

OXFORD MAYOR AND COUNCIL
REGULAR SESSION
SEPTEMBER 11, 2023 – 7:00 P.M.
CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054
A G E N D A

1. **Call to Order – Mayor David S. Eady**
2. **Motion to accept the Agenda for the September 11, 2023 Mayor and Council Regular Meeting.**
3. **Consent Agenda**
 - a. *Minutes of the Millage Rate Public Hearing August 7, 2023
 - b. *Minutes of the City Council Regular Session August 7, 2023
 - c. * Minutes of the City Council Work Session August 21, 2023
4. **Mayor’s Report**
5. **Citizen Concerns**
6. *** Partnership with Newton County Water and Sewerage Authority (NCWSA) for Sanitary Sewer Flow Study on the Turkey Creek Basin** – We are seeking authorization from the Council for the Mayor to enter the City into an agreement with the NCWSA for a flow study on the Turkey Creek Basin and to and to pay up to 20% of the \$84,200 Carter & Sloope Task Order (\$16,840).
7. ***BS&A Software Change Order to Add a Work Order Module** – We are seeking authorization from the Council for the Mayor to approve the Change Order to add the Work Order Module to our current software order for a cost of \$14,315.
8. ***New Audit Proposals from Mauldin & Jenkins and Rushton & Company** – Based on the increases in costs requested from Mauldin & Jenkins and the lower cost proposal from Rushton & Company, staff recommends awarding the FY 2023 – FY 2027 Audits to Rushton & Company
9. ***2024 Supplemental and Reserve Capacity Needs for Electric Utility** – Based on Oxford’s past positive experience and the consensus at the last Work Session, we are seeking authorization from the Council for the Mayor to enter the City into an Authorization Agreement for 2024 Annual Subscription to designate MEAG as our agent to contract for our Supplemental Power Requirements.
10. ***Invoices** – Council will review the city’s recently paid invoices over \$1,000.
11. ***(Non-Voting Consensus Item Only) RFP for a Manager/Operator for Events at The Old Church** – The Council Committee appointed to look at next steps for the management of The Old Church events would like to get a consensus from the Council to send out the attached RFP.
12. **Executive Session** - An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.
13. **Adjourn**

*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
2023 MILLAGE RATE PUBLIC HEARING
OXFORD CITY HALL
MONDAY, AUGUST 7, 2023 – 6:00 PM
DRAFT**

PRESENT: David S. Eady, Mayor; Councilmembers: James Windham, Erik Oliver, Laura McCanless

Staff members present: City Manager Bill Andrew, City Clerk/Treasurer Marcia Brooks

OTHERS PRESENT: Curtis Jackson, Art Vinson, Laurie Vinson

The public hearing was called to order at 6:00 PM by Mayor David S. Eady.

The following citizens spoke against the proposed millage rate for 2023:

1. Curtis Jackson, 508 Haygood Ave., Oxford, GA 30054
2. Art Vinson, 903 Asbury St., Oxford, GA 30054

Both citizens were opposed to the proposed millage rate because it reflects an increase in property tax payments for citizens.

Mayor David Eady adjourned the public hearing at 6:15 pm.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



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

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

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

OTHERS PRESENT: Laura Gafnea (Oxford College)

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **Erik Oliver made a motion to accept the agenda for the August 7, 2023 Mayor and Council Regular Meeting. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
3. **Erik Oliver made a motion to accept the Consent Agenda for August 7, 2023. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).** (Attachment B)
4. **Mayor's Report**
None.
5. **Citizen Concerns**
None.
6. **Adoption of the Millage Rate for FY 2024** (Attachment C)

Mike Ready made a motion to approve the proposed 2023 millage rate of 5.444. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

7. 2 MW Solar Electric Generation Plant Bid (Attachment D)

Mayor Eady stated that the item to be decided now is whether to move forward with the project. Details will still need to be worked out in the forthcoming Power Purchase Agreement (PPA) if the vote is affirmative.

Mike Ready made a motion to move forward with the 2 MW solar electric generation plant project. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

Laura McCanless made a motion to proceed with a PPA with Peak Solarworks because their bid was the lowest. Jim Windham seconded the motion.

Discussion:

Jim Windham stated that approval of Peak Solarworks should be contingent upon them being able to deliver at the price they proposed.

Laura McCanless amended her motion to proceed with a PPA with Peak Solarworks provided that they can meet the City's needs. Jim Windham seconded the motion. The motion was approved unanimously (7/0).

8. Ratification of Acceptance by City Manager of the "Improving Neighborhood Outcomes in Disproportionally Impacted Communities" Terms and Conditions (Attachment E)

Jim Windham made a motion to ratify the approval. Mike Ready seconded the motion.

Discussion:

Mayor Eady advised that a committee is meeting this week to discuss proposals for modifying the route of the trail. The committee includes Bill Andrew, Mayor Eady, Jim Windham, Erik Oliver, Chester Clagg, Jeff Prine, Dwayne Ford, Lowell Chambers, Sarah Kominsky, and John Dubrose.

The motion was approved unanimously (7/0).

9. Adoption of City Fees, Tariffs, and Fines (Attachment F)

Laura McCanless recommended a refundable deposit of \$500 for rental of Old Church due to the potential for damage to the church. Jeff Wearing recommended changing the \$100 nonrefundable deposit to a \$100 cleaning fee. The City Councilmembers agreed that further discussions are needed, but there are potential renters inquiring about Old Church, so a fee schedule needs to be established.

Laura McCanless made a motion to accept the fee schedule with the recommended changes. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

A committee chaired by Mike Ready and including Jim Windham and Erik Oliver will make future recommendations to amend the fee schedule for Old Church. The City Council also agreed to sponsor the MLK event and the Folk Advent event. Laura Gafnea offered to work with the committee on some standards for Oxford College events. Erik Oliver also asked that the committee look at parking and reception matters related to rental of Old Church.

10. **Invoices** (Attachment G)

Jeff Wearing asked if an itemized detail is available for the Jordan Engineering invoice. Mayor Eady, Bill Andrew and Mike Ready spoke of the need to update the specifications for the Whatcoat Street modifications, which is what Mr. Jordan has been working on. Mr. Wearing asked for any attachments that were submitted with the invoice.

11. **Executive Session**

None.

12. **Adjourn**

Laura McCanless made a motion to adjourn at 7:42 p.m. Mike Ready seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, AUGUST 21, 2023 – 6:30 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

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

ELECTED OFFICIALS NOT PRESENT:

Jeff Wearing – Councilmember

OTHERS PRESENT: Mike Hopkins (NCWSA), Mike Jewell (Covington Natural Gas), Mike McQuaide

Agenda (Attachment A)

1. Mayor’s Announcements

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Mike Ready and Laura McCanless provided the report. They discussed a grant to apply for that provides trees to cities. Mayor Eady reiterated his previous request for a recommendation of a strategic tree management plan from the Board that the City Council will approve.
- b. **Planning Commission** – Recommendations of the Planning Commission for ordinance revisions are included on the agenda.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report.
- d. **Sustainability Committee** – Mike McQuaide provided the report.

3. Review of the City of Covington Natural Gas Easement Request (Attachment B)

Mike Jewell, Director of City of Covington Natural Gas spoke of the need for an extension of their easement from the City of Oxford to extend their gas line to Keegan

Court in the industrial park area of Covington. The current easement is located near Oxford College and runs across I-20. They wish to install a 4" steel pipeline across property within the City of Oxford to extend the line. They are flexible regarding the exact placement of the pipeline to accommodate plans for bike/ped paths.

Extension of the pipeline will provide the ability to back feed natural gas to industrial customers in the area that currently have no fallback supply of natural gas if the existing pipeline is damaged. They plan to tunnel under the creek, and they do not anticipate a significant loss of trees. Their policy is to plant a new tree for every tree lost. They plan to use an old roadbed for part of the pipeline, which does not have trees in it. They do not have a specific time frame and are willing to work with the City on any tree counts or other studies needed.

4. **Partnership with Newton County Water and Sewerage Authority (NCWSA) for Sanitary Sewer Flow Study on the Turkey Creek Basin** (Attachment C)

Mike Hopkins, Executive Director of NCWSA, spoke to the City Council of the need for a flow study on the Turkey Creek basin. They are planning to upgrade the sewer line that supplies the City of Oxford. They are requesting that the City share about 20-25% of the \$84,200 cost of the study proposed by Carter & Sloope. The purpose of the study is to get realistic flow data because capacity estimates are based on outdated data. The agreements with their various customers have also expired, and the expired agreement with the City of Oxford does not specify a capacity amount.

Mayor Eady spoke of the need to have an accurate understanding of the City's capacity needs given recent inquiries about development in the City's service areas.

Mr. Hopkins wants to conduct the study this winter and anticipates putting replacement of the line out for bids late next year.

The City Council will vote on sharing in the cost of the study at the September regular session. Mayor Eady believes that contributing 25% of the cost is fair. Mr. Hopkins advised he would work with the City on a MOA regarding the cost-sharing arrangements.

5. **BS&A Software Change Order** (Attachment D)

The contract with BS&A did not include their Work Order module. The included modules address work orders for utility accounts and importing current data into the new system. The change order is to add the work order module.

Laura McCanless expressed concerns about acceptance of the work order module by the Maintenance staff. She does not want to spend money on something that will not be used. George Holt agreed with Ms. McCanless' assessment. Ms. McCanless also asked if Jody Reid is being included in the discussions.

Marcia Brooks stated that the City does plan to include Mr. Reid in training. She also pointed out that they will need to learn the system for utility work orders whether or not the additional module is purchased.

Mayor Eady stated that a budget amendment will be needed if the additional module is purchased. The City Council discussed options for equipment and processes related to work orders.

Jim Windham asked if the module would be available for the same price at a later date. He is concerned about making decisions about how the process will work without Mr. Reid seeing the module.

6. **New Audit Proposals from Mauldin & Jenkins and Rushton & Co.** (Attachment E)
Mayor Eady stated that the City's current auditor, Mauldin & Jenkins, has doubled their price in a new contract proposal. Bill Andrew advised that he contacted the other two firms that provided bids when the City let its RFP in 2021. Bates Carter advised they could not fit the City into its schedule this year. Rushton & Co. LLC advised they would be able to start an audit for FY 2023 around mid-October. They cannot guarantee it will be completed by December 31, 2023. Although this is a requirement under State law, an extension can be requested from the Georgia Department of Audits and Accounts.

The City Councilmembers were in favor of accepting Rushton's bid, which is less than Mauldin & Jenkins. This decision will be ratified at the September regular session meeting.

7. **2024 Supplemental and Reserve Capacity Needs for Electric Utility** (Attachment F)
The City of Oxford falls short of its capacity needs each year. MEAG has calculated how much additional capacity the City of Oxford needs to purchase for supplemental and reserve capacity for FY 2024. They have the ability to negotiate purchase of this additional capacity on behalf of the City. The decision to be made is whether the City wants MEAG to negotiate these purchases on behalf of the City. Mayor Eady noted that in future years as the two solar projects come online, they should help reduce the amount of shortfall the City experiences each year. The vote to allow MEAG to broker the 2024 purchases will be taken at the September regular session meeting.
8. **City of Oxford Media Productions Regulation**
Laura McCanless brought up that the draft document contains several typographical errors that need to be addressed before the draft is finalized.
9. **City of Oxford Short-Term Rental Regulation**
Erik Oliver asked for clarifications on the time limitations in the proposed regulation. He also questioned the requirement for insurance by renters. Specifically, he stated that companies such as Airbnb already offer insurance. Jim Windham asked if housing swaps would be included in this regulation.

10. City of Oxford Riparian Buffer Amendment

Laura McCanless stated that the revised version she sent out is what needs to be reviewed. It is only changing the amount of buffer in an existing ordinance. Erik Oliver asked how this ordinance would impact his property.

Mayor Eady stated that the intention is not to penalize current landowners as much as to stop future degradation of areas.

Bill Andrew stated that a definitive map to accompany the ordinance is not needed. A developer would be responsible for proving the existence or non-existence of a creek.

Mike McQuaide stated that he was looking for a definitive map to show that nonconforming property owners, such as Mr. Oliver, met the original 25-foot requirements.

Mr. Oliver cautioned against being so specific that landscaping and building ponds would not be allowed.

11. Other Business

- Bill Andrew provided information on a situation regarding overbilling for Electric service at Oxford College. Oxford College has agreed to allow the City of Oxford to pay the money back in two payments. The first payment can be made from the Electric fund in FY 2024, and a budget amendment will be needed.
- Erik Oliver asked who is responsible for transferring the gas bill for Oxford Church to the City. Mayor Eady advised him to coordinate with Mr. Andrew.
- Marcia Brooks stated that she will be bringing budget amendments to the City Council because of several projection changes in the Electric fund.
- Erik Oliver stated that he would like to see sign clutter and blighted properties addressed. He would like to discuss lists of fixes to be addressed in each work session by staff.
- Laura McCanless stated that she was advised that Oxford College over-enrolled again, and they expect that practice to continue in the future.
- Laura McCanless asked about the frequency of mowing the utility cut along the Oxford side of Dried Indian Creek. She does not believe it has been mowed for quite a long time. Mayor Eady stated that it has gotten too tall to mow without the new equipment the City plans to buy.
- Jim Windham thanked Bill Andrew for sending out the video concerning non-taxable properties in Newton County. The City Councilmembers discussed how Oxford College could be held accountable for properties that should be taxed.

Bill Andrew advised that one way to deal with this issue is to negotiate a Payment-in-Lieu-of-Taxes agreement with Oxford College.

12. Work Session Meeting Review

13. Executive Session

No Executive Session was held.

14. Adjourn

The meeting was adjourned by Mayor Eady at 8:55 p.m.

Respectfully Submitted,

Marcia Brooks

City Clerk/Treasurer



June 14, 2023

Mrs. Laurie Ashmore
Newton County Water & Sewerage Authority
11325 Brown Bridge Road
Covington, Georgia 30016

RE: Proposal for Engineering Services for
Sanitary Sewer Flow Study – Turkey Creek Interceptor
C&S File No.: N2075.041

Dear Mrs. Ashmore:

Carter & Sloope, Inc. (C&S or Engineer) is pleased to submit this Proposal/Scope of Services letter for the referenced project (Project) to provide engineering services to the Newton County Water & Sewerage Authority (Client or Owner) for the Sanitary Sewer Flow Study for the Turkey Creek Interceptor. The scope of services described below is based on our understanding of the project from discussions and meetings with Client's personnel. The Work will be performed as a Task Order amendment to our Agreement for General Consulting Services dated January 3, 2019.

Scope of Work (Basic Services)

The Turkey Creek Interceptor begins just north of Yellow River and travels approximately due north following Turkey Creek. This interceptor, originally constructed in the early 1970s, collects wastewater from the Cities of Oxford and Covington, along with Oxford College of Emory University. Each of these three entities has purchased capacity in the Yellow River Water Reclamation Facility (YRWRF). The Owner desires to measure the current discharges from each of the three entities in an effort to quantify the portion of their current capacity that is being utilized.

Task 1 and 4 – Flow Monitoring and Reporting

Carter & Sloope, Inc. will partner with ADS Environmental Services to conduct temporary flow monitoring to collect flow data at various points along the Turkey Creek Interceptor. We are proposing the deployment of seven (7) Triton flow monitors and one (1) Rain Alert III rain gauge at approximately the locations show in the attached figure for a period of sixty (60) calendar days ("monitoring period"). We anticipate being able to adequately collect the data needed with two (2) months of monitoring but, in the event additional data is necessary, we will continue monitoring on a per-week basis only if approved in writing by the Owner.

A typical flow monitor will include sensors that will be mounted in the pipe and a monitor hung near the manhole cover; the sensors will measure flow velocity, ultrasonic depth and a pressure depth sensor will also be used to provide redundancy and surcharge height levels should they occur. Readings will be collected at 15-minute intervals. The accuracy of each monitor will be confirmed at deployment by field crews by comparing the monitor readouts with the flows measured by the field crew with a manual depth measuring device and an instantaneous velocity meter.

C&S will provide full mobilization/demobilization, installation, equipment, monitoring, full service and maintenance and data for the flow monitors and rain gauge. We will work with the Client to identify and finalize the locations of the flow monitoring and rain gauge installations. During field investigation, prior to deployment, we will check for debris that could impact data quality and notify the Owner of any required cleaning efforts. Required cleaning efforts are not included in our scope of services. Once the monitors have been installed and verified to be in working order, C&S will monitor the flow and rainfall for the monitoring period. Field Crews will be deployed as necessary to perform maintenance and site confirmations to maximize data uptime and accuracy. At the end of the monitoring period, or once adequate data has been collected, we will begin removal of the flow monitors.

We recommend deployment of the monitoring equipment in late December to allow data collection through February. This deployment range is recommended as an ideal time due to the following factors:

- Christmas break – Provides data when Oxford College is at low capacity.
- Typical Rainy Season – Allows measurement of peak flows and inflow and infiltration.
- January & February – Oxford College is open and flow should be reflective of a typical school day.

To complete the monitoring, we are requesting assistance from the Owner with the following:

1. Provide a map of the sanitary sewer collection system and connections with manholes and pipe sizes identified.
2. Provide assistance with locating and access to manholes, pump stations, or other locations necessary for the completion of the flow monitoring and analysis described herein.
3. Assist C&S in securing access to the sites of work with sufficient area for placement of personnel and equipment, including all right-of-way and ramps, if required.
4. Have the monitoring sites cleaned to minimize hydraulic deficiencies.
5. Provide any available information concerning bypasses, overflows, base flows, critical surcharge areas and maintenance habits as needed.

Task 2 – Project Management

C&S will provide general project oversight and coordination between the Owner and ADS Environmental Services. As part of scope, we will hold a kick-off meeting with the Owner to finalize the project scope, discuss the proposed monitor locations, establish lines of communication, set milestones and confirm the project schedule. We will also review specific properties and confirm how they are connected to the collection system. In some cases, it may be necessary to assume contributory flows from specific properties; for those instances we will submit a data request for water billing information (these may be City of Oxford and/or Covington customers) and utilize that when designating flow to each entity.

Once the sanitary sewer collection system map is received, C&S will identify preferred manholes and alternate manholes for deployment of the monitoring equipment at each of the seven (7) monitoring sites. We will provide a representative to be onsite during the investigation and installation phases of deployment and approve changes in the location of the flow monitors. If needed, we will communicate to the Owner areas that require cleaning prior to installation of the monitoring equipment.

During monitoring we will review the data once per week for quality control and, assuming sufficient data has been collected, we will notify the Owner when the monitoring equipment will be removed from the field. If additional monitoring is necessary, we will notify the Owner that extended flow monitoring is required and request written approval to continuing the monitoring effort.

Task 3 – Technical Memorandum

C&S will document the findings from the flow monitoring and provide a summary of the average and peak day sanitary sewer flows for the Cities of Oxford and Covington and from Oxford College into the Turkey Creek Outfall. The tech memo will provide a recommendation on available remaining capacity and a recommendation of areas to investigate that are contributing inflow and infiltration. All supporting data, including monitoring results, videos, photographs, charts, etc., will be included.

Compensation

We propose to complete our work for Basic Services described herein for the lump sum amounts or hourly, not-to-be exceeded, amounts as scheduled below. Hourly, not-to-exceed amounts shall be determined in accordance with our Hourly Fee Schedule. Task 2 will be completed on a per-week basis as authorized by the Owner for additional monitoring. No fee amount may be exceeded without prior written approval from the Client.

<u>Task No.</u>	<u>Description</u>	<u>Fee Basis</u>
1	Flow Monitoring and Reporting	Total Lump Sum \$ <u>59,200</u>
2	Project Management	Hourly, not-to-exceed \$ <u>16,700</u>
3	Technical Memorandum	Total Lump Sum \$ <u>8,300</u>
		<i>Total of Items 1 - 3 Inclusive: \$ <u>84,200</u></i>
4	Extended Flow Monitoring (\$3,500/week)	Unit price, not-to-exceed \$ <u>14,000</u>

Additional Services

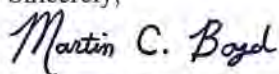
Services not included within the Basic Scope of Services above, which are considered Additional Services, are specifically excluded from the Scope of the Engineer's services, but can be provided on an hourly basis in accordance with our Hourly Fee Schedule or on a lump sum basis or as agreed to in writing by the Client and the Engineer. Additional Services include, but are not limited to, the following:

- a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing; and revising previously accepted reports, Drawings or Specifications, or other Project related documents when such revisions are required by changes in Laws and regulations enacted subsequent to the date of this proposal or are due to any other causes beyond Engineer's control.
- b. Services required as a result of Client providing incomplete or incorrect Project information to Engineer.
- c. Furnishing services of Engineer's Sub-Consultants, if any, for other than Basic Services.
- d. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to construction management, cost estimating, Project peer review, value engineering, and constructability review requested by Client; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
- e. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration, or other dispute resolution process related to the Project. Preparation time for deposition and trial testimony or arbitration will be charged at hourly rate multiplied by 1.25. Actual time for

- deposition, trial testimony or arbitration including travel time will be charged at hourly rate multiplied by 2.0. Reimbursable expenses will be charged at actual cost multiplied by 1.15.
- f. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Client and not specifically provided in the Basic Services.
 - g. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Client so as to make compensation commensurate with the extent of the Additional Services rendered.
 - h. Additional or extended services made necessary by (1) emergencies or acts of God endangering the Work, (2) the presence at the Site of any Hazardous Materials and/or Environmental Conditions (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials), (3) Work damaged by fire or other cause during construction, (4) a significant amount of defective, neglected, or delayed work by Contractor, (5) acceleration of the progress schedule involving services beyond normal working hours, or (6) default by Contractor.
 - i. Geotechnical engineering and materials testing.
 - j. Assistance with funding alternatives including, but not limited to, preparing loan and/or grant funding applications, grant writing, engineering reports to support funding applications, rates studies, etc. unless specifically included in the Basic Services;
 - k. Environmental Surveys including, but not limited to, wetlands, endangered species, cultural resources, historic preservation resources or special sub-consultants for permits;
 - l. Preparing for and participating in public meetings and/or public hearings unless specifically included in the Basic Services;
 - m. Engineering design or construction contract administration services.
 - n. Other services performed or furnished by Engineer not otherwise detailed or provided for in this Agreement.
 - o. Cleaning sewer pipes, inverts, manholes, etc. as needed for installation of monitoring equipment and accurate data collection.

If you have any questions or need any additional information, please contact us.

Sincerely,



Martin C. Boyd, P.E.

MCB:jcp

Client Acceptance, Initial as desired:

_____ Flow Monitoring and Report, Task 1

_____ Project Management, Task 2

_____ Technical Memorandum, Task 3

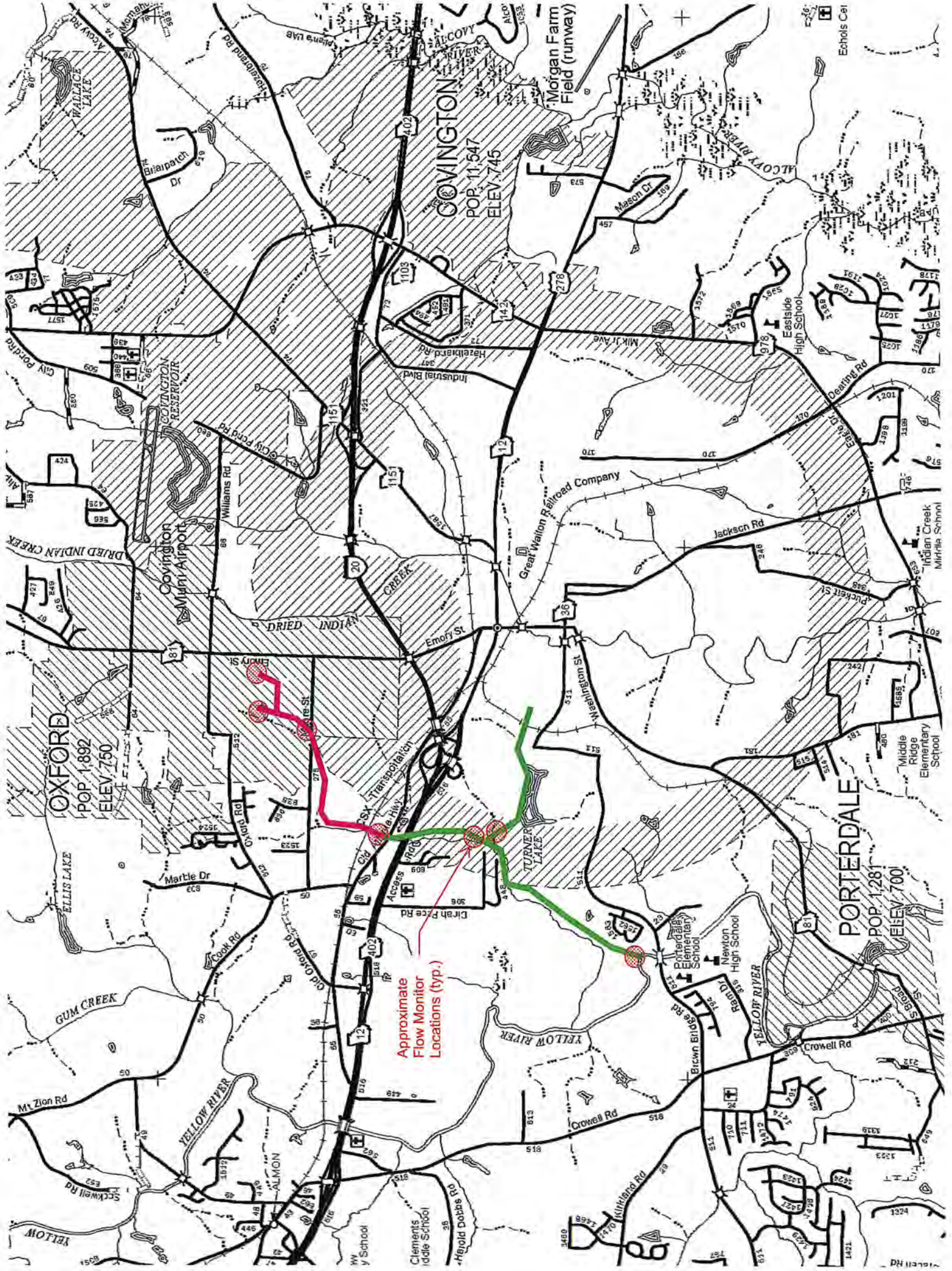
_____ Extended Flow Monitoring, Task 4

I hereby acknowledge review of this Scope of Services and authorize Carter & Sloope, Inc. to proceed with the work as desired above and defined in this agreement.

Signature

Date

Title



Approximate
Flow Monitor
Locations (typ.)

**Proposal for:
City of Oxford, Newton County GA**

April 26, 2022

Quoted by: Kevin Schafer

Software and Services for BS&A Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Cloud Modules

Financial Management

General Ledger	\$1,125
Accounts Payable	\$945
Cash Receipting	\$945
Accounts Receivables	\$945
Purchase Order	\$945
Utility Billing (<i>approximately 1,010 electric and sewer utility accounts</i>)	\$1,365

Personnel Management

Payroll	\$1,545
Timesheets	\$695

BS&A Online

Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor</i>	\$1,500
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Subtotal **\$10,010**

Data Conversions/Database Setup

Convert existing Harris Accounting+ data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,500
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$1,900
Payroll (Database Setup, Employee detail and YTD, Up to 10 years check history)	\$3,000
Utility Billing (Accounts, Services, Deposits, Rates, Meters; Up to 10 Years of Service, Billing & Payment History)	\$4,000

Database Setup:

Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,500
Accounts Receivable (Setup of Billing Items, Penalties)	\$1,500

Subtotal **\$14,400**

No conversion or database setup to be performed for:

- Purchase Order
- Timesheets

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$12,000

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	3		\$3,000
Financial Management Modules	Days:	19		\$19,000
Personnel Management Modules	Days:	6		\$6,000
	Total:	28	Subtotal	\$28,000

Contingency

Billing for electric usage can present unique challenges, as the methods to calculate and apply these charges to customers can vary greatly between different providers. It may be necessary for custom development work to be done, in order to accommodate the necessary calculations. In this situation, BS&A recommends a Contingency budget to allow for the possibility of these types of customizations, to allow them to be addressed, without the need for additional approval.

Recommended Contingency

\$10,000

Cost Totals

Not including Annual Service Fees

Modules	\$10,010
Data Conversions/Database Setup	\$14,400
Project Management and Implementation Planning	\$12,000
Implementation and Training	\$28,000
Contingency	\$10,000
Total Proposed	\$74,410
<i>Travel Expenses</i>	<i>\$19,080</i>
<i>Hosting Fees</i>	<i>\$1,000</i>

Payment Schedule

- 1st Payment: **\$26,400** to be invoiced upon execution of this agreement.
2nd Payment: **\$11,010** to be invoiced at activation of customer's site.
3rd Payment: **\$57,080** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	\$1,125
Accounts Payable	\$945
Cash Receipting	\$945
Accounts Receivables	\$945
Purchase Order	\$945
Utility Billing	\$1,365
Personnel Management	
Payroll	\$1,545
Timesheets	\$695
BS&A Online	
Public Records Search	\$1,500
Total Annual Service Fees	\$10,010

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$1,000

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

	Quantity	Cost
Epson THM-6000V Series Receipt Printer*	\$925 x _____	= \$ _____
APG Series 100Cash Drawer**	\$250 x _____	= \$ _____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250 x _____	= \$ _____
Credit Card Reader (if using Invoice Cloud)	\$75 x _____	= \$ _____

This will add \$ _____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer _____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

Change Request

BS&A Software, LLC | bsasoftware.com | 855 BSASOFT

Customer: City of Oxford, Newton County GA

Prepared By: Kevin Schafer, Account Executive

Change #	1	Date Submitted	7/31/2023
		Date Required	7/31/2023
Module/Area Affected	Cloud Work Orders		

No.	Changed Deliverable	Reason or Description	Net Change in Cost
1	Add Cloud Work Orders Module		\$945
2	Add Cloud Work Orders Database Setup	Setup of Work Order Types, Facilities, Assets, Equipment, Materials, Workers (if not using Employees as Workers)	\$2,000
3	Add Cloud Work Orders Setup/Training	6 days @ \$1,000/day	\$6,000
4	Add Cloud Work Orders Project Management and Implementation Planning		\$1,500
5	Add Related Travel Expenses		\$3,770
6	Add Hosting Fee	<i>Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.</i>	\$100
Total Net Changes			\$14,315.00

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management

Work Orders	\$945
-------------	-------

BS&A Software, LLC

By: _____

Name: _____

Title: _____

Date _____

Customer

By: _____

Name: _____

Title: _____

Date _____

City of Oxford
Annual Audit Services

Bid Summary

Bid Opening - 10 AM on Monday, June 14, 2021 at Oxford City Hall

Company	2021 Audit Amount	2022 Audit Amount	2023 Audit Amount	2024 Audit Amount	2025 Audit Amount	Total Bid Amount	Single Audit Amount
1 <i>Bates Carter</i>	\$ 26,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ 132,500	\$ 3,500
2 <i>Rustan & Company, LLC</i>	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ 5,000
3 <i>Mauldin & Jenkins</i>	\$ 20,000	\$ 20,000	\$ 21,000	\$ 22,000	\$ 23,000	\$ 106,000	\$ 5,000
4	\$	\$	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$	\$	\$

Bids Opened By: *Charles Hall*
 Charles Hall

Summary Recorded By: *Matthew Pepper*
 Matthew Pepper



Memo

To: Mayor and City Council

From: Bill Andrew

Date: August 16, 2023

Re: Change Order for BS&A Financial Software

With the current financial software agreement, all of our existing Work Orders in Utility Billing will be converted over as part of the Utility Billing conversion. However, this would only include the Work Orders associated with Utility Billing.

Adding the Work Order Module will allow for Job Costing to be tracked, non-Utility Related Work Orders to be entered in the system and will provide more advanced scheduling features that are not in the currently ordered software system.

The current software total estimated budget is \$94,490, which includes a \$10,000 contingency. The Change Order would add \$14,315. Our budget is \$100,000. Thus we have a possible shortfall of \$8,805.



Price Proposal to Provide
Auditing Services
for
City of Oxford, Georgia

For the fiscal years ending
June 30, 2023, 2024, 2025, 2026, and 2027

**Request for Proposals
Auditing Services**



Samuel Latimer, CPA, CFE
P. O. Box 2917
Gainesville, Georgia 30503
Telephone (770) 287-7800
Facsimile (770) 287-7801
slatimer@rushton.cpa
www.rushtonand.cpa

August 17, 2023

PRICE PROPOSAL

Proposal Inclusions: Audit of the financial statements of City of Oxford, Georgia for the fiscal years ending June 30, 2023, 2024, 2025, 2026, and 2027.

Certification: Rushton, LLC certifies that Samuel Latimer is entitled to represent the Firm, empowered to submit the bid and authorized to sign a contract with City of Oxford, Georgia.

Total All-Inclusive Maximum Price:

	2023	2024	2025	2026	2027	Total
Financial Statement Audit	\$ 33,000	\$ 33,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 171,000
Single Audit, if applicable	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 40,000

Proposed Rates and Fees

The above audit fees includes the preparation of the annual financial statements and Annual Financial Report.

The above annual fees are based on the current accounting and auditing standards issued as of the date of this proposal. Any additional future standards or requirements that would increase the hours of the audit engagement may also increase the proposed fee. In this circumstance, any additional hours and fee would be mutually agreed-upon by City of Oxford and Rushton, LLC before work began. At this time, we do not foresee any future increases above the proposed fee.

NOTE from Sam Latimer with Rushton:

If selected, we would look to start in mid-October and would do our best to complete the audit before 12/31 but may need to extend. In 2024, we would put the City into our "normal" schedule and plan to begin our work in June or July and definitely issue by the end of the year. I would like to schedule a day or two before our October fieldwork for me (and possibly a team member or two) to come out, meet everyone, perform some internal control and preliminary transactional testing. We could schedule these days as soon as we are selected.



City of Oxford, Georgia

Amended Quote To Provide Audit Services

Fiscal Year June 30, 2023 through 2027

Mauldin & Jenkins Certified Public Accountants

Contact Person: Josh Carroll, CPA

Phone: (770) 980-7734

Email: jcarroll@mjcpa.com



July 27, 2023

Honorable Mayor and City Council
110 West Clark Street
Oxford, Georgia 30054

Ladies and Gentlemen:

We sincerely appreciate being able to continue working with the City of Oxford. Due to rising costs and significant changes in market, I have presented updated pricing for the remainder of our contact with the City. The total all-inclusive maximum price for the fiscal years ending June 30, 2023 through 2027 is as follows:

- 2023 - \$41,000
- 2024 - \$43,000
- 2025 - \$45,000
- 2026 - \$47,000
- 2027 - \$48,500

Please note due to inflation and rising labor costs, Mauldin & Jenkins has incurred write-offs of costs exceeding billings totaling approximately \$78,000 relating to the City's fiscal year 2021 and 2022 audits.

Mauldin & Jenkins continues to provide free quarterly continuing education classes to our clients on various Governmental accounting related topics.

Mauldin & Jenkins greatly appreciate the City as a client and we look forward to continuing to work with the City. Please let me know if you have any questions and I appreciate the City's consideration.

Sincerely,

MAULDIN & JENKINS, LLC



Josh Carroll

NOTE: Josh has indicated a Single Audit for the ARPA funds would be an additional \$6,500. The Single Audit is required when you spend over \$750,000 in federal funds in one fiscal year. We are budgeted in FY 2024 to spend \$876,082 in ARPA funds along with the \$750,000 in CDBG funds for the Oxford Road Water Line Upgrade. Construction is set to start in the next few days. - Bill Andrew

To: *MEAG Power Participants*
From: *Roger Brand – Director of Bulk Power* *Roger Brand*
Date: *August 1, 2023*
Subject: *Annual Subscription for Supplemental Power*

The annual subscription process for supplemental power supply is now underway and we are providing information for your review and consideration. Attached is your ten-year supplemental power supply estimates based on the latest load forecast and the Year 2024 Annual Subscription Form for Supplemental Power.

After reviewing this information, please nominate your supplemental power supply alternative and return to MEAG Power by October 1, 2023. In order to provide time to complete all transactions and agreements the following schedule has been established per the Supplemental Power Supply Policy:

- Release of information to Participants by Power Supply – Aug 1
- Receipt of Authorization Agreement form to MEAG – October 1
- Completion of Off-System purchase agreements – Dec. 31
- Completion of Inter-Participant Transfers – Jan. 15

Under the Supplemental Power Policy there are four alternatives. The first alternative (i) is for a Participant to acquire the necessary resources itself. The second alternative (ii) is for a Participant to acquire the necessary resources itself through an Inter-Participant Transfer (IPT) Agreement [or off system purchase power contract]. The third alternative (iii) is to subscribe to one or more of the power supply products identified in the attached Nomination Form in specific amounts. TEA has estimated the price ranges for these products and are subject to change. However, we are providing this to you as a benchmark to assist in your decision making process. The fourth alternative (iv) is for a Participant to nominate MEAG Power to act as its agent to acquire the necessary resources to fulfill its supplemental power supply requirements.

Please note that the Supplemental Power Supply Policy also specifies that if a Participant Authorization Agreement form is not received by the October 1 deadline or a Participant that has elected the Annual Self-Supply option does not meet the deadline for acquisition of its supply needs, MEAG Power will acquire the Supplemental Bulk Power Supply resources on behalf of the Participant.

The projections provided identify needs for both supplemental power and reserves. The supplemental power product reflects the value of capacity with energy priced at the hourly market, while the reserve capacity product is the capacity price only.

Participants who have excess capacity for supplemental supply and/or reserves may choose to offer the excess to deficit Participants at the rate specified in option five (v).

Please remember that each Participant is required to carry 15% capacity reserves. If the staff determines that a Participant is not carrying sufficient reserves, we have the responsibility to purchase reserves to fulfill the requirement. The costs would be allocated back to the Participants based on their shortfall of the reserve requirement.

Your regional manager will be in contact with you to discuss in more detail your particular power supply needs. If you have any questions about your nomination, please contact your regional manager, Tina Atchison at (770) 563-0586, or Curt Halstead at (770) 563-0396.

Supplemental Supply Nomination Form

Participant

Product	Forecast Option/Capacity Price (\$/kW-Yr) @ DP		Forecast Energy Price (\$/MWh) @ DP		Participant Subscription (MW) @ DP	Comments
	Bud	High	Bud	High		
<i>Energy Products</i>						
Short Term (1 mo - 364 dy)						
3 Month 5x16 (Jun-Aug)			49.53	54.48		Firm Liquidated Damages, Low risk
3 Month 7x24 (Jun-Aug)			40.01	44.01		Firm Liquidated Damages, Low risk
Medium Term (1 - 5 yr)						
Annual 5x16 (2024)			46.45	51.09		
Annual 7x24 (2024)			40.74	44.82		Firm Liquidated Damages, Low risk
<i>Capacity Products</i>						
Reserve Capacity (Jun-Aug)	16.94	19.48				Purchased from other Participant or from off-system at no more than the high price
Supplemental Capacity (2024)	19.68	21.52	Hrly. Mkt. Price			Purchased from other Participant or from off-system at no more than the high price

AUTHORIZATION AGREEMENT
Year 2024 Annual Subscription
Under Supplemental Power Supply Policy
between
Municipal Electric Authority of Georgia
and

(Participant)

In accordance with the MEAG Supplemental Power Supply Policy, the Undersigned Participant hereby elects to: (all Participants must elect one option and return)

- (i) _____ (Opt-out) Acquire the necessary resources for its Supplemental Power Supply Requirements itself;
- (ii) _____ (Annual Self Supply) acquires the necessary resources for its Supplemental Power Supply Requirements for the Power Supply year itself through an Inter-Participant Transfer (IPT) Agreement [or off system purchase power contract];
- (iii) _____ (Subscription) Subscribe to one or more of the power supply alternatives identified in the attached Nomination Form in specific amounts;
- (iv) _____ (Agent) Designate MEAG as its agent to nominate and acquire any combination of resources to optimize their Supplemental Power Supply Requirements. Please specify agency limitations if any, _____;

or

- (v) _____ Nominate my excess capacity for supplemental at \$19.68/kW-Yr plus the hourly energy market price or for reserves at \$16.94/kW-Yr at DP. Supplemental will be allocated first, then any remaining amounts will be allocated to reserves. Please specify amount and limitations if any, _____.

By executing this Authorization Agreement, Participant understands that MEAG will aggregate all MEAG Participant nominations and attempt to contract for the total amount of Participant supplemental power supply requirements nominated under this Annual Subscription. Participant also understands that MEAG will purchase the capacity necessary to ensure that system planning reserve requirements are met and assign this capacity for one or more years to those Participants deemed capacity deficient. Participant agrees that these reserve capacity purchases may be made at “market” prices from other Participants.

Participant agrees to and accepts the above nomination, this _____ day of _____, 2023.

Participant: _____

By: _____

_____,
Mayor or other authorized representative



Memo

To: Mayor and Council
From: Bill Andrew
Date: August 9, 2023
Re: 2024 Supplemental and Reserve Capacity Needs for Electric Utility

Last week, the Municipal Electric Authority of Georgia (MEAG) contacted the city to discuss our Supplemental and Reserve Capacity needs for the next calendar year. For 2024, we are 997 kW short for supplemental needs and 478 kW short for reserve needs. The sections below summarize the breakdown of Supplemental and Reserve Capacity needs that the City must purchase to meet the MEAG Power contract.

Supplemental Capacity

Supplemental Capacity is the capacity that is needed every month to supply power to meet our customer's demands. We operate a 4.1 MW system to provide power to our customers, but we only have 3.16 MW of capacity. The market price for Supplemental Capacity is \$19.68 per kW per month. To meet 2024's Supplemental Capacity needs, 997 kW at \$19.68 per kW for a total of \$19,620.96.

Reserve Capacity

Per the Power Purchase Agreement with MEAG, we are required to have up to 115% percent in Reserve Capacity. The market price for Supplemental Capacity is \$16.94 per kW per month. To meet 2024's Reserve Capacity needs, 478 kW at \$16.94 per kW for a total of \$8,097.32.

Total Annual Cost: \$27,718.28

At present, Marietta Power has offered their excess capacity at discounted rates of Supplemental Capacity at \$19.00 per kW-year and Reserve Capacity at \$16.50 per kW-year. In the coming weeks, MEAG Power may learn of additional Participants willing to sell their excess capacity at lower than market price. Should Oxford choose to move forward in securing excess capacity from another Participant it would require Oxford to enter into an Inter Participant Transfer (IPT) as we have done in the past. As a reminder, last year the City chose to allow MEAG Power to act as our agent and fill our deficit needs using capacity at market price. Our decision on how we wish to proceed is due to MEAG Power by October 1st.

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

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford Utilities	June-July 2023 services	1,996.98
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 6/29/2023 – 7/28/2023	8,043.15
Newton County Board of Commissioners	Water Purchased for Resale – July 2023; Invoice #3123	18,256.00
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for July 2023	123,538.37
Georgia Municipal Association	GMEBS Retirement, August 2023, invoice #447328	2,034.75
Electric Cities of Georgia	Consulting and planning services for August 2023	5,984.00
U.S. Dept. of Treasury	Federal Payroll Taxes, August 2023	25,124.02
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – July 2023	1,200.00
Latham Home Sanitation	Residential and Commercial Waste Removal Services July 2023	10,318.75
VC3, Inc.	IT monthly services, July 2023, invoice #118043	2,743.77
Harris Local Government	Accounting software licensing – August 2023 – July 2024	24,367.18

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/CONTRACT LABOR		
C. David Strickland, P.C.	Legal services, August, 2023	1,860.00
Jordan Engineering	Coke Street Trail design work	2,040.00
Atkins	Whatcoat St. intersection design	4,872.99
Keck + Wood	Emory Street Sidewalk Replacement W. Soule to Post Office – Phase II	1,170.00
Carter & Sloope	Stormwater management report 2022	4,200.00
Air Conditioning Services	Replaced reversing valve and filter drier for courtroom unit; added 3 lbs. refrigerant; invoice #531827	1,136.00
Cintas	Uniform expenses for Public Works, July 2023	1,210.12
Burford's Tree	2023 Powerline tree trimming	4,944.45
Anderson Grading and Pipeline	Emergency water repair 7/21/2023 – P.O. 15194	2,250.00
LRC Promotions	T-shirts for July 4 th celebration – invoice #6726	2,006.25
Flock Safety	Contract for installation of flock cameras – invoice #18199	10,950.00
Indigo Energy Partners	Installation of electric vehicle charging station for police cars	9,613.00
Oxford College of Emory University	Refund of overcharged electric fees (1 st of two payments)	65,717.20
U-TEC Construction, Inc.	Removal of overhead power lines at former location of Oxford College mobile classrooms – Invoice #23-8619	1,985.00
Benise-Dowling & Associates	Painting and Lead Paint Abatement, Old Church –July 2023	36,143.00
Interceptor Public Safety	Equipment installed on 2022 Ford Explorer police vehicle – invoice #54895	11,933.15
Axon Enterprise, Inc.	Taser contract for Police Department	3,570.98



**Request for Proposal Seeking a Manager/Operator for
Events at The Old Church – Located at 1011 Wesley
Street Oxford, GA 30054**

Owner:

**City of Oxford
110 W Clark Street
Oxford, GA 30054**

September XX, 2023

The Old Church, located at 1011 Wesley Street, Oxford Georgia 30054, was built in 1841 to serve as the primary site for religious services for the students at Oxford College and citizens of Oxford. The building has not been primarily used as a church for many years but has served as a home for several annual ceremonies with Oxford College, weddings, funerals, and musical performances.

[We can add details on square footage, the layout of the building, and photos. We should also include our current rate structure as any current bookings will need to be honored.]

A. SCOPE OF SERVICES BEING SOUGHT

The City of Oxford is seeking an Operator for The Old Church with knowledge and expertise in special event venue management. Skills that a future Operator must possess include, but are not limited to:

1. Special event venue management
2. Marketing and promotion
3. Staffing
4. Maintenance and Upkeep (cleanliness and orderliness)
5. Fiscal Management

The City Council has affirmed that future operation of The Old Church must continue to offer community benefits and will require a combination of market-rate bookings to generate revenue along with hosting community events that will be offered at discounted or free rate. This combination of market-rate and community use makes The Old Church a unique enterprise where the Operator leverages market-rate events to offset costs and sometimes lost revenue associated with the numerous community uses that are typically at a discount or free. The City understands it may be called on to subsidize these community uses.

In addition, the City Council wants to offer flexibility and creativity for a potential Operator to propose a market-rate operating structure, while still meeting the community benefits described above. It is understood that the Operator must make a profit, but the benefits the community receives must be part of the model and the City is flexible as to how this may be negotiated.

Currently, the City envisions the Operator's agreement to share maintenance responsibilities between the City and the Operator as follows:

1. Operator: The day-to-day and after event cleaning of The Old Church.
2. City: The structural components of The Old Church and the grounds surrounding The Old Church.

It is understood by the City there are improvements required for The Old Church to be a more successful commercial venue. The City has the following improvements under consideration:

1. Fire Marshal inspection for building capacity and fire code compliance
2. Review of ADA compliance with ingress and egress requirements and restroom access

3. Parking
4. If needed, balcony railing upgrade
5. Aesthetic upgrades to the Bridal Suite Area and the restrooms
6. Repair and clean deck in the rear of The Old Church
7. Move Kitty's Cottage to create more open gathering space and possible tent site
8. Make sure all locks are in working order and consider keyless entry for side doors
9. Nest or other remote thermostat system

As a future Operator is sought, ongoing and long-term maintenance funding will need to be part of the considerations by the City and the Operator.

While events have been held at The Old Church for well over a century, the City and the Operator must take into account how an increase in events may affect the surrounding community. Loud music, hours of operation, and traffic/parking are all concerns we understand will have to be tactfully addressed.

The future Operator of The Old Church will need to take the neighborhood context into account and develop positive relationships with The Old Church's neighbors.

B. RFP SUBMITTAL PROCESS AND INFORMATION REQUIRED

Firms, organizations, or individuals responding to this RFP shall submit an electronic PDF document via email to Bill Andrew, City Manager, at bandrew@oxfordgeorgia.org by the deadline.

The goal of this RFP process is to receive proposals that provide an overview on the approach towards the operation. The RFP submittal is not the only review process: the City will conduct additional interviews and discussions with preferred proposer(s), and conduct additional background research, investigation, and data collection as it deems necessary during the review and selection process. We encourage potential Operators to be creative and open in your approach as we are looking to create a partnership not only for your financial benefit but also for the social development of the Oxford Community.

With this in mind, proposals shall be no more than seven (7) pages and include the following information in this order:

Section 1: Introductory statement, interest in project, and overview of firm, organization or individual

Section 2: Proposer's team, qualifications, roles and responsibilities, and experience with similar facilities or similar types of work

Section 3: Venue management

1. How would you operate The Old Church?

2. What unique or different operational aspects would you bring to the operation?
3. What opportunities and challenges do you foresee in managing the venue?
4. What improvements would you anticipate needing to be made as part of your operation?
5. How do you propose to maintain and support The Old Church's role as a treasured community asset?

Section 4: Financial plan

1. What is your general financial plan for operating The Old Church?
2. Do you have creative financing tools or mechanisms in mind that would help support the operation and achieve the goals laid out in this RFP?
3. Do you anticipate needing financial assistance from the City for the operations to be successful? Please be honest in answering this question, as we prefer to hear your realistic view and not be led into a relationship that creates surprises or disappointments.

Section 5: Any additional supporting information deemed beneficial for the City's review

Section 6: References – Please provide three (3) professional or customer references

C. MANDATORY PRE-PROPOSAL SITE VISIT AND Q&A

Any firm, organization, or individual interested in submitting a proposal must have a representative attend one of two mandatory pre-proposal meetings:

1. 3:00 p.m.- 5:00 p.m., Xxxx XX, 2023, The Old Church
2. 8:30 a.m.-10:30 a.m., Xxxx XX, 2023, The Old Church

The pre-proposal meeting will include a presentation on the RFP process, question and answer on the current and proposed operations, and a guided site walk with opportunity for follow-up “on your own” exploration of the site.

D. RFP TIMELINE

Xxxx XX: Request for Proposal Issued by City

Xxxx XX or Xxxx XX: Mandatory Pre-Proposal Meeting and Site Visit

Xxxx XX: Deadline for the Requests for Additional Information due to City via Email to bandrew@oxfordgeorgia.org by 5:00 p.m.

Xxxx XX: Request for Information Responses Issued by City Xxxx XX:
Proposals Due by 5:00 p.m.

Future: Xxxx – Proposal Review, Selection and Contract Negotiations

Xxxx – City Council Awards Contract
Xxxx – Transition of Operations
Xxxx – Assume Operations

E. QUESTIONS AND/OR REQUESTS FOR ADDITIONAL INFORMATION

All questions and/or requests for additional information must be submitted by email to bandrew@oxfordgeorgia.org by 5:00 p.m., Xxxx XX or asked during the mandatory pre-proposal meeting. The City will issue responses to all questions and/or requests for information as an addendum to this RFP on Xxxx XX, 2023.