

CITY OF OXFORD, NORTH CAROLINA
City Manager's Report
For Period Ending October 16, 2015

Introduction

- Listed below you will find the significant activities for the period from October 3rd through October 16th. If you have any questions or need additional information please contact me.

Upcoming Events

- **Healthy Food Day –The Great Apple Crunch – October 24 – City Observing Oct. 23rd with a photo op for Board and employees at 9:30 a.m. Apples will be distributed to City employees and in the Water Department for the public.**
- **Veterans Day Parade** – November 8, 2015 – 3:00 pm

Executive

- **NPG Contract** – Last spring an agreement was signed with NPG, which would allow the company to evaluate the city's telephone and internet options and develop recommendations for cost savings. NPG would be compensated for a portion of the savings for a period of two years. A stipulation in the contract is that the city would implement one of the recommendations. Over the last several weeks meetings were held with the Facility Manager Kenny Manning, the city's IT consultant, NPG, Time Warner Cable and Century Link to review the various recommendations. The Interim City Manager will be briefing the board on the recommendation which should be implemented.
- **City Manager Search** – The agreement between the city and Mercer Associates has being completed. The staff and city attorney have reviewed the proposal and contract and a signed agreement will be sent to Mr. Maxwell on Monday.
- **Bi-Centennial Committee** – The Interim City Manager met with representatives from the Bi-Centennial Committee and will be working with them to develop a workable budget to allow for the proper accounting of revenues and expenses.

Fire

- Oxford Fire Department Engineers Sheldon Land and Chase Parrott recently completed the required coursework and successfully passed the exam for NC Fire Instructor I. With this accomplishment, I am pleased to announce that all full time staff is state certified fire instructors. All staff, including eligible volunteers, is also taking the National Fire Academy Fire Officer II class. This is a personal development class that helps ensure that our firefighters are preparing for the next step in their career. Also, during the month of October, we were able to provide fire education to hundreds of school children through station visits and programs delivered at the schools.

Planning

- Planning Director Cheryl Hart and the Interim City Manager met with Cathleen Turner with Preservation NC to receive an update on the Brown-Watkins House located at 217 N. College Street. Ms. Turner reported that they have had some potential buyers who have inquired about the property. Ms. Turner is optimistic that a buyer can be found and the property saved.

Engineering

- **Hix Gym** – City Engineer Amy Ratliff is working with the Interim City Manager and Parks and Recreation Director Christine Usry to obtain quotes for the needed demolition for the Hix Gym renovation.
- **Implementation of the Tyler Computer System** – City Engineer Amy Ratliff is working with the Interim City Manager and member of the Finance Department along with our IT contractor to implement the Tyler Computer System. Once implemented this system will automate many of the processes which are currently paperwork driven and at the same time replace old and antiquated computer hard and software. This implementation is a major project for the city with many different steps and processes. At the current time, full implementation is scheduled for September 2016.

Public Works

- **Street** - Leaf season has started and in full swing. Truck crews are following the trash map schedule until the volume of leaves does not allow us to stay on schedule. Two temporary employees were hired for leaf season from Oct 15th through Jan 15th. The crew is also finishing up asphalt patching with the patch in front of the habitat house on Martin Luther King, Jr. Ave. Martin Luther King Jr. Ave street signs were installed last Friday, replacing the Linden Ave. signs.
- **Water and Sewer**- Dud Frazier is assisting the Department with right-of-way mowing map. The City has 112 miles of rights- of-way to cut once per year. NCDOT has been contacted and are working on the cost and limitations of mowing/planting on the I-85 entrance to Oxford. NCDOT pays their contractors \$85 dollars per mile for grass cutting. The department has mowed about 70% of the right-of-way so far this year. The Engineering Department is assisting with updating the backflow cross connect ordinance.