



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, SEPTEMBER 19, 2016 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Jim Windham; Sarah Davis; Melvin Baker; George Holt; David Eady; Mike Ready.

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Kendra Mayfield, JP Godfrey, Hoyt and LaTrelle Oliver, Juanita Carson, James Waddey.

* **AGENDA** – Attachment- A

HONORARY COUNCILMEMBER

Mayor Roseberry announced James Waddey as the Honorary Councilmember for October, appointed by Councilmember Sarah Davis.

MAYORS ANNOUNCEMENTS

Mayor Roseberry announced that Chief Harvey has hired a new police officer, Michelle McClung, who started with the city today. Chief Harvey gave a brief detail about Officer McClung and said she will be officially introduced at the October meeting.

DDA STUDY COMMITTEE

Councilmember Mike Ready as Chairman gave a presentation from the Ad Hoc study committee. He reported on what started the DDA inquiry, the State Laws of having a DDA, the alternatives and their resources they consulted with. Ready explained what can be done with a DDA, how it would fit into the existing city structure, how the city would guide the DDA and concluded with a checklist for starting a DDA. There was a lot of discussion and questions from councilmembers. The final decision was to have City Manager Bob Schwartz invite Monica Callahan, executive director DDA and city planning director, Madison to come and talk to Council about how Madison got started with their DDA and offer suggestions to Oxford. Attachment B

SUBSTANDARD RENTAL PROPERTIES

City Manager Bob Schwartz discussed the need for an ordinance to deal with substandard rental properties, including requiring inspections before connecting utilities. Council instructed Schwartz to prepare a draft ordinance and bring it back to council for review. Schwartz presented a memo with questions to council regarding the unfit building ordinance. Schwartz said our code is not much different from Porterdale and Covington and then presented council with questions specific to the differences in duties and process of an

enforcement official. It was suggested that Schwartz proceed with the legal research on the side of rental properties. Attachment C

MISUSE OF THE 911 SYSTEM

Chief Harvey said he met with City Solicitor Quader Baig and discussed the misuse of 911 calls. Baig suggested the Police Department issue citations under the section 20-45 of the city code. False calls to E911 will fall under the category of "other misbehavior", city code section 20-45 – Maintaining a disorderly house. Attachment D

JOB DESCRIPTIONS

Councilmember Holt recommends that we do not require a high school diploma or GED for the Groundskeeper position (job description attached). City Manager Bob Schwartz said to clarify the job description for Groundskeeper will remain the same with no changes to the requirements. Holt said we do not recommend removing the requirement for a high school diploma or a GED for the meter reader position. To clarify Schwartz said this would be a requirement for hiring a meter reader and this will be part of the requirements for advertising and hiring. Schwartz said he and Jody Reid will run a new advertisement. Attachment E

SPLOST 2017

City Manager Bob Schwartz said that Newton County is planning to schedule the SPLOST 2017 election for March 21, 2017. We need to have our projects selected by the October 3 Council meeting so Mayor Roseberry can present it in the negotiations with the other cities and the county. Schwartz said that only capital projects are eligible such as roads, streets, and bridges, which may include sidewalks and bicycle paths; a cultural, recreational or historic facility; a water or sewer capital outlay project and a public safety facility. Schwartz presented a draft of a budget for the projects to be considered. Mayor Roseberry said the SPLOST is based on population. With this the city can assume \$1.7 million. He said the County figure is approximately \$85 million. Councilmember Eady requested to add street lighting. It was suggested that Schwartz modify the project descriptions to show transportation which would include roads, streets, bridges and street lights. Schwartz also said the County E911 is wanting to construct a new Public Safety Facility and they are asking each city to list their projects and then add an additional \$100,000 as a shared cost for the replacement of the county-wide E911 facility. Schwartz will modify the project descriptions and provide the list to Mayor Roseberry for the negotiations. Attachment F

PROJECT STATUS AND ENGINEER'S PROGRESS REPORT

City Manager Bob Schwartz presented the gantt reports depicting the time lines of current projects and gave a brief summary of the status of each project. Attachment G

The meeting was adjourned at 7:33 PM.

Respectfully submitted,



Lauran S. Willis, CMC/FOA

City Clerk


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

1. **Honorary Councilmember** – Councilmember Davis appointed James Waddey, W. Clark Street College as the Honorary Councilmember for October.
2. **Mayor’s Announcements**
3. *** DDA Study Committee** – Councilmember Ready will present the report (copy attached).
4. **Special Projects Committee** – Councilmember Windham is chair.
5. *** Substandard Rental Properties** – We have attached a Memo with three questions for Council before proceeding further with this issue.
6. *** Misuse of the 911 System** – After a discussion with City Solicitor Quader Baig, Chief Harvey feels we should handle this problem using § 20-45 of the City Code. We have attached a Memo.
7. *** Job Descriptions** – Councilmember Holt recommends that do not require a high school diploma or GED for the Groundskeeper position (job description attached). We do not recommend removing the requirement for a high school diploma or a GED for the meter reader position.
8. *** SPLOST 2017** - Newton County has adopted a tentative timeline for the next SPLOST election. They plan to schedule the election on March 21, 2017. We will need to have our list of projects prepared by the October Council meeting for discussion with the County for inclusion in the SPLOST referendum. We have enclosed a first draft for our SPLOST 2017 budget.
9. *** Projects Status and Engineer’s Progress Reports** - attached.


*Attachments

City Council Review of a DDA


WORK SESSION - SEPTEMBER 19, 2016
FROM THE AD HOC STUDY COMMITTEE



What started the DDA inquiry?

- Our long term revenue estimate does not include much growth.
 - SPLOST and LOST funds growth may slow.
 - The Municipal Competitive Trust payout stops in 2018.
 - Increase in KWH and electric revenue growth has declined.
 - Our property tax assessed value is not growing much. The growth in the County is outside our city limits.
- 

DDA in State Law

- In 1981, TITLE 36 Chapter 42 created a Downtown Development Authority for every city in the state.
 - The DDA only needs to be activated by a Resolution of City Council
 - The Resolution must select the area and name the seven members of the DDA.
 - There are 171 DDAs in the state.
- 


What are the alternatives?

- There are development authorities but they are usually county-wide
 - There are urban development authorities but they are limited to areas of poverty and blight.
 - Some cities conduct development activities directly without creating a DDA. This makes real estate transactions more difficult. Cities have to take bids to sell property. DDAs were created to give the option to negotiate.
- 


We consulted these sources

- Perry Hiott, **GMA**, Director, Community Development, (678) 686-6207
 - Monica Callahan, executive director DDA and city planning director, **Madison**, (706) 342-1251 X207
 - Randy Vinson, planning director, **Covington** (770) 385-2020
 - Bob Thomson, Village Manager, **Porterdale**
 - Ron Feldner, City Manager, **Garden City**, 912-966-7777
 - Erin Phillips, Community Development, **Springfield**, (912) 754-7617
 - Jeana Hyde, Administrator, **Mansfield**, 770-786-7235
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- And prepared the Questions and Answers paper


What can be done with a DDA – like in Madison

- Been active for the last 15 years.
 - Funded by the city and properties donated by the city.
 - First project was seven stand alone homes – Walker Rose Lane
 - Developed Town Center Park
 - Built town center commercial strip with businesses on first floor and condos on second.
- 


How does a DDA fit into the existing city structure?

- Members are appointed by City Council.
 - City Council sets the goals; Planning Commission does the planning; DDA does the implementation.
 - City's annual audit and liability insurance includes the DDA.
 - City may provide staff support to the DDA.
- 

How does the City guide the DDA?

- Define the geographic area – start with a smaller target and add area when necessary
 - Select the property to deed to the DDA
 - Approve all debt of the DDA
 - Prepare an intergovernmental agreement that:
 - Assigns funding and staff
 - Lists goals and mission
 - Conduct a joint training workshop with DDA, City Council, and Planning Commission
- 

Checklist for starting a DDA

- ✓ Select the area to be included.
 - ✓ Prepare a vision statement.
 - ✓ Pick the seven members of the new DDA.
 - ✓ Pass a resolution creating the DDA.
 - ✓ Adopt the intergovernmental agreement.
 - ✓ Provide funding from the city budget to the DDA.
 - ✓ Select the property to be developed by the DDA and transfer title.
- 





Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, September 16, 2016
Re: Unfit buildings

As part of this research I reviewed the unfit buildings ordinance for Porterdale, Covington, and Oxford. Our code is not very much different from Porterdale and Covington. Before we go any further, there are three questions for Council.

Question 1) Both Porterdale and Covington have a codes enforcement official on staff. In Covington it's full-time and in Porterdale part-time. In Oxford we rely on our police department for these investigations. Usually, it's our Police Chief. If we add any additional duties or investigations we would need to contract with a part-time code enforcement official. There is no other way to make sure the citations stand up in court.

Question 2) At one of our earlier Council meetings it was suggested that we do an inspection of the property whenever it is vacant or whenever the electric power is turned off. It is not clear that we have the legal authority to do this. In fact, years ago Covington did this but they have had to change their procedure. Here is the section of the Covington code which shows what they go through before performing an inspection.

8.24.080 - Inspection warrant procedure.

Whenever it is necessary for the housing inspector to obtain an inspection warrant, the following procedure shall be employed.

- A. The housing inspector or any person authorized to make inspections for the city shall make application to a judge of the municipal court of the city.
- B. An inspection warrant shall be issued only for good cause shown and when supported by an affidavit particularly describing the place, dwelling, structure, or premises to be inspected and the purpose for which the inspection is to be made. In addition, the affidavit shall contain either a statement that consent to inspect has been sought and refused or facts or circumstances reasonably justifying the failure to seek such consent. Cause shall be deemed to exist if either reasonable legislative or administrative standards for conducting a routine or area inspection are satisfied with respect to the particular place, dwelling, structure or premises, or if there is reason to believe that a condition exists with respect to the particular place, dwelling, structure or premises rendering the same unfit as set forth in Section 8.24.010 of this chapter.

- C. An inspection warrant shall be effective for the time specified therein, but not for a period of more than ten days next following the date of issuance, unless extended or renewed by the judicial officer who signed and issued the original warrant, upon satisfying himself that such extension or renewal is in the public interest. Such inspection warrant must be executed and returned to the judicial officer by whom it was issued within the time specified in the warrant or within the extended or renewed time. After the expiration of such time, the warrant, unless executed, shall be void.
- D. A resident inspection pursuant to an inspection warrant shall be made between eight a.m. and six p.m. of any weekday. Inspections of nonresidential premises shall be made at any time during operating or regular business hours. An inspection shall not be performed in the absence of an owner or occupant of the particular place, dwelling, structure or premises unless specifically authorized by the judicial officer upon a showing that such authority is reasonably necessary to effectuate the purpose of the regulation being enforced. An inspection pursuant to a warrant shall not be made by means of forcible entry, except that the judicial officer may expressly authorize a forcible entry where facts are shown which are sufficient to create a reasonable suspicion of the existence of a condition described in Section 8.24.050 of this chapter, which, if such condition existed, would be an immediate threat to health or safety of persons occupying or proximately affected by such place, dwelling, structure or premises.
- E. The willful refusal of the tenant in possession or the owner of a place, dwelling, structure or premises subject to the issuance of an inspection warrant shall be a violation punishable in accordance with Section 1.12.010 of this code.
- F. The foregoing provisions shall not be deemed to be in lieu of any other rights and privileges the city or the city housing inspector may have to insure compliance with this chapter, but the housing inspector or any other appropriate city official or any person who would be damaged by a violation of this chapter in addition to other remedies, may institute injunction, mandamus or other appropriate action or proceeding in any court of competent jurisdiction to compel compliance with this chapter or to abate any violations thereof, including the prohibiting of occupancy of any dwelling unit not in conformity with the minimum requirements of this chapter or Chapter 15.08 of the code.

The question is does Council want us to proceed with the legal research necessary to find some way to do inspections at the time electric power is turned off and on. This would be knowing that we may not find an answer.

Question 3) If we do proceed with an inspection and require that the house be repaired or torn down, our ordinance, Section 18-108, says that if the owner fails to comply with the order to repair or demolish the dwelling then the zoning administrator may cause it to be repaired or demolished. We do not have any item in the budget for this expense. Council would need to be aware and make a budget amendment before we attempt to repair or tear down any such building.

After we have had a chance to discuss these issues, we will proceed with the policy or ordinance changes as Council directs.



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, September 16, 2016
Re: Abuse of 911 System

We may have been making this more complicated than it is. On Thursday, September 15th, Chief Dave Harvey met with City Solicitor Quader Baig to talk about the issue of the misuse of 911 calls. Mr. Baig suggested the Police Department could issue a citation under this section of the city code. False calls to E911 would fall under the category of "other misbehavior".

Sec. 20-45. - Maintaining a disorderly house.

A person who keeps and maintains, either by himself or others, a common, ill-governed, and disorderly house, to the encouragement of gaming, drinking, or other misbehavior, or to the common disturbance of the neighborhood or orderly citizens, is guilty of a misdemeanor.



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:

- 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.



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, September 16, 2016
Re: SPLOST 2017

INTRODUCTION – Newton County has said they plan to schedule the SPLOST 2017 election for March 21, 2017. We need to have our projects selected by the October 3 Council meeting so the mayor can use the projects in the negotiations with the other cities and the county. All this goes into preparing the referendum for SPLOST 2017.

First, we need to review what's eligible. Only capital projects are eligible. These include: roads, streets, and bridges, which may include sidewalks and bicycle path; a cultural, recreational or historic facility; a water or sewer capital outlay project; a public safety facility. There are several other projects which are possible countywide but that would not include a City of Oxford project. And it's possible to issue a bond but that must be on the SPLOST ballot question separately.

Here is a draft of a budget for the projects to be considered.

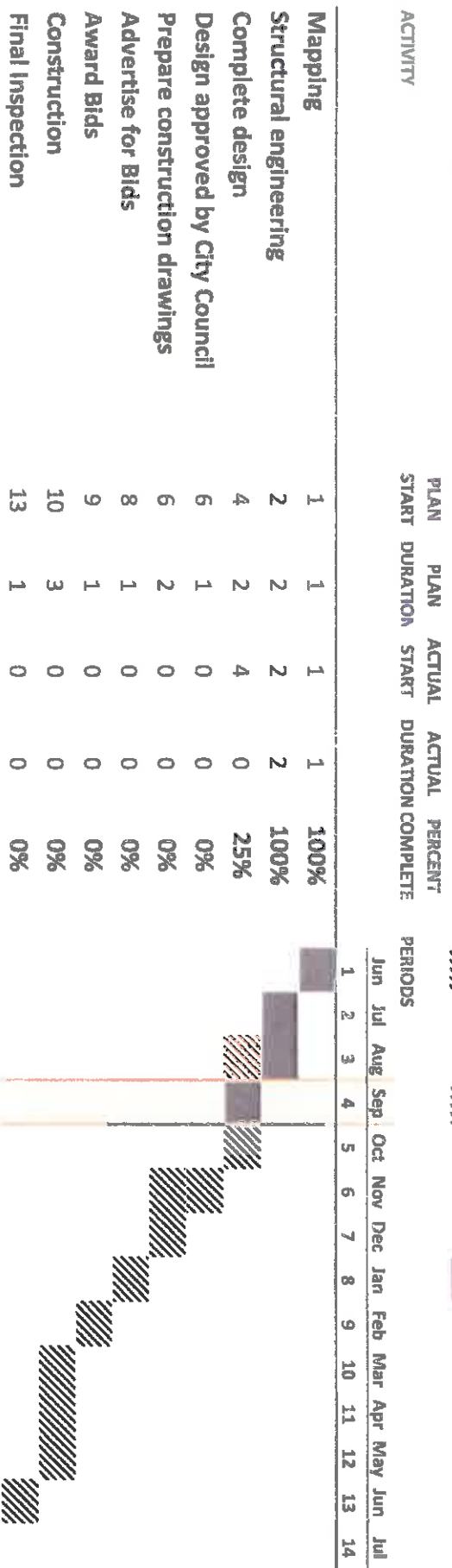
SPLOST 2017 - proposed

Water and Sewer		
Replace water main on Clark Street, Oxford Road, and Hull Street.	\$650,625	
Extend sanitary sewer system - areas to be selected.	\$300,000	
	SUBTOTAL	\$950,625
Roads, Streets, and Bridges		
Resurface existing streets	\$300,000	
Construct new sidewalks	\$300,000	
	SUBTOTAL	\$600,000
Recreational Facility		
Asbury Street Park	\$300,000	
Additional parks in city	\$200,000	
	SUBTOTAL	\$500,000
Public Safety Facility		
Share in cost of replacement county-wide E911 facility.		\$100,000
	TOTAL	\$2,150,625

1 Trails - George Street Trail

FY2017 - \$115,000

Period Highlight: 4



Plan Actual % Complete

PERIODS

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

2 Cemetery Mapping

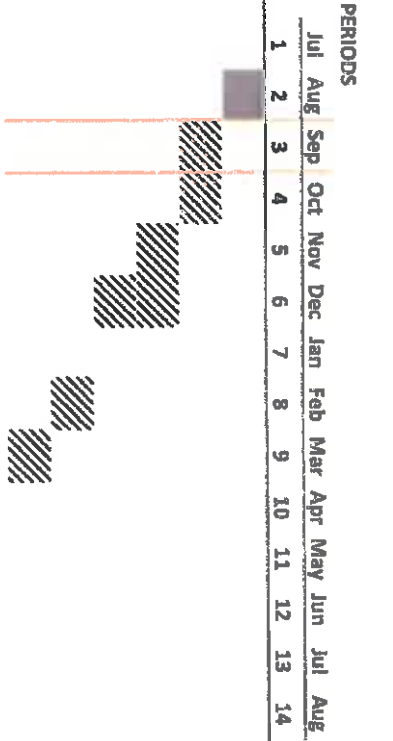
FY2017 - \$6,800

Period Highlight: **3**

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Issue PO to Len Strozier	2	1	2	1	100%
GPS and ground radar mapping	3	2	0	0	0%
Prepare map	5	2	0	0	0%
Install Markers	6	1	0	0	0%
Report at annual Cemetery Assoc Meeti	8	1	0	0	0%
Project Complete	9	1	0	0	0%

Plan Actual % Complete



PERIODS

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

3 Clerk's Office Projects

FY2017 - \$27,000

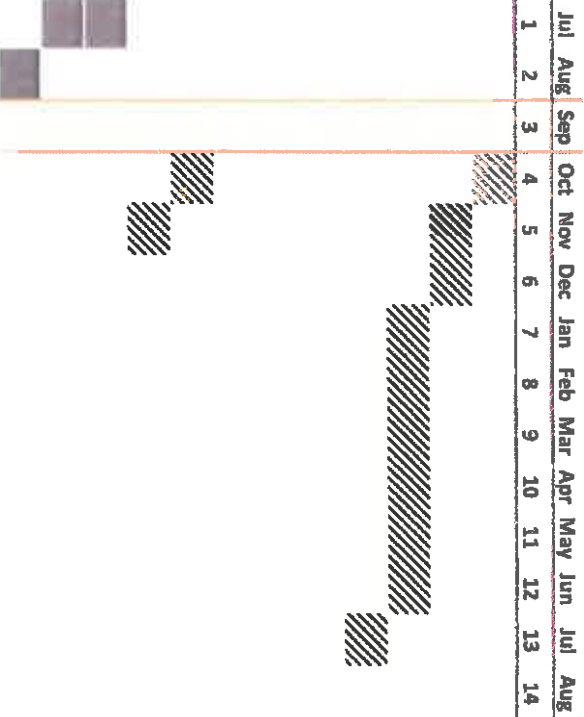
Period Highlight: 3

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT
	START	DURATION	START	DURATION COMPLETE	

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Order cemetery tracking software	4	1	0	0	0%
Install software	5	2	0	0	0%
Build database	7	6	0	0	0%
Start using software	13	1	0	0	0%
File room upgrade - get bids	0	0	0	0	0%
File room upgrade - construction	0	0	0	0	0%
File room upgrade - move files	0	0	0	0	0%
Order folder inserter	4	1	0	0	0%
Install folder inserter	5	1	0	0	0%
Compare prices for seasonal wreaths	1	1	1	1	100%
Order seasonal wreaths	1	1	1	1	100%
Receive season wreaths	2	1	2	1	100%

PERIODS

Plan Actual % Complete



5 City Parks - Asbury Street Park

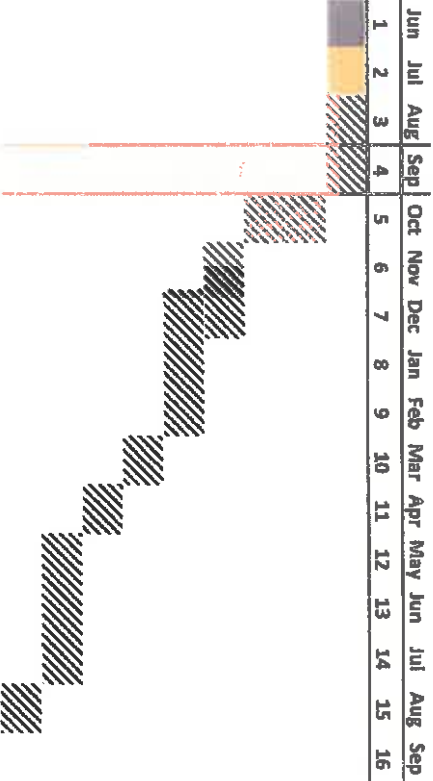
FY2017 - \$150,000

Period Highlight: 4

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT
	START	DURATION	START	DURATION	
Schematic design from UGA	1	1	1	4	50%
Design reviewed by Park Committee	5	1	0	0	0%
Design reviewed by Tree Board	5	1	0	0	0%
Design approved by City Council	6	2	0	0	0%
Prepare construction drawings	7	3	0	0	0%
Advertise for Bids	10	1	0	0	0%
Award Bids	11	1	0	0	0%
Construction	12	3	0	0	0%
Final Inspection	15	1	0	0	0%

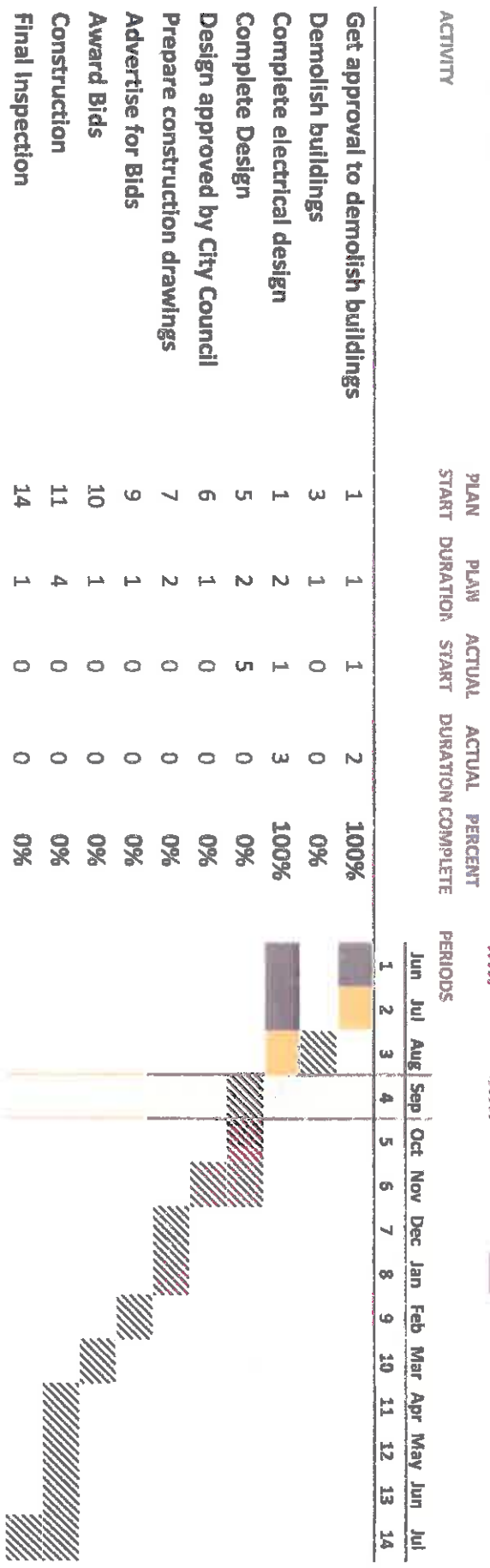
Plan Actual % Complete



E Clark Street

FY2017 - \$450,000

Period Highlight: 4



Plan Actual % Complete

PERIODS

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

FY16 Electric System Improvement:

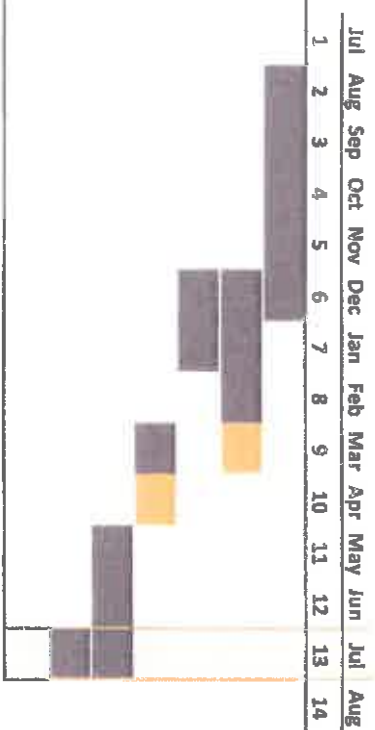
\$100,000

Period Highlight: 13

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION ACTUAL PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	5	2	5	2	5	2	5	100%
Bids on materials	6	3	6	6	6	4	6	4	100%
Bids on labor	6	2	6	6	6	2	6	2	100%
Award bids, issue PO	9	1	9	9	9	2	9	2	100%
Construction	11	3	11	11	11	3	11	3	100%
Final Inspection	13	1	13	13	13	1	13	1	100%

Plan Actual % Complete



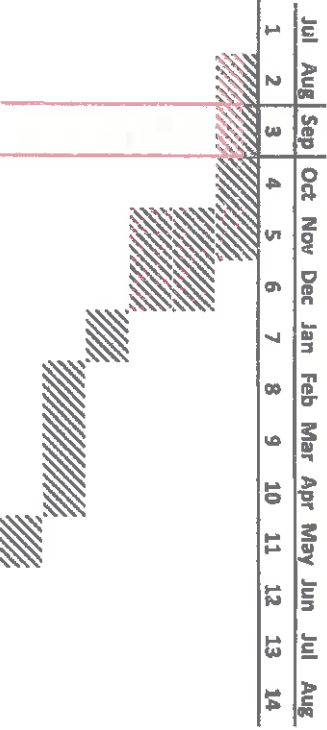
Complete

7. Electric System Improvements

FY2017 - \$100,000 Utility Pole Replacement W Richardson & Wesley

Period Highlight: 3

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT COMPLETE	PERIODS														
	START	DURATION	START	DURATION		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Jody work with ECG to plan	3	3	3	0	0%															
Bids on materials	5	2	0	0	0%															
Bids on labor	5	2	0	0	0%															
Award bids, issue PO	7	1	0	0	0%															
Construction	8	3	0	0	0%															
Final Inspection	11	1	0	0	0%															



8. Moore Street Sidewalk

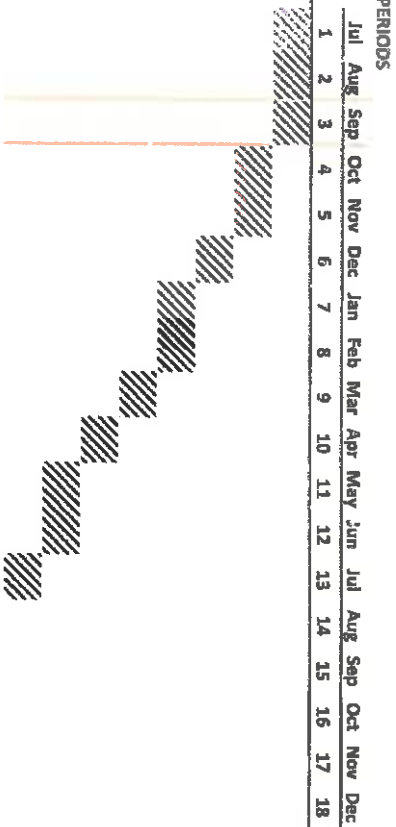
FY2017 - \$475,000

Period Highlight: 3

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Obtain Emory U. approval of easement	1	3	1	0	0	0	0	0	0%
Complete design	4	2	0	0	0	0	0	0	0%
Review with City Council	6	1	0	0	0	0	0	0	0%
Prepare construction plans	7	2	0	0	0	0	0	0	0%
Advertise for bids	9	1	0	0	0	0	0	0	0%
Award bids	10	1	0	0	0	0	0	0	0%
Construction	11	2	0	0	0	0	0	0	0%
Final Inspection	13	1	0	0	0	0	0	0	0%

Plan Actual % Complete

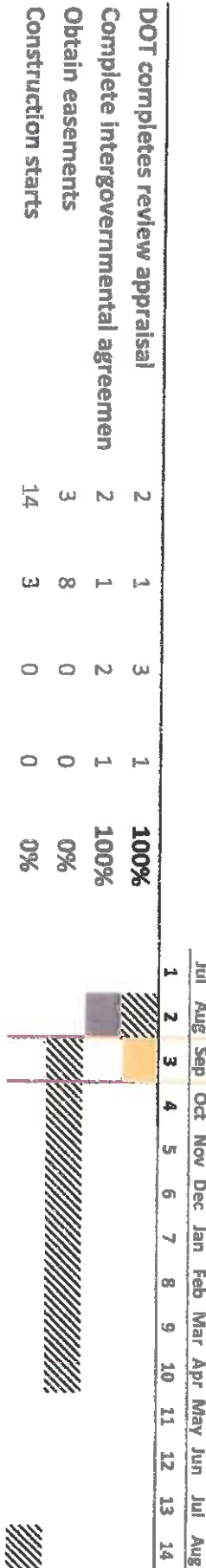


9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: 3

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE



10. Pedestrian crosswalks and stopbars

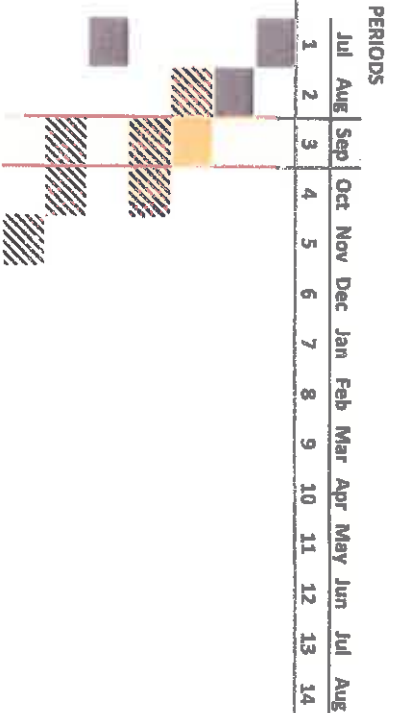
FY2017 - \$49,150 including GDOT grant

Period Highlight: 3

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Order first section thermoplastic stop bars	1	1	1	1	1	1	1	1	100%
Install first section of stop bars	2	1	2	1	2	1	2	1	100%
Order last section thermoplastic stop bars	2	1	3	1	3	1	3	1	100%
Install last section of stop bars	3	2	0	0	0	0	0	0	0%
Issue PO & contract for crossings	1	1	1	1	1	1	1	1	100%
Construction of crossings	3	2	0	0	0	0	0	0	0%
Final inspection	5	1	0	0	0	0	0	0	0%

Plan Actual % Complete



13. Street Repairs FY17

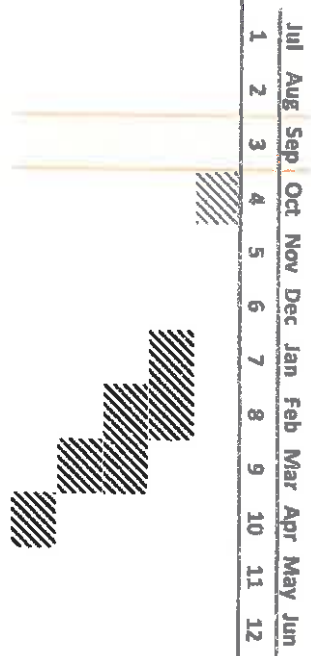
\$100,000

Period Highlight: 3

ACTIVITY PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Selection of streets by CC	4	1	0	0	0%
Schedule paving with Newton County	7	2	0	0	0%
Paving by Newton County	8	2	0	0	0%
Final Inspection	9	1	0	0	0%
LMIG Project closure to DOT	10	1	0	0	0%

Plan Actual % Complete



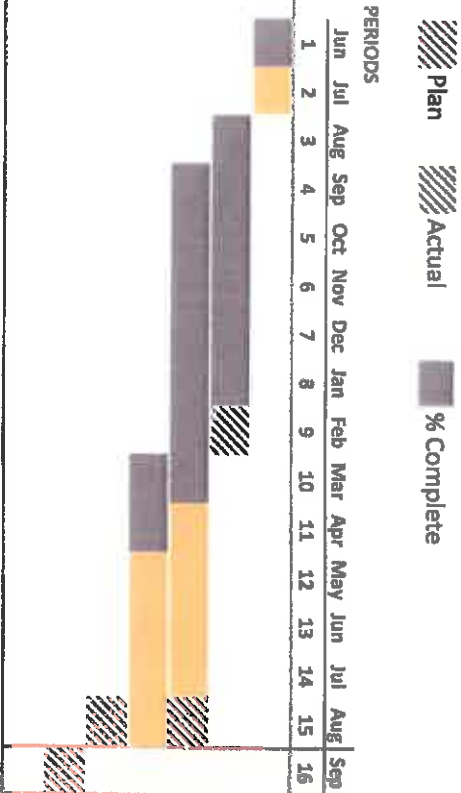
PERIODS Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

16. Survey of ROW

40000 - FY16 & FY17

Period Highlight: 16

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	7	3	6	100%
Field work	4	7	4	12	95%
Assemble preliminary survey	10	2	10	6	100%
Review by city	15	1	0	0	0%
Completion	16	1	0	0	0%



Plan to report to Council at work session in August or September.

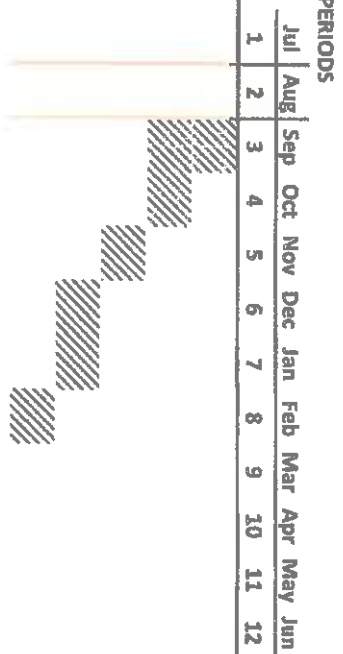
15. Utility Pole Inspection & Replacement

\$35,000

Period Highlight: 2

Plan Actual % Complete

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT COMPLETE
	START	DURATION	START	DURATION	
Contract with inspection company	3	1	0	0	0%
Pole inspection	3	2	0	0	0%
Review list of poles to be replaced	5	1	0	0	0%
Replace poles	6	2	0	0	0%
Final Inspection	8	1	0	0	0%

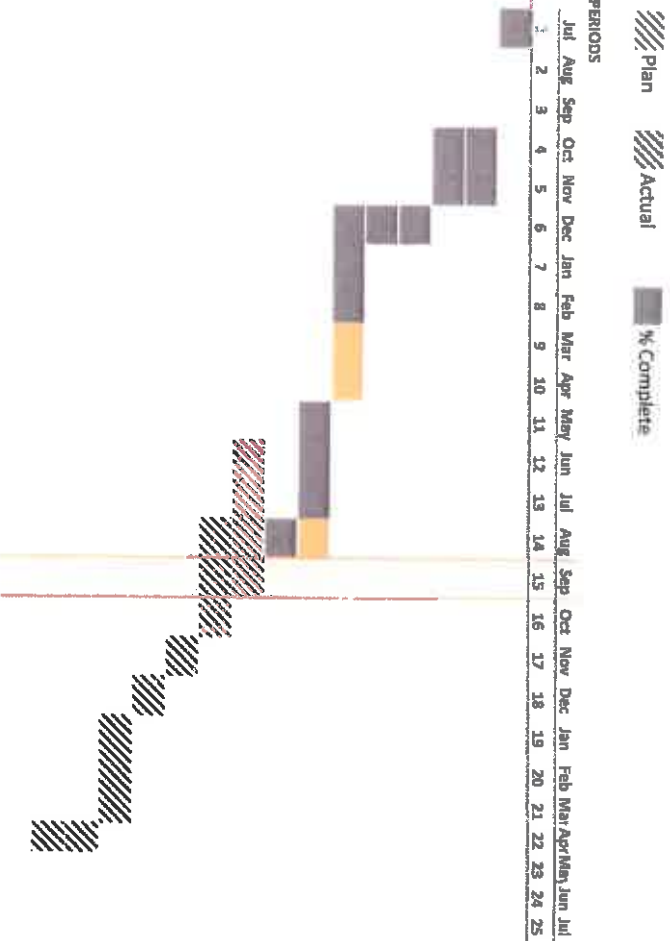


17. Sewer System Improvements

\$525,000

Period Highlight: 15

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
CC discuss selection of areas with city engline	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	100%
Surveying and mapping	11	3	11	4	100%
GEFA loan approval - Aug 23?	14	1	14	1	100%
CAD mapping	12	2	12	4	0%
Design and prepare plans	14	3	0	0	0%
Plans review by City	17	1	0	0	0%
Advertise for bids	18	1	0	0	0%
Construction	19	3	0	0	0%
Final Inspection	22	1	0	0	0%
Notification to owners and start taps	22	1	0	0	0%

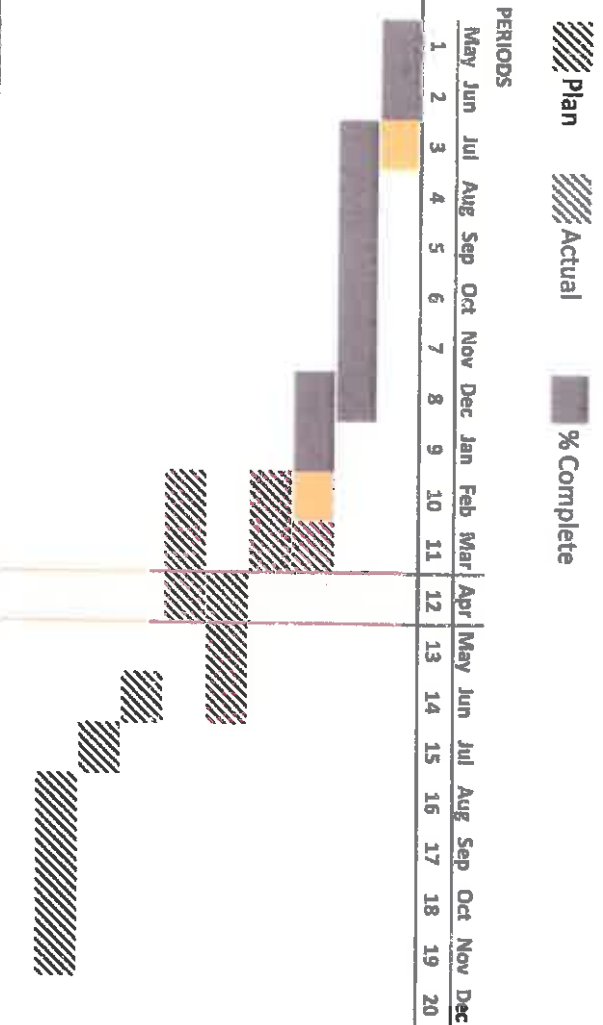


18. Whatcoat Street

\$300,000

Period Highlight: 12

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT
	START	DURATION	START	DURATION 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%



On Hold



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

September 15, 2016

Re: Monthly summary – August activities

Dear Mr. Schwartz:

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

1. General Support
 - a. Reviewed the hydro study prepared by Georgia Civil for Harris property, consulted with Georgia Civil, and reported summary to Mr. Schwartz.
 - b. Prepared the July monthly summary.
2. Right-of-Way survey project
 - a. Continued work on right-of-way platting document.
 - b. Attended council work session to provide overview of survey work.
 - c. Located additional houses that were near right-of-way lines.
 - d. Attended town hall meeting to review draft version of survey work.
3. N. Emory Street Sewer Extension (Areas 1 and 3)
 - a. Data management, traverse reduction, and route mapping for proposed sewer route.
 - b. Performed site visit to discuss route and potential obstacles.
 - c. Coordinated pot-hole test pit inspections of AT&T duct bank in several locations.
 - d. Collected additional route data to facilitate alternate routes to avoid duct bank.
 - e. Completed sewer design for two options to avoid duct bank.

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