

**Oxford Mayor and Council
Work Session
Monday, February 20, 2023 – 7:00 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda**

1. **Mayor’s Announcements**
2. **Committee Reports** – The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and Sustainability Committee will update the Council on their recent activities.
3. ***Review of the FY 2022 Audit** – Mr. Josh Carroll, a Director with Mauldin and Jenkins will review the City’s audit for our fiscal year 2022 budget.
4. ***Consulting Services from Thomas & Hutton for Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR) for a portion of Dried Indian Creek:** Costs are outlined as below and would be covered under our current Capital Improvement Plan, which includes \$500,000 for E. Soule Street Improvements. The flood detail is necessary to determine if the DIC culvert needs to be replaced with a bridge, which was estimated to cost \$851,280 in February of 2022. Thomas & Hutton is already engaged in the project with both the City of Covington and Archer Aviation.

<u>Phase</u>	<u>Fee Structure</u>	<u>Fee or Time & Expense Budget</u>
Survey:		
Culvert Crossing	Lump Sum	\$ 3,750.00
General Study/Report:		
FEMA LOMR	Lump Sum	\$ 13,500.00
FEMA Submittal Package	Lump Sum	\$ 5,000.00
Permit:		
FEMA Permit	Time & Expense – Budget	\$ 7,500.00
Reimbursable Expenses:	Time & Expense – Budget	\$ 500.00
Additional Services:	Time & Expense – See “Consulting Services Rate Sheet”	

5. ***The Oxford Historical Cemetery Foundation has requested the City consider extending our Memorandum of Agreement from the current one-year length to the traditional five year timeframe – The most recent MOA is attached.**
6. ***Review Plan and Cost of Purchasing No Truck Signage to better define where through trucks are not allowed**
7. **Other Business**
8. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.

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

*Attachments

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Incorporated December 23, 1839

Mayor David S. Eady
City Manager Bill Andrew
City Clerk/Treasurer Marcia Brooks

February 20, 2023

Georgia Department of Audits and Accounts
Nonprofit and Local Government Audits Section
270 Washington Street, SW
Room 1-156
Atlanta, Georgia 30334-8400

The following is management's response to the findings noted in the auditor's report for the year ended June 30, 2022, for the City of Oxford, Georgia.

1. ESCHEAT PROCEDURES/UNCLAIMED PROPERTY

Auditors identified four outstanding checks that were issued more than five years prior.

CORRECTIVE ACTION PLAN:

The City of Oxford had not complied with escheat requirements in previous years. The City reviewed all outstanding checks in July of 2022, followed procedures for contacting payees, and submitted remaining amounts to the Georgia Department of Revenue on October 21, 2022. The City of Oxford will review outstanding checks each year as required by State law going forward.

2. BUDGET ADOPTION

Auditors reported that the City of Oxford did not adopt a budget for the American Rescue Plan Act Fund or the Grant Fund for FY 2022.

CORRECTIVE ACTION PLAN:

The budget for all Special Revenue funds was adopted on June 22, 2022 for Fiscal Year 2023. It included budgets for FY 2021 and 2022. The budget development process will include a budget for all special revenue funds for all fiscal years going forward.

3. INTERNAL CONTROLS

Auditors reported that of the twenty-five (25) disbursements they tested, six (6) had no approval of the expenditure on the supporting documentation and two (2) did not have a counter signature to the original purchaser.

CORRECTIVE ACTION PLAN:

The City of Oxford will review its policies and procedures for internal controls and provide remedial training to all employees involved in the purchasing process.

4. SEGREGATION OF DUTIES

Auditors identified two material weaknesses in this area:

- a. The City Clerk prepares bank reconciliations and posts to the general ledger without any independent approval or review.
- b. Journal entries are prepared and posted by the City Clerk without any independent review or approval.

CORRECTIVE ACTION PLAN:

The City of Oxford has already taken steps to address these issues beginning with its FY 2023 year. An outside accounting firm is now reviewing journal entries. Journal entry postings to the general ledger are now being posted by a different employee than the City Clerk.

Should you have any additional questions or comments please contact me at your earliest convenience.

Sincerely,

Bill Andrew, City Manager

CITY OF OXFORD, GEORGIA

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED

JUNE 30, 2022

**CITY OF OXFORD, GEORGIA
ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

**To the Honorable Mayor and Members
of the City Council
City of Oxford, Georgia**

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Oxford, Georgia (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of a Matter – Change in Accounting Principle

As described in Note 7 to the financial statements, during the fiscal year ended June 30, 2022, the City adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 87, *Leases*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the budgetary comparison information for the General Fund and the American Rescue Plan Act Fund, the Schedule of Changes in the City's Net Pension Liability and Related Ratios, and the Schedule of City Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund statements and schedules and the schedule of projects constructed with special purpose local option sales tax proceeds, as required by the Official Code of Georgia 48-8-121, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements and schedules and the schedule of projects constructed with special purpose local option sales tax proceeds, as required by the Official Code of Georgia 48-8-121 are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 26, 2023, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City's internal control over financial reporting and compliance.

Mauldin & Jenkins, LLC

Atlanta, Georgia
January 26, 2023



**CITY OF OXFORD, GEORGIA
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2022**

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Oxford, Georgia, our discussion and analysis of the financial performance provides an overview of the City's financial activities for the fiscal year ended June 30, 2022. The intent of this discussion and analysis is to present the City's financial performance as a whole. This information should be read and considered in conjunction with the financial statements.

FINANCIAL HIGHLIGHTS

Key financial highlights for the Fiscal Year 2022 are as follows:

- ❖ The City of Oxford's combined net position totaled **\$20,993,553**. Of this amount, unrestricted net position of **\$8,834,623** may be used to meet the City's ongoing obligations to citizens and creditors.
- ❖ Total net position increased by **\$1,242,407** during the most recent fiscal year.
- ❖ At the close of Fiscal Year 2022, the City's governmental funds reported combined ending fund balances of **\$3,685,726**. Of this amount **\$313,327** or 9% is available for spending at the government's discretion (unassigned fund balance). The balance of **\$3,372,399** or 91% is available for spending according to the guidelines of the source of the funds.
- ❖ At the close of the fiscal year, the City of Oxford's assets and deferred outflow of resources in its major business-type activities, Electric, Water/Sewer, and Solid Waste exceeded its liabilities and deferred inflows of resources by **\$11,674,298**. Of this amount, **\$5,932,591**, or 51% is unrestricted and available to meet the City's ongoing obligations to its customers and creditors.

OVERVIEW OF THE FINANCIAL STATEMENTS

Management's Discussion and Analysis (MD&A) serves as an introduction to the City of Oxford's basic financial statements. The City's basic financial statements include the government-wide financial statements, fund financial statements, and notes to the financial statements. The MD&A should be read and considered with the basic audited financial statements and supplementary information.

Government-Wide Financial Statements. The government-wide financial statements are designed to provide the readers with an overview of the City's finances in a manner similar to commercial enterprises (private-sector business).

The statement of net position presents information on all of the City's assets, deferred outflows of resources, deferred inflows of resources, and liabilities, with the difference between these items being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, judicial, public safety, public works, culture and recreation, and planning and development. The business-type activities of the City include water and sewer, electric utilities and solid waste management.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Oxford, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the City's funds can be divided into governmental funds and proprietary funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Oxford maintains four (4) individual major governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, the 2017 SPLOST Fund, the Capital Project Fund, and the American Rescue Plan Act Fund which are major funds.

The City of Oxford adopts an annual appropriated budget for its General Fund. Budgetary comparison statements for these funds are provided to demonstrate compliance with the budgets.

Proprietary Funds. The City of Oxford maintains one type of proprietary fund: enterprise funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its electric utility system operations, water and sewer system operations, and its solid waste management operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information on the Electric Fund, the Water and Sewer Fund, and the Solid Waste Fund. The Electric Fund and the Water and Sewer Fund are major proprietary funds of the City.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes provide information about the City's accounting policies, significant account balances and activities, material risks, obligations, commitments, contingencies and subsequent events, if any.

Supplementary Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information including budgetary comparisons and pension information. The supplementary information includes the special purpose local option sales tax schedule.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The government-wide financial statements for the fiscal year ended June 30, 2022 has been prepared according to the Governmental Accounting Standards Board (GASB) Statement 34.

As noted earlier, net position serves as a useful indicator of a government's financial condition. In the case of the City of Oxford, total assets and deferred outflows of resources exceeded total liabilities and deferred inflows of resources by **\$20,993,553** at the close of the most recent fiscal year.

The largest portion of the City's net position **\$11,476,124** or 55% reflects its investment in capital assets such as land, buildings, equipment and infrastructure (utility lines, water lines, sewer lines, streets) less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. The restricted portion of the net position is **\$682,806** or 3%. Unrestricted net position, which may be used to meet the City's ongoing obligations to its citizens and creditors, is **\$8,834,623** or 42%.

City of Oxford, Georgia Statement of Net Position						
	Governmental Activities		Business-Type Activities		Total	
	2022	2021 (restated)	2022	2021 (restated)	2022	2021 (restated)
Assets:						
Current and other assets	\$ 4,736,463	\$ 5,374,664	\$ 6,317,442	\$ 5,034,320	\$ 11,053,905	\$ 10,408,984
Restricted assets	-	-	142,280	139,367	142,280	139,367
Capital assets	5,734,417	4,514,802	6,122,244	6,321,802	11,856,661	10,836,604
Total Assets	10,470,880	9,889,466	12,581,966	11,495,489	23,052,846	21,384,955
Deferred Outflows:						
Pension	16,255	19,133	41,799	49,198	58,054	68,331
Total Assets and Deferred Outflows	10,487,135	9,908,599	12,623,765	11,544,687	23,110,900	21,453,286
Liabilities:						
Long-term liabilities	87,416	132,057	507,539	673,990	594,955	806,047
Other liabilities	531,287	53,612	345,033	254,726	876,320	308,338
Total Liabilities	618,703	185,669	852,572	928,716	1,471,275	1,114,385
Deferred Inflows:						
Pension	37,682	3,133	96,895	8,058	134,577	11,191
Lease revenue	511,495	576,564	-	-	511,495	576,564
Total Deferred Inflows:	549,177	579,697	96,895	8,058	646,072	587,755
Total Liabilities and Deferred Inflows	1,167,880	765,366	949,467	936,774	2,117,347	1,702,140
Net Pension:						
Net investment in capital assets	5,734,417	4,514,802	5,741,707	5,889,899	11,476,124	10,404,701
Restricted	682,806	199,978	-	-	682,806	199,978
Unrestricted	2,902,032	4,428,453	5,932,591	4,718,014	8,834,623	9,146,467
Total Net Position	\$ 9,319,255	\$ 9,143,233	\$ 11,674,298	\$ 10,607,913	\$ 20,993,553	\$ 19,751,146

City of Oxford, Georgia
Statement of Activities

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Revenues:						
Program revenues:						
Charges for services	\$ 91,219	\$ 147,987	\$ 3,615,110	\$ 3,402,252	\$ 3,706,329	\$ 3,550,239
Operating grants	2,153	150,777	-	-	2,153	150,777
Capital grants	573,432	420,348	-	-	573,432	420,348
General revenues:						
Property taxes	130,386	98,025	-	-	130,386	98,025
Other taxes	1,081,868	960,745	-	-	1,081,868	960,745
Investment earnings	31,108	7,387	150	213	31,258	7,600
Miscellaneous	70,288	48,927	8,671	-	78,959	48,927
Total Revenue	1,980,454	1,834,196	3,623,931	3,402,465	5,604,385	5,236,661
Expenses:						
General government	972,340	668,193	-	-	972,340	668,193
Judicial	14,556	8,787	-	-	14,556	8,787
Public Safety	332,592	348,356	-	-	332,592	348,356
Public Works	295,771	252,874	-	-	295,771	252,874
Culture and recreation	86,377	83,278	-	-	86,377	83,278
Housing and development	-	30,000	-	-	-	30,000
Water and Sewer	-	-	696,433	679,860	696,433	679,860
Electric	-	-	1,795,454	1,802,032	1,795,454	1,802,032
Sanitation	-	-	168,455	156,048	168,455	156,048
Total Expenses	1,701,636	1,391,488	2,660,342	2,637,940	4,361,978	4,029,428
Increase (decrease) in net position before transfers	278,818	442,708	963,589	764,525	1,242,407	1,207,233
Transfers	(102,796)	426,884	102,796	(426,884)	-	-
Increase (decrease) in net position	176,022	869,592	1,066,385	337,641	1,242,407	1,207,233
Net Position - beginning	9,143,233	8,273,641	10,607,913	10,270,272	19,751,146	18,543,913
Net Position - ending	\$ 9,319,255	\$ 9,143,233	\$ 11,674,298	\$ 10,607,913	\$ 20,993,553	\$ 19,751,146

At the end of the current fiscal year, the City reported positive balances in all three categories of net position, both the government as a whole, and the separate governmental and business-type activities.

Governmental Activities. Governmental activities, including transfers, increased the City's net position by **\$176,022**.

Revenues. **\$1,212,254**, collected in general tax revenues, made up approximately 92% of the City's total general governmental revenues. The City received **\$545,663** in special purpose sales tax monies which are reflected as capital grants and contributions.

Expenses. The total expenses for governmental activities were **\$1,701,636**. The largest single expenditure activity is in general government which totaled **\$972,340** or 57%. Public Safety accounted for **\$332,592** or 20% of all expenses in governmental activities. Public Safety consists of the police department. Public works accounts for **\$295,771** or 17% of all expenses in governmental activities. During the current fiscal year, Governmental Activities made transfers out to other funds of **\$102,796**.

Business-Type Activities. Business-type activities increased the City of Oxford's net position by **\$1,066,385**. The Electric Department, the largest of the City's three business-type activities, accounted for 67% of the expenses and 71% of the revenues among business-type activities.

Revenues. Electric revenues were **\$2,585,568**. Water and Sewer revenues were **\$860,863**. Solid Waste revenues were **\$168,679**. Electric revenue is derived from the sale of electricity to the residents of the City by means of user fees. Water and Sewer revenue is derived from the sale of water and sewer services to the citizens of the City and tap fees. Solid Waste revenue is derived from the provision of solid waste services to the citizens. Business-Type Activities transfers in from other funds totaled **\$102,796**.

Expenses. Electric expenses were **\$1,795,454**. Water and Sewer expenses were **\$696,433**. Solid Waste expenses were **\$168,455**.

FINANCIAL ANALYSIS OF CITY FUNDS

As noted earlier, the City of Oxford employs fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds. The focus of the City of Oxford's governmental funds is to provide information on near term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of **\$3,685,726**. Of this amount, **\$313,327** constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of fund balance **\$3,372,399** is set aside which may only be used within the guidelines of each fund.

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance in the General Fund was **\$313,327**. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Total fund balance was **\$376,636** which represents a decrease of \$830,608 from the prior fiscal year. This decrease is attributable to a transfer out of \$900,000 from the General Fund to the Capital Project Fund to fund capital outlay expenditures. Total General Fund expenditures for the current year were **\$1,361,070**. Unassigned fund balance of **\$313,327** represents approximately 23% of total General Fund expenditures.

The City's 2017 SPLOST Fund's fund balance at the end of the current fiscal year was **\$649,958** which represents an increase of **\$507,913** over the prior fiscal year. The City's Capital Project Fund's fund balance at the end of the current fiscal year was **\$2,658,990** which represents a decrease of **\$729,696** from the prior fiscal year.

The City's American Rescue Plan Act Fund received approximately \$439,000 in funding of which 99.8% is unearned revenue until the City recognizes eligible expenditures to charge to the program.

Proprietary Funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Electric Fund amounted to **\$3,666,066** at June 30, 2022; those of the Water and Sewer Fund amounted to **\$2,116,070**; and those of the Solid Waste Fund amounted to **\$150,455**. The total increase in Electric net position was **\$884,018**; the increase in Water and Sewer net position was **\$181,598**; and the increase in Solid Waste net position was **\$769**. The increase in revenue is attributable to Oxford College operating at full capacity for the entire year.

GENERAL FUND BUDGETARY HIGHLIGHTS

The City spent **\$101,696** less than the total budgeted General Fund expenditures.

Actual revenues exceeded budgeted revenues in the General Fund by **\$368,801**.

Capital Assets and Debt Administration

Capital Assets. The City of Oxford's investment in capital assets for its governmental and business-type activities as of June 30, 2022 amounts to **\$11,856,661** (net of accumulated depreciation). This investment in capital assets includes land, infrastructure, buildings and improvements, equipment, and furniture and vehicles.

The City receives monies from the 2017 special purpose sales tax referendum. These funds are maintained, as required by Georgia law, in a separate 2017 SPLOST capital projects fund. The City expends these tax monies and other funding sources for water and sewer improvements, transportation, parks and recreation, and public safety.

The City maintains a long-term strategic capital assets plan and, in addition to the special purpose sales tax fund, uses a separate capital projects fund to pay for acquisitions and improvements. Use of such a capital asset plan and the capital projects fund aids the City in developing its infrastructure while lessening the need to borrow funds in the future.

In fiscal year 2022, the City recognized **\$168,729** in depreciation for the governmental activities and **\$314,651** in depreciation for the business-type activities.

City of Oxford, Georgia Capital Assets (net of depreciation)							
	Governmental Activities		Business-Type Activities		Total		
	2022	2021	2022	2021	2022	2021	
Land	\$ 2,573,008	\$ 1,253,485	\$ -	\$ -	\$ 2,573,008	\$ 1,253,485	
Construction in progress	-	-	14,302	-	14,302	-	
Site improvements	1,343,108	1,419,940	-	-	1,343,108	1,419,940	
Building	1,700,391	1,756,480	231,845	285,286	1,932,236	2,041,766	
Infrastructure	-	-	5,801,816	5,960,820	5,801,816	5,960,820	
Equipment	52,555	38,079	65,906	65,346	118,461	103,425	
Vehicles	65,355	46,818	8,375	10,350	73,730	57,168	
Total	\$ 5,734,417	\$ 4,514,802	\$ 6,122,244	\$ 6,321,802	\$ 11,856,661	\$ 10,836,604	

Long-Term Debt. At the end of the current fiscal year, the City had a note payable due to GEFA for **\$380,537**. Compensated absences in Governmental activities and Business-type activities totaled **\$32,117**.

City of Oxford, Georgia Outstanding Debt							
	Governmental Activities		Business Activities		Total		
	2022	2021	2022	2021	2022	2021	
Compensated Absences	\$ 23,303	\$ 23,595	\$ 8,814	\$ 9,429	\$ 32,117	\$ 33,024	
GEFA Note Payable	-	-	380,537	431,903	380,537	431,903	
Net Pension Liability	66,443	110,821	170,852	284,965	237,295	395,786	
Total Debt	\$ 89,746	\$ 134,416	\$ 560,203	\$ 726,297	\$ 649,949	\$ 860,713	

Readers should refer to the notes to the financial statements for more detail on capital assets and long-term debt activity.

ECONOMIC FACTORS FISCAL YEAR 2023

City of Oxford management, responding to citizen wishes, has elected to keep property taxes low and to utilize proprietary funds to supplement its General Fund. The City’s Water and Sewer Fund contributes to the City’s General Fund.

The City is a member of the Municipal Electric Authority of Georgia (MEAG) and earnings from the Electric Utility Fund are used to supplement the General Fund. Long range planning has assured the City of an adequate supply of electric power for the foreseeable future.

Utilizing SPLOST funds, the City has upgraded much of its water system, including replacement of two major water lines. The City has also used SPLOST funds to make improvements to transportation and parks. Remaining SPLOST funds will be used for public safety and additional transportation improvements.

The largest industry and employer in Oxford is Oxford College of Emory University.

The City is managed by a dedicated staff and a mayor and council committed to sound fiscal policy, cooperative intergovernmental planning, and transparency in all its actions.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the City of Oxford's finances for all those with an interest in our government's finances. Questions concerning this report or requests for additional information may be addressed to:

The Office of the City Manager
City of Oxford
110 West Clark Street
Oxford, GA 30054

CITY OF OXFORD, GEORGIA

STATEMENT OF NET POSITION

JUNE 30, 2022

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Downtown Development Authority
ASSETS				
Cash and cash equivalents	\$ 3,998,105	\$ 5,551,531	\$ 9,549,636	\$ 44,905
Restricted cash and cash equivalents	-	142,280	142,280	-
Investments	-	327,378	327,378	-
Accounts receivable, net of allowances	-	395,323	395,323	-
Taxes receivable, net of allowances	10,285	-	10,285	-
Intergovernmental receivables	189,480	-	189,480	-
Leases receivable	508,090	-	508,090	-
Inventory	-	33,000	33,000	-
Other receivables	-	10	10	-
Prepaid items	30,503	10,200	40,703	-
Capital assets:				
Non-depreciable	2,573,008	14,302	2,587,310	-
Depreciable, net of accumulated depreciation	3,161,409	6,107,942	9,269,351	-
Total assets	10,470,880	12,581,966	23,052,846	44,905
DEFERRED OUTFLOWS OF RESOURCES				
Pension related items	16,255	41,799	58,054	-
Total deferred outflows of resources	16,255	41,799	58,054	-
LIABILITIES				
Accounts payable	74,923	152,976	227,899	7,766
Accrued liabilities	15,993	100,784	116,777	-
Unearned revenue	438,041	-	438,041	-
Customer deposits payable	-	38,609	38,609	-
Compensated absences due within one fiscal year	2,330	882	3,212	-
Compensated absences due in more than one fiscal year	20,973	7,932	28,905	-
Notes payable due within one fiscal year	-	51,782	51,782	-
Notes payable due in more than one fiscal year	-	328,755	328,755	-
Net pension liability due in more than one fiscal year	66,443	170,852	237,295	-
Total liabilities	618,703	852,572	1,471,275	7,766
DEFERRED INFLOWS OF RESOURCES				
Pension related items	37,682	96,895	134,577	-
Deferred lease revenue	511,495	-	511,495	-
Total deferred inflows of resources	549,177	96,895	646,072	-
NET POSITION				
Net investment in capital assets	5,734,417	5,741,707	11,476,124	-
Restricted for federal programs	42	-	42	-
Restricted for capital construction	682,764	-	682,764	-
Unrestricted	2,902,032	5,932,591	8,834,623	37,139
Total net position	\$ 9,319,255	\$ 11,674,298	\$ 20,993,553	\$ 37,139

The accompanying notes are an integral part of these financial statements.

CITY OF OXFORD, GEORGIA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Functions/Programs	Net (Expenses) Revenues and Changes in Net Position							Component Unit Downtown Development Authority
	Expenses	Program Revenues			Primary Government			
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	
Primary government:								
Governmental activities:								
General government	\$ 972,340	\$ 25,032	\$ -	\$ -	\$ (947,308)	\$ -	\$ (947,308)	
Judicial	14,556	66,187	-	-	51,631	-	51,631	
Public safety	332,592	-	2,153	36,705	(293,734)	-	(293,734)	
Public works	295,771	-	-	391,310	95,539	-	95,539	
Culture and recreation	86,377	-	-	145,417	59,040	-	59,040	
Total governmental activities	<u>1,701,636</u>	<u>91,219</u>	<u>2,153</u>	<u>573,432</u>	<u>(1,034,832)</u>	<u>-</u>	<u>(1,034,832)</u>	
Business-type activities:								
Electric	1,795,454	2,585,568	-	-	-	790,114	790,114	
Water and sewer	696,433	860,863	-	-	-	164,430	164,430	
Solid Waste	168,455	168,679	-	-	-	224	224	
Total business-type activities	<u>2,660,342</u>	<u>3,615,110</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>954,768</u>	<u>954,768</u>	
Total primary government	<u>\$ 4,361,978</u>	<u>\$ 3,706,329</u>	<u>\$ 2,153</u>	<u>\$ 573,432</u>	<u>\$ (1,034,832)</u>	<u>\$ 954,768</u>	<u>\$ (80,064)</u>	
Component Unit:								
Downtown Development Authority	<u>\$ 32,462</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>				<u>\$ (32,462)</u>
General revenues:								
Property taxes					\$ 130,386	\$ -	\$ 130,386	\$ -
Franchise taxes					62,254	-	62,254	-
Insurance premium taxes					176,167	-	176,167	-
Sales and use taxes					596,280	-	596,280	-
Motor vehicle taxes					233,083	-	233,083	-
Other taxes					14,084	-	14,084	-
Unrestricted investment earnings					31,108	150	31,258	-
Gain on sale of assets					957	8,671	9,628	-
Miscellaneous					69,331	-	69,331	-
Transfers					(102,796)	102,796	-	-
Total general revenues and transfers					<u>1,210,854</u>	<u>111,617</u>	<u>1,322,471</u>	<u>-</u>
Change in net position					176,022	1,066,385	1,242,407	(32,462)
Net position, beginning of fiscal year					9,143,233	10,607,913	19,751,146	69,601
Net position, end of fiscal year					<u>\$ 9,319,255</u>	<u>\$ 11,674,298</u>	<u>\$ 20,993,553</u>	<u>\$ 37,139</u>

The accompanying notes are an integral part of these financial statements.

CITY OF OXFORD, GEORGIA

**BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022**

ASSETS	General Fund	2017 SPLOST Fund	Capital Project Fund	American Rescue Plan Act Fund	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents	\$ 357,526	\$ 542,406	\$ 2,658,990	\$ 439,083	\$ 100	\$ 3,998,105
Taxes receivable	10,285	-	-	-	-	10,285
Intergovernmental receivables	81,378	108,102	-	-	-	189,480
Leases receivable	508,090	-	-	-	-	508,090
Due from other funds	1,000	-	-	-	-	1,000
Prepaid items	30,503	-	-	-	-	30,503
Total assets	<u>\$ 988,782</u>	<u>\$ 650,508</u>	<u>\$ 2,658,990</u>	<u>\$ 439,083</u>	<u>\$ 100</u>	<u>\$ 4,737,463</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ 74,373	\$ 550	\$ -	\$ -	\$ -	\$ 74,923
Accrued liabilities	15,993	-	-	-	-	15,993
Due to other funds	-	-	-	1,000	-	1,000
Unearned revenue	-	-	-	438,041	-	438,041
Total liabilities	<u>90,366</u>	<u>550</u>	<u>-</u>	<u>439,041</u>	<u>-</u>	<u>529,957</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue - property taxes	10,285	-	-	-	-	10,285
Deferred lease revenue	511,495	-	-	-	-	511,495
Total deferred inflows of resources	<u>521,780</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>521,780</u>
FUND BALANCES						
Fund balances:						
Nonspendable for:						
Prepaid items	30,503	-	-	-	-	30,503
Restricted for:						
Federal programs	-	-	-	42	-	42
Capital construction	32,806	649,958	-	-	-	682,764
Assigned for:						
Capital construction	-	-	2,658,990	-	-	2,658,990
Community development	-	-	-	-	100	100
Unassigned	313,327	-	-	-	-	313,327
Total fund balances	<u>376,636</u>	<u>649,958</u>	<u>2,658,990</u>	<u>42</u>	<u>100</u>	<u>3,685,726</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 988,782</u>	<u>\$ 650,508</u>	<u>\$ 2,658,990</u>	<u>\$ 439,083</u>	<u>\$ 100</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds.	5,734,417
Some receivables are not available to pay for current-period expenditures and, therefore, are deferred inflows of resources in the governmental funds.	10,285
The deferred outflows of resources and deferred inflows of resources, related to pensions are not current financial resources and therefore, are not reported in the governmental funds.	(21,427)
The net pension liability is not a current financial resources and is not recorded in the governmental funds.	(66,443)
Long-term liabilities (compensated absences), are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(23,303)
Net position of governmental activities	<u>\$ 9,319,255</u>

The accompanying notes are an integral part of these financial statements.

CITY OF OXFORD, GEORGIA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

	General Fund	2017 SPLOST Fund	Capital Project Fund	American Rescue Plan Act Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues						
Taxes	\$ 1,209,841	\$ -	\$ -	\$ -	\$ -	\$ 1,209,841
Licenses and permits	16,226	-	-	-	-	16,226
Intergovernmental	29,922	545,663	-	-	-	575,585
Fines and forfeitures	66,187	-	-	-	-	66,187
Charges for services	8,806	-	-	-	-	8,806
Interest income	30,255	-	811	42	-	31,108
Miscellaneous revenue	69,331	-	-	-	-	69,331
Total revenues	<u>1,430,568</u>	<u>545,663</u>	<u>811</u>	<u>42</u>	<u>-</u>	<u>1,977,084</u>
Expenditures						
Current:						
General government	741,166	-	-	-	-	741,166
Judicial	14,556	-	-	-	-	14,556
Public safety	327,478	-	-	-	-	327,478
Public works	210,931	-	-	-	-	210,931
Culture and recreation	66,939	-	-	-	-	66,939
Capital outlay	-	37,750	1,530,738	-	-	1,568,488
Total expenditures	<u>1,361,070</u>	<u>37,750</u>	<u>1,530,738</u>	<u>-</u>	<u>-</u>	<u>2,929,558</u>
Excess (deficiency) of revenues over (under) expenditures	69,498	507,913	(1,529,927)	42	-	(952,474)
Other financing sources (uses):						
Proceeds from sale of capital assets	2,021	-	-	-	-	2,021
Transfers in	1,000	-	900,000	-	100	901,100
Transfers out	(903,127)	-	(99,769)	-	(1,000)	(1,003,896)
Total other financing sources (uses)	<u>(900,106)</u>	<u>-</u>	<u>800,231</u>	<u>-</u>	<u>(900)</u>	<u>(100,775)</u>
Net change in fund balances	(830,608)	507,913	(729,696)	42	(900)	(1,053,249)
Fund balances, beginning of fiscal year	<u>1,207,244</u>	<u>142,045</u>	<u>3,388,686</u>	<u>-</u>	<u>1,000</u>	<u>4,738,975</u>
Fund balances, end of fiscal year	<u>\$ 376,636</u>	<u>\$ 649,958</u>	<u>\$ 2,658,990</u>	<u>\$ 42</u>	<u>\$ 100</u>	<u>\$ 3,685,726</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF OXFORD, GEORGIA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds		\$ (1,053,249)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Acquisition of capital assets	1,389,408	
Depreciation expense	<u>(168,729)</u>	1,220,679
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, donations, and disposals) is to decrease net position.		
Net disposal of capital assets		(1,064)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds.		
Deferred revenue - property taxes		2,413
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Change in deferred inflows and outflows - pension related items and net pension liability	6,951	
Change in compensated absences and other adjustments	<u>292</u>	<u>7,243</u>
Change in net position - governmental activities		<u><u>\$ 176,022</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF OXFORD, GEORGIA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2022

ASSETS	Business-type Activities - Enterprise Funds			
	Electric Fund	Water and Sewer Fund	Nonmajor Solid Waste Fund	Total
CURRENT ASSETS				
Cash and cash equivalents	\$ 3,421,933	\$ 2,025,436	\$ 104,162	\$ 5,551,531
Restricted cash and cash equivalents	142,280	-	-	142,280
Inventory	33,000	-	-	33,000
Investments	327,378	-	-	327,378
Accounts receivable, net of allowances	136,061	198,817	60,445	395,323
Other receivable	-	10	-	10
Prepaid items	7,281	2,599	320	10,200
Total current assets	<u>4,067,933</u>	<u>2,226,862</u>	<u>164,927</u>	<u>6,459,722</u>
CAPITAL ASSETS				
Nondepreciable	-	14,302	-	14,302
Depreciable, net of accumulated depreciation	1,262,869	4,845,073	-	6,107,942
Total capital assets	<u>1,262,869</u>	<u>4,859,375</u>	<u>-</u>	<u>6,122,244</u>
Total noncurrent assets	<u>1,262,869</u>	<u>4,859,375</u>	<u>-</u>	<u>6,122,244</u>
Total assets	<u>5,330,802</u>	<u>7,086,237</u>	<u>164,927</u>	<u>12,581,966</u>
DEFERRED OUTFLOWS OF RESOURCES				
Pension related items	41,799	-	-	41,799
Total deferred outflows of resources	<u>41,799</u>	<u>-</u>	<u>-</u>	<u>41,799</u>
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable	70,797	69,289	12,890	152,976
Accrued liabilities	98,913	1,378	493	100,784
Customer deposits	-	38,609	-	38,609
Compensated absences payable	621	152	109	882
Notes payable	-	51,782	-	51,782
Net pension liability	170,852	-	-	170,852
Total current liabilities	<u>341,183</u>	<u>161,210</u>	<u>13,492</u>	<u>515,885</u>
NONCURRENT LIABILITIES				
Compensated absences payable	5,588	1,364	980	7,932
Notes payable	-	328,755	-	328,755
Total noncurrent liabilities	<u>5,588</u>	<u>330,119</u>	<u>980</u>	<u>336,687</u>
Total liabilities	<u>346,771</u>	<u>491,329</u>	<u>14,472</u>	<u>852,572</u>
DEFERRED INFLOWS OF RESOURCES				
Pension related items	96,895	-	-	96,895
Total deferred inflows of resources	<u>96,895</u>	<u>-</u>	<u>-</u>	<u>96,895</u>
NET POSITION				
Net investment in capital assets	1,262,869	4,478,838	-	5,741,707
Unrestricted	3,666,066	2,116,070	150,455	5,932,591
Total net position	<u>\$ 4,928,935</u>	<u>\$ 6,594,908</u>	<u>\$ 150,455</u>	<u>\$ 11,674,298</u>

The accompanying notes are an integral part of these financial statements.

CITY OF OXFORD, GEORGIA
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

	Business-type Activities - Enterprise Funds			
	Electric Fund	Water and Sewer Fund	Nonmajor Solid Waste Fund	Total
OPERATING REVENUES				
Charges for sales and services	\$ 2,485,465	\$ 860,669	\$ 168,679	\$ 3,514,813
Miscellaneous income	100,103	194	-	100,297
Total operating revenues	<u>2,585,568</u>	<u>860,863</u>	<u>168,679</u>	<u>3,615,110</u>
OPERATING EXPENSES				
Purchased and contracted services	1,495,808	392,045	133,239	2,021,092
Personnel services and benefits	201,676	66,416	33,989	302,081
Supplies and equipment	-	17,983	1,227	19,210
Depreciation	97,970	216,681	-	314,651
Total operating expenses	<u>1,795,454</u>	<u>693,125</u>	<u>168,455</u>	<u>2,657,034</u>
Operating income	<u>790,114</u>	<u>167,738</u>	<u>224</u>	<u>958,076</u>
NON-OPERATING REVENUES (EXPENSES)				
Gain on sale of capital assets	-	8,671	-	8,671
Interest income	-	150	-	150
Interest expense	-	(3,308)	-	(3,308)
Total non-operating revenues (expenses)	<u>-</u>	<u>5,513</u>	<u>-</u>	<u>5,513</u>
Income before transfers	<u>790,114</u>	<u>173,251</u>	<u>224</u>	<u>963,589</u>
Transfers in	93,904	8,347	545	102,796
	<u>93,904</u>	<u>8,347</u>	<u>545</u>	<u>102,796</u>
Change in net position	884,018	181,598	769	1,066,385
Net position, beginning of fiscal year	<u>4,044,917</u>	<u>6,413,310</u>	<u>149,686</u>	<u>10,607,913</u>
Net position, end of fiscal year	<u>\$ 4,928,935</u>	<u>\$ 6,594,908</u>	<u>\$ 150,455</u>	<u>\$ 11,674,298</u>

The accompanying notes are an integral part of these financial statements.

CITY OF OXFORD, GEORGIA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

	Electric Fund	Water and Sewer Fund	Nonmajor Solid Waste Fund	Totals
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers and users	\$ 2,557,270	\$ 892,842	\$ 167,684	\$ 3,617,796
Payments to suppliers	(1,440,046)	(382,103)	(130,528)	(1,952,677)
Payments to employees	(219,814)	(66,890)	(33,869)	(320,573)
Net cash provided by operating activities	<u>897,410</u>	<u>443,849</u>	<u>3,287</u>	<u>1,344,546</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES				
Transfers in from other funds	93,904	8,347	545	102,796
Net cash provided by non-capital financing activities	<u>93,904</u>	<u>8,347</u>	<u>545</u>	<u>102,796</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Purchase of capital assets	(92,403)	(22,690)	-	(115,093)
Proceeds from sales of capital assets	-	8,671	-	8,671
Principal payment on notes payable	-	(51,366)	-	(51,366)
Interest payments	-	(3,308)	-	(3,308)
Net cash used in capital and related financing activities	<u>(92,403)</u>	<u>(68,693)</u>	<u>-</u>	<u>(161,096)</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest on investments	-	150	-	150
Sales of investments	1,510	-	-	1,510
Net cash provided by investing activities	<u>1,510</u>	<u>150</u>	<u>-</u>	<u>1,660</u>
Net increase in cash and cash equivalents	900,421	383,653	3,832	1,287,906
Cash and cash equivalents, beginning of fiscal year	2,663,792	1,641,783	100,330	4,405,905
Cash and cash equivalents, end of fiscal year	<u>\$ 3,564,213</u>	<u>\$ 2,025,436</u>	<u>\$ 104,162</u>	<u>\$ 5,693,811</u>
Classified as:				
Cash and cash equivalents	\$ 3,421,933	\$ 2,025,436	\$ 104,162	\$ 5,551,531
Restricted cash and cash equivalents	142,280	-	-	142,280
	<u>\$ 3,564,213</u>	<u>\$ 2,025,436</u>	<u>\$ 104,162</u>	<u>\$ 5,693,811</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES				
Operating income	\$ 790,114	\$ 167,738	\$ 224	\$ 958,076
Adjustments to reconcile operating income to net cash provided by operating activities:				
Depreciation	97,970	216,681	-	314,651
Change in assets, deferred outflows or resources, liabilities and deferred inflows of resources:				
(Increase) decrease in:				
Accounts receivable	10,230	(6,549)	(995)	2,686
Deferred outflows for pension items	7,399	-	-	7,399
Prepaid items	(478)	(1,527)	(320)	(2,325)
Increase (decrease) in:				
Accounts payable	51,711	28,275	4,170	84,156
Accrued liabilities	4,529	1,177	88	5,794
Deferred inflows for pension items	88,837	-	-	88,837
Net pension liability	(114,113)	-	-	(114,113)
Customer deposits	(38,528)	-	-	(38,528)
Compensated absences payable	(261)	(474)	120	(615)
Net cash provided by operating activities	<u>\$ 897,410</u>	<u>\$ 443,849</u>	<u>\$ 3,287</u>	<u>\$ 1,344,546</u>

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

CITY OF OXFORD, GEORGIA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Oxford, Georgia (the “City”) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Reporting Entity

The City of Oxford was incorporated under the laws of the State of Georgia on December 23, 1839 and operates under a mayor-council form of government. The Mayor and a six-member council govern the City and are elected for four-year terms. The Mayor and the Council all serve on a part-time basis. The Mayor and Council appoint a City Manager who is responsible for the daily operations of the City.

The financial statements of City of Oxford, Georgia (the “City”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of the City (the “primary government”) and its component unit. The component unit discussed below is included in the City's reporting entity because of the significance of its operational or financial relationship with the City. In conformity with generally accepted accounting principles, the financial statements of the component unit are presented as a discretely presented component unit. The City of Oxford Downtown Development Authority (the “DDA”) is the discretely presented component unit of the City. The seven members of the Board of Directors of the DDA are appointed by the City Council. The City also has the ability to impose its will on the DDA as the City Council can remove appointed members of the Board of Directors at will. The Authority was created to stimulate and sustain economic development in the downtown area of Oxford. Separate financial statements are not prepared for the DDA.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the primary government including its component unit. (For the most part, the effect of interfund activity has been removed from the government-wide financial statements). Government-wide financial statements do not provide information by fund, but distinguish between the City's governmental activities and business-type activities. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not considered program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Basis of Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Basis of Presentation (Continued)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service principal and interest expenditures on general long-term debt, as well as expenditures related to compensated absences, and claims and judgments are recognized later based on specific accounting rule applicable to each, generally when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and financing through leases are reported as other financing sources.

Property taxes, sales taxes, franchise taxes, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period, if the availability criteria are met. All other revenue items are considered to be measurable and available only when cash is received by the City.

In accordance with GASB Statement No. 33, "Accounting and Financial Reporting for Non-exchange Transactions," the corresponding assets (receivables) in non-exchange transactions are recognized in the period in which the underlying exchange occurs, when an enforceable legal claim has arisen, when all eligibility requirements have been met, or when resources are received, depending on the revenue source.

In accordance with GASB Statement No. 34, major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

The **General Fund** is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The **American Rescue Plan Act Fund** is a special revenue fund and accounts for the amounts awarded to the City under the Coronavirus State and Local Fiscal Recovery Funds program, provided for under the American Rescue Plan Act of 2021.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Basis of Presentation (Continued)

The **SPLOST 2017 Fund** accounts for the proceeds of the special purpose local option sales tax for the various improvement projects as approved by voter referendum.

The **Capital Project Fund** accounts for the funds provided for the City's future capital investments.

Additionally, the City reports the following nonmajor governmental funds:

The **Grant Fund** accounts for assorted federal, state and local grant activity.

The **Community Development Block Grant Capital Projects Fund** accounts for capital projects expenditures under the Community Development Block Grant federal program.

The City reports the following major enterprise (or proprietary) funds:

The **Electric Fund** accounts for the activities of the City's electric distribution operations.

The **Water and Sewer Fund** accounts for the activities of the City's water and sewer operations offered to its residents and businesses.

The City reports the following nonmajor proprietary fund:

The **Solid Waste Fund** accounts for the activities of the City's sanitation operations.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's proprietary funds' function and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

In accounting and reporting for its proprietary operations, the City applies all GASB pronouncements. Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges for goods and services provided. Operating expenses of the enterprise funds include the cost of these goods and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Budgets and Budgetary Accounting

The City follows these procedures in establishing budgetary data reflected in the financial statements:

1. Prior to July 1, the Treasurer and the Council Budget Committee prepare a proposed budget for the fiscal year commencing July 1.
2. The City Manager and Council Budget & Finance Committee submit the proposed budget to the Mayor and Council.
3. Public hearings are held to obtain taxpayers' comments.
4. The budget is legally enacted through the passage of a resolution.
5. All revisions to the budget must be submitted to the City Council for approval.
6. The budget is prepared and adopted on a basis consistent with generally accepted accounting principles. An annual budget is adopted for the General Fund, of which the legal level of budgetary control is the department level. An operating budget is prepared for each Enterprise Fund for planning, control, cost allocation, and evaluation purposes. Budgetary amounts are not formally integrated into the Enterprise Fund general ledgers. The Capital Project Funds operate under a project-length budget.
7. Budgetary appropriations lapse at the end of the fiscal year.

E. Cash and Cash Equivalents

Cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. For purposes of the statement of cash flows, all highly liquid investments with an original maturity of less than 90 days are considered to be cash equivalents. Investments are reported at fair value as determined by quoted market prices.

F. Deposits and Investments

The local government investment pool, "Georgia Fund 1," created by OCGA 36-83-8, is a stable asset value investment pool, which follows Standard and Poor's criteria for AAAs rated money market funds and is regulated by the Georgia Office of the State Treasurer. The pool is not registered with the SEC as an investment company. The pool's primary objectives are safety of capital, investment income, liquidity and diversification while maintaining principle (\$1 per share value). The asset value is calculated weekly to ensure stability. The pool distributes earnings (net of management fees) on a monthly basis and determines participants' shares sold and redeemed based on \$1 per share. The pool also adjusts the value of its investments to fair market value as of fiscal year-end and the City's investment in the Georgia Fund 1 is reported at fair value. The City considers amounts held in Georgia Fund 1 as cash equivalents for financial statement presentation.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. Property Taxes Receivable

Property taxes attach as an enforceable lien on property as of January 1. City property tax revenues are recognized when levied to the extent that they result in current receivables. The County bills and collects property taxes for the City.

Property taxes are levied by July 15 of each year. The assessed values are an approximation of market value as determined by the Newton County Tax Commissioner. Tax bills are mailed and are due in two equal payments, October 20 and December 20. All payments are delinquent and subject to collection efforts pursuant to the O.C.G.A. on December 21.

H. Interfund Receivables and Payables

Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

Advances between funds (if any), as reported in the fund financial statements, are offset by a fund balance nonspendable account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources. The General Fund may report nonspendable fund balance related to interfund advances.

I. Inventory and Prepaid Items

Inventory is valued at cost. Inventory in the electric fund consists of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual inventory items are used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Restricted Assets

The City reports all cash from utility deposits as restricted on the statement of net position as the use of cash is restricted and due to customers.

K. Grants from Other Governments

Federal and State governmental units represent an important source of supplementary funding used to finance housing, business development employment, construction programs, capital asset additions, and other activities beneficial to the community. This funding, primarily in the form of grants, is recorded in both governmental and proprietary funds. Grant contributions in the proprietary funds, which are for the purpose of construction activities, or land easement or capital asset acquisitions, are recorded as capital contributions within the statement of revenues and expenses. For all funds, a grant receivable is recorded when the City has met all eligibility requirements.

L. Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (roads, bridges, sidewalks and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Property, plant and equipment, except for infrastructure, with individual costs that equal or exceed \$5,000 are recorded as capital assets. Infrastructure with an individual cost that is equal to or exceeds \$100,000 is recorded as a capital asset. Capital assets are recorded at cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets of the primary government are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	15-99
Buildings and improvements	20-50
Machinery and equipment	5-15
Vehicles	3-5

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

M. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation benefits. Vacation time is allowed to be carried over from the current calendar year up to a maximum of 160 hours without special approval from the City Manager. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

N. Unearned Revenue

Unearned revenue arise in both the governmental fund level and government-wide level when resources are received by the City before it has a legal claim to them. In subsequent periods, when the City has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

O. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts (if any) are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable (if any) are reported net of the applicable bond premium or discount. Bond issuance costs (if any) are expensed when incurred.

In the fund financial statements, governmental fund types recognize bond premiums, discounts, and bond issuance costs (if any), during the current period. The face amount of debt issued is reported as other financing sources. Premiums (if any) received on debt issuances are reported as other financing sources while discounts (if any) on debt issuances are reported as other financing uses. Issuance costs (if any), whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Fund Equity and Net Position

Fund equity at the governmental fund financial reporting level is classified as “fund balance.” Fund equity for all other reporting is classified as “net position.”

Fund Balance – Generally, fund balance represents the difference between the assets, deferred inflows of resources, and liabilities under the current financial resources management focus of accounting. In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in those funds can be spent.

Fund balances are classified as follows:

Nonspendable – Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.

Restricted – Fund balances are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

Committed – Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by a formal vote and passage of an ordinance of the City Council. Only the City Council may modify or rescind the commitment by passage of a subsequent ordinance.

Assigned – Fund balances are reported as assigned when amounts are constrained by the City’s intent to be used for specific purposes, but are neither restricted nor committed. The City Council established a policy through a unanimous vote and passage of a resolution which expressly delegated to the City Manager the authority to assign funds for particular purposes.

Unassigned – Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The City reports positive fund balance only in the General Fund. Other governmental funds may only report negative unassigned fund balance.

Flow Assumptions – When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the City’s policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the City’s policy to use fund balance in the following order: (1) Committed, (2) Assigned, and (3) Unassigned.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Fund Equity and Net Position (Continued)

Net Position – Net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources in reporting which utilizes the economic resources measurement focus. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used (i.e., the amount that the City has spent) for the acquisition, construction or improvement of those assets. Net position is reported as restricted using the same definition as used for restricted fund balance as described in the previous section. All other net position is reported as unrestricted. The City applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available. Restrictions on the government-wide statement of net position represent amounts segregated to meet debt covenants and State laws.

Q. Management Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets, deferred outflows of resources, deferred inflows of resources, and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures/expenses during the period. Actual results could differ from those estimates.

R. Interfund Transactions

Interfund services provided and used in the fund financial statements are accounted for as revenue, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as a reduction of expenditures/expenses in the fund that is reimbursed.

S. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The City recognizes deferred outflows of resources related to the recording of changes in its net pension liability as discussed below.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

S. Deferred Outflows/Inflows of Resources (Continued)

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has two items that qualify for reporting in this category. Unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes and these amounts are deferred and will be recognized as an inflow of resources in the period in which the amounts become available. Deferred inflows of resources from leases receivable is reported in the governmental funds balance sheet and at the government-wide level, and are recognized as lease revenue in the period when they are received.

The City also has deferred outflows and inflows of resources related to the recording of changes in its net pension liability. Certain changes in the net pension liability are recognized as pension expense over time instead of all being recognized in the year of occurrence. Experience gains or losses result from periodic studies by the City's actuary which adjust the net pension liability for actual experience for certain trend information that was previously assumed, for example, the assumed dates of retirement of Plan members. These experience gains or losses are recorded as deferred outflows of resources or deferred inflows of resources and are amortized into pension expense over the expected remaining service lives of Plan members. Changes in actuarial assumptions which adjust the net pension liability are also recorded as deferred outflows of resources or deferred inflows of resources and are amortized into pension expense over the expected remaining service lives of Plan members. The difference between projected investment return on pension investments and actual return on those investments is also deferred and amortized against pension expense over a five year period. Additionally, any contributions made by the City to the pension plan before fiscal year end but subsequent to the measurement date of the City's net pension liability are reported as deferred outflows of resources. These items are reported in the government-wide financial statements and also in the fund level statements for the City's proprietary funds.

T. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Oxford Retirement Plan (the "Plan") and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

U. Leases receivable

The City is a lessor for noncancellable leases of real property. The City recognizes a lease receivable and a deferred inflow of resources in the fund and government-wide financial statements. The City recognizes leases receivable with an initial, individual value of \$5,000 or more.

At the commencement of a lease, the City initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments related to leases include how the City determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments:

- The lease agreements entered into by the City do not contain stated interest rates, therefore the City has used an estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease receivable are composed of fixed payments that the City is reasonably certain to collect.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

NOTES TO FINANCIAL STATEMENTS

NOTE 2. LEGAL COMPLIANCE - BUDGETS

A. Budgets and Budgetary Accounting

Prior to June 1 of each fiscal year, all departments of the City submit requests for appropriations to the City Manager so that a budget may be prepared. The budget is prepared by fund, function and activity, and includes information of the prior fiscal year, current fiscal year estimates, and requested appropriations for the next fiscal year.

Before June 30, the proposed budget is presented to the City Council for review. City Council holds public hearings and may add to, subtract from or change appropriations. The budget is then approved by an affirmative vote of a majority of the City's council.

B. Excess Expenditures Over Appropriations

Expenditures may not legally exceed budgeted appropriations at the department level (e.g. administration). For the fiscal year ended June 30, 2022, the following funds and departments had excesses of actual expenditures over appropriations.

General fund:	
Public works	30,040
Grant fund-transfer out	1,000

These excesses were funded by greater than anticipated revenues in other areas and available fund balance.

NOTE 3. DEPOSITS AND INVESTMENTS

As of June 30, 2022, the City had the following investments:

Investment	Maturities/Weighted Average Maturity	Fair Value
Municipal Competitive Trust, short term portfolio	0.46	\$ 327,378
Georgia Fund 1	43 days	1,562,467
Total		\$ 1,889,845

Interest rate risk. The City has no formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

NOTES TO FINANCIAL STATEMENTS

NOTE 3. DEPOSITS AND INVESTMENTS (CONTINUED)

Credit risk. State statutes authorize the City to invest in obligations of the State of Georgia or other States; obligations issued by the U.S. Government; obligations fully insured or guaranteed by the U.S. Government or by a government agency of the United States; obligations of any corporation of the U.S. Government; prime bankers' acceptances; the local government investment pool established by State law; repurchase agreements; and obligations of other political subdivisions of the State of Georgia. As of June 30, 2022, the City's investments in the Municipal Competitive Trust were rated between AA+ - AAA.

Custodial credit risk – deposits. Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. State statutes, and City policy, require all deposits and investments (other than Federal or State government instruments) to be collateralized at 110% by depository insurance, obligations of the U.S. Government, or bonds of public authorities, counties, or municipalities. As of June 30, 2022, the City had no bank balances that were exposed to custodial credit risk.

Fair Value Measurements. The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs utilize quoted prices (unadjusted) in active markets for identical assets that the City has the ability to access. Level 2 inputs are inputs other than quoted prices included in Level 1 that are observable for the asset in active markets, as well as inputs that are observable for the asset (other than quoted prices), such as interest rates, foreign exchange rates and yield curves that are observable at commonly quoted intervals. Level 3 inputs are unobservable inputs for the asset which are typically based on the City's own assumptions, as there is little, if any, related market activity.

The City has the following recurring fair value measurements as of June 30, 2022:

Investment	Level 1	Level 2	Level 3	Fair Value
Municipal Competitive Trust, short term portfolio	\$ -	\$ 327,378	\$ -	\$ 327,378
Total investments measured at fair value	<u>\$ -</u>	<u>\$ 327,378</u>	<u>\$ -</u>	<u>\$ 327,378</u>
Investments not subject to level disclosure:				
Georgia Fund 1				1,562,467
Total investments				<u>\$ 1,889,845</u>

The Georgia Fund 1 is an investment pool which does not meet the criteria of GASB Statement No. 79 and is thus valued at fair value in accordance with GASB Statement No. 31. As a result, the City does not disclose investment in the Georgia Fund 1 within the fair value hierarchy.

NOTES TO FINANCIAL STATEMENTS

NOTE 4. RECEIVABLES

Property taxes are levied on property values assessed as of January 1. The tax bills are levied on October 1 and are mailed by October 31 to the taxpayers. The billings are considered due upon receipt by the taxpayer; however, the actual due date is December 15. After this date, the bill becomes delinquent and penalties and interest may be assessed by the City. Property taxes are recorded as receivables and unavailable revenues when levied. Revenues are recognized in the governmental funds when available (received within 60 days of fiscal year-end).

Receivables at June 30, 2022, for the City's individual major funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts are as follows:

	General Fund	SPLOST 2017 Fund	Electric Fund	Water & Sewer Fund	Nonmajor Solid Waste Fund
Receivables:					
Taxes	\$ 10,285	\$ -	\$ -	\$ -	\$ -
Accounts	-	-	140,594	211,955	64,972
Intergovernmental	81,378	108,102	-	-	-
Leases	508,090	-	-	-	-
Other	-	-	-	10	-
Less allowance for uncollectible receivables	-	-	(4,533)	(13,138)	(4,527)
Net total receivable	<u>\$ 599,753</u>	<u>\$ 108,102</u>	<u>\$ 136,061</u>	<u>\$ 198,827</u>	<u>\$ 60,445</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 5. CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2022, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
Governmental activities:					
Capital assets, not being depreciated:					
Land	\$ 1,253,485	\$ 1,319,523	\$ -	\$ -	\$ 2,573,008
Construction in process	-	-	-	-	-
Total	<u>1,253,485</u>	<u>1,319,523</u>	<u>-</u>	<u>-</u>	<u>2,573,008</u>
Capital assets, being depreciated:					
Buildings	2,457,419	-	-	-	2,457,419
Site Improvements	1,672,003	5,400	-	-	1,677,403
Machinery and equipment	413,313	27,285	(7,454)	-	433,144
Vehicles	331,966	37,200	-	-	369,166
Total	<u>4,874,701</u>	<u>69,885</u>	<u>(7,454)</u>	<u>-</u>	<u>4,937,132</u>
Less accumulated depreciation for:					
Buildings	(700,939)	(56,089)	-	-	(757,028)
Site Improvements	(252,063)	(82,232)	-	-	(334,295)
Machinery and equipment	(375,234)	(11,745)	6,390	-	(380,589)
Vehicles	(285,148)	(18,663)	-	-	(303,811)
Total	<u>(1,613,384)</u>	<u>(168,729)</u>	<u>6,390</u>	<u>-</u>	<u>(1,775,723)</u>
Total capital assets, being depreciated, net	<u>3,261,317</u>	<u>(98,844)</u>	<u>(1,064)</u>	<u>-</u>	<u>3,161,409</u>
Governmental activities capital assets, net	<u>\$ 4,514,802</u>	<u>\$ 1,220,679</u>	<u>\$ (1,064)</u>	<u>\$ -</u>	<u>\$ 5,734,417</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 5. CAPITAL ASSETS (CONTINUED)

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
Business-type activities:					
Capital assets, not being depreciated:					
Construction in process	\$ -	\$ 14,302	\$ -	\$ -	\$ 14,302
Total	<u>-</u>	<u>14,302</u>	<u>-</u>	<u>-</u>	<u>14,302</u>
Capital assets, being depreciated:					
Buildings	1,122,395	-	-	-	1,122,395
Infrastructure	10,214,344	92,404	-	-	10,306,748
Equipment	139,142	8,387	-	-	147,529
Vehicles	165,865	-	-	-	165,865
Total	<u>11,641,746</u>	<u>100,791</u>	<u>-</u>	<u>-</u>	<u>11,742,537</u>
Less accumulated depreciation for:					
Buildings	(837,109)	(53,441)	-	-	(890,550)
Infrastructure	(4,253,524)	(251,408)	-	-	(4,504,932)
Equipment	(73,796)	(7,827)	-	-	(81,623)
Vehicles	(155,515)	(1,975)	-	-	(157,490)
Total	<u>(5,319,944)</u>	<u>(314,651)</u>	<u>-</u>	<u>-</u>	<u>(5,634,595)</u>
Total capital assets, being depreciated, net	<u>6,321,802</u>	<u>(213,860)</u>	<u>-</u>	<u>-</u>	<u>6,107,942</u>
Business-type activities capital assets, net	<u>\$ 6,321,802</u>	<u>\$ (199,558)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,122,244</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	\$ 59,224
Public safety	5,202
Public works	84,862
Culture and recreation	19,441
Total depreciation expense - governmental activities	<u>\$ 168,729</u>
Business-type activities:	
Water and sewer	\$ 216,681
Electric	97,970
Total depreciation expense - business-type activities	<u>\$ 314,651</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 6. LONG-TERM DEBT

Primary Government

Long-term liability and obligation activity for the fiscal year ended June 30, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities:					
Compensated absences	\$ 23,595	\$ 13,000	\$ (13,292)	\$ 23,303	\$ 2,330
Net pension liability	110,821	40,701	(85,079)	66,443	-
Governmental activities Long-term liabilities and obligations	<u>\$ 134,416</u>	<u>\$ 53,701</u>	<u>\$ (98,371)</u>	<u>\$ 89,746</u>	<u>\$ 2,330</u>
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Business-type activities:					
Note payable	\$ 431,903	\$ -	\$ (51,366)	\$ 380,537	\$ 51,782
Compensated absences	9,429	4,413	(5,028)	8,814	882
Net pension liability	284,965	104,657	(218,770)	170,852	-
Business-type activities Long-term liabilities and obligations	<u>\$ 726,297</u>	<u>\$ 109,070</u>	<u>\$ (275,164)</u>	<u>\$ 560,203</u>	<u>\$ 52,664</u>

For governmental funds, compensated absences, and the net pension liability are liquidated by the General Fund. For business-type activities, compensated absences and the net pension liability are liquidated by the Water and Sewer Fund, the Electric Fund and Solid Waste Fund while the note payable from direct borrowing is liquidated by the Water and Sewer Fund.

Notes Payable – GEFA – Direct Borrowings - The City has entered into a note payable agreement to borrow \$525,000 from the Georgia Environmental Finance Authority (GEFA) for the installation of sewer lines within the City. The note was converted to a fixed amortization loan as of August 1, 2019. The loan has an annual interest rate of .81% with monthly payments beginning September 1, 2019 in the amount of \$4,556 which will continue until maturity on August 1, 2029.

The City's total debt service requirements to maturity are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Fiscal Year Ending June 30,			
2023	\$ 51,782	\$ 2,890	\$ 54,672
2024	52,203	2,469	54,672
2025	52,628	2,045	54,673
2026	53,055	1,617	54,672
2027	53,487	1,186	54,673
2028-2030	117,382	1,073	118,455
Total	<u>\$ 380,537</u>	<u>\$ 11,280</u>	<u>\$ 391,817</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 7. LEASES RECEIVABLE

During the fiscal year, the City had a two lease agreements as lessor.

The City leases a parcel of land to a third party. The City receives monthly payments in amounts ranging from \$2,377 to \$3,617 which includes the principal and interest components of the payment. As the lease does not contain a specific interest rate, the City has used an incremental borrowing rate of 5% as the discount rate for the lease. For the current year, the City recognized \$23,232 in lease revenue and \$19,828 in interest revenue related to the lease. As of June 30, 2022, the City's receivable for lease payments was \$391,461. Also the City has a deferred inflow of resources associated with the lease that will be recognized over the lease term that ends on October 20, 2038. This deferred inflows of resources has a balance of \$377,467 as of June 30, 2022.

The City leases a building to a third party. The City receives annual payments in amounts ranging from \$31,710 to \$33,296 which includes the principal and interest components of the payment. As the lease does not contain a specific interest rate, the City has used an incremental borrowing rate of 4% as the discount rate for the lease. For the current year, the City recognized \$33,507 in lease revenue and \$5,766 in interest revenue related to the lease. As of June 30, 2022, the City's receivable for lease payments was \$116,629. Also the City has a deferred inflow of resources associated with the lease that will be recognized over the lease term that ends on April 25, 2027. This deferred inflows of resources has a balance of \$134,028 as of June 30, 2022.

	<u>Restated Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due within one year</u>
Cellular tower	\$ 400,696	\$ -	\$ (9,235)	\$ 391,461	\$ 10,451
Building	175,868	-	(59,239)	116,629	28,630
Total	<u>\$ 576,564</u>	<u>\$ -</u>	<u>\$ (68,474)</u>	<u>\$ 508,090</u>	<u>\$ 39,081</u>

NOTE 8. INTERFUND BALANCES AND TRANSFERS

The composition of interfund balances as of June 30, 2022 is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	American Rescue Plan Act Fund	\$ 1,000

This balance resulted from the time lag between the dates that transactions are recorded in the accounting system and payments between funds are made.

NOTES TO FINANCIAL STATEMENTS

NOTE 8. INTERFUND BALANCES AND TRANSFERS (CONTINUED)

The composition of interfund transfers as of June 30, 2022 is as follows:

<u>Transfers Out</u>	<u>Transfers In</u>	<u>Amount</u>
General Fund	Capital Project Fund	\$ 900,000
General Fund	Nonmajor Governmental Funds	100
General Fund	Water & Sewer Fund	982
General Fund	Electric Fund	1,500
General Fund	Nonmajor Enterprise Fund	545
Nonmajor Governmental Funds	General Fund	1,000
Capital Project Fund	Water & Sewer Fund	7,365
Capital Project Fund	Electric Fund	92,404

Transfers are used to (1) move revenues from the fund that statute or budget requires collecting them to the fund that statute or budget requires to expend them, (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations, (3) to move unrestricted service revenues to the General Fund to supplant property taxes, (4) to close the Grant Fund to the General Fund; and (5) to move cash from the Capital Projects Fund to the proprietary funds to fund the purchase of proprietary capital assets.

NOTE 9. PENSION PLAN

Plan Description

The City, as authorized by the Mayor and City Council, has established a non-contributory defined benefit pension plan (The City of Oxford Retirement Plan), covering substantially all of the City's employees. The City's pension plan is administered through the Georgia Municipal Employee Benefit System (GMEBS), an agent multiple-employer pension plan administered by the Georgia Municipal Association. The plan provides retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. Benefits are provided by the plan whereby retirees receive between 1% and 1.75% multiplied by the average of the five highest years of regular earnings multiplied by the total credited years of service. The City Council, in its role as the plan sponsor, has the governing authority to establish and amend from time to time, the benefits provided and the contribution rates of the City and its employees. The Georgia Municipal Association issues a publicly available financial report that includes financial statements and required supplementary information for GMEBS. That report may be obtained at www.gmanet.com or by writing to Georgia Municipal Association, Risk Management and Employee Benefit Services, 201 Pryor Street, NW, Atlanta, Georgia 30303 or by calling (404) 688-0472.

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Plan Description (Continued)

Before the plan was frozen on October 1, 2011, all employees who worked twenty hours or more per week were eligible to participate after one year of service. Elected officials are not eligible to participate. The pension benefits fully vested after 5 years in the plan. Participants become eligible to retire at age 65 with 5 years of participation in the plan. An employee may elect early retirement at age 55 provided that he has a minimum of 10 years total credited service. Participants who have completed 5 years of credited service are eligible to designate a beneficiary to receive death benefits.

Plan Membership.

As of January 1, 2022, the date of the most recent actuarial valuation, pension plan membership consisted of the following:

Retirees and beneficiaries currently receiving benefits	10
Terminated vested participants not yet receiving benefits	6
Active employees - vested	3
Total	<u>19</u>

Contributions.

The plan is subject to minimum funding standards of the Georgia Public Retirement Systems Standards law. The Board of Trustees of GMEBS has adopted a recommended actuarial funding policy for the plan which meets state minimum requirements and will accumulate sufficient funds to provide the benefits under the plan. The funding policy for the plan, as adopted by the Mayor and City Council, is to contribute an amount equal to or greater than the actuarially recommended contribution rate. This rate is based on the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of plan members, as determined by the Mayor and City Council. For the fiscal year ended June 30, 2022, the City's contribution rate was 44.06% of annual payroll. City contributions to the plan were \$69,417 for the fiscal year ended June 30, 2022. Employees of the City of Oxford do not contribute to the plan.

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Net Pension Liability of the City.

The City's net pension liability was measured as of September 30, 2021. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as January 1, 2021 with update procedures performed by the actuary to roll forward to the total pension liability measured as of September 30, 2021.

Actuarial assumptions. The total pension liability in the January 1, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

- Inflation 2.25%
- Salary increases 3.00 – 8.50% plus service based merit increases
- Investment rate of return 7.375%, net of investment income, including inflation

Mortality rates were based on the RP-2000 Combined Healthy Mortality Table with sex-distinct Pri-2012 head-count weighted Healthy Retiree Mortality Table with rates multiplied by 1.25.

The actuarial assumptions used in the January 1, 2021 valuation were based on the results of an actuarial experience study for the period January 1, 2015 through June 30, 2019 conducted in November and December 2019.

Cost of living adjustments were assumed to be not applicable.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2021 are summarized in the following table:

Asset class	Target allocation	Long-term expected real rate of return *
Domestic equity	45%	6.55%
International equity	20%	7.30
Domestic fixed income	20%	0.40
Real estate	10%	3.65
Global fixed income	5%	0.50
Cash	—%	
Total	100%	

* Rates shown are net of the 2.25% assumed rate of inflation

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Discount Rate. The discount rate used to measure the total pension liability was 7.375%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all of the projected benefit payments to determine the total pension liability.

Changes in the Net Pension Liability of the City. The changes in the components of the net pension liability of the City for the fiscal year ended June 30, 2022, were as follows:

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at 6/30/21	\$ 1,406,345	\$ 1,010,559	\$ 395,786
Changes for the fiscal year:			
Service cost	5,181	-	5,181
Interest	99,827	-	99,827
Differences between expected and actual experience	32,082	-	32,082
Contributions—employer	-	62,495	(62,495)
Net investment income	-	241,354	(241,354)
Benefit payments, including refunds of employee contributions	(115,889)	(115,889)	-
Administrative expense	-	(8,268)	8,268
Net changes	21,201	179,692	(158,491)
Balances at 6/30/22	\$ 1,427,546	\$ 1,190,251	\$ 237,295

The required schedule of changes in the City's net pension liability and related ratios immediately following the notes to the financial statements presents multiyear trend information about whether the value of plan assets is increasing or decreasing over time relative to the total pension liability or asset.

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate. The following presents the net pension liability of the City, calculated using the discount rate of 7.375 percent, as well as what the City's net pension asset or liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.375 percent) or 1-percentage-point higher (8.375 percent) than the current rate:

	1% Decrease (6.375%)	Discount Rate (7.375%)	1% Increase (8.375%)
City's net pension liability	\$ 381,198	\$ 237,295	\$ 114,071

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as results are compared to past expectations and new estimates are made about the future. Actuarial calculations reflect a long-term perspective. Calculations are based on the substantive plan in effect as of September 30, 2021 and the current sharing pattern of costs between employer and employee.

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions. For the fiscal year ended June 30, 2022, the City recognized pension expense of \$44,588. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	\$ -	\$ 134,577
City contributions subsequent to the measurement date	58,054	-
Total	\$ 58,054	\$ 134,577

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

City contributions subsequent to the measurement date of \$58,054 are reported as deferred outflows of resources and will be recognized as a reduction of the net pension liability in the subsequent fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal year ending June 30:

2023	\$	(33,617)
2024		(29,080)
2025		(38,059)
2026		<u>(33,821)</u>
Total	\$	<u><u>(134,577)</u></u>

NOTE 10. DEFERRED COMPENSATION PLAN

Beginning October 1, 2011, the City froze the Defined Benefit Plan to new employees, and instead offered retirement benefits through a Deferred Compensation, and Defined Contributions Plan. The plan was created under the Internal Revenue Code Sections 457 and 401(a). The plan is administered by the Georgia Municipal Association (GMA), an independent third party, with mayor and council as governing authority approving all provisions and amendments. All employees who work at least 40 hours per week are eligible to participate in the plan. The City Council provides for the benefits and funding policy through City ordinance and maintains the authority to change the policy.

Under the terms of the plan, employees may defer a portion of their salary through voluntary contributions to the plan. The City will contribute a matching amount equal to 50% of the employee's contributions to the 457 Deferred Compensation Plan for the first 2% of compensation, then a nonmatching 4% of base salary contribution. Employee contributions are vested 100% at the time of contribution. Employer contributions are fully vested after five (5) years of service. Amounts held in the plan are not available to the employee until termination, retirement, death or unforeseeable emergency. During the fiscal year, the City contributed \$19,114 to the plan and members made voluntary contributions of \$38,817.

NOTES TO FINANCIAL STATEMENTS

NOTE 11. JOINT VENTURE

Northeast Georgia Regional Commission: The City of Oxford, Georgia, in conjunction with cities and counties in the 12 county Northeast Georgia area, is a member of the Northeast Georgia Regional Commission (RC). Membership in an RC is automatic for each municipality and county in the state. The Official Code of Georgia Section 50-8-34 (Georgia Planning Act of 1989) provides for the organizational structure of the RCs. Each county and municipality in the state is required by law to pay minimum annual dues to the RC. The RC Board membership includes the Chief elected official (or a designated government official) of each county, the chief elected official (or a designated government official) of each municipality, one elected or appointed municipal government official from each county (or a designee of the municipalities of the county), not less than 10 or more than 20 nonpublic members, and shall include a minority representation, the percentage of which is at least equal to the minority population of the geographic region served by the Board. Financial statements can be obtained from the Northeast Georgia Regional Commission, 305 Research Drive, Athens, GA 30601.

The Georgia Planning Act of 1989 (OCGA 50-8-34) defines RCs as “public agencies and instrumentalities of their members.” Georgia laws also provide that the member governments are liable for any debts or obligations of an RC beyond its resources. (OCGA 50-8-39.1)

NOTE 12. RISK MANAGEMENT

The City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City has joined together with other municipalities in the State as part of the Georgia Interlocal Risk Management Agency Property and Liability Insurance Fund and the Georgia Municipal Association Group Self-Insurance Workers' Compensation Fund, public entity risk pools currently operating as common risk management and insurance programs for member local governments.

As part of these risk pools, the City is obligated to pay all contributions and assessments as prescribed by the pools, to cooperate with the pool's agents and attorneys, to follow loss reduction procedures established by the funds, and to report as promptly as possible, and in accordance with any coverage descriptions issued, all incidents which could result in the funds being required to pay any claim of loss. The City is also to allow the pool's agents and attorneys to represent the City in investigation, settlement discussions and all levels of litigation arising out of any claim made against the City within the scope of loss protection furnished by the funds.

NOTES TO FINANCIAL STATEMENTS

NOTE 12. RISK MANAGEMENT (CONTINUED)

The funds are to defend and protect the members of the funds against liability or loss as prescribed in the member government contract and in accordance with the workers' compensation law of Georgia. The funds are to pay all cost taxed against members in any legal proceeding defended by the members, all interest accruing after entry of judgment, and all expenses incurred for investigation, negotiation or defense.

Settled claims have not exceeded the coverage in the past three fiscal years.

The City carries commercial insurance for other risks of losses. For insured programs, there have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage in the past three fiscal years.

NOTE 13. COMMITMENTS AND CONTINGENCIES

Contingent Liabilities

The City participates in a few federal and state assisted grant programs. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the City may be required to reimburse the grantor government. The amount, if any, of disallowed expenditures discovered in future audits is expected to be immaterial.

Litigation

Based on advice from the City attorney, there are no measurable material claims outstanding against the City as of fiscal year end.

Agreements with the Municipal Electric Authority of Georgia

The Municipal Electric Authority of Georgia (MEAG) is a public corporation and an instrumentality of the State of Georgia created to supply electricity to local government electric distribution systems. As provided by State law, MEAG establishes rates and charges so as to produce revenues sufficient to cover its costs, including debt service, but it may not operate any of its projects for profit, unless any such profits insure to the benefit of the public.

NOTES TO FINANCIAL STATEMENTS

NOTE 13. COMMITMENTS AND CONTINGENCIES (CONTINUED)

Agreements with the Municipal Electric Authority of Georgia (Continued):

The City is a participant in the Municipal Electric Authority of Georgia (MEAG Power) and has a contractual agreement to purchase a portion of its power requirements from Southeastern Power Administration (SEPA). All power requirements that are in excess of that provided by SEPA are purchased from MEAG Power at prices intended to cover the operating costs of the system and to retire any debt service incurred by MEAG on the City's behalf. In the event that revenues are insufficient to cover all costs and retire the outstanding debt, each participating City has guaranteed a portion of the unpaid debt based on their individual entitlement shares of the output and services of generating units acquired or constructed by MEAG. In addition, in the event of discontinued service to a participant in default, the City would be obligated to purchase additional power subject to contractual limitations. Payments to MEAG are made monthly based on KWH usage. The total payments under these contracts amounted to \$1,290,789 during fiscal year ended June 30, 2022.

At June 30, 2022, the outstanding debt of MEAG was approximately \$7.41 billion. The City's guarantee varies by individual projects undertaken by MEAG and totals approximately \$3.73 million at June 30, 2022.

During fiscal year 2009, MEAG and MEAG's bond holders authorized the usage of Municipal Competitive Trust ("MCT") funds. The original intended use of the MCT funds were to reduce MEAG's costs and thus charge individual participants, such as the City of Oxford, less in power on a monthly basis. The MCT funds were only to be used in response to remedy potential deregulation in the State of Georgia. Since deregulation has not occurred in the State of Georgia, MEAG and MEAG's bond holders authorized the usage of the MCT funds as if deregulation had actually occurred. As a result, the City may elect to receive a credit reduction in its monthly purchased power invoice; effectively reducing the City's cost. The projected benefits of this reduction over the next year as of June 30, 2022 is \$0.00.

NOTE 14. MAJOR CUSTOMER

Oxford College of Emory University accounts for 40%, 22%, and 2% of the revenues of the electric, water and solid waste funds, respectively, of the City of Oxford.

REQUIRED SUPPLEMENTAL INFORMATION

CITY OF OXFORD, GEORGIA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

	Budget		Actual	Variance With Final Budget
	Original	Final		
Revenues				
Property taxes	\$ 134,000	\$ 134,000	\$ 127,973	\$ (6,027)
Sales taxes	425,000	425,000	596,280	171,280
Insurance premium taxes	175,000	175,000	176,167	1,167
Franchise taxes	51,000	51,000	62,254	11,254
Motor vehicle taxes	67,500	67,500	233,083	165,583
Other taxes	5,500	5,500	14,084	8,584
Licenses and permits	21,500	21,500	16,226	(5,274)
Intergovernmental	25,000	25,000	29,922	4,922
Fines and forfeitures	85,000	85,000	66,187	(18,813)
Interest income	5,000	5,000	30,255	25,255
Charges for services	3,050	3,050	8,806	5,756
Miscellaneous	64,217	64,217	69,331	5,114
Total revenues	<u>1,061,767</u>	<u>1,061,767</u>	<u>1,430,568</u>	<u>368,801</u>
Expenditures				
Current:				
General government	770,872	770,872	741,166	29,706
Judicial	12,700	14,556	14,556	-
Public safety	399,472	397,616	327,478	70,138
Public works:	180,891	180,891	210,931	(30,040)
Culture and recreation:	98,832	98,831	66,939	31,892
Total expenditures	<u>1,462,767</u>	<u>1,462,766</u>	<u>1,361,070</u>	<u>101,696</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(401,000)</u>	<u>(400,999)</u>	<u>69,498</u>	<u>470,497</u>
Other financing sources (uses)				
Proceeds from sale of capital assets	1,000	1,000	2,021	1,021
Transfers in	400,000	-	1,000	1,000
Transfers out	-	-	(903,127)	(903,127)
Total other financing sources (uses)	<u>401,000</u>	<u>1,000</u>	<u>(900,106)</u>	<u>(901,106)</u>
Net change in fund balances	-	(399,999)	(830,608)	(430,609)
Fund balance, beginning of fiscal year	<u>1,207,244</u>	<u>1,207,244</u>	<u>1,207,244</u>	<u>-</u>
Fund balance, end of fiscal year	<u>\$ 1,207,244</u>	<u>\$ 807,245</u>	<u>\$ 376,636</u>	<u>\$ (430,609)</u>

**CITY OF OXFORD, GEORGIA
 AMERICAN RESCUE PLAN ACT FUND
 SCHEDULE OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
 FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	Budget		Actual	Variance With Final Budget
	Original	Final		
REVENUES				
Interest income	\$ -	\$ -	\$ 42	\$ 42
Total revenues	-	-	42	42
Net change in fund balances	-	-	42	42
FUND BALANCES, beginning of fiscal year	-	-	-	-
FUND BALANCES, end of fiscal year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 42</u>	<u>\$ 42</u>

CITY OF OXFORD GEORGIA
REQUIRED SUPPLEMENTARY INFORMATION - RETIREMENT PLAN
SCHEDULE OF CHANGES IN THE CITY'S NET PENSION LIABILITY
AND RELATED RATIOS

	2022	2021	2020	2019
Total pension liability				
Service cost	\$ 5,181	\$ 4,848	\$ 12,623	\$ 9,026
Interest on total pension liability	99,827	98,424	97,017	99,069
Other Changes	-	66,765	-	-
Differences between expected and actual experience	32,082	34,397	(67,400)	(33,342)
Changes of assumptions	-	-	57,988	-
Benefit payments, including refunds of employee contributions	(115,889)	(122,087)	(114,325)	(97,101)
Net change in total pension liability	21,201	82,347	(14,097)	(22,348)
Total pension liability - beginning	1,406,345	1,323,998	1,338,095	1,360,443
Total pension liability - ending (a)	<u>\$ 1,427,546</u>	<u>\$ 1,406,345</u>	<u>\$ 1,323,998</u>	<u>\$ 1,338,095</u>
Plan fiduciary net position				
Contributions - employer	\$ 62,495	\$ 76,766	\$ 70,370	\$ 75,988
Net investment income	241,354	90,983	27,938	91,712
Benefit payments, including refunds of employee contributions	(115,889)	(122,087)	(114,325)	(97,101)
Administrative expenses	(8,268)	(8,132)	(8,070)	(8,810)
Net change in plan fiduciary net position	179,692	37,530	(24,087)	61,789
Plan fiduciary net position - beginning	1,010,559	973,029	997,116	935,327
Plan fiduciary net position - ending (b)	<u>\$ 1,190,251</u>	<u>\$ 1,010,559</u>	<u>\$ 973,029</u>	<u>\$ 997,116</u>
City's net pension liability - ending (a) - (b)	<u>\$ 237,295</u>	<u>\$ 395,786</u>	<u>\$ 350,969</u>	<u>\$ 340,979</u>
Plan fiduciary net position as a percentage of the total pension liability	83.4%	71.9%	73.5%	74.5%
Covered payroll	\$ 151,941	\$ 228,968	\$ 225,913	\$ 218,927
City's net pension liability as a percentage of covered payroll	156.2%	172.9%	155.4%	155.8%
	2018	2017	2016	2015
Total pension liability				
Service cost	\$ 9,331	\$ 9,089	\$ 8,670	\$ 9,328
Interest on total pension liability	97,879	97,868	92,996	92,223
Differences between expected and actual experience	21,069	(7,000)	58,784	9,687
Changes of assumptions	19,656	-	-	(6,057)
Benefit payments, including refunds of employee contributions	(100,883)	(98,757)	(96,414)	(94,013)
Net change in total pension liability	47,052	1,200	64,036	11,168
Total pension liability - beginning	1,313,391	1,312,191	1,248,155	1,236,987
Total pension liability - ending (a)	<u>\$ 1,360,443</u>	<u>\$ 1,313,391</u>	<u>\$ 1,312,191</u>	<u>\$ 1,248,155</u>
Plan fiduciary net position				
Contributions - employer	\$ 77,589	\$ 73,101	\$ 75,291	\$ 82,579
Net investment income	124,599	86,568	10,090	83,720
Benefit payments, including refunds of employee contributions	(100,883)	(98,757)	(96,414)	(94,013)
Administrative expenses	(9,636)	(5,536)	(6,265)	(5,115)
Net change in plan fiduciary net position	91,669	55,376	(17,298)	67,171
Plan fiduciary net position - beginning	843,658	788,282	805,580	738,409
Plan fiduciary net position - ending (b)	<u>\$ 935,327</u>	<u>\$ 843,658</u>	<u>\$ 788,282</u>	<u>\$ 805,580</u>
City's net pension liability - ending (a) - (b)	<u>\$ 425,116</u>	<u>\$ 469,733</u>	<u>\$ 523,909</u>	<u>\$ 442,575</u>
Plan fiduciary net position as a percentage of the total pension liability	68.8%	64.2%	60.1%	64.5%
Covered payroll	\$ 214,072	\$ 215,679	\$ 193,484	\$ 195,521
City's net pension liability as a percentage of covered payroll	198.6%	217.8%	270.8%	226.4%

Notes to the Schedule

The schedule will present 10 years of information once it is accumulated.

CITY OF OXFORD GEORGIA
REQUIRED SUPPLEMENTARY INFORMATION - RETIREMENT PLAN
SCHEDULE OF CITY CONTRIBUTIONS

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Actuarially determined contribution	\$ 69,417	\$ 68,176	\$ 71,667	\$ 77,901
Contributions in relation to the actuarially determined contribution	<u>69,417</u>	<u>68,176</u>	<u>71,667</u>	<u>77,901</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 157,551	\$ 151,941	\$ 228,968	\$ 225,913
Contributions as a percentage of Covered payroll	44.06%	44.87%	31.30%	34.48%
	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contribution	\$ 75,350	\$ 78,335	\$ 71,356	\$ 76,303
Contributions in relation to the actuarially determined contribution	<u>75,350</u>	<u>78,335</u>	<u>71,356</u>	<u>82,946</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (6,643)</u>
Covered payroll	\$ 218,927	\$ 214,072	\$ 215,679	\$ 193,484
Contributions as a percentage of Covered payroll	34.42%	36.59%	33.08%	42.87%

Notes to the Schedule:

(1) Actuarial Assumptions:

Valuation Date	January 1, 2021
Cost Method	Projected Unit Credit
Actuarial Asset Valuation Method	Sum of actuarial value at beginning of year and the cash flow during the year plus the assumed investment return, adjusted by 10% of the amounts that the value exceeds or is less than the market value at the end of the year. The actuarial value is adjusted, if necessary, to be within 20% of market value.
Assumed Rate of Return on Investments	7.375%
Projected Salary Increases	2.25% plus service based merit increases
Cost-of-living Adjustment	N/A
Amortization Method	The amortization of the unfunded actuarial accrued liability is level dollar over 30 years for the initial unfunded accrued liability, 15 years for actuarial gains and losses, 10 years for temporary retirement incentive programs, 20 years for other changes to plan provisions, and 30 years for actuarial assumptions and cost methods. The total amortization must be within a corridor of the 10-year and the 30-year amortization of the unfunded/(surplus) actuarial accrued liability. In a year when the 10-year or 30-year corridor applies, the following year, the prior year bases are combined into one 10-year or 30-year base.
Remaining Amortization Period	None remaining

(2) The schedule will present 10 years of information once it is accumulated.

SUPPLEMENTAL INFORMATION

**CITY OF OXFORD, GEORGIA
 COMBINING BALANCE SHEET
 NONMAJOR GOVERNMENTAL FUNDS
 JUNE 30, 2022**

	<u>Special Revenue Fund</u>	<u>Community Development Block Grant Capital Projects Fund</u>	<u>Total Nonmajor Governmental Funds</u>
ASSETS	<u>Grant Fund</u>	<u>Block Grant Capital Projects Fund</u>	<u>Total Nonmajor Governmental Funds</u>
Cash and cash equivalents	\$ -	\$ 100	\$ 100
Total assets	<u>\$ -</u>	<u>\$ 100</u>	<u>\$ 100</u>
FUND BALANCES			
Assigned:			
Community development	\$ -	\$ 100	\$ 100
Total fund balances	<u>\$ -</u>	<u>\$ 100</u>	<u>\$ 100</u>

**CITY OF OXFORD, GEORGIA
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 NONMAJOR GOVERNMENTAL FUNDS
 FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	<u>Special Revenue Fund</u>	<u>Community Development Block Grant Capital Projects Fund</u>	<u>Total Nonmajor Governmental Funds</u>
	<u>Grant Fund</u>		
Other financing sources (uses):			
Transfers in	\$ -	\$ 100	\$ 100
Transfers out	(1,000)	-	(1,000)
Total other financing sources (uses)	(1,000)	100	(900)
Net change in fund balances	(1,000)	100	(900)
Fund balances, beginning of year	1,000	-	1,000
Fund balances, end of year	<u>\$ -</u>	<u>\$ 100</u>	<u>\$ 100</u>

**CITY OF OXFORD, GEORGIA
GRANT FUND
SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	Budget		Actual	Variance With Final Budget
	Original	Final		
Other financing sources:				
Transfers out	\$ -	\$ -	\$ (1,000)	\$ (1,000)
Total other financing sources	-	-	(1,000)	(1,000)
Net change in fund balances	-	-	(1,000)	(1,000)
FUND BALANCES, beginning of fiscal year	1,000	1,000	1,000	-
FUND BALANCES, end of fiscal year	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ (1,000)</u>

CITY OF OXFORD, GEORGIA
SCHEDULE OF PROJECTS CONSTRUCTED WITH PROCEEDS FROM
SPECIAL PURPOSE LOCAL OPTION SALES TAX
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

PROJECT	ESTIMATED COST		PRIOR	EXPENDITURES		PROJECT COMPLETION
	ORIGINAL	CURRENT		CURRENT	TOTAL	
2017 SPLOST						
Water & Sewer Improvements	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	100 %
Transportation	500,000	500,000	292,854	-	292,854	59
Parks and Recreation	400,000	400,000	400,000	-	400,000	100
Public Safety	100,965	100,965	-	37,750	37,750	37
TOTALS	<u>\$ 1,500,965</u>	<u>\$ 1,500,965</u>	<u>\$ 1,192,854</u>	<u>\$ 37,750</u>	<u>\$ 1,230,604</u>	

CITY OF OXFORD, GEORGIA

**REPORT OF INDEPENDENT CERTIFIED
PUBLIC ACCOUNTANTS IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

CITY OF OXFORD, GEORGIA
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

**Honorable Mayor and Members
of the City Council
City of Oxford, Georgia**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Oxford, Georgia (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated January 26, 2023. Our report includes a reference to the change in accounting principles resulting from the implementation of Governmental Accounting Standards Board Statement No. 87, *Leases*.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2022-001, that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City's Response to the Finding

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the finding identified in our audit and described in the accompanying schedule of findings and responses. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mauldin & Jenkins, LLC

Atlanta, Georgia
January 26, 2023

**CITY OF OXFORD, GEORGIA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**SECTION II
FINANCIAL STATEMENT FINDINGS**

Finding 2022-001 Segregation of Duties

Criteria: Segregation of employee’s duties is a common practice in an effective internal control structure. Segregation of duties is when specific employee functions related to important accounting areas (such as cash receipting, cash disbursements and payroll) are separated among different individuals to significantly reduce the risk that any one individual could intentionally or unintentionally misappropriate assets. Policies should be in place requiring the segregation of certain duties.

Condition/Context: During the course of our testwork, we noted several areas in which the segregation of duties could be improved. The following are controls or practices which should be in place to ensure adequate segregation of duties, but aren’t at the City:

- The City Clerk prepares bank reconciliations and posts to the general ledger without any independent approval or review.
- Journal entries are prepared and posted by the City Clerk without any independent review or approval.

Effect: Without proper segregation of duties within these functions; there is increased exposure that someone could intentionally or unintentionally misappropriate assets of the City, or that the City may fail to properly record transactions or adjustments.

Cause: The limited number of employees involved and the resulting overlapping of duties causes segregation of duties to be difficult.

Recommendation: We recommend that the City review its processes and determine where it can cost-effectively segregate some of the duties in higher risk areas to alleviate the segregation of duties issues.

Response: The City agrees with this recommendation. Due to the small number of employees, segregation of duties will continue to be an issue; however, the City will continue to look at possibilities to reduce the City’s risks.



**To the Honorable Mayor and Members
of the City Council of the
City of Oxford, Georgia**

In planning and performing our audit of the financial statements of the City of Oxford, Georgia (the "City") as of and for the fiscal year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. This letter includes comments and suggestions with respect to matters that came to our attention in connection with our audit of the financial statements of the City as of and for the fiscal year ended June 30, 2022. A separate report dated January 26, 2023, contains our report of significant deficiencies or material weaknesses in the City's internal control. This letter does not affect our report dated January 26, 2023, on the financial statements of the City.

The following items are offered as constructive suggestions to be considered part of the ongoing process of modifying and improving the City's practices and procedures:

- 1) During our testing of the cash reconciling items, we noted the City was continuing to carry old outstanding checks which were over five (5) years outstanding. We identified four (4) checks totaling \$66 which were outstanding for over five (5) years. We recommend the City evaluate the current status of these checks and ensure any outstanding amounts are remitted to the Georgia Department of Revenue in accordance with the State's Escheat laws.
- 2) During our testing of disbursements, from a sample of twenty-five (25) items, we noted six (6) disbursements with no approval of the expenditure noted on the supporting documentation and two (2) disbursements in which the approver of the purchase was the same employee as the original purchaser. We recommend the City ensure all disbursements are supported by an invoice and properly approved by someone other than the employee initiating the purchase.
- 3) State of Georgia law (OCGA 36-81-3) requires each unit of local government to adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government. During our audit, we noted the City did not adopt a budget for the American Rescue Plan Act Fund or the Grant Fund. While the activity of the two funds was immaterial, we recommend the City adopt budgets for all applicable funds in accordance with State law.

Closing Thoughts

We have already discussed the above comments with various City personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these issues, or to assist you in implementing the recommendations.

This letter is intended solely for the information and use of the City of Oxford, Georgia and its management and other officials and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate serving the City of Oxford, Georgia and would be happy to assist you in addressing and implementing any of the suggestions in this letter.

Mauldin & Jenkins, LLC

Atlanta, Georgia
January 26, 2023



INDEPENDENT ACCOUNTANT'S REPORT

**To the Honorable Mayor and Members
of the City Council
Oxford, Georgia**

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Oxford, Georgia, as of and for the fiscal year ended June 30, 2022, which collectively comprises the City of Oxford, Georgia's basic financial statements and have issued our report thereon dated January 26, 2023.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Oxford, Georgia failed to comply with the instructions provided by the Municipal Electric Authority of Georgia (MEAG) for the preparation of the accompanying MEAG Questionnaire insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City of Oxford, Georgia's noncompliance with the above referenced items, insofar as they relate to accounting items.

This report is intended solely for the information and use of the management of the City of Oxford, Georgia and the Municipal Electric Authority of Georgia, and is not intended to be and should not be used by anyone other than these specified parties.

Mauldin & Jenkins, LLC

Atlanta, Georgia
February 2, 2023

City of Oxford			
2022 Auditor's Questionnaire			
		2022	2021
CPA Firm:		Mauldin & Jenkins, LLC	Mauldin & Jenkins, LLC
Questionnaire Completed by:		Marcia Brooks	Marcia Brooks
Telephone Number:		(770) 786-7004	(770) 786-7004
Section	Ques. #		
I. Tax Digest:			
	1	Assessed Value of:	
	(a)	Gross Real Property (40% of FMV)	\$ 36,576,342
	(b)	Less Homestead and Other Exemptions	3,558,609
	(c)	Net Real Property (a)-(b)	33,017,733
	(d)	Gross Personal Property	204,774
	(e)	Less Freeport Exempt. (if applicable)	-
	(f)	Less Exemptions other than Freeport	-
	(g)	Net Personal Prop. (d)-(e)-(f)	204,774
	(h)	Net Real & Personal Property for City Bonds (c)+(g)	33,222,507
	(i)	Less Extra Homestead Exemption for City School Taxes (Note 1)	-
	(j)	Net Real & Personal Property Digest for School Tax Levy (h)-(i)	33,222,507
	(k)	Public Utilities (Note 2)	48,598
	(l)	Motor Vehicles and Mobile Homes (Note 3)	628,640
	(m)	Net Tax Digest for City Bonds and Operating Tax (h)+(k)+(l)	\$ 33,899,745
	(n)	Net Tax Digest for City School Bonds & School Operation (j)+(k)+(l)	\$ 33,899,745
	2	Millage Rates:	
	(a)	City	5.44%
	(b)	City School	0.00%
		2022	2021
Section	Ques. #		
II. Tax Levy:			
	1	City	\$ 184,286
	2	City School	-
	3	Total Levy	\$ 184,286
III. Tax Collections:			
	1	Current Levy	\$ 123,184
	2	Not on Digest Collect. (Prior)	-
	3	Collect. of Prior Year's Tax	3,023
	4	Penalties & Interest	445
	5	Total Collections	\$ 126,652
IV. Uncollected Taxes:			
	1	Current Year Taxes	\$ 5,477
	2	Current Year Taxes Errors and Releases	\$ 44
	3	Prior Year Taxes	\$ 5,003
	4	Prior Year Taxes Errors and Releases	\$ 203,659
	5	Prior Year Taxes Charged Off as Uncollectible	\$ -

Certificate

I certify that the information included in the 2022 Auditor's Questionnaire worksheet of this file has either been completed by me or at my direction and reviewed by me. I further certify that the information has been taken from the records of the City of Oxford, or other sources deemed to be reliable, and that, to the best of my knowledge and belief, the information contained in the Questionnaire may be relied upon.

Marcia Bradis

Signature

2/2/2023

Date

City Clerk/Treasurer

Title

Oxford

City

Mauldin & Jenkins, LLC

Firm Name



50 PARK OF COMMERCE WAY
SAVANNAH, GA 31405 | 912.234.5300
WWW.THOMASANDHUTTON.COM

February 15, 2023

Mr. Bill Andrew, City Manager
City of Oxford
110 W. Clark Street
Oxford, GA 30054
(770) 786-7004
bandrew@oxfordgeorgia.org

Re: Dried Indian Creek
FEMA Letter of Map Revision
City of Oxford
Letter Agreement for Services

Dear Mr. Andrew:

Thank you for requesting our consulting services for the preparation of a Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR) Flood Study of a portion of Dried Indian Creek, located on the border of the City of Oxford and the City of Covington, in Newton County, Georgia. The study is anticipated to commence immediately upstream of Interstate 20 along Dried Indian Creek upstream to the proposed terminus located at the City of Oxford city limits, south of Victoria Lane. Consulting services have been requested to facilitate transportation needs for the proposed Archer Site Development located adjacent to City limits.

FEMA detailed modeling has been completed for portions of Dried Indian Creek and terminates immediately north of Interstate 20. Special Flood Hazard Area (SFHA) Zone A floodplains have been modeled and mapped north of the detailed study limit using approximate study methods to delineate flood prone areas. Base flood Elevations (BFE) have not been established for the Zone A areas. The scope of service provides the modeling required to determine the 1% annual chance water surface elevation and subsequently, upon FEMA's approval, the effective Flood Insurance Rate Map change to determined BFEs along the study reach. The 1% annual chance floodplain will be mapped based on best available topographic information.

A Letter of Map Revision (LOMR) is the submittal of a hydrologic and hydraulic study that results in defined base flood elevations (BFE) within a (FEMA) Special Flood Hazard Area (SFHA). Upon submittal of a LOMR, FEMA will provide a technical review the detailed study and provide comments. Once comments are fully addressed, FEMA will place the LOMR on public notice prior to issuing a letter of final determination. Once the letter of final determination is issued, the FIRM is officially revised based on the findings of the approved LOMR submittal and becomes effective approximately 4.5 months following the letter of final determination. FEMA acceptance of a LOMR officially revises the special flood hazard boundaries, base flood elevations and subsequently, the FIRM. The FIRM is the official regulatory tool for National Flood Insurance Program flood insurance decisions.

Initially, Consultant will submit the LOMR under the opinion that the LOMR is based solely on the submission of more detailed data. If FEMA agrees with our opinion, a processing fee will not be required. If FEMA disagrees with our opinion, then FEMA will require a processing fee, which is

CLIENT'S INITIALS


CONSULTANT'S INITIALS

currently \$8,000.00. FEMA processing fees change from time to time and can change prior to LOMR submittal.

Our services will consist of the Survey Phase, General Study/Report Phase and Permit Phase, as set forth in the General Provisions and supplemental exhibits attached hereto, and such additional services as you may request during the course of the Project. We understand that you will furnish Thomas & Hutton with full information as to your requirements, including any special or extraordinary considerations for the Project and will make all pertinent existing data available to us.

Payment for our services will be as described in the attached General Provisions. You will be billed monthly for our services rendered and for Reimbursable Expenses.

We propose that payment for our services will be as follows:

<u>Phase</u>	<u>Fee Structure</u>	<u>Fee or Time & Expense Budget</u>
Survey:		
Culvert Crossing	Lump Sum	\$ 3,750.00
General Study/Report:		
FEMA LOMR	Lump Sum	\$ 13,500.00
FEMA Submittal Package	Lump Sum	\$ 5,000.00
Permit:		
FEMA Permit	Time & Expense – Budget	\$ 7,500.00
Reimbursable Expenses:	Time & Expense – Budget	\$ 500.00
Additional Services:	Time & Expense – See “Consulting Services Rate Sheet”	

The above fee arrangements are based on prompt payment of our invoices and the orderly and continuous progress of the Project through completion.

It is necessary that you advise us in writing at an early date if you have budgetary limitations for the overall Project cost or Construction Cost. We will endeavor to work within those limitations. At appropriate times during the Design Phase, we can submit to you our opinions as to the probable Construction Cost of the Project. We do not guarantee that our opinions will not differ materially from bids or negotiated prices.

This proposal between the City of Oxford (“Client”), and Thomas & Hutton Engineering Co. (“Consultant” or “Thomas & Hutton”), consisting of the Scope of Services, General Provisions, Consulting Services Rate Sheet, and this Letter Agreement with authorizing signatures, represents the entire understanding between Client and Thomas & Hutton with respect to the Project. This Letter Agreement may only be modified if completed in writing and signed by both parties.

If the arrangements set forth in this Letter Agreement are acceptable to you, **please sign and initial the enclosed documents in the spaces provided below and return to Thomas & Hutton**. This proposal will be open for acceptance until March 30, 2023, unless changed by Thomas & Hutton in writing. We appreciate the opportunity to prepare this proposal and look forward to working with you on the Project.

 CLIENT’S INITIALS

 _____
 CONSULTANT’S INITIALS

The parties agree and acknowledge that this Agreement may be executed by electronic signature, and the parties may rely upon such electronic signatures as an original record of signature.

Respectfully,

THOMAS & HUTTON ENGINEERING CO.

By  _____
James C. (Jimmy) Garrison, III, PE
Principal/Project Manager

By  _____
Kevin Smith, PE
Principal/Water Resources Group Leader

KS, JG/dc

Enclosures: Scope of Services
General Provisions
Consulting Services Rate Sheet

ACCEPTED: _____, 2023

By _____

TITLE

CLIENT'S INITIALS

 _____
CONSULTANT'S INITIALS

SCOPE OF SERVICES

Thomas & Hutton's consulting services have been requested for the preparation of a Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR) Flood Study of a portion of Dried Indian Creek, located on the border of the City of Oxford and the City of Covington, in Newton County, Georgia. The study is anticipated to commence immediately upstream of Interstate 20 along Dried Indian Creek upstream to the proposed terminus located at the City of Oxford city limits, south of Victoria Lane. Consulting services have been requested to facilitate transportation needs for the proposed Archer Site Development located adjacent to City limits.

FEMA detailed modeling has been completed for portions of Dried Indian Creek and terminates immediately north of Interstate 20. Special Flood Hazard Area (SFHA) Zone A floodplains have been modeled and mapped north of the detailed study limit using approximate study methods to delineate flood prone areas. Base flood Elevations (BFE) have not been established for the Zone A areas. The scope of service provides the modeling required to determine the 1% annual chance water surface elevation and subsequently, upon FEMA's approval, the effective Flood Insurance Rate Map change to determined BFEs along the study reach. The 1% annual chance floodplain will be mapped based on best available topographic information.

1. SCOPE OF SERVICES

A. Survey Phase

The survey phase will include the survey of two (2) hydraulic structure (roadway/stream crossings) throughout the reach to be studied, specifically E. Soule Street and E. Richardson Street. Survey will include high chord information, low chord information, upstream and downstream channel cross sections, hydraulic structure geometry and sizing, headwalls, etc. for use in hydrologic and hydraulic modeling. Consultant shall provide detailed sections of each crossing in exhibit form for submittal with the Letter of Map Revision.

B. General Study/Report Phases

1. FEMA Letter of Map Revision (LOMR) Study

A flood study will be performed to determine base flood elevations for a portion of Dried Indian Creek. The study is anticipated to commence immediately upstream of Interstate 20 along Dried Indian Creek upstream to the proposed terminus located at the City of Oxford city limits, south of Victoria Lane. The study will include a hydraulic study of the stream's contributing drainage area to determine 1% annual chance water surface elevations (or BFEs). Consultant shall request the effective FEMA hydraulic model from the FEMA Engineering Library through the Freedom of Information Act.

The BFEs for the study reach will be determined using the U.S. Army Corps of Engineers HEC-RAS model. Channel sections will be derived from Newton County digital elevation model. The existing hydraulic structures will be modeled using the survey obtained from the Survey Phase associated with this project. The determined BFEs and revised floodplain boundaries will be mapped on Newton County 2018 digital elevation data.

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2. Letter of Map Revision (LOMR) Package

A Letter of Map Revision (LOMR) package will be prepared to include the necessary FEMA MT-2 forms, Community Acknowledgement(s), backup documentation, annotated floodplain maps, and FEMA required digital data. The draft LOMR package will be reviewed with the Owner and the City of Oxford prior to submittal. Any comments received will be incorporated in the package prior to submittal to FEMA.

C. Permit Phase

Following the review and concurrence of the LOMR package by the City of Oxford, City of Covington and Newton County, the LOMR package will be submitted to FEMA for review and approval. Thomas & Hutton will address FEMA's requests for additional information and comments as necessary until the FEMA LOMR is approved and issued. FEMA review processes will require certified mailing notification be sent to affected off-site property owners. The notification will be conducted under this phase. Due to the uncertainty in the amount and extent of potential comments by FEMA, this phase is to be provided as "Time & Expense".

Submittal fees are not included in our fee schedule and shall be provided by the Owner at the time of submittal. Initially, Consultant will submit the LOMR under the presumption that the LOMR is based solely on the submission of more detailed data. If FEMA agrees with the presumption, a processing fee will not be required. If FEMA disagrees with our opinion, then FEMA will require a processing fee, which is currently \$8,000.00. FEMA processing fees change from time to time and can change prior to LOMR submittal.

D. Exclusions

Items not included in the scope of services are as follows:

- FOIA Fees
- Permit fees
- Additional survey, boundary plats
- Accessibility construction compliance verification
- Archaeological survey and report
- Wetland delineation, surveys, or permits
- Geotechnical investigation or report
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Interior Courtyard Design
- Off-site work unless specifically covered in the scope of services
- Approvals or permits other than those related to the scope of work covered by this contract
- Act as an expert witness for legal activities
- Department of Transportation permits or approvals
- Telephones, cable television, gas, and power distribution systems

These items can be coordinated or provided, if requested by the Owner in writing.

2. **PERIODS OF SERVICE**

A. **Survey Phase**

After Client issues notice to proceed, Consultant will commence work within fifteen (15) business days after receipt and complete work described in this phase within twenty-five (25) business days.

B. **General Report/Study Phase**

After the Survey Phase is complete, Consultant will commence work within five (5) business days and complete work described in this phase within thirty (30) business days.

C. **Permit Phase**

Consultant cannot control review agency timelines. However, the Consultant will endeavor to resubmit packages based on agency comments within two weeks of receipt of comments, unless additional survey is requested. Due to uncertainties in review periods and circumstances beyond our control, the period needed to gain final approval is unknown. However, we anticipate 9 to 12 months for local and FEMA review and approval periods.

PAYMENT FOR SERVICES

For services rendered, CLIENT shall pay CONSULTANT as outlined in the Letter Agreement for Services.

Payment for services on the basis of "Time & Expense" shall be paid according to the Consulting Services Rate Sheet attached hereto.

Project related costs for printing, reproductions, materials, and travel will be billed as reimbursable expenses.

Projects will be billed monthly or at the completion of the work, whichever comes sooner, with payment due upon receipt. Payment will be considered overdue after forty-five (45) days from date of invoice, with interest charged at a monthly rate of 1.5 percent (18 percent annual rate).

CONSULTANT reserves the right to suspend work hereunder or any other work to be performed by CONSULTANT for CLIENT or any of its affiliates under a separate agreement or agreements with CONSULTANT in the event of delinquent payment by CLIENT to CONSULTANT hereunder or in the event of delinquent payment by CLIENT or its affiliates to CONSULTANT under a separate agreement or agreements. For all purposes hereof, affiliate means (i) in the case of an individual, any relative of any person listed among the following, (ii) any officer, director, trustee, partner, manager, employee or holder of 5 percent or more of any class of the voting securities of or equity interest in CLIENT; (iii) any corporation, partnership, limited liability company, trust, or other entity controlling, controlled by, or under common control with CLIENT; or (iv) any officer, director, trustee, partner, manager, employee, or holder of 5 percent or more of the outstanding voting securities of any corporation, partnership, limited liability company, trust, or other entity controlling, controlled by, or under common control with CLIENT.

In the event legal action is necessary to enforce the payment terms of this Agreement, CONSULTANT will be entitled to collect from CLIENT any judgment or settlement sums due, plus reasonable attorneys' fees, court costs, and other expenses incurred by CONSULTANT for such collection action, and, in addition, the reasonable value of CONSULTANT's time and expenses spent for such collection action, computed according to CONSULTANT's prevailing fee schedule and expense policies.

ASSIGNMENT

Neither party to this Agreement may transfer, sublet, or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by CONSULTANT as a generally accepted business practice, is not considered an assignment for purposes of this Agreement.

CLIENT'S RESPONSIBILITIES

A. Access

CLIENT shall make provisions for CONSULTANT to enter upon public and private lands as required to perform such work as surveys and inspections in development of the Project.

B. CLIENT's Representative

CLIENT shall designate in writing one person to act as CLIENT's Representative with respect to the work to be performed under this Agreement. This Representative will have complete authority to transmit instructions, receive information, and interpret and define CLIENT's policy and decisions, with respect to the product, materials, equipment, elements, and systems pertinent to the work covered by this Agreement.

C. Fees

CLIENT is responsible for payment of fees associated with the project. Such fees include permit review and application fees,

impact fees, and capacity fees. CONSULTANT will notify CLIENT regarding the amount of fees and timing of payment.

CONSULTANT'S RESPONSIBILITIES

In providing services under this Agreement, CONSULTANT will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. No other representation expressed or implied, and no warranty or guarantee is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

OWNERSHIP OF INSTRUMENTS OF SERVICE

All reports, drawings, specifications, computer files, electronic files, BIM models, field data, notes and other documents and instruments prepared by CONSULTANT as instruments of service remain the property of CONSULTANT. CONSULTANT retains all common law, statutory, and other reserved rights, including, without limitation, the copyrights thereto. CONSULTANT will retain these records for a period of two (2) years following their completion during which period paper copies will be made available to CLIENT at reasonable times.

ELECTRONIC FILES

In accepting and utilizing any drawings, reports, and data on any form of electronic media generated and furnished by CONSULTANT, CLIENT agrees that all such electronic files are instruments of service of CONSULTANT, who will be deemed the author, and will retain all common law, statutory law, and other rights, without limitation, including copyrights.

CLIENT agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. CLIENT agrees not to transfer these electronic files to others without the prior written consent of CONSULTANT. CLIENT further agrees to waive all claims against CONSULTANT resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than CONSULTANT.

CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by CONSULTANT and electronic files, the signed or sealed hard-copy construction documents will govern.

In addition, CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, its officers, directors, employees, and subconsultants (collectively, CONSULTANT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than CONSULTANT or from any reuse of the electronic files without the prior written consent of CONSULTANT.

Under no circumstances will delivery of electronic files for use by CLIENT be deemed a sale by CONSULTANT, and CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event will CONSULTANT be liable for indirect or consequential damages as a result of CLIENT's use or reuse of the electronic files.

CERTIFICATIONS, GUARANTEES, AND WARRANTIES

CONSULTANT will not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT having to certify, guarantee, or warrant the existence of conditions whose existence CONSULTANT cannot ascertain, or any way might, in the sole judgment of CONSULTANT, increase CONSULTANT's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance. CLIENT also agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to CONSULTANT in any way contingent upon CONSULTANT signing any such certification.

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ACCESSIBILITY

CLIENT acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state, and local accessibility laws, rules, codes, ordinances, and regulations will be subject to various and possibly contradictory interpretations. CONSULTANT, therefore, will use reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of the execution of this Agreement and as they apply to the Project. CONSULTANT, however, cannot and does not warrant or guarantee that CLIENT's Project will comply with all interpretations of the accessibility requirements and/or the requirements of other federal, state, and local laws, rules, codes, ordinances, and regulations as they apply to the Project. Any changes in the applicable law or contrary interpretations of existing law subsequent to the issuance of permits that requires CONSULTANT to perform redesign will be considered an additional service.

SUBSTITUTIONS

Upon the written request or direction of CLIENT, CONSULTANT will evaluate and advise CLIENT with respect to proposed or requested changes in materials, products, or equipment. CONSULTANT will be entitled to rely on the accuracy and completeness of the information provided in conjunction with the requested substitution. CONSULTANT will not be responsible for errors, omissions, or inconsistencies in information by others or in any way resulting from incorporating such substitution into the Project. CLIENT will be invoiced for this service on a Time & Expense basis unless both parties mutually agree on a lump sum fee.

OPINIONS OF PROBABLE COSTS

Since CONSULTANT has no control over the cost of labor, materials, or equipment, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, opinions of probable construction costs provided for herein are to be made on the basis of experience and qualifications. These opinions represent CONSULTANT's best judgment as a design professional familiar with the construction industry.

However, CONSULTANT cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable construction costs prepared by CONSULTANT.

BETTERMENT

If, due to CONSULTANT's negligence, a required item or component of the Project is omitted from CONSULTANT's construction documents, CONSULTANT will not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will CONSULTANT be responsible for any cost or expense that provides betterment, upgrades, or enhances the value of the Project.

CHANGED CONDITIONS

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, CONSULTANT may call for renegotiation of appropriate portions of this Agreement. CONSULTANT shall notify CLIENT of the changed conditions necessitating renegotiation, and CONSULTANT and CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with the Termination provision hereof.

CODE COMPLIANCE

CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes, and regulations in effect as of the date this agreement was written. Design changes made necessary by newly enacted laws, codes, and regulations after this date will entitle CONSULTANT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

In the event of a conflict between laws, codes, and regulations of various governmental entities having jurisdiction over the Project, CONSULTANT shall notify CLIENT of the nature and impact of such conflict. CLIENT agrees to cooperate and work with CONSULTANT in an effort to resolve this conflict.

VALUE ENGINEERING

(If) CLIENT has elected to engage in value engineering of the Project, CLIENT has established cost as a primary project objective over other programming, performance, and aesthetic objectives and recognizes that in doing so, it has limited the available design and product options. These limitations may impact the overall project cost, schedule, and performance. CLIENT has accepted these risks and impacts in recognition of the importance it has placed on project cost.

DELEGATED DESIGN

Where any design services are provided by persons or entities not under CONSULTANT's direct control, CONSULTANT's role will be limited to its evaluation of the general conformance with the design intent and the interface with CONSULTANT's design and portion of the Project. Except to the extent, it is actually aware of a deficiency, error, or omission in such design by others, CONSULTANT will have no responsibility for such design and may rely upon its adequacy, accuracy, and completeness in all respects.

LIMITS OF LIABILITY

Nothing contained in this Agreement will create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or CONSULTANT. CONSULTANT's services under this Agreement are being performed solely for CLIENT's benefit, and no other party or entity will have any claim against CONSULTANT because of this Agreement or the performance or nonperformance of services hereunder. CLIENT and CONSULTANT agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this Project to carry out the intent of this provision.

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CONSULTANT and CONSULTANT's officers, directors, partners, employees, and sub-consultants, and any of them, to CLIENT and anyone claiming by or through CLIENT (including, but not limited to construction contractors & subcontractors), for any and all claims, losses, costs, or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed **\$20,000 or CONSULTANT's fee for services rendered, under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. This liability cap may be increased by mutual consent of both parties and in exchange for additional compensation.**

It is our understanding CLIENT has elected to exclude Construction Observation and Monitoring from this contract. Based on this understanding, CLIENT assumes all responsibility for interpretation of the documents and for construction observation and supervision activities and waives any claims against CONSULTANT that may in any way connected thereto. In addition, CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless

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CONSULTANT from any loss, claim, or cost including reasonable attorneys' fees resulting from the performance of such services by other persons or entities and all claims arising from clarifications, interpretations, or changes made to the contract documents or work specified therein to reflect field or other changes made except for sole negligence or willful misconduct of CONSULTANT. Any requests for specific construction observation services and agreed to by CONSULTANT will be paid as Additional Services by CLIENT.

TIME BAR TO LEGAL ACTION

All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder will be barred and under no circumstances will any such legal action be initiated by either party after five (5) years from the date of Substantial Completion, unless this Agreement is terminated earlier, in which case the date of termination of this Agreement will be the date on which such period commences. Nothing in this Agreement is construed to waive any protections granted under existing laws of the state in which the work is performed.

ACTS OF OTHERS

CONSULTANT will not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractor(s) or the safety precautions and programs incident to the work of contractor(s). CONSULTANT will not be responsible for the failure of contractor(s) to perform the work in accordance with the Contract Documents.

CONSULTANT will not be responsible for the acts or omissions of any contractor, or sub-contractor, or any of the contractor(s)', or sub-contractor(s)' agents, or employees or any other persons (except CONSULTANT's own employees and agents) at the site or otherwise performing any of the contractor(s)' work. However, nothing contained herein will be construed to release CONSULTANT from liability for failure to perform properly the duties undertaken by CONSULTANT in the Contract Documents.

CONSULTANT will not be responsible for the acts, omissions, means, methods, or specifications of other design professionals not directly retained by CONSULTANT. **Unless specifically stated otherwise, CONSULTANT's work and responsibility under this Agreement terminates at the building pad or within five (5) feet of the building, whichever is greater, for any proposed building shown on the plans. CLIENT/Architect/Contractor is responsible for compliance with codes, regulations, manufacturer specifications, and construction methods related to the building structure. In no circumstance is CONSULTANT responsible for any portion of the building, especially as it relates to moisture or mold.**

INDEMNIFICATION

CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CLIENT, its officers, directors, and employees (collectively, CLIENT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom CONSULTANT is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, its officers, directors, employees, and subconsultants (collectively, CONSULTANT) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by CLIENT's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor CONSULTANT will be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor CONSULTANT, their respective officers, directors, partners, employees, contractors, or subconsultants will be liable to the other or will make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages includes, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both CLIENT and CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

INSURANCE

Consultant will provide and maintain, until the services are completed and accepted by Client, the following minimum insurance coverage:

- (1) **Workers' Compensation – As per Statutory requirements.**
- (2) **Employer's Liability – \$1,000,000 per occurrence and \$2,000,000 in aggregate.**
- (3) **Commercial General Liability – \$1,000,000 per occurrence and \$2,000,000 in aggregate.**
- (4) **Automobile Liability – \$1,000,000 per occurrence and \$2,000,000 in aggregate.**
- (5) **Professional Liability – \$1,000,000 per claim and \$2,000,000 in aggregate.**

Any insurance on a "claims made" basis will be maintained for three (3) years after completion of the Services or any period required by this Agreement, whichever is longer. Consultant will include these minimum insurance requirements in its subcontracts.

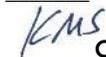
DISPUTE RESOLUTION

Any dispute or claim arising out of or relating to this Agreement will be determined as follows: CONSULTANT and CLIENT will negotiate in good faith to reach agreement. If negotiations are unsuccessful, CONSULTANT and CLIENT agree the dispute will be settled by mediation. In the event the dispute or any issues remain unresolved after the above steps, the disagreement will be decided by such remedies of law as they are available to the parties. The appointment of a mediator and location will be subject to agreement between CONSULTANT and CLIENT with each party being responsible for their portion of those costs.

JOBSITE SAFETY

Neither the professional activities of CONSULTANT, nor the presence of CONSULTANT or its employees and subconsultants at a project site, imposes any duty on CONSULTANT, nor relieve a general contractor of its obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. CONSULTANT and its personnel have no authority to exercise any control over any contractor or its employees in connection with their work or any health or safety programs or procedures. CLIENT agrees that the general contractor will be solely responsible for jobsite and worker safety and warrants that this intent will be carried out in CLIENT's contract with the general contractor. CLIENT also agrees that the general contractor will indemnify and hold harmless CLIENT, CONSULTANT, and CONSULTANT's subconsultants. CLIENT also agrees that CLIENT, CONSULTANT, and

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CONSULTANT's subconsultants will be made additional insureds under the general contractor's policies of general liability insurance.

DELAYS

CLIENT agrees that CONSULTANT is not responsible for damages arising directly or indirectly from any delays for causes beyond CONSULTANT's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war, or other emergencies; failure of any government agency to act in timely manner; failure of performance by CLIENT or CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by CONSULTANT to perform its services in an orderly and efficient manner, CONSULTANT will be entitled to a reasonable adjustment in schedule and compensation.

HAZARDOUS MATERIAL

Both parties acknowledge that CONSULTANT's Scope of Services does not include any services related to the presence of any hazardous or toxic materials and/or mold. In the event CONSULTANT or any other person or entity involved in the project, encounters any hazardous or toxic materials and/or mold, or should it become known to CONSULTANT that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of CONSULTANT's services, CONSULTANT may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

CLIMATE CHANGE

In no event will CONSULTANT be responsible or liable for any failure or delay in the performance of its obligations or impact to the project in any way hereunder arising out of or caused by, directly or indirectly, climate change, including but not limited to sea level rise.

APPLICATIONS FOR PERMITS AND CERTIFICATES REQUESTED ON BEHALF OF CLIENT

CLIENT shall indemnify and hold harmless CONSULTANT from and against any and all judgments, losses, damages, and expenses (including attorney's fees and defense costs) arising from or related to claims by third parties to challenge the issuance of permits or certificates for the Project by agencies with jurisdiction over the project. Defense costs include the time and expenses of CONSULTANT's personnel to assist in the defense of the issuance of the permit or certificate.

TERMINATION

In the event of termination of this Agreement by either party, within fifteen (15) calendar days of termination CLIENT shall pay CONSULTANT for all services rendered and all reimbursable costs incurred by CONSULTANT up to the date of termination, in accordance with the payment provisions of this Agreement.

Either party may terminate this Agreement for the convenience and without cause upon giving the other party not less than fifteen (15) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or CONSULTANT's services by CLIENT for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of CONSULTANT, CLIENT shall pay CONSULTANT, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by CONSULTANT in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

SIGNAGE

CLIENT agrees to allow CONSULTANT to place a sign on the project site during construction. The sign will include general information relative to CONSULTANT. CONSULTANT will be responsible for the sign installation and removal.

AMENDMENT

This Agreement can be amended by addenda if agreed to in writing and signed by both parties.

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WILLIAMS ROAD/E. SOULE STREET IMPROVEMENTS - ALT. 5

Project No. 25127.0001

Covington, Georgia

Date Prepared: 02/21/2022

Full Depth Replacement of Existing Roadbed from Project Jane to Highway 81, along East Soule Street. NB and SB left turn lane and NB decel lane addition on Hwy 81 at E. Soule Street. Replace existing two-lane bridge over Dried Indian Creek and raise roadway approximately 3-feet (estimated) to clear flood zone.

Traffic Control:	\$100,000.00	
Grading Complete:	\$484,848.14	
Prop. Roadway Length (Williams Road/E. Soule Street):	3200 ft	
Prop. Roadway Width Williams Road/E. Soule Street:	24.0 ft	
Total Proposed Roadway Area:	9387 sy	
Proposed New Pavement Area:	9387 sy	Replace existing pavement
Asphalt Depth (FDR):	0.0 in	
Asphalt Depth (New Pavement):	7.5 in	
Graded Aggregate Base Course:	14.0 in	Where New Pavement
Spread Rate:	110.0 lbs/sy/in	
Tack Coat Rate:	0.06 gal/sy	
No. Tack Coat Layers:	3	
Curb and Gutter Length:	7040 ft	Use to minimize util impacts
Deceleration Lane Length:	0 ft	Included in total pvmt area
Deceleration Lane Taper:	0 ft	
Mill Depth:	0.0 in	
Average Mill Width:	0 ft	
Number of Driveways:	19 Each	
Avg. Width of Driveway:	25 ft	
Avg. Length of Driveway:	50 ft	
Cement Spread Rate:	61.0 lbs/sy	
Ditch Width:	0 ft	
Shoulder Width:	8 ft	
Foreslope Length:	0 ft	
Backslope Length:	12 ft	
Average Cut per Foot:	1.50 ft	
Earthwork Cost:	\$7.50 /cy	
Raise Roadway at Dry Indian Creek Crossing:	3.0 ft	
Length Estimated to Raise Roadway at Dry Indian Creek:	1200.0 ft	
Borrow Material:	10000 cy	
Borrow Material Costs:	\$15.00 /cy	
Minimum Width of Clearing (E. Soule Street):	74 ft	Existing ROW Width: 40 ft
Proposed Bridge Area:	4758 sf	
Existing Bridge Area:	1500 sf	
Sidewalk Width:	5 ft	
Storm Drainage Construction:	\$110.00 /ft	
Pavement Arrows:	2 Each	
No. of Signs:	8 Each	
Signing & Marking Construction:	\$8.00 /ft	



Permanent Erosion Control Construction:	\$20.00 /ft
MS4 Facilities:	0 Each
Number of Stages to Construct:	1 Each
% Type C Silt Fence:	100%
Water Quality Sampling Points:	2
Months of Construction:	12
Cost of Clearing:	\$21000.00 /Ac
Retaining Wall Quantity:	100 cy

OPINION OF PROBABLE CONSTRUCTION COST

Since the Engineer has no control over the cost of labor, materials, equipment, over the Contractor's methods of determining prices, or over competitive bidding or market conditions, the Opinions of Probable Construction Costs provided for herein are made on the basis of his experience and qualifications. These opinions represent his best judgment as a design professional familiar with the construction industry. However, the Engineer cannot and does not guarantee that proposals, bids, or the construction cost will not vary from Opinions of Probable Construction Costs prepared by him.

BASIS FOR ESTIMATE	
X	(No design completed-Master Plan)
	(Preliminary design)
	(Final design)
	(Other)

				ENGINEERS ESTIMATE	
ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
150-1000	TRAFFIC CONTROL	1	LS	100000.00	\$100,000.00
156-0100	GPS DATA COLLECTION AND SUBMITTAL-P.I.	1	LS	0.00	\$0.00
163-0232	TEMPORARY GRASSING	6.0	AC	750.00	\$4,484.85
163-0240	MULCH	35.9	TN	375.00	\$13,454.55
165-0010	MAINTENANCE OF TEMPORARY SILT FENCE, TP A	0	LF	0.50	\$0.00
165-0030	MAINTENANCE OF TEMPORARY SILT FENCE, TP C	3200	LF	1.00	\$3,200.00
167-1000	WATER QUALITY MONITORING AND SAMPLING	2	EA	400.00	\$800.00
167-1500	WATER QUALITY INSPECTIONS	12	MO	700.00	\$8,400.00
171-0010	TEMPORARY SILT FENCE, TYPE A	0	LF	3.00	\$0.00
171-0030	TEMPORARY SILT FENCE, TYPE C	3200	LF	4.00	\$12,800.00
207-0203	FOUND BKFILL MATL, TP II	0	CY	78.00	\$0.00

ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
210-0100	GRADING COMPLETE	1	LS	484848.14	\$484,848.14
310-1101	GR AGGR BASE CRS, INCL MATL	7951	TN	36.00	\$286,218.24
315-1000	PORTLAND CEMENT	0	TN	150.00	\$0.00
315-1012	CEMENT STABILIZED RECLAIMED BASE COURSE, 12 IN, INCL MATERIAL	0	SY	28.00	\$0.00
318-3000	AGGR SURF CRS	1500	TN	50.00	\$75,000.00
402-1802	RECYCLED ASPH CONC PATCHING, INCL BITUM MATL & H LIME	0	TN	136.00	\$0.00
402-1812	RECYCLED ASPH CONC LEVELING, INCL BITUM MATL & H LIME	0	TN	108.00	\$0.00
402	RECYCLED ASPH CONC SUPERPAVE, INCL BITUM MATL & H LIME	4259	TN	100.00	\$425,920.00
413-0750	TACK COAT	3379	GL	2.00	\$6,758.40
432-5010	MILL ASPH CONC PVMT, VARIABLE DEPTH	0	SY	5.90	\$0.00
441-0016	DRIVEWAY CONCRETE, 6 IN TK	2639	SY	60.00	\$158,333.33
441-0104	CONC SIDEWALK, 4 IN	3556	SY	36.00	\$128,000.00
441-0754	CONCRETE MEDIAN, 7 1/2 IN	0	SY	80.00	\$0.00
441-6222	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	7040	LF	31.00	\$218,240.00
500-3900	CLASS B CONCRETE, INCL REINF STEEL	100	CY	1235.00	\$123,500.00
643-8200	BARRIER FENCE (ORANGE), 4 FT	1120	LF	1.95	\$2,184.00
999-2015	STORM DRAINAGE CONSTRUCTION	352000	LS	1.00	\$352,000.00
999-2015	SIGNING & MARKING CONSTRUCTION	25600	LS	1.00	\$25,600.00
999-2015	PERMANENT EROSION CONTROL	64000	LS	1.00	\$64,000.00
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
999-2015	INTERSECTION IMPROVEMENTS, SR 81, LEFT TURN LANE	9420	SF	40.65	\$382,923.00
999-2015	SIGNAL MODIFICATIONS, SR 81	1	LS	590000.00	\$590,000.00

ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
999-2015	HYBRID SINGLE/DBL LANE ROUNDABOUT AND APPROACHES	0	LS	3000000.00	\$0.00
			ENGINEER'S ESTIMATE:		\$4,317,944.51
				CONTINGENCY:	25%
		TOTAL CONSTRUCTION COSTS:			\$5,397,430.63
	UTILITY RELOCATION - 8-IN WATER	3200	LF	125.00	\$400,000.00
	UTILITY RELOCATION - SEWER	0	LF	250.00	\$0.00
	RIGHT-OF-WAY/EASEMENT ACQUISITION SOULE STREET (40-FT EX ROW)	119680	SF	5.00	\$598,400.00
	RIGHT-OF-WAY ACQUISITION HWY 81 (60- FEET EX ROW)	27300	SF	5.00	\$136,500.00
		TOTAL PROJECT COSTS:			\$6,395,830.63

Construction Cost Per L.F. of Roadway (Including Bridge Replacement): \$1686.70/lf
Const. Costs per SF of Roadway (Not Including Bridge Replacement or Left Turn Lanes): \$46.53/sf
Project Costs Per L.F. of Roadway: \$1998.70/lf

Assumptions/Notes:

1. Full Depth Replacement of Existing Roadbed from Project Jane to Highway 81, along East Soule Street. Intersection improvements anticipated at East Soule Street and SR 81. Replace existing two-lane bridge over Dried Indian Creek and raise roadway approximately 3-feet (estimated) to clear flood zone.
2. Current FEMA Flood Map shows Dried Indian Creek overtopping E. Soule Street (Zone A).
3. Utility relocation NOT anticipated along E. Soule Street (use curb and gutter to reduce impacts to overhead utility poles). Same with east side of Hwy 81. Anticipate utility relocation at intersection of Hwy 81 and E. Soule Street. No cost impact to City of Oxford.
4. Right-of-way acquisition anticipated. Improved land cost used: \$5/SF.
5. Use curb and gutter where necessary to minimize impacts to existing utilities (N side E. Soule Street and E side of Hwy 81).
6. Left turn lane improvements on Hwy 81: 400' SB left turn lane storage; 160' NB left turn lane storage; and 250' right turn lane NB Hwy 81. 12-ft. symmetrical widening.
7. Assume E. Soule Street closed during construction due to proposed bridge replacement and associated roadway profile adjustments.

Proposal for the Flood Study along Dried Indian Creek

Thomas & Hutton's proposal will update the mapping of the flood zone from north of I-20 to the Oxford City Limits just below Victoria Lane. Thomas & Hutton feel this may be the best overall value to the city to complete this information for our jurisdiction as a whole.

This flood zone data would be helpful not only for E. Soule Road Improvement Project but also the Dried Indian Creek Trail.



These are the preliminary costs showing the overall costs of various alternatives with the road. Alternative 5 mainly concerns E. Soule to Hwy 81. Note, these costs are dated from the 1st Qtr. of 2022.

Alternative	Cost	Description
1	\$1,250,000	FDR of Williams Road from Project Jane to City Pond Road. Minimal improvements to Williams Road (no widening) and align with Foxfield Way.
2	\$2,230,000	Same as Alternative 1 plus correction of vertical geometry (orange areas) and widening of Williams Road to (2) 12-foot lanes with 8-foot shoulders.
3	\$3,400,000	Same as Alternative 2 plus FDR of City Pond Road (no widening) and correction of horizontal curve (orange area) to 35 MPH.
4	\$8,900,000	Same as Alternative 3 plus widening of City Pond Road to (2) 12-foot lanes with 8-foot shoulders, addition of a single lane roundabout, and widening City Pond Road to 3 lanes from the roundabout to Alcovy Road.
4A	\$14,665,348	Same as Alternative 3 plus widening of City Pond Road to (2) 12-foot lanes with 8-foot shoulders, addition of a single lane roundabout, and widening City Pond Road to 3 lanes from Williams Road to Alcovy Road.
5	\$6,395,831	Full depth replacment of existing roadbed from Project Jane to Highway 81 along East Soule Street. NB and SB left turn lane and NB decel lane addition on Hwy. 81 at E. Soule Street. Replace existing two-lane bridge over Dried Indian Creek and raise roadway approximately 3-feet (estimated) to clear flood zone.
4A + 5	\$21,061,179	

The costs below, totaling \$851,280 are what we are trying to determine are necessary. It could be the current triple box concrete culvert is adequate, it needs to be extended or removed and replaced with a bridge, as detailed below.

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

MEMORANDUM OF AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 2022, and between the **CITY OF OXFORD**, a municipal corporation chartered by the State of Georgia (hereinafter referred to as “the City”) and the **OXFORD HISTORICAL CEMETERY FOUNDATION, INC.**, a U.S. Internal Revenue Code (501)(C)(3) organization incorporated in the State of Georgia (hereinafter referred to as “the Foundation”).

Therefore, the parties agree as follows:

That Oxford’s City Cemetery, often referred to as Oxford Historical Cemetery (hereinafter “the Cemetery”), was created by the City and is owned by the City along with individuals owning certain lots or burial rights located therein.

That the Foundation’s object and efforts have been and continue to be, “to discover, procure, and preserve whatever may relate to the natural, civic, literary, and ecclesiastical history of the Oxford Cemetery in general and to the maintenance, care and preservation thereof.”

That both parties enter into this agreement for the purpose of the administration of the Cemetery to best serve the citizens of the City, the persons owning plots or burial rights therein, and the beautification preservation of the Cemetery itself.

The parties hereto agree as follows:

1. The term of this Agreement will be for an initial period of one year. At the end of the initial period, the City and Foundation may, by mutual agreement, execute a new instrument extending the terms of this Agreement.
2. That the City has the responsibility to ensure that the Cemetery is adequately maintained; and the City specifically sets forth that it is the City’s intent and purpose to ensure the perpetual care of all plots and property located within the boundaries of the Cemetery.
3. It is the City’s desire to contract with the Foundation for the purpose of providing the maintenance and care of the Cemetery; however, it is understood and is agreed between the parties hereto, that the City shall be responsible for the upkeep of the streets and paved paths throughout the Cemetery and for major improvements. The City shall also be responsible for the removal of trees and bushes fifteen (15) feet tall or taller.

4. That it is the express purpose of this Agreement, by both parties, to provide perpetual care to all plots in the Cemetery.
5. That the Foundation agrees, according to the terms set out hereafter, to direct, manage, maintain, and keep said Cemetery in a good state of upkeep, showing no favoritism toward any one section, location, or portion of said Cemetery, and in doing so, the Foundation agrees to take such action and measures as to maintain the Cemetery as per this Agreement. Actions of the Foundation shall include but are not necessarily limited to: mowing, trimming, and blowing as necessary; removing old flower arrangements; applying fire ant poison; and cutting trees under fifteen (15) feet tall and bushes as needed. At any time, if the City feels that the Cemetery is not being properly maintained, the City shall notify the Foundation in writing of such concerns in accordance with Section 9 of this Agreement.
6. That the City shall be responsible for the sale of burial rights in the Cemetery under the terms and conditions of Chapter 10 of the Municipal Code of the City of Oxford . The City shall maintain accurate records showing the location in the Cemetery of plots for which burial rights are sold, designating the length and width of said plots and the number of grave sites located within each plot. The City will notify the Foundation of such sales and will provide the Foundation with records relating to the sales thereof on an annual basis, or more often at the Foundation's request.
7. That as payment thereof it is agreed that the City shall pay the Foundation two-thirds of such amounts collected by the City for burial rights in each gravesite for the maintenance as set forth above upon execution of the deeds for such purchases. It is anticipated by both parties that the sums of the Foundation's portion of sales plus the earnings from the Foundation's current assets and future anticipated funds from gifts, donations, grants, and burial rights sales will eventually produce sufficient earnings to pay the then current and future annual maintenance obligations. If the Foundation's annual income should not be sufficient to pay the maintenance cost of the Cemetery, the City shall make a direct contribution for maintenance to the Foundation based on a request from the Foundation to the City as part of the City's annual budget process. The proceeds of these payments shall be added to the Foundation's operations account upon receipt for maintenance obligations.
8. That in addition to the terms above, the Foundation agrees to maintain records relating to its operations in the performance of this Agreement in a business-like manner, suitable for

auditing. The City or its duly authorized representative shall, at the City's expense, have the right, at reasonable times, to examine or audit the records of the Foundation relating to the performance of this Agreement, including records relating to income and expenditures and to make and preserve copies thereof.

9. The parties agree to use their best efforts to resolve any dispute as to the interpretation or application of this Agreement. Any dispute must be reported in writing by one party to the other within ninety (90) days after the complaining party becomes aware of facts giving rise to the dispute. The parties shall have sixty (60) days to resolve the dispute. Any dispute left unresolved after this period shall be decided by a panel of three (3) persons, one appointed by the City, one by the Foundation, and one by the two representatives. If the panel cannot resolve the dispute, the Chief Judge of Newton County shall appoint the third part panel member. The panel shall receive written submissions from the parties within thirty (30) days after the panel is selected, and shall render its decision, without opinion, within thirty (30) days after submission of such written material. Each party shall bear its own costs.
10. The City and Foundation shall not discriminate based on race, color, religion, sex, sexual orientation, or national origin in the performance of this agreement. In addition, neither party shall discriminate on any basis in the selections of persons dealing with the administration and maintenance of the Cemetery nor the appointment of members to any committee, board, director or trustee.
11. No officer or member of the Foundation, nor the City, shall serve in the future hereafter with compensation for Cemetery work or business unless agreed to by both parties. It is understood that City employees will receive no compensation beyond their City salaries for any work related to the Cemetery.
12. This Agreement shall supersede all prior agreements or understandings of the parties and will be effective when signed by an authorized representative of the Foundation and by the Mayor of the City. Unless such execution occurs, the provisions of this memorandum are not binding.

SIGNED, SEALED, AND DELIVERED, this _____ day of _____, 2022.

David S. Eady, Mayor

City of Oxford

Anderson Wright, President
Oxford Historical Cemetery Foundation, Inc.



**CITY OF OXFORD
POLICE DEPARTMENT**



**Mark A. Anglin
Chief of Police**

Mayor Eady, and Oxford City Council Members,
February 20, 2023, Council Work Session

This is a follow-up request to move forward with the purchase of new Signage regarding City Ordinance 34-25, and 34-26. I would request the budget be amended to allow the purchase of the attached quote of the requested signs to allow the Police Department to legally enforce the attached ordinances.

Thank you for your consideration in this matter.



WATER, SEWER & GAS SUPPLIES
SIGN & SAFETY SUPPLIES

P.O. Drawer 459 - 1105 State Route 77
Atwood, TN 38220
(731) 662-7193 or (800) 238-3836

Order Number	
1927466	
Order Date	Page
11/16/2022 08:30:04	1 of 2

Bill To:

OXFORD STREET DEPARTMENT
110 WEST CLARK
OXFORD, GA 30054

Ship To:

OXFORD STREET DEPARTMENT
110 WEST CLARK
OXFORD, GA 30054

(770) 786-7004

Customer ID: 3635

PO Number	Ship Route	Taker
	SIGN	AJOHNSON

<i>Quantities</i>			<i>Status Key</i> B = Backorder D = Direct C = Canceled	<i>Item ID</i> <i>Item Description</i>	<i>Unit Size</i>	<i>Unit Price</i>	<i>Extended Price</i>
<i>Ordered</i>	<i>Remaining</i>	<i>Status of Balance</i>					

Delivery Instructions: FREIGHT IS NOT INCLUDED

10	10			NS-SIGN NON STOCK SIGN 24 X 30 (NO TRUCK SYMBOL) EXCEPT LOCAL DELIVERIES RED/BLACK WHITE HIP SIGN - ALUM	EA	47.5200	475.20
10	10			R3-2-24HIP 24 X 24 NO LEFT TURN SYMBOL- SIGN ALUM. (BLK/RED/WHITE) H.I.P.	EA	33.9700	339.70
10	10			R3-1-24HIP 24 X24 NO RIGHT TURN SYMBOL -SIGN ALUM (RED/BLACK/WHITE) HI PRISMATIC	EA	33.9700	339.70
30	30			T22F12A3 2 1/4 X2 1/4 X36 SQUARE ANCHOR POST 12 GAUGE	EA	22.3900	671.70
30	30			T20D12-8 8 ft GALVANIZED SQUARE POST 2X2X14 GAUGE	EA	39.6400	1,189.20
30	30			MCB-SP MEDIUM CORNER BOLT FOR SQUARE POST ANCHOR	EA	0.9000	27.00
30	30			FN-SP FLANGED NUT FOR CORNER BOLT FOR SQUARE	EA	0.1200	3.60



SUPPLY CO., Inc.

QUOTATION

WATER, SEWER & GAS SUPPLIES
SIGN & SAFETY SUPPLIES

P.O. Drawer 459 - 1105 State Route 77
Atwood, TN 38220
(731) 662-7193 or (800) 238-3836

Order Number	
1927466	
Order Date	Page
11/16/2022 08:30:04	2 of 2

<i>Quantities</i>			<i>Status Key</i> B = Backorder D = Direct C = Canceled	<i>Item ID</i> <i>Item Description</i>	<i>Unit Size</i>	<i>Unit Price</i>	<i>Extended Price</i>
<i>Ordered</i>	<i>Remaining</i>	<i>Status of Balance</i>					

POST ANCHOR

Total Lines: 7

SUB-TOTAL: 3,046.10
TAX: 0.00
AMOUNT DUE: 3,046.10
U.S. Dollars

OXFORD POLICE DEPT., GA

24"X30"



24"X24"



Sec. 34-25. Trucks with over two axles.

Except for state highways, no street, avenue or alley within the City shall be used by trucks having over two axles, except for in-city deliveries.

(Ord. of 12-5-2011(05), § 11-106)

Sec. 34-26. Vehicle gross weight.

It shall be unlawful to operate for through traffic purposes any truck, wagon, or other commercial vehicle that exceeds 10,000 pounds gross vehicle weight (GVW) on any street or highway within the City other than a state highway. The prohibition of this section shall not apply to vehicles in excess of 10,000 GVW in route to or from a specific location within the City for purposes of pickup or delivery. The term "through traffic purposes," as used in this section means vehicles passing through the City without loading or unloading at any location in the City or vehicles that have loaded or unloaded in the City but not do so again during the same trip.

(Ord. of 12-5-2011(05), § 11-107)



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 20, 2023 – 7:00 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

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

ELECTED OFFICIALS NOT PRESENT:

Jeff Wearing – Councilmember
Jim Windham – Councilmember

OTHERS PRESENT: Josh Carroll (Mauldin & Jenkins)

Agenda (Attachment A)

1. Mayor’s Announcements

Archer Aviation – Mayor Eady advised there has been no word on the City’s proposal for electric services.

2. Committee Reports

a. **Trees, Parks, and Recreation Board** – Mike Ready provided the report for this Board.

b. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.

c. **Planning Commission** – Bill Andrew provided the report for this Committee.

d. **Sustainability Committee** – Laura McCanless provided the report for this Committee.

3. Review of the FY 2022 Audit (Attachment B)

Josh Carroll of the audit firm Mauldin & Jenkins provided an overview of the FY 2022 audit completed by his firm. He stated that they issued a clean opinion but there are several opportunities for areas of improvement recommended by his firm. Marcia Brooks advised she would work with the staff to address these issues, and some have

already been addressed. She will also provide information on the disbursement testing issues mentioned in the audit letter to the City Council.

Mr. Carroll mentioned that they had some overages on hours due to implementation of GASB 87. He would like to see if they can work out some agreement with the City about the additional costs. Mayor Eady advised we would take a look at it and discuss with them.

4. Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR) for a portion of Dried Indian Creek (Attachment C)

Thomas & Hutton is an engineering and consulting firm involved in the discussion of road improvements on E. Soule Street/Williams Road related to the Archer Aviation development. They have been examining the culvert that crosses Dried Indian Creek. The preliminary hydrology assessment showed the creek topping the road during heavy rain events. Further investigation is needed to determine whether the culvert can be extended or if a bridge is needed. There are also questions related to where the flood plain is. They have proposed doing a new assessment. The cost for this assessment is \$30,250 plus consulting time and expenses. The City of Oxford can see if the City of Covington and Newton County would share in this cost.

Bill Andrew stated that there is no flood plain GIS data for this area. What is shown on maps is a guess. Mayor Eady stated there is some discrepancy as to where the City boundary is because the official map for the City is the zoning map per the City's charter, and the zoning map has not been updated to reflect changes over the years due to annexation.

The assessment is needed to determine if money should be spent to install a bridge, or if another culvert would be sufficient at a lower cost. Bill Andrew stated that if the City knew the outcome of its proposal for electrical service at Archer, our posture might change on whether this assessment is needed but as of now the City has no information about its proposal.

Laura McCanless expressed her displeasure at the prospect of making road improvements to E. Soule Street and Williams Road to make it easier for traffic to come through from Covington. She does not want the City of Oxford to bring attention to GDOT about making such road improvements. Mayor Eady stated that GDOT had not been contacted about this.

Mike Ready stated that the City needs some way of knowing where the boundary is to know how to proceed. Mayor Eady stated that Robert Jordan's survey can be used to determine where the boundary should be, and the City Council can update the map based on that information.

Mayor Eady stated that Newton County put the current culvert in, and the City's boundary at that location has not changed since it was put in. The City will work with Newton County and the City of Covington to work out the sharing of costs for the actual construction work.

5. **Oxford Historical Cemetery Foundation MOU** (Attachment D)

Mayor Eady stated that the Cemetery Foundation is waiting for a decision from the City Council before offering a new contract to Roger Ross for maintenance. The Councilmembers present believe the maintenance has greatly improved during the last year and have no concerns about extending the contract.

6. **No Truck Signage** (Attachment E)

Chief Mark Anglin spoke about signs that he would like to place at the entrance points to the City concerning truck restrictions in the City. He is requesting funds to install these signs in the amount of \$3,046.10.

Mayor Eady asked for a proposal/task order from Atkins for the cost to get approval from GDOT to place signs on Highway 81. In the meantime, the City of Covington and Newton County can be contacted about permission to install signs on the non-state routes.

Chief Anglin stated that the quote he has is from November of 2022, and he will obtain an updated quote.

7. **Other Business**

The City Council discussed sharing the cost of repainting Old Church with the Oxford Historical Society. The councilmembers agreed to pay up to \$100,000 of this cost.

8. **Work Session Meeting Review**

9. **Executive Session**

George Holt made a motion to enter Executive Session at 8:50 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (5/0).

An Executive Session was held to discuss real estate matters.

Mike Ready made a motion to exit Executive Session at 9:07 p.m. Erik Oliver seconded the motion. The motion was approved unanimously (5/0).

10. **Adjourn**

The meeting was adjourned by Mayor Eady at 9:07 p.m.

Respectfully Submitted,

Marcia Brooks



City Clerk/Treasurer