

CITY OF OXFORD
BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING
Tuesday, September 2, 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. Local Preference Bidding Policy Discussion.
2. Set the Agenda for the September 8, 2014 Regular Session.

[CLOSED SESSION]

Pursuant to G.S. 143-318.11(a)(5) the Board will go into Closed Session to discuss a real property matter and approve the closed session meeting minutes of June 23, and July 17, 2014.

[ADJOURNMENT]

REMINDERS:

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

- September 12: Deadline for Kerr-Tar Banquet Registration
- September 13: Hot Sauce Contest – 11:00 AM – 4:00 PM
- September 25: Kerr-Tar Banquet, Butner Sports Arena – 7:00 PM
- September 30: Cycle NC – arrival late morning through afternoon – departing a.m. October 1

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, September 9, 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 Reverend Chris Aho
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 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. Presentation – September Yard of the Month – Patricia Brummell, 224 Forest 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 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)

- 6a. 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.

Recommended action: Staff recommends amending the sign ordinance for temporary signs as presented.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

7. Consider adopting a reimbursement resolution as required by the US Treasury Regulations Section 1.150-2, for the City to reimburse itself for the FY 2015 budgeted purchases of capital assets in the amount of \$684,725 with loan proceeds.

When a local government purchases capital items with its own funds and then obtains external financing to fund these purchases, the IRS requires the financing company to have a resolution from the local government declaring their intent to do so. This resolution needs to be in place so that the City can purchase various capital asset items listed in the FY2015 budget totaling \$684,725. After all budgeted capital items are purchased, the City will proceed in obtaining appropriate bank financing. (Attachment)

Recommended action: Staff recommends adopting a reimbursement resolution as required by the US Treasury Regulations Section 1.150-2, for the City to reimburse itself for the FY 2015 budgeted purchases of capital assets in the amount of \$684,725 with loan proceeds as presented.

8. 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 August 27, 2014. Article III, Section 8 further clarifies action to be taken in the event of a demotion. Article III, Section 11 changes the previously approved 14-day, 85 hour police 7k ratio to 14-day, 86 hour ratio due to the discovery of documentation within the FLSA 7k Exemption. Article IV, Section 6 and Article IV, Section 7 further clarifies action to be taken with demotion and transfers. Article IV, Section 10 is a necessary change due to the Fair Credit Reporting Act. Article V, Section 4 is being removed from the policy. What needs to be addressed is covered in "Outside Employment". Article VI, Section 6 adds the 457 Deferred Comp plan approved at the August Board Meeting. Article VII, Section 4 changes the way we compensate Holiday pay for police officers. (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.

9. 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. The Public Safety Committee reviewed the ordinance on August 27, 2014, and supports the changes and the increased penalty schedule for parking fines. (Attachment)

Recommended Action: Staff and the Public Safety Committee recommend adopting the amendments to the City of Oxford, Code of Ordinances, Chapter 20: Traffic, as presented, including increased penalty schedule for parking fines, effective upon adoption.

10. Consider approving a Budget Amendment in the amount of \$7,470, with \$4,980 payable from the General Fund and \$2,490 from the Water Fund to purchase the licensing and software needed to accompany new GIS and mapping equipment that will be used by both the Engineering and Public Works Departments.

In FY 2014, the City determined the need to upgrade the computer hardware and software for the Engineering and Public Works Departments. The City proceeded with purchasing three new computers for use by the City Engineer, the Public Works Director and the Engineering Technician in FY 2014. The FY 2015 Budget includes the purchase of new hardware – a GPS Wand Locator and a wide format printer/scanner for maps and GIS. The software required to utilize the hardware was not purchased in FY 2014 and was not included in the FY 2015 Budget. The requested Budget Amendment in the amount \$7,470 covers the cost of one AutoCAD license for the City Engineer (\$3,550) and three ArcGIS licenses for use by the City Engineer, the Public Works Director and the Engineering Technician (\$3,920). The Budget Amendment would be payable from the General Fund in the amount of \$4,980 and from the Water Fund in the amount of \$2,490. (Attachment)

Recommended action: Staff recommends approving a Budget Amendment in the amount of \$7,470, with \$4,980 payable from the General Fund and \$2,490 from the Water Fund to purchase the licensing and software needed for the new GIS and mapping equipment that will be used by both the Engineering and Public Works Departments.

11. Consider restructuring the Water/Sewer and Street Departments as follows:
- 1) Reinstitute the Water/Sewer Distribution and Collections Superintendent position at pay grade 21 and retain the interim Superintendent with a 5% salary increase.
 - 2) Retain the current interim Utility Maintenance Crew Leader with a 5% salary increase due to his ORC certification (remains pay grade 13)
 - 3) Hire a Water/Sewer Dept. Equipment Operator at pay grade 11 (position changes from Senior Equipment Operator, pay grade 13)
 - 4) Change a vacant Street Maintenance Worker Position (pay grade 7) to a Public Works Crew Leader for the Street Dept. (pay grade 12)

The Public Works Director was asked to study the Water/Sewer and Street Departments' organization and to make staffing recommendations. Several changes are recommended, primarily in the organizational chart, which would benefit both departments. Even though the Water/Sewer Distribution Superintendent position was previously eliminated to create the Public Works and Utilities Director, it is a vital role that must be filled to maintain effective and efficient department services, the flow of information from director to staff, and create a balance between the two very different functions of Utility and Public Works.

In the Water/Sewer Department, we have had an Interim Utility Maintenance Crew Leader since January of 2014. This person has performed his duties exceedingly well and has proved himself a real asset to the City of Oxford. Even though the position he is currently filling is a transfer within the same pay grade, it does not require him to function as a backup ORC (Operators Responsible Charge); a certification he currently holds. I believe this added responsibility of backup ORC justifies a 5% increase. The position he was filling prior to his "interim", as Senior Equipment Operator/Backup ORC, pay grade 13, could then be filled with an Equipment Operator, pay grade 11 further offsetting the cost.

In the Street Department, our Superintendent has 37 years of service with the City of Oxford. While we hope he continues to work for many years to come, we must instill a plan to capture his institutional knowledge. By creating a crew leader position under him, the Superintendent could start training a person to fill his position. It would also give us the ability to send crews out in different directions, which would make the Street Department more effective and time efficient. This would give the Street Department the same organizational structure as the Water/Sewer Department. (Attachment)

Recommended action: Staff recommends restructuring the Water/Sewer and Street Departments as recommended.

[REPORTS]

12. July Financial Report update and August Financial Report - Finance Officer Harold Belton Reports will be provided on meeting night.
13. City Update - City Manager Hemann
14. Kerr-Tar COG Report – Commissioner Bridges
15. Masonic Home for Children Community Communications– Commissioner Williford
16. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

17. Accept the August Financial Report by Finance Officer Harold Belton.
18. Approve request to close Littlejohn Street on Friday, October 31, 2014 from 5:00 p.m. to 8:00 p.m. for the annual Trunk or Treat sponsored by the Oxford Baptist Church.
19. Approve the following 2014 meeting minutes:
* August 4, Agenda Session * August 12, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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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.

§ 20-146 PARKING FINES.

(A) Unless specifically set forth in any provision in this Chapter 20, Article IV, the penalties for violations shall be as set forth in the following penalty schedule.

MAXIMUM PENALTY SCHEDULE	PROPOSED	CURRENT
Double Parking or Standing	\$10.00	\$5.00
Improper Parking	\$10.00	\$2.00 or \$5.00
Restricted or Limited Zones (other than 2-hr Parking)	\$10.00	\$5.00
Handicapped Parking	\$100.00	\$10.00
Parking in a Fire Lane or in front of a Fire Hydrant	\$50.00	N/A
Overtime Parking, 2 Hour Zone	See Section 20-131 of this Chapter	\$5.00

(B) Unless specifically set forth in any provision in this Chapter 20, Article IV, the fine will double if not paid within 30 days of the issue date on the citation.

(C) A copy of the penalty schedule, which may be amended from time to time, shall be incorporated into the City of Oxford fiscal year budget ending June 30.



**CITY OF OXFORD
STAFF REPORT**

TO: Mayor Sergent and the Board of Commissioners
FROM: James Proctor, Public Works and Utilities Director
DATE: August 27, 2014
SUBJECT: Public Works/Engineering Reorganization

SUMMARY STATEMENT

When I was hired as the new Public Works and Utilities Director, July 13, 2014, the City Manager asked me to study the Water/Sewer and Street Departments' organization and to make staffing recommendations. I am recommending several changes, primarily in the organizational chart that would benefit both departments. Even though the Water/Sewer Distribution and Collections Superintendent position was previously eliminated to create the Public Works and Utilities Director, I believe it is a vital role that must be filled to maintain effective and efficient department services, the flow of information from director to staff, and create a balance between the two very different functions of Utility and Public Works.

In the Water/Sewer Department, we have had an Interim Utility Maintenance Crew Leader since January of 2014. This person has performed his duties exceedingly well and has proved himself a real asset to the City of Oxford. Even though the position he is currently filling is a transfer within the same pay grade, it doesn't require him to function as a backup ORC (Operators Responsible Charge); a certification he currently holds. I believe this added responsibility of backup ORC justifies a 5% increase. The position he was filling prior to his "interim", as Senior Equipment Operator/Backup ORC, pay grade 13, could then be filled with an Equipment Operator, pay grade 11 further offsetting the cost.

In the Street Department, our Superintendent has 37 years of service with the City of Oxford. While we hope he continues to work for many years to come, we must instill a plan to capture his institutional knowledge. By creating a crew leader position under him, the Superintendent could start training a person to fill his position. It would also give us the ability to send crews out in different directions, which would make the Street Department more effective and time efficient. This would give the Street Department the same organizational structure as the Water/Sewer Department.

FOR DRAFT AGENDA ITEM 11

RECOMMENDATION

Staff recommendations to be effective 9/17/14:

- 1) Water/Sewer Department: Reinstigate the Distribution and Collections Superintendent position at a pay grade 21. Leave the current interim in the position with a 5% increase in his current salary. He has been filling the position as "interim" since January, '14.
(approx. annual cost = \$2538.06. This FY = \$1,854.74)
- 2) Water/Sewer Department: Leave the current interim in the existing Utility Maintenance Crew Leader position that he has been filling as "interim" since January, '14 with a 5% increase in his current salary. An Equipment Operator, pay grade 11 will be hired to fill the position he will vacate upon promotion. Prior to his "interim" assignment, the current interim was the Senior Equipment Operator/Backup ORC, pay grade 13.
(approx. annual cost = \$2326.08. This FY = \$1,699.83)
- 3) Street Department: Change a vacant Street Maintenance Worker position, pay grade 7 into a Public Works Crew Leader, pay grade 12.
(Approx. annual cost = \$6400.00. This FY = \$4676.92)

The total annual cost of this reorganization will be \$11,264.14 but the cost this FY will be \$8,231.49 and will be covered with lapsed salaries which total \$8,837.99 due to vacancies up to 9/17/14.