

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' MONTHLY AGENDA MEETING**  
**Monday, November 30, 2015 – 5:30 p.m.**  
**Commissioners' Board Room**

*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*

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[ CALL TO ORDER ]

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

Set the Agenda for the December 8, 2015 Regular Session

[ ADJOURNMENT ]

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**REMINDERS:**

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

- Dec 4: Lighting of Greens – 4:00 PM
- Parade – Line-up - 5:00 PM, Start time 6:30 PM
- Dec. 17: City Offices Closed 11:45 AM – 1:30 PM – Employee Holiday Luncheon
- Dec. 24-28: City Offices Closed – Christmas Holiday
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**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**  
**Tuesday, December 8, 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*

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**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: Bishop Phillip Betts, Cornerstone Christian Community 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.*

[ REPORTS ]

5. Update on 217 College Street – Interim City Manager McLaurin
6. November Financial Report highlights by Finance Director Patrick Kehoe. Report will be provided on meeting night.

[ 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 ]

7. Consider accepting the November 2015 Financial Report by Finance Director. Pat Kehoe that was distributed on meeting night.

This item is usually part of the Consent Agenda. However, for tonight's meeting it is being moved under Old Business for consideration prior to reorganizing the Board.

**Recommended action:** Staff recommends accepting the November 2015 Financial Report

8. Consider approving meeting minutes from November 2, 2013 (Agenda), and November 10, 2015 (Regular).

This item is usually part of the Consent Agenda. However, for tonight's meeting it is being moved under Old Business for consideration prior to reorganizing the Board.

**Recommended action:** Staff recommends approving the meeting minutes.

[ DELEGATIONS ]

9. Presentations to and remarks by outgoing Commissioners

[ ADJOURNMENT SINE DIE ]

*30 MINUTE RECESS*

[ REORGANIZATION OF BOARD ]

10. Reconvening for the purpose of administering Oaths of Office
11. Administering the Oath of Office to elected officials
- a. Jackie Sergent – Mayor Elect
  - b. Frank Strickland – Commissioner Elect
  - c. Ron Bullock – Commissioner Elect
  - d. Al Woodlief - Commissioner Elect
12. Reconvene for the purpose of conducting business by Mayor Sergent
13. Elect Mayor Pro Tempore
- Mayor Sergent will lead this discussion and accept nominations for Mayor Pro Tempore
14. Consider appointment of City Clerk, Barbara J. Rote
15. Consider appointment of City Attorney, J. Thomas Burnette

16. Administering the Oath of Office

- a. Mayor Pro Tempore
- b. City Clerk
- c. City Attorney

17. Appointment of Board Committees

Mayor Sergent will lead this discussion.

18. Appointment of City Representatives

Mayor Sergent will lead this discussion.

- COG Representative
- DOEDC Representative
- Kerr Lake Regional Water System Representative
- Granville Greenways Advisory Council
- Masonic Home For Children Community Advisory Committee

19. Remarks by Newly Elected Officials

[ NEW BUSINESS ]

NO NEW BUSINESS

[ BOARD COMMENTS ]

[ ADJOURNMENT ]

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**REMINDERS:**

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

- Dec. 17: City Offices Closed 11:45 AM – 1:30 PM – Employee Appreciation Luncheon
- Dec. 24-28: City Offices Closed – Christmas Holiday

**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.