

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

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

Randy Hemann, 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

[**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 13th

Mayor Sergent will lead this discussion

2. Set the Agenda for the January 13, 2015 Regular Session.

[**ADJOURNMENT**]

REMINDERS:

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

- January 9: RSVP to Cyndi for Chamber Banquet (guests \$38 payable to Chamber)
- January 19: Martin Luther King Jr. Breakfast – 8 a.m., Oxford Baptist Church
City offices Closed
- January 26: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, January 13, 2015 - 7:00 p.m.
Commissioners' Board Room

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



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

Randy Hemann, City Manager
Barbara Rote, City Clerk

J. Thomas Burnette, City Attorney

Jackie Sergent, Mayor

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 led by Mayor Pro Tem Howard Herring
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. 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]

6. Consider adopting the franchise ordinance with Waste Industries as the second of two required adoptions as required, and incorporate the ordinance by reference. The term of the ordinance is 16 months beginning February 1, 2015 and ending June 30, 2016.

The City has a current Agreement for Solid Waste Collection, Transportation and Disposal with Waste Industries, LLC that extends through June 30, 2016. The Board previously approved the removal of brush collection from this contract. The new Agreement reflects a starting date for Oxford handling yard waste collection on February 1, 2015. This will allow the City time to get through leaf collection, procure the knuckle boom truck, and train on the new equipment prior to going live with the service.

This agreement reflects the removal of both yard waste collection and bulky item pickup from the contract as well an increase for CPI. The savings to the City from the removal of those two services is anticipated to be around \$78,000 annually (will vary with fuel usage/cost). Those savings will fund the new equipment which has already been budgeted. The two services will commence without the addition of staff but Public Works Director James Proctor will monitor the work load and report back to the Manager on future staffing needs. (Attachment)

Recommended action: Staff recommends adopting the franchise ordinance with Waste Industries as the second of two required adoptions and incorporate the ordinance by reference.

[NEW BUSINESS]

7. 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.

8. Consider approving the Elmwood Cemetery lawn care contract for 2015 with Sneed & Sneed Lawn Care in the amount of \$32,000 through December 31, 2015.

The City has contracted with Sneed and Sneed Lawn Care for landscape maintenance the past six years. This contract is the same as the 2014 contract, which provided payment in 12 equal monthly payments. (Attachment)

Recommended action: Staff recommends approving the 2015 lawn care contract for Elmwood Cemetery with Sneed & Sneed Lawn Care in the amount of \$32,000, beginning January 1, 2015 and expiring December 31, 2015.

9. Consider appointing City Manager Hemann as Finance Officer and incorporating the duties of Finance Officer into the duties of the City Manager; and authorize the City Manager to sign checks on behalf of the City of Oxford, all effective February 1, 2015 and until the position of Finance Director is filled.

Finance Director Harold Belton will resign effective January 30, 2015. G.S. 159-24 requires that the City have someone in the role of Finance Officer. This requirement can be met on an interim basis by appointing the City Manager as Finance Officer and incorporating the duties of Finance Officer into the duties of the City Manager. Upon appointment, the City Manager will be automatically bonded in the amount of \$250,000. Along with this interim responsibility, authorization to sign checks is needed. These steps will meet the requirements of the General Statutes and provide continuity for transition to a new Finance Director. Departing Finance Director Harold Belton has offered to be available on an as needed basis. Our Auditor, Winston, Williams, Creech, Evans, & Co., will also be on call to assist. (ATTACHMENT 19)

Recommended action: Staff recommends appointing City Manager Hemann as Finance Officer and incorporating the duties of Finance Officer into the duties of the City Manager; and authorize the City Manager to sign checks on behalf of the City of Oxford, all effective February 1, 2015 and until the position of Finance Director is filled.

10. Consider technical amendment to the Oxford Code of Ordinance § 10-5 : Discharging Industrial Waste into Streams; Drainage Area to clarify that discharging industrial waste into streams and drainage areas is detailed in the Sewer Use Ordinance.

Oxford Code of Ordnances § 10-5: Discharging Industrial Waste into Streams; Drainage Area was written prior to adopting the more comprehensive Sewer Use Ordinance (§ 21-116). This technical change avoids any confusion and updates the Code of Ordinances for uniformity. (Attachment)

Recommended action: Staff recommends amending the Oxford Code of Ordinance § 10-5 *Discharging Industrial Waste into Streams; Drainage Area* to clarify that discharging industrial waste into streams and drainage areas is detailed in the Sewer Use Ordinance (§ 21-116) as presented and effective upon adoption.

[REPORTS]

11. December Financial Report - Finance Officer Harold Belton
12. City Update - City Manager Hemann
13. DOEDC Update – Commissioner Currin
14. County Board Meeting Update – Commissioner Fields

[CONSENT AGENDA]

15. Accept the December Financial Report by Finance Officer Harold Belton.
16. Approve the following 2014 meeting minutes:
 - * December 1, Agenda Session
 - * December 9, Regular Session

[BOARD COMMENTS]

[CLOSED SESSION]

Pursuant to G.S. 143-318.11(a)(6) the Board will go into Closed Session to discuss a personnel matter and approve the closed session meeting minutes of December 9, 2014

[ADJOURNMENT]

REMINDERS:

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

- January 19: Martin Luther King Jr. Breakfast – 8 a.m., Oxford Baptist Church
City offices Closed
- January 26: Granville County Chamber Banquet – 6:30 p.m., VGCC Civic Center

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.