



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL
WORK SESSION
June 20, 2017**

Agenda: Attachment A

MEMBERS Present: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; Mike Ready; Jim Windham, David Eady and Melvin Baker.

Attendees: Bob Schwartz, City Manager; Matthew Pepper, Assistant City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Police Chief; Hoyt Oliver, Kendra Mayfield, Darryl & Teresa Welch, Judy Greer, Jeff Wearing, Todd Cain, Cathy Wooten.

Minutes

Honorary Councilmember Attachment B

Mayor Roseberry introduced Cathy Wooten with Oxford College as the honorary councilmember for July.

Mayors Announcements

The July meeting has been moved from July 3rd to July 10th.

The work session will remain on July 17th.

There will be a retirement reception for Bob Schwartz on June 27th from 4:00pm until 5:30pm at City Hall.

July 4th Parade

City Clerk Lauran Willis gave an update on the event preparations.

Bid Awards

Assistant City Manager Matthew Pepper gave a report on bids for George Street Trail extension. Recommend we negotiate with low bidder for minor changes in specs to reduce cost. Will bring new cost back to council on July 10th. On the E. Clark Extension the city engineer recommended moving the pre-bid conference to July 5th with the bids due by July 12th and will present to council at the July 17 work session.

Assistant City Manager Job Description Attachment C

City Manager Bob Schwartz presented revised job description. We will request approval at the July 10th council meeting.

Zoning Administrator

Motion made by Eady, seconded by Windham, motion passed unanimously to appoint Matthew Pepper as zoning administrator.

DDA Projects Discussion Attachment D

Councilmember Mike Ready presented map and gave update in preparation for the joint meeting with the DDA on the July 17 work session.

Public Works Truck Attachment E

Assistant City Manager Matt Pepper presented two bids with a recommendation to award the purchase order to Covington Ford for a Ford F-250 4x4 for \$25,336. This item will be on the July 10th meeting for a vote.

Electric System Improvements Attachment F

Assistant City Manager Matt Pepper presented bids with a recommendation to award the low bid of \$147,120 from Marable-Pirkle. This item will be on the July 10th meeting for a vote.

Projects Status and Engineer's Progress Reports Attachment G

City Manager Bob Schwartz gave update of project.

Executive Session- Canceled

Adjourn

The meeting was adjourned at 6:44pm.

Respectfully Submitted



Lauran Willis
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JUNE 19, 2017 – 6:00 P.M.
A G E N D A**

1. **Honorary Councilmember** – Mayor Roseberry has appointed Cathy Wooten with Oxford College as the honorary councilmember for July. Because of her travel schedule she will attend the work session in June and the council meeting in August.
2. **Mayor’s Announcements**
3. **July 4th Parade** – We will get a last minute update from Lauran Willis and Councilmember Davis.
4. **Bid Awards** – We will have recommendations from City Engineer Robert Jordan for bid awards for construction for the George Street Trail and the E. Clark Extension at the council meeting on July 10th. We received six bids on the George Street Trail and based on the bids we recommend we negotiate with the apparent low bidder.
5. *** Assistant City Manager Job Description** – We have attached the revised job description based on the recommendations by Councilmember Holt. We will request Council approval at the July 10th council meeting.
6. **Zoning Administrator** – We recommend that the Council appoint Matthew Pepper as the Zoning Administrator.
7. **DDA Projects Discussion** – Councilmember Ready and Mayor Roseberry have requested that Council discuss the City’s commitments to the DDA. This is in preparation for the joint meeting with the DDA, which is scheduled for the July 17th work session.
8. *** Public Works Truck** – The FY2018 Capital Budget includes \$28,000 for a replacement pick-up truck. We have received two bids, and recommend that Council award the purchase order to Covington Ford for a Ford F-240 4X4 for \$25,336.
9. *** Electric System Improvements** – The FY2018 Capital Budget includes \$175,000 for a project to replace equipment, wires, and switches along Wesley Street and Richardson. This will include replacing some of the poles with rotten tops. We have attached a copy of the low bid of \$147,120 and recommend that Council award the purchase order.
10. *** Projects Status and Engineer’s Progress Reports** – Attached.
11. **Executive Session** – for personnel matters and real estate matters.

*Attachments



PROCLAMATION

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

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

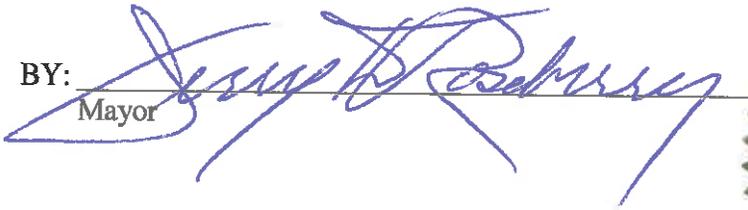
WHEREAS, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

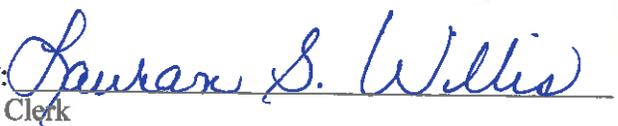
WHEREAS, as Mayor, I have nominated Cathy Wooten to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Cathy Wooten as the Honorary Councilmember for the City of Oxford for the months of July and August.

SO PROCLAIMED, this 7th day of August, 2017.

MAYOR AND CITY COUNCIL OF OXFORD

BY: 
Mayor

ATTEST: 
City Clerk



CITY OF OXFORD, GEORGIA
Job Description

CLASSIFICATION TITLE: ASSISTANT CITY MANAGER

GENERAL PURPOSE

Under general policy guidance from the City Manager, assists the city manager as he plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, programs and services of the City of Oxford; responsible for assisting the city manager in carrying out the policies and programs determined by the elected City Council; ensures development and execution of the municipality's strategic plan and budget; ensures City government operations and functions effectively serve the needs of Oxford residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties as assigned by the City Manager.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class serves as the assistant chief administrative officer of Oxford's municipal government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Assists the city manager as he plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations; with the City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Council; monitors the implementation of adopted budgets.

Assists the city manager as he plans and evaluates management staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Assists the city manager as he coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; interprets and explains city ordinances; initiates any actions necessary to correct deviations or violations.

Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.

Participates in professional and community organizations on behalf of the City and as part of the City's public affairs program; maintains good working relationships with key community constituencies.

Communicates with employees, residents, engineers, contractors, vendors, local businesses, other government agencies, the public, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, negotiate issues, resolve problems, or give/receive advice or direction; meets with industry management personnel on strategic growth issues and water/gas/wastewater demand; responds to questions or complaints related to city operations; provides information, researches problems, and initiates problem resolution.

Assists the city manager as he develops and implements annual city budgets; prepares/reviews budget reports; ensures compliance with approved budget; ensures competitive bidding of large purchases; monitors expenditures and schedules purchases as appropriate; assists in establishing tax rates and utility rates.

Works closely with the City Council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.

Assists the city manager as he develops Council meeting agenda with Mayor; attends and participates in all City Council meetings.

Prepares of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.

Assists the city manager as he assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the City's management team to

ensure a high-performance, service-oriented work environment consistent with sound management principles.

Prepares or completes various forms, reports, correspondence, budgets, financial reports, bid tabulations, presentations, or other documents.

Receives various forms, reports, correspondence, departmental reports, financial statements, engineering plans, paychecks, accounts payable, policy statements, procedures, ordinances, zoning maps, publications, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Serves as the acting city manager in the absence of the city manager.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration or closely related field; and any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Master's degree preferred. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest,

profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Plan, integrate and direct a broad range of complex municipal services and programs; define complex public policy, management and operational issues; perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply city, state and federal laws and regulations governing the conduct of City operations; evaluate, develop and implement management systems, policies and controls.

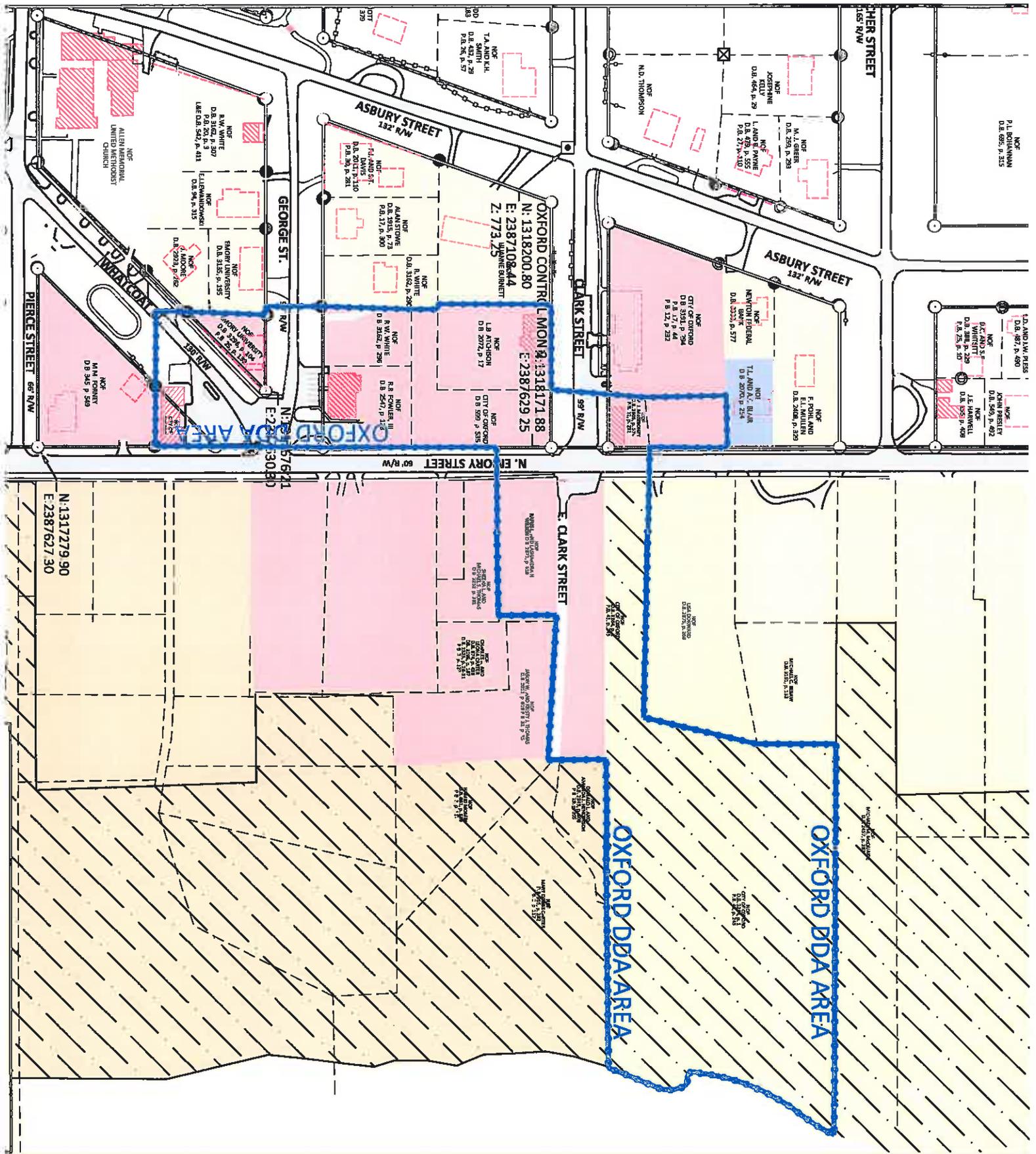
Situational Reasoning: Requires the ability to exercise expert, independent judgment, decisiveness and creativity within general policy guidelines; prepare clear, concise and comprehensive correspondence, reports and other written materials; establish and maintain effective working relationships with the City Council, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public; exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, rain, temperature extremes, traffic hazards, violence, disease, or pathogenic substances.

[Assistant City Manager will be placed on City Pay Plan Grade 21, Step A.]



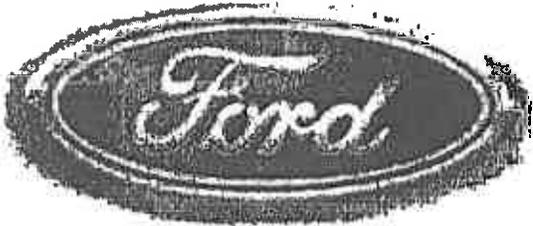
N:1317279 90
E:2387627 30

N:1315768 71
E:2387308 80

OXFORD CONTR
N: 1318200 80
E: 2387108 44
Z: 773 25
1318171 88
2387629 25

OXFORD BDA AREA

OXFORD BDA AREA



COVINGTON FORD INC.
9101 DR. MARTIN LUTHER KING JR. AVE.
COVINGTON, GEORGIA 30014
770-786-3432 OFC
770-787-7103 FAX
www.covingtonford.net

6-15-17

2017 Ford F250.

F2B	F250 4X4 SD R/C \$35330		JOB #2 BUILD	
	142" WHEELBASE		10000# GVWR PKG	
Z1	OXFORD WHITE	425	50 STATE EMISS	NC
A	VNYL 40/20/40	512	SPARE TIRE/WHL2	NC
S	MEDIUM EARTH GR		TELE TT MIR-PWR	
600A	PREF EQUIP PKG		JACK	
	.XL TRIM		SP DLR ACCT ADJ	
	.TRAILER TOW PKG		SP FLT ACCT CR	
572	.AIR CONDITIONER	NC	FUEL CHARGE	
	.AM/FM STER/CLK		B4A NET INV FLT OPT	NC
996	.6.2L EFI V8 ENG	NC	DEST AND DELIV	1295
44S	6-SPD AUTOMATIC	NC	TOTAL BASE AND OPTIONS	37930
TD8	.LT245 BSW AS 17		TOTAL	37930
X3E	3.73 ELOCKING	390	*THIS IS NOT AN INVOICE*	
90L	PWR EQUIP GROUP	915		
F1=Help	F2=Return to Order		F3/F12=Veh Ord Menu	
F4=Submit	F5=Add to Library			
S099 - PRESS F4 TO SUBMIT			QC00269	

TOTAL \$25,336.00

CONSIDER ORDERING - SHIFT ON THE FLY 4X4 - \$171.00 MORE
- CHROME BUMPERS - \$203.00 MORE
(w/ CHROME HUB COVERS)

SINCERELY,
W
MOTT COWS, VP

BID EXPIRES 7-7-17

MARABLE-PIRKLE INC.

PHONE # 404-344-4411

FAX # (404) 349-4096

November 16, 2016

City of Oxford Electrical
Jody Reid
jreid@oxfordgeorgia.org

FROM: Marshall Collins

PROJECT: Oxford Electrical System Upgrade and Pole Replacement;

COMMENTS:

We appreciate the opportunity to provide the following proposal for the above referenced project.

MARABLE-PIRKLE, Inc. will furnish personnel and equipment to:

Install power poles, pole top assemblies with down guys and anchors to support the new pole line and transfer existing electrical attachments as indicated on ECG print .

Labor and Equipment \$147,120.00

Pricing has been based on:

Digging in soil/dirt rock and/or hand digging to be addressed on an hourly bases.

Area to be accessible by trucks and trailer.

Roll pipe for boring IS included in this pricing. All OTHER material to be furnished by the city.

Price qualifications and clarifications:

Price firm for 30 days.

Price based on normal working hours during straight time.

Payment 30 day after invoice date. Past due invoices are subject to late fee charges.

**BEFORE JOB CAN PROCEED WE MUST RECEIVE SIGNED & DATED ACCEPTANCE WITH
PURCHASE ORDER # AS WELL AS LOCATE #**

ACCEPTED BY:

DATE

PURCHASE ORDER #

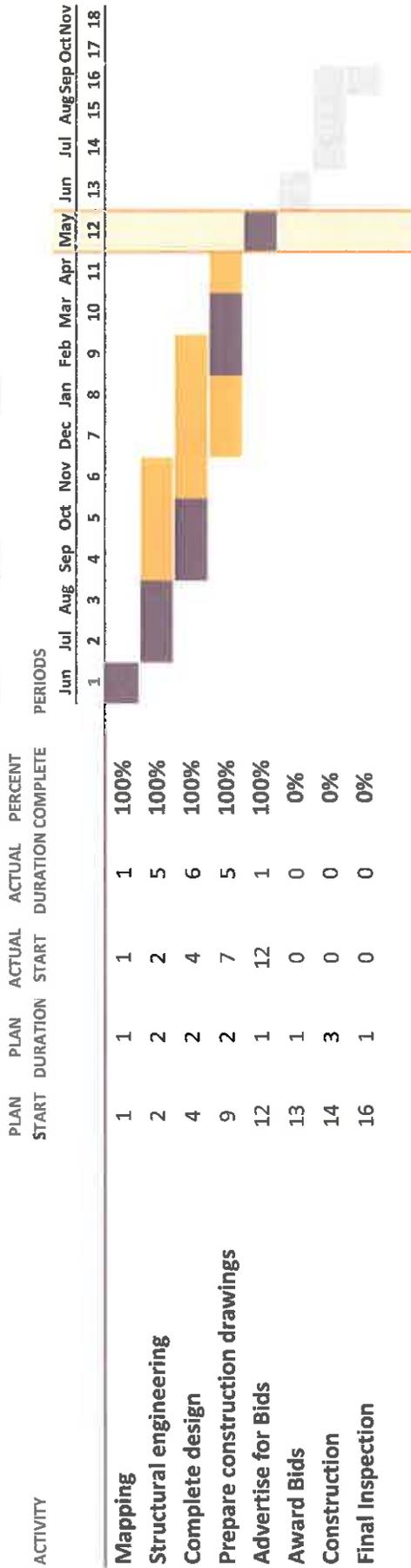
PLEASE CALL (404) 344-4411 AS SOON AS POSSIBLE IF TRANSMISSION IS NOT
LEGIBLE OR ALL PAGES WERE NOT RECEIVED. THANK YOU!

1 Trails - George Street Trail

FY2017 - \$115,000

Period Highlight: 12

Plan Actual % Complete

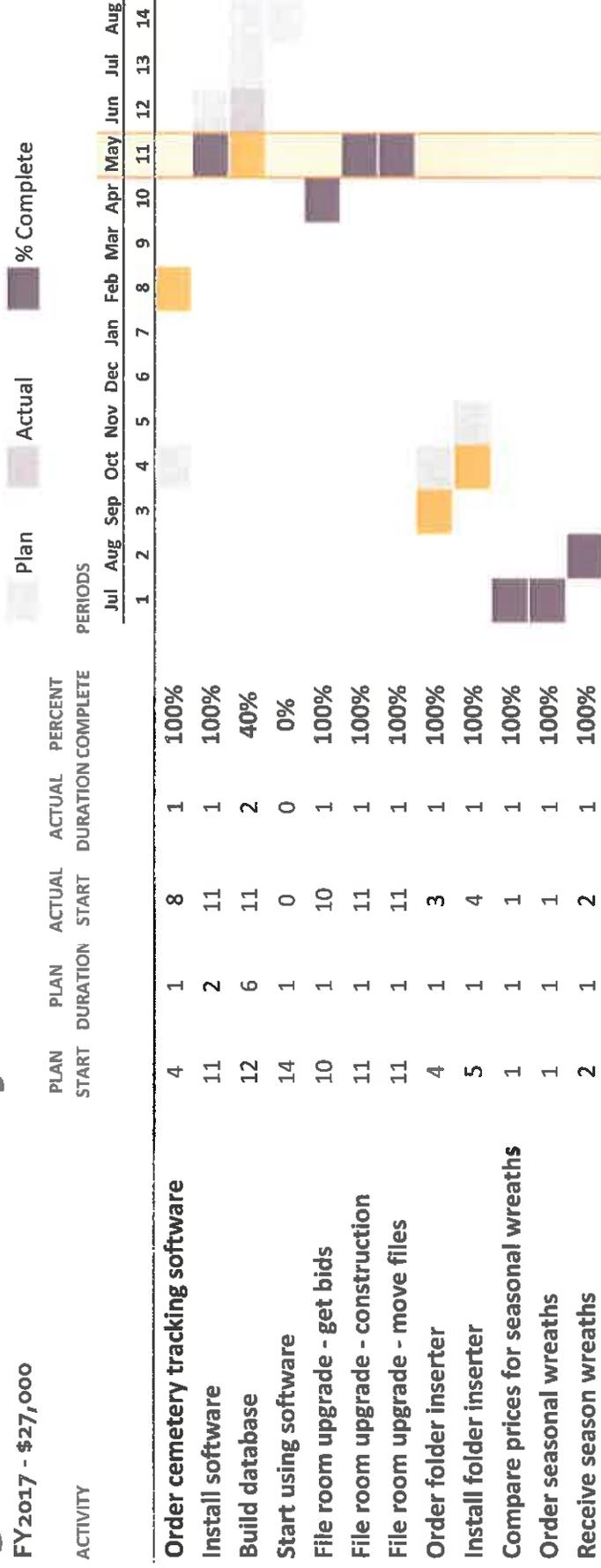


Bids were received June 15.

3 Clerk's Office Projects

FY2017 - \$27,000

Period Highlight: 11



5 City Parks - Asbury Street Park

FY2017 - \$150,000

Period Highlight: 12

Plan Actual % Complete

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL PERCENT COMPLETE

PERIODS

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

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Schematic design from UGA	1	1	1	1	1	5	100%
Review UGA design by Park Committee	6	1	6	1	6	1	100%
Park Committee meet with J. Tanner and Robert J.	6	1	6	1	6	1	100%
J. Tanner & Robert J. prepare preliminary plans & rough costs	7	2	7	2	7	2	100%
Park Committee reviews & approves preliminary plans with rough costs	8	1	8	1	8	1	100%
Tree Board adds comments	11	1	11	1	11	1	100%
Park Committee works with J. Tanner on plans and estimates	11	2	11	1	11	1	100%
City Council reviews & approves preliminary plans with rough costs	12	1	12	1	12	1	100%
Park Committee meet with J. Tanner to review preliminary design	12	1	13	1	13	1	100%
J. Tanner & Robert J. prepare construction drawings & costs estimates	12	2	0	0	0	0	0%
Park Committee reviews & approves final plans	14	1	0	0	0	0	0%
Tree Board adds comments	15	3	0	0	0	0	0%
City Council reviews & approves final plans	16	1	0	0	0	0	0%
Advertise for Bids	16	2	0	0	0	0	0%
Award Bids	17	1	0	0	0	0	0%
Construction	18	3	0	0	0	0	0%
Final Inspection	21	1	0	0	0	0	0%

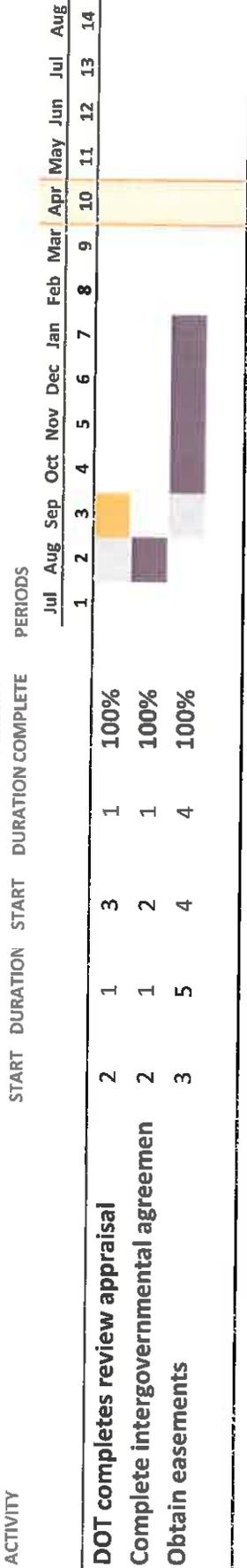
We will have asbestos inspection on last parcel in May.

9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: 10

Plan Actual % Complete



ALL EASEMENTS ACQUIRED. Package submitted to GDOT for certification.

GDOT certified easement and ROW acquisition package 5/10/17

Emory property removed from project. College will build sidewalk Moore to Pierce.

GDOT project will stop at Moore.

GDOT will let bids October 20, 2017 according to latest estimate.

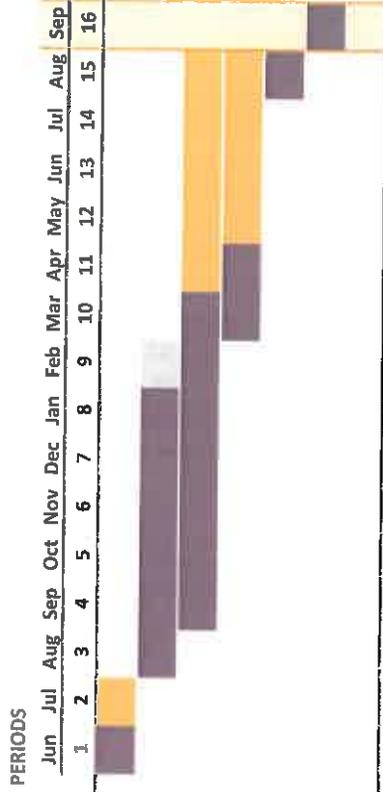
16. Survey of ROW

40000 - FY16 & FY17

Period Highlight: 16

Plan Actual % Complete

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



PROJECT COMPLETE.

Final map recorded at Newton County Courthouse.

Finding new uses every week as in the overlay of the DDA area and the zoning map.

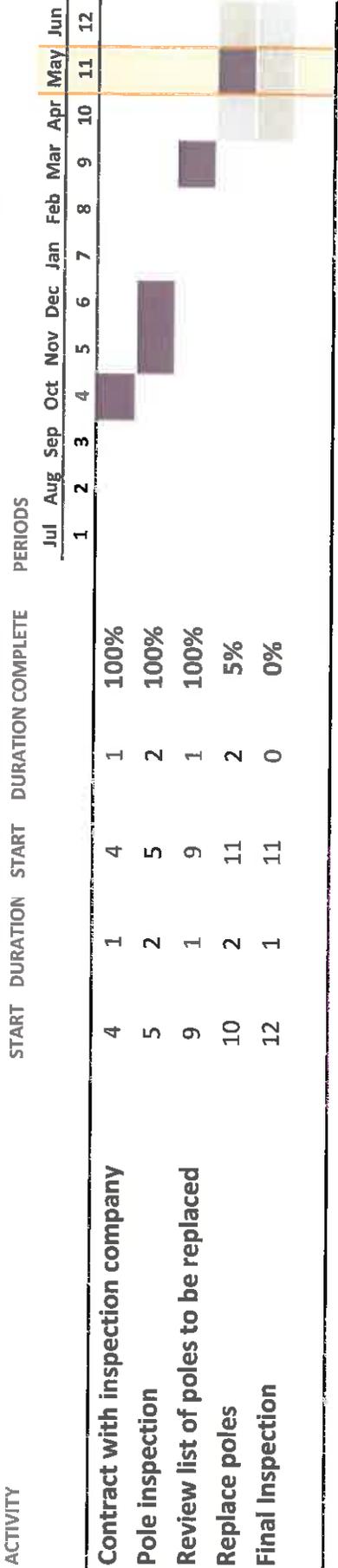
15. Utility Pole Inspection & Replacement

\$35,000

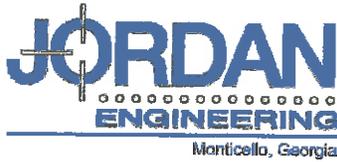
Period Highlight: 11



ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
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20 poles will be replaced - did not pass inspection.
 1 replaced by city electric department.



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

June 16, 2017

Re: Monthly summary – May activities

Dear Mr. Schwartz:

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

1. General Support
 - a. Prepared monthly report for April 2017.
2. East Clark Street
 - a. Addressed GDOT comments and resubmitted plans for approval.
 - b. Coordinated with City Manager and E'dras Williams to have permit application signed and submitted.
3. George Street Trail
 - a. Completed civil construction plans.
 - b. Completed bid documents and specs.
 - c. Coordinated plan issues, questions, and responses from interested contractors.
 - d. Addendum issue and pre-bid planning.
4. Moore Street Sidewalk
 - a. Field survey data collection for base mapping
 - b. Set targets and collect aerial imagery
5. Sewer Areas 1&3 extension
 - a. Waiting on GDOT utility review response
6. Asbury Street Park
 - a. Minor correspondence with J Tanner as park concept plan nears completion.

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".

Robert O. Jordan, PE RLS