



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, FEBRUARY 5, 2018 – 7:00 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; Stacey Mullen, Deputy City Clerk, Hoyt Oliver, LaTrelle Oliver, Teresa Welch, Darryl Welch, Judy Greer, Patsy Burke, Peggy Madden, Mike Besaw; also Dean Hicks, Danielle Miller, Kendra Mayfield and James Johnson of Oxford College, Loren Roberts, Donna Sneed.

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 delivered the Oath of Office to City Attorney David Strickland. (Attachment A)

Motion was made Mike Ready, seconded by Jeff Wearing to accept the Agenda for the February 5, 2018 Mayor and Council Regular Meeting. Motion passed 7/0. (Attachment B)

Honorary Councilmember- Mayor Roseberry introduced Loren Roberts as Honorary Councilmember for the month of February and presented her with a Proclamation as appreciation for her participation. (Attachment C)

CONSENT AGENDA -

Motion to approve the Minutes of the Regular Meeting of January 8, 2018.

Motion to approve the Minutes of the Work Session January 22, 2018.

Motion to accept the Minutes of the DDA December 13, 2017 meeting.

Motion by Ready, seconded by Davis to approve the Consent Agenda. Motion passed 7/0. (Attachment D a-c)

Mayors Reports -

Mayor Roseberry presented the status of the Police Department for January.

Mayor Roseberry announced GMA is sponsoring a training session on Service Delivery Strategy in Athens on Thursday, February 15th from 8:00 to 5:00 pm.

Mayor Roseberry announced that Erik Oliver will make a presentation at the February work session on the

Yarborough house.

Roseberry announced we will begin discussion on the budget planning.

Planning Commission Recommendations/Petitions -

None

Citizens' Concerns -

Judy Greer expressed thanks to everyone for a successful Arbor Day.

LaTrelle Oliver expressed thanks and appreciation and said there are planners from the GA Forestry in the lobby. (Attachment E)

Pierce Street Corridor Re-Design -

Dean Hicks of Oxford College extended his presentation and comments regarding the Pierce Street Re-Design regarding the improvements this projects will bring to the city and the college.

A motion was made by Holt, seconded by Eady to accept the recommendation supporting Oxford College's proposed re-design of Pierce Street. Motion approved 7/0. (Attachment F)

Asbury Street Parking -

A motion was made by Eady, seconded by Holt to approve the Oxford College's proposed plan to construct parking behind Allen Memorial and on Asbury Street. Motion approved 7/0. (Attachment G)

Councilman Windham requested that Asbury Street Parking be added to the work session agenda for discussion pertaining to the eastside of Asbury.

2018 Comprehensive Plan Adoption -

The city's 2018 Comprehensive Plan is complete, and has been formally accepted by the state. Per state law, Council must formally adopt the plan by way of resolution.

A motion was made by Windham, seconded by Holt to adopt the resolution for the 2018 Comprehensive Plan. Motion approved 7/0. (Attachment H)

First Reading for Sec 38-58 Public Tree Care Ordinance Amendment

Assistant Manager Matt Pepper presented the first 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 I)

Trees, Parks, and Recreation Board Member Nominations

The Trees, Parks, and Recreation Board presented Teresa Welch and Mike Besaw for appointment as members.

A motion was made by Windham, seconded by Ready to accept Teresa Welch and Mike Besaw as members of the Trees, Parks, and Recreation Board. Motion approved 7/0.

Police Department –

Assistant City Manager said we recommend that Council approve the changes to the city's pay schedule effective July 1, 2018 to move the Police Officer position from Grade 17 to Grade 18, and the Lieutenant position from Grade 18 to Grade 19.

A motion was made by Holt, seconded by Eady to approve this pay schedule change. Motion approved 7/0. (Attachment J)

Latham Home Sanitation, Inc. -

Assistant Manager Matt Pepper said Latham Home Sanitation recently sent notice to increase their prices per customer for both residential and commercial garbage and recycling pickup by \$2.01 per customer. We recommend that Council agree to the new terms with the price increase to be effective July 1, 2018 as per the contract.

A motion was made by Holt, seconded by Eady to accept the proposed increase from Latham Home Sanitation to be effective July 1, 2018 as per contract. Motion approved 7/0. (Attachment K)

Code Enforcement Bids -

Assistant Manager Matt Pepper recommended that Council award the bid to Bureau Veritas for an hourly rate of \$80.00.

A motion was made by Eady, seconded by Ready to accept the proposal from Bureau Veritas for the services of Code Enforcement at the cost of \$80.00 per hour. Motion approved 7/0. (Attachment L)

Public Works Service Bucket Truck -

Assistant Manager Matt Pepper recommended that Council award the purchase of a 2006 Ford F-650 bucket truck to Snapping Shoals EMC for \$15,000.00.

A motion was made by Wearing, seconded by Windham to award the purchase of a 2006 Ford F-650 Bucket truck from Snapping Shoals EMC for \$15,000.00. Motion approved 7/0. (Attachment M)

Demolition of 6153 Emory Street –

A motion was made by Wearing, seconded by Windham to authorize Assistant Manager Matt Pepper and Superintendent Jody Read to proceed with obtaining bids for the asbestos abatement and demolition of the (Green House) at 6153 Emory Street. Motion passed 7/0.

6153 Emory Street Property -

Assistant City Manager Matt Pepper recommended that Council assign the Trees, Parks and Recreation Board to serve as a study committee on developing this property into a city park.

A motion was made by Holt, seconded by Eady to assign the Trees, Parks and Recreation Board in partnership with Oxford College, to research and develop the property at 6153 Emory Street. The motion passed 7/0.

Invoice Approval

INVOICES OVER \$1,000.00

| VENDOR | DESCRIPTION | AMOUNT |
|---------------------------------|---|-----------|
| MONTHLY | | |
| City Oxford Utilities | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (December) | 4,002.93 |
| Blue Cross Blue Shield | Health Insurance (February Billing period 2/1- 3/1) | 8,038.48 |
| City of Covington | Quarterly Sewer Charges 9/30/17 – 12/31/2017 | 11,370.00 |
| Latham Home Sanitation Co. Inc. | Monthly curbside service for December | 5,636.10 |
| Sophicity | Monthly IT Services February Inv#9440 | 1,804.60 |
| Southeastern Power Admin. | SEPA energy cost (Dec) Inv. B-18-0674 | 3033.94 |

PURCHASES/CONTRACT LABOR

| | | |
|---------------------------------------|--|-----------|
| Anixter | Wire 1000 feet, Utility department | 1,440.00 |
| Card Services | Utilities Locate Luncheon/ Annual Council & Employee Dinner/Maintenance Employee Dinner/Registration and Hotel for Lauran and Dawn Clerks Conference in Jekyll, other misc. | 3,314.14 |
| C. David Strickland | Legal Services for December 2018 | 1,886.02 |
| C. David Strickland | Legal Services for January 2018 | 1,514.02 |
| Cintas | Uniforms 11/2/17 – 11/30/17 | 1,232.94 |
| Covington Auto Collision | Repairs to Police Vehicle from Deer accident | 1,181.47 |
| Galls | Uniforms & Equipment Police Dept | 1,041.46 |
| Greer, Stansfield & Turner | Legal Services/Down Town Development Authority | 1,430.00 |
| KEEPRS, Inc. | First respondents vest for Police Department | 3,588.00 |
| Qader Baig & Associates | Legal Services/Municipal Court Solicitor July-Dec | 2,400.00 |
| Treadwell, Tamplin & Co. | Interim Billing for audit services year ending 6/30/2017 | 12,000.00 |
| Woco Pep Oil Co. | Fuel for January Inv#7568 | 2,904.72 |
| APPROVED CONTRACTS | | |
| Jordan Engineering | Narrative summaries for Moore St Sidewalk/GUPS permits for water & sanitary sewer at Soule intersection/Sewer connection recon-East Watson St/RW control installation/Imagery collection N. Emory/etc. | 3,705.00 |
| Scarborough Tree Service | Removal of 1 large Oak at 1303 Asbury St. | 2,400.00 |

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

Executive Session

Motion made by Ready, seconded by Eady to enter into the Executive Session at 7:39 PM. Motion passed 7/0.

There was discussion of personnel matters.

Motion made by Ready, seconded by Eady to leave the Executive Session at 7:49 PM. Motion passed 7/0.

Motion made by Windham, seconded by Wearing to adjourn at 7:49 PM. Motion passed 7/0.

Respectfully Submitted;

Lauran Willis, CMC/FOA

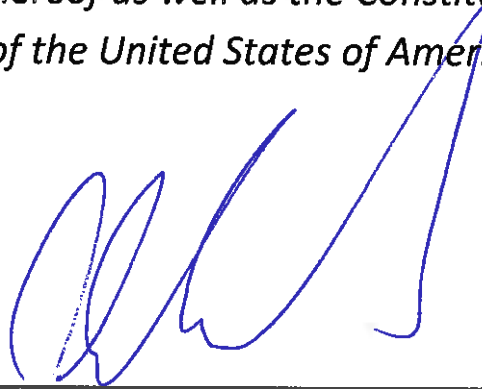
City Clerk

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

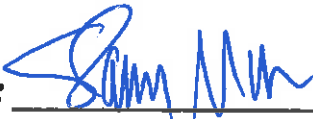
I, C. David Strickland do solemnly swear or affirm that I will faithfully perform the duties of City Attorney for the City of Oxford, and that I will support and defend the Charter thereof as well as the Constitution and laws of the State of Georgia and of the United States of America.

This 5th day of January 2018



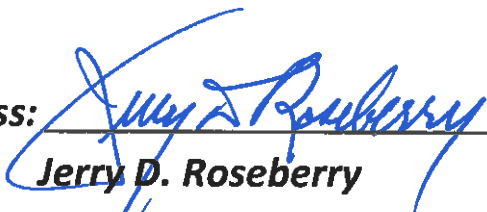
C. David Strickland
City Attorney

Attest:



Stacey Mullen, CMC
Oxford Deputy City Clerk

Witness:



Jerry D. Roseberry
Mayor, City of Oxford

OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, FEBRUARY 5, 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 February 5, 2018 Mayor and Council Regular Meeting.
5. Mayor Roseberry has appointed Loren Roberts as the honorary councilmember for February.
6. **CONSENT AGENDA**
 - a. * Motion to approve the Minutes of the Regular Meeting of January 8, 2018.
 - b. * Motion to approve the Minutes of the Work Session January 22, 2018.
 - c. * Motion to accept the Minutes of the DDA December 13, 2017 meeting.
7. Mayor's Report
8. Planning Commission Recommendations/Petitions.
9. Citizen Concerns.
10. * **2018 Comprehensive Plan Adoption** – The city's 2018 Comprehensive Plan is complete, and has been formally accepted by the state. Per state law, Council must formally adopt this plan by resolution.
11. ***First Reading for Sec 38-58 Public Tree Care Ordinance Amendment** – We will have the first reading of an amendment to the city's Public Tree Care ordinance that will require property owners obtain written permission from the Trees, Parks and Recreation Board before planting trees, plants, and shrubs in city right-of-way.
12. **Trees, Parks, and Recreation Board Member Nominations** – The Trees, Parks, and Recreation Board present Teresa Welch and Mike Besaw for appointment as members.
13. **Pierce Street Corridor Re-Design** – The Planning Commission recommends supporting Oxford College's proposed re-design of Pierce Street. Kendra Mayfield will discuss with City Council in detail the proposed street improvements.

14. **Asbury Street Parking** – City Council will discuss Oxford College’s proposed plan to construct parking behind Allen Memorial and on Asbury Street.
15. **Police Department** – Following Council discussions on organizational changes within the police department, we recommend that Council approve the following changes to the city’s pay schedule effective July 1, 2018: the Police Officer position from Grade 17 to Grade 18, and the Lieutenant position from Grade 18 to Grade 19.
16. **Latham Home Sanitation, Inc.** – Latham Home Sanitation, Inc. recently sent notice to the city of a \$2.01 price increase per customer for both residential and commercial garbage and recycling pickup. We recommend that Council agree to the new terms requested by Latham Home Sanitation, Inc. Per the contract, we further recommend that Council request that Latham institute the price increase effective July 1, 2018.
17. **Code Enforcement Bids** – We recommend that Council award this bid to Bureau Veritas for an hourly rate of \$80. Bureau Veritas will provide code enforcement services on a complaint-basis.
18. * **Public Works Service Bucket Truck** – The FY2018 Capital Budget includes \$50,000 for a used service bucket truck. We recommend that Council award the purchase order to Snapping Shoals EMC for a 2006 Ford F-650 bucket truck for \$15,000.
19. **Demolition of 6153 Emory Street** – The Historical Preservation Committee recommended at a previous meeting that the house located on 6153 Emory Street be demolished. We recommend that Council authorize the city to take bids on an asbestos abatement and demolition of the house.
20. **6153 Emory Street Property** – We will discuss future use of this property. We recommend that Council assign the Trees, Parks and Recreation Board to serve as a study committee on developing this property into a city park.
21. Invoice Approval

INVOICES OVER \$1,000.00

| VENDOR | DESCRIPTION | AMOUNT |
|--|---|-----------|
| MONTHLY | | |
| City Oxford Utilities | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (December) | 4,002.93 |
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| Latham Home Sanitation Co. Inc. | Monthly curbside service for December | 5,636.10 |
| Sophicity | Monthly IT Services February Inv#9440 | 1,804.60 |
| Southeastern Power Admin. | SEPA energy cost (Dec) Inv. B-18-0674 | 3033.94 |

| PURCHASES/CONTRACT LABOR | | |
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| Anixter | Wire 1000 feet, Utility department | 1,440.00 |
| Card Services | Utilities Locate Luncheon/ Annual Council & Employee Dinner/Maintenance Employee Dinner/Registration and Hotel for Lauran and Dawn Clerks Conference in Jekyll, other misc. | 3,314.14 |
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| Cintas | Uniforms 11/2/17 – 11/30/17 | 1,232.94 |
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| Galls | Uniforms & Equipment Police Dept | 1,041.46 |
| Greer, Stansfield & Turner | Legal Services/Down Town Development Authority | 1,430.00 |
| KEEPRS, Inc. | First respondents vest for Police Department | 3,588.00 |
| Qader Baig & Associates | Legal Services/Municipal Court Solicitor July-Dec | 2,400.00 |
| Treadwell, Tamplin & Co. | Interim Billing for audit services year ending 6/30/2017 | 12,000.00 |
| Woco Pep Oil Co. | Fuel for January Inv#7568 | 2,904.72 |
| APPROVED CONTRACTS | | |
| Jordan Engineering | Narrative summaries for Moore St Sidewalk/GUPS permits for water & sanitary sewer at Soule intersection/Sewer connection recon-East Watson St/RW control installation/Imagery collection N. Emory/etc. | 3,705.00 |
| Scarborough Tree Service | Removal of 1 large Oak at 1303 Asbury St. | 2,400.00 |

22. Executive Session

23. Adjourn



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, Mayor Roseberry has nominated Loren Roberts to serve for this month.

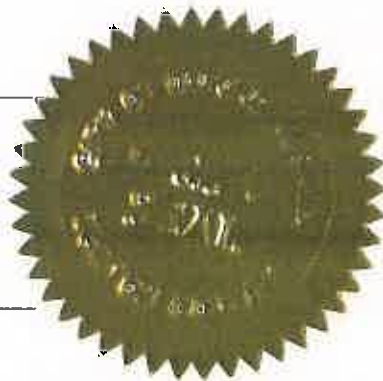
NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Loren Roberts as the Honorary Councilmember for the City of Oxford for the month of February.

SO PROCLAIMED, this 5th day of February, 2018.

MAYOR AND CITY COUNCIL OF OXFORD

BY: _____
Mayor

ATTEST: _____
City Clerk





Draft MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, JANUARY 8, 2017 – 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, Councilmember Sarah Davis was not in attendance.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Jody Reid, Utility Superintendent; Stacey Mullen, Deputy City Clerk, Hoyt Oliver, LaTrelle Oliver, Kendra Mayfield, James Johnson, Teresa Welch, Darryl Welch, Judy Greer, Cheryl Ready, Mike Besaw, Nancy Green, Janice Wearing, Josh Roberts, Melvin Baker.

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

Mayor's Announcements:

Mayor Roseberry excused Lauran Willis, City Clerk, and Councilmember Davis from the meeting. In addition, he announced that city hall will be closed on Monday, January 15th in honor of Martin Luther King, Jr. Day.

Organizational Meeting

M. Qadar A. Baig, Solicitor for the City of Oxford Municipal Court, administrated the Oath of Office for Mayor and Councilmembers: Mayor Jerry Roseberry, Councilmembers George Holt – Post 2, Mike Ready - Post 3, David Eady – Post 4, Jim Windham – Post 5, Jeff Wearing – Post 6. Due to her absence, Councilmember Sarah Davis will receive the Oath of Office at a later date. Attachment A

M. Qadar A. Baig administrated the Oath of Office to Police Chief David Harvey. Due to her absence, Lauran Willis will receive the Oath of Office at a later date.

A motion was made by Windham, seconded by Ready, to accept the agenda for January 9, 2017. The motion was approved 6/0. Attachment B

Appointments:

Mayor Roseberry said this is the time of year wherein Council appoints individuals for the following positions: City Attorney, City Judge, City Solicitor, City Clerk, and Police Chief.

A motion was made by Windham, seconded by Ready, to reappoint those individuals currently serving in the following positions: City Attorney David Strickland, City Judge Steve Hathorn, City Solicitor Qader Baig, City Clerk Lauran Willis, and Police Chief Dave Harvey. The motion was approved 6/0.

Mayor Roseberry said that Council must elect a new Mayor Pro-Tem. Going in order of past appointments this year falls to Councilmember Jim Windham

A motion was made by Holt, seconded by Eady, to elect Jim Windham as Mayor Pro-Tem for calendar year 2018. The motion was approved 6/0.

Pierce Street Corridor Re-design

Kendra Mayfield and James Johnson with Oxford College presented a diagram of the proposed Pierce Street Corridor re-design depicting the proposed parking area on Pierce Street and removing the formerly proposed roundabout. Councilmember Windham and Eady expressed concern that the proposed design is rather different from what the college had presented at previous meetings. In addition, they stated that the college had not yet constructed the road that the delivery trucks would use to service the dining hall, per a prior agreement between the city and the college.

A motion was made by Windham, seconded by Eady, to table the discussion on the Pierce Street Corridor Re-design project until the January work session. Motion passed 6/0.

Asbury Street Parking

Kendra Mayfield and James Johnson also presented a re-design of the parking behind Allen Memorial Church on the Asbury Street side depicting 8 parking spaces behind the church and 15 spaces on the opposite side to extend up to the George Street park area. Councilmember Windham expressed concerns about disturbing the appearance of the grass by the dining hall. He continued that it would be appropriate for Council to consider parking on the east side of Asbury Street.

A motion was made by Windham to table the discussion on the Asbury Street Parking project until the January work session. Motion failed due to lack of a second.

A motion was made by Ready to approve the parking as depicted in the drawings. Motion failed due to lack of a second.

DDA Funding Request

Mayor Roseberry reviewed with the Council the DDA's request to receive an increase in funding from \$30,000 to \$50,000 to pay for the planning and design of the future development

A motion was made by Windham, seconded by Eady, to increase the DDA's budget allocation from \$30,000 to \$50,000 to cover the total costs of preparing for future development. Motion passed 6/0.

Intergovernmental Agreement between the DDA and City Council

Mayor Roseberry reviewed the changes to Sections 4, 5, and 6 of the IGA. Councilmember Eady expressed concern that Section 6 of the IGA failed to mention the E. Clark Street right-of-way as part of the property to be deeded to the DDA. Mayor Roseberry suggest that the Council adopt the IGA, and amend the document at a later date.

A motion was made by Ready, seconded by Holt, to adopt the Intergovernmental Agreement with a revision to include Tract B (the E. Clark R-O-W) as part of Tract 2 under Section 6 of the agreement. Motion passed 6/0.

Invoice Approval

Councilmember Holt had a question regarding the invoice labeled GMA/TRM for \$1,189.84. Stacey Mullen, Deputy City Clerk, explained that the city pays an annual fee for telecommunication consulting services. In addition, Councilmember Holt asked whether the \$5,000 donation from Stu Segall Productions to the Historical Cemetery Society would be considered as part of their budgeted allotment for the fiscal year. Roseberry said this was a special donation from the production company for the use of and filming in the cemetery.

INVOICES OVER \$1,000.00

| VENDOR | DESCRIPTION | AMOUNT |
|---|---|-----------|
| MONTHLY | | |
| City Oxford Utilities | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (November) | 1,501.04 |
| Blue Cross Blue Shield | Health Insurance (Jan) | 8,038.48 |
| Georgia Municipal Association | Employees Retirement Inv. 329462 | 6,279.16 |
| Latham Home Sanitation Co. Inc. | Monthly curbside service for November | 5,636.10 |
| Newton County BOC | Water Purchase Cornish Creek for November Inv#2365 | 21,276.00 |
| Newton County BOC | Landfill fees for dumping of Commercial Brush | 1,116.18 |
| Newton County Water & Sewer | Plant Operations & Maintenance 10/30/17 -11/29/17 | 6,108.58 |
| Newton County Water & Sewer | Plant Operations & Maintenance 11/29/17 – 12/28/17 | 6,108.58 |
| Sophicity | Monthly IT Services January Inv#9325 | 1,804.60 |
| Southeastern Power Admin. | SEPA energy cost (Nov) Inv. B-18-0391 | 2,955.93 |
| Utility Services Co., Inc. | Quarterly Tank maintenance | 2,715.32 |
| PURCHASES/CONTRACT LABOR | | |
| Anixter | Electrical Supplies | 1,418.75 |
| AT&T | Plan Services for December | 1,383.94 |
| Card Services | Mayor Summit, Mayor & Assistant City Manager, lunch for Newton Co. Pavers, Covington Ford oil change manager car, other misc. | 1,485.47 |
| City of Covington | E-911 Surcharges Annual Dispatch Services Fee | 20,035.54 |
| Consolidated Copier Services | Annual contract fees 10/31/17-10/31/18 Inv. AR44427 | 2,146.53 |
| GMA/TRM | Telecommunications & Right of Way Mgmt. | 1,189.84 |
| Phoenix Personnel | Temporary Employment Svc. Week ending 12/17/17 | 1,008.00 |
| The Covington News | Ads for Comprehensive Planning/Administrative Clerk and Police Officer. | 1,425.29 |
| Steven H. Hathorn | Legal services as Municipal Judge Oct-Dec | 1,250.00 |
| Treadwell, Tamplin & Co. | Interim billing services for FY2017 audit services | 5,000.00 |
| APPROVED CONTRACTS | | |
| HCS Services Inc. | 2 nd Draw on George Street Trail Project | 9,000.00 |
| HCS Services Inc. | Final on George Street Trail Project | 53,130.00 |
| Pittman Construction Co., Inc. | Green Street Paving 2017 LMIG Project | 10,798.46 |
| Jordan Engineering (Invoices 14360-14363) | Misc. questions re: sewer easements, George St. Trail, Asbury Park, & RW mapping projects. Site meeting w/Hue Stewart & Matt Pepper/ Correspondence w/AT&T, Arrange another utilities call for N. Emory between Stone & Pierce. GPS Robot Map various locations/cad research/field coordination/data mgmt. etc. | 6,940.00 |
| Jordan Engineering (Invoices 14316,14335,14336) | Prep exhibits & attend meeting Mgr. & Mayor/ GUPS GDOT comments, easement documents, etc./Control, traverse, recon, data collection etc. | 6,100.00 |
| Oxford Historical Cemetery | Donation from Stu Segall Productions | 5,000.00 |
| Sumner Meeker, LLC. | Prep for dispositions, emails, etc. E. Clark St. property | 1,721.32 |
| Woco Pep Oil, Inc. | Fuel charges for December Inv#7421 | 2,782.52 |

Motion made by Holt, seconded by Eady, to approve invoices. Motion passed 6/0.

Adjourn

Motion made by Windham, seconded by Eady, to adjourn the Regular Session at 7:26 PM.

Respectfully Submitted;

Lauran Willis, CMC/FOA
City Clerk



Draft MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JANUARY 22, 2017 – 6:00 PM
CITY HALL
Draft

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; Jody Reid, Utility Superintendent; Lauran Willis, City Clerk, Hoyt and LaTrelle Oliver, Kendra Mayfield, James Johnson, Dean Hicks, Teresa and Darryl Welch, Judy Greer, Cheryl Ready, Juanita Carson, Danielle Miller, Loren Roberts, Louise Eady, Peggy Madden, Judy Greer.

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

Mayor's Announcements:

Mayor Roseberry administered the Oath of Office to Councilmember Sarah Davis and City Clerk Lauran Willis. Roseberry introduced Loren Roberts as the Honorary Councilmember for the month of February. He also reminded everyone on the Arbor Day festivities coming up on February 3rd at City Hall starting at 10:00 a.m.

Pierce Street Corridor Re-design

Kendra Mayfield, James Johnson and Dean Hicks of Oxford College presented a proposed re-design of Pierce Street. After the presentation all members of council were in favor of moving this item to the February 5th meeting for a vote.

Asbury Street Parking

Dean Hicks also presented a re-design of the parking behind Allen Memorial Church on the Asbury Street side. After discussion all member of council were in favor of moving this item to the February 5th meeting for a vote.

Police Department

Assistant City Manager Matt Pepper presented a salary recommendation for our Patrol Officer and Lieutenant positions as the police department transitions from four to three officers. After discussion all member were in favor of moving this item to the February 5th meeting for a vote.

Latham Home Sanitation, Inc.

Councilmember Holt provided an update regarding the city's rates for trash and recycle pickup in comparison to other cities and his conversation with Latham Home Sanitation. Based on a discrepancy in the timing of the increase notice vs the annual contract council instructed Assistant City Manager Matt Pepper to contact Latham

and advise that while council is not opposed to the increase, and because the timeline stated in the contract they will have to wait until the new fiscal year July 2018.

Code Enforcement Bids

Assistant City Manager Matt Pepper presented bids for the code enforcement service. The proposed contract will provide one code enforcement officer to visit homes on a complaint-basis. The bids reflect the required scope of work, and each bidder possesses relevant certifications from the International Code Council. Pepper made a recommendation to go with Bureau Veritas North America, Inc. After discussion all members of council were in favor of moving this item to the February 5th meeting for a vote.

Planting Trees in City R-O-W

Chairman Cheryl Ready of the Tree Board said the TPR board request that council amend the ordinance Chapter 38 Vegetation, Article III. – Tree Management, Section 38-58 to include a requirement that property owners obtain written permission from the Trees, Parks and Recreation Board before planting in the city rights-of-way. Assistant City Manager Matt Pepper will meet with City Attorney to make the necessary amendment to the ordinance and will schedule the appropriate public hearings.

Executive Session

None

Adjourn

Motion made by Windham, seconded by Wearing, to adjourn 6:57 PM. Motion passed 7/0.

Respectfully Submitted;

Lauran Willis, CMC/FOA
City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – December 13, 2017

MEMBERS: Mr. Mark McGiboney, Chair; Ms. Loren Roberts, Vice-Chair; Mr. Brian Barnard, Mr. Jonathan Eady, Dr. Melvin Baker, Ms. Kendra Mayfield, and Ms. Martha Molyneux.

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

GUESTS: Jerry Roseberry, Mayor of Oxford; Mike Ready, David Eady, and Sarah Davis, City of Oxford Councilmembers.

OPENING: At 7:02 PM, Mr. McGiboney called the meeting to order and welcomed the Oxford City Councilmembers.

APPROVAL OF MINUTES: Upon motion of Mr. Baker, seconded by Mr. Eady, the minutes for the meeting on November 15, 2017 were approved as presented. The vote was 7 – 0.

FINANCIAL IMPACT OF THE E. CLARK STREET DEVELOPMENT: The DDA and City Council had a discussion concerning the potential financial impact of the E. Clark Street development as it relates to the upcoming 2020 U.S. Census. Mayor Roseberry related to the DDA members that the city will have 120 days from receipt of an information packet from the U.S. Census Bureau to complete and submit the list of addresses in Oxford to be included in the official count. The city can include future housing development as long as it has an official subdivision plat and has assigned addresses to the individual lots. The city expects to receive the information packet in February 2018. The DDA agreed to complete a subdivision plat of the E. Clark Street development by June 1, 2018.

MASTER PLAN FOR TOWN CENTER DEVELOPMENT: The DDA and City Council had a discussion concerning the DDA's November meeting with the design and planning firm Historical Concepts. It was decided that the DDA would contract with Historical Concepts to provide strategic planning and design services for the town center development with an initial focus on the E. Clark Street development. In addition, the DDA and City Council had a discussion concerning how to best include the public in the town center planning process, specifically the current residents living on E. Clark Street. It was agreed that these residents might be interested in exchanging their properties for a home in the new development. It was decided that Mayor Roseberry, Councilmember Eady, and Mr. Pepper will meet with David Strickland, city attorney, to discuss possible strategies on how to best engage the residents on E. Clark Street.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE DDA AND CITY COUNCIL: The DDA and City Council had a discussion concerning sections 4, 5, and 6 of the intergovernmental

agreement (IGA). As part of this discussion, the DDA and City Council agreed on the following changes to the IGA:

- **Section 4** – Revise this section to reflect an increase to the allocated funding amount from \$30,000 to \$50,000 to reflect the DDA’s motion.
- **Section 5** – Revise this section to include other development options such as light commercial, etc.
- **Section 6** – Revise this section to include a depiction that shows the full extent of the two properties along E. Clark Street to be transferred to the DDA.

Upon motion of Ms. Molyneux, seconded by Ms. Roberts, the DDA will request that City Council increase the budgeted allocation of \$30,000 to \$50,000 for FY2018 to be used as seed money for the town center development. The vote was 7-0.

Upon motion of Mr. Eady, seconded by Ms. Molyneux, the DDA will request that the intergovernmental agreement between the DDA and City Council reflect the proposed change to increase the DDA’s budget allocation from \$30,000 to \$50,000 for FY 2018, and also reflect the proposed change that a depiction that shows the full extent of the two properties along E. Clark Street to be transferred to the DDA. The vote was 7-0.

DDA ASSIGNMENTS: Before the next meeting, the DDA will complete the following assignments:

- Mr. Barnard will contact Historical Concepts to discuss the June 1, 2018 timeline for the subdivision plat for the E. Clark Development. As part of the conversation, Mr. McGiboney will discuss with Historical Concept the organization’s fee structure.
- Mr. McGiboney will ask Mr. Frank Turner, DDA attorney, to make the agreed upon changes to sections 4, 5, and 6 of the IGA.

OTHER BUSINESS: The DDA’s next meeting will take place on Wednesday, January 24th at 7 PM.

ADJOURNMENT: Mr. McGiboney adjourned the meeting at 8:15 PM.

Approved by:



Matthew Pepper, Secretary/Treasurer



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the first Arbor Day in Oxford was celebrated by the students of Emory College by planting a tree on February 27, 1891, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Jerry D. Roseberry, Mayor of the City of Oxford, Georgia, do hereby proclaim Saturday, February 3, 2018 as

Arbor Day

in the City of Oxford, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 3rd day of February, 2018.

BY: 
Mayor



Arbor Day in Oxford, Georgia Saturday, February 3, 2018

Opening

Plant a Tree for Your Tomorrow by John Denver, Commissioned by The National Arbor Day Foundation

Welcome

Cheryl Ready, TPR Board Chairperson

Pledge

Boy Scout and Cub Scout Troops 211

Washington Street Children's Choir

Star Spangled Banner, Sing About Arbor Day

Official Proclamation

Oxford Mayor Jerry Roseberry

Friends of Trees Award

Caitrelle Oliver, TPR Board Secretary

"A History"

An adapted play of Kathryn Galbraith's Arbor Day Square

MSC Middle School Students

City and College Awards

Tree Campus, USA and Tree City, USA

Poetry Contest Winners

Students from Flint Hill Elementary School and Montessori School of Covington

Special Arbor Day Guest

Andy Offutt Trwin, friend of trees and people and animals and bicycles

Tree Care Tips

Arborist Beryl Budd, Long-time Friend of Oxford

Closing

Cheryl Ready

Distribution of Gift Saplings and Planting of Oxford's 2018 Arbor Day Tree

Everybody!

Sponsored by City of Oxford Trees, Parks, Recreation Board & Oxford College of Emory University

Special thanks to:

Beryl Budd, GUFCA Arborist, City of Oxford

Seth Hawkins, GUFCA Community Forester

Charlotte Johnson, Covington: Service Guild,
Seedling Donation

Andy Offutt Irwin, Newton County Native Son,
Musician, Storyteller

Washington Street Community Center
Beatrice Jackson, Executive Director
Leila Jackson, Choral Director

Montessori School of Covington (MSC)
Tamelia Mills, Middle School Teacher

Oxford College of Emory University
Kendra Mayfield, Senior Manager of Operations
Bon Appetit, Oxford College Dining Service

City of Oxford
Matt Pepper, City Manager
Jody Reid, City Superintendent
Trees, Parks, and Recreation Board

For information about
Tree Campus USA and Tree City USA
visit the Arbor Day Foundation website
www.arborday.org

If interested in working with the City of Oxford Trees, Parks and Recreation Board,
please contact City Manager
Matthew Pepper @ 770-786-7804
or mpepper@oxfordga.gov

Presented to you by the
City of Oxford
Trees, Parks and Recreation Board,
in cooperation with Oxford College

Flowering Dogwood



Flowering dogwood is one of the most common and beautiful native trees with its showy, white, petal-like bracts that form in the spring. It is a small understory tree rarely reaching 40 feet in height with a short trunk 12-18 inches in diameter. The species grows on a wide range of sites varying from deep, fertile, moist soils along streams to light textured, well-drained, upland soils. The species can be adversely affected and even killed by prolonged drought or flooding because of its shallow root system. Its thin bark is easily injured by fire, lawn mowers, and string trimmers. Dogwood is a slow to moderate grower. Its greatest value comes from ornamental and landscape uses. The shiny, bright red seeds that mature in the fall are an excellent food for many wildlife species.

Swamp Chestnut Oak is a well-formed tree with a massive trunk and narrow crown, averaging 60-80 feet in height and 2-3 feet in diameter. It is found on the best, well-drained ridges and loamy terraces in bottomlands throughout the piedmont and coastal plain. Swamp chestnut oak is intolerant of shade. The quality of its wood is second only to the very best white oak. The wood is used in many kinds of construction and for implements. The acorns are sweet and serve as food for wildlife. Very nice shade tree.

Swamp Chestnut Oak

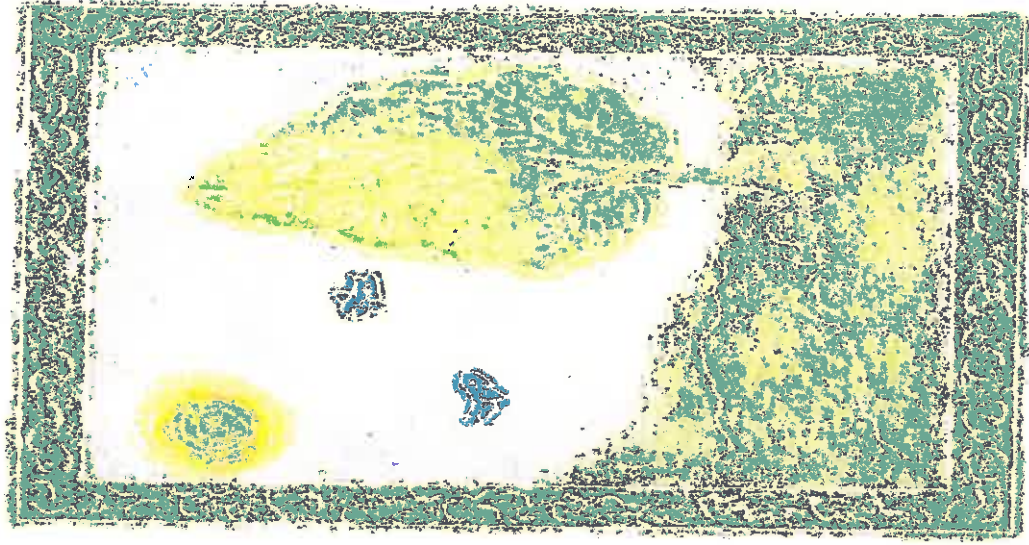
Swamp chestnut oak is a well-formed tree with a massive trunk and narrow crown, averaging 60-80 feet in height and 2-3 feet in diameter. It is found on the best, well-drained ridges and loamy terraces in bottomlands throughout the piedmont and coastal plain. Swamp chestnut oak is intolerant of shade. The quality of its wood is second only to the very best white oak. The wood is used in many kinds of construction and for implements. The acorns are sweet and serve as food for wildlife. Very nice shade tree.



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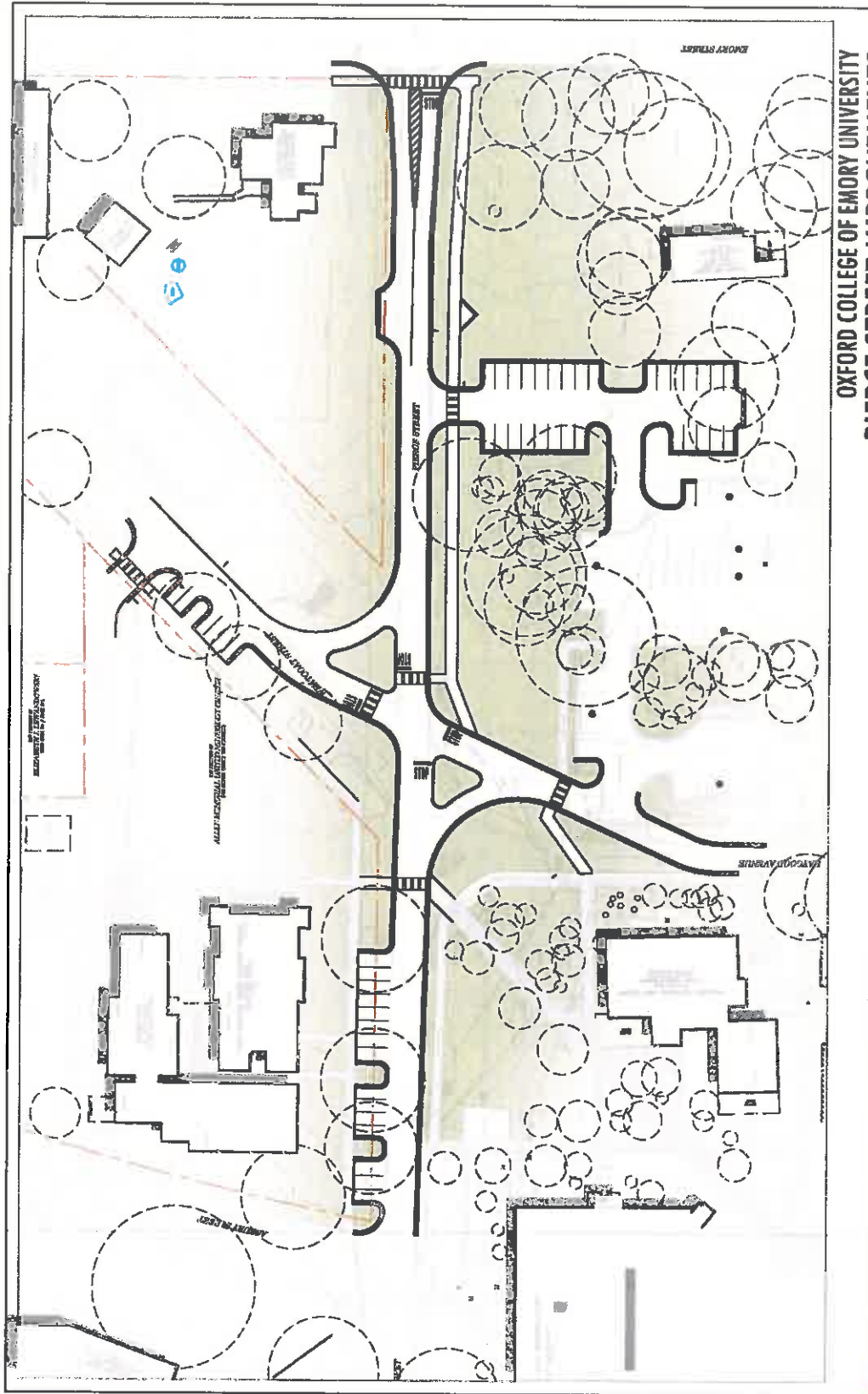
20th Anniversary

Arbor Day



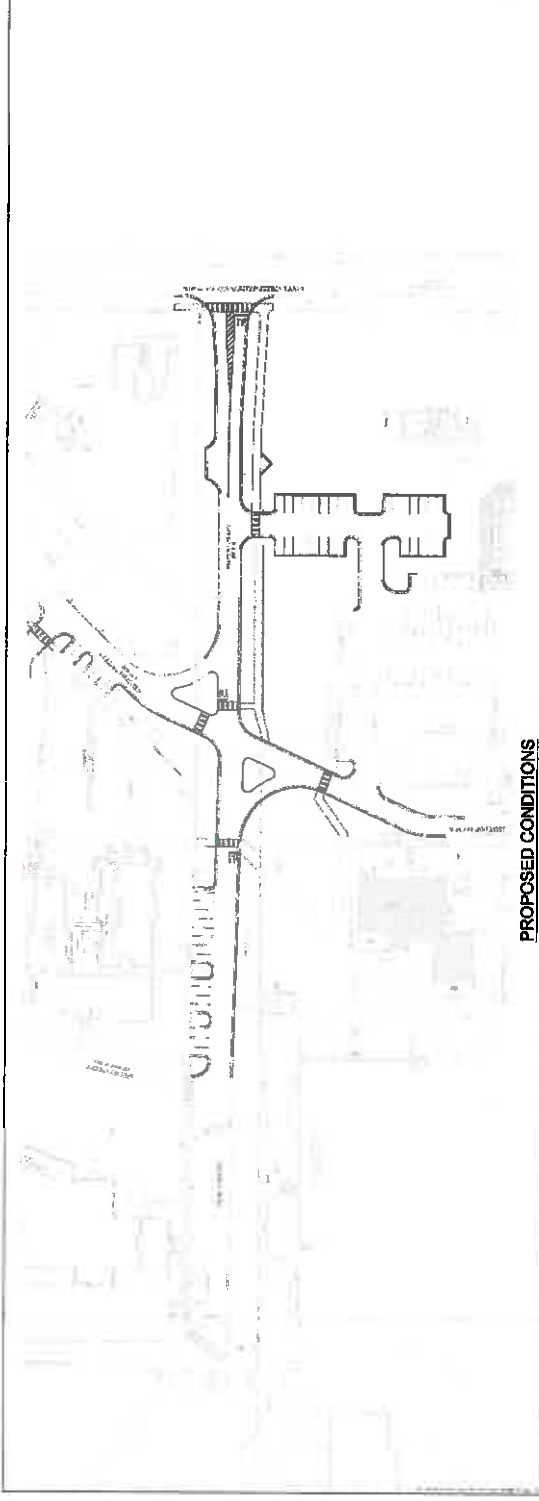
City of Oxford

2018

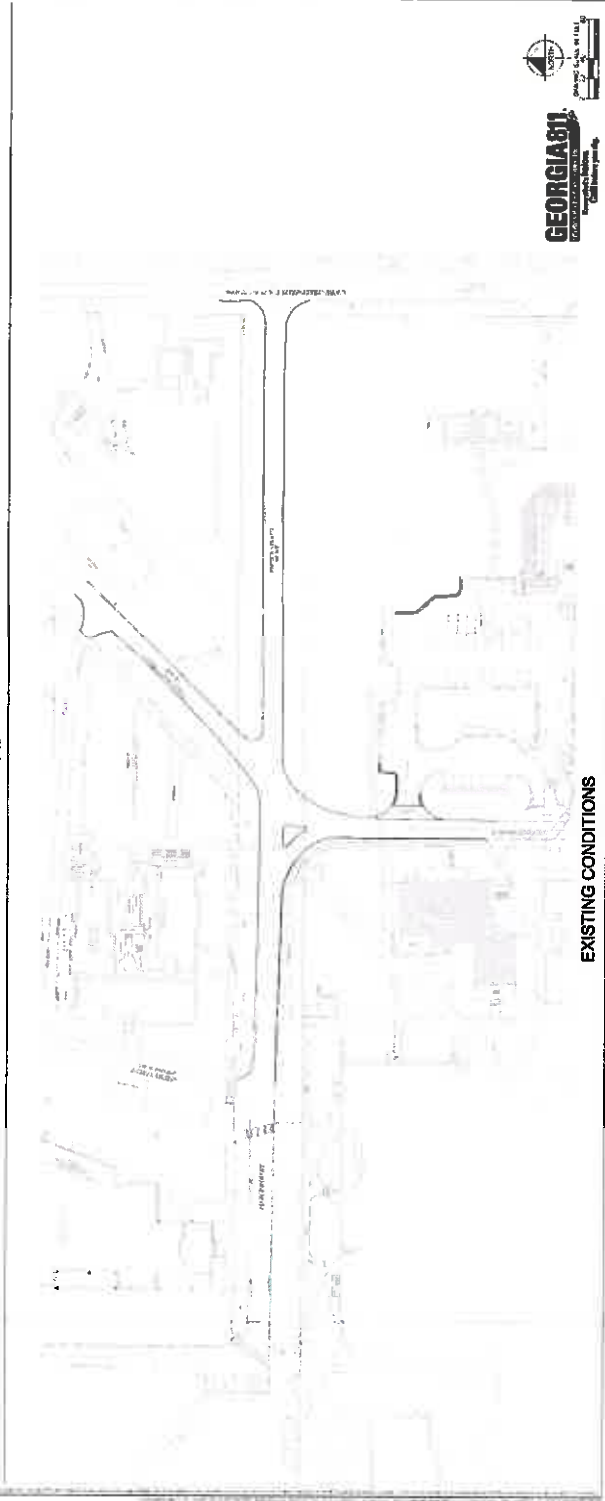


OXFORD COLLEGE OF EMORY UNIVERSITY
PIERCE STREET IMPROVEMENTS

 WANSLEY ASSOCIATES LANDSCAPE ARCHITECTS
DATE: 11-01-2017 SCALE: N.T.S.
Kimley»Horn



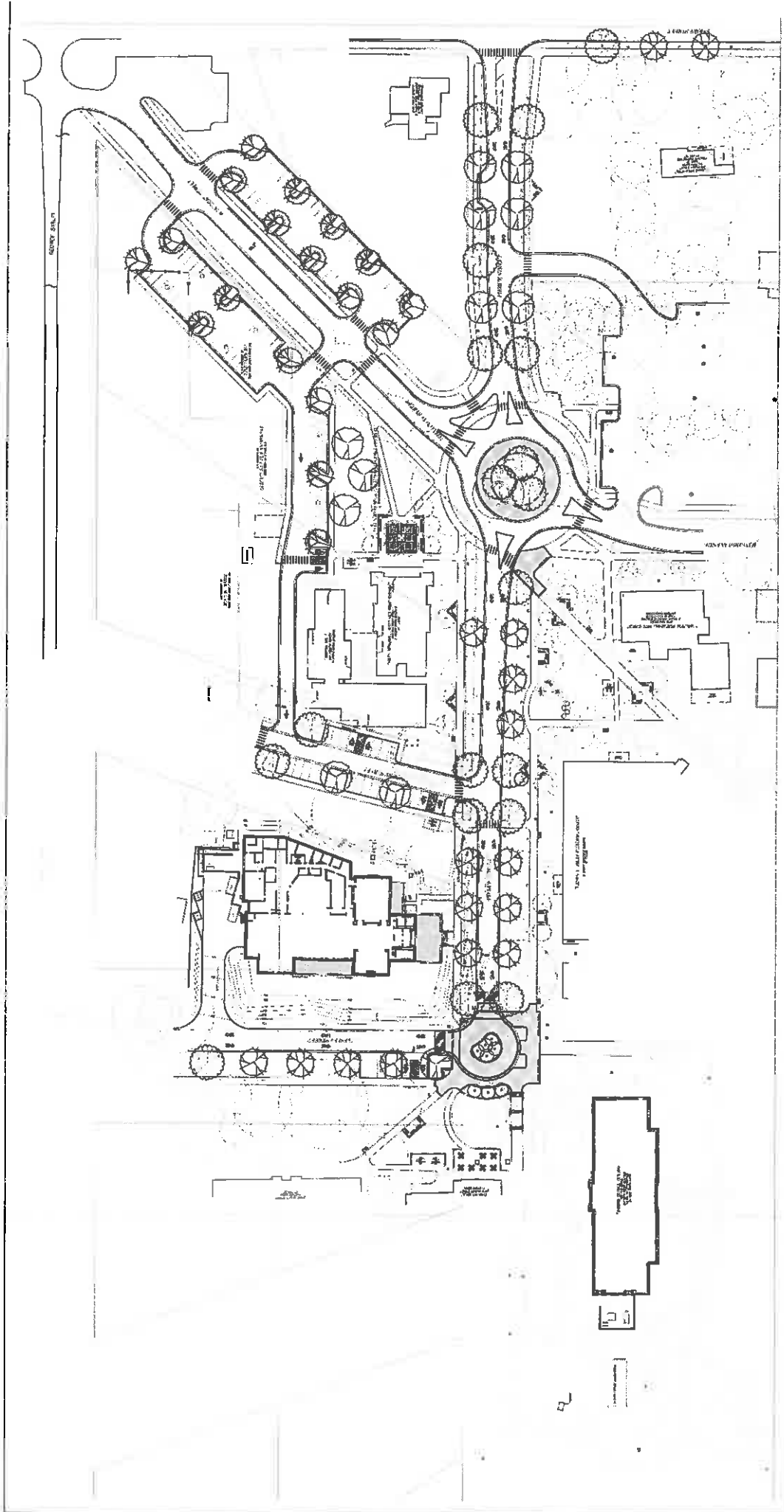
PROPOSED CONDITIONS



EXISTING CONDITIONS

GEORGIA
 PROFESSIONAL ENGINEERING
 BOARD

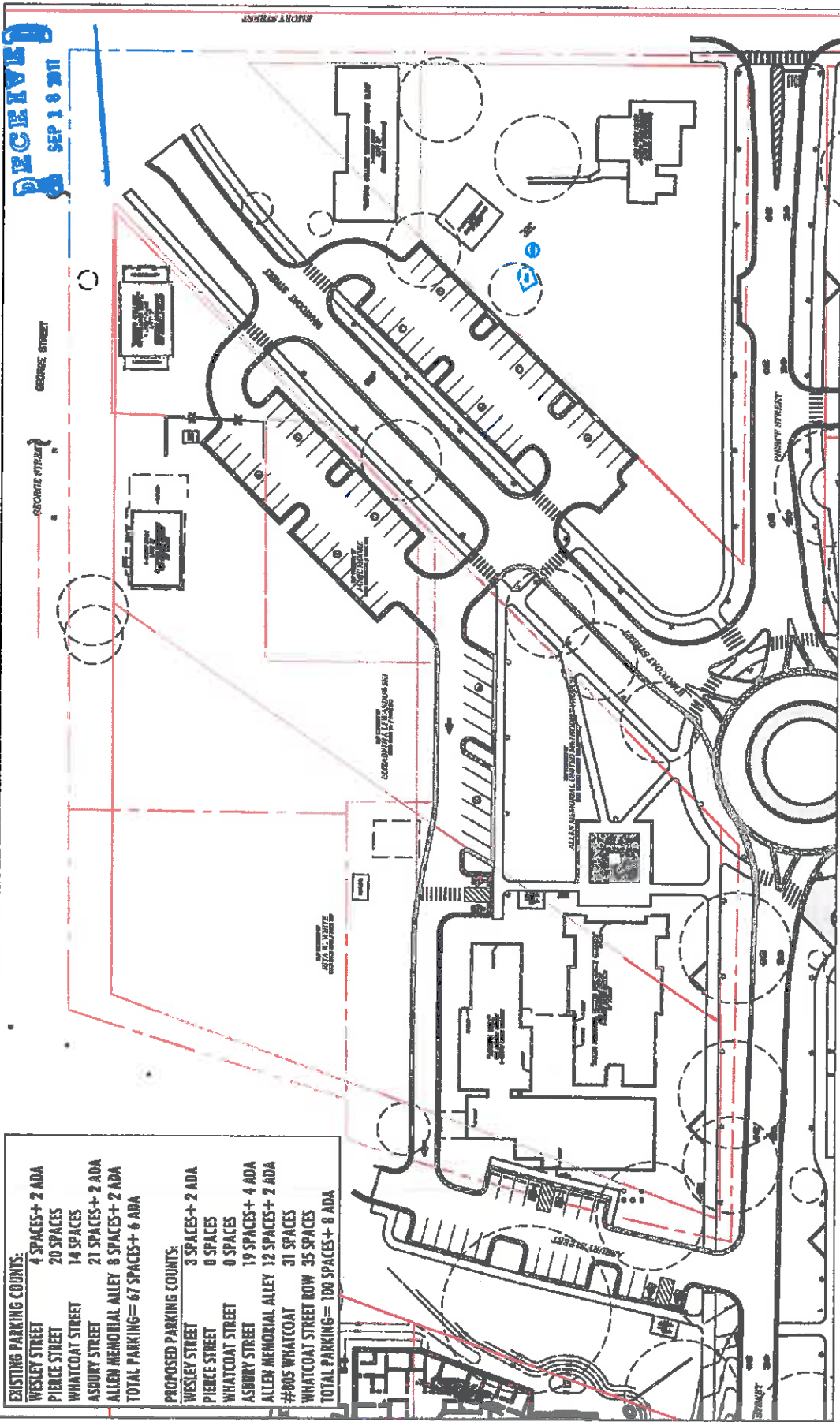
STATE OF GEORGIA
 REGISTERED PROFESSIONAL ENGINEER
 LICENSE NO. 10000
 EXPIRES 12/31/2024



PARIS STREET IMPROVEMENTS, 11/17/11

11/17/11

Asbury Street Parking
Attachment G



| | |
|---------------------------------|--------------------------|
| EXISTING PARKING COUNTS: | |
| WESLEY STREET | 4 SPACES+ 2 ADA |
| PIERCE STREET | 20 SPACES |
| WHATCOAT STREET | 14 SPACES |
| ASBURY STREET | 21 SPACES+ 2 ADA |
| ALLEN MEMORIAL ALLEY | 8 SPACES+ 2 ADA |
| TOTAL PARKING= | 67 SPACES+ 6 ADA |
| PROPOSED PARKING COUNTS: | |
| WESLEY STREET | 3 SPACES+ 2 ADA |
| PIERCE STREET | 0 SPACES |
| WHATCOAT STREET | 0 SPACES |
| ASBURY STREET | 19 SPACES+ 4 ADA |
| ALLEN MEMORIAL ALLEY | 12 SPACES+ 2 ADA |
| #805 WHATCOAT | 31 SPACES |
| WHATCOAT STREET ROW | 35 SPACES |
| TOTAL PARKING= | 100 SPACES+ 8 ADA |

RECEIVED
SEP 18 2011

OFKORD COLLEGE OF ENGRY UNIVERSITY
PIERCE STREET IMPROVEMENTS- PARKING COUNTS

WANSLEY ASSOCIATES LANDSCAPE ARCHITECTS, INC.
DATE: 08.15.11
Kimley-Horn

SCALE: 1"=60'

CITY OF OXFORD

RESOLUTION

TO ADOPT THE 2018 COMPREHENSIVE PLAN UPDATE

WHEREAS, the 1989 Georgia General Assembly enacted House Bill 215, the Georgia Planning Act, requiring all local governments to prepare a comprehensive plan in accordance with the Minimum Planning Standards and Procedures promulgated by the Georgia Department of Community Affairs; and

WHEREAS, the Comprehensive Plan Update for the City of Oxford, Georgia, was prepared in accordance with the Minimum Planning Standards and Procedures; and

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD,

that the Comprehensive Plan Update for the City of Oxford, Georgia dated 2018, as approved by the Georgia Department Community Affairs is hereby adopted, and furthermore, that the Northeast Georgia Regional Commission shall be notified of said adoption within seven (7) days of the adoption of this resolution.

ADOPTED THIS MONDAY, FEBRUARY 5, 2018.

BY:

Jerry D. Roseberry, Mayor

ATTEST:

Lauran S. Willis, City Clerk



City of Oxford Comprehensive Plan
 2018 Update | *Let us stand by what is good and make it better if we can*



Developed by the Planning & Government Services Division of the
 Northeast Georgia Regional Commission



Acknowledgements

Jerry Roseberry, Mayor

Steering Committee

David Eady (Chair), Councilmember

Mike Ready, Councilmember

Adrienne Wadley, Oxford College
(*economic development member*)

Zach May

Laura McCanless

Mike Besaw

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Northeast Georgia Regional Commission

James R. Dove, Executive Director

Burke Walker, Planning & Government Services Director

John Devine, AICP, Principal Planner (project lead)

Eva Kennedy, Planner



Chapter 1

Introduction & Overview

Purpose

This comprehensive plan serves as a decision-making guide for local government officials and community leaders. Based on input from the public and a steering committee, the plan identifies needs and opportunities, goals and policies, land use practices, and an implementation framework for key elements.

Process

The comprehensive plan process follows the rules of the Georgia Department of Community Affairs (DCA), Minimum Standards and Procedures for Local Comprehensive Planning, effective 3/1/2014.

Public Involvement

Public Input & Steering Committee

The planning process began with a public hearing and was followed by a series of community input sessions during which the public and a local steering committee were invited to discuss local trends and aspirations. An online questionnaire provided additional feedback opportunities, as did the availability of steering committee members to take questions and comments throughout the process (as presented at the first public hearing). A final public hearing was held before submittal of the plan to the DCA for review.

NEGRC's Role

The Northeast Georgia Regional Commission's Planning & Government Services Division oversaw the development of this plan, including facilitating public and steering committee meetings.



Chapter 2

Needs & Opportunities

The following list of needs and opportunities results from a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis conducted at the first input meeting, with both steering committee and public present as well as professional analysis of relevant data and results of the online questionnaire.

**Italicized entries indicate high priorities (with STWP project number in parentheses)*



"Old Church"

Population, Community & Governance

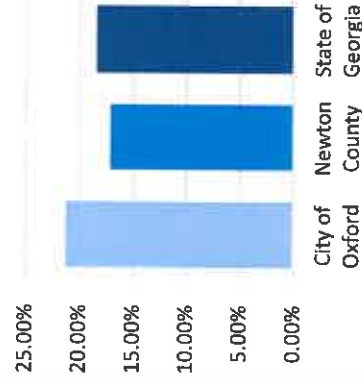
The City of Oxford has maintained a relatively stable population over the past 17 years, only growing 1.7% net (Esri BAO). Numbers are expected to remain steady for the foreseeable future.

The median age of Oxford residents is 36.3 years. This is balanced by a large elderly population with a mixture of younger families. Just over one-quarter of households are reported to have received Social Security income and/or retirement income between the years of 2011 and 2015 (Esri BAO). This is typical of the region, and is likely to rise over following years due to the aging baby-boomer population. Several stakeholders expressed an interest in working to "make Oxford attractive to newcomers (e.g. young families)," and to increase integration between ages and races. (4)

Oxford, like nearby Covington, has experienced a shift in demographics between 2010 and 2017. There has been a 4.3% decrease in citizens identifying as white, leaving 56.3% of the population identifying as nonwhite. One stakeholder pointed out a lack of racial integration in the community as a weakness. The City should remain cognizant of shifting demographics and community relations to help guide their actions to meet the needs of a variety of people within the community.

While a large portion of the community is classified as white-collar, the City of Oxford has a higher poverty rate than Newton County and the State of Georgia, whose previously estimated poverty rates were 17.1% and 18.3%, respectively, compared to Oxford's 19.6% (US Census Bureau, ACS). However, only 1.6% of households received public assistance income in the previous year (Esri BAO).

Poverty Rates



Further research should be considered to determine what portion of the population is living in distress due to income levels and costs of living. One stakeholder commented that Oxford has a lack of housing opportunities while another stated that expanding attractive, affordable options is a priority. The City should facilitate an open community discussion and formulate a plan to address this.(26)

Important strengths noted by community members include walkability, friendliness of neighbors and city staff, and a quiet and peaceful nature. Also, the presence of Emory's original campus offers a quaint educational setting with a younger population adding to the atmosphere of the city and providing opportunities for growth.

Planning, Land Use, and Housing

Land use consists mostly of single-family residential lots and an institutional campus. Both are considered strengths by most stakeholders. A slight increase in commercial presence is desired to improve the vibrancy of the community and offer places to gather and shop. The zoning ordinance supports this by providing for a small "town center" along SR 81/Emory St. to add to a variety of single-family housing designations. Given the importance put on this project by stakeholders, the general public, and others, the city has identified the town center as its highest priority for short- and mid-term implementation.(23)

The housing stock consists of 641 households, a number only expected to grow by 0.01% over the next five years (Esri BAO). The owner-renter ratio is nearly equal to that of the nation: a 54.3% rate of owner-occupied units alongside 36.8% renter-occupied units within the Oxford city limits (US Census Bureau), with the remainder being unoccupied. These statistics are expected to remain stable through at least 2022. Also, nearly one-third of renter-occupied households report spending at or above 50% of their income on housing, well above the 30% rate recognized as the standard of affordability (Esri BAO). Although this is below the national average, it should be explored as new housing alternatives develop.

Homes with two or more people make up the majority of units, while nearly one-quarter have a single resident. This segment of the population living alone suggests an opportunity to examine development of smaller living quarters and/or group living institutions such as neighborhood-scale retirement communities and cooperative housing.(26)

The nearby Covington Municipal Airport is noted by several community members as being a threat, as is impinging sprawl from Atlanta. A strong zoning code and growth plan will help mitigate future issues that may serve as a detriment to the "quiet, peaceful" character of Oxford.

Transportation

Given the size of the City of Oxford and lack of commercial destinations, traffic congestion is not a current issue. State Route 81 is the main thoroughfare through the city, serving as the primary access route to Covington and Interstate 20. SR 81/Emory St. serves approximately 10,000 trips per day and has one traffic light signal (Georgia Department of Transportation). Addition of a town center could stress the capacity of the roadway, and a comprehensive transportation impacts analysis should accompany any final town center plans.

The remaining streets are of low-volume, residential character, and facilitate walking and biking relatively well. City ownership of very wide rights-of-way is noted by government stakeholders as a strength. This offers future possibilities for improvements such as designated walking and bicycling infrastructure, communication and utility infrastructure, and beautification installments. Based on GDOT traffic counts, road widening on these streets is unnecessary.

Currently, 12.4% of the population walks to work (ACS). This is facilitated by low-volume streets, the size of Oxford and its proximity to Covington, and the Multi-Use Trail system, which connects the northern residential areas to the college campus. However, stakeholders and the Mayor & Council have identified walkability and bikeability as major areas for improvement. As such, Oxford should revisit and update local plans for walking and bicycling, including a focus on connecting to Covington.(15)

SR 81 remains a source of frustration; stakeholders showed virtually universal interest in assuming local control of the corridor from the Georgia Department of Transportation.(27)

Input meeting attendees referenced the need for a citywide parking study.(28)

Natural and Cultural Resources

Natural and cultural resources are unanimously considered a strength among community feedback comments. The setting of Oxford offers a quiet atmosphere with a healthy tree canopy. The Multi-Use Trail offers residents a rich opportunity to enjoy the outdoors leisurely. Oxford should identify funding to complete the planned trail network throughout the community. The trail system, wide ROW, and single-family residential zoning designations are all mechanisms that can be used to maintain the natural attributes of the city.(15)

Historical context within the city has been thoroughly documented. The historical value of Emory's Oxford campus is noted as both a strength and an opportunity. Also, the community strongly values its roots as a Methodist-planned city and its diversity of historic architecture. The land included in the original town plan is designated as a historic district under the National Register of Historic Places (#75000603). Any existing maps outlining the boundaries of this district are unavailable. Under federal law, the listing of a property in the National Register places no restrictions on how a non-federal owner may use the property, up to and including demolition, unless the site is involved in a project that receives federal assistance (National Park Service). The City of Oxford should consider strategies such as designating a local historic district to provide greater protection to the various resources available.(13)

Stakeholders have identified updates and improvements to the zoning code as a means to maintain the community's historic and natural ambiance.(29)

Community Facilities and Services

The lack of community gathering spaces and/or event spaces (e.g. recreation center) is considered a weakness, based on community feedback. The Palmer-Stone school campus was noted as an opportunity for future use in regard to community facilities. Also, it is likely that the development of the town center and expansion of the Multi-Use Trail and park system will make more facilities available. Continued maintenance will be a key factor in determining the success of future amenities. One stakeholder noted that more attention should be directed toward the maintenance of trails and parks. (17, 18)

The creation of a community services and events office may accomplish these needs within the community, and utilizing Oxford College facilities would be appropriate for events that foster co-mingling. (25)

The lack of a diversified revenue stream is seen as an impediment to adding to services offered by the local government. (30)

Intergovernmental Coordination

Coordination between the college and government staff is paramount to achieving desired conditions within Oxford. The college community strengthens the viability for a commercial market in Oxford. The two entities should collaborate in recruiting and assisting businesses willing to invest. Also, coordination with the Newton County Schools System can help determine an appropriate use for the Palmer-Stone campus.

Stakeholder input points to a strong effort to pull the Newton County community together through the Newton County Tomorrow nonprofit. Additionally, events such as annual parades, festivals, and 5K races (or similar) can help forge a sense of community. (25)

Economic Development

The unemployment rate within the City of Oxford is 5.5%, lower than that of the nearby City of Covington; however, it is slightly higher than the national average (US Bureau of Labor Statistics).

Slightly over half of working Oxford residents are employed within Newton County, while the majority of those who are not find employment within the Atlanta metro area (Esri BAO). City leadership should work internally and with partners on the county and municipal levels within Newton County to ensure that suitable employment opportunities exist.

Restaurant, retail, and entertainment were expressed as economic development opportunities during input meetings; however, surrounding light industrial land uses are seen as threats. These goals will be accomplished through strong local ordinances and a successful Town Center undertaking. (23,29)

Chapter 3

Vision

Oxford will continue to be a community of homes, churches, and educational institutions with limited commercial development. Parks, trails, and streets will provide connectivity so that all neighborhoods identify together as members of the Oxford Community. Residents will be engaged to support projects that will improve our quality of life.

Oxford will be aesthetically distinctive and attractive, including streetscapes, signage, and public facility design. The City and Oxford College of Emory University will collaborate to maintain policies that are sensitive to the environment while fulfilling the needs of all residents, students, and visitors.

Goals & Policies

1. Oxford will enforce a code of ordinances that supports the City's vision
2. Oxford leaders will provide professional management of the city's resources with transparency and sound fiscal policies
3. Oxford will continue its program of upgrading drinking water and wastewater systems
4. Oxford will continue to explore ways to improve the quality of its electrical service and reduce its environmental impacts
5. Citizen volunteers will serve as members of the Planning Commission; the Trees, Parks, and Recreation Board; and various ad hoc committees
6. Oxford will expand its parks and trails system and add other complete streets infrastructure for bicycling and walking
7. Oxford will add wayfinding signage throughout the city, as appropriate
8. Oxford will engage Oxford College of Emory University and neighboring communities in a collaborative effort to improve quality of life for everyone
9. Oxford will attract community-supportive and -sensitive commercial uses, especially within a thriving new Town Center
10. Oxford will promote and examine new uses for existing resources such as Old Church, Palmer-Stone Elementary School, and Yarrowborough House
11. Oxford will draw younger residents, especially families

Chapter 4

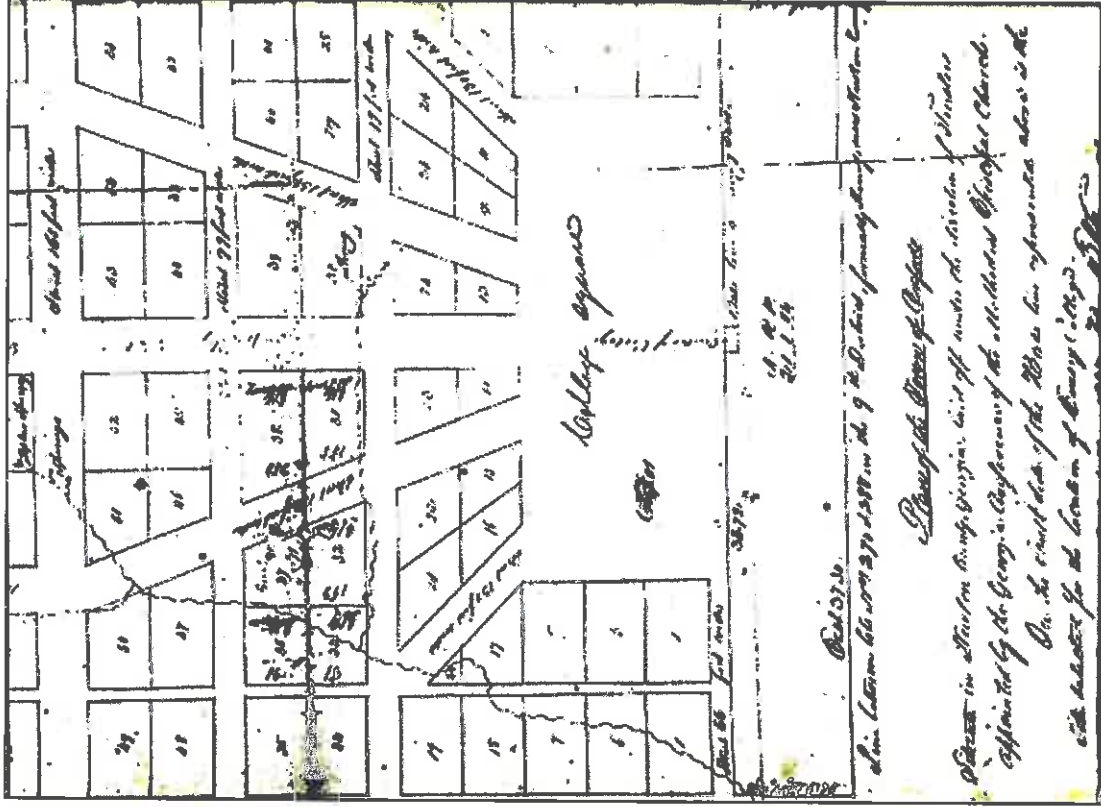
Land Use

Pursuant to the rules of the Georgia Department of Community Affairs, the following Character Areas Map and Defining Narrative provide the physical planning component of the comprehensive plan.

The DCA defines a character area as a specific district or section of the community that:

- Has unique or special characteristics to be preserved or enhanced (such as a downtown, a historic district, [an] arts district, a neighborhood, or a transportation corridor);
- Has potential to evolve into a unique area with more intentional guidance of future development through adequate planning and implementation (such as a strip commercial corridor that could be revitalized into a more attractive village development pattern); or
- Requires special attention due to unique development issues (rapid change of development patterns, economic decline, etc.)

Character areas typically provide greater flexibility than traditional land use maps, in which each parcel is assigned a single category such as Residential or Commercial.



1837 Town Plan

Character Areas Compatibility Index

| Character Area | Description of Character Area | Zoning Compatibility* | Appropriate Land Uses* |
|--------------------------|---|---|--|
| Historic Oxford | Original Town area, including campus. Residences of varying sizes and styles, Oxford College, public-use facilities, and commercial and office/ professional space. | R30, R20, OP, I, IC | Residential, Public, Commercial, Office, Mixed-use, Recreation |
| Town Center | Focal point/activity center with retail, service, office, higher-density housing, and public/open space. | TC, OP, I, IC, any residential (Single- and Multi-Family) | Residential, Public, Commercial, Office, Mixed-use, Recreation |
| Town Neighborhood | Traditional residential development with civic space scattered throughout. | R30, R20, R15, I, IC | Residential, Public, Recreation |
| Estate/Rural Residential | Low-density areas, typically on the periphery of the City, that feature little divergence from the prevailing residential character. | R30, RR, I, IC | Residential, Agriculture, Public, Recreation |
| Rural | Primarily undeveloped or developed at extremely low densities, this area is typically wooded or agricultural. | RR, I, IC | Agriculture, Residential, Public, Recreation |

*Note: not all zoning and land use classifications will necessarily be appropriate in all locations within a character area.

Historic Oxford

The overall character of the area is intended to present the historic town of Oxford, with an extent and identity similar to the original town plan as developed in 1837 by Edward Lloyd Thomas. Mature hardwoods and preserved structures (including private residences, the Old Church, and Oxford College’s many distinctive buildings) provide both aesthetic and historical interest. The entire area is designated as a Heritage Landmark of the United Methodist Church and certain homeowners have elected for voluntary local historic designation.

Much of the community’s vision for this area focuses on preserving and enhancing what exists at present, not making significant additions or modifications to the prevailing physical and social fiber. This district represents and includes the most identity-inspiring, unique aspects of the City of Oxford and Oxford College, and residents would like to see these qualities maintained for the enjoyment and fulfillment of future generations. A variety of architectural styles and sizes, public-use facilities such as Oxford’s City Hall and the United States Post Office, and the historic Methodist Cemetery, as well as College facilities such as residence halls, class and office buildings, and peripheral uses, frame this district in a context more historic and preservation-minded than evolving and growth-accommodating.

Modifications and development in Historic Oxford must be mindful of potential effects on both the historic nature and the future experience. While a mixture of uses within the Historic Oxford area is appropriate, land use patterns, streetscapes, and natural environments should remain largely unaltered. Preservation of the district’s rich architectural and civic history must be paramount.

Compatibility

| Zoning Compatibility | Appropriate Land Uses |
|----------------------|--|
| R30, R20, OP, I, IC | Residential, Public, Commercial, Office, Mixed-use, Recreation |



Implementation Measures

- Residential Infill Development – Ensure that new infill is compatible with its neighborhood (DCA model code available).
- Seek National Register of Historic Places status where appropriate.
- Require infill and material changes to historic properties to follow design standards to maintain historic integrity and significance.
- Provide information to interested property owners regarding state and federal incentives for rehabilitating historic structures.
- Facilitate habitat preservation and active living by greenway and/or trails networks; protect riparian areas by enforcing buffers.
- Protect tree canopy.
- Pocket Parks – Establish open spaces, providing free, open access to greenspace and protecting wildlife and landscape.
- Evaluate, maintain, and repair municipal utility systems.
- Create a network of trails and greenways.
- Complete Streets – Accommodate all road users.
- Sign Regulations – Control the aesthetic impact of signage on the community by restricting the location, size, and appearance of advertising signs (DCA model code available).
- Design Standards – Ensure compatibility with existing character.
- Consider form-based concerns to ensure compatibility.
- Direct growth to suitable locations while preserving sensitive or otherwise critical areas through transfer-of-development rights.



Town Center

Oxford's Town Center will feature a mixed use environment that combines residential and commercial uses within a community-based node. The area is designed to provide limited convenience shopping and services for City of Oxford residents, students, and visitors. Inclusion of residential development at higher densities than typically found in Oxford will depend on community desires and availability of the necessary supportive infrastructure.

The identified area represents property delineated by residents during the participatory process – a portion of the original town of Oxford (1837 Thomas plan) – and an additional belt of land along the east side of Emory Street that includes space currently zoned for commercial use. Much of this quarter lies within the study area defined by a 2006 effort to study the possibility of incorporating such a space into Oxford's fabric.

Town Center residences, offices, and commercial establishments will be less reliant on automobile traffic than those in other areas and will be internally linked with bicycle and pedestrian networks; parking will be limited in order to make efficient use of land and to encourage access by other modes than driving. Small public open spaces consisting of plazas, pocket parks, and squares will be integral, as will other spaces that facilitate interaction, including spacious sidewalks and food and drink establishments that feature outdoor seating.

Compatibility



| Zoning Compatibility | Appropriate Land Uses |
|---|--|
| TC, OP, I, IC, any residential (Single- and Multi-Family) | Residential, Public, Commercial, Office, Mixed-use, Recreation |

Implementation Measures

- Upgrade and revitalize downtown buildings, streetscape, and parking.
- Identify businesses to recruit and support - establish a process for selecting businesses that best suit the community.
- Require multiple access points to increase interconnectivity and minimize traffic impacts on the road network.
- Develop incentives to set aside useable open space within new residential developments.
- Create balanced developments by adopting inclusive land use practices that require a predetermined percentage of affordable housing.
- Seek National Register of Historic Places status for historic structures where appropriate.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Facilitate habitat preservation and active living by greenway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect tree canopy.
- Evaluate, maintain, and repair municipal utility systems.
- Incorporate recreation areas into new residential developments as a means of distributing park space within the vicinity of new residents.
- Assess the feasibility of implementing an impact fee program.
- Implement context-sensitive design principles in streetscaping, building situation, traffic management, etc.

- Consider form-based concerns when reviewing new development to ensure compatibility.
- Complete Streets – Accommodate all road users.
- Compact development – Construct buildings vertically rather than horizontally, and configure them on a block or neighborhood scale that makes efficient use of land and resources.
- Mixed-use Zoning – Allow different types of uses (such as housing, shopping, and offices) to locate within the same district, provided these uses are reasonably related and compatible.
- Town Center/Village Zoning – Concentrate activities such as general retail, service commercial, professional office, higher-density housing, and appropriate public and open space uses easily accessible by pedestrians.
- Design Guidelines/Standards – Provide guidance or develop regulations concerning the appropriateness of buildings, properties, and land uses to create an architecturally and physically cohesive area of specified character. Establish a basis for Planning Commission and City Council evaluation of proposals.
- Minimum Density Requirements – Establish minimum thresholds for residential units per acre, where appropriate, to ensure compact, efficient, thriving development.
- Minimize unusable commercial space and impervious surfaces by allowing flexibility in parking regulations and shared parking where appropriate.

Town Neighborhood

The prevailing feature of this character area will be traditional neighborhood developments with moderate residential density, pedestrian orientation, and street connectivity. Bordering both the Town Center and Historic Oxford character areas, the Town Neighborhood areas maximize infrastructure efficiency and concentrate development to allow preservation or lower densities in more sensitive and rural spaces.

Higher residential densities than typically found in the Historic Oxford area are encouraged, and development in the Town Neighborhood character area will occur where supportive infrastructure and potential for infill exist. Typical dwelling densities will be one unit to ¼-to one acre.

Neighborhood-appropriate public-institutional activity is also encouraged to facilitate walking, bicycling, and community interaction, provided it is developed within the character and context of the neighborhood. Recreation, education, public administration, healthcare, or other similar uses will support increased population densities.

Small, neighborhood scale parks and networks of greenways, pedestrian and bicycle paths, and extensive sidewalks will be important to this classification. Street connectivity will be incorporated within and between developments.

Compatibility

| Zoning Compatibility | Appropriate Land Uses |
|----------------------|---------------------------------|
| R30, R20, R15, I, IC | Residential, Public, Recreation |



Implementation Measures

- Residential Infill Development – Ensure that new infill development is compatible with its neighborhood (DCA model code available).
- Seek National Register of Historic Places status for historic structures where appropriate.
- Require infill and material changes to historic properties or districts to follow design standards to maintain historic integrity and significance.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Facilitate habitat preservation and active living by gateway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect tree canopy.
- Pocket Parks – Establish open spaces owned and managed by local people, providing free, open access to greenspace and protecting wildlife and landscape.
- Evaluate, maintain, and repair municipal utility systems.
- Site schools at locations convenient to residential areas and to encourage safe and active transportation.
- Transportation Enhancements Program – Seek funding for transportation choices projects, including sidewalks, bike lanes, multi-use trails, and streetscape improvements.

- Create a network of trails and greenways to positively impact the community by providing transportation, recreation, and educational opportunities.
- Complete Streets – Accommodate all road users.
- Require appropriate buffers and landscaping between incompatible uses.
- Sign Regulations – Control the aesthetic impact of signage on the community by restricting the location, size, and appearance of advertising signs (DCA model code available).
- Design Standards – Ensure that new development and improvements to existing properties is compatible with the existing/historic character.
- Consider form based concerns when reviewing new development to ensure compatibility.
- Direct growth to suitable locations while preserving sensitive or otherwise critical areas through transfer of development rights.



Estate/Rural Residential

Preserving rural character while accommodating limited residential growth is the predominant theme of this area. The aim is to encourage preservation of land currently used at lower intensities and/or environmentally critical areas, and to discourage incompatible uses. This area will feature large residential lots with limited infrastructure access (sewerage is typically not available and water access varies).

Open space and master planned developments are encouraged to preserve greenspace and retain the rural characteristics of the land designated as Estate/Rural Residential. These areas may also accommodate recreation and public or institutional uses.

The intent is to provide a lower level of service to the area, in terms of transportation and infrastructure expansion, in order to reduce development pressures and retain existing rural qualities. Street connectivity will be incorporated within and between new developments.

Compatibility

| Zoning Compatibility | Appropriate Land Uses |
|----------------------|--|
| R30, RR, I, IC | Residential, Agriculture, Public, Recreation |



Implementation Measures

- Encourage voluntary resource preservation through conservation easements.
- Protect critical lands by developing conservation subdivisions.
- Facilitate habitat preservation and active living by greenway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect rural and environmentally sensitive areas from the encroachment of incompatible uses by directing all new development to appropriate areas as defined on the Future Development Map.
- Seek National Register of Historic Places status for historic structures where appropriate.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Protect tree canopy.
- Design streets to maximize efficiency (minimize pavement width) and safety, and to accommodate all users.
- Cluster development to encourage land use efficiency, natural resources protection, and transportation choices.
- Design developments to be context sensitive.
- Consider form based concerns when reviewing new development to ensure compatibility.
- Concentrate growth in suitable locations while preserving sensitive or otherwise critical areas through transfer of development rights.



Rural

The overall character of the area can be classified as primarily rural, agricultural, or conservation space designated for preservation over the duration of the planning horizon.

Extremely low residential densities may be supported within this area, but the intent is to deter development while preserving natural and agricultural resources – residential structures should not comprise the main or significant use of any one parcel. Rather, while houses may exist on land that is predominantly set for open space or agriculture, the predominant use will assume a more rural nature.

Parks, greenways and multi-use paths, habitat preservation areas (including conservation easements, which can also be invoked to protect agricultural land), and other civic or private open spaces are encouraged.

Compatibility

| Zoning Compatibility | Appropriate Land Uses |
|----------------------|--|
| RR, I, IC | Agriculture, Residential, Public, Recreation |

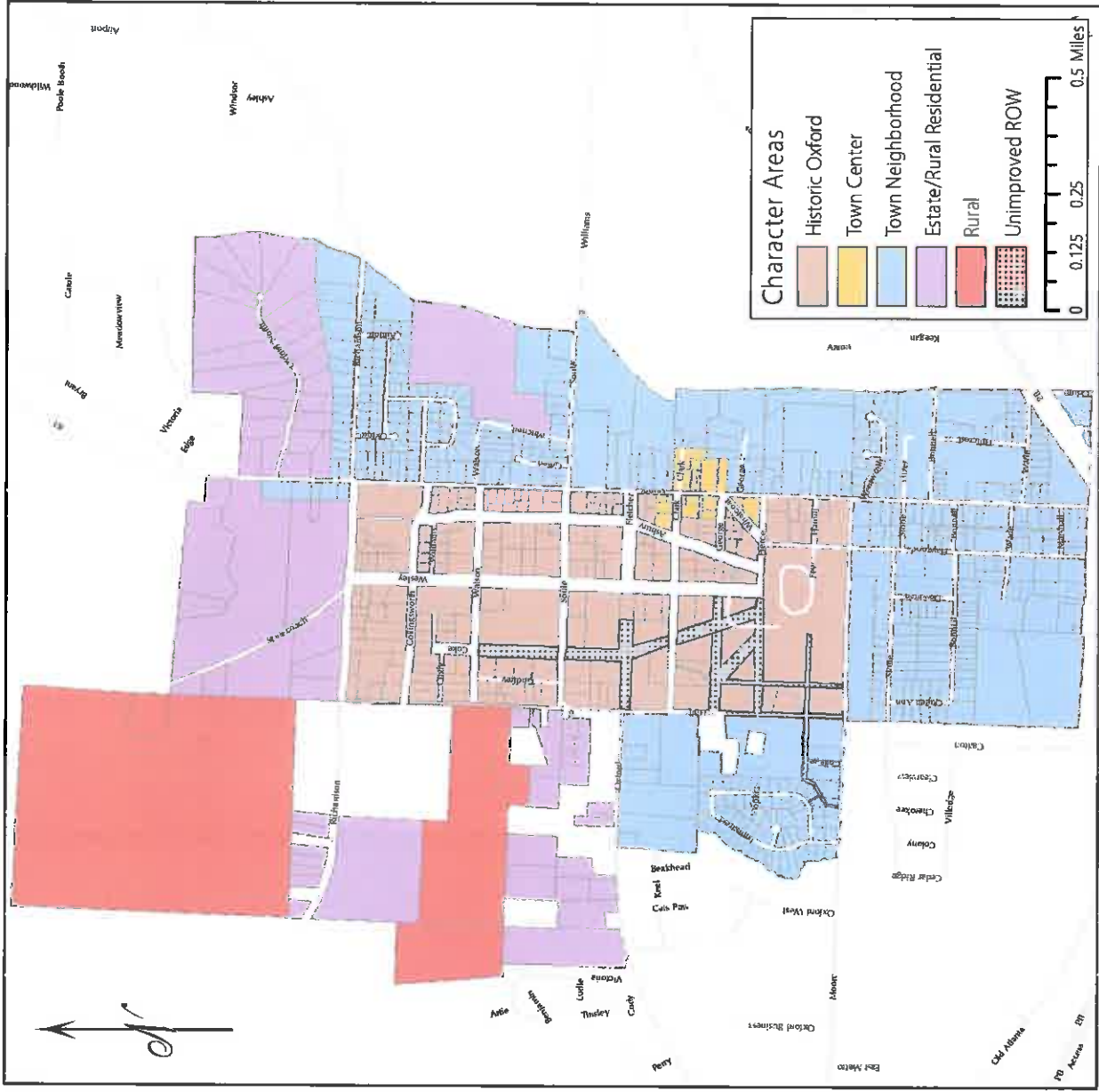


Implementation Measures

- Encourage voluntary resource preservation through conservation easements.
- Protect critical lands by developing conservation subdivisions.
- Facilitate habitat preservation and active living by greenway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect rural and environmentally sensitive areas from the encroachment of incompatible uses by directing all new development to appropriate areas as defined on the Future Development Map.
- Seek National Register of Historic Places status for historic structures where appropriate.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Protect tree canopy.
- Concentrate growth in suitable locations while preserving sensitive or otherwise critical areas through transfer of development rights.



Future Development Map



Chapter 5

Transportation

Due to Oxford’s presence within the Metropolitan Planning Organization (MPO) boundary of the Atlanta Regional Commission (ARC), the State of Georgia requires its comprehensive plan to include this transportation element. MPOs are federally-mandated organizations that provide regional context to transportation planning in urbanized areas. This section and the ARC’s Regional Transportation Plan (RTP) should be used together when considering local transportation decisions.



Oxford Multi-Use Trail

Local and Regional Transportation Considerations

Transportation discussions are found throughout this comprehensive plan. Additionally, the community has identified the following *Objectives and Policies* from the ARC’s RTP (2016, p47) as desirable in Oxford:

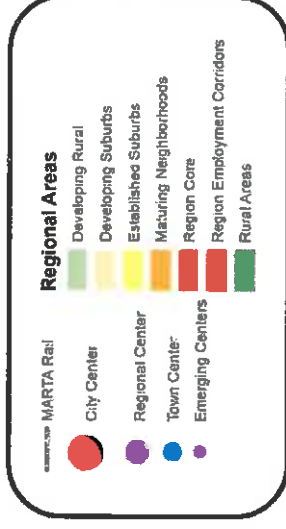
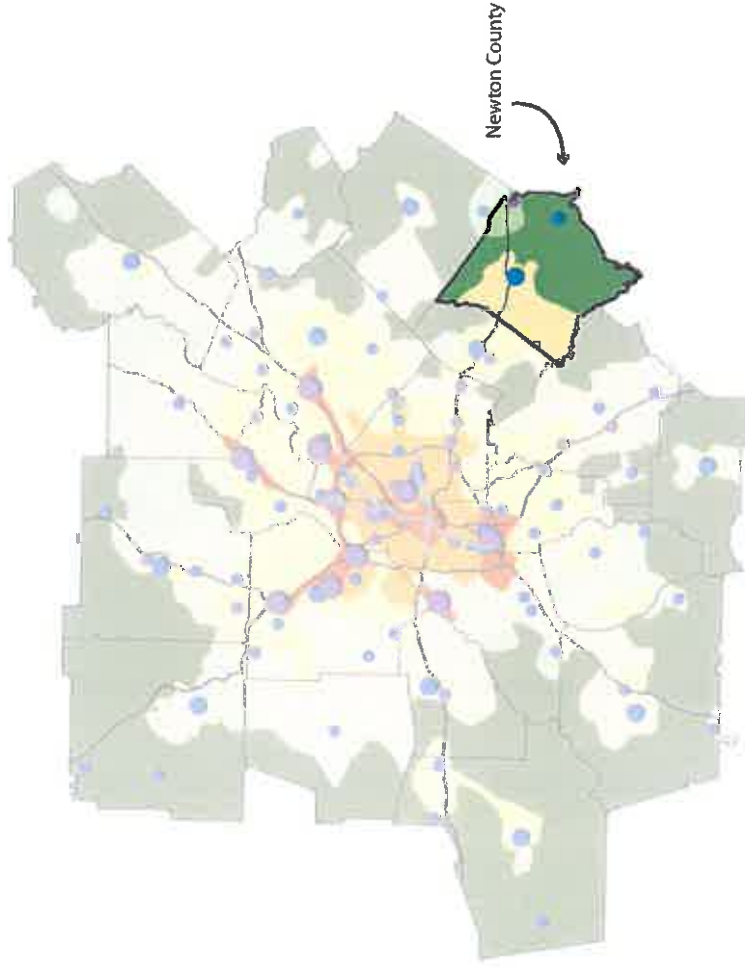
- 1.1 Prioritize data-supported maintenance projects over expansion projects.
- 1.2 Promote system reliability and resiliency.
- 1.3 Promote transit and active transportation modes to improve access.
- 2.3 Promote bicycle transportation by developing safe and connected route options and facilities.
- 2.4 Promote pedestrian-friendly policies and designs.
- 3.1 Prioritize solutions that improve multimodal connectivity.
- 3.4 Implement a complete streets approach on roadway projects that is sensitive to the existing community.
- 4.1 Promote and enhance safety across all planning and implementation efforts, including support for the state strategic highway safety plan.
- 4.2 Coordinate security and emergency preparedness programs across transportation modes and jurisdictions.
- 5.1 Maintain and expand transportation options that serve the region’s most vulnerable populations.
- 5.4 Increase access to areas with essential services, including healthcare, education, recreation, entertainment, and commercial retail.

Growth and Development

Oxford's future land use vision, which is detailed in Chapter 4 and around which additional discussion takes place throughout this plan, prioritizes a new town center, substantial historic preservation, neighborhood-based residential life, and connected greenspace. The ARC RTP's Unified Growth Policy Map, which describes Oxford as Developing Suburbs, conflicts with the community's desired growth patterns. As such, the local government and the ARC should refer to the growth vision and future land use found in this comprehensive plan rather than the RTP's UGPM.

Oxford and the ARC MPO

Oxford does not participate directly in the Atlanta MPO. It is represented through the Newton County government on the Transportation & Air Quality Committee and Transportation Coordinating Committee, and as part of the ARC's Municipal District 5, which includes other cities within Newton, DeKalb, and Rockdale counties. The ARC RTP includes a SR 81 (Emory Street) Bicycle and Pedestrian Bridge project within the city limits, although the bridge itself sits within the City of Covington. (<http://garc.maps.arcgis.com/apps/webappviewer/index.html?id=025ca60f2ee54b779dc77209e51f3f25/>)



Chapter 6

Community Work Program

The Short-Term Work Program (2018-2022), updated every five years, provides a list of specific activities that the community plans to address as immediate priorities. A Report of Plan Accomplishments, which provides status commentary on the previous work plan (2013-2017), follows.

Short-Term Work Program, 2018-2022

(*entries with an asterisk represent carryover items from the previous STWP)

| # | Activity | Timeframe | Responsible Party | Cost Estimate | Funding Source |
|----|--|-----------|--|-------------------|----------------------------|
| 1 | *Update records of historic cemetery for use with city walking tour | 2020 | Departmental staff | Minimal | City |
| 2 | *Develop comprehensive alternative energy plan | 2020 | Mayor & Council, Manager, Departmental staff | Unknown | City |
| 3 | *Pursue Georgia Camera Ready certification | 2018 | Manager | None | NA |
| 4 | *Develop comprehensive branding, marketing, and promotional plan including promoting construction of high-quality residential and commercial development, especially to attract younger families and increase diversity (age and race) | 2019 | Mayor & Council, Manager, DDA | \$30,000 | City, DDA |
| 5 | *Complete bike/ped bridge over I-20; extend sidewalk to Town Center | 2019 | City, Covington, GDOT, ARC | \$750,000 | City, Covington, GDOT, ARC |
| 6 | *Update GIS datasets, including public infrastructure, parcels, and buildings | 2020 | Manager | \$10,000 | City |
| 7 | *Develop plan for use of GIS | 2018 | Manager | \$2,500 | City |
| 8 | *Redesign streets to begin implementing Town Center | 2018 | Mayor & Council, Manager | Unknown | City |
| 9 | *Design and install streetscape improvements to George/Whatcoat streets | 2019 | Mayor & Council, Manager, Departmental staff | Unknown | City |
| 10 | *Develop master plan for Town Center | 2019 | Mayor & Council, Manager, Departmental staff | \$25,000-\$75,000 | City |
| 11 | *Adopt sustainability plan to include transportation, biodiversity, resource conservation, invasive species, etc. | 2018 | Mayor & Council, Manager | \$15,000-\$30,000 | City |
| 12 | *Devise recreation plan | 2019 | Mayor & Council, Manager | \$10,000 | City |

| # | Activity | Timeframe | Responsible Party | Cost Estimate | Funding Source |
|----|--|-----------|---|-----------------------|---|
| 13 | *Decide whether to create a local historic district and, if appropriate, implement a strategy | 2018-2020 | Mayor & Council, Manager | Minimal | City |
| 14 | *Implement public transportation service | 2020 | City, Newton County, GDOT, Newton County Tomorrow | Varies by option | City, Newton County, GDOT, Newton County Tomorrow |
| 15 | *Develop a citywide Complete Streets and Trails Plan that includes a focus on connectivity to Covington | 2018 | Mayor & Council, Manager, Departmental staff | \$2,000 | City |
| 16 | *Develop annexation plan | 2018 | Mayor & Council, Manager | Minimal | City |
| 17 | Establish Welcome/Historic/Arts Center/coffee shop at Yarborough House | 2020 | Mayor & Council, Manager, Departmental staff, DDA | \$50,000-\$100,000 | City |
| 18 | Acquire Palmer-Stone Elementary School for use as community/civic center and small business development resource | 2021 | Mayor & Council, Manager, Departmental staff | Minimal purchase cost | City |
| 19 | Establish skate park and bicycle pump track (possibly behind PSES) | 2022 | Mayor & Council, Manager, Departmental staff | \$200,000 | City, DDA |
| 20 | Establish deer population control program | 2018 | Mayor & Council, Manager, Departmental staff | Minimal | City |
| 21 | Develop and implement plan to install district markers and wayfinding signage throughout the city | 2020 | Mayor & Council, Manager, Departmental staff | \$20,000 | City |
| 22 | Create playscape at George Street Park | 2019 | Mayor & Council, Manager, Departmental staff | \$25,000 | City |
| 23 | Implement high-priority phase projects for Town Center | 2019-2022 | Mayor & Council, Manager, Departmental staff | Minimal | City |
| 24 | Develop DDA strategic plan and evaluate appropriateness of Main Street Program | 2019 | Mayor & Council, Manager, DDA | Minimal | City, DDA |
| 25 | Assign staff to be responsible for offering events and other programming, including as part of a partnership with Newton County and its other municipalities and nonprofit organizations | 2018 | Mayor & Council | None | NA |
| 26 | Complete a housing plan to expand options, including small-scale units and/or cooperative housing, accommodations for seniors, and higher-end homes | 2019 | Mayor & Council, Manager, Departmental staff | \$5,000 | City |

| # | Activity | Timeframe | Responsible Party | Cost Estimate | Funding Source |
|----|--|-----------|--|-----------------|----------------|
| 27 | Devise and implement strategy to assume local control of SR81 | 2020 | Mayor & Council, Manager, Departmental staff, GDOT | Unknown | City |
| 28 | Develop parking study to improve availability and distribution citywide | 2020-2021 | Mayor & Council, Manager, Departmental staff | Minimal | City |
| 29 | Audit and adjust the zoning ordinance as necessary to ensure successful implementation of this comprehensive plan, especially to protect resources, recruit appropriate businesses, and encourage development of desired housing opportunities | 2019-2021 | Mayor & Council, Manager, Departmental staff | \$2,000-\$5,000 | City |
| 30 | Identify additional/alternative revenue sources | 2018 | Mayor & Council, Manager, Departmental staff | None | City |

Report of Plan Accomplishments, 2013-2017

| # | Activity | Status | Notes |
|----|---|-----------|--|
| 1 | Conduct review and assessment of city charter | Complete | |
| 2 | Digitize and archive city records (assign duties to existing staff member or student intern) | Complete | |
| 3 | Work with Newton County to ensure location of new EMS/fire station within or near Oxford | Underway | 2018 Completion |
| 4 | Increase ordinance enforcement and building and safety inspections | Complete | |
| 5 | Purchase software to streamline internal processes (inspections, permitting, work orders, etc.) | Complete | |
| 6 | Enroll in the Certified Literate Community Program, if appropriate | Abandoned | No longer priority |
| 7 | Display information highlighting Oxford's history at City Hall | Complete | |
| 8 | Update self-guided tour and brochure of city and college | Complete | |
| 9 | Update records of Oxford's historic cemetery, for use as part of a city walking tour | Underway | 2020 Completion |
| 10 | Work with GDOT and county BOC to divert truck through-traffic off of SR81/Emory St. and onto SR142, and to apply traffic-calming measures on SR81 within the Oxford city limits | Completed | |
| 11 | Develop ordinance for solar energy (utility committee) | Postponed | 2020 Completion; city prefers to undertake comprehensive alternative energy plan |
| 12 | Conduct annual review of all enterprise funds (cost and rate structure) | Complete | |
| 13 | Pursue Georgia Camera Ready certification | Postponed | 2019 Completion; other projects had higher priority |
| 14 | Develop a marketing plan to promote high-quality residential and commercial development | Postponed | 2019 Completion; other projects had higher priority |
| 15 | Explore use of "smart meters" for electric and water utilities; implement if appropriate | Complete | |
| 16 | Complete Moore/Cook waterline loop | Complete | |
| 17 | Per 2007 ordinance, ensure that all potential customers within 100' of sewer lines tap in and pay fees | Abandoned | Changed applicable ordinance |
| 18 | Work with the city of Covington, GDOT, and ARC to complete a bicycle/pedestrian bridge over I-20 and a sidewalk from the bridge to the Town Center | Underway | 2019 Completion |

| # | Activity | Status | Notes |
|----|--|-----------|---|
| 19 | Replace water mains on Emory St. and Asbury St. | Complete | |
| 20 | Survey city boundary and update GIS datasets | Complete | |
| 21 | Update GIS datasets, including public infrastructure, parcels, buildings, etc. | Underway | 2020 Completion |
| 22 | Develop plan for use of GIS | Postponed | 2018 Completion; other projects had higher priority |
| 23 | Reconfigure design of streets for Town Center development | Underway | 2018 Completion |
| 24 | Design and install streetscape improvements to George and Whatcoat streets | Underway | 2019 Completion |
| 25 | Develop Master Plan for Town Center development | Underway | 2019 Completion |
| 26 | Develop Sustainability Plan to include transportation, biodiversity, resource conservation, invasive species, etc. | Postponed | 2018 Completion; other projects had higher priority |
| 27 | Assess multi-use trail system and develop use and maintenance ordinance | Complete | |
| 28 | Address potential for golf cart usage on city streets and multi-use trails | Complete | |
| 29 | Develop Passive Recreation Plan | Postponed | 2019 Completion; other projects had higher priority |
| 30 | Develop Citywide Wi-Fi Feasibility Study | Abandoned | No longer priority |
| 31 | Ensure consistency of city's zoning ordinance with its goal to accommodate a variety of new residents, in concert with zoning updates for county's 2050 plan | Complete | |
| 32 | Identify and pursue opportunities for infill development | Complete | |
| 33 | Audit and, if necessary, revise local ordinances and future development map | Complete | |
| 34 | Participate in pre-disaster mitigation planning process with Newton County | Complete | |
| 35 | Conduct regular water quality monitoring on local streams | Complete | |
| 36 | Pursue state and/or federal historic designations or other protections for districts and/or properties | Underway | 2019 Completion |
| 37 | Study potential for provision of rural public transportation service | Underway | 2020 Completion (rework for STWP) |
| 38 | Participate in the activities of the Northeast Georgia Bicycle and Pedestrian Task Force | Complete | |
| 39 | Prepare a plan for development of city's Service Delivery Area as it pertains to water and sewer services | Complete | |

| # | Activity | Status | Notes |
|--------------|--|--------------|---------------------|
| 40 | Develop tree management plan and adjust tree ordinance accordingly | Complete | |
| 41 | Identify, mark, and develop material about all historic properties in Oxford | Complete | |
| 42 | Implement Central Newton County Plan for Bicycling and Walking | Underway | 2021 Completion |
| Long-Range 1 | Encourage and assist home-owners in upgrading safety and efficiency of homes | (Long-Range) | Carryover into STWP |
| Long-Range 2 | Study benefits of annexing existing/potential industrial sites to diversify tax base | (Long-Range) | Carryover into STWP |

Appendix

Appendix: Participation Records

Public Hearings: 9/18/17 & 12/4/17

The City of Oxford announces a Public Hearing for the beginning of the comprehensive planning process at 2:00 PM on September 18, 2017 in the Oxford City Hall Community room. The purpose of the Public Hearing is to brief the community on the planning process and opportunities for public participation therein. A Public Meeting, at which attendees will be asked for their input on the City's future, will be held immediately afterward at the same location.

The City of Oxford announces a Public Hearing for the draft comprehensive plan at 8:30 PM on December 4, 2017 in the Oxford City Hall Community room. The purpose of the Public Hearing is to brief the community on the contents of the plan, provide an opportunity for final suggestions, and notify the public of the submittal and adoption schedule.

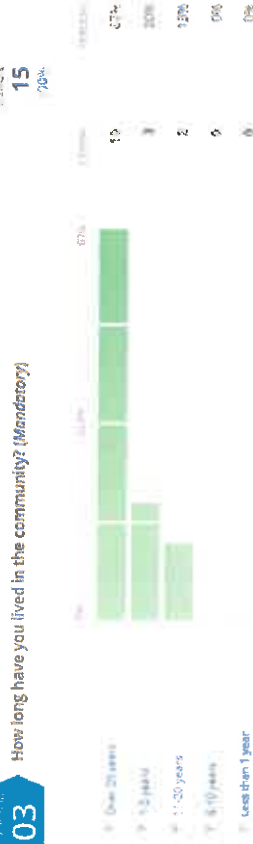
| NAME | TITLE | ADDRESS | EMAIL |
|------------------|--------------------|--------------------------------|--------------------------|
| MUE BETH | Citizen | 1020 Emory St | cityhall@oxfordga.com |
| SMITH BOB | City Council | PO 1444 Oxford | bobsmith@oxfordga.com |
| Sarah Davis | City Council | RD Box 307, Oxford | sarahd307@aol.com |
| GARY SAUND | | 45 Lonsvegas Dr | G.M.SAUND@OXF.GA |
| BOBCH MIY | | 1112 Wesley St | Zach.Bobch@oxfordga.com |
| STANLEY A WILSON | Planning Committee | Par Wesley St | stanleyaw@oxfordga.com |
| ANDERSON KEITH | Community Leader | 106 covered way, Oxf, GA 30058 | keithanderson515@aol.com |
| BECK STEPHEN | President/Member | 2101 Clark St | stephenbeck@oxfordga.com |
| McPherson Eugene | Arch. Co. Member | 9464 | ep@oxfordga.com |
| Louise Eady | Citizen | 301 W. State St. Oxford | loeady@oxfordga.com |
| Ellyn Lester | Citizen | 220 E. Clark St Oxford | |
| Kelly Leavelle | Citizen | 222 E. Clark St | |
| Maisha Myles | 32A member | PO Box 1246 | maisham12@aol.com |
| Andrya Wilson | Deborah | 201 W. Clark St | awilson@oxfordga.com |
| JUDY GREY | Chairman | PO Box 1246 | jgreyc@oxfordga.com |
| Small Robert | Citizen | 1005 Oxford St | robertsmall@oxfordga.com |
| MAY DAVID | Citizen | 512 W. 4th St | dmay@oxfordga.com |
| GRIZZ HILZ | David's Member | P.O. Box 575 | grizzhilz@oxfordga.com |
| ARSHI QURESHI | Citizen | 411 QUEEN ANN ST | arshi@oxfordga.com |
| ARSHI MADHAN | Citizen | 1216 W. 4th St | arshimad@oxfordga.com |
| LOUISA WILSON | Member | 303 Wesley St | loewis@oxfordga.com |
| THOMAS BERRY | Treasurer | 70 Montwork Dr | spc.courtesy@aol.com |
| THOMAS BERRY | Council | 70 Montwork Dr | spc.courtesy@aol.com |
| DAVID WILSON | Member | 10th. Clark St | willson@oxfordga.com |
| LEWIS ROBERT | Mayor | PO Box 1246 | lewisc@oxfordga.com |

| NAME | TITLE | ADDRESS | EMAIL |
|-----------------|----------------|-------------------------|-----------------------------|
| Sarah Davis | Council Member | P.O. Box 307 Oxford GA | sarahd307@aol.com |
| WILLIAM DIMER | Citizen | 312 W. Clark St | williamdimer@oxfordga.com |
| THOMAS BERRY | Citizen | 312 W. Clark St | thomasberry@oxfordga.com |
| JERRY ROBERTSON | Citizen | 70 Westworth Dr, Oxford | jerryrobertson@oxfordga.com |
| ANDRYA WILSON | Deborah | 201 W. Clark St | awilson@oxfordga.com |
| ANDRYA WILSON | Council Member | 119 S. Highway 4, Oxf | awilson@oxfordga.com |
| ANDRYA WILSON | Citizen | 201 W. Clark St | awilson@oxfordga.com |
| ANDRYA WILSON | Citizen | 100 W. Education Street | awilson@oxfordga.com |
| ANDRYA WILSON | Citizen | 110 W. Clark St Oxford | awilson@oxfordga.com |
| ANDRYA WILSON | Citizen | 70 Westworth Dr. | awilson@oxfordga.com |
| ANDRYA WILSON | Citizen | 1002 Wesley St | awilson@oxfordga.com |
| ANDRYA WILSON | Citizen | 302 Emory St | awilson@oxfordga.com |

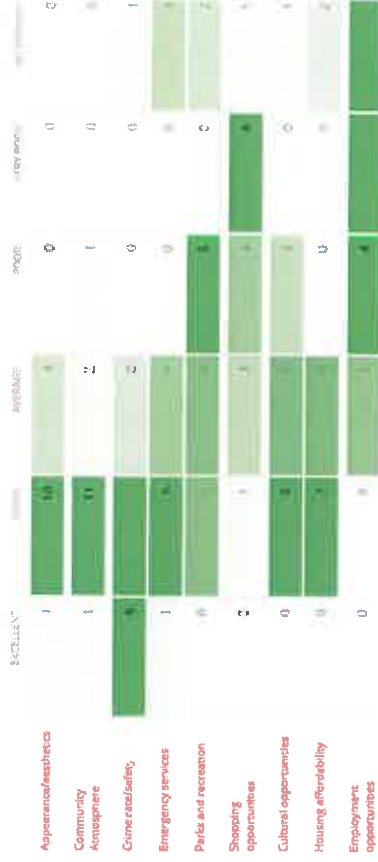
Input Meetings: 9/18/17 & 10/16/17

| NAME | TITLE | ADDRESS | EMAIL |
|---------------------|-------------------------|------------------------|--------------------------|
| MIKE BISHOP | Citizen | 1020 Emory St | dick7431@comcast.net |
| JACK WISEMAN | Council Member | PO Box 1494 | Wwiseman@oxfordga.gov |
| SPENCER DAVIS | Council Member | PO Box 2071 | smdavis@oxfordga.gov |
| EMERY SWAN | Council Member | 95 Waynes Dr | eswan@oxfordga.gov |
| ANDREW BISHOP | Community Leader | 106 Oxford Loop SE | andrewb1980@gmail.com |
| JANE WILSON | Community Leader | 11400 Wiston St | janew@oxfordga.gov |
| STEPHEN HILLMAN | Community Leader | 1415 S. Turner Blvd | shillman@oxfordga.gov |
| MARRON HOPPE | Community Leader | 714 Clark St | hoppe@oxfordga.gov |
| DAVE SETHAN | Community Leader | 381 W. State St | dsethan@oxfordga.gov |
| LOUISE LEE | Citizen | 220 E. Clark St | lee@oxfordga.gov |
| ALLEG WALKER | Citizen | 1601 E. Clark St | walker@oxfordga.gov |
| KEVIN TAYLOR | Citizen | 1601 E. Clark St | taylor@oxfordga.gov |
| MICHAEL WYNN | PDA member | PO Box 1224 | mwyinn@oxfordga.gov |
| TRACY DOUGLAS | Citizen | 319 N. Clark St | tracyd@oxfordga.gov |
| ANNETTE VANDER WOOD | Senior Committee Member | 201 N. Clark St | avanderwood@oxfordga.gov |
| LESLIE BURDE | Citizen | 411 Broadview St | leiburde@oxfordga.gov |
| GREG HOLT | Community Member | PO Box 1285 | gregholt@oxfordga.gov |
| FRANK RYAN | Community Member | PO Box 1044 | frankryan@oxfordga.gov |
| JIMMY WALKER | Citizen | 1216 Keady St | jwalker@oxfordga.gov |
| JUDY GRIFF | Citizen | 20 Morris Hill Hill Rd | judygri@oxfordga.gov |
| LAURA McCALEN | Citizen | 1605 W. Clark St | lauramc@oxfordga.gov |
| CHLOE WALKER | Citizen | 1410 W. Clark St | chloew@oxfordga.gov |
| DAVE WILSON | Citizen | 1410 W. Clark St | davew@oxfordga.gov |
| JESSE ROSS | Citizen | 106 E. Clark St | jesseross@oxfordga.gov |

Selected Questionnaire Results



04 Please indicate your opinion of the following attributes of the community:



NEGRC

NORTH EAST GEORGIA REGIONAL COMMISSION

| NAME | TITLE | ADDRESS | EMAIL |
|---------------|----------------|------------------------|------------------------|
| JACK WISEMAN | Council Member | PO Box 1494 | Wwiseman@oxfordga.gov |
| EMERY SWAN | Council Member | 95 Waynes Dr | eswan@oxfordga.gov |
| JANE WILSON | Citizen | 11400 Wiston St | janew@oxfordga.gov |
| JIMMY WALKER | Citizen | 1216 Keady St | jwalker@oxfordga.gov |
| JUDY GRIFF | Citizen | 20 Morris Hill Hill Rd | judygri@oxfordga.gov |
| LAURA McCALEN | Citizen | 1605 W. Clark St | lauramc@oxfordga.gov |
| CHLOE WALKER | Citizen | 1410 W. Clark St | chloew@oxfordga.gov |
| DAVE WILSON | Citizen | 1410 W. Clark St | davew@oxfordga.gov |
| JESSE ROSS | Citizen | 106 E. Clark St | jesseross@oxfordga.gov |

City of Oxford: Comprehensive Plan Update
Input Meeting #2: October 16, 2017 - 5:00 p.m.
Oxford City Hall

STATE OF GEORGIA
COUNTY OF NEWTON

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND
CHAPTER 38 VEGETATION, ARTICLE III TREE MANAGEMENT, BY AMENDING
SECTION 38-58 PARAGRAPH (A), PUBLIC TREE CARE; TO REPEAL ALL
CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY, AN
EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

WHEREAS, the City pursuant to O.C.G.A. Sec. 36-35-3 known as the "Home Rule for Municipalities", is authorized under paragraph (a) of the rule to adopt clearly reasonable ordinances, resolutions or regulations related to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the Mayor and Council of the City deem it in the best interest of the government and the residents of the City, and further as a matter of public safety, to permit private property owners adjacent to City streets, alleys, avenues, and public grounds to plant street trees, but only after obtaining written permission from the Oxford Trees, Parks and Recreation Board; and

WHEREAS, the Mayor and Council of the City of Oxford have determined that the proper means of addressing said concern is to amend Chapter 38: Vegetation; Article III: Tree Management: Section 38-58: Public Tree Care; and

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Oxford that Chapter 38: Article III: Section 38-58 be amended in paragraph (a), as follows:

(Additions are in **underlined bold italics**; deletions are ~~struck through~~)

Section 1.

CHAPTER 38 - VEGETATION

ARTICLE III. -- TREE MANAGEMENT

Sec. 38-58. - Public tree care.

- (a) The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, and public grounds as may be necessary to insure public safety or to enhance the symmetry and beauty of such public grounds. This section does not prohibit the planting of street trees by adjacent property owners providing the selection and location of the trees is in accord with the tree plan and with all relevant sections of this article, *and they obtain written permission from the Trees, Parks and Recreation Board before planting.*
- (b) The Trees, Parks and Recreation Board may recommend to the City to remove or to order to be removed any tree or part thereof which is:
 - (1) In an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or any other public improvements; or
 - (2) Affected with any injurious fungus, insect or other pest.

Section 2. Repeal of All Ordinances in Conflict

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

Section 3. Severability

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

Section 4. Effective Date

Pursuant to Sec. 2-21 (9) (D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 5th day of February, 2018.

Second reading and adoption, this ___ day of _____, 2018.

CITY OF OXFORD

Jerry D. Roseberry, Mayor

Sarah T. Davis, Council Member

David Eady, Council Member

George R. Holt, Council Member

Michael Ready, Council Member

Jeff Wearing, Council Member

James H. Windham, Council Member

ATTEST:

Lauran Willis, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney



Memo

To: City Council
From: Matthew Pepper, Assistant City Manager
Date: Thursday, January 18th, 2018
Re: Police Department Salary Recommendations

The purpose of this memo is to propose salary recommendations for our Patrol Officer and Lieutenant positions as the police department transitions from four to three officers.

Currently, the starting salary range for the Patrol Officer position is 17-A to 17-D, or \$16.99-\$18.30 an hour. We recommend that we reclassify the police officer position from Grade 17 to Grade 18. Commensurately, the starting salary would now range from \$17.85-\$19.23 an hour. This change reflects an increase in the base pay of \$.86 an hour.

As for the Lieutenant position, the starting salary is 18-A to 18-D, or \$17.85-\$19.23 an hour. We likewise recommend a salary reclassification of the position from Grade 18 to Grade 19. With this change, the new starting salary range would be from \$18.76-\$20.20 an hour. This change reflects an increase in the base pay of \$.91 an hour.

By eliminating one police officer position, we estimate a total savings of \$54,000 in personnel costs for the police department.

As part of the salary increases, we recommend reclassifying the Lieutenant position to Sargent, as it becomes available, to better reflect the position's current responsibilities.

ENCLOSURES

Approved February 5, 2018 (Attached)

110 W. Clark Street
Oxford, GA 30054
Phone 770-786-7004
Fax 770-786-2211
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor Jerry D. Roseberry
City Manager Bob Schwartz
City Clerk Lauran Willis

Wednesday, February 07, 2018

Latham Home Sanitation Co., Inc.
P.O. Box 515
Loganville, GA 30052

COPY

Dear Barbara:

This is in reference to your letter dated November 1, 2017, in which you stated that effective January 1, 2018, the new monthly rate for residential once per week garbage and recycling collection will increase to \$10.95 per household, and the commercial rate will increase to \$14.95

On February 5th, 2018, the City Council voted to accept the increase stated in your letter, effective the next contract period which begins on July 1, 2018.

Please be advised that our current contract period is from July 1, 2017 to June 30 2018, and that mid-year changes to the terms of the contract are prohibited. The contract states that, "Any change in terms shall require a 120 days written notice prior to June 30 of the year."

We contend that the official notice dated November 1, 2017, which states the increase will take place on January 1, 2018, does not meet the 120 day requirement as enumerated in the current contract. Therefore, we formally request that the rate increase take effect on the first day of the city's upcoming fiscal year, which is July 1st, 2018. This will allow us to make the requisite adjustments in our operating budget.

Please call me if you have any questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Pepper', is written over a faint, larger version of the same signature.

Matthew Pepper
Assistant City Manager



Memo

To: City Council
From: Matthew Pepper, Assistant City Manager
Date: Thursday, January 18, 2018
Re: Code Enforcement Bids

We have received the bids for code enforcement services. The proposed contract will provide one code enforcement officer to visit homes on a complaint-basis. The bids reflect the required scope of work, and each bidder possesses relevant certifications from the International Code Council (ICC).

Although not the low bidder, we recommend that the contract be awarded to Bureau Veritas North America, Inc. for the remainder of 2018. The \$2,000 code enforcement software subscription required by Clark Patterson Lee is an unnecessary expense given our total amount of housing units.

| Name | Normal Business Hours Rate | Outside Business Hours Rate | Notes |
|------------------------------------|----------------------------|-----------------------------|---|
| Clark Patterson Lee | \$75.00 | \$75.00 | Requires an annual code enforcement software subscription of \$2,000. |
| Bureau Veritas North America, Inc. | \$80.00 | \$125.00 | |

DATE ENTERED _____
 DATE BOOKED _____

Snapping Shoals EMC

MATERIAL SOLD/ADJUSTMENTS

BUYER/PURCHASER City of Oxford
 ADDRESS _____

DATE 1/29/18

| DESCRIPTION | ITEM # | QTY. | UNIT COST | TOTAL COST |
|------------------------------|--------|------|-----------|------------|
| 2006 ford f-650 bucket truck | | | 15,000.00 | 15,000.00 |
| 3FRWF65F76V247978 | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |

ACCOUNT # _____

SUB-TOTAL 15,000.00
 TAX (7%) _____
 TOTAL COST 15,000.00

PAID BY: CASH _____
 PAYROLL DEDUCTION _____
 TO BE BILLED _____

CHECK XXXXXXX
 OTHER (SPECIFY) _____
 DATE BILLED _____

REMARKS: Sold as is where is.No warranty

ISSUED BY: _____ (WAREHOUSE PERSONNEL)

SIGNED: _____ (BUYER/PURCHSER)

RECEIVED IN ACCOUNTING _____
 DATE & INITIAL _____