

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JUNE 15, 2015 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Pace has appointed Katherine Grace as the honorary councilmember for July. Her lunch and tour was Friday, June 12th.
2. **Job Descriptions** – The FY2016 budget included two new positions. Before starting the recruitments, we would like to review the job descriptions with city council.
 - a. * **Community Development Coordinator**
 - b. * **Maintenance Worker I**
3. **George Street Walking Trail** – The budget for FY2016 includes \$80,000 for trail expansion. The budget did not specify and council has not stated exactly where the trail is to be expanded. We would like to tie this down before authorizing the city engineer to begin the trail design.
4. **Street Repairs and Resurfacing** – The budget for FY2016 includes \$50,000 for street repairs and resurfacing. We recommend that we repair and widen George Street between Emory and Asbury. We would contract with the city engineer for the survey and design. George Street has a 99 foot right-of-way, but over the years the paved area has narrowed.
5. ***Projects Status Report** – We have 20 capital projects for FY2016. That’s a lot to keep up with so we have revised our projects status report. We have enclosed:
 - a. The capital budget for FY2016
 - b. Our traditional Projects Status Report
 - c. Gantt charts prepared for the more complicated projects.
6. **Finance** - Due to banking changes we need to have a discussion of alternative financial institutions for deposit of city reserve funds.

*Attachments



JOB TITLE: Community Development Coordinator

DEPARTMENT: General Government

JOB SUMMARY: This position is responsible for performing a broad range of activities related to commercial and residential development along with the overall development of the City.

MAJOR DUTIES:

- Work to encourage developers and others to locate retail business and to construct high density residential housing in the City. Serve as the City's primary point of contact for all development inquiries.
- Develop and promote events and celebrations that promote the City. Work with city staff in the presentation of the July 4th Parade.
- Coordinate development activities with Newton County, the City of Covington, the Covington-Newton County Chamber of Commerce, the Electric Cities of Georgia, and the Georgia Department of Community Affairs.
- Work to incorporate the development of technology in the city with the future development of the city.
- Work with and support the Oxford Planning Commission. Develop recommendations for the Planning Commission on Applications for Development Permit Approval.
- Research rezoning and zoning amendment requests. Prepare recommendations for the Planning Commission.
- Help create and then work with the Oxford Downtown Development Authority.
- Work with Oxford College to encourage joint activities that would support residential and commercial development.
- Perform research that will support retail and residential development.
- Research and apply for grants to benefit the City.
- Investigate possible annexations to the City.
- Prepare monthly reports to the City Council and the City Manager.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the prerequisites for downtown development and the factors that influence developers to locate in a city.
- Familiar with residential development.
- Skill in preparing and maintaining reports and records.
- Skill in written and oral communication and interpersonal relations.
- Skill in operating and working with computers, online searches, and social media.

SUPERVISORY CONTROLS: This position reports to the city manager.

COMPLEXITY: The work consists of varied administrative and creative duties. Budgetary constraints and frequent contact with the public and the governing body contribute to the complexity of the work.

PERSONAL CONTACTS: Contacts are typically with co-workers, local elected officials, employees from other departments, employees from other governments, developers, and the general public.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk and in the field. The employee occasionally lifts light objects, uses equipment requiring dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and in the field.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has no supervisory responsibility.

MINIMUM QUALIFICATIONS:

- BA degree in a related field. MA preferred.
- Grant writing skills and experience preferred.
- Some experience with local government.



JOB TITLE: Public Works Maintenance Worker NEW

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for performing unskilled and semi-skilled duties necessary for the accomplishment of various street, public works, and utilities projects.

MAJOR DUTIES:

- o Reads electrical and water meters to capture usage data.
- o Assists in constructing, repairing, and maintaining city streets, drainage systems, electrical distribution systems, water and sewer systems, and other public works projects.
- o Perform work orders assigned by city clerk's office including utility turn on and turn off along with additional readings.
- o Assists with DOT required traffic control on construction and repair projects.
- o After a training period, operates the chipper truck and leaf vacuum truck.
- o Perform water meter cutoffs, train for and then perform electric meter cutoffs.
- o Replaces broken registers on water meters. Replaces and repairs broken water meter lids and boxes.
- o Clears debris from storm drains; grades ditches for proper drainage. Assists with maintenance required by storm water regulations and storm water ordinance.
- o Assists with setting poles and anchors; operates pneumatic tools. Serves as the ground man.
- o Assists with installing and replacing street lights. Serves as the ground man.
- o Performs tree maintenance duties including low level trimming (after training), mulching, and watering.

- o Pick up trash and debris on streets and rights-of-way.
- o Mows grass on city rights-of-way and property as necessary. Operates bush hog.
- o Operates vehicles and equipment as directed; performs safety inspection of vehicles and equipment prior to use. Performs routine maintenance of equipment and vehicles, including washing, checking fluid levels, and lubricating.
- o Patches potholes.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of safety procedures pertaining to public works activities.
- o Knowledge of city geography and locations of utility meters.
- o Skill in operating public works and utilities equipment.
- o Skill in the use of tools such as chain saws, jack hammers, and various hand tools.
- o Ability to acquire training and learn new skills required for advanced work, such as electrical line work.

SUPERVISORY CONTROLS: The Supervisor of Public Works and Utilities assigns work in terms of general instructions. The Supervisor reviews work in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related semi-skilled and unskilled maintenance and repair duties. Opportunity may be made available for further training for skilled duties.

SCOPE AND EFFECT: The purpose of this position is to perform public works and utilities maintenance and repair duties. Successful performance in this position helps ensure clean, attractive roadways, and safe streets, and effective utility services for community residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, occupies bucket on bucket truck, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional inclement weather. The work requires the use of safety devices such as hard hats, ear protection, masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- o Experience with truck driving and with equipment such as back hoe and tractor.
- o Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with DMV. CDL preferred; in no CDL upon employment, employee may be expected to qualify for CDL within a reasonable period of time.

CAPITAL BUDGET FISCAL YEAR 2016

PROJECT DESCRIPTION	FY Start	TOTAL COST FY 2016	CITY FUNDS FY 2016	GRANTS	OXFORD COLLEGE	OTHER	STWP Dated 1/23/13 Item #
1 Bike/Pedestrian Pathways/Trails	2017	80,000	80,000				38,42
2 Cemetery Mapping	2015	8,000	8,000				9
3 City Hall and grounds projects *	2016	15,000	15,000				
4 City Master Plan Develop & Implement	2016	100,000	100,000				23,24,25
5 City Park Land Acquisition & Development (County 2011 SPLOST is other funding source)	2015	250,000	150,000			100,000	29
6 City Park Playground & Pavilion Design & Build	2017	20,000	20,000			0	29
7 Electric Competitive Projects *	2016	500,000	100,000				
8 Electric System Improvements	2015	500,000	100,000				15
9 George Street Park Storm Drainage	2016	40,000	40,000				
10 Moore Street Sidewalk	2016	200,000	50,000			150,000	38,42
11 Pedestrian Bridge/Sidewalk #	2015	1,200,000	60,000	940,000		200,000	38,42
12 Pocket Parks	2016	30,000	30,000				
13 Software Upgrades Clerk's Office	2015	15,000	15,000				5
14 Storm Drainage plans & improvements	2016	5,000	5,000				
15 Street Repairs and Resurfacing	2016	50,000	32,000	18,000			10,24
16 Survey of city rights-of-way	2016	40,000	40,000				20
17 Vehicles & Equipment *	2016	12,000	8,000				
18 Water/Sewer System Improvements *	2016	200,000	200,000				
19 Wayfinding signs	2016	10,000	10,000				14
20 Whatcoat Street improvements	2016	200,000	200,000				24
TOTALS		\$3,475,000	1,263,000	\$958,000	\$0	\$450,000	

Pedestrian Bridge - GDOT is providing Grant funds; Covington is providing funds shown in column labeled "Other"

* see Capital Budget Detail sheet

Project	Date	Status
1 Bike/Pedestrian Pathways Trail		
Assigned: Bob	2/16/2015	Discussed work session. Will be considered as part of FY2016 capital budget.
	2/24/2015	Robert will prepare construction estimate by 3/13.
	5/18/2015	to be included in FY2016 budget.
	6/15/2015	See Gantt Chart.

2 Cemetery Mapping		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2014	7/16/2014	Contractor will start in August; plans to finish by end of October.
	5/18/2015	Len Strozier is finished and presented report to Council at work session.
	6/15/2015	Lauran and Len agreed the project for ground penetrating radar for SE section of cemetery will start in August.

3 City Hall and grounds		
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/1/2015	Order furniture and planters
	9/15/2015	installation

5 City Park Land Acquisition		
Assigned: Council; STARTED 7/1/14; 2008 STWP	8/4/2014	discussion during City Council meeting.
	6/15/2015	See Gantt Chart for survey of park.

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

8 Electric System Improvements		
	6/1/2015	Included in FY2016 capital budget.
	6/15/2015	See Gantt Chart.

6 George Street Park Storm Drainage		
Assigned: Jody; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	2/24/2015	Met with Robert Jordan & Jody. Robert will prepare construction estimate by 3/13. Will be included in capital requests for FY16.

Project	Date	Status
	6/15/2015	See Gantt Chart.

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.

12 Pocket Parks		
Assigned: Bob	12/15/2014	Council requested cost estimates for three pocket parks.
	3/13/2015	to be included in FY2016 budget.
	6/15/2015	See Gantt Chart.

13 Software Upgrades Clark'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.
	3/11/2015	Lauran asked Harris Inc. to schedule the implementation soon.
	5/18/2015	Implementation has been indefinitely delayed.
	6/15/2015	See Gantt Chart.

15 Street Repairs and Resurfacing		
	6/1/2015	Included in FY2016 capital budget
	6/15/2015	Discuss selection of street with CC at work session. See Gantt Chart.

16 Survey of City Rights-of-Way		
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.

Project	Date	Status
	2/16/2015	Discussed at work session. Will be considered as part of FY2016 capital budget.
	6/15/2015	See Gantt Chart.

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.

18 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.
	3/13/2015	Discuss selection of area as part of FY2016 budget.
	6/15/2015	See Gantt Chart.

19 Wayfinding signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	7/20/2015	Review locations with CC at work session.
	7/30/2015	Order signs
	9/1/2015	Install signs

20 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.
	3/16/2015	Work Session - Robert will report on revised layout and construction estimate.
	4/20/2015	Council selected the mini-roundabout layout. Robert Jordan has been authorized to prepare construction drawings.
	5/18/2015	Will be considered as part of draft capital budget.
	6/15/2015	See Gantt Chart.

Pedestrian Crossing on SR31		
	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.

Project	Date	Status
Determine who is UPB from a sewer line and how to enforce ordinance	12/6/2013	We will have a report to Council for the January work session.
Scheduled completion 2/17/2014; Assigned: Bob, Luran, & 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.
	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.
	2/26/2015	Received 3 title checks. Submitted 2 names to police department
	3/13/2015	Preparing additional letters.
	5/18/2015	Additional taps have been made. Getting ready to turn additional names to the police department.
	6/15/2015	23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed.

City Archives Preservation/Presentation		
Assigned: Bob & Luran; 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.

Project	Date	Status
	2/27/2015	Delivered minutes and map to Emory Archives along with signed agreements. Emory Archives will give us periodic progress reports.
	5/18/2015	Emory Archives has all the materials. We have no progress reports to date.

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.
	2/2/2015	Review final draft at council meeting.
	2/16/2015	Discussed at work session. Assigned to ad hoc committee.
	3/2/2015	Reviewed committee report at council meeting.
	3/16/2015	Review committee report at work session.
	4/16/2015	Issued PO for new signs. Should take about a month.
	5/18/2015	Printability has completed the signs. They are waiting for the posts to arrive.
	6/8/2015	Installation underway.

Waters Station Lift Station		
Assigned: Jody & Bob	1/5/2015	Discussed at Council meeting. Will get cost estimates for pump upgrades in FY2016 budget.
	2/24/2015	Bob & Jody met with Robert. Robert will prepare construction estimate by 3/13 to be considered as part of FY16 capital budget.
	5/18/2015	Robert and Jody are working on an operational solution that will not require construction.

North Emory Street Sidewalk		
STARTED 7/1/14	7/21/2014	Robert Jordan discussed 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.
	3/16/2015	Discuss at work session.
	6/15/2015	Project not included in FY16 budget. PROJECT CANCELLED BECAUSE OF COST.

Project	Date	Status
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.
	3/2/2015	Will discuss license agreement at council meeting.
	3/16/2015	Will be discussed at work session.
	5/18/2015	Will be discussed at work session.

5 Asbury Park Survey

Period Highlight: **2**

 Plan
  Actual
  % Complete

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT	PERIODS										
	START	DURATION	START	DURATION	COMPLETE	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Request estimate from eng.	1	1	1	1	100%	█										
Issue PO	2	1	2	1	100%		█									
Survey	2	3	0	0	0%			█	█	█						
Environmental Assessment (level I)	3	2	0	0	0%				█	█						
City Review	5	1	0	0	0%						█					
Prepare final survey	6	1	0	0	0%							█				

8 Electric System Improvements

Period Highlight: 1

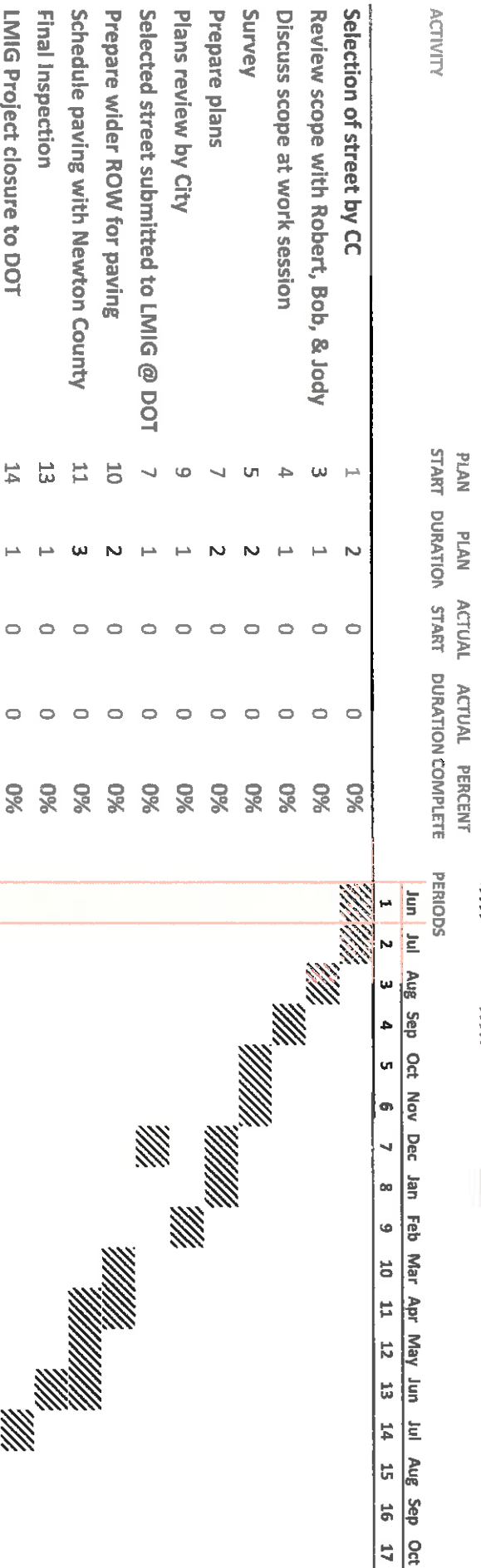
 Plan
  Actual
  % Complete

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT	PERIODS
	START	DURATION	START	DURATION COMPLETE		
Jody work with ECG to plan Bonnell St	1	3	0	0	0%	1 2 3 4 5 6 7 8 9 10 11 12
Bids on materials	4	2	0	0	0%	1 2 3 4 5 6 7 8 9 10 11 12
Bids on labor	4	2	0	0	0%	1 2 3 4 5 6 7 8 9 10 11 12
Award bids, issue PO	6	1	0	0	0%	1 2 3 4 5 6 7 8 9 10 11 12
Construction	7	3	0	0	0%	1 2 3 4 5 6 7 8 9 10 11 12
Final Inspection	10	1	0	0	0%	1 2 3 4 5 6 7 8 9 10 11 12

15 Street Repairs

Period Highlight: 1

 Plan
  Actual
  % Complete



18 Sewer System Improvements

Period Highlight: 1

Plan Actual % Complete

ACTIVITY PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	0	0	0%
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%

PERIODS

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

