

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 6, 2021 – 7:00 P.M.
VIA TELECONFERENCE
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Invocation
3. Motion to accept the Agenda for the December 6, 2021 Mayor and Council Regular Meeting.
4. **CONSENT AGENDA**
 - a. * Minutes of the Regular Session November 1, 2021
 - b. * Minutes of the Work Session November 15, 2021
 - c. * Minutes of the Special Called Session November 22, 2021
 - d. * Minutes of the Sustainability Committee Meeting August 30, 2021
5. Mayor's Announcements
6. Citizen Concerns
7. ***Authorize the Mayor to Contract with Clark Patterson Lee Architecture, Engineering, and Planning (CPL) and Roadbotics Paving Analysis and Paving Plan** - Overseen by CPL, Roadbotics will use a specially equipped vehicle to photograph and laser read the condition of the streets. Their artificial intelligence software will assign a distress score to the streets and map the location of issues. Through a spreadsheet compiling these distress scores, we will be able to create the paving plan for Oxford's five-year Capital Improvement Plan. Please see attachment for details on CPL's proposal and the results of the same effort in the City of Flowery Branch. The cost of this study would be \$7,520 and is anticipated to be finished in time for the FY 23 Budget.
8. ***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 by December 23, 2022.

9. ***Authorize the Staff to Prepare a Refund of Utilities Account #147** – Please see attached documents for details

10. **Appointment of Adrienne Vinson Wadley to the Oxford Downtown Development Authority**

11. ***Invoices** – Council will review the city’s recently paid invoices over \$1,000

12. **Executive Session**

13. Adjourn

*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, NOVEMBER 1, 2021 – 7:00 PM
Via Teleconference
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Lynn Bohanan – Councilmember
Jeff Wearing – Councilmember
Laura McCanless – Councilmember
Avis Williams – Councilmember

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer
Dave Harvey – Chief of Police
Jody Reid – Utilities/Maintenance Supervisor
C. David Strickland – City Attorney

ELECTED OFFICIALS NOT PRESENT:

Jim Windham – Councilmember

OTHERS PRESENT: Art Vinson, Laurie Vinson, Michael McQuaide, Anderson Wright, Laura Gafnea (Oxford College)

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. Invocation
3. **Jeff Wearing made a motion to accept the Agenda for November 1, 2021. Avis Williams seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
4. **Jeff Wearing made a motion to accept the Consent Agenda for November 1, 2021. Avis Williams seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
5. Mayor's Announcements
Mayor Eady and Bill Andrew will be meeting with Steve Horton and Scott Andrews with the City of Covington on November 3rd as a follow-up to Mayor Eady's discussion with the Covington City Council regarding their participation in the Dried Indian Creek restoration project. He has invited them to tour the creek and will check with them regarding their availability.
6. **Citizen Concerns**
None.

7. **Authorize the City to Submit an Application for the Law Enforcement and First Responder Supplement Program** (Attachment C)

This grant program provides a \$1,000 one-time pay supplement for full-time public safety officers and first responders, including law enforcement officers, emergency medical technicians, and firefighters. Public safety entities can apply on behalf of qualifying employees between October 1, 2021 and December 31, 2021. Staff recommends applying for the grant on behalf of the City of Oxford police officers.

George Holt made a motion to approve submission of the Law Enforcement and First Responder Supplement Program application for the City of Oxford. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

8. **Electric Cities of Georgia (ECG) Year End Settlement and Contract Payment Reimbursement Form for FY 2021** (Attachment D)

The City of Oxford is due a payment of \$1,481.72 as a Year End Settlement and Contract Payment Reimbursement from the Electric Cities of Georgia (ECG). The payment may be dispersed by ECG as A) a payment to our education, training, and development fund; B) a refund in the form of a check; or C) a refund in the form of a credit to our monthly ECG bill. In the past, the refund has been accepted by check.

George Holt made a motion to accept the Year End Settlement and Contract Payment from ECG by check. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

9. **Meeting Request with Representatives of the City Council and the DDA to Make Recommendations for a Downtown Development Action Plan** (Attachment E)

Jeff Wearing made a motion to appoint Jeff Wearing, Jim Windham, and Laura McCanless to represent the City Council for this meeting. George Holt seconded the motion. The motion was approved unanimously (6/0).

10. **Review of the Draft Employee Handbook – Human Resources Policies and Procedures** (Attachment F)

Mayor Eady acknowledged the list of questions submitted by Jim Windham at the October Work Session. He stated that the organizational issues Mr. Windham raised would require a change to the City's charter.

Jeff Wearing stated that although there may be some more details needed, he does not think they are necessary to pass this version. He asked for input from Marcia Brooks and Bill Andrew.

Mr. Andrew deferred to Ms. Brooks, since she had done the work on it with former City Manager Matt Pepper.

Ms. Brooks stated that she and Matt viewed the handbook as a living document, and they planned to conduct an annual review for updates needed. She already has a list of several items to check on, and Mr. Windham's questions and comments can certainly be added to that list. She would like to get this version out to the staff because it has some significant improvements.

George Holt stated there is nothing in the Handbook that would get the City in trouble, so he is fine with it.

Jeff Wearing made a motion to adopt the Employee Handbook as written. George Holt seconded the motion. The motion was approved unanimously (6/0).

Mayor Eady added that he had approached the University of Georgia Carl Vinson Institute of Government about a classification and compensation study. They are booked up and advised him it would be Spring before they can help the City with this. Unless a private company can be identified it will be a few months before this can be started.

11. **Invoices** (Attachment G)

No discussion.

Mayor Eady stated that Jody Reid is in the process of getting estimates for the second lawnmower that is approved in the FY 2022 Capital Budget.

Art Vinson asked for an update on the split-rail fence at George Street Park. Jeff Wearing advised that he hopes to discuss completing this project with Cheryl Ready in the next few days. Laura McCanless asked if she could have the split-rail that is removed to use as weight for the plastic at the pollinator meadow. Mr. Wearing advised he would make sure Ms. McCanless receives the discarded pieces.

12. **Executive Session**

None.

13. **Adjourn**

Jeff Wearing made a motion to adjourn at 7:22 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, NOVEMBER 15, 2021 – 6:30 PM
VIA TELECONFERENCE
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Lynn Bohanan – Councilmember
Laura McCanless – Councilmember
Jeff Wearing – Councilmember

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Jody Reid – Utilities/Maintenance
Supervisor

ELECTED OFFICIALS ABSENT:

Avis Williams – Councilmember

OTHERS PRESENT: Mike Ready, Cheryl Ready, Art Vinson, Laura Gafnea (Oxford College), Rich Edinger (CPL), Robert Renwick (Keck & Wood)

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady did not have any announcements.

2. Committee Reports

- a. Trees, Parks, and Recreation Board – Cheryl Ready stated they are still working on their Emory Street Corridor Revitalization project. The committee has begun talks about their Arbor Day presentation, and their Tree City application is almost finished. Laura McCanless added that they are still waiting for one additional bid for invasive species removal. She also thanked Marcia Brooks for the quick turnaround on the brochures for the revitalization project. She stated that Ms. Ready and Mike Rogers should be getting an email from anyone who wants a tree planted.

Mayor Eady stated that the drainage needs to be fixed at Asbury Street Park, and some professional source needs to be identified for this work. He believes the grass may need to be taken up and reinstalled. Ms. Ready asked if the contractor that installed the grounds

originally could be held accountable for the work. Mayor Eady advised the contract could be reviewed but the contractor probably warranted the work for one year. He asked Laura Gafnea if she could provide some contacts related to the soccer field at Oxford College. She advised she would check into possible contacts and get back with the City.

Jeff Wearing suggested that NatureScapes might can help with this situation. He suspects the pipes that drain the area may have gotten clogged.

- b. Planning Commission – No report.
- c. Downtown Development Authority (DDA) – Mike Ready stated that the DDA has put out some requests for information and are waiting for that information. They have an RFP out currently seeking possible alternatives.
- d. Sustainability Committee – Ms. McCanless reported that Melissa Hage has agreed to chair the committee long enough for a replacement chairperson to be appointed. She also stated that they are making a push to increase their membership. The recent survey about Dried Indian Creek yielded several names of people who want to work on that project.

Mayor Eady advised Ms. McCanless to reach out to Sarah Vinson regarding their efforts to improve and optimize the recycling services in Oxford. Georgia Tech has two student groups looking at this issue, one group from a business perspective and another group from an engineering perspective.

- e. Committee on Race – No report.

3. **Consensus Decision on the Mid-Block Crossing for the Emory Street North Sidewalk Project** (Attachment B)

Councilmembers Bohanan, McCanless and Wearing met Robert Renwick (Keck & Wood), Jody Reid, and Bill Andrew recently at Asbury Street Park to discuss options on the placement of the pedestrian crosswalk on Highway 81 to provide safe access to the park for residents who live on the east side of Highway 81. A decision is needed on this placement very soon to ensure that the project does not fall behind schedule.

Mr. Renwick stated that they discussed three options at the meeting. The consensus among the group was the mid-block option. A path could be installed from the crossing to the trail system in the park. It is far enough away from the pavilion that pedestrians would not disturb the pavilion area.

Ms. McCanless stated that the mid-block option they decided on is slightly different from the pictures provided. Mr. Renwick affirmed this statement, advising that it was shifted to pull it about ten feet further away from the driveway to the south of it.

Art Vinson expressed concerns about the safety of pedestrians crossing into a thickly wooded area. Ms. McCanless stated that the new location places the end of the crossing at the top of the bridge that crosses to the pavilion area, which is a central area for pedestrians. Mayor Eady added that the park is closed at night. The City Council has tried to optimize safety with this crossing.

Jim Windham stated that the issue he has is the assumption is being made that everyone who crosses Emory Street on the north side is going to the park. In reality he knows that is not the case. He objects to the crossing being placed mid-block. Some people are crossing to visit friends on Collingsworth Street. However, he does not object to what his fellow City Councilmembers have decided.

Ms. Bohanan asked if the City Council should consider Mr. Windham's point and discuss having more than one crossing. Mayor Eady stated that the Georgia Department of Transportation's (GDOT) standards for a mid-block crossing are different from the standards for a corner crossing. Because Emory Way and Collingsworth Street do not align, GDOT will not permit a signalized crossing at that point. The City is planning to put a radar sign by Highway 81 at the cemetery as a reminder of the reduced speed limit approaching the crossing.

Mr. Windham pointed out that the park will be closed after dark, but people will be needing to cross Emory Street when the park is closed. He does not know what the solution is, given GDOT's requirements.

4. **Consensus Decision on the Lighting Options for the Emory Street North Sidewalk Project** (Attachment C)

Several lighting options have been provided by Mr. Renwick. Mayor Eady stated that no feedback had been received. He does not want to bias the others' decisions, but his recommendation is the Holophane Arlington fixture, although he also is fine with the Taft design by Holophane. He has personally inspected this light and feels it is higher quality. Holophane is also the only company of those listed that is in Georgia. He also knows that Holophane fixtures can include an attachment that directs light straight down on the house side so light does not shine into the yards of adjacent houses.

He wanted to know why a twelve-foot pole was recommended rather than a ten-foot pole. The ones he has seen have a ten-foot pole and a base that adds about twelve to nineteen inches to the height of the fixture. He feels a ten-foot pole would be better for this project.

Mr. Renwick stated a ten-foot pole is fine. Mayor Eady stated a ten-foot pole seems more pedestrian-oriented. Ms. McCanless stated the higher the pole is, the more likely light will drift outside the sidewalk area. She also stated that the Arlington is more appropriate for Oxford in her opinion.

Jim Windham asked if the Arlington is dissimilar from the lights at Oxford College. Mayor Eady stated it is very different. The lights on Oxford College campus have a much taller pole, more diffused light, and have globes. Mr. Windham feels this is a good place to start defining the City of Oxford from Oxford College. Mayor Eady agreed and stated this fixture would set the theme for future lighting projects.

Art Vinson asked if a policy has been adopted by the City of Oxford that design elements for the City should be intentionally different from those on the Oxford College campus. Mayor Eady is not sure it has ever been put in writing, but there have been a number of discussions about this issue and conversations with Oxford College, including subtle landscaping features that would distinguish the campus from other parts of Oxford. The lighting selection for Oxford College met their needs but does not meet the City's needs. They wanted more ambient light as opposed to directional light. This design is still generally similar to the streetlights on the campus in terms of being a "gaslight" type design, but the City's selection is distinctive from the College's.

Mr. Renwick will verify whether the height stated includes the base and light fixture. It has been his understanding that the bottom of the light is at ten feet if it is a ten-foot pole. Mayor Eady had understood that the pole itself is ten feet tall.

5. Clark Patterson Lee Architecture, Engineering, and Planning (CPL) and Roadbotics Paving Analysis and Paving Plan (Attachment D)

CPL has provided a proposal to use a company called Roadbotics to utilize a specially equipped vehicle to photograph and laser read the condition of the streets. Their artificial intelligence software will assign a distress score to the streets and map the locations of issues. A spreadsheet compiling the distress scores will be provided which will allow the City to prioritize paving needs for the five-year Capital Improvement Plan. A GIS geodatabase will also be provided, which the map will be generated from. The cost of the study is \$7,520.

Rich Edinger with CPL has a lot of cost data from past projects. He advised that he can use this information to determine approximate costs to repair the identified distress areas in Oxford and help determine if the City is budgeting adequately for this need. Mayor Eady added that the study could also show the City how much must be spent to get all of its roads to a Good rating and sustain that level.

Art Vinson asked Mr. Edinger to explain the subsurface characteristics of the Roadbotics System. Mr. Edinger stated that video footage is taken of the streets. A software program has been developed that will analyze the different types of distresses seen in the video and quantify them. Mr. Edinger then applies cost data to the quantified values.

Mr. Vinson asked if they take into account the differential load ratings for different roads in the City. Mr. Edinger advised that a load rating is not used. Most streets a City has to maintain are local streets. For example, Highway 81 (Emory Street) is

maintained by GDOT. The most significant load-related stress for local streets is alligator cracking. This type of stress is generally proportional to the amount of time between resurfacing projects. Mr. Edinger is able to quantify this type of stress and estimate the cost to repair it.

Mayor Eady stated that it currently seems like the City is always behind and never caught up. This study will systematically show the City what is required to get all the streets up to standard and keep them on track. The mapping could be done again in five years if the City feels that it is needed.

Bill Andrew stated that having this information may help the City negotiate better rates and commitments for contracts by giving the City the information to enter into multi-year contracts.

Jim Windham stated that the best thing about this effort is that it is a planning tool. It will help the City maintain its infrastructure in better condition. He recommends using it every four or five years.

6. A Proposal for Services from the Carl Vinson Institute of Government (CVIOG) for a Classification and Compensation Study for the City (Attachment E)

The City of Oxford has requested a quote from the CVIOG to conduct a classification and compensation study for the City. Bill Andrew stated that the City currently has a classification and compensation system, but it is not clear what the basis is for setting it, and certain positions have fallen out of the market. The City is having difficulty attracting and retaining employees in certain positions.

The Carl Vinson Institute performs this work for most cities and counties in Georgia. Because of the backlog in local governments requesting the service, they estimate their completion date for Oxford would be December 23, 2022. The cost of the study is \$7,500.

Mr. Andrew provided the example of the lineman trainee. The City's current entry pay for this position is \$13.81 per hour. When a lineman completes training in four years, the pay is increased to \$14.31 per hour. Employees complete the training, then quickly go to other organizations that pay more for trained linemen than the City of Oxford does.

Jim Windham asked how this study relates to the request for Council review of the personnel manual and the questions he raised related to the manual, or does it?

Mr. Andrew stated that the manual includes this plan, and the manual requires the City to have a plan. The issue right now is whether the plan aligns with market rates.

Mr. Windham asked if the manual will be left as is for the moment. There are several things in the manual that he considers completely out of line or in conflict.

Mr. Andrew agreed with Mr. Windham and mentioned that today, he and Mayor Eady read in the City of Oxford Charter that the City Manager directly supervises the Police Department, and the organization chart in the manual does not reflect that relationship. He acknowledged that the Charter overrides the manual.

Mayor Eady stated that the questions raised by Mr. Windham will be addressed but there were several improvements that the City needed to get out to the employees.

The CVIOG proposal will be voted on at the December Regular Session meeting. In the meantime, Mayor Eady and Mr. Andrew may work on some internal benchmarking to see if any adjustments can be made to the compensation plan.

7. Utilities Account #147 (Attachment F)

Through recent code enforcement actions, the City has identified a resident who has been paying monthly minimum charges for water, sewer, and electric service, but has not been receiving service. The water and sewer have been billed since October 1, 2005 with no service, and electric has been billed since October 1, 2008 with no service. The total amount billed through October 31, 2021 is \$9,169.52. Staff is requesting an assessment from the City Council as to whether some, or all of the amount billed without service should be refunded to the customer. The customer sends a payment of \$100 on a regular basis, and sometimes has a credit balance.

The City is working with the Planning Commission to allow this individual to place a site-built accessory home on the lot, as their current home is beyond repair. Electricity has not been connected at this location, and the water has been cut off at the meter for a number of years. The customer has advised various City employees that they feared having to pay a large amount to have the services reconnected if the accounts were closed.

Mr. Andrew advised that he has discussed the refund issue with City Attorney David Strickland. Mr. Strickland advised he could support the City regardless of which path is chosen. An argument could be made that the majority of the amount billed could be considered "readiness to serve." The alternate argument can be made that due to the person's mental incapacities, most or all of the billed amount should be refunded. In conversations with the person, it is evident to Mr. Andrew that there is some cognitive dissonance.

Mr. Windham asked why the electric, water and sewer service were disconnected. Mr. Andrew advised that the house in its condition could not handle electric or water service, and the sewer service is billed based on water service. Mr. Windham wanted to know why we were still sending the customer a bill. Mr. Andrew advised it was because he had an open account.

Mr. Holt stated the City should refund all the money billed when the customer did not receive services. Ms. McCanless and Ms. Bohanan agreed. Mr. Windham stated

that he generally agrees, but believes the money refunded should be used for the accessory dwelling.

Mr. Andrew stated his inclination is not to give the money directly to the person, but legally there is no basis for not giving it directly to him. He has not assigned a Power of Attorney, and he has a checking account and has a job. Mr. Andrew thought that he and Marcia Brooks could sit down with the person and gently encourage them to use the money toward the accessory dwelling.

Mr. Windham stated that he is not opposed to giving the money back to the person but would like to be assured that the money would be used toward helping the City of Oxford help the customer.

Mayor Eady stated that would be the purpose of the conversation. If the person decides to work out a different agreement with the builder, that is his prerogative. If the City Council decides to refund the money, it is the customer's to use as they wish.

Mr. Windham and Mr. Holt inquired about the person's living situation. Mr. Andrew advised that the person has a job at Pactiv and has reliable transportation. It is his belief that the person lives in the home part of the time and in the vehicle part of the time.

Mr. Vinson stated that he is uncomfortable with the tenor of the conversation. He recommended that the City Council go into Executive Session to discuss such matters.

Mayor Eady stated that the issue does not meet the standards to allow the City of Oxford to go into a closed meeting. The privacy of the individual is being maintained by not identifying the address of the property or the identity of the individual. This issue is a public matter, related to the spending of the public's money. He believes where the City Council needs to be careful is ensuring it does not become too parental in handling the matter.

Mr. Vinson commented that he is surprised the City Council is not discussing paying interest on the investments the customer has made. Ms. Bohanan stated that she had that same thought.

Mayor Eady stated the challenge would be the basis for determining what interest rate to apply. Mr. Vinson asked what customers are charged if their payments are late. Mr. Andrew stated that the City does not earn interest on customer deposits.

Mr. Holt asked if the customer has a credit balance in addition to the amount reflected in the memo. Marcia Brooks stated that she believes it is several hundred dollars at this time. Mr. Holt stated that this amount should have also been included in the memo.

Mayor Eady pointed out that when the accessory building is connected to City services, the customer could be given the option of expending the credit before paying. Mr. Andrew stated the customer will also need to pay a new tap fee. Ms. Brooks stated she will also verify whether the City is still holding a deposit for the customer. The credit amount and the deposit amount (if any) will be provided to the City Council.

Mr. Windham asked if the determination was made that the house could not handle the services on the dates given in the memo. Marcia Brooks stated those were the dates the meters stopped spinning. Mr. Windham asked if something the City did or did not do led to the meters stopping.

Jody Reid stated that the customer lived there for many years with their mother, and their usage was small. Once their mother passed away, the customer stopped usage. Several months after that, the City received a call about the line going to the house arcing, and the customer was advised it must be fixed before power could be restored.

Mr. Windham commented that the customer has a job, a car, and a bank account, and some choices were made by the customer. He is confused by the whole situation but will go along with the City Council.

Mr. Holt stated that this is not a bailout in his opinion. When the power was cut off, the City should have cut off the meter. He feels part of the responsibility is with the City of Oxford for continuing to bill in this situation. Mr. Windham acknowledged that may be true but a determination needs to be made of where responsibility lies, and if the City is doing what is right, since this is the public's money. Jeff Wearing agreed with this statement.

Mr. Holt stated that the money is theoretically not the City's. Mr. Windham restated Mr. Andrew's earlier position of the minimum billings reserving services for the customer, and the City was negligent in not getting it hooked back up or closing the account.

Ms. Bohanan stated that she is not sure if it can be determined where the ball was dropped. What needs to be determined is whether to give the money back to the customer, and she's not sure we can make any stipulations about how it is used by the customer.

Mayor Eady stated his recommendation, and the one that staff feels most comfortable with, is to refund the money and ask the customer how they wish to receive the money. This is part of the bigger effort since Mr. Andrew came on board of trying to identify properties that are notably in a condition that may need to be condemned. This property is the only one still occupied, so it requires additional

attention. The City is trying to fix things that have happened over time and keep those problems from arising again.

Mayor Eady stated that the recommendation is to refund the full amount stated in the memo plus any credit he has in his account.

Mr. Windham stated the City could issue the refund in the form of a credit for the new charges that will result from the accessory building rather than issuing a check.

Mayor Eady stated if the customer wants to cut the City a check for the tap fees and use the refund amount toward future services, that is another alternative.

8. Next Steps for Yarbrough House

Mayor Eady would like to reaffirm what was stated at the City Council Retreat. His understanding was that the City wants to remove the Yarbrough House and make the property available for other public uses and hire a landscape architect to design the park space on the property. The removal of the house should be nominal to zero cost to the City.

Ms. Bohanan, Mr. Windham, Mr. Holt, and Ms. McCanless agreed with Mayor Eady's statement. Mr. Wearing asked if it would be feasible to cut out most of the house and retain a small portion on the site to make it like Kitty's Cottage to complement the park. The cost would be minimal.

Mayor Eady stated it would require investing a substantial amount of money to make the building clean and sanitary. The City Council expressed at the retreat that it did not want to invest good money after bad. Mr. Wearing acknowledged Mr. Eady's point and stated he had agreed with it at the retreat. Ms. Bohanan added that the structure also does not have the historic significance once thought.

9. Other Business

None.

10. Work Session Meeting Review

- a. Mid-Block Crossing – Consensus - approved about ten feet north of what is currently depicted; Keck & Wood will provide revised drawing
- b. Lighting – Consensus - Holophane Arlington ten-foot height; Keck & Wood will provide revised specification for clarifications on height and base
- c. Clark Patterson Lee Roadbotics study - approve at December Regular Session
- d. CVIOG Classification and Compensation Study – approve at December Regular Session
- e. Utilities Account #147 – vote to refund money at December Regular Session and discuss with customer their preference for how the money should be refunded
- f. Yarbrough House – Identify options for removal and present options to City Council

11. Executive Session

The City Council went into Executive Session at 8:00 p.m. to discuss real estate and personnel matters. The City Council ended Executive Session and returned to open session at 8:17 p.m.

12. Adjourn

The meeting was adjourned by Mayor Eady at 8:18 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
MONDAY, NOVEMBER 22, 2021 – 6:34 PM
VIA TELECONFERENCE
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Lynn Bohanan – Councilmember
Avis Williams – Councilmember
Laura McCanless – Councilmember
James Windham – Councilmember

ELECTED OFFICIALS ABSENT:

Jeff Wearing – Councilmember

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer

OTHERS PRESENT: None.

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **A motion was made by Laura McCanless to accept the Agenda for the Special Called Meeting of November 22, 2021. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
3. Executive Session
Laura McCanless made a motion to enter Executive Session. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).

The City Council entered Executive Session at 6:32 p.m. and exited Executive Session at 7:10 p.m.
4. Real estate/personnel actions
Jim Windham made a motion to approve the land acquisition discussed during Executive Session. Lynn Bohanan seconded the motion. The motioned was approved unanimously (6/0).
5. Adjourn
Jim Windham made a motion to adjourn at 7:12 p.m. Lynn Bohanan seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer

Minutes

City of Oxford, GA

Trees, Parks and Recreation Committee

August 30, 2021

Introductions: Daniel Parson, Mike McQuaide, Melissa Hage, Bill Andrew, Anushri Sonawale, Laura McCandless, and David Eady

Jiayi will attend next meeting and is on campus this year.

Jon Devine update: taken position with a bike association. Someone else is drafting the Complete Streets and Trails Plan and that will be completed. Paused GOSP grant effort for now but can be restarted. October timeline for sustainability plan with Northeast Georgia.

Move GOSP to October 22 due to the need for Covington to be a meaningful partner in the creek project. Eady met with Horton (Cov mayor) and discussed initiative partnership with positive reaction. Oxford will present to Cov City Council the project and opportunities with Laura M. to get the council engaged. The greatest benefit to Cov may be management of storm water coming down the creek. Budget process may have begun for July 1 fiscal year.

Jon Calabria had a class presentation of the airport segment of the creek where there are opportunities to remediate the creek to start with. Success in getting Oxford council to the creek could be repeated with Cov council if they would see the creek from the more natural South side to the more poorly managed site at the end of the runway. Success of Cricket Frog trail is a positive to do other similar projects.

What is the cost? What is the restoration plan? Creek restoration remains the focus-that is step 1 in the process. Calabria planning to brief this committee on their progress: Master's student working on capstone project this semester. This will stop short of construction drawings, but will illustrate costs and many technical details. Work is ongoing and they are designing interventions now. Eady will invite them to attend our September meeting. Will Calabria connect us with engineering firms? When should we engage them?

What is effect of the Federal dollars-positive impact on the grant and is focused on paving trail for alternative transport. Eady will forward the application packet to the committee. Note: careful of endangered species etc.

Mike updates on the naming. 1821 treaty signed in Jackson previous to the Trail of Tears. Ended in -chee or -gee but there is no record. The older survey maps were destroyed with others in Macon-south of the Chattahoochee were destroyed. Friday October 1 Monte Randle will present 10:30-noon on dispossession in our area. Mike M. will attend and attempt to get in touch about the previous name. Suggestion to get people from Muscogee nation to name it for

us if we are able change the name. Mike M. will also explore this with docent from Okmulgee mounds in Georgia.

PawPaw Trail? Have we found *Asimina triloba* along the creek? Let's each come with 3 name ideas next meeting to settle on a temporary name for the project.

Acquired 28 acres: approx. half mile of creek. Cindy the landowner is interested to talk with Mayor Eady. Giles property-Eady inquired about the property and is hoping the city will have the option for purchase. Ballards are not interested in the conservation easement/trail on their property but are supportive of the idea.

City Sustainability plan:

Recycling for City: Latham curbside provider-25% of people are doing recycling. Pepper asked for a % of material that actually gets recycled. Pratt recycles Aluminum, PET, and HDPE. Everything else gets burned for energy. Veressence close to us are trying to increase their recycled content and they are unable to get good quality clear glass. County charges at convenience center. What's the percentage recycled there?

Cost for recycling: fixed per household charge for recycling. Very small recycled material \$ gets back to the city.

Other cities are moving toward targeted recycling. How could this work here? Incentives? Bottle return is not feasible. Could we give credit toward bill by using the recycling center? Can we find similar cities and see what has been successful. Jiaxi has already connected us to similar cities with sustainability plans. There are systems to reduce fraud, but are these machines expensive? Are there local partners who can use the material or help with this issue?

Melissa H.: How do we move forward?

GOSP: Jon Calabria may come to our next meeting if not before. Mike to organize Cov council stream team and get Jim and Jeff from Oxf council to attend as well. Early to mid-October 16, 23.

Sustainability Plan: need feedback from N Ga Regional Commission

Recycling: an area that we can immediately engage—focus of next meeting if Jon C. doesn't take the entire time. Charge committee to bring ideas for increasing recycling.



September 27, 2021

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

VIA EMAIL

RE: City of Oxford
FY2021 Pavement Assessment Proposal

Dear Mr. Andrew:

CPL Architecture, Engineering, and Planning is pleased to provide this proposal to perform a pavement assessment of Oxford's street network, as follows:

Scope of Work

1. CPL and Roadbotics will evaluate Oxford's GIS street centerline geodatabase to ensure it thoroughly depicts Oxford's road network. The data currently indicates Oxford has 14.2 centerline miles of city maintained streets.
2. CPL will load said GIS database to Roadbotics for programming their artificial intelligence software.
3. CPL will use their proprietary artificial intelligence software to collect video of the city's street network.
4. Upon uploading the video, Roadbotics' AI software will identify pavement distresses and create a condition assessment score.
5. Roadbotics will use the results to create a graphical representation of the relative pavement distresses on the city-wide network.
6. CPL will use the pavement distress data to create a multi-year road maintenance plan to help the City budget for this activity.
7. Final deliverables will include a GIS geodatabase and spreadsheet of road segments, pavement distresses and overall segment score.

Fee Proposal

CPL will perform the above referenced scope of work for a lump sum of \$7,520. Any additional services not covered in the scope of work above will be billed at the hourly rates listed in Appendix 'B'.

We will not exceed the estimated budget without authorization from the City. Direct expenses will be billed at cost plus 15%. Direct expenses include, but are not limited to, reproduction cost, courier service, mileage, telephone/fax cost, etc.

TERMS AND CONDITIONS:

This agreement shall be administered in accordance with the Terms and Conditions listed in Appendix "A" and the hourly rates listed in Appendix "B" attached hereto.

This document together with the exhibits and/or appendices identified herein constitutes the entire understanding between Oxford and CPL with respect to the work to be performed by CPL

3011 Sutton Gate Dr.
Suite 130
Suwanee, GA 30024
770.831.9000 TEL
CPLTeam.com

for the benefit of Oxford and may only be modified in writing signed by both parties. Please sign and return the enclosed copy of this letter if this document satisfactorily sets forth the understanding of the arrangement between Oxford and CPL. Receipt of the signed agreement will serve as our notice to proceed. This Contract will be open for acceptance for sixty days from the date of this letter.

We look forward to working with you on this project.

Sincerely,

CPL ARCHITECTURE ENGINEERING & PLANNING

DocuSigned by:
Richard J. Edinger
DA066B7A3BD341A...
Richard J. Edinger, P.E.
Vice President

cc: file

Approved By: _____ Date: _____
Bill Andrew, City Manager

Invoice Instructions:

Add the following project identifier or Purchase Order No. _____

Send our Invoice to the following email address: _____

Reference the following physical address:

APPENDIX "A" TERMS AND CONDITIONS

1. CPL Architecture, Engineering, and Planning (hereinafter CPL) shall perform the services defined in this Letter Agreement and Client agrees to pay CPL for said services as set forth in the agreement. In providing services under this Agreement, CPL shall perform in a manner consistent with and limited to that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. CPL makes no warranty, express or implied, as to its professional services rendered under this Agreement. Accordingly, the Client should prepare and plan for clarifications and modifications, which may impact both the cost and schedule of the Project.
2. All documents including Drawings and Specifications prepared by CPL are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CPL for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to CPL; and Client shall indemnify and hold harmless CPL from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CPL to further compensation at rates to be agreed upon by Client and CPL.
3. Client agrees to additionally compensate CPL for services resulting from significant changes in general scope of Project, for revising previously accepted reports, studies, design documents, or Contract Documents, or for delays caused by others rather than CPL.
4. Construction cost estimates prepared by CPL represents CPL's best judgment as professionals familiar with the construction industry. It is recognized, however, that CPL has no control over cost of labor, materials, or equipment, over contractors' methods of determining bid prices, or over competitive bidding or market conditions. CPL cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from cost estimates prepared by CPL.
5. If requested by Client or if required by the scope of services of the Agreement, CPL shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. However, CPL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. CPL shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.
6. Surveying will be provided as stated in the Agreement. Surveying provided on an hourly basis will be charged with a 4-hour minimum at the hourly rates in effect at the time the service is performed. Replacement of survey markers resulting from contractor disturbance or vandalism will be accomplished on an hourly basis.
7. The cost of permits, fees, toll telephone calls, courier service, reproduction of reports, Drawings, and Specifications, transportation in connection with the Project, and other out of pocket expenses will be reimbursed to CPL by Client at cost plus 15%.
8. CPL shall submit monthly statements for services rendered and for reimbursable expenses incurred. Statements will be based upon CPL's time of billing. Payment is due upon receipt of CPL's Statement. If Client fails to make any payment due CPL for services and expenses within 30 days after the date of CPL's statement therefore, the amounts due CPL shall include a charge at the rate of 1.5% per month (18% per annum), or portion thereof, from said 30th day, and, in addition, CPL may, after giving 7 days' written notice to Client, suspend services under this Agreement until CPL has been paid in full all amounts due CPL are collected through an attorney or collection agency, Client shall pay all fees and costs of collection.
9. This Agreement may be terminated by either party upon 7 days' written notice should the other party fail substantially to perform in accordance with its terms through no fault to the party initiating termination, or in the event Project is cancelled. In the event of termination, CPL shall be paid the compensation plus Reimbursable Expenses due for services performed to termination date.
10. This Agreement shall be governed by the laws of the State Georgia. In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$15,000 or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds. In the event the Client does not wish to limit the Consultant's professional liability, the Consultant agrees to waive this limitation upon written notice from the Client and agreement of the Client to pay 25% of the Consultant's total fee within five (5) calendar days after this agreement is fully executed. This additional fee is in consideration of the greater risk involved in performing work for which there is no limitation of liability.

11. The services to be performed by CPL under this Agreement are intended solely for the benefit of the Client. Nothing contained herein shall confer any rights upon or create any duties on the part of CPL toward any persons not a party to this Agreement including, but not limited to, any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

12. Client and CPL each binds himself and his partners, successors, executors, administrators, and assigns to the other party to this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. Neither Client nor CPL shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other; however, CPL may employ others to assist in the carrying out of duties under this Agreement.

13. In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents, including electronic files, prepared by CPL without obtaining CPL's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore, the Client agrees to waive any claim against CPL and to release CPL from any liability arising directly or indirectly from such changes. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless CPL from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. The Client also agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to CPL's construction documents, including electronic files, without the prior written approval of CPL and that further requires the Contractor to indemnify both CPL and the Client from any liability or cost arising from such changes made without such proper authorization.

APPENDIX "B"
CPL HOURLY RATES

PRINCIPAL ENGINEER	\$210 - \$240/HR
PROJECT MANAGER	\$180 - \$210/HR
SR. STAFF ENGINEER / SR. ARCHITECT / SR. PLANNER	\$ 145 - \$165/HR
STAFF ENGINEER / ARCHITECT / PLANNER	\$ 125 - \$150/HR
JR. ENGINEER / JR. ARCHITECT / JR. PLANNER	\$ 85 - \$125/HR
DESIGNER / DRAFTPERSON	\$ 60 - \$70/HR
JR. DESIGNER / JR. DRAFTPERSON / JR. PLANNER	\$ 50 - \$55/HR
SECRETARIAL	\$ 45/HR
AUTO MILEAGE	IRS RATE + 15%
MISCELLANEOUS	COST PLUS 15%



May 6, 2020

Mr. Bill Andrew, City Manager
 City of Flowery Branch
 PO Box 757
 5410 Pine Street
 Flowery Branch, GA. 30542

VIA EMAIL

RE: City of Flowery Branch
 2019 Pavement Assessment Final Report

Dear Mr. Andrew:

CPL contracted with the city earlier this year to evaluate the city’s pavement conditions. Using Roadbotics Technology, we collected pavement distress data and collated it into the attached spreadsheet. In summary, the condition of the city’s road network is very good, as the table below shows:

Rating	Rating Meaning	Cumulative Length of Road Pavement (miles)
1.00 to 1.50	Excellent	4.34
1.51 to 2.00	Good	13.70
2.01 to 2.50		13.00
2.51 to 3.00	Fair	3.96
3.01 to 3.50		0.90
3.51 to 4.00	Poor	0.87
4.01 to 5.00		0.23
0.00	no rating	0.79

The majority (31.04 miles, or 84%) is Good to Excellent, while only 5.96 miles or 16% is fair to poor. Roads with a zero rating indicates it is not paved. This puts the city in an excellent position vis a vie maintenance, in that a program can be created that fixes the 16% of the fair to poor roads before the good to excellent roads deteriorate significantly. Translated, this means that over the ten-year maintenance cycle of a road pavement, maintenance dollars can be spent keeping good roads good, rather than spending a large portion of available dollars on patching poor roads.

We have created a three-year maintenance program as an example of how to spend your available resources keeping the network maintained. Year 1 proposes to patch and resurface the 5.8 miles of fair to poor roads. We recommend setting a budget of \$1.58M for this project. Streets and repair methods are detailed in the attached spreadsheet. Each subsequent year in the plan maintains one tenth of the remaining worst rated road miles.

Year 1

Item	Units	Quantity	Unit Cost	Product
Patching (19mm SuperPave, 4" depth)	TON	5252	\$ 131.25	\$ 689,313.87
Crack Sealing	CLMILE	5.8	\$ 9,450.00	\$ 54,545.59
Edge Milling (not including TT & PN)	SY	29,280	\$ 7.14	\$ 209,057.73
Overlay (4.25 mm SuperPave, 1" depth)	TON	2,015	\$ 119.70	\$ 241,203.73
Overlay (12.5mm SuperPave for TT & PN, 1.5" depth)	TON	2,892	\$ 117.60	\$ 340,152.25
Other costs (mobilization, traffic contrl, striping, utility adjustment, etc.)	LUMP	1	\$50,000.00	\$ 50,000.00
				\$1,584,273.17

Year 2

Item	Units	Quantity	Unit Cost	Product
Patching (19mm SuperPave, 4" depth)	TON	1,223	\$ 137.81	\$168,516.81
Crack Sealing	CLMILE	3.5	\$ 9,922.50	\$ 34,918.32
Edge Milling (not including TT & PN)	SY	20,316	\$ 7.15	\$145,329.28
Overlay (4.25 mm SuperPave, 1" depth)	TON	2,067	\$ 119.93	\$247,903.97
Overlay (12.5mm SuperPave for TT & Hogg Mtn, 1.5" depth)	TON	1,485	\$ 117.82	\$174,948.79
Other costs (mobilization, Trfc Cntrl, striping, utility adjustment, etc.)	LUMP	1	\$55,125.00	\$ 55,125.00
				\$826,742.16

Year 3

Item	Units	Quantity	Unit Cost	Product
Patching (19mm SuperPave, 4" depth)	TON	1475	\$ 144.70	\$213,404.88
Crack Sealing	CLMILE	3.5	\$10,418.63	\$ 36,638.57
Edge Milling (not including TT & Hog Mtn)	SY	23,037	\$ 7.87	\$181,344.78
Overlay (4.25 mm SuperPave, 1" depth)	TON	3,480	\$ 131.97	\$459,193.09
Overlay (12.5mm SuperPave for TT & Hogg Mtn, 1.5" depth)	TON	311	\$ 129.65	\$ 40,334.79
Other costs (mobilization, Trfc Cntrl, striping, utility adjustment, etc.)	LUMP	1	\$57,881.25	\$ 57,881.25
				\$988,797.35

Prices for year 1 were taken from the current paving contract and include a 5% inflation adjustment each subsequent year.

We have enjoyed working on this project and if you have any questions, please call us. In addition to this letter report, the GIS shapefile and excel spreadsheet with road ratings and other details will accompany this report under separate cover.

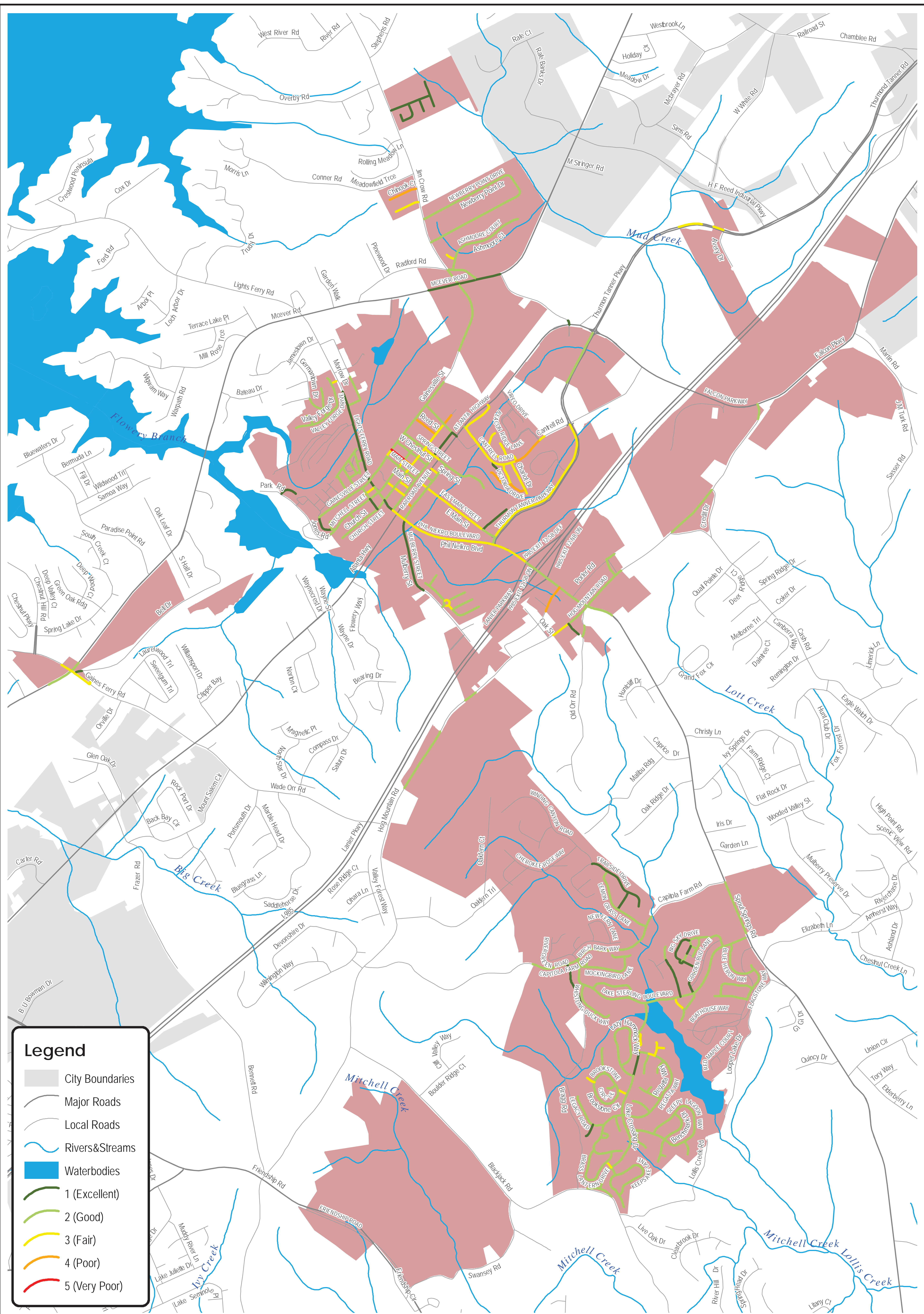
Sincerely,

CPL ARCHITECTURE. ENGINEERING. PLANNING.

A handwritten signature in blue ink, appearing to read "Rich Edinger".

Rich Edinger, P.E.
Vice President

cc: file



Legend

- City Boundaries
- Major Roads
- Local Roads
- Rivers & Streams
- Waterbodies
- 1 (Excellent)
- 2 (Good)
- 3 (Fair)
- 4 (Poor)
- 5 (Very Poor)



Flowerly Branch

CPL ARCHITECTURE
ENGINEERING
PLANNING
CPLTeam.com

3011 Sutton Gate Drive
Suite 130
Suwanee, GA 30024
770-831-9000
www.cplteam.com

DATE:	5/2/20
DRAWN:	JWS
CHECKED:	RJE
SCALE:	1"=10,000'
PROJ. #:	15438.00

2019 Pavement Assessment

Pavement Conditions Ratings

Flowerly Branch, Hall County, Georgia

S:\Projects\Flowerly Branch\General\GIS\FB Pavement Assessment_Apr2020.mxd

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
BELL	DRIVE		Local	6511	6519	6512	6518	25	225.1	0.00	YES
BRAGG	ROAD		Local	6685	6731	6684	6730	25	2314.7	0.00	YES
CHATTAHOOCHEE	STREET		Local	0	0	0	0	25	157.0	0.00	YES
JONES	ROAD		Local	6247	6299	6246	6300	25	471.0	0.00	YES
OLD FACTORY HILL	ROAD		Local	4757	4761	4758	4760	10	214.4	0.00	YES
ROBERTS	DRIVE		Local	5501	5549	5500	5550	25	812.3	0.00	YES
LIGHTS FERRY	ROAD		Local	6007	6035	6006	6036	45	712.2	1.00	YES
PARK	POINT		Local	5801	5823	5800	5824	25	320.5	1.00	YES
PARK BAY	COURT		Local	0	0	0	0	25	382.8	1.00	YES
PARK BAY	COURT		Local	5901	5925	5900	5926	25	300.3	1.00	YES
PARK SHORE	COVE		Local	5729	5735	5730	5736	25	300.0	1.00	YES
PARK SHORE	COVE		Local	5721	5727	5722	5728	25	300.0	1.00	YES
SHORE ISLE	COURT		Local	5701	5765	5700	5766	25	787.2	1.00	YES
MCEVER	ROAD		Local	5439	5441	5440	5442	55	662.3	1.08	YES
MULBERRY	STREET		Local	5529	5631	5530	5632	25	2628.1	1.08	YES
PARK SHORE	COVE		Local	5701	5719	5700	5720	25	517.7	1.14	YES
TANNER	STREET		Local	5803	5815	5804	5814	25	328.5	1.18	YES
SKIPPING STONE	PLACE		Local	6503	6519	6502	6520	25	521.6	1.19	YES
LIGHTS FERRY	ROAD		Local	5927	5997	5926	5998	45	1475.6	1.20	YES
LIGHTS FERRY	ROAD		Local	5903	5925	5904	5924	45	564.6	1.20	YES
OUTRIGGER	COURT		Local	6871	6883	6872	6884	25	188.2	1.24	YES
LIGHTS FERRY	ROAD		Local	5807	5819	5808	5818	35	215.4	1.26	YES
TREE HOUSE	WAY		Local	7003	7055	7004	7054	25	1035.1	1.29	YES
JONES	ROAD		Local	6141	6207	6140	6206	25	552.5	1.32	YES
LAKE CROSSING	DRIVE		Local	0	0	0	0	25	631.4	1.33	YES
OLD ORR	ROAD		Local	4841	4823	4842	4822	25	499.4	1.33	YES
TRAILSIDE	DRIVE		Local	6667	6685	6666	6684	25	454.1	1.33	YES
BIG SKY	DRIVE		Local	6801	6869	6800	6870	25	806.7	1.36	YES
TRAILSIDE	DRIVE		Local	6601	6629	6600	6630	25	541.1	1.36	YES
TRAILSIDE	DRIVE		Local	6631	6665	6632	6664	25	802.7	1.37	YES
LIGHTS FERRY	ROAD		Local	5717	5739	5716	5740	35	340.9	1.38	YES
BIG SKY	DRIVE		Local	6861	6909	6862	6910	25	929.1	1.41	YES
BIG SKY	DRIVE		Local	6911	6919	6912	6920	25	170.3	1.41	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
TRITON	COURT		Local	7621	7649	7620	7650	25	356.3	1.41	YES
MCEVER	ROAD		Local	5513	5595	5512	5596	55	1783.2	1.45	YES
BAY LAUREL	WAY		Local	6911	6925	6912	6924	25	224.6	1.45	YES
RADFORD	ROAD		Local	4635	4695	4634	4694	35	2337.5	1.46	YES
RAILROAD	AVENUE		Local	5105	5129	5104	5130	25	768.4	1.47	YES
MCEVER	ROAD		Local	5459	5465	5458	5466	55	490.7	1.48	YES
BOX TURTLE	WAY		Local	7701	7735	7702	7734	25	399.8	1.53	YES
MITCHELL	STREET		Local	5707	5721	5708	5722	25	519.5	1.53	YES
LAKE CROSSING	DRIVE		Local	0	0	0	0	25	846.1	1.54	YES
BIG SKY	DRIVE		Local	6709	6759	6710	6758	25	661.7	1.56	YES
BIG SKY	DRIVE		Local	6701	6707	6700	6708	25	177.9	1.56	YES
LEGACY	ROAD		Local	7601	7621	7602	7620	25	283.0	1.56	YES
LEGACY	ROAD		Local	7623	7691	7322	7690	25	858.4	1.56	YES
WHISTLING DUCK	WAY		Local	7401	7429	7400	7430	25	876.8	1.58	YES
RAILROAD	AVENUE		Local	0	0	5314	5324	25	215.7	1.59	YES
LAKE CROSSING	DRIVE		Local	0	0	0	0	25	335.3	1.62	YES
MCEVER	ROAD		Local	6477	6509	6478	6508	45	1397.9	1.62	YES
RAILROAD	AVENUE		Local	0	0	5526	5536	25	495.0	1.62	YES
MITCHELL	STREET		Local	5727	5749	5728	5750	25	347.2	1.64	YES
GOOSENECK	PLACE		Local	7933	7949	7934	7950	25	366.4	1.64	YES
BAY LAUREL	WAY		Local	6927	6939	6926	6940	25	223.5	1.65	YES
MITCHELL	STREET		Local	5801	5825	5800	5824	25	282.8	1.66	YES
BIG SKY	DRIVE		Local	6871	6879	6872	6880	25	84.0	1.67	YES
BENT TWIG	WAY		Local	6801	6869	6800	6870	25	1119.1	1.67	YES
BIG SKY	DRIVE		Local	6761	6775	6760	6774	25	257.3	1.67	YES
BLUE HERON	WAY		Local	6701	6785	6700	6784	25	1310.2	1.67	YES
FLAGSTONE	WAY		Local	6817	6865	6818	6866	25	612.3	1.67	YES
FLAGSTONE	WAY		Local	6817	6865	6818	6866	25	305.8	1.67	YES
FLAGSTONE	WAY		Local	6801	6815	6800	6816	25	134.8	1.67	YES
HARBOUR LIGHTS	DRIVE		Local	5901	5915	5900	5914	10	166.3	1.67	YES
HARBOUR MIST	DRIVE		Local	6031	6079	6030	6080	10	481.3	1.67	YES
HARBOUR MIST	DRIVE		Local	6001	6029	6000	6028	10	311.2	1.67	YES
HOPSCOTCH	COURT		Local	6901	6945	6900	6946	25	695.1	1.67	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
HOPSCOTCH	COURT		Local	6947	6975	6948	6976	25	161.2	1.67	YES
LIGHTS FERRY	ROAD		Local	5741	5755	5742	5756	35	264.1	1.67	YES
LILY PAD	DRIVE		Local	6007	6021	6008	6022	10	230.6	1.67	YES
LILY PAD	DRIVE		Local	6001	6005	6000	6006	10	94.7	1.67	YES
STELLA LIGHT	DRIVE		Local	6101	6139	6100	6138	10	485.1	1.67	YES
STELLA LIGHT	DRIVE		Local	6141	6145	6140	6146	10	92.2	1.67	YES
SWALLOW TAIL	LANE		Private	6801	6821	6800	6820	25	306.6	1.67	YES
SWALLOW TAIL	LANE		Private	6823	6839	6822	6830	25	224.0	1.7	YES
TREE HOUSE	WAY		Local	7057	7089	7056	7090	25	364.1	1.67	YES
WATERSDOWN	WAY		Local	5913	5933	5912	5932	10	260.3	1.67	YES
WATERSDOWN	WAY		Local	5935	5951	5934	5952	10	251.9	1.67	YES
WATERSDOWN	WAY		Local	5953	5971	5954	5972	10	251.7	1.67	YES
WATERSDOWN	WAY		Local	5901	5911	5900	5910	10	95.3	1.67	YES
WATERSDOWN	WAY		Local	5973	5979	5974	5980	10	54.7	1.67	YES
WATERWAY	PLACE		Local	5901	5919	5900	5920	10	267.8	1.67	YES
WATERWAY	PLACE		Local	5921	5935	5922	5936	10	266.4	1.67	YES
WATERWAY	PLACE		Local	5937	5941	5938	5942	10	46.9	1.67	YES
YACHT	WAY		Local	6001	6033	6000	6034	10	411.0	1.67	YES
LAKE CROSSING	DRIVE		Local	0	0	0	0	25	447.6	1.67	YES
MOURNING DOVE	WAY		Local	7501	7529	7502	7530	25	401.6	1.68	YES
CAPITOLA FARM	ROAD		Local	6531	6641	6532	6642	35	2237.6	1.70	YES
PROMENADE	COURT		Local	7425	7431	7424	7432	25	176.4	1.70	YES
TANNER	STREET		Local	5915	5917	5914	5916	25	178.6	1.70	YES
VINTAGE	DRIVE		Local	7403	7413	7402	7412	25	373.2	1.78	YES
SOARING EAGLE	DRIVE		Local	7701	7747	7700	7748	25	650.7	1.78	YES
SARATOGA	DRIVE		Local	7053	7055	54	7056	25	211.9	1.79	YES
SARATOGA	DRIVE		Local	7057	7077	7056	7078	25	536.2	1.79	YES
RAILROAD	AVENUE		Local	5203	5213	5202	5214	25	305.4	1.81	YES
RADFORD	ROAD		Local	0	0	0	0	35	700.1	1.82	YES
HOG MOUNTAIN	ROAD		Local	4451	4521	4450	4520	45	1587.1	1.83	YES
ELWOOD	CIRCLE		Local	5601	5609	5600	5610	25	105.1	1.84	YES
SOARING EAGLE	DRIVE		Local	7751	7779	7752	7780	25	335.0	1.85	YES
TENSPEED	COURT		Local	7625	7655	7624	7654	25	561.6	1.86	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
SPRING	STREET		Local	5305	5307	5306	5308	25	238.1	1.88	YES
WETLANDS	COURT		Local	7501	7515	7502	7514	25	198.3	1.90	YES
SPRING	STREET		Local	5103	5165	5104	5164	25	1241.4	1.91	YES
KEEPSAKE	LANE		Local	7803	7927	7804	7928	25	1839.4	1.91	YES
BLACKJACK	ROAD		Local	6031	6049	6032	6048	40	892.2	1.93	YES
WHISTLING DUCK	WAY		Local	7431	7459	7432	7460	25	385.3	1.93	YES
LEMON GRASS	LANE		Local	6501	6535	6502	6534	25	871.6	1.93	YES
BAY LAUREL	WAY		Local	6901	6909	6900	6910	25	145.4	1.93	YES
TRAILING IVY	WAY		Local	6901	6815	6900	6914	25	174.0	1.94	YES
LAKE CROSSING	DRIVE		Local	7301	7329	7300	7330	25	511.3	1.96	YES
VINTAGE	DRIVE		Local	7443	7455	7442	7456	25	231.7	1.96	YES
MORROW	DRIVE		Local	6005	6055	6006	6054	25	1262.5	1.96	YES
INDEPENDENCE	DRIVE		Local	7101	7113	7102	7114	25	300.8	1.96	YES
MITCHELL	STREET		Local	5405	5407	5406	5408	25	300.0	1.97	YES
MCEVER	ROAD		Local	6401	6403	6402	6404	55	3247.4	1.98	YES
LAKE CROSSING	DRIVE		Local	7401	7449	7400	7450	25	568.1	1.98	YES
REGATTA	WAY		Local	7463	7493	7464	7494	25	753.9	1.99	YES
BENCHMARK	DRIVE		Local	7803	7811	7802	7810	25	196.6	2.00	YES
BREEZY LAKE	LANE		Local	7517	7539	7516	7540	25	336.6	2.00	YES
BREEZY LAKE	LANE		Local	7501	7515	7501	7514	25	158.4	2.00	YES
CANTRELL	ROAD		Local	0	0	0	0	30	52.1	2.00	YES
CAPITOLA FARM	ROAD		Local	6661	6949	6662	6950	35	5758.1	2.00	YES
CAPITOLA FARM	ROAD		Local	6437	6529	6436	6530	35	1768.0	2.00	YES
CHURCH	STREET		Local	5831	5929	5832	5930	25	555.9	2.00	YES
CHURCH	STREET		Local	5627	5647	5628	5648	25	415.5	2.00	YES
CHURCH	STREET		Local	5703	5707	5702	5706	25	295.2	2.00	YES
CHURCH	STREET		Local	5617	5623	5618	5624	25	214.9	2.00	YES
CHURCH	STREET		Local	5611	5615	5612	5616	25	146.7	2.00	YES
COPPER KETTLE	WAY		Local	7701	7709	7702	7708	25	191.6	2.00	YES
COPPER KETTLE	WAY		Local	7501	7511	7502	7510	25	181.0	2.00	YES
COPPER KETTLE	WAY		Local	7711	7715	7710	7714	25	116.9	2.00	YES
DRAGONFLY	COURT		Local	7823	7831	7822	7830	25	129.6	2.00	YES
ELWOOD	CIRCLE		Local	5619	5659	5620	5658	25	478.6	2.00	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
FIRESIDE	LANE		Local	7423	7449	7422	7450	25	541.4	2.00	YES
GAINESVILLE	STREET		Local	5101	5285	5100	5284	35	3601.3	2.00	YES
GAINESVILLE	STREET		Local	5403	5415	5404	5416	35	469.2	2.00	YES
GAINESVILLE	STREET		Local	5505	5513	5504	5514	35	306.1	2.00	YES
GERMANTOWN	DRIVE		Local	6505	6513	6506	6514	25	496.2	2.00	YES
GRANITE	COURT		Local	7101	7299	7100	7298	25	316.5	2.00	YES
HOG MOUNTAIN	ROAD		Local	4561	4675	4560	4676	45	1815.7	2.00	YES
JONES	ROAD		Local	0	0	0	0	25	98.0	2.00	YES
LAKE CROSSING	DRIVE		Local	0	0	0	0	25	1142.5	2.00	YES
LAKE STERLING	BOULEVARD		Local	6801	6899	6800	6898	25	1496.4	2.00	YES
LAKE STERLING	BOULEVARD		Local	7201	7255	7200	7254	25	1035.4	2.00	YES
LAKE STERLING	BOULEVARD		Local	7001	7049	7000	7050	25	799.0	2.00	YES
LAKE STERLING	BOULEVARD		Local	7311	7349	7312	7348	25	552.1	2.00	YES
LAKE STERLING	BOULEVARD		Local	7101	7139	7100	7140	25	449.3	2.00	YES
LAKE STERLING	BOULEVARD		Local	7301	7309	7302	7310	25	252.0	2.00	YES
LAKE STERLING	BOULEVARD		Local	0	0	0	0	25	144.6	2.00	YES
LAZY HAMMOCK	WAY		Local	7303	7319	7304	7318	25	434.0	2.00	YES
LEMON GRASS	LANE		Local	6537	6585	6536	6586	25	1122.3	2.00	YES
LORIMAR	COURT		Local	6127	6131	6126	6130	25	168.1	2.00	YES
LORIMAR	COURT		Local	6133	6135	6134	6134	25	152.7	2.00	YES
MITCHELL	STREET		Local	5507	5509	5506	5508	25	254.0	2.00	YES
MOCKINGBIRD	LANE		Local	7409	7473	7408	7474	25	1337.6	2.00	YES
MOCKINGBIRD	LANE		Local	7401	7407	7402	7406	25	186.0	2.00	YES
PORTER	ROAD		Local	4701	4775	4700	4776	25	1015.1	2.00	YES
REGATTA	WAY		Local	7401	7419	7402	7418	25	443.0	2.00	YES
SLEEPY LAGOON	WAY		Local	7903	7927	7902	7926	25	590.6	2.00	YES
SLEEPY LAGOON	WAY		Local	7721	7731	7720	7730	25	323.5	2.00	YES
TINY SPARROW	LANE		Local	7401	7417	7402	7418	25	150.0	2.00	YES
VALLEY FORGE	DRIVE		Local	7011	7043	7010	7044	25	986.3	2.00	YES
VALLEY FORGE	DRIVE		Local	7047	7063	7048	7062	25	449.6	2.00	YES
WESTIN	CIRCLE		Local	5705	5729	5704	5730	25	334.0	2.00	YES
BIRD SONG	PLACE		Local	7301	7375	7302	7376	25	1336.0	2.01	YES
SLEEPY LAGOON	WAY		Local	8073	8097	8072	8098	25	778.0	2.01	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
GAINESVILLE	STREET		Local	6001	6197	6000	6196	25	1361.7	2.01	YES
MULBERRY	STREET		Local	5307	5331	5308	5330	25	635.9	2.02	YES
SLEEPY LAGOON	WAY		Local	8003	8067	8004	8068	25	1503.4	2.02	YES
JIM CROW	ROAD		Local	5511	5513	5510	5512	45	483.7	2.02	YES
VALLEY FORGE	DRIVE		Local	7067	7091	7068	7090	25	434.3	2.02	YES
COPPER KETTLE	WAY		Local	7717	7749	7716	7750	25	413.7	2.02	YES
COPPER KETTLE	WAY		Local	7531	7553	7530	7554	25	411.2	2.03	YES
BROOKSTONE	CIRCLE		Local	7525	7586	7524	7588	25	1222.0	2.03	YES
GAINESVILLE	STREET		Local	5805	5819	5804	5820	35	774.0	2.03	YES
SPOUT SPRINGS	ROAD		Local	5945	6085	5944	6084	45	2874.0	2.03	YES
EAST MAIN	STREET		Local	5501	5525	5500	5524	40	367.4	2.03	YES
LIGHTS FERRY	ROAD		Local	5801	5805	5800	5806	35	166.3	2.03	YES
RAILROAD	AVENUE		Local	0	0	5300	5312	25	299.6	2.03	YES
ASHMOORE	COURT		Local	5403	5503	5404	5504	25	287.4	2.03	YES
FELLOWSHIP	LANE		Local	6903	6973	6902	6974	25	548.4	2.04	YES
BRIDGEPORT	COURT		Local	5811	5881	5812	5882	25	778.0	2.04	YES
GAINESVILLE	STREET		Local	5909	5917	5910	5916	25	273.2	2.04	YES
LAKE STERLING	BOULEVARD		Local	6401	6449	6400	6450	25	482.5	2.04	YES
LAKE STERLING	BOULEVARD		Local	6501	6549	6500	6550	25	216.2	2.04	YES
PHIL NIEKRO	BOULEVARD		Local	0	0	0	0	35	291.6	2.04	YES
PHIL NIEKRO	BOULEVARD		Local	0	0	0	0	35	291.1	2.04	YES
PHIL NIEKRO	BOULEVARD		Local	0	0	0	0	35	87.4	2.04	YES
GAINESVILLE	STREET		Local	5303	5321	5304	5322	35	447.7	2.04	YES
GAINESVILLE	STREET		Local	5605	5609	5604	5608	35	245.1	2.04	YES
PHIL NIEKRO	BOULEVARD		Local	5823	5839	5824	5840	35	419.5	2.04	YES
OLD ORR	ROAD		Local	0	0	0	0	25	333.7	2.04	YES
BROOKSTONE	CIRCLE		Local	7503	7517	7502	7518	25	369.7	2.06	YES
BROOKSTONE	CIRCLE		Local	7417	7443	7118	7444	25	436.8	2.07	YES
BRIDGEPORT	COURT		Local	5715	5755	5716	5754	25	564.8	2.07	YES
MITCHELL	STREET		Local	6101	6225	6100	6224	25	1536.3	2.09	YES
MULBERRY	STREET		Local	5101	5109	5102	5108	25	234.7	2.09	YES
CHURCH	STREET		Local	5803	5827	5804	5828	25	635.8	2.09	YES
BENCHMARK	DRIVE		Local	7905	7947	7904	7948	25	968.5	2.09	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
BRADSHAW	COURT		Local	5805	5845	5804	5844	25	572.5	2.10	YES
BRASS LANTERN	DRIVE		Local	7801	7909	7800	7908	25	1576.9	2.10	YES
CHATTAHOOCHEE	STREET		Local	5205	5231	5204	5230	25	687.2	2.11	YES
HOG MOUNTAIN	ROAD		Local	4301	4409	4300	4410	45	2600.9	2.11	YES
SLEEPY LAGOON	WAY		Local	7705	7717	7704	7716	25	440.6	2.11	YES
BENCHMARK	DRIVE		Local	7841	7859	7840	7860	25	413.9	2.12	YES
CHESTNUT	STREET		Local	5503	5513	5502	5514	25	430.6	2.12	YES
WEATHERVANE	ROAD		Local	7203	7231	7202	7232	25	541.9	2.13	YES
CHURCH	STREET		Local	5601	5609	5600	5610	25	154.2	2.13	YES
LAKE STERLING	BOULEVARD		Local	7351	7375	7350	7374	25	187.2	2.13	YES
MULBERRY	STREET		Local	5201	5207	5202	5208	25	229.1	2.14	YES
CHATTAHOOCHEE	STREET		Local	5107	5109	5108	5110	25	304.4	2.14	YES
REGATTA	WAY		Local	7301	7309	7302	7308	25	279.6	2.14	YES
REGATTA	WAY		Local	7201	7209	7202	7208	25	268.0	2.15	YES
COPPER KETTLE	WAY		Local	7751	7779	7752	7778	25	478.1	2.15	YES
SPOUT SPRINGS	ROAD		Local	6407	6473	6408	6474	45	1562.8	2.15	YES
HOG MOUNTAIN	ROAD		Local	5001	5291	5000	5292	45	5519.4	2.15	YES
RADFORD	ROAD		Local	0	0	0	0	35	162.8	2.15	YES
NEWBERRY POINT	DRIVE		Local	5551	5791	5550	5790	25	5770.3	2.16	YES
SPOUT SPRINGS	ROAD		Local	5841	5915	5842	5914	35	868.4	2.16	YES
ELWOOD	CIRCLE		Local	0	0	0	0	25	116.9	2.17	YES
MAIN	STREET		Local	5505	5519	5504	5518	15	305.3	2.17	YES
BRASS LANTERN	DRIVE		Local	7911	7925	7910	7926	25	312.2	2.18	YES
SPRING	STREET		Local	5005	5007	5004	5006	25	225.6	2.18	YES
COPPER KETTLE	WAY		Local	7781	7801	7780	7800	25	281.7	2.19	YES
BROOKSTONE	CIRCLE		Local	0	0	0	0	25	160.5	2.20	YES
MITCHELL	STREET		Local	5905	5931	5904	5932	25	655.8	2.20	YES
THURMON TANNER	PARKWAY		Local	0	0	4890	4898	45	202.0	2.20	YES
HOG MOUNTAIN	ROAD		Local	4677	4733	4678	4734	45	1088.0	2.21	YES
MULBERRY	STREET		Local	0	0	0	0	25	310.4	2.21	YES
BRIDGEPORT	COURT		Local	5703	5713	5702	5714	25	123.3	2.21	YES
SPRING	STREET		Local	5403	5511	5404	5510	25	436.6	2.22	YES
TANNER	STREET		Local	0	0	0	0	25	177.1	2.22	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
CANOPY	LANE		Local	0	0	0	0	25	230.6	2.23	YES
RAILROAD	AVENUE		Local	5305	5505	5306	5504	25	473.2	2.23	YES
LAZY HAMMOCK	WAY		Local	7321	7429	7320	7430	25	2378.0	2.24	YES
MULBERRY	STREET		Local	5403	5415	5404	5414	25	380.2	2.25	YES
SWITCHBACK	LANE		Local	7403	7415	7402	7414	25	240.1	2.25	YES
LAKE STERLING	BOULEVARD		Local	0	0	0	0	25	347.8	2.26	YES
CAPITOLA FARM	ROAD		Local	6643	6659	6644	6660	35	295.3	2.28	YES
LAKE CROSSING	DRIVE		Local	7701	7729	7700	7730	25	638.7	2.28	YES
SHADY GLEN	DRIVE		Local	7445	7477	7444	7476	25	672.7	2.30	YES
MITCHELL	STREET		Local	6003	6097	6004	6098	25	565.3	2.30	YES
PINE	STREET		Local	5203	5205	5202	5204	25	222.6	2.30	YES
REGATTA	WAY		Local	7351	7397	7352	7398	25	1137.7	2.31	YES
MOONEY	DRIVE		Local	0	0	0	0	25	358.3	2.33	YES
VALLEY FORGE	DRIVE		Local	7001	7007	7000	7006	25	177.5	2.35	YES
CHESTNUT	STREET		Local	5301	5325	5300	5324	25	300.9	2.35	YES
SILVERLEAF	DRIVE		Local	7325	7341	7324	7340	25	369.5	2.38	YES
CHESTNUT	STREET		Local	5407	5409	5408	5410	25	243.0	2.40	YES
MAIN	STREET		Local	5703	5717	5702	5716	15	409.0	2.41	YES
BLACKJACK	ROAD		Local	5901	6029	5900	6031	40	2518.0	2.44	YES
THURMON TANNER	PARKWAY		Local	0	0	4602	4698	45	2667.7	2.44	YES
ASHMOORE	COURT		Local	5509	5669	5508	5668	25	2034.3	2.46	YES
MAIN	STREET		Local	5607	5609	5606	5608	15	238.8	2.48	YES
SLEEPY LAGOON	WAY		Local	7603	7615	7602	7614	25	268.3	2.48	YES
HOG MOUNTAIN	ROAD		Local	4801	4849	4800	4848	45	676.5	2.49	YES
CHURCH	STREET		Local	5505	5509	5506	5510	25	221.3	2.50	YES
GAINES FERRY	ROAD		Local	6181	6193	6182	6192	45	472.8	2.50	YES
SPRING	STREET		Local	0	0	0	0	25	158.4	2.50	YES
VICTORIA	DRIVE		Local	4703	4737	4702	4736	25	561.0	2.51	YES
GRANITE	COURT		Local	7001	7099	7000	7098	25	388.7	2.51	YES
BOSTON	TRAIL		Local	0	0	0	0	25	149.8	2.52	YES
MOSSY LOG	COURT		Local	7523	7537	7522	7538	25	222.1	2.52	YES
CLARKSTONE	CIRCLE		Local	4703	4741	4702	4740	25	373.8	2.53	YES
ELWOOD	CIRCLE		Local	0	0	0	0	25	118.7	2.58	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
ARTISANS	WAY		Local	7105	7121	7104	7120	25	421.8	2.59	YES
MITCHELL	STREET		Local	5603	5605	5602	5604	25	219.5	2.61	YES
CLARKSTONE	DRIVE		Local	4701	4717	4702	4718	25	346.9	2.63	YES
CANOPY	LANE		Local	0	0	0	0	25	191.2	2.63	YES
CLARKSTONE	DRIVE		Local	4801	4895	4802	4894	25	966.7	2.64	YES
MARTIN	STREET		Local	0	0	0	0	25	327.5	2.64	YES
LAKE CROSSING	DRIVE		Local	0	0	0	0	25	170.6	2.65	YES
ASHMOORE	LANE		Local	5423	5441	5422	5442	25	245.8	2.65	YES
CANTRELL	ROAD		Local	4717	4719	4718	4720	30	279.3	2.65	YES
MARTIN	STREET		Local	5633	5635	5632	5634	25	232.8	2.68	YES
CHARIOT	DRIVE		Local	4777	4795	4778	4794	25	111.1	2.70	YES
GAINES FERRY	ROAD		Local	0	0	0	0	45	296.1	2.70	YES
PHIL NIEKRO	BOULEVARD		Local	5503	5505	5504	5506	45	246.5	2.71	YES
SPRING	STREET		Local	5205	5215	5204	5214	25	304.1	2.77	YES
EAST MAIN	STREET		Local	0	0	0	0	40	219.8	2.77	YES
UNNAMED	STREET		Local	0	0	0	0	25	193.2	2.78	YES
PHIL NIEKRO	BOULEVARD		Local	5669	5671	5668	5670	45	2422.0	2.78	YES
LIGHTS FERRY	ROAD		Local	5701	5715	5700	5714	35	144.2	2.79	YES
PADDLEWHEEL	COURT		Local	7263	7271	7264	7272	25	186.3	2.79	YES
HOG MOUNTAIN	ROAD		Local	4851	4885	4850	4884	45	499.3	2.79	YES
CHURCH	STREET		Local	5211	5215	5210	5216	25	356.8	2.80	YES
REGATTA	WAY		Local	7241	7249	7240	7248	25	160.5	2.80	YES
CHURCH	STREET		Local	5227	5245	5228	5246	25	459.1	2.81	YES
BRIDGEPORT	COURT		Local	5803	5809	5802	5810	25	176.8	2.81	YES
ELWOOD	CIRCLE		Local	0	0	0	0	25	116.8	2.82	YES
GAINESVILLE	STREET		Local	5703	5709	5702	5710	35	218.8	2.82	YES
THURMON TANNER	PARKWAY		Local	0	0	4766	4888	45	2605.2	2.84	YES
THURMON TANNER	PARKWAY		Local	0	0	4702	4764	45	1329.1	2.85	YES
CANTRELL	ROAD		Local	4727	4783	4728	4784	30	1151.4	2.87	YES
PHIL NIEKRO	BOULEVARD		Local	0	0	0	0	45	49.5	2.89	YES
PHIL NIEKRO	BOULEVARD		Local	5735	5775	5734	5774	45	956.8	2.89	YES
KNIGHT	DRIVE		Local	0	0	0	0	25	322.9	2.90	YES
CHESTNUT	STREET		Local	0	0	0	0	25	221.0	2.90	YES

STREETNAME	STREETTYPE	STREETQUAD	MAINTENANC	LEFT_FROM	LEFT_TO	RIGHT_FROM	RIGHT_TO	SPEEDLIMIT	Shape_Leng	RB_RATING	MAINT_FB
WHITEWATER	DRIVE		Local	7255	7259	7254	7258	25	219.1	2.95	YES
THURMON TANNER	PARKWAY		Local	0	0	4300	4598	45	886.3	2.98	YES
EAST MAIN	STREET		Local	5411	5499	5412	5498	40	1822.6	2.99	YES
BELL	FORK		Local	6509	6511	6510	6512	25	54.7	3.00	YES
CANTRELL	ROAD		Local	0	0	0	0	30	203.4	3.00	YES
CANTRELL	ROAD		Local	0	0	0	0	30	137.4	3.00	YES
CHARIOT	DRIVE		Local	4705	4771	4706	4770	25	795.2	3.00	YES
DEBBIE	LANE		Local	0	0	0	0	25	278.9	3.00	YES
GAINES FERRY	ROAD		Local	6201	6249	6200	6248	45	472.8	3.00	YES
MAIN	STREET		Local	0	0	0	0	15	14.6	3.00	YES
PHIL NIEKRO	BOULEVARD		Local	0	0	0	0	45	20.9	3.00	YES
WHITEWATER	DRIVE		Local	7285	7291	7284	7292	25	140.9	3.00	YES
RAILROAD	AVENUE		Local	4759	4793	4760	4792	25	889.3	3.06	YES
BROOKSTONE	WAY		Local	7403	7407	7402	7408	25	261.0	3.08	YES
ELWOOD	CIRCLE		Local	0	0	0	0	25	118.7	3.09	YES
CHURCH	STREET		Local	5405	5407	5404	5406	25	252.4	3.12	YES
CHURCH	STREET		Local	5305	5313	5304	5314	25	303.0	3.17	YES
CANTRELL	ROAD		Local	4601	4649	4600	4650	30	150.6	3.29	YES
MOHAVE	COURT		Local	5603	5643	5602	5644	15	676.2	3.49	YES
DEBBIE	LANE		Local	5905	5923	5904	5924	25	480.0	3.57	YES
VICTORIA	DRIVE		Local	4743	4781	4744	4782	25	434.6	3.57	YES
REED	STREET		Local	5231	5255	5230	5256	25	674.3	3.73	YES
HOLLAND DAM	ROAD		Local	4651	4699	4652	4698	25	726.3	3.77	YES
CHURCH	STREET		Local	5171	5185	5170	5184	25	296.6	3.87	YES
PINE	STREET		Local	0	0	0	0	25	249.3	3.88	YES
VICTORIA	COURT		Local	4801	4843	4802	4844	25	662.4	3.90	YES
CANTRELL	ROAD		Local	4651	4697	4651	4696	30	840.8	3.91	YES
MYERS	STREET		Local	0	0	0	0	25	216.6	3.95	YES
CHINOOK	COURT		Local	5605	5647	5604	5646	15	777.5	4.05	YES
PINE	STREET		Local	5603	5607	5602	5608	25	422.0	4.88	YES

37.79

Rating	Rating Meaning	Cumulative Length of Road Pavement (miles)	
1.00 to 1.50	Excellent	4.34	
1.51 to 2.00	Good	13.70	
2.01 to 2.50		13.00	
2.51 to 3.00	Fair	3.96	Year 1 Program
3.01 to 3.50		0.90	
3.51 to 4.00		0.87	
4.01 to 5.00	0.23		
0.00	no rating	0.79	
		37.79	

Program Years after the first are 1/10th the remaining inventory.

STREETNAME	STREETTYPE	Shape_Leng	Width	Good/Ex (grey)	Patching (LF)	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)		
ARTISANS	WAY	421.8		22	170.0	252	5,538.81	0.08	844	9279	1
ASHMOORE	LANE	245.8		22	120.0	126	2,767.00	0.05	492	5407	2
BELL	FORK	54.7		22	0.0	55	1,203.40	0.01	109	1203	3
BOSTON	TRAIL	149.8		22	149.8	0	-	0.03	300	3296	4
BRIDGEPORT	COURT	176.8		22	30.0	147	3,229.07	0.03	354	3889	5
BROOKSTONE	WAY	261.0		22	20.0	241	5,302.03	0.05	522	5742	6
CANOPY	LANE	191.2		22	90.0	101	2,227.22	0.04	382	4207	7
CANTRELL	ROAD	203.4		22	0.0	203	4,474.07	0.04	407	4474	8
CANTRELL	ROAD	137.4		22	0.0	137	3,023.69	0.03	275	3024	9
CANTRELL	ROAD	150.6		22	0.0	151	3,313.20	0.03	301	3313	10
CANTRELL	ROAD	840.8		22	0.0	841	18,497.46	0.16	1682	18497	11
CANTRELL	ROAD	279.3		22	80.0	199	4,383.93	0.05	559	6144	12
CANTRELL	ROAD	1151.4		22	240.0	911	20,051.61	0.22	2303	25332	13
CHARIOT	DRIVE	795.2		22	340.0	455	10,014.22	0.15	1590	17494	14
CHARIOT	DRIVE	111.1		22	40.0	71	1,563.27	0.02	222	2443	15
CHESTNUT	STREET	221.0		22	40.0	181	3,982.25	0.04	442	4862	16
CHURCH	STREET	296.6		22	0.0	297	6,524.72	0.06	593	6525	17
CHURCH	STREET	356.8		22	80.0	277	6,089.03	0.07	714	7849	18
CHURCH	STREET	459.1		22	110.0	349	7,680.82	0.09	918	10101	19
CHURCH	STREET	303.0		22	20.0	283	6,225.59	0.06	606	6666	20
CHURCH	STREET	252.4		22	0.0	252	5,552.13	0.05	505	5552	21
CHURCH	STREET	221.3		22	10.0	211	4,647.99	0.04	443	4868	22
CLARKSTONE	CIRCLE	373.8		22	170.0	204	4,483.75	0.07	748	8224	23
CLARKSTONE	DRIVE	346.9		22	120.0	227	4,991.51	0.07	694	7632	24
CLARKSTONE	DRIVE	966.7		22	350.0	617	13,566.63	0.18	1933	21267	25
DEBBIE	LANE	278.9		22	20.0	259	5,695.72	0.05	558	6136	26
DEBBIE	LANE	480.0		22	0.0	480	10,560.89	0.09	960	10561	27
EAST MAIN	STREET	219.8		22	60.0	160	3,515.17	0.04	440	4835	28
EAST MAIN	STREET	1822.6		22	0.0	1823	40,096.20	0.35	3645	40096	29
ELWOOD	CIRCLE	118.7		22	10.0	109	2,391.31	0.02	237	2611	30
ELWOOD	CIRCLE	116.8		22	40.0	77	1,689.57	0.02	234	2570	31

STREETNAME	STREETTYPE	Shape_Leng	Width	Good/Ex (grey)	Patching (LF)	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)		
ELWOOD	CIRCLE	118.7		22	60.0	59	1,292.18	0.02	237	2612	32
GAINES FERRY	ROAD	108.4		22	40.0	68	1,505.61	0.02	217	2386	33
GAINES FERRY	ROAD	472.8		22	230.0	243	5,341.60	0.09	946	10402	34
GAINES FERRY	ROAD	296.1		22	10.0	286	6,294.20	0.06	592	6514	35
GAINESVILLE	STREET	218.8		22	30.0	189	4,153.94	0.04	438	4814	36
GRANITE	COURT	388.7		22	190.0	199	4,371.73	0.07	777	8552	37
HOG MOUNTAIN	ROAD	499.3		22	130.0	369	8,124.60	0.09	999	10985	38
HOLLAND DAM	ROAD	726.3		22	110.0	616	13,558.60	0.14	1453	15979	39
KNIGHT	DRIVE	322.9		22	80.0	243	5,344.35	0.06	646	7104	40
LAKE CROSSING	DRIVE	170.6		22	50.0	121	2,652.26	0.03	341	3752	41
LIGHTS FERRY	ROAD	144.2		22	60.0	84	1,852.61	0.03	288	3173	42
MAIN	STREET	14.6		22	0.0	15	321.20	0.00	29	321	43
MARTIN	STREET	327.5		22	100.0	227	5,004.04	0.06	655	7204	44
MARTIN	STREET	232.8		22	100.0	133	2,921.67	0.04	466	5122	45
MITCHELL	STREET	219.5		22	130.0	90	1,969.22	0.04	439	4829	46
MOSSY LOG	COURT	222.1		22	100.0	122	2,686.55	0.04	444	4887	47
MYERS	STREET	216.6		22	20.0	197	4,324.95	0.04	433	4765	48
PADDLEWHEEL	COURT	186.3		22	40.0	146	3,217.93	0.04	373	4098	49
PHIL NIEKRO	BOULEVARD	49.5		22	0.0	50	1,089.43	0.01	99	1089	50
PHIL NIEKRO	BOULEVARD	20.9		22	10.0	11	240.74	0.00	42	461	51
PHIL NIEKRO	BOULEVARD	246.5		22	70.0	177	3,883.24	0.05	493	5423	52
PHIL NIEKRO	BOULEVARD	2422.0		22	540.0	1882	41,405.00	0.46	4844	53285	53
PHIL NIEKRO	BOULEVARD	956.8		22	120.0	837	18,409.08	0.18	1914	21049	54
PINE	STREET	249.3		22	0.0	249	5,484.43	0.05	499	5484	55
PINE	STREET	422.0		22	10.0	412	9,064.86	0.08	844	9285	56
RAILROAD	AVENUE	889.3		22	80.0	809	17,804.89	0.17	1779	19565	57
REED	STREET	674.3		22	40.0	634	13,954.22	0.13	1349	14834	58
REGATTA	WAY	160.5		22	30.0	130	2,870.45	0.03	321	3530	59
SPRING	STREET	158.4		22	110.0	48	1,065.50	0.03	317	3486	60
SPRING	STREET	304.1		22	80.0	224	4,930.69	0.06	608	6691	61
THURMON TANNER	PARKWAY	2605.2		48	360.0	2245	107,770.72	0.49	10421	125051	62

STREETNAME	STREETTYPE	Shape_Leng	Width	Good/Ex (grey)	Patching (LF)	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)		
THURMON TANNER PARKWAY		<i>1329.1</i>		48	370.0	959	46,036.80	0.25	5316	63797	63
THURMON TANNER PARKWAY		<i>886.3</i>		48	20.0	866	41,582.40	0.17	3545	42542	64
UNNAMED	STREET	193.2		22	20.0	173	3,810.39	0.04	386	4250	65
VICTORIA	COURT	662.4		22	60.0	602	13,253.81	0.13	1325	14574	66
VICTORIA	DRIVE	561.0		22	240.0	321	7,061.36	0.11	1122	12341	67
VICTORIA	DRIVE	434.6		22	0.0	435	9,561.16	0.08	869	9561	68
WHITEWATER	DRIVE	219.1		22	0.0	219	4,821.05	0.04	438	4821	69
WHITEWATER	DRIVE	140.9		22	10.0	131	2,878.75	0.03	282	3099	70
						645,198.43					
		5.8						5.77	70594	795814	

Item	Units	Quantity	Unit Cost	Product
Patching (19mm SuperPave, 4" depth)	TON	5252	\$ 131.25	\$ 689,313.87
Crack Sealing	CLMILE	5.8	\$ 9,450.00	\$ 54,545.59
Edge Milling (not including TT & PN)	SY	29,280	\$ 7.14	\$ 209,057.73
Overlay (4.25 mm SuperPave, 1" depth)	TON	2,015	\$ 119.70	\$ 241,203.73
Overlay (12.5mm SuperPave for TT & PN, 1.5" depth)	TON	2,892	\$ 117.60	\$ 340,152.25
Other costs (mobilization, traffic contrl, striping, utility adjustment, etc.)	LUMP	1	\$ 50,000.00	\$ 50,000.00
				\$ 1,584,273.17

Red italics indicate that we adjusted the length of the road segment to account for the city limit boundary

STREETNAME	STREETTYPE	Shape_Leng	RB_RATING	Width	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)
BRIDGEPORT	COURT	123.3	2.21	22	271.18	0.02	247	2712
SPRING	STREET	436.6	2.22	22	960.6	0.08	873	9606
TANNER	STREET	177.1	2.22	22	389.7	0.03	354	3897
CANOPY	LANE	230.6	2.23	22	507.38	0.04	461	5074
RAILROAD	AVENUE	473.2	2.23	22	1041	0.09	946	10410
LAZY HAMMOCK	WAY	2378.0	2.24	22	5231.6	0.45	4756	52316
MULBERRY	STREET	380.2	2.25	22	836.54	0.07	760	8365
SWITCHBACK	LANE	240.1	2.25	22	528.13	0.05	480	5281
LAKE STERLING	BOULEVARD	347.8	2.26	22	765.14	0.07	696	7651
CAPITOLA FARM	ROAD	295.3	2.28	22	649.74	0.06	591	6497
LAKE CROSSING	DRIVE	638.7	2.28	22	1405.2	0.12	1277	14052
SHADY GLEN	DRIVE	672.7	2.30	22	1479.9	0.13	1345	14799
MITCHELL	STREET	565.3	2.30	22	1243.6	0.11	1131	12436
PINE	STREET	222.6	2.30	22	489.61	0.04	445	4896
REGATTA	WAY	1137.7	2.31	22	2502.9	0.22	2275	25029
MOONEY	DRIVE	358.3	2.33	22	788.19	0.07	717	7882
VALLEY FORGE	DRIVE	177.5	2.35	22	390.42	0.03	355	3904
CHESTNUT	STREET	300.9	2.35	22	661.98	0.06	602	6620
SILVERLEAF	DRIVE	369.5	2.38	22	812.93	0.07	739	8129
CHESTNUT	STREET	243.0	2.40	22	534.52	0.05	486	5345
MAIN	STREET	409.0	2.41	22	899.8	0.08	818	8998
BLACKJACK	ROAD	2518.0	2.44	22	5539.5	0.48	5036	55395
THURMON TANNER	PARKWAY	2667.7	2.44	48	12805	0.51	5335	128050
ASHMOORE	COURT	2034.3	2.46	22	4475.5	0.39	4069	44755
MAIN	STREET	238.8	2.48	22	525.37	0.05	478	5254
SLEEPY LAGOON	WAY	268.3	2.48	22	590.21	0.05	537	5902
HOG MOUNTAIN	ROAD	676.5	2.49	48	3247.2	0.13	1353	32472
		3.5			49573	3.52	37,162	495,729

Item					Units	Quantity	Unit Cost	Product
------	--	--	--	--	-------	----------	-----------	---------

STREETNAME	STREETTYPE	Shape_Leng	RB_RATING	Width	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)				
Patching (19mm SuperPave, 4" depth)							TON	1,223	\$	137.81	\$	168,516.81
Crack Sealing							CLMILE	3.5	\$	9,922.50	\$	34,918.32
Edge Milling (not including TT & PN)							SY	20,316	\$	7.15	\$	145,329.28
Overlay (4.25 mm SuperPave, 1" depth)							TON	2,067	\$	119.93	\$	247,903.97
Overlay (12.5mm SuperPave for TT & Hogg Mtn, 1.5" depth)							TON	1,485	\$	117.82	\$	174,948.79
Other costs (mobilization, Trfc Cntrl, striping, utility adjustment, etc.)							LUMP	1	\$	55,125.00	\$	55,125.00
											\$	826,742.16

STREETNAME	STREETTYPE	Shape_Leng	RB_RATING	Width	Patching (SF)	Crack Sealing (Centerline mile)	Edge Milling (LF)	Overlay (SF)
REGATTA	WAY	279.6	2.14	22	615	0.05	559	6152
REGATTA	WAY	268.0	2.15	22	590	0.05	536	5896
COPPER KETTLE	WAY	478.1	2.15	22	1052	0.09	956	10518
SPOUT SPRINGS	ROAD	1562.8	2.15	48	7501	0.30	3126	75015
HOG MOUNTAIN	ROAD	5519.4	2.15	48	26493	1.05	11039	264933
RADFORD	ROAD	162.8	2.15	22	358	0.03	326	3581
NEWBERRY POINT	DRIVE	5770.3	2.16	22	12695	1.09	11541	126946
SPOUT SPRINGS	ROAD	868.4	2.16	22	1911	0.16	1737	19106
ELWOOD	CIRCLE	116.9	2.17	22	257	0.02	234	2571
MAIN	STREET	305.3	2.17	22	672	0.06	611	6718
BRASS LANTERN	DRIVE	312.2	2.18	22	687	0.06	624	6869
SPRING	STREET	225.6	2.18	22	496	0.04	451	4964
COPPER KETTLE	WAY	281.7	2.19	22	620	0.05	563	6198
BROOKSTONE	CIRCLE	160.5	2.20	22	353	0.03	321	3530
MITCHELL	STREET	655.8	2.20	22	1443	0.12	1312	14427
THURMON TANNER	PARKWAY	202.0	2.20	48	969	0.04	404	9695
HOG MOUNTAIN	ROAD	1088.0	2.21	22	2394	0.21	2176	23937
MULBERRY	STREET	310.4	2.21	22	683	0.06	621	6829
		3.5			59788	3.5	37136	597883

Item	Units	Quantity	Unit Cost	Product
Patching (19mm SuperPave, 4" depth)	TON	1475	\$ 144.70	\$ 213,404.88
Crack Sealing	CLMILE	3.5	\$ 10,418.63	\$ 36,638.57
Edge Milling (not including TT & Hog Mtn)	SY	23,037	\$ 7.87	\$ 181,344.78
Overlay (4.25 mm SuperPave, 1" depth)	TON	3,480	\$ 131.97	\$ 459,193.09
Overlay (12.5mm SuperPave for TT & Hogg Mtn, 1.5" depth)	TON	311	\$ 129.65	\$ 40,334.79
Other costs (mobilization, Trfc Cntrl, striping, utility adjustment, etc.)	LUMP	1	\$ 57,881.25	\$ 57,881.25
				\$ 988,797.35



Proposal for Services

CITY OF OXFORD CLASSIFICATION & COMPENSATION STUDY

October 29, 2021

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 Friday, April 1, 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 Wednesday, August 31, 2022 and a final report submitted by Friday, September 30, 2022.

The Carl Vinson Institute of Government will remain available to assist with implementation and training related to the project recommendations until Friday, December 23, 2022.

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 45 days from the date of issuance (October 29, 2021) and honored upon acceptance within that timeframe 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, 2022. 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.

The proposed researcher for this project is:

Alex Daman Alex Daman would oversee the project. Alex joined the Institute in 2007. He provides technical assistance to 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. Mr. Daman has directed over 70 human resource technical assistance projects in the State of Georgia. He is a member of the American Society for Public Administration (ASPA) and serves on the Executive Board of ASPA's Section on Personnel Administration and Labor Relations. He has a Master of Public Administration from the University of Georgia.

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:

Alex Daman
Public Service Assistant
adaman@uga.edu
404.268.6585



Memo

To: Mayor and City Council
From: Bill Andrew, City Manager
Date: November 10, 2021
Re: Possible Refund of Account #147

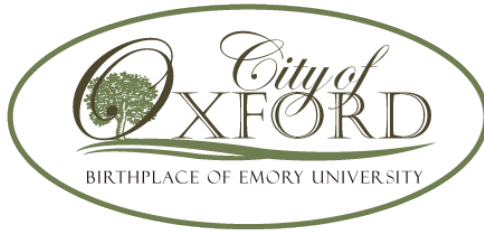
Through recent code enforcement actions, it has come to the City's attention that the owner of Account #147 has been paying a monthly minimum charge on his water, sewer, and electric bill but has not been receiving service.

The water meter has not registered use since October 2005 and his electric meter has not registered use since October 2008. The charges were as follows:

Water from 10/1/05 to 10/31/21 -	\$3,632.52
Sewer from 10/1/05 to 10/31/21 -	\$3,972.82
Elec. from 10/1/08/ to 10/31/21 -	\$2,014.18
TOTAL -	\$9,169.52

Currently, the accounts are suspended.

Staff is concerned that perhaps the City should consider a refund of some or all of these funds since, at least for some time, he was not actually connected to the system.



Memo

To: Mayor and City Council
From: Bill Andrew, City Manager
Date: November 29, 2021
Re: Supplemental Information for Refund of Account #147

This information was emailed to the City Council by Marcia Brooks shortly after our last work Session:

As discussed, here is some additional information concerning this issue. The account has been charged \$80.50 per month for some time. This total represents minimum costs for Electric, Water and Sewer, plus tax for Electric. The account is also being charged monthly for one roll cart (\$23.00). The balance on the account at this time is (\$68.00). Below is a detail of the account for the month of October. I was advised this morning that we do not have a record of any deposit ever being paid on the account. The last payments made on the account were paid by the account holder with two checks for \$100.00 each, received on 10/4/2021. Please let me know if any additional information is needed. I am attaching the memo from Monday night's meeting regarding this issue for reference.

- Marcia

				197958/-	0			
10/04/2021	POVEL			10/26/2021	2527	AR	(100.00)B	(48.50)
				198129/-	0			
10/04/2021	POVEL			10/26/2021	2531	AR	(100.00)B	(148.50)
				198130/-	0			
10/26/2021	WATER WATER BILL	361	361	0 10/26/2021		DS	19.77 B	(128.73)
		10/13	09/15	199126/-	0			
10/26/2021	SEWER BILL SEWER	361	361	0 10/26/2021		DS	21.68 B	(107.05)
		10/13	09/15	199126/-	0			
10/26/2021	ELECTX ELECTRIC	76555	76555	0 10/26/2021		DS	15.00 B	(92.05)
		10/13	09/15	199126/-	0			
10/26/2021	TXEL TAX	0	0	0 10/26/2021		DS	0.00 B	(92.05)
		10/13	09/15	199126/-	0			
10/26/2021	PCA POWER COST	0	0	0 10/26/2021		DS	0.00 B	(92.05)
		10/13	09/15	199126/-	0			
10/26/2021	TXEL TAX	0	0	0 10/26/2021		DS	1.05 B	(91.00)
		10/13	09/15	199126/-	0			
10/26/2021	ECCR ENVIR COMP COST	0	0	0 10/26/2021		DS	0.00 B	(91.00)
		10/13	09/15	199126/-	0			
10/26/2021	G GARBAGE			10/26/2021		DS	23.00 B	(68.00)
				199127/-	0			
							TOTAL BALANCE:	-68.00

City of Oxford
Invoices >=\$1,000
Paid in November 2021

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford Utilities	October - November services	2,112.60
Newton County Board of Commissioners	Landfill Fees – October 2021	1,117.92
Newton County Board of Commissioners	Purchase of water for resale October 2021; Invoice #2892	17,424.00
Newton County Water & Sewerage Authority	Sewer Treatment Fees, 9/29/2021 – 10/30/2021	5,414.03
City of Covington	Quarterly Sewer Fees, June – September 2021	11,022.00
Georgia Municipal Association	GMEBS Life and Health Insurance Billing for December 2021; Invoice #316951	11,214.08
Georgia Municipal Association	GMEBS Retirement Trust Fund Employer Contributions November 2021	5,784.75
Georgia Environmental Finance Authority (GEFA)	Monthly Payment on Loan 2016L06WQ November 2021	4,556.05
Southeastern Power Administration (SPA)	SEPA Energy Cost (October 2021) Inv. #B-22-0101	2,899.12
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for October 2021	110,436.08
Electric Cities of Georgia	Consulting and planning services for November 2021	5,087.00
IRS	Federal Payroll Taxes, November 2021	16,566.72
Phoenix Personnel, LLC	Maintenance temp workers, week ending 11/7/2021 - \$1,244.60 Maintenance temp workers, week ending 10/31/2021 - \$1,022.00	2,266.60
Latham Home Sanitation	Commercial Waste Removal Services October 2021	7,361.18
VC3, Inc. (formerly Sophicity)	November charges for software and hardware support; invoice #67206	2,133.31

VENDOR	DESCRIPTION	AMOUNT
PURCHASES/ CONTRACT LABOR		
C. David Strickland, P.C.	October 2021 professional legal services	1,580.00
Mauldin & Jenkins CPA	FY 2021 audit	10,000.00
Strickland & Strickland, LLP (IOLTA Account)	Earnest money for purchase of Soule Street property – purchase contract signed 11/24/2021	2,500.00
Axon Enterprise Inc.	Installation of equipment for cloud storage of police body camera video – approved at 10/4/2021 Regular Session meeting	1,563.00
Marable-Pirkle, Inc.	Install new pole type transformer and new service for home on Emory Street	2,170.00
Marable-Pirkle, Inc.	FY 2021 Electrical System Improvements (approved in FY 2021 Capital Budget)	76,400.00
HCS Services, LLC	Install sewer tap on Mitchell Street and repair asphalt	6,500.00
Otis Elevator	Maintenance service for elevator in City Hall – 11/1/2021 – 10/31/2022	2,850.48
NaturChem	Kudzu treatment on walking trail	2,350.00