



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, NOVEMBER 21, 2022 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief
Jody Reid – Utilities/Maintenance
Supervisor

OTHERS PRESENT: Lisa Dorward, Erik Oliver, Cheryl Ready, Mike McQuaide, Tom Johnson, Latrelle Oliver, Louise Eady

Agenda (Attachment A)

1. Mayor's Announcements

The Newton County Commissioners agreed to negotiate on the LOST allocation at a 25% allocation, which is the same as the current LOST allocation. Afterwards a slight tweak was made to include the five residents of Newton County living in the City of Social Circle based on 2020 census data. For Oxford, this change means Oxford will receive 3.019% rather than 3.02%. This change will require a vote which can take place at the December voting meeting.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Laura McCanless provided the report for this Board.
- b. **Planning Commission** – Bill Andrew reported that Mr. Baker resigned from the Commission last week.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.
- d. **Sustainability Committee** – Laura McCanless provided the report for this Committee.

3. Review of the updated Oxford Historical Society website

Lisa Dorward presented an interactive review of the Oxford Historical Society website.

4. Decision on Design for E. Clark Street Improvements (Attachment B)

The City Council reviewed several conceptual designs for improvements to E. Clark Street, which is the poorest quality street in the city. The decision to be made is whether to authorize Robert Jordan to develop engineering drawings that can be submitted to the Georgia Department of Transportation (GDOT) for approval. The conceptual drawings call for a standard 50 foot right of way and curb and gutter system for stormwater management.

Mike Ready expressed that when the property there was purchased, promises were made to the residents, and he feels it is time to get moving on it.

Jeff Wearing suggested asking Mr. Jordan to prepare engineering plans for curb and gutter systems and swales in order to make the street flexible for future development options.

Jim Windham recommended that the street should be built to the city's development standards.

Bill Andrew will ask Robert Jordan to come up with designs for curb and gutter and swale options for stormwater management with cost estimates. The construction funds will be included in the FY 2024 budget.

5. The Oxford Historical Cemetery Association has requested the City to consider an additional access road in the NW corner of the cemetery (Attachment C)

The City Council held a discussion concerning the type of fill to use to place the potential road extension over the ditch on the edge of Richardson Street. Staff has received one bid for the extension from HCS and is waiting for a second bid from Peach State Construction. The actual construction will be included in the FY 2024 budget.

6. Purchase of New Public Works Light-Duty Truck (Attachment D)

Staff has obtained three bids. Jody Reid requested that the City Council approve the bid for the Ford F250 because this model is currently being used and has been reliable. Bill Andrew stated that an amendment to the Capital budget for FY 2023 will be brought before the City Council which includes this item and the new line truck.

7. Consider Proposal from Nelsnick Enterprises for a Water and Wastewater Rate Study (Attachment E)

The City's water and sewer rates have been the same as Newton County's since at least 2016. However, the city's cost for the infrastructure to support these services is not the same as the costs for Newton County. The city is not currently setting aside funds for replacement of capacity and infrastructure. Tap fees were also aligned with Newton County's in 2016 but are not covering the current cost to tap on.

Nelsnick Enterprises will obtain Oxford's data and provide some alternates for models to recover its costs. Bill Andrew pointed out that Oxford also does not have an outside rate, and Oxford may have a significant outside customer in the near future.

Jim Windham asked if water system management software could be investigated. Mr. Andrew pointed out that no one with the city knows how to use it. Mr. Windham is concerned about the rates listed in the proposal from Nelsnick and having to pay those rates to interpret the data.

The cost to perform the study is estimated to be about \$5,000. Mr. Andrew stated that Carter & Sloope offered to do the study, but due to their connections with the City of Covington and Newton County Water & Sewer Authority (NCWSA), he felt it would be better to have an independent company do a study.

George Holt pointed out that this study was not planned for in the budget and a budget amendment in Professional Services may be required. Mayor Eady stated that the Council did anticipate more spending in this area and increased the budgeted amount for FY 2023 accordingly.

8. Consider Changes to the City of Oxford Development Code (Attachment F)

The City of Oxford Planning Commission has proposed changes to four zoning ordinances. Bill Andrew needs to know if the City Council is ready to hold first and second readings on these changes since an advertisement in the newspaper is required.

Jim Windham asked for clarification in the section regarding nonconforming use where the change was made from "comply," to "substantially comply." His concern is this language is subjective. Mayor Eady asked Mr. Andrew to take this question back to David Strickland and Chairman Jonathan Eady.

9. Amendment to the Bureau Veritas Professional Services Agreement (Attachment G)

Bureau Veritas has requested an amendment to their contract because compensation for the recent staff report they did for the Planning Commission was not supported by the current contract. Bill Andrew stated that the City Council hired Bureau Veritas to complete the staff report. Laura McCanless and George Holt stated they did not remember authorizing this work.

Mayor Eady stated he was not happy with the report and the Planning Commission also was not happy. He believes the real problem is that the Planning Commission should be doing work that is being left for the City Manager to do. Mr. Andrew does not have the time or knowledge to prepare staff reports.

Jim Windham stated that Bureau Veritas is not taking adequate action to enforce the zoning ordinances. He is dissatisfied with their performance and asked what is required to terminate the contract. Marcia Brooks stated that the contract can be terminated by

either party with thirty (30) days' notice. Mr. Windham stated there is also a clause about termination without cause that needs to be reviewed.

Mayor Eady stated that the complexity of anticipated zoning requests makes it imperative that the Council gets this right. Mike McQuaide stated that the Planning Commission was reluctant to give up agency over these issues because the Planning Commission may not be aware of information a third party may provide to the City Council.

Mike Ready asked that the City Council be careful about completely cutting ties with Bureau Veritas. They are providing building inspection services that Newton County is not able to provide. Marcia Brooks states they are also providing code enforcement services, which provides some relief to the police department.

Mayor Eady stated there is no interest in expanding the scope of the Bureau Veritas contract. A separate discussion needs to be held regarding whether the Planning Commission needs any assistance to perform their tasks, while working to move these responsibilities back to the members of the commission away from Mr. Andrew's responsibilities. The report provided by Bureau Veritas for the rezoning request at 1018 Emory Street should not be included in any official records of the City, and the Planning Commission needs to write a staff report addressing that request.

10. Discussion on Task Order Estimate from Viper Security for Completing Camera System at Asbury Street Park (Attachment H)

There have been several criminal incidents at Asbury Street Park in the last six months or so. There are old cameras at the park that were installed when City Hall was built, but support is no longer available for those cameras, and Police Department staff cannot get the images from the cameras. Viper Security has provided a quote for new cameras to cover the park.

The City Council will vote in December on this proposal.

11. Authorize the Mayor to accept a proposal for services from the Carl Vinson Institute of Government for a Classification and Compensation Study for the city (Attachment I)

The City Council previously approved this study about a year ago, then found out that CVIOG did not have the bandwidth to fulfill the contract. They now have adequate staff to perform the study. The cost is the same as with the previous contract. They can conduct the study around May 2023 if we get it approved and into their queue.

12. Resolution to amend the FY 2022 Operating Budget (Attachment J)

Marcia Brooks stated that the Court department was overspent for FY 2022. This was not due to poor budgeting or financial management. It was caused by some FY 2021 charges being included in FY 2022. The City Council can amend the FY 2022 budget, or this will be reflected in the notes to the financial statements. Mike Ready stated it is preferable to do a budget amendment.

13. Review Proposal by Keck + Wood for Emory Street Sidewalk Phase 2 Project Expansion (Attachment K)

Keck + Wood is proposing to prepare the engineering documents and provide project management services for the segment of sidewalk replacement from the post office to W. Soule Street.

14. Other Business

A new City Council member needs to be appointed to fill the vacancy left by Lynn Bohanan. Barbara Cole and Erik Oliver have expressed interest in the vacancy. Mayor Eady stated that he would like to see Barbara Cole become engaged on a committee. Jim Windham stated that he believes the City should seriously consider diversity in its selection, geographically and otherwise.

Several City Council members recommended approval of Erik Oliver. This issue will be voted on at the December regular session.

15. Work Session Meeting Review

- a. E. Clark Street – ask Robert Jordan to prepare plans with cost estimates for both types of stormwater management.
- b. Waiting for second bid for cemetery road – work will be completed during FY 2024.
- c. Purchase Ford truck for Public Works Department.
- d. Move forward with Water and Wastewater rate study.
- e. Move forward with first reading of zoning code amendments, pending clarification on question raised by Jim Windham.
- f. Do not vote on the proposed Bureau Veritas amended contract. Review current contract to determine if there are areas for improvement with code enforcement.
- g. Purchase cameras for Asbury Street Park from Viper.
- h. Proceed with contract for classification and compensation study.
- i. Vote in December on FY 2022 budget amendment.
- j. Vote in December on approving proposal from Keck + Wood for paving from Soule Street to the post office.
- k. Vote in December on appointment of Erik Oliver to the vacant post on City Council.

16. Executive Session

Executive Session was held to discuss personnel matters.

17. Adjourn

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

Respectfully Submitted,



Marcia Brooks

City Clerk/Treasurer

**Oxford Mayor and Council
Work Session
Monday, November 21, 2022 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda**

1. **Mayor's Announcements**
2. **Committee Reports** – The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and Sustainability Committee will update the Council on their recent activities.
3. **Review of the updated Oxford Historical Society Website, presented by Lisa Dorward on behalf of Oxford Historical Society**
4. **Decision on Design for E. Clark Street Improvements:** The City has \$225,000 in the FY23 CIP for this project. We could direct Robert Jordan to prepare a redesigned set of drawings for approval by GDOT so this project could be bid out in FY 2024. Please see Document 001 for the design that was bid out, and 001b for the alignment and curb/gutter preferred by the DDA.
5. ***The Oxford Cemetery Association has requested the City to consider an additional access road in the NW corner of the cemetery**
6. ***Purchase of New Public Works Light-Duty Truck:** Ford - \$40,916; Dodge - \$45,939; Chevrolet – \$38,423
7. ***Consider Proposal from Nelsnick Enterprises for a Water and Wastewater Rate Study:** Water/Sewer Tap fees date from May 2013 and Water/Sewer Rates date from September 2016. It would also appear these rates were largely based on the NCWSA rates. These rates should have been based on Oxford costs and service use population. Nelsnick costs would not exceed \$5,000. \$6,000 was budgeted in Legal and Professional Services, there is currently \$4,650 in that account. This report will be available for consideration in the FY 2024 budget.
8. ***Consider Changes to the City of Oxford Development Code:** If this wording is accepted, staff will work to schedule the Public Hearing and First Read for an ordinance adoption at the next available voting meeting.
9. ***Amendment to the Bureau Veritas Professional Services Agreement:** This Amendment would allow City staff to utilize Bureau Veritas in providing consulting services for general planning work as listed in the Scope of Service that is attached.
10. ***Discussion on Task Order Estimate from Viper Security for Completing Camera System at Asbury Street Park:** The \$7,680.31 estimate would create the data storage, monitor, new cameras, and the network bridge to move the data through Wi-Fi. City Parks and Trails had

\$30,000 budgeted and has had \$19,760.48 charged to the account and so \$10,239.52 is remaining.

11. * Authorize the Mayor to Accept a Proposal for Services from the Carl Vinson Institute of Government for a Classification and Compensation Study for the City – The deliverables for this study would be as follows:

- a. A written summary analysis of the benefits and salary surveys conducted for the project will be produced.
- b. A written report outlining the recommended classification and compensation plan will be produced.
- c. A new job description for all of the identified positions in the City of Oxford.
- d. A written report outlining compensation administration strategies to address organizational pay compression issues.
- e. The written report will provide at least two implementation options (and associated costs) for the City's consideration.
- f. Carl Vinson Institute of Government faculty and staff will make a presentation to the Mayor and City Council outlining the final report recommendations.

The cost of this study would be \$7,500 and it would be finished in time for the FY 2024 budget preparations. This is the same study approved in December 2021, but it was never completed due to a lack of staffing at CVIOG.

12. *Resolution to Amend the FY 2022 Operating Budget

13. *Review Proposal by Keck & Wood for Emory Street Sidewalk Phase 2 Project Expansion:

Phase 1 of this project consists of adding sidewalks, pedestrian scale lighting, and related improvements to the east side of Emory Street from Soule Street to Richardson Street and to the west side of Emory Street from Soule Street to Watson Street. The engineering design of this phase has been completed and construction is expected to begin by the end of 2022.

Phase 2 of the project consists of adding sidewalks, pedestrian scale lighting, and related improvements to the west side of Emory Street from W Soule Street to the U.S.P.S. office. Please see the attached Scope Description and Fee Proposal for details. The City has \$300,000 budgeted in the FY 2023 Capital Improvement Budget for this project.

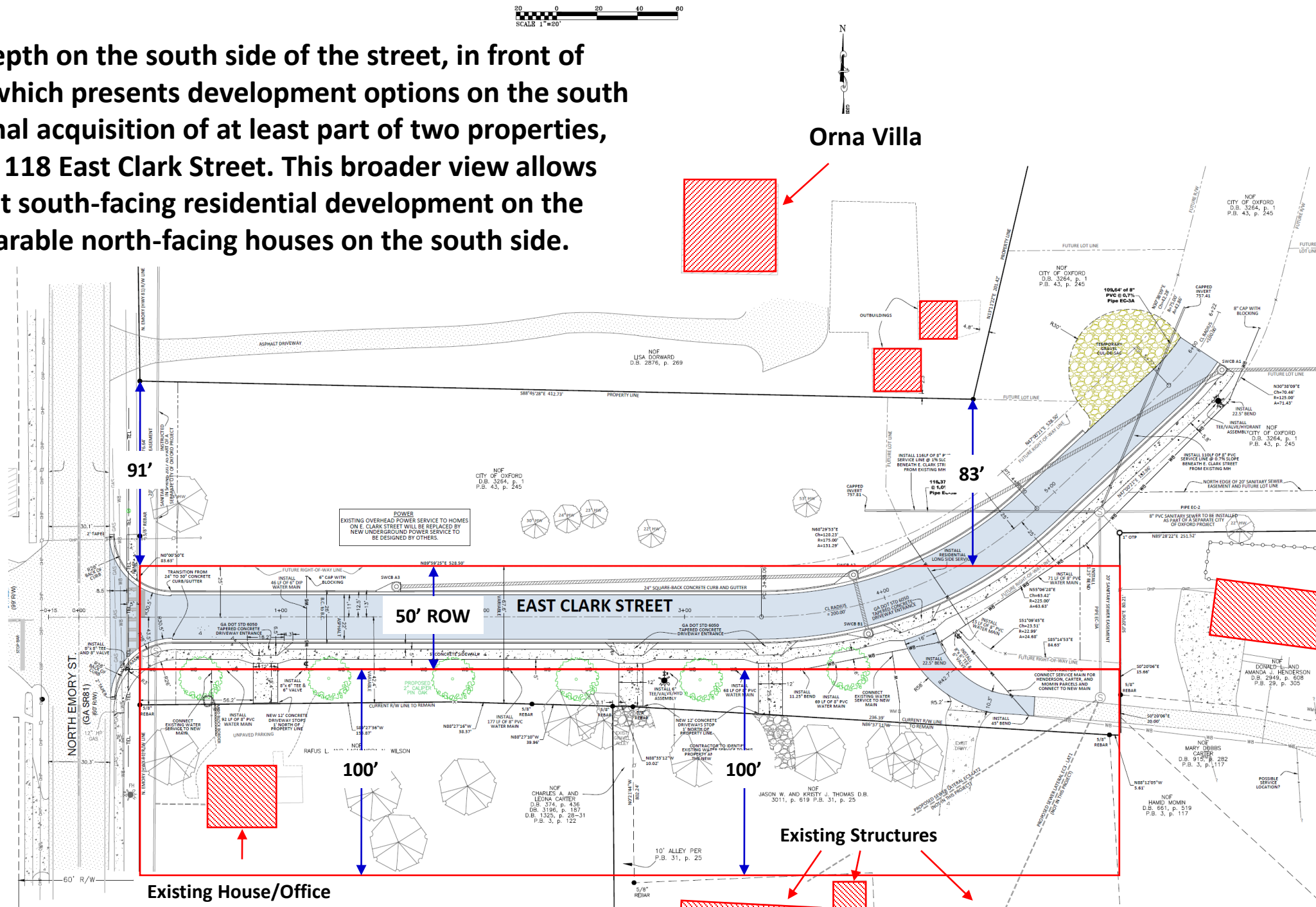
14. Other Business

15. Work Session Meeting Review: Mayor Eady will review all the items discussed during the meeting.

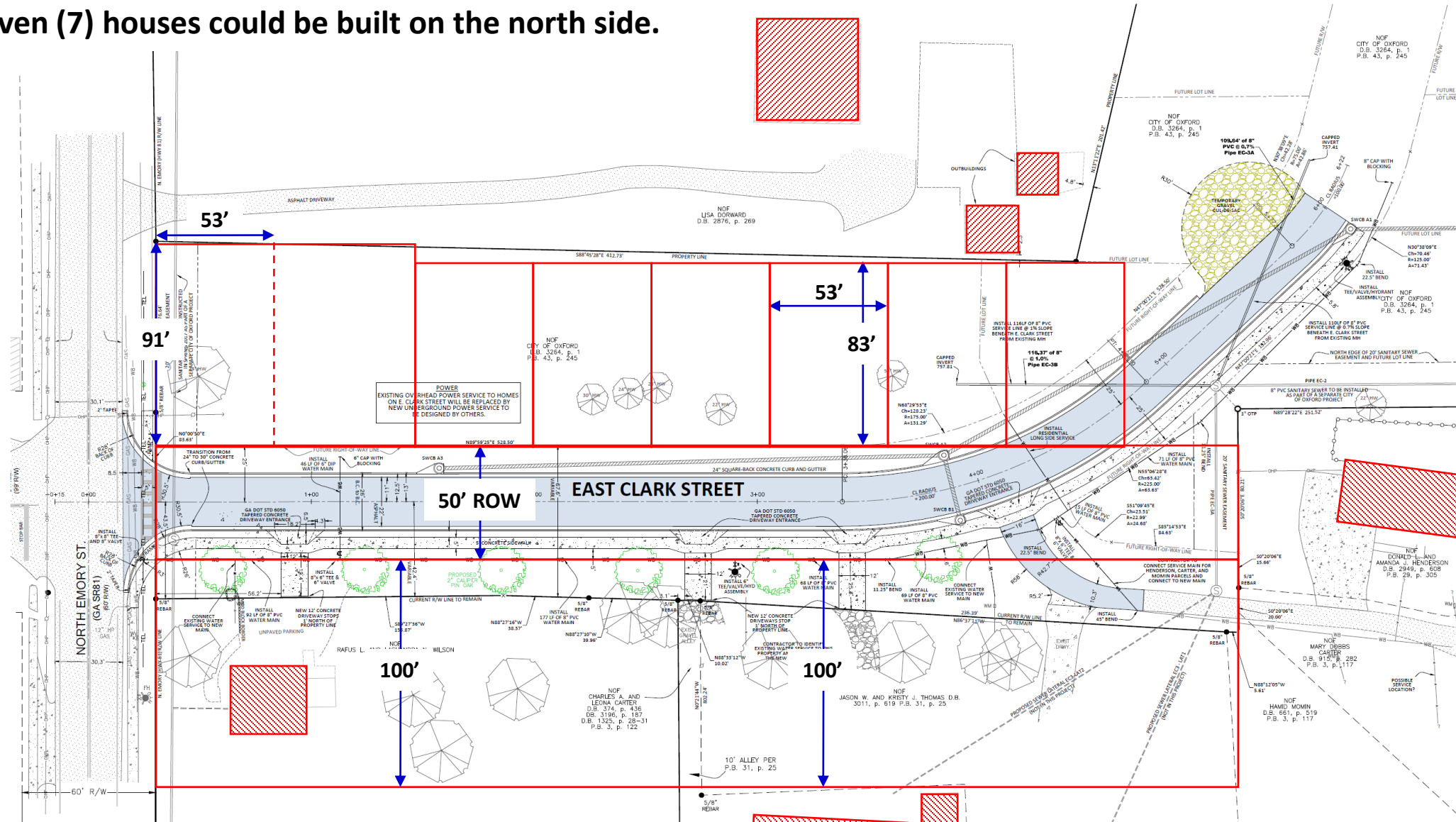
16. Executive Session: An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments

There is 100 feet of depth on the south side of the street, in front of two existing houses, which presents development options on the south side. With the additional acquisition of at least part of two properties, 916 Emory Street and 118 East Clark Street. This broader view allows the city to compliment south-facing residential development on the north side with comparable north-facing houses on the south side.

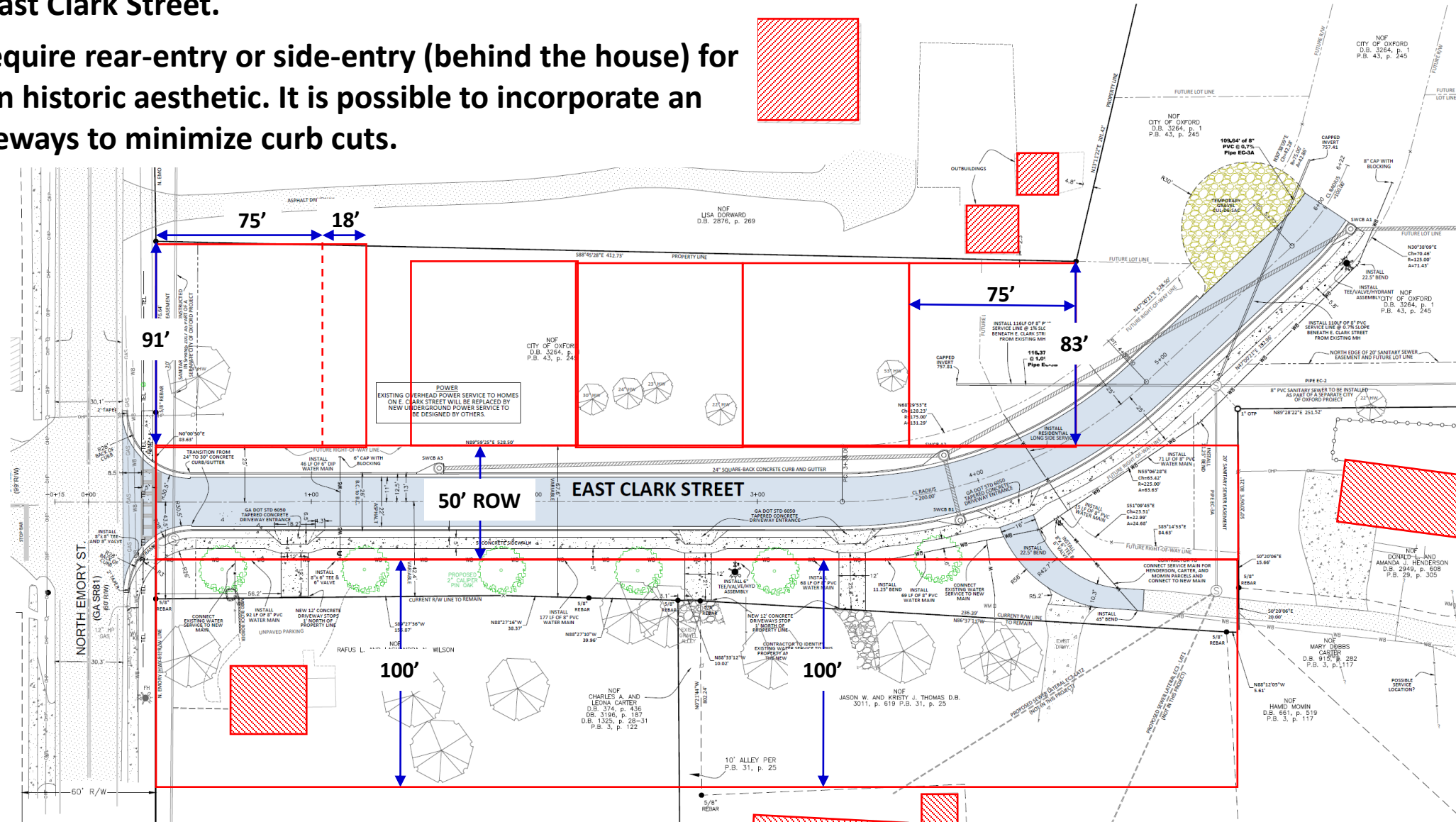


20 0 20 40
SCALE 1"=20'



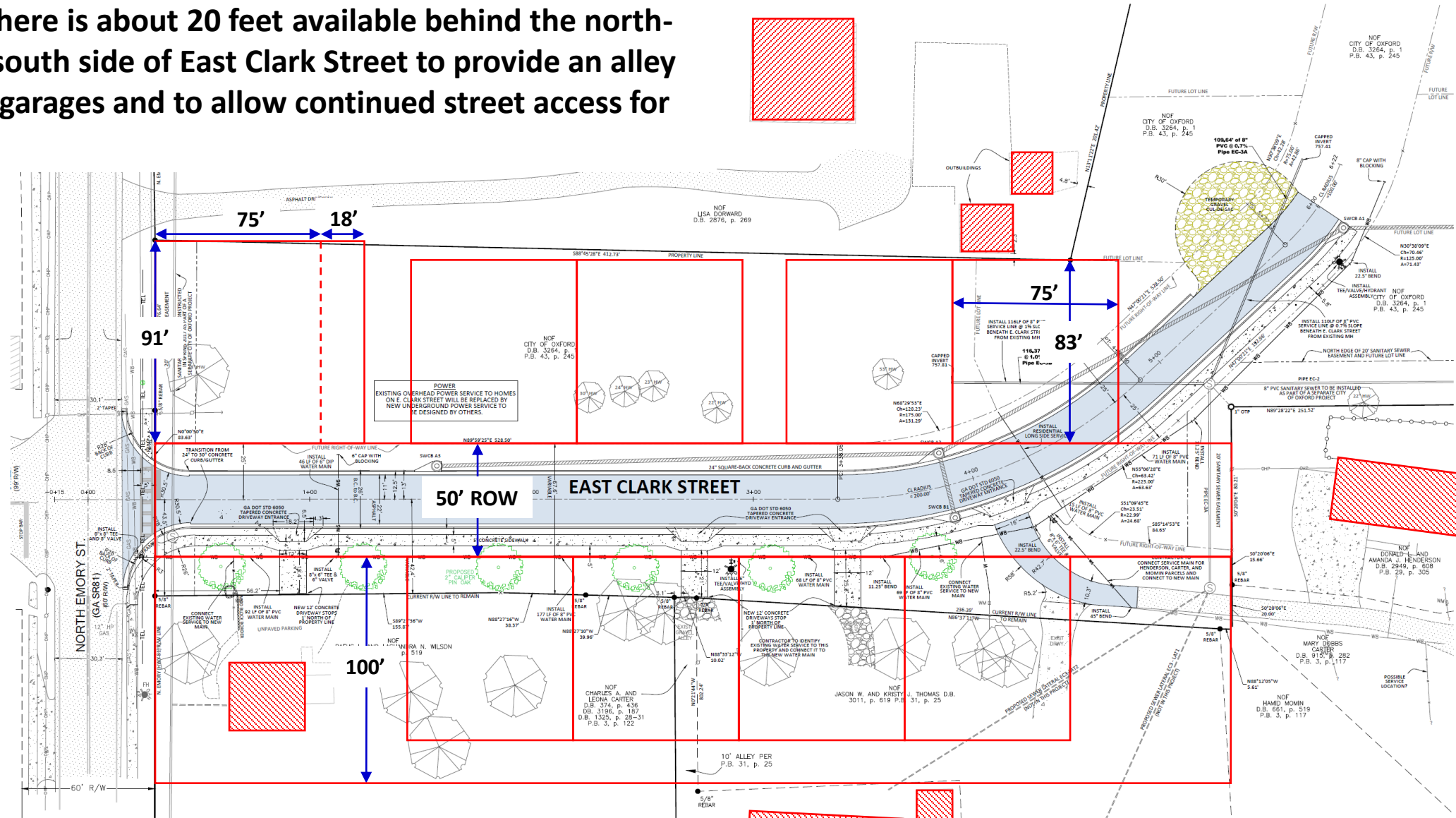
This slide shows 75 feet width per lot, with 83-91 feet depth, which is less than the 7,500 square feet minimum for the adjacent R-7.5, Town Center Residential, zoning district. This density allows five (5) houses to be built on the north side of East Clark Street.

This scenario might require rear-entry or side-entry (behind the house) for garages to maintain an historic aesthetic. It is possible to incorporate an alley or common driveways to minimize curb cuts.

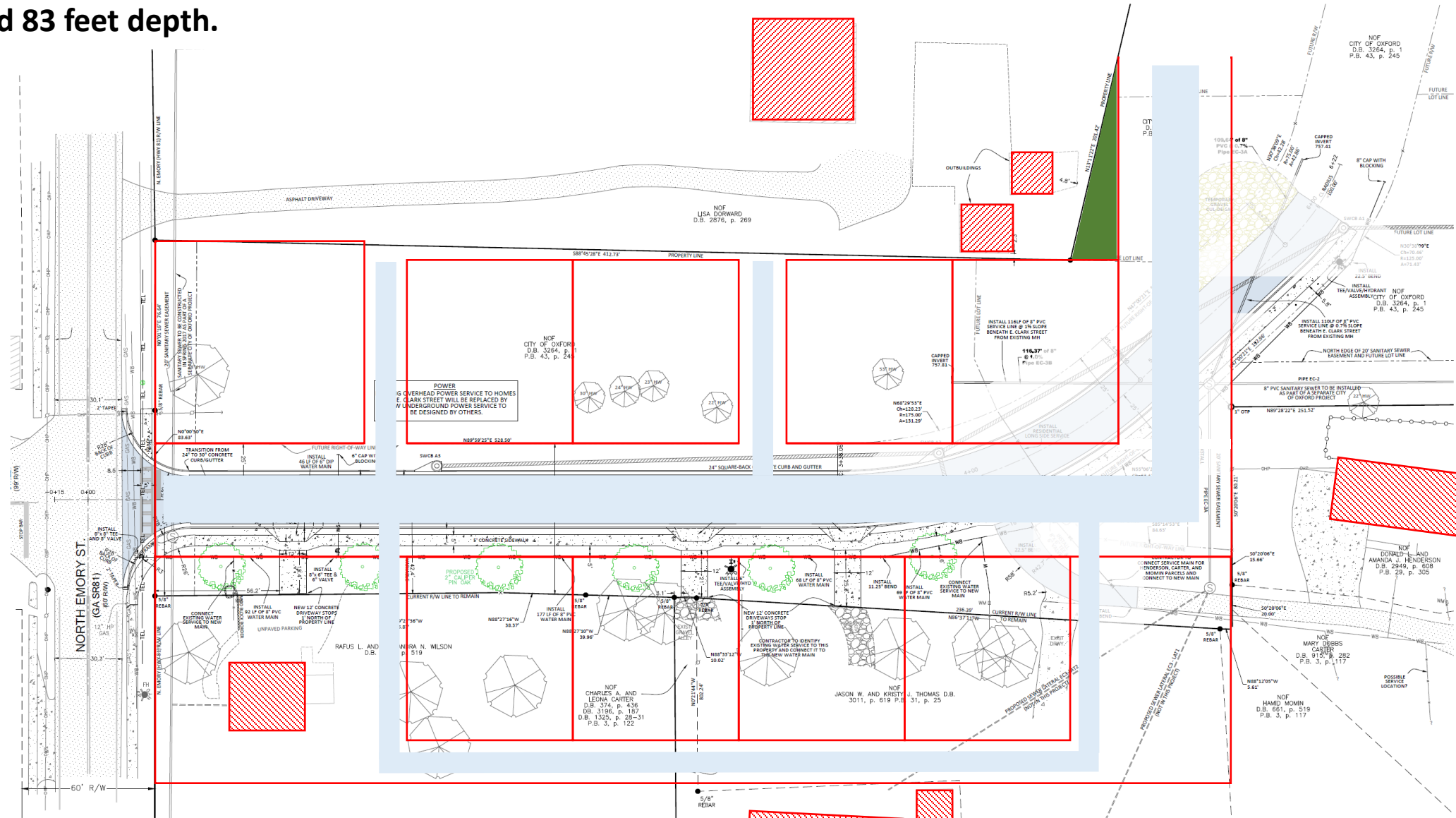


This slide shows an additional four (4) houses can be built, at the same density as the previous slide, on the south side of East Clark Street with some additional property acquisition.

Under this scenario, there is about 20 feet available behind the north-facing houses on the south side of East Clark Street to provide an alley for access to re-entry garages and to allow continued street access for existing houses.

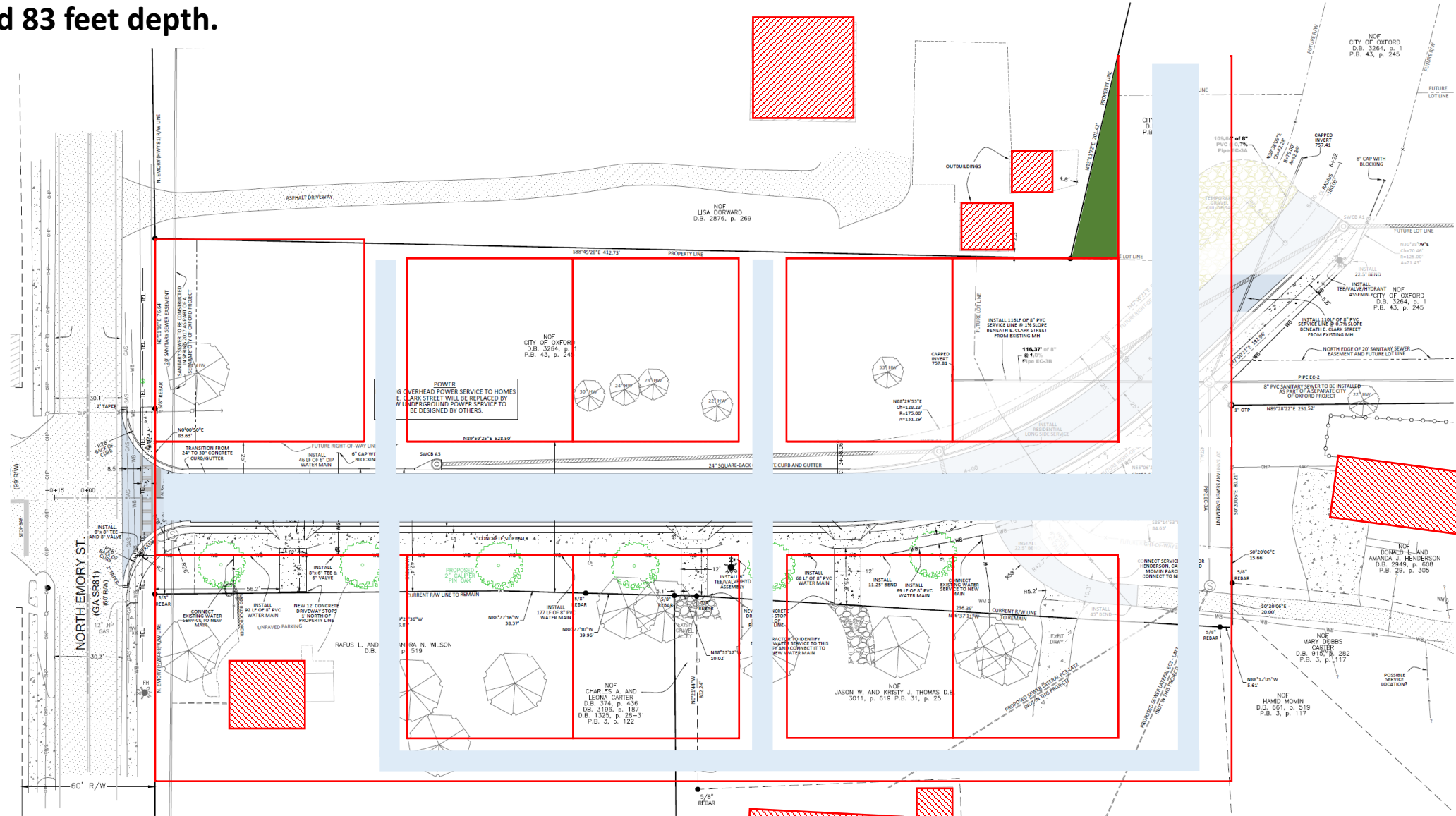


The density under this scenario is approximately 0.143 acre per lot, with 75 feet width and 83 feet depth.



This slide shows the roads and alleys (and common driveways) that might serve residential development on both sides of East Clark Street.

The density under this scenario is approximately 0.143 acre per lot, with 75 feet width and 83 feet depth.



REFERENCES:
DEED RECORD: D.B. 3264, p. 1; D.B. 2389, p. 182
PLAT RECORD: P.B. 43, p. 245; P.B. 43, p. 155; 2015 PLAT BY JORDAN ENGINEERING, INC.
TAX RECORD: TAX MAP 1005, PARCEL 0008 AND 1004 002

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 21,561 FEET, AND AN ANGULAR ERROR OF 64" PER ANGLE POINT, AND WAS ADJUSTED USING THE LEAST SQUARES METHOD.

THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 754,555 FEET.

FIELD DATA WAS COLLECTED USING A TOPCON OPT2003W ELECTRONIC TOTAL STATION LEICA TS12 ROBOTIC TOTAL STATION AND A CHAMPION T302 JAVAD TRIUMPH-4 L-DUAL-FREQUENCY RTK GLOBAL POSITIONING SYSTEM RECEIVER REFERRING THE NGS STATEWIDE NETWORK AND HAVING A RELATIVE POSITIONAL ACCURACY OF LESS THAN 0.04 FEET.

FIELD SURVEY COMPLETED IN AUGUST 2015.

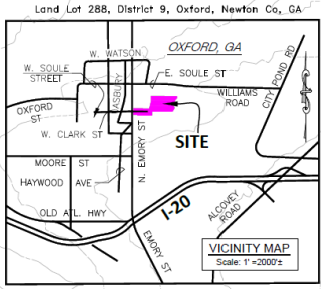
THE PROPERTY SHOWN HEREON IS LOCATED WITHIN A FLOODPLAIN AS DETERMINED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL 13217C 1260 FOR NEWTON COUNTY, GEORGIA DATED 03-17-2014.

EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE NOT SHOWN HEREON AND MAY BE RECORDED OR UNRECORDED.

COORDINATES SHOWN HEREON REFERENCE THE GEORGIA STATE PLANE SYSTEM, WEST ZONE, NAD83, IN US FEET. VERTICAL INFORMATION PROVIDED HEREON REFERENCES NAVD83.

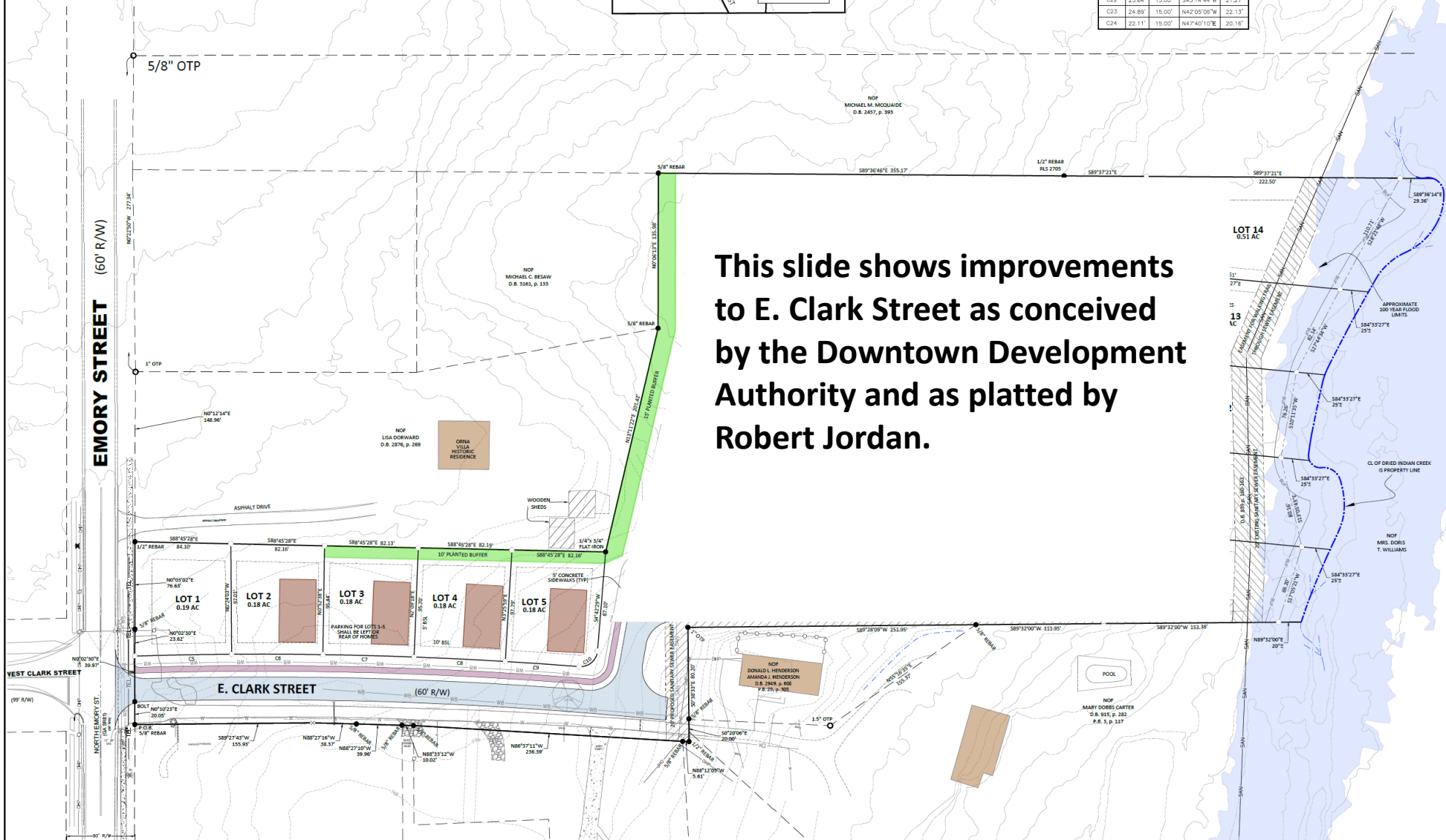
A 25-FOOT UNDISTURBED BUFFER IS ESTABLISHED BY THE STATE OF GEORGIA FROM THE TOP OF CREEK BANKS ON BOTH SIDES OF CREEKS FOR EROSION CONTROL PURPOSES.

THIS PARCEL IS INTENDED TO BE DEVELOPED UNDER THE TOWN CENTER ZONING DISTRICT OF THE CITY OF OXFORD.



- LEGEND**
- OPEN-TOP PIPE FOUND
 - SOLID ROD (REBAR) FOUND
 - 1/2" SOLID ROD (REBAR) SET
 - SURVEYOR'S NAIL SET
 - △ ADJOINING PROPERTY LINE
 - POWER POLE
 - OVERHEAD POWER
 - P.O.B. POINT OF BEGINNING
 - P.O.R. POINT OF REFERENCE
 - NOF NOW OR FORMERLY
 - D.B. DEED BOOK
 - P.B. PLAT BOOK
 - LL LAND LOT
 - OTP OPEN-TOP PIPE

Curve Table				
CURVE	ARC	RADIUS	BEARING	CHORD
C5	84.86	3586.94'	S89°55'17"W	84.86'
C6	80.00'	3586.94'	N89°45'43"W	80.00'
C7	80.00'	3586.94'	N89°29'02"W	80.00'
C8	80.00'	3586.94'	N87°12'22"W	80.00'
C9	64.88	3586.94'	N86°02'56"W	64.88
C10	23.50	15.00'	N49°35'19"E	21.17'
C11	23.47	15.00'	S49°42'29"E	21.15'
C12	70.81	360.00'	S51°02'37"W	70.65'
C13	26.01	15.00'	N42°19'50"W	22.21'
C13	20.23	15.00'	S51°16'03"W	18.73'
C14	22.02	15.00'	N47°27'21"E	20.08'
C20	24.84	15.00'	S42°39'21"E	22.10'
C21	24.50	300.00'	N2°29'52"E	24.54'
C22	23.64	15.00'	S45°14'44"W	21.27'
C23	24.89	15.00'	N42°00'06"W	22.13'
C24	22.11	15.00'	N47°40'10"E	20.16'



This slide shows improvements to E. Clark Street as conceived by the Downtown Development Authority and as platted by Robert Jordan.



PRELIMINARY PLAT

East Clark Village
Oxford, Newton County, Georgia

REV	REVISION DESCRIPTION	DATE	BY	APP
0	INITIAL ISSUE			

Sheet No.
1.0

5/1/2016/03/2016 - E. CLARK STREET IMPROVEMENTS PLAT, PRELIMINARY PLAT 102.042

Oxford E. Clark Street Extension

Bid Summary Sheet

Bid Opening Wednesday, July 12 at 3:00pm

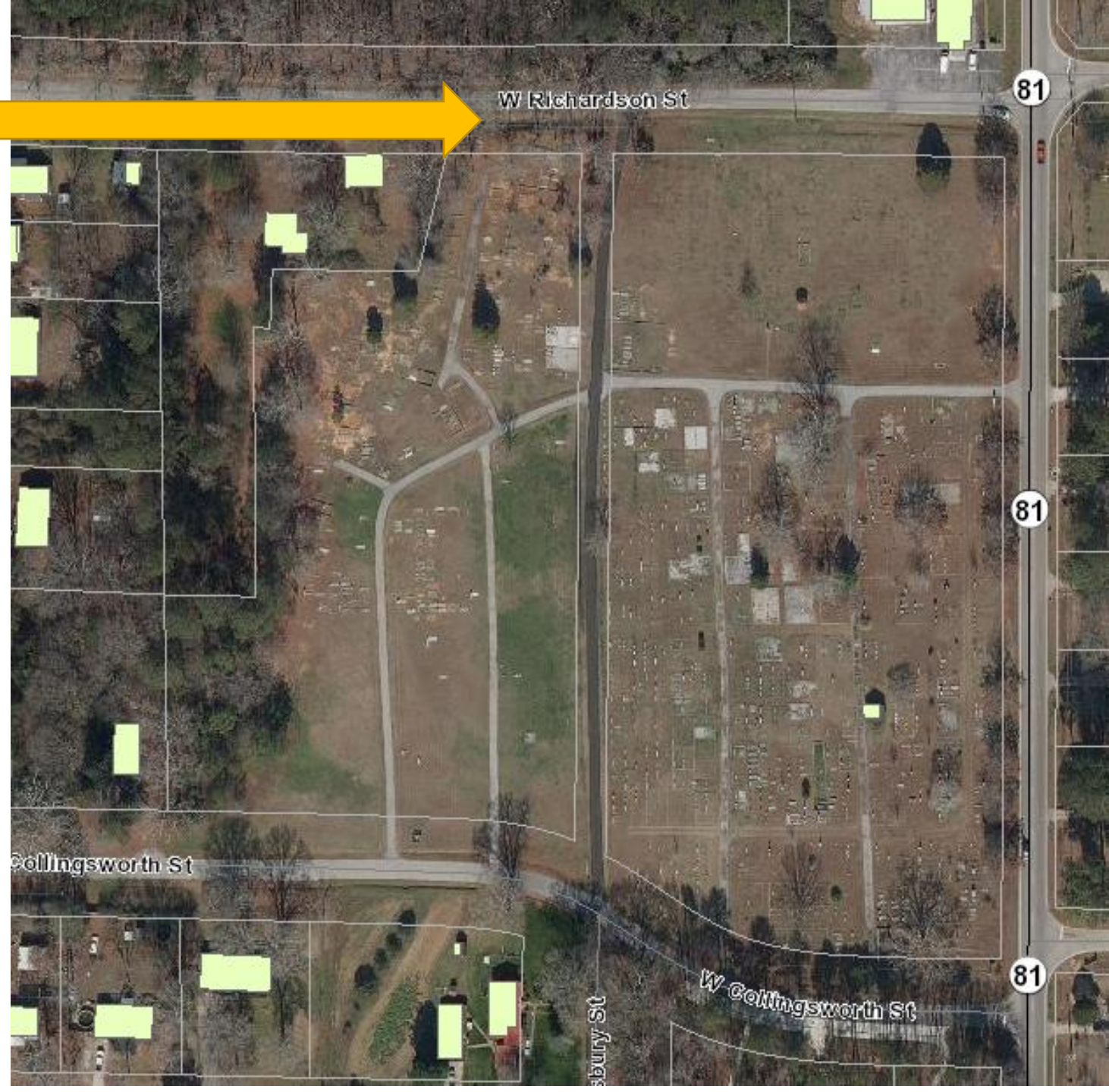
Oxford City Council chamber

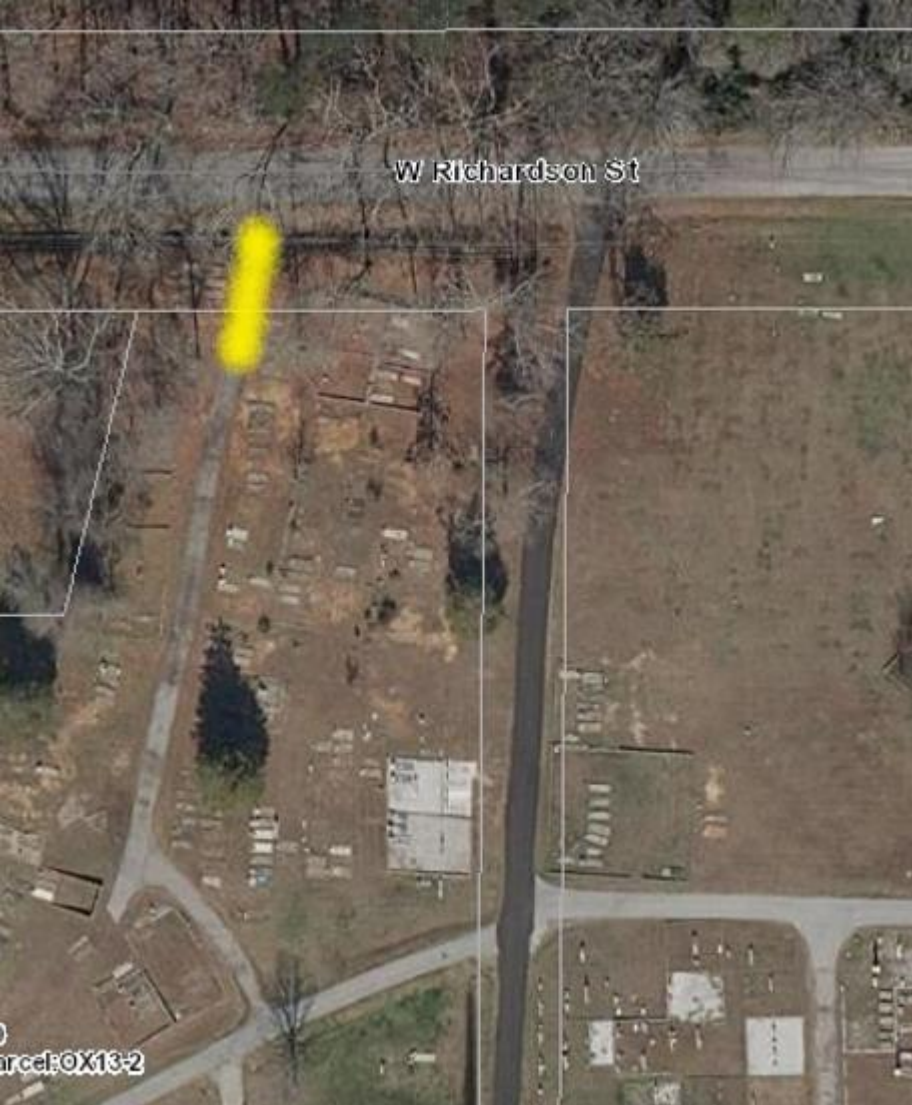
<u>Bid #</u>	<u>Bidder</u>	<u>Total Bid Amount</u>
1	Fortis Engineering	\$ 354,213.32
2	HCS Services	\$ 281,000.00
3	Site Engineering	\$ 816,000.00
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
15		\$
16		\$
17		\$

Bid Summary Sheet completed by: _____

This image of the cemetery in its entirety highlights the location of the proposed connectivity/access to W. Richardson Street.

Interestingly, the south side of the cemetery has five access points with W. Collingsworth Street, while the north side only has one access point with W. Richardson Street.





The length of the project would be approximately 60 feet and would require a concrete stormwater pipe with the appropriate headwall.



View of the site from W. Richardson Street.



The removal of this tree is partly what precipitated this effort as this tree had been blocking the road being brought through to W. Richardson Street.



The fill required
create a
roadbed over
this ditch will be
significant.

ESTIMATE

HCS SERVICES
149 OLD HWY 81
OXFORD GA 30054

11/15/2022

To: CITY OF OXFORD
Job: CEMETARY

Qty	Description	Line Total
	ADD DRIVEWAY 8 FT WIDE AND 75 FT LONG	
	WITH 24 FT OF 18 INCH RCP. 2 IN ASPHALT ON	
	COMPACTED GAB BASE. REMOVE 1 STUMP	
	GRADE AND CLEAN UP.	
	MATERIAL AND LABOR ESTIMATE	\$14,000.00

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



Preview Order 1108 - F2A 4x2 Reg Cab SRW: Order Summary Time of Preview: 11/08/2022 12:09:49

Dealership Name: Covington Ford, Inc.

Sales Code : F21462

Dealer Rep.	Wesley Crowe	Type	Fleet	Vehicle Line	Superduty	Order Code	1108
Customer Name	oxford	Priority Code	A2	Model Year	2023	Price Level	315

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X2 STYLESIDE PICKUP/142	\$43970	FORD FLEET SPECIAL ADJUSTMENT	\$0
142 INCH WHEELBASE	\$0	10000# GVWR PACKAGE	\$0
TOTAL BASE VEHICLE	\$43970	50 STATE EMISSIONS	\$0
OXFORD WHITE	\$0	JACK	\$0
VINYL 40/20/40 SEATS	\$0	XL CHROME PACKAGE	\$225
MEDIUM DARK SLATE	\$0	.FOG LAMPS	\$0
PREFERRED EQUIPMENT PKG.600A	\$0	.BOXLINK	\$0
.XL TRIM	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.AIR CONDITIONING -- CFC FREE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.AM/FM STEREO MP3/CLK	\$0	FUEL CHARGE	\$0
.6.8L DEVCT NA PFI V8 ENGINE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	PRICED DORA	\$0
.LT245/75R17E BSW ALL-SEASON	\$0	ADVERTISING ASSESSMENT	\$0
3.73 RATIO REGULAR AXLE	\$0	DESTINATION & DELIVERY	\$1795
JOB #1 ORDER	\$0		
TOTAL BASE AND OPTIONS			MSRP \$45990
DISCOUNTS			NA
TOTAL			\$45990

ORDERING FIN: QG948 END USER FIN: QG948

*40916

Customer Name:
Customer Address:Customer Email:
Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.
This is not an invoice.



August 8, 2022

Quote prepared for



The City of Oxford

Mr. Jody Reid

Oxford, GA 30054

404-725-6519

Prepared by

Marion Sherrill

Municipalities and Government Sales Manager

678-712-9754

msherrill@getGINN.com

August 8, 2022

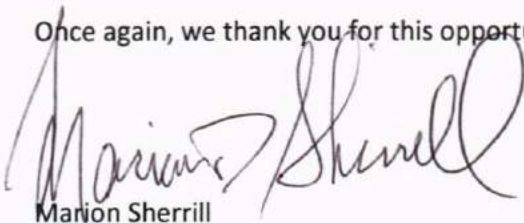
On behalf of the Ginn Motor Company, we thank you for your request and are pleased to present the City of Oxford with the following quote for 1 - 2022 RAM 2500 Regular Cab 4x2 with an 8' Bed.

You'll find attached the following:

- 1- Specifications and Product Information
- 2- Pricing info
- 3- Municipality Lease Options
- 4- Ginn CDJR's Stipulations:
 - a. Terms and Conditions when ordering a vehicle from Ginn CDJR

Please note that **item # 6 – Stipulations must be accepted and signed by the purchaser for the purchase or the order to be finalized.**

Once again, we thank you for this opportunity and look forward to your response.



Marion Sherrill
Municipalities and Government Sales Manager
678-712-9754
msherrill@getginn.com



2022 RAM 2500 REGULAR CAB 4X2
8' Box

\$48160 (*)

2GA Customer preferred Package

- 6.4L V8 Heavy Duty HEMI MDS Engine
- 8-spd Auto Transmission

Less GINN'S DISCOUNT

-\$2750

Plus DEALER FEES

+\$529

price:

\$45939

(*) Quoted price is subject to change based on factory availability and factory price

GINN CHRYSLER JEEP DODGE, LLC
2251 ACCESS ROAD
COVINGTON, GA 300168829

Configuration Preview

Date Printed: 2022-08-08 2:42 PM VIN: Quantity: 1
Estimated Ship Date: VON: Status: BA - Pending order

Sold to: Ship to:
GINN CHRYSLER JEEP DODGE, LLC (60359) GINN CHRYSLER JEEP DODGE, LLC (60359)
2251 ACCESS ROAD 2251 ACCESS ROAD
COVINGTON, GA 300168829 COVINGTON, GA 300168829

Vehicle: 2022 2500 TRADESMAN REG CAB 4X2 (140 in WB 8FT 0 IN box) (DJ2L62)

	Sales Code	Description	MSRP(USD)
Model:	DJ2L62	2500 TRADESMAN REG CAB 4X2 (140 in WB 8FT 0 IN box)	42,775
Package:	2GA	Customer Preferred Package 2GA	0
	ESB	6.4L V8 Heavy Duty HEMI MDS Engine	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	MDA	Front License Plate Bracket	0
	CLY	Mopar Front Rubber Floor Mats	125
	DSA	Anti-Spin Differential Rear Axle	495
	LNC	Clearance Lamps	95
	MRU	Mopar Black Tubular Side Steps	445
	XHC	Trailer Brake Control	395
	XMF	Mopar Spray in Bedliner	600
	GPG	Mirrors-Tow Pwr Adj Heat Black	195
	A61	Tradesman Level 1 Equipment Group	1,490
	4AJ	Connected Services Delete Credit	-250
	5N7	Saved Favorites	0
	166	Zone 66-Orlando	0
	4EA	Sold Vehicle	0
Discounts:	YG2	5.2 Additional Gallons of Gas	0
Destination Fees:			1,795

Total Price: 48,160 .

Order Type: Retail PSP Month/Week:
Scheduling Priority: 1-Sold Order Build Priority: 99
Salesperson:
Customer Name:
Customer Address:

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

MUNICIPALITY LEASE-TO-OWN OPTION

AMOUNT FINANCED: \$45939

OPTION 1: MONTHLY PAYMENTS Rates from 5.31% (60 months)

NUMBER OF PAYMENTS:	36	\$1387
	48	\$1065
	60	\$874

OPTION 2: ANNUAL UPFRONT PAYMENTS Rates from 5.37% (60 months)

36 MONTHS TERM:	\$12439	NUMBER OF PAYMENTS:	3
48	\$10185		4
60	\$8692		5

OPTION : ANNUAL IN ARREAR PAYMENTS Rates from 5.23% (60 months)

36 MONTHS TERM:	\$16949	NUMBER OF PAYMENTS:	3
48	\$13023		4
60	\$10677		5

All quotes, offers, rates, and payment plans are for informational purpose only. Subject to the underwriting and credit rules of the lender and are subject to credit approval.

Standard Features - DJ2L62-2500 TRADESMAN REG CAB 4X2 (140 in WB 8FT 0 IN box)

Code	Description
ME4	"RAM" Door Badges
ME6	"RAM" Grille Badge
DRQ	11.50" Single Wheel Rear Axle
JCB	120 MPH Primary Speedometer
JJJ	12V Auxiliary Power Outlet
WF1	17" Steel Spare Wheel
WDA	17X7.5 Steel Styled Wheels
BAD	180 Amp Alternator
CSJ	2 Way Rear Headrest Seat
CDX	2-Way Front Head Restraints
DME	3.73 Axle Ratio
NFX	32 Gallon Fuel Tank
RCD	4 Speakers
SCF	4-Spoke Steering Wheel
CBE	40/20/40 Split Bench Seat
RFU	5.0" Touchscreen Display
NAS	50 State Emissions
DJN	6,000# Front Axle
ESB	6.4L V8 Heavy Duty HEMI MDS Engine
XFK	7 Pin Wiring Harness
BCN	730 Amp Maintenance Free Battery
DFX	8-Spd Auto 8HP75-LCV Transmission
RD3	Accent Color Shark Fin Antenna
MDX	Active Grille Shutters
CG3	Advanced Multistage Front Air Bags
HAA	Air Conditioning
BRT	Anti-Lock 4-Wheel Disc Brakes
RSU	Audio Jack Input for Mobile Devices
LMG	Automatic Headlamps
CTL	Base Door Trim Panel
A6A	Base Equipment Group
CU3	Behind the Seat Storage / Bin
MNA	Black Door Handles
MB1	Black Front Bumper
MBN	Black Rear Bumper
CKJ	Black Vinyl Floor Covering
XJ8	Body Color Fuel Filler Door
BGE	Brake Assist
LPE	Cargo and CHMSL Lamp
WMJ	Center Hub
CGU	Child Seat Anchor System-LATCH Ready
MFP	Chrome Headlamp Bezels
XFR	Class V Receiver Hitch

Standard Features - DJ2L62-2500 TRADESMAN REG CAB 4X2 (140 in WB 8FT 0 IN box)		Code	Description
JAE	Cluster 3.5" TFT B&W Display		
XCT	Coat Hooks		
DS8	Conventional Differential Rear Axle		
HGB	Dash Liner Insulation		
LM1	Daytime Running Headlamps, Low Beam		
MD8	Delete Front License Plate Bracket		
CLP	Door Sill Scuff Pads		
JVA	Driver Seat - Manual Adjust 4-Way		
CSP	Driver/Passenger Assist Handles		
JJB	Dual Note Electric Horns		
DH4	Electronic Range Select		
BNS	Electronic Roll Mitigation		
BNB	Electronic Stability Control		
NHN	Electronically Controlled Throttle		
HGF	Floor Tunnel Insulation		
MXB	Front Air Dam		
CDR	Front Armrest w/Cupholders		
SFB	Front Heavy Duty Shock Absorbers		
CGD	Front Height Adjust Shoulder Belts		
LAX	Front Passenger Seat Belt Alert		
SHA	Front Stabilizer Bar		
MHR	Front Wheel Well Liners		
XGA	Front/Rear Climate Control Outlets		
JWA	Frt Pass Seat - Manual Adjust 4-Way		
TBB	Full Size Spare Tire		
RDG	Global Telematics Box Module (TBM)		
JKH	Glove Box		
JLP	GPS Antenna Input		
MFF	Grille-Matte Black Mesh		
MM5	Grille-Surround Matte Black		
Z2D	GVW Rating - 10000#		
LME	Halogen Quad Headlamps		
*TX	HD Vinyl 40/20/40 Split Bench Seat		
LHD	Headlamp Off Time Delay		
SDB	Heavy Duty Suspension		
MW5	Hemi Badge		
BNG	Hill Start Assist		
JE1	I/P Bezels-Painted		
LAC	Illuminated Entry		
LA6	Incandescent Tail Lamps		
JY1	Instrument Cluster Theme 1 (Base)		
JBF	Instrument Panel Black Bezel		
XRB	Integrated Voice Command w/Bluetooth		

Standard Features - DJ2L62-2500 TRADESMAN REG CAB 4X2 (140 in WB 8FT 0 IN box)		Code	Description
		CEU	Key Fob - Black
		LNK	LED Hitch Lamp In Tailgate Handle
		XJJ	Locking Tailgate
		TWD	LT245/70R17E BSW All Season Tires
		GPU	Manual 6 x 9 Black Mirrors
		JE8	Manual Door Locks
		JF8	Manual Windows
		LBA	Map/Courtesy Lamp
		RSF	Media Hub-2 USB, Full Funct, Aux
		APA	Monotone Paint
		JMD	N95+Bio HVAC Cabin Filter
		NZD	Next Generation Engine Controller
		XA8	Non Adjustable Pedals
		XAC	ParkView Rear Back-up Camera
		GNM	Passenger Side Sun Visor w/Mirror
		XBS	Pickup Box
		JKY	Power Accessory Delay
		SBE	Power Steering
		GX4	Pushbutton Start
		MS4	Ram 2500 Badge
		MGA	Ram's Head Badge
		BHD	Ready Alert Braking
		LCH	Rear Dome Lamp
		GJD	Rear Fixed Window
		SGB	Rear Heavy Duty Shock Absorbers
		GNA	Rear View Day/Night Mirror
		LTF	Red Tail Lamp Bezels
		RSX	Remote USB Port
		RS3	Remote USB Port - Charge Only
		C1G	Rotary Shifter-Black
		GXX	Sentry Key Theft Deterrent System
		RT1	SiriusXM Guardian-Included trial (B)
		NHM	Speed Control
		CJ4	Supp Side Curtain Front Air Bags
		CJ1	Supplemental Frt Seat Side Air Bags
		CGS	Supplemental Side Air Bags
		JFJ	Temperature & Compass Gauge
		SUA	Tilt Steering Column
		GAC	Tinted Glass Windows
		G8B	Tinted Windshield Glass
		XBN	Tip Start
		TBM	Tire Carrier Winch
		LAW	Tire Fill Alert

Standard Features - DJ2L62-2500 TRADESMAN REG CAB 4X2 (140 in WB 8FT 0 IN box)	
Code	Description
XGM	Tire Pressure Monitoring Display
BNM	Traction Control
BNT	Trailer Sway Damping
XFU	Trailer Tow w/4-Pin Connector Wiring
UAA	Uconnect 3 with 5" Display
RF7	USB Host Flip
JHA	Var Intermittent Windshield Wipers
LAZ	Vehicle Information Center
XCM	Vendor Painted Cargo Box
4ZB	Vendor Painted Cargo Box Tracking



This document is required to be accepted and signed by the purchaser and returned via email to Marion Sherrill at msherrill@getginn.com.

The following conditions apply to all Government, Municipalities, Police, and Commercial orders and/or purchase transactions:

ORDERS:

- 1- All orders require a Purchase Order from the respective agency ordering the vehicle(s).
- 2- Specifications and built vehicles must be approved by the purchaser.
- 3- An estimated price of a configured vehicle cannot be used for the purpose of generating a final purchase order. The latter will be rejected by Ginn Motor Company and the order will not be placed.
- 4- Ginn Motor Company cannot guarantee a delivery date from the factory.

COMPLETION OF PURCHASE:

- 5- The purchaser will be advised in advance when the vehicles are in transit and will be provided with an invoice for the total purchase.
- 6- The purchaser will have 72 hours to complete the purchase and pay for the ordered vehicle(s) once the latter is received by the dealership. Weekend hours do not count.
- 7- Multiple ordered units may not be received all at once, however the purchaser will still be required to complete the purchase within 72 hours for the number of units available and ready for pick up.
- 8- Purchasers who choose not to pick up a partial order will be considered in default and the ordered units will be made available for sale as part of the inventory units.
- 9- Purchase may specify other payment terms in the bid request; however these must be accepted by Ginn Motor Company to be in effect.

DELIVERY:

- 10- Ordered vehicles and inventory units are FOB Ginn Motor Company – 2251 Access Road, Covington GA 30016
- 11- Quoted prices for ordered units or lot units do not include delivery charge.
- 12- Vehicles' delivery is available upon request and is subject to a delivery charge and will be completed by Ginn Motors' professional drivers.
- 13- Vehicles must be paid in full prior to the delivery.

DELIVERY CHARGE:

- 14- Unless specified in the quote, the delivery charge is not included in the purchase price of the vehicle(s).
- 15- There is a charge of \$2.00 per mile driven one-way to cover expenses and fuel. The rate may be adjusted from time to time to correspond with current market conditions. Ginn Motor Company will honor the quoted rate should the rate increases at the time of delivery.
- 16- The purchaser may request for the vehicles to be transported and not driven. Ginn Motors will provide a transportation estimate at time of ordering the vehicles. This estimate will be finalized 10 days prior to the arrival of the vehicles at the dealership and may be different than the original estimated amount. The purchaser will have the options to provide his own transportation company in lieu of the one provided by Ginn Motors should the price of transportation varies from the estimate.

INSURANCE:

- 17- All purchasers are required to provide proof of insurance prior to picking up the vehicle(s).

TERMS:

- 18- Terms of payments: PAYMENT IN FULL UPON RECEIVING VEHICLE(S)
- 19- Unless specific payment terms are listed in the bid request and accepted by Ginn Motor Company, payments are expected at time of delivery.
- 20- Payment terms cannot exceed 30 days.

COMMUNICATION METHOD:

- 21- All final agreements must be in written format and accepted by all parties. Written agreements will take priority and override any verbal agreements.

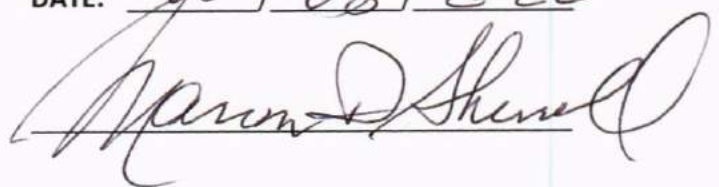
ACCEPTED BY:

Name: _____

Title: _____

Agency: _____

DATE:

08, 08, 2022


Marion Sherrill

Sales Manager – Government & Municipalities

Ginn Motor Company

ATTENTION ALL USERS: When using Order Workbench (OWB), please DO NOT disable pop-up windows functionality. OWB uses pop-up windows to display business critical alerts, confirmations and warning messages vital in transactions. For assistance, contact the QWS Help Desk at 1-800-337-1010.

Choose New Vehicle: Choose Options

Choose Model	Choose Options	GINN COMMERCIAL Marion Sherrill Government Municipal Sales Mgr 2251 Access Road Covington, GA 30016 (p)678-625-4000/(f)678-625-4300 msherrill@gcfgin.com	View Summary
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NEW VEHICLE INFORMATION

2023 CHEVROLET TRUCK
CHDREG - CC20903 - 2500HD
Silverado: LWB, 2WD, Reg Cab
Pickup

1WT

FLT Fleet
FNR-Fleet
Commercial

MSRP ▼

G1W	Iridescent Pearl Tricoat	\$995.00
G7C	Red Hot	\$0.00
GA0	Northsky Blue Metallic	\$0.00
GAN	Silver Ice Metallic	\$0.00
GAZ	Summit White	\$0.00
GB8	Mosaic Black Metallic	\$0.00
GBA	Black	\$0.00
GHR	Greenstone Metallic	\$0.00
GSK	Cherry Red Tintcoat	\$495.00
H0U	Jet Black, Cloth seat trim	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
HV5	Gideon/Very Dark Atmosphere, Cloth seat trim	\$0.00
C4M	GVWR, 9,900 lbs. (4490 kg)	\$0.00
C7A	Lowered GVWR, 10,000 lbs. (4536 kg)	\$0.00
JGA	GVWR, 10,150 lbs. (4604 kg)	\$0.00
JGE	GVWR, 10,550 lbs. (4785 kg)	\$0.00
JGG	GVWR, 10,750 lbs. (4876 kg)	\$0.00
L5P	Engine, Duramax 6.6L Turbo-Diesel V8	\$9,890.00
L8T	Engine, 6.6L V8	\$0.00
MGM	Transmission, Allison 10-Speed automatic	\$0.00
MGU	Transmission, Allison 10-Speed automatic with integrated Power Take-Off (PTO)	\$0.00
MYD	Transmission, 6-speed automatic, heavy-duty	\$0.00
FE9	Emissions, Federal requirements	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00
YF5	Emissions, California state requirements	\$0.00

GT4	Rear axle, 3.73 ratio	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
QF6	Tires, LT275/70R18E all-terrain, blackwall	\$200.00
QF9	Tires, LT275/65R20 all-terrain, blackwall	W/A
QH9	Tires, LT245/75R17E all-season, blackwall	\$0.00
QXT	Tires, LT265/70R17E all-terrain, blackwall	\$200.00
PYN	Wheels, 17" (43.2 cm) painted steel, Silver	\$0.00
PYQ	Wheels, 17" (43.2 cm) machined aluminum	\$350.00
PYT	Wheels, 18" (45.7 cm) painted steel	\$300.00
PYV	Wheels, 18" (45.7 cm) machined aluminum	\$300.00
Q7Q	Wheels, 20" transit aluminum wheels	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
IOS	Audio system, Chevrolet Infotainment 3 Plus system	\$0.00
AE7	Seats, front 40/20/40 split-bench	\$0.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
TCE	Ship Thru, for Orders with (CGN) Spray-on Bedliner, Produced in Flint Assembly and shipped to Auto Truck Group, Roanoke, IN and returned to Ft. Wayne Assembly for shipping to final destination	\$0.00
TCH	Ship Thru, for Orders with (CGN) Spray-on Bedliner, Produced in Flint Assembly and shipped to Reading Truck Equipment, Pontiac, MI and returned to Flint Assembly for shipping to final destination	\$0.00
TCL	Ship Thru, Produced in Flint Assembly and shipped to Kerr Industries, Warren, MI. Returned to Flint Assembly for shipping to final destination	\$0.00
TDE	Ship Thru, Produced in Flint Assembly and shipped to Monroe Truck Equipment, MI, Then to TK Services, AK for shipping to final destination	\$0.00
TVY	Ship Thru, Produced and shipped to Anchorage VDC then to TK Services and returned to Anchorage VDC for shipping to final destination	\$0.00
TZS	Ship Thru, Produced in Flint Assembly and shipped to Alt. Fuel Innovations LLC, Kansas City, MO. Returned to Fairfax Assembly for shipping to final destination	\$0.00
VCB	Ship Thru, Produced in Flint Assembly and shipped to Monroe Truck Equipment in Flint. Returned to Flint Assembly for shipping to final destination.	\$0.00
VDB	Ship Thru, Produced in Flint Assembly and shipped to Empire Emergency Apparatus, Niagara Falls, NY. Returned to Flint Assembly for shipping to final destination.	\$0.00
VDF	Ship Thru, Produced in Flint Assembly and shipped to ECO Vehicle Systems, Union City, IN. Returned to FT. Wayne Assembly for shipping to final destination.	\$0.00
VDK	Ship Thru, Produced in Flint Assembly and shipped to Royal Truck Body, Flint, MI. Returned to Flint Assembly for shipping to final destination	\$0.00
VEW	Ship Thru, Produced in Flint Assembly and shipped to Canfield Equipment in Warren, MI. Returned to Lansing Delta for shipping to final destination.	\$0.00
VFW	Ship Thru, Produced in Flint Assembly and shipped to NBC Truck Equipment Roseville, MI. Returned to Flint Assembly for shipping to final destination.	\$0.00
VHR	Ship Thru, Produced in Flint Assembly and shipped to Reading Equipment and Distribution Pontiac, MI. Returned to Lansing Delta for shipping to final destination.	\$0.00
VSH	Ship Thru, for Orders with (CGN) Spray-on Bedliner, Produced in Flint Assembly and shipped to Monroe Truck Equipment, Flint, MI and returned to Flint Assembly for shipping to final destination	\$0.00
VTV	Ship Thru, for Orders with (CGN) Spray-on Bedliner, Produced in Flint Assembly and shipped to Knapheide Truck Equipment, Flint, MI and returned to Flint Assembly for shipping to final destination	\$0.00
VUD	Ship Thru, Produced in Flint Assembly and shipped to Knapheide Truck Equipment in Flint, MI. Returned to Flint Assembly for shipping to final destination.	\$0.00
VUI	Ship Thru, Produced in Flint Assembly and shipped to Auto Truck Group, Roanoke, IN and returned to Ft.	\$0.00

Wayne Assembly for shipping to final destination

BATTERY

K4B	Battery, auxiliary, 730 cold-cranking amps/70 Amp-hr	\$135.00
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FLEET MANAGEMENT COMPANIES

R6A	ARI	\$0.00
R6R	Donlen Corp	\$0.00
R6T	Emkay	\$0.00
R6U	GE	\$0.00
R7A	Enterprise Fleet	\$0.00
R7G	LeasePlan	\$0.00
R7H	Mike Albert	\$0.00
R7W	PHH	\$0.00
R8N	Wheels	\$0.00

MIRROR O/S

DBG	Mirrors, outside power-adjustable vertical trailinging	\$0.00
DLN	Mirrors, outside heated power-adjustable, manual folding	\$50.00
DWC	Mirrors, outside power-adjustable vertical trailinging with heated and auto-dimming upper glass	\$430.00
DWI	Mirrors, outside power-adjustable vertical trailinging with heated and auto-dimming upper glass	\$720.00

OnStar

R8P	OnStar 33 Addl Mnths Safe / Secure / Remote Access	\$0.00
R8W	OnStar 2 Additional Yrs of OnStar Safe and Sound	\$0.00
R8Z	OnStar Additional 45 Months Fleet Safety and Security	\$0.00
RFH	OnStar 3.5 Additional Yrs Safe & Sound Service	W/A

STEPS, RUNNINGBOARD

RVQ	LPO, Black tubular assist steps, 6" rectangular	\$695.00
RVS	LPO, Assist steps - 4" Black - round	\$695.00
VQO	LPO, Black work step	\$495.00
VTP	LPO, Assist steps, commercial	\$695.00
VXH	LPO, Assist steps, chromed tubular, 6" rectangular	\$895.00
VXJ	LPO, Assist steps - 4" chromed round	W/A

TIRE SPARE

ZHQ	Tire, spare LT245/75R17E all-season, blackwall	\$0.00
ZXT	Tire, spare LT265/70R17E all-terrain, blackwall	\$0.00
ZYG	Tire, spare LT275/70R18 all-terrain, blackwall	\$0.00

Other

5JY	LPO, Tri-fold soft tonneau cover by Advantage	\$525.00
9J4	Bumper, rear, delete	\$0.00
9L7	Upfitter switch kit, (5)	\$150.00
A2X	Seat adjuster, driver 10-way power	\$290.00
AKO	Glass, deep-tinted	\$0.00
AQQ	Remote Keyless Entry	\$0.00
AU3	Door locks, power	\$0.00
AVJ	Keyless Open and Start	\$0.00
B1J	Wheelhouse liners, rear	\$0.00
B30	Floor covering, color-keyed carpeting	\$100.00
B59	Remote Start Package	W/A
BG9	Floor covering, rubberized-vinyl	\$0.00
BHP	Winter Grille Cover	\$0.00
BTV	Remote vehicle starter system	\$0.00
C49	Defogger, rear-window electric	\$0.00
CGN	Chevytec spray-on bedliner	\$545.00

CJ2	Air conditioning, dual-zone automatic climate control	\$0.00
CMT	Gooseneck/5th Wheel Package	\$1,365.00
DD8	Mirror, inside rearview auto-dimming	\$0.00
E63	Durabed, pickup bed	\$0.00
F60	Heavy Duty Front Spring/Camper Package	\$45.00
FHS	E85 FlexFuel capable	\$100.00
FPF	DPF, diesel particulate filter, manual regeneration	\$250.00
G80	Auto-locking rear differential	\$0.00
JL1	Trailer brake controller, integrated	\$275.00
K05	Engine block heater	\$100.00
K34	Cruise control, electronic	\$0.00
K40	Exhaust brake	\$0.00
K47	Air filter, heavy-duty	\$0.00
KA1	Seating, heated driver and front outboard passenger	\$0.00
KC4	Cooling, external engine oil cooler	\$0.00
KHF	Alternators, dual, 220-amps primary, 170-amps auxiliary	\$380.00
KJ3	Steering wheel, heated	\$0.00
KI4	Power outlet, instrument panel, 120-volt	\$150.00
KNP	Cooling, auxiliary external transmission oil cooler	\$0.00
KW5	Alternator, 220 amps	\$150.00
KW7	Alternator, 170 amps	\$0.00
N37	Steering column, manual tilt and telescoping	\$0.00
NB8	Emissions override, California	\$0.00
NB9	Emissions override, state-specific	\$0.00
NC7	Emissions override, Federal	\$0.00
NZZ	Skid Plates	\$150.00
P0G	OnStar Assurance Additional 57 Months of Service	\$0.00
P0J	OnStar Additional 21 months of OnStar Fleet Safety and Security.	\$0.00
P0K	OnStar Additional 33 months of OnStar Fleet Safety and Security.	\$0.00
P0L	OnStar Additional 45 months of OnStar Fleet Safety and Security.	\$0.00
P0M	OnStar Additional 21 months of OnStar Fleet Driver Remote Access.	\$0.00
P0N	OnStar Additional 33 months of OnStar Fleet Driver Remote Access.	\$0.00
P0O	OnStar Additional 45 months of OnStar Fleet Driver Remote Access.	\$0.00
P0R	OnStar Additional 9 Months Fleet Driver Remote Access	\$0.00
P0U	OnStar Additional 9 Months Fleet Safety & Security	\$0.00
P0V	OnStar Vehicle Insights - 1 year of Service.	\$0.00
P0W	OnStar Vehicle Insights - 2 years of Service.	\$0.00
P0X	OnStar Vehicle Insights - 3 years of Service.	\$0.00
P0Y	OnStar Vehicle Insights - 4 years of Service.	\$0.00
P0Z	OnStar Vehicle Insights - 5 years of Service.	\$0.00
P1J	OnStar Essentials 9 Months of Service	W/A
P1K	OnStar Essentials 24 Months of Service	W/A
P1L	OnStar Essentials 33 Months of Service	\$0.00
P1M	OnStar Essentials 45 Months of Service	W/A
P1N	OnStar Additional 9 Months of Assurance	\$0.00
P1O	OnStar Program	\$0.00
P1P	OnStar Essentials 33 Months of Service	\$0.00
P1Q	OnStar 3.75 Additional Yrs Safe & Sound Service	\$0.00
P1R	OnStar Additional 9 months of OnStar Assurance for Tier3 Fleets.	\$0.00
P1S	OnStar Additional 21 months of OnStar Assurance for Tier3 Fleets.	\$0.00
P1T	OnStar Additional 33 months of OnStar Assurance for	\$0.00

	Tier3 Fleets.	
P1U	OnStar Additional 45 months of OnStar Assurance for Tier3 Fleets.	\$0.00
PCL	Convenience Package	W/A
PCM	Convenience Package II	W/A
PCV	WT Convenience Package	\$1,615.00
PDB	LPO, Dark Essentials Package	\$450.00
PDJ	Safety Package II	\$595.00
PEA	T1 Processing Option	\$0.00
PQA	WT Safety Package	\$1,090.00
PQB	Safety Package	W/A
PR6	SiriusXM Radio Additional 9 months of the SiriusXM Platinum Plan.	\$0.00
PR7	SiriusXM Radio Additional 21 months of the SiriusXM Platinum Plan.	\$0.00
PR8	SiriusXM Radio Additional 33 months of the SiriusXM Platinum Plan.	\$0.00
PRE	OnStar: Additional 57 Months Security Service	W/A
PRF	3 Years of Remote Access	\$0.00
PTO	Power Take-Off	\$995.00
PTT	Trailer Tire Pressure Monitor Sensors	\$50.00
PZ8	Hitch Guidance with Hitch View	\$0.00
QK1	Tailgate, standard	\$0.00
QK2	Tailgate, Multi-Flex	\$595.00
QT5	Tailgate, gate function manual with EZ Lift	\$0.00
QT6	Tailgate, gate function power up/down	\$185.00
R6J	Ship Thru Code Acknowledgement	\$0.00
R6L	Override for GAM orders	W/A
R6P	Fleet Customer	\$0.00
R7K	Fleet Customer	\$0.00
R7R	International Fleet Sales Processing Code	\$0.00
R7Z	OnStar Additional 57 months of OnStar Assurance for Tier3 Fleets.	\$0.00
R8B	Private Fleet Pooling Program	\$0.00
R8U	Merchants FMC	\$0.00
R9J	Processing Option	\$0.00
R9L	Deleted 3 Years of Remote Access.	-\$300.00
R9Q	Processing Option	\$0.00
RFJ	Fleet Customer	\$0.00
RFR	OnStar In-Vehicle Coaching - 1 year of Service.	\$0.00
RFS	OnStar In-Vehicle Coaching - 2 Years of Service.	\$0.00
RFT	OnStar In-Vehicle Coaching - 3 Years of Service.	\$0.00
RFU	OnStar In-Vehicle Coaching - 4 Years of Service.	\$0.00
RFY	OnStar In-Vehicle Coaching - 5 Years of Service.	\$0.00
RGE	Safety Confidence Package	\$390.00
RIA	LPO, All-weather floor liners	\$130.00
RIK	LPO, Black nameplates	\$0.00
S41	LPO, Rear wheelhouse liners	\$185.00
SAF	Tire carrier lock	\$0.00
SB7	LPO, Black tailgate lettering	\$0.00
SFZ	LPO, Black Bowtie Emblem, front	\$155.00
SHH	LPO, 20" (50.8 cm) high gloss Black aluminum wheels	\$2,995.00
SHL	LPO, 20" (50.8 cm) Chrome aluminum wheels	\$3,695.00
SKW	LPO, 20" (50.8 cm) Chrome aluminum wheels	\$3,695.00
SKX	LPO, 20" (50.8 cm) Aluminum high gloss Black with machined finish wheels	\$2,995.00
SNO	LPO, Hitch Package	\$325.00
SQ9	LPO, 20" (50.8 cm) Machined Aluminum Bolt Pattern	\$3,295.00

	with High Gloss Black Accents wheels	W/A
T3U	Fog lamps, front, LED	\$55.00
U01	Lamps, Smoked Amber roof marker, (LED)	\$0.00
U1D	Advanced Trailing System	\$100.00
U2K	SiriusXM Radio	\$0.00
UD5	Front and Rear Park Assist, ultrasonic	\$295.00
UD7	Rear Park Assist, Ultrasonic	\$0.00
UDD	Driver Information Center, 4.2" diagonal color display	\$175.00
UE1	OnStar and Chevrolet connected services capable	\$0.00
UEU	Forward Collision Alert	\$125.00
UF2	LED Cargo Area Lighting	\$200.00
UF3	High idle switch	\$0.00
UHY	Automatic Emergency Braking	\$0.00
UK3	Steering wheel audio controls	\$0.00
UTJ	Theft-deterrent system, unauthorized entry	\$0.00
UVB	HD Rear Vision Camera	\$0.00
UVC	Rear Vision Camera	\$35.00
UY2	Trailer wiring provisions	\$100.00
V46	Bumper, front chrome	\$0.00
V76	Recovery hooks, front, frame-mounted, Black	\$0.00
VGC	Paint Protector Film for Shipping	\$0.00
VJH	Bumper, rear chrome	\$0.00
VK3	License plate kit, front	\$225.00
VLQ	Recovery hooks, front, Chrome	\$1,250.00
VOZ	LPO, Hard-folding tonneau cover	\$0.00
VQ1	Fleet Processing Option	\$0.00
VQ2	Fleet Processing Option	\$0.00
VQ3	Fleet Processing Option	\$240.00
VQK	LPO, Molded splash guards, Black	\$155.00
VQZ	LPO, Polished exhaust tip	W/A
WPF	Fleet Comfort Package	\$0.00
YK6	SEO Processing Option	\$0.00
YM8	LPO Processing Option	\$545.00
Z6A	Gooseneck/5th Wheel Prep Package	\$0.00
Z82	Trailer Package	\$390.00
ZL6	Advanced Trailing Package	\$1,190.00
ZLQ	WT Fleet Convenience Package	-\$1,155.00
ZW9	Pickup bed, delete	

01U	Special Exterior Color	\$0.00
5H1	Key equipment, two additional keys for single key system	\$45.00
5L5	Theft deterrent system fleet immobilizer modifications	\$50.00
5M7	Speedometer calibration, provisions	\$50.00
5N5	Rear Camera Kit	\$73.00
5Y1	Seats, Driver and passenger front individual seats	\$0.00
5Z4	Spare wheel, carrier and lock delete	-\$20.00
8F2	Ornamentation, delete	\$0.00
8S3	Back-up alarm, 97 decibels	\$138.00
9B9	Governor, electronic speed sensor set to 70 MPH	\$50.00
9C2	Governor, electronic speed sensor set to 65 MPH	\$50.00
9D7	Governor, electronic speed sensor set to 75 MPH	\$50.00
9L3	Spare tire delete	\$0.00
9M4	Decal and name plate delete, tailgate	\$0.00

9V5	Paints, solid, Woodland Green	\$450.00
9W3	Paints, solid, Wheatland Yellow	\$450.00
9W4	Paints, solid, Tangier Orange	\$450.00
SFW	Back-up alarm calibration	\$50.00
TGK	Special Paint	\$450.00

Base Price:	\$40,500.00
Total Options:	\$1,665.00
Total Price:	\$42,165.00
Destination Charge:	\$1,795.00
TOTAL PRICE W/ DFC†:	\$43,960.00

your cost
\$38,423⁰⁰

GINN COMMERCIAL
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Government Municipal Sales Mgr.
 2251 Access Road
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msherrill@getginn.com



NELSNICK ENTERPRISES

INSTRUCTIONAL DESIGN AND PLANNING SOLUTIONS

October 20, 2022

Mr. Bill Andrew
City Hall
110 W. Clark Street
Oxford, GA 30054

Subject: Scope of Work and Fee for Water and Wastewater Rate Study

Dear Mr. Andrew,

Nelsnick Enterprises (NE) is pleased to provide you with the attached scope of work and fee to perform a water and wastewater rate study for the City of Oxford Ga. The work, if quote is accepted, will be performed using our standard billing rates for calendar year 2022.

We would be happy to answer any questions or incorporate any modifications to finalize this quote if needed. If the terms, scope and schedule are amenable, we would be available to proceed immediately given a notice-to-proceed/purchase order number.

Nelsnick greatly appreciates the opportunity to assist you and your team in these important financial tasks. Please do not hesitate to contact me directly at bsills@nelsnick.com or 706-340-5479 at your convenience.

With kind regards,

Robert W. Sills AICP
Nelsnick Enterprises Inc.

cc: Mr. Mak Yari P.E.



Project Understanding and Scope

Sewer Assessment Fees and Sewer User Fees Calculations

The City of Oxford desires formal documentation from an outside consultant for a water and wastewater rate study. This includes calculated base charges, consumption charges (unit rate), and connection fees for new development. The scope excludes a detailed analysis of cost components, rather the focus will be on reasonableness of the fee structure as it applies to existing and new customers, and sufficiency of the revenues generated.

Scope of Work - Connection Fee

Task 1.1 – Data Collection and Assessment

We propose that the first few weeks be devoted to data collection and analysis. A typical data needs list is provided at the end of this quote; but a final data needs list will be coordinated with City staff as part of the Kick-off meeting.

Nelsnick shall collect, review, and prioritize needs with City staff regarding the Capital Improvements Program (CIP) as well as existing debts to assess the ability of the City to fund the projects or cover any required new debt payments for the future projects.

Task 1.2 – Kick-off Meeting

Shortly after receipt of the Notice-to-Proceed/Purchase Order and data requested, NE will schedule and conduct a project initiation meeting with City staff to review the project schedule, deliverables and to discuss the general approach. We will also discuss and finalize the data needs list based on data received. The meeting will be held at a facility provided by the City of Oxford

Task 1.3 – Fixed Asset Analysis

NE shall review the latest fix asset listing to establish the book value of the water distribution system and wastewater collection system. Assets descriptions must be sufficient to allow identifying system components and capacities, as well as identifying developer contributed assets.

Task 1.4 – Equivalent Residential Unit (ERU) Calculation

NE shall review annual billing volume data provided by City staff to estimate the ERU for the typical household. This serves as the basis for testing the reasonableness of the connection fee.

Task 1.5 – Debt and Credit

NE shall update the cost of debt as used in determining system value. Since debt cost is recovered as part of the unit and or bases charge, a credit based on each ERU shall be calculated. NE shall use the latest growth projections as provided by the City or from the local comprehensive plan, regional agencies, or state projections as appropriate. Based on the project understanding, debt obligations for the City are relatively small and this may



NELSNICK ENTERPRISES

INSTRUCTIONAL DESIGN AND PLANNING SOLUTIONS

result in a low credit on the sewer assessment calculations. However, it is important to document this and have a methodology in place in case future debts are needed.

Task 1.6 – Capital Projects

NE shall update the planned projects cost based on the latest available CIP. Projects shall be designated either as distribution or collection components. Costs will be provided by the City.

Scope of Work Revenue Sufficiency and Review Meetings

Task 2.1 – Connection Fee Calculation and Draft Report

NE shall provide the City with draft documentation supporting the connection fee calculation. The methodology will consist of calculating a system value by component and dividing by capacity to arrive at a cost per gallon. This cost will be adjusted for any rate revenue credit or developer contributions. The methodology will be adapted to specific City objectives and data available.

Deliverables

1. Draft Connection Fee Calculation
2. Draft Report

Task 2.2 – Financial Model and Draft Report

NE shall provide the City with a revenue sufficiency model and documentation supporting the rate calculations and conduct a review meeting for their comments. The model will cover a minimum of 10-years for the planning horizon. It will use all operating and capital expenses, including debt coverage requirements if applicable, and compare to customer and development revenues generated to determine rate revenue needs. The model will have a beginning fund balance based on latest audit information for cash and project cash flow to maintain positive fund balance and debt coverage requirements. Inputs would allow for other sources of funds (new debt, grants, SPLOST etc) and adjustments to both customer and expense growth assumptions.

Deliverables

1. Financial Model
2. Draft Report

Task 2.3 – Financial Model and Report and Council Presentation Materials

After City has had time to review the models and documentation, a review meeting will be conducted to clarify and correct any information. Meeting to be held in Oxford, Georgia.



NELSNICK ENTERPRISES

INSTRUCTIONAL DESIGN AND PLANNING SOLUTIONS

Task 2.4 – Financial Model and Report and Council Presentation Materials

NE shall provide the City with an updated financial model and documentation based on City staff's comments received. NE shall provide the City with updated documentation supporting the connection fee calculation edited based on City staff comments received. A PowerPoint presentation shall also be provided that summarizes finding and recommendations for City Council. A online meeting to review and adjust the presentation material may be needed.

Deliverables

1. Financial model calculation workbook (Excel) showing a 10-year planning horizon for rate revenue requirements to maintain positive fund balance and meet debt coverage requirements
2. Connection fee calculation workbook (Excel) showing asset listing and value, calculation regarding the value by components, debt cost and debt related credits, planned projects and overall fee calculation using the ERU as a basis.
3. Documentation providing assumptions, summary tables and resulting rates and connection fees. Findings and recommendations of the study will also be provided.
4. Presentation material
- 5.

Task 2.4 – Council Presentation

NE shall edit presentation if needed based on feedback from City management/staff. NE shall present at a schedule Council meeting the findings and recommendations. NE shall be available to answer any questions regarding the study by Council members.

General Meeting Requirements

Meetings for the study for data collection and documentation review will be held in the City of Oxford. Quote includes 3 site visits, 1) for kick-off meeting/data review, 2) draft model and report review, and 3) presentation to City Council.

Additional meetings can be provided at \$500 per meeting.

Compensation

The fee for this effort (sewer assessment fees and sewer user fees) will be for actual hours worked and direct project related expenses (travel) **not to exceed \$5,000**. The following hourly rates are effective for calendar year 2022.

- | | | |
|---------------------|-------------------------------|------------|
| • Robert Sills AICP | Senior Financial Analyst | \$125/hour |
| • Mak Yari P.E. | Senior Environmental Engineer | \$149/hour |

Fee includes 3 at-site visits to complete the project.



NELSNICK ENTERPRISES

INSTRUCTIONAL DESIGN AND PLANNING SOLUTIONS

Schedule

The schedule assumes data needed for the studies are available to the consultant within 2 weeks of the notice to proceed. A data needs list is attached and will be updated as part of the kick-off meeting based on data availability.

Month 1 – Data Collection/Analysis and Task 1

1. Target Week 1 for data collection and initial analysis
2. Target Week 2/3 kick-off meeting to review data collection/analysis, finalize data needs and review methodology/assumptions based on data collection to date.

Month 2 – Task 2/Final Deliverables

1. Target Weeks 5/6 for DRAFT review meeting
2. Target Weeks 7/8 for final review meeting

Assuming a start date in December 2022, all Final deliverables can be provided by January 31, 2023. The City of Oxford may request an extension of time if needed for data or additional review time of DRAFT deliverables. Standard billing rates for Nelsnick Enterprises shall be held fixed for 6 months from date of this quote.

Assumptions

1. All site visit meeting facilities provided by City of Oxford
2. Schedule assumes all data provided within 7 days of notice to proceed and 7 days of provision of the finalized data needs list (if applicable based on Kick-off meeting)
3. Three (3) at site visits included in the fee



Preliminary Data Needs

This is a preliminary list of data we would like to review as part of this project, some of these items may already be available online and will not require staff assistance. Also, the higher the detail, the more robust the analysis, where data is not available, surrogates may be used. Additional data may be necessary and will be developed based on input from the kick-off meeting.

- Latest asset listing showing description, location, acquisition cost, date, depreciation (must be able to distinguish water vs. sewer as well as component type (fire hydrant, meter, transmission, collection, distribution, storage) excel or other digital data format preferred. *used in connection fee and monthly base charge calculation*
- Capacity information (monthly, peak day, hourly) *used in connection fee and monthly base charge calculation*
 - Collection
 - Distribution
- All Permits for the system
- Capital improvements plan/program detailed as in asset listing used to determine revenue needs in cash flow analysis *used in connection fee and monthly base charge calculation*
- Construction-in-progress detailed as in asset listing used to determine revenue needs in cash flow analysis *used in connection fee and monthly base charge calculation*
- Existing System debt list, amortization schedules and uses of funds (what projects were funded by debt?) *used in connection fee and monthly base charge calculation and consumption charges*
- A minimum of two years of system data are required (five are preferred, excel or other digital data format preferred) *used in monthly base charge calculation and consumption charges*. These include the following:
 - Annual Billing Volume Data (must be able to distinguish water vs sewer)
 - Sewer treatment flows (monthly, peak hour, day if available)
 - Water volume purchased
- **All** wastewater contractual arrangements and/or intergovernmental agreements *used in connection fee, monthly base charges and consumption charges*.
 - All contracts for water/wastewater treatment purchase
 - All contracts for selling of water/wastewater if applicable (wholesale/industrial)
- Latest Water/Wastewater Rate Study used as benchmark and identification of basis for existing fee structure *used in connection fee, monthly base charges and consumption charges*.
- Last 5 years of Budget Documents part of our due diligence in financial health of enterprise fund (COSA and FCCF) *used in connection fee, monthly base charges and consumption charges*.
- Current rate/fee structure
- Water/Sewer ordinances and policies (an interview will be required)
- Previous relevant/ applicable studies *due diligence*

**STATE OF GEORGIA
COUNTY OF NEWTON**

**AN ORDINANCE TO AMEND THE CODE OF THE
CITY OF OXFORD, CHAPTER 40, ARTICLE XII, PERMITS AND CERTIFICATES, BY
AMENDING SECTION 40-842 “BUILDING PERMIT” OF THE CITY OF OXFORD ZONING
ORDINANCE, TO REPEAL, REVOKE AND SUPERSEDE ALL ORDINANCES IN CONFLICT,
TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

WHEREAS, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the regulation and issuance of Building Permits; and

WHEREAS, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

WHEREAS, appropriate public notice and hearing have been accomplished; and

NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS
as follows:

Section 1.

(Additions are in ***bold italicized underlined***; deletions are ~~lined out~~.)

Sec. 40-842. – Building Permit.

~~(a) The Building Inspector is hereby authorized to issue building permits in accordance with all provisions of this chapter and relevant chapters of this Code, but only after the Planning Commission has issued a development permit, or if no development permit is required, after a review of the building permit for compliance with the provisions of this chapter and applicable regulations of the City.~~

~~(b)~~ No building or other structure shall be erected, moved, extended, occupied, or enlarged, or structurally altered, nor any installation or alteration of electrical, plumbing, water, gas, sewer or other mechanical systems be performed, nor shall a building or structure's use be changed, nor shall any excavation, grading, or filling of any lot for the construction of any building or structure be commenced until the Building Inspector has issued a building permit for such work in conformity with the provisions of this chapter and all applicable building and related codes.

~~(b)~~ The Building Inspector is hereby authorized to issue building permits in accordance with all provisions of this chapter and relevant chapters of this Code. The Building Inspector shall not issue a building permit for any activity requiring a development permit until the Planning Commission has issued the requisite development permit. In order for a building permit to be issued the application therefor must be in compliance with the provisions of this chapter and applicable regulations of the City, including all applicable building and related codes.

~~(c)~~ Approval of a building permit shall require an application to the Building Inspector as specified in the minimum standard codes. If the building permit is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all building permits shall be kept on file in the office of the Building Inspector.

~~(d)~~ Any building permit issued shall become invalid unless the work authorized by it shall have been commenced within 180 days of its date of issue, or if the work authorized by it is suspended or abandoned for a period of six months.

~~(e)~~ See section 6-4 for applicable provisions with regard to administration and enforcement of building permits and minimum standard codes, including reference to ~~chapter 1~~ chapter 1 of the International Building Code, which shall govern specific procedures and submission requirements.

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

Section 2.

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

Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 12th day of December, 2022.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

**STATE OF GEORGIA
COUNTY OF NEWTON**

**AN ORDINANCE TO AMEND THE CODE OF THE
CITY OF OXFORD, CHAPTER 40, ARTICLE XII, PERMITS AND CERTIFICATES, BY AMENDING
SECTION 40-841 “DEVELOPMENT PERMIT” OF THE CITY OF OXFORD ZONING ORDINANCE, TO
REPEAL, REVOKE AND SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

WHEREAS, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the regulation and issuance of Development Permits; and

WHEREAS, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

WHEREAS, appropriate public notice and hearing have been accomplished; and

NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS as follows:

Section 1.

(Additions are in ***bold italicized underlined***; deletions are ~~lined out~~.)

Sec. 40-841. – Development Permit.

- (a) ~~(a)~~ *Required.* A development permit shall be required for any proposed use of lands or buildings, ~~and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code. Such development activities include~~ (including, but are not limited to, clearing and grubbing, grading or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property. ~~), and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code, except for minor improvements described herein. For purposes hereof "minor improvements" include the following and similar routine maintenance and repair items: interior and exterior painting; replacing or installing new floor coverings; repairing or replacing existing windows with new windows; roof shingle repair or replacement; landscaping, including sprinkler system installation or the clearing of trees and brush in connection with normal yard maintenance (not for the purpose of construction or development activities); replacing or installing new cabinets or countertops; replacing or installing new appliances; existing driveway repair or resurfacing; installation or repair of backyard sheds located at least two (2) feet inside the applicable setback line; rear-yard fencing that complies with the fencing requirements of City ordinances; temporary sign installation that complies with the signage requirements of City ordinances; and the repair or replacement of existing HVAC, plumbing, gas, or electric utility systems.~~
- (b) ~~(b)~~ *Separate requirements for phased applications.* If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (c) ~~(c)~~ *Application.* No person shall conduct any land-disturbing or development activity within the City without first applying for and obtaining a development permit from the Zoning Administrator to perform such activity.
- (d) ~~(d)~~ *Application requirements.* Applications shall be made in accordance with application requirements specified by the Zoning Administrator and this section. The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by the following:
- (1) ~~(1)~~ Application on the form furnished by the Zoning Administrator.
 - (2) ~~(2)~~ A fee as established by resolution of the City Council.
 - (3) ~~(3)~~ A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
 - (4) ~~(4)~~ A sufficient number (as approved by the Zoning Administrator) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
 - (5) ~~(5)~~ Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City stormwater management ordinance (article VI of ~~chapter 36~~ chapter 36). Approval of a development permit containing information and requirements of article VI of ~~chapter 36~~ chapter 36 shall constitute approval of the permit required by that chapter.
 - (6) ~~(6)~~ Plans involving land within a floodplain or flood hazard area shall require the submittal of plans containing information specified in the city flood damage prevention ordinance (article II of ~~chapter 14~~ chapter 14). Approval of a development permit containing information and requirements of article II of ~~chapter 14~~ chapter 14 shall constitute approval of the permit required by that chapter.
 - (7) ~~(7)~~ Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the city soil erosion, sedimentation and pollution control ordinance (article III of ~~chapter 14~~ chapter 14) unless specifically exempted by the Zoning Administrator from the

submission of plans in accordance with the article. Approval of a development permit containing information and requirements of article III of ~~chapter 14~~ chapter 14 shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.

- (8) ~~(8)~~ Plans involving land within a wetland shall require the submittal of plans containing information specified in the city wetlands protection ordinance (article IV of ~~chapter 14~~ chapter 14).
- (9) ~~(9)~~ Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter ~~38~~ 38) as well as Tree Maintenance Guidelines and Standards as applicable.
- (10) ~~(10)~~ For subdivisions or other major developments, Development permit applications shall require the submission of plans and information specified in the city subdivision and land development ordinance (chapter 30) and shall demonstrate compliance therewith.

(e) ~~(e)~~ *Relationship to plat approval.* An application for preliminary plat approval, when required by the subdivision and land development ordinance (chapter 30), may be processed independently of, or in conjunction with, an application for issuance of a development permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and development permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.

(f) ~~(f)~~ *Relationship to site and design plan review.* It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by article XI of this chapter; however, no development permit shall be approved until site and design plan review, if required, is accomplished. A development permit applicant, if not ready to submit architectural details for buildings or structures, may at his discretion divide the site and design plan review application process into a site application and building application, and seek only the site plan portion of the approval process required by article XI of this chapter, which shall be required to issue a development permit.

(g) ~~(g)~~ *Agency and zoning administrator review.* The Zoning Administrator shall forward a copy of the development permit application, including the civil plans and drawings for the project, to other city departments and government agencies or others as appropriate, for their review and comment. The applicant may be required by the Zoning Administrator to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from but is not necessarily limited to the following, as applicable: the City Engineer, the City Street or Public Works Department, the Soil and Water Conservation District with jurisdiction, the county Fire Department, the county Health Department, the county Department of Planning, Development, or Building Inspections, the State Department of Transportation, the State Department of Natural Resources, and the U.S. Army Corps of Engineers.

(h) ~~(h)~~ *Consolidation and submission of comments to applicant.* Upon receipt of comments from other city departments and external agencies as appropriate, the Zoning Administrator shall provide all comments to the applicant for resolution and as appropriate shall indicate on one or more copies of the civil drawings or in writing all comments related to compliance with applicable city regulations and agency requirements. Thereafter, the applicant shall submit revised plans to reflect all such comments.

(i) ~~(i)~~ *Issuance.* All development permits shall be issued by the Planning Commission ~~who shall in~~ In no case ~~grant~~ shall any development permit be granted for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the City. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Planning Commission. Although review may have been achieved, if another city department or external agency requires approval or a permit, the

owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the development permit by the Planning Commission or Zoning Administrator.

(j) ~~(j)~~ *Denial*. If the development permit is denied, the Planning Commission shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator which shall be a public record.

(k) *Duration of validity*.

(1) A development permit shall expire two years after its issuance, subject to the following provisions:

a. ~~a.~~ If the work described in any development permit has not been begun within one year from the date of issuance thereof, the permit shall expire; and

b. ~~b.~~ If the work described in any development permit has not been substantially completed within two years of the date of issuance thereof, the permit shall expire.

(2) Application processes shall begin anew for any expired development permit.

(l) *Suspension or revocation*. The development permit may be suspended or revoked by the City, as to all or any portion of the land affected by the permit, upon finding that the holder or his successor in title is not in compliance with the approved development permit or is in violation of any applicable regulations in this Code.

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

Section 2.

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

Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 12th day of December, 2022.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

**STATE OF GEORGIA
COUNTY OF NEWTON**

**AN ORDINANCE TO AMEND THE CODE OF THE
CITY OF OXFORD, CHAPTER 40, ARTICLE IV, NONCONFORMITIES, BY AMENDING
SECTION 40-525 “NONCONFORMING USE” OF THE CITY OF OXFORD ZONING
ORDINANCE, TO REPEAL, REVOKE AND SUPERSEDE ALL ORDINANCES IN CONFLICT,
TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

WHEREAS, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the regulation of prior nonconforming uses; and

WHEREAS, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

WHEREAS, appropriate public notice and hearing have been accomplished; and

NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS
as follows:

Section 1.

(Additions are in ***bold italicized underlined***; deletions are ~~lined out~~.)

Sec. 40-575. – Nonconforming Use.

A nonconforming use may be continued even though such use does not conform with the use provisions of the zoning district in which the use is located, except as otherwise provided in this section.

- (1) *Change of use.* A nonconforming use shall not be changed to another nonconforming use. A change in tenancy or ownership shall not be considered a change to another nonconforming use, provided that the use itself remains unchanged.
- (2) *Discontinuance or abandonment.* A nonconforming use shall not be re-established after discontinuance or abandonment for one year. Vacancy or non-use of the building, regardless of the intent of the owner or tenant, shall constitute discontinuance or abandonment under this subsection. If a business registration is required for the nonconforming use and the business registration pertaining to the use has lapsed for more than six months, the lapse of business registration shall constitute discontinuance.
- (3) *Expansion.* A nonconforming use shall not be expanded, enlarged or extended, in land area or in floor space or volume of space in a building or structure, ~~except for a use which complies~~unless such use is made to substantially comply with the zoning district in which the use is located.
- (4) *Repair*~~Major repair or reconstruction following casualty event.~~ A nonconforming ~~use~~structure shall not be rebuilt, altered or repaired ~~after damage exceeding 50 percent of its~~following a casualty event (such as fire, tornado, storm, or fallen tree) if the cost of repairing the damage to the structure exceeds fifty percent (50%) of the total replacement cost for such structure at the time of damage as such cost is determined by the Building Inspector, except for a use whichunless (i) the use conforms with the zoning district in which the use is located, and provided such (ii) the rebuilding, alteration or and repair of the nonconforming structure is completed within one year of such damage following such casualty event, and (iii) such structure is not altered in any material manner from the condition existing prior to such casualty event.
- (5) *Significant modification or improvement.* A nonconforming structure shall not be modified, altered or improved if the cost of such modifications, alterations and/or improvements to such nonconforming structure made during a consecutive 12-month period exceeds fifty percent (50%) of the fair market value of such existing structure as of the beginning of such period, unless the entire structure shall be brought into conformance with all applicable ordinances, rules and requirements.

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

Section 2.

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

Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 12th day of December, 2022.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

**STATE OF GEORGIA
COUNTY OF NEWTON**

**AN ORDINANCE TO AMEND THE CODE OF THE
CITY OF OXFORD, CHAPTER 40, ARTICLE VIII, VARIANCES, BY AMENDING SECTION 40-
712 “REFERRAL TO AND RECOMMENDATION BY PLANNING COMMISSION” OF THE
CITY OF OXFORD ZONING ORDINANCE, TO REPEAL, REVOKE AND SUPERSEDE ALL
ORDINANCES IN CONFLICT, TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

WHEREAS, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the referral to the Oxford Planning Commission, for consideration and recommendations, as to variance applications; and

WHEREAS, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

WHEREAS, appropriate public notice and hearing have been accomplished; and

NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS
as follows:

Section 1.

(Additions are in ***bold italicized underlined***; deletions are ~~lined out~~.)

Sec. 40-712. – Referral to and Action by Planning Commission.

Upon receipt of a completed application for variance or within a reasonable time thereafter, the Zoning Administrator shall refer the application to the City Planning Commission. The meeting at which the Planning Commission considers the application shall be open to the public, but the Planning Commission meeting shall not be required to be an advertised public hearing and the Planning Commission shall not be obligated to but may hold a public hearing on the application.

Major Variance:

The Planning Commission shall make a recommendation on the application for variance within 30 days of the meeting it is first scheduled to consider the application, and its recommendation shall be submitted to the City Council. The Planning Commission may submit any additional report it deems appropriate. The applicant will be notified in writing by the Zoning Administrator of the recommendation within seven working days of the decision. The recommendation and any report shall upon publication be available upon request to the public. The recommendation of the Planning Commission shall have an advisory effect only and shall not be binding on the City Council.

Minor Variance:

The Planning Commission may grant a minor variance for the development activity on a lot in individual cases where strict application of the development standards for the district in which the lot is located would result in practical difficulties to, or undue hardship upon, the property owner for reason of narrowness, shallowness, shape, topographic conditions or other conditions of the lot or the location of the existing principal building on the lot. The authority to grant minor variances shall be limited to variances from the following requirements:

1. In the case of Minimum Lot width at Building Line, the variance is limited to reducing the required width by no more than 10% of the minimum requirement for the district in which the lot is located (e.g. if the required width is 100 feet, the width requirement for the lot may not be reduced to less than 90 feet).
2. In the case of Minimum Setback from Side Lot Lines, the variance is limited to reducing the required setback by no more than 20% (e.g. if the required setback is 10 feet, the minimum setback may not be reduced to less than 8 feet).
3. In the case of Minimum Setback from Rear Lot Lines, the variance is limited to reducing the required setback by no more than 20% (e.g. if the required

setback is 30 feet, the minimum setback may not be reduced to less than 24 feet).

Pursuant to Section 105 of the Oxford Building Ordinance, all applications for development permits are reviewed by the Planning Commission. In the event the Planning Commission determines that a minor variance should be granted in connection with the issuance of a development permit, the Planning Commission will grant such minor variance at the regular meeting of the Planning Commission where the application for such development permit is reviewed. If the Planning Commission fails to grant a requested minor variance, then the Mayor and Council may take action in lieu of the Planning Commission action.

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

Section 2.

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

Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 12th day of December, 2022.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney



The following is hereby accepted as an amendment to Attachments A and B of the Professional Services Agreement between Bureau Veritas North America, Inc. and the City of Oxford, Georgia, dated March 4, 2018 by revising the scope and fee language as specified below.

SCOPE OF SERVICE

Planning and Zoning Administration

Administrative and consulting services shall be provided as needed to assist the City in making decisions in new land use/development proposals, zoning and city ordinances, and building construction. BVNA will assist in analyzing projects for compliance with the City's general plan, zoning ordinance, subdivision ordinance, design guidelines and applicable specific plans. BVNA will assist in review and process of ministerial applications and discretionary entitlements, such as: Plan Checks, Zoning Clearances, Sign Permits, Use Permits, Variances, Design Review, Tentative Maps, and General Planning and Zoning Amendments. The City is the final interpretive authority.

FEE SCHEDULE

Planning and Zoning Administration

Hourly

For Planning and Zoning Administration services, BVNA will invoice the client at a rate of \$115.00 per hour.

City of Oxford, Georgia

By: _____
Title: _____
Signature: _____
Date: _____

Bureau Veritas, North America, Inc.

By: Hal Chitwood
Title: Operations Manager, Southeast
Signature: _____
Date: _____

Viper Security Technologies, Inc.

PO Box 1615

Covington, GA 30015

678-342-9110

contact@viperssecuritytechnologies.com

www.viperssecuritytechnologies.com

VIPER

Estimate

ADDRESS

City of Oxford

110 WEST CLARK STREET

Oxford, GA 30054 USA

ESTIMATE # 2626**DATE** 09/20/2022**EXPIRATION DATE** 10/04/2022

ACTIVITY	QTY	RATE	AMOUNT
HIK 16CH 4TB NVR/12mp Hikvision 16 Channel NVR.	1	767.20	767.20T
HIK 4MP IP TURRET HIKVISION 4MP Turret VARIFOCAL	4	282.79	1,131.16T
HIK 8MP Bullet IP Cam Hikvision Outdoor IP VARIFOCAL Bullet Camera	4	627.19	2,508.76T
CAT6	1	212.80	212.80T
AIVO Network Bridge AIVO NETWORK BRIDGE 5.8 GHZ 300 MBPS INDOOR/OUTDOOR	3	151.19	453.57T
5 PORT POE 5 PORT POE	2	92.39	184.78T
Power Surge Strip 6 Outlet Surge Power strip	2	14.67	29.34T
METAL BOX METAL ENCLOSURE W/ COVER & KEY	2	218.39	436.78T
Network RJ45 Connector Cat5E RJ45 Connector	16	1.31	20.96T
Monitor 20" MONITOR 20"	1	164.75	164.75T
Labor NVR/DVR Professional Installation and Programming of NVR/DVR	1	250.00	250.00
Labor Network Bridge Professional Installation and Service of Wireless Network Bridge	1.50	125.00	187.50
Labor Camera Mount and Adjusting Camera System	8	45.00	360.00
Labor Service Service Labor	4	125.00	500.00
TRIP CHARGE TRIP TO COMMERCIAL OR RESIDENTIAL LOCATION	1	59.00	59.00

Hello valued customer,

Viper Security would like to remind you to please run a Periodic Test on your burglar system. By running a monthly test, it will let you know if there are any maintenance issues that will need to be brought to our attention. Unfortunately, unless you notify us, we can not send a technician to come out.

Please remember calling a technician directly will not guarantee service.

SUBTOTAL	7,266.60
TAX	413.71
TOTAL	\$7,680.31

Accepted By

Accepted Date

Hello valued customer,
Viper Security would like to remind you to please run a Periodic Test on your burglar system. By running a monthly test, it will let you know if there are any maintenance issues that will need to be brought to our attention. Unfortunately, unless you notify us, we cannot send a technician to come out.
Please remember calling a technician directly will not guarantee service.



P r o p o s a l f o r S e r v i c e s

CITY OF OXFORD CLASSIFICATION & COMPENSATION STUDY

October 18, 2022

BACKGROUND AND PURPOSE:

This proposal is responsive to the City of Oxford's request to have the Carl Vinson Institute of Government develop a new classification and compensation plan for all full-time and permanent part-time positions covered under the City's personnel plan.

SCOPE OF WORK:

The scope of work proposed here will derive information from data sources provided by the City of Oxford. The Carl Vinson Institute of Government and the City of Oxford will cooperate in guiding project evolution and direction. Carl Vinson Institute of Government faculty and staff will take several steps or phases to develop a new job classification system and compensation plan for all positions covered under the City's personnel plan. *Elected officials, contract, and temporary part-time positions will not be included in the project.*

The following summarizes the tasks to be undertaken:

1. Carl Vinson Institute of Government will conduct video conference work plan meetings with the City Manager from the City of Oxford. The work plan meetings will involve reviewing the City's existing classification and compensation plan information, developing project strategies, and scheduling project activities.
2. Carl Vinson Institute of Government will develop a study communication strategy in partnership with the City Manager. The communication strategy will provide information about critical aspects of the project (i.e. timeline, methodology, etc.) to key stakeholders involved in the project. It will be the responsibility of the City Manager to share the communication materials with study stakeholders and participants.

3. Carl Vinson Institute of Government faculty and staff will conduct project orientation meetings with employees from the City of Oxford. The orientation meetings will describe in detail the activities that will be required to successfully develop the classification and compensation plan for all full-time and permanent part-time positions covered under the City's personnel plan.
 - *Orientation Meeting #1* – Video conference orientation meeting supervisory employees. The purpose of the orientation meeting is to discuss the developed study work plan, study methodology, and distribute study documents.
 - *Orientation Meeting #2* – Video conference orientation meeting with non-supervisory employees. The purpose of the orientation meeting is to discuss the developed study work plan, study methodology, and distribute study documents.
4. Carl Vinson Institute of Government will develop a detailed position description questionnaire to be distributed by the City Manager the video conference orientation sessions. It will be distributed to each incumbent employee in a full-time and permanent part-time position.
5. Carl Vinson Institute of Government will determine the number of job analysis discussions and interviews that will need to be conducted to ensure adequate data for generating new position descriptions and job classifications. A minimum of 50% of the City of Oxford's full-time and permanent part-time employees will be interviewed for this phase of the project. The interviews will be conducted via telephone or video conferencing. The information collected from the interviews and the position description questionnaire will be utilized to generate a new job description, job classifications, and FLSA status for each identified full-time position.
6. Carl Vinson Institute of Government will develop new job descriptions for all identified full-time positions in the City of Oxford. Job descriptions will be developed by collecting employee job activity data through a detailed questionnaire and job analysis discussions and interviews. The Carl Vinson Institute of Government will also facilitate a verification process with supervisory employees to confirm the accuracy and completeness of the developed position descriptions.
7. Carl Vinson Institute of Government faculty and staff will develop a new classification system for all of the identified full-time and permanent part-time positions covered under the City's personnel plan. All of the classifications will be evaluated with a point factor comparison job evaluation system and/or market-based pricing techniques as a method to internally rank positions.

8. Carl Vinson Institute of Government will conduct a Fair Labor Standards Act (FLSA) analysis of all full-time and permanent part-time positions within the City of Oxford. Incumbents in full-time positions may be required to complete a detailed FLSA questionnaire.

Carl Vinson Institute of Government will analyze and review the submitted questionnaires and developed job descriptions to determine the FLSA status (Not-Exempt or Exempt) for the identified positions. All of the final FLSA status determinations will be submitted to administration staff for review and approval.

9. Carl Vinson Institute of Government faculty and staff will collect published wage survey data covering public and private organizations. It is believed that published survey data will be derived from the Bureau of Labor Statistics of the U.S. Department of Labor (BLS), International City/City Management Association (ICMA), and the state of Georgia's Department of Community Affairs (DCA).
10. Carl Vinson Institute of Government faculty and staff will design and administer a custom benefits and salary survey specifically for this project. The purpose of the custom survey is to collect compensation data for an appropriate number of benchmark positions mutually identified by the Carl Vinson Institute of Government and the City Manager as well as information about organizational benefits and compensation practices. A benchmark position is a standard position that is used as a reference point for making compensation decisions. It is believed up to 15 organizations will be included in the custom benefits and salary survey.
11. Carl Vinson Institute of Government faculty and staff will analyze and format the collected salary survey data for use in establishing competitive pay levels and developing a recommended compensation plan. The compensation plan will include pay steps or pay bands for each position (excluding positions held by elected officials, contract employees, and temporary part-time employees). Furthermore, the Carl Vinson Institute of Government will provide the associated costs for implementing the compensation plan at the employee, departmental, and City-wide level.
12. Carl Vinson Institute of Government faculty and staff will develop compensation administration strategies in partnership with the City Manager to address pay compression issues. Pay compression occurs when employee salaries group closely together regardless of length or quality of service to the organization). It is anticipated the strategies to address pay compression will focus on one or a combination of all the following factors: length of service; time in current position; and current salary relative to the proposed salary range minimum, mid-point, and maximum.
13. Carl Vinson Institute of Government will develop and submit a final written report outlining the new classification and compensation plan to the City Manager.

14. Carl Vinson Institute of Government will present report findings and the final classification and compensation plan recommendations to the Mayor and City Council.
15. Carl Vinson Institute of Government faculty and staff will train the City Manager in each component of the study to ensure the successful implementation and maintenance of the recommended classification and compensation plan.

DELIVERABLES:

1. A written summary analysis of the benefits and salary surveys conducted for the project will be produced.
2. A written report outlining the recommended classification and compensation plan will be produced.
3. A new job description for all of the identified positions in the City of Oxford.
4. A written report outlining compensation administration strategies to address organizational pay compression issues.
5. The written report will provide at least two implementation options (and associated costs) for the City's consideration.
6. Carl Vinson Institute of Government faculty and staff will make a presentation to the Mayor and City Council outlining the final report recommendations.

PROJECT TIMELINE:**

The Carl Vinson Institute of Government will commence activities related to the classification and compensation project on Monday, November 7, 2022. Initial activities include video conference work plan meetings and orientation sessions with the City Manager and city employees. During these meetings and sessions, the Carl Vinson Institute of Government will discuss the project methodology and timeline. After the initial meetings and orientation sessions, the Carl Vinson Institute of Government will develop a project communication strategy that will provide information about critical aspects of the project to City employees involved in the project.

In partnership with the City Manager, the Carl Vinson Institute of Government will identify full-time and permanent part-time employees required to complete a position description questionnaire. The City Manager will distribute review forms to City employees after the video conference orientation sessions. Each City employee will be responsible for completing a form for their position and having completed materials submitted to the City Manager.

The next phase of the study will involve job analysis discussions with the City Manager and City employee to review their completed questionnaires and discuss classification and compensation information for their supervisory area(s).

After collecting all of the job activity data, the next elements of the project will involve developing new job descriptions, evaluating positions, collecting and analyzing a variety of benefits and salary survey data, and developing a new classification and compensation plan.

The final steps in the project will involve reviewing the preliminary results with the City Manager. The final report recommendations will be presented to the Mayor and City Council. A preliminary cost estimate and report will be submitted for review by Friday, March 31, 2023 and a final report submitted by Friday, May 2, 2023.

The Carl Vinson Institute of Government will remain available to assist with implementation and training related to the project recommendations until Friday, December 23, 2023.

***Please note that the timeline presented in this proposal is subject to timely response in each project phase. Client's timely response(s) to information requests and scheduling of project meetings can help with project progression. The final timeline (including start date) will be finalized at the time of a signed agreement.*

COST:

A fixed fee of \$7,500 would be required to fund the project. The Institute of Government is willing to adjust the scope of work and costs accordingly to meet the City's needs. This proposal will be valid for 90 days from the date of issuance (October 18, 2022) and honored upon acceptance within that time frame thereafter pursuant to execution of a contract.

Upon receipt of invoices, City of Oxford will pay the University of Georgia's Carl Vinson Institute of Government a fixed of \$7,500 being due on Friday, December 23, 2023. The invoice should be directed to Mr. Bill Andrew, City Manager, City of Oxford, 110 West Clark Street, Oxford, GA 30054; telephone number 770-786-7004.

CAPABILITIES OF THE VINSON INSTITUTE:

The mission of the Institute of Government is to improve governance and the lives of people in Georgia. In carrying out this mission, the Institute can call on the wide-ranging knowledge base of the University of Georgia as well as on over 90 years of direct service experience in providing technical assistance, training, research, and policy analysis to local and state governments in Georgia. The Institute of Government is among the most highly-rated university-based organizations designed specifically to span the gap between best practices research and the existing practice of government. The Institute of Government has developed expertise in numerous areas of public policy, public management, training, and human services and resource development. Most importantly for the purposes of this proposal, the Institute of Government's Strategic Operations and Planning Assistance (SOPA) Division has tremendous experience with assisting local governments with human resource management technical assistance projects.

An Institute of Government representative will oversee the project. The Institute of Government has a considerable amount of expertise working with local governments and public sector organizations in the areas of position classification and compensation, job descriptions, salary and employee benefits surveys, executive searches, and general human resource management.

The Carl Vinson Institute of Government focuses on providing customized research projects based upon the unique and specific needs of each local government. We have several experts in this arena that can be called upon to provide additional technical support. We stand ready to meet your applied research and training needs! For additional information please contact:

Martina Tryman
matryman@uga.edu

CITY OF OXFORD

RESOLUTION

WHEREAS, the FY2022 operating budget contained items in the Court Department of the General Fund for \$4,800 for the Municipal Court Solicitor's Contract and \$1,200 for education costs for the Municipal Court Judge, and

WHEREAS, the total expenditures in excess of the budgeted amount for the Court Department of the General Fund will require an amendment within this department in the amount of \$1,856,

NOW THEREFORE BE IT RESOLVED, that

The City of Oxford operating budget for FY2022 is amended by deducting \$1,856 from the line item for training funds payable in the Police Department budget of the General Fund and adding \$941 to the line item for the Municipal Court Solicitor's Contract in the Court Department of the General Fund and \$915 to the line item for education costs for the Municipal Court Judge.

Adopted this twelfth day of December, 2022

BY:

Mayor

ATTEST:

City Clerk

FY 2022 Budget Amendment

				Amendments			
Department	Budgeted	Spent	Pre Amendment Variance	Move From	Move To	Amount	Post Amendment Variance
Court - 100-2500	\$ 12,700.00	\$ 14,556.00	\$ (1,856.00)				\$ -
				100-3200-571000-000	100-2500-521211-000	\$ 941.00	
					100-2500-523701-000	\$ 915.00	
					Total	<u>\$ 1,856.00</u>	

November 15, 2022

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

Sent via email: bandrew@oxfordgeorgia.org

Re: Scope Description and Fee Proposal –
Emory Street Sidewalk Improvements

Dear Mr. Andrew:

The City of Oxford, Georgia intends to implement pedestrian improvements along SR 81/Emory Street in the City of Oxford. Phase 1 of this project consists of adding sidewalks, pedestrian scale lighting, and related improvements to the east side of Emory Street from Soule Street to Richardson Street and to the west side of Emory Street from Soule Street to Watson Street. The engineering design of this phase has been completed, and construction is expected to begin by the end of 2022. Phase 2 of the project consists of adding sidewalks, pedestrian scale lighting, and related improvements to the west side of Emory Street from W Soule Street to the United States Postal Service office. The City intends to add this phase of improvements to the Phase 1 Contractor's Contract via a Change Order. Keck & Wood, Inc. (The "Engineer") intends to provide the City with professional engineering services for the implementation of this project.

The following scope of work will be provided by the Engineer:

Survey Phase: The Engineer will:

1. Existing field survey, previously completed by Jordan Engineer, will be utilities in the design of Phase 2 sidewalks. No additional field survey is anticipated, nor included in this scope of work.

Plan Development Phase

1. **Phase 2 Sidewalk Improvements, W Soule Street to USPS:** The Engineer will develop roadway construction plans, lighting photometrics and plans, coordinate with utility companies as necessary, and prepare a construction cost estimate. Right-of-way plans will be prepared, if required. If needed, right-of-way acquisition services can be provided as a separate lump sum fee. The project is located on a State Route. The Engineer will coordinate with the Georgia Department of Transportation (GDOT) regarding the proposed improvements, and submit for and obtain an encroachment permit from GDOT.

Construction Phase: The Engineer will:

1. Coordinate the pre-construction meeting,
2. Provide a 7-day erosion control inspection letter,
3. Provide responses to Contractor questions during the construction phase, as needed,
4. Coordinate with the Contractor during construction,
5. Review and approved Contractor's Pay Applications,
6. Periodically review the Contractor's work and progress,
7. Coordinate and conduct a final inspection and prepare a final punch item list,
8. Process the project closeout documents.

Once per month during the existence of this contract, The Engineer shall submit to the City and invoice for payment based on percent complete for the work performed for the Project through the invoice period. A breakdown of the fees for each phase is depicted in the fee schedule listed below:

Surveying Phase	\$0
Plan Development Phase	\$39,000, lump sum
Construction Phase	\$5,500 per month

Sincerely,
KECK & WOOD, INC.

Robert Renwick, P.E.
Vice President

Attachment