

CITY OF OXFORD, NORTH CAROLINA
Interim City Manager's Report
For Period Ending March 18, 2016

Interim City Manager's Schedule

- I will be in the office on Monday March 21st through Thursday March 24th.

Requests Forwarded From Board Members

- Railroad Crossing Repair – I send a recent follow up email to NCDOT and they have assured me that this project is still scheduled to be completed. I will brief as I receive additional information.
- Traffic Light Timing – NCDOT has reported that this matter should be corrected.
- 201 King St. – The initial call pertained to street lighting. I have visited the site and the street light is adequate.
- Boat Ramp at Lake Devin – The Parks and Recreation Director is working to identify some options and costs.
- Downtown Parking Enforcement – I have met with the Police Chief to discuss this matter. He has assured me that the agency is continuing to enforce the downtown parking. In 2014, the agency issued 79 citations and in 2015 the agency issued 174 citations. If a motorist's fines exceed a certain amount it will be referred to debt setoff, which is a collection program administered by the state. We will continue to monitor this matter.
- Speeding on Spring Street – A traffic safety sign was placed on Spring Street on March 9th. Police are monitoring traffic and will develop a strategy as appropriate.
- Parking in Front of a Fire Hydrant – I have spoken with the Police Chief who has stated that he will make sure his officers keep an eye on this violation.
- Reporting of Street Lights – The officers in the field report these outages through the Communications Center.

Upcoming Events

- **City Offices Closed for Good Friday – March 25th**

Executive

- The board has completed a very successful retreat and we are using this information to assist with the 2016-2017 budget preparation. Initial budget requests from staff are due on March 25th.
- The board has completed its interviews with the semi-finalists.
- I am working on a transition plans in light of the resignation of the Public Works Director and Finance Director, which we will discuss at the Personnel Committee.
- Continued working on solid waste and landfill issues.
- An updated project list will be sent separately.
- Scheduled and held a meeting with the leadership team and the city's IT contractor to discuss both short and long term IT needs. These needs will be identified and prioritized for developing a budget strategy.

Police

- Officer Tabitha Glasscock recently discovered a larceny in progress at Boyd Automotive. The suspect was arrested. Congratulations to Officer Glasscock for her fine work.

Fire

- Members of the Oxford Fire Department have completed training concentrating on the management of land search operations. This class builds the skills necessary to coordinate searches for missing persons dealing with small children, our elderly population, and the disabled.
- Staff has completed a Traffic Incident Management class in order to ensure firefighter safety at the scene of an accident.
- Chief Cottrell has recently met with a representative of the renovation project located at 101 College Street to discuss their construction timeline. Weather permitting, outside construction and rehab should be completed within the next 60 days, which should allow for the removal of the safety barrier currently blocking the sidewalk and alley.

Finance

- Tyler Computer training is continuing and the reports I have received are positive.
- Finance staff is working with the leadership team as they develop their budget request.

Parks and Recreation

- Hix Gym Renovation – We are in the final stages of the interior renovation of the gym. Floor installation is scheduled for this week, and the gym is scheduled to open in early April. Additional work to the Hix Gym will be included in the 2016-2017 budget requests.

Public Works

- The new gasoline management software has been installed for the City fleet. This software will give department heads better information and accountability of vehicle fuel usage.

Engineering

- Work is continuing on site selection for the new water tank.
- Recently met with the developer to review the Thornrose development and discuss update to Jakes Ridge. We are implementing a new process for plan reviews. We will now be involving the Police Department to identify any suggested safety strategies and also to increase patrol to prevent theft during the construction process.

- The City Engineer is working with the Police Department to examine the street light placement in conjunction with high auto and/or pedestrian accidents.
- We are continuing to audit the city's water purchases.
- The Alston/Goshen Street preliminary design has been completed and reviewed. Design of construction plans will begin soon.
- Miscellaneous waterline replacement plans are under review and permits have been submitted to the state.
- Water and sanitary sewer are in the process of being converted from AutoCad to GIS.
- The WWTP restroom design will be submitted in the next week for review.