

CITY OF OXFORD
BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING
Monday, July 6, 2015 – 5:30 p.m.
Commissioners' Board Room

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



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

Randy Hemann, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

[CALL TO ORDER]

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

- 1) Consider authorizing staff to apply for a Congestion Mitigation Air Quality (CMAQ) grant and commit to matching funds in the amount of \$60,000.

It was recently announced that CMAQ funds are available for FY2016. The City will apply for a grant totaling \$300,000. The City's match would be \$60,000. If awarded the CMAQ funds, the project will be a continuation of the current sidewalk project and begin at the 2nd Shopping Center entrance on Industry Dr. ending at Coventry Dr. The deadline for the application is June 7, 2015 (Attachment 1)

Recommended action: Authorize staff to apply for a CMAQ grant and commit to matching funds in the amount \$60,000.

- 2) Set the Agenda for the July 14, 2015 Regular Session. (Attachment 2)

[ADJOURNMENT]

REMINDERS:

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

- July 8: Personnel Committee & Closed Session – 1:15 p.m., Training Room, City Hall
- July 15: Finance Committee Mtg. – 2:00 p.m., Training Rm., City Hall
- July 23: Downtown Movie Night – 8 p.m. concessions, 8:30 movie



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Randy Hemann, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 6-25-2015
SUBJECT: Consider authorizing applying for the CMAQ grant and committing to the matching funds.

SUMMARY STATEMENT

The CMAQ Grant will total \$300,000 with the City's match being \$60,000.

REVIEW

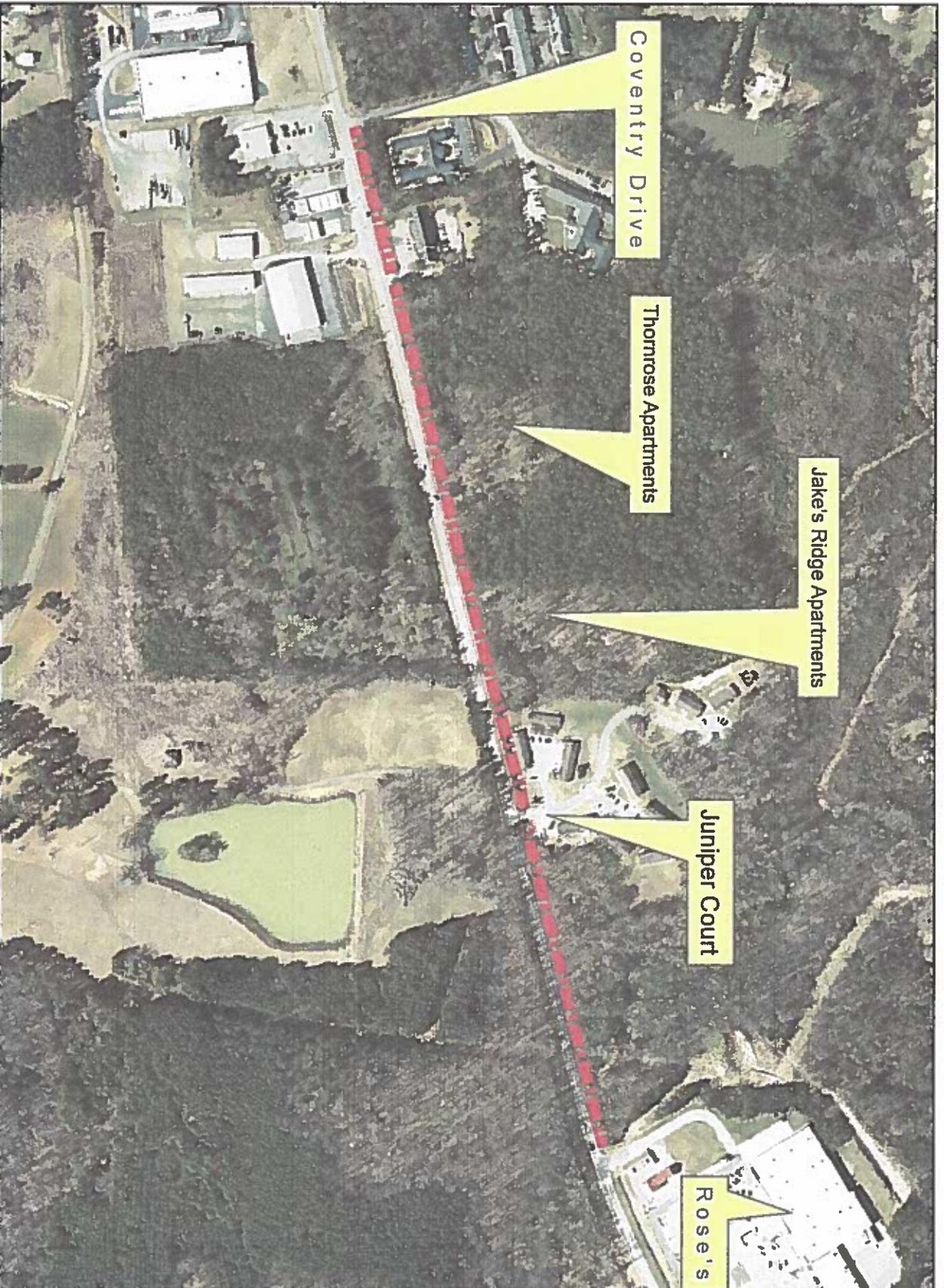
It was just announced that CMAQ funds are available for FY2016. If awarded the CMAQ funds, the project will begin at the 2nd Shopping Center entrance on Industry Dr. ending at Coventry Dr. This project is a continuation of the current sidewalk project.

RECOMMENDATION

Staff recommends authorizing applying for CMAQ funds and committing to the matching fund in the amount \$60,000.

Attachments:

Proposed City of Oxford CMAQ Sidewalk Project



CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, July 14, 2015 - 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

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

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

[DELEGATIONS]

5. Presentation – July Yard of the Month to Betty and William Finch, 207 Forest Road

[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 amend the Oxford Zoning Ordinance in order to allow solar farms and systems within the City of Oxford's Zoning Jurisdiction

Currently the Oxford Zoning Ordinance does not have guidelines for solar farms and systems. With the request for solar farms being made in neighboring communities, the Planning Board started discussing this topic several months ago. In developing guidelines for solar farms and systems, the Planning Board reviewed sample ordinances from Archdale, Huntersville, Granville County, St. Paul's, Louisburg and the NC model ordinance. (ATTACHMENT 9)

- 6a. Consider Planning Board Recommendation to amend the Oxford Zoning Ordinance in order to allow solar farms and systems within the City of Oxford.
- 6b. Consider Planning Board Recommendation for Consistency Statement. The amendment to the Oxford Zoning Ordinance is consistent with applicable plans because it is in line with the goals of the Comprehensive Plan for the City of Oxford. The amendment is reasonable and in the public interest because it supports the goal of supporting conservation programs as found on page 18 of the Executive summary for the Comprehensive Plan.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

- 7. Consider directing the City Clerk by resolution to investigate the sufficiency of the petition for Annexation request by Oxford Charter Holdings, LLC.

Oxford Charter Holdings, LLC has petitioned the City to annex 1.0 acres of land adjacent to Oxford Preparatory School on Landis Road in order to expand the school. The petition for annexation is necessary for receiving the City’s water and sewer service. (ATTACHMENT)

Recommended action: Staff recommends directing the City Clerk by resolution to investigate the sufficiency of the petition.

- 8. Consider reappointing Vernon “Butch” Ball and Howard Herring Jr. to the Fireman’s Relief Fund for a 1-year term expiring June 2016.

The Fireman’s Relief Fund consists of two appointees from the Volunteer Fire Department and two from the City Board. In addition, the City Finance Director is designated by the Insurance Commission and the Fire Chief attends in an ex-officio capacity. No other applications were received.

Recommended action: Staff and Commissioner Currin recommend reappointing Butch Ball and Howard Herring Jr. to the Fireman’s Relief Fund for a 1-year term expiring June 2016.

9. Consider amendments to the March 11, 2014 City of Oxford Personnel Policy that updates changes made due federal laws and clarifies changes for Lateral Transfer Employees, Vacation Leave for Probationary Employees, and sick leave.

The Personnel Committee met on June 23rd and discussed changes to the personnel policy as recommended by HR Director Ayscue for the following sections:

Appendix E- PPACA (Patient Protection and Affordable Care Act). New section due to Federal mandates.

Article IV, Section 8 and Article IV, Section 11- Lateral Transfer Employees. Minimizes the potential liability to the city when hiring employees from other local governments, and brings us more in-line with what other LGERS employers' policies are in regards to transfers.

Article VII, Section 6- Vacation Leave: Use by Probationary Employees. Remove section which now restricts the use of vacation leave for the first 6 months of employment.

Article VII, Section 15- No changes, moving section for policy continuity.

Article VII, Section 12- Sick Leave. Makes this section consistent for previous changes made in other parts of the policy for Worker's Compensation. (Attachments)

Recommended action: Staff and the Personnel Committee recommend amending the March 11, 2014, Personnel Policy as presented and incorporate the changes effective upon adoption.

[REPORTS]

10. June Financial Report highlights by Finance Director Kehoe. Report will be provided on meeting night.
11. City Update - City Manager Hemann
12. Dr. Martin Luther King Ave. Report (signs & naming)– City Manager Hemann
13. Kerr-Tar COG Report – Commissioner Williford
14. County Board Meeting – Mayor Sergent
15. KLRWS Report – Commissioner Strickland/City Manager Hemann
16. 200th Anniversary Update – Commissioners Williford and Strickland

[CONSENT AGENDA]

17. Accept the June Financial Reports by Finance Director Kehoe (available on meeting night)

18. Adopt resolution incorporating 2015 S-9 Supplement to the City Of Oxford, Code of Ordinance. This officially codifies Ordinance changes adopted by the Board from May 2014 through May 2015. (Attachment)
19. Approve the following meeting 2015 minutes:
 - * June 1, Agenda Session
 - * June 9, Regular Session
 - * June 30, Special Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- July 15: Finance Committee Mtg. – 2:00 p.m., Training Rm., City Hall
- July 23: Downtown Movie Night – 8 p.m. concessions, 8:30 movie

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.