

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 16, 2015 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM; TERRY SMITH; GEORGE HOLT; DAVID EADY; LYN PACE AND SARAH DAVIS

OTHERS PRESENT: Bob Schwartz, City Manager; Dawn Towns, Associate Clerk/Court Clerk; Dave Harvey, Police Chief; Jody Reid, Utility Superintendent; Mike and Cheryl Ready, Hoyt & LaTrelle Oliver, Kendra Mayfield, Jeff Wearing, Lisa Dorward, Norbert Thompson, Jeff Wearing.

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

Honorary Councilmember

Mayor Jerry Roseberry asked Councilmember Jim Windham to introduce Ms. Nita Carson as the honorary councilmember for March.

Mayor Announcements and Reminders

Mayor Jerry Roseberry made the following announcements and reminders:

1. **ECONOMIC DEVELOPMENT THROUGH TOURISM**
The regional meeting will be February 20, 2015, 10:00 am at the Historic Winterville Train Depot, 101 Marigold Lane, Winterville, and GA. If interested RSVP Julie Ball, jball@negrc.org or call 770-369-5650 by February 17th.
2. **ARBOR DAY IN OXFORD**
Arbor Day in Oxford is Saturday, February 21, 10:00 am in the Community Room. Everyone is invited.
3. **175th Birthday Committee will hold its final meeting on March 2, 2015 at 5:30 pm. Certificates will be awarded to all participants. A video of the July 4th Parade prepared by Brian Barnard to Triple Horse Productions will be shown. A video of the December 6, 2014 Convocation at Old Church may be borrowed from city hall. The city plans to make the videos available via its website.**
4. **CITY AND COLLEGE MEETING**
The Mayor and Council will meet with Oxford College Dean Stephen Bowen, Myra Frady and other college representatives on March 5th at 10:00 am in the Community Room. The college will present an update on construction and newly acquired property. All council members are invited to participate in the meeting. The meeting is open to the public.
5. **OXFORD HISTORICAL CEMETERY FOUNDATION**
The Oxford Historic Cemetery Foundation held its annual meeting on Sunday, February 15th. The foundation will continue to provide maintenance of the city's cemetery. Financial records of the Foundation are available from the city manager.

6. OXFORD HISTORICAL SHRINE SOCIETY

The Oxford Historical Shrine Society elected new officers at its meeting at Old Church on Monday, February 9th. Congratulations to Anderson Wright on being named President of the Oxford Historical Shrine Society.

7. REQUEST FOR SURPLUS PROPERTY

Reverend Max Vincent has requested that the city consider donating any surplus property that might be used in various community programs at Allen Memorial. Current programs include: Clean and Free (AA) meets two days a week; American Heritage Girls meets one day a week; Adult Literacy (Newton Reads) meets twice a week; Area Boy Scouts meets one day a week and Young at Heart (Older Adults) meets monthly.

Anderson Wright has made a similar request for Rust Chapel.

Citizen Comments

Norbert Thompson informed everyone there is a meeting of county commissioners February 17, 2015. LaTrelle Oliver noted the passing of John Middleton.

Surveying City Rights-of-Way

City Manager Bob Schwartz presented a revised proposal from Robert Jordan to complete a survey of the city rights-of-way. The new estimate is now \$39,600.00 due to the addition of some streets. After discussion the consensus was to move this item to the discussion of the FY2016 Capital Budget.

Management of Undeveloped Land Owned by the City, Including Rights-of-Way

City Manager Bob Schwartz informed this is a continuation of last month's discussion regarding the Coke Street right of way. After discussion Mayor Roseberry recommended having the City Attorney draw up a license and bring the attorneys proposal to council for review. The City Attorney can then meet with Mr. Wearing to work out any details.

Charge for Sewer Availability

City Manager Bob Schwartz presented an ordinance amendment to provide a minimum charge (currently \$21.15) each month where sewer is available but not yet connected. Mr. Schwartz stated he will make the suggested changes and modifications and bring this before Council at the March 2, 2015 meeting for the first reading to amend Sec. 36-93 – Use of public sewers required.

City Entrance Signs

City Manager Bob Schwartz stated this is a carryover from the last discussion. He had no further recommendations. Mayor Roseberry appointed a committee to continue work on the city entrance signs. He appointed Councilmember Terry Smith as Chairman along with Councilmember Sarah Davis and Judy Greer to follow up on March 2, 2015 with a plan.

Surplus Property

City Manager Bob Schwartz indicated two items which need to be declared as surplus. 1. The two large screen TV's. 2. Old police vehicle (Crown Vic). Mayor Roseberry said both Rust Chapel and Allen Memorial have expressed interest and can use the TV's for various community programs. After discussion the consensus was to declare the TV's surplus and donate one to Rust Chapel Church and one to Allen Memorial Church. Upon further discussion of the old police vehicle (Crown Vic) it was determined the Crown Vic will be advertised for bids.

George Street Trail Extension

Councilmember Jim Windham expressed concern and the need to pursue the development of the George Street Trail Extension. He requested this item be added to the discussion with the College at the March 5, 2015 meeting.

Trail Signs

Councilmember Jim Windham expressed concern in regard to the trail signs. He feels we need to redo the trail signs as some are missing and some damaged. He said we need to have the set hours the trails are open and additional notice pertaining to picking up dog/animal feces. Everyone was in agreement of adding additional signage regarding picking up after animals.

Information Package for Newton Citizen

Councilmember Jim Windham discussed the information packet that should be given to all new residents when they have their utilities connected. While he felt the packets currently being distributed are good he expressed there should be additional information such as the animal control ordinance and making the website notice larger.

Take Home Car Policy

City Manager Bob Schwartz presented a memo giving some background and advantages of the take home car policy we have in place. Chief Harvey had called our (GIRMA) adjuster she reminded him that the insurance policy is not on the officer, but on the vehicle. Since the dollar value was just barely over our deductible, we did not ask our insurance company (GIRMA) to cover the loss. Anytime the vehicle is involved in an accident, coverage is provided. Angie Henning with GIRMA state that Chief Harvey had handled the accident exactly as she would have and that she had no questions as to the decision that was made. The vehicle is covered whether on or off duty and in or out of the city. After discussion it was agreed the current policy we have in place is sufficient and there was no further discussion.

Glass Recycling

City Manager Bob Schwartz presented a memo explaining the background information with listed options of how to handle our glass recycling. After discussion it was requested by Mayor Roseberry that a notice be sent in the utility bills giving citizens locations of where they can carry their glass for recycling.

Budget Amendment for Tree Removal

City Manager Bob Schwartz presented a memo requesting a budget amendment to the city tree removal budget. As to date we have spent \$16,200 and have a remaining balance of \$3,800. At this point we have two options with the budget. 1. We could wait until the end of the fiscal year and then amend the budget to take care of any expenditures which have occurred. 2. We could amend the budget at this time to give ourselves a little bit of breathing room. We recommend an increase in the budget of \$10,000. This would be transferred from our general contingency fund, which we budgeted at \$48,278 for this fiscal year, and which we have not used at all yet. After discussion it was agreed to ride out this year's budget on chance we have no emergencies that would require us to exceed the remaining balance of \$3,800.

Budget Calendar for FY2016

City Manager Bob Schwartz presented a budget calendar we will follow to prepare and adopt the annual budget for FY2016 (July, 2015 – June, 2016) pointing out a preliminary budget will be presented at the April 20, 2015 Council work session with a draft budget presented at the regular city council meeting on May 4, 2015 with plans to adopt the budget on June 1, 2015.

Zoning Amendment

City Manager Bob Schwartz presented a draft amendment to the zoning ordinance to require city council approval before issuing a development permit for the construction of a building in any of the commercial zones. This would be an amendment to §40-841 "Development Permit". The amendment is on the second page in blue under paragraph (i). Text amendments to the zoning ordinance may be initiated by either the City Council or the Planning Commission. All text amendments require a public hearing by city council after review and recommendation by the Planning Commission. After much discussion Mayor Roseberry suggested this be put on the March 16, 2015 Work Session agenda for further discuss.

Projects Status Report

City Manager Bob Schwartz presented a Projects Status Report through February 16th. He pointed this will be the last time you will see the Emory-Asbury water line project as it is finished, inspected, final bill paid, and complete. Mayor Roseberry announced we finally have a generator in place. Bob pointed out he is working with Emory on a digital version of the city map. David Eady requested a report from Len Strozier on the Cemetery mapping. Council Member Jim Windham addressed adding the attachments to the agendas on the website.

Respectfully Submitted;

Lauran Willis, CMC
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, FEBRUARY 16, 2015 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Windham has appointed Nita Carson as the honorary councilmember for March.
2. *** Surveying City Rights-of-Way** – We have a revised proposal from Robert Jordan for this project.
3. **Management of Undeveloped Land Owned by the City, Including Rights-of-Way** – We will continue this discussion from the January work session.
4. *** Charge for Sewer Availability** – We have attached an ordinance amendment to provide a minimum charge (currently \$21.15) each month where sewer is available but not yet connected.
5. **City Entrance Signs**
6. **Surplus Property**
 - a. Large screen TVs
 - b. Old police vehicle (Crown Vic)
7. **George Street Trail Extension** – Councilmember Windham has asked to discuss this.
8. **Trail Signs** – Councilmember Windham will discuss posting some additional notices at the entrance to the walking trails.
9. **Information Package for New Citizens** – Councilmember Windham will discuss information that should be given to all new residents when they have their utilities connected.
10. *** Take Home Car Policy** – We have enclosed a Memo giving some background and advantages of the take home car policy we have in place.
11. *** Glass Recycling** – We have enclosed a Memo examining our options for glass recycling.
12. *** Budget Amendment for Tree Removal** – We have had to remove more trees than we anticipated and may need a budget amendment.
13. *** Budget Calendar for FY2016** – We have attached the calendar we will follow to prepare and adopt the annual budget for FY2016 (July, 2015 – June, 2016).

14. * **Zoning Amendment** – We have attached a draft amendment to the zoning ordinance to require city council approval before issuing a development permit for the construction of a building in any of the commercial zones. This would be an amendment to §40-841 “Development Permit”. The amendment is on the second page in blue under paragraph (i). Text amendments to the zoning ordinance may be initiated by either the City Council or the Planning Commission. All text amendments require a public hearing by city council after review and recommendation by the Planning Commission.

15. * **Projects Status Report** – We have attached the report through February 16th. The Emory-Asbury water line project is finished, inspected, final bill paid, and complete!

*Attachments

NOTES FOR CITY WORK SESSION FEBRUARY 16, 2015

MAYOR ANNOUNCEMENTS AND REMINDERS

1. ECONOMIC DEVELOPMENT THROUGH TOURISM

Regional meeting, February 20, 2015, 10:00 am to noon at the Historic Winterville Train Depot, 101 Marigold Lane, Winterville, GA. If interested RSVP to Julie Ball, jball@negrc.org or call 706-369-5650 by February 17th.

2. ARBOR DAY IN OXFORD

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3. 175TH BIRTHDAY COMMITTEE FINALE

The 175th Birthday Committee will hold its final meeting on March 2, 2015 at 5:30 pm. Certificates will be awarded to all participants. A video of the July 4th Parade prepared by Brian Barnard of Triple Horse Productions will be shown. A video of the December 6, 2014 Convocation at Old Church may be borrowed from city hall. The city plans to make the videos available via its website.

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144 N. Warren Street, Monticello, Georgia 31064
 (706) 468-8999 robert@jordan-eng.com (706) 504-9629 fax

Proposal

Date	Proposal No.
1/29/2015	836

Client

City of Oxford
 Att: Box Schwartz, City Manager
 110 West Clark Street
 Oxford, GA 30054

			Project		
			Citywide RW survey		
Work Phase	Task/Item	Qty	Units	Unit Cost	Total
	<p>Jordan Engineering will perform a right-of-way survey and prepare recordable plats of all City-owned street rights-of-way (developed and undeveloped) which are bounded on the south by W. Moore Street, on the north by W. Richardson Street, on the east by N. Emory Street, and on the west by Hull Street in the City of Oxford, Georgia. The bounding streets as described will be included. (See attached Exhibit "A" for more a graphical representation of the rights-of-way to be included).</p> <p>The length of right-of-way lines to be surveyed and platted will be approximately 94,000 linear feet, or about 18 miles.</p> <p>The finished product will consist of multiple recordable boundary survey sheets on D sized paper depicting the City of Oxford right-of-way lines with recovered boundary monumentation, documentation of deed and plat research, and a description of paved roadway centerlines and widths of pavement where they area present. An index sheet will also be provided. Additionally, electronic deliverables in .dwg and .pdf format will be provided.</p> <p>The horizontal surveying and mapping will reference the Georgia State Plane Coordinate System, NAD83, in US feet.</p> <p>Physical documentation will include flagging recovered monuments and setting new 1/2" capped rebar at all right-of-way corners where monuments don't currently exist. There are about 110 right-of-way corners in the project area.</p>	1	Not to exceed estimate	39,600.00	39,600.00
			Total		



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City of Oxford
 Att: Box Schwartz, City Manager
 110 West Clark Street
 Oxford, GA 30054

Project		
Citywide RW survey		

Work Phase	Task/Item	Qty	Units	Unit Cost	Total
	An effort will be made to locate existing individual property corner monuments and to reflect them on the finished product, but missing property corners on the rights-of-way will not be re-established as a part of this survey. Adjoining property lines where no monuments are recovered will be depicted approximately on the finished plat based on available record information with approximate dimensions.				

Total



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Proposal

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1/29/2015	836

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City of Oxford
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 Oxford, GA 30054

Project		
Citywide RW survey		

Work Phase	Task/Item	Qty	Units	Unit Cost	Total
	<p>The plat will reflect any significant structures that are found to encroach onto the public right-of-way and may reflect some surface features located as a part of the boundary survey as appropriate for reference purposes, but the finished product will not represent an as-built survey of the City rights-of-way and will not include utilities and other surface features.</p> <p>Note: this estimate was revised on 1-29-15 to reflect the addition of Coke Street north of Cindy Court (about 1000 feet of r/w) and the addition of Hull Street west of the college, just north of W. Moore Street (about 100 feet of r/w)</p>				

Total	\$39,600.00
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Sec. 36-93. - Use of public sewers required.

- (a) *Deposit of excrement, garbage or waste on public or private property.* It is unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage or objectionable waste.
- (b) *Discharge of polluted waters to natural outlets.* It is unlawful to discharge to any natural outlet within the City, or in any area under the jurisdiction of the City, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article.
- (c) *Construction or maintenance of private facility for disposal of wastewater.* Except as provided in this article, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater.
- (d) *Installation of suitable toilet facilities; connection with public sewer.* The owner of any house or building used for human occupancy, employment, recreation, or other purposes, situated within the City and located within 100 feet, as measured from property line to street right-of-way line, of any street, alley, or right-of-way in which there is presently located a public sanitary or combined sewer of the City is hereby required, at the owner's expense, to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article.
- (e) *Requirements of mandatory connection.* The requirement of mandatory connection to available public sewer lines shall be in effect from the date of adoption of the ordinance from which this article is derived by the City Council. Owners of properties situated within 100 feet of rights-of-way containing sewer lines existing at the time of adoption of the ordinance from which this article is derived, and whose buildings are not presently connected to such sewer lines, shall have a period of 120 days from time of adoption of the ordinance from which this article is derived within which they must pay the required City tap-in fee and request the scheduling of connection to the sewer. However, if within such 120-day period any private sewage system, septic tank, cesspool, etc., on property where sewer is available should fail or require maintenance, the owner of such system shall be required to connect immediately to the available public sewer. Owners of such private sewage systems shall not at any time make repairs, pump out any septic tank, or make any alterations or extensions to any private sewage system in any way, where public sewer lines are available.
- (f) *Existing sewer line, septic tank, cesspool, etc., cleaned of sludge and filled.* At the time of connection to existing sewer lines, any existing septic tanks, cesspools, and similar private wastewater disposal facilities shall be cleaned of sludge and filled with suitable material according to applicable city, county, or state health codes.
- (g) *Tap-in fees and charges.* The Mayor and City Council shall have the authority to establish tap-in fees and charges for sewer services. The Mayor and City Council shall also have the authority to make adjustments to fees or to schedules of required payments in cases of citizen economic hardship, as determined by measures of economic hardship adopted by the Mayor and City Council.
- (h) *Minimum sewer charge if unconnected.* Any owner of a property situated within 100 feet of rights-of-way containing sewer who has been properly notified of the 120-day period to connect to the public sewer line as required by paragraph (e), and who has not done so, shall be charged the minimum sewer charge each month until the connection is properly made. This charge shall be part of the owners' monthly utility bill and shall be in addition to any judicial penalties incurred for failing to comply with the requirements of paragraph (e).

(Code 1997, § 15-102; Ord. of 10-9-2006)



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Monday, February 16, 2015
Re: Take Home Car Policy

For some time, we have had a take home car policy for our police officers. It has been, and is, a good policy and should be continued. It saves the city money and provides a higher level of service.

City policy: Our policy states that the city manager may authorize an employee to take a vehicle home so long as the employee's residence is more no more than 25 miles from the office. This policy has been applied to the police chief, along with all the police officers. (In addition, it applies to the city manager.)

Cost studies: Over the years there have been several cost studies for cities that have take-home car policies or cities that are considering take-home car policies. The ICMA recently published a summary of the studies. One of the most thorough was done for Tacoma, Washington. It compared the cost of operating a fleet of 30 take-home cars with a pool of 34 vehicles. The study covered an eight year accounting period. Here's what they found:

- Operating costs per mile were 30% lower for take-home cars then for pooled cars.
- Pooled cars had to be replaced every 20 to 26 months, compared to an average of 60 months for take-home cars.
- On average, when using the pool car. It took the officers between 20 to 48 minutes per day to check out, load, and/or unload their pool car.

In summarizing the Tacoma study a take home car program is much more advantageous to the city than a pool vehicle. In addition to less maintenance, there is the time saved by each officer each day in not having to check out and check in pool vehicles and transfer his or her gear. The cost of officer time is relatively high compared to the cost of vehicles. The study concluded that Tacoma saves about \$1.4 million per year with the take-home car program.

The Daytona Beach Police Department fleet manager concluded that officers take better care of the take home cars than pool cars, because no one else can be blamed for poor care. They also don't run the vehicles as hard which is better for fuel mileage. He stated that the user will keep the vehicle cleaner, inspect it on a regular basis, answer up to damage, and generally take more pride in the take-home car.

Take-home cars result in higher officer morale and can be used as an incentive in recruiting new officers.

Insurance implications: Chief Harvey handled the recent fender bender (actually, deep scratch) correctly. The dollar value was just barely over our deductible, so we did not ask our insurance company (GIRMA) to cover the loss. However, Luran made a report to the insurance company so that records could be kept. When Chief Harvey called to double check, the insurance adjuster reminded him that the insurance policy is not on the officer, but on the vehicle. Anytime the vehicle is involved in any accident, coverage is provided. Angie Henning with GIRMA stated that Chief Harvey had handled the accident exactly as she would have and that she had no questions as to the decision that was made. The vehicle is covered whether on or off duty and in or out of the city. GIRMA covers most Georgia cities and is very familiar with the take-home car policy.



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Monday, February 16, 2015
Re: Glass Options

This is only a preliminary report. I don't have all the answers. I'm not sure if I even have all the questions yet.

Background Information

- We have 611 residential garbage customers.
- Nationwide, glass is 4.6% of the total municipal solid waste (see attached chart from EPA).
- When we collected recyclables ourselves, it would take five or six weeks before the truck was full and needed to be taken to the collection facility.
- Our recyclables are now collected using a single stream process (except for glass) by Latham Home Sanitation as part of our current contract. Because of the low-volume our recyclables are mixed with the recyclables of other communities on the Latham truck before being carried to the collection facility.

Covington

- The City of Covington still operates a single stream recycling process.
- Covington fills up their truck every second or third day, and carries the recyclables to Pratt Industries in Conyers. They are not paid anything for their materials, but then, there is no charge to dump them. Pratt is still accepting glass as part of the single stream recyclables.
- Covington also has a drop-off site for glass.
- Covington would not be able to accept a contract to send their truck along our route because their truck and crew are fully occupied.

Latham Home Sanitation

- Latham now takes our single stream recycling to RockTenn in Gwinnett. All trucks containing any glass are charged \$21 per ton.
- The only recycling processor in the area still accepting glass is Pratt Industries. Before asking us to ban glass, Latham discussed the possibility with Pratt to accept our single stream recyclables.
- Pratt is only accepting glass in a single stream batch from their current customers. They also require a six-year contract for new customers and they require that any new customers bringing them recyclables also bring their municipal garbage. This would be a much higher tipping charge than Latham currently pays for our garbage at the Newton County landfill. On top of that, Pratt may stop taking glass soon, at least according to Latham.
- Latham collects for several cities in Gwinnett County. Recently, Gwinnett County had a meeting in which they notified all of the garbage companies in the county that soon they may no longer accept glass.
- One of the reasons glass is a problem is that there is a glut on the market. Strategic Glass in College Park used to buy all the glass in the area. Now, they are overstocked with piles of glass at their facility.

Oxford College

- I have talked with both Mr. Raghu Patil of Oxford College and Ms. Deena Keeler, Director of Emory Recycles on the main campus.
- Beginning in January, Oxford College stopped using Latham for single stream recycling. Now, they collect all their single stream material on campus; it is put in a compactor; and hauled away by Pratt who has the contract for Emory University.
- Oxford College also has recycling bins on campus to separate as much waste as possible. These are serviced by Emory Recycling, combined with other separated waste on the main campus, and then sold.
- Emory Recycles has had a contract with Pratt for 17 years. So far, Pratt is still accepting glass as part of their single stream recycling.
- Emory Recycles directly sells the glass they collect from their separated waste. But, they're having difficulty doing that these days. In fact, at the moment they have a large bin full of glass that they can't sell to anybody.
- Deena Keeler tells me that glass is problematic. She suggests that it might make sense for us to contact Pratt directly and see if there is a contract we can work out.

OPTIONS

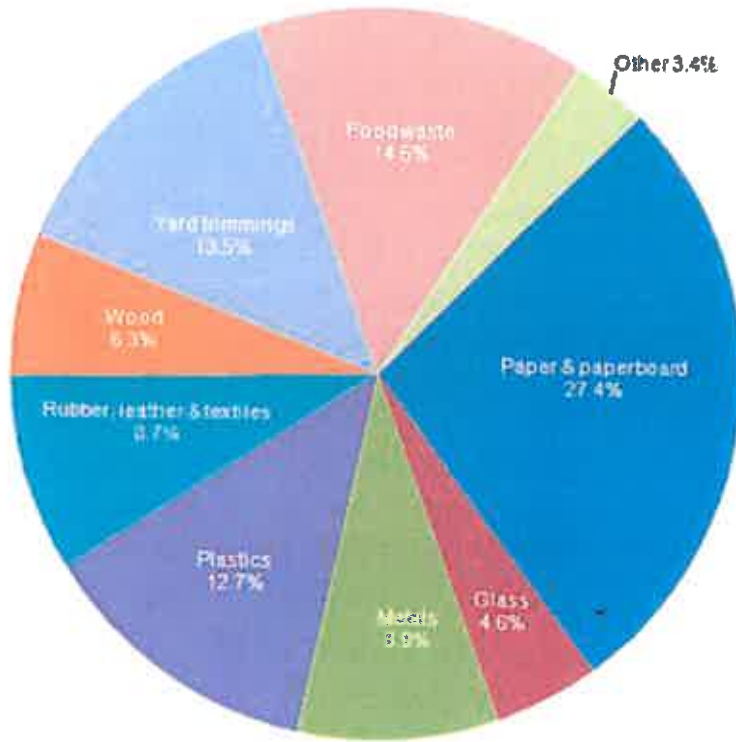
We may have more options than these, but so far, it seems to me that we have the following options:

1. We could go back into the business of collecting our recyclables ourselves. This would take a driver and two helpers the better part of a day. We would also have to find a place to take the recyclables.
2. We could set up glass only recycling bins at several locations around town. Generally, central collection facilities have a lower percentage of participation than curbside collection. To improve our chances of selling the glass, it would need to be separated by color and type. It turns out the glass used in drinking glasses is of a different type and would contaminate the batch if it was used to make new glass. This is because it has a different melting point.
3. We could rebid our contract for solid waste collection now held by Latham. This could include single stream recycling as we have now or we could require curbside separation. Please note curbside separation is labor-intensive and therefore more costly.
4. We could continue as we are and continue to ask our citizens to dispose of glass with their household garbage rather than in the recycling bin. It may well be that glass is rapidly becoming a commodity that is not recyclable.

ATTACHMENT

FROM THE EPA WEBSITE

Figure 5. Total MSW Generation (by material), 2012 251 Million Tons (before recycling) Figure 5. Total MSW Generation (by material), 2012 250 Million Tons (before recycling) Yard trimmings 13.5% Wood 6.3% Rubber, leather & textiles 8.7% Plastics 12.7% Metals 8.9% Glass 4.6% Paper & paperboard 27.4%





Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Monday, February 16, 2015
Re: Tree Removal Budget

Account 100-4200-531901-000 is for city tree removal. We budgeted \$20,000 for this account for FY 2015. So far this year, we have spent \$16,200 and have a remaining balance of \$3,800. We had some very large trees to remove. It is unlikely that the remaining balance will carry us through to June, 2015. Jody Reid, and Beryl Budd tell me that some of our older trees are showing the lingering effects of the drought several years ago. It didn't kill the trees at the time, but it weakened them and they are beginning to die off.

Often, these are the larger trees and therefore, more expensive to remove. If anyone complains about the possibility of a tree being a problem on city right-of-way or property, Jody contacts Beryl Budd to get a report on whether the tree can be saved or needs to be removed. The policy we follow is that once the city arborist reports a tree is a hazard, we remove it.

At this point we have two options with the budget.

1. We could wait until the end of the fiscal year and then amend the budget to take care of any expenditures which have occurred.
2. We could amend the budget at this time to give ourselves a little bit of breathing room. We recommend an increase in the budget of \$10,000. This would be transferred from our general contingency fund, which we budgeted at \$48,278 for this fiscal year, and which we have not used at all yet.



Budget calendar for FY2016

- Friday, February 27, 2015 Budget forms distributed to department heads
- Friday, March 13, 2015 Department budget requests submitted to City Manager
- Monday, April 20, 2015 Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.
- Friday, April 24, 2015 Combined advertisement appears in *Covington News* for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.)
- Monday, April 27, 2015 Called Council work session (if necessary).
- Monday, May 4, 2015 Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary).
- Monday, May 18, 2015 Work session and Public Hearing-6:00 PM (At least a week must intervene between the public hearing and budget adoption.) Remind Council about adopting the millage rate.
- Monday, June 1, 2015 Adopt Budget-7:00 PM (Decision point if millage is to be raised.)
- Monday, June 22, 2015 Receive Tax Digest from County Tax Commissioner. Note: If council does not increase millage or adopts the rollback rate the have advertisement of 5 Year History ready for publication.
- Friday, June 26, 2015 5 Year History Ad with notice of Public Hearing published.
- Monday, July 13, 2015 Hold Public Hearing for council to adopt millage rate.**
- Monday, July 20, 2015 Tear sheet and PT38 to Tax Commissioner.
- Monday, July 27, 2015 Tax Commissioner delivers report to State.

Notice: If the millage rate is increased above the rollback rate law requires (3) three public hearings and advertising seven days apart from each other prior to final adoption.

Sec. 40-841. - Development permit.

- (a) *Required.* A development permit shall be required for any proposed use of lands or buildings, and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code. Such development activities include, but are not limited to, clearing and grubbing, grading or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property.
- (b) *Separate requirements for phased applications.* If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (c) *Application.* No person shall conduct any land-disturbing or development activity within the City without first applying for and obtaining a development permit from the Zoning Administrator to perform such activity.
- (d) *Application requirements.* Applications shall be made in accordance with application requirements specified by the Zoning Administrator and this section. The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by the following:
 - (1) Application on the form furnished by the Zoning Administrator.
 - (2) A fee as established by resolution of the City Council.
 - (3) A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
 - (4) A sufficient number (as approved by the Zoning Administrator) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
 - (5) Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City stormwater management ordinance (article VI of chapter 36). Approval of a development permit containing information and requirements of article VI of chapter 36 shall constitute approval of the permit required by that chapter.
 - (6) Plans involving land within a floodplain or flood hazard area shall require the submittal of plans containing information specified in the city flood damage prevention ordinance (article II of chapter 14). Approval of a development permit containing information and requirements of article II of chapter 14 shall constitute approval of the permit required by that chapter.
 - (7) Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the city soil erosion, sedimentation and pollution control ordinance (article III of chapter 14) unless specifically exempted by the Zoning Administrator from the submission of plans in accordance with the article. Approval of a development permit containing information and requirements of article III of chapter 14 shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.
 - (8) Plans involving land within a wetland shall require the submittal of plans containing information specified in the city wetlands protection ordinance (article IV of chapter 14).
 - (9) Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter 38) as well as Tree Maintenance Guidelines and Standards as applicable.
 - (10) For subdivisions or other major developments, Development permit applications shall require the submission of plans and information specified in the city subdivision and land development ordinance (chapter 30) and shall demonstrate compliance therewith.
- (e) *Relationship to plat approval.* An application for preliminary plat approval, when required by the subdivision and land development ordinance (chapter 30), may be processed independently of, or in

conjunction with, an application for issuance of a development permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and development permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.

- (f) *Relationship to site and design plan review.* It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by article XI of this chapter; however, no development permit shall be approved until site and design plan review, if required, is accomplished. A development permit applicant, if not ready to submit architectural details for buildings or structures, may at his discretion divide the site and design plan review application process into a site application and building application, and seek only the site plan portion of the approval process required by article XI of this chapter, which shall be required to issue a development permit.
- (g) *Agency and zoning administrator review.* The Zoning Administrator shall forward a copy of the development permit application, including the civil plans and drawings for the project, to other city departments and government agencies or others as appropriate, for their review and comment. The applicant may be required by the Zoning Administrator to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from but is not necessarily limited to the following, as applicable: the City Engineer, the City Street or Public Works Department, the Soil and Water Conservation District with jurisdiction, the county Fire Department, the county Health Department, the county Department of Planning, Development, or Building Inspections, the State Department of Transportation, the State Department of Natural Resources, and the U.S. Army Corps of Engineers.
- (h) *Consolidation and submission of comments to applicant.* Upon receipt of comments from other city departments and external agencies as appropriate, the Zoning Administrator shall provide all comments to the applicant for resolution and as appropriate shall indicate on one or more copies of the civil drawings or in writing all comments related to compliance with applicable city regulations and agency requirements. Thereafter, the applicant shall submit revised plans to reflect all such comments.
- (i) *Issuance.*

(1) All development permits shall be issued by the Planning Commission who shall in no case grant any development permit for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the City. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Planning Commission. Although review may have been achieved, if another city department or external agency requires approval or a permit, the owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the development permit by the Planning Commission.

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(2) Before issuing any development permit for buildings to be constructed within Zones INST, IC, OP, C, and TC, the Planning Commission shall review the application and forward it along with a recommendation from the Planning Commission to City Council. If approved by the City Council, the development permit shall be issued by the Zoning Administrator. If denied by the City Council, the applicant shall be notified as noted in (i) below.

- (j) *Denial.* If the development permit is denied, the Planning Commission shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator which shall be a public record.
- (k) *Duration of validity.*
 - (1) A development permit shall expire two years after its issuance, subject to the following provisions:

- a. If the work described in any development permit has not been begun within one year from the date of issuance thereof, the permit shall expire; and
- b. If the work described in any development permit has not been substantially completed within two years of the date of issuance thereof, the permit shall expire.

(2) Application processes shall begin anew for any expired development permit.

- (l) *Suspension or revocation.* The development permit may be suspended or revoked by the City, as to all or any portion of the land affected by the permit, upon finding that the holder or his successor in title is not in compliance with the approved development permit or is in violation of any applicable regulations in this Code.

(Code 1997, § 40-1201; Ord. of 2-6-2012, § 1(40-1201))

Project	Date	Status
Emory & Asbury Water lines	12/8/2013	Bid has been awarded, contracts being prepared, preconstruction conference scheduled for Dec 18; will prepare a letter to residents soon.
Scheduled Completion 1/30/2015; Assigned to: Jody; STARTED 12/1/2013; from STWP 2008	12/18/2013	Preconstruction conference held. Project start date is January 6.
	12/19/2013	Letters mailed to all residents affected on Emory and Asbury.
	12/31/2013	David Strickland working on easement with school board that will help with free boring to install line in front of Palmer Stone School.
	1/2/2014	Received GDOT comments on landscaping plan. Carter & Sloope will prepare reply.
	1/6/2014	Anderson Grading started construction.
	1/30/2014	Have discussed easement with BOE, it looks OK and is being reviewed by BOE attorney
	1/31/2014	Most of tree removal done. Pipe installation started on Asbury. Boring for connections and under trees started on Emory.
	2/5/2014	First progress meeting; pay request for \$190,298. We have spent 17% of the contract amount, laid 21.8% of the pipe, and 11.9% of the time has passed. The contractor expects to be finished installing the water line on Asbury and start on Emory during February.
	3/5/2014	Second progress meeting; pay request for \$70,028.60. 28.2% of funds have been spent; 35.7% of the pipe has been laid; and 25.2% of the contract time has passed. The work on Asbury is almost complete. The only remaining part is to make the house connections. Work has started on Emory from the south side.
	4/2/2014	We have spent 42.3% of the funds; 59.9% of the pipe has been laid; and 38.6% of the contract time has passed. The project is proceeding very well. We have 3,500 feet of water main left to install on Emory. The contractor estimates that he will install 2,200 feet by the end of April.
	5/7/2014	We have spent 60.7% of the funds; 86.6% of the pipe has been laid; and 54.8% of the contract time has passed. All of pipe should be finished by June 1.

Project	Date	Status
	6/4/2014	We have spent 72.4% of the funds; 100.0% of the pipe has been laid; 26.8% of sidewalk constructed; and 68.1% of the contract time has passed. Contractor will clean up before July 4th parade. State sent approved vegetation plan to be signed by city; we are now waiting for DOT commissioner's signature.
	7/2/2014	Job is virtually complete. Clean up and dress up is continuing. Will fill old lines with grout soon. Trees to be planted in November.
	7/28/2014	Walk through inspection including Jody and Scottie prepared project close-out punch list.
	8/6/2014	Project progress meeting. Payment of \$48,832.35. Work to fill old lines with grout will begin as soon as remaining flow can be located and shut off.
	8/14/2014	Cutting off old water line on Asbury.
	8/25/2014	Asbury has been cut off. Now trying to cut off Emory.
	9/4/2014	Project is winding down. September invoice was approved for \$19,250.85. Major remaining tasks are to pump grout in old line on Emory and plant replacement trees (scheduled for December).
	10/17/2014	October invoice (for September work) was \$25,389.60. We located the last old tie-in to the old water line under Emory last week. The grout contractor will pump grout to fill the old line next week.
	11/17/2014	November invoice for October work including the concrete pumping was \$49,120.45. Tree planting is in December.
	12/11/2014	Tree Planting on Emory complete. Final project punch list and clean up in progress.
	1/26/2015	Project complete - waiting for final invoice and final inspection.
	1/30/2015	Final invoice of \$26,795 paid. Total construction cost was \$920,941.55. Total engineering cost was \$85,307. Total project was \$1,006,248.55. Initial estimate by Tom Garret three years ago was \$1,050,000. We had an exceptional bid, a good contractor, and very good project management by Jody Reid. Project is complete!

Determine who is in charge of sewer line and how to enforce ordinance	12/5/2013	We will have a report to Council for the January next session.
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Project	Date	Status
Scheduled completion 2/17/2014; Assigned: Bob, Lauran, & Jody; STARTED 12/1/2013; original project was 2009; §36-93e mandatory connection adopted 10/9/2006	3/13/2014	Lauran and Jody have almost completed their analysis.
	6/16/2014	Almost finished.
	7/30/2014	Refining the list. Bob and Dawn removed 21 names from the list: 7 who are paying for sewer, 4 where sewer is not available, and 10 for nonexistent addresses or addresses for vacant lots. We are now double checking sewer availability for the balance of the list.
	9/8/2014	Discussed at Council meeting.
	9/15/2014	Revised letters and agreement to be reviewed at work session.
	10/17/2014	All letters mailed. We have received two tap payments so far.
	11/17/2014	four payments so far
	1/14/2015	120 day deadline for six customers.
	1/26/2015	Preparing to go to court with five of first six.
	2/5/2015	120 day deadline for remaining 18 customers.
	2/16/2015	8 connected; one underway, 2 agreements signed; 3 title checks have been sent to city attorney. Checking elevations and availability of taps for balance.

Bike/Pedestrian Pathways/Trails/Sidewalks		
STARTED 7/1/14; 2008 STWP	7/31/2014	Received announcement of August pre-application informational meeting about state trails grants.
	8/19/2014	Jim Windham and Bob Schwartz will attend state trails workshop.
	9/8/2014	Discussed at council meeting.
	9/15/2014	Setting up committee.
	10/20/2014	Recommendation to Council at work session.
	11/17/2014	Application almost finished.
	11/24/2014	Application mailed (TWO DAYS EARLY)
	3/31/2015	Should hear from state on grant award.

Motor Vehicle		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2001	7/16/2014	Contractor will start in August; plans to finish by end of October.

Project	Date	Status
	9/15/2014	Len Strozier has started, made one visit, and has completed 25% of GPS mapping. Will return first week in October for about 3 days.
	10/17/2014	Radar work is complete, Len Strozier is working on preparing the map.
	1/26/2015	Contractor plans to be finished February 15.
	2/16/2015	Len Strozier made report at Cemetery Association meeting on 2/15. Will submit preliminary final report to Lauran on 2/27/15.

City Archives Preservation/Preservation		
Assigned: Bob & Lauran; STARTED 7/1/14; 2008 STWP	8/21/2014	Checked with State Archives, they only accept municipal documents older than 1875. We have minutes from 1912+.
	9/9/2014	Bob and Kendra Mayfield met with John D. Bence, Emory University Archivist at the Emory Manuscript, Archives, and Rare Book Library. Viewed old Town of Oxford minutes and discussed care of other old records.
	9/15/2014	Bob will meet with Jennifer Sirotkin in College library to review records.
	10/20/2014	Recommendation to Council
	11/17/2014	work session
	12/1/2014	Resolution to transfer records to Emory approved at Council meeting.
	12/8/2014	Bob called John Bence, Emory Archivist. He will prepare and send agreement to us. He will discuss our map with the preservation department.
	1/26/2015	Should receive agreement from Emory Archives.
	2/16/2015	Agreements received; preparing them for Mayor's signature. Will discuss method to digitize and preserve city map with Emory Archives.

City Entrance Signs		
STARTED 7/1/14; Assigned: Bob; Discussed at Council meeting 9/12/2011	7/17/2014	Sent Email to Laura McCanless.
Funded in FY2014 budget. 2008 STWP	7/18/2014	Laura and her husband do not have time to work on this project.
	9/15/2014	Mayor Roseberry has requested a proposal from a sign company.
	10/20/2014	Will be discussed at work session.
	12/1/2014	Alternative selected at council meeting.
	1/26/2015	Review final draft of signs at work session.

Project	Date	Status
	2/2/2015	Review final draft at council meeting.

City Master Plan Implementation		
Assigned: Council; STARTED 7/1/14	7/21/2014	Met with NEGRC several times. John Devine and Nina Kelly met with City Council at July 21 work session.
	8/4/2014	Mayor, Jim, and Bob to meet with John and Nina.
	8/18/2014	Will discuss NEGRC draft at work session.
	9/4/2014	Mayor, Jim, and Bob met with John and Nina to review changes from work session and plan next steps.
	10/17/2014	Nina Kelly is working on implementation plan.
	12/16/2014	Received Oxford Town Center Development Strategy from Nina Kelly, NEGRC.

City Park Land Acquisition		
Assigned: Council; STARTED 7/1/14; 2008 STWP	8/4/2014	discussion during City Council meeting.

Electric System Improvements		
Assigned: Jody; STARTED 7/1/14	8/5/2014	Jody working with Greg Lee on project to replace lines in Oxford Square.
	1/5/2015	Purchase order to be discussed at council meeting.
	1/20/2015	Marable-Pirkle on site and work is underway.
	2/2/2015	All new poles set and new wire being installed.
	2/16/2015	Almost done. Should be finished by 2/20/15.

Maintenance Facility Generator		
Assigned: Jody; STARTED 7/1/14; Discussed at work session 10/21/2013	7/21/2014	Jody working to get bids.
	8/15/2014	Jody working with contractors to get prices on same size generators.
	9/15/2014	Prices received.
	10/6/2014	PO approved at council meeting.
	10/23/2014	PO issued to Ozburn Electric.
	11/17/2014	generator to be billed to city.
	1/26/2015	Generator is being built, Ozburn will schedule installation when it arrives.
	2/2/2015	Generator delivered to maintenance facility.
	2/12/2015	Generator installed and tested. Project Complete.

Project	Date	Status
Moore Street Sidewalk		
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	7/31/2014	Robert is working on a sketch of proposed easement so we can discuss with Oxford College.
	8/13/2014	Sketch sent to Oxford College for review.
	10/20/2014	Discuss at work session.
	11/6/2014	Met with Oxford College to discuss.

North Emory Street Sidewalk		
STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	7/31/2014	Robert has started preliminary evaluation of which side of the road to use for the sidewalk.
	10/20/2014	Discuss at work session.

Pedestrian Bridge/Sidewalk		
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.

Software Upgrade Clerk's Office		
Assigned: Lauran; STARTED 7/1/14	7/21/2014	Implementation is scheduled for February, 2015.
	12/12/2014	New server and receipt printers received. Installation of software may be pushed to March.
	1/26/2015	Implementation now scheduled for April.

Storm Drainage		
Assigned: Jody; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	7/30/2014	Jody taking bids for Whatcoat storm water culvert.
	7/31/2014	Robert working on design for George St. park drainage repairs or replacement.
	8/29/2014	Whatcoat culvert replaced.
	9/15/2014	Robert has completed plans for George St. park drainage repairs.
	10/20/2014	May be a project for FY16 budget, will be discussed at work session.
	12/12/2014	Will be budget request for FY16.

Project	Date	Status

Street Repairs and Traffic Control		
Assigned: Jody; STARTED 7/1/14	7/21/2014	Will have recommendations for street resurfacing using LMIG funds by October work session.
	10/20/2014	Discuss at work session.
	11/17/2014	LMIG application submitted.
	1/26/2015	Jody is talking to Newton County to schedule resurfacing.

Water/Sewer System Improvements		
Assigned: Jody & Bob; STARTED 7/1/14; 2008 STWP	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	7/21/2014	On hold until sewer availability list completed.

Whatcoat Street		
Assigned: Bob; FY2014 budget	11/19/2012	Contract with Peter Drey for design.
	7/1/2013	Whatcoat streetscape in FY2014 capital budget.
	10/5/2014	Estimates for some of work received from Jim Williams, Designed Installations.
	12/1/2014	Council selects design option, referred to city engineer for detailed layout and cost estimates
	1/26/2015	Work Session - Report from city engineer on detailed layout and cost estimate.

Coke and George St. ROW		
Assigned: Bob	6/26/1895	Lease for portions of Coke Street and George Street granted to Bishop A. G. Haygood for 99 years.
	0/0/1972	Jeff and Janice Wearing purchase property.
	5/2/1977	Council authorized city attorney to draw up legal papers to approve lake for Jeff Wearing.
	6/27/1994	Lease expired. (presumably)
	9/8/2014	Jeff Wearing discussed right of way at council meeting.
	10/7/2014	PO issued to Jordan Engineering to survey boundaries for George and Coke Street ROW.
	11/14/2014	Survey received from Jordan Engineering.
	1/26/2015	Issue on agenda for work session.
	2/16/2015	Will be discussed at work session.

City Street Surveys		

Project	Date	Status
Assigned: Bob	12/15/2014	Council requested cost estimate from city engineer to survey city streets within area bounded by Richardson and Moore and Hull and Emory.
	1/26/2015	Will have estimate from Robert Jordan.
	2/16/2015	Will be discussed at work session.

Pocket Parks		
Assigned: Bob	12/15/2014	Council requested cost estimates for three pocket parks.

Victoria Station Lift Station		
Assigned: Jody & Bob	1/5/2015	Discussed at Council meeting. Will get cost estimates for pump upgrades in FY2016 budget.