



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, JANUARY 4, 2016 – 7:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Lauran Willis, City Clerk; Steven A. Hathorn, Judge; Scottie Croy, Cheryl Ready, Anderson Wright, Hoyt and LaTrelle Oliver, Jeff Wearing, Vivian Harris, Derek Harris, Judy Greer, Margaret Bokros, Derck Whitsitt, Steve Springer, Carol & Neil Penn.

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

Pledge of allegiance

Organizational Meeting - The Honorable Steven A. Hathorn, Judge for the City of Oxford Municipal Court administrated the Oath of office for newly elected Mayor and councilmembers and continuing councilmembers, Mayor Jerry Roseberry, Councilmembers Sarah Davis – Post 1, George Holt – Post 2, Mike Ready – Post 3, David Eady – Post 4, Jim Windham – Post 5, Terry Smith – Post 6.

City Attorney David Strickland administrated the Oath of office to Judge Steven A. Hathorn who in turn administrated the oath to Attorney David Strickland, City Clerk/Treasurer Lauran Willis and Police Chief David Harvey. Attachment A

A motion was made by Windham, seconded by Smith to accept the Agenda for the January 4, 2016 Mayor and Council Regular Meeting. The vote was 7 in favor and 0 opposed. The motion was approved. Attachment B

A motion was made by Eady, seconded by Windham to approve the Minutes of the Regular Meeting, December 7, 2015. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment C

A motion was made by Holt, seconded by Davis to approve the Minutes of the December 21, 2015 Work Session. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment D

A motion was made by Eady, seconded by Smith to accept the Minutes of the Trees, Parks, and Recreation Board for September 15, 2015. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Derck Whitsitt, 1102 Asbury Street addressed Mayor and Council concerning the sanitation company not picking up extra boxes he had placed out after the Christmas holidays in addition to leaves at his neighbor's house (Jim Harwell), being on the street for a month. He stated the maintenance department did not have enough employees to handle the operations and suggested the city hire additional help for the maintenance department.

Steve Springer, 104 Green Street addressed Mayor and Council concerned about leaves and garbage pickup and asked why we need four police officers for a city our size. Mr. Springer said the city should take care of city business and leave the home owners alone.

Mayor's Reports

Mayor Roseberry announced the January work session will be on Tuesday, January 19th due to the MLK holiday.

Municipal Competitive Trust

City Manager Bob Schwartz said (MEAG) Municipal Electric Association of Georgia has asked the city to update the Resolution for the Municipal Competitive Trust to align with Mayor Roseberry's new term of office.

A motion was made by Smith, seconded by Windham to approve the Resolution for the Municipal Competitive Trust provided his name be removed and replaced with City Manager Bob Schwartz as an authorized official to communicate City decisions. Attachment F

Electric Cities of Georgia

City Manager Bob Schwartz said (ECG) Electric Cities of Georgia has asked us to adopt a new version of the Resolution designating our voting delegates for the annual ECG election.

A motion was made by Smith, seconded by Holt to approve the Resolution for ECG with the removal of his name and replacing it with City Manager Bob Schwartz as alternate delegate with Mayor Roseberry as Primary. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment G

GMA Defined Contribution Retirement Plan

City Manager Bob Schwartz said GMA (Georgia Municipal Association) has asked the city to adopt by Resolution a new adoption agreement for the employees defined contribution retirement plan – 401(a). Councilmember Holt explained this is due to changes in law and new Federal guidelines. After discussion:

A motion was made by Holt, seconded by Eady to adopt the resolution for the defined contribution retirement plan – 401(a). The vote was 7 in favor with 0 opposed. The motion was approved. Attachment H

Traffic Monitoring Equipment

City Manager Bob Schwartz presented a recommendation for the purchase of a radar recording device to monitor the speed on our streets. To purchase this equipment will require an amendment to the capital budget

for FY2016. The device recommended will be mounted on a utility pole and can be remounted to monitor another street. The device records the speed of each vehicle but does not identify the vehicles.

A motion was made by Windham, seconded by Smith to approve the purchase of the radar recording device and to make an amendment to the FY2016 capital budget for the purchase. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment I

Oxford Planning Commission

City Manager Bob Schwartz informed Council that Mike Ready's resignation from the Planning Commission leaves a vacancy. He provided a list of the current members. He indicated Jonathan Eady has completed a three year term, but has indicated he would be willing to continue to serve and we have three volunteers for the vacancy: Jeff Wearing, Toby Malcolm, and Jim Wildman. However just today Jim Wildman asked to be removed as a possible candidate. We discussed several changes in the appointment procedure during the work session in December. Section 40-605 of the City Code requires that all members of the Planning Commission be city residents. The other changes discussed will require an amendment to the zoning ordinance. Section 40-637 describes the amendment process which includes the requirement of a public hearing.

A motion was made by Holt, seconded by Smith to appoint Jeff Wearing to fill the vacancy on the Planning Commission. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment J

Tree Trimming Contract

City Manager Bob Schwartz explained to Council that each January, we trim the trees near our powerlines. He said this year we need to change contractors. He said for many years we've done this together with Covington. Covington hires a crew for eleven months and we hire them for one month. Bob explained that our FY2016 budget includes \$25,000 for powerline tree trimming as we have done for the past few years. In FY2015 we spent \$18,418 and in FY2014 we spent \$13,363. The difference is based on the amount of work we need each year and, in part, based on the weather we have during our "month". Bob explained that last summer the City of Covington and Jody decided it was time to take bids. They received bids from two vendors with a third not bidding. The bids were based on an hourly rate for a three man crew with equipment. Burford bid \$113.80 and Townsend bid \$116.79. The other vendor (Trees Unlimited) did not submit a bid because they did not have a crew that could be devoted to Covington for one year. Bob made a recommendation stating that our finance policy, Section 19.8 allows us to accept bids that have been received by other local governments. Our finance policy also requires any purchase over \$10,000 be approved by City Council. Because we expect this to run over \$10,000 we are requesting approval of Council for a purchase order and a subsequent contract with Burford for up to \$25,000. This is based on the rate of \$113.80 per hour based on the bid submitted to the City of Covington last summer. The amount of work and the actual lines to be trimmed will be determined by Jody Reid. After discussion:

A motion was made by Holt, seconded by Smith that this item be tabled for further discussion at the January 19, 2016 work session. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment K

INVOICE APPROVAL

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City of Oxford		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for December	1,226.39
Humana	Health Insurance (January)	6,818.10
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund	9,259.00
Sophicity	IT in a Box	1,352.13
Southeastern Power Administration	SEPA energy cost	3,508.16
PURCHASES/CONTRACT LABOR		
Bankcard Center	Flowers/Plants for Planter/Hotel Fees for Bob and Mayor for Mayors Summit @ Ritz Carlton/ Catering for Tennis Banquet, Carwash supplies/coffee & various other items.	1,992.09
Kesco, Inc.	HOMA Grinder Pump Assembly for Victoria Station	2,704.32
Premier Tree Care	Grounds Maintenance November	2,304.00
Qader A. Baig & Associates, LLC	Municipal Court Solicitor/ Legal Services 7/15-12/15	2,400.00
Dianna Hunt & Associates	Professional Real Estate Consultant/Jackson Property	1,000.00
Woco Pep Oil Inc.	Fuel & Diesel (December)	2,628.03
APPROVED CONTRACTS		
Ace/Kimble Services	Waterline at West Bonnell Street	7,260.00
City of Covington	Electric Line Construction at College Science Building	22,305.90
Designed Installations by Jim	Hamill Street Contract (Draw II)	162,148.00
Jordan Engineering	Data Collection/Survey City Rights-of-Way/Bike/Pedestrian Pathways/Trails/Water/Sewer System Improvements/Civil design Whatcoat St.	6,302.50

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

Adjourn

A motion was made by Davis, seconded by Smith to adjourn the meeting at 7:47 PM. The vote was 7 in favor with 0 opposed. The motion was approved.

Respectfully submitted;

Lauran Willis
 Lauran Willis
 City Clerk



CITY OF OXFORD ORGANIZATIONAL MEETING

The Mayor and Council of the City of Oxford will hold the annual Organizational Meeting, Monday, January 4, 2016 at 7:00 p.m. in City Hall at 110 West Clark Street.

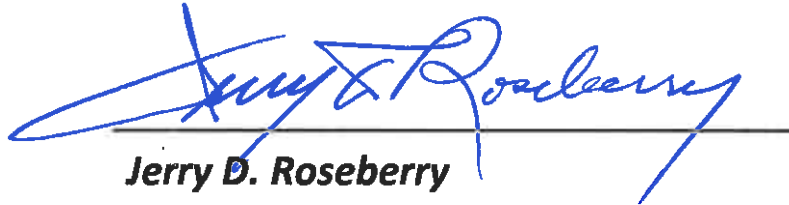
Lauran S. Willis, CMC/FOA
City Clerk

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, Jerry Roseberry do solemnly swear or affirm that I will faithfully perform the duties of Mayor 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 4th day of January 2016



Jerry D. Roseberry
Mayor, City of Oxford

Attest: 

Lauran S. Willis, CMC
Oxford City Clerk

Witness: 

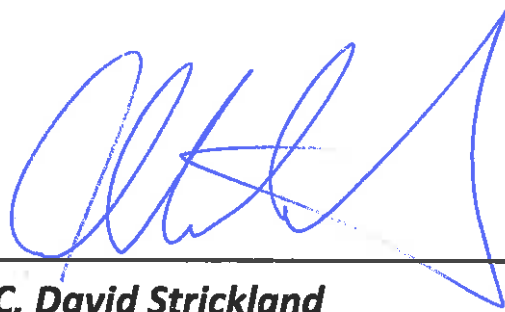
Steven A. Hathorn
Judge, City of Oxford

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.*

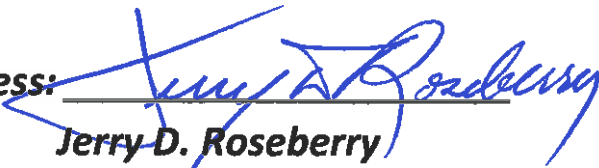
This 4th day of January 2016



C. David Strickland
City Attorney

Attest: 

Lauran S. Willis, CMC
City Clerk

Witness: 

Jerry D. Roseberry
Mayor, City of Oxford

OATH OF OFFICE


Oxford Municipal Charter, Article II, Paragraph 10

I, Steven A. Hathorn do solemnly swear or affirm that I will faithfully perform the duties of Municipal Court Judge 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 4th day of January 2016



Steven A. Hathorn
Municipal Court Judge

Attest: 

Lauran S. Willis, CMC
Oxford City Clerk

Witness: 

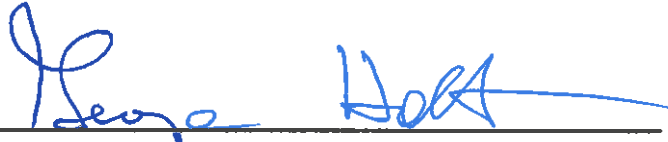
Jerry D. Roseberry
Mayor, City of Oxford

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, George Holt do solemnly swear or affirm that I will faithfully perform the duties of Council Member 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 4th day of January 2016



George Holt

Council Member/Post 2, City of Oxford

Attest: Lauran S. Willis

Lauran S. Willis, CMC

Oxford City Clerk

Witness: Jerry D. Roseberry

Jerry D. Roseberry

Mayor, City of Oxford

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, David Eady do solemnly swear or affirm that I will faithfully perform the duties of Council Member 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.

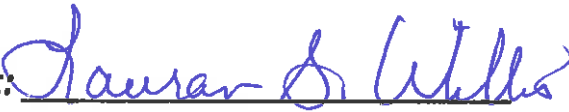
This 4th day of January 2016



David Eady

Council Member/Post 4, City of Oxford

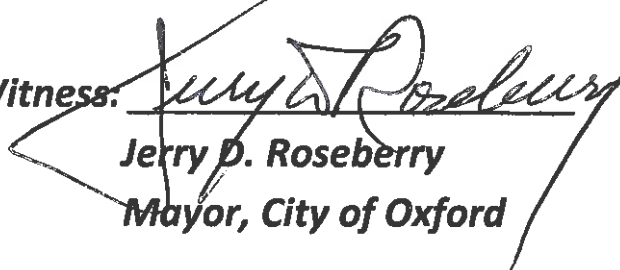
Attest:



Lauran S. Willis, CMC

Oxford City Clerk

Witness:



Jerry D. Roseberry

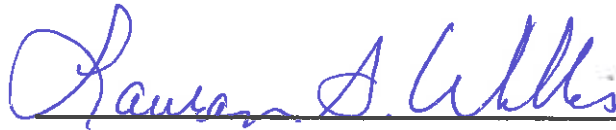
Mayor, City of Oxford

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, Lauran Willis do solemnly swear or affirm that I will faithfully perform the duties of City Clerk 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 4th day of January 2016



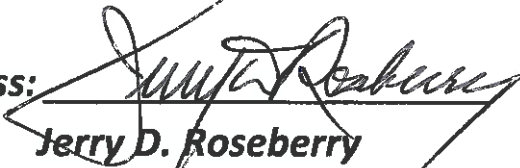
Lauran Willis
City Clerk

Attest:



Steven A. Hathorn
City Attorney

Witness:



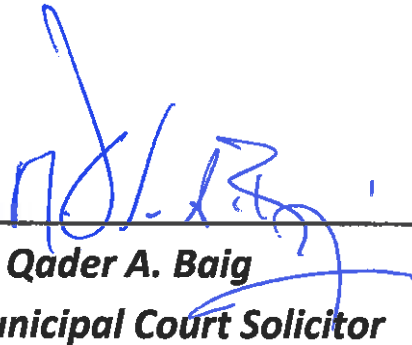
Jerry D. Roseberry
Mayor, City of Oxford

OATH OF OFFICE


Oxford Municipal Charter, Article II, Paragraph 10

I, M. Qader A. Baig do solemnly swear or affirm that I will faithfully perform the duties of Municipal Court Solicitor 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 21st day of January 2016



M. Qader A. Baig
Municipal Court Solicitor

Attest: 

Steven A. Hathorn
Judge, City of Oxford

Witness: 

Dawn Towns
Municipal Court Clerk, City of Oxford

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, Dawn Towns do solemnly swear or affirm that I will faithfully perform the duties of Municipal Court Clerk 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 21st day of January 2016



Dawn Towns

Municipal Court Clerk

Attest:



Steven A. Hathorn
Judge, City of Oxford

Witness:




M. Qader A. Baig
Solicitor, City of Oxford

OATH OF OFFICE


Oxford Municipal Charter, Article II, Paragraph 10

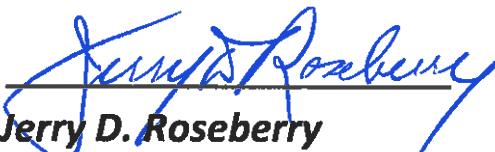
I, Walter David Harvey do solemnly swear or affirm that I will faithfully perform the duties of Police Chief for the City of Oxford, and that I will support and defend the Charter thereof as well as the Constitution and laws of the State of Georgia and of the United States of America.

This 4th day of January 2016



Walter David Harvey
Police Chief, City of Oxford

Attest: 
Lauran S. Willis, CMC
Oxford City Clerk

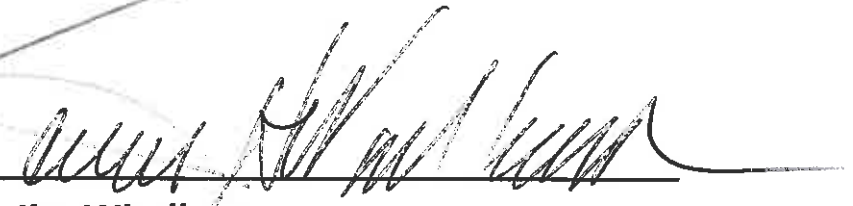
Witness: 
Jerry D. Roseberry
Mayor, City of Oxford

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, Jim Windham do solemnly swear or affirm that I will faithfully perform the duties of Council Member 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 4th day of January 2016

A handwritten signature in black ink, appearing to read "Jim Windham", is written over a horizontal line. The signature is somewhat stylized and cursive.

Jim Windham

Council Member/Post 5, City of Oxford

Attest: A handwritten signature in blue ink, appearing to read "Lauran S. Willis", is written over a horizontal line. The signature is cursive and somewhat stylized.

Lauran S. Willis, CMC

Oxford City Clerk

Witness: A handwritten signature in blue ink, appearing to read "Jerry D. Roseberry", is written over a horizontal line. The signature is cursive and somewhat stylized.

Jerry D. Roseberry

Mayor, City of Oxford

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

*I, **Sarah Davis** do solemnly swear or affirm that I will faithfully perform the duties of Council Member 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 4th day of January 2016

Sarah Davis

Sarah Davis

Council Member/Post 1, City of Oxford

Attest:

Lauran S. Willis

Lauran S. Willis, CMC

Oxford City Clerk

Witness:

Jerry D. Roseberry

Jerry D. Roseberry

Mayor, City of Oxford

OATH OF OFFICE

Oxford Municipal Charter, Article II, Paragraph 10

I, **Mike Ready** do solemnly swear or affirm that I will faithfully perform the duties of Council Member 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.

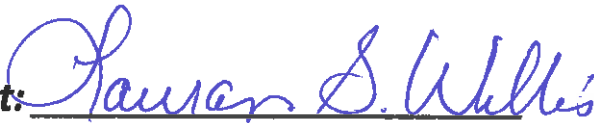
This 4th day of January 2016



Mike Ready

Council Member/Post 3, City of Oxford

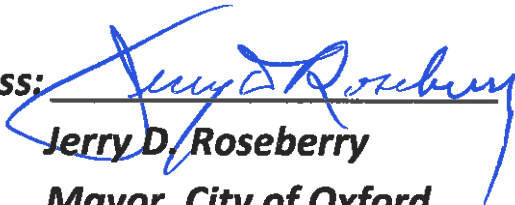
Attest:



Lauran S. Willis, CMC

Oxford City Clerk

Witness:



Jerry D. Roseberry

Mayor, City of Oxford

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

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Organizational Meeting – The Honorable Steven A. Hathorn, Judge, presiding
 - a. Oath of office for newly elected Mayor and councilmembers
 - i. Mayor Jerry Roseberry
 - ii. Sarah Davis – Post 1
 - iii. George Holt – Post 2
 - iv. Mike Ready – Post 3
 - b. Oath of office for councilmembers continuing to serve
 - i. David Eady – Post 4
 - ii. Jim Windham – Post 5
 - iii. Terry Smith – Post 6
5. Appointments by Mayor and Council
 - a. City Attorney – David Strickland
 - b. Municipal Court Judge – Steven A. Hathorn
 - c. Municipal Court Solicitor – Qader Baig
 - d. City Clerk/Treasurer – Lauran S. Willis
 - e. Police Chief – W. David Harvey
6. Motion to accept the Agenda for the January 4, 2016 Mayor and Council Regular Meeting
7. * Motion to approve the Minutes of the Regular Meeting December 7, 2015.
8. * Motion to approve the Minutes of the City Council Work Session December 21, 2015.
9. * Motion to accept the Minutes of the September 15, 2015 Planning Commission.
10. Planning Commission Recommendations/Petitions
11. Citizen Concerns
12. Mayor's Report

13. * **Municipal Competitive Trust** -- MEAG has asked us to update the Resolution for the Municipal Competitive Trust to align with Mayor Roseberry's new term of office.
14. * **Electric Cities of Georgia** -- ECG has asked us to adopt a new version of the Resolution designating our voting delegates for the annual ECG election.
15. * **GMA Defined Contribution Retirement Plan** -- GMA has asked us to adopt by Resolution a new adoption agreement for our defined contribution retirement plan -- 401(a). We've attached a Memo along with the Resolution and the Adoption Agreement.
16. * **Traffic Monitoring Equipment** -- We are recommending the purchase of a radar recording device to monitor the speed on our streets. This would require an amendment to the capital budget for FY2016. The device we recommend will be mounted on a utility pole and can be remounted to monitor another street. It records the speed of each vehicle but does not identify the vehicles.
17. * **Oxford Planning Commission** -- Mike Ready's resignation from the Planning Commission leaves a vacancy. We have attached a list of the current members. Jonathan Eady has completed a three year term, but has indicated he would be willing to continue to serve. We have three volunteers for the vacancy: Jeff Wearing, Toby Malcolm, and Jim Wildman. We discussed several changes in the appointment procedure during the work session in December. Section 40-605 of the City Code requires that all members of the Planning Commission be city residents. The other changes discussed will require an amendment to the zoning ordinance. Section 40-637 describes the amendment process which includes the requirement for a public hearing. We will ask at the meeting if Council wishes to start the amendment process.
18. * **Tree Trimming Contract** -- Each January, we trim the trees near our powerlines. This year we need to change contractors. Please see the attached memo.
19. Invoice Approval
20. Adjourn

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City of Oxford		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for December	1,226.39
Humana	Health Insurance (January)	6,818.10
Latham Home Sanitation	Monthly waste removal services	5,636.10
Newton County BOC	Cornish Creek Water Fund	9,259.00
Sophicity	IT in a Box	1,352.13
Southeastern Power Administration	SEPA energy cost	3,508.16
PURCHASES/CONTRACT LABOR		
Bankcard Center	Flowers/Plants for Planter/Hotel Fees for Bob and Mayor for Mayors Summit @ Ritz Carlton/ Catering	1,992.09

	for Tennis Banquet, Carwash supplies/coffee & various other items.	
Kesco, Inc.	HOMA Grinder Pump Assembly for Victoria Station	2,704.32
Premier Tree Care	Grounds Maintenance November	2,304.00
Qader A. Baig & Associates, LLC	Municipal Court Solicitor/ Legal Services 7/15-12/15	2,400.00
Dianna Hunt & Associates	Professional Real Estate Consultant/Jackson Property	1,000.00
Woco Pep Oil Inc.	Fuel & Diesel (December)	2,628.03
APPROVED CONTRACTS		
Ace/Kimble Services	Waterline at West Bonnell Street	7,260.00
City of Covington	Electric Line Construction at College Science Building	22,305.90
Designed Installations by Jim	Hamill Street Contract (Draw II)	162,148.00
Jordan Engineering	Data Collection/Survey City Rights-of-Way/Bike/Pedestrian Pathways/Trails/Water/Sewer System Improvements/Civil design Whatcoat St.	6,302.50

Attachment C



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, DECEMBER 7, 2015 – 7:00 P.M.
CITY HALL**

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

**OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney;
Stacey Mullen, Deputy City Clerk; Jody Reid, Utility Superintendent; Pastor Josh Roberts, Mike and Cheryl
Ready, Anderson Wright, Kendra Mayfield, Hoyt and LaTrelle Oliver, Charles Green, Janice & Jeff Wearing.**

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

Pledge of allegiance

**A motion was made by Smith, seconded by Windham to accept the Agenda for the December 7, 2015 Mayor
and Council Regular Meeting. The vote was 7 in favor and 0 opposed. The motion was approved.**

Attachment A

HONORARY COUNCILMEMBER

Mayor Roseberry announced Pastor Josh Roberts as the Honorary Councilmember for December appointed by Councilmember Sarah Davis. Mayor Roseberry presented him with a Proclamation as appreciation for his participation. Attachment B

**A motion was made by Pace, seconded by Windham to approve the Minutes of the Regular Meeting,
November 2, 2015. The vote was 7 in favor with 0 opposed. The motion was approved.** Attachment C

**A motion was made by Windham, seconded by Eady to approve the Minutes of the November 16, 2015 Work
Session. The vote was 7 in favor with 0 opposed. The motion was approved.** Attachment D

**A motion was made by Windham, seconded by Smith to accept the Minutes of the Trees, Parks, and
Recreation Board for August 11, 2015 and October 13, 2015. The vote was 7 in favor with 0 opposed. The
motion was approved.** Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Mr. Charles Green, 1214 Godfrey Street, thanked Mayor Roseberry, City Council and Chief Dave Harvey. He explained there was an incident on the trail involving his son and he is grateful for Lieutenant Pilgrim for the way he handled the situation and for the professional manner in which all of the Oxford Police Department operates.

Mrs. Janice Wearing, 905 Wesley Street, expressed concern regarding the upcoming proposed trails. She said she and her husband have walked the proposed trails and are not pleased with the cutting down of the trees. They feel the trail will be too close to the pond and it seems like it will be a hazard to others and especially small children. Mrs. Wearing suggested the trail be put next to the fence on a flatter surface. She said it is their understanding the College would be willing to help with the trail.

Councilmember Jim Windham recommended the city engineer work closely with the Wearing's; and said he has no issue with the trail being along the fence as Mrs. Wearing suggested.

Mayor's Reports

Mayor Roseberry reported that last Wednesday, December 2nd the city hosted a reception in honor of the Oxford College Tennis teams both men and women who won the national championship for Oxford College.

We will have a work session on December 21, 2015 at 6:00.

This week the annual employee dinner is at 7:00pm at the Blue Willow Inn.

We will not have an honorary council member for January due to a full agenda.

Local Maintenance & Improvement Grant

City Manager Bob Schwartz presented a letter from GDOT announcing our grant of \$18,640.86 with a deadline for submittal of January 1, 2016. He recommended we use this year's grant to assist in resurfacing George Street. We estimate the cost at \$36,000. The LMIG grant plus the 30% match of \$5,592.26 equals \$24,233.12. We budgeted \$32,000 in city funds together with \$18,000 in LMIG funds for street resurfacing in the FY2016 capital budget. We have investigated the possibility of resurfacing the streets within the cemetery with the remaining \$14,000 (\$50,000 less \$36,000) in capital funds. It is estimated the asphalt will cost approximately \$60,000. Newton County will do the construction; we will pay for the asphalt. City Manager Bob Schwartz is to prepare a cost schedule for the asphalt and hauling to be reviewed at the next work session. The approval will be only to meet the deadline for the submittal of the grant not cost figures of the project. After discussion:

A motion was made by Holt, seconded by Windham to authorize the submission of a project to The State Department of Transportation for the FY2016 LMIG Grant Program whereas, the GDOT has granted \$18,640.86 to the city of Oxford as part of the LMIG program for FY2015, whereas, the LMIG grant program requires a 30% local match or \$5,592.26; and; whereas, City Council has determined that George Street is the street most in need of repair at this time. The vote was 7 in favor with 0 opposed. The motion was approved.

Attachment F

Sewer Extensions

City Manager Bob Schwartz presented a map depicting a project to extend sanitary sewer lines in areas 1 and 3 along Emory Street and a memo describing the four loan options with Georgia Environmental Facilities Authority (GEFA). Bob explained there is the possibility of applying for 20% principal forgiveness if we get the application

to GEFA by December 31. However, there is no guarantee that the principal forgiveness will be approved. Based on the interest rates and payback, he recommended a 10 year loan at 0.52%. After discussion:

A motion was made by Smith, seconded by Windham to move forward with projects 1 and 3 and authorize City Manager Bob Schwartz to apply for the loan of \$525,000 for 10 years at the interest rate of "0.52%. The vote was 7 in favor with 0 opposed. The motion was approved. Attachment G

Recreational Trails Grant Program

City Manager Bob Schwartz reminded council we did not receive this grant last year. Grants are available from \$25,000 to \$100,000. The deadline for the application is December 18, 2015. Bob presented a memo describing our application for extending the trail along the Coke Street right-of-way between Cindy Court and West Richardson and along the George Street right-of-way between Wesley Street and the existing trail. This section would connect the George Street Park to the trail system. After discussion:

A motion was made by Eady, seconded by Pace to adopt the resolution to authorize the submission of a grant application to the Georgia Recreational Trails Program. The vote was 7 in favor with 0 opposed. The motion was approved. In addition; Attachment H

A motion was made by Windham, seconded by Holt to move forward with the project providing there is no interference or problems with the grant. The vote was 7 in favor with 0 opposed.

INVOICE APPROVAL

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Oxford	Monthly Utility Billing of City owned properties Nov	1,409.87
GMA	GMEBS Retirement Fund (Nov)	5,946.33
GMA	GMEBS Retirement Fund (December)	5,946.33
GMA	Cable & Telecommunication Management Services	1,131.00
Humana	Health Insurance (December)	6,818.10
Newton County BOC	Cornish Creek Water Fund	13,706.00
Newton County Water & Sewer	Services from 9/29 – 10/29	4,380.34
Southeastern Power Administration	SEPA energy cost	3,246.53
PURCHASES/CONTRACT LABOR		
Bankcard Center	Frame work for City Hall/Hotel GCCMA-Bob/election supplies/Honorary Council lunch/various other charges	2,796.02
Consolidated Copier Services	Quarterly copy fees and annual maintenance contract	1,804.98
Consolidated Pipe & Supply Co.	300' ¾" Copper TBG Coil/6-8x3/4 JMC SDL's	1,527.00
Latham Home Sanitation	Waste Removal Services for October	5,636.10
Latham Home Sanitation	Waste Removal Services for November	5,636.10
McNair, McLemore, Middlebrooks	Audit Prep -Financial Transactions & bookkeeping	7,452.75
Premier Tree & Shrub Care	Grounds Maintenance - October	2,138.00
Sophicity	Monthly maintenance and management services	1,352.13

Strickland, David C	Professional Services 9/1 -10/1 (Missed on previous months invoice approval)	4,484.83
Strickland, David C	Professional Services 11/1/2015	2,184.83
Strickland, David C	Professional Services 12/1	1,209.83
Strickland & Strickland IOLTA	Professional Services/Property 102 Watson Street	23,284.50
Sumner/Meeker, LLC	Professional Services/Emory Street – October	1,590.00
Sumner/Meeker, LLC	Professional Services/Emory Street – November	1,425.00
Temple Inc.	Pedestrian Crosswalk for Emory St. & Hamill Street	15,473.12
Tires-N-Wheels	2 tires for backhoe	1,070.00
Woco Pep Oil, Inc.	Fuel and Diesel – October	2,906.49
APPROVED CONTRACTS		
Ace/Kimble Services	Airport Road install 6-3/4" water taps for Ballard Properties	3,300.00
Ace/Kimble Services	403 Emory Street/4" sewer tap, 190ft of 4" pvc, distribution box and tie in 2" force main	2,200.00
Church Street Services, LLC	Sept 1 – October 31 Professional Services	3,610.50
Church Street Services, LLC	Nov 1 – November 30 Professional Services	3,000.60
Jordan Engineering	George St Park Drainage etc. – Sept 30	5,220.00
Jordan Engineering	Plat for parcel swap/DOT project/various other Oct 30	3,395.00
Jordan Engineering	Phase 1 Environmental Asbury Park mapping Nov 19	2,400.00

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

A motion was made by Windham, seconded by Eady to adjourn the meeting at 7:50 for a break before going into and executive session at 8:00 PM. The vote was 7 in favor with 0 opposed. The motion was approved.

A motion was made by Holt, seconded by Smith to go into an executive session at 8:00 PM. The vote was 7 in favor with 0 opposed. The motion was approved.

Mayor Roseberry announced the purpose of the meeting was to discuss personnel matters.

Upon conclusion of discussion of each position.

A motion was made by Holt, seconded by Windham to go out of the executive session at 8:15 PM. The vote was unanimous.

A motion was made by Smith, seconded by Eady to adjourn at 8:16 PM. The vote was unanimous

Respectfully submitted;

Lauran Willis
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, DECEMBER 21, 2015 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; GEORGE HOLT; LYN PACE; TERRY SMITH; DAVID EADY and SARAH DAVIS WERE NOT IN ATTENDANCE.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Hoyt & LaTrelle Oliver, Jeff Wearing, Judy Greer, Juanita Carson.

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

Honorary Councilmember

Mayor Roseberry announced we will not have an honorary councilmember for January. We will continue the program in February.

Mayor's Reports

Mayor Roseberry announced the next meeting will be our Regular Meeting on January 4, 2016 and the Work Session will be moved to Tuesday, January 19th due to the MLK holiday.

Mayor Roseberry announced that Nate Stykes with Newton County 911 will host a Blood Drive at City Hall on January 5th from 2:00 to 6:00 pm.

Municipal Competitive Trust

As reported by City Manager Bob Schwartz, MEAG has asked us to update the Resolution for the Municipal Competitive Trust to align with Mayor Roseberry's new term of office. The Resolution will be on the January 4th agenda for a vote.

Electric Cities of Georgia

City Manager Bob Schwartz reported that Electric Cities of Georgia has asked us to adopt a new version of the Resolution designating our voting delegates for the annual ECG election.

Councilmember Terry Smith asked that his name be replaced with Mayor Roseberry's as primary participant.

Traffic Monitoring Equipment

City Manager Bob Schwartz and Chief Dave Harvey presented material depicting traffic monitoring equipment with a recommendation to purchase the radar recording device to monitor the speed on our streets. This would require an amendment to the capital budget for FY2016. The device we recommend will be mounted on a utility pole and can be remounted to monitor another street. It records the speed of each vehicle but does not identify the vehicles.

Oxford Planning Commission

City Manager Bob Schwartz announced that Mike Ready's resignation from the Planning Commission leaves a vacancy. He presented a list of the current members. Jonathan Eady has completed a three year term, but has indicated he would be willing to continue to serve. We have three volunteers for the vacancy: Jeff Wearing, Toby Malcolm and Jim Wildman. Bob presented a memo with several suggestions as qualifications for members of the Planning Commission and asked council to review the memo and suggested they approve a resolution making some of the guidelines mandatory for planning commission members. A Resolution will be on the January 4th agenda for approval.

Trails Grant

City Manager Bob Schwartz stated he has submitted the application to the State for the Recreational Trails Grant program on Tuesday, December 15th. We should hear from the State sometime in March letting us know if we are approved.

Sewer System Extension

City Manager Bob Schwartz informed council we are completing work on the GEFA loan application for the sewer system extension. Part II of the application is very involved and will take some time. The deadline is December 31.

East Clark Street Project

City Manager Bob Schwartz said he is checking with the city attorney to see if we can take possession of the property at this time. We have notified the tenant to vacate and he should be out of the auto repair building by the end of January. After discussion council instructed Bob to proceed with getting prices on demolishing the building.

Asbury Street Park

City Manager Bob Schwartz informed council that he has issued a contract for asbestos abatement in the brick house. He indicated the contractor was delayed by the mandatory state 10 working day waiting period along with the weather. In addition, he is working on some other jobs. According to Utilities Superintendent Jody Reid all asbestos has been removed. He is meeting with the contractor tomorrow to get prices on removing the porch and the non-bearing wall. Bob informed council that the Asbury Street Park Citizens Advisory Committee continues to meet and will have its third meeting on Tuesday, December 29th.

Pedestrian Crossing

City Manager Bob Schwartz reported that we have received all of the equipment for the pedestrian crossing at Hamill Street and Emory Street. We are waiting for the coordination meeting with the Georgia DOT before starting installation. This was scheduled for December 14th, but DOT had to cancel.

Annual Appointments Discussion

City Manager Bob Schwartz stated the agenda for the January meeting will include the consideration for appointment for the following positions: City Clerk and Treasurer, Police Chief, City Attorney, Municipal Court Judge, and Municipal Court Solicitor.

Project Status and Engineer's Progress Report

City Manager Bob Schwartz gave a brief status report on the various budgeted projects.

There being no further discussion the meeting was adjourned at 6:50pm.

Respectfully Submitted;

Lauran Willis, CMC
City Clerk

OXFORD PLANNING COMMISSION

Minutes – September 15, 2015

MEMBERS: Mike Ready, Chair; Jonathan Eady, Vice-Chair; Penny England, Vivian Harris, and Ron Manson. Shawn Gaither, secretary was absent.

STAFF: Robert Jordan, city engineer; Bob Schwartz, city manager and zoning administrator.

GUESTS: Kendra Mayfield and Marguerite Abd El-Shahid with Oxford College. And Oxford College consultants: Travis Pruitt with Travis Pruitt and Associates, surveyors; Debra Fritz with Lord, Aeck, Sargent, architects; and Greg Maxey, Kimley Horn consultants. David Eady, city councilmember.

OPENING: Mr. Ready called the meeting to order and welcomed the guests.

APPROVAL OF MINUTES: Upon motion of Mr. Manson, seconded by Ms. England, the minutes for the meeting of July 21, 2015 were approved.

OXFORD COLLEGE DINING HALL: Oxford College is submitting a request for the approval of a development permit for the new Dining Hall. Mr. Ready invited Kendra Mayfield to present the project. Kendra and Debbie Fritz presented a rendering of the new building to the Planning Commission. Kendra and Debbie noted that the Dining Hall will seat 400 in three separate rooms along with 100 in the Dean's dining room. There is a fireplace in one of the rooms and a patio for the Dean's dining hall. The kitchen will be open where the students will be able to watch much of the food being prepared.

Ron Manson asked about the roof. Debbie Fritz reported that it would be a dark charcoal color shingle roof. The building itself will be stucco with a low base of granite similar to the granite base on the science building and on other buildings on campus. The new building will blend in with the other buildings on campus. It will have lower eaves so that appears to be shorter than it is. The drainage from the water collected from the roof will be transported to the storm sewer system.

Kendra Mayfield will submit a letter to the Tree Board for permission to remove the trees that are proposed to be removed from the right-of-way. Ms. Harris asked about the types of trees to be planted. These are listed in the plans on sheet L-401.

Mr. Manson asked about noise mitigation. Kendra Mayfield replied that the double-sided fence will help reduce the noise. In addition, there will be shrubbery and trees planted on the college side of the fence to further reduce the noise.

Mr. Ready and Mr. Schwartz introduced a discussion about the survey for the property where the dining hall is proposed to be built. During the December 9, 2014 meeting of the Planning Commission when the setback variance was requested, Mr. Ready and Mr. Eady had both asked

the college to be sure about their survey. The southeastern boundary on the survey presented had a bend in it. The original survey for the city in 1837 had straight lines for the right-of-way. This raised the question. Based on a request for Mr. David Eady, Mr. Schwartz had asked Mr. Jordan last week to attempt to verify the survey.

Mr. Jordan reported he had been working on this for the last week. What he had to present was a preliminary opinion. The city had been surveyed by Mr. Lloyd Thomas in 1837. He was a famous surveyor. Mr. Jordan had attempted to reconstruct the 1837 grid and then the challenge was to locate it on the ground using GPS points. Mr. Jordan found that the centers of most of the roads fit remarkably well with the original plan. The centerline of the asphalt for Clark, George and Hamill seem to be on exactly the right spot. In other words, usually, the centerline of the asphalt is the centerline of the right-of-way as originally laid out in 1837.

About a year ago Mr. Jordan surveyed the George Street and Coke Street unopened right-of-way. At that time based on other surveys he determined the centerline of Wesley was about 20 feet to the west of the actual centerline of the asphalt. This was incorrect based on current data. It turns out the physical asphalt on Wesley is very much on the centerline according to the 1837 survey. He has checked the survey from Emory to Hall and from Richardson to Hamill. He is not completely finished but it would appear that the property shown on the survey submitted by the College with the request for the development application is incorrect by 14 to 10 feet on the west side and by 22 to 20 feet on the east side in addition to being off by about 25 feet on the southern side.

Mr. Eady said he has some very old survey data which he would share with Mr. Jordan that might verify some of his conclusions. Mr. Jordan noted that would help as this is very much a work in progress. There is much more work that needs to be done.

Mr. Eady asked if any of the right-of-way lines were bent as shown in the Oxford College survey or were all the right-of-way lines straight. Mr. Jordan said on the original survey they were all straight. Mr. Jordan noted there is a very, very small chance that everything would shift to the west by 19 feet but that is highly unlikely. Mr. Jordan noted that in a week or two he will know very much more and be able to definitively give an opinion.

Kendra Mayfield asked is it not the responsibility of the city to have the entire city surveyed.

Mr. Eady noted that the right-of-way is where it is once it can be verified.

Marguerite Abd El-Shahid stated there were lots of monetary and scheduling impacts of this change in the survey.

Mr. Eady noted that the right-of-way is the right-of-way and that's what the Planning Commission has to work with.

Mr. Eady noted he has talked to at least two other surveyors who have told them that the pins in the ground in Oxford are regularly wrong.

Travis Pruitt reported that he took the standard care in preparing his survey he did not survey the city beyond the site of the new Dining Hall.

Mr. Eady reported that the town of Oxford has always retained its wide right-of-way as part of the character of the town.

Ms. Harris noted that some people it had their property taken away when the original wide rights-of-way were surveyed.

Kendra Mayfield noted that Oxford College does not want to build a building on property that is not owned by the college.

Mr. Eady noted that the Planning Commission cannot approve the permit without being sure that the college owns the underlining property. To be fair, we need to let Mr. Jordan finish the survey.

Kendra Mayfield noted that the architects had looked at the right-of-way lines as shown by Mr. Jordan and think that the Dining Hall could fit although there would be a great deal of work and time and money lost by making the change.

Mr. Maxey asked whether it would be possible to do a property swap between the city and the college. Mr. Eady noted that the historic nature of the right-of-way is an important part of the town and it is unlikely although the decision would have to be made by City Council and not by the Planning Commission.

Mr. Jordan stated once again that his findings are preliminary and that he will work to get more data so that he can be sure of his findings.

Mr. Eady asked what the impact of this change would be on the college.

Kendra Mayfield reported that the college had planned to begin to move dirt in November. Marguerite Abd El-Shahid noted that the college was taking price bids on September 24. It might well take at least four weeks to redesign the building.

There followed a discussion about whether or not it would be possible to ask the county and the state to begin to review the plans without having a location firmly decided. Debbie Fritz was going to look into that possibility.

Mr. Schwartz noted that City Council had a work session scheduled for Monday, September 21 and wanted to know whether or not the college wanted to be on the agenda. Regardless of the survey issue, the college needed to request permission from the city to locate the two storm water drainage structures within the right-of-way on Wesley Street. These structures would help the city with its storm water plan but the request needed to be made to City Council for permission to use city property for this purpose. Ms. Mayfield said that they did intend to submit a request to be on the agenda for the work session.

After further discussion Oxford College withdrew their request for the development permit.

ADJOURNMENT: Mr. Ready adjourned the meeting at 8:35 PM.

Submitted by:

Bob Schwartz, zoning administrator

Resolution

CITY OF OXFORD/COUNTY OF NEWTON

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that henceforth Jerry Roseberry, Mayor and Bob Schwartz, City Manager (together, the "Authorized Officials") are authorized to communicate City decisions, once these decisions have been approved by City Council, with respect to the Trust by jointly executing written directions to MEAG Power and the Trustee; and

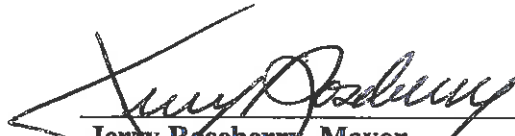
FURTHER RESOLVED that the City hereby authorizes the Authorized Officials to execute, and the City [Clerk/Secretary] to attest and deliver, certificates specifying the names, titles, term of office and specimen signatures of the Authorized Officials and other certificates and documents that MEAG Power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

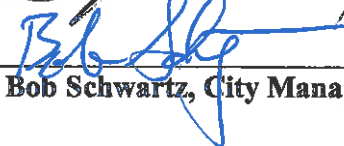
This the fourth day of January, 2016.

ATTEST:



City Clerk Lauran S. Willis, CMC



Jerry Roseberry, Mayor


Bob Schwartz, City Manager



(Seal)



INCUMBENCY AND SIGNATORY CERTIFICATE

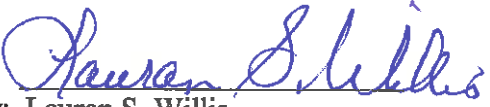
I, the undersigned, Lauran S. Willis, DO HEREBY CERTIFY THAT I am the duly appointed and acting City Clerk of "The City of Oxford".

I HEREBY FURTHER CERTIFY that the below named persons have been duly appointed or elected, as applicable, have been qualified, are duly holding the offices set opposite their names on this day and the signatures set opposite their names are their genuine signatures.

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>	<u>Signature</u>
Jerry D. Roseberry	Mayor	December 31, 2020	
Bob Schwartz	City Manager	At the Pleasure of Council	

IN WITNESS WHEREOF, I have hereunder subscribed my name and affixed the official seal of the City this 5th day of January, 2016.




By: Lauran S. Willis
Its: City Clerk

**CITY OF OXFORD
RESOLUTION**

BE IT RESOLVED by the *City of Oxford* ("Participant") that the following individuals are hereby appointed to serve as this Participant's primary and alternate voting delegates for the annual Electric Cities of Georgia, Inc. Board of Director's election, with authority to cast all votes to which this Participant is entitled.


Primary: Jerry Roseberry

Alternate: Bob Schwartz


BE IT FURTHER RESOLVED that all resolutions and ordinances, in actual conflict herewith be and the same shall thereupon stand superseded, repealed and terminated, respectively.

This fourth day of January, 2016.

City of Oxford:


 Jerry D. Roseberry, Mayor
Title

Attest:


 Lauran Willis, City Clerk
Title





Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Thursday, December 31, 2015
Re: GMA retirement plan updating Resolution and Adoption Agreement

INTRODUCTION – We have two retirement plans available to employees. Employees hired before January 1, 2012 are covered under the GMA defined benefits plan. This remains in force and has not changed. Employees hired after January 1, 2012 are covered by the GMA defined contribution plan. GMA has asked us to adopt by resolution a new adoption agreement for the defined contributions plan.

CHANGES – There are no substantive changes to our defined contributions plan. All employees not in the defined benefit plan are eligible. The city contributes 4% of the employee salary for all employees and an additional 2% of salary if the employee makes a matching contribution.

The changes in the adoption agreement are the result of three new federal laws, changes in the regulations of the United States Treasury, and changes in IRS regulations. The adoption agreement must be approved by Resolution of City Council.

Lauran and I have reviewed the changes and there are none of significance. GMA is changing the administrator of the program but that will not change any of the major parts of the program.

RECOMMENDATION – We recommend the approval of the adopting Resolution.

ATTACHMENTS

THE GEORGIA MUNICIPAL ASSOCIATION

401(a) DEFINED CONTRIBUTION PLAN

**Amended and Restated
As of January 1, 2012**

**RESOLUTION AND
ADOPTION AGREEMENT**

**City of Oxford
[Participating Employer]**

**Administered by:
Georgia Municipal Association
201 Pryor Street, SW
Atlanta, Georgia 30303
Telephone: 404-688-0472
Facsimile: 678-686-6289**

RESOLUTION

WHEREAS, the City of Oxford, Georgia, (hereinafter referred to as the "Participating Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a defined contribution plan, funded by employer contributions;

WHEREAS, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering matching and/or non-matching contributions;

WHEREAS, the Participating Employer has reviewed the Georgia Municipal Association ("GMA") Defined Contribution Plan, as amended and restated effective as of January 1, 2012 ("Plan");

WHEREAS, the Participating Employer wishes to participate or continue participating in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Participating Employer is an Employer as defined in the Plan;

WHEREAS, the Participating Employer has executed an Adoption Agreement (and, if applicable, an Addendum) for the Plan; and

WHEREAS, the Mayor and Council ("Governing Authority") is authorized by law to adopt this resolution approving the Adoption Agreement (and, if applicable, Addendum) on behalf of the Participating Employer;

Therefore, the Governing Authority of the Participating Employer hereby resolves:

Section 1. The Participating Employer adopts the Plan and the Trust Agreement ("Trust") for the Plan for its Employees.

Section 2. The Participating Employer acknowledges that the Board of Trustees of the GMA Defined Contribution and Deferred Compensation Plan ("Trustees") are only responsible for the Plan and have no responsibility for other employee benefit plans maintained by the Participating Employer.

Section 3.

(a) The Participating Employer hereby adopts the terms of the Adoption Agreement and any Addendum, which is attached hereto and made a part of this resolution. The Adoption Agreement (and, if applicable, the Addendum) sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Adoption Agreement and any Addendum, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Trustees of the Plan.

(b) The Participating Employer acknowledges that it may not be able to rely on the volume submitter letter if it makes certain elections under the Adoption Agreement or the Addendum.

Section 4. The Participating Employer hereby authorizes Ice Miller LLP, Legal Counsel, the volume submitter practitioner who sponsors the Plan on behalf of GMA, to amend the Plan on its behalf as provided under Revenue Procedure 2007-44 and Revenue Procedure 2011-49. The Participating Employer understands that the implementing amendment reads as follows:

With the approval of the Trustees, the Practitioner shall amend the Plan on behalf of all Participating Employers, including those Participating Employers who have adopted the Plan prior to this restatement of the Plan, for changes in the Code, the regulations thereunder, revenue rulings, other statements published by Internal Revenue Service, including model, sample, or other required good faith amendments (but only if their adoption will not cause such Plan to be individually designed), and for corrections of prior approved plans. These amendments shall be applied to all Participating Employers.

Notwithstanding the foregoing paragraph, the Practitioner shall no longer have the authority to amend the Plan on behalf of any Participating Employer as of either:

- the date the Internal Revenue Service requires the Participating Employer to file Form 5300 as an individually designed plan as a result of an amendment by the Participating Employer to incorporate a type of Plan not allowable in a volume submitter plan as described in Revenue Procedure 2011-49; or
- as of the date of the Plan is otherwise considered an individually designed plan due to the nature and extent of the amendments.

If the Participating Employer is required to obtain a determination letter for any reason in order to maintain reliance on the advisory letter, the Practitioner's authority to amend the Plan on behalf of the Participating Employer is conditioned on the Plan receiving a favorable determination letter. In any event, any amendment made by the Practitioner is subject to the approval of the Trustees.

GMA will maintain or has maintained on behalf of the Practitioner a record of the Participating Employers, and GMA on behalf of the Practitioner will make reasonable and diligent efforts to ensure that Participating Employers have actually received and are aware of all Plan amendments and that such Participating Employers adopt new documents when necessary. The provisions of this Section shall supersede other provisions of the Plan to the extent those other provisions are inconsistent.

The Participating Employer further understands that, if it does not give its authorization hereunder or, in the alternative, adopt another pre-approved plan, its Plan will become an individually designed plan and will not be able to rely on the volume submitter advisory letter.

Section 5.

(a) The Participating Employer shall abide by the terms of the Plan and the Trust, including amendments to the Plan made under Section 4 and to the Trust made by the Trustees of the Plan, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.

(b) The Participating Employer accepts the administrative services to be provided by GMA and any services provided by a Service Manager as delegated by the Trustees. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' Accounts.

Section 6.

(a) The Participating Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements, if it takes the following actions:

- (i) A resolution must be adopted terminating its participation in the Plan.
- (ii) The resolution must specify when the participation will end.

The Trustees shall determine whether the resolution complies with the Plan, and all applicable federal and state laws, shall determine an appropriate effective date, and shall provide appropriate forms to terminate ongoing participation. However, distributions under the Plan of existing accounts to Participants will be made in accordance with the Plan.

(b) The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.

Section 7. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.

Section 8. This resolution and the Adoption Agreement (and any Addendum) shall be submitted to the Trustees for their approval. The Trustees shall determine whether the resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Trustees may refuse to approve an Adoption Agreement (and any Addendum) by an Employer that does not have state statutory authority to participate in the Plan. The Governing Authority hereby acknowledges that it is responsible to assure that this resolution and the Adoption Agreement (and any Addendum) are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Governing Authority on _____, _____, in accordance with applicable law.

By: _____
Signature

Name and Title

Attest: _____

Date: _____

[Governing Authority should assure that applicable law is followed in the adoption and execution of this resolution.]

**GMA 401(a) DEFINED CONTRIBUTION PLAN
ADOPTION AGREEMENT**

ADMINISTRATOR

Georgia Municipal Association
201 Pryor Street, SW
Atlanta, Georgia 30303
Telephone: 404-688-0472
Facsimile: 678-686-6289

PARTICIPATING EMPLOYER

Name: City of Oxford, Georgia

GOVERNING AUTHORITY

Name: Mayor and Council of the City of Oxford, Georgia
Address: 110 West Clark Street, Oxford, Georgia 30054-2274
Phone: (770) 786-7004
Facsimile: (770) 786-2211
E-mail: _____

Person Authorized to receive Official Notices from the Plan or GMA:
City Clerk and/or City Manager

DISCLOSURE OF OTHER 401(a) PLAN(S)

This Participating Employer does or does not have an existing defined contribution plan(s). If the Participating Employer does have one or more defined contribution plans, the Governing Authority must provide the plan name, name of the provider, and such other information requested by the Administrator.

TYPE OF ADOPTION AND EFFECTIVE DATE

NOTE: This Adoption Agreement, with the accompanying Master Plan Document, is designed to comply with Internal Revenue Code Section 401(a), as applicable to a governmental qualified defined contribution plan, and is part of the GMA Defined Contribution and Deferred Compensation Program. Plan provisions designed to comply with certain provisions of the Pension Protection Act of 2006 ("PPA"), Heroes Earnings and Assistance and Relief Tax of

AA-1

2007 (HEART"), the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"), the final Treasury regulations under Code Section 415 published on April 5, 2007, and, based on the model amendment provided under Internal Revenue Service Notice 2009-82 are intended as good faith compliance with the requirements of PPA, HEART, and WRERA to be construed in accordance with PPA, HEART, and WRERA and guidance issued thereunder effective for Plan Years set forth herein. Plan provisions designed to comply with certain provisions of additional changes in federal law and guidance from the Internal Revenue Service under Internal Revenue Service Notice 2010-90 (the 2010 Cumulative List) are effective as of the applicable effective dates set forth in the Adoption Agreement and Master Plan Document. By adopting this Adoption Agreement, with its accompanying Master Plan Document, the Participating Employer is adopting a plan document intended to comply with Internal Revenue Code Section 401(a), as updated by PPA, HEART, and WRERA and the 2010 Cumulative List with the applicable effective dates.

This Adoption Agreement is for the following purpose (check one):

- This is a new defined contribution plan adopted by the Participating Employer for its Employees effective _____, _____ (insert effective date of this Adoption Agreement but not earlier than the beginning of the plan year in which the plan is adopted), with respect to Contributions as approved by the Board of Trustees below.
- Check this box if any non-conforming provisions will be included in Plan provisions. An Addendum must be requested from GMA to be completed as part of the Adoption Agreement.
- This is an amendment and restatement of the current GMA 401(a) Defined Contribution Plan or other defined contribution plan of the Participating Employer, the effective date of which shall be the first day of the month coinciding with or following approval by the governing authority (insert effective date of this Adoption Agreement but not earlier than the first day of the 2007 plan year or the beginning of the plan year in which the plan is adopted). This Adoption Agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which became effective on January 1, 2012 (insert original effective date of preexisting plan).
- Check this box if (i) any preexisting plan provisions will be preserved from a superseded non-GMA plan or (ii) any non-conforming provisions will be included in Plan provisions. An Addendum must be requested from GMA to be completed as part of the Adoption Agreement.
- This is an amendment to be effective as of _____, _____ (insert effective date of this Adoption Agreement but not earlier than then beginning of the remedial amendment period for such amendment) of the current GMA 401(a) Defined Contribution Plan previously adopted by the

Participating Employer, which was originally effective _____, as follows (please specify type below):

- This is an amendment to change one or more of the Participating Employer's contribution design elections in the Adoption Agreement.
- This is an amendment to add a new Department or a new class of Eligible Employees.
- This is an amendment to discontinue participation in the Plan by one or more Departments or classes of Employees.
- Other (must specify elective provisions in this Adoption Agreement):

- Check this box if any non-conforming provisions will be included in Plan provisions. An Addendum must be requested from GMA to be completed as part of the Adoption Agreement.

PLAN YEAR

Plan Year means the Participating Employer's Fiscal Year. For purposes of the limitations under Code Section 415(c) set forth in Article V of the Master Plan Document, the limitation year means the calendar year.

The Employer's Fiscal Year starts on: July 1 (insert month and day e.g., July 1).

COVERED DEPARTMENTS

A Participating Employer may cover all of its departments in the Plan or only those listed (check one):

- All Departments
- All Departments eligible to participate under the Employer's GMEBS defined benefit plan. Note: This box may only be checked if the Participating Employer's defined benefit plan is administered by GMEBS.
- Covered Departments (must specify): _____

ELIGIBLE EMPLOYEES

Only Employees as defined in the Plan may be covered by the Adoption Agreement. Independent contractors may not participate in the Plan. Subject to other conditions in the Plan and this Adoption Agreement, the following Employees of the Covered Departments are eligible to participate in the Plan, provided that they satisfy any additional eligibility requirements specified under "Other Eligibility Requirements" below (**check one**):

- All
- All with the following exclusions:
 - Municipal Legal Officer
 - Elected or appointed officials
 - Other¹ (**must specify and clearly define the ineligible classification of employees**):

Employees who are Participants in the City of Oxford's Defined Benefit (DB) Retirement Plan as of January 1, 2012; provided, however, that if such an Employee becomes reemployed by the City on or after January 1, 2012, such Employee shall not participate in the DB Plan following such reemployment and shall participate in the Defined Contribution Plan (this Plan) as long as he or she satisfies the "Other Eligibility Requirements" specified below.

- Only employees in any 457(b) plan of the Employer. Note: This box must be checked if the sole purpose of this Plan is to provide Employer contributions to match Employee contributions to a 457(b) Plan.
- Only employees in the GMEBS defined benefit plan. Note: This box may only be checked if the Participating Employer's defined benefit plan is administered by GMEBS.
- Other¹ (**must specify and clearly define the classification of Eligible Employees; Eligible Employees shall not include non-governmental employees, independent contractors, or any other ineligible individuals**):

No employee may be excluded based on the attainment of a maximum age.

The Employer shall provide the Trustees with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Adoption Agreement.

OTHER ELIGIBILITY REQUIREMENTS

¹ Do not specify the inclusion or exclusion of a participant by using the name of the employee.

Minimum Hours Per Week -- A Participating Employer may prescribe a minimum number of hours that an Employee must be scheduled and normally work in order to be an Eligible Employee under the Plan. The Employer hereby elects the following (elect either "No Minimum Hours Required" or "Minimum Hours Required" below. If you elect to have a minimum hour requirement you must specify the number of hours required in the space provided below).

- No Minimum Number of Hours Required**
- Minimum Hours Required Per Week (regularly scheduled):**
 - 40 (must not exceed 40 hours/week)**
 - Same Minimum Hours Required as provided in GMEBS defined benefit plan. Number of Hours: _____. **Note:** This box may only be checked if the Participating Employer's defined benefit plan is administered by GMEBS.
- Other Minimum Hour Requirement (must specify):** _____

If any Eligible Employee ceases to meet the Minimum Hour Requirement (if any), he or she becomes ineligible for additional contributions until he or she once again meets the requirement. It is the Participating Employer's responsibility to monitor this requirement and to report to the Administrator a change in employee eligibility.

Waiting Period -- A Participating Employer may establish a waiting period before an Eligible Employee may become a Participant in the Plan. The Employer hereby elects the following (elect "no waiting period" or one of the waiting period options below):

- No waiting period.** An Eligible Employee may become a Participant immediately upon meeting the eligibility conditions of the Plan.
- A waiting period described under one of the following options (check one):**
 - Minimum Period of Service (please complete items below):**

The waiting period for participation in the Plan shall be _____ (not to exceed 12 months) of service, calculated from the commencement of the Eligible Employee's employment with the Employer.

Eligible Employees who are employed on the date the Plan is adopted
 will be will not be given credit for prior service as an Employee for purposes of satisfying the waiting period.

Different periods of service will be will not be added together to determine whether the waiting period has been satisfied.

- Minimum Period of Contributions to 457(b) Plan (please complete items below):**

The waiting period for participation in the Plan shall be _____ (not to exceed 12 months) of the Eligible Employee's making contributions to the Employer's 457(b) plan(s).

Eligible Employees who are employed on the date the Plan is adopted will be will not be given credit for prior contributions made to the 457(b) Plan for purposes of satisfying the waiting period.

After initially meeting the waiting period, any interruption of employee contributions to the 457(b) plan(s) will will not require the employee to meet another waiting period to qualify for matching contributions.

Different periods of service in which deferrals are made as an Eligible Employee will will not be added together to determine if the waiting period has been satisfied.

EMPLOYER CONTRIBUTIONS

A Participating Employer may make Matching Contributions **and/or** Non-Matching Contributions as specified below. Matching Contributions and Non-Matching Contributions that are tied to Payroll Periods (as defined in this Adoption Agreement) must be remitted to the Administrator no later than 15 business days after the Payroll Period. Annual Contributions must be remitted to the Administrator no later than 15 days after the end of the Plan Year. A Participating Employer may establish one or more classes of employees for contribution purposes in this Adoption Agreement. However, no employee may be excluded from contributions based on the attainment of a maximum age.

The Participating Employer hereby elects to make contributions as follows (**check matching, non-matching, or both as applicable**):

- Matching Contributions**

Employer Contributions shall be made to match all or a portion of a Participant's contribution to an eligible 457(b) deferred compensation plan, including the GMA Deferred Compensation Plan. The Employer must identify the class or classes of Participants for whom contributions will be made and the contribution formula:

Class A Matching Contributions will be made on the following basis for **Class A** Participants:

Class A Participants are (**check one**):

- All Eligible Employees

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- Other (must specify; any individuals specified must be Eligible Employees): _____

The Employer elects the following matching contribution formula for Class A Participants (check and complete "Percentage Match," "Flat Dollar Match," or "Other Formula" below):

- Percentage Match:** For each Payroll Period in which the Participant contributed to _____ (insert plan name) a 457(b) Plan of the Employer, the Employer will contribute _____% (insert percentage) of the dollar amount contributed to the 457(b) Plan. (For example, if an Employer elects a 50% match, then for every \$10 the Participant contributes to the 457(b) Plan, the Employer will contribute \$5 to this Plan).

Cap on Percentage Match - The Employer may wish to establish a cap on its matching contributions, so that the percentage (%) match amount indicated above cannot exceed a certain amount per Payroll Period. The Employer hereby elects the following cap on its percentage matching contribution (check and fill in \$ or % of compensation limit to apply below, or check "no cap" below):

- Flat Dollar Cap:** In no event will Matching Contributions made on behalf of a Participant exceed a flat dollar amount equal to (complete as applicable):

\$ _____ per weekly Payroll Period
\$ _____ per bi-weekly Payroll Period
\$ _____ per semi-monthly Payroll Period
\$ _____ per monthly Payroll Period

[Note: If the Employer has more than one Payroll Period, you should indicate dollar cap that will apply with respect to each Payroll Period e.g., \$100 per weekly Payroll Period, and \$200 per bi-weekly Payroll Period].

- Cap Equal to Percentage of Total Compensation:** In no event will Matching Contributions made on behalf of a Participant exceed _____% of the Participant's §457(e)(5) includable compensation (gross income from the Employer) per Payroll Period.

- No Cap**

- Flat Dollar Match:** For each Payroll Period in which the Participant contributed at least \$ _____ (may be \$1 to \$25) to a 457(b) Plan of the Employer, the

Participating Employer will contribute a flat dollar amount as shown below (complete as applicable):

- \$ _____ per weekly Payroll Period
- \$ _____ per bi-weekly Payroll Period
- \$ _____ per semi-monthly Payroll Period
- \$ _____ per monthly Payroll Period

- Other Formula for Calculating Matching Contributions (must specify formula that complies with definitely determinable requirements of Treasury Regulations Section 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415):**
For each Payroll Period in which the Participant contributes to the Employer's 457(b) Plan, the Employer will contribute 50% of the dollar amount contributed to the 457(b) Plan. In no event will the Matching Contribution made on behalf of a Participant for a Payroll Period exceed 2% of the Participant's Base Salary for said Payroll Period as determined by the Employer.

[Do not complete following section on Class B Matching Contributions if all Eligible Employees are included in Class A above].

Class B Matching Contributions will be made on the following basis for Class B Participants:

Class B Participants are (must specify; all individuals specified must be Eligible Employees):

The Employer elects the following matching contribution formula for Class B Participants (check and complete "Percentage Match," "Flat Dollar Match," or "Other Formula" below):

- Percentage Match:** For each Payroll Period in which the Participant contributed to _____ (insert plan name) a 457(b) Plan of the Employer, the Employer will contribute _____ % (insert percentage) of the dollar amount contributed to the 457(b) Plan. (For example, if an Employer elects a 50% match, then for every \$10 the Participant contributes to the 457(b) Plan, the Employer will contribute \$5 to this Plan).

Cap on Percentage Match - The Employer may wish to establish a cap on its matching contributions, so that the percentage (%) match amount indicated above cannot exceed a certain amount per Payroll Period. The Employer hereby elects the following cap on its percentage matching contribution (check and fill in \$ or % of compensation limit to apply below, or check "no cap" below):

- Flat Dollar Cap:** In no event will Matching Contributions made on behalf of a Participant exceed a flat dollar amount equal to **(complete as applicable):**

\$ _____ per weekly Payroll Period
\$ _____ per bi-weekly Payroll Period
\$ _____ per semi-monthly Payroll Period
\$ _____ per monthly Payroll Period

[Note: If the Employer has more than one Payroll Period, you should indicate dollar cap that will apply with respect to each Payroll Period e.g., \$100 per weekly Payroll Period, and \$200 per bi-weekly Payroll Period].

- Cap Equal to Percentage of Total Compensation:** In no event will Matching Contributions made on behalf of a Participant exceed _____% of the Participant's §457(e)(5) includable compensation (gross income from the Employer) per Payroll Period.
- No Cap**

- Flat Dollar Match:** For each Payroll Period in which the Participant contributed at least \$ _____ (may be \$1 to \$25) to a 457(b) Plan of the Employer, the Participating Employer will contribute a flat dollar amount as shown below (complete as applicable):

\$ _____ per weekly Payroll Period
\$ _____ per bi-weekly Payroll Period
\$ _____ per semi-monthly Payroll Period
\$ _____ per monthly Payroll Period

- Other Formula for Calculating Matching Contributions (must specify formula that complies with definitely determinable requirements of Treasury Regulations Section 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415):**

[Skip to "Payroll Period" below if Employer is not going to make Non-Matching Contributions]

Non-Matching Contributions

The Employer hereby elects to make contributions to the Plan without regard to a Participant's contribution to a 457(b) plan(s). The Employer must identify the class or classes of Participants for whom these contributions will be made and the contribution formula:

Non-Matching Contributions shall be made on the following basis for Class C Participants:

Class C Participants are (check one):

- All Eligible Employees
 Other (must specify; any individuals specified must be Eligible Employees): _____

The Employer elects the following contribution formula for Class C Participants (check one):

- Year-End Contributions: A one-time Plan Year-end contribution of \$ _____ or _____% of Compensation per Participant.
- _____% of Compensation per Participant for each Payroll Period.
- A flat dollar amount per Payroll Period as shown below (complete as applicable):
- \$ _____ per weekly Payroll Period
\$ _____ per bi-weekly Payroll Period
\$ _____ per semi-monthly Payroll Period
\$ _____ per monthly Payroll Period

- Other Formula for Calculating Non-Matching Contributions (must specify formula that complies with definitely determinable requirements of Treasury Regulations Section 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415):**
4% of a Participant's Base Salary, as determined by the Employer, for each Payroll Period.

[Do not complete the following section on Class D Non-Matching Contributions if all Eligible Employees are included in Class C above].

Non-Matching Contributions shall be made on the following basis for Class D Participants:

Class D Participants are (must specify; all individuals specified must be Eligible Employees): _____.

The Employer elects the following contribution formula for Class D Participants (check one):

- Year-End Contributions: A one-time Plan Year-end contribution of \$ _____ or _____ % of Compensation per Participant.
- _____ % of Compensation per Participant for each Payroll Period.
- A flat dollar amount per Pay Period as shown below (complete as applicable):
 - \$ _____ per weekly Payroll Period
 - \$ _____ per bi-weekly Payroll Period
 - \$ _____ per semi-monthly Payroll Period
 - \$ _____ per monthly Payroll Period
- Other Formula for Calculating Non-Matching Contributions (must specify formula that complies with definitely determinable requirements of Treasury Regulations Section 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415):

For purposes of computing non-matching contributions, "Compensation" is defined in the Plan, subject to the limits imposed by Georgia Code Section 47-1-13(b) and Internal Revenue Code Section 401(a)(17), as adjusted for cost-of-living increases under Internal Revenue Code Section 401(a)(17)(B).

COMPENSATION

Compensation Paid After Severance From Employment -- A Participating Employer may elect to include certain post-severance payments in Compensation for purposes of computing contributions under the Plan, but only if these amounts are paid no later than 2½ months after severance from employment or, if later, the end of the calendar year that includes a Participant's severance from employment, and only if it is a payment that, absent a severance from employment, would have been paid to the Participant while the Participant continued in employment with the Participating Employer. The Participating Employer makes the following election with respect to including post-severance payments in Compensation (Note: if the following is not completed, no post-severance payments will be included in Compensation by default):

- No post-severance payments will be included in Compensation for purposes of computing contributions under the Plan (if this box is checked, skip to "Payroll Period" below).
- For purposes of calculating contributions under the Plan, the following post-severance payments will be included in Compensation, as long as: 1) they are paid no later than 2½ months after severance from employment or, if later, the end of the calendar year that includes the Participant's severance from employment; and 2) absent a severance from employment, they would have been paid to the Participant while the Participant continued in employment with the Participating Employer (check all that apply):
 - regular compensation paid after severance from employment for services rendered prior to severance during the Participant's regular working hours
 - compensation paid after severance from employment for services rendered prior to severance outside the Participant's regular work hours (such as overtime or shift differential), commissions, bonuses, or other similar payments
 - post-severance payments for unused accrued bona fide sick, vacation or other leave, but only if the Participant would have been able to use the leave if employment had continued
 - Other: _____

PAYROLL PERIOD

The payroll period of the Participating Employer is:

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly

VESTING FOR EMPLOYER MATCHING CONTRIBUTIONS
 (Complete if Employer is Making Matching Contributions)

A Participating Employer may establish a vesting schedule for Employer Matching Contributions. This means that if the Participant leaves the Participating Employer's employment prior to completing a specified period of service (not to exceed 5 years), the Participant forfeits all or part of the Employer's Matching Contributions. However, upon Death

or Disability or the termination of the Plan, the Participant is 100% vested in the Participant's Employer Matching Contributions, notwithstanding any vesting schedule. If a vesting schedule is established, it is the Employer's responsibility to calculate the Eligible Employee's service and report it to the Administrator. Unless otherwise specified below, for purposes of vesting, service means the number of years and complete months of service of a Participant as an Eligible Employee of the Employer and the Participant's service begins with the first day of employment as an Eligible Employee. The Employer hereby elects the following (check one):

- Immediate Vesting.** No vesting schedule. Employer Matching Contributions are 100% vested from the time credited to the Participant's Account (if this option is elected, do not complete the rest of this section).
- Cliff Vesting.** Employer Matching Contributions are 100% vested after a Participant has been employed as an Eligible Employee for 5 years (not to exceed 5 years) (the "Vesting Period"). Matching contributions remain 0% vested until the Participant satisfies the full Vesting Period.
- Graduated Vesting Schedule.** Employer Matching Contributions are vested on the following graduated scale (insert vesting % for each completed year of service as an Eligible Employee. Note: Maximum waiting period for 100% vesting may not exceed 5 years):

<u>Completed Years of Service as Eligible Employee</u>	<u>Vested %</u>
1 year	_____ %
2 years	_____ %
3 years	_____ %
4 years	_____ %
5 years	_____ 100 %

Complete the following items if Employer has elected Cliff Vesting or Graduated Vesting:

In determining the Participant's total years of service for vesting purposes, Eligible Employees who are employed on the date the Plan is adopted by the Employer (check one): will be will not be given credit for prior service as an Eligible Employee.

In determining the Participant's total years of service for vesting purposes, different periods of employment as an Eligible Employee (check one): will be added together will not be added together will be added together if the Participant is reemployed with the Employer before completing a period of separation of 1 year (not to exceed 5 years).

VESTING FOR EMPLOYER NON-MATCHING CONTRIBUTIONS
(Complete if Employer is making Non-Matching Contributions)

A Participating Employer may establish a vesting schedule for Employer Non-Matching Contributions. This means that if the Participant leaves the Participating Employer's employment prior to completing a specified period of service (not to exceed 5 years), the Participant forfeits all or part of the Employer's Non-Matching Contributions. However, upon Death or Disability or the termination of the Plan, the Participant is 100% vested in the Participant's Employer Non-Matching Contributions, notwithstanding any vesting schedule. If a vesting schedule is established, it is the Employer's responsibility to calculate the Eligible Employee's service and report it to the Administrator. Unless otherwise specified below, in calculating the Vesting Period, service means the number of years and complete months of service of a Participant as an Eligible Employee of the Employer, and the Participant's service begins with the first day of employment as an Eligible Employee. The Employer hereby elects the following (check one):

- Immediate Vesting.** No vesting schedule. Employer Non-Matching Contributions are 100% vested from the time credited to the Participant's Account (if this option is elected, do not complete the rest of this section).
- Cliff Vesting.** Employer Non-Matching Contributions are 100% vested after a Participant has been employed as an Eligible Employee for 5 years (not to exceed 5 years) (the "Vesting Period"). Non-Matching Contributions remain 0% vested until the Participant satisfies the full Vesting Period.
- Graduated Vesting Schedule.** Employer Non-Matching Contributions are vested on the following graduated scale (insert vesting % for each completed year of service as an Eligible Employee. Note: Maximum waiting period for 100% vesting may not exceed 5 years):

<u>Completed Years of Service as Eligible Employee</u>	<u>Vested %</u>
1 year	_____ %
2 years	_____ %
3 years	_____ %
4 years	_____ %
5 years	_____ 100 %

Complete the following items if the Employer has elected Cliff Vesting or Graduated Vesting:

In determining the Participant's total years of service for vesting purposes, Eligible Employees who are employed on the date the Plan is adopted by the Employer (check one): will be will not be given credit for prior service as an Eligible Employee.

In determining the Participant's total years of service for vesting purposes, different periods of employment as an Eligible Employee (**check one**): will be added together will not be added together will be added together if the Participant is reemployed with the Employer before completing a period of separation of 1 years (not to exceed 5 years).

TREATMENT OF FORFEITURES

If a Participant separates from service, the Participant's non-vested Employer Matching Contributions and/or non-vested Employer Non-Matching Contributions shall be forfeited as of the date of the Participant's Separation from Service. Amounts forfeited during a Plan Year shall be held unallocated until they are used to reduce or otherwise supplement Employer Contributions as of the earliest possible date such contributions are required to be made to the Plan.

MODIFICATION OF THE TERMS OF THE ADOPTION AGREEMENT

If a Participating Employer desires to amend any of its elections contained in this Adoption Agreement (or any Addendum), the Governing Authority by official action must adopt an amendment of the Adoption Agreement (or any Addendum) or a new Adoption Agreement (or Addendum) must be adopted and forwarded to the Trustees for approval. The amendment of the new Adoption Agreement (or Addendum) is not effective until approved by the Trustees and other procedures required by the Plan have been implemented.

The Administrator will inform the Participating Employer of any amendments made by the Trustees to the Plan.

TERMINATION OF THE ADOPTION AGREEMENT

This Adoption Agreement (and any Addendum) may be terminated only in accordance with the Plan.

The Administrator will inform the Participating Employer of the discontinuance or abandonment of the Plan by the Trustees.

EXECUTION BY EMPLOYER

This Adoption Agreement (and any Addendum) may only be used in conjunction with The Georgia Municipal Association 401(a) Defined Contribution Plan Master Plan Document approved by the Internal Revenue Service under an advisory letter J593619a dated March 31, 2014.

The failure to properly complete this Adoption Agreement (or any Addendum), or to operate and maintain the Plan and Trust in accordance with the terms of the completed Adoption

Agreement (and any Addendum), Master Plan Document and Trust, may result in disqualification of the Plan under the Code. Inquiries regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the IRS advisory letter should be directed to the Administrator. The Administrator is the Georgia Municipal Association, with its primary business offices located at: 201 Pryor Street, SW, Atlanta, Georgia 30303. The business telephone number is: (404) 688-0472. The primary person to contact is: GMA General Counsel or Deputy Executive Director, Risk Management and Employee Benefits.

The foregoing Adoption Agreement is hereby adopted and approved on the 4 day of January, 2016, by the Mayor and Council of the City of Oxford.

Signed: 

Printed Name: Jerry D. Roseberry

Title: Mayor

Date of Signature: 1/4/2016

TRUSTEES APPROVAL

The Adoption Agreement is approved by the Board of Trustees of the GMA Defined Contribution and Deferred Compensation Plan.

[Complete the following if the purpose of this Adoption Agreement is to establish a new defined contribution plan or to restate a preexisting defined contribution plan of the Participating Employer (other than a GMA 401(a) Defined Contribution Plan).]

Contributions shall first be remitted as follows:

- within 15 business days after the Payroll Period ending _____, _____.
- On the following prospective date (specify a specific date): _____.

Dated: _____

By: _____

Title: _____
on behalf of the Board of Trustees

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would benefit of the City to purchase a radar recording device to monitor speeds on our streets, and

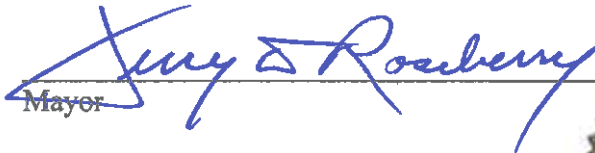
WHEREAS, there are sufficient unallocated funds in the capital project fund to provide for this expenditure,

NOW THEREFORE BE IT RESOLVED, that

The capital budget for FY2016 is amended by adding a \$3,995 line item for the purchase of a radar recording device.

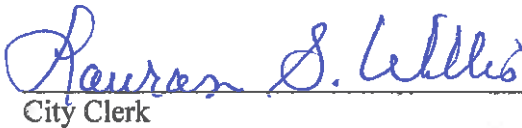
Adopted this fourth day of January, 2015.

BY:



Mayor

ATTEST:



City Clerk



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

RECEIVED
DEC - 7 2015



Memorandum

December 4, 2015

To: Mayor Roseberry

From: Chief WD Harvey

Subject: Radar Recording Device

As requested, I have researched radar recording devices and have attached two devices and quotes which would be the best product to purchase.

One device is the Radar Recorder Traxpro from Jamar Technologies which appears very simple to mount in different areas and is half the weight of the other device.

The other device is the Stealth Stat from Kustom signals which seems more complicated to mount and weighs 35lbs.

The specifications are similar on both devices but due to the weight and mounting differences I would prefer to go with the Jamar device if you would like for us to purchase one. The Jamar device cost \$3895.00 and the Kustom device cost \$3121.00, both include shipping cost. The difference is \$774.00.

Often we get complaints by citizens regarding speeding vehicles on the neighborhood streets but we have conflicting reports many times about the particular hours of the violations. The speed that the vehicles are traveling varies also from over 40 miles per hour to 60 miles per hour, which would be difficult to do on some of the streets. By being able to use the radar recording device, we could have a history of the number of vehicles that drive on the street, the times that vehicles travel on the street and the speed of the vehicles. This would give us adequate information to know when to best patrol the areas and also give us statistics to share with the citizens who are concerned.

Sincerely,

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

W. David Harvey

cc:

Bob Schwartz, City Manager



JAMAR Technologies, Inc.
 TRAFFIC COUNTING EQUIPMENT AND SUPPLIES
 DISTANCE MEASURING EQUIPMENT AND SUPPLIES
 1500 Industry Road, Suite C
 Hatfield, PA 19440
 Phone 215-361-2244 • Fax 215-361-2267

QUOTATION

DATE: 11/5/2015
 QUOTATION NO. 77520

P - (770) 788-1390 Ext. 0000
 F - (000) 000-0000 Ext. 0000

CITY OF OXFORD POLICE
 110 W. CLARK STREET
 OXFORD GA 30054

CHIEF DAVID HARVEY

CUSTOMER ID		SALES PERSON	SHIPPING METHOD	PAYMENT TERMS	QUOTE DATE	MASTER NUMBER
CITY OF OXFORD		RICH	UPS	NET 30	12/5/2015	116,654
QUANTITY ORDERED	ITEM NUMBER	DESCRIPTION			UNIT PRICE	EXTENDED PRICE
1 EACH	CRR-CK-BT-T	RADAR RECORDER W/TRAXPRO PRICING REFLECTS A \$180.00 IACP SHOW SPECIAL DISCOUNT THIS KIT TO INCLUDE:			\$3,895.00	\$3,895.00
1.00 Each	RADAR RECORDER				\$0	\$0.00
2.00 Each	RECHARGEABLE BATTERIES				\$0	\$0.00
1.00 Each	BATTERY CHARGER				\$0	\$0.00
1.00 Each	MOUNTING KIT				\$0	\$0.00
1.00 Each	MANUAL				\$0	\$0.00
1 EACH	BTD-V201	BLUETOOTH ADAPTER NO CHARGE LIST PRICE IS \$25.00 EACH			\$0.0000	\$0.00
1 EACH	J-0719	EM-D-K LOCK 1 1/4" (LONG SHACKLE) NO CHARGE LIST PRICE IS \$16.00 EACH			\$0.0000	\$0.00
1.00 Each	NOTE:	FREIGHT/SHIPPING/HANDLING CHARGES WILL BE WAIVED FOR THIS ORDER AS PART OF THE IACP SHOW SPECIAL			\$0	\$0.00

PRICE QUOTE IS VALID FOR 30 DAYS UNLESS OTHERWISE NOTED

By 
 RICH COLE 11/5/15

Subtotal	\$3,895.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Total	\$3,895.00

Radar Recorder

Traffic Data Collection Using Radar

- Non-Invasive Radar Technology
- Data for Volume, Speed & Length
- Covert 'Black Box' Recording
- Collect continuous data for months
- Computer download & interface
- Powered by rechargeable battery
- Easy Installation
- Optional Wireless Bluetooth
- Waterproof Case
- RS-232 Serial Port for Download
- One-Year Warranty
- Free Technical Support

Questions? [Contact us](#) and our sales staff will be happy to assist you.

Radar Recorder

with Installation Kit and Software

Includes the Radar Recorder, installation kit, Laptop with software for interface and reporting, and User's Manual.

Easy Data Interface & Retrieval

At any point while data is being collected, you can connect to a laptop (either directly or with optional Bluetooth wireless) and monitor the recording of vehicles using the TRAXPro software. TRAXPro can also be used to retrieve and process your data once you have completed your data collection.

Safe and Easy Installation

The non-invasive radar sensing method allows you to easily install the Radar Recorder and begin collecting in just a matter of minutes. Since no tubes or loops are used, you never have to be in the road when installing the Radar Recorder. Simply mount the Radar Recorder to any convenient location and aim it toward the road.

Included with the Radar Recorder is an installation kit comprised of installation bracket and utility tools. This installation

kit gives you everything you need to install the Radar Recorder in the field. Low cost [spare mounting bracket kits](#)

are also available for purchase to simplify installation at locations you count frequently.

[Download Brochure](#)

Features of the Radar Recorder

"Love the Radar Recorder. It has totally changed my counting program."

- Satisfied User

[View Installation Video](#)

Request a Quote

The new Radar Recorder represents a leap forward in the use of radar for accurate traffic data collection. Equipped with 2nd generation algorithms, the Radar Recorder accurately records up to two lanes of bi-directional traffic data without personnel ever having to go into the road.

There are no road tubes or loops required with this device - simply mount the unit at a convenient location, aim it at the road and you'll begin collecting highly accurate data in a

matter of minutes. The unobtrusive nature of this device means you can covertly record data without drivers knowing and altering their driving habits.

When you are ready to review your data and produce reports, connect a computer to the unit and download your data using the [TRAXPro](#) software . The data can then be processed, and reports produced.

Covert 'Black Box' Recording

One of the advantages of the Radar Recorder is that it is all but invisible to drivers. Since there are no road tubes in the road, and no other obvious signs that data is being collected, you get unbiased data without drivers changing their driving habits and skewing the results.

Comprehensive Reports

Data from the Radar Recorder can be processed with our powerful TRAXPro software. TRAXPro has been designed specifically to be easy to use, while still providing powerful data analysis functions. The program allows you to create your own report formats and produce color graphs in 2 or 3 dimensions. Finished reports can also be saved in Acrobat PDF or Rich Text RTF format for easy electronic transfer. [View Sample Reports...](#)

Highly Accurate Data Collection

The Radar Recorder offers significant improvements over previous models of these types of data collectors. The most important of these is the 2nd generation processing algorithm, which provides highly accurate speed information. The speeds of recorded vehicles are accurate to +/- 1 Mph.

A sophisticated and powerful platoon splitting algorithm makes the Radar Recorder also an extremely accurate counting device. A properly installed Radar Recorder being used to record a busy two lane bi-directional road will accurately record more than 98 percent of vehicles for the near lane and more than 96 percent for the far lane. This makes the Radar Recorder a highly reliable tool for getting accurate data on both sides of a two-lane road with traffic volumes of up to approximately 12,000 vehicles.

Data comparison was done against a TRAX Flex road tube recorder, with the results showing that the Radar Recorder compares extremely favorably with the TRAX Flex. [More details...](#)

Specifications

Sensor: Microwave 24.2 GHz,

power output 5 Mw

Speed Range: 8-130 Mph

Radar Range: Up to 100 Feet

Setup Range: Up to 80 Feet

Operating Temperature: -40°F to 158°F

Weight (1 Battery Installed): 14 lbs.

Weight (2 Batteries Installed): 19 lbs.

Approx. Accuracy: Near Lane > 98%

Approx. Accuracy: Far Lane > 96%

Installation Height: Up to 80 feet

Memory Size: 4 MB (500,000 vehicles)

Battery Life (1 Installed): 7 Days

Battery Life (2 Installed): 14 Days

Battery Life (with solar panel): 6 months+

Click to Enlarge



Click to View
TRAXPro
Sample Reports

Police Depart. Packages

Ideal for Portable or Permanent Station Use

The compact design of the Radar Recorder makes it easy to take it from one location to another, if you need to record data at multiple sites. However, it can also be used at permanent stations to provide continuous counting coverage throughout the year. By using the Solar Panel option, you can record data for months at a time, without having to replace and recharge batteries. The recorder's 4 MB internal memory can store weeks or months of data before needing to be downloaded. [More details on the optional solar panel...](#)





USED BY:

- **State DOTs**
- **Planning Commissions**
- **Public Works**
- **Police Departments**
- **Universities**
- **Municipal Agencies**
- **Engineering Firms**

...And More



Radar Recorder

Traffic Data Center
www.trafdata.com
1-800-447-4477
10000
10000

JAMAR
www.jamar.com

Search



Quotation

KUSTOM SIGNALS, INC.

9652 Loiret Blvd, Lenexa, KS 66219-2408
913-492-4400 Fax 913-492-1703
sales@kustomsignals.com www.kustomsignals.com

Date 10/14/2015

To... DAVID HARVEY
OXFORD POLICE DEPT
110 WEST CLARK STREET
110 WEST CLARK STREET
OXFORD GA 30054

Quote # 1540998122142SE
Terms Net 30
This Quote Expires on 01/12/2016
Phone 770-788-1390
Fax 770-786-2211

Qty	Product Description	UnitPrice	SubTotal
1			\$0.00
1	STEALTHSTAT WITH FLASHCARD, HOST SOFTWARE, RECHARGEABLE/REMOVABLE INTERNAL BATTERY, EXTERNAL BATTERY CHARGER, MOUNTING STRAPS/HARDWARE, DIRECTIONAL RADAR UNIT, AND OPERATOR'S MANUAL, 2 YEAR WARRANTY	\$3,045.00	\$3,045.00
1	SHIPPING & HANDLING COSTS	\$76.00	\$76.00
0		\$0.00	\$0.00
0	The following are OPTIONAL and NOT included in total below	\$0.00	\$0.00
0	STEALTHSTAT REPLACEMENT BATTERY	\$125.00	\$0.00
0	STEALTHSTAT POLE MOUNTING BRACKETS	\$38.00	\$0.00
0	STEALTHSTAT STRAP KIT	\$66.00	\$0.00
0		\$0.00	\$0.00
0	***2 YEAR STANDARD WARRANTY***	\$0.00	\$0.00
0	***YEAR 3 EXTENDED WARRANTY***	\$210.00	\$0.00
0	***YEAR 3 EXTENDED WARRANTY***	\$240.00	\$0.00
0		\$0.00	\$0.00
		Total	\$3,121.00

Signature

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.

Mic Collins
9652 Loiret Blvd
Lenexa KS 66219

Toll Free 800-4KUSTOM (800-458-7866)

StealthStat™

Traffic Data

**Compression molded fiberglass;
NEMA 4 waterproof rating**

Beige

Front of cabinet

**Removable 12V 28 amp/hour battery with
external**

110vac 60Hz charger included

80 hours/charge, continuous usage

16"H x 12"W x 8" D

34 lbs., with battery

StealthStat™

Make Data Collection Easier

The StealthStat™ with Traffic Statistics Computer (TSC) allows you to effectively track and manage traffic in your community. Conveniently mounted on a pole, this unit collects vehicle data without the need for road tubes. The built-in TSC stores speeds on a SD card in an easy-to-use format.

Included software plots and graphically displays the number of vehicles vs. time of day, vehicle speed vs. time of day and vehicle speed vs. number of vehicles.

Features

- Directional radar unit
- Traffic Statistics Computer (TSC)
- Waterproof enclosure

- Host software (Windows® compatible)
- Rechargeable, removable internal battery
- External battery charger
- Mounting straps and hardware

[Request a Quote](#)



[Purchase this Product](#)

To purchase our products, or for general inquiries, please click the map to find your nearest Kustom Signals representative.



[Download data sheet](#)

Printer friendly product specifications (PDF).

Specifications



Specs:

Construction: Compression molded fiberglass

Power Supply: Removable 12v 28 amp/hour battery with

Battery Operation: 110vac 60Hz charger included 80 hours/charge, continuous usage

Dimensions: 16"H x 12"W x 8"D

Radar Specs:

Type: Directional K-band radar

Measurement: Available in mph or km/h

Operating Frequency: 24.125 GHz (K-band)

Operating Temp Range: -22°F to 140°F

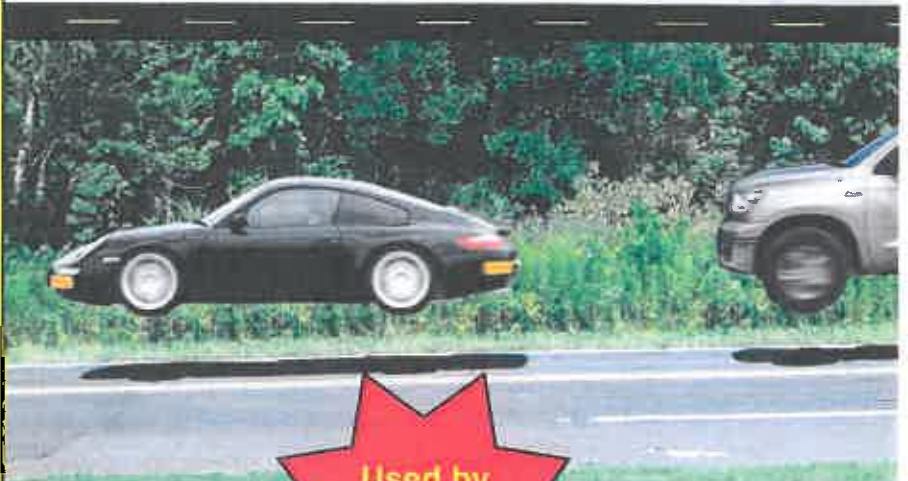
Speed Range: 5 to 125 mph (8 to 201 km/hr)

Speed Accuracy: +/- 1 mph (+/- 1 km/hr)

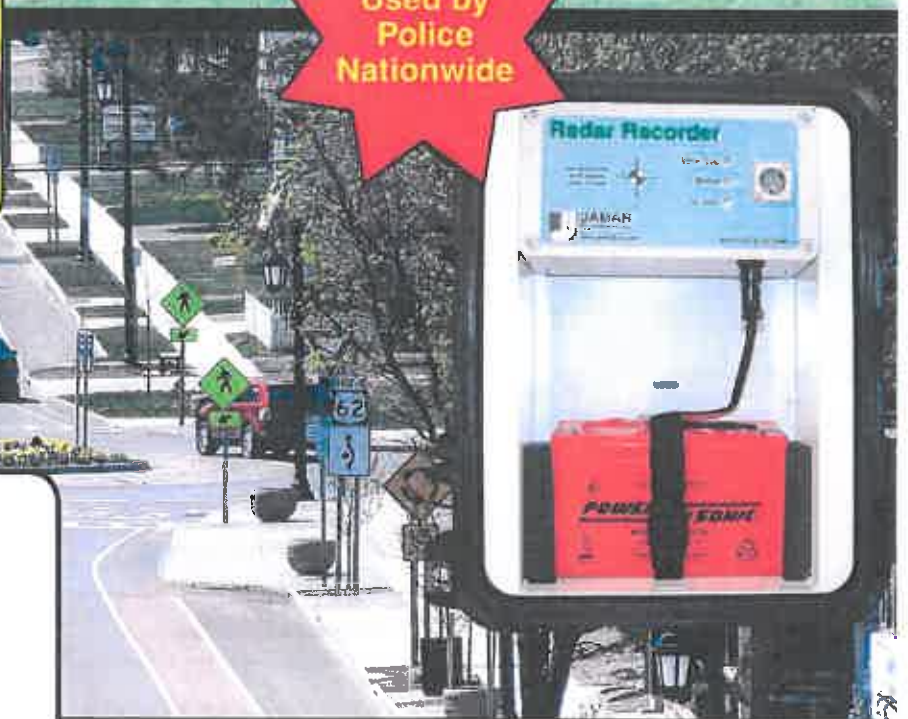
Power Output: <20dBm



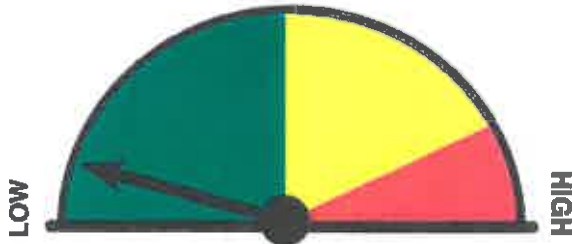
'I See Cars Flying By Every Day!'



Used by
Police
Nationwide



Total Percentage of Enforceable Violations



Posted Speed Limit: 35 mph
Enforcement Tolerance: 10 mph
Enforcement Limit: 46 mph & Up
Percentage Above Limit: 1.2%
Enforcement Rating: **LOW**

Sound Familiar?

You know what a citizen is saying about traffic in their neighborhood.
Now find out what the evidence says.



JAMAR
Technologies, Inc.

Making Data Collection Easier

A common issue police officers are faced with is complaints about speeding. However, a citizen's perception of traffic speeds does not always match up with what is really happening. One way to address the issue is to place an officer at the location, gathering speed data. Unfortunately, with today's tight budgets and limited resources, it can be difficult to justify the time involved for this.

That's where we come in.


End the Arguments over Speeding Complaints

Using a JAMAR Radar Recorder allows you to gather hard evidence of whether or not a problem really exists. This data can be used to find where stepped up enforcement is really needed, or to end arguments over speeding traffic.

The Speed Enforcement Evaluator is a simple, one-page report that concisely displays whether or not a speeding problem exists, based on the percentage of enforceable violations. Using an easy to understand, highly visual format, the report makes for an excellent hand-out at public meetings.

Our recorders are portable and easy to install. They record a vehicle's speed and length, while keeping track of traffic volumes for up to several weeks at one time. This equipment uses state-of-the-art microprocessor technology, and will record vehicle data with a high degree of accuracy, eliminating guess work (and second guessing).





Superior Police Department
1000 Main St.
Hometown, PA 19999
800-776-0940

Speed Enforcement Evaluator

Location:
Main Street

Closest Cross Street:
Central Avenue


Analysis Dates:
Monday January 11, 2010 to
Friday January 15, 2010

Equipment Used:
JAMAR Radar Recorder #60656

Installed By:
Sgt. Brown #55679


Requested By:
Ms. Bea Hampton
1000 Moyer Road

Total Percentage of Enforceable Violations




Posted Speed Limit: 35 mph
Enforcement Tolerance: 10 mph
Enforcement Limit: 46 mph & Up
Percentage Above Limit: 1.2%
Enforcement Rating: LOW

Direction 1




Posted Speed Limit: 35 mph
Enforcement Rating: LOW

Direction 2



Posted Speed Limit: 35 mph
Enforcement Rating: LOW

View a Video Demo at www.jamartech.com



• One Chief's Experience

"The Radar Recorder has been great, easy to set up, use and download. I have only placed the unit in locations where we have received complaints, not only to prove the complaints are valid, but to prove the complaints are invalid.

Complaints from citizens are usually exaggerated, for many reasons, and we actually had one lady who repeatedly went to the Selectmen meetings (which are televised throughout two towns here) and made it a point to explain how the cars are racing and doing well over 80 MPH every hour of every day. (She also made many comments regarding her thoughts of the police.) Now without going into detail, of the area and road she lives on, it would take a 'high performance dragster' to get up to anything even remotely close to 80. I did not have the time to place an officer on her road to monitor traffic daily, as she demanded. I had put an unmarked car there to monitor a couple of times, which of course she claimed was not placed at the right time. Anyways, after putting up the recorder there, and leaving for a month, I was able to print out a report to the selectmen to show the speed of every vehicle and busiest time of any traffic. Needless to say, she no longer complains, as the report showed that her eyes needed recalibration, and she was greatly exaggerating her complaints.

The unit has been used in about 10 locations and assisted us in determining busiest times of violators and traffic counts. I try to leave it at a location for 3-4 weeks at a time, sometimes longer. I use two batteries and replace one battery about every 5 days or so.

Overall, the unit is great and I would highly recommend the unit to everyone." - Satisfied Police Chief

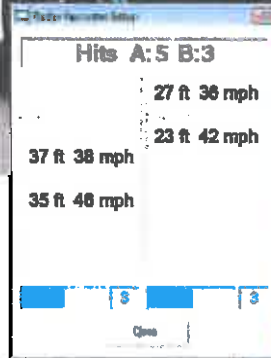
View & download data covertly via Bluetooth



- No tools required
- Has range up to 300 feet
- Download from your vehicle
- No additional software required

• Monitor speeds covertly In real time

With the wireless Bluetooth option for Radar Recorder, you don't have to worry about weather conditions to download your data. Rain or snow, hot or cold, download of the unit can be done from inside your vehicle. In addition, you can view data in real time from around a corner or down the road, so you will not be altering driver behavior by standing or being parked next to the Radar Recorder.



When's the BEST TIME to catch them?

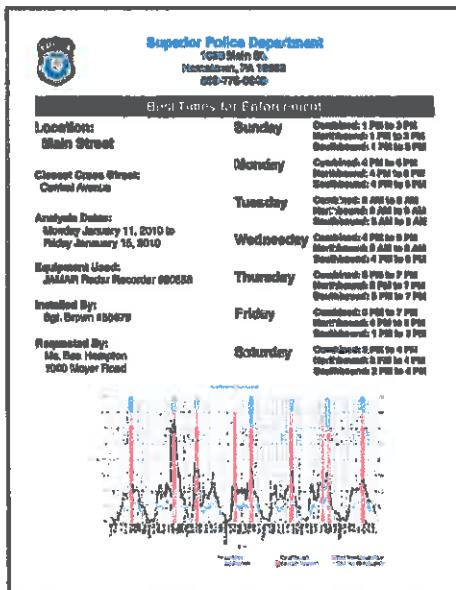
• Save Manpower Using the Radar Recorder

For locations where the evidence shows that enforcement is needed, it helps to know when that enforcement will be most effective. That's the job of the Best Times for Enforcement report, which details, on a daily basis, what times of the day have the largest number of enforceable violations. This information is provided not only for all the traffic, but on a directional basis as well.

• Organize Enforcement Efforts

Knowing when the best time to do enforcement at a location is certainly helpful, but what do you do if you have many locations that are all in need of enforcement? Determining how to prioritize the various locations that need it is the job of the Enforcement Scheduler.

The Enforcement Scheduler allows you to create a searchable database of all the locations in need of enforcement so you can quickly and easily determine the best deployment of personnel. You can also attach data files to these records which allows you to compare speed data both before and after enforcement is done to see how effective it has been.



Superior Police Department
1600 Main St.
Harrisburg, PA 17109
800-775-6630

Location	Site Code	Station ID	Status	Priority	Scheduled	Has Data	Assigned To
Main Street, Near Central Ave.			Assigned	1	2/22/2010	OVERSOLD	Sgt. Brown
Shoppes/Arms Rd, Near York Ave.	2881		Scheduled	2	Next Available	No	
Linnville Pike, Near North Hill Ave.			Scheduled	2	Next Available	Yes	
Maple Ave - Linnville Ave.			Assigned	2	Next Available	No	PO Jones
York Ave - 10th St.			Assigned	2	Next Available	No	Sgt. Brown
Parish St - Juppertown Rd.			Assigned	2	Next Available	No	Sgt. Brown
State St - Street St.	1602		Assigned	3	Next Available	No	
Yorktown Park, Near Cedar Ave.			Scheduled	3	Next Available	No	
Tomberly Lane, Near State St.			Scheduled	3	Next Available	No	

Enforcement Details

Location Details: Main Street, Near Central Ave.

Enforcement Information: [Edit] [Print] [View]

Post Enforcement Info:

Priority: 1

Scheduled Date: 2/22/2010

Status: Next Available

Has Available Based on posts

Schedule For A Specific Week

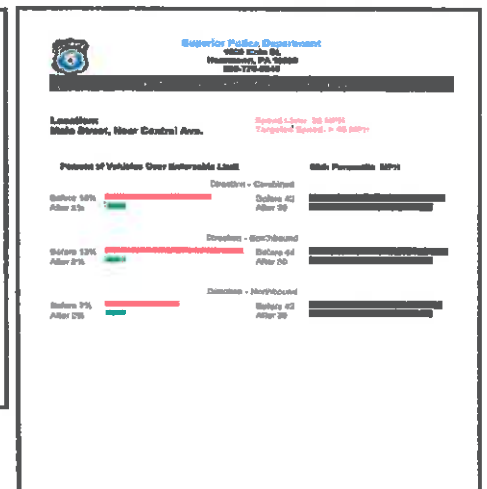
Schedule For A Specific Date

Assign To Speed Enforcement Detail: Assigned to: Sgt. Brown

Enforcement Time: Scheduled Date: 4:00 AM

Enforcement Should Begin (PUBAM)

Based on the Method of Your Report



• Quick and Easy Installation – No Tubes or Loops Required

Older traffic data recorders usually required you to install precisely measured rubber tubes in the road if you wanted to collect data. This was often time consuming, could lead to errors in the data, and was potentially dangerous.

The non-invasive radar sensing method allows you to easily install the Radar Recorder and begin collecting in just a matter of minutes. Since no road tubes are used, you never have to be in the road when installing the Radar Recorder. Simply mount the Radar Recorder to any convenient location and aim it toward the road. Not having to go into the road means your personnel will be safer, and not having to buy road tubes means you'll save money on every study.



• Easy Data Interface & Retrieval

At any point while data is being collected, you can connect to a laptop (either directly or with optional Bluetooth wireless) and monitor the recording of vehicles using the TRAXPro software. TRAXPro can also be used to retrieve and process your data once you have completed your data collection. This software allows you to create your own report formats and produce color graphs in 2 or 3 dimensions. Finished reports can also be saved in PDF or Excel format for easy electronic transfer.



• Covert 'BLACK BOX' Recording

One of the advantages of the Radar Recorder is that it is all but invisible to drivers. Since there are no road tubes in the road, and no other obvious signs that data is being collected, you get unbiased data without drivers changing their driving habits. Now with the Bluetooth option you can even interface with the Radar Recorder from down the road or around the corner, staying completely out of sight.

Radar Recorder covertly collecting vehicle data with drivers unaware

Specifications

Memory Size: 4 MB	Operating Temperature: -40°C to 70°C	Weight (1 Battery Installed): 14 lbs.	Approx. Accuracy: Far Lane > 96%
Battery Life (1 Installed): 7 Days	Sensor: Microwave 24.2 GHz,	Weight (2 Batteries Installed): 19 lbs.	Speed Range: 2-130 Mph
Battery Life (2 Installed): 14 Days	power output 5 Mw	Approx. Accuracy: Near Lane > 98%	Radar Range: Up to 400 Feet



JAMAR
Technologies, Inc.

sales@jamartech.com • www.jamartech.com
1-800-776-0940 • 1-215-361-2244
1500 Industry Road, Suite C
Hatfield, PA, USA 19440

5.2 October 2013

Oxford Planning Commission

Mike Ready, Chair

70 Wentworth Drive

Term expires December 2015

Jonathan Eady, Vice Chair

1216 Wesley Street

Term expires December 2015

Shawonna Gaither, Secretary

1401 Wesley Street

Term expires December 2016

Ron Manson

50 Wentworth Drive

Term expires December 2017

Vivian Harris

406 West Soule Street

Term expires December 2017

Penny England

318 W. Stone Street

Term expires December 2016



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Thursday, December 31, 2015
Re: Powerline Tree Trimming Contract

INTRODUCTION – Each year we hire a contractor to spend about a month trimming the trees near and under the power lines. For many years we’ve done this together with Covington. Covington hires a crew for eleven months and we hire them for one month.

BUDGET – Our budget for FY2016 includes \$25,000 for powerline tree trimming. This has been the budget amount for several years. In FY 2015 we spent \$18,418 and in FY2014 we spent \$13,363. The difference is based on the amount of work we need each year and, in part, based on the weather we have during our “month”.

BID PROCESS – Last summer the City of Covington and Jody decided it was time to take bids. They received bids from two vendors with a third not bidding. The bids were based on an hourly rate for a three man crew with equipment. Burford bid \$113.80 and Townsend bid \$116.79. The other vendor (Trees Unlimited) did not submit a bid because they did not have a crew that could be devoted to Covington for one year. Another advantage of the Burford bid is that they hired the foreman who had worked with Townsend for the last several years. He has worked well with Covington and with us – and was trained in the early years by Connie Head, the Oxford arborist back then.

RECOMMENDATION – Our finance policy, Section 19.8, allows us to accept bids that have been received by other local governments. Our finance policy also requires any purchase over \$10,000 be approved by City Council. Because we expect this to run over \$10,000 we are requesting approval of Council for a purchase order and a subsequent contract with Burford for up to \$25,000. This is based on the rate of \$113.80 per hour based on the bid submitted to the City of Covington last summer. The amount of work and the actual lines to be trimmed will be determined by Jody Reid.