



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 20, 2017 – 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; Dave Harvey, Chief; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Mary Carter, Kendra Mayfield, Todd Cain, Jeff Wearing, Hoyt & LaTrelle Oliver, Sarah Sattanno, Tara Vakili, Jason Thomas, Peggy Madden, Judy Greer, Don Henderson, Daniel Parson.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.
Agenda – Attachment-A

Mayors Announcements/SPLOST

Mayor Roseberry asked Hoyt Oliver, Chairman of the 2017 SPLOST Committee to give an update on the 2017 SPLOST initiative. Oliver said that the committee has completed their research and has put together a flyer that will be mailed to the citizens of Oxford encouraging their participation in the upcoming 2017 SPLOST special election. Roseberry reminded everyone that the 2017 SPLOST Committee is funded by the Committee and donations from citizens.

Farmers Market

Councilmember David Eady presented a draft copy of the rules and site design prepared by the Farmers Market Committee. Eady said they used the rules and regulations for the Emory farmers market to create a working draft for the Oxford Farmers Market. The site design was created based on discussion at the last meeting. The design includes parking along the west side of the greenspace, and it envisions a wooden fence along the east side (near the sidewalk). The design suggests signs on the north and south ends of the property to direct visitors to the entrance and exit with a gravel surface for vehicle traffic. Eady invited comments for further discussion.
Attachment B

Future Development Plan

City Manager Bob Schwartz said the Planning Commission is recommending an amendment to the zoning ordinance to meet the needs concerning the future development plan required for Oxford College. City Attorney David Strickland provided a draft ordinance amendment. Schwartz announced there will be a Public Hearing on March 6, 2017 at 7:00 pm for the purpose of considering the amendment. Attachment C

Fiber

Councilmember Jim Windham presented discussion and a video regarding the need and advantages of the installation of fiber optic cable throughout the city. After discussion, Mayor Roseberry said he would like to see a business plan and asked Windham and Eady to bring this item back for more discussion.

Online Payments

City Clerk Lauran Willis announced that the City is ready to go live with Online Payment processing effective March 6th, 2017. Attachment D

Unfit Buildings

City Attorney David Strickland presented comparison documentation of the Oxford Code and State Code as it relates to the enforcement provisions pertaining to unfit buildings. Strickland also presented examples and discussion on how other surrounding cities handle unfit dwellings and blighted property. After discussion, Mayor Roseberry asked City Manager Bob Schwartz to prepare an estimate of the cost and training cost to hire someone part time or full time to manage this task. Attachment E

Street Patching Bids

City Manager Bob Schwartz and Utility Superintendent Jody Reid presented two bids for six street patches around the city. The low bid was from Southland Paving Co., LLC. The funds for this project will come from our street paving item in our capital budget and our FY2017 LMIG grant from GDOT. This item will be on the March agenda for a vote. Attachment F

Projects Status and Engineer's Progress Reports

This item was tabled due to time restraints. Attachment G

A motion was made by Windham, seconded by Davis to adjourn at 7:23 pm. The motion was approved 7/0.

Respectfully submitted,



Lauran Willis, CMC/FOA
City Clerk



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A G E N D A**

1. **Mayor's Announcements**
2. **Farmers Market** – We will have an update from the Farmers Market committee.
3. *** Future Development Plan** – The Planning Commission recommends amending the zoning ordinance concerning the future development plan required for Oxford College. We have attached the proposed amendment. We will have a public hearing at the March council meeting.
4. **Fiber** – We will continue our discussion about installing fiber optic cable throughout the city.
5. *** Online Payments** – We are proud to announce we are ready to go live with Online Payment processing effective March 6th, 2017.
6. **Unfit Buildings** – City Attorney David Strickland will continue discussion on his research on an Ordinance amendment to control unfit buildings.
7. ***Street Patching Bids** – We have two bids to make six street patches around the city. The low bid is \$24,995.40. We will fund this from our street paving item in our capital budget and will offset what we can with our LMIG grant from GDOT.
8. *** Projects Status and Engineer's Progress Reports** – Attached.

*Attachments

Oxford Farmers Market Rules and Regulations

1. Mission

The Oxford Farmers Market serves as a weekly gathering for the Oxford community to interact with and support local Georgia food producers and expand their knowledge about healthy eating and sustainable production systems.

- Community members, Oxford College students/faculty/staff, and visitors have the opportunity to conveniently buy local, sustainable, seasonal, and nutritious foods.
- Small Georgia farmers and food producers benefit from a place to sell their products.
- The Oxford Farmers Market provides the ideal space for consumers to establish a relationship with the people who grow their food, which is a component of a local, sustainable food system.

2. Priorities

The Oxford Farmers Market features local vendors selling their own food products, including vegetables and fruits, meat, dairy, honey, flowers, and artisan food products. The highest priority for choice of vendors is for those who provide fresh, local, seasonal produce. The vendors may sell products that are organic or non-organic, as approved by the Market Steering Committee and Market Manager. It is at the discretion of the Market Steering Committee to allow vendors to sell products raised by other farmers.

Every Oxford Farmers Market will seek to be a zero-waste event. This will require vendors to minimize plastic bags and materials given to customers and utilize paper-based products as much as possible. The Market Manager will work with vendors and customers to reduce waste production and to promote proper disposal at each market.

3. Dates, Hours, and Location of Operation

The Oxford Farmers Market will take place in the Oxford town center lawn, Thursdays, from 3:00 to 6:00 PM. The market will run year-round, except...

4. Fees

Vendors must pay \$25 per month for each 10-feet by 10-feet space allocated for the market. The Market Steering Committee reserves the right to raise the fees if necessary.

5. Attendance

Vendors are asked to attend the Oxford Farmers Market on a weekly basis in order to establish a relationship and dependability with customers and to ensure consistency for a successful market. If a vendor cannot participate in the Market any week on which he or she is scheduled, the vendor must notify one of the Market Manager via e-mail the Tuesday evening prior to Thursday's market. Priority and seniority will go to vendors who maintain a consistent and regular schedule.

6. Set-up and Parking

- Vendors should arrive at the market no later than 2:30 PM to set up and must be ready to sell by 2:50 PM.

DRAFT for Discussion Purposes

- Vendors must drop-off, load, and park in areas designated by the Market Steering Committee. If drop-off, loading, and parking instructions changes, vendors will be notified ahead of time about new instructions.
- The Oxford Farmers Market will strive for consistency in vendor locations and will allocate preferred spots by seniority.
- Each vendor will be responsible for bringing his or her own table and any other equipment necessary for set up. Set up will only be allowed in an assigned space on the town center lawn. Vendors may rent tents from the City of Oxford by contacting the City Manager or Market Manager no less than five (5) work days from the market for which the tent is requested.
- Vendors will be required to work with the Market Manager to support the City of Oxford and Emory University waste diversion goals. Vendors cannot use Styrofoam in any form. Vendors must actively work with the Market Manager to reduce the amount of plastic handed out to customers and to use paper-based or other bio-degradable products as much as possible. When a vendor must use plastic, the vendor is required to have signage that clearly and accurately explains how a customer should dispose of these materials. Signage must be included on bins that are at vendors' tables as well. The Market Manager will work with each vendor to create this signage as necessary.
- Vendors must clean their space of any materials and recycle or compost any remaining food, paper, plastic, aluminum, or other materials prior to leaving the market. Vendors cannot leave any garbage bags next to existing recycling and/or composting bins. Vendors will have to properly sort their materials into the bins, or they will have to take the bags with them
- Vendors are asked to stay until 6:00 PM and may stay later if desired. Those who sell out before 6:00 PM may leave before the market end time.
- There is no other alternative location for inclement weather, and the market will continue rain or shine. If the Oxford Farmers Market is cancelled for an emergency reason, the Market Manager will notify vendors by 9:00 AM the morning of market.

7. Vendor Requirements

- In order to participate in and sell at the market, the Market Manager must approve vendors and their products on an annual basis.
- Applications that are submitted after the annual application process must be reviewed by the Market Steering Committee on a bi-monthly basis.
- In addition to an annual application, vendors must also submit a copy of all health inspection forms, certifications, business licenses (as required by county), and proof of insurance by email to farmersmarket@oxfordgeorgia.org or by mail to Oxford Farmers Market, 110 West Clark Street, Oxford, Georgia 30054. Required proof of insurance may include:
 - Auto liability coverage at minimum limits of \$500,000.
 - Combined single limit.
 - Evidence of comprehensive general liability coverage with product liability with at least \$500,000 per claim/occurrence and \$1,000,000 in the aggregate
 - Georgia's worker's compensation insurance with statutory coverage (if applicable). Certificates required (if applicable).
- Vendors must have any necessary sales tax numbers and collect and remit any applicable sales tax. Georgia law requires that all sellers must have all required health department, Georgia Department of Agriculture, USDA, and any other applicable Federal, State, or Local licenses. All appropriate Health Department permits must be displayed in public view.

- All such forms, licenses, and other documents listed in this section must be available for inspection at any time by the Market Manager or any other appropriate Market Steering Committee representative.
- All processed products must be labeled with (i) the common name of the food; (ii) the name, address and phone number of the person who made the item; and (iii) a list of ingredients with the common name of each ingredient. Vendors are required to post signage including: business name, location of production, any official certificates such as “Certified Organic,” health inspections, plant license, and farming practices, and pricing for all items.
- Vendors may also be asked to display signage that indicates different dietary preferences and restrictions accommodated by the vendors’ products to assist consumers with finding appropriate food options.
- All vendors selling by the pound must use a scale certified by the Georgia Department of Agriculture; scale certification is available free of charge by the department.
- All vendors who sell ready to eat hot foods will be required to record all temperatures for food items every two hours and submit to a Market Manager at the end of each market.
- All approved vendors must attend an annual market orientation, which will be scheduled by the Market Manager and communicated to all vendors. This orientation will last no longer than an hour and will be an opportunity for the Market Manager and the vendors to share experiences, raise issues and clarify mutual expectations.

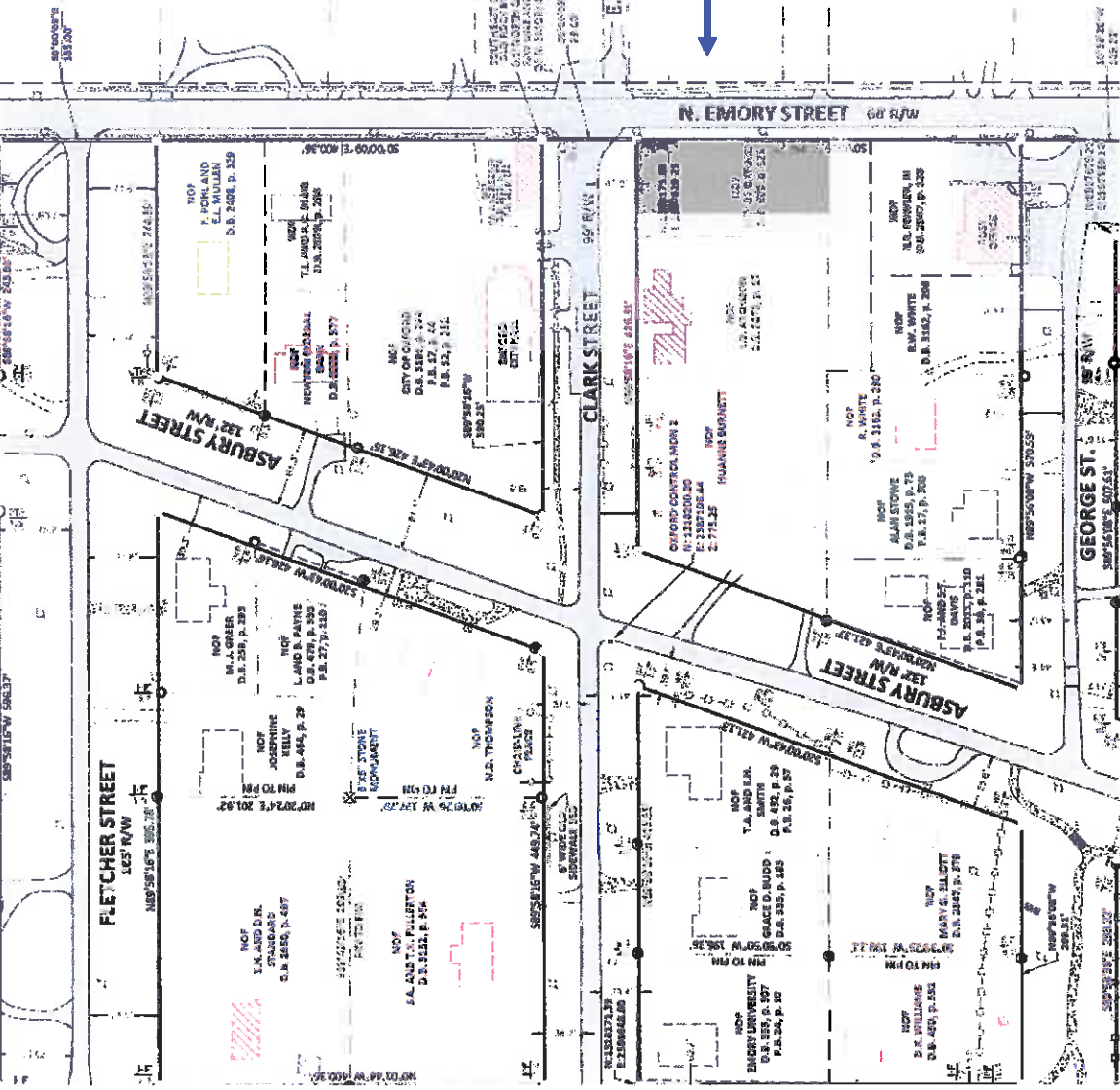
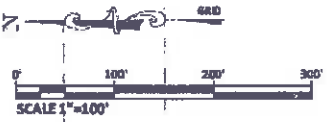
8. Management

The Market Manager will be responsible for enforcing all Oxford Farmers Market and public safety regulations including space assignments, day-to-day administrative issues, answering inquiries and responding to complaints from customers and vendors. The manager has authority to enforce market regulations, administer penalties, and resolve issues in a civil and efficient manner. Anyone who would like to appeal an action by the Market Manager, or otherwise take exception to the manager’s actions, may contact the City Manager for the City of Oxford.

9. Market Steering Committee

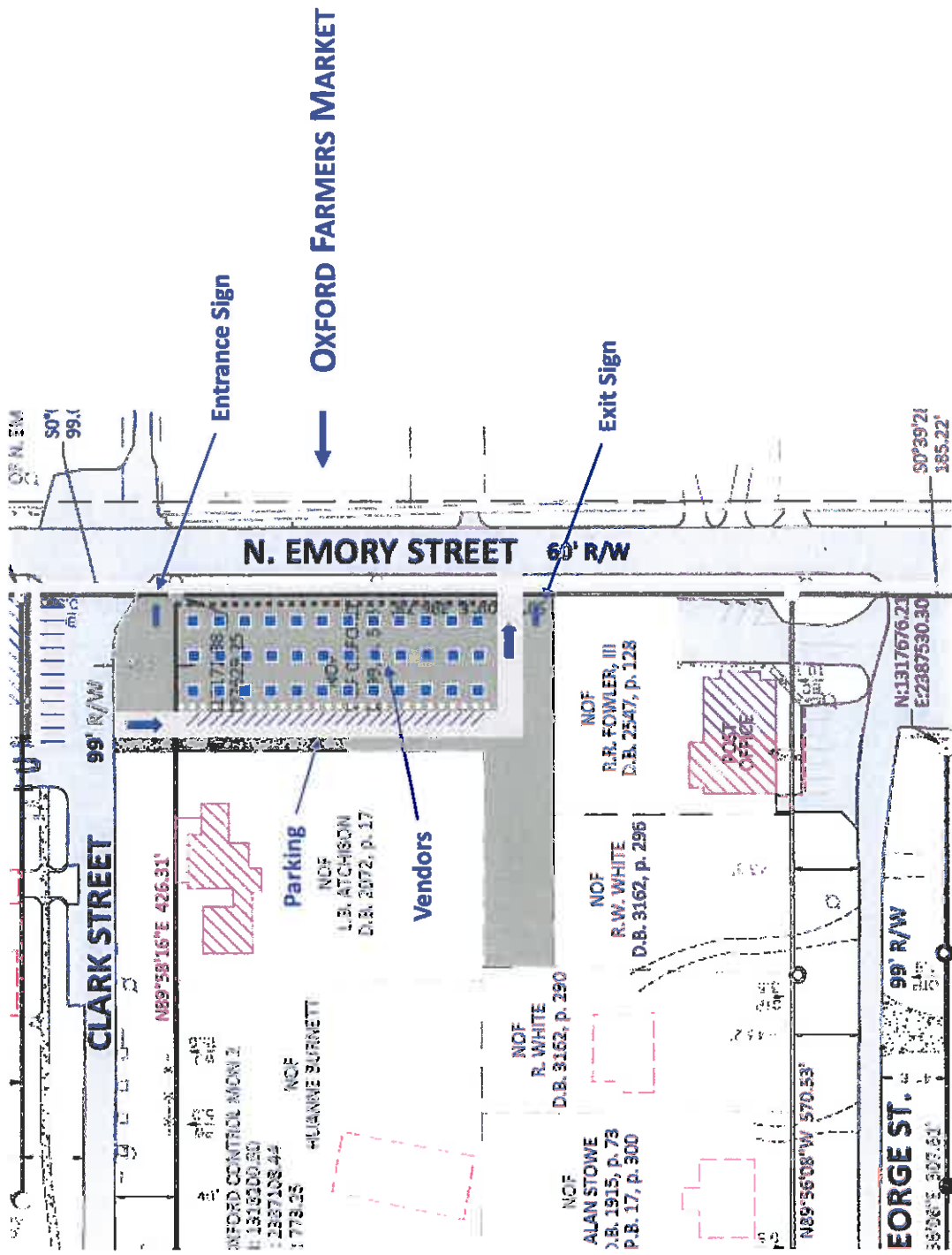
The Market Steering Committee will be comprised of the Market Manager, an Oxford City Council member (as designated by the Mayor and City Council), and City of Oxford residents, as well as Oxford College of Emory University students, faculty, and staff representatives. The City of Oxford Mayor and City Council will appoint representative Market Steering Committee members, after receiving nominations from the Oxford Trees, Parks, and Recreation Board, Oxford College, and the general community.

The Market Steering Committee will approve vendors and products sold, and the committee will make decisions regarding the Oxford Farmers Market as it develops. The Market Steering Committee will establish and/or amend standards, rules, and regulations for the Oxford Farmers Market, and the Market Manager will ensure compliance. Appeals on actions of the Market Steering Committee may be presented to the City of Oxford Mayor and Council for final resolution.



OXFORD FARMERS MARKET







STATE OF GEORGIA
COUNTY OF NEWTON

**AN ORDINANCE TO AMEND THE CODE OF THE
CITY OF OXFORD, CHAPTER 40, ARTICLE II, DIVISION 11, INSTITUTIONAL CAMPUS
DISTRICT, BY AMENDING SECTION 40-349 "FUTURE DEVELOPMENT PLAN
REQUIREMENTS" AND SECTION 30-350 "INSTITUTIONAL CAMPUS FUTURE
DEVELOPMENT PLAN PROCEDURES" OF THE CITY OF OXFORD ZONING ORDINANCE,
TO REPEAL, REVOKE AND SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

WHEREAS, Pursuant to OCGA Sec. 36-70-3, the governing bodies of municipalities and counties are authorized to develop, establish, and implement land use regulations which are consistent with the comprehensive plan of the municipality or county; and

WHEREAS, the Georgia General Assembly has enacted the Georgia Planning Act of 1989, (Georgia Laws, 1989, pp. 1317-1391, Act 634) which, among other things, provides for local governments to adopt plans and regulations to implement plans for the protection and preservation of natural resources, the environment and vital areas; and

WHEREAS, the Georgia Department of Community Affairs has promulgated Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-3-2 of Rules of the Georgia Department of Community Affairs) to implement the Georgia Planning Act of 1989, said standards and procedures were initially ratified by the Georgia General Assembly, and said rules which have been amended from time to time require local governments to describe regulatory measures and land development regulations needed to implement local Comprehensive Plans; and

WHEREAS, the Oxford City Council has adopted a Comprehensive Plan in accordance with the requirements of the Georgia Planning Act of 1989 and Rules of the Georgia Department of Community Affairs; and

WHEREAS, the Comprehensive Plan specifies a number of goals and policies that are not currently implemented by the city's land use regulations; and

WHEREAS, the Oxford City Council desires to help assure the implementation of its Comprehensive Plan; and

WHEREAS, the Oxford City Council desires to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its citizens; and

WHEREAS, the Oxford City Council desires to promote responsible planning and growth, lessen congestion in the public thoroughfares, secure safety from fire and health dangers, and promote desirable living conditions; and

WHEREAS, the Oxford City Council desires to continue to benefit for Future Development Plans for those institution seeking development in the Institutional Campus District (IC); and

WHEREAS, the Oxford City Council desires to continue to regulate the development of uses and procedures in the Institutional Campus District (IC) to avoid both the undue concentration of population and the inappropriate dispersion of population, prevent the encroachment of incompatible land uses within the District, and preserve property values; and

WHEREAS, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

WHEREAS, appropriate public notice and hearing have been accomplished; and

NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS
as follows:

Section 1.

Sections 40-349 and 40-350 and of Chapter 40, "City of Oxford Zoning Ordinance," of the Oxford City Code are hereby amended to read as follow:

(Additions are in ***bold italicized underlined***; deletions are ~~lined-out~~.)

Sec. 40-349. - Future Development Plan Requirements.

The following elements shall be provided in the future development plan for all new or existing institutions seeking development under the Institutional Campus (IC) district:

- (1) *Mission and objectives.* The institution shall provide a statement of its organizational mission and objectives, including any services to be provided to residents of adjacent neighborhoods or to the

City. The statement shall include the institution's existing and projected population (over a ten-year planning horizon), including employees, students, or patrons.

- (2) *Property and uses.* The institution shall provide an inventory of existing property and uses, including:
 - a. Aerial map, based on the most up-to-date aerial photographs available from the Newton County Geographic Information System (GIS) Center or the office of the county tax assessor, showing the district boundary and all land, buildings and other structures within the IC district as of the date of submission of the future development plan. The map also shall delineate the TA and include other land area and infrastructure within 300 feet of the district.
 - b. Narrative keyed to the aerial map with description of footprints and uses of existing land parcels, buildings, structures, roads, sidewalks, parking areas, recreational facilities, and other significant site developments.
 - c. Floor area (in square feet), building height (in stories and feet), and current occupant capacities (i.e., number of persons allowed by fire code) of each building, as well as location, land area, and capacity of parking facilities.
 - ~~d. Daily average and peak vehicular trips (to and from each count as one trip), based on reasonable estimates from available data, including deliveries along streets serving the institution and ancillaries.~~
 - ~~e. Average annual utility demand (electricity, water, sewer, gas).~~
- (3) *Anticipated institution needs.* The institution shall provide a statement of anticipated needs with respect to future development and land use within the district, including projections over a ten year time horizon for the following:
 - a. Number of employees, students, members, or patrons;
 - b. Facility needs in assignable square feet (by facility type);
 - c. Acreage of athletic or recreational facilities;
 - d. Number of parking spaces;
 - e. Electricity, water, sewerage capacity, or other utility demand; and
 - f. Vehicular and pedestrian circulation along city streets and public spaces.
- (4) *Future land use.* The institution shall include in the future development plan anticipated future land uses, with an accompanying map drawn to scale, illustrating land use changes and circulation (vehicular and pedestrian) over the ten-year planning horizon. The future land use plan and accompanying map specifically shall illustrate:
 - a. Existing and proposed land use, including academic, housing, recreation, ancillary (e.g., dining, maintenance, etc.) and mixed-use, as well as the anticipated location (or alternate locations), size (in square feet) and capacity (in population served) of future facilities;
 - b. Existing and proposed conservation areas and open spaces;
 - c. Existing and proposed vehicular circulation patterns, including deliveries;
 - ~~d. Existing and proposed pedestrian circulation patterns;~~
 - d. Existing and proposed parking facilities with their capacities.
- ~~(5) *Community impact.* The institution shall describe how future development within the district may impact positively or negatively or otherwise present implications to adjacent neighborhoods and the City as a whole.~~
- ~~(6) *Signage.* The institution shall provide a way finding plan for campus entries, campus drive identification, building identification, and parking locations. This plan must abide by article XV,~~

~~signs, and other relevant provisions of this chapter, and it must provide sufficient direction for public emergency services such as fire protection, public safety and medical response.~~

- ~~(7) *Lighting.* The institution shall provide a lighting plan for buildings, campus drives, parking areas, athletic or recreational facilities, and other areas requiring outdoor lighting. This plan must abide by city outdoor lighting requirements.~~
- (5) *Traffic management.* The institution shall demonstrate how it will manage or otherwise regulate campus-related vehicular and pedestrian circulation, as well as parking facilities, to mitigate impact on adjacent and proximate residential neighborhoods.
- ~~(9) *Building design standards.* The institution shall ensure building design standards used to guide future development adhere to section 40-348. The institution also shall demonstrate how proposed future development is compatible in location, style, and scale with adjacent or proximate properties and existing buildings, particularly those of importance to the city's history.~~

Sec. 40-350. - Institutional campus future development plan procedures.

This section sets out the required review and acceptance procedures for the institutional campus future development plan.

- (1) *Application.* The institution shall prepare and submit the future development plan to the Planning Commission for review. (If the institution's existing master plan meets all of the requirements in this chapter for a future development plan, such master plan may be submitted as the future development plan.)
- (2) *Review.* The Planning Commission shall review the future development plan and make a recommendation to the City Council as to whether to accept the plan as submitted, to accept the plan with amendments or special stipulations, or to require further revision to the plan.
- (3) *Planning horizon and update requirements.* The future development plan shall cover a ten-year time horizon, and it shall be updated every five years and submitted for review by the Planning Commission **at its January meeting. Every five years the full plan shall be submitted for review by the Planning Commission** and acceptance by the City Council.
- (4) *Amendment procedures.* An institution with an accepted future development plan may submit an amendment to the plan at any time. Proposed amendments shall be reviewed by the Planning Commission and forwarded to the City Council for acceptance in accordance with the review process outlined in this section.

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

Section 2.

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

Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this ___ day of _____, 2017.

Second reading and adoption, this ___ day of _____, 2017.

CITY OF OXFORD

Jerry D. Roseberry, Mayor

Sarah T. Davis, Council Member

David Eady, Council Member

George R. Holt, Council Member

Michael Ready, Council Member

Dr. Melvin O. Baker, Council Member

James H. Windham, Council Member

ATTEST:

Lauran Willis, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

**PUBLIC NOTICE
CITY OF OXFORD**

Pursuant to the City of Oxford Zoning Ordinance, Section 40-637 Text Amendments, notice is hereby given that the Mayor and Council of the City of Oxford will hold a Public Hearing on **Monday, March 6, 2017 at 7:00 pm in the Oxford City Hall.**

The purpose is to consider amendments to Section 40-349 Future Development Plan. The amendment removes some duplicative requirements and changes the time required for updates to the plan. The amendment has been reviewed and recommended by the Planning Commission. For additional information or a copy of the full amendment, please contact the City Clerk at 770-786-7004.

The Public is Welcome

Historic partnership announced between a higher education partner-ship with CAU to provide ad-ditional transfer opportunities for GPTC students who com-plete their technical education requirements, but wish to pursue a four-year degree and graduate school.

"Students enrolled in the make them more globally competitive upon graduation. Dr. Johnson believes this new initiative will assist students in graduating sooner with both high-demand technical skills and the soft skills, which are

- Immediate higher earn-ing potential
- Long-term, consistent employment stemming from an education that stresses flexible, adaptive thinking and skill development



CITY OF OXFORD

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The Public is Welcome

Employers On Site
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- Overcoming Barriers for Ex-Offenders
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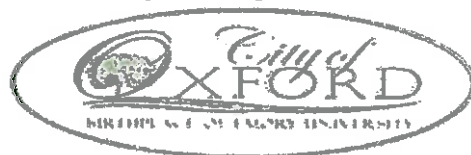
WWW.COVDISTRICTNEWSLETTER.COM



The City of Oxford is pleased to announce we are now accepting online payments. Next time your bill is due, simply click the link on our website (www.oxfordgeorgia.org) or log on to <https://oxfordga.mygovhub.com> to pay via debit or credit card. All major credit cards are accepted; Visa, MasterCard, Discover & American Express. *Please note: There will be a 3% merchant fee on all transactions.*

Visit our website for more information or contact us directly at 770-786-7004, Monday-Friday, 8am-5pm.

Thank you for your business



Oxford - OCCGA Comparison

Oxford Code Sec. 18-105. - Duties of owners; appointment of public officer.

- (a) It is the duty of the owner of every dwelling, building, structure, or property within the jurisdiction to construct and maintain such dwelling, building, structure, or property in conformance with applicable codes in force within the City, or such ordinances which regulate and prohibit activities on property and which declare it to be a public nuisance to construct or maintain any dwelling, building, structure or property in violation of such codes or ordinances.
- (b) The City Council appoints or designates the city manager, city fire chief, City Police Chief, Building Inspector, and their designees as public officer(s) to exercise the powers prescribed by this section.

OCCGA Sec. 41-2-9. Adoption of ordinances to enforce provisions; procedure to enforce.

- (a) In addition to any other remedies or enforcement mechanisms available, upon the adoption of an ordinance finding that dwelling, building, or structure conditions of the character described in Code Section 41-2-7 exist within a county or municipality, the governing body of such county or municipality is authorized to adopt ordinances relating to the dwellings, buildings, or structures within such county or municipality which are unfit for human habitation or commercial, industrial, or business uses and not in compliance with applicable codes, which are vacant and being used in connection with the commission of drug crimes, or which constitute an endangerment to the public health or safety as a result of unsanitary or unsafe conditions. Such ordinances shall include at least the following provisions:
 - (1) That it is the duty of the owner of every dwelling, building, structure, or property within the jurisdiction to construct and maintain such dwelling, building, structure, or property in conformance with applicable codes in force within the jurisdiction, or such ordinances which regulate and prohibit activities on property and which declare it to be a public nuisance to construct or maintain any dwelling, building, structure, or property in violation of such codes or ordinances;
 - (2) That a public officer be designated or appointed to exercise the powers prescribed by the ordinances;

Oxford Code Sec. 19-106. - Investigation of unfit dwellings; citation; hearing.

- (a) Whenever a request is filed with the public officer by a public authority or by at least one resident of the City charging in writing, that any dwelling, building, or structure is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes, is vacant and being used in connection with the commission of drug crimes, or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer shall make an investigation or inspection of the specific dwelling, building, structure, or property.
- (b) If the officer's investigation or inspection identifies that any dwelling, building, structure, or property is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer may issue a complaint in rem against the lot, tract, or parcel of real property on which such dwelling, building, or structure is situated or where such public health hazard or general nuisance exists and shall cause a citation to be served on the owner and parties in interest in such dwelling, building, or structure.
- (c) The citation shall identify the subject real property by appropriate street address and official tax map reference; identify the owner of the parties in interest; state with particularity the factual basis for the action; and contain a statement of the action sought by the public officer to abate the alleged nuisance. The citation shall notify the owner and parties in interest that a hearing will be held before a court of the Judge of City Municipal Court, at a date and time certain and at a place within the City where the property is located. Such hearing shall be held not less than 15 days nor more than 45 days after the filing of the citation.
- (d) The owner and parties in interest shall have the right to file an answer to the citation and to appear in person or by attorney and offer testimony at the time and place fixed for hearing.

OCCA Sec. 41-2-9. Adoption of ordinances to enforce provisions; procedure to enforce (Cont'd).

- (3) That whenever a request is filed with the public officer by a public authority or by at least five residents of the municipality or by five residents of the unincorporated area of the county if the property in question is located in the unincorporated area of the county charging that any dwelling, building, structure, or property is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer shall make an investigation or inspection of the specific dwelling, building, structure, or property. If the officer's investigation or inspection identifies that any dwelling, building, structure, or property is unfit for human habitation or for commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the public officer may issue a complaint in rem against the lot, tract, or parcel of real property on which such dwelling, building, or structure is situated or where such public health hazard or general nuisance exists and shall cause summons and a copy of the complaint to be served on the interested parties for such dwelling, building, or structure. The complaint shall identify the subject real property by appropriate street address and official tax map reference; identify the interested parties; state with particularity the factual basis for the action; and contain a statement of the action sought by the public officer to abate the alleged nuisance. The summons shall notify the interested parties that a hearing will be held before a court of competent jurisdiction as determined by Code Section 41-2-5, at a date and time certain and at a place within the county or municipality where the property is located. Such hearing shall be held not less than 15 days nor more than 45 days after the filing of said complaint in the proper court. The interested parties shall have the right to file an answer to the complaint and to appear in person or by attorney and offer testimony at the time and place fixed for hearing.

Oxford Code Sec. 18-107. - Court determination; cost of repair, alteration and improvement.

- (a) If after such notice and hearing, the court determines that the dwelling, building, or structure in question is unfit for human habitation or is unfit for its current commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the court shall state in writing findings of fact in support of such determination and shall issue and cause to be served upon the owner and any parties in interest that have answered the citation or appeared at the hearing an order.
- (b) If the repair, alteration, or improvement of the dwelling, building, or structure can be made at a reasonable cost in relation to the present value of the dwelling, building, or structure, the owner shall be required, within the time specified in the order, to repair, alter, or improve such dwelling, building, or structure so as to bring it into full compliance with the applicable codes relevant to the cited violation and, if applicable, to secure the structure so that it cannot be used in connection with the commission of drug crimes.
- (c) If the repair, alteration, or improvement of the dwelling, building, or structure in order to bring it into full compliance with applicable codes relevant to the cited violations cannot be made at a reasonable cost in relation to the present value of the dwelling, building, or structure, the owner shall be required, within the time specified in the order, to demolish and remove such dwelling, building, or structure and all debris from the property.
- (d) For purposes of this chapter, the City shall make its determination of reasonable cost in relation to the present value of the dwelling, building, or structure without consideration of the value of the land on which the structure is situated; provided, however, that costs of the preparation necessary to repair, alter, or improve a structure may be considered income and financial status of the owner shall not be factor in the court's determination. The present value of the structure and the costs of repair, alteration, or improvement may be established by affidavits of real estate appraisers with a state appraiser classification as provided by state law qualified building contractors, or qualified Building Inspectors without actual testimony presented. Costs of repair, alteration, or improvement of the structure shall be the cost necessary to bring the structure into compliance with the applicable codes relevant to the cited violations in force in the jurisdiction.

OCCA Sec. 41-2-9. Adoption of ordinances to enforce provisions; procedure to enforce (Cont'd).

- (4) That if, after such notice and hearing, the court determines that the dwelling, building, or structure in question is unfit for human habitation or is unfit for its current commercial, industrial, or business use and not in compliance with applicable codes; is vacant and being used in connection with the commission of drug crimes; or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions, the court shall state in writing findings of fact in support of such determination and shall issue and cause to be served upon the interested parties that have answered the complaint or appeared at the hearing an order:
- (A) If the repair, alteration, or improvement of the said dwelling, building, or structure can be made at a reasonable cost in relation to the present value of the dwelling, building, or structure, requiring the owner, within the time specified in the order, to repair, alter, or improve such dwelling, building, or structure so as to bring it into full compliance with the applicable codes relevant to the cited violation and, if applicable, to secure the structure so that it cannot be used in connection with the commission of drug crimes; or
- (B) If the repair, alteration, or improvement of the said dwelling, building, or structure in order to bring it into full compliance with applicable codes relevant to the cited violations cannot be made at a reasonable cost in relation to the present value of the dwelling, building, or structure, requiring the owner, within the time specified in the order, to demolish and remove such dwelling, building, or structure and all debris from the property.
- For purposes of this Code section, the court shall make its determination of "reasonable cost in relation to the present value of the dwelling, building, or structure" without consideration of the value of the land on which the structure is situated; provided, however, that costs of the preparation necessary to repair, alter, or improve a structure may be considered. Income and financial status of the owner shall not be factor in the court's determination. The present value of the structure and the costs of repair, alteration, or improvement may be established by affidavits of real estate appraisers with a Georgia appraiser classification as provided in Chapter 39A of Title 43, qualified building contractors, or qualified building inspectors without actual testimony presented. Costs of repair, alteration, or improvement of the structure shall be the cost necessary to bring the structure into compliance with the applicable codes relevant to the cited violations in force in the jurisdiction;

Oxford Code Sec. 18-108. - Failure of owner to comply with order to repair or demolish.

If the owner fails to comply with an order to repair or demolish the dwelling, building, or structure, the Zoning Administrator may cause such dwelling, building, or structure, to be repaired, altered, improved, to be vacated and closed, or demolished. The public officer shall cause to be posted on the main entrance of the building, dwelling, or structure a placard with the following words:

"This building is unfit for human habitation or commercial, industrial, or business use and does not comply with the applicable codes or has been ordered secured to prevent its use in connection with drug crimes or constitutes an endangerment to the public health or safety as a result of unsanitary or unsafe conditions. The use or occupation of this building is prohibited and unlawful."

Oxford Code Sec. 18-109. - Salvaging materials from demolished structures.

If the Zoning Administrator has the structure demolished, reasonable effort shall be made to salvage reusable materials for credit against the cost of demolition. The proceeds of any moneys received from the sale of salvaged materials shall be used or applied against the cost of the demolition and removal of the structure, and proper records shall be kept showing application of sales proceeds. Any such sale of salvaged materials may be made without the necessity of public advertisement and bid. The Zoning Administrator and the City are relieved of any and all liability resulting from or occasioned by the state of any such salvaged materials, including, without limitation, defects in such salvaged materials.

OCCGA Sec. 41-2-9. Adoption of ordinances to enforce provisions; procedure to enforce (Cont'd).

(5) That, if the owner fails to comply with an order to repair or demolish the dwelling, building, or structure, the public officer may cause such dwelling, building, or structure to be repaired, altered, or improved or to be vacated and closed or demolished. Such abatement action shall commence within 270 days after the expiration of time specified in the order for abatement by the owner. Any time during which such action is prohibited by a court order issued pursuant to Code Section 41-2-13 or any other equitable relief granted by a court of competent jurisdiction shall not be counted toward the 270 days in which such abatement action must commence. The public officer shall cause to be posted on the main entrance of the building, dwelling, or structure a placard with the following words:

"This building is unfit for human habitation or commercial, industrial, or business use and does not comply with the applicable codes or has been ordered secured to prevent its use in connection with drug crimes or constitutes an endangerment to public health or safety as a result of unsanitary or unsafe conditions. The use or occupation of this building is prohibited and unlawful."

OCCGA Sec. 41-2-9. Adoption of ordinances to enforce provisions; procedure to enforce (Cont'd).

(6) If the public officer has the structure demolished, reasonable effort shall be made to salvage reusable materials for credit against the cost of demolition. The proceeds of any moneys received from the sale of salvaged materials shall be used or applied against the cost of the demolition and removal of the structure, and proper records shall be kept showing application of sales proceeds. Any such sale of salvaged materials may be made without the necessity of public advertisement and bid. The public officer and governing authority are relieved of any and all liability resulting from or occasioned by the state of any such salvaged materials, including, without limitation, defects in such salvaged materials, and

Oxford Code Sec. 18-110. - Cost of demolition to constitute lien against real property.

The amount of the cost of demolition, including all court costs, appraisal fees, administrative costs incurred by the tax commissioner, and all other costs necessarily associated with the abatement action, including restoration to grade of the real property after demolition, shall be a lien against the real property upon which such costs incurred.

(1) The lien provided for in section 18-109 shall attach to the real property upon the filing of a certified copy of the order requiring repair, closure or demolition in the office of the clerk of Superior Court in Newton County and shall relate back to the date of the filing of the lis pendens notice required under O.C.G.A. § 41-2-12(g). The Clerk of Superior Court shall record and index such certified copy of the order in the deed records of Newton County and enter the lien on the general execution docket. The lien shall be superior to all other liens on the property, except liens for taxes to which the lien shall be inferior, and shall continue in force until paid. After filing a certified copy of the order with the Clerk of Superior Court, the public officer shall forward a copy of the order and a final statement of costs to the County Tax Commissioner. It shall be the duty of the County Tax Commissioner to collect the amount of the lien in conjunction with the collection of ad valorem taxes on the property and to collect the amount of the lien as if it were a real property ad valorem tax, using all methods available for collection of real property ad valorem tax, including specifically O.C.G.A. ch. 48-4, provided, however, that the limitation of O.C.G.A. § 48-4-78 which requires 12 months of delinquency before commencing a tax foreclosure shall not apply. The Tax Commissioner shall remit the amount collected to the City. Thirty days after imposition of the lien, the unpaid lien amount shall bear interest and penalties in the same amount as applicable to interest and penalties on unpaid real property ad valorem taxes.

(2) The tax commissioner shall collect and retain an amount equal to the cost of administering a lien authorized by O.C.G.A. § 41-2-7 et seq. unless such costs are waived by resolution of the county. Any such amount collected and retained for administration shall be deposited in the general fund of the county to pay the cost of administering the lien.

(3) The City may waive and release any such lien imposed on property upon the owner of such property entering into a contract with the City agreeing to a timetable for rehabilitation of the real property of the dwelling, building, or structure on the property and demonstrating the financial means to accomplish such rehabilitation.

(4) Where the abatement action does not commence in the Superior Court, review of a court order requiring the repair, alteration, improvement, or demolition of a dwelling, building, or structure shall be by direct appeal to the Superior Court under O.C.G.A. § 5-3-29.

(5) The public officers designated herein may issue citations for violations of state minimum standard codes, optional building, fire, light safety, and other codes adopted by ordinance, and conditions creating a public health hazard of general nuisance, and may seek to enforce such citation in court of competent jurisdiction prior to issuing a complaint in rem as provided in this chapter.

(6) Nothing in this Chapter shall be construed to impair or limit in any way the power of the City to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

OCCGA Sec. 41-2-9. Adoption of ordinances to enforce provisions; procedure to enforce (Cont'd).

(7) That the amount of the cost of demolition, including all court costs, appraisal fees, administrative costs incurred by the county tax commissioner or municipal tax collector or city revenue officer, and all other costs necessarily associated with the abatement action, including restoration to grade of the real property after demolition, shall be a lien against the real property upon which such cost was incurred.

(b)(1) The lien provided for in paragraph (7) of subsection (a) of this Code section shall attach to the real property upon the filing of a certified copy of the order requiring repair, closure, or demolition in the office of the clerk of superior court in the county where the real property is located and shall relate back to the date of the filing of the lis pendens notice required under subsection (c) of Code Section 41-2-12. The clerk of superior court shall record and index such certified copy of the order in the deed records of the county and enter the lien on the general execution docket. The lien shall be superior to all other liens on the property, except liens for taxes to which the lien shall be inferior, and shall continue in force until paid.

(2) Upon final determination of costs, fees, and expenses incurred in accordance with this chapter, the public officer responsible for enforcement actions in accordance with this chapter shall transmit to the appropriate county tax commissioner or municipal tax collector or city revenue officer a statement of the total amount due and secured by said lien, together with copies of all notices provided to interested parties. The statement of the public officer shall be transmitted within 90 days of completion of the repairs, demolition, or closure. It shall be the duty of the appropriate county tax commissioner or municipal tax collector or city revenue officer, who is responsible or whose duties include the collection of municipal taxes, to collect the amount of the lien using all methods available for collecting real property ad valorem taxes, including specifically Chapter 4 of Title 48; provided, however, that the limitation of Code Section 48-4-78 which requires 12 months of delinquency before commencing a tax foreclosure shall not apply. A county tax commissioner shall collect and enforce municipal liens imposed pursuant to this chapter in accordance with Code Section 48-5-359.1. The county tax commissioner or municipal tax collector or city revenue officer shall remit the amount collected to the governing authority of the county or municipality whose lien is being collected.

(3) Enforcement of liens pursuant to this Code section may be initiated at any time following receipt by the county tax commissioner or municipal tax collector or city revenue officer of the final determination of costs in accordance with this chapter. The unpaid lien amount shall bear interest and penalties from and after the date of final determination of costs in the same amount as applicable to interest and penalties on unpaid real property ad valorem taxes. An enforcement proceeding pursuant to Code Section 48-4-78 for delinquent ad valorem taxes may include all amounts due under this chapter.

(4) The redemption amount in any enforcement proceeding pursuant to this Code section shall be the full amount of the costs as finally determined in accordance with this Code section together with interest, penalties, and costs incurred by the governing authority, county tax commissioner, municipal tax collector, or city revenue officer in the enforcement of such lien. Redemption of property from the lien may be made in accordance with the provisions of Code Sections 48-4-80 and 48-4-81.

(e) The governing authority may waive and release any such lien imposed on property upon the owner of such property entering into a contract with the county or municipality agreeing to a timetable for rehabilitation of the real property or the dwelling, building, or structure on the property and demonstrating the financial means to accomplish such rehabilitation.

(d) Where the abatement action does not commence in the superior court, review of a court order requiring the repair, alteration, improvement, or demolition of a dwelling, building, or structure shall be by direct appeal to the superior court under Code Section 5-3-29.

(e) In addition to the procedures and remedies in this chapter, a governing authority may provide by ordinance that designated public officers may issue citations for violations of state minimum standard codes, optional building, fire, life safety, and other codes adopted by ordinance, and conditions creating a public health hazard or general nuisance, and seek to enforce such citations in a court of competent jurisdiction prior to issuing a complaint in rem as provided in this Code section.

(f) Nothing in this Code section shall be construed to impair or limit in any way the power of the county or municipality to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

Oxford Code Sec. 18-111. - Determinations by public officer.

(a) The public officer may determine, under existing ordinances, that a dwelling, building or structure is unfit for human habitation or is unfit for its current commercial, industrial, or business use if he finds that conditions exist in such building, dwelling, or structure which are dangerous or injurious to the health, safety, or morals of the occupants of such dwelling, building, or structure; of the occupants of neighborhood dwelling, buildings, or structures; or of other residents of the City. Such conditions may include the following (without limiting the generality of the foregoing):

- (1) Defects therein increasing the hazards of fire, accidents, or other calamities;
- (2) Lack of adequate ventilation, light, or sanitary facilities;
- (3) Dilapidation;
- (4) Disrepair;
- (5) Structural defects;
- (6) Uncleanliness; and
- (7) Other additional standards which may from time to time be adopted and referenced herein by ordinance amendment.

(b) The public officer may determine, under existing ordinances, that a dwelling, building, or structure is vacant, dilapidated, and being used in connection with the commission of drug crimes based upon personal observation or report of a law enforcement agency and evidence of drug crimes being committed.

OCCA Sec. 41-2-10. Standards for determining unfitness for habitation.

(a) An ordinance adopted by a county or municipality under Code Sections 41-2-7 through 41-2-9, this Code section, and Code Sections 41-2-11 through 41-2-17 shall provide that the public officer may determine, under existing ordinances, that a dwelling, building, or structure is unfit for human habitation or is unfit for its current commercial, industrial, or business use if he finds that conditions exist in such building, dwelling, or structure which are dangerous or injurious to the health, safety, or morals of the occupants of such dwelling, building, or structure; of the occupants of neighborhood dwellings, buildings, or structures; or of other residents of such county or municipality. Such conditions may include the following (without limiting the generality of the foregoing):

- (1) Defects therein increasing the hazards of fire, accidents, or other calamities;
- (2) Lack of adequate ventilation, light, or sanitary facilities;
- (3) Dilapidation;
- (4) Disrepair;
- (5) Structural defects; and
- (6) Uncleanliness.

Such ordinance may provide additional standards to guide the public officer, or his agents, in determining the fitness of a dwelling, building, or structure for human habitation or for its current commercial, industrial, or business use.

(b) An ordinance adopted by a county or municipality under Code Sections 41-2-7 through 41-2-9, this Code section, and Code Sections 41-2-11 through 41-2-17 shall provide that the public officer may determine, under existing ordinances, that a dwelling, building, or structure is vacant, dilapidated, and being used in connection with the commission of drug crimes upon personal observation or report of a law enforcement agency and evidence of drug crimes being committed.

Oxford Code Sec. 18-112. - Powers of public officers.

The public officers designated in this chapter shall have the following powers:

- (1) To investigate the dwelling conditions in the City in order to determine which dwellings, buildings, or structures therein are unfit for human habitation or are unfit for current commercial, industrial, or business use or are vacant, dilapidated, and being used in connection with the commission of drug crimes;
- (2) To administer oaths and affirmations, to examine witnesses, and to receive evidence;
- (3) To enter upon premises for the purpose of making examinations; provided, however, that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession;
- (4) To appoint and fix the duties of such officers, agents, and employees as he deems necessary to carry out the purposes of this chapter; and
- (5) To delegate any of his junctions and powers under this chapter to such officers and agents as he may designate.

OCGA Sec. 41-2-11. Public officer's powers of enforcement.

An ordinance adopted by the governing body of the county or municipality may authorize the public officer to exercise such powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of Code Sections 41-2-7 through 41-2-10, this Code section, and Code Sections 41-2-12 through 41-2-17, including the following powers in addition to others granted in Code Sections 41-2-7 through 41-2-10 and Code Sections 41-2-12 through 41-2-17:

- (1) To investigate the dwelling conditions in the unincorporated area of the county or in the municipality in order to determine which dwellings, buildings, or structures therein are unfit for human habitation or are unfit for current commercial, industrial, or business use or are vacant, dilapidated, and being used in connection with the commission of drug crimes;
- (2) To administer oaths and affirmations, to examine witnesses, and to receive evidence;
- (3) To enter upon premises for the purpose of making examinations; provided, however, that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession;
- (4) To appoint and fix the duties of such officers, agents, and employees as he deems necessary to carry out the purposes of the ordinance; and
- (5) To delegate any of his functions and powers under the ordinance to such officers and agents as he may designate.

Oxford Code Sec. 18-113. - Service of citation.

(a) A citation issued by a public officer pursuant to this chapter shall be served in the following manner. In all cases, a copy of the citation shall be conspicuously posted on the subject dwelling, building, or structure within three business days of filing of the complaint and at least 15 days prior to the date of the hearing. A copy of the citation shall be served in one of the following ways:

(1) Personal service upon each owner and party in interest if such parties are residents of the county. Service shall be perfected at least ten days prior to the date of the hearing. Service may be made by the public officer designated by ordinance to abate nuisances or by any law enforcement officer of the City, and a return of service, filed with the clerk of the appropriate court, shall be deemed sufficient proof that service was perfected.

(2) Pursuant to the provisions of state law; or

(3) Statutory overnight delivery.

(b) If any owner or party in interest is a resident of this state but resides outside of the county, service shall be perfected by certified mail or statutory overnight delivery, return receipt requested, to the most recent address shown in the county tax filings and mailed at least 14 days prior to the date of the hearing.

(c) Nonresidents of this state, whose mailing address is known, shall be served by certified mail or statutory overnight delivery, return receipt requested, mailed at least 14 days prior to the date of the hearing. For nonresidents whose mailing address is unknown, a notice stating the date, time, and place of the hearing shall be published in the newspaper in which the sheriff's advertisements appear in such county once a week for two consecutive weeks prior to the hearing.

(d) In the event either the owner or any party in interest is a minor, estate, an incompetent person, or person laboring under disabilities, the guardian or other personal representative of such person shall be served and such guardian or personal representative resides outside the county or is a nonresident of this state, he shall be served as provided for in subsection (f) of this section. If such owner or party in interest has no guardian or personal representative, service shall be perfected by serving the judge of the probate court of the county wherein such property is located at least 30 days prior to the date of the hearing which judge shall stand in the place of and protect the rights of such minor, estate, or incompetent person or appoint a guardian ad litem for such person.

(e) In the event of unknown persons or unborn remainderman who are likely to have any rights in the property or interest or the proceeds thereof, the judge of the probate court of the county wherein such property or interest is located shall be personally served at least 30 days prior to the date of the hearing, and it shall be the duty of the judge of the probate court to stand in the place of and protect the rights of such unknown parties or unborn remaindermen.

(f) In the event the whereabouts of any owner or party in interest is unknown and the same cannot be ascertained by the public officer in the exercise of reasonable diligence or if any owner or party in interest cannot, after due diligence, be served as provided in this chapter, the public officer shall make an affidavit to that effect and serve by publication in the manner provided in of section 18-106, and such publication shall be sufficient proof that service was perfected.

(g) A notice of its pendants shall be filed in the office of the Clerk of Superior Court in the county in which the dwelling, building, or structure is located at the time of filing the complaint in the appropriate court. Such notice shall have the same force and effect as other its pendants notices provided by law.

(h) Orders and other filings made subsequent to service of the initial complaint shall be served in the manner provided in this chapter on the owner and any party in interest who answers the complaint or appears at the hearing. Any party who fails to answer or appear at the hearing shall be deemed to have waived all further notice in the proceedings.

OCCGA Sec. 41-2-12. Service of complaints and orders.

(a) Complaints issued by a public officer pursuant to an ordinance adopted under Code Sections 41-2-7 through 41-2-11, this Code section, and Code Sections 41-2-13 through 41-2-17 shall be served in the following manner. At least 14 days prior to the date of the hearing, the public officer shall mail copies of the complaint by certified mail or statutory overnight delivery, return receipt requested, to all interested parties whose identities and addresses are reasonably ascertainable. Copies of the complaint shall also be mailed by first-class mail to the property address to the attention of the occupants of the property, if any, and shall be posted on the property within three business days of filing the complaint and at least 14 days prior to the date of the hearing.

(b) For interested parties whose mailing address is unknown, a notice stating the date, time, and place of the hearing shall be published in the newspaper in which the sheriff's advertisements appear in such county once a week for two consecutive weeks prior to the hearing.

(c) A notice of its pendants shall be filed in the office of the clerk of superior court in the county in which the dwelling, building, or structure is located at the time of filing the complaint in the appropriate court. Such notice shall have the same force and effect as other its pendants notices provided by law.

(d) Orders and other filings made subsequent to service of the initial complaint shall be served in the manner provided in this Code section on any interested party who answers the complaint or appears at the hearing. Any interested party who fails to answer or appear at the hearing shall be deemed to have waived all further notice in the proceedings.



Southland Paving Co., LLC

P O Box 577

Conyers, GA. 30012

770-760-7277

southlandoffice@bellsouth.net

RECEIVED
FEB 16 2017

Estimate

Date	Estimate #
2/1/2017	232 Streets
Ricky Adams Cell 404-313-9215 Robert Moon Cell 706-474-0395	

Name / Address
Jody Reid City of Oxford

Job Name	Prices effective thru:
Various Streets	03/30/2017

Description	Approx Qty	Approx. Rate	Approx Total
Sq. Yds. 4" Asphalt Patching: East Richardson Approx 44.44 Sq. Yds. West Richardson Approx. 47.11 Sq. Yds. Oxford Drive Approx. 14.22 Sq. Yds. Oxford North Approx. 58.89 Sq. Yds. Wentworth Drive Approx. 267.32 Sq. Yds. Long Street Circle Approx. 110.22 Sq. Yds.	542.2	46.10	24,995.42
<p>Subgrade to be + or - 1/10 of finished grade. Subgrade to have compaction of 95% or better. All quantities are estimated. All billings are made from actual field measurements. Any repairs to B binder left for construction purposes will be extra. Payment is due and payable 10 days from invoice. Customer shall pay all cost including 15% attorney fees that may be incurred in the collection of past due accounts. A 1.5% finance charge will be made monthly on past due accounts. (18%APR)</p> <p>Any alteration or deviation from above specs. involving extra costs will be extra. Price includes two move in each for machine curb crew and hand curb crew. Additional move in fee will be \$1200 each for curb machine crew and \$850.00 each for hand curb crew. Our workers are fully covered by Workman's Compensation Insurance. Any road signs or barricades will be extra.</p>			<p>Approx Total \$24,995.42</p>

Authorized Signature

Date

Acceptance Signature / Date

RECEIVED
FEB 16 2017

PAVING



DESIGNED INSTALLATIONS

by
Jim Williams

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670
EMAIL pdibjw@bellsouth.net

Estimates

City of Oxford
Mr. Jody Reid
Re: Asphalt patching

1-10-17

1 East Richardson 55x8 4 inches Asphalt. restripe 55' of road	\$4,500
2 Oxford Drive 8x16 cut out re-pave	\$900
3 North Oxford Rd. patch 10x20—10x13- 13x13 --&-10x10	\$2,100
4 Long Street 72x15 deep patch 4 inches base 3 inches Asphalt	\$5,200
West Richardson 16x21 Base and Asphalt Church parking 6x20 dig out & patch	\$3,500
Wentworth 140x7--12x23--5x125 new base and asphalt	\$11,000

Total \$27,200

Discount \$1,500 if all areas can be done at once

1 Trails - George Street Trail

FY2017 - \$115,000

Period Highlight: 8

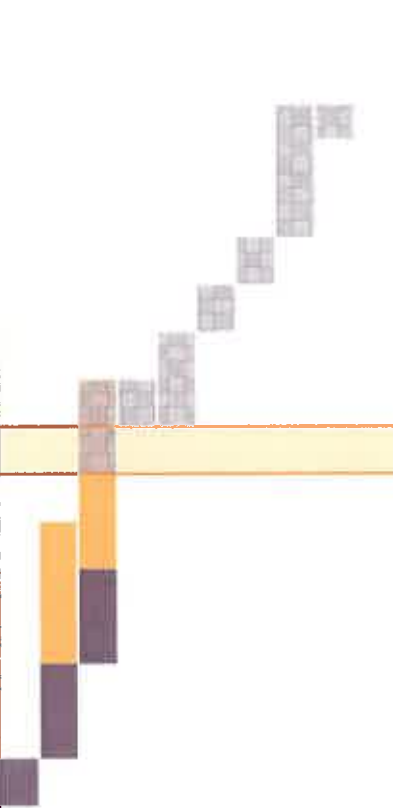
Plan Actual % Complete

PLAN START DURATION PLAN START DURATION ACTUAL PERCENT COMPLETE

PERIODS

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

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Mapping	1	1	1	1	1	1	100%
Structural engineering	2	2	2	2	2	5	100%
Complete design	4	2	4	6	4	6	80%
Design approved by City Council	9	1	9	0	9	0	0%
Prepare construction drawings	9	2	9	0	9	0	0%
Advertise for Bids	11	1	11	0	11	0	0%
Award Bids	12	1	12	0	12	0	0%
Construction	13	3	13	0	13	0	0%
Final Inspection	15	1	15	0	15	0	0%

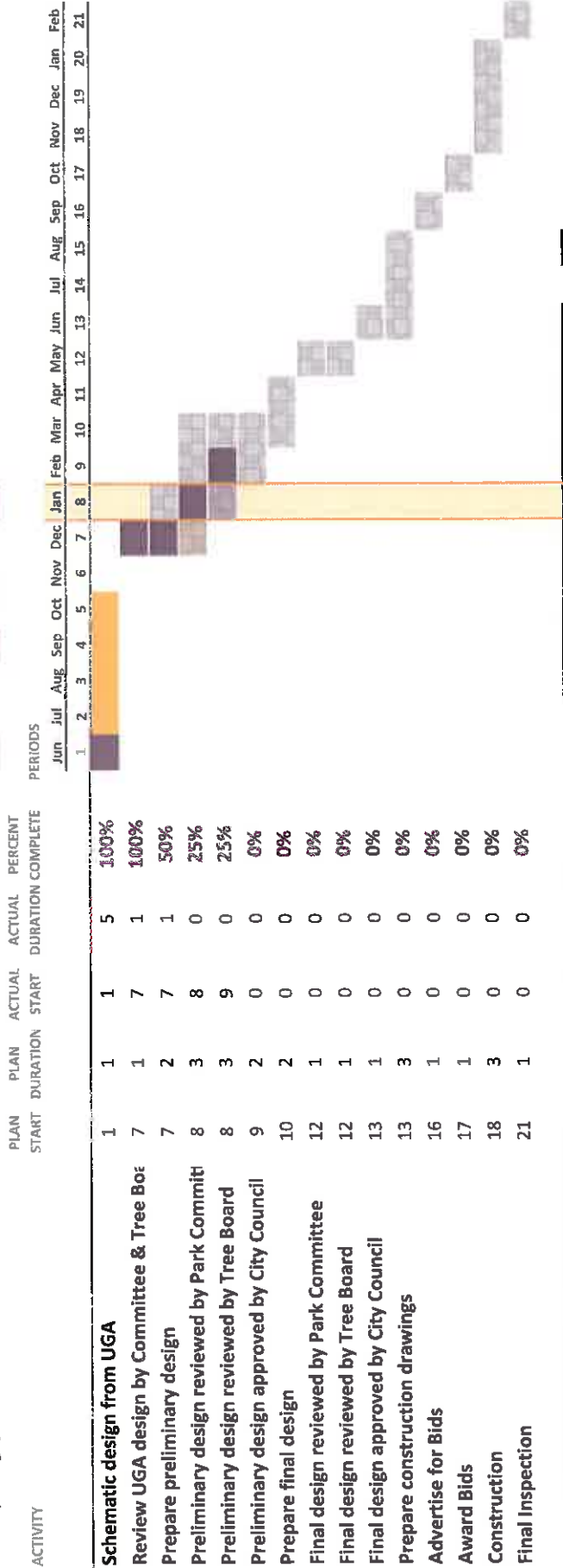


5 City Parks - Asbury Street Park

FY2017 - \$150,000

Period Highlight: 8

Plan Actual % Complete



Waiting until we close on final parcel.

7. Electric System Improvements

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

Period Highlight: 7

Plan Actual % Complete

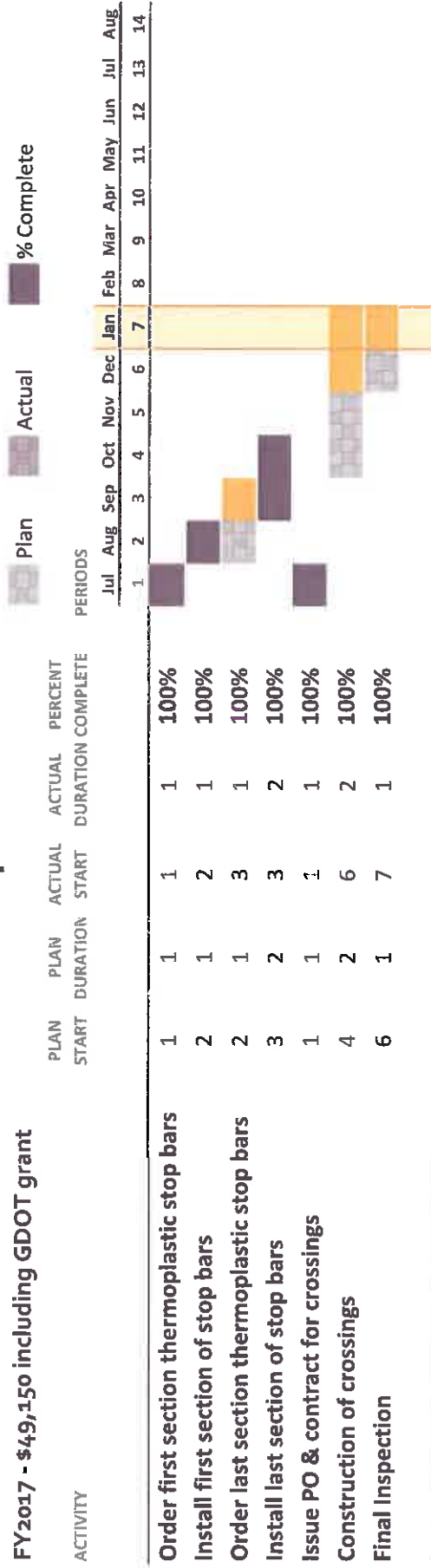
ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE	PERIODS													
	START	DURATION	START	DURATION		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Jody work with ECG to plan	3	3	3	3	50%														
Bids on materials	6	2	0	0	0%														
Bids on labor	6	2	0	0	0%														
Award bids, issue PO	7	1	0	0	0%														
Construction	8	3	0	0	0%														
Final Inspection	11	1	0	0	0%														

ON HOLD

10. Pedestrian crosswalks and stopbars

FY2017 - \$49,150 including GDOT grant

Period Highlight: 7



Project complete

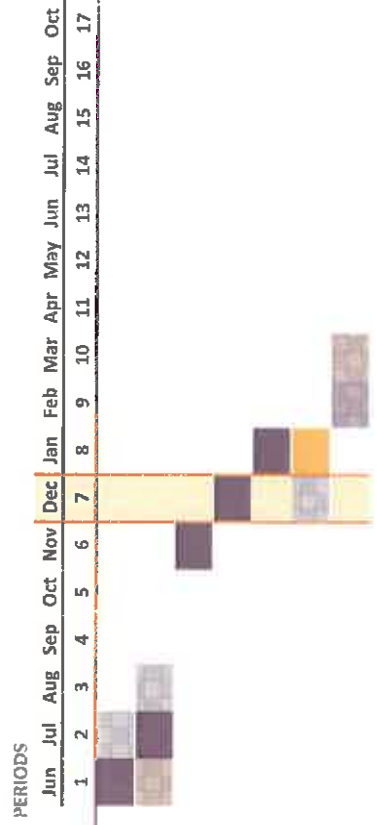
13. Street Repairs FY16

\$32,000

Period Highlight: 7



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
Schedule paving with Newton County	8	1	8	1	100%
Final inspection	7	1	8	1	100%
LMIG Project closure to DOT	9	1	10	0	0%



13. Street Repairs FY17

\$100,000

Period Highlight: 7

Plan Actual % Complete

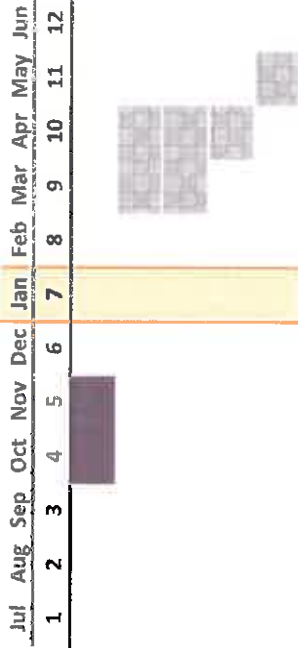
PLAN START DURATION PLAN START DURATION ACTUAL PERCENT COMPLETE

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	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Selection of streets by CC	4	2	4	2	4	2	100%
Schedule paving with Newton County	9	2	0	0	0	0	0%
Paving by Newton County	9	2	0	0	0	0	0%
Final Inspection	10	1	0	0	0	0	0%
LMIG Project closure to DOT	11	1	0	0	0	0	0%



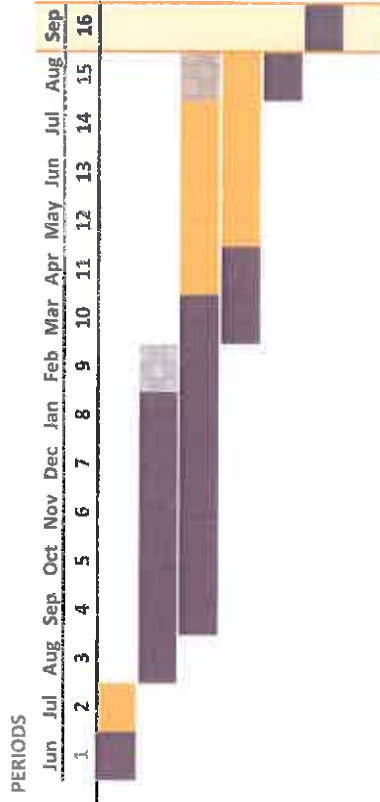
16th Survey of ROW

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	15	1	100%
Completion	16	1	16	1	100%



PROJECT COMPLETE.

Final map recorded at Newton County Courthouse.

15. Utility Pole Inspection & Replacement

\$35,000

Period Highlight: 7

Plan Actual % Complete

PERIODS

PLAN START DURATION PLAN ACTUAL START DURATION ACTUAL PERCENT COMPLETE

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

Contract with inspection company

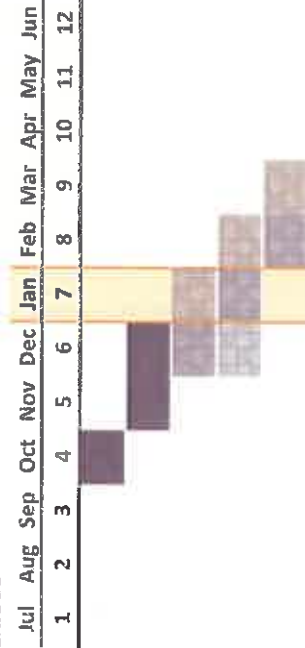
Pole inspection

Review list of poles to be replaced

Replace poles

Final Inspection

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Contract with inspection company	4	1	4	1	100%
Pole inspection	5	2	5	2	100%
Review list of poles to be replaced	6	1	7	0	0%
Replace poles	6	2	8	0	0%
Final Inspection	8	1	9	0	0%



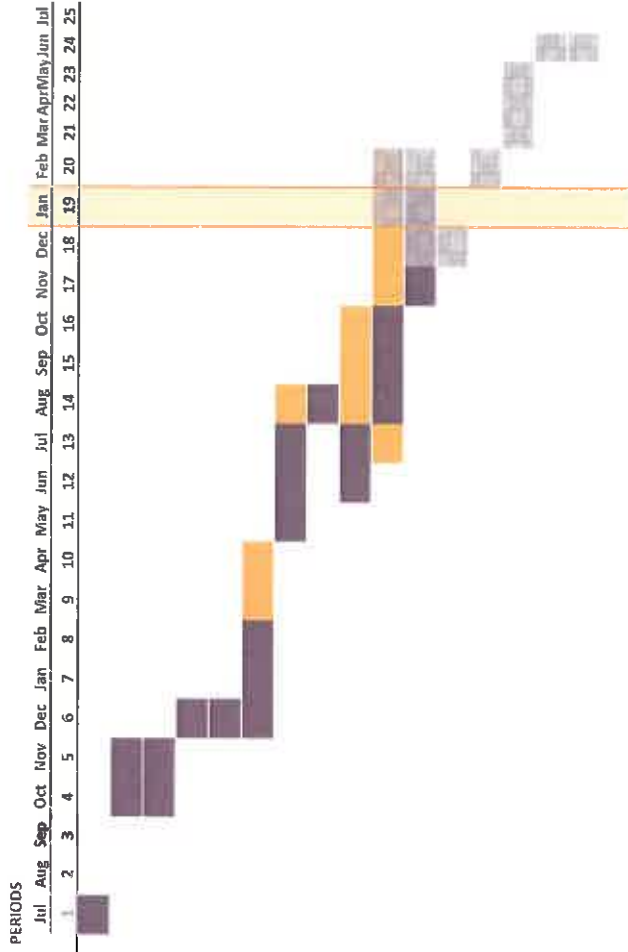
17 Sewer System Improvements

\$525,000

Period Highlight: 19

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	1	1	1	100%
Review selection of areas with city council	4	2	4	4	2	100%
Prepare initial cost estimates	4	2	4	4	2	100%
Review cost estimates with CC	6	1	6	6	1	100%
CC make final selection	6	1	6	6	1	100%
Prepare GEFA loan application	6	3	6	6	5	100%
Surveying and mapping	11	3	11	11	4	100%
GEFA loan approval - Aug 23?	14	1	14	14	1	100%
CAD mapping	12	2	12	12	5	100%
Design and prepare plans	14	3	13	13	8	80%
Plans review by GDOT, EPD, etc.	17	4	17	17	3	50%
Plans review by City	18	1	0	0	0	0%
Advertise for bids	20	1	0	0	0	0%
Construction	21	3	0	0	0	0%
Final Inspection	24	1	0	0	0	0%
Notification to owners and start taps	24	1	0	0	0	0%



18. Whatcoat Street

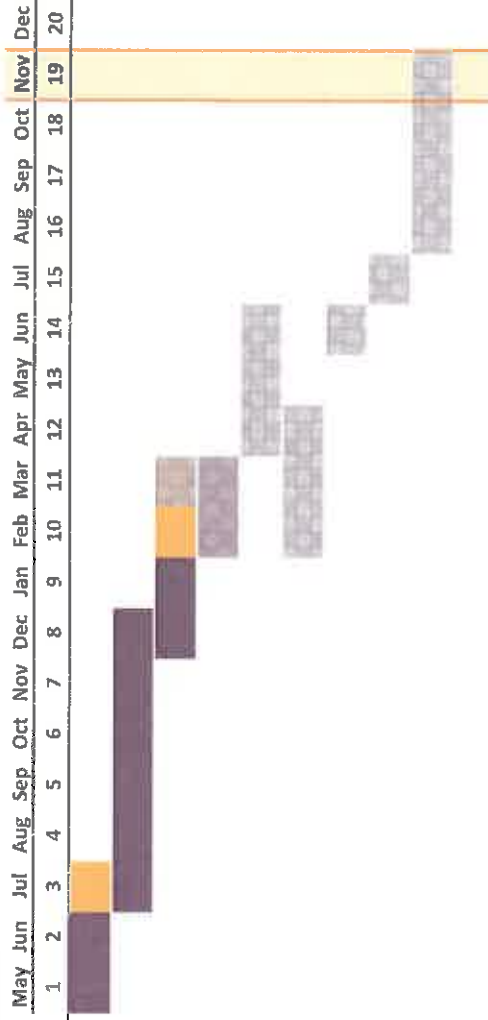
\$300,000

Period Highlight: 19

Plan Actual % Complete

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

PERIODS



On Hold



Mr. Bob Schwartz, City Manager

City of Oxford
110 West Clark Street
Oxford, Georgia 30054

Re: Monthly summary – January activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in January 2017:

1. General Support
 - a. Prepared monthly report for December 2016.
 - b. Had regular correspondence with City Manager regarding scheduling and progress updates.
 - c. Provided full-scale prints of Oxford RW survey for use at City Hall at city maintenance department.
2. East Clark Street
 - a. Prepare civil design drawings for E. Clark Street improvements.
 - b. Incorporate/update plans to reflect concept layout by Mr. Vinson.
 - c. Reconnaissance to verify topography east of area of disturbance.
3. Asbury Park
 - a. Tree mapping update for Tanner
 - b. Prepare preliminary construction cost estimates for Parks Committee discussions and review.
 - c. Collect additional topo information for new private property acquired by City.
4. N. Emory Street Sewer Extension
 - a. Submit plans to EPD Watershed Protection Branch
 - b. Correspondence with GDOT, URS, and City of Covington regarding timing of sidewalk and sewer projects and update of both sets of plans to reflect the other.
 - c. Additional research and correspondence with Oxford utilities dept regarding possible abandonment of water line on east side of N. Emory.
5. George Street Trail
 - a. Base trail route determination
 - b. Collection of additional tree and topo data for tweaking trail route
 - c. Begin civil plans for trail construction

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

Sincerely,

Jordan Engineering, Inc.

Robert O. Jordan, PE RLS

February 16, 2017