

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, January 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
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 Frank Strickland
3. Consider adjustments to and approval of the Agenda:
Item 12: Approval of renovations at 101 College St.

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 of local citizens for their accomplishments in 2015
 - **Brad Clayton** as 2015 winner of the PGA's Deacon Palmer Award
 - **Charlie Easton** for receiving an Outstanding Alumni award by the College of Agriculture and Life Sciences at NC State.
 - **David Hinton** for receiving the Water Conservationist of the Year award by the NC Wildlife Federation.
 - **Bessye McGhee** as Spectacular Magazine's Woman of the Year
 - **Rob Rivers** for induction to the Virginia Aviation Hall of Fame
6. Report from Winston, Williams, Creech, Evans and Co., LLP on the annual financial report (Attachment 6)
 - a. Consider accepting the annual financial report for FY 2014-2015

[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]

[NEW BUSINESS]

7. Consider adopting Resolution Supporting Connect NC Bond.

The NC General Assembly authorized a bond package during the 2015 Legislative Session. If approved by the voters, the bonds will provide \$2 billion dollars in funding, including \$309.5 million for upgrades for water and sewer projects in Tier 1 & Tier 2 counties, and \$3 million in funds for the Parks and Recreation Trust Fund to provide matching grants for local governments for adaptations to and building parks that are accessible to children with disabilities and veterans with disabilities. In addition, the bond would provide millions of dollars for other investments including the Community College and University Systems, agriculture, state parks, National Guard Training Center, and Public Safety. The bond should not lead to a tax increase and is expected to be paid utilizing existing taxes. The North Carolina League of Municipalities endorses the Connect NC Bond initiative (Attachment 7)

Recommended action: adopting resolution supporting the Connect NC Bond for \$2 Billion.

8. Consider appointing Larry Thomas to fill a vacancy on the Planning Board with term expiring June 2017.

Larry Thomas has expressed interest in serving on the Planning Board, and as the City's former Engineer, he will be an asset to the Board. (Attachment 8)

Recommended action: Staff recommends appointing Larry Thomas to fill a vacancy on the Planning Board with term expiring June 2017.

9. Consider budget amendment and booking the corresponding entries so that previously misstated budget figures will now be correct and adjusted accordingly for FY 2015-2016.

The original budget for FY 2015-2016 inadvertently included a variety of clerical related processing errors that need to be corrected. The previous City Manager (Randy Hemann) and I were both relatively new to the City of Oxford's budgeting process, so mistakes that normally would have been avoided were made when the previous Finance Director retired unexpectedly.

This requested Budget Amendment is being issued to adjust for a variety of previous oversights in the current year's budget, so that the actual intended use of city funds in FY 2015-2016 will now be recorded correctly and reflect the previous wishes of the City of Oxford's Board of Commissioners. (Attachment 9)

Recommended action: Staff recommends approving a budget amendment and booking the corresponding entries so that previously misstated budget figures will now be correct and adjusted accordingly.

10. Consider budget amendment in the amount of \$29,048 to replace a wrecked police car. \$28,320 is payable from insurance company proceeds from the wrecked vehicle and \$728 is appropriated from the Fund Balance.

On 16 August 2015, a police vehicle was damaged in an accident on Loop Road. The vehicle sustained damage beyond repair and was consider a total loss by the insurance company. The insurance settlement will cover the cost of a replacement vehicle less \$728. This requested Budget Amendment, in the amount \$29,048, covers the expected cost of the vehicle replacement, and associated equipment required by all patrol vehicles. (Attachment 10)

Recommended action: Staff recommends approving a budget amendment in the amount of \$29,048 to replace a wrecked police car. \$28,320 is payable from insurance company proceeds from the wrecked vehicle, and \$728 is appropriated from the Fund Balance.

11. Consider budget amendment in the amount of \$23,000, payable from the Fund Balance, for non-budgeted professional services by The Mercer Group, Inc. to conduct the City Manager search.

The Board of Commissioners previously directed the Interim City Manager and the Human Resources Director to hire an executive search firm to provide services associated with the recruitment of a new City Manager. Based on this request, an agreement was entered into with The Mercer Group, Inc., whereby they would conduct an executive search and be compensated \$17,500 for professional services and up to (& not-to-exceed) \$5,500 in expenses. The requested budget amendment is being issued to adjust for the monetary effect on the current year's budget. (Attachment 11)

Recommended action: Staff recommends approving a budget amendment in the amount of \$23,000, payable from the General Fund, for non-budget professional services by The Mercer Group, Inc. to conduct the City Manager search.

12. Consider approving the proposed renovation at 201 College Street within the Primary Fire District.

Shayne Fenton is renovating 101 College Street, which is in the primary fire district. The N.C. Department of Insurance has determined that the renovations do not increase the fire hazard and were approved by them in accordance with G.S. 160A-436. In addition, interior modifications are being performed in accordance with the 2015 existing building code and will meet all fire, building and zoning regulations. Accordingly to G.S. 160A-436, the City Council will also need to approve renovations to this building. (Attachment 12)

Recommended action: Staff recommends approving renovations to 101 College Street.

[REPORTS]

13. December Financial Report highlights by Finance Director Kehoe. Reports will be provided on meeting night.
14. Oxford-Henderson-Vance-Granville Airport Authority Financial Report – Interim City Manager McLaurin.

[CONSENT AGENDA]

15. Accept the December Financial Report by Finance Director Kehoe (available on meeting night)
16. Approve the following 2015 meeting minutes:
* November 30, Agenda Session * December 8, Regular Session
* December 16, Special Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

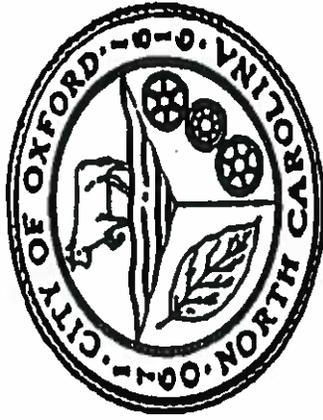
- January 18: Martin Luther King Jr. Breakfast – 8 a.m., Oxford Baptist Church
City offices Closed
- January 21: Downtown Master Plan Steering Committee 3:30 p.m., City Hall Training Room
Community Roundtable – 5:30 p.m., Thornton Library
- January 25: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center
- February 2: Community Health Forum – 5:00 PM – Expo Center; Alternate date Feb. 9.

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.

City of Oxford



Audit Report Presentation June 30, 2015

Winston, Williams, Creech, Evans & Co., LLP

Summary



- ▶ The City of Oxford again received the Certificate of Excellence in Financial Reporting for the year ended June 30, 2014 and submitted the June 30, 2015 report to GFOA.
- ▶ For the 2015 year, the City of Oxford was a Single Audit which means there were over \$500,000 in federal expenditures.

GASB #34 Highlights

▶ Statement of Net Position-page 35

	<u>2014</u>	<u>2015</u>
Total assets		
& deferred outflows	\$ 35,781,638	\$ 47,011,886
Total liabilities		
& deferred inflows	<u>10,360,126</u>	<u>20,823,553</u>
Net Position	\$ 25,421,512	\$ 26,188,333

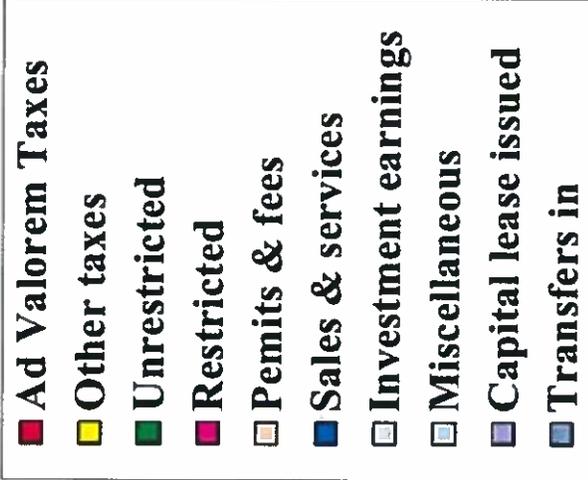
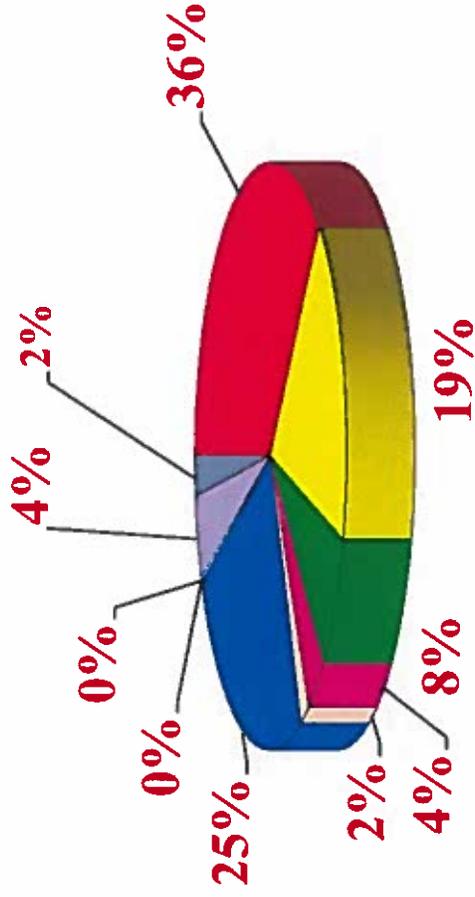
GASB #34 Highlights

▶ Statement of Activities-page 36

	<u>2014</u>	<u>2015</u>
Revenues	\$ 13,231,808	\$ 14,316,197
Expenditures	<u>12,789,509</u>	<u>13,016,499</u>
Increase in		
Net Position	\$ 442,299	\$ 1,299,698

General Fund Revenues

page 40

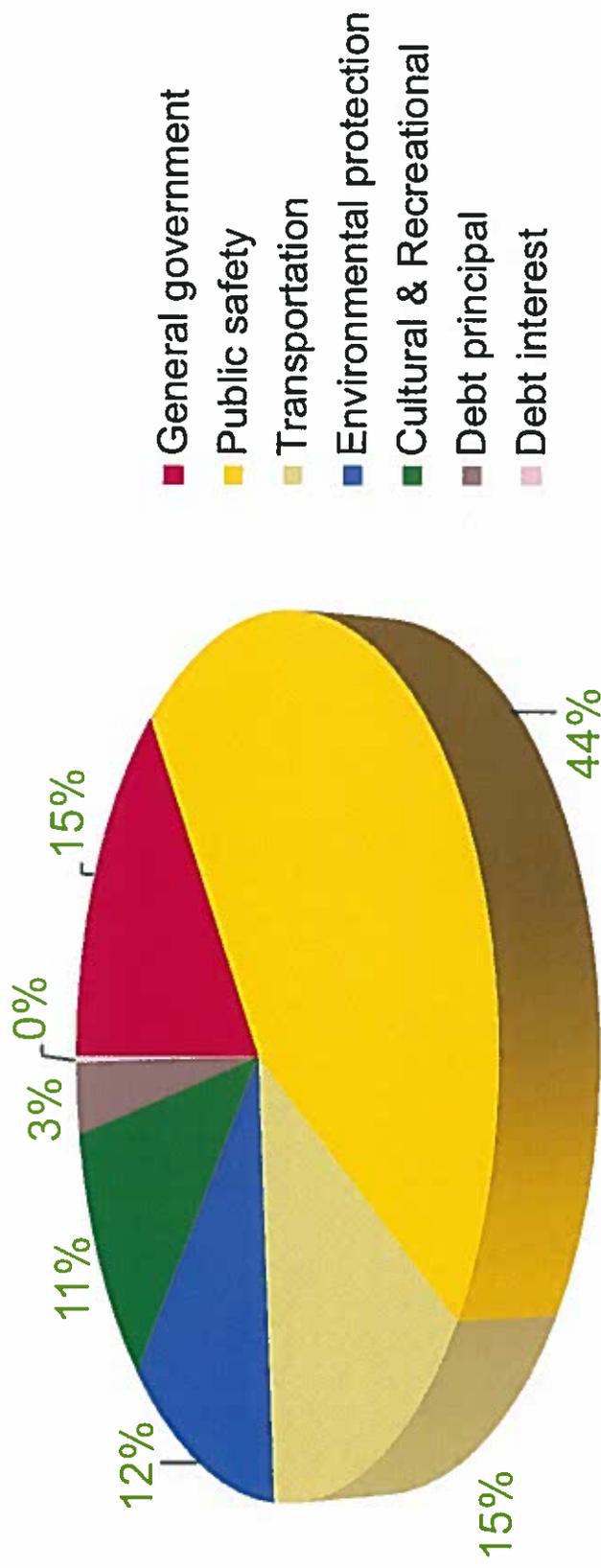




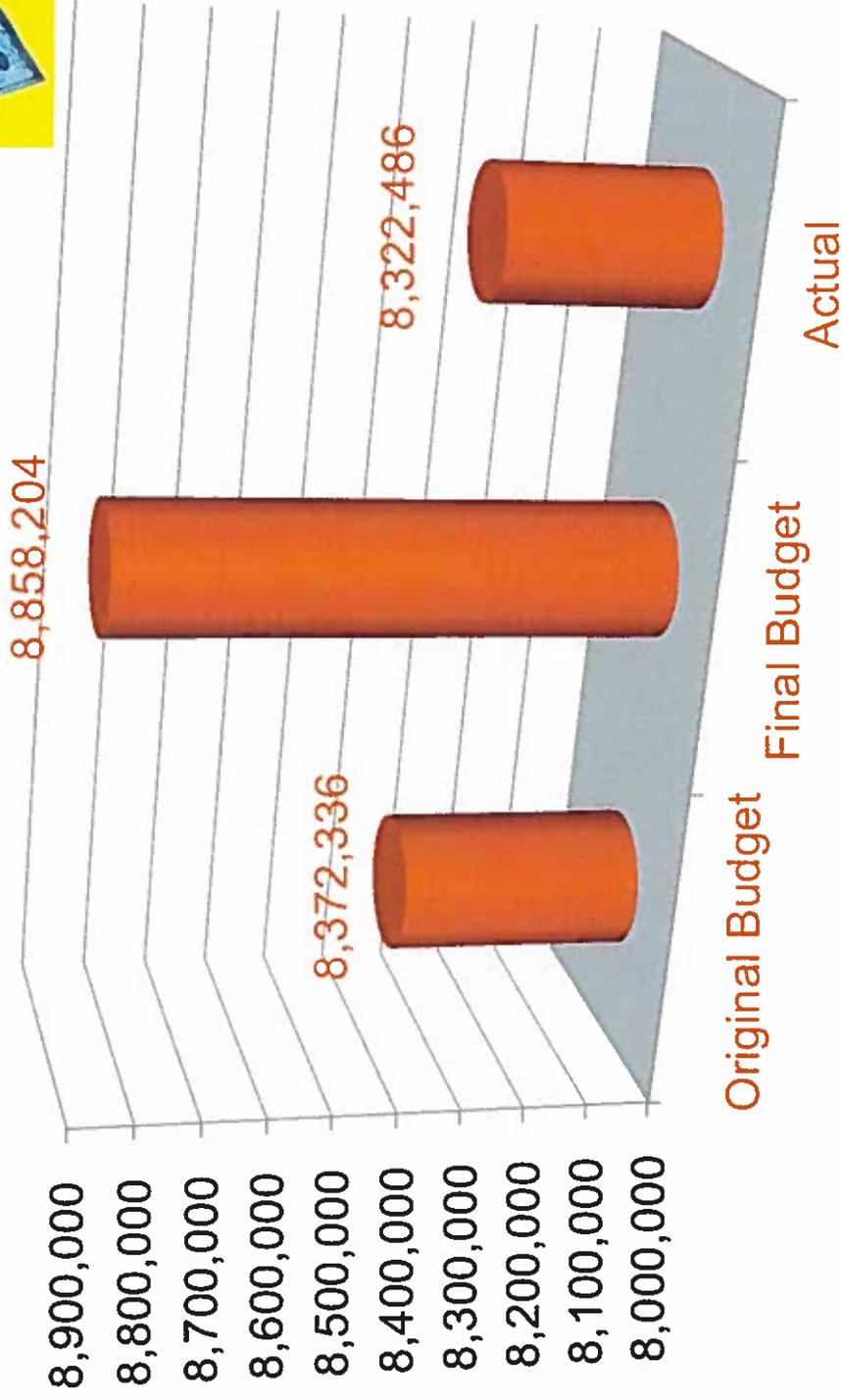
General Fund Revenues p. 42



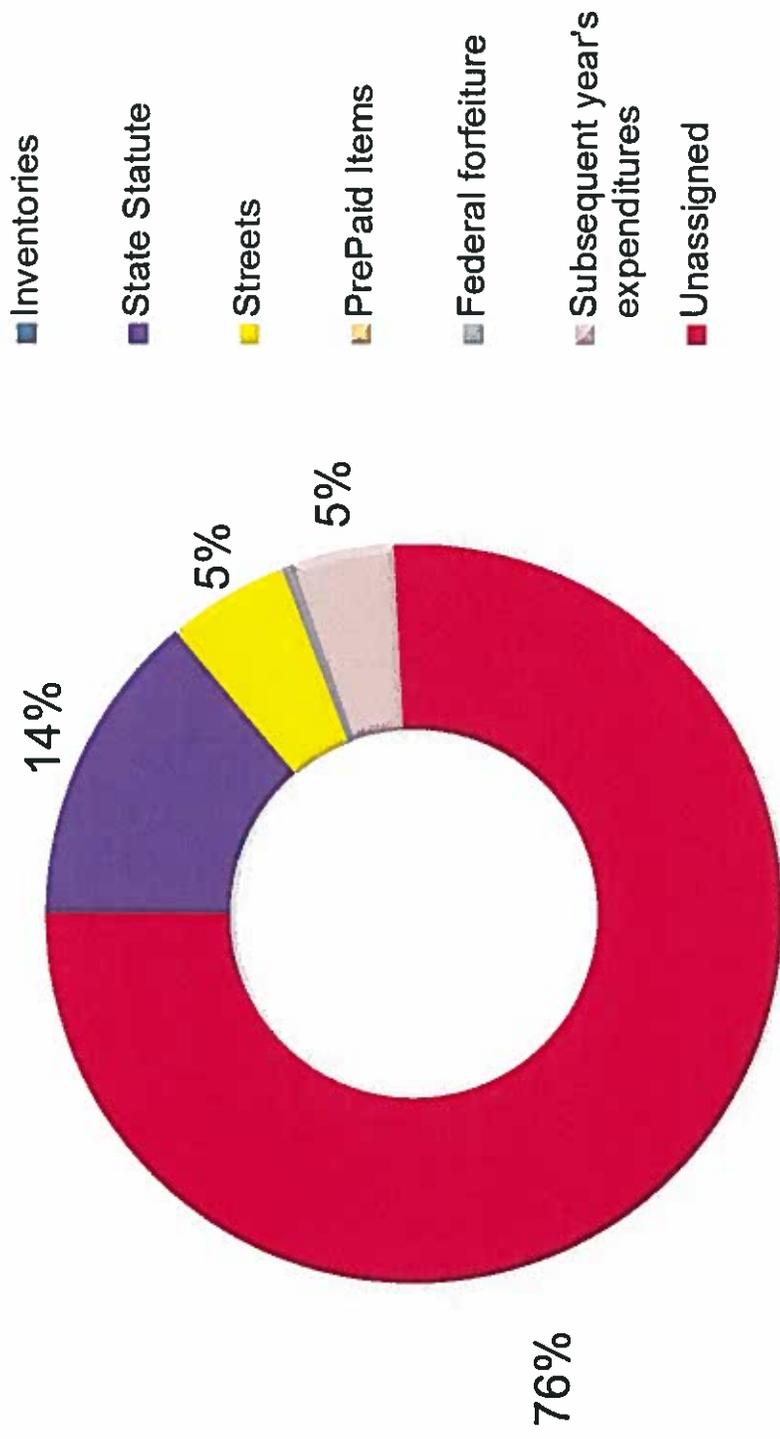
General Fund Expenditures p. 40



General Fund Expenditures p. 42



General Fund - Fund Balance



FUND BALANCE AS % OF EXPENDITURES

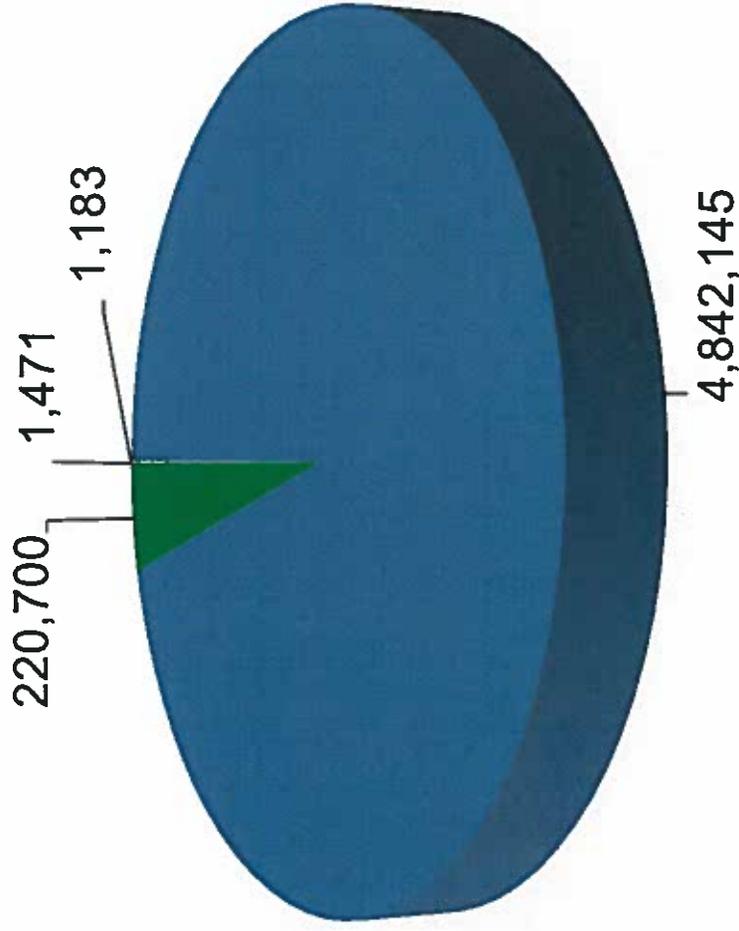
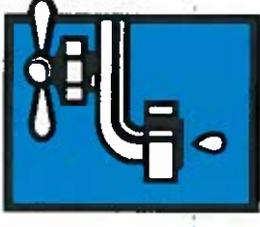
	<u>2015</u>
Fund Balance-Available for Appropriation	3,667,288
Expenditures	8,322,486
Percentage of Expenditures	44.06%

Unassigned Fund Balance as a Percentage of Expenditures

Year	Percentage
2013	24.9%
2014	31.7%
2015	44.06%
Statewide	72.50%

Proprietary Revenues

p. 45

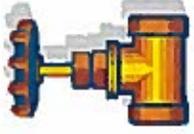


■ Charges for services

■ Other operating revenue

■ Gain on disposal of assets

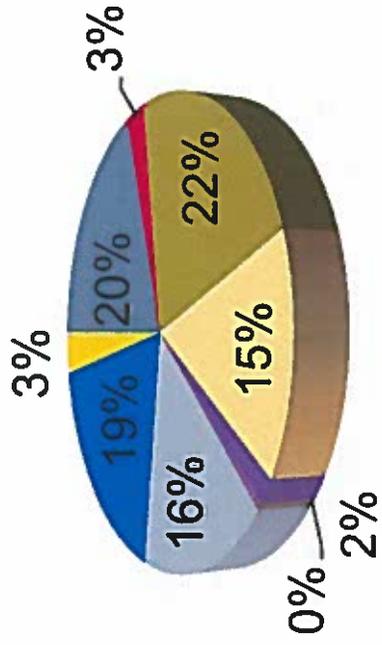
■ Investment earnings



Proprietary Expenditures

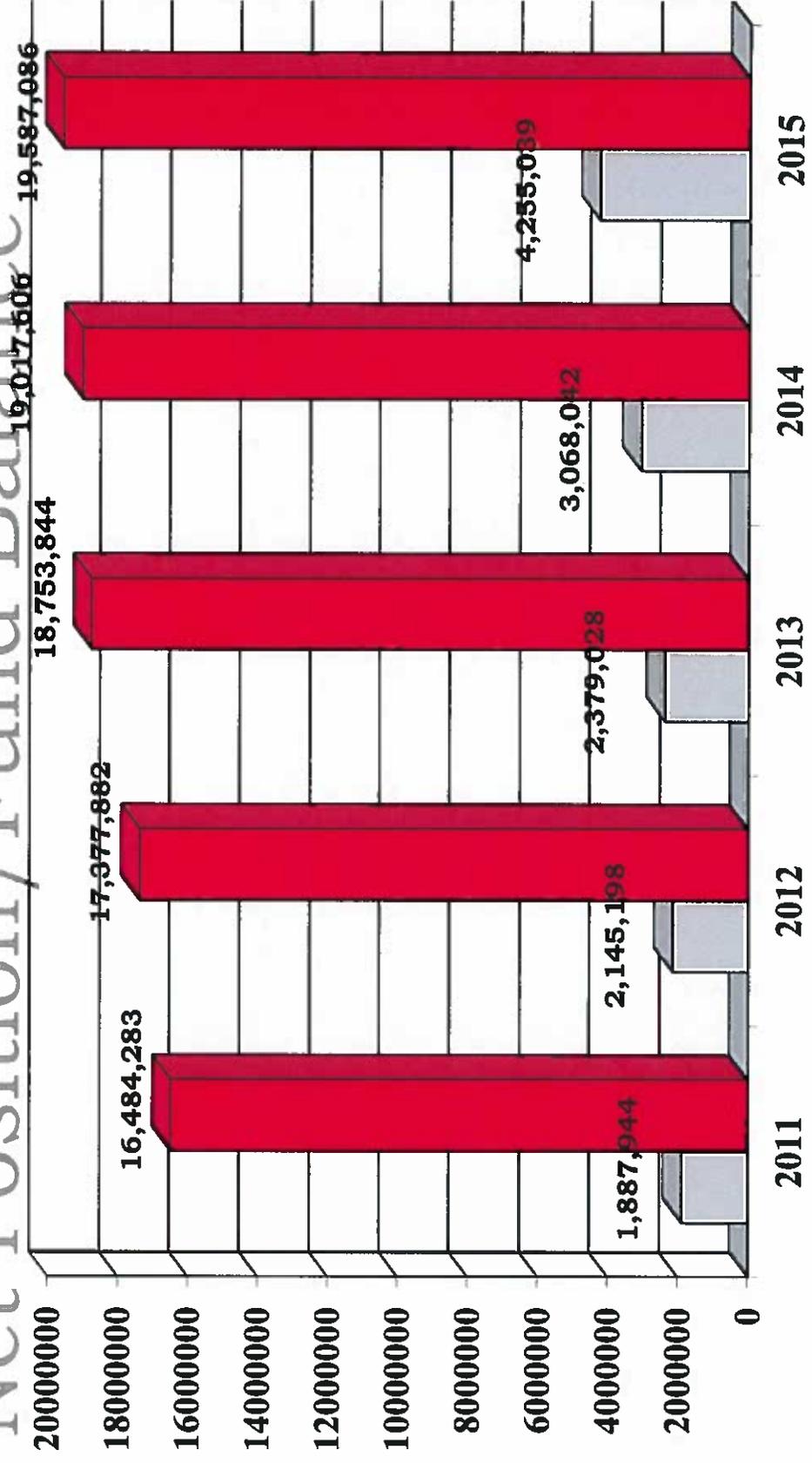
page 45

- General
- Meter svc
- Water supply
- Line maintenance
- Lift stations
- Stovall water line
- Industrial waste treatment
- Depreciation





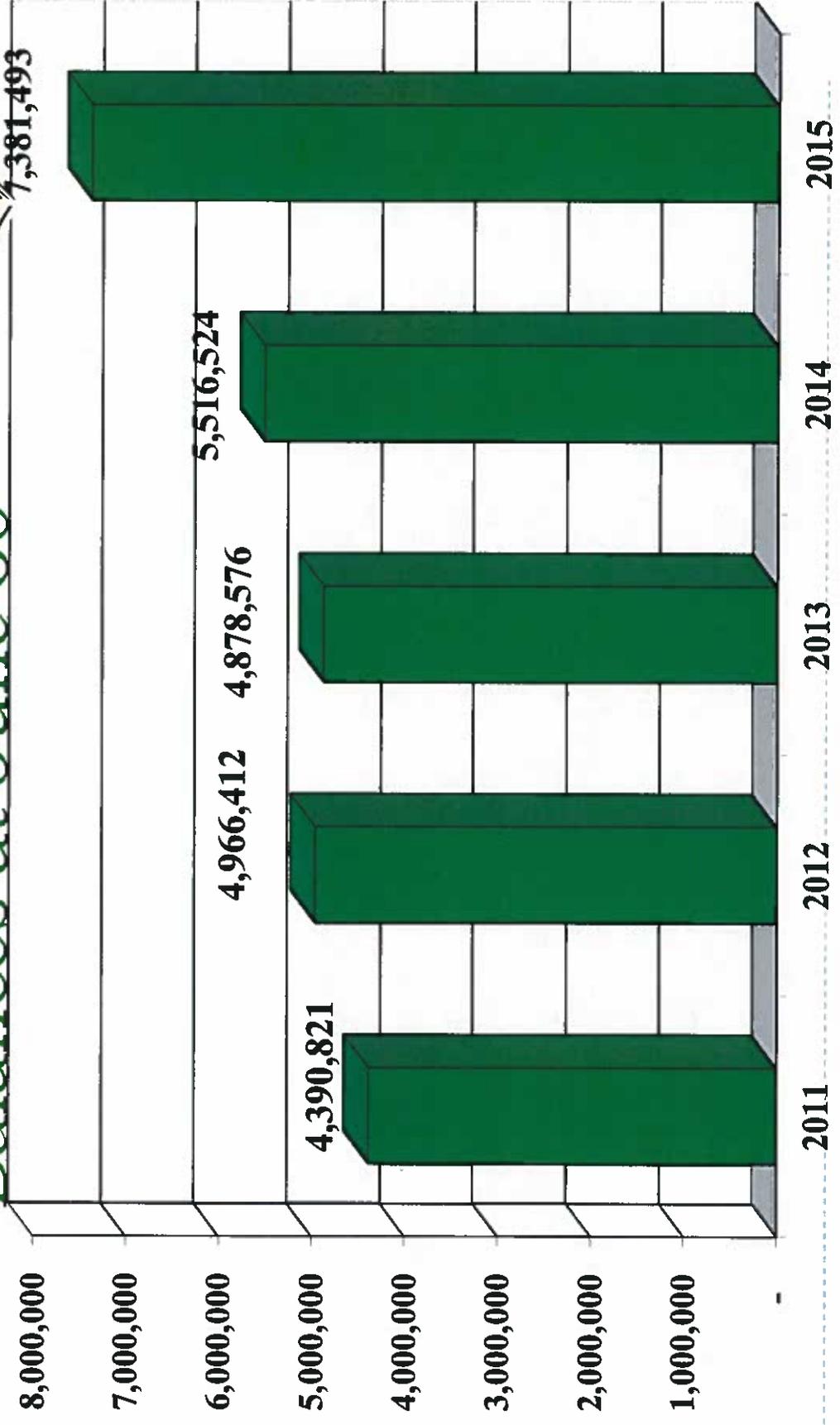
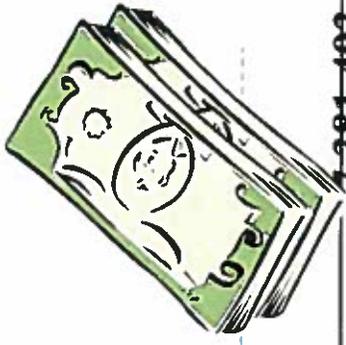
Net Position / Fund Balance



Governmental Funds
 Proprietary Funds

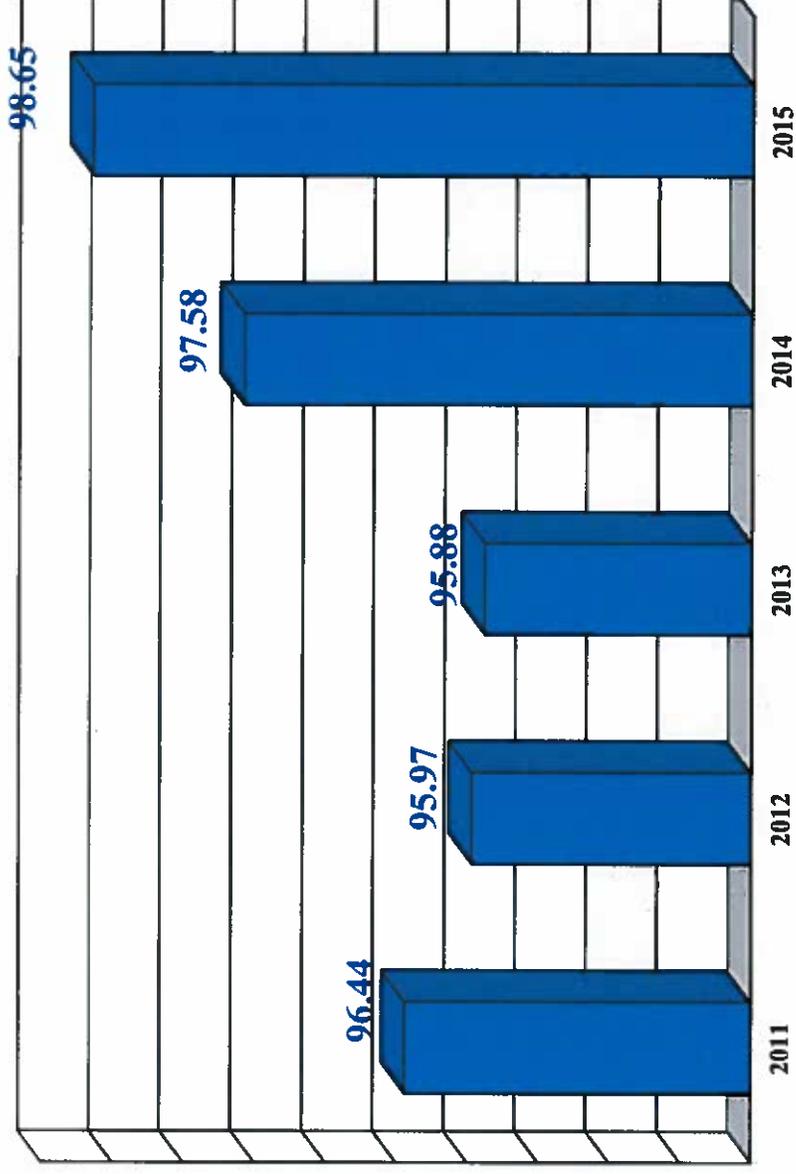
Cash

Balances at June 30



Tax Levy & Collection

- ▶ 2011 3,082,993
- ▶ 2012 3,120,438
- ▶ 2013 3,157,938
- ▶ 2014 3,254,693
- ▶ 2015 3,316,730





To the finance department for all of their help during our audit.

**CITY OF OXFORD
RESOLUTION SUPPORTING
\$2 Billion Bond Campaign
for Education, Agriculture, Parks, Water & Sewer**

WHEREAS, North Carolina has seen its population grow by 2 million people since 2000, and there is a need to expand and repair existing infrastructure so we can continue to meet our growing population and continue to create new jobs and grow our economy; and

WHEREAS, a primary driver of job creation is our higher education system of community colleges and universities and \$1.3 billion dollars will be invested across the state in capital construction and repair and renovation; and

WHEREAS, 13 colleges and universities will be beneficiaries and all of the community colleges will have new construction, repairs and renovations; and

WHEREAS, \$300 million in loans and grants will be invested in sewer and water projects; and

WHEREAS, \$100 million will go to 48 state parks and the NC Zoo to repair and renovate as well as updating some park facilities to make them more accessible to children with disabilities and Veterans with disabilities; and

WHEREAS, \$180 million will be invested in agriculture which contributes \$78 billion to the state's economy and accounts for 17 percent of the state's income; and

WHEREAS, \$70 million will be spent to modernize National Guard facilities which will also make the guard eligible for additional federal funding as North Carolina moves towards more centralized facilities;

NOW, THEREFORE BE IT RESOLVED, that the City of Oxford, Board of Commissioners support the \$2 Billion Connect NC Bond that invests in North Carolina's future.

Adopted this 12th day of January, 2016.

Barbara J. Rote, CMC, City Clerk

Jacqueline vdH Sergent, Mayor



ACTION ALERT

The North Carolina League of Municipalities Executive Committee has voted to endorse and support the \$2 billion CONNECT NC bond initiative that will be put before voters on March 15, 2016. The water and sewer funding and the parks and recreation funding are in line with current League advocacy goals.

The bond package was authorized by legislation this past session.
(<http://www.ncqa.state.nc.us/Sessions/2015/Bills/House/PDF/H943v8.pdf>)

If approved by the voters of North Carolina, the bonds will provide \$2 billion dollars in funding including \$309.5 million for upgrades for water and sewer projects in Tier 1 and Tier 2 counties, and \$3 million in funds for the Parks and Recreation Trust Fund (PARTF) to provide matching grants for local governments for adaptations to and building parks that are accessible to children with disabilities and veterans with disabilities.

The Board believes that clean water and sewer systems are essential for the 21st century to attract new and assist existing industry, business, technology, and tourism for the benefit of the State and its citizenry. If passed, CONNECT NC bond would provide millions of dollars for other investments that will have spillover economic benefits for surrounding municipalities. A breakdown of the total two billion is below:

University System New Building Construction/STEM, Repairs and Renovations	\$980,000,000
Community College System New Building Construction, Repairs and Renovations	\$350,000,000
Local Parks and Water and Sewer Infrastructure	\$312,500,000
Agriculture	\$179,000,000
North Carolina State Parks and Attractions	\$100,000,000
National Guard Regional Training Center Construction	\$70,000,000
Public Safety	\$8,500,000
Total	\$2,000,000,000

Importantly, the CONNECT NC bonds should not lead to higher taxes. The new bonds are expected to be paid utilizing existing taxes and keeping existing tax rates the same, as existing General Fund-supported debt in the state has been falling for four straight years and is projected by the N.C. Treasurer to drop dramatically through 2019.

The resolution adopted by the Board can be found on the NCLM website [here](#)

We remind you that public funds cannot be used to promote this campaign. We encourage you to consult with your city attorney about how you can support the proposal and refer you to an article written by the UNC School of Government. <http://canons.sog.unc.edu/?p=2403>

NCL LEAGUE
OF MUNICIPALITIES

215 North Dawson Street
Raleigh, NC 27603
Phone (919) 715-4000

League
LINC



To unsubscribe or to manage your subscriptions [click here](#).



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Mike McLaurin, Interim City Manager
FROM: Cheryl Hart, Planning Director
DATE: 12-14-2015
SUBJECT: Consider appointing Larry Thomas for the Planning Board to fill the vacancy due to the death of Alice Currin.

SUMMARY STATEMENT

Larry Thomas has expressed interest in serving on the Planning Board. The vacancy was created due to the death of Alice Currin.

REVIEW

As the former engineer for the City, Mr. Thomas will be an asset to the Planning Board.

RECOMMENDATION

Staff recommends appointment to the Planning Board

Attachments: Y



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 12/11/15

Name and email LARRY P. THOMAS lpthomas@oxford.nc.gov

Home address 207 E. FRONT ST OXFORD NC Phone 919-819-1080

Present occupation RETIRED

Educational background BS CIVIL ENG CONSTRUCTION OPTION NCSEA

Number of years a resident of Granville County 30 years

Do you live inside the City limits? yes If so, for how long? 17 years

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|---|
| <input type="checkbox"/> City Board of Commissioners | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input type="checkbox"/> Community Appearance Commission |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Fireman's Relief Fund |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> Other |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

DURING MY 14+ YEARS AS DEP/CITY ENGR FOR THE CITY OF OXFORD, I WORKED WITH THE BOARD OF COMMISSIONERS AND NUMEROUS COMMITTEES.

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

THE PLANNING BOARD PROVIDES A VALUABLE SERVICE TO THE CITY. MY 30 YEARS OF EXPERIENCE IN LOCAL GOVT. AS AN ENGR & PWD GIVES ME AN ABILITY TO CONTRIBUTE.

Signature Larry P Thomas

**CITY OF OXFORD****STAFF REPORT**

TO: Mayor Sergent and Board of Commissioners
VIA: Michael McLaurin, Interim City Manager
FROM: Patrick Kehoe, Finance Director
DATE: 12/30/15
SUBJECT: Various Budget Adjustments

SUMMARY STATEMENT

The original budget for FY 2015-2016 inadvertently included a variety of clerical related processing errors that need to be corrected. The previous City Manager (Randy Hemann) and I were both relatively new to the City of Oxford's budgeting process, so mistakes that normally would have been avoided were made when the previous Finance Director, Harold Belton, retired unexpectedly.

REVIEW

This requested Budget Amendment is being issued to adjust for a variety of previous oversights in the current year's budget, so that the actual intended use of city funds in FY 2015-2016 will now be recorded correctly and reflect the previous wishes of the City of Oxford's Board of Commissioners.

RECOMMENDATION

Staff hereby recommends approving this Budget Amendment and booking the corresponding entries listed on the attached Budget Amendment Voucher, so that previously misstated budget figures will now be correct and adjusted accordingly.

CITY OF OXFORD

BUDGET AMENDMENT VOUCHER

Date 12/30/15

Account Number	Description	Increase	Decrease
010-000-39900-000	Appropriated Fund Balance	\$79,589	
010-000-39908-000	Proceeds From Financing	\$128,400	
010-410-41000-673	Treasure of Joy (FEMA Debris)		\$500
010-410-41000-676	Treasure of Joy	\$500	
010-490-41000-200	Planning Board (Alloc.GF-Payr)		\$4,750
010-490-41000-506	Zoning Board Expenses	\$2,375	
010-490-41000-507	Planning Board Expenses	\$2,375	
010-502-41000-121	Salaries and Wages		\$66,459
010-502-41000-132	Schools&Training(Career Dev.)		\$2,500
010-502-41000-176	Dental Insurance		\$260
010-502-41000-177	Vision Insurance		\$84
010-502-41000-178	Life Insurance		\$58
010-502-41000-181	F.I.C.A.		\$5,084
010-502-41000-182	Retirement		\$4,699
010-502-41000-183	Hospital Insurance		\$9,798
010-502-41000-186	Workers' Comp. Insurance		\$2,378
010-502-41000-395	Schools & Training	\$2,500	
010-561-41000-121	Salaries and Wages	\$33,230	
010-561-45000-132	Schools&Training(Career Dev.)		\$5,500
010-561-41000-176	Dental Insurance	\$130	
010-502-41000-177	Vision Insurance	\$42	
010-561-41000-178	Life Insurance	\$29	
010-561-41000-181	F.I.C.A.	\$2,542	
010-561-41000-182	Retirement	\$2,349	
010-561-41000-183	Hospital Insurance	\$4,899	
010-561-41000-186	Workers' Comp. Insurance	\$1,189	

BUDGET AMENDMENT VOUCHER

Date 12/30/15

Account Number	Description	Increase	Decrease
010-561-45000-395	Schools & Training	\$5,500	
010-561-45000-550	Fixed Assets – Over \$5,000	\$128,400	
010-660-41000-039	Granville County Sales Tax	\$8,889	
010-660-41000-666	OPA (MSD)-Payment of Taxes	\$24,000	
010-660-41000-667	EDC (MSD)-Payment of Taxes	\$40,000	
010-660-41000-800	NC State Sales Tax	\$15,110	
010-829-41000-551	To Fund (CMAQ) CIP Program	\$36,000	
015-000-35131-000	CMAQ Grant-State Contrib.	\$240,000	
015-000-35132-000	CMAQ Grant-County Contrib.	\$24,000	
015-000-36914-000	Transfers from General Fund	\$36,000	
015-829-41000-926	Project Costs	\$300,000	
020-670-41000-736	WWTP-a/Original Loan 04		\$1
020-670-41000-747	FY 13 – Equipment Financing		\$11,005
020-670-41000-752	FY 16 – Equipment Financing	\$11,388	
(NOTE: These three lines are for budget reporting purposes only. The previous total for Debt Service-Expenditures was correct, but the corresponding budget details were misstated.)			
030-000-33703-000	NC Sales Tax Refund	\$3,900	
030-000-37222-000	WWTP Flow Equal. Loan Proc.		\$600,000
030-000-37224-000	750-K Tank & Hwy.15 Loan Pr.		\$2,100,000
030-000-37621-000	Alloc. Fee-Triangle N. Granville		\$30,000
030-000-39900-000	Appropriated Fund Balance	\$65,009	
030-665-41000-39	Granville County Sales Tax		\$4,000
030-665-41000-039	Granville County Sales Tax	\$6,043	
030-665-41000-800	NC State Sales Tax		\$2,044
030-827-71000-550	Fixed Assets – Over \$5,000	\$6,200	
030-828-71000-121	Salaries and Wages	\$33,229	

BUDGET AMENDMENT VOUCHERDate 12/30/15

Account Number	Description	Increase	Decrease
030-828-71000-132	Schools&Training(Career Dev.)		\$5,500
030-828-71000-176	Dental Insurance	\$130	
030-828-71000-177	Vision Insurance	\$42	
030-828-71000-178	Life Insurance	\$29	
030-828-71000-181	F.I.C.A.	\$2,542	
030-828-71000-182	Retirement	\$2,350	
030-828-71000-183	Hospital Insurance	\$4,899	
030-828-71000-186	Workers' Comp. Insurance	\$1,189	
030-828-71000-203	Contract Labor (for SCADA)		\$6,200
030-947-71000-926	WWTP Flow Equalization Basin		\$600,000
030-948-71000-926	750-K Tank & Hwy.15 12"WM		\$2,100,000
031-000-37222-000	WWTP Flow Equal. Loan Proc.	\$600,000	
031-000-37224-000	750-K Tank & Hwy.15 Loan Pr.	\$2,100,000	
031-000-37500-000	Transfer from Water Fund	\$855,000	
031-947-71000-926	WWTP Flow Equalization Basin	\$600,000	
031-948-71000-926	750-K Tank & Hwy.15 12"WM	\$2,100,000	
031-949-71000-926	15"Water Main on Outer Loop	\$855,000	
033-727-71000-551	Alston Court Project (CIP)		\$538,000
033-727-71000-926	Alston Court Project (CIP)	\$538,000	

EXPLANATION FOR AMENDMENT

To correct for a variety of clerical related processing errors that were inadvertently included in the previously Adopted City Budget for Fiscal Year 2016.

Date Approved by Board _____

REQUESTED BY: Patrick Kehoe, Finance Director



CITY OF OXFORD

STAFF REPORT

TO: Mayor Sergeant and Board of Commissioners
VIA: Michael McLaurin, Interim City Manager
FROM: Alvin L. Coley, Chief of Police
DATE: 12/22/15
SUBJECT: Replacement of Police Vehicle 108

SUMMARY STATEMENT

On 16 August 2015 a police vehicle was damaged in an accident on Loop Road. The vehicle sustained damage beyond repair and was consider a total loss by the insurance company. The insurance settlement will cover the cost of a replacement vehicle less \$ 728.

REVIEW

This requested Budget Amendment, in the amount \$29,048.00, covers the expected cost of the vehicle replacement and associated equipment required by all patrol vehicles. The corresponding cost figures on the attached list were provided by Granville Communications and Ilderton Dodge and the insurance proceeds, which have already been received, have covered all but \$728 of the associated cost.

RECOMMENDATION

Staff recommends approving the attached Budget Amendment in the amount of \$29,048.00, so that the Police Department can replace the vehicle mentioned above and continue to operate & serve the citizens of Oxford efficiently.

**CITY OF OXFORD****STAFF REPORT**

TO: Mayor Sergent and Board of Commissioners

VIA: Michael McLaurin, Interim City Manager

FROM: Patrick Kehoe, Finance Director

DATE: 12/30/15

SUBJECT: Human Resources - Budget Amendment

SUMMARY STATEMENT

The City of Oxford – Board of Commissioners have previously directed the Interim City Manager and the Human Resources Director to hire an executive search firm to provide services associated with the recruitment of a new City Manager. Based on this request, an agreement was recently entered into with The Mercer Group, Inc., whereby they would conduct an executive search and be compensated \$17,500 for professional services and up to (& not-to-exceed) \$5,500 in expenses.

REVIEW

This requested Budget Amendment; in the amount \$23,000 is being issued to adjust for the monetary effect that above-mentioned agreement will have on the current year's budget. The actual use of these funds, which might be slightly less, will now be correctly recorded and designated in accordance with the previous budget related request from the City of Oxford's Board of Commissioners.

RECOMMENDATION

Staff hereby recommends approving this Budget Amendment and booking the corresponding entries listed on the attached Budget Amendment Voucher, so that the proper funding can be specifically designated for the search and recruitment of a new City Manager.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Mike McLaurin, Interim City Manager
FROM: Cheryl Hart, Planning Director
DATE: 1-5-2016
SUBJECT: Consider approving the proposed renovation within the Primary Fire District.

SUMMARY STATEMENT

Shayne Fenton is renovating 101 College St. which is in the primary fire district. The renovations/remodeling have been determined by the Department of Insurance as not increasing the fire hazard. Interior modifications are being performed in accordance with the 2015 existing building code.

REVIEW

The renovations/remodeling to the building will meet all fire, building and zoning regulations.

RECOMMENDATION

Staff recommends approval of renovation to 101 College St.

Attachments: Y



Engineering

*Wayne Goodwin, Commissioner of Insurance
Rick McIntyre, Assistant State Fire Marshal*

January 4, 2016

Shayne Fenton
Soul Shine Construction
Via email

RE: Oxford Market Renovation within the Primary Fire District

Dear Mr. Fenton,

This letter is in response to the requested review of a proposed renovation within the Town of Oxford primary fire district, in accordance with NC General Statute 160A-436. The intent of this statute and subsequent review is to limit combustible construction and potential spread of fire in the primary fire district (a.k.a. downtown business area) due to limited access for responders and close proximity of buildings.

Based on the information submitted, the scope of the project is the remodel of an existing two story building that is classified as a Type VB construction, built in 1888. Modifications include interior alterations and change of use with no changes to the building footprint, parking or exterior finish that increases the combustibility. Interior modifications are being performed in accordance with the 2015 Existing Building Code.

Based on the Appendix B dated October 23, 2015, it is the opinion of this office that the renovation does not reflect an increase of fire hazard to the other buildings within the primary fire district and is approved in accordance with the statutory charge provided in GS 160A-436.

Please note that in accordance with GS 160A-436, the city council will need to also approve this building. The local jurisdiction will also need to provide the remaining review and site inspections to verify that the code is maintained and the risk is not increased.

Please let me know if I can be of further assistance.

Sincerely

Christian Noles, PE
Deputy Commissioner
Office of State Fire Marshal

Cc: Dale Evans, Granville County