

CITY OF OXFORD, NORTH CAROLINA
Interim City Manager's Report
For Period Ending December 11, 2015

Interim City Manager's Schedule

- I will be working in Oxford on December 16th through the 18th and December 21st through the 23rd.

Upcoming Events

- **Employee Appreciation Luncheon – Thursday** December 17th – 11:45 a.m. – 1:30 p.m.
- **City Offices Holiday Closing** - December 24th -28th and January 1st.

Executive

- **Railroad Crossings** – The Interim City Manager along with the City Engineer, Public Works Director and Street Superintendent met with representatives from NC DOT and Norfolk and Southern railroad to review several railroad crossing which need repair or maintenance. Some of these crossings include: College, Hillsboro and Cherry Streets among others. Norfolk and Southern has agreed to investigate further and coordinate any repairs with NC DOT. NC DOT will also work with the city on any coordination issues. If repairs are authorized work may begin in the late spring. We are very pleased with the cooperation of Norfolk and Southern and NC DOT on this matter.
- **Oxford Prep School** - The Interim City Manager, City Engineer and City Attorney have been working with representatives from Oxford Prep on a sewer agreement to serve the school. Any proposed agreement will be submitted to the Public Works Committee and then submitted to the Board of Commissioners for action.
- **City Manager Recruitment** – Mercer and Associates are finalizing the recruiting brochure based on board and feedback. The closing date for applications will be January 22nd.
- **Small Town Main Street** – The Mayor, Commissioner Currin, City Manager and Julia Overton meet with Liz Parham, Director of the NC Main Street program. The purpose of the meeting was to evaluate Oxford's current Main Street program and identify strategies for future action.
- **Kerr Lake Water Resource Advisory Meeting** - Attended the Kerr Lake Water Resources Advisory Meeting with City Engineer Amy Ratliff and Commissioner Frank Strickland. The specifics for the recently approved IBT was reviewed and discussed. The consultant led a discussion of the group's water conservation protocol. The meeting wrapped up with a discussion on the expansion of the water plant serving the group.

Finance

- The FY 2014-2015 audit has been completed sent to the Local Government Commission for review. A presentation will be made to the board in early 2016.

Downtown Economic Development

- The Downtown Oxford Economic Development Corporation reports all events for 2015 are complete. Since October, merchants and businesses in Downtown have successfully implemented Paint The Town Pink, Touch-A-Truck Event, Downtown Trick or Tricking, Town-Wide Christmas Open House, The Veteran's Day Parade, Small Business Saturday, and The 10th Annual Lighting of the Greens and Christmas Parade. All departments with The City of Oxford worked together to ensure success, safety and a warm inviting family atmosphere.
- We currently have 3 upstairs offices available for rent, 7 storefronts available for rent. Sadly, Taylor's Grill has closed and will be available very soon.
- The Board of Directors has a Planning Retreat scheduled for Wednesday, January 6th from 8 to 10.
- The FY 2014-2015 audit has been completed sent to the Local Government Commission for review.

Parks and Recreation

- Basketball registration has been completed. The registration numbers are slightly down perhaps due to the short registration time and gym renovation. Practice is being held at the Central Children's Home gym.
- The new playground equipment at Hix playground is being installed and should be completed by next week.

Public Works

- Crews are working 9 hour days and every other Saturday on leaf collection. This has been a heavy leaf season compounded by frequent periods of rain. The Public Works Director is estimated that it is taking 9 to 10 days to make the leaf route.
- Water and Sewer – The staff is completing their quarterly visual inspections on the 60 plus miles of sewer easements.
- Received quarterly results on water system testing with all parameters in compliance. Water system computer monitoring system "SCADA" operational on the water system. The SCADA system allows for remote monitoring and adjustment of various system controls. This SCADA improves operational effectiveness. and saves on staff time.

Engineering

- Hix Gym Renovation – The City Engineer along with the Parks and Recreation Director have been working with Vance Construction to evaluate the best lighting application and interior insulation needed for the gym. In the last few days a decision was reached on the insulation and lighting. The old insulation has been removed will additional progress occurring next week.
- Hix Gym Gutters – It is necessary to make repairs to the exterior fascia board and gutter system. We are getting an estimate from Vance Construction for these repairs.
- The City Engineer prepared and presented a report on utility availability to a prospective company. We are working with the county on this effort.

Fire

- Members of the Oxford Fire Department participated in Career Day at Mary Potter School on 12/11/2015. We were able to present information on the fire department from the career/ paid side of the organization and the rewards of being a volunteer. This opportunity was also used to pass along fire safety information to the attendees.
- During a Child Seat Safety survey, we were able to identify a deaf child in our response area. We proceeded to procure, free of charge, a vibrating alert device (that is an extension of an existing smoke detector) that we then installed at the home of the child. When this device activates, it vibrates the pillow and mattress of the child and flashes an auxiliary light on the nightstand near the bed.