

Oxford Mayor and Council
Regular Session
Monday, May 2, 2022 – 7:00 P.M.
Oxford City Hall
Agenda

1. Call to Order, Mayor David S. Eady
2. Pledge of Allegiance
3. Invocation
4. Motion to accept the Agenda for the May 2, 2022 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
 - a. *Minutes of the April 4, 2022 Regular Session
 - b. *Minutes of the April 18, 2022 Regular Work Session
 - c. *Minutes of the April 25, 2022 Budget Work Session
6. Mayor's Announcements
7. Citizen Concerns
8. ***FY 2022 Electric Line Tree Trimming** – This is the City's annual tree trimming to keep the electric line corridors clear of overhanging limbs. The City is piggybacking on the City of Covington's contract with Burford Tree, LLC at a cost of \$5,817 per linear miles. Staff recommends authorizing the Mayor to enter into a contract with Burford Tree, LLC for FY 2022 electric line tree trimming covering 25% of the City's linear miles of ROW with electric lines. The total cost is \$45,000.
9. ***Reclassification and Assigning Pay Rate for Current Administrative Positions**
Staff requests approval to reclassify two positions in the City Clerk's office: Administrative Clerk (pay grade 11) to Associate Clerk (pay grade 12), and Utility Billing/Municipal Court Clerk (pay grade 13) to Associate Clerk (pay grade 12).
10. **Purchase of New Financial Software and Budget Amendment** – Staff is in the final stages of selecting a vendor to replace the financial software we currently have. The initial cost is expected to be around \$100,000. We would like to use FY 2022 Capital funds for the initial purchase. A budget amendment will be needed to authorize the purchase. Staff requests approval to move forward with the purchase once a vendor is selected and present the budget amendment at the June City Council meeting.
11. ***Atkins Master Service Agreement** – At the April work session the City Council discussed entering into a Master Service Agreement (MSA) with Atkins to manage the major projects the City of Oxford needs to complete. The sample MSA and task form are attached. Authorization to allow the Mayor to sign a MSA with Atkins is requested.

12. ***Review FY2023 Budget**

13. ***Invoices** – Council will review the city’s recently paid invoices over \$1,000

14. **Executive Session**

15. Adjourn

*Attachments