

Oxford Mayor and Council
Work Session
Monday, March 18, 2024 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. **Mayor's Announcements:**
 - a. Reminder of the Special Called Work Session for the Operations Budget on Thursday, March 21 at 8:00 a.m. at the Community Room here at City Hall.
 - b. The Twin Memorials Emerging Ideas Showcase will be at the Oxford College Library on Wednesday, March 27 starting at 2:00 p.m. If you have not received that invitation, please let Bill Andrew know.
2. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.
3. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, the Sustainability Committee, and the Council Committee on Personnel (see attached documents).
4. ***Proclamation for Charlie Williams Day:** Rev. Williams has recently celebrated his 10th year of pastoring the Mount Zion First Baptist Church.
5. ***Authorization for the Mayor to sign the Viper Alarm Contract:** This contract is for the alarm and monitoring from Viper Security Technologies for the Oxford Police Department Offices. The cost is \$59.85 billed quarterly.
6. ***Authorization for the Mayor to sign the Right-of-Way Easement on Whatcoat Street with Emopry University:** It was determined that an easement rather than a right-of-way dedication would be less time-consuming and just as effective. This easement will allow for right-angle access at the intersection of Whatcoat Street and W. George Street.
7. ***Authorization for the Mayor to sign the \$10,000 Addendum to the Whatcoat Street Design Task Order (TO) for the bidding of the Whatcoat Street Realignment Project:** The current TO of \$61,583 provided for the design while the Addendum will provide bid assistance for the Whatcoat St. project including bid document preparation, development of project quantities, and responses to Requests for Information (RFI) during the bidding process. This will be important as we go through the bid quantity changes that may be necessary to adjust the project budget with the detailed quantity pricing. The FY 2024 Capital Budget planned for \$700,000 in SPLOST funding for this design/construction project.
8. ***Approval of the Mayor's Signature for the Statewide Mutual Aid Agreement:** This is the renewal of the Agreement which allows the City to receive and provide mutual aid during emergencies and for the reimbursement of costs associated with these emergencies. Due to the timing of this agreement, it was necessary for the Mayor to sign the agreement prior to authorization. If the Council wishes to rescind the signature, we may withdraw the agreement for further consideration by the State.
9. ***Request to close City Offices for the Conversion of our Accounting Software:** Please see the attached memorandum for details on this request.

10. ***Request to add BS&A Human Resources Software Module to our Current Contract and to Purchase Cashiering Equipment for Payments:** Please see the attached memorandum for details on this request.
11. ***Proposal for New Monthly Billing for City Attorney Attendance at the Work Sessions and Regular Meetings:** Please see the attached review and explanation of billing proposal.
12. **Other Business:**
13. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.
14. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments

Recommendations from the Council Committee on Personnel

After reviewing the recent report from the Carl Vinson Institute of Government, the Committee has the following recommendations:

1. Recommend a 4% cost of living allowance (COLA) for FY 2024 that would be retroactive to July 1, 2023.
2. For the FY 2025 COLA, staff will look at the Federal Social Security increase that comes out in October. That number would be presented to the City Council in October/November to be made effective on January 1, 2025.
3. The step raise will continue to be 2.5% on the employee's anniversary. Note, the full step raise is only available to employees who are found to be performing at a satisfactory level.
4. The Associate Clerks will all be kept on the same Grade Level of 12 rather than splitting them between 12 and 14.
5. The City Manager and the City Clerk will not be listed on the Pay Table with a Grade Classification since they are appointed by the City Council.



**Carl Vinson
Institute of Government**
UNIVERSITY OF GEORGIA

A Classification and Compensation Plan for the City of Oxford, Georgia*

Carl Vinson Institute of Government
Strategic Operations & Planning Assistance (SOPA)

October 2023

*Draft Copy - Not for Distribution

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Introduction

At the request of the City of Oxford, the Carl Vinson Institute of Government (Institute of Government) at the University of Georgia entered into an agreement with the City of Oxford to develop a new classification and compensation plan for employees covered under the City's personnel plan. *Council Members, part-time employees, and contract employees were not included in the project.*

The objectives of the project were to:

1. Develop new position descriptions.
2. Develop a new classification system by using a point-factor-comparison job evaluation system or market-based pricing techniques to rank jobs and measure differences in job content.
3. Collect and analyze wage survey data.
4. Analyze and format the wage survey data for use in establishing competitive pay levels and develop a recommended compensation plan.
5. Develop strategies to address pay compression issues.
6. Train the City of Oxford administrative personnel in each component of the classification and compensation plan development to ensure the implementation and maintenance of the system.

The process used to collect the necessary data and to design a compensation plan for the analyzed positions covered under the City of Oxford's personnel plan consisted of several steps or phases. The first step involved the Institute of Government conducting a series of virtual project orientation sessions with administrators, supervisors, and employees from the City of Oxford.

Employees received position description questionnaires after the orientation sessions. The position description questionnaire covered major aspects of the employee's position as well as the working conditions of the position. After reviewing all the completed questionnaires, Institute of Government representatives interviewed position incumbents individually.

The purpose of the interviews was to verify and supplement information on the completed questionnaires. The Institute of Government utilized the information collected from the questionnaires and associated job analysis interviews to develop new position descriptions for all the included positions in the project. An overview of the position descriptions is provided in another section of the report.

After developing the position descriptions, the Institute of Government developed a classification plan to group together similar positions for pay purposes. The Institute of Government evaluated most positions utilizing an adapted version of the Factor Evaluation System (FES) in order to assign each classification to a salary grade for the purposes of establishing pay differentials among positions. The classification plan section of the report reviews this process in greater detail.

The next phase of the project was to collect and analyze a variety of salary survey data in order to make assessments about the compensation paid by other organizations. Salary survey sources included published data from the Bureau of Labor Statistics and the State of Georgia's Department of Community Affairs (DCA). The Institute of Government also conducted a custom salary survey of comparable cities and counties. The results are summarized in Appendix D.

Finally, the Institute of Government utilized the salary survey data (and classification plan) to design a competitive compensation plan for the City of Oxford's consideration. After completion of these phases, it will be necessary to review the recommendations outlined in the report with appropriate administrators from the City of Oxford. It is the intention of the Institute of Government to continue to provide a high level of technical assistance in this process.

Position Descriptions

The Institute of Government developed new position descriptions for all identified positions in the City of Oxford. A position description summarizes the most important features of the position. The information provided on a position description includes an overview of the general nature of the work, specific duty responsibilities, scope and effect, working conditions, and suggested minimum qualifications. Fourteen (14) position descriptions were developed for the project. Appendix A provides an example of a position description.

The process used to collect the necessary data and develop the position descriptions involved the distribution of a questionnaire to all participating City of Oxford employees. The questionnaire collected information about major aspects of an employee's position such as their major duties, knowledge requirements, work environment, and supervisory responsibility.

All of the completed questionnaires were submitted to the Institute of Government for analysis and review. The Institute of Government interviewed select jobholders for each existing position in the City of Oxford. The purpose of the interviews was to improve understanding of each position and to confirm that the content of the questionnaires was accurate. Additionally, the interview process helped increase employee participation and understanding of the classification and compensation study process.

After the completion of the employee interviews, technical writers from the Institute of Government utilized the collected data to develop position descriptions. The final step of the position description process is to verify the accuracy and content of the descriptions. Verification will permit select jobholders and supervisors to review and determine whether the proposed position descriptions are accurate and complete.

Classification Plan

The Institute of Government developed 14 unique position classifications for the City of Oxford. Most position classifications are assigned to one of 19 salary grades. Grade 10 is the lowest grade and grade 29 is the highest salary grade. Each salary grade has a pay range associated with it. The pay ranges will be reviewed in a later section of the report.

The salary grade assignment for most positions was determined by evaluating each position. The Institute of Government utilized an adapted version of the Factor Evaluation System (FES) to evaluate each job classification. FES was originally developed by the Civil Service Commission (now the Office of Personnel Management) of the federal government. FES is a point-factor-comparison job evaluation system which is the most commonly used job evaluation approach for public and private sector organizations in the United States and Europe. There are three common features in point-factor systems: (1) compensable factors, with (2) factor degrees numerically scaled, and (3) weights reflecting the relative importance of each factor.

The nine compensable factors that FES originally used to evaluate jobs are: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, and Work Environment. In order to adapt it to this organization, a tenth compensable factor covering supervisory responsibility was added by the Institute of Government.

Furthermore, the factors are weighted (i.e., Knowledge Required by the Position “counts more” than Physical Demands). Each factor has several levels and each level is assigned a specified number of points. The combined score on all the factors determines the total number of points for most positions and its assignment to a salary grade in the classification plan. Table I summarizes key characteristics of the system and Table II provides a detailed example of the evaluation for a sample position.

Table I: Adapted Factor Evaluation System (FES) Characteristics

Factor	No. of Levels	Minimum Factor Points	Maximum Factor Points	Weight*
Knowledge Required by the Position	8	50	1550	32.1%
Supervisory Controls	5	25	650	13.5%
Guidelines	5	25	650	13.5%
Complexity	6	25	450	9.3%
Scope & Effect	6	25	450	9.3%
Personal Contacts	4	10	110	2.3%
Purpose of Contacts	4	20	220	4.6%
Physical Demands	3	5	50	1%
Work Environment	3	5	50	1%
Supervisory Responsibility	7	50	650	13.5%

*Weight based on maximum point allocations for each factor

Table II: Classification Evaluation Example

Job Title	Factor 1 Knowledge Required		Factor 2 Supervisory Controls		Factor 3 Guidelines		Factor 4 Complexity		Factor 5 Scope & Effect		
	Level	PTS	Level	PTS	Level	PTS	Level	PTS	Level	PTS	
Sample Position (Example only)	5	750	4	450	4	450	3	150	3	150	
Factor 6 Personal Contacts	Factor 7 Purpose of Contacts		Factor 8 Physical Demands		Factor 9 Work Environment		Factor 10 Supervisory Responsibility		Total	Grade	
Level	PTS	Level	PTS	Level	PTS	Level	PTS	Level	PTS		
3	6	3	120	1	5	1	5	5	450	2590	22

Appendix B displays all of the position titles (classifications) and grades sorted by department. Appendix

C displays all of the position titles (classifications) and grades sorted by grades.

Salary Surveys

The Institute of Government conducted a series of salary surveys for this project in order to assess the compensation paid by other comparable employers. A variety of salary surveys were included in this process to ensure that the data is represented from multiple industry sectors and as a method to cross-check or “validate” the results of each salary survey.

The Institute of Government conducted a custom salary survey specifically for this project. The custom salary survey collected compensation data for 12 benchmark positions from other cities and counties. The summarized results are presented in Appendix D.

The Institute also utilized salary data from the Georgia Department of Community Affairs wage and salary database and the Bureau of Labor Statistics (BLS) Survey. The Department of Community Affairs (DCA) administers an annual wage and salary survey to Georgia's local governments. The DCA survey collects a variety of compensation data for over 160 different local government jobs. When available, data from BLS and DCA were included in the survey analysis as additional observations to determine average pay for each position.

Table III: Survey Participants Custom Survey

Organizations	Total No. of Full-Time Employees	Utilize Formal Classification & Compensation Plan	Offer Merit Increases
Covington	341	Yes	Yes
Loganville	139	No	Yes
Snellville	110	Yes	Yes
Forsyth	70	Yes	Yes
Monticello	25	Yes	No
Rockdale County	915	Yes	Yes

Survey Analysis

This section will serve as a summary to review important data and detail the important findings from the wage survey.

Methodology

In order to best determine the salary market, when possible, actual salaries from the surveyed data were utilized. Actual salaries reflect the salaries each participant is paying for each classification surveyed. This number is more dynamic and active than pay ranges because it reflects actual pay. Often, many organizations do not actively move pay ranges to reflect the market, but they will move individual employee pay.

When available, data from BLS and DCA were included in the survey analysis as additional observations to determine average pay for each position.

Once positions are placed in the classification plan and assigned a pay grade, using regression analysis, we were then able to compare the pay of employees at the City of Oxford (pay practice) to the labor market.

Analysis

When comparing the pay practice of the City of Oxford to the labor market, the results show that the city trails the market by 9.4%. Below Chart I graphically shows Oxford's pay compared to the market.

Chart I: City of Oxford compared to Market

Oxford Pay vs Market



Based on this analysis, we are able to make recommendations related to the surveyed data that matches the market.

Compensation Plan

The Institute of Government has developed a compensation plan for the City of Oxford’s consideration. The proposed compensation plan is based on an internal value system reflected in the proposed classification plan and on a series of salary surveys to help ensure an externally equitable and competitive salary structure.

Table IV displays the key characteristics of the City of Oxford’s proposed compensation plan. Tables V displays the proposed compensation plan.

Table IV: Compensation Plan Characteristics

Compensation Plan	Salary Structure Labor Market Position	Salary Structure Design	Pay-Level Policy	No. of Grades
Pay Band Compensation Plan	Place the City of Oxford in a lead-lag position relative to the market line.	Pay Band (60% Range; 5% between pay bands)	Lead-Lag	20 (10-29)

The compensation plan on Table V employs a pay band design. An advantage of a pay band design is organizational and managerial flexibility in setting wages and salaries while placing controls on salaries (minimum and maximum rates) for each salary grade. Additionally, it permits an employee to enjoy more rapid salary growth (when budgetary availability permits) compared to a grade and step design. The disadvantages of the pay band design are a greater need for salary justifications (performance or market-based) and a greater need for monitoring to ensure non-discriminatory wage practices.

The pay band compensation plan on Table V has 20 salary grades. The pay range (minimum to maximum) for all grades on the developed wage and salary structure are exactly sixty (60%) percent. There is a 5% increase between each pay grade.

The compensation levels associated with the pay band compensation plan represent a lead- lag

pay position for the City. The proposed pay bands in Table V place the city's pay tables approximately 4.6% ahead of the market line. Because pay in all organizations is moving at approximately 4.7% (Wages only) per year (<https://data.bls.gov/timeseries/CIU3010000000000A>), the city will be ahead of the market line for part of the year and behind for part of the year. A lead-lag pay-level policy helps ensure an organization's pay costs are nearly equivalent to its labor market competitors and maintains the City's relative position to the market.

Additionally, a lead-lag policy allows an organization to remain competitive with its labor market competitors in attracting and retaining employees.

While it may be necessary to adjust employee wages again in 2024, it may not be necessary to adjust the pay table.

Maintaining the Compensation Plan

There are several actions that the City of Oxford should consider when keeping the compensation plans current. These proposed actions are not automatic and should be contingent upon the organization's fiscal condition.

The City should consider an annual market adjustment to the adopted salary scale. This adjustment should be applied as an increase to the salary scale and as a general percentage increase for all employees. It is recommended that the market adjustment be linked to a measure of inflation such as the Employment Cost Index (ECI) (<https://www.bls.gov/eci/home.htm>) or the World at Work Salary Budget Increase Survey.

It is important to note that individual pay should move faster than the pay tables. This will alleviate any compression issues that could arise due to hiring incoming employees at or equal to the pay of longer-term employees. For example, if the ECI is 5%, the city may decide to move the pay tables by 3% and offer an average pay increase to employees of 5%.

With that, the city should determine a philosophy for moving individual employee pay annually. The most common approaches to this are an across-the-board increase or a system that includes pay-for-performance or a system that combines the two.

Table V
Proposed Pay Band Compensation Plan, Annual
Salaries City of Oxford Personnel Project

Grade	Minimum	Midpoint	Maximum
10	\$31,142	\$40,485	\$49,827
11	\$32,699	\$42,509	\$52,319
12	\$34,334	\$44,634	\$54,934
13	\$36,051	\$46,866	\$57,681
14	\$37,853	\$49,209	\$60,565
15	\$39,746	\$51,670	\$63,594
16	\$41,733	\$54,253	\$66,773
17	\$43,820	\$56,966	\$70,112
18	\$46,011	\$59,814	\$73,617
19	\$48,311	\$62,805	\$77,298
20	\$50,727	\$65,945	\$81,163
21	\$53,263	\$69,242	\$85,221
22	\$55,927	\$72,705	\$89,482
23	\$58,723	\$76,340	\$93,957
24	\$61,659	\$80,157	\$98,654
25	\$64,742	\$84,165	\$103,587
26	\$67,979	\$88,373	\$108,767
27	\$71,378	\$92,791	\$114,205
28	\$74,947	\$97,431	\$119,915
29		Open	

Implementation Strategy

The following paragraphs present an implementation strategy for the City of Oxford’s consideration (Table VI depicts the implementation strategy costs). Contract employees, part-time employees, and council members are not included in the proposed implementation plan. Furthermore, the estimated cost figures do not include benefit costs, payroll tax expenditures, supplemental pay, or current overtime expenditures. Thus, the following cost figures do not represent the organization’s total personnel costs.

The first step of the implementation strategy is to bring employee pay closer to market by raising employee pay across the board by 5%. It does not appear that a pay adjustment has been recently given to employees, this increase will address the cost of living that has increased and adjust employee pay in-line with the market. The cost of a one-time adjustment is \$43,862.

Second, implement the proposed classifications (Appendix B) and the developed compensation plan (Table V)

by assigning all full-time employees to their recommended classification, salary grade, and salary range. The rates on the compensation plan were developed by analyzing the collected salary survey data. Initial assignments on the compensation plan (Table V) were determined by placing full-time employees at the minimum annual salary for their proposed salary grade if their current annual salary was below the minimum annual salary for their proposed salary grade. Annual salaries were not adjusted for full-time employees whose current annual salary was above the minimum annual salary for their proposed grade. The estimated cost to implement this for full-time employees whose pay is below the range minimum adjustments is \$5,743 for full-time employees.

The third step of the implementation strategy is to address pay compression issues within the City of Oxford. Pay compression occurs when employee salaries group closely together regardless of length or quality of service to the organization. Pay compression can create pay dissatisfaction and employee turnover, which can threaten the competitive advantage of an organization. There are several factors that contribute to pay compression. These factors include: historically modest budgets for employee salary increases (creates situations where the salaries of new hires outpace existing employees), departments not adhering to established human resources policies (i.e., hiring guidelines, promotional increases, etc.), and compensation not being properly integrated in situations where organizations acquire, consolidate, or reorganize operating units. Additionally, reviewing compression and determining a methodology to address it, will have the additional benefit of assuring each employee's pay is appropriate within each grade.

To address this issue, the Institute of Government developed a formula where each year of time in position equates to approximately 2% adjustment in the pay range above the minimum (i.e. 2 years of time in position equals approximately 1.5% above pay range minimum). Full-time employees whose proposed salary after the first step is below their projected formula pay would be brought to the projected salary above the minimum associated with the time in their current position. Full-time employees whose proposed salary in their pay range is at or above their projected salary based on their time in current position are not eligible for the compression adjustment. Additionally, full-time employees will not be brought beyond the maximum salary associated with their proposed salary range. The estimated compression adjustment for full-time employees for the pay band compensation plan is \$11,342.

The compression adjustment framework targets employees whose salaries are lagging for their time in their position. Please note that the compression adjustment is not a mandatory action and should only be provided to full-time

employees who have met performance standards. Part-time employees are also not eligible for the compression adjustment.

Table VI
Estimated Cost of Implementation
City of Oxford Personnel Project

	Across the Board Market Adjustment	Estimated Range Minimum Adjustment Costs¹	Full-Time Employee Compression Adjustment Costs²	Estimated Total Implementation Cost¹
Pay Band Compensation Plan	\$40,367 (5% of current payroll)	\$5,743 (.7% of total payroll%)	\$11,342 (1.4% of total payroll)	\$57,452 (7.1 % of total payroll)

¹ Increases are based on an analyzed payroll of \$807,345 for the included employees. The figures presented are exclusive of benefit costs, overtime expenditures, and supplemental pay. Figures presented are the estimated cost for the pay band compression adjustment increases. The compression adjustment calculations for employees are based on their length of service in their current position and their proposed salary in their pay range. Each year of length of service equates to 2% adjustment in the pay range above the minimum (i.e. 2 years of time in position equals 4% above pay range minimum). Employees whose proposed salary is below their recommended pay range based on their time in position would be brought to the percentage above the minimum associated with the time in their current position. Employees whose proposed salary in the compensation is above their recommended percentage above minimum based on their time in position are not eligible for the compression adjustment. Part-time employees are also not eligible for the compression adjustment. Employees whose salary exceeds the maximum of their pay range are also not eligible for the compression adjustment.

Additional Recommendations

Changes to the Classification Plan

In reviewing the classification plan, the Institute of Government recommends that the Associate Clerk /Events and Permits Specialist which also has social media responsibilities be reclassified to an Associate Clerk II. In our review, it appears that this position has a higher level of responsibility than the other clerks. This recommendation is reflected in Appendix B.

Fair Labor Standards Act (FLSA)

FLSA classifies all positions as either exempt or non-exempt. The FLSA requires that all covered nonexempt employees be paid over time pay at no less than time and one-half their regular rates of pay for all hours worked in excess of 40 in a workweek. (usually 40 hours for administrative employees and 43 hours for police or 86 hours if they are paid on a 14-day cycle). Appendix B details exempt or non-exempt classifications for all employees.

Please note, that based on a recent court case, Hedricks vs Total Quality Logistics, this recommends that you consider consulting with your City Attorney to review the FLSA classification of positions. The case above held that an outside third-party review did not constitute a good faith effort to properly classify positions under FLSA. The court held that only discussions with attorneys or government officials would meet the standard.

Livable Wage

Overtime, the city may want to consider moving employee pay to meet the established livable wage. The Massachusetts Institute of Technology surveys publishes a livable wage for each county in the United States. The minimum livable wage for Newton County for a single adult with no children is \$19.21 per hour or \$39,956 annually (<https://livingwage.mit.edu/counties/13217>).

Appendix A
Sample Position Description
City of Oxford Project



Police Lieutenant
Police

PD/2

JOB SUMMARY

This position is responsible for serving in various capacities for the City of Oxford Police Department i.e. supervisor, patrol, Instructor.

MAJOR DUTIES

1. Patrols assigned beat to aid in preventing crime and to enforce Federal, State, and City laws.
2. Observes, reports, and acts upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic laws, making arrests, and transporting prisoners.
3. Determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.
4. Aids the public in emergency and non-emergency situations; administers first aid and request appropriate medical response; performs crisis intervention.
5. Prepares a variety of written and oral reports.
6. Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.
7. Appears in court, and is available to testify in matters which the officer has knowledge of whether it can be criminal or civil. Acts as Bailiff during court.
8. Prepares a variety of written and oral reports.
9. Maintains proficiency in the use of police related equipment.
10. Performs special assignments related to investigations, crime prevention and traffic enforcement. Prepares and plans parade routes or dignitary protection.
11. Attends required yearly training and takes specialty training class pertinent to job duties. Prepares lesson plans and teach POST classes. Conducts Firearms certifications, Lidar Certifications, and Taser 7 certifications.
12. Crisis Intervention Training to handle domestics, marital problems and people in crisis.
13. DOT Traffic monitoring.
14. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of theories, principles, and practices of police administration.
2. Knowledge of supervisory techniques and principles.
3. Knowledge of federal, state, local, traffic, criminal and civil laws.
4. Knowledge of criminal justice system.
5. Knowledge of different types of training, available resources, and application.
6. Knowledge of computers and job-related software programs and equipment.
7. Knowledge of GA POST rules, city, and departmental policies and procedures.
8. Knowledge of report writing and record keeping/logs.

9. Skill in oral and written communication.
10. Skill in interpersonal relations.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include Georgia criminal law and procedure, GCIC/NCIC procedures, municipal code, City of Oxford rules and regulations, and federal law. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related training, supervisory, and administrative duties. Various types of situations that need problem solving contribute to the complexity of the position.
- The purpose of this position is to serve in various capacities for the City of Oxford Police Department i.e. supervisor, patrol, Instructor. Success in this position contributes ensures that the personnel are highly trained and can protect visitors and the community.

CONTACTS

- Contacts are typically with co-workers, Traffic Clerk, Associate City Clerk, City Clerk, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table while intermittently standing, sitting, bending, crouching, or stooping. The employee occasionally lifts light objects and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes sense of smell.
- The work is typically performed in an office, a noisy place, or occasionally outdoors in cold or inclement weather. The employee is exposed to dust, dirt, and grease; machinery with moving parts; and contagious or infectious diseases, or irritating chemicals. Work requires use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The position has direction over assigned personnel within an area, department or unit.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a course of study related to the occupational field required.
- More than five years of related experience required. Minimum 3 years of supervisory experience required.
- Possession of or the ability to obtain a Georgia POST Certification.
- Possession of or ability to readily obtain GCIC/NCIC certification.

**Appendix B
City of Oxford
Position Grade Analysis by Department**

<u>Dept</u>	<u>Position</u>	<u>Grade</u>	<u>FLSA Status</u>
ADM/1	City Manager	29	Exempt
ADM/2	City Clerk/Treasurer	24	Exempt
ADM/3	Deputy City Clerk	16	Non-Exempt
ADM/4	Associate Clerk 2 /Events and Permits Specialist	14	Non-Exempt
ADM/5	Associate Clerk/Municipal Court Clerk	12	Non-Exempt
ADM/6	Associate Clerk/Utility Billing Specialist	12	Non-Exempt
PD/1	Police Chief	27	Exempt
PD/2	Police Lieutenant	21	Non-Exempt
PD/3	Police Officer	15	Non-Exempt
PW/1	Supervisor of Utilities and Maintenance	24	Non-Exempt
PW/2	Assistant Public Works Supervisor	18	Non-Exempt
PW/3	Maintenance Worker	16	Non-Exempt
PW/4	Meter Reader	10	Non-Exempt
PW/5	Recycle & Refuse Collection Worker	10	Non-Exempt
PW/6	Groundskeeper	10	Non-Exempt

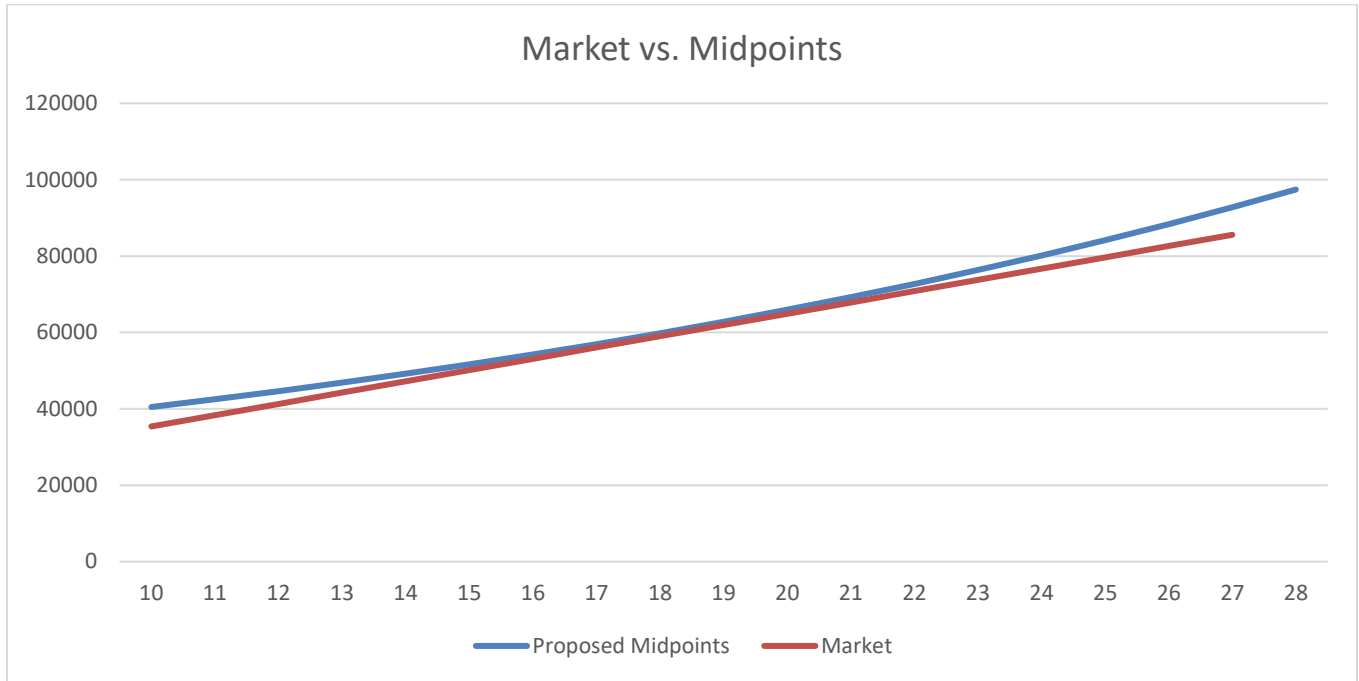
Appendix C
City of Oxford
Position Grade Analysis by Grade

Dept	Position	Grade	FLSA Status
ADM/1	City Manager	29	Exempt
PD/1	Police Chief	27	Exempt
ADM/2	City Clerk/Treasurer	24	Exempt
PW/1	Supervisor of Utilities and Maintenance	24	Non-Exempt
PD/2	Police Lieutenant	21	Non-Exempt
PW/2	Assistant Public Works Supervisor	18	Non-Exempt
ADM/3	Deputy City Clerk	16	Non-Exempt
PW/3	Maintenance Worker	16	Non-Exempt
PD/3	Police Officer	15	Non-Exempt
ADM/4	Associate Clerk 2 /Events and Permits Specialist	14	Non-Exempt
ADM/5	Associate Clerk/Municipal Court Clerk	12	Non-Exempt
ADM/6	Associate Clerk/Utility Billing Specialist	12	Non-Exempt
PW/4	Meter Reader	10	Non-Exempt
PW/5	Recycle & Refuse Collection Worker	10	Non-Exempt
PW/6	Groundskeeper	10	Non-Exempt

**Appendix D
Salary Survey Summary
City of Oxford Project**

Classification	Average	Minimum	Maximum	Oxford Pay	% behind or ahead of market
City Clerk/Treasurer	\$64,982	\$54,801	\$75,164	\$60,193	-7.96%
Deputy City Clerk	\$47,324	\$40,411	\$54,236	\$51,126	7.44%
Associate Clerk/Events and Permits Specialist	\$48,281	\$59,662	\$79,173	\$34,445	-40.17%
Associate Clerk/Municipal Court Clerk	\$43,287	\$44,429	\$71,210	\$34,445	-25.67%
Associate Clerk/Utility Billing Specialist	\$33,643	\$40,969	\$58,836	\$32,781	-2.63%
Police Chief	\$94,850	\$69,491	\$123,166	\$78,873	-20.26%
Police Lieutenant	\$59,816	\$55,974	\$87,865	\$57,865	-3.37%
Police Officer	\$55,169	\$45,382	\$71,756	\$51,147	-7.86%
Supervisor of Utilities and Maintenance	\$77,664	\$60,644	\$99,151	\$81,755	5.00%
Meter Reader	\$39,313	\$35,497	\$60,035	\$35,318	-11.31%
Recycle & Refuse Collection Worker	\$37,503	\$32,184	\$53,885	\$32,781	-14.40%
Groundskeeper	\$37,260	\$34,493	\$52,795	\$32,781	-13.66%

Appendix E
Proposed Midpoints Compared to Market
City of Oxford Project



Proposed midpoints are 4.6% ahead of market.



PROCLAMATION

WHEREAS, Pastor Charlie Williams has served our Nation as an Officer in the United States Army for over Twenty-Five years; and

WHEREAS, Pastor Williams has been a Leader and a Force for Good at the Mount Zion First Baptist Church in Oxford, Georgia since January 2014; and

WHEREAS, through the leadership of Pastor Williams, Mount Zion First Baptist Church has provided spiritual care, medical services, and much-needed food for the Oxford Community; and

WHEREAS, Pastor Williams has been a steadfast supporter of the Oxford Police Department and the Greater Oxford Community; and

WHEREAS, Mount Zion Baptist Church has been a welcoming point of light for our community for approximately 150 years and we all hope it will continue to serve Oxford for many years to come;

NOW, THEREFORE, BE IT RESOLVED, the City of Oxford declares April 1, 2024 as “Charlie Williams Day.”

Charlie Williams Day

Adopted the 1st day of April 2024.

Mayor and City Council of Oxford

David S. Eady
Mayor

Erik Oliver
Council Member-Post 1

Mike Ready
Council Member-Post 4

George Holt
Council Member-Post 2

Jim Windham
Council Member-Post 5

Marcia Brooks
City Clerk

Laura McCanless
Council Member-Post 3

Jeff Wearing
Council Member-Post 6



*Pastor Charlie Williams
(Lil Preacher)*

Remember them which have the rule over you, who have spoken unto you the word of God: whose faith follow, considering the end of their conversation. Hebrews 13:7

Pastor Charlie Williams is a native of Leland, Mississippi. He attended Leland Middle School and is a graduate of Leland High School. Pastor Williams is married to the former Coletta Jordan of Eads, Tennessee. To this union God has blessed them with two kids: Ashley and Quinten and a granddaughter: Kamryn. After serving this great nation as an Officer in the United States Army for over 25 years, he retired in January 2012 to pursue ministry full time. Given Pastor Williams' extensive travel and variety of military assignments, he is a very cultured leader and has had the opportunity to share the Word of God around the world.

Pastor Williams grew up in the church and accepted Christ at 13 years old. In 1991, he received a Bachelor of Arts Degree in Economics with an emphasis in Accounting from Tougaloo College located in Tougaloo, Mississippi. In 1997, Pastor Williams was called to the office of Deacon. In 2000, he answered his call to preach the Gospel. In 2003, he graduated from the Army's prestigious Command General Staff College located in Leavenworth, Kansas. This is a one year Advance Leadership course for the Army's premiere military leaders. In 2009, God called Pastor Williams to serve as the Senior Pastor of the International Zone Gospel Service located in Baghdad, Iraq.

In January of 2014, Pastor Williams became the Pastor of Mount Zion First Baptist Church located in Oxford, GA. In May of 2014, he received a Master of Ministry Degree from Luther Rice University and Seminary located in Lithonia, Georgia. He is currently pursuing a Master of Divinity Degree which he plans to finish in the near future. Pastor Williams enjoys mentoring people, building teams, and teaching and preaching the Word of God. In his spare time, he enjoys spending quality time with his family.

"Celebrating 10 Years of Faithful Service"
Hebrews 13:7a

Name _____ Address _____ City <u>SAME</u> State _____ Zip _____ Contact _____ Tel.# _____ Temp. Tel. _____ P.O.# _____	Name <u>City of Oxford Police Dept</u> Address <u>110 West Clark St.</u> City <u>Oxford</u> State <u>GA</u> Zip <u>30054</u> Contact <u>Mark Anglin</u> Tel.# <u>770-713-1553</u> Account# <u>3686-2353</u>
--	---

The owner, lessee or the occupant of the above described premises, hereinafter referred to as "Customer", hereby authorizes Viper Security Technologies, hereinafter referred to as "Company", to install or provide the service listed below.

SCHEDULE OF PROTECTION

LOCATION	QTY.	DESCRIPTION
<u>Vista</u>	<u>20</u>	<u>P</u>

Directions: _____

Special Notes: _____

PAYMENT OPTIONS: All payments are due in advanced by one first day of the billing period for which services are Rendered. If Customer shall fail to pay any monies as herein provided, or other amounts payable to Company, when same are due and payable, Company shall have the right and without prejudice to any other remedies, to collect a finance charge on the unpaid balance. Said finance charge accrues and carries an ANNUAL PERCENTAGE RATE APR) of eighteen percent (18 %) per annum on the unpaid balance of said account. Company may terminate service upon ten (10) days written notice for default in the payment of any monies due hereunder. Termination of service due to default in the payment of any monies due hereunder shall not waive the right of Company to collect any monies which have accrued or were to have been accrued hereunder and in the event of termination prior to the end of the contract term, the Customer agrees to pay, in addition to any charges for services rendered prior to termination, 40% of the service charge remaining to be paid for the unexpired term of the agreement.

SERVICE TERMS: The agreement for Limited Warranty, Extended Warranty and/ or Monitoring Service is for period specified in the applicable section to the right hereof. The Extended Warranty period and or Monitoring Service period shall be automatically renewable for additional terms of one year each upon the Expiration of the then current period unless terminated by either party upon written notice to the other party at least thirty (30) days prior to the anniversary date at which termination will take effect. Company reserves the right to increase or decrease the service agreement fee provided for herein at any time or times after the expiration of ninety (90) days from the date hereof upon given the Customer notice and if the Customer is unwilling to pay such increased charge, the Customer may cancel this agreement by notifying Company in writing by mail with ten (10) days of notice of such increase. In the event an additional service is added by a Customer, the initial term will be for the time remaining under any existing service term so that the renewals on all service terms will run concurrently.

The Customer agrees to pay in addition to the charges above, any false alarm assessments, taxes, fees or charges that are imposed by any governmental body relating to the installation or service provided under this agreement and to pay any increase in charges to Company for facilities required for transmission of signals under this agreement.

SERVICE TERMS:
In accepting this Proposal, Customer agrees to the terms on the reverse side hereof. It is understood that they shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this agreement shall be paid for by the Customer and such changes shall be authorized in writing. ATTENTION IS DIRECTED TO THE WARRANTY, LIMIT OF LIABILITY AND OTHER CONDITIONS ON REVERSE SIDE.

This agreement is not binding unless approved in writing by an authorized representative of Company. In the event of failure of such approval, the only liability of Company shall be to return to the Customer the amount, if any, paid to Company upon signing of this agreement.

EQUIPMENT SALE: Company agrees to furnish all material and labor required to properly install the system as described in the Schedule of Protection for the following sales price:

Equipment	\$ _____
Installation Charge	\$ _____
Other	\$ _____
Tax	\$ _____
Total	\$ _____

Customer agrees to pay the sum of \$ _____ for the purchase and installation of system to be paid as follows: _____

LIMITED WARRANTY see paragraph 2, 4 & 5 on the reverse side for coverage. Company shall provide maintenance for a limited warranty period of _____

EXTENDED WARRANTY see paragraph 3, 4, & 5 on the Reverse side for coverage. Customer desires an extended Warranty and agrees to pay the sum of _____ per _____ for extended warranty for a period of _____

Billing to begin _____
 Inspection will be on a _____ basis
 To be paid as follows:
 _____ Monthly ACH
 _____ Quarterly
 _____ Annual % _____ discount

CUSTOMER INITIALS _____

MONITORING AGREEMENT : See paragraph 6 amd 12 on Reverse side for coverage

- DIGITAL COMMUNICATOR**
 *Uses Non-Supervised Telco Line
 Burglar Fire Alarm
 Hold-up Medical
 O & C Weekly O & C Monthly
 O & C Daily
 Internet (IP Addr.)
 Cellular Radio

Digital Commun.	Monthly charge _____
O & C Reports	Monthly charge _____
Radio Transmitter	Monthly charge _____
Direct Line	Monthly charge _____
Cellular	Monthly charge _____
Internet	Monthly charge _____
(other) _____	Monthly charge _____

Customer Agrees to pay the sum of \$ 19.95 Per Month for monitoring service. For a Period of _____ . Billing to begin _____
 To be paid as follows:

- _____ Monthly ACH
 57.85 Quarterly
 _____ Annual% _____ Discount

Customer Initials _____

YOU, THE CUSTOMER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE ATTACHED NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS.

Initials _____

Approved: <u>James Freeman</u> Viper Security Technologies, Sales Representative _____ Viper Security Technologies, Sales Officer _____ Acceptance Date _____	_____ Customer Signature _____ Title _____ Date _____
--	---

RIGHT-OF-WAY EASEMENT

STATE OF GEORGIA
COUNTY OF NEWTON

THIS INDENTURE, made this _____ day of _____, 2024, for and in consideration of the sum of ten dollars (\$10.00) in hand paid by the **CITY OF OXFORD, GEORGIA, a Georgia municipal corporation (“GRANTEE”)**, the receipt of which is hereby acknowledged, and other good and valuable consideration, **EMORY UNIVERSITY, a Georgia nonprofit corporation (“GRANTOR”)** as the owner of that certain tract of land in the City of Oxford, Newton County, Georgia, depicted by metes and bounds description in Exhibit “A”, attached hereto and incorporated herein for all purposes of this dedication, and as more particularly described by drawing as set forth in the “Exhibit B”, attached hereto and incorporated herein for all purposes of this dedication, do hereby dedicate same to **GRANTEE** for the use and benefit of the public as a perpetual right-of-way and easement for the passage and accommodation of vehicular and pedestrian traffic, and the operation, use, maintenance, inspection, repair, alteration, and replacement of a roadway or roadways within the boundaries of the right-of-way and easement area shown and indicated as “**TRACT A – 0.01 AC**” at Exhibit “B”, and for all other purposes for which a public roadway and right-of-way is commonly used, including repairing, maintaining, altering, replacing, relocating and operating utilities in, into, upon, over, across, and under said right-of-way, and including but not limited to all such uses permitted by the laws of the State of Georgia and the Ordinances and Charter of the City of Oxford, Georgia.

TO HAVE AND TO HOLD said right-of-way and easement unto **GRANTEE**, its successors and assigns, and **GRANTOR** hereby binds themselves, their successors and assigns to warrant and forever defend, all and singular, said premises unto **GRANTEE**, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof. **GRANTOR** covenants and agrees that **GRANTOR** and **GRANTOR’S** heirs, representatives, successors and assigns shall at no time erect, place or construct, or cause to be erected, placed or constructed in, into, upon, over, across or under any easements granted herein any temporary or permanent structures. It is further intended that the permanent right of way and easement herein granted to **GRANTEE** shall run with the land and forever be a right in and to the land belonging to **GRANTORS**, and **GRANTOR’S** successors and assigns, and said grant is expressly excepted from any right of reversion of said premises under any prior deeds in **GRANTOR’S** chain of title. The permanent right-of-way and easement rights and privileges granted therein are exclusive, and **GRANTOR** covenants that it will not convey any other easement or conflicting rights within the area covered by the grant to any other person.

Exhibit "A"
Tract A – 0.01 acre
A portion of Tax parcel 010 026
Oxford, Newton County, Georgia

ALL THAT TRACT or parcel lying and being in Land Lot 288 of the 9th Land District in the City of Oxford, Newton County, Georgia, and containing 0.01 acre, shown as Tract A on a plat for the City of Oxford prepared by Robert O. Jordan, Georgia RLS 2902, on December 20, 2023, and being more particularly described as follows:

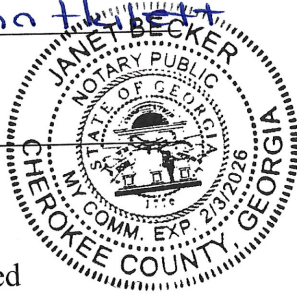
From the **POINT OF BEGINNING**, which is a ½" rebar with an aluminum cap labelled "City of Oxford R/W Corner" located at the intersection of the southern right-of-way line of W. George Street and the northwest right-of-way line of Whatcoat Street, having Georgia state plane, west zone, NAD83(2011) coordinates in US survey feet of north 1317676.10 and east 2387530.22, travel southwest along the northwest right-of-way line of Whatcoat Street a distance of 33.92 feet to a ½" rebar set; thence N00°12'22"W, a distance of 24.20 feet to a ½" rebar set on the south right-of-way line of W. George Street; thence S89°38'23"E a distance of 24.01 feet along the south right-of-way line of W. George Street to **POINT OF BEGINNING**.

IN WITNESS WHEREOF, the GRANTOR hereto has hereunto duly executed this Right of Way Easement under seal as of the day and year first above written.

Signed, sealed and delivered
In the presence of :

Selena Herbert
Witness

Janet Becker
Notary Public



EMORY UNIVERSITY

BY: Christopher Augostini
Christopher Augostini, EVP for Business
and Administration

Signed, sealed and delivered
In the presence of :

Witness

Notary Public

THE CITY OF OXFORD, GEORGIA

BY: _____
David S. Eady, Mayor

ATTEST: _____
Marcia Brooks, City Clerk

Exhibit "B"

SURVEYOR'S CERTIFICATION
 I, the undersigned, a duly Licensed Professional Engineer and Land Surveyor in the State of Georgia, O.C.G.A. 15-6-67, this plat has been prepared by a land surveyor. This plat has been approved by all applicable local jurisdictions that require prior approval for recording this type of plat. For any applicable local jurisdiction that requires approval of this type of plat, the names of the individuals requiring approval of this type of plat, the names of the offices of that individual, and the date of approval are listed in the approval table shown. For any applicable local jurisdiction that does not require approval of this type of plat, the name of such jurisdiction is listed in the approval table. A resolution of such resolution providing that no such approval is required are listed in the approval table shown herein. Such approvals, affirmations, or ordinance or resolution numbers should be confirmed with the appropriate local jurisdiction. Furthermore, the undersigned and surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in O.C.G.A. Section 15-6-67.

Robert O. Jordan
 Robert O. Jordan, EA RLS 2902

PLAT IS APPROVED FOR RECORDING
 City of Oxford Planning Director

FOR CLERK'S OFFICE USE

SUBJECT PROPERTY INFORMATION:
 CURRENT OWNER: EMORY UNIVERSITY
 DEED RECORD: D.B. 3296, P. 04
 PLAT RECORD: D.B. 25, P. 136
 TAX RECORD: A PORTION OF PARCEL X010 026

TRACT A
 PLAT CLOSURE ACCURACY IS 1 FOOT IN 67,168 FEET.

FIELD DATA WAS COLLECTED USING A JAVAD TRIUMPH-15+ DUAL-FREQUENCY RTK GNSS RECEIVER REFERENCING THE TRIMBLE VRS-NOW REAL-TIME NETWORK AND HAVING A RELATIVE POSITIONAL ACCURACY OF LESS THAN 0.04 FEET.

THE FIELD SURVEY WAS COMPLETED IN DECEMBER 2023.

THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A FLOODPLAIN AS DETERMINED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL 13217C0126D FOR NEWTON COUNTY, GEORGIA DATED 03-17-14.

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

HORIZONTAL COORDINATES SHOWN HEREON REFERENCE GEORGIA STATE PLANE, WEST ZONE, NAD83(2011) IN US SURVEY FEET. ANY VERTICAL DATA PROVIDED REFERENCES THE NAVD88 DATUM IN FEET.

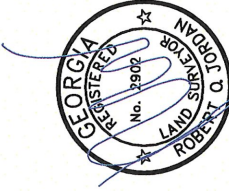
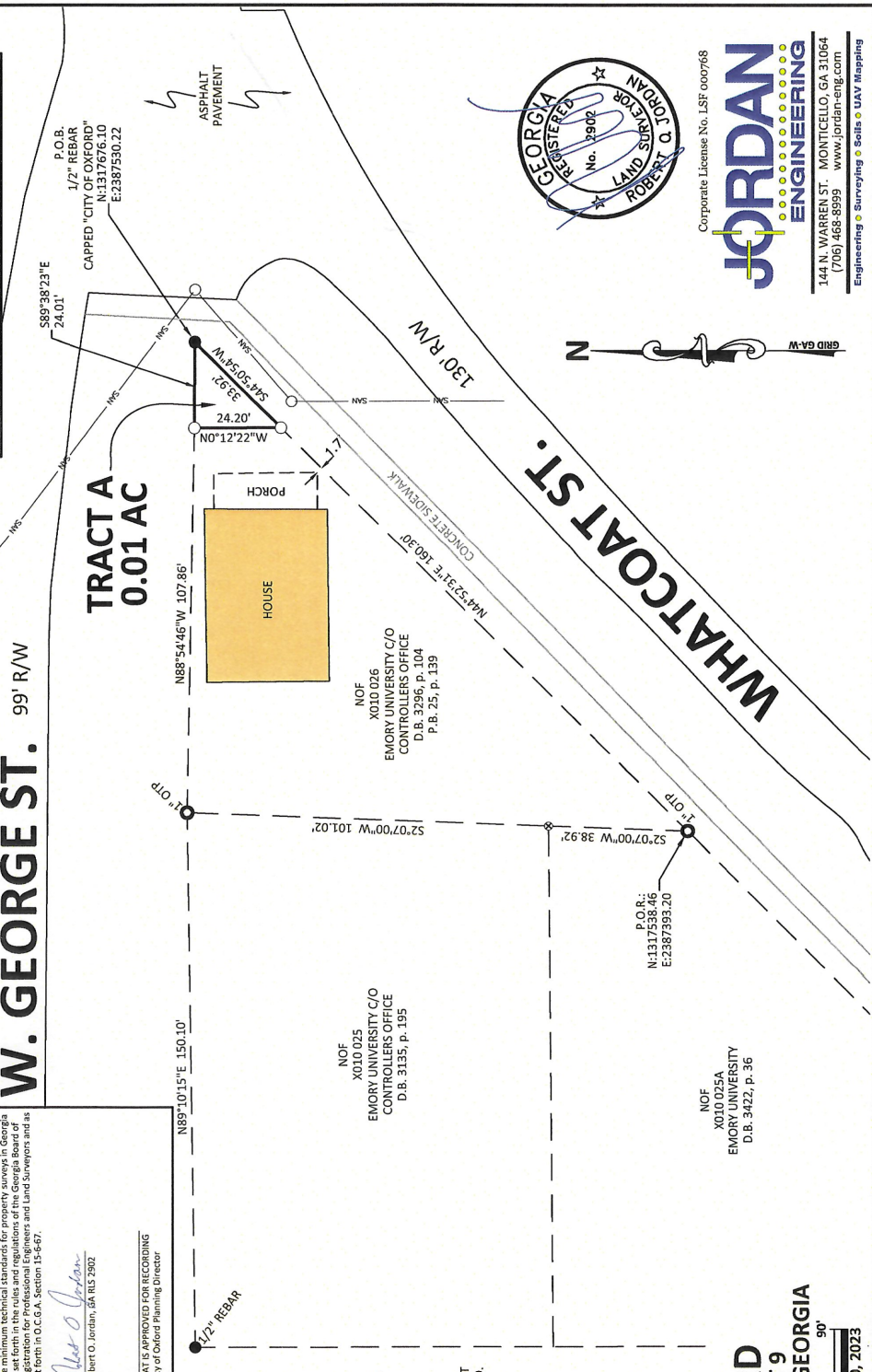
PARCEL CREATION SURVEY FOR
CITY OF OXFORD
 LAND LOT 288, DISTRICT 9
 OXFORD, NEWTON COUNTY, GEORGIA



S:\SURVEY\OXFORD TRIANGLE WHATCOAT\OXFORD TRIANGLE PARCEL RT.DWG December 20, 2023

LEGEND

●	OPEN-TOP PIPE FOUND	P.O.B.	POINT OF BEGINNING
○	SOLID ROD (REBAR) FOUND	P.O.R.	POINT OF REFERENCE
⊗	CONCRETE MONUMENT FOUND	NOF	NOW OR FORMERLY
⊙	1/2" SOLID ROD (REBAR) SET	D.B.	DEED BOOK
⊚	BEARING CHANGE (NO PIN SET)	P.B.	PLAT BOOK
⊛	SURVEYOR'S TRAVERSE NAIL SET	OTR	OPEN-TOP PIPE
⊜	ADJOINING PROPERTY LINE	CMF	CONCRETE MON FND
---	EASEMENT		
---	OVERHEAD POWER		



Corporate License No. LSF 000768

JORDAN ENGINEERING

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

Engineering • Surveying • Soils • UAV Mapping



ADDENDUM TO TASK ORDERS

TASK ORDER NUMBER (if applicable): TO-04

AGREEMENT NUMBER (if applicable): NA

PROJECT NUMBER: 100085001

ADDENDUM NUMBER: 1.0

THIS ADDENDUM to the TASK ORDER, made and entered into February 28, 2024 By and between AtkinsRéalis USA Inc. (“AtkinsRéalis”), and the City of Oxford (“Client”) provides for the Additional Services herein. Except as specifically modified by this ADDENDUM, all terms and conditions of the AGREEMENT AND TASK ORDER referenced above shall continue in full force and effect as originally executed.

SHORT TITLE OF THE ADDENDUM Additional budget for general on-demand services.

1. DESCRIPTION OF ADDITIONAL SERVICES TO BE PROVIDED BY CLIENT (If additional pages are necessary, they are identified as Attachment A).

Provide bid assistance for the Whatcoat St. project including bid document preparation, development of project quantities, and responses to Requests For Information (RFI) during the bidding process. A Not To Exceed (NTE) limit of \$10,00.00 will be set. This limit will not be exceeded without prior authorization from the City. Labor to be billed on an hourly basis. Bill rates will be on a multiline basis of 2.8 times direct labor costs. Any reimbursable expenses will be billed at cost.

2. PERIOD OF PERFORMANCE: Services called for herein shall be completed no later than [Click or tap to enter a date.](#)

3. THE COMPENSATION TO BE PAID TO THE CLIENT for providing the required services shall be (if additional pages are necessary, they are identified as Attachment B):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Time and Materials (T&M)
Total Ceiling “NTE” Amount: <u>\$10,000.00</u> | <input type="checkbox"/> Fixed Unit Rates/Prices
Total “NTE” Amount: <u>Click here</u> |
| <input checked="" type="checkbox"/> Firm-Fixed Price (FFP)
Total Price: <u>\$61,583.00</u> | <input type="checkbox"/> Labor-Hour (LH)
Total Ceiling “NTE” Amount: <u>Click here</u> |
| <input type="checkbox"/> Cost Plus Fixed Fee (CPFF)
Total Estimated Costs: <u>Click here</u> | <input type="checkbox"/> Cost Plus Multiplier FDOT only
Total “NTE” Amount: <u>Click here</u> |

Line Item	Task No.	Description	Changed From \$	Amount Change by \$	Changed to \$
NA	NA	Constr/ Docs. & Permitting	\$61,583.00	\$0	\$61,583.00
NA	NA	Bid Assistance	\$0	\$10,000.00	\$10,000.00
		Click or tap here to enter text.			
		Click or tap here to enter text.			
		Click or tap here to enter text.			



		Totals:	\$61,583.00	\$10,000.00	\$71,583.00
--	--	----------------	--------------------	--------------------	--------------------

Client’s Representation: By executing this Agreement, Client represents and certifies that neither it, nor any of its principals, are currently debarred, suspended or proposed for suspension or debarment by any agency of the U.S. Federal Government.

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions attached hereto.

CITY OF OXFORD

ATKINSRÉALIS USA INC.

SIGNED: _____

SIGNED: *R. Brian Bolick*

TYPED NAME: _____

TYPED NAME: R. Brian Bolick

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: February 28, 2024

STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

County/Municipality: City of Oxford, Newton County, Georgia

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

ARTICLE I STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, as amended (the Act) and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

ARTICLE II
GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or homeland security activity; and
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

ARTICLE III
ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

ARTICLE IV
PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and

(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time each will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own

supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.

In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

ARTICLE VI
LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statute or case law.

ARTICLE VII
RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

ARTICLE VIII
REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of

the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers.

Expenses to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

ARTICLE IX IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE X
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2028. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XI
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:



Chief Executive Officer - Signature

David S. Eady

Chief Executive Officer – Print Name

County/Municipality: City of Oxford

Date: 3 / 1 / 24


GEMA/HS Director – Signature

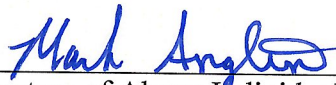
GEMA/HS Director – Print Name

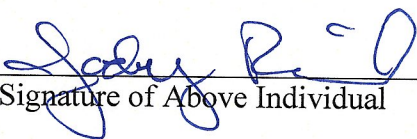
Date: _____ / _____ / _____

APPENDIX A
AUTHORIZED REPRESENTATIVE

The below named individual(s), in addition to the chief executive officer, is/are the “Authorized Representative(s)” for City of Oxford (county/municipality), and are authorized to request, offer, or otherwise provide and coordinate mutual aid assistance on behalf of the above-named county/municipality:

<u>Bill Andrew</u> Print Name	<u>City Manager</u> Job Title/Position
<u></u> Signature of Above Individual	

<u>Mark Anglin</u> Print Name	<u>Chief of Police</u> Job Title/Position
<u></u> Signature of Above Individual	


<u>JODY REID</u> Print Name	<u>Superintendent</u> Job Title/Position
<u></u> Signature of Above Individual	


<u></u> Chief Executive Officer - Signature	Date: <u>3</u> / <u>1</u> / <u>2024</u>
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DAVID S. EADY
Chief Executive Officer – Print Name

APPENDIX B
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the “designated fiscal officer(s)” for City of Oxford
(county/municipality) for the purpose of reimbursement sought for mutual aid:

Marcia Brooks	City Clerk/Treasurer
Print Name	Job Title/Position
	
Signature of Above Individual	

Bill Andrew	City Manager
Print Name	Job Title/Position
	
Signature of Above Individual	

Print Name	Job Title/Position
Signature of Above Individual	

	Date: <u>3</u> / <u>1</u> / <u>24</u>
Chief Executive Officer - Signature	

DAVID S. EADY
Chief Executive Officer – Print Name



Memo

To: Bill Andrew, City Manager

From: Marcia Brooks, City Clerk/Treasurer *mlb*

Date: February 22, 2024

Re: BS&A Conversion and Go Live

The purpose of this memo is to provide information about the conversion of our accounting software. We are scheduled to go live with BS&A on May 20th. On May 16th and 17th BS&A will be taking down all of our current applications in order to ensure a clean conversion of data. Employees will not have access to any of our current databases, including customer accounts, work orders, accounts payable, payroll and general ledger. I would like to request that we be allowed to close the office these two days since we will be unable to provide any of the services our customers are used to receiving.

We plan to communicate this information in a number of ways: through social media, on our website, in utility bills, and as we wait on customers in person. On the 16th and 17th we can have an automated attendant set up to give customers information during the day and give them an opportunity to leave messages which we can return periodically. I would like for my staff to dress comfortably and utilize this time to complete some archiving tasks that are long overdue and desperately need to be completed to make our work area more efficient.

We considered making online utility bill payments available to customers on the 15th and 16th. However, this would require that we post all the payments manually after BS&A goes live. Also, with the current systems offline, customers will not see accurate representations of the balances on their accounts. We believe having online services available will cause more confusion and increase anxiety for my staff at a time that will already be stressful for them. Therefore, I would like to terminate access to online payments on May 15th at 11:59 p.m. for the current system. Online access would be available on the new BS&A payment site when the software goes live.

Lastly, I would like to request that we be allowed to waive penalties on customer accounts for May since we will have some down time and will need time to ensure the new system is operating correctly. This includes the 10% penalty assessed on the 15th of each month and the \$25 penalty assessed on the 25th of each month. The 10% penalty has averaged \$3,339/month during FY 2024, and the \$25 penalty has averaged \$2,550/month over the same time. The FY 2024 budget anticipated collecting \$6,250 per month for these two

charges combined. For less impact on revenue, we could also just waive the penalty on the 15th but still assess the penalty on the 25th.

My staff is excited about all the improvements that will be available in the new software, and we are committed to providing the best service possible for our customers. We look forward to input and direction from the Mayor and City Council on these issues.

/mlb



Memo

To: Bill Andrew, City Manager

From: Marcia Brooks, City Clerk/Treasurer *mlb*

Date: March 13, 2024

Re: Requests to Add BS&A HR Module and Cashiering Equipment

When we initially purchased our BS&A Software, we included their Timesheets and Payroll modules to track employee hours and generate paychecks but did not include the HR suite in an effort to keep costs down. However, in retrospect I feel that we should have included this module. It will provide us with many options not available in the Timesheets module, and I believe the benefits outweigh the cost.

The benefits of the HR suite include the following items that are not available with only the Timesheets and Payroll modules:

- Benefit plan tracking and enrollment.
- Position tracking as well as rate history.
- Position Budgeting.
- FMLA Case tracking.
- License and Certification.
- Asset tracking – (this entails city issued property that employees must return upon termination. Ex: City issued weapon, laptops, uniforms etc.)
- Formal Employee Review tracking and scheduling.
- Personnel Action Forms – instead of paper forms filled out for personnel actions, these can be built into an electronic workflow.
- Applicant Tracking (with the ability to post open positions online)

There is adequate surplus funding available in our Electric Capital account to cover the additional project cost of implementing the HR Module.

Also, equipment needs to be replaced at our front counter so that it is compatible with the software. The equipment will fall under the threshold for capitalizing. We should not have any problems covering the equipment items from General Operating funds in FY 2024.

There is also a recurring annual component to the modules. The initial recurring cost quoted was \$11,010 for the entire software package. We then executed a change request to add the Work Order module, which added \$1,045 to the annual cost for a total of \$12,055 annually which we are currently obligated for.

Adding the HR module will increase the recurring annual cost by \$1,355 to a total annual cost of \$13,410. For comparison, our last invoice from Harris Computer Systems for one year of licensing and support of our current system was \$24,367.18 (paid from FY 2024 funds). We will be saving over \$10,000 annually by changing to BS&A even with the HR module added. This savings will be reflected in the FY 2025 operating budget. The contract is subject to increases tied to the Consumer Price Index (CPI) after two years, which we will monitor closely and incorporate into future budgets.

I appreciate the consideration given to these requests and feel that they will offer significant enhancements to the system we are already looking forward to using.

/mlb

Change Request

BS&A Software, LLC | bsasoftware.com | 855 BSASOFT

Customer: **City of Oxford, Newton County GA**

Prepared By: Kevin Schafer, Account Executive

Change #	2	Date Submitted	2/13/2024
		Date Required	2/13/2024
Module/Area Affected	Cloud Human Resources		

No.	Changed Deliverable	Reason or Description	Net Change in Cost
1	Add Cloud Human Resources Module		\$1,355
2	Add Cloud Human Resources Database Setup	Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees	\$3,000
3	Add Cloud Human Resources Setup/Training	1 day @ \$1,000/day	\$1,000
4	Add Cloud Human Resources Project Management and Implementation Planning		\$250
5	Add Related Travel Expenses		\$505
Total Net Changes			\$6,110.00

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Personnel Management

Human Resources	\$1,355
-----------------	---------

BS&A Software, LLC

DocuSigned by:
By: Mark Puetz
B3031FE53C404E6...
Name: Mark Puetz
Title: Product Manager
Date: 2/14/2024

Customer

By: _____
Name: Marcia Brooks
Title: Clerk/Treasurer
Date: _____

Change Request

BS&A Software, LLC | bsasoftware.com | 855 BSASOFT

Customer: **City of Oxford, Newton County GA**

Prepared By: Kevin Schafer, Account Executive

Change #	3	Date Submitted	2/13/2024
		Date Required	2/13/2024
Module/Area Affected	Cloud Cash Receipting		

No.	Changed Deliverable	Reason or Description	Net Change in Cost
1	Add Epson THM-6000V Series Receipt Printer*	2 @ \$925/each	\$1,850
2	Add APG Series 100 Cash Drawer**	2 @ \$275/each	\$550
3	Add Fixed Till	1 @ \$115/each	\$115
Total Net Changes			\$2,515.00

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

***If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?
 ___Epson ___Ithaca ___Other (please specify)_____*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

BS&A Software, LLC

DocuSigned by:
 By: Mark Puetz
B3031FE53C404E6...
 Name: Mark Puetz
 Title: Product Manager
 Date: 2/14/2024

Customer

By: _____
 Name: Marcia Brooks
 Title: Clerk/Treasurer
 Date: _____

Proposal for New Monthly Billing for attendance at the Work Sessions and Regular Meetings

In reviewing 2023's regular monthly meetings (including the usual review of the packets, agendas, and docs), the average time spent was 3.1 hours per month. If we plug in the average for Work Sessions of 2.5 hours, and add-in reviewing the Work Session agendas and docs circulated prior ~ .9 hour, that will add up to $3.1 + 2.5 + .9 = 6.5$ hours in monthly retainer (\$975.00/month). There would be separate billing for anything else that is nonrepetitive (such as Special Called Meetings or General Questions), but no additional billing for meetings that ran longer.

Looking at these numbers, we are proposing monthly billing of \$1,000.00 for Mr. Strickland to review, prepare for, and attend all scheduled Work Sessions and Regular Meetings* of the City Council.

Average monthly billings for the following calendar years:

\$1,380 for 2021

\$1,503 for 2022

\$1,935 for 2023

3 years' average (calendar 2021 – 2023) \$1,606

These are total billings – monthly meetings and recurring charges, plus nonrecurrent items and projects: note, this includes very few work sessions/called meetings – perhaps 2 or 3 a year, so attending all of those is not part of these historical numbers.

*Please note, any Special Called Meeting that was coincident with a scheduled Work Session or Voting Meeting would not incur additional billing.