



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED WORK SESSION
FY2025 OPERATING BUDGET
THURSDAY, MARCH 21, 2024 – 8:00 AM**

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

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

OTHERS PRESENT: None.

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **First Review of the FY 2025 Operating Budget** (Attachment A)

Marcia Brooks provided copies of the first draft of the FY 2025 Operating Budget, a document summarizing the highlights in the document, and a detailed listing of personal services projected costs for FY 2025. The listing of personal services costs included two new positions being requested, one by Marcia Brooks for the City Clerk's office and one by Mark Anglin for the Police Department. Job descriptions and justifications were also provided for these requests.

Marcia Brooks, Mark Anglin, and Jody Reid reviewed the draft of the FY 2025 Operating Budget with the City Councilmembers, providing details and answering questions. The amounts for several line items were changed and will be updated in the next draft. Most notably, the costs for cleanup of leaves, brush and yard debris on city rights of way was moved from the Solid Waste fund to the Streets Department under the General Operating fund.

Chief Anglin also requested that the cameras at Asbury Street Park be replaced. If new cameras are paid for by subscription, he proposed that the recurring cost be charged to the Parks and Recreation Department rather than the Police Department. The City Council discussed purchase of cameras vs. subscriptions and determined that a subscription would be preferable. A line item was added to the Parks and Recreation Department with \$7,500 as a placeholder, pending more accurate quotes.

Marcia Brooks was asked to provide details of the tasks that her staff performs. The City Councilmembers were willing to consider leaving the money for her requested position in the FY 2025 Operating Budget but asked that she work with Ashlan Troutman (City of Covington) to try to streamline the processes in her office. With the new system coming in, which Covington also uses, there may be tips Ms. Troutman can share with us to help us improve processes in the office. This would help ensure that the processes are effective before an additional person is brought in. Ms. Brooks also informed the City Council that she would be willing to try a part-time position if she could find someone qualified to perform the duties she needs covered.

The City Councilmembers discussed changes to the P.O. process to help relieve Stacey Mullen of some of the tasks she currently performs related to the process. It was noted that there is currently a lack of oversight in the process of obtaining a purchase order number to make a purchase. The City Council recommended that the City Clerk's staff no longer provide P.O. numbers to the Public Works staff. They also recommended hiring Amy Stancil to help Stacey Mullen get accounts payable caught up immediately.

Chief Anglin reviewed the justification and job description for his requested position. He mentioned that the accreditation and the safety certification, which his requested position would help with, would help reduce the City's liability insurance.

The City Council discussed ways that the projected deficit in the General Fund could be covered to have a balanced budget. Mayor Eady asked the City Councilmembers to think about how revenue in the General Fund can be increased with the thought in mind of working toward the General Fund contributing more toward its costs. This will have to happen in part through increases in property tax. Decreasing expenditures is also fair game.

3. Other Business

None.

4. Work Session Meeting Review

5. Executive Session

None.

6. Adjourn

Mayor Eady adjourned the meeting at 11:55 a.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer