

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, March 11, 2014 - 7:00 p.m.
Commissioners' Board Room

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

Randy Hemann, City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

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

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****

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Tuesday, March 11, 2014 – 7:00 p.m.
Commissioners' Board Room

[CALL TO ORDER]

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

[MISSION, VISION, VALUES]

1. Prayer Reverend Lacy Joyner
2. Pledge of Allegiance led by MPT Howard Herring, Sr.
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sergeant
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. Recognition of Retired Public Works Director, Larry Thomas
6. Proclamation celebrating Dorothy Wilkinson's induction into the NCSU, McKimmon Hall of Fame
7. Historic Preservation Commission Annual Report – HPC Chair Susan Wicker

[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.

8. Public Hearing to consider amending section 500 of the Zoning Ordinance that exempts new single-family dwelling units in the R-A zoning districts with driveways 50 ft. in length or more from the paved parking requirement.

The City amended the Zoning Ordinance on Oct. 15, 2008 requiring all new single family dwelling units to have a driveway of asphalt, concrete, or a surface that will absorb rainwater, excluding gravel. The requirement of having new single-family dwelling units in the R-A (residential-agricultural) zoning district (primarily the ETJ area) puts an unnecessary hardship on the residents. Most driveways in the R-A are 100 ft. or more. The Planning Board supports this amendment. (ATTACHMENT 8)

- 8a. Consider recommendation

Recommended Action: Staff and the Planning Board recommend amending section 500 of the Zoning Ordinance that exempts new single-family dwelling units in the R-A zoning districts with driveways 50 ft. in length or more from the paved parking requirement.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

9. Consider approving the audit contract in the amount of \$36,000 with Winston, Williams, Creech, Evans and Co., to audit the City's financial statements as of June 30, 2014, and authorize the Mayor to sign the Contract.

The Local Government Commission now requires the governing board's date of approval for the contract. The cost of \$36,000 for Winston, Williams, Creech, Evans and Co. to audit the City's financial statements and prepare the Comprehensive Annual Financial Statement as of June 30, 2014, this is the same amount as the past two years. (ATTACHMENT 9)

Recommended action: Staff recommends approving the audit contract in the amount of \$36,000 with Winston, Williams, Creech, Evans and Co., to audit the City's financial statements as of June 30, 2014, and authorize the Mayor to sign the Contract.

10. Consider approving a Memorandum of Understanding (MOU) between the City of Oxford and the Downtown Economic Development Corporation (DOEDC) for the Part-time Downtown Economic Development Director through June 30, 2014 and a budget amendment in the amount of \$6,000 to fund the contract.

At the June 11, 2013 Regular Session, the Board approved funding a part-time DOEDC Director through February 28, 2014. This would extend the initial agreement through June 30, 2014. The City's portion of the DOEDC Director's salary is \$1,500 per month. (ATTACHMENT 10)

Recommended action: City Manager Hemann and the DOEDC recommend approving the MOU between the City of Oxford and the DOEDC for a Part-time DOEDC Director through June 30, 2014 and a budget amendment in the amount of \$6,000 to fund this contract.

11. Consider adopting by resolution the revised Personnel Policy Manual.

The Personnel Policy Manual is an essential tool in the management of City employees. It defines the relationship between management and employees and sets expectations for employees in many areas including performance, the workplace environment, employee benefits, etc. The current City of Oxford Personnel Policy Manual was last updated in 2008 and was revised between 2008 and 2014. For approximately one year the Personnel Committee has worked on a new revised Manual. The proposed Manual has undergone extensive review by staff, the Personnel Committee and outside sources at the League of Municipalities. (ATTACHMENT 11 – distributed separately)

Recommended action: Staff and the Personnel Committee recommend adopting by resolution the revised Personnel Policy Manual that applies to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment of the employees of the City of Oxford as presented and effective March 11, 2014.

[REPORTS]
(KLRWS did not meet)

12. February Financial Report highlights by Finance Officer Harold Belton. Report will be provided on meeting night.
13. City Update - City Manager Hemann
14. County Board Meeting Update – Mayor Sergent
15. Downtown Economic Development Commission Report – Commissioner Currin
16. Kerr-Tar COG Report – Commissioner Bridges

17. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

18. Accept the February Financial Report by Finance Officer Harold Belton (available on meeting night)
19. Adopt the February 6, 2014 Summary Report for the Oxford Board of Commissioner’s Retreat as prepared by Warren Miller of Fountainworks. (ATTACHMENT 19)
20. Approve request from the DOEDC to close Main Street from Williamsboro Street to Littlejohn Street, Williamsboro Street from the intersection of Main Street to Linden Avenue, and College Street from Hillsboro Street to McClanahan Street on Saturday, May 31st between 6:30 a.m. and 5:00 p.m. for the first ever Strawberry Jam Arts Street Festival, and designate these areas for public alcohol consumption during the hours of 10:00 a.m. and 4:00 p.m. The DOEDC has partnered with the Granville County Arts Council to bring a combined event to the Downtown that will include artists, music, and shopping. (ATTACHMENT 20)
21. Approve request from the DOEDC to close Main Street from Williamsboro Street to Littlejohn Street and Littlejohn Street on June 26th, July 24th, and August 21st between 6:00 p.m. and 12:00 a.m. for its 7th annual movie night series. Progress Energy will remove several of the bulbs from the streetlights on Main Street for these events. (SEE ATTACHMENT 20)
22. Approve request from the DOEDC to close Main Street from Williamsboro Street to Littlejohn Street, Williamsboro Street from the intersection of Main Street to Linden Avenue, and College Street from Hillsboro Street to McClanahan Street, during the hours of 6:00 a.m. and 5:00 p.m. on Saturday, September 13th for the 8th Annual NC Hot Sauce Contest and designate these areas for public alcohol consumption during the hours of 11:00 a.m. and 4:00 p.m. (SEE ATTACHMENT 20)
23. Approve request form the DOEDC to close Main Street from 12:00 p.m. until 8:00 p.m. on Friday, December 5th, including the intersection of Main and Spring Streets, Hillsboro Street (to the intersection of Lewis Street and Penn Avenue), and Williamsboro Street (beginning at the intersection of Belle and Lanier Streets) for the annual Lighting of the Greens and Christmas Parade route. The parade will assemble on Spring and Belle Streets and disband in the parking lot of Public Works from 6:00 p.m. until approximately 7:30 p.m. (SEE ATTACHMENT 20)
24. Approve request from the Chamber for the following closings for their Alive After Five events on May 8th and September 30th:
- . The parking lot on the evenings of May 7th and September 29th for stage construction;
 - . The entire parking lot on the days of the events;
 - . The entire lot on May 9 and October 1 for stage dismantling and clean-up

- . Littlejohn Street from Main to Gilliam Streets on the days of the events; and
- . Gilliam Street from Williamsboro to Spring Streets from 4:30 p.m. until 9:00 p.m. on the days of the events to allow easy and safe setup for the band, vendors, etc.

In addition the assistance from the Oxford Police Department and Fire Department is requested.
(ATTACHMENT 24)

25. Approve tax release in the amount of \$15.90 to Sara D. Prezas due to moving out of the City Limits.
26. Approve tax release in the amount of \$27.43 to Catherine and Alvin McGhee due to selling property to a church (tax exempt).
27. Approve the following meeting 2014 minutes:
* February 5-6, Planning Retreat * February 11, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- March 22: 5K Ambulance Chase – 3 p.m., Food Truck Rodeo – 4 PM
-

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.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Randy Hemann, City Manager

FROM: Cheryl Hart, Planning Director

DATE: 01-28-2014

SUBJECT: Consider amending section 500 of the zoning ordinance to exempt new single family dwelling units in the R-A zoning districts with driveways 50ft in length or more from the paved parking requirement.

SUMMARY STATEMENT

The City amended the zoning ordinance on Oct. 15 2008 requiring all new single family dwelling units to have a driveway of asphalt, concrete or a surface that will absorb rainwater, excluding gravel.

REVIEW

The requirement of having new single family dwelling units in the R-A (residential- agricultural) zoning district (primarily the ETJ area) puts an unnecessary hardship on the residents. Most driveways in the R-A are 100ft or more.

RECOMMENDATION

Staff & Planning Board recommend amending section 500 of the zoning ordinance that exempts new single family dwelling units in the R-A zoning districts with driveways 50ft in length or more from the paved parking requirement.

Attachments: n



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Randy Hemann, City Manager
FROM: Harold Belton, Finance Director
DATE: March 11, 2014
SUBJECT: Approving audit contract with Winston, Williams, Creech, Evans and Co.

SUMMARY STATEMENT

Approve the audit contract for Winston, Williams, Creech, Evans and Co. to audit the City's financial statements as of June 30, 2014.

REVIEW

The Local Government Commission now requires on the audit contract the date of the governing board's approval of the contract. The contract is for Winston, Williams, Creech, Evans and Co to audit the City's financial statements and prepare the Comprehensive Annual Financial Statement as of June 30, 2013 for a fee of \$36,000. (Note: the \$36,000 fee is the same as the previous two years.)

RECOMMENDATION

Staff recommends Board approval of the contract.

Attachments: Audit contract

CONTRACT TO AUDIT ACCOUNTS
Of City of Oxford
Governmental Unit

On this 29th day of January, 2014,

Winston, Williams, Creech, Evans & Company, LLP^{Auditor}

Mailing Address

PO Box 1366, Oxford NC 27565, hereinafter referred to as

the Auditor, and Board of Commissioners of City of Oxford, hereinafter referred to as the Board of Commissioners Governing Board of City of Oxford Governmental Unit, hereinafter referred to as the Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2013, and ending June 30, 2014. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with GAAP, or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2014. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for

Contract to Audit Accounts (cont.) City of Oxford
(Name of Governmental Unit)

invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent through the portal at: <http://nctreasurer.slgfd.leapfile.net>. Subject line should read "Invoice - only. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor for them to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit _____ \$30,000

Preparation of the annual financial statements _____ \$ 6,000

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. The 75% cap for interim invoice approval for this audit contract is \$ 27,000

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the Governmental Unit, without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.
- The LGC's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
- In addition, if the OSA designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.
14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

Contract to Audit Accounts (cont.) City of Oxford
 (Name of Governmental Unit)

16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including Governmental Unit and Auditor signatures to the Secretary of the LGC. The current portal address to upload your contractual documents is http://nctreasurer.slgfd.leapfile.net. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of September 4, 2013. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16.)
24. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
 Firm Winston, Williams, Creech, Evans & Company, LLP
 By James P. Winston, II CPA
 (Please type or print name)

 (Signature of authorized audit firm representative)
 Email Address of Audit Firm:
winston@wwcecpa.com

 Date _____

Governmental Unit Signatures:
 By Jacqueline vdH Sergent, Mayor
 (Please type or print name and title)

 (Signature of Mayor/Chairperson of governing board)
 Date _____
Date Governing Body Approved Audit Contract - G.S. 159-34(a)
 Date: _____

Unit Signatures (continued):
 By N/A
 (Chair of Audit Committee- please type or print name)

 (Signature of Audit Committee Chairperson)
 Date N/A
 (If Governmental Unit has no audit committee, this section should be marked "N/A.")
 This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.
Harold W. Belton
 Governmental Unit Finance Officer (Please type or print name)

 (Signature)
 Email Address of Finance Officer
hbelton@oxfordnc.org

 Date _____
 (Preaudit Certificate must be dated.)

Steps to Completing the Audit Contract

1. Complete the Header Information
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For the Governmental Unit, the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – The process for invoice approval changed during 2012, so the Auditor should make sure he and his administrative staff is familiar with the new process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – Complete the fee section as in the past but please note:
 - Language has been inserted into the contract that specifies the cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is in any part variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Steven Holmberg of our office at 919-807-2382
steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?
 - For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? See previous bullet point regarding variable fees.
6. Item No. 18 – If there is a reference to an engagement letter or other document, has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Item No. 22 – E-verify requirements now apply to all municipal and county contracts, including the audit contract. There is no e-verify requirement for the audit contract for other types of entities The best approach to meeting e-verify requirements may be for the municipal or county local government to have its vendors with 25 or more employees in the State of North Carolina sign a document attesting that they have complied with the e-verify requirements for their staff and their sub-contractors. This language is included in Item 22 of the audit contract. Any

Contract to Audit Accounts (cont.) City of Oxford
(Name of Governmental Unit)

municipal or county contracts executed Sept 4, 2013 or later whose audit firm has 25 or more employees in the State of North Carolina will need the addendum/language and it will be returned to the unit if it is not included. If the e-verify requirements do not apply to your contract, either because you are a city or county but your audit firm has less than 25 employees, or you are an entity to which e-verify does not apply, please mark Item #22 "N/A" or exclude Item #22 by specifically excluding it in Item #23.

8. Signature Area – Make sure all signatures have been obtained. **The contract must be approved by your Governing Board pursuant to G.S. 159-34(a).** Please place the date the Governing Board approved the audit contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Governing Board been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
9. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated in Item 9 of the contract.
10. Has the most recently issued peer review report for the audit firm been included with the contract? (This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is not required to send the Peer Review report multiple times.)
11. After all the signatures have been obtained and the contract and is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF copy. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "Agreement") is entered into the _____ day of March, 2014, by and between the **City of Oxford**, a municipal corporation of the State of North Carolina, ("CITY") and the **Downtown Oxford Economic Development Corporation** ("DOEDC") and provides as follows:

W I T N E S S E T H:

WHEREAS, the CITY does not currently employ an individual in a position which provides service as Director for the DOEDC: and

WHEREAS, the DOEDC has employed Julia Stovall Overton since May 1, 2012 to provide those services in a part-time capacity and now desires to continue that arrangement through June 30, 2014 with financial assistance from the CITY under terms to be approved by both parties; and

WHEREAS, the CITY approved such a request during its meeting subject to a duly adopted Memorandum of Understanding;

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties intending to be legally bound hereby agree as follows:

Term.

1. The City agrees to pay prospectively, \$1,500 per month to the DOEDC for the services being provided to the DOEDC by Julia Stovall Overton. Monthly payments are commensurate upon receipt of an invoice for services rendered.
2. Upon ratification of both parties, the term shall commence retroactively on March 1, 2014 and continue through June 30, 2014 unless renewed by both parties.

Duties.

Duties or responsibilities of the position shall be those assigned by the DOEDC. The DOEDC agrees to use relevant portions of the City's adopted DOEDC Director's job description as a guide in establishing those duties or responsibilities. The DOEDC agrees that it will consult with the Oxford City Manager to insure that duties which are a priority of the Oxford Board of Commissioners are being considered. Those duties or responsibilities include, but are not limited, to the following:

1. Serves as coordinator of the Downtown Oxford Economic Development Corporation; plans and executes monthly meetings, reports on activities; serves as liaison between the public and committees; researches and recommends policies and strategies to Downtown Board, City Board or other ad hoc committees that may be constituted.

2. Plans, coordinates, or works to support all downtown events which may be sponsored by the DOEDC. Assists other groups in the planning and delivery of new programs, events and initiatives.
3. Works through a variety of means to develop and maintain downtown businesses including maintaining informal, personal and written contact with businesses, making presentations before groups, and communicating with the media about downtown activities.
4. Maintains contact with community leaders, and representatives of businesses and industry; visits downtown businesses regularly to stay abreast of their status, any potential for expansion, and assists with problems; follows up on requests; prepares newsletters, brochures, and makes presentations regarding downtown activities.
5. Coordinates with other agencies and organizations on historic, museum, tourism, arts and other activities and programs which support downtown activities and businesses; serves on boards and committees or supports their programs.
6. Maintains a list of properties available for lease, sale and/or development and serves as initial contact for potential businesses considering downtown location and expansion; works with County Economic Development staff as needed.
7. Serves as the contact person for, and coordinates activities related to the Main Street Program and attends State Main Street managers meetings when and if possible.
8. Makes presentations to City Council and other groups about downtown activities and its tax district.

Reporting.

In addition to reporting directly to the DOEDC, Ms. Overton shall provide monthly reports of her activities to the City Manager and the Oxford Board of Commissioners.

Termination.

Each party reserves the right to withdraw from the agreement upon thirty (30) days' notice.

IN WITNESS HEREOF, each of the parties hereto has caused this Memorandum of Understanding to be duly executed this the ____ day of March 2014.

DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION

Colonel Hawley, President

CITY OF OXFORD

Jacqueline vdH Sergent, Mayor

ATTESTED TO:

Barbara J. Rote, City Clerk

STATE OF NORTH CAROLINA

COUNTY OF GRANVILLE

I, the undersigned Notary Public in and for the County of _____ and State of North Carolina, do hereby certify that Barbara J. Rote, came personally before me this day and acknowledged that she is the Clerk to the City of Oxford, a North Carolina Municipal Corporation, and that by authority duly given and as the act of the City of Oxford, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by herself as City Clerk.

Witness my hand and official seal, this ____ day of March, 2014.

(SEAL)

Notary Public

Printed Name: _____

My Commission Expires: _____

STATE OF NORTH CAROLINA

COUNTY OF GRANVILLE

I, _____, a Notary Public of the county and state aforesaid, do hereby certify that _____ personally appeared before me this day and acknowledged that he is President of the Oxford Downtown Economic Development Corporation, a North Carolina corporation, and that he as President, being authorized to do so, executed the foregoing on behalf of the corporation.

Witness my hand and official seal, this the ___ day of March, 2014.

(SEAL)

Notary Public
Printed Name: _____

My Commission Expires: _____

City of Oxford

Budget Amendment Voucher

Date 3/10/14

Account Number	Description	Increase	Decrease
10420638	EDC Reimbursement	\$6,000.00	
10399000	Approp Fund Balance	\$6,000.00	

Explanation for Amendment

To fund reimbursement to DOEDC for contract Director position March 2-014 - June 30, 2014

General Fund

Approved by Mayor and Board on:

Requested by





City of Oxford Board of Commissioners Retreat

■ Meeting Summary ■

February 6, 2014

INTRODUCTION

This report summarizes the work of the City of Oxford Board of Commissioners in its strategic planning retreat, held Thursday, February 6th, 2014 at Camp Oak Hill in Oxford.

The purpose of the retreat was to establish Board priorities for 2014.

This retreat was professionally facilitated and included the opportunity for participants to interact in open conversation, to share and build upon ideas. This report describes the activities, comments, and ideas of the participants. The major headings of this report correspond to the key agenda items and discussions during the retreat.

PARTICIPANTS

Jackie Sargent, Mayor

Howard Herring Sr., Mayor Pro Tem

Danny Currin, Commissioner

Frank Strickland, Commissioner

Calvin "C.J." Harris, Jr., Commissioner

Bob Williford, Commissioner

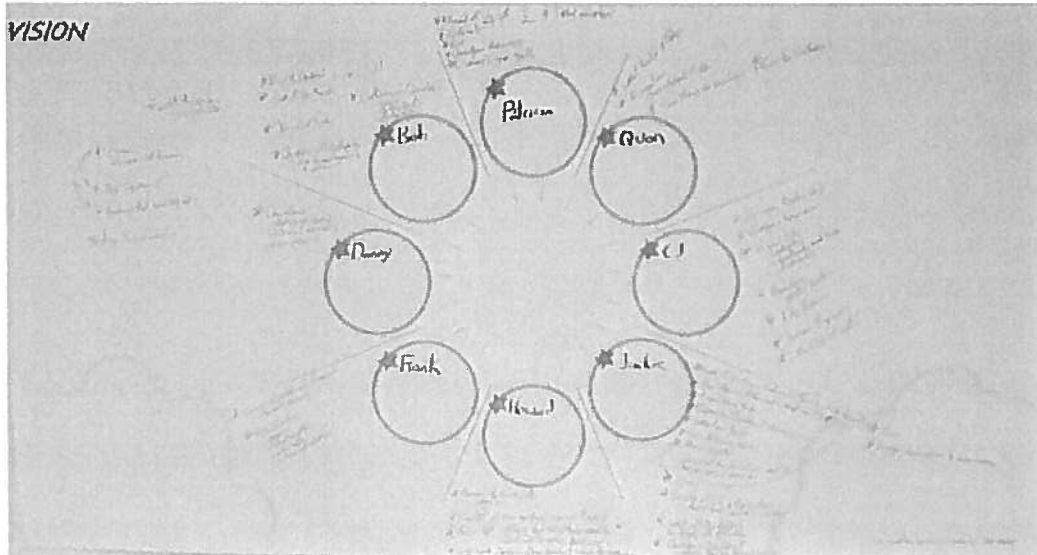
Quon Bridges, Commissioner

Patricia Fields, Commissioner

Randy Heman, Manager

Vision Exercise

The retreat began with each of the Commissioners sharing their ideas and priorities for 2014. This conversation was intended to explore common themes as well as a platform for generating ideas for future initiatives. The following ideas were recorded:



Frank

- Career Development Program
 - Personnel Policies
- Public Works
 - Potholes
 - Street Condition
 - Water rights
 - Improve infrastructure

Danny

- Downtown
 - Businesses closing
 - Help small businesses
 - Police presence
- Finance
 - We have a lot of needs
 - Buy equipment
 - Buildings that need upgrades
- Area Behind Wendy's

Bob

- 200th Anniversary
 - Sell logos/decals
- New city equipment
- Support our Manager
- New leaf truck
- Dispose of City Property
 - Give Manager resources to address
- Blight
- Emphasis on Downtown
 - Signage
 - Building fronts
 - Partnerships

Patricia

- A Board of US not I
- Restaurants
- Pool
- Downtown businesses
- Involve/Engage Youth
- Support unemployed

Quon

- Support for Fire and Police
- Recreation
 - Swimming pool/public
- Save money on new hires
- Raises for employees

C.J.

- Everyone treated fairly
- Employees taken care
- Vibrant City
 - Sidewalks
 - Something for people to do
 - Restaurants
- Recreation
 - Central location
- Arts Program
- Summer Program
- More streetlights

Jackie

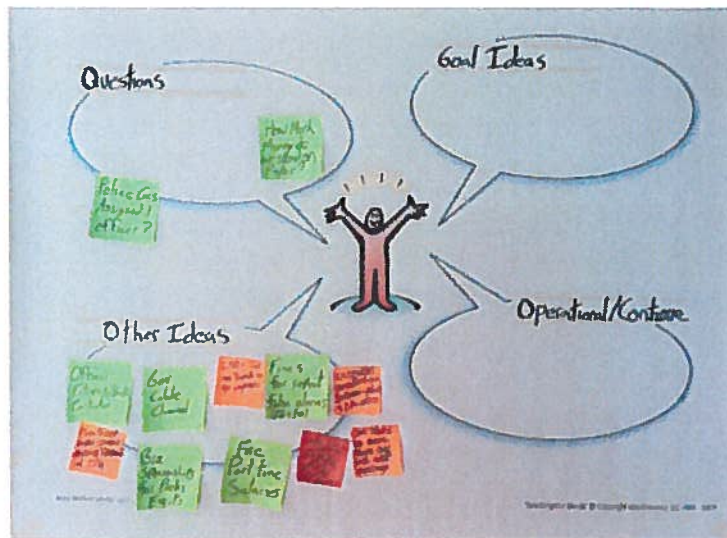
- Support our vision statement –
Quality of Life for All
- Brain drain—a place where people want to stay

- A cool place to be
- Economic Development Commission
- Support our youth
- Give ex-cons work
- Poverty 23.6%
 - We cannot pay for all we want if poverty is going in wrong way
- Crime
- Quality of life & recreation
 - Makes people want to be in our town
- Work with our partners
 - e.g. County with referendum
- Downtown development
 - Including how we recruit/incentives
- Trees
- Energy conservation to save money

Howard

- Manager to run the city
 - Support him
- Fire dept. will have equipment resources it needs
- Police department
 - Officers need video/audio capabilities
 - Don't wait to replace police cars
- Citywide career development—raise for employees

Questions and Other Ideas



Throughout the retreat Commissioners posted questions and ideas for additional staff follow up. The following items were recorded:

Questions

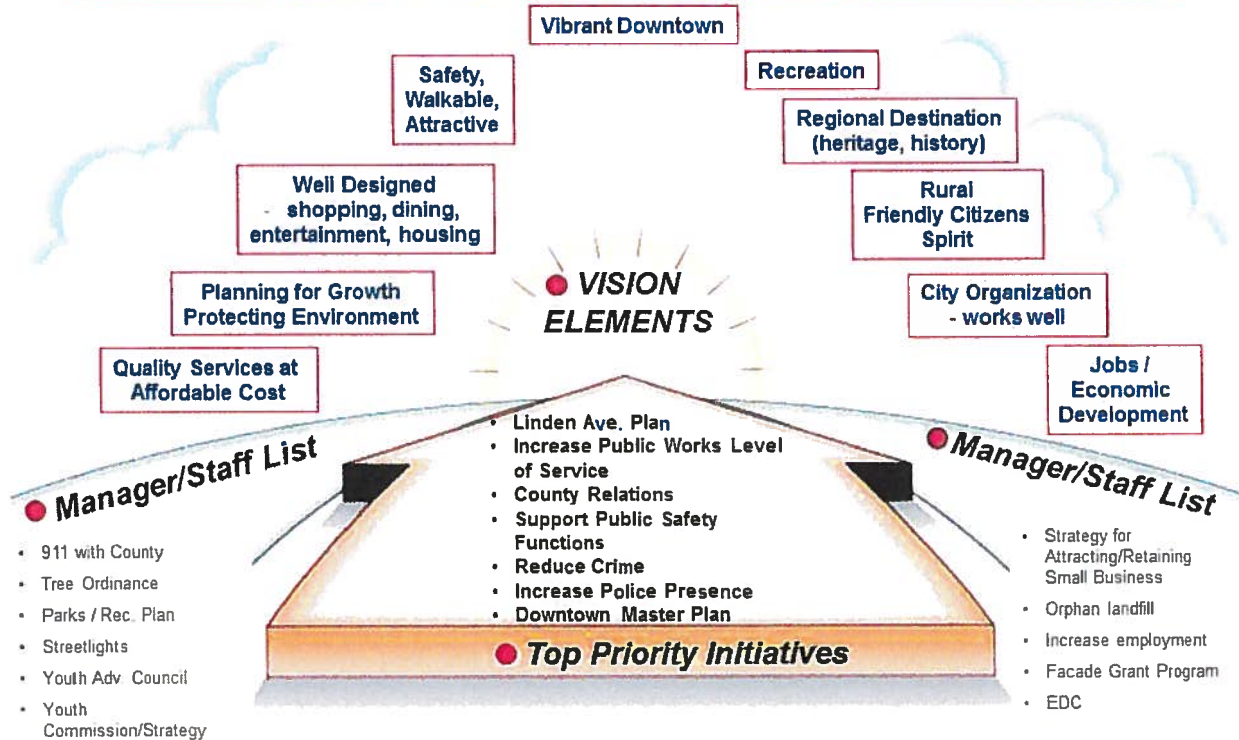
- Police cars assigned 1 officer?
- How much money do we spend on paper?

Other Ideas

- Officer fitness/health initiative
- Plan to get more sponsors during tournaments in city
- Gov. cable channel
- Business sponsorships for parks events
- IPads for the Board to go paperless
- Fire Department part-time salaries

Oxford's Strategic Priorities

2014 Board and Staff Priorities



© 1996-2009 THE GROVE

A vision articulates a long-term view of the ideal future for the community. The graphic above illustrates the elements of Oxford's vision. It also highlights the Board's top priorities for 2014 and a list of initiatives for strong focus at a staff level.

Oxford's Vision Elements

- Quality Services at Affordable Cost
- Planning for Growth. Protecting Environment
- Well Designed
 - shopping, dining, entertainment, housing
- Safety, Walkable, Attractive
- Vibrant Downtown
- Recreation
- Regional Destination (heritage, history)
- Rural, Friendly Citizens, Spirit
- City Organization
 - works well
- Jobs / Economic Development

Top Priority Initiatives for Board

- Linden Ave. Gateway Plan
- Increase Public Works Level of Service
- Build Relationship with County
- Support Public Safety Functions
- Reduce Crime
- More Police Presence
- Create Downtown Master Plan

Manager/Staff Initiatives

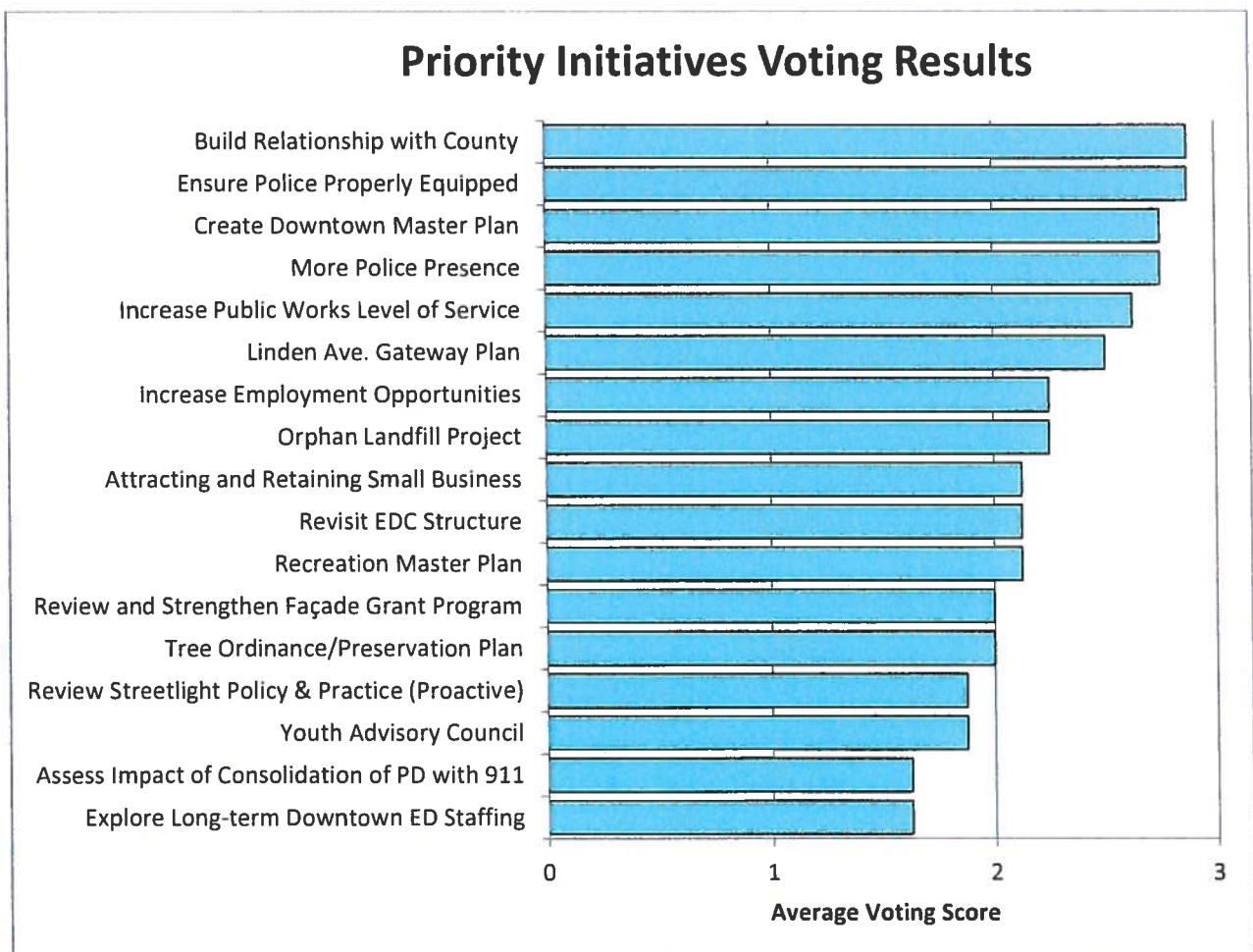
- Assess Impact of Consolidation of PD with 911
- Tree Ordinance / Preservation Plan
- Parks / Recreation Master Plan
- Review Streetlight Policy and Practice
- Youth Advisory Council
- Youth Commission/ Strategy
- Strategy for Attracting / Retaining Small Business
- Orphan Landfill Project
- Increase Employment Opportunities
- Review and Strengthen Facade Grant Program
- Revisit EDC Structure

Priority Initiatives Voting

The Board voted to prioritize the initiatives identified. Each initiative was scored according to the following scale:

1. Not a Board priority
2. Moderate Priority (If Possible)
3. High Priority (Must Do This Year)

Average scoring for each initiative is recorded in the following graph and ordered from highest to lowest priority:





CITY OF OXFORD

STAFF REPORT

TO: Mayor Sergent and Board of Commissioners
VIA: Randy Hemann, City Manager
FROM: Julia Overton, DOEDC Director
DATE: 2/21/14
SUBJECT: Street Closing for DOEDC Events 2014

SUMMARY STATEMENT

The Downtown Economic Development Corporation (DOEDC) has set their events calendar for 2014 and need to request the following street closings and approvals before proceeding.

REVIEW

The DOEDC at their February 12, 2014 Planning Retreat set the schedule of events for the upcoming year. This year the Strawberry Festival will combine with the Granville County Arts Council for a Strawberry Jam Arts Street Festival. The following items need approved by the Board for street closings, and sale of alcohol.

- Close Main Street from Williamsboro Street to Littlejohn Street, Williamsboro Street from the intersection of Main Street to Linden Avenue, and College Street from Hillsboro Street to McClanahan Street on Saturday, May 31st between 6:30 a.m. and 5:00 p.m. for the first ever Strawberry Jam Arts Street Festival, and designate these areas for public alcohol consumption during the hours 10:00 a.m. and 4:00 p.m. The DOEDC has partnered with the Granville County Arts Council to bring a combined event to the Downtown that will include artists, music, and shopping.
- Close Main Street from Williamsboro Street to Littlejohn Street and Littlejohn Street on June 26th, July 24th, and August 21st between 6:00 p.m. and 12:00 a.m. for its 7th annual movie night series. Progress Energy will remove several of the bulbs from the streetlights on Main Street for these events.
- Close Main Street from Williamsboro Street to Littlejohn Street, Williamsboro Street from the intersection of Main Street to Linden Avenue, and College Street from Hillsboro Street to McClanahan Street between the hours of 6:00 a.m. and 5:00 p.m. on Saturday, September 13th for the 8th Annual NC Hot Sauce Contest and designate these areas for public alcohol consumption during the hours of 11:00 a.m. and 4:00 p.m.

The proposed closings worked well in the past and were approved by NCDOT. The NCDOT requests that the City would be responsible for setting up necessary detours for traffic and providing parking information for those attending. ALE requests approval from the City to allow public alcohol consumption in the streets.

- Close Main Street from 12:00 p.m. until 8:00 p.m. on Friday, December 5th, including the intersection of Main and Spring Streets; Hillsboro Street (to the intersection of Lewis Street and Penn Avenue) and Williamsboro Street (beginning at the intersection of Belle and Lanier Streets) for the annual Lighting of the Greens and Christmas Parade route. The parade will assemble on Spring and Belle Streets and disband in the parking lot of Public Works from 6:00 p.m. until approximately 7:30 p.m. The requested closings and times are at the request of the DOEDC and the Police Department to allow for better flow of vehicular traffic.

RECOMMENDATION

Staff recommends approval the DOEDC Street Closings and requests.

Document(s) Attached:



124 Hillsboro Street • P.O. Box 820 • Oxford, North Carolina 27565 • Phone: 919-693-6125 • Fax: 919-693-6126
1598 NC Hwy. 56 • P.O. Box 205 • Creedmoor, North Carolina 27522 • Phone: 919-528-4994 • Fax: 919-528-4994
www.granville-chamber.com

February 25, 2014

Randy Hemann
Oxford City Manager
P O Box 1307
Oxford, NC 27565

Dear Mr. Hemann,

On behalf of the Board of Directors of the Granville County Chamber of Commerce, I am requesting use of Oxford's parking lot on Littlejohn Street, behind the Granville County Courthouse for two Alive-After-Five events scheduled for May and September. Our committee has selected Thursday, May 8 and Tuesday, September 30 as the dates for our 2014 events – celebrating our 11th year. I would like to confirm access and use of this area, as well as to request minimal street closings the days of the events to ensure safety of attendees.


Our request is for the parking lot to be closed the evenings prior to the event (May 7 and September 29). This would allow for stage to be delivered and set up the mornings of the events (May 8 and September 30). The entire parking lot is closed the day of the event. Littlejohn Street has been closed from Main Street to Gilliam Street the day of the event. I will contact the Granville County Clerk of Court's office to make them aware of the plans. Also, we would request that the parking lot remain closed the mornings after the events (May 9 and October 1) for stage dismantling and clean-up.

Additionally, we would like to request that Gilliam Street (from Williamsboro Street to Spring Street) be closed from 4:30 until 9:00 pm on May 8 and September 30. This allows easy and safe set-up for band, sound system, concession vendors, tent assemblers.

Maintenance issues, such as blocking streets, additional trash receptacles and pick-up, electrical needs, etc. have been handled by David Cottrell, Kenny Manning and staffs. We would also like to request fire protection from the Oxford Fire Department, as well as assistance from the Oxford Police Department.

We have had successful events the last ten years, due to the exceptional cooperation from the City of Oxford. On behalf of the Granville County Chamber of Commerce's Executive Committee and Board of Directors, I express our appreciation for your continued support of this request.

Sincerely,



(Mrs.) Ginnie D. Currin; Executive Director