

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, AUGUST 17, 2015 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Holt has appointed Ms. Cheryl Ready as the honorary councilmember of the month for September.
2. **Kay Lee** - Kay Lee, planning consultant, will make a short presentation to Council.
3. **Next Meeting** - The first Monday of September is Labor Day (September 7th). We will discuss the possibility of moving the regular council meeting to Tuesday, September 8.
4. **2015 Council Retreat** – The annual City Council retreat is scheduled for Friday, November 13th. We will meet in the second floor meeting room (room 230) of the Oxford College library. Jim Dove and Mott Beck of NECRC will facilitate the retreat.
5. ***Pocket Parks** - At its meeting on August 11th, the Tree Board discussed several alternatives for pocket parks. Before convening any discussions with the neighborhood residents, we would like to discuss the tentative selection of the areas for pocket parks with Council.
6. **Electric Rates** – The *ad hoc* council committee reviewing our electric rates will lead this discussion.
7. **Sidewalks and Trails** - Councilmember Windham has asked for a discussion of sidewalks and trails.
8. **GDOT** - House Bill 170 will result in several changes in the state's transportation program. One change will include contracting with cities to cut the grass along state rights-of way.
9. **Grass cutting** – Our contract for grass cutting was a one year contract with a one year extension. We started in January, 2014 and it expires in December, 2015. As we get ready to rebid the contract Councilmembers Windham and Holt have asked that we consider doing this work with city staff. This would require hiring a “groundskeeper” who would cut grass pretty much full time during the summer and help with tree maintenance and other yard work during the rest of the time.
10. ***Projects Status Report**
11. **Executive Session** – To consider real estate transactions.

*Attachments



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, August 14, 2015
Re: Pocket Parks Update

The FY 2016 budget contains \$30,000 for four pocket parks. The idea is that each park will be a small neighborhood park with some equipment for smaller children.

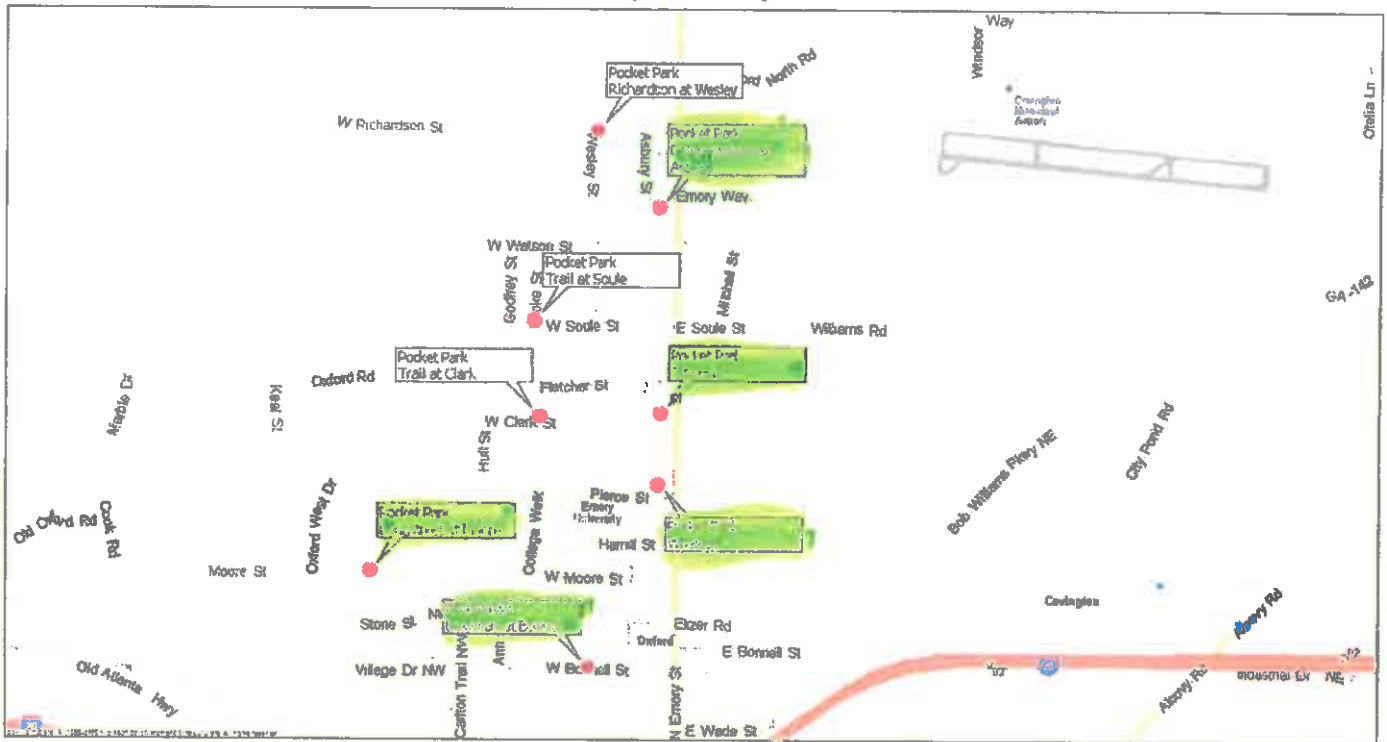
At its meeting of August 11, the Tree Board reviewed the eight possible locations for the pocket parks. The Tree Board recommends for Council consideration five locations which are marked in green on the enclosed map.

The Tree Board also recommended that we engage the residents of each community in a discussion about whether or not the park should be located there and what sort of equipment should be placed in it. Before starting that process I would like to receive Council endorsement of the locations for the four parks.

The Tree Board understands that we are only going to fund for this year, but decided that five could be recommended to Council so you could pick the top four of that group. Or, we could proceed with all five and discover whether or not the neighborhoods supports each one.

Enclosure

Possible pocket parks



9. George St Park Drainage

\$40,000

Period Highlight: 3

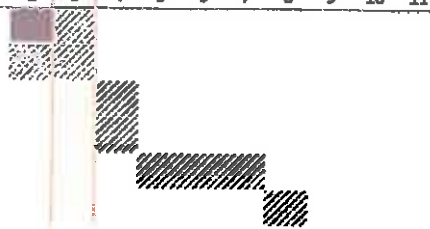
 Plan
  Actual
  % Complete

| ACTIVITY | PLAN START | PLAN DURATION | ACTUAL START | ACTUAL DURATION | PERCENT COMPLETE |
|----------|------------|---------------|--------------|-----------------|------------------|
|----------|------------|---------------|--------------|-----------------|------------------|

PERIODS

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

| | | | | | |
|----------------------------|---|---|---|---|-----|
| Prepare bid documents | 2 | 1 | 2 | 2 | 90% |
| Advertise for Bids | 2 | 1 | 3 | 0 | 0% |
| Award Bid | 4 | 1 | 0 | 0 | 0% |
| Preconstruction conference | 4 | 1 | 0 | 0 | 0% |
| Construction | 5 | 3 | 0 | 0 | 0% |
| Final Inspection | 8 | 1 | 0 | 0 | 0% |



12. Pocket Parks

\$30,000

Period Highlight: 1

ACTIVITY

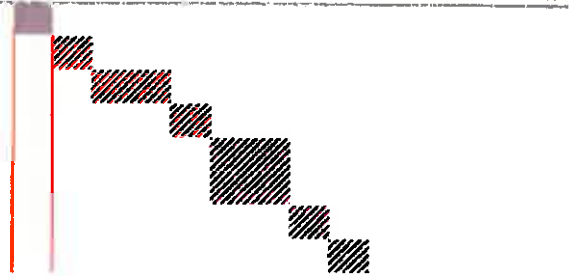
PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

Plan Actual % Complete

PERIODS

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

| ACTIVITY | PLAN START | PLAN DURATION | ACTUAL START | ACTUAL DURATION | PERCENT COMPLETE |
|----------------------------------|------------|---------------|--------------|-----------------|------------------|
| Meet with Tree Board | 1 | 1 | 1 | 1 | 100% |
| CC select potential sites | 2 | 1 | 0 | 0 | 0% |
| Discuss sites with neighborhoods | 3 | 2 | 0 | 0 | 0% |
| CC select final sites | 5 | 1 | 0 | 0 | 0% |
| Order equipment | 6 | 2 | 0 | 0 | 0% |
| Prepare sites | 6 | 2 | 0 | 0 | 0% |
| Install equipment | 8 | 1 | 0 | 0 | 0% |
| Ribbon Cuttings (3) | 9 | 1 | 0 | 0 | 0% |























































































13. Software upgrade

\$15,000

Period Highlight: 2

 Plan
  Actual
  % Complete

| ACTIVITY | PLAN START | PLAN DURATION | ACTUAL START | ACTUAL DURATION | PERCENT COMPLETE | PERIODS | | | | | | | | | | | | | |
|-------------------------------------|------------|---------------|--------------|-----------------|------------------|--|---|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | Jul 1 | Aug 2 | Sep 3 | Oct 4 | Nov 5 | Dec 6 | Jan 7 | Feb 8 | Mar 9 | Apr 10 | May 11 | Jun 12 | Jul 13 | Aug 14 |
| Bob & Luran review software options | 1 | 6 | 1 | 0 | 20% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Select new software | 7 | 1 | 0 | 0 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training | 8 | 3 | 0 | 0 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Installation and conversion | 9 | 2 | 0 | 0 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review and adjustments | 11 | 2 | 0 | 0 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Go live | 13 | 1 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

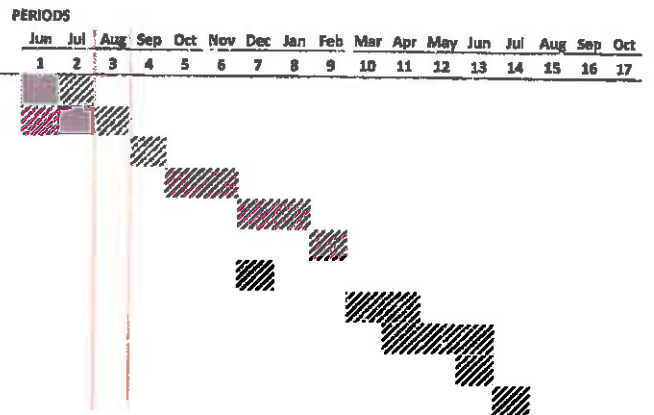
15. Street Repairs

\$32,000

| ACTIVITY | PLAN START | PLAN DURATION | ACTUAL START | ACTUAL DURATION | PERCENT COMPLETE |
|---|------------|---------------|--------------|-----------------|------------------|
| Selection of street by CC | 1 | 2 | 1 | 1 | 100% |
| Review scope with Robert, Bob, & Jody | 2 | 2 | 2 | 0 | 25% |
| Discuss scope at work session | 4 | 1 | 0 | 0 | 0% |
| Survey | 5 | 2 | 0 | 0 | 0% |
| Prepare plans | 7 | 2 | 0 | 0 | 0% |
| Plans review by City | 9 | 1 | 0 | 0 | 0% |
| Selected street submitted to LMIG @ DOT | 7 | 1 | 0 | 0 | 0% |
| Prepare wider ROW for paving | 10 | 2 | 0 | 0 | 0% |
| Schedule paving with Newton County | 11 | 3 | 0 | 0 | 0% |
| Final Inspection | 13 | 1 | 0 | 0 | 0% |
| LMIG Project closure to DOT | 14 | 1 | 0 | 0 | 0% |

Period Highlight: 3

 Plan
  Actual
  % Complete

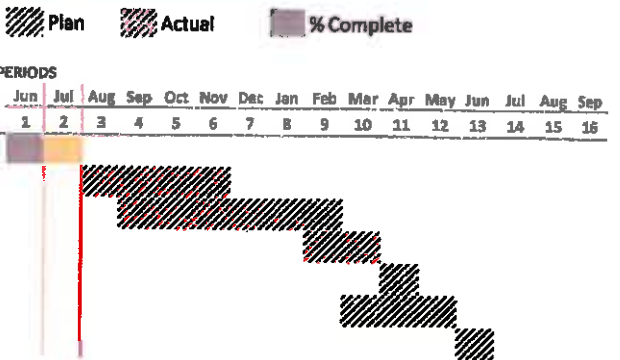


16. Survey of ROW

\$40,000

Period Highlight: 2

| ACTIVITY | PLAN START | PLAN DURATION | ACTUAL START | ACTUAL DURATION | PERCENT COMPLETE | PERIODS | | | | | | | | | | | | | | | |
|---------------------------------------|---------------|------------------|-----------------|--------------------|---------------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Issue PO - covering unopened ROW | 1 | 1 | 1 | 2 | 100% | | | | | | | | | | | | | | | | |
| Documents and previous surveys review | 3 | 4 | 0 | 0 | 0% | | | | | | | | | | | | | | | | |
| Field work | 4 | 6 | 0 | 0 | 0% | | | | | | | | | | | | | | | | |
| Assemble preliminary survey | 9 | 2 | 0 | 0 | 0% | | | | | | | | | | | | | | | | |
| Review by city | 11 | 1 | 0 | 0 | 0% | | | | | | | | | | | | | | | | |
| Additional field work | 10 | 3 | 0 | 0 | 0% | | | | | | | | | | | | | | | | |
| Completion | 13 | 1 | 0 | 0 | 0% | | | | | | | | | | | | | | | | |



18. Sewer System Improvements

\$200,000

Period Highlight: 2

Plan Actual % Complete

| ACTIVITY | PLAN START | PLAN DURATION | ACTUAL START | ACTUAL DURATION | PERCENT COMPLETE | PERIODS | | | | | | | | | | | | | | | | |
|--|------------|---------------|--------------|-----------------|------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | | | | | Jul 1 | Aug 2 | Sep 3 | Oct 4 | Nov 5 | Dec 6 | Jan 7 | Feb 8 | Mar 9 | Apr 10 | May 11 | Jun 12 | Jul 13 | Aug 14 | Sep 15 | Oct 16 | Nov 17 |
| CC discuss selection of areas with city engine | 1 | 1 | 1 | 1 | 100% | █ | | | | | | | | | | | | | | | | |
| Prepare initial cost estimates | 2 | 2 | 0 | 0 | 0% | | █ | | | | | | | | | | | | | | | |
| Review cost estimates with CC | 4 | 1 | 0 | 0 | 0% | | | █ | | | | | | | | | | | | | | |
| CC make final selection | 5 | 1 | 0 | 0 | 0% | | | | █ | | | | | | | | | | | | | |
| Prepare plans | 6 | 3 | 0 | 0 | 0% | | | | | █ | | | | | | | | | | | | |
| Plans review by City | 9 | 1 | 0 | 0 | 0% | | | | | | █ | | | | | | | | | | | |
| Advertise for bids | 10 | 1 | 0 | 0 | 0% | | | | | | | █ | | | | | | | | | | |
| Construction | 11 | 3 | 0 | 0 | 0% | | | | | | | | █ | | | | | | | | | |
| Final inspection | 13 | 1 | 0 | 0 | 0% | | | | | | | | | █ | | | | | | | | |
| Notification to owners and start taps | 14 | 1 | 0 | 0 | 0% | | | | | | | | | | █ | | | | | | | |

20. Whatcoat Street

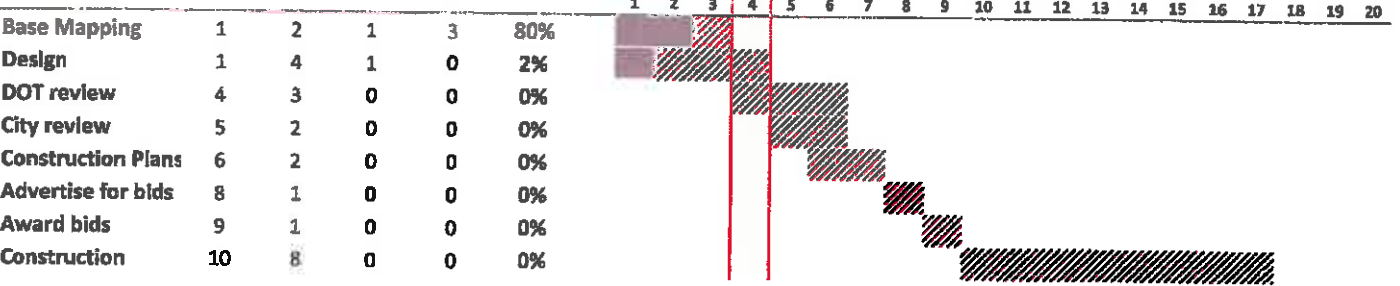
\$200,000

Period Highlight: 4

 Plan  Actual  % Complete

| ACTIVITY | PLAN START | PLAN DURATION | ACTUAL START | ACTUAL DURATION | PERCENT COMPLETE |
|----------|------------|---------------|--------------|-----------------|------------------|
|----------|------------|---------------|--------------|-----------------|------------------|

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



| Project | Date | Status |
|---|-----------|---|
| 2 Cemetery/Maintenance | | |
| 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. |
| | 6/15/2015 | Lauran and Len agreed the project for ground penetrating radar for SE section of cemetery will start in August. |
| | 8/13/2015 | Len is to begin work September 7 - 9. |

| | | |
|--------------------------------|-----------|---|
| 3 City Hall and grounds | | |
| Assigned: Lauran | 6/1/2015 | Included in FY2016 capital budget. |
| | 8/14/2015 | Meet with Cheryl Ready of Tree Board to discuss selections. |
| | 9/1/2015 | Order furniture and planters |
| | 10/1/2015 | installation |

| | | |
|--|----------|---|
| 7 Electric Competitive Projects | | |
| Assigned: Jody | 6/1/2015 | Included in FY2016 capital budget. |
| | ??? | Appoint CC ad hoc committee to review project. This may include WiFi, fiber, and automatic meter reading. |

| | | |
|---|-----------|---|
| 10 Moore Street Sidewalk | | |
| Assigned: Jody & Bob; STARTED 7/1/14 | 7/21/2014 | Robert Jordan to discuss with Council at July 21 work session. |
| | 2/2/2015 | Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June. |
| | 6/15/2015 | Waiting for OxC study to be complete. |

| | | |
|--|-----------|---|
| 11 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. |
| | 8/17/2015 | Construction is scheduled to start June 2017 |

| | | |
|----------------------------------|-----------|--|
| 17 Vehicles and Equipment | | |
| Assigned: Jody | 6/1/2015 | Swap truck bodies included in FY2016 capital budget. |
| | 6/15/2015 | Will be done in August. |

| Project | Date | Status |
|---------|-----------|---|
| | 8/17/2015 | Done, now we use one truck for both brush and leaves (grass), but we hook it to different machines. |

| One-Way/Flashing Signs | | |
|------------------------|------------|---|
| Assigned: Bob | 6/1/2015 | Included in FY2016 capital budget. |
| | 9/21/2015 | Review locations with CC at work session. |
| | 10/1/2015 | Order signs |
| | 10/15/2015 | Install signs |

| Pedestrian Crossing at SR84 | | |
|-----------------------------|-----------|---|
| | 3/2/2015 | Ongoing discussions with Oxford College and GDOT. |
| | 5/18/2015 | GDOT may fund entire project. |
| | 6/15/2015 | Project will be funded by Oxford College. |
| | 7/20/2015 | Waiting for approval from DOT |
| | 8/17/2015 | Received approval from GDOT; ordered equipment. |

| | | |
|--|-----------|--|
| Determine who is 100' from a sewer line and how to enforce ordinance | 12/5/2013 | We will have a report to Council for the January work session. |
| | 6/15/2015 | 23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed. |
| | 7/20/2015 | Only 4 homes left to go. |