



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, NOVEMBER 16, 2015 – 6:00 P.M.
CITY HALL**

**MEMBERS PRESENT: JERRY D. ROSEBERRY, MAYOR; COUNCILMEMBERS: JIM WINDHAM;
GEORGE HOLT; SARAH DAVIS; LYN PACE; TERRY SMITH; DAVID EADY**

**OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Luran Willis, City
Clerk; Hoyt & LaTrelle Oliver, Kendra Mayfield, Todd Cain, Jeff Wearing, Robert Jordan, Officer
Michele Peterson, J.P. Godfrey, Carol & Neil Penn, Pastor Josh Roberts**

The meeting was called to order by the Honorable Jerry D. Roseberry, Mayor

Honorary Councilmember

Mayor Roseberry introduced Pastor Josh Roberts as Honorary Councilmember for November as appointed by Councilmember Sarah Davis.

Mayor's Reports

Mayor Roseberry announced the Newton County Chamber Economic Development Committee will meet on Friday, November 19 at 8:30am at The Center.

Mayor Roseberry announced the city has received a check from the Newton County Board of Commissioners on behalf of Commissioner J. C. Henderson in the amount of \$100,000.00 for the new Asbury Street park development.

Sewer Extensions

Robert Jordan presented maps and information on the project to extend sanitary sewer lines along Emory Street with a concept plan. City Manager Bob Schwartz presented a cost analysis broken down by project and areas with a projection of a 15 year loan from GEFA and a payback schedule. Mayor Roseberry instructed City Manager Bob Schwartz to ask GEFA to run cost analysis numbers for a 20 year loan to be presented at the December meeting. Attachment A

Oxford Planning Commission

City Manager Bob Schwartz announced that Mike Ready has resigned from the Oxford Planning Commission leaving a vacancy. Bob presented a list of the current members noting that Jonathan Eady's three year term will expire in December. Eady has expressed a desire to serve another term. Bob asked council to submit any request for new members at the December meeting. Attachment B

Local Maintenance & Improvement Grant

City Manager Bob Schwartz stated the LMIG program is three years old. He included a letter from GDOT announcing our grant for FY2016 of \$18,640.86 with the deadline to submit our application being January 1, 2016. Bob made a recommendation to use this year's grant to assist in resurfacing George Street. We estimate the cost at \$36,000. We will have a Resolution at the December 7th meeting. Mayor Roseberry asked Bob to research the possibility of adding the resurfacing of the streets in the Oxford Historical Cemetery. Bob indicated this cost is for the asphalt only, Newton County would do the paving. Mayor Roseberry stated we will also have to pay for the trucking of the asphalt. Attachment C

Recreational Trails Grant Program

City Manager Bob Schwartz informed council that grants are available from \$25,000 to \$100,000. He indicated we did not receive this grant last year. The deadline for the application is December 18, 2015. Bob included a map from last year's application and asked council if they want to resubmit or redesign our application. Councilmember Eady said he feels we need to add option 4 (George Street) back to the application and drop option 3 (Hull Street). Councilmember Windham said his experience is you are more successful when you provide connectivity. Windham said he feels we need to put George Street back in and remove option 3 (Hull Street). Bob said he will put option 4 back into the design and submit the request for a vote at the December meeting. Attachment D

Groundskeeper Job Description

City Manager Bob Schwartz advised council that we need to decide if we are going to create this position or rebid our landscape maintenance contract that our current contract expires in December. Bob presented the material that was prepared in anticipation of creating the new position. Councilmember George Holt stated we don't know what we had last time that there was confusion with the contract. His concern is that when we do a contract that we have a complete scope of work in writing. Councilmember David Eady concurred with Councilmember Holt and included we need to have a clear scope of what's to be done and have it mapped to show the exact amount of the rights-of way and make sure we are clear on what and how much is to be done. Councilmember Jim Windham said he thinks there is no imperative to get this done that we should wait until Robert Jordon gets all of the surveys of the rights-of-way completed so we know exactly what we are going to ask someone to do even if we have to use temps to do it. Based on the projects we are doing now this job description may not fit the needs of what we will need in future. City Manager Bob Schwartz asked what is the recommendation for the current contractor whose contract expires December 31, 2015. Mayor Roseberry concluded in instructing Bob that we will go month to month if the contractor is willing to continue under

those terms. Bob told council that he will send them a copy of the contract and asked them to red line the items they would like to change. Attachment E

Asbury Street Park Sidewalks

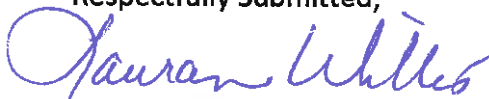
City Manager Bob Schwartz informed council the house the city purchased on 104 West Watson Street contains asbestos throughout in the wallboard. He presented two quotes from Enviroprobe, LLC, one to remove the asbestos and another to demolish the house. Because the two prices were so close in price he asked council for guidance on which one they wish to do. Council informed Bob to proceed with the abatement of the wallboard and to ask for a quote on removing the back porch. Attachment F

Project Status and Engineer's Progress Reports

Robert Jordan presented a narrative summary of the work he has completed during the prior month which included reports of general support, the Asbury Park site mapping, the George Street drainage improvements project, the Whatcoat Street design, and the city-wide right-of-way survey. Attachment G

There being no further business the meeting was adjourned at 7:22pm.

Respectfully Submitted;

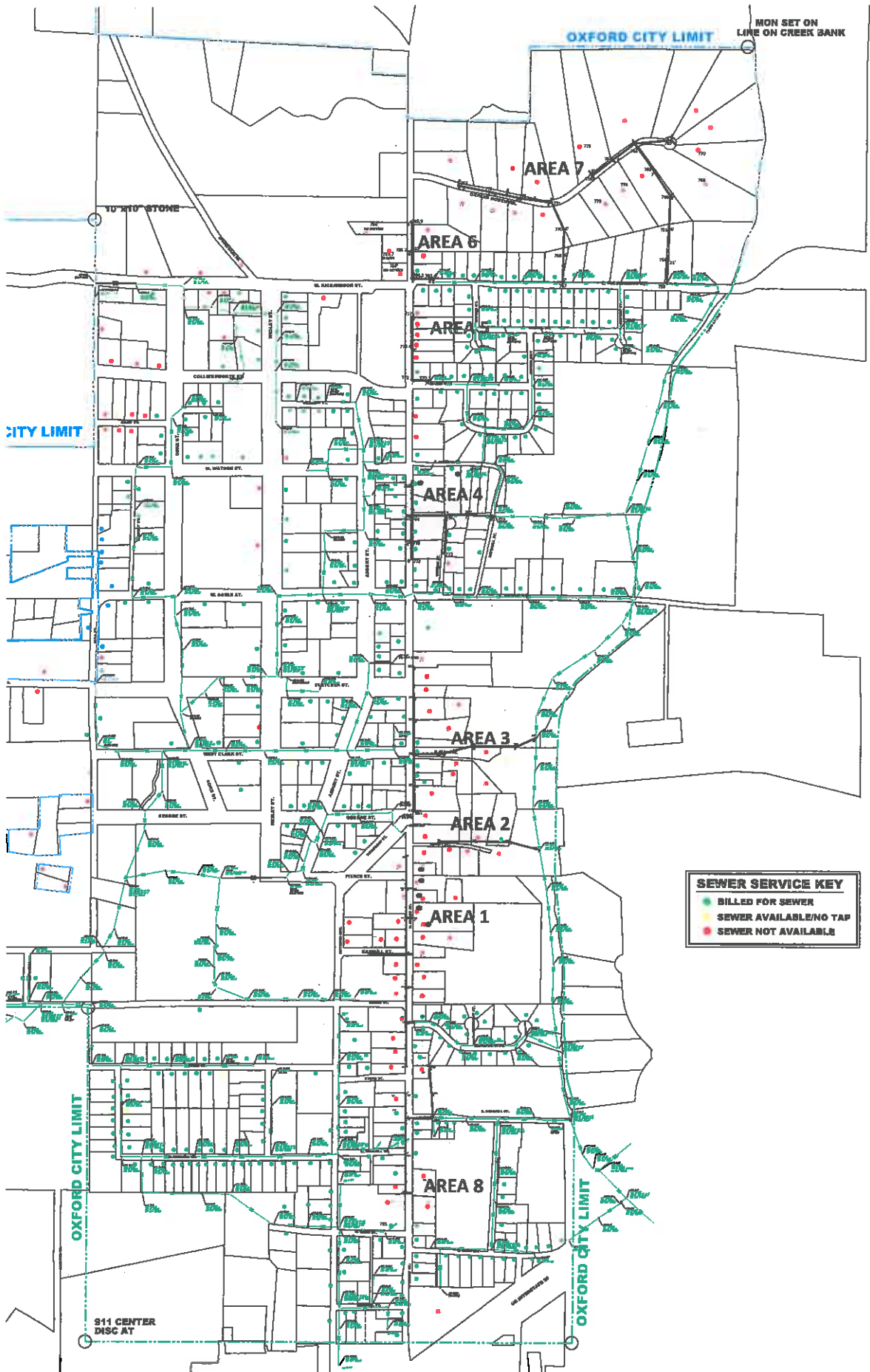


Lauran Willis, CMC
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, NOVEMBER 16, 2015 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Davis appointed Pastor Josh Roberts as honorary councilmember for December.
2. **Sewer Extensions** – We will present additional information on the project to extend sanitary sewer lines along Emory Street and to apply for a loan from the Georgia Environmental Facilities Authority (GEFA). City engineer Robert Jordan will present a concept plan.
3. * **Oxford Planning Commission** – Mike Ready has resigned from the Oxford Planning Commission leaving a vacancy. We have attached a list of the current members.
4. * **Local Maintenance & Improvement Grant** – The LMIG program is three years old. The attached letter from GDOT announces our grant of \$18,640.86. The deadline is January 1, 2016. We recommend we use this year's grant to assist in resurfacing George Street. We estimate the cost at \$36,000. We will have a Resolution at the December 7th meeting.
5. * **Recreational Trails Grant Program** – We did not receive this grant last year. Grants are available from \$25,000 to \$100,000. The deadline for the application is December 18, 2015. We have enclosed the map from the application last year. We will need to decide if we want to resubmit or redesign our application.
6. * **Groundskeeper position** – We need to decide if we are going to create this position or rebid our landscape maintenance contract. The current contract expires in December. We have included the material we prepared in anticipation of creating the position.
7. * **Asbury Street Park** – The house we purchased at 104 W Watson at the southern end of the park contains asbestos. We have attached two quotes from Enviroprobe, LLC to remove the asbestos and to demolish the house. The asbestos is in the wallboard throughout the house. The two prices are close enough that we wanted guidance from Council before proceeding.
8. ***Projects Status and Engineer's Progress Reports**

*Attachments



SEWER SERVICE KEY

- BILLED FOR SEWER
- SEWER AVAILABLE/NO TAP
- SEWER NOT AVAILABLE

Sewer Expansion

Project One				
	Area	Connections	Cost	Cost/home
	1	30	\$247,706	\$8,257
	2	4	\$80,258	\$20,064
	3	17	\$245,358	\$14,433
	4	14	\$188,350	\$13,454
	5	5	\$68,807	\$13,761
	Totals	70	\$830,479	\$11,864
	10% contingency		\$83,048	
	engineering estimate		\$66,438	
	TOTAL		\$979,965	

Project Two				
	Area	Connections	Cost	Cost/home
	6	3	\$69,365	\$23,122
	7	15	\$289,059	\$19,271
	8	10	\$186,917	\$18,692
	Totals	28	\$545,341	\$19,476
	10% contingency		\$54,534	
	engineering estimate		\$43,627	
	TOTAL		\$643,502	

Loans				
15 year term, 0.5% interest				
Beginning July, 2016. Payoff July, 2031				
	Loan	Monthly Payment	Yearly totals	Total Interest
Project One	\$980,000	\$5,652	\$67,824	\$37,413
Project Two	\$650,000	\$3,749	\$44,988	\$24,815
	\$1,630,000	\$9,401	\$112,812	\$62,228

Sewer Tap Fees Customers		Tap Fee		Incentive Tap Fee	
Project One	70	\$3,600	\$252,000	\$1,700	\$119,000
Project Two	28	\$3,600	\$100,800	\$1,700	\$47,600
TOTAL	98		\$352,800		\$166,600

Monthly sewage fees

Covington charges us \$6 per 1,000 gallons

Average usage is 5,000 gallons

We charge customers \$35.25 for 5,000 gallons

Net cash flow per customer \$5.25

	Customers	Monthly	Yearly
Project One	70	\$367.50	\$4,410.00
Project Two	28	\$147.00	\$1,764.00
	98	\$514.50	\$6,174.00

Loan Payback APPROXIMATE

Project One

	Loan Balance	Pay back	Tap Fees Balance	Tap Fees Used	Sewer Charge Used	Sewer Charge Balance	Other
FY 2017	\$1,017,413	\$67,828	\$119,000	\$67,828	\$0	\$4,410	0
FY 2018	\$949,585	\$67,828	\$51,172	\$51,172	\$8,820	\$8,820	\$7,835
FY 2019	\$881,758	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2020	\$813,930	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2021	\$746,103	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2022	\$678,275	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2023	\$610,448	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2024	\$542,620	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2025	\$474,793	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2026	\$406,965	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2027	\$339,138	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2028	\$271,310	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2029	\$203,483	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2030	\$135,655	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
FY 2031	\$67,828	\$67,828	\$0	\$0	\$4,410	\$4,410	\$63,418
						TOTAL	\$832,263

Project One with 20% principal forgiveness

	Loan Balance	Pay back	Tap Fees Balance	Tap Fees Used	Sewer Charge Used	Sewer Charge Balance	Other
FY 2017	\$813,930	\$54,262	\$119,000	\$54,262	\$0	\$4,410	0
FY 2018	\$759,668	\$54,262	\$64,738	\$54,262	\$0	\$8,820	\$0
FY 2019	\$705,406	\$54,262	\$10,476	\$10,476	\$13,230	\$13,230	\$41,032
FY 2020	\$651,144	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2021	\$596,882	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2022	\$542,620	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2023	\$488,358	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2024	\$434,096	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2025	\$379,834	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2026	\$325,572	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2027	\$271,310	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2028	\$217,048	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2029	\$162,786	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2030	\$108,524	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
FY 2031	\$54,262	\$54,262	\$0	\$0	\$4,410	\$4,410	\$49,852
						TOTAL	\$639,256

Oxford Planning Commission

Mike Ready, Chair

70 Wentworth Drive

Term expires December 2015

Jonathan Eady, Vice Chair

1216 Wesley Street

Term expires December 2015

Shawonna Gaither, Secretary

1401 Wesley Street

Term expires December 2016

Ron Manson

50 Wentworth Drive

Term expires December 2017

Vivian Harris

406 West Soule Street

Term expires December 2017

Penny England

318 W. Stone Street

Term expires December 2016

Attachment C

Russell R. McMurry, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

June 16, 2015

Jerry Roseberry, Mayor
City of Oxford
110 West Clark Street
Oxford, GA. 30054

RE: Fiscal Year 2016 Local Maintenance & Improvement Grant (LMIG) Program

Dear Mayor Roseberry:

We are pleased to announce that the Department will begin accepting applications for the Fiscal Year 2016 LMIG Program on July 1, 2015. Please complete the attached application along with your Project Report form containing the road name, length of project, termini, type of work, project cost and construction let date. As a reminder, please mail your application package to the Tennille District Office at P.O. Box 8, Tennille, Georgia 31089 instead of the Local Grants Office in Atlanta. All LMIG applications must be received in the District Office no later than January 1, 2016.

Your formula amount for the 2016 Program is \$18,640.86. Each local government is required to match this formula amount in accordance with Code Section 48-8-244(d). The General Guidelines and Rules and other pertinent reports can be found on the Department's website at www.dot.ga.gov/ps/local/lmig. We must receive a satisfactory status letter of your previous LMIG Grants before approval can be given on your FY 2016 application. Random audits will be conducted and a satisfactory status of your previous LMIG Grants must be received before approval can be given on your FY 2016 application.

If you should have any questions regarding the LMIG Program please contact the Local Grants Office in Atlanta at (404) 347-0240. Thank you for your attention and cooperation in this matter.

Sincerely,

Russell McMurry, P.E.
Commissioner

RM:TLG
Attachments

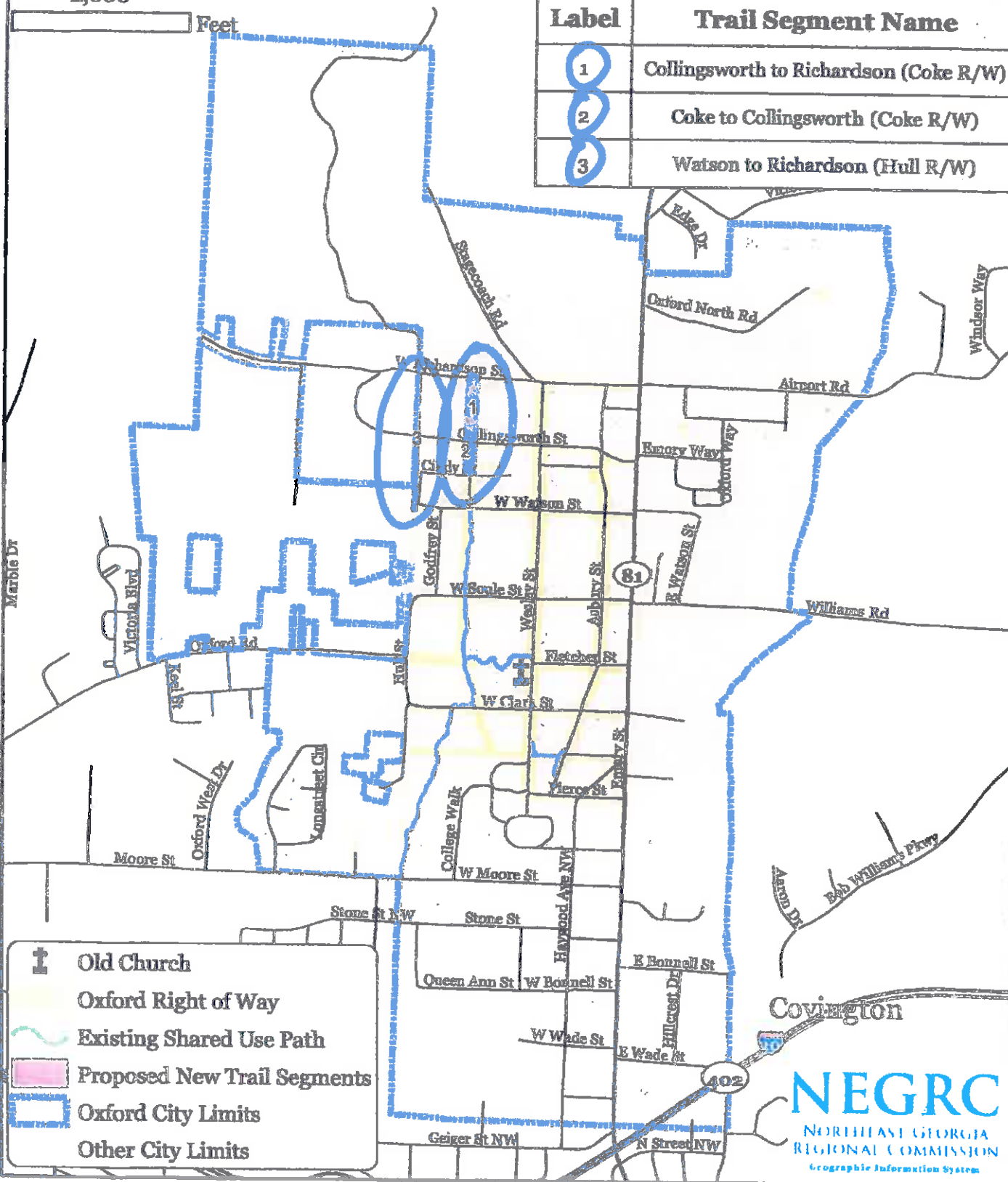
Cc: Mr. Jimmy Smith; Hon. Rick Jeffares; Hon. Ronald Ramsey; Hon. Dave Belton; Mr. Robert Brown

City of Oxford - Trail Grant Application Site Map

2,000

Feet

Label	Trail Segment Name
1	Collingsworth to Richardson (Coke R/W)
2	Coke to Collingsworth (Coke R/W)
3	Watson to Richardson (Hull R/W)



- Old Church
- Oxford Right of Way
- Existing Shared Use Path
- Proposed New Trail Segments
- Oxford City Limits
- Other City Limits

NEGRC
 NORTHEAST GEORGIA
 REGIONAL COMMISSION
 Geographic Information System



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, October 16, 2015
Re: Groundskeeper

INTRODUCTION – In a way, we are the victims of our own success. We started contracting for grounds maintenance in January, 2014. Since then, more and more citizens have elected to have the city contractor cut the grass on the right-of-way adjoining their yard. When we bid this contract, the Emory water line was under construction, so the Emory right-of-way was not an issue for the first year. While we do not own any more right-of-way, we have more to maintain. Based on the request of a council sub-committee, we have prepared this recommendation to maintain the rights-of-way, city parks, and city grounds with city employees and part-time assistance.

JOB DESCRIPTION – Working with Jody Reid and Lauran Willis, we prepared the attached job description for a new position for Groundskeeper. We think it covers all the essential elements of the job. We have included tree maintenance. We have a responsibility to continue to mulch, water, and maintain all of the city trees in the rights-of-way and in our parks and city grounds. During the summer, this will be a minor part of the job, but during the fall and winter, it will be a major part of the job.

STRATEGY – When we bid this in November 2013, the bids ranged from \$24,000 to \$63,000. We have added about 50% more right-of-way to the list to be maintained since then. It's likely that new bids will be substantially higher. We can get the job done with one full time position and a part time position during the grass growing season – about seven months, depending on rainfall. Our zero turn lawnmower went down for the count at just about the time we started our contract in 2014, so we need to buy two mowers.

BUDGET – Here is a draft budget for this change.

Groundskeeper (Grade 10A)	\$24,691.59
Fringe Benefits	\$10,945.41
SUBTOTAL	\$35,637.00
Part-time	\$12,320.00
Total personnel	\$47,957.00
Lawnmower 60" cut	\$10,000.00
Lawnmower 50" cut	\$10,000.00
	\$20,000.00

TIMING – Our current contract expires in December 2015. If council is agreeable, we will prepare a budget amendment and a final approval for the new position for the November council meeting.

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

WHEREAS, City Council has determined it is necessary adopt a job description for “groundskeeper”; place the new position on the city pay plan; and authorize the recruitment for the new position,

NOW THEREFORE BE IT RESOLVED, that

1. The attached job description for the job title groundskeeper is adopted.
2. The job title groundskeeper is placed on the city pay plan as Grade 10.
3. A position for groundskeeper is created effective January 1, 2016 and the city manager is authorized to recruit and fill this position.

Adopted this second day of November, 2015.

BY:

Mayor

ATTEST:

City Clerk



JOB TITLE: Groundskeeper

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for operating mowing equipment to maintain grounds of parks, trails, and city properties, and maintaining trees and plantings.

MAJOR DUTIES:

- Operates a zero-turn mower and bush hog to cut grass on all city property, trails, and city rights-of-way.
- Operates a push mower, weed eater, and trimmers to cut and trim grass and prune hedges. Also edges sidewalks and pavement edges when necessary.
- Performs tree maintenance duties including low level trimming, mulching, and watering.
- Plants and maintains flower beds, rain gardens, and shrubs.
- Operates a chain saw and other small equipment to cut and clear unwanted or dead trees from parks or city grounds. Operates debris blowers either hand carried or mounted on a golf cart.
- Performs such laboring duties as placing sod, spreading fertilizer, picking up litter, emptying trash cans, and blowing or raking leaves.
- Performs routine maintenance on equipment; sharpens or changes blades, preventive maintenance on mowing decks and small engines.
- Clears debris from storm drains; grades ditches for proper drainage. Assists with maintenance required by storm water regulations and storm water ordinance.
- Assists with DOT required traffic control on construction and repair projects.
- Pick up trash and debris on streets, trails, and rights-of-way.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of safety procedures pertaining to public works activities.
- Knowledge of city geography, city streets, and rights-of-way boundaries.
- Skill in operating groundskeeping equipment.
- Ability to acquire training and learn new skills required for flower bed maintenance, tree trimming, and mulching

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 equipment operation duties in the maintenance of grounds. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to cut grass and perform other related duties to maintain city properties. Successful performance helps ensure attractive and well maintained grounds in parks and properties.

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 intermittently sitting, standing, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, and use equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed outdoors, where the employee is exposed to occasional inclement weather, noise, dust, dirt, grease, and machinery with moving parts. The work may require the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- Experience with equipment such as lawn mowers, debris blowers, and weed eaters.
- Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with the DMV.
- Prefer experience with a bush hog, and experience and skills in tree planting, pruning, mulching, and landscape horticulture.

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

WHEREAS, City Council has determined that it is necessary to amend the operating budget for the streets department and the contingency budget in the general fund,

NOW THEREFORE BE IT RESOLVED, that

1. The streets department budget is amended as follows: reduce contract lawn care by \$8,000; increase regular employee salaries by \$11,850; increase overtime by \$500; increase group insurance by \$4,000; increase Social Security by \$950; increase retirement (401(k)) by \$500; and increase contract labor by \$6,200. The total increase is \$24,000. The total reduction is \$8,000. The net increase is \$16,000.
2. Decrease the general fund contingency amount by \$16,000. This will reduce it from \$46,363 to \$30,363.

Adopted this second day of November, 2015.

BY:

Mayor

ATTEST:

City Clerk

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would be to the benefit of the city to provide groundskeeping and landscape maintenance services using both full-time city employees and part-time employees, and

WHEREAS, City Council has determined that it is necessary to purchase two additional zero turn lawnmowers at a cost of \$20,000 total, and

WHEREAS, there are sufficient unallocated funds in the capital project funds to provide for this expenditure,

NOW THEREFORE BE IT RESOLVED, that

The capital budget for FY2016 is amended by adding a \$20,000 line item for the purchase of 20 turn lawnmowers.

Adopted this second day of November, 2015.

BY:

Mayor

ATTEST:

City Clerk

Enviroprobe, LLC
1931 Highway 11 S
Covington, Georgia 30014
email: enviroprobe@bellsouth.net
Phone: 404-557-9320

Mr. Jody Reid
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

November 10, 2015

Re: **Asbestos Abatement Cost Proposal**
Residential House
104 West Walton Street
Oxford, Georgia 30054

Enviroprobe proposes to abate the Asbestos Containing Materials (ACM's) from the site referenced above.

<input type="checkbox"/> Abate wall board & joint compound 3952 s/f	\$5,250.00
<input type="checkbox"/> EPD Abatement notification & Fees	\$250.00
<input type="checkbox"/> Roll off Containers T&D	
<input type="checkbox"/> Disposal of ACM's with manifest	
<input type="checkbox"/> Certified Abatement Supervisor	
<input type="checkbox"/> Certified Abatement Workers	
Total Abatement	\$5,500.00

Ten working days notification have to be giving to the state before abatement can begin.

If you have any questions about the proposal please do not hesitate to call me at (404) 557-9320.
Thank you for the opportunity of being of service to you.

Sincerely



Roy Mote

Asbestos in Buildings:
Inspection and Assessment
Certificate Number 14720

Enviroprobe, LLC
1931 Highway 11 S
Covington, Georgia 30014
email: enviroprobe@bellsouth.net
Phone: 404-557-9320

Mr. Jody Reid
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

November 11, 2015

Ref: **Demolition Cost Proposal**
Residential House
104 West Watson Street
Oxford, Georgia 30054

Demolition of house, concrete and site work for the site referenced above.

Includes the following:

- Location of utilities
- Submit EPD demo notification
- Demolition of house & concrete driveway
- Equipment and labor
- Roll off Containers T&D
- Rough graded and balanced with dirt on site
- Seed and straw site on completion

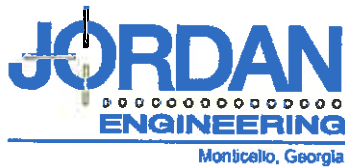
Total Project Cost \$9,500.00

If you have any questions about the proposal please do not hesitate to call me at (404) 557-9320.
Thank you for the opportunity of being of service to you.

Sincerely,



Roy Mote



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

November 5, 2015

Re: October monthly summary

Dear Mr. Schwartz:

As requested, I will begin submitting monthly narrative summaries of work completed during the prior month under our engineering and surveying contract with the City of Oxford. More detailed information can be found on invoices for individual projects, but this report will serve to consolidate and summarize that information in a single easily-accessible location. I'll try to be brief and concise. If you find the format of this update to be too brief or too long, let me know and I'll adjust accordingly. The list below describes the work we performed in October:

1. General Support

- a. I attended a city council work session and council meeting on October 5th and provided input on a number of items including the Dining Hall site boundary issue, the George Street Park drainage project, the Asbury Park project, and the citywide right-of-way survey.
- b. I prepared a boundary survey plat depicting the land to be quit-claimed between the City and Emory University at the Dining Hall site.
- c. I prepared a legal description for Mr. Strickland for use in the quit claim deeds for the Dining Hall site.
- d. I attended a meeting with the City Manager, Mayor, and Superintendent to discuss 2016 SPLOST projects.
- e. I provided Asbury Park information to J. Tanner, the landscape architect working on a DOT submittal.
- f. I meet with Terry Smith and the City Manager to discuss potential sewer expansion projects.

2. Asbury Park site mapping

- a. We did additional CAD work and research for the topographic and mapping project on Asbury Park after receiving word that the southern parcels had been purchased by the City and the project could move forward.
- b. We had a crew collect additional field data on the south end of the site.
- c. I authorized Triple Point Engineering to proceed with the level 1 environmental assessment that had been on hold pending property purchase.

3. George Street Drainage Improvements project

- a. I prepared and issued a contract between the City of Oxford and Ace/Kimble Services for drainage improvement work at George Street Park.

- b. I attended a pre-construction meeting at George Street Park with Scottie Croy from the City and Huie Stewart from Ace/Kimble Services.
- 4. Whatcoat Street
 - a. I completed the base design for the Whatcoat Street project, meaning I took the concept plan created in months prior and established the real-world geometric design based on asbuilt survey information.
 - b. A survey crew collected additional topo data needed near Pierce Street.
 - c. I began coordinating with Tres Thomas at the City of Covington related to the proposed sidewalk improvements planned on N. Emory Street.
 - d. Began work to gain access to details and specs used on a nearby similar project by Oxford College.
- 5. City-Wide Right-of-Way survey
 - a. Began collecting deed and plat record information related to private surveys for each lot within the project area.
 - b. Continued recon to collect additional evidence to solidify/modify our orientation and positioning of the 1837 survey of the city center.

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

Sincerely,
Jordan Engineering, Inc.



Robert O. Jordan, PE RLS

rj

Attachment G

Project	Date	Status
2 Cemetery Mapping		
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.

3 City Parkland 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 planters
	10/19/2015	Painting planters
	11/9/2015	Planters installed.

7 Street/City Collaborative 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.
	9/8/2015	OxC is waiting for study to be approved by Emory.

11 Parkside Lane 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

Project	Date	Status
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Let Wayfinding signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	10/19/2015	set up CC committee to propose signs.

Recreate crossing on SR22		
	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.

Determine why 15,000 from a sewer line and how to enforce ordinances	12/5/2014	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.

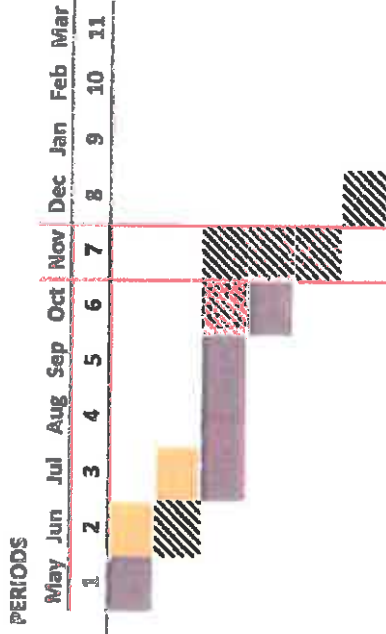
5. Asbury Park Survey

\$6,700

Period Highlight: 7

 Plan
  Actual
  % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Request estimate from eng.	1	1	1	2	100%
Issue PO	2	1	3	1	100%
Survey	3	5	3	4	90%
Environmental Assessment (Level I)	6	2	6	1	50%
City Review	7	1	0	0	0%
Prepare final survey	8	1	0	0	0%



8. Electric System Improvements

\$1,000,000

Period Highlight: 5

Plan Actual % Complete

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

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

Jody work with ECG to plan Bonnell St

Bids on materials

Bids on labor

Award bids, issue PO

Construction

Final Inspection

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	5	2	4	50%
Bids on materials	6	2	0	0	0%
Bids on labor	6	2	0	0	0%
Award bids, issue PO	8	1	0	0	0%
Construction	9	3	0	0	0%
Final Inspection	12	1	0	0	0%



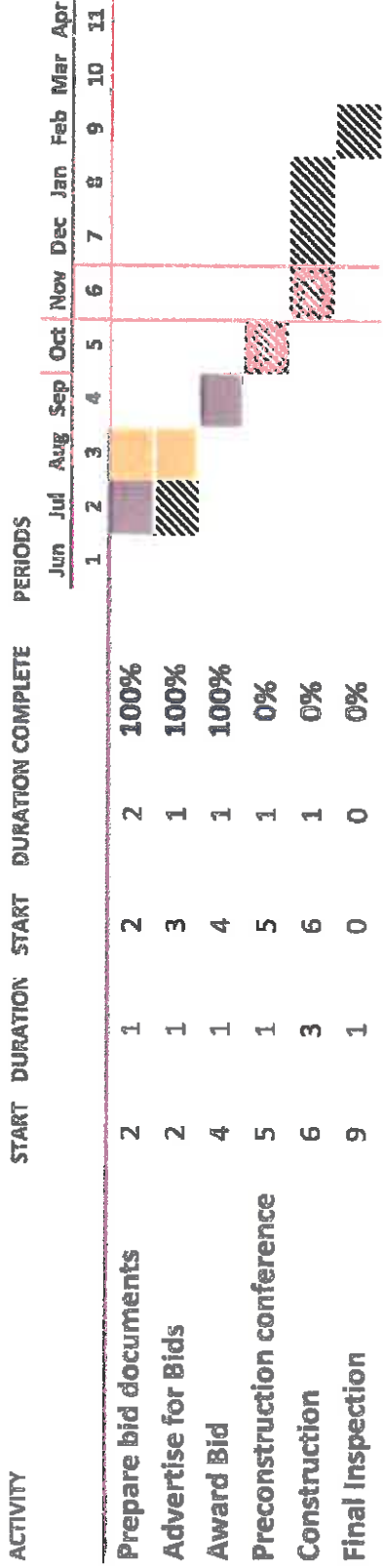
9. George St Park Drainage

\$80,000

Period Highlight: 6

 Plan
  Actual
  % Complete

ACTIVITY PLAN START DURATION ACTUAL START 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

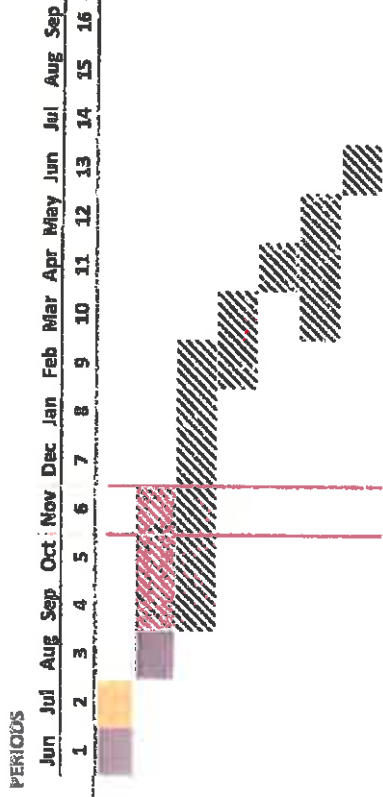
16. Survey of ROW

\$40,000

Period Highlight: 6

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	4	3	4	20%
Field work	4	6	0	0	10%
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%



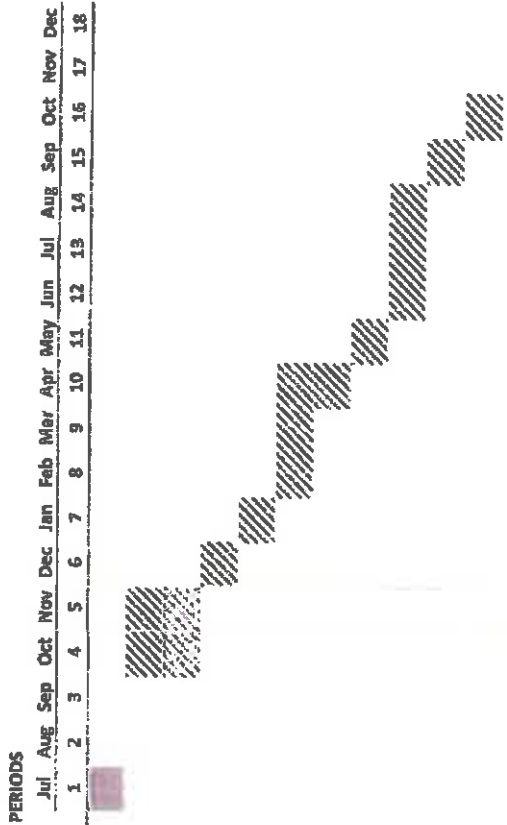
18. Sewer System Improvements

\$200,000

Period Highlight: 5

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	0	0	0%
Prepare initial cost estimates	4	2	4	2	0%
Review cost estimates with CC	6	1	0	0	0%
CC make final selection	7	1	0	0	0%
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??

20th Whatcoat Street

\$200,000

Perford Highlight: 7

 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	4	40%
GDOT review	7	3	0	0	0%
City review	8	2	0	0	0%
Construction Plans	8	2	0	0	0%
Advertise for bids	10	1	0	0	0%
Award bids	11	1	0	0	0%
Construction	12	8	0	0	0%

