



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, JUNE 5, 2023 – 7:00 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

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

ELECTED OFFICIALS NOT PRESENT:

Jeff Wearing – Councilmember

OTHERS PRESENT: Art Vinson, Troy Willis

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **Erik Oliver made a motion to approve the agenda for the June 5, 2023 Mayor and Council Regular Meeting. Mike Ready seconded the motion.**

Discussion:

Jim Windham stated that he does not feel that there has been adequate discussion on items 6, 11 and 12 to vote on these issues. He proposes to table these items when they are brought up.

Erik Oliver amended his motion to leave items 6, 11, and 12 on the agenda and not take any votes but allow for discussion. Mike Ready seconded the motion.

The motion was approved unanimously (6/0). (Attachment A)

3. **Erik Oliver made a motion to accept the Consent Agenda for June 5, 2023. Mike Ready seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
4. **Mayor's Report**
None.

5. Citizen Concerns

Art Vinson asked the City Council to address the issue of vehicular noise in Oxford, also augmented by airplane noise. Laura McCanless added that City of Covington officials should be asked to remind their pilots to turn into the less populated area of Newton County.

Jim Windham mentioned his concern about tractor trailer vehicles using Soule Street illegally.

Erik Oliver mentioned that there is a golf cart on the trail almost every day.

Art Vinson questioned the need to crack down on golf cart use. He knows of one elderly person who uses one for helping with mobility issues.

6. Resolution to adopt an Annual Balanced Budget for FY 2024 (Attachment C)

Jim Windham made a motion to table discussion of this item to the next Work Session. Laura McCanless seconded the motion.

Discussion:

Mr. Windham clarified that he is not opposed to discussion of the issue as long as a vote is not taken at this meeting.

Jim Windham amended his motion to table this issue for a vote but discuss it during this meeting. Mike Ready seconded the motion. The motion was approved unanimously (6/0).

Jim Windham made a motion to modify the agenda to move Item #6 to the end of the agenda. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

7. Second Amendment to the Power Purchase Contract (Attachment D)

Jim Windham made a motion to approve the amendment. Mike Ready seconded the motion. The motion was approved unanimously (6/0).

8. Resolution for the Transfer of Funds in the General Operating Account (Attachment E)

A discussion was held about which funds the City Council had previously discussed moving money to. During the previous Work Session, the City Council had agreed to split the funds between the Electric and Water/Sewer Capital accounts. Although the Georgia Fund 1 account has a much higher interest rate, it requires a resolution from the City Council to access the funds. Bill Andrew stated that the process is electronic, and the funds are actually readily accessible. Marcia Brooks confirmed that the funds are transferred electronically as well.

Laura McCanless made a motion to move the balance in the General Operating Account exceeding \$900,000 to Georgia Fund 1. George Holt seconded the motion. The motion was approved unanimously (6/0).

9. Planning Commission Appointment

Jim Windham made a motion to approve the Planning Commission's recommendation to appoint Troy Willis to the Planning Commission. Erik Oliver seconded the motion. The motion was approved unanimously (6/0).

10. Indigo Energy proposal for EV Charging Station for MachE at City Hall (Attachment F)

Erik Oliver made a motion to approve the proposal. Mike Ready seconded the motion. The motion was approved unanimously (6/0).

11. Budget Adjustment for Electric Lawnmower

George Holt made a motion to table a vote on this issue but allow discussion. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

A discussion was held about the condition of the City's gasoline mowers and the pros and cons of electric mowers. George Holt and Laura McCanless both expressed reservations about spending \$50,000 on a lawnmower. Mayor Eady pointed out that there are less expensive options. There is more upfront cost but expenses over time are reduced with electric mowers.

Jody Reid advised that one of their mowers is six years old and everything on it has been rebuilt. It is in the shop right now.

Jim Windham stated that even though he has an electric lawnmower at home, he is very reluctant to approve purchase of one for the work the City does. He also expressed concern about the cost. He would want to see a demonstration before approving this purchase.

Mayor Eady stated he would work with Bill Andrew and Jody Reid to set up a demonstration of various models and brands. Ms. McCanless asked for some data from users at Georgia Tech where electric lawnmowers have been implemented.

Erik Oliver asked if Jody Reid is down a mower. Mr. Reid stated he is, that the six-year-old mower is in the shop. Mr. Oliver stated the City should go ahead and spend the funds budgeted for a gasoline mower. Mr. Windham agreed.

Mayor Eady asked if Mr. Reid would have sufficient equipment once the mower comes out of the shop. Mr. Reid stated that he would as long as they all are operational. Mayor Eady stated that a new one should not be purchased unless one breaks down. George Holt agreed. Laura McCanless stated that she approves waiting because the \$1,600 just spent would be wasted if the mower was replaced now.

12. Authorization for the City Manager to accept the Improving Neighborhood Outcomes in Disproportionally Impacted Communities Terms and Conditions (Attachment G)

Mayor Eady summarized what has occurred up to this point and that this issue has not been on a Work Session agenda due to the timing of the award and short turnaround time. Amendment of the Capital Budget would also be required since the matching portion was not contemplated in the Capital Budget. However, he did send the information to all City Councilmembers for review.

Since then, he has found out that the City has more time to make a decision on acceptance of the grant. Erik Oliver expressed concern about the total cost of the project compared to previous trails installed in Oxford. Mayor Eady acknowledged that there is no comparison between earlier projects and this one in terms of cost, but the scope is also much larger for the proposed trail.

Laura McCanless stated that although she does want the Turkey Creek culvert on Soule Street to be replaced, she does not believe it will be allowed as part of the project work. She pointed out that the City would be committed to bridging both Turkey Creek and Dried Indian Creek in this project, but that could be accomplished without doing road work.

Jim Windham suggested abandoning the trail section going north to East Richardson Street because the work of this project would accomplish the goal of connecting the planned trail system.

Ms. McCanless feels strongly that the trail cannot run through yards. It must be as close to the road as possible as a courtesy to homeowners, regardless of the width of rights-of-way.

Erik Oliver stated he is pro-trail but opposed to the location of this proposed trail being on the south side of Soule Street and will vote no.

Mr. Windham asked if a rough drawing could be obtained showing the proposed route's proximity to houses, trees impacted, etc. Mayor Eady suggested the City Council could walk the proposed route with an engineer.

13. **Invoices** (Attachment H)

No discussion.

6. **Continuation of Budget Discussion**

Jim Windham suggested a budget work session prior to the next scheduled work session, with a vote on the budget prior to the regular work session.

Mr. Windham has concerns about the 4% COLA increase in pay scale across the board, given the 14.1% increase made for all employees in February of 2022. He is not critical of any specific positions but feels the total is getting scary, especially in light of the high cost of equipment the City is considering and the replacement schedule for police cars. He also feels that more than one consolidated session with all City Councilmembers is needed before the budget is finalized.

George Holt added that he believed the COLA being discussed was in anticipation of the federal government's adjustment in November, to be effective in January 2024. However, the budget documentation distributed appears to indicate the 4% COLA is effective July 1, 2023.

Mayor Eady pointed out that the FY 2023 budget included a 5.1% COLA and a step increase, both to be awarded on anniversary date, effective July 1, 2023. They were not based on the federal increase.

Marcia Brooks recommended not awarding the COLA on anniversary date again because it required staff to keep track of two pay scales and created inequities between employees. She recommended that the pay scale be adjusted for everyone at one time for any COLA awarded.

Mr. Windham stated that the budget resolution does not indicate that the City Council will make a decision based on economic indicators for the COLA. It states that the COLA will be automatic effective July 1, 2023.

George Holt asked how many Flock cameras are in the budget. Mark Anglin advised that the subscription requires a minimum annual expense of \$15,000. Mr. Holt requested more clarity in the future on the changes between versions of the proposed budget.

George Holt and Mike Ready asked why the non-cash lease items for the Verizon lease and the Whatcoat Street lease must be included with revenue, as these items falsely overstate actual revenue the City will be taking in. Marcia Brooks advised these amounts are related to the implementation of GASB 87 but she would follow up with the City's financial advisors to get a further explanation of how the false overstatement would be offset.

14. Executive Session

None.

15. Adjourn

Jim Windham made a motion to schedule a budget work session for June 13, 2023 at 6:30 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

Jim Windham made a motion to adjourn at 9:20 p.m. Erik Oliver seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

1. OXFORD MAYOR AND COUNCIL
2. REGULAR SESSION
3. JUNE 5, 2023 – 7:00 P.M.
4. CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054
5. A G E N D A

- 1. Call to Order – Mayor David S. Eady**
- 2. Motion to accept the Agenda for the April 3, 2023 Mayor and Council Regular Meeting.**
- 3. Consent Agenda**
 - a. *Minutes of the Work Session April 25, 2023
 - b. *Minutes of the Regular Session May 1, 2023
 - c. *Minutes of the Public Hearing May 15, 2023
 - d. *Minutes of the Work Session May 15, 2023
- 4. Mayor’s Report**
- 5. Citizen Concerns**
- 6. *Resolution to adopt an Annual Balanced Budget for FY 2024**
 - a. Operating Budget
 - i. *Operational Budget Highlights
 - ii. *Salary Calculations
 - iii. *Solid Waste Rate Analysis
 - b. *Review of the FY 2024 Capital Budget and the Five-Year Capital Improvement Plan
 - c. *Review of the FY 2024 Special Revenue Funds
- 7. *Second Amendment to the Power Purchase Contract:** During the April MEAG Power Board Meeting the Board approved a second amendment to the Solar PPC. Attached you will find the Second Amendment to the Power Purchase Contract (PPC) with the highlights noted in the MEMO on page 1 of the PDF entitled “004 48 _Oxford - SECOND AMENDMENT TO THE POWER PURCHASE CONTRACT.”
- 8. *Resolution for the Transfer of Funds in the General Operating Account**
- 9. Per the Planning Commission Request, Appointment of Mr. Troy Willis for the Planning Commission:** Mr. Willis resides in the new home on 1306 Emory Street. The plans he presented to the Planning Commission are still discussed as being superlative. Mr. Willis has attended a Planning Commission recently and given thought to his involvement with the City and would like to be a part of this effort. The Planning Commission recommends him as a member.

10. *Indigo Energy proposal for an EV Charging Station for the MachE at City Hall:
We have \$15,000 budgeted for this purpose in the current capital budget.

11. Budget Adjustment for an Electric Mower: We have \$15,000 budgeted, which will cover a gasoline mower. We are in the process of gathering pricing for electric mowers for the meeting. We have found a Mean Green EVO Evolution Commercial zero turn mower with up to 8 hours of cutting with a 74" Deck, it lists for \$49,940 and we have a price of \$42,623 from AgPro in Conyers. We will have more pricing for Monday.

12. *Authorization for the City Manager to accept the Improving Neighborhood Outcomes in Disproportionally Impacted Communities Terms and Conditions: This acceptance is due by July 14, 2023. The grant award is \$2,200,000 with a match of \$1,315,398. The local money is meant to pay for: utility pole relocation, construction contingency, right-of-way/easements, survey, engineering, permitting and construction administration while the grant would cover the construction costs.

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

14. Executive Session - An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

15. Adjourn

16. *Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, APRIL 25, 2023 – 10:30 AM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief
Jody Reid – Utilities/Maintenance
Superintendent

ELECTED OFFICIALS NOT PRESENT:

Erik Oliver – Councilmember

OTHERS PRESENT: Art Vinson

Agenda (Attachment A)

1. Call to Order – Mayor David S. Eady

2. FY 2024 Proposed Operating Budget (Attachment B)

Marcia Brooks provided an overview of the proposed operating budget, including the impact of a recommended 4% COLA and 2.5% performance-based increases for employees. She also noted that the costs for FICA and retirement are directly related to the salary costs included. All salaries are calculated in the budget as if the City is fully staffed 100% of the fiscal year. Projected insurance costs reflect a 10-20% anticipated increase based on historical data.

Overall the proposed general fund operating budget currently shows a deficit of about \$485,000. The City will need to find a way to address this deficit and pass a balanced budget for FY 2024. While Electric and Water/Sewer projected excess revenues can help cover this deficit, they will not be adequate to fully cover it. The Solid Waste fund is projected to operate at a deficit and the City Council will need to consider raising the rates for trash and recyclable materials pickup to cover that deficit.

The City Council made the following recommendations for FY 2024 projections:

- Real Property Tax Revenue – increase to \$170,000
- TV Cable Franchise Tax Revenue – increase to \$30,000
- Leave out Whatcoat Building Lease and Verizon Least Interest Revenue since they are not flows of cash – Marcia will have to consult with our financial advisors on this

- Defer expenditure for FLOCK cameras (\$10,000) to a future fiscal year
- Reduce Street Department Supplies and Materials Expenditures to \$5,000
- Reduce Street Department Street Repairs Expenditures to \$5,000
- Reduce Parks and Recreation Department Supplies & Materials Expenditures to \$21,000 (pending verification of cost of playground mulch)
- Reduce Water and Sewer Department Sewer Treatment Fees Expenses to \$120,000
- Raise rates in Solid Waste Department to \$30 per month per can.

3. **FY 2024 Proposed Special Revenue Budget** (Attachment C)

4. **FY 2024-2028 Proposed Capital Improvement Plan** (Attachment D)

The City Council discussed how accumulated SPLOST funds can be used. Recommendations were to pay for the patrol vehicle budgeted for FY 2024 out of these funds. Several improvements to Asbury Street Park were also discussed. Laura McCanless agreed to take a task to the Trees, Parks, and Recreation Board to come up with a capital improvement plan for Asbury Street Park.

5. **Adjourn**

The meeting was adjourned by Laura McCanless at 2:10 p.m.

Respectfully Submitted,

Marcia Brooks

City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, MAY 1, 2023 – 7:00 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

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

OTHERS PRESENT: Laura Gafnea (Oxford College)

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **Mike Ready made a motion to approve the agenda for the May 1, 2023 Mayor and Council Regular Meeting. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
3. **Mike Ready made a motion to accept the Consent Agenda for May 1, 2023. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
4. Mayor's Report
Mayor Eady reminded the City Council members of the correct protocols for power outages.
5. Citizen Concerns
Laura Gafnea reminded the City Council of the commencement services this weekend.
6. Authorization for the Mayor to Contract with Latham Home Sanitation Co. Inc. for Solid Waste and Recycling Collection Service (Attachment C)
Mike Ready made a motion to authorize the contract. George Holt seconded the motion. The motion was approved unanimously (7/0).
7. Award of the FY 2019 CDBG and City Funds to Anderson Grading & Pipeline, LLC for Water Line Replacement (Attachment D)

Laura McCanless made a motion to approve award of the funds. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

8. Termination of the Lease for the Old Church and Catherine Boyd's Cottage (Attachment E)
Erik Oliver made a motion to approve termination of the lease. George Holt seconded the motion. The motion was approved unanimously (7/0).
9. Designation of the City Survey by Jordan Engineering as the Official Delineation of the City Boundaries and Rights-of-Way
Erik Oliver made a motion to approve the City Survey as the Official Delineation of the City Boundaries and Rights-of-Way. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).
10. Nominations for July 4th Parade Grand Marshal
Laura McCanless nominated Cheryl Ready as July 4th Parade Grand Marshal. Erik Oliver seconded the motion. The motion was approved unanimously (7/0).
11. Invoices (Attachment F)
George Holt requested an updated comparison of Bureau Veritas expenditures vs. revenues.
12. Mayor Eady stated the final permits from GDOT should be available soon for the sidewalk work.
Erik Oliver stated that the painting at Old Church will start immediately after baccalaureate.
13. Executive Session
None.
14. Adjourn
Erik Oliver made a motion to adjourn at 7:13 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
FY 2024 BUDGET PUBLIC HEARING
OXFORD CITY HALL
MONDAY, MAY 15, 2023 – 6:00 PM
DRAFT

PRESENT: David S. Eady, Mayor; Councilmembers: Jeff Wearing, James Windham, Erik Oliver, George Holt

Staff members present: City Manager Bill Andrew, City Clerk/Treasurer Marcia Brooks, Police Chief Mark Anglin

OTHERS PRESENT: Curtis Jackson

The public hearing was called to order at 6:00 PM by City Clerk/Treasurer Marcia Brooks.
Comments/questions about the FY 2024 Budget Proposals from Curtis Jackson, 506 Haygood Ave., Oxford, GA:

1. Does the City expect to increase property taxes?
Bill Andrew: The City expects the value of individual properties to increase, which is by law an increase in property taxes.
2. Donations from film industry are inadequate for the level of disturbance they cause to residents. They should be charged more.
Bill Andrew: The City of Oxford Planning Commission is currently developing a film permit process with standardized fees.
3. Mulch – why does it cost \$20,000?
Bill Andrew: A different standard of mulch is required for playground areas. It must be put down twice per year. This is the cost to put down this type of mulch twice per year.
4. Why does the City plan to build a sidewalk/trail through the Giles property? It would be better to spend this money establishing connectivity with the City Pond developments.
Mayor Eady: The City has been awarded a grant to run the trail through the proposed area.
5. Does the City expect Georgia Hwy. 81 to remain two-lane?
Mayor Eady: The City hopes to build a pedestrian bridge with federal funds at some point in the future. The City also plans other traffic calming mechanisms within the City limits.

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

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MAY 15, 2023 – 6:30 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief
Jody Reid – Utilities/Maintenance
Superintendent

ELECTED OFFICIALS NOT PRESENT:

Laura McCanless – Councilmember

OTHERS PRESENT: Cheryl Ready

Agenda (Attachment A)

1. Mayor's Announcements

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 Committee.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority. He stated the RFP for the Whatcoat Street development has gone out with a deadline of June 15.
- d. **Sustainability Committee** – Bill Andrew provided an update on the status of the Dried Indian Creek trail grant. An extensive discussion was held concerning protection of property on the east and west sides of Oxford.

3. Review of proposal by MessengerAVL for new audio equipment in the Community Room of City Hall (Attachment B)

Marcia Brooks explained the proposal that was received from MessengerAVL. She was asked by the City Council to obtain a second quote for the sound work and to

investigate the cost to make video system improvements. Erik Oliver offered to contact the person(s) responsible for audio/visual equipment at Oxford College and ask them to help determine the needs for the room.

Mayor Eady discussed the resolution issues with the projector in the room. Ms. Brooks stated that may be an issue with her laptop, and she needs to get some help with that from a vendor.

4. Second Amendment to the Power Purchase Contract (Attachment C)

Mayor Eady explained MEAG's proposed second amendment to the solar power purchase contract previously agreed to by Oxford. The cost per Megawatt hour has increased from \$29.06 to \$37.75. The option of MEAG to purchase the system at the end of fifteen years has also been removed. The amount of funding to be secured also changed. The price per Megawatt hour is still lower than the comparative pricing received when the City was bidding for electric service on the Archer project, the lowest of which was \$40 per Megawatt hour. The City's average price for power on the wholesale market is \$62.50 per Megawatt hour.

Jim Windham asked if the City can back out and what the drop-dead date is. Mayor Eady stated the City can choose whether to accept each amendment. If the City rejects an amendment, it has backed out at that point.

George Holt asked what the City is committed to paying. Mayor Eady stated the City is only committed to pay for the power actually generated on its behalf. If the system never gets built and never generates any power, the City of Oxford would have no obligation. There is a step-up clause in the contract. If a City defaults after the system is built, all remaining participants will have an obligation to cover that City's share, proportionate to each City's share of the project.

Mike Ready stated there is very little risk because the City has to purchase additional capacity each year anyway.

There was no opposition mentioned to approving the second amendment at the June regular session.

5. Proposed Transfer of Funds in the General Operating Account (Attachment D)

Marcia Brooks reviewed the memorandum sent to the City Council members concerning proposals to move funds from the General Operating account to other accounts.

Mike Ready stated he does not think putting the money in Georgia Fund 1 is a viable option because it is more difficult to get to than a regular checking account. The City is working on a number of projects in the near future and needs the ability to access the money quickly. Jim Windham agreed with Mr. Ready.

The consensus was to move the funds to the Electric and Water/Sewer Capital accounts as recommended by staff.

6. Planning Commission Request to Consider Mr. Troy Willis for the Planning Commission (Attachment E)

The City Council will vote on the appointment of Mr. Willis at the June regular session.

7. Consideration of a request from Mauldin & Jenkins to cover some of the overage for their last audit (Attachment F)

The City Council members were not amenable to paying for any of the overage from the last audit. Mayor Eady advised they should be told the City of Oxford will pay the contracted amount.

8. Need for Water Line Easement on “E. George Street” (Attachment G)

An easement signed by the previous property owner has been located, but one has not been located that was also signed by the City of Oxford. Jody Reid’s recollection is that the City hired a contractor to install the water line. There is currently a slow water leak in the line. E. George Street is not a public street but Latham Sanitation has been picking up garbage on it for years. Erik Oliver contends that the easement has been created over time by virtue of the fact that the City installed the line and has been servicing it and the individual taps on it for years.

Mayor Eady stated that David Strickland needs to prepare a new easement document and have all affected current property owners sign it along with the City. Then it needs to be filed with the Superior Court in Newton County. The City Council can also choose to designate a road easement if it so desires.

Bill Andrew advised the property owners are willing to fix the leak if the easement can be executed to provide a legitimate reason for the water to be shut off long enough to make the repairs. The City could then inspect the repairs, determine if they are up to City standards, and take possession of the water line. Jody Reid asked for a legal interpretation to ensure he has permission to go on the property and make repairs if needed.

Mayor Eady asked Bill Andrew to speak with Frank Turner at the City of Covington to find out how they deal with this issue at Fiedstone Apartments, which is a similar situation.

9. Consideration of the Indigo Energy proposal for an EV Charging Station at City Hall (Attachment H)

Jody Reid explained that the proposal is for one pedestal with two (2) charging portals. Each charging portal is a Level 2 charger that will charge a vehicle in 8-10 hours. The police department is currently charging the Mach 1 about once every other week, and it holds a charge for about 6-8 hours of use.

Chief Mark Anglin stated that they don’t want the green paint finishing plan that is shown in the presentation, but they will need to reserve the spaces. The turnkey price without the finishing plan is \$9,565.00. The FY 2023 Capital budget includes \$15,000 allocated for this purpose. A security code will be required to plug in to the pedestal,

which will prohibit unauthorized individuals from using it. His understanding is the cost for electricity is about \$20-\$30 per month. A contract must be signed with the company. The City Council will vote on this proposal at the June regular session.

10. Review of any FY2024 Budget Concerns or Suggestions

No discussion.

11. Other Business

12. Work Session Meeting Review

13. Executive Session

No Executive Session was held.

14. Adjourn

The meeting was adjourned by Mayor Eady at 8:45 p.m.

Respectfully Submitted,

Marcia Brooks

City Clerk/Treasurer

CITY OF OXFORD

RESOLUTION

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

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

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

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

1. That the Fiscal Year 2024 (July 2023 – June 2024) Operating Budget, the Fiscal Year 2024 Capital Improvement Plan (July 2023 – June 2028), and the Fiscal Year 2024 Special Revenue Funds Budget (July 2023 – June 2024) are adopted this date.
2. That the full-time positions funded by this budget shall be limited to:
 - a. CITY COUNCIL – Mayor (1), Councilmember (6)
 - b. GENERAL GOVERNMENT – City Manager (1), City Clerk (1), Deputy City Clerk (1), Utility Billing Clerk (1 – cost spread across General Government, Water/Sewer, and Electric), Associate Clerk (1), Municipal Court Clerk (1)
 - c. POLICE DEPARTMENT – Police Chief (1), Officer (3),
 - d. STREET/PARKS DEPARTMENTS –Groundskeeper (3),
 - e. SANITATION DEPARTMENT – Equipment Operator I/Recycle and Refuse Collection Worker (1)
 - f. WATER AND SEWER DEPARTMENT – Public Works and Utility Maintenance Worker I (1), Equipment Operator I/Meter Reader (1)
 - g. ELECTRIC DEPARTMENT – Supervisor of Utilities and Maintenance (1), Assistant Public Works Supervisor (1)
3. That no funds appropriated in a contingency account may be spent from that account. Funds in a contingency account must be transferred to another expenditure account before these funds may be expended. Such transfer shall be approved in advance by City Council.
4. That the pay plan is amended by increasing each salary increment by four percent (4%).

ADOPTED THIS MONDAY, JUNE 5, 2023. BY:

David S. Eady, Mayor

ATTEST:

Marcia Brooks, City Clerk

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
GENERAL FUND - REVENUE									
1	100-0000-3110000-000	General Property Taxes		-1,923					
2	100-0000-311100-000	Real Property Tax-Current Yr.	130,000	123,184	135,000	158,864	158,864	172,000	Reflects growth in property tax digest.
3	100-0000-311200-000	Property Tax - Prior Year	3,000	6,256	3,000	4,591	4,591	4,021	
4	100-0000-311310-000	Motor Vehicle Adv.	2,500	2,770	2,500	1,725	2,299	1,500	FY19 = \$20,414; FY20 = \$20,650 ?
5	100-0000-311315-000	Motor Vehicle TAVT	65,000	230,313	170,000	138,744	184,993	180,000	
6	100-0000-311316-000	AAVT Alternative		316					
7	100-0000-311340-000	Intangible Tax	4,000	9,128	7,000	3,479	4,639	4,853	
8	100-0000-311600-000	Real Estate Transfer	1,500	4,640	2,000	872	1,162	1,122	
9	100-0000-311710-000	Electric Franchise Tax	2,000	2,241	2,200	2,530	2,530	2,530	
10	100-0000-311730-000	Gas Franchise Tax	14,000	17,653	14,000	13,983	13,983	11,580	
11	100-0000-311750-000	TV Cable Franchise Tax	30,000	37,375	35,000	26,798	26,798	30,000	
12	100-0000-311760-000	Telephone Franchise Tax	5,000	4,985	6,000	4,440	4,440	4,440	
13	100-0000-313100-000	LOST Sales & Use Tax	425,000	596,280	562,000	436,745	582,326	582,000	
14	100-0000-316100-000	General Occupational Tax	11,500	11,985	11,000	11,144	11,144	11,000	Business License payments.
15	100-0000-316200-000	Insurance Premium Tax	175,000	176,167	170,000	186,420	186,420	180,000	One check per year, based on population.
16	100-0000-319000-000	Penalty/Interest on Del Taxes	1,000	445	1,000	832	1,000	1,000	
17	100-0000-321200-000	General Building Permits	10,000	4,241	5,000	6,345	7,000	10,000	
18	100-0000-322901-000	Misc. Income	1,000	68	500	70	250	250	
19	100-0000-331210-000	Direct Federal Grants		2,153					
20	100-0000-334200-000	State Grants		438,041					
21	100-0000-335800-000	Intergovernmental Revenues	25,000	27,769	25,000	28,352	28,352	28,500	LMIG. This check already came in.
22	100-0000-341400-000	Printing/Duplicating Service	200	124	100	86	100	100	
23	100-0000-341910-000	Election Qualifying Fees	850	432	0			750	
24	100-0000-349100-000	Cemetery Fees	2,000	8,250	5,000	(4,400)	5,000	5,000	
25	100-0000-349300-000	Bad Check Fees	500	240	500	310	500	500	
26	100-0000-351000-000	Fines & Forfeitures	85,000	66,187	75,000	63,261	84,349	77,000	
27	100-0000-361000-000	Interest Revenues	5,000	5,017	5,000	39,437	52,583	50,000	Reflects an increase in interest rates.
28	100-0000-371000-000	Contributions from Private Sources	0	2,000	500	0	2,000	2,000	most commonly comes from film donations. Query
29	100-0000-371000-002	July 4th Donations				250	1,000		
30	100-0000-381000-000	Rents and Royalties	3,000	5,225	5,000	6,625	8,833	12,000	
31	100-0000-381001-000	Lease Agreement Income	31,710	33,507	31,710	0	33,507	33,507	810 Whatcoat Building Lease - Oxford College.
32	100-0000-381002-000	Lease - Verizon	28,007	23,229	28,000	21,931	29,242	30,703	Water Tower Antenna - Verizon Wireless.
33	100-0000-381003-000	Interest - Whatcoat Building Lease		5,766			5,760	5,760	
34	100-0000-381004-000	Interest - Verizon Lease		19,472			19,470	19,470	
35	100-0000-389000-000	Misc. Revenue		4,360	500	1,999	2,000	2,000	
36	100-0000-389000-001	Insurance Credits		702					
37	100-0000-389000-002	Refunds		not budgeted					
38	100-0000-389000-003	Book Sales		0					
39	100-0000-392300-000	Proceeds-Dispose of Assets	1,000	0					
40	100-4200-392000-000	Proceeds-Dispose of Assets		2,021					
41	100-3200-383000-000	Insurance Claim Reimbursement				3,095			

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
		REVENUES TOTAL	\$1,062,767	\$1,870,618	\$1,302,510	\$1,158,527	\$1,465,135	\$1,463,586	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
GENERAL FUND - EXPENDITURES									
CITY COUNCIL									
1	100.1100.511100.000	Regular Employees	34,800	30,000	30,000	22,220	29,627	34,800	
2	100.1100.512200.000	Social Security (FICA)	2,662	2,295	2,295	1,700	2,266	2,662	
3	100.1100.523100.000	Liability Insurance	10,000	10,572	10,700			15,000	Annual bill in April.
4	100.1100.523600.000	Education & Training	3,750	831	2,500	918	2,500	5,000	
5	100.1100.531100.000	Computers	0						
6	100.1400.511100.000	Reg Employees - Election	650		0			750	
		SUBTOTAL	\$51,862	\$43,698	\$45,495	\$24,838	\$34,393	\$58,212	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
GENERAL GOVERNMENT									
1	100.1500.511100.000	Regular Employees	241,647	264,978	269,033	209,957	279,942	298,789	
2	100.1500.511300.000	Overtime	5,000	6,005	5,000	4,485	5,980	6,000	
3	100.1500.512100.000	Group Insurance	61,250	50,971	60,000	35,384	47,178	65,000	Health and Life Insurance
4	100.1500.512200.000	Social Security (FICA)	18,945	20,736	20,581	16,405	21,873	22,857	
5	100.1500.512400.000	Retirement Plan Expense	20,000	19,437	20,000	15,088	20,118	20,250	Stacey portion of defined benefit plan projected cost
6	100.1500.512450.000	Retirement Cont. (DC) 401	10,771	9,722	16,142	6,401	8,534	17,927	6%
7	100.1500.512700.000	Workers' Comp Insurance	1,000	926	1,500			1,200	
8	100.1500.512900.000	Unemployment Payments	2,000	7,722	2,000	2,142	5,400	6,500	Linda Sumner unemployment through August 2023
9	100.1500.521200.000	Professional	100,000	81,015	125,000	77,498	103,331	125,000	City Attorney, CPA Firm, Audit Services, Tax Assessor's Office
10	100.1500.521200.001	Code Enforcement Services	5,000	4,615	6,000	1,690	2,253	6,000	Contract with Bureau Veritas
11	100.1500.521200.002	Building Permit (BV)	7,500	4,803	7,500	4,842	6,456	7,500	Contract with Bureau Veritas
12	100.1500.521202.000	Fire Services - Newton County	31,000	34,641	40,000	45,293	45,293	50,000	Annual tax bill from Newton County
13	100.1500.521300.000	Technical Purchased Service	50,000	57,043	55,000	45,083	60,111	65,000	
14	100.1500.522200.000	Repairs & Maintenance	20,000	37,494	30,000	18,635	24,847	30,000	
15	100.1500.522200.001	Whatcoat Building Maintenance	10,000	500	10,000			5,000	
16	100.1500.522200.002	YH Welcome Center	5,000		0			2,000	
17	100.1500.522320.000	Equipment Leases and Rentals	1,300	720	1,300	720	959	1,300	Lease for new copier at City Hall
18	100.1500.523100.000	Liability Insurance	9,000	310	9,600			12,800	Annual bill in April
19	100.1500.523200.000	Telephone - Postage	25,500	24,078	26,000	20,649	27,532	26,000	
21	100.1500.523300.000	Advertising & Promotions	8,000	6,063	10,000	4,714	6,285	10,000	
22	100.1500.523320.000	July 4th Parade Expenses	6,000	8,732	6,000	(448)	10,000	15,000	
23	100.1500.523600.000	Dues & Fees	9,000	8,814	12,000	8,199	10,933	12,000	
24	100.1500.523700.000	Education & Training	7,500	4,682	6,500	4,479	5,972	10,000	
25	100.1500.531100.000	Supplies & Materials	20,000	15,359	17,000	8,398	11,197	17,000	
26	100.1500.531200.000	Energy - Utilities	16,000	15,317	17,000	8,381	11,175	17,000	
27	100.1500.531600.000	Small Equipment Under \$5,000	5,000	6,044	4,000	1,527	2,036	4,000	
28	100.1500.531600.001	Computer Upgrades	0		4,000			4,000	
29	100.1500.542300.000	Furniture and Fixtures	0	2,655	2,500			2,500	
30	100.1500.531700.000	Other/Meetings & Events	5,000	1,312	3,000	3,162		7,500	
31	100.1500.542000.000	Machinery & Equipment				860			
32	100.1500.579000.000	Contingency - General	17,397		10,000			5,000	
33	100.1500.579010.000	Contingencies - cash over & short	200	2,773	500	81		500	
		SUBTOTAL	\$719,010	\$697,465	\$797,156	\$543,624	\$717,406	\$873,623	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
COURT									
1	100.2500.521200.000	Contract - Judge	5,000	5,000	6,250	4,688	6,250	6,250	25% increase in FY 2023
2	100.2500.521210.000	Contract - Public Defender	500		625			625	
3	100.2500.521211.000	Contract - Solicitor	5,741	6,400	6,000	2,900	6,000	6,000	
4	100.2500.523700.000	Education - Clerk	1,000	1,041	1,500	177	235	1,500	
5	100.2500.523701.000	Education - Judge	2,115	2,115	750	225	750	750	
6	100.2500.523850.000	Contract - Translator	200		500			500	
7	100.2500.523600.000	Subpoena fee			400			400	Moved from Police to Court in FY 2023
8	100.2500.571000.000	Court Disposition Funds Payable			25,000	15,014	20,019	25,000	Moved from Police to Court in FY 2023
		SUBTOTAL	\$14,556	\$14,556	\$41,025	\$23,004	\$33,255	\$41,025	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
POLICE DEPARTMENT									
1	100.3200.511000.000	Regular Employees	185,344	145,299	231,551	123,210	164,280	237,979	Includes four (4) full-time officers, including the Chief
2	100.3200.511300.000	Overtime	10,000	10,705	10,000	3,627	4,837	10,000	
3	100.3200.511300.001	Overtime Pension				-308			
4	100.3200.512100.000	Group Insurance	38,203	18,635	25,000	6,517	8,689	20,300	Health and Life Insurance
5	100.3200.512200.000	Social Security (FICA)	14,944	11,934	17,714	9,680	12,906	18,205	
6	100.3200.512400.000	Retirement Contributions		1,675					
7	100.3200.512450.000	Retirement Cont. (DC) 401	10,081	4,600	13,893	4,599	6,132	14,279	6%
8	100.3200.512700.000	Workers' Comp Insurance	8,000	7,844	8,000			8,000	
9	100.3200.521200.000	Legal & Professional		1,025			0	2,500	
10	100.3200.521300.000	Tech Purch Serv/Courtware	11,000	6,670	14,400	8,639	11,519	14,400	
11	100-3200-521301-000	Service Contracts			8,000	8,151	10,868	34,200	Additional \$8,000 - four (4) car cameras. Current contract only body cams. Plus 5 Flock cameras @\$3,000 ea.
12	100-3200-521302-000	Technical Services				1,386	1,848	2,400	VC3 Charges
13	100.3200.522200.000	Veh & Equip Repairs & Maint	10,000	20,053					
14	100-3200-522200-000	Vehicle Repairs & Maint			10,000	3,478	4,637	8,000	Reducing due to newer vehicles coming on-line
15	100-3200-522201-000	Equip Repairs & Maint			5,000	383	511	3,000	RADAR/LIDAR Maint.Certifications/Radio Repair
16	100-3200-522310-000	Rentals			500	398	531	500	Indoor Shooting Range
17	100.3200.523100.000	Liability Insurance	15,500	15,950	16,100	1,000		23,500	Annual bill in April
18	100.3200.523200.000	Telephone-Postage	5,500	5,496	5,480	4,632	6,175	6,200	
19	100.3200.523600.000	Dues & Fees	200	125	200	125	167	200	GA Chiefs' Assoc.
20	100.3200.523700.000	Education & Training	2,000	2,050	3,000	2,212	2,950	6,000	Increasing training as incentive for new hires; BASIC - \$1000 cost at Piedmont Tech
21	100.3200.523850.000	Subpoena fee	200						Moved to the Court Budget
22	100.3200.523900.000	Prisoner Housing & costs	13,000	2,835	13,000	3,705	4,940	10,000	
23	100.3200.531100.000	Supplies & Materials	5,500	6,663					
24	100-3200-531101-000	Office Supplies & Materials			1,500	2,057	2,743	2,000	
25	100-3200-531102-000	Operational Supplies & Materials			4,500	891	1,188	5,000	2,500 increase for community outreach
26	100.3200.531270.000	Gasoline	10,000	6,292	10,000	3,382	4,509	10,000	fully staffed - increase in costs
27	100.3200.531600.000	Small Equipment Under \$5,000	5,000	17,473	5,000	14,646		7,000	New pistols ~ \$3,200
28	100.3200.531600.001	Computer Upgrades	0		5,000	3,380		3,000	
29	100.3200.531700.000	Uniforms	5,000	6,522	5,000	1,390	1,853	5,000	
30	100.3200.571000.000	Training funds - Payable	23,144	19,429					
31	100.3800.342500.000	E-911 Center	25,000	16,203	25,000	14,510	14,510	25,000	Annual bill for two officers/planning for 4 officers
		SUBTOTAL	\$397,616	\$327,478	\$437,838	\$221,690	\$265,792	\$476,663	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
STREET DEPARTMENT									
1	100.4200.511100.000	Regular Employees-Street	48,171	35,971	71,447	55,804	74,406	81,901	Allocating 1/3 of meter reader; 3/5 of groundskeepers (2); 1/5 refuse collection worker + one other position
2	100.4200.511300.000	Overtime	2,000	901	1,500	966	1,288	1,500	
3	100.4200.512100.000	Employee Insurance	22,890	7,904	20,000	10,340	13,786	20,000	Health and Life Insurance
4	100.4200.512200.000	Social Security (FICA)	3,839	2,821	5,466	4,681	6,242	6,265	
5	100.4200.512450.000	Retirement Cont. (DC) 401	2,891	1,187	4,287	2,075	2,766	4,914	6%
6	100.4200.512700.000	Workers' Comp Insurance	5,000	3,730	4,000			5,000	
7	100.4200.521200.000	Professional (Arborist)		1,088	1,500	150	200	1,500	
8	100.4200.521201.000	Professional - Engineering	5,000	300	6,000	300	400	5,000	
9	100.4200.522200.000	Veh & Equip Repairs & Maint	12,000	14,029	15,000	8,034	10,711	15,000	
10	100.4200.523600.000	Dues and Fees	100	75	100			100	
11	100.4200.523700.000	Education & Training	500		500			500	
12	100.4200.523850.000	Contract Labor	12,000	20,927	0	10,722	14,296	7,500	Temporary help
13	100.4200.531100.000	Supplies & Materials	15,000	11,640	15,000	12,717	16,956	15,000	Increase in pricing
14	100.4200.531270.000	Gasoline/Diesel	3,500	4,955	4,000	2,090	2,787	4,000	
15	100.4200.531600.000	Small Equipment Under \$5,000	1,500	1,042	1,500			1,500	
16	100.4200.531700.000	Uniforms	2,000	1,716	2,000	1,725	2,301	2,500	Increase in pricing
17	100.4200.531800.000	Stormwater Management	5,500	3,500	5,500			3,500	Annual stormwater report
18	100.4200.531901.000	City Tree Removal	25,000	19,913	25,000	14,925	19,900	30,000	Trees continue to decline
19	100.4200.531910.000	City Trail Maintenance		2,350	0				See Parks and Rec Budget
20	100.4200.532100.000	Sidewalks	3,000		3,000			3,000	
21	100.4200.532100.001	Property Claims <\$1,000	1,000	120	1,000			1,000	
22	100.4221.541200.000	LMIG Street Repairs	0	68,764				52,000	
23	100-4221-541200-001	Street Repairs			10,000			5,000	
		SUBTOTAL	\$170,891	\$202,931	\$196,799	\$124,530	\$166,040	\$266,680	
CEMETERY									
1	100.4900.522200.000	Cemetery Found. Maint. Suppl.	5,000	5,000	5,000	5,000	5,000	5,000	
2	100.4900.531900.000	Tree Removal/Planting	5,000	3,000	5,000		2,500	2,500	Fewer trees are in need of removal
		SUBTOTAL	\$10,000	\$8,000	\$10,000	\$5,000	\$7,500	\$7,500	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
PARKS AND RECREATION DEPARTMENT									
1	100.6200.511100.000	Regular Employees - Parks & Rec.	22,149	3,927	13,116	13,712	18,283	41,845	Allocating 2/5 of groundskeepers (2)+another position
2	100.6200.511300.000	Overtime	500	242	500			500	
3	100.6200.512100.000	Group Insurance	11,520	1,524	6,000	4,359	5,812	6,500	Health and Life Insurance
4	100.6200.512200.000	Social Security (FICA)	1,733	319	1,003	1,049	1,399	3,201	
5	100.6200.512450.000	Retirement Cont. (DC) 401	1,329	812	787	497	662	2,511	6%
6	100.6200.512700.000	Workers' Comp Insurance	800	724	1,000			1,000	
7	100.6200.521200.000	Professional (arborist)	700	225	700	413	550	700	
8	100.6200.522200.000	Veh & Equip Repairs & Maint	1,000		1,000			1,000	
9	100.6200.523850.000	Contract Labor - Temporary Help	5,000	11,333	0	6,120	8,160	5,000	
10	100.6200.531100.000	Supplies & Materials	5,000	3,596	10,000	3,973	5,297	21,000	add \$10,000 for mulching twice per year at ASP
11	100.6200.531200.000	Energy - Utilities	7,000	5,057	7,000	3,929	5,238	7,000	Utilities for Asbury Street Park
12	100.6200.531270.000	Gasoline/Diesel	300	1,269	800	661	881	1,000	
13	100.6200.531600.000	Small Equipment Under \$5,000	1,000		1,000			1,000	
14	100.6200.531700.000	Uniforms	800	465	800	504	672	900	
15	100.6200.531900.000	Tree Board	15,000	14,206	15,000	7,223	9,630	21,003	Includes expenses for Arbor Day (See note)
16	100.6200.531910.000	City Parks and Trail Maintenance	25,000	23,240	30,000	29,157	38,876	45,000	Includes landscape maintenance contract for Asbury Street Park and invasive control/removal (ReForest ATL)
		SUBTOTAL	\$98,831	\$66,941	\$88,706	\$71,595	\$95,459	\$159,160	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
WATER & SEWER FUND - REVENUES									
1	505.0000.344210.000	Water Charges/Sales	510,000	562,215	565,000	428,079	642,118	572,000	does not include Archer
2	505.0000.344215.000	Water Tap Fees	10,000	21,562	4,000	2,951		4,000	
3	505.0000.344255.000	Sewer Charges/Sales	260,000	262,161	250,000	200,862	301,293	239,238	does not include Archer
4	505.0000.344256.000	Sewer Tap Fees	10,000	14,400	4,000	7,200		4,000	
5	505.0000.344280.000	Hydrant Meter	500	331	500			500	
6	505.0000.361000.000	Interest Revenues	500	150	300	291	437	300	
7	505.0000.389000.000	Miscellaneous Income	0	8,671	0				
8	505.0000.389000.001	Refunds	1,000		0				
		TOTAL REVENUES	\$792,000	\$869,491	\$823,800	\$639,383	\$943,848	\$820,038	
WATER & SEWER FUND - EXPENDITURES									
1	505.4300.511100.000	Regular Employees	41,191	31,242	59,744	42,559	56,745	62,856	Allocating 1/3 of meter reader
2	505.4300.511300.000	Overtime	3,000	1,077	3,000	1,082	1,443	3,000	
3	505.4300.512100.000	Employee Insurance	14,090	9,837	16,000	15,149	20,199	24,000	Health and Life Insurance
4	505.4300.512200.000	Social Security (FICA)	3,381	2,502	4,570	3,339	4,451	4,809	
5	505.4300.512450.000	Retirement Cont. (DC) 401	2,472	1,486	3,585	1,564	2,086	3,771	6%
6	505.4300.512700.000	Workers' Comp Insurance	4,000	3,688	4,200			5,000	
7	505.4300.521200.000	Legal & Professional	3,900	7,056	6,000	3,111	4,148	6,000	
8	505.4300.521300.000	Sewer Treatment Fees	117,000	115,398	140,000	72,204	96,272	120,000	
10	505.4300.522200.001	Service Contracts	13,200	20,706	17,000	9,251	12,335	18,000	Contract for Water Tank Maintenance
9	505.4300.522200.000	Veh & Equip Repairs & Maint	0	7,551		11,286	15,049		Split into three accounts below:
11		Building Repairs	2,000		2,000			2,500	
12		Equipment Repair and Rental	1,500		2,000			2,500	
13		Vehicle Repairs	300		1,000			2,500	
14	505.4300.523100.000	Liability Insurance	1,400	1,899	3,200			4,800	Annual bill in April
15	505.4300.523200.000	Telephone-Postage	1,500	817	1,500	569	759	1,500	
16	505.4300.523600.000	Dues & Fees	2,300	1,074	2,000	1,065	1,420	2,000	
17	505.4300.523700.000	Education & Training	4,400	3,869	3,400	2,105	2,807	5,000	New employee to maintain W/S license
18	505.4300.523850.000	Contract Labor	15,000	18,387	30,000	7,997	10,662	30,000	All the Contract LABOR Numbers seem high
19	505.4300.531100.000	Materials & Supplies	21,000	16,498	22,000	15,744	20,991	23,000	Increase in costs
20	505.4300.531200.000	Energy - Utilities	2,500	1,782	2,500	1,354	1,805	2,500	
21	505.4300.531270.000	Gasoline/Diesel	3,800	4,667	4,000	2,481	3,308	4,000	
22	505.4300.531510.000	Water for Resale	195,000	214,425	200,000	139,612	186,149	200,000	
23	505.4300.531600.000	Small Equipment Under \$5,000	3,000	1,484	3,000			3,000	
24	505.4300.531700.000	Uniforms	2,600	1,943	2,500	2,258	3,010	3,000	Increase in costs
25	505.4300.552200.000	Property Claims <\$1,000	1,000		1,000			1,000	
26	505.4300.561000.000	Depreciation Expense	215,450	216,681	216,480			215,000	
27	505.4300.574000.000	Bad Debt Expense	7,440	9,130	8,000			8,000	
28	505.4300.579000.000	Contingency	6,266		10,000				
29	505.4300.582000.000	GEFA Loan Interest Payback	3,310	3,308	4,300	2,207	2,943	2,500	Emory Street Sewer Project
		TOTAL EXPENDITURES	\$692,000	\$696,508	\$772,979	\$334,936	\$446,582	\$760,236	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
ELECTRIC FUND - REVENUES									
1	510.0000.344310.000	Electric Sales	2,453,788	2,404,201	2,500,000	1,733,673	2,311,565	2,371,000	% revenue
2	510.0000.344311.000	Penalties After the 15th	60,000	73,271	60,000	55,157	73,542	75,000	
3	510.0000.344312.000	Service Charges	4,000	7,993	5,000	5,400	7,200	7,800	
4	510.0000.349900.000	Online Bill Pay Convenience Fee	12,000	12,053	17,000	13		500	Fees to pay bills online.
5	510.0000.361000.000	Interest Revenue	150	104	100	168	224	200	
6	510.0000.361001.000	MCT Dividends	500	(1,510)		7,250	9,667	8,000	
7	510.0000.381000.000	Other - Rebates	60,000	89,457	80,000	782	1,043	35,000	Year-End Settlement from MEAG & off-systems sales
8	510.0000.383000.000	Reimbursement - Property Damage							
9	510.0000.392000.000	Proceeds-Dispose of Assets				5,000			
		TOTAL REVENUES	\$2,590,438	\$2,585,570	\$2,662,100	\$1,807,443	\$2,403,240	\$2,497,500	
ELECTRIC FUND - EXPENDITURES									
1	510.4600.511110.000	Regular Employees	123,869	127,934	155,365	99,011	132,015	144,698	Allocating 1/3 of meter reader
2	510.4600.511300.000	Overtime	4,000	4,472	6,000	3,177	4,236	6,000	
3	510.4600.512100.000	Employee Insurance	32,910	25,702	36,000	18,737	24,983	36,000	Health and Life Insurance
4	510.4600.512200.000	Social Security (FICA)	9,860	10,126	11,885	7,817	10,423	11,069	
5	510.4600.512400.000	Retirement Plan Expense	49,417	32,269	49,400	36,940	49,253	50,000	Formula?? Jody Reid portion of projected cost for defined benefit plan
6	510.4600.512450.000	Retirement Cont. (DC) 401	1,000	356	9,322	624	833	3,617	6%
7	510.4600.512700.000	Workers' Comp Insurance	1,500	1,112	2,000			2,500	
8	510.4600.521200.000	ECG Professional Services	64,000	61,039	64,000	50,382	67,176	70,000	ECG fees are shown separate from power costs.
9	510.4600.522200.000	Veh & Equip Repairs & Maint	7,200	7,115	7,200	8,314	11,085	10,000	
10	510.4600.522201.000	Power line Tree Trimming	35,000	50,456	45,000			50,000	
11	510.4600.523100.000	Liability Insurance	8,500	8,589	9,200			12,300	Annual bill in April
12	510.4600.523200.000	Telephone-Postage	9,000	4,192	9,000	4,463	5,950	9,000	
13	510.4600.523600.000	Dues & Fees	300	306	750	39	53	750	
14	510.4600.523600.001	Online Bill Pay Merchant Fee	13,000	15,092	18,000	124		500	need to reconcile several months
15	510.4600.523700.000	Linemen Training	6,000	1,602	6,000	525	700	7,500	This is the cost for the training program
16	510.4600.523701.000	Education & Training	5,000		3,000			5,000	CDL Class A Certification Class = \$3800
17	510.4600.523850.000	Contract Labor	10,000	16,049	20,000	11,380	15,173	30,000	Will have more contract labor
18	510.4600.531100.000	Supplies & Materials	16,000	19,171	18,000	5,434	7,245	25,000	Cost of Materials is considerably higher
19	510.4600.531200.000	Energy/Utilities	6,500	7,228	7,500	5,507	7,342	7,500	
20	510.4600.531270.000	Gasoline/Diesel	5,500	7,380	6,500	4,116	5,488	6,500	
21	510.4600.531530.000	Electricity Purchased	1,278,232	1,290,789	1,400,000	1,065,777	1,421,036	1,500,000	% revenue
22	510.4600.531600.000	Small Equipment Under \$5,000	2,500	2,718	2,500	3,311	4,414	3,000	
23	510.4600.531700.000	Uniforms	5,000	4,404	5,000	3,728	4,971	5,500	Increase in costs
24	510.4600.541004.000	Street Lights	2,300		2,000			2,000	
25	510.4600.561003.000	Depreciation	93,760	97,971	94,671			100,000	
26	510.4600.574000.000	Bad Debt Expense	15,000	(318.96)	15,000	(91)		15,000	
27	510.4600.579000.000	Contingency	5,090		10,000				
		TOTAL EXPENDITURES	\$1,810,438	\$1,795,753	\$2,013,293	\$1,329,315	\$1,772,376	\$2,113,435	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
SOLID WASTE FUND - REVENUES									
1	540.0000.344110.000	Refuse Collection Charges	169,500	166,577	169,500	122,477	163,303	162,173	increase to \$30 per can
2	540.0000.344130.000	Sale of Recycled Materials	100	602	100			100	
3	540.0000.389000.000	Miscellaneous Income	0	1,500					
		TOTAL REVENUES	\$169,600	\$168,679	\$169,600	\$122,477	\$163,303	\$162,273	
SOLID WASTE FUND - EXPENDITURES									
1	540.4300.511100.000	Regular Employee - Sanitation	21,875	22,445	37,885	16,721	22,294	39,832	Allocating 4/5 of refuse collection worker
2	540.4300.511300.000	Overtime	500		500	144	192	500	
3	540.4300.511300-001	Overtime Pension		15		(15)			
4	540.4300.512100.000	Group Insurance	8,445	8,421	8,500	5,926	7,901	8,500	
5	540.4300.512200.000	Social Security (FICA)	1,593	1,705	2,898	951	1,268	3,047	
6	540.4300.512450.000	Retirement Cont. (DC) 401	1,219	951	2,273	409	546	2,390	6%
7	540.4300.512700.000	Workers' Comp Insurance	600	503	700			1,000	
8	540.4300.522110.000	Disposal Services-Landfill Fees	10,000	11,857	13,500	10,707	14,276	14,000	
9	540.4300.522111.000	College Walk Dumpster Fees	6,700	6,900	7,000	4,640	6,187	7,000	
10	540.4300.522200.000	Vehicle & Equip Repairs & Maint	5,000		5,000			3,000	
11	540.4300.523100.000	Liability Insurance	500	66	1,000			500	
12	540.4300.523580.000	Contract Labor	15,000	15,165	17,000	6,156	8,207	10,000	Temporary help
13	540.4300.523581.000	Contracted Garbage Pickup	89,000	88,900	89,000	51,610	68,814	121,000	Latham contract increase FY 2024
14	540.4300.523600.000	Dues & Fees	500	75	500			500	
15	540.4300.531100.000	Supplies & Materials	6,500	104	6,500	3,062	4,082	6,500	
16	540.4300.531270.000	Gasoline/Diesel	3,000	6,453	4,500	1,700	2,266	4,500	
17	540.4300.531600.000	Small Equipment Under \$5,000	1,000		1,000			1,000	
18	540.4300.531700.000	Uniforms	1,000	1,122	1,000	473	631	1,000	
19	540.4300.574000.000	Bad Debt Expense	4,700	3,823	1,000			1,000	
20	540.4300.579000.000	Contingency	2,468		3,000				
		TOTAL EXPENDITURES	\$179,600	\$168,505	\$202,756	\$102,483	\$136,664	\$225,270	

	Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
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General Fund

Revenues	1,062,767	1,870,618	1,302,510	1,158,527	1,465,135	1,463,586
Prior Year Unassigned F. Balance	0	965,999				0
Transfers from W&S	60,000					45,212
Transfers from Electric	340,000		314,509			374,065
Transfers from Solid Waste	0		0			0
General Fund Revenues	1,462,767	2,836,617	1,617,019	1,158,527	1,465,135	1,882,863
Expenditures						
City Council	51,862	43,698	45,495	24,838	34,393	58,212
General Government	719,010	697,465	797,156	543,624	717,406	873,623
Court	14,556	14,556	41,025	23,004	33,255	41,025
Police Department	397,616	327,478	437,838	221,690	265,792	476,663
Street Department	170,891	202,931	196,799	124,530	172,227	266,680
Parks and Recreation Department	98,831	66,941	88,706	71,595	95,459	159,160
Cemetery	10,000	8,000	10,000	5,000	7,500	7,500
Transfers to Capital Funds	0	900,000				0
Transfers to ARPA		438,041		438,041		
Transfers to W/S		982		-1,791		
Transfers to Electric		1,500				
Transfers to Solid Waste		545		4,423		
Transfers to 2019 CDBG		100				
General Fund Expenditures	1,462,767	2,702,237	1,617,019	1,454,953	1,326,031	1,882,863
General Fund BALANCE	0	134,380	0	-296,426	139,103	0

Water & Sewer Fund

Revenues	792,000	869,491	823,800	639,383	943,848	820,038
Transfers from General Fund		982				
Transfers from Capital Funds		7,365				
Expenditures	692,000	696,508	772,979	334,936	446,582	760,236
Transfers to G/F	60,000		0	1,791		45,212
Transfers to Capital Fund	40,000		50,821			
W & S Fund Expenditures	792,000	696,508	823,800	336,727	446,582	805,448
W & S Fund BALANCE	0	181,330	0	302,656	497,266	14,590

Acct Number	Description	FY2022 Budget (Amended)	FY2022 Actual	FY2023 Budget	FY2023 Actual thru March	FY2023 Estimate full year	FY2024 Recommend	Comments
Electric Fund								
	Revenues	2,590,438	2,585,570	2,662,100	1,807,443	2,403,240	2,497,500	
	Transfer from General Fund		1,500					
	Transfer from Capital Projects		92,404					
	Expenditures	1,810,438	1,795,753	2,013,293	1,329,315	1,772,376	2,113,435	
	Transfers to G/F	340,000		314,509			374,065	
	Transfers to Capital Fund	430,000		301,142				
	Transfers to Solid Waste	10,000		33,156				
	Comp Trust transfer to Capital	0						
	Electric Fund Expenditures	2,590,438	1,795,753	2,662,100	1,329,315	1,772,376	2,487,500	
	Electric Fund BALANCE	0	883,721	0	478,128	630,864	10,000	
Solid Waste								
	Revenues	169,600	168,679	202,756	122,477	163,303	225,270	
	Transfer from General Fund		545					
	Expenditures	179,600	168,505	202,756	102,483	130,477	225,270	
	Transfers to G/F	0		0	-4,423		0	
	Transfers from Electric	10,000		33,156				
	Solid Waste Fund Expenditures	169,600	168,505	202,756	98,060	130,477	225,270	
	Solid Waste Fund BALANCE	0	718	0	24,417	32,826	0	
ALL FUNDS TOTAL								
	Revenues	5,014,805	6,460,357	5,305,675	3,727,830	4,812,222	5,425,671	
	Expenditures	5,014,805	5,363,004	5,305,675	3,219,056	3,544,989	5,401,081	
	Balance	0	1,097,353	0	508,774	1,267,233	24,590	

FY 2024 Operational Budget Highlights

Revenues:

General Fund

- Real Property Tax increase – growth in property tax digest
- Motor Vehicle TAVT – increase as Ad Valorem Vehicle Tax is phased out
- LOST – based on projection for FY 2023
- General Building Permits – increase based on possible development of Town Center and residential areas
- Interest revenues – large increase based on projection for FY 2023 – majority is due to increase in Georgia Fund 1 yield
- Increase projected from rental of Old Church
- Recognition of interest from Whatcoat Building Lease and Verizon Lease – GASB 87 (first recognized in FY 2022 audit)

Water & Sewer Fund

- Water and Sewer sales based on projections provided by ECG (rate changes effective July 1, 2023). Projections do not include revenue from Archer development.

Electric Fund

- Decrease in revenue for Electric Sales based on projection for FY 2023
- Online Bill Pay Convenience Fees – Harris Local Government changed credit card merchant services providers. New company charges less than \$100 per month to City of Oxford. Remainder of charge is paid by customer. City of Oxford no longer receives revenue from this arrangement.

Solid Waste Fund

No anticipated changes (unless we raise rates).

Expenditures/Expenses:

- Health and Life Insurance, Liability Insurance, and Workers Compensation coverage reflect 10-20% increases based on most recent invoices for these services.
- Employee salaries reflect a 4% COLA increase effective July 1, 2023 and a 2.5% increase effective on anniversary date (contingent on satisfactory performance). Social Security and retirement costs are increased as a result.

General Government

- Unemployment payments increased because of unemployment claim awarded by Georgia Dept. of Labor to employee who was terminated in August of 2022.
- Fire services based on tax digest – expected to increase
- Technical Purchased Service - \$10,000 increase based on FY 2023 projected costs
- July 4th Parade Expenses – requesting increase because costs are increasing and so that we can make the event bigger and better
- YH Welcome Center – added minimal amount for basic maintenance
- Education and Training – increase to allow City Manager and staff to attend more events and conferences
- Other Meetings and Events – requesting increase to have more activities and events for employees, Councilmembers and committee members

Police Department

- Legal and Professional – adding contingency based on projected FY 2023 costs
- Tech Purch Serv/Courtware - \$10,000 added for purchase of FLOCK cameras
- Service Contracts - \$8,000 added for four (4) car cameras, \$15,000 added for five (5) FLOCK cameras
- Technical Services - \$2,400 budgeted for VC3 support
- Vehicles Repairs and Maintenance – reducing requested amount with newer vehicles being placed in service
- Education & Training – increasing requested amount as an incentive for new hires
- Operational Supplies & Materials – requesting increase to supplement community outreach efforts
- Small Equipment under \$5,000 – increase for new pistols

Streets Department

- Regular Salaries was underfunded in FY 2023
- Contract Labor unfunded in FY 2023 – contingency amount requested
- Supplies & Materials – general price increases
- Stormwater Management – decrease in costs
- City Tree Removal – amount increased due to decline in tree health
- LMIG street repairs - \$52,000 budgeted for FY 2024 (funded by FY 2023 and FY 2024 LMIG grants)
- Street Repairs – requesting increase to work on more repair issues

Parks and Recreation Department

- Regular Salaries was underfunded in FY 2023
- Supplies and Materials – add \$20,000 for mulching twice per year at Asbury Street Park
- Tree Board – increase per request submitted by Tree Board
- City Parks and Trail Maintenance – increase includes costs for invasive control/removal

Water and Sewer Department

- Education and Training – new employee to maintain Water/Sewer certification

Electric Department

- ECG Professional Services – cost increases each year
- Vehicle & Equipment Repairs and Maintenance – requesting small increase
- Online Bill Pay Merchant Fee – decrease in costs - see note under revenues
- Education & Training – increase requested for CDL Class A Certification
- Contract Labor – increase in use of contract labor expected
- Supplies and Materials – costs considerably higher
- Electricity Purchased – increase in cost based on FY 2023 projected cost
- Depreciation Expense – increase due to placement of new Electric Line Truck in service

Solid Waste Department

- Contract Labor – decrease in temporary help expected
- Contracted Garbage Pickup – Latham contract increase projected to be about \$32,000

	Paygrade 7/1/2023	Annual Salary 7/1/2023 (4% COLA added)	FY 2024 Anniversary Date	New Annual Salary on Anniversary Date	FY 2024 Total Cost	100-1100 City Council	100-1500 Administration	100-3200 Police	100-4200 Streets	100-6200 Parks & Rec	505-4300 Water/Sewer	510-4600 Electric	540-4300 Solid Waste	
Name														
CITY COUNCIL														
Eady	N/A	\$6,000.00				\$6,000.00								
Oliver	N/A	\$4,800.00				\$4,800.00								
Holt	N/A	\$4,800.00				\$4,800.00								
Windham	N/A	\$4,800.00				\$4,800.00								
Wearing	N/A	\$4,800.00				\$4,800.00								
Ready	N/A	\$4,800.00				\$4,800.00								
McCanless	N/A	\$4,800.00				\$4,800.00								
CITY CLERK/CITY MANAGER STAFF														
Andrew	N/A	\$100,000.00	8/31/2023	\$106,500.00	\$105,416.66		\$105,416.66							
Brooks	N/A	\$60,143.00	11/1/2023	\$64,052.30	\$62,749.20		\$62,749.20							
Mullen	15M	\$55,879.88	4/5/2024	\$57,276.88	\$56,229.15		\$56,229.15							
Chacon	12A	\$35,828.28	11/14/2023	\$36,723.98	\$35,964.24		\$36,425.44							
Reynolds	13A	\$37,642.08	12/1/2023	\$38,583.14	\$37,968.17		\$37,968.17							
Watkins	12B	\$36,723.98	6/1/2024	\$37,642.08	\$36,800.14						\$12,266.71	\$12,266.72	\$12,266.71	
POLICE DEPARTMENT														
Anglin	N/A	\$78,873.00	1/10/2024	\$84,000.00	\$81,436.50			\$77,662.50						
Terry White	19C	\$53,187.28	4/3/2024	\$54,516.96	\$53,519.94			\$53,519.94						
Vacant	19A	\$48,677.32			\$48,677.32			\$48,677.32						
Westmoreland	19H	\$60,176.52	2/17/2024	\$61,680.94	\$59,453.28			\$58,118.90						
PUBLIC WORKS														
Ballard	12A	\$35,828.28	9/20/2023	\$36,723.98	\$36,574.70				\$12,191.57		\$12,191.56	\$12,191.57		
Brown	15A	\$41,549.82	4/3/2024	\$42,588.56	\$38,398.16						\$38,398.16			
Vacant (Public Works Employee))	12A	\$35,828.28			\$35,828.28							\$35,828.28		
Belcher	11A	\$34,101.87	1/31/2024	\$34,954.42	\$34,457.16				\$6,891.43				\$27,565.73	
Reid	N/A	\$81,754.69	12/30/2023	\$87,068.75	\$84,411.72							\$84,411.72		
Walker	11B	\$34,954.42	12/14/2023	\$35,828.28	\$35,464.18				\$21,278.51	\$14,185.67				
Mathis	11A	\$34,101.87	10/24/2023	\$34,954.42	\$34,741.32				\$20,844.80	\$13,896.52				
Usher	11A	\$34,101.87	2/1/2024	\$34,954.42	\$34,457.16				\$20,694.30	\$13,762.86				
TOTALS						\$34,800.00	\$298,788.62	\$237,978.66	\$81,900.61	\$41,845.05	\$62,856.43	\$144,698.29	\$39,832.44	
GRAND TOTAL														\$942,700.10

Solid Waste Rate Analysis

FY 2024 vs. FY 2023

Expenses	FY 2023	FY 2024
College Walk Dumpster Fees (City of Covington)	\$ 7,000	\$ 7,000
Latham Sanitation	\$ 89,000	\$ 121,000
Other Solid Waste Expenses	\$ 106,756	\$ 97,270
Totals	\$ 202,756	\$ 225,270

	Fee per roll cart							
Revenues*	\$23	\$24	\$25	\$26	\$27	\$28	\$29	\$30
Residential 1st Roll Cart - 589	\$ 162,564	\$ 169,632	\$ 176,700	\$ 183,768	\$ 190,836	\$ 197,904	\$ 204,972	\$ 212,040
Commercial 1st Roll Cart - 19	\$ 5,244	\$ 5,472	\$ 5,700	\$ 5,928	\$ 6,156	\$ 6,384	\$ 6,612	\$ 6,840
2nd Roll Cart - 16	\$ 4,416	\$ 4,608	\$ 4,800	\$ 4,992	\$ 5,184	\$ 5,376	\$ 5,568	\$ 5,760
Totals	\$ 172,247	\$ 179,736	\$ 187,225	\$ 194,714	\$ 202,203	\$ 209,692	\$ 217,181	\$ 224,670

*Based on number of customers as of 4/4/23
current rate is \$23.00



Capital Improvement Plan FY 2024 - FY 2028

Capital Budget - July 1, 2023 - June 30, 2024

Adopted

Mayor David S. Eady

Councilmembers

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

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

FY2024 Capital Budget

Project Description	FY2024			FY 2025	FY2026	FY2027	FY2028	Five-Year Total	Comments
	City Funds	External Funds	Subtotals						
General			85,333				60,000	145,333	
Cemetery road extension	17,000		17,000					17,000	
City Limit Monument Sign and Landscape Improvements							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 \$100K to upgrade software
Wayfinding Plan and Design Standards - Dev and Imp	20,000		20,000					20,000	
Parks, Landscapes, and Recreation			2,355,000	3,915,398	200,000	-	-	6,470,398	
Dried Indian Creek Restoration and Greenway Trail	225,000	1,900,000	2,125,000					2,125,000	\$900K in Congressional funding; \$1M in GOSP grant funding
Nature Parks on Giles and Little Properties				200,000	200,000			400,000	Plan and implement improvements
Coke Street Trail from Watson to Richardson Street			-	400,000				400,000	Preliminary plan complete; design/engineering and construction remains
Soule Street Trail from Hull Street to DIC	200,000		200,000	3,315,398				3,515,398	\$200k added to original grant amount for contingency cost overruns in original scope
Bobcat Excavator E-35	15,000		15,000					15,000	
Grounds Maintenance Equipment - Lawnmower	15,000		15,000					15,000	Preference to electric zero-point-turn mower with mulch guard or rear discharge
Streets, Drains, Sidewalks, and Street Lamps			3,638,309	4,120,344	1,094,608	1,053,359	1,056,273	10,962,893	
Street Repairs and Resurfacing (annual schedule)	575,226	28,500	603,726	600,344	574,608	533,359	536,273	2,848,310	\$200K was budgeted previously for each year FY22-26; 10-year schedule
E. Clark Street Improvements	17,854	207,146	225,000					225,000	\$450K was budgeted in FY22 but not spent; could be integrated with street repair/resurfacing
Whatcoat Street Improvements		700,000	700,000					700,000	\$300K was budgeted each year FY20-22; could defer until town center phase one completed
Emory Street Sidewalk (Soule to Richardson Street)	1,000,000	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 St)	500,000		500,000					500,000	\$300K budgeted in FY23. This estimate came from K&W
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 Dev			-		500,000			500,000	Assumes cost-sharing with GDOT
Emory Street/Highway 81 Bridge and Connectivity over I-20			-				500,000	500,000	Assumes cost-sharing with GDOT and City of Covington
Bobcat Excavator E-35	15,000		15,000					15,000	
Bobcat Brush Cutter	5,250		5,250					5,250	
Bobcat Trencher	4,333		4,333					4,333	
Fencing Around the Shop	25,000		25,000					25,000	
Painting the Shop	10,000		10,000					10,000	
City-Wide Complete Streets Plan and Development			-			500,000		500,000	Might be eligible for GDOT funding
Electric Utility			422,668	475,000	100,000	180,000	100,000	1,277,668	
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			-	75,000		80,000		155,000	Assumes pickup truck replacement
Finance Software Upgrade	33,334		33,334					33,334	Share of \$100K to upgrade software
Bobcat Trencher	4,334		4,334					4,334	
Fencing Around the Shop	25,000		25,000					25,000	
Painting the Shop	10,000		10,000					10,000	
Power System Upgrades	250,000		250,000					250,000	
Smart Meters			-	300,000				300,000	\$300K was budgeted each year in FY19, FY20, and FY21
Water and Sewer Utility			2,071,391	885,000	585,000	585,000	585,000	4,711,391	
Water Line Replacement	352,393	1,626,082	1,978,475	585,000	585,000	585,000	585,000	4,318,475	Originally budgeted for SFRF Grant+ARPA and Capital Funds
Smart Meters			-	300,000				300,000	\$300K was budgeted each year in FY19, FY20, and FY21
Bobcat Excavator E-35	15,000		15,000					15,000	
Bobcat Brush Cutter	5,250		5,250					5,250	
Bobcat Trencher	4,333		4,333					4,333	
Fencing Around the Shop	25,000		25,000					25,000	
Painting the Shop	10,000		10,000					10,000	
Finance Software Upgrade	33,333		33,333					33,333	Share of \$100K to upgrade software
Police Department			75,000	-	75,000	-	80,000	230,000	
Patrol Vehicle(s)		75,000	75,000		75,000		80,000	230,000	High repair/maintenance costs suggest need to replace existing vehicles
Downtown Development Authority			-	-	-	200,000	200,000	400,000	
Architecture and Engineering for Town Center Development			-			200,000	200,000	400,000	Funds may be reimbursed to the city with financing for construction
TOTAL	3,610,973	5,036,728	8,647,701	9,395,742	2,054,608	2,018,359	2,081,273	24,197,683	

FY2024 Capital Budget

Project Description	FY2024										
	Cost	Capital/Gold Reserve	Georgia Fund 1	Water/Sewer Capital	Electric Capital	ARPA	SPLOST 2017 Original Allocations	SPLOST 2017 Excess Allocations	SPLOST 2023 Original Allocations	External Funds	Subtotals
General											85,333
Cemetery Road extension	17,000	17,000									17,000
Wayfinding Plan and Design Standards - Develop and Implement	20,000	20,000									20,000
Electric Vehicle Charging Stations (2)	15,000	15,000									15,000
Finance Software Upgrade	33,333	33,333									33,333
Parks, Landscapes, and Recreation											2,355,000
Dried Indian Creek Restoration and Greenway Trail	2,125,000	225,000								1,900,000	2,125,000
Bobcat Excavator E-35 (or equivalent)	15,000	15,000									15,000
Soule Street Trail from Hull St. to DIC	200,000	200,000									200,000
Grounds Maintenance Equipment - Lawnmower	15,000	15,000									15,000
Streets, Drains, Sidewalks, and Street Lamps											3,638,309
Street Repairs and Resurfacing (annual schedule)	603,726	575,226								28,500	603,726
E. Clark Street Improvements	225,000	17,854					207,146				225,000
Whatcoat Street Improvements	700,000							700,000			700,000
Emory Street Sidewalk (Soule to Richardson Street)	1,500,000	1,000,000						140,774	359,226		1,500,000
Emory Street Sidewalk Replacement (Post Office to Soule St.)	500,000	291,108	208,892								500,000
Bobcat Excavator E-35 (or equivalent)	15,000	15,000									15,000
Bobcat Brush Cutter (or equivalent)	5,250	5,250									5,250
Bobcat Trencher (or equivalent)	4,333	4,333									4,333
Fencing Around Maintenance Facility	25,000	25,000									25,000
Painting Maintenance Facility	10,000	10,000									10,000
Stormwater Infrastructure Improvements and Reporting	50,000	50,000									50,000
Electric Utility											422,668
Electric System Improvements	100,000				100,000						100,000
Finance Software Upgrade	33,334				33,334						33,334
Bobcat Trencher (or equivalent)	4,334				4,334						4,334
Painting Maintenance Facility	10,000				10,000						10,000
Fencing Around Maintenance Facility	25,000				25,000						25,000
Power System Upgrades	250,000				250,000						250,000
Water and Sewer Utility											2,071,391
Water Line Replacement	1,978,475			352,393		876,082				750,000	1,978,475
Finance Software Upgrade	33,333			33,333							33,333
Bobcat Excavator E-35 (or equivalent)	15,000			15,000							15,000
Bobcat Brush Cutter (or equivalent)	5,250			5,250							5,250
Bobcat Trencher (or equivalent)	4,333			4,333							4,333
Fencing Around Maintenance Facility	25,000			25,000							25,000
Painting Maintenance Facility	10,000			10,000							10,000
Police Department											75,000
Patrol Vehicle(s)	75,000							75,000			75,000
TOTALS	8,647,701	2,534,104	208,892	445,309	422,668	876,082	207,146	915,774	359,226	2,678,500	8,647,701

Projected Remaining Balances after FY 2024

Funds Available (as of 3/31/2023)	
General Capital/Gold Reserve	2,534,104
Georgia Fund 1 (balance 3/31/2023 \$1,601,458.63)	208,892
Water/Sewer Capital	1,500,752
Electric Capital	693,165
ARPA	876,082
TOTAL	5,812,995

2017 SPLOST Original Allocations spent in FY 2023	63,765
2017 SPLOST Original Allocations to spend in FY 2024	207,146
SPLOST 2017 Excess Collections Nov. 2021 - March 2023	765,774
additional SPLOST 2017 excess collections projected through 6/30/2023 (50,000 x 3 months)	150,000
TOTAL SPLOST 2017 Projection Excess Collections 6/30/2023	915,774
SPLOST 2023 collected projected through 6/30/2024 (50,000 x 12 months)	600,000
SPLOST 2023 expenditures FY 2024	359,226

0

0

240,774

	Description	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Actual	FY2024 Recommend
SPECIAL REVENUE FUNDS - REVENUE						
1	ARPA GRANT	438,041	438,041	438,041	438,041	
2	ARPA PUBLIC SAFETY GRANT	2,153	2,153	0	0	0
3	ARPA SLFRF GRANT - IMPROVING NEIGHBORHOOD OUTCOMES IN DISPROPORTIONATELY IMPACTED COMMUNITIES ¹	0	0	0	0	2,200,000
	Total Revenues	440,194	440,194	438,041	438,041	2,200,000

SPECIAL REVENUE FUNDS - EXPENDITURES						
1	<i>ARPA GRANT</i>					
	Water/Sewer Projects	0	0	0	0	876,082
2	<i>ARPA PUBLIC SAFETY GRANT</i>					
	Police Salaries	2,153	2,153	0	0	0
3	<i>ARPA SLFRF GRANT²</i>	0	0	0	0	0
	Multi-Use Trail - Soule Street to Dried Indian Creek					
	Total Expenditures	0	0	0	0	876,082

¹Note - original amount applied for was \$2,000,000. Additional \$200,000 granted as a contingency for cost overruns on items in original grant request

²Local funds of \$200,000 will be spent in FY 2024.

During our April MEAG Power Board Meeting the Board approved a second amendment to the Solar PPC. Attached you will find the Second Amendment to the Power Purchase Contract (PPC) with the highlights noted in the MEMO on page 1 of the PDF.

We are asking to receive these documents in our office by June 30, 2023.

Once signed with City Seal, please send to:

MEAG Power
Attn.: Cindy Carter
1470 Riveredge Parkway
Atlanta, GA 30328

If you are unable to meet that deadline or have any questions about these documents, please let me know.

Best Regards,
Holly B.



Holly Bisig
Sr Regional Manager
Office: 770-661-2889
Mobile: 404-936-4381
Email: hbisig@meagpower.org

Below are some notes Holly Bisig sent which may help to illustrate the current solar market:

Highlights:

- 1) The US Solar Industry has been hit hard by impending solar panel import tariffs, commodity inflation and significant increases in interest rates and investor expectations. As such, solar Power Purchase Agreements (PPAs) – around the US - that were originally negotiated in 2020/2021 are either defaulting or being amended.
- 2) This second amendment to our PPA increases the price of solar energy from the 80 MW Pineview solar farm from \$29.06/MWh for 15 years to \$37.75/MWh for 15 years. The COD remains unchanged at November 1, 2024. \$37.75/MWh fixed for 15 years is still a great deal:
 - a. We received indicative pricing of \$44.46 for the output of a solar farm more than 3 times the size of our Pineview farm (250 MW) and with a longer off-take period (20 years not 15 years).
 - b. We received indicative pricing of \$48.33/MWh for the output of a 117 MW solar farm with a 20 year off-take period.
 - c. We received indicative pricing for the Oxford project in February for smaller 5MWs farms, 25 years. Priced between \$45.31 and \$53.40.



TO: Solar Participants

FROM: MEAG Power

DATE: May 1, 2023

**SUBJECT: Second Amendment to the Power Purchase Contract ("PPC")
between Municipal Electric Authority of Georgia and the
Undersigned Participant**

This memo will provide the background concerning the need for the attached Second Amendment to the PPC. As you may recall, the original PPC was executed by each Solar Participant during 3Q 2021 which included (as Exhibit A) a copy of the Solar Power Purchase Agreement between MEAG Power and Pineview Solar LLC (the Solar Developer). In mid-2022, due to significant increases in costs for solar panels and construction materials, MEAG Power and the Solar Developer negotiated a first amendment to the Solar Power Purchase Agreement – conditioned on approval by the Solar Participants - including a new price tied to the delivered cost of the panels, a shorter term, an extended COD date, and a buyer's purchase option. A First Amendment to the PPC was presented to, and agreed to by each Solar Participant as of 1Q 2023, adding an Exhibit B to the PPC to incorporate the first amendment to the Solar Power Purchase Agreement.

Since this time, the Solar Developer has not been able to acquire financing for the project based on the current price of \$29.06 per MWh fixed for the contract term of 15 years. In order to move the project forward to completion, the Solar Developer requested a second amendment to the Solar Power Purchase Agreement including an increase in the price to \$37.75 per MWh, fixed for a 15 year term. Other changes addressed in the proposed amendment, include 1) modify the Notice to Proceed date to July 31, 2023, 2) increase the pre-construction credit support to \$3 million in lieu of \$1.5 million and 3) eliminate the purchase option. The amendment also confirms the Commercial Operation date of November 1, 2024 and the contract price adjustment based on the delivered cost of panels for the project included in the first amendment.

Although the price increase is significant, MEAG Power staff recommended to the Board at its April 20, 2023 meeting approval of the amendment and continuing with the solar purchase. Staff has surveyed the market and the amended price remains competitive. In addition, Walmart has been contacted and has agreed to accept the pricing under their renewable energy customer agreements (RECA's) with the Participants. Finally, the Solar Developer has already provided the additional \$1.5 million in security provided for under the amendment and MEAG Power holds the total \$3 million in security. The Board took the following actions:

- 1) Approved the release of the Second Amendment to the Power Purchase Contracts (PPCs) between MEAG Power and the Solar Participants.
- 2) Authorized MEAG Power's President and CEO to execute the 2nd Amendment to the PPA following approval of the amended PPCs from the Solar Participants.

Accordingly, the attached Second Amendment to the PPC adds Exhibit C which reflects the new pricing and other changes to the Solar Power Purchase Agreement noted above. Your approval of this Amendment will signify your agreement to these new terms.

The target date for completion of this approval process is June 30, 2023. During this interim period, the Solar Developer will also be engaging in a process to sell the Pineview project and three other solar projects under development. If sold, the MEAG Power PPA would be assigned to the new owners if MEAG Power provides its consent under the provisions of the PPA.

Please note, if the 2nd Amendment to the PPA is not executed, the project would go into default and the pre-construction credit support would revert to the \$1.5 million per the current contract provisions.

Please contact either Steve Jackson at 770-563-0314, Michele Jackson at 770-563-0313 or Pete Degnan at 770-661-2893 with any questions.

SECOND AMENDMENT TO THE POWER PURCHASE CONTRACT
BETWEEN MUNICIPAL ELECTRIC AUTHORITY OF
GEORGIA AND THE UNDERSIGNED PARTICIPANT

This Second Amendment to the Power Purchase Contract (this “**Amendment**”), made and entered into as of _____, 2023, by and between the Municipal Electric Authority of Georgia (the “**Authority**” or “**MEAG Power**”), a public body corporate and politic and a public corporation and an instrumentality of the State of Georgia, created by the provisions of the Municipal Electric Authority Act, Ga. L. 1976, p. 107, as amended (the “**Act**”), and the City of Oxford (the “**Solar Participant**”), a political subdivision of the State of Georgia.

WITNESSETH:

WHEREAS, the Authority has previously entered into the Power Purchase Contract (“PPC”) made and entered as of August 11, 2021, with the City of Oxford (the “**Solar Participant**”);

WHEREAS, Section 1.1 of the PPC references as Exhibit A that certain Power Purchase Agreement with Pineview Solar LLC (the “**Company**”) for the output and services of approximately 80 MWac from a photovoltaic solar energy generation facility located in Wilcox County, Georgia (the “**Facility**”) to be constructed, owned, operated, and maintained by the Company (hereinafter the “**SPPA**”);

WHEREAS, the Authority and the Solar Participant amended the PPC pursuant to that certain First Amendment to the PPC, dated October 20, 2022, whereby Section 1.1 of the PPC was amended by adding Exhibit B to the PPC (incorporating into the PPC Amendment No.1 to the SPPA);

WHEREAS, as the result of changes that have occurred impacting the solar industry and subject to the approval of each of the Solar Participants, MEAG Power's Board has authorized MEAG Power's President and CEO to execute Amendment No. 2 to the SPPA in substantial form;

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements hereinafter set forth, it is agreed by and between the parties hereto as follows:

1.

Section 1.1 of the Power Purchase Contract between Municipal Electric Authority of Georgia and the Solar Participant is hereby amended by adding the exhibit reflecting the changes to the SPPA agreed to by the Authority and the Company (which is marked as Amendment No. 2 to the SPPA and attached hereto as Exhibit C).

2.

All other provisions of the Power Purchase Contract between Municipal Electric Authority of Georgia and the Solar Participant shall remain in full force and effect and binding upon the parties hereto.

3.

In witness whereof, the Authority has caused this Amendment to be executed in its corporate name by its duly authorized officers and the Authority has caused its corporate seal to be hereunto impressed and attested; the Solar Participant has caused this Amendment to be executed in its corporate name by its duly authorized officers and its corporate seal to be hereunto impressed and attested, and delivery hereof by the Authority to the Solar Participant is hereby acknowledged, all as of the day and year first above written.

MUNICIPAL ELECTRIC AUTHORITY OF
GEORGIA

By: _____
Name: James E. Fuller
Title: President and CEO

ATTEST:

By: _____
Name: _____
Title: _____

(SEAL)

[Solar Participant Signature is on the next page]

CITY OF OXFORD

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

EXHIBIT C

AMENDMENT NO. 2 TO THE SPPA

**AMENDMENT NO. 2
TO THE
POWER PURCHASE AGREEMENT
BETWEEN
PINEVIEW SOLAR LLC
AND
MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA**

THIS AMENDMENT NO. 2, dated as of [REDACTED], 2023 (“Amendment”), amends the Power Purchase Agreement by and between PINEVIEW SOLAR LLC (“Seller”) and the MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA (“Buyer”) dated as of September 1, 2021 as supplemented by the letter from Buyer to Seller dated October 31, 2022, and as amended by the Amendment No. 1 (“Amendment No. 1”) between Seller and Buyer (collectively, the “PPA”). Seller and Buyer are individually referred to herein as a “Party” and collectively as the “Parties”.

BACKGROUND RECITALS:

A. Pursuant to the PPA, Seller is planning to construct, own, and operate a solar photovoltaic electric generation facility with a Planned Facility Capacity of approximately 80 MWac on a site located in Wilcox County, Georgia;

B. Seller intends to sell and deliver to Buyer the power, output and services of the Facility to provide Supplemental Power to the Solar Participants, and Buyer intends to purchase the same from Seller in accordance with the terms and conditions of the PPA; and

C. Consistent with Section 21 of the PPA, Seller and Buyer agree to amend the PPA as set forth in this Amendment.

NOW, THEREFORE, in consideration of the premises, the mutual promises and agreements contained herein and in the PPA and other good and valuable consideration, the receipt, sufficiency and adequacy of which are hereby acknowledged, the Parties each intending to be legally bound hereby agree as follows:

A. Amendments to the PPA

The Parties agree to amend the PPA as follows:

1. Section 1.1 – Definitions:

a) The definition of Contract Price is deleted and replaced in its entirety with the following:

“**Contract Price**” means \$37.75 per MWh.

- b) The definition of Notice to Proceed Date is deleted and replaced in its entirety with the following:

“Notice to Proceed Date” means the date on which notice is issued by Seller to its contractor under the engineering, procurement and construction agreement or similar contract relating to the construction of the Facility, authorizing and directing the full and unrestricted commencement of construction of the Facility. The Notice to Proceed Date shall occur on or before July 31, 2023.

- c) The definition of Guaranteed Commercial Operation Date has been amended by Amendment No. 1 to the PPA. For the avoidance of doubt, the Parties confirm the following definition:

“Guaranteed Commercial Operation Date” means November 1, 2024, provided that the Guaranteed Commercial Operation Date shall be extended on a day-for-day basis for each day of delay in Seller’s development, permitting, construction, interconnection or completion of the Facility associated with (a) the occurrence of a Force Majeure event, (b) a breach by Buyer of any of its obligations under this Agreement, (c) the occurrence of an Emergency condition, or (d) a delay in the in-service date of the Interconnection Facilities beyond the expected date set forth in the Generation Interconnection Agreement, including as a result of a delay in the completion of any Network Upgrades, provided that such delay is not the result of Seller’s failure to perform its obligations under the Generation Interconnection Agreement.

- d) The definition of the term Pre-Construction Credit Support is deleted and replaced in its entirety with the following:

“Pre-Construction Credit Support” means a Letter of Credit, Cash Deposit, Guaranty, or a combination thereof, as determined by Seller, provided by Seller for the benefit of Buyer in an amount equal to Three Million Dollars (\$3,000,000.00).

2. **Section 2 – Term:**

Section 2.1 of the PPA has been amended by Amendment No. 1 to the PPA. For the avoidance of doubt, the Parties confirm the following:

2.1 **Term.** This Agreement is entered into as of the date hereof (the “Effective Date”) and, unless earlier terminated as provided herein, shall remain in effect until the end of the fifteenth (15th) Contract Year (the “Term”).

3. **Section 4.7 – Buyer Purchase Option:**

Section 4.7 of the PPA (as added by Amendment No. 1 to the PPA (“Buyer Purchase Option”)), including its subsections, is deleted in its entirety and any rights potentially resulting therefrom are hereby waived.

4. **Section 5.1 – Contract Price:**

Section 5.1 of the PPA (as amended by Amendment No. 1 to the PPA (“Contract Price”)) is deleted and replaced with the following:

5.1 Contract Price. Commencing on the Commercial Operation Date and continuing through the Term, Buyer shall pay the Contract Price for all deliveries to Buyer of the Products. The Contract Price includes the consideration to be paid by Buyer to Seller for the Products, and Seller shall not be entitled to any compensation over and above the Contract Price for the Products, except as set forth in Section 4.4.2. Seller agrees to reduce the Contract Price by \$0.50/MWh for each \$0.01/watt reduction in module pricing Seller obtains below \$0.44/watt, as of the Notice to Proceed Date, on a pro rata basis. Seller further agrees to provide Buyer with an “open book” approach to Seller’s module pricing. So, by way of example, if Seller obtains modules at \$0.43/watt, Seller agrees to reduce the Contract Price to \$37.25/MWh.

B. Other Provisions.

1. Unless otherwise specifically provided in this Amendment, capitalized terms in this Amendment shall have the meaning assigned to such terms in the PPA.

2. This Amendment has been duly authorized, executed and delivered by each Party.

3. Except as amended hereby, the terms and conditions of the PPA shall remain in full force and effect. Each reference in the PPA to the “Agreement” shall be a reference to the PPA as amended hereby.

4. This Amendment may be executed by facsimile or PDF (electronic copy) and in multiple counterparts, all of which taken together shall have the same force and effect as one and the same original instrument.

5. This Amendment shall be considered for all purposes as prepared through the joint efforts of the Parties and shall not be construed against one Party or the other because of the preparation or other event of negotiation, drafting or execution hereof.

[Signature Page Following]

IN WITNESS WHEREOF, the Parties have duly executed this Amendment as of the date first written above.

PINEVIEW SOLAR LLC

By: Sunbird Holdings 1, LLC, a Delaware
limited liability company, its sole
member and manager

By: Hep Sunflower Holdings IV, Inc., a
Delaware limited liability company, its
sole member and manager

**MUNICIPAL AUTHORITY OF
GEORGIA**

BY: _____
NAME: _____
TITLE: _____

BY: _____
NAME: Ingo Burkhardt
TITLE: Treasurer

CITY OF OXFORD

RESOLUTION

TO AUTHORIZE TRANSFER OF FUNDS TO THE ELECTRIC AND WATER/SEWER CAPITAL ACCOUNTS

WHEREAS, the City of Oxford, Georgia, established an Electric Capital Projects Fund and a Water/Sewer Capital Projects Fund on May 6, 2019, and

WHEREAS, the City declared that the purpose of these funds would be to accumulate resources for the acquisition, construction, or improvement of fixed assets and to acquire motor vehicles and equipment related to the City's electric and water/sewer infrastructure, and

WHEREAS, the City has an established policy to maintain a balance of between \$600,000 - \$900,000 in its General Operating Fund, and

WHEREAS, the City's General Operating Fund has a reconciled balance of \$2,051,713.58 as of April 30, 2023, and

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

1. That the City Clerk shall transfer \$700,000 from the City's United Bank General Operating Account to the City's United Bank Water/Sewer Capital Account
2. That the City Clerk shall transfer \$500,000 from the City's United Bank General Operating Account to the City's United Bank Electric Account.
3. That the City Clerk shall make all adjustments necessary to document the aforementioned transfers in the general ledger account system of the City of Oxford.

ADOPTED THIS WEDNESDAY, JUNE 5, 2023.

BY:

David S. Eady, Mayor

ATTEST:

Marcia Brooks, City Clerk

To Whom It May Concern,

Please consider writing a letter of support to the City of Oxford for the opportunity we are seeking to build what we hope to be a 10-foot multi-use trail on Soule Street. Please see below for details.

This would be a great opportunity to tie the Turkey Creek and Dried Indian Creek Trails together and to link to the Yellow River Trail, the County has contemplated. Of course, it would also serve as a way to bind together the City with an East-West Connection with the two North-South trails we will eventually have running on either side of the City (Turkey Creek and Dried Indian Creek).

Letters may be emailed to me, Bill Andrew, at bandrew@oxfordgeorgia.org and should be addressed to:

Mayor David S. Eady
Oxford City Hall
110 W. Clark Street
Oxford, GA 30054

<https://opb.georgia.gov/improving-neighborhood-outcomes-disproportionally-impacted-communities>

Atkins Engineering told us about this grant last week and we are working on it as best we can as it is due November 18. There is no match required but we are thinking the city might want to cover engineering and the grant cover construction.

We are planning to apply for the sidewalk (actually, hoping for a 10-foot multi-use path) on the entirety of East and West Soule Street from Hull Street to Dried Indian Creek. We would also look to replace at least the culvert on Turkey Creek. The culvert on Dried Indian Creek would probably be around \$1M and may cause us to not be considered as the grant is for up to \$2M and with about half on one culvert would look like we are using the sidewalk as a foil to get the culvert done...but we are discussing this.



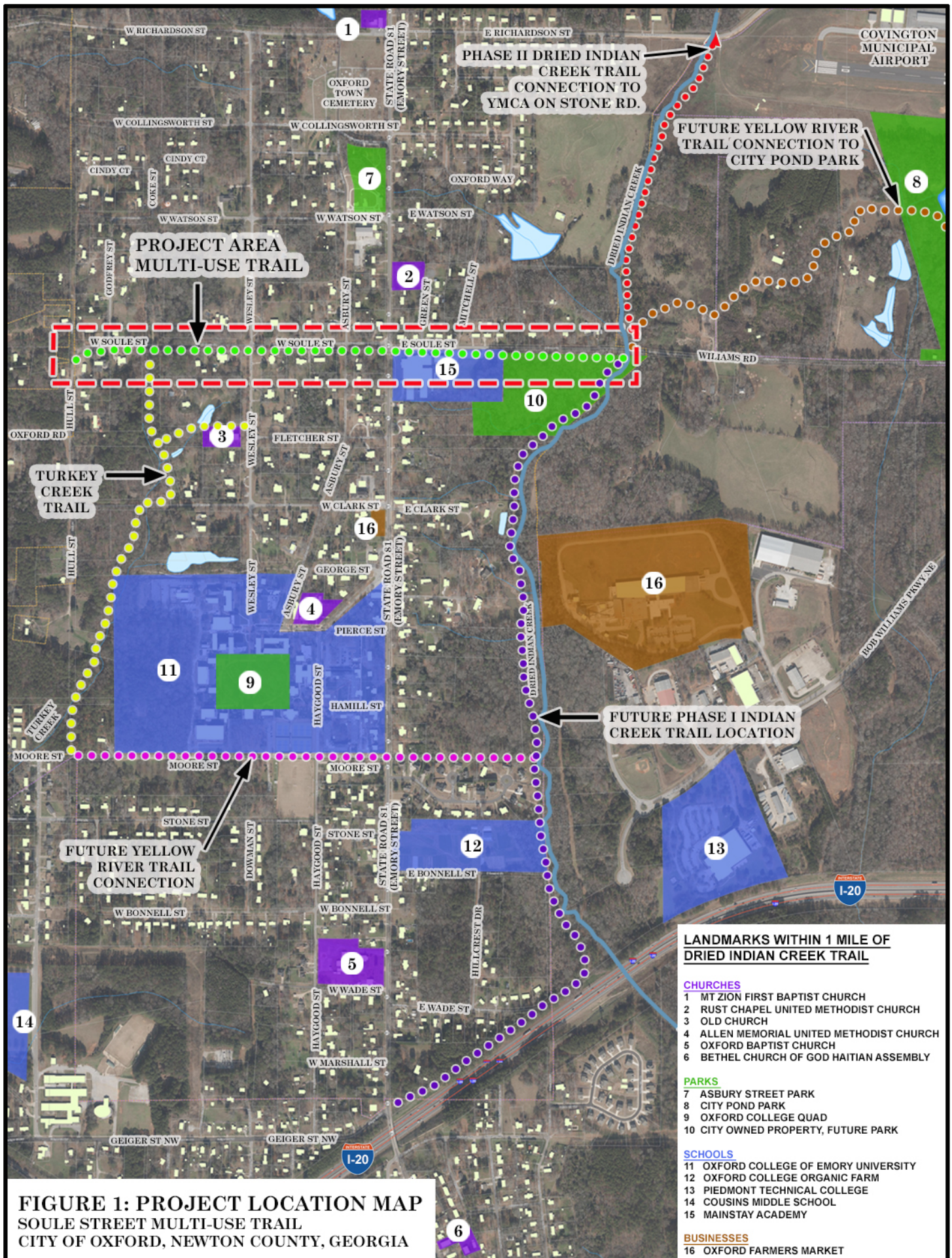
Turkey Creek on W. Soule Street - 36" Steel Pipe that is approximately 40 years old.



Dried Indian Creek on E. Soule Street - 9'x6' Triple Boxed Concrete Culvert that is approximately 11 year's old. The County does not feel it would support the weight for commercial/industrial development that is contemplated near this site.

999-2015	MS4 FACILITY	0	EA	175000.00	\$0.00
999-2015	BRIDGE CONSTRUCTION, DRY INDIAN CREEK	4758	SF	160.00	\$761,280.00
999-2015	REM EXISTING BRIDGE, DRY INDIAN CREEK	1500	SF	60.00	\$90,000.00

This is a screenshot from a recent rough budget the County put together for this new bridge.



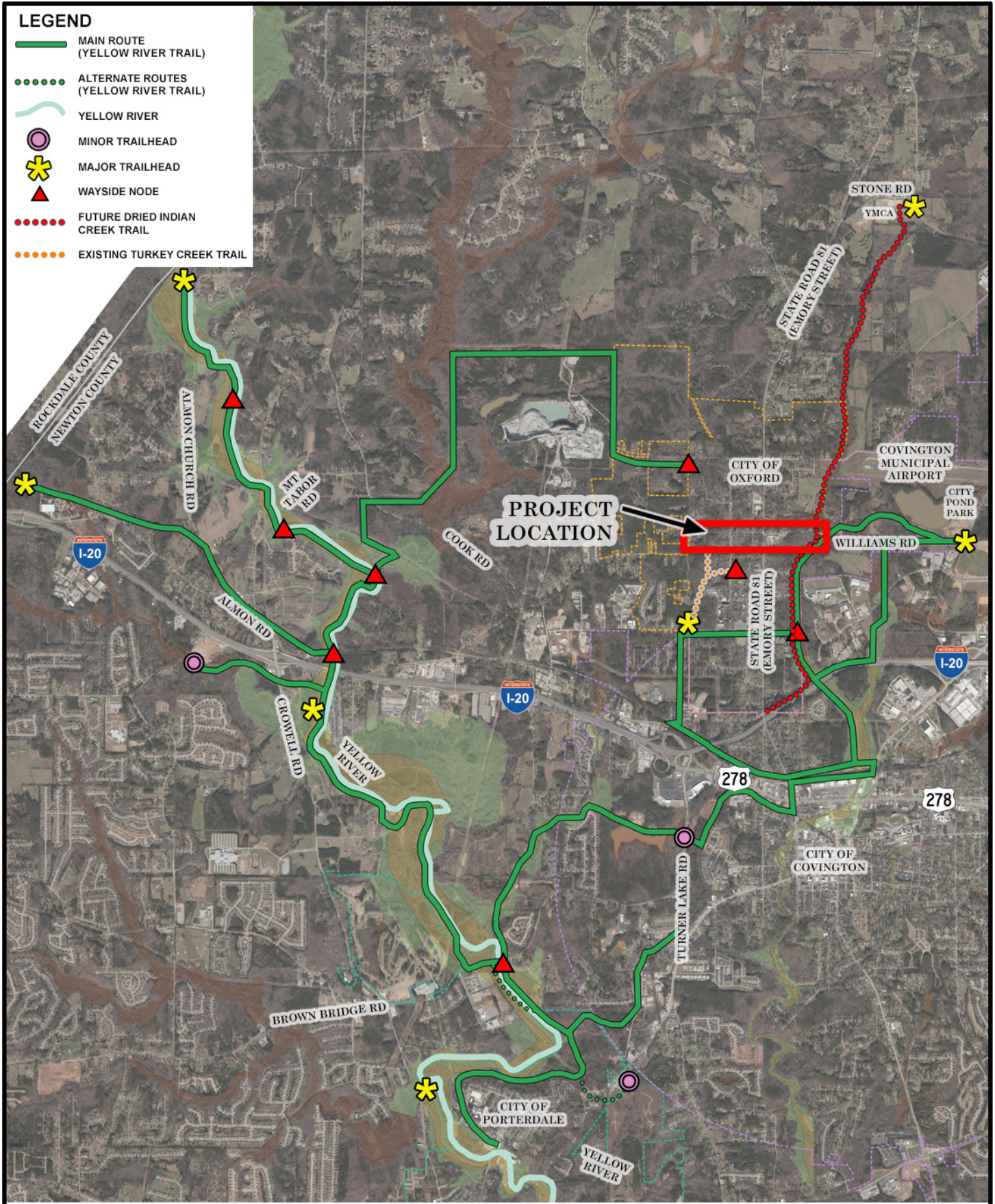
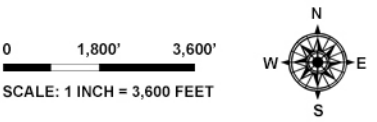


FIGURE 2: NEWTON COUNTY YELLOW RIVER PLANNED TRAIL NETWORK WITH SOULE STREET MULTI-USE TRAIL
NEWTON COUNTY, GEORGIA

YELLOW RIVER TRAIL ALIGNMENT WAS TAKEN FROM THE YELLOW RIVER TRAIL SYSTEM MASTER PLAN UPDATE, DATED OCTOBER 15, 2021.





OFFICE OF PLANNING AND BUDGET

Brian P. Kemp
Governor

Kelly Farr
Director

State Fiscal Recovery Funds

Post Award Frequently Asked Questions

This document contains answers to frequently asked questions OPB has received regarding the State Fiscal Recovery Grant Program and the post award process. Applicants should refer to the US Department of Treasury Final Rule and corresponding Final Rule FAQs, as well as the OPB website for links to federal guidance and OPB resources for grantees.

DISCLAIMER: This document is intended to serve as a guide to the grant application process for prospective applicants seeking grant funding from Georgia's allotment of the Coronavirus State Fiscal Recovery Fund (CSFRF). This guidance is not intended to address eligible uses of CSFRF and is not exhaustive, binding, or final. The U.S. Treasury continues to update its guidance. This federal guidance is binding upon the State as well as all grant recipients.

Expectations

General expectations include but are not limited to understanding and following the rules and regulations outlined for CSFRF in:

- [Department of US Treasury Final Rule;](#)
- [Department of US Treasury Final Rule FAQs;](#)
- [Policy Requirements including 2CFR 200 ;](#)
- OPB's Program, Reporting, and Compliance Requirements as well as the Terms & Conditions Agreement for the respective grant award; and
- The grantee's own organizational policies and procedures.

Additionally, as a grantee, you are required to:

- Fulfill the project expectations of your award;
- Ensure financial and performance benchmarks are met; and
- Strictly adhere to your project's objective, budget, and timeline.

Uniform Guidance

The following 2 C.F.R. policy requirements apply to [21.027 assistance listing](#) for Coronavirus State and Local Fiscal Recovery Funds (*CSLFRF* or *SLFRF*), Coronavirus State Fiscal Recovery Fund (CSFRF) and Coronavirus Local Fiscal Recovery Fund (*CLFRF* or *LFRF*):

- Subpart B, General Provisions;
- Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards;

- Subpart D, Post Federal; Award Requirements;
- Subpart E, Cost Principles; and
- Subpart F, Audit Requirements.

(The following guidance has been taken from the US Department of Final Rule FAQ as of April 27, 2022 <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>)

1. (13.1) What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply? (US Department of Treasury FAQ 13.1)

“Most of the provisions of the Uniform Guidance (2 C.F.R. § 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer to the Assistance Listing for detail on the specific provisions of the Uniform Guidance that do not apply to this program. The Assistance Listing will be available at <https://sam.gov/fal/7cecfdef62dc42729a3fdcd449bd62b8/view>. For information related to Single Audit requirements specifically, please refer to the Compliance Supplement materials released by the Office of Management and Budget.”

2. Do federal procurement requirements apply to SLFRF? (US Department of Treasury FAQ 13.2)

“Yes. The procurement standards for federal financial assistance are located in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.317 through 2 C.F.R. § 200.327 and apply to procurements using SLFRF funds. Pursuant to 2 C.F.R. § 200.317, recipients that are non-state entities, such as, metropolitan cities, counties, non-entitlement units of local government, and Tribes must comply with the procurement standards set forth in 2 C.F.R. § 200.318, through 2 C.F.R. § 200.327, when using their SLFRF award funds to procure goods and services to carry out the objectives of their SLFRF award. States, the District of Columbia, and U.S. Territories must follow their own procurement policies pursuant to 2 C.F.R. § 200.317, as well as comply with the procurement standards set forth at 2 C.F.R. § 200.321 through 2 C.F.R. § 200.323, and 2 C.F.R. § 200.327 when using their SLFRF award funds to procure goods and services to carry out the objectives of their SLFRF award. See also SLFRF Award Terms and Conditions. Recipients are prohibited from using SLFRF funds to enter into subawards and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs. See 2 C.F.R. § 200.214. Moreover, a contract made under emergency circumstances under the Coronavirus Relief Fund (CRF) cannot automatically be transferred over to SLFRF. These programs are subject to different treatment under the Uniform Guidance. Under the CRF program, recipients are permitted to use their own procurement policies to acquire goods and services to implement the objectives of the CRF award. Under the SLFRF program, recipients are required to follow the procurement standards set out in 2 C.F.R. § 200.(Uniform Guidance) pursuant to the SLFRF Award Terms and Conditions executed by the recipients in connection with their SLFRF awards.”

3. What is the threshold for competitive bidding for my government? (US Department of Treasury FAQ 13.3)

“As stated above, recipients are required to comply with the procurement standards set forth in 2 C.F.R. § 200.317 through 2 C.F.R. § 200.327 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Pursuant to 2 C.F.R. § 200.317, States, the District of Columbia, and U.S. Territories should refer to the competitive bidding thresholds described in their own procurement policies and procedures. Other non-federal entities, such as metropolitan cities, counties, non-entitlement units of local government, and Tribes must adhere to the competitive bidding thresholds set forth in 2 C.F.R. § 200.320 for the relevant procurement methods.

2 C.F.R. § 200.320 describes methods of procurement based on two procurement thresholds: the Micro purchase threshold (MPT) and the Simplified Acquisition Threshold (SAT).

- **Micro-purchase threshold (MPT) - 2 C.F.R. § 200.320(a)(1):** Purchase of supplies and services for a price below the MPT, currently set at \$10,000, are not required to be solicited competitively. However, there are circumstances when a recipient may have a MPT that is greater than \$10,000. For example, all non-Federal entities may increase their MPT up to \$50,000 if they follow the protocols described in 200.320(a)(1)(iv). Additionally, nonfederal entities such as metropolitan cities, counties, non-entitlement units of local government, and Tribes may use their own MPT if they follow the protocols described in 200.320(a)(1)(iv).

Simplified Acquisition Threshold (SAT) - 2 C.F.R. § 200.320(a)(2): Purchases of property and services at a price above the recipient’s MPT and below the SAT, currently set at \$250,000, may be made following the small purchase procedures described in the definition of SAT in 2 C.F.R. §200.1 and 2 C.F.R. § 200.320(a)(2). Procurement of property and services at a price above the SAT must follow the formal procurement methods outlined in 2 C.F.R. § 200.320(b).”

4. Can a recipient prequalify firms for projects funded with SLFRF? (US Department of Treasury FAQ 13.4)

“The Uniform Guidance permits recipients to use prequalified lists of persons, firms, or products so long as a list is current and includes enough qualified sources to ensure maximum open and free competition. The Uniform Guidance does not specifically define the term “current” for purposes of 2 C.F.R. § 200.319(e), and Treasury has not adopted additional guidance regarding this requirement as it applies to the SLFRF. As such, recipients must determine when a prequalified list would be sufficiently current, and a recipient must not preclude potential bidders from qualifying during the solicitation period. See 2 C.F.R. § 200.319(e).

Furthermore, recipients may not utilize this provision to avoid conducting their procurement transactions in a manner that provides for full and open competition. Recipients should be

mindful that other provisions of the Uniform Guidance inform the procurement requirements. For example, metropolitan cities, counties, non-entitlement units of local government, and Tribes must have and use documented procurement procedures, consistent with binding State, local, and Tribal laws and regulations. See 2 C.F.R. § 200.318(a)."

5. Where can one find the most current information on assuring minority owned businesses are included in the awards process? (US Department of Treasury FAQ 13.5)

"The most up-to-date information on assuring that minority-owned businesses are included in the procurement process is located in 2 C.F.R. § 200.321, Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms."

6. Is there certain language that needs to be included in a bidding package? (US Department of Treasury FAQ 13.6)

"Treasury does not require that there be specific language included in bidding packages, but SLFRF recipients must ensure all contracts made with SLFRF award funds contain the applicable contract provisions listed in 2 C.F.R. § 200, Appendix II."

7. Are recipients allowed to leverage existing contracts? (US Department of Treasury FAQ 13.7)

"Recipients may leverage existing contracts for SLFRF activities if the existing contracts conform to the procurement standards in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 C.F.R. § 200 (Uniform Guidance). States, the District of Columbia, and U.S. Territories must follow their own procurement policies pursuant to 2 C.F.R. § 200.317 as well as comply with the procurement standards set forth at 2 C.F.R. § 200.321 through 2 C.F.R. § 200.323, and 2 C.F.R. § 200.327. All other recipients must follow 2 C.F.R. § 200.318, General procurement standards, through 200.327, Contract provisions."

8. Would an interlocal agreement—an agreement entered into between governments to effectuate an eligible use of the funds—or a cooperative purchase agreement need to be bid out? (US Department of Treasury FAQ 13.8)

"States, the District of Columbia, and U.S. Territories must follow their own procurement policies pursuant to 2 C.F.R. § 200.317 as well as comply with the procurement standards set forth at 2 C.F.R. § 200.321 through 2 C.F.R. § 200.323, and 2 C.F.R. § 200.327. All other recipients must follow 2 C.F.R. § 200.318, *General Procurement Standards*, through § 200.327, *Contract Provisions*. Recipients should consult the applicable procurement standards or policies to determine whether a cooperative purchase agreement must be bid out. Information on when competition is required and when exceptions to competition are permitted are located in 2 C.F.R. § 200.319, *Competition*, and 2 C.F.R. § 200.320, *Methods of Procurement to be Followed*.

It is permissible for recipients to use interlocal agreements but procurement standards set forth in the Uniform Guidance may still apply."

9. How is a “contract” different than a “subaward? (US Department of Treasury FAQ 13.9)

“The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 C.F.R. § 200 (Uniform Guidance) provides definitions for “contract” and “subaward.” A contract is a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. A subaward is distinct from a contract in that a subaward is an award provided by a recipient of a federal award to a subrecipient to carry out part of a federal award on behalf of the recipient. Recipients may make subawards through any form of legal agreement, including an agreement that the recipient considers a contract. See 2 C.F.R. § 200.331 for more information on the differences between contracts and subawards.”

10. What other background laws must recipients comply with? (US Department of Treasury FAQ 13.10)

“SLFRF recipients must comply with all laws outlined in the SLFRF Award Terms and Conditions that the recipients accepted in connection with their SLFRF award and all other applicable executive orders, federal statutes, and regulations in carrying out their SLFRF award. Recipients must also provide for such compliance by other parties in any agreements it enters into with other parties relating to the award. The award terms listed specific statutes and regulations that apply to the award, but the award terms made clear that these lists were not exclusive. Particularly in the case of the SLFRF, it’s not possible to enumerate the full list of federal statutes, regulations and executive orders that may be applicable to the award given that the range of eligible uses of funds is so broad, including the provision of government services.”

11. How does Treasury treat program income? (US Department of Treasury FAQ 13.11)

“Per 2 C.F.R. § 200.307, Treasury is specifying here that recipients may add program income to the Federal award. Any program income generated from SLFRF funds must be used for the purposes and under the conditions of the Federal award. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. Interest earned on advances of federal funds is not program income. For more information on what constitutes “Program Income” please see 2 C.F.R. § 200.1.”

12. Does COVID-19 and the national emergency qualify as "exigency" as a special circumstance under 2 C.F.R. § 200.320 (c) in which a noncompetitive procurement can be used? If so, may a contract utilizing this special circumstance have a term that extends beyond the national emergency? For example, may a County execute a contract (without going through a competitive solicitation) immediately with a contractor to provide services with a term through the end of 2024, relying upon this special circumstance? (US Department of Treasury FAQ 13.12)

“The COVID-19 public health emergency does not itself qualify as a “public exigency or emergency” under 2 C.F.R. § 200.320 (c). In other words, a recipient may not justify a noncompetitive procurement simply on the basis that the procurement is conducted during the public health emergency or that the project is in response to the public health emergency.

Instead, the recipient must make its own assessment as to whether in the case of a particular project there is a public exigency or emergency that “will not permit a delay resulting from publicizing a competitive solicitation.”

Note: The Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021, and ending December 31, 2024.

Post Award

1. What is the process to complete the award after award announcement?

All grantees must go through the post award onboarding process which includes the following:

- Terms and Conditions Agreement Execution
- Grants Management Portal Access
- Vendor Management Set Up
- Final Budget Approval

2. What is the deadline to sign the terms and conditions agreement?

All terms and conditions (T&C) must be signed within 60 days of dissemination.

3. What am I required to have prior to receiving payment?

All eligible payees are required to have a Unique Entity ID (UEI) as part of registration in addition to maintaining an active registration in the System for Award Management (SAM) (<https://www.sam.gov>). If the UEI is not active at the time of payment request, OPB cannot process your reimbursement for allowable activity. Additionally, Treasury requires the registration in SAM to be set to public. For instructions on how to update your profile, please check [here](#).

Eligible payees must have a bank account enabled for Automated Clearing House (ACH) direct deposit. To facilitate this requirement, grantees will be asked to complete the vendor management form as part of post award onboarding.

Budgets

1. Am I required to submit a final budget for approval?

Yes, all budgets are required within 90 days of signing terms and conditions agreement and must include details on how the funds will be spent to the greatest extent possible. OPB may require final budgets be submitted prior to the 90 day timeframe for projects if the projects requires an more timely approval. Adequate detail should be provided in the budget narrative to justify the expense under the approved award.

Through the Budget Detail Worksheet submission process, OPB seeks to obtain the greatest level

of detail available to support budgeted amounts. Budgeted amounts for construction costs included in Section 6) Contracts Consultants Subawards may be entered using a multi-line detailed approach, or as a single line dollar value. If a single line dollar value is utilized, it must be accompanied by a supplemental schedule (PDF or XLS) breaking down the budget estimate to its lowest available level of detail. The supplemental schedule should disclose whatever information serves as the basis for the estimate, may include narratives, and is expected to include unit prices, quantities, labor rates, labor hours, equipment rates, equipment hours, percentages, past project data, and / or any other major assumptions used to derive the budgeted amount.

More information regarding budget detail can be found on OPB's [For Grantees](#) website under the Important Documents section.

2. How long does the budget approval process take?

All awards made under a competitive application process must submit a final budget for approval. The approval timeline depends on the communication needed between OPB Grants Division and the subrecipient with regards to any additional detail or justification. While infrastructure projects require a more complex validation process, OPB does not anticipate the approval process taking longer than 30 days from submission.

3. Am I able to adjust my budget after submission?

Budget Adjustments are used to modify an approved budget to reallocate funds among the budget categories. The original award amount may not be increased by this procedure. A budget modification can only be initiated, when an award has a final clearance or an approved budget. More information on adjustments can be found [here](#).

A scope change should only be submitted after an initial final budget is approved. Your grant was awarded based on the components of your original application. Scope changes other than project location will not be considered until after an initial budget is approved. More information on scope changes can be found [here](#).

Payment Request

1. What type of payment method will awards made under State Fiscal Recovery Funds reimbursement be subject to?

All awards made under State Fiscal Recovery Funds will be cost reimbursement method of payment unless otherwise specified.

Water/Sewer Infrastructure and Broadband Infrastructure awards may use a modified reimbursement method of payment.ⁱ

2. What is the cost reimbursement method?

Under the Cost Reimbursement method of payment, the grantee is required to finance its

operations with its own working capital. OPB will release approved payments to reimburse the grantee for actual cash disbursements supported by adequate documentation. Costs are only reimbursed when they have been *incurred and paid*.

Under the modified reimbursement method for Water/Sewer Infrastructure and Broadband Infrastructure projects, OPB will release approved payments to reimburse the grantee for obligations (costs for orders placed for contracts and services by the vendor of a subrecipient) for work performed on infrastructure project or goods purchased and delivered that require payment, supported by adequate documentation. Costs are only reimbursed when services are completed and/or goods are received and previously modified reimbursements have been validated through supporting documentation for proof of payment.

3. What do I need to receive a payment from a reimbursement request?

In order to receive any payment, an [awardee must be registered as a vendor with the](#) state and provide information to accept electronic ACH payments. All costs, whether in the approved final budget or not must be necessary and reasonable for the performance of the award and meet the policy requirements under 2 CFR 200 to include § 200.320 procurement requirements and § [200.403 Factors affecting allowability of costs](#).

As a recipient of State Fiscal Recovery Funds, your organization will likely find it necessary to purchase or “procure” professional services, supplies or equipment, in order to complete the work under your SFRF awards. These purchases must meet the federal requirements contained in the Procurement Standards of the Uniform Grant Guidance (UGG) published at 2 CFR Part 200. In preparation for submitting payment requests, grantees should be prepared to provide documentation to support each transaction for which reimbursement is being sought. This includes but is not limited to documented procurement procedures for any of the procurement used for the acquisition of property or services required under the award or sub-award. It is imperative that grantees prepare this documentation in advance. Grantees may view the reference guide on supporting documentation [here](#).

4. How do I submit a request for reimbursement?

- Reimbursement requests, referred to as payment requests, will be submitted through the [Georgia Grants Portal](#) once all post award steps have been completed, and must include a payment request template. This template can be found under the important documents section of our For Grantees website <https://opb.georgia.gov/covid-response/grantees>
- The [payment emplate](#) must be completed and submitted along with the required supporting documentation for each budget category for each payment request. Request missing a complete payment template will be sent back for revision.
- Please ensure each request is submitted under the appropriate file type to ensure it is not returned for revision to include the comment/justification section.
- We encourage grantees to submit one PA for similar requests. Any returns for revision that

may occur could cause processing delays for all other items submitted under one payment request. Instead, submitting individual payment request for similar budget line items will ensure a more efficient review and payment of allowable activity.

5. What is the process for completing the payment request form?

A detailed video walk through is available under OPB's [webinar and tutorials section](#) of the [For Grantees webpage](#). The [GeorgiaGrants portal guide](#) contains step by step text instructions on page 9.

6. When can I submit for reimbursement?

Reimbursement requests may be submitted for review when your post award process is complete. This requires all grantees seeking reimbursement to have signed terms and conditions, a vendor location on file, an approved final budget, and a unique entity identifier that is active at the time of submission for reimbursement.

7. How often can I submit reimbursement requests?

Reimbursements for eligible expenses outlined by the grant program should be submitted each month by the 30th for the preceding month.

8. Costs incurred between March 3, 2021, and award date

SLFRF funds may only be used for costs incurred within a specific time period, beginning March 3, 2021. However, not all grant programs established by OPB under ARPA guidelines are eligible for reimbursement of costs dating back to March 3, 2021. For eligible programs¹, requests for reimbursement for allowable costs dating back to March 3, 2021, should be submitted with the initial payment request, but no later than 90 days from the award date. Any reimbursement requests submitted after the 90- day period for costs incurred between March 3, 2021, and the 90-day reimbursement period for these costs may be rejected by OPB. Any reimbursement requests submitted after the 90-day period for any program costs may be rejected by OPB.

9. What documentation must I provide for a reimbursement request?

Supporting documentation is required for all payment requests and is needed for OPB to ensure compliance with allowable use of funds. Expenses must be necessary, reasonable, allocable, and allowable under the grant agreement. Grantees must maintain file copies of all documentation related to the grant including documents submitted to OPB.

In preparation for submitting payment requests, subrecipients should be prepared to provide

¹ Subrecipients should refer to project period indicated on the terms and conditions agreement.

the following documentation to support each transaction for which you are seeking reimbursement:

- **Procurement policies:** Written policies documenting the means for how goods or services are acquired. Reference 2 CFR § 200.318(a). State agencies should follow Procurements by States under § 200.317.
- **Solicitation package:** A detailed package meant for distribution to procure for goods or services. Common items found within package include – bid form, qualifications, specifications for requested good or service, evaluation criteria, directions how to deliver bids and due dates.
- **Publication / Advertisements:** Evidence of the publication, advertisement and / or solicitation of bids in the form of website postings, newspaper advertisements, etc.
- **Proposals / Bid packages:** Proposals from all bidders, including qualifications, scope, approach, resumes, pricing schedules and other information submitted by offerors.
- **Bid Evaluations:** Quantitative and / or qualitative evaluations prepared by those charged with reviewing and scoring bid packages received from offerors.
- **Contracts and / or Purchase Orders (PO):** Terms and conditions of the subrecipient's agreement with each contractor, including schedules, pricing exhibits, amendments and other relevant documentation. Contracts and POs must include CFR *Appendix II* to Part 200.
- **Noncompetitive Procurement Justification (Sole Source):** To be utilized only when certain conditions exist and must include detailed explanations of said conditions, in addition to other justifications as outlined in OPB's Sole Source Justification Form. (See 2 CFR § 200.320(c)).
- **Self-certification of Increase to the Micro-purchase Threshold:** To be utilized only when certain conditions exist and must include detailed explanations of said conditions. Under some circumstances this threshold may be increased from \$10,000 to \$50,000 if certain conditions are met. (See 2 CFR 200.320(a)(1)(iv)).
- **Invoice:** Third party statement which lists good delivered or services rendered during the performance period. If full value of invoice is not being requested for reimbursement, subrecipients should specifically identify line items or portions being requested.
- **Payroll Register:** A system generated report which indicates personnel salary, wages and fringes paid by the entity. Pay period should be visible to ensure within the proper grant period. Calculations for partial reimbursement, if not evident on the register, should be provided to avoid delays in reimbursement. Timesheets, pay stubs and other evidence

must be made available upon request.

- **Proof of Payment:** Cancelled checks, bank statements, and / or an ACH authorization / remittance produced by the financial institution. Proof of payment should include contractor / employee name, payment date and amount. In the event a payment includes multiple invoices paid, a pay stub listing out all invoices paid will assist in ensuring tested invoice is included within payment. Evidence of payment is required for ALL transactions sought for reimbursement.
- **Proof of Compliance with State Environmental Review Process and Historic Preservation Documents:** Where applicable, these documents are required at the time of initial reimbursement request.

Failure to provide the supporting documents at the time of the reimbursement request will result in a return to the subrecipient for insufficient documentation, causing a delay in payment. It is crucial to the payment timeline to submit required documents.

10. What procurement documents are needed specific to each acquisition level (micro, under \$250, over)?

For micro-purchases, documentation evidencing the procurement action is not required. For purchases between the micro-purchase threshold and \$250,000, price or rate quotations must be provided from an adequate number of sources (a minimum of 3, unless otherwise approved by OPB), and a copy of the executed contract with the contractor (including Appendix II) must be provided.

For purchases in excess of \$250,000 the following must be provided; evidence of public advertisement of the solicitation package, a copy of the solicitation package (RFP, RFQ, IFB, ITB, etc.), copies of all bids received, a copy of the bid leveling or analysis performed by the subrecipient, and a copy of the executed contract with the contractor (including Appendix II).

Non-competitive purchases in excess of the micro-purchase threshold are only permitted when specific circumstances outlined in 2 CFR 200.320(c) apply, and must be accompanied by a completed sole source justification form on OPB's standard template found here: [Non-Competitive Justification Form](#)

11. When is *Appendix II* expected to be included in a payment request?

Pursuant to 2 CFR 200.327, all of the non-Federal entity's contracts must contain the applicable provisions described in appendix II to this part. If your payment request contains payments related to contracts, applicable provisions of appendix II should be included in the contract within the payment request.

12. What additional supporting documentation is required for modified reimbursement method payment requests?

In addition to the supporting documentation required for reimbursement requests, Water/Sewer Infrastructure and Broadband Infrastructure grantees must upload proof of payment to each contractor or vendor for the previous reimbursement request. Failure to

provide proof of payment to the contractor or vendor will result in a delay of processing payment requests until proof of payment for the reimbursement is delivered and approved.

Note: Subrecipients will be required to provide evidence of proper procurement of each contractor (even if the work was performed before March 3, 2021) pursuant to the requirements of 2 C.F.R. § 200, which states in 200.318 (i):

“The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.”

13. How do I track my request?

To check the status of your payment request in the portal, go to “My Grants” and select the “Payment Requests” tab. The statuses associated with process are as follows:

- **Draft:** Payment request has not been submitted
- **Submitted:** Subrecipient has submitted the payment request
- **Review In Progress:** A reviewer is reviewing your documents
- **Decision in Progress:** The request has been approved by the level 1 reviewer
- **Approved:** The request has been approved by the level 2 reviewer
- **Payment In Progress:** The request is in progress for payment.
- **Payment Complete:** The payment has completed
- **Return for Revision:** OPB has returned the payment request back to the subrecipient for revision.
- **Rejected:** The payment request has been rejected

14. How long do I have to revise a payment request?

Once submitted to OPB, the subrecipient can request a return to revise the request. However, if OPB requires a revision due to insufficient documentation or unallowable expenses, the subrecipient has two weeks to revise and resubmit. After two weeks, the request will be rejected and the subrecipient will need to resubmit the request.

15. How long does the approval process take for payment requests?

The approval process depends on the details included in the supporting documentation attached to the payment request in the portal. For payment requests that are submitted with adequate documentation and justification, OPB does not anticipate the process taking longer than 30 days. Payment requests that do not contain adequate supporting documentation or justification will be returned for revision, causing delays in the payment approval process. Please refer to FAQ 7 under the Payment Request section of this document for further information.

16. When will I receive the payment from my reimbursement request?

Once approved, please allow up to two weeks for the processing of the payment. This time varies from bank account to bank account and can be shorter in some instances. For payments taking longer than two weeks, please ensure that the bank account listed on your vendor management

form is correct. Subrecipients may contact grants@opb.georgia.gov to check the status of payment for requests taking longer than two weeks.

Environmental Review/Historic Preservation

1. Are NEPA requirements applicable to State Fiscal Recovery Funds

No NEPA is not applicable to State Fiscal Recovery Funds.

2. Are State Fiscal Recovery Funds subject to environmental policy requirements?

Yes. [Environmental, Uniform Guidance, and Other Generally Applicable Requirements \(Final Rule\)](#)

Treasury cautions that all projects using SLFRF funds must comply with applicable federal, state, and local law. In the case of capital expenditures in particular, this includes environmental and permitting laws and regulations. Likewise, all capital expenditure projects using the SLFRF funds must be completed in a manner that is technically sound, meaning that it must meet design and construction methods and use materials that are approved, codified, recognized, fall under standard or acceptable levels of practice, or otherwise are determined to be generally acceptable by the design and construction industry. Further, as with all other uses of funds under the SLFRF program, the Uniform Guidance found in 2 C.F.R. § 200 applies to capital expenditures unless stated otherwise. Importantly, this includes 2 C.F.R. § 200 Subpart D on post-federal award requirements, including property standards pertaining to insurance coverage, real property, and equipment; procurement standards; subrecipient monitoring and management; and record retention and access.

3. Does Section 106 of the National Historic Preservation Act (NHPA) apply to projects funded with SLFRF funds? (Updated Treasury FAQ 6.20)

Section 106 of the NHPA does not apply to Treasury's administration of SLFRF funds, including funds expended under the revenue loss, public health and negative economic impacts, and water, sewer, and broadband infrastructure eligible use categories. Projects supported with payments from the funds may still be subject to Section 106 of the NHPA if they involve participation from other federal agencies, including funding from other federal financial assistance programs, or are subject to receipt of approvals from other federal agencies.

Consultation with DCA/Historic Preservation Division is only required if there is additional federal involvement beyond the ARPA SLFRF funding.

4. What are the requirements applicable for environmental review and historic preservation?

The State Environmental Review Process (SERP) under the Environmental Protection Division is applicable to these projects. More information on ARPA State Fiscal Recovery Funds SERP process for water/sewer infrastructure projects can be found [here](#).

It is the responsibility of each Recipient of a broadband infrastructure project award to consult

with the Georgia Environmental Protective Division regarding the environmental impacts of their project, if any. Additional information on this process can be found in a webinar published under the webinars and tutorial section of the [For Grantees website](#).

It is the responsibility of the subrecipient to consult with the appropriate state office with regards to the project's impact, where applicable, and any necessary environmental review. Please note that consultation with the appropriate office needs to be completed prior to beginning any activities for projects that have not begun. Grantees will be required to submit environmental review documentation prior to any payment request submissions. No costs for construction or installation on projects requiring SERP may be submitted prior to submission of the SERP documentation. Projects may only submit for engineering and material costs prior to the SERP documentation.

5. Will I have to submit documentation resulting from the environmental review process or historic preservation process to the Office of Planning and Budget?

Yes, subrecipients must upload all environmental review documentation in the portal when submitting payment requests. The following documents will be required as uploads under the Environmental Review Process category before any payments will be paid to grantees:

- Cost effectiveness analysis, where applicable
- Environmental Information Document, Categorical Exclusion, Notice of No Significant Impact
 - Categorical exclusions are granted by the state for projects that do not individually or cumulatively have a significant environmental effect on the quality of the human environment.
 - Notice of No Significant Impact
 - The entire SERP is outlined on EPD's website [here](#) for the issuance of a CE or NONSI. Please note that while the EIS process has not been included here and is less common than CEs and NONSIs, it remains a possible outcome.
- DCA/Historic Preservation Division's response letter to the project with regard to NHPA Section 106, where applicable (only applicable for projects with participation from other federal agencies where NHPA Section 106 applies)

Reporting

1. What reporting is required?

Grantees must complete the mandatory reporting survey for the following quarters to fulfill the reporting requirements placed upon the State of Georgia by the United States Department of the Treasury. Awardees should prepare these reports after signing the terms and conditions agreement to ensure the information is available for timely reporting by the 15th of each month following each quarter.

Quarter 1: January-March (Due April 15th)
Quarter 2: April-June (Due June 15th)
Quarter 3: July-September (Due October 15th)
Quarter 4: October-December (Due January 15th)

It is the subrecipient's responsibility to submit accurate and timely reports. Subrecipients who coordinate with contractors or subawards for reporting must establish a regular reporting framework to ensure the information is regularly available to the subrecipient for reporting purposes. It is crucial that your account contacts remain up to date to ensure that the reports are sent to the appropriate authorized representative. You may update an authorized user within the organizational profile in Georgia Grants or you may fill out [this form](#). Additionally, we encourage all subrecipients to work with your Information Technology (IT) department to whitelist *@opb.georgia.gov and grantcare_mgr@opb.georgia.gov email addresses. Please note, emails may come from our third-party auditor as well.

2. If my Point of contact (POC) on the Grant Care portal is outdated and the new primary role has no access to the quarterly reporting form, how do I request a recovery email?

The primary POC listed on your award will also be your reporting contact. Because the two web-based platforms used for grant management and reporting are completely separate, we request that grantees keep their portal accounts up to date with Primary Point of Contact information. Please note that once those updates are made in the portal, they are not automatically and instantly updated in the Apply platform. Those changes are made by OPB staff members so if you have any updates to contacts and have not changed your reporting contact, you may email it to grants@opb.Georgia.gov.

If this contact is no longer valid or you wish to change this, there are two ways for you to update this:

- Users with a GeorgiaGrants portal account can modify users within the portal. Please see page 30 of the portal guide for detailed instructions.
- If your organization needs to designate an authorized user and you do not have an existing user in the system, you can complete our Authorized User Designation Form located on our For Grantees website.

3. Are there any extensions offered on filling out the survey?

Failure to complete the required survey by the deadline will result in your account being placed in "non-compliance" status and will interrupt service to your account. During a period of non-compliance, you will be unable to receive reimbursements for any pending or future payment requests until the survey is complete. Once the survey is complete, access to the Grants Portal will be restored. However, OPB will note each time your organization is placed in

“non-compliance” status, and repeated failure to comply with this requirement may result in further enforcement actions for non-compliance by OPB.

4. **Where can I find technical assistance or training on quarterly reporting?**

Grantees can email grants@opb.georgia.gov to schedule technical assistance at any time.

Additionally, training webinars for quarterly reporting can be found [here](#).

Miscellaneous

1. **What is the identifying number for SEFA purposes?**

The federal award number will be used to identify the grant. For State Fiscal Recovery Funds, this number is SLT-1189.

2. **What is the CFDA for State Fiscal Recovery Funds?**

21.027

3. **I have received a notification that I was awarded. What happens next?**

OPB’s post-award process is outlined on the *For Grantees* webpage. This process includes but is not limited to the following steps:

- Sign terms and conditions grant agreement.
- Register as a vendor with the state or validate existing bank account if already registered
Please note that your vendor forms must be processed, and a number and location returned to OPB after submitting them. This process takes approximately 4-6 weeks.
- All awards made under a competitive application process must submit a final budget for approval. Other award budgets or project proposals vary per program

Awardees can find out more about the post award process by visiting the [For Grantees website](#).

4. **How long do grantees have to use their awarded funds?**

While under the SLFRF program, recipients (the state of Georgia) must obligate all funds by December 31, 2024, and expend funds by December 31, 2026, (subawards made), the project period for your specific award will be outlined in your terms and conditions agreement. Each project period will vary per grant program. Please check your terms and conditions agreement for the program dates or contact our office at grants@opb.georgia.gov.

5. **What is the timeframe for award acceptance for State Fiscal Recovery Funds?**

All grantees will have 60 days to sign the terms and conditions grant agreement for their award. After 60 days, the agreement expires. All awards that require a final budget submission should submit the budget to OPB for approval within 90 days of signing terms and conditions. .

6. **How do I ensure that the terms and conditions agreement for my award is sent to the correct point of contact?**

An agreement outlining the terms of your award called the Terms and Conditions will be sent to the authorized official designated by your organization or listed on your application in the weeks following the award announcement. The terms and conditions email will come from adobesign@adobesign.com. Please do not forward this email as it will not capture the signature correctly. To delegate the terms and conditions to the appropriate user, please refer to our video on how to delegate the agreement [here](#).

Please note that this email tends to get caught in spam filters so please search your inbox for the echo sign email address and reach out to us at grants@opb.georgia.gov if you have any questions on receiving the terms and conditions agreement.

7. My award is not showing up in the portal.

If your award is not showing up in the portal, please ensure you have signed the terms and conditions, have registered as a vendor with the State, and have submitted an approved final budget. Our post-award steps can be on our [For Grantees website](#).

8. How do I update the point of contact for my award?

Users with a GeorgiaGrants portal account can modify users within the portal. Please see page 30 of the [portal guide](#) for detailed instructions.

If your Organization needs to designate an authorized user and you do not have an existing user in the system, you can complete our Authorized User Designation Form located on our [For Grantees website](#).

9. Are match funds subject to the restrictions of the Interim Final Rule or Final Rule?

Match funding is subject to whatever separate terms it was received under and is not subject to the restrictions of either the Interim Final Rule or the Final Rule.

10. Can a subrecipient request a waiver to the pass-through entity, the Office of Planning and Budget, for 2 C.F.R. § 200 Subpart D, Competitive Procurement?

Under the assistance listing for Coronavirus State and Fiscal Recovery Funds, Treasury has excluded 2 C.F.R. § 200.320(c)(4) (noncompetitive procurement) that would otherwise allow the federal awarding agency or pass-through entity to authorize a noncompetitive procurement in response to a written request from the non-Federal entity.

“For 2 C.F.R. § 200, Subpart D, the following provisions do not apply to the SLFRF program: C.F.R. § 200.305 (b)(8) and (9) (Federal Payment); 2 C.F.R. § 200.308 (revision of budget or program plan); 2 C.F.R. § 200.309 (modifications to period of performance); and **2 C.F.R. § 200.320(c)(4) (noncompetitive procurement)**”

11. Does the Davis Bacon Prevailing Wage requirement apply to projects funded with State Fiscal Recovery Funds?

The U.S. Department of the Treasury includes the following Davis Bacon Act and labor related requirements in its Compliance and Reporting Guidance to non-Federal entities. The information below is an extraction only. The full Compliance and Reporting Guidance can be found here: [SLFRF-Compliance-and-Reporting-Guidance](#). Please note that Davis Bacon requirements for other ARPA programs such as Capital Projects Funds differ with regard to the thresholds. ***Please consult your award requirements for projects outside of State Fiscal Recovery Funds for specific program requirements.***

“For projects over \$10 million (based on expected total cost): A recipient may provide a certification that, for the relevant project, all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of Chapter 31 of Title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing- wage-in-construction law (commonly known as “baby Davis- Bacon Acts”). If such certification is not provided, a recipient must provide a project employment and local impact report detailing:

- The number of employees of contractors and sub-contractors working on the project;
- The number of employees on the project hired directly and hired through a third party;
- The wages and benefits of workers on the project by classification; and
- Whether those wages are at rates less than those prevailing. Recipients must maintain sufficient records to substantiate this information upon request.”

To this end, subrecipients have two options for the quarterly reporting to comply with this requirement:

- Certify compliance with Davis Bacon and implement processes and controls to collect required payroll records and contractor / subcontractor certifications during the project; or
- Provide a Project Employment and Local Impact Report.

ⁱ Modified reimbursement method is applicable only to water/sewer and broadband infrastructure projects. All other awards will be reimbursement based.

Application: 0000000278

Sara Kaminski - skaminski@negrc.org

Improving Neighborhood Outcomes in Disproportionally Impacted Communities

Summary

ID: 0000000278

Last submitted: Nov 18 2022 05:00 PM (EST)

Application

Completed - Nov 18 2022

Application

Organization Information

Organization Information

Organization Name:

City of Oxford

Address:

Street:	110 West Clark Street
City:	Oxford
State:	Georgia
Zip Code:	30054
County	Newton County

Organization Website:

<https://www.oxfordgeorgia.org/>

Application Contact Person:

Full Name:	Bill Andrew
Title:	City Manager
Email:	bandrew@oxfordgeorgia.org
Phone:	770-786-7004

Organization Authorized Representative:

(person with authority to execute grant agreement)

Same as above	
Full Name:	David Eady
Title:	Mayor
Email:	dseady@oxfordgeorgia.org
Phone:	770-786-7004

Organization's SAMS Number/ Unique Entity Identifier (UEI):

UAJKJ2HXJAV6

SAM.gov expiration date:

Jun 29 2023

Please enter the Tax Identification Number (TIN)/ Employer Identification Number (EIN)

586003077

How many years has the organization conducted the program for which it is requesting funding?

0

What percentage of the organization's budget is grant funded?

60

Project Information

Project Information

Which project type best describes your project?

Development of or improvements/maintenance to parks or recreational facilities in Qualified Census Tracts in Georgia.

Zip Code Location of project performance

Enter zip code of primary project location

30054

What is the QCT of the proposed project area?

Applicants must use the [Georgia QCT Tract Dashboard here](#) to verify that the project proposed resides within a QCT in the state. Applications received that are not within a QCT will not be eligible for review.

QCT Verification Steps

1. Go to the [QCT Dashboard](#)
2. Select County Name, hit apply
3. Select Zip Code, hit apply
4. Zoom in to view the QCT by street level to see if the proposed address falls within the QCT
5. Click Home to reset your map view if you want to start over

1004

Zip codes for the target neighborhood/project boundaries, population of the target area.
Please separate each zip code with a comma.

30054

Dollar amount of ARPA grant funds requested

\$ 2000000

Is this project new or a continuation of an existing project?

New project

How many program staff persons are dedicated to this project?

0

Does the organization have administrative staff (ie. Accountants, Executive Director, Grant Administration) dedicated to this grant?

Yes

Has the organization secured funding for administrative staff for this project?

Yes

How does your organization intend to sustain this program/project after initial grant funds expire?

The City of Oxford will bear responsibility for sustaining, maintaining, and management of current and future trails within city limits. Maintenance and management of City Trails will fall upon multiple city departments.

Proposal Narrative

Proposal Narrative

Proposal Title:

Please input the title of your project

Soule Street Multi-Use Trail

Project Start Date:

Feb 1 2023

Anticipated Completion Date: (Please note that projects that will extend beyond the program deadline will not be considered for funding)

May 31 2026

Proposal Summary

A proposal summary (no more than 400 words) summarizing the proposed project including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries. This summary should be written in the third person and will be made publicly available on the OPB website if the project is awarded.

The Soule Street Multi-Use Trail project will be a 10-foot-wide trail in Oxford, Georgia that will span approximately 4,670 ft along the southside of Soule Street from Hull Street to Oxford city limits at Dried Indian Creek. This proposed trail will become an additional component of the City of Oxford's growing trail network to encourage passive recreation in the city and providing safe and accessible non-motorized transportation options. The Soule Street Multi-use Trail will connect the existing Turkey Creek Trail located in the western portion of the city to the planned East Oxford Trail along Dried Indian Creek. It will also provide a connection to existing and planned sidewalks and bike lanes, and in the future, it will connect to facilities including the Palmer Stone Elementary School and a future park in east Oxford.

The trail will not only provide a recreational facility for people in a disadvantaged neighborhood but will also improve connectivity between west and east Oxford. The multi-use trail will accommodate pedestrian, bicycle, and other forms of non-motorized traffic and will serve as a needed means of alternative transportation for the local community. The trail will also improve the connection between the local community to existing and planned recreational facilities. The trail will eventually connect to the Covington Family YMCA Outdoor Center and the Flint Hill Elementary School City of Oxford via a northward extension of the East Oxford Trail along Dried Indian Creek. The proposed trail will also connect to other trails in Newton County, including the Cricket Frog Trail and the Yellow River Trail System.

The Georgia Department of Transportation's (GDOT) 2016 Economic Impact Study on the Firefly Trail, another trail system in Northeast Georgia, projected that the Firefly Trail will generate \$1.33 in economic benefits and \$3 in health benefits per \$1 spent on construction. If similar results are achieved, the Soule Street Trail will generate \$14.36 M in annual benefits, including \$4.41 in economic benefits and \$9.95 M in health benefits for the local community.

Description of the Issue

All Categories:

- Describe the type of proposed neighborhood feature to promote improved health and safety outcomes.
- Describe and quantify the types of resources and features of or on the property
- Describe the current uses (if any) or disposition of the property to be acquired or developed, if uses will need to be discontinued, or the site rehabilitated. If there are any existing non-outdoor recreation or other non-public uses that are intended to continue on the property on an interim or permanent basis and/or proposed in the future, these should be explained.
- Describe constraints of the property (e.g., existing development; easements, rights-of-way, above ground/underground utilities; etc.).
- Applicants requesting funds for increased repair or maintenance needs to respond to significantly greater use of public facilities during the pandemic must describe the significant increase in use of the facility to be repaired or maintained with requested funds.

The proposed multi-use trail will promote improved health and safety for non-motorized transportation by providing a safe, off-street path. The site area consists of residential areas as well as the Palmer Stone Elementary School, which is located adjacent to Highway 81. Currently, the site does not include sidewalks in most areas, making it necessary for pedestrians or bicyclists to use the side of the road. The only existing sidewalks in the area are along Highway 81, which is a busy state highway corridor that, on average, has over 10,000 vehicle trips per day.

The trail will be built on the south side of Soule Street within the right of way, and there will be no need for property acquisition to complete the project. The city will need to coordinate with Palmer Stone Elementary School as one of the parking lots goes right up to the road and will need to be modified or removed. The trail will also go over two creeks, Turkey Creek, and Dried Indian Creek, which have culverts that will either need to be replaced or upgraded to accommodate the trail. Stormwater drainage will also need to be addressed.

Description of the Issue

Development Only:

Describe the planned physical improvements and/or facilities, and the reason(s) such development is needed. Explain whether the work involves new development or rehabilitation or replacement of existing recreation facilities.

The trail will be a new development. It will be a 10-foot-wide multi-use trail spanning 4,670 feet from Hull Street to Oxford city limits at Dried Indian Creek on the south side of Soule Street. The city has seen an increased use of outdoor facilities due to COVID that have continued. Additionally, the Georgia Office of Planning and Budgeting projects that Newton County's population will grow 34% by 2040. These changes necessitate an expansion of the city's trail network to ensure safe pedestrian and bicycle travel and to improve connectivity to existing and planned recreation facilities.

Description of the Issue

Combination Projects:

If your project does not propose acquisition, please enter "N/A" in the box below and continue to the next section.

Development:

- Describe the planned physical improvements and/or facilities, and the reason(s) such development is needed. Explain whether the work involves new development or rehabilitation or replacement of existing recreation facilities.

Acquisition:

- Provide a description of the property (including the current ownership) and an explanation of the need for its acquisition.
- State whether the acquisition would create a new public park/recreation area or if it will expand an existing site, and if so, by how much.
- Describe the plans for developing the property for recreation purposes after acquisition and the timeframe for the start and completion of development and when it will be open for public use.
- Describe the status of the acquisition, including negotiations with the landowner and development of due diligence materials such as title work and appraisal.

N/A

Project Design and Implementation

Provide a description of the proposed activities and how the activities will engage with the community and any community partners that will be involved, if applicable. Applicants should identify the program objectives and ensure each objective is measurable and identify strategies to achieve the objectives. Applicant must describe how the organization will ensure project completion by October 31, 2026,

Additionally, applicants must include a comprehensive timeline (as an attachment in the supporting documentation section) that identifies milestones, the funding source for each milestone, numerically lists deliverables, and indicates who is responsible for each activity.

The proposed project will include the construction of 4,670 linear feet of a 10-foot-wide multiuse trail to accommodate non-motorized modes of traffic. The primary trail usage will include walking and bicycling but also includes activities such as skateboarding or roller skating. With the placement of the trail, it will connect west and east Oxford, improving the connectivity of the city and the local community.

The trail project will kick-off in February of 2023. The planning and engineering period will be from March 2023 to March 2024. Bidding for the project will be in March 2024. Then Construction will be from April 2024 to May 2026.

Capabilities and Competencies

Applicants should demonstrate their capabilities to implement the project and the competencies of the staff assigned to the project to include the financial management of funding. The applicant should detail the level of support for the project, as well as the expertise of the individual(s) who will be responsible for managing the project. Applicants should also demonstrate their experiencing managing projects with federal funding.

Bill Andrew is the City Manager for Oxford and has experience with Federal Grants:

As City Manager of Oxford, GA:

- Managing the award and expenditure of a \$900,000 Congressional Earmark for a transportation project.
- Managing the award and expenditure of a \$750,000 Community Development Block Grant for the installation of a water main.

As Resources Development Manager for Hall County, Georgia:

- Developed Hall County Housing Team to work with Georgia Initiative for Community Housing
- Created successful \$627,000 Transportation Enhancement Grant Application
- Instrumental in SAFETELU funding with \$19.4M in High Priority Project funds for Hall County
- Generated the designation of Hall County's first Urban Redevelopment Area, lead to acquisition of \$800,000 in CDBG funds combined with \$300,000 in County funds for neighborhood revitalization

As Grants Manager for Hall County, Georgia:

- Directed acquisition of a \$500,000 Award-Winning EPA Wetlands Protection Development Grant
- Over four years managed the acquisition and expenditure of \$900,000+/- CHIP funds for down-payment assistance, credit counseling, and home repairs for low- income citizens in Hall County
- Wrote the Phase I application for \$17 million sewer funds and completed the application for \$3 million in water funds from the Georgia Environmental Facilities Authority

Plan for Collecting the Data Required

Applicants should describe the process for measuring project performance, identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program. Successful applicants will demonstrate understanding of [performance data to be collected and reported](#).

For each project goal, applicants should identify the criteria that will determine how and if the objectives have been successfully met and one or more specific measurable outcome(s) and the data sources that will be used to determine whether the outcome was accomplished.

As this is a new development project for a trail, performance data does not seem applicable in this situation. However, if data is required traffic counters provided by the City of Oxford's Police Department will be used to monitor traffic on the trail. These number can be reported on a quarterly or annually basis. These numbers can quantify the utilization of the trail.

Budget

Applicants should submit a budget that is complete, reasonable, cost effective, and is an allowable use of the funding under the chosen category.

The budget must be based on quoted estimates and calculations, not rounded guestimates. (All budget totals will require validation based on the calculation provided in the uploaded version so please ensure that you retain the documentation for the basis of all calculations in the requested budget.

Budget Category	Amount
1. Personnel	\$X
2. Fringe	\$X
3. Travel	\$X
4. Equipment	\$X
5. Supplies	\$X
6. Contracts/Consultants/Subawards	\$X
7. Other	\$X
Total	\$X

Note: The application will also require a detailed budget breakdown using our detailed budget worksheet. Please download the detailed budget worksheet [here](https://opb.georgia.gov/document/document/budget-worksheet/download) and upload in the document section of the application. Instructions for the detailed budget worksheet can be found [here](https://opb.georgia.gov/document/document/budget-worksheet/download):

Please complete each budget line item below, where applicable.

Personnel

0

Fringe

0

Travel

0

Equipment

0

Supplies

0

Contracts/Consultants/Subawards

3315397.90

Other

0

Budget Total

3315397.9

Budget Narrative A

A Budget narrative that explains the estimated costs by line item or category in the budget. Budget narratives should explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. Budget narratives must explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. If your proposal contains multiple projects or sub-awards, you can provide a breakdown per project as well in your budget narrative. Budget narratives must respond to the following: Provide a description of the position, equipment, supply, travel, etc. requested on each line and how it is related to carrying out the objectives and goals of the project. Your narrative must provide granular detail on what the proposal will fund and how it aligns to your project. (Minimum 250 words, Maximum 500 words)

Funding for this project will only include the Contracts/Consultants/Subawards category. Due to the large number of budget line items, the budget was split into subcategories for the Budget Narrative to stay within the 500 maximum word limit.

Clearing & Grading: \$300,000.00 The cost to grade the southside of Soule Street to prepare the site for the construction of the multi-use trail. Areas of the site have varying elevations and slopes that requires grading before the trail can be paved for the trail to be ADA compliant.

Demolition: \$170,025.00 This includes the removal of vegetation, existing pavement, guardrails, and other elements that would impede the construction of the trail. As the trail is next to a road there are several driveways that would need to be removed and later repaved with curb cuts for the trail.

Erosion Control Items: \$71,642.00 This includes the cost of items that would need to control erosion and runoff during construction. The cost includes water quality monitoring, sampling, and inspections.

Aggregate, Concrete, & Asphalt Items: \$423,750.00 This includes the cost of material needed to build the physical trail. This includes the cost to rebuild the areas in which driveways are to be removed and replaced with curb cuts.

Retaining Wall Items: \$552,250.00 The retaining wall will be needed to maintain soil erosion and runoff after construction.

Storm Drainage Items: \$151,250.00 The trail will go over existing culverts, so storm drainage items are required to ensure proper drainage. This is to safeguard the road, trail, or nearby homes and driveways against flash flooding or standing water after the construction of the trail.

Signing & Marking Items: \$26,982.00 Proper signage is required for the trail. This also includes signage and markings that will need to be replaced at the nearby school as the parking lot will need to be

modified to accommodate the trail.

Landscape Items: \$254,799.44 The cost for trees, shrubs, groundcover, stream restoration, and other landscaping elements. This is needed to improve erosion and runoff control. Trees and other landscaping will be used to separate users from the road and to improve privacy for the homes next to the trail.

Site Furnishings: \$50,500.00 These include items that enhance the recreational function of the multi-use trail. This includes benches, bike racks, bollards, and waste receptacles.

Relocation, Reset and Adjust Items (\$145,300.00 Several items on the site will need to be relocated, reset, or adjusted to accommodate the trail. This includes pedestrian signals, fences, and utility poles.

Miscellaneous Items: \$1,169,149.47 This includes items that are required for construction but are not strictly part of construction. This includes soft costs including geotechnical report, material testing, traffic control, construction, mobilizations, engineering, permitting, and fees.

Budget Narrative B

In addition to the narrative response to your budget categories for personnel, fringe, travel, equipment, supplies, contracts/consultants/subawards, and other, please provide costs and a narrative breakdown for the categories below in the order below, where applicable.

Land and Structures: \$X, detailed explanation of the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted

Architectural and Engineering Fees: \$X, detailed explanation of the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted

Site Work: \$X, detailed explanation of the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted

Demolition and Removal: \$X, detailed explanation of the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted

Construction: \$X, detailed explanation of the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted

(Minimum 250 words, Maximum 500 words)

Land and Structures: \$1,008,549.44

This includes the cost for landscaping, site furnishings, retaining walls, and stormwater drainage. The

landscaping elements are used for erosion and runoff control, along with creating a buffer between the road and private property. The site furnishings are for the recreational function of the multi-use trail. The retaining walls and stormwater drainage ensure the trail and surround areas will not be prone to flooding.

Architectural and Engineering Fees: \$342,899.78

This includes the various cost and fees for engineering.

Site Work: \$371,642.00

The cost to grade the southside of Soule Street to prepare the site for the construction of the multi-use trail. Areas of the site have varying elevations and slopes that requires grading before the trail can be paved for the trail to be ADA compliant. It also includes the cost of erosion control items, during construction.

Demolition and Removal: \$170,025.00

This includes the removal of vegetation, existing pavement, guardrails, and other elements that would impede the construction of the trail. As the trail is next to a road there are several driveways that would need to be removed and later repaved with curb cuts for the trail.

Construction: \$1,422,281.69

Construction cost includes the cost of the building the trail, signage and markings, and the removing, reposting, and adjusting of utility posts and other elements. It includes everything that will need to be added for the trail to be functional at the site. Along with fees and estimates that are required for construction such as permitting and right-of-way/easements.

Match Funds

Applicants plan for leveraging funds, if any, from other sources to maximize impact. Please include details regarding the total project costs if match is a part of the proposal, the amount of match, and how match funds will be used and a breakdown of grant funds to be used versus total project costs. ***If no match is provided, please enter \$0.***

Example:

OPB Grant Request: \$2,000,000

Local Match: \$1,000,000

Total Project Costs: \$3,000,000

Explanation: Local match will be made up of \$1,000,000 funds from the city's general fund.

OPB Grant Request: \$2,000,000

Local Match: \$1,315,397.90

Total Project Cost: \$3,315,397.90

Explanation: Local match will be made up of \$1,315,397.90 funds from the city's general fund.

Signature

General expectations include but are not limited to understanding and following the rules and regulations outlined for CSFRF in:

- [Department of US Treasury Final Rule;](#)
- Department of US Treasury Final Rule FAQs;
- [Policy Requirements including 2CFR 200 ;](#)
- OPB’s Program, Reporting, and Compliance Requirements as well as the Terms & Conditions Agreement for the respective grant award; and
- The grantee’s own organizational policies and procedures.

Additionally, as a grantee, you are required to:

- Fulfill the project expectations of your award;
- Ensure financial and performance benchmarks are met; and
- Strictly adhere to your project's objective, budget, and timeline.

By submitting this application, I understand that I am submitting a proposal for a grant that is structured as a reimbursement method of payment. Additionally, I attest that I understand the responsibility to comply with applicable state, local, and federal policy requirements including 2 CFR 200 subpart D competitive procurement requirements.

Please click below to sign.

Beetle

Tool for Assessing Risk

Completed - Nov 18 2022

Please download, complete, and upload the tool for assessing risk found [here](https://opb.georgia.gov/document/document/tool-assessing-risk/download).
(<https://opb.georgia.gov/document/document/tool-assessing-risk/download>)

Please ensure that you upload a completed version.

[RSM ARPA Subrecipient Questionnaire](#)

Filename: RSM_ARPA_Subrecipient_Questionnaire_0XZoLxi.pdf **Size:** 222.0 kB

SAM.gov/UEI

Completed - Nov 18 2022

Please upload a screenshot (or pdf file using print to pdf) of your SAM.gov registration with UEI. All applicants are required to be registered in [SAM.gov](#) at the time of application.

Registered Organizations

If your organization is currently registered in SAM.gov with either an active or inactive registration, you have already been assigned a UEI. Your UEI is viewable on your entity's registration record in [SAM.gov](#). To learn how to view your UEI, see this guide: [How can I view my Unique Entity ID?](#)

Create a New Registration

If you are not registered in [SAM.gov](#), create a new registration by clicking on the "Get Started" link under the "Register Your Entity..." heading in SAM.gov. Grantees, and other entities wanting to do business with the Office of Planning and Budget (e.g., entities applying for a grant or receiving an award), that are not already registered in SAM.gov must complete the "Register Entity" registration option and NOT the "Get a Unique Entity ID" option. The "Get a Unique Entity ID" option, which is not a full registration, is only available to entities for reporting purposes. **Failing to complete the "Register Entity" option may result in an incomplete grant application, loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award.**

[SAMRegistration](#)

Filename: SAMRegistration.EntityInformation-_bTanU8I.pdf **Size:** 70.8 kB

Budget Detail Worksheet

Completed - Nov 18 2022

Applicants must download the Detailed Budget Worksheet template here: <https://opb.georgia.gov/document/document/budget-worksheet/download> and upload the completed worksheet before submitting the application

Instructions for the template can be found here:

<https://opb.georgia.gov/document/document/budget-worksheet-example-infrastructure-or-capital-projects/download>.

[Budget](#)

Filename: Budget_lItIW6m.xlsx **Size:** 37.2 kB

Financials

Completed - Nov 18 2022

Please upload your most recent External Audit or Financial Report (ACFR, audit opinion, and management letter)

[City of Oxford, Georgia 2021 GAS Report](#)

Filename: City_of_Oxford_Georgia_2021_GAS_Report.pdf **Size:** 320.2 kB

[City of Oxford, Georgia 2021 Annual Financial Report](#)

Filename: City_of_Oxford_Georgia_2021_Annual_NdvC4BH.pdf **Size:** 907.6 kB

Project Timeline

Completed - Nov 18 2022

Please upload a comprehensive timeline that identifies milestones, the funding source for each milestone, numerically lists deliverables, and indicates who is responsible for each activity.

[Project Schedule](#)

Filename: Project_Schedule_eWQDOJu.pdf **Size:** 47.0 kB

Letters of Support

Completed - Nov 18 2022

Letters of support must be submitted at the time of your application. Letters received by mail, email, or any other method other than as an upload to your application will not be accepted or reviewed.

[McQuaide Support Letter](#)

Filename: McQuaide_Support_Letter.pdf **Size:** 36.3 kB

[J](#)

Filename: J.Windham_Support.Ltr.pdf **Size:** 37.8 kB

[Letter of support_Hage](#)

Filename: Letter_of_support_Hage.pdf **Size:** 39.0 kB

[Emory](#)

Filename: Emory.Support.Ltr111522.pdf **Size:** 173.9 kB

[Ox](#)

Filename: Ox.PD_Support.Ltr.pdf **Size:** 189.1 kB

[Newton Trails Support Ltr](#)

Filename: Newton_Trails_Support_Ltr.pdf **Size:** 65.7 kB

Project Images and Photos

Completed - Nov 18 2022

Photos should show current site conditions, immediate needs, surrounding environment, and planned areas of work.

Oxford INODIC2022 Photos

Filename: Oxford_INODIC2022_Photos.pdf **Size:** 52.0 MB

Plan or Sketch of the Site Features and Improvements

Completed - Nov 18 2022

Please upload plans or sketch of site features and improvements Identifying the location of planned recreational improvements or other features such as where the public will access the site, parking, etc. This may include a plan layout or design from a qualified architectural or design professional.

SOULE ST TRAIL ENLARGEMENT MAP 11x17



Filename: SOULE ST_TRAIL ENLARGEMENT_MAP_11x17.jpg **Size:** 3.2 MB

Recreation Area Map

Completed - Nov 18 2022

Please upload a map showing the location of the project and the surrounding vicinity within the QCT.

2022 11 18-SOULE ST TRAIL Location Map 8

Filename: 2022_11_18-SOULE ST_TRAIL Location_grIpS00.pdf **Size:** 1.1 MB

Names of the qualified firms

Completed - Nov 18 2022

Please upload a word document or pdf with the names of the qualified firms the applicant intends to use, has used in the past, or has partnered together on for the project (General Contractors, maintenance contractors, fixture and equipment suppliers or firms, design and engineering firms, etc.)

If you have not bid any engineering or any phase of the project, please indicate as such and provide information on the factors that you will consider for evaluations of proposals under [2 CFR 200 competitive procurement guidelines](#).

Names of Qualifed firms

Filename: Names of Qualifed firms.docx **Size:** 15.4 kB

Consolidated Application PDF- OPB OFFICIAL USE ONLY

Incomplete

This section is for official OPB use only. Applicants should proceed without action here.



TOOL FOR ASSESSING PROJECT RISK
AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

Applicability: This tool is applicable to assessing risk of proposed American Rescue Plan Act (ARPA) projects granted by the State of Georgia Governor's Office of Planning and Budget.

Organization Name:	City of Oxford		
Amount of Requested Funding:	\$2,000,000.00		
Organization Primary Contact Information (Name, email, phone)	Bill Andrew, City Manager - bandrew@oxfordgeorgia.org - (770) 786-7004		
Date:	November 17, 2022	Monitor: <small>FOR STATE USE</small>	

QUESTION	RESPONSE
<p>1. Has the organization been subjected to an audit of its financial statements in the past 3 years?</p> <p>If so, please attach your latest Annual Comprehensive Financial Report (ACFR), and a copy of the Certified Public Accountant's audit opinion. If management letter comments were issued, please attach the management letter, and / or describe the current status of observations and findings included therein.</p>	No.
<p>2. Has the organization been subjected to audits or monitoring by any agencies, departments, or divisions of the Federal government in the past 3 years. If so, please provide the following information:</p> <ul style="list-style-type: none"> Name of the Federal agency, department, or division General description of how the funds were used Summary or report of findings or observations identified by Federal monitors / auditors 	No.
<p>3. Has the organization been subjected to a Single Audit of its federally funded activity in the past 3 years? If so, please provide the following information:</p> <ul style="list-style-type: none"> What time period was covered by the latest audit? Who was the auditor? Where management letter comments issued? If so, please attach the management letter, and / or describe the observations and findings included therein Were any questioned costs identified? If so, please describe. 	No.
<p>4. If this project is being funded by multiple sources, in addition to the Governor's Office of Planning and Budget's ARPA award, please provide the funding sources and amounts.</p>	\$1,315,397.90 the Oxford Capital Improvement Fund
<p>5. Does the organization have documented policies and procedures related to procurement of contractors and payment of expenditures? If so, please provide a copy, or link thereto. Have these policies and procedures been mapped by the subrecipient to conform to 2 CFR 200 guidance?</p>	Please see attached Oxford Purchasing Policy. Any lack of conformity with 2 CFR 200 will be ameliorated before receipt of funds.

<p>6. Please use the following options to describe the organization's processing environment for the <u>procurement</u> of contractors to be paid for with ARPA funds:</p> <ul style="list-style-type: none"> • Manual – process is managed largely with paper forms, paper proposal submissions, and through handwritten evaluations and approvals • Electronic – use of electronic solicitation and procurement systems and/or websites, including application-based workflow approval of contracts and purchase orders • Partially Electronic – a combination of the above, i.e., paper proposals and/or approvals with electronic document retention, etc. Please describe. 	Manual
<p>7. Please identify key technology applications that are used in the procurement of contractors to be paid with ARPA funds. (Advertisement, document control, proposal submission, etc.)</p>	Georgia Procurement Registry.
<p>8. Have procurement activities already occurred for contractors that the organization intends to pay with ARPA funds? If so, please provide a listing of all commitments made to date, including the contractor's name, date, and contract / PO value.</p>	No.
<p>9. Please use the following options to describe the organization's processing environment for the <u>payment</u> of contractors with ARPA funds:</p> <ul style="list-style-type: none"> • Manual - paper invoices, emailed invoices, and handwritten reviews and approvals • Electronic – web-based contractor requests for payment, use of electronic workflow approval for payments • Partially Electronic – a combination of the above, please describe 	Manual
<p>10. Please identify the primary technology applications used in the payment of contractors with ARPA funds.</p>	Harris/CSI Accounting Plus
<p>11. Have payments already been made to contractors that the subrecipient intends to reimburse through ARPA funds? If so, please provide a listing of all payments made to date, including the contractor's name, date, and payment amount.</p>	No.
<p>12. Has the organization identified any incidents of fraud, and / or litigation activity specifically related to the project being funded by ARPA? If so, please describe.</p>	No.



CITY OF OXFORD

Unique Entity ID UAJKJ2HXJAV6	CAGE / NCAGE 5EQJ3	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Jun 29, 2023	
Physical Address 110 W Clark ST Oxford, Georgia 30054-2274 United States	Mailing Address 110 W Clark ST Oxford, Georgia 30054 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Georgia 04	State / Country of Incorporation (blank) / (blank)	URL https://www.oxfordgeorgia.org/

Registration Dates

Activation Date Jul 8, 2022	Submission Date Jun 29, 2022	Initial Registration Date Apr 16, 2009
---------------------------------------	--	--

Entity Dates

Entity Start Date Jan 1, 1839	Fiscal Year End Close Date Jun 30
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure U.S. Government Entity	Entity Type US Local Government	Organization Factors (blank)
Profit Structure (blank)		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Government Types**U.S. Local Government****Municipality****City****Financial Information**

Accepts Credit Card Payments

No

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

5EQJ3**Points of Contact****Electronic Business****MARCIA BROOKS, CITY CLERK/TREASURER****110 West Clark Street
Oxford, Georgia 30054
United States**

BILL ANDREW, CITY MANAGER

110 West Clark Street
Oxford, Georgia 30054
United States**Government Business****MARCIA BROOKS, CITY CLERK/TREASURER****110 West Clark Street
Oxford, Georgia 30054
United States**

BILL ANDREW, CITY MANAGER

110 West Clark Street
Oxford, Georgia 30054
United States**Past Performance****MARCIA BROOKS, CITY CLERK/TREASURER****110 West Clark Street
Oxford, Georgia 30054
United States**

BILL ANDREW, CITY MANAGER

110 West Clark Street
Oxford, Georgia 30054
United States**Service Classifications****NAICS Codes**

Primary

NAICS Codes

NAICS Title

Disaster Response

This entity does not appear in the disaster response registry.

[illegible]

November 16, 2022

Bill Andrew
City Manager
City of Oxford
Oxford, GA 30054

Dear Mr. Andrew:

I am writing in strong support of the efforts by the City of Oxford to secure an Improving Neighborhood Outcomes in Disproportionally Impacted Communities grant. Have the funds provided by this grant would make it possible for the city to better serve underprivileged populations of Oxford.

The advantages of the grant would allow for greater access to walking paths, parks, recreational facilities, and access to local, sustainably produced healthy food for families. The advantages of access to such resources are well documented and has been an essential part of the literature in the field of public health. Oxford has a population that is in the aggregate less financially affluent than the population of the surrounding Newton County. Greater access to parks, recreational facilities, and health supporting food will make a material difference in the quality, and to some extent, the quantity of life of Oxford residents. The relevant scholarship reliably demonstrates the benefits to both physical and mental health of these types of resources.

For the reasons discussed above, I wholeheartedly endorse Oxford's application for an Improving Neighborhood Outcomes in Disproportionally Impacted Communities grant.

With every best wish,

Michael McQuaide
1026 Emory Street
Oxford, GA 30054

From: [James Windham](#)
Sent: Monday, November 14, 2022 3:44 PM
To: [David Eady](#)
Cc: [Bill Andrew](#)
Subject: Councilman Windham Ltr

Mayor David S. Eady
Oxford City Hall
110 W. Clark Street
Oxford, GA 30054

Mayor Eady;

We support the city of Oxford's grant application for Soule Street. We believe the proposed sidewalk/trail on Soule will provide safer access to the current trail and the planned trail not only by the general public but also by an under served section of our community. It will also provide safe access by the public school on Soule which should promote educational use of both the trail and the restored wetland on the east side of the city.

Good connection of trail systems will increase the use of the trails for recreational use and general destination walking and biking as the connectivity to other trails in the county and the region are planned and completed.

Good trails and sidewalks create a stronger sense of community as users see and interact with fellow users.

Best Regards

Jim and Penny Windham

November 15, 2022

Mayor David S. Eady
Oxford City Hall
110 W. Clark Street
Oxford, GA 30054

Dear Mayor Eady,

As chair of Oxford's Sustainability Committee, I am writing to express our enthusiastic support for the City of Oxford's application for an Improving Neighborhood Outcomes in Disproportionately Impacted Communities Program grant to build a 10-foot multi-use trail on Soule Street.

The goal of Oxford's Sustainability Committee is "to help the City of Oxford in becoming a sustainable community that provides for its present environmental, social, and economic needs in an equitable and fair fashion without compromising the ability of future generations to meet their own needs". The building of this trail aligns with all aspects of the committee's mission.

This new trail will significantly improve connectivity within the city and better allow all city residents to connect with existing nearby trail systems. Providing our residents with improved access to greenspaces and recreational facilities is vital to maintaining a healthy, happy, and sustainable community. Additionally, building this section of trail fits in well with the city's overall streets and trails plan, particularly with the developed of the Oxford Greenway along Dried Indian Creek.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Hage", written in a cursive style.

Melissa Hage
Chair of the Oxford's Sustainability Committee



EMORY
OXFORD
COLLEGE

Office of the Dean

Kenneth Carter
Interim Dean
Charles Howard Candler Professor of Psychology

November 15, 2022

Mayor David S. Eady
Oxford City Hall
110 W. Clark Street
Oxford, GA 30054

Dear Mayor Eady,

On behalf of Oxford College of Emory University, I am writing to express our support for the City of Oxford's application for an Improving Neighborhood Outcomes in Disproportionately Impacted Communities Program grant to build a 10-foot multi-use trail on Soule Street, providing connectivity from Hull Street to Dried Indian Creek.

We appreciate the city's commitment to preserve our local natural resources and to provide our community with opportunities to engage in safe, outdoor recreation activities. A safe and vibrant trail network has the potential to be a highly beneficial natural resource for the students, faculty, and staff of the college to include academic initiatives and recreational opportunities, and this project will be a key segment in eventually providing connectivity to the city's existing trail system.

We are pleased to express our support for this project.

Sincerely,

Kenneth Carter
Interim Dean
Oxford College of Emory University



**CITY OF OXFORD
POLICE DEPARTMENT**



**Mark A. Anglin
Chief of Police**

November 16, 2022

Mayor David S. Eady
Oxford City Hall
110 W. Clark Street
Oxford, GA 30054

The park at Asbury has become quite popular with the residents of Oxford and Newton County. It is a major attraction for those who like a clean, safe environment to play, celebrate birthdays and other occasions. Once people visit the park, they see the city and the beauty which then leads to increased foot traffic. We have become a destination for walkers, runners, and cyclists to enjoy our mostly flat streets and trails.

With the increased pedestrian traffic from the community and surrounding area I have observed some congestion with the vehicle traffic. After hearing of the proposed grant for a multi-use trail on W. Soule Street, I believe it will only enhance the community, make it safer for pedestrians to enjoy the beauty of Oxford, and add value to the community overall. Enhancing the current trail with connecting points will afford a safer place for those who enjoy our community. I completely support the multi-use trail project.

Sincerely,

A handwritten signature in blue ink, which appears to read "Mark A. Anglin".



November 16, 2022

Mayor David S. Eady
Oxford City Hall
110 West Clark Street
Oxford Georgia 30054

Dear Mayor Eady:

Please accept this letter as a wholehearted endorsement of the City of Oxford's application for a Governor's Office of Planning and Budget Improving Neighborhood Outcomes in Disproportionally Impacted Communities grant.

Newton Trails, Inc., is a non-governmental, not-for-profit organization. For nearly 30 years, it has worked throughout Newton County to advance its mission "to promote, develop, and sustain a connected system of greenway trails which support vibrant, healthy, and prosperous communities and the conservation of natural habitats, plants, and wildlife."

The City of Oxford's efforts to develop a connected trail system for bicycle and pedestrian traffic, recreation, exercise, and natural resource conservation aligns with all aspects of Newton Trails' mission.

Oxford's proposed project, i.e., building a multi-use path along the entire length of Soule Road, is a crucial element of the trail system the city is building. It will be Oxford's first east-west, cross-town trail. It will connect the City's two north-south trails thus providing safe, alternative transportation and recreation trails throughout the city. It will be paved, making it accessible to all, including people with mobility issues. It aligns with Newton County's recently approved Trails Masterplan and will become part of the County's expanding and interconnected system of multi-use trails.

Sincerely,

A handwritten signature in black ink that reads "Duane Merlin Ford". The signature is written in a cursive style.

Duane Merlin Ford
Chair for Newton Trails, Inc., Board of Directors
PO Box 2010, Covington GA 30015

Soule Street in Oxford, Georgia

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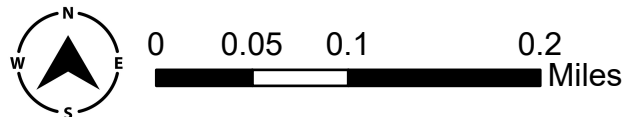
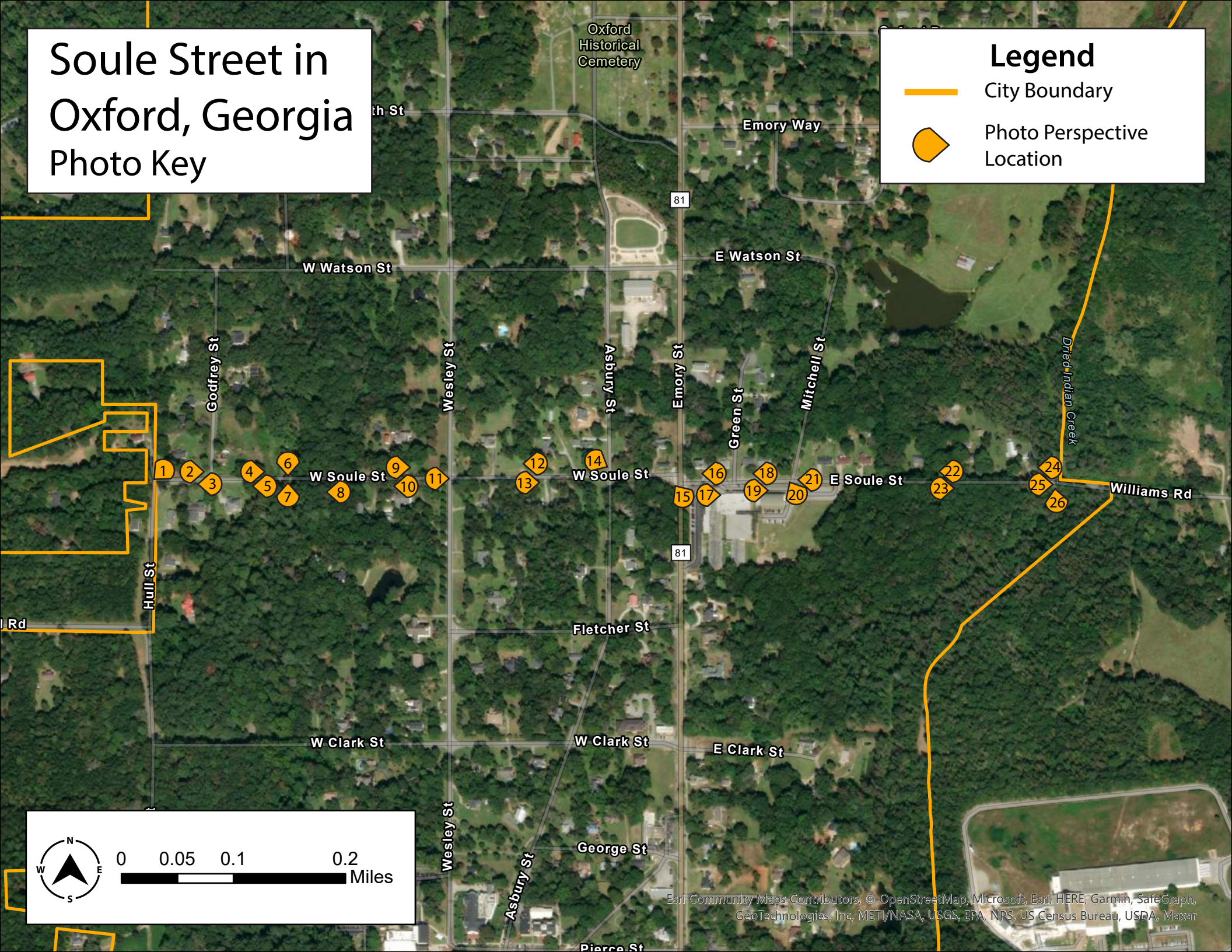


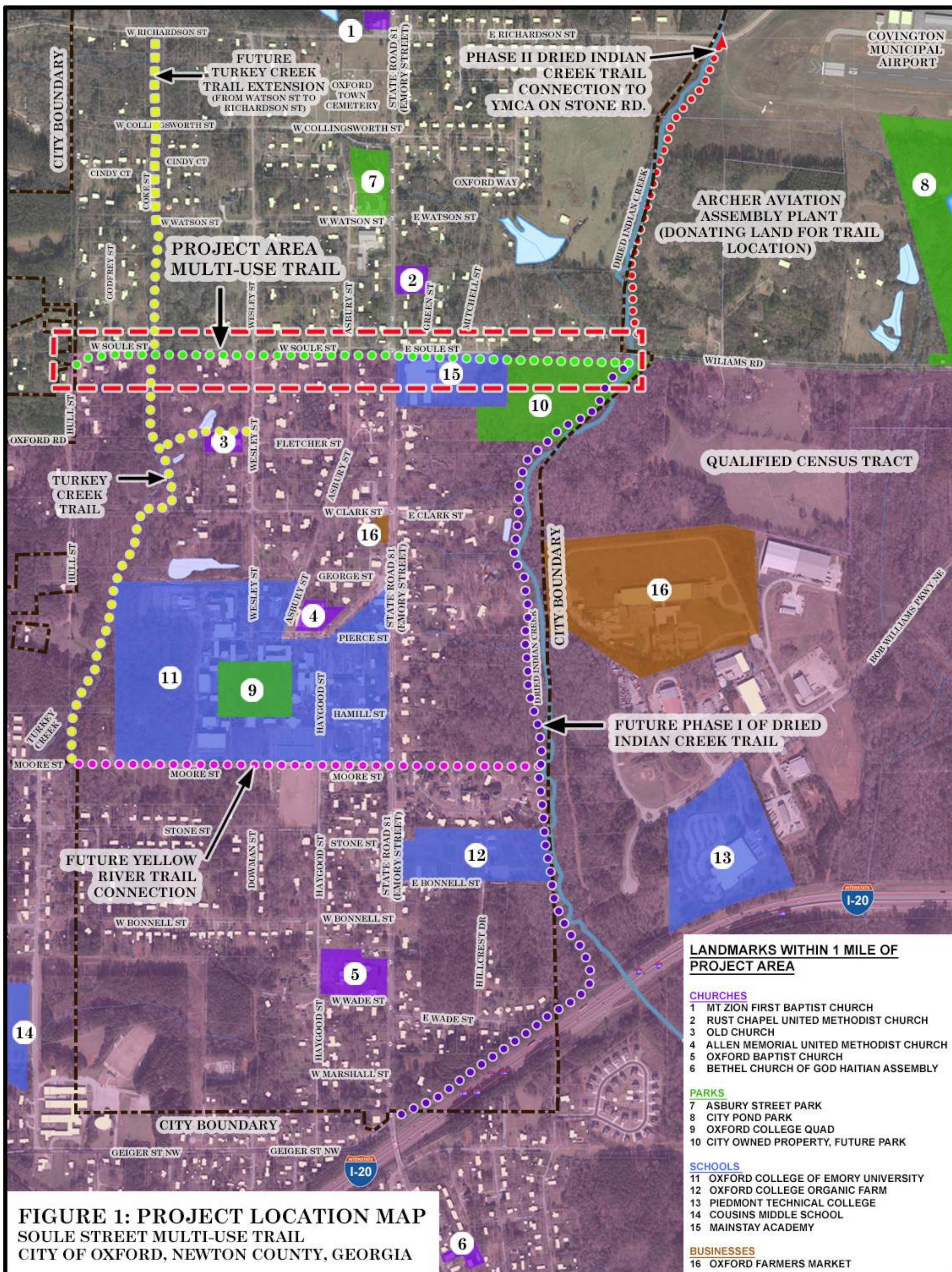
Soule Street in Oxford, Georgia

Photo Key

Legend

-  City Boundary
-  Photo Perspective Location





<div><div>ATKINS</div><div><div>Atkins North America, Inc.</div><div>1600 RiverEdge Parkway, NW, Suite 700</div><div>Atlanta, Georgia 30328</div><div>Telephone: +1.770.933.0280</div><div>www.atkinsglobal.com/northamerica</div></div></div>					
CONCEPTUAL COST ESTIMATE					
SOULE STREET MULTI-USE TRAIL (FROM HULL STREET TO DRY INDIAN CREEK - 10' WIDE CONCRETE TRAIL)					
CITY OF OXFORD, GEORGIA, NEWTON COUNTY					
Prepared by: Atkins North America, Inc., John Boudreau, RLA					
Date 3-9-23					
GRANT APPLICATION CONSTRUCTION ITEMS					
Item Number	Item Description	Unit	Quantity	Unit Price	Cost
CLEARING & GRADING					
210-0100	COMPLETE PROJECT)	LS	1	\$300,000.00	\$300,000.00
				Subtotal:	\$300,000.00
DEMOLITION					
201-1500	CLEARING AND GRUBBING (TREE & STUMP REMOVAL AND UNDERGROWTH VEGETATION)	LS	1	\$75,000.00	\$75,000.00
UNDEF	REMOVE CULVERT, INCLUDES PIPE, CONCRETE, HEADWALLS, ASPHALT ROAD BASE	EA	1	\$50,000.00	\$50,000.00
UNDEF	CONCRETE REMOVAL (DRIVEWAYS)	SY	375	\$35.00	\$13,125.00
UNDEF	CONCRETE REMOVAL (SIDEWALKS)	SY	75	\$25.00	\$1,875.00
UNDEF	ASPHALT PAVEMENT REMOVAL (DRIVEWAYS)	SY	150	\$20.00	\$3,000.00
UNDEF	GRAVEL REMOVAL (DRIVEWAYS)	SY	225	\$15.00	\$3,375.00
UNDEF	ASPHALT PAVEMENT AND BASE REMOVAL	SY	500	\$30.00	\$15,000.00
UNDEF	DECORATIVE PAVER REMOVAL (DRIVEWAY)	SF	200	\$15.00	\$3,000.00
UNDEF	REMOVE GUARDRAIL	LF	65	\$10.00	\$650.00
UNDEF	REMOVE PAVEMENT MARKINGS	SY	1000	\$5.00	\$5,000.00
				Subtotal:	\$170,025.00
EROSION CONTROL ITEMS					
163-0232	TEMPORARY GRASSING	AC	5.00	\$800.00	\$4,000.00
163-0240	MULCH	TN	10	\$130.00	\$1,300.00
163-0300	CONSTRUCTION EXIT	EA	1	\$1,712.00	\$1,712.00
163-0550	CONSTRUCT AND REMOVE INLET SEDIMENT TRAP	EA	4	\$500.00	\$2,000.00
165-0010	MAINTENANCE OF TEMPORARY SILT FENCE, TP A (NON SENSITIVE)	LF	2250	\$1.21	\$2,722.50
165-0030	MAINTENANCE OF TEMPORARY SILT FENCE, TP C (DOUBLE ROW, SENSITIVE)	LF	2250	\$1.21	\$2,722.50
165-0101	MAINTENANCE OF CONSTRUCTION EXIT	EA	1	\$710.00	\$710.00
165-0105	MAINTENANCE OF INLET SEDIMENT TRAP	EA	4	\$90.00	\$360.00
167-1000	WATER QUALITY MONITORING AND SAMPLING	EA	4	\$500.00	\$2,000.00
167-1500	WATER QUALITY INSPECTIONS	MO	10	\$1,350.00	\$13,500.00
171-0010	TEMPORARY SILT FENCE, TYPE A (NON SENSITIVE)	LF	4500	\$2.53	\$11,385.00
171-0030	TEMPORARY SILT FENCE, TYPE C (DOUBLE ROW, SENSITIVE)	LF	4500	\$3.82	\$17,190.00
643-8200	BARRIER FENCE (ORANGE) 4 FT. (TREE PROTECTION)	LF	4500	\$2.00	\$9,000.00
716-2000	EROSION CONTROL MATS, SLOPES	SY	1000	\$1.04	\$1,040.00
UNDEF	CONCRETE WASHOUT	EA	1	\$2,000.00	\$2,000.00
				Subtotal:	\$71,642.00
AGGREGATE, CONCRETE, AND ASPHALT ITEMS					
310-5040	GR AGGR BASE CRS, 4 INCH, INCL MATL	SY	5000	\$20.00	\$100,000.00
310-5040	GR AGGR BASE CRS, 4 INCH, INCL MATL (GRAVEL DRIVEWAYS)	SY	225	\$25.00	\$5,625.00
402-3103	RECYC ASPH CONC 9.5 MM SUPERPAVE, TYPE II, GP 2 ONLY, INCL BITUM MATL & H LIME (DRIVEWAYS)	TN	20	\$110.00	\$2,200.00
441-0106	CONC SIDEWALK, 6 INCH (INCLUDES PAVER BASE AND ADA RAMPS AND DETECTABLE WARNING STRIP)	SY	4900	\$55.00	\$269,500.00
441-0016	DRIVEWAY CONCRETE, 6 IN TK	SY	375	\$70.00	\$26,250.00
441-6012	CONC CURB & GUTTER, 6 IN X 24 IN, TP 2	LF	750	\$25.00	\$18,750.00
444-1000	SAWED JOINTS IN EXISTING PAVEMENTS - PCC	LF	250	\$5.70	\$1,425.00
				Subtotal:	\$423,750.00
RETAINING WALL ITEMS					
500-3120	GDOT 9031L CONCRETE GRAVITY WALL - TYP. SECTION 'A'	CY	100	1000	\$100,000.00
500-3120	GDOT STD 4949D, TYPE P1 & P2 - CLASS 'A' CONCRETE	CY	260	1200	\$312,000.00
UNDEF	WALL CAP	LF	800	50	\$40,000.00
500-3120	RAILING - 42" HT.	LF	800	125	\$100,000.00
				Subtotal:	\$552,000.00
STORM DRAINAGE ITEMS					
603-2024	STN PLACED RIVER ROCK, TP 1, 24 IN	SY	1000	\$75.00	\$75,000.00
UNDEF	STORM PIPE - 48 INCH (AT TURKEY CREEK)	LF	50	\$130.00	\$6,500.00
UNDEF	CONCRETE HEADWALL	EA	2	\$10,000.00	\$20,000.00
550-1180	STORM DRAIN PIPE, 18 INCH	LF	750	\$45.00	\$33,750.00
668-1100	CATCH BASIN	EA	4	\$4,000.00	\$16,000.00
				Subtotal:	\$151,250.00
SIGNING AND MARKING ITEMS					
653-1704	THERMOPLASTIC SOLID TRAF STRIPE, 24 INCH, WHITE (STOP BAR)	LF	126	\$7.00	\$882.00
653-1804	THERMOPLASTIC SOLID TRAF STRIPE, 8 INCH, WHITE (CROSSWALKS)	LF	600	\$2.50	\$1,500.00
653-0095	THERMOPLASTIC PVMT MARKING, HANDICAP SYMBOL (AT SCHOOL)	EA	3	\$400.00	\$1,200.00
UNDEF	HANDICAP SIGNAGE (INCLUDES DECORATIVE POLE) (AT SCHOOL)	EA	3	\$1,200.00	\$3,600.00
UNDEF	SOLID WHITE, 4 INCH (PARKING STALLS) (AT SCHOOL)	LF	300	\$1.00	\$300.00
UNDEF	RESET TRAFFIC SIGN	EA	19	\$500.00	\$9,500.00
UNDEF	TRAIL SIGNAGE	EA	10	\$1,000.00	\$10,000.00
				Subtotal:	\$26,982.00

Item Number	Item Description	Unit	Quantity	Unit Price	Cost
LANDSCAPE ITEMS					
TREES					
UNDEF	SHADE TREE - 10'-12' HT.	EA	60	\$1,200.00	\$72,000.00
UNDEF	MID-STORY TO UNDERSTORY TREE - 8'-10' HT.	EA	30	\$800.00	\$24,000.00
SHRUBS					
UNDEF	LARGE SHRUBS - 3 GAL. (4'-6' HT.)	EA	250	\$75.00	\$18,750.00
UNDEF	SMALL SHRUBS - 3 GAL. (3'-4' HT.)	EA	150	\$50.00	\$7,500.00
PERENNIALS AND GROUNDCOVERS					
UNDEF	PERENNIALS & GROUNDCOVERS - 1 GAL.	EA	1000	\$20.00	\$20,000.00
STREAM RESTORATION PLANTINGS					
UNDEF	PERENNIALS, BRUSH BUNDLES & LIVE STACKS	LS	1	\$25,000.00	\$25,000.00
BULK AND OTHER MATERIALS					
UNDEF	RIPARIAN SEED MIX	AC	1.00	\$2,500.00	\$2,500.00
700-9300	SEED - BERMUDA (TIFTUF)	SY	3	\$2,500.00	\$7,500.00
700-9300	SOD - BERMUDA (TIFTUF)	SY	3000	\$7.58	\$22,740.00
702-9025	LANDSCAPE MULCH - PINE STRAW MULCH - 4" THICK LAYER	SY	4762	\$4.00	\$19,048.00
708-1000	PLANT TOPSOIL	CY	500	\$50.00	\$25,000.00
700-7000	AGRICULTURAL LIME	TN	20	\$77.24	\$1,544.80
700-8000	FERTILIZER MIXED GRADE	TN	8	\$735.58	\$5,884.64
700-8100	FERTILIZER NITROGEN CONTENT	LB	1000	\$2.38	\$2,380.00
				Subtotal:	\$253,847.44
SITE FURNISHINGS					
754-5000	BENCH, 8 FT	EA	12	\$2,000.00	\$24,000.00
UNDEF	RELOCATE WASTE RECEPTACLE UNIT	EA	5	\$300.00	\$1,500.00
UNDEF	BIKE RACK	EA	4	\$1,500.00	\$6,000.00
UNDEF	TRAIL BOLLARD	EA	19	\$1,000.00	\$19,000.00
				Subtotal:	\$50,500.00
Subtotal Construction Cost for Grant Application Items Only \$1,999,996.44					
CITY OF OXFORD CONTRIBUTION TOWARDS COMPLETING MULTI-USE TRAIL PROJECT					
150-1000	TRAFFIC CONTROL	LS	1	\$50,000.00	\$50,000.00
151-1000	MOBILIZATION	LS	1	\$50,000.00	\$50,000.00
				Subtotal:	\$100,000.00
MISCELLANEOUS ITEMS					
UNDEF	CONSTRUCTION MATERIAL TESTING	LS	1	\$20,000.00	\$20,000.00
UNDEF	GEOTECHNICAL REPORT WALL FOUNDATION INVESTIGATION (WFI)	LS	1	\$15,000.00	\$15,000.00
999-0000	MISCELLANEOUS CONSTRUCTION CONTINGENCY (AS DIRECTED BY ENGINEER)	ALLOW		\$100,000.00	\$100,000.00
				Subtotal:	\$135,000.00
UTILITY RELOCATION, RESET AND ADJUST ITEMS					
UNDEF	RELOCATE PED. SIGNAL PUSH BUTTON POLE	EA	2	\$5,000.00	\$10,000.00
UNDEF	RESET EX. DRIVEWAY PAVERS TO FINISH GRADE	SF	500	\$20.00	\$10,000.00
UNDEF	RESET WOOD FENCE	LF	30	\$10.00	\$300.00
UNDEF	RELOCATE UTILITY POLE	EST.	11	\$10,000.00	\$110,000.00
UNDEF	RESET UTILITY POLE GUY WIRES	EST.	3	\$2,500.00	\$7,500.00
UNDEF	REMOVE UTILITY POLES	EST.	3	\$2,500.00	\$7,500.00
				Subtotal:	\$145,300.00
OTHER PROJECT RELATED COST					
UNDEF	OVERALL PROJECT CONSTRUCTION COST CONTINGENCY	EST.	1	\$476,249.69	\$476,249.69
UNDEF	RIGHT OF WAY/ EASEMENTS	EST.	1	\$50,000.00	\$50,000.00
UNDEF	SURVEY, ENGINEERING AND DESIGN COST 12% OF OVERALL CONSTRUCTION COST	EST.	1	\$342,899.78	\$342,899.78
UNDEF	PERMITTING	EST.	1	\$15,000.00	\$15,000.00
UNDEF	CONSTRUCTION ADMINISTRATION	EST.	1	\$50,000.00	\$50,000.00
				Subtotal:	\$934,149.47
Subtotal Cost Estimate Contribution by the City of Oxford \$1,314,449.47					
TOTAL OVERALL PROJECT COST ESTIMATE \$3,314,445.91					
COST ESTIMATE IS BASED ON CONCEPTUAL TRAIL ALIGNMENT, GDOT MEANS PRICING SUMMARY REPORT, AND ATKINS NORTH AMERICA, INC. RECENTLY BID AND COMPLETED TRAIL PROJECT EXPERIENCE THROUGHOUT METRO ATLANTA AREA.					

City of Oxford
Invoices >=\$1,000
Paid May 2023

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford Utilities	March – April 2023 services	1,126.25
City of Covington	Quarterly sewer service, January – March 2023	10,554.00
Newton County Board of Commissioners	Water Purchased for Resale – April 2023; Invoice #3090	15,462.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 3/30/2023 – 4/27/2023	7,776.40
Georgia Municipal Association	GMEBS Retirement, May 2023, invoice #440941	5,780.92
Georgia Interlocal Risk Management Agency (GIRMA)	Annual Premium Renewal for City of Oxford liability and property insurance	57,154.00
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for April	83,561.26
Electric Cities of Georgia	Consulting and planning services for May 2023	5,588.00
U.S. Dept. of Treasury	Federal Payroll Taxes, May 2023 – 15,986.19 Denial of COVID pay refund 3 rd Qtr. 2020 – 2,629.13 Penalty for late filing of federal tax deposit 12/22/2022 – 1,016.84	19,632.16
VC3, Inc.	Purchase and installation of two new laptops for City Manager and City Clerk, invoice #108166 – 5,153.02 IT monthly services, April 2023, invoice #107977 – 2,706.02	7,859.04
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – April 2023	1,200.00
Latham Home Sanitation	Residential and Commercial Waste Removal Services April 2023	7,372.89

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/CONTRACT LABOR		
C. David Strickland, P.C.	Legal services, April, 2023	2,655.00
Jordan Engineering	Work on Coke Street Trail project; invoice #17913	1,500.00
Atkins	General Task Order – pavement resurfacing, trail project, Soule Street trail grant application (86.2% expended) – work during January - March 2023	6,445.85
HCS Services	Cut off two water services, 235 Williams Rd. – 1,500.00 Install sewer tap, 804 Emory St. – 4,800.00	6,300.00
Cintas	Uniform expenses for Public Works, March - April 2023	1,136.61
Anixter, Inc.	Ten (10) LED security lights, P. O. #14979	1,265.00
Over and Under General Contractors, Inc.	Repair of underground line in Wentworth subdivision 4/17/2023, invoice #15552	1,458.72