



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, JUNE 3, 2024 – 7:00 PM  
CITY HALL**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Jeff Wearing – Councilmember (late)

**APPOINTED/STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer  
Mark Anglin – Police Chief

**ELECTED OFFICIALS NOT PRESENT:**

Erik Oliver – Councilmember  
Jim Windham – Councilmember

**OTHERS PRESENT:** Charlie Williams (Mt. Zion First Baptist Church), Evan Newton (Covington News)

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **Jeff Wearing made a motion to accept the agenda for the June 3, 2024 Mayor and Council Regular Meeting. Mike Ready seconded the motion. The motion was approved unanimously (5/0).** (Attachment A)
3. **Laura McCanless made a motion to approve the Consent Agenda. Jeff Wearing seconded the motion. The motion was approved unanimously (5/0).** (Attachment B)
4. **Mayor's Report**  
Mayor Eady mentioned that the June work session meeting has been moved to June 24, 2024.
5. **Citizen Concerns**
6. **Resolution to Adopt an Annual Balanced Budget for FY 2025** (Attachment C)  
**Laura McCanless made a motion to approve the FY 2025 budget. Jeff Wearing seconded the motion. The motion was approved unanimously (5/0).**

7. **Routine Electric Utility Pole Replacement** (Attachment D)

**Mike Ready made a motion to approve the recommended bids for poles from Gresco, installation from U-Tec, and materials from Anixter. George Holt seconded the motion. The motion was approved unanimously (5/0).**

8. **Invoices** (Attachment K)

The City Council reviewed invoices paid for \$1,000 or more in the month of May 2024.

9. **Executive Session**

None.

10. **Adjourn**

**Mike Ready made a motion to adjourn at 7:15 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (5/0).**

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL**  
**REGULAR SESSION**  
**JUNE 3, 2024 – 7:00 P.M.**  
**CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054**  
**A G E N D A**

1. **Call to Order – Mayor David S. Eady**
2. **Motion to accept the Agenda for the June 3, 2024 Mayor and Council Regular Meeting.**
3. **Consent Agenda:**
  - a. \*Minutes of the City Council Regular Session on May 6, 2024
  - b. \*Minutes of the Public Hearing on the Budget May 22, 2024
  - c. \*Minutes of the City Council Work Session on May 22, 2024
4. **Mayor's Report:** The June Work Session is on June 24<sup>th</sup> (4<sup>th</sup> Monday of the week) due to the run-off election on June 18<sup>th</sup> and Juneteenth being on Wednesday, June 19<sup>th</sup>.
5. **Citizen Concerns**
6. **\*Consideration to Approve the Resolution to adopt an Annual Balanced Budget for FY 2025**
  - a. Covington News Budget Ad
  - b. FY 2025 Operating Budget
  - c. FY 2025 Personal Services Costs
  - d. Job Description for Accounting Specialist
  - e. Justification for Accounting Specialist
  - f. Job Description for Police Administration
  - g. Justification for Police Administration
  - h. FY 2025 Capital Budget
  - i. Justification for Electric System Improvements
  - j. Justification for F-150
  - k. Police Department Flooring
  - l. Special Revenue Funds Budget
7. **\*Routine Electric Utility Pole Replacement:** We will be replacing 9 poles which have been deemed to be past their useful life.
  - a. We have two bids to install the poles: U-tec – \$41,789 and Over and Under – \$60,282.
  - b. We have two bids on the materials: Anixter - \$8,170 and Gresco - \$15,417 (Please note: The Anixter bid does NOT include transformers as they will not quote transformer pricing for bid purposes.)
  - c. We have one bid for the poles: Gresco - \$11,600 (please note, we are ordering 11 poles so we will have extra in stock)
8. **\*Invoices:** Council will review the city's recently paid invoices over \$1,000.
9. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.
10. **Adjourn**

\*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, MAY 6, 2024 – 7:00 PM  
CITY HALL  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember  
Erik Oliver – Councilmember

**APPOINTED/STAFF PRESENT:**

Bill Andrew – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Mark Anglin – Police Chief  
Jody Reid – Supervisor of Maintenance and  
Utilities  
David Strickland, City Attorney

**OTHERS PRESENT:** Laura Gafnea (Oxford College), Anderson Wright, Nick Cole, Mike McQuaide

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **Erik Oliver made a motion to accept the agenda for the May 6, 2024 Mayor and Council Regular Meeting. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
3. **Mike Ready made a motion to approve the Consent Agenda with the exception of items b and e which are not yet completed. Erik Oliver seconded the motion. The motion was approved unanimously (7/0).**
4. **Mayor's Report**
5. **Citizen Concerns**  
Nick Cole praised the City for the recent capital improvements that have been made.  
Anderson Wright discussed cemetery issues.
6. **Approval to Proceed on the new Cemetery Access Road** (Attachment C)

**Erik Oliver made a motion to approve the bid from Peach State Construction for \$12,965. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

7. **Authorization for the Mayor to sign the contract with Burford's Tree, LLC (Attachment D)**

**Laura McCanless made a motion to approve the contract with Burford's Tree, LLC. Mike Ready seconded the motion. The motion was approved unanimously (7/0).**

8. **Authorization for the Mayor and City Manager to sign the Authorization to Close the Water and Sewer Sinking Fund (Attachment E)**

**Erik Oliver made a motion to approve the authorization to close the Water and Sewer Sinking Fund. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

9. **Update on the Sewer Moratorium (Attachment F)**

**George Holt made a motion to approve allowing the moratorium on the Catova Creek line to expire and extending the Turkey Creek line moratorium to July 1, 2024. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).**

10. **Vote to Adjust Salary for the City Manager, City Clerk, and Police Chief**

**Mike Ready made a motion to approve the salary increases for the City Manager, City Clerk and Police Chief as recommended in the April 15, 2024 Executive Session. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).**

11. **Invoices (Attachment G)**

The City Council reviewed invoices paid for \$1,000 or more in the month of April 2024.

12. **Executive Session**

None.

13. **Adjourn**

**Jim Windham made a motion to adjourn at 7:30 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**OXFORD CITY HALL**  
**WEDNESDAY, MAY 22, 2024**  
**Budget Public Hearing**

**PRESENT: David S. Eady, Mayor; Councilmembers: James Windham, Laura McCanless, George Holt, Mike Ready, Jeff Wearing**

**Staff members present: City Manager Bill Andrew, City Clerk/Treasurer Marcia Brooks, Police Chief Mark Anglin, Superintendent of Utilities and Maintenance Jody Reid**

**OTHERS PRESENT: None.**

The public hearing was called to order at 6:03 PM by Mayor David S. Eady. The purpose of the public hearing was to receive written and oral comments on the proposed FY 2025 Operational Budget, FY 2025 Capital Budget, FY 2025-2029 Capital Improvement Plan, and FY 2025 Special Revenue Budget.

No oral or written comments were provided from the public. The City Councilmembers present discussed several issues related to the proposed budgets.

Mayor Eady stated that his proposal is to add the amount of the deficit to property tax revenue to balance the budget and take appropriate action to set the millage rate to close the gap once the City receives the 2024 property tax documents from the Newton County Property Tax Commissioner. He expects property valuation increases to cover a portion of this and increase the millage rate to cover the difference.

Jim Windham stated he would vote for a property tax increase only if some other things are included such as not adding any personnel with a new system being implemented and changing the chain of command in the charter to place the City Manager over all staff. He believes the problems the new positions would address could easily be handled by staff or the City Manager or by bringing outside people in. Laura McCanless concurred with this. He does not think property taxes should be the sole revenue source to move toward making the General Fund self-sufficient.

Mayor Eady provided property tax revenue amounts for previous years to demonstrate that there has not been much difference in property taxes collected between 2007 and 2023. He contended that this line item would already be generating more revenue if the millage rate had been increased incrementally over the years to provide for the increasing cost of running the City. His proposal would result in a maximum of about 1.5 mils increase over last year's millage rate. Mr. Windham and Ms. McCanless also expressed concern about residents asking them why their taxes keep going up.

Mayor Eady stated he had not spoken with anyone who was asking that question. He asked the City Councilmembers to refer this question to him and he would be glad to speak with them. The City has not increased property taxes, but the valuation of their homes has increased.

Ms. McCanless understood Mayor Eady's points and that the City is having difficulty meeting its needs but felt uneasy forecasting property tax revenue in such a positive light.

Mayor Eady expressed the need to have the Tax Assessor's office correctly classify the properties in the City that should not be tax exempt, or to negotiate a PILOT agreement with Emory University.

Jeff Wearing asked if we could increase our revenue from sales tax. Mayor Eady pointed out that sales tax goes to the state, and the City receives its apportionment according to agreed upon percentages with the county and municipalities. New businesses would result in a slight increase in LOST revenue. New businesses would also increase some other types of tax revenue.

Mayor David Eady adjourned the public hearing at 6:30 pm.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer

## **CITY OF OXFORD**

### **RESOLUTION**

#### **TO ADOPT AN ANNUAL BALANCED BUDGET IN ACCORDANCE WITH CHAPTER 81, TITLE 36 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED**

**WHEREAS**, the City of Oxford, Georgia, hereinafter referred to as the ("City") pursuant to O.C.G.A. Chapter 81, Title 36 is required to adopt a balanced budget where the sum of estimated net revenues and appropriated fund balances is equal to appropriations; and;

**WHEREAS**, the City published a public notice setting a Public Hearing date in the local newspaper; and the City conducted a Public Hearing at least one (1) week prior to adoption of the proposed operating budget.

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

1. That the Fiscal Year 2025 (July 2024 – June 2025) Operating Budget, the Fiscal Year 2025 (July 2024 – June 2025) Capital Budget, the Five-Year Capital Improvement Plan (July 2024 – June 2029), and the Fiscal Year 2025 Special Revenue Funds Budget (July 2024 – June 2025) are adopted this date.
2. That the full-time positions funded by this budget shall be limited to:
  - a. CITY COUNCIL – Mayor (1), Councilmember (6)
  - b. GENERAL GOVERNMENT – City Manager (1), City Clerk (1), Deputy City Clerk (1), Utility Billing Clerk (1 – cost spread across Electric, Water/Sewer, and Solid Waste), Associate Clerk (1), Municipal Court Clerk (1), Accounting Specialist (1),
  - c. POLICE DEPARTMENT – Police Chief (1), Officer (3),
  - a. STREET/PARKS DEPARTMENTS – Groundskeeper (3), Equipment Operator I/Recycle and Refuse Collection Worker (1)
  - b. WATER AND SEWER DEPARTMENT – Public Works and Utility Maintenance Worker I (1), Equipment Operator I/Meter Reader (1)
  - c. ELECTRIC DEPARTMENT – Supervisor of Utilities and Maintenance (1), Assistant Public Works Supervisor (1)
3. That the part-time positions funded by this budget shall be limited to:
  - a. POLICE DEPARTMENT – Police Administrative Specialist (1)



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

**SO RESOLVED, THIS 3<sup>RD</sup> DAY OF JUNE, 2024**

\_\_\_\_\_  
David S. Eady, Mayor

\_\_\_\_\_  
Erik Oliver, Mayor Pro Tem

\_\_\_\_\_  
Jim Windham, Councilmember

\_\_\_\_\_  
George Holt, Councilmember

\_\_\_\_\_  
Laura McCanless, Councilmember

\_\_\_\_\_  
Mike Ready, Councilmember

\_\_\_\_\_  
Jeff Wearing, Councilmember

**ATTEST:**

\_\_\_\_\_  
Marcia Brooks, City Clerk/Treasurer

**{The Seal of the City of Oxford, Georgia}**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
C. David Strickland, City Attorney

# NCFS Receives \$750 for Home Fire Sprinkler Program

STAFF REPORT | THE NEWS

**N**ewton County Fire Services (NCFS) received a \$750 stipend from the national nonprofit Home Fire Sprinkler Coalition (HFSC) to increase awareness about the dangers of home fires and the life-saving benefits of home fire sprinklers.

The stipend will fund an event on Saturday, May 18, during Home Fire Sprinkler Week at Newton County Fire Station 8 at 2345 Gum Creek Road in Oxford. Bring the entire family and tour the station, touch a truck, and learn about fire safety. Free smoke alarms with installation will be scheduled at the event as well.

With the National Fire Protection Association Fire Sprinkler Initiative, HFSC co-sponsors Home Fire Sprinkler

Week, an educational program carried out annually in the U.S. and Canada. The Week unites the fire service in the effort to increase awareness of home fire dangers to civilians and responders and facts about installing fire sprinklers in new homes.

“Every community needs the facts about home fire sprinklers, including Newton County. We are honored to have been selected for this generous stipend,” said James Franklin, Fire Safety Educator of Newton County Fire Services. “Using the Home Fire Sprinkler Coalition’s educational materials, we will raise awareness of how quickly a home fire can become deadly and the life-saving impact of installing home fire sprinklers.”

According to HFSC:

- Without sprinklers, today’s home fires become

deadly in as little as two minutes.

- These fires put residents and firefighters at risk from toxic smoke, heat and flames.
- With sprinklers, in a home fire the sprinkler closest to the fire will activate when the temperature reaches about 165F.
- The sprinkler will spray water directly on the fire, controlling or putting it out. In most home fires just one sprinkler activates.

The HFSC Stipend Program is funded through a grant from State Farm.

For more information about home fire sprinklers, please visit the Home Fire Sprinkler Coalition website at [www.homefiresprinkler.org](http://www.homefiresprinkler.org).



## CITY OF OXFORD PUBLIC HEARING FY2025 BUDGET REVIEW AND ADOPTION

A Public Hearing on the FY2025 Budget is scheduled for Monday, May 22, 2024, at 6:00 p.m. At this meeting, the Mayor and Council will receive both written and oral comments about the FY 2025 Annual Operating and Special Revenue Budgets and the Five-Year Capital Improvement Plan for the City of Oxford. Copies of the budget documents are available in the office of the City Clerk at City Hall for public inspection.

The City Council will review the proposed Budgets during its meeting after the Public Hearing on May 22, 2024. The Council is scheduled to adopt the Budgets at its regular meeting on Monday, June 3rd at 7:00 p.m. All meetings will be held at the Oxford City Hall, 110 West Clark Street, Oxford, Georgia.

Marcia Brooks  
City Clerk/Treasurer



# Annual Operating Budget - FY2025

July 1, 2024 - June 30, 2025

Adopted xx/xx/2024

Mayor David S. Eady

Councilmembers

Jeff Wearing - Erik Oliver

Laura McCanless - George Holt

Mike Ready - Jim Windham

Bill Andrew, City Manager

Marcia Brooks, City Clerk/Treasurer

Mark Anglin, Police Chief

Jody Reid, Supervisor of Public Works and Utilities

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>GENERAL FUND - REVENUE</b>									
1	100-0000-3110000-000	General Property Taxes		\$ 236					
2	100-0000-311100-000	Real Property Tax-Current Yr.	\$ 135,000	\$ 146,154	\$ 172,000	\$ 184,657	\$ 184,657	\$ 226,109	
3	100-0000-311200-000	Property Tax - Prior Year	\$ 3,000	\$ 25,215	\$ 4,021	\$ 2,793	\$ 2,793	\$ 3,500	
4	100-0000-311310-000	Motor Vehicle Adv.	\$ 2,500	\$ 2,377	\$ 1,500	\$ 708	\$ 1,214	\$ 1,000	
5	100-0000-311315-000	Motor Vehicle TAVT	\$ 170,000	\$ 201,209	\$ 180,000	\$ 106,613	\$ 182,765	\$ 183,000	
6	100-0000-311316-000	AAVT Alternative		\$ 424					
7	100-0000-311340-000	Intangible Tax	\$ 7,000	\$ 6,121	\$ 4,853	\$ 631	\$ 1,082	\$ 1,000	
8	100-0000-311600-000	Real Estate Transfer	\$ 2,000	\$ 2,180	\$ 1,122	\$ 1,319	\$ 2,261	\$ 1,500	
9	100-0000-311710-000	Electric Franchise Tax	\$ 2,200	\$ 2,530	\$ 2,530	\$ -	\$ -	\$ 2,500	
10	100-0000-311730-000	Gas Franchise Tax	\$ 14,000	\$ 16,461	\$ 11,580	\$ 5,805	\$ 9,951	\$ 10,000	
11	100-0000-311750-000	TV Cable Franchise Tax	\$ 35,000	\$ 32,473	\$ 30,000	\$ 21,018	\$ 36,030	\$ 32,000	
12	100-0000-311760-000	Telephone Franchise Tax	\$ 6,000	\$ 4,882	\$ 4,440	\$ 794	\$ 1,361	\$ 1,500	
13	100-0000-313100-000	LOST Sales & Use Tax	\$ 562,000	\$ 665,275	\$ 582,000	\$ 344,038	\$ 589,779	\$ 605,000	
14	100-0000-316100-000	General Occupational Tax	\$ 11,000	\$ 11,577	\$ 11,000	\$ 6,822	\$ 11,695	\$ 11,000	Business License payments.
15	100-0000-316200-000	Insurance Premium Tax	\$ 170,000	\$ 186,420	\$ 180,000	\$ 203,837	\$ 203,837	\$ 195,000	One check per year, based on population.
16	100-0000-319000-000	Penalty/Interest on Del Taxes	\$ 1,000	\$ 1,074	\$ 1,000	\$ 287	\$ 492	\$ 1,000	
17	100-0000-321200-000	General Building Permits	\$ 5,000	\$ 9,813	\$ 10,000	\$ 2,018	\$ 3,460	\$ 5,000	
18	100-0000-322901-000	Misc. Income	\$ 500	\$ 368	\$ 250	\$ 132	\$ 226	\$ 250	
19	100-0000-322990-001	Farmer's Market Permits				\$ 40	\$ 69	\$ 50	
20	100-0000-331210-000	Direct Federal Grants					\$ -		
21	100-0000-334200-000	State Grants					\$ -	\$ 69,485	Reimbursements for TAG Grant
22	100-0000-335800-000	Intergovernmental Revenues	\$ 25,000	\$ 28,352	\$ 56,500	\$ 9,368	\$ 28,500	\$ 28,500	LMIG. This check already came in.
23	100-0000-341400-000	Printing/Duplicating Service	\$ 100	\$ 93	\$ 100	\$ 20	\$ 35	\$ 100	
24	100-0000-341910-000	Election Qualifying Fees			\$ 750	\$ 576	\$ 987		
25	100-0000-349100-000	Cemetery Fees	\$ 5,000	\$ 6,600	\$ 5,000	\$ 3,550	\$ 6,086	\$ 5,000	
26	100-0000-349300-000	Bad Check Fees	\$ 500	\$ 395	\$ 500	\$ 115	\$ 197	\$ 250	
27	100-0000-351000-000	Fines & Forfeitures	\$ 75,000	\$ 81,673	\$ 77,640	\$ 42,776	\$ 73,330	\$ 75,000	
28	100-0000-361000-000	Interest Revenues	\$ 5,000	\$ 62,205	\$ 50,000	\$ 89,259	\$ 153,015	\$ 125,000	Reflects an increase in interest rates.
29	100-0000-371000-000	Contributions from Private Sources	\$ 500	\$ -	\$ 2,000	\$ -	\$ -		most commonly comes from film donations. Query
30	100-0000-371000-002	July 4th Donations		\$ 2,625			\$ 2,000	\$ 2,000	
31	100-0000-381000-000	Rents and Royalties	\$ 5,000	\$ 8,550	\$ 12,000	\$ 3,600	\$ 6,171	<del>\$ 10,000</del>	break down below into separate locations
32	100-0000-381000-001	Rents and Royalties - ASP Pavilion						\$ 6,000	
33	100-0000-381000-002	Rents and Royalties - Old Church						\$ 5,000	
34	100-0000-381000-003	Rents and Royalties - Town Green						\$ 1,500	
35	100-0000-381001-000	Lease Agreement Income	\$ 31,710	\$ 33,507	\$ 33,507	\$ -	\$ 33,507		810 Whatcoat Building Lease - Oxford College.
36	100-0000-381002-000	Lease - Verizon	\$ 28,000	\$ 22,863	\$ 30,703	\$ 17,484	\$ 29,973	\$ 30,000	Water Tower Antenna - Verizon Wireless.
37	100-0000-389000-000	Misc. Revenue	\$ 500	\$ 1,987	\$ 2,000	\$ -	\$ -	\$ 2,000	
38	100-0000-389000-001	Insurance Credits							
39	100-0000-392300-000	Proceeds-Dispose of Assets				\$ 8,540	\$ 8,540		
40	100-3200-383000-000	Insurance Claim Reimbursement		\$ 3,095					
		<b>REVENUES TOTAL</b>	\$ 1,302,510	\$ 1,566,733	\$ 1,466,996	\$ 1,056,799	\$ 1,574,012	\$ 1,629,244	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>GENERAL FUND - EXPENDITURES</b>									
<b>CITY COUNCIL</b>									
1	100.1100.511100.000	Regular Employees	\$ 30,000	\$ 29,720	\$ 34,800	\$ 17,500	\$ 30,000	\$ 34,800	
2	100.1100.512200.000	Social Security (FICA)	\$ 2,295	\$ 2,274	\$ 2,662	\$ 1,339	\$ 2,295	\$ 2,662	
3	100.1100.523100.000	Liability Insurance	\$ 10,700	\$ 11,038	\$ 15,000		\$ 15,000	\$ 20,000	Annual bill in April.
4	100.1100.523600.000	Education & Training	\$ 2,500	\$ 918	\$ 5,000	\$ 2,468	\$ 3,000	\$ 5,000	process of approval for training needed from mayor
5	100.1400.511100.000	Reg Employees - Election			\$ 750	\$ -			
		<b>SUBTOTAL</b>	\$ 45,495	\$ 43,949	\$ 58,212	\$ 21,307	\$ 50,295	\$ 62,462	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>GENERAL GOVERNMENT</b>									
1	100.1500.511100.000	Regular Employees	\$ 269,033	\$ 277,342	\$ 298,789	\$ 162,751	\$ 279,001	\$ 345,533	100% of City Clerk, Deputy City Clerk, 2 associate clerks, City Manager, Accounting Specialist (requested)
2	100.1500.511300.000	Overtime	\$ 5,000	\$ 6,330	\$ 6,000	\$ 4,530	\$ 7,766	\$ 6,000	
3	100.1500.512100.000	Group Insurance	\$ 60,000	\$ 50,794	\$ 65,000	\$ 39,254	\$ 67,293	\$ 69,710	Health and Life Insurance
4	100.1500.512200.000	Social Security (FICA)	\$ 20,581	\$ 21,701	\$ 22,857	\$ 12,797	\$ 21,938	\$ 26,433	
5	100.1500.512400.000	Retirement Plan Expense	\$ 20,000	\$ 20,118	\$ 20,250	\$ 4,883	\$ 8,372	\$ 8,500	Stacey portion of defined benefit plan
6	100.1500.512450.000	Retirement Cont. (DC) 401	\$ 16,142	\$ 10,445	\$ 17,927	\$ 4,869	\$ 8,348	\$ 20,732	6%
7	100.1500.512700.000	Workers' Comp Insurance	\$ 1,500	\$ 1,023	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	
8	100.1500.512900.000	Unemployment Payments	\$ 2,000	\$ 3,213	\$ 6,500	\$ -	\$ -		
9	100.1500.521200.000	Professional	\$ 106,600	\$ 90,816	\$ 125,000	\$ 73,045	\$ 125,221	\$ 130,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	\$ 6,000	\$ 7,750	\$ 6,000	\$ 2,860	\$ 4,903	\$ 6,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	\$ 7,500	\$ 10,100	\$ 7,500	\$ -	\$ -	\$ 4,000	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	\$ 45,300	\$ 45,293	\$ 50,000	\$ 53,632	\$ 53,632	\$ 55,000	Annual tax bill from Newton County
13	100.1500.521300.000	Technical Purchased Service	\$ 55,000	\$ 54,330	\$ 65,000	\$ 42,173	\$ 72,296	\$ 75,000	
14	100.1500.522200.000	Repairs & Maintenance	\$ 30,000	\$ 24,993	\$ 30,000	\$ 15,936	\$ 27,318	\$ 30,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	\$ 10,000	\$ 685	\$ 5,000	\$ 2,300	\$ 3,943	<del>\$ 5,000</del>	removed for FY 2024 - transfer to DDA
16	100.1500.522200.002	YH Welcome Center	\$ -	\$ 1,075	\$ 2,000	\$ -	\$ -	\$ 10,000	increase to 10K, include Farmers Market
17	100.1500.522320.000	Equipment Leases and Rentals	\$ 1,300	\$ 925	\$ 1,300	\$ 514	\$ 881	\$ 1,300	Lease for new copier at City Hall
18	100.1500.523100.000	Liability Insurance	\$ 9,600	\$ 9,426	\$ 12,800	\$ -	\$ 12,800	\$ 15,000	Annual bill in April
19	100.1500.523200.000	Telephone - Postage	\$ 26,000	\$ 29,351	\$ 26,000	\$ 10,574	\$ 18,127	\$ 22,000	
20	100.1500.523300.000	Advertising & Promotions	\$ 10,000	\$ 6,577	\$ 10,000	\$ 2,125	\$ 3,643	\$ 5,000	
21	100.1500.523320.000	July 4th Parade Expenses	\$ 6,000	\$ 7,547	\$ 15,000	\$ 7,040	\$ 12,068	\$ 15,000	
22	100.1500.523600.000	Dues & Fees	\$ 12,000	\$ 13,760	\$ 12,000	\$ 8,487	\$ 14,548	\$ 15,000	
23	100.1500.523700.000	Education & Training	\$ 6,500	\$ 5,066	\$ 10,000	\$ 1,051	\$ 1,801	\$ 10,000	
24	100.1500.531100.000	Supplies & Materials	\$ 17,000	\$ 11,418	\$ 17,000	\$ 4,158	\$ 7,128	\$ 15,000	
25	100.1500.531200.000	Energy - Utilities	\$ 17,000	\$ 11,436	\$ 17,000	\$ 5,135	\$ 8,803	\$ 10,000	
26	100.1500.531600.000	Small Equipment Under \$5,000	\$ 4,000	\$ 1,527	\$ 4,000	\$ -	\$ -	\$ 4,000	
27	100.1500.531600.001	Computer Upgrades	\$ 4,000	\$ 4,449	\$ 4,000	\$ -	\$ -	\$ 3,900	3 new PCs for City Hall admin staff
28	100.1500.531700.000	Other/Meetings & Events	\$ 3,000	\$ 3,162	\$ 7,500	\$ 1,462	\$ 2,507	\$ 5,000	
29	100.1500.542000.000	Machinery & Equipment		\$ 860					
30	100.1500.542300.000	Furniture and Fixtures	\$ 2,500		\$ 2,500	\$ 2,788	\$ 4,780	\$ 8,000	add 5,000 for history storyboards and display cabinets
31	100.1500.579000.000	Contingency - General	\$ 10,000		\$ 5,000		\$ 5,000	\$ 5,000	
32	100.1500.579010.000	Contingencies - cash over & short	\$ 500	\$ 100	\$ 500	\$ 293	\$ 500	\$ 500	
		<b>SUBTOTAL</b>	<b>\$ 784,056</b>	<b>\$ 731,609</b>	<b>\$ 873,623</b>	<b>\$ 462,658</b>	<b>\$ 773,817</b>	<b>\$ 922,808</b>	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>COURT</b>									
1	100.2500.521200.000	Contract - Judge	\$ 6,250	\$ 6,250	\$ 6,250	\$ 3,125	\$ 6,250	\$ 6,250	
2	100.2500.521210.000	Contract - Public Defender	\$ 625	\$ -	\$ 625			\$ 625	
3	100.2500.521211.000	Contract - Solicitor	\$ 6,000	\$ 5,200	\$ 6,000	\$ 2,800	\$ 6,000	\$ 6,000	
4	100-2500-523600-000	Subpoena fee	\$ 400	\$ -	\$ 400	\$ 25		\$ 250	Moved from Police to Court in FY 2023
5	100.2500.523700.000	Education - Clerk	\$ 1,500	\$ 177	\$ 1,500	\$ 415	\$ 711	\$ 1,500	
6	100.2500.523701.000	Education - Judge	\$ 750	\$ 2,115	\$ 750			\$ 750	
7	100.2500.523850.000	Contract - Translator	\$ 500		\$ 500	\$ 200		\$ 1,000	
8	100-2500-571000-000	Court Disposition Funds Payable	\$ 25,000	\$ 21,862	\$ 25,000	\$ 12,090	\$ 20,725	\$ 22,000	Moved from Police to Court in FY 2023
		<b>SUBTOTAL</b>	\$ 41,025	\$ 35,604	\$ 41,025	\$ 18,655	\$ 33,687	\$ 38,375	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>POLICE DEPARTMENT</b>									
1	100.3200.511000.000	Regular Employees	\$ 231,551	\$ 174,479	\$ 237,979	\$ 142,982	\$ 245,112	\$ 284,314	100% of Police Chief + 3 officers, Admin Specialist (requested)
2	100.3200.511300.000	Overtime	\$ 10,000	\$ 4,891	\$ 10,000	\$ 7,717	\$ 13,230	\$ 10,000	
3	100.3200.511300.001	Overtime Pension		\$ 169					
4	100.3200.512100.000	Group Insurance	\$ 25,000	\$ 11,205	\$ 20,300	\$ 1,179	\$ 2,021	\$ 23,290	Health and Life Insurance
5	100.3200.512200.000	Social Security (FICA)	\$ 17,714	\$ 13,735	\$ 18,205	\$ 11,529	\$ 19,763	\$ 21,750	
6	100.3200.512450.000	Retirement Cont. (DC) 401	\$ 13,893	\$ 7,908	\$ 14,279	\$ 5,382	\$ 9,226	\$ 14,797	6%
7	100.3200.512700.000	Workers' Comp Insurance	\$ 8,000	\$ 7,136	\$ 8,000		\$ 8,000	\$ 8,000	
8	100.3200.521200.000	Legal & Professional			\$ 2,500		\$ -	\$ 2,500	
9	100.3200.521300.000	Tech Purch Serv/Courtware	\$ 14,400	\$ 13,439	\$ 14,400	\$ 7,200	\$ 12,343	\$ 15,000	
10	100.3200.521301.000	Service Contracts	\$ 8,000	\$ 8,151	\$ 34,200	\$ 19,101	\$ 32,744	\$ 35,000	
11	100.3200.521302.000	Technical Services	\$ -	\$ 1,386	\$ 2,400	\$ -	\$ -	\$ 2,500	VC3 Charges
12	100.3200.522200.000	Veh & Equip Repairs & Maint	\$ 10,000	\$ 6,118					
13	100.3200.522201.000	Vehicle Repairs & Maint			\$ 8,000	\$ 4,587	\$ 7,863	\$ 10,000	
14	100.3200.522310.000	Equip Repairs & Maint	\$ 5,000	\$ 383	\$ 3,000	\$ -	\$ -	\$ 3,000	RADAR/LIDAR Maint.Certifications/Radio Repair
15	100.3200.522310.000	Rentals	\$ 500	\$ 398	\$ 500	\$ 398	\$ 398	\$ 500	Indoor Shooting Range
16	100.3200.523100.000	Liability Insurance	\$ 16,100	\$ 18,294	\$ 23,500	\$ -	\$ 23,500	\$ 30,000	Annual bill in April
17	100.3200.523200.000	Telephone-Postage	\$ 5,480	\$ 7,040	\$ 6,200	\$ 2,723	\$ 4,669	\$ 5,000	
18	100.3200.523600.000	Dues & Fees	\$ 200	\$ 145	\$ 200	\$ 219	\$ 375	\$ 1,000	GA Chiefs' Assoc., IACP
19	100.3200.523700.000	Education & Training	\$ 3,000	\$ 2,743	\$ 6,000	\$ 2,830	\$ 4,851	\$ 5,000	
20	100.3200.523900.000	Prisoner Housing & costs	\$ 13,000	\$ 5,175	\$ 10,000	\$ 840	\$ 1,440	\$ 6,000	
21	100.3200.531101.000	Office Supplies & Materials	\$ 1,500	\$ 4,353	\$ 2,000	\$ 866	\$ 1,485	\$ 2,000	
22	100.3200.531102.000	Operational Supplies & Materials	\$ 4,500	\$ 4,239	\$ 5,000	\$ 4,121	\$ 7,065	\$ 3,000	
23	100.3200.531270.000	Gasoline	\$ 10,000	\$ 4,152	\$ 10,000	\$ 3,668	\$ 6,287	\$ 7,500	
24	100.3200.531600.000	Small Equipment Under \$5,000	\$ 5,000	\$ 8,595	\$ 7,000	\$ 269	\$ 462	\$ 7,000	
25	100.3200.531600.001	Computer Upgrades	\$ 5,000	\$ 15,656	\$ 3,000	\$ 141	\$ 242	\$ 3,000	
26	100.3200.531700.000	Uniforms	\$ 5,000	\$ 5,234	\$ 5,000	\$ 3,575	\$ 6,129	\$ 5,000	
27	100.3800.342500.000	E-911 Center	\$ 25,000	\$ 14,510	\$ 25,000	\$ -	\$ 13,494	\$ 17,000	
		<b>SUBTOTAL</b>	\$ 437,838	\$ 339,531	\$ 476,663	\$ 219,327	\$ 420,699	\$ 522,151	



	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>STREET DEPARTMENT</b>									
1	100.4200.511100.000	Regular Employees-Street	\$ 71,447	\$ 83,410	\$ 81,901	\$ 45,896	\$ 78,678	\$ 110,412	60% of 3 groundskeepers + 33% of equipment operator/meter reader + 100% of refuse/collection worker
2	100.4200.511300.000	Overtime	\$ 1,500	\$ 1,259	\$ 1,500	\$ 916	\$ 1,570	\$ 1,500	
3	100.4200.512100.000	Employee Insurance	\$ 20,000	\$ 14,974	\$ 20,000	\$ 11,617	\$ 19,915	\$ 37,481	Health and Life Insurance
4	100.4200.512200.000	Social Security (FICA)	\$ 5,466	\$ 9,088	\$ 6,265	\$ 3,581	\$ 6,139	\$ 8,447	
5	100.4200.512450.000	Retirement Cont. (DC) 401	\$ 4,287	\$ 3,774	\$ 4,914	\$ 1,544	\$ 2,646	\$ 6,625	6%
6	100.4200.512700.000	Workers' Comp Insurance	\$ 4,000	\$ 5,135	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	
7	100.4200.521200.000	Professional (Arborist)	\$ 1,500	\$ 450	\$ 1,500	\$ 375	\$ 643	\$ 750	
8	100.4200.521201.000	Professional - Engineering	\$ 6,000	\$ 300	\$ 5,000	\$ 113	\$ 193	\$ 5,000	
9	100.4200.522110.000	Disposal Services-Landfill Fees						\$ 12,000	Moved from Solid Waste for FY 2025
10	100.4200.522200.000	Veh & Equip Repairs & Maint	\$ 15,000	\$ 17,400	\$ 15,000	\$ 9,940	\$ 17,039	\$ 18,000	
11	100.4200.523600.000	Dues and Fees	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ 100	
12	100.4200.523700.000	Education & Training	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ 500	
13	100.4200.523850.000	Contract Labor	\$ -	\$ 11,632	\$ 7,500	\$ 3,188	\$ 5,465	\$ 28,500	Temporary help; moved 21,000 from Solid Waste
14	100.4200.531100.000	Supplies & Materials	\$ 15,000	\$ 18,324	\$ 15,000	\$ 9,331	\$ 15,996	\$ 16,000	Increase in pricing
15	100.4200.531270.000	Gasoline/Diesel	\$ 4,000	\$ 3,784	\$ 4,000	\$ 2,181	\$ 3,738	\$ 4,000	
16	100.4200.531600.000	Small Equipment Under \$5,000	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	
17	100.4200.531700.000	Uniforms	\$ 2,000	\$ 2,745	\$ 2,500	\$ 1,912	\$ 3,278	\$ 2,500	Increase in pricing
18	100.4200.531800.000	Stormwater Management	\$ 5,500	\$ 2,500	\$ 3,500	\$ 4,200	\$ 4,200	\$ 4,500	Annual stormwater report
19	100.4200.531901.000	City Tree Removal	\$ 25,000	\$ 15,150	\$ 30,000	\$ 4,800	\$ 8,229	\$ 10,000	Trees continue to decline
20	100.4200.531910.000	City Trail Maintenance	\$ 3,000						See Parks and Rec Budget
21	100.4200.532100.000	Sidewalks	\$ 10,000		\$ 3,000			\$ 5,000	
22	100.4200.532100.001	Property Claims <\$1,000	\$ 1,000		\$ 1,000			\$ 1,000	
23	100.4221.541200.000	LMIG Street Repairs			\$ 80,000			\$ 28,500	
24	100-4221-541200-001	Street Repairs			\$ 5,000			\$ 10,000	
		<b>SUBTOTAL</b>	\$ 196,800	\$ 189,926	\$ 294,680	\$ 99,592	\$ 172,729	\$ 317,315	
<b>CEMETERY</b>									
1	100.4900.522200.000	Cemetery Found. Maint. Suppl.	\$ 8,500	\$ 5,000	\$ 5,000	\$ -		\$ 5,000	
2	100.4900.531900.000	Tree Removal/Planting	\$ 5,000		\$ 2,500	\$ 113		\$ 1,500	Fewer trees are in need of removal
3	100.4900.573000.000	Cemetery Sales Payments to Foundation				\$ 2,000	\$ 3,500	\$ 3,500	Added for FY 2025 (included with revenue prior)
		<b>SUBTOTAL</b>	\$ 13,500	\$ 5,000	\$ 7,500	\$ 2,113	\$ 3,500	\$ 10,000	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>PARKS AND RECREATION DEPARTMENT</b>									
1	100.6200.511100.000	Regular Employees - Parks & Rec.	\$ 16,716	\$ 19,585	\$ 41,845	\$ 11,243	\$ 19,274	\$ 42,168	40% of 3 groundskeepers
2	100.6200.511300.000	Overtime	\$ 500	\$ 1	\$ 500	\$ 7		\$ 500	
3	100.6200.512100.000	Group Insurance	\$ 6,000	\$ 6,474	\$ 6,500	\$ 5,933	\$ 10,170	<del>\$ 14,370</del>	Health and Life Insurance
4	100.6200.512200.000	Social Security (FICA)	\$ 1,003	\$ 1,498	\$ 3,201	\$ 861	\$ 1,475	\$ 3,226	
5	100.6200.512450.000	Retirement Cont. (DC) 401	\$ 787	\$ 885	\$ 2,511	\$ 395	\$ 676	\$ 2,530	6%
6	100.6200.512700.000	Workers' Comp Insurance	\$ 1,000	\$ 541	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	
7	100.6200.521200.000	Professional (arborist)	\$ 700	\$ 413	\$ 700	\$ 1,050	\$ 1,800	\$ 2,000	
8	<del>100.6200.521300.000</del>	<del>Technical Purchased Services</del>						<del>\$ 24,000</del>	<del>park cameras/cloud storage subscription</del>
9	100.6200.522200.000	Veh & Equip Repairs & Maint	\$ 1,000	\$ -	\$ 1,000	\$ 1,475	\$ 2,529	\$ 3,000	
10	100.6200.523850.000	Contract Labor - Temporary Help	\$ -	\$ 6,120	\$ 5,000		\$ -	\$ 5,000	
11	<del>100.6200.523850.001</del>	<del>Old Church Events Management Contract</del>						<del>\$ 5,000</del>	
12	100.6200.531100.000	Supplies & Materials	\$ 10,000	\$ 5,155	\$ 21,000	\$ 2,086	\$ 3,576	<del>\$ 23,000</del>	add \$2,200 to replace 11 Bradford pear trees
13	<del>100.6200.531100.001</del>	<del>Supplies &amp; Materials - Trees, Plants, Mulch</del>						<del>\$ 10,000</del>	8 Bradford Pear replacements, playground mulch
14	<del>100.6200.531100.002</del>	<del>Supplies &amp; Materials - General Cleaning/Maint.</del>						<del>\$ 12,400</del>	
15	100.6200.531200.000	Energy - Utilities	\$ 7,000	\$ 5,139	\$ 7,000	\$ 2,472	\$ 4,238	\$ 5,500	Utilities for Asbury Street Park
16	100.6200.531270.000	Gasoline/Diesel	\$ 800	\$ 1,046	\$ 1,000	\$ 1,001	\$ 1,716	\$ 2,000	
17	100.6200.531600.000	Small Equipment Under \$5,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	
18	100.6200.531700.000	Uniforms	\$ 800	\$ 1,148	\$ 900	\$ 877	\$ 1,503	\$ 1,000	
19	100.6200.531900.000	Tree Board	\$ 15,000	\$ 14,042	\$ 21,003	\$ 1,605	\$ 2,751	\$ 27,006	Includes expenses for Arbor Day (See note)
20		Trees Across Georgia (TAG) Grant Project						<del>\$ 69,485</del>	reimbursable expenses on TAG Grant
21	100.6200.531910.000	City Parks and Trail Maintenance	\$ 36,000	\$ 36,203	\$ 45,000	\$ 23,520	\$ 40,321	\$ 45,000	Includes landscape maintenance contract for Asbury Street Park and invasive control/removal (ReForest ATL)
		<b>SUBTOTAL</b>	\$ 98,306	\$ 98,251	\$ 159,160	\$ 52,525	\$ 91,030	\$ 275,185	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>WATER &amp; SEWER FUND - REVENUES</b>									
1	505.0000.344210.000	Water Charges/Sales	\$ 565,000	\$ 562,864	\$ 572,000	\$ 380,736	\$ 652,690	\$ 650,000	does not include Archer
2	505.0000.344215.000	Water Tap Fees	\$ 4,000	\$ 5,902	\$ 4,000	\$ 14,389		\$ 5,000	
3	505.0000.344255.000	Sewer Charges/Sales	\$ 250,000	\$ 266,143	\$ 239,238	\$ 127,170	\$ 218,005	\$ 220,000	does not include Archer
4	505.0000.344256.000	Sewer Tap Fees	\$ 4,000	\$ 7,200	\$ 4,000	\$ 7,200		\$ 5,000	
5	505.0000.344280.000	Hydrant Meter	\$ 500	\$ 200	\$ 500	\$ 200		\$ 500	
6	505.0000.361000.000	Interest Revenues	\$ 300	\$ 478	\$ 300	\$ 332	\$ 569	\$ 550	
7	505.0000.389000.000	Miscellaneous Income			\$ -				
8	505.0000.389000.001	Refunds	\$ -		\$ -				
		<b>TOTAL REVENUES</b>	\$ 823,800	\$ 842,787	\$ 820,038	\$ 530,027	\$ 871,264	\$ 881,050	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>									
1	505.4300.511100.000	Regular Employees	\$ 59,744	\$ 56,787	\$ 62,856	\$ 29,321	\$ 50,265	\$ 61,802	33% of equipment operator/meter reader + 100% of Public Works Maintenance Worker + 33% of utility billing clerk
2	505.4300.511300.000	Overtime	\$ 3,000	\$ 1,238	\$ 3,000	\$ 1,554	\$ 2,665	\$ 3,000	
3	505.4300.512100.000	Employee Insurance	\$ 16,000	\$ 18,781	\$ 24,000	\$ 8,592	\$ 14,730	\$ 25,415	Health and Life Insurance
4	505.4300.512200.000	Social Security (FICA)	\$ 4,570	\$ 4,340	\$ 4,809	\$ 2,362	\$ 4,049	\$ 4,728	
5	505.4300.512450.000	Retirement Cont. (DC) 401	\$ 3,585	\$ 2,565	\$ 3,771	\$ 1,101	\$ 1,888	\$ 3,708	6%
6	505.4300.512700.000	Workers' Comp Insurance	\$ 4,200	\$ 3,786	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	
7	505.4300.521200.000	Legal & Professional	\$ 6,000	\$ 3,111	\$ 6,000	\$ 3,600	\$ 6,171	\$ 6,500	
8	505.4300.521300.000	Sewer Treatment Fees	\$ 140,000	\$ 124,726	\$ 120,000	\$ 67,707	\$ 116,070	\$ 120,000	
9	505.4300.522200.000	Veh & Equip Repairs & Maint	\$ 5,000	\$ 14,391		\$ 12,046	\$ 20,650	\$ 22,000	Split into three accounts below:
		Building Repairs			\$ 2,500				
		Equipment Repair and Rental			\$ 2,500				
		Vehicle Repairs			\$ 2,500				
10	505.4300.522200.001	Service Contracts	\$ 17,000	\$ 13,779	\$ 18,000	\$ 6,757	\$ 11,584	\$ 15,000	Contract for Water Tank Maintenance
11	505.4300.523100.000	Liability Insurance	\$ 3,200	\$ 3,269	\$ 4,800	\$ -	\$ 4,800	\$ 7,500	Annual bill in April
12	505.4300.523200.000	Telephone-Postage	\$ 1,500	\$ 701	\$ 1,500	\$ 257	\$ 441	\$ 1,000	
13	505.4300.523600.000	Dues & Fees	\$ 2,000	\$ 1,135	\$ 2,000	\$ 1,087	\$ 1,863	\$ 2,000	
14	505.4300.523700.000	Education & Training	\$ 3,400	\$ 2,587	\$ 5,000	\$ 1,133	\$ 1,942	\$ 5,000	New employee to maintain W/S license
15	505.4300.523850.000	Contract Labor	\$ 30,000	\$ 15,547	\$ 30,000	\$ 26,400	\$ 45,257	\$ 36,500	costs for 804 Emory (reimbursable) - 9,500
16	505.4300.531100.000	Materials & Supplies	\$ 22,000	\$ 21,560	\$ 23,000	\$ 17,731	\$ 30,395	\$ 30,000	Increase in costs
17	505.4300.531200.000	Energy - Utilities	\$ 2,500	\$ 1,410	\$ 2,500	\$ 1,335	\$ 2,289	\$ 2,500	
18	505.4300.531270.000	Gasoline/Diesel	\$ 4,000	\$ 3,924	\$ 4,000	\$ 1,891	\$ 3,241	\$ 4,000	
19	505.4300.531510.000	Water for Resale	\$ 200,000	\$ 209,273	\$ 200,000	\$ 121,952	\$ 209,061	\$ 215,000	NCWSA increasing about 17% (.05/1000) in FY 25
20	505.4300.531600.000	Small Equipment Under \$5,000	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	
21	505.4300.531700.000	Uniforms	\$ 2,500	\$ 3,062	\$ 3,000	\$ 1,427	\$ 2,447	\$ 2,500	Increase in costs
22	505.4300.552200.000	Property Claims <\$1,000	\$ 1,000		\$ 1,000			\$ 1,000	
23	505.4300.561000.000	Depreciation Expense	\$ 216,480	\$ 219,784	\$ 215,000		\$ 215,000	\$ 215,000	
24	505.4300.574000.000	Bad Debt Expense	\$ 8,000		\$ 8,000		\$ 8,000	\$ 8,000	
25	505.4300.579000.000	Contingency	\$ 10,000					\$ 5,000	
26	505.4300.582000.000	GEFA Loan Interest Payback	\$ 4,300	\$ 2,890	\$ 2,500	\$ 1,498	\$ 2,568	\$ 2,500	Emory Street Sewer Project
		<b>TOTAL EXPENDITURES</b>	\$ 772,979	\$ 728,648	\$ 760,236	\$ 307,752	\$ 760,376	\$ 807,653	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>ELECTRIC FUND - REVENUES</b>									
1	510.0000.344310.000	Electric Sales	\$ 2,500,000	\$ 2,238,037	\$ 2,371,000	\$ 1,318,292	\$ 2,259,929	\$ 2,300,000	% revenue
2	510.0000.344311.000	Penalties After the 15th	\$ 60,000	\$ 70,693	\$ 75,000	\$ 41,219	\$ 70,661	\$ 75,000	
3	510.0000.344312.000	Service Charges	\$ 5,000	\$ 7,300	\$ 7,800	\$ 3,435	\$ 5,888	\$ 6,500	
4	510.0000.349900.000	Online Bill Pay Convenience Fee	\$ 17,000	\$ 13	\$ 500	\$ -			Fees to pay bills online.
5	510.0000.361000.000	Interest Revenue	\$ 100	\$ 258	\$ 200	\$ 214	\$ 367	\$ 350	
6	510.0000.361001.000	MCT Dividends	\$ -	\$ 10,785	\$ 8,000	\$ 8,837	\$ 15,148	\$ 8,000	
7	510.0000.381000.000	Other - Rebates	\$ 80,000	\$ 34,752	\$ 35,000	\$ 3,700	\$ 6,344	\$ 35,000	Year-End Settlement from MEAG & off-systems sales
8	510-0000-392000-000	Proceeds-Dispose of Assets	\$ -	\$ 5,000		\$ 2,525			
		<b>TOTAL REVENUES</b>	\$ 2,662,100	\$ 2,366,838	\$ 2,497,500	\$ 1,378,222	\$ 2,358,337	\$ 2,424,850	
<b>ELECTRIC FUND - EXPENDITURES</b>									
1	510.4600.511110.000	Regular Employees	\$ 155,365	\$ 125,990	\$ 144,698	\$ 82,880	\$ 142,080	\$ 156,594	34% of Equipment Operator/Meter Reader + 34% of utility billing clerk + 100% of superintendent and assistant superintendent
2	510.4600.511300.000	Overtime	\$ 6,000	\$ 3,972	\$ 6,000	\$ 2,724	\$ 4,669	\$ 6,000	
3	510.4600.512100.000	Employee Insurance	\$ 36,000	\$ 25,656	\$ 36,000	\$ 22,703	\$ 38,919	\$ 54,937	Health and Life Insurance
4	510.4600.512200.000	Social Security (FICA)	\$ 11,885	\$ 9,942	\$ 11,069	\$ 6,549	\$ 11,226	\$ 11,979	
5	510.4600.512400.000	Retirement Plan Expense	\$ 49,400	\$ (68,732)	\$ 50,000	\$ 7,325	\$ 12,557	\$ 13,000	Jody Reid portion of projected cost
6	510.4600.512450.000	Retirement Cont. (DC) 401	\$ 9,322	\$ 1,092	\$ 3,617	\$ 1,287	\$ 2,206	\$ 9,396	6%
7	510.4600.512700.000	Workers' Comp Insurance	\$ 2,000	\$ 1,160	\$ 2,500	\$ -	\$ 2,500	\$ 3,000	
8	510.4600.521200.000	ECG Professional Services	\$ 64,000	\$ 68,159	\$ 70,000	\$ 42,388	\$ 72,665	\$ 84,000	FY 25 amount provided by ECG.
9	510.4600.522200.000	Veh & Equip Repairs & Maint	\$ 7,200	\$ 10,568	\$ 10,000	\$ 15,716	\$ 26,942	\$ 20,000	
10	510.4600.522201.000	Power line Tree Trimming	\$ 45,000	\$ 40,021	\$ 50,000	\$ 4,944	\$ 8,476	\$ 44,000	
11	510.4600.523100.000	Liability Insurance	\$ 9,200	\$ 9,014	\$ 12,300	\$ -	\$ 12,300	\$ 15,000	Annual bill in April
12	510.4600.523200.000	Telephone-Postage	\$ 9,000	\$ 7,442	\$ 9,000	\$ 4,173	\$ 7,154	\$ 9,000	
13	510.4600.523600.000	Dues & Fees	\$ 750	\$ 51	\$ 750	\$ 39	\$ 67	\$ 500	
14	510.4600.523600.001	Online Bill Pay Merchant Fee	\$ 18,000	\$ 124	\$ 500	\$ 9,840	\$ 16,869	\$ 18,000	need to reconcile several months
15	510.4600.523700.000	Linemen Training	\$ 6,000	\$ 2,031	\$ 7,500	\$ 778	\$ 1,334	\$ 7,500	This is the cost for the training program
16	510.4600.523701.000	Education & Training	\$ 3,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	CDL Class A Certification Class = \$3800
17	510.4600.523850.000	Contract Labor	\$ 20,000	\$ 17,774	\$ 30,000	\$ 48,858	\$ 83,756	\$ 25,000	Note: 37,677.89 of actual cost for 804 Emory St.
18	510.4600.531100.000	Supplies & Materials	\$ 18,000	\$ 4,728	\$ 25,000	\$ 8,979	\$ 15,393	\$ 20,000	Cost of Materials is considerably higher
19	510.4600.531200.000	Energy/Utilities	\$ 7,500	\$ 7,010	\$ 7,500	\$ 2,585	\$ 4,431	\$ 6,500	
20	510.4600.531270.000	Gasoline/Diesel	\$ 6,500	\$ 6,450	\$ 6,500	\$ 3,459	\$ 5,929	\$ 6,500	
21	510.4600.531530.000	Electricity Purchased	\$ 1,400,000	\$ 1,351,934	\$ 1,500,000	\$ 761,787	\$ 1,305,921	\$ 1,314,741	FY 25 amount provided by MEAG
22	510.4600.531600.000	Small Equipment Under \$5,000	\$ 2,500	\$ 3,311	\$ 3,000	\$ -	\$ -	\$ 3,000	
23	510.4600.531700.000	Uniforms	\$ 5,000	\$ 5,495	\$ 5,500	\$ 2,958	\$ 5,071	\$ 5,500	Increase in costs
24	510.4600.541004.000	Street Lights	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	
25	510-4600-552200-000	Property Claims <\$1,000				\$ 239	\$ 410	\$ 1,000	
26	510.4600.561003.000	Depreciation	\$ 94,671	\$ 110,549	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	
27	510-4600-573001-001	Refund Oxford College				\$ 65,717		\$ 65,717	payment 2 of 2 in FY 2025
28	510.4600.574000.000	Bad Debt Expense	\$ 15,000	\$ 14,238	\$ 15,000	\$ (439)	\$ 15,000	\$ 15,000	
29	510.4600.579000.000	Contingency	\$ 10,000	\$ -				\$ 5,000	
		<b>TOTAL EXPENDITURES</b>	\$ 2,013,293	\$ 1,757,978	\$ 2,113,435	\$ 1,095,489	\$ 1,895,876	\$ 2,027,865	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>SOLID WASTE FUND - REVENUES</b>									
1	540.0000.344110.000	Refuse Collection Charges	\$ 169,500	\$ 157,289	\$ 225,170	\$ 129,811	\$ 222,533	\$ 219,000	18,250 x 12
2	540.0000.344130.000	Sale of Recycled Materials	\$ 100	\$ -	\$ 100	\$ 595		\$ 600	
3	540.0000.389000.000	Miscellaneous Income				\$ 150		\$ 400	includes bulk/white goods revenue
		<b>TOTAL REVENUES</b>	\$ 169,600	\$ 157,289	\$ 225,270	\$ 130,556	\$ 222,533	\$ 220,000	
<b>SOLID WASTE FUND - EXPENDITURES</b>									
1	540.4300.511100.000	Regular Employee - Sanitation	\$ 37,885	\$ 19,171	\$ 39,832	\$ 9,259	\$ 15,873	\$ 9,750	<del>80% of refuse collection worker</del> + 33% of utility billing clerk
2	540.4300.511300.000	Overtime	\$ 500	\$ 144	\$ 500	\$ -	\$ -	\$ 500	
3	540.4300.511300-001	Overtime Pension		\$ (15)					
4	540.4300.512100.000	Group Insurance	\$ 8,500	\$ 8,152	\$ 8,500	\$ 1,390	\$ 2,382	\$ 12,000	
5	540.4300.512200.000	Social Security (FICA)	\$ 2,898	\$ 1,150	\$ 3,047	\$ 708	\$ 1,214	\$ 746	
6	540.4300.512450.000	Retirement Cont. (DC) 401	\$ 2,273	\$ 626	\$ 2,390	\$ 366	\$ 628	\$ 585	6%
7	540.4300.512700.000	Workers' Comp Insurance	\$ 700	\$ 1,002	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	
8	<del>540.4300.522110.000</del>	<del>Disposal Services-Landfill Fees</del>	<del>\$ 13,500</del>	<del>\$ 14,802</del>	<del>\$ 14,000</del>	<del>\$ 6,112</del>	<del>\$ 10,478</del>	<del>\$ 12,000</del>	
8	540.4300.522111.000	College Walk Dumpster Fees	\$ 7,000	\$ 6,960	\$ 7,000	\$ 3,480	\$ 5,966	\$ 7,000	
0	540.4300.522200.000	Vehicle & Equip Repairs & Maint	\$ 5,000	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	
10	540.4300.523100.000	Liability Insurance	\$ 1,000	\$ 380	\$ 500	\$ -	\$ 500	\$ 1,000	
12	<del>540.4300.523580.000</del>	<del>Contract Labor</del>	<del>\$ 17,000</del>	<del>\$ 9,798</del>	<del>\$ 10,000</del>	<del>\$ 12,751</del>	<del>\$ 21,859</del>	<del>\$ 21,000</del>	Temporary help
11	540.4300.523581.000	Contracted Garbage Pickup	\$ 89,000	\$ 73,779	\$ 121,000	\$ 61,493	\$ 105,416	\$ 123,000	10,250 x 12
12	540.4300.523600.000	Dues & Fees	\$ 500	\$ -	\$ 500	\$ -		\$ 500	
13	540.4300.531100.000	Supplies & Materials	\$ 6,500	\$ 3,062	\$ 6,500	\$ -	\$ -	\$ 6,500	
14	540.4300.531270.000	Gasoline/Diesel	\$ 4,500	\$ 5,262	\$ 4,500	\$ 2,429	\$ 4,164	\$ 4,500	
15	540.4300.531600.000	Small Equipment Under \$5,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	
16	540.4300.531700.000	Uniforms	\$ 1,000	\$ 900	\$ 1,000	\$ 409	\$ 702	\$ 1,000	
17	540.4300.574000.000	Bad Debt Expense	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000		
18	540.4300.579000.000	Contingency	\$ 3,000	\$ -					
19	540-4590-523852-000	Bulk/White Goods Pickup				\$ 125	\$ 250	\$ 250	
		<b>TOTAL EXPENDITURES</b>	\$ 202,756	\$ 145,172	\$ 225,270	\$ 98,523	\$ 171,432	\$ 171,331	

	Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
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**General Fund**

<b>Revenues</b>	\$ 1,302,510	\$ 1,566,733	\$ 1,466,996	\$ 1,056,799	\$ 1,574,012	\$ 1,629,244
Prior Year Unassigned F. Balance	\$ -	\$ 965,999				\$ -
Transfers from W&S			\$ 59,802			
Transfers from Electric	\$ 314,509		\$ 384,065			
Transfers from Solid Waste	\$ -		\$ -			\$ -
<b>General Fund Revenues</b>	\$ 1,617,019	\$ 2,532,732	\$ 1,910,863	\$ 1,056,799	\$ 1,574,012	\$ 1,629,244
<b>Expenditures</b>						
City Council	\$ 45,495	\$ 43,949	\$ 58,212	\$ 21,307	\$ 50,295	\$ 62,462
General Government	\$ 784,056	\$ 731,609	\$ 873,623	\$ 462,658	\$ 773,817	\$ 922,808
Court	\$ 41,025	\$ 35,604	\$ 41,025	\$ 18,655	\$ 33,687	\$ 38,375
Police Department	\$ 437,838	\$ 339,531	\$ 476,663	\$ 219,327	\$ 420,699	\$ 522,151
Street Department	\$ 196,800	\$ 189,926	\$ 294,680	\$ 99,592	\$ 172,729	\$ 317,315
Parks and Recreation Department	\$ 98,306	\$ 98,251	\$ 159,160	\$ 52,525	\$ 91,030	\$ 275,185
Cemetery	\$ 13,500	\$ 5,000	\$ 7,500	\$ 2,113	\$ 3,500	\$ 10,000
Transfers to Capital Funds	\$ -	\$ 900,000				\$ -
Transfers to ARPA		\$ 438,041				
Transfers to W/S		\$ 982				
Transfers to Electric		\$ 1,500				
Transfers to Solid Waste		\$ 545				
Transfers to 2019 CDBG		\$ 100				
<b>General Fund Expenditures</b>	\$ 1,617,020	\$ 2,785,039	\$ 1,910,863	\$ 876,176	\$ 1,545,756	\$ 2,148,295
<b>General Fund BALANCE</b>	\$ (1)	\$ (252,307)	\$ (0)	\$ 180,623	\$ 28,256	\$ (519,051)

**Water & Sewer Fund**

<b>Revenues</b>	\$ 823,800	\$ 842,787	\$ 820,038	\$ 530,027	\$ 871,264	\$ 881,050
Transfers from General Fund		\$ 982				
Transfers from Capital Funds		\$ 7,365				
<b>Expenditures</b>	\$ 772,979	\$ 728,648	\$ 760,236	\$ 307,752	\$ 760,376	\$ 807,653
Transfers to G/F			\$ 59,802			
Transfers to Capital Fund	\$ 50,821					
Transfers to Solid Waste						
<b>W &amp; S Fund Expenditures</b>	\$ 823,800	\$ 728,648	\$ 820,038	\$ 307,752	\$ 760,376	\$ 807,653
<b>W &amp; S Fund BALANCE</b>	\$ -	\$ 122,486	\$ (0)	\$ 222,274	\$ 110,889	\$ 73,397

Acct Number	Description	FY2023 Budget (Amended)	FY2023 Actual	FY2024 Budget	FY2024 Actual thru January	FY2024 Estimate full year	FY2025 Recommend	Comments
<b>Electric Fund</b>								
	<b>Revenues</b>	\$ 2,662,100	\$ 2,366,838	\$ 2,497,500	\$ 1,378,222	\$ 2,358,337	\$ 2,424,850	
	Transfer from General Fund		\$ 1,500					
	Transfer from Capital Projects		\$ 92,404					
	<b>Expenditures</b>	\$ 2,013,293	\$ 1,757,978	\$ 2,113,435	\$ 1,095,489	\$ 1,895,876	\$ 2,027,865	
	Transfers to G/F	\$ 314,509		\$ 384,065				
	Transfers to Capital Fund	\$ 301,142						
	Transfers to Solid Waste	\$ 33,156						
	Comp Trust transfer to Capital	\$ -						
	<b>Electric Fund Expenditures</b>	\$ 2,662,100	\$ 1,757,978	\$ 2,497,500	\$ 1,095,489	\$ 1,895,876	\$ 2,027,865	
	<b>Electric Fund BALANCE</b>	\$ -	\$ 702,764	\$ 0	\$ 282,732	\$ 462,461	\$ 396,985	
<b>Solid Waste</b>								
	<b>Revenues</b>	\$ 169,600	\$ 157,289	\$ 258,426	\$ 130,556	\$ 222,533	\$ 220,000	
	Transfer from General Fund	\$ 33,156	\$ 545					
	Transfers from Electric			\$ 33,156				
	Transfers from Water/Sewer							
	<b>Solid Waste Revenues</b>						\$ 220,000	
	<b>Expenditures</b>	\$ 202,756	\$ 145,172	\$ 225,270	\$ 98,523	\$ 171,432	\$ 171,331	
	Transfers to G/F	\$ -		\$ -			\$ -	
	<b>Solid Waste Fund Expenditures</b>	\$ 202,756	\$ 145,172	\$ 225,270	\$ 98,523	\$ 171,432	\$ 171,331	
	<b>Solid Waste Fund BALANCE</b>	\$ -	\$ 12,662	\$ 33,156	\$ 32,033	\$ 51,101	\$ 48,669	
<b>ALL FUNDS TOTAL</b>								
	Revenues	\$ 5,272,519	\$ 5,899,646	\$ 5,486,827	\$ 3,095,603	\$ 4,803,614	\$ 5,155,144	
	Expenditures	\$ 5,305,676	\$ 5,416,837	\$ 5,453,671	\$ 2,377,940	\$ 4,202,008	\$ 5,155,144	
	Balance	\$ (33,157)	\$ 482,809	\$ 33,156	\$ 717,663	\$ 601,606	\$ (0)	

Personal Services Wages Cost by Department  
FY 2025

Name	FY 2025 Total Wages Cost	100-1100 City Council	100-1500 Administration	100-3200 Police	100-4200 Streets	100-6200 Parks & Rec	505-4300 Water/Sewer	510-4600 Electric	540-4300 Solid Waste
<b>CITY COUNCIL</b>									
Eady	\$6,000.00	\$6,000.00							
Holt	\$4,800.00	\$4,800.00							
McCanless	\$4,800.00	\$4,800.00							
Oliver	\$4,800.00	\$4,800.00							
Ready	\$4,800.00	\$4,800.00							
Wearing	\$4,800.00	\$4,800.00							
Windham	\$4,800.00	\$4,800.00							
<b>CITY CLERK/CITY MANAGER STAFF</b>									
Andrew	\$108,000.00		\$108,000.00						
Brooks	\$65,000.00		\$65,000.00						
Chacon	\$37,297.79		\$37,297.79						
Lewis	\$36,612.02		\$36,612.02						
Mullen	\$59,075.73		\$59,075.73						
Watkins	\$37,720.50						\$12,447.77	\$12,447.77	\$12,824.97
Accounting Specialist	\$39,547.71		\$39,547.71						
<b>POLICE DEPARTMENT</b>									
Anglin	\$85,000.00			\$85,000.00					
Brooks	\$54,630.54			\$54,630.54					
Westmoreland	\$62,259.20			\$62,259.20					
White	\$54,857.69			\$54,857.69					
Police Admin Specialist	\$27,566.24			\$27,566.24					
<b>PUBLIC WORKS</b>									
Ballard	\$38,387.08				\$12,667.74		\$12,667.74	\$13,051.61	
Brown	\$42,854.74							\$42,854.74	
Houston	\$36,686.67						\$36,686.67		
Green	\$34,528.14				\$20,716.88	\$13,811.26			
Kirkland	\$34,492.62				\$34,492.62				
Mathis	\$35,573.40				\$21,344.04	\$14,229.36			
Reid	\$88,239.88							\$88,239.88	
Usher	\$35,318.53				\$21,191.12	\$14,127.41			
<b>TOTALS</b>	<b>\$1,048,448.48</b>	<b>\$34,800.00</b>	<b>\$345,533.25</b>	<b>\$284,313.67</b>	<b>\$110,412.40</b>	<b>\$42,168.03</b>	<b>\$61,802.17</b>	<b>\$156,593.99</b>	<b>\$12,824.97</b>



Personal Services Insurance Cost by Department  
FY 2025

Name	FY 2025 Total Insurance Cost	100-1100 City Council	100-1500 Administration	100-3200 Police	100-4200 Streets	100-6200 Parks & Rec	505-4300 Water/Sewer	510-4600 Electric	540-4300 Solid Waste	
<b>CITY COUNCIL</b>										
Eady	\$0.00	\$0.00								
Holt	\$0.00	\$0.00								
McCanless	\$0.00	\$0.00								
Oliver	\$0.00	\$0.00								
Ready	\$0.00	\$0.00								
Wearing	\$0.00	\$0.00								
Windham	\$0.00	\$0.00								
<b>CITY CLERK/CITY MANAGER STAFF</b>										
Andrew	\$19,584.74		\$19,584.74							
Brooks	\$859.25		\$859.25							
Chacon	\$11,428.73		\$11,428.73							
Lewis	\$11,428.73		\$11,428.73							
Mullen	\$11,566.25		\$11,566.25							
Watkins	\$27,310.82						\$9,012.57	\$9,012.57	\$9,285.68	
Accounting Specialist	\$11,522.45		\$11,522.45							
<b>POLICE DEPARTMENT</b>										
Anglin	\$846.60			\$846.60						
Brooks	\$19,740.17			\$19,740.17						
Westmoreland	\$805.56			\$805.56						
White	\$788.88			\$788.88						
Police Admin Specialist	\$0.00			\$0.00						
<b>PUBLIC WORKS</b>										
Ballard	\$11,404.49				\$3,763.48		\$3,763.48	\$3,877.53		
Brown	\$19,633.37							\$19,633.37		
Houston	\$11,428.73						\$11,428.73			
Green	\$11,404.49				\$6,842.69	\$4,561.80				
Kirkland	\$11,404.49				\$11,404.49					
Mathis	\$11,404.61				\$6,842.77	\$4,561.84				
Reid	\$19,797.89							\$19,797.89		
Usher	\$11,404.49				\$6,842.69	\$4,561.80				
<b>TOTALS</b>	<b>\$223,764.74</b>	<b>\$0.00</b>	<b>\$66,390.15</b>	<b>\$22,181.21</b>	<b>\$35,696.13</b>	<b>\$13,685.44</b>	<b>\$24,204.78</b>	<b>\$52,321.36</b>	<b>\$9,285.68</b>	<b>\$223,764.74</b>

Name	7/1 Annual Salary	7/1 Monthly Salary	7/1 Paygrade	Anniversary Date	Months for Step Increase	Cost of Step Increase	Total FY 2025 Salary Cost	Retirement Cost	FICA/Medicare	Monthly ST/LT Disability	Monthly Life	Monthly Medical	Monthly Dental	Monthly Vision	Annual Insurance Cost	Total Cost
Andrew, Bill	\$108,000.00	\$9,000.00	N/A	31-Aug		\$0.00	\$108,000.00	\$6,480.00	\$8,262.00	\$59.15	\$11.40	\$1,442.75	\$59.45	\$13.66	\$19,036.94	\$141,778.94
Anglin, Mark	\$85,000.00	\$7,083.33	N/A	10-Jan			\$85,000.00	\$5,100.00	\$6,502.50	\$59.15	\$11.40				\$846.60	\$97,449.10
Ballard, Austin	\$37,642.08	\$3,136.84	12C	20-Sep	9.5	\$745.00	\$38,387.08	\$2,303.22	\$2,936.61	\$40.17	\$11.40	\$867.35	\$23.75	\$7.70	\$11,404.49	\$55,031.41
Brooks, Marcia	\$65,000.00	\$5,416.67	N/A	1-Nov		\$0.00	\$65,000.00	\$3,900.00	\$4,972.50	\$52.50	\$11.40			\$7.70	\$859.25	\$74,731.75
Brooks, Sam	\$54,516.96	\$4,543.08	19D	5-Jun	1	\$113.58	\$54,630.54	\$3,277.83	\$4,179.24	\$54.34	\$11.40	\$1,506.45	\$59.45	\$13.37	\$19,740.17	\$81,827.78
Brown, Matt	\$42,588.56	\$3,549.05	15B	3-Apr	3	\$266.18	\$42,854.74	\$2,571.28	\$3,278.39	\$45.44	\$11.40	\$1,506.45	\$59.45	\$13.37	\$19,633.37	\$68,337.78
Chacon, Sydney	\$36,723.98	\$3,060.33	12B	14-Nov	7.5	\$573.81	\$37,297.79	\$2,237.87	\$2,853.28	\$42.19	\$11.40	\$867.35	\$23.75	\$7.70	\$11,428.73	\$53,817.67
Eady, David	\$6,000.00	\$500.00					\$6,000.00		\$459.00							\$6,459.00
Green, Ladd	\$34,101.87	\$2,841.82	11A	8-Jan	6	\$426.27	\$34,528.14	\$2,071.69	\$2,641.40	\$40.17	\$11.40	\$867.35	\$23.75	\$7.70	\$11,404.49	\$50,645.73
Holt, George	\$4,800.00	\$400.00					\$4,800.00		\$367.20							\$5,167.20
Houston, Kole	\$35,828.28	\$2,985.69	12A	24-Jul	11.5	\$858.39	\$36,686.67	\$2,201.20	\$2,806.53	\$42.19	\$11.40	\$867.35	\$23.75	\$7.70	\$11,428.73	\$53,123.13
Kirkland, Greg	\$34,101.87	\$2,841.82	11A	22-Jan	5.5	\$390.75	\$34,492.62	\$2,069.56	\$2,638.69	\$40.17	\$11.40	\$867.35	\$23.75	\$7.70	\$11,404.49	\$50,605.36
Lewis, Jan	\$35,828.28	\$2,985.69	12A	14-Aug	10.5	\$783.74	\$36,612.02	\$2,196.72	\$2,800.82	\$42.19	\$11.40	\$867.35	\$23.75	\$7.70	\$11,428.73	\$53,038.30
Mathis, Charlie	\$34,954.42	\$2,912.87	11B	24-Oct	8.5	\$618.98	\$35,573.40	\$2,134.40	\$2,721.37	\$40.18	\$11.40	\$867.35	\$23.75	\$7.70	\$11,404.61	\$51,833.79
McCanless, Laura	\$4,800.00	\$400.00					\$4,800.00		\$367.20							\$5,167.20
Mullen, Stacey	\$58,708.80	\$4,892.40	15O	5-Apr	3	\$366.93	\$59,075.73	\$9,766.80	\$4,519.29	\$53.65	\$11.40	\$867.35	\$23.75	\$7.70	\$11,566.25	\$84,928.08
Oliver, Erik	\$4,800.00	\$400.00					\$4,800.00		\$367.20							\$5,167.20
Ready, Mike	\$4,800.00	\$400.00					\$4,800.00		\$367.20							\$5,167.20
Reid, Jody	\$87,150.50	\$7,262.54	N/A	30-Dec	6	\$1,089.38	\$88,239.88	\$14,650.20	\$6,750.35	\$59.15	\$11.40	\$1,506.45	\$59.45	\$13.37	\$19,797.89	\$129,438.33
Usher, Johnny	\$34,954.42	\$2,912.87	11B	1-Feb	5	\$364.11	\$35,318.53	\$2,119.11	\$2,701.87	\$40.17	\$11.40	\$867.35	\$23.75	\$7.70	\$11,404.49	\$51,544.00
Watkins, Kristin	\$37,642.08	\$3,136.84	12C	1-Jun	1	\$78.42	\$37,720.50	\$2,263.23	\$2,885.62	\$40.17	\$11.40	\$2,145.55	\$59.45	\$19.33	\$27,310.82	\$70,180.17
Wearing, Jeff	\$4,800.00	\$400.00					\$4,800.00		\$367.20							\$5,167.20
Westmoreland, Larry	\$61,680.94	\$5,140.08	19I	17-Feb	4.5	\$578.26	\$62,259.20	\$3,735.55	\$4,762.83	\$55.73	\$11.40				\$805.56	\$71,563.14
White, Terry	\$54,516.96	\$4,543.08	19D	3-Apr	3	\$340.73	\$54,857.69	\$3,291.46	\$4,196.61	\$54.34	\$11.40				\$788.88	\$63,134.65
Windham, Jim	\$4,800.00	\$400.00					\$4,800.00		\$367.20							\$5,167.20
Vacant, Accounting Specialist	\$39,547.71	\$3,295.64	14A				\$39,547.71	\$2,372.86	\$3,025.40	\$50.00	\$11.40	\$867.35	\$23.75	\$7.70	\$11,522.45	\$56,468.42
Vacant, Police Admin Specialist	\$27,566.24	\$2,297.19	14A				\$27,566.24		\$2,108.82							\$29,675.06
<b>TOTALS</b>	<b>\$1,040,853.95</b>					<b>\$7,594.54</b>	<b>\$1,048,448.49</b>	<b>\$74,743.00</b>	<b>\$80,206.31</b>	<b>\$911.05</b>	<b>\$216.60</b>	<b>\$16,781.15</b>	<b>\$534.75</b>	<b>\$157.86</b>	<b>\$223,216.99</b>	<b>\$1,426,614.78</b>

7/1 Annual Salary includes 4% COLA approved in FY 2024 and assumes all employees with anniversary dates between 2/23/24 and 7/1/2024 receive a one-step performance increase

Cost of Increase assumes all employees will receive a one-step (2.5%)performance increase on their anniversary date

Retirement Cost assumes 6% contribution for all employees except Stacey Mullen and Jody Reid on old plan

**Effective 7/1/2024**



GEN/6

**JOB TITLE:** Accounting Specialist (Full Time)

**DEPARTMENT:** General Government

**REPORTS TO:** Deputy City Clerk

**PAY GRADE:** 14

**JOB SUMMARY:** This position is responsible for routine clerical, accounting and administrative work in accounts payable, accounts receivable and general administration. Work is performed under the general supervision of the Deputy City Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Makes journal entries to balance and close monthly books in the general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility and other accounts.
- Balances and reconciles accounting records such as journals, ledgers, batch reports, bank statements, payroll documents, agency-generated reports, or related records. Determines sources of errors by researching accounting records and/ or recording corrective entries.
- Prepares invoices for accounts receivable.
- Prepares and records data for utility fund accounts.
- Assists in the reconciliation and verification of bi- weekly payrolls.
- Processes claims and vouchers for payment, and verifies account codes.
- Assists in maintaining daily cash balance and balancing cash on hand against receipts; assists in preparing and balancing deposits.
- Prepares periodic utility, financial, statistical, or operational reports as assigned.
- Assists in the preparation of the annual and other state or federal reports.
- Provides clerical support to the financial staff and auditors as required.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Maintains accounting file information.
- Provides support to auditors and other reviewers, to help assist in identifying and correcting procedural problems revealed in reviews and audits.
- Monitors assigned accounting sub-system(s) to analyze and reconcile data and transactions, initiating contact with outside agents, institutions, or with other City departments to develop and implement solutions to accounting discrepancies.

- Serves as a liaison in responding to inquiries to facilitate the solution of routine accounting problems or to provide information or interpretations to third parties such as banks, auditors, vendors, and government entities.
- Maintains knowledge of current policies and procedures by reading memos, notices, and other literature, and by attending training sessions, meetings, and conferences as required.
- Performs Customer Service responsibilities as needed.
- Performs Other duties and responsibilities as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Working knowledge of governmental accounting principles and practices.
- Skill in operating listed tools and equipment.
- Skill in the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent interruptions.
- Working knowledge of Microsoft Office 365 suite, including Outlook, Word, Excel, PowerPoint, and Sharepoint.

#### **MINIMUM QUALIFICATIONS:**

- A) Graduation from an accredited two-year college or university with an Associate's Degree in accounting or finance and two ( 2) years' experience in an accounting and finance environment;  
or
- B) Four( 4) years of experience in an accounting and finance environment;  
or
- C) Any equivalent combination of education and experience.

#### **JOB REQUIREMENTS:**

- Must be bondable.
- Acceptable credit history and criminal history required.
- Must successfully pass pre-employment drug screening.

**SUPERVISORY CONTROLS:** The Deputy City Clerk and City Clerk/Treasurer assign work in terms of general instructions. The Deputy City Clerk or City Clerk/Treasurer spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city policies and procedures and general cashiering practices, utility billing procedures, and court procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:** The work consists of mathematical calculations and reconciliation of multiple bank statements and general ledger and subsidiary ledger accounts. Attention to detail and accuracy are critical. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The City of Oxford is a custodian of the funds it maintains for the betterment of its citizens, visitors and environment. The purpose of this position is to enhance the integrity of the City's operations and procedures by helping to ensure the transparency and accuracy of its governmental financial records. Successful performance helps ensure public satisfaction with the integrity of accounts, employees, and vendor relations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, elected officials, and vendors as well as the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, provide services, and resolve problems.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, Microsoft Office 365 software suite; BS&A Accounting software; various websites to retrieve and/or upload financial information/data; 10- key calculator, phone, fax, and copy machine.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/ or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work is typically performed in an office. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually moderately quiet.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

## **Justification for Request for Additional Position in City Clerk's Office Beginning in FY 2025**

**Position Title: Accounting Specialist, Full Time**

**Entry Level Paygrade/Step – 14A**

### **Summary**

The Deputy City Clerk processes all Accounts Payable vouchers and payments for the City. An increase in the City's volume of accounts payable transactions in recent years has resulted in less timely payment of obligations. The City is occasionally charged penalties for not making payments in a timely manner.

Another issue is that regulatory requirements are becoming more stringent and burdensome. For example, the City is currently being audited by the Internal Revenue Service (IRS) for its failure to execute backup withholding against vendors for which we do not have a W-9 form for 2021 and who we were required to send Forms 1099 to. The City could be liable for as much as \$10,000 in penalties for this deficiency.

Additionally, over the past few years, auditors have identified several issues that potentially could decrease the integrity of our financial reports. These are issues related to a lack of separation of duties caused by there not being adequate qualified individuals to review bank reconciliations, journal entries, adjustments, utility accounts activity, etc.

An additional employee in the City Clerk's office performing the responsibilities in the attached job description would provide relief in all of these areas and strengthen our efforts to remain accountable and transparent to our citizens.

### **Factors Affecting this Issue**

1. Volume of accounts payable transactions:

The volume of accounts payable vouchers continues to trend slightly upward each year. Below are numbers for the past few years:

<b><u>Fiscal Year</u></b>	<b><u>Volume</u></b>
FY 2021	2,258
FY 2022	2,179
FY 2023	2,383
FY 2024	2,400 (annualized estimate)

The complexity of transactions is also increasing. A few years ago, all payments were made by check. As technological advances have introduced more alternative methods for paying, vendors are requesting payment in methods such as via ACH. Direct deposit of payroll checks is also made via ACH. These types of payments utilize a slightly different process and require us to submit information to our bank.

Due to the increasing volume and complexity of accounts payable transactions, as well as many other responsibilities, the Deputy City Clerk is unable to pay all

invoices within 30 days of the invoice date. While 76.1% of invoices in FY 2024 (through February) were paid within 30 days of invoice date, only 26.1% were paid within 10 days of invoice date, which is the time period most vendors allow for a discount. The chart below shows a breakdown of days outstanding for FY 2024 invoices.

<u>Paid (days after invoice date)</u>	<u>Invoices</u>
0-10 days	366 (26.1%)
11-30 days	697 (50%)
31-60 days	246 (17.6%)
61-90 days	50 (3.5%)
91-120 days	19 (1.3%)
121+ days	22 (1.5%)

The Deputy City Clerk has put in many hours of overtime trying to bring accounts payable transactions more current as well as keep up with her other responsibilities. She is faced with many interruptions throughout the workday. During FY 2024 through February 14, she has worked 88.25 overtime hours (about 12 per month). However, working overtime has not seemed to help with this situation.

2. Regulatory requirements:

The City of Oxford has never required W-9 forms from a vendor unless a formal contract was executed. However, the City sends about 25-30 1099 forms out to vendors each year. Recently the City of Oxford was asked to provide documentation of W-9 forms for the 2021 calendar year 1099 forms. While I was able to obtain 1099 forms from nearly all of the vendors, which the IRS accepted, three vendors did not complete their forms appropriately. I was required to send those vendors forms requesting that they verify they reported the income on our 1099s for 2021. We will owe backup withholding for any of the three that do not return the completed form, which totals about \$10,000 for all three.

Backup withholding is required by federal law when a vendor completing a service does not provide a completed W-9. We must obtain a W-9 from almost all vendors we engage with for services, or for a combination of products and services in order to determine whether to send them a Form 1099 and whether to conduct backup withholding on any payments we make to them. The time and labor required to maintain the files, communicate with vendors, and continuously determine if we should withhold from their invoice payments will be significant.

3. Audit Deficiencies

During the last three financial audits for the City of Oxford, the firms have identified material weaknesses and deficiencies that could cause problems for us if they are not addressed. The issues that have been identified are:

1. No second person reviewing bank statement reconciliations.

2. Some timecards not approved by supervisor.
3. Journal entries are not being approved by another individual.
4. Adjustments not being reviewed. They are created and entered by the same person.
5. Cash deposits not being made at least once weekly.
6. Errors in the calculation of utility bills resulted in lost revenue for the City.

**Conclusion**

Adding a staff person in City Hall to provide technical assistance with a variety of financial tasks will help the City ensure that all of the weaknesses and deficiencies above are addressed.





**CITY OF OXFORD  
POLICE DEPARTMENT**



**Mark A. Anglin  
Chief of Police**

**Effective 7/1/2024**

**JOB TITLE:** Administrative Assistant (Part Time up 29.5 hours)

**Department:** Police Department

**Reports To:** Police Chief

**PAY GRADE:** 14

**JOB SUMMARY:** This position is responsible for a varied range of clerical and administrative duties with a large portion being dedicated to communicating with the public. The position requires excellent verbal, written, and office skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Type memos/correspondence for assigned staff
- Compile monthly UCR report data prescribed by state law O.C.G.A. §35-3-36
- Assist with the Police Department becoming a State Certified Agency as well as GMA Certification
- Being designated as Safety Officer for the City of Oxford
- Assist with grant writing proposals
- Maintain Chief's calendar and coordinate meeting requests for the Chief
- Take minutes of staff meetings and maintain records
- Prepare documents and reports for Chief of Police
- Coordinate billing and equipment purchases
- Check Jail Logs daily. Ensure any inmates incarcerated under City of Oxford Warrants are afforded bond, and/or brought before the Municipal Court to have a bond set. Provide appropriate paperwork for the Sheriff's Department.
- Liaison with the Newton County Sheriff's Department, District Attorney's Office, City of Covington, and City of Porterdale records departments
- Provide requested reports, body camera, and evidence for District Attorney's Office, Municipal Court Solicitor
- Maintain social media accounts for the police department
- Ensure quick dissemination of public safety emergency notifications such as road closures, and public safety awareness information

- Answer phone calls to the Oxford Police Department
- Prioritize calls and transfer to appropriate parties: Chief of Police, etc.
- Take messages for police department, and personnel when not available or out of the office
- Handle open records requests and maintain open record files
- Make sure the agency stays in compliance with open record laws
- Provide police incident reports to citizens
- Assist with projects i.e., 4<sup>th</sup> July parade, and community events
- Maintain community outreach supplies, promotional items
- Performs other duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

- Working knowledge of modern office practices and procedures including computers and electronic data
- Working knowledge of Microsoft suite
- Knowledge of various social media platforms
- Effective verbal and written communication skills
- Ability to establish successful working relationships

#### **MINIMUM QUALIFICATIONS:**

- **No Criminal Convictions excluding minor traffic offenses**
- High school diploma
- Experience working in administrative setting in government entities

#### **JOB REQUIREMENTS:**

- Must successfully pass pre-employment drug screening
- Criminal History background check

**SUPERVISORY CONTROLS:** The Chief of Police assigns work in terms of general instructions. The Chief of Police spot checks completed work for effectiveness and efficiency.

**GUIDELINES:** Guidelines include city policies and procedures, and Police Department policy and procedures.

**COMPLEXITY:** The work consists of administrative duties including data entry to the GBI Uniform Crime Reporting System, strict confidentiality of criminal cases that occur within the jurisdiction of the City of Oxford, and liaison with other law enforcement entities as needed to provide information requested.

**SCOPE AND EFFECT:** The City of Oxford Police Department is responsible for maintaining law enforcement records, calls for service, enforcing of state law and city ordinances. The purpose of this position is to enhance the City of Oxford and the service of the police department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, city employees, elected officials, vendors, other law enforcement agencies, local, state, and national community partners, citizens of Oxford and surrounding communities.

**PURPOSE OF CONTACTS:** To provide information, reports, resources, and resolve concerns of the citizens.

**TOOLS AND PROGRAMS USED:** Desktop computer, phone, copy machine, and fax machine. Microsoft suite, Canva, Adobe, Spillman, GBI/NIBRS website.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit. The employee must be able to talk and hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk and carry a weight of 25 lbs. or less.

**WORK ENVIRONMENT:** The work is typically performed in an office. The employee will be required at times to work outside in community settings such as parades and festivals. Some evenings, weekends, and holidays are required for the employee to work. All City of Oxford Employees must work on July 4<sup>th</sup> annually.



## Budget Request FY2025

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Item: Admin Assistant

Purpose: To assist with administrative work with the police department, act as the Safety Officer for the City of Oxford, update social media accounts and emergency notifications to the public. Coordinate community events for the police department such as fall festival, Christmas festival, Earth Day, bike rides, Faith and Blue Weekend events, Trunk or Treat, and 4<sup>th</sup> of July.

Estimated Cost: See attached job description.

Justification: To provide efficient and effective police services to the citizens and visitors to the City of Oxford. The intent is to provide Georgia law enforcement agencies with model policies, resources, and best practices that meet standards in line with other certification programs and can be implemented in a cost-effective and efficient manner. The position will allow the city to provide a Safety Coordinator through our Local Government Risk Management Services (LGRMS) who will coordinate all safety-related training for city employees.

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Department: Police Department

By: Chief Mark Anglin



**CITY OF OXFORD  
POLICE DEPARTMENT**



**Mark A. Anglin  
Chief of Police**

Mayor Eady and City Council Members,

I write to you all to request an additional position to be added as an administrative assistant for the police department. I respectfully request you all to consider this position request for the 2025 General Budget. I am required to perform police functions along with administrative duties, contacting vendors, scheduling maintenance, required district chief meetings, attending webinar training, staying in compliance with GCIC/NCIC regulations, and personnel administrative tasks. The administrative work consumes a good portion of the day and is often interrupted by handling calls for service, backing up other officers, attending to employee administration, and attending regular meetings.

By virtue of my position, I serve on several boards within Newton County. Participating and serving on these boards affords the city input regarding public safety and community issues. Some of the boards include the Child Fatality Review Board, Covington/Newton 911 Governors Board of Directors, the Student Attendance and School Climate Committee, and other Newton County Law Enforcement Meetings. Some of these tasks have been reassigned when possible but still require regular attendance. We have attempted our hand at making the city and police department known on the various social media outlets but have come up short. Maintaining these platforms takes time and careful attention must be given to ensure that accurate information is posted, no identities are shared, that should not be and no personal or private information is disseminated.

As we move forward with the Excellence in Policing Certification (EIP) through Georgia Municipal Association (GMA) many additional hours of administrative work will be required. The certification will demonstrate the commitment the city has to providing the highest professional standards while reducing law enforcement liability in a cost-effective manner through the EIP Certification. The EIP Certification is a great steppingstone to state and national accreditation. This position will also serve as the Safety Coordinator trained through Local Government Risk Management Services (LGRMS). The Safety Coordinator will serve all city employees. This program is a three-part series dealing with the duties of the designated safety coordinator or those with responsibilities for safety and loss control. Safety Coordinator will consist of Safety Rules, Safety Hazards, and Self-Inspections. At the end of these sessions, participants will have the working knowledge to promote safety rules, identify safety hazards and perform self-inspections. This is another cost-saving designation to assist with grants and liability coverage discounts.

Thank you for your consideration of this request. I look forward to continuing to serve the citizens of Oxford as we move forward together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark A. Ayala". The signature is fluid and cursive, with a long horizontal stroke at the end.





## Capital Improvement Plan FY 2025 - FY 2029

Capital Budget - July 1, 2024 - June 30, 2025

Adopted XX/XX/2024

Mayor David S. Eady

Councilmembers

Jeff Wearing - Erik Oliver  
Laura McCanless - George Holt  
Mike Ready - Jim Windham

Bill Andrew, City Manager  
Marcia Brooks, City Clerk/Treasurer  
Mark Anglin, Police Chief  
Jody Reid, Supervisor of Public Works and Utilities

FY2025 Capital Budget  
Final Draft 5.31.2024

Project Description	FY 2025	FY2026	FY2027	FY2028	FY2029	Five-Year Total	Comments
<b>General</b>	<b>353,333</b>	<b>175,000</b>	<b>150,000</b>	<b>210,000</b>	<b>150,000</b>	<b>1,038,333</b>	
City Limit Monument Sign and Landscape Improvements				60,000		60,000	\$60K budgeted each year (FY20-22)
Finance Software Upgrade	33,333					33,333	Share of \$100K+ to upgrade software
Wayfinding Plan and Design Standards - Dev and Imp	20,000					20,000	including assessment of signs to determine what needs to be removed
Landscaping Around City Hall	50,000					50,000	
AV System Council Chamber/Courtroom	50,000					50,000	
Space Analysis for City Hall Building	30,000					30,000	
Re-editing/formatting/reissue of 175th book		25,000				25,000	
Seasonal/event banners and lights	20,000					20,000	
Land acquisition	150,000	150,000	150,000	150,000	150,000	750,000	Interest earned from GA Fund 1 set aside for land acquisition
<b>Parks, Landscapes, and Recreation</b>	<b>1,826,000</b>	<b>6,470,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>8,696,000</b>	
Catova Creek Restoration and Greenway Trail	1,125,000	3,070,000				4,195,000	\$900K in Congressional funding
Nature Parks on Giles and Little properties			200,000	200,000		400,000	Plan and implement improvements
Coke Street Trail from Watson to Richardson Street		400,000				400,000	Preliminary plan complete; design/engineering and construction remains
3 Trails Project	500,000	3,000,000				3,500,000	\$200k added to original grant amount for contingency cost overruns in original scope
Grounds Maintenance Equipment – Lawnmowers (2)						-	Preference to electric zero-point-turn mower with mulch guard or rear discharge
Playground Canopy and Benches ASP	60,000					60,000	
Green Repair at ASP	75,000					75,000	
Sound buffering of pavilion at ASP	10,000					10,000	
Removal/replacement of deck behind Old Church	30,000					30,000	
Replacement of Cameras at Asbury Street Park	26,000					26,000	
<b>Streets, Drains, Sidewalks, and Street Lamps</b>	<b>2,165,405</b>	<b>1,450,000</b>	<b>1,583,359</b>	<b>1,086,273</b>	<b>50,000</b>	<b>6,335,038</b>	
Street Repairs and Resurfacing (annual schedule)	1,385,405	1,174,952	533,359	536,273		2,455,038	
E. Clark Street Improvements	50,000	700,000				750,000	FY 25 - design/engineering; FY 26 - construction costs
Whatcoat Street Improvements	30,000	700,000				730,000	
Emory Street Sidewalk Replacement (Post Office to Soule St)	500,000					500,000	\$300K budgeted in FY23. This estimate came from K&W
E. Soule Street Improvements (full-depth reclamation, etc.)						-	
Stormwater Infrastructure Improvements	100,000	50,000	50,000	50,000	50,000	300,000	FY25 includes engineering cost to enable a stormwater utility to cover future costs
Emory Street/Highway 81 Complete Streets Plan and Dev		500,000	500,000			500,000	Assumes cost-sharing with GDOT
Emory Street/Highway 81 Bridge and Connectivity over I-20				500,000		500,000	Assumes cost-sharing with GDOT and City of Covington
City-Wide Complete Streets Plan and Development			500,000			500,000	Might be eligible for GDOT funding
Speed Tables E. and W. Soule Street	40,000					40,000	
Parking Improvements at Old Church	60,000					60,000	
<b>Electric Utility</b>	<b>716,849</b>	<b>270,000</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>	<b>1,226,849</b>	
Electric System Improvements	120,000	120,000	120,000	120,000		480,000	Annual pole replacement and system upgrades
Vehicle Replacement (Ford F150 Lightning)	25,000					25,000	Assumes pickup truck replacement
Finance Software Upgrade	21,849					21,849	Share of \$100K to upgrade software
Smart Meters	300,000					300,000	\$300K was budgeted each year in FY19, FY20, and FY21
Power System Upgrades	250,000					250,000	
Small Bucket Truck	450,000	150,000				150,000	
<b>Water and Sewer Utility</b>	<b>620,333</b>	<b>3,119,100</b>	<b>1,098,555</b>	<b>-</b>	<b>-</b>	<b>4,837,988</b>	
Water Line Replacement	250,000	3,119,100	1,098,555			4,467,655	FY25 design/engineering for multiple water line replacement projects to be funded by GEFA loans; FY 26 - Queen Anne St. and Haygood St.; FY 27 - Cindy St., Coke St., W. Watson St., Williams St.
Smart Meters	300,000					300,000	\$300K was budgeted each year in FY19, FY20, and FY21
Vehicle Replacement (Ford F150 Lightning)	30,000					30,000	
Finance Software Upgrade	33,333					33,333	Share of \$100K to upgrade software
Equipment Trailer (Jody)	7,000					7,000	
<b>Police Department</b>	<b>17,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,000</b>	
Replace Flooring	17,000					17,000	
Interview Room Construction						-	
<b>Downtown Development Authority</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Architecture and Engineering for Town Center Development						-	Funds may be reimbursed to the city with financing for construction
<b>TOTAL</b>	<b>5,698,920</b>	<b>11,484,100</b>	<b>3,151,914</b>	<b>1,616,273</b>	<b>200,000</b>	<b>22,151,208</b>	



**FY2025 Capital Budget**  
**Final Draft 5.31.2024**

Account Number		Project Description	FY2025								
			Cost	Capital/Gold Reserve	Georgia Fund 1	Water/Sewer Capital	Electric Capital	SPLOST 2017 Allocations	SPLOST 2023 Allocations	External Funds	Subtotals
General											353,333
	350.4200.522201.000	Wayfinding Plan and Design Standards - Develop and Implement	20,000	20,000							20,000
	350.1512.521301.000	Finance Software Upgrade	33,333	33,333							33,333
		AV System for Council Chamber/Courtroom	50,000	50,000							50,000
		Landscaping Around City Hall	50,000	50,000							50,000
		Space Analysis for City Hall Building	30,000	30,000							30,000
		Seasonal/Event Banners and Lights	20,000	20,000							20,000
		Land Acquisition	150,000		150,000						150,000
Parks, Landscapes, and Recreation											1,826,000
	350.6200.117100.001	Catova Creek Restoration and Greenway Trail	1,125,000	225,000						900,000	1,125,000
	350.6200.541200.003	3 Trails Project	500,000	500,000							500,000
		Coke Street Trail from Watson to Richardson Street									-
		Nature Parks on Giles and Little Properties									-
	350.6200.542100.001	Grounds Maintenance Equipment – Lawnmowers (Jody)									-
		Playground Canopy and Benches ASP (TPR)	60,000						60,000		60,000
		Green Repair at ASP	75,000						75,000		75,000
		Sound buffering of pavilion at ASP	10,000						10,000		10,000
		Removal/replacement of deck behind Old Church	30,000	30,000							30,000
		Replacement of Park Cameras at Asbury Street Park	26,000					26,000			26,000
Streets, Drains, Sidewalks, and Street Lamps											2,165,405
	350.4200.541400.001	Street Repairs and Resurfacing (annual schedule)	1,385,405	916,044				207,146	139,428	122,787	1,385,405
		E- Soule St- Improvements (full depth reclamation, etc.)									-
	322.4200.541400.000										
	350.4200.541200.004	E. Clark Street Improvements	50,000	50,000							50,000
	322.4200.541400.000	Whatcoat Street Improvements	30,000	30,000							30,000
	350.4224.541203.003	Emory Street Sidewalk Replacement (Post Office to Soule St.)	500,000						500,000		500,000
	350.4250.541200.000	Stormwater Infrastructure Improvements	100,000	100,000							100,000
		Speed Tables E. and W. Soule Street (Laura)	40,000						40,000		40,000
		Parking Improvements for Old Church	60,000	60,000							60,000
Electric Utility											716,849
	510-4600-542500-001	Smart Meters	300,000					300,000			300,000
	510.4600.541402.001	Electric System Improvements	120,000					120,000			120,000
	510.4600.521301.001	Finance Software Upgrade	21,849					21,849			21,849
	510.0000.117300.001	Power System Upgrades	250,000					250,000			250,000
		Ford F150 Lightning (Jody)	25,000					25,000			25,000
		Small bucket truck (Jody)	150,000					150,000			150,000
Water and Sewer Utility											620,333
	505-4410-542500-001	Smart Meters	300,000				300,000				300,000
	350.4400.521301.505	Finance Software Upgrade	33,333				33,333				33,333
		Ford F150 Lightning (Jody)	30,000				30,000				30,000
		Equipment Trailer (Jody)	7,000				7,000				7,000
		Water Line Replacement	250,000				250,000				250,000
Police Department											17,000
		Replace Flooring in Police Department (Mark)	17,000						17,000		17,000
		Interview Room in Police Department (Mark)									-
TOTALS			5,698,920	2,114,377	150,000	620,333	716,849	233,146	841,428	1,022,787	5,698,920

<b>Projected Funds Available FY 2025</b>	
Capital Projects + Gold Reserve	2,231,295
SPLOST 2017	437,738
SPLOST 2023	1,002,164
Water/Sewer Capital	950,818
Electric Capital	875,683
Sinking Fund (GEFA loan)	710,701
Georgia Fund 1	4,190,241
<b>Total Local Funds Available</b>	<b>10,398,640</b>
External Sources	3,128,500
<b>Total Funds Available</b>	<b>13,527,140</b>

April 1 2024 projected balances  
April 1 2024 balance - paying Peach State from these funds - may be exhausted by July 1 2024  
April 1 2024 balance = 252,164 + 15 months x 50,000 = 1,002,164  
April 1 2024 projected balance - pending payback from CDBG and ARPA accounts for Oxford Water Project  
April 1, 2024 includes \$250k moved from MEAG Comp Trust  
April 1 2024 projected balance = 3,502,741 + 12,500 x 15 months reinvested interest = 3,690,241 + 500,000 transfer from Operating

LMIG, Catova Creek, 3 Trails



## Budget Request FY2025

Item: City's Electric System

Purpose: To make sure the city's electric system operates efficiently and in good shape for years to come.

Cost: 120,000

Justification (how will this item contribute to your department's efforts toward accomplishment of the City's goals:

To replace<sup>20</sup> old poles on West Watson St, Cindy Ct and Coke St. Most of these poles are 50+ years old. These poles are very small and not in good shape.

Department: Electric

By: [Signature]



## Budget Request FY2025

Item: F-150

Purpose: To read Meters and do Electric and water & Sewer repairs on the city Systems

Cost: \_\_\_\_\_

Justification (how will this item contribute to your department's efforts toward accomplishment of the City's goals:

It will ensure that we are able to Read Meters and repair meters, and make repairs to the City's Electric, water and Sewer Systems. The one we have has 169,115 Miles on it. Has had Transmission replaced 2 times the motor has ~~been~~ had major repairs several times this past couple years and it uses oil.

Department: Electric, water & Sewer

By: \_\_\_\_\_



## Capital Budget Request FY2025

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Item: Replace carpet flooring in police department.

Purpose: Replace carpet that is damaged due to wear and tear.

Estimated Cost: \$ 13,000.00 – 18,000.

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Justification (how will this item contribute to your department's efforts toward accomplishment of the City's goal:

Replacing the carpet will prevent further damage to the office area. Is):

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Department: Police

By: Chief Mark Anglin



<u>Customer Information</u>
Name: Larry West
Company: City of Oxford Police Department
Address: 110 W. Clark Street Oxford, Ga
Phone: 770-788-1390
County: Newton

3163 Highway 81  
 Oxford, GA 30054  
 678-342-6115  
[Mikesfloorcoverings@gmail.com](mailto:Mikesfloorcoverings@gmail.com)

**Estimate date: 3/13/2024**

DESCRIPTION	RATE x SQUARE FOOTAGE	PRICE
Carpet tile color - tbd material (Police Dept.)	\$25.00 x 250 yds	\$6,250.00
Carpet tile color - tbd labor	\$5.00 x 250 yds	\$1,250.00
Cove base color - tbd	\$2.50 x 580 ft	\$1,450.00
Move furniture		\$800.00
Take up old flooring		\$500.00
Floor prep		\$200.00
Broadloom steps material	\$18.00 x 40 yds	\$720.00
Broadloom steps labor		\$500.00
SUBTOTAL \$11,670.00	TAX \$	<u>TOTAL \$11,670.00</u>

We accept cash, checks, debit & credit cards. 3% fee for cards.  
*A deposit of half is required before ordering materials.*

**THANK YOU FOR YOUR BUSINESS!**



FAMILY OWNED SINCE '99

Customer Information
Name: Larry West
Company: City of Oxford Police Department
Address: 110 W. Clark Street Oxford, Ga
Phone: 770-788-1390
County: Newton

3163 Highway 81  
Oxford, GA 30054  
678-342-6115  
[Mikesfloorcoverings@gmail.com](mailto:Mikesfloorcoverings@gmail.com)

**Estimate date: 3/13/2024**

DESCRIPTION	RATE x SQUARE FOOTAGE	PRICE
LVP Loose Lay color - tbd material (Police Dept.)	\$3.25 x 2,200 ft	\$7,150.00
LVP Loose Lay color - tbd labor	\$1.50 x 2,200 ft	\$3,300.00
Cove base color - tbd	\$2.50 x 580 ft	\$1,450.00
Quarter round	\$1.75 x 130 ft	\$227.50
Move furniture		\$800.00
Take up old flooring		\$500.00
Floor prep		\$200.00
Rubber stair treads	\$150.00 x 21	\$3,150.00
SUBTOTAL \$16,777.50	TAX \$	<u>TOTAL \$16,777.50</u>

We accept cash, checks, debit & credit cards. 3% fee for cards.  
A deposit of half is required before ordering materials.

**THANK YOU FOR YOUR BUSINESS!**

WOOD | CARPET | CERAMIC | VINYL

[www.squarecircleinteriors.com](http://www.squarecircleinteriors.com)

Oxford Police Dept/Courthouse/Clerks Office  
110 W. Clark Street  
Oxford, GA. 30345  
Contact - Lt. Larry Westmoreland  
Contact No. (770) 788-1390  
Email – [lwestmoreland@oxfordgeorgia.org](mailto:lwestmoreland@oxfordgeorgia.org)

March 11<sup>th</sup>, 2024

Hello! Here is your estimated cost for carpet replacement in the Police Dept, Courtroom and Chambers, and Clerks Office.

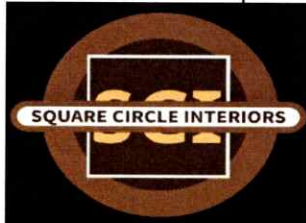
Please note that these figures are based on removal and disposal of all existing materials and installation of new carpet tile (Pentz Vitality 7093T) and broadloom (Pentz Vitality 3056B), and vinyl coving where applicable.

A more detailed estimate is available upon request.

Thank you for allowing us to submit our offer on your project.

TOTAL - \$36,686.63  
Deposit - \$18,343.32  
Balance - \$18,343.31

William Walker – Proprietor



Square Circle Interiors Llc.  
3340 Peachtree Rd Ste1800  
Atlanta, GA 30326-1064  
Mobile Contact No (404) 992-3055  
Email: [bill@squarecircleinteriors.com](mailto:bill@squarecircleinteriors.com)  
Website: [www.squarecircleinteriors.com](http://www.squarecircleinteriors.com)

July 1, 2024 - June 30, 2025

Adopted xx/xx/2024

Mayor David S. Eady

Councilmembers

Jeff Wearing - Erik Oliver  
Laura McCanless - George Holt  
Mike Ready - Jim Windham

Bill Andrew, City Manager  
Marcia Brooks, City Clerk/Treasurer  
Mark Anglin, Police Chief  
Jody Reid, Supervisor of Public Works and Utilities





**City of Oxford  
Project**

**Overhead Pole Change Out**

**Jody,**

**Thank you for allowing U-tec the opportunity to bid on the City of Oxford Overhead Pole change out project. Here is our total price \$41,789.00. Again, thank you for this opportunity.**

**David Mathis**

*Over and Under Contractors, Inc.*

*Post Office Box 53 Suwanee, Georgia 30024*

*Office: (770)682-9160*

*Email: [overundercontractor@gmail.com](mailto:overundercontractor@gmail.com)*

To: City of Oxford

Attn: Jody Reid

Reference: Pole Change Out Project

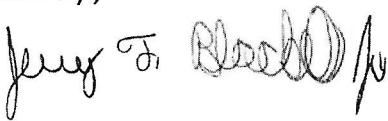
Over & Under to change out (9) wood poles around town according to prints provided to us. We will set poles, transfer primaries, neutrals and all electrical devices to the new poles. We will then saw off the old poles just above the telecommunications.

Over & Under to supply labor, equipment and supervision to complete the project.

City of Oxford to supply all materials necessary to complete the project.

We will do this work for the lump sum of \$60,282.00. Should rock be encountered, we will remove at cost plus 15%.

Sincerely ,

A handwritten signature in black ink, appearing to read "Jerry T. Blackwell Jr.", with a stylized flourish at the end.

Jerry T. Blackwell Jr.

16 FEB 2024



6700 Oakley Industrial Blvd  
UNION CITY, GA 30291

**MATERIALS**

www.anixterpowersolutions.com

Phone: 404.691.2605  
Fax: 770.798.1309

**Quotation: U00752262.00**

To: **CITY OF OXFORD  
ELECTRIC DEPT.  
110 WEST CLARK  
OXFORD, GA 30054**

Issued Date: **Apr 24, 2024**

Expiration Date: **May 24, 2024**

Sales Contact: **Tange Akins**

Attn:  
Phone:  
Fax: **7704268913**

(P)  
(F)  
**tange.akers@wescodist.com**

## PRICES SUBJECT TO ESCALATION AT TIME OF SHIPMENT

\*\*Please note the prices quoted are based on the current and/or projected metals and raw materials. If the manufacturer receives an unexpected price increase that is passed along and we are unsuccessful at negotiating that increase, then we are required to pass along that increase as well.\*\*

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
1		<b>RALS-2-N</b> CLAMP SUSP BLTD ANGLE AL .5"-1.092" 90DEG <b>STD PKG: 20</b> CPN: 160-20020 DEL: 4 WEEKS	20	29.800	EA	596.00
2		<b>HDSO-47</b> CLAMP DE STRAIGHT BLTD .19"-.47" NO FTG <b>STD PKG: 20</b> DEL: STOCKED	20	15.000	EA	300.00
3		<b>HDSO-88</b> CLAMP DE STRAIGHT BLTD .25"-.88" NO FTG <b>STD PKG: 10</b> DEL: QTY 25 STOCKED, ETA 4 WEEKS REMAINING	30	22.850	EA	685.50
4		<b>D-104-6</b> ANCH PISA 10" HEL 6000# 1-3/8"SQ HUB 3/4-1"ROD <b>STD PKG: 4</b> DEL: QTY 4 STOCKED, ETA 4 WEEKS FOR REMAINING	16	52.500	EA	840.00
5		<b>STB096N12402REA</b> TANGENT FBRGLS 3-1/2" X 4-1/2"X8' HVY W/BRKT <b>STD PKG: 42</b> DEL: STOCKED	1	207.150	EA	207.15
6		<b>ZHP010-0000100</b> ARR DIST 10KV HD POLY 10KA W/BIRD CAP NO BRKT <b>STD PKG: 128</b> DEL: STOCKED	6	48.050	EA	288.30



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UNION CITY, GA 30291

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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
7		<b>G1MDA318ADB</b> BRKT C/O & ARR 18" 1.5" DIA 3-POS HDWR & SLOT AL <b>STD PKG: 4</b> DEL: STOCKED	4	53.000	EA	212.00
8		<b>CSG15-100A-110-CN-16KA</b> CUTOUT SILICONE 15KV 100A 110BIL  DEL: WAITING ON ETA	6	87.500	EA	525.00
9		<b>HSG-4506</b> GRIP DE SVC 1/0 ACSR YELLOW 0.365-0.409 DIA <b>STD PKG: 100</b> CPN: GRIPDE-1/0 DEL: 16 WEEKS	100	1.150	EA	115.00
10		<b>HPI-55-4</b> INSU PIN 15KV F-NECK POLYE GRY MIN ORDER QTY IS 90PCS <b>STD PKG: 30</b> DEL: 5 WEEKS	90	7.750	EA	697.50
11		<b>DS-15M</b> INSU DE SUSP 15KV SIL IRON END FITTINGS <b>STD PKG: 18</b> DEL: 4 WEEKS	36	18.350	EA	660.60
12		<b>J740Z</b> PIN POLE TOP 20" 1" NYLN THREADS <b>STD PKG: 15</b> CPN: PIN-PTF DEL: 4 WEEKS	15	22.050	EA	330.75
13		<b>J204Z</b> PIN INSULATOR 5/8" SHNK 1" THRAD 56-1/2" NYL <b>STD PKG: 25</b> DEL: 4 WEEKS	25	7.650	EA	191.25
14		<b>PEP-66-45</b> PLATE POLE EYE 3/4" PIN 3/4" MTG BOLTS <b>STD PKG: 20</b> DEL: 4 WEEKS	40	10.750	EA	430.00
15		<b>D-75-D</b> ROD ANCH PISA 3/4"X7' DE ASSY <b>STD PKG: 5</b> DEL: STOCKED	15	34.450	EA	516.75



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UNION CITY, GA 30291

**MATERIALS**

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Phone: 404.691.2605  
Fax: 770.798.1309

**Quotation: U00752262.00**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
16		<b>615883</b> ROD GROUND 5/8 X 8 FT CU 13MIL REA NON-TH YEL <b>STD PKG:</b> 100 DEL: STOCKED	40	25.670	EA	1,026.80
17		<b>1/0THHN BLACK STR</b> WIRE 1/0 THHN STR 600V C U <b>STD PKG:</b> 1000 CPN: THHN 1/0	1		FT	No Quote
18		<b>SPL-1360-P</b> TIE SPOOL AAC 336.4 19 STR .721 PAD  DEL: 2 WEEKS	50	5.650	EA	282.50
19		<b>SPL-1358-P</b> TIE SPOOL AAC 4/0 7STR 0.563 PAD <b>STD PKG:</b> 50 CPN: TIESPL4/0 DEL: 3 WEEKS	50	5.300	EA	265.00

**SECTION TOTAL:** \$8,170.10

**QUOTE TOTAL:** \$8,170.10

### Special Notes

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE ANIXTER TERMS AND CONDITIONS OF SALE PUBLISHED AT THE LINK BELOW ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

<http://www.anixter.com/TERMSANDCONDITIONS>

Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.

The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Anixter's performance or obligations herein. In the event of any delays or adverse impacts, Anixter reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.



## Quote



<b>Entered Date</b>	<b>Taken By</b>	<b>Customer #</b>	<b>Order #</b>
4/18/24	NCOR	1477	10236856-00
<b>Expiration Date</b>	<b>PO #</b>	<b>Page #</b>	
6/17/24	ECG 852 4/18/24	1	

<b>Bill To</b>	<b>Ship To</b>	<b>Remit To</b>
CITY OF OXFORD 110 W CLARK ST OXFORD, GA 30054-2274	CITY OF OXFORD 105 W WATSON ST OXFORD, GA 30054-2014	Gresco Utility Supply, Inc. PO Box 932918 Atlanta, GA 31193-2918

Please note that the quote's expiration date, pricing, and lead times are subject to change based on manufacturing updates. GRESKO will communicate any changes at the time the order is placed.

### Instructions

<b>Ship Point</b>	<b>Via</b>	<b>Shipped</b>	<b>Terms</b>	<b>SlsRepIn/Out</b>
Gresco-Forsyth, GA	Gresco Truck		Net 30 Days	ncor / csti

### Notes

Correspondence address: 1135 Rumble Road Forsyth GA 31029. If you have any questions, please do not hesitate to contact our Accounts Receivable department at ar@gresco.com. Thank you.

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	<b>RALS-1N</b> CLAMP ANGLE SUS .23-.75 4-397.5 #RALS-1N/AAC-301 STOCK STD QTY: 25	25.00	EA	15.85	EA	396.25
2	<b>HDSO-47</b> CLAMP DE STRAIGHT .190 - .470 STD/20 PLT/800 STOCK STD QTY: 20	20.00	EA	18.00	EA	360.00
3	<b>HDSO-57</b> CLAMP DE STRAIGHT.25-.57 HDSO-57.7695 STOCK STD QTY: 25	50.00	EA	20.25	EA	1,012.50
4	<b>TAPL-100-10 (10)</b> ANCHOR PISA 10" 6000# 1-3/8" CORE 3/4&1" ROD STOCK STD QTY: 6	18.00	EA	43.50	EA	783.00
5	<b>TB200012005X2</b> CROSSARM, TANGENT 10' GRAY 11/16"HOLE5/8"BOL STOCK	1.00	EA	235.00	EA	235.00



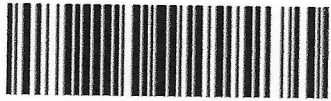
Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
6	<b>AHD-9B-1GX-3X1-3X</b> ARR HD 9KV DIST ALUMA FORM HEAVY DUTY 9 KV RATED WITH ISOLATOR BRACKET, GROUND LEAD DISCONNECT,NO LINE OR GROUND LEAD, WILDLIFE CAP,SILICONE BRONZE HARDWARE. STOCK STD QTY: 5	10.00	EA	50.30	EA	503.00
7	<b>F2CS-HV-A48-VP-1</b> BRACKET FG 2PH VERT PIN INSULATOR BKT 1" THREAD 48" STOCK	5.00	EA	172.40	EA	862.00
8	<b>D1583</b> BRACKET STEEL T 25KV FOR CUTOOT & ARRESTER 75 TO THE CRATE STOCK	3.00	EA	46.30	EA	138.90
9	<b>CSG15-100A-110-CN-10KA</b> CUTOOT NON-LB 100A 15KV POLYMER PARALLEL GROOVE STOCK	6.00	EA	98.75	EA	592.50
10	<b>OHDE-9538</b> GRIP OVERHEAD DE 1/0 OHDE-9538 #1/0 STOCK	50.00	EA	11.30	EA	565.00
11	<b>366S/PI23253RT</b> INS PORC PIN 15KV F-NECK 1"R GRY 366-SPP 504/PLT LEAD TIME: 2-3 WEEKS STD QTY: 12 Customer Prod: 366S	12.00	EA	6.95	EA	83.40
12	<b>ARP-15SKCE-S</b> INS POLY SUSP DE 15KV SILICONE 10/BOX 600/PLT STOCK STD QTY: 10	40.00	EA	14.00	EA	560.00
13	<b>C721N015KVA-D-E</b> TX 7.2 120/240 1B 15KVA DOE CONV ERMCO STOCK	1.00	EA	1,190.00	EA	1,190.00
14	<b>C722N025KVA-E</b> TX 7.2 120/240 2B 25KVA NI W/ SEC ARRESTOR STOCK	1.00	EA	1,845.00	EA	1,845.00
15	<b>C722N050KVA-E</b> TX 7.2 120/240 2B 50KVA NI W/SEC ARRESTOR STOCK	1.00	EA	2,495.00	EA	2,495.00
16	<b>F1CS-MV-V13-RHP-1</b> PIN POLE TOP 1PH FBRGLS SUPPORT 1" PIN STOCK	5.00	EA	41.30	EA	206.50
17	<b>J203Z</b> PIN DROP THRU STEEL 15KV 1"F/WOOD X-ARM NYLON THD STOCK STD QTY: 25	25.00	EA	6.15	EA	153.75

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
18	MGA345 ATTACHMENT GUY MULTIPLE F/GUY WIRE & GUY STRAIN STOCK STD QTY: 25	25.00	EA	9.25	EA	231.25
19	J7528 ROD ANCHOR 3/4X8 TWEYE GALV C J7528 STOCK	13.00	EA	45.65	EA	593.45
20	W588/615883 ROD GRD 5/8X8 CU NON-SEC 6258G13/615883/588RUS STOCK Customer Prod: W588	9.00	EA	26.80	EA	241.20
21	1/0THHN.CU WIRE CU 1/0 THHN INSULAT NRR 19 STR THWN BLK 500FT REELS OF 1/0 THHN STOCK STD QTY: 500FT	500.00	FT	3.00	FT	1,500.00
22	WTF-0221 TIE WRAPLOCK 336 F-NECK WTF-0221 #336 STOCK STD QTY: 50	50.00	EA	11.80	EA	590.00
23	SPL-1358-P TIE SPOOL 4/0 W/PAD SPL-1358-P #4/0 STOCK STD QTY: 50	50.00	EA	5.60	EA	280.00
23	Lines Total	Total Order Quantity	920.00	Subtotal		15,417.70
					Taxes	0.00
					Total	15,417.70





## Quote



Entered Date	Taken By	Customer #	Order #
3/21/24	NCOR	1477	10234847-00
Expiration Date	PO #	Page #	
5/20/24	RFQ POLES	1	

**Bill To**  
CITY OF OXFORD  
110 W CLARK ST  
OXFORD, GA 30054-2274

**Ship To**  
CITY OF OXFORD  
105 W WATSON ST  
OXFORD, GA 30054-2014

**Remit To**  
Gresco Utility Supply, Inc.  
PO Box 932918  
Atlanta, GA 31193-2918

Please note that the quote's expiration date, pricing, and lead times are subject to change based on manufacturing updates. GRESKO will communicate any changes at the time the order is placed.

## Instructions

Ship Point	Via	Shipped	Terms	SlsRepln/Out
Gresco-Forsyth, GA	Best Way		Net 30 Days	ncor / csti

## Notes

Correspondence address: 1135 Rumble Road Forsyth GA 31029. If you have any questions, please do not hesitate to contact our Accounts Receivable department at ar@gresco.com. Thank you.

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	POLE WOOD 35'CL5-MC CCA 35' CLASS 5 LEAD TIME: 2 WEEKS	11.00	EA	218.00	EA	2,398.00
2	POLE WOOD 40'CL2-MC CCA 40' CLASS 2 LEAD TIME: 2 WEEKS	1.00	EA	460.00	EA	460.00
3	POLE WOOD 40'CL5-MC CCA 40' CLASS 5 LEAD TIME: 2 WEEKS	11.00	EA	270.00	EA	2,970.00
4	POLE WOOD 45'CL2-MC CCA 45' CLASS 2 LEAD TIME: 2 WEEKS	5.00	EA	634.00	EA	3,170.00
5	POLE WOOD 50'CL2-MC CCA 50' CLASS 2 LEAD TIME: 2 WEEKS	1.00	EA	750.00	EA	750.00
6	POLE WOOD 55'CL2-MC CCA 55' CLASS 2 Customer Prod: 560.POLE WOOD 55'CL2	2.00	EA	926.00	EA	1,852.00
6	Lines Total	Total Order Quantity	31.00		Subtotal	11,600.00
					Taxes	0.00
					Total	11,600.00

**City of Oxford**  
**Invoices >=\$1,000**  
**Paid May 2024**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
Newton County Board of Commissioners	Water Purchased for Resale – April 2024; Invoice #3226	20,044.00
Newton County Board of Commissioners	Landfill fees	1,199.52
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for April 2024	70,512.72
Electric Cities of Georgia	Consulting and planning services for May 2024	5,984.00
U.S. Dept. of Treasury	Federal Payroll Taxes, May 2024	11,302.27
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – April 2024	1,200.00
VC3, Inc.	Monthly billings for IT services: December 2023 – Inv. 134740 – 2,905.77 April 2024 – Inv. 148318 – 3,016.34	5,922.11
Kellermeyer Bergensons	May 2024 janitorial services, City Hall and Asbury Street Park; Inv. #5034683	1,110.31
U.S. Department of Energy	SEPA Energy Cost - April 2024 – Invoice # B-24-1721	3,000.06
<b>PURCHASES/CONTRACT LABOR</b>		
C. David Strickland, P.C.	Legal services, April 2024	4,820.50
Keck & Wood	Emory Street Sidewalks, Phase II services, March 3-30, 2024 – 6,670.00 Emory Street/E. Wade Street Drainage Improvements – March 3-30, 2024 – 2,527.50	9,197.50
Over and Under General Contractors, Inc.	Electric Repairs due to storm – Hillcrest Drive	2,037.85
Scarborough Tree, Inc.	906 Asbury St. – removal of damaged tree, stump grinding; 301 Cindy Ct. – removal of large tree that fell during storm	12,000.00
Sensus	Purchase of electrical equipment; P.O. 15568	2,000.00
HCS Services	Replacement of fence at Maintenance Facility	36,300.00