

JANUARY 27, 2015 – 9:00 AM – 5:00 PM
JANUARY 28, 2015 – 8:45 AM – 2:00 PM
PLANNING RETREAT OF THE OXFORD BOARD OF COMMISSIONERS
CAMP OAK HILL ACTIVITY CENTER
1528 OAK HILL RD., OXFORD NC

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Jackie Sergent, Mayor Pro Tem Howard Herring, Sr., Commissioners James (Danny) Currin, Robert B. Williford, Sr., Calvin (C.J.) Harris, Jr., Frank Strickland, S. Quon Bridges and Patricia Fields. Present also were City Manager Randy Hemann, City Clerk, Barbara J. Rote., Police Chief Al Coley, Bldg. & Grounds Superintendent Kenny Manning, Fire Chief David Cottrell, Planning Director Cheryl Hart, Human Resources Director Justin Ayscue, City Engineer Amy Ratliff, Public Works Director James Proctor, Parks and Recreation Director Christine Usry. Warren Miller from Fountainworks facilitated the Retreat.

Due to scheduling conflicts, MPT Herring and Commissioners Bridges and Fields arrived late on January 27th and MPT Herring left early on January 28th.

Presenters in attendance: Planning Director Will Brooks, Kerr Tar COG; Greenway Planner Todd Milam, City of Raleigh; Bike & Pedestrian Coordinator Jennifer Baldwin, City of Raleigh; Planning Director Ben Hitchings, Town of Morrisville; Director of the Piedmont Regional Office of Preservation NC Cathleen Turner; and Certified Local Government Coordinator Lori Mitchell, State Historic Preservation Office.

CALL TO ORDER

Mayor Sergent called the meeting to order at 9:00 AM on January 27, 2015.

WELCOME BY MAYOR SERGENT

Mayor Sergent welcomed all those in attendance to the Planning Retreat and thanked City Manager Hemann for organizing the retreat.

OVERVIEW OF RETREAT
REVIEW OF MISSION, VISION & VALUES

City Manager Hemann gave an overview of what he would like to see achieved during the Planning Retreat. He introduced Warren Miller from Fountainworks who facilitated the retreat for the second consecutive year. Mr. Miller reviewed the Mission, Vision and Values, which set the stage for the rest of the retreat.

STATE OF THE CITY

Will Brooks, Planning Director, Kerr Tar COG presented statistical information on such things as crime rates, unemployment, growth rate, poverty levels, per capita income, median age, and owner occupied homes in Oxford. Data was drawn from ESRI numbers, and provided in block groups. He also compared some of the rates with surrounding communities as follows:

REGION K COMPARISON

Municipality	Unemployment	Poverty Level	Average Age	Own/Rent	Per Capita Income	Pop. Change	Commute
Oxford	8.40%	23.50%	41	51.7/48.3%	\$21,306	0.98% (8,695)	20.7
Roxboro	11.10%	42.80%	38.2	38.5%/61.5%	\$12,779	-0.10	21.1
Louisburg	12.80%	23.70%	41.2	58.3%/41.7%	\$18,529	1.03%(3,447)	22.6

GOALS AND ACCOMPLISHMENTS

Led by Facilitator Miller, the Board reviewed Goals and Accomplishments achieved over the past year with the following comments:

TOP PRIORITY INITIATIVES FOR BOARD 2014

- Linden Ave. Gateway Plan – Early stages of work in progress.
- Increased Public Works Level of Service – Behind on some projects but making progress, needed equipment has been purchased, leaf season smoother, quicker response to calls, crosswalk visibility improved, grass mowing in the Right-of-Ways have begun, new 2hr-parking and other signs.
- Build Relationship with County – Improved and will continue to work in a positive direction.
- Support Public Safety Functions - Purchased body cameras for all officers.
- Reduce Crime – Crime statistics have decreased overall.
- Police Presence – Improved and includes school reading programs, Coffee with a Cop, and parking patrol cars in problem areas of the City. PD will work with more Community Watch groups this year.
- Create Downtown Master Plan – Moving forward.

MANAGER/STAFF INITIATIVES 2014

- Assess Impact of Consolidation of PD with 911 – Currently being evaluated
- Tree Ordinance/Preservation Plan - Main Street tree replacement will begin in the spring.
- Parks/Recreation Master Plan – Hope to accomplish this year
- Review Streetlight Policy and Practice - New street lightbulbs, some additional streetlights.
- Youth Advisory Council – Nothing initiated.
- Youth Commission/Strategy – Nothing initiated.

- Strategy for Attracting/Retaining Small Business – Nothing initiated
- Orphan Landfill Project – Working with the State.
- Increase Employment Opportunities – Nothing noted.
- Review and Strengthen Façade Grant Program – DOEDC reviewing
- Revisit EDC Structure – County want to keep Economic Development as a Department of the County and not a Commission.

PRESENTATIONS

Special guests, as well as staff provided information on current projects, future needs, budget requests, and departmental goals for the next few years. Guest speakers provided topical information and suggestions on achieving some of the Board’s priority goals established in 2014, as well as other needs identified throughout the year. All handouts are on file in the Office of the City Clerk.

Presentations were as follows:

JANUARY 27, 2015

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| • Best Practices in Planning
Unified Development Ordinance (UDO) | Ben Hitchings, Town of Morrisville |
| • Geographic Information System | Amy Ratliff, City Engineer |
| • Fire | David Cottrell, III, Fire Chief |
| • Recreation | Christine Usry, Recreation Director |
| • Police | Al Coley, Police Chief |
| • Greenways (Planning & Design) | Todd Milam, City of Raleigh
Jennifer Baldwin, City of Raleigh |
| • Automatic Metering System
Orangeburg Pipes | James Proctor, PW Director |

JANUARY 28, 2015

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| • Preservation Planning/Zoning
Certified Local Gov’t Program/HPC | Lori Mitchell, State Historic Preserv. Office |
| • Endangered Properties Program (preserv.) | Cathleen Turner, Preservation NC |

When asked, the top priorities for the Department Heads were staff development, performance based increases, and increased staffing.

LIST GOALS

Led by Facilitator Miller, The Board began a list of goals for 2015 on Tuesday, January 27th. Throughout the course of the presentations and then again on Wednesday, January 28th, additional goals were added. They are listed below in no specific order:

- Property maintenance codes – strengthen commercial/residential
- Policies to increase investment (water & sewer rate incentive and tax incentive)

- Unified Development Ordinance (UDO) – update Zoning Code
- Downtown District Policies
- Downtown Owners “spruce up”
- Matching entrepreneurs with businesses being sold (learn a trade)
- Set goals for decreasing crime by 10%
- Parks & Recreation Master Plan
- Friday Night movies at City Hall
- GIS System, Trimble, & ARC software
- 911 Consolidation
- City-side career development
- Downtown, Economic and Planning Staff
- Rate structure for water and sewer to attract businesses
- Work out City zoning and county inspection issues
- Improve communication with public
- Citizens academy
- Customer Service training
- Service weather policy for public (homeless, no heat/air)
- Goshen Street Extension

MEETING RECESSED AND RECONVENED

At approximately 5:30 p.m., Mayor Sergent recessed the Planning Retreat until 8:45 a.m., Wednesday, January 28, 2015 for breakfast with the retreat to reconvene at 9:30 a.m.

At approximately 9:30 a.m., Wednesday, January 28 2015, Mayor Sergent reconvened the Planning Retreat.

FACILITATED DISCUSSION & REFINING GOALS

WARREN MILLER

Warren Miller facilitated the discussion that included listing, refining, and prioritizing goals. Throughout the course of the 2 days, Mr. Miller listened and observed the comments and discussions about the presentations and what the Board would like to see achieved over the next few years. Working through the process, priority goals were established by subject and are listed below. Other items identified that could be achieved by the City Manager and staff, are also listed. Facilitator Miller will provide a written follow-up for the Board within the next few weeks.

BOARD PRIORITIES – No specific order

- Economic Development

Property Maintenance Codes – Strengthen Commercial & Residential Policies to increase investment (tax and water/sewer rate incentives)
Unified Development Ordinance (UDO)
Work out City/County Building Code issues

- Downtown
Downtown District Polices (“sprucing up”, matching business with new entrepreneurs)
- Crime
Decrease Crime rate by 10%
- Infrastructure
GIS System, Trimble, ARC Software implementation plan
911 – Call Center Consolidation
- Optimize Organization
Downtown, Economic & Planning Staff
- Quality of Life
Parks & Recreation Master Plan
- Partnering/Engagement
Increase Communication with Public (include video of mtgs.)
Severe Weather Policy for public (homeless, no heat or air)

CITY MANAGER & STAFF LIST – no specific order

- Optimize Organization
City-wide Career Development
- Partnering/Engagement
Citizens’ Academy
Customer Service & Staff Training
- Quality of Life
Friday Night Movies
- Infrastructure
Goshen Street Extension

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 2:00 P.M., COMMISSIONER CURRIN MADE A MOTION TO ADJOURN THE MEETING. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Barbara J. Rote, City Clerk

ATTEST:

Jacqueline vdH Sergent, Mayor