

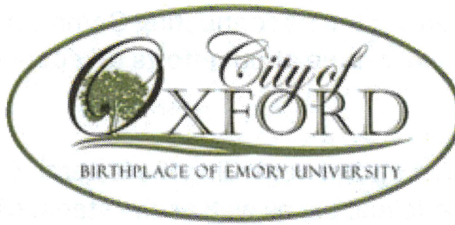
OXFORD MAYOR AND COUNCIL
REGULAR SESSION
October 6, 2025 – 7:00 P.M.
CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054
A G E N D A

1. **Call to Order – Mayor David S. Eady**
2. **Motion to accept the Agenda for the October 6, 2025 Mayor and Council Regular Meeting.**
3. **Consent Agenda:**
 - a. *Minutes of the City Council Regular Session on September 8, 2025
 - b. *Minutes of the City Council Work Session on September 15, 2025
 - c. *Minutes of the City Council Special Called Work Session September 17, 2025
4. **Mayor's Report:**
5. **Citizen Concerns:**
6. ***Award Contract for the Water and Electric Advanced Metering Infrastructure (AMI) System:**

We have \$300,000 budgeted from Water and \$300,000 budgeted from Electricity for new meters.
Please see attached for recommendations and review
7. ***Complete Streets Task Order:** The project will focus on creating a Complete Street network, a comprehensive gateway design at the base of enabling safe access for all people who need to use them, including pedestrians, bicyclists, motorists. Although no singular formula exists for a complete street, an effective one includes at least some of the following features:
 - Sidewalks
 - Bike lanes
 - Trails
 - Pedestrian scale lighting
 - Crosswalks
 - Parking (Park and other key locations)
 - Sidewalk bump-outs (bulb-outs)
 - Signage
 - Traffic Calming Measures
8. ***Planning Commission Membership:** The Planning Commission reviewed the two candidates for filling Dave Huber's seat and are agreeable to either Jane Fadeley or Kip Hart being appointed. They had no other recommendations for appointments. Ms. Fadeley attended the last Planning Commission meeting and indicated she would be interested in serving.
9. ***Invoices:** Council will review the city's recently paid invoices over \$1,000.
10. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.
11. **Adjourn**

*Attachments

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



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
SEPTEMBER 08, 2025
OXFORD CITY HALL
DRAFT

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

Bill Andrew- City Manager
Stacey Mullen- Deputy Clerk
Mark Anglin- Police Chief

NOT PRESENT: Laura McCanless

OTHERS PRESENT: Jane Fadeley, Manual & Gizel Johnson

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Erik Oliver made a motion to accept the Agenda for the September 8, 2025 Mayor and Council Regular Meeting. Mike Ready seconded the motion. The motion was approved unanimously (6/0). (Attachment A)**
3. **Jeff Wearing made a motion to approve the consent agenda. George Holt seconded the motion. The motion was approved unanimously (6/0).**
(Attachment B)
4. **Mayor's Report:** Mayor Eady proposed a follow-up Work Session meeting with council on the Complete Streets Planning effort to be scheduled for Wednesday, September 17th at 11:00 AM.

Updates from Bill Andrew:

Mr. Andrew made an announcement that he would be visiting Charleston, NC to attend a meeting regarding the Reconnecting Communities Initiative Program, to explore projects and learn more about efforts to reconnect the Oxford community with Covington.

He also provided a brief update regarding the letter to GDOT concerning the Emory Street bridge plans deficiencies, as well as the status of the Audio/Visual project by HDI Pros in the council chambers. Additional details will be provided at the upcoming work session scheduled for September 15, 2025.

5. Citizen Concerns:

None

Erik Oliver brought up a request to reinstate a prior discussion regarding trail parking enhancements with landscaping and signage on Clark and E. Soule Streets and potentially near Old Church.

6. Annual Subscription for Supplemental Power

A motion was made by Mike Ready to approve selling the excess capacity of 1,412 kw. Erik Oliver seconded the motion. The motion was approved unanimously (6/0). (Attachment C)

7. Police Oath

A motion was made by Erik Oliver to approve the new language for the Police Oath. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0). (Attachment D)

8. Planning Commission Membership

A motion was made by Jim Windham to approve the reappointment schedule for the Planning Commission, resetting the three-year appointment for Jonathan Eady, Mike McQuaide and Troy Willis effective September 8, 2025 to September 8, 2028, and the two-year appointment for Juanita Carson and Mary Glen Landt effective September 8, 2025 to September 8, 2027. Mike Ready seconded the motion. The motion was approved unanimously (6/0).
(Attachment E)

9. Tax Collection Agreement with Newton County Tax Commissioner

A motion was made by Mike Ready to approve the proposal to increase the parcel fee from \$2.50 to the cost of \$3.00 to \$5.00 over the next three years with the notion of terminating with a 60-day notice. In addition, have David Strickland to submit a letter with request to respond within 30 days regarding questions of how to remedy nonexempt properties being counted as exempt within the tax digest. George Holt seconded the motion. The motion was approved unanimously (6/0). (Attachment F)

10. (Discussion Only) Review Property Management Agreement Proposal from The NNT Experience, LLC for the management of The Old Church

Bill Andrew reported on discussions with Event LLC regarding management of the Old Church as an event space. Event LLC's goal is to host up to two events per week, though this may take 18 months to achieve and would vary by season. They proposed a 12–18-month trial agreement with a 30- or 60-day termination option. Estimated costs are approximately \$500-\$600 per month until sufficient income is generated, with renovation needs projected at \$26,000-\$30,000 to update restrooms and aesthetics.

Council discussed whether to contract improvements directly or allow Event LLC to manage them, with concerns noted about maintaining control over design choices. It was agreed that any building updates would require council approval to preserve the Old Church's historic character.

This matter was presented for discussion only and tabled for further discussion.

11. Invoices

The Mayor and City Council reviewed the invoices paid in September for over \$1,000 or more.

12. Executive Session

Jim Windham made a motion to go into Executive Session at 8:10 PM to discuss personnel matters. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).

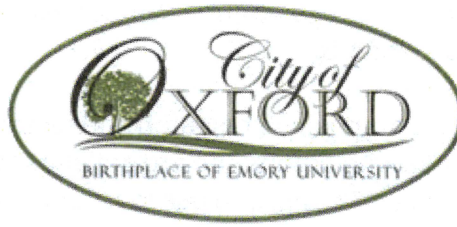
Jim Windham made a motion to exit Executive Session at 8:45 PM. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).

13. Adjourn

Jim Windham made a motion to adjourn at 8:48 PM. Jeff Wearing seconded the motion. The motion was approved unanimously (6/0).

Respectfully submitted,

Stacey Mullen
Deputy City Clerk



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNNCIL MEETING
WORK SESSION
MONDAY, SEPTEMBER 15, 2025
CITY HALL
DRAFT

ELECTED OFFICIALS PRESENT:

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

APPOINTED/STAFF PRESENT:

Bill Andrew- City Manager
Stacey Mullen- Interim City Clerk
Mark Anglin- Police Chief

NOT PRESENT:

Laura McCanless- Councilmember

OTHERS PRESENT:

Jane Fadeley, Tommy Hailey of Newton County Sheriff's Office

Agenda (Attachment A)

1. Mayor's Announcements:

None

2. Committee Reports:

- **Trees, Parks and Recreation-** Bill Andrew provided the report
- **Planning Commission-** Mike Ready provided the report
- **Downtown Development Authority-** Mike Ready provided the report
- **Sustainability Committee-** None

3. Discussion with Oxford College about a Project Partnership with Dr. Alexandria “Lexie” Orozco (Attachment B)

Dr. Orozco introduced a proposal to research and restore the Oxford Historical Cemetery in partnership with Emory. The project aims to preserve community heritage, expand self-guided tours, and use local stories to guide beautification and educational initiatives. A community engagement component would include an interactive application for sharing stories and reporting maintenance needs.

Short-term plans include mapping the cemetery, interviewing stakeholders, applying D2 solution to clean headstones, raising sunken markers (particularly in the section representing enslaved persons), removing litter, and completing small-scale landscaping with native plants. Long-term goals include annual restoration efforts, expanded landscaping, tree planting, and eventual renovation of large monuments.

A community event, An Evening with the Ancestors, is planned for April or May in the cemetery and adjacent park. The event would feature restoration highlights, community partners, and local artists, with projected attendance of 150-200 people and fundraising estimates of \$7,000-\$8,000. Funds would support immediate restoration needs, while larger projects would require additional resources.

Dr. Orozco requested city partnership for promotion, parking logistics, and ticketing, as well as financial support either as a donation or advance against anticipated revenue. Collaboration with the Cemetery Foundation, Emory, and other stakeholders will also be pursued.

The overall goal is to make immediate visible improvements to the cemetery, establish a sustainable framework for its ongoing preservation, and foster an annual event that brings the community together to honor and protect the historic site.

4. Review Bids for Complete Streets Task Order (Attachment C)

The City Council reviewed bids for a new Advanced Metering Infrastructure (AMI) system designed to modernize the city’s water and electric metering. The system will replace current manual meter-reading methods with continuous, real-time data accessible from City Hall, offering remote shut-off capability and automatic anomaly detection to improve billing accuracy and help identify leaks quickly.

Four bids were received, ranging from \$490,000 to over \$1 million, with Carter and Sloope finding no issues with the low bid. However, only Core and Main, LP (Neptune) submitted positive displacement water meters, the type requested in RFP and considered more reliable than electronic meters, which have experienced failures in other jurisdictions.

Based on this review, the recommendation is to accept Vision's bid for electronic meters while incorporating Neptune water meters from Core and Main, LP at an additional cost of \$31,235. The total project is estimated at \$521,000 for meters and software, with an additional \$150,000 for installation.

The next steps include issuing an RFP for installation in November, receiving two bids by mid-to late December, and awarding the installation contract in January or February, with the goal of substantial completion by June 30, the end of the fiscal year. The council will vote to approve to put together a proposal at the Regular Session scheduled for October 6th.

5. Review of Complete Streets Task Order (Attachment D)

A recent meeting with AtkinsRealis was held to discuss this project, and a follow-up meeting is scheduled for Wednesday with council members only. The council discussed a stage-triage based approach to implementation. AtkinsRealis also presented the results of a comprehensive sign inventory, and it was recommended that any new signage be implemented in alignment with the Complete Streets Plan rather than in advance of it. No additional questions or requests for information were raised. Further discussion to be expected at Wednesday's meeting.

6. Planning Commission Membership (Attachment E)

Two nominees (Jane Fadeley and Kip Heart) are under consideration as replacement for former member Dave Huber. A vote on the appointment will take place at the October 6th Regular Session Council meeting.

7. Direction on the FY 2026 Capital Improvement Budget (Attachment F)

The council discussed reallocating funds within the FY 2026 Capital Improvement Budget to better align with current priorities. It was proposed that \$30,000 from the gazebo project and \$20,000 from the \$100,000 East Clark Street allocation be redirected to fully fund the knee wall project, which is estimated at \$50,000.

The remaining \$80,000 from the East Clark Street allocation would be reserved for cemetery restoration and improvements. In addition, it was noted that East Clark Street improvements can be deferred to a future budget cycle, as the road was recently paved and remains in good condition for the near term. This allocation would allow the wall project to move forward while ensuring that significant funds are also available to support priority work at the cemetery.

The council then reviewed additional items within capital improvement budget, including \$60,000 to assess and prioritize stormwater infrastructure needs, noting recurring problem areas during heavy rain events. Council also emphasized the importance of evaluating and quantifying issues in a manner similar to the city's road assessments.

The budget also includes \$75,000 for Asbury Street parking improvements to address consistent overflow during downtown events, with potential to add spaces on both the north and south sides of Watson Street.

8. Update and Discussion of the Spatial Analysis for City Hall (Attachment G)

The council reviewed the spatial analysis for City Hall. The council decided that the previous request to create an interview space upstairs for the police department was unnecessary, as City Hall should not be used for processing or interviewing incarcerated individuals, and such functions are better handled at the county facilities.

The primary concern identified was storage, with options discussed such as using one of the office spaces in the community room as a storage space. In addition, converting one of the two bathrooms upstairs into storage by removing plumbing and capping utilities, using the display case area for closet space, and adding cabinets for archival materials. The council also considered staff space and agreed the existing upstairs breakroom is sufficient, while the judge's office could serve as additional common space when not in use. Mayor Eady also offered his office to be used as needed for workspace needs.

Issues with the front customer service counter were noted, as only one of the three service stations functions effectively due to equipment placement and space constraints. Council directed staff to reconfigure the area with simple adjustments, such as relocating monitors, to improve functionality. Overall, no major renovations were deemed necessary, but modest changes to storage and workspace layouts will address current needs.

9. Other Business:

Councilman Windham highlighted the opportunity to enhance efficiency by expanding the use of technology. He mentioned the banking industry's adoption of automated check scanning as an example and proposed that implementing similar document scanning practices could benefit staff workflow. Ms. Mullen responded that some of these processes are already in place. Mayor Eady added that requiring

or encouraging vendors to submit electronic invoices could be another effective way to streamline operations.

10. Executive Session

Jim Windham made a motion to go into Executive Session at 8:03 PM. George Holt seconded the motion. The motion was approved unanimously (6/0).

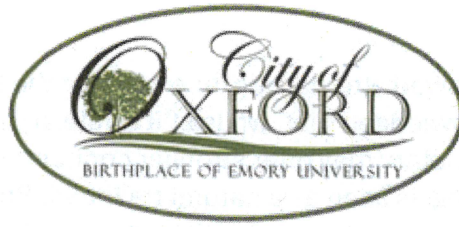
George Holt made a motion to exit Executive Session at 8:10 PM. Jim Windham seconded the motion. The motion was approved unanimously (6/0).

11. Adjourn

The Mayor adjourned the meeting at 8:10 PM

Respectfully submitted,

Stacey Mullen
Interim City Clerk



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED WORK SESSION
WEDNESDAY, SEPTEMBER 17, 2025- 11:00 AM
OXFORD CITY HALL
DRAFT

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

Bill Andrew- City Manager
Stacey Mullen-Interim City Clerk

ELECTED OFFICIALS NOT PRESENT:

Laura McCanless- Councilmember
Jeff Wearing- Councilmember

OTHERS PRESENT:

None

Agenda (Attachment A)

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Mayor's Announcements**
None
3. **Review and Discussion of a Complete Streets Plan:**

The council reviewed the proposal and held a discussion on the Complete Streets initiative, focusing on trail connectivity, sidewalk priorities, traffic calming measures, and prioritization of improvements.

The Council reviewed alternatives for extending the trail through Richardson Street and acknowledged that, while still viable, a route through Asbury Street Park and the cemetery may offer stronger connectivity. Asbury Street Park, with its existing parking, is seen as a natural trailhead. Both options remain under consideration. Additionally, a potential sidewalk along Emory Street (Highway 81) could enhance the town's entrance; however, tree loss, ditch piping, and GDOT clearance requirements present challenges.

Sidewalk priorities were identified as essential for safety, though council emphasized the need to be strategic given costs and Oxford's long roadway corridors. Stone Street was noted as the highest priority, particularly on the south side where homes are set farther back, followed by West Clark Street, which has high pedestrian use, and then W. Soule Street, which presents steep grades and visibility challenges. While additional sidewalks would provide aesthetic benefits in other neighborhoods, narrow local roads often naturally slow traffic, making strategic routes the focus.

Traffic calming remains a major issue, particularly on W. Soule, W. Clark and Stone Streets. Speed humps and lowered speed limits have helped but drivers still accelerate between them. Problem intersections include W. Soule and Godfrey Streets, and Hull with W. Clark and W. Soule Streets. Suggestions for treatments included brick pavers, textured pavement, or temporary cones to slow traffic and reshape intersections. Studies showing that trees and sidewalks adjacent to roads can naturally slow drivers were also discussed.

Highlighted priorities mentioned were the use of wide rights-of-way for sidewalks, bike facilities, landscaping, and emphasized enhanced intersections. In addition, stronger connectivity between the city's quadrants, with signage and wayfinding to link fragmented trails and sidewalks. Other priorities mentioned included focus on corridors most prone to speeding and truck cut-throughs, suggesting chicanes and design-based solutions rather than relying solely on signage or stop signs.

Council concluded by agreeing to develop a prioritized list of projects, identifying both short-term and long-term improvements and longer-term design changes, to provide clear guidance to engineers for incorporation into the Complete Streets plan.

4. Work Session Meeting Review

Mayor Eady requested that AtkinsRéalis identify any redundant or unnecessary signage for removal, with the city taking responsibility for addressing those items. He also emphasized the importance of ensuring the Complete Streets plan proposal includes a comprehensive wayfinding strategy, along with the integration of the Personal Transportation Vehicle ordinance and related signage.

5. Executive Session:

None

The mayor adjourned the meeting at 1:31 PM

Respectfully submitted,

Stacey Mullen
Interim City Clerk



September 12, 2025

Mr. Bill Andrew
City Manager
City of Oxford
110 West Clark Street
Oxford, GA 30054

RE: City of Oxford
RFP for AMI Water and Electric Meters
C&S Project No.: O9800.008

Dear Mr. Andrew:

As you are aware, proposals were received and opened for an Advanced Meter Infrastructure (AMI) system, electric meter purchase, and water meter purchase on August 6, 2025. We have checked, corrected, and tabulated the proposals received in the table below:

<u>Proponent</u>	<u>Costs</u>	<u>Points (out of 100)</u>
1. Vision Metering, LLC	\$490,390.00	80
2. Core and Main, LP	\$1,014,998.13	67
3. Kendall Supply, Inc	\$1,469,627.35	46
4. Wesco Anixter Distribution Co.	\$1,016,460.75	29

The prices include 15 years of hosting fees in order to get a close representation of the life cycle cost of the system. In an effort to ensure that the City could compare the different systems, we recommended to the City that supplying the meters be pre-selected through a Request for Proposal (RFP) process and the meter installation to be procured separately. The RFP was written to allow the City to evaluate and select the meter supplier that provides the best overall solution using four (4) weighted criteria for a possible total of 100 points:

<u>Criteria</u>	<u>Description</u>	<u>Maximum Points</u>
Price:	Capital cost and hosting fees	45
Technical Merit:	Materials of construction, meter accuracy, adherence to the RFP, etc.	15
Service & Support:	Location of manufacturing facilities, engineering and service technicians, warranty, etc.	20
Delivery Schedule	Number of weeks until meters/AMI infrastructure are delivered to City	20
Total Points =		100

September 12, 2025

Additionally, the RFP was written to allow the City to award separate components of the project to separate proposers. The proposers included the following models/manufacturers for AMI systems, electric meters, and water meters:

<u>Proponent</u>	<u>AMI System</u>	<u>Electric Meter</u>	<u>Water Meter</u>
Vision Metering, LLC	LoRaWAN	Vision	Master Meter Sonata
Core and Main, LP	TESCO Nighthawk	Adaptiv Link Pa	Neptune T-10
Kendall Supply, Inc	Sensus AMI FlexNet	Sensus Stratus	Sensus iPERL
Wesco Anixter Distribution Co.	Tantalus	Itron Centron	Not Specified

When evaluated using the criteria above, Vision Metering, LLC obtained the most points by having competitive pricing, meeting the technical requirements described in the RFP, and demonstrating adequate support, performance history, and project delivery.

As stated in the RFP, the City of Oxford prefers positive-displacement water meters. Out of the three water meters identified in the proposals, the Neptune T-10 model by Core and Main is the only positive-displacement water meter. Additionally, the City of Covington uses Neptune water meters and gave positive feedback on their performance and service, and the Neptune meters are comparable in cost to the Master Meter Sonata (increase of \$31,235.75 compared to the Neptune meters).

Based on the above reasons, **Carter & Sloope recommends the City accepts the proposal from Vision Metering, LLC for their AMI system and electric meters and accepts the proposal from Core and Main, LP for the supply of Neptune water meters, for a total contract amount of \$521,625.75.**

This recommendation is contingent upon confirming two items with the proposers:

- Neptune water meters can be supplied without the Neptune AMI transmitter. C&S recommends utilizing Vision's AMI transmitters for their competitive pricing; however, this is pending confirmation from Core and Main that the meters can be supplied separately.
- Vision's electric meters have a demonstrated service life greater than 10 years. Given the City's inexperience with Vision electric meters, C&S has requested additional references from Vision for customers with older installations of Vision electric meters.

If the Neptune water meters cannot be supplied without the AMI transmitter, C&S can assist the City with coordinating with Vision and Core and Main for an alternate solution. Any changes in contract price should be consistent with the committed pricing in the proposals.

We are enclosing one (1) copy of the "RFP Tabulation & Decision Matrix" for your records. If you have any questions or need any additional information, please call us.

Sincerely,

Isaac St. Clair

Isaac St. Clair, P.E.

IES

Enclosures: RFP Tabulation & Decision Matrix – 1 copy

From: Isaac St.Clair <istclair@cartersloope.com>
Sent: Tuesday, September 30, 2025 11:36 AM
To: Bill Andrew <bandrew@oxfordgeorgia.org>
Subject: Meter Procurement

Hey Bill,

I received confirmation from Vision Metering and Core and Main that we can purchase the Neptune Meters and use them with Vision's AMI system at the same price and functionality identified in their proposals. I also got a positive review from a municipality who has been using Vision electric meters for 12 years. He said they had some from 2013 – 2018 stop working, but he also said Vision was really good with honoring their warranties and providing customer service.

Sincerely,
Isaac



Isaac St.Clair, P.E.
Carter & Sloope, Inc
Office: (706) 769-4119
1031 Stonebridge Pkwy
Watkinsville, GA 30677

From: Isaac St.Clair <istclair@cartersloope.com>
Sent: Thursday, October 2, 2025 4:19 PM
To: Bill Andrew <bandrew@oxfordgeorgia.org>
Subject: Various Items

Hey Bill,

Following up on our phone call:

GIS Work

Our intern's billing rate is \$80/hr. He'll start digitizing the manhole elevations, pipe geometry, and water appurtenances (valves and hydrants) into the ArcGIS Online database we've set up. I'll keep you updated on how much time he's spent on it and where we're at in the digitization.

Meter Replacements

The price to install the gateway/data collectors for the AMI system is not included in Vision's proposal. It would be an extra ~\$2,100 to install two gateways (this was an estimate, his price is \$650/day). If a tower is needed for the second gateway, that can be installed for ~\$3,000. These prices would be in addition to the contract price identified in our Letter of Recommendation. We can work this in a few different ways:

- Approve the purchase in addition to the price identified in the Letter of Recommendation.

- Purchase only one gateway and use the funds allocated for the purchase of the second one to instead install the first one.
- Adjust quantities to “make room” in the contract (i.e. buying fewer spare meters).

Another thing to keep in mind, that price Council approved includes 15 years of software licensing. I’m not sure how that would be reconciled in the budget. We can discuss logistics for executing contracts/purchase orders with Vision after Council votes on the resolution.

Thanks!
Isaac



Isaac St.Clair, P.E.
Carter & Sloope, Inc
Office: (706) 769-4119
1031 Stonebridge Pkwy
Watkinsville, GA 30677

Mr. Bill Andrew
City Manager
City of Oxford
110 W. Clark Street
Oxford, Georgia 30054

RE: Attachment A
City of Oxford, On Call Services – Task Order TBD
Scope of Services: Proposal for Planning and Landscape Architecture Design
Services

Dear Mr. Andrew,

September 10, 2025

AtkinsRéalis
1500 & 1600 RiverEdge
Parkway, NW
7th & 8th floor
Atlanta, GA 30328

atkinsrealis.com

AtkinsRéalis understands that the City of Oxford is seeking planning and design assistance to prepare a community-based Complete Streets Plan that looks at improving safety and mobility for all pedestrians, bicyclists, and vehicles. The Complete Street Plan will seek to align with pedestrians, bicycles and non-motorized travel. The planning and design improvements will focus on public right-of-way areas that are within the city limits. The planning and design services also include the preparation of zoning ordinance for the personnel transportation vehicles use within the city.

The planning and design effort will include updating the public streetscape to include potential sidewalks, bicycle improvements, lighting, signage (community and MUTCD) landscape, pedestrian facilities upgrades, parking, intersection redesigns for traffic calming, enhanced pedestrian safety, and hardscapes that are complimentary to the currently in-progress downtown improvement projects. Work will be designed to AASHTO specifications and GDOT Standard. Planning and Design will include but not be limited to preparation of the Design Approval Document (identifying, assessing, and selecting a feasible design alternative and its associated impacts), evaluation of cost and environmental factors, and preparation for attendance and participation at public informational meetings and/or hearings.

PROJECT DESCRIPTION

The project will focus on creating a Complete Street network, a comprehensive gateway design at the base of enabling safe access for all people who need to use them, including pedestrians, bicyclists, motorists. Although no singular formula exists for a complete street, an effective one includes at least some of the following features:

- Sidewalks
- Bike lanes

- Trails
- Pedestrian scale lighting
- Crosswalks
- Parking (Park and other key locations)
- Sidewalk bump-outs (bulb-outs)
- Signage
- Traffic Calming Measures

The practice of complete streets is not only about allocation of street space, but also about selecting a design speed that is appropriate to the street typology and location, and that allows for safe movements by all road users.

PROPOSAL

Task 1. Document Existing Conditions

During this phase the project team will initiate documentation of existing conditions in advance of public events. The selected consultant will work closely with the city, and the community advisory group to gather physical planning data related to the study area and learn more about the needs, practices and experiences of different user groups.

Task 1.1 Collect and Review Existing Plans and Data

The consultant team will work with the city, and other sources to collect and organize available information for the study area, including traffic volumes, crash data, local and regional transportation plans and construction plans, aerial and base maps, plans and other policy documents, development standards and regulations, and other relevant studies and information. The project team will also identify any other opportunities and constraints that may impact the project. This information will be organized into an existing conditions report.

Task 1.2 Conduct Site Visit

The city and the consultant team will conduct a site visit to coincide with the first community advisory group meeting to meet with project partners and key stakeholders, gather input and tour and photograph the area to assess and document existing conditions.

1.3 Prepare Report and Area Base Maps

The consultant team will organize the input and planning data collected into an existing condition report and work with the City to prepare base maps for consultant team design and analysis work and for use at meetings and public events. The team will ensure that the public can easily understand the maps.

Task 1.4 Traffic and Safety Commission Briefing

The consultant team will brief the City and Engineer on initial findings regarding existing conditions for discussion and feedback.

Task Deliverables

- Agenda, Participant Lists, Photos
- Existing Conditions Report, Digital and Printed Large Base Maps
- Presentation, Meeting

Task 2. Implementation Plan Development

The final delivery will be a plan for transforming Oxford Complete Streets that support the needs of people walking, bicycling, or driving a car. The Implementation Plan will include detailed recommendations for the street and will be graphically illustrated with drawings including sections, plan views, and detailed recommendations for public infrastructure improvements, including small and immediately feasible enhancements, and larger, more complex, longer term and capital-intensive projects. The Implementation Plan will also lend itself to revitalization efforts and investment programming with a section of the report devoted to future funding options for Proposed Action Items that can be completed over time.

Increased access and strategic creation of gathering places will help support the local economy by maintaining residents and attracting businesses within Oxford. Safety and security will be enhanced by redesigning sections of the corridor to help bicyclists ride along the street and to help pedestrians walk along or cross the street, especially for individuals that may have disabilities or mobility challenges. More activity and eyes on the street will help improve personal security as well.

During the study process, AtkinsRéalis shall make a reasonable effort to involve all stakeholders in the study area, including property owners, residents, business owners and employers/employees. A minimum of three (3) General Public Meetings shall be conducted:

- Kick-off meeting to announce the beginning of the study process, the goals of the study, key dates, and opportunities for public input and data gathering to collect information and opinions from the public on pertinent topics. These meetings can also be used to review preliminary findings and general directions.
- Present draft plan. A draft plan shall be presented to the public for review and comment prior to finalizing the study. This meeting should focus on a review of the study recommendations and action plan.
- Final plan review. The final draft plan should be made available for public comment (in a meeting, open house, or posting) prior to final sponsor approval and submitting deliverables to ARC.

Task 2.1 Develop/Refine Design Alternatives

The Consultant Team will refine and further develop recommendations and illustrative graphics. The Consultant Team will review the recommendations with City staff, will guide development of detailed design concepts.

Task 2.2: Develop Improvement Projects Funding Plan

The consultant team, working closely with the city, will prepare a matrix that includes a list of priority improvement projects, phasing/timing, cost estimates, and available funding sources. The plan will also identify a strategy for securing additional funds necessary for implementation.

- A **5-year schedule of actions** (using the “5 Year Implementation Plan” template) that are planned in the study area to implement the study goals, programs, and projects. Schedules shall include the start date, completion date, cost estimate and responsible party. This short-term implementation plan should include specific actions that implement the plan, including but not limited to the following:

- A prioritized description of transportation improvement projects (local, state and federal) that will support the study area goals.
- A description of the changes necessary within the comprehensive plan, zoning ordinance, development regulations or other locally adopted plans to support the Implementation plan, including a committed schedule for adopting such changes.

Task 2.3 Prepare and Distribute Full Draft Implementation Plan

The consultant Team will prepare and circulate an administrative draft Implementation plan for review by the city. City staff will collect and review all comments and provide a comprehensive set of consistent comments to the consultant team. The Consultant Team will revise the draft Implementation plan and the City will make the revised draft plan available for public review and comment.

Task 2.4 Present Draft Implementation Plan to City Commission

The consultant team will incorporate public comments received into the draft plan and will finalize the document. The consultant team will meet with the Engineer and the Planning and Zoning Commission to finalize and approve the document for City Council for City Council review and adoption.

Task 2.5 Present Final Implementation Plan to City Council

The consultant team will present the Final Implementation plan at a City Council Meeting for adoption by reference or amendment to other policy documents, or transportation regulations, and for incorporation into work programs.

Task 2.6 Final Implementation Plan Submission

The consultant team will deliver the final Implementation plan to the City. The City will submit a hard copy and an electronic copy of the final document to the city.

Task Deliverables

- Outline of Recommendations, Conceptual Designs
- Improvement Projects Funding Plan Document
- Administrative and Public Review Draft Plan Documents
- Digital Presentation to City Commissions, Staff Report
- Digital Presentation, City Council Staff Report
- Final Plan (Digital and Bound Copies)

Task 3. The preparation of the Personal Transportation Vehicle Ordinance

This task will include AtkinsRéalis preparing an ordinance for the use of personnel transportation vehicles within the city limits of Oxford. The ordinance shall include the following language:

- Standards for operation
- Equipment requirements
- Operation and non-operation areas within the city (map)
- Rules
- Hazardous Activities
- Registration and Owner Affidavit
- Penalty
- Liability Disclaimer
- Permit Application
- New Street petition

AtkinsRéalis will attend two client review meetings and two city council meetings for the adoption of the Ordinance. These two meetings are proposed to be coordinated with the Complete Street workshops and public meetings.

PROJECT ADVISORY COMMITTEE

Preparation of the Complete Street Implementation Plan and the Personnel Transportation Vehicle Ordinance will be overseen by a Project Advisory Committee. At a minimum, the Project Advisory Committee will include the City of Oxford City Manager, City Engineer, City DPW staff, the City Mayor, and community members representing diverse interests. Public input will be sought and considered during the development of the City of Oxford priorities.

Schedule/ Fee:

This task is expected to take approximately six (6) months to complete both the Complete Streets Implementation Plan and Preparation of the Personnel Transportation Vehicle Ordinance.

AtkinsRéalis will invoice for these services monthly and proposes to provide these services as a task order under our current City of Oxford Master Service Agreement. With your written approval and notice to proceed, proposed scope of work. The proposed fee for these services is Not to Exceed \$100,000.00.

Assumptions/Exclusions:

AtkinsRéalis has identified the following Assumptions and Exclusions for this project. Should the City request services that have been excluded from the proposed scope of services, for the City review and approval AtkinsRéalis will prepare an Additional Service Addendum. The Additional Service Addendum will be based on our standard hourly rates. The following Assumptions and Exclusions to the proposed scope of work include:

- Any professional services that are not specified in the scope of services are subject to a written addendum to this contract. Additions, deletions, and changes in the scope of proposed services will be agreed upon in writing between both parties. This proposal is based on AtkinsRéalis providing preliminary Complete Street and Traffic Calming measures for the Oxford community.
- Detailed survey, utility locates (SUE survey), geotechnical services, construction material testing services, right of way services including property owner negotiations, roadway reconstruction, utility design or relocation of water, electric, sanitary or storm sewer, local, state, GDOT or environmental permitting, traffic signal design services, lighting design, bid assistance and construction administration services are NOT included in the current proposed scope of services. Should these additional services be requested, Atkins will provide for the Client's an additional service addendum for their review and approval.
- Final construction documents and/or revisions are not included in the proposed scope of services. Should these services be requested, additional fee will be required.
- Due to the City's limited budget, AtkinsRéalis will utilize readily available data and has included very limited survey data collection of the proposed improvement areas to complete the proposed design services.

The AtkinsRéalis Team is committed to delivering professional services in a timely and cost-effective manner to the City of Oxford. Should you have any questions or if you should require any additional information regarding this proposal, you can contact me by email at John.Boudreau@atkinsglobal.com or by phone at 678.247.2565.

Thank you for this opportunity to provide this proposal to the City of Oxford.

Sincerely,

John D. Boudreau
National Director of
Landscape Architecture and Urban Design

Planning Commission Members – 2025

1) Jonathan Eady

1216 Wesley Street

Oxford, GA 30054

(770) 788-8993

Jonathan.Eady@AGG.com

Term expires December 2021

Three-Year Term – September 8, 2025 to September 8, 2028

2) Juanita Carson

1223 Wesley Street

Oxford, GA 30054

(678) 658-7964

Fundy456@copper.net

Term expires December 2021

Two-Year Term – September 8, 2025 to September 8, 2027

3) Mike McQuaide

1026 Emory Street

Oxford, GA 30054

(678) 342-3597

mmcquai@emory.edu

Term expires December 2022

Three-Year Term – September 8, 2025 to September 8, 2028

4) Mary Glenn Landt

411 Dowman Street

Oxford, GA 30054

(404) 401-1426

mgmeghan@gmail.com

Term expires January 2025

Two-Year Term – September 8, 2025 to September 8, 2027

5) Troy Willis

1306 Emory Street

Oxford, GA 30054

troy3345@att.net

Term expires June 2026

Three-Year Term – September 8, 2025 to September 8, 2028

6) Dave Huber's Term Expired July 2025

Jane Fadeley or Kip Hart recommended for consideration by the Planning Commission

Two-Year Term – October 6, 2025 to October 6, 2027

City of Oxford
Invoices > \$1,000
Paid September 1-30, 2025

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
Newton County Board of Commissioners	Water Purchases- Aug 2025; Inv# 3424- \$28,808.00 *previously listed on invoices over 1,000 for August in error*	28,808.00
Card Services Center	Supplies/Materials for Autumn Fest- \$147.16; Monthly Software Charges for Police- \$19.99; Georgia Association Chief of Police Conference Registration Fees- \$550.00; Multi-IP-Mobile VPN 911 CAD/Admin fees (Police)- \$360.50 (Total \$1,077.65) Boots for Public Works Staff- \$1,141.93; Forever Stamps for Administrative Use- \$702.00 (Total \$1,843.93)	2,921.58
Newton County Water and Sewer Authority	Sewer Operation Fees – Aug 2025	8,286.13
Georgia Municipal Association	GMEBS Life & Health Program – October 2025	22,951.57
Georgia Municipal Association	GMEBS Retirement Fees –September 2025; Invoice #496963	1,904.84
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for September 2025	173,437.80
Electric Cities of Georgia	Consulting and Planning Services for September 2025	7,743.00
U.S. Dept. of Energy	SEPA Energy Cost – August 2025 – Invoice #B-25-2790	3,311.07
U.S. Dept. of Treasury	Federal Payroll Taxes, September 2025	18,861.83
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – August 2025	1,200.00
BS&A Software	Absorbed Fees (online bill pay) March- Inv# 159495 \$2,287.91; June-Inv#162843 \$2,362.97; July- Inv# 163034 \$2,569.47; August- Inv# 163224 \$3,483.21	10,703.56
VC3, Inc	Monthly IT Services for July-Inv# VC#-213916 \$4,078.83; August-Inv# VC3-216696 \$4,090.43; September-Inv# VC3-219542 \$3,986.76	12,156.02
Latham Home Sanitation	Waste/Recycling Removal Srv- August 2025- \$10,438.75	10,438.75
City of Oxford	Monthly Utility Charges 07/15/2025 – 08/15/2025	1,990.74
KellerMeyer Bergensons Service	Janitorial Srv- City Hall & Asbury Park- September 2025	1,110.31
Thomson Reuters-West	West Law Charges- July Inv# 0852172267 \$663.28; August Inv# 0852320594 \$663.28	1,326.56
PURCHASES/CONTRACT LABOR		
C. David Strickland, P.C.	Legal Services, August 2025	3,460.00
Over and Under General Contractors, Inc	Emergency Call- Coke Street- Tree Fell Down on Single Phase Primary	2,419.97
Mayfield Ace Hardware	Supplies & Materials \$1210.96; Hedge Trimmer \$669.99 for July 2025	1,880.95
Steven A. Hathorn	Quarterly (July, August & September) Legal Services for Judge	1,562.50
Big & Heavy Equipment Service	Chipper Truck Repairs (Brakes, Oil Change, Light Wiring Rpr	1,792.76
Beryl Budd	Professional Services (Arborist) for June, July & August	2,962.50
Scarborough Tree, Inc	Tree Removals on Fletcher St, 101 Longstreet Circle & Collingsworth St- Inv# 09182025 \$7,200.00; Fallen, Damaged Pine (DDA) \$600.00	7,800.00
TSW	Design and Consulting Services Through August 2025	3,303.95
Cintas	Uniform Services for Public Works- August 2025	1,588.88

VENDOR	DESCRIPTION	AMOUNT
Amazon Capital Services	Supplies and Materials- Inv# 1WVY-KKVL-6RLR \$241.74; Inv#1VVW-N6XY-1NNH \$271.07; Inv# 1DRG-WW7H- 6RFQ \$264.51	1,077.22