



**MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
REGULAR SESSION  
MONDAY, APRIL 2, 2018 – 7:00 PM  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready; Jeff Wearing, and Sarah Davis.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; David Strickland, City Attorney; Hoyt Oliver, Teresa Welch, Patsy Burke, Peggy Madden, Juanita Carson, Art Vinson, Laurie Vinson, Grace and Grady Spradley, and Hal Chitwood from Bureau Veritas.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance – All

**Motion was made by Mike Ready, seconded by Sarah Davis to accept the Agenda for the April 2, 2018 Mayor and Council Regular Meeting. Motion passed 7/0. (Attachment A)**

**CONSENT AGENDA**

Approved, 7/0. (Attachment B)

**Mayors Reports**

Mayor Roseberry congratulated City Clerk Lauran Willis on the completion of the Certified Municipal Clerks Master's Education Program.

**Planning Commission Recommendations/Petitions**

None

**Citizens' Concerns**

None

**Building Inspection Services**

Hal Chitwood with Bureau Veritas presented a proposal to council for their building inspection services. Mr. Chitwood will provide Assistant City Manager Matt Pepper with fees schedule for further review and discussion at the April work session. (Attachment C)

**107 W. Clark Street Renovation Project**

Councilmember Eady presented a report from the committee’s progress on Yarbrough House Renovation. Eady made a recommendation to table any further movement on the project until they can come to a resolution for the use of the house. This item will be on moved to the April work session. (Attachment D)

**A motion was made by Windham, seconded by Holt to table discussion and postpone the project pending further research. Motion passed 7/0.**

**The Georgia Trust Fall Ramble Sponsorship**

Assistant City Manager Matt Pepper said The Georgia Trust for Historic Preservation has asked us to be a sponsor for the Fall Ramble in October 2018. The donation amounts are \$500, \$1,000, \$2,500, and \$5,000. The City will receive certain benefits depending on the amount of the donation. Mayor Roseberry made a recommendation to council to make a \$500 donation. (Attachment E)

**A motion was made by Windham, seconded by Eady that the City approve a Sponsorship of \$500. Motion passed 7/0.**

**Municipal Competitive Trust**

Assistant City Manager Matt Pepper said that MEAG has asked us to update the Resolution for the Municipal Competitive Trust to add Matthew Pepper as an “Authorized Official” to communicate city decisions to MEAG regarding the trust funds. (Attachment F)

**A motion was made by Holt, seconded by Windham to approve the update of the Resolution for MEAG to add Matthew Pepper as an Authorized Official. Motion passed 7/0.**

**Electric Cities of Georgia**

Assistant City Manager Matt Pepper said that ECG has asked that we update a new version of the Resolution designating our voting delegates for the annual ECG elections. (Attachment G)

**A motion was made by Holt, seconded by Ready to revise the Resolution adding Matthew Pepper as a designated voting delegate for the City for the annual ECG elections. Motion passed 7/0.**

**Invoice Approval**

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
Blue Cross Blue Shield	Health Insurance Employees (4/1 – 5/1)	9,921.01
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (March)	1,291.17
Georgia Municipal Association	GMEBS/Retirement Trust Fund (March Inv. 333423)	6,279.16
Latham Home Sanitation	Waste/Recyclables February	5,636.10
NC Board of Commissioners	Monthly water purchase for February Inv. 2394	20,898.00
NC Water & Sewer Authority	Monthly sewer fees for 1/30/18 – 2/27/18	6,217.78
Sophicity	Monthly IT Services February Inv#9440	1,804.60
Southeastern Power Admin.	SEPA energy cost (February) Inv. B-18-1240	2788.48
<b>PURCHASES/CONTRACT LABOR</b>		

<b>Anderson Grading &amp; Pipeline</b>	Repair water leak at Hamill Street	1,875.00
<b>C. David Strickland, P.C.</b>	Legal Services for March	2,523.52
<b>Courtware Solutions Inc.</b>	Monthly Licensing, Support & Maintenance February	1,426.00
<b>GSCCCA Fines and Fees Division</b>	Consolidated Fines & Fees for Municipal Court	1,530.81
<b>Marable-Pirkle, Inc.</b>	Furnished equipment & Personnel to set new pole and transfer overhead primary and secondary to new pole on Wesley Street.	2,485.00
<b>McNair, McLemore, Middlebrooks</b>	CPA Professional Services, MD&A report/discussion and assist with DDA creation, bank account, check signers, GASB 61, other bookkeeping assistance.	1,170.00
<b>NC Sheriff's Office</b>	Prisoner Board and Processing Fee's (February 31893)	2,550.00
<b>Phoenix</b>	Temp services 2- men 40 hrs. Week ending 3/4/2018	1,083.60
<b>Steven A. Hathorn, P.C.</b>	Legal/Municipal Judge Services Jan-March	1,250.00
<b>APPROVED CONTRACTS</b>		
<b>Historical Concepts, LLC</b>	Visioning Services, time spent reviewing previous studies, Feb 22 trip to Oxford for full day workshop, and initial studies developed following the workshop.	10,800.00
<b>Jordan Engineering</b>	Moore St. base mapping and topo, GPS Moore St. , Locate exist R/W and Pin Recon, CAD field coordination, data management, research, Bid documents, Erosion control plan etc.	12,950.00
<b>E.F. (Tres) Thomas, III, P.E.</b>	Develop and Submit – 2017 annual Storm Water Report	3,500.00

**Motion made by Holt, seconded by Ready, to approve invoices. Motion passed 7/0.**

**Motion made by Windham, seconded by Ready to adjourn at 7:32 pm. Motion passed 7/0.**

**Executive Session**

None

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk

OXFORD MAYOR AND COUNCIL  
PUBLIC HEARING  
MONDAY, APRIL 2, 2018 – 7:00 P.M.  
CITY HALL  
AGENDA

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the April 2, 2018 Mayor and Council Regular Meeting.
5. **CONSENT AGENDA**
  - a. \* Motion to approve the Minutes of the Regular Meeting of March 5, 2018.
  - b. \* Motion to approve the Minutes of the Work Session March 19, 2018.
  - c. \* Motion to accept the Downtown Development Minutes from January 31, 2018.
  - d. \* Motion to accept the December 12, 2017 Planning Commission Minutes.
  - e. \* Motion to accept the February 13, 2018 Planning Commission Minutes.
6. Mayor's Report
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns.
9. \* **Building Inspection Services** – Hal Chitwood, Project Manager with Bureau Veritas, will make a presentation to Council on the company's building inspection services.
10. **107 W. Clark Street Restoration Project** – Councilmember Eady will report on the committee's progress on the 107 W. Clark Street Restoration project.
11. \* **The Georgia Trust Fall Ramble Sponsorship** – The Georgia Trust for Historic Preservation has asked us to be a sponsor for the Fall Ramble in October 2018. The donation amounts are \$500, \$1,000, \$2,500, and \$5,000. We will receive certain benefits depending on the amount we choose to donate.
12. \* **Municipal Competitive Trust** – MEAG has asked us to update the Resolution for the Municipal Competitive Trust to add Matthew Pepper as an "Authorized Official" to communicate city decisions to MEAG regarding the trust funds.
13. \* **Electric Cities of Georgia** – ECG has asked us to adopt a new version of the Resolution designating our voting delegates for annual ECG elections.
14. Invoice Approval

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
<b>Blue Cross Blue Shield</b>	Health Insurance Employees (4/1 – 5/1)	9,921.01
<b>City of Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson/107 W. Clark St. Utilities for (March)	1,291.17
<b>Georgia Municipal Association</b>	GMEBS/Retirement Trust Fund (March Inv. 333423)	6,279.16
<b>Latham Home Sanitation</b>	Waste/Recyclables February	5,636.10
<b>NC Board of Commissioners</b>	Monthly water purchase for February Inv. 2394	20,898.00
<b>NC Water &amp; Sewer Authority</b>	Monthly sewer fees for 1/30/18 – 2/27/18	6,217.78
<b>Sophicity</b>	Monthly IT Services February Inv#9440	1,804.60
<b>Southeastern Power Admin.</b>	SEPA energy cost (February) Inv. B-18-1240	2788.48
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Anderson Grading &amp; Pipeline</b>	Repair water leak at Hamill Street	1,875.00
<b>C. David Strickland, P.C.</b>	Legal Services for March	2,523.52
<b>Courtware Solutions Inc.</b>	Monthly Licensing, Support & Maintenance February	1,426.00
<b>GSCCCA Fines and Fees Division</b>	Consolidated Fines & Fees for Municipal Court	1,530.81
<b>Marable-Pirkle, Inc.</b>	Furnished equipment & Personnel to set new pole and transfer overhead primary and secondary to new pole on Wesley Street.	2,485.00
<b>McNair, McLemore, Middlebrooks</b>	CPA Professional Services, MD&A report/discussion and assist with DDA creation, bank account, check signers, GASB 61, other bookkeeping assistance.	1,170.00
<b>NC Sheriff's Office</b>	Prisoner Board and Processing Fee's (February 31893)	2,550.00
<b>Phoenix</b>	Temp services 2- men 40 hrs. Week ending 3/4/2018	1,083.60
<b>Steven A. Hathorn, P.C.</b>	Legal/Municipal Judge Services Jan-March	1,250.00
<b>APPROVED CONTRACTS</b>		
<b>Historical Concepts, LLC</b>	Visioning Services, time spent reviewing previous studies, Feb 22 trip to Oxford for full day workshop, and initial studies developed following the workshop.	10,800.00
<b>Jordan Engineering</b>	Moore St. base mapping and topo, GPS Moore St. , Locate exist R/W and Pin Recon, CAD field coordination, data management, research, Bid documents, Erosion control plan etc.	12,950.00
<b>E.F. (Tres) Thomas, III, P.E.</b>	Develop and Submit – 2017 annual Storm Water Report	3,500.00

15. Executive Session

16. Adjourn



**Draft MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
PUBLIC HEARING AND REGULAR SESSION  
MONDAY, MARCH 5, 2018 – 7:00 PM  
CITY HALL**

*Draft*

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready; and Jeff Wearing, Sarah Davis.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Jody Reid, Utility Superintendent; Luran Willis, City Clerk; David Strickland, City Attorney; Hoyt Oliver, Erik Oliver, Teresa Welch, Darryl Welch, Judy Greer, Patsy Burke, Peggy Madden, Juanita Carson, Mike Besaw, Anderson Wright, Kendra Mayfield, Ben Palmer, Noah Corimano, Cheryl Ready, and Boy Scout Troup 211, Maureen Evrett, Scott Evrett, Noah Geiger, James Oliver, Lucus Oliver, Michael Westrick, Josh Forbes, John McCarthy, Brantley Geret.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Invocation was delivered by Hoyt Oliver  
Pledge of Allegiance -- All

Mayor Roseberry announced that item 14 Pole Attachment Services would be removed from the agenda to allow Assistant Manager Matt Pepper and Utility Superintendent Jody Reid time to meet with Electric Cities of Georgia and prepare a report for the March 19<sup>th</sup> Work Session. Roseberry said that item C of the Consent Agenda is incomplete and will be corrected and moved to the April agenda. With these amendments to the agenda, Roseberry requested for a motion to accept the Agenda for February 5, 2018.

**Motion was made Jim Windham, seconded by Jeff Wearing to accept the Agenda for the February 5, 2018 Public Hearing and Mayor and Council Regular Meeting. Motion passed 7/0. (Attachment A)**

**Honorary Councilmember**

Mayor Roseberry introduced Ben Palmer as Honorary Councilmember for the month of March and presented him with a Proclamation as appreciation for his participation. (Attachment B)

**CONSENT AGENDA -**

**Motion was made by Jeff Wearing, seconded by David Eady to accept the Consent Agenda with the proposed amendments. Motion Passed 7/0. (Attachment C)**

**Mayors Reports**

Mayor Roseberry reminded the Budget Committees that the first report will be due at the March 19 Work Session. The General Budget Committee will meet tomorrow at 2:00 pm at City Hall.

Mayor Roseberry gave a report of the Police Department statistics for February.

Mayor Roseberry welcomed the Boy Scout Troup 211.

**Planning Commission Recommendations/Petitions -**

None

**Citizens' Concerns -**

Anderson Wright of the Oxford Historical Society addressed Council and said they have received bids for a new handicap ramp at Old Church and they have selected one. Wright ask what the next step are for awarding the contract and completing the work. Mayor Roseberry said they will need to go through the Planning Commission for review and the procedures for obtaining the proper permits.

David Eady announced The Film Screening, Chasing Coral on March 21st at Oxford College hosted by the Atlanta Science Festival and Emory Oxford College. (Attachment D)

**Second Reading for Sec 38-58 Public Tree Care Ordinance Amendment**

Assistant Manager Matt Pepper presented the second reading of an amendment to the city's Public Tree Care ordinance that will require property owners to obtain written permission from the Trees, Parks and Recreation Board before planning trees, plants, and shrubs in city right-of-way. (Attachment E)

**A motion was made by Mike Ready, seconded by Jim Windham to approve the amendment to the City's Public Tree Care Ordinance Chapter 38.Vegetation, Article III Tree Management, by amending section 38-58. Motion passed 7/0.**

**Minor Subdivision**

Assistant Manager Matt Pepper presented a recommendation from the Planning Commission for the approval of a minor subdivision for Hubert White and Joyce Sullivan at the corner of Asbury Street and W. Watson Street. Land Lot 288/ Parcel X012-014 202 Watson Street in the 9<sup>th</sup> District.

**A motion was made by David Eady, seconded by George Holt to approve the minor subdivision as presented. Motion passed 7/0.** Attachment E

**Demolition of 6153 Emory Street**

Assistant Manager Matt Pepper said we have received two bids for the asbestos abatement and demolition of the home located at 6153 Emory Street and recommended that Council award the purchase order to Enviroprobe, LLC in the amount of \$21,550.

**Motion was made by David Eady, seconded by Jim Windham to award the bid to Enviroprobe LLC. Motion passed 7/0.** Attachment F

**107 W. Clark Street**

Erik Oliver presented to Council a scope of work for the project to restore the city-owned property located at 107 W. Clark Street. Oliver presented a report on the building inspection performed by Bureau Veritas. Oliver was instructed to prepare any bid proposals for work to be performed and present to Council at the March 19, Work Session. Attachment G

**Invoice Approval**

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
<b>MONTHLY</b>		
Blue Cross Blue Shield	Health Insurance Employees (March 3/1 – 4/1)	8038.48
City of Covington	Gas charges at maintenance facility	1,053.68
City of Covington	Annual E-911 charges for 1/2018 – 12/2018	20,035.56
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (January)	4,002.93
City of Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (February)	4537.59
Georgia Municipal Association	GMEBS/Retirement Trust Fund	6,279.16
Latham Home Sanitation	Waste/Recyclables January	5,636.10
NC Board of Commissioners	Monthly water purchase for December	17,651.00
NC Board of Commissioners	Monthly water purchase for January	20,128.00
NC Water & Sewer Authority	Monthly sewer fees for 12/28/17 – 1/30/2018	6,217.78
Sophicity	Monthly IT Services February Inv#9440	1,804.60
Southeastern Power Admin.	SEPA energy cost (January) Inv. B-18-0957	6,635.83
<b>PURCHASES/CONTRACT LABOR</b>		
ACE Mayfield Hardware	Various plumbing supplies to fix water main breaks	1,591.91
Air Conditioning Specialist Inc.	Replace Air Handler for Police Department	2,950.00
Card Services	Mayors meetings/ Verizon (phone cases for Jody & Scottie)/Stamps /Walmart, 3 jumpstart battery packs for (Police Dept), other misc.	1,305.74
Galls	3 - Gun Mounts for Police vehicle/& 3 weapons rack	2,450.97
Gresco	Crimp Tool 6 ton w/batteries, charger, style head/ 3 year warranty	1,742.00
Jarod Environmental	Materials to repair water main break/fire hydrant/gate valve/couplings etc.	3,079.00
KEEPRS, Inc.	First responders gear, vest, etc. for police department	1,049.00
Legacy Mark LLC	Software & License for cemetery install/startup	6,493.51
McNair, McLemore, Middlebrooks	CPA Professional Services, W-2 Preparation, Management discussion & Analysis, bookkeeping assistance.	3,010.00
NEGRC	City of Oxford Comprehensive Plan Update	3,000.00
NC Sheriff's Office	Prisoner Board and Processing Fee's	3,690.00
Oxford Historical Cemetery Foundation	2/3 of 4-Grave lot sale – Lot W-23	2,000.00
Oxford Historical Cemetery Foundation	Annual Approved FY2018 Budget	10,000.00
Phoenix	Temp services 2- men 40 hrs. Week ending 2/25/18	1,004.85
Sensus	12 Water Meters	1,500.38
Snapping Shoals EMC	Purchase of 2006 Ford F-650 Bucket Truck	15,000.00
Verizon	Monthly Usage and purchase of 2 new phones for Jody and Scottie	1,335.65



<b>WOCO Pep Oil, Inc.</b>	Fuel all departments for February Inv. 7754	2904.72
<b>APPROVED CONTRACTS</b>		
<b>Erik Oliver</b>	Grant Research and presentation of 107 W. Clark St.	1,000.00
<b>Historical Concepts, LLC</b>	Visioning Services. Initial Payment for Downtown Development contractor.	4,000.00
<b>Jordan Engineering</b>	Calculations for Sewer project, Imagery and recon – E. Bonnell extension, GPS George St, Emory and ATT lines. RW data collections, Cad, data management.	7,580.00

**Motion made by Eady, seconded by Wearing, to approve invoices. Motion passed 7/0.**

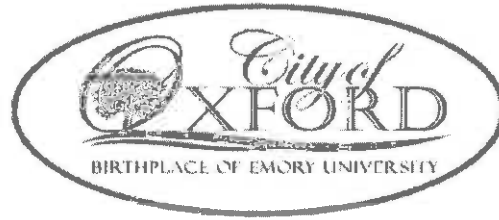
**Motion made by Windham, seconded by Davis to adjourn at 7:35 pm. Motion passed 7/0.**

**Executive Session**

None

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk



**Draft MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
SPECIAL CALLED MEETING  
MONDAY, MARCH 19, 2018 – 5:30 PM  
CITY HALL**

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready; and Jeff Wearing, Sarah Davis.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk; Hoyt Oliver, Erik Oliver; Art Vinson, Cheryl Ready.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor at 5:35 PM.

Mayor Roseberry announced Hal Chitwood, Project Manager with Bureau Veritas had a last minute schedule change and was unable to attend the meeting for the presentation of the contract for building inspection services. This item will be moved to the April 2, 2018 meeting.

Erik Oliver gave a presentation on the progress of the Yarborough House. Mayor Roseberry assigned an *ad hoc committee* to work with Oliver on the construction bids, and plans for the Yarborough House. David Eady will chair the committee, assisted by Jim Windham and Jeff Wearing.

Mayor Roseberry then called for discussion of the agenda items which needed to be voted on.

**Pole Attachment Service:**

**Motion was made by Windham, seconded by Wearing to decline the proposal for the new cost allocation method for the Pole Attachment Services. We will continue to pay the annual fixed fee. The motion passed 7/0.**

**Street Deep Patching:**

**A motion was made by Windham, seconded by Wearing to award the proposal from Designed Installations for \$16,067, to be paid from the remainder of the FY2017 LMIG funds. The motion passed 7/0.**

**Budget Amendment Request:**

**A motion was made by Ready, seconded by Wearing to authorize City Clerk Lauran Willis to make a budget amendment in the FY2018 Capital Budget for the second half and final cost of the Cemetery Software. The motion passed 7/0.**

Roseberry said with the appointment of the *ad hoc committee* for the Yarborough House there would be no Executive Session.

**A motion was made by Windham, seconded by Ready to adjourn at 5:59 PM. The motion passed 7/0.**

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**Draft MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**MONDAY, MARCH 19, 2018 – 6:00 PM**  
**CITY HALL**  
*Draft*

**MEMBERS PRESENT:** Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready; and Jeff Wearing, Sarah Davis.

**OTHERS PRESENT:** Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk; Hoyt Oliver, Erik Oliver; Art Vinson, Cheryl Ready.

Items Discussed:

**Water System Master Plan**

Mayor Roseberry said The Newton County Water Authority is asking whether or not the city would like to be a partner in creating a county-wide Water System Master Plan. Roseberry said this is already being negotiated.

**FY2019 Operating Budget**

Councilmember Mike Ready presented the first draft of the FY2019 Operating Budget. After review it was determined that item 9-b Professional – Yarborough House Project Manager should be moved to the Capital Budget. Ready proposed increasing the fee for trash & recycling by \$3.00 to help offset the cost of providing the service. Ready also mentioned the creation of the Parks & Recreation Department within the operating budget. He also said that the city will include in the Sanitation Fund the costs to operate our sanitation services. In addition, Ready said that Council should start reviewing the possibility of an increase in the millage rate.

**FY2019 Capital Budget**

Councilmember George Holt presented the first draft of the FY2019 Capital Budget. Holt said the item #7 Asbury Street Parking will be changed to show 10-12 spaces and figures were not yet available from the City Engineer. Item #22 Police Department – Radio Upgrade will be removed as this project is no longer being considered. He discussed item #30 Public Works vehicles and equipment in relation to creating a long term depreciation account for these and other items for depreciation.

**A motion was made by Windham, seconded by Ready to adjourn the meeting at 6:35PM. The motion passed 7/0.**

Respectfully Submitted;

Lauran Willis, CMC/FOA  
City Clerk

**DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF  
OXFORD**

Minutes – January 31, 2018

**MEMBERS:** Mr. Mark McGiboney, Chair; Ms. Loren Roberts, Vice-Chair; Mr. Brian Barnard, Mr. Jonathan Eady, Mr. Mike Ready, Ms. Kendra Mayfield, and Ms. Martha Molyneux.

**STAFF:** Matthew Pepper, assistant city manager and DDA secretary/treasurer.

**GUESTS:** Kevin Clark, Paul Knight, Ryan Yurcaba, and Christy Dodson, Historical Concepts.

**OPENING:** At 7:03 PM, Mr. McGiboney called the meeting to order and welcomed the guests from Historical Concepts.

**APPROVAL OF MINUTES:** Upon motion of Mr. Barnard, seconded by Ms. Molyneux, the minutes for the meeting on December 13, 2017 were approved as presented. The vote was 7 – 0.

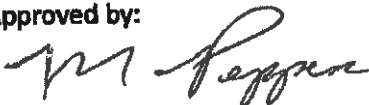
**HISTORICAL CONCEPTS PROPOSAL DISCUSSION:** The DDA and the team from Historical Concepts had a discussion regarding the firm's proposal. The proposal consisted of three components: the One-Day Charrette, the Strategic Investment Plan, and the Strategic Project: E. Clark Street Property. The two groups discussed the scope of the downtown development project, how to appropriately engage the adjacent property owners to the E. Clark Street Development in the development process, and the specific project deliverables to be provided by Historical Concepts. Lastly, Historical Concepts set a goal to have a site plan to a surveyor by May 1<sup>st</sup>.

**WORKING-SESSION DATE:** The DDA and the team from Historical Concepts had a discussion to set the date to begin the one day charrette process. It was decided that the meeting would be held on Thursday, February 22<sup>nd</sup> at Oxford City Hall. The DDA would meet with Historical concepts from 11:30 AM - 1:30 PM, with the meetings with stakeholders from 1:30-4:30 PM. Mr. Pepper will aid Historical Concepts in organizing the stakeholder meetings with the adjacent property owners to the E. Clark Street Development, the public works director, the city engineer, the mayor and select councilmembers, Oxford College staff, and other interested residents.

**OTHER BUSINESS:** The DDA's next meeting will take place on Wednesday, February 22<sup>nd</sup> from 11:30 AM - 1:30 PM. This meeting will take place during the charrette process with Historical Concepts. The DDA will then meet again on Wednesday, March 21<sup>st</sup> at 7 PM.

**ADJOURNMENT:** Mr. McGiboney adjourned the meeting at 8:05 PM.

Approved by:



Matthew Pepper, Secretary/Treasurer

## OXFORD PLANNING COMMISSION

Minutes – December 12, 2017

**MEMBERS:** Jonathan Eady, Chair; Aaron Robinson, Secretary; Mike Besaw, Juanita Carson, Ron Manson. Vivian Harris was absent.

**STAFF:** Matthew Pepper, assistant city manager and zoning administrator.

**GUESTS:** Thomas Nelson; Kendra Mayfield and James Johnson, Oxford College.

**OPENING:** At 6:58 PM, Mr. Eady called the meeting to order, welcomed the guests, and introduced Mike Besaw and Juanita Carson as the two newest Commission members.

**APPROVAL OF MINUTES:** Upon motion of Mr. Manson, seconded by Mr. Robinson, the minutes for the meeting of October 10 were adopted as amended. The vote was 5-0.

**THOMAS NELSON DEVELOPMENT PERMIT (409 EMORY STREET):** Thomas Nelson requested approval to construct a storage shed behind the residence. The Commission members verified that the proposed shed met the side and rear setbacks limits.

*Upon motion of Mr. Manson, seconded by Mr. Robinson, the Planning Commission approved the development permit to construct a shed behind the residence. The vote was 5-0.*

**OXFORD COLLEGE DEVELOPMENT PERMITS (3):** Oxford College requested approval for three development permits: 1. Design approval to make improvements to the Pierce Street corridor; 2. Install a temporary hoop house at the college's organic farm; 3. Renovate the interior of Phi Gamma Hall.

1. The Commission had a discussion concerning several aspects of the proposed design for the Pierce Street corridor improvements including the change from a roundabout to a four-way stop, the location of the proposed parking lot on Pierce Street, the sub-service detention pond under the proposed parking lot, the lack of pedestrian connectivity on the east side of Whatcoat Street, and the change in the number of parking spaces around Allen Memorial United Methodist Church.

*Upon motion of Mr. Manson, seconded by Mr. Robinson, the Planning Commission approved the development permit for the proposed parking lot on Pierce Street, as well as recommended to City Council to support the proposed street improvements as depicted in the development permit application. The vote was 4 in favor, with Mr. Eady abstaining.*

2. The Commission had a discussion concerning the location of the proposed hoop house in relation to the existing residence on the property. The Commission members verified that the proposed hoop house met the side and rear setbacks limits. In addition, the Commission had a discussion regarding whether or not the location of the existing hoop house, as depicted in the development permit application, is in compliance with the city's current zoning ordinances. Mr. Pepper will review the development permit for the existing hoop house to determine if the Commission originally approved it to be located in front of the residence. If it is found that the existing hoop house is not in compliance, Oxford College agreed to move it to an approved location.

*Upon motion of Mr. Manson, seconded by Mr. Robinson, the Planning Commission approved the development permit as presented to construct a temporary hoop house at the Oxford College Organic Farm. The vote was 4 in favor, with Mr. Eady abstaining.*

3. The Commission engaged in a preliminary discussion of the college's design plans for the renovation of Phi Gamma Hall.

**ASSIGNMENTS:** Mr. Pepper will contact the new Commission members regarding planning and zoning training for their new assignments.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:15 PM.

Approved by:

Aaron Robinson, Secretary

## OXFORD PLANNING COMMISSION

Minutes – February 13, 2018

**MEMBERS:** Jonathan Eady, Chair; Aaron Robinson, Secretary; Mike Besaw, Laura McCanless, and Zach May. Juanita Carson was absent.

**STAFF:** Matthew Pepper, assistant city manager and zoning administrator.

**GUESTS:** Hubert White; Joey Brewer, Acre Professional Surveyors; Kendra Mayfield, Oxford College.

**OPENING:** At 7:00 PM, Mr. Eady called the meeting to order, welcomed the guests, and introduced Mike Besaw, Zach May, and Laura McCanless as the newest Commission members.

**MINUTES:** Upon motion of Mr. Besaw, seconded by Ms. McCanless, the minutes for the meeting of December 13 were adopted as amended. The vote was 5-0.

**ELECTIONS:** This is the first meeting in 2018 so it is time to elect officers for the next year. The officers are: Chair, Vice-Chair, and Secretary. Upon motion of Ms. McCanless, seconded by Mr. Robinson, Mr. Eady was nominated for Chair. Upon motion of Mr. Besaw, seconded by Mr. Eady, Mr. Robinson was nominated for Vice-Chair. After a discussion of the duties, upon motion of Mr. May, seconded by Mr. Besaw, Ms. McCanless was nominated for Secretary.

*Mr. Eady called for a vote on the entire slate of officers. The vote was 5-0 to approve Mr. Eady as chair, Mr. Robinson as vice-chair, and Ms. McCanless as Secretary.*

**MINOR SUBDIVISION – HUBERT WHITE AND JOYCE SULLIVAN:** Mr. White and Ms. Sullivan submitted a request for the review and approval of a plat for a minor subdivision. They wish to subdivide the lot at the corner of Asbury Street and W. Watson Street. They submitted a plat of the subdivision prepared by Joey Brewer, surveyor. The Planning Commission members had a discussion on whether or not the square footage of Lot 1 should be increased to meet the standard minimum lot size. Given that the proposed subdivided lots are within the infill overlay, the Commission members thought Sec. 40-492 (Lot size averaging) would be applicable. Sec. 40-492 includes a provision that the lot cannot be reduced to less than 80% of the required minimum lot size, which in this case would be 24,000 square feet.

*Upon motion of Mr. Besaw, seconded by Mr. Robinson, the minor subdivision was recommended for approval to City Council as submitted. The vote was 5-0.*

**PHI GAMMA HALL RENOVATION:** Kendra Mayfield detailed to the Planning Commission members the college's plans to renovate Phi Gamma Hall. The renovation plans include making the building handicap accessible, constructing bathrooms in the basement, and renovating the building's interior.

*Upon motion of Ms. McCanless, seconded by Mr. Besaw, the Planning Commission approved the development permit for the Phi Gamma Hall renovation, conditional upon receiving the official design plans from Ms. Mayfield. The vote was 4 in favor, with Mr. Eady abstaining.*

**PIERCE STREET RE-DESIGN PROJECT UPDATE:** Kendra Mayfield shared with the Planning Commission the engineering drawings for the redesign of Pierce Street as approved by City Council on February 5<sup>th</sup>, 2018.

**REVIEW OF OXFORD COLLEGE HOOP HOUSE DEVELOPMENT PERMIT** -- The Planning Commission members reviewed the development permit and minutes from the meeting wherein the first hoop house was approved in its current location. The Commission members determined that the first hoop house is compliant, and therefore would not affect the Planning Commission's decision to approve the second hoop house at the December 2017 meeting.

**REVIEW OF CODE SECTION 40-536. – LIVESTOCK AND FOWL** – The Planning Commission members discussed the code section regarding the keeping of livestock and fowl in residential zoning districts. The Commission members decided to recommend to City Council that the current ordinance be more permissive by allowing laying hens in all residential zoning districts, and reducing the setback limits. The Commission members also decided to include a specific provision to ban roosters, and another provision to limit the number of laying hens allowed on a property to six. Mr. Eady and Mr. Pepper will work on the specific language of the ordinance to present to City Council.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:50 PM.

Approved by:



Laura McCanless, Secretary





## City of Oxford

March 1, 2018

Matthew Pepper, Assistant City Manager  
110 W.Clark Street  
Oxford,GA 30054



Bureau Veritas North America, Inc.  
67 Athens Street  
Jefferson, GA 30549  
Attn: Hal Chitwood  
706.818.4668  
[www.us.bureauveritas.com](http://www.us.bureauveritas.com)



March 1, 2018

**City of Oxford**  
**Attn: Matthew Pepper, Assistant City Manager**

Re: Proposal to Provide Code Consulting Services

Dear Matthew,

Bureau Veritas North America, Inc. (BVNA) is pleased to offer our credentials and expertise in code administration, architectural plan review, building code inspection, property maintenance, sign inspection, and land development / erosion control inspection services to the City of Oxford. We understand your desire to retain a qualified consultant to assist when needed. Our team has performed similar services to jurisdictions throughout Georgia and the United States for over 20 years and has the knowledge and expertise needed to successfully assist the City.

On the following pages I have highlighted our key project staff, experience and references, and our team's approach to providing code consulting services. Additionally, I have included a sample of our fee schedule that offers some creative options which can prove beneficial for the City.

I appreciate the opportunity to begin discussing the prospect of a partnership with the City of Oxford. Should you have any questions or if you would like additional information please do not hesitate to contact me. We look forward to working with you.

Sincerely,

Hal Chitwood, CBO  
Business Unit and Project Manager  
Bureau Veritas North America



### ***Firm Qualifications***

Founded in 1828 Bureau Veritas is a global leader in quality assurance, health, safety and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations, and with over 70,000 employees, Bureau Veritas has unparalleled resources to manage projects requiring a broad range of expertise, across vast geographies. With more than 1,330 offices and laboratories in 140 countries, Bureau Veritas draws on the synergies between its local teams and dedicated technical centers throughout the world. We are the top independent environmental consulting firm in the United States and the largest elevator inspection firm in the United States.

BVNA anticipates needs and responds with specific, immediate solutions to the challenges associated with construction projects. Our professional members are dedicated to meeting the highest standard of public service, crucial to effective delivery of building regulatory services. Consistency, responsiveness, efficiency, and a positive attitude are key components of our approach.

BVNA has an extensive background in building services. Our range of experience in this unique arena covers literally every key area of service defining a building department in today's industry. We are skilled at helping existing building departments augment or refine their current level of client service or capable of crafting a department from the ground up.

- Permitting
- Plan Review
- Inspections
- Code Interpretation
- Code Adoption and Ordinance Preparation
- Planning and Zoning Meeting Attendance
- City Council Meeting Attendance
- Building Official Duties
- Permit Tracking and Record Keeping
- Plan Reviewer, Inspector and Permit Tech Training
- Budget and Staffing Planning
- Pre-Design and Pre-Construction Meetings
- Designer and Builder Training
- Contractor Licensing
- Fee Schedule Evaluation and Updates

Our **local presence** allows us to provide timely delivery and exceptional customer service in the most cost-effective manner. BVNA will bring a cooperative and creative problem solving approach to the City of Oxford's needs. We fully understand our role as a team member committed to achieving successful projects for the City and its customers.



### ***What Sets Us Apart***

BVNA understands that while the company offers a wide range of services, not every community needs the same solutions. Our ability to offer a variety of services and to customize services for each community makes BVNA an ideal partner. We are ideally suited to provide code consulting services because we possess:

#### **Unparalleled Building Safety and Code Consulting Expertise**

- Proven turnkey building safety track record to more than 400 agencies nationally
- Municipal management and staff augmentation expertise
- Key staff that have helped develop and implement the latest International codes
- No private sector design work = no conflict of interest

#### **Depth of Resources and Proximity to Meet Peak Workloads**

- Consulting services will be provided from our Jefferson office
- 50+ offices throughout the United States
- Registered engineers and ICC certified staff dedicated to code compliance
- USGBC LEED review certifying body

#### **Best Practices and State-of-the-Art Processes to Consistently Meet Turnaround Schedules**

- First U.S. firm to achieve IAS Certification for third party accreditation (BVNA Plano, Texas office)
- Comprehensive and formalized plan review procedure
- Award-winning web-based project tracking and controls
- Electronic plan review to save time, money and paper – a GREEN solution

#### **Strong Municipal Focus**

- Helped establish and manage departments for more than 20 newly incorporated cities
- Provided building, fire, and civil engineering department head positions for more than 50 cities

### ***The Right People Doing the Right Job***

We have extensive resources and a large pool of **licensed and certified building safety experts** who are equipped to handle all of the City's needs, including building and fire plan check, building inspection, permit and counter services, code enforcement, LEED review, ADA compliance, and building official services. Our professionals have considerable experience in commercial, residential, industrial, energy, and institutional projects of all sizes and complexities, allowing them to tailor solutions specifically to the City's needs.

BVNA and our proposed, locally-based staff for this contract have an established history working for the nearby municipalities to perform outside plan check and field inspection services. Consequently, we can leverage a breadth of code compliance and permit processing expertise to meet the needs of the City, and offer highly qualified engineers and ICC certified staff who are in close proximity and can quickly respond to the City's needs.



### ***Competence Through Certification – International Code Council***

Building safety depends on more than codes and standards. Building safety results from providing trained professionals with the resources and ongoing support necessary to stay current with the latest advancements in the building safety field. ICC certification ensures competent building and fire safety individuals are involved in the critical building approval process. It also helps to continue attracting an increasing level of competence and professionalism into the building code community. The ICC certification represents BVNA's commitment to providing professional and competent plan review and inspection staff to our municipal clients. The following is a list of ICC certifications held by our staff members and maintained in active status through continuing education units.

Accessibility Inspector/Plans Examiner	Fire Inspector II
Building Inspector Building	Fire Plans Examiner
Plans Examiner Certified	Green Building Residential Examiner
Building Code Official Certified	Property Maintenance & Housing
Building Official Certified	Inspector Master Code Professional
Electrical Code Official Certified	Mechanical Inspector
Fire Code Official Certified	Mechanical Inspector UMC
Housing Code Official	Mechanical Plans Examiner
Certified Mechanical Code Official	Plumbing Inspector
Certified Plumbing Code Official	Plumbing Inspector UPC
Combination Inspector	Plumbing Plans Examiner
Combination Plans Examiner	Residential Building Inspector
Commercial Combination Inspector	Residential Combination Inspector
Commercial Energy Inspector	Residential Electrical Inspector
Commercial Energy Plans Examiner	Residential Energy Inspector/Plans Examiner
Disaster Response Inspector	Residential Fire Sprinkler Inspector/Plans
Electrical Inspector	Examiner
Electrical Plans Examiner	Residential Mechanical Inspector
Energy Code Specialist Fire	Residential Plumbing Inspector
Inspector I	

Coupled with our ICC Certifications, our group also holds the following licenses and certifications:

Professional Engineer	Electrical Engineer
Registered Architect	Mechanical Engineer
Master Plumber	Structural Engineer
Master Electrician	LEED AP
Certified Floodplain Manager	Fire Protection Engineer



### ***Master Code Professional – The Gold Standard***

Multiple members of our team have earned the MCP designation. As the highest level of certification the International Code Council has to offer, the Master Code Professional (MCP) designation has become the gold standard for demonstrating proficiency in the building and fire safety profession.

Earning the MCP credential is a significant personal accomplishment as well, requiring successful completion of an extensive series of objective and written examinations. Many of the examination credits are from core certifications, covering the areas of Residential Building Inspector, Commercial Building Inspector, Commercial Electrical Inspector, Commercial Mechanical Inspector, Commercial Plumbing Inspector, Building Plans Examiner, Accessibility Inspection Plans Examiner and Certified Building Official. The remaining credits are electives selected from a variety of areas such as Fire Inspector, Commercial Energy Inspector, Electrical Plans Examiner, Property Maintenance and Housing Inspector, and others.

### ***Active Participation and Proficiency in the Code Industry***

As demonstrated through our ICC Certifications, BVNA's staff is proficient in the application of the International Family of Codes. Additionally, the team is proficient in the application of the National Electrical Code, NFPA codes, Green Building Program/Energy Code, and Accessibility Standards. Our staff has participated in the development of the codes on the local and national level. They have chaired and served on ICC committees such as the Code Interpretations Committee, International Building Code Means of Egress Committee, International Building Code Steering Committee, and Sub-Committee for Accreditation Standards. They have also served on the plumbing and mechanical advisory board, and actively participated in the panel for the development of the electrical inspector certification exam. The staff attends code development hearings at the ICC meetings and are members of the Building Officials Association of Georgia and Georgia Association of Floodplain Managers.

### ***Active Participation in Continuing Education***

#### **American Institute of Architects (AIA) Continuing Education Systems (CES) Provider**

To even further demonstrate the team's knowledge, we are approved by the American Institute of Architects (AIA) as a Continuing Education Systems (CES) Provider where we have provided numerous training courses on International Codes and Standards. To ensure the highest-quality professional standards, CES Providers complete a comprehensive evaluation. Only CES Providers can offer professional learning units, the hallmark of quality in continuing education and training. BVNA has been an approved AIA Continuing Education Systems Provider since 2005.

Our core classes focus on the following topics:

- Accessibility – ADAAG, FHA, IBC/ANSI Standards
- International Building Code (IBC)
- International Energy Conservation Code (IECC)
- Health, Safety, and Welfare training in partnership with our HSE group



## **Building Professional Institute (BPI)**

The Construction Research Center (CRC) was established by The University of Texas at Arlington as a vehicle for the development of construction technology and dissemination of newly developed technology to the professional community. It is part of the Department of Civil Engineering within the College of Engineering. Its mission is to address the education and research needs of the construction industry. In doing so, the CRC created the Building Professional Institute (BPI), an annual week-long program of quality education and training for Building Professionals including Builders, Building Officials, Contractors, Municipal Inspectors, Real Estate Inspectors, Architects, Engineers, Plumbers, Fire Protection Personnel, Code Enforcement, Permit Technicians, Electricians, and Environmental Health and Safety Personnel. Building Professionals across the United States attend the week-long events held in Arlington, Houston, Austin, McAllen, and Brownsville.

Bureau Veritas provides support to these events each year through sponsorships, while Bureau Veritas staff members are moderators, speakers, and attendees.

### **Client Spotlight:**

#### **City of Oakwood**

A growing city in Hall County, the City of Oakwood teamed with BVNA in 2016 to perform professional plan review, building inspections, and building department services.



BVNA provides the city with experienced and professional resources to optimize a high level of service delivery to the city's community.

*"The City of Oakwood has been extremely pleased with the development services provided by Bureau Veritas. Their depth of knowledge in the building industry and documentation procedures has far exceeded our expectations. We are glad to have BV as a part of the Oakwood team and look forward to a long term professional relationship."*

**Stan Brown, City Manager**





Although the BVNA group has been active in Georgia for several years, the company has only been delivering building department services throughout the state for four years. We are proud to showcase our clients and honored to be a part of their communities.



**Jackson County:** In November, 2013, the county retained the services of BVNA to act as the plan reviewer and building inspector for the Jackson County Public Development Department. BVNA's role is to administer compliance with the regulations of Title 8, Chapter 2 of the Official Code of Georgia and Title 36, Chapter 13 of the Official Code of Georgia, as adopted and, if applicable, modified by the local Code. BVNA is responsible for reviewing commercial plans, inspecting residential and commercial buildings and structures, providing inspection reports, advising County staff on matters related to County buildings and structures, and coordinating inspections with relevant County staff.



**City of Commerce:** With the recent rise in permit activity, the City of Commerce was needed to expand their technical capabilities. As construction activity can be unpredictable and inconsistent, the city chose to secure the plan review and inspection services of BVNA. Since October 2013, BVNA has been performing commercial and residential plan review and completing inspections for the City to ensure compliance with State and local codes and regulations.



**Banks County:** In December 2014, Banks County brought in BVNA to support the county's building inspections operations as necessary. This is a supplemental contract to support the inspector if additional technical knowledge or skills become necessary for overly complex projects or if volume becomes too heavy. BVNA also shores up any staff shortages due to training or time off.



**City of Holly Springs:** Since June of 2016, BVNA has been providing professional plan reviews and commercial inspections for this thriving community. Our presence in the City has ensured that the City is now equipped to efficiently and effectively handle new projects, both large and small.





**Pickens County:** In February 2015, Pickens County brought in BVNA to support the county's building department by handling all aspects of commercial permitting and inspections. The county has an in-house residential inspector but recognizes the advantages of having experts with the knowledge and experience of BVNA to handle more complex projects.



**City of Social Circle:** Located 45 miles east of Atlanta, Social Circle is a historic community in the Historic Heartlands section of Georgia in rural Walton County. BVNA proudly supports the city's code administration program by providing full service plan review, inspections, and housing rehabilitation inspections.



**Town of Braselton:** Situated about 40 miles northeast of Atlanta, the Town of Braselton spans across four counties: Jackson, Hall, Gwinnett, and Barrow.

Upon the retirement of the building official, the town arranged for BVNA to assume the responsibilities of the role, such as plan review and inspections.



**City of Kennesaw:** With the vacancy of the Building Official position, Croy Engineering filled the city's need with the help of BVNA. In March 2016, BVNA provided a Building Official until the city filled the vacancy. Today, BVNA provides supplemental support to the Building Official for plan review and inspection services. Kennesaw lies within Cobb County and is located in the greater Atlanta metro area.



**Town of Newborn:** Newborn, GA is a small community located in Newton County. In February 2016, the Town contracted with BVNA to perform property maintenance inspections. BVNA works with officials to help provide the citizens, visitors and businesses with a safe environment.



**City of Nicholson:** Anchored in Jackson County, Nicholson contracted with BVNA in April 2016. The City relies upon BVNA for the provision of as-needed commercial and residential plan review and inspection services.



## Organizational Chart





## ***Approach to Work***

During the 30 year tenure, the BVNA team has had the opportunity to observe, replicate, develop and successfully implement streamlined processes and best practices that produce efficient and cost-effective results.

Building safety in a community begins with adopting a proven set of building safety codes. But, it takes much more than a set of codes to protect the public. It requires qualified professionals to implement the day-to-day application of the codes. It also requires proven infrastructure to provide the resources and training necessary to keep the building safety professionals up-to-date with the latest building safety requirements and enforcement practices.

As declared by the International Code Council, "a successful code administration program achieves:

1. reduced risk of tragedy caused by natural disasters and fires
2. investment protection for property owners; and
3. insurance premium sustainability

The BVNA team pledges to provide the City with a successful code administration program with qualified and experienced code professionals and a proven infrastructure.

To achieve a cohesive and seamless process, we have developed the following guideline for delivering the services.

### ***PHASE 1: Initiation - Identify***

During this phase, the primary goal is to identify the City's stakeholders and gather an in-depth understanding of the City's current processes and procedures.

- Identify staff / responsibilities
- Document contact information
- Identify project tracking system
- Develop planning and implementation schedule

### ***PHASE 2: Planning - Evaluate***

BVNA will use the Phase 2 period to orientate the team with the City's streets, built environment, local procedures, ordinances, forms, best practices and other requirements which may be unique to the City.

- Evaluate city forms and applications
- Identify department services
- Evaluate department needs
- Identify city codes and ordinances
- Gather city zoning ordinances and map
- Complete city survey form
- Specify goals and objectives



### ***PHASE 3: Implementation - Establish***

The Implementation Phase is the performance phase. This is where BVNA will put into place the procedures developed in collaboration with staff to ensure the seamless extension.

- Establish plan review procedures
- Establish inspection procedures
- Obtain project tracking system training, if needed
- Establish billing process

### ***PHASE 4: Monitoring - Assess (Continuous)***

Phase 4 has been established as the Monitoring Phase. This phase will let BVNA know if we are meeting the City's expectations and service needs, and to adjust the procedures accordingly.

- Review plan check procedures
- Review inspection procedures
- Measure customer service
- Monitor permit activity
- Update city information
- Provide solutions

Our approach to achieving the tasks not only involves the technical aspect of our service, but it also includes the human aspect.

### **Support the established culture throughout the City and community**

Community character is conveyed by not only grand buildings and public spaces but a whole range of elements: residences of all sizes and scale; commercial, government, and institutional buildings; street cross-sections; street furniture and graphics; public places, large and small; ceremonial buildings; informal activities such as street markets and fairs; and the food, language, and personalities that contribute to a community's narrative.

In an effort to adopt the spirit and proud nature of the Community, BVNA employees are encouraged to regularly support and participate in local activities and events. We will strive to preserve and enhance the local identity, uniqueness, and culture of the city and community. The BVNA team will adopt the policies, processes and procedures for the Building Division that reinforces the underlying philosophy and vision already established.

### **Promote information sharing and collaborative work between all City staff and Contractors**

When you have multiple groups with differing views, resources, and skills applying their intelligence and strength to manage a community, the results can be impressive. They can figure out ways to garner the necessary skills, funds, and time to solve community problems and improve human services. But it requires people who are well-organized, cooperative, and aligned by a common mission.

The BVNA team puts aside the narrow interests of its own organization and gives priority to the broader common good of the larger community. By networking, coordinating, cooperating, and collaborating, the BVNA team works with all City staff, stakeholders, and organizations to accomplish common goals each entity can't achieve on their own.



### **Maintain established business hours and provide appropriate staff to perform the requested services**

The BVNA team recognizes it is responsible for conducting business during the established business days and hours, except when the Government facility is closed due to observed federal holidays, local or national emergencies, administrative closings, or similar Government directed facility closings. The BVNA team will, at all times, maintain an adequate workforce for the uninterrupted performance of all tasks defined for the Building Official, Plan Check and Inspection Services. Because of the nature of the Building Division Services, BVNA team members are expected to meet after-hours needs identified by the City.

### **Earn the trust of the public**

We understand that for our services to truly be effective, we must earn the trust of the public. In order to earn their trust we incorporate strict policies regarding customer service. Our staff will:

- Maintain a courteous demeanor
- Be empathetic to the needs of the customers
- Strive to go above and beyond with each and every customer
- Meet commitments and appointments
- Return phone calls and emails quickly and efficiently
- Acknowledge mistakes and make corrections without hesitation

Organizational capacity is the ability to successfully apply its skills and resources to accomplish its goals and satisfy its stakeholders' expectations. It is an ongoing process of assessing and reacting to future needs in order to maintain relevance and effectiveness. BVNA utilizes a number of strategies to align its capacity with the needs of its clients. A few of these key strategies is provided below.

### **Strategies to attract and retain highly qualified employees in the appropriate number to maintain the required level of service**

Hiring and retaining exceptional talent is critical to BVNA's success and growth. That's why it's a customary practice for our Human Resources department to treat hiring as a year-round business process. In addition to using outside recruiting consultants, the BVNA team also employs full-time recruiters to constantly identify technical and managerial talent that possess the credentials, background, and cultural fit for our clients. BVNA has an established planning, recruiting, and selection process for hiring new talent. BVNA offers competitive salaries and benefits including professional development and personal growth initiatives that serve to attract and retain the best and the brightest in the industry.

### **Staff members remain at the top of their field**

BVNA continuously invests in its employees and views staff training very seriously. Helping them to grow to their highest potential and advancing their professional skills has always been a priority. Within our budget we dedicate a substantial amount towards professional growth and development as recognized by the International Accreditation Service.

BVNA documents an employee's education and professional development during the annual Performance Management Process (PMP). Performance Management is the process through which supervisors and those they lead gain a shared understanding of work expectations and goals, exchange performance feedback, identify learning and development opportunities, and evaluate performance results. It is through this process that BVNA is able to create and sustain a workplace environment that promotes learning and professional development.



### **Key performance indicators**

Key performance indicators help measure progress towards an established goal. KPIs must reflect the organization's goals, they must be key to its success, and they must be quantifiable (measurable). Choosing the right KPIs relies upon a good understanding of what is important.

With regards to a building division, service goals should be established in each area of service and regularly measured. As part of this system of evaluation, targets should be established for three separate areas of overall service: timeliness (turnaround time); quality (rate of error); and professionalism (quality of staff [e.g. knowledge, attitude, responsiveness and helpfulness] as perceived by users of department services). BVNA tracks key performance indicators specific to the requirements from each client.

### **Operational improvements to increase efficiencies, improve service and reduce operating expenses**

BVNA has implemented Lean Project Management fundamentals as its foundation to identify and achieve operational improvements. As a customer-centric methodology, lean project management is a continuous cycle of eliminating waste and adding value. A lean system emphasizes the prevention of waste: extra time, labor or material spent that does not add value to the service. A lean enterprise is the foster a company culture where employees constantly look to improve their skills levels and production processes.

BVNA uses policies and procedures to document the framework for operation. The four basic concepts in developing the policies and procedures include Compliance, Operational Needs, Risk Management, and Improvement. In keeping with our Lean Project Management practices, the BVNA team continuously investigates improvement opportunities. Even so, it is an annual practice of BVNA's to formally analyze and amend policies and procedures to mirror changes in legislation and industry standards.





## **Schedule of Fees**

Our pricing reflects our commitment to the success of your project by helping you maintain significant quality and cost saving benefits moving forward.

These include:

- Reduced plan review turnaround times and quick inspection response time
- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Highly qualified staff
- Confidence of working with a well-established consultant in business for 185+ years
- Next day inspections
- Same day inspections for urgent matters

### **Building Code Administration, Inspections and Plan Review Fees**

#### **Hourly Rate – Short Term**

For building code administration, inspections, plan reviews, signs, and property maintenance inspections, BVNA will invoice the Client at an hourly rate of \$75/hour with a minimum of two hours each day.

For a single inspection or meeting outside of the City's normal business hours, the rate will be \$125/hour with a minimum of two hours.

#### **Revenue Sharing – Long Term**

At a mutually agreed upon time, BV will begin invoicing at a percentage of the fees collected by the Client. The preferred model would entail the City of Oxford adopting the DCA Recommended Fee Schedule; Based on this model fee schedule, BV would then invoice at a rate of 75% of the permit fees collected.

For a single inspection or meeting outside of the City's normal business hours, the rate will be \$125/hour with a minimum of two hours.

### **Land Development/ Erosion Control Inspection Fees**

#### **Hourly Rate**

For project site inspections, BVNA will invoice the Client at an hourly rate of \$80/hour with a minimum of two hours each day the service is specifically requested. These inspections are independent of erosion control that is associated with permitted construction.

For inspections and meetings outside of the City's normal business hours, the rate will be \$125/hour with a minimum of two hours.

### **Code Enforcement/Property Maintenance Inspections (already contracted with BV)**

**(if full service is contracted)**

#### **Hourly Rate**

For the enforcement of City Nuisance and Zoning Ordinances, BVNA will invoice the Client at an hourly rate of \$65/hour for each day the service is specifically requested. Court appearances will be billed at an hourly rate of \$125/hour.

## Memorandum

**To:** Mayor and City Council

**From:** Yarbrough House Renovation Committee; David Eady, Jeff Wearing, and Jim Windham

**Date:** 2 April 2018

**Subject:** Priority Tasks for Yarbrough House renovation

Our committee met on 23 March and again on 29 March to discuss priorities for the subject renovation and reuse project. We also discussed the scope of services and fee for a project manager. Our committee recommends the city contract with Erik Oliver to manage execution of various aspects of the renovation and repurposing of the Yarbrough House at a fixed rate of \$4,200 per month for a period no longer than 31 December 2019, unless extended by the council.

The scope of services should include, but not be limited to, those provided in the scope of work from Erik Oliver (“project manager”) and submitted as an attachment to the independent contractor agreement for non-personal services prepared by the City Clerk. As such, the project manager, in close coordination with the committee and Oxford City Manager, will be responsible for obtaining all necessary permits and overseeing contractors/subcontractors working on the project. Our committee recommends the mayor and council authorize the committee, by majority vote, approve project expenditures up to \$10,000, provided these expenditures remain within the total approved project budget for the current fiscal year.

Priorities for the initial phase should include, but not be limited to, the following tasks, subject to changes approved by the committee or, as necessary, the Mayor and City Council:

- Remove vegetation and fencing that will not be included in future use of the property.
- Remove the laundry/garage connector and screened porch, and separate all systems (i.e. electrical, plumbing, HVAC, etc.) between the house and the garage.
- Remove existing bathroom fixtures and cabinets in central hall and in east addition.
- Remove walls to bathroom in central hall and create doorway access to the rear. Replace flooring and subflooring as needed to maintain consistency/compatibility with historic flooring.
- Create two unisex bathrooms—at least one ADA-compliant—in the southeast addition where the current master bath exists.
- Remove old roofing materials, install decking (and additional structural support as needed) and underlayment, and install new roofing materials (i.e. standing seam metal roof) on the house only—garage not included. Likely need to build “crickets” and proper flashing around the chimneys that integrates with roofing materials.
- Rebuild/renovate front porch roof and columns using appropriate building science (e.g. property flashing, soffits, fascia, and structural support) but retaining historic architecture.
- Remove drywall, as needed, to inspect electrical systems, insulation, and wall studs. Replace wall studs and other structurally-compromised materials, as needed, and add environmentally-friendly insulation (e.g. cellulose or bio-foam) where needed and as practicable and appropriate.



- Replace electrical systems, where necessary, to accommodate commercial use of the building and to meet current code requirements for the City of Oxford and state minimum standard codes for construction as adopted by the Georgia Department of Community Affairs.
- Clean and recondition existing HVAC system, or, if necessary, remove existing HVAC and replace with a high-efficiency and optimally-configured system.
- Strengthen floor joists, as needed, in southeast addition (where large bathroom currently is) and rear addition (to be two new bathrooms). Replace flooring with materials similar to existing materials, where necessary (i.e. where restoration of existing flooring is not feasible).
- Design and build a wall/fence along the western property line. Consult with Ms. Burnett on the design and materials. Bring alternatives to the mayor and council for selection.

Our committee holds a consensus opinion that the focus for now should be on the house only. Without a commercial interest or other economic partner willing to lease the garage and possibly pay for the build-out, our committee does not believe it is cost effective or prudent to dedicate time and money to the garage. The initial phase of work noted above is required regardless of the final purpose for which the Yarbrough House is used. It does not prevent the City of Oxford from using the house as a welcome center or other public purpose discussed to date.



THE  
**GEORGIA TRUST**  
*for* HISTORIC PRESERVATION

***2018 Fall Ramble***  
***Newton County – October 12-14, 2018***

***\$5,000 Platinum Sponsorship***

The **\$5,000 Presenting Sponsor** of The Georgia Trust for Historic Preservation for the **2018 Fall Ramble** receives the following benefits:

- Top-billing corporate name and logo recognition on back cover and full-page advertisement on the inside front cover in event program (500 each)
- Top-billing corporate recognition on all marketing materials, including
  - Printed invitations to over 3,000 Georgia households
  - Eblasts to our 5,000 address database
  - Press releases to local media, neighborhood associations, etc.
  - A link on The Georgia Trust website, which receives 20,000 hits per month
- Top-billing logo recognition in:
  - Saturday morning orientation
  - Sponsor boards
  - Registration materials (500 each), including maps
- Top-billing name recognition in:
  - The Georgia Trust's *Annual Report* (4,000 each)
  - *Rambler* (newsletter) coverage (4,000 each)
- Four tickets to all Ramble events, including tours and meals
- Chairman's Circle-level business membership to The Georgia Trust, which includes:
  - Our quarterly publication, the *Rambler*, with sponsorship recognition in each
  - 500 x 400 pixel (online) and full page advertisement in Trust's *Guide to Preservation Supporters*
  - Enrollment in the General Oglethorpe Society, which includes an invitation to the annual General's Excursion
  - Tickets for two to the semi-annual Heritage Receptions
  - An invitation for two to the Preservation Gala
  - 25% discount on an advertisement in the *Rambler*
  - Invitations to The Preservation Gala, semi-annual Rambles, and the Trust's other special events

## ***\$2,500 Gold Sponsorship***

The **\$2,500 Gold Sponsor** of The Georgia Trust for Historic Preservation for the *2018 Fall Ramble* receives the following benefits:

- Prominent corporate name and logo recognition on back cover and full page ad in event program (500 each)
- Prominent corporate recognition on all marketing materials, including
  - Printed invitations to over 3,000 Georgia households
  - Eblasts to our 5,000 address database
  - Press releases to local media, neighborhood associations, etc.
  - A link on The Georgia Trust website, which receives 20,000 hits per month
- Prominent logo recognition in:
  - Saturday morning orientation
  - Sponsor boards
  - Registration materials (500 each), including maps
- Prominent name recognition in:
  - The Georgia Trust's *Annual Report* (4,000 each)
  - *Rambler* (newsletter) coverage (4,000 each)
- Two ticket to all Ramble events, including tours and meals
- Presidential Trust-level business membership to The Georgia Trust, which includes:
  - Our quarterly publication, the *Rambler*
  - 500 x 300 pixel (online) and ¾ page advertisement in the Trust's *Guide to Preservation Supporters*
  - Enrollment in the General Oglethorpe Society, which includes an invitation to the General's Excursion
  - Tickets for two to the semi-annual Heritage Receptions
  - An invitation for two to the Preservation Gala
  - 25% discount on an advertisement in the *Rambler*
  - Invitations to The Preservation Gala, semi-annual Rambles, and the Trust's other special events

## ***\$1,000 Silver Sponsorship***

The **\$1,000 Silver Sponsor** of The Georgia Trust for Historic Preservation for the 2018 Fall Ramble receives the following benefits:

- Recognition on all marketing materials, including invitations, flyers and eblasts
- Company logo on back cover and quarter-page advertisement in event program
- Recognition at event, including sponsor boards, maps and Annual Meeting/orientation session
- Recognition in event coverage in the Trust's newsletter, the *Rambler*, sent statewide to over 4,000 members
- Company logo and link on the Trust's website
- Listing as major corporate donor in two issues of the *Rambler* and in the Trust's Annual Report
- One full day Ramble ticket, including meals and tours
- Advertisement and link in the Trust's online *Guide to Preservation Supporters* (500 x 200 pixels)
- One-year membership in The Georgia Trust at the Presidential Trust level

## ***\$500 Bronze Sponsorship***

The **\$500 Bronze Sponsor** of The Georgia Trust for Historic Preservation for the 2018 Fall Ramble receives the following benefits:

- Recognition on all marketing materials, including invitations, flyers and eblasts
- Company logo on back cover and listing in event program
- Recognition at event, including sponsor boards, maps and Annual Meeting/orientation session
- Recognition in event coverage in the Trust's newsletter, the *Rambler*, sent statewide to over 4,000 members
- Company logo and link on the Trust's website
- Listing as major corporate donor in two issues of the *Rambler* and in the Trust's Annual Report
- Two tour-only Ramble tickets
- Advertisement and link in the Trust's online *Guide to Preservation Supporters* (500 x 100 pixels)
- One-year membership in The Georgia Trust at the Landmark Associate level

**Please remit to:**

The Georgia Trust for Historic Preservation  
Attention: Bryn Chanudet  
1516 Peachtree Street NW  
Atlanta, Georgia 30309

***Thank you for supporting The Georgia Trust***

Please make checks payable to The Georgia Trust for Historic Preservation  
Federal Identification Number # 23-7357226

**RESOLUTION**  
**CITY OF OXFORD/COUNTY OF NEWTON**

WHEREAS, the City is a Beneficiary of the Municipal Competitive Trust (the "Trust") that MEAG Power established as of January 1, 1999; and

WHEREAS, pursuant to the terms of the Trust, the City is allowed to transfer certain funds between accounts and withdraw certain funds from accounts by written direction to MEAG Power and the Trustee; and

WHEREAS, by official action of the City, a City official was delegated authority to make deposits to the Trust and to communicate City decisions with respect to the Trust to MEAG Power and the Trustee; and

WHEREAS, in order to improve the notification process, MEAG Power has requested that all written directions communicating City decisions with respect to the Trust be executed by two independent City officials; and

WHEREAS, the City, after due consideration, has determined that such procedural changes are in the best interest of the City.


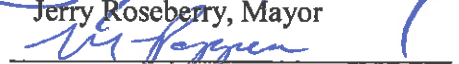
NOW, THEREFORE, BE IT RESOLVED that henceforth Jerry Roseberry, Mayor and Matthew Pepper, City Manager (together, the "Authorized Officials") are authorized to communicate City decisions with respect to the Trust by jointly executing written directions to MEAG Power and the Trustee; and

FURTHER RESOLVED that the City hereby authorizes the Authorized Officials to execute, and the City Clerk to attest and deliver, certificates specifying the names, titles, term of office and specimen signatures of the Authorized Officials and other certificates and documents that MEAG Power may require from time to time to effect the purposes of the Trust and this Resolution.

This the second day of April, 2018.

ATTEST:

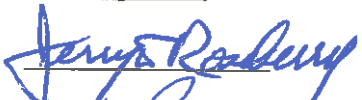

  
City Clerk Lauran S. Willis

  
Jerry Roseberry, Mayor  
  
Matthew Pepper, City Manager


[SEAL]

INCUMBENCY AND SIGNATORY CERTIFICATE

I, the undersigned, Lauran S. Willis, DO HEREBY CERTIFY that I am the duly appointed and acting City Clerk of "The City of Oxford". I HEREBY FURTHER CERTIFY that the below named persons have been duly appointed or elected, as applicable, have been qualified, are duly holding the offices set opposite their names on this day and the signatures set opposite their names are their genuine signatures:

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>	<u>Signature</u>
Jerry D. Roseberry	Mayor	December 31, 2019	
Matthew Pepper	City Manager	At the Pleasure of Council	

IN WITNESS WHEREOF, I have hereunder subscribed my name and affixed the official seal of the City this 2<sup>nd</sup> day of April, 2018.



By: Lauran S. Willis

Its: City Clerk

[SEAL]

**CITY OF OXFORD  
RESOLUTION**

BE IT RESOLVED by **City of Oxford** (the "Participant") that the following is hereby appointed as authorized official of the Participant ("Authorized Official") with full power and authority to communicate the decisions of the Participant to Electric Cities of Georgia, Inc. ("ECG"), including, but not limited to, completing service confirmation forms, nomination forms for the Board of Directors of ECG and submitting ballots for the election of the Board of Directors of ECG. In addition, an alternate authorized official (the "Alternate") is hereby appointed as the alternate Authorized Official with the same full power and authority of the Authorized Official to the extent that it is convenient for the Participant to make such communications to ECG through the Alternate.

Authorized Official:     Jerry Roseberry    


Alternate:     Matthew Pepper    

This     second     day of     April    , 2018.

  
\_\_\_\_\_  
City of Oxford

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk