

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Monday, January 4, 2016 - 5:30 p.m.
Commissioners' Board Room, City Hall

Mayor Pro Tem Calvin (C.J.) Harris, Jr.
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges

Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

Commissioner Frank Strickland
Commissioner Patricia T. Fields
Commissioner Ron Bullock
Commissioner Alvin Woodlief

J. Thomas Burnette, City Attorney

[**CALL TO ORDER**]

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

1. Distribute Code of Ethics for review. Document will be signed on January 12th

Mayor Sergent will lead this discussion

2. Consider dates for Board Retreat during week of February 15th and February 22nd

Warren Miller with Fountainworks should confirm available dates on Monday, January 4th. City Clerk will bring dates to meeting.

3. Manager's Comments for adopting Rules of Procedure for City Council

The Oxford Code of Ordinances requires the Board to follow *Robert's Rules of Order* for rules governing its meeting. *Robert's Rules* were intended for large public bodies and can become cumbersome for a municipal council. Interim City Manager would like to suggest that the Board adopt its own operating rules using *Suggested Rules of Procedure for a City Council* by A. Fleming Bell, II. This publication modifies *Robert's Rules of Order Newly Revised*, and incorporates required provisions of the N.C. Statutes for council meeting procedures and open meeting laws. The Oxford Code of Ordinances would be amended to incorporate an adopted Oxford Rules of Procedure for City Council. Interim City Manager recommends that he, the City Clerk and City Attorney work on a draft document for Board review within the next 60-90 days.

4. Set the Agenda for the January 12, 2016 Regular Session.

[**ADJOURNMENT**]

REMINDERS:

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

- January 8: RSVP to Cyndi for Chamber Banquet (guests \$38 payable to Chamber)
- January 10: Dedication of City Mural painted by Nick Bragg – 2:00 PM, City Hall Lobby
- January 18: Martin Luther King Jr. Breakfast – 8 a.m., Oxford Baptist Church
City offices Closed
- January 25: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center
- February 2: Community Health Forum – 5:00 PM – Expo Center; Alternate date Feb. 9.

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, January 12, 2016 - 7:00 p.m.
Commissioners' Board Room, City Hall

Mayor Pro Tem Calvin (C.J.) Harris, Jr.
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges



Commissioner Frank Strickland
Commissioner Patricia T. Fields
Commissioner Ron Bullock
Commissioner Alvin Woodlief

Mike McLaurin, Interim City Manager
Barbara Rote, City Clerk

Jackie Sergent, Mayor

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 by Reverend Chris Aho, Oxford Baptist Church
2. Pledge of Allegiance
3. Consider adjustments to and approval of the Agenda:

4. Opening Remarks by Mayor Sergeant

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 of Brad Clayton as 2015 winner of the PGA's Deacon Palmer Award
6. Recognition of Charlie Easton for receiving an Outstanding Alumni award by the College of Agriculture and Life Sciences at NC State.
7. Recognition of Bessye McGhee as Spectacular Magazine's Woman of the Year
8. Recognition of Rob Rivers for induction to the Virginia Aviation Hall of Fame
9. Report from Winston, Williams, Creech, Evans and Co., LLP on the annual financial report (Attachment)
 - a. Consider accepting the annual financial report for FY 2013-2014

[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 alongside the sign in form.

[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]

[NEW BUSINESS]

10. Consider annual review and signing of the Code of Ethics for the Board of Commissioners

In 2011 The Board amended City Ordinance §2-461 in accordance with N.C.G.S. §160A-86 and renamed it the Code of Ethics. The Board recommended that the signature of each Board member, on a yearly basis, reaffirm their commitment to this agreement at the beginning of each calendar year. (Document was distributed during the Agenda Meeting, additional signature pages will be available meeting night)

Recommended action: Signatures on distributed Statement of Receipt of Code of Ethics for the Board of Commissioners for the City of Oxford.

11. Consider adopting Resolution Supporting Connect NC Bond.

The NC General Assembly authorized a bond package during the 2015 Legislative Session. If approved by the voters, the bonds will provide \$2 billion dollars in funding, including \$309.5 million for upgrades for water and sewer projects in Tier 1 & Tier 2 counties, and \$3 million in funds for the Parks and Recreation Trust Fund to provide matching grants for local governments for adaptations to and building parks that are accessible to children with disabilities and veterans with disabilities. In addition, the bond would provide millions of dollars for other investments including the Community College and University Systems, agriculture, state parks, National Guard Training Center, and Public Safety. The bond should not lead to a tax increase and is expected to be paid utilizing existing taxes. The North Carolina League of Municipalities endorses the Connect NC Bond initiative (Attachment)

Recommended action: adopting resolution supporting the Connect NC Bond for \$2 Billion.

12. Consider appointing Larry Thomas to fill a vacancy on the Planning Board with term expiring June 2017.

Larry Thomas has expressed interest in serving on the Planning Board, and as the City's former Engineer, he will be an asset to the Board. (Attachment)

Recommended action: Staff recommends appointing Larry Thomas to fill a vacancy on the Planning Board with term expiring June 2017.

13. Consider budget amendment and booking the corresponding entries so that previously misstated budget figures will now be correct and adjusted accordingly for FY 2015-2016.

The original budget for FY 2015-2016 inadvertently included a variety of clerical related processing errors that need to be corrected. The previous City Manager (Randy Hemann) and I were both relatively new to the City of Oxford's budgeting process, so mistakes that normally would have been avoided were made when the previous Finance Director retired unexpectedly.

This requested Budget Amendment is being issued to adjust for a variety of previous oversights in the current year's budget, so that the actual intended use of city funds in FY 2015-2016 will now be recorded correctly and reflect the previous wishes of the City of Oxford's Board of Commissioners. (Attachment)

Recommended action: Staff recommends approving a budget amendment and booking the corresponding entries so that previously misstated budget figures will now be correct and adjusted accordingly.

14. Consider budget amendment in the amount of \$29,048 to replace a wrecked police car. \$28,320 is payable from insurance company proceeds from the wrecked vehicle and \$728 is appropriated from the Fund Balance.

On 16 August 2015, a police vehicle was damaged in an accident on Loop Road. The vehicle sustained damage beyond repair and was consider a total loss by the insurance company. The insurance settlement will cover the cost of a replacement vehicle less \$728. This requested Budget Amendment, in the amount \$29,048, covers the expected cost of the vehicle replacement, and associated equipment required by all patrol vehicles. (Attachment)

Recommended action: Staff recommends approving a budget amendment in the amount of \$29,048 to replace a wrecked police car. \$28,320 is payable from insurance company proceeds from the wrecked vehicle, and \$728 is appropriated from the Fund Balance.

15. Consider budget amendment in the amount of \$23,000, payable from the Fund Balance, for non-budgeted professional services by The Mercer Group, Inc. to conduct the City Manager search.

The Board of Commissioners previously directed the Interim City Manager and the Human Resources Director to hire an executive search firm to provide services associated with the recruitment of a new City Manager. Based on this request, an agreement was entered into with The Mercer Group, Inc., whereby they would conduct an executive search and be compensated \$17,500 for professional services and up to (& not-to-exceed) \$5,500 in expenses. The requested budget amendment is being issued to adjust for the monetary effect on the current year's budget. (Attachment)

Recommended action: Staff recommends approving a budget amendment in the amount of \$23,000, payable from the General Fund, for non-budget professional services by The Mercer Group, Inc. to conduct the City Manager search.

[REPORTS]

16. December Financial Report highlights by Finance Director Kehoe. Reports will be provided on meeting night.

[CONSENT AGENDA]

17. Accept the December Financial Report by Finance Director Kehoe (available on meeting night)
18. Approve the following 2015 meeting minutes:
* November 30, Agenda Session * December 8, Regular Session
* December 16, Special Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

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City offices Closed
- January 25: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center
- February 2: Community Health Forum – 5:00 PM – Expo Center; Alternate date Feb. 9.

CITY OF OXFORD PUBLIC 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.