



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, MARCH 15, 2021 – 6:30 PM  
VIA TELECONFERENCE**

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

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

**OTHERS PRESENT:** Cheryl Ready, Art Vinson, Laura Gafnea (Oxford College), Melissa Hage, Barbara Cole, Sarah Davis (Covington News)

**Agenda (Attachment A)**

**1. Mayor's Announcements**

Mayor Eady did not have any announcements.

**2. Committee Reports**

- a. Sustainability Committee – Melissa Hage reported that the Committee met at the end of February with Mayor Eady, Matt Pepper, and John Devine from the Northeast Georgia Regional Commission (NEGRC) in attendance. They worked on creating a Streets and Trails Plan for the City. They will be able to leverage the creation of that plan when they are working on their Georgia Outdoor Stewardship Program (GOSP) grant application. Mr. Devine will attend their March meeting to work with the committee on the grant application. They are also planning to work on a sustainability plan for the City as a long-term goal.
- b. Committee on Race – Avis Williams reported that the Committee has a meeting scheduled for April. They had a great inaugural Black History Month event and are planning for their next event which will be in June to coincide with Juneteenth. They will have more details on this event after their next committee meeting.
- c. Trees Parks and Recreation (TPR) Board – Cheryl Ready stated that the ginkgo trees were replaced in Asbury Street Park on February 23, 2021. Beryl Budd also led a training workshop that was attended by City of Oxford and City of Covington employees that can count toward the Tree City USA Growth Award presented by the Arbor Day Foundation. She also reported that several trees around the City have been pruned recently.

- d. Planning Commission – Matt Pepper stated that the Planning Commission is finalizing their recommendations for amendments to Chapter 40 of the City of Oxford zoning ordinance. Mayor Eady asked Mr. Pepper if the Planning Commission will initiate the previously discussed rezoning request for properties on the East side of Emory Street. Mr. Pepper affirmed that the Planning Commission is planning to initiate the request. They have had discussions with homeowners the last two months and plan to discuss it one more time in April before submitting the request to the City Council.
- e. Downtown Development Authority (DDA) – Matt Pepper stated that the DDA will be meeting the following week and currently has nothing to report.

### 3. **City Hall Multifunction Copier** (Attachment B)

Continuing the previous month's discussion about an opportunity to replace the multifunction copier in City Hall, City Clerk Marcia Brooks presented information in response to questions from the previous meeting. She provided statistics for the number of color and black and white copies printed per year for 2017-2020. She also stated that the machine is set to default to black and white for copies but has been printing in color from staff computers. In the last week she has asked all staff to change the settings on their computers to default to black and white when printing to the machine, with the option to change to color if needed.

Ms. Brooks presented two proposals from Novatech, one with a uniform service cost for five years and one with a 10% increase in service cost for years four and five. The proposal with the uniform service cost has a slightly higher total cost over five years than the proposal with the 10% increase in service cost in years four and five. The City owns the equipment in City Hall now, and it could be transferred to the Police Department or Public Works Department for continued use.

Avis Williams thanked Ms. Brooks for the detail and comparative information provided.

James Windham asked how the copier can be disposed of if the City does not decide to repurpose it. Ms. Brooks could not answer this question but will research it and provide information at a later time. He also thanked Ms. Brooks for the information provided.

Mr. Art Vinson asked for clarification on the problem the City is trying to solve, since there is a copier that is paid for and functional in City Hall, although maintenance costs are going up. Ms. Brooks stated she would call it an opportunity for optimization rather than a problem. She acknowledged that Mr. Vinson is correct in that the current equipment is functional. However, the proposed equipment can perform better than the equipment the City currently has with no adverse impact on the budget.

Mr. Windham asked what the proposed equipment has that the current equipment does not have.

Ms. Brooks advised that the new equipment processes jobs faster and has more hard drive space. It also has a hole-punch mechanism and booklet finisher which includes tri-fold capability. The City currently uses a separate piece of equipment for folding and inserting utility bills in envelopes for which a maintenance contract is paid. She will research whether the new equipment can perform this function, which would eliminate the need for maintaining a separate piece of equipment.

Mr. Vinson suggested obtaining prices from other vendors for comparison. Mr. Windham and Laura McCanless supported this idea. Ms. Brooks agreed to check into the folding equipment capabilities and to obtain quotes from other vendors and provide this information to the City Council.

Mr. Windham requested that staff research ways to move more work products to electronic storage rather than storing paper. He also asked that staff research ways to manage work orders electronically using tablets or phones.

4. **810 Whatcoat Lease** (Attachment C)

The existing lease with Oxford College for the building at 810 Whatcoat Street expires at the end of March 2021. Matt Pepper advised that Oxford College is interested in renewing the lease for another three years because of its importance to services provided to their students. They have requested that the price remain the same for the first year of the new lease, which is \$31,710, with a 5% increase in years two and three.

Laura McCanless asked if the 5% increase would occur each year for the next two years, or if it is 5% for the second and third years. Mr. Pepper advised it is 5% for the two years.

All Councilmembers stated they approve of the proposed lease renewal.

5. **FY2022 Operating and Capital Budgets** (Attachment D)

Matt Pepper summarized the first drafts of the FY2022 Operating and Capital Budgets. The proposed budget will be discussed again in several subsequent meetings before approval of the final budget scheduled for the June regular session.

The operating budget for the current year (FY2021) is \$4.4 million. The proposed FY2022 budget will increase to \$4.9 million, which is about where the typical budget lands for the City. The FY2021 budget included a cut of about 20% to prepare for possible decreases in revenue due to the COVID-19 pandemic. Revenue collections for FY2021 have not suffered as anticipated. LOST and SPLOST collections have remained strong. The City had expected students not to be on campus at all for their Fall semester at Oxford College, however, the college used a hybrid model with the number of students on campus reduced.

Mayor Eady stated that the City plans to increase the Trees, Parks and Recreation Board budget. There is a backlog in caring for the existing trees in the City and planting new trees, so their annual budget is being increased from \$10,000 to \$15,000. The amount for this item in the budget will probably stay at \$15,000 for several years to get back to a more proactive and strategic plan for tree care in the City.

Jeff Wearing stated that there are predictions for construction expenses to increase substantially in the near future. He recommends that the City use caution in proceeding with any construction-type projects.

Matt Pepper asked Councilmembers and citizens to reach out to him if they have questions about any specific line items in the proposed budget. He expressed confidence in the revenue streams for the City providing adequate coverage for the proposed budget.

**6. Maintenance Facility Fence**

Mayor Eady stated that the City is in the process of obtaining updated bids for the maintenance facility fence.

**7. City Sidewalk Project (Attachment E)**

Mayor Eady stated that the alternative material discussed for the sidewalk project on Emory Street from Soule Street to the northern city limits has been submitted by the vendor for approval to the Georgia Department of Transportation (GDOT). The City wants to get some idea of the timeline for the decision process by GDOT.

An estimate for the infrastructure for lighting also needs to be incorporated into the project. It was included in Keck & Wood's concept plan but has not been incorporated into the estimate for the project. Mayor Eady does not expect the cost to increase substantially, but it will increase above the \$85,500 cost in the current plan.

The City had also discussed the possibility of using the alternative material as a pilot project. Mayor Eady has asked Matt Pepper to find out from GDOT whether the entire project can be a pilot project.

**8. Credit Card Convenience Fees (Attachment F)**

At the December 2020 City Council Work Session City Clerk Marcia Brooks discussed a proposal to absorb the customer charges for use of credit cards to incentivize the use of online payments and to also allow the City to accept Visa in person. The City Council did not make a decision on this issue. They asked for an estimate of a flat fee charged to customers that would cover these costs rather than a percentage of the transaction, which is the current practice.

Ms. Brooks summarized the costs and main issues presented previously, then she discussed the estimated costs to cover online and in office transactions. The costs for covering online fees are higher in some cases for customers than the current model of charging 3%. In her opinion the only feasible solution is to continue charging 3% for online transactions and to charge a flat fee for in-office transactions so that staff can begin accepting Visa in the office. She also stated that there are other options coming soon for alternative methods of payment that the City can hopefully implement.

George Holt asked for clarification on how the merchant and convenience fees work for online and in-office transactions, which Ms. Brooks provided. He stated he does not feel

comfortable with a flat fee because some customers will pay more based on a flat fee than they would otherwise.

Mr. Art Vinson asked if there is any sense of the cost to process a check payment as opposed to a cash payment. He also asked what percent of transactions are checks as opposed to credit cards. Ms. Brooks stated the only information she has readily available is that credit cards are about 12% of total transactions. She will need to research the other questions.

Mr. Holt asked if banks are still charging an amount per check to deposit them. Ms. Brooks stated they are not.

James Windham asked what percent of the transactions cash payments are. Ms. Brooks advised she will need to calculate this percentage.

Mr. Windham asked when the other options mentioned earlier will be available. Ms. Brooks stated that e-check and payment by phone are available now. She just needs to find out what the cost is to implement them and how to integrate them with our accounting system. Mr. Windham stated he would like to have that information as well so that a decision can be made about all options at one time.

Mr. Vinson asked if the City accepts Zelle or Venmo or if she knows anything about their cost. Ms. Brooks stated she did not have any information on these products. Mr. Holt advised he believes there is no cost unless the payment is needed immediately.

#### **9. Work Session Meeting Review**

- a. Multifunction copier – Ms. Brooks will conduct additional research and provide information to Mayor and City Council.
- b. 810 Whatcoat Lease – City Council agreed to move forward with terms discussed.
- c. FY2022 Operating and Capital Budgets – Provide comments to Mr. Pepper and copy Mayor Eady.
- d. Maintenance Facility Fence – Staff is working on bids.
- e. City Sidewalk Project – Updated proposal will be shared after clarifying information is obtained.
- f. Credit Card Convenience Fees – Ms. Brooks will investigate questions and issues discussed.

#### **10. Adjourn**

Mayor Eady adjourned the meeting at 7:28 p.m.

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, MARCH 15, 2021 – 6:30 P.M.  
CITY HALL (VIA TELECONFERENCE)  
A G E N D A**

1. **Mayor's Announcements**
2. **Committee Reports** – The Tree Board, Planning Commission, Downtown Development Authority, Sustainability Committee, and the Committee on Race will update the Council on their recent activities.
3. **\*City Hall Multifunction Copier** – Ms. Brooks will provide the Council with a recommendation to replace the multifunction copier at City Hall. We have attached a copy of the recommendation.
4. **\*810 Whatcoat Lease** – Council will discuss renewing the lease with Oxford College for the building at 810 Whatcoat Street (Old City Hall). We have attached a copy of the current lease.
5. **\*FY2022 Operating and Capital Budgets** – Council will review draft copies of the FY2022 operating and capital budgets. We have attached the draft copies of the budget.
6. **Maintenance Facility Fence** – Council will revisit previous discussions on replacing sections of the fence at the city's Maintenance Facility.
7. **\*City Sidewalk Project** – The FY2021 Capital Budget includes \$800,000 for a project to extend the sidewalk on Emory Street from Soule Street to northern city limits. Previously, Keck & Wood completed a concept study for the section of sidewalk. In addition, they have provided a cost proposal to prepare the engineering plans, the bid documents and contract, and provide construction administration for the project. We have attached the proposal.
8. **\*Credit Card Convenience Fees** – Ms. Brooks will lead a discussion on the city's current practice regarding credit card convenience fees.
9. **Work Session Meeting Review** – Mayor Eady will review all the items discussed during the meeting.

\*Attachments



# MULTIFUNCTION COPIER IN CITY HALL

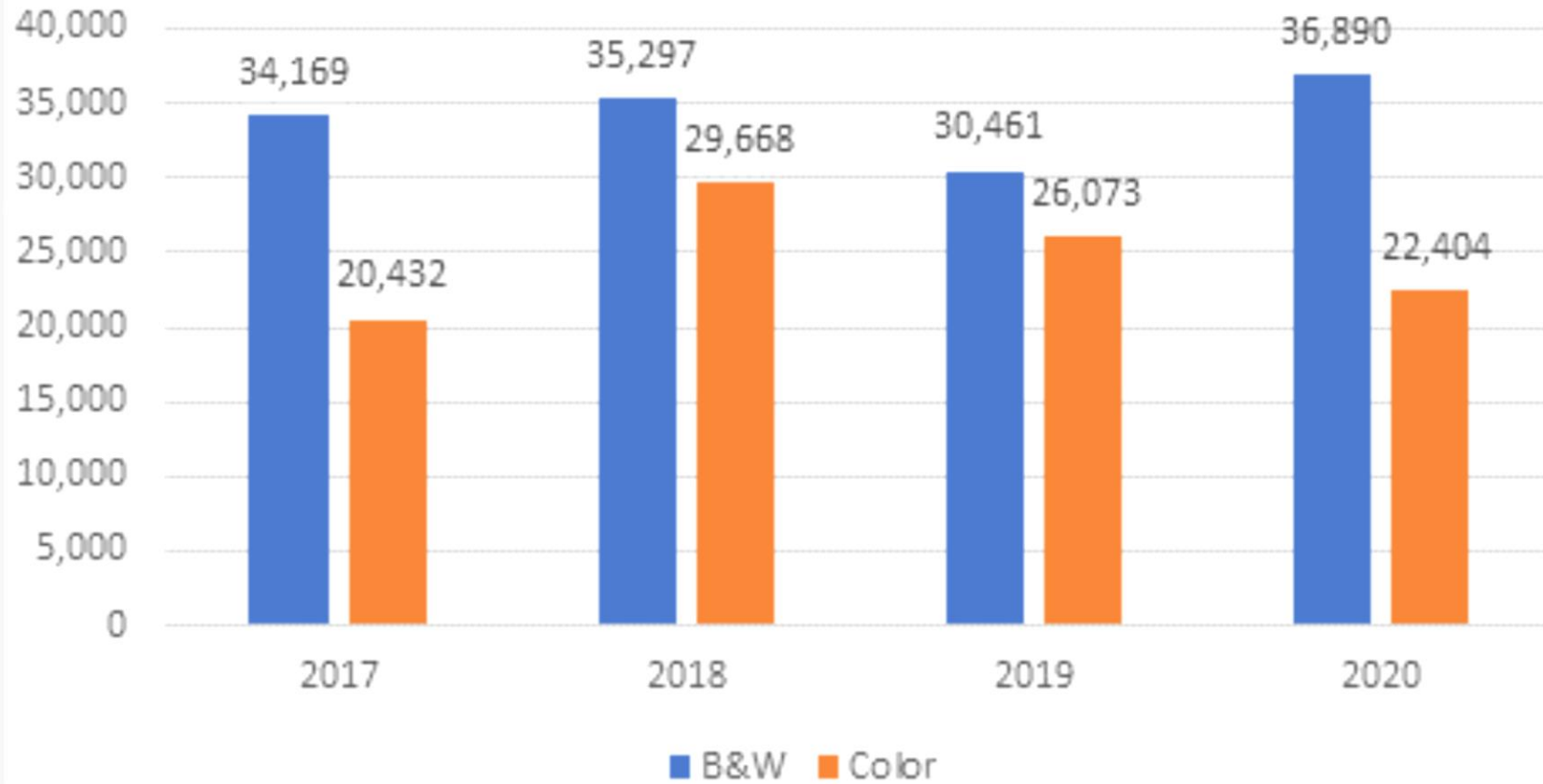
COUNCIL MEETING – MARCH 15, 2021

# COSTS FOR CURRENT COPIER

<b>Fiscal Year</b>	<b>Annual Maintenance</b>	<b>Color Copy Cost</b>	<b>Total</b>	<b>Color Cost per page</b>
2013	\$ 360.00	\$ 1,386.40	\$ 1,746.40	\$ 0.080
2014	\$ 992.50	\$ 3,013.88	\$ 4,006.38	\$ 0.085
2015	\$ 661.50	\$ 2,446.82	\$ 3,108.32	\$ 0.089
2016	\$ 661.50	\$ 3,545.84	\$ 4,207.34	
2017	\$ 727.65	\$ 4,885.32	\$ 5,612.97	\$ 0.108
2018	\$ 800.42	\$ 3,530.50	\$ 4,330.92	\$ 0.119
2019	\$ 880.46	\$ 3,404.16	\$ 4,284.62	\$ 0.131
2020	\$ 968.51	\$ 3,248.59	\$ 4,217.10	\$ 0.145
2021	\$ 1,065.37			
<b>Total Cost over Period of Lease</b>			<b>\$31,514.05</b>	



### Copies by Year in City Hall





### Main Solution Components

Quantity	Item	Item Description
1	Konica Minolta C300i - Bundle	bizhub C300i Color MFP w/ Booklet Finisher & Hole Punch

### Financial Options

Purchase Option	Term (Months)	Monthly Lease Payment	Monthly Service Payment
FMV	39	\$250.00	\$133.95
FMV	48	\$215.00	\$133.95
FMV	60	\$175.00	\$133.95
Cash Purchase	N/A	\$9,180.00	\$133.95

Page Allowance per Month:  
Black and White – 3,000  
Color – 1,500

Cost Per Page Over Allowance per Month:  
Black and White – \$.0112  
Color – \$.0669

**COSTS FOR NEW COPIER  
10% INCREASE IN SERVICE COST YEARS 4 AND 5**

<b>Fiscal Year</b>	<b>Lease Cost</b>	<b>Service Cost</b>	<b>B&amp;W Overage Cost</b>	<b>Color Overage Cost</b>	<b>Total</b>
2021	\$ 2,100.00	\$ 1,607.40	\$ 78.40	\$ 535.20	\$ 4,321.00
2022	\$ 2,100.00	\$ 1,607.40	\$ 78.40	\$ 535.20	\$ 4,321.00
2023	\$ 2,100.00	\$ 1,607.40	\$ 78.40	\$ 535.20	\$ 4,321.00
2024	\$ 2,100.00	\$ 1,768.14	\$ 78.40	\$ 535.20	\$ 4,481.74
2025	\$ 2,100.00	\$ 1,944.95	\$ 78.40	\$ 535.20	\$ 4,658.55
<b>TOTAL COST FOR FIVE YEARS</b>					<b>\$22,103.29</b>

Notes:

- Overage cost estimates are based on actual usage for FY 2020 on current copier



**Main Solution Components**

Quantity	Item	Item Description
1	Konica Minolta C300i - Bundle	bizhub C300i Color MFP w/ Booklet Finisher & Hole Punch

**Financial Options**

Purchase Option	Term (Months)	Monthly Lease Payment	Monthly Service Payment
FMV	39	\$250.00	\$142.50
FMV	48	\$215.00	\$142.50
FMV	60	\$175.00	\$142.50
Cash Purchase	N/A	\$9,180.00	\$142.50

Page Allowance per Month:  
 Black and White – 3,000  
 Color – 1,500

Cost Per Page Over Allowance per Month:  
 Black and White – \$.015  
 Color – \$.07

**COSTS FOR NEW COPIER  
COST SAME FOR ALL 5 YEARS**

<b>Fiscal Year</b>	<b>Lease Cost</b>	<b>Service Cost</b>	<b>B&amp;W Overage Cost</b>	<b>Color Overage Cost</b>	<b>Total</b>
2021	\$ 2,100.00	\$ 1,710.00	\$ 105.00	\$ 560.00	\$ 4,475.00
2022	\$ 2,100.00	\$ 1,710.00	\$ 105.00	\$ 560.00	\$ 4,475.00
2023	\$ 2,100.00	\$ 1,710.00	\$ 105.00	\$ 560.00	\$ 4,475.00
2024	\$ 2,100.00	\$ 1,710.00	\$ 105.00	\$ 560.00	\$ 4,475.00
2025	\$ 2,100.00	\$ 1,710.00	\$ 105.00	\$ 560.00	\$ 4,475.00
<b>TOTAL COST FOR FIVE YEARS</b>					<b>\$22,375.00</b>

Notes:

- Overage cost estimates are based on actual usage for FY 2020 on current copier



**QUESTIONS OR COMMENTS?**

## LEASE AGREEMENT

**THIS LEASE AGREEMENT**, made the 3rd day of Dec, 2018 by and between **THE CITY OF OXFORD, GEORGIA**, having its office at 110 West Clark Street Oxford, Georgia 30054-2274 ("LANDLORD"); and **EMORY UNIVERSITY**, with mailing address of 100 Water Tower Place, Building A, Atlanta, Georgia 30322 ("TENANT");

**WITNESSETH THAT**, LANDLORD hereby leases to TENANT, and TENANT hereby rents from LANDLORD, those certain premises located at **810 Whatcoat Street, Oxford, Georgia 30054**, and that certain building with appropriate improvements (the "DEMISED PREMISES") located thereon for a term of **three (3) years**, commencing as of **April 1, 2018 and ending March 31, 2021** for commercial, retail and office space, and all other purposes permitted by governing laws, ordinances and regulations pursuant to the following schedule of occupancy:

UPON THE FOLLOWING TERMS AND PROVISIONS:

1. Rent. As to that building located at 810 Whatcoat Street, Oxford, Georgia 30054, TENANT shall pay to LANDLORD as rent for and during the term hereof the annual rental rate of **THIRTY ONE THOUSAND SEVEN HUNDRED TEN AND NO/100 dollars (\$31,710.00)**, payable in advance annually in one (1) payment, with the first payment due **April 1, 2018**, and the same amount due each anniversary thereafter.

2. Condition Precedent. As a condition to the effectiveness of this Lease Agreement, TENANT shall have the right to first inspect the DEMISED PREMISES and, in its sole discretion, to approve the same in writing for its use and occupation. LANDLORD shall make all reasonable changes, modifications or corrections to the DEMISED PREMISES requested by TENANT as a condition to such approval. LANDLORD hereby warrants that the DEMISED PREMISES are in good condition and said structure and improvements are in compliance with all building codes and fire department regulations.

3. Utility Charges. LANDLORD has installed all necessary conduits and provided all necessary hook-ups in the DEMISED PREMISES. LANDLORD shall have no further obligation to furnish the DEMISED PREMISES with heat, light, power, water or any other utility TENANT may use or desire to use, same being the sole responsibility of TENANT. TENANT shall pay when due all rents and charges for water, sanitary sewer, drainage, fuel, electricity and other

utilities it may use with respect to the DEMISED PREMISES and if TENANT fails to pay any such sum for a period of thirty (30) days after LANDLORD shall so notify TENANT in writing, LANDLORD'S sole remedy shall be to pay such of those utility charges which, if not paid, may become a lien on the DEMISED PREMISES, and add such amount to the rental payment next due hereunder from TENANT.

4. Insurance. TENANT shall maintain, for its own benefit and at its own expense, with respect to its occupancy of the DEMISED PREMISES, general liability insurance or proof of self-insurance against claims for bodily injury, death or property damage under and subject to the same limitations provided for in its then current blanket policy of insurance covering other premises owned or leased by TENANT or any of its divisions or subsidiaries. LANDLORD shall maintain, for its own benefit, with respect to the DEMISED PREMISES, insurance against loss or damage by fire, other extended coverage casualties, vandalism and malicious mischief, and general liability insurance in the amount of at least One Million (\$1,000,000.00) Dollars combined single limit coverage against claims for bodily injury, property damage, and death, and all such policies of insurance shall provide for at least ten (10) days prior written notice of cancellation or modification in coverage to TENANT. TENANT shall deliver certificates evidencing the insurance coverage provided for in this Section to the LANDLORD within fifteen (15) days of the date TENANT first takes possession of the DEMISED PREMISES.

5. Repairs, Maintenance and Alterations. TENANT shall, at its own expense, take good care of the DEMISED PREMISES and keep same in good order and condition and make all necessary repairs thereto, except for: (i) exterior walls, structural repairs, repairs to the roof, HVAC system, plumbing, or damage which is not occasioned by the negligence of TENANT'S employees, invitees or agents; (ii) repairs to damage resulting from defective materials and/or workmanship in the construction of the building and other improvements; (iii) repairs occasioned by damage due to the negligence of LANDLORD'S employees, invitees or agents; and (iv) repairs to damage resulting from casualty to or condemnation of the whole or any portion of the DEMISED PREMISES as may be provided in Sections 6 or 7, all of which latter repairs shall be made by LANDLORD at its own expense. All such repairs shall be made in a good and workmanlike manner and in compliance with all governing laws, ordinances and regulations,



promptly upon TENANT or LANDLORD giving written notice thereof to the party responsible therefore. In the event either LANDLORD or TENANT shall fail to make any repairs required of it, as aforesaid, the party giving such notice may make such repairs and the cost thereof shall be added to or offset against the rental payment or payments next due hereunder from TENANT.

TENANT shall maintain the DEMISED PREMISES in a clean and orderly condition, and shall keep the exterior portion thereof free of dirt, rubbish, snow, ice and other hazardous obstructions.

TENANT shall have the right, at its own expense, to make any alterations and additions to the DEMISED PREMISES, provided that TENANT shall first obtain LANDLORD'S written consent to any material alteration or addition to same, which consent shall not be unreasonably withheld. All such alterations and additions shall be made by TENANT in a good and workmanlike manner and shall comply with all governing laws, ordinances and regulations.

6. Fire and Other Casualty. If the DEMISED PREMISES or any part thereof is damaged or destroyed by fire or other casualty, TENANT shall promptly so notify LANDLORD. Unless this Lease Agreement is terminated as provided below, LANDLORD shall, at its own expense and in a manner consistent with its repair obligations under Section 5, repair the DEMISED PREMISES so as to reasonably restore same to substantially the same condition they were in prior to such casualty, and the rent and other charges due hereunder from TENANT shall be abated with respect to any portion of the DEMISED PREMISES rendered untenable for TENANT'S continued use of same in the manner utilized prior to such casualty until all such repairs by LANDLORD have been completed and TENANT has resumed its occupancy thereof. Anything contained in this Section or Section 1 or 2 to the contrary notwithstanding, if such casualty results in damage or destruction to the whole of the DEMISED PREMISES or such portion thereof as shall make the DEMISED PREMISE untenable for TENANT'S continued use of same in the manner utilized prior to such taking, then either TENANT or LANDLORD may, within thirty (30) days of the date thereof, terminate this Lease Agreement by giving the other written notice thereof, and TENANT shall surrender the DEMISED PREMISES to LANDLORD within thirty (30) days of the date of such notice in a manner consistent with the terms and provisions of Section 14, all rents and other charges payable by TENANT hereunder to be adjusted to, and payable by TENANT upon, the date of such surrender.

7. Condemnation. If the whole of the DEMISED PREMISES shall be taken by the exercise of condemnation or eminent domain, or such portion thereof as shall make the DEMISED PREMISES untenable for TENANT'S continued use of same in the manner utilized prior to such taking, this Lease Agreement shall terminate as of the date of such taking or when the condemning authority shall enter into actual possession of the premises to be taken, if title thereto is not conveyed to such authority prior to such time. All rents and other charges payable by TENANT hereunder are to be adjusted to such date of termination. If such portion of the DEMISED PREMISES is taken so as not to terminate this Lease Agreement, as aforesaid, the LANDLORD shall, at its own expense and in a manner consistent with its repair obligations under Section 5, repair the DEMISED PREMISES so as to reasonably restore same to substantially the same condition they were in prior to such taking, and the rent and other charges due hereunder from TENANT shall be abated with respect to any portion of the DEMISED PREMISES rendered untenable for TENANT'S continued use of same in the manner utilized prior to such taking or during the period of such repair.

8. Indemnification. TENANT and LANDLORD shall indemnify and hold each other harmless from and against any damage, liability, claim or suit for injury, loss or damage to any person or property upon the DEMISED PREMISES occasioned by the negligence of its respective employees, agents or invitees. With respect to any such claim or suit, TENANT and LANDLORD shall promptly give the other written notice thereof in writing and, if requested, the indemnifying party shall also defend same, using counsel of its own selection, and shall keep the other reasonably informed as to the status of such defense.

9. Inspection. LANDLORD and its employees, agents or invitees shall have the right, upon reasonable notice to TENANT and upon their execution of such confidentiality agreements concerning TENANT'S business operations as TENANT shall request, to enter upon the DEMISED PREMISES during TENANT'S regular business hours for the purpose of inspecting same or making the repairs provided for in Sections 5, 6, and 7 and, within the ninety (90) day period immediately preceding the expiration of the terms hereof, to show same to prospective tenants or purchasers thereof. Nothing contained in this Section shall restrict LANDLORD, or its

employees, agents or invitees, to reasonably enter the DEMISED PREMISES without notice or other limitation in the event of emergency.

10. Assignment and Subletting. TENANT shall not assign this Lease Agreement nor sublet the DEMISED PREMISES to any person or entity other than any of its divisions or subsidiaries, except upon LANDLORD'S prior written consent thereto, which consent shall not be unreasonably withheld, delayed or conditioned.

11. Quiet Enjoyment. LANDLORD agrees that upon the payment of the rent due hereunder from TENANT and upon TENANT'S observing and performing the other terms and provisions of this Lease Agreement on its part to be observed and performed, TENANT shall and may peaceably and quietly have, hold and enjoy the DEMISED PREMISES and all rights, privileges and options of TENANT under this Lease Agreement during the term hereof.

12. Warranties of LANDLORD. LANDLORD warrants and represents that: (i) they are the sole owner of the DEMISED PREMISES and have the right and authority to enter into, execute and deliver this Lease Agreement; (ii) all governing laws, ordinances and regulations permit the occupancy by TENANT of the building and improvements located at 810 Whatcoat Street, Oxford, Georgia 30054, and the use and occupation of the DEMISED PREMISES by TENANT as provided herein; (iii) they know of no impending change of law, ordinance or regulation that would affect their warranty and representation set forth in (ii), above; and (iv) the building is in compliance with all applicable building and zoning codes and ordinances and LANDLORD knows of no code violations; further, LANDLORD affirms that upon notice of any code violations regarding the structure, as opposed to the occupancy, LANDLORD will insure the prompt correction and remedy of such violation.

13. Default. If TENANT: (i) fails to pay any rent due hereunder from it and does not pay same within ten (10) days of LANDLORD'S written notice thereof; (ii) defaults in the observance or performance of any other term or provision of this Lease Agreement on its part to be observed and performed and fails to cure such default within thirty (30) days of LANDLORD'S written notice thereof, or if such cure reasonably requires more than thirty (30) days to effect and

TENANT does not commence such cure within such thirty (30) day period or thereafter diligently prosecute same; or (iii) files a voluntary petition in bankruptcy, or files any petition or answer seeking any reorganization, arrangement, compensation, readjustment, liquidation, dissolution or similar relief, or seeks or consents to the appointment of any trustee, receiver or liquidator for the whole or a substantial portion of its property, or any proceeding seeking such relief is filed against TENANT and same has not been dismissed within ninety (90) days thereof, then, in any such event, LANDLORD may, at any time thereafter, terminate this Lease Agreement by giving TENANT thirty (30) days prior written notice thereof, specifying the reason therefore, and TENANT shall surrender the DEMISED PREMISES to LANDLORD within such thirty (30) day period in a manner consistent with the terms and provisions of Section 14.

From and after the termination of this Lease Agreement as provided in this Section, LANDLORD shall use its reasonable efforts to re-let the DEMISED PREMISES or any part thereof. Upon such termination, and whether or not the DEMISED PREMISES are re-let as aforesaid, TENANT shall pay to LANDLORD the rent due hereunder from TENANT up to the date of expiration of any notice period provided herein pursuant to such termination, all other charges payable by TENANT hereunder to be adjusted to, and payable by TENANT upon, such date, and, thereafter, TENANT shall pay to LANDLORD, on the first day of each month during what would have been the unexpired term of this Lease Agreement but for such termination: (i) the rent that would have otherwise been due hereunder from TENANT; less (ii) the net proceeds of any re-letting of the DEMISED PREMISES by LANDLORD, after deducting therefrom LANDLORD'S reasonable costs of re-letting, and LANDLORD agrees to same as his full liquidated damages hereunder respecting any such default.

14. Surrender. Upon the expiration of the term of this Lease Agreement or any renewal term provided in Section 16, or upon the expiration of any notice period provided herein pursuant to the termination hereof or TENANT'S non-approval of the DEMISED PREMISES under Section 3, TENANT shall quietly and peaceably surrender the DEMISED PREMISES to LANDLORD, and LANDLORD may, without further notice, at any time thereafter, enter upon and re-enter the DEMISED PREMISES and possess and repossess same, by summary proceedings, ejectment or otherwise, dispossess TENANT and remove TENANT and any and all other persons from the DEMISED PREMISES, and may have, hold and enjoy the DEMISED

PREMISES and the right to receive all rental income of and from same. The DEMISED PREMISES shall be surrendered by TENANT to LANDLORD, as aforesaid, free of subtenancies and assignments, broom clean and, subject to the terms and provisions of Sections 5, 6 and 7, in good condition, ordinary wear and tear excepted. Any alterations and additions made by TENANT to the DEMISED PREMISES as provided in Section 5, and all TENANT'S equipment, fixtures, goods or other property on the DEMISED PREMISES shall be deemed the property of TENANT and LANDLORD agrees to execute any instrument which TENANT may request in furtherance of its rights therein. If any such property is not removed by TENANT upon its surrender of the DEMISED PREMISES to LANDLORD, as aforesaid, same shall be deemed abandoned, and LANDLORD shall have the right as its sole remedy to sell or otherwise dispose of same, but if LANDLORD so sells any of such property, the net proceeds shall be deemed the sole property of LANDLORD, without participation therein by TENANT.

15. Waivers; Remedies. No failure by TENANT or LANDLORD to insist upon the strict observation and performance of any term of provision of this Lease Agreement, or to exercise any right or remedy upon default thereof, shall constitute a waiver of any such term, provision or default. Except as may be provided in Sections 13 and 14 limiting LANDLORD'S remedies hereunder, each right and remedy of TENANT and LANDLORD provided herein shall be cumulative and in addition to every other right and remedy of TENANT and LANDLORD provided in this Lease Agreement or as may exist at law or in equity and shall not preclude the simultaneous or later exercise by TENANT or LANDLORD of any and all other rights and remedies provided for herein or at law or in equity.

16. Renewal. This lease shall automatically renew for an additional three (3) years at the current annual rate, **plus the cumulative total of the US Consumer Price Index for the three years of this term (CPI-W, not Seasonally adjusted; 2018-2020), as published by the United States government**, with all other provisions to remain the same. Should either TENANT or LANDLORD not desire for this lease to renew, they shall inform the other of their intention not to renew no later than sixty (60) days from the date of renewal.

17. Holdover. If TENANT hold over beyond the expiration of the terms of this Lease Agreement or holds over beyond the expiration of any notice period provided herein pursuant to the termination hereof of TENANT'S non-approval of the DEMISED PREMISES Under Section 3, then, in addition to any rights provided LANDLORD with respect to TENANT'S failure to surrender the DEMISED PREMISES as provided in Section 15, LANDLORD shall have the right, exercisable in writing given to TENANT within ten (10) days of the commencement of such holdover, to treat such holdover as a tenancy at will or as establishing a month-to-month tenancy upon the rates and other terms and provisions set forth herein other than those relating to the length of the initial term, any renewal term hereof, and rental rate.

18. Hazardous Substances. (a) TENANT hereby covenants that should TENANT cause or permit any "Hazardous Substances" (as hereinafter defined) to be placed, held, located or disposed of in, on or at the DEMISED PREMISES or any part thereof, TENANT shall place, hold, locate and dispose of said "hazardous substances" in such a manner as to comply with all applicable local, state and/or federal laws, regulations and/or other requirements to ensure safe handling, storage and use. The parties agree that TENANT shall maintain, keep and return the DEMISED PREMISES for and to the LANDLORD in the original condition. Said original condition being free of said "hazardous substances."

(b) TENANT hereby agrees to indemnify LANDLORD and hold LANDLORD harmless from and against any and all losses, liabilities, including strict liability, damages, injuries, expenses, including reasonable attorneys' fees, costs and any settlement or judgment and claims of any and every kind whatsoever paid, incurred or suffered by, or asserted against, LANDLORD by any person or entity or governmental agency for, with respect to, or as a direct or indirect result of, the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission, discharging or release from, the DEMISED PREMISES of any Hazardous Substance (including, without limitation, any losses, liabilities, including strict liability, damages, injuries, expenses, including reasonable attorneys' fees, costs of any settlement or judgment or claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act, any so-called federal, state or local "superfund" or "Superlien" laws, statute, law, ordinance, code, rule, regulation, order or decree regulating, relating to or imposing liability, including strict liability,

substances or standards of conduct concerning any Hazardous Substance), provided, however, that the foregoing indemnity is limited to matters arising solely from TENANT'S violation of the covenant contained in subsection (a) above.

(c) For purposes of this Lease, "Hazardous Substances" shall mean and include those elements or compounds which re contained in the list of hazardous substances now or hereafter adopted by the United States Environmental Protection Agency (the "EPA") or the list of toxic pollutants designed by Congress or the EPA or which are now or hereafter defined as hazardous, toxic, pollutant, infectious or radioactive by any other Federal, state or local statute, law, ordinance, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic or dangerous waste, or substance or material, as now or at any time hereafter in effect.

(d) LANDLORD shall have the right but not the obligation, and without limitation of LANDLORD'S rights under this Lease, to enter onto the Premises or to take such other actions as it deems necessary or advisable to cleanup, remove, resolve, or minimize the impact of, or otherwise deal with, any Hazardous Substance following receipt of any notice from any person or entity (including without limitation the EPA) asserting the existence of any Hazardous Substance in, on or at the DEMISED PREMISES or any part thereof which, if true, could result in an order suit or other action against TENANT or LANDLORD or both. All reasonable costs and expenses incurred by LANDLORD in the exercise of any such rights, which costs and expenses result from TENANT'S violation of the covenant contained in subsection (a) above, shall be deemed additional rental under this Lease and shall be payable by TENANT upon demand.

(e) This Section shall survive cancellation, termination or expiration of this Lease.

19. Broker. TENANT and LANDLORD represent to each other that they have dealt with no broker, finder or commissioned sales person or entity respecting this Lease Agreement or the DEMISED PREMISES hereunder, and that they shall respectively indemnify and hold the other harmless from and against any damage, liability, claim or suit for injury, loss or damage occasioned by its respective misrepresentation of this representation. With respect to any such claim or suit, TENANT and LANDLORD shall promptly notify the other thereof in writing and,

if requested, the indemnifying party shall also defend same, using counsel of its own selection, and shall keep the other reasonably informed as to the status of such defense.

20. Survival. All representations and indemnifications made in this Lease Agreement by TENANT or LANDLORD, and all the terms and provision hereof intended to be observed and performed by either of them after the expiration of the term hereof, or after the expiration of any notice period provided herein pursuant to the termination hereof or TENANT'S non-approval of the DEMISED PREMISES under Section 3, shall survive such expiration or termination.

21. Notices. All notices required or permitted to be given under this Lease Agreement shall be deemed effective and served when delivered in person or sent by certified or registered mail, postage and certification prepaid, to TENANT at its address first above written, along with a copy to Oxford College, Seney Hall, 110 Few Circle, 4th Floor, Oxford, Georgia 30054 and to LANDLORD at its address first above written.

22. Force Majeure. TENANT'S or LANDLORD'S failure to observe and perform any of the terms and provisions of this Lease Agreement on its respective part to be observed and performed shall be excused in the event, to the extent and only during the period that same arises from or is incident to unforeseen caused beyond the excused party's control not resulting from its fault or negligence, including, but not limited to, acts of a public enemy, government or God.

23. Successors, Assigns, Etc. This Agreement shall be binding upon and enure to the benefit of TENANT and its successors and assigns, and LANDLORD and its legal representatives, successors and assigns.

24. Invalidity. The invalidity of enforceability of any term or provision of the Lease Agreement shall not affect the other terms and provisions, and same shall be construed in all respects as if such invalid or unenforceable term or provision was omitted herefrom.

25. Controlling Law. This Lease Agreement shall be construed and enforced under and governed by the internal laws of the State of Georgia.

26. Sole Agreement. This Lease Agreement constitutes the entire agreement between TENANT and LANDLORD respecting the subject matter hereof, and same may not be changed or modified except by an agreement in writing between them which shall state that it is an amendment hereto.



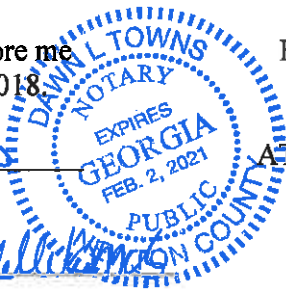
27. Captions. All Section captions in this Lease Agreement have been included solely as a matter of convenience and reference, and shall not be deemed to define, limit or otherwise affect the terms and provisions of such Section or this Lease Agreement.

28. **To the extent applicable, this government contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. In addition, the parties agree that, in fulfilling their respective obligations and duties under this Agreement, they shall not discriminate against any individual or group on the basis of race, religion, age, sex, national origin, citizenship, disability, sexual orientation, genetic information, or veterans/national guard/military reserve status.**

**[Signatures on Next Page]**

LANDLORD: THE CITY OF OXFORD, GEORGIA

Sworn to and subscribed before me  
This 4 day of Dec, 2018.



Dawn L. Towns  
Notary Public

BY: Jerry D. Roseberry  
Jerry D. Roseberry, Mayor

ATTEST: Lauran Willis  
Lauran Willis, City Clerk

WITNESS: [Signature]



TENANT: EMORY UNIVERSITY

Sworn to and subscribed before me  
This 4 day of Dec, 2018.

BY: Dart Miller  
Oxford College, its Chief Business Officer

BY: \_\_\_\_\_

Debra Colbert  
Notary Public

ATTEST: [Signature]  
Oxford, its Director of Finance

WITNESS: [Signature]



Prepared by:  
**C. David Strickland, Esq.**  
Oxford City Attorney

Strickland & Strickland, LLP  
Attorneys at Law  
PO Box 70  
Covington, GA 30015-0070  
(770) 786-5460  
(770) 786-5499 (fax)



# Annual Budget - FY2022

July 1, 2021 - June 30, 2022

City Council Review - March 15, 2021

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	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
	<b>GENERAL FUND - REVENUE</b>					66.7%			
1	100-0000-311100-000	Real Property Tax-Current Yr.	110,000	119,511	110,000	88,266	110,000	120,000	Reflects growth in property tax digest.
2	100-0000-311200-000	Property Tax - Prior Year	5,000	2,834	5,000	1,973	2,959	5,000	
3	100-0000-311310-000	Motor Vehicle Adv.	21,000	20,650	5,000	1,706	2,559	3,000	
4	100-0000-311315-000	Motor Vehicle TAVT	45,000	130,659	50,000	71,743	107,615	80,000	
5	100-0000-311340-000	Intangible Tax	3,000	4,137	3,000	4,881	7,322	4,000	
6	100-0000-311600-000	Real Estate Transfer	1,000	1,612	1,000	1,317	1,976	1,500	
7	100-0000-311710-000	Electric Franchise Tax	2,200	2,160	2,000	2,137	2,000	2,000	
8	100-0000-311730-000	Gas Franchise Tax	12,000	14,222	14,000	7,222	10,834	12,000	
9	100-0000-311750-000	TV Cable Franchise Tax	28,000	38,628	30,000	17,093	25,639	28,000	
10	100-0000-311760-000	Telephone Franchise Tax	4,500	5,253	4,400	6,268	9,402	4,500	
11	100-0000-313100-000	LOST Sales & Use Tax	360,000	432,357	320,000	316,954	475,432	430,000	Reflects sales tax growth in Newton County.
12	100-0000-316100-000	General Business License	11,500	11,463	11,500	10,240	11,500	11,500	Business License payments.
13	100-0000-316200-000	Insurance Premium Tax	161,000	161,939	166,000	170,823	170,823	175,000	One check per year, based on population.
14	100-0000-319000-000	Penalty/Interest on Del Taxes	1,300	821	1,200	451	677	1,000	
15	100-0000-321200-000	General Building Permits	1,500	6,955	10,000	15,561	23,342	10,000	
16	100-0000-322901-000	Misc. Income	15,000	200	1,000	35	53	1,000	
17	100-0000-335800-000	Intergovernmental Revenues	26,000	27,705	20,000	25,191	25,191	25,000	Local Maintenance Improvement Grant (LMIG).
18	100-0000-341400-000	Printing/Duplicating Service	200	128	200	109	164	200	
19	100-0000-341910-000	Election Qualifying Fees	1,200	792	0	0	0	850	
20	100-0000-349100-000	Cemetery Fees	2,000	2,650	2,000	3,480	5,220	2,000	
21	100-0000-349300-000	Bad Check Fees	1,000	480	1,000	90	135	500	
22	100-0000-351000-000	Fines & Forfeitures	80,000	76,632	80,000	65,289	97,934	80,000	
23	100-0000-361000-000	Interest Revenues	30,000	39,912	15,000	3,025	4,537	5,000	Reflects a decrease in interest rates.
24	100-0000-381000-000	Rents and Royalties	1,500	33,860	5,000	1,900	2,850	3,000	
25	100-0000-381001-000	Lease Agreement Income	31,710	0	31,710	0	31,710	31,710	Whatcoat Building Lease - Oxford College
26	100-0000-381002-000	Lease - Verizon	27,154	27,324	27,833	18,555	27,833	28,007	Water Tower Antenna - Verizon Wireless
27	100-0000-392300-000	Proceeds-Dispose of Assets	1,000	0	1,000	0	0	1,000	
		<b>REVENUES TOTAL</b>	<b>\$983,764</b>	<b>\$1,162,883</b>	<b>\$917,843</b>	<b>\$834,310</b>	<b>\$1,157,704</b>	<b>\$1,065,767</b>	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>GENERAL FUND - EXPENDITURES</b>									
<b>CITY COUNCIL</b>									
1	100.1100.511100.000	Regular Employees	34,800	29,200	34,800	20,000	30,000	34,800	
2	100.1100.512200.000	Social Security (FICA)	2,663	2,234	2,662	1,530	2,295	2,662	
3	100.1100.523100.000	Liability Insurance	12,000	9,907	10,000	0	12,000	10,000	Annual bill in April.
4	100.1100.523600.000	Education & Training	6,000	3,083	3,750	50	75	3,750	
5	100.1400.511100.000	Reg Employees - Election	650	475	0	0	0	0	
		<b>SUBTOTAL</b>	\$56,113	\$44,899	\$51,212	\$21,580	\$44,370	\$51,212	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>GENERAL GOVERNMENT</b>									
1	100.1500.511100.000	Regular Employees	221,854	203,268	230,444	135,968	203,952	233,167	
2	100.1500.511300.000	Overtime	5,000	6,981	6,000	1,649	2,473	6,000	
3	100.1500.512100.000	Group Insurance	60,313	39,922	58,673	22,038	33,057	61,359	Health and Life Insurance
4	100.1500.512200.000	Social Security (FICA)	17,354	16,138	18,088	10,566	15,849	18,297	
5	100.1500.512400.000	Retirement Plan Expense	13,348	35,834	20,500	12,726	19,089	20,500	
6	100.1500.512450.000	Retirement Cont. (DC) 401	9,715	7,762	10,253	4,157	6,236	10,353	
7	100.1500.512700.000	Workers' Comp Insurance	1,000	773	1,000	747	1,120	1,000	
8	100.1500.512900.000	Unemployment Payments	2,000	4,200	2,000	0	0	2,000	
9	100.1500.521200.000	Professional	110,000	90,468	80,000	51,098	76,646	85,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	5,000	1,170	5,000	0	0	5,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	11,250	6,231	11,250	2,060	3,090	7,500	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	26,500	26,114	29,000	28,870	28,870	30,000	Annual bill to Newton County
13	100.1500.521300.000	Technical Purchased Service	42,500	45,544	45,000	37,045	45,000	47,000	
14	100.1500.522200.000	Repairs & Maintenance	40,000	18,343	20,000	15,882	23,823	20,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	5,000	0	5,000	10,396	15,593	10,000	
16	100.1500.522200.002	YH Welcome Center	30,000	0	5,000	650	975	5,000	
17	100.1500.523100.000	Liability Insurance	11,000	10,932	11,000	0	11,000	11,000	Annual bill in April
18	100.1500.523200.000	Telephone - Postage	25,200	25,983	25,500	13,559	20,338	25,500	
19	100.1500.523200.001	Telephone System Upgrades	8,200	8,150	0	0	0	0	
20	100.1500.523300.000	Advertising & Promotions	7,000	7,571	7,000	6,894	10,340	8,000	
21	100.1500.523320.000	July 4th Parade Expenses	6,000	2,641	6,000	0	0	6,000	
22	100.1500.523600.000	Dues & Fees	9,000	11,230	9,000	6,749	10,123	9,000	
23	100.1500.523700.000	Education & Training	12,000	4,773	7,500	1,828	2,742	7,500	
24	100.1500.531100.000	Supplies & Materials	19,000	19,305	24,000	7,543	11,315	20,000	
25	100.1500.531200.000	Energy - Utilities	16,000	16,800	16,000	8,973	13,460	16,000	
26	100.1500.531600.000	Small Equipment Under \$5,000	5,000	2,109	5,000	150	225	5,000	
27	100.1500.531600.001	Computer Upgrades	8,000	6,043	0	0	0	0	
28	100.1500.531600.002	Security System Upgrade	7,000	6,686	0	0	0	0	
29	100.1500.531700.000	Other/Meetings & Events	7,000	2,771	5,000	214	320	5,000	
30	100.1500.579000.000	Contingency - General	23,392	2,202	25,348	0	0	12,444	
31	100.1500.579010.000	Contingencies - cash over & short	200	50	200	140	210	200	
		<b>SUBTOTAL</b>	\$764,826	\$629,994	\$688,756	\$379,900	\$555,848	\$687,820	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>COURT</b>									
1	100.2500.521200.000	Contract - Judge	5,000	5,000	5,000	2,500	5,000	5,000	
2	100.2500.521210.000	Contract - Public Defender	500	0	500	0	0	500	
3	100.2500.521211.000	Contract - Solicitor	4,800	3,760	4,800	3,400	4,800	4,800	
4	100.2500.523700.000	Education - Clerk	3,000	600	1,000	0	0	1,000	
5	100.2500.523701.000	Education - Judge	1,200	325	1,200	0	1,200	1,200	
6	100.2500.523850.000	Contract - Translator	200	0	200	0	0	200	
		<b>SUBTOTAL</b>	\$14,700	\$9,685	\$12,700	\$5,900	\$11,000	\$12,700	
<b>POLICE DEPARTMENT</b>									
7	100.3200.511000.000	Regular Employees	173,830	98,775	178,768	113,262	169,893	178,768	Includes four (4) full-time officers, including the Chief
8	100.3200.511300.000	Overtime	10,000	10,587	10,000	9,477	14,215	10,000	
9	100.3200.512100.000	Group Insurance	25,987	16,865	30,801	13,016	19,524	38,454	Health and Life Insurance
10	100.3200.512200.000	Social Security (FICA)	14,063	8,392	14,441	9,389	14,084	14,441	
11	100.3200.512450.000	Retirement Cont. (DC) 401	10,430	3,074	9,711	4,308	6,461	9,712	
12	100.3200.512700.000	Workers' Comp Insurance	7,000	6,186	6,500	4,918	4,918	5,000	
13	100.3200.521300.000	Tech Purch Serv/Courtware	11,000	10,982	11,000	6,781	10,171	11,000	
14	100.3200.522200.000	Veh & Equip Repairs & Maint	10,000	5,907	10,000	9,408	10,000	10,000	
15	100.3200.523100.000	Liability Insurance	12,000	11,227	12,000	1,000	12,000	12,000	Annual bill in April
16	100.3200.523200.000	Telephone-Postage	5,500	7,245	5,500	2,671	4,006	5,500	
17	100.3200.523600.000	Dues & Fees	250	162	250	100	150	200	
18	100.3200.523700.000	Education & Training	2,000	1,645	2,000	1,698	2,547	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	13,000	195	293	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	1,868	2,802	5,500	
22	100.3200.531270.000	Gasoline	10,000	6,741	10,000	4,424	6,636	10,000	
23	100.3200.531600.000	Small Equipment Under \$5,000	5,000	3,740	5,000	1,366	2,050	5,000	
24	100.3200.531600.001	Computer Upgrades	0	3,647	6,500	6,283	6,283	0	
25	100.3200.531700.000	Uniforms	5,000	4,095	5,000	1,427	1,427	5,000	
26	100.3200.571000.000	Training funds - Payable	25,000	28,712	25,000	14,243	21,365	25,000	
27	100.3800.342500.000	E-911 Center	43,000	41,224	25,000	16,113	24,169	25,000	Annual bill.
		<b>SUBTOTAL</b>	\$387,760	\$285,950	\$386,170	\$221,947	\$332,994	\$385,775	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>STREET DEPARTMENT</b>									
1	100.4200.511100.000	Regular Employees-Street	50,780	25,030	46,641	25,239	37,858	47,243	allocating 1/3 of meter reader; 3/5 of groundskeepers (2); 1/5 refuse collection worker
2	100.4200.511300.000	Overtime	1,000	1,307	2,000	481	721	2,000	
3	100.4200.512100.000	Employee Insurance	15,494	9,177	18,465	6,699	10,049	23,053	Health and Life Insurance
4	100.4200.512200.000	Social Security (FICA)	3,961	2,015	3,721	1,967	2,951	3,653	
5	100.4200.512450.000	Retirement Cont. (DC) 401	2,945	1,109	2,798	858	1,287	2,745	
6	100.4200.512700.000	Workers' Comp Insurance	3,500	4,262	4,000	3,159	3,159	4,000	
7	100.4200.521201.000	Professional - Engineering	3,000	1,455	3,000	2,420	3,630	3,000	
8	100.4200.522200.000	Veh & Equip Repairs & Maint	12,000	7,478	12,000	7,098	10,647	12,000	
9	100.4200.523600.000	Dues and Fees	0	0	0	50	50	100	
10	100.4200.523700.000	Education & Training	500	0	500	0	0	500	
11	100.4200.523850.000	Contract Labor	13,104	13,385	13,104	5,997	8,996	12,000	Temporary help
12	100.4200.531100.000	Supplies & Materials	15,000	12,096	15,000	5,566	8,349	15,000	
13	100.4200.531270.000	Gasoline/Diesel	6,300	2,435	5,500	1,648	2,473	4,000	
14	100.4200.531600.000	Small Equipment Under \$5,000	1,500	319	1,500	664	995	1,500	
15	100.4200.531700.000	Uniforms	2,500	1,817	2,500	980	1,470	2,000	
16	100.4200.531800.000	Stormwater Management	7,000	3,500	5,500	0	7,000	5,500	KCNB Contract - \$2,000
17	100.4200.531901.000	City Tree Removal	30,000	22,200	25,000	17,300	25,950	25,000	Trees continue to decline
18	100.4200.532100.000	Sidewalks	3,000	2,352	3,000	0	0	3,000	
19	100.4200.532100.001	Property Claims <\$1,000	0	0	0	741	1,112	1,000	
		<b>SUBTOTAL</b>	\$171,584	\$109,935	\$164,229	\$80,867	\$126,696	\$167,294	



	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>PARKS AND RECREATION DEPARTMENT</b>									
1	100.6200.511100.000	Regular Employees - Parks & Rec.	24,882	8,316	21,608	9,216	13,824	21,094	allocating 2/5 of groundskeepers (2)
2	100.6200.511300.000	Overtime	500	0	500	0	0	500	
3	100.6200.512100.000	Group Insurance	7,165	3,878	8,580	2,393	3,589	11,639	Health and Life Insurance
4	100.6200.512200.000	Social Security (FICA)	1,942	636	1,691	705	1,058	1,652	
5	100.6200.512450.000	Retirement Cont. (DC) 401	1,493	406	1,296	324	487	1,266	
6	100.6200.512700.000	Workers' Comp Insurance	500	534	600	478	717	600	
7	100.6200.521200.000	Professional (arborist)	5,300	675	700	225	338	700	
8	100.6200.522200.000	Veh & Equip Repairs & Maint	700	0	1,000	0	0	1,000	
9	100.6200.523850.000	Contract Labor - Temporary Help	1,500	6,710	5,300	2,505	3,757	5,000	
10	100.6200.531100.000	Supplies & Materials	20,000	2,323	10,000	791	1,186	5,000	
11	100.6200.531200.000	Energy - Utilities	15,000	5,538	10,000	2,935	4,402	7,000	Utilites for Asbury Street Park
12	100.6200.531270.000	Gasoline/Diesel	1,800	274	500	138	206	300	
13	100.6200.531600.000	Small Equipment Under \$5,000	1,000	0	1,000	0	0	1,000	
14	100.6200.531700.000	Uniforms	1,000	637	1,000	366	549	800	
15	100.6200.531900.000	Tree Board	9,000	7,894	10,000	919	1,378	15,000	Includes expenses for Arbor Day
16	100.6200.531910.000	City Park and Trail Maintenance	35,000	33,503	25,000	13,670	20,505	25,000	Includes landscape maintenance contract for Asbury Street Park.
		<b>SUBTOTAL</b>	\$126,781	\$71,323	\$98,776	\$34,663	\$51,995	\$97,551	
<b>CEMETERY</b>									
17	100.4900.522200.000	Cemetery Found. Maint. Suppl.	7,000	5,000	5,000	5,000	5,000	5,000	
18	100.4900.531900.000	Tree Removal	5,000	4,800	5,000	4,800	4,800	5,000	
		<b>SUBTOTAL</b>	\$12,000	\$9,800	\$10,000	\$9,800	\$9,800	\$10,000	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>WATER &amp; SEWER FUND - REVENUES</b>									
1	505.0000.344210.000	Water Charges/Sales	510,000	571,760	446,606	339,362	509,043	510,000	Reflects revenue collected pre-COVID
2	505.0000.344215.000	Water Tap Fees	10,000	2,951	10,000	5,902	10,000	10,000	
3	505.0000.344255.000	Sewer Charges/Sales	260,000	263,191	195,000	173,982	260,973	260,000	Reflects revenue collected pre-COVID
4	505.0000.344256.000	Sewer Tap Fees	10,000	4,075	10,000	7,200	10,000	10,000	
5	505.0000.344280.000	Hydrant Meter	500	780	500	3	5	500	
6	505.0000.361000.000	Interest Revenues	0	0	0	157	235	500	
7	505.0000.389000.001	Refunds	0	0	0	1,526	2,289	1,000	
		<b>TOTAL REVENUES</b>	<b>\$790,500</b>	<b>\$842,757</b>	<b>\$662,106</b>	<b>\$528,132</b>	<b>\$792,545</b>	<b>\$792,000</b>	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>									
7	505.4300.511100.000	Regular Employees	37,825	37,451	40,734	26,822	40,232	41,527	allocating 1/3 of meter reader
8	505.4300.511300.000	Overtime	3,000	2,605	3,000	1,681	2,522	3,000	
9	505.4300.512100.000	Employee Insurance	11,957	12,305	14,084	7,844	11,765	14,085	Health and Life Insurance
10	505.4300.512200.000	Social Security (FICA)	3,123	3,100	3,346	2,181	3,271	3,407	
11	505.4300.512450.000	Retirement Cont. (DC) 401	2,270	1,361	2,444	935	1,402	2,492	
12	505.4300.512700.000	Workers' Comp Insurance	3,000	3,929	4,000	3,238	4,000	4,000	
13	505.4300.521200.000	Legal & Professional	3,900	6,000	3,900	0	3,900	3,900	
14	505.4300.521300.000	Sewer Treatment Fees	122,000	117,625	88,563	68,647	102,970	117,000	Reflects similar demand to pre-COVID numbers
15	505.4300.522200.000	Veh & Equip Repairs & Maint	0	4,537	0	5,122	0	0	Split into four accounts below:
16	505.4300.522200.001	Service Contracts	16,000	16,693	17,000	11,565	17,347	13,200	Contract for Water Tank Maintenance and two lift stations
17		Building Repairs	2,000		2,000	0	0	2,000	
18		Equipment Repair and Rental	1,500		1,500	0	0	1,500	
19		Vehicle Repairs	300		300	0	0	300	
20	505.4300.523100.000	Liability Insurance	1,600	1,398	1,100	0	1,100	1,100	Annual bill in April
21	505.4300.523200.000	Telephone-Postage	1,600	1,058	1,500	519	778	1,500	
22	505.4300.523600.000	Dues & Fees	1,300	1,398	2,300	1,175	1,763	2,300	
23	505.4300.523700.000	Education & Training	3,000	1,380	3,400	1,350	2,025	4,400	New employee to maintain W/S license
24	505.4300.523850.000	Contract Labor	20,000	3,000	15,000	6,205	9,308	15,000	
25	505.4300.531100.000	Materials & Supplies	22,000	17,475	22,000	14,874	22,312	21,000	
26	505.4300.531200.000	Energy - Utilities	2,500	2,218	2,500	1,368	2,053	2,500	
27	505.4300.531270.000	Gasoline/Diesel	4,500	3,321	4,000	2,282	3,423	3,800	
28	505.4300.531510.000	Water for Resale	212,000	194,882	164,000	113,440	170,160	195,000	Reflects similar demand to pre-COVID numbers
29	505.4300.531600.000	Small Equipment Under \$5,000	3,000	0	3,000	429	643	3,000	
30	505.4300.531700.000	Uniforms	3,000	2,643	2,800	1,592	2,388	2,600	
31	505.4300.552200.000	Property Claims <\$1,000	0	0	0	333	499	1,000	
32	505.4300.561000.000	Depreciation Expense	215,520	211,882	208,326	140,131	210,197	208,326	
33	505.4300.574000.000	Bad Debt Expense	6,000	0	7,440	0	0	7,440	
34	505.4300.579000.000	Contingency	7,605	0	3,750	0	0	8,313	
35	505.4300.582000.000	GEFA Loan Interest Payback	20,000	3,930	4,120	2,527	3,791	3,310	Emory Street Sewer Project
		<b>TOTAL EXPENDITURES</b>	<b>\$730,500</b>	<b>\$650,189</b>	<b>\$626,106</b>	<b>\$414,259</b>	<b>\$617,848</b>	<b>\$687,000</b>	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>ELECTRIC FUND - REVENUES</b>									
1	510.0000.344310.000	Electric Sales	2,508,672	2,377,801	2,049,041	1,589,543	2,384,314	2,377,801	ECG Estimate - assumes Oxford College is at full capacity.
2	510.0000.344311.000	Penalties After the 15th	95,000	62,392	90,000	36,028	54,042	60,000	
3	510.0000.344312.000	Service Charges	6,000	4,000	5,000	2,150	3,225	4,000	
4	510.0000.349900.000	Online Bill Pay Convenience Fee	0	0	0	9,227	13,840	12,000	Fees to pay bills online.
5	510.0000.361000.000	Interest Revenue	150	8	100	88	132	150	
6	510.0000.361001.000	MCT Dividends	0	4,898	4,000	111	166	500	
7	510.0000.381000.000	Other - Rebates	60,000	66,428	60,000	5,274	60,000	60,000	Year-End Settlement from MEAG & off-systems sales
		<b>TOTAL REVENUES</b>	<b>\$2,669,822</b>	<b>\$2,515,525</b>	<b>\$2,208,141</b>	<b>\$1,642,420</b>	<b>\$2,515,718</b>	<b>\$2,514,451</b>	
<b>ELECTRIC FUND - EXPENDITURES</b>									
7	510.4600.511110.000	Regular Employees	117,236	116,180	117,900	77,957	116,935	120,615	allocating 1/3 of meter reader
8	510.4600.511300.000	Overtime	5,000	1,907	5,000	961	1,441	5,000	
9	510.4600.512100.000	Employee Insurance	33,543	22,731	32,867	14,161	21,241	32,868	Health and Life Insurance
10	510.4600.512200.000	Social Security (FICA)	9,351	9,053	9,402	6,034	9,051	9,610	
11	510.4600.512400.000	Retirement Plan Expense	33,333	23,730	48,176	32,724	49,087	48,176	
12	510.4600.512450.000	Retirement Cont. (DC) 401	518	318	558	226	339	3,500	
13	510.4600.512700.000	Workers' Comp Insurance	2,000	1,246	2,000	993	1,490	1,500	
14	510.4600.521200.000	ECG Professional Services	62,000	62,006	63,000	39,504	59,256	64,000	ECG fees are shown separate from power costs.
15	510.4600.522200.000	Veh & Equip Repairs & Maint	7,200	6,429	7,200	4,024	6,036	7,200	
16	510.4600.522201.000	Power line Tree Trimming	35,000	18,208	35,000	9,104	13,656	35,000	
17	510.4600.523100.000	Liability Insurance	9,000	8,239	8,500	0	9,000	2,000	Annual bill in April
18	510.4600.523200.000	Telephone-Postage	8,000	10,629	9,000	5,667	8,501	9,000	
19	510.4600.523600.000	Dues & Fees	500	304	1,000	182	500	300	
20	510.4600.523600.001	Online Bill Pay Merchant Fee	0	0	0	10,655	15,983	13,000	Cost to the provider for online bill pay.
21	510.4600.523700.000	Linemen Training	6,000	1,135	6,000	148	222	6,000	A. Ballard's apprenticeship program
22	510.4600.523850.000	Contract Labor	0	6,709	10,000	628	943	10,000	
23	510.4600.531100.000	Supplies & Materials	16,500	12,769	16,000	6,506	9,759	16,000	
24	510.4600.531200.000	Energy/Utilities	7,500	6,516	7,500	3,560	5,340	5,000	
25	510.4600.531270.000	Gasoline/Diesel	6,500	5,993	6,500	2,017	3,025	5,500	
26	510.4600.531530.000	Electricity Purchased	1,419,242	1,364,643	1,310,948	879,840	1,319,761	1,364,643	ECG Estimate - assumes Oxford College is at full capacity.
27	510.4600.531600.000	Small Equipment Under \$5,000	2,500	0	2,500	1,400	2,100	2,500	
28	510.4600.531700.000	Uniforms	5,000	4,614	5,000	2,870	4,305	3,800	
29	510.4600.541004.000	Street Lights	2,300	0	2,300	0	0	2,300	
30	510.4600.531600.000	Maintenance Facility Security System Upgrade	5,800	5,750	0	0	0	0	
31	510.4600.561003.000	Depreciation	93,612	93,900	93,185	62,593	93,890	93,185	
32	510.4600.574000.000	Bad Debt Expense	22,500	15,505	27,540	0	0	15,000	
33	510.4600.579000.000	Contingency	9,686	222	8,066	0	0	9,689	
		<b>TOTAL EXPENDITURES</b>	<b>\$1,919,822</b>	<b>\$1,798,735</b>	<b>\$1,835,141</b>	<b>\$1,161,756</b>	<b>\$1,751,861</b>	<b>\$1,885,386</b>	

	Acct Number	Description	FY2020 Budget	FY2020 Actual	FY2021 Budget	Thru February	FY2021 Estimate	FY2022 Recommend	Comments
<b>SANITATION FUND - REVENUES</b>									
1	540.0000.344110.000	Refuse Collection Charges	169,050	170,701	169,500	114,643	171,964	169,500	
2	540.0000.344130.000	Sale of Recycled Materials	200	0	100	640	0	100	
		<b>TOTAL REVENUES</b>	<b>\$169,250</b>	<b>\$170,701</b>	<b>\$169,600</b>	<b>\$115,283</b>	<b>\$171,964</b>	<b>\$169,600</b>	
<b>SANITATION FUND - EXPENDITURES</b>									
3	540.4300.511100.000	Regular Employee - Sanitation	20,313	16,508	20,821	10,993	16,489	20,314	allocating 4/5 of refuse collection worker
4	540.4300.511300.000	Overtime	500	48	500	0	0	500	
5	540.4300.512100.000	Group Insurance	7,165	2,810	8,444	4,613	6,919	8,445	
6	540.4300.512200.000	Social Security (FICA)	1,592	1,276	1,631	841	1,261	1,593	
7	540.4300.512400.000	Retirement Plan Expense	0	0	0	0	0	0	
8	540.4300.512450.000	Retirement Cont. (DC) 401	813	1,676	1,249	437	656	1,219	
9	540.4300.512700.000	Workers' Comp Insurance	500	534	600	558	558	600	
10	540.4300.522110.000	Disposal Services-Landfill Fees	8,000	5,080	8,000	7,221	10,831	10,000	
11	540.4300.522111.000	College Walk Dumpster Fees	6,700	6,650	6,700	3,325	4,988	6,700	
12	540.4300.522200.000	Vehicle & Equip Repairs & Maint	5,000	0	5,000	0	0	5,000	
13	540.4300.523100.000	Liability Insurance	3,000	0	3,000	0	0	3,000	
14	540.4300.523580.000	Contract Labor	20,966	13,333	20,966	8,959	13,439	15,000	Temporary help
15	540.4300.523581.000	Contracted Garbage Pickup	82,000	82,697	89,000	51,528	77,292	89,000	
16	540.4300.523600.000	Dues & Fees	500	300	500	150	225	500	
17	540.4300.531100.000	Supplies & Materials	6,500	1,163	6,500	198	297	6,500	
18	540.4300.531270.000	Gasoline/Diesel	5,000	1,477	3,000	1,434	2,152	3,000	
19	540.4300.531600.000	Small Equipment Under \$5,000	1,000	0	1,000	0	0	1,000	
20	540.4300.531700.000	Uniforms	1,000	825	1,000	136	204	1,000	
21	540.4300.574000.000	Bad Debt Expense	4,300	0	4,700	23	35	4,700	
22	540.4300.579000.000	Contingency	4,401	0	1,989	0	0	1,529	
		<b>TOTAL EXPENDITURES</b>	<b>\$179,250</b>	<b>\$134,377</b>	<b>\$184,600</b>	<b>\$90,416</b>	<b>\$135,345</b>	<b>\$179,600</b>	



# Capital Budget FY2022 - FY2026

July 1, 2021 - June 30, 2026

City Council Review - March 15, 2021

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 2022 - 2026 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2022	FY2023	FY2024	FY2025	FY2026	STWP '13	STWP '18
<b>General</b>									
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	25,000	25,000	0	0	0	0		
<b>Parks, Landscapes, and Recreation</b>									
7	Multi-Use Trails	800,000	300,000	200,000	100,000	100,000	100,000	38,42	15
<b>Streets, Sidewalks, and Street Lamps</b>									
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	City Sidewalk Improvements (Soule Street to North City Limits)	800,000	800,000	0	0	0	0		
12	Sidewalk Repairs and Planning	500,000	100,000	100,000	100,000	100,000	100,000	38,42	
13	Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	0	0	0	38,42	15,21
14	Emory Street/Highway 81 Street Lamps	600,000	300,000	300,000	0	0	0		
15	Other Street Lamps	300,000	0	0	100,000	100,000	100,000		
16	Radar Speed Signs	10,000	10,000	0	0	0	0		
17	Speed Humps	5,000	5,000	0	0	0	0		
18	Street Repairs and Resurfacing	625,000	125,000	150,000	100,000	150,000	100,000		
19	Streets Equipment - Lawnmower(s)	34,000	22,000	12,000	0	0	0		

## OXFORD CAPITAL IMPROVEMENT PLAN 2021 - 2025 SCHEDULE

Part A

	PROJECT DESCRIPTION	Total Cost	FY2022	FY2023	FY2024	FY2025	FY2026	STWP '13	STWP '18
<b>Downtown Development Authority</b>									
20	Downtown Development Authority	150,000	30,000	30,000	30,000	30,000	30,000	23,25	10,17,23
21	DDA - Professional Services	200,000	200,000	0	0	0	0	23,25	10,17,23
<b>Electric Department</b>									
22	Electric System Improvements								
	Upgrades to lines along Emory Street	100,000	100,000	0	0	0	0		
	Double Circuit Poles to City Substation	150,000	0	150,000	0	0	0		
	Refurbish Transformers on Wentworth & Switch Gear at Soccer Field and Oxford College	100,000	0	0	100,000	0	0		
	Upgrades to lines from Asbury to Godfrey on Soule Street	100,000	0	0	0	100,000	0		
	Upgrades to lines from Asbury to Godfrey on Watson Street	100,000	0	0	0	0	100,000		
23	Public Works Vehicles & Equipment	231,871	203,871	28,000	0	0	0		
24	Smart Meters - Electric	300,000	0	300,000	0	0	0	15	
<b>Water and Sewer Department</b>									
25	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		
	Haygood Street	0	0	0	0	0	0		
	Cindy Court/Coke Street	0	0	0	0	0	0		
26	Sewer Main Rehabilitation								
	Queen Anne, Dowman, Stone, Bonnell	0	0	0	0	0	0		
26	Smart Meters for Water	300,000	0	300,000	0	0	0	15	
27	Sewer Camera and Locator	7,365	7,365	0	0	0	0		
<b>Police Department</b>									
29	Police Vehicles	150,000	50,000	0	50,000	0	50,000		
30	Police Radios	45,000	45,000	0	0	0	0		
<b>TOTALS</b>		<b>9,301,236</b>	<b>5,539,236</b>	<b>1,707,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>		

## CAPITAL BUDGET FISCAL YEAR 2022

Part B

	Account Number	PROJECT DESCRIPTION	TOTAL COST FY2022	CITY FUNDS FY2022	2017 SPLOST	LOAN	OTHER	STWP
<b>General</b>								
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	25,000	25,000	0	0	0	
<b>Parks, Landscapes, and Recreation</b>								
7	350.6200.541200.001	Multi-Use Trails	300,000	300,000	0	0	0	
<b>Streets, Sidewalks, and Street Lamps</b>								
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	350.4224.541203.002	City Sidewalk Project (Soule Street to North City Limits)	1,000,000	800,000	200,000	0	0	
12	350.4200.541201.000	Sidewalk Repairs and Planning	100,000	100,000	0	0	0	
13	350.4224.541203.001	Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	0	0	15,21
14	350.4260.541400.000	Emory Street/Highway 81 Street Lamps	300,000	300,000	0	0	0	
15	350.4270.541400.000	Radar Speed Signs	10,000	10,000	0	0	0	
16	350.4270.541400.001	Speed Humps	5,000	5,000	0	0	0	
17	350.4200.541400.001	Street Repairs and Resurfacing	125,000	75,000	0	0	50,000	b
18	350.4200.542100.001	Streets Department - Lawn Mowers	22,000	22,000	0	0	0	



## CAPITAL BUDGET FISCAL YEAR 2022

Part B

	Account Number	PROJECT DESCRIPTION	TOTAL COST FY2022	CITY FUNDS FY2022	2017 SPLOST	LOAN	OTHER	STWP
<b>Downtown Development Authority (DDA)</b>								
19	350.7550.612000.000	Downtown Development Authority	30,000	30,000	0	0	0	10,17,23
20	350.7550.521200.000	DDA - Professional Services	200,000	200,000	0	0	0	
<b>Electric Department</b>								
21	350.4600.541402.510	Electric System Improvements	100,000	100,000	0	0	0	
22		Line Truck	203,871	203,871	0	0	0	
<b>Water and Sewer Department</b>								
		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	c
25	350.4300.542100.505	Sewer Camera and Locator	7,365	7,365	0	0	0	
<b>Police Department</b>								
26		Police Vehicle	50,000	0	50,000	0	0	
27		Police Radios	44,100	0	44,100	0	0	
<b>TOTALS</b>			<b>5,191,336</b>	<b>4,047,236</b>	<b>294,100</b>	<b>0</b>	<b>850,000</b>	

## 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 the Local Maintenance Improvement Grant (LMIG).  
c Funds from the Community Development Block Grant (CBDG).

### FY2021 Capital Budget Detail

Recommend City Funds Other Funds

General				
1	<b>Yarbrough House and Property Renovation</b> - 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	<b>City Limit Sign (Granite Stone and Landscape)</b> - 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	<b>Strategic Land Acquisitions</b> - 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	<b>Dried Indian Creek Greenway / Protective Corridor</b> - 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	<b>Electric Vehicle Charging Stations</b> - Install one (1) dual capacity stations on city property.	12,000	12,000	0
6	<b>City Manager Vehicle</b> - Replace the existing vehicle.	25,000	25,000	0
Parks, Landscapes, and Recreation				
7	<b>Multi-Use Trails</b> - 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	<b>Storm Drainage plans and improvements</b> - 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	<b>East Clark Street Improvements</b> - 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	<b>Whatcoat Street Improvements</b> - 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	<b>City Sidewalk Improvements (Soule Street to North City Limits)</b> - 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.	1,000,000	800,000	200,000
12	<b>Sidewalk Repairs and Planning</b> - 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
13	<b>Pedestrian Crossing</b> - Install a midblock crossing for pedestrian access to the Asbury Street Park from the west side of Emory Street.	75,000	75,000	0
14	<b>Emory Street / Highway 81 Street Lamps</b> - Install pedestrian street lights on the westside of Emory Street (SR 81).	300,000	300,000	0
15	<b>Radar Speed Signs</b> - Install radar speed signs along Emory Street/SR 81.	10,000	10,000	0
16	<b>Speed Humps</b> - Install speed humps on streets identified by the city.	5,000	5,000	0

**FY2021 Capital Budget Detail**

		Recommend	City Funds	Other Funds
17	<b>Street Repairs and Resurfacing</b> - This project is done annually with some funding from GDOT from the LMIG program. It requires a local funds match. We are still in the process of selecting the street that we will repair.	125,000	75,000	50,000
18	<b>Streets Department - Lawnmower(s)</b> - Purchase a 60" rear discharge mower and a 54" 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 2,234 and 2,025 hours of documented use, respectively.	22,000	22,000	0
<b>Downtown Development Authority (DDA)</b>				
19	<b>Downtown Development Authority</b> - Intergovernmental agreement funding for ongoing support to the city's Downtown Development Authority.	30,000	30,000	0
20	<b>DDA - Professional Services</b> - Agreement funding the initial design costs for the town center development.	200,000	200,000	0
<b>Electric Department</b>				
21	<b>Electric System Improvements</b> - 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 Emory Street. We will also pay for pole inspections from this account.	100,000	100,000	0
22	<b>Public Works Vehicles and Equipment</b> - Replace aging line truck. It is a 1993 model with 67,735 miles. We bought it used fourteen (14) years ago. The turn table and lower and upper booms are leaking fluid.	203,871	203,871	0

**FY2021 Capital Budget Detail**

	Recommend	City Funds	Other Funds
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<b>Water and Sewer Department</b>			
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<b>23</b>	<b>Water Line Replacement</b> - 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 system.	192,000	192,000	0
<b>24</b>	<b>Replace water main on Oxford Rd Keel Street, Cat Paw Court, Beakhead Court , and Perry Circle</b> - 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
<b>25</b>	<b>Sewer Camera and Locator</b> - Purchase a sewer camera and locator to pinpoint blockages in the city's sewer system.	7,365	7,365	0

<b>Police Department</b>			
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<b>26</b>	<b>Police Vehicle</b> - Purchase a police car with equipment (radio, sirens, decals, etc.).	50,000	0	50,000
<b>27</b>	<b>Police Radios</b> - Newton County has decided to sign a contract with Motorola to enhance the coverage of the communication of public safety within the county. This will make it necessary to replace our outdated equipment with new equipment. Our portable radios are approximately 10-years old and our car radios are 5-years old. For the FY2022 Capital Budget, we plan to replace five (5) portable radios, four (4) car radios, and one (1) base radio for the police department.	44,100	0	44,100

**TOTALS**

<b>5,191,336</b>	<b>4,047,236</b>	<b>1,144,100</b>
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**FY2021 Capital Budget Detail**

	Recommend	City Funds	Other Funds
<b>SPLOST Funding Summary</b>	<b>Total</b>	<b>YTD</b>	<b>Balance</b>
2017 SPLOST			
Water & Sewer - Emory Street Sewer Project	500,000	500,000	0
Transportation	500,000	292,855	207,145
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	\$1,192,855	\$308,110

## OXFORD CAPITAL IMPROVEMENT PLAN FY2021 Results

	Account Number	PROJECT DESCRIPTION	Total Funds	City Funds	Other	Spent Thru February	Estimate for FY 2021	Balance
1	350.6000.541300.000	Yarbrough House Renovation	100,000	100,000	0	-	-	100,000
2	350.6200.541200.000	City Limit Sign (Granite Stone and Landscape)	60,000	60,000	0	-	-	60,000
3	350.1500.117100.000	Strategic Land Acquisition	50,000	50,000	0	-	50,000	-
4	350.1500.117100.001	Dried Indian Creek Greenway / Protective Corridor	50,000	0	50,000	-	-	50,000
5	350.4600.541400.510	Electric Vehicle Charging Stations	12,000	12,000	0	-	-	12,000
6	350.1500.542200.000	City Manager Vehicle	20,000	20,000	0	-	-	20,000
7	350.6200.541200.001	Multi-Use Trails	300,000	300,000	0	-	-	300,000
8	350.4250.541200.000	Storm Drainage Plans & Improvements	20,000	20,000	0	23,000	23,000	(3,000)
9	350.4200.541400.002	E. Clark Street Improvements	450,000	450,000	0	-	-	450,000
10	350.4226.541201.000	Whatcoat Street Improvements	300,000	300,000	0	-	-	300,000
11	350.4224.541203.000	Emory Street Sidewalk (Geiger to Moore Street)	562,000	113,000	449,000	-	-	562,000
12	350.4224.541203.002	City Sidewalk Project (Soule Street to North City Limits)	800,000	190,000	610,000	-	-	800,000
13	350.4200.541201.000	Sidewalk Repairs and Planning	100,000	100,000	0	-	-	100,000
14	350.4224.541203.001	Pedestrian Crossing at Asbury Street Park	75,000	75,000	0	-	-	75,000
15	350.4260.541400.000	Emory Street/Highway 81 Street Lamps	300,000	300,000	0	-	-	300,000
16	350.4270.541400.000	Radar Speed Signs	10,000	10,000	0	-	-	10,000
17	350.4270.541400.001	Speed Humps	5,000	5,000	0	5,255	5,255	(255)
18	350.4200.541400.001	Street Repairs and Resurfacing	125,000	75,000	50,000	21,001	21,007	103,993
19	350.4200.542100.001	Streets Department - Lawn Mower	14,500	14,500	0	14,375	14,375	125
20	350.7550.612000.000	Downtown Development Authority	30,000	30,000	0	-	30,000	-
21	350.7550.521200.000	DDA - Professional Services	200,000	200,000	0	-	-	200,000
22	350.4600.541402.510	Electric System Improvements	100,000	100,000	0	-	100,000	-
23	350.4400.541000.505	Queen Anne, W. Bonnell, Stone Streets	192,000	192,000	0	-	-	192,000
24	350.4400.541001.505	Oxford Rd, Keel Street, Perry Circle	1,360,000	610,000	750,000	-	-	1,360,000
25	350.4300.542100.505	Sewer Camera and Locator	15,059	15,059	0	-	-	15,059
26	350.4400.542101.505	Altitude Valve at Water Tower	33,138	33,138	0	-	-	33,138
<b>TOTALS</b>			<b>\$5,283,697</b>	<b>\$3,374,697</b>	<b>\$1,909,000</b>	<b>\$63,631</b>	<b>\$243,637</b>	<b>\$5,040,060</b>

Mr. Matt Pepper  
City Manager  
City of Oxford  
110 W Clark Street  
Oxford, GA 30054

**Sent via email:** [mpepper@oxfordgeorgia.org](mailto:mpepper@oxfordgeorgia.org)

Re: Scope Description and Fee Proposal –  
Emory Street Sidewalk Improvements

Dear Mr. Pepper:

The City of Oxford, Georgia intends to implement pedestrian improvements along SR 81/Emory Street in the City of Oxford. The project will be locally funded and consists of adding sidewalks and related improvements to the east side of Emory Street from Soule Street to Richardson Street and to the west side of Emory Street from Soule Street to Watson Street. An unsignalized pedestrian crossing in the vicinity of Emory Way. Keck & Wood, Inc. (The “Engineer”) intends to provide the City with professional engineering services for the implementation of this project.

The following scope of work will be provided by the Engineer:

**Survey Phase:** The Engineer will:

1. Meet with City representatives to review and discuss the sidewalk improvements scope of work.
2. Perform field survey as needed, including both sides of Emory Street within the project limits.

**Plan Development Phase**

1. The Engineer will develop construction plans, coordinate with utility companies as necessary, prepare a construction cost estimate, and prepare a bid document package. Right-of-way plans will be prepared, if required. If needed, right-of-way acquisition services can be provided as a separate lump sum fee. The project is located on a State Route. The Engineer will coordinate with the Georgia Department of Transportation (GDOT) regarding the proposed improvements, and submit for and obtain an encroachment permit from GDOT. It is anticipated that an Intersection Control Evaluation (ICE) will not be required, and Transportation Engineering (TE) Study will not be required, and that a revised traffic signal permit will not be required.

**Bidding and Procurement Phase:** The Engineer will:

1. Assist the City in selecting a period for advertising and bidding the proposed improvements. Provide the City with a bid advertisement for advertising the construction of this project in the City’s legal organ,
2. Post the advertisement to the Engineer’s website,
3. Provide prospective bidders with purchased bid documents, respond to all bidder questions and inquiries,
4. Prepare addenda and distribute copies to all plan holders,
5. Attend bid opening to assist the city with opening bids and review bids for award, review the qualifications of the low bidder, provide the City with a bid recommendation letter,
6. Provide the City with a Notice of Ward to be issued to the selected bidder.



Mr. Matt Pepper

3/10/2021

Page 2 of 2

Compensation for work performed shall be a lump sum fee of \$85,500. Once per month during the existence of this contract, The Engineer shall submit to the City and invoice for payment based on percent complete for the work performed for the Project through the invoice period. A breakdown of the fees for each phase is depicted in the fee schedule listed below:

Surveying Phase	\$16,000
Plan Development Phase	\$64,000
Bidding and Procurement Phase	\$5,500
Total fees	\$85,500

Sincerely,  
**KECK & WOOD, INC.**

Robert Renwick, P.E.  
Vice President

Attachment



# CREDIT CARD CONVENIENCE FEES

COUNCIL MEETING – MARCH 15, 2021

# CURRENT COST OF ACCEPTING CREDIT CARDS

- CUSTOMERS ARE CHARGED 2.75% CONVENIENCE FEE IN OFFICE TO USE A CREDIT CARD, 3% CONVENIENCE FEE TO PAY UTILITY BILL ONLINE
- IN OFFICE CREDIT CARDS
  - CONVENIENCE FEE IS NOT PASSED TO CITY OF OXFORD
  - NO MERCHANT COST TO CITY OF OXFORD
  - VISA NOT ACCEPTED
- ONLINE CREDIT CARDS
  - CONVENIENCE FEE IS PASSED TO CITY OF OXFORD
  - CITY OF OXFORD RETAINS CONVENIENCE FEE PAID BY CUSTOMER AND PAYS MERCHANT FEES TO BANK
  - FOR THE PERIOD OF OCTOBER 2019 – SEPTEMBER 2020, CITY OF OXFORD RECEIVED \$12,865.95 FROM CUSTOMERS AND PAID \$12,940.15 IN MERCHANT FEES

# **CONVERTING TO FLAT FEE FOR CREDIT CARD TRANSACTIONS**

**CHARGE PER CUSTOMER NEEDED TO COVER COST:**

- **ONLINE AND IN OFFICE COMBINED - \$4.95 PER PAYMENT**
- **ONLINE ONLY - \$5.10 PER PAYMENT**
- **IN OFFICE ONLY - \$1.77 PER \$100 PAYMENT**

**(AVG. TRANSACTION IN OFFICE FOR OCT 2019 – SEPT 2020 - \$67.68)**

# RECOMMENDATION

- **IMPLEMENT FLAT FEE IN OFFICE, CONTINUE CHARGING 3% ONLINE**
- **FLAT FEE IN OFFICE – ROUND UP OR DOWN - \$2.00 OR \$1.75**
- **FLAT FEE IN OFFICE WILL ALLOW US TO BEGIN ACCEPTING VISA IN OFFICE, ELIMINATING THE ADMINISTRATIVE BURDEN ON OUR CLERKS CAUSED BY NOT ACCEPTING VISA AND REDUCING VOLUME OF CASH HANDLING**
- **INVESTIGATE OTHER OPTIONS FOR CUSTOMERS SUCH AS ECHECK AND PAY BY PHONE**

CITY OF OXFORD  
 100 WATSON ST W  
 ASBURY PARK PAVIL & IRRI  
 OXFORD, GA 30054

SERVICE FROM	SERVICE TO
10/23/2020	11/23/2020
BILL DATE	DUE DATE
11/30/2020	12/15/2020
TOTAL DUE NOW	AFTER DUE DATE
281.33	309.46

PLEASE SEPARATE REMITTANCE STUB AT THIS PERFORATION AND RETURN WITH PAYMENT

**City of Oxford**  
 110 W. CLARK ST.  
 OXFORD, GA 30054  
 (770) 786-7004

Add to bill form



Pay by credit card in office or online at  
[www.oxfordgeorgia.org](http://www.oxfordgeorgia.org)  
 Credit card processing fee:  
 \$2.00 in office, 3% online

WWW.OXFORDGEORGIA.ORG

ACCOUNT NUMBER	ACCOUNT NAME	SERVICE ADDRESS				
5753	CITY OF OXFORD	100 WATSON ST W				
SERVICE FROM	SERVICE TO	DAYS OF SERVICE	BILL DATE	DUE DATE		
10/23/2020	11/23/2020	31	11/30/2020	12/15/2020		
DATE	TRANSACTION DESCRIPTION	METER SERIAL	PREVIOUS	CURRENT	USAGE	AMOUNT
11/30/2020	WATER BILL	90942453	16	17	1000	19.77
11/30/2020	WATER BILL	90257801	1005	1036	31000	210.15
11/30/2020	BILL SEWER	90942453	16	17	1000	21.68

**QUESTIONS OR COMMENTS?**