

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
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 Bishop Phillip Betts, Cornerstone Christian Church
2. Pledge of Allegiance Commissioner Quon Bridges
3. Consider adjustments to and approval of the Agenda.
Item 14: Consider City Manager Contract

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]

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 at 614 Raleigh Street 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 5)

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. (Attachment 6)

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 adoption the Downtown Oxford Master Plan.

The Downtown Master Plan is a planning tool that the Oxford community can use as new and revitalized interest in the downtown becomes a reality. The process of creating the Downtown Master Plan began with a trip to visit West Jefferson and Statesville for 40 community members. A Steering Committee comprised of City and business leaders and other stakeholders held several meetings and public input sessions with consultant Susan Hatchell and Associates. The Downtown Master Plan suggests ways of improving the downtown area with the goal to improve in the areas of safety, economic and business development, and a sense of place by improving the downtown's appeal as a place for multi-generational enjoyment. A copy of the

final plan will be on file in the Office of the City Clerk and Office of the City Planning Director.
(Attachment 7)

Recommended action: Staff and the Master Plan Steering Committee recommend approval of the Downtown Oxford Master Plan.

8. 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 8)

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.

9. 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 9)

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 and from

the department's current operating budget to complete the Hix Complex tennis court resurfacing.

10. 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 10)

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.

11. Consider paying for overtime in lieu of compensatory time for all employees, effective July 1, 2016 and amend the Personnel Policy accordingly.

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 11)

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

12. 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 12)

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

13. Consider amending City Code of Ordinance, Chapter 20: Traffic, Table 20-A, to include one 15-min. Loading/Unloading Tow Away Zone space on Court Street at the Corner Main Street.

The loading/unloading space will allow vehicle passengers curbside exit and entry versus middle of the street, and provide convenience for the pet grooming customers, who only require short-term parking. This item was placed on the agenda by Commissioner Woodlief. (Attachment 13)

Recommended action: Amend the City Code of Ordinance, Chapter 20: Table 20-A to include one 15-min. loading/unloading tow away zone space on Court Street at the Corner of Main Street.

14. Consider the appointment of Elke Doom to the position of City Manager for the City of Oxford and authorize Mayor Sergent to sign and execute on the City's behalf, an Employment Agreement dated April 12, 2016 between Elke Doom and the City of Oxford.

Having completed its search for a new city manager the Board of Commissioners for the City of Oxford has agreed upon terms to employee Elke Doom of Romulus, Michigan as its city manager effective April 27, 2016. A press release will be forthcoming following contract approval.

Recommended action: A motion to appoint Elke Doom to the position of City Manager for the City of Oxford effective April 27, 2016 and authorize Mayor Sergent to sign and execute on the City's behalf, an Employment Agreement dated April 12, 2016.

[REPORTS]

15. March Financial Report highlights by Finance Director Kehoe. Reports will be provided on meeting night.
16. City Manager updates on organizational structure and collection/disposal of grass clippings.

[CONSENT AGENDA]

17. Accept the March Financial Report by Finance Director Kehoe (available on meeting night)
18. 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:

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.
- 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.



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: 3-22-2016

SUBJECT: Consider amending the oxford zoning ordinance in order to have a commercial child care facility in a R-6 zoning district as a special use permit. The public hearing would be scheduled for the May 10, 2016 regular Board meeting with possible amendment adoption at that time.

SUMMARY STATEMENT

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.

REVIEW

Currently, the zoning ordinance allows day care facilities in a residential structure in the R-6 zoning district. The requesting amendment would only apply to an existing commercial structure.

RECOMMENDATION

Staff & Planning Board recommend calling for a public hearing in conjunction with the May 10, 2016 Board meeting with possible amendment adoption at that time.

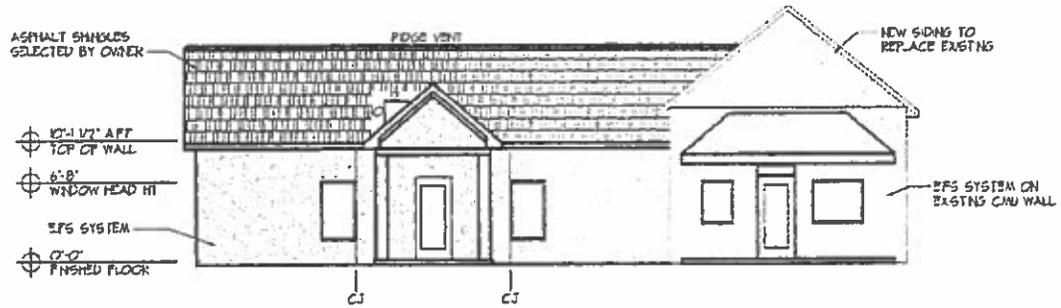
Attachments: Y



Consideration for a Commercial Child Care facility in the R-6 zoning district as a special use.

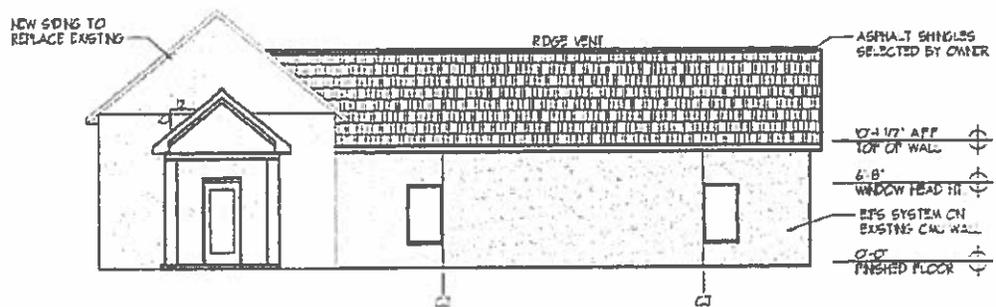
1. The building used must be that of an existing commercial building and retrofitted to meet all applicable requirements.
2. State license compliance and building, fire and zoning regulations must be met.

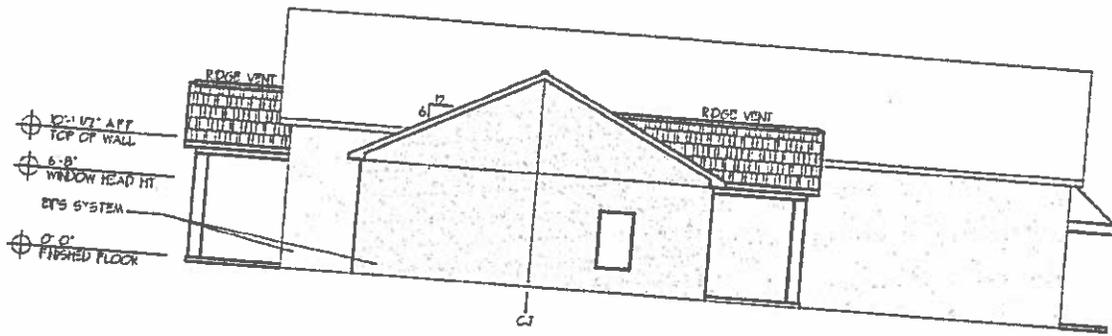
614 Raleigh Street



B1 FRONT ELEVATION
A3 SCALE: 1/8"=1'-0"

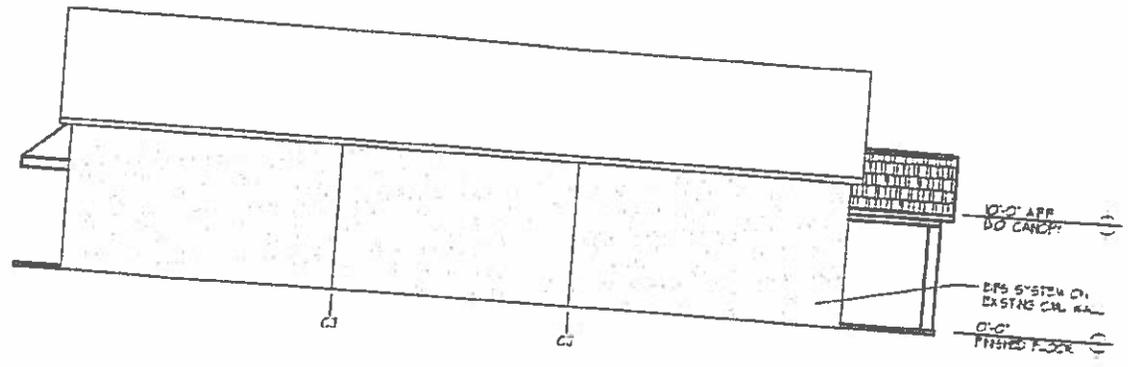
Rear Elevation





B3 LEFT SIDE ELEVATION
 A-3 SCALE: 1/8"=1'-0"

right side
 Elevation





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: 3-29-2016
SUBJECT: Consider calling for a public hearing for May 10th in order to adopt the proposed tree ordinance.

SUMMARY STATEMENT

The City received a \$2500 grant in order to develop a tree ordinance.

REVIEW

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.

RECOMMENDATION

Staff & Planning Board recommend approval of the tree ordinance.

Attachments: Y

Establishment of a City Tree Ordinance

Be it ordained by the City Council of the City of Oxford:

Definitions -- to be placed in Article 200 of the Zoning Ordinance

Diseased tree: A process in which fungi, bacteria, mycoplasmas, and viruses are able to invade and infect trees causing poor growth and weak appearance, disruption of plant processes, distortion of certain tree parts and strain or death of the tree.

Historic tree: A tree that has been specifically designated by the Oxford City Council as historic.

Park Trees: Trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the City, or to which the public has free access as a park.

Regulated tree: Trees which are located on private property and are listed as the champion or co-champion of its species, either on the "National Big Tree List" as compiled by the American Forestry Association or the "Champion Big Trees of North Carolina" as compiled by the North Carolina Division of Forestry Resources.

Street trees: Trees, shrubs, bushes, and all other woody vegetation on land lying between property lines within any Street Right of Way.

Section 1. Creation and Establishment of a City Tree Committee

The public welfare and interest of the citizens of the city will best be served by establishment of an advisory committee to foster the preservation, planting, replacement and removal of trees without denying the reasonable use and enjoyment of real property. To that end the City of Oxford Appearance Commission, or a sub group of its membership, shall serve as the City Tree Committee.

Section 2. Term of Office

The term of the persons designated to serve as the City Tree Committee shall be concurrent with their term on the Appearance Commission unless otherwise decided by a vote of the Commission.

Section 3. Compensation

Members of the City Tree Committee shall serve without compensation.

Section 4. Duties and Responsibilities

It shall be the responsibility of the City Tree Committee, on behalf of the Appearance Commission, to study, investigate, council, develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of historic and regulated trees and trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive city tree plan for the City of Oxford.

The City Tree Committee shall also document the presence of any Regulated and/or Historic Trees that may exist within the city limits or its territorial jurisdiction.

These duties will be in addition to those regularly occurring as part of Appearance Commission service.

Section 5. Operation

The City Tree Committee shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A majority of the members shall be a quorum for the transaction of business.

The Committee shall meet as often as necessary to carry out its duties and responsibilities.

Section 6. Street Tree Species to be Planted

The City Tree Committee shall develop and make available a list of the official Street Tree species for Oxford, NC. No species other than those included in this list may be planted as Street Trees without written permission of the City Tree Committee. The City Tree Committee may add to or delete species from this official list on an annual basis, or as circumstances dictate. If changes are made, the revised list shall be published in a manner such that the public shall be informed of the acceptable species.

[Go to the North Carolina Forest Service web site, <http://ncforestservice.gov/Urban/pdf/NCUrbanTreeList.pdf>, for the list of recommended species.]

Section 7. Spacing

The spacing of Street Trees will be in accordance with the three species size classes listed in Section 7 of this ordinance, and no trees may be planted closer together than the following: Small Trees, 30 feet; Medium Trees, 40 feet; and Large Trees, 50 feet; except in special plantings designed or approved by a landscape architect.

Section 8. Distance from Curb and Sidewalk

The distance trees may be planted from curbs or curblines and sidewalks will be in accordance with the three species size classes listed in Section 7 of this ordinance, and no trees may be planted closer to any curb or sidewalk than the following: Small Trees, 2 feet; Medium Trees, 3 feet; and Large Trees, 4 feet.

Section 9. Distance from Street Corners and Fire Hydrants

No Street Tree shall be planted closer than 35 feet of any street corner, measured from the point of nearest intersecting curbs or curblines. No Street Tree shall be planted closer than 10 feet of any fire hydrant.

Section 10. Utilities

No Street Trees other than those species listed as Small Trees in Section 7 of this ordinance may be planted under or within 10 lateral feet of any overhead utility wire, or over or within 5 lateral feet of any underground water line, sewer line, transmission line or other utility.

Section 11. Public Tree Care

The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

The City Tree Committee may remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest. Nothing in this ordinance is intended to prohibit the planting of street trees by adjacent property owners providing that the selection and location of said trees is in accordance with the specifications of this ordinance.

Section 12. Tree Topping

It shall be unlawful as a normal practice for any person, firm, or city department to top any Street Tree, Park Tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the City Tree Committee.

Section 13. Pruning, Corner Clearance

Every owner of any tree overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of twelve feet (12") above the street surface except truck routes which shall be sixteen feet (16'), or eight feet (8') above the surface of the sidewalk. Said owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The City shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign.

Section 14. Dead or Diseased Tree Removal on Private Property

The City shall have the right to cause the removal of any dead or diseased trees on private property within the city when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the city. The City Tree Committee will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within sixty days after the date of service of notice. In the event of failure of owners to comply with such provisions, the City shall have the authority to remove such trees and charge the cost of removal on the owner's property tax notice.

Section 15. Removal of Stumps

All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

Section 16. Interference with City Tree Board

It shall be unlawful for any person to prevent, delay or interfere with the City Tree Committee, or any of its agents, while engaging in and about the planting, cultivating, mulching, pruning, spraying, or removing of any Street Trees, Park Trees, or trees on private grounds, as authorized in this ordinance.

Section 17. Permits and Review Required

Permits shall be obtained from the public works director for all activity involving the planting, grading, removal and replacement of trees on city property except as noted herein. Permits are also hereby required for all removal and replacement of regulated trees and historic trees.

The public works director shall review all requests for permits for the planting, grading, removal and replacement of trees and shrubbery on city property and the removal and replacement of regulated and historic trees. If the planting, grading, removal or replacement complies with the guidelines, the public works director shall issue a permit and may attach reasonable conditions to the permit. If the plans do not comply with the guidelines, the permit shall be denied.

Section 18. Review by City Council

The City Council shall have the right to review the conduct, acts and decisions of the City Tree Committee. Any person may appeal from any ruling or order of the City Tree Committee to the City Council who may hear the matter and make final decision.

Section 19. Penalty

Any person violating any provision of this ordinance shall be, subject to a fine not to exceed \$250.00.

Miscellaneous code items of interest

18-4 GROWTH OF WEEDS, GRASS AND THE LIKE.

It shall be unlawful for any person:

(A) To allow or permit any shrubbery, undergrowth, trees, weeds or any other form of plant growth to grow upon, protrude or project into or upon any sidewalk, street, alley or public square within the city; and

(B) To allow any shrubbery, undergrowth, trees, weeds or any other form of plant growth to stand upon any property, at or near any street intersection so that the same may obscure the view of pedestrians or persons traveling in vehicles at the street intersections.

18-5 TREE LIMBS OBSTRUCTING SIDEWALK.

No person shall permit the limbs from any trees growing upon the land of the person to grow or hang so as to obstruct or interfere with the free passage of persons along the sidewalk or street.

18-9 PLANTING CERTAIN TREES PROHIBITED.

It shall be unlawful to plant, set out or cause to be planted or set out, on any of the streets or sidewalks of the city or within 20 feet of the same, any elm, mulberry or otaheite tree.

('86 Code, § 18-9)

18-10 REGULATIONS FOR PLANTING SHRUBBERY.

It shall be unlawful for any person to plant vegetables in the parkways between the sidewalks and the curb lines or on any part of any street in the city, or to cultivate the soil in the parkways or any part of any street. The Board may, upon request, allow the sowing of peas in the parkways and the cultivation of same in preparation of the soil for the sowing of grass. This section shall not prohibit the sowing of grass or planting of shrubbery, trees or flowers for the purpose of beautifying the parkway's streets. No shrubbery shall be permitted to grow on a parkway in the corporate limits of the city within 50 feet from the end of the parkway.

RECOMMENDED STREET TREES FOR NORTH CAROLINA

Below is a list of recommended street trees for North Carolina. Special attention has been given to species with the ability to handle air pollution and heat stress involved with urban environments. Other environmental tolerances and sensitivities are listed below. Be aware that some site preparation may be necessary to ensure tree survival, proper soil and water conditions are necessary for any species to survive. This does not mean that pruning and other kinds of maintenance won't be required during the life of the tree. Also, be aware that species listed as large trees will require more growing space to remain healthy (both below and above ground), for they will have larger root systems and wider crowns. Species listed as small trees are particularly useful when utility lines are present. Many of the species listed below have multiple cultivars available for purchase, please be sure to choose the correct one for the site.

TREE SPECIES		LARGE TREES: Mature height greater than 50 feet tall									
Scientific Name	Common Name	SHAPE	GROWTH RATE			VISUAL INTEREST	ENVIRONMENTAL TOLERANCE	PROBLEMS			
			Slow	Medium	Fast						
<i>Eucommia ulmoides</i>	hardy rubber tree	Rounded	●				Drought				
<i>Fraxinus pennsylvanica</i>	green ash	Rounded		●		■	High pH/Salt/Drought/Compaction	Numerous seeds can be problematic on females			
<i>Gleditsia triacanthos</i> var. <i>inermis</i>	thornless honeylocust	Rounded		●		☞	Wet soils/Drought/Salt/High pH/Compaction	Plant bugs, mites, webworm			
<i>Gymnocladus dioica</i>	Kentucky coffeetree	Rounded		●			Drought/Salt/High pH	Pods may be problematic; Needs adequate growing space			
<i>Liquidambar styraciflua</i>	sweetgum	Pyramidal		●		☞	Wet soils	Needs adequate growing space; Fruit litter may be problem, 'Rotundiloba' may be alternative			
<i>Metasequoia glyptostroboides</i>	dawn redwood	Pyramidal		●			Wet soils/High pH				
<i>Nyssa sylvatica</i>	black gum	Pyramidal		●		☞	Acid soils				
<i>Platanus x acerifolia</i>	London planetree	Rounded			●		Compaction/Drought/Salt	Adequate space; Anthracnose can be problem.			
<i>Quercus bicolor</i>	swamp white oak	Rounded	●				Wet soils/Drought/Salt/Compaction	Acorn litter. Requires ample space and acid soil			
<i>Quercus imbricaria</i>	shingle oak	Rounded		●			Dry soils				
<i>Quercus lyrata</i>	overcup oak	Rounded		●			Wet soils				
<i>Quercus palustris</i>	pin oak	Pyramidal		●		■	Wide range of soils	Adequate space			
<i>Quercus phellos</i>	willow oak	Pyramidal			●		Wet or Dry sites/Compaction				
<i>Quercus rubra</i>	northern red oak	Rounded			●	■	Drought/Compaction/ Salt	Acorn litter			

Key: ☞ Fall Leaf Color
 X Flower Color

LARGE TREES: Mature height greater than 50 feet tall									
Scientific Name	Common Name	Shape	GROWTH RATE			Visual Interest	Environmental Tolerance	Problems	Acorn litter
			Slow	Medium	Fast				
<i>Quercus shumardii</i>	Shumard oak	Rounded		•		☐	Drought/Compaction/ Salt		Acorn litter
<i>Quercus virginiana</i>	live oak	Rounded	•				Wet soils/Compaction/ Salt		
<i>Sophora japonica</i>	Japanese pagodatree	Rounded		•		✗	Drought/Compaction/ Salt		Litter problems. Canker can be a problem
<i>Toxodiodium distichum</i>	baldecypress	Pyramidal		•			Wet soils/Compaction		
<i>Tilia tomentosa</i>	silver linden	Rounded		•			Drought/Salt/pH adaptable/Compaction		Aphids
<i>Ulmus parvifolia</i>	lacebark elm	Rounded		•		☐	Drought/Salt/pH adaptable/Compaction		
<i>Zelkova serrata</i>	Japanese zelkova	Rounded		•		☐	Drought/pH adaptable/Compaction		Narrow crotch angle susceptible to splitting

MEDIUM TREES: Mature height between 35 feet and 50 feet tall									
Scientific Name	Common Name	Shape	GROWTH RATE			Visual Interest	Environmental Tolerance	Problems	
			Slow	Medium	Fast				
<i>Acer rubrum</i>	red maple	Rounded		•		☐	Wet soils/compaction	Tends to have cankers under heavy stress; Over planted.	
<i>Aesculus hippocastanum</i>	horsechestnut	Rounded	•			☐	PH adaptable/salt tolerant/compaction	Susceptible to leaf blotch and scorch	
<i>Aesculus x carnea</i>	red horsechestnut	Rounded	•			✗	Compaction/acidic soil		
<i>Carpinus betulus</i>	European hornbeam	Narrow		•		☐	Dry soils/pH adaptable		
<i>Carpinus caroliniana</i>	American hornbeam	Pyramidal	•			☐	Acidic soils	Sensitive to drought and compacted soils	
<i>Celtis laevigata</i>	sugarberry	Rounded		•		☐	Wet soils/compaction /salt	Intolerant of high pH	
<i>Corylus colurna</i>	Turkish filbert	Narrow		•		☐	Drought/pH adaptable		
<i>Juniperus virginiana</i>	eastern redcedar	Pyramidal		•		☐	Drought/High pH/ Compaction/Salt		
<i>Koeleruteria paniculata</i>	goldenraintree	Rounded		•		✗	Drought/Salt/High pH		
<i>Phellodendron amurense</i>	Amur corktree	Rounded		•		☐	Drought/Wet soils/pH adaptable	Fruit may be a problem on females	
<i>Prunus sargentii</i>	Sargent cherry	Narrow			•	☐	Drought/Salt/Acid soils	Avoid poorly drained sites. Japanese beetles	

Key: ☐ Fall Leaf Color
✗ Flower Color

SMALL TREES: Mature height less than 35 feet tall (suitable for planting under utility wires)									
TREE SPECIES		Common Name	SHAPE	GROWTH RATE			VISUAL INTEREST	ENVIRONMENTAL TOLERANCE	PROBLEMS
Scientific Name	Slow			Medium	Fast				
<i>Acer campestre</i>		hedge maple	Rounded	•			∅	High pH/Drought/compaction	
<i>Amelanchier arborea</i>		serviceberry	Rounded		•		∅		Specify tree form. Good alternative to crapemyrtle.
<i>Cercis canadensis</i>		eastern redbud	Rounded		•		∅	pH adaptable	
<i>Chionanthus virginicus</i>		fringetree	Rounded	•			∅		
<i>Cornus kousa</i>		Kousa dogwood	Rounded	•			∅	Acidic soils	
<i>Crataegus viridis</i>		green hawthorn	Rounded		•		∅	PH adaptable/Drought/Wet soils	
<i>Halesia tetraptera</i>		Carolina silverbell	Rounded		•		∅	Acid soils	Specify tree form. Good alternative to crapemyrtle.
<i>Lagerstromia spp.</i>		crapemyrtle	Rounded		•		∅	Wet soils	Over planted and often unnecessarily topped.
<i>Maackia amurensis</i>		Amur maackia	Rounded	•			∅	Drought/pH adaptable	
<i>Malus spp.</i>		flowering crabapple	Rounded		•		∅	Wide range of soils/Salt/Compaction	Specify tree form; fruit litter problem; scab is a problem for many species
<i>Pistacia chinensis</i>		Chinese pistache	Rounded		•		∅	High pH	
<i>Prunus caroliniana</i>		Carolina cherry/laruel	Pyramidal		•		∅	Drought/pH adaptable	Avoid poorly drained sites
<i>Prunus virginiana</i>		chokecherry	Narrow		•		∅	Drought/Salt	Avoid poorly drained sites
<i>Syringa reticulata</i>		Japanese tree lilac	Pyramidal		•		∅	Drought/pH adaptable	

Key: ∅ Fall Leaf Color
 X Flower Color

DIVISION 1: COMMUNITY APPEARANCE COMMISSION

§ 2-426 CREATION.

There is hereby created the Oxford Community Appearance Commission.

('86 Code, § 2-426) (Ord. 83-1-1, passed 1-11-83)

Statutory reference:

*Authority to create community appearance
commission, see G.S. § 160A-451*

§ 2-427 MEMBERS.

(A) The Community Appearance Commission shall be composed of nine members plus one alternate appointed by the Board. All members shall be residents of the city's planning and zoning jurisdiction.

(B) Where possible, appointments shall be made in a manner as to maintain on the Commission at all times a majority of members who have had special training or experience in a design field, such as architecture, landscape architecture, horticulture, city planning or a closely related field and, at all times, at least two of its members shall have demonstrated special interest, experience or education in history or architecture.

(C) The terms of office of the members shall be staggered initially and three year terms thereafter.

(D) Members of the Commission shall serve without pay, but may be reimbursed for actual expenses incidental to the performance of their duties within the limits of funds available to the Commission.

('86 Code, § 2-427) (Ord. 83-1-1, passed 1-11-83; Am. Ord. 94-10-1, passed 10-11-94)

Statutory reference:

*Members of community appearance commission, see
G.S. § 160-451*

§ 2-428 OFFICERS AND MEETINGS.

(A) The Community Appearance Commission shall meet and elect the Chairperson, Vice-Chairperson, Treasurer and Secretary. The Secretary need not be a member of the Commission. The Commission shall also adopt bylaws to govern the conduct of its business.

(B) The Commission shall maintain a record of its members' attendance, its actions, findings and recommendations, which record shall be open to the public.

(C) A quorum of four members shall be necessary to take any official action authorized or required by this division.

(D) The Commission shall hold at least 11 meetings per year. All of its meetings shall be open to the public.

(E) All members whether residing within the city or within the extraterritorial area shall be eligible to hold office and shall have voting power on all matters of business.

('86 Code, § 2-428) (Ord. 83-1-1, passed 1-11-83)

Statutory reference:

Community appearance commissions, see G.S.

§§ 160A-451 et seq.

§ 2-429 GENERAL POWERS AND DUTIES.

The Community Appearance Commission shall have the following powers and duties:

(A) To initiate, promote and assist in the implementation of programs of general community beautification in the city;

(B) To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs bear upon the appearance of the city;

(C) To provide leadership and guidance in matters of area or community design and appearance to individuals, and to public and private organizations and agencies;

(D) To make studies of the visual characteristics and problems of the city, including surveys and inventories of an appropriate nature, and to recommend standards and policies of design for the entire area, any portion of neighborhood thereof, or any project to be undertaken;

(E) To make recommendations on certain special use permit applications in accordance with the procedures established in the zoning ordinance;

(F) To prepare both general and specific plans for the improved appearance of the city; (These plans may include the entire area or any part thereof and may include private as well as public property. The plans shall set forth desirable standards and goals for the aesthetic enhancement of the city or any part thereof within its area of planning and zoning jurisdiction, including public ways and areas, open spaces and public and private buildings and projects.)

(G) To request, from the proper officials of any public agency or body, including agencies of the state and its political subdivisions, its plans for public buildings, facilities or projects to be located within the planning and zoning jurisdiction of the city;

(H) To review these plans and to make recommendations regarding their aesthetic suitability to the appropriate agency or to the planning or governing board; (All plans shall be reviewed by the Commission in a prompt and expeditious manner and all recommendations of the Commission with regard to any public project shall be made in writing. Copies of the

recommendation shall be transmitted promptly to the Planning Board and/or the Board of Commissioners and/or Board of Adjustment, as appropriate and to the appropriate agency.)

(I) To formulate and recommend to the Board of Commissioners the adoption of amendments of ordinances, including the zoning ordinance, subdivision regulations and other local ordinances regulating the use of property, that will, in the opinion of the Commission, serve to enhance the appearance of the city and its surrounding areas;

(J) To direct the attention of city officials to needed enforcement of any ordinance that may in any way affect the appearance of the city;

(K) To seek voluntary adherence to the standards and policies of its plans;

(L) To enter, in the performance of its official duties and at reasonable times, upon private lands and make examinations or surveys;

(M) To promote public interest in and an understanding of its recommendations, studies and plans, and, to that end, to prepare, publish and distribute to the public studies and reports as will, in the opinion of the commission, advance the cause of improved municipal appearance; and

(N) To conduct public meetings and hearings, giving reasonable notice to the public thereof.

(O) To study, investigate, council and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive city tree plan for the City of Oxford.

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John A. V. [unclear]
('86 Code, § 2-429) (Ord. 83-1-1, passed 1-11-83)

Statutory reference:

Powers and duties of community appearance commission, see G.S. § 160A-452

§ 2-430 ANNUAL REPORT.

(A) The Community Appearance Commission shall, no later than April 15 of each year, submit to the Board of Commissioners a written report of its activities, a statement of its expenditures to date for the current fiscal year and its requested budget for the next fiscal year.

(B) All accounts and funds of the Commission shall be administered substantially in accordance with the requirements of the Municipal Fiscal Control Act.

('86 Code, § 2-430) (Ord. 83-1-1, passed 1-11-83)

§ 2-431 ADVISORY COUNCIL OR COMMITTEES.

(A) The Community Appearance Commission may establish an advisory council when, in the judgement of the Commission, such a council will be an aid to the performance of its duties.

(B) (1) However, the Commission shall not delegate to the advisory council any of its official powers or duties.

(2) In addition, the Commission may, from its own membership, establish any temporary or permanent committees needed to assist it in the study of specific questions and problems.

(a) The Commission hereby establishes, from within its own membership, a City Tree Committee to oversee the City's street trees and park trees. The City's Tree Committee responsibilities are spelled out in the City's Tree Ordinance. [need to cite this]

('86 Code, § 2-431) (Ord. 83-1-1, passed 1-11-83)

Statutory reference:

Advisory councils, see G.S. § 160A-453

§ 2-432 STAFF AND TECHNICAL SERVICES.

The Community Appearance Commission may recommend to the Board of Commissioners suitable arrangements for the procurement or provision of staff or technical services for the Commission.

('86 Code, § 2-432) (Ord. 83-1-1, passed 1-11-83)

Statutory reference:

Similar provisions, see G.S. § 160A-453

§ 2-433 RECEIPT AND EXPENDITURE OF FUNDS.

(A) The Community Appearance Commission may receive contributions from private agencies, foundations, organizations, individuals and the state or federal government or any other source in addition to any sums appropriated for its use by the Board of Commissioners.

(B) It may accept and disburse these funds for any purpose within the scope of its authority and as herein specified.

('86 Code, § 2-433) (Ord. 83-1-1, passed 1-11-83)

Statutory reference:

Similar provisions, see G.S. § 160A-455

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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: 4-5-2016
SUBJECT: Consider adopting the downtown masterplan.

SUMMARY STATEMENT

The Downtown Master Plan is a planning tool that the Oxford community can use as new and revitalized interest in the downtown becomes a reality.

REVIEW

The process of creating the Downtown Master Plan began with a trip to visit West Jefferson and Statesville for 40 community members. A Steering Committee comprised of city and business leaders and other stakeholders held several meetings and public input sessions with consultant Susan Hatchell and Associates. The downtown master plan suggests ways of improving the downtown area with the goal to improve in the areas of safety, economic and business development and a sense of place by improving the downtown's appeal as a place for multi-generational enjoyment.

RECOMMENDATION

Staff & Steering Committee recommend approval of the downtown masterplan.

Attachments: Y

Susan Hatchell

Landscape Architecture, PLLC

711 West North Street

Raleigh, NC 27603

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Fax: 919.838.9700

e-mail: susan@susanhatchell.com

Executive Summary: Downtown Oxford Master Plan

March 30, 2016

Project Introduction & Process

The city of Oxford is a dynamic place with numerous opportunities for growth and prosperity as it moves towards its exciting bicentennial celebration in 2016. In 2011, city management identified the need for a Downtown Master Plan to continue the goals outlined in the Oxford Comprehensive Plan. These goals include becoming a regional destination, being a walkable community, and having a historic and vibrant downtown with a variety of shops, restaurants, housing and entertainment. The limits of the project area were as follows:

Hillsboro Street from Lewis Street to College Street
Williamsboro Street from College Street to Cooper Street
College Street from Hillsboro Street to McClanahan Street
Main Street from Williamsboro Street to Spring Street

See Attachment A for map outlining the project area.

In 2015, the process for creating the Downtown Oxford Master Plan began with a trip to visit West Jefferson and Statesville for nearly 40 community members. A Steering Committee comprised of city and business leaders and other stakeholders then convened to work towards creating a document that could help guide development in the downtown core. The design team was made up of Susan Hatchell Landscape Architecture, PLLC (SHLA) and The Office of Rodney Swink.

A kick-off meeting for Steering Committee members was held on May 28, 2015 in Oxford. Following a PowerPoint presentation, Committee members were given an assignment to find or take photos of places downtown that either looked nice or that they felt needed improvement. Susan Hatchell of SHLA and Rodney Swink attended a walking tour of downtown Oxford with Steering Committee members on July 15, 2015. See Attachment B for aerial base map and walking tour route. Many Steering Committee members mentioned that the city is already known for having a family friendly, walkable, historic downtown. However, the members felt that well planned downtown development and improvements could lend new energy and excitement about the entire city of Oxford, making it a more attractive place for new residents and businesses. The Steering Committee met again in August while Susan met with the then City Manager Randy Hemann, Planning Director Cheryl Hart and city engineer Amy Ratliff on August 18, 2015. Additional Steering Committee meetings were held on October 29, 2015 and January 21, 2016. On October 29, the design team presented public meeting results and conceptual design ideas to the Committee members and discussed next steps. See Attachment C for the PowerPoint presentation.

Susan Hatchell also met with other stakeholders including NCDOT and Duke Energy to review the project and gain input. Public meetings were held throughout the summer and fall of 2015 to

gain insight and feedback from the community. A summary of those meetings is included in this Executive Summary.

The plan is a result of months of research, data collection, site analysis, community engagement, learning, listening and filtering stakeholder feedback. In addition to the Overall Streetscape Design, five other concept plans are included for the Downtown Square, Spring & Main St. Roundabout, Festival Space, Museum Interior Block and the Courthouse Plaza. The overall streetscape plan as well as the five concept plans and recommendations were included in the final document prepared by the design team. The design team also investigated potential costs of the project and reviewed implementation strategies and phasing options.

Opportunities for Improvement

Downtown Oxford has a lot of potential! Historic buildings and museums, existing retail and dining, proximity to historic houses, and the busy Granville County Courthouse already attract people to downtown. Although Oxford has a great framework for future development, there is room for improvement.

Safety

The wide streets cause vehicular traffic to move too fast, and create a long distance for pedestrians to cross. Traffic calming improves the opportunities for bicycling downtown, and it makes for a much safer pedestrian experience.

Economic and Business Development

First time visitors are confused by the off-axis intersection and the street name changes in the downtown core, and they don't know where to park. Providing gateways into the downtown area, and improving wayfinding will help clarify where you are and what is available downtown. More variety of retail and dining is needed to encourage people to enjoy downtown. A stronger identity and a new logo for brochures and marketing is needed for downtown businesses and events.

Sense of Place

Downtown Oxford is very walkable from adjacent historic residential neighborhoods. Public places to stroll, sit, and dine will only increase the downtown's appeal as a place for multi-generational enjoyment. Street trees, attractive signs, seating, banners, and public art will foster community pride and set high standards for private development and investment in the downtown core.

PUBLIC INVOLVEMENT

Public input was critical to understanding what makes Oxford unique and the community's vision for its downtown. The design team held a series of two public meetings at The Masonic Home for Children in Oxford:

- Community "Visioning" Meeting, September 15, 2015

The design team presented a PowerPoint to introduce the project. Following the presentation, attendees visited three different stations. At the first station, the design team had a map of existing conditions in downtown Oxford. Community members reviewed the map, which showed land use and businesses over an aerial base, and made notes and corrections. They also filled out a questionnaire about how, when and for what

reasons they visit downtown. At the next station, attendees were given 12 red dot stickers and asked to vote for examples of streetscape improvements and amenities often found in successful downtowns such as street trees, medians, outdoor dining and variety of retail shops. The last station contained boards with the following prompts for meeting attendees to add comments:

1. I wish downtown Oxford had more...
2. I wish downtown Oxford had less...
3. I want downtown Oxford to be known for...
4. What other downtowns do you like?

The design team learned that the community wanted the following in their downtown (top 10 ranked from the most desired to least desired):

- More retail businesses
- More restaurants
- Improved appearance – trees, furniture, sidewalks, public art
- Historic preservation
- More entertainment venues
- Improved walkability & accessibility
- More green space
- Improved traffic flow – car & bicycle
- Improved roads, drainage, and utilities
- Improved parking – car & bicycle
- Improved signs & entrances

See Attachments D–F for public meeting materials.

- Community “Consensus” Workshop, November 17, 2015

The design team summarized all previously attained feedback and presented a Preliminary Streetscape Master Plan drawing of the downtown as well as sketches and visualizations of proposed streetscape improvements. Attendees were asked to rank the major design components of the plan in a questionnaire. There were 37 responses, with the results of the exercise showing strong support for all the recommendations. The highest ranking recommendations were to narrow the roads in order to widen sidewalks and add trees, outdoor dining and seating, also allowing for safer pedestrian crossings; to improve wayfinding; and to provide bulb out areas at key intersections and crossings. See Attachment G for boards presented at this meeting. Attachments H and I contain the Preliminary Streetscape Master Plan drawing and the sketches and visualizations displayed, respectively. See Attachment J for results of the questionnaire.

- Community “Confirmation” Meeting, February 16, 2016 (Held at Oxford City Hall)

The final product, a double-sided, full-color 24” x 36” downtown master plan was presented to the community at this well-attended meeting. A PowerPoint presentation walked attendees through each section of the document. The design team received a very positive response from the community at this meeting. Feedback from this meeting and additional comments from Steering Committee members were taken into account during

the final revisions of the document. See Attachment K for the PowerPoint presentation from this meeting.

Stakeholder Meetings and Coordination

- **NCDOT Meeting, December 17, 2015**

Susan Hatchell of SHLA, along with city of Oxford engineer Amy Ratliff, met with the NCDOT District Engineer, the NCDOT Assistant District Engineer and a division planning engineer in Durham, NC. The preliminary master plan for downtown Oxford was presented and was very well received. All ideas were considered feasible, if designed within NCDOT regulations. The types of streetscape improvements proposed in the plan can and have been implemented in this area, however, municipal agreements are needed. As many urban communities are included in this district, there is heavy competition for funding. When discussing implementation of the plan, it was recommended to start with a small scale project and phase additional work. See Attachment L for meeting minutes.

- **Duke Energy Meeting, December 29, 2016**

Susan Hatchell of SHLA discussed the project with Gerial Proctor of Duke Energy to discuss the possibility of undergrounding utility lines in downtown Oxford. Mr. Proctor believed the work would be complex and expensive, especially along Hillsboro/Williamsboro as the entire street is electrical main feeders and main circuits for telephone and cable tv. Nearly all of the poles have power lines, telephone lines and cable tv lines in a joint use arrangement. Time Warner Cable and Century Link would need to be contacted and will provide separate, additional costs. In addition to the power lines, there are switches, transformers and protection devices to consider. Mr. Proctor strongly advised against the city installing underground vaults, as this would greatly increase project costs. NCDOT would need to be involved from an early stage. Some cleanup work could be done to try to minimize the number of wires on the poles. If the city does want to move forward with undergrounding the lines, phasing is possible as long as all of the engineering work is done up front. Undergrounding just for the electrical lines would likely cost upwards of \$2 million. Mr. Proctor also provided the design team with brochures regarding tree trimming around power lines as well as both LED and regular outdoor light fixtures. See Attachment M for meeting minutes and Duke Energy brochures.

Master Plan Recommendations

- Narrow the main roadways in order to widen sidewalks, add trees, provide safer crossings, and create places for outdoor dining and seating
- Implement improved signs and other wayfinding elements to help direct visitors to parking and key buildings and services
- Develop a new graphic look and logo for downtown marketing purposes
- Investigate opportunities for public art such as murals, statues, and fountains
- Provide bulb out areas at key intersections and crossings to increase pedestrian safety and provide civic beautification
- Provide a Downtown Square for the downtown intersection of College, Hillsboro, Williamsboro, and Main Streets
- Provide a roundabout at Spring Street and Main Street

- Define entrances to downtown and create “gateways” at key intersections
- Convert Bank Street into a festival street space for pedestrians which will create a focal point for the terminus of College Street
- Add street trees to provide shade and an overhead canopy
- Add tree lined medians along sections of Main and College Streets
- Provide improved circulation inside the block for better access and wayfinding to the museum complex
- Create a focal point by improving the view at the terminus of Main Street
- Provide for a civic space around the courthouse
- Change on-street parking to diagonal spaces, and add parallel parking on several streets close to downtown
- Investigate potential building infill around the downtown areas to increase density and provide an urban edge at the street
- Work with utility companies to improve overhead utilities by undergrounding or consolidation
- Investigate new or updated policies to promote development aligned with Master Plan goals

Cost Implications

The design team outlined typical costs for the individual streetscape improvement elements shown in the plan such as bulb outs, medians, benches, etc. They also provided estimated general costs for the overall streetscape design and each of the five concept plans. These general costs were calculated as follows:

<i>Overall Streetscape Design Estimated Costs:</i>	
Hillsboro/Williamsboro Streets (from Lewis Street to City Hall)	\$7,800,000 to \$9,000,000
Main Street (from Spring Street to Williamsboro Street)	\$2,500,000 to \$2,900,000
College Street (from McClanahan Street to Hillsboro Street)	\$2,500,000 to \$2,900,000
<i>Downtown Square Estimated Cost:</i>	\$1,500,000 to \$2,000,000
<i>Spring & Main Street Roundabout Estimated Cost:</i>	\$550,000 to \$700,000
<i>Festival Space Estimated Cost:</i>	\$150,000 to \$250,000
<i>Museum Interior Block Estimated Cost:</i>	\$600,000 to \$800,000
<i>Courthouse Plaza Estimated Cost:</i>	\$500,000 to \$800,000

See Attachment N for full memorandum regarding the costs for streetscape improvements.

Next Steps & Implementation

This long range Downtown Master Plan is a planning tool the community can use as new and revitalized interest in the downtown becomes a reality. With the overall economic prospects of many communities in North Carolina improving, Oxford is in a perfect position to implement a “catalyst project” as funding allows. Initial steps include:

- Hire full time staff to organize and spearhead downtown improvements.

- Work with the NC Main Street program to gain insight and assistance with many downtown improvement initiatives.
- Seek possible partnerships with the private sector to leverage finances and build excitement.
- Work with Duke Energy and other utility companies to determine feasibility and cost of placing power lines underground, or improving appearance with consolidation.
- Involve NCDOT in future planning of any Complete Streets or streetscape improvements.
- Identify one or more “catalyst projects” to kick-off efforts. For example:
 1. Streetscape improvements such as bulb-outs and wider sidewalks at the midblock crossing at the County Buildings would increase pedestrian safety and create the opportunity for outdoor dining at Milano’s.
 2. Provide signs to direct first time visitors to important destinations and convenient parking.
 3. Create a brand and logo for the downtown area that represents the exciting things happening in Oxford for wayfinding signs, brochures, and other marketing information.
 4. Improve key gateway intersections at the edges of downtown with new pavements, crosswalks, lighting, signage, planting, and site amenities to create a cohesive look for downtown Oxford.
 5. Create a roundabout at Spring and Main Streets to eliminate existing safety issues at that intersection while showcasing new streetscape improvements.
 6. Identify key locations downtown suitable for public art initiatives such as murals, sculpture, site amenities, and specialty pavements. Invite local and regional artists to create art that reflects the history and culture of Oxford.
 7. Develop a Downtown Square to create a central hub. This is an exciting way for the public to see an improved streetscape and it sets a precedent for future development!

Project Deliverables:

Executive Summary and two (2) copies of the Downtown Oxford Master Plan are enclosed.

List of digital files provided on the enclosed disc:

- .Executive Summary
 - Executive Summary: Downtown Oxford Master Plan
 - Executive Summary Attachments:
 - A. Project Limits Map
 - B. July 15, 2015 Walking Tour Maps
 - C. October 29, 2015 Steering Committee Meeting PowerPoint Presentation
 - D. September 15, 2015 Community “Visioning” Meeting PowerPoint Presentation
 - E. September 15, 2015 Community “Visioning” Meeting Existing Conditions Map
 - F. September 15, 2015 Community “Visioning” Meeting Questionnaire Results and Sign-in Sheet
 - G. November 17, 2015 Community “Consensus” Workshop Public Input Presentation Boards

- H. November 17, 2015 Community "Consensus" Workshop Preliminary Streetscape Master Plan Drawing
- I. November 17, 2015 Community "Consensus" Workshop Sketches and Visualizations
- J. November 17, 2015 Community "Consensus" Workshop Results and Sign-in Sheet
- K. February 16, 2016 Community "Confirmation" Meeting PowerPoint Presentation
- L. December 17, 2015 NCDOT Memorandum
- M. January 20, 2016 Duke Energy Memorandum
- N. January 20, 2016 Cost Memorandum

- Downtown Oxford Master Plan PDF
- Downtown Oxford Master Plan JPEG
- Files for Printing
 - Downtown Oxford Master Plan - FOR PRINTING
 - Downtown Oxford Master Plan with fold lines - DO NOT PRINT
 - Master Plan Document - Fold Line Dimensions
 - Master Plan Document - Folding Instructions



CITY OF OXFORD

STAFF REPORT

TO: Mayor Sergent and Board of Commissioners
VIA: Michael McLaurin, Interim City Manager
FROM: Patrick Kehoe, Finance Director
DATE: 3/22/2016
SUBJECT: Approve Audit Contract for Fiscal Year 2016

SUMMARY STATEMENT

Approve the audit contract for 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.

REVIEW

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).

RECOMMENDATION

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.

Attachments: Audit contract

CONTRACT TO AUDIT ACCOUNTS

Of City of Oxford
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 14th day of March, 2016,

Auditor: Winston, Williams, Creech, Evans & Company, LLP Auditor Mailing Address: PO Box 1366, Oxford NC 27565

Hereinafter referred to as The Auditor

and Board of Commissioners (Governing Board(s)) of City of Oxford
(Primary Government)

and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or audit documentation are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.**

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice - [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Rcsources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #24 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.
24. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) City of Oxford
Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

City of Oxford - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit \$30,000

Preparation of the annual financial Statements \$6,000

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 27,000
** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Winston, Williams, Creech, Evans & Company, LLP
Name of Audit Firm

By James P. Winston, II CPA
Authorized Audit firm representative name: Type or print

James P. Winston
Signature of authorized audit firm representative

Date 3-14-16

winston@wwcecpa.com
Email Address of Audit Firm

Governmental Unit Signatures:
City of Oxford

Name of Primary Government

By Jacqueline vdH Sergent, Mayor
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date _____

By N/A
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date _____
** If Governmental Unit has no audit committee, mark this section "N/A"

City of Oxford
PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Patrick T. Kehoe
Primary Governmental Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature
Date _____
(Pre-audit Certificate must be dated.)

patrick@oxfordnc.org
Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a) _____

Contract to Audit Accounts (cont.) City of Oxford
Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit _____

Preparation of the annual financial Statements _____

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Name of Discretely Presented Component Unit

By _____
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date _____

By _____
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson **

Date _____
**** If Governmental Unit has no audit committee, mark this section "N/A"**

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By _____
DPCU Finance Officer:
Type or print name

DPCU Finance Officer Signature

Date _____
(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable**Steps to Completing the Audit Contract**

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a). NEW** - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
 9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
 10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
 11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
 12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
 13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

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

TO: Mayor Sergent and Board of Commissioners

VIA: Mike McLaurin, Interim City Manager

FROM: Christine Usry, Director, Parks & Recreation

DATE: 3/28/16

SUBJECT: Budget Amendment for Resurfacing of Hix Tennis Courts

SUMMARY STATEMENT

The tennis courts located at the Hix Complex were in need of repairs and a resurfacing project was approved in the current year's budget for FY 15-16. However, a Budget Amendment is now required to record a USTA grant, offsetting Sales Tax-Revenues & Expenditures, and other adjustments to and from the department's current operating budget, because otherwise this project will exceed the previously approved budget for the resurfacing of these courts.

REVIEW

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 these funds, along with offsetting Sales Tax-Revenues & Expenditures of \$138 and other adjustments to and from the department's current operating budget.

RECOMMENDATION

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 project.

CITY OF OXFORD

BUDGET AMENDMENT VOUCHER			
			Date <u>2/23/16</u>
Account Number	Description	Increase	Decrease
010-620-61000-550	Fixed Assets – Over \$5,000	\$2,050	
010-620-61000-203	Contract Labor		\$1,575
010-660-41000-039	Add'l. Granville County Tax	\$41	
010-660-41000-800	Add'l. NC State Sales Tax	\$97	
010-000-33703-000	NC Sales Tax Refund	\$138	
010-000-36725-000	Tennis Court – USTA Grant	\$475	
EXPLANATION FOR AMENDMENT			
<p>To record budget changes associated with the resurfacing of the tennis courts at the Hix Complex, because the \$12,050 contract which is being awarded & paid to the vendor selected by the Parks & Recreation Director (North State Resurfacing), will exceed the previously approved budget amount for this project by \$2,050. This additional cost and the corresponding Sales Taxes associated with it, are being offset by an approved USTA Grant for \$475, a \$1,575 reduction in previously budgeted Contract Labor charges and \$138 of Sales Tax Refunds.</p>			
Date Approved by Board _____			

REQUESTED BY: Patrick Kehoe, Finance Director



CITY OF OXFORD STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Mike McLaurin, Interim City Manager

FROM: Justin Ayscue, Human Resources Director

DATE: March 30, 2016

SUBJECT: ✓ 1) Recommended Changes to the Personnel Policy: Article VI, Section 6 and Appendix E, Affordable Care Act

2) Recommend going to overtime pay in lieu of compensatory time, effective 7/1/16

3) Replace the part time code enforcement position with a full time "Code Enforcement and Downtown Development Planner"

SUMMARY STATEMENT

- ✓ 1) The changes to the Personnel Policy create consistency and eliminate confusion on the interpretation of wordy, or less than clear policies, and keeps up with legal changes.
- 2) By paying for overtime, we completely eliminate 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. We also keep employees on the job, providing better and faster services to our customers.
- 3) Replace the part time Planning Code Enforcement position with a full time "Code Enforcement and Downtown Development Planner". This would fulfill the State's requirements for the Main Street program and also provide Planning with much needed help with Code Enforcement. Job Description attached.
-

RECOMMENDATION

Staff and Personnel Committee recommend approval of the changes to the personnel policy, going to a pay overtime system in lieu of comp time and the full time position in Planning as presented.

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, t~~The City ~~does not~~ will contribute ~~any~~ matching funds to the 401k accounts of employees that are not sworn law enforcement personnel up to 5%.

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 Statues of NC).

ELIGIBILITY POLICY FOR HEALTH PLAN COVERAGE OFFERED BY CITY OF OXFORD AS REQUIRED BY THE PPACA

This Eligibility Policy for Group Health Plan Coverage Offered by City of Oxford shall be used to determine whether certain Employees of the City are eligible to participate in the City of Oxford Group Health Plan. This Policy is intended to comply with the [Federal Poverty Level](#) safe harbor described in Internal Revenue Service ("IRS") Final Regulations published on February 2, 2014 under Section 4980H of the Internal Revenue Code of 1986, as amended, and this Policy shall be interpreted, construed, and limited in accordance with such intent.

- I. **Definitions.** The following definitions apply for purposes of this Policy.
- a. **Employee** means a person who is classified as an employee by the City of Oxford under the common-law standard (anyone who performs services for you is your employee *if you can control what will be done and how it will be done*)
 - b. **Break in Service** means a period of time during which an Employee does not have an Hour of Service credited to the Employee.
 - c. **Date of Hire** means the day on which a New Employee first performs an Hour of Service for the City of Oxford.
 - d. **Eligible Employee** means an Employee who has been classified as eligible to participate in Health Coverage pursuant to this Policy.
 - e. **Employment Break Period** means a period of at least four consecutive weeks (disregarding any Special Unpaid Leave of Absence- FMLA, Military Leave, etc.), measured in weeks, during which an Employee is not credited with Hours of Service.
 - f. **Full-Time Employee** means an Employee who is employed by City of Oxford with respect to a Measurement Period, for at least the Minimum Hours.
 - g. **Hour of Service** means: (i) each hour for which an Employee is paid by City of Oxford, or entitled to payment, for performing duties for the City; and (ii) each hour for which an Employee is paid by the City, or entitled to payment, for vacation, holiday, sickness, jury duty, military duty or leave of absence even though no duties are performed during those time periods.
 - h. **Initial Administrative Period** means the full month immediately following the New Employee's Initial Measurement Period.
 - i. **Initial Measurement Period** means the period beginning on the first day of the month following the New Employee's Date of Hire or the Date of Hire if the New Employee's Date of Hire is the first day of the month, and concluding on the last day of the twelfth month thereafter.

Example: Bert, who started work on February 12, 2015, has an Initial Measurement Period from March 1, 2015 through February 29, 2016.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Mike McLaurin, Interim City Manager

FROM: Justin Ayscue, Human Resources Director

DATE: March 30, 2016

SUBJECT: 1) Recommended Changes to the Personnel Policy: Article VI, Section 6 and Appendix E, Affordable Care Act

✓ 2) Recommend going to overtime pay in lieu of compensatory time, effective 7/1/16

3) Replace the part time code enforcement position with a full time "Code Enforcement and Downtown Development Planner"

SUMMARY STATEMENT

- 1) The changes to the Personnel Policy create consistency and eliminate confusion on the interpretation of wordy, or less than clear policies, and keeps up with legal changes.
 - ✓ 2) By paying for overtime, we completely eliminate 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. We also keep employees on the job, providing better and faster services to our customers.
 - 3) Replace the part time Planning Code Enforcement position with a full time "Code Enforcement and Downtown Development Planner". This would fulfill the State's requirements for the Main Street program and also provide Planning with much needed help with Code Enforcement. Job Description attached.
-

RECOMMENDATION

Staff and Personnel Committee recommend approval of the changes to the personnel policy, going to a pay overtime system in lieu of comp time and the full time position in Planning as presented.

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.

Effective 7/1/16, 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~~ paid 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~~ at the rate of one and one half. (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 III. THE PAY PLAN

Section 12. On Call Policy

Purpose. The City provides a continuous twenty-four hour, seven day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty any hour of the day or night. One of the conditions of employment with the City is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. This includes all City recognized Holidays.

On Call. All City of Oxford departments that are designated to provide 24-hour services and that require employees to be on call, will meet the following requirements:

- a) The following departments are the only departments with "on call" employees: Water/sewer, streets, WWTP and police detectives
- b) The department supervisor shall assign all eligible and competent employees in the department to the "on call" rotation.
- c) The one person from each department "on call" shall serve for seven consecutive days.
- d) Each employee on call will receive ~~compensation time as~~ pay for the "on call" earnings at that employee's hourly rate.
- e) ~~When receiving compensation time for on call duty, the leave time earned will be scheduled at a mutually convenient time between the employee and the supervisor. The supervisor will schedule the day off if agreement cannot be reached between the employee and the supervisor.~~
- f) ~~Any employee reaching the policy established level for maximum of compensatory time on the books will be paid for those hours. That maximum is found in the policy manual in Article III, Section 12.~~
- g) ~~If a City recognized holiday falls during the employees week of "on call" duties, the employee will be allowed to take that holiday (s) at a later time. The holiday (s) normally will be taken in the week following the "on call" period unless arrangements are made with the Department supervisor.~~ If a Holiday occurs when an employee is "on-call", he/she receives his/her normal holiday pay, plus his/her hourly rate for the time incurred.

Discipline. If the employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal as per the discipline policy Article IX.

Section 13. Call Back Pay Policy

Purpose. The City provides a continuous twenty-four hour, seven day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty any hour of the day or night. One of the conditions of employment with the City is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position.

Call Back Pay. All City of Oxford departments that are designated to provide 24-hour services

require their employees to be called back for emergency situations. This policy applies to any employee who after working their regular hours has departed and receives a call back to work. Employees called back, will meet the following requirements:

- a) Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours.
- b) "Call back" provisions do not apply to work added to the day.
- c) Each employee called back will receive ~~compensation time as~~ his/her hourly rate of pay for the "call back" earnings.
- d) ~~When receiving compensation time for call back duty, this time earned will be scheduled at a mutually convenient time between the employee and the supervisor. The supervisor will schedule the time off if agreement cannot be reached between the employee and the supervisor.~~
- e) ~~Any employee reaching the policy established level for maximum of compensatory time on the books will be paid for those hours. That maximum is found in the policy manual in Article III, Section 12.~~
- f) ~~If a City recognized holiday falls during the same week as call back time earned the employee will be allowed to take that holiday (s) time at a later time. The holiday (s) normally will be taken in the week following the "call back" period unless arrangements are made with the Department supervisor.~~
- g)e) All full-time Firefighter/Engineers and volunteer firefighters shall be issued a VHF pager that shall be activated by Granville County 911 upon the receipt of an emergency call for service. When the pager receives the appropriate tone sequence, it shall alert the wearer with a tone or vibration.

If a full-time Firefighter/Engineer responds to the call for service, he shall be compensated for two hours at his/her current hourly rate in accordance with the latest edition of the City of Oxford Employee Manual if the following criteria are met:

- The employee must respond to the call for service and sign the callback register himself/herself.
- In the event of a cancellation while ~~on~~ in route to the emergency, the employee may respond to the Oxford Fire Department within ten (10) minutes of the initial dispatch and sign the callback register. Anyone responding after the allotted time shall not be allowed to sign the register or qualify for the callback pay. It shall be the responsibility of the Officer in charge or the Fire

Discipline. If the employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal as per the discipline policy Article IX.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Mike McLaurin, Interim City Manager

FROM: Justin Ayscue, Human Resources Director

DATE: March 30, 2016

SUBJECT: 1) Recommended Changes to the Personnel Policy: Article VI, Section 6 and Appendix E, Affordable Care Act

2) Recommend going to overtime pay in lieu of compensatory time, effective 7/1/16

✓3) Replace the part time code enforcement position with a full time "Code Enforcement and Downtown Development Planner"

SUMMARY STATEMENT

- 1) The changes to the Personnel Policy create consistency and eliminate confusion on the interpretation of wordy, or less than clear policies, and keeps up with legal changes.
- 2) By paying for overtime, we completely eliminate 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. We also keep employees on the job, providing better and faster services to our customers.
- ✓3) Replace the part time Planning Code Enforcement position with a full time "Code Enforcement and Downtown Development Planner". This would fulfill the State's requirements for the Main Street program and also provide Planning with much needed help with Code Enforcement. Job Description attached.

RECOMMENDATION

Staff and Personnel Committee recommend approval of the changes to the personnel policy, going to a pay overtime system in lieu of comp time and the full time position in Planning as presented.

CODE ENFORCEMENT AND DOWNTOWN DEVELOPMENT PLANNER (Draft)

General Statement of Duties:

Performs professional and administrative duties for the Planning and Code Enforcement Director with work overseeing development activities in and around the city and aides with downtown development.

Distinguishing Features of the Class:

An employee in this class will perform a variety of clerical and administrative support duties. Work generally requires day-to-day activities such as information processing, writing letters, code enforcement responsibilities and working on downtown revitalization planning. Work also includes the coordination of physical, economic and social development of the downtown to enhance the use of existing infrastructure to maintain and strengthen the tax base. Requires a general understanding of program and office organization, terminology and procedures to handle questions and problems using established guidelines. General knowledge of the City and related functions are needed. Guides may include a variety of written manuals and instructions, as well as oral instructions. Some judgment is required in selecting and applying the appropriate guide; deviations from established procedures are referred to the Planning and Code Enforcement Director. Work is performed under the supervision of the Planning and Code Enforcement Director and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks:

- Assists in Planning, Interpreting and enforcing zoning, subdivision, and related ordinances; enforces signs, overgrown lots, nuisance vehicles, and other zoning laws; issues zoning permits; sends out certification notices, public hearing notices and letters and violation letters.
- Reviews site plans; aides in writing zoning permits; reviews exceptions to subdivision plats; reviews subdivision plats, special use applications and variance applications.
- Provides advice to Planning Director and various appointed committees; deals with the public on controversial issues.
- Researches and recommends ordinances related to zoning, subdivision regulations, appearance, economic development, park and open space development, noise, and other growth and development issues.
- Serves as technical support to the Planning Director, Board of Adjustment, Economic Development, Community Appearance Committee, other City departments, and civic groups on planning, zoning, and related matters.
- Assists in developing, conducting and executing the City's Downtown Master Plan.
- Prepares and oversees the Downtown Master Plan budget and submits annual statistical data, budget and program information.
- Builds and maintains a comprehensive and up-to-date database on properties within the Mainstreet district.
- Works to retain businesses, assists with the expansion plans of existing businesses, recruits new businesses and developers for the Mainstreet district and downtown master plan.
- Researches, writes and contracts for grant procurement and administration.
- Responds to and resolves difficult citizens' inquiries and complaints regarding planning matters.

Additional Job Duties:

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

1. Thorough knowledge of the principles and practices of planning, land use, and zoning related to long range planning, current planning, and the comprehensive planning process.
2. Considerable knowledge of computer applications related to planning, data base and statistical analysis.

3. Working knowledge of the laws and regulations in building inspections and local code enforcement.
4. Considerable experience and knowledge in economic development and NC economic development law.
5. Skill in collaborative conflict resolution.
6. Skill in working with committees, tasks forces, and other groups and in public presentation. Ability to organize work, set and follow effective priorities, and coordinate work with others to obtain desired outcomes.
7. Ability to communicate effectively in oral and written forms; to interpret planning, zoning and building inspection policies to officials and the general public.
8. Must be energetic, imaginative, well-organized and capable of functioning effectively in independent situations.
9. Must have general knowledge of historic preservation practices.
10. Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.
11. Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
12. Ability to establish and maintain effective working relationships with contractors, developers, property owners, other City staff, officials, and the general public.

Physical Requirements

- Must be able to perform the basic life operational skills of fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift or move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, do extensive reading, and perform visual inspections.

Desirable Education and Experience

- Graduation from a four year college or university with a major in planning, geography, landscape architecture, or related field and considerable experience in municipal, county or regional planning; or an equivalent combination of education and experience.
- Masters degree in urban planning preferred.

Special Requirements

Possession of a valid North Carolina driver's license.
Code Enforcement credentials

Oxford
2016

**Amendment to Chapter 20: Traffic,
Table 20-A Restricted Parking Spaces**

TWO-HOUR ON-STREET PARKING LOCATIONS
BETWEEN THE HOURS OF 9:00 AM AND 5:00 PM
MONDAY - FRIDAY

COLLEGE STREET – both sides

from McClanahan Street to Hillsboro Street

MAIN STREET – both sides

From Williamsboro Street to Spring Street

From Hillsboro to Spring Street, excluding 15 spaces in front of the US Post Office

WILLIAMSBORO STREET – both sides

From Belle Street/Lanier Street to College Street, excluding 3 spaces in front of the Granville County Administrative Building

HILLSBORO STREET – both sides

From College Street to Orange Street except for 2 spaces on the south side at the intersection of Hillsboro and Wall Streets

SPRING STREET – both sides

From Main Street to Linden Avenue

WALL STREET – both sides

From Spring Street to Hunt Street except for 1 space at 208 Wall Street

HUNT STREET – both sides

From Wall Street to Linden Avenue

COURT STREET (one-way street)

From the corner of Main Street to the right hand turn - ~~Six (6)~~ Five (5) spaces

LITTLEJOHN STREET

From Main Street to the Littlejohn Street Parking Lot on the north side

From Main Street to Gilliam Street on the south side

LANIER STREET – on West Side

From parking lot in front of 107 Lanier street to McClanahan Street

NEW COLLEGE STREET – East Side

From Williamsboro Street to McClanahan Street

15-MINUTE PARKING SPACES

MAIN STREET

Fifteen (15) spaces in front of US Post Office

HILLSBORO STREET

Two (2) spaces on the south side at the intersection of Hillsboro and Wall Streets

WILLIAMSBORO STREET

Three (3) spaces in front of the Sherriff/County Offices

15- MINUTE LOADING/UNLOADING TOW AWAY ZONE

COURT STREET

One (1) space at the corner of Court and Main Streets

This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 12th day of April 2016.

Jacqueline vdH Sergent, Mayor

Attest:

Barbara J. Rote, CMC, City Clerk