



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL  
EMERGENCY CALLED MEETING  
THURSDAY, MARCH 26, 2020 – 7:00 PM  
VIA TELECONFERENCE**

**ELECTED OFFICIALS PRESENT:**

David Eady – Mayor  
George Holt – Councilmember  
Jim Windham – Councilmember  
Jeff Wearing – Councilmember  
Lynn Bohanan – Councilmember  
Laura McCanless – Councilmember

Matt Pepper – City Manager  
Marcia Brooks – City Clerk/Treasurer  
Stacey Mullen – Deputy City Clerk  
Jody Reid – Utility Superintendent  
Dave Harvey – Police Chief  
David Strickland – City Attorney

**APPOINTED/STAFF PRESENT:**

**NOT PRESENT:** Avis Williams – Councilmember

**OTHERS PRESENT:** Mike Ready, Art Vinson, Laurie Vinson, Laura Gafnea, James and Adrienne Waddey, Sonia

Teleconference # 1-650-215-5226, Access Code 145489731; Notified Covington News, posted on doors of City Hall, distributed to Citizens' List and posted on City of Oxford's website and Facebook page.

**Agenda (Attachment A)**

- 1. Call to Order, Mayor David S. Eady**
- 2. Roll Call of Council Members, Mayor David S. Eady**
- 3. Roll Call of Attendees, Mayor David S. Eady**
- 4. City of Oxford Emergency Declaration and Ordinance (Attachment B)**  
Mayor Eady stated that since the Council's March 23<sup>rd</sup> meeting, the Georgia Municipal Association (GMA) provided a model declaration of a state of emergency to cities and recommended that cities adopt this declaration with any adjustments needed for their jurisdictions. The declaration contains requirements for staying home and is more restrictive than the requirements put in place by Governor Kemp on March 23<sup>rd</sup>. The model document was based on the best advice from health professionals, Georgia Department of

Public Health, and Emory University. A proposed declaration for Oxford was drafted based on this information.

Last night Newton County Board of Commissioners and the City of Covington voted on and passed declarations based on language Athens-Clarke County used that is much more descriptive and detailed on what is permitted and prohibited. In the interest of being unified in Newton County with our approach to preventing the spread of COVID-19, Mayor Eady recommended uniformity with the other Newton County declarations. Several drafts have been worked on since last night, and adjustments have been made by attorneys.

GMA arranged a conference call for mayors Monday morning in which Dr. Carlos Del Rio from Emory University shared very dire predictions if some drastic changes in behavior did not occur. Also, the Chief Medical Officer of Piedmont Healthcare advised that if drastic measures were not taken soon, Piedmont Newton would very quickly be filled to capacity and run out of room to treat patients. The voluntary shelter in place recommendations up to this point do not give law enforcement officers authority to give people gathered together a citation when they are practicing social distancing to disperse,

The proposed declaration ensures that the City of Oxford is doing everything in its power to slow the spread of COVID-19 so that our local hospital is not overwhelmed by requiring people to stay at home when possible, to not gather in groups of ten (10) or more people, and to practice social distancing with others.

The proposed order:

- prohibits public and private gatherings beyond immediate household or social cohort.
- allows residents to leave their homes for essential activities, which are defined in the document.
- prohibits non-essential businesses and non-essential travel as defined in the order.

The City Council does not want to prohibit people from going outside, walking the trails, etc. However, people must practice social distancing when in public, and cannot gather in groups of ten (10) or more.

Mr. Windham agreed with implementing the order. Mr. Wearing approved the order and also emphasized the importance of the City of Oxford being unified on this issue with the other government entities in Newton County.

Ms. Bohanan asked how Oxford's declaration will work, since Newton County already has a declaration in place. Mayor Eady stated that each city has its own authority to regulate within its city limits. The county's order would apply in unincorporated areas of the county. If Oxford does not adopt its own declaration, the county's declaration would apply, but cities are being encouraged to take care of their communities so that the counties can focus on the unincorporated areas. Mayor Eady also added that the proposed declaration for Oxford has an ending date of April 20<sup>th</sup> which is longer than Covington's and Newton County's

declarations. That is the date of the Council's monthly work session, and the date can be extended at that time if needed.

Ms. McCanless agreed with Oxford's declaration being in line with other Newton County jurisdictions' declarations, but she agrees with putting the longer termination date in so that Oxford will not have to call another meeting to extend it. Mr. Holt agreed with Ms. McCanless and was also pleased that Newton County changed theirs from a curfew to shelter in place.

Mayor Eady expressed his appreciation to David Strickland for working on multiple drafts in very short order for Oxford. Mr. Strickland thanked Mayor Eady and advised he did not have any further comment. Mayor Eady commented on the cooperation between the jurisdictions in Newton County in this effort.

The proposed ordinance will not impact city operations. The city has already implemented procedures to limit exposure from customers and to practice social distancing with each other.

**Mr. Windham made a motion to adopt the declaration as presented. Ms. McCanless seconded the motion. The motion was approved unanimously (6/0).**

**5. Approval of Billing Modifications (Attachment C)**

Stacey Mullen stated that staff needs a procedure for dealing with customers during the extent of the COVID-19 pandemic. Staff proposes to waive the \$25 delinquent fee normally assessed on the 25<sup>th</sup> of each month for March and April, waive the 10% penalty on unpaid balances for April, and suspend service disconnections until further notice. Staff would reevaluate conditions later and determine if these measures need to be extended into May.

Mayor Eady advised the City Council that the purpose of these recommended measures is to avoid penalizing people who are experiencing economic hardships during this time. The March bills were sent out at the end of February before COVID-19 became a major issue, so it is not recommended that March 10% penalties be waived.

Mr. Windham recommended development of a recovery plan for how customers will be allowed to catch up their accounts by April 20. Mr. Holt suggested sending out a notice to all customers advising them there will be no disconnection right now, but customers should pay what they can and will have the opportunity to enter into payment arrangements when conditions return to normal. Mr. Wearing agreed.

Mayor Eady agreed and stated he would work with staff to come up with some recommendations for contingency plans by April 20.

**Mr. Wearing made a motion to adopt the staff recommendations. Mr. Windham seconded the motion. The motion was approved unanimously (6/0).**

Mayor Eady asked if anyone from the community had any questions or comments. Art Vinson asked what the communications plan for these requirements is, with the thought in mind of easing the enforcement burden. Mayor Eady advised we can send out a "plain speak" notice to all members of the community. The City Council members agreed with this plan. The information will also be placed on our website and Facebook page and sent to the newspaper.

Mr. Holt suggested having our police officers distribute the information. Mayor Eady advised the goal of this is information and education. However, Ms. Bohanan cautioned against the police officers having such contact with people. Mr. Holt agreed this could be a problem.

Marcia Brooks advised she would take the lead on working on these communication items with staff and keep the Mayor and City Council updated.

Mr. Windham asked if the city's police officers have masks. Mayor Eady advised that they indicated Monday night that they had some. Police are taking a very conservative approach and trying to inform and educate on these requirements as much as possible. They are only taking action for blatant violations, and then trying to avoid arrests and only issue citations.

Mayor Eady asked Laura Gafnea about the status of students still on site at Oxford College and if she has any questions. Ms. Gafnea advised they will be moving about fifty (50) remaining students to the Atlanta campus this weekend. They will be moved to the Clairmont campus in single person apartments with single access bathrooms. Emory has been following Atlanta's shelter-in-place order on the Atlanta and Oxford campuses. The only major difference is the ending date, but she anticipates that Atlanta's requirements will be extended. Faculty and staff are practicing social distancing. Mayor Eady asked Ms. Gafnea to share the declaration information with the Emory police officers.

Adrienne Waddey stated that she has shared the information from Newton County and Covington with the college's leadership and will also share the Oxford information, and they are available to assist the city if needed.

**Mr. Wearing made a motion to adjourn at 7:57 p.m. Ms. McCanless seconded the motion. The motion was approved unanimously (6/0).**

Respectfully Submitted,



Marcia Brooks  
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL  
EMERGENCY CALLED MEETING  
THURSDAY, MARCH 26, 2020 – 7:00 P.M.  
VIA TELECONFERENCE  
A G E N D A**

**Teleconference Instructions:**

- To join by phone:  
Call 1-650-215-5226  
When prompted, enter the following access code on your phone,  
followed by the '#' sign: 145 489 731
  
- To join by computer/VoIP:  
<https://mbrooks-994.my.webex.com/mbrooks-994.my/j.php?MTID=m9cd49033d7c302d2b6aa48a404b742b3>

1. **Call to Order, Mayor David S. Eady**
2. **Roll Call of Council Members**
3. **Roll Call of Attendees**
4. **City of Oxford Emergency Declaration and Ordinance**
5. **Approval of Billing Modifications**
6. **Adjourn**

**STATE OF GEORGIA  
COUNTY OF NEWTON**

**A DECLARATION OF A STATE OF EMERGENCY ARISING BECAUSE OF  
COVID-19; AN ORDINANCE TAKING  
IMMEDIATE EMERGENCY MEASURES, AND TO REPEAL, REVOKE AND  
SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE  
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,  
AND FOR OTHER LAWFUL PURPOSES**

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WHEREAS, The City of Oxford, Georgia has experienced an event of critical significance as a result of the Coronavirus (COVID-19) disease (“COVID-19”); and

WHEREAS, the Centers for Disease Control and Prevention, (the “CDC”) indicates that COVID-19 is a new and contagious respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States; and

WHEREAS, as reported by the World Health Organization (“WHO”), the world has experienced a deep humanitarian crisis with 416,686 confirmed cases and 18,589 confirmed deaths due to COVID-19 as of March 26, 2020; and

WHEREAS, COVID-19 is officially a global pandemic according to the WHO; and  
WHEREAS, President Trump has declared a national emergency for the United States of America in response to COVID-19; and

WHEREAS, on March 14, 2020, Governor Brian Kemp declared a public health state of emergency due to COVID-19; and

WHEREAS, as reported by the Georgia Department of Public Health effective as of noon on March 26, 2020, Georgia now has 1,525 confirmed cases of COVID-19 and 48 confirmed COVID-19 related deaths and the numbers continue to increase; and

WHEREAS, the CDC and Georgia Department of Public Health have issued guidance on the emerging and rapidly evolving situation of the COVID-19 pandemic, including how to protect oneself from illness; and

WHEREAS, social distancing is recommended by the CDC and Georgia Department of Public Health to prevent the continued spreading of the illness in the community; and

WHEREAS, cities, states and counties, including, but not limited to, Athens-Clarke County, Georgia; Madison, Georgia; Los Angeles, California; Alameda, California; Seattle, Washington; and the states of California, Pennsylvania, New Jersey, New York and Connecticut; have recently enacted regulations to help curb the spread of COVID-19; and

WHEREAS, the Georgia Department of Public Health reports that COVID-19 is currently present in our community; and

WHEREAS, the CDC expects that additional cases of COVID-19 will be identified in the coming days and that person-to-person spread is likely to continue to occur; and

WHEREAS, Dr. Carlos Del Rio, MD, epidemiologist and chair of the global health department at Emory University, has reported to officials of the Georgia Municipal Association, that a shortage of personal protective equipment is eminent in Georgia, and already being experienced in certain communities, which places the health, safety, and welfare of emergency medical personnel at risk and the general public; and

WHEREAS, the Georgia Department of Public Health and the chief of medicine at Piedmont Newton Hospital are concerned that any increase in COVID-19 cases within the community could easily exceed Piedmont Newton Hospital and the medical community's capacity as to both personnel and equipment; and

WHEREAS, the Piedmont Healthcare system, which provides the City's sole hospital, has modeled its daily COVID-19 patient numbers using peer-reviewed, academic modeling made available to the nation by the University of Pennsylvania; and

WHEREAS, based on Georgia-specific numbers and infection rates, Piedmont's model shows that if a mandatory shelter-in-place is not enacted to flatten the curve by the end of the day on Wednesday, March 25, Piedmont Healthcare's entire system will be at capacity with no beds available by Tuesday, April 7, 2020; and

WHEREAS, the Georgia Department of Public Health has advised that if COVID-19 spreads further in Newton City and the rest of Georgia, at a rate comparable to the rate of spread in other affected areas, it may greatly strain the resources and capabilities of City and municipal governments, including public health agencies, that provide essential services for containing and mitigating the spread of contagious diseases, such as COVID-19, and the situation may become too large in scope to be handled in its entirety by the

normal City and municipal operating services in some parts of this State, and this situation may spread to other parts of the State; and

WHEREAS, O.C.G.A. § 38-3-28 provides the political subdivisions of this state with the authority to make, amend, and rescind such orders, rules, and regulations as may be necessary for emergency management purposes to supplement rules and regulations promulgated by the Governor during a State of Emergency; and

WHEREAS, the United States Supreme Court has previously held that “[u]pon the principle of self-defense, of paramount necessity, a community has the right to protect itself against an epidemic of disease which threatens the safety of its members”; and

WHEREAS, the Charter of the City of Oxford, in Paragraph 4 (N) grants to the City the power to protect the safety, health, peace, good order, and general welfare of the public; and

WHEREAS, the code of ordinances of the City of Oxford, Georgia, at Section 2-22 grants to the Mayor of the City of Oxford the power to determine that an emergency exists, and the Mayor of the City of Oxford joins in execution of this resolution to evidence that determination by him individually; and

WHEREAS, to prevent or minimize injury to people resulting from this event, certain actions are required, including but not limited to, a mandatory curfew and prohibition on gatherings;

NOW, THEREFORE, IT IS HEREBY DECLARED that a local state of emergency exists within the City and shall continue until the conditions requiring this declaration are abated.

THEREFORE, IT IS ORDERED AND ORDAINED BY THE AUTHORITY OF THE MAYOR AND CITY COUNCIL OF THE CITY OF OXFORD AS FOLLOWS:

1. The Oxford City Council adopts and makes the findings discussed in the “Whereas” paragraphs the factual findings of the Council.
2. The Oxford City Council hereby reaffirms its determinations that a local state of public health emergency exists within the territorial limits of the City of Oxford, Georgia due to COVID-19.

3. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 12 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
4. All individuals currently living within the territorial limits of the City of Oxford (the “City”) shall shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 12. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).
5. All businesses with a facility in the City, except Essential Businesses as defined below in Section 12, are required to cease all activities at facilities located within the City except Minimum Basic Operations, as defined in Section 12. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 12 below, including, but not limited to, when any customers are standing in line. To the extent a business facility engages in both the functions of an Essential Business and other business functions,

except as otherwise herein provided, only the functions of the Essential Business may continue except Minimum Basic Operations.

6. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 12. Nothing in this Order prohibits the gathering of members of a household or living unit. For the duration of the declared emergency, there shall be no public gatherings on any property owned or controlled by the City and all public parks shall be closed. Nothing herein shall prohibit individuals or families from using sidewalks or designated pedestrian walking areas within parks for walking or other exercise if they are not participating in an organized gathering.
7. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, except Essential Travel and Essential Activities as defined below in Section 12, is prohibited. This Order allows travel into or out of the City to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
8. This Order is issued based on evidence of increasing occurrence of COVID-19 within the City and throughout the State of Georgia, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the City places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the City. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus. Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the

transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the City.

9. This Order also is issued in light of the existence of 10 confirmed cases of COVID-19 in Newton County, Georgia as of 12:00 noon on March 26, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Oxford City Council will re-evaluate it as further data becomes available.
10. This Order is issued in accordance with, and incorporates by reference, the March 16, 2020, Proclamation of a State of Emergency issued by Governor Brian Kemp.
11. This Order comes after the release of substantial guidance from the Centers for Disease Control and Prevention, the Georgia Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID19. The Oxford City Council will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.
12. Definitions and Exemptions.
  - a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
    - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members or partners or significant others (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies they need to work from home.

- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
  - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, running, or bicycling.
  - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
  - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, hospice providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction and all related activities (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways,

public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.

- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services as determined by the Oxford City Council are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.
- e. For the purposes of this Order, covered businesses include any for-profit, nonprofit, or private educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
  - i. Healthcare Operations and Essential Infrastructure;
  - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other

nongrocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;

- iii. Food cultivation, including farming, livestock, and fishing;
- iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- v. Newspapers, television, radio, and other media services;
- vi. Gas stations, auto-supply, auto-repair, and related facilities;
- vii. Banks and related financial institutions;
- viii. Hardware stores;
- ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
- x. Businesses providing mailing and shipping services, including post office boxes;
- xi. Educational institutions—including private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
- xii. Laundromats, drycleaners, and laundry service providers;
- xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall

not permit the food to be eaten at the site where it is provided, or at any other gathering site;

- xiv. Businesses that supply products needed for people to work from home;
- xv. Businesses that supply other Essential Businesses with support or supplies and all industrial manufacturers;
- xvi. Businesses that ship or deliver groceries, food, goods, or services directly to residences;
- xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- xviii. Home-based care for seniors, adults, or children;
- xix. Residential facilities including hotels, motels, shared rental units and similar facilities and shelters for seniors, adults, and children;
- xx. Professional services, such as legal, accounting services, real estate services, when necessary to assist in compliance with legally mandated activities or while supporting other Essential Businesses.
- xxi. Unless otherwise preempted by state law, childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
  - A. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
  - B. Children shall not change from one group to another.
  - C. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.

- D. Childcare providers shall remain solely with one group of children.
- xxii. All businesses which possesses a Class A, retail liquor package license; Class B, retail beer package license; or a Class C, retail wine package license shall be authorized, but only via drive-thru or in parking lots or at curb.
- xxiii. Religious Assemblies; however, the City encourages Religious Assemblies to voluntarily limit their assembly to no more than ten (10) people for the purpose of conducting and producing a religious service for video or audio transmission.
- g. For the purposes of this Order, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined in this Section to the extent possible, while carrying out such operations.
- i. The minimum necessary activities to maintain the value of the business’s inventory, necessary physical maintenance, ensure security, process payroll and employee benefits, or for related functions.
  - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
  - iii. One owner of the business, or one designee of the owner, on site at the business performing functions necessary to maintain the business, provided that the business must be physically closed to the public.
- h. For the purposes of this Order, “Essential Travel” includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
- i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.

- ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
  - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
  - iv. Travel to return to a place of residence from outside the jurisdiction.
  - v. Travel required by law enforcement or court order.
  - vi. Travel required for non-residents to return to their place of residence outside the City. Individuals are strongly encouraged to verify that their transportation out of the City remains available and functional prior to commencing such travel.
- i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
  - j. For purposes of this Order, “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

13. For the duration of the declared emergency, the City Manager shall be vested with the following discretion and authority, to wit:

- (a) To categorize City services as either “required” or “discretionary,” and to periodically review and modify such categories.
- (b) To assign specific employees to required or discretionary services, and to periodically review and modify such assignments.
- (c) To use his or her discretion to permit employees to telework.
- (d) To temporarily suspend the provision of discretionary services and to direct employees who provide discretionary services not to report to work until such

time as the service suspension is lifted or until such time as the City Manager redirects the employee to other services.

- (e) To contract for and expend non-budgeted sums and services, as may in his or her discretion be required to meet the demands upon government and services of the City for the duration of the declared emergency, including therein authority to spend such sums from the reserves of the City. Any such non-budgeted expenditures shall be reported to the governing authority of the City.
- (f) To maintain, to the best of the ability of the resources of the City, the provision of essential services, which shall include, but not be limited to, public safety, public works, healthcare, and building permits.

14. Any deadlines for the purchasing or obtaining by persons or businesses of occupation tax certificates, permits or similar civil approvals mandated by the City Code shall be tolled for the duration of the emergency as established herein, and for 15 days thereafter. Such persons or businesses shall obtain necessary permissions required by law but deadlines set by the City Code are tolled for the duration of the emergency as established herein, and for 15 days thereafter.

15. Enforcement and Remedies.

- a. Individuals: In recognition that the City does not have the personnel or resources to monitor and police distancing or gathering limitations or shelter in place requirements for all individuals currently living within the territorial limits of the City, the Oxford Police Department and other departments of the City as deemed necessary by the City manager are authorized to support compliance with this Order through information delivery and education of individuals regarding the imminent threat to public health posed by COVID-19.
- b. Covered Businesses: Any violations of this Order by covered businesses shall be considered ordinance violations subject to the general penalty provisions outlined in Section 4-24 of the Oxford Code of Ordinances.

16. This Order shall become effective at 11:59 p.m. on March 26, 2020 and will continue to be in effect until 11:59 p.m. on April 20, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Oxford City Council.
17. Copies of this Order shall promptly be: (1) made available at the Oxford City Hall; (2) posted on the City's website; and (3) provided to any member of the public requesting a copy of this Order.
18. It is hereby declared to be the intention of the Oxford City Council that all sections, paragraphs, sentences, clauses, and phrases of this Resolution are and were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.
19. It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
20. In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs, and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

21. All ordinances, resolutions or parts of ordinances or resolutions in conflict with this Resolution are, to the extent of such conflict, hereby repealed or set aside.
22. The City Clerk, in consultation with the City Attorney, shall have the power to correct scrivener's errors.
23. Given the emergency, this Ordinance after adoption by the Council and upon approval by the Mayor shall become effective immediately.

Reading and adoption, this 26<sup>th</sup> day of March, 2020.

**CITY OF OXFORD**

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**David S. Eady, Mayor**

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**Lynn Branham Bohanan, Council Member**

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**George R. Holt, Council Member**

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**Laura McCanless, Council Member**

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**Avis Williams, Council Member**

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**James H. Windham, Council Member**

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**Jeff Wearing, Council Member**

**ATTEST:**

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**Marcia Brooks, City Clerk**

**{The Seal of the City of Oxford, Georgia}**

**APPROVED AS TO FORM:**

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**C. David Strickland, City Attorney**





## Memo

**To:** City Council  
**From:** Stacey Mullen, Deputy City Clerk  
**Date:** Wednesday, March 25, 2020  
**Re:**

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The purpose of this memo is to explain staff recommendations for billing matters for late fees, delinquent penalties, and service disconnections due to the Coronavirus disease (COVID-19) pandemic. We are aware that these circumstances have caused business closures and furloughs, which has financially impacted our community. With your permission, we propose to do the following:

- Apply the 10% penalty to all account balances for March. Waive the 10% penalty for April. In April, we will assess whether to apply the 10% penalty for May and the months following.
- Waive the \$25 delinquent fee that is normally assessed on the 25<sup>th</sup> of the month for all accounts in excess of a \$25 balance. Waive the \$25 delinquent fee for April. In April, we will assess whether to apply the \$25 delinquent for May and the months following.
- As approved at the March Work Session, suspend service disconnections on past due balances until further notice. However, staff will send notices to past due customers, advising that payment is required, with arrangements for those who are experiencing financial hardships.

We feel implementing these measures is what's best for the community, while maintaining our economic stability during these challenging times.