

CITY OF OXFORD
BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING
Monday, May 4, 2015 – 5:30 p.m.
Commissioners' Board Room

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



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

Randy Hemann, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

[CALL TO ORDER]

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

1. Consider confirming e-mail consensus adopting the Resolution Supporting the Kerr Lake Regional Water System's Proposed Interbasin Transfer (IBT) Position.

Due to the urgency in submitting comments on the IBT to the Department of Environment and Natural Resources (DENR) by April 30, 2015, a consensus by e-mail was conducted to adopt the resolution. This vote confirms the e-mail consensus. (Attachment 1)

Recommended action: Confirm the e-mail consensus adopting the Resolution Supporting the Kerr Lake Regional Water System's Proposed Interbasin Transfer (IBT) Position.

2. Consider amending the Fiscal Year 2014/2015 Annual Budget to reflect an increase in the number of budgeted positions from 9 to 10 in the Street Department (561) with the addition of a second Equipment Operator Position.

Page 76-78 of the City of Oxford Fiscal Year 2014/2015 Annual Budget, which was adopted June 23, 2014 lists all authorized and budgeted positions approved for the current fiscal year. At the April 27, 2015 Public Works Committee Meeting, staff discussed the addition of an additional Equipment Operator in the Street Department (561) increasing the number of budgeted positions from 9 to 10. In anticipation of approval the position is currently being advertised as a Knuckleboom Truck Operator and applications are being received for a minimum of one week. (Attachment 2)

Recommended action: Staff and Public Works Committee recommend amending the Fiscal Year 2014/2015 Annual Budget to reflect an increase in the number of budgeted positions from 9 to 10 in the Street Department (561) with the addition of a second Equipment Operator Position.

3. Discussion on Car Take Home Policy

In December 2014 the Board of Commissioners after hearing a presentation on the various policies for take home vehicles and inapplicability of those policies, repealed those policies and asked the City Manager to develop a comprehensive policy that was tied to positions rather than individuals and addressed the issue in one policy that covered all departments rather than the current fragmented approach. The City Manager reviewed current practices and is proposing a new policy which codifies existing practice with the exception of adding the Parks and Recreation Superintendent to the list of positions eligible for a take home vehicle. That position is required to work frequently on weekends and nights, especially during ball seasons. The proposed policy also allows departments to implement specific department policies as long as those policies add to the regulation and do not lessen or remove requirements from the overall proposed policy. (Attachment 3)

4. Discussion on Interlocal Agreement for 911 Services

During the Board of Commissioners Planning Retreat the Board set a goal of merging the function of OPD Communications into the Granville County Sheriff's Department Emergency Communication System. The Sheriff, County Manager and City Manager completed a draft of an Interlocal Agreement, which accomplishes that goal. The Agreement uses a funding formula based on population that would require Oxford to pay Granville County approximately \$81,000 to participate. The agreement establishes an advisory board that allows participating members a venue for addressing operational issues. The agreement is written in a manner which would allow other Granville County municipalities to enter into the agreement. The agreement will require approval by the Granville County Board of Commissioners and any other municipalities that agree to merge. The Granville County Commission will be provided the agreement as part of their budget message the first week of May. The proposed effective date for the agreement is July 1, 2015. (Attachment 4)

5. Discussion on Community Roundtable - Mayor Sergent will lead this discussion.

6. Set the Agenda for the May 12, 2015 Regular Session.

[CLOSED SESSION]

Pursuant to G.S. 143-318.11 (a)(3) the Board will go into closes session to Preserve the Attorney-Client Privilege, and approve the meeting minutes of March 10 and April 14, 2015.

[ADJOURNMENT]

REMINDERS:

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

May 7th National Day of Prayer observed: 12 Noon, Flag Pole, City Hall

May 9th: Spring Jam: 10am 5pm Downtown Oxford

Girls on the Run 5K: 9 am - Starts at Wall Street

LGFCU Shred & Protect: 9 am – 12 pm - Watson Lot

Bike Parade and Rodeo: 1pm-3pm – Starts at Library Ends at Hix Field

May 25: City Offices Closed – Memorial Day

RESOLUTION

By the

City of Oxford Board of Commissioners

***SUPPORTING THE KERR LAKE REGIONAL WATER SYSTEM'S PROPOSED INTERBASIN TRANSFER
(IBT) PETITION***

WHEREAS, the City of Oxford has been a partner member of the Kerr Lake Regional Water System with the City of Henderson and Warren County since 1974; and

WHEREAS, the City of Oxford is located within the Tar-Pamlico River basin and is a bulk water customer of the Kerr Lake Regional Water System, and provides water to citizens, business, and industry within Granville County who are located in both the Roanoke and Tar-Pamlico River basins; and

WHEREAS, the City of Oxford provides water to the Town of Stovall in the Roanoke River basin and anticipates providing water to South Granville Water and Sewer Association, whose jurisdiction falls within the Neuse River basin; and

WHEREAS, the Kerr Lake Regional Water System has previously obtained an allocation of storage in Kerr Lake from the US Army Corps of Engineers equivalent to an average annual water demand of 20 million gallons per day (mgd); and,

WHEREAS, the City of Oxford is nearing its current allocation allotment and seeks to expand its allocation to support current and future customers; and

WHEREAS, the Kerr Lake Regional Water System is currently limited to transferring 10 mgd from the Roanoke River basin and has submitted an IBT request to increase the transfer to 14.2 mgd; and

WHEREAS, the customers of the Kerr Lake Regional Water System including the City of Oxford have projected reasonable increases in water demand based on moderate growth projections; and

WHEREAS the Kerr Lake Regional Water System partners desire to provide a solution to their increased water supply needs that is fiscally responsible for their customers as well as environmentally responsible; and

WHEREAS, the proposed interbasin transfer can occur using existing pipeline infrastructure already in place; and the alternatives to the transfer all have substantially higher cost and significant potential environmental impacts from pipeline and other infrastructure construction, with no identified benefit to the environment;

WHEREAS, the effects of the proposed transfer in the Roanoke River basin on key indicators of lake levels, dam outflow and hydropower generation have been analyzed and shown to have no detrimental impacts; and

WHEREAS, wastewater facilities treating wastewater from use of this additional water have previously had impacts analyzed and have already received their permits; and

WHEREAS, the total of all the Kerr Lake Regional Water System Partners and wholesale customers is projected to have adequate water supply for its needs through 2045 if the request to increase the Interbasin Transfer is approved; and

NOW THEREFORE BE IT RESOLVED that the Oxford Board of Commissioners do hereby:

1. Recognize the importance of the Kerr Lake Regional Water System in providing clean drinking water to a region that is divided by its river basins; and

1. Recognize the importance of the Kerr Lake Regional Water System in providing clean drinking water to a region that is divided by its river basins; and
2. Support the requested interbasin transfer request of the Kerr Lake Regional Water System as an efficient means to meet the projected water demands of the region it serves.

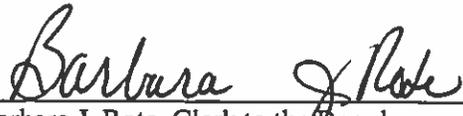
Adopted this the 28th day of April, 2015

By:



Jacqueline vdH Sergent, Mayor
City of Oxford

ATTEST:



Barbara J. Rote, Clerk to the Board



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
FROM: Randy Hemann
DATE: April 30, 2015
SUBJECT: Additional Equipment Operation for Street Division

SUMMARY STATEMENT

Page 76-78 of the City of Oxford Fiscal Year 2014/2015 Annual Budget which was adopted June 23, 2014 lists all authorized and budgeted positions approved for the current fiscal year. At the April 27, 2015 Public Works Committee Meeting, staff discussed the addition of an additional Equipment Operator in the Street Department (561) increasing the number of budgeted positions from 9 to 10. In anticipation of approval the position is currently being advertised as a Knuckleboom Truck Operator and applications are being received for a minimum of one week.

REVIEW

The Public Works Committee discussed the City's recent assumption of the duties of yard waste collection and the need to get additional workers in the Street Department in order to handle the increased workload. This position will be funded without an increase to the current salary line item in that department. One full time employee in Public Works is now splitting their time by also working 20 hours for code enforcement. The savings from that change as well as the expected savings that will occur with filling the Street Superintendent Position at the lower end of that range will more than pay for the additional position which is anticipated to be in the \$28,500 range. The total cost of the position is as follows:

\$15,000 of the anticipated cost of the new position will be funded from the existing part time position in the Planning Department. Chris Henderson will now be filling that role in code enforcement on a half-time basis. With the retirement of David Cottrell, the hiring of a new street superintendent will result in an expected \$15,000 savings. Mr. Cottrell's service longevity with the city had put him close to the top of the pay range for that position. Our expectation is that the new person will be starting at, or close to the lower end of the pay scale. There are other costs associated with the adding of a position that should be noted: (These are on an annualized basis)

ATTACHMENT 2

- 1) Health insurance- \$4898.88
- 2) FICA- \$1090.13 (7.65%)
- 3) Retirement- \$1007.48 (7.07%)
- 4) Dental- \$179.82
- 5) Vision- \$42.00
- 6) Life- \$16.80
- 7) Worker's Comp- \$843.60

The total additional cost of the position to the PW Department is \$6581.71 for FY 2014-15. This includes the increases in health insurance and W/C beginning July 1. There is money in FY 2014-15 Public Works lapsed salaries to cover these costs through June 30, 2015.

RECOMMENDATION

Staff recommends amending the Fiscal Year 2014/2015 Annual Budget to reflect an increase in the number of budgeted positions from 9 to 10 in the Street Department (561) with the addition of a second Equipment Operator Position.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
FROM: Randy Hemann, City Manager
DATE: April 30, 2015
SUBJECT: Take Home Car Policy

SUMMARY STATEMENT

In December 2014 the Board of Commissioners after hearing a presentation on the various policies for take home vehicles and inapplicability of those policies, repealed those policies and asked the City Manager to develop a comprehensive policy that was tied to positions rather than individuals and addressed the issue in one policy that covered all departments rather than the current fragmented approach.

REVIEW

The City Manager reviewed current practices and is proposing a new policy which codifies existing practice with the exception of adding the Parks and Recreation Superintendent to the list of positions eligible for a take home vehicle. That position is required to work frequently on weekends and nights, especially during ball seasons. The proposed policy also allows departments to implement specific department policies as long as those policies add to the regulation and do not lessen or remove requirements from the overall proposed policy.

RECOMMENDATION

Staff recommends adopting the proposed Take Home Vehicle Policy.



CITY OF OXFORD

Take Home Vehicle Policy

Purpose: Take Home Vehicles are provided to some department directors, superintendents/supervisors, on call personnel, and emergency responders in an effort to ensure efficient, reliable, and timely delivery of municipal services. Vehicles are assigned for official governmental use only and are not available for personal use. Employees who are assigned Take Home Vehicles are allowed to drive the vehicle to and from work, as well as for traveling during a meal period. Employees driving City vehicles are representatives of the City and should be in proper attire when driving a City vehicle. Any use of City vehicles not consistent with this policy may result in the City Manager terminating authorization for use of the vehicle as a take home vehicle.

Applicability/Eligibility: This policy applies to all City of Oxford personnel who are issued take home vehicles. All personnel who are issued a take home vehicle must hold a valid and current North Carolina drivers license. The following Positions shall be authorized to use Take Home Vehicles:

Public Works Department

- Public Works Director
- Street Superintendent
- Water and Sewer Superintendent
- Recreation Maintenance Superintendent
- On Call Water and Sewer Personnel
- On Call Street Department Personnel

Engineering Department

- Wastewater Treatment Plant Superintendent

Recreation Department

- Recreation Director

Fire Department

- Fire Chief

Police Department

- Chief
- Captain
- Lieutenant (2)
- Detective (5)
- Evidence Technician
- Patrol Officers (living within 10 miles of the city limits)

Additional Requirements:

- Due to the time sensitive nature of leadership personnel in the area of emergency response, the Police Chief and Fire Chief are required to live within 10 miles of the Contiguous City Limits of Oxford.
- All others authorized for Take Home Vehicles use shall not drive City vehicles further than 20 miles from the Contiguous City Limits of Oxford; except for Police Patrol Officers who are required to live within 10 miles from the Contiguous City Limits of Oxford.
- Employees must abide by all state and federal Motor Vehicle Laws.
- Employees shall not operate their vehicles in a manner that would cause public criticism or be viewed as a nuisance.
- Employees shall not operate a City vehicle while under the influence of drugs or alcohol, including under the state legal limit.
- Employees shall not transport any persons other than City employees in a City vehicle except in the course of official business.
- In the event that a person who issued a take home vehicle is on leave, and another employee in the department assumes that persons duties on a temporary basis, the person providing those services on a temporary basis is eligible to use the take home vehicle provided they meet all conditions of this policy as well as any applicable departmental policies.
- Employees operating Take Home Vehicles are considered on-duty and must abide by all other City of Oxford Policies and Procedures.
- Take Home vehicles shall be legally parked and locked at all times, except in emergency situations. Sensitive information or public documents other than reference material shall not be left in the vehicle.
- The City Manager and his/her designee(s) may at his/her discretion authorize the temporary use of a Take Home Vehicles when weather events, out of town travel or other circumstances necessitate such use.
- Any accidents that occur while a Take Home Vehicle is in use require immediate drug testing per applicable city policy.
- Any use of City vehicles not consistent with this policy may result in the City Manager terminating authorization for use of the vehicle as a take home vehicle.

Departmental Directives: Departments may provide additional directives and/or requirements for vehicle use as long as those directives and/or requirements are not in conflict with this policy.

Monitoring Responsibility: Department Heads are responsible for monitoring and ensuring that their employees are in compliance with this policy. The City Manager is responsible for monitoring and ensuring Department Heads are in compliance with this policy.

DRAFT



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
FROM: Randall W. Hemann, City Manager
DATE: April 30, 2015
SUBJECT: Report on Dispatch Consolidation

SUMMARY STATEMENT

During the Board of Commissioners Planning Retreat the Board set a goal of merging the function of OPD Communications into the Granville County Sheriff's Department Emergency Communication System. The Sheriff, County Manager and City Manager completed a draft of an Interlocal Agreement which accomplishes that goal. The Agreement uses a funding formula based on population that would require Oxford to pay Granville County approximately \$81,000 to participate. The agreement establishes an advisory board that allows participating members a venue for addressing operational issues. The agreement is written in a manner which would allow other Granville County municipalities to enter into the agreement. The agreement will require approval by the Granville County Board of Commissioners and any other municipalities that agree to merge. The Granville County Commission will be provided the agreement as part of their budget message the first week of May. The proposed effective date for the agreement is July 1, 2015.

REVIEW

Oxford Communications Center currently has four (4) full time and one (1) part-time dispatcher that handle approximately 13,000 Calls for Service (CFS) per year. OPD current spends around \$180,000 to staff the Communications Center. One dispatcher recently retired, one recently left the employment of the City. One temporary part time employee has been hired to assist and remaining two full time dispatchers. Our two remaining full time dispatchers will be encouraged to apply for vacant positions at the Granville County Sheriff's Department Emergency Communication System and if they are hired within six months of the execution of this agreement their time with the City/Town will be credited at the County for the determination of any retiree health benefits. Staff recommends adding 20 hours of an existing employees time (currently split between Public Works and Planning) effective July 1, 2015 in order to assist with administrative duties at OPD.

Staff is in agreement that the level of service provided to citizens will not be compromised and that the City will have a venue to work out operational issues. In order to maintain a "24 hour presence" a phone connected to the 911 Center will be placed at the front entry at OPD so officers can be immediately dispatched back to the Department if someone seeking assistance arrives.

RECOMMENDATION

Staff recommends entering into an Interlocal Agreement for the consolidation of 911 service and the creation of a joint agency pursuant to North Carolina General Statute 160A-462 to provide emergency public safety communications services within Granville County. Staff also recommends authorizing the City Manager to work with other parties to the agreement to make minor adjustments to the agreement and authorizing the Mayor to execute the Agreement.

GRANVILLE COUNTY

NORTH CAROLINA

INTERLOCAL AGREEMENT FOR THE CONSOLIDATION OF 911 SERVICE AND THE CREATION OF A JOINT AGENCY PURSUANT TO NORTH CAROLINA GENERAL STATUTE § 160A-462 TO PROVIDE EMERGENCY PUBLIC SAFETY COMMUNICATIONS SERVICES WITHIN GRANVILLE COUNTY

THIS INTERLOCAL AGREEMENT, herein referred to as "AGREEMENT" made and entered into this the _____ day of _____ 2015, by and between GRANVILLE COUNTY, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "COUNTY," the CITY OF OXFORD, hereinafter referred to as "OXFORD," and the CITY OF CREEDMOOR, hereinafter referred to as "CREEDMOOR," both being municipal corporations of the State of North Carolina, said city and town together with any further municipalities located within GRANVILLE County which may in the future become a party to this interlocal agreement being hereinafter referred to collectively as the "CITIES". **THIS AGREEMENT REPLACES THE MARCH 21, 1991 CENTRALIZED 911 AGREEMENT BETWEEN GRANVILLE COUNTY AND THE CITY OF OXFORD.**

WITNESSETH:

WHEREAS, the COUNTY and the CITIES currently provide public safety communications services for their respective citizens which, although interrelated, function under separate organizational structures; and,

WHEREAS, the COUNTY and the CITIES recognize the benefits of working together to coordinate the provision of public safety communications, telephone and data services; and,

WHEREAS, the Oxford Board of Commissioners the Creedmoor Board of Commissioners and the Granville County Board of Commissioners desire to establish a joint agency to operate a combined public safety communications system and center for the answering and dispatching of public safety calls to replace the current structure of three communications centers operating independently as call answering locations to serve the COUNTY and the CITIES.

NOW THEREFORE, in consideration of the above premises and the mutual terms, covenants and conditions set forth herein, the COUNTY and the CITIES hereby agree as follows:

A. Purpose: The purpose of this interlocal agreement is to establish a joint agency, pursuant to N.C. Gen. Stat. §160A-462, between the CITIES and the COUNTY to provide and to maintain a

consolidated public safety communications system within GRANVILLE County which serves both the CITIES and the COUNTY. This system will promote effective and efficient delivery of public safety services to the residents and taxpayers throughout the CITIES and the COUNTY in furtherance of the public health, safety, and general welfare of GRANVILLE County citizens and residents.

B. Name of Joint Agency: The name of the joint agency established by this interlocal agreement shall be "GRANVILLE County Sheriff's Department Emergency Communications System" (the "Communications System" or "System").

C. Organizational Objectives: The organizational objectives of the Communications System established under this interlocal agreement are as follows:

1. To effectively receive calls for both routine and emergency assistance, based on established call intake protocols, and to coordinate response resources to those calls for service based on the needs of the caller and the direction of field response agencies;
2. To provide participating agencies with a single contact point for the receipt of emergency assistance requests and to provide for the control of coordinated dispatch and radio communications services for law enforcement, fire, EMS, rescue, forestry, emergency management, animal control, public works and utilities;
3. To maintain an operational emergency center within the current County facility or a new facility (should grant funds or other adequate funding be provided);
4. To provide the public and field response agencies with trained, certified and/or credentialed 911 communications personnel;
5. To provide funding for the provision of public service communication services by establishing a funding mechanism and defining the budget process for the system;
6. To provide for recommendations related to the oversight and management of the system and a consolidated communication center by creating a Communications Technical Advisory Board representing the participating entities and agencies;
7. To facilitate coordination and responsiveness to the field response agencies by creating such other user advisory committees as needed; and;

8. To provide a mechanism for the addition or withdrawal of parties to this interlocal agreement.

D. Communications Technical Advisory Board (CTAB): The CTAB shall consist of the following: Voting Members:

Granville County Sheriff or designee

Granville County Emergency Management Director or designee

City of Oxford Fire Chief or designee

City of Oxford Police Chief or designee

City of Creedmoor Police Chief or designee

Non-Voting Members:

Granville County Manager or designee

Granville County Finance Director or designee

Granville County 911 Manager

City of Oxford Manager or designee

City of Creedmoor Manager or designee

Voting Members votes shall be weighted as follows:

Granville County Sheriff or designee	1.5 votes
Granville County Emergency Management Director or designee	1.5 Votes
City of Oxford Fire Chief or designee	1 Vote
City of Oxford Police Chief or designee	1 Vote
Town of Creedmoor Police Chief or designee	1 Vote

CTAB members will develop and present proposed Communications Technical Advisory Board By-Laws to the GRANVILLE County Commissioners for their review and approval.

CATB members shall meet regularly and shall serve in an advisory capacity in order to insure operation of the center in accordance with applicable laws and regulations as well as in accordance with the needs of the parties to this AGREEMENT.

E. The Communications System shall be managed, operated and supervised by the GRANVILLE County 911 Manager, who shall be an employee of the GRANVILLE County Sheriff, appointed and supervised by the GRANVILLE County Sheriff and subject to the rules and regulations of the GRANVILLE County Sheriff's Department. The GRANVILLE County 911 Manager shall coordinate the operations of the joint agency by working closely within the policies and direction recommended by the CTAB and approved by the GRANVILLE County Board of Commissioners.

The responsibilities and authority of the GRANVILLE County 911 Manager shall include the following:

1. The GRANVILLE County 911 Manager (hereinafter the "911 Manager") shall be directly under the direction of the GRANVILLE County Sheriff and shall be responsible for the overall operation of the Communications System and shall develop long-range plans, including strategic capital improvements, staffing and other matters.

2. The 911 Manager shall be the administrative head of Communications System and shall be responsible for administration, budget and personnel matters. Such budget shall be based on the established service levels and performance standards utilizing input from CTAB and any User Committee(s) that may be established by CTAB.

3. The 911 Manager shall be responsible for oversight of call answering, dispatching, records maintenance, communications, security and other System functions and activities.

4. The 911 Manager shall establish performance standards and comply with Personnel and Operational Policies of the Sheriff. The 911 Manager shall actively and continuously consider and evaluate all means and opportunities toward the enhancement of operational effectiveness of emergency services to the participating agencies and city and county citizens. The 911 Manager shall present his or her recommendations to the CTAB and seek concurrence from the CTAB on substantive changes or deviations from established policy before submitting such recommendations to the GRANVILLE County Manager for consideration by the GRANVILLE County Board of Commissioners.

5. The 911 Manager shall be responsible for supervising all System personnel consistent with applicable Granville County Sheriff's Department and GRANVILLE County personnel policies and procedures.

6. The 911 Manager shall review and evaluate any proposals from User Committees that may be established by CTAB for changes to service levels, performance standards, and/or procedures for implementation costs, benefits and liabilities, or other matters, and prepare a written report of findings and recommendations to the Sheriff before submitting such recommendations to the CTAB for review and potential implementation.

7. The 911 Manager shall discharge other duties as assigned by the GRANVILLE County Sheriff.

F. Budget Process and Finances; The 911 Manager shall develop the annual operating budget for System on a fiscal year basis beginning on the first day of July and ending on the 30th day of June, in accordance with policies established by the GRANVILLE County Finance Office. The Manager shall submit the proposed budget to the CTAB and clearly indicate the specific amount proposed to be paid by each municipality for participation pursuant to this interlocal agreement. Each CTAB member will forward the proposed budget to their respective Boards of Commissioners on or before March 15th of each year for their review. The City or Town Boards will cause their Manager to notify the GRANVILLE County Manager of their decision related to approval or disapproval of the proposed budget as soon as possible but no later than April 15th of each year. Budget disputes by a participating member to this interlocal Agreement will be resolved pursuant to the process set forth in in Section G of this Agreement. Final approval of the proposed budget will be made by the GRANVILLE County Board of Commissioners in its annual budget process.

In the event of changes in the parties to this Agreement necessitating budget changes during any budget year, any supplemental budget or budget amendments shall be submitted for review by the CTAB. Any change in any amount proposed to be paid by each City shall be submitted to each City for review and response in a timely manner. Final approval of any such supplemental budget or amendment shall be determined in accordance with GRANVILLE County budget amendment procedures.

The GRANVILLE County Finance Officer shall be the Finance Officer for the System. All financial operations (including purchasing) shall be conducted by or under the supervision of the GRANVILLE County Finance Officer in accordance with procedures established by the GRANVILLE County Finance Office and other applicable laws and regulations.

G. Communications Finance Committee (CFC) and Dispute Settlement Process.

The Communications Finance Committee shall be made up of one representative appointed by the GRANVILLE County Board of Commissioners, one representative appointed by the City of OXFORD and one representative appointed by the City of CREEDMOOR. This committee will only convene in the case of a dispute related to a member's funding amounts as established in the proposed budget for each fiscal year or a budget amendment. Upon notification of a proposed budget or budget amendment dispute, the GRANVILLE County Manager shall notify each CFC member of the dispute. The GRANVILLE County Manager will establish a time, date and location for the CFC to meet and resolve the dispute within three business days after notification of the last CFC member. The CFC will convene and review issues related to the dispute and resolve the dispute using the process as described herein.

Any dispute over funding the budget shall be resolved by the CFC by majority vote of the parties, with each member having a single vote. Upon such vote, the funding of the proposed budget or budget amendment will conform to the action taken by the CFC. Each party to this Agreement shall then be responsible for payment of its pro-rata share of the funding as changed by the CFC and the County Commissioners shall then approve the budget or amendment consistent with the action taken by the CFC.

H. Funding. The System is intended to be financed by 911 fees, grants and funds provided by the parties to this Agreement and are not currently provided law enforcement services by contractual agreement with GRANVILLE County. Starting with the Operational Date, all 911 fees, grants and operational funds, as established by the funding formula, from the members will be budgeted in accordance with prevailing state 911 rules and GRANVILLE County budget policy. The Operational Date is planned to coincide with July 1, 2015; however, in the event that the initiation of operations for the System is delayed beyond such date, the Operational Date shall be the date that the System is fully operational in accordance with this Agreement. The initial funding shall be on a pro rata basis as determined by the amount of days remaining in the Fiscal Year when the System becomes operational.

The COUNTY and the CITIES agree to contribute to the annual costs of maintenance, operation, repair and capital costs of System, after the total of such costs are reduced by the amount of any and all grants, State Cell Surcharges, ECAT Funding, Investment earnings or other funds provided by a source other than Granville County are calculated. Each Member shall pay a proportionate share (hereinafter referred to as, "Proportionate Share") of the costs based on the following funding formula:

An example from actual numbers from the Granville County FY year ending June 30, 2014 budget being as follows:

2013 Population Estimates and Proportionate Funding

	Population % of Total		Proportionate Share
Granville County	58,275	.74	\$542,230
City of Oxford	8,696	.11	\$80,913
Granville County (Butner)	7,699	.10	\$71,636
City of Creedmoor	4,226	.05	\$39,321
Total	78,896	1.00	\$734,103

(Each City/Town's population) divided by (GRANVILLE County population plus total population of all municipalities in GRANVILLE County) (Municipality population).

Any Granville County Municipality shall be allowed to become a party to this AGREEMENT based on the funding formula. The cost of any member's proportionate share not borne by any member shall be borne by Granville County. NOTE: The Town of Butner is unable to enter into this agreement at this time due to contractual agreements related to alarms at State owned/operated facilities and in accordance with this provision, the proportionate share assigned to Butner in the table above shall be borne by Granville County.

The CITIES will pay their proportionate share of increased costs to the County in semi-annual payments due by August 1st and February 1st of each Fiscal Year or more frequently if desired by the CITY.

It is agreed that the population figures used each year shall be the same figures used by the State of North Carolina in its most recent per capita distribution of sales tax pursuant to North Carolina General Statute § 105-472.

I. Ownership of Facilities. Title to all property, equipment, apparatus, and supplies purchased and/or acquired in fulfillment of this Agreement shall vest with the COUNTY.

J. Personnel. All employees of the System shall be "at will" employees of the GRANVILLE County Sheriff, subject to the administrative, personnel and legal requirements of the Granville County Sheriff's Department and managed and supervised by the 911 Manager.

K. Joinder of Additional Parties. Additional municipalities located within GRANVILLE County shall be permitted to become parties to this interlocal agreement and participate in the joint agency established hereby with the approval of the COUNTY and upon meeting the funding requirements of paragraph H.

L. Special Equipment. In the event that a party to this Agreement should require the installation of equipment, or the performance of special services, dedicated to the sole and special use of such party (hereinafter referred to as "Special Equipment"), such party shall bear the entire cost of such Special Equipment and its installation, maintenance, operation and repair. Should such party terminate its participation in this interlocal agreement, it shall retain all rights to such Special Equipment provided the removal of such Special Equipment does not alter, hinder, damage or disrupt the operations or equipment of the System. If the removal of such Special Equipment (including software) shall cause such alteration, hindrance, damage or disruption to the operation of the System, all property interests or rights in such Special Equipment will be forfeited to the System by the terminating party.

M. Withdrawal of a Party. A participating governmental entity may withdraw from this agreement at the end of a fiscal year by giving a six (6) month written notice of withdrawal by the party's Manager prior to July 1st of the fiscal year in which withdrawal is to be effective. Such written notice is to be delivered to the GRANVILLE County Manager and the GRANVILLE County 911 Manager. The withdrawal will become effective no sooner than 6 months after said notice is delivered. The withdrawing party agrees to pay all costs associated with any repayment of 911 Communications Consolidation Grant Funds that may be due to the State upon dissolution of this Agreement and shall continue to make all payments required by this agreement until the effective date of such withdrawal. The withdrawing party also agrees to provide the 911 Manager with a telephone number for the transfer of all non-emergency calls in accordance with operating procedures established prior to this AGREEMENT.

In the event that the withdrawing party has purchased and installed Special Equipment in accordance with Section M, above, or a Reserved Asset in accordance with Section J, above, such Special Equipment or Reserved Asset may be removed in accordance with the terms of this Agreement upon the effective date of withdrawal or within a reasonable time thereafter. Provided, however, that the withdrawing party shall pay any and all costs associated with the removal and said removal shall be in accordance with paragraph L above.

N. Amendments. This Agreement may be amended only in writing and approval of all of the parties hereto.

O. Effective Date. This Agreement shall become effective upon execution by all of the parties to this Agreement. This Agreement shall be effective for subsequent upon execution of a written document in accordance with the terms of this agreement and countersigned by the COUNTY.

This _____ day of _____, 2015.

GRANVILLE COUNTY

SIGNATURES:

ATTEST:

GRANVILLE COUNTY

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

CITY OF OXFORD

SIGNATURES:

ATTEST:

CITY OF OXFORD

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

CITY OF CREEDMOOR

SIGNATURES:

ATTEST:

CITY OF CREEDMOOR

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

DRAFT

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, May 12, 2015 - 7:00 p.m.
Commissioners' Board Room

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



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

Randy Hemann, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

MISSION

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

VISION

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

Core Values - ETHICORE

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

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

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

[CALL TO ORDER]

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

[MISSION, VISION, VALUES]

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

[DELEGATIONS]

5. Presentation – May Yard of the Month to Julie and Jimmy Cozart, 205 Easy Street
6. Presentation – Proclamation recognizing National Police Week 2015
7. Presentation – Annual Historic Preservation Commission award – HPC Chairman, Tony Armento
8. Presentation – Annual Historic Preservation Commission photo contest winners – HPC Chairman, Tony Armento
9. Report – Intern Program for Recreation – Parks and Recreation Director Christine Usry

[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.

10. Public hearing to amend section 503 of the Zoning Ordinance to allow a parking exemption for downtown residential dwellings over/or in a commercial building as long as the building is not enlarged.

A developer is interested in using the upper floor of a commercial building for loft apartments. Currently the zoning ordinance would require 2 off street parking spaces per unit. The recommendation is similar to what the requirements are for the Town of Hillsborough. The amendment to the zoning ordinance for the parking exemption is supported by the comprehensive plan for encouraging downtown residence. (Attachment)

- 10a. Consider Planning Board Recommendation Amend section 503 of the Zoning Ordinance to create a parking exemption for downtown residence over/ or in a commercial building that does not require 2 off street parking spaces per unit, as long as the building is not enlarged.
- 10b. Consider Planning Board Recommendation Adopt a Consistency Statement that states the amendment to Section 503 of the Oxford Zoning Ordinance is consistent with applicable plans because it is in line with the goals of the Comprehensive Plan for the City of Oxford. And, the amendment is reasonable and in the public interest because it supports the goal of providing a wide variety of quality housing options for all residents and age groups characterized by walkability and good design as found on page 16 of the Executive summary for the Comprehensive Plan.
11. Public hearing for contiguous voluntary annexation of 9.0 acres of land on East Industry Drive owned by Jake's Ridge, LLC (Bruce Whitten).

The property owner is petitioning the City for annexation in order to receive City utility services for a 56-unit Unified Housing Development. The property meets all requirements for contiguous annexation and all required procedures for voluntary annexation will be complete following the public hearing, and annexation can be approved. (Attachment)

- 11a. Consider Contiguous Annexation Ordinance for 9.0 acres of land on East Industry Drive owned by Jake's Ridge, LLC (Bruce Whitten), effective May 12, 2015.

Recommended action: Staff recommends adopting the Contiguous Annexation Ordinance for Jake's Ridge, LLC, effective May 12, 2015.

[OLD BUSINESS]

No Old Business

[NEW BUSINESS]

12. Consider reappointing Commissioner Patricia Fields to the Granville Greenways Advisory Council for a 3-year term expiring May 1, 2018.

A recommendation for appointment was received by the Granville County Transportation Planner and staff advisor to the Greenway Council. Commissioner Fields is interested in continuing to serve.

Recommended action: Reappoint Commissioner Patricia Fields to the Granville Greenways Advisory Council for a 3-year term expiring May 1, 2018.

13. Consider awarding the Trip Hazard Removal contract to Precision Safe Sidewalks for \$21,301 with an additional \$2,130 for contingencies for a total of \$23,431.

The Engineering Department accepted an Estimate and Proposal from Precision Safe Sidewalks for Trip & Fall Hazard Removal. Their patented saw-cutting technology allows for quick, clean and efficient removal of hazards present on existing sidewalks. The following streets are recommended for repair this year: Hillside Drive/Eastway Drive - \$6,304; Main Street – Post Office - \$3005; Linden Street - \$9,234; and College Street - \$2,758. There was \$15,000 specifically budgeted for Sidewalk Repair and Replacement in the Powell Bill to perform this work and the Street Resurfacing fund has adequate monies to cover the additional \$8,431. Precision Safe Sidewalk has been completing this work for the City annually since 2009.

Recommended action: Staff recommends awarding the Trip Hazard Removal contract to Precision Safe Sidewalks for \$21,301 with an additional \$2,130 for contingencies for a total of \$23,431.

14. Consider authorizing the City Manager to develop and execute a contract not to exceed \$30,000 with Susan Hatchell Landscape Architecture for the creation of a Downtown Master Plan.

The City has set aside \$15,000 in this year's budget to work on a Downtown Master Plan. A ULRC Grant of \$15,000 was also approved for the project. The Downtown Master Plan solicited qualifications for consultants and received and reviewed the qualifications of nine consultants/companies. Three consultants/companies were brought in for interviews on April 22 and the consensus for the project was Susan Hatchell Landscape Architecture, PLLC. Susan will be teaming up with Rodney Swink former NC Main Street Director and Senior Associate for Planning and Development with PlaceEconomics. City Manager Hemann will work with Susan Hatchell Landscape Architecture, PLLC to develop the scope of work and contract for the Downtown Master Plan.

Recommended action: Staff recommends authorizing the City Manager to develop and execute a contract not to exceed \$30,000 with Susan Hatchell Landscape Architecture for the creation of a Downtown Master Plan.

15. Consider Budget amendment in the amount of \$50,961, payable from the General Fund for Equipment purchases related to the new Financial Software.

In FY 2014, the City budgeted \$80,000 in support of needed software upgrade. During the audit, that unspent \$80,000 was reserved in General Fund, fund balance. In FY 2015, the City entered into contract with Tyler Technologies to purchase software for Water & Sewer, Payroll, Accounts Payable, Fixed Assets and General Ledger. In conjunction with software implementation, there is the requirement to upgrade the associated equipment. The requested Budget Amendment in the amounting to \$50,961 (\$46,328) covers the cost of new computer equipment, and \$4,633 (10% contingency). (Attachment)

Recommended action: Staff recommends adoption the budget amendment in the amount \$50,961, payable from the General Fund for Equipment purchases related to the new Financial Software.

16. Consider adopting a Car Take Home Policy effective May 12, 2015

In December 2014 the Board of Commissioners after hearing a presentation on the various policies for take home vehicles and inapplicability of those policies, repealed those policies and asked the City Manager to develop a comprehensive policy that was tied to positions rather than individuals and addressed the issue in one policy that covered all departments rather than the current fragmented approach. The City Manager reviewed current practices and is proposing a new policy which codifies existing practice with the exception of adding the Parks and Recreation Superintendent to the list of positions eligible for a take home vehicle. That position is required to work frequently on weekends and nights, especially during ball seasons. The proposed policy also allows departments to implement specific department policies as long as those policies add to the regulation and do not lessen or remove requirements from the overall proposed policy. (Attachment)

Recommended action: Staff recommends adopting the Car Take Home Policy as presented, effective May 12, 2015.

17. Consider entering into an Interlocal Agreement for the consolidation of 911 service and the creation of a joint agency pursuant to North Carolina General Statute 160A-462 to provide emergency public safety communications services within Granville County; authorizing the City Manager to work with other parties to the agreement to make minor adjustments to the agreement; and authorizing the Mayor to execute the Agreement.

[ADJOURNMENT]

REMINDERS:

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

May 25: City Offices Closed – Memorial Day

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.