

Oxford Mayor and Council
Work Session
Monday, September 16, 2024 – 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 the Sustainability Committee.
3. ***Review the Resolution to Amend the Fee Schedule for Planning, Development, Review, and Inspection:** House Bill 461 eliminated the ability to calculate fees for renovation and other construction projects based on the cost of the project, but it expanded the ability to use square footage in the fee calculation for extensive renovation projects (those totaling over \$75,000). Our current commercial fee structure is no longer in compliance with State Law and our residential fees do not cover costs for new home construction. Additionally, we have several tasks which have not been assigned a fee, such as re-zoning or variances. Bureau Veritas is planning to have a representative at this meeting to assist with the conversation.
4. ***Review The Old Church Renovation Proposal and THE Event, LLC General Contractor's Agreement:** The Council appears to have agreed to the interior renovations and the disassembly (but not the replacement) of the deck. And, for this work, the Council is inclined to move forward with Praelude. However, we need to review the general contractor agreement as put forth by THE Event, LLC so they may oversee the renovations.
5. ***Review the Task Order from AtkinsRéalis for Preliminary Site Analysis for Old Church Parking:** Please see attachment Section 1 for details and for the options as presented by Mayor Eady.
6. ***Discussion of Asbury Park Camera Upgrades:** Chief Anglin has acquired two quotes from Verkada, and FLOCK. The difference is FLOCK is an annual subscription which is expensive and Verkada is a one-time purchase. We believe Covington 911 will be purchasing the Verkada cameras for the 911 center and tower locations throughout the county. The Council approved \$26,000 in the Capital Budget for this purpose.
7. ***Consider the Fanning Institute's Proposal for Community Discussions and a Proposal on Next Steps for the Removed Historical Signs:** The Fanning Institute would design and facilitate a process to gather recommendations from the community on what to do regarding the removed signs. Recommendations will be shared with the City Council who will be responsible for developing next steps. While the cost is stated at \$6,176, staff recommends setting aside an additional \$1,800, plus mileage, for a possible additional community meeting.

8. ***Consideration of a Task Order from AtkinsRéalis for Whatcoat Street:** This Not To Exceed \$15,000 task order will be to make any necessary/requested changes to the current road plans. Looking at the two drawings, it has been suggested we go from the current version on page one to the design on page two. The latter version would yield three more parking spaces. If there are no changes requested for the plans, then this task order will not be employed.
9. **Permission to Release a Request for Proposal for Grant Management Services for the 2025 Community HOME Investment Program (CHIP):** CHIP is a federally funded program designed to provide safe, decent, and affordable housing in Georgia by granting funds to city and county governments, public housing authorities, and nonprofits to rehabilitate owner-occupied homes. We would be looking to apply for the round that will be announced in October 2024 and due in late January 2025. The cost to the City for the application will be approximately \$4,000 to \$6,000 to write the application and approximately \$4,000 for grant administration. We would be applying for \$500,000 and would look to serve approximately 6 homes (\$75,000 each, on average). The cost for administering each rehab will be paid for by the grant. The City may look to waive building inspection fees, pay for lead testing, etc. in order to gain points on the application. There is no cost to the individual homeowner. Family Community Housing Association and Development Corporation of Conyers will be assisting the City with issuing this RFP.
10. ***Authorize the Mayor to Accept the \$226,100 in GEFA Loan Funding for Lead Service Line Inventory Project:** Please note, \$146,965 of this loan are anticipated to be forgiven. There is a loan origination fee of \$3,391.50. The City has already received a GEFA grant in the amount of \$73,900 for this same effort. This loan agreement is due back to GEFA by OCTOBER 1, 2024, so staff is requesting the Mayor's signature to be approved at the Regular Meeting on October 7. We will need the Mayor's signature prior to that meeting.
11. ***Consideration of a Proposal and Contract for Space Planning and Audio-Visual Upgrades for Oxford City Hall by Hill Foley Rossi (HFR):** The FY25 Capital Budget has \$30,000 for "Space Analysis for City Hall Building" and \$50,000 for "AV System for Council Chamber." Staff has met with HFR who have put together this proposal to for spatial analysis and administering the bid for the AV system for a total cost of \$20,000. HFR was selected due to their solid reputation and track record.
12. ***Review of the DRAFT Landscaping Plan for City Hall:** The FY25 Capital Budget has \$50,000 budgeted for landscaping around City Hall. Staff would like to know if this plan is generally in the right direction. This current design is estimated to be in the range of \$130,000 to \$150,000 to implement. However, this is an early rough budget and could be reduced with the City planting the trees and looking at other possible cost savings.
13. ***Request from Chief Anglin for use of SPLOST Funds:** Please see the attached memo from Chief Anglin outlining his needs in order to accommodate his office space needs.
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