

CITY OF OXFORD, NORTH CAROLINA  
Interim City Manager's Report  
For Period Ending December 24, 2015

**Interim City Manager's Schedule**

- I will be working in Oxford on December 28<sup>th</sup> through the 30<sup>th</sup> and January 4<sup>th</sup> through the 6<sup>th</sup>.

**Requests Forwarded From Board Members**

*(This is a new feature to help keep the entire board of various requests and follow up to those requests)*

- 100 Block Windsor Circle – Compliant about the new street lights in Oxford Park shining into the person's house. Exchanged several emails with the citizen and contacted Wake Electric. Wake Electric has investigated and the way the light is designed leaves little or no option. The citizen has spoken with Wake Electric.
- King and Kingston – Street light placement is causing the light pattern to be obstructed. Investigation reveals that the traditional street light is installed on a very short arm. The matter has been referred to Duke Energy for action.
- 500 N. Country Club Drive – Compliant about flooding in the yard. Country Club Drive is a NC DOT maintained road. The ditch carrying the storm water is on private property and contains a pipe under the driveway that is undersized. Also, it is understood that NC DOT never approved an encroachment agreement for the installation of the driveway. The City Engineer and Public Works Director have reviewed this case before and spoken with the owner. A letter will be sent to the property owner recommending that he contact NC DOT.
- Speed Limit Change Request on Highway 15 near Bodie Trucking and request that NC DOT look at several other areas. – I have spoken with NC DOT about this matter and they have requested that I sent a written request which is being prepared.
- Bicentennial Logo on the downtown water tank - Staff is investigating the cost and will forward to the Bicentennial Committee for review and recommendation.
- Bicentennial License Plates – Staff investigated the cost for two types of commemorative license plates. The Mayor has forwarded the information to the Bicentennial Committee for review and recommendation.
- Overgrown Plant on Main Street – Kenny Manning and staff will handle.

Note: In recent weeks we have received a great deal of rain. Some board members may be receiving calls pertaining to blocked pipes or other drainage issues. We will be glad to check on the various complaints; however, if the problem is on private property the property owner will need to be responsible for correcting the drainage issue.

### **Upcoming Events**

- **Granville Chamber Annual Meeting and Banquet** – Monday January 25<sup>th</sup> at 6:30 p.m. Vance-Granville Community College Civic Center – Please let Cyndi Bowen know if you plan to attend by January 8<sup>th</sup>
- **Dedication of City Mural** painted by Nick Bragg – January 10<sup>th</sup> at 2:00 PM, City Hall Lobby
- **Martin Luther King Jr. Breakfast** – January 18<sup>th</sup> at 8 a.m., Oxford Baptist Church
- **City Offices Holiday Closing** - January 1<sup>st</sup> and 18<sup>th</sup>

### **Executive**

- Led lights and new globes were recently installed at Oxford Park. Lucy Bode was appreciative of the City Clerks work on this project.
- Met with Commissioner Bullock and City Engineer Amy Ratliff to review current and upcoming public works issues.
- Met with Granville County Building Inspector Dale Evans to discuss an issue with the elevator at the press box at Oxford Park.
- Met with representatives from Granville Health System to tour the facility and continue to build on our good working relationship.
- Attended the Special Board Meeting to approve the Waste Water Agreement with Oxford Prep School.
- Organized a meeting with city and county staff to discuss the steps needed to bring the National Guard Armory back on line if needed. I along with the County Manager agreed to have our staffs investigate the building and report back in mid-January.
- Worked with the Mayor to begin planning the Board's Annual Retreat.
- Participated in a conference call with the City Engineer, Street Superintendent and representatives from Jakes Ridge development to discuss street and waterline installation at the new development.

### **Finance**

- We have received the FY 2014-2015 audits for the Downtown Economic Development Corporation and Parking Authority. The auditors will present the City's annual audit during the January 12 Board Meeting.

### **Parks and Recreation**

- The installation of the new playground equipment has been completed.
- Hix gym is still progressing well. The insulation and new lights have been installed. Painters are completing their trim painting work. A recent photo is contained at the conclusion of this report.

**Public Works**

- Leaf collection concludes on January 15<sup>th</sup>.

**Engineering**

- Jakes Ridge – The City Engineer is continuing to work with the developer on various street construction and water line instillation issues.
- Hix Gym Renovation – The City Engineer is continuing to provide project management coordination with Vance Construction.

