

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
TUESDAY, JANUARY 19, 2016 – 6:00 P.M.  
CITY HALL  
A G E N D A**

1. **Mayor Pro Tem** – Council should elect a Mayor Pro Tem for 2016. Here is a list of the councilmembers who have served recently: 2015 Sarah Davis; 2014 Lyn Pace; 2013 Terry Smith; 2012 David Eady; 2011 Frank Davis; 2010 Sue Dale; 2009 Jim Windham.
  2. **Planning Commission** – Council appointed Jeff Wearing to the Planning Commission at the January meeting. We neglected to officially reappoint Jonathan Eady to the Planning Commission. This will be on the agenda at the February meeting.
  3. **Powerline Tree Trimming Contract** – We will discuss the proposed tree trimming contract for the electric lines with Burford, Inc.
  4. **Special Projects Workgroup** – Councilmember Jim Windham will report on the progress of this workgroup.
  5. **2011 SPLOST Projects and 2017 SPLOST Projects** – It's almost time to start preparing a list of projects for the next SPLOST referendum.
  6. **Update on I-20 Pedestrian Bridge** – The latest schedule from GDOT shows the notice to proceed for construction will be issued in June 2017 with construction to be completed by August 2018.
  7. **Landscaping Contract or Groundskeeper position** – We need to return to this discussion.
  8. **\*Projects Status and Engineer's Progress Reports**
- \*Attachments

Project	Date	Status
<b>2 Cemetery Mapping</b>		
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.
	9/7/2015	Len started work.
	11/9/2015	Mapping should be done soon. Will install markers soon.
	12/21/2015	Len has ordered the #d stakes for the unmarked and is working on the final draft of his report. He has located 79 unmarked graves, mostly within family plots.
	1/19/2016	Rain has slowed the final part of this down.

<b>3 City Hall and grounds</b>		
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 planters
	10/19/2015	Painting planters
	11/9/2015	Planters installed.
	12/17/2015	Plants planted in planters and thriving.

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

<b>10 Moore Street Sidewalk</b>		
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.
	9/8/2015	OxC is waiting for study to be approved by Emory.

<b>11 Pedestrian Bridge/Sidewalk</b>		
--------------------------------------	--	--

Project	Date	Status
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
	1/19/2016	No status change

49 Wayfinding signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.

Purchasing 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.
	7/20/2015	Waiting for approval from DOT
	8/17/2015	Received approval from GDOT; ordered equipment.
	10/19/2015	Some equipment has arrived; but not all.
	11/16/2015	All equipment has arrived. Will set up coordination meeting with contractor and GDOT.
	12/14/2015	DOT cancelled coordination meeting. We're trying to set up another time when they can get here from Tennille.
	1/21/2016	on site meeting scheduled with GDOT.

Determine who is 100' from a sewer line and how to enter ordinance	12/8/2013	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.
	9/8/2015	Only 2 homes left to go.

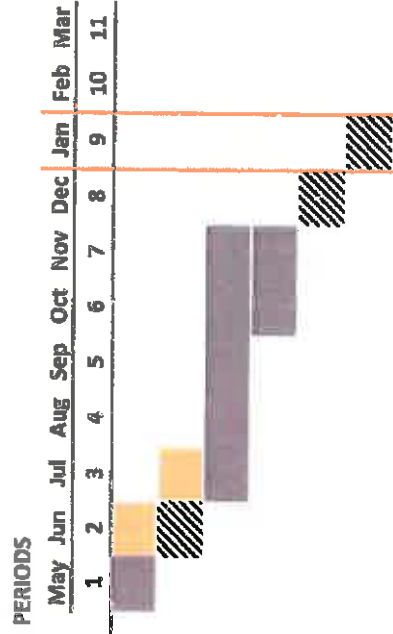
# 5. Asbury Park Survey

\$6,700

Period Highlight: 9

 Plan
  Actual
  % Complete

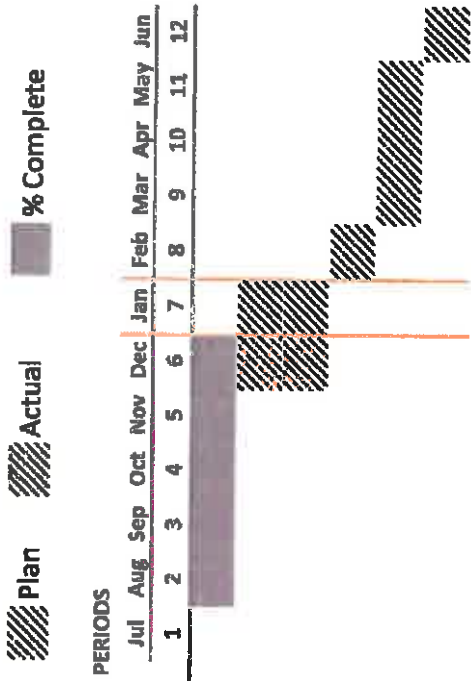
ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS																
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar						
Request estimate from eng.	1	1	1	2	100%																	
Issue PO	2	1	3	1	100%																	
Survey	3	5	3	5	100%																	
Environmental Assessment (Level I)	6	2	6	2	100%																	
City Review	8	1	0	0	0%																	
Prepare final survey	9	1	0	0	0%																	



# 8. Electric System Improvements

\$100,000

Period Highlight: 7



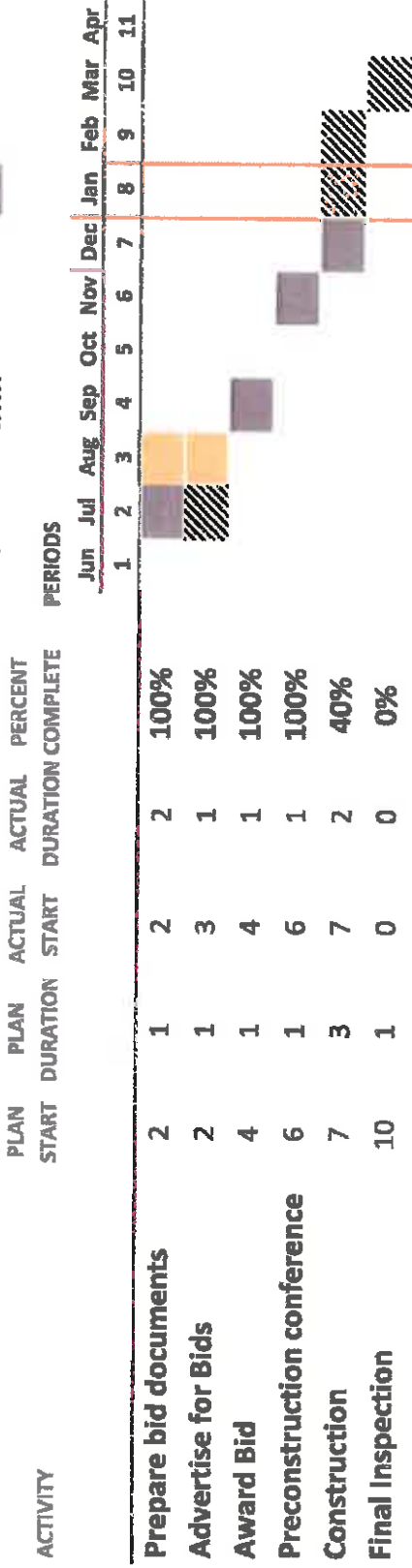
ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	5	2	5	100%
Bids on materials	6	2	6	1	0%
Bids on labor	6	2	6	1	0%
Award bids, issue PO	8	1	0	0	0%
Construction	9	3	0	0	0%
Final Inspection	12	1	0	0	0%

# 9. George St Park Drainage

\$80,000

Period Hlghlight: 8

 Plan
  Actual
  % Complete



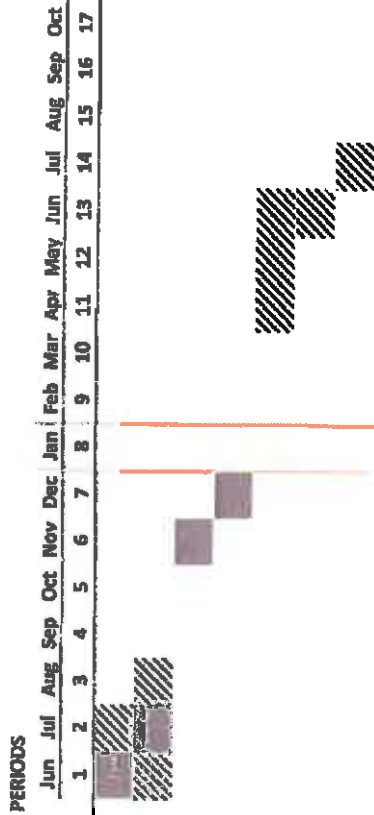
# 15. Street Repairs

\$32,000

Period Highlight: 8

Plan Actual % Complete

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	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
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%



# 16. Survey of ROW

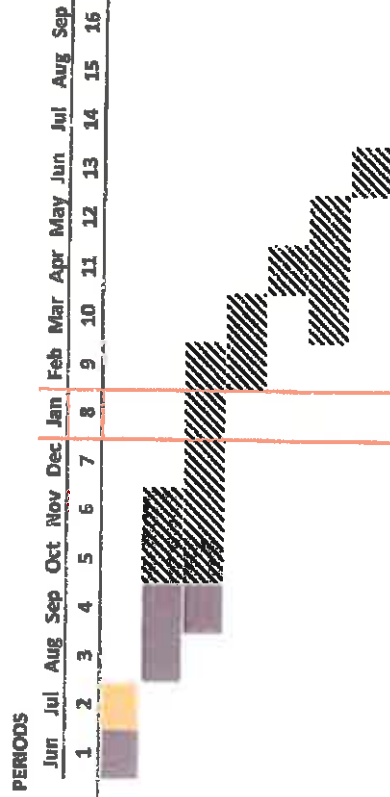
Period Highlight: 8

\$40,000

 Plan
  Actual
  % Complete

ACTIVITY

PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
1	1	1	2	100%
3	4	3	4	60%
4	6	4	2	50%
9	2	0	0	0%
11	1	0	0	0%
10	3	0	0	0%
13	1	0	0	0%



Issue PO - covering unopened ROW

Documents and previous surveys review

Field work

Assemble preliminary survey

Review by city

Additional field work

Completion



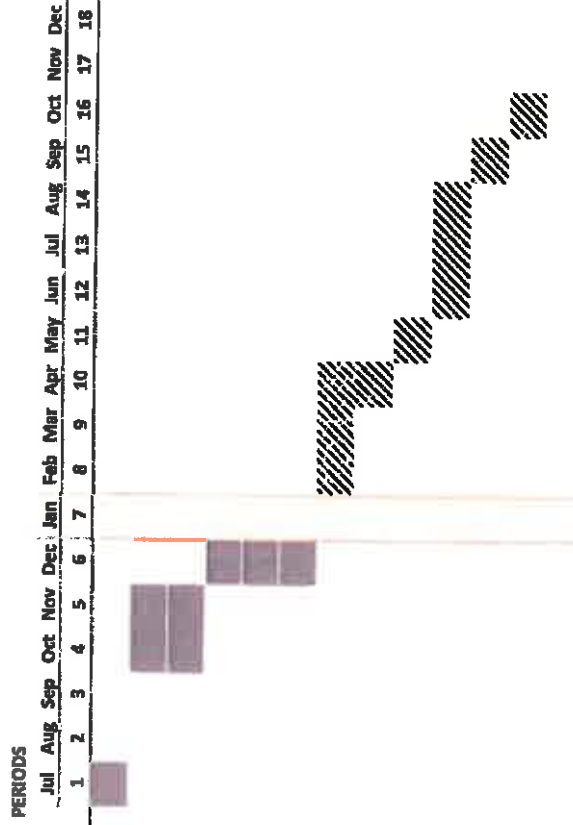
# 18. Sewer System Improvements

\$200,000

Period Highlight: 7

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	6	1	6	1	100%
Prepare GEFA loan application	6	1	6	1	50%
Prepare plans	8	3	0	0	0%
Plans review by City	10	1	0	0	0%
Advertise for bids	11	1	0	0	0%
Construction	12	3	0	0	0%
Final Inspection	15	1	0	0	0%
Notification to owners and start taps	16	1	0	0	0%



What area should we select??

# 20. Whatcoat Street

Period Highlight: 8

\$200,000

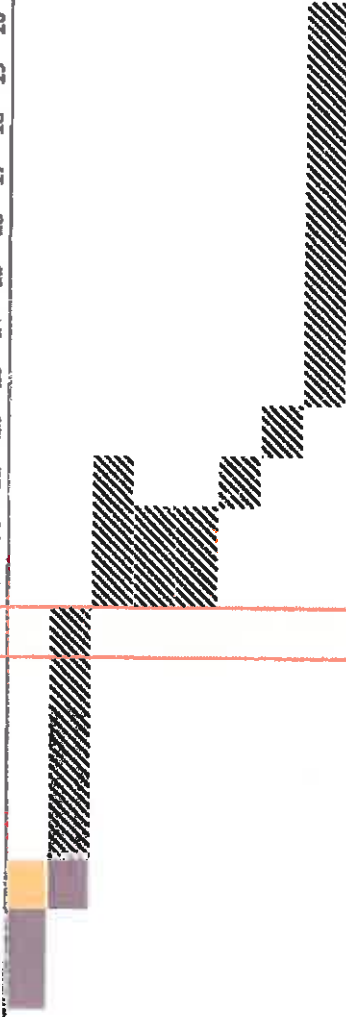
 Plan
  Actual
  % Complete

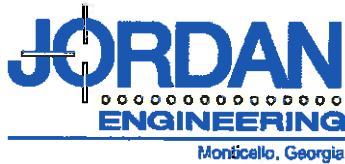
ACTIVITY      PLAN START      PLAN DURATION      ACTUAL START      ACTUAL DURATION      PERCENT COMPLETE

PERIODS

May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Base Mapping	1	2	1	3	100%
Design	3	6	3	4	40%
GDOT review	9	3	0	0	0%
City review	9	2	0	0	0%
Construction Plans	9	2	0	0	0%
Advertise for bids	11	1	0	0	0%
Award bids	12	1	0	0	0%
Construction	13	8	0	0	0%





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

January 14, 2016

Re: Monthly summary – December activities

Dear Mr. Schwartz:

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

1. General Support
  - a. I located and mapped the location of the wooden fence near the southern right-of-way of George Street about 300 feet west of Wesley Street.
2. Right-of-Way survey project
  - a. Performed additional deed and plat research for right-of-way mapping project.
  - b. Performed data collection and began establishing control network for right-of-way mapping project. We made a lot of progress in December, including finding one very old stone mid-block monument that helps to confirm our location and orientation.
3. George Street Drainage Improvements project
  - a. Contractor was scheduled to begin in December, but rains prevented his start.
4. Whatcoat Street
  - a. Made progress on civil plans and paused to compare our proposed intersection design with plans underway by Oxford College.

Please call or email me if you have questions about any of the items listed below.

Sincerely,  
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan".

Robert O. Jordan, PE RLS

rj