110,000	115,000	
2	100-0000-311200-000	Property Tax - Prior Year	3,728	5,000	3,032	5,198	5,000	
3	100-0000-311310-000	Motor Vehicle Adv.	20,414	21,000	20,379	34,935	5,000	
4	100-0000-311315-000	Motor Vehicle TAVT	49,523	45,000	56,057	96,097	61,000	
5	100-0000-311340-000	Intangible Tax	1,324	3,000	2,548	4,368	3,000	
6	100-0000-311600-000	Real Estate Transfer	1,090	1,000	982	1,683	1,200	
7	100-0000-311710-000	Electric Franchise Tax	2,237	2,200	0	2,000	2,200	
8	100-0000-311730-000	Gas Franchise Tax	14,567	12,000	5,592	9,586	14,000	
9	100-0000-311750-000	TV Cable Franchise Tax	29,842	28,000	22,110	37,903	30,000	
10	100-0000-311760-000	Telephone Franchise Tax	4,440	4,500	0	4,500	4,500	
11	100-0000-313100-000	LOST Sales & Use Tax	404,977	360,000	253,804	435,093	400,000	
12	100-0000-316100-000	General Business License	11,360	11,500	6,583	12,000	11,500	
13	100-0000-316200-000	Insurance Premium Tax	152,453	161,000	161,939	161,939	172,000	One check per year, based on population.
14	100-0000-319000-000	Penalty/Interest on Del Taxes	1,393	1,300	748	1,282	1,200	
15	100-0000-322901-000	Misc. Income	1,334	1,500	21	36	1,000	
16	100-0000-323100-000	General Building Permits	36,155	15,000	4,726	8,102	15,000	
17	100-0000-335800-000	Intergovernmental Revenues	46,038	26,000	0	26,000	28,000	LMIG from GDOT
18	100-0000-341400-000	Printing/Duplicating Service	129	200	102	175	200	
19	100-0000-341910-000	Election Qualifying Fees	0	1,200	792	792	0	
20	100-0000-349100-000	Cemetery Fees	3,100	2,000	3,450	5,914	2,000	
21	100-0000-349300-000	Bad Check Fees	750	1,000	420	720	1,000	
22	100-0000-351000-000	Fines & Forfeitures	102,890	80,000	55,284	94,773	80,000	
23	100-0000-361000-000	Interest Revenues	65,360	30,000	33,206	56,925	30,000	
24	100-0000-381000-000	Rents and Royalties	55	1,500	2,225	3,814	5,000	
25	100-0000-381001-000	Lease Agreement Income	31,710	31,710	0	31,710	31,710	Whatcoat Building
26	100-0000-381002-000	Lease - Verizon	26,602	27,154	15,840	27,154	27,833	Water Tower Antenna - Verizon Wireless
27	100-0000-392300-000	Proceeds-Dispose of Assets	0	1,000	0	0	1,000	
<b>REVENUES TOTAL</b>			<b>\$1,122,298</b>	<b>\$983,764</b>	<b>\$763,090</b>	<b>\$1,172,699</b>	<b>\$1,048,343</b>	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>GENERAL FUND - EXPENDITURES</b>								
<b>CITY COUNCIL</b>								
1	100.1100.511100.000	Regular Employees	30,000	34,800	16,700	28,629	34,800	
2	100.1100.512200.000	Social Security (FICA)	2,295	2,663	1,278	2,190	2,663	
3	100.1100.523100.000	Liability Insurance	10,818	12,000	0	12,000	12,000	Annual bill in April
4	100.1100.523600.000	Education & Training	2,141	3,000	2,900	4,971	5,000	
5	100.1400.511100.000	Reg Employees - Election	0	650	475	475	650	
		<b>SUBTOTAL</b>	\$45,254	\$53,113	\$21,352	\$48,265	\$55,113	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>GENERAL GOVERNMENT</b>								
1	100.1500.511100.000	Regular Employees	221,315	221,854	119,566	204,970	228,123	
2	100.1500.511300.000	Overtime	3,585	5,000	6,021	10,322	5,000	
3	100.1500.512100.000	Group Insurance	64,107	60,313	22,524	38,612	49,319	
4	100.1500.512200.000	Social Security (FICA)	16,968	17,354	9,639	16,524	17,910	
5	100.1500.512400.000	Retirement Plan Expense	37,910	13,348	11,759	20,159	20,500	
6	100.1500.512450.000	Retirement Cont. (DC) 401	3,575	9,715	3,366	5,771	11,129	
7	100.1500.512700.000	Workers' Comp Insurance	269	1,000	725	1,242	1,000	
8	100.1500.512900.000	Unemployment Payments	0	2,000	4,200	7,200	2,000	
9	100.1500.521200.000	Professional	77,652	110,000	54,189	92,896	95,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	2,315	5,000	910	1,560	5,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	0	11,250	3,903	6,691	11,250	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	23,871	26,500	26,114	26,114	29,000	
13	100.1500.521300.000	Technical Purchased Service	41,417	42,500	34,242	40,700	45,000	
14	100.1500.522200.000	Repairs & Maintenance	21,417	40,000	11,507	19,725	25,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	225	5,000	0	0	5,000	
16	100.1500.522200.002	YH Welcome Center	0	30,000	0	0	5,000	
17	100.1500.523100.000	Liability Insurance	12,019	11,000	0	10,000	11,000	Annual bill in April
18	100.1500.523200.000	Telephone - Postage	25,166	25,200	13,092	22,443	25,500	
19	100.1500.523200.001	Telephone System Upgrades	0	8,200	8,150	8,150	0	
20	100.1500.523300.000	Advertising & Promotions	6,849	7,000	5,188	8,893	7,000	
21	100.1500.523320.000	July 4th Parade Expenses	4,994	6,000	2,769	4,746	6,000	
22	100.1500.523600.000	Dues & Fees	5,770	9,000	5,553	9,519	8,000	
23	100.1500.523700.000	Education & Training	7,399	12,000	3,021	5,180	10,000	
24	100.1500.531100.000	Supplies & Materials	18,784	19,000	12,044	20,646	19,000	
25	100.1500.531200.000	Energy - Utilities	15,507	16,000	9,341	16,013	17,000	
26	100.1500.531600.000	Small Equipment Under \$5,000	1,507	5,000	979	1,679	5,000	
27	100.1500.531600.001	Computer Upgrades	16,312	8,000	0	8,000	0	
28	100.1500.531600.002	Security System Upgrade	0	7,000	6,686	7,000	0	
29	100.1500.531700.000	Other/Meetings & Events	2,279	7,000	2,861	4,904	7,000	
30	100.1500.579000.000	Contingency - General	0	23,392	0	0		
31	100.1500.579010.000	Contingencies - cash over & short	298	200	50	86	200	
		<b>SUBTOTAL</b>	<b>\$631,510</b>	<b>\$764,826</b>	<b>\$378,399</b>	<b>\$619,746</b>	<b>\$670,931</b>	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>COURT</b>								
1	100.2500.521200.000	Contract - Judge	5,000	5,000	3,750	5,000	5,000	
2	100.2500.521210.000	Contract - Public Defender	500	500	0	0	500	
3	100.2500.521211.000	Contract - Solicitor	7,240	4,800	4,280	4,800	4,800	
4	100.2500.523700.000	Education - Clerk	791	3,000	375	643	3,000	
5	100.2500.523701.000	Education - Judge	1,660	1,200	935	1,200	1,200	
6	100.2500.523850.000	Contract - Translator	0	200	0	0	200	
		<b>SUBTOTAL</b>	\$15,192	\$14,700	\$9,340	\$11,643	\$14,700	
<b>POLICE DEPARTMENT</b>								
7	100.3200.511000.000	Regular Employees	98,775	173,830	79,600	136,457	176,635	Includes four (4) fulltime officers - Chief Included
8	100.3200.511300.000	Overtime	10,587	10,000	5,097	8,738	10,000	
9	100.3200.512100.000	Group Insurance	16,865	25,987	6,055	10,380	33,750	
10	100.3200.512200.000	Social Security (FICA)	8,392	14,063	6,485	11,117	14,278	
11	100.3200.512450.000	Retirement Cont. (DC) 401	3,074	10,430	3,024	5,185	9,583	
12	100.3200.512700.000	Workers' Comp Insurance	6,186	7,000	5,213	8,937	7,000	
13	100.3200.521300.000	Tech Purch Serv/Courtware	10,982	11,000	5,735	9,831	11,000	
14	100.3200.522200.000	Veh & Equip Repairs & Maint	5,907	10,000	3,595	6,163	10,000	
15	100.3200.523100.000	Liability Insurance	11,227	12,000	0	14,000	12,000	
16	100.3200.523200.000	Telephone-Postage	7,821	5,500	4,102	7,031	5,500	
17	100.3200.523600.000	Dues & Fees	162	250	100	171	250	
18	100.3200.523700.000	Education & Training	1,645	2,000	1,344	2,304	2,000	
19	100.3200.523850.000	Subpoena fee	0	200	0	0	200	
20	100.3200.523900.000	Prisoner Housing & costs	12,425	12,000	8,015	13,740	13,000	Increased volume of inmates brought in by city police officers
21	100.3200.531100.000	Supplies & Materials	4,317	5,500	3,324	5,698	5,500	
22	100.3200.531270.000	Gasoline	6,741	10,000	4,782	8,198	10,000	
23	100.3200.531600.000	Small Equipment Under \$5,000	3,740	5,000	2,278	3,905	5,000	
24	100.3200.531600.001	Computer Upgrades	3,647	0	0	0	6,500	New laptops for police vehicles
25	100.3200.531700.000	Uniforms	4,095	5,000	2,635	4,517	5,000	
26	100.3200.571000.000	Training funds - Payable	28,712	25,000	14,512	24,877	25,000	
27	100.3800.342500.000	E-911 Center	41,224	43,000	0	0	25,000	
		<b>SUBTOTAL</b>	\$286,526	\$387,760	\$155,896	\$281,251	\$387,196	



	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>STREET DEPARTMENT</b>								
1	100.4200.511100.000	Regular Employees-Street	27,506	50,780	13,781	23,625	46,616	allocating 1/3 of meter reader; 3/5 of groundskeeper; 1/5 equip operator
2	100.4200.511300.000	Overtime	874	1,000	1,102	1,889	2,000	
3	100.4200.512100.000	Employee Insurance	8,689	15,494	4,895	8,392	17,420	
4	100.4200.512200.000	Social Security (FICA)	2,171	3,961	1,138	1,951	3,719	
5	100.4200.512400.000	Retirement Plan Expense	2,197	0	0	0	0	
6	100.4200.512450.000	Retirement Cont. (DC) 401	520	2,945	471	808	2,797	
7	100.4200.512700.000	Workers' Comp Insurance	2,941	3,500	3,914	3,914	4,000	
8	100.4200.521201.000	Professional - Engineering	2,210	3,000	750	1,286	3,000	
9	100.4200.522200.000	Veh & Equip Repairs & Maint	16,676	12,000	5,781	9,910	12,000	
10	100.4200.523700.000	Education & Training	240	500	0	0	500	
11	100.4200.523850.000	Contract Labor - Temporary Help	9,559	13,104	9,153	15,690	13,104	
12	100.4200.531100.000	Supplies & Materials	18,503	15,000	7,630	13,080	15,000	
13	100.4200.531270.000	Gasoline/Diesel	5,301	6,300	2,029	3,479	5,500	
14	100.4200.531600.000	Small Equipment Under \$5,000	869	1,500	0	0	1,500	
15	100.4200.531700.000	Uniforms	1,631	2,500	1,198	2,054	2,500	
16	100.4200.531800.000	Stormwater Management	5,500	7,000	0	7,000	5,500	KCNB Contract - \$2,000
17	100.4200.531901.000	City Tree Removal	23,100	30,000	13,800	23,657	30,000	Trees continue to decline
18	100.4200.532100.000	Sidewalks	0	3,000	2,352	4,032	3,000	
		<b>SUBTOTAL</b>	<b>\$128,487</b>	<b>\$171,584</b>	<b>\$67,995</b>	<b>\$120,768</b>	<b>\$168,156</b>	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>PARKS AND RECREATION DEPARTMENT</b>								
1	100.6200.511100.000	Regular Employees - Parks & Rec.	7,532	24,882	3,988	6,836	21,882	allocating 2/5 of groundskeeper
2	100.6200.511300.000	Overtime	0	500	0	0	500	
3	100.6200.512100.000	Group Insurance	1,152	7,165	2,086	3,577	8,050	
4	100.6200.512200.000	Social Security (FICA)	560	1,942	305	523	1,712	
5	100.6200.512450.000	Retirement Cont. (DC) 401	254	1,493	134	229	1,313	
6	100.6200.512700.000	Workers' Comp Insurance	358	500	510	874	550	
7	100.6200.523850.000	Contract Labor - Temporary Help	3,683	5,300	4,625	7,929	5,300	
8	100.6200.521200.000	Professional (arborist)	938	700	525	900	700	
9	100.6200.522200.000	Veh & Equip Repairs & Maint	0	1,500	0	0	1,000	
10	100.6200.531100.000	Supplies & Materials	48	20,000	1,596	2,736	10,000	
11	100.6200.531200.000	Energy - Utilities	0	15,000	3,740	6,412	10,000	
12	100.6200.531270.000	Gasoline/Diesel	949	1,800	297	508	500	
13	100.6200.531700.000	Uniforms	653	1,000	463	794	1,000	
14	100.6200.531600.000	Small Equipment Under \$5,000	0	1,000	0	0	1,000	
15	100.6200.531900.000	Tree Board	7,291	9,000	2,343	4,017	9,000	
16	100.6200.531910.000	City Park and Trail Maintenance	2,578	35,000	27,164	46,567	25,000	
		<b>SUBTOTAL</b>	\$25,997	\$126,781	\$47,777	\$81,903	\$97,507	
<b>CEMETERY</b>								
17	100.4900.522200.000	Cemetery Found. Maint. Suppl.	5,000	7,000	0	7,000	5,000	Foundation requesting \$5,000
18	100.4900.531900.000	Tree Removal	4,800	5,000	0	5,000	5,000	
		<b>SUBTOTAL</b>	\$9,800	\$12,000	\$0	\$12,000	\$10,000	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>WATER &amp; SEWER FUND - REVENUES</b>								
1	505.0000.344210.000	Water Charges/Sales	524,586	510,000	360,617	510,000	525,000	
2	505.0000.344215.000	Water Tap Fees	16,124	10,000	0	10,000	10,000	
3	505.0000.344255.000	Sewer Charges/Sales	264,740	260,000	153,707	263,498	260,000	
4	505.0000.344256.000	Sewer Tap Fees	8,351	10,000	475	10,000	50,000	
5	505.0000.344280.000	Hydrant Meter	117	500	0	0	500	
		<b>TOTAL REVENUES</b>	<b>\$813,918</b>	<b>\$790,500</b>	<b>\$514,799</b>	<b>\$793,498</b>	<b>\$845,500</b>	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>								
6	505.4300.511100.000	Regular Employees	36,158	37,825	22,523	38,610	38,035	allocating 1/3 of meter reader/equip oper
7	505.4300.511300.000	Overtime	1,981	3,000	1,967	3,371	3,000	
8	505.4300.512100.000	Employee Insurance	14,274	11,957	6,950	11,915	13,401	
9	505.4300.512200.000	Social Security (FICA)	3,490	3,123	1,873	3,212	3,139	
10	505.4300.512450.000	Retirement Cont. (DC) 401	1,309	2,270	785	1,346	2,282	
11	505.4300.512700.000	Workers' Comp Insurance	2,205	3,000	3,654	6,264	4,000	
12	505.4300.521200.000	Legal & Professional	3,900	3,900	0	0	3,900	
13	505.4300.521300.000	Sewer Treatment Fees	133,860	122,000	65,516	112,314	122,000	
14	505.4300.522200.000	Veh & Equip Repairs & Maint	3,788	3,800	1,048	1,797	0	Split into four accounts below:
15	505.4300.522200.001	Service Contracts	16,085	16,000	11,865	20,340	17,000	Includes elevated tank and two lift stations
16		Building Repairs		2,000	0	0	2,000	
17		Equipment Repair and Rental		1,500	0	0	1,500	
18		Vehicle Repairs		300	0	0	300	
19	505.4300.523100.000	Liability Insurance	1,100	1,600	0	0	1,600	Annual bill in April
20	505.4300.523200.000	Telephone-Postage	1,405	1,600	574	984	1,500	
21	505.4300.523600.000	Dues & Fees	2,294	1,300	1,398	2,396	2,300	
22	505.4300.523700.000	Education & Training	3,333	3,000	292	501	3,400	Includes license fees
23	505.4300.523850.000	Contract Labor	14,222	20,000	5,300	9,086	15,000	
24	505.4300.531100.000	Materials & Supplies	20,811	22,000	9,357	16,041	22,000	
25	505.4300.531200.000	Energy - Utilities	2,383	2,500	1,155	1,980	2,500	
26	505.4300.531270.000	Gasoline/Diesel	3,623	4,500	2,236	3,833	4,000	
27	505.4300.531510.000	Water for Resale	191,017	212,000	123,692	212,043	212,000	
28	505.4300.531600.000	Small Equipment Under \$5,000	0	3,000	0	0	3,000	
29	505.4300.531700.000	Uniforms	2,678	3,000	1,504	2,579	2,800	
30	505.4300.561000.000	Depreciation Expense	180,610	215,520	105,357	180,612	208,326	
31	505.4300.574000.000	Bad Debt Expense	0	6,000	0	0	6,000	
32	505.4300.582000.000	GEFA Loan Interest Payback	1,412	20,000	2,260	3,875	3,750	
33	505.4300.579000.000	Contingency	0	7,605	0	0	0	
		<b>TOTAL EXPENDITURES</b>	<b>\$641,935</b>	<b>\$734,300</b>	<b>\$369,306</b>	<b>\$633,096</b>	<b>\$698,733</b>	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>ELECTRIC FUND - REVENUES</b>								
1	510.0000.344310.000	Electric Sales	2,509,920	2,508,672	1,524,918	2,614,145	2,508,672	ECG estimate
2	510.0000.344311.000	Penalties After the 15th	89,078	95,000	52,609	90,187	90,000	
3	510.0000.344312.000	Service Charges	7,330	6,000	2,600	4,457	5,000	
4	510.0000.361000.000	Interest Revenue	0	150	2	4	100	
5	510.0000.361001.000	Municipal Competitive Trust	7,607	0	3,226	5,531	4,000	
6	510.0000.381000.000	Other Rebates-Off System Sales	1,740	60,000	2,960	60,000	60,000	
		<b>TOTAL REVENUES</b>	<b>\$2,615,675</b>	<b>\$2,669,822</b>	<b>\$1,586,316</b>	<b>\$2,774,325</b>	<b>\$2,667,772</b>	
<b>ELECTRIC FUND - EXPENDITURES</b>								
7	510.4600.511110.000	Regular Employees	111,647	117,236	68,583	117,572	117,452	allocating 1/3 of meter reader/equip oper
8	510.4600.511300.000	Overtime	3,639	5,000	1,151	1,973	5,000	
9	510.4600.512100.000	Employee Insurance	28,525	33,543	12,479	21,393	29,967	
10	510.4600.512200.000	Social Security (FICA)	8,566	9,351	5,335	9,145	9,367	
11	510.4600.512400.000	Retirement Plan Expense	26,136	33,333	30,046	51,508	53,000	
12	510.4600.512450.000	Retirement Cont. (DC) 401	158	518	185	316	531	
13	510.4600.512700.000	Workers' Comp Insurance	1,160	2,000	1,162	1,993	2,000	
14	510.4600.521200.000	ECG Professional Services	61,408	62,000	36,176	62,016	63,000	ECG fees are shown separate from power costs.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	8,290	7,200	3,696	6,337	7,200	
16	510.4600.522201.000	Power line Tree Trimming	34,992	35,000	0	0	35,000	
17	510.4600.523100.000	Liability Insurance	7,909	9,000	0	0	9,000	Annual bill in April
18	510.4600.523200.000	Telephone-Postage	9,028	8,000	6,295	10,791	9,000	
19	510.4600.523600.000	Dues & Fees	949	500	0	0	1,000	
20	510.4600.523700.000	Linemen Training	4,462	6,000	946	1,621	6,000	A. Ballard's apprenticeship program
21	510.4600.523850.000	Contract Labor	0	0	0	0	10,000	
22	510.4600.531100.000	Supplies & Materials	13,707	16,500	7,668	13,145	16,000	
23	510.4600.531200.000	Energy/Utilities	7,437	7,500	3,616	6,200	7,500	
24	510.4600.531270.000	Gasoline/Diesel	5,430	6,500	3,140	5,383	6,500	
25	510.4600.531530.000	Electricity Purchased	1,374,690	1,419,242	843,686	1,446,319	1,419,242	ECG estimate
26	510.4600.531600.000	Small Equipment Under \$5,000	0	2,500	856	1,467	2,500	
27	510.4600.531700.000	Uniforms	4,822	5,000	2,626	4,502	5,000	
28	510.4600.541004.000	Street Lights	2,280	2,300	0	0	2,300	
29	510.4600.531600.000	Maintenance Facility Security System Upgrade	0	5,800	5,750	9,858	0	
30	510.4600.561003.000	Depreciation	95,380	93,612	55,636	95,376	93,185	
31	510.4600.574000.000	Bad Debt Expense	0	22,500	0	0	10,000	
32	510.4600.579000.000	Contingency	0	9,686	0	0	10,496	
		<b>TOTAL EXPENDITURES</b>	<b>\$1,810,615</b>	<b>\$1,919,822</b>	<b>\$1,089,034</b>	<b>\$1,866,915</b>	<b>\$1,930,239</b>	

	Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>SANITATION FUND - REVENUES</b>								
1	540.0000.344110.000	Refuse Collection Charges	169,699	169,050	100,090	171,583	169,500	
2	540.0000.344130.000	Sale of Recycled Materials	290	200	0	0	100	
		<b>TOTAL REVENUES</b>	<b>\$169,989</b>	<b>\$169,250</b>	<b>\$100,090</b>	<b>\$171,583</b>	<b>\$169,600</b>	
<b>SANITATION FUND - EXPENDITURES</b>								
3	540.4300.511100.000	Regular Employee - Sanitation	18,569	20,313	11,223	19,240	20,821	
4	540.4300.511300.000	Overtime	0	500	48	82	500	
5	540.4300.512100.000	Group Insurance	1,435	7,165	162	277	8,094	
6	540.4300.512200.000	Social Security (FICA)	1,358	1,592	862	1,478	1,631	
7	540.4300.512450.000	Retirement Cont. (DC) 401	599	813	367	628	1,249	
8	540.4300.512700.000	Workers' Comp Insurance	0	500	510	874	500	
9	540.4300.522110.000	Disposal Services-Landfill Fees	7,994	8,000	2,570	4,406	8,000	
10	540.4300.522200.000	Vehicle & Equip Repairs & Maint	6,096	5,000	0	0	5,000	
11	540.4300.531100.000	Supplies & Materials	956	6,500	1,163	1,994	6,500	
12	540.4300.523580.000	Contract Labor	16,138	20,966	8,858	15,185	20,966	
13	540.4300.531270.000	Gasoline/Diesel	1,862	5,000	209	359	3,000	
14	540.4300.531700.000	Uniforms	520	1,000	521	893	1,000	
15	540.4300.531600.000	Small Equipment Under \$5,000	0	1,000	0	0	1,000	
16	540.4300.523100.000	Liability Insurance	0	3,000	0	0	3,000	
17	540.4300.522111.000	College Walk Dumpster Fees	6,096	6,700	3,879	6,650	6,700	
18	540.4300.523581.000	Contracted Garbage Pickup	82,697	82,000	48,240	82,697	89,000	Includes potential rate increase
19	540.4300.523600.000	Dues & Fees	814	500	0	0	500	
20	540.4300.574000.000	Bad Debt Expense	0	4,300	0	0	2,000	
21	540.4300.579000.000	Contingency	0	4,401	0	0		
		<b>TOTAL EXPENDITURES</b>	<b>\$145,132</b>	<b>\$179,250</b>	<b>\$78,612</b>	<b>\$134,763</b>	<b>\$179,461</b>	

Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
<b>General Fund</b>							
	<b>Revenues</b>	1,122,298	983,764	763,090	1,172,699	1,048,343	
100.0000.391505.000	Transfers from W&S		80,000			0	
100.0000.391510.000	Transfers from Electric		470,000			0	
100.0000.391540.000	Transfers from Sanitation		0			0	
	<b>General Fund Revenues</b>	1,122,298	1,533,764	763,090	1,172,699	1,048,343	
	<b>Expenditures</b>						
	City Council	45,254	53,113	21,352	48,265	55,113	
	General Government	631,510	764,826	378,399	619,746	670,931	
	Court	15,192	14,700	9,340	11,643	14,700	
	Police Department	286,526	387,760	155,896	281,251	387,196	
	Street Department	136,481	179,584	70,565	125,174	168,156	
	Parks and Recreation Department	0	0	0	0	97,507	
	Cemetery	9,800	12,000	0	12,000	10,000	
100.9000.611011.000	Transfers to Capital Fund		50,215			0	
	<b>General Fund Expenditures</b>	1,124,763	1,462,198	635,553	1,098,078	1,403,602	
	<b>General Fund BALANCE</b>	-2,465	71,566	127,537	74,621	-355,260	
<b>Water &amp; Sewer Fund</b>							
	<b>Revenues</b>	813,918	790,500	514,799	793,498	845,500	
	<b>Expenditures</b>	641,935	734,300	369,306	633,096	698,733	
505.9000.611003.000	Transfers to G/F		60,000			0	
505.9000.611350.000	Transfers to Capital Fund		0			0	
	<b>W &amp; S Fund Expenditures</b>	641,935	794,300	369,306	633,096	698,733	
	<b>W &amp; S Fund BALANCE</b>	171,983	-3,800	145,493	160,403	146,767	
<b>Electric Fund</b>							
	<b>Revenues</b>	2,615,675	2,669,822	1,586,316	2,774,325	2,667,772	
	<b>Expenditures</b>	1,810,615	1,919,822	1,089,034	1,866,915	1,930,239	
510.9000.611002.000	Transfers to G/F		490,000			0	
510.9000.611350.000	Transfers to Capital Fund		250,000			0	
	Transfers to Sanitation		10,000			0	
510.9000.611351.000	Comp Trust transfer to Capital		0			0	
	<b>Electric Fund Expenditures</b>	1,810,615	2,669,822	1,089,034	1,866,915	1,930,239	
	<b>Electric Fund BALANCE</b>	805,060	0	497,282	907,410	737,533	

Acct Number	Description	FY2019 Actual	FY2020 Budget	Thru January	FY 2020 Estimate	FY2021 Recommend	Comments
-------------	-------------	---------------	---------------	--------------	------------------	------------------	----------

**Sanitation Fund**

540.9000.611001.000

<b>Revenues</b>	169,989	179,250	100,090	171,583	169,600
<b>Expenditures</b>	137,138	176,250	76,042	130,357	179,461
Transfers to G/F		0			0
Transfers from Electric		10,000			0
<b>Sanitation Fund Expenditures</b>	137,138	176,250	76,042	130,357	179,461
<b>Sanitation Fund BALANCE</b>	32,850	3,000	24,048	41,225	-9,861

**ALL FUNDS TOTAL**

Revenues	4,551,891	4,994,086	2,864,204	4,740,522	4,731,215
Expenditures	3,577,313	4,926,320	2,093,892	3,598,088	4,212,036
Balance	974,578	67,766	770,312	1,142,434	519,179

CAPITAL IMPROVEMENT PLAN	2019 Actual	2020 Budget	2020 YTD	2021	2022	2023	2024	2025
<b>General</b>								
Yarbrough House Renovation	63,501	350,000	18,700	100,000				
City Master Plan, Develop and Implement	18,697	100,000	181,523	100,000	100,000	100,000	100,000	100,000
City Limit Sign (granite stone) and Landscape		60,000						
Dried Indian Creek Greenway / Protective Corridor				50,000	50,000	50,000	50,000	50,000
Survey City Boundaries and Rights-of-Way	8,055	10,000	5,160					
Electric Vehicle Charging Stations				12,000	12,000			
City Manager Vehicle				20,000				
<b>Parks, Landscapes, and Recreation</b>								
City Parks, Design and Build - Asbury Street	347,789	163,859						
Pollinator Gardens and Rights-of-Way Meadows								
Multi-Use Trails				300,000	200,000	100,000	100,000	100,000
<b>Streets, Sidewalks, and Street Lamps</b>								
Storm Drainage Plans and Improvements		20,000	11,700	20,000	20,000	20,000	20,000	20,000
E. Clark Street Improvements	2,971	450,000	3,060	450,000				
Whatcoat Street Improvements		300,000	1,020	300,000				
Moore Street Sidewalk (2011, 2017 SPLOST)	12,860	222,000	70,426					
Emory Street Sidewalk (\$180K City Funds in FY20)		700,000		500,000				
I-20 Pedestrian Bridge	1,300							
Sidewalk Repairs and Planning	15,179	100,000		100,000	100,000			
Pedestrian Crossing @ Asbury ST Park		75,000		75,000				
Emory Street/Highway 81 Street Lamps				300,000	300,000			
Other Street Lamps						100,000	100,000	100,000
Radar Speed Signs				10,000				
Speed Humps								
Street Repairs and Resurfacing (SPLOST, LMIG)	15,645	250,000	10,988	100,000	150,000	100,000	150,000	100,000
Streets Equipment - Lawnmower(s)		12,000	12,000	24,000				
Streets Utility Vehicle		14,500	14,375					
Streets Chipper Truck	79,044							
<b>Downtown Development Authority (DDA)</b>								
DDA - Town Center, Plan and Develop	28,194	30,000	25,000	30,000	30,000	30,000	30,000	
DDA - Professional Services	1,807			200,000				
<b>Electric</b>								
Electric System improvements	35,148	120,000		100,000	100,000	100,000	100,000	
Public Works Vehicles and Equipment				28,000	28,000			
Smart Meters - Electric		600,000			300,000			
<b>Water and Sewer</b>								
Water Main/Line Replacement								
Queen Ann, Bonnell, Stone Streets		192,000		192,000				



Clark, Oxford, Hull Streets					950,000			
Perry Circle					42,000			
Keel Street, etc.					110,000			
Water and Sewer Equipment - Backhoe		71,126	71,126					
Smart Meters - Water					300,000			
Sewer Camera and Locator				15,059				
Altitude Valve at Water Tower				33,138				
<b>Police</b>								
Police Vehicles				35,000	35,000	35,000	35,000	
<b>TOTALS</b>	<b>630,190</b>	<b>3,840,485</b>		<b>3,094,197</b>	<b>2,827,000</b>	<b>635,000</b>	<b>685,000</b>	<b>470,000</b>



# Memo

**To:** City Council  
**From:** Matthew Pepper, City Manager  
**Date:** Wednesday, March 18, 2020  
**Re:** Staff Requests for FY2021 Capital Budget

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The purpose of this memo is to provide some detail regarding capital budget requests from staff for the FY2021 Capital Budget. I have grouped the requests by department.

## Public Works:

### 1. Sewer Camera and Locator

- a. **Purpose:** The camera and locator will allow the city to be able to pinpoint blockages in the city's sewer system for repairs.
- b. **Cost:** \$15,058.65
- c. **Benefit:** Less reliance on Covington and will help with damage to the city ROW and paved streets.

### 2. F-250 Truck

- a. **Purpose:** This truck will be used by our PW staff to maintain our water, sewer, and electric systems.
- b. **Cost:** \$28,000
- c. **Benefit:** The existing truck is a 2002 model with 172,510 miles. Several major repairs have been made on the truck already – it appears more repairs are anticipated in the future.

### 3. Altitude Valve at the City Water Tank

- a. **Purpose:** This valve controls the filling and emptying of the city's water tank.
- b. **Cost:** \$33,138.24
- c. **Benefit:** The existing valve has been rebuilt three (3) times in the last 38 years. The existing valve is causing the tank to overflow frequently and wastewater from the city's water system.

### 4. Lawnmowers (2)

- a. **Purpose:** The mowers are used to maintain the city property including the ROW.

- b. **Cost:** \$22,014
- c. **Benefit:** One mower has over 2,000 hours of usage and the other has over 1,800 hours. Avoid future repairs to aging equipment.

5. **Transite Water Main Replacement**

- a. **Purpose:** The water main on Stone, Queen Anne, and a section of Bonnell is made of transite pipe. It is approximately 60 years old and is failing.
- b. **Cost:** \$192,000
- c. **Benefit:** This will improve the water quality for residents living on Stone, Queen Anne, and Bonnell.

6. **Electric Line Upgrade**

- a. **Purpose:** Replace rotting poles and old copper wiring on the lines serving E. Soule Street, Green Street, and behind Palmer Stone Elementary. In addition, upgrade the lines behind 702 Emory Street, East Bonnell Street, Hillcrest Drive, and E. Wade Street.
- b. **Cost:** Estimated at \$90,000
- c. **Benefit:** Maintain the city's electric system.

**Police Department:**

1. **Police Vehicle**

- a. **Purpose:** PD currently has four vehicles. Lately, three have been in use with the fourth as a spare. With a fully staffed PD, a spare vehicle provides flexibility in case one car is unusable. The only Ford brand police vehicle on the market is the Explorer. The new vehicle would be the Explorer and one of the older vehicles would transition into the spare.
- b. **Cost:** \$54,000 (including equipment)
- c. **Benefit:** Better vehicle, less cost in repairs, high mileage on existing cars, and more room.

**General:**

1. **City Vehicle**

- a. **Purpose:** This vehicle will be used by the City Manager.
- b. **Cost:** \$20,000
- c. **Benefit:** The existing vehicle has approximately 121,000 miles and was purchased used in 2013.

FOR CLERK'S OFFICE USE

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

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

THIS PLAT CLOSURE ACCURACY IS 1 FOOT IN XXXXXXX FT.

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

THE FIELD SURVEY WAS COMPLETED IN XXXXX 2019.

THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A FLOODPLAIN AS DETERMINED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL 13159C xxxc FOR XXXXXX COUNTY, GEORGIA DATED XX-XX-XX.

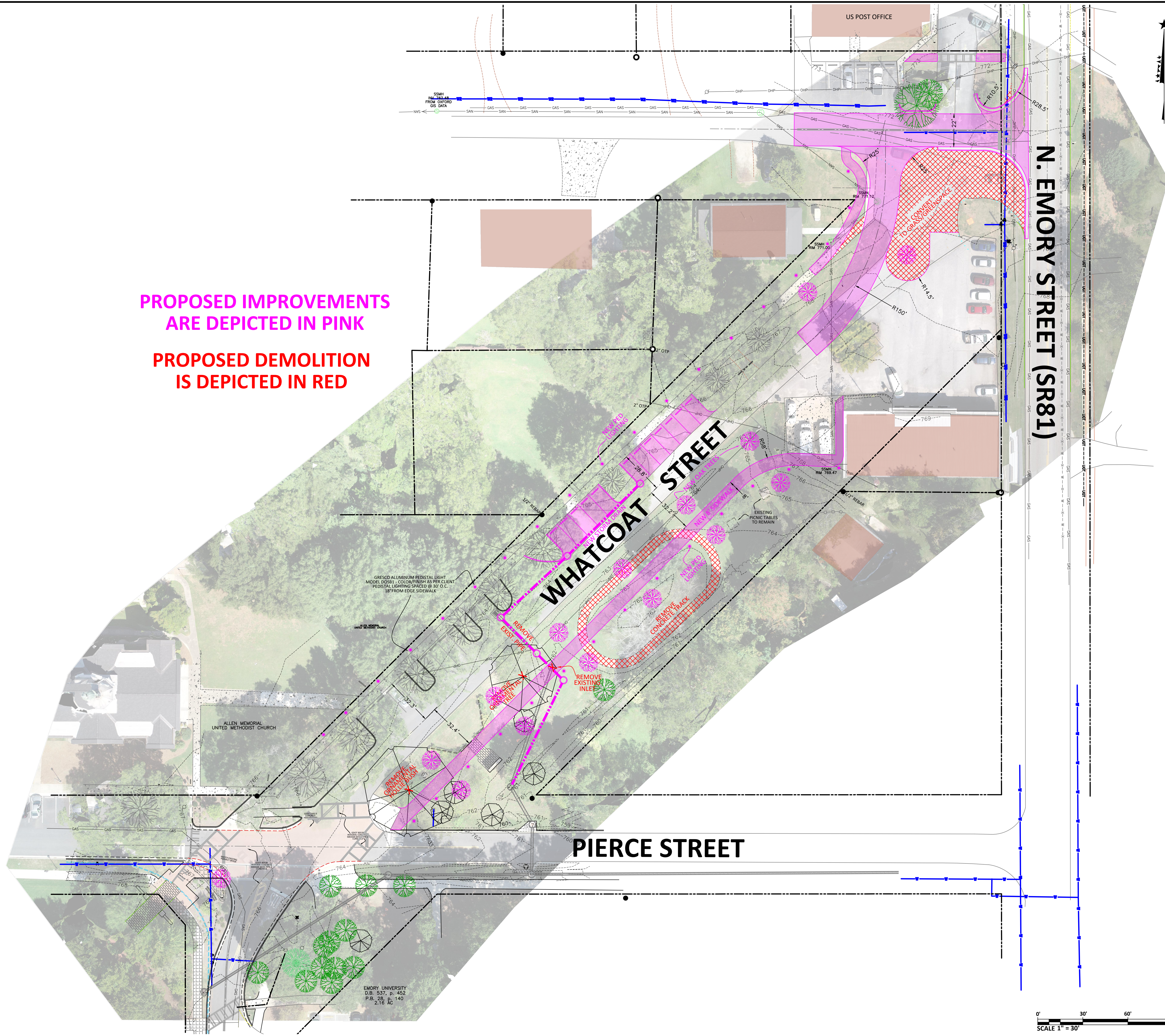
EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE NOT SHOWN HEREON AND MAY BE RECORDED OR UNRECORDED.

HORIZONTAL: STATE PLANE, WEST ZONE, NAD83 (2011).  
 VERTICAL DATUM: NAVD88.

**PROPOSED IMPROVEMENTS  
 ARE DEPICTED IN PINK**

**PROPOSED DEMOLITION  
 IS DEPICTED IN RED**

LEGEND			
○	OPEN-TOP PIPE FOUND	P.O.B.	POINT OF BEGINNING
●	SOLID ROD (REBAR) FOUND	P.O.R.	POINT OF REFERENCE
○	1" SOLID ROD (REBAR) SET	NCF	NOW OR FORMERLY
⊕	BEARING CHANGE (NO PIN SET)	D.B.	DEED BOOK
⊕	SURVEYOR'S TRAVERSE NAIL SET	P.B.	PLAT BOOK
⊕	SURVEYOR'S PK NAIL SET	LL	LAND LOT
○	POWER POLE	OTF	OPEN-TOP PIPE
○		CMF	CONCRETE MON. FD
---	ADJOINING PROPERTY LINE		
---	EASEMENT		
---	OVERHEAD POWER		



**JORDAN**  
 ENGINEERING  
 144 N. WARREN ST., MONTICELLO, GA. 31064  
 TELEPHONE: (706) 888-8899  
 Land Planning & Surveying & GIS Classification

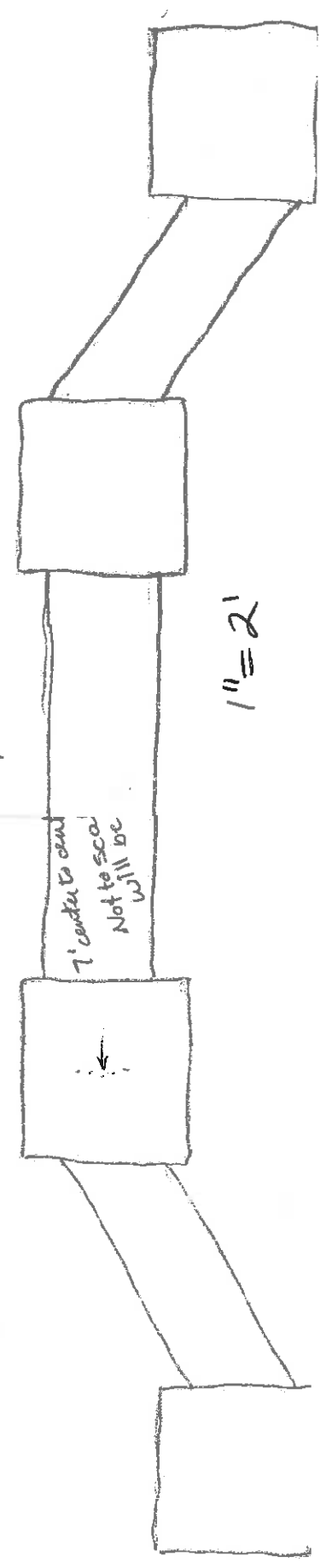
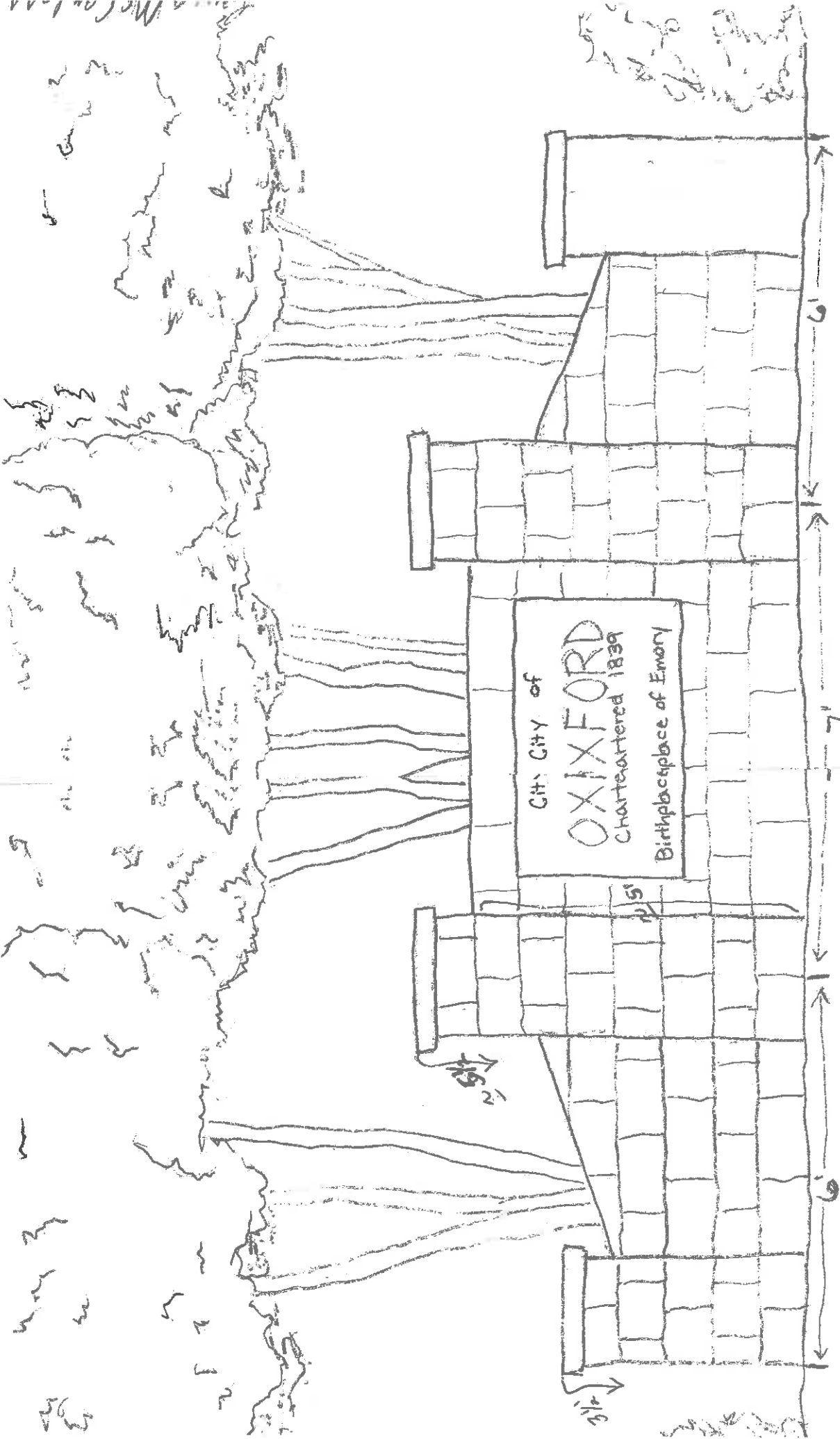
**PROPOSED  
 IMPROVEMENTS  
 CONCEPT PLAN**

Whatcoat Street Improvements  
 Oxford, Newton County, Georgia

Rev	Revision Description	Date
0	Initial Issue - Concept 1	03/12/20
1	City comments addressed	03/16/20
2	City comments addressed	03/18/20

Sheet No.  
**C1**

Mr. ...



1" = 2'

## Oxford Welcome Sign - Bid Tabulation

<b>Contractor</b>	<b>Granite Entire</b>	<b>Granite Facing</b>
Designed Installations	\$28,875	\$22,950
Vicente Romero	\$22,980	\$17,200
Fred Johnson	\$6,812	\$5,531
Cardoza Stone Works	\$13,400	\$11,850

March 19, 2020

City of Oxford  
Mr. Matthew Pepper, City Manager  
[mpepper@oxfordgeorgia.org](mailto:mpepper@oxfordgeorgia.org) (via email)

Subject: Proposal for SR 81/Emory Street Sidewalk Concept Study

Dear Mr. Pepper:

The City of Oxford is interested in studying the concept and feasibility to install and rehabilitate sidewalk along SR 81/Emory Street from Soule Street to the northern city limits near Bryant Road. Keck & Wood, Inc. ("Engineer") is pleased to submit this proposal for professional services to assist the City of Oxford ("City") with this study.

We propose the following scope of services:

**Sidewalk Concept Study:** The Engineer will:

1. Meet with City representatives to review and discuss the propose sidewalk scope of work.
2. Prepare sidewalk concept study report, which includes:
  - a. the project location and termini,
  - b. the existing design features (functional classification, posted speed, typical section, right-of-way width, and length of roadway,
  - c. potential alternatives (including proposed design features, property impacts, potential utility impacts, drainage concerns, constructability challenges, and construction cost estimates),
  - d. evaluation of potential locations and treatment for an east-west crossing of SR 81/Emory Street in the vicinity of Asbury Street Park,
  - e. evaluation of costs and conceptual layout of pedestrian lighting,
  - f. conclusions and recommendations.

Compensation for work performed shall be a lump sum fee for the Sidewalk Concept Study. Once the study is completed, the Engineer will submit to the City an invoice for full payment. Our proposed fees are as follows:

Sidewalk Concept Study Lump Sum of \$4,500

Please contact me if you have any questions or need additional information.

Sincerely,



Robert Renwick, PE  
Associate Vice President



# LEE BYRD RD SIDEWALK CONCEPT STUDY

**To:** Danny Roberts, City of Loganville  
**Project Name:** Lee Byrd Road Sidewalk Concept Study  
**K&W Project Number:** 190169.00  
**Date:** 11/1/2019  
**From:** Robert Renwick

---

## 1. Project Identification Information

- a. **Project Name:** Lee Byrd Road Sidewalk Concept Study
- b. **Project Location and Termini:** City of Loganville. Lee Byrd Road, from Winder HWY to US HWY 78.

## 2. Existing Design Features:

- i. **Functional Classification:**
  - Lee Byrd Road - Local Road
- ii. **Posted Speed:**
  - Lee Byrd Road – 35 mph
- iii. **Typical Section (Lee Byrd Road):**
  - Lee Byrd Road, from SR 78/Atlanta Highway to SR 81/Winder Highway
    - a. Two 10' to 11' travel lanes, no paved shoulder, no curb and gutter
- iv. **Right of Way Width:**
  - Lee Byrd Road, from SR 78 to SR 81: 80' per Walton County GIS
- v. **Length of Roadway:**
  - Lee Byrd Road, from HWY 78 to SR 81: 1.6 mi

## 3. Alternatives Considered:

- a. **Alternative 1: Sidewalk along entire West side of Lee Byrd Rd, from SR 78 to SR 81**
  - i. **Proposed Design Features:** 11' travel lanes, 2' curb and gutter, 2' grass strip, 5' sidewalk on West of road
  - ii. **Property Impacts:**
    - With an existing right-of-way width of 80', much of the sidewalk construction can be completed within the existing right-of-way.
    - There are 26 adjacent parcels along the west side of the roadway, with 18 driveways that would require reconstruction to be ADA compliant.
    - The frontage of the west side of Lee Byrd Road consists of an elementary school, an apartment complex, several undeveloped parcels, and several large residential parcels with houses setback far from the roadway. Very little impact will be expected to these parcels from sidewalk construction and associated grading. Approximately seven residential parcels near Bay Creek Road have relatively smaller house setbacks, and may have minimal impacts to front yards from construction activity. Very little mature vegetation or landscaping is expected to be impacted by sidewalk construction.
  - iii. **Utility Impacts:**
    - Utility poles with overhead utilities are present along both sides of Lee Byrd Road. These poles are set back from the edge of pavement by at least 20' in most locations, and would not be expected to be impacted by sidewalk construction.
    - Fire hydrants are located along with west side of Lee Byrd Road. These are offset from the edge of pavement approximately 10' to 15' at most locations. It is expected that



sidewalk construction could work around these hydrants, with minimal impacts such as adjustments to fire hydrant heights at some locations.

- Installation of curb and gutter will require longitudinal piped storm drainage. The design of this storm drainage system would minimize impact to underground utilities, such as water, natural gas, and fiber optic communications. However, some relocation or adjustments to existing underground utilities may be necessary.

**iv. Drainage Concerns:**

- Lee Byrd Road does not have existing curb and gutter for the majority of the road. Stormwater runoff at all locations is currently collected in roadside ditches, and conveyed to outfalls at low points in the roadway. These drainage patterns will be maintained with a closed pipe system. Therefore, there are no apparent concerns with adding curb and gutter to the west side of Lee Byrd Road.
- An existing box culvert is present on Big Flat Creek within the project limits. Sidewalk construction will likely require extension of this culvert, or modification to the existing headwall. Existing guardrail as this culvert will have to be replaced.

**v. Construction Cost Estimates: \$1,350,000**

**b. Alternative 2: Sidewalk along entire East side of Lee Byrd Rd, from SR 78 to SR 81**

- i. Proposed Design Features:** 11' travel lanes, 2' curb and gutter, 2' grass strip, 5' sidewalk on East of road

**ii. Property Impacts:**

- With an existing right-of-way width of 80', much of the sidewalk construction can be completed within the existing right-of-way.
- There are 42 adjacent parcels along the west side of the roadway, with 47 driveways that would require reconstruction to be ADA compliant.
- The frontage of the east side of Lee Byrd Road consists of dense residential development, with typical house setbacks of 60' from the edge of pavement. Some impact is to be expected to the front yards of these parcels due to sidewalk construction and associated grading.
- 1 possible retaining wall needed, approximately 400 LF

**iii. Utility Impacts**

- Utility poles with overhead utilities are present along both sides of Lee Byrd Road. These poles are set back from the edge of pavement by at least 20' in most locations, and would not be expected to be impacted by sidewalk construction.
- Installation of curb and gutter will require longitudinal piped storm drainage. The design of this storm drainage system would minimize impact to underground utilities, such as water, natural gas, and fiber optic communications. However, some relocation or adjustments to existing underground utilities may be necessary.

**iv. Drainage Concerns:**

- Lee Byrd Road does not have existing curb and gutter for the majority of the road. Stormwater runoff at all locations is currently collected in roadside ditches, and conveyed to outfalls at low points in the roadway. These drainage patterns will be maintained with a closed pipe system. Therefore, there are no apparent concerns with adding curb and gutter to the west side of Lee Byrd Road.
- An existing box culvert is present on Big Flat Creek within the project limits. Sidewalk construction will likely require extension of this culvert, or modification to the existing headwall. Existing guardrail as this culvert will have to be replaced.

**v. Construction Cost Estimates: \$1,500,000**

**4. Cost Summary:**

**Alternative 1: West side from HWY 78 to Winder HWY**

<b>CONSTRUCTION SUB-TOTAL</b>	<b>\$1,350,000</b>
<b>ROW SUB-TOTAL</b>	<b>\$20,000</b>
<b>PE SUB-TOTAL (15%)</b>	<b>\$150,000</b>
<b>UTILITIES SUB-TOTAL</b>	<b>\$20,000</b>
<b>CONTINGENCY (10%)</b>	<b>\$155,000</b>
<b>TOTAL</b>	<b>\$1,695,000</b>

**Alternative 1: West side from HWY 78 to Winder HWY**

**Alternative 2: East side from HWY 78 to Winder HWY**

<b>CONSTRUCTION SUB-TOTAL</b>	<b>\$1,500,000</b>
<b>ROW SUB-TOTAL</b>	<b>\$50,000</b>
<b>PE SUB-TOTAL (15%)</b>	<b>\$175,000</b>
<b>UTILITIES SUB-TOTAL</b>	<b>\$20,000</b>
<b>CONTINGENCY (10%)</b>	<b>\$175,000</b>
<b>TOTAL</b>	<b>\$1,920,000</b>

**Alternative 1+2: Both sides from HWY 78 to Winder HWY**

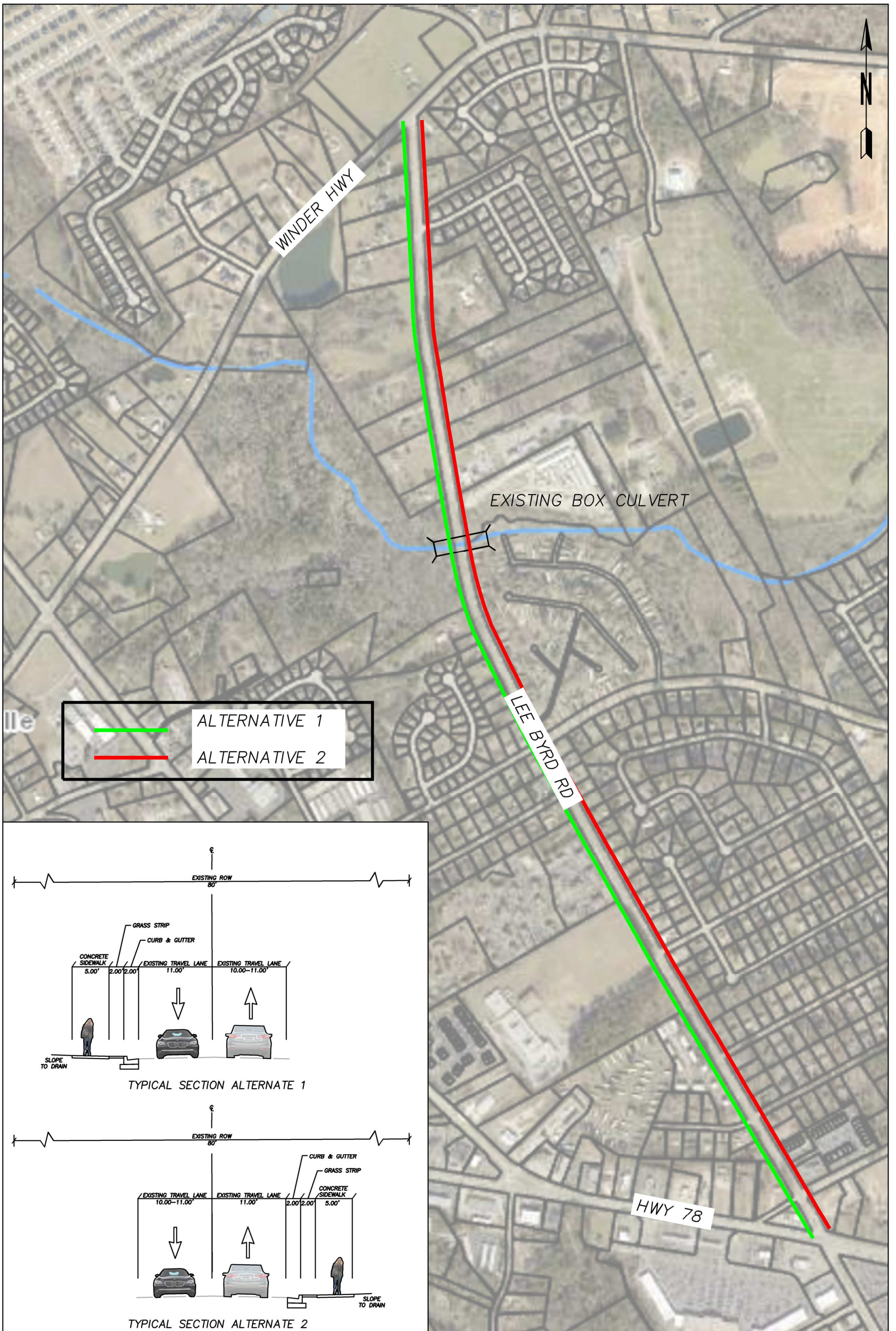
<b>CONSTRUCTION SUB-TOTAL</b>	<b>\$2,750,000</b>
<b>ROW SUB-TOTAL</b>	<b>\$500,000</b>
<b>PE SUB-TOTAL (15%)</b>	<b>\$300,000</b>
<b>UTILITIES SUB-TOTAL</b>	<b>\$70,000</b>
<b>CONTINGENCY (10%)</b>	<b>\$320,000</b>
<b>TOTAL</b>	<b>\$3,509,000</b>

**5. Conclusion:**

Sidewalk could be constructed on either side of Lee Byrd Road with minimal utility impacts, right-of-way requirements, impacts to adjacent properties, and drainage concerns. If sidewalk is preferred only on one side of the roadway; the west side has fewer parcels along it's frontage, fewer driveway requiring reconstruction, significantly fewer residential properties with relatively short building setbacks, and fewer locations requiring significant grading or retaining walls. In addition, sidewalk on the west side of Lee Byrd Road would provide direct pedestrian connectivity to Bay Creek Elementary School.

**Attachments:**

1. Concept Evaluation Exhibit



SCALE: 1" = 600'

CHECKED BY: WRR

DRAWN BY: DPS

DATE: 10/31/2019



LEE BYRD RD SIDEWALK  
CONCEPT STUDY

JOB NUMBER: 190169.00

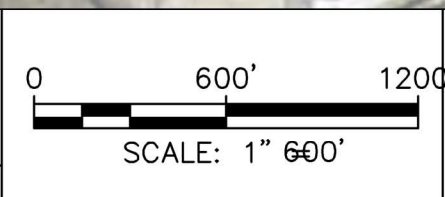


EXHIBIT NO. 1

## Bid Tabulation for FY2020 Oxford Sign Project

Brown's Asfalt Maintenance, Inc.	\$21,675
Middle Georgia Signs	\$28,137
RoadSafe Traffic Systems	\$23,645
The L.C. Whitford Co., Inc.	\$48,887



# Proposed Estimate

Mail: P.O. Box 276, Winterville, GA 30682      President: Ken Brown  
 Shipping: 423 Smithonia Rd, Winterville, GA 30683      Estimator: Tracy Massey  
**Office: 706-742-7853      Cell: 706-424-6147      EMAIL: brownsasphalt@gmail.com**

DATE: 3/16/2020

Project Title: **FY 2020 Oxford Signage Proposal**

Location: Various Roads to receive New Posts and 30" Stop Signs.

<i>Total of proposed items listed below:</i>		<b>\$ 21,675.00</b>
--	--	---------------------

Proposed Item	Description	Qty	Units	Unit Price	Total
<div style="border: 1px solid black; padding: 5px;">                     Furnish all labor, materials, and equipment to remove 113 existing stop signs and corresponding signposts and install new Type 11 Reflective Sheeting stop signs coupled with a Type 7 Galvanized posts.                 </div>					
	30" x 30" Stop Signs, Type 11 Reflective sheeting, Type 7 Galv Posts.	113	EA	\$	21,675.00

Specifications are understood, adequate and we accept the terms and conditions therein.

Signature of Authorized Representative: Ken Brown, Owner and President of Brown's Asphalt Maintenance, Inc.

\_\_\_\_\_

Emailed to Matthew Pepper      3/16/2020  
[mpepper@oxfordgeorgia.org](mailto:mpepper@oxfordgeorgia.org)



**ROADSAFE TRAFFIC SYSTEMS**

2105 Sigman Rd NW, Conyers, GA 30012

Phone: (770) 760-8300 Fax: (770) 760-9030

*roadsafetraffic.com*

**Quotation**

*Reference #*

<b>Date:</b> 3/16/2020	
<b>Name:</b> Matt Pepper	<b>E-mail:</b> mpepper@oxfordgeorgia.org
<b>Company:</b> City of Oxford	<b>Phone:</b> 770-786-7004

<b>From:</b> Sandie Stafford	<b>E-mail:</b> sstafford@roadsafetraffic.com
	<b>Phone:</b> 770-760-8300

P/N	Description	Quantity	Unit Price	Extended Price	
	Sign, 30" R1-1, Tp 1 mat// Tp11 refl sheeting	113	\$ 57.50	\$ 6,497.50	
	Post, 12' Tp 7 ( <i>price does not include anchor</i> )	113	\$ 35.00	\$ 3,955.00	
	Labor for removal and installation	113	\$ 75.00	\$ 8,475.00	
				\$ -	
	<i>Typically these are installed with a 10' post and a 3' anchor</i>			\$ -	
	Post, 10' Tp 7	113	\$ 29.75	\$ 3,361.75	
	Anchor for Tp 7	113	\$ 12.00	\$ 1,356.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				Freight	\$ -
				Sub Total	\$ 23,645.25
				Sales Tax (based on acquisition of material)	0.0%
					\$ -
				<b>Total</b>	<b>\$ 23,645.25</b>

Terms: NET 30

Deliver To:

Quote Good For: 90 days from date of quotation

*We offer competitive pricing on all MUTCD signage and also custom signage along with additional traffic control items that aren't listed above. Feel free to contact me if I can be of further assistance. We appreciate the opportunity to work with you!*

**MIDDLE GEORGIA SIGNS**  
**DESIGNEFFEX, INC.**

GDOT & SCDOT DBE CERTIFIED

March 11, 2020

296 Westside Rd.  
Mailing Address : PO BOX 496  
Cochran, GA 31014  
Ph 478-934-1094 Fax 478-934-0888  
mgsdfx.com

QUOTE

City of Oxford - Stop Sign Project

	Lump Sum
Installation of stop signs with TP11 sheeting mounted on TP7 posts as per specifications provided	\$25,877.00
Removal of existing stop signs and posts	\$2,260.00

Total: \$28,137.00

Includes all material & labor

3-11-20

John Narius V.P.

3765 Francis Circle  
Alpharetta, GA 30004

Phone: 770-346-0610  
Fax: 770-346-0525  
[www.lcwhitford.com](http://www.lcwhitford.com)



March 16, 2020

The City of Oxford  
110 West Clark Street  
Oxford, GA 30054  
ATTN: Matthew Pepper  
[mpepper@oxfordgeorgia.org](mailto:mpepper@oxfordgeorgia.org)

RE: Stop Sign Replacement Proposal

Dear Mr. Pepper,

The L.C. Whitford Co., Inc. is a family-owned-and-operated general contractor that has been in business for over 100 years in Wellsville, NY. Since 1995 we have also operated a second division located in Alpharetta, GA, which serves the southeastern states. Our specialties include highway signs & sign structure projects along with bridge rehabilitation work.

Among the company's list of past clients here in the southeast is the Atlanta Committee for the Olympic Games, Georgia Department of Transportation, City of Atlanta, MARTA (Metropolitan Atlanta Rapid Transit Authority), Norfolk Southern Railway Company, Oglethorpe Power Corporation, South Carolina Department of Transportation, and many other local governments and businesses.

LCW has been a GDOT industry leader in sign and sign structure installations for many years including major recent replacement projects on I-285, I-75, I-20 and I-16. Currently we are replacing GDOT signs and structures for Tyler Perry Studios in Atlanta, GA. We have also performed many smaller roadway sign replacement projects for numerous municipalities throughout the State.

We are pleased to offer this proposal to the City of Oxford at the lump sum price of \$48,887.00. This price includes all costs to "furnish all labor, materials and equipment to remove 113 existing stop signs and corresponding signposts and install new Type 11 Reflective Sheeting stop signs coupled with a Type 7 Galvanized posts."

If you have any questions or require any additional information, please don't hesitate to contact me. Thank you for considering our proposal.

Sincerely,



Karl C. Young  
General Manager  
The L. C. Whitford Co., Inc.  
[www.lcwhitford.com](http://www.lcwhitford.com)