

CITY OF OXFORD
BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING
Monday, August 4, 2014 – 5:30 p.m.
Commissioners' Board Room

Mayor Pro Tem Howard G. Herring, Sr.
Commissioner James (Danny) Currin
Commissioner Robert Williford, Sr.



Commissioner Calvin (CJ) Harris, Jr.
Commissioner Frank Strickland
Commissioner S. Quon Bridges
Commissioner Patricia T. Fields

Randy Hemann, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

[**CALL TO ORDER**]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

1. Consider adopting a Resolution of Tentative Award for the WWTP 1 MGD Equalization Tank project SRF # CS370439-07.

The Board of Commissioners previously approved the award of the “Wastewater Treatment Plant 1 MGD Equalization Tank (WWTP) Project” contract to H.G. Reynolds at their May 13, 2014 Meeting in the amount of \$2,866,380.00. The Division of Water Infrastructure requires the Board adopt the Resolution of Tentative Award prior to their approving the award of the contract. (Attachment 1)

Recommended action: Staff recommends adopting the Resolution of Tentative Award for the WWTP 1 MGD Equalization Tank project SRF # CS370439-07. (Attachment 2)

2. Set the Agenda for the August 12, 2014 Regular Session.

[**ADJOURNMENT**]

REMINDERS:

If you need additional information about the following items, please see the City Clerk.

- August 5, National Night Out – Masonic Home – 5:00 PM
- August 21: Movie Night – The Nut Job – 8:00 PM



CITY OF OXFORD

STAFF REPORT

TO: Mayor Sergent and Board of Commissioners

VIA: Randy Hemann, City Manager

FROM: Amy Ratliff, PE

DATE: 4/30/14

SUBJECT: WWTP 1 MGD Equalization Tank Resolution of Tentative Award for SRF Project # CS370439-07

SUMMARY STATEMENT

Consider adopting the Resolution of Tentative Award for the WWTP 1 MGD Equalization Tank.

REVIEW

The Board of Commissioners previously approved the award of the "Wastewater Treatment Plant 1 MGD Equalization Tank (WWTP) Project" contract to H.G. Reynolds at their May 13, 2014 Meeting in the amount of \$2,866,380.00. The Division of Water Infrastructure requires the Board adopt a Resolution of Tentative Award prior to their approving the award of the contract.

RECOMMENDATION

Staff recommends adopting the Resolution of Tentative Award.

Attachments: Resolution of Tentative Award

RESOLUTION OF TENTATIVE AWARD

WHEREAS, the City of Oxford, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the WWTP 1 MGD Equalization Tank , and

WHEREAS, the City Engineer has reviewed the bids; and

WHEREAS, H.G. Reynolds was the lowest bidder for the WWTP 1 MGD Equalization Tank, in the total bid amount of and \$2,605,800; and

WHEREAS, the City Engineer recommends **TENTATIVE AWARD** to the lowest bidder.

NOW, THERE FORE, BE IT RESOLVED that **TENTATIVE AWARD** is made to the lowest bidder in the Total Bid Amount of \$2,605,800.

Name of Contractor	Amount
1. H.G. Reynolds	\$2,605,800

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environment and Natural Resources.

Upon motion of Commissioner _____, the above **RESOLUTION** was unanimously adopted.

This the 4th day of August, 2014.

Jacqueline vdH Sergent, Mayor

(Seal)

Attest:

Barbara J. Rote, City Clerk

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, August 12, 2014 - 7:00 p.m.
Commissioners' Board Room

Mayor Pro Tem Howard G. Herring, Sr.
Commissioner James (Danny) Currin
Commissioner Robert Williford, Sr.



Commissioner Calvin (CJ) Harris, Jr.
Commissioner Frank Strickland
Commissioner S. Quon Bridges
Commissioner Patricia T. Fields

Randy Hemann, City Manager
Barbara Rote, City Clerk

Jackie Sergent, Mayor

J. Thomas Burnette, City Attorney

MISSION

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

VISION

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

Core Values - ETHICORE

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

EQUAL TREATMENT for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**
TEAMWORK within our organization and our community
HONESTY in all of our dealings with citizens, fellow workers, and other organizations
INTEGRITY in every action and service
COST-EFFECTIVE and **QUALITY** services for our community
OPEN and **TRANSPARENT COMMUNICATION** with all parties
RESPONSIBILITY for our decisions and actions
EXCELLENCE in every deed

****The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values****

[CALL TO ORDER]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

[MISSION, VISION, VALUES]

1. Prayer by Bishop Phillip Betts
2. Pledge of Allegiance led by Mayor Pro Tem Howard Herring
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sergent
In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.

[DELEGATIONS]

5. Presentation – August Yard of the Month – Sandra and Maurice Whitlow, 513 Sunset Ave.

[PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS]

Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided alongside the sign in form.

[PUBLIC HEARINGS]

Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.

6. Public hearing to consider contiguous annexation of 10.61 acres of City owned property that formerly served as the landfill and Southside WWTP off of Industry Drive near N.C. 96 S.

Combined with a privately held adjacent property, this site offers +/- 30 acres of developable land at a key location visible from Interstate 85 and surrounded by other successful restaurants and retail development. The City is pursuing potential cleanup programs for this former landfill site. The outcome from testing will determine how the property can be developed. Following the public hearing, all statutory requirements will be met and the Board can proceed with adopting the Annexation Ordinance. (Attachment 6)

- 6a. Consider Contiguous Annexation Ordinance for 10.61 acres of City owned property located off Industry Drive (S.R. 1195) near N.C. 96 S., effective upon adoption.

Recommended action: Staff recommends adopting the Contiguous Annexation Ordinance for 10.61 acres of City owned property, effective upon adoption.

7. Public hearing to consider amending the Zoning Ordinance section 301.1 to create a zoning classification of B-4 (Neighborhood-Commercial District), adding the definition for a banquet/meeting/assembly facility and providing a table of permitted uses for the B-4 district and development standards as requested by Save Thorndale Inc.

The request will involve any property in the City of Oxford with the B-4 zoning classification. This request has been reviewed by the Planning Board and the Planning, Ordinance and Development Committee. (Attachment)

- 7a. Consider amending the Zoning Ordinance section 301.1 to create a zoning classification of B-4 (Neighborhood-Commercial District), adding development standards, adding a definition of an assembly/banquet facility/meeting, and providing a table of permitted uses for the B-4 district, effective upon adoption.

Recommended action: Staff and the Planning Board recommend amending the Zoning Ordinance section 301.1 to create a zoning classification of B-4 (Neighborhood-Commercial District), adding development standards, adding a definition of an assembly/banquet facility/meeting, and providing a table of permitted uses with the exception of removing 4 of the uses that were requested by Save Thorndale. The amendment would be effective upon adoption.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

8. Consider appointing Richard E. Thomas to the Historic Preservation Committee to fill a vacant seat with a term expiring June 2015.

Mr. Thomas is a new resident living in the historic district. Mr. Thomas has a strong interest in preserving the historic character of the community. He has completed the required application. (Attachment)

Recommended action: Staff recommends appointing Richard E. Thomas to the Historic Preservation Committee with term expiring June 2015.

9. Consider calling for a Public Hearing in conjunction with the September 9, 2014 Regular Session to consider amending the sign ordinance for temporary signs in the Industrial-1, Industrial-2, and Industrial-3 (I-1, I-2, I-3) zoning districts.

Local industries have expressed interest in placing “Now Hiring” signs on their property. The last amendment to the sign ordinance only included temporary signs in the Business-2 and Business -3 zoning districts. This amendment will be for the industrial areas. (Attachment)

Recommended action: Staff recommends calling for the public hearing.

10. Consider adopting the Amended Capital Project Ordinance of August 13, 2013, Number 13-08-01 that reflects the new NCDENR State Revolving Loan Offer of \$3,047,675.00, which is an increase of \$606,850 from the original amount of \$2,440,825.00.

The Board of Commissioners previously approved the award of the “Wastewater Treatment Plant 1 MGD Equalization Tank (WWTP) Project” contract to H.G. Reynolds at their May 13, 2014 Meeting in the amount of \$2,866,380.00 anticipating this increased loan offer. The original State Revolving Fund (SRF) 0% Interest Loan in the amount of \$2,440,825.00 was insufficient to cover engineering design and construction costs. The Engineering Department worked with the Infrastructure Finance Section Staff and the NC Department of State Treasurer to increase the total loan amount to cover the entire cost of the project. The new 0% Interest Loan offer is \$3,047,675.00, which will include engineering fees (\$311,585), construction (\$2,605,800) and 5% of the contingency (\$130,290). (Attachment)

Recommended Action: Staff recommends adopting the Amended Capital Project Ordinance of August 13, 2013, Number 13-08-01, reflecting the amended State Revolving Loan offer of \$3,047,675.00.

11. Consider amendments to the City of Oxford, Code of Ordinances, Chapter 20: Traffic that eliminates outdated information, incorporates text changes, makes substantive changes to penalties and overtime parking, and minor changes to two-hour parking locations on the perimeter of the downtown.

During the review process, input was received from the DOEDC, Parking Authority, the Police Department, the Public Works Department, the Planning Department and the City Attorney as well as the Executive Department. (Attachment)

Recommended Action: Staff recommends adopting the amendments to the City of Oxford, Code of Ordinances, *Chapter 20: Traffic* that eliminates outdated information, incorporates text changes, makes substantive changes to penalties and overtime parking, and minor changes to two-hour parking locations on the perimeter of the downtown as presented, effective upon adoption.

12. Consider approving a Budget Amendment in the amount of \$20,961, with \$12,405 payable from the General Fund and \$8,556 from the Water Fund to cover the repair of the IBM AS 400 and restoration of the operating system, Water and Sewer Billing system, payroll, accounts payable and general ledger systems.

In FY 2004, the City purchased a new IBM AS 400 computer system. The system was under warranty for year one, and until FY 2009. During FY 2009 budget deliberations, the \$1,100 annual maintenance & service contract was eliminated. On June 30, 2014, the AS 400 suffered a critical crash, loosing the operation system, Water and Sewer billing system, payroll, accounts payable and general ledger capabilities. The requested budget amendment in the amount of \$20,961 covers the repair of the IBM AS 400 (\$9,002), contract services to 1) Newcomb Computers (\$1,751), 2) Complete Service and Support, LLC (\$4,975) and, 3) Paragon Consulting Services, Inc. (\$5,233). The Budget amendment would be payable from the General Fund in the amount of \$12,405 and from the Water Fund in the amount of \$8,556. (Attachment)

Recommended action: Staff recommends approving a Budget Amendment in the amount of \$20,961, with \$12,405 payable from the General Fund and \$8,556 from the Water Fund to cover the repair of the IBM AS 400 and restoration of the operating system, Water and Sewer Billing system, payroll, accounts payable and general ledger systems.

13. Consider adopting a resolution to add a 457(b) North Carolina Supplemental Retirement Plan to the current benefit options offered by the City.

The 457(b) would add another beneficial supplemental retirement plan to our existing 401k and 401k Roth plans to meet the diverse needs of our employees' retirement saving goals. This addition allows part timers and elected officials to participate and allows access to the money at employment separation without penalty and without regards to age.

The North Carolina 457(b) plan is run by the NC State Treasurer's office and administered by Prudential. This supplemental retirement plan has many facets that are not found in a traditional 401k plan and it offers another avenue to employees to save for their future at no cost to the City. As a pre-tax deduction, the more employees save through this mechanism saves the City money in FICA matched contributions. (Attachment)

Recommended action: Staff recommends adopting a resolution to add a 457(b) Supplemental Retirement Plan to the current benefit options offered by the City.

14. Consider amendments to the City Personnel Policy adopted 3-11-14

The attached Personnel Policy changes were presented by the HR Director to the Personnel Committee on July 9, 2014. All recommended changes were to further clarify existing policies and practices with 3 exceptions: 1) Article III, Section 11 addresses changing overtime pay calculations for fire and PD to better align with the FLSA 7k Exemption. 2) Article VII, Section 17 along with appendix D addresses legal updates to FMLA which must be updated to comply with new regulations, and 3) Article VII, Section 21 changes the way the City views Worker's Compensation indemnity payments to employees who have been hurt on the job and are out for an extended period of time. (Attachment)

Recommended action: Staff and the Personnel Committee recommend adopting the changes to the 3-11-14 City of Oxford, Personnel Policy as presented, effective upon adoption.

[REPORTS]

15. June and July Financial Reports highlights - Finance Officer Harold Belton Report will be provided on meeting night.
16. City Update - City Manager Hemann
17. Downtown Economic Development Commission Report – Commissioner Currin
18. KLRWS Report – Commissioner Strickland/City Manager Hemann
19. Granville Greenway Advisory Council – Commissioner Fields
20. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

21. Accept the June and July Financial Reports by Finance Officer Harold Belton.
22. Approve tax release in the amount of \$1.10 to Dell Financial Services for equipment listed in error, the business closed in August 2013.
23. Approve tax release in the amount of \$14.33 to Variety Stores, Inc. for double billing error on equipment.
24. Approve tax release in the amount of \$25.86 to Watkins Plumbing for business equipment located at owner's personal residence outside the City limits.

25. Approve tax release in the amount of \$51.84 to William E. and Mary E. Burch as ordered by the Granville County Board of Equalization & Review on May 6, 2014.
26. Approve Tax Release in the amount of \$123.85 to Celico Partnership for assessment error. The incorrect schedule was used.
27. Approve the following 2014 meeting minutes:
* June 30, Agenda Session * July 8, Regular Session * July 17, Special Meeting

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

If you need additional information about the following items, please see the City Clerk.

- August 21: Movie Night – The Nut Job – 8:00 PM
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CITY OF OXFORD
PUBLIC COMMENT GUIDELINES:

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.