

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 13, 2016 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Council Member Henry Daniel
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Planning Department		
Public Services		
Fuel Expenditures		
RDG Report		
PUBLIC COMMENT:		Mayor Marilyn P. Newell
<i>(5 minutes per Citizen)</i>		
RECOGNITION:		
Attendance of the Leadership Person County Group		Mayor Marilyn P. Newell
Ryne Ford – Promotion & Trey Cox – Promotion		Police Chief David Hess
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Budget Amendment		Finance Director Dan Craig
2. Repeal of Personnel Ordinance – <i>Public Hearing</i>		City Manager Brooks Lockhart
3. Purchase of City Sidewalk		Public Services Director Andy Oakley
OLD BUSINESS:		
NEW BUSINESS:		
4. Resolution to Declare Surplus – Police Dept.		Chief David Hess
5. Tourism Annual Report		TDA Director Margaret McMann
6. Board Appointment – Board of Adjustment		Planning Director Sharon Richmond
7. Board Appointment – RDG		RDG Director Lauren Wrenn
8. Pre-qualification Policy		Assistant Manager Tommy Warren
9. Zoning Request – Person County Government		County Manager Heidi York
10. Adoption of Personnel Policy		City Manager Brooks Lockhart
COMMITTEE REPORTS		Mayor Marilyn P. Newell
MAYOR’S REPORT		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
11. Financial & Tax Report		Interim Finance Director Dan Craig
12. Assistant Manager’s Report		Assistant Manager Tommy Warren
13. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
ADJOURNMENT:	Motion	Second

Mission Statement: “To create an inviting environment with opportunities that will add value to the Community of Roxboro”

Consent Agenda

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday September 13, 2016.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

Mayor Marilyn P. Newell presented the consent agenda and asked if any item should be added or removed before calling for action. After some discussion, a **motion was offered by _____ to approve the consent agenda as presented with a second by _____** and upon being put to a vote, was carried unanimously.

- Minutes of August 9, 2016 *(Regular Meeting)*
- Fire/EMS Monthly Report *(August 2016)*
- Police Dept. Monthly Report *(August 2016)*
- Planning Dept. Monthly Report *(August 2016)*
- Public Services *(August 2016)*
- Fuel Expenditures *(August 2016)*
- RDG Report *(August 2016)*

Trevie Adams, MMC/NCCMC
City Clerk

Mission Statement: "To create an inviting environment with opportunities that will add value to the Community of Roxboro"

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY AUGUST 9, 2016 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro Tem William Davis
Council Member Sandy Stigall
Council Member Mark Phillips
Council Member Byrd Blackwell
Council Member Henry Daniel

Members Absent:

Others Present: City Manager Brooks Lockhart
Assistant Manager Tommy Warren
City Clerk Trevie Adams
City Attorney Nick Herman

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Council Member Mark Phillips** provided the invocation.

PLEDGE OF ALLEGIANCE:

Mayor Marilyn P. Newell then asked those in attendance to stand in reciting the Pledge of Allegiance to the Flag.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked that **2A be added under New Business for a Resolution Regarding a Lease Agreement for the Purpose of Financing a “Public Safety Software System”** be added to the agenda. **Council Member Henry Daniel** offered a motion to approve the agenda with the addition of **2A Resolution Regarding a Lease Agreement for the Purpose of Financing a “Public Safety Software System” with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the consent agenda and asked if anyone had any additions, corrections or comments. A **motion was offered by Council Member Sandy Stigall to approve the consent agenda as presented with a second by Council Member Byrd Blackwell**, and upon being put to a vote, was carried unanimously.

PUBLIC COMMENT:

- 1) **Rev. Norma Roberts, North Roxboro Methodist Church located on Providence Road in Roxboro**, addressed Council with concerns regarding the sewage back-up clean up in the parsonage also located on Providence Road.
- 2) **Ms. Nancy Carroll of 2002 Burlington Road, Roxboro**, addressed Council with concerns regarding the sewage back-up clean up in the parsonage.

RECOGNITION: No recognitions at this time.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Set Public Hearing for Repeal of Personnel Ordinance

City Manager Brooks Lockhart informed Council that the last draft for the Roxboro Personnel Policy will be ready for review August 19, 2016. Mr. Lockhart asked that a Public Hearing be set for the September meeting to Repeal of the Personnel Ordinance. After a brief discussion, **Council Member Mark Phillips offered a motion to approve setting the date for September 13, 2016 for a Public Hearing to Repeal the current Personnel Ordinance with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

OLD BUSINESS

NEW BUSINESS:

2a. Resolution – Public Safety Software System

City Manager Brooks Lockhart presented Council with a Resolution regarding a Lease Agreement for the purpose of financing a Public Safety Software System. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve the Resolution as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

2. Sewer Connection Request

Assistant City Manager Tommy Warren informed Council that a request for a sewer connection at a residence located at 506 Westover Drive, just outside the City Limits and will require a sewer pump and force main to reach the existing city sewer. The homeowner would be required to obtain all necessary easements and install the sewer pump and force main at their expense and would be responsible for all future maintenance of the pump and force main. By this property not being located in the City limits, approval has to come from both City Council and Person County Board of County Commissioners because of the Joint Water and Sewer Agreement. While this house is outside the City limits it is adjacent to the City limits and as such it may request annexation. After some discussion, **Council Member Mark Phillips offered a motion to approve the Sewer Connection Request as presented with the understanding that the permit has a stipulation that the tap on, installation and maintenance will be at the owner's expense, with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

3. Signage for Police Department

Chief David Hess presented Council with a request for reserved parking space for police and fire personnel vehicles during business hours. The proposed signage mirrors the signs in front of City Hall and in Uptown parking. The remaining parking spaces in the top lot would be available for public use during business hours. After a brief discussion, **Council Member Byrd Blackwell offered a motion to approve the signage as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

COMMITTEE REPORTS

Mayor Marilyn P. Newell asked for any reports from the following committee members:

- 1) **Person County Animal Control – Council Member Sandy Stigall** – July 23, 2016 and July 24, 2016 the animal shelter offered free adoption with good results.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – Will be meeting August 10, 2016.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – No report at this time.**

5) **Fire Chief's Association** – no meeting in July.

MAYOR'S REPORT: Mayor Marilyn P. Newell will be reporting quarterly.

ADMINISTRATIVE REPORTS

4. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for June 30, 2016 at this time. **Clerk's Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

5. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the contractor has begun mobilizing at the Lake Roxboro Spillway site. The engineer and contractor have marked the areas that need grouting and the work will continue for the next couple of weeks.

At the July City Council meeting, Roxboro Farmer's Market was discussed about updating the shelter. City employee Eddie Moody stopped by the market and talked to the farmers for any suggestions. Some of the sellers asked for an addition shed and to help spruce up the original sheds, some boards could be replaced and the new ones covered with metal trim along with a new paint job. Staff will need to do the improvements in the fall after the growing season ends.

Plans for the Wastewater Treatment Plant CMAR project are still being reviewed by the State, however, staff has received one comment letter from the State asking for clarification on a few minor items. Garney is expected to present the 90% cost estimate by the middle of August.

6. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including the Ribbon Cutting at Roxboro Community School, Raise the Roof Grand Opening scheduled for Friday, August 12, at 10:00 a.m. Also, Good Morning Coffee Hour to be held on August 17, at Golden Corral for the United Way Campaign Kick-Off.

Mr. Lockhart also reported that the revisions to the Personnel Policy are nearing completion. Currently, the City has a standalone Personnel Policy and some personnel issues are addressed in the City Code of Ordinances; it is the intention of staff to consolidate these into one easy to reference police. Once staff has completed the review a copy will be sent out to the Mayor and Council for review prior to the September meeting.

COUNCIL DISCUSSION: Mayor Marilyn P. Newell reported to Council that she had received a letter from the County asking if the City would be interested in consolidating the City Farmer's Market with the County's Farmers Market. Also, the Mayor will be in Washington D.C. September 12th and 13th to try to get help from the EPA. Council Member Mark Phillips thanked Sharon Richmond, Director of Planning for keeping a handle on the political signs being posted in Roxboro. City Manager Brooks Lockhart reported to Council that Lauren Wrenn, RDG Director has received notification that the City would be receiving some grant monies and asked Council if this meeting could be recessed to Monday August 22, 2016 at 6:30 p.m. so that staff could present more information regarding this grant when Ms. Wrenn was present to answer any questions.

Council Member Henry Daniel offered a motion to enter into closed session per NCGS 143.318.11(a)(6) Personnel with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

Council Member Mark Phillips offered a motion to re-enter into open session with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

Council Member Sandy Stigall offered a motion to recess this meeting until Monday, August 22, 2016 at 6:30 p.m. with a second by Council Member Henry Daniel and upon being put to a vote was carried unanimously.

**Monday, August 22, 2016
6:30 p.m.**

Members Present: Mayor Marilyn P. Newell
Mayor Pro Tem William Davis
Council Member Mark Phillips
Council Member Byrd Blackwell
Council Member Henry Daniel

Members Absent: Council Member Sandy Stigall

Others Present: City Manager Brooks Lockhart
Assistant Manager Tommy Warren
City Clerk Trevie Adams

Mayor Marilyn P. Newell re-opened the recessed meeting of August 9, 2016 at 6:30 p.m.

City Manager Brooks Lockhart informed Council that the County Assistant Manager Sybil Tate is asking that Council would consider the participation in an Electric Vehicle Grant that would help to install charging stations in the uptown area. Mr. Brooks explained that one of the site options would be Merritt Commons. After some discussion, it was the consensus of Council to see if the Commissioners proceeds with this grant and then bring back to Council for further discussion.

RDG Director Lauren Wrenn presented Council with two proposals for the Uptown Revitalization Project.

Option A: This proposal will allow for a complete renovation of the crosswalks at the Reams, Depot, and Main streets intersection. Designed to improve visibility and aesthetic appeal of this busy intersection, the proposed project suggests major improvements to the existing crosswalks within the intersection. It is suggested that concrete “brick” pavers be installed in the crosswalks, to replace the current concrete and thermoplastic striping. This will improve the visibility of the crosswalks for both pedestrians and drivers, as well as greatly improve the aesthetics of the intersection as a whole. Total Estimated Cost: \$95,086.41.

Option B: This proposal will offer the same repairs to the crosswalks as Option A, but will less apron paving along Main, Reams, and Depot streets. Instead, the additional funds remaining after redoing the crosswalks will be used for improving lighting in the alleyway leading from the City lot to Main Street on the Courthouse side.

Because of the increased foot-traffic Uptown, it was suggested that the alleyway be improved to provide better lighting and safety for visitors or residents who are Uptown after dark. Currently, this alleyway has two decorative light poles; one pole is at the top of the alley and the other is about mid-way down to the parking lot. While these do provide some lighting for the area, it does not provide a welcoming appearance to pedestrians planning to utilize the parking lot after dark. Total Estimated Cost: \$10,000+ (for lighting only) \$94,966.40.

After some discussion, **Council Member Mark Phillips offered a motion to approve Option B with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously. **Mayor Pro Tem William Davis offered a motion to authorize Assistant Manager Tommy Warren to execute the design and get bids with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Mark Phillips with a second by Mayor Pro Tem William Davis to adjourn this meeting at 7:12 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

August 9, 2016

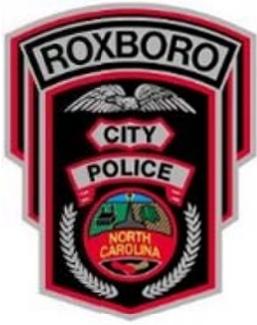


City of Roxboro
Fire and Rescue Department

Date: September 2016
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief
Subject: September Council Report

Highlight

- **Responses** - During the month of August, the City of Roxboro Fire Department responded to 23 fire calls within the city limits, and 24 fire calls outside the city limits. Also, the department responded to 72 first responder calls within the city, and 28 first responder calls in our county response district. Over the course of August, we had to call back off-duty personnel and auxiliary personnel for a total of 3 full alarms. Roxboro Fire Department responded to 157 dispatched calls this month.
- **Arson Case** Roxboro Fire Department had to be in court this month for the arson case at the old Happy Days Diner on 501. The criminal side of the case was handled by Chris Cates and the State Bureau of Investigation. The jury passed down a guilty verdict on burning of a dwelling and guilty of insurance fraud. We had about 8 or 9 firefighters in the court room during the trial and had both fire trucks parked on the courthouse square for the jury to see during lunch. We are now getting ready for the wife to have her turn in court.
- **Second Arson Case** We are working with the sheriff's department on a case that happened a few week ago. The case is getting close to an arrest being made.
- **Training** Neil Moser and Bill Gentry attended a Rescue Ropes class in Pinehurst this week and LT. Horton attended a fire officer IV class.
- **Captain Gary Harris Funeral** Roxboro Fire Department helped with the transfer of Captain Harris's body back home to Roxboro. We went to Duke hospital and lead the EMS unit back to town with the help of Durham Sheriff Department, Durham County EMS, Person County Sheriff department, volunteer fire department and Roxboro Police Department. We also stood guard and directed the funeral service.
- **Personality** The Roxboro fire Department participated in the event but had to leave during Saturday's part of the event to help with the funeral of Captain Harris



ROXBORO POLICE DEPARTMENT



*109 South Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

City Council Report

August 2016

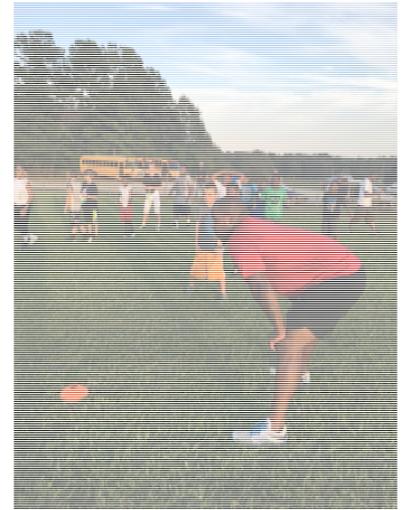
Patrol Division

Highlighted Events

- Working with Cardinal Health Innovations to mitigate an increase of non-violent Involuntary Commitments.
- All department Taser's received new software released by Taser International. The software updates are as normal as updates for smartphones or a computer.
- All police vehicles have been acquired. Thank you for your continued support to improve our fleet and image of the city.
- Hosted a Glock Amour course.

Community Policing

- Lt. Price worked with the property owner of Lehigh MHP to have new No Trespassing signs posted.
- Lt. Price hosted Property Managers Collaborative meeting.
- Officer Cox and K9 Danny performed two demonstrations.
 - One at Person Industries
 - One at a local day care.
- Officer Solomon provided a Live On-Air Public Safety Address message on Radio Roxboro providing information about Back to School Safety.
- Facebook posts providing information about school bus stop safety and fines for passing a stopped school bus.
- CID and Administration attended Community Day in Weatherly Heights.
- Officer Gil and Solomon attended the DA's Office "Redemption" outreach event in Brookstone.
- Chief is assisting with coaching a recreation football team. He was able to have former NFL player Marques Ogden attend practice with the youth.
- The Citizen Police Academy Alumni is sponsoring a 10U Youth baseball team in Spring 2017.
 - The police department will have (6) officers coaching the team!
- The police department participated in National Night Out and Personality Festival. We have a tent/booth for special events to provide a central point to connect with the community, provide stickers, color books, etc.



- This year, the CPA Alumni assisted at NNO encouraging the public to sign up for the upcoming Citizen Police Academy.

Monthly Activities

- Calls for Service – 1652
- Incident Reports- 133
- Vehicle Crashes – 46
- Citations – 192
- Warnings – 200
- Misdemeanor Arrests – 58
- Felony Arrests – 17
- Charges-107

Criminal Investigations Division

- Conducted case assignment/management duties.
- Conducted administrative duties.
- Assisted Patrol with calls for service.
- Following up on numerous open investigations.
- Closed an Armed Robbery investigation that was related to prostitution and drugs.
 - Victim refused to prosecute stating the prostitution was actually a personal relationship.
- Assisted patrol with the recovery of a stolen vehicle from Durham that was located unoccupied in the city.
- Assisted DSS with two cases.
- Assisted an agency in Texas with a missing person investigation. The subject was determined not to be in the city limits.
-

Total Numbers for the Month

- Number of cases assigned 20
- Follow up hours in field 182
- Phone follow up hours 69
- Hours spent doing paperwork 136
- Call outs 2
- Out of town follow ups 2
- Felony warrants - 18
- Misdemeanor warrants 2
- Cases closed: Leads exhausted 1, Closed by warrants or unfounded 9

- Arrests 4
- Felony packets 8
- Number of interviews done 18

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 1 (Expert Witness testimony)

Chapel Hill Police Department – 10

Creedmoor Police Department- 2

Orange County Sheriff's Office- 2

Street Crimes Unit

- Working with new informants.
- Several controlled buys conducted.

Administrative Services Unit

- Completed interviews for Evidence Custodian. Three candidates are in the background phase.
- Assisted with numerous facility repairs/requests with Phillip Fish.
- Transferred evidence to the SBI lab.
- Acquired three of the four vehicles; procured all equipment; scheduled equipment installs.
- Prepared all needs for the upcoming National Night Out event.
- Assessed and completed several technical issues with technology equipment.
- Assisted with FTO review board for a new officer who successfully completed FTO.
- Completed a background investigation for a BLET sponsorship candidate- possibly may be able to hire the candidate for an existing vacancy.
- Assisted Lt. Price with information to close out the GCC grant.
- Attended the North Carolina Police Executives conference.

Administration

Meetings

- Daily meetings with all staff.
- Several meetings with HR and City Manager related to personnel matters.
- Distributed requested information for several media inquiries.
- Met with VFW.
- Met with Pointer Street residents to facilitate concerns.
- Attended judicial stakeholders meeting.
- Attended Personality Festival planning session

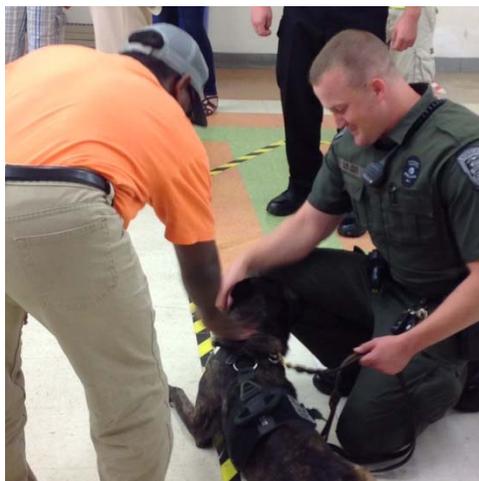
- Attended Good Morning Coffee hour.
- Met with Sharon Richmond to discuss and plan a Community Clean Up in the fall.
- Attended Rotary.
- Chief had lunch with Judge Galloway to discuss several judicial and community outreach concerns.

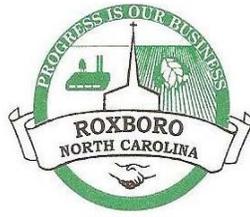
Highlighted Events

- Deputy Chief Kirby and Chief Hess attended a training forum hosted by the SBI to discuss upcoming procedural changes at the Crime Lab.
- Followed up on information about a possible protest- staff meet with the event organizer. The educational outreach proved successful. To date, it appears this event will not occur.
- Chief is completing his duties as Chairman for the NC Chiefs Association Training & Chaplain Committee for the 2017 conference.
 - To date the Chief and the training committee have scheduled a Community Policing forum at the conference that will partner with the US Department of Justice and three Chiefs from across the state to discuss successful implementation of the President's Task Force on 21st Century.
 - In addition, the committee is working to secure a total of 15 hours of executive level training, which will be the most training facilitated for the association since its inception.
- Chief worked half of a weekend night shift with patrol to assist with staffing shortages.
- Chief has monitored the emergency radio and weather radar during the recent severe thunderstorms. Updates of flash flooding in the city and storm damage were posted on the Chief's Twitter feed.

Personnel

- Received medical updates on two employees.
- Hired new evidence custodian
- Working with HR to fill (2) vacant police officer positions.





City of Roxboro

Memorandum

To: Trevie Adams , Roxboro City Clerk
From: Sharon Richmond, Roxboro Planning & Zoning Director
Re: June N-Focus Report
Date: 9/13/2016

Consent Agenda Item

N-Focus 07/ 10/ 2016 Zoning Enforcement Enforcement Cases

15 Public Nuisance Cases

14 Minimum Housing Investigations

Public Services Department Monthly Report



City of Roxboro

August 2016

Public Utilities Department	Public Works Department																																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Water Repairs:</td> <td style="text-align: right; padding: 2px;">28</td> </tr> <tr> <td style="padding: 2px;">Hydrant Repairs and Maint:</td> <td style="text-align: right; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">Meters Changed:</td> <td style="text-align: right; padding: 2px;">7</td> </tr> <tr> <td style="padding: 2px;">New Water Services:</td> <td style="text-align: right; padding: 2px;">1</td> </tr> <tr> <td style="padding: 2px;">Broken Meters Replaced:</td> <td style="text-align: right; padding: 2px;">0</td> </tr> <tr> <td colspan="2" style="padding: 10px 0 0 20px;">Sewer Repairs: 14</td> </tr> <tr> <td colspan="2" style="padding: 2px 0 0 20px;">Sewer Blockages: 22</td> </tr> <tr> <td colspan="2" style="padding: 2px 0 0 20px;">New Sewer Services: 1</td> </tr> </table> <p style="margin-top: 10px;">Remarks:</p>	Water Repairs:	28	Hydrant Repairs and Maint:	0	Meters Changed:	7	New Water Services:	1	Broken Meters Replaced:	0	Sewer Repairs: 14		Sewer Blockages: 22		New Sewer Services: 1		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Commercial Garbage:</td> <td style="text-align: right; padding: 2px;">481.02</td> <td style="text-align: right; padding: 2px;">tons</td> </tr> <tr> <td style="padding: 2px;">Residential Garbage:</td> <td style="text-align: right; padding: 2px;">241.78</td> <td style="text-align: right; padding: 2px;">tons</td> </tr> <tr> <td style="padding: 2px;">Brush Collected:</td> <td style="text-align: right; padding: 2px;">33.6</td> <td style="text-align: right; padding: 2px;">tons</td> </tr> <tr> <td style="padding: 2px;">Leaves Collected:</td> <td style="text-align: right; padding: 2px;">4.2</td> <td style="text-align: right; padding: 2px;">tons</td> </tr> <tr> <td colspan="3" style="padding: 10px 0 0 20px;">Potholes Repaired: 5</td> </tr> <tr> <td colspan="2" style="padding: 2px 0 0 40px;">Asphalt:</td> <td style="text-align: right; padding: 2px;">32.65 tons</td> </tr> <tr> <td colspan="2" style="padding: 2px 0 0 40px;">Concrete:</td> <td style="text-align: right; padding: 2px;">0 yards</td> </tr> <tr> <td colspan="3" style="padding: 10px 0 0 20px;">Vehicle Repairs: 39</td> </tr> <tr> <td colspan="3" style="padding: 2px 0 0 20px;">Garage Materials: \$16,970.68</td> </tr> </table> <p style="margin-top: 10px;">Remarks:</p>	Commercial Garbage:	481.02	tons	Residential Garbage:	241.78	tons	Brush Collected:	33.6	tons	Leaves Collected:	4.2	tons	Potholes Repaired: 5			Asphalt:		32.65 tons	Concrete:		0 yards	Vehicle Repairs: 39			Garage Materials: \$16,970.68		
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City of Roxboro, Nort LM
 Distribution of Gas Ti WD
 31-Jul-16

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5230
 Diesel 0.5830
 Tax
 Adjust

0.05
 2.00%
 per gallon
 Discount

2.00%
 Discount
 Net
 Cost

Average
 Cost
 Per Gallon

Card Number	Dept Number	Make	Model	Mileage	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary											
1	4120	City Hall			37.13	78.36	19.42	1.86	0.74	56.34	2.110
2	4130	Finance			-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings			206.26	430.56	107.87	10.31	4.13	308.25	2.087
4	4180	Purchasing			-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning			25.44	53.08	13.31	1.27	0.51	37.99	2.086
		Total Administrative			268.83	562.00	140.60	13.44	5.38	402.58	2.091
5	4310	Police			1,749.68	3,638.10	915.08	87.48	34.99	2,600.54	2.079
6	4311	CID			220.02	457.40	115.07	11.00	4.40	326.93	2.079
26	4312	Narcotics			14.26	29.08	7.46	0.71	0.29	20.62	2.039
9	4380	Animal Control			-	-	-	-	-	-	#DIV/0!
		Total Police			1,983.96	4,124.58	1,037.61	99.20	39.68	2,948.09	2.079
7	4340	Fire			1,092.33	2,297.02	616.01	54.62	21.85	1,604.55	2.103
8	4341	Fire Inspections			49.17	109.29	25.72	2.46	0.98	80.13	2.223
		Total Fire Dept.			1,141.50	2,406.31	641.73	57.08	22.83	1,684.68	2.108
10	4510	Public Services			182.05	375.65	95.21	9.10	3.64	267.69	2.063
11	4511	Streets			322.66	673.98	180.03	16.13	6.45	466.97	2.089
12	4512	Street Cleaning			15.56	32.83	9.07	0.78	0.31	22.67	2.110
13	4513	Garage			28.37	59.00	16.54	1.42	0.57	40.47	2.080
14	4710	Residential Garbage			1,267.70	2,661.63	739.07	63.39	25.35	1,833.82	2.100
15	4711	Commercial Garbage			874.03	1,840.65	509.56	43.70	17.48	1,269.91	2.106
16	4740	Cemetery			193.70	451.98	101.31	9.69	3.87	337.12	2.333
		Total Public Services			2,884.07	6,095.72	1,650.79	144.20	57.68	4,238.66	2.114
		Total General Fund			6,278.36	13,188.61	3,470.72	313.92	125.57	9,274.01	2.101
18	7112	Meter Reading			195.46	406.32	102.23	9.77	3.91	290.41	2.079
19	7114	Lake Warden			132.57	288.49	69.33	6.63	2.65	209.88	2.176
25	7118	Pump Stations			403.58	851.31	211.07	20.18	8.07	611.99	2.109
20	7120	Water Plant			154.05	327.26	80.57	7.70	3.08	235.91	2.124
21	7121	Water Line Maintenance			127.90	268.70	69.35	6.40	2.56	190.39	2.101
22	7130	WWTP			202.03	419.56	105.66	10.10	4.04	299.76	2.077
23	7131	Sewer Line Maintenance			644.15	1,364.49	347.59	32.21	12.88	971.81	2.118
24	7132	WWTP II			-	-	-	-	-	-	#DIV/0!
		Total Enterprise Fund			1,859.74	3,926.13	985.81	92.99	37.19	2,810.14	2.111
		Total All Funds			8,138.10	17,114.74	4,456.53	406.91	162.76	12,084.15	2.103



September 8, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: September Council Report

City of Roxboro:

- Restaurant at 115/117 Depot Street: In August, I met with the owners of the new restaurant to be located at 115/117 Depot Street. We discussed the plans for the restaurant, menu items, layout, marketing strategies, and other details. Since that time, I have interacted with them to share information about POS services, and signage questions. While there is much to share, the owners are being very strategic with what they are willing to publicize at this time. There have been a few unforeseen issues with the mechanics of the restaurant and installing specific units in and around the property. The hope is that these issues will be resolved within the next month and work can continue. More information regarding the type of restaurant, proposed opening date, menu, etc. will be made available, as the owners deem appropriate.
- State Grant Funding: As Council will recall from a few weeks past, the City of Roxboro was selected by the State to apply for grant funding in an amount exceeding \$94,000. After analyzing potential projects, which could be completed with these funds, it was the determination of the Uptown Development Office and the Roxboro Development Group that new crosswalks be installed at the primary intersection of Main Street, Depot Street, and Reams Avenue. Thanks to the efforts of Tommy and Andy, we now have professionals assisting in the formal design and schematic planning of this project. Furthermore, steps are in place to move forward with the lighting in the alleyway near Danny Long's office.
- Plants/Landscaping in Uptown: The Roxboro Development Group has spent a great deal of time and money this year to increase the aesthetics of Uptown through the addition of plants and landscaped areas. While a great deal of effort has gone into selecting plants that require minimal maintenance and can withstand uncertain environmental conditions, there is still a need for additional care. Jessica Smith, the plant specialist from Hoffman Nursery, has graciously volunteered to continue working with myself to monitor and maintain the plants in Uptown. She and I have plans to improve the look and quality of the hanging baskets, as well as many of the new planters installed along the streets of Uptown. Our goal is to provide lush and colorful areas of beauty that enhance the appearance of Uptown Roxboro.
- Other Highlights:
 - Performed watering and maintenance needs for new Uptown planters.
 - Attended Good Morning Coffee Hour United Way Campaign Kickoff
 - Assisted with the Personality Festival on August 26th and 27th



Roxboro Development Group

- Rox N' Roll Cruise-In – It is apparent that whenever we are in need of rain, we should simply schedule a Cruise-In. The August Cruise-In was ONCE AGAIN subject to an evening rain storm. Despite the wet conditions, we still had several cars and many spectators. The Shag Contest, which was sponsored by Martin's Concessions and Southern Treasures, was still quite successful. Participants danced in the rain to beach music provided (at no cost) by DJ John Williford. Some of the couples even kicked off their shoes and danced right in the puddles on the ground. The September Cruise-In will take place on the 16th and has a racing theme for the participants to enjoy. VIRginia International Raceway has already agreed to bring their pace car for display, as well as information and handouts about events at the track.
- Alive After 5 and Personality – As usual, this was a HOT couple of days! Friday night we had nearly 500 people attend the Alive After 5 event and enjoy seeing The Pizazz! Band perform live. There was much foot traffic in and around the new Hall's Way development as a result of the events. Many people commented on how lovely the property looks and how excited they are about the improvements taking place in Uptown Roxboro. Personality was also quite successful. There were LOTS of people who attend the Friday night festivities, and many more who joined us on Saturday morning for the live performances and rides. Unfortunately, the rain came in late in the afternoon and the event ended about an hour ahead of schedule. Regardless, there were many positive comments about the event and everyone seemed to enjoy themselves.
- Open House of Available Properties: Because of the increased interest in locating businesses Uptown, the RDG has planned to hold an Open House event on September 27th to showcase some available properties. Eddie & Laura Burton, who are showing the 111 N Main Street Space, Claudia Berryhill of the Hall's Way Development, and Mr. Will Warren, son of the owner of the former NTYCE building, have all agreed to partner with RDG in this endeavor and work to showcase their properties on that day. The goal is to not only spark interest in some of these properties, but to also shift the mindset of this community from "what has been" to "what could be." Banners provided by RDG are going up in each of these properties and read "This building is not empty, it is full of potential." These banners are free to all property owners and will assist with advertising the availability of the space.
- Other Highlights –
 - Attend the NC Main Street Managers' meeting in Sylva, NC August 10-12.
 - Held a full RDG Board meeting on August 16th.
 - Attended the EDC Board meeting on August 18th.
 - Held a Promotions Committee meeting on August 18th.
 - Watched a webinar with Margaret McMann and Alicia Puryear on branding and community development.
 - Worked with an Uptown business owner to select a paint color for her storefront.
 - Met with Sharon Richmond to discuss the proposed Uptown Overlay district.
 - Met with Christy Bondy to work on the Halloween event between RDG and the Library.
 - Attended the Ribbon Cutting for An Artisan's Emporium on September 1st.

1. Budget Amendment

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2016-2017 BUDGET**

The following budget amendment is hereby requested:

Budget Amendment Number: **1**

Fund 10 - General Fund			INCREASE	DECREASE
Revenues	10-40-3430-300	Rural Economic Center Grant	175,000.00	
			175,000.00	-
		Net Increase (Decrease) in Revenues	175,000.00	
Expenditures	10-40-4910-520	Grant expenditures	175,000.00	
		Net Increase (Decrease) in Expenses	175,000.00	-
			175,000.00	

Justification: To appropriate Main Street Program Grant and related expenditure

Requested By: _____ DC _____ Date: _____ 9/7/2016

Approved to Submit to Council: _____ Date: _____ 8/12/2009

Approved by Council: _____ Date: _____

Posted to Computer: _____ Date: _____

2. Repeal of Personnel Ordinance - Public Hearing

AN ORDINANCE TO REPEAL CHAPTER 35, PERSONEL OF THE ROXBORO CITY CODE and the PERSONNEL POLICY, AND TO ADOPT a NEW PERSONNEL POLICY

Following the required notice and a public hearing, the City Council of the City of Roxboro ordains:

Section 1

Chapter 35, Personnel, of the City Code is repealed.

Section 2

The City of Roxboro Personnel Policies and other personnel polices including, but not limited to the Substance Abuse Policy, Merit Pay Policies and Procedures, Motor Vehicle Operator's License and Insurance Requirements Policy, Whistleblowers Policy and Reporting, and Business Travel, Seminars and Conferences Policy and Procedures are hereby repealed.

Section 3

The City of Roxboro Personnel Policy attached to the agenda packet, with the Drug and Alcohol Testing Policy incorporated by reference therein are hereby adopted.

Section 4

This Ordinance is effective on September 30, 2016.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of September, 2016.

Ayes: _____

Noes: _____

Absent or Excused: _____

Meryllyn Newell, Mayor

ATTEST:

Trevie Adams, Roxboro City Clerk

3. Purchase of City Sidewalk

INTEROFFICE MEMO

September 13, 2016

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Property Request – 115/117 Depot Street

Hayden Newell is requesting to place mechanical equipment on City property behind his building located at 115/117 Depot Street. Due to the amount and type of equipment, it became obvious that a more permanent solution was need other than just allowing the equipment.

Brooks Lockhart, Tommy Warren, Lauren Wrenn, and Andy Oakley discussed the issue and decided that it best serves Mr. Newell to buy the property. In selling the property to Mr. Newell, the City would need to rebuild the existing sidewalk and modify the approach to the steps behind the building. The cost of rebuilding the steps and sidewalk were estimated at \$29,000.00. The steps are in need of repair and the rebuilt sidewalk would need to be made more accessible, so a cost share is proposed to allow Mr. Newell to pay \$20,000.00 for the property and the City would have the new walk constructed and pay the balance.

In order to accomplish the purchase, it has been recommend by the City Attorney to allow Mr. Newell to bid the amount of \$20,000.00 and the City Clerk can publish the notice of the offer and an upset bid process can be started per NCGS 160A-269.

Kilian Engineering Inc.

P.O. Box 3301, Henderson, North Carolina, 27536

Corporate License Number: C-2277

Phone: 252.438.8778 • Fax: 252.438.8741

Email: mkilian@kilianengineering.com

MEMORANDUM

TO: Mr. Andy Oakley
Roxboro City Council

FROM: Michael Kilian

CC: Tom Merrigan
Hayden Newell

DATE: 08/19/16

TOTAL NO OF PAGES INCLUDING COVER

RE: Heirloom Restaurant
115-117 Depo Steet

YOUR REFERENCE NUMBER



In regards to the Heirloom restaurant Kilian Engineering has a few questions.

- 1) For efficiency and convenience, we would like to request to place 4 heat pumps, 2 condensing units, and 2 evaporators on the city's side walk directly behind the heirloom restaurant.
- 2) For design purposes and better functionality of equipment we would like to request that we be allowed to place an exhaust fan, and a fresh air intake on the wall facing the city's parking lot.

Your cooperation is greatly appreciated.

Thanks,

Michael Kilian

DUCT DETAIL OF AHU-4 - NOT TO SCALE

HEX PLAN NOTES

IP CONDENSATE TO NEAREST GUTTER, OR DOWNSPOUT.

INSTALL DUCT DETECTOR IN RETURN DUCT BETWEEN FRESH AIR W/KE AND FIRST TAKE OFF.

INT AT 48" A.F.F.

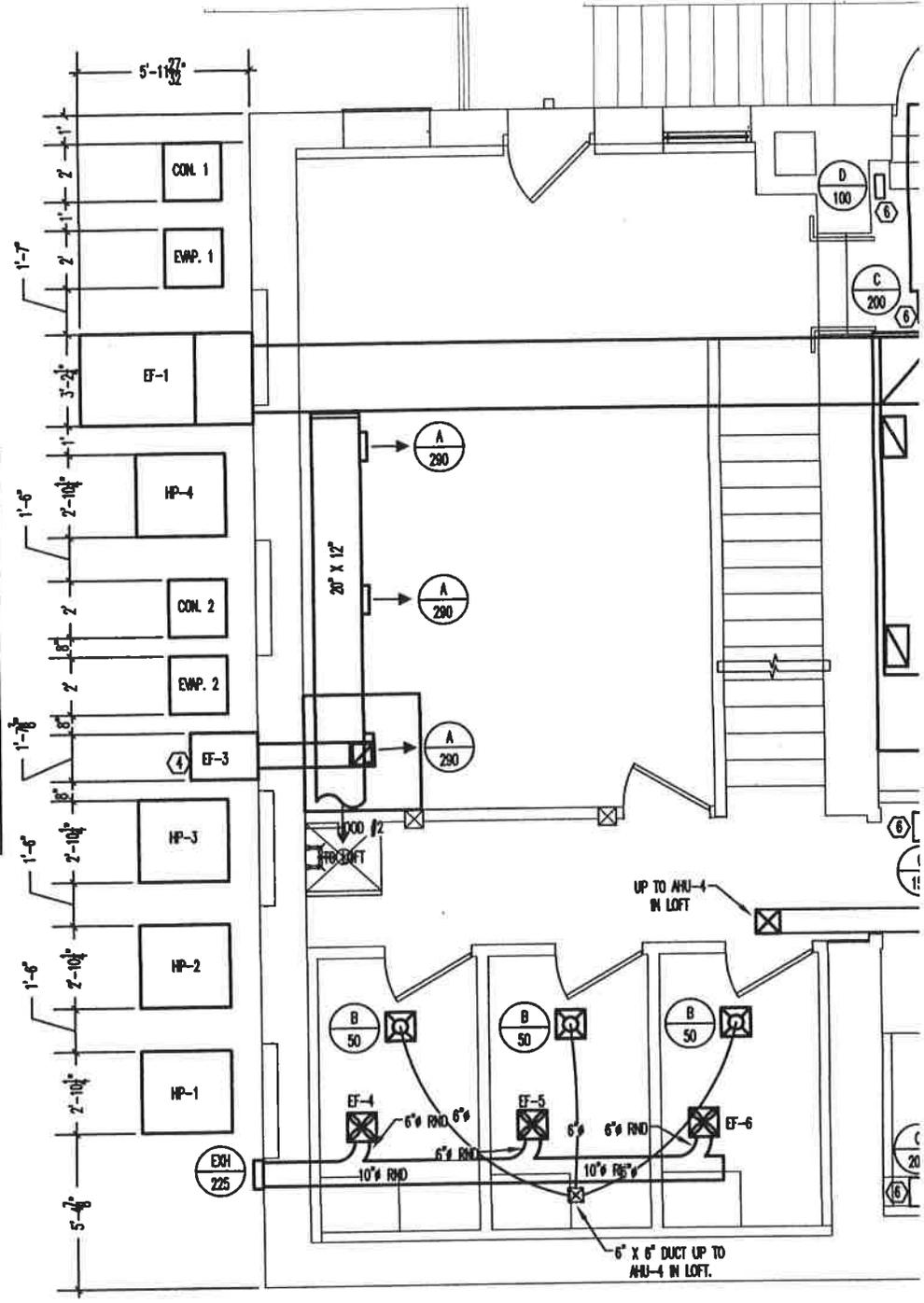
HOOD DRAWINGS FOR MOUNTING DETAILS.

ARCHITECTURAL FOR MUA UNIT PLATFORM.

DUCTWORK WILL NEED TO BE ADJUSTED TO FIT BETWEEN JOIST.

TURN DUCTS WILL NEED TO BE CONSTRUCTED AS SHOWN IN IAL M2.2.

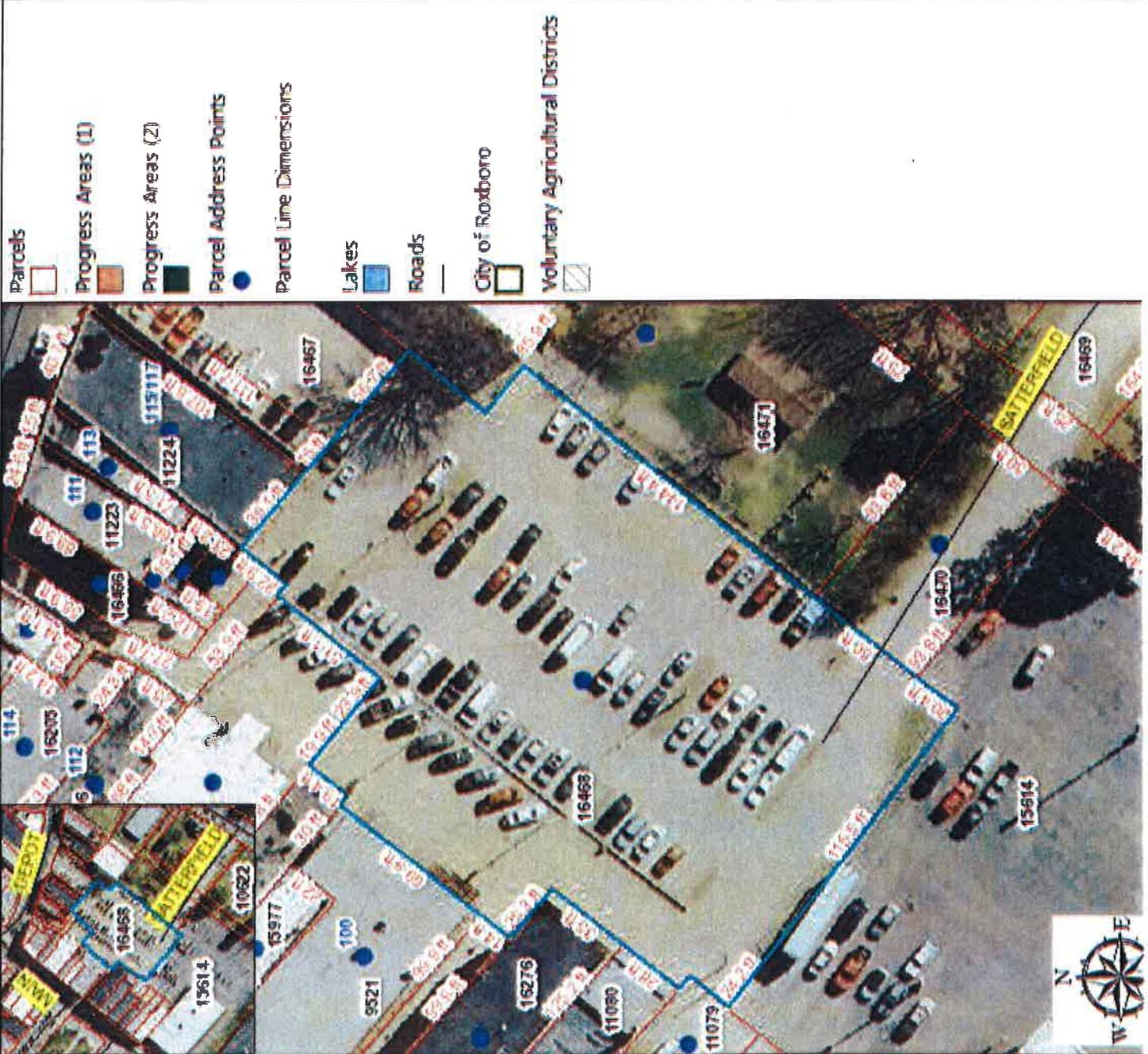
ESH AIR INTAKE MUST BE A MINIMUM OF 10 FEET AWAY ON ANY EXHAUST.





OBJECTID 10432	Calculated Acreage 0.0904688321125525	Tax Parcel PIN Number 0906-19-52-1213.000
Tax Parcel Record Number 11224	Zipcode 24065	Tax Parcel Owner Name RENEWELL PROPERTIES LLC
Tax Parcel Owner Secondary	Billing Address 8793 WILD TURKEY RD	City/State BOONES MILL VA
Tax Parcel Map Number 1 27	Description JUMBLE STORE/AROMA ZONE	Deeded Acreage 1
Sale Value 0	Land Value 12000	Building Value 296943
Other Bidg Value 0	Plat Book 16/352	Tax Parcel Address DEPOT ST 115/117
Current Value 308943	Townships ROXBORO	SALE DATE 9/4/2014
Deed Book 878	Deed Page 140	

NOTICE: Recently, we have had several users report browser compatibility issues when trying to access our GIS website. Typically, the problem stems from users who have recently upgraded to the Windows 8 operating system or a new version of Internet Explorer. We were able to resolve this issue by directing users to the Internet Explorer Compatibility View tool. This link is to Microsoft's "How To" for the tool: <http://windows.microsoft.com/en-US/internet-explorer/products/ie9/features/compatibility-view> if this does not solve the problem feel free to contact us at the number listed on our main page. Welcome to the Person County GIS Website. ConnectGIS has been prepared for the inventory of real property found within Person County, and is compiled from recorded deeds, plats, and other public records. Users of GIS system are notified that the aforementioned public information sources should be consulted for verification of the information in this system. Person County, Mobile 311. ConnectGIS assume no legal responsibility for the information in this system. Grid is based on the NC state plane coordinate system, 1983 NAD.



<u>OBJECTID</u>	<u>Calculated Acreage</u>	<u>Tax Parcel PIN Number</u>
26586	0.890484327204548	0906-19-52-0047.000
<u>Tax Parcel Record Number</u>	<u>Zipcode</u>	<u>Tax Parcel Owner Name</u>
16468	27573	CITY OF ROXBORO
<u>Tax Parcel Owner Secondary</u>	<u>Billing Address</u>	<u>City/State</u>
	PO BOX 128	ROXBORO NC
<u>Tax Parcel Map Number</u>	<u>Description</u>	<u>Deeded Acreage</u>
1 29 30	88/100AC/GOVERNMENTAL	0.88
<u>Sale Value</u>	<u>Land Value</u>	<u>Building Value</u>
0	57024	0
<u>Other Bldg Value</u>	<u>Plat Book</u>	<u>Tax Parcel Address</u>
90941	16/870	DEPOT ST
<u>Current Value</u>	<u>Townships</u>	<u>SALE DATE</u>
147965	ROXBORO	0/0/1975
<u>Deed Book</u>	<u>Deed Page</u>	
141	125	

NOTICE: Recently, we have had several users report browser compatibility issues when trying to access our GIS website. Typically, the problem stems from users who have recently upgraded to the Windows 8 operating system or a new version of Internet Explorer. We were able to resolve this issue by directing users to the Internet Explorer Compatibility View tool. This link is to Microsoft's "How To" for the tool: <http://windows.microsoft.com/en-US/internet-explorer/products/ie/features/compatibility-view> If this does not solve the problem feel free to contact us at the number listed on our main page. Welcome to the Person County GIS Website. ConnectGIS has been prepared for the inventory of real property found within Person County, and is compiled from recorded deeds, plats, and other public records. Users of GIS system are notified that the aforementioned public information sources should be consulted for verification of the information in this system. Person County, Mobile 311, ConnectGIS assume no legal responsibility for the information in this system. Grid is based on the NC state plane coordinate system, 1983 NAD.

4. Resolution to Declare Surplus - Police Department

**RESOLUTION AUTHORIZING THE PRIVATE SALE
OF CERTAIN SURPLUS PERSONAL PROPERTY**

WHEREAS, the City Council of the City of Roxboro, NC has possession of one (1) item of personal property, which is surplus to its needs, and desires to dispose of same.

(1) The following described property is hereby declared to be surplus to the needs of the City:

1 – Glock 22 Serial # PLL676

(2) The City Clerk shall publish notice summarizing this Resolution in accordance with GS 160A-271.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roxboro that David Hess, Roxboro Police Chief, pursuant to the provisions of G.S. 160A-267, is hereby authorized to dispose of the personal property listed for private sale at a negotiated price and that said Police Chief be further authorized and directed to execute necessary documents, transfer title and perform all necessary functions associated with the sale.

Adopted this the _____ day of _____, 2016.

Mayor Marilyn P. Newell

Attest:

Trevie Adams, MMC/NCCMC
City Clerk

5. Tourism Annual Report

**Information to
be distributed
at meeting**

6. Board Appointment - Board of Adjustment

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

PERSONAL INFORMATION

Name: Margaret E. Kay
Home Address: 206 Broad St.
City, State, Zip: Roxboro, N.C.
Home Phone: 336 503-9440 Work/Day Time Phone: _____
Do you live within the city limits of Roxboro? Yes No _____

BOARD/COMMISSION APPLYING FOR

Choice #1: Board of Adjustment
Choice #2: PLANNING BOARD
Additional Comments: INTERESTED IN THE COMMUNITY

EMPLOYMENT

Current Occupation/Title: SELF EMPLOYED
Employer Name: SELF EMPLOYED
Employer Address: _____
City, State, Zip: _____
Supervisor's Name: _____

Name of School	Education Year Graduated	Degree
High School: _____	_____	_____
College: <u>W^{NY}thefield Com College</u> <u>W^{NY}thefield Com College</u>	_____	<u>NURSING, Liberal Arts</u>
Graduate School: _____	_____	_____
Other: _____	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: _____

Planning Commission - Independence VA.

Roxboro NEIGHBORHOOD Watch

PERSONAL REFERENCES - Mark Phelps

Name: REGGIE Horton Daytime phone: _____

Address: 310 Broad St. Relationship: NEIGHBOR/FRIEND

City, State, Zip: Roxboro

Name: Ricky WRENN Daytime phone: _____

Address: 202 Broad St. Relationship: NEIGHBOR

City, State, Zip: _____

Have you ever been convicted of an offense against the law or forfeited a bond? No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21st birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

N/A

Please return completed application to:

City of Roxboro
Office of City Clerk
PO Box 128
Roxboro, NC 27573

7. Board Appointment - RDG



September 8, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: Roxboro Development Group Board Appointment

According to the Bylaws of the Roxboro Development Group, the City of Roxboro may have one representative serve as a voting member of the Board of Directors. Sharon Richmond, the current representative for the City, has requested to leave the RDG Board due to scheduling conflicts preventing her from attending all meetings. As such, the City Manager suggested City Clerk, Trevie Adams, be appointed as the new representative for the City. If it is the pleasure of Council, Ms. Adams would begin serving as the City's representative at the next meeting of the Board of Directors, schedule for September 20, 2016.

8. Pre-qualification Policy

PREQUALIFICATION POLICY FOR BIDDERS ON CONSTRUCTION PROJECTS

As part of the CMAR process at the wastewater treatment plant, we want to prequalify the first tier subcontractors. This allows the CMAR contractor to assure the city that the subcontractors that will be bidding on the job have the experience and ability and financial wherewithal to perform the work. By state statute, the city has to adopt a prequalification policy in order for the city to prequalify contractors. This policy assures that all contractors are treated equally.

Below is a prequalification policy for your review and approval.

CITY OF ROXBORO

PREQUALIFICATION POLICY FOR BIDDERS ON CONSTRUCTION PROJECTS

A. General

This Prequalification Policy is in effect for all prequalification of bidders on construction or repair projects let by the City. The Prequalification Policy applies to separate-prime, single-prime and dual bidding delivery methods and to first-tier subcontractors under construction management at risk contracts. The City is not required to prequalify bidders for a particular project, however, a bidder shall not be allowed to submit a bid on a construction project subject to prequalification unless the bidder has been prequalified in accordance with the Prequalification Policy. The prequalification of a bidder shall not preclude the City from subsequently concluding that the bidder is not the lowest responsible, responsive bidder under applicable law. Prequalification of a bidder for a project shall only apply to the individual project. The City designates the Public Services Department to administer the Prequalification Policy.

All construction and repair contracts shall be awarded to the lowest responsive and responsible bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract. Prequalification is prohibited for contracts for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services.

B. Governing Law (Session Law 2014-42; N.C. Gen. Stat. §143-135.8)

The prequalification law requires the governing body of the governmental entity to “adopt an objective prequalification policy applicable to all construction or repair work prior to the advertisement of the contract for which the governmental entity intends to prequalify bidders.” This Council-adopted policy satisfies this requirement for the City. Specifically, prequalification is defined as, “a process of evaluating and determining whether potential bidders have the skill, judgment, integrity, sufficient financial resources, and ability necessary to the faithful performance of a contract for construction or repair work.” If the City opts to prequalify bidders, bids submitted by any bidder not prequalified shall be deemed nonresponsive and shall be rejected accordingly.

Pursuant to G.S. 143-128.1, a construction manager at risk under contract with the City shall use the process outlined in this Prequalification Policy for prequalification and acceptance of bids of first-tier subcontractors. The construction manager at risk and the City shall jointly develop the assessment tool and criteria for that specific project, including the prequalification scoring values and minimum required score for prequalification on that project.

C. Requirements for Prequalification Criteria Form and Assessment

- 1 Uniform, consistent, and transparent in its application to all bidders.
- 2 All bidders who meet the prequalification criteria to be prequalified are allowed to bid on the construction or repair work project.
- 3 Criteria must be rationally related to construction or repair work.
- 4 The bidder is not required to have been previously awarded a construction or repair project by

- the City.
- 5 Bidders are permitted to submit history or experience with projects of similar size, scope or complexity.
 - 6 Assessment process of prequalification is stated in this policy.
 - 7 A process for a denied bidder to protest is stated below in this policy.
 - 8 A process for notifying a denied prequalified bidder is stated below in this policy.

D. Application Process

- 1 **Prequalification Committee** – The City department administering the project, and construction manager at risk when utilized, shall agree upon the members of the project’s prequalification committee. The project prequalification committee will review and score prequalification applications submitted by bidders and will determine whether each bidder is prequalified for the project.
- 2 **Review of Application** – The prequalification committee shall use objective assessment criteria and a prequalification application developed for the project. The prequalification application shall, at a minimum, include the following assessment criteria: organizational structure; classification; project-specific experience; financial history; litigation/claims; capacity; and legal authorization. The prequalification committee shall approve or deny applications in accordance with the assessment criteria and scoring system established for the project.
- 3 **Notice of Decision** – All bidders that submitted prequalification applications shall be promptly notified by e-mail of the prequalification committee’s decision. Notices of denial should include an explanation for the denial. Notices of decision shall be sent within three (3) business days of the prequalification committee’s decision.

E. Appeals Procedure

1. **Appeal** - A bidder denied prequalification may protest the prequalification committee’s decision by filing a written appeal via hand-delivery or e-mail to the Public Service Director administering the project or his/her designee (Appeal Representative) within three (3) business days of receiving the notice of decision that the bidder has been denied prequalification. The date of receipt of the notice of decision shall be deemed to be the date the notice of decision was emailed to the bidder.

The written appeal shall clearly articulate the reasons why the bidder is contesting the denial (i.e., explains how the bidder satisfied all assessment criteria in its prequalification application) and attach all documents supporting the bidder’s appeal. The Appeal Representative may contact the bidder for additional information prior to ruling on the appeal, but is not required to do so. The Appeal Representative must notify the denied bidder of his/her final decision on the appeal in writing before the advertisement of the project. In the event the Appeal Representative is unable to review the appeal within this timeframe, he/she may designate another Appeal Representative to decide the appeal. If the Appeal Representative is satisfied that the bidder should be prequalified, the bidder shall be notified via email that it is prequalified to bid on the project and allowed to participate in the bid process. If the Appeal Representative upholds its denial, the bidder shall be promptly notified in writing via email.

2 Decision on Appeal – The decision of the Appeal Representative on the appeal shall be final, and the bidder shall be promptly notified of the decision via email.

3 General Rules for Protests and Appeals – Bidders submitting prequalification applications shall be provided an e-mail address for communication with the City and/or construction manager at risk during the appeal process. The bidder shall provide at least two (2) e-mail addresses for use by the City and/or construction manager at risk in communicating decisions regarding an appeal with the bidder. In the event the Appeal Representative is unable to render a decision on the appeal prior to the advertisement date, the bidder shall be allowed to submit a bid on the project subject to a final decision on the appeal. Bids received from bidders who have been disqualified shall not be opened and shall be returned to the bidder. A bidder's failure to comply with any requirements of the appeals procedures under this Prequalification Policy shall result in the bidder's appeal being denied.

9. Zoning Request - Person County Government

Zoning Request
Person County Government

The Board of County Commissioners have requested that the City Council consider a Text Amendment to the City Zoning Ordinance to allow the use of "Senior Center" to be added to the B-1 Zoning District. County Manager Heidi York will appear before City Council to formally make this request.

This amendment request would require public hearings from the Planning Board and City Council. The next filing deadline for a text amendment (public hearing) is September 12th, submissions on this date will be heard at the October 3rd Planning Board and then the November 21st City Council Meeting.

City Planning Director Sharon Richmond and the City Manager met with County Representatives in the last week of August to explain the preferred processes for locating a Senior Center in a B-1 district. If the sole use will be a Senior Center the simplest and fastest process would be to apply for a Conditional Use for the property in question. "Indoor recreational uses" is clearly listed as a Conditional Use for the B-1 District. Applying for a Conditional Use permit would only require one public hearing, with the next available hearing date being October 27th with a filing deadline of September 30th.

Staff recommends Council encourage the County Commissioners to apply for a Conditional Use Permit, as the proposed project would clearly meet the spirit of the Zoning Ordinance.

10. Adoption of Personnel Policy



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Personnel Policy Revisions
DATE: September 13, 2016

City Staff along with the Al Benshoff of the Brough Law Firm have undertaken an extensive review of the Personnel Policies of the City of Roxboro. This process began in 2015 under the direction of Lorrie Andrews. It has involved feedback from the Assistant City Manager, City Manager, Human Resource Manager, and Department Heads as need.

These revisions were necessitated primarily by the following items:

- Updates to the Fair Labor and Standard Act.
- Creating a more user friendly policy by merging multiple existing policies.
- Insertion of clearer language for procedures.
- Crafting the Policy to reflect our current personnel practices and ensuring that we are employing “best practices.”

Major Changes to this Policy include:

- Removal of the Personnel Action Committee from the Grievance Procedures. This committee only served in an advisory capacity and presented the City and created additional liability for the City.
- Prioritization of Leave. Indicating that Comp time and then holiday time should be spent before other forms of leave. A sunset provision was added for the Holiday time.
- Added additional items under Detrimental Conduct; including unauthorized recordings and hygiene.
- Formatting Changes.
- Expanded the Family Medical Leave Act section of our Policy to comply with updates.
- Clear references to existing stand-alone policies that might require more frequent updates than Personnel Policy. For Example, the upcoming Social Media Policy and revisions to the existing Electronics Communications Policy.
- Incorporation of the Performance Pay Program within this policy, pending annual approval in budgetary process.
- Added the Whistle Blower’s Policy and amended to conform to the NC Retaliatory Employment Discrimination.
- We intend to include a ratification date and will update it for any revisions.

11. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the One Month Ended July 31, 2016

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	8.33% Percent of Budget
General Fund (10)				
Ad Valorem Taxes	\$ 4,649,360	\$ 87,248.06	\$ (4,562,111.94)	1.88%
Local Option Sales Tax	1,330,111	122,338.78	(1,207,772.22)	9.20%
Other Taxes and Licenses	12,000	1,420.43	(10,579.57)	11.84%
Unrestricted Intergovernmental	998,473	-	(998,473.00)	0.00%
Restricted Intergovernmental	637,276	31,676.42	(605,599.58)	4.97%
Permits and Fees	7,000	-	(7,000.00)	0.00%
Sales and Services	667,120	54,332.64	(612,787.36)	8.14%
Miscellaneous	21,000	1,813.68	(19,186.32)	8.64%
Investment Earnings	2,500	225.01	(2,274.99)	9.00%
Interfund Transfers	1,210,544	79,915.00	(1,130,629.00)	6.60%
Sale of Fixed Assets	15,000	-	(15,000.00)	0.00%
Total Revenues	9,550,384	378,970.02	(9,171,413.98)	3.97%
Expenditures:				
Governing Body - City Council	199,145	9,560.14	189,584.86	4.80%
City Hall Administration	593,491	56,019.28	537,471.72	9.44%
Finance	252,546	27,505.59	225,040.41	10.89%
Sales Tax	88,100	1,944.77	86,155.23	2.21%
Tax Collections	63,650	1,330.03	62,319.97	2.09%
Buildings & Grounds	138,413	8,868.73	129,544.27	6.41%
Safety / Purchasing	40,299	1,982.75	38,316.25	4.92%
Police	3,458,659	266,350.72	3,192,308.28	7.70%
Fire	1,888,320	116,290.05	1,772,029.95	6.16%
Emergency Communications 911	95,800	230.31	95,569.69	0.24%
Transportation - Streets	1,803,373	87,963.36	1,715,409.64	4.88%
Environmental Protection	849,177	33,539.77	815,637.23	3.95%
Economic Development	211,906	10,573.48	201,332.52	4.99%
Cultural & Recreational	500	-	500.00	0.00%
Debt Service	507,863	-	507,863.00	0.00%
Interfund Transfers	100,000	-	100,000.00	0.00%
Total Expenditures	10,291,242	622,158.98	9,669,083.02	6.05%
Excess of Revenues Over (Under) Expenditures	(740,858)	(243,188.96)	497,669.04	
Other Financing Sources				
Proceeds of Capital Lease	414,457	-	(414,457.00)	0.00%
Fund Balance Appropriated	326,401	-	(326,401.00)	0.00%
Total Other Financing Sources	740,858	-	(740,858.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	(243,188.96)	\$ (243,188.96)	
Fund Balance Beginning of Year		4,108,640.24		
Fund Balance Current Period		\$ 3,865,451.28		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the One Month Ended July 31, 2016

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	8.33% Percent of Budget
Enterprise Funds				
Revenues:				
Water & Sewer Fund 60				
Charges for Services	\$ 5,089,752	\$ 414,590.14	\$ (4,675,161.86)	8.15%
Assessments	-	-	-	#DIV/0!
Tapping Fees	20,000	-	(20,000.00)	0.00%
Other Operating Revenues	35,475	1,907.30	(33,567.70)	5.38%
Nonoperating Revenues	500	14.56	(485.44)	2.91%
Interfund Transfers-MERP	-	-	-	-
Interfund Transfers	804,442	-	(804,442.00)	0.00%
Sale of Fixed Assets	15,000	100.00	(14,900.00)	0.67%
Total Water & Sewer Fund 60	5,965,169	416,612.00	(5,548,557.00)	6.98%
Triple Tier Fund 61				
Operating Revenues	6,965	684.77	(6,280.23)	9.83%
Nonoperating Revenues	100	8.06	(91.94)	8.06%
Rural Center Engineering Grant	-	-	-	#DIV/0!
Capital Reserve Fund 69				
Operating Revenues	710,812	55,571.82	(655,240.18)	7.82%
Nonoperating Revenues	1,500	31.88	(1,468.12)	2.13%
Interfund Transfers	-	-	-	#DIV/0!
Total Revenues	6,684,546	472,908.53	(6,211,637.47)	7.07%
Expenditures:				
Public Utilities: Administration				
Sales Tax	-	-	-	#VALUE!
Billing & Collection	119,569	3,941.52	115,627.48	3.30%
Meter Section	255,446	8,379.17	247,066.83	3.28%
Raw Water Supply	206,509	3,779.77	202,729.23	1.83%
Water Plant	1,354,307	107,035.29	1,247,271.71	7.90%
Water Maint and Construction	622,086	30,252.31	591,833.69	4.86%
Wastewater Plant II	118,314	5,567.14	112,746.86	4.71%
Wastewater Plant	1,286,882	68,767.72	1,218,114.28	5.34%
Pump Stations	266,810	10,879.01	255,930.99	4.08%
Wastewater Maint & Construction	361,020	18,144.62	342,875.38	5.03%
Debt Service	479,487	-	479,487.00	0.00%
Interfund Transfers-MERP	-	-	-	-
Interfund Transfers	1,000,744	79,915.00	920,829.00	7.99%
Total Water & Sewer Fund 60	6,071,174	336,661.55	5,734,512.45	5.55%
Triple Tier Fund 61				
Operating Revenues	107,065	-	107,065.00	0.00%
Capital Reserve Fund 69	712,312	-	712,312.00	0.00%
Total Expenditures	6,890,551	336,661.55	6,553,889.45	4.89%
Excess of Revenues Over (Under) Expenditures	(206,005)	136,246.98	342,251.98	
Other Financing Sources				
Proceeds of Capital Lease	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	106,005	-	(106,005.00)	0.00%
Fund Balance Appropriated 61 TT	100,000	-	(100,000.00)	0.00%
Fund Balance Appropriated 69 CR	-	-	-	#DIV/0!
Total Other Financing Sources	206,005	-	(206,005.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	136,246.98	\$ 136,246.98	
Fund Balance Beginning of Year		2,311,751.60		
Fund Balance Current Period		\$ 2,447,998.58		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the One Month Ended July 31, 2016**

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	8.33% Percent of Budget
<u>Central Depository</u>				
Cash		2,033,592.46		
BB&T MMA		128,014.70		
NCCMT		37,230.95		
Flexible Spending Account AFLAC		68,693.17		
Roxboro Savings Bank		720,141.82		
Gateway Bank MMA Finistar		102,025.46		
CD's		<u>-</u>		
Total Cash and Investments		\$ 3,089,698.56		\$3,089,698.56
<u>Breakdown by Fund:</u>				
General		\$ 3,127,954.20		
CDBG-Revolving Loan Fund		100,473.97		
Vehicle Special Revenue		1,559.49		
Ridge Road Capital Project		(680,667.95)		
Stormwater Capital Fund		112,900.90		
Enterprise		109,690.05		
Triple Tier Water		108,063.73		
Capital Reserve		427,267.49		
Wastewater Plant Capital Project		(586,979.55)		
Annexation Area Capital Project		195,156.31		
Christmas Club / Flex Fund		99,770.85		
LEO Pension Trust Fund		74,509.07		
Reserve for Interest Earned		<u>-</u>		
Total of Fund's Cash and Investments		\$ 3,089,698.56		\$3,089,698.56

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of July 31, 2016**

	General Fund			
	31-Jul-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.17%	0.44%	0.48%
Reserved by state statute	653,781	16.91%	6.35%	6.95%
Reserved for streets - Powell Bill	287,458	7.44%	2.79%	3.06%
Reserved for cemetery	30,269	0.78%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.49%</u>	<u>1.31%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>29.79%</u>	<u>11.19%</u>	<u>12.25%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>2,713,837</u>	<u>70.21%</u>	<u>26.37%</u>	<u>28.86%</u>
Total fund balance unreserved	<u>2,713,837</u>	<u>70.21%</u>	<u>26.37%</u>	<u>28.86%</u>
Total equity and other credits	<u>\$ 3,865,451</u>	<u>100.00%</u>	<u>37.56%</u>	<u>41.10%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 10,291,242	
Prior Year Expenditures			\$ 9,404,486	

**City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of July 31, 2016**

	Enterprise Fund			
	31-Jul-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.58%	0.28%	0.25%
Reserved by state statute	422,861	17.27%	8.34%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>72.90%</u>	<u>35.19%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	90.75%	43.81%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,005	4.33%	2.09%	1.82%
Undesignated	<u>120,388</u>	<u>4.92%</u>	<u>2.37%</u>	<u>2.07%</u>
Total fund balance unreserved	<u>226,393</u>	<u>9.25%</u>	<u>4.46%</u>	<u>3.89%</u>
Total equity and other credits	<u>\$ 2,447,999</u>	<u>100.00%</u>	<u>48.28%</u>	<u>42.11%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,070,430	
Prior Year Expenditures			\$ 5,813,626	

**City of Roxboro
Tax Collection Report
For the Month Ended
31-Aug-16**

	2016 Tax Levy	2015 Tax Levy	2014 Tax Levy
Original Levy	\$ 4,342,813.89	\$ 4,197,916.89	\$ 4,081,156.72
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	38,871.70	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	4,381,685.59	4,538,524.86	4,462,198.16
+Discoveries	13,193.22	436,063.98	446,159.28
Levy	4,394,878.81	4,974,588.84	4,908,357.44
-Releases	4,253.23	24,163.30	10,861.77
Current Levy	4,390,625.58	4,950,425.54	4,897,495.67
Collection year-to-date	\$ 424,094.63	\$ 4,898,686.32	\$ 4,867,253.49
Uncollected	\$ 3,966,530.95	\$ 51,739.22	\$ 30,242.18
Collection % of Current Levy	9.66%	98.95%	99.38%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

12. Assistant City Manager's Report

Assistant City Manager's Report

Pothole repair – City crews are back to patching potholes this week. We are still evaluating pothole-patching machines. Currently a demo is scheduled for the week of September 19, 2016.

Lake Roxboro Spillway – The voids under the spillway have been filled. As stated earlier, there were fewer voids than anticipated. The gate releasing water downstream has been closed and the lake is returning to normal pool elevation.

13. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: September 13, 2016

- Please take note of several upcoming dates.
 - EDC Meeting, Thursday, September 15th, 8am at Person County Tax Office
 - Kerr-Tar COG Annual Dinner and Awards Banquet, 7pm at Henderson Vance Farmers' Market
 - RACC Casino Night: Saturday, October 1st, 6pm at Palace Pointe
 - EDC Workshop, October 12th, Noon until 5pm, Location TBA
- Major efforts have been made with City Hall Staff to work to create a safer work environment by reducing office hazards. This has included:
 - The disposition of records in accordance with the NC Records Retention Schedule.
 - Safer storage of our existing files.
 - Disposition of Furniture being creatively reused; for example, old dot matrix printer desks being used as storage.
 - Disposition of broken equipment like outdated printers.
 - Reduction of trip hazards by eliminating office clutter.
- The backend for editing our new City website content is in place. A training refresher was held with the Department Heads and content publishing should be underway. We anticipate publishing soon with basic content and expanding content as we are able. The immediate objective is to eliminate any outdated information from the current site as soon as possible.
- Assistant Manager Warren, Finance Officer Craig, and I participated in a conference call with the Local Government Commission regarding the funding of our Wastewater Treatment Plant upgrades. LGC Staff provided us some clear direction on immediate steps we should take to pursue funding. We are scheduling a formal sit-down meeting with LGC Staff and our engineers in early October.