

CITY OF OXFORD, NORTH CAROLINA
Interim City Manager's Report
For Period Ending January 8, 2016

Interim City Manager's Schedule

- I will be working in Oxford on January 11th through the 13th and will be leaving Oxford on the morning of the 14th with Pat Kehoe for a meeting with the Local Government Commission to discuss funding options for paving and road improvements as requested by the Board.

Requests Forwarded From Board Members

- 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. We have submitted a 2nd and more formal request to Duke Energy to correct.
- Speed Limit Change Request on Highway 15 near Bodie Trucking and request that NC DOT look at several other areas. – The letter has been sent to NC DOT.
- Bicentennial Logo on the downtown water tank - James is still working on this and seeking to determine if the decal could be installed as part of a planned exterior tank maintenance.

Upcoming Events

- **Martin Luther King Jr. Breakfast** – January 18th at 8 a.m., Oxford Baptist Church
- **City Offices Holiday Closing** - January 1st and 18th
- **Downtown Master Plan Steering Committee** – January 21 3:30 p.m. City Hall
- **Community Round Table** – January 21 at 5:30 p.m. Thornton Library
- **Granville Chamber Annual Meeting and Banquet** – Monday January 25th at 6:30 p.m. Vance-Granville Community College Civic Center – If you have not already done so notify Cyndi Bowen asap if you plan to attend.

Executive

- Contacted and scheduled a meeting with representatives from the Local Government Commission to discuss funding options for paving and road improvements as requested by the Board.
- Began preparing a response for a flooding complaint in the 500 block of N. Country Club.
- Research a complaint on drone flying around Martin Luther King Jr. Ave., and followed up with the citizen on how to contact the FAA.
- Met with Commissioner Strickland to discuss employee exit interviews. The city currently does some exit interviews and I have met with Justin to discuss how best to implement a more formal program.
- Followed up to a complaint on flooding in the 500 block of Raleigh Street.

Engineering

- The City Engineer and Fire Chief worked with Withers and Ravenel to complete the Lake Devin Dam Emergency Action Plan as required by the state. This plan is designed to identify the risks and the impact of a dam failure. It will likely take the State several months to review the plan and follow up with any proposed revisions.
- Staff is working with Withers and Ravenel to begin conversion from CAD and GPS data to GIS data layer of the water and wastewater, pavement mapping, etc. It is estimated that the project will take 6 months to complete with portions becoming available as they are completed. Once completed, this will greatly increase staff's ability to manage its infrastructure through better tracking and identification of issues within the City of Oxford.
- The Wooten Company has begun surveying for the Goshen St/Alston Ct Preliminary Engineering Report . This report is a first step for stormwater improvements for that area. After receiving recommendations and selecting a corrective action, full design will commence.
- Our staff is working with the Wooten Company on the design to add a restroom to the WWTP. Additional work at the WWTP will include replacement of the roof and drainage improvements.
- McGill Associates is beginning work on the design, permitting, bidding and construction of approximately 4,000 feet of miscellaneous water line replacements that coincide with Powell Bill Streets. This is part of our new process, where practical, to coordinate underground infrastructure improvements with street paving.
- Work has begun on the design, permitting, bidding and construction of approximately one mile of 16 inch water line on the Outer Loop. This work is being conducted by McGill Associates.
- The first IBT Tracking submittal required by the IBT Transfer Certificate has been sent to KLRWS.
- The Hix Gym lighting and insulation are complete. We will be working with Vance Construction to select and contract floor replacement, which is scheduled to be complete by the end of March.

Parks and Recreation

- Hix Gym Phase One renovation is complete. This phase included removal of the acoustical ceiling, new ceiling insulation, refreshed painting of bathrooms and gymnasium, and new energy-saving T5 lights installation. Phase Two (rubberized flooring system) will begin in mid-March when the temperatures are mild.

- New prices for Recreation programs and rentals that were approved by the Board in October went into effect on January 4, 2016. The increase applies to all non-residents and was in response to the change in the County's recreation funding plan.
- A new Fitness Contractor has been added to our team and will be working with the members of the Fit After 50 Workout Club to assist with creating fitness routines that will be safe and beneficial to the members. She is working 15 hours per week.
- Youth Basketball opening games were this past Saturday, January 9th. We have 120 youth participating in leagues this year.
- Registration for Youth Baseball and Softball begins in February. Our Men's Open Softball League will also begin registration in February.
- The Request for Quotations was released for the resurfacing of Hix Tennis Courts. The deadline for submission is January 28. The bid award should be done in February and the project started as soon as the weather is conducive to the project.

Public Works

- Public Works- Leaf pick up will be winding down on January 15. The department will make a sweeps for one week in both February and March. Following the final sweep, bagging the leaves will resume. The department received a new snow plow last month. Roger Elliot received his teacher certification for traffic flagger training and conducted in-service training for 17 employees.
- Water & Sewer- Two reportable spills to the State and Media, during the week after Christmas. One of the lines behind Oak Ridge apartments was 75 percent blocked with roots. The line was cleaned and roots removed by an outside contractor from Creedmoor. Following the heavy rain, the department started right-of-way inspections on aerial lines to make sure there were not any issues. All was clear. Since joining the 811 location systems, requests have significantly increased for locating water and sewer lines.