



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JULY 15, 2024 – 6:48 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

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

OTHERS PRESENT: Theresa Eady, Nick Cole

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady announced plans to work with Carter & Sloope to apply for CDBG funds for replacing transite pipe in several locations within the City of Oxford. The City will also be conducting a stormwater assessment to look at developing a new stormwater utility to cover costs of maintaining and repairing the City's stormwater infrastructure. The City is working with ECG to put out a RFP for water and electric smart meters.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Theresa Eady provided the report. She read the TPR's recommendation regarding the removal of a tree across from Mainstay Academy and protection of other trees when the City is contracting with third parties. Mayor Eady advised the engineer can review the plans to see what can be done to minimize impact to the trees where the sidewalk work has already been done. Jim Windham recommended that the City have a policy regarding preservation of trees when work is completed.
- b. **Downtown Development Authority** – Mike Ready provided the report.
- c. **Sustainability Committee** – Laura McCanless provided the report.

3. Non-Personal Services Contract for Accounting Support and Business Process (Attachment B)

George Holt recommended that the City have this work performed as personal services rather than non-personal services to ensure that it is counted correctly for IRS tax purposes. He does not believe that all the requirements to pay Ms. Stancil as a contractor are met. He recommends rewording the contract.

Marcia Brooks advised she will work with David Strickland to get the contract worded correctly. Another alternative would be to see if Ms. Stancil would prefer to work as an employee instead of a contractor.

4. Pineview Solar Project Update (Appendix C)

The company that had contracted with MEAG to construct the solar farm under this agreement has notified MEAG that they are unable to complete the project due to inability to obtain financing. A buyer has been identified, but the buyer requires new terms with higher prices. Accordingly, MEAG has proposed the third amendment to the project.

The City can accept the amendment or can decline to participate and receive its share of \$3,000,000 being held as a security deposit (about \$136,0000). The amendment changes the base price for power from \$37.75/MWh to \$41.5/MWh with a possible increase to \$45.5 MWh when panels are purchased depending on their cost. The delivery date would be changed from November 2025 to January 31, 2026. If they fail to deliver within six months of that date, the security deposit will increase to \$6,000,000.

MEAG surveyed the market and feels that the proposed cost is still below current market costs and therefore is still a viable project. The current benchmark market rate is about \$50. The City will also have the opportunity to acquire a higher share if any other cities withdraw. Mayor Eady also pointed out that the City runs at a deficit for capacity and acquiring this additional power will help alleviate that problem.

Jim Windham is not opposed to accepting the third amendment but would like to know what the City's exposure would be if the developer defaults. Bill Andrew will contact MEAG about this matter.

The consensus was to accept the third amendment.

5. RFQ for Engineering Services for Multi-Use Trail Design (Attachment D)

Seven responses were received. One was excluded due to it being incomplete. Mayor Eady, Bill Andrew, Jody Reid, and Mark Anglin scored the remaining six responses. The scoring group reviewed their scores with the City Councilmembers. The offeror scoring the highest was AtkinsRealis.

Laura McCanless and George Holt asked about the cost for the work to be completed. Bill Andrew advised that a maximum amount is set in the budget for the project.

Ms. McCanless requested that the contract explicitly require the chosen vendor to use existing cuts for trails wherever possible so as to minimize loss of trees.

Erik Oliver cautioned against using the same vendor(s) too often and becoming complacent with their work. However, he does support the selection of AtkinsRealis for this project if all the committee members feel their proposal is the best.

Laura McCanless has reservations about awarding the contract to AtkinsRealis because of their failure to listen to the City Council's recommendations regarding the parking plans at Old Church.

The consensus was to award the contract to AtkinsRealis.

6. Resolution to Amend the Fee Schedule for Planning, Development, Review and Inspection (Attachment E)

The City Councilmembers had many questions regarding the fee schedule that were not directly related to the changes recommended for compliance with HB 461. Mayor Eady stated the City Council can come back and review the full schedule, but for now the focus should be on the required changes. Many of the questions also involved making changes to the Code of Ordinances, which is outside the scope of this discussion.

Nick Cole and Theresa Eady had questions and comments concerning the Code of Ordinances.

Bill Andrew recommended doing a holistic review of the Code of Ordinances due to the complexities involved with amending it.

Several City Councilmembers requested more time to review the changes. The issue will be discussed again at the August work session.

7. Task Order for Parking Design at Old Church (Attachment F)

Laura McCanless expressed concerns about the new plans being no different from the previous ones even though AtkinsRealis had been advised of the changes the City wants to make. She recommends deferring discussion of this issue until accurate plans can be obtained from them.

Erik Oliver indicated he thought he would be discussing the changes on a conference call. Bill Andrew advised a task order is needed to hold that meeting.

The issue will be tabled until clarification from AtkinsRealis is received.

8. Proposals to Replace the Stormwater Pipe at the Corner of Asbury and Collingsworth Streets (Attachment G)

Bill Andrew stated there are a number of other locations where stormwater pipes are failing or in poor condition. This specific work needs to be done immediately because it is a safety hazard, but he recommends having a baseline assessment completed to determine needs throughout the City so the work can be prioritized.

The consensus was to award the bid to HCS Services LLC to complete the repair at the corner of Asbury and Collingsworth Streets.

9. Other Business

10. Work Session Meeting Review

11. Executive Session

Laura McCanless made a motion to enter executive session at 9:01 p.m. to discuss real estate matters. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Jim Windham made a motion to exit executive session at 9:10 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (7/0)

12. Adjourn

Mayor Eady adjourned the meeting at 9:10 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

Oxford Mayor and Council
Work Session
Monday, July 15, 2024 – 6:45 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. **Mayor's Announcements:**
2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.
3. ***Renew the Non-Personal Services Contract for Accounting Support and Business Process Improvement:** Ms. Amy Stancil's initial contract expired 6/30/24. Only \$1,275 was charged against the authorized amount of \$5,000. Staff is requesting we renew the contract for the difference of \$3,725. Her work has been excellent and is a good bridge of support until we get the new Accountant Specialist on board.
4. ***Pineview Solar Project Update:** MEAG has informed us that Peak Clean Energy is unable to perform on this project. Please see the attached memo to consider a third amendment to the Solar Power Purchase Agreement.
5. ***Review the Review Team's Assessment of the Responses to the Request for Qualifications (RFQ) for Engineering Services the City Requested for the Multi-Use Trail Design:** The City received six complete responses from AtkinsRealis, Carter & Sloope, CPL, Falcon, Thomas & Hutton, and W&A. There was one, incomplete response from ESG Engineering, which was not considered. A review team made up of Mayor Eady, Bill Andrew, Jody Reid, and Mark Anglin reviewed the submissions and will report to the Council.
6. ***Review the Resolution to Amend the Fee Schedule for Planning, Development, Review, and Inspection:** House Bill 461 eliminated the ability to calculate fees for renovation and other construction projects based on the cost of the project, but it expanded the ability to use square footage in the fee calculation for extensive renovation projects (those totaling over \$75,000). Our current fee structure is no longer in compliance with State Law, and we have several tasks which have not been assigned a fee, such as re-zoning or variances.
7. ***Review the Task Order for Parking Design at The Old Church:** This Task Order will be emailed to Council on Monday (July 15) for your review. Atkins has prepared the document, and it is undergoing an internal review process and should be available by Noon on the 15th.
8. ***Consider the Proposals to Replace the Stormwater Pipe at the Corner of Asbury and Collingswood Street:** In addition to this issue, staff asks direction on inviting Atkins Engineering to prepare proposals for a Storm Water Utility.
9. **Other Business:**
10. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.
11. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments



NON-PERSONAL SERVICES CONTRACT

Independent Service Provider Agreement

This Agreement is made effective as of this date _____ by and between the City of Oxford, 110 West Clark Street, Oxford, Georgia 30054, and **Amy J. Stancil, 155 Cornish Mountain Road, Oxford, Georgia, 30054**. In this Agreement, the party who is contracting to receive the services shall be referred to as “the City of Oxford”, and the party who will be providing the services shall be referred to as “Service Provider”.

Therefore, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.**

The Service Provider will provide accounting support and business process improvement services to the General Government Department of the City of Oxford.

2. **PAYMENT.** The City of Oxford will pay compensation to Service Provider for the services based on: **Hourly Rate of \$50.00 per hour up to a maximum of \$3,725.00**. Compensation shall be payable upon completion of services of Service Provider and submission of time sheets or other mutually agreed upon documentation by the City Clerk/Treasurer.

3. **WARRANTY.** The standard of care for all professional services performed or furnished by Service Provider under this Agreement will be the skill and care used by members of Service Provider’s profession practicing under similar circumstances at the same time and in the same locality. Service Provider makes no warranties, express or implied, under this Agreement or otherwise, in connection with Service Provider’s services.

4. **RELATIONSHIP OF PARTIES.** Service Provider is an independent Service Provider and neither Service Provider, Contractors employed by the Service Provider (if any), nor any of their agents are employees of the City of Oxford. Service Provider is responsible for the direction and supervision of its employees and Contractors and shall promptly remove any personnel who are not adhering to the terms of this Agreement. The City of Oxford will **not** provide fringe benefits, including health insurance, paid vacation, overtime, or any other employee benefit for the benefit of Service Provider.

5. **INDEMNITY.** To the fullest extent permitted by law, Service Provider shall indemnify the City of Oxford, its officers, directors, partners, employees, and representatives from and against all losses, damages, and judgments arising from claims by third parties, including reasonable attorneys’ fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Service Provider or Service Provider’s officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

6. **LIENS AND LIEN WAIVERS.** Service Provider shall, if any lien be filed against the City of Oxford’s property arising from the work under this Agreement, immediately cause such lien to be

discharged of record by payment or bond. Service Provider agrees to execute and have all Sub-Service Providers and Suppliers execute “Interim Waiver and Release Upon, Payment” and “Unconditional Waiver and Release Upon, Final Payment”, copies of which are attached hereto as exhibits.

7. **TERM/TERMINATION.** This Agreement shall be effective through December 31, 2024 and may be renewable if agreed upon by both parties. This agreement may be terminated by either party prior to the expiration of the term.

8. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Georgia (excluding Choice of Law provisions). In performance of this Agreement, Service Provider will comply with all requirements of applicable state and local law, regulations and ordinances. Service Provider also agrees to abide by all applicable rules and regulations of the City of Oxford.

9. **ENTIRE AGREEMENT.** This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

10. **SEVERABILITY.** If any provisions of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

City of Oxford

Amy J. Stancil

By: _____
David Eady, Mayor

By: _____
Amy J. Stancil

Attest: _____
Bill Andrew, City Manager

Date: _____

Date: _____



TO: Solar Participants

FROM: Steve Jackson *Steve*

DATE: July 9, 2024

SUBJECT: Pineview Solar Project Update

The current owner and developer of Pineview Solar LLC, hep Peak Clean Energy (Peak), is unable to perform and complete the project. They have been unable to obtain the financing needed to move forward. In light of these facts, Peak has solicited and selected a purchaser, Linea Energy, that could become the owner and serve as the developer, constructor, and operator for the project. Unfortunately, given current market conditions, the proposed purchaser cannot complete the project based on the current contract price and schedule. The potential new owner is requesting another amendment to the Power Purchase Agreement between MEAG Power and Pineview Solar LLC (SPPA) which would require a corresponding amendment to the Power Purchase Contract (SPPC) between MEAG Power and each of the Solar Participants.

This leads to a decision point on the project for the Solar Participants with two options available:

1. Accept another amendment to the SPPA and allow the new owner/developer to move forward with the project
2. Allow the project to go into default and accept the \$3 million in security currently held by MEAG Power as damages.

Amendment No. 3 addresses not only change to the contract price and schedule, as mentioned above, but staff also negotiated increases in the security and delay damages provisions along with language that allows for an Exiting Solar Participant. These key changes to the agreement between MEAG Power and Pineview are summarized below.

- 1) Base Contract Price in the SPPA will be increased to \$41.50 per MWh fixed. This Base Contract Price is subject to adjustment up or down based on the final cost of the photovoltaic panels per the purchase contract subject to a cap of \$45.50 per MWh.
- 2) The Guaranteed Commercial Operation Date (COD) will be extended to January 31, 2026.
- 3) The new Outside COD is 180 days following January 31, 2026, at which time MEAG Power can terminate the project and collect a Termination Payment if the project is not commercial.
- 4) \$3 million in additional Security will be posted in favor of MEAG Power should the project not be commercial as of the new Guaranteed COD, providing a total of \$6 million in security available for delay damages or termination.
- 5) Delay Damages have been increased to \$8000 per day from \$4000 per day. Thus, for every day past January 31, 2026 theses damages will be due until the project reaches COD or the Outside COD occurs.
- 6) Provides for a current Solar Participant to decline the new amendment (an Exiting Solar Participant) and maintain their rights to the current \$3 million in security for any potential

claims. This will allow for the project to move forward if other Solar Participants choose to increase their entitlement share while protecting the Exiting Solar Participants.

The impacts on cost and schedule reflected in this amendment are being seen across the country for solar projects. Although considering another amendment to this agreement could be questioned, staff has surveyed the market and the amended price remains competitive and the commercial operation date would be at least a year earlier than current market offers. The potential purchaser, Linea Energy, indicates it has obtained the financial backing needed to move forward with the project including a \$300 million equity commitment and \$100 million revolving corporate loan. They are prepared to purchase the panels for the project as soon as an amendment is approved. In addition, Walmart has been contacted and has agreed to accept the new pricing under their renewable energy customer agreements (RECA's) with the fourteen (14) Solar Participants.

Considering the factors noted above along with the increased financial security provided through Amendment No. 3, staff recommends moving forward with the new owner/developer in an effort to complete the Pineview facility. This approach provides continuity with the Walmart efforts and as noted would provide the Solar Participants these resources earlier than a process under the upcoming request for proposal.

MEAG Power will be arranging a virtual meeting to discuss this amendment in more detail and to address any questions or comments. Following this conversation, the Regional Managers will contact each of you to address any additional questions and to receive your feedback on the two options. If the interest level is great enough that commitments to the full 80 MWs can be maintained, then MEAG Power will move forward with preparation of the Amendment to the SPPCs including any reallocation of the output.

Please contact your Regional Manager or me at 770-563-0314 with any questions.

cc: Jim Fuller

City of Oxford
Request for Qualifications
Engineering Services for the City of Oxford
Multi-Use Trail Design



General

The City of Oxford is issuing a Request for Qualifications (RFQ) to engineering firms experienced in the development of engineering plans and bid documents for state-funded recreational trail projects for nonmotorized use. The project will seek to design three separate trails consisting of a combination of 12-foot-wide concrete/boardwalk and sharrow segments. These trail segments run along East Bonnell Street to Dry Indian Creek; West Bonnell Street to Cousins Middle School; Fletcher St. to Hull Street (see maps at end of document).

Responding firms should be technically qualified, licensed to provide these services, and experienced in the preparation of plans for state or federally funded recreational trails projects.

Background

The City of Oxford has received funding from the Governor's Office of Planning and Budget to assist with funding for the project. The project will involve the design of three separate segments of a multi-use trail. The project seeks to further a connected trail system within the city. The project would design three (3) trails: 1 - E. Bonnell St. to Keegan Ct. (1,100 LF), 2 - W. Bonnell to Cousins Middle School (1,750 LF) and 3 - Old Church Trail (Fletcher St.) to Hull Street (1,300 LF).

Administration

The RFQ is issued by the City of Oxford with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

Evaluation

Procedures for the selection of an individual or firm will be in accordance with local government requirements and the Common Rule Selection Process. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, infrastructure, and design also will be reviewed for project timeliness. Other factors that may be under consideration are ability to complete work within budget, quality of work, and other factors, such as knowledge of the community and local area. Local government experiences and qualifications desired include, but are not limited to, preparation of engineering plans for new construction, infrastructure, federally funded projects, and estimations of plan implementation costs.

Information Required

The statement of qualifications shall contain the following:

- A. History of firm and resources
- B. Experience with state- or federally-funded projects
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. References of similar projects
- G. Errors and Omissions Insurance

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by the City of Oxford. An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection at the appropriate time.

Schedule

May 15, 2024 Request for Qualifications Published
June 5, 2024 Question received by 5:00 pm (deadline)
June 18, 2024 Qualifications received by 5:00 pm (deadline)
June 21, 2024 Vendor List prepared
June 21 – August 5, 2024 Vendors reviewed and selected by City of Oxford

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the City Council of the City of Oxford.

Procedures for Submission of Statement of Qualifications

All submissions must be received by the City of Oxford no later than 5:00 pm E.S.T., June 18, 2024. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies) should be sent directly to:

Bill Andrew, City Manager
City of Oxford
110 West Clark St.
Oxford, GA 30054
770.786.7004

bandrew@oxfordgeorgia.org

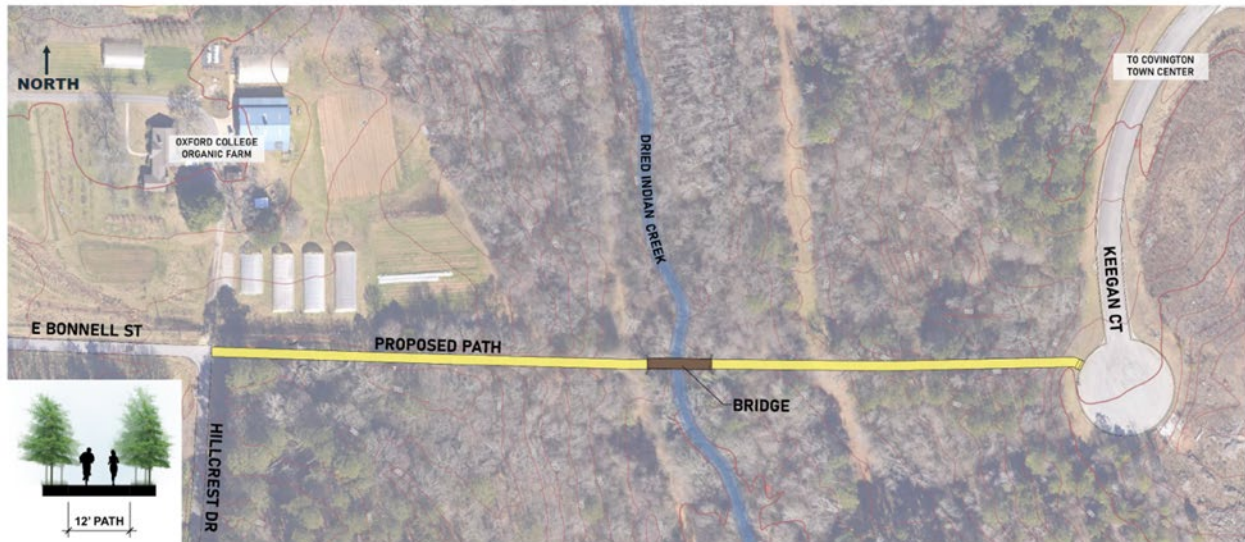
The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ can be emailed to: asmith@negrc.org no later than 5:00 E.S.T., June 5, 2024. Questions and answers will also be published on: <https://www.oxfordgeorgia.org>.

Miscellaneous Provisions

- A. All contracts are subject to federal and state contract provisions prescribed by the Governor's Office of Planning and Budget.
- B. This Project may be subject to all or some of the following regulations and requirements: 2 CFR 200, Davis Bacon Act, and/or requirements under the U.S. Treasury for compliance and reporting.
- C. City of Oxford also abides by the following laws: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.
- D. Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- E. All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- F. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records act and all other laws of the state of Georgia and the United States of America, and subject to the open records policies of the City of Oxford and the Northeast Georgia Regional Commission. All such materials shall remain the property of the City of Oxford and will not be returned to the respondent.
- G. All respondents to this RFQ shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The City of Oxford reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The City of Oxford also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn, or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

1. E BONNELL ST TO KEEGAN CT



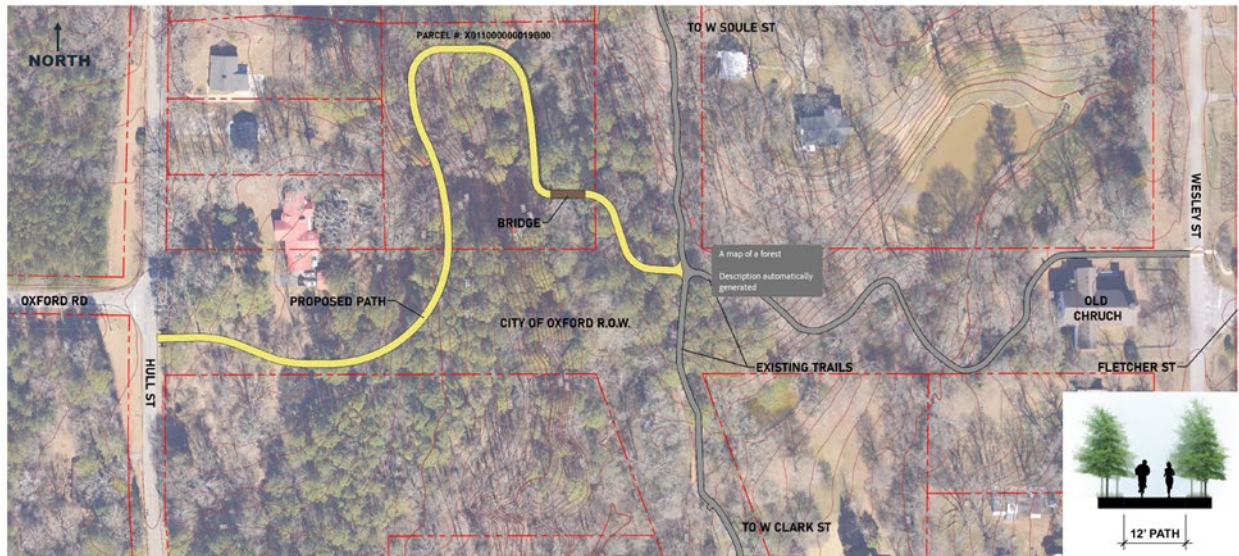
+ SHARROWS ALONG E BONNELL ST TO EMORY ST/HWY 81

2. W BONNELL ST TO COUSINS MIDDLE SCHOOL



+ SHARROWS ALONG W BONNELL ST TO EMORY ST & ALONG QUEEN ANN ST TO STONE STREET TRAILHEAD

3. OLD CHURCH CONNECTION TO HULL ST



STATE OF GEORGIA
COUNTY OF NEWTON

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF OXFORD TO
AMEND THE FEE SCHEDULE OF THE CITY OF OXFORD, GEORGIA; TO
REPEAL ALL CONFLICTING RESOLUTIONS; TO PROVIDE FOR
SEVERABILITY, AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

WHEREAS, pursuant to state law and Sec. 2-281 of the Code of Ordinances of the City of Oxford, the Mayor and City Council have adopted certain rules and regulations for the purposes of promoting the health, safety, morals, convenience, order, prosperity and the general welfare of the present and future inhabitants of the City of Oxford, Georgia; and

WHEREAS, it is incumbent that the City impose certain fees to cover the expenses associated with the planning and permitting programs incurred by the City; and

WHEREAS, House Bill 461, which went into effect July 1, 2024, makes revisions to a local government's ability to charge and collect fees on their regulatory activity.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Oxford that the fee schedule for the City of Oxford is hereby adopted as shown on Exhibit "A" attached hereto, *City of Oxford Fee Schedule*, in its entirety and hereby incorporated by reference, which shall become effective immediately.

BE IT FURTHER ORDAINED that all documents that conflict with anything contained herein are hereby repealed.

Section 2. Repeal of All Resolutions in Conflict

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

Section 3. Severability

If any section, sentence, clause or phrase of this Resolution 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 Resolution, and such remainder shall remain in full force and effect.

IT IS SO ORDAINED this _____ day of _____ 2024.

CITY OF OXFORD

David S. Eady, Mayor

Erik Oliver, Mayor Pro Tem

George Holt, Councilmember

Laura McCanless, Councilmember

Mike Ready, Councilmember

Jeff Wearing, Council Member

James H. Windham, Councilmember

ATTEST:

Marcia Brooks, CMC, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

EXHIBIT A

City of Oxford

Fee Schedule

ARTICLE 1. PLANNING, DEVELOPMENT, REVIEW AND INSPECTION FEE SCHEDULE

The following fees shall be assessed for all planning, development and construction activities within the City of Oxford.

Section 100.1: REVIEW FEES

Unless otherwise stated, all review fees shall be collected at time of submittal.

Table A: Review Fees

Review Type	Fee
Building Permit	
Building Review (collected at time of permit issuance)	5% of the Total Permit Fee (Minimum of \$100 & Maximum of \$5,000)
Land Disturbance Permit	
Clearing, Grubbing, or Grading Permit	\$ 400
Land Development Permit	
1.0 – 4.9 Acres	\$ 600
5.0 – 9.9 Acres	\$ 900
10+ Acres	\$ 100/Acre (Maximum \$2,000)
Erosion, Sedimentation & Pollution Control Plan (GSWCC)	\$ 300
Resubmittals and Revisions to Development Permit	Half of the Initial Fee
Plans and Plats	
Concept Plan	\$ 200
Plat (Combination, Subdivision, Exemption, Final, Etc.)	\$ 300
Plat Recording Fee	\$ 20 per page
Master Sign Plan	\$ 200
Tree Protection, Buffer and Landscape Plan	\$ 200
House Location Plan (HLP)	\$ 20 per lot
Residential Drainage Plan (RDP)	\$ 20 per lot
Residential Drainage Study (RDS)	\$ 250
Resubmittals and Revisions to Plans and Plats	Half of the Initial Fee
Miscellaneous/Other	
New Cell Tower	\$1,000
As-Built Detention Pond	\$ 600
Meeting with the City's Reviewing Engineer	Based on Contracted Hourly Rate
Miscellaneous	Based on Staff's Hourly Rate

Section 100.2: PERMIT FEES

Any owner, authorized agent, or prime contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, energy conservation, mechanical or plumbing system, the installation of which is regulated by this Code, including the technical codes, or to cause any such work to be done, shall first make application to the Department of Planning and Development, and obtain the required building permit for the work being done after paying the required fees. No building or other structure shall be erected, moved, added to or structurally altered without a building permit issued by the Planning and Development Director or his or her designated Building Official. No building permit shall be issued for a building, structure or use that is not in conformance with the provisions of the City's Development Code.

All Building Permits will be assessed a review fee and the Certificate of Competition or Certificate of Occupancy fee when the permit is issued. Review fees for Land Disturbance Permits are due at time of submittal. A Certificate of Competition or Certificate of Occupancy is available for Land Disturbance and Miscellaneous/Other permits upon request and payment of applicable fees.

For the purpose of determining the permit types, the following words shall mean:

- **Renovation** is an update to an existing building or a return to a new condition (includes projects related to damage by fire or act of God).
- **Interior Finish** is an alteration or change to an existing building. This type of construction typically occurs when a homeowner finishes a basement or a tenant builds out commercial space.
- **Addition** is adding to an existing building and treated as new construction.
- **Accessory Structure** is a structure on the same lot with, and of a size and nature customarily incidental and subordinate to the principal structure (detached garages, sheds, playhouses, greenhouses, etc.).

Unless specifically addressed in Oxford Building Code (Oxford Municipal Code Chapter 6, the City of Oxford adopts the exemptions identified in Chapter 1 of each adopted Regulatory Code. Exemptions from permit requirements of this Code shall not be deemed to grant authorization for any work being done in any manner in violation of the provisions of this Code or any other laws or ordinances of the City of Oxford.

A Land Disturbance Permit shall be required for all land development activities unless the activity is exempt by way of the Oxford Development Code. No disturbance of the land, including clearing, grubbing, or grading activities, shall commence or proceed except in accordance with the provisions of the Oxford Development Regulations.

Table B: Permit Fees on the following page.

Table B: Permit Fees

Permit Type	Fee
Building Permit (Review + Permit + Certificate)	
New Complete Construction	\$ 1.10 per square foot
New Shell Construction	\$ 1.10 per square foot
Commercial Renovation/Interior Finish	\$ 1.00 per square foot
Residential Renovation/Interior Finish	\$.65 per square foot
Retaining Walls	\$ 250 per Wall
Rack Permit	\$ 50
Monument Sign	\$ 300
Accessory Structure	\$ 50
Swimming Pool	\$ 200
Foundation Permit	\$ 300
Billboard (New, Repair or Relocation)	\$1,000
ATM	\$ 250
Land Disturbance Permit (Review + Permit)	
Clearing, Grubbing or Grading	\$ 150 per Disturbed Acre
Land Development Permit	\$ 250 per Disturbed Acre
Tree Removal	\$ 250
Miscellaneous/Other (Permit only)	
Sub-Contractor Affidavit	\$ 25
Certificate of Occupancy	\$ 100
Certificate of Completion	\$ 75
Business Use and Zoning Certificate	\$ 50
Roof Permit – Commercial	\$ 100
Deck Permit	\$ 100
Fence Permit	\$ 100
Demolition Permit	\$ 300
Driveway Permit	\$ 100
House Relocation Permit	\$ 500
Mechanical, Electrical, Plumbing Permit	\$ 75
Electrical Reconnection Fee	\$ 50
Monument Sign Reface Permit	\$ 200
Temporary Sign Permit	\$ 50
Wall Sign Permit	\$ 100
Re-Inspection Fee	\$ 100
Construction trailer	\$ 100
Unattended Donation Box	\$ 100
Vacant Property Registration	\$ 100
Re-permit Fee for Expired Permit	25 % of Original Permit Fee
Short-Term Rental Permit	\$ 200
Miscellaneous	Based on Staff's Hourly Rate

Table B: Permit Fees Continued

Permit Type	Fee
Telecommunications	
Cell Tower, New Construction	\$1,000
Cell Tower, Repair Existing	1,000
Cell Tower Co-Location	\$250
Small Cell Wireless Facility	Pursuant the Oxford Development Code Section 36-303.2, a permit is required to collocate a small wireless facility in the public right of way or to install, modify, or replace a pole or a decorative pole in the public right of way. Any person seeking to collocate a small wireless facility in the public right of way or to install, modify, or replace a pole or a decorative pole in the public right of way shall submit an application to the Department of Planning and Development for a permit. Each application for a permit shall include the maximum application fees permitted under O.C.G.A. § 36-66C-5(a)(1), (a)(2) and (a)(3). Such maximum application fees shall automatically increase on January 1 of each year beginning January 1, 2021, as provided under O.C.G.A. § 36-66C-5(b). Any person issued a permit shall pay the fees identified in O.C.G.A. § 36- 66C-5(a)(6) and (a)(7), as applicable.

SECTION 1003: PLANNING AND ZONING FEES

The following fees shall be assessed for all zoning, special use, annexation, special exception, waiver, variance and other planning and zoning functions.

Table C: Planning and Zoning Fees

Planning and Zoning	Fee
Rezoning	
Single Family	\$ 725 + \$50/Acre
Office or Institutional	\$1,000 + \$50/Acre
Commercial/Multi-Family	\$1,325 + \$50/Acre
Industrial	\$1,425 + \$50/Acre
Planned Unit Development	\$1,725 + \$50/Acre
Special Use	
Single Family	\$ 500 + \$50/Acre
Office or Institutional	\$ 700 + \$50/Acre
Commercial/Multi-Family	\$ 700 + \$50/Acre
Industrial	\$ 700 + \$50/Acre
Planned Unit Development/Other	\$ 800 + \$50/Acre
Wireless Facility	\$1,000
Zoning and Special Use Modification	
Administrative	\$ 200
Non-Administrative	\$ 500
Annexation	
Stand Alone Hearing	\$ 750
As Part of Rezoning or Other Hearing	\$ 250
Special Exception, Waiver, Variance or Appeal	
Administrative	\$ 150 Each
Non-Administrative	\$ 500 + \$150 per Concurrent Variance
Miscellaneous/Other	
Additional Public Hearing	\$ 250
Additional Signage	\$ 75 Each
Temporary Use	\$ 150
Text Amendment to Adopted Plans and Codes	\$ 250
Miscellaneous	Based on Staff's Hourly Rate

SECTION 1004: MISCELLANEOUS FEES & CHARGES

The following fees shall be assessed for all miscellaneous items.

Table D: Miscellaneous Fees & Charges

Miscellaneous Fees & Charges	Fee
New Placard	\$ 25
Compliance Inspection	\$ 200
Zoning or Other Compliance Letter	\$ 25
Metropolitan River Protection Act Certificate	\$ 200
Plotter Print	\$ 25 per Sheet
Standard Print	\$0.12 per Sheet
Miscellaneous	Based on Staff's Hourly Rate

Residential Building Permit Fees



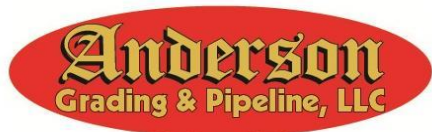
Fee Payment	Fees are collected prior to issuance of permit.	
Plan Review Fees	New Single-Family Residential Review	Required without fee
	Residential renovations/ additions	Required without fee
Residential Fee Table	\$0.20 per square feet heated	\$0.10 per square feet unheated
Residential Accessory	\$0.25 per square feet heated	\$50.00 up to 300 square feet unheated; \$0.15 per square foot over 300 SF
Certificate of Occupancy or Completion (C/O or C/C)	New single family detached, condo, or townhome	\$50.00
Trade Permits	Permit Fee	Use permit fee table - minimum \$100.00
Demolition	Non-commercial building	\$100.00
Permit Extensions	First extension	\$50/ 3 months
	Subsequent extension	\$100/ 3 months
Re-Inspections	For each added trip	\$100.00
Other	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Siding or Deck Repair/ Replacement	\$100.00
	Fence Permit	\$100.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Swimming Pool Permit (does not include electric permit)	\$200.00
	Fee for work done without a permit	200% of original permit fee

Commercial Building Permit Fees



Fee Payment	Fees are collected prior to issuance of permit.	
Plan Review Fees	All Commercial/Industrial Plan Reviews	Additional 50% of permit fee
Commercial/ Industrial Permit Fee Table	<u>TOTAL VALUATION</u>	<u>FEE</u>
	\$0.00 to \$5,000.00	\$100.00
	\$5,000.00 to \$50,000.00	\$100 for first \$5,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.00
	\$50,001.00 to \$100,000.00	\$325.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00
	\$100,001.00 to \$500,000.00	\$525.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00
	\$500,001.00 and up	\$1,725.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof
Certificate of Occupancy or Completion (C/O or C/C)	New Commercial	\$100.00
Trade Permits	Permit Fee	Use permit fee table - minimum \$100.00
Signs Requiring a Building Permit	Banner/ Window / Temporary	\$75.00
	Wall mounted	\$100.00
	Monument/ Free Standing	\$200.00
	Interior (bldg. or tenant space)	\$100.00
Demolition	Commercial building	\$200.00
Permit Extensions	First extension	\$50.00/ 3 months
	Subsequent extension	\$100.00/ 3 months
Re-Inspections	For each added trip	\$50.00
Other	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Fee for work done without a permit	200% of original permit fee
	Temporary Construction Trailer (not including electric permit)	\$100.00
	Fire Protection - Sprinkler Systems	Plumbing permit + \$1.00 per sprinkler head
	Racking System	\$0.01 per square foot

Thank You For Your Business
Make all checks payable to HCS SERVICES



Proposal

To: **City of Oxford**
Address: **110 W. Clark Street**
City / State: **Oxford, GA 30054**

Date: **June 28, 2024**

Attn: **Jody Reid**

Job: **Oxford Storm Replacement**
Location: **Collingsworth & Asbury Street**

Engineer: **N/A**

Plan Date: **N/A**

Proposal good for 30 days

Standard Exclusions (Unless otherwise noted):

Asbestos and/or other hazardous materials testing or abatement is excluded.
Set up or maintenance of truck wash facility.
Re-location, removal or replacement of existing utilities.
Excavation below sub-grade in cut areas or below stated topsoil depth in fill areas.

Removal/disposal of rock, unsuitable soils, hazardous materials. Rock Boring.

De-watering, well points, manipulation of soils to attain proper moisture content.
Hauling off or hauling in dirt to achieve site balance.
Hauling off or hauling in topsoil, except as noted.
Water & sanitary sewer lines are priced to 5-ft outside buildings. Tie-in by others.
Asphalt patching or asphalt overlay of existing streets.

Field staking, layout or as-built drawings.

Bonds, Permits, Fees, Meters.

NPDES permitting or monitoring.

Compaction Testing

Maintenance or removal of erosion control items.
Select clearing or hand clearing.
Undercutting or de-mucking.
Catch basin tops & throats
Shoring and/or sheet piling
Landscaping, hardscaping or fencing.

Job Specific Notes:

Final pricing will be based on approved plans.

Due to current market conditions, vendor price fluctuations and product availability, pricing is subject to change.

A 1-year warranty for contracted items will begin at final completion.

Description

Quantity

Unit

STORM DRAIN

18" RCP CLASS III (0'-12')

32 LF

18" - 36" COLLARWALLS

2 EA

18" RCP HEADWALL

2 EA

SEED & STRAW

1 LS

STONE BEDDING & BACKFILL

18 TN

TYPE 3 RIP RAP

6 TN

STREET CUT & ASPHALT PATCH

16 SY

STORM DRAIN SUB-TOTAL:

\$

33,168.00

PROPOSAL TOTAL:

\$

33,168.00