

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Tuesday, September 6, 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



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

Elke Doom, City Manager
Barbara Rote, City Clerk

Jackie Sergent, Mayor

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 September 13, 2016 Regular Session.

[**ADJOURNMENT**]

REMINDERS:

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

- September 6: Water & Sewer Public Information Meeting – City Hall Auditorium, 6:00 p.m.
- September 15: Alive After Five – Littlejohn Street Parking Lot

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, September 13, 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

Elke Doom, 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

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, Oxford Baptist Church
2. Pledge of Allegiance Commissioner Danny Currin
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. Recognition – September Yard of the Month to Sherry and Jim Perrin, 1115 College Street.

[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. Fy2016 Community Development Block Grant (CDBG) public hearing for infrastructure project.

The city is requesting up to \$2 million in CDBG-infrastructure funds (100% of total project costs) from NC Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI) with a potential local fund contribution. This project will include rehabilitation/replacement of up to approximately 16,000LF of 2"-6" water lines with 6"-8" water lines throughout eligible residential areas of the City. The project area will include Peace Street, Windimere Ave, Summitt Ave, Green Street, Palmer Court, Cheatham Ave, Gill Street, and Hunt Street.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

7. Consider Approving a contract in the amount of \$27,360 with SmartBill, LTD as an outsourcing company for handling, printing, sorting, stuffing and mailing City of Oxford utility bills.

With the new billing software, staff is unable to utilize the dot matrix printers for utility billing. Outsourcing the utility billing is more cost effective than in house printing and mailing. Staff contacted five vendors, including SmartBill, LTD, who works with Tyler Technology. They were the lowest bidder in the amount of \$27,360 and staff preferred their product, service and location. Yearly cost for in-house processing is estimated at \$42,707.76. Former Finance Director Kehoe included \$32,000 in the FY 2016-17 budget (postage) to cover this service. Because the contract came in under budgeted estimates, no budget amendment is needed. (Attachment)

Recommended action: Staff recommends approving a contract in the amount of \$27,360 with SmartBill, LTD, for outsourcing the utility billing for the City of Oxford.

8. Consider adopting revisions to the Fire Inspection Fine and Fee Schedule.

The Public Safety Committee and Staff met August 4, 2016 to discuss the need to update the fines and fees schedule currently used by the Oxford Fire Department Inspections Bureau. The fee schedule currently in use was adopted in 1995 with the inception of the fire prevention bureau and the adoption of the North Carolina Fire Code. Upon review of the fee schedule and a comparison of surrounding jurisdictions, it was determined that the current fees averaged one half of what surrounding municipalities were charging; including Granville County. It was also determined that the reference code identifier was no longer applicable because the NC Fire Code is amended every three years and the reference number sometimes changes with the adopted code. The proposed fee changes will bring us in line with other municipalities of our size and help defray the cost incurred by the City to review plans for new or expanded developments and inspect the associated construction. Staff evaluated the fees from other cities and municipalities of similar and larger size, and recommends the rates as presented. (Attachment)

Recommended action: The Public Safety Committee and Staff recommend adopting the Fire Inspection Fine and Fee Schedule as presented.

9. Consider adopting a Vehicle Accident and Hazmat Response Mitigation Fee Schedule , and entering into an agreement with Fire Recovery USA for the purpose of billing and collections of these fees.

The Public Safety Committee and Staff met August 4, 2016 to discuss attaching a fee schedule to **Ordinance § 8-82 COST RECOVER OF MOTOR VEHICLE ACCIDENT EXPENSES**. This ordinance was drafted and adopted in 2010 to recover expenses incurred by the Oxford Fire Department for the response to and mitigation of vehicle accidents. This ordinance also allows for the billing of calls that involve hazmat situations involving chemical or fluid releases. In 2010, a fee schedule was to be determined and an RFP was sent out for the purpose of soliciting billing companies; however, it was never finalized. We are seeking to remedy this oversight. After careful research and comparing the rates of other municipalities, the Oxford Fire Department request that the Board adopt the attached fee schedule and enter into a contract (One Year) with Fire Recovery USA for billing and collections. As per request, bills shall only be sent to the insurance company of the responsible party and not the occupant or owner of the vehicle. (Attachment)

Recommended action: Staff and The Public Safety Committee recommend adopting a Vehicle Accident and Hazmat Response Mitigation Fee Schedule, and entering into an agreement with Fire Recovery USA for the billing and collections of the adopted fees.

10. Consider adopting revised Monthly Water & Sewer System User Charges.

The Public Works Committee and Staff recognize the need to increase Monthly Water & Sewer System User Charges that have had no or minimal increases for years. The increased charges will help defray the cost incurred by the City for the water and sewer capital improvements identified in the Asset Management Plan compiled by McGill Associates. It will move the City towards becoming self-sustaining with regards to water & sewer. In addition, the increase in fees will make the City eligible to apply for 75% sewer grants and 50% water grants. *Following a scheduled Public Works Committee Meeting on September 8, a recommendation from the Public Works Committee will be presented for adoption during the September 13th Regular Meeting.* (Attachment)

Recommended action: Staff and the Public Works Committee recommend adopting the Monthly Water & Sewer System User Charges as presented.

11. Consider adopting an Asset Management Plan (AMP) and a Capital Improvement Plan (CIP) for Water and Wastewater Infrastructure.

The Public Works Committee and Staff recognize the need to stay ahead of the curve by anticipating the water and wastewater infrastructure needs that the City faces. The Asset Management Plan is designed to be a living document that will be updated regularly with new data, changes to the Capital Improvement Plan, and amendments to the Operation and Maintenance Plans as needed. Its findings can be used as a tool by key decision makers to

ensure the City is able to provide a sustained level of water and wastewater service to its residents now and in the future. In addition, by adopting the AMP and CIP, the City will be eligible for additional points on the application for water and sewer loans and grants. *Following a scheduled Public Works Committee Meeting on September 8, a recommendation from the Public Works Committee will be presented for adoption during the September 13th Regular Meeting.*

Recommended action: Staff and the Public Works Committee recommend adopting an Asset Management Plan (AMP) and a Capital Improvement Plan (CIP) for Water and Wastewater Infrastructure as presented.

12. Consider calling for a Special Meeting on Wednesday September 21, 2016 at 1:15 p.m. in the Commissioners' Board Room, to consider approving meeting minutes of September 13, 2016, and approving items required to apply for loans and grants prior to the September 30th, 2016 submission deadline.

Recommended action: Staff recommends calling for a Special Meeting on September 13, 2016 at 1:15 PM in the Commissioners' Board Room.

[REPORTS]

13. August Financial Report highlights by Finance Director Ung. Reports will be provided on meeting night.
14. Manager's Report – City Manager Elke Doom

[CONSENT AGENDA]

15. Accept the August Financial Report by Finance Director Ung (available on meeting night)
16. Approve the following 2016 meeting minutes:
* August 1, Agenda Session * August 9, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- September 15: Alive After Five – Littlejohn Street Parking Lot

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.