

**TUESDAY, SEPTEMBER 9, 2014 – 7:00 P.M.**  
**REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS**  
**OXFORD CITY HALL – COMMISSIONERS’ BOARD ROOM**

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Jackie Sergent, MPT Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Frank Strickland, S. Quon Bridges and Patricia T. Fields. Present also were City Manager Randy Hemann, and City Clerk Barbara J. Rote.

Absent: City Attorney J. Thomas Burnette

**CALL TO ORDER**

Mayor Sergent called the meeting to order. Reverend Chris Aho gave the prayer; the Pledge to the flag followed led by MPT Howard Herring, Sr.

**AGENDA APPROVAL**

MPT HERRING MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF A PROCLAMATION REMEMBERING 9/11. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

**OPENING REMARKS BY MAYOR SERGENT**

Mayor Sergent read the opening remarks statement as stated on the agenda with no conflicts of interest noted.

**PROCLAMATION REMEMBERING 9/11**

Mayor Sergent read a proclamation recognizing Thursday, September 11 as 9/11 National Day of Service and Remembrance as follows:

***IN REMEMBRANCE OF THE EVENTS OF SEPTEMBER 11, 2001***

*WHEREAS, on September 11, 2001, terrorists attacked our nation on American soil, causing great loss of innocent life and multi-fold damages; and*

*WHEREAS, in that instant countless American lives were forever changed,*

*either through personal loss or through an unfamiliar sense of individual and national vulnerability; and*

*WHEREAS, in the aftermath of these horrendous events, the American people demonstrated that they are stronger than ever by responding with an outpouring of revitalized patriotism, goodwill, and service to others, finding the strength to recover and rebuild; and*

*WHEREAS, we pay tribute to the many selfless heroes and innocent victims of September 11, 2001, and we reaffirm the spirit of patriotism and unity as a Nation that we felt in the days, months, and years that followed; and*

*WHEREAS, Congress has designated September 11th of each year as "Patriot Day" and requested the observance of September 11 as an annually recognized "National Day of Service and Remembrance".*

*Now, THEREFORE, I, Jacqueline vdH Sargent, Mayor of the City of Oxford, along with the Oxford Board of Commissioners, do hereby proclaim September 11th, as*

***9/11 National Day of Service and Remembrance***

*in the City of Oxford and urge our residents to recognize the heroism of the first responders, military service members, and the many volunteers who responded to these tragic events with courage, compassion, determination, and skill; and to dedicate September 11th as a day not only of mourning and remembrance of the victims and innocent lives lost, but also one of service - to honor those who gave all in service to their neighbors and their community, and in so doing modeled the value and commitment that we should each exemplify as we strive to better in our world.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford NC, to be affixed this the 9th day of September, 2014.*

**OXFORD YARD OF THE MONTH FOR SEPTEMBER**  
**PATRICIA BRUMMELL**

The Mayor recognized Patricia Brummell of 224 Forest Avenue as the September Yard of the Month. Ms. Brummell previously received the Yard of the Month Award in October 2004. She received a YOM Certificate, and a \$25 gift card donated by Ace Hardware of Oxford.

**PUBLIC HEARING**  
**AMEND SIGN ORDINANCE FOR TEMPORARY SIGNS IN I-1, I-2 & I-3 DISTRICTS**

A Public hearing was held 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.

Mayor Sergent declared the public hearing open.

No one from the public wished to speak.

Mayor Sergent closed the public hearing.

**SIGN ORDINANCE AMENDED FOR TEMPORARY SIGNS IN THE I-1, I-2, I-3 ZONING DISTRICTS**

COMMISSIONER WILLIFORD MADE A MOTION TO AMEND THE SIGN ORDINANCE FOR TEMPORARY SIGNS IN THE I-1, I-2, I-3 ZONING DISTRICTS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**REIMBURSEMENT RESOLUTION FOR FY 2015 PURCHASES APPROVED**

Mayor Sergent presented for adoption 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 \$669,724 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 \$669,724. After all budgeted capital items are purchased, the City will proceed in obtaining appropriate bank financing.

COMMISSIONER CURRIN MADE A MOTION TO ADOPT 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 \$669,724 WITH LOAN PROCEEDS AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**CITY OF OXFORD, NORTH CAROLINA**  
**DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the City of Oxford, North Carolina (the "Issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the "Expenditures") for the purchase of various capital assets (See attached list).

2. **Plan of Finance.** The Issuer intends to finance the costs of the various capital assets with loan proceeds, the interest on which is to be excluded from gross income for Federal income tax purposes.

3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the purchase of various capital assets is \$669,725.

4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the loan for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

Adopted this 9<sup>th</sup> day of September, 2014

## CAPITAL OUTLAY FY 2014-2015

The City of Oxford, North Carolina  
P. O. Box 1307  
300 Williamsboro Street  
Oxford, North Carolina 27565

### CAPITAL OUTLAYS

GENERAL FUND

Department Number	Department Name	Capital Outlay Description	Fiscal Year 2014-2015
442	Finance	Financial Accounting Software	120,000
502	Public Works	Knuckle Boom Truck (Pac-Mac KB-20)	130,000
510	Police	Dodge Charger (3 for Patrol)	75,000
		Body Armor	4,500
		APX-400 Radio (4)	12,000
		K-9 and Training	17,000
			<u>108,500</u>
530	Fire	Crew Cab 4x4 Pick Up Truck	43,000
		Confined Space Breathing/Communication Equipment	19,500
		APX-750 Dual Band Mobile 800 Mhz Radio	6,000
			<u>68,500</u>
620	Recreation	Horseshoe & Shuffleboard Complex	5,000
		Kitchen Updates in Rental Facilities	9,000
		Professional Study & Improvements - Red Barn	15,000
		Rucker Park Updates	10,000
		Tables & Chairs for Meeting Space at PW	12,500
			<u>51,500</u>
722	Engineering	GIS Locator Wand	15,000
		Scanner/Plotter - Maps/GIS	30,000
			<u>45,000</u>
TOTAL GENERAL FUND			<u><u>523,500</u></u>

WATER FUND

Department Number	Department Name	Capital Outlay Description	Fiscal Year 2014-2015
824	Waste Water Treatment	Pick Up Truck	28,000
		Digester Diffuser	12,000
		Mud Pump - 3 inch	3,000
			<u>43,000</u>
828	Water/Sewer Line Maintenance	Generator-Pumping Station	53,725
		Pick Up Truck	35,500
		ATV	14,000
			<u>103,225</u>
TOTAL WATER FUND			<u>146,225</u>
GRAND TOTAL ALL FUNDS			<u>669,725</u>

**MARCH 11, 2014 PERSONNEL POLICY AMENDMENTS ADOPTED**

Commissioner Bridges, Chairman Personnel Committee, presented for consideration amendments to the March 11, 2014 Personnel Policy.

The HR Director presented the proposed Personnel Policy changes 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.

COMMISSIONER BRIDGES MADE A MOTION TO ADOPT THE AMENDMENTS TO THE MARCH 11, 2014 PERSONNEL POLICY AS PRESENTED, EFFECTIVE UPON ADOPTION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**AMENDED MARCH 11, 2014 PERSONNEL POLICY**

**Article III, Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications**

Promotions. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on a substantial amount of additional responsibility. When an employee is promoted, the employee's salary shall be advanced to the minimum rate of the new position, or to a salary, that provides an increase up to 5% over the employee's salary before the promotion. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Department Director may recommend in writing, to the Human Resources Director, that the salary be set at an appropriate rate within the salary grade of the position to which the employee is promoted that best reflects the employee's qualifications for the job. The Human Resources Director shall take into account the salaries, qualifications of other employees in the same classification, any applicable compression issues, and the overall salary structure for the City. Following approval by the Human Resources Director, the recommended salary must be approved by the City Manager. In no event, however, shall the new salary exceed the maximum rate of the new salary grade. The new salary shall

not take effect until the Human Resources Director and City Manager have approved the applicable Personnel Action Form.

Demotions. Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. Demotion may be voluntary or involuntary. When an employee is demoted to a position for which he or she is qualified, the salary shall be decreased proportionately to the decreased workload and/or level of responsibility and set within the new salary range. The new salary will be determined by the department head along with the recommendation from the Human Resources Director and approved by the manager.

Transfers. The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of approximately 5% or an increase to the minimum rate of the new pay range, whichever is higher.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

### **Article III, Section 11. Overtime Pay Provisions**

Employees of the City can be requested, and may be required, to work in excess of their regularly scheduled hours as necessitated by the needs of the City and approved by the Department Head. Overtime work should be approved in advance by the Department Head or City Manager. Overtime funds should be available in the current Department budget.

To the extent that local government jurisdictions are so required, the City will comply with the Fair Labor Standards Act (FLSA). The Human Resources Director shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions effective 1-01-03.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position; either as comp time or monetary pay. Police and Fire will receive monetary pay for hours worked in excess of 86 hours and 106 hours, respectively in a 14-day cycle at a rate of time and one half. Those employees who work schedules based on a FLSA 40-hour week (37.5 or 40 hour schedules) will be given compensatory time at a rate of straight time up to 40 and at a rate of time and one half over 40. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes. When time off within the work period cannot be granted, overtime worked will be paid or comp time given in accordance with the FLSA. Compensatory time balances may not exceed 175 hours for all employees. Any overtime worked after such maximum balances must be compensated in pay. In the event of a disaster declared by the State/Federal Government, all overtime hours shall be paid in cash. (Adopted 11-12-2003)

Whenever practical, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. All nonexempt employees will be paid in full for all accumulated comp time, upon separation from the City.

Employees in positions determined to be Exempt from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. However, these employees may earn compensatory time under the following terms and conditions:

- A) Compensatory time shall be accrued on an hour-for-hour basis, without regard to FLSA limits. Exempt employees may accrue up to a maximum of 40 compensatory hours.
- B) Compensatory time shall be taken at the convenience of the department and at the sole

- discretion of the supervisor at a time, which will least obstruct the operation of the department.
- C) Compensatory time may not be transferred to any other type of leave.
  - D) Unused compensatory time is lost when an exempt employee is separated from City service, regardless of the situation.
  - E) Exempt employees will record earned and used compensatory time on their normal timesheets and signed and approved by the City Manager.

All employees must use their accumulated comp time before using any other available time (sick, vacation, holiday or unpaid time) in all situations when an employee will be absent from work. (See Article VII. Holidays and Leaves of Absence)

#### **Article IV, Section 6. Demotion and Reassignment**

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. Demotion may be voluntary or involuntary. A voluntary demotion may be called a reassignment. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such disciplinary demotion shall follow the disciplinary procedures outlined in this Policy.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a reassignment. A reassignment is not a disciplinary action and is made without using the above-referenced disciplinary procedures. However, the appropriate salary adjustments should be made as agreed upon by the department head and Human Resources Director and approved by the City Manager. (ref. Article III, Section 8)

#### **Article IV, Section 7. Transfer**

Transfer is the movement of an employee from one position to another position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or classification shall make a recommendation through the Human Resources Director to the City Manager with the consent of the receiving Department Head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. An employee who has successfully completed a probationary period may be transferred into the same classification without serving another probationary period. The employee's salary will be adjusted up, down or remain the same, depending on the recommendation of the receiving department head and Human Resources Director, and approval of the City Manager.

#### **Article IV, Section 10. Criminal Background Check**

The purpose of this policy is to insure that all candidates for employment with the City of Oxford are screened for any criminal background information to protect the citizens of the City and its employees. The existence of a criminal record does not constitute an automatic bar of employment. The nature of the offense, the time elapsed since its occurrence, and its relevance to the position for which the candidate is applying will all be taken into consideration. Safety is the primary objective of this policy.

Applicants will be asked to sign an authorization to conduct a background check form and sign a FCRA (Fair Credit Reporting Act) disclosure after the candidate has signed a written conditional offer of employment letter. Human Resources will be responsible for performing the criminal background check. In the event the records check is contrary to documentation on the application or something discovered causes concern surrounding the candidate's ability to adequately perform the functions and duties of the position applied for or the safety of the employees or the public, the offer of employment may be rescinded.

**Article V, Section 4. Dual Employment – DELETED SECTION**

**Article VI, Section 6. Supplemental Retirement Benefits**

The City provides both a voluntary 401-K and a 457 Deferred Compensation program for its employees. Both plans are available to full time employees and the 457 is available to part time and elected officials. At this time, the City does not contribute any matching funds to the accounts of employees that are not sworn law enforcement personnel.

Each law enforcement officer shall receive 401-K benefits as prescribed by North Carolina State Law and beginning on the first day of employment, (as directed in Chapter 143 Article 12d and 12e of the General Statutes of NC).

**Article VII, Section 4. Holidays: Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel**

Shift employees required to perform work on regularly scheduled holidays may be granted compensatory time off or paid for hours actually worked in addition to any holiday pay to which they are entitled. This compensatory time shall be granted whenever feasible. If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee shall receive the hours for paid holiday leave. Departments with employees working a shift schedule on the true holiday rather than the designated holiday will be paid Holiday pay in accordance with this policy.

**EXCEPTIONS: FIRE AND POLICE**

Fire Department personnel who work 24-hour shifts will have their total Holiday hours for the year “banked” in a Holiday Bank on July 1 of each year. The Holiday Bank will be available to employees to use for the full fiscal year, July 1-June 30, upon approval of the Fire Chief. When the employee wishes to take Holiday leave, they take actual hour-for-hour from the Holiday Bank balance. Holiday time not taken by June 30<sup>th</sup> of each year will be lost. This policy allows 24-hour personnel to use their Holiday time when they choose, as long as it doesn’t cause disruptions in services to the public. Fire personnel who work on the actual Holiday (not necessarily the City “designated” day) will be paid time and one half for all hours worked on the Holiday. The City of Oxford currently offers 12 “paid” Holidays per year. Fire personnel bank holiday time at the prorated formula indicated in our Personnel Policy, Article VII of 11.2 hours per Holiday for a total of 134.4 hours annually (11.2 hours X 12 Holidays).

Police Department personnel who actually work on the Holiday (not City Designated day) will be compensated at a rate of “double-time” for the hours they work. Because of the nature of the job, and the lack of “part time” employees to backfill necessary coverage, the Holiday banked time does not work effectively as it does with Fire. Police Department personnel, who are not scheduled to work the “actual” holiday, will receive pay for that day equivalent to the prorated formula indicated in our Personnel Policy, Article VII, of 8.56 hours per day. For police, Holidays will be paid at the officers’ respective hourly rate for 8.56 hours (or double-time if worked). There will be no accumulation or banking of Holiday pay in the Police Department.

**CITY OF OXFORD, CODE OF ORDINANCES, CHAPTER 20: TRAFFIC AMENDED**

City Manager Hemann presented for consideration 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. The public will be notified by a press release.

Staff was asked to double check the number of parking spaces in front of the post office. The ordinance states 15 – 15-minute spaces.

Commissioner Bridges said that he could not support the amended ordinance because he felt eliminating the designated parking spaces on Court Street for the Judge, DA, Clerk of Court, Register of Deeds etc. is a safety concern. He noted that the spaces have been there for many years, allowing the officials to walk into the courthouse the quickest and safest way.

MPT HERRING MADE A MOTION TO AMEND THE CITY OF OXFORD, CODE OF ORDINANCES, CHAPTER 20: TRAFFIC, AS PRESENTED, INCLUDING INCREASED PENALTY SCHEDULE FOR PARKING FINES, EFFECTIVE UPON ADOPTION. THE ORDINANCE IS INCORPORATED BY REFERENCE AND IS ON FILE IN THE OFFICE OF THE CITY CLERK. THE FEE SCHEDULE FOLLOWS AND WILL BE INCORPORATED INTO THE ANNUAL BUDGET ENDING JUNE 30TH. THE NUMBER OF PARKING SPACES IN FRONT OF THE POST OFFICE WILL ALSO BE CONFIRMED. COMMISSIONERS HERRING, WILLIFORD, CURRIN, HARRIS, STRICKLAND AND FIELDS VOTED IN THE AFFIRMATIVE, COMMISSIONER BRIDGES IN THE NEGATIVE. **THE MOTION CARRIED 6 TO 1.**

## § 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	
Double Parking or Standing	\$10.00
Improper Parking	\$10.00
Restricted or Limited Zones (other than 2-hr Parking)	\$10.00
Handicapped Parking	\$100.00
Parking in a Fire Lane or in front of a Fire Hydrant	\$50.00
Overtime Parking, 2 Hour Zone	See Section 20-131 of this Chapter

(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.

**BUDGET AMENDMENT APPROVED FOR GIS LICENSING AND SOFTWARE**

City Manager Hemann presented for consideration 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 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 software requires an annual maintenance fee but the licensing is only paid once.

COMMISSIONER CURRIN MADE A MOTION TO APPROVE 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. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**BUDGET AMENDMENT**

<b>Account Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
722-481	Engineering (AutoCAD)	\$ 2,368.00	
722-481	Engineering (ArcGIS)	1,306.00	
561-481	Public Works (ArcGIS)	1,306.00	
828-481	Water Fund	2,490.00	
10-399000	General Fund – Fund Bal		\$4,980.00
30-299500	Water Fund – Retained Earn		2,490.00

**RESTRUCTURING PUBLIC WORKS DEPARTMENTS**  
**POSITIONS APPROVED FOR WATER, SEWER & STREET**

City Manager Hemann presented for consideration several items related to job positions in the Water/Sewer and Street Departments that would allow for similar organizational flow within each unit as follows:

- 1) Reinststitute 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) Do not fill the position of Senior Equipment Operator, (pay grade 13). The Equipment Operator (Pay Grade 11) will provide needed equipment operation.
- 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 and Collections 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, would not be filled, 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.

Staff recommended 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 (previous Senior Equipment Operator/Backup ORC) 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. The position of Senior Equipment Operator/Backup ORC, pay grade 13 will not be filled. The Equipment Operator, pay grade 11 will provide needed equipment operation. (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.

COMMISSIONER CURRIN MADE A MOTION TO RESTRUCTURE THE WATER/SEWER AND STREET DEPARTMENTS AS PRESENTED, EFFECTIVE SEPTEMBER 17, 2014. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**DOWNTOWN MASTER PLAN REPRESENTATIVES SELECTED**

City Manager Hemann presented for consideration a list of Nominees to serve on a Downtown Master Plan Committee, a request to authorize him to approach possible representatives as outlined, and fill any other positions with alternatives from the various groups represented as needed if some of those nominated are not able to serve.

The City has set aside \$15,000 in this year’s budget to work on a Downtown Master Plan. All successful Master Plans are developed by the people who know the downtown best, those business owners, citizens, and governmental stakeholders who understand the current workings of the downtown and are capable of having a vision that extends beyond the present conditions and provides incremental steps to fulfill that vision. The Board of Commissioners asked the City Manager to finalize a list of potential members for a Master Plan Committee for consideration. The attached list of proposed candidates have not yet been approached regarding their willingness to serve. The proposed list includes representatives from the DOEDC, elected and appointed boards and organizations. There is also an opportunity for an at-large member. City Manager Hemann stated that additional people could be appointed to the Committee.

MPT HERRING MADE A MOTION TO APPROVE A LIST OF NOMINEES TO SERVE ON A DOWNTOWN MASTER PLAN COMMITTEE, AUTHORIZE THE CITY MANAGER TO APPROACH POSSIBLE REPRESENTATIVES AS OUTLINED, FILL THE AT-LARGE APPOINTMENT, AND FILL ANY OTHER POSITIONS WITH ALTERNATIVES FROM THE VARIOUS GROUPS REPRESENTED AS NEEDED IF SOME OF THOSE NOMINATED ARE NOT ABLE TO SERVE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**DOWNTOWN MASTER PLAN DEVELOPMENT COMMITTEE**

<b>CITY BOARD APPOINTMENTS</b>	
<b>BOARD</b>	<b>APPOINTMENT</b>
Two Board Representatives	DOEDC Rep. Commissioner Danny Currin Commissioner Frank Strickland
Surrounding Neighborhood and/or HPC Representative	Peter Tocci
Planning Board Representative	Vincent Gilreath
Zoning Board of Adjustment Representative	Carl Pike
Parking Authority Representative	Sandra Pruitt
At- Large Representative	TBD
<b>PROPOSED APPOINTMENTS BY OTHER ORGANIZATIONS</b>	
<b>ORGANIZATION</b>	<b>PROPOSED APPOINTMENT</b>
DOEDC BOARD	Chance Wilkerson Lori Dutra Julia Overton

County Commissioner	David Smith
County Staff	Michael Felts
City Staff	Cheryl Hart
Tourism Development Authority	Susan Ball
County Economic Development	Harry Mills

**JULY & AUGUST FINANCIAL HIGHLIGHTS BY FINANCE DIRECTOR BELTON**

Finance Director, Harold Belton, presented and summarized the July financial report. Due to additional computer problems, the August financials were not available.

General Fund to date revenue is on track at 10% collected, and expenditures are 6% expended. The Water Fund to date revenue is on track at 8% collected, and expenditures are 5% expended budget vs. actual.

Water Capital Projects received \$450,000 Rural Economic Development reimbursement from FY 2014 Linden Avenue to Hancock Street Outfall Rehabilitation project.

<b><u>JULY 2014 Financial Report</u></b> <i>8.3% of FY Complete</i>	<b><u>General Fund</u></b>	<b><u>Water Fund</u></b>	<b><u>Other Funds</u></b>
<b>REVENUES</b>			
YTD	\$ 851,073	\$ 359,056	\$ 463,483
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	10%	8%	22%
<b>EXPENSES</b>			
YTD	\$ 466,928	\$ 236,629	\$ 33,379
Budget	\$ 8,459,960	\$ 4,946,488	\$ 2,177,589
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	6%	5%	2%
<b>DIFFERENCE</b> (Revenues – Expenses) 2014-15 YTD	\$ 384,145	\$ 122,427	\$ 430,104

**CITY MANAGER REPORT**

**Inter Basin Transfer (IBT)** – With the passage of legislation that creates an expedited process for the Inter basin Transfer (IBT) permit, the process for the permit and for plant expansion will be moved up significantly. IBT consultant CH2mHill is working with the Kerr Lake Regional Water System on the process and should have a timeline in the next few weeks. They are already working on modeling for the IBT. Previous projections for the IBT request were for 24 million gallons per day but that number has been reduced to 20 million gallons per day to be in line with the 20 million gallon withdraw

permit approved by the Corps of Engineers. Creedmoor was previously in the IBT model when a partnership was discussed with Oxford. Now that Creedmoor has been purchased by SGWSA, we have suggested that what was previously allocated for Creedmoor in the IBT simply be renamed as SGWSA. SGWSA has amended its water supply plan accordingly to leave open the door for a partnership should the Oxford and SGWSA Boards desire to partner in the future.

**NC Hot Sauce Festival:** The festival is Saturday September 13. Julia Overton has been working with Chief Cottrell, Chief Coley, James Proctor, Dud Frazier and other City staff to insure that we have a well-planned and well executed event.

**Cycle NC Event:** Just a reminder that we are still anticipating around 1,100 cyclists on September 30. They will be camping at Hix field and in the gym. We have 12 volunteers for that day to work two shifts assisting the organizers with setup, registration and making sure the City demonstrates tremendous hospitality to our visitors. I also want to remind everyone that the Chamber's Alive after Five event was moved to that night which is Tuesday rather than the usual Thursday.

**Parks and Recreation:** Our Director will be scheduling a meeting of the Recreation, Parks and Environment Committee chaired by Commissioner Fields in order to discuss changes to the Parks and Recreation Advisory Committee and proposed revisions to the rules for Lake Devin.

**Fire Department:** The Public Safety Committee chaired by Mayor Pro Tem Herring met recently and reviewed the proposed Fire Alarm Ordinance. The ordinance will be modified based on feedback and have it to the Board at the October Meeting.

**Street Closing Policy:** We have numerous street closing requests that are handled on a one by one basis at the City Commission Meetings. Staff is proposing the creation of a policy that will allow those to be handled at a staff level and we hope to have a Street Closing Policy ready for Committee and/or Board review by the end of the month.

**Stormwater Drainage at Oxford Athletic Park:** We have had some initial conversations with Lucy and John Bode regarding stormwater at Oxford Park and the Oxford Athletic Park. They have some plans for future growth that will require us to work in concert with them to solve shared drainage and stormwater issues. Our City Engineer and Public Works Director have been researching the history of that development and the current issues related to drainage and stormwater and we will provide a full report on the issue in the near future.

**Farmers Market:** Our joint County/City Task Force plans to meet with landscape architect Susan Hatchell before the end of the month to look at potential designs for a farmers market on the Armory property.

**Streetlights:** Gerial Proctor with Progress Energy said that they have changed 658 mercury vapor or sodium vapor fixtures that were 20+ years old to LED fixtures. The savings to the City for the lights

that have been changed will be about \$1,144 per month. There are about 93 sodium vapor fixtures that were installed between 1996 and 2012 that are still in service. There is a one-time charge of \$50 to change a fixture that has not been in place for 20 years or more. It appears that the savings would pay for the \$50 charge in about 29 months so the City may want to consider finding funds to change the remaining 93 fixtures. A homeowner who has an older fixture can also request the change at a cost of \$50.

**Financial Software:** Finance Director Belton recently held a day-long demonstration for a financial software package and has a second demonstration scheduled. During these demonstrations the 10-12 people from various departments that will be most involved in using the software have been present to see the software demonstrated, ask questions and gain an understanding of the capabilities of the software. Many of these packages also have specialized modules for other departments so all departments have participated in the review. Finance Director Belton and his staff are to be commended for putting together a thorough process for the review of these options.

**Board Planning Retreat:** I recently met with Warren Miller of fountainworks, our facilitator for last year's Board Planning Retreat and we have begun looking at the process for this year. We hope to schedule the retreat in January this year. Please let me know if you have any thoughts on changes to the process you would like to propose for the upcoming retreat.

**Police Department:** At the recent Public Safety Committee Meeting, Chairman Herring asked for a report on the status of body cameras at the OPD. Thanks to the support of the Commissioners, all patrol officers at the OPD are now equipped with body cameras.

### **COMMITTEE REPORTS BY THE BOARD**

The City is represented by Commissioners on various committees and boards pertaining to our community and local government. Reports and updates by our representatives on meetings that occurred during the month are as follows:

Kerr-Tar COG update – Commissioner Bridges

Masonic Home for Children Community Communications update – Commissioner Williford

200<sup>th</sup> Anniversary Committee update – Commissioner Williford

### **CONSENT AGENDA APPROVED**

COMMISSIONER FIELDS MADE A MOTION TO APPROVE THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

- Accepted the July Financial Report by Finance Officer Harold Belton.

- Approved 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.
- Approved the following 2014 meeting minutes:
  - \* August 4, Agenda Session
  - \* August 12, Regular Session

**ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:20 P.M., MPT HERRING MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

\_\_\_\_\_  
Barbara J. Rote, City Clerk

ATTEST:

\_\_\_\_\_  
Jacqueline vdH Sergent, Mayor