



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, July 18, 2016 – 6:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Scottie Croy; Hoyt and LaTrelle Oliver, Kendra Mayfield, Todd Cain, Cheryl Ready, Robert Aiken, Anderson Wright.

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

Agenda

Attachment A

Honorary Councilmember

Mayor Roseberry introduced Robert Aiken as the Honorary Councilmember for August who was appointed by Councilmember Melvin Baker.

Mayor's Announcements

Mayor Roseberry announced he received notice from DNR that the deadline for the Gator Lottery Permits to hunt alligator is July 31st. He also announced there has been another violent attack in Germany today.

MEAG Voting Representative

Councilmember Mike Ready gave an update on the MEAG annual meeting he attended last week. He said this year's theme was "Every City in Trouble with Electricity". He said MEAG presented discussion on solar energy and the effects it will have on electricity. Ready pointed out that the city needs to review its plan on solar and look at revenue sources as it relates to electricity. Ready presented council with a 2016 Directory from MEAG which contains their Regional Manager Assignments, Financial Services and Engineering, Planning & Operation contacts.

East Clark

City Manager Bob Schwartz said we are working on getting prices for the demolition of the two structures on East Clark Street. He and Chief Harvey have taken photos of the two structures as requested by council for our file documentation. Schwartz said he will have the final prices at the next meeting.

DDA Study Committee

Committee Chairman Mike Ready said the DDA Committee has met on several occasions to determine the need and options the city has for a Downtown Development Authority with the focus on what the city can do in the next five years to have development in the city. Ready presented a draft of questions with various sources and task used to create the list depicting the options of a DDA vs public/private partnership or a developer. Councilmember Baker asked; "What is the relationship between the DDA and Council"? Councilmember Eady said DDA is not the only way to go, the city would be able to select options, manage and execute their own plan. Attachment B

Substandard Rental Properties

Mayor Roseberry said we need to discuss the need for an ordinance to deal with substandard rental properties, including requiring inspections before connecting utilities. Mayor Roseberry said we need to take action on trying to improve rental properties. We need to put an ordinance in place that would allow the city to inspect and require inspections of properties. City Manager Bob Schwartz presented a copy of the ordinance from the City of Porterdale which explains how they handle substandard rental properties. Councilmember Eady said we need to look at the issues comprehensively, looking at revenue and shifting revenue to the property tax side instead of consumption base tied to enterprise fund. Councilmember Windham said we need to look at and re-emphasize our policy regarding junk cars, tires etc. With the increasing threat of zika virus citizens should clear out old tires and junk that may be retaining water.

Purchase of Police Vehicle

City Manager Bob Schwartz said the FY2017 budget includes \$24,000 for the purchase of a replacement vehicle. Chief Harvey presented a memo including three bids on purchasing a new patrol car. Harvey said after reviewing of the bids we are requesting Council approval of a purchase order for \$23,727 to Allen Vigil Ford on the state contract. This will be presented to Council at the August meeting for approval. Attachment C

Speed limit on E. Soule Street

Chief Harvey presented discussion regarding the speed limit on Wesley Street & E. Soule Street. He said after meeting with Mr. Kendrick Collins, the district traffic engineer for the Department of Transportation, Mr. Collins had no objection to approving Wesley Street; however he did have an issue with E. Soule Street after seeing the statistics from our traffic data recording device. Collins said he had an issue with the department operating speed detection devices with a speed limit of 25 mph. He suggested the speed be raised to a minimum of 30 mph, with a speed reduction sign placed before entering the city. Based on these findings Chief Harvey made a recommendation to council to approve the increase in the speed on E. Soule Street to 30mph. After discussion Mayor Roseberry instructed City Manager Bob Schwartz to have the city attorney draft an ordinance to raise the speed limit on E. Soule from 25mph to 30mph for a first reading at the August 1 meeting. Attachment D

Misuse of the 911 System

Chief Harvey informed Council that we have had some problems with people abusing the 911 system. Chief

Harvey explained the issues and presented Council with a *Draft* ordinance with a recommendation for adoption to prevent future issues. After discussion Mayor Roseberry instructed City Manager Bob Schwartz to have the city attorney put together an ordinance for misuse of the 911 system for a first reading at the August 1 meeting. Attachment E

Projects Status and Engineer's Progress Reports

City Manager Bob Schwartz presented reports depicting the timelines for various FY2017 budgeted projects. He also presented the June activity summary report from City Engineer Robert Jordan. Attachment F & G

Write-Off of Uncollectible Debt

City Clerk Lauran Willis presented discussion regarding the write-off of uncollectible debt for FY2016. Willis said the total as of Jun 30, 2016 is \$31,602.74. We will request Council approve a resolution to write off the budgeted amount for FY2016. After discussion Mayor Roseberry requested City Clerk Lauran Willis to research our policies to determine if we need to make any changes that would reduce the amount of uncollectible debt.

The meeting was adjourned at 7:02 PM.

Respectfully submitted,



Lauran S. Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JULY 18, 2016 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Baker appointed Robert Aiken as the Honorary Councilmember for August.
2. **Mayor’s Announcements**
3. **East Clark** – We are working to get prices for the demolition of the two structures on East Clark.
4. **DDA Study Committee**
5. **Substandard Rental Properties** – We need to discuss the need for an ordinance to deal with substandard rental properties, including requiring inspections before connecting utilities.
6. *** Purchase of Police Vehicle** – The FY2017 budget includes \$24,000 for the purchase of a replacement patrol vehicle. We are requesting Council approval of a purchase order for \$23,727 to Allen Vigil Ford on the state contract. We have attached a memo from Chief Harvey including the other bids received.
7. *** Speed limit on E. Soule Street** – In order to receive state DOT permission to use radar on E. Soule, we recommend that the speed limit on E. Soule be increased from 25 mph to 30 mph. We have attached a memo from Chief Harvey explaining the change.
8. *** Misuse of the 911 System** – Recently we have had some problems with people abusing the 911 system. We recommend adoption of an ordinance to prevent this in the future. We have attached a memo from Chief Harvey explaining the problem and included a *DRAFT* ordinance for you to consider.
9. ***Projects Status and Engineer’s Progress Reports**
10. **Write-Off of Uncollectible Debt** – The total of bad debt for FY 2016 as of June 30, 2016 is \$31,602.74. We will have a request on the August agenda for a motion to write-off bad debt.

*Attachments

DDA Questions and Tasks

Here's the list of the sources we used.

- Perry Hiott, GMA, Director, Community Development, Phone: (678) 686-6207
- Monica Callahan, executive director DDA and city planning director, Madison, (706) 342-1251 X207
- Randy Vinson, planning director, Covington (770) 385-2020
- Bob Thomson, Village Manager, Porterdale
- Ron Feldner, City Manager, Garden City, 912-966-7777
- Brett Bennett, City Manager, Erin Phillips, Community Development, Springfield, (912) 754-7617

1) QUESTIONS

a) Can we use a DDA to promote housing?

- i) Perry Hiott said there are a few examples across the state. Many cities combine mixed uses with commercial development downstairs and residential development upstairs. Madison has done some cottages which are solely housing at a place called Walker Rose Lane. Some cities have shied away from housing because it is not specifically mentioned in the enabling legislation but others have gone ahead with it because it improves economic development.
- ii) Randy Vinson said yes.
- iii) Monica Callahan said yes. DDA's develop housing all over the state. The first project they did in Madison was for single-family housing (a development of seven detached homes - Walker Rose Lane).

b) Can a DDA be a dependent authority?

- i) Perry Hiott said the DCA sends out a questionnaire and has a database including all DDA's in the state. You can sort it by type. Most DDA's are considered dependent because their finances are included in the local government's audit. However, that does not change the fact that the DDA board is virtually independent from the City Council. In fact, it is only because the DDA board is independent that the DDA has some of

the authority that it has. There are other provisions in state law and in case law that require the DDA to operate independently.

- ii) According to the DCA database, there are 128 dependent DDA's in the state and 43 independent DDA's.
 - iii) Randy Vinson said it may be "dependent" because the DDA financial statement is included within the city's financial statement but the board of directors is independent of City Council, other than being appointed.
 - iv) Monica Callahan said DDA's are dependent authorities depending on their finances. That is, it depends on who does the audit. However, it needs to be remembered that DDA's are creatures of the state regardless of how they are classified.
 - v) Monica Callahan said a dependent DDA is included in the city audit and is also included on the city's insurance policy.
 - vi) Monica Callahan said the DDA is a tool of the city. Its job is to implement the plan adopted by the city.
- c) Does the city review all the proposed debt of the DDA?**
- i) Perry Hiott said yes.
 - ii) Randy Vinson said yes.
- d) What is a development authority?**
- i) Perry Hiott said check Georgia code 36–62–1. Not many cities have development authorities; most cities have DDA's. We should check to see whether or not Newton County has an industrial development authority or a development authority.
- e) Why create a DDA and not a development authority?**
- i) In Porterdale, Bob Thomson said they created an urban redevelopment authority. It suits their needs better, but you have to meet certain criteria of poverty and blight which would not apply in Oxford.
 - ii) Monica Callahan said these are often economic development authorities or industrial development authorities and often work outside the downtown area. They do not concentrate on the downtown or city center.
- f) What happens if we run out of projects for the DDA to handle?**
- i) Perry Hiott said probably half of the DDA's in the state are not very active. They are simply standing by and waiting for another project to come along.

- ii) Perry Hiott asks: “Why wouldn’t more opportunities come up?” There may be a need in the future beyond the two projects we are considering at this time.
 - iii) Perry Hiott said a few cities have more than one DDA. That is, one was created under a state constitutional amendment (when that was possible) and one was created under the statutory state law. Often, they have overlapping boards and they use whichever one is better suited to a particular project. LaGrange is an example of a city with two DDA’s.
 - iv) Monica Callahan said that often DDA’s go quiet for a number of years. When she arrived in Madison three of the members of the DDA had passed away. It took a little while to get it reactivated.
 - v) In Springfield they are starting with one project. Some time ago the city purchased a large furniture warehouse on Main Street. It has been vacant for some time. The city is planning to deed that to the DDA as both a source of revenue and as the first project. That is, it’s a source of revenue if the first project is successful.
- g) Instead of a DDA, should we solicit proposals for a public/private partnership or to select a developer?**
- i) Perry Hiott said the city is very limited in how it can deal with a developer. The city is limited by state law to competitive sealed bids and public auction when it comes to selling property. A DDA is much more flexible when it comes to dealing with a developer. If the city needs to be a developer and needs to sell property then the DDA is the only way that works well under Georgia law.
 - ii) Randy Vinson said it would be possible to solicit a proposal from a developer. The city would prepare an RFP and with the criteria to be used to make the selection and what kind of project we would like. The city could sell the property outright or could retain ownership but would need to list what the developer’s interest would be. It would be helpful to find one or two developers interested before issuing the RFP.
 - iii) Randy Vinson said one possibility for a developer would be an alumni of Oxford College and Emory who is also a developer. That is, if we could find one.
 - iv) Randy Vinson said he has discovered in Covington that for certain activities the DDA still has to advertise and hold its meeting in the

sunshine. He's not sure a DDA has that much of an advantage over a city in negotiating with the developer.

- v) Monica Callahan said yes as long as you take bids, but you do not have as much flexibility as with a DDA.
- vi) Ron Feldner said Garden City has recently awarded a sales contract to Roberts Properties of Atlanta for 19 acres in their town center development area. They sold the property for \$1.3 million. Among other things, Roberts will construct 200 apartment units in 12 buildings on the space. Ron Feldner said they solicited bids and received several. The best source for bids was the advertisement they placed on the GMA website. If he was doing it again he might hire a realtor as a consultant at the beginning in order to help prepare the RFP and to help make connections with potential bidders. The city has had this property for some time and was unable to do anything with it during the 2008-2009 recession.

h) Should the area of the DDA be the whole city or a smaller area?

- i) Perry Hiott said numerous small cities use the entire city as the area. It could be smaller and amended to enlarge it later. However, it often works best to have the entire city as the area, particularly for a smaller cities such as Oxford.
- ii) Randy Vinson said it might as will be the whole city limits.
- iii) Monica Callahan said that she thinks whole city DDA's lack focus. She recommend starting with a smaller area and expanding it if and when necessary. It is very easy to enlarge the district if necessary. A Resolution by City Council is all that is needed.

i) Is DDA eligible for grant funds that are not available to the city?

- i) Perry Hiott is not aware of any special grants to the DDA that a city would not be eligible for. But, there is considerable financing available to a DDA that is not available to the city. These are loans from the Georgia Cities Foundation and loans from the DCA (Georgia Department of Community Affairs) revolving loan fund. In some projects DCA will make a loan both to the DDA and to the developer.

j) Can the DDA borrow more than the city?

- i) In Madison the DDA has been successful in obtaining a loan from GEFA for a development project.

k) How can the DDA return investment to the City?

l) Perry Hiott said this will be possible under an intergovernmental agreement.

m) Who should the attorney be for the DDA?

i) Perry Hiott said about half the cities use the city attorney and about half have a separate attorney for the DDA. Sometimes it's a conflict for the city attorney to also handle the work of the DDA. However, in a smaller city sometimes it's the easiest way to do business.

ii) Monica Callahan said an attorney with real estate experience is helpful.

n) What about training for DDA members and staff?

i) GMA offers beginning training four times a year. This works well for the required eight hour training for DDA members and also is attended by city staff.

ii) In addition, GMA offers advanced training twice a year. This is also attended both by DDA board members and city staff. Monica Callahan sometimes teaches the advanced course.

iii) In Springfield, they are contracting with the Carl Vinson Institute to deliver the initial training at City Hall. In addition to the DDA members they are also going to invite all the members of City Council.

o) Other DDA's

i) Randy Vinson said visiting Madison was a good idea. The DDA in Covington was created by the Main Street group and I should talk to Josephine about that. Randy Vinson also suggested talking to Bob Thomson in Porterdale.

ii) The City of Springfield created a DDA in March, 2016. The reason was to help promote development in their downtown. Springfield is the county seat of Effingham County with a city population of 2,852.

p) Staffing for the DDA

i) Some DDAs share city staff. In Monticello the city manager served as the secretary for the DDA and the city clerk did its finances. The DDA was included in the city audit.

ii) In Madison the city planning director, the city manager, and the city finance director all devote part of their time to the DDA. This is the most common practice.

iii) In larger cities, the DDA has its own dedicated staff.

- iv) In Garden City, the development work is done by the city manager and the staff of the department of community development. They are operating without a DDA and have recently awarded a proposal to a developer.
- v) It might be possible to hire part time staff, such as a project manager, to work with the DDA on particular projects.

2) TASKS

a) Prepare a list of +’s and –’s.

(+)	(-)
Create additional housing in city.	Creating another organization may cause confusion between what Council does, what the Planning Commission does, and what the DDA does.
New commercial development – may be a way to finally develop Town Center	There will be some cost for the city to provide operating funds to the DDA or loan city staff part time to the DDA.
Creates a group or organization with the sole purpose of development.	Once a DDA is activated it cannot be dissolved. The city can withdraw support and stop appointing board members.
A DDA can more easily make real estate deals than a city council.	We may not find 7 people interested and qualified to serve as members of the DDA
Create a point of contact for developers.	
A way to involve local businesses in city development.	
Gives us a formal mechanism to work with Oxford College on development issues.	

b) How can City Council provide direction for the DDA?

- i) Vision statement
- ii) Intergovernmental agreement
 - (1) Some of the relationship between the Council and the DDA could be defined in an intergovernmental agreement. Monica Callahan gave us three examples of an intergovernmental agreement.
- iii) Define geographic area
 - (1) It would make sense to define a smaller geographic area to begin with. We could concentrate on the one or two areas where we have a project in mind. Later, we could add to the area of the DDA by a Resolution of City Council.
- iv) Select which property to deed to DDA for development purposes
 - (1) This will be done on a project by project basis. The property does not have to be given to the DDA. It could be sold or sold on a contingency basis.
- v) Provide DDA with funding.
 - (1) This will be a decision each year as part of the budget process. In addition to funding for the DDA the city could decide what services to provide using city staff. This could include the city clerk to provide financial help and the city manager to provide administration support.
- vi) Provide direction on a project by project basis
 - (1) By zoning and other devices Council could set the development goals for each piece of property as it is transferred to the DDA.
- vii) In Springfield, after the initial training, they are planning a joint workshop between City Council and the DDA to discuss the city's vision and the goals of the DDA.

c) What is the purpose of our DDA? What are we trying to do?

- i) Need a Vision Statement
- ii) E. Clark development
- iii) Development of town center

d) How does the DDA work in Madison? And Manchester?

- i) Madison has been working well for the past 15 years or so.
- ii) Manchester hasn't started yet. They are having trouble settling on seven members to start.

3) DDA MEMBERS – 7 members

- i) Taxpayer living in city or owner of business in city living in Newton County
- ii) Taxpayer living in city or owner of business in city living in Newton County
- iii) Taxpayer living in city or owner of business in city living in Newton County
- iv) Taxpayer living in city or owner of business in city living in Newton County
- v) Taxpayer living in city or owner of business in city living in Newton County
- vi) Owner of business in city living outside of Newton County
- vii) Member of City Council
- viii) Terms normally for four years, but initial terms are two for 2 years, two for 4 years, and three for 6 years. All subsequent terms for four years.
- ix) In Mansfield they have had trouble forming a DDA because they have difficulty in finding seven prospective members. In Springfield it took some time to find seven members. After they were appointed, one of the first members has since resigned and so they are looking for a replacement.

4) Other observations from Monica Callahan, DDA director in Madison – she teaches the advanced DDA training for GMA

- a) Developers can smell desperation.
- b) She recommends contextual design. That is - design that suits the city. It blends with what is already there. In Madison, they take pictures of homes in town and send them to the architect to help with the design.
- c) In Madison, the city provides staff to the DDA along with annual funding.
- d) In Madison they try to pick projects that are catalysts for the neighborhood and that will generate other investment.
- e) It is possible to provide long-term funding for the DDA through an intergovernmental agreement. State law permits intergovernmental

agreements between a DDA and a city for up to 50 years. This can provide a source of funding for long-term debt for the DDA.

- f) She would recommend starting with an intergovernmental agreement to describe the relationship between the DDA and the City.
- g) A DDA does not have to take bids and if it does, it does not have to accept the low bid.
- h) Sometimes you have to find a developer.
- i) A DDA is often needed because government cannot make business type decisions.

5) Checklist for starting a DDA.

- a) Select the area to be included.
- b) Prepare a vision statement.
- c) Prepare the intergovernmental agreement.
- d) Pick the seven members of the new DDA.
- e) Pass a resolution creating the DDA.
- f) Adopt the intergovernmental agreement.
- g) Provide funding from the city budget to the DDA.
- h) Select the property to be developed by the DDA and transfer title.
- i) Solicit proposals for developers for the property.

Chief W. D. Harvey
110 W. Clark St.
Oxford, GA 30054



Memorandum

July 6, 2016

RECEIVED
JUL 11 2

To: Bob Schwartz, City Manager

From: Chief WD Harvey

Subject: New Vehicle Purchase

After considering the three bids on purchasing a new patrol car, I have decided to recommend that we continue doing business with Allen Vigil Ford. Allen Vigil Ford was the lowest bid and more efficient in providing information on exactly what was needed regarding certain equipment and their customer service has been excellent in the past three purchases in which I have dealt with them. I have included copies of all three bids. An attempt was made to get a quote from Covington Ford, however, not being a government dealership, they were unable to find exact part numbers needed for the police package.

The exact price of the vehicle from Allen Vigil Ford is \$23,727.00 delivered.

Sincerely,


Dave Harvey

Oxford Police Chief

CNGP530

VEHICLE ORDER CONFIRMATION

05/10/16 14:22:57

Dealer: F21122

Page: 1 of 1

2016 TAURUS

Order No: 0001 Priority: P5 Ord FIN: KC241 Order Type: 5B Price Level: 650
Ord Code: 500A Cust/Flt Name: CITY OF OXFOR PO Number:

RETAIL
P2M AWD INTERCEPTOR \$29085
Y2 OXFORD WHITE
R CLOTH/VINYL
W BLACK
500A EQUIP GRP
.FLEX FUEL
99K .3.7L TIVCT V6 NC
44J .6-SPD AUTO TRAN NC
FRY LICENSE BKT NC
20P NOISE SUP BONDS 95
51G GRILL LAMP WIRE 50
60P KEY FOB 255
661 FRNT HDLAMP PKG 895
794 PRICE CONCESSN
REMARKS TRAILER

RETAIL
SP DLR ACCT ADJ
SP FLT ACCT CR
FUEL CHARGE
B4A NET INV FLT OPT NC
PRICED DORA NC
DEST AND DELIV 875
TOTAL BASE AND OPTIONS 31255
TOTAL 31255
THIS IS NOT AN INVOICE
*TOTAL PRICE EXCLUDES COMP PR

23727⁰⁰
DELIVERED

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library F9=View Trailers QD00509
9099 - PRESS F4 TO SUBMIT
fmcdealr@FLT7N
May 10, 2016 2:25:56 PM

*NOTE: REAR VIEW CAMERA DISPLAY IN CENTER STACK.
CAN GET DISPLAY IN REARVIEW MIRROR (NO CHARGE)*



GA Statewide Contract ES-RFR-40199-409

2016 Pursuit Sedan AWD

3.7L V6, CLOTH FRONT/VINYL REAR, POWER WINDOWS & LOCKS, PURSUIT RATED TIRES
 WADE FORD Government Sales 3860 South Cobb Dr Smyrna, GA 30080
 Jack Eastland Phone (678) 385-3452 FAX (770) 433-2412 email: jeastland@wade.com

Ord	Code	Chassis	Total	Ord	Body / Equipment	Total
1	13P	Headlight Housing	112.00			
	99T	3.5L V6 EcoBoost Engine	3,451.00			
1	60P	Keyless Remote	230.00		Whelen Light Bar, Whelen Siren Light Controller, Whelen Speaker, Whelen Corner Led, Warning Light Led, 2.5 Fire	3,945.00
	21L	LED Drivers Spotlight	338.00			
	21H	Spot Lamp Prep	90.00			
	21J	Dual Spot Lamp Prep	180.00			
	13C	Dark Car	18.00		Proguard - Pro Cell Prisoner Transport, Full Partition, Full Transport Seat & Floor Pan, Pair Rear Door Panels, Pair Window Armor Lower	2,499.00
1	51G	Pre Wire Grille	145.00			
	65L	Full Wheel Covers	58.00			
1	661	Head Lamp Solution	805.00		Rhino Center Push Bumper	524.00
	12P	Interior Upgrade	345.00		Whelen Tag Mount Tir 3	147.52
	14*	Two Tone Vinyl	740.00			
	64Z	Aluminum Wheels	438.00			
	53M	SYNC	261.00			
	77B	Rear View Camera	225.00		Gamber Johnson Console Kit, Gamber Johnson Note Pad widths 10.62-16.5 & depths 9.0 - 12.38	860.85
	47*	Remappable Switches (4) on Steering Wheel	138.00			
	17I	Carpet	112.00			
	88C	2nd Row Cloth Seats	54.00			
	43*	Keyed Alike	46.00		Patrol Package - Lights/Siren Package, Partition, Window Bars & Center Push Bumper	6,326.25
	60B	Frame Rail Bracket	24.00			
	98K	Lockable Gas Cap	18.00			
	76R	Reverse Sensing	242.00			
1	20P	Noise Suppression Bonds	88.00			
	549	Heated Mirrors	54.00			
	55B	BLIS (Blind Spot Alert)	432.00			
	19T	Cargo Storage Vault	216.00			
	94Z	Daytime Running Lights	42.00			
	59B	Perimeter Alarm	115.00			
	96E	Side Marker Lights	201.00			
	XXX	Blue Blue/ Red Red	32.00			
	18L/G	Rear Door Handles InOp	32.00			
	63B/F	Rear Handles & Locks InOp	32.00			
	67D	Rear Window Power Delete	24.00			
	62D/9	Electronics Tray w/ Fan	370.00			
	65E	Ballistic Door Panel	1,440.00			
	P2L	Front Wheel Drive DEDUCT	(1,000.00)			
	16D	Badge Delete	0.00			

PAINT COLORS			
YZ	Oxford White	Royal Blue	LM
G1	Black	Light Blue Metallic	LN
4650	Fire Engine Red (VSO)	Ultra Blue Metallic	MM
BU	Medium Brown Metallic	Blue Jeans Metallic	N1
E3	Arizona Beige Clearcoat	Silver Gray Metallic	TN
HG	Smokestone Metallic	Sterling Gray Metallic	UJ
J1	Kodiac Brown Metallic	Ingot Silver Metallic	UX
JL	Dark Toreador Red Metallic	Medium Titanium Metallic	YG
KR	Norsea Blue Metallic	Dark Forest Green (VSO)	7506
LK	Dark Blue	Emerald Green (VSO)	7862

Base Vehicle	\$ 22,359.00
Total Chassis Options	\$ 1,380.00
Total Body Options	\$ -
Delivery Zone	\$ 100.00
TOTAL	\$ 23,839.00

Agency Contact _____
 Agency _____
 Phone _____
 Email _____

CNGP530

VEHICLE ORDER CONFIRMATION

06/14/16 15:02:25

Dealer: F21215

Page: 1 of 1

2016 TAURUS

Order No: 0001 Priority: G4 Ord FIN: KC241 Order Type: 5B Price Level: 650
Ord Code: 500A Cust/Flt Name: OXFORD PO Number:

	RETAIL		RETAIL
P2M AWD INTERCEPTOR	\$29085	FUEL CHARGE	
YZ OXFORD WHITE		B4A NET INV FLT OPT	NC
R CLOTH/VINYL		PRICED DORA	NC
W BLACK		DEST AND DELIV	875
500A EQUIP GRP		TOTAL BASE AND OPTIONS	31255
. FLEX FUEL		TOTAL	31255
99K .3.7L TIVCT V6	NC	*THIS IS NOT AN INVOICE*	
44J .6-SPD AUTO TRAN	NC		
FRNT LICENSE BKT	NC		
20P NOISE SUP BONDS	95		
51G GRILL LAMP WIRE	50		
60P KEY FOB	255		
661 FRNT HDLAMP PKG	895		
SP DLR ACCT ADJ			
SP FLT ACCT CR			

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC00214

fmcdealr@KevinHarville

Jun 14, 2016 3:02:30 PM

SELLING PRICE \$24,402.18 F.O.B. AUGUSTA GA.

CNGP530

VEHICLE ORDER CONFIRMATION

06/14/16 15:02:25

Dealer: F21215

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2016 TAURUS

Order No: 0001 Priority: G4 Ord FIN: KC241 Order Type: 5B Price Level: 650
Ord Code: 500A Cust/Flt Name: OXFORD PO Number:

RETAIL

P2M AWD INTERCEPTOR \$29085

YZ OXFORD WHITE

R CLOTH/VINYL

W BLACK

500A EQUIP GRP

 FLEX FUEL

99K .3.7L TIVCT V6 NC

44J .6-SPD AUTO TRAN NC

 FRT LICENSE BKT NC

20P NOISE SUP BONDS 95

51G GRILL LAMP WIRE 50

60P KEY FOB 255

661 FRNT HDLAMP PKG 895

 SP DLR ACCT ADJ

 SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 875

TOTAL BASE AND OPTIONS 31255

TOTAL 31255

THIS IS NOT AN INVOICE

RETAIL

F1=Help

F4=Submit

S099 - PRESS F4 TO SUBMIT

fncdealr@KevinHarville

Jun 14, 2016 3:02:30 PM

F2=Return to Order

F5=Add to Library

F3/F12=Veh Ord Menu

QC00214

SELLING PRICE # 24,402.18 F.O.B. AUGUSTA GA.

GERALD JONES FORD

Chief W. D. Harvey
110 W. Clark St.
Oxford, GA 30054



Memorandum

July 13, 2016

RECEIVED
JUL 13 2016

To: Mayor Roseberry, City Manager Schwartz

From: Chief WD Harvey

Subject: Increase of Speed Limit

I was recently visited by Mr. Kedrick Collins, the district traffic engineer for the Department of Transportation regarding radar usage approval on Wesley Street and E. Soule Street. Mr. Collins stated he had no problem approving Wesley Street; however he did have an issue with E. Soule Street after seeing the statistics from our traffic data recording device. With the average speed being 47 miles per hour, Mr. Collins stated he had an issue with the department operating speed detection devices with a speed limit of 25 miles per hour. This same issue was mentioned when the city changed the speed limit throughout the city to 25 miles per hour. It was suggested by Mr. Collins that the speed be raised to a minimum of 30 mile per hours, with speed reduction sign before entering the city.

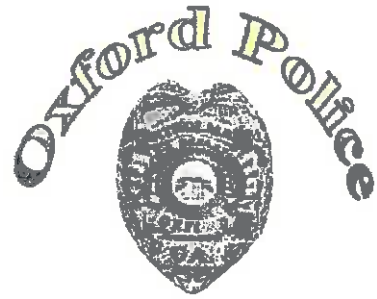
I have already contacted the City of Covington and obtained approval to put a speed reduction sign up. I am requesting that the council approve the increase in the speed on E. Soule Street to 30 miles per hour.

Sincerely,

A handwritten signature in black ink that reads "W. David Harvey".

Chief W. David Harvey

Chief W. D. Harvey
110 W. Clark St.
Oxford, GA 30054



Memorandum

July 13, 2016

RECEIVED
JUL 13 2016

To: Mayor Roseberry, City Manager Schwartz

From: Chief WD Harvey

Subject: Misuse of the 911 System Ordinance

We are having continuous problems of children, and at times adults, calling the 911 center when there is no emergency or need for police, fire, or EMS. When the radio operator calls back, there is no answer or they can hear children playing. The ages have ranged from 2-years old to adults and are currently at three main locations.

I have spoken with the guardians of the children, the children, and the adult violators repeatedly and advised of possible charges. When reading the state code for abuse of the 911 system, it does not address our issues but addresses issues such as being abusive to the operator or making threats.

I checked online with some cities which do have an ordinance to address these issues and put together a suggested ordinance for our city which would address the issues and be more effective in stopping the problem. (See Attached)

Any assistance in this matter would be greatly appreciated by the police department as well as the 911 system.

Sincerely,

A handwritten signature in blue ink that reads "W. David Harvey".

Chief W. David Harvey

DRAFT

(EXAMPLE)

• **Sec. 20-46. MISUSE OF THE 911 OR EMERGENCY CALL SYSTEM**

• **Purpose.**

The purpose of this chapter is to reduce the number of requests for emergency assistance when no emergency exists, to reduce similar misuse of the 911 emergency response system, and to reduce wasteful or inappropriate use of City resources.

• **Definitions.**

For purposes of this chapter, the following words shall be defined as set forth in this section:

A.

"Person" includes a natural person.

B.

"Misuse of the 911 system" is a request made through the 911 emergency telephone system for emergency response when the caller does not have an objective, factual basis to request emergency assistance, or a person calls the 911 system for any purpose other than to report an emergency or request services in response to an emergency. Misuse of the 911 system includes 911 hang-up calls.

C.

"911 hang-up call" means any telephone call made through the 911 emergency telephone system that results in a completed connection to the emergency communications center where the caller, unless physically unable to do so, either: (1) fails to remain on the line and advise a dispatcher of the nature of the call; or (2) fails to answer a call-back from the Police Department to verify the nature of the call; or (3) fails to permit an operator to interrupt if the line is busy on call-back.

D.

"Emergency" means any condition in which a reasonable person would believe police, fire, or medical emergency services will result in: (1) the saving of a life; (2) mitigation of property damage; (3) quicker apprehension of a criminal; (4) assistance with potentially life-threatening medical problems; (5) suppression of a fire; (6) rescue from a situation that could result in death or serious bodily injury; (7) prevention of or response to an imminent crime; (8) or similar situation in which immediate police, fire, or medical assistance is required.

• **Misuse of the 911 system—Designated.**

It shall be a violation of this chapter for any person to misuse the 911 system.

DRAFT

- **Enforcement.**

The following procedures shall be available in the event of any violation of this chapter:

- A. Notice of violation and order to cease;
- B. Issue of Citation.

- **Notice of violation and order to cease.**

A. When it is determined that a violation has occurred or is occurring, the Police Department will issue a "notice of violation and order to cease" to the person responsible for the violation. A "notice of violation and order to cease" shall include the following:

- 1. The name, telephone number and address of the person responsible for that violation; and
- 2. A description of the violation.

- **Violation penalty.**

- A. When it is determined that a violation continues to occur, the Police Department may issue a citation for the violation.
- B. Each separate violation is subject to a fine of \$250.00 for each offense.

- **Persons responsible.**

The person responsible for any violation of this chapter is the person who actually abuses the 911 system or allows the abuse of the system. In the absence of other evidence of the identity, the person to whom the telephone number is registered shall be responsible for any violation of this chapter.

- **Administration.**

The provisions of this chapter shall be administered by the Police Department.

Lauran Willis

From: Bob Schwartz
Sent: Tuesday, July 19, 2016 9:21 AM
To: David Strickland
Cc: Dave Harvey; Lauran Willis
Subject: ordinance to penalize 911 abuse
Attachments: 08 Police - abuse of 911.pdf

David, At the work session last night Council agreed with Chief Harvey that we should have an ordinance that penalizes 911 abuse.

I have attached the draft that Chief Harvey put together along with his memo explaining the need.

Please review this and prepare an ordinance amendment that we can have for first reading for the August 1st meeting.

We will be putting the agenda together next Thursday July 27 so we'll need the ordinance by then.

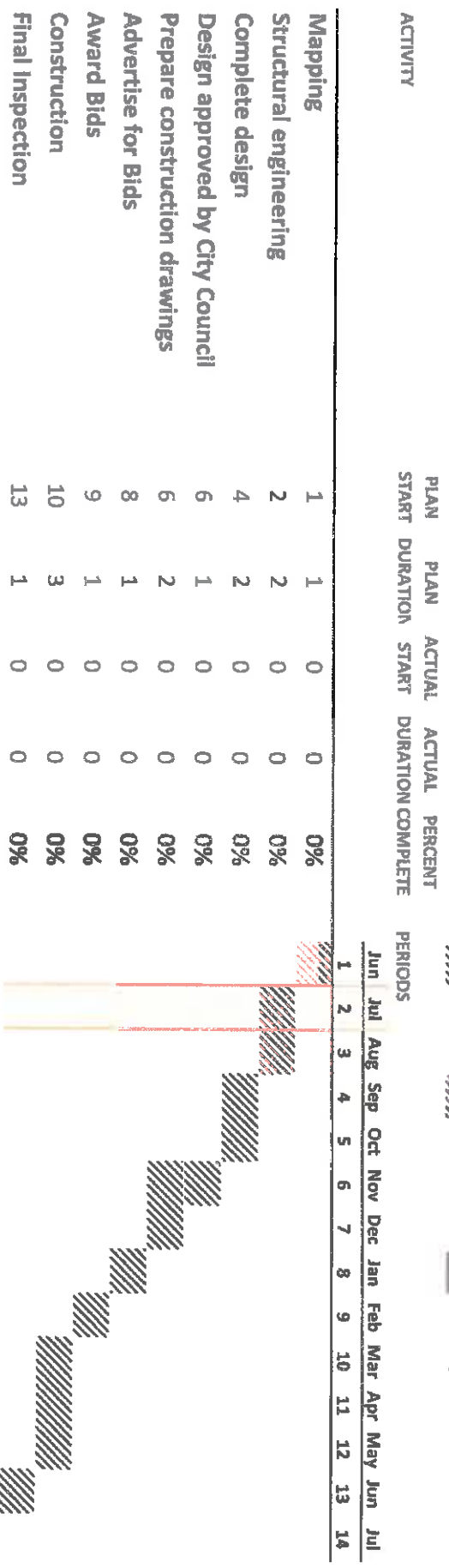
Thanks. Please call Chief Harvey if you have any questions about the proposed ordinance.

Bob Schwartz, City Manager
City of Oxford
770-786-7004

1 Trails - George Street Trail

FY2017 - \$115,000

Period Highlight: **2**



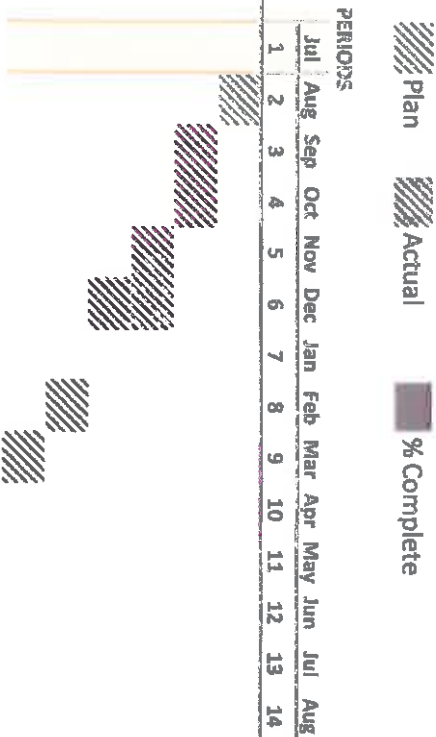
2 Cemetery Mapping

FY2017 - \$6,800

Period Highlight: 1

ACTIVITY PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Issue PO to Len Strozier	2	1	0	0	0%
GPS and ground radar mapping	3	2	0	0	0%
Prepare map	5	2	0	0	0%
Install Markers	6	1	0	0	0%
Report at annual Cemetery Assoc Meeti	8	1	0	0	0%
Project Complete	9	1	0	0	0%



5 City Parks - Asbury Street Park

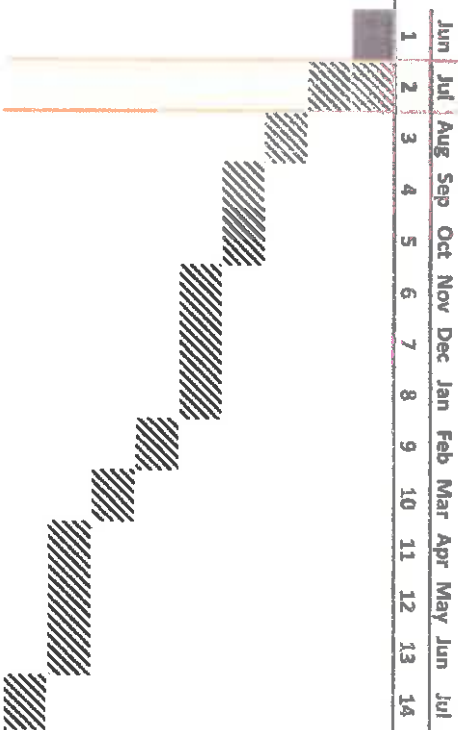
FY2017 - \$150,000

Period Highlight: 2

ACTIVITY PLAN START DURATION PLAN ACTUAL START DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
Schematic design from UGA	1	1	1	2	50%
Design reviewed by Park Committee	2	1	0	0	0%
Design reviewed by Tree Board	3	1	0	0	0%
Design approved by City Council	4	2	0	0	0%
Prepare construction drawings	5	3	0	0	0%
Advertise for Bids	9	1	0	0	0%
Award Bids	10	1	0	0	0%
Construction	11	3	0	0	0%
Final Inspection	14	1	0	0	0%

Plan Actual % Complete



E Clark Street

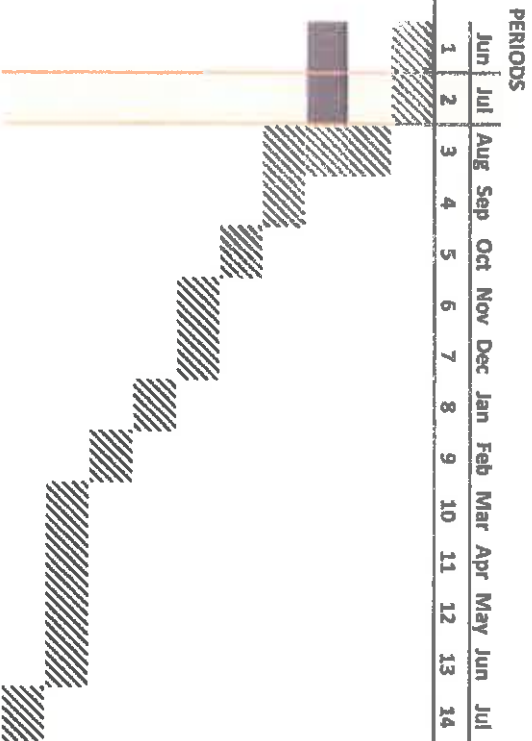
FY2017 - \$4,50,000

Period Highlight: **2**

ACTIVITY

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT COMPLETE
	START	DURATION	START	DURATION	
Get approval to demolish buildings	1	1	1	2	0%
Demolish buildings	3	1	0	0	0%
Complete electrical design	1	2	1	3	75%
Complete Design	3	2	0	0	0%
Design approved by City Council	5	1	0	0	0%
Prepare construction drawings	6	2	0	0	0%
Advertise for Bids	8	1	0	0	0%
Award Bids	9	1	0	0	0%
Construction	10	4	0	0	0%
Final Inspection	14	1	0	0	0%

 Plan
  Actual
  % Complete



FY16 Electric System Improvement:

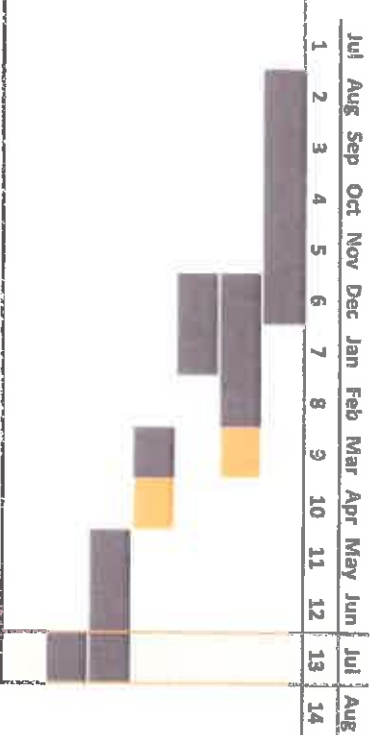
\$100,000

Period Highlight: 13

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION ACTUAL PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	5	2	5	2	5	2	5	100%
Bids on materials	6	3	6	6	6	4	6	4	100%
Bids on labor	6	2	6	2	6	2	6	2	100%
Award bids, issue PO	9	1	9	9	9	2	9	2	100%
Construction	11	3	11	11	11	3	11	3	100%
Final Inspection	13	1	13	13	13	1	13	1	100%

Plan Actual % Complete



Complete

7. Electric System Improvements

FY2017 - \$100,000 Utility Pole Replacement W Richardson & Wesley

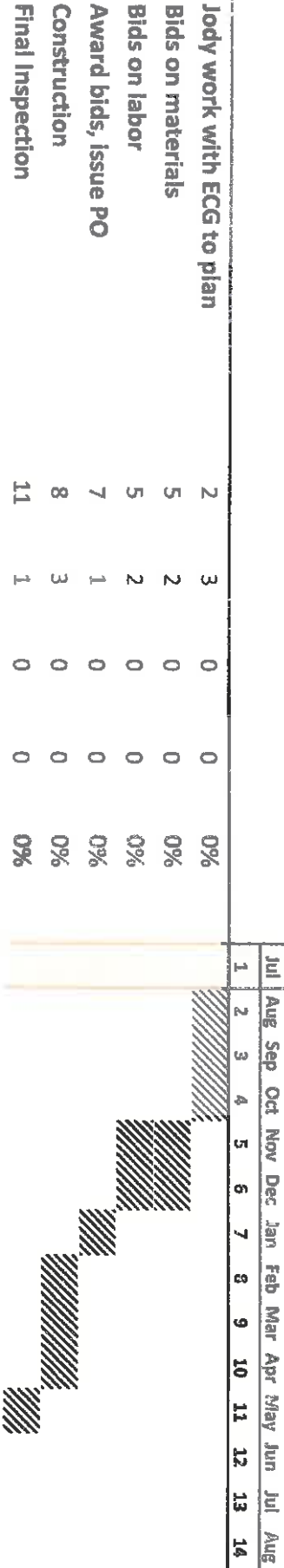
Period Highlight: 1

ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

Plan Actual % Complete



8. Moore Street Sidewalk

FY2017 - \$175,000

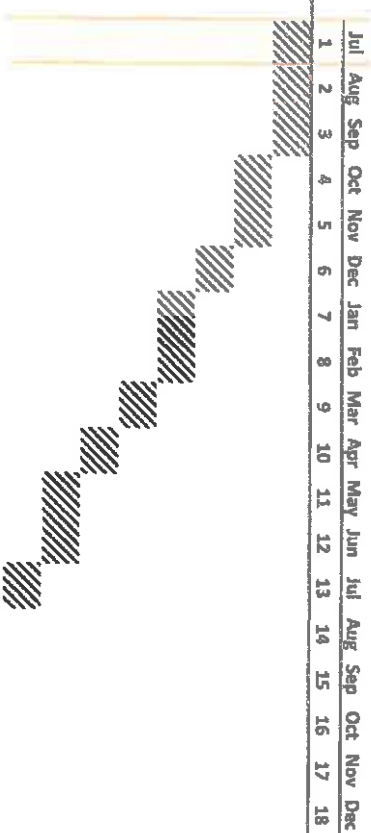
Period Highlight: 1

ACTIVITY PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Obtain Emory U. approval of easement	1	3	0	0	0%
Complete design	4	2	0	0	0%
Review with City Council	6	1	0	0	0%
Prepare construction plans	7	2	0	0	0%
Advertise for bids	9	1	0	0	0%
Award bids	10	1	0	0	0%
Construction	11	2	0	0	0%
Final Inspection	13	1	0	0	0%

PERIODS

Plan Actual % Complete



9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: 1

ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS
DOT completes review appraisal	2	1	0	0	0%	Jul 1
Obtain easements	3	6	0	0	0%	Jul 1, Aug 2, Sep 3, Oct 4, Nov 5, Dec 6, Jan 7, Feb 8, Mar 9, Apr 10, May 11, Jun 12, Jul 13, Aug 14
Construction starts	12	3	0	0	0%	Jul 1, Aug 2, Sep 3, Oct 4, Nov 5, Dec 6, Jan 7, Feb 8, Mar 9, Apr 10, May 11, Jun 12, Jul 13, Aug 14

10. Pedestrian crosswalks and stopbars

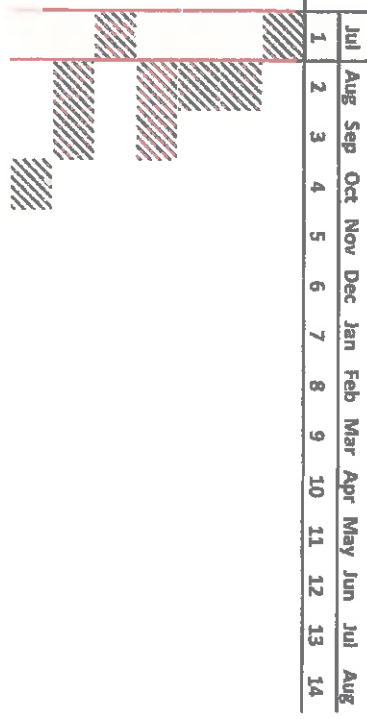
FY2017 - \$49,150 including GDOT grant

Period Highlight: 1

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug				
Order first section thermoplastic stop bars	1	1	0	0	0%	1																	
Install first section of stop bars	2	1	0	0	0%																		
Order last section thermoplastic stop bars	2	1	0	0	0%																		
Install last section of stop bars	2	2	0	0	0%																		
Issue PO & contract for crossings	1	1	0	0	0%																		
Construction of crossings	2	2	0	0	0%																		
Final Inspection	4	1	0	0	0%																		

Plan Actual % Complete



13. Street Repairs FY17

\$100,000

Period Highlight: 1

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION ACTUAL DURATION PERCENT COMPLETE

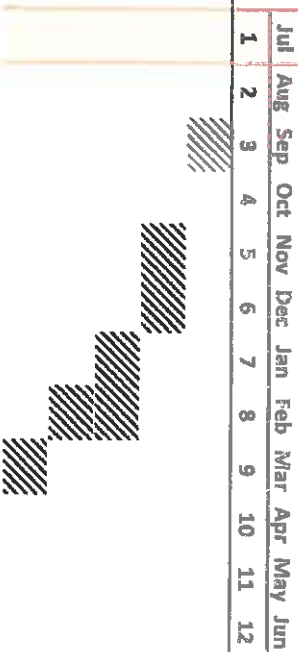
ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Selection of streets by CC	3	1	0	0	0	0	0	0	0%
Schedule paving with Newton County	5	2	0	0	0	0	0	0	0%
Paving by Newton County	7	2	0	0	0	0	0	0%	
Final Inspection	8	1	0	0	0	0	0	0%	
LMIG Project closure to DOT	9	1	0	0	0	0	0	0%	

PERIODS

Plan

Actual

% Complete

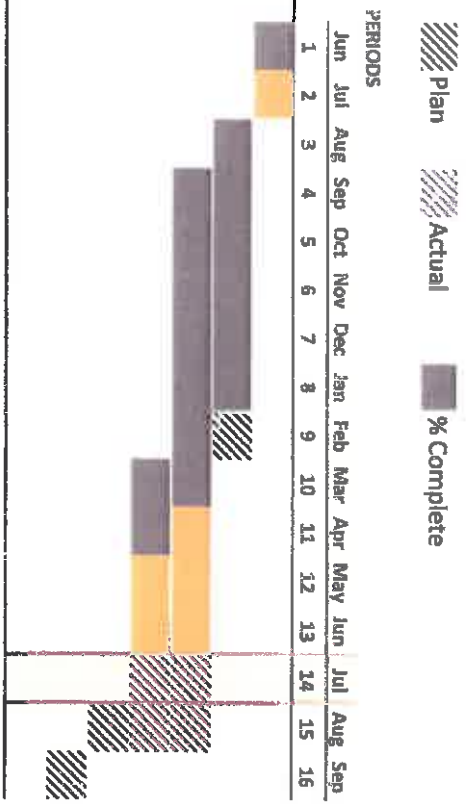


16. Survey of ROW

40000 - FY16 & FY17

Period Highlight: 14

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	7	3	6	100%
Field work	4	7	4	12	90%
Assemble preliminary survey	10	2	10	6	75%
Review by city	15	1	0	0	0%
Completion	16	1	0	0	0%



Field work is 80% - 90% complete.

Project should be finished by July 31.

Plan to report to Council at work session in August or September.

15. Utility Pole Inspection & Replacement

\$35,000

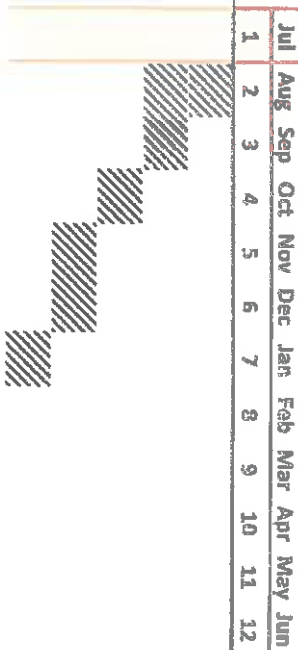
Period Highlight: 1

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Contract with inspection company	2	1	0	0	0%
Pole inspection	2	2	0	0	0%
Review list of poles to be replaced	4	1	0	0	0%
Replace poles	5	2	0	0	0%
Final Inspection	7	1	0	0	0%

PERIODS

Plan Actual % Complete



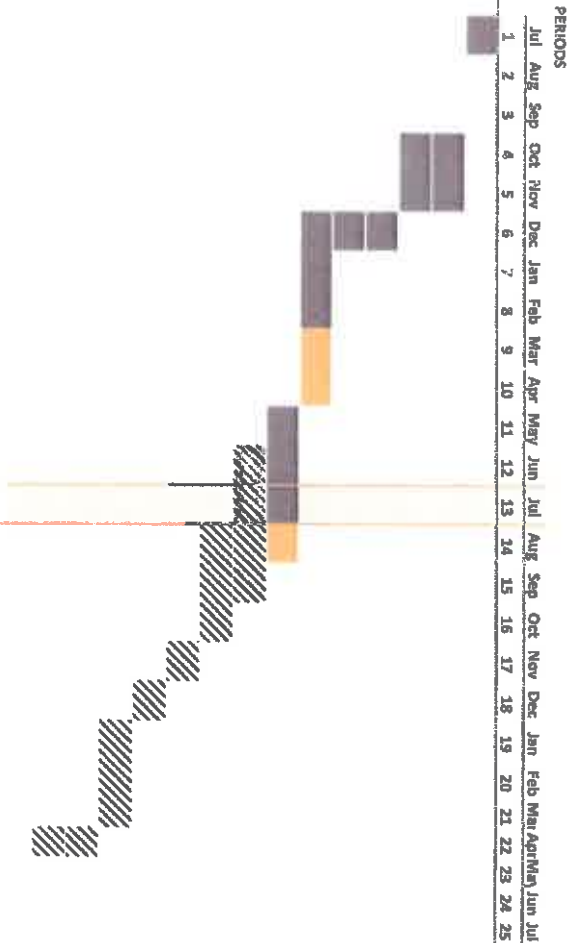
17. Sewer System Improvements

\$525,000

Period Highlights: 13

Plan Actual % Complete

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
CC discuss selection of areas with city engine	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	5	1	6	1	100%
Prepare GEFA loan application	6	3	6	5	100%
Surveying and mapping	11	3	11	4	100%
CAD mapping	12	2	12	4	0%
Design and prepare plans	14	3	0	0	0%
Plans review by City	17	1	0	0	0%
Advertise for bids	18	1	0	0	0%
Construction	19	3	0	0	0%
Final inspection	22	1	0	0	0%
Notification to owners and start taps	22	1	0	0	0%



18. Whatcoat Street

\$300,000

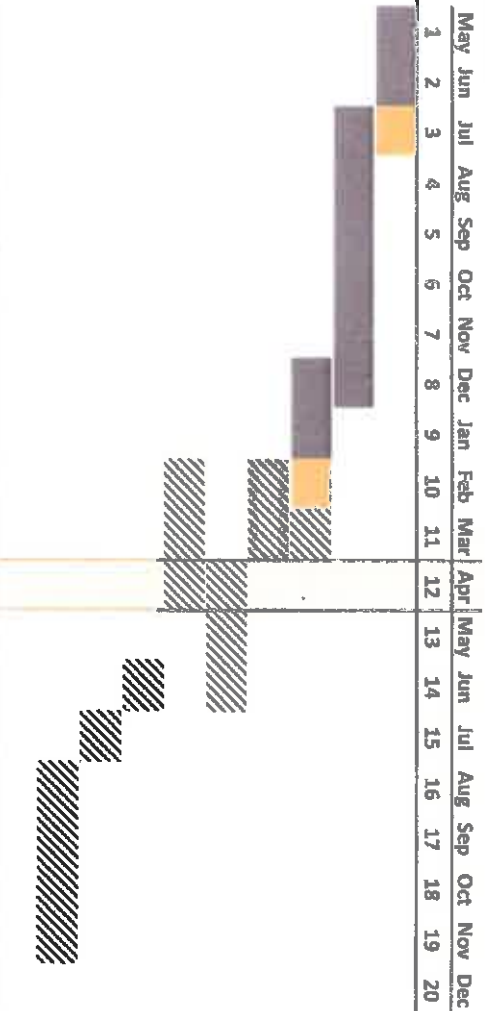
Period Highlight: 12

ACTIVITY PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

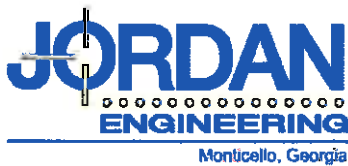
ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Base Mapping	1	2	1	3	100%
Design	3	6	3	6	100%
Construction Plans	8	2	8	4	90%
Review with OxC	10	2	10	2	0%
GDOT review	12	3	0	0	0%
City review	10	3	0	0	0%
Advertise for bids	14	1	0	0	0%
Award bids	15	1	0	0	0%
Construction	16	4	0	0	0%

PERIODS

Plan Actual % Complete



On Hold



Mr. Bob Schwartz, City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

July 14, 2016

Re: Monthly summary – June activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in June 2016:

1. General Support
 - a. Continued coordination between geotechnical engineer and structural regarding data needed for design and specifications of boardwalk and bridge on George Street trail project.
 - b. Project overview conference call with Bob Schwartz and Jody Reid.
 - c. May monthly summary preparation.
2. Right-of-Way survey project
 - a. Continued research and data collection to support right-of-way survey.
 - b. Reconstruction of 75% of parcels within the old town area for determination of record right-of-way line locations with our newly established right-of-way line locations.
 - c. Continued work on right-of-way platting document.
 - d. Set roughly 65% of right-of-way corner monuments with custom aluminum caps.
 - e. Ground search for additional survey evidence.
 - f. Import into r/w project data we already have from several former survey projects for City of Oxford and other private parties in Oxford.
3. N. Emory Street Sewer Extension (Areas 1 and 3)
 - a. Data management, traverse reduction, and route mapping for roughly 5000 linear feet of proposed sewer route.
 - b. Imported and configured data collected for the City of Oxford in prior projects such as E. Clark street topo, adjacent boundary survey data, and Whatcoat survey data.
 - c. Set up plan and profile sheets for sewer design drawing sheets.

Please call or email me if you have questions about any of the items listed above.

Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan".

Robert O. Jordan, PE RLS