

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, JULY 6, 2015 – 7:00 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the July 6, 2015 Mayor and Council Regular Meeting
5. * **Honorary Councilmember** – Councilmember Lyn Pace has appointed Katherine Grace as the Honorary Councilmember for July.
6. * Motion to approve the Minutes of the Regular Meeting June 1, 2015.
7. * Motion to approve the Minutes of the Work Session June 15, 2015.
8. Planning Commission Recommendations/Petitions
9. Citizen Concerns
10. Mayor's Report
11. ***Public Hearing on Millage Rate** – We have enclosed a copy of the Public Notice that appeared in the *Covington News*. We are required to conduct a public hearing to discuss the rollback millage rate.
12. * **Community Development Coordinator** – We have attached a copy of the final job description and a memo outlining the plan to fill this position. We need to confirm the hiring process with City Council.
13. **Georgia Fund 1** – We recommend that the City start using the Georgia Fund 1 administered by the State Treasurer's Office.
14. **Executive Session** – To consider real estate transactions.
15. Invoice Approval
16. Adjourn

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
City of Oxford	Monthly Utility Billing of City owned properties May	1196.71
City of Oxford	Monthly Utility Billing of City owned properties June	1493.10
C. David Strickland, P.C.	Professional Services May 2015	1821.00
GMA	GMEBS Retirement Fund (June)	6,383.59
GMA	2015-2016 Membership Dues	1331.13
Humana	Health Insurance (July 2015) w/ credit (B. Schwartz)	4778.08
Newton County BOC	Cornish Creek Water Fund May 2015	13432.00
Newton County Water & Sewer	Services from 4/29-5/28/15	5268.53
NEGRC	FY 2016 Per Capita Dues	2137.00
Steve Hathorn	Legal Services-Municipal Judge (April-June)	1250.00
Sophicity	IT in a Box June 2015	1352.13
Sophicity	IT in a Box July 2015	1352.13
Southeastern Power Administration	SEPA energy cost May 2015	3092.15
Utility Service Company, Inc	Qtrly Water Tank Maintenance- Watson St. July-Sept	2715.32
PURCHASES/CONTRACT LABOR		
Arbor Equity	Oak Tree Pruning	1800.00
Irby Electrical Distributor	Underground Power Fuses & Holders	2292.00
Latham Home Sanitation	Waste removal service (May)	5475.18
Premier Tree & Shrub Care	May Grounds Maintenance	2138.00
Premier Tree & Shrub Care	June Grounds Maintenance	2138.00
Printability	9 "Oxford Chartered 1839" Signs w/ 8' Posts	3040.00
Woco Pep Oil	Gas charges for City Equipment & Vehicles	2655.60
Woco Pep Oil	Gas charges for City Equipment & Vehicles	2824.11
APPROVED CONTRACTS		
Ace Kimble Services, Inc.	Fire Hydrant Relocation (Service Rd on Moore St)	1950.00
Anderson Grading & Pipeline, LLC	Sewer Service Installation- 108 Marshall St.	3000.00
Omega Planning Resources	Cemetery Mapping	6940.00
Scarborough Tree	Tree Removal from bridge on Walking Trail	2400.00



PROCLAMATION

WHEREAS, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

WHEREAS, it is important to show the citizens of our City how our City operates and how City Council functions; and

WHEREAS, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

WHEREAS, Councilmember Lyn Pace has nominated Katherine Grace to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Katherine Grace as the Honorary Councilmember for the City of Oxford for the month of July.

SO PROCLAIMED, this sixth day of July 2015.

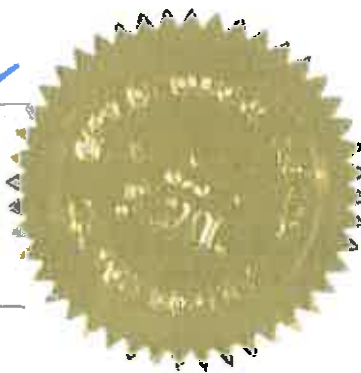
MAYOR AND CITY COUNCIL OF OXFORD

BY: _____

Mayor

ATTEST: _____

City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR MEETING
MONDAY, JUNE 1, 2015 -- 7:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Hoyt Oliver, Carol and Neil Penn, Norbert Thompson, Steve Springer, Mike Ready, Brian Barnard, Officer Kevin McCarthy

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

Pledge of allegiance

A motion was made by Windham, seconded by Pace to accept the Agenda for the June 1, 2015 Mayor and Council Regular Meeting. The vote was 6 in favor and 0 opposed. The motion was approved. Attachment A

HONORARY COUNCILMEMBER

Mayor Roseberry announced Brian Barnard as the Honorary Councilmember for June as appointed by Mayor Roseberry and presented him with a Proclamation as appreciation for his participation. Attachment B

A motion was made by Pace, seconded by Windham to approve the Minutes of the Regular Meeting May 4, 2015. The vote was 6 in favor with 0 opposed. The motion was approved. Attachment C

A motion was made by Windham, seconded by Davis to approve the Minutes of the May 18, 2015 Public Hearing and Work Session. The vote was 6 in favor with 0 opposed. The motion was approved. Attachment D

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Steve Springer of 104 Green Street addressed the council with concern regarding tethering of animals and the responsibilities of council in relation to ordinances and laws. Mayor Roseberry thanked Mr. Springer for his comments and concerns.

Mayor's Reports

Mayor Roseberry made the following announcements:

Police Department

The Police Department has hired a replacement officer for officer David Steward who recently retired. The new officer is Kevin McCarthy who recently retired from DeKalb PD after 30 years of service. Keven spent 14 years as a detective specializing in burglary investigations. Chief Dave Harvey introduced Officer McCarthy to City Council.

Newton County Tomorrow

Newton County Tomorrow had a meeting with members of the Leadership Collaborative last week. Highlights

included presentations by Frank Turner, Sr., Mort Ewing and Hoyt Oliver. Oxford had a good turnout of council and thanks to those of you who could make the meeting.

Civil War Marker Dedication

The Civil War markers placed across the street from Old Church and recognizing Sherman's March to the Sea was dedicated last Wednesday, May 27, 2015. Anderson Wright president of the Oxford Historical Shrine Society, put together a good program.

Georgia DOT

Mayor Roseberry announced we have a verbal commitment from DOT to install a crosswalk on Emory Street. The College has stated they will pay for the crosswalk and installation. The project is pending signatures from DOT.

Public Park

For those who missed the announcement at the work session - Newton County Commissioner J. C. Henderson has agreed to contribute \$100,000 toward the establishment of a public park in the city. The money will come from the 2011 SPLOST fund. Attachment E

Motion to Write-off Bad Debt

As of April 13, 2015 we had a total of \$20,019.41 in bad debt. In FY2015, we budgeted \$6,500 in Water, \$15,500 in Electric, and \$3,000 in Sanitation for a total of \$25,000. We are requesting a motion to approve the writing off of this bad debt in the amount of \$20,019.41 for FY2015.

A motion was made by Smith, seconded by Windham to approve the writing off of bad debt as of April 13, 2015 in the amount of 20,019.41 for FY2015. The vote was 6 in favor and 0 opposed. The motion was approved. Attachment F

101 Longstreet Circle

City Manager Bob Schwartz presented two bids for demolition of the burned out house at 101 Longstreet Circle. One quote was from Enviroprobe, LLC, for \$17,500.00 and the other quote was from Designed Installations by Jim Williams for \$79,650.00. After review and discussion:

A motion was made by Windham, seconded by Smith to approve the bid from Enviroprobe, LLC., in the amount of \$17,500 for the demolition of the burned out house at 101 Longstreet Circle. The vote was 6 in favor and 0 opposed. The motion was approved. Attachment G

FY2016 ANNUAL BUDGET

City Manager Bob Schwartz recommend a Resolution to adopt the annual operating budget for FY2016 (July 2015 – June 2016), and the Capital Budget for FY2016 – FY2020. There have been no changes in the proposed budgets since the public hearing of May 18. The Budget Resolution has been updated with the correct job titles.

A motion was made by Windham, seconded by Pace to adopt the FY2016 Operating Budget (July 2015 – June 2016) and Capital Budget (July 2015 – June 2020) and Resolution. The vote was 6 in favor and 0 opposed. The motion was approved. Attachment H

INVOICE APPROVAL**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
ROUTINE MONTHLY BILLS PAID		
Humana	Health Insurance (May)	7,498.50
Newton County BOC	Cornish Creek Water Fund	12,584.00
Newton County Water & Sewer	Services from 3/30 – 4/29	5,268.53
Sophicity	IT in a Box	1,331.96
Southeastern Power Administration	SEPA energy cost	3,299.06
PURCHASES/CONTRACT LABOR		
Associated Printing	Brochures & Calendars for 175 Convocation	5,567.71
Bankcard Center	Lunch Meeting City Mgrs./ Color Prints/ ECG Training (Dustin James)/Elections Training (Stacey Mullen)/Lunch NEGRC (Bob)/Judges ICJE Training Hotel/Chiefs Conference (Chief Harvey)/Jody ECG Registration/Water Distribution Licensing (Jody & Scottie)	2,212.42
Ferguson Waterworks	Tapping Machine for water taps	1,370.02
Georgia Department of Labor	Unemployment Qtr. ending 12/31/2014 Bill (Amanda Vincent)	1,650.00
McNair, McLemore, Middlebrooks	CPA Pre-Audit Planning & Payroll Assistance	2,835.61
Microsoft	Annual Renewal & License for tablets for council	4,429.12
SanTech Products Inc.	55 Gallon Mosquito Spray	1,699.37
Ace/Kimble Services	Sewer Taps Haygood/Emory/Queen Ann	9,250.00
APPROVED CONTRACTS		
ER Snell Contractor	LMIG Super Pave w/ Rap for Cindy Court	16,150.25
Jimmy Harris Trucking	LMIG Asphalt Hauling for Coke Street	2,887.50
Newton County Road Dept	LMIG Hauling and Milling Asphalt, Cindy Ct & Coke Street	1,505.00

A motion was made by Windham, seconded by Smith to approve payment of the invoices. The vote was 6 in favor with 0 opposed. The motion was approved.

Adjourn

A motion was made by Windham, seconded by Holt to adjourn the meeting at 7:50pm. The vote was 6 in favor with 0 opposed. The motion was approved.

Respectfully submitted,

Lauran Willis
City Clerk

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, JUNE 15, 2015 – 6:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt Oliver, Kendra Mayfield, Norbert Thompson, Penny Windham, Charles Green, Steve Springer, Betty Griggs

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

Honorary Councilmember

Councilmember Lyn Pace introduced Katherine Grace as Honorary Councilmember for July appointed by him. Katherine is a student at Oxford College and is spending her summer working on the organic farm. Katherine brought vegetables from the farm to share with council. Attachment A

Job Descriptions

City Manager Bob Schwartz opened discussion regarding the two new positions which were included in the FY2016 Budget. Bob said there has been comment that we might need to amend the job descriptions so we would like to review the job descriptions with city council before we start recruitment. The positions are a Community Development Coordinator and Maintenance Worker I. After extensive discussion, editorial changes to the job description and specific request from councilmembers it was a general consensus to move forward with the recruitment for the position of a Community Development Coordinator as amended and Equipment Operator I/Meter Reader as being amended by Councilmember George Holt and City Manager Bob Schwartz. Attachment B

George Street Walking Trail

City Manager Bob Schwartz – The budget for FY2016 includes \$80,000 for trail expansion. The budget did not specify and council has not stated exactly where the trail is to be expanded. We need to know what area we want to concentrate on before authorizing the city engineer to begin the trail design. After discussion and comments from citizens council was in favor of looking at a sidewalk. City Manager Bob Schwartz said he will start looking at sidewalks and put the trails project on hold for now.

Street Repairs and Resurfacing

City Manager Bob Schwartz said the budget for FY2016 includes \$50,000 for street repairs and resurfacing. We recommend that we repair and widen George Street between Emory and Asbury. We would contract with the city engineer for the survey and design. George Street has a 99 foot right-of-way, but over the years the paved area has narrowed. Bob asked for suggestions on where council wants to concentrate on paving. After discussion it was determined to have the engineer look at George Street for resurfacing but not to widen it very much.

Project Status Report

City Manager Bob Schwartz presented an updated Project Status outlining 20 capital projects for FY2016 for discussion. Bob presented the FY2016 Capital budget with the traditional Project Status Report

rearranging the projects in order with references to a Gantt chart prepared for more complicated projects. In reviewing of the projects there was confusion regarding item number 16 Survey of City rights-of-way. Councilmember Jim Windham asked wasn't that supposed to be surveying of *unopened* rights-of-way and not just rights of way. Bob said it includes both. Bob said he has already issued the purchase order for the city engineer to survey all of the rights-of-way. After discussion of this item Mayor Roseberry instructed Bob to withdraw the purchase order issued to the city engineer and reissue a new one for *unopened* rights-of way. There was continued discussing regarding the other projects on the Status Report with no final decisions made. Attachment C

Finance

Mayor Roseberry said due to banking changes we need to have a discussion of alternative financial institutions for deposits for city reserve funds. He said he asked City Manager Bob Schwartz to look at other investments options. City Manager Bob Schwartz said he has checked with other cities and found most are using the Georgia Fund 1 (GF1) for local governments and presented a summary of what the Georgia Fund 1 offers suggesting council consider this as an investment option. Councilmember Terry Smith requested Bob send him a copy of the detail of the Georgia Fund 1 in its entirety. Attachment D

Personal Financial Disclosure Statement

City Clerk Lauran Willis reminded council that the deadline for the Financial Disclosure Reports is July 1, 2015 for those who are not up for election this year. Lauran asked that council members turn in their reports as soon as possible so we can make sure we meet the deadline.

There being no further discussion the meeting was adjourned at 7:30 PM.

Respectfully Submitted;

Lauran Willis, CMC
City Clerk

Covington News: Please run this block ad: Sunday June 28th

The City of Oxford Governing Authority does hereby announce that the millage rate will be adopted at the Rollback rate at a Special Called Meeting to be held at Oxford City Hall located at 110 West Clark Street on Monday, July 20, 2015 at 6:00 p.m. Pursuant to the requirements of O.C.G.A. § 48-5-32 do hereby publish the following presentation of the current year's tax digest and levy along with the history of the tax digest and levy for the past five years.

PUBLIC NOTICE CURRENT 2015 TAX DIGEST AND 5-YEAR HISTORY OF LEVY

CITY OF OXFORD	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Real & Personal	22,486,960	19,242,520	17,835,565	15,950,650	16,458,250	15,735,874
Motor Vehicles	2,624,030	2,520,180	2,866,000	3,089,870	2,624,080	1,981,300
Mobile Homes	1,003	1,004	753	753	753	502
Timer-100%						
Heavy Duty Equipment						
Gross Digest	25,111,993	21,763,704	20,702,318	19,041,273	19,083,083	17,717,676
Less M&O Exemptions	517,320	511,408	3,935,713	3,716,329	3,670,035	3,309,308
Net M&O Digest	24,594,673	21,252,296	16,766,605	15,324,944	15,413,048	14,408,368
Gross M&O Millage	17.87	20.82	22.58	25.18	24.17	26.17
Less Rollbacks	11.59	13.76	14.98	17.33	16.60	18.41
Net M&O Millage	6.28	7.06	7.60	7.85	7.57	7.76
Net Taxes Levied	154,455	150,126	127,376	120,316	116,692	111,867
Net Taxes \$ Increase	(2,840)	(4,329)	(22,750)	(7,060)	(3,624)	(4,809)
Net Taxes % Increase	(1.81)	(2.80)	(15.15)	(5.55)	(3.01)	(4.12)



Amended June 15, 2015

JOB TITLE: Community Development Coordinator

DEPARTMENT: General Government

JOB SUMMARY: This position is responsible for performing a broad range of activities related to commercial and residential development along with the overall development of the City.

MAJOR DUTIES:

- Work with city council to develop and refine the development goals for the city.
- Work to encourage developers and others to locate quality retail business and to construct quality high density residential housing in the City. Serve as the City's primary point of contact for all development inquiries.
- Develop and promote events and celebrations that promote the City. Work with city staff in the presentation of the July 4th Parade.
- Coordinate development activities with Newton County, the City of Covington, the Covington-Newton County Chamber of Commerce, the Electric Cities of Georgia, and the Georgia Department of Community Affairs.
- Work to incorporate the development of technology in the city with the future development of the city.
- Work with and support the Oxford Planning Commission. Develop recommendations for the Planning Commission on Applications for Development Permit Approval.
- Research rezoning and zoning amendment requests. Prepare recommendations for the Planning Commission.
- Help create and then work with the Oxford Downtown Development Authority.
- Work with Oxford College to encourage joint activities that would support residential and commercial development.
- Perform research that will support retail and residential development.
- Research and apply for grants to benefit the City.
- Investigate possible annexations to the City.
- Prepare monthly reports to the City Council and the City Manager.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the prerequisites for downtown development and the factors that influence developers to locate in a city.
- Familiar with residential development.
- Skill in preparing and maintaining reports and records.
- Skill in written and oral communication and interpersonal relations.
- Skill in operating and working with computers, online searches, and social media.

SUPERVISORY CONTROLS: This position reports to the city manager.

COMPLEXITY: The work consists of varied administrative and creative duties. Budgetary constraints and frequent contact with the public and the governing body contribute to the complexity of the work.

PERSONAL CONTACTS: Contacts are typically with co-workers, local elected officials, employees from other departments, employees from other governments, developers, and the general public.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk and in the field. The employee occasionally lifts light objects, uses equipment requiring dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and in the field.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has no supervisory responsibility.

MINIMUM QUALIFICATIONS:

- BA degree in a related field. MA preferred.
- Grant writing skills and experience preferred.
- Experience with historic preservation preferred.
- Some experience with local government.



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Thursday, July 2, 2015
Re: Community Development Coordinator hiring process

Here is my recommendation for the process to hire the Community Development Coordinator. It is going to take about two months to get somebody hired.

Date	Activity
Monday, June 15	City Council reviewed and amended job description at work session.
Wednesday, June 17	Advertisement sent to the newspaper and to the GMA local government marketplace website.
Thursday, June 18	Started receiving applications (we have about 10 so far).
Friday, July 24	Deadline for applications
July 27-31	City Manager and Mayor will review all applications and select 3 to 5 to be interviewed.
August 10-12	Conduct interviews. Interview committee will be Councilmembers Pace and Windham along with City Manager and City Clerk.
August 17-21	Check references on top two candidates.
August 24	City Manager make selection.
September 8	Community Development Coordinator starts work.