

RESOLUTION NO. 2414

A RESOLUTION OF THE COMMISSIONERS OF OXFORD ADOPTING AN ADMINISTRATIVE GUIDE FOR THE EMPLOYEES AND COMMISSIONERS OF OXFORD AND CLARIFYING THE AUTHORITY TO SET AN AGENDA FOR A MEETING OF THE OXFORD COMMISSIONERS

WHEREAS, the Commissioners of Oxford recognize the need to establish an administrative guide for the employees and Commissioners of Oxford during the interim period while the Town Manager position is vacant; and

WHEREAS, the Commissioners of Oxford drafted an administrative guide for staff and the Commissioners that establishes the necessary authority for specific actions and an agenda-setting policy; and

WHEREAS, the Commissioners of Oxford are authorized to develop and adopt said policies, which promote good governance and transparency; and

WHEREAS, the Commissioners of Oxford have determined that it is desirable to adopt an administrative guide and a policy for setting agendas for Commissioner meetings.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSIONERS OF OXFORD AS FOLLOWS:

Section 1. That the Administrative Guide for Staff and the Commissioners of Oxford, which is attached hereto and incorporated herein, be and is hereby **ADOPTED**.

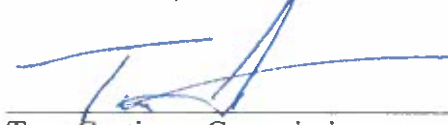
Section 2. This Resolution shall become effective immediately.

RESOLVED by the Town Commissioners of Oxford on this 13 day of August, 2024.

TOWN COMMISSIONERS FOR THE TOWN OF OXFORD:



Norman Bell, President



Tom Costigan, Commissioner



Katrina Greer, Commissioner

I hereby certify that the foregoing Resolution Number 2414 of the Town of Oxford was duly adopted pursuant to the applicable provisions of the Charter of the Town of Oxford on this 13th day of August, 2024.

ATTEST:

Vickie Sharp

Vickie Sharp, Clerk/Treasurer

Commission Approval Procedures

All Commissioners need to approve in an open Legislative Meeting:

Capital Improvement Planning and additions to CIP
Grants (new)
Changes in processes involving purchases
RFP's
Resolutions proposed
Ordinances proposed or changes to existing
Creation of a position, job description, posting of position, and hiring
Salary/Bonus changes
Public Meetings proposed
Contracts or agreements

Commissioners must approve in email:

Agenda items, including requests from staff
Change of venue for Commission Meetings
Emergency special meetings

All Commissioners need to be notified of:

Repeat issues regarding employees and appointees
Water/Sewer Bill relief or changes
Repeat disgruntled citizen complaints
Police schedules
Emergency related information for Oxford only
Extended absences of staff for any reason
Media interaction related to Town business not associated with Town Facebook,
Website OMA postings, or emergency notifications
Requested changes of venue for Commission Meetings

All PIA's shall go to all Commissioners and Town Attorney

Town Attorney has the authority to direct staff to release documents for PIA
compliance

Manager/Clerk/Treasurer Authority

Payroll

Timesheet/sickness provisions/vacation

Purchases for routine operation of the Town under \$1,000.00

Questions from the public that are not PIA requests (encourage email)

Requests to check on water meter, pipes, parks, etc. from public

Questions from staff for the Town Attorney except PIA's

Supervisor Approval (Town Staff)

Routine questions should be directed to your supervisor

Supervisor will use their best judgement on whether to elevate the question to Clerk/Treasurer or Commissioners.

Communication and Reporting

We recognize that during this transition period communication and reporting need to be clarified. We are going to alter some of the processes to create a better work environment. This is meant to be a guideline. You are welcome to elevate any question to all three Commissioners. You are welcome to call all three Commissioners. We want to keep communication open but not interfere with day to day operations.

1. Reporting

In order to clarify what questions should be elevated to all commissioners and what questions will go to the Clerk/Treasurer see attached document A. All other questions should go to your immediate supervisor.

2. Charter and Clerk/Treasurer

Per the Employee Manual, if we do not have a Town Manager the duties are taken up by the Clerk/Treasurer with guidance from the Commissioners.

3. Staff Workshops

In order to facilitate communication with department heads we will have workshop sessions at a convenient time for staff during the day as necessary. These will have an agenda that staff will set three days before the meeting. These workshops are meant to bring up new ideas, new resolutions, new ordinances, new grants and needs for support or purchases not routinely associated with your job. No legislative action, ordinance, resolution, pursuit of grant, creation of a job, or RFP can be voted on in these non-legislative sessions. They are meant to highlight needs of management and get them on a later legislative agenda after due diligence. If there are no agenda items for the workshop the meeting it will be cancelled.

4. Commissioner Liaison

In order to reduce interaction with multiple Commissioners, each Commissioner will take one or more areas to liaise and report back to his/her fellow Commissioners.

Norman Bell - all Commissions, Human Resources

Tom Costigan - Media, Communications, Emergency Planning, Risk Assessment for USDA grant, Police and Public Works

Katrina Greer - Finance/Capital Improvement Plan and Grants

Agenda Setting Policy for Regularly Scheduled Legislative Meetings

All staff recommendations for the agenda should be sent to the Clerk/Treasurer no less than one week before the Regularly Scheduled Commissioners' Legislative Meeting. The Clerk/Treasurer will circulate proposed staff additions to the agenda to the Commissioners.

The Commissioners have equal authority, aside from the President who has the additional authority to countersign checks. Any Commissioner may propose any resolution, ordinance, or a vote on a process to be added to the agenda 5 days before the regularly scheduled legislative meeting. Commissioners will communicate amongst the Commission regarding adding, postponing, or deleting all agenda items by email. Once compiled, agenda will be sent to Clerk/Treasurer 4 days before the meeting.

In order to shorten the meetings, department head reports shall be written 3 days in advance of the Regularly Scheduled Commissioners' Legislative Meeting and will be part of a consent agenda at the beginning of the meeting. Unless requested by the Commissioners, staff other than Clerk/Treasurer do not need to attend the meeting. If there are questions about an item in the consent agenda a Commissioner may answer the question or it can be deferred to the next meeting. Police and Fire department reports will be given the first meeting of the month or written as the Commission sees fit.

Announcements by staff, police, planning, fire department will be announced as part of the Announcements section of the agenda by the Clerk/Treasurer or a Commissioner.

OMA and PIA

Town Attorney will conduct a review of OMA compliance and how it pertains to all Commissions. The Town attorney will also conduct a workshop with administrative staff about what is considered to be a Public Document and staff duties to proactively supply the public with requests for information.