

Oxford Mayor and Council
Work Session
Monday, March 16, 2026 – 6:45 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. **Mayor's Announcements:** The City Council has a Special Called Work Session to review the General Fund Budget on March 19, 2026 at 8:00 AM
2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.
3. ***Consideration of a Project Proposal for The Oxford Historic Cemetery:** Dr. Alexandria (Lexie) Orozco has made a proposal by which we could continue her work with the cemetery after the end of this semester. In addition to the restoration work, her expertise could assist us greatly in correlating the mapping and data collection we have and creating a website that would be very useful to the public and the City.
4. **Discussion of the Independence Day Festivities:** Should staff plan for an Independence Day Festival on Saturday, June 27th? We have been asked to send out notice that the parade is not taking place, and we thought that notice would be a good time to inform the public about other plans.
5. ***Discussion of a Millage Rate due to HB 581 Requirements and Early Notification to Taxpayers:** Please see attached memo, the PT 32.1 spreadsheet and email from Mrs. Kinard.
6. ***Business Registration Certificate (See Sec. 8-6):** This requirement has no fee assigned to it and staff has not been able to find any history of any business being registered under this requirement. It may be that this requirement was designed to cover Oxford College, but this is unclear. Staff is seeking direction as to whether we should eliminate this requirement or should we look to develop a fee structure for the certificate. This requirement was brought to the attention of the City Manager by staff at Oxford College. They were asking how to go about registering the College.
7. ***Second and Final Read of the GMA Model Right of Way (ROW) Ordinance:** GMA has recommended these changes due to the evolving nature of the wireless and broadband industry's use of the ROW.
8. ***Other Business:** Questions or concerns on the (008a) City Manager and (008b) Police Chief Update. Please note, Chief Anglin has particular detail on recent Code Enforcement activity.
9. **Work Session Meeting Review:** The Mayor will review all the items discussed during the meeting.
10. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

***Attachments**

Individuals with disabilities who require certain accommodation to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, are requested to contact City Hall at 770-786-7004 to allow the City to make reasonable accommodation for your concerns.

Dr. Alexandria Orozco

Anthropology & GIS Services

469-247-9603
9300 Delk Drive
Covington, GA 30014
arorozc@emory.edu

OXCEM PROJECT

INCLUDES PRICE OF FULL TIME WORK (40 HOURS PER WEEK) ON THE OXFORD HISTORICAL CEMETERY INCLUDING RESTORATION WORK (D2), MAPPING, EDUCATIONAL CONTENT, AND DEVELOPMENT OF A LONG TERM CARE PLAN.

2 MONTHS MINIMUM IS NEEDED TO MAKE MEANINGFUL PROGRESS ON THIS EFFORT. LONGER THAN 2 MONTHS WOULD REQUIRE A 12 MONTH COMMITMENT FOR IN PERSON WORK. IT IS POSSIBLE TO HAVE 2 -3 MONTHS IN PERSON AND CONTINUE REMOTE DIGITAL WORK AFTER THAT POINT. FEES DO NOT INCLUDE SUPPLY COST. FOR ANNUAL MAINTENANCE, THE 'DIGITAL ONLY' FEE INCLUDES 2 VIRTUAL 1 HOUR MEETINGS AND UP TO 25 HOURS OF WORK COMPLETED REMOTELY. IN PERSON INCLUDES UP TO 25 HOURS OF WORK (DIGITAL OR OTHERWISE) IN OXFORD. THIS AMOUNT DOES NOT INCLUDE ANY ROOM/BOARD OR TRAVEL FEES, WHICH WOULD BE THE RESPONSIBILITY OF THE CLIENT. TIME BEYOND 25 HOURS WOULD BE BILLED AT A RATE OF \$250 PER DAY.

NOTE THAT TASKS WILL BE COMPLETED TO THE BEST POSSIBLE ABILITY WITHIN THE TIMEFRAME AND BUDGET AGREED UPON. AS RESEARCH AND RESTORATION ARE UNCERTAIN PROCESSES THERE MAY BE SOME DEVIATION FROM TIMELINE/TASKS TO COMPLETE IF UNEXPECTED CHALLENGES ARISE.

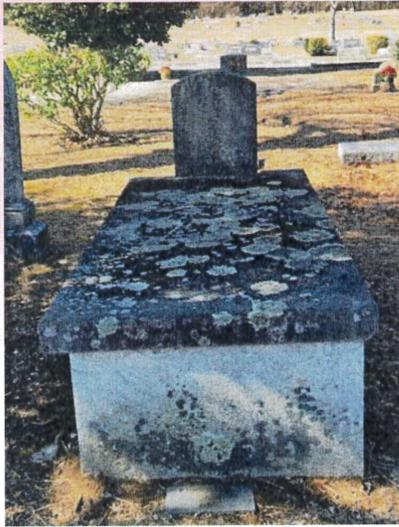
LINE ITEM	UNIT COST	NUMBER	TOTAL
2 MONTHS	\$4,833	2	\$9,666
12 MONTHS	\$4,833	12	\$58,000
YEARLY MAINTENANCE (DIGITAL ONLY)	\$850	1	\$850
YEARLY MAINTENANCE (DIGITAL AND IN PERSON)	\$1,000	1	\$1,000 <i>*PLUS TRAVEL</i>

PLEASE REACH OUT WITH ANY QUESTIONS!

To book services please email or call at your convenience.

OXCEM PROGRESS

THESE IMAGES SERVE TO ILLUSTRATE THE PROGRESS MADE TO DATE ON THIS PROJECT.



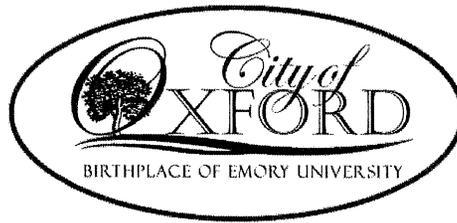
D2 SPRAY AND DOCUMENTATION

The difference D2 spraying makes can be seen in the first two images from left to right. The lichen growth is visibly reduced on this historic grave. The image on the far right shows volunteers documenting grave information to be used in spatial analysis.



SPATIAL ANALYSIS

- Georectification (overlay and spatial manipulation) of historic maps and images. This aggregated photos, maps, and GPR data. Sections were each digitized individually to assist with plot management in the future (Top left)
- Density analysis of northern sections to assess sign placement (Bottom left)
- Burials and associated information are being added to the map. Later this can include images and other documents (Top right)
- Slope analysis showing areas of high/low terrain. useful for erosion management (Bottom right)



Memorandum

To: Mayor and City Council

From: Bill Andrew, City Manager Date: March 13, 2026

RE: Millage Rate Notification – Requirements from HB 581

Mrs. Martie Kinard, Newton County Chief Appraiser, recently met with all the local governments to explain that the County needs to know our intentions with the 2026 millage rate for FY 2027. Due to HB 581, the County is required to give early notice to taxpayers on the proposed millage rates for each taxing authority. The law now requires notice of an “estimated rollback rate” and it is required to be mailed out on the County’s annual assessment notice and is replacing the estimated taxes due that everyone has typically seen in the past.

Mrs. Kinard notes that she has a hard deadline to return Estimated Millage Rate by April 1, 2026. By discussing this issue at our Work Session on March 16th, we can determine if we need to have a Special Called Meeting prior to our Regular Session on April 6th. If the Council prefers to have an agreement by acclamation, that may also be acceptable. As this is an important issue, staff wanted to afford as much time as possible for consideration.

It is important to note the values listed in the attached PT 32.1 spreadsheet are only an estimate. For FY 2027, if we leave the millage at 5.444 to generate approximately \$285,489. The rollback to 5.261 mills (less 3.48%) would generate approximately \$275,892.

It is important to note the values listed in the attached spreadsheet are only an estimate. If we have a particular revenue target in mind, we may want to set the millage rate estimate higher and then adjust it lower as we receive more complete information. If we were to leave the millage rate at the current 5.444 mills, then the estimated tax increase would be 3.48%. The main concern would be if the estimate was lower than what was necessary to hit budget targets and required a higher millage rate, then the Tax Commissioner would have to put specific verbiage on the tax bill stating it was higher than what was stated on the annual assessment notice.

For reference, our records indicate the following revenue from Property Taxes:

2027 – \$235,000 is what we have budgeted currently for our future budget
2026 – \$162,849 currently collected through February 2026
2025 – \$ 228,921
2024 – \$ 204,691
2023 – \$ 146,154
2022 – \$ 123,184
2021 – \$ 135,958
2020 – \$ 119,511

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2026

COUNTY:	NEWTON	TAXING JURISDICTION:	ESTIMATE 03/13/2026 OXFORD
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ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2025 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2026 DIGEST
REAL	53,863,944	1,761,215	(452,494)	55,172,665
PERSONAL	1,183,144		(304,098)	879,046
MOTOR VEHICLES	286,180		(14,360)	271,820
MOBILE HOMES	480		0	480
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	118		(118)	0
GROSS DIGEST	55,333,866	1,761,215	(771,070)	56,324,011
EXEMPTIONS	3,848,362		34,671	3,883,033
NET DIGEST	51,485,504	1,761,215	(805,741)	52,440,978
	(PYD)	(RVA)	(NAG)	(CYD)

2025 MILLAGE RATE:	5.444	2026 MILLAGE RATE:	5.444
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CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2025 Net Digest	PYD	51,485,504	
Net Value Added-Reassessment of Existing Real Property	RVA	1,761,215	
Other Net Changes to Taxable Digest	NAG	(805,741)	
2026 Net Digest	CYD	52,440,978	(PYD+RVA+NAG)
2025 Millage Rate	PYM	5.444	PYM
Millage Equivalent of Reassessed Value Added	ME	0.183	(RVA/CYD) * PYM
Rollback Millage Rate for 2026	RR - ROLLBACK RATE	5.261	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2026 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	5.261
	2026 Millage Rate	5.444
	Percentage Tax Increase	3.48%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

 Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

 Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2026 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2026 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2026 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2026 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

 Responsible Party Title Date

From: [Martie Kinard](#)
To: [Bill Andrew](#); [Stacey Mullen](#)
Cc: [Veronica Hardy](#); vbelle@newtoncountyga.gov; [Brent Bennett](#)
Subject: 2026 ESTIMATED Rollback PT32.1 Form & Important dates to remember
Date: Friday, March 13, 2026 11:19:20 AM
Attachments: [Oxford Estimated 03.13.2026.xlsx](#)

Good Morning,

First, I would like to apologize for the delay in sending the Estimated Rollback forms as originally promised.

As always, please keep in mind that these numbers and exemptions are still in their preliminary form (See previous year exemptions). Some of the exemptions listed may not yet reflect the Freeport Exemption and are therefore subject to adjustment.

At this time, we are still planning to mail assessment notices on **April 15**; however, this date could change due to pending legislation at the State Capitol. Currently, **HB 275** and **SB 566** propose revisions to the assessment notice form. If either bill passes, receives the Governor's signature, and is subsequently approved by the Department of Revenue, a new form would need to be implemented, which could significantly delay the mailing date.

Another bill to monitor is **SB 382 – Mandatory Statewide Base Year Homestead Exemption**, which would remove the opt-out provision currently available to municipalities and school systems.

Important Dates (*Subject to change as noted above*)

- **Deadline to return Estimated Rollback forms:** Tuesday, April 1, 2026
(If forms are not returned, last year's millage rate will be used.)
- **Estimated mailing date of assessment notices:** Wednesday, April 15, 2026
- **Official Rollback forms emailed & digest submitted to the Tax Commissioner:** Friday, June 5, 2026
- **Projected Digest Submission:** August 1, 2026
- **Projected mailing of Property Tax Bills:** August 15, 2026
- **Tax Bill Due Date:** November 15, 2026

If you have any questions, please do not hesitate to reach out. We are here to help.

Regards,

Mrs. Martie A. Kinard

Mrs. Martie A. Kinard
Chief Appraiser
Newton County Board of Tax Assessors
1113 Usher St Ste 102
Covington, GA 30014

****Please take note of NEW EMAIL ADDRESS change****

ARTICLE I. IN GENERAL

Sec. 8-1. Applicability of chapter.

This chapter is applicable not only to those business entities specifically mentioned herein, but also to businesses that are the topic of other chapters of this Code. The provisions of this chapter shall be supplemental to the provisions of those other chapters to the extent they are not in conflict therewith.

Sec. 8-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Administrative fee is the component of the occupation tax which approximates the reasonable cost of handling and processing the occupation tax.

Business means any business, trade, occupation, profession, avocation or calling of any kind for gain or profit, directly or indirectly; provided that this shall not include any business, trade, profession and the like licensed by the state unless city licensing is allowed by state law, nor shall it include any business operating solely under a franchise granted by the City.

Business registration certificate means a document issued by the City acknowledging payment of a regulatory fee.

Dominant line means the type of business within a multiple-line business from which the greatest amount of income is derived.

Employee means any individual who, for compensation, exerts substantial effort within this state for the purpose of soliciting business or serving customers or clients.

Engaged in business means any person shall be deemed to be engaged in business and thus subject to the requirements of this chapter when he performs any act of selling any goods or services or solicits business or offers goods or services for sale for payment in an attempt to make a profit, including the sales or services of the character as made by a wholesaler or retailer or involved in any of the functions performed as a manufacturer, either as an owner, operator or agent in any business, trade, profession or occupation within this city.

Gross direct premiums means gross direct premiums as used in O.C.G.A. § 33-8-4.

Insurer means a company that is authorized to transact business in any of the classes of insurance designated in O.C.G.A. § 33-3-5.

Location or office means a fixed place located within the City from which a person conducts business, but shall not include a work site located in the City for less than six months for the purpose of serving a single customer or project.

Occupation tax means a tax levied for revenue purposes on persons, partnerships, corporations or other entities for engaging in an occupation, profession or business in the City.

Occupation tax license means a document issued by the City acknowledging payment of the occupation tax and any applicable administrative fee.

Peddler means any person who solicits for profit.

Practitioners of professions and occupations are those individuals listed in O.C.G.A. § 48-13-9(c)(1)–(18) but does not include a practitioner who is an employee of a business if such business pays an occupation tax.

Regulatory fee means a payment, regardless of whether designated as license fees, permit fees or by another name, that are required by a local government as an exercise of its police power and as a part of or as an aid to regulation of an occupation, profession or business. The amount of a regulatory fee shall approximate the reasonable cost of the actual regulatory activity performed by the City. A regulatory fee may not include an administrative fee. Development impact fees as defined in O.C.G.A. § 36-71-2 or other costs or conditions of zoning or land development are not regulatory fees.

Solicit means to sell products or services, or otherwise represent an entity by traveling to customers' homes, places of business, or other places where customers are located.

(Code 1997, § 4-115(2); Ord. of 12-5-1994; Ord. of 5-4-2009(02), § 1)

State law reference(s)—Similar definitions, O.C.G.A. § 48-13-5.

Sec. 8-3. Penalties.

- (a) Any person violating the provisions of this chapter shall be punishable as provided in section 1-9. Officers and agents soliciting for or representing any business in violation of this chapter shall be subject to the same penalties as the business they represent.
- (b) In addition to such fine or imprisonment, violation of this chapter shall be grounds for immediate suspension or revocation of the license issued hereunder. However, no suspension or revocation shall take effect until written notice of the violations have been provided to the applicant-licensee not less than 48 hours prior to time of the hearing before the City Council. If the evidence before the City Council at hearing shall demonstrate a violation likely to continue which poses an immediate threat to the health, safety or welfare of any citizen then it shall be grounds for an immediate suspension of the license pending a full administrative hearing on the issue.
- (c) At the time set for hearing the City Council shall receive all relevant testimony in evidence from the city personnel, from interested parties, and from the licensee. The City Council shall make findings of fact as to whether or not the alleged violation of the chapter has occurred.
- (d) The below-enumerated periods of mandatory minimum suspension shall be imposed and enforced for each violation. The enumerated periods represent a minimum penalty and additional periods of suspension and revocation may be imposed, as determined by the City Council on a case-by-case basis. The minimum suspension and revocation periods are:

First offense:	Suspension for four months
Second offense:	Suspension for one year
Third offense:	Revocation for a period not less than five years

Sec. 8-4. Licenses and registrations distinguished; fees and taxes generally.

- (a) *License or certificate required.* All businesses subject to this chapter are required to have either a city occupation tax license, if subject to occupation taxes, or a business registration certificate, if not subject to occupation taxes. Businesses not subject to occupational taxes may be subject to administrative and regulatory fees as provided in this chapter or may be exempt from such fees pursuant to this chapter or state law. Regardless of such exemptions, each person conducting business in the City for which no occupation tax

license is required must apply for a business registration certificate and may not conduct business until such certificate is issued.

- (b) *Administrative fees.* Each person granted an occupation tax license or business registration certificate under this chapter shall pay an administrative fee in the amount established by the City Council for purposes of defraying the cost of administering this chapter.
- (c) *Regulatory fees.* Certain licensees under this chapter may be required to pay, in addition to administrative fees and occupation taxes, a regulatory fee to defray, in part, the City's cost in regulating the activities of licensee by providing such services as background investigations, inspections, and similar regulatory activities. Examples of businesses or practitioners of professions or occupations which may be subject to regulatory fees of local governments include, but are expressly not limited to, the following:
- (1) Building and construction contractors, subcontractors, and workers;
 - (2) Carnivals;
 - (3) Taxicab and limousine operators;
 - (4) Tattoo artists;
 - (5) Stables;
 - (6) Shooting galleries and firearm ranges;
 - (7) Scrap metal processors;
 - (8) Pawnbrokers;
 - (9) Food service establishments;
 - (10) Dealers in precious metals;
 - (11) Firearms dealers;
 - (12) Peddlers;
 - (13) Parking lots;
 - (14) Nursing and personal care homes;
 - (15) Newspaper vending boxes;
 - (16) Modeling agencies;
 - (17) Massage parlors;
 - (18) Landfills;
 - (19) Auto and motorcycle racing;
 - (20) Boardinghouses;
 - (21) Businesses which provide appearance bonds;
 - (22) Boxing and wrestling promoters;
 - (23) Hotels and motels;
 - (24) Hypnotists;
 - (25) Handwriting analysts;
 - (26) Health clubs, gyms, and spas;

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- (27) Fortunetellers;
 - (28) Garbage collectors;
 - (29) Escort services;
 - (30) Burglar and fire alarm installers; and
 - (31) Locksmiths.

- (d) *Occupation taxes.* In addition to administrative and any applicable regulatory fees, each licensee under this chapter shall be required to pay an occupation tax based on the number of employees of the licensee or an occupation tax based on the gross receipts of the licensed business as provided in this chapter. Persons issued a business registration certificate are not subject to occupation taxes.

(Code 1997, § 4-115(14); Ord. of 12-5-1994; Ord. of 5-4-2009(02), § 1)

State law reference(s)—Regulatory fees, O.C.G.A. § 48-13-8; limitations on imposition of regulatory fees, O.C.G.A. § 48-13-9.

Sec. 8-5. Businesses not within scope of article.

- (a) The following businesses are not covered by the provisions of this chapter but may be assessed an occupation tax or other type of tax pursuant to the provisions of state law or local ordinance:
 - (1) Any practitioner whose office is maintained by and who is employed in practice exclusively by the United States, the state, a municipality or county of the state, or instrumentality of the United States, the state, or a municipality or county of the state;
 - (2) Those businesses regulated by the Georgia Public Service Commission;
 - (3) Those electrical service businesses organized under O.C.G.A. § 46-3-1 et seq.;
 - (4) Any farm operation for the production from or on the land of agricultural products, but not including any agribusiness;
 - (5) Non-profit, agricultural product cooperative marketing associations pursuant to O.C.G.A. § 2-10-105;
 - (6) Insurance companies governed by O.C.G.A. § 33-8-8 et seq.;
 - (7) Motor common carriers pursuant to O.C.G.A. § 46-7-15;
 - (8) Persons purchasing guano, meats, meal, flour, bran, cottonseed, or cottonseed meal or hulls in carload lots for distribution among the purchasers for use and not sale pursuant to O.C.G.A. § 48-5-355;
 - (9) Persons selling or introducing into the City agricultural products or livestock, including animal products, raised in this state, pursuant to O.C.G.A. § 48-5-356, when the sale and introduction are made by the producer of the product and the sale is made within 90 days of the introduction of the product into the City;
 - (10) Disabled veterans and blind persons with proof of exemption under O.C.G.A. § 48-12-1;
 - (11) Depository institutions pursuant to O.C.G.A. § 48-6-93;
 - (12) Facilities operated by a charitable trust governed by O.C.G.A. § 48-13-55;
 - (13) The sale of alcoholic beverages governed by O.C.G.A. § 3-3-1 et seq.;
 - (14) Any business where the levy of such occupation tax is prohibited by the state or federal law.

(b) The exemptions and limitations contained in this chapter shall not be construed to repeal or otherwise affect in any way any franchise fees, business taxes or other fees or taxes otherwise allowed by law.

(Code 1997, § 4-115(20); Ord. of 12-5-1994; Ord. of 5-4-2009(02), § 1)

State law reference(s)—Exempt businesses and practitioners, O.C.G.A. § 48-13-16.

Sec. 8-6. Business registration certificates.

Persons not subject to occupational taxes under this chapter shall be required to apply for and to obtain before conducting business in the City a business registration certificate as provided in this division. Each registration shall be issued for the calendar year in which the registration was obtained unless otherwise specifically provided. Businesses that fail to apply for and obtain an appropriate business registration and pay applicable fees before March 1 of each year shall, beginning March 2, be subject to a ten percent late penalty.

(Code 1997, § 4-115(17); Ord. of 12-5-1994; Ord. of 5-4-2009(02), § 1)

Sec. 8-7. Duty to keep information current.

Any person required by this chapter or any other provision of this Code to obtain a license for or otherwise register a business with the City, or to pay occupation tax with regard to any business within the City, is required to notify the City Clerk in writing within 30 days of any of the following changes:

- (1) Change of address of the business;
- (2) Change of ownership of the business; or
- (3) Termination of the business.

Secs. 8-8—8-32. Reserved.

GMA Model Right of Way (ROW) Ordinance

It has been almost Ten (10) years since GMA last distributed a model ROW ordinance for its Telecommunication and ROW members. A lot has changed in the last decade as there has been new legislation along with changes in the video and telecommunication industry that has prompted GMA to update and revise a new ROW ordinance that reflects those changes, especially for rural Georgia.

Due to the Infrastructure Investment and Jobs Act, there has been an influx of new Broadband companies that are coming to rural Georgia, to provide telecom services. It has come to our attention that a lot of our members do not have a ROW ordinance nor a permitting process. In addition, a lot of cities are not being compensated for use of the ROW.

In 2023 the State law regarding telecommunication services, O.C.G.A. § 46-5-1 was revised to address "Broadband" companies accessing the ROW and establishing rates of due compensation. Broadband companies should be compensating cities per a linear footage rate of \$0.05/ft when providing Retail Service within City limits.

The new ROW ordinance addresses Due Compensation for telecom/fiber, sets up a Permitting Process, incorporates GDOT's Rules and Regulations, establishes an Aesthetic Guideline for small cell deployment, contains penalties for companies that do not have a permit who are accessing the ROW, and Bond requirements for those companies that have been damaging the ROW, among other important provisions.

Please see the additional documents for our existing ROW Ordinance and a highlighted/annotated version of new model ordinance from GMA. Staff are seeking guidance from the Mayor and Council prior to Mr. Strickland putting the ordinance in a final form:

Note the highlighted portions of the model reflect new content, as compared to our current one.

Mr. Strickland has added comments confirming that we may designate the city clerk in various capacities as captioned or we may choose to add these responsibilities to the Superintendent of Public Works.

Please also see a comment as to whether we want to prefer underground throughout the city, just in Town Center or nowhere in city.

ARTICLE III. UTILITIES IN RIGHTS-OF-WAY

DIVISION 1. GENERALLY

Sec. 28-56. Scope.

The provisions of this article shall apply to all utilities and facilities occupying the rights-of-way as provided herein.

(Ord. of 8-3-2009(01), § 1(1.2))

Sec. 28-57. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Construct means, but shall not be limited to, dig, bore, tunnel, trench, excavate, obstruct, install or remove signs, or facilities, other than landscaping or ornamental plantings, in, on, above, within, over, below, under, or through any part of the rights-of-way. The term "construct" shall also include the act of opening or cutting into the surface of any paved or improved surface that is any part of the right-of-way.

Construction means, but shall not be limited to, the act or process of digging, boring, tunneling, trenching, excavating, obstructing, installing or removing signs or facilities, other than landscaping or ornamental plantings, in, on, above, within, over, below, under, or through any part of the rights-of-way. Construction shall also include the act of opening, boring or cutting into the surface of any part of the right-of-way.

Emergency means a condition that poses a clear and immediate danger to life, health, or safety of a person, or of significant damage or loss of real or personal property.

Facility or *facilities* means any tangible thing, including but not limited to pipes, mains, conduits, cables, wires, poles, towers, traffic and other signals, and other equipment, appurtenances, appliances and future technology of any utility in, on, along, over, or under any part of the rights-of-way within the City.

Facilities representatives means the specifically identified agents/employees of a utility who are authorized to direct field activities of that utility and serve as official notice agents for facilities related information. Utility shall be required to make sure at least one of its facilities representatives available at all times to receive notice of, and immediately direct response to, facilities related emergencies or situations.

FCC means the federal communications commission or any successor thereto.

Permit means an authorization which grants permission to conduct specific regulated activities on, in, over, under or within any public right-of-way, and which may be subject to conditions specified in a written agreement with the City or in a related provision of this Code of Ordinances.

Rights-of-way means the surface and space in, on, above, within, over, below, under or through any real property in which the City has an interest in law or equity, whether held in fee, or other estate or interest, or as a trustee for the public, including, but not limited to any public street, boulevard, road, highway, freeway, lane, alley, court, sidewalk, parkway, or any other place, area, or real property owned by or under the legal or equitable

control of the City, now or hereafter, that consistent with the purposes for which it was dedicated, may be used for the purposes of constructing, operating, repairing or replacing facilities.

Service agreement means a valid license agreement, service agreement, franchise agreement, or operating agreement issued by the City or state pursuant to law and accepted by a utility or entered into by and between the City and a utility, which allows such utility to operate or provide service within the geographic limits of the City.

Services means the offering of any service by a utility for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, or alternatively, the provision of any service by a utility between two or more points for a proprietary purpose to a class of users other than the general public.

Street or streets means the surface of, as well as the spaces above and below, any and all the streets, alleys, avenues, roads, bridges, tunnels and public places of the City within the corporate limits of the City, as the same now exist or may be hereafter extended or altered, and any location thereon, thereover or thereunder, and any portion thereof.

Transfer means the disposal by the utility, directly or indirectly, by gift, assignment, sale, merger, consolidation, or otherwise, of more than 50 percent at one time of the ownership or controlling interest in the facilities, or of more than 50 percent cumulatively over the term of a written approval of registration of such interests to a corporation, partnership, limited partnership, trust, or association, or person or group of persons acting in concert.

Unused facilities means facilities located in the rights-of-way which have remained unused for 12 months and for which the utility is unable to provide the City with a plan detailing the procedure by which the utility intends to begin actively using such facilities within the next 12 months, or that it has a potential purchaser or user of the facilities who will be actively using the facilities within the next 12 months, or that the availability of such facilities is required by the utility to adequately and efficiently operate its facilities.

Utility or utilities means all privately, publicly, or cooperatively owned systems for producing, transmitting, or distributing communication, data, information, telecommunication, cable television, video services, power, electricity, light, heat, gas, oil, crude products, water, sewer, steam, fire and police signals, traffic control devices, and street lighting systems, and housing or conduit for any of the foregoing, which directly or indirectly serve the public or any part thereof. The term "utility" may also be used to refer to the owner, operator, utility, service, contractor or subcontractor, or any agent thereof, of any above-described utility or utility facility.

(Ord. of 8-3-2009(01), § 1(1.3))

Secs. 28-58—28-87. Reserved.

DIVISION 2. CONSTRUCTION PERMITS

Sec. 28-88. Permit required.

It is unlawful for any utility to excavate or to construct, install, maintain, renew, remove or relocate facilities in, on, along, over or under the public roads of the City without a utility permit from the City in accordance with the terms of this division.

(Ord. of 8-3-2009(01), § 1(3.1))

Sec. 28-89. Permit procedure.

Utility permits shall be obtained from the City Manager (or such other person as the City Manager may designate) upon application made on forms prescribed by the City. The written application shall include the following:

- (1) The name and address of the utility;
- (2) The nature, extent, and location of any work proposed to be done, along with satisfactory plans as attachments showing in detail the location of the proposed facility or operations as described in the permit application. The plans shall show the size or capacity of facilities to be installed; their relationship to street features such as right-of-way lines, pavement edge, structures, etc., horizontal and vertical clearance to critical elements of the roadway and any other information necessary to evaluate the impact on the street and its operation;
- (3) The name and address of the person or firm who is to do such work;
- (4) The name, street address, email address, if applicable, and telephone and facsimile numbers of one or more facilities representatives;
- (5) The projected dates for the work to be started and finished;
- (6) An indemnity bond or other acceptable security in an amount to be set by the City to pay any damages to any part of the City road system or other city property or to any city employee or member of the public caused by activity or work of the utility performed under authority of the permit issued;
- (7) A copy, if requested, of the registrant's certificate of authority (or other acceptable evidence of authority to operate) from the state public service commission or the FCC and any other similar approvals, permits, or agreements; and
- (8) A copy, if requested, of the service agreement, if applicable, or other legal instrument that authorizes the utility to use or occupy the right-of-way for the purpose described in the application.

(Ord. of 8-3-2009(01), § 1(3.2))

Sec. 28-90. Permit fees.

Fees shall be determined by the City Manager, subject to the approval by resolution of the City Council. A fee schedule shall be available at the office of the City Manager and open for public inspection.

(Ord. of 8-3-2009(01), § 1(3.3))

Sec. 28-91. Issuance of permit.

If the City Manager determines the applicant has satisfied the following requirements, the City Manager may issue a permit based on the following criteria:

- (1) Whether issuing of the approval will be consistent with this chapter;
- (2) Whether applicant has submitted a complete application and has secured all certificates and other authorizations required by law, if applicable, in order to construct facilities in the manner proposed by the applicant; and
- (3) The impact on safety, visual quality of the streets, traffic flow, and other users of the right-of-way and the difficulty and length of time of the project, construction or maintenance.

(Ord. of 8-3-2009(01), § 1(3.4))

Sec. 28-92. Emergency situations.

- (a) Each utility shall, as soon as reasonably practicable, notify the City Manager of any event regarding its facilities which it considers to be an emergency. The utility may proceed to take whatever actions are necessary in order to respond to the emergency. A utility who engages in an emergency excavation shall take all reasonable precautions to avoid or minimize damage to any existing facilities.
- (b) In the event that the City becomes aware of an emergency regarding utility facilities, the City may attempt to contact the affected utility or facilities representative. The City may take whatever action it deems necessary in order to respond to the emergency, including cut or move any of the wires, cables, amplifiers, appliances, or other parts of the facilities. The City shall not incur any liability to the utility, for such emergency actions, and the cost of such shall be paid by each utility affected by the emergency.

(Ord. of 8-3-2009(01), § 1(3.5))

Sec. 28-93. Effective period of permit.

Each permit shall have a set commencement and expiration date based on information provided in the applicant's permit application. The permit shall remain in place until construction is completed or until its expiration date, unless the utility is in default. The City Manager may give written notice of default to a utility if it is determined that a utility has:

- (1) Violated any provision or requirement of the issuance or acceptance of a permit application or any law of the city, state, or federal government;
- (2) Attempted to evade any provision or requirement of this chapter;
- (3) Practiced any fraud or deceit upon the City; or
- (4) Made a material misrepresentation or omission of fact in its permit application.

(Ord. of 8-3-2009(01), § 1(3.6))

Sec. 28-94. Cancellation for cause.

If a utility fails to cure a default within 20 working days after such notice is provided to the utility by the City, then such default shall be a material breach and the City may exercise any remedies or rights it has at law or in equity to terminate the permit. If the City Manager decides there is cause or reason to terminate, the City shall serve a utility with a written notice of the reason or cause for proposed termination and shall allow a utility a minimum of 15 calendar days to cure its breach. If the utility fails to cure within 15 calendar days, the City may declare the permit terminated.

(Ord. of 8-3-2009(01), § 1(3.7))

Sec. 28-95. Expiration of permit.

If work is not begun within six months of the date of issuance, the permit will automatically expire.

(Ord. of 8-3-2009(01), § 1(3.8))

Sec. 28-96. Additional permits required.

The utility shall obtain all construction, building or other permits or approvals as according to city ordinance, state or federal law. In addition, a permittee shall comply with all requirements of laws, shall complete work in a way as to not cause any unnecessary or unauthorized obstructions of sidewalks, streets, waterways or railways, and is responsible for all work done in the rights-of-way, regardless of who performs the work. No rights-of-way obstruction or excavation may be performed when seasonally prohibited or when conditions are unreasonable for such work, except in the case of an emergency as outlined in section 28-92.

(Ord. of 8-3-2009(01), § 1(7.1))

Secs. 28-97—28-120. Reserved.

DIVISION 3. REQUIRED MINIMUM STANDARDS

Sec. 28-121. Utility accommodation manual adopted.

The 2009 Utility Accommodation Policy and Standards manual, including all references contained therein to codes, rules, regulations, schedules, forms and appendix items, except Appendix B (permit forms and supporting documents), promulgated by the state department of transportation, is hereby adopted by reference and incorporated in the article as if fully set forth herein, subject to the amendments and modification contained in this chapter. A copy of the manual shall be maintained at the offices of the City Manager or his designee and open for public inspection. Any conflicts between the provisions of this division and the manual shall be resolved in favor of the manual. References to state personnel, agencies, and fees shall be interpreted, where required, as meaning the city municipal equivalents

(Ord. of 8-3-2009(01), § 1(4.1))

Sec. 28-122. Protection of traffic and roadway.

Unless specifically in the permit, no utility may occupy the city rights-of-way unless sufficient space is available so that the free flow and safety of traffic and other capacity considerations are not unduly impaired and the installation does not prevent the department from reasonably maintaining the streets, structures, traffic control devices and other appurtenant facilities, and further provided that maintenance and operations of the facilities do not jeopardize the traffic, street structure, other users of the right-of-way or the right-of-way itself.

(Ord. of 8-3-2009(01), § 1(4.2))

Sec. 28-123. Grading.

If the grades or lines of any street within the city right-of-way are changed at any time by the City during the term of the permit and this change involves an area in which the utility's facilities are located, then the utility shall, at its own cost and expense and upon the request of the City upon at least ten business days notice, protect or promptly alter or relocate the facilities, or any part thereof, so as to conform with such new grades or lines. In the event the utility refuses or neglects to so protect, alter, or relocate all or part of the facilities, the City shall have the right to break through, remove, alter, or relocated all or any part of the facilities without any liability to the utility and the utility shall pay to the City the costs incurred in connection with such breaking through, removal, alteration, or relocation.

(Ord. of 8-3-2009(01), § 1(4.3))

Sec. 28-124. Installation of poles and other wireholding structures and relocation.

Unless otherwise provided in a valid service agreement, no placement of any pole or wireholding structure of the utility is to be considered a vested interest in the right-of-way, and such poles or structures are to be removed, relocated underground, or modified by the utility at its own expense whenever the City determines that the public convenience would be enhanced thereby. The facilities shall be so located and installed as to cause minimum interference with the rights and convenience of property owners.

(Ord. of 8-3-2009(01), § 1(4.4))

Sec. 28-125. Notice of excavation required.

As provided in O.C.G.A. § 25-9-6 (the state utility facility protection act) and other applicable state law, no utility shall commence, perform, or engage in blasting or in excavating with mechanized excavating facilities unless and until the utility planning the blasting or excavating has given 48 hours' notice by submitting a locate request to the utility protection center, beginning the next working day after such notice is provided, excluding hours during days other than working days.

(Ord. of 8-3-2009(01), § 1(4.5))

Sec. 28-126. Notice of completion required.

When the construction under any permit is completed, the utility shall notify the department.

(Ord. of 8-3-2009(01), § 1(6.3))

Sec. 28-127. Responsibility of utility for restoration.

A utility shall be liable, at its own cost and expense, to replace, restore or repair any street, facilities or property or structure thereon, thereunder, thereover or adjacent thereto that may become disturbed or damaged as a result of the construction or installation, operation, upgrade, repair or removal of facilities to a condition as good as or better than its condition before the work performed by the utility that caused such disturbance or damage. If the utility does not commence such replacement or repair after 20 working days following written notice from the City, the City or the owner of the affected structure or property may make such replacement or repair and the utility shall pay the reasonable and actual cost of the same.

(Ord. of 8-3-2009(01), § 1(5.2))

Secs. 28-128—28-152. Reserved.

DIVISION 4. INSPECTION AND ENFORCEMENT

Sec. 28-153. Site to be open for inspection.

The utility shall make the construction site available to the City Manager and to all others as authorized by law for inspection at all reasonable times during the execution and upon completion of the construction.

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(Ord. of 8-3-2009(01), § 1(6.1))

Sec. 28-154. Stop-work orders.

At any time, including the time of inspection, the City Manager may order the immediate cessation of any work which poses a serious threat to the health, safety, or welfare of the public, violates any law, or which violates the terms and conditions of the permit or this article, or issue an order to correct work which does not conform to the permit or applicable standards, conditions or codes.

(Ord. of 8-3-2009(01), § 1(6.2))

Sec. 28-155. Penalties.

Every utility convicted of a violation of any provision of this chapter shall be punished by a fine not exceeding \$1,000.00 per violation. Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense. In addition to the penalty prescribed above, the City may pursue other remedies, such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

(Ord. of 8-3-2009(01), § 1(8.1))

Sec. 28-156. Compliance.

No person shall be relieved of its obligation to comply with any of the provisions of this article by reason of any failure of city to enforce compliance.

(Ord. of 8-3-2009(01), § 1(9.3))

Sec. 28-157. Appeal of administrative decisions.

All appeals provided for by this article and any notification to the City required by this article shall be in writing and sent via certified mail to the City Manager as specified in this article.

(Ord. of 8-3-2009(01), § 1(9.4))

Sec. 28-158. Reservation of regulatory and police powers.

- (a) The City, by issuing a written approval of registration under this article, does not surrender or to any extent lose, waive, impair, or lessen the lawful powers and rights, which it has now or may be hereafter vested in the City under the city, state or federal law.
- (b) The utility, by applying for and being issued a written permit, is deemed to acknowledge that all lawful powers and rights, regulatory power, or police power, or otherwise, as are or the same may be from time to time vested in or reserved to the City, shall be in full force and effect and subject to the exercise thereof by the City at any time.
- (c) A utility is deemed to acknowledge that its interests are subject to the regulatory and police powers of the City to adopt and enforce general ordinances necessary to the safety and welfare of the public and is deemed to agree to comply with all applicable general laws enacted by the City pursuant to such powers. In particular, all utilities shall comply with city zoning and other land use requirements pertaining to the placement and specifications of facilities.

(Ord. of 8-3-2009(01), § 1(9.2))

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(Supp. No. 9)

**STATE OF GEORGIA
COUNTY OF NEWTON**

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND “CHAPTER 28: ARTICLE III “UTILITIES IN RIGHTS-OF-WAY” OF THE CODE OF ORDINANCES OF THE CITY OF OXFORD; TO ESTABLISH REQUIREMENTS FOR THE USE OF PUBLIC AND PRIVATE UTILITIES WITHIN THE RIGHTS-OF-WAY; TO ADMINISTER AND REGULATE THE USE OF PUBLIC ROADS, HIGHWAYS, AND RIGHTS OF WAYS MAINTAINED BY THE CITY; TO PROVIDE FOR DUE COMPENSATION FOR USE OF CITY PUBLIC ROADS, HIGHWAYS, AND RIGHTS OF WAY; TO CREATE LIABILITY ON THE HOLDER OF RIGHT OF WAY LICENSES; TO PROVIDE AUTHORITY TO THE CITY TO REQUIRE RELOCATION; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

WHEREAS, the Constitution of the state of Georgia, approved by the voters of the State in November of 1982, and effective July 1, 1983, provides in Article IX, Section II, Paragraph II thereof, that the governing authority of the city may adopt clearly reasonable ordinances, resolutions and regulations; and

WHEREAS, the City of Oxford, Georgia, hereinafter referred to as the (“City”) pursuant to O.C.G.A. Sec. 36-35-3 known as the “Home Rule for Municipalities”, is authorized to amend its Code of Ordinances, for which no opposing provision has been made by general law, and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Oxford, Georgia, as follows:

Chapter 28, Article III of the Code of Ordinances of the City of Oxford is hereby amended by substituting and replacing in full said Article III, as follows:

Section 1.

Section 1. Purpose, Definitions, Authority and Scope.

- (a) **Purpose.** This ordinance prescribes the minimum requirements for the accommodation of public and private Utilities within the City's Rights-of-Way.
- (b) **Definitions.** The following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.
1. **"Broadband Services"** means a wired or wireless terrestrial service that consists of the capability to transmit at a rate of not less than 25 megabits per second in the downstream direction and at least 3 megabits per second in the upstream direction to end users and in combination with such service provides:
 - (i) Access to the internet; or
 - (ii) Computer processing, information storage, or protocol conversion.
 2. **"City"** means the City of Oxford, Georgia.
 3. **"City Manager"** means the City Manager of the City of Oxford, Georgia, or his or her designee.
 4. **"Codified Ordinances"** means all applicable ordinances of the City of Oxford, Georgia.
 5. **"Construct"** means but shall not be limited to, dig, bore, tunnel, trench, excavate, obstruct, install or remove signs, or Facilities, other than landscaping or ornamental plantings, in, on, above, within, over, below, under, or through any part of the Rights of Way. Construct shall also include the act of opening and/or cutting into the surface of any paved or improved surface that is any part of the Right of Way.
 6. **"Construction"** means but shall not be limited to, the act or process of digging, boring, tunneling, trenching, excavating, obstructing, installing or removing signs or Facilities, other than landscaping or ornamental plantings, in, on, above, within, over, below, under, or through any part of the Rights of Way. Construction shall also include the act of opening, boring and/or cutting into the surface of any part of the Right of Way.
 7. **"Emergency"** means a condition that poses a clear and immediate danger to life, health, or safety of a person, or of significant damage or loss of real or personal property.
 8. **"Facility" or "Facilities"** means any tangible thing, including but not limited to pipes, mains, conduits, cables, wires, poles, towers, traffic and other signals, and other equipment, appurtenances, appliances and future technology, of any Utility in, on, along, over, or under any part of the Rights of Way within the City.

9. **“Facilities Representative(s)”** means the specifically identified agent(s)/employee(s) of a Utility who are authorized to direct field activities of that Utility and serve as official notice agent(s) for Facilities related information. Utility shall be required to make sure at least one (1) of its Facilities Representatives is available at all times to receive notice of, and immediately direct response to, Facilities’ related Emergencies or situations.
10. **“FCC”** means the Federal Communications Commission or any successor thereto.
11. **“Permit”** means an authorization which grants permission to conduct specific regulated activities on, in, over, under or within any Right-of-Way, and which may be subject to conditions specified in a written agreement with the City or in a related provision of this Ordinance.
12. **“Right(s) of Way”** means the surface and space in, on, above, within, over, below, under or through any real property in which the City has an interest in law or equity, whether held in fee, or other estate or interest, or as a trustee for the public, including, but not limited to any public street, boulevard, road, highway, freeway, lane, alley, court, sidewalk, parkway, or any other place, area, or real property owned by or under the legal or equitable control of the City, now or hereafter, that consistent with the purposes for which it was dedicated, may be used for the purposes of constructing, operating, repairing or replacing Facilities. The term “rights-of-way” shall not include buildings, parks, bridges, rivers, tunnels, viaducts, conduits or other public property or easements that have not been dedicated to compatible uses, except to the extent the use or occupation of such property is specifically granted in a permit or by law. The term “rights-of-way” shall not include private easements or public property, except as set forth in this definition or to the extent the use or occupation of public property is specifically granted in a written approval of registration.
13. **“Service(s)”** means the offering of any service by a Utility for a fee or rate directly to the public, or to such classes of users as to be effectively available directly to the public, or alternatively, the provision of any service by a Utility between two or more points for a proprietary purpose to a class of users other than the general public.
14. **“Service Agreement”** means a valid license agreement, service agreement, franchise agreement, or operating agreement issued by the City or state pursuant to law and accepted by a Utility or entered into by and between the City and a Utility, which allows such Utility to operate or provide Service within the geographic limits of the City.
15. **“Street or Streets”** means the surface of, as well as the spaces above and below, any and all the streets, alleys, avenues, roads, bridges, and tunnels of the City within the geographic limits of the City, as the same now exist or may be hereafter extended or altered, and any location thereon, thereover or thereunder, and any portion thereof.
16. **“Utility or Utilities”** means all privately, publicly, or cooperatively owned systems for producing, transmitting, or distributing communication, broadband services, data, information, telecommunication, cable television, video services, power, electricity, light, heat, gas, oil,

crude products, water/sewer, steam, fire and police signals, traffic control devices, and street lighting systems, and housing or conduit for any of the foregoing, which directly or indirectly serve the public or any part thereof. The term "Utility" may also be used to refer to the owner, operator, Utility, service, contractor or subcontractor, or any agent thereof, of any above-described Utility or Utility Facility.

(c) **Authority.** Pursuant to O.C.G.A. §32-4-92(a)(10) the City may grant permits and establish reasonable regulations for the installation, Construction, maintenance, renewal, removal, and relocation of pipes, mains, conduits, cables, wires, poles, towers, traffic and other signals, and other equipment, facilities, or appliances of any Utility in, on, along, over, or under any part of its municipal street system and of a county road system lying within its municipal limits. Further, 47 U.S.C. § 253(c) provides that the City has authority to manage its public Rights of Way.

(d) **Scope.** The provisions of this ordinance shall apply to all Utilities and Facilities occupying the Rights of Way as provided herein.

Section 2. Construction Permits Required.

(a) **Permit Required.** It shall be unlawful for any Utility to excavate or to Construct, install, maintain, renew, remove or relocate Facilities in, on, along, over or under the public Streets of the City without a Utility Permit in accordance with the terms of this Ordinance.

(b) **Permit Procedure.** Utility Permits shall be obtained from the City Manager or such other person as the Mayor may designate. The written application shall include the following:

1. The name and physical address of the Utility;
2. The nature, extent, and location of any work proposed to be done, along with satisfactory plans as attachments showing in detail the location of the proposed Facility or operations as described in the Permit application. The plans shall show the size or capacity of Facilities to be installed; their relationship to Street features such as Right-of-Way lines, pavement edge, structures, etc., horizontal and vertical clearance to critical elements of the roadway and any other information necessary to evaluate the impact on the Street and its operation;
3. The name and physical address of the person or firm who is to do such work;
4. The name, street address, email address, if applicable, and telephone and facsimile numbers of one (1) or more Facilities Representative(s).
5. The projected dates for the work to be started and finished;
6. An indemnity bond or other acceptable security in an amount to be set by the City to pay any damages to any part of the City Street system or other City property or to any City employee or member of the public caused by activity or work of the Utility performed under authority of the Permit issued;

7. A copy, if requested, of the registrant's certificate of authority (or other acceptable evidence of authority to operate) from the Georgia Public Service Commission and/or the FCC and any other similar approvals, Permits, or agreements; and
 8. A copy, if requested, of the Service Agreement, if applicable or other legal instrument that authorizes the Utility to use or occupy the Right of Way for the purpose described in the application.
- (c) **Permit Fees.** Fees shall be determined by the City, subject to the approval by resolution of the City Council.
- (d) **Issuance of Permit.** If the City Manager determines the applicant has satisfied the following requirements, the City Manager may issue a Permit:
1. Whether issuing of the approval will be consistent with this Ordinance; and
 2. Whether applicant has submitted a complete application and has secured all certificates and other authorizations required by law, if applicable, in order to Construct Facilities in the manner proposed by the applicant; and
 3. The impact on safety, visual quality of the Streets, traffic flow, and other users of the Right of Way and the difficulty and length of time of the project, Construction or maintenance.
- (e) **Emergency Situations.**
1. Each Utility shall, as soon as reasonably practicable, notify the City of any event regarding its Facilities which it considers to be an Emergency. The Utility may proceed to take whatever actions are necessary in order to respond to the Emergency. A Utility who engages in an Emergency excavation shall take all reasonable precautions to avoid or minimize damage to any existing facilities.
 2. In the event that the City becomes aware of an Emergency regarding Utility Facilities, the City may attempt to contact the affected Utility or Facilities Representative. The City may take whatever action it deems necessary in order to respond to the Emergency, including cut or move any of the wires, cables, amplifiers, appliances, or other parts of the Facilities. The City shall not incur any liability to the Utility, for such Emergency actions, and the cost of such shall be paid by each Utility affected by the Emergency.
- (f) **Effective Period of Permit.**

1. Each Permit shall have a set commencement and expiration date based on information provided in the applicant's Permit application.
 2. The Permit shall remain in place until construction is completed or until its expiration date unless the Utility is in default. The City Manager may give written notice of default to a Utility if it is determined that a Utility has:
 - (i) Violated any provision or requirement of the issuance or acceptance of a Permit application or any law of the City, state, or federal government;
 - (ii) Attempted to evade any provision or requirement of this Ordinance;
 - (iii) Practiced any fraud or deceit upon the City; or
 - (iv) Made a material misrepresentation or omission of fact in its Permit application.
- (g) **Cancellation for Cause.** If a Utility fails to cure a default within twenty (20) calendar days after such notice is provided to the Utility by the City, then such default shall be a material breach and City may exercise any remedies or rights it has at law or in equity to terminate the Permit. If the City Manager decides there is cause or reason to terminate, the following procedure shall be followed:
1. City shall serve a Utility with a written notice of the reason or cause for proposed termination and shall allow a Utility a minimum of fifteen (15) calendar days to cure its breach.
 2. If the Utility fails to cure within fifteen (15) calendar days, the City may declare the Permit terminated.
- (h) **Expiration of Permit.** If work has not commenced within six (6) months of the date of issuance, the Permit will automatically expire.
- (i) **Insurance and Bonding Requirements.**
1. Any person seeking to obtain a right of way license shall provide proof of insurance or self-insurance to the City Manager. Such insurance shall cover all work done by such person upon, under, along, and over the public roads and highways and rights of way located within the municipality and shall be maintained during all periods such work is being done.
 2. If deemed necessary, the City may require any person seeking to obtain a right of way license to provide a surety bond before issuance of the license. Such bond shall cover all work done by such person upon, under, along, and over the public roads and highways and

rights of way located within the municipality and shall be maintained during all periods such work is being done.

3. In situations where the city requires the person to provide a surety bond, the person shall deposit with the City Manager a surety bond in an amount determined by the City Manager to be sufficient to ensure satisfactory completion of the work from a surety company authorized to do business in Georgia and fulfillment of the warranty provided for herein and in a form approved by the city attorney. Said bond shall guarantee completion to the satisfaction of the city of all excavation and street restoration work required by this chapter and by the conditions of the license within the time limits set on the license. Said bond shall further guarantee that all excavation and street restoration work shall be free from settling and defects in workmanship or materials for a period of two years after the date said work is completed and accepted by the City. The bond shall be conditioned to protect and save harmless the City and the City Council from all claims and damages for cleaning or repairing any damage by the person and will be used to reimburse the City for any cost incurred to clean or repair city roads or rights of way, to re-ditch or repair existing ditch structure or for other damage caused as a result of the actions of the person after the issuance of the right of way license.
4. In instances where the City has required a surety bond under paragraph (a) of this section in an amount greater than \$ [REDACTED] the person may opt to secure their right of way license by providing an irrevocable bank letter of credit attesting to solvency to the City in the amount of \$ [REDACTED].
5. Such bond or irrevocable letter of credit shall protect the City against any damage caused by such person or firm, tendering the surety bond or letter of credit, or any agent, employee or contractor or said person or firm and will be used to reimburse the City for any cost incurred to clean or repair city roads or rights of way, to re-ditch or repair existing ditch structure or for other damage caused as a result of the actions of the person after the issuance of the right of way license. The person responsible for operations under the right of way license will be given notice of the damage and allowed 72 hours to restore the road and right of way to a safe and operable condition as determined by the Utility Manager and the City Manager. All repairs, material used and final releasing condition shall be approved and accepted by the Utility Manager and the City Manager.
6. The bond or letter of credit may be released by the municipal governing authority of the City upon notification of completion by the person or firm obtaining the right of way license and only upon final inspection of the sites and all affected right of ways and city roads. The bond or letter of credit may be retained against future or continuing operations by the person in the City.
7. A surety bond shall be issued by a surety acceptable to the City, and shall contain the following endorsement:

"This bond may not be canceled or allowed to lapse until thirty (30) days after receipt by the City, by certified mail, return receipt requested, of a written notice from the issuer of the bond of intent to cancel or not to renew."

8. The municipal governing authority may require verification of continuing coverage as needed.

Section 3. Required Minimum Standards.

- (a) **Utility Accommodation Policy and Standards Manual.** The Georgia Department of Transportation ("GDOT") 2016 Utility Accommodation Policy and Standards Manual, including all references contained therein to codes, rules, regulations, schedules, forms and appendix items, promulgated by GDOT, as may be amended from time to time is hereby adopted by reference and incorporated in this Ordinance as if fully set forth herein, subject to the amendments and modification contained in this Ordinance. A copy of the manual shall be maintained at the offices of the City Manager or his or her designee and open for public inspection. Any conflicts between the provisions of this Ordinance and the manual shall be resolved in favor of the manual. References to state personnel, agencies, and fees shall be interpreted, where required, as meaning the City municipal equivalents.
- (b) **Protection of Traffic and Roadway.** Unless specifically in the Permit, no Utility may occupy the Rights of Way unless sufficient space is available so that the free flow and safety of traffic and other capacity considerations are not unduly impaired and the installation does not prevent the City from reasonably maintaining the Streets, structures, traffic control devices and other appurtenant facilities, and further provided that maintenance and operations of the Facilities do not jeopardize the traffic, Street structure, other users of the Right of Way or the Right of Way itself or otherwise cause issues related to life, health, or safety of a person, or of significant damage or loss of real or personal property .
- (c) **Grading.** If the grades or lines of any Street within the Right of Way are changed at any time by the City during the term of the Permit and this change involves an area in which the Utility's Facilities are located, then the Utility shall, at its own cost and expense and upon the request of the City upon reasonable notice, protect or promptly alter or relocate the Facilities, or any part thereof, so as to conform with such new grades or lines. In the event the Utility refuses or neglects to so protect, alter, or relocate all or part of the Facilities, the City shall have the right to break through, remove, alter, or relocated all or any part of the Facilities without any liability to the Utility and the Utility shall pay to the City the costs incurred in connection with such breaking through, removal, alteration, or relocation.
- (d) **Installation of Poles and Other Wireholding Structures and Relocation.** Unless otherwise provided in a valid Service Agreement, no placement of any pole or wireholding structure of the Utility is to be considered a vested interest in the Right of Way, and such poles or structures are to be removed, relocated underground, or modified by the Utility at its own expense

whenever the City determines that the public convenience would be enhanced thereby. The Facilities shall be so located and installed as to cause minimum interference with the rights and convenience of property owners.

- (e) **Notice of Intent to Excavate or Demolish.** No Utility shall commence, perform, or engage in blasting or in excavating with mechanized excavating Facilities unless and until the Utility planning the blasting or excavating has given forty-eight (48) hours' notice by submitting a locate request to the One Call Center, beginning the next working day after such notice is provided, excluding hours during days other than working days.

Section 4. Restoration of Property.

- (a) Each Utility shall be responsible for the cost of repairing any Facilities in the Rights of Way and adjoining property or other Facilities which it or its Facilities damage.
- (b) A Utility shall be liable, at its own cost and expense, to replace, restore or repair, any Street, Facilities, or property or structure thereon, thereunder, thereover or adjacent thereto that may become disturbed or damaged as a result of the construction or installation, operation, upgrade, repair or removal of Facilities to a condition as good as or better than its condition before the work performed by the Utility that caused such disturbance or damage. If the Utility does not commence such replacement or repair after twenty (20) calendar days following written notice from the City, the City or the owner of the affected structure or property may make such replacement or repair and the Utility shall pay the reasonable and actual cost of the same.

Section 5. Inspection.

- (a) The Utility shall make the construction site available to the City Manager and to all others as authorized by law for inspection at all reasonable times during the execution and upon completion of the construction.
- (b) At any time, including the time of inspection, the City Manager may order the immediate cessation of any work which poses a serious threat to the health, safety, or welfare of the public, violates any law, or which violates the terms and conditions of the Permit and/or this Ordinance or issue an order to correct work which does not conform to the Permit and/or applicable standards, conditions or codes.
- (c) When the construction under any Permit is completed, the Utility shall notify the City Manager.

Section 6. Other Approvals, Permits and Agreements.

Additional Permits Required. The Utility shall obtain all Construction, building or other Permits or approvals as according to City ordinance, state or federal law. In addition, a Permittee shall comply with applicable laws, shall complete work in a way as to not cause any unnecessary or unauthorized obstructions of sidewalks, Streets, waterways or railways, and is responsible for all work done in the Rights of Way regardless of who performs the work. No Rights of Way obstruction or excavation may be performed when seasonally prohibited or

when conditions are unreasonable for such work, except in the case of an Emergency as outlined in Section 2 (e).

Section 7. Penalties

- (a) Every Utility convicted of a violation of any provision of this Ordinance shall be punished by a fine not exceeding one thousand dollars (\$1,000.00) per violation. Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense. In addition to the penalty prescribed above, the City may pursue other remedies such as abatement of nuisances, injunctive relief, and revocation of licenses or Permits. This shall include the right to stop work which is in violation of this Ordinance, or other applicable provisions of the City's Code and state law.
- (b) A Utility constructing within the Rights of Way without permission or a Permit is considered criminal trespassing. This covers not only buildings but also land, vehicles, and watercraft. Generally, unauthorized entry is considered criminal trespass, which is charged as a misdemeanor, punishable in accordance with applicable law.

Section 8. Aesthetic Standards.

- (a) The City finds it is in the best interest of the City and its residents and businesses to establish aesthetic requirements and other specifications and reasonable conditions regarding placement of facilities in the Rights of Way. These requirements, specifications and conditions are adopted in order to protect the public health, safety and welfare of the residents and businesses of the City and to reasonably manage and protect the Rights of Way and its uses in the City. All standards in this section are based upon the written determinations of the City so long as such determinations are in compliance with federal and state laws, rules, and regulations.
- (b) The objective of this section is to ensure use of the Rights of Way: (i) is consistent with the design, appearance and other features of nearby land uses; (ii) protects the integrity of historic, cultural and scenic resources; and (iii) does not harm residents' quality of life.
- (c) This section applies to all requests to locate Facilities in the Rights of Way and ongoing use of the Rights of Way for such Facilities.
- (d) Placement or modification of Facilities in the Right of Way shall comply with this section at the time the Permit for installation or modification is approved and as amended from time to time. Permittees are required to comply with City Code and applicable law and regulations.
- (e) **Facilities Standards.**
 - 1. Facilities must be compatible in size, mass, and color to similar Facilities in the same zoning area, with a goal of minimizing the physical and visual impact on the area.

2. Facilities in the **residential/historical/architecturally significant areas** shall be visually and architecturally integrated with the residential/ historical/ architecturally significant areas and shall not interfere with prominent vistas or significant public view corridors.
 3. Facilities must be located in alignment with existing trees and/or facilities.
 4. Facilities must maintain the integrity and character of the neighborhoods and corridors in which the facilities are located.
 5. **Undergrounding.** Facilities shall be installed underground in the City, so long as placement underground will not materially impact the provision of service. Any individual requesting to locate Facilities above ground in the City has the burden to demonstrate by clear and convincing evidence that undergrounding will effectively prohibit the provision of the service in question.
- (f) **Town Center.** Facilities installed in the historic district of the City shall conform to the provisions of the **_____**.
- (g) **Camouflaging.** Facilities must be designed using camouflaging techniques that make them as unobtrusive as possible if:
1. It is not possible or desirable to match the design and color of Facilities with the similar facilities in the same zoning area, as required under Section 8 (a) 1; or
 2. Existing facilities in the area are out of character with a streetscape plan or other aesthetic plan that has been adopted by the City.
- (h) **Concealment.** Facilities shall incorporate specific concealment elements to minimize visual impacts.
- (i) **Installation and Modification Standards.** Installation of new Facilities in, on, along, over, or under the Rights of Way or modification of existing facilities in, on, along, over, or under the Rights of Way shall:
1. Minimize risks to public safety;
 2. Ensure that placement of facilities on existing structures is within the tolerance of those structures;
 3. Ensure that installations and modifications are subject to periodic review to minimize the intrusion on the Right of Way;
 4. Ensure that the City bears no risk or liability as a result of the installations or modifications; and

5. Ensure that use of the Rights of Way does not inconvenience the public, interfere with the primary uses of the Rights of Way, or hinder the ability of the City or other government entities to improve, modify, relocate, abandon, or vacate the Right of Way or any portion thereof, or to cause the improvement, modification, relocation, vacation, or abandonment of Facilities in the Right of Way.
-
- (j) **Plans for Use.** No Facilities shall be placed in, on, along, over, or under the public Rights of Way unless: (i) there are immediate plans to use the proposed Facility; or (ii) there is a contract with another party that has immediate plans to use the proposed Facility.
 - (k) **Contact Information.** Every Facility placed in the Rights of Way shall at all times display signage that accurately identifies the Facility owner and provides the Facility owner's unique site number, and also provides a local or toll-free telephone number to contact the Facility owner's operations center.

Section 9. Fiber Installations Fee and Broadband Service Compensation.

- (a) **Permits for fiber installations.** In accordance with O.C.G.A. § 46-5-1(b)(19)(B) there will be a one hundred dollars (\$100.00) Permit fee for any new Permit issued for fiber installations.
- (b) **Compensation for Broadband Services.** In accordance with O.C.G.A. § 46-5-1(b)(19)(A), any telephone companies that provide Broadband Services to any location within the geographic limits of the City, payment at the rate of five cents (5¢) per linear foot annually shall be considered due compensation, and for telephone companies that do not provide any Broadband Services to any location within the geographic limits of the City, payment at the rate of nineteen cents (19¢) per linear foot annually shall be considered the payment of due compensation.

Section 10. Other Provisions.

- (a) **Reservation of Regulatory and Police Powers.** The City by issuing a Permit under this Ordinance, does not surrender or to any extent lose, waive, impair, or lessen the lawful powers and rights, which it has now or may be hereafter vested in the City under the Constitution and Laws of the United States, State of Georgia, or the City Charter, or under the provisions of the any Codified Ordinances to regulate the use of the Rights of Way. The Utility by applying for and being issued a written Permit, is deemed to acknowledge that all lawful powers and rights, regulatory power, or police power, or otherwise as are or the same may be from time to time vested in or reserved to the City, shall be in full force and effect and subject to the exercise thereof by the City at any time. A Utility is deemed to acknowledge that its interests are subject to the regulatory and police powers of the City to adopt and enforce general ordinances necessary to the safety and welfare of the public and is deemed to agree to comply with all applicable general laws enacted by the City pursuant to such powers. All Utilities shall comply with City zoning and other land use requirements pertaining to the placement and specifications of Facilities.

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- (b) **Compliance.** No person shall be relieved of its obligation to comply with any of the provisions of this Ordinance by reason of any failure of City to enforce compliance.
 - (c) **Appeal of Administrative Decisions.** All appeals provided for by this Ordinance and any notification to the City required by this Ordinance shall be in writing and sent via certified mail to the City Manager as specified in this Ordinance.
 - (d) **Ordinance Headings.** Ordinance headings are for convenience only and shall not be used to interpret any portion of this Ordinance

Section 2. Repeal of All Ordinances in Conflict

All ordinances and resolutions or portions thereof in conflict with this ordinance are repealed to the extent of their conflict.

Section 3. Severability

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

Section 4. Effective Date

Pursuant to Sec. 2-21 (9) (D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this ___ day of _____, 2026.

Second reading and adoption, this ___ day of _____, 2026.

CITY OF OXFORD

David S. Eady, Mayor

Erik Oliver, Councilmember

George Holt, Councilmember

Laura McCanless, Councilmember

Mike Ready, Councilmember

Jeff Wearing, Councilmember

James H. Windham, Councilmember

ATTEST:

Stacey Mullin, Interim City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

City Manager Update Notes – March 16, 2026

Contract for the E. Soule Street and E. Bonnell Street Trails to be Awarded at the March 2, 2026

The contract for the E. Soule Street and E. Bonnell Street Trails is being prepared for signature by Concrete Constructors, Inc.

Emory Street Sidewalk Phase II

As reported earlier, this project has been staked out and has a 6-week schedule. The physical location markers for the streetlights has indicated several conflicts with a water line and curb cuts with Emory Street. Robert Renwick (Keck & Wood) and Tom Garrett (Peach State)

Community HOME Investment Program CHIP Grant Update

As you may have heard, our Public Meeting for the CHIP Grant on February 19th drew over 60 attendees, which is a very robust turnout for a community of our size. In total, we received 31 pre-applications which were then put in random order and the first three applicants have been invited to apply for funding. Once these applications are processed and budgets are formulated, the next group of applicants will be invited to apply for funding. Homes on W. Bonnell Street, 112 Oxford North Road, and Mitchell Street were in the fi

Oxford Historic Cemetery Update

Dr. Lexie Orozco will be hosting a clean-up day for the cemetery on February 27th from Noon to 4:00. So far over 27 volunteers have signed up. They are also planning An Evening with the Ancestors on April 18th from 4:00 PM to 8:00 PM. The Oxford Historical Society voted to support that event with up to \$5,000. My understanding is the Oxford Historical Cemetery Foundation has chosen not to support these efforts. Oxford College has pledged \$5,000 to this project (see attached letter).

Netflix Update

Netflix has confirmed that their last set of filming dates at The Old Church will be as follows:

Scene Prep: April 1st, 2nd

Hold: April 3rd, 4th, 5th

Filming: April 6th

Wrap: April 7th

With the current filming from Netflix, we have received over \$35,500 and with this last shoot, we expect another payment of \$7,500.

SDS Fire Agreement Issues

A draft agreement has been sent out to the cities for review. There has been no word from Newton County on further meetings. The aim right now is to shift this cost from the City directly to the taxpayer. The City is budgeting \$75,000 for this expense now and this is considerably more than what the collective burden would be on the taxpayer. Oxford is applying 150% to 100% of the assessed property value, rather than just the 40% value of property that is being paid by residents in unincorporated Newton County. The current millage rate for Fire is 0.892 mills.



BIRTHPLACE OF EMORY UNIVERSITY

City of Oxford
Request for Qualifications
General Building Contractors and/or Lead Renovation Firms
New Construction and/or Occupied Housing Rehabilitation Program

The City of Oxford is pre-qualifying licensed general contractors and/or lead renovation firms for the Community HOME Investment Program (CHIP) homeowner rehabilitation program. These programs are funded by the Department of Housing and Urban Development (HUD) via the Georgia Department of Community Affairs (DCA) and will be subject to all federal program requirements and the local housing policies and procedures.

Interested general contractors must submit a Contractor Application form for consideration. Application forms will be accepted on an on-going basis until completion of the programs; however, only qualified contractors will receive bid packages as they become available.

A Contractor Application form can be obtained from Mr. Bill Andrew, Oxford City Manager. Mr. Andrew can be reached by phone at 770-786-7004 or via email bandrew@oxfordgeorgia.org.

MBE/WBE and Section 3 contractors are encouraged to pre-qualify.

The City of Oxford is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age.





CITY OF OXFORD POLICE DEPARTMENT



Significant Events, Arrests, Details, Training

No significant criminal events occurred during the month of February. Officers did complete, Use of Force, De-Escalation, Community Policing, Human Trafficking, and Gang awareness, as required by the Governor's Initiative.

We are excited to host our First Citizens Police Academy and have worked diligently on lesson plans, scheduling, procuring supplies and seeking participants. We currently will have 8 students, and I encourage the mayor, all the Council, and Staff to attend and welcome the participants on Thursday March 19th at 6:30 P.M.

Update on Nuisance Structures

Per the request of the Mayor and City Council and City Manager I have been tasked with identifying and investigating nuisance properties within the city limits of Oxford. I have been provided with some guidance from the City Attorney's David Strickland and Frank Turner Jr., regarding the process of filing a Complaint in Rem against the properties. Mr. Strickland has provided Title Searches on the homes. It was advised to cite the properties under Oxford City Ordinance 18-106, Investigation of unfit dwellings; citation; hearing

18-106. - Investigation of unfit dwellings; citation; hearing.

(a)

Wherever a request is filed with the public officer by a public authority or by at least one resident of the City charging in writing, that any dwelling, building, or structure is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes, is vacant and being used in connection with the commission of drug crimes, or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer shall make an investigation or inspection of the specific dwelling, building, structure, or property.

(b)

If the officer's investigation or inspection identifies that any dwelling, building, structure, or property is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes: or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer may issue a complaint in rem against the lot, tract, or parcel of real property on which such dwelling, building, or structure is situated or



CITY OF OXFORD POLICE DEPARTMENT



where such public health hazard or general nuisance exists and shall cause a citation to be served on the owner and parties in interest in such dwelling, building, or structure.

(c)

The citation shall identify the subject real property by appropriate street address and official tax map reference; identify the owner of the parties in interest; state with particularity the factual basis for the action; and contain a statement of the action sought by the public officer to abate the alleged nuisance. The citation shall notify the owner and parties in interest that a hearing will be held before a court of the Judge of city Municipal Court, at a date and time certain and at a place within the City where the property is located. Such hearing shall be held not less than 15 days nor more than 45 days after the filing of the citation.

(d) The owner and parties in interest shall have the right to file an answer to the citation and to appear in person or by attorney and offer testimony at the time and place fixed for hearing, (Code 1997, § 33-103(A)(3))

The following properties have been identified as follows. A brief description of the current investigation will follow each listed property.

406 W. Soule St

Titled owner Derek L Harris Sr. A certified letter was sent to the property as advised with a return to sender unclaimed, unable to forward, dated 02/03/2026. Attempting to locate four of the children of Mr. Harris who is believed to be deceased.

405 W. Richardson St.

Titled owner and administrator for the Estate of Mary Gaither McLurkin, Marianne Garret. The property was originally identified as a nuisance home and then was placed for sale during the initial identification. City Manager Bill Andrew had spoken with Mrs. Garret and later with Kimberly McLurkin Harris. A possible purchase was pending, and it was placed on hold. It has since been discovered that criminal activity has been occurring by an individual who is attempting to gain control of the property. I am currently conducting a criminal investigation into this individual, and due to the open investigation, I can't disclose at this time.

103 E. Watson St.

Titled owner Helen Griffin. The home has been boarded and secured but was brought to my attention as a concern from City Council. The landscaping has always been maintained by the owner, Ms. Griffin. City Manager Bill Andrew has recently spoken to Ms. Griffin and has reportedly stated that she is seeking to repair the home and will be proposing the request at the Planning Commission.



CITY OF OXFORD POLICE DEPARTMENT



109 E. Soule St.

Titled owner Bessie Howard, c/o Robert Anderson. Certified letters were sent and returned undeliverable. I requested a structural inspection of the home through Bureau Veritas on 01/27/2026 which was completed on 02/02/2026. (Received the official Inspection Report on 03/12/2026.) The Complaint in Rem citations were prepared and searching through Newton County Tax records, I was able to locate who had been paying the property taxes for the property. The relative was listed as Melvin Griffin, and I was able to contact Mr. Griffin. Mr. Griffin met with me and City Manager Bill Andrew on 02/26/2026 and advised he will be contacting other family members including the daughter of Ms. Howard. I have delayed the case until the April Municipal Court date.

316 Hillcrest Dr

Titled owner Julian Kenneth Alexander. No action on this property currently. Defer to City Manager Bill Andrew and Jonathan Eady, Planning Commission regarding previous agreement with the "Tiny Home".



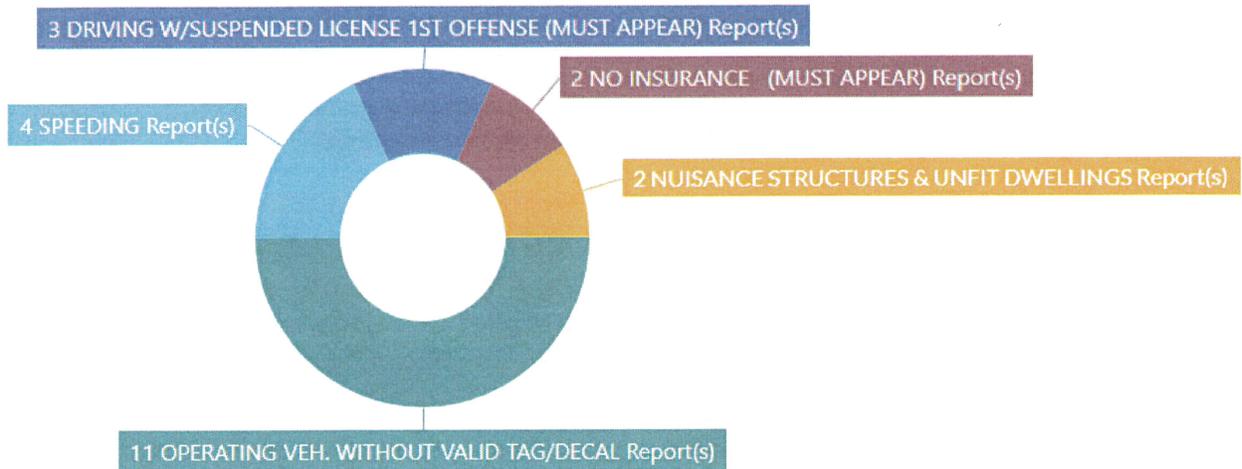
CITY OF OXFORD POLICE DEPARTMENT



February 2026 Monthly Report Top Citations Offenses



Tickets by Violation



City Ordinance/Code Enforcement Citations

Case #	Ticket #	Ticket Date	Violation	Violation Description	Primary Location
25-00841	101A00031	2/24/2026	CO 18-106	NUISANCE STRUCTURES & UNFIT DWELLING	109 E SOULE ST
25-00841	101A00030	2/24/2026	CO 18-106	NUISANCE STRUCTURES & UNFIT DWELLING	109 E. SOULE ST



CITY OF OXFORD POLICE DEPARTMENT



Agency Activity Reports

January 2026

February 2026

Agency Activity Report

Date Range: 1/01/2026, 00:00:00 - 1/31/2026, 23:59:59

Agency: Oxford Police Department

Reports

Total Reports:	20
Total Incident Reports:	16
Total Crash Reports:	4
Total Use of Force Reports:	0

Arrests

Total:	1
Total Male Arrestees:	0
Total Female Arrestees:	1
Total Other/Unknown Arrestees:	0
Total Juvenile Arrestees:	0

Domestic Violences

Total Domestic Violence Reports:	0
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Tickets

Total Tickets (Non-Warnings):	22
Total Warnings:	15

Agency Activity Report

Date Range: 2/01/2026, 00:00:00 - 2/28/2026, 23:59:59

Agency: Oxford Police Department

Reports

Total Reports:	10
Total Incident Reports:	10
Total Crash Reports:	0
Total Use of Force Reports:	0

Arrests

Total:	0
Total Male Arrestees:	0
Total Female Arrestees:	0
Total Other/Unknown Arrestees:	0
Total Juvenile Arrestees:	0

Domestic Violences

Total Domestic Violence Reports:	1
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Tickets

Total Tickets (Non-Warnings):	18
Total Warnings:	6

Calls for Service Handled by OPD

January 2026

February 2026



CITY OF OXFORD POLICE DEPARTMENT



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Incident Reports by Location February 2026

