

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, November 10, 2015 - 7:00 p.m.
Commissioners' Boardroom, City Hall

Mayor Pro Tem Howard G. Herring, Sr.
Commissioner James (Danny) Currin
Commissioner Robert Williford, Sr.

Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Calvin (CJ) Harris, Jr.
Commissioner Frank Strickland
Commissioner S. Quon Bridges
Commissioner Patricia T. Fields

J. Thomas Burnette, City Attorney

MISSION

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

VISION

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

Core Values - ETHICORE

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

EQUAL TREATMENT for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**
TEAMWORK within our organization and our community
HONESTY in all of our dealings with citizens, fellow workers, and other organizations
INTEGRITY in every action and service
COST-EFFECTIVE and **QUALITY** services for our community
OPEN and **TRANSPARENT COMMUNICATION** with all parties
RESPONSIBILITY for our decisions and actions
EXCELLENCE in every deed

****The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values****

[CALL TO ORDER]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

[MISSION, VISION, VALUES]

1. Prayer: Reverend David Haley, Oxford United Methodist Church
2. Pledge of Allegiance led by MPT Howard Herring, Sr.
3. Consider adjustments to and approval of the Agenda:

4. Opening Remarks by Mayor Sergent

In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.

[DELEGATIONS]

5. Recognition – City Clerk Rote for completion of International Institute of Municipal Clerk Courses

[PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS]

Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided at the end of the agenda.

[PUBLIC HEARINGS]

Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.

NO PUBLIC HEARINGS

[OLD BUSINESS]

6. Approve a budget amendment in the amount of \$34,677.14 payable from the General for the Hix Recreational Complex playground equipment.

To expedite the installation of new playground equipment at the Hix Recreational Complex, the Board approved at the November 2 Agenda Meeting, the proposal by the lowest responsible, responsive bidder, Playworld Preferred, in the amount of \$34,677.14, and authorized the City

Manager to execute the contract. The accompanying budget amendment still needs to be considered. (Attachment will be provided by Finance Director prior to meeting)

Recommended action: Staff and the Recreation, Parks and the Environment Committee recommend approving a budget amendment in the amount of \$34,677.14 payable from the General Fund for the equipment. \$32,965 of this amount will be allocated from the undesignated fund balance.

[NEW BUSINESS]

7. Consider reclassification of Street Maintenance Worker to Equipment Operator and compensate the employee functioning in this capacity retroactively to 8-26-2015.

With the purchase of our new trash truck, we have the need for a position in the Public Works dept. to be reclassified from Street Maintenance Worker to Equipment Operator, due to the necessity of requiring a CDL license. We have a person currently operating the truck with the required license. We would like to make this change retroactively to correspond to the date he assumed the responsibilities.

The City purchased a trash truck to assist in the removal of debris and limit the number of weekly trips to the dump. This has proven to be very successful in finding efficiency in the department's operation. With the fact that a CDL is required in the operation of this truck, we believe it is necessary to reclass a position to "equipment operator" to match positions of equivalent skills within the department. An employee with the required credentials has assumed the responsibilities and should be compensated retroactively back to the date he started. (Attachment 7)

Recommended action: Staff and the Personnel Committee recommend reclassification of Street Maintenance Worker to Equipment Operator and compensating the employee functioning in this capacity retroactively to 8-26-2015.

8. Consider amendment to Oxford Code of Ordinance, Chapter 21: to update the ordinance for Fats, Oil & Grease to provide clarity and make it consistent with the existing Sewer Use Ordinance and adopt a FOG Enforcement Response Plan Ordinance

The original City of Oxford's Fats, Oils, and Grease (FOG) Ordinance, Pages 7-12 (modifications in red); of the proposed amended FOG Ordinance is a copy of a blank permit that is currently issued to Food Service Establishments (FSE). The amendment, Pages 1-5 (new), provides definitions and defines the scope, purpose and objectives of the FOG Ordinance. A summary of the FOG Enforcement Response Plan (ERP) penalties, Pages 13-14, were added to issue with the FOG permit for quick reference by the FSE permit holder.

The FOG Ordinance has not been modified since it was adopted in September 2000. It needs to be amended to match revised Federal and State Laws and the City's Sewer Use Ordinance that it works in conjunction with and has been updated several times with the last amendment in October 2012. (Attachment 8)

Recommended action: Staff and the Public Works Committee recommend amending the Fats, Oils, and Grease (FOG) Ordinance to make it consistent with the Sewer Use Ordinance (SUO), adopting a FOG Enforcement Response Plan (EFP) Ordinance, and incorporate the changes by reference into the *Oxford Code of Ordinances, Chapter 21, Water, Sewer and Sewage Disposal*.

9. Consider Deletion of Personnel Policy Article III, Section 15- Hourly Rate of Pay.

Article III, Section 15 (attached) only addresses 40-hour per week employees and Police; we also have 37.5 hour per week employees and Fire department employees who's rate of pay is also calculated specifically by dividing annual salary by weekly hours worked. To reduce confusion among staff, the Personnel Committee recommends this section be eliminated rather having to spell out each distinct schedule and their respective hourly classifications. (Attachment 9)

Recommended action: Staff and Personnel Committee recommend eliminating Article III, Section 15 of Personnel Policy, effective upon adoption.

10. Consider accepting recommendation from NPG Solutions on ways to increase efficiencies in regards to the city telephone and internet charges.

The city has contracted with NPG to perform telecommunications and technology consulting. Under the contract, research including various cost analysis were performed and recommendations provided. NPG will collect 50% of the savings for 1 year. NPG will be paid based on the actual documented savings. If the city does not select a recommendation, the city will be liable to NPG for a portion of savings.

NPG is proposing that the city contract with Time Warner Cable (TWC) (Telephone Division) to provide the dial tone (PRI). We currently use TWC to provide our internet service. A number of meetings were held involving at various points with representatives from the city, NPG, TWC, Century Link and Newcomb Computer. TWC has assured the city staff that TWC's dial tone will be compatible with our phone system and will coordinate the implementation. Once completed, Century Link will continue to maintain our phone system and TWC will maintain the dial tone.

The total annual estimated savings for PRI transfer is \$3891.72 of which \$1945.86 will go to the city and \$1945.86 will be paid to NPG.

In addition to implementing a new PRI, it is recommended that we make strategic adjustment to increase our internet bandwidth. This adjustment will help us as our interconnectivity among the

REMINDERS:

If you need additional information about the following items, please see the City Clerk.

- Nov. 11: City Offices Closed – Veterans Day
- Nov. 17: Downtown Master Plan Meeting – Cafeteria, Masonic Home - 5:00 p.m.
- Nov. 25: Annual Chamber Thanksgiving Breakfast – Oxford Baptist Church – 7:30 a.m.
- Nov. 19: Community Roundtable - Public Works Bld. – 5:30 p.m.
- Nov 26: Annual Turkey Trot – Oxford Methodist Church: Registration - 8:30 a.m.
- Nov 26-27: City Offices Closed – Thanksgiving Holiday
- Nov 28: Small Business Saturday

CITY OF OXFORD PUBLIC/CITIZEN COMMENT GUIDELINES:

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.