

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, APRIL 18, 2016 – 6:00 P.M.  
CITY HALL  
A G E N D A**

1. **Honorary Councilmember** – Councilmember Eady appointed Mike Besaw as the Honorary Councilmember for May. He will attend the April work session and the May 2<sup>nd</sup> council meeting. His tour of the city was April 18<sup>th</sup>.
2. **Mayor's Announcements**
3. **UGA Project Report** – Pratt Cassity, director of the University of Georgia Center for Community Design and Preservation, and several of his students will present recommendations based on the recent design workshop. After their presentation we will have ample time for feedback from City Council.
4. **\*Projects Status and Engineer's Progress Reports**
5. **FY2017 Annual Budget** – We will distribute the first draft of our Annual Budget for FY2017 (July, 2016 – June 2017). We will have a called work session on Monday, April 25<sup>th</sup> to review the budget in detail.

**\*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 Strozer 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.
	2/14/2016	Len will report at annual Cemetery meeting.
	3/21/2016	Project is substantially complete.
	4/18/2016	Project complete, final invoice paid.

<b>3 City Hall Landscaping</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.
	2/15/2016	On hold for design suggestions from Special Projects Committee.
	3/21/2016	Benches on order.
	4/12/2016	Installed a picnic table behind city hall.

<b>7 Electric Conduit Project</b>		
Assigned: Jody	6/1/2015	Included in FY2016 capital budget.
	1/14/2016	Met with Corning representatives about city wide fiber. Waiting for cost estimate from Corning.

<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.

Project	Date	Status
	9/8/2015	OxC is waiting for study to be approved by Emory.
	2/4/2016	Robert Jordan and Bob met with OxC to discuss alignment of sidewalk now that drainage study is complete. Robert is working on design.
	3/21/2016	Report from Robert at work session.
	4/18/2016	We will have budget estimate as part of FY17 budget.

15 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	<b>Construction is scheduled to start June 2017</b>
	1/19/2016	No status change
	2/10/2016	Bob attended GDOT workshop on acquisition which will be necessary for easements for some of sidewalk project.
	3/21/2016	Title checks and appraisals underway.
	4/18/2016	Title checks and appraisals are both complete. We are waiting for GDOT to appoint a review appraiser. One step at a time!

16 Wayfinding sign		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	2/15/2016	Special Projects Committee

Pedestrian Crossing on SR81		
	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
	2/15/2016	Scheduled to be installed this week.
	3/21/2016	Installed, working on final adjustments to lights. GDOT will install the striped crosswalk when the lights are complete.
	4/4/2016	Crosswalk is operational. Project is complete.

Project	Date	Status
Determine who is 100' from a sewer line and how to enforce ordinances	4/21/2015	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.

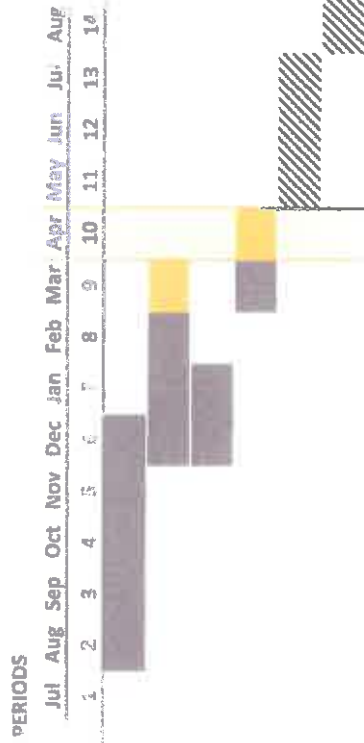
# 8. Electric System Improvements

\$100,000

Period Highlight: 10

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	5	2	5	100%
Bids on materials	6	3	6	4	100%
Bids on labor	6	2	6	2	100%
Award bids, issue PO	9	1	9	2	100%
Construction	11	3	0	0	0%
Final Inspection	14	1	0	0	0%

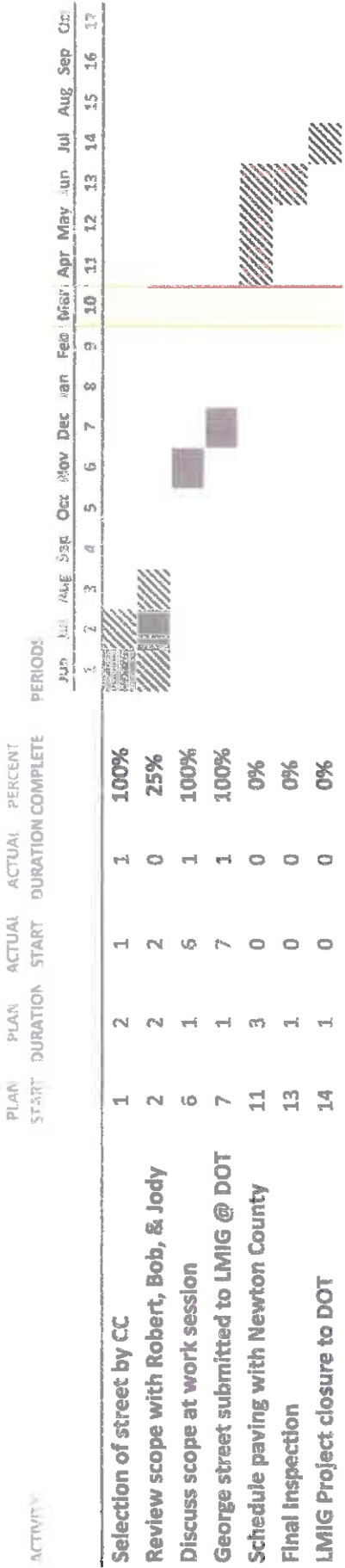


# 15. Street Repairs

\$33,000

Period Highlight: 10

Plan Actual % Complete



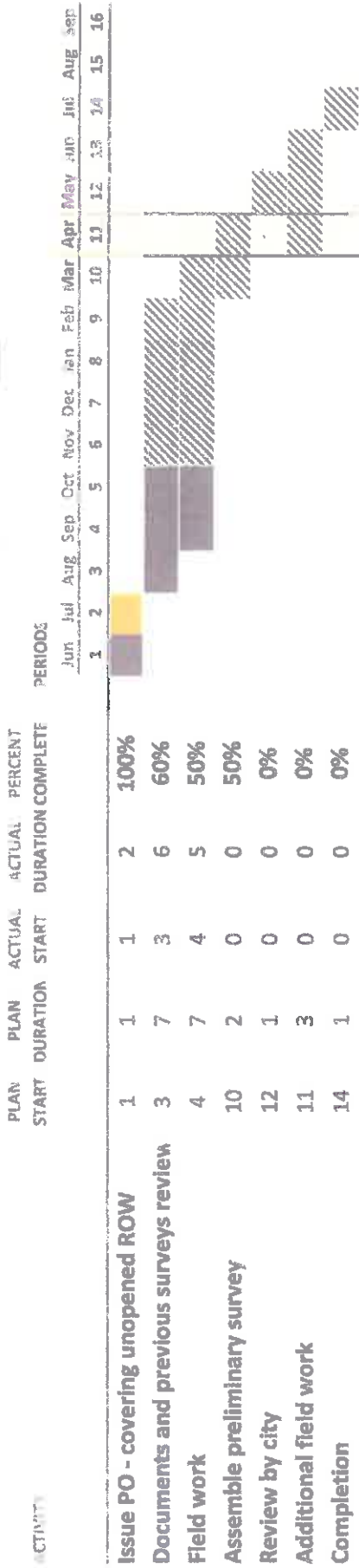
ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
Schedule paving with Newton County	11	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

\$40,000

Period Highlight: 11

Plan Actual % Complete



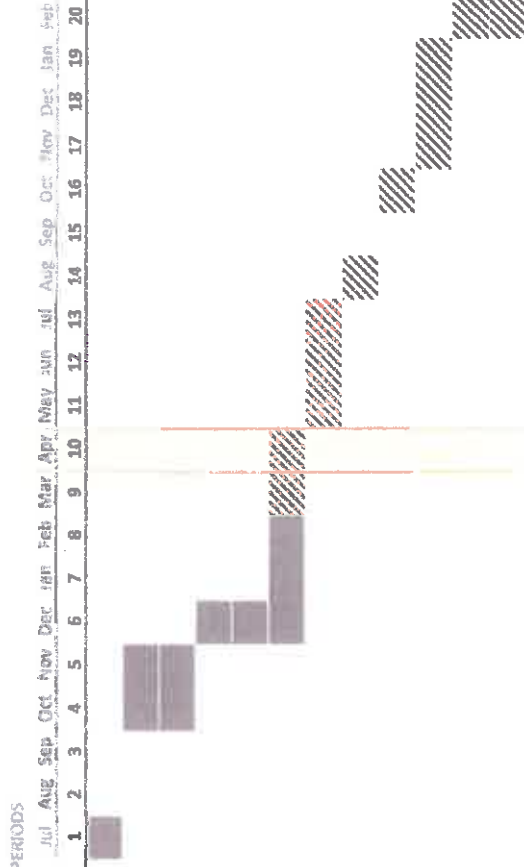
# 1.8 Sewer System Improvements

\$200,000

Period Highlights: 10

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engineer	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	3	6	5	75%
Prepare plans	11	3	0	0	0%
Plans review by City	14	1	0	0	0%
Advertise for bids	16	1	0	0	0%
Construction	17	3	0	0	0%
Final Inspection	20	1	0	0	0%
Notification to owners and start taps	20	1	0	0	0%





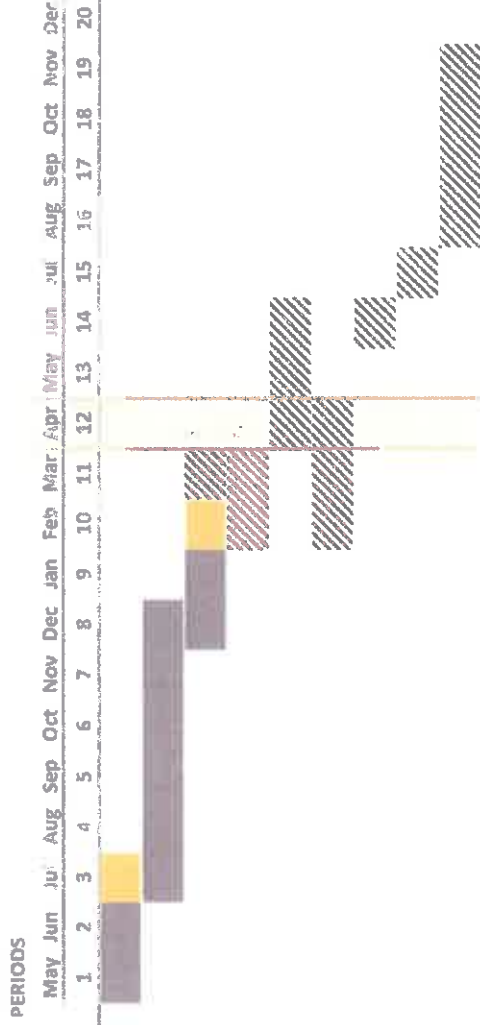
# 20. Whatcoat Street

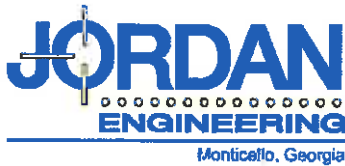
\$200,000

Period Highlight: 12

 Plan
  Actual
  % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Base Mapping	1	2	1	3	100%
Design	3	6	3	6	100%
Construction Plans	8	2	8	4	90%
Review with OxC	10	2	10	2	0%
GDOT review	12	3	0	0	0%
City review	10	3	0	0	0%
Advertise for bids	14	1	0	0	0%
Award bids	15	1	0	0	0%
Construction	16	4	0	0	0%





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

April 15, 2016

Re: Monthly summary – March activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in March 2016:

1. General Support

- a. Prepared topo and profile drawings for four water service locations on North Emory Street and submitted to Georgia DOT under the GUPS process; addressed comments.
- b. Site visit and final inspection of George Street Park storm sewer construction with Jody Reid.
- c. Performed research into design requirements of boardwalk structures capable of carrying golf cart traffic for George Street trail estimates.
- d. Met with councilman Windham in Oxford regarding Whatcoat Street layout
- e. Moore Street sidewalk project: located property corners for Campus Police parcel to support creation of sidewalk easement.
- f. Met with Wearings regarding Options 3A and 3B for George Street trail routing.

2. Right-of-Way survey project

- a. GPS data collection of existing survey control monuments for traverse support
- b. Deed and plat research to aid in ongoing field work
- c. Identify potential control point locations
- d. Selected 10 permanent, intervisible control point locations and installed custom brass "City of Oxford" monuments
- e. Collected first round of control point locations
- f. Additional survey traverse work in west portion of town, working north to south

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