



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING**

**Work SESSION**

**MONDAY, NOVEMBER 21, 2016 – 6:00 P.M.**

**CITY HALL**

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

**OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Jeff Wearing, Kendra Mayfield, Cheryl Ready, Judy Greer, Peggy Madden, Steve Longcrier, Daniel Parson, Anderson Wright, Robert Jordan.**

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

Agenda – Attachment A

**Honorary Councilmember**

Mayor Roseberry announced Daniel Parson, Oxford College organic farm, as the Honorary Councilmember for December appointed by Councilmember David Eady.

**Mayor's Announcements**

Mayor Roseberry made the following announcements:

- \*The December 5<sup>th</sup> meeting will convene at 6:30 with a reception for the Oxford College women's tennis team.
- \*Roseberry said he recently met with the new Board of Commission Chairman, Marcelo Banes.
- \*Roseberry said he attended a meeting last week where State Revenue Commissioner, Lynn Riley spoke. Riley said revenues are coming in good, we have set a new record in June. Riley said the reserve funds are up to two billion dollars. The state of Georgia has a AAA bond rating and is a preferred place to do business.
- \*Roseberry announced that the Chamber of Commerce will sponsor a breakfast at The Center on November 30, 2016 at 8:00 AM. The breakfast is for the legislators to meet with the public prior to taking office in January. To attend you must contact the Chamber to reserve a space.

**MEAG Mayors Summit**

Mayor Roseberry reported on the annual Mayors Summit held by the Municipal Electric Authority of Georgia. Roseberry said there were thirty-five mayors in attendance all of who shared concern that we are not selling enough electricity. Electric sales are down. Several cities who subscribed to Plant Vogel units 3 and 4 will begin paying interest in 2019 and 2020 on their debt. While Oxford opted out of this program we will still continue to pay other debt obligations to MEAG. Our original contract will expire in 2026.

**SPLOST 2017**

Mayor Roseberry reported on the discussions with the county and the cities in preparation for the SPLOST 2017 vote. Roseberry said the agreement as it stands is the cities will receive 22% of the base amount and 25% of any overage. Oxford stands to receive \$1.5 million on the base amount and approximately 10% of the city's share of the overage. SPLOST will be on the March 2017 Ballot.

**Signs for the Civil War Heritage Trail**

Steve Longcrier, Founder and Executive Director of the Georgia Civil War Heritage Trails presented discussion and documents with proposed sign locations on the City of Oxford rights-of-way. This item will be on the December agenda for a vote. Attachment B

**East Clark Street Development**

Robert Jordan, city engineer, presented a layout of the plans and cost figures for the development of East Clark Street. This item will be place on the December agenda for a vote. Attachment C

**Safety Manual**

City Clerk Luran Willis, presented discussion regarding the adoption of a Loss Control/Safety Policy Statement and Safety Manual for the city and asked council to consider adoption of this plan. We will have a resolution on the December agenda for a vote. Attachment D

**Streets Resurfacing and Repair**

City Manager Bob Schwartz presented a list of the ten streets in town in the most need of resurfacing along with a list of seven streets which need deep patching. We will prepare cost estimates for Council to review the top one or two for work with capital project funding in the spring. Councilmember Eady requested a list to include prior projects depicting the condition, when it was done and the cost for all streets. Attachment E

**Downtown Development Authority**

City Manager Bob Schwartz reminded everyone of the November Council meeting where we heard from Monica Callahan, DDA director for Madison. Schwartz said the question now is whether we should go forward with the formation of a Downtown Development Authority or not. Eady said we need a Monica. Holt said we need to decide at some point what do we really want to do and when we want to do it. Eady shared his concern in choosing seven people to serve. Jeff Wearing said he feels we have someone who is capable of heading a DDA naming the Planning Commission Chairman Johnathan Eady. Ready said we would be shorting ourselves by not moving forward. Hoyt Oliver said it would be wise to include the Planning Commission and their ideas.

**6153 Emory Street**

City Manager Bob Schwartz said we have received two bids to remove the house at 6153 Emory Street. The low bid is \$21,950. We will need to request a demolition permit from the City of Covington. Council has not decided whether to demolish this building or not. Eady asked what it would take to bring it up to code. Windham said he has seen the structure and feels it would not be worth the cost. Utility Superintendent Jody Reid said he and Scottie Croy have inspected the structure and determined it is not sound. This item will be placed on the December agenda to decide if we want to go forward with the demolition. Attachment F

**Cemetery Records**

City Clerk Lauran Willis presented discussion regarding implementation of the new software for the cemetery records project which was approved in the FY2017 budget. Willis requested Council consider approving a part-time or temporary worker to assist with the keying and scanning of the records into the new software database. This request will be brought to Council at a later date after the software has been installed.

**Projects Status and Engineer's Progress Report**

City Manager postponed this item for later date. Schwartz said he has been approached by a citizen who is interested in purchasing the city owned property at 100 Longstreet Circle. This item will be on the December agenda. Attachment G

**Other Announcements**

City Manager Bob Schwartz announced the following:

City Hall will be closed November 24 and 25 for the Thanksgiving holiday.

City Hall will be closed December 23 and 26 for the Christmas holidays.

Our annual employee meeting will be Tuesday, December 13<sup>th</sup> at 7:00.

The State Environmental Protection Division has declared a Level 2 Drought Response for Newton County effective November 17, 2016. There will notices mailed with this month's bills. Attachment H

**Executive Session**

Mayor Roseberry postponed the executive session for a later date.

There being no further business the meeting was adjourned at 7:40 PM.

Respectfully submitted;



Lauran S. Willis, CMC/FOA

City Clerk

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, NOVEMBER 21, 2016 – 6:00 P.M.  
CITY HALL  
A G E N D A**

1. **Honorary Councilmember** – Councilmember Eady appointed Daniel Parson, Oxford College organic farm, as the Honorary Councilmember for December.
2. **Mayor's Announcements**
3. **MEAG Mayors Summit** – Mayor Roseberry will report on the annual Mayors Summit held by the Municipal Electric Authority of Georgia.
4. **SPLOST 2017-** Mayor Roseberry will report on the discussions with the county and the cities in preparation for the SPLOST 2017 vote.
5. **\* Signs for the Civil War Heritage Trail** – Steve Longcrier, executive director of the Georgia Civil War Heritage Trails will bring a couple of sample signs to the meeting. We are also working to get a sample sign post fabricated in time for the meeting.
6. **East Clark Street Development** – Robert Jordan, city engineer, will review the plans for the development of East Clark Street.
7. **\* Safety Manual** – We have completed work on the city Safety Manual and will ask for Council approval at the December 5<sup>th</sup> meeting. Please see the attached Safety Manual.
8. **\* Streets Resurfacing and Repair** – We have prepared a list of the ten streets in town in the most need of resurfacing along with a list of seven streets which need deep patching. We will prepare cost estimates and Council can review the top one or two for work with capital project funding in the spring.
9. **Downtown Development Authority** – We heard from Monica Callahan, DDA director for Madison, at the November Council meeting. The question now is whether we should go forward with the formation of a Downtown Development Authority or not.
10. **\* 6153 Emory Street** – We have received two bids to remove the house at 6153 Emory. The low bid is \$21,950. We will need to request a demolition permit from the City if Covington. We have attached both bids. Council has not decided whether to demolish this building or not. We will place it on the agenda for the December meeting and if we decide to go forward this is what it will cost.
11. **Cemetery Records** – To complete the cemetery records project we need to hire a temporary worker to key all the records into the new database.
12. **\* Projects Status and Engineer's Progress Reports** – Attached.

13. **Executive Session** – Real estate matters

\*Attachments

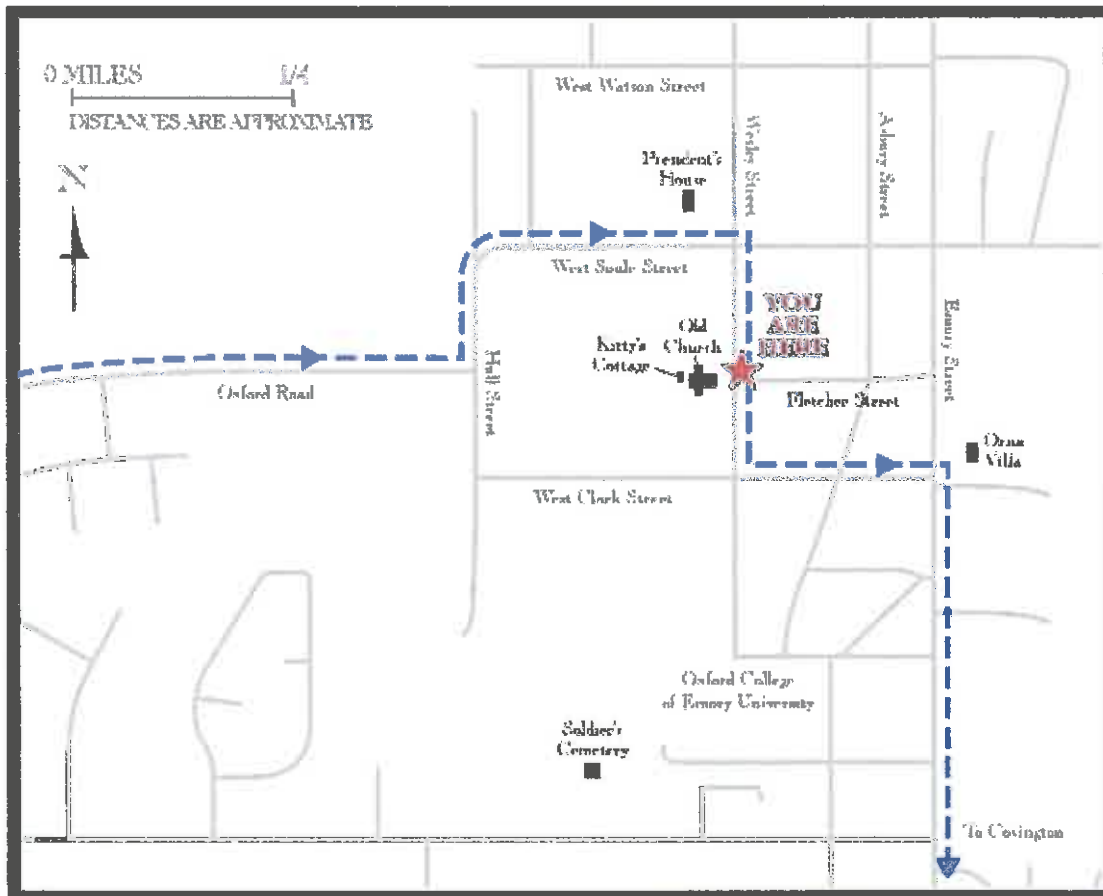
**ANNOUNCEMENTS**

1. City Hall will be closed November 24 and 25 for the Thanksgiving holiday.
2. City Hall will be closed December 23 and 26 for the Christmas holiday.
3. Our annual employee meeting will be Tuesday, December 13.
4. **The State Environmental Protection Division has declared a Level 2 Drought Response for Newton County effective November 17, 2016.**

# Georgia Civil War Heritage Trails®

Four (4) Georgia D.O.T. approved and funded roadway "trailblazer" locations proposed on City of Oxford rights-of-way.

Four (4) locations	CITY OF OXFORD DESCRIPTION OF "TRAILBLAZER" DIRECTIONAL LOCATIONS
1	Eastbound CR 512, a.k.a. Oxford Road @ Hull Street in Oxford (with a left turn arrow, M6-1L)
2	Eastbound Soule Street, just before Wesley Street (with a right turn arrow, M6-1R)
3	Southbound Wesley Street, at (or before if possible) its intersection with Clark Street (with a left turn arrow, M6-1L)
4	Eastbound Clark Street, just before SR 81, a.k.a. Emory Street (with a right turn arrow, M6-1R)











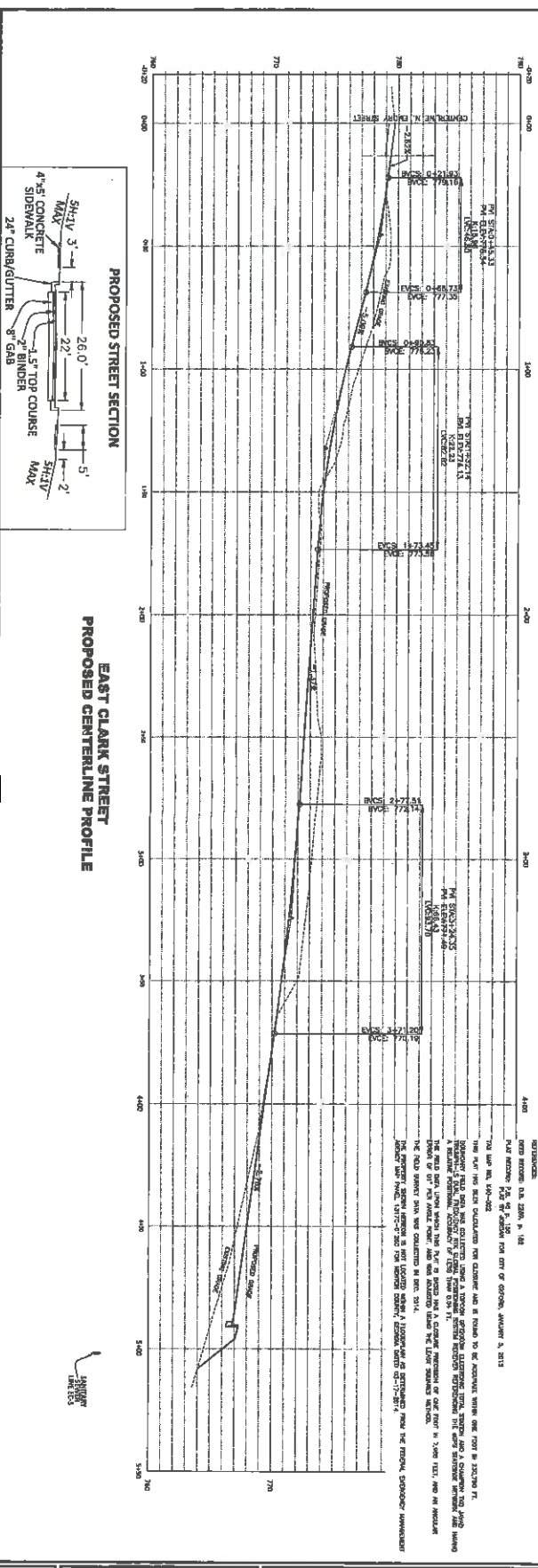
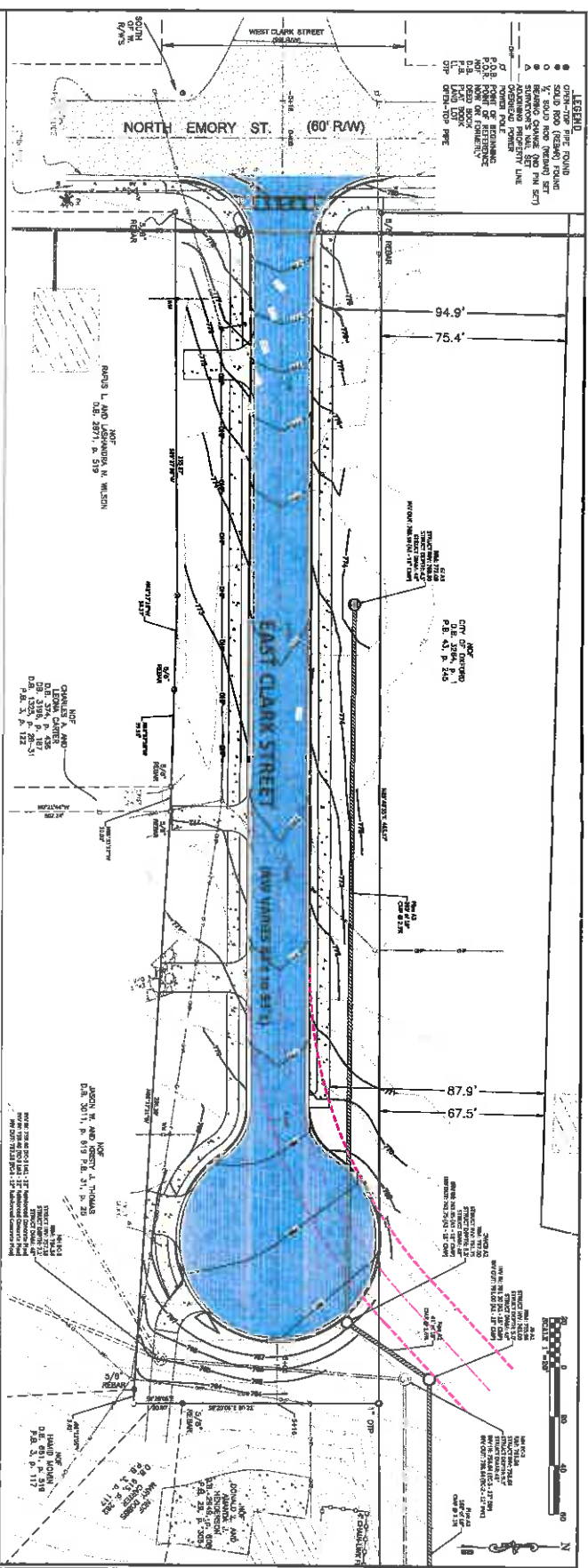
## East Clark Street extension construction cost estimate

Curb and gutter design with no sewer included

Revision 1 - November 21, 2016

<i>Item</i>	<i>Qty</i>	<i>Units</i>	<i>Unit Cost</i>	<i>Item total</i>	
<b>Startup</b>					
Mobilization	1	LS	\$3,000.00	\$3,000.00	
Performance Bond (2% assumed)	0.02	%	\$275,000.00	\$5,500.00	
NPDES Monitoring	8	WK	\$125.00	\$1,000.00	\$9,500.00
<b>Demolition</b>					
Remove/dispose existing storm drain	20	LF	\$25.00	\$500.00	
Sawcut existing pavement	125	LF	\$5.00	\$625.00	
Remove existing concrete sidewalk	37	SY	\$17.00	\$629.00	
Remove existing asphalt pavement	870	SY	\$16.00	\$13,920.00	
Remove/reconfigure OH electrical services	250	LF	\$10.75	\$2,687.50	
Remove misc. existing landscaping/borders	1	LS	\$1,000.00	\$1,000.00	
Remove/dispose existing trees (<6" diam)	4	LS	\$100.00	\$400.00	
Remove/dispose existing tree (6"-12")	2	LS	\$300.00	\$600.00	\$20,361.50
<b>Erosion Control</b>					
Tree protection fencing	50	LF	\$1.40	\$70.00	
Construction entrance install/rm	1	LS	\$2,500.00	\$2,500.00	
Type A silt fencing/rm	400	LF	\$2.20	\$880.00	
Stone check dams	1	EA	\$250.00	\$250.00	
Hay bale check dams	2	EA	\$80.00	\$160.00	
Curb Sediment Traps	1	EA	\$175.00	\$175.00	
Erosion slope matting	133	SY	\$3.00	\$399.00	
Temporary grassing	2000	SY	\$1.50	\$3,000.00	
Permanent grassing	2000	SY	\$1.50	\$3,000.00	
Rip-rap Type III 18" thick	33	SY	\$40.00	\$1,320.00	
Inlet sediment protection	2	EA	\$225.00	\$450.00	\$12,204.00
<b>Clearing and Earthwork</b>					
Minor grubbing/grading on north side of RW	1	LS	\$2,500.00	\$2,500.00	
Onsite mass grading - minimal	1	LS	\$5,000.00	\$5,000.00	
Grubbing	1	AC	\$2,000.00	\$2,000.00	\$9,500.00
<b>Storm Sewer</b>					
Double wing curb inlet with rim/cover (5-10')	1	EA	\$4,000.00	\$4,000.00	
Medium storm manholes w grate (5-10')	2	EA	\$3,500.00	\$7,000.00	
18" CMP	500	LF	\$30.00	\$15,000.00	
18" headwall	1	EA	\$1,000.00	\$1,000.00	\$27,000.00
<b>Utility connections</b>					
Water service rerouting/reconnection	4	LS	\$2,500.00	\$10,000.00	
Gas/other rerouting/connection	1	LS	\$1,500.00	\$1,500.00	\$11,500.00
<b>Water</b>					
Fire Hydrant assembly	1	EA	\$3,200.00	\$3,200.00	
Tie to existing main	1	EA	\$2,000.00	\$2,000.00	
6" water main DIP	478	LF	\$35.00	\$16,730.00	
6" dia gate valve/box/cover	1	EA	\$850.00	\$850.00	
Double long-side service	3	EA	\$870.00	\$2,610.00	
Concrete valve markers	1	EA	\$30.00	\$30.00	\$25,420.00
<b>Sanitary Sewer</b>					
Sanitary sewer manhole 48" (<10')	0	EA	\$2,900.00	\$0.00	
6" SDR35 PVC sewer lateral	0	LF	\$23.00	\$0.00	
8" SDR35 PVC sewer gravity main (10-15)	0	LF	\$35.00	\$0.00	
8" SDR35 PVC sewer gravity main (5-10)	0	LF	\$28.00	\$0.00	
8" gravity sewer bedding	0	LF	\$15.00	\$0.00	

6" cleanouts (non-traffic)	0	EA	\$860.00	\$0.00	\$0.00	
<b>Roadway (pavement, curb/gutter)</b>						
Asphalt pavement (med duty)	1487	SY	\$33.00	\$49,071.00		
Concrete sidewalk (4")	441	SY	\$37.00	\$16,317.00		
5" yellow traffic stripe	744	LF	\$0.18	\$133.92		
4" concrete driveway	198	SY	\$32.00	\$6,336.00		
Concrete aprons (5'x5') around inlets (4")	8	SY	\$40.00	\$320.00		
24" concrete curb and gutter	1055	LF	\$14.00	\$14,770.00		
DOT paving (12" base, 8" Abase, 2" Bind, 1.5" top)	68	SY	\$75.00	\$5,100.00		
Concrete throats and tops	1	EA	\$975.00	\$975.00	\$93,022.92	
<b>Pedestrian/other/misc</b>						
ADA ramp (DOT spec with truncated domes)	3	EA	\$1,000.00	\$3,000.00		
Staking and layout	12	Hrs	\$115.00	\$1,380.00		
crosswalk striping	36	LF	\$9.00	\$324.00		
Site Cleanup	1	EA	\$2,500.00	\$2,500.00		
Install future utility sleeves	3	EA	\$500.00	\$1,500.00		
Traffic control	1	EA	\$2,500.00	\$2,500.00	\$11,204.00	
<b>Landscaping</b>						
2" caliper street trees (installed)	12	EA	\$350.00	\$4,200.00		
1" caliper ornamental trees (installed)	6	EA	\$250.00	\$1,500.00	\$5,700.00	
<b>Pavement Marking</b>						
Stop bar pavement marking	1	EA	\$100.00	\$100.00		
Signage	1	LS	\$4,500.00	\$4,500.00	\$4,600.00	230012.4
Contingency/estimate omissions	0.1	%	\$230,000.00	\$23,000.00	\$23,000.00	
			<b>Total estimate</b>	<b>\$253,012.42</b>		



Rev	Revision Description	Date
0	Initial Issue	07/21/15
1	Re-align ( curb/gutter) and slope ( curb/gutter)	08/25/15
2	Add N. Emory Street into centerline profile	11/2/16

**East Clark Street Extension**  
Oxford, Newton County, Georgia

**PRELIMINARY ROADWAY DESIGN**



**CITY OF OXFORD**

**RESOLUTION**

**LOSS CONTROL / SAFETY POLICY STATEMENT**

**WHEREAS**, it is the policy of the City of Oxford that every employee be entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation and;

**WHEREAS**, it is our belief that accidents which injure people, damage equipment or property, or destroy materials, cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precautions.

**WHEREAS**, The City of Oxford, through its supervisors and managers, will endeavor to maintain a safe and healthful work place. The City of Oxford will provide safe working equipment, necessary personal protection and, in the case of injury, the best first aid and medical services available.

**WHEREAS**, due to the large number of activities in progress at one time, the varied nature of the work and the widespread location of such activities, we must "formalize" our safety program, utilizing written reports and records, to achieve the maximum use and effectiveness of loss control information.

**WHEREAS**, the Public Safety Coordinator will head the City of Oxford's Loss Control Program and will communicate pertinent information to all departments.

**WHEREAS**, we believe that accidents are avoidable and can be prevented. If we all do our part, including acting and talking safety at all times, healthy attitudes towards accident prevention, loss control and improved safety on the job can be achieved.

**WHEREAS**, Safety and loss control is a tremendous responsibility and one that must be shared by all.

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

**ADOPTED THIS \_\_\_\_\_.**

**BY:**

\_\_\_\_\_  
Jerry D. Roseberry, Mayor

**ATTEST:**

\_\_\_\_\_  
Lauran S. Willis, City Clerk

# **SAMPLE LOSS CONTROL/SAFETY POLICY STATEMENT**

## **1.1 LOSS CONTROL/SAFETY POLICY STATEMENT**

The Occupational Safety and Health Act of 1970 requires employers to provide a safe place to work and a place free from hazards that might cause injury, disability or even death.

It is the policy of the (Member) that every employee be entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation.

It is our belief that accidents which injure people, damage equipment or property, or destroy materials, cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precautions.

(Member), through its supervisors and managers, will endeavor to maintain a safe and healthful work place. The (Type of entity) will provide safe working equipment, necessary personal protection and, in the case of injury, the best first aid and medical services available.

Due to the large number of activities in progress at one time, the varied nature of the work and the widespread location of such activities, we must "formalize" our safety program, utilizing written reports and records, to achieve the maximum use and effectiveness of loss control information.

The Director of Administrative Services will head the (Type of entity's) Loss Control Program and will communicate pertinent information to all departments.

We believe that accidents are avoidable and can be prevented. If we all do our part, including acting and talking safety at all times, healthy attitudes towards accident prevention, loss control and improved safety on the job can be achieved.

Safety and loss control is a tremendous responsibility and one that must be shared by all.

**Top Management**



## 1.2 DUTIES AND RESPONSIBILITIES

### A. Top Management (i.e., Town Manager, City Manager, Program Administrator, etc.)

The (Top Management) has the overall authority and responsibility to ensure that a safe and healthful workplace is provided for all employees of the (Member).

The (Responsible person's title) shall oversee the implementation of the (Type of entity's) comprehensive safety policies and guidelines. In addition, the Top Management will ensure the entity's compliance with all local, state and federal health and safety regulations. Finally, the Top Management will provide subordinate managers with the means to comply with the above items.

### B. Director of Administrative Services

The Director of Administrative Services is responsible for administration of the entity's loss control program, with the concurrence of the Top Management.

The Director will develop all necessary loss prevention programs. In addition, the Director will maintain and evaluate all accident records and reports and then provide analysis to (Member's) management. The Director will assist departments in accident information (when necessary) and monitor the entity's compliance with applicable safety and health regulations.

It shall also be the Director's duty to coordinate the administration of safety education and training programs including maintenance of records of such training, interpret safety and health standards and act as liaison with the Virginia Department of Labor and Industry (VOSH). The Director will also communicate appropriate safety and health information to all entity departments and divisions.

The Director of Administrative Services is also responsible for filing all applicable claims, reports and documents and maintaining these items. These reports include, but are not limited to:

- Employers First Report of Accident Report
- Employers Supplemental Report
- OSHA Form 301 Report
- OSHA Form 300 Log
- Insurance Claims for Damages Done by the entity
- Insurance Claims for Damages Done to entity Property

In addition, the Director of Administrative Services will provide statistical analysis of the losses suffered by the (Type of entity). These statistics will be used to help determine future training programs and budgets plus identify areas of persistent losses.

**C. Department Heads**

The Department Head is responsible for the fulfillment of departmental goals and objectives as well as the health and welfare of each employee in the department. In (Member's) policy, the highest priority has been placed on employee safety, which becomes the responsibility of the respective administrator. It is normal practice for supervisors to be delegated the authority to carry out safety policy in his or her department, but the responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be transferred.

1. Ensure that the policies and procedures set forth within this Program are complied with by all personnel under their direction.
2. Provide leadership and positive direction essential in maintaining firm loss prevention policies as a major consideration in all operations.
3. Hold each supervisor fully accountable for explanations of injuries, vehicle accidents, and other incidents' incurred by their employees.

**D. Supervisors**

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of supervisor performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported. The principal duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
2. Make sure all injuries are reported promptly and treated properly and all accidents are reported even if an injury is not apparent.
3. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or modification of equipment.
4. Provide employees with complete safety instructions regarding their duties prior to the employees' actually starting to work.
5. Be fully accountable for injuries incurred by their employees.

6. Conduct regular safety checks, including a careful examination of all new and relocated equipment and issue instructions for the elimination of fire and safety hazards.
7. Properly maintain equipment and issue instructions for the elimination of fire and safety hazards. Identify existing or potential hazards and develop methods to correct the hazards.
8. Continuously inspect for unsafe practices and conditions and promptly undertake any necessary corrective actions.
9. Be fully accountable for all accidents involving their employees.
10. Develop and administer an effective program of good housekeeping and maintain high.
11. Standards of personal and operational cleanliness throughout all operations.
12. Provide safety equipment and protective devices for each job based on knowledge of applicable standards or on recommendation of the Director of Administrative Services.
13. Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions.
14. Give full support to all safety procedures, activities and programs.

**E. Employees**

Each employee, as a part of the comprehensive loss control management program, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

1. Using the safety equipment which has been provided for use in performing daily work assignments.
2. Wearing the prescribed uniform safety equipment, and safety shoes as required.
3. Not operating equipment for which training or orientation has not been received.
4. Warning co-workers of unsafe conditions or practices they are engaged in which would lead to or cause an accident.

5. Reporting defective equipment immediately to a supervisor or safety committee representative.
6. Reporting dangerous or unsafe conditions that exist in the workplace as well as throughout (Member). This would include defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, missing or damaged traffic signs or signal.
7. Reporting all injuries and accidents regardless of severity.
8. Protection of unsafe conditions resulting from (Type of Entity) work that could present a hazard to the public.
9. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible, as well as to ensure that they are in the best possible condition while being used.

### **1.3 HOW TO MANAGE AN UNSAFE CONDITION**

Often, the obvious remedy to an unsafe condition appears costly, time consuming, unreasonable and over-reactionary. This happens when one does not consider alternative methods to determine a solution that is both timely and cost-effective for the situation. The following options are listed in order of their effectiveness:

After identifying the problem:

- 1 Eliminating the hazard by removal of the machine, method, material, or structure.
- 2 Providing control of the hazard by enclosing or guarding the point of hazard at the source.
- 3 Training personnel on what to do when confronted with a hazardous condition and providing safe avoidance procedures.
- 4 Providing and ensuring the use of personal protective equipment to shield employees from the hazard.

The most effective way to avoid hazardous conditions is to engineer them out of the job. This can often be accomplished by job planning and the assistance of the Department Director or Administrative Services Director in the early stages of program planning, equipment specification writing and site inspection.

At no time should protective devices or safety practices be set aside to complete tasks "sooner" or "cheaper." The price paid for such indiscretion may greatly outweigh the gain anticipated by this action.

## Paving

1. Mitchel Street
2. Wentworth
3. E. Bonnell Street
4. W. Wade Street
5. Asbury from Collingsworth to W. Richardson in the Cemetery
6. Collingsworth Street from Wesley Street to end of street
7. Asbury Street from W. Watson to Collingsworth Street
8. W. Bonnell Street
9. Stone Street
10. Queen Ann Street

## Deep Patching

1. E. Richardson Street
2. 101 Oxford Drive
3. 141 Longstreet Circle
4. 142 Longstreet Circle
5. Wentworth Subdivision
6. 115 Oxford North Road
7. 118 Oxford North Road



**Enviroprobe, LLC**  
1931 Highway 11 S  
Covington, Georgia 30014  
email: [enviroprobe@bellsouth.net](mailto:enviroprobe@bellsouth.net)  
Phone: 404-557-9320

October 26, 2016

Mr. Jody Reid  
City of Oxford  
110 West Clark Street  
Oxford, Georgia 30054

Ref: **Demolition and Asbestos Abatement Cost Proposal**  
Residential House  
6153 Emory Street  
Oxford, Georgia 30054

Demolition and Asbestos Abatement house concrete and site work for the site referenced above.

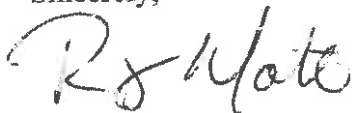
Includes the following:

- Location of utilities
- Submit EPD demo notification
- Demolition of Old Store & Garage
- Equipment and labor
- Roll off Containers T&D
- Backfill and balanced with dirt on site
- Seed and straw site on completion
  
- Submit EPD asbestos notification & fees
- Abate on wall board & joint compound and linoleum & sub-floor

**Total Project Cost \$21,950.00**

If you have any questions about the proposal please do not hesitate to call me at (404) 557-9320.  
Thank you for the opportunity of being of service to you.

Sincerely,



Roy Mote

# HCS Services LLC.

## PROPOSAL

DATE: 11/7/2016

150 Hardwick Druve  
Covington, GA 30014  
Email huiestewart@gmail.com

CUSTOMER	
City of Oxford	
ARTICLE AND DESCRIPTION	PRICE
-Demo duplex at 6153 Emory street -Asbestos abatement EPA notification and permits	\$6,500.00
-Demo house and balance dirt on site -seed and straw  <b>NO DEMO PERMITS</b>	\$20,050.00
<b>TOTAL DUE</b>	<b>\$ 26,550.00</b>

If you have any questions about this proposal, please contact

Huie Stewart @ 678-725-7058

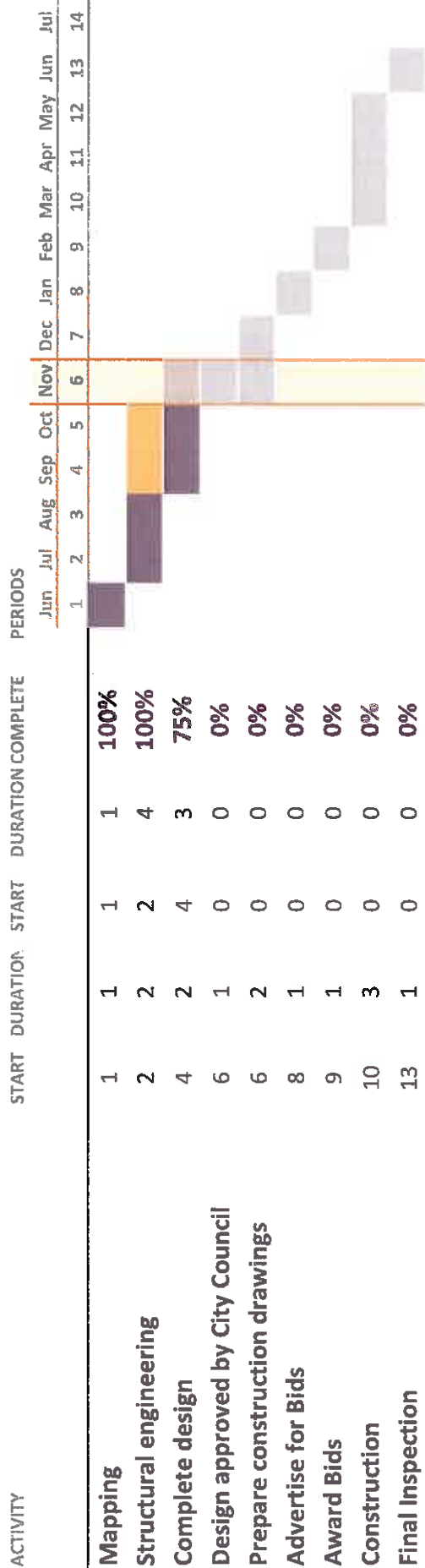
*Thank You For Your Business!*

# 1 Trails - George Street Trail

FY2017 - \$11.5,000

Period Highlight: 6

Plan Actual % Complete



# 2 Cemetery Mapping

FY2017 - \$6,800

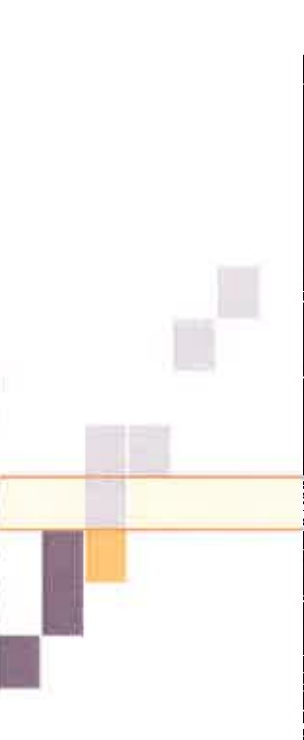
Period Highlight: 5

Plan Actual % Complete

PLAN START DURATION ACTUAL START DURATION COMPLETE PERCENT

ACTIVITY PERIODS Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	COMPLETE PERCENT
Issue PO to Len Strozier	2	1	2	1	100%
GPS and ground radar mapping	3	2	3	2	100%
Prepare map	5	2	4	1	100%
Install Markers	6	1	0	0	0%
Report at annual Cemetery Assoc Meeti	8	1	0	0	0%
Project Complete	9	1	0	0	0%



Should deliver map to Lauran by October 21.

# 3 Clerk's Office Projects

FY2017 - \$27,000

Period Highlight: 5

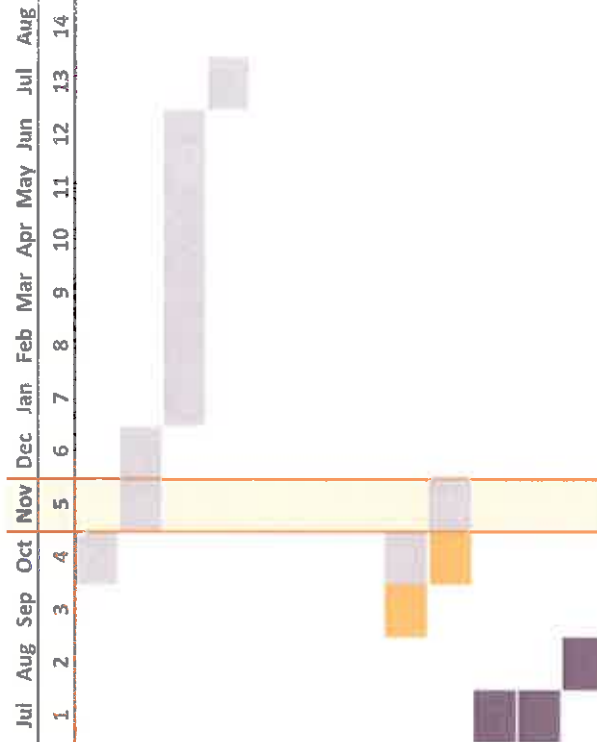
Plan Actual % Complete

PLAN START PLAN ACTUAL PERCENT  
DURATION START DURATION COMPLETE

PERIODS

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug  
1 2 3 4 5 6 7 8 9 10 11 12 13 14

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Order cemetery tracking software	4	1	0	0	0%
Install software	5	2	0	0	0%
Build database	7	6	0	0	0%
Start using software	13	1	0	0	0%
File room upgrade - get bids	0	0	0	0	0%
File room upgrade - construction	0	0	0	0	0%
File room upgrade - move files	0	0	0	0	0%
Order folder inserter	4	1	3	1	100%
Install folder inserter	5	1	4	1	100%
Compare prices for seasonal wreaths	1	1	1	1	100%
Order seasonal wreaths	1	1	1	1	100%
Receive season wreaths	2	1	2	1	100%





# 5 City Parks - Asbury Street Park

FY2017 - \$150,000

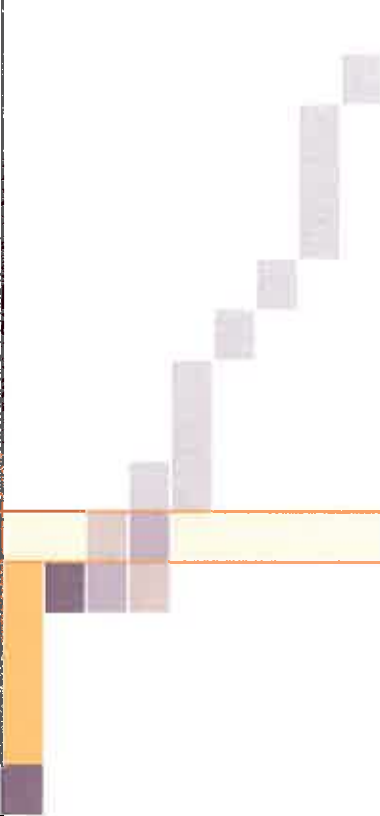
Period Highlight: 6

Plan Actual % Complete

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
Schematic design from UGA	1	1	1	5	100%
Design reviewed by Park Committee	5	1	5	1	100%
Design reviewed by Tree Board	5	1	6	0	0%
Design approved by City Council	6	2	6	0	0%
Prepare construction drawings	7	3	0	0	0%
Advertise for Bids	10	1	0	0	0%
Award Bids	11	1	0	0	0%
Construction	12	3	0	0	0%
Final Inspection	15	1	0	0	0%

PERIODS

Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16



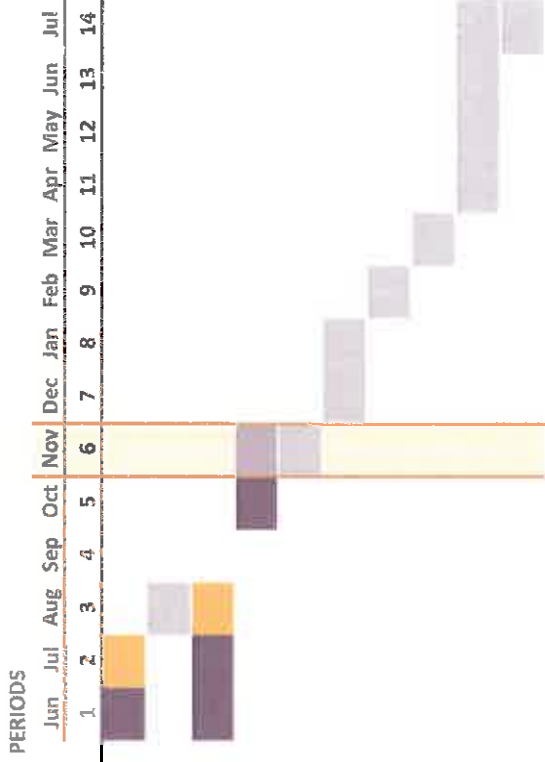
# E Clark Street

FY2017 - \$450,000

Period Highlight: 6

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Get approval to demolish buildings	1	1	1	2	100%
Demolish buildings	3	1	0	0	0%
Complete electrical design	1	2	1	3	100%
Complete Design	5	2	5	2	75%
Design approved by City Council	6	1	0	0	0%
Prepare construction drawings	7	2	0	0	0%
Advertise for Bids	9	1	0	0	0%
Award Bids	10	1	0	0	0%
Construction	11	4	0	0	0%
Final Inspection	14	1	0	0	0%



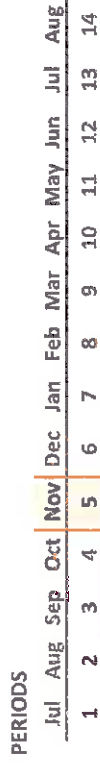
# 7<sup>th</sup> Electric System Improvements

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

Period Highlight: 5

Plan Actual % Complete

PLAN ACTUAL PERCENT  
START DURATION START DURATION COMPLETE



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan	3	3	3	3	50%
Bids on materials	5	2	0	0	0%
Bids on labor	5	2	0	0	0%
Award bids, issue PO	7	1	0	0	0%
Construction	8	3	0	0	0%
Final Inspection	1.1	1	0	0	0%

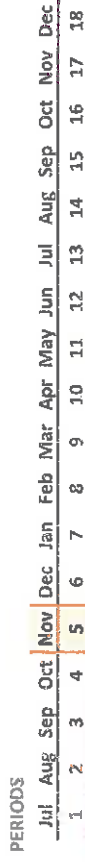
# 8 Moore Street Sidewalk

FY2017 - \$175,000

Period Highlight: 5

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Obtain Emory U. approval of easement	1	3	1	0	0%
Complete design	5	2	0	0	0%
Review with City Council	7	1	0	0	0%
Prepare construction plans	8	2	0	0	0%
Advertise for bids	10	1	0	0	0%
Award bids	11	1	0	0	0%
Construction	12	2	0	0	0%
Final Inspection	14	1	0	0	0%

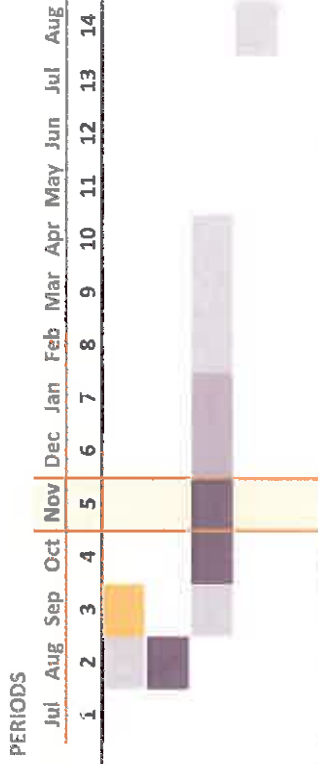


# 9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: 5

Plan Actual % Complete



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
DOT completes review appraisal	2	1	3	1	100%
Complete intergovernmental agreements	2	1	2	1	100%
Obtain easements	3	8	4	4	60%
Construction starts	14	3	0	0	0%

Met with 7 of 8 driveway easements  
5 of 8 signed

Met with 9 of 11 ROW acquisitions  
5 of 11 signed  
3 of 11 closed

# 10<sup>th</sup> Pedestrian crosswalks and stopbars

FY2017 - \$49,150 including GDOT grant

Period Highlight: 5

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
Order first section thermoplastic stop bars	1	1	1	1	100%
Install first section of stop bars	2	1	2	1	100%
Order last section thermoplastic stop bars	2	1	3	1	100%
Install last section of stop bars	3	2	3	2	100%
Issue PO & contract for crossings	1	1	1	1	100%
Construction of crossings	4	2	0	0	0%
Final Inspection	6	1	0	0	0%





# 13. Street Repairs FY17

\$100,000

Period Highlight: 5

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Selection of streets by CC	4	2	4	2	100%
Schedule paving with Newton County	7	2	0	0	0%
Paving by Newton County	8	2	0	0	0%
Final Inspection	9	1	0	0	0%
LMIG Project closure to DOT	10	1	0	0	0%





# 16 Survey of ROW

40000 - FY16 & FY17

Period Highlight: 16

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	7	3	6	100%
Field work	4	7	4	12	95%
Assemble preliminary survey	10	2	10	6	100%
Review by city	15	1	0	0	0%
Completion	16	1	0	0	0%



Preparing final copies of the plat.

# 15<sup>th</sup> Utility Pole Inspection & Replacement

\$35,000

Period Highlight: 5

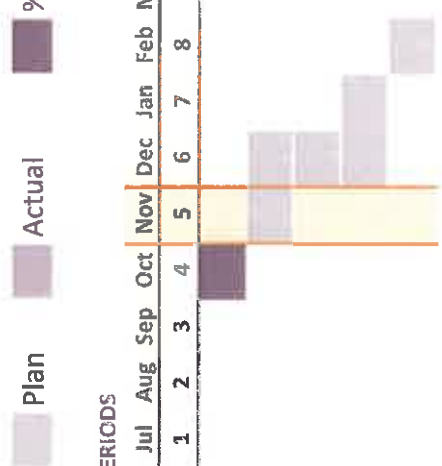
Plan Actual % Complete

PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

PERIODS

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun  
1 2 3 4 5 6 7 8 9 10 11 12

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Contract with inspection company	4	1	4	1	100%
Pole inspection	5	2	0	0	0%
Review list of poles to be replaced	6	1	0	0	0%
Replace poles	6	2	0	0	0%
Final Inspection	8	1	0	0	0%



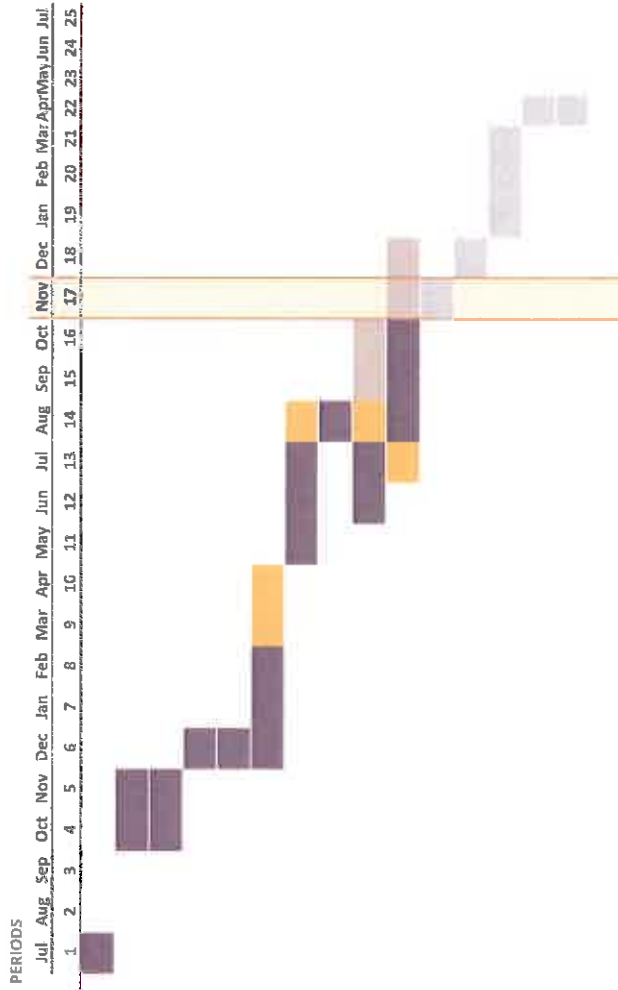
# 17 Sewer System Improvements

\$525,000

Period Highlight: 17

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	6	1	6	1	100%
Prepare GEFA loan application	6	3	6	5	100%
Surveying and mapping	11	3	11	4	100%
GEFA loan approval - Aug 23?	14	1	14	1	100%
CAD mapping	12	2	12	5	75%
Design and prepare plans	14	3	13	6	75%
Plans review by City	17	1	0	0	0%
Advertise for bids	18	1	0	0	0%
Construction	19	3	0	0	0%
Final Inspection	22	1	0	0	0%
Notification to owners and start taps	22	1	0	0	0%



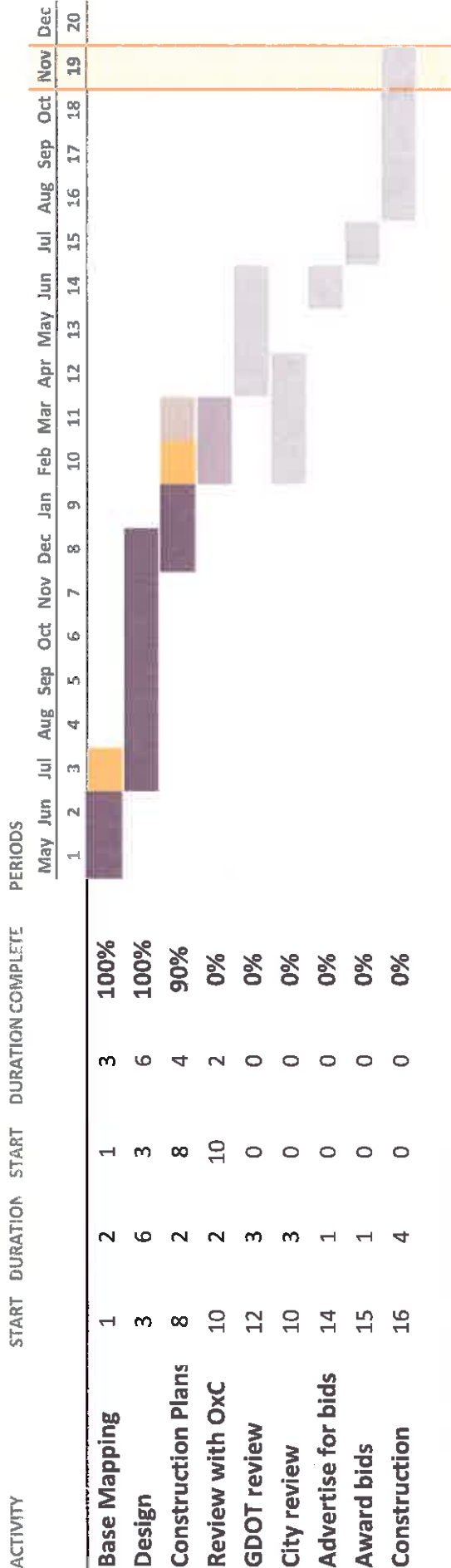
# 18. Whatcoat Street

Period Highlight: 19

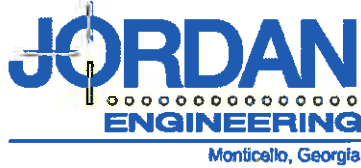
\$300,000



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
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**On Hold**



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

November 18, 2016

Re: Monthly summary – October activities

Dear Mr. Schwartz:

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

1. General Support
  - a. Attended an Asbury Park planning meeting with landscape architect, J. Tanner and Bob Schwartz to develop process for meetings, deliveries, and plans.
  - b. Prepared the September monthly summary.
2. George Street Trail
  - a. Received the structural design plans for the boardwalk and bridge portions of the trail from PI Tech.
3. Right-of-Way survey project
  - a. Final stages of formatting in preparation for final prints and clerk's office recording. Project is 98% complete.
4. N. Emory Street Sewer Extension
  - a. Most of my time in October was spent advancing this project. I completed most of the design for the sewer project. Began work on erosion control plans, easement exhibits, and bid documents.

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

Sincerely,  
Jordan Engineering, Inc.

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

Robert O. Jordan, PE RLS



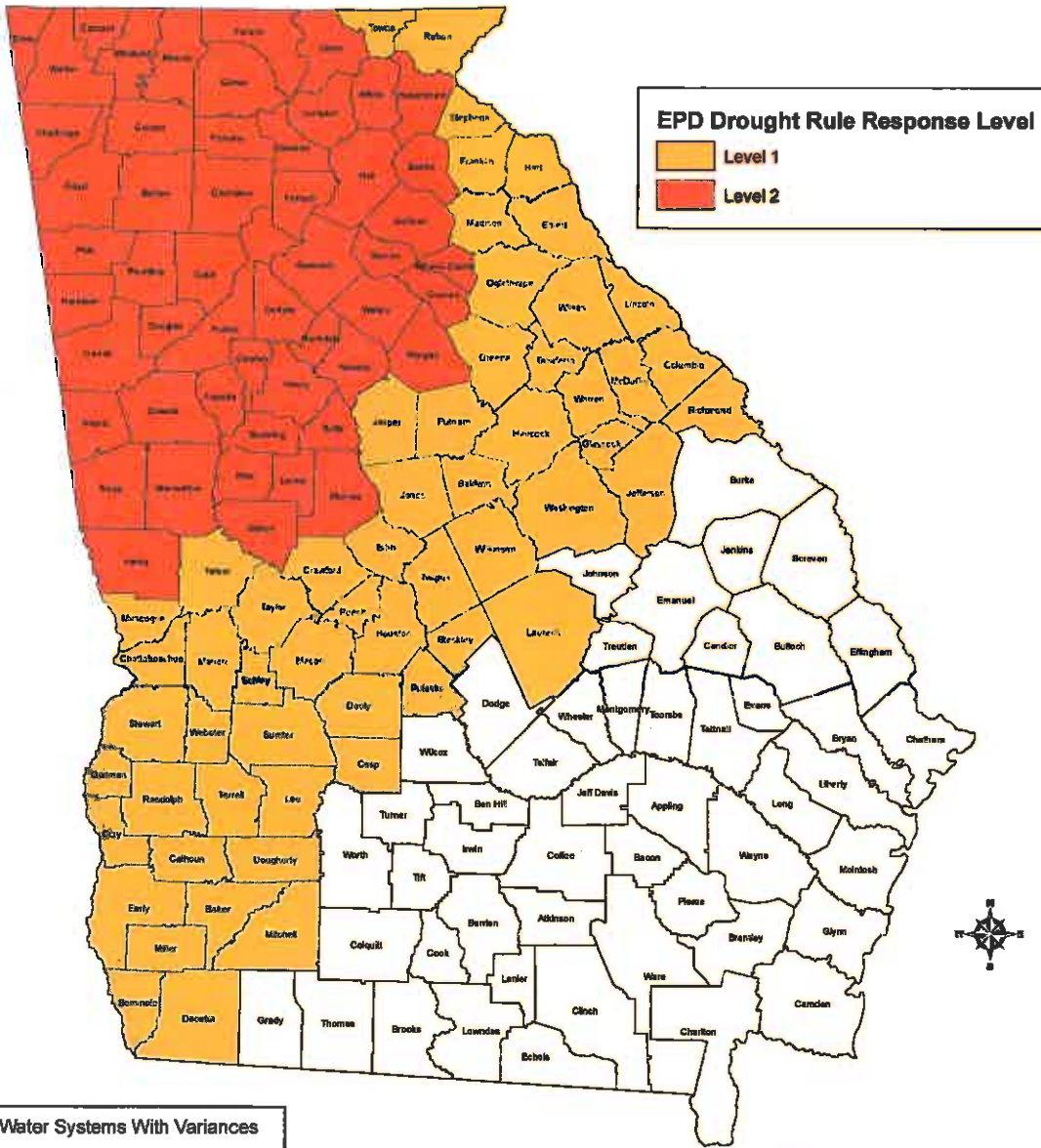
## **The City of Oxford-Level 2 Drought**

**The Georgia EPD has declared a Level 2 Drought for Oxford. Outdoor landscape watering is only allowed two days a week determined by odd & even-numbered addresses. Even-numbered addresses & properties without numbered addresses may water on Wednesday & Saturday between 4 p.m. & 10 a.m. Odd numbered addresses may water Thursday & Sunday between 4 p.m. & 10 a.m.**

### **Prohibited outdoor water uses include:**

- **Washing hard surfaces such as streets and sidewalks.**
- **Water for ornamental purposes, such as fountains.**
- **The use of fire hydrants, except for firefighting and public safety.**
- **Non-commercial washing of vehicles.**
- **Non-commercial pressure washing.**
- **Fundraising car washes.**

# Georgia Drought Response Declaration November 17, 2016



### Drought Management Fact Sheet

- State laws and rules determine Georgia's response to drought conditions. The statutory framework for drought management is found in OCGA 12-5-7 and 12-5-8. The applicable rule is Chapter 391-3-30 Rules for Drought Management.
- The current non-drought schedule statewide allows outdoor watering of established landscapes between 4:00 p.m. and 10:00 a.m. by anyone served by a public water system. Per the Water Stewardship Act of 2010, this schedule is in effect year-round for purposes of water conservation and pre-drought mitigation.
- EPD closely monitors several drought indicators. This information is used to guide the state's response to drought. Reports on these drought indicators and other information related to drought management and outdoor watering can be found on the EPD website at <http://epd.georgia.gov/water-conservation>.
- Drought indicators that are closely monitored include rainfall, volume of water in selected streams, groundwater levels, reservoir levels, short-term precipitation forecasts and soil moisture.
- The state's drought response is centered on the ability of public water systems to supply adequate amounts of water. Therefore, the drought rule allows for targeting of the drought response declaration. Targeting of a declaration can be geographic within all or a portion of defined hydrologic units, counties or other areas and/or by water supply systems or sources.
- There are three levels of drought response available to the EPD Director. The response level is determined by the severity of the drought conditions and the ability of the public water system to meet demand for water and avoid a shortage of water in the impacted areas. Drought response declarations apply to EPD-permitted groundwater and surface water systems.
- The EPD decision-making process for drought response generally follows this sequence: monitoring of conditions, assessing severity and impact on water supply and public reporting of climatic conditions at least semi-annually.
- Should conditions merit, the EPD Director will convene a conference call with permitted public water systems under drought consideration. The Director may also consult with state and federal entities regarding drought conditions. If a drought response declaration is made, EPD will provide notice of drought status to all public water system permit holders in the affected area. At a minimum, EPD will hold a quarterly conference call with affected permit holders after the drought declaration.
- **Drought Response Level 1** requires permitted public water systems to conduct a public information campaign to explain drought conditions and the need to conserve water. The campaign shall include one or more of the following: newspaper advertisements, bill inserts, website homepage, social media and notices in public libraries. It should target all commercial



and residential water use, not just outdoor watering. It should emphasize what customers can do and what they should do to be good stewards of our water resources.

- In addition to the requirements in Drought Response Level 1, **Drought Response Level 2** limits outdoor watering of landscape to two days a week determined by odd and even-numbered addresses. This includes maintaining ground cover, trees and shrubs. Even-numbered addresses may water on Wednesday and Saturday between 4:00 p.m. and 10:00 a.m. Odd-numbered addresses may water Thursday and Sunday between 4:00 p.m. and 10:00 a.m. The following outdoor water uses are prohibited: washing hard surfaces such as streets and sidewalks, water for ornamental purposes such as fountains, the use of fire hydrants except for firefighting and public safety, washing vehicles, non-commercial pressure washing and fundraising car washes. Public water systems must also select and implement four or more items from a Drought Response Strategies Menu. Examples include an intense public information campaign, restaurants restricted to serving water only upon request, street cleaning prohibited and pool cover requirements.
- In addition to the requirements in Drought Response Levels 1 and 2, **Drought Response Level 3** prohibits all landscape watering for the purpose of maintaining ground cover, trees and shrubs. Watering of personal food gardens can only be done from 4:00 p.m. to 10:00 a.m. unless using drip irrigation or soaker hoses. Other allowable water uses include hand watering between 4:00 p.m. and 10:00 a.m., watering of athletic fields or public turf grass recreation areas, watering of golf courses with some limitations, use of reclaimed wastewater subject to the rules and water use during professional installation of irrigation systems. All ten items from the Drought Response Strategies Menu must be implemented. Professional exemptions: certain business activities are exempt from the rule including commercial pressure washing, permanent car wash facilities, construction sites and the watering in of pesticides and herbicide on turf.
- Under **Drought Response Level 3**, public water systems are required to implement a drought surcharge program unless they already have tiered conservation rates that meet the criteria specified in the rule. A drought surcharge program would serve as a temporary price incentive for customers to reduce water demand during a declared drought. As specified in the rule, drought surcharge rate(s) shall be distinct from established water rates; shall apply only to the volumetric water rates; and shall be approximately revenue neutral relative to non-drought periods.
- The following thirteen outdoor water uses also are allowed daily at any time of the day by anyone during non-drought conditions and Drought Response Level 1 and Level 2. As described under Drought Response Level 3 some of these activities are subject to additional requirements under those conditions:
  1. Commercial agricultural operations as defined in Code Section 1-3-3;
  2. Capture and reuse of cooling system condensate or storm water in compliance with applicable local ordinances and state guidelines;
  3. Reuse of gray water in compliance with Code Section 31-3-5.2 and applicable local board of health regulations adopted pursuant thereto;
  4. Use of reclaimed waste water by a designated user from a system permitted by the Environmental Protection Division of the department to provide reclaimed waste water;
  5. Irrigation of personal food gardens;

6. Irrigation of new and replanted plant, seed, or turf in landscapes, golf courses, or sports turf fields during installation and for a period of 30 days immediately following the date of installation;
  7. Drip irrigation or irrigation using soaker hoses;
  8. Hand-watering with a hose with automatic cutoff or handheld container;
  9. Use of water withdrawn from private water wells or surface water by an owner or operator of property if such well or surface water is on said property;
  10. Irrigation of horticultural crops held for sale, resale, or installation;
  11. Irrigation of athletic fields, golf courses, or public turf grass recreational areas;
  12. Installation, maintenance, or calibration of irrigation systems; or
  13. Hydroseeding.
- Public water systems may not impose restrictions on outdoor watering that are different from the state requirements unless they obtain a variance from the EPD. Public water systems needing to impose outdoor water use restrictions more or less stringent than the state requirements may apply for a variance from the state's current drought response and EPD is required to act upon that request within 5 business days.