

**MONDAY, JUNE 27, 2016 – 1:15 P.M.**  
**SPECIAL MEETING OF THE OXFORD BOARD OF COMMISSIONERS**  
**OXFORD CITY HALL – COMMISSIONERS’ BOARD ROOM**

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, MPT Calvin (C.J.) Harris, Jr., Commissioners James (Danny) Currin, Frank Strickland, S. Quon Bridges, Patricia T. Fields, Ron Bullock and Al Woodlief. Also present was City Manager Elke Doom, and Administrative Assistant Cynthia Bowen.

Absent was City Attorney Tom Burnette

**CALL TO ORDER**

Mayor Sergent called the meeting to order.

**YEAR END BUDGET AMMENDMENTS IN THE AMOUNT OF \$63,932.48 APPROVED**

Mayor Sergent presented for consideration a Budget Amendment in the amount of \$63,932.48

As of June 23, 2016 the City has 7 departments that are projected to end the fiscal year above their current budget. A budget amendment to transfer appropriate funds from Public Safety to the Recreation and Sanitation departments is needed.

State statute GS – 159 and 159-28(e) specify that expenditures should not exceed authorized appropriation (as reflected in the budget). The City’s budget is set up such that this level of budgetary control is monitored at the functional level.

There was much discussion regarding overspending and staying within the budget.

MPT HARRIS, MADE A MOTION TO APPROVE THE FISCAL YEAR 2015 – 2016 BUDGET AMMENDMENT IN THE AMOUNT OF \$63,932.48 TO BE IN COMPLIANT WITH N.C.G.S. 159 AND NCGS 159-28(e). COMMISSIONERS BRIDGES, BULLOCK, FIELDS, HARRIS, AND STRICKLAND VOTED IN THE AFFIRMATIVE, COMMISSIONERS CURRIN AND WOODLIEF VOTED IN THE NEGATIVE. **THE MOTION CARRIED 5 TO 2.**

**BUDGET AMENDMENT VOUCHER**

Account Number		Increase	Decrease
010-4340-0003	CALL BACK PAY WAGES		\$5,000.00
010-4340-1707	FIREFIGHTERS PHYSICALS		\$9,000.00
010-4340-2501	GAS AND OIL		\$2,000.00
010-4340-3302	NATURAL GAS		\$1,200.00
010-4340-3930	SCHOOLS & TRAINING		\$1,000.00
010-4340-5901	FIXED ASSET - OVER \$5,000		\$1,500.00
<b>Police Department</b>			
010-4310-2501	GAS AND OIL		\$15,000.00
010-4310-5901	FIXED ASSET - OVER \$5,000		\$15,000.00
010-4310-4422	GENERATOR-MAINTENANCE CON		\$1,000.00
<b>Government Board</b>			

010-4110-1300	UNEMPLOYMENT INSURANCE		\$13,232.48
<b>Recreations</b>			
010-6120-0000	SALARIES AND WAGES	\$8,822.51	
010-6120-1001	SPECIAL RETIREMENT (5%)	\$2,524.16	
010-6120-1400	WORKERS COMP INSURANCE	\$2,742.20	
010-6120-2101	UNIFORM PURCHASES	\$154.00	
010-6120-2700	PURCHASES FOR RESALE	\$2,719.93	
010-6120-2900	VARIOUS SUPPLIES & MATERIALS	\$15,000.00	
010-6120-3200	TELEPHONE	\$1,000.00	
010-6120-3301	ELECTRICITY	\$1,116.86	
010-6120-3501	BUILDING MAINTENANCE	\$389.04	
010-6120-3503	COPIER MAINTENANCE	\$32.07	
010-6120-3504	EQUIPMENT MAINTENANCE & REPAIRS	\$849.47	
010-6120-3505	VEHICLE MAINTENANCE	\$5,000.00	
010-6120-3509	GROUNDS MAINTENANCE	\$247.23	
010-6120-3513	COMPUTER MAINTENANCE	\$139.50	
010-6120-3700	DUES AND SUBSCRIPTIONS	\$52.00	
010-6120-3905	EDUCATION / SCHOOLS & TRAINING	\$495.54	
010-6120-3908	FINANCE CHARGES & SERVICE FEES	\$27.27	
010-6120-3912	PERMITS & FEES	\$565.00	
010-6120-4100	RENTAL OF BUILDINGS & OFFICES	\$1,500.00	
010-6120-4910	MISCELLANEOUS EXPENSES	\$35.00	
010-6120-5901	FIXED ASSET - OVER \$5,000	\$2,749.88	
<b>Swimming Pool</b>			
010-6121-1400	WORKERS COMP INSURANCE	\$92.40	
010-6121-2700	PURCHASES FOR RESALE	\$433.11	
010-6121-2901	SWIMMING POOL SUPPLIES	\$500.00	
010-6121-3200	TELEPHONE	\$205.15	
010-6121-3301	ELECTRICITY	\$500.00	
010-6121-3501	BUILDING MAINTENANCE	\$300.00	
<b>Lake Devin</b>			
010-6130-0201	TEMPORARY WAGES	\$1,520.00	
010-6130-0900	F.I.C.A	\$106.81	
010-6130-1400	WORKERS COMP INSURANCE	\$64.07	
010-6130-1952	CONTRACT LABOR SERVICES	\$89.28	
010-6130-3301	ELECTRICITY	\$500.00	
010-6130-3501	BUILDING MAINTENANCE	\$1,000.00	
<b>Oxford Park</b>			
010-6131-2700	PURCHASES FOR RESALE	\$3,000.00	
010-6131-2900	VARIOUS SUPPLIES & MATERIALS	\$100.00	
010-6131-2904	OTHER SMALL EQUIPMENT PURCHASES	\$500.00	

010-6131-3200	TELEPHONE	\$50.00	
010-6131-3301	ELECTRICITY	\$2,000.00	
010-6131-3501	BUILDING MAINTENANCE	\$400.00	
010-6131-3504	CULTURE/RECREATION/PARKS-EQUIPMENT MAIN & REPAIR	\$2,200.00	
010-6131-3509	GROUNDS MAINTENANCE	\$1,000.00	
010-6131-4404	EQUIPMENT MAINTENANCE CONTRACT	\$10.00	
<b>Garage</b>			
010-4250-5900	FIXED ASSET- UNDER \$5000	\$1,000.00	
<b>BUILDING &amp; GRNDS</b>			
010-4260-1001	SPECIAL RETIREMENT (5%)	\$1,200.00	
010-4260-3301	ELECTRICITY	\$1,000.00	
		\$63,932.48	\$63,932.48

**YEAR END BUDGET AMENDMENT IN THE AMOUNT OF \$44,300 APPROVED**

In the original budget FY 2014-15, the City approved \$120,000 for Tyler software, only \$35,317.53 was used, leaving a balance of \$ 84,682.47 that was returned to the reserve General Fund balance. In FY 2015-16, the City approved \$ 16,650 for Tyler software but the expenditures came in at \$40,291. The grand-total for the two year budget for Tyler software is \$136,650. Finance Director Hak Ung is requesting the use of \$44,300 to correct unexpected contract labor payouts.

This requested Budget Amendment in the amount \$44,300 will correct a wide variety of budget related issues associated with the Finance Department. The Reserve Fund Balance will decrease by \$44,300. This money was originally earmarked for Tyler Software.

COMMISSIONER WOODLIEF, MADE A MOTION TO APPROVE THE TRANSFER OF \$44,300.00 FROM THE RESERVE GENERAL FUND BALANCE TO THE FINANCE DEPARTMENT TO BE IN COMPLIANT WITH N.C.G.S 159 AND N.C.G.S. 159-28(e). ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

<b>BUDGET AMENDMENT VOUCHER</b>			
<b>Account Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
010-4130-5901	Fixed Asset- Over \$5,000	\$16,300.00	
010-3391-399100-99	Appropriated G/ Fund Balance		\$44,300.00
010-4130-1952	Contract Labor	\$28,000.00	

**PROMISSORY NOTE AND CLOSE OUT OF THE WWTP  
EQUALIZATION TANK PROJECT APPROVED**

The Wastewater Treatment Plant Equalization Tank Project has been completed and needs to be closed out. A budget amendment is not required for the Wastewater Treatment Plant One Million Gallon Equalization Tank Project since the final price was \$3,001,772, which is lower than the estimated cost of \$3,047,675. This is a zero percent interest loan. This will close out the project with the State.

COMMISSIONER BULLOCK, MADE A MOTION TO APPROVE THE WWTP EQ TANK CLOSE OUT AND PROMISSORY NOTE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS OR DISCUSSION, AT APPROXIMATELY 2:00 PM., COMMISSIONER STRICKLAND MADE A MOTION TO ADJOURN THE MEETING. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Cynthia Bowen, Administrative Assistant

ATTEST:

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Jacqueline vdH Sergent, Mayor