

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, APRIL 4, 2016 – 7:00 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the April 4, 2016 Mayor and Council Regular Meeting
5. **Honorary Councilmember of the Month** – Councilmember Mike Ready has appointed Dr. Mike McQuaide of Oxford College as the honorary councilmember of the month for April.
6. * Motion to approve the Minutes of the Public Hearing and Regular Meeting March 7, 2016.
7. * Motion to approve the Minutes of the City Council Work Session March 21, 2016.
8. Planning Commission Recommendations/Petitions
9. Citizen Concerns
10. Mayor's Report
11. **July 4th Committee** – The committee will report on its recommendation for Citizen of the Year and Grand Marshal of the July 4th Parade.
12. * **George Street Trail Extension** – Robert Jordan has prepared pricing estimates for several alternatives (attached). We would like to select one of the options before proceeding with the project.
13. * **Oxford College Utility Relocation Project** – We recommend Council authorize a contract with Oxford College for the conversion of the overhead electric system to an underground system in the vicinity of Pierce, George Street, and Wesley near the new dining hall and the old dining hall. We also request approval of the listed contracts with AT&T, Charter Cable, Irby Supply, Anixter Supply, Stuart Ozburn Electric, and Marable-Pirkle, Inc.
14. * **Cemetery Agreement** –The recommended renewal for the agreement between the City and the Oxford Historical Cemetery Foundation is attached. We have highlighted the changes suggested in the last two work sessions.
15. * **City Credit Cards** – We recommend the attached Resolution to update our financial policies based on state law (O.C.G.A. §36-80-24).

16. **GEFA Loan** – We have received approval from GEFA to convert our loan application to state funds for ten years at 1.4% interest. We are ready to authorize the city engineer to prepare the construction drawings.

17. Invoice Approval

18. Adjourn

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY/QUARTERLY		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for March	1,390.05
GMEBS Retirement	Employee Retirement Fund (April)	5,946.33
Humana	Health Insurance (April)	6,818.10
Latham Home Sanitation	Monthly waste removal services	5,636.10
Sophicity	IT in a Box (April)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,393.02
Utility Service Co., Inc.	Quarterly Tank Maintenance Inv. 390987	2,715.32
PURCHASES/CONTRACT LABOR		
Card Services/Master Card	Muni Clerks Conf. Stacey & Luran, Stormwater Training/Scottie, Hotel Deposit for Judge Training/ Newly Elected Officials/Mike Ready, misc.	1,622.23
Gresco	Electric supplies for Bonnell St. upgrade	4,679.50
Harris Computer Systems	Work Order Module - Program Development	3,000.00
M. Qader A. Baig & Associates LLC	Court Solicitor/Legal Services Jan-March	1,200.00
McNair, McLemore, Middlebrooks	Annual – Financial Transactions Bookkeeping	1,963.65
Premier Tree Care	Grounds Maintenance for February	1,997.00
Printability	10'x10' Pop up tent for Police Dept.	1,300.00
Scarborough Tree Service	Removal of 10-11 trees + total cleanup 220 E. Clark	4,200.00
Stananco Tire & Power Equipment	Two Lawnmowers w/blades & belts	18,647.15
Steven A. Hathorn	Judge Legal Services for April – June	1,250.00
Stuart's Electrical Services	Cross walk power & install @ Emory/Hamill Street	11,640.00
The Hall Company	Bill Forms & Envelopes for Utility Billing	1,396.65
Tres Thomas	Develop & Submit 2015 Annual Storm Water Report	3,500.00
Woco Pep Oil, Inc.	Fuel for March 2016	2,172.24
APPROVED CONTRACTS		
Ace/Kimble Services	George Street Drainage Project 100% complete	49,775.00
Ace/Kimble Services	Clark Street gutter retro fit 1,000 sq. ft. Bermuda sod	5,200.00
Ace/Kimble Services	104 & 114 Long Street Circle, demo 2 storm drain tops, re-pour with ring and cover manhole access	3,000.00
Burford's Tree Service	Powerline Tree Trimming 2/27	4,552.00
Church Street Services	Special Projects March 1-29, 2016	2,420.44
Jordan Engineering	Evaluate GEFA loan application/Prepare Maps Moore St. and Whatcoat/E. Clark concept curb & gutter etc.	7,416.77
Pittman Construction Co. Inc.	Hauling fees for paving W. Bonnell & coke Street.	1,822.77
Sumner Meeker, LLC	Legal Services for East Clark Street	1,875.00



PROCLAMATION

WHEREAS, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

WHEREAS, it is important to show the citizens of our City how our City operates and how City Council functions; and

WHEREAS, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

WHEREAS, Councilmember Mike Ready has nominated Dr. Mike McQuaide to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Dr. Mike McQuaide as the Honorary Councilmember for the City of Oxford for the month of April.

SO PROCLAIMED, this fourth day of April, 2016.

MAYOR AND CITY COUNCIL OF OXFORD

BY: _____

Mayor

ATTEST: _____

City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
PUBLIC HEARING AND REGULAR MEETING
MONDAY, MARCH 7, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Lauran Willis, City Clerk; Stacey Mullen, Deputy City Clerk, Jody Reid, Utility Superintendent; Cheryl Ready, Hoyt and LaTrelle Oliver, Jeff Wearing, Todd Cain, Carol & Neil Penn, Judy Greer, Mary Carter, Don Henderson, Dean Steven Bowen, Kendra Mayfield, Gloria Gilstrap.

The Public Hearing was called to order by the Honorable Jerry D. Roseberry, Mayor at 7:00 PM.

Bob Schwartz, City Manager announced the purpose of the public hearing is to receive comments about the City's pending application with the Georgia Environmental Finance Authority for a loan to construct sewer line extensions in the Emory Street neighborhood. He said the proposed loan is for \$525,000 for ten years at an anticipated interest rate of 0.52%. City Council has set the goal to extend sewer service to the entire city. Working with the city engineer Robert Jordan, City Council looked at eight separate areas along Emory Street. These areas are currently served with septic tanks. Emory Street is pretty much the spine or high point of the city. These are the more difficult areas to reach with our current sewer lines. Council selected area one along Emory between Stone and Pierce and area three along Emory near East Clark. This would also include East Clark. The project would include 42 customers. The tap fee will be reduced \$1,700.00 or one half of the normal rate. GEFA has several types of funding available. The lowest interest rate is from the revolving fund and is based on federal funds. The low interest rate is made possible by the fact that Oxford is a "Water First Community".
Attachment A and A-1

Question: Hoyt Oliver, West Clark Street. With the 42 proposed customers, if they all tie in do you have an estimate of how long the cost of the project will be advertised?

Schwartz: We have not done the math on that yet, we know the tap fees will be \$74,000 but we have not amortized it yet.

Question: Judy Grier, Asbury Street. Did you say the tap fee will be lowered?

Schwartz: The last time Council did a project such as this they offered the tap fee at half the cost of the current fee which was \$1700.00.

Public Hearing Continued from page 1.

There being no further questions or discussion the Public Hearing was adjourned at 7:06 PM.

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, MARCH 7, 2016 – 7:06 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Lauran Willis, City Clerk; Stacey Mullen, Deputy City Clerk, Jody Reid, Utility Superintendent; Cheryl Ready, Hoyt and LaTrelle Oliver, Jeff Wearing, Todd Cain, Carol & Neil Penn, Judy Greer, Mary Carter, Don Henderson, Dean Steven Bowen, Kendra Mayfield, Gloria Gilstrap.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver

Pledge of Allegiance:

City Manager Bob Schwartz requested the agenda be amended to add additional item to discuss bids for the Bonnell Street Electric project.

A motion was made by Eady, seconded by Smith to amend the March 7, 2016 agenda to include bids for the Bonnell Street Electric Project. The vote was 7 in favor and 0 opposed. The motion was approved.

A motion was made by Windham, seconded by Davis to accept the Agenda for the March 7, 2016 Mayor and Council Regular Meeting. The vote was 7 in favor and 0 opposed. The motion was approved. Attachment a (Regular Session)

Mayor Roseberry announced Dean Stephen Bowen of Oxford College as the Honorary Councilmember for February and presented him with a proclamation as appreciation for his participation. Attachment B

A motion was made by Smith, seconded by Windham to approve the Minutes of the February 1, 2016 regular Meeting. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment C

A motion was made by Eady, seconded by Ready to approve the Minutes of the February 15, 2016 Work Session. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment D

A motion was made by Eady, seconded by Davis to accept the Minutes of the Planning Commission's meeting of December 8, 2015. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

None

Mayor Reports

Mayor Roseberry announced the March work session will be on Monday, March 21, 2016 at 6:00 PM.

Trees, Parks and Recreation Board

Cheryl Ready presented a recommendation to council that Ms. Glenda Stewart be appointed to one of the two openings on the TPR Board.

A motion was made by Windham, seconded by Ready to appoint Ms. Glenda Stewart to the Trees, Parks and Recreation Board. The vote was 7 in favor with 0 opposed. The motion was approved.

July 4th Committee

Mayor Roseberry announced it is time to have someone serve as Citizen of the Year and will also be Grand Marshal of the parade. Mayor Roseberry appointed Councilmember Sarah Davis to chair the committee and George Holt and Mike Ready serve with her. Their duty will be to come to the April 4th meeting with a recommendation for Citizen of the Year.

Budget Amendment

City Manager Bob Schwartz presented a Resolution to amend the general fund budget and the capital projects budget for the purpose of the financing for the special projects committee consulting contract with Kay Lee.

A motion was made by Holt, seconded by Smith to approve a budget amendment to the general fund FY2016 budget for general government, regular employees of \$251,482 is reduced by \$30,000 to \$221,482 and the general government, professional services budget of \$89,000 is increased by \$30,000 to \$119,000. The FY2016 capital projects budget, city master plan development and implementation account is increased by \$75,000 from \$100,000 to \$175,000. The FY2016 capital projects budget, city park playground and pavilion design and build account is increased by \$100,000 from \$20,000 to \$120,000. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment F

GEFA Loan

City Manager Bob Schwartz explained to Council that we will have additional expense in connection with the GEFA loan application. The additional requirement is an environmental review and planning document. Because this program is administered with the Environmental Protection Division (EPD), this report will be reviewed by the EPD before any action is taken by GEFA on the loan. The report is very involved and needs to be prepared by an engineer. It generally takes three months for EPD to review the report.

Bob said he has been working with Robert Jordan to determine the best way to prepare this report. Robert does not have the staff resources at his firm or the time to prepare it. He has checked with other firms and found one who has experience with these type of reports and also has the time to prepare it. This is the Triple Point engineering firm in Macon of which is wife works for. The cost for the report would be \$8,000. After discussion it was suggested that City Manager Bob Schwartz contact other engineering firms for price quotes and return the results to council at the next meeting before proceeding with the process. Attachment G

Finance

Mayor Roseberry presented a request to Council to authorize City Clerk Luran Willis to wire transfer \$500,000 from the General Fund Operating Account with United Bank to Georgia Fund 1 account. And to authorize future transfers be approved by two City Officials, either Mayor and Mayor Pro-Tem, or Mayor and City Manager or

Mayor Pro-Tem and City Manager. Attachment H

A motion was made by Smith, seconded by Ready to authorize the City Clerk Lauran Willis to wire transfer \$500,000 from the General Fund Operating Account with United Bank to Georgia Fund 1 Account. And to accept the authorization process as described. The vote was 7 in favor with 0 opposed. The motion was approved.

Finance

City Clerk Lauran Willis presented a request to change the Commercial Money Market Account (better known as the Capital Project Fund Account) with United Bank which has restricted transaction limitations, to an Interest Checking Account with unlimited transactions capability. This is to avoid monthly service charges based on transaction limitations and the risk of mandatory change by FDIC. Attachment I

A motion was made by Holt, seconded by Windham to authorize City Clerk Lauran Willis to change the Commercial Money Market Account with United Bank to an Interest Checking Account with unlimited transaction capability. The vote was 7 in favor with 0 opposed. The motion was approved.

Finance

City Clerk Lauran Willis presented a request to move the funds from the closed Public Fund CD with United Bank that was previously wired to Georgia Fund 1 in September 2015 and was in the electric fund and to transfer these funds into the General Fund/Georgia Fund 1 account. The purpose of this transfer is for internal control to show all of the Georgia Fund 1 monies in one account defined as Georgia Fund 1. Attachment J

A motion was made by Windham, seconded by Smith to authorize City Clerk Lauran Willis to move the funds from the Public Fund CD in electric to the General Fund/Georgia Fund 1 account. The vote was 7 in favor with 0 opposed. The motion was approved.

Lawnmower Bids

City Manager Bob Schwartz and Utility Superintendent Jody Reid presented a request to council for the purchase of two lawnmowers as approved at the February 1, 2016 meeting with the approved of the grounds keeping and landscape maintenance service position. The bids presented were:

Social Circle Ace Home Center, Manufacturer- Exmark, a 60" at \$9,349.15, a 48" at \$7,394.15 for a total of \$16,743.30. Stananco Tire & Power Equipment, Manufacturer – Grasshopper, a 60" \$9,213.50, a 48" at \$7,633.10 with a total of \$16,846.60. Stananco Tire & Power Equipment, Manufacturer – Hustler, a 60" at \$10,944.82, a 48" at \$7,454.43 for a total of \$18,399.25. After review of the bids and discussion: Attachment K

A motion was made by Windham, seconded by Eady for the purchase of two Hustler lawnmowers from Stananco Tire & Power Equipment at the total cost of \$18,399.25. The vote was 7 in favor with 0 opposed. The motion was approved.

Bonnell Street Electric Bid

City Manager Bob Schwartz and Utility Superintendent Jody Reid presented bids to council for the upgrade and pole replacement of the electrical system on Bonnell Street. The bids presented were: Marable-Pirkle, Inc. for \$84,960 for labor and equipment only and Service Electric Company for \$85,650 for labor and equipment only.

The bids for material, which will be supplied by the city, were from Anixter for \$10,067.93 and Gresco for \$10,009.10. After review and discussion: Attachment L (pgs. 1-17)

A motion was made by Smith, seconded by Eady to approve the low bid from Marable-Pirkle, Inc. of \$84,960 and Gresco for \$10,009.10 for a total of \$94,969.10. The vote was 7 in favor with 0 opposed. The motion was approved.

Radar Recorder

Chief Dave Harvey presented council with a report from the new radar recorder and explained the details and percentages of the speed evaluator. Attachment M

Invoice Approval

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City of Covington	E-911 2016 Calls 7/20/2015 – 06/2016	9,539.50
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for February	1,805.80
GMA Workers Compensation	Employees Workers Comp 2016	16,819.00
GMA	Employee Retirement Fund (February)	5,946.33
GMA	Employee Retirement Fund (March)	5,946.33
Humana	Health Insurance (March)	6,818.10
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund (January)	9,205.00
Newton County BOC	Cornish Creek Water Fund (February)	7,847.00
Newton County BOC	Landfill Fees (January)	1,005.90
Newton County Water & Sewer	Monthly charges 12/30/15 – 1/28/16	5,176.76
Newton County Water & Sewer	Monthly charges 01/28/2016 – 02/16/2016	5,176.76
Rehrig Pacific Company	(54) Roll carts	2,844.50
Sophicity	IT in a Box January	1,401.68
Sophicity	IT in a Box February	1,401.68
Southeastern Power Administration	SEPA energy cost	4,186.99
Utility Service Co., Inc.	Quarterly Tank Maintenance	2,715.32
PURCHASES/CONTRACT LABOR		
AllStar Alarms & Sound	Repair Nexus 220 Access Control Panel & Labor	1,780.00
C. David Strickland	Legal Services February	7,434.83
Consolidated Monthly Remittance	Municipal Court State Funds for February	1,336.35
Courtware Solutions	Monthly Licensing, Support & Maintenance	1,242.00
Harris Computer Systems	New Server Conversion	1,275.00
Jacks Creek Farms, LLC	Trees ordered by Tree Board (31)	3,241.00
McNair, McLemore, Middlebrooks	Annual – Recording Financials & W-2 Preparation	2,663.55
Oxford Historical Cemetery	Foundation FY2016 Request	5,000.00
Premier Tree Care	Grounds Maintenance for January 1/25/16 - 1/26/16	1,768.00
Woco Pep Oil, Inc.	Fuel for February 3, 2016	1,812.36
APPROVED CONTRACTS		

Anderson Grading	Water main relocation for College Cafeteria	19,031.00
Burford's Tree Service	Powerline Tree Trimming Week 2/13/16 35.5 hrs.	3,983.00
Burford's Tree Service	Powerline Tree Trimming Week 2/20/16 40.0 hrs.	4,552.00
Church Street Services	Special Projects December 1, 2015 – January 31, 2016	5,280.30
Church Street Services	Special Projects February 1, 2016 – February 29, 2016	2,739.60
Designed Installations by Jim Williams	Draw 3 – Hamill Street Contract w/Oxford College	105,038.00
Designed Installations by Jim	Installed Handicapped ramp at Hamill St. & Hwy 81	2,900.00
Georgia Hydrant Services Inc.	2-10" Team Insert Valve for Oxford College	26,200.00
Jordan Engineering	Data Collection/Control loops – ties etc. 1/5/2016 – 1/21/2016,, East Clark Extension/Civil design and construction plans – approx. 85% complete, excluding GDOT portion	7,535.00
Omega Mapping Service	Ground Penetrating Radar SE Quadrant/GPR & GPS collection discovery	7,805.00

After review and questions:

A motion was made by Smith, seconded by Holt to approve payment of the invoices. The vote was 7 in favor with 0 opposed. The motion was approved.

Adjourn

There being no further business:

A motion was made by Windham, seconded by Eady to adjourn the meeting at 7:52 PM.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MARCH 21, 2016 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; SARAH DAVIS; GEORGE HOLT; DAVID EADY; MIKE READY.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Cheryl Ready, Hoyt and LaTrelle Oliver, Jeff Wearing, Carol & Neil Penn, Kendra Mayfield, Robert Jordan, City Engineer; Dr. Mike McQuaid, Oxford College; Pat Malcom and Wayne Tamplin, Tamplin and Associates.

The meeting was called to order by the Honorable Jerry D. Roseberry, Mayor at 6:00 PM.

Honorary Councilmember – Councilmember Ready appointed Dr. Mike McQuaide from Oxford College as the Honorary Councilmember for April. Mayor Roseberry introduced Dr. McQuaide and ask him to give a history of his connection with Oxford College and his residency in Oxford.

East Clark – City Engineer Robert Jordan presented concept plans for the extension of East Clark Street.

George Street Trail Extension – Bob Schwartz reported he had a planning meeting on the proposed trail extension with Todd Cain, Jeff Wearing, Jody Reid, and Robert Jordan. City Engineer Robert Jordan presented two (2) trail extension options for Council to review.

Whatcoat and Pierce – Robert Jordan is close to completing work on the design for Whatcoat. Oxford College has some suggestions for Pierce. Since the streets intersect at the proposed traffic circle, we had a discussion of both designs. Kendra Mayfield presented the plan from the college. City Engineer Robert Jordan recapped previous plans for the roundabout at Whatcoat Street.

George Street Park Drainage Project – This project is complete. Robert Jordan and Jody Reid gave a short report.

Rights-of-Way Survey Project – Robert Jordan City Engineer announced they are approximately 65% complete with the data collection for this project.

FY2015 Audit Report – Ms. Pat Malcolm and Wayne Tamplin with Treadwell, Tamplin & Co., city auditors gave a verbal report on the FY2015 final audit report. They discussed how Oxford compares with other cities and

counties they have as clients and discussed the city's two retirement plans and projected future costs of the plans and how the city will fund the plans.

Cemetery Agreement – Our five year agreement with the Oxford Historical Cemetery Foundation was signed February 5, 2011. It may be renewed with the agreement of both parties. The attached draft includes the changes suggested at our February work session. City Manager Bob Schwartz presented suggested changes for the agreement.

Asbury Street Park – Cheryl Ready presented a report from both the Asbury Street Park Citizens Advisory Committee and the Tree Board on the recommended program for the park. We have attached a copy of her report.

Oxford College Electric Project – The College is ready to proceed in a long anticipated project to convert a portion of the overhead electric system to underground. This is in the area of Pierce and Asbury, the new dining hall and behind the current dining hall. It will be a three to four month construction project. City Manager Bob Schwartz explained this project and said he will present bids at the April 4th meeting.

City Credit Cards – State law (O.C.G.A. § 36-80-24) has added some additional requirements on the use of credit cards, specifically relating to elected officials. Elected officials rarely use the city credit card in Oxford, but if we do not adopt these changes, we will not be able to have elected officials use our city credit card at all. It's a long amendment, but it doesn't materially change our practice for handling credit cards. After discussion it was a consensus to proceed with a resolution to adopt this policy at April 4th meeting.

GEFA loan status – After discussion it was agreed to have City Manager Bob Schwartz request the State Loan option with GEFA for funding.

Projects Status and Engineer's Progress Reports.

This item was tabled for future work session.

Adjourn: Meeting was adjourned at 7:50PM

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk

Clark St - 99'

Coke St - 132'

Wesley St - 165'

George St - 99'

**former
Mckendree St - 70'**

**former
Coke St - 132'**

NOF
OXFORD COLLEGE
EMORY UNIVERSITY
D.B. 1142, p. 128

CITY OF OXFORD
GEORGE STREET
RIGHT-OF-WAY

NOF
OXFORD COLLEGE
EMORY UNIVERSITY

NOF
CITY OF OXFORD
20' TRAIL RIGHT-OF-WAY
D.B. 2023, p. 329
P.B. 42, p. 123

NOF
JANICE D. WEARING
D.B. 2647, p. 140
D.B. 150, p. 657
P.B. 12, p. 234

NOF
JANICE D. WEARING
D.B. 2647, p. 140
D.B. 150, p. 657
P.B. 12, p. 234

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JANICE D. WEARING
D.B. 2647, p. 140
D.B. 150, p. 657
P.B. 12, p. 234

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JANICE D. WEARING
D.B. 2647, p. 140
P.B. 12, p. 234

NOF
JEFFREY H. WEARING AND
JANICE D. WEARING
D.B. 306, p. 359

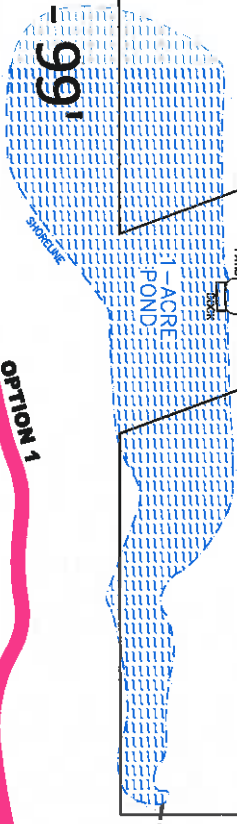
OPTION 1
8' CONCRETE TRAIL
120' BOARDWALK
22' BRIDGE

OPTION 2
22' BRIDGE

OXFORD COLLEGE
EMORY UNIVERSITY
8' WOODEN PRIVACY FENCE

OPTION 1

OPTION 2



Rev	Revision Description	Date
1	Initial Issue	05/15/18
2	Options 3A and 3B added	05/21/18

Drawn: RBL
Checked: []
Scale: As Noted

George Street Trail
Oxford, Newton County, Georgia

**ROUTE CONCEPTS
OPTIONS 1 AND 2**



JORDAN
INCORPORATED
1414 N. HENRY ST. MARIETTA, GA 30067
TELEPHONE: (770) 426-0000
FAX: (770) 426-0001

Sheet No.
1.0

Clark St - 99'

Coke St - 132'

Wesley St - 165'

George St - 99'

former
Mckendree St - 70'

former
Coke St - 132'

NOF
OXFORD COLLEGE
EMORY UNIVERSITY
D.B. 1142, p. 128

CITY OF OXFORD
GEORGE STREET
RIGHT-OF-WAY

NOF
OXFORD COLLEGE
EMORY UNIVERSITY

NOF
JANICE D. WEARING
D.B. 2647, p. 140
D.B. 150, p. 657
P.B. 12, p. 234

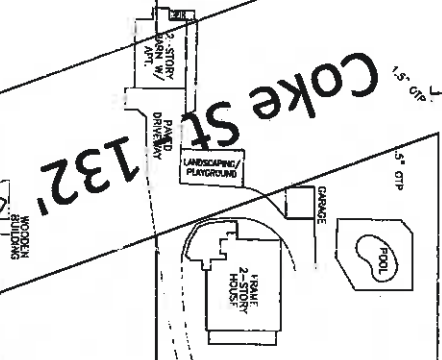
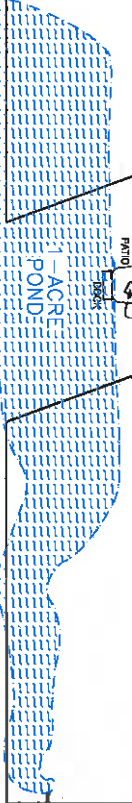
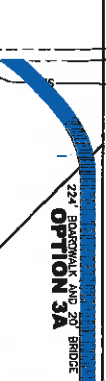
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CITY OF OXFORD
20' R/W
D.B. 2625, p. 338
P.B. 42, p. 123

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D.B. 2647, p. 140
D.B. 150, p. 657
P.B. 12, p. 234

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D.B. 2647, p. 140
P.B. 12, p. 234

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JEFFERY H. WEARING AND
JANICE D. WEARING
D.B. 3581, p. 359



Rev.	Revision Description	Date
0	Initial Issue	03/15/18
1	Options 3A and 3B added	05/31/18

George Street Trail
Oxford, Newton County, Georgia

ROUTE CONCEPT
OPTION 3A



JORDAN
SURVEYING & ENGINEERING
188 N. WASHINGTON ST., SUITE 2110, OXFORD, GA 30054
TEL: 770.326.1100 FAX: 770.326.1101
www.jordanse.com

Sheet No.
2.0

Clark St - 99'

Coke St - 132'

Wesley St - 165'

George St - 99'

former Mckendree St - 70'

former Coke St - 132'

NOF OXFORD COLLEGE EMORY UNIVERSITY D.B. 1142, p. 128

CITY OF OXFORD GEORGE STREET RIGHT-OF-WAY

NOF OXFORD COLLEGE EMORY UNIVERSITY

NOTE: JANCIE D. WEARING D.B. 2647, p. 140 D.B. 150, p. 657 P.B. 12, p. 234

NOF CITY OF OXFORD 20' FRONT YARD SETBACK D.B. 2620, p. 339 P.B. 42, p. 123

NOTE: JANCIE D. WEARING D.B. 2647, p. 140 D.B. 150, p. 657 P.B. 12, p. 234

NOTE: JANCIE D. WEARING D.B. 2647, p. 140 D.B. 150, p. 657 P.B. 12, p. 234

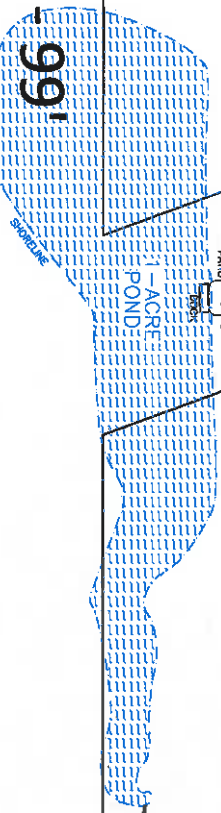
NOTE: JEFFERY H. WEARING AND JANCIE D. WEARING D.B. 560, p. 589

NOTE: JANCIE D. WEARING D.B. 2647, p. 140 P.B. 12, p. 234

224' BOARDWALK AND 20' BRIDGE

RELOCATED 8' WOODEN PRIVACY FENCE

EXISTING WOODEN FENCE REMOVED/RELOCATED



TURKEY CREEK

SPRING

STORM DRAIN

2-STORY WOODEN BLDG. W/ APPL. PANTRY

LANDSCAPING/PLAYGROUND

FRAME 2-STORY HOUSE

FOOL



Rev	Revision Description	Date
0	Initial Issue	03/25/16
1	Options 3A and 3B added	03/27/16

George Street Trail
Oxford, Newton County, Georgia

ROUTE CONCEPT
OPTION 3B



Sheet No. 2.0

George Street Trail - Option 1

Wesley Street to existing old McKendree St. trail section

Trail Section	George St
Length (feet)	1117
977 feet of 10' concrete trail @ \$55/ft	\$53,735
30 LF of 18" culvert at George Street ditch @ \$28/LF	\$840
30 LF of 18" culvert at parking storm discharge	\$840
Structural engineer: 5 ton design for 10' boardwalk/bridge	\$5,000
120 feet of 10' wide boardwalk at \$150/ft*	\$18,000
20' of 10' wide steel bridge @ \$200/LF	\$4,000
2 Bridge abutments	\$4,000
Erosion control/silt fence	\$2,000
Clearing/grubbing of trail route	\$2,500
Minor earthwork near Wesley St and near pond dam	\$2,500
Surveying costs -stake r/w lines	\$1,400
Concept design and construction specs**	\$1,750
Construction management***	\$1,200
Surveying/platting costs - 15' easement on College at dam	\$800
Legal costs - easement documents for section on college	\$1,000
Bid process/project management	\$2,000
Misc./contingency (10%)	\$10,157
Total Estimated cost	\$111,722
Est cost per foot:	\$100.02

Prepared by Jordan Engineering, Inc. in March 2016

* boardwalk specs: 10' wide boardwalk with 36" rail using composite platform; 8-ft spans and 6"x6" pilings;
Structural engineer to design site-specific boardwalk for golf cart use (5-ton design load)

**Design scope of services:

- 1 - field identify and flag proposed trail route during surveying phase
- 2 - record location of preliminary route flagging during survey phase
- 3 - field identify locations for drainage features, culverts, and/or earthwork
- 4 - prepare sketches, exhibits, and/or details as appropriate to communicate drainage or other unusual trail features to potential bidders and selected contractor.
- 5 - prepare construction specifications and details as required to guide potential bidders and selected contractor during construction

*** Construction management scope of services:

- 1 - meet on site with potential bidders to describe project and answer questions
(a pre-bid site visit)
- 2 - spend three half-days at the construction sites inspecting and supporting contractor during construction.
- 3 - do a post-construction inspection and develop punch-list for project final approval

George Street Trail - Option 2

Wesley Street to existing old McKendree St. trail section

Trail Section	George St
Total Length (feet)	1064
820 feet of 10' concrete trail @ \$55/ft	\$45,100
30 LF of 18" culvert at George Street ditch @ \$28/LF	\$840
30 LF of 18" culvert at parking storm discharge	\$840
Structural engineer: 5 ton design for 10' boardwalk/bridge	\$5,000
224 feet of 10' wide boardwalk at \$150/ft*	\$33,600
20' of 10' wide steel bridge @ \$200/LF	\$4,000
2 Bridge abutments	\$4,000
Erosion control/silt fence	\$2,000
Clearing/grubbing of trail route	\$1,000
Minor earthwork near Wesley St and near pond dam	\$2,500
Surveying costs -stake r/w lines	\$1,400
Concept design and construction specs**	\$1,750
Construction management***	\$1,200
Surveying/platting costs - 1064' easement on College	\$1,500
Legal costs - easement documents for section on college	\$1,500
Bid process/project management	\$2,000
Misc./contingency (10%)	\$10,823
Total Estimated cost	\$119,053
Est cost per foot	\$111.89

Prepared by Jordan Engineering, Inc. in November 2015

* boardwalk specs: 10' wide boardwalk with 36" rail using composite platform; 8-ft spans and 6"x6" pilings;
Structural engineer to design site-specific boardwalk for golf cart use (5-ton design load)

**Design scope of services:

- 1 - field identify and flag proposed trail route during surveying phase
- 2 - record location of preliminary route flagging during survey phase
- 3 - field identify locations for drainage features, culverts, and/or earthwork
- 4 - prepare sketches, exhibits, and/or details as appropriate to communicate drainage or other unusual trail features to potential bidders and selected contractor.
- 5 - prepare construction specifications and details as required to guide potential bidders and selected contractor during construction

*** Construction management scope of services:

- 1 - meet on site with potential bidders to describe project and answer questions
(a pre-bid site visit)
- 2 - spend three half-days at the construction sites inspecting and supporting contractor during construction.
- 3 - do a post-construction inspection and develop punch-list for project final approval

George Street Trail - Option 3A

Wesley Street to existing old McKendree St. trail section

Trail Section	George St
Total Length (feet)	1064
820 feet of 10' concrete trail @ \$55/ft	\$45,100
30 LF of 18" culvert at George Street ditch @ \$28/LF	\$840
30 LF of 18" culvert at parking storm discharge	\$840
Structural engineer: 5 ton design for 10' boardwalk/bridge	\$5,000
224 feet of 10' wide boardwalk at \$150/ft*	\$33,600
20' of 10' wide steel bridge @ \$200/LF	\$4,000
2 Bridge abutments	\$4,000
Erosion control/silt fence	\$2,000
Clearing/grubbing of trail route	\$1,000
Minor earthwork near Wesley St and near pond dam	\$2,500
700 feet of 6' vinyl-coated chain-link fence @ \$15/ft	\$10,500
Surveying costs -stake r/w lines	\$1,400
Concept design and construction specs**	\$1,750
Construction management***	\$1,200
Surveying/platting costs - 1064' easement on College	\$1,500
Legal costs - easement documents for section on college	\$1,500
Bid process/project management	\$2,000
Misc./contingency (10%)	\$11,873
Total Estimated cost	\$130,603
Est cost per foot	\$122.75

Prepared by Jordan Engineering, Inc. in November 2015

* boardwalk specs: 10' wide boardwalk with 36" rail using composite platform; 8-ft spans and 6"x6" pilings;
Structural engineer to design site-specific boardwalk for golf cart use (5-ton design load)

**Design scope of services:

- 1 - field identify and flag proposed trail route during surveying phase
- 2 - record location of preliminary route flagging during survey phase
- 3 - field identify locations for drainage features, culverts, and/or earthwork
- 4 - prepare sketches, exhibits, and/or details as appropriate to communicate drainage or other unusual trail features to potential bidders and selected contractor.
- 5 - prepare construction specifications and details as required to guide potential bidders and selected contractor during construction

*** Construction management scope of services:

- 1 - meet on site with potential bidders to describe project and answer questions (a pre-bid site visit)
- 2 - spend three half-days at the construction sites inspecting and supporting contractor during construction.
- 3 - do a post-construction inspection and develop punch-list for project final approval

George Street Trail - Option 3B

Wesley Street to existing old McKendree St. trail section

Trail Section	George St
Total Length (feet)	1064
820 feet of 10' concrete trail @ \$55/ft	\$45,100
30 LF of 18" culvert at George Street ditch @ \$28/LF	\$840
30 LF of 18" culvert at parking storm discharge	\$840
Structural engineer: 5 ton design for 10' boardwalk/bridge	\$5,000
224 feet of 10' wide boardwalk at \$150/ft*	\$33,600
20' of 10' wide steel bridge @ \$200/LF	\$4,000
2 Bridge abutments	\$4,000
Erosion control/silt fence	\$2,000
Clearing/grubbing of trail route	\$1,000
Minor earthwork near Wesley St and near pond dam	\$2,500
Demolition/dissassembly of existing 8' wooden privacy fence	\$3,500
Installation/re-construction of 8' wooden privacy fence	\$15,000
Surveying costs -stake r/w lines	\$1,400
Concept design and construction specs**	\$1,750
Construction management***	\$1,200
Surveying/platting costs - 1064' easement on College	\$1,500
Legal costs - easement documents for section on college	\$1,500
Bid process/project management	\$2,000
Misc./contingency (10%)	\$12,673
Total Estimated cost	\$139,403
Est cost per foot	\$131.02

Prepared by Jordan Engineering, Inc. in November 2015

* boardwalk specs: 10' wide boardwalk with 36" rail using composite platform; 8-ft spans and 6"x6" pilings;
Structural engineer to design site-specific boardwalk for golf cart use (5-ton design load)

**Design scope of services:

- 1 - field identify and flag proposed trail route during surveying phase
- 2 - record location of preliminary route flagging during survey phase
- 3 - field identify locations for drainage features, culverts, and/or earthwork
- 4 - prepare sketches, exhibits, and/or details as appropriate to communicate drainage or other unusual trail features to potential bidders and selected contractor.
- 5 - prepare construction specifications and details as required to guide potential bidders and selected contractor during construction

*** Construction management scope of services:

- 1 - meet on site with potential bidders to describe project and answer questions (a pre-bid site visit)
- 2 - spend three half-days at the construction sites inspecting and supporting contractor during construction.
- 3 - do a post-construction inspection and develop punch-list for project final approval

Bob Schwartz

From: Mayfield, Kendra <k.mayfield@emory.edu>
Sent: Thursday, March 31, 2016 3:48 PM
To: Bob Schwartz
Cc: Myra Frady; Adler, Stuart; Kulasiewicz, Glenn; Cain, Hershel Todd
Subject: Underground Utility Project
Attachments: Oxford College Underground Electric Project.xlsx

Bob,

Please put Oxford College of Emory University on the agenda for the City Council meeting on Monday. Emory University would like to enter into a contract with the City of Oxford to initiate the proposed underground utility project. The cost breakdown for the proposed project is attached. Please let me know if you need further information before the meeting. I will be in attendance at the meeting to answer any questions the council may have.

Thank you,
Kendra Mayfield

Kendra Mayfield, Sr. Manager Operations
Oxford College of Emory University
Finance and Operations
810 Whatcoat Street, Oxford, GA 30054
Office: 770.784.8478 Cell: 770.289.5389
k.mayfield@emory.edu

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Oxford College Electric Project

Labor

Marable-Pirkle	\$490,070.00
Service Electric	\$817,000.00
Pike	\$546,137.00

Materials

Anixter	\$197,747.40	
GRESKO	no bid	
Irby (w/o poles)	\$169,676.70	
6 poles from Anixter	\$2,805.00	
		\$172,481.70

Sole Source Contracts

Stuart Ozburn Electric (secondary work)	\$98,200.00
Charter Cable	\$12,180.00
AT&T	\$11,356.00

Recommended

Marable Pirkle	\$490,070.00
Irby (with poles from Anixter)	\$172,481.70
Stuart Ozburn Electric (secondary work)	\$98,200.00
Charter Cable	\$12,180.00
AT&T	\$11,356.00

Total Project \$784,287.70

AGREEMENT
between
The City of Oxford
and
The Oxford Historical Cemetery Foundation, Inc.

THIS AGREEMENT, entered into this ~~5th~~ ___ day of ~~February~~~~April~~, ~~2011~~~~2016~~, and between the **CITY OF OXFORD**, a municipal corporation chartered by the State of Georgia (hereinafter referred to as "the City") and the **OXFORD HISTORICAL CEMETERY FOUNDATION, INC.**, a Georgia charitable corporation incorporated by the State of Georgia (hereinafter referred to as "the Foundation").

Therefore, the parties agree as follows:

That, Oxford's City Cemetery, often referred to as Oxford Historical Cemetery (hereinafter "the Cemetery"), is a creature of the City of Oxford and is owned by the City along with the plot holders owning certain lots located therein.

That the Foundation's object and efforts have been and continue to be "to discover, procure, and preserve whatever may relate to the natural, civic, literary, and ecclesiastical history of the Oxford Cemetery in general and to the maintenance, care, and preservation thereof."

That both parties enter into this agreement for the purpose of the administering of the Cemetery to best serve the citizens of the City of Oxford, the persons owning plots located therein and the beautification and administration of the Cemetery itself.

The parties hereto agree as follows:

1. The term of this Agreement will be for an initial period of five years, renewable as set forth written hereafter.
2. That the City has the responsibility to ensure that the Cemetery is adequately maintained; and the City specifically sets forth that it is the City's intent and purpose to ensure the perpetual care of all plots and property located within the boundaries of the Cemetery.
3. It is the City's desire to contract with the Foundation for the providing of the maintenance and care of the Cemetery; however, it is understood and is agreed between the parties hereto, that the City shall be responsible for the upkeep of the streets and paved paths throughout the Cemetery and for major improvements as may be designated to the Cemetery. The City shall also be responsible for the removal of large trees. The purpose of this concentrated effort by the City is to facilitate the Foundation's ability to maintain the Cemetery.
4. That it is the express purpose of this agreement, by both parties, to provide perpetual care to all plots in the Oxford Cemetery wherein the owners of same have paid to the City or the Foundation monies for the perpetual care thereof.

5. That the Foundation agrees, according to the terms set out hereafter, to direct, manage, maintain, and keep said Cemetery in a good state of upkeep, showing no favoritism toward any one section, location, or portion of said Cemetery and in doing so, the Foundation agrees to take such action and measures so as to maintain the Cemetery as per this Agreement. Actions of the Foundation shall include, but not necessarily be limited to: mowing, trimming, and blowing as necessary; pressure washing stones as needed; removing leaves and trash; removing old flower arrangements; applying fire ant poison; and cutting small trees and bushes as needed. At any time the City feels such that the Cemetery is not being so maintained, it shall notify the Foundation in writing of such concerns.
6. That the City shall be responsible for the sale of plots in the Cemetery under terms and conditions that the City may from time to time deem appropriate. The City shall maintain accurate records showing the location in the Cemetery of plots sold, designating the length and width of said plots and the number of grave sites located therein. The City will notify the Foundation of such sales and will provide the Foundation with records relating to the sales thereof on an annual basis or more often at the Foundation's request.
7. That as payment thereof it is agreed that the City shall pay to the Foundation ~~seventy-one percent (71%)~~ two-thirds of such amounts as collected by the City for each gravesite for the maintenance as set forth above. The proceeds of these payments shall be added to the trust corpus to generate future earnings. It is anticipated by both parties that the sums plus the earnings from the Foundation's current assets and future anticipated funds from gifts, donations, grants, and lot sales will eventually produce sufficient earnings to pay the then current and future annual maintenance obligations. If the Foundation's annual income ~~and contributions by the City for maintenance~~ should not be sufficient to pay the maintenance cost of the Cemetery, the City shall ~~reimburse~~ make a direct contribution for maintenance to the Foundation for the shortage thereof, based on a request from the Foundation to the City as part of the City's annual budget process. All proceeds thus generated shall be paid on a quarterly basis, ~~with the first payment due January 1, 2010, and each quarter thereafter during the year.~~ The proceeds of these payments shall be used by the Foundation to meet current or near future maintenance obligations or may be added to the trust corpus to generate future earnings if the amount set forth above exceeds the cost of said maintenance. All funds as provided by the City herein, except those funds ~~needed~~ for annual maintenance, shall be retained in a special bookkeeping account for the Foundation. Should any time the contract between the City and the Foundation not be renewed or is terminated, all funds and profits retained from these monies shall revert to the City.
8. That in addition to the above, the Foundation agrees to maintain records relating to its operations in the performance of this agreement, in a business-like manner, suitable for auditing. The City shall, at its own expense, have the right, at reasonable times, to examine or audit the records of the Foundation relating to the performance of this agreement including records, relating to income and expenditures and to make and preserve copies thereof.

9. The parties agree to use their best efforts to resolve any dispute as to the interpretation or application of this agreement. Any dispute must be reported in writing by one party to the other within ninety (90) days after the complaining party becomes aware of facts giving rise to the dispute, or it will be waived. The party shall have sixty (60) days to resolve the dispute. Any dispute left unresolved after this period shall be decided by a panel of three (3) persons, one appointed by the City, one by the Foundation, and one by the two representatives. If the representatives cannot agree, the Chief Judge of Newton County Superior Court shall appoint the third part panel member. The panel shall receive written submissions by the parties within thirty (30) days after the panel is selected, and shall render its decision, without opinion, within thirty (30) days after submission of such written material. Each party shall bear its own costs.
10. The City and Foundation shall not discriminate based on race, color, religion, sex, or sexual orientation, or national origin in the performance of this agreement. In addition, neither party shall discriminate on any basis in the selections of persons dealing with the operation of the Cemetery nor the appointment of members to any committee, board, director or trustee.
11. No officer or member of the Foundation, nor the City, shall serve in the future hereafter with compensation for Cemetery work or business unless agreed to by both parties. It is understood that city employees will receive no compensation beyond their city salaries for any work related to the Cemetery.
12. This agreement shall supersede all prior agreements or understandings of the parties, and will be effective when signed by an authorized representative of the Foundation and by the Mayor of the City. Unless such execution occurs, the provisions of this memorandum are not binding.

WHEREFORE, it is agreed by and between the parties

THAT THIS AGREEMENT MAY BE RENEWED by the parties for an additional five year. At the expiration of this contract.

SIGNED, SEALED, AND DELIVERED, this 5th day of ~~February~~April, ~~2011~~2016.

Jerry D. Roseberry, Mayor
City of Oxford

Thomas H. Johnson, President
OXFORD HISTORICAL CEMETERY
FOUNDATION, INC.

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that the City needs to update the financial policies to include new regulations concerning credit cards,

NOW THEREFORE BE IT RESOLVED, that the City of Oxford Financial Policies adopted on March 3, 2014 are amended by:

1. Deleting Section 24. City credit card which currently reads:

24. City credit card.

1. The Mayor and Council shall authorize issuance of City credit cards. The credit card is to be used for City business only to purchase goods, services, or for specific expenditures incurred under approved conditions. The cardholder is the only person authorized use of the credit card. The City Clerk shall be responsible for the credit cards and shall issue the cards as necessary.
2. The credit card holder is responsible for documentation and safekeeping of the credit card during the employee's issuance. A receipt for each transaction must be obtained by the employee when a purchase is made using the City credit card. This receipt shall be dated and a description of the service or item purchased and account codes shall be written on every receipt. The receipts are to be given to the City Clerk when the credit card is returned for safekeeping.

2. and adding a new Section 24 as follows:

24. City Credit Card

1. Overview - The Georgia General Assembly established guidelines and penalties in the Official Code of Georgia Annotated (O.C.G.A.) which provides that no municipal corporation shall issue government purchasing cards or government credit cards to elected officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such government purchasing cards or government credit cards for elected officials of such municipal corporation.

2. Purpose - The purpose of this policy is to set requirements and standards for the City's Purchasing Card Program. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for elected officials using such purchasing cards. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any

item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

3. Scope - This purchasing card policy, as required by state law under O.C.G.A. § 36-80-24(c), applies to the use of city purchasing cards or city credit cards used by elected officials and staff authorized to be issued a city credit card by the City Clerk. The following officials have been authorized by City Council to use such city purchasing cards or city credit cards and must abide by all of the applicable state laws and this purchasing card policy: Mayor, Councilmembers, city manager, and department heads or their designees.

The credit cards are to be used for City business only to purchase goods, services, or for specific expenditures incurred under approved conditions. The cardholder is the only person authorized use of the credit card. The City Clerk shall be responsible for the credit cards and shall issue the cards as necessary.

The credit card holder is responsible for documentation and safekeeping of the credit card during issuance. A receipt for each transaction must be obtained when a purchase is made using the city credit card. This receipt shall be dated and a description of the service or item purchased and account codes shall be written on every receipt. The receipts are to be given to the City Clerk when the credit card is returned for safekeeping.

4. Public Inspection - In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using city purchasing cards or city credit cards incurred by elected officials shall be available for public inspection.

5. Transaction Limits - Transaction limits are hereby established to insure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. The established single transaction limit for each card is less than \$500. Any exceptions to the standardized limit must have express written approval through the standard purchase order process.

6. Purchasing Restrictions

A. Elected officials may not use a city purchasing card or city credit card for the following:

- i. Any purchases of items for personal use.
- ii. Cash refunds or advances.
- iii. Any transaction amount greater than the transaction limits set for by this policy.
- iv. Items specifically restricted by this policy, unless a special exemption is granted by City Council.
- v. Alcohol or liquor of any kind. Such purchases should not be made with the purchasing card and will not be reimbursed by the city.

- vi. Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.

B. Elected officials may use city purchasing cards or city credit cards to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:

- i. Purchases of items for official city use which fall within the transactional restrictions of this policy.
- ii. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
- iii. Emergency purchases necessary to protect city property.

7. Administrator - The city designates the office of the City Clerk as the program administrator of city purchasing cards or city credit cards. Such administrator shall:

- A. Serve as a liaison between the city's cardholders and the issuers of such cards.
- B. Maintain the card ledger showing to whom a card has been loaned.
- C. Provide instruction, training, and assistance to cardholders.
- D. Keep card users holders up-to-date on new or changing information.
- E. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer.
- F. Ensure all card accounts are being utilized properly as set forth by state law and this policy.
- G. Define the city's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
- H. Identify any changes to named persons authorized to use a city purchasing card or city credit card.

8. Accounting and Auditing - The Administrator, in an effort to ensure compliance with city policy and state law, will conduct quarterly reviews and audits of all city purchasing card or city credit card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The quarterly review and audit should happen within 30 days of the start of the new quarter. After completing the quarterly audit the Administrator shall notify cardholders of any violations or questions the Administrator has that occurred within the previous month. Depending on the severity of the violation, the Administrator may suspend or revoke the use of the city purchasing card or city credit card after notification to the cardholder and to the City Council, but only after consultation with the city attorney. Any unresolved violations should be reported to City Council and the city attorney in writing within ten business days.

9. Violations - The use of a city purchasing card or city credit card may be suspended or revoked when the Administrator, after consultation with the city attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the city purchasing card or city credit card. The city purchasing card or city credit card shall be

revoked whenever a cardholder is removed from office with the city and shall be suspended if such elected official has been suspended from office.

10. Agreement - Before being issued a city purchasing card or city credit card under this policy and state law, all authorized users of city purchasing cards or city credit cards shall sign and accept below indicating that such user will use such cards only in accordance with the policies of the city and with the requirements of state law.

Name Printed

Signature

Date: _____

Adopted this fourth day of April, 2016.

BY:

Mayor

ATTEST:

City Clerk