



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, August 15, 2016 – 6:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Lauran Willis, City Clerk; Kendra Mayfield, Josh Roberts, Cheryl Ready, Peggy Madden, Judy Greer, Jeff Wearing, Dean Douglas Hicks, Robert Jordan.

*** AGENDA**

Attachment A

HONORARY COUNCILMEMBER

Mayor Roseberry announced Dean Douglas Hicks of Oxford College as the Honorary Councilmember for September.

MAYORS ANNOUNCEMENTS

Mayor Roseberry announced that on August 26, 2016 at 6:00 PM, Whatcoat Street will be closed off to traffic. Allen Memorial, Oxford Baptist and City of Oxford will host a cookout for the new students entering Oxford College.

Mayor announced the City hosted a luncheon for the Oxford College (PALs) "Peer Assistant Leaders" today at City Hall. Mayor Roseberry welcomed this group of 31 students and Chief Harvey talked about the Oxford Police Department.

*** CITY RIGHTS-OF-WAY SURVEY**

City Engineer Robert Jordan presented a draft overview of the Oxford Right of Way Survey project. He outlined the project explaining the Project Tasks and Goals. He also covered the tools and evidence and end users of the final product. Jordan presented the deliverable formats and the information depicted on the plat and concluded with the data provided on the plats. Jordan said the finished product will be put on record at Newton County Superior Court Clerk, City of Oxford City Council, Planning & Zoning, Oxford Police Department, Oxford Utility Department and will be made accessible for the Oxford residents. Attachment B

DDA STUDY COMMITTEE

Councilmember Mike Ready said the DDA Committee will continue to work. They hope to have all questions and answers soon but need to do more research and study.

SUBSTANDARD RENTAL PROPERTIES

City Manager Bob Schwartz said we need to discuss the need for an ordinance to deal with substandard rental properties including requiring inspections before connecting utilities. Council instructed City Manager Bob Schwartz to prepare a draft ordinance and bring it back to council and then to City Attorney to review.

***MISUSE OF THE 911 SYSTEM**

City Manager Bob Schwartz presented several examples of a possible ordinance provided by City Attorney David Strickland. Chief Harvey said we will try to come up with a false alarm code rather than writing a 911 code. Harvey said we need to find something that can be handled in City Court rather than going to Superior Court. Mayor and Council instructed Chief Harvey to come up with a draft plan and bring it to the next work session for review. Attachment C

***INTERGOVERNMENTAL CONTRACT WITH THE CITY OF COVINGTON FOR RIGHT-OF-WAY ACQUISITION**

City Manager Bob Schwartz presented a Resolution as is part of the GDOT project for the I-20 pedestrian bridge and the sidewalk on the west side of Emory from the bridge to Fletcher Street. GDOT is handling this as one project with the City of Covington as the primary local government involved. David Strickland and Frank Turner, Covington City Attorney, have prepared this contract which requires Oxford to do everything we would have had to do if we were contracting directly with GDOT. Schwartz said that GDOT is working with Covington on this project and since Covington is certified this contract only requires us to do what we would do if we were doing it ourselves. We are required to use someone who is certified. To move this project along we are asking for approval of this contract tonight. Attachment D

A motion was made by Eady, seconded by Ready to authorize Mayor Roseberry to sign the contract with City of Covington to move forward with the project. The motion was approved 7/0.

NEWTON COUNTY WATER AND SEWER AUTHORITY

Mayor Roseberry said that Terry Smith was appointed in July, 2014 to a five year term on the Newton County Water and Sewer Authority to represent the City of Oxford. We have checked with the Authority's attorney and it is permissible for him to continue to represent the city even though he no longer lives here. We would like to reaffirm that he will serve as the city's representative until the conclusion of his current term in June, 2019. All council was in favor and agreed that Mayor Roseberry will write a letter to NCWSA authorizing him to continue to serve as Oxford's representative.

JOB DESCRIPTIONS

City Manager Bob Schwartz said recently we have had difficulty recruiting for some of our lower skill positions. The requirement for a high school degree or a GED often seems to be the sticking point. It made it hard to find a groundskeeper and it is making it very difficult to find a meter reader. Mayor Roseberry has asked that we consider the possibility of removing this requirement for certain positions. As always, we have the six-month probationary period to make sure the individual selected can do the job. Roseberry said we should follow the guidelines of the EEOC set in 1991. Councilman Eady said we need to maintain our commitment to the city. We

need to establish objective criteria. Councilman Holt said he understands the need for this but we must have someone that can accurately read meters. Councilman Windham said we need to be more specific about which jobs do not require a GED. Mayor Roseberry asked that Councilman Holt and the City Manager get together and draft a new job description.

*** SPLOST 2017**

City Manager Bob Schwartz said that Newton County has adopted a tentative timeline for the next SPLOST election. They plan to schedule the election on March 21, 2017. The other important date is the county will meet with the municipal officials in the county no later than November 6, 2016 to discuss projects to be included in the referendum. We will need to have our list prepared by the October Council meeting. Bob reminded everyone we are toward the end of the 2011 SPLOST. Mayor Roseberry said we have to have our plan on the table in October to present to the commission. We can be specific such as (water projects) etc. Roseberry suggested we ask for approximately \$2 million. We need to be ready by September 12 to vote on what we will do. Councilman Eady asked if this would include streetscapes, trails, and transportation. He said water works and transportation should be the two main items. Roseberry said we are going to go for 25% and see what happens. Councilman Holt said we must convince the people this will be in their best interest. Attachment E

*** ELECTRIC RATES**

City Manager Bob Schwartz said our budget this year included an adjustment in our electric, water and sewer rates in September. The changes to the water and sewer rates are straightforward and do not require any further action. The change to the electric rates have to be reflected in a revised electric tariff. Schwartz presented a new electric tariff for council to review. This new tariff includes the approved increase of 2.5% on all services. There will be a resolution to vote on this new tariff at the September 12 meeting. Attachment F

*** ALLEN MEMORIAL DIRECTION SIGN REQUEST**

City Manager Bob Schwartz said Allen Memorial presented its sign request to the Planning Commission on Tuesday, August 9. The request was denied. The Planning Commission recommended to Allen Memorial that it request City Council approve a directional sign as a governmental sign for Allen Memorial. The Planning Commission made it clear that it did not have the authority to approve any sign in the right-of-way. Such a sign could only be approved by City Council. We have attached a copy of the proposed sign along with two excerpts from the sign ordinance. Mayor Roseberry said that Pastor Josh Roberts has requested approval for a sign for Allen Memorial Church and they have already printed a sign. Councilman Windham said we can't deny this. Windham said we need to rewrite our code. It would be more appropriate to create a design standard. Judy Greer suggested we make it consistent with all signs in Oxford as they tried to do when she worked on the sign committee with Terry Smith and Sarah Davis. Councilman Eady said we need to move forward with this and I think the sign needs to be placed like the Old Church sign. It needs to be on the right-of-way. Councilman Windham said we cannot argue with the Supreme Court. After discussion: Attachment G

A motion was made by Windham, seconded by Baker to approve the sign be placed on private property. The motion was approved 7/0.

*** PROJECTS STATUS AND ENGINEER'S PROGRESS REPORTS**

City Manager Bob Schwartz presented the projects status reports and the engineer's progress report for Council

to review. Attachment H

EXECUTIVE SESSION

A motion was made by Ready, seconded by Windham to go into an Executive Session at 7:20 PM. The Motion was approved 7/0.

After discussion regarding Real Estate matters:

A motion was made by Windham, seconded by Eady to come out of the executive session at 7:43 PM and go back into the regular session. The Motion was approved 7/0.

A motion was made by Windham, seconded by Eady to authorize City Attorney David Strickland to proceed with the purchase of the property at 6153 Emory Street. The Motion was approved 7/0.

A motion was made by Windham, seconded by Eady to adjourn at 7:45 PM. The motion was approved 7/0.

Respectfully submitted,



Lauran S. Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, AUGUST 15, 2016 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Mayor Roseberry appointed Dean Douglas Hicks of Oxford College as the Honorary Councilmember for September.
2. **Mayor’s Announcements**
3. **City Rights-of-Way Survey** – City Engineer Robert Jordan will present his report.
4. **DDA Study Committee**
5. **Substandard Rental Properties** – We need to discuss the need for an ordinance to deal with substandard rental properties, including requiring inspections before connecting utilities.
6. *** Misuse of the 911 System** – We have attached an email from David Strickland along with several examples of a possible ordinance.
7. *** Intergovernmental Contract with the City of Covington for Right of Way Acquisition** – This is part of the GDOT project for the I-20 pedestrian bridge and the sidewalk on the west side of Emory from the bridge to Fletcher Street. GDOT is handling this as one project with the City of Covington as the primary local government involved. David Strickland and Frank Turner, Covington City Attorney, have prepared this contract which requires Oxford to do everything we would have had to do if we were contracting directly with GDOT. It would help move the project along if this contract could be approved by Council at the work session.
8. **Newton County Water and Sewer Authority** – Terry Smith was appointed in July, 2014 to a five year term on the Newton County Water and Sewer Authority to represent the City of Oxford. We have checked with the Authority’s attorney and it is permissible for him to continue to represent the city even though he no longer lives here. We would like to reaffirm that he will serve as the city’s representative until the conclusion of his current term in June, 2019.
9. **Job Descriptions** – Recently, we have had difficulty recruiting for some of our lower skill positions. The requirement for a high school degree or a GED often seems to be the sticking point. It made it hard to find a groundskeeper and it is making it very difficult to find a meter reader. Mayor Roseberry has asked that we consider the possibility of removing this requirement for certain positions. As always, we have the six-month probationary period to make sure the individual selected can do the job.

10. * **SPLOST 2017** - Newton County has adopted a tentative timeline for the next SPLOST election. They plan to schedule the election on March 21, 2017. The other important date is the county will meet with the municipal officials in the county no later than November 6, 2016 to discuss projects to be included in the referendum. We will need to have our list prepared by the October Council meeting.
11. * **Electric Rates** - Our budget this year included an adjustment in our electric, water, and sewer rates in September. The changes to the water and sewer rates are straightforward and do not require any further action. The changes to the electric rates have to be reflected in a revised electric tariff which is attached.
12. * **Allen Memorial Directional Sign Request** - Allen Memorial presented its sign request to the Planning Commission on Tuesday, August 9. The request was denied. The Planning Commission recommended to Allen Memorial that it request City Council approve a directional sign as a governmental sign for Allen Memorial. The Planning Commission made it clear that it did not have the authority to approve any sign in the right-of-way. Such a sign could only be approved by City Council. We have attached a copy of the proposed sign along with two excerpts from the sign ordinance.
13. * **Projects Status and Engineer's Progress Reports** - attached.
14. **Executive Session** – Real estate issue.

*Attachments

Oxford Right-of-Way Survey

Draft Issue Overview – August 15, 2016

A. Project Tasks/Goals:

- a. Determine and map the legal locations of the street right-of-way lines for Oxford city streets within the area originally platted by Thomas in 1837.
- b. Depict existing features and encroachments near and within right-of-way lines
- c. Monument right-of-way corners with aluminum markers and monument 10 control points with brass discs in concrete bases throughout the city for future use.

B. Tools and Evidence:

- a. The 1837 plat prepared by Thomas as the City of Oxford town plan.
- b. Old physical features such as:
 - i. Old building walls
 - ii. Old sidewalk beds
 - iii. Old rock walls
 - iv. Original campus geometry
 - v. Old tree locations
- c. Modern-day asphalt street locations
- d. Recovered boundary survey monuments (old and new)
- e. Existing deed and plat record information for parcels within the mapping area
- f. Case law related to municipal right-of-way disputes and questions
- g. Two expert legal/surveying consultants provided input to my approach to evaluating and sorting through evidence (Jeff Lucas and Don Wilson).

C. End Users of Final Product:

- a. Oxford City Council: planning and decision-making
- b. Superior Court Clerk: recording in county records
- c. Oxford Planning and Zoning board: planning and decision-making
- d. Oxford utilities and public works staff: maintenance and construction
- e. Oxford Police Department: determination of public property boundaries
- f. Future boundary surveyors: definition of Oxford's property/common coordinates
- g. Oxford residents: delineation of right-of-way boundaries / ownership rights
- h. Newton County Tax Assessor: update accuracy of tax maps
- i. Jordan Engineering: allow better support of all parties listed above in future

D. Deliverable Formats:

- a. Plat on 4 D-sized sheets (index and 3 plat sheets) for recording with county clerk
- b. Larger-paper 1-sheet overall prints for use by parties listed in item C.
- c. Electronic versions (pdf, dwg, etc.) for use by consultants, on web page, etc.
- d. Modified prints including more detailed, non-boundary related information such as:
 - i. Topography
 - ii. Water lines
 - iii. Sewer system
 - iv. Overhead power
 - v. Drainage structures
 - vi. Tree surveys

E. What information is depicted on the plat?

- a. Right-of-way lines in thick black lines.
- b. Parcel property lines in thin, black, dashed lines (many at/near survey grade).
- c. Recovered boundary survey monuments (black dots, donuts, rectangles).
- d. New aluminum-capped right-of-way corner monuments that we set.
- e. Record property lines near rights-of-way where they differ from the new lines.
- f. Existing property owner labels with deed and plat record information.
- g. Asphalt pavement (light blue asphalt hatch)
- h. Oxford Cemetery info (from survey and from ground-penetrating radar study).
- i. Concrete paths, sidewalks, driveways, etc. (gray concrete hatch)
- j. Brick walks, driveways, etc. (red brick hatch)
- k. Gravel parking, driveways, etc. (light brown gravel hatch)
- l. Fences (wooden, chain-link, or wire)
- m. Power and overhead utility pole locations
- n. Many (not all) hydrant and valve locations
- o. Old sidewalk beds (light gray thick lines)
- p. Buildings
 - i. Hatched, continuous linetypes depict surveyed buildings
 - ii. Unhatched, dashed linetypes depict buildings located from aerial photos
- q. Land lot lines
- r. Some water features (ponds, creeks)

F. Data Provided on Plat

- a. Bearings and distances for right-of-way lines
- b. The distances from the right-of-way lines for each recovered survey monument
- c. Dimensions from the edge of pavement to the right-of-way lines
- d. Locations and coordinates for 10 brass control monuments set in concrete
- e. Tie location data from the monuments to the right-of-way lines

DIVISION 2. - FALSE ALARMS⁽²⁾

Footnotes:

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State Law reference— Restrictions on operation, installation, maintenance, etc., of electronic security systems by counties and municipalities, O.C.G.A. § 36-60-12.

Sec. 38-66. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alarm administrator means a person or designee designated by the code enforcement director to administer, control and review false alarm reduction efforts.

Alarm registration means the alarm registration is the notification by an alarm company or an alarm user to the alarm administrator that an alarm system has been installed and is in use.

Alarm system means an alarm system is a device or series of devices, including, but not limited to, systems interconnected with a radio frequency method such as cellular or private radio signals, which emit or transmit a remote or local audible, visual or electronic signal indicating an alarm condition and intended to summon the city police department, city fire department or the county EMS, including local alarm system. Alarm system does not include an alarm installed on a vehicle or person unless the vehicle or personal alarm is permanently located at a site.

Code enforcement department means the department responsible for the enforcement of the false alarm ordinance.

False alarm means a false alarm is the activation of a fire, burglary and/or robbery or personal alarm by other than a medical emergency, fire, unintentional smoke, forced entry or attempted forced entry to the premises and at a time when no fire has occurred, no emergency medical treatment is needed or no burglary, theft, robbery or forcible entry is being committed or attempted on the premises. False alarms shall include negligently activated alarms, alarms which are the result of equipment which has been improperly installed or maintained, and alarms which are purposefully activated to summon the police, firemen or EMTs in nonemergency situations, but does not include an alarm caused by violent weather conditions, acts of God.

Key holder means the key holder is an individual, designated by the alarm user, as the person who will be able to and has agreed to receive notification of an alarm activation at any time; respond to the alarm site; and deactivate the alarm system if such becomes necessary.

Multiple alarm sites means more than one alarm system on the premises.

Panic or personal alarm means an alarm system signal generated by the manual activation of a device intended to signal a life threatening or emergency situation requiring EMS, fire, or law enforcement response.

(Code 1985, § 17-46; Ord. No. 00-131, § 2, 7-11-2000)

Sec. 38-67. - Responsibility of the alarm administrator.

- (a) The alarm administrator monitors the provisions of this division, and will make notification of a violation to any owner or occupier of the premises where the offending alarm or burglar system is installed.
- (b) The alarm administrator will issue a written notice of all false alarms to alarm users. This notice is in addition to the notice issued to the key holder answering the false alarm.

(Code 1985, § 17-49; Ord. No. 00-131, § 5, 7-11-2000)

Sec. 38-68. - Registration (or permit).

- (a) Registration required. It shall be unlawful to maintain within the city, an alarm system on commercial or residential premises unless the person owning or operating the business or residential location, where such alarm system is maintained, shall file with the alarm administrator, a valid alarm registration issued by the alarm administrator or designee. A separate registration is required for each alarm site (multiple alarm sites). Fire alarms, burglary or robbery alarms, or panic alarms (any combination) on one site will be considered as one registration.
- (b) Completed application. Upon receipt of a completed application form, the alarm administrator shall register the applicant and assign an alarm index number unless the applicant has failed to pay a prior fi. fa. assessment or, had an alarm registration for the alarm site suspended or revoked, and the violation causing the suspension or revocation has not been corrected.
- (c) Alarm registration application. Each alarm registration must include the following information:
 - (1) The name, complete address, and telephone numbers of the person who will be the registration holder and be responsible for the proper maintenance and operation of the alarm system and payment of fees assessed under this division;
 - (2) The classification of the alarm site as either residential, commercial, government entity or apartment;
 - (3) For each alarm system located at the alarm site, the classification of the alarm system, i.e., fire, burglary, holdup, panic or other, for each purpose whether audible or silent;
 - (4) Mailing address if different from the alarm site;
 - (5) Any dangerous or special conditions present, i.e., attack dog, at the alarm site;
 - (6) Name and telephone numbers of at least two individuals who will be designated as key holders; both of whom are able and have agreed to receive notification of an alarm activation at any time, respond to the alarm site within 30 minutes, and will deactivate the alarm system if such becomes necessary;
 - (7) Type of business conducted at the alarm site; and
 - (8) That law enforcement, fire, or EMS response may be based on factors such as: availability of police units, fire or EMTs, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels, etc.
- (d) False application. Any false statement of a material fact made by an applicant for the purpose of obtaining an alarm registration shall be sufficient cause for refusal to issue a registration.
- (e) Transferability. An alarm registration cannot be transferred to another person or alarm site. An alarm user shall inform the alarm administrator of any change that alters any information listed on the registration application within five business days.

(Code 1985, § 17-47; Ord. No. 00-131, § 3, 7-11-2000)

Sec. 38-69. - Responsibility of alarm installers, monitoring companies and alarm users.

- (a) Any commercial premises employing an alarm or system shall post in a prominent or conspicuous place notice of an alarm control company and alarm index number sticker. This index number, which is assigned by the alarm administrator, will correspond with a named representative who can be notified at all times and who is authorized to enter the premises and deactivate the alarm system or who can contact a person who can deactivate the system if there are no means of access to the premises.
- (b) It shall be unlawful for any person to activate any alarm system for the purpose of summoning the police, except in the event of an actual or attempted robbery or burglary. It shall also be unlawful for anyone to notify the police of an activated alarm and fail to disclose to the police their knowledge or apparent knowledge that the alarm system has been activated due to some electrical or other malfunction of the alarm system.
- (c) All alarm users shall be required to respond to the location where the alarm is activated or when requested by the police department, fire department or public safety communications center (911 communications center). The key holder will be given 30 minutes from the time the officer or firemen arrive at the premises to respond to the alarm, unless other arrangements are made through public safety communications center (911 communications center). Upon activation, the alarm shall not sound any longer than 15 minutes.
- (d) Alarm installers, monitoring companies, business owners and residents shall register the alarm system within three business days of installation or acquiring the alarm systems in any business, residence and/or buildings having an alarm system installed. Alarm installers, monitoring companies, alarm companies, business owners, and residents will ensure that anytime their registration information has changed that they will notify their alarm installer, monitoring alarm company, and the false alarm administrator of the changes within five business days.
- (e) All burglar alarm companies who install, monitor or acquire alarm systems for commercial, government or residential alarm systems will register their burglar alarm companies with the city false alarm administration using the registration form furnished by the city.

(Code 1985, § 17-48; Ord. No. 00-131, § 4, 7-11-2000; Ord. No. 04-116, §§ 1, 2, 5-25-2004; Ord. No. 09-141, § 6, 12-15-2009)

Sec. 38-70. - Exemptions.

- (a) There shall be a 30-day grace period following the installation of any new alarm system during which period false alarms shall not be counted. This grace period is provided to allow the installing company or other installer and the user to take necessary corrective action with regard to the operation of the alarm system. A responsible person at the premises where the alarm or burglary system is installed must maintain written proof, in the form of an invoice, of the date of installation of an alarm system for exemption under this section.
- (b) An alarm activated during an alarm system testing procedure shall not be considered a false alarm if the alarm user first notifies and receives permission from the user's alarm company, or designee, or public safety communications center (911 communications center) to test the system.
- (c) All United States, State of Georgia, Dougherty County and City of Albany governmental buildings within the City of Albany, Georgia, shall be exempt from assessments for false alarms. Notices will be sent to the responsible director for each and every false alarm. Directors will make every effort to reduce false alarms at the facilities for which they are responsible.
- (d) False alarms caused by beam alarms on business owners fenced-in equipment areas that the law enforcement officer is unable to determine the alarm activation will be cleared as alarm undetermined and no false alarm assessment will be charged. Notices of fence alarm activations will be sent to the responsible business owner for all fence alarm false alarms.

(Code 1985, § 17-50; Ord. No. 00-131, § 6, 7-11-2000)

Sec. 38-71. - Offenses.

- (a) Upon the police, fire, or EMS responding to the fifth false alarm, the owner or occupier of the premises where said alarm or burglary system is maintained shall be given a written notice that a response to a false alarm has occurred. The first one to five false alarms in a calendar year will have no assessments charged. Any additional false alarms would result in the alarms administrator assessing a service fee due and payable within 30 days following the notice thereof. The violation would result in fees being imposed in increments of six to ten, 11 to 15 and 16 or more. The amounts of the fees shall be established by ordinance or resolution of the board of city commissioners, from time to time, and made available for public examination in the office of the city clerk and the office of the code enforcement director.
- (b) Upon the police or fire department responding to each false alarm, the responding key holder will be advised of the false alarm. If the key holder fails to respond to any false alarm, the responding officer or fireman will notify the public safety communications center (911 communications center), and the alarm administrator will assess a fee to the owner or occupier for violation of this division. If the key holder fails to respond to any false alarm after the fifth false alarm, the alarm administrator will issue an additional assessment. One assessment will be for the owner or occupier for violation of this subsection (b) of this section, and one assessment will be issued for the owner or occupier for violation of subsection (a) of this section. The violation of this section would result in an assessment the same as for the number of false alarms six through ten.
- (c) In the event that an owner or occupier fails to register their alarm system, the alarm administrator will assess a fee to the owner or occupier for violation of this division. The violation of this section would result in an assessment the same as the number of false alarms 16 or more.
- (d) In the event that an owner or occupier fails to comply with this division, they may be summoned to city municipal court. In the event that an owner or occupier is a corporation or government entity, the summons will be addressed to the corporation or government entity and made to the attention of a designated individual. It will be the corporation's or government entity's responsibility to inform the alarm administrator who the designated individual will be.

(Code 1985, § 17-50.1; Ord. No. 00-131, § 7, 7-11-2000; Ord. No. 02-111, § 1, 4-23-2002; Ord. No. 04-116, §§ 3, 4, 5-25-2004; Ord. No. 05-126, § 1, 10-25-2005)

Sec. 38-72. - Appeals.

- (a) In the event that a location is assessed a false alarm fee, and the owner, business or legal entity does not agree that the alarm activation should be classified as a false alarm, the owner, business or legal entity to appeal the ruling through the proper process as follows:
 - (1) The proper representative of the owner, business, or legal entity having or maintaining the alarm system may appeal the ruling in writing within ten days of the notice to the false alarm administrator.
 - (2) The false alarm administrator will contact the head of the agency that responded to the alarm (fire, police, or EMS) and schedule an appeal hearing, sending by certified mail, a written notice to the aggrieved party.
 - (3) Should the aggrieved party fail to respond or does not attend the appeal meeting then all fees will be considered valid and no further appeals will be considered on the appeal presented.
- (b) The alarm administrator may adjust the count of false alarms based on written request and evidence that the false alarm was caused by:
 - (1) Evidence that a false alarm was caused by an act of God;

- (2) Evidence that a false alarm was caused by the action of the telephone company;
 - (3) Evidence that a false alarm was caused by a power outage lasting longer than four hours;
 - (4) Evidence that the alarm dispatch was not a false alarm;
 - (5) Evidence that the law enforcement officer response was not completed in a timely manner; or
 - (6) Evidence that the false alarm was a result of inadvertent pull of the fire alarm activation pull station by person other than the owner/owner employees or resident.
- (c) In determining the number of false alarms, multiple alarms occurring in any 24-hour period shall be counted as one false alarm; to allow the alarm user time to take corrective action unless the false alarms are directly caused by the alarm user.
- (d) In the event that the owner, business or legal entity (proper representative) and the chief of police, fire chief or director of EMS are not able to resolve and agree on the alarm classification, the proper representative may request a meeting with the city commission public safety committee or committee of the whole to appeal the ruling. The alarm administrator will present any documentation on behalf of the city or county.
- (e) The ruling of the public safety committee or committee of the whole will be final.

(Code 1985, § 17-50.1; Ord. No. 00-131, § 8, 7-11-2000; Ord. No. 04-116, §§ 5, 6, 5-25-2004)

Sec. 38-73. - Alarm response disclaimer.

Registration of an alarm system by an alarm user under the requirements of this division is not intended to and does not create a contract, duty, or obligation, either express or implied, of response by members of law enforcement, public safety communications center employees, city officials, or city employees. Any and all liability and consequential damage resulting from a failure to respond to notification is disclaimed by the city, and the city retains governmental immunity as provided under state law.

Secs. 38-74—38-80. - Reserved.

Sec. 3-5-1. - Disorderly conduct generally.

Any of the following behaviors or activities shall constitute the offense of disorderly conduct and shall be punished as provided by section 1-1-5:

- (a) Any person who, without authority of law, purposely or recklessly obstructs free pedestrian or vehicular access to any public school parking area or building designated for use of persons attending or participating in an athletic event in such a way as to deny access or in such a way as to create a hazard and fails or refuses to remove such obstruction after receiving a reasonable official request or order of a police officer or principal or his assistant or duly authorized agent of such public school that he or she do so;
- (b) Any person who shall act in a violent or tumultuous manner toward another whereby any person is placed in fear of safety of his life, limb or health;
- (c) Any person who shall act in a violent or tumultuous manner toward another whereby the property of any person is placed in danger of being destroyed or damaged; and
- (d) Any person who shall endanger the lawful pursuits of another by acts of violence, threats of violence or abusive conduct;
- (e) Any person who shall cause, provoke or engage in any fight, brawl or riotous conduct so as to endanger the life, limb, health or property of another;
- (f) Any person who shall assemble or congregate with another or others for the purpose of causing, provoking or engaging in any fight or brawl;
- (g) Any person who shall be found jostling or roughly crowding or pushing any person in any public place;
- (h) Any person who shall assemble or congregate with another or others for unlawful purposes as defined by the current ordinances for Athens-Clarke County;
- (i) Any person who shall assemble or congregate with another or others for the purpose or with the intent to engage in gaming;
- (j) Any person who shall go to or be at any public place with intent to obtain money from other person by illegal and fraudulent schemes, tricks, artifices or devices;
- (k) Any person who shall assemble or congregate with another or others for the purposes of engaging in any fraudulent scheme, device or trick to obtain any valuable thing in any place or from any person in Athens-Clarke County, or who shall aid or abet therein;
- (l) Any person who shall without provocation use to or of another, in his or her presence, "fighting words," that are opprobrious or abusive words which by their very utterance tend to incite an immediate breach of the peace or such words which, as a matter of common knowledge under ordinary circumstances, will, when used to or of another person in his or her presence, naturally tend to provoke violent resentment;
- (m) Any person operating a motor vehicle upon any parking facility, public or private, vehicle access or pedestrian walkway of any parking facility by sudden starting, stopping or turning so as to endanger the person or property of another;
- (n) Any person operating a motor vehicle upon any parking facility, public or private, vehicle access or pedestrian walkway of any parking facility at a speed great enough to endanger the person or property of another; or
- (o) Any person who aids or abets or encourages a minor to do any act which constitutes disorderly conduct or a breach of the peace.

(Ord. of 4-7-92, § 8; Ord. of 8-4-92, § 1)

Cross reference— Noises and disturbances, § 3-5-24.

State Law reference— Offenses against public order and safety, O.C.G.A. § 16-11-1 et seq.

CHAPTER 3-6. - ALARMS⁷¹

Sec. 3-6-1 . Alarm defined.

Sec. 3-6-2 . Reserved.

Sec. 3-6-3 . False alarms limited.

Sec. 3-6-4 . Audible false alarms.

Sec. 3-6-5 . Reserved.

Footnotes:

--- (7) ---

Charter reference— Power of Athens-Clarke County regarding fire safety, police and fire protection, and emergencies, § 8-113(19), (35), (36).

Cross reference— Emergencies, Ch. 3-4; fire, Ch. 3-7.

Sec. 3-6-1. - Alarm defined.

For the purposes of this chapter, the word "alarm" shall mean any equipment, device or system used for the purpose of providing burglar alarms, fire alarms, or other security alarms.

(Ord. of 11-4-2003, § 1)

Editor's note— Section 1 of an ordinance adopted Nov. 4, 2003, deleted former §§ 3-6-1, 3-6-2, and 3-6-5 of the Code and added new provisions as 3-6-1. Former §§ 3-6-1, 3-6-2, and 3-6-5 pertained to alarm system operation, maintenance, transmission and equipment standards, alarm system service fees; administration, automatic dial-ins prohibited, and alarm system generally, respectively, and derived from section 1 of an ordinance adopted April 7, 1992.

Sec. 3-6-2. - Reserved.

Note— See the editor's note following § 3-6-1.

Sec. 3-6-3. - False alarms limited.

It shall be unlawful for the owner of an alarm to have over four false alarms per calendar year transmitted from a central or relay office to the Athens-Clarke County Police Department. It shall be the duty of the owner of the alarm to comply with this section.

(Ord. of 4-7-92, § 1; Ord. of 11-4-2003, § 2)

Sec. 3-6-4. - Audible false alarms.

- (a) It shall be unlawful for the owner of an alarm to have over four false audible alarms per calendar year.
- (b) It shall be unlawful for a false audible alarm to be active in excess of 15 minutes.
- (c) It shall be the duty of the owner of the alarm to comply with the provisions of this section.

(Ord. of 4-7-92, § 1)

Sec. 3-6-5. - Reserved.

Note— See the editor's note following § 3-6-1.

Sec. 106-90. - False representations to police or any city department.

It shall be unlawful for any person, knowingly and willfully and with intent thereby to mislead, either in such person's own behalf or in behalf of others, as principal or as agent, to make or file orally or in writing any false representations of fact to any police officer of the city or to any department of the city government.

(Code 1977, § 17-6002)

Sec. 58-29. - Malfunctioning alarm systems.

(a) *Definitions.*

The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

False alarm means a fire alarm signal or police signal from a privately owned fire or police signal device or system that is caused or created by anything other than an actual fire, burglary or robbery, in the premises where the device or system is located. Provided, however, that a false alarm shall not be construed to mean alarm signals caused by no fault of the user and caused by no apparent malfunction and also excluding an alarm signal caused by violent conditions of nature, such as, but not limited to lightning, tornadoes, or other extraordinary circumstances not reasonable subject to control by the alarm business or user.

False alarm service charge means an administrative fee imposed by the city to defray the needless expense to the city for responding to false alarms and the services received that other businesses and the citizenry do not receive. The amount of the service charge shall be set forth in subsection (i) entitled "Service rate charge".

Fire alarm signal means a signal indicating an emergency requiring immediate action of the fire department, including, but not limited to, an alarm from a manually operated fire alarm box, a water flow alarm, or an alarm from an automatic fire or smoke detection system or device.

Fire equipment trouble alarm means an alarm indicating some form of malfunction or trouble with the fire protection or fire detecting system or device being monitored. Such trouble alarm does not indicate the need for emergency fire department response to the site, but only that the person responsible for maintenance of the system being monitored is to be notified of the trouble alarm signal.

Police signal or burglar alarm signal means a signal from a manually operated or automatic device that indicates an emergency requiring immediate response by the police department.

- (b) *Purpose.* It is the purpose of this section to establish requirements for the monitoring and receiving of fire and burglar alarm signals, and fire equipment trouble alarms at the communications office of the fire department and the police department.
- (c) *Connections.* No signal other than a fire alarm signal or a fire equipment trouble alarm shall be connected to any alarm signal receiving equipment in the fire department. No signal other than a burglar, robbery or intrusion alarm shall be connected to any alarm signal receiving equipment in the police department.
- (d) *Automatic dialers.* It shall be unlawful to key automatic dialer fire or burglar alarms to the city emergency number or the city switchboard. Such alarms shall be keyed to a private service that can then notify the police or fire department.
- (e) *Automatic cutoff system.* All audible alarms, signals, bells or horns shall have an automatic cutoff system so that such alarm shall not operate for more than 20 continuous minutes for commercial alarms or ten continuous minutes for residential alarms.
- (f) *Transmission of false alarms.* The transmission of false alarms to the fire department or the police department in excess of the allowable number of such alarms as contained in the service charge schedule shall authorize the imposition of a false alarm service charge.
- (g) *Accounting of false alarms.* The police and fire departments shall maintain an accounting of false alarms on a monthly basis. Each calendar month shall constitute a new accounting period for determining the imposition of false alarm service charges.
- (h) *Key holder must live near system.* It shall be unlawful to connect a system to the police or fire department's receiving equipment without a key holder living within a 15-mile radius of the premises where the device or system is located, in order to cut off the alarm and attend to matters arising from the alarm.

- (i) *Service charge rates.* Service charge rates for alarm systems connected pursuant to this chapter shall be as follows:
 - (1) For the first violation of this section at any premises in a month, there shall be no charge.
 - (2) For the second violation of this section at any premises in a month, there shall be a fine of \$50.00.
 - (3) For the third violation of this section at any premises in a month, there shall be a fine of \$100.00.
 - (4) For the fourth and any subsequent violations of this section at any premises in a month, there shall be a fine of not less than \$200.00 nor more than \$500.00.
 - (5) Service charges are not applicable to state, local or federal government agencies.
- (j) *Termination of service.* Service will be terminated after five false alarms in any calendar month. Service will be reinstated only after appropriate action has been taken to correct user deficiencies and the user has received approval from the appropriate chief.

(Ord. No. 10,2006, § 2(Arts. I—X), 9-11-06)

Editor's note— Ord. No. 10,2006, § 2(Arts. I—X), adopted Sept. 11, 2006, added § 58-28 to the Code. Inasmuch as said section already existed, at the editor's discretion said provisions were added as § 58-29.

Sec. 58-9. - False alarms.

It shall be an offense against the city for any person to cause or allow more than two false burglar or fire alarms to be reported to the city during any calendar month. Each such false alarm in excess of two during any month shall be punishable by a penalty of \$40.00. A new alarm system shall be allowed a 30-day grace period from the date of its initial installation before the penalties of this section shall apply.

(Code 1968, § 15-38; Ord. No. 12-07, § 1, 7-24-2012)

Sec. 34-201. - False representations to police or any city department.

It shall be unlawful for any person, knowingly and willfully and with intent thereby to mislead, either in such person's own behalf or in behalf of others, as principal or as agent, to make or file orally or in writing any false representations of fact to any police officer of the city or to any department of the city government.

(Ord. No. O2006-12-25, ch. 12, art. 5, § 8, 12-19-2006)

State Law reference— False statements to public authorities, O.C.G.A. § 16-10-20.

ARTICLE B. - GENERAL^[2]

Footnotes:

--- (2) ---

Cross reference— Emergency "911" service, § 3-3021 et seq.

Sec. 11-3021. - Misuse of emergency "911" service.

- (a) It shall be unlawful and a violation of this article for any person to intentionally use the emergency telephone service maintained by Griffin-Spalding County, being telephone number "911," for any purpose other than to report an emergency and summon assistance from a public safety agency of the County of Spalding or the City of Griffin, or an emergency agency contracting with the local governments to receive emergency calls and dispatch response personnel and equipment through the emergency communications system. Such unlawful use shall include, but shall not be limited to, false reports, prank calls and the like.
- (b) Any agent or officer or employee of Spalding County who is authorized to enforce any of the provisions of the Code of Spalding County shall be authorized and directed to enforce this article, upon complaint of the director or deputy director of the Griffin-Spalding Emergency "911" Communications Center. However, unless specifically authorized in writing by the City of Griffin, the City of Orchard Hill, or the City of Sunny Side, the enforcement agent, officer or employee shall be authorized to enforce the provisions herein only in the unincorporated areas of Spalding County.

(Ord. No. 90-19, § 1, 12-4-90)

Sec. 11-3022. - Punishment.

Punishment for any violations of this article shall be as prescribed in section 1-1007 of this Code.

(Ord. No. 90-19, § 1, 12-4-90)

**INTERGOVERNMENTAL CONTRACT FOR ACQUISITION OF RIGHT OF WAY
FEDERAL OR STATE-AID PROJECT
Non-Reimbursable**

PROJECT: N/A
COUNTY: **NEWTON**
STATE ROUTE: **SR 81**
COUNTY ROAD: N/A
P. I. NO.: **0012647**

STATE OF GEORGIA

COUNTY OF NEWTON

This agreement made and entered into this ____ day of _____, 2016 by and between the **CITY OF COVINGTON** (hereinafter called **COVINGTON**) and the **CITY OF OXFORD** (hereinafter called **OXFORD**).

WITNESSTH THAT:

WHEREAS, COVINGTON and OXFORD propose to let to construction the above indicated project located on **SR-81 FROM CS 660/NORTH STREET TO CS 602/FLETCHER STREET** within the municipal boundaries of both **COVINGTON and OXFORD**, the rights of way which are to be acquired in the name such party as selected by the Georgia Department of Transportation (“**DEPARTMENT**”) without cost to **COVINGTON** except as to those parcels within the municipal boundaries of **COVINGTON** or as hereinafter specified; and,

WHEREAS, the COVINGTON and OXFORD are each authorized to enter into this contract by virtue of Article IX, Section III, Paragraph I(a) of the Constitution of the State of Georgia, which authorizes, among other things, any county, municipality or other political subdivision of the State to contract, for a period not exceeding fifty years with another county, municipality or political subdivision or with any other public agency, public corporation or public authority for joint services, for the provision of services, or for the provision or separate use of facilities or equipment, provided that such contract deals with activities, services or facilities which the contracting parties are authorized by law to undertake or to provide, by virtue of Sections 32-3-3 (e), 32-4-90, 32-4-92 (a) and 32-4-111 of the Official Code of Georgia Annotated and by virtue of those certain resolutions of the **COVINGTON** City Council adopted the ____ day of _____, 2016 and of the **OXFORD** City Council adopted the ____ day of _____, 2016; and

WHEREAS, COVINGTON has entered into a Contract for Acquisition of Right Of Way with the **DEPARTMENT** for the entire project, within the municipal limits of both **COVINGTON and OXFORD**, whereby **COVINGTON** commits to undertake certain activities within the municipal limits of **OXFORD**; and

WHEREAS, the rights of way are to be acquired in accordance with certain specified

requirements of the Federal-aid Highway Act of 1970, as amended, and regulations of the DEPARTMENT in order for the construction cost of said project to be eligible for Federal participation; and,

WHEREAS, OXFORD is desirous of contracting with **COVINGTON** to perform those obligations of **COVINGTON** that require **COVINGTON** to take any action concerning any right-of-way within the municipal limits of **OXFORD**.

NOW, THEREFORE, in consideration of Ten (\$10.00) Dollars in hand paid to **OXFORD**, the receipt of which is hereby acknowledged, and the mutual promises and covenants hereinafter set out, **COVINGTON** and **OXFORD** agree as follows:

ITEM I

OXFORD shall ensure at the time of closing of right-of-way acquisitions that the legal descriptions and colored plats of the Rights-of-Way located within **OXFORD** prepared by the DEPARTMENT reflect the latest revised or current required right of way and/or easements.

ITEM II

OXFORD will provide without cost to **COVINGTON**, all legal counsel and services associated with the Acquisition of Rights of Way within **OXFORD**, including, but not limited to, the preparation and filing of all condemnation petitions in the name of **OXFORD**.

ITEM III

OXFORD will without cost to the **COVINGTON**, demolish and remove in their entirety all buildings, walls, fences, gates, underground storage tanks, signs or any other improvement or structures of any nature or description, lying wholly or partially situated within the right of way and/or easement area within **OXFORD**. The demolition and removal shall be in accordance with procedures approved by the DEPARTMENT.

Any and all contaminated properties within **OXFORD** will require **COVINGTON** and DEPARTMENT approval before being acquired.

OXFORD also agrees and binds itself in accordance with Title 40 of the Georgia Code, that it will not pass any laws, rules, regulations or ordinances which penalize, hinder or otherwise obstruct the free movement of vehicular traffic on said roadway, including angle parking, nor erect any traffic signals, towers, lights on said right of way within **OXFORD** without written consent of the DEPARTMENT.

ITEM IV

During the life of this contract and prior to completion of the construction work and final acceptance of the project by the DEPARTMENT, **OXFORD** agrees not to use convict labor in any way on or in connection with this project.

ITEM V

To the extent allowed by law, **OXFORD** will without cost to **COVINGTON**, defend and hold harmless **COVINGTON** for any and all suits, if any should arise, involving property titles associated with the acquisition of Rights of Way obtained by **OXFORD** pursuant to this Agreement. The obligation to defend and hold harmless shall include any liability or consequential damages resulting from personal injury, property damages, or inverse condemnation, except that which is the result of the sole negligence of **COVINGTON**.

ITEM VI

Once the environmental clearance is obtained and the right of way plans are approved by the **DEPARTMENT**, **OXFORD** can begin acquisition activities; however, if the approved environmental document is not current within six (6) months from the plan approval date, an environmental re-evaluation will be required and right of way negotiations and acquisition cannot be initiated until the approval of the re-evaluation by the **DEPARTMENT**.

ITEM VII

OXFORD will, in its right of way acquisition procedure observe and comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646, as amended, and Section 32-8-1 of the Official Code of Georgia Annotated, and in accordance with the requirements as outlined in the Relocation Assistance Manual prepared by **COVINGTON**. **OXFORD** will be responsible for making payments to owners as required under this procedure for incidental expenses on the transfer of real property for rights of way purposes and such other moving and relocation cost as required under the law and determined to be proper by **COVINGTON**. **OXFORD** will designate a party to be responsible for accepting, reviewing, and preparing responses to appeals of relocation assistance benefits. **OXFORD** will in their acquisition of the right of way, comply with the procedures set forth in Attachment No. 1 - Memorandum of Instructions. During the performance of this Contract, **OXFORD** will also comply with the Regulations of the U.S. Department of Transportation relative to nondiscrimination in Federally-assisted programs of said Department in accordance with the stipulations as indicated under Appendix "A" attached.

ITEM VIII

Where determined to be desirable by Department Inspectors, **OXFORD** will provide without cost to **COVINGTON**, rodent control measures as required by the U.S. Department of Transportation prior to the demolition or removal of improvements located within the right of way of the project. The measures employed shall be in accordance with procedures approved by State and local laws and regulations governing rodent control.

ITEM IX

OXFORD will make ample provisions each year for the proper maintenance of said roadway within **OXFORD** after completion of the proposed improvements.

ITEM X

This contract is the total agreement between the **COVINGTON** and the **OXFORD** and no modification of this contract shall be binding unless attached hereto and signed by both the **COVINGTON** and **OXFORD**. No representation, promise or inducement not included in this contract shall be binding upon either the **COVINGTON** or the **OXFORD**.

ITEM XI

OXFORD shall copy **COVINGTON** on any submittals made by **OXFORD** to the **DEPARTMENT** and shall, upon request of **COVINGTON**, direct any submittal to the **DEPARTMENT** to **COVINGTON** for **COVINGTON** to submit to the **DEPARTMENT**.

ITEM XII

In addition to the obligations contained herein, **OXFORD** shall, with respect to the portion of the above indicated project within the municipal limits of **OXFORD**, comply with all obligations of a Political Subdivision and City contained within Attachment No. 1 – Memorandum of Instructions and Appendix “A” attached hereto and incorporated herein by reference.

TIME IS OF THE ESSENCE IN THIS CONTRACT.

UNLESS OTHERWISE AMENDED BY THE MUTUAL AGREEMENT OF THE PARTIES HERETO, THIS CONTRACT WILL EXPIRE NO LATER THAN THE CONCLUSION OF FY2018.

IN WITNESS WHEREOF, this instrument has been and is executed on behalf of the **CITY OF COVINGTON** by the City Council of the **CITY OF COVINGTON** and on behalf of the **CITY of OXFORD** by City Council of the **CITY OF OXFORD**.

Executed on behalf of the City of Covington this the
____ day of _____, _____.

Executed on behalf of the City of Oxford
this the ____ day of _____, _____.

BY: _____
Mayor of City of Covington

BY: _____
Mayor of City of Oxford

This Contract was approved by the Covington City
Council at a meeting held this the
____ day of _____, _____.

This Contract was approved by the Oxford City
Council at a meeting held this the
____ day of _____, _____.

CLERK OF THE CITY of OXFORD

CLERK OF THE CITY of OXFORD

Witness for the City of Covington:

Witness for the City of Oxford:

Timeline

(with relevant dates):

March 21, 2017

Election Date

Between January 31 and February 4, 2017

Board of registrars or absentee ballot clerk must mail or issue official absentee ballots to all eligible applicants. (Ballots must be printed prior to this deadline.)

**No Later than January 20, 2017
(if required)**

Submit preclearance request to the Department of Justice
(However, this process can and should begin as soon as the Board adopts the relevant resolution to account for any extension that the Department of Justice may require or any concerns that the Department of Justice may raise.)

December 21, 2016 (if SPLOST election done in conjunction with general election – later if separately)

Deadline to issue the call for an election and publish that call in the County's legal organ. (Publication may need to occur a few days earlier if the County's legal organ only publishes legal notices on certain dates or requires earlier submission.)

After the Board of Commissioners Adopts the Resolution Calling for Imposition of the SPLOST

County Commissioners notify Election Superintendent

**No Later Than December 6, 2016
(Could be December 20, 2016 if Notice**

County Commissioners call for referendum/adopt a resolution calling for the

to Election Superintendent goes out
NEXT DAY)
(Board of Commissioner's Meeting Occurring
After the Meeting with Municipal Officials)

imposition of the SPLOST

If applicable, any relevant IGA must be adopted after the meeting with municipal officials and before the Board of Commissioners adopts a resolution calling for the imposition of the SPLOST. (This step is not legally required.)

County and Municipalities Adopt IGA

Not Later than November 6, 2016
(At Least 30 Days Prior to the Board of
Commissioner's Meeting at Which the
Board Adopts a Resolution Calling for the
Imposition of the SPLOST)
(Again, could be later if call is approved
December 20, 2016 and notice sent next day)

Meeting with Municipal Officials from
Qualified Municipalities

Not Later than October 27, 2016
(At Least 10 Days Prior to the Meeting with
the Qualified Municipalities)

Commissioners Send Notification Letter to
All Qualified Municipalities



ELECTRIC SERVICE TARIFF BOOK

RESIDENTIAL SERVICE 2

COMMERCIAL NON-DEMAND SERVICE 3

COMMERCIAL DEMAND SERVICE..... 4

COMMERCIAL MEDIUM DEMAND SERVICE..... 5

MUNICIPAL SERVICE 6

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RIDERS AND ADJUSTMENTS..... 8

DISTRIBUTED GENERATION RIDER 9

RESIDENTIAL SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to domestic uses of the Customer in a separately-metered single-family or apartment dwelling unit.

TYPE OF SERVICE:

Single or three phase, 60 hertz, at a standard voltage. Three phase service is available only in those instances where the requesting customer fully reimburses the City for any additional costs incurred in providing the service.

MONTHLY RATE:

Customer Charge\$15.00

First 500 kWh@ 10.720¢ per kWh

SUMMER – May through October Billing

Next 500 kWh@ 13.930¢ per kWh

Over 1,000 kWh@ 15.350¢ per kWh

NON-SUMMER – November through April Billing

Next 500 kWh@ 10.700¢ per kWh

Over 1,000 kWh@ 10.637¢ per kWh

Minimum Monthly Bill: Customer Charge

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery rider (ECCR).

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

MULTIPLE SERVICE:

Where two or more dwelling units are served through a single meter, each applicable tier in the monthly rate schedule presented above shall be multiplied by the number of dwelling units served prior to calculating the charge.

COMMERCIAL NON-DEMAND SERVICE

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AVAILABILITY:

Available in all areas served by the city of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to non-residential uses where the average monthly metered energy is less than 3,000 kilowatt-hours.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage, and supplied through a single meter.

MONTHLY RATE:

Customer Charge\$20.00

SUMMER - May through October Billing

First 3,000 kWh@ 19.00¢ per kWh

Over 3,000 kWh@ 18.00¢ per kWh

NON-SUMMER – November through April Billing

First 3,000 kWh@ 17.00¢ per kWh

Over 3,000 kWh@ 15.47¢ per kWh

Minimum Monthly Bill: Customer Charge

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

COMMERCIAL DEMAND SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to non-residential uses where the **average monthly metered energy exceeds 3,000 kilowatt-hours and the average monthly demand does not exceed 25 kilowatts.**

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

Customer Charge\$50.00

Demand Charge@\$5.50 per kW of Billing Demand

All consumption (kWh) not greater than
200 hours times the billing demand:

First 3,000 kWh.....@ 12.50¢ per kWh

Next 7,000 kWh.....@ 12.00¢ per kWh

Over 10,000 kWh.....@ 11.50¢ per kWh

All consumption (kWh) in excess of 200
hours and not greater than 400 hours
times the billing demand

@ 7.65¢ per kWh

All consumption (kWh) in excess of 400
hours times the billing demand.....@

6.61¢ per kWh

MINIMUM MONTHLY BILL: Customer Charge plus \$10.00 per kW of billing demand.

DETERMINATION OF BILLING DEMAND:

The billing demand shall be the highest measured 30-minute demand during the current month.

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

COMMERCIAL MEDIUM DEMAND SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to non-residential uses where the average monthly metered energy exceeds 3,000 kilowatt-hours and the average monthly demand exceeds 25 kilowatts.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

Customer Charge\$60.00

Demand Charge@\$7.00 per kW of Billing Demand

All consumption (kWh) not greater than
200 hours times the billing demand:

First 10,000 kWh.....@ 10.00¢ per kWh
Over 10,000 kWh.....@ 8.75¢ per kWh

All consumption (kWh) in excess of
200 hours and not greater than

400 hours times the billing demand@ 7.00¢ per kWh

All consumption (kWh) in excess of

400 hours times the billing demand@ 6.50¢ per kWh

MINIMUM MONTHLY BILL: Customer Charge plus \$10.00 per kW of billing demand.

DETERMINATION OF BILLING DEMAND:

The billing demand shall be the highest measured 30-minute demand during the current month.

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

MUNICIPAL SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to all aspects of the **government of the City of Oxford**, including, but not limited to, general government buildings and warehouses, recreation facilities, and all other City utility enterprise activities.

TYPE OF SERVICE:

Single or three phase, 60 hertz, at a standard voltage.

MONTHLY RATE:

Customer Charge\$0.00

Energy Charge@ 8.20¢ per kWh

Minimum Monthly Bill: Customer Charge

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

SECURITY LIGHT SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

To unmetered dusk-to-dawn electric service used for illuminating public thoroughfares and private outdoor areas, including, but not limited to, highways, roadways, parking lots and yards.

TYPE OF SERVICE:

Service shall consist of a luminaire owned, installed, powered and maintained by the City. This schedule applies to ballast operated lamp fixtures of mercury vapor, high pressure sodium vapor or metal halide, on standard wood poles conforming to City's specifications. Service will be rendered only at locations that, in the opinion of the City, are readily accessible for maintenance.

The customer may be required to reimburse the City for the cost of any replacements or maintenance work which is required due to vandalism or accidental damages.

MONTHLY RATE PER FIXTURE:		
<u>Lamp Wattage</u>	<u>Type</u>	<u>Rate</u>
175	Mercury Vapor	\$9.23
400	Mercury Vapor	\$15.38
100	High Pressure Sodium Vapor	\$9.23
150	High Pressure Sodium Vapor	\$12.30
400	Metal Halide	\$24.60
1,000	Metal Halide	\$36.90

OTHER CHARGES:

Additional charges may apply in situations where the customer desires special lighting facilities such as underground wiring, non-standard poles, and/or LED lighting.

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

Does not apply.

POWER COST RECOVERY:

Does not apply.

RIDERS AND ADJUSTMENTS

PAGE 1 of 1	EFFECTIVE DATE Immediately	REVISION 20160811
-----------------------	--------------------------------------	-----------------------------

POWER COST RECOVERY:

The monthly power cost adjustment (PCA) in cents per kWh shall represent the difference between total electric department costs (including wholesale power, distribution system operation & maintenance, administrative charges and transfers to the general fund of the City) and total electric department revenues (including sales of electricity and other operating receipts) divided by the total kilowatt-hours sold to customer served under tariff subject to Power Cost Recovery. The monthly adjustment may be levelized to reduce the amount of variance.

Applicable Tariffs: All electric rates unless those agreed upon under separate agreement.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The monthly environmental compliance cost recovery adjustment in cents per kWh shall be added to all metered bills for service. The ECCR shall represent an amount no higher than that which may be calculated using the economic compliance cost reporting issued from time to time by the City of Oxford's principal electricity supplier, MEAG Power. ECCR changes will normally occur annually with changes becoming effective with the first day of a new fiscal year (July 1).

Applicable Tariffs: All electric rates unless those agreed upon under separate agreement.

DISTRIBUTED GENERATION RIDER

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
1 of 2	Bills Rendered for the Month of September, 2016	20160811

AVAILABILITY:

Applicable to Customers in all areas served by the City of Oxford (the City) and subject to its service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference, and desiring to a distributed generation facility. Customer account(s) must be in good standing.

A distributed generation facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City's distribution facilities, and
3. Be intended primarily to offset part or all of the Customer's generator's requirement for electricity, and
4. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
5. Be installed on the customer side of the meter

MONTHLY METERING COST:

Bi-Directional Metering Charge \$2.50 per month

Single Directional

Single-Phase \$4.50 per month

Poly-phase \$11.00 per month

The City Electric Department will install single directional metering or bi-directional metering depending on the Customer's method of installation. All installed costs for metering and associated equipment will be paid by the Customer at the time service is initiated under this policy.

Bi-directional metering is defined as measuring the amount of electricity supplied by the City and the amount fed back to the City by the Customer's distributed generation facility during the billing period using the same meter. Bi-directional metering shall be used where distributed generation facilities are connected to the City on the Customer's side of the Customer's meter.

Single directional metering shall be defined as measuring electricity produced or consumed during the billing period, in accordance with normal metering practices. Single directional metering shall be used where distributed generation facilities are connected to the City's distribution system on the City's side of the Customer's meter.

MONTHLY CAPACITY COST:

The City requires each Customer with a distributed generation facility to pay the monthly Stand-By Capacity charges based on the installed Nameplate Capacity Rating (in kW) of the Customer's system.

Stand-by Capacity Charge

Residential \$11.15 per kW

Commercial Non Demand \$12.86 per kW

Demand Rates \$20.00 per kW

DISTRIBUTED GENERATION RIDER (Continued)

<u>PAGE</u>	<u>EFFECTIVE DATE</u>	<u>REVISION</u>
2 of 2	Bills Rendered for the Month of September, 2016	20160811

PAYMENT FOR ENERGY:

Bi-directional metering

1. When electricity supplied by the City exceeds electricity generated by the Customer's distributed generation, the electricity shall be billed by the City in accordance with the applicable tariff(s).
2. When electricity generated by the Customer's distributed generation system exceeds electricity supplied by the City, the Customer shall be billed for the customer charges as described in the standard rate for that billing period and credited for excess kWh generated during the billing period at the City's avoided energy cost.

Single directional metering

1. For kWh's generated by Customer's distributed generation facility, Customer shall be compensated at the City's avoided cost of energy (kWh) as determined by the City. The City will only compensate Customer for avoided energy kWh's as determined by metered energy delivered to the City's distribution system.
2. The Customer's net bill will be calculated using the City calculation for avoided energy cost (as described below) credited to the Customer, netted against the billing period charges for the Customer's regular service (according to the applicable tariff) based on actual metered energy.

Avoided Energy Cost

Payments by the City to the Customer for the billing period metered avoided energy kWh's will be computed by the City in its sole discretion based on the average monthly wholesale market price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's Wholesale Energy provider.

In the event Customer develops a credit balance during a billing period, the amount will remain as a credit on the Customer's account. Credit balances remaining at the end of the City's fiscal year will be cleared by the issuance of a check for the credit balance to Customer. Any other clearance of account credit balances will be at the City's discretion.

SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

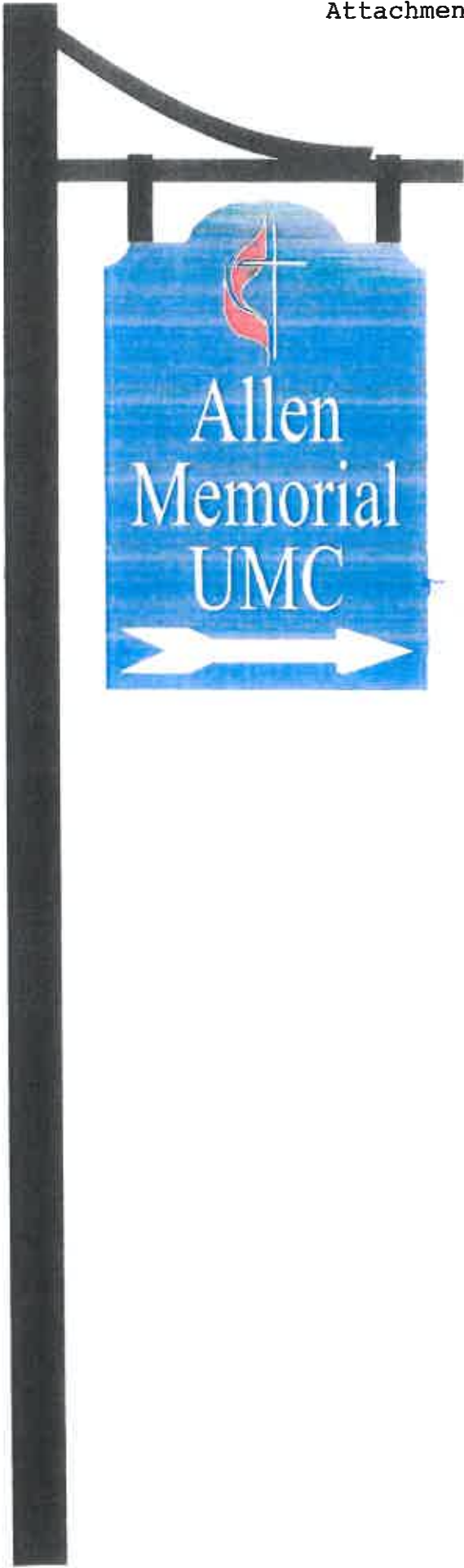
1. Application for Interconnection of Distributed Generation Facility
2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Tariff in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Tariff.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by the DG Act.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.

3500 post
32 5/8" x 10 1/2" x 1/2"
1 1/2" x 1/2"
1 1/2" x 1/2"



Blue

same size as sign
size 2' x 2'
look at sign design can
the sign be...



Newton County Assessor			
Parcel: X0040-00000-012-000 Acres: 0.46			
Name	BAYLISS ROBERT JR & HOUG	Land Value	\$9,000.00
Address	802 EMORY ST	Building Value	\$84,900.00
Value	\$59,900 on 07-2005 Reason=1959 181 Qual=	Total Value	\$93,900.00
Owner	JANET A 802 EMORY ST OXFORD, GA 30054		



The Newton County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER NEWTON COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS ---THIS IS NOT A SURVEY---

Date printed: 02/11/16 : 09:09:37

Sign Ordinance Excerpts

Section 40-927 – Definitions

Directional sign means a sign permanently erected or permitted in the public right-of-way or private property by the state, or other governmental agency to denote the name of any thoroughfare, the route to any city, town, village, educational institution, public building, historic place, shrine, or hospital, to direct and regulate traffic, to denote any railroad crossing, bridge, or other transportation or transmission company for the direction or safety of the public.

- **Sec. 40-938. - Exemptions from sign permit.**

The following signs and sign alterations are hereby exempt from the standard permit procedures, provided such signs comply with all other applicable sections of this article. Signs exempt from permit procedure shall not be included in determining the allowable number or size of signs per premises:

...

(2)*Governmental signs.* Governmental signs for control of traffic and other regulatory purposes, street signs, warning signs, railroad crossing signs, and signs of public service companies indicating danger and aids to service or safety which are erected by, or at the order of a public officer or employee in the performance of the officer's or employee's duties.

...

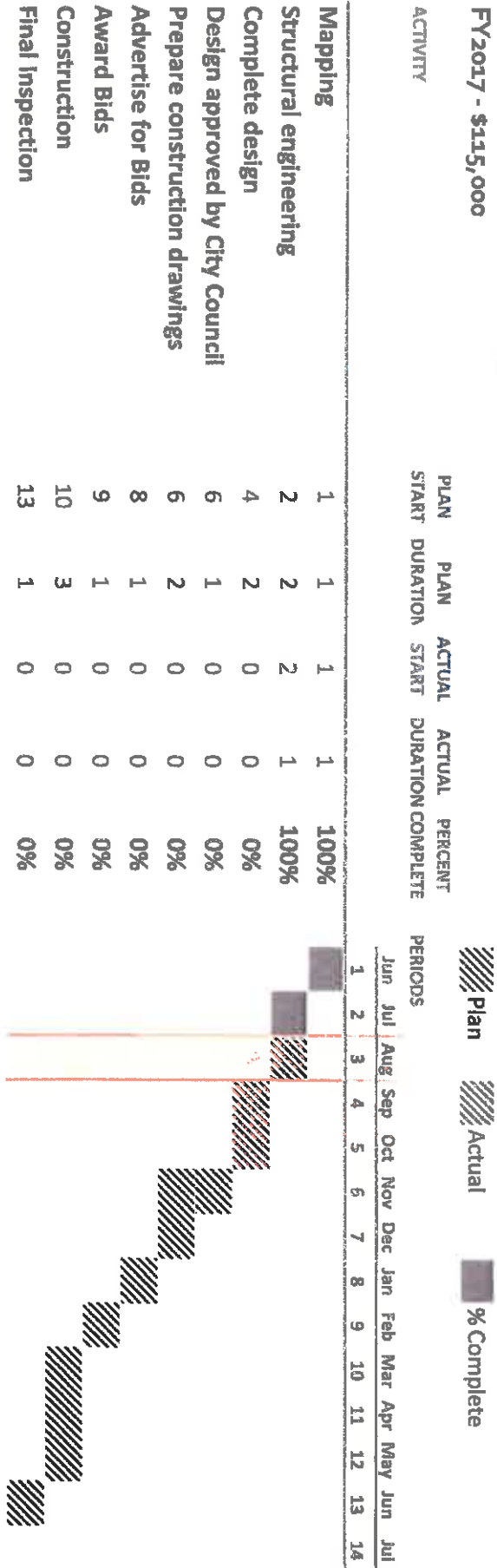
(7)*Public signs.* Signs required by governmental bodies or specifically authorized for a public purpose by any law, statute, or ordinance. Such public signs may be of any type, number, area, height, location, or illumination as required by law, statute, or ordinance.

(Code 1997, § 40-1514; Ord. of 2-6-2012, § 1(40-1514))

1 Trails - George Street Trail

FY2017 - \$115,000

Period Highlight: 3



3 Clerk's Office Projects

FY2017 - \$27,000

Period Highlight: 2

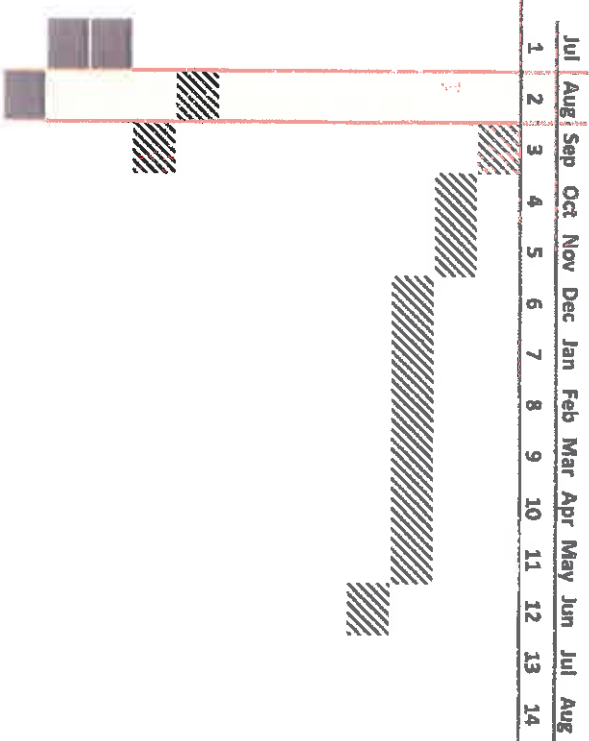
ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Order cemetery tracking software	3	1	0	0	0%
Install software	4	2	0	0	0%
Build database	6	6	0	0	0%
Start using software	12	1	0	0	0%
File room upgrade - get bids	0	0	0	0	0%
File room upgrade - construction	0	0	0	0	0%
File room upgrade - move files	0	0	0	0	0%
Order folder inserter	2	1	0	0	0%
Install folder inserter	3	1	0	0	0%
Compare prices for seasonal wreaths	1	1	1	1	100%
Order seasonal wreaths	1	1	1	1	100%
Receive season wreaths	2	1	2	1	100%



5 City Parks - Asbury Street Park

FY2017 - \$150,000

Period Highlight: 3

ACTIVITY

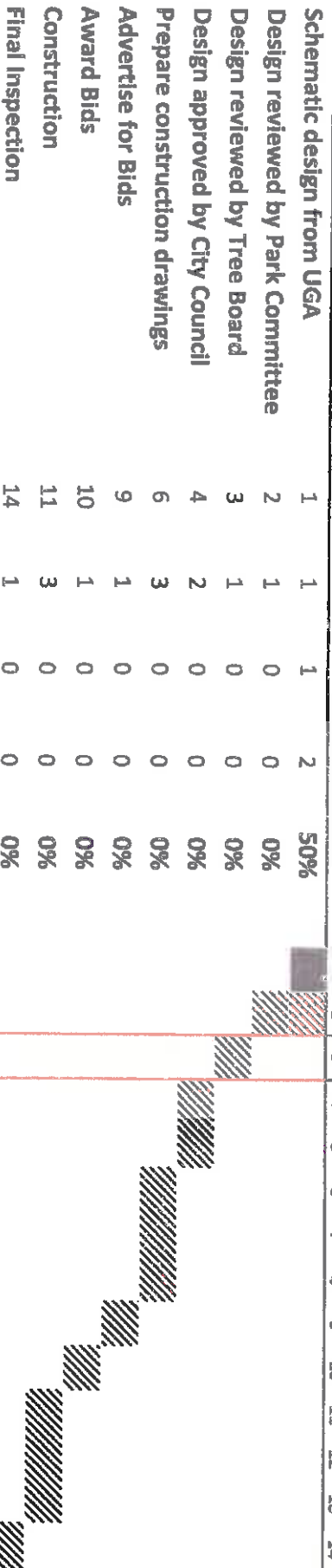
PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

Plan

Actual

% Complete



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

E Clark Street

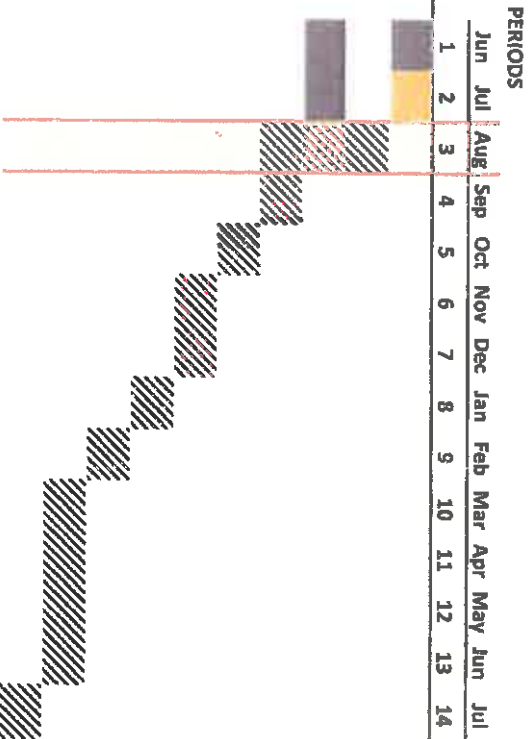
FY2017 - \$4,500,000

Period Highlight: 3

ACTIVITY PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Get approval to demolish buildings	1	1	1	2	100%
Demolish buildings	3	1	0	0	0%
Complete electrical design	1	2	1	3	75%
Complete Design	3	2	0	0	0%
Design approved by City Council	5	1	0	0	0%
Prepare construction drawings	6	2	0	0	0%
Advertise for Bids	8	1	0	0	0%
Award Bids	9	1	0	0	0%
Construction	10	4	0	0	0%
Final Inspection	14	1	0	0	0%

Plan Actual % Complete



7. Electric System Improvements

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

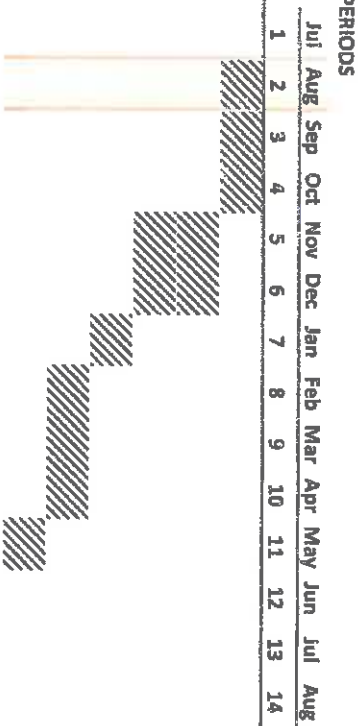
Period Highlight: 2

ACTIVITY

PLAN START PLAN START ACTUAL START ACTUAL START PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan	2	3	0	0	0%
Bids on materials	5	2	0	0	0%
Bids on labor	5	2	0	0	0%
Award bids, issue PO	7	1	0	0	0%
Construction	8	3	0	0	0%
Final Inspection	11	1	0	0	0%

Plan Actual % Complete



8. Moore Street Sidewalk

FY2017 - \$175,000

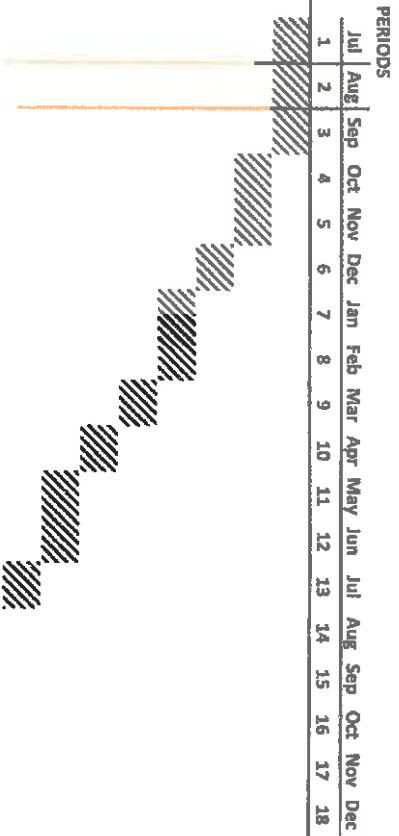
Period Highlight: 2

ACTIVITY

PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Obtain Emory U. approval of easement	1	3	1	0	0%
Complete design	4	2	0	0	0%
Review with City Council	6	1	0	0	0%
Prepare construction plans	7	2	0	0	0%
Advertise for bids	9	1	0	0	0%
Award bids	10	1	0	0	0%
Construction	11	2	0	0	0%
Final Inspection	13	1	0	0	0%

Plan Actual % Complete



9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: **2**

ACTIVITY

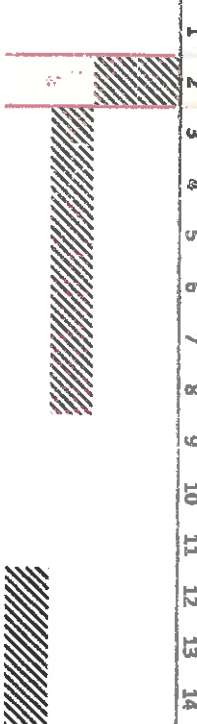
PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

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

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
DOT completes review appraisal	2	1	0	0	0%
Complete intergovernmental agreemen	2	1	0	0	0%
Obtain easements	3	6	0	0	0%
Construction starts	12	3	0	0	0%



10. Pedestrian crosswalks and stopbars

FY2017 - \$49,150 including GDOT grant

Period Highlight: 2

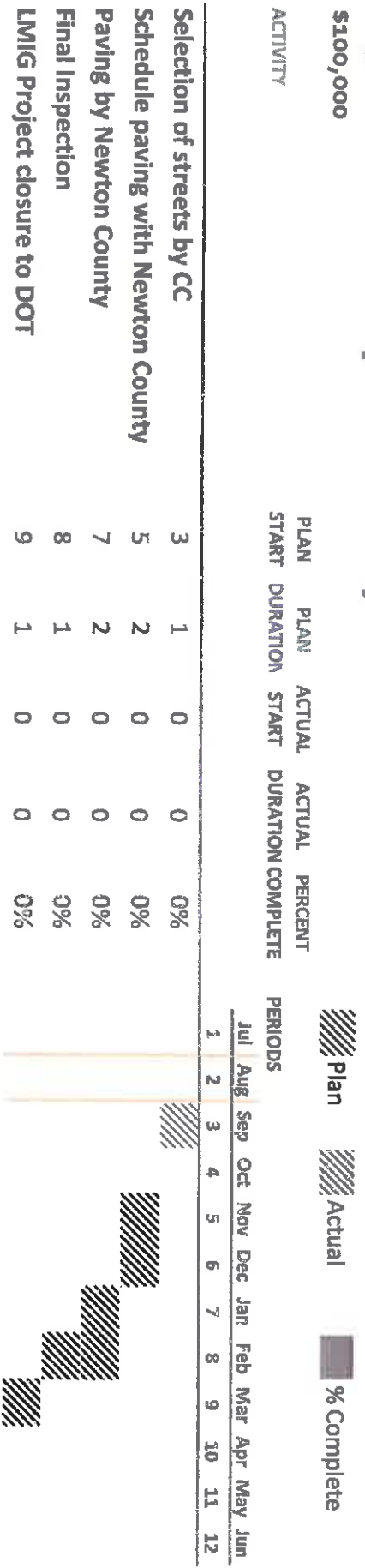
ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE	PERIODS														
	START	DURATION	START	DURATION		Jul 1	Aug 2	Sep 3	Oct 4	Nov 5	Dec 6	Jan 7	Feb 8	Mar 9	Apr 10	May 11	Jun 12	Jul 13	Aug 14	
Order first section thermoplastic stop bars	1	1	1	1	100%															
Install first section of stop bars	2	1	0	0	0%															
Order last section thermoplastic stop bars	2	1	0	0	0%															
Install last section of stop bars	2	2	0	0	0%															
Issue PO & contract for crossings	1	1	1	1	100%															
Construction of crossings	2	2	0	0	0%															
Final Inspection	4	1	0	0	0%															

Plan Actual % Complete

13. Street Repairs FY17

\$100,000

Period Highlight: **2**



Plan
 Actual
 % Complete

PERIODS

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

16. Survey of ROW

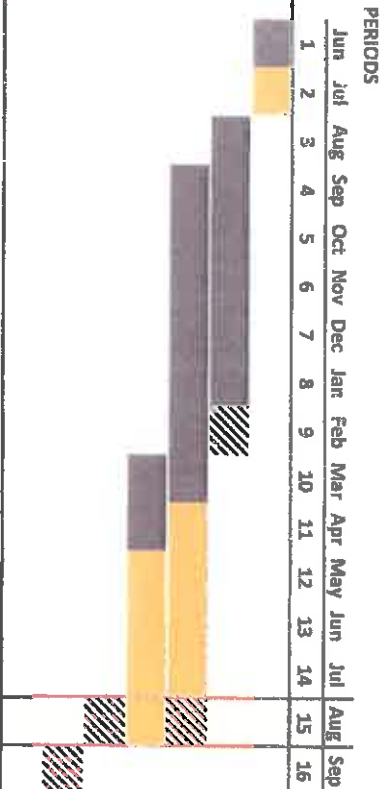
40000 - FY16 & FY17

Period Highlight: 15

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION PERCENT COMPLETE

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

Plan Actual % Complete



Plan to report to Council at work session in August or September.

17. Sewer System Improvements

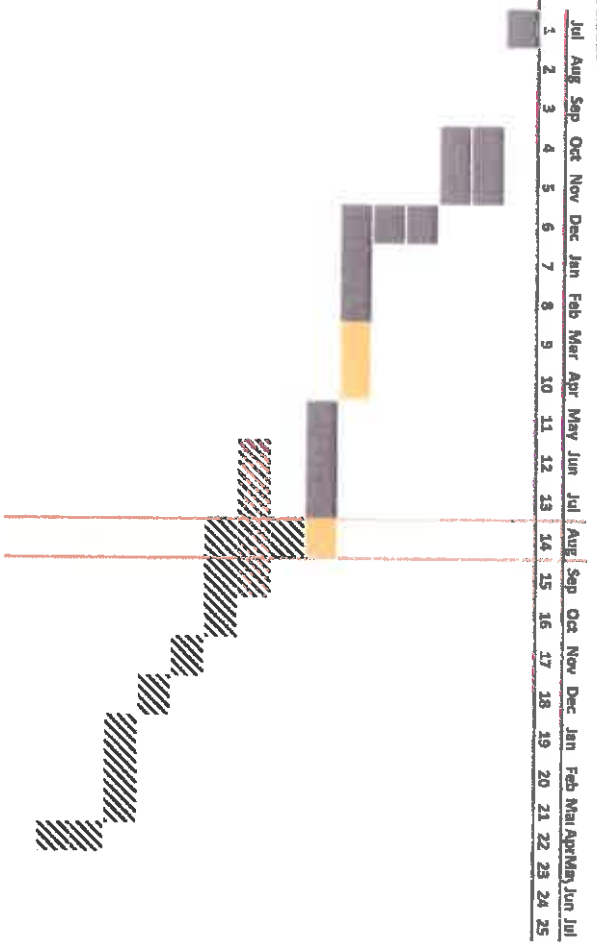
\$535,000

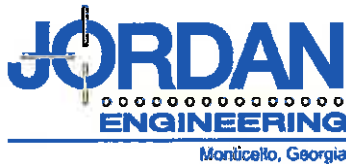
Period Highlight: 14

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION PERCENT COMPLETE

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

PERIODS
 1 Jul 2 Aug 3 Sep 4 Oct 5 Nov 6 Dec 7 Jan 8 Feb 9 Mar 10 Apr 11 May 12 Jun 13 Jul 14 Aug 15 Sep 16 Oct 17 Nov 18 Dec 19 Jan 20 Feb 21 Mar 22 Apr 23 May 24 Jun 25 Jul





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

August 12, 2016

Re: Monthly summary – July activities

Dear Mr. Schwartz:

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

1. **General Support**
 - a. Performed some research on proper location and position of stop bars for 2-way and 4-way intersections.
 - b. June monthly summary preparation.
2. **George Street Trail**
 - a. Proposed route mapping and data transfer to structural engineer for boardwalk and bridge locations.
3. **Right-of-Way survey project**
 - a. Continued research and data collection to support right-of-way survey.
 - b. Reconstruction of balance of parcels within the old town area for determination of record right-of-way line locations with our newly established right-of-way line locations.
 - c. Continued work on right-of-way platting document.
 - d. Set remainder of right-of-way corner monuments with custom aluminum caps.
 - e. Ground search for additional survey evidence.
 - f. Plat formatting
4. **N. Emory Street Sewer Extension (Areas 1 and 3)**
 - a. Data management, traverse reduction, and route mapping for additional sections of proposed sewer route to assess alternate design options.
 - b. Set up plan and profile sheets for sewer design drawing sheets.
 - c. Sewer system expansion design.

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

Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan", with a long, sweeping underline.

Robert O. Jordan, PE RLS