

**TUESDAY, AUGUST 9, 2016 – 7:00 P.M.**  
**REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS**  
**COMMISSIONERS' BOARD ROOM – CITY HALL**

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 Attorney J. Thomas Burnette, City Manager Elke Doom and City Clerk Barbara Rote.

**CALL TO ORDER**

Mayor Sergent called the meeting to order. Commissioner Frank Strickland gave the prayer; the Pledge to the flag followed led by Commissioner Frank Strickland.

**AGENDA APPROVAL & ADDITIONS**

COMMISSIONER WOODLIEF MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 10, CONSIDER TAKE-HOME CAR POLICY, ITEM 11, RESOLUTION ACCEPTING LOAN AND CAPITAL PROJECT ORDINANCE FOR ELEVATED STORAGE TANK, AND ADD-ON AGENDA ITEMS OF TAX RELEASES AND CHANGES TO PAY GRADE, JOB DESCRIPTIONS, AND RECLASSIFICATIONS AS RECOMMENDED BY PERSONNEL COMMITTEE. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

DURING THE DISCUSSION ON PAY GRADE CHANGES, JOB DESCRIPTIONS AND RECLASSIFICATIONS, COMMISSIONER FIELDS MADE A MOTION TO CONSIDER THE ITEMS INDIVIDUALLY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**OPENING REMARKS BY MAYOR SERGENT**

Mayor Sergent read the opening remarks statement as stated on the agenda with no conflicts of interest noted.

**AUGUST YARD OF THE MONTH**  
**EARL AND DORIS HUNT**

Mayor Sergent recognized August Yard of the Month winners, Earl and Doris Hunt of 503 Kingsbury Street. The Hunts were presented with a certificate, City mugs, and a Green & Clean License Plate. The Hunts will be eligible for a grand prize drawing in October.

**PUBLIC HEARING - VOLUNTARY ANNEXATION 10.03 ACRES EAST INDUSTRY DRIVE**  
**THORNROSE – BRUCE WHITTEN**

A public hearing was held for the voluntary annexation of 10.03 acres of land on East Industry Drive owned by Thornrose, LLC. Thornrose submitted a petition for voluntary annexation on May 20, 2016 in order to receive City utility services for a new 48-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.

Mayor Sergent opened the public hearing

No one from the public wished to speak.

Mayor Sergent closed the public hearing.

**ADOPTED - VOLUNTARY ANNEXATION ORDINANCE 10.03 ACRES EAST INDUSTRY DR.**  
**THORNROSE - BRUCE WHITTEN**

COMMISSIONER CURRIN MADE A MOTION TO ADOPT A VOLUNTARY ANNEXATION ORDINANCE FOR 10.03 ACRES OF LAND LOCATED ON EAST INDUSTRY DRIVE, OWNED BY THORNROSE, LLC. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ORDINANCE 16-08-01**  
**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE CITY OF**  
**OXFORD, NORTH CAROLINA**

WHEREAS, the Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Board of Commissioners has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Commissioners' Board Room, third floor, City Hall, 300 Williamsboro Street, Oxford, NC at 7:00 p.m. on August 9, 2016 after due notice by publication in the Oxford Public Ledger on July 28, 2016 and

WHEREAS, the Board of Commissioners finds that the area described therein meets the standards of G.S. 160A-31;

WHEREAS, the Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the City of Oxford and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Oxford, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous territory is hereby annexed and made part of the City of Oxford as of August 9, 2016\*.

**10.03 +/- Acres**  
**East Industry Drive, Oxford, North Carolina, 27565**  
**(Thornrose, LLC)**

A Certain tract or parcel of land situate on the north side of East Industry Drive in Fishing Creek Township, Granville County, North Carolina, and more particularly described as follows:

That certain tract or parcel of land designated as Tract 1 containing 10.03 acres, more or less, as shown on map entitled "Subdivision of Allen, Edmundson & Watkins Property" prepared by Bobby Fuquay and Associates dated January 4, 2016, and recorded in Map Book 44, Page 85, Granville County Registry.

Also described as and being the same as: BEGINNING at an iron pin in the northern margin of East Industry Drive, which said iron pin is the southeastern corner of the property herein described and being the southwestern corner of the property heretofore conveyed in Deed Book 1534, page 354 to Jake's Ridge, LLC; going thence along the northern margin of Industry Drive S. 81° 12' 38" W. 14.59 feet to an iron pipe found; continuing along the northern margin of Industry Drive S. 80° 23' 03" W. 200.92 feet to an iron pin; thence S. 81° 03' 56" W. 27.00 feet to an iron pin, corner of Tract No. 2 on the hereinafter referred to plat; going thence along the line of Tract No. 2 on the hereinafter referred to plat in a new line N. 14° 54' 08" W. 615.44 feet to an iron pin; thence continuing in a new line S. 81° 33' 10" W. 284.67 feet to a rebar found in the line of Granville Health Investors, LLC; thence along the line of Granville Health Investors, LLC, N. 60° 38' 28" W. 321.87 feet to a rebar found; thence N. 64° 21' 16" W. 60.02 feet to an iron pin in the line of Tamara E. Jones; thence along the line of Tamara E. Jones N. 25° 38' 44" E. 380.95 feet to an existing concrete monument; continuing along Jones' line N. 25° 38' 44" E. 18.11 feet to an axle found in the line of Tempie H. Broyal; thence along the line of Tempie H. Broyal S. 68° 28' 01" E. 113.80 feet to an iron pin; thence S. 69° 59' 27" E. 55.03 feet to an existing concrete monument; thence S. 03° 17' 52" W. 167.90 feet to an iron pin; thence N. 89° 40' 21" E. 456.89 feet to an axle; thence N. 89° 24' 23" E. 107.53 feet to an iron pin, which is the northeastern corner of the property herein described and the northwestern corner of the property of Jake's Ridge, LLC, as described in Deed Book 1534, page 354; thence along the line of Jake's Ridge, LLC S. 08° 47' 22" E. 841.85 feet to an iron pin in the northern margin of East Industry Drive, which said point is the point and place of beginning, containing 10.03 acres, according to map and survey entitled, "ALTA/ASCM Land Title Survey of Allen, Edmundson & Watkins Property", prepared by Bobby Fuquay and Associates of 6525 Mal Weathers Road, Raleigh, N.C. 27603. Date of survey being 01/04/2016 and date of Map being 01/05/2016.

**For further reference, see Plat Book 44, page 85, and Deed Book 254, page 387, Granville County Registry.**

Section 2. Upon and after August 9, 2016\*, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Oxford and shall be entitled to the same privileges and benefits as other parts of the City of Oxford. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Oxford shall cause to be recorded in the office of the Register of Deeds of Granville County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections; as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the City of Oxford. (OPTIONAL)

Adopted this Ninth day of August, 2016

### **CITY HALL AUDITORIUM FEES FOR GRANVILLE LITTLE THEATER APPROVED**

Mayor Sergent presented for consideration fees for the use of the City Hall Auditorium by the Granville Little Theater (GLT). Last year, fees were waived for the Little Theater's use of the Auditorium. However, prior to last year, the GLT was charged fees of \$25/rehearsal for the first 10 rehearsals, \$50/rehearsal for rehearsals 11 +, and \$100 per performance. The fees have changed very little over the past 20 years. No decision on reestablishing fees for the GLT was made for FY 2016-17. It was noted that the fees proposed were a little less than the fees charged to non-profits.

The Board recognized the benefits of having a local theater company but noted that a new chiller for the auditorium air-conditioner was recently installed, and back stage curtains need

replaced. Mayor Sergent pointed out that in previous years the City “sponsored” a performance by not charging the Little theater for one production.

Commissioner Bridges wanted to hear from a Granville Little Theater member before making a decision.

Staff recommended adopting a fee schedule that would charge Granville Little Theater the same fees this year as in the past with the understanding that fees will increase next year.

COMMISSIONER WOODLIEF MADE A MOTION TO ADOPT RENTAL FEES OF \$25/REHEARSAL FOR THE FIRST 10 REHEARSALS, \$50/REHEARSAL FOR REHEARSALS 11 + AND \$100 PER PERFORMANCE FOR FY 2016-2017, WITH THE UNDERSTANDING THAT FEES WILL INCREASE IN FY 2017-2018. COMMISSIONERS HARRIS, BULLOCK, FIELDS, CURRIN, AND STRICKLAND VOTED IN THE AFFIRMATIVE. COMMISSIONERS BRIDGES AND WOODLIEF IN THE NEGATIVE. **THE MOTION CARRIED 5-2.**

### **SPEED BUMPS REMOVED ON COLEMAN STREET**

Mayor Sergent presented for consideration the removal of four speed bumps on Coleman Street. The Public Works Committee discussed removing the four speed bumps because they are no longer needed.

Mayor Sergent noted that the speed bumps were put in place following a petition signed by 18 residents. She asked if those signing the petition were contacted about the removal. Commissioners Woodlief and Bullock noted that the people interested in the speed bumps no longer live there.

COMMISSIONER BULLOCK MADE A MOTION TO REMOVE THE FOUR SPEED BUMPS ON COLEMAN STREET. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **4-WAY STOPS AT HARRIS & CHERRY STS, HARRIS & SUNSET STS. APPROVED 6-MONTH TRIAL AND PERMANENT**

Mayor Sergent presented for consideration changing the intersection of Harris & Cherry Streets, and Harris & Sunset Streets from 2-way stops to 4-way stops, for a 6-month trial period. Following the 6-month trial, the 4-way stops would become permanent if traffic calming is effective. The Public Works Committee discussed making 4-ways stops at the intersections of Harris & Cherry, and Harris & Sunset for traffic calming.

COMMISSIONER BULLOCK MADE A MOTION TO CHANGE THE INTERSECTIONS OF HARRIS & CHERRY STREETS, AND HARRIS & SUNSET STREETS, FROM 2-WAY STOPS TO 4-WAY STOPS, FOR A 6-MONTH TRIAL PERIOD. FOLLOWING THE 6-MONTH TRIAL, THE 4-WAY STOPS WOULD BECOME PERMANENT IF TRAFFIC CALMING IS EFFECTIVE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **TAKE HOME CAR POLICY APPROVED**

Commissioner Strickland, Chairman, Personnel Committee presented for consideration a Take-Home Vehicle Policy. A Take-Home Vehicle Policy was discussed during the July 28, 2016 Personnel Committee Meeting. City Manager Doom was instructed to draft a Policy for the

Board to consider. The policy sets the criteria and accountability measures for City personnel who take home vehicles.

Commissioner Strickland, Chairman, Personnel Committee recommended adopting the policy as presented with the addition of checking to see if alcohol or texting were involved if an accident occurred while driving a city vehicle. He also recommended a text change to clarify that employees should abide by all City of Oxford policies and procedures while driving a City vehicle. There was some discussion about the legality of checking an employee's personal cell phone for texting purposes. City Attorney Burnette said that a search warrant was needed to check a personnel cell phone. City issued phones could be checked.

COMMISSIONER STRICKLAND MADE A MOTION TO ADOPT THE TAKE-HOME CAR POLICY AS PRESENTED WITH THE ADDITION OF CHECKING TO SEE IF ALCOHOL OR TEXTING WERE INVOLVED IF AN ACCIDENT OCCURRED WHILE DRIVING A CITY VEHICLE AND A TEXT CHANGE TO CLARIFY THAT EMPLOYEES SHOULD ABIDE BY ALL OTHER CITY OF OXFORD POLICIES AND PROCEDURES WHILE DRIVING A CITY VEHICLE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **Take-Home Vehicle Policy**

#### **PURPOSE**

City vehicles are provided to certain employees of the City for the purpose of ensuring efficient and timely response while on municipal business unless otherwise indicated by an explicit agreement between the employee and the City. Vehicles are assigned for official government use to and from work and during a meal period. Vehicles are not to be used for personal purposes or regarded as compensation.

#### **APPLICABILITY**

This administrative procedure applies to all of City of Oxford employees who are assigned or furnished a City vehicle not covered by an explicit agreement.

#### **MONITORING RESPONSIBILITY**

The City Manager is responsible for assuring compliance with this directive.

#### **DIRECTIVE**

Employees may be assigned a vehicle that will be kept overnight at their homes. These employees may include managerial, professional, or technical personnel or other employees who may be on-call for emergencies, who must be accessible and who often conduct work or attend meetings in their official capacity after regular work hours. If assigned a vehicle for one or more of these purposes, an employee may drive their assigned vehicle to and from work and for a meal period. In some instances, employees may be required to keep their city vehicles with them while not engaged in City business in order to fulfil stand-by work responsibilities.

Authorization for take-home vehicle use requires a recommendation by a Department Head and the approval by the City Manager.

This Administrative Directive is effective this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

## Additional Requirements

- Employees assigned a vehicle must live within a 20 mile radius of Oxford City Hall, 300 Williamsboro Road, Oxford NC 27565.
- Employees shall abide by all state and federal motor vehicle laws.
- Employees shall not operate a City vehicle while under the influence of drugs or alcohol.
- If an employee is involved in an accident driving a city vehicle, the employee shall immediately be subject to drug and alcohol testing per city policy. City issued cell phone will be immediately examined for improper use (texting, emailing) while personal cell phones may be subject to a court ordered forensic examination.
- Employees shall not use tobacco products including chewing tobacco, natural or synthetic, or vaping while operating a city vehicle.
- Employees operating take-home vehicles shall abide by all other City of Oxford policy and procedures.
- Employees will operate city vehicles in a manner with all applicable driving rules and regulations set for by the State of North Carolina.
- Employees shall not transport any person(s) other than city employees in a City vehicle except in the course of official business. Take-home vehicle is not to be used as a personal or family vehicle.
- Employees driving City vehicles are representatives of the City and should be in proper attire when driving a City vehicle.
- In the event that an employee issued a take home vehicle is on leave, the Department Head may assign their vehicle to the employee assuming temporary duties of the person on leave.
- Take-home vehicles shall be legally parked and locked at all times. (exception made in emergency situations).
- Sensitive or public documents shall not be left in the vehicle with the exception of reference materials.
- City Manager and/or designee may authorize the temporary use of a take home vehicle for out-of-town travel, weather events, or other circumstances that necessitate such use. (Department Head approval is required).
- No Department may create, amend, or follow an alternate take-home vehicle policy be it written or implied without written consent of the City Manager.
- 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.
- Department Head is responsible for the following:
  - o Periodic monitoring of employees use of their assigned City vehicle.
  - o The employee will be required to maintain a mileage log at the start and end of each shift they work.
  - o The Department Head will be responsible for periodically reviewing employee's mileage log.

- o Submit a report to the City Manager by January 31 each year of the take-home vehicle usage in their Department for the previous calendar year. Said report shall include:
  - Name of each employee with assigned vehicle number and a copy for the calendar year.
  - Identification of any incidence of non-compliant use of vehicle and management action to address the non-compliant use.
  - Annual mileage report per employee.
- The City Manager will provide a summary report on take-home vehicle use annually to the City Commission during the budget development process.

Current positions authorized a take home vehicle applies to the following departments:

- Police Department
  - o Chief
  - o Captain
  - o Lieutenant (s)
  - o Corporal (s)
  - o Detective (s)
  - o Evidence Technician
  - o Patrol Officers
- Fire Department
  - o Fire Chief
- Public Works Department
  - o Public Works Director
  - o Street Superintendent
  - o Water and Sewer Superintendent
  - o On Call Water and Sewer Personnel
  - o On Call Street Department Personnel
- Wastewater Treatment
  - o WWTP Superintendent
- Recreation Department
  - o Recreation Director
  - o Recreation Maintenance Supervisor

**RESOLUTION ACCEPTING DRINKING WATER STATE REVOLVING FUND AND CAPITAL PROJECT ORDINANCE ADOPTED ELEVATED WATER TANK & SCADA FOR HENRY AND SPRING STREET TANKS**

Commissioner Bullock, Chairman, Public Works Committee presented for consideration a resolution accepting a loan offer in the amount of \$3,139,200 from the Drinking Water State Revolving Fund (DWSRF) and the associated Capital Project Ordinance for the new elevated storage tank, associated mains; and, installation of SCADA and altitude valves on the existing Henry Street and Spring Street tanks.

The Department of Environmental Quality has offered the City of Oxford a DWSRF loan in the amount of \$3,139,200 for the new elevated storage tank, associated water mains and for the installation of SCADA and altitude valves on the existing Henry Street and Spring Street water tanks. The Board must accept the loan by resolution and adopt a Capital Project Ordinance for the project to proceed. The City will be responsible for the 2% closing fee estimated at \$62,784.

COMMISSIONER BULLOCK MADE A MOTION TO ADOPT A RESOLUTION THAT ACCEPTS A LOAN OFFER IN THE AMOUNT OF \$3,139,200 FROM THE DRINKING WATER STATE REVOLVING FUND (DWSRF) AND THE ASSOCIATED CAPITAL PROJECT ORDINANCE FOR THE NEW ELEVATED STORAGE TANK, ASSOCIATED MAINS; AND, INSTALLATION OF SCADA AND ALTITUDE VALVES ON THE EXISTING HENRY STREET AND SPRING STREET TANKS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The State Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Fund have authorized the making of loans and/or grants, as applicable, to aid eligible, drinking-water system owners in financing the cost of construction for eligible, drinking-water infrastructure; and

WHEREAS, The North Carolina Department of Environmental Quality has offered a **Drinking Water State Revolving Fund Loan** in the amount of **\$3,139,200** for the construction of a **new Elevated Water Storage Tank and associated mains, and; install SCADA and altitude valves on the existing Henry Street & Spring Street tanks**, hereafter referred to as the "Project"; and

WHEREAS, The **City of Oxford** intends to construct said project in accordance with engineering plans and specifications that have been or will have been approved by the North Carolina Public Water Supply Section.

#### **NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE CITY OF OXFORD:**

That the **City of Oxford** does hereby accept the **Drinking Water State Revolving Fund Loan** offer in the amount of \$3,139,200; and

That the **City of Oxford** does hereby give assurance to the North Carolina Department of Environmental Quality that they will adhere to all applicable items specified in the standard "Conditions" and "Assurances" of the Department's funding offer, awarded in the form of the **Drinking Water State Revolving Fund Loan**; and ,

That **Jacqueline vdH Sergent - Mayor** and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application; and

That the **City of Oxford** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted August 9, 2016 at Oxford, North Carolina.

**CAPITAL PROJECT ORDINANCE – ELEVATED WATER STORAGE TANK**  
**STATE OF NORTH CAROLINA, GRANVILLE COUNTY**

**ORDINANCE NO.: 16-08-02; ADOPTED: 08-09-16; EFFECTIVE: 08-09-16**

BE IT ORDAINED by the Governing Board of Commissioners of the City of Oxford, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the North Carolina General Statutes, the following Capital Project Ordinance is hereby adopted:

SECTION 1: The capital project herein authorized, **new Elevated Water Storage Tank and associated mains, and; install SCADA and altitude valves on the existing Henry Street & Spring Street tanks (Project)**, is for the construction and/or installation of drinking water infrastructure, to be financed by a **Drinking Water State Revolving Fund Loan**.

SECTION 2: The officers of this unit of local government are hereby directed to proceed with the Project within the terms of the Board resolution, loan documents, and the budget contained herein.

SECTION 3: The following amounts are appropriated for the project:

Engineering & Administration	\$258,200
Land & associated costs	\$50,000
Construction	\$2,831,000
Total	\$3,139,200

SECTION 4: The following revenues are anticipated to be available to complete the project:

Drinking Water SRF Loan (FY 2016 through FY 2018)	\$3,139,200
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SECTION 5: The Finance Director is hereby directed to maintain within the Water Capital Project Fund sufficient, specifically detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and federal regulations.

SECTION 6: Funds may be advanced from the Water Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

SECTION 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total loan revenues received or claimed.

SECTION 8: The Finance Director is directed to include a detailed analysis of past and future costs and revenues on the Project in every budget submission made to this Board.

SECTION 9: Copies of this Capital Project Ordinance shall be furnished by the Clerk to the Governing Board, and the Finance officer for direction in carrying out the Project.

SECTION 10: The City Manager, City Engineer, and Finance Director are authorized to review and approve all payments for the purpose of constructing this project.

Adopted and effective this 9<sup>th</sup> day of August 2016

**RECLASSIFICATION, PAY GRADE, JOB DESCRIPTION, SALARY INCREASES**  
**DISCUSSION**

Commissioner Strickland, Chairman, Personnel Committee presented for consideration reclassifications, pay grade changes, job descriptions, and salary increases, as recommended by the Personnel Committee. There was clarification to the item changing the police detectives pay grade from 16 to 17. Instead of adjustments to all detectives' salaries, only one would receive an increase (\$957). This increase was necessary to meet the minimum pay scale for a pay grade of 17.

Several classification inequities have been identified and needed to be corrected. This includes the "Planning and Code Enforcement Director's" pay grade, "WWTP Operator/Back-up ORC" job description and pay grade, pay grade and salary adjustments to "Police Detectives", a reclassification of the "Administrative Support Secretary and two job reclassifications in the Finance Department to allow for reorganization. The Personnel Committee reviewed the items on August 4th with a favorable recommendation.

COMMISSIONER FIELDS MADE A MOTION TO CONSIDER THE FIVE ITEMS INDIVIDUALLY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**APPROVED PLANNING & CODE ENF. DIRECTOR RECLASSIFIED TO PAY GRADE 24**

The Planning and Code Enforcement Director was given a 5% equity adjustment 7/09, and a 15% equity adjustment in 7/10, placing the salary at the maximum of the current pay grade of 20. The recommendation was to reclassified the pay grade from 20 to 24 to reflect the duties and responsibilities of the position. No change in pay was requested.

COMMISSIONER STRICKLAND MADE A MOTION TO RECLASSIFY THE PLANNING AND CODE ENFORCEMENT POSITION FROM A PAY GRADE 20 TO A 24. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**APPROVED RECLASSIFICATION TO WWTP CHIEF OPERATOR AND PAY GRADE 17**

There is not a job description for "WWTP Operator/Back-up ORC". The employee was given an equity adjustment for increased job responsibilities and duties in 3/10, placing the salary at the maximum of the pay grade. The employee has been working in the capacity of "WWTP Chief Operator", since the equity adjustment. The recommendation was to reclassify the position to WWTP Chief Operator and change the pay grade from 15 to 17. No change in pay was requested.

COMMISSIONER STRICKLAND MADE A MOTION TO RECLASSIFY THE WWTP OPERATOR/BACK-UP ORC TO A WWTP CHIEF OPERATOR AND CHANGE THE PAY GRADE FROM 15 TO 17. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**APPROVED POLICE DETECTIVE RECLASSIFIED TO PAY GRADE 17**  
**ONE SALARY ADJUSTMENT**

Currently, PD Corporal is a pay grade 17, where a Detective is a pay grade 16. These positions are considered to be "lateral" and should share the same pay grade. It was recommended to

change the pay grade for Detectives from 16 to 17 and bring the salaries of the 5 detectives up accordingly. The Staff report included a 2.5% increase for the five detectives at an annual cost of \$5,072. However, Commissioner Strickland stated that discussion during the Personnel Committee meeting only involved one employee who would receive a pay increase in order to bring their salary into the minimum range for a pay grade 17. The salaries of the other police detectives already fall within a pay grade 17. Commissioner Strickland noted that the pay grade change was to avoid salary compression.

COMMISSIONER STRICKLAND MADE A MOTION TO RECLASSIFY THE POLICE DETECTIVES FROM A PAY GRADE 16 TO A 17, AND INCREASE THE SALARY OF ONE EMPLOYEE BY \$957 IN ORDER TO BRING HIS SALARY INTO THE MINIMUM RANGE FOR A PAY GRADE 17. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**APPROVED EXECUTIVE ADMIN. SUPPORT SECRETARY RECLASSIFIED TO SR. ADMIN. SUPPORT SPECIALIST**

The “Administrative Support Secretary”, pay grade 7, position, and classification did not exist until HR Director Ayscue created it in July 2014 to match what the contracted temporary Administrative Support person was making through the temporary agency. The position was created with a salary that would be revenue neutral. The position has since evolved into a much higher-level role in duties and responsibilities and should be reclassified to an existing job description that most closely represents the job duties; “Senior Administrative Support Specialist”, pay grade 12. There is one other Senior Administrative Support Specialist working for the City. The current Executive budget can absorb the increase in salary corresponding to this reclassification without requiring additional funding.

Clarification was given on the difference between positions created with the 2008 MAPS study and available employment positions.

There was discussion on increased job duties. City Manager Doom stated that the reclassification was not about the person but to reclassify the position to more adequately match the duties being performed. The position was not originally classified as a MAPS study position in order to keep the salary revenue neutral at that time.

Comments included giving a few employees salary raises without considering all staff, discussing the position reclassification during the budget process instead of after the budget passed, and referencing a similar situation occurring several years ago with a different outcome.

COMMISSIONER STRICKLAND MADE A MOTION TO RECLASSIFY THE EXECUTIVE DEPARTMENT “ADMINISTRATIVE SUPPORT SECRETARY”, PAY GRADE 7 TO A “SENIOR ADMINISTRATIVE SUPPORT SPECIALIST”, PAY GRADE 12, WITH THE SALARY INCREASE ABSORBED IN THE FY 2016-2017 EXECUTIVE BUDGET. COMMISSIONERS STRICKLAND, BRIDGES, BULLOCK, AND WOODLIEF VOTED IN THE AFFIRMATIVE. COMMISSIONERS CURRIN, HARRIS, AND FIELDS IN THE NEGATIVE. **THE MOTION CARRIED 4-3.**

**APPROVED REORGANIZATION OF FINANCE DEPARTMENT WITH POSITION RECLASSIFICATIONS TO A/P – PAYROLL TECH & ASSISTANT FINANCE OFFICER**

With the loss of Business Licenses and the efficiencies found with the implementation of Tyler Technologies in Finance, there is a better use of existing manpower by restructuring the department. Combining the A/P function with Payroll would create a new position; “A/P and

Payroll Technician”, pay grade 15. The “Finance and Accounting Specialist” position would be reclassified to “Assistant Finance Officer”, pay grade 18. This would create a true “second in command” structure so even when the Director is out, there is a responsible person in charge of City finances. These changes can be made within the current allocated budget for the Finance Department. No positions would be lost or gained. With two customer service positions, HR Director Ayscue noted that one of the positions may be upgraded in the future to provide for an internal auditor.

COMMISSIONER BULLOCK MADE A MOTION TO REORGANIZE THE FINANCE DEPARTMENT, COMBINING THE A/P FUNCTION WITH PAYROLL TO CREATE A NEW POSITION; “A/P AND PAYROLL TECHNICIAN”, PAY GRADE 15; AND, RECLASSIFYING THE “FINANCE AND ACCOUNTING SPECIALIST” TO AN “ASSISTANT FINANCE OFFICER”, PAY GRADE 18. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **FINANCIAL REPORTS**

Finance Director Hak Ung presented the June (year-end) and July financial reports. With new financial software, Finance Director Ung presented a different report format and will continue to refine.

<b><u>JUNE 2016 Financial Report</u></b> <i>100 % of FY Complete</i>	<b><u>General Fund</u></b>	<b><u>Water Fund</u></b>
<b>REVENUES</b>		
YTD	\$ 9,789,277	\$ 7,377,376
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	Not given	Not given
<b>EXPENSES</b>		
YTD	\$ 9,463,420	\$ 5,091,071
Budget	\$ 9,833,577	\$ 6,170,519
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	Not given	Not given
<b>DIFFERENCE</b> <i>(Revenues – Expenses)</i> 2015-16 YTD	\$ (393,283)	\$ 2,286,305

<b><u>JULY 2016 Financial Report</u></b> <i>12% of FY Complete</i>	<b><u>General Fund</u></b>	<b><u>Water Fund</u></b>
<b>REVENUES</b>		
YTD	\$ 427,026	\$ 378,243
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	Not given	Not given

<b>EXPENSES</b>		
YTD	\$ 804,473	\$ 339,340
Budget	\$ 9,949,060	\$ 6,650,672
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	Not given	Not given
<b>DIFFERENCE</b> (Revenues – Expenses) 2015-16 YTD	\$ (377,477)	\$ 38,902

**CONSENT AGENDA APPROVED**

COMMISSIONER WOODLIEF MADE A MOTION TO APPROVE THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE.  
**THE MOTION CARRIED.**

Accepted the June and July Financial Reports by Finance Director Ung (available on meeting night)

Approved a temporary variance to *The Oxford Code of Ordinance 14-9, Unnecessary Noise* from 11 p.m. to 11:30 p.m. for the Bicentennial Celebration on Saturday September 3, 2016.

Approved a tax release to Dell Equipment Funding LP in the amount of \$6.59 due to an incorrect schedule used for calculating tax.

Approved a tax release to US Small Business Administration in the amount of \$62.68 (\$1.28 and \$60.40) for tax-exempt property.

Approved a tax release to James Bryant Henderson in the amount of \$3.31 for improper billing of a county resident.

Approved a tax release to Robert and Nan Howells in the amount of \$36.61 for a boat that is registered in a different county.

Approved a tax release to Lee Taylor Mathews in the amount of \$2.50 for duplicate billing.

Approved the following 2016 meeting minutes:

\* July 5, Agenda Session

\* July 12, Regular Session

**CLOSED SESSION**

AT APPROXIMATELY 8:45 PM, AND ON MOTION BY COMMISSIONER WOODLIEF THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143-318.11(A)(5) A REAL PROPERTY MATTER, AND APPROVE THE CLOSED SESSION MEETING MINUTES OF AUGUST 1, 2016.

**RETURN TO OPEN SESSION**

THERE BEING NO FURTHER DISCUSSION, ON MOTION BY COMMISSIONER FIELDS AT APPROXIMATELY 9:00 PM, THE BOARD UNANIMOUSLY VOTED TO RETURN TO OPEN SESSION.

**318 SPRING STREET PROPERTY SALE ADD-ON ITEM APPROVED**

COMMISSIONER WOODLIEF MADE A MOTION TO ADD TO THE AGENDA A RESOLUTION FOR THE SALE OF 318 SPRING STREET. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**OFFER ACCEPTED & RESOLUTION APPROVED AUTHORIZING SALE**  
**318 SPRING STREET**

The City received an offer to purchase City Property on Spring Street across from the playground from Robert A. Williams in the amount of \$25,000. According to General Statute, the three primary means of selling city-owned property are negotiated offer with upset bid, auction, and sealed bids. The resolution authorizes the sale and advertisement of an offer to purchase real property according to G.S. 160A-269. The resolution also sets forth the procedures and terms to complete the sale.

COMMISSIONER FIELDS MADE A MOTION TO ACCEPT A \$25,000 OFFER FROM ROBERT A. WILLIAMS AND APPROVE THE "RESOLUTION AUTHORIZING THE SALE AND ADVERTISEMENT OF AN OFFER TO PURCHASE REAL PROPERTY" AT 381 SPRING STREET. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**Resolution Authorizing the Sale and**  
**Advertisement of an Offer to Purchase Real Property**

**318 SPRING STREET**

WHEREAS, the City of Oxford is the owner of a ±0.435 acres tract of land described in Book 1506, Page 580, Granville County Registry (the "Property") which said property is more commonly known as 318 Spring Street, Oxford, NC; and,

WHEREAS, the City is permitted to sell the Property by upset bid, after receipt of an offer to purchase pursuant to N.C. Gen. Stat. §160A-269; and

WHEREAS, the City has received an offer from Robert A. Williams to purchase the Property for the amount of Twenty-Five Thousand Dollars (\$25,000.00); and

WHEREAS, Robert A. Williams has paid the required Five Percent (5%) deposit with his offer;

THEREFORE, THE BOARD OF COMMISSIONERS FOR THE CITY OF OXFORD RESOLVES THAT:

1. The Board of Commissioners authorizes the sale of the Property through the upset bid procedure set forth in N.C. Gen. Stat. §160A-269.
2. The City Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the Property, the amount of the offer, and the terms under which the offer may be upset.

3. Any person may submit an upset bid to the Office of the City Clerk within 10 days after the notice of sale is published. Once a qualifying higher bid has been duly received, that bid will become the new offer.
4. If a qualifying higher bid is received, the City Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.
5. A qualifying higher bid is one that increases the existing offer by not less than ten percent (10%) of the first \$1,000 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made with cashier's check, or certified check. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The City will return the deposit of the final high bidder at closing.
7. The Board of Commissioners shall approve the final high offer before the sale is finalized which it will do within 30 days after the final upset bid period has passed, and, the buyer must pay with cashier's check or certified check at the time of closing. The property will be conveyed by Special Warranty Deed.
8. The City reserves the right to withdraw the Property from sale at any time before the final high bid is accepted. The City reserves the right to reject all bids at any time.
9. If no qualifying bid is received after the initial public notice, the offer set forth above is hereby accepted. The Mayor is authorized to execute the instruments necessary to convey the property to Robert A. Williams.

### **ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:05 P.M., COMMISSIONER BULLOCK MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Barbara J. Rote, CMC, NCCMC City Clerk

ATTEST:

\_\_\_\_\_  
Jacqueline vdH Sergent, Mayor