

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Monday, April 4, 2016 – 5:30 p.m.
Commissioners' Board Room, City Hall

Mayor Pro Tem Calvin (C.J.) Harris, Jr.
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges

Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Frank Strickland
Commissioner Patricia T. Fields
Commissioner Ron Bullock
Commissioner Alvin Woodlief

J. Thomas Burnette, City Attorney

[**CALL TO ORDER**]

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

Set the Agenda for the April 12, 2016 Regular Session.

[**CLOSED SESSION**]

Pursuant to G.S. 143-318.11(a)(6) the Board will go into Closed Session to discuss a personnel matter and approve the following closed session meeting minutes: March 8, March 18 & March 23, 2016

[**ADJOURNMENT**]

REMINDERS:

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

- April 14: 200th Distinguished Speaker Series, Mark Pace Thornton Library 2:00 p.m.
- April 30: Oxford Living History Walk contact Parks and Rec. at 919-603-1135 for Reservations.
- May 7: Downtown Heritage Festival & 5K – 10 a.m.

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, April 12, 2016 - 7:00 p.m.
Commissioners' Board Room, City Hall

Mayor Pro Tem Calvin (C.J.) Harris, Jr.
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges

Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Frank Strickland
Commissioner Patricia T. Fields
Commissioner Ron Bullock
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MISSION

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

VISION

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

Core Values - ETHICORE

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

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

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

[CALL TO ORDER]

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

[MISSION, VISION, VALUES]

1. Prayer by Bishop Phillip Betts, Cornerstone Christian Church
2. Pledge of Allegiance Commissioner Quon Bridges
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]

No Delegations

[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.

No Public Hearings

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

5. Call for a public hearing in conjunction with the May 10, 2016 Regular Session to amend the Oxford Zoning Ordinance in order to have a commercial child care facility in an R-6 zoning district as a special use permit.

The requested amendment would add value to an existing vacant commercial structure and help to stabilize the neighborhood subject to successfully obtaining a special use permit. Currently the zoning ordinance allows day care facilities in a residential structure in the R-6 zoning district, the requested amendment would only apply to an existing commercial structure.

(Attachment)

Recommended action: Staff and Planning Board recommend calling for a public hearing in conjunction with the May 10, 2016 Regular Session to amend the Oxford Zoning Ordinance in order to have a commercial child care facility in an R-6 zoning district as a special use permit.

6. Call for a public hearing in conjunction with the May 10, 2016 Regular Session to adopt the proposed tree ordinance.

The City received a \$2500 grant in order to develop a tree ordinance. Consultant Rodney Swink was contracted to work with the Appearance Committee in developing a tree ordinance. The kick off meeting was held in September. After several meetings and discussions, the ordinance was drafted and reviewed by the Appearance Committee and Planning Board. The tree ordinance will be incorporated into the Oxford Zoning Ordinance. Staff and The Planning Board recommend calling for the public hearing. (Attachment)

Recommended action: Staff and the Planning Board recommend calling for a public hearing in conjunction with the May 10, 2016 Regular Session to adopt a tree ordinance for incorporation into the Oxford Zoning Ordinance.

7. 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 for the period beginning July 1, 2015 and ending June 30, 2016.

The Local Government Commission requires that the audit contract for the City contain the date of the governing board's approval of the contract. The firm of Winston, Williams, Creech, Evans and Company has submitted a contract to audit the accounts of the City of Oxford and prepare the Comprehensive Annual Financial Statement as of June 30, 2016, for a fee of \$36,000. (Note: This is 4% decrease in comparison to the previous year's contracted amount of \$37,500).

(Attachment)

Recommended action: Due to the fact that the City is currently in the process of hiring both a new City Manager and a new Finance Director, 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, 2016, and authorize the Mayor to sign the Contract.

8. Consider a General Fund budget amendment in the amount of \$613 to record the receipt of funds from a US Tennis Association (USTA) grant in the amount of \$475, along with offsetting Sales Tax-Revenues & Expenditures of \$138, and other adjustments to & from the department's current operating budget to complete the Hix Complex tennis court resurfacing.

As part of the FY 15-16 budget, on February 9, 2016, the Board approved the resurfacing contract for the tennis courts at the Hix Gym Complex with North State Resurfacing. The Board also approved the tennis court strengthening option pending receipt of a USTA grant. The City was recently awarded a USTA grant in the amount of \$475 to cover part of the costs for the tennis court surface strengthening, the remainder of the costs (\$475) will be paid from the current Recreation Budget. A budget amendment in the amount of \$613 is needed to record the receipt of funds along with offsetting Sales Tax-Revenues & Expenditures of \$138 and other adjustments to and from the department's current operating budget. (Attachment)

Recommended action: Staff recommends approving a General Fund budget amendment in the amount of \$613 to record the receipt of funds from a USTA grant in the amount of \$475, along with offsetting Sales Tax-Revenues & Expenditures of \$138, and other adjustments to & from the department's current operating budget to complete the Hix Complex tennis court resurfacing.

9. Consider technical changes to the Personnel Policy, Article VI, Section 6, Supplemental Retirement Benefits, and Appendix E, Affordable Care Act.

The changes create consistency with City's policy for the 401-K match and updates legal changes made to the Affordable Care Act. (Attachment)

Recommended action: Staff and the Personnel Committee recommend adopting technical changes to the Personnel Policy, Article VI, Section 6, Supplemental Retirement Benefits, and Appendix E, Affordable Care Act as presented. (Attachment)

10. Consider paying for overtime in lieu of compensatory time for all employees, effective July 1, 2016.

Paying for overtime eliminates the payout liability created by keeping compensatory time on the books. Employees receive higher pay for work performed, which helps us compete for talented employees with other local employers. Employees are also kept on the job, providing better and faster services to our customers. (Attachment)

Recommended action: Staff and the Personnel Committee recommend paying for overtime in lieu of compensatory time for all employees, effective July 1, 2016.

11. Consider replacing a part-time Code Enforcement position with a full-time Code Enforcement, Downtown Development Planner position.

Creating this full-time position would fulfill the State's requirements for the Main Street Program and also provides Planning with much needed help with Code Enforcement. Job Description attached. (Attachment)

Recommended action: Staff and the Personnel Committee recommend replacing a part-time Code Enforcement position with a full-time Code Enforcement Downtown Development Planner.

12. Organizational Update from Interim City Manager McLaurin

[REPORTS]

13. March Financial Report highlights by Finance Director Kehoe. Reports will be provided on meeting night.

[CONSENT AGENDA]

14. Accept the March Financial Report by Finance Director Kehoe (available on meeting night)
15. Approve the following 2016 meeting minutes:
- * February 25, Special Session
 - * February 26, Recessed Special Session
 - * February 29, Agenda Session
 - * March 1, Recessed Special Session
 - * March 8, Regular Session
 - * March 18, Special Session
 - * March 23, Recessed Special Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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- May 7 : Downtown Heritage Festival & 5K – 10 a.m.

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.