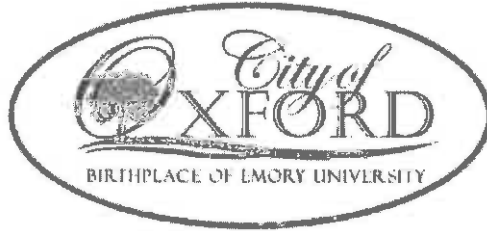


**OXFORD MAYOR AND COUNCIL  
REGULAR MEETING  
MONDAY, FEBRUARY 1, 2016 – 7:00 P.M.  
CITY HALL  
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the February 1, 2016 Mayor and Council Regular Meeting
5. \* Motion to approve the Minutes of the Regular Meeting January 4, 2016.
6. \* Motion to approve the Minutes of the City Council Work Session January 19, 2016.
7. Planning Commission Recommendations/Petitions
8. Citizen Concerns
9. Mayor's Report
10. **Mayor Pro Tem** – Based on the discussion at the January work session, we request a motion electing Councilmember George Holt as Mayor Pro Tem for 2016.
11. **Oxford Planning Commission** – At our January meeting, we overlooked reappointing Jonathan Eady to a three year term on the Planning Commission. We recommend a motion that would reappoint Mr. Eady.
12. **\*Groundskeeper** – We have enclosed a Memo describing the new groundskeeper position along with a job description and a Resolution to create the position, a Resolution to amend the Streets Department budget to pay for the position, and a Resolution to amend the Capital Projects budget to purchase the lawnmowers.
13. **Tree Trimming Purchase Order** – Each January, we trim the trees near our powerlines. This year we need to change contractors. As we discussed during the work session, we are requesting City Council approve a purchase order for Burford, Inc. for tree trimming based on a bid submitted to the City of Covington for \$113.80 an hour. This was the lowest of two bids submitted.
14. Invoice Approval
15. Adjourn

**INVOICES OVER \$1,000.00**

VENDOR	DESCRIPTION	AMOUNT
<b>City of Oxford</b>		
<b>City Oxford Utilities</b>	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for January	1,544.87
<b>City of Covington</b>	Quarterly Sewer charges 9/30/15-12/31/15	9,810.00
<b>GMEBS</b>	Employee Retirement Fund	5,946.33
<b>Humana</b>	Health Insurance (February)	6,818.10
<b>Latham Home Sanitation</b>	Monthly waste removal services	5,636.10
<b>Newton County BOC</b>	Cornish Creek Water Fund	9,190.00
<b>Newton County Water &amp; Sewer</b>	Monthly charges 11/30/15 – 12/30/15 (two months)	11,149.97
<b>Sophicity</b>	IT in a Box	1,401.68
<b>Southeastern Power Administration</b>	SEPA energy cost	3,463.49
<b>Steven A. Hathorn</b>	Professional Services Judge Oct-Dec 2015	1,250.00
<b>PURCHASES/CONTRACT LABOR</b>		
<b>Dial's Diesel Parts &amp; Service</b>	Leaf /Chipper Truck repair	1,157.99
<b>Ellis Trucking</b>	4 loads of gravel spread on Stagecoach Road/1 load for stock pile.	1,700.00
<b>Jamar Technologies, Inc.</b>	Radar Recorder	3,995.00
<b>MasterCard Services</b>	Christmas Dinner/Calendars/Council member orientation lunch/Clerks Conference registration (Lauran and Stacey)/Postage/Framing/Mayors meetings/etc.	3,059.22
<b>Treadwell, Tamplin &amp; Co.</b>	Professional Services - Interim billing for FY2015 audit including Board Retreat, DCA & MEAG reporting	10,000.00
<b>APPROVED CONTRACTS</b>		
<b>Ace/Kimble Services</b>	First Draw-George Street Drainage Project	30,000.00
<b>Enviroprobe, LLC</b>	Asbestos abatement residential house Watson Street	5,500.00
<b>Jordan Engineering</b>	Data Collection/Survey City Rights-of-Way calculations/research/mapping/Wooden fence on George Street/sewer expansion timing estimation /November monthly summary report.	6,298.75
<b>Scarborough Tree</b>	Remove Popular tree next to gas lines/grinding stump	1,950.00



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

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

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

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

Pledge of allegiance

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

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

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

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

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

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

**PLANNING COMMISSION RECOMMENDATIONS/PETITIONS**

None

**CITIZENS COMMENTS/CONCERNS**

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

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

**Mayor's Reports**

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

**Municipal Competitive Trust**

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

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

**Electric Cities of Georgia**

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

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

**GMA Defined Contribution Retirement Plan**

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

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

**Traffic Monitoring Equipment**

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

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

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

#### **Oxford Planning Commission**

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

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

#### **Tree Trimming Contract**

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

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

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

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

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

**Adjourn**

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

Respectfully submitted;

Lauran Willis  
City Clerk



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING  
WORK SESSION  
TUESDAY, JANUARY 19, 2016 – 6:00 P.M.  
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; SARAH DAVIS; MIKE READY; TERRY SMITH; DAVID EADY; COUNCILMEMBER GEORGE HOLT WAS NOT IN ATTENDENCE**

**OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent, Hoyt Oliver, Kendra Mayfield, Jeff Wearing, Cheryl Ready, Juanita Carson, Steve Springer**

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

**Mayor Pro Tem**

Mayor Roseberry announced that council should elect a new Mayor Pro Tem for 2016. Going back to 2008 the members who served were George Holt, 2009 Jim Windham, 2010 Sue Dale, 2011 Frank Davis, 2012 David Eady, 2013 Terry Smith, 2014 Lyn Pace, 2015 Sarah Davis. After discussion Mayor Roseberry asked City Manager Bob Schwartz to ask George Holt if he will serve.

**Planning Commission**

Mayor Roseberry said Council appointed Jeff Wearing to the Planning Commission at the January meeting. We neglected to officially reappoint Jonathan Eady to the Planning Commission. He advised this will be on the February meeting agenda.

**Powerline Tree Trimming Contract**

City Manager Bob Schwartz and Utility Superintendent Jody Reid presented discussion on the proposed tree trimming contract for the electric lines with Burford, Inc. Bob Schwartz said if you go back 10 or 12 years we have intermittently contracted with someone to trim the trees on the right-of-ways. Jody said Council decided to split the trimming and we did it yearly that when we contracted with Townsend. During that process we had issues with some of the techniques they used. We had Connie Head the city arborist assist in training them. We have followed through every year in keeping that same crew because Covington can use them over the year and we use

them for six weeks out of the year. That way we could maintain the same crew that the arborist and the Tree Board had trained. It worked fine until the last two years we had some issues with Townsend upgrading their equipment. They would have chain saw issues and various other problems. Covington looked into Burford's Tree Company and found they were a few dollars cheaper per hour than Townsend and had better equipment. The agreement was they would hire the crew leader that we had trained. City Manager Bob Schwartz said we had not done anything yet. Covington issued the request for bids, they got three companies, two submitted bids one did not. Of the two, one was Townsend and the other was Burford who was a little lower than Townsend. They went with Burford and started using them in August. After discussion it was decided this item will be on the February agenda for approval to issue a purchase order to adopt the Covington bid for Burford's Tree Company for up to \$25,000.

### **Special Projects Workgroup**

Councilmember Jim Windham presented a report on the progress of this work group with the University of Georgia. He presented a timeline calendar defining each stage of the project and the approximate budget for each.

### **2011 SPLOST Projects and 2017 SPLOST Projects**

Mayor Jerry Roseberry said it's almost time to start preparing list of projects for the next SPLOST referendum. It looks like we should ask for one and a half million dollars. Some of the projects will be easy ones such as the Park and East Clark Street project. Councilmember Terry Smith included that there has been talk of adding the remainder of the sewer projects. Mayor Roseberry said we need to start working on projects that will qualify and everyone should understand the SPLOST does not include maintenance and operations. It is strictly capital projects. It appears we may receive more than we originally planned from the 2011 SPLOST and that any extra will be used for transportation.

### **Budget Amendment Request**

City Manager Bob Schwartz our auditor has asked us to adopt a budget amendment to transfer \$24,000 from the General Fund Contingency and transfer it to the E-911 in Public Safety. Bob explained we did not receive a bill for 2014 and in 2015 we received an invoice for two years.

Mayor Roseberry explained for the public audience concern, we don't normally make motions in a work session but certain circumstances are permissible.

**A motion was made by Terry Smith, seconded by Jim Windham to authorize City Clerk Luran Willis to amend the budget by moving \$24,000 from Contingency in the General Fund and transferring it to the E-911 in the Public Safety fund. The vote was 6 to 0, motion approved.**

### **Update on I-20 Pedestrian Bridge**

City Manager Bob Schwartz said the latest schedule from GDOT shows the notice to proceed for construction will be issued in June 2017 with construction to be completed by August 2018. Bob indicated he and Jody will be meeting with a representative and going over the easement process which the city is responsible for and we expect this will take the better part of next year.



**Mayor's Announcements**

Mayor Roseberry took this time to make a few announcements of events. Lyn Pace requested the Mayor announce that on January 26<sup>th</sup> at 7:30 p.m. in Oxford's Old Church the College will observe the annual MLK service. Matthew Williams, vice president of strategic initiatives at the Forum for Theological Exploration (FTE), will present the keynote. He is a member of FTE's senior leadership team and provides leadership, management, and oversight for strategic initiatives to cultivate diverse leaders for the church and academy. Special music for the occasion will include performances by student groups Voices of Praise gospel choir and Oxapella as well as the Martin Luther King, Jr. Interdenominational Choir, composed of singers from the Covington area. The service is free and open to the public.

Councilmember Jim Windham announced he and a friend have been in touch with Lyn Pace, Oxford College chaplain about meeting with Muslim students and assuring them we are supportive of them and their religion in our community. When the meeting is scheduled he will let everyone know for those who may be interested.

**Landscaping Contract or Groundskeeper position**

City Manager Bob Schwartz said at present we do not have a contract to trim the grass nor do we have anybody hired to trim the grass. At the moment it's been raining and there's not much sun so the grass has not been growing so it's not a big deal but it will become a big deal as time goes by. One of the last times we discussed this someone suggested we go on a month to month basis with our current contractor. Jody spent some time talking with them and he gave us a month to month price. The contract for the last two years has been about \$25,000 this would be around \$37,610 for the year. I'm not recommending this I'm giving it to you as a marker. If we bid it this is what the contractor would bid who has been doing it. He might bid a little less or a little more but this is a good guess of what it would be. The other bids I have are two and a half years old. If we do bid it we will do what we did before which is list every single lot along the street where we trim and list the right-of-ways showing how far back we go. We would encourage each bidder to ride the city with Jody because in some cases we trim all of the right-of-way and in some cases we trim to the tree line. Jody said it would be best to price it by every street right-of-way width to be fair. After discussion it was agreed that hiring a groundskeeper will be brought to the February meeting for approval.

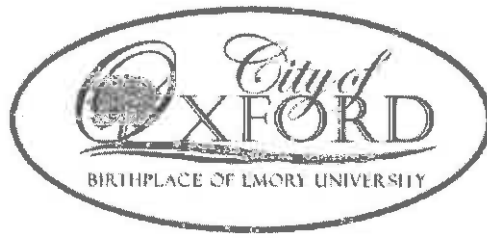
**Project Status and Engineer's Progress Report**

City Manager Bob Schwartz presented Council with an update status of the ongoing projects and a monthly summary for December from Robert Jordan, City Engineer.

There being no further business the meeting was adjourned at 7:08pm.

Respectfully Submitted;

Lauran Willis, CMC  
City Clerk



## Memo

**To:** City Council  
**From:** Bob Schwartz, City Manager  
**Date:** Friday, October 16, 2015, amended January 20, 2016  
**Re:** Groundskeeper

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**INTRODUCTION** – In a way, we are the victims of our own success. We started contracting for grounds maintenance in January, 2014. Since then, more and more citizens have elected to have the city contractor cut the grass on the right-of-way adjoining their yard. When we bid this contract, the Emory water line was under construction, so the Emory right-of-way was not an issue for the first year. While we do not own any more right-of-way, we have more to maintain. Based on the request of a council sub-committee, we have prepared this recommendation to maintain the rights-of-way, city parks, and city grounds with city employees and part-time assistance.

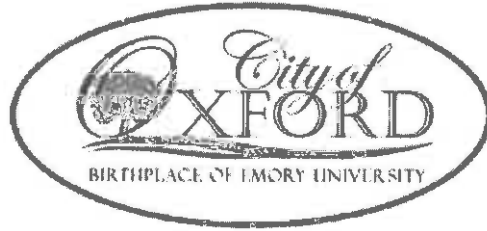
**JOB DESCRIPTION** – Working with Jody Reid and Lauran Willis, we prepared the attached job description for a new position for Groundskeeper. We think it covers all the essential elements of the job. We have included tree maintenance. We have a responsibility to continue to mulch, water, and maintain all of the city trees in the rights-of-way and in our parks and city grounds. During the summer, this will be a minor part of the job, but during the fall and winter, it will be a major part of the job.

**STRATEGY** – When we bid this in November 2013, the bids ranged from \$24,000 to \$63,000. We have added about 50% more right-of-way to the list to be maintained since then. It's likely that new bids will be substantially higher. We can get the job done with one full time position and a part time position during the grass growing season – about seven months, depending on rainfall. Our zero turn lawnmower went down for the count at just about the time we started our contract in 2014, so we need to buy two mowers.

**BUDGET** – Here is a draft budget for this change.

Groundskeeper (Grade 10A)	\$24,691.59
Fringe Benefits	\$10,945.41
SUBTOTAL	\$35,637.00
Part-time	\$12,320.00
Total personnel	\$47,957.00
Lawnmower 60" cut	\$10,000.00
Lawnmower 50" cut	\$10,000.00
Other equipment	\$5,000.00
	\$25,000.00

**TIMING** – Our current contract expires in December 2015. If council is agreeable, we will prepare a budget amendment and a final approval for the new position for the November council meeting.



**JOB TITLE:** Groundskeeper

**DEPARTMENT:** Public Works

**JOB SUMMARY:** This position is responsible for operating mowing equipment to maintain grounds of parks, trails, and city properties, and maintaining trees and plantings.

**MAJOR DUTIES:**

- Operates a zero-turn mower and bush hog to cut grass on all city property, trails, and city rights-of-way.
- Operates a push mower, weed eater, and trimmers to cut and trim grass and prune hedges. Also edges sidewalks and pavement edges when necessary.
- Performs tree maintenance duties including low level trimming, mulching, and watering.
- Plants and maintains flower beds, rain gardens, and shrubs.
- Operates a chain saw and other small equipment to cut and clear unwanted or dead trees from parks or city grounds. Operates debris blowers either hand carried or mounted on a golf cart.
- Performs such laboring duties as placing sod, spreading fertilizer, picking up litter, emptying trash cans, and blowing or raking leaves.
- Performs routine maintenance on equipment; sharpens or changes blades, preventive maintenance on mowing decks and small engines.
- Clears debris from storm drains; grades ditches for proper drainage. Assists with maintenance required by storm water regulations and storm water ordinance.
- Assists with DOT required traffic control on construction and repair projects.
- Pick up trash and debris on streets, trails, and rights-of-way.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of safety procedures pertaining to public works activities.
- Knowledge of city geography, city streets, and rights-of-way boundaries.
- Skill in operating groundskeeping equipment.
- Ability to acquire training and learn new skills required for flower bed maintenance, tree trimming, and mulching

**SUPERVISORY CONTROLS:** The Supervisor of Public Works and Utilities assigns work in terms of general instructions. The Supervisor reviews work in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related equipment operation duties in the maintenance of grounds. Inclement weather conditions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to cut grass and perform other related duties to maintain city properties. Successful performance helps ensure attractive and well maintained grounds in parks and properties.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, city employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, and use equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is performed outdoors, where the employee is exposed to occasional inclement weather, noise, dust, dirt, grease, and machinery with moving parts. The work may require the use of protective devices such as masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- Experience with equipment such as lawn mowers, debris blowers, and weed eaters.
- Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with the DMV.
- Prefer experience with a bush hog, and experience and skills in tree planting, pruning, mulching, and landscape horticulture.

# CITY OF OXFORD

## RESOLUTION

**WHEREAS**, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

**WHEREAS**, City Council has determined it is necessary adopt a job description for “groundskeeper”; place the new position on the city pay plan; and authorize the recruitment for the new position,

**NOW THEREFORE BE IT RESOLVED**, that

1. The attached job description for the job title groundskeeper is adopted.
2. The job title groundskeeper is placed on the city pay plan as Grade 10.
3. A position for groundskeeper is created effective January 1, 2016 and the city manager is authorized to recruit and fill this position.

Adopted this second day of November, 2015.

BY:

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Mayor

ATTEST:

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City Clerk



# CITY OF OXFORD

## RESOLUTION

**WHEREAS**, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

**WHEREAS**, City Council has determined that it is necessary to amend the operating budget for the streets department and the contingency budget in the general fund,

**NOW THEREFORE BE IT RESOLVED**, that

1. The streets department budget is amended as follows: reduce contract lawn care by \$8,000; increase regular employee salaries by \$11,850; increase overtime by \$500; increase group insurance by \$4,000; increase Social Security by \$950; increase retirement (401(k)) by \$500; and increase contract labor by \$6,200. The total increase is \$24,000. The total reduction is \$8,000. The net increase is \$16,000.
2. Decrease the general fund contingency amount by \$16,000. This will reduce it from \$46,363 to \$30,363.

Adopted this first day of February, 2016.

**BY:**

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

# CITY OF OXFORD

## RESOLUTION

**WHEREAS**, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

**WHEREAS**, City Council has determined that it is necessary to purchase two additional zero turn lawnmowers and additional equipment at a cost of \$25,000 total, and

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

**NOW THEREFORE BE IT RESOLVED**, that

The capital budget for FY2016 is amended by adding a \$25,000 line item for the purchase of lawnmowers and equipment.

Adopted this first day of February, 2016.

**BY:**

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Mayor

**ATTEST:**

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City Clerk