



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**Oxford Mayor and Council Regular Meeting**  
**Monday, May 2, 2022 – 7:00 PM**  
**Oxford City Hall**

**Meeting Recording Available at <https://youtu.be/5Wo8Tp7r8bU>**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jeff Wearing – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Jim Windham – Councilmember  
Lynn Bohanan – Councilmember

**APPOINTED/STAFF PRESENT:**

Bill Andrew – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Mark Anglin – Police Chief  
Jody Reid – Utilities Supervisor  
C. David Strickland – City Attorney

**OTHERS PRESENT:** Art Vinson, Laurie Vinson, Rev. Dr. Avis Williams

1. Call to order: Hon. David S. Eady, Mayor

2. Pledge of Allegiance

3. Invocation – Rev. Dr. Avis Williams

4. **Agenda Adoption** (Attachment A)

**Motion to adopt agenda – Laura McCanless**

**Second – Jeff Wearing**

**Approved unanimously 7/0**

5. **Consent Agenda** (Attachment B)

a. Minutes of the Regular Session April 4, 2022

b. Minutes of the Work Session April 18, 2022

c. Minutes of the Special Called Work Session April 25, 2022

**Motion to approve Consent Agenda with amendment to April 18, 2022 minutes as stated by George Holt that the fact that there were multiple families involved with Asbury Street Park was not the reason the policy of not naming parks after people was enacted – Jim Windham**

**Second – Mike Ready**

**Approved unanimously 7/0****6. Mayor's Announcements**

- Mayor Eady announced that Doug Hicks, Dean of Oxford College, has been appointed the President of Davidson College, which is his alma mater.
- A Public Hearing will be held May 9<sup>th</sup> at 7:00 p.m. to discuss the Comprehensive Plan.
- A Public Hearing will be held May 16<sup>th</sup> at 6:00 p.m. to discuss the FY 2023 Operating and Capital Budgets.

**7. Citizen Concerns**

None.

**8. FY 2022 Electric Line Tree Trimming (Attachment C)**

**Motion to authorize Mayor Eady to enter into a contract with Burford's Tree, LLC for \$45,000**

**Second - Laura McCanless**

**Approved unanimously (7/0)**

**9. Reclassification and Assigning Pay Rate for Current Administrative Positions**

(Attachment D)

**Motion to approve – George Holt**

**Second – Laura McCanless**

**Approved unanimously (7/0)**

**10. Purchase of New Financial Software and Budget Amendment (Attachment E)**

**Motion to approve recommendation of BS&A's proposal and to pay the up-front costs from FY 2022 Capital funds with a budget amendment to be presented during the May work session/June regular session – Laura McCanless**

**Second – Lynn Bohanan**

**Approved unanimously (7/0)**

**11. Atkins Master Service Agreement (Attachment F)**

**Motion to authorize Mayor Eady to enter into Master Service Agreement with Atkins – Laura McCanless**

**Second – Lynn Bohanan**

**Approved unanimously (7/0)**

**Motion to start with \$250,000 from the FY 2022 Capital Budget to work on the Dried Indian Creek project – Laura McCanless**

**Second – Lynn Bohanan**

**Approved unanimously (7/0)**

**12. Review FY 2023 Budget (Attachment G)**

No votes taken.

**13. Invoices (Attachment H)**

No votes taken.

13. **Executive Session**

None.

13. **Adjourn** 8:18 p.m.

**Motion – Jim Windham**

**Second – Jeff Wearing**

**Approved unanimously 7/0**

Respectfully Submitted,



Marcia Brooks

City Clerk/Treasurer

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

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

12. **\*Review FY2023 Budget**

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

14. **Executive Session**

15. Adjourn

\*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**Oxford Mayor and Council Regular Meeting**  
**Monday, April 4, 2022 – 7:00 PM**  
**Oxford City Hall**  
**DRAFT**

Meeting Recording Available at <https://youtu.be/5Wo8Tp7r8bU>

**ELECTED OFFICIALS PRESENT:**

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

**APPOINTED/STAFF PRESENT:**

Bill Andrew – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Mark Anglin – Police Chief  
C. David Strickland – City Attorney

**ELECTED OFFICIALS NOT PRESENT**

Lynn Bohanan – Councilmember

**OTHERS PRESENT:** Art Vinson, Virginia Brown (Rust Chapel United Methodist Church), Theresa Eady, Dr. Lakliesha Izzard, Adrienne Vinson Wadley (Oxford College), Laura Gafnea (Oxford College), Sarah Davis (Covington News), Avis Williams

1. Call to order: Hon. David S. Eady, Mayor
2. Invocation – Rev. Virginia Brown (Rust Chapel United Methodist Church)

**3. Agenda Adoption (Attachment A)**

**Motion to adopt agenda – Mike Ready**

**Second – Laura McCanless**

**Approved unanimously 6/0**

**4. Consent Agenda (Attachment B)**

a. Minutes of the Regular Session March 7, 2022

b. Minutes of the Work Session March 21, 2022

**Motion to approve Consent Agenda – Mike Ready**

**Second – Laura McCanless**

**Approved unanimously 6/0**

**5. Mayor's Announcements**

Jeff Wearing announced that the fence repair at George Street Park is rescheduled for April 9, 2022 at 9:00 a.m.

**6. Citizen Concerns**

- Dr. Lakliesha Izzard announced she is running for State House District 93 which includes part of unincorporated Oxford.

**7. Removal of Signage and Initiation of Community Dialogue**

Jim Windham made a motion to remove the three-panel marker on Whatcoat Street, the sign across Wesley Street from the Old Church, the sign in front of the slave house ("Kitty's Cottage"), and the granite marker at the Oxford Historical Cemetery; and to initiate a series of community dialogues (facilitated by a third party) that lead to a clear action plan, including a plan for how the City will memorialize enslaved persons and how the City will shall the fullness of Oxford's history going forward. Jeff Wearing seconded the motion.

Jim Windham amended his motion to include the sign in front of City Hall in the signs to be removed.

Mike Ready seconded the amended motion.

The motion carried 5/0 with the following votes:

Jim Windham – yay; Mike Ready – yay; Laura McCanless – yay; George Holt – yay; David Eady – yay; Jeff Wearing abstained

**8. Resolution to Amend the Signatures Allowed for Georgia Fund One Account  
(Attachment C)**

Motion to approve – Jim Windham

Second – Laura McCanless

Approved unanimously 6/0

**9. Resolution to Amend the Signatures Allowed for the MEAG Competitive Trust Account  
(Attachment D)**

Motion to approve – Laura McCanless

Second – George Holt

Approved unanimously 6/0

**10. Letter of Request and Memorandum of Agreement for Northeast Georgia Regional Commission to contract for them to update our Comprehensive Plan for 2023  
(Attachment E)**

Motion to approve attachment 10 for two formal public hearings and three or more input meetings at a cost of \$3,000 – George Holt

Second - Laura McCanless

Approved unanimously 6/0

**11. Recommendation from Trees, Parks, and Recreation Board for ReForest ATL, LLC to remove invasive plant species in Asbury Street Park (Attachment F)**

Motion to approve recommendation – Jim Windham

Second – Jeff Wearing

Approved unanimously 6/0

12. **Invoices** (Attachment G)  
No votes taken.

13. **Executive Session**  
None.

13. **Adjourn** 7:39 p.m.  
**Motion – Jeff Wearing**  
**Second – Mike Ready**  
**Approved unanimously 6/0**

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
BUDGET WORK SESSION  
MONDAY, APRIL 25, 2022 – 6:30 PM  
OXFORD CITY HALL  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Lynn Bohanan – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember

**STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer  
Bill Andrew – City Manager  
Jody Reid – Maintenance Supervisor  
Stacey Mullen – Deputy City Clerk

**OTHERS PRESENT:**

**Agenda (Attachment A)**

**1. Mayor's Announcements**

None.

**2. Consideration of Finance Software Upgrade (Attachment B)**

Staff with the City of Oxford have done extensive research on several vendors to purchase a new financial software package for the City. The least expensive system over a five-year period is BS&A. The City Council members asked for the opinions of staff. They want to ensure that the best program is chosen for the staff because they will be the ones using it. The lowest price should not be the only consideration.

The City Council and staff agreed that the Harris product should be removed from consideration due to the struggles during implementation of the last program and the continuing issues with the company.

Marcia Brooks was asked to check on the storage cost for Edmunds and BS&A, and cloud services provider for Edmunds. She was also asked to check on project management modules in both systems and to get more details on the civic engagement capabilities of BS&A. She was also asked to get some feedback from other cities using both packages.

Ms. Brooks and Bill Andrew are recommending that the initial purchase of the software come from FY 2022 Capital funds. A budget amendment will be needed. The City Council will vote on the purchase of staff's recommendation at the May City Council meeting.

3. **Review of FY 2023 Budget (Attachment C)**

City Council members discussed several items in the Operating and Capital budgets. Mayor Eady advised that the Capital budget is mostly the same as last year's.

Jim Windham stated that the Capital budget should be wiped clean because it is essentially a wish list of items that have been carried forward for several years. He asked Mayor Eady TO plug the items from the list of projects shared at the April 18, 2022 Work Session into the Capital budget based on priority and allow the City Council to review the Capital budget after this is completed. They can then advocate for any removed projects they think should be added back.

Mayor Eady agreed to update the Capital budget as requested and distribute the results to the City Council.

4. **Other Business**

None.

5. **Work Session Meeting Review**

6. **Executive Session**

**Mike Ready made a motion to enter Executive Session at 7:41 p.m. Lynn Bohanan seconded the motion. The motion was approved unanimously (7/0).**

The City Council entered executive session to discuss a real estate matter.

**Mike Ready made a motion to exit Executive Session at 7:49 p.m. Jim Windham seconded the motion. The motion was approved unanimously.**

7. **Adjourn**

The meeting was adjourned by Mayor Eady at 7:49 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
MONDAY, APRIL 18, 2022 – 6:30 PM  
CITY HALL  
DRAFT**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Lynn Bohanan – Councilmember  
Laura McCanless – Councilmember  
Mike Ready – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember

**STAFF PRESENT:**

Marcia Brooks – City Clerk/Treasurer  
Bill Andrew – City Manager  
Mark Anglin – Police Chief  
Jody Reid – Maintenance Supervisor  
Stacey Mullen – Deputy City Clerk

**OTHERS PRESENT:** Tom Johnson, Vicky Giles, Cheryl Ready, Art Vinson, Laurie Vinson, Anderson Wright, Laura Gafnea (Oxford College)

**Agenda (Attachment A)**

**1. Mayor's Announcements**

- a. Public Hearing May 9, 2022 – City Hall – 7:00 p.m. – Comprehensive Plan Update
- b. Memorial Signage – The city is determining the best way to take down these markers/monuments while ensuring they are not damaged and are stored correctly.

The city is looking for an appropriate third-party to facilitate community dialogues, and there are preliminary steps and preparations that will be taken before bringing everyone together. We will start the community dialogues in July/August and continue through November/December. From these conversations, we will develop an action plan against which we can budget funding and program activities that move us forward.

Art Vinson asked if the Confederate cemetery on the Oxford College campus is included. Mayor Eady advised Oxford College maintains that cemetery and it is not included. Only monuments on City property are included.

## 2. **Committee Reports**

- a. **Trees, Parks, and Recreation Board** – Cheryl Ready provided the report for this Board.
- b. **Planning Commission** – Bill Andrew provided the report for this Commission.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.
- d. **Sustainability Committee** – Laura McCanless provided the report for this Committee.

## 3. **Request to Name the Giles Property** (Attachment B)

The City of Oxford recently purchased property from the Giles family and plans to designate it as a park area. Vicky Giles spoke to the City Council about a request from the Giles family to name the park after their family in memory of two family members who recently passed away.

Jim Windham stated that in the past it has been the City's policy not to name parks after people. The same issue arose at Asbury Street Park. In lieu of naming the park after a family, a plaque was placed at the park. He recommends doing the same thing in this situation. George Holt agreed that is the proper way to proceed.

Mayor Eady mentioned that there were multiple families involved with the Asbury Street Park. Mr. Holt stated that was the reason the policy was enacted.

Mayor Eady stated there are individual opportunities to place plaques, name benches, shelters, etc. after people that may be more meaningful.

Mike Ready agreed with Mr. Windham and Mr. Holt about not naming a park after a person.

Mayor Eady advised Ms. Giles that as the park is developed, he will engage with them to ensure they have input on the design of the park.

## 4. **Review of the Clark Patterson Lee and RoadBotics Pavement Assessment** (Attachment C)

The Roadbotics Pavement Assessment provides detailed information about the condition of various roads in the City. The roads rated fair and poor will be looked at first. These results can be plugged into a five-year or ten-year plan for repair. There was extensive discussion about several portions of streets that have no rating. Apparently there is some question as to who owns these portions of roads.

## 5. **Request to Change the Police Vehicle Order** (Attachment D)

The police car ordered last June from Allan Vigil Ford is still not in production. Chief Anglin has located a police utility vehicle on the lot at Brannen Ford. He recommends cancellation of the Allan Vigil Ford order and authorization to purchase the vehicle at

Brannen Ford. The cost for the available vehicle is slightly higher than the cost quoted for the Allan Vigil Ford vehicle, however, Chief Anglin expects to save money on the accessories for the vehicle. The City Councilmembers were in favor of cancelling the order with Allan Vigil Ford and purchasing the vehicle from Brannen Ford.

**6. Request to Consider New Shoulder Patch Design for Police Uniforms** (Attachment E)

Chief Anglin presented a patch design he would like to use in the future for his officers' uniforms. The patch design was well received by the City Council members.

**7. Review of FY 2023 Budget** (Attachment F)

The FY 2023 operating and capital budgets were discussed at a high level. Procedures for development of the capital budget were discussed. Mayor Eady suggested setting a time for a work session specifically on the capital budget.

**8. Discussion Concerning the Reclassification of Administrative Positions** (Attachment G)

Marcia Brooks requested authorization to reclassify two positions in the City Clerk's Office to help facilitate filling a vacancy. The effects of reclassifying the two positions would be that the utility billing and municipal court clerk duties would be divided between two positions and all three clerical positions in that office would be classified on the same level. No significant impact on the budget is anticipated.

George Holt cautioned Ms. Brooks about ensuring that the positions are truly equal in duties and requirements. She advised she would review the job descriptions to ensure the duties and requirements are equal.

The City Council members were supportive of the concept. The issue will be voted on at the May 2, 2022 Council meeting.

**9. Adding Remote Deposit Capture for United Bank Accounts** (Attachment H)

This topic is being deferred to the May 2022 Work Session.

**10. Proposed 4<sup>th</sup> of July Parade Route** (Attachment I)

Mayor Eady presented three possible routes, two of which do not travel on State Route 81. The Parade Committee's recommendation is to not route any part of the parade on State Route 81 out of concerns for safety. The City Council is in agreement with this change. The Committee will select the final route at their next meeting on April 21, 2022.

**11. Outsourcing Printing and Mailing of Utility Bills** (Attachment J)

This topic is being deferred to the May 2022 Work Session.

**12. Discussion around hiring Atkins – Design, Engineering and Project Management Consultancy** (Attachment K)

Bill Andrew distributed a listing of items for consideration in the FY 2023-2027 Oxford Capital Improvement Plan. The complexity and sheer number of items make it difficult

to impossible for staff to dedicate the time required to manage completion of these tasks. Mayor Eady and Bill Andrew are recommending that the City of Oxford contract with an engineering firm to manage these tasks. The firm they recommend is Atkins based on past experience with them. Their proposal is to enter into a Master Service Agreement with Atkins, and issue task orders for specific projects. Each task order would be presented to the City Council for approval and would have its own scope, budget, and timeframe.

**13. Discussion to Contract with Burford Tree for Electric line tree trimming**

The City of Oxford has piggybacked off of the City of Covington's contract with Burford Tree for power line tree trimming since 2012. In the past, payment for this work was based on manhours in the contract. This year the City of Covington issued a RFP for powerline tree trimming based on mileage, and Burford Tree was awarded the contract. Burford Tree has advised they will work with Oxford for the same amount as the City of Covington.

Staff recommends that the City of Oxford contract with Burford Tree to complete this year's powerline tree trimming. Their crews perform good work, and their business has already been vetted by the City of Covington during their RFP process. The specific amount of the contract will be provided at the next Council meeting.

**14. Other Business**

A budget work session will be scheduled for May 25, 2022.

**15. Work Session Meeting Review**

**16. Executive Session**

None.

**17. Adjourn**

The meeting was adjourned by Mayor Eady at 9:17 p.m.

Respectfully Submitted,

Marcia Brooks  
City Clerk/Treasurer

CONTRACT

THIS AGREEMENT made this the 10th day of February, 2022, by and between the **CITY OF COVINGTON**, hereinafter called "Owner", and **Burford's Tree LLC**, a contractor doing business as a corporation of the City of Alexandria, County of Calhoun, and State of Alabama hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Owner, the Contractor hereby agrees to commence and complete the scope of work as specified for the project entitled:

CITY OF COVINGTON, GEORGIA

2021-27

Electric Right-of-way Clearing

hereinafter called the "Project", for the sum of Five thousand eight hundred seventeen & 00 /100 Dollars (\$5,817) per linear mile of right-of-way and all extra work in connection therewith. Except as expressly set forth herein, the scope of the Project and terms and conditions of this agreement shall be the same as those set forth in the Owner's RFP # 2021-27 dated November 12, 2021, Revised January 13, 2022, attached hereto at Exhibit "A" and incorporated herein by reference. All work shall be performed at Contractor's own proper cost and expense to furnish all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in such RFP and Contractor's bid.

This contract shall be in effect for twelve (12) months with the option to renew for three (3) additional calendar years upon mutual agreement of both parties. Either party may terminate this contract with thirty days' notice without cause and without further obligation except for payment due for services prior to date of such termination.

The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" of the Owner.

CONTRACT (Continued)

The Owner agrees to pay the Contractor in current funds for the performance of the contract.

The Owner and Contractor may, at any time, as the need arises, order changes within the scope of the Project without invalidating this agreement. If such changes increase or decrease the amount due under this agreement, an equitable adjustment will be authorized by written Change Order. All such changes shall be in writing and signed by both parties to be effective. This provision shall not be deemed waived by conduct of the parties.

Contractor or his designee shall be responsible for acquiring any and all permits required for the Work. The City of Covington shall waive all fees on permits issued by the City of Covington. The City shall be responsible for fees associated with any necessary permitting which is outside of their purview and jurisdiction.

Contractor agrees to indemnify, and hold harmless the City, its council members, officers, and employees from and against any and all liability and damages, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons to the extent arising out of and attributed to the negligent acts, errors or omissions of the Contractor. Contractor's obligation to indemnify, and hold harmless, as set forth hereinabove shall include any matter arising out of any patent, trademark, copyright, or service mark, or any actual unfair competition disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. Contractor further agrees to indemnify, and hold harmless the City, its council members, officers, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the Contractor.

IN WITNESS WHEREOF, the parties to those presents have executed this contract in the year and day first above mentioned.

ATTEST:

Audra M. Gutierrez  
City Clerk

Eric Chopla  
Witness

CITY OF COVINGTON

By: Steve Horton SEAL

Mayor  
Title

ATTEST:

Ray Ford  
Secretary

Bruce Owens  
Witness

By: EE With

President  
Title



City of Oxford

FY 2021-2022

DETAIL ACCOUNT INQUIRY BY ACCOUNT NUMBER

07/01/2021 TO 06/30/2022

		BUDGET	YTD AMT	ENC AMT	REM BAL		
510-4600-522201-000 POWERLINE TREE TRIMMING		35,000.00	6,828.54	0.00	28,171.46		
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
BALANCE FORWARD							0.00
07/01/2021	FL	JE226	5601			8,684.66	-8,684.66
07/21/2021	AP	BURFORD'S TREE, LLC OXGA2621	23901	35574	4,342.60		-4,342.06
07/28/2021	AP	BURFORD'S TREE, LLC OXGA2921	23931	35613	1,138.00		-3,204.06
08/24/2021	AP	BURFORD'S TREE, LLC OXGA2521	24040	35739	4,342.60		1,138.54
09/24/2021	AP	BURFORD'S TREE, LLC OXGA2721	24192	35916	4,552.00		5,690.54
10/22/2021	AP	BURFORD'S TREE, LLC OXGA2821	24311	36064	1,138.00		6,828.54
					15,513.20	8,684.66	
					15,513.20	8,684.66	



## Memo

**To:** Bill Andrew, City Manager  
**From:** Marcia Brooks, City Clerk/Treasurer  
**Date:** April 14, 2022  
**Re:** Realignment of Positions in City Clerk's Office

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There are a total of five positions in the City Clerk's office, listed below:

- GEN 1 - City Clerk - \$54,500 annually
- GEN 2 - Deputy City Clerk – paygrade 15L - \$23.98/hour or \$49,876 annually
- GEN 3 - Utility Billing Clerk/Municipal Court Clerk – paygrade 13A - \$21.19/hour or \$34,437.97 annually
- GEN 4 - Associate Clerk – paygrade 12A - \$15.76/hour or \$32,77.56 annually
- GEN 5 - Administrative Clerk – paygrade 11A - \$15.00/hour or \$31,199.11 annually

The Utility Billing/Municipal Court Clerk resigned voluntarily after more than fifteen years of service. This position was created a couple of years ago and assigned to the incumbent as a way to compensate this person for the work they were already doing and the institutional knowledge they possessed.

I advertised for one month through several avenues (newspaper, website, Facebook page, GLGA job page and GA Courts job page) trying to recruit suitable candidates to fill this position. I only received four applications for the position, which was very surprising to me considering the starting salary of \$34,437.97 (paygrade 13). As I reviewed the applications, I noticed that none of the applicants had experience in both areas. I received one application from an individual who had been with Newton County Water & Sewer Authority (NCWSA) for five years (utility billing experience), and no applications that indicated experience in court administration.

I would like to propose reallocation of the GEN 3 and GEN 5 positions to the Associate Clerk level, paygrade 12A, effective immediately, as follows. This proposal divides the municipal court clerk duties and the utility billing clerk duties between two of the positions in my office, which I believe makes them easier to recruit for in the future.

- Upgrade the GEN 5 position to paygrade 12, Associate Clerk, providing the incumbent in that position, who has been performing the duties of Municipal Court Clerk with a 5% increase.

- Downgrade the GEN 3 position to paygrade 12, Associate Clerk, and offer the vacant position to the recent applicant with experience in utility billing services. If the applicant is not interested in this position, I would readvertise the new position.

This change should have no adverse impact on overall budget numbers, since we will be upgrading one position and downgrading another one by the same number of paygrades and filling them all at Step A, which should reduce any impact to virtually nothing. We are also saving money by filling the vacancy at Step A, rather than paying the salary of the previous incumbent, which was at Step K.

The current job descriptions for these positions along with the proposed job descriptions are attached. Your consideration is appreciated.

/mlb

Eff. 6/1/2020



JOB TITLE: Administrative Clerk

GEN/5

DEPARTMENT: General Government

**JOB SUMMARY:** This position shares responsibility in customer service for receiving and processing utility bill payments and performing clerical and administrative duties in support of needs and demands.

**MAJOR DUTIES:**

- Greets visitors and the general public; provides information and directions as requested.
- Answers, operates, and maintains a multi-line switchboard; answers telephones, routes calls, and takes messages, answers questions; retrieves and forwards incoming faxes and emails to the appropriate departments.
- Types correspondence, reports, and documents as requested.
- Carries outgoing mail to the U.S. Post Office; retrieves incoming city mail from same; sorts and distributes incoming mail.
- Receives and processes payments received from customers at the counter and by mail; applies payments, late fees, and charges to the proper accounts on computer.
- Balances monies received daily, including locating and resolving any discrepancies and preparing daily activity report; prepares bank deposits.
- Files and retrieves materials and data from department computerized and manual filing systems; maintains department's Sharepoint filing system and scanned documents.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.
- Prepares work orders to have services turned on or off, meters re-read or repaired, and for new utility connection requests; dispatches utility workers.
- Responds to inquiries related to the historical cemetery; maintains all burial records, maps, and other historical information related to the cemetery.
- Performs other related duties as assigned.

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

- Knowledge of city policies and procedures.
- Knowledge of modern office practices and procedures including cash collection and handling.
- Skill in completing cashiering functions accurately.
- Skill in operating such office equipment as a personal computer, facsimile machine, copier, calculator, typewriter.
- Skill in filing and maintaining city records.
- Skill in performing basic mathematical calculations.
- Skill in oral and written communication and interpersonal relations.
- Skill in utilizing computer software to generate complex reports and retrieve customer data.
- Ability to maintain confidentiality of customer information.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The City Clerk/Treasurer assigns work in terms of general instructions. The 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. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:** The work consists of related cashiering and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purposes of this position are to greet customers by phone and in person and address their questions/requests; to accept and apply utility payments and fees, court fines, and rental fees to the appropriate accounts; and maintain electronic documents on the city's Sharepoint site. Successful performance helps ensure public satisfaction with the services provided by the city and the integrity of city accounts and functions.

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

**PURPOSE OF CONTACTS:** Contacts are typically to collect fees, fines, and usage fees; give and exchange information; provide services; and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship or internship or having had a similar position for at least one year.
- Ability to become a notary public within first six months of employment.
- Knowledge of or ability to learn Microsoft Office 365 applications including Outlook, Word, Excel and Sharepoint.

Eff. 6/1/2020



JOB TITLE: Associate Clerk

GEN/4

DEPARTMENT: General Government

**JOB SUMMARY:** This position is responsible for receiving and processing utility bill payments and performing clerical and administrative duties in support of needs and demands. In addition, this position is responsible for managing the city's web content, collecting building permit applications and fees, and planning and carrying out events.

**MAJOR DUTIES:**

- Greets visitors and the general public by phone and in person; provides information and directions as requested.
- Receives and processes payments received from customers at the counter and by mail; applies payments, late fees, and charges to the proper accounts on computer.
- Balances monies received daily, including locating and resolving any discrepancies and preparing daily activity report; prepares bank deposits.
- Manages the city's website content and social media accounts; communicates with IT contractor as necessary to complete modifications.
- Collects building permit applications and fees; maintain database of approved permits; serve as the point of contact for building inspector for permit related issues.
- Develops, promotes, and carries out community events within the city; leads staff in the presentation of the July 4<sup>th</sup> Parade; maintain calendar for community room and park pavilion rental; promotes and monitors farmer's market activities.
- Issues business licenses; maintains business license files; notifies customers when business license renewal applications are due.
- Answers, operates, and maintains a multi-line switchboard; answers telephones, routes calls, and takes messages, answers questions; retrieves and forwards incoming faxes and emails to the appropriate departments.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.
- Prepares work orders to have services turned on or off, meters re-read or repaired, and for new utility connection requests; dispatches utility workers.

- Types correspondence, reports, and documents as requested.
- Performs other related duties as assigned.

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

- Knowledge of city policies and procedures.
- Knowledge of modern office practices and procedures including cash collection and handling.
- Skill in completing cashiering functions accurately.
- Skill in utilizing computer software to generate complex reports and retrieve customer data.
- Skill in operating such office equipment as a personal computer, facsimile machine, copier, calculator, typewriter.
- Skill in filing and maintaining city records.
- Skill in performing basic mathematical calculations.
- Skill in oral and written communication and interpersonal relations.
- Ability to perform duties with diplomacy, integrity, and impartiality.
- Ability to learn how to create, develop, and manage content for the city's website and social media accounts.
- Ability to use creative methods to organize and engage participants in public events.
- Ability to maintain confidentiality of customer information.

**SUPERVISORY CONTROLS:** The City Clerk/Treasurer assigns work in terms of general instructions. The 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 and material from IT contractor regarding web content. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:** The work consists of related cashiering and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purposes of this position are to greet customers by phone and in person and address their questions/requests; to accept and apply utility payments and fees, court fines, and rental fees to the appropriate accounts; and to

maintain social media platforms ensuring that information is made available and changes are made in a timely manner. Successful performance helps ensure public satisfaction with the services provided by the city and the integrity of city accounts and functions.

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

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

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship or internship or experience in a similar position for at least two years.
- Ability to become a notary public within first six months of employment.
- Knowledge of or ability to learn Microsoft Office 365 applications including Outlook, Word, Excel and Sharepoint.

Eff. 6/1/2020



JOB TITLE: Utility Billing/Court Clerk

GEN/3

DEPARTMENT: General Government

JOB SUMMARY: This position is responsible for overseeing the monthly billing preparation process for the city's utility services and serving as the Clerk of the Municipal Court.

MAJOR DUTIES:

- Greets visitors and the general public by phone and in person; provides information and directions as requested.
- Receives and processes payments received from customers at the counter and by mail; applies payments, late fees, and charges to the proper accounts on computer.
- Balances monies received daily, including locating and resolving any discrepancies and preparing daily activity report; prepares bank deposits.
- Prepares utility bills for customers, including verifying and transferring meter readings, auditing reports for high or low consumption, printing and mailing bills, and preparing manual bills as needed.
- Processes utility account service requests including receiving and processing payments; establishes and initiates new service accounts; receives deposits; adjusts accounts as appropriate; and prepares requests for connection or termination of services or to have meters re-read or prepared; dispatches utility workers.
- Enters monthly meter readings; calculates power cost rate adjustments; generates utility bills.
- Prepares past-due notices and cut-off reports.
- Print locates for utility workers and enters responses into 811 system.
- Collects and enters traffic citations from police officers and posts fines.
- Attends monthly court sessions; calculates fines; maintains court forms; records case dispositions; submits case dispositions to state Department of Driver Services; prepares warrants.
- Calculates law enforcement training funds for disbursement to state and local government agencies.

- Prepares monthly court calendar; provides copies to all parties.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.
- Notarizes documents as needed.
- Performs other related duties as assigned.

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

- Knowledge of city policies and procedures.
- Knowledge of utility service rates and charges.
- Knowledge of how to calculate and generate a utility bill.
- Knowledge of municipal court practices and procedures.
- Knowledge of modern office practices and procedures including cash collection and handling.
- Skill in utilizing computer software to generate complex reports and retrieve customer data.
- Skill in operating such office equipment as a personal computer, facsimile machine, copier, calculator, and typewriter.
- Skill in performing basic mathematical calculations.
- Skill in completing cashiering functions accurately.
- Skill in oral and written communication and interpersonal relations.
- Ability to maintain confidentiality of customer and court information.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The City Clerk/Treasurer assigns work in terms of general instructions. The 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 related cashiering and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purposes of this position are: 1) accept and apply utility payments, court fines, and usage fees to the appropriate accounts; 2) manage the utility billing process; 3) serve as the Municipal Court Clerk. 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 the general public.

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

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Ability to obtain annual Municipal Court Clerk Certification through Institute of Continuing Judicial Education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship or internship or having had a similar position for at least three years

OR

Successful completion of at least 90 semester hours or 60 quarter hours at an accredited technical school, college, or university.

- Ability to become a notary public within first six months of employment.

## Proposed



**JOB TITLE:** Associate Clerk/Municipal Court Clerk

GEN/3

**DEPARTMENT:** General Government

**JOB SUMMARY:** The incumbent in this position serves as the Oxford Municipal Court Clerk. This position also shares responsibility in Customer Service for receiving and processing utility bill payments and performing clerical and administrative duties in support of needs and demands.

### **MAJOR DUTIES:**

#### Municipal Court

- Collects and enters traffic citations from police officers and posts fines.
- Attends monthly court sessions; calculates fines; maintains court forms; records case dispositions; submits case dispositions to Georgia Department of Driver Services; prepares warrants.
- Calculates law enforcement training funds for disbursement to state and local government agencies.
- Prepares monthly court calendar; provides copies to all parties.

#### Customer Service

- Greets visitors and the general public; provides information and directions as requested.
- Answers, operates, and maintains a multi-line switchboard; answers telephones, routes calls, and takes messages, answers questions; retrieves and forwards incoming faxes and emails to the appropriate departments.
- Types correspondence, reports, and documents as requested.
- Carries outgoing mail to the U.S. Post Office; retrieves incoming city mail from same; sorts and distributes incoming mail.
- Receives and processes payments received from customers at the counter and by mail; applies payments, late fees, and charges to the proper accounts in automated utility billing system.
- Balances till daily, including locating and resolving any discrepancies and preparing daily activity report; prepares bank deposits.
- Files and retrieves materials and data from department computerized and manual filing systems; maintains department's Sharepoint filing system and scanned documents.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.
- Prepares work orders to have services turned on or off, meters re-read or repaired, and for new utility connection requests; dispatches utility workers.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.
- Notarizes documents as needed.
- Performs other related duties as assigned.

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

- Knowledge of or ability to learn city policies and procedures.
- Knowledge of municipal court practices and procedures.
- Knowledge of modern office practices and procedures including cash collection and handling.
- Skill in utilizing computer software to generate complex reports and retrieve customer data.
- Skill in operating such office equipment as a personal computer, facsimile machine, copier, calculator, and typewriter.
- Skill in performing basic mathematical calculations.
- Skill in completing cashiering functions accurately.
- Skill in oral and written communication and interpersonal relations.
- Ability to maintain confidentiality of customer and court information.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The City Clerk/Treasurer assigns work in terms of general instructions. The 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 related cashiering and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purposes of this position are: 1) serve as the Municipal Court Clerk; and 2) accept and apply utility payments, court fines, and usage fees to the appropriate accounts. 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 the general public.

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

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

## **MINIMUM QUALIFICATIONS:**

- Successful completion of high school diploma or equivalent.
- Ability to obtain annual Municipal Court Clerk Certification through Institute of Continuing Judicial Education.

- Sufficient experience to understand and perform the major duties of the position. This level of experience is usually associated with the completion of an apprenticeship or internship or having had a similar position for at least two years; OR, successful completion of at least 90 semester hours or 60 quarter hours at an accredited technical school, college, or university.
- Ability to become a notary public within first six months of employment.

## Proposed



**JOB TITLE:** Associate Clerk/Utility Billing Clerk

GEN/5

**DEPARTMENT:** General Government

**JOB SUMMARY:** The incumbent in this position serves as the Oxford Utility Billing Clerk. This position also shares responsibility in Customer Service for receiving and processing utility bill payments and performing clerical and administrative duties in support of needs and demands.

### **MAJOR DUTIES:**

#### Utility Billing

- Processes utility account service requests including receiving and processing payments; establishes and initiates new service accounts; receives deposits; adjusts accounts as appropriate ; and prepared requests for connections or termination of services or to have meters re-read or prepared; dispatches utility workers.
- Enters monthly meter readings; calculates power cost rate adjustments; generates utility bills and prepares for mailing (or prepares utility billing file for submission to utility billing printing and mailing third-party vendor).
- Prepares past-due notices and cut-off reports.
- Prints locates for utility workers and enters responses into 811 system.

#### Customer Service

- Greets visitors and the general public; provides information and directions as requested.
- Answers, operates, and maintains a multi-line switchboard; answers telephones, routes calls, and takes messages, answers questions; retrieves and forwards incoming faxes and emails to the appropriate departments.
- Types correspondence, reports, and documents as requested.
- Carries outgoing mail to the U.S. Post Office; retrieves incoming city mail from same; sorts and distributes incoming mail.
- Receives and processes payments received from customers at the counter and by mail; applies payments, late fees, and charges to the proper accounts in automated utility billing system.
- Balances till daily, including locating and resolving any discrepancies and preparing daily activity report; prepares bank deposits.
- Files and retrieves materials and data from department computerized and manual filing systems; maintains department's Sharepoint filing system and scanned documents.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.
- Prepares work orders to have services turned on or off, meters re-read or repaired, and for new utility connection requests; dispatches utility workers.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.

- Notarizes documents as needed.
- Performs other related duties as assigned.

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

- Knowledge of or ability to learn city policies and procedures.
- Knowledge of utility service rates and charges.
- Knowledge of how to calculate and generate a utility bill
- Knowledge of modern office practices and procedures including cash collection and handling.
- Skill in utilizing computer software to generate complex reports and retrieve customer data.
- Skill in operating such office equipment as a personal computer, facsimile machine, copier, calculator, and typewriter.
- Skill in performing basic mathematical calculations.
- Skill in completing cashiering functions accurately.
- Skill in oral and written communication and interpersonal relations.
- Ability to maintain confidentiality of customer and court information.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The City Clerk/Treasurer assigns work in terms of general instructions. The 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 related cashiering and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purposes of this position are: 1) serve as the Municipal Court Clerk; and 2) accept and apply utility payments, court fines, and usage fees to the appropriate accounts. 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 the general public.

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

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

## **MINIMUM QUALIFICATIONS:**

- Successful completion of high school diploma or equivalent.
- Sufficient experience to understand and perform the major duties of the position.  
This level of experience is usually associated with the completion of an apprenticeship or internship or having had a similar position for at least two years; OR, successful completion of at least 90 semester hours or 60 quarter hours at an accredited technical school, college, or university.
- Ability to become a notary public within first six months of employment.

## Proposed



**JOB TITLE:** Associate Clerk/Events, Social Media, and Permitting Specialist

GEN/4

**DEPARTMENT:** General Government

**JOB SUMMARY:** The incumbent in this position serves as the Events, Social Media, and Permitting Specialist. This position also shares responsibility in Customer Service for receiving and processing utility bill payments and performing clerical and administrative duties in support of needs and demands.

### **MAJOR DUTIES:**

#### Events, Social Media, and Permitting

- Manages the city's website content and social media accounts; communicates with IT contractor as necessary to complete modifications.
- Collects building permit applications and fees; maintain database of approved permits; serve as the point of contact for building inspector for permit related issues.
- Develops, promotes, and carries out community events within the city; leads staff in the presentation of the July 4<sup>th</sup> Parade; maintain calendar for community room and park pavilion rental; promotes and monitors farmer's market activities.
- Issues business licenses; maintains business license files; notifies customers when business license renewal applications are due.

#### Customer Service

- Greets visitors and the general public; provides information and directions as requested.
- Answers, operates, and maintains a multi-line switchboard; answers telephones, routes calls, and takes messages, answers questions; retrieves and forwards incoming faxes and emails to the appropriate departments.
- Types correspondence, reports, and documents as requested.
- Carries outgoing mail to the U.S. Post Office; retrieves incoming city mail from same; sorts and distributes incoming mail.
- Receives and processes payments received from customers at the counter and by mail; applies payments, late fees, and charges to the proper accounts in automated utility billing system.
- Balances till daily, including locating and resolving any discrepancies and preparing daily activity report; prepares bank deposits.
- Files and retrieves materials and data from department computerized and manual filing systems; maintains department's Sharepoint filing system and scanned documents.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.

- Prepares work orders to have services turned on or off, meters re-read or repaired, and for new utility connection requests; dispatches utility workers.
- Assists customers with questions and complaints regarding utility bills and city services; escalates if unable to resolve.
- Notarizes documents as needed.
- Performs other related duties as assigned.

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

- Knowledge of or ability to learn city policies and procedures.
- Ability to learn how to create, develop, and manage content for the city’s website and social media accounts.
- Ability to use creative methods to organize and engage participants in public events.
- Knowledge of or ability to learn permitting requirements and to apply permitting standards to the City’s permitting process.
- Skill in utilizing computer software to generate complex reports and retrieve customer data.
- Skill in operating such office equipment as a personal computer, facsimile machine, copier, calculator, and typewriter.
- Skill in performing basic mathematical calculations.
- Skill in completing cashiering functions accurately.
- Skill in oral and written communication and interpersonal relations.
- Ability to maintain confidentiality of customer and court information.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The City Clerk/Treasurer assigns work in terms of general instructions. The 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 related cashiering and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purposes of this position are: 1) serve as the Municipal Court Clerk; and 2) accept and apply utility payments, court fines, and usage fees to the appropriate accounts. 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 the general public.

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

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Successful completion of high school diploma or equivalent.
- Sufficient experience to understand and perform the major duties of the position.  
This level of experience is usually associated with the completion of an apprenticeship or internship or having had a similar position for at least two years; OR, successful completion of at least 90 semester hours or 60 quarter hours at an accredited technical school, college, or university.
- Ability to become a notary public within first six months of employment.

**From:** Bolick, Brian <[Brian.Bolick@atkinsglobal.com](mailto:Brian.Bolick@atkinsglobal.com)>  
**Sent:** Friday, April 15, 2022 4:42 PM  
**To:** Bill Andrew <[bandrew@oxfordgeorgia.org](mailto:bandrew@oxfordgeorgia.org)>  
**Cc:** Boudreau, John D <[John.Boudreau@atkinsglobal.com](mailto:John.Boudreau@atkinsglobal.com)>; Yu, Jean <[Jean.Yu@atkinsglobal.com](mailto:Jean.Yu@atkinsglobal.com)>  
**Subject:** Sample ATKINS MSA contract

Bill,

Attached is our standard Master Services Agreement (MSA). We would fill this in with Atkins and the City of Oxford's information and the Terms and Conditions of this contract would govern all of the task orders issued under it. A couple of things I'd like to point out:

1. You'll note the logo for SNC Lavalin (SNCL) along with Atkins on the contract. That's simply because SNCL is our parent company. You may have already known that but didn't want there to be any confusion.
2. On line "4. Duration" an effective date is required. So, you will need to decide how long you want this contract to be in place. I didn't know if this was something that had to be discussed with Council or not so I thought I'd point this out just in case.
3. On line "31. Notices" we would probably put me as the person to receive notices related to the contract. I'm assuming it would be you for the City but maybe it's the clerk or someone else. Would just need that name and preferred address to insert here.
4. Page 5 shows the format of a typical task order. We would attached a detailed scope of services fee for each task order.

Thanks.

**R. Brian Bolick** PE

Vice President, Sr. Division Manager  
Community & Intermodal Infrastructure Business Unit

 +1.678.247.2436  +1.678.478.3026

**Atkins, member of the SNC-Lavalin Group**  
1600 RiverEdge Parkway, NW Suite 700 Atlanta, Georgia 30028



**ATKINS**

Member of the SNC-Lavalin Group

Company





**CLIENT MASTER SERVICES AGREEMENT AND TASK ORDER**

**ATKINS Project Number:**

This Master Services Agreement (“Agreement”), effective this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, is by and between ATKINS NORTH AMERICA, INC., having offices at 4030 West Boy Scout Boulevard, Ste. 700, Tampa, Florida 33607 (“ATKINS”), and \_\_\_\_\_, having offices at \_\_\_\_\_ (“Client”). Hereinafter, ATKINS and Client shall be collectively referred to as the “Parties” or individually referred to as a “Party.”

**1. General Responsibility:** Client desires to engage ATKINS to perform the services in accordance with the terms and conditions of this Agreement and as provided in future Task Orders (“Task Orders”) which Client may, from time to time, enter with ATKINS.

**2. Services:** ATKINS agrees to provide services to Client as more fully set forth in future Task Orders (“Services”) between Client and ATKINS, and as and when directed by Client, in the form attached as Exhibit 1. It is understood and agreed that ATKINS’ services under this Agreement do not include participation in or support for any litigation. Should such services be required, a Supplemental Agreement may be negotiated between the Client and ATKINS describing the services desired and providing a basis for compensation to ATKINS.

**3. Fee:** The Scope of Services and Fee for such Services shall be defined in separate Task Orders. Each Task Order will be governed by the terms and conditions of this Agreement as if such terms and conditions were fully set forth in the Task Order.

**4. Duration:** This Agreement shall become effective on the date first written above (the “Effective Date”) and shall remain in effect until \_\_\_\_\_ unless terminated as provided herein or extended by mutual agreement in writing.

**5. Invoice Procedure:** Not later than the end of each financial month, or at such earlier time as directed by Client, ATKINS shall invoice Client for Services performed that month. The invoice shall reference the ATKINS Project Number and Task Numbers.

**6. Assignment:** Neither the Client nor ATKINS will assign or transfer its interest in this Agreement without the written consent of the other, which shall not be unreasonably withheld.

**7. No Warranty:** ATKINS makes no warranties, expressed or implied, or arising by operation of the law or course of performance, custom, usage in the trade or profession, including without limitation the implied warranties of merchantability and fitness for a particular purpose.

**8. Limit of Liability:** The limit of liability of ATKINS to the Client for any cause or combination of causes shall be, in total amount, limited to the fees paid under this Agreement.

**9. Mutual Waiver of Consequential Damages:** Notwithstanding anything to the contrary, on behalf of themselves, their governing officers and employees, the parties waive all claims against each other for indirect or consequential losses or damages, and punitive damages, whether arising in contract, warranty, tort, negligence, strict liability, or otherwise, including but not limited to losses of profits, use, excess construction costs, alternative means or methods, or losses of funding.

**10. Construction Services:** If, under this Agreement, professional services are provided during the construction phase of the project, ATKINS shall not be responsible for or have control over means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. ATKINS does not guarantee and

shall have no liability for the failure of contractors performing construction work to comply with any construction schedules or any plans or specifications or to perform the work to contract prices or to achieve anticipated construction costs.

**11. Insurance:** ATKINS shall at all times carry Workers' Compensation insurance as required by statute, commercial general liability insurance including bodily injury and property damage, automobile liability coverage, and professional liability coverage. Insurance certificates will be provided to Client upon request. Client agrees to require that ATKINS be named additional insured on insurance coverages provided by contractors on the Project.

**12. No Individual Liability:** Pursuant to section 558.0035, *Florida Statutes*, an individual employee or agent of ATKINS may not be held individually liable for negligence.

**13. Termination:** If Client seeks to terminate the Agreement, or any Task Order issued under this agreement, for cause, ATKINS shall be given an opportunity to develop a plan to cure any declared default within thirty (30) calendar days from the date of written notification. ATKINS may terminate this Agreement for cause by giving Client thirty (30) days written notice of the cause in which to cure the cause or breach. ATKINS shall be compensated for all work performed up to the date of termination, including reimbursable expenses.

**14. Force Majeure:** ATKINS shall not be responsible for delays or failures in performance resulting from acts beyond its reasonable control. Such acts shall include, but not be limited to, acts of God, strikes, acts of war, epidemics, Government regulations superimposed after the fact, fire, communication line failures, power failures, earthquakes, acts of terrorism, or other disasters. Time of performance and compensation to ATKINS shall be adjusted appropriately for any such event.

**15. Dispute Resolution:** If a dispute arises out of or related to this Agreement or the breach thereof, the parties will attempt to settle the matter between themselves. If no agreement can be reached the parties agree to use mediation with a mutually agreed upon mediator before resorting to a judicial forum. The cost of a third-party mediator will be shared equally by the parties. In the event of litigation, the prevailing party will be entitled to reimbursement of all reasonable costs and attorneys' fees. The parties mutually agree that a similar dispute resolution clause will be contained in all other contracts executed by Client concerning or related to this contract and all subcontracts executed by ATKINS.

**16. Subsurface Investigations:** In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total cost and/or execution of projects. These conditions and cost/execution effects are not the responsibility of ATKINS.

**17. Hazardous Waste, Materials, or Substances:** Unless otherwise specifically provided in this Agreement, ATKINS shall not be responsible for or have control over the discovery, presence, handling, removal, transport or disposal of hazardous waste, materials or substances in any form on the project site.

**18. Client-Furnished Data:** Client shall provide to ATKINS all data in Client's possession relating to ATKINS' Services. Client shall be responsible for, and ATKINS may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Client to ATKINS pursuant to this Agreement. ATKINS may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

**19. Record Drawings:** Record drawings, if required, will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the Project was finally constructed. ATKINS is not responsible for any errors or omissions in the information from others that is incorporated into the record drawings.

**20. Documents:** All original sketches, tracings, drawings, computations, details, design calculations, and other documents and plans that result from ATKINS' services under this Agreement are and remain the property of ATKINS as instruments of services. Where such documents are required to be filed with governmental agencies, ATKINS will furnish copies to the CLIENT upon request. Any unapproved use or modification shall be at the CLIENT'S sole risk without liability or legal exposure to ATKINS unless approved in writing prior to such reuse.

**21. Limited Copyright License:** ATKINS grants Client a paid-up, non-transferable, non-exclusive license to make or have made copies of any copyrightable materials delivered under this Agreement and specifically marked by ATKINS as "Reproduction Authorized."

**22. Intellectual Property:** With the sole exception of specifically marked reproducible materials subject to the Limited Copyright License herein, all worldwide right, title and interest in and to any and all Intellectual Property conceived, invented, authored or otherwise made by or pursuant to this Agreement shall remain the sole and exclusive property of ATKINS, its successors and assigns unless licensed or assigned by ATKINS pursuant to a separate written instrument. The term "Intellectual Property" shall be construed broadly to include all forms of intellectual property including without limitation all: inventions, discoveries, designs, plans, improvements, trademarks, service marks and copyrights in drawings, computer programs, architectural works, and in all other original works of authorship.

**23. Permitting:** In cases where the scope of services requires ATKINS to submit, on behalf of the Client, a permit application and/or approval by a third party to this contract, ATKINS does not make any warranties, guarantees or representations as to the success of our effort on behalf of the Client. Payment for services rendered by ATKINS is not contingent upon the successful acquisition of these permits. ATKINS shall not be responsible for Regulatory Agency delays.

**24. Access to Facilities and Property:** Client will make its facilities accessible to ATKINS as required for ATKINS' performance of its services and will provide labor and safety equipment as required by ATKINS for such access. Client will perform, at no cost to ATKINS, such tests of equipment, machinery, pipelines, and other components of Client's facilities as may be required in connection with ATKINS' services.

**25. No Third-Party Beneficiaries:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any third party. It is expressly understood and agreed that the enforcement of these items and conditions shall be reserved to Client and ATKINS. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of Client and ATKINS that any such person or entity, other than Client and ATKINS, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary.

**26. Non-Solicitation:** Without the prior written permission of the other Party, neither Party shall actively recruit, solicit or otherwise attempt to hire the employees of the Other Party. Each Party further acknowledges that the restrictions contained in this Agreement are necessary for the protection and goodwill of both Parties and reasonable for that purpose. Each Party therefore agrees that any breach of the terms of this provision is likely to cause the Other Party substantial, irrevocable, and irreparable harm. In the event of any such breach, the breaching Party agrees that the Other Party, in addition to such other remedies which may be available, shall be entitled to specific performance and other injunctive or marketing relief including interim or interlocutory relief.

**27. Schedule:** ATKINS' services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of any Project authorized pursuant to this Agreement.

**28. Waiver:** Any failure by ATKINS to require strict compliance with any provision of this contract shall not be construed as a waiver of such provision, and ATKINS may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.

**29. Governing Law:** This Agreement shall be governed by and construed according to the laws of the State where the situs of the work is located.



**30. Severability:** In the event any term or provision of this Agreement or applicable Task Order is held invalid, void or otherwise unenforceable, the remainder of the Agreement or Task Order shall not be affected, impaired or invalidated. Each remaining term and provision of the Agreement or Task Order shall be valid and enforceable to the fullest extent permitted by law.

**31. Notices:** All notices, certifications or acknowledgments given under this Agreement shall be in writing and delivered personally or sent by registered mail, reputable overnight courier service, telegram, fax or other confirmed electronic means. Such notices shall be effective upon receipt by the addressee. Notices shall be sent to:

ATKINS NORTH AMERICA, INC.

Attention:

Attention:

**32. Entirety of Agreement:** This Agreement and any Task Orders embody the entire agreement and understanding between the parties hereto, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change or modification of the terms of the Agreement shall be valid unless made in writing signed by both parties hereto.

**33. Headings.** The headings in this Agreement are for convenience of reference only and shall not limit or otherwise affect the meaning hereof.

**34. Indemnification:** ATKINS shall indemnify and hold harmless Client, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligent act or omissions of ATKINS and other persons employed or utilized by ATKINS in the performance of services pursuant to this Agreement.

*Task Order specific terms and conditions will be specified on each respective task order.*

**IN WITNESS WHEREOF**, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

**ATKINS NORTH AMERICA, INC.**

**CLIENT**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



**TASK ORDER**

**ATKINS Project Number:**

**Task Order Number:**

This Task Order is made part of and governed by the terms and provisions of the Master Services Agreement, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ("Agreement"), by and between Atkins North America, Inc. ("ATKINS") and (the "Client"). All capitalized terms used but not otherwise defined herein shall have the meanings given to them in the Agreement.

**Scope of Services:** In performing its work under this Task Order, ATKINS shall perform its services to the standard of care of a reasonable professional that is performing the same or similar work, at the same time and locality and under the same or similar conditions faced by ATKINS. ATKINS agrees to perform the following scope of services in accordance with the Payment Basis set forth below.

Describe Scope of Services here

**Payment Basis:** Select the basis of payment for this Task Order:

<input type="checkbox"/> <b>Time and Materials (T&amp;M)</b>
Total Labor: _____
Total Materials: _____
Total Ceiling "NTE" Amount: _____

<input type="checkbox"/> <b>Fixed Unit Rates/Prices</b>
Total "NTE" Amount: _____

<input type="checkbox"/> <b>Firm-Fixed Price (FFP)</b>
Total Task Order Amount: _____

<input type="checkbox"/> <b>Labor-Hour (LH)</b>
Total Ceiling (NTE) Amount: _____

<input type="checkbox"/> <b>Cost Plus Fixed Fee (CPFF)</b>
Total Estimated Costs: _____
Fixed Fee: _____
Total Price: _____

<input type="checkbox"/> <b>Other</b>
Describe basis of payment: _____

**APPROVAL/ACCEPTANCE**

Acceptance of the terms of this Task Order is acknowledged by the following signatures of the authorized representatives of the parties to the Agreement. This Task Order consists of this document and any supplemental pages attached and referenced hereto.

**IN WITNESS WHEREOF**, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

**ATKINS NORTH AMERICA, INC.:**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Atkins**  
**2021 Calendar Year**

Billing Category		Hourly Rate
Principal-In-Charge		\$ 297.00
Sr. Project Manager		\$ 225.00
Project Manager		\$ 205.00
Senior Engineer		\$ 195.00
Engineer II		\$ 155.00
Engineer I		\$ 125.00
Technician		\$ 95.00
CADD Technician		\$ 118.00
Senior Bridge Engineer		\$ 235.00
Bridge Engineer III		\$ 190.00
Bridge Engineer II		\$ 165.00
Bridge Engineer I		\$ 135.00
Senior Landscape Architect		\$ 215.00
Landscape Architect III		\$ 180.00
Landscape Architect II		\$ 150.00
Landscape Architect I		\$ 110.00
Surveyor, Principal		\$ 193.00
Surveyor, Senior		\$ 162.00
Surveyor, Project		\$ 135.00
Survey Crew		\$ 162.00
Planner, Principal		\$ 227.00
Planner , Senior		\$ 168.00
Planner		\$ 145.00
Administrative Support		\$ 95.00

*Rates do not include approved reimbursable direct costs*



# Annual Budget - FY2023

July 1, 2022 - June 30, 2023

Adopted -

Mayor David S. Eady

Councilmembers

Jeff Wearing - Lynn Bohanan  
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	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
<b>GENERAL FUND - REVENUE</b>								
1	100-0000-311100-000	Real Property Tax-Current Yr.	110,000	135,958	130,000	130,000	135,000	
2	100-0000-311200-000	Property Tax - Prior Year	5,000	2,582	3,000	2,916	3,000	
3	100-0000-311310-000	Motor Vehicle Ad Valorem	21,000	3,217	2,500	2,897	2,500	
4	100-0000-311315-000	Motor Vehicle TAVT	45,000	169,705	65,000	182,452	150,000	
5	100-0000-311316-000	AAVT Alternative		272				
6	100-0000-311340-000	Intangible Tax	3,000	8,614	4,000	6,887	7,000	
7	100-0000-311600-000	Real Estate Transfer	1,000	3,121	1,500	4,203	2,000	
8	100-0000-311710-000	Electric Franchise Tax	2,200	2,137	2,000	2,000	2,000	
9	100-0000-311730-000	Gas Franchise Tax	12,000	14,164	14,000	16,040	14,000	
10	100-0000-311750-000	TV Cable Franchise Tax	28,000	34,569	30,000	41,540	35,000	
11	100-0000-311760-000	Telephone Franchise Tax	4,500	6,881	5,000	6,647	6,000	
12	100-0000-313100-000	LOST Sales & Use Tax	360,000	547,242	425,000	577,156	540,000	Reflects sales tax growth in Newton County.
13	100-0000-316100-000	General Occupational Tax	11,500	11,123	11,500	11,500	11,000	Business License payments.
14	100-0000-316200-000	Insurance Premium Tax	161,000	170,823	175,000	176,167	170,000	One check per year, based on population.
15	100-0000-319000-000	Penalty/Interest on Del Taxes	1,300	1,207	1,000	627	1,000	
16	100-0000-321200-000	General Building Permits	1,500	23,507	10,000	4,451	5,000	FY 21 = Emory Bldg Permits
17	100-0000-322901-000	Misc. Income	15,000	58	1,000	48	500	
18	100-0000-331210-000	Direct Federal Grants	0					
19	100-0000-334200-000	State Grants	0	2,779				
20	100-0000-335800-000	Intergovernmental Revenues	26,000	25,191	25,000	25,191	25,000	Local Maintenance Improvement Grant (LMIG).
21	100-0000-341400-000	Printing/Duplicating Service	200	136	200	85	100	
22	100-0000-341910-000	Election Qualifying Fees	1,200		850	0	0	
23	100-0000-349100-000	Cemetery Fees	2,000	10,030	2,000	7,600	5,000	
24	100-0000-349300-000	Bad Check Fees	1,000	180	500	253	500	
25	100-0000-351000-000	Fines & Forfeitures	80,000	77,162	85,000	68,685	75,000	
26	100-0000-361000-000	Interest Revenues	30,000	4,214	5,000	2,992	5,000	Reflects a decrease in interest rates.
27	100-0000-371000-000	Contributions from Private Sources	0		0		500	most commonly comes from film donations
28	100-0000-381000-000	Rents and Royalties	1,500	4,600	3,000	5,067	5,000	
29	100-0000-381001-000	Lease Agreement Income	31,710	31,710	31,710	31,710	31,710	810 Whatcoat Building Lease - Oxford College
30	100-0000-381002-000	Lease - Verizon	27,154	28,007	28,007	28,528	28,000	Water Tower Antenna - Verizon Wireless

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
31	100-0000-389000-000	Misc. Revenue			4,256		500	
32	100-0000-389000-001	Insurance Credits	0	2,649	702			
33	100-0000-389000-002	Refunds	0	3,061				
34	100-0000-389000-003	Book Sales	0	40				
35	100-0000-392300-000	Proceeds-Dispose of Assets	1000	0	1,000	0		
		<b>REVENUES TOTAL</b>	<b>\$983,764</b>	<b>\$1,324,939</b>	<b>\$1,067,725</b>	<b>\$1,335,641</b>	<b>\$1,260,310</b>	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
<b>GENERAL FUND - EXPENDITURES</b>								
<b>CITY COUNCIL</b>								
1	100.1100.511100.000	Regular Employees	34,800	30,000	34,800	30,000	34,800	six @ \$4,800/yr + mayor @ \$6,000/yr = \$34,800
2	100.1100.512200.000	Social Security (FICA)	2,662	2,295	2,662	2,295	2,662	
3	100.1100.523100.000	Liability Insurance	10,000	9,376	10,000	11,000	10,700	Annual bill in April.
4	100.1100.523600.000	Education & Training	3,750		3,750	1,108	2,500	
5	100.1100.531100.000	Computers	0		0	0	750	Laptop for George Holt
6	100.1400.511100.000	Reg Employees - Election	0		0	0	0	
		<b>SUBTOTAL</b>	\$51,212	\$41,671	\$51,212	\$44,403	\$51,412	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
<b>GENERAL GOVERNMENT</b>								
1	100.1500.511100.000	Regular Employees	230,444	214,547	241,647	266,684	253,354	
2	100.1500.511300.000	Overtime	6,000	2,115	5,000	3,943	5,000	
3	100.1500.512100.000	Group Insurance	58,673	51,012	61,250	44,403	60,000	Health and Life Insurance
4	100.1500.512200.000	Social Security (FICA)	18,088	16,629	18,945	20,711	19,382	
5	100.1500.512400.000	Retirement Plan Expense	20,500	19,089	20,000	17,277	20,000	
6	100.1500.512450.000	Retirement Cont. (DC) 401	10,253	8,744	10,771	8,060	15,201	6%
7	100.1500.512700.000	Workers' Comp Insurance	1,000	713	1,000	1,119	1,500	
8	100.1500.512900.000	Unemployment Payments	2,000		2,000	0	2,000	
9	100.1500.521200.000	Professional	80,000	81,361	100,000	92,420	100,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	5,000		5,000	0	6,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	11,250	6,271	7,500	4,689	7,500	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	29,000	28,870	31,000	34,641	40,000	.892 mills + 50%
13	100.1500.521300.000	Technical Purchased Service	45,000	45,275	50,000	56,399	55,000	
14	100.1500.522200.000	Repairs & Maintenance	20,000	20,846	20,000	35,116	30,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	5,000	13,421	10,000	0	10,000	
16	100.1500.522200.002	YH Welcome Center	5,000	650	5,000	0	5,000	
17	100.1500.522320.000	Equipment Leases and Rentals	0	206	1,300	411	1,300	Lease for new copier at City Hall
18	100.1500.523100.000	Liability Insurance	11,000	5,692	9,000	11,000	9,600	
19	100.1500.523200.000	Telephone - Postage	25,500	22,377	25,500	22,992	26,000	
21	100.1500.523300.000	Advertising & Promotions	7,000	9,189	8,000	5,635	10,000	
22	100.1500.523320.000	July 4th Parade Expenses	6,000	0	6,000	137	6,000	
23	100.1500.523600.000	Dues & Fees	9,000	8,483	9,000	8,777	12,000	
24	100.1500.523700.000	Education & Training	7,500	2,822	7,500	3,420	6,500	
25	100.1500.531100.000	Supplies & Materials	24,000	15,231	20,000	11,389	17,000	
26	100.1500.531200.000	Energy - Utilities	16,000	15,134	16,000	14,481	17,000	
27	100.1500.531600.000	Small Equipment Under \$5,000	5,000	150	5,000	4,101	4,000	
28	100.1500.531600.001	Computer Upgrades	0		0	0	4,000	
29	100.1500.5542300.000	Furniture and Fixtures	0	0	0	0	2,500	
30	100.1500.531700.000	Other/Meetings & Events	5,000	488	5,000	1,749	3,000	
31	100.1500.579000.000	Contingency - General	25,348	1,101	17,397	0	10,000	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
32	100.1500.579010.000	Contingencies - cash over & short	200	140	200	293	500	
		<b>SUBTOTAL</b>	\$688,755	\$590,556	\$719,010	\$669,848	\$759,337	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
<b>COURT</b>								
1	100.2500.521200.000	Contract - Judge	5,000	5,000	5,000	5,000	6,250	25% increase
2	100.2500.521210.000	Contract - Public Defender	500	0	500	0	625	
3	100.2500.521211.000	Contract - Solicitor	4,800	3,400	4,800	4,800	6,000	
4	100.2500.523700.000	Education - Clerk	1,000	0	1,000	1,188	1,500	
5	100.2500.523701.000	Education - Judge	1,200	387	1,200	1,200	750	
6	100.2500.523850.000	Contract - Translator	200	0	200	0	500	
		<b>SUBTOTAL</b>	<b>\$12,700</b>	<b>\$8,787</b>	<b>\$12,700</b>	<b>\$12,188</b>	<b>\$15,625</b>	
<b>POLICE DEPARTMENT</b>								
1	100.3200.511000.000	Regular Employees	178,768	119,285	185,344	136,965	221,344	Includes four (4) full-time officers, including the Chief
2	100.3200.511300.000	Overtime	10,000	10,899	10,000	11,857	10,000	
3	100.3200.512100.000	Group Insurance	30,801	21,359	38,203	20,219	32,000	Health and Life Insurance
4	100.3200.512200.000	Social Security (FICA)	14,441	13,130	14,944	11,385	16,933	
5	100.3200.512450.000	Retirement Cont. (DC) 401	9,711	8,152	10,081	4,129	13,281	6%
6	100.3200.512700.000	Workers' Comp Insurance	6,500	6,887	8,000	7,216	8,000	
7	100.3200.521300.000	Tech Purch Serv/Courtware	11,000	11,874	11,000	6,335	11,000	
8	100.3200.522200.000	Veh & Equip Repairs & Maint	10,000	12,969	10,000	4,044	12,000	
9	100.3200.523100.000	Liability Insurance	12,000	16,602	15,500	12,000	16,100	
10	100.3200.523200.000	Telephone-Postage	5,500	4,890	5,500	4,928	5,000	
11	100.3200.523600.000	Dues & Fees	250	100	200	167	200	
12	100.3200.523700.000	Education & Training	2,000	2,103	2,000	1,787	3,000	
13	100.3200.523850.000	Subpoena fee	200		200	0	400	
14	100.3200.523900.000	Prisoner Housing & costs	13,000	420	13,000	2,940	13,000	Increased volume of inmates brought in by city police officers.
15	100.3200.531100.000	Supplies & Materials	5,500	2,274	5,500	4,744	6,000	
16	100.3200.531270.000	Gasoline	10,000	8,751	10,000	4,359	10,000	
17	100.3200.531600.000	Small Equipment Under \$5,000	5,000	6,041	5,000	6,287	5,000	
18	100.3200.531600.001	Computer Upgrades	6,500	6,283	0	0	5,000	
19	100.3200.531700.000	Uniforms	5,000	1,730	5,000	1,427	5,000	
20	100.3200.571000.000	Training funds - Payable	25,000	25,071	25,000	18,873	25,000	
21	100.3800.342500.000	E-911 Center	25,000	16,113	25,000	21,604	25,000	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
		<b>SUBTOTAL</b>	\$386,170	\$294,933	\$399,472	\$281,265	\$443,257	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
<b>STREET DEPARTMENT</b>								
1	100.4200.511100.000	Regular Employees-Street	46,641	41,069	48,171	33,448	54,604	Allocating 1/3 of meter reader; 3/5 of groundskeepers (2); 1/5 refuse collection worker
2	100.4200.511300.000	Overtime	2,000	649	2,000	847	1,500	
3	100.4200.512100.000	Employee Insurance	18,465	14,184	22,890	6,809	18,000	Health and Life Insurance
4	100.4200.512200.000	Social Security (FICA)	3,721	3,191	3,839	2,624	4,177	
5	100.4200.512450.000	Retirement Cont. (DC) 401	2,798	1,984	2,891	1,132	3,276	6%
6	100.4200.512700.000	Workers' Comp Insurance	4,000	3,727	5,000	3,188	4,000	
7	100.4200.521200.000	Professional (Arborist)	0			1,088	1,500	
8	100.4200.521201.000	Professional - Engineering	3,000	3,875	5,000	160	6,000	
9	100.4200.522200.000	Veh & Equip Repairs & Maint	12,000	13,674	12,000	14,144	15,000	
10	100.4200.523600.000	Dues and Fees	0	50	100	50	100	
11	100.4200.523700.000	Education & Training	500		500	0	500	
12	100.4200.523850.000	Contract Labor	13,104	9,455	12,000	16,188	14,000	Temporary help
13	100.4200.531100.000	Supplies & Materials	15,000	10,078	15,000	9,273	15,000	
14	100.4200.531270.000	Gasoline/Diesel	5,500	2,635	3,500	2,567	4,000	
15	100.4200.531600.000	Small Equipment Under \$5,000	1,500	664	1,500	347	1,500	
16	100.4200.531700.000	Uniforms	2,500	1,956	2,000	1,284	2,000	
17	100.4200.531800.000	Stormwater Management	5,500	3,500	5,500	0	5,500	KCNB Contract - \$2,000
18	100.4200.531901.000	City Tree Removal	25,000	24,950	25,000	24,000	25,000	Trees continue to decline
19	100.4200.531910.000	City Trail Maintenance	0			3,133	0	See Parks and Rec Budget
20	100.4200.532100.000	Sidewalks	3,000		3,000	0	3,000	
21	100.4200.532100.001	Property Claims <\$1,000	0	742	1,000	160	1,000	
22	100.4200.541200.001	Street Repairs	0	0	0	0	10,000	
		<b>SUBTOTAL</b>	<b>\$164,228</b>	<b>\$136,383</b>	<b>\$170,891</b>	<b>\$120,442</b>	<b>\$189,657</b>	
<b>CEMETERY</b>								
1	100.4900.522200.000	Cemetery Found. Maint. Suppl.	5,000	5,000	5,000	5,000	5,000	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
2	100.4900.531900.000	Tree Removal/Planting	5,000	4,800	5,000	4,800	5,000	
		<b>SUBTOTAL</b>	<b>\$10,000</b>	<b>\$9,800</b>	<b>\$10,000</b>	<b>\$9,800</b>	<b>\$10,000</b>	
<b>PARKS AND RECREATION DEPARTMENT</b>								
1	100.6200.511100.000	Regular Employees - Parks & Rec.	21,608	15,945	22,149	4,241	24,959	Allocating 2/5 of groundskeepers (2)
2	100.6200.511300.000	Overtime	500	39	500	0	500	
3	100.6200.512100.000	Group Insurance	8,580	5,332	11,520	1,351	6,000	Health and Life Insurance
4	100.6200.512200.000	Social Security (FICA)	1,691	1,223	1,733	324	1,909	
5	100.6200.512450.000	Retirement Cont. (DC) 401	1,296	838	1,329	112	1,498	6%
6	100.6200.512700.000	Workers' Comp Insurance	600	645	800	895	1,000	
7	100.6200.521200.000	Professional (arborist)	700	694	700	300	700	
8	100.6200.522200.000	Veh & Equip Repairs & Maint	1,000		1,000	0	1,000	
9	100.6200.523850.000	Contract Labor - Temporary Help	5,300	4,067	5,000	8,188	10,000	
10	100.6200.531100.000	Supplies & Materials	10,000	1,589	5,000	1,347	10,000	
11	100.6200.531200.000	Energy - Utilities	10,000	4,453	7,000	4,973	7,000	Utilities for Asbury Street Park
12	100.6200.531270.000	Gasoline/Diesel	500	408	300	767	800	
13	100.6200.531600.000	Small Equipment Under \$5,000	1,000		1,000	0	1,000	
14	100.6200.531700.000	Uniforms	1,000	775	800	331	800	
15	100.6200.531900.000	Tree Board	10,000	6,806	15,000	10,951	15,000	Includes expenses for Arbor Day

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
16	100.6200.531910.000	City Park and Trail Maintenance	25,000	20,276	25,000	8,600	30,000	Includes landscape maintenance contract for Asbury
		<b>SUBTOTAL</b>	\$98,776	\$63,090	\$98,831	\$42,379	\$112,166	
<b>WATER &amp; SEWER FUND - REVENUES</b>								
1	505.0000.344210.000	Water Charges/Sales	446,606	517,724	510,000	567,356	565,000	
2	505.0000.344215.000	Water Tap Fees	10,000	8,853	10,000	10,000	4,000	
3	505.0000.344255.000	Sewer Charges/Sales	195,000	260,522	260,000	259,599	250,000	0
4	505.0000.344256.000	Sewer Tap Fees	10,000	14,400	10,000	10,000	4,000	
5	505.0000.344280.000	Hydrant Meter	500	3	500	441	500	
6	505.0000.361000.000	Interest Revenues	0	212	500	151	300	
7	505.0000.389000.000	Miscellaneous Income			0		0	
8	505.0000.389000.001	Refunds	0	760	1,000	0	0	
		<b>TOTAL REVENUES</b>	\$662,106	\$802,474	\$792,000	\$847,547	\$823,800	
<b>WATER &amp; SEWER FUND - EXPENDITURES</b>								
1	505.4300.511100.000	Regular Employees	40,734	36,394	41,191	26,988	60,860	Allocating 1/3 of meter reader
2	505.4300.511300.000	Overtime	3,000	2,067	3,000	748	3,000	
3	505.4300.512100.000	Employee Insurance	14,084	12,914	14,090	4,628	16,000	Health and Life Insurance
4	505.4300.512200.000	Social Security (FICA)	3,346	2,910	3,381	2,120	4,656	
5	505.4300.512450.000	Retirement Cont. (DC) 401	2,444	1,702	2,472	229	3,652	
6	505.4300.512700.000	Workers' Comp Insurance	4,000	3,639	4,000	4,475	4,200	6%
7	505.4300.521200.000	Legal & Professional	3,900	8,300	3,900	1,411	6,000	
8	505.4300.521300.000	Sewer Treatment Fees	88,563	123,448	117,000	147,717	155,000	2.2% increase from the NCWSA
9	505.4300.522200.000	Veh & Equip Repairs & Maint	0	13,222	0	8,111		Split into four accounts below:
10	505.4300.522200.001	Service Contracts	17,000	14,893	13,200	17,407	17,000	Contract for Water Tank Maintenance
11		Building Repairs	2,000		2,000	0	2,000	
12		Equipment Repair and Rental	1,500		1,500	0	2,000	
13		Vehicle Repairs	300		300	0	1,000	
14	505.4300.523100.000	Liability Insurance	1,100	974	1,400	393	3,200	
15	505.4300.523200.000	Telephone-Postage	1,500	841	1,500	620	1,500	
16	505.4300.523600.000	Dues & Fees	2,300	1,175	2,300	1,432	2,000	
17	505.4300.523700.000	Education & Training	3,400	2,205	4,400	2,159	3,400	New employee to maintain W/S license
18	505.4300.523850.000	Contract Labor	15,000	8,655	15,000	35,269	30,000	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
19	505.4300.531100.000	Materials & Supplies	22,000	23,452	21,000	14,101	22,000	
20	505.4300.531200.000	Energy - Utilities	2,500	1,970	2,500	1,581	2,500	
21	505.4300.531270.000	Gasoline/Diesel	4,000	4,325	3,800	2,797	4,000	
22	505.4300.531510.000	Water for Resale	164,000	195,991	195,000	187,673	200,000	2.2% increase from the NCWSA
23	505.4300.531600.000	Small Equipment Under \$5,000	3,000	429	3,000	0	3,000	
24	505.4300.531700.000	Uniforms	2,800	2,500	2,600	880	2,500	
25	505.4300.552200.000	Property Claims <\$1,000	0	333	1,000	0	1,000	
26	505.4300.561000.000	Depreciation Expense	208,326	212,419	215,450	72,288	216,480	
27	505.4300.574000.000	Bad Debt Expense	7,440	0	7,440	0	8,000	
28	505.4300.579000.000	Contingency	3,750	0	6,266	0	10,000	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
29	505.4300.582000.000	GEFA Loan Interest Payback	4,120	3,722	3,310	3,360	4,300	Emory Street Sewer Project
		<b>TOTAL EXPENDITURES</b>	<b>\$626,106</b>	<b>\$678,479</b>	<b>\$692,000</b>	<b>\$536,388</b>	<b>\$789,248</b>	
<b>ELECTRIC FUND - REVENUES</b>								
1	510.0000.344310.000	Electric Sales	2,049,041	2,270,668	2,453,788	2,449,164	2,400,000	% revenue
2	510.0000.344311.000	Penalties After the 15th	90,000	55,706	60,000	76,433	60,000	
3	510.0000.344312.000	Service Charges	5,000	4,250	4,000	8,067	5,000	
4	510.0000.349900.000	Online Bill Pay Convenience Fee	0	13,870	0	16,071	17,000	Fees to pay bills online.
5	510.0000.361000.000	Interest Revenue	100	97	150	104	100	
6	510.0000.361001.000	MCT Dividends	4,000	72	500	-1,551		
7	510.0000.381000.000	Other - Rebates	60,000	76,332	60,000	88,092	80,000	Year-End Settlement from MEAG & off-systems sales
8	510-0000-383000-000	Reimbursement - Property Damage		5,250				
9	510-0000389000-001	Refunds		293				
		<b>TOTAL REVENUES</b>	<b>\$2,208,141</b>	<b>\$2,426,537</b>	<b>\$2,578,438</b>	<b>\$2,636,380</b>	<b>\$2,562,100</b>	
<b>ELECTRIC FUND - EXPENDITURES</b>								
1	510.4600.511110.000	Regular Employees	117,900	120,425	123,869	126,467	153,436	Allocating 1/3 of meter reader
2	510.4600.511300.000	Overtime	5,000	1,412	4,000	3,992	6,000	
3	510.4600.512100.000	Employee Insurance	32,867	28,851	32,910	21,661	36,000	Health and Life Insurance
4	510.4600.512200.000	Social Security (FICA)	9,402	9,192	9,860	9,980	11,738	
5	510.4600.512400.000	Retirement Plan Expense	48,176	130,899	49,417	44,427	49,400	
6	510.4600.512450.000	Retirement Cont. (DC) 401	558	341	1,000	351	9,206	6%
7	510.4600.512700.000	Workers' Comp Insurance	2,000	1,160	1,500	1,343	2,000	
8	510.4600.521200.000	ECG Professional Services	63,000	59,235	64,000	61,044	64,000	ECG fees are shown separate from power costs.
9	510.4600.522200.000	Veh & Equip Repairs & Maint	7,200	9,761	7,200	5,488	7,200	
10	510.4600.522201.000	Power line Tree Trimming	35,000	26,893	35,000	9,105	45,000	
11	510.4600.523100.000	Liability Insurance	8,500	7,618	8,500	9,000	9,200	
12	510.4600.523200.000	Telephone-Postage	9,000	7,433	9,000	3,733	9,000	
13	510.4600.523600.000	Dues & Fees	1,000	200	300	500	750	
14	510.4600.523600.001	Online Bill Pay Merchant Fee	0	15,960	13,000	19,408	18,000	Cost to the provider for online bill pay.
15	510.4600.523700.000	Linemen Training	6,000	518	6,000	617	6,000	
16	510.4600.523701.000	Education & Training	0		5,000	0	3,000	CDL Class A Certification Class
17	510.4600.523850.000	Contract Labor	10,000	8,609	10,000	22,911	20,000	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
18	510.4600.531100.000	Supplies & Materials	16,000	10,552	16,000	16,243	18,000	
19	510.4600.531200.000	Energy/Utilities	7,500	5,918	6,500	5,615	7,500	
20	510.4600.531270.000	Gasoline/Diesel	6,500	5,255	5,500	4,472	6,500	
21	510.4600.531530.000	Electricity Purchased	1,310,948	1,266,827	1,278,232	1,318,004	1,340,000	% revenue
22	510.4600.531600.000	Small Equipment Under \$5,000	2,500	1,400	2,500	0	2,500	
23	510.4600.531700.000	Uniforms	5,000	4,753	5,000	4,149	5,000	
24	510.4600.541004.000	Street Lights	2,300		2,300	0	2,000	
25	510.4600.561003.000	Depreciation	93,185	94,024	93,760	31,292	94,671	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
26	510.4600.574000.000	Bad Debt Expense	27,540	-12,968	15,000	-1,751	15,000	
27	510.4600.579000.000	Contingency	8,066		5,090	0	10,000	
		<b>TOTAL EXPENDITURES</b>	<b>\$1,835,141</b>	<b>\$1,804,268</b>	<b>\$1,810,438</b>	<b>\$1,718,051</b>	<b>\$1,951,101</b>	
<b>SANITATION FUND - REVENUES</b>								
1	540.0000.344110.000	Refuse Collection Charges	169,500	172,618	169,500	173,147	169,500	
2	540.0000.344130.000	Sale of Recycled Materials	100	640	100	0	100	
3	540.0000.389000.000	Miscellaneous Income	0	0	0			
		<b>TOTAL REVENUES</b>	<b>\$169,600</b>	<b>\$173,258</b>	<b>\$169,600</b>	<b>\$173,147</b>	<b>\$169,600</b>	
<b>SANITATION FUND - EXPENDITURES</b>								
1	540.4300.511100.000	Regular Employee - Sanitation	20,821	18,251	21,875	22,576	28,403	Allocating 4/5 of refuse collection worker
2	540.4300.511300.000	Overtime	500		500	0	500	
3	540.4300.512100.000	Group Insurance	8,444	7,922	8,445	7,171	8,500	
4	540.4300.512200.000	Social Security (FICA)	1,631	1,375	1,593	1,727	2,173	
5	540.4300.512450.000	Retirement Cont. (DC) 401	1,249	683	1,219	760	1,704	6%
6	540.4300.512700.000	Workers' Comp Insurance	600	658	600	558	700	
7	540.4300.522110.000	Disposal Services-Landfill Fees	8,000	11,219	10,000	11,272	13,500	
8	540.4300.522111.000	College Walk Dumpster Fees	6,700	6,692	6,700	5,333	7,000	
9	540.4300.522200.000	Vehicle & Equip Repairs & Maint	5,000		5,000	0	5,000	
10	540.4300.523100.000	Liability Insurance	3,000		500	0	1,000	
11	540.4300.523580.000	Contract Labor	20,966	13,414	15,000	14,903	17,000	Temporary help
12	540.4300.523581.000	Contracted Garbage Pickup	89,000	88,334	89,000	79,243	89,000	
13	540.4300.523600.000	Dues & Fees	500	150	500	0	500	
14	540.4300.531100.000	Supplies & Materials	6,500	6,044	6,500	139	6,500	
15	540.4300.531270.000	Gasoline/Diesel	3,000	1,888	3,000	3,732	4,500	
16	540.4300.531600.000	Small Equipment Under \$5,000	1,000		1,000	0	1,000	
17	540.4300.531700.000	Uniforms	1,000	439	1,000	912	1,000	
18	540.4300.574000.000	Bad Debt Expense	4,700	23	4,700	0	1,000	

	Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
19	540.4300.579000.000	Contingency	1,989		2,468	0	3,000	
		<b>TOTAL EXPENDITURES</b>	184,600	\$157,092	\$179,600	\$148,325	\$191,980	

**General Fund**

	<b>Revenues</b>	983,764	1,324,939	1,067,725	1,335,641	1,260,310
	Prior Year Unassigned F. Balance	100,000		100,000		0
100.0000.391505.000	Transfers from W&S	36,000		36,000		60,000
100.0000.391510.000	Transfers from Electric	358,000		358,000		340,000
100.0000.391540.000	Transfers from Sanitation	0		0		0
	<b>General Fund Revenues</b>	1,477,764	1,324,939	1,561,725	1,335,641	1,660,310
	<b>Expenditures</b>					
	City Council	51,212	41,671	51,212	44,403	51,412
	General Government	688,755	590,556	719,010	669,848	759,337
	Court	12,700	8,787	12,700	12,188	15,625
	Police Department	386,170	294,933	399,472	281,265	443,257
	Street Department	164,228	143,075	170,891	125,775	189,657
	Parks and Recreation Department	98,776	63,090	98,831	42,379	112,166
	Cemetery	10,000	9,800	10,000	9,800	10,000
100.9000.611011.000	Transfers to Capital Fund	0				0
	<b>General Fund Expenditures</b>	1,411,842	1,151,911	1,462,117	1,185,658	1,581,455
	<b>General Fund BALANCE</b>	65,922	173,028	99,608	149,984	78,855

**Water & Sewer Fund**

	<b>Revenues</b>	662,106	802,474	792,000	847,547	823,800
	<b>Expenditures</b>	626,106	678,479	692,000	536,388	789,248
505.9000.611003.000	Transfers to G/F	36,000		36,000		60,000
505.9000.611350.000	Transfers to Capital Fund	0		0		40,000
	<b>W &amp; S Fund Expenditures</b>	662,106	678,479	728,000	536,388	889,248
	<b>W &amp; S Fund BALANCE</b>	0	123,995	64,000	311,159	-65,448

**Electric Fund**

Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
	<b>Revenues</b>	2,208,141	2,426,537	2,578,438	2,636,380	2,562,100	
	<b>Expenditures</b>	1,835,141	1,804,268	1,810,438	1,718,051	1,951,101	
510.9000.611002.000	Transfers to G/F	358,000		358,000		340,000	
510.9000.611350.000	Transfers to Capital Fund	0		0		430,000	
510.9000.611008.000	Transfers to Sanitation	15,000		15,000		10,000	
510.9000.611351.000	Comp Trust transfer to Capital	0		0		0	

Acct Number	Description	FY2021 Budget	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Recommend	Comments
	<b>Electric Fund Expenditures</b>	2,208,141	1,804,268	2,183,438	1,718,051	2,731,101	
	<b>Electric Fund BALANCE</b>	0	622,270	395,000	918,329	-169,001	

**Sanitation Fund**

	<b>Revenues</b>	184,600	173,258	184,600	173,147	169,600	
	<b>Expenditures</b>	184,600	150,400	179,600	142,991	191,980	
540.9000.611001.000	Transfers to G/F	0		0		0	
540.9000.611006.000	Transfers from Electric	15,000		15,000		10,000	
	<b>Sanitation Fund Expenditures</b>	184,600	150,400	179,600	142,991	191,980	
	<b>Sanitation Fund BALANCE</b>	0	22,858	5,000	30,155	-12,380	

**ALL FUNDS TOTAL**

	Revenues	4,532,611	4,553,950	5,116,763	4,819,568	5,225,810	
	Expenditures	4,466,689	3,634,659	4,553,155	3,440,096	5,393,783	
	Balance	65,922	919,292	563,608	1,379,472	-167,973	

City Clerk's Office - 100-1500

Mullen	15L	\$49,876.46
Vacant	13A	\$34,437.97
Sumner	12A	\$32,778.56
Reynolds	11A	\$31,199.11
		\$148,292.10

Police Department - 100-3200

Westmoreland	19G	\$53,711.49
Vacant	19A	\$46,316.25
Vacant	19A	\$46,316.25
		#####

Public Works Department

Reid	23G	\$75,890.27	510-4600
Croy	15M	\$51,123.37	510-4600
Brown	13A	\$34,437.97	505-4300
Ballard	12A	\$32,778.56	see below
Walker	11A	\$31,199.11	100-4200
Gibbs	11A	\$31,199.11	100-4200
Vacant	11A	\$31,199.11	see below

Fund/Dept.

non-classified Fund/Dept.

Andrew	\$85,000.00	100-1500
Anglin	\$75,000.00	100-3200
Brooks	\$54,499.86	100-1500
		\$214,499.86

Name	505-4300	510-4600	540-4300	100-4200	100-6200	TOTALS
Ballard	\$ 10,925.09	#####		\$ 10,925.09		\$32,775.28
Gibbs			#####	\$ 6,239.82		\$31,199.11
Vacant						
Utility Billin	\$ 15,497.09	#####	#####			\$ 34,437.97
\$17,164.92						

Council Fund/Dept.

Eady	\$5,000.00	100-1100
Bohannon	\$4,000.00	100-1100
Holt	\$4,000.00	100-1100
Windham	\$4,000.00	100-1100
Wearing	\$4,000.00	100-1100
McCanless	\$4,000.00	100-1100
		\$25,000.00

**TOTAL GENERAL FUND (General Government)**

City Clerk's Office - 100-1500

Mullen	15L	\$49,876.46
Vacant	13A	\$34,437.97
Sumner	12A	\$32,778.56
Reynolds	11A	\$31,199.11
		\$148,292.10

Police Department - 100-3200

Westmoreland		19G	\$53,711.49
Vacant		19A	\$46,316.25
Vacant		19A	\$46,316.25
			\$146,343.99

Public Works Department

Reid	23G	\$75,890.27	510-4600
Croy	15M	\$51,123.37	510-4600
Brown	13A	\$34,437.97	505-4300
Ballard	12A	\$32,778.56	see below
Walker	11A	\$31,199.11	100-4200
Gibbs	11A	\$31,199.11	100-4200
Vacant	11A	\$31,199.11	see below

Fund/Dept.

non-classified Fund/Dept.

Andrew	\$85,000.00	100-1500
Anglin	\$75,000.00	100-3200
Brooks	\$54,499.86	100-1500
		\$214,499.86

Name	505-4300	510-4600	540-4300	100-4200	100-6200	TOTALS
Ballard	\$ 10,925.09	\$ 10,925.09		\$ 10,925.09		\$32,775.28
Gibbs			\$ 24,959.29	\$ 6,239.82		\$31,199.11
Vacant						
Utility Billing Cle	\$ 15,497.09	\$ 15,497.09	\$ 3,443.80			\$ 34,437.97
\$17,164.92						

Council Fund/Dept.

Eady	\$5,000.00	100-1100
Bohannon	\$4,000.00	100-1100
Holt	\$4,000.00	100-1100
Windham	\$4,000.00	100-1100
Ready	\$4,000.00	100-1100
McCanless	\$4,000.00	100-1100
		\$25,000.00

**TOTAL GENERAL FUND (General Government)**

\$253,353.99

Project Description	FY2023			FY 2024	FY2025	FY2026	FY2027	Five-Year Total	Comments
	City Funds	External Funds	Subtotals						
<b>General</b>			<b>108,333</b>					<b>108,333</b>	
City Limit Monument Sign and Landscape Improvements	60,000		60,000					60,000	\$60K budgeted each year (FY20-22)
Electric Vehicle Charging Stations (2)	15,000		15,000					15,000	\$12-24K budgeted each year (FY19-22)
Finance Software Upgrade	33,333		33,333					33,333	Share of \$99K to upgrade software
Wayfinding Plan and Design Standards - Develop and Implement									
<b>Parks, Landscapes, and Recreation</b>			<b>2,465,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>2,865,000</b>	
Dried Indian Creek Restoration and Greenway Trail	250,000	1,900,000	2,150,000					2,150,000	\$900K in Congressional funding; \$1M in GOSP grant funding
Nature Parks on Giles and Little Properties				200,000	200,000				Plan and implement improvements
Coke Street Trail from Watson to Richardson Street	300,000		300,000					300,000	Preliminary plan complete; design/engineering and construction remains
Grounds Maintenance Equipment - Lawnmower	15,000		15,000						Preference to electric zero-point-turn mower with mulch guard or rear discharge
Security Cameras at Asbury Street Park									
Wi-Fi at Asbury Street Park									
<b>Streets, Drains, Sidewalks, and Street Lamps</b>			<b>2,150,226</b>	<b>4,120,344</b>	<b>1,094,608</b>	<b>1,053,359</b>	<b>1,056,273</b>	<b>9,474,811</b>	
Street Repairs and Resurfacing (annual schedule)	575,226	25,000	600,226	600,344	574,608	533,359	536,273	2,844,811	\$200K was budgeted previously for each year FY22-26; 10-year schedule
E. Clark Street Improvements								-	\$450K was budgeted in FY22 but not spent; could be integrated with street repair/resurfacing
Whatcoat Street Improvements	300,000							-	\$300K was budgeted each year FY20-22; could defer until town center phase one completed
Emory Street Sidewalk (Soule to Richardson Street)	1,500,000		1,500,000					1,500,000	\$100K/year budgeted previously (FY19-22) for sidewalks; \$180 city funds budgeted in FY19 and FY20
Emory Street Sidewalk Replacement (Post Office to Soule Street)	300,000							-	\$100K budgeted previously each year (FY19-22)
E. Soule Street Improvements (full-depth reclamation, etc.)				3,500,000				3,500,000	Need external funding (Georgia DOT?)
Stormwater Infrastructure Improvements and Reporting	50,000		50,000	20,000	20,000	20,000	20,000	130,000	Several ditches need cleaning out and pipes bored-out/replaced
Emory Street/Highway 81 Complete Streets Plan and Development					500,000				Assumes cost-sharing with GDOT
Emory Street/Highway 81 Bridge and Connectivity over I-20							500,000		Assumes cost-sharing with GDOT and City of Covington
City-Wide Complete Streets Plan and Development						500,000			Might be eligible for GDOT funding
<b>Electric Utility</b>			<b>133,333</b>	<b>450,000</b>	<b>100,000</b>	<b>150,000</b>	<b>100,000</b>	<b>933,333</b>	
Electric System Improvements	100,000		100,000	100,000	100,000	100,000	100,000	500,000	Annual pole replacement and system upgrades
Vehicle Replacement			-	50,000		50,000			Assumes pickup truck replacement
Finance Software Upgrade	33,333		33,333						Share of \$99K to upgrade software
Smart Meters			-	300,000					\$300K was budgeted each year in FY19, FY20, and FY21
<b>Water and Sewer Utility</b>			<b>1,150,381</b>	<b>885,000</b>	<b>585,000</b>	<b>585,000</b>	<b>585,000</b>	<b>3,790,381</b>	
Water Line Replacement	238,954	878,094	1,117,048	585,000	585,000	585,000	585,000		Originally budgeted for SFRF Grant+ARPA and Capital Funds
Smart Meters			-	300,000					\$300K was budgeted each year in FY19, FY20, and FY21
Finance Software Upgrade	33,333		33,333						Share of \$99K to upgrade software
<b>Police Department</b>			<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>150,000</b>	
Patrol Vehicle(s)	50,000		50,000		50,000		50,000		High repair/maintenance costs suggest need to replace existing vehicles
<b>Downtown Development Authority</b>			<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>600,000</b>	
Architecture and Engineering for Town Center Development	200,000		200,000			200,000	200,000		Funds may be reimbursed to the city with financing for construction
<b>TOTAL</b>	<b>4,054,179</b>	<b>2,803,094</b>	<b>6,257,273</b>	<b>5,655,344</b>	<b>2,029,608</b>	<b>1,988,359</b>	<b>1,991,273</b>	<b>17,921,858</b>	

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**From:** Bolick, Brian <[Brian.Bolick@atkinsglobal.com](mailto:Brian.Bolick@atkinsglobal.com)>  
**Sent:** Friday, April 15, 2022 4:42 PM  
**To:** Bill Andrew <[bandrew@oxfordgeorgia.org](mailto:bandrew@oxfordgeorgia.org)>  
**Cc:** Boudreau, John D <[John.Boudreau@atkinsglobal.com](mailto:John.Boudreau@atkinsglobal.com)>; Yu, Jean <[Jean.Yu@atkinsglobal.com](mailto:Jean.Yu@atkinsglobal.com)>  
**Subject:** Sample ATKINS MSA contract

Bill,

Attached is our standard Master Services Agreement (MSA). We would fill this in with Atkins and the City of Oxford's information and the Terms and Conditions of this contract would govern all of the task orders issued under it. A couple of things I'd like to point out:

1. You'll note the logo for SNC Lavalin (SNCL) along with Atkins on the contract. That's simply because SNCL is our parent company. You may have already known that but didn't want there to be any confusion.
2. On line "4. Duration" an effective date is required. So, you will need to decide how long you want this contract to be in place. I didn't know if this was something that had to be discussed with Council or not so I thought I'd point this out just in case.
3. On line "31. Notices" we would probably put me as the person to receive notices related to the contract. I'm assuming it would be you for the City but maybe it's the clerk or someone else. Would just need that name and preferred address to insert here.
4. Page 5 shows the format of a typical task order. We would attached a detailed scope of services fee for each task order.

Thanks.

**R. Brian Bolick** PE

Vice President, Sr. Division Manager  
Community & Intermodal Infrastructure Business Unit

 +1.678.247.2436  +1.678.478.3026

**Atkins, member of the SNC-Lavalin Group**  
1600 RiverEdge Parkway, NW Suite 700 Atlanta, Georgia 30028



**Decarbonomics™**  
Making carbon visible,  
removing carbon cost effectively

[Find out more >](#)

The banner features a blue background with white text. On the right side, there are three overlapping circular images showing cityscapes with buildings and a river.

**ATKINS**

Member of the SNC-Lavalin Group

Company



## Financial Software Upgrade – Additional Information

### Edmunds Gov Tech

- Cloud hosting service – Amazon Web Services (AWS)
- Unlimited storage included with cloud hosting fees

### BS&A

- Cloud hosting service – Microsoft Azure
- Unlimited storage included with cloud hosting fees
- Updated quote attached. New amounts are reflected in table below. After our demo they added ESS to the quote which caused it to increase slightly. Also I added the hardware costs they quoted for new receipt printers, cash registers, and credit card readers. I recommend we replace all of that equipment. Also, their previous quote was for on premise vs. cloud hosting. The attached quote is for cloud hosting.
- Citizen Engagement – per the sales rep: [BS&A does have a Citizen request module that would allow a citizen to file a request/complaint with the city. On the resident facing portal there is no integration with google maps/GIS for the resident, nor is there a mobile app.](#)

### Project Management Module

Neither of the products has a project management module. BS&A lists their services during implementation as project management. Edmunds calls this work professional services in their quote.

	<b>Edmunds</b>	<b>BS&amp;A</b>	<b>Harris</b>
Project Mgt./Planning		\$ 12,000.00	\$ 3,500.00
Implementation/Training	\$ 19,000.00	\$ 28,000.00	\$ 19,475.00
Data Conversion	\$ 17,500.00	\$ 14,400.00	\$ 20,375.00
Software Subscriptions(initial cost)	\$ 22,700.00	\$ 21,345.00	\$ 19,375.00
Contingency		\$ 10,000.00	
Travel Expenses		\$ 19,080.00	
Custom Programming			\$ 6,500.00
Hardware		\$ 4,500.00	
<b>Total One-Time Cost</b>	<b>\$ 59,200.00</b>	<b>\$ 109,325.00</b>	<b>\$ 69,225.00</b>

Annual Maintenance (recurring)	\$ 22,700.00	\$ 5,475.00	\$ 11,050.88
Hosting Services (recurring)	\$ 3,500.00		\$ 4,680.00
<b>Total Recurring Cost</b>	<b>\$ 26,200.00</b>	<b>\$ 5,475.00</b>	<b>\$ 15,730.88</b>

<b>5-Year Cost</b>	<b>\$ 164,000.00</b>	<b>\$ 131,225.00</b>	<b>\$ 132,148.52</b>
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### Customer Feedback

- **Sherri Bailey – Georgia Municipal Association** (former City Clerk at City of Washington)  
From: Sherri Bailey <sbailey@gacities.com>  
Sent: Thursday, April 28, 2022 2:57 PM

To: Marcia Brooks <mbrooks@oxfordgeorgia.org>  
Subject: RE: Edmunds GovTech

Hey Marcia,

Yes, we switched over to Edmunds a year or two before I left. I really did like their software and I know other cities that have switched to them and been pleased. Of course it was a huge upgrade from what we had (TBS/Harris).

*Note: Sherri also verbally advised me that the City of Porterdale has also signed an agreement with Edmunds to purchase their software.*

- **Ron Shelby – CFO, City of Woodstock**

Hi Marcia,

Yes, we are still very happy with BS&A.

I've been here a little over two years now and I've now switched us over to their Property Tax module (Last July) and added Invoice Cloud as my payment processor which integrated very smoothly. BS&As support is phenomenal and they are very responsive. It takes a while to learn to use the system adeptly, and I've still got a long way to go to understand its full functionality but I have no complaints at all. (My Deputy, who's been with the city for 15 years is a whiz at it.)

If you want a quick call with my team to ask questions, I can arrange that.

Ron

- **Angie Greer – City Clerk, City of Lavonia**

**From:** Angie Greer <angieg@lavoniaga.gov>

**Sent:** Tuesday, April 26, 2022 11:10 AM

**To:** Marcia Brooks <mbrooks@oxfordgeorgia.org>

**Subject:** RE: Edmunds Gov Tech

We had looked at other software system demos, they are all about the same. It's just like any other system, your learn as you go. They are pretty good about calling you back when you have problems. I always schedule a day for end of year closing...they do calls based on a tier level emergencies.....but if you keep calling them you will get someone; but they were better at answering back than our previous software system. Bank reconciliation is easy.....reports can be sent to excel. It is based on "Batch Transactions" but it is user friendly. Hope this helps. 😊

- **Jackie Pryor – City of Hiram**

*Posted 08-03-2021 15:35 to GMA Communities*

We have had BS&A for two and a half years and are very pleased. We have General Ledger, Accounts Payable, Utility Billing, Payroll, Cash Receipting, Purchasing, Fixed Assets, Miscellaneous Receivables and Business License. Reconciling the bank statements only takes minutes vs what we had before.

*Jacqueline Pryor*

*Finance Administrator*

*City of Hiram*

*217 Main Street*

*Hiram, Georgia 30141*

770-943-3726 ext. 2002  
770-439-2372 fax  
[jpryor@hiram-ga.gov](mailto:jpryor@hiram-ga.gov)

- **Christy Case – City of Auburn**

*Posted 08-04-2021 13:35*

We currently use Edmund's, and at my prior job I used BS&A. Between those two, I prefer BS&A.

-----  
Christy Case  
City Accountant  
City of Auburn  
Auburn GA

- **Mary Anderson – City of Comer**

*Posted 02-18-2022 10:52*

Comer just went live with Edmunds, and overall we're pleased! It's complicated, but the customer service is great, and they communicate well interdepartmentally.

Mary Anderson  
**Clerk, City of Comer**  
**706 783 4552**

**City of Oxford**  
**Invoices >=\$1,000**  
**Paid in April 2022**

VENDOR	DESCRIPTION	AMOUNT
<b>RECURRING CHARGES</b>		
City of Oxford Utilities	February – March 2022 services	1,581.50
City of Covington	Gas for maintenance facility – February 2022	1,053.08
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 2/25/2022-3/30/2022	5,864.73
Georgia Municipal Association	GMEBS Life and Health Insurance Program, April 2022 Premium, invoice #321576	9,607.96
Georgia Municipal Association	GMEBS Life and Health Insurance Program, May 2022 Premium, invoice #323042	9,583.36
Georgia Municipal Association	GMEBS Retirement, April 2022, invoice #415746	5,784.75
Georgia Municipal Association	GMEBS Retirement, March 2022, invoice #414894	5,784.75
Southeastern Power Administration (SPA)	SEPA Energy Cost – February 2022 – invoice #B-22-1181	2,809.26
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for March 2022	97,626.16
Electric Cities of Georgia	Consulting and planning services for April 2022	5,087.00
Phoenix Personnel	Temporary Employee Charges: Week Ending 3/20/2022 – 604.45 Week Ending 3/27/2022 – 492.80	1,097.25
IRS	Federal Payroll Taxes, April 2022	10,101.32
Latham Home Sanitation	Commercial Waste Removal Services March 2022	7,361.18

VENDOR	DESCRIPTION	AMOUNT
<b>PURCHASES/CONTRACT LABOR</b>		
Tires -n-Wheels	Tires for bush hog tractor and repair on trailer, P. O. 14450 and 14452	1,678.00
Middleton Engineering & Brewing	Site Visit and Inspection Report – 810 Whatcoat St. building (DDA)	1,125.00
Keck & Wood	Professional Services – Plan development for Emory Street North Sidewalks	2,175.00
The Hall Company	Utility bill forms, window envelopes and return envelopes, invoice #30992	2,069.48
Brannen Ford	Purchase of Police Vehicle P.O. 14484	37,200.00
Amazon Business	Office supplies for City Clerk’s office, computer monitors, dry erase and cork boards for police department, Sony Handycam, step ladder, roll file for cemetery maps, webcams, doggy waste bags for park	1,276.59
Mason Tractor	Chipper truck repairs P.O. #14398	2,139.15
All Star Automotive	Repairs to police cars P.O. 14436	2,691.88
Consolidated Pipe & Supply Co., Inc.	Sewer camera (approved in FY2022 Capital budget)	8,387.00
AED Professionals	AED units for City Hall lobby, City Hall upstairs and Public Works building plus 2 for Public Works vehicles, P. O. 14405	7,170.00
Cintas	Uniforms for Public Works Department	1,081.85
CPL	Pavement assessment	1,128.00
Jack’s Creek Farm, LLC	Trees for Emory Street ROW (Tree Board)	1,320.00