

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, JUNE 14, 2016 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER	Mayor Marilyn P. Newell
INVOCATION:	Chief Kenneth Torain
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:	
Lt. John Hamlett - Pinning	
PUBLIC HEARINGS AND ORDINANCE MATTERS:	
1. Budget Amendment	Interim Finance Director Dan Craig
2. Set Public Hearing – Stormwater Capital Project Ordinance	Public Services Director Andy Oakley
3. Proposed Budget FY 2016-2017 – <i>(Public Hearing)</i>	City Manager Brooks Lockhart
4. Special Event Permit –5K Run – Person County Library – <i>(Public Hearing)</i>	Christy Bondy, Person County Library
5. Special Event Permit – Independence Day Parade – <i>(Public Hearing)</i>	Larry Cole, RAMA
6. Special Event Permit – “Alive After 5”- RDG – <i>(Public Hearing)</i>	Lauren Wrenn, Director RUD
7. Special Event Permit – “Rox n Roll” – <i>(Public Hearing)</i>	Lauren Wrenn, Director RUD
OLD BUSINESS:	
NEW BUSINESS:	
8. Spillway Bids	Public Services Andy Oakley
9. Audit Contract	Interim Finance Director Dan Craig
10. Current Fiscal Year Loan Approval	Interim Finance Director Dan Craig
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:	
CLOSED SESSION: Per NCGS 143.318.11(a)(6) Personnel	
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 June 14, 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 May 10, 2016 *(Regular Meeting)*
- Minutes of May 17, 2016 *(Special Meeting)*
- Fire/EMS Monthly Report *(May 2016)*
- Police Dept. Monthly Report *(May 2016)*
- Planning Dept. Monthly Report *(May 2016)*
- Public Services *(May 2016)*
- Fuel Expenditures *(May 2016)*
- RDG Report *(May 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 MAY 10, 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. **Public Services Director Andy Oakley** 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 for any changes or additions. **Council Member Henry Newell offered a motion to approve the agenda as presented 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 Byrd Blackwell to approve the consent agenda as presented with a second by Mayor Pro Tem William Davis**, and upon being put to a vote, was carried unanimously.

RECOGNITION:

Mayor Marilyn P. Newell read a Proclamation honoring National Law Enforcement Week and presented the proclamation to Deputy Chief Tony Kirby.

Mayor Newell also read a letter of appreciation from the Woodsdale Volunteer Fire Department for the donation of ten Air Packs and twenty Bottles.

PUBLIC COMMENT:

Mayor Marilyn P. Newell invited anyone interested in addressing Council to sign-up for the public record and to limit his/her comments to five minutes.

- 1) Mr. Larry Cole, 314 Lewis Winstead Loop Road (owner of Furniture Mart) – offered concerns about the proposed changes in Madison Boulevard stating that the changes would make entering and exiting businesses very difficult. Mr. Cole asked that Council**

meet with the Department of Transportation and Mr. Mike Ciriello before any final decisions are considered.

- 2) **Mr. Bill Dallas, 75 Red Bud Lane, Semora, N.C. (owner of The Bootery)** – shared the same concerns as Mr. Cole and is very concerned about DOT’s design for Madison Boulevard.
- 3) **Mr. Clarence Hamlett of Durham, N.C.** offered concerns regarding the closing of an unnamed Alley stating that his property Lot 1299 borders said alley and would not leave him access to his property. Mayor Marilyn P. Newell stated that more information would be addressed at the slated Public Hearing on the agenda.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Interim Finance Director Dan Craig presented Council with Budget Amendment #3. After a brief discussion, **Council Member Mark Phillips offered a motion to approve Budget Amendment #3 as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously. **Clerk’s Note: Said Budget Amendment is hereby incorporated into the minutes of this meeting.**

2. Closing of Alley – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:17 p.m. Assistant Manager Tommy Warren reported to that a request was received from 4C Properties, LLC, Mr. Linwood Cates to close an unnamed alley between South Main Street and Madison Boulevard. By closing and abandoning the alley, the existing right of way will be divided among the adjoining property owners.

At the April 2016 City Council meeting, the City adopted a Resolution of Intent to close the alley and set the Public Hearing for May 10, 2016 at 7:00 p.m. The Resolution of Intent was published in a local paper for four weeks and both ends of the alley were posted. The property owners abutting the alley to be closed were notified by certified.

Mr. Clarence Hamlett again stated that he would not have access to his property if this alley were closed. Mr. Warren stated that his property would have road frontage located on the Madison Boulevard end and that DOT would allow a cut out.

Mr. Lin Cates said he thought that the cut out that is already there was more on Mr. Hamlett’s property and would like to take Mr. Hamlett out to show where he had the land surveyed.

After some further discussion, **Mayor Newell closed the Public Hearing at 7:38 p.m. Council Member Byrd Blackwell offered a motion to table this closing until the July 12, 2016 meeting for further information to determine Mr. Hamlett’s accessibility to the lot with a second by Council Member Henry Daniel** and upon being put to a vote was carried unanimously.

3. Special Event Permit – “Rox-n-Roll” – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:39 p.m. RDG Director Lauren Wrenn presented Council with a Special Event Permit for the upcoming “Rox n Roll” Cruise In series. The event will require road closures and the City parking lot to be closed for each Cruise In beginning May 20th and running every third Friday thru October, 2016. Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 7:41 p.m. After some discussion, **Mayor Pro Tem William Davis offered a motion to approve Special Event Permit as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously

4. Text Amendment – Chapter 76: Parking Schedules

RDG Director Lauren Wrenn presented Council with the ordinance amending the City of Roxboro Cod of Ordinances Title VII: Traffic Code Chapter 72 and Chapter 76. The text has been review by the City Attorney and changes have been made as requested by Council at the Public Hearing held in April. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the text amendment as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **Clerk’s Note: A copy of said ordinance is hereby incorporated into the minutes of this meeting.**

NEW BUSINESS

5. FY 2016/2017 Budget Presentation - Draft

City Manager Brooks Lockhart presented Council with the proposed budget for fiscal year 2016-2017. Mr. Lockhart shared some highlights with Council, stating this budget reflects no real estate tax increase, taking advantage of our newly granted ability to expand the vehicle license tax, a 1.5% COLA for all employees and an increase in capital rates for water and sewer by \$.05 per 1000 gallon.

The total budget includes a net reduction of \$378,582 from FY 15-16. The General Fund Budget reflects a decrease of \$149,519 from FY 15-16. Our main challenges are dealing with a loss of \$210,100 in Ad-valorem Taxes, increasing cost pressures from health insurance and our looming capital projects in our Enterprise Fund.

Total proposed budget for the FY 2016-2017 is \$17,374,835. The budget is made up of the following funds:

<u>Fund</u>	<u>Amount</u>
General	\$10,283,059
Enterprise	\$ 6,891,058
All Other	<u>\$ 200,718</u>
Total	\$17,374,835

6. Request for Waterline for MRF from Person County

Public Services Director Andy Oakley presented Council with a request from Person County to construct a public water line for the Recycling Center to provide fire protection. The water system would be built by the County to City Standards and when completed, the system would be owned and maintained by the City.

Staff would recommend the approval of the extension with certain conditions:

- 1) All construction complies with City of Roxboro standards, specifications and policies
- 2) Access to the waterlines and meters must be provided in an easement

After a brief discussion **Mayor Pro Tem William Davis offered a motion to approve the request with the conditions as presented by Mr. Andy Oakley, with a second by Council Member Byrd Blackwell**, and upon being put to a vote was carried unanimously.

7. Senior Center Update – Person County

Ms. Christina Hess, with HH Architecture presented Council with a slide presentation describing the plans for the new Senior Center to be located on Depot Street. Ms. Hess explained the layout for the center, the exterior design and parking.

Some areas for consideration by Council include:

- Placement of a 12 foot canopy that would extend onto City property. After some discussion, it was the consensus of Council to wait for better presentation to study traffic flow and how the traffic flow would be effected.
- Allow the County to regrade and repave the requested eight handicapped parking spaces and to include in this that it will be the County's responsibility for any sub-grade issues encountered while regrading said spaces.
- Keep the rock wall and maintain with cosmetic upgrades.

OLD BUSINESS:

COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No meeting.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – Met on Thursday April 14, 2016, nothing new to report at this time.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – No COG meeting for April.
- 5) **Fire Chief's Association – Council Member Mark Phillips** – Attended the Chief's Association meeting and talked about training, mutual aid agreement, towers, etc. Also attended Neighborhood Watch at Grace Methodist Church.
- 6) **PCBIC – Mayor Marilyn P. Newell** attended the meeting on May 10, 2016 and hopes to have more information to report in the coming weeks.

MAYOR'S REPORT: Mayor Marilyn P. Newell reported to Council that the Mayor appoints members to the Housing Authority Board and she would like to take this time to inform the Council Members that Ms. Patti Tapp, and Ms. Annette Hampton for three year terms and Ms. Ollie Jeffers appointed as an alternate.

ADMINISTRATIVE REPORTS

8. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for March 31, 2016 and April 30, 2016. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

9. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to Council that a sinkhole was found on Somerset Avenue before you get to Bernies' Blessing. There is a creek crossing with two pipes in it under the street where the sinkhole was located. After digging up the sinkhole, it was determined that it had washed out between the two pipes. The void was filled in and both ends of the pipes were cleared. The area around the end of the pipes was sealed and armored with concrete.

Mr. Warren also reported that garbage collection for Memorial Day, Monday May 30, will be collected on Tuesday May 31. Staff will be collecting both Monday and Tuesday's routes on Tuesday.

Continuing, Mr. Warren reported that while repairs were being done in the summer of 2015, voids were found under sections of the spillway. After obtaining a cost estimate from the contractor, it was decided that we would do a separate bid for the repair of the voids in the summer of 2016. Bids for the repair will be opened on June 2, 2016 at 2:00 p.m. in City Hall. The bids will be presented to Council at the regular Council meeting on June 14, 2016. Approval will be contingent upon adoption of the budget for the 2016-

2017 fiscal year. This will allow the contractor to begin work in July and August while the weather is agreeable.

10. Manager's Report

City Manager Brooks Lockhart reported that the City anticipates a late May to mid-June launch for the new website. As part of the leap forward the City will need to eliminate all of the XP machines and upgrade the server software in the coming budget.

Work on the 2016-2017 Proposed Annual Budget is complete and staff has worked hard to accelerate the normal process. Work session dates are May 17th and May 24th. With non-profits making their presentations on May 24, 2016. Mr. Lockhart stated that Interim Finance Director Dan Craig recommends setting June 28, 2016 as the date for final approval of the upcoming budget and any year-end budget amendments. After some discussion, it was the consensus of Council to set June 28, 2016 at 4:00 p.m. to approve the fiscal year 2016-2017 budget and any budget amendments.

COUNCIL DISCUSSION: Council Member Mark Phillips offered concern over the proposed Madison Boulevard project stating that he attended the RAMA meeting and the concerns of the merchants along Madison Boulevard are no turn lanes. After some discussion, Council would like to meet with Mr. Mike Ciriello for more information on this project.

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

Council Member Henry Daniel offered a motion to return to open session with a second by Council Member Sandy Stigall 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 Council Member Sandy Stigall to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 9:28 p.m.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

May 10, 2016

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY, MAY 17, 2016 – 6:30 P.M. BUDGET SESSION
CITY COUNCIL CHAMBER- CITY HALL, ROXBORO, NC**

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

Members Absent:

Others Present: City Manager Brooks Lockhart
Assistant Manager Tommy Warren
Interim Finance Director Dan Craig
Trevie Adams, City Clerk

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 p.m. welcoming everyone in attendance. **Council Member Byrd Blackwell** offered an invocation.

AGENDA ADOPTION:

Mayor Newell presented the agenda asking for any corrections or additions and there being none, **Mayor Pro Tem William Davis** offered a motion to approve the agenda as presented with a second by **Council Member Henry Daniel** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

NEW BUSINESS:

1. Proposed Budget Presentation (FY 2016-2017)

City Manager Brooks Lockhart presented Council with a slide presentation introducing the budget for FY 2016-2017. The total budget for the fiscal year 2016-2017 is \$17,374,835.00 with a break-down as follows:

General Fund:	\$10,283,059.00
Enterprise:	\$ 6,891,058.00
All Other:	<u>\$ 200,718.00</u>
Total	\$17,274,835.00

The total budget includes a net reduction of \$378,582 from FY 15-16. The General Fund Budget reflects a decrease of \$149,519 from FY 15-16. Staff has proposed a reduction of \$405,741 in Capital Lease proceeds which are reflected in revenues in this fiscal year but ultimately add to the future year Debt Service; we are financing less in the general fund than we did in the year prior. Other major changes in the General Fund included a decrease of \$210,100 in Ad-valorem taxes, an increase of \$151,950 in unrestricted intergovernmental revenues attributed to higher anticipated utility Franchise Tax, and an increase of \$178,840 in operating transfers. The shift in operating transfers includes allocating funds from our LEO reserve to cover expenses. We also plan to take advantage of our newly granted ability to expand the vehicle license tax. The decrease

of \$161,143 in the Enterprise Fund is from completing a majority of the spillway project in FY15-16.

This budget recommends that the tax rate remain at \$0.660, the water and sewer rate remain at FY 15-16 levels, and the cost of commercial garbage collection remain the same as FY 15-16. It is however recommended that capital rates for water and sewer increase by \$.05 each per 1000 gallons. This increase will assist in paying debt towards future improvements. Specifically, at the wastewater plant to address new ammonia limits that will be enforced in our 2019 permit and the payments on the MEX System at the Water Plant.

Continuing, Mr. Lockhart informed Council that the proposed budget does include a 1.5% cost of living adjustment and continues a Performance Pay allowance of two tiers proposing a 1.0%/ 2.0% increase per tier. Also, health insurance rates will increase by 40% for the renewal period and as implemented in FY 15-16 the employees will continue to pay the 25% portion for family coverage if hired before 2011 and 100% for family coverage if hired after 2011.

After some discussion, the next budget session will be held Tuesday, May 24, 2016 at 6:30 p.m. with non-profit presentations at that time.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Mark Phillips with a second by Council Member Byrd Blackwell to adjourn this meeting at 8:20 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, City Clerk

May 17, 2016

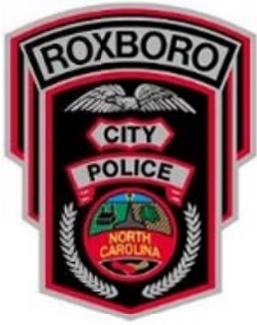


City of Roxboro
Fire and Rescue Department

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

Highlight

- **Responses** - During the month of May, the City of Roxboro Fire Department responded to 20 fire calls within the city limits, and 25 fire calls outside the city limits. Also, the department responded to 64 first responder calls within the city, and 29 first responder calls in our county response district. Over the course of May, we had to call back off-duty personnel and auxiliary personnel for a total of 1 full alarms. Roxboro Fire Department responded to 143 dispatched calls this month.
- **Training** Roxboro Fire Department conducted a fire drill and a test of their command structure at Eaton Corp. We had several real fires at Eaton the last several months with out much damage.
- **Rescue Team.** A couple members of the Roxboro Rescue Team did a confine space demonstration for the month of May safety meeting.
- **Boy Scouts** We received positive feedback from the doctor and the Scout leaders for our part in the annual physicals for the boy scouts. The crews checked blood pressures for the scouts during the event.
- **Hose Testing** For three days in May the Roxboro Fire Department tested over 3.5 miles of fire hose. The purpose of the test is to check the ability of the hose to stand up to the pressures needed during firefighting.
- **Fire Safety Visits** The Roxboro Fire Department visited Roxboro Baptist Preschool and North and South Elementary in 2nd and 4th grade for Risk Watch.
- **Burn Camp** Several of the staff went to Raleigh to assist with the North Carolina Burn Center Camp. We provided a fire truck for the parade and assisted with party decoration.
- **Parade.** Chief Torain carried Little Betsy to the Virgilina Summerfest Parade. We received a lot of attention for the City of Roxboro.



ROXBORO POLICE DEPARTMENT



*109 South Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

City Council Report

May 2016

Patrol Division

Highlighted Events

- Patrol is fully engaged in the "Click it, or Ticket" campaign.
- All patrol teams have completed firearms qualifications on standard and tactical courses of fire.
- Patrol officer Wright developed intelligence and executed his first narcotics search warrant.
- This culminated with felony charges and seizures. This was the direct result of effective training.
- Lt. Price assisted Carboro Police during their recent promotional assessment.
- Monthly sergeants meeting was held with optimal feedback
- Sergeants are commended for their role in cost savings, due to staffing directives and initiatives to reduce needless overtime compensation.
- Sergeant Roberson completed a 100 hour on line course entitled "Credible Leadership." This is part of the professional and career development outline for all supervisory positions.
- Suspicious persons calls, shots fired, business alarms and property crimes all increased this month.
- Complacency training was completed by all patrol teams.
- Our new officers are well oriented and doing well in their field training.
- Vehicle compliancy checkpoints continue to be initiated in attempts to target harden specific residential areas.

Community Policing

- Honor Guard posted the colors for the NC Special Olympics.
- Officer Thompson conducted his second Church Security presentation.
- Sergeants continue to meet with their assigned Community Watch groups.
- Lt. Price continues to meet with Wood Ridge Apts to assist with crime prevention.
- Lt. Price presented a traffic analysis to the courier times.
- Sergeant Walkers team is to be commended for their active de-escalation tactics on scene of a mentally ill subject with a gun.
- We are continuing to work on the flyers that were distributed community wide.
- Officer Gil and Sgt. Walker presented Gun Safety to children at Roxboro Baptist.

Monthly Activities

- Calls for Service – 1385
- Incident Reports- 134
- Vehicle Crashes – 51
- Citations – 209
- Warnings – 203
- Misdemeanor Arrests – 42
- Felony Arrests – 15
- Charges-94

Criminal Investigations Division

- Conducted case assignment/management duties.
- Conducted administrative duties.
- Discussed check fraud case with Detective Howe.
- Sergeant Cates completed equipment order through SIRCHIE.
- Spoke with Detective Mussatti with Durham Police. Same advised that he possibly had suspects in an Armed Robbery case that we were working in custody. Detective Howe made contact with same.
- Spoke with Debbie Baker in reference to an Elderly Abuse Forum. Detective Howe has been tasked with this project.
- Spoke with Ollie Jeffers in reference to Project Right Choices.
- Reviewed several training videos on Officer Safety (Body Language).
- Started reviewing new policy.
- Assisted Sergeant Williams with paperwork in reference to personnel issue.
- Received phone call from Federal Inmate in reference to Yarborough case.
- Worked obtaining property by false pretense case where through the course of the investigation cultivated a new informant for SCU.
- Worked Breaking and Entering into a Motor Vehicle and Felony Larceny case. Detective Howe was able to lift some prints. Still under further investigation.
- Worked suspicious organs case behind Roxboro Dentistry. Organs determined to be of animal origin per the Medical Examiners Office.
- Canvassed the Brookstone community in attempts to obtain information on any gang related information. Received tip that the shooting incident is going to stem a chain of violent events in the near future.
- Investigated an Armed Robbery in Lee Gardens, further investigation yielded that victims were making a drug deal when robbed, prosecution declined by victim.
- Investigated Breaking and Entering where victim reports that he returned home and found multiple items taken from his residence. Patrol reports no forced entry observed. Further investigation.
- Patrolled areas in the City of Roxboro
- Provided briefings to the Division Commander

- Followed up with staff on case status.
- Made contact with with the Rockingham County DA's office in regards to the Robert Parrish Case.
- Completed 2016 in-service firearms training.
- Continuing to work on the Arson Investigation with the Roxboro Fire Department and the Insurance Companies. The samples that were sent off to the two private labs that were hired by the insurance companies came back positive for gasoline.
- Investigating Larceny by Employee at Valero's- Employee is suspected of stealing 3 cartons of cigarettes and over \$500.00 in cash from the business.- Still under further investigation.
- Met with the DA's Office in reference to future cases from Aaron's Rental.
- Met with Patricia Lacks of Aaron's Rental and advised her of the change in procedures. The Roxboro Police Department will only investigate incidents for Aaron's Rental when the suspect has actually pawned their merchandise. The pawn shop will be the victim and not Aaron's.
- Worked alleged rape that occurred in Carlyle Trailer Park. Case was unfounded.
- Investigated code black at 1504 N. Main St. Death notification was made to the family. Sergeant Cates and Detective Furstenau did an understanding job working this case. Although these officers did not possess the proper equipment, they remained professional and completed their mission. Hats off to both of them.
- Detective Howe attended training in Nevada. This training was hosted by the federal government in regards to incendiary devices.
- Detective Howe examined four fingerprint cases for Chapel Hill police and one case for Norwood Police.
- Detective Howe investigated and interviewed a subject in reference to counterfeit check cases. Processed evidence and made contact with a potential suspect and conducted telephone interviews in reference to counterfeit checks
- Detective Howe assisted Hillsborough Police with their AFIS and examined two cases. Also conducted interviews with another suspect concerning counterfeit checks
- Worked with the department intern examining fingerprints and assisted Chapel Hill with fingerprint cases.
- SCU attended the Annual Narcotics Conference.
- CID assisted patrol with search warrant.
- Left message with Text-A-Tip representative. Have not received a reply.
- Conducted a controlled purchase of narcotics for PC for search warrant.
- Conducted a controlled purchase of narcotics for PC for search warrant.
- Camera purchase of Oxycodone was conducted this week.
- Responded to the Budget Inn to assist patrol and probation officers in reference to possession of Suboxen. .

Total Numbers for the Month

- Number of cases assigned 19
- Follow up hours in field 188
- Phone follow up hours 35
- Hours spent doing paperwork 94
- Call outs 6
- Out of town follow ups 1(Raleigh)
- Felony warrants - 6 felony petitions obtained 2 felony warrants
- Misdemeanor warrants 1
- Cases closed: Leads exhausted, Closed by warrants or unfounded 7
- Arrests 0
- Felony packets 2
- Number of interviews done 22
- Complaints handled 0

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 6 Cases

Person County Sheriff's Office – 1 Case

Chapel Hill Police Department – 6 Cases

Hillsborough Police Department – 2cases

Norwood Police Department – 1 Case

Street Crimes Unit

- Street Crimes reestablished contact with three informants who wished to provide drug information they were assigned to gather.
- SCU tasked informants with investigating narcotic complaints in the Village.
- Sgt. Horton completed Instructor In-Service Training, instructed 2016 In-Service Firearms Training and Remedial Training.
- Assisted Patrol with calls for service and an armed robbery call.
- Detective Lee followed up on the robbery call and found that same was a drug deal gone wrong.
- Received backordered ghillie suits and restocked Departmental ammunition.
- SCU have conducted three camera buys of narcotics this month.
- SCU have conducted three controlled purchases of narcotics for probable cause at three different locations in the city this month.

Administrative Services Unit

- Engaged in hiring processes for two new police officer positions and ordering required equipment and supplies.
- Working with Human Resources to fill the evidence technician vacancy.
- Internship began for a student at Bluefield College. She will be completing the internship throughout the summer months.
- Assisted patrol with calls for service.
- Working with John Hamlett to get Watch guard camera systems installed in vehicles as well as interview rooms.
- Completed one performance evaluation.
- Worked on COPS grant.
- Completed facility maintenance work orders with Phillip Fish.
- Meetings with the SBI.
- Delivered evidence to the SBI to be analyzed for controlled substances.
- Enrolled several officers in leadership classes.
- Set up meetings at shift change with Columbia College representatives to talk about their online bachelor's program for police officers.
- Attended progress review boards for all three new hires. All of them are on pace to be released from field training as scheduled.

Administration

Meetings

- Daily meetings with all staff.
- Several meetings with HR and City Manager related to personnel matters.
- Deputy Chief Kirby is assisting Administrative Services with applicant hiring procedures.
- Distributed several local requests for the press.
- Deputy Chief Kirby is working with Lt. Price on Data Driven Approaches to Collisions.
- Met with Community Watch members.
- Deputy Chief Kirby is working with Sharon Richmond on code enforcement partnership opportunities.
- Continuing dialogue and development of current and pending technology needs.
- We are continuing the fund raising effort in partnership with our CPA Alumni to secure funding for our Honor Guard Uniforms. We have secured approximately 90 % of the needed funds through donations.
- Various meetings with community partners
- Actively working on community initiatives to educate teens on police interactions.
- Attended Judicial Stakeholders meeting.
- Deputy Chief attended the PCC LEO Advisory meeting

- Worked with NC Training and Standards to prepare for our annual audit.
- Phone follow ups with the SBI
- Researching personal protection equipment for all officers
- Met with administrative services concerning COPS grant submission

Highlighted Events

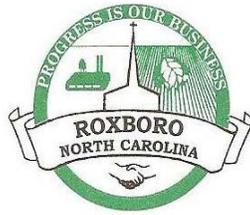
- Deputy Chief continues to meet with the City Manager, Assistant City Manager and Finance Director to review Capital and Operating budget requests for the 2016-17 FY.
- Chief Hess continues to use mobile technology to stay abreast and engaged with budget and personnel issues.
- Working with the American Legion to establish the PD as a drop off point for tattered American flags. This will ensure proper destruction.
- The PD hosted the Person County Economic Development Meeting
- Chief Hess is in his last two weeks of the FBI leadership Academy and is slated to graduate on June 10th.
- Sergeant Dickerson delivered the commencement speech for the graduates of Vance Granville Community College BLET.
- Career development has been fully implemented at all supervisory levels as evidenced by leadership classes and the newly established relationship with Columbia College.

Personnel

- Received medical updates on two employees.
- Working with HR to post and fill our vacant evidence technician position.
- Working with HR to fill 2 vacant police officer positions.

Chief attending the FBI National Academy

Chief Hess has remained in daily contact with Captain Kirby. He has continued to be actively engaged with departmental and city operations. Even though he has been very tasked with the demands of the academy, the chief continues to advise and forecast. Staff has effectively kept the chief updated via email and phones calls.



City of Roxboro

Memorandum

To: Trevie Adams , Roxboro City Clerk
From: Sharon Richmond, Roxboro Planning & Zoning Director
Re: June N-Focus Report
Date: 6/14/2016

Consent Agenda Item
N-Focus June 10, 2016 Cases

Zoning Enforcement currently has 15 Minimum Housing Investigations
High Grass Complaints to date have been 30 with 10 repeat offenders

City of Roxboro, North C LM
 Distribution of Gas Tick
 30-Apr-16

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5530
 Diesel 0.5930

0.05 2.00%
 per gallon 2.00%
 Net
 Cost

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		38.86	77.18	21.49	1.94	0.78	52.97	1.986
2	4130	Finance		15.74	31.00	8.70	0.79	0.31	21.19	1.970
3	4160	Public Buildings		164.71	338.24	91.08	8.24	3.29	235.63	2.054
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		11.24	23.15	6.22	0.56	0.22	16.15	2.060
		Total Administrative		230.55	469.57	127.49	11.53	4.61	325.94	2.037
5	4310	Police		1,610.13	3,234.33	890.40	80.51	32.20	2,231.22	2.009
6	4311	CID		232.32	467.82	128.47	11.62	4.65	323.08	2.014
26	4312	Narcotics		28.31	56.16	15.66	1.42	0.57	38.52	1.984
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		1,870.76	3,758.31	1,034.53	93.54	37.42	2,592.83	2.009
7	4340	Fire		1,173.54	2,334.11	680.84	58.68	23.47	1,571.12	1.989
8	4341	Fire Inspections		124.64	250.73	68.93	6.23	2.49	173.08	2.012
		Total Fire Dept.		1,298.18	2,584.84	749.77	64.91	25.96	1,744.20	1.991
10	4510	Public Services		115.75	232.02	64.01	5.79	2.32	159.91	2.004
11	4511	Streets		515.19	1,021.91	293.83	25.76	10.30	785.87	1.984
12	4512	Street Cleaning		21.13	41.40	12.53	1.06	0.42	27.39	1.959
13	4513	Garage		16.25	32.00	8.99	0.81	0.33	21.88	1.969
14	4710	Residential Garbage		1,232.23	2,416.21	730.71	61.61	24.64	1,599.24	1.961
15	4711	Commercial Garbage		1,026.20	2,020.22	607.81	51.31	20.52	1,340.57	1.969
16	4740	Cemetery		182.78	385.58	101.08	9.14	3.66	271.71	2.110
		Total Public Services		3,109.53	6,149.34	1,818.95	155.48	62.19	4,206.57	1.978
		Total General Fund		6,509.02	12,962.06	3,730.74	325.45	130.18	8,869.53	1.991
18	7112	Meter Reading		171.30	346.31	94.73	8.57	3.43	239.59	2.022
19	7114	Lake Warden		69.30	142.15	38.32	3.47	1.39	98.98	2.051
25	7118	Pump Stations		355.63	695.53	196.66	17.78	7.11	473.97	1.956
20	7120	Water Plant		186.85	375.29	103.33	9.34	3.74	258.88	2.009
21	7121	Water Line Maintenance		172.69	340.93	98.63	8.63	3.45	230.21	1.974
22	7130	WWTP		150.94	310.49	83.47	7.55	3.02	216.45	2.057
23	7131	Sewer Line Maintenance		523.31	1,049.08	295.79	26.17	10.47	716.66	2.005
24	7132	WWTP II		144.84	282.25	80.10	7.24	2.90	192.01	1.949
		Total Enterprise Fund		1,774.86	3,542.03	991.03	88.74	35.50	2,426.76	1.996
		Total All Funds		8,283.88	16,504.09	4,721.78	414.19	165.68	11,296.29	1.992



June 6, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: June Council Report

City of Roxboro:

- Additional planters for Uptown – As you may recall from last month’s report, the planters that were scheduled for installation at the corner of Court Street and Main Street were put on standby due to stocking issues with the supplier. Thanks to the efforts of the folks at Rolling Hills, we are now back on track to have three new planters installed at that corner within the next few weeks. Furthermore, a resident of Roxboro has volunteered to assist with additional planter/landscape projects in the Uptown area. Ms. Jessica Smith, who works with Hoffman nursery, has generously agreed to offer her expertise on these projects and assist with plant selection, soil revitalization, and mulch management. In addition to Ms. Smith, members of the Youth For Christ organization contacted me about the possibility of hosting a day of their summer camp Uptown. They wanted a project for the campers to complete that would allow them to take pride in their community and see their work on a daily basis. As such, I have paired these campers with Ms. Smith to complete a variety of planting/landscaping projects in Uptown on June 28th. This will include making some additions and changes to the raised bed in the alleyway off of Depot Street.
- Uptown Parking – The parking committee met on June 2nd to discuss next steps for the parking in Uptown. We have decided to prepare a brochure that will be distributed to Uptown businesses, as well as the County and Courts system. The hope is this newly updated, and accurate, information will encourage everyone to think about parking in a different way and ultimately lead to less tickets and complaints throughout Uptown.
- Other Highlights:
 - Attended the launch of the Person County Quilt Trail at the Museum of History.
 - Attended Kerr-Tar SET meeting in Henderson on May 16th.
 - Hosted a final Kerr-Tar SET meeting to discuss strategic plans for QOL efforts.
 - Put flags out for Memorial Day. (Flags will remain out for Flag Day and July 4th.)
 - Attended the public interest meeting regarding the Senior Center on May 11th.
 - Attended a EDC-GIS meeting on May 13th to look at development sites.



Roxboro Development Group:

- Uptown Planters – See above.
- Rox N’ Roll Cruise-In – The first Cruise-In of the season was a great success, despite the less than perfect weather. The band was a hit and many spectators commented on the improvements made in Uptown over the past year. Our newest businesses saw the benefits of remaining open during events and we are poised for a spectacular year with this event. June will be Father’s Day themed, and serve as the host for a “Community Gospel Festival.” We look forward to drawing an assortment of folks with this new addition that would not ordinarily attend our Cruise-In. We also wish the organization hosting this event much success with their outreach campaign.
- Fourth of July Celebrations – As we draw closer to July, the plans are in motion to make this a great year for the Independence Day celebrations in our area. Councilman Mark Phillips and I have worked to make the “Ahuna Dancers” a part of this year’s parade festivities. The dancers will perform at Merritt Commons at 1pm the day of the parade. The hope is this addition will encourage parade-goers to stay Uptown longer and enjoy lunch before taking in the show at the Main Street Pavilion. Furthermore, the Directors’ RoundTable organization has developed an application for parade entries this year, as well as rules for compliance. This was done in an effort to avoid any safety or enjoyment hindrances taking place during the event.
- Economic Restructuring Efforts – RDG is making a conscious effort to do more in the way of economic development and restructuring in our area. Not only is the organization working to improve our joint endeavors with EDC, but we are also developing the necessary tools and data to market our Uptown on a state and national level. It has long been a misconception that RDG is solely about throwing events. We are now in a position, and ready to change that perception.
- Other Highlights –
 - RDG Board meeting held May 17th.
 - Select Estate Solutions officially opened in the former Keep It Classy Consignment shop on the south end of Main Street.
 - Arrangements were made for the upcoming Alive After 5 event on the first night of Personality. The Pizazz! Band will perform.
 - Attended Chamber of Commerce board meeting on May 18th.
 - Held a Promotions Committee meeting on May 19th.
 - Held a Design Committee meeting on June 2nd to discuss planting/landscaping projects.
 - Attended the Strutmasters Car Show Fundraiser on June 4th.
 - Acquired a new food vendor for our next Cruise-In event.
 - Attended S.P.E.E.D.’s “Summer Kick-Off” event on June 10th.

1. Budget Amendment

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2015-16 BUDGET**

The following budget amendment is hereby requested:

Budget Amendment Number:

4

Fund 10 & 60 - General & Water Funds			INCREASE	DECREASE
Revenues				
	10-00-3325-251	Sales Tax Refund	35,000.00	
	10-00-3100-140	Recovery Prior Year Taxes	1,000.00	
	10-00-3835-820	Sale of Fixed Assets	45,000.00	
			81,000.00	-
	Net Increase (Decrease) in Revenues		81,000.00	
Expenditures				
	10-00-4120-510	Capital Outlay(>\$5,000)	45,000.00	
	10-00-4140-350	Contracted services	1,000.00	
	10-00-6060-000	N C Sales Tax	35,000.00	
	10-00-4110-255	Property and Liability Insurance		25,000.00
	10-00-4110-192	Legal Fees	15,000.00	
	10-40-4910-192	Legal Fees	10,000.00	
	60-92-7118-331	Electricity-Southside Pump	5,000.00	
	60-92-7118-353	Repairs and maintenance-pump st	15,000.00	
	60-92-7131-200	Supplies		10,000.00
	60-92-7131-240	Gas and Oil		10,000.00
	Net Increase (Decrease) in Expenses		126,000.00	45,000.00
			81,000.00	

Justification: To reclass various expenditures within departments.
 To appropriate additional sales of fixed assets and purchase of communications tower
 To appropriate additional sales tax refund and sales tax expenditure
 To appropriate additional Property tax collections and collection fee paid

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2009-2010 BUDGET**

Requested By: DC Date: 6/8/2016

Approved to Submit to Council: _____ Date: _____

Approved by Council: _____ Date: _____

Posted to Computer: _____ Date: _____

2. Stormwater Capital Project Ordinance

INTEROFFICE MEMO

June 14, 2016

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Stormwater Capital Project Ordinance

In August 2011, the City of Roxboro implemented a Stormwater Fee to enable the city to meet the State mandated Stormwater rules. City Council implemented this fee under a capital project ordinance with a 5-year renewal.

Council needs to establish a public hearing for July 12, 2016 City Council Meeting in order to discuss the continuation of the Capital Project Ordinance.

3. Proposed Budget 2016-2017 - Public Hearing

Public Notice

Budget Ordinance Advertisement

Special Meeting of the City Council

The proposed budget ordinance for the City of Roxboro, North Carolina for the fiscal year beginning July 1, 2016 and ending June 30, 2017, is available for public inspection at the office of the City Clerk in the Roxboro City Hall at 105 S. Lamar St. from 9:00 a.m. to 5:00 p. m. Monday through Friday.

A public hearing will be held on June 14, 2016, at 7:00 p.m. at the Roxboro Municipal Building located at 105 S. Lamar Street, for the purpose of discussing the proposed budget ordinance. The final budget ordinance will be adopted on June 28, 2016 at a special meeting of the City Council at pm at the Roxboro Municipal Building at 105 S. Lamar Street, Roxboro. The proposed budget ordinance summary is as follows:

General Fund Revenues:

Ad-valorem taxes	\$4,649,360
Local Option Sales Tax	1,330,111
Other taxes and licenses	12,000
Unrestricted intergovernmental	998,473
Restricted intergovernmental	637,276
Permits and fees	7,000
Sales and services	667,120
Investment earnings	2,500
Miscellaneous	21,000
Sale of fixed assets	15,000
Proceeds of capital lease	414,457
Operating transfers in	252,800
Reimbursement - Enterprise Fund	957,744
Fund balance appropriated	<u>326,398</u>

Total General Fund 10,291,240

Enterprise Fund Revenues:

Operating revenues	5,863,004
Non-operating revenues	2,100
Operating transfers in	804,442
Sale of fixed assets	15,000
Proceeds of capital lease	-
Fund balance appropriated 60	106,005
Fund balance appropriated 61	<u>100,000</u>

Total Enterprise Fund 6,890,551

Other Funds Revenues:

Revolving loan fund	34,100
Vehicle tags fund	120,598
Pension fund - LEO	<u>300</u>

Total Other Funds 154,998

Total revenues \$ 17,336,789

General Fund Expenditures:

General government	\$1,375,644
Police	3,458,659
Fire	1,888,320
Emergency communications	95,800
Transportation	1,803,373
Environmental protection	849,177
Parks and recreation	500
Economic development	211,906
Debt service	507,863
Operating transfers out	<u>100,000</u>

Total General Fund 10,291,240

Enterprise Fund Expenditures:

Administration	119,569
Water and sewer lines	1,505,362
Water supply and treatment	1,679,129
Waste water treatment	1,286,882
Debt service	479,487
Operating transfers out	1,705,186
Triple Tier Lines	100,000
Transfer to Fund Balance	-
Transfer to Triple Tier FB	7,065
Transfer to Capital Reserve F	<u>7,870</u>

Total Enterprise Fund 6,890,551

Other Fund Expenditures:

Revolving loan fund	34,100
Vehicle tags fund	120,598
Pension fund - LEO	<u>300</u>

Total Other Funds 154,998

Total expenditures \$ 17,336,789

The proposed budget includes a property tax rate of \$0.67 per \$100 of assessed property valuation.

**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2017**

BE IT ORDAINED by the City Council of Roxboro, North Carolina

Section 1: That there is hereby levied the following rates of tax on each one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2017 for the purpose of raising the revenue from current years' property tax to finance the following appropriations:

General Fund	\$	<u>0.670</u>
Total Rate per \$100 of valuation of taxable property	\$	<u>0.670</u>

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

General Fund - Fund 10:

Revenues:

Ad-valorem taxes	\$	4,649,360
Local Option Sales Tax		1,330,111
Other taxes and licenses		12,000
Unrestricted intergovernmental revenues		998,473
Restricted intergovernmental revenues		637,276
Permits and fees		7,000
Sales and services		667,120
Investment earnings		2,500
Miscellaneous		21,000

Other Financing Sources:

Sale of fixed assets		15,000
Proceeds of capital lease		414,457
Operating transfers in		252,800
Reimbursement form Enterprise Fund		957,744

Fund Balance Appropriated

Unreserved		326,399
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Total revenues and other financing sources	\$	<u>10,291,240</u>
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The following amounts are hereby appropriated in the General Fund for the operation of the City of Roxboro and its activities for the fiscal year beginning July 1, 2016, and ending June 30, 2017 in accordance with the chart of accounts heretofore established by the City.

City of Roxboro, North Carolina
Adopted Annual Budget Ordinance
Projected Revenues and Expenditures
For the Fiscal Year Ending June 30, 2017

General Fund - Fund 10:

Expenditures:

General government	
Governing Body	\$ 199,145
City Hall Administration	593,491
Finance	252,546
Tax Collection	63,650
Sales Tax	88,100
Buildings and Grounds	138,413
Purchasing	40,299
Public safety	
Police	3,458,659
Fire	1,888,320
Emergency communications 911	95,800
Public works	
Transportation	1,803,373
Environmental protection	849,177
Cultural and recreational	500
Economic development	211,906
Debt service	507,863
Other Financing Uses:	
Operating transfers out	<u>100,000</u>
Total expenditures and other financing uses	<u>\$ 10,291,240</u>

Section 2: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017. The water sales and sewer use charges were estimated based on the water and sewer rates included in the revenue section and adopted as part of this proposed budget ordinance.

City of Roxboro, North Carolina
Adopted Annual Budget Ordinance
Projected Revenues and Expenditures
For the Fiscal Year Ending June 30, 2017

Water and Sewer Fund - Fund 60:

Revenues:

Operating Revenues:

Charges for services - water and sewer fund	\$ 5,089,752
Tapping fees	20,000
Other operating revenues	35,475

Non-Operating Revenues:

Investment earnings	500
Federal and State grants	-

Other Financing Sources:

Operating transfers in	804,442
Local option sales tax - transferred from General Fund	-
Sale of fixed assets	15,000
Proceeds of capital lease	-

Fund Balance Appropriated 106,005

Total revenues and other financing sources \$ 6,071,174

The following amounts are hereby appropriated in the Water and Sewer Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Expenditures:

Administration

Billing and Collections	\$ 119,569
Sales Tax	-

Water and Sewer Lines

Meter Section	255,446
Pump Stations	266,810
Water Line Maintenance	622,086
Sewer Line Maintenance	361,020

Water Supply and Treatment

Raw Water Supply	206,509
Water Treatment Plant	1,354,307
Waste Water Treatment Plant II	118,314

Waste Water Treatment

Waste Water Treatment Plant	1,286,882
Debt Service	479,487

Other Financing Uses:

Transfer to fund balance	-
Operating transfers out	<u>1,000,744</u>

Total expenditures and other financing uses \$ 6,071,174

**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2017**

Special Revenue Funds:

Section 3: It is estimated that the following revenues will be available in the CDBG - Revolving Loan Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

CDBG Revolving Loan Fund - Fund 13:

Revenues:

Restricted intergovernmental revenues	\$	34,000
Investment earnings		100

Other Financing Sources:

Operating transfers in	-
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Fund Balance Appropriated

Total revenues and other financing sources	\$	34,100
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The following amounts are hereby appropriated in the CDBG - Revolving Loan Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Expenditures:

Economic development		
Legal assistance	\$	2,000
Building renovation loans		30,000

Other Financing Uses:

Transfer to Fund Balance	2,100
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Total expenditures	\$	34,100
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Section 4: It is estimated that the following revenues will be available in the Vehicle Special Revenue Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Vehicle Special Revenue Fund - Fund 26:

Revenues:

Other taxes and licenses	\$	120,548
Investment earnings		50

Fund Balance Appropriated

Total revenues and other financing sources	\$	120,598
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City of Roxboro, North Carolina
Adopted Annual Budget Ordinance
Projected Revenues and Expenditures
For the Fiscal Year Ending June 30, 2017

The following amounts are hereby appropriated in the Vehicle Special Revenue Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Expenditures:

General government			
Person County tax collection	\$	15,598	

Other Financing Uses:

Operating transfers out			105,000
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Total expenditures and other financing uses	\$		<u>120,598</u>
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Enterprise Funds:

Section 5: It is estimated that the following revenues will be available in the Triple Tier Water Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Triple Tier Water Fund - Fund 61:

Revenues:

Operating Revenues:			
Charges for services	\$	6,965	

Non-Operating Revenues:			
Investment earnings		100	

Other Financing Sources:

Proceeds of capital lease			-
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Fund Balance Appropriated			<u>100,000</u>
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Total revenues	\$		<u>107,065</u>
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The following amounts are hereby appropriated in the Triple Tier Water Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Other Financing Uses:

Sales Tax	\$	-	
Transfer to Water Fund		100,000	
Transfer to Fund Balance		<u>7,065</u>	

Total expenditures and other financing uses	\$		<u>107,065</u>
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**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2017**

Section 8: The Grand Totals of estimated revenues and other financing sources and expenditures and other financing uses for all funds for the fiscal year beginning July 1, 2016 and ending June 30, 2017 are shown below:

Grand Totals - All Funds:

Revenues	\$	14,344,942
Other Financing Sources:		
Operating transfers in		2,014,986
Proceeds of capital leases		414,457
Sale of fixed assets		30,000
Fund balance appropriated		532,404
Total revenues and other financing sources	\$	17,336,789
Expenditures	\$	15,409,468
Other Financing Uses:		
Operating transfers out		1,909,986
Transfer to fund balance		17,335
Total expenditures and other financing uses	\$	17,336,789

Section 9: The City Manager shall have the authority to make transfers as necessary up to a maximum of \$2,500. All transfers must be in accordance with the North Carolina General Statutes. The City Manager shall not have any authority to appropriate fund balance or to increase total appropriations.

Upon introduction of the Ordinance by Council member _____, and second by Council member _____, this ordinance is adopted on this the _____ st day of June , 2016.

Ayes:

Nayes:

ATTEST:

 Trevie Adams, City Clerk

4. Special Event Permit - 5K Run - Public Hearing



City of Roxboro Special Event Permit Application

Chapter 95 of the Roxboro City Code regulates certain pickets, parades, public assemblies and special events. Article 1 of that Chapter regulates such activities that are intended, in whole or in part, to exercise freedom protected under the First Amendment of the United States Constitution; and Article II of that Chapter regulates such activities that are not intended, in whole or in part, to exercise freedom protected under the First Amendment. A permit under Article 1 is issued by the Chief of Police, and a permit under Article II is issued by the City Council after a Public Hearing.

This permit application form is designed for use in the issuance of a permit under either Article I or Article II, and the applicant is directed to Chapter 95 for a complete explanation of the requirements and procedures for issuing a permit under Article I or Article II. Nothing in this application is intended to supplant or modify the requirements and procedures of Chapter 95.

95.25 ACTIVITIES COVERED.

(A) *This subchapter applies to all street fairs, festivals, athletic events, carnivals, parades, marches, rallies, or other similar activities or public events not intended in whole or in part to exercise freedom protected under the First Amendment of the United States Constitution, and that require the temporary closing or obstruction of a street, sidewalk, or other public right-of-way or any segment thereof or that otherwise substantially hinder or prevent the normal flow of vehicular or pedestrian traffic along any street or other public right-of-way. Any such activity covered by this subchapter shall hereafter be referred to as a "special event."*

(B) *This subchapter shall not apply to:*

- (1) *An activity occurring entirely on property owned by person, county or another unit of government;*
- (2) *Funeral processions;*
- (3) *Students going to and from school or participating in an educational activity where such activity is under the immediate supervision and direction of proper school authorities; or*
- (4) *A governmental agency acting within the scope of its functions.*

(Ord. passed 9-12-06)

For Office Use Only

- Fee Paid (\$50.00)
- Article I
 Submitted to RPD
- Article II
 Submitted to RPD
 Submitted to Council

Date Application Received:

4/26/2016

Date Submitted to Council/RPD:

6/14/2016

Application Decision:

- Approved Denied

**PLEASE READ ALL INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION FORM.**

Application Process and Instructions

Special Event Applications shall be submitted to the City of Roxboro no later than forty-five (45) days prior to the event date. Incomplete applications may increase the permit processing time. If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 filing fee due at the time the application is returned.

Please provide the information requested in the sections below. It is needed to verify compliance with the City's Special Event Ordinance provisions.

I. Applicant Information:

Individual/Organization: Friends of the Person County Public Library, Inc.
Address: 319 S. Main Street City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-597-7881 Cell Number: 919-724-8994 Fax Number: 336-597-5081

Individual/Organization: Christy Bondy
Address: 319 S. Main Street City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-330-2287 Cell Number: 919-724-8994 Fax Number: 336-597-5081

II. General Event information:

Please provide the common name by which the event is to be known.

Bookin' it Down the Road - 5K

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Protest
- Picket
- Other _____

Please provide a brief description of the purpose of the proposed event:

The 5K race will serve to promote healthy living, wellness and library services and resources. It will serve to raise awareness and funding for the library.

Please indicate the following:

- a. Proposed Event Date(s): Saturday, October 1, 2016
- b. Proposed Time Period(s) of the Event: 7AM - 11AM
- c. Location of Event: Merritt Commons
- d. Approximate Number of People to Attend the Event: 100

Please provide a general description of the activities planned during the event.

The friends plan to have a 5k fundraiser that would begin at Merritt Commons. The race would begin on W. Gordon, turn onto Main Street up to 501 and turn around to W. Borden onto Hammer down to Clayton Ave. where the turn around point would be up to Peach Tree and Virginia Ave and then up Main St. around the Courthouse and ending at Merritt Commons. Attached map.

Please list below any request for special services to be provided by the City, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

- Police: The group would like to request a police escort of the race to the end of Main Street and EMS in event of an injury.
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): _____
- Other: _____

III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc.:

The group requests use of Merritt Commons parking lot for participants and spectators and a barrier at Gordon St. before the race starts at 7AM.

Specify number of:

0 Goods/Food Vendors 0 Animals 0 Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? Y / N

*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained.

Are you serving/selling alcohol at your event? Y / N

*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent

underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s)**. Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: _____

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

There will be approximately 3 signs that will be used to direct participants on the route with 2 volunteers at each milemarker. The approximate size will be 3'x3'.

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:
 - The area where the event is to take place
 - Any Streets or other rights-of-way to be closed or obstructed.
 - Any barriers or traffic control devices that will be erected.
 - Location of vendor booths, platforms, benches, stages, or bleachers
 - Location of alcohol selling/consumption area
 - Toilet Facilities (i.e., porta johns)
 - Garbage Facilities (dumpsters, roll out carts)

****Please note the City of Roxboro does NOT provide garbage or waste removal services for the proposed event. The event organizer is responsible for arranging for these services, if necessary.**

IV. Cancellation Policy

The City Manger, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

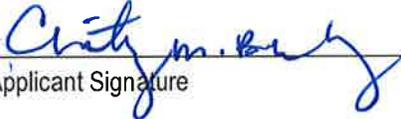
- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,

- if any significant change in conditions would, or may adversely affect the public health or safety of the community, or
- for any condition that would place City facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

The undersigned persons certify that all information in this application (including attachments) is complete and accurate to the best of their knowledge, that the information contained in this application form shall constitute conditions of an issued permit, that the City will be notified of any changes or revisions to the event plans as described in this application, and that the undersigned persons have received and reviewed a copy of Chapter 95 of the Roxboro City Code and agree to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations/fines.

FUTHERMORE, the undersigned persons hereby authorize the City Manager or designated representative to enter upon the above-referenced activity site for the purpose of inspecting and determining/verifying compliance with the City's ordinance provisions.


Applicant Signature

Date: 4/25/16

Responsible Planner/On-Site Manager

Date: _____

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having this day received permission from the City of Roxboro to conduct Bookin' it Down the Road Sk on October 1, 2016, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

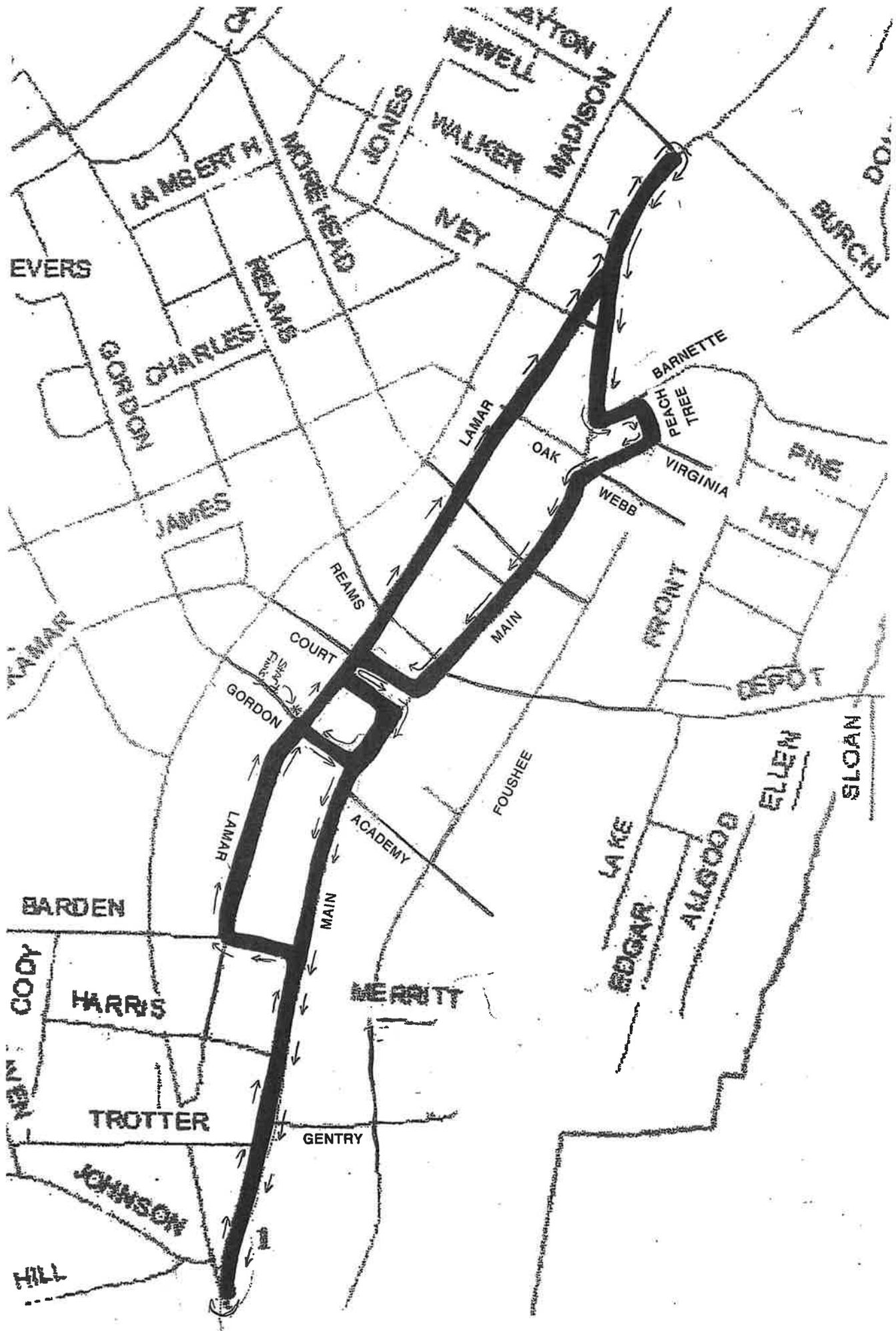
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:

This the 28 day of April, 2016

Curtis M. Burt
(Signature)

Notary Witness: Robin C. Stephens
(Seal)

Commission Expires
4/11/2017



NCACC LIABILITY AND PROPERTY POOL COVERAGE CERTIFICATE July 1, 2016 to July 1, 2017		
Member: PERSON COUNTY	Effective Date: July 1, 2016	
Contract Number LP-PE-072-15	Expiration Date July 1, 2017	
Coverages	Limit/Values Reported/Annual Contribution	
PROPERTY:		\$ 63,766
Real and Personal Proper Blanket Limit	\$78,704,880	
Property Deductible, All Perils, each Occurrence	\$1,000	
2% Wind Deductible applies (coastal counties only)		
Except Food (Excluding Zones A and Z) and Earthquake per Occurrence	\$25,000	
Except Terrorism and Mold, per Occurrence	\$10,000	
INLAND MARINE:		\$ 718
Total Inland Marine Limit	\$886,110	
Inland Marine Deductible, All Perils, each Occurrence	\$1,000	
2% Wind Deductible applies (coastal counties only)		
Except Flood (Excluding Zones A and Z) and Earthquake, per Occurrence	\$25,000	
Except Terrorism and Mold, per Occurrence	\$10,000	
EQUIPMENT BREAKDOWN:		Included
Equipment Breakdown	\$25,000,000	
Deductible, Direct Damage	\$1,000	
Deductible, Indirect Coverage	24 hours	
GENERAL LIABILITY:		\$ 18,343
Each Occurrence	\$2,000,000	
Fire Legal Liability	\$100,000	
Medical Payments, each Person	\$1,000	
Medical Payments, each Accident	\$10,000	
General Liability Deductible, Each Occurrence	\$0	
AUTOMOBILE:		\$ 139,838
Auto Liability, each Accident	\$2,000,000	
Auto Physical Damage	Actual Cash Value	
Auto Physical Damage: Ambulance, Fire Trucks, Specialized Vehicles (a)	\$ 608,000.00	
Auto Liability Deductible		
Auto Physical Damage Deductible	\$1,000	
CRIME:		\$ 968
Employee Theft - per Loss Coverage	\$250,000	
Forgery or Alteration	\$250,000	
Inside the Premises - Theft of Money and Securities	\$250,000	
Inside the Premises - Robbery or Safe Burglary	\$250,000	
Outside the Premises	\$250,000	
Computer Fraud	\$250,000	
Money Orders and Counterfeit Paper Currency	\$250,000	
Crime Deductible, each Occurrence	\$1,000	

PERSON COUNTY

PUBLIC OFFICIALS LIABILITY:		\$ 18,561
Public Officials Liability, each Occurrence	\$2,000,000	
Sexual Abuse Extension, each Person	\$500,000	
Sexual Abuse Extension, Annual Aggregate	\$1,000,000	
Public Officials Deductible, each Occurrence	\$5,000	
Sexual Abuse Deductible, each Occurrence	\$5,000	
LAW ENFORCEMENT LIABILITY:		\$ 48,939
Law Enforcement Liability, each Occurrence	\$2,000,000	
Sexual Abuse Extension, each Person	\$500,000	
Sexual Abuse Extension, Annual Aggregate	\$1,000,000	
Professional Health Care Services, each Occurrence	\$1,000,000	
Professional Health Care Services, Annual Aggregate	\$3,000,000	
Law Enforcement Deductible, each Occurrence	\$5,000	
Sexual Abuse Deductible, each Occurrence	\$5,000	
Professional Health Care Services, Deductible, each Occurrence	\$5,000	
EMPLOYMENT PRACTICES LIABILITY:		\$ 14,236
Employment Practices Liability, each Occurrence	\$2,000,000	
Employment Practices Liability Deductible, Each Occurrence	\$5,000	
EXCESS LIABILITY:		\$ -
TOTAL ANNUAL CONTRIBUTION		\$ 305,369

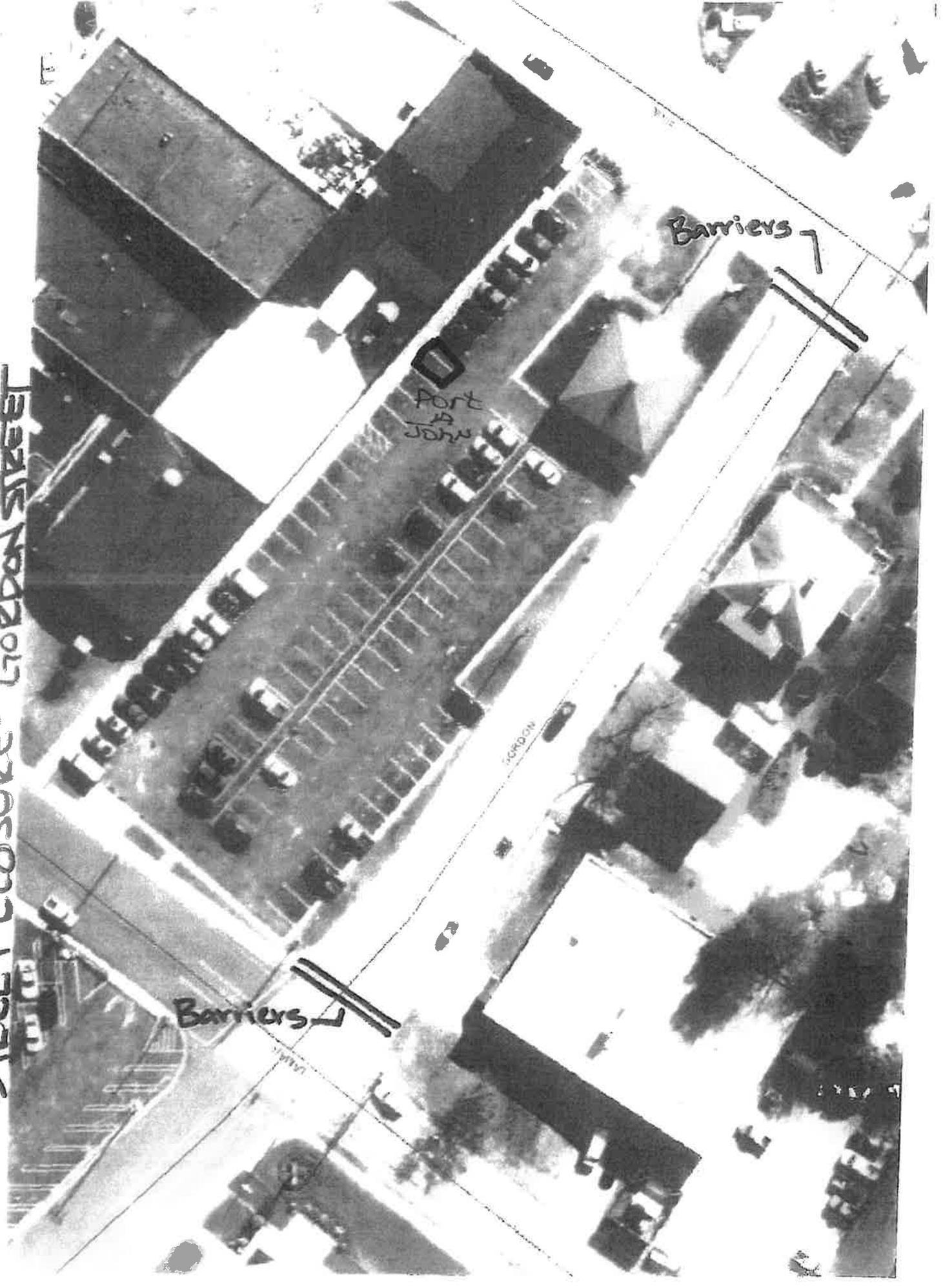
STREET CLOSURE = GORDON STREET

Port
A
John

Barriers

Barriers

GORDON





City of Roxboro

Rules Governing the Use of the Main Street Pavilion at Merritt Commons

The City of Roxboro recognizes the value of having an appropriate facility such as the Main Street Pavilion at Merritt Commons to serve the citizens of Roxboro and Person County. To achieve this objective, it shall be the policy of the City of Roxboro to grant and encourage maximum use of the Main Street Pavilion to responsible and properly organized agencies, institutions, individuals, and organizations for cultural, educational, recreational, and civic purposes, hereinafter referred to as Qualified User(s).

Merritt Commons shall be made available subject to such rules and regulations as established by the City of Roxboro (336-599-3116). Administration of the facility is the responsibility of the Uptown Development Director (336-322-6018).

The Qualified User shall indemnify, protect, and save harmless the City of Roxboro from and against any claim for injury, damage, cost, or loss to person or property arising out of or related to the use of the Pavilion.

1. The Main Street Pavilion shall be available for use by Qualified User(s). An individual or representative of such Qualified User(s) must be 21 years of age or older.
2. Whenever the property is in use by a Qualified User(s), the User or a representative of the organization must be present at all times and see that all regulations are followed.
3. Applications for the use of the Main Street Pavilion must be made to the Uptown Development Director and appropriate forms must be signed by the proper officer of the organization or individual who thereby assumes full responsibility for any damage to the property resulting from such use by other organizations, groups, or individuals. Permission must be granted as above before the property can be used or reserved. All scheduling changes and any other matters or questions pertaining to the use of the Main Street Pavilion must be directed to the Uptown Development Director by the User whose name appears on the application as the contact person. If that person is not available, one other designee may be used. Individuals may sign for use of the facility for a private non-profit function. *(Note to users: Please inform members of your organization to bring questions and concerns to the contact person or their designee to eliminate confusion about scheduling and other matters).*
4. Use of the facility may not in any way violate civil rights or the laws of the State of North Carolina.
5. The deposit charge fixed by the City of Roxboro for the use of the Main Street Pavilion and any associated fees, if applicable, must be paid at least ten (10) days before the first date of use in order for a date and time to be reserved. If a date is reserved and the User does not appear at the facility, any rental fees for the unused time shall be retained by the City of Roxboro. The User shall not stay later than the scheduled time unless granted permission by the Uptown Development Director.

6. Seating capacity and use of the City Parking Lot (festival style/lawn seating) is subject to regulation by the Roxboro Fire Department and approval by the Chief of the Roxboro Police Department and Roxboro City Council.
7. Any alterations to electrical, structural, or other building features are prohibited.
8. No open flame device shall be used without written permission from the Roxboro Fire Department.
9. Special Event insurance will be required for concert venues. The City of Roxboro will be listed as additional insured on the policy.
10. The User shall be responsible for cleaning of the premises (entrances, parking areas, and surrounding areas) so as to place them in their original condition. This includes all trash receptacles to be emptied, all items not property of the Main Street Pavilion are to be removed, all food and drink areas are to be cleaned, and stage is to be completely cleared.
11. All combustible decoration materials shall be treated with a fire-retardant substance.
12. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.
13. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User shall, after a period of ten (10) days from the last day of tenancy hereunder be deemed abandoned and become the property of the City of Roxboro to be disposed of or used at the City's discretion.
14. User will pay for damages beyond normal wear immediately. Failure to do so will result in the loss of user privileges. Damages will be deducted from the security deposit. User will pay cost above the security deposit.
15. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User. Cost of these repairs will be borne by the User.
16. The User will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to any part of the building, except in designated areas, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the Pavilion or the furnishing thereof.
17. Use or possession of alcohol shall be governed by City of Roxboro ordinances.
18. Security personnel may be required by the City of Roxboro depending upon the nature of the event. All charges for security shall be borne by the User. The Uptown Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.
19. The User agrees to make provisions for the safety of those who attend a performance or entertainment by providing sheriff deputies/police officers as appropriate, and by receiving approval from the Roxboro Police Department prior to a performance or entertainment and to pay such officers for their services.
20. Working with surrounding businesses and churches: The Qualified User(s) will be required to work with surrounding businesses. If there is a funeral or visitation at Roxboro Baptist Church during the planned event, music will be prohibited until the funeral or visitation is over.
21. The Qualified User(s) will contact Roxboro Baptist Church (336-599-9248) to coordinate scheduling. Failure to coordinate with Roxboro Baptist may result in cancellation of the event by the Roxboro Police Department and/or the Uptown Development Director.
22. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning and Development department under authorization of the City's Special Event Permit ordinance.
23. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS.** The User is responsible for providing adequate amounts of restroom facilities/ ADA restroom facilities (Portable Toilets) for each event. The amount of wastewater facilities is to be advised by the Person County Environmental Health Department per number of people projected to attend each event.
24. The User shall not assign or sublet the space or rights covered by this agreement.

25. All advertising and promotion are the responsibility of the organization using the facility.
26. The City of Roxboro hereby reserves the right to control and manage the facility through the Uptown Development Director and to enforce all necessary and proper rules for management and operation of the same.
27. **ALL MATTERS NOT AUTHORIZED EXPRESSLY BY THE TERMS OF THIS CONTRACT SHALL BE RESERVED TO THE DISCRETION OF THE UPTOWN DEVELOPMENT DIRECTOR.**
28. **SECURITY DEPOSIT:** The security deposit for use of the Main Street Pavilion is \$100. Security deposits are refundable upon satisfactory compliance with these rules and the applicable agreement.
29. **FEES:** The Main Street Pavilion facility shall be provided **FREE OF CHARGE** to all organizations, individuals, and agencies not engaged in for-profit activities. The fee for profit-making individuals, organizations, and agencies shall be \$50 per hour.

Main Street Pavilion at Merritt Commons Application for Use

NAME OF GROUP/ORGANIZATION Friends of the Person County Public Library, Inc.

DESCRIPTION OF ACTIVITY 5k race - run and walk

CONTACT PERSON Christy Bandy

PHONE # (W) 336-330-2297 (H) 919-479-8494

Is this usage a FOR PROFIT or NOT FOR PROFIT activity (circle one)?

Time requested:

DATE	TIME	HOURS
<u>10/11/2016</u>	<u>7:00 AM - 11:00 AM</u>	<u>4</u>
_____	_____	_____
_____	_____	_____

Security Deposit \$100.00

Total Fees (for profit multiply number of hours by \$50) \$100.00

Total Amount Due with Application \$100.00

Usage Agreement

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND Friends of the Person Ct. Library (USER) ON THE DATES AND TIMES INDICATED ON THIS FORM.

Make all checks payable to the City of Roxboro and remit to the Uptown Development Director.

It is agreed that the rules governing the use of the Merritt Commons property, County of Person, North Carolina, a copy of which has been received by the User and is an integral part of this agreement and is incorporated herein.

I/We release, absolve and agree to hold harmless and indemnify the City of Roxboro, their staff, sponsors and representatives from and against any and all liability, and from and against any claims, demands, costs or expenses, or causes of actions arising out of or in connection with the use of the facility.

WE THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTAND THIS CONTRACT AND WILL ASSUME THE AFOREMENTIONED RESPONSIBILITIES.

This agreement is entered into this 35 day of April, 2016. In keeping with our good faith, I hereby submit a check in the amount of \$ 100 to the City of Roxboro.

Friends of the Person Co. Public Library Christy Bondy
Name of Organization (User) Contact Person

Address: 319 S. Main Street

City: Roxboro State: NC ZIP: 27573

Telephone number: Home 919-479-8494

Work 336-330-2297

Cell 919-724-8994

E-mail: cbondy@personcoandpnet

Christy M. Bondy
Signature/Date (User)

Jamien Whelan 5/23/2016
Signature/Date (Uptown Development Director)

5. Special Event Permit - July 4th - Public Hearing



City of Roxboro Special Event Permit Application

Chapter 95 of the Roxboro City Code regulates certain pickets, parades, public assemblies and special events. Article 1 of that Chapter regulates such activities that are intended, in whole or in part, to exercise freedom protected under the First Amendment of the United States Constitution; and Article II of that Chapter regulates such activities that are not intended, in whole or in part, to exercise freedom protected under the First Amendment. A permit under Article 1 is issued by the Chief of Police, and a permit under Article II is issued by the City Council after a Public Hearing.

This permit application form is designed for use in the issuance of a permit under either Article I or Article II, and the applicant is directed to Chapter 95 for a complete explanation of the requirements and procedures for issuing a permit under Article I or Article II. Nothing in this application is intended to supplant or modify the requirements and procedures of Chapter 95.

For Office Use Only	
<input checked="" type="checkbox"/> Fee Paid (\$50.00)	
<input type="checkbox"/> Article I	<input type="checkbox"/> Submitted to RPD
<input checked="" type="checkbox"/> Article II	<input checked="" type="checkbox"/> Submitted to RPD
	<input checked="" type="checkbox"/> Submitted to Council
Date Application Received: <u>5/31/2016</u>	
Date Submitted to Council/RPD: <u>6/11/2016</u>	
Application Decision:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

95.25 ACTIVITIES COVERED.

(A) This subchapter applies to all street fairs, festivals, athletic events, carnivals, parades, marches, rallies, or other similar activities or public events not intended in whole or in part to exercise freedom protected under the First Amendment of the United States Constitution, and that require the temporary closing or obstruction of a street, sidewalk, or other public right-of-way or any segment thereof or that otherwise substantially hinder or prevent the normal flow of vehicular or pedestrian traffic along any street or other public right-of-way. Any such activity covered by this subchapter shall hereafter be referred to as a "special event."

(B) This subchapter shall not apply to:

- (1) An activity occurring entirely on property owned by person, county or another unit of government;
- (2) Funeral processions;
- (3) Students going to and from school or participating in an educational activity where such activity is under the immediate supervision and direction of proper school authorities; or
- (4) A governmental agency acting within the scope of its functions.

(Ord. passed 9-12-06)

**PLEASE READ ALL INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION FORM.**

Application Process and Instructions

Special Event Applications shall be submitted to the City of Roxboro no later than forty-five (45) days prior to the event date. Incomplete applications may increase the permit processing time. If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 filing fee due at the time the application is returned.

Please provide the information requested in the sections below. It is needed to verify compliance with the City's Special Event Ordinance provisions.

I. Applicant Information:

Individual/Organization: Directors Roundtable
Address: 211 N. Main Street City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-599-8333 Cell Number: N/A Fax Number: _____

Individual/Organization: Larry Cole
Address: 314 Lewis Winstead Loop City: Roxboro State: NC Zip Code: 27574
Daytime Phone Number: 336-599-7749 Cell Number: 336-598-1344 Fax Number: 336-599-0156
336-599-8317

II. General Event information:

Please provide the common name by which the event is to be known.

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Protest
- Picket
- Other _____

Please provide a brief description of the purpose of the proposed event:

The annual 4th of July parade is intended to offer the citizens of Roxboro and Person County an opportunity to celebrate the festivities of our nation's birthday.

Please indicate the following:

- a. Proposed Event Date(s): July 4th 2016
- b. Proposed Time Period(s) of the Event: 9:30am (set-up) to 2:00 pm (clean up)
- c. Location of Event: Main St. + Merritt Commons parking lot
- d. Approximate Number of People to Attend the Event: 70 parade entries 500+ spectators

Please provide a general description of the activities planned during the event.

The parade will assemble entries @ the PC Museum. At 10am, the parade will begin down Main St. and disperse from the Merritt Commons parking lot. There will be a classic car show, food vendors, and performers at Merritt Commons after.

Please list below any request for special services to be provided by the City, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

- Police: To block the necessary streets during the parade.
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): _____
- Other: _____

III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc.:

The Merritt Commons parking lot will be closed during this event.

Specify number of:

< 5 Goods/Food Vendors < 10 Animals 0 Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? Y / N - Non-profit vendors

*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained.

Are you serving/selling alcohol at your event? Y / N

*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent

underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s)**. Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: WRRX/WRXS will set up at the Courthouse

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

None - except what will be on the floats/vehicles

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:
 - The area where the event is to take place
 - Any Streets or other rights-of-way to be closed or obstructed.
 - Any barriers or traffic control devices that will be erected.
 - Location of vendor booths, platforms, benches, stages, or bleachers
 - Location of alcohol selling/consumption area
 - Toilet Facilities (i.e., porta johns)
 - Garbage Facilities (dumpsters, roll out carts)

****Please note the City of Roxboro does NOT provide garbage or waste removal services for the proposed event. The event organizer is responsible for arranging for these services, if necessary.**

IV. Cancellation Policy

The City Manger, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,

- if any significant change in conditions would, or may adversely affect the public health or safety of the community, or
- for any condition that would place City facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

The undersigned persons certify that all information in this application (including attachments) is complete and accurate to the best of their knowledge, that the information contained in this application form shall constitute conditions of an issued permit, that the City will be notified of any changes or revisions to the event plans as described in this application, and that the undersigned persons have received and reviewed a copy of Chapter 95 of the Roxboro City Code and agree to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations/fines.

FUTHERMORE, the undersigned persons hereby authorize the City Manager or designated representative to enter upon the above-referenced activity site for the purpose of inspecting and determining/verifying compliance with the City's ordinance provisions.



Applicant Signature

Date: 6-1-16

Responsible Planner/On-Site Manager

Date: _____

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having this day received permission from the City of Roxboro to conduct the annual July 4th Parade on July 4, 2016, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

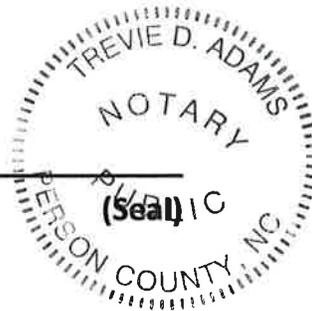
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:

This the 3rd day of June, 2016

Fanny Cole
(Signature)

Notary Witness: *Trevie D. Adams*

My Commission expires: February 11, 2017





City of Roxboro

Rules Governing the Use of the Main Street Pavilion at Merritt Commons

The City of Roxboro recognizes the value of having an appropriate facility such as the Main Street Pavilion at Merritt Commons to serve the citizens of Roxboro and Person County. To achieve this objective, it shall be the policy of the City of Roxboro to grant and encourage maximum use of the Main Street Pavilion to responsible and properly organized agencies, institutions, individuals, and organizations for cultural, educational, recreational, and civic purposes, hereinafter referred to as Qualified User(s).

Merritt Commons shall be made available subject to such rules and regulations as established by the City of Roxboro (336-599-3116). Administration of the facility is the responsibility of the Uptown Development Director (336-322-6018).

The Qualified User shall indemnify, protect, and save harmless the City of Roxboro from and against any claim for injury, damage, cost, or loss to person or property arising out of or related to the use of the Pavilion.

1. The Main Street Pavilion shall be available for use by Qualified User(s). An individual or representative of such Qualified User(s) must be 21 years of age or older.
2. Whenever the property is in use by a Qualified User(s), the User or a representative of the organization must be present at all times and see that all regulations are followed.
3. Applications for the use of the Main Street Pavilion must be made to the Uptown Development Director and appropriate forms must be signed by the proper officer of the organization or individual who thereby assumes full responsibility for any damage to the property resulting from such use by other organizations, groups, or individuals. Permission must be granted as above before the property can be used or reserved. All scheduling changes and any other matters or questions pertaining to the use of the Main Street Pavilion must be directed to the Uptown Development Director by the User whose name appears on the application as the contact person. If that person is not available, one other designee may be used. Individuals may sign for use of the facility for a private non-profit function. *(Note to users: Please inform members of your organization to bring questions and concerns to the contact person or their designee to eliminate confusion about scheduling and other matters).*
4. Use of the facility may not in any way violate civil rights or the laws of the State of North Carolina.
5. The deposit charge fixed by the City of Roxboro for the use of the Main Street Pavilion and any associated fees, if applicable, must be paid at least ten (10) days before the first date of use in order for a date and time to be reserved. If a date is reserved and the User does not appear at the facility, any rental fees for the unused time shall be retained by the City of Roxboro. The User shall not stay later than the scheduled time unless granted permission by the Uptown Development Director.

6. Seating capacity and use of the City Parking Lot (festival style/lawn seating) is subject to regulation by the Roxboro Fire Department and approval by the Chief of the Roxboro Police Department and Roxboro City Council.
7. Any alterations to electrical, structural, or other building features are prohibited.
8. No open flame device shall be used without written permission from the Roxboro Fire Department.
9. Special Event insurance will be required for concert venues. The City of Roxboro will be listed as additional insured on the policy.
10. The User shall be responsible for cleaning of the premises (entrances, parking areas, and surrounding areas) so as to place them in their original condition. This includes all trash receptacles to be emptied, all items not property of the Main Street Pavilion are to be removed, all food and drink areas are to be cleaned, and stage is to be completely cleared.
11. All combustible decoration materials shall be treated with a fire-retardant substance.
12. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.
13. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User shall, after a period of ten (10) days from the last day of tenancy hereunder be deemed abandoned and become the property of the City of Roxboro to be disposed of or used at the City's discretion.
14. User will pay for damages beyond normal wear immediately. Failure to do so will result in the loss of user privileges. Damages will be deducted from the security deposit. User will pay cost above the security deposit.
15. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User. Cost of these repairs will be borne by the User.
16. The User will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to any part of the building, except in designated areas, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the Pavilion or the furnishing thereof.
17. Use or possession of alcohol shall be governed by City of Roxboro ordinances.
18. Security personnel may be required by the City of Roxboro depending upon the nature of the event. All charges for security shall be borne by the User. The Uptown Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.
19. The User agrees to make provisions for the safety of those who attend a performance or entertainment by providing sheriff deputies/police officers as appropriate, and by receiving approval from the Roxboro Police Department prior to a performance or entertainment and to pay such officers for their services.
20. Working with surrounding businesses and churches: The Qualified User(s) will be required to work with surrounding businesses. If there is a funeral or visitation at Roxboro Baptist Church during the planned event, music will be prohibited until the funeral or visitation is over.
21. The Qualified User(s) will contact Roxboro Baptist Church (336-599-9248) to coordinate scheduling. Failure to coordinate with Roxboro Baptist may result in cancellation of the event by the Roxboro Police Department and/or the Uptown Development Director.
22. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning and Development department under authorization of the City's Special Event Permit ordinance.
23. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS.** The User is responsible for providing adequate amounts of restroom facilities/ ADA restroom facilities (Portable Toilets) for each event. The amount of wastewater facilities is to be advised by the Person County Environmental Health Department per number of people projected to attend each event.
24. The User shall not assign or sublet the space or rights covered by this agreement.

25. All advertising and promotion are the responsibility of the organization using the facility.
26. The City of Roxboro hereby reserves the right to control and manage the facility through the Uptown Development Director and to enforce all necessary and proper rules for management and operation of the same.
27. **ALL MATTERS NOT AUTHORIZED EXPRESSLY BY THE TERMS OF THIS CONTRACT SHALL BE RESERVED TO THE DISCRETION OF THE UPTOWN DEVELOPMENT DIRECTOR.**
28. **SECURITY DEPOSIT:** The security deposit for use of the Main Street Pavilion is \$100. Security deposits are refundable upon satisfactory compliance with these rules and the applicable agreement.
29. **FEES:** The Main Street Pavilion facility shall be provided **FREE OF CHARGE** to all organizations, individuals, and agencies not engaged in for-profit activities. The fee for profit-making individuals, organizations, and agencies shall be \$50 per hour.

Main Street Pavilion at Merritt Commons Application for Use

NAME OF GROUP/ORGANIZATION Directors' Round Table
DESCRIPTION OF ACTIVITY 4th of July Parade & Celebration
CONTACT PERSON Jenny Cole / Lauren Whinn
PHONE # (W) 336-599-7749 ~~336-322-6018~~

Is this usage a FOR PROFIT or NOT FOR PROFIT activity (circle one)?

Time requested:

DATE	TIME	HOURS
<u>July 4th 2016</u>	<u>9am - 2pm</u>	<u>5</u>
_____	_____	_____
_____	_____	_____

Security Deposit

Total Fees (for profit multiply number of hours by \$50)

Total Amount Due with Application

\$100.00 waived for Round Table
[Signature]
[Signature]

Usage Agreement

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND

Directors' Round Table (USER) ON THE DATES AND TIMES INDICATED ON THIS FORM.

Make all checks payable to the City of Roxboro and remit to the Uptown Development Director.

It is agreed that the rules governing the use of the Merritt Commons property, County of Person, North Carolina, a copy of which has been received by the User and is an integral part of this agreement and is incorporated herein.

I/We release, absolve and agree to hold harmless and indemnify the City of Roxboro, their staff, sponsors and representatives from and against any and all liability, and from and against any claims, demands, costs or expenses, or causes of actions arising out of or in connection with the use of the facility.

WE THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTAND THIS CONTRACT AND WILL ASSUME THE AFOREMENTIONED RESPONSIBILITIES.

This agreement is entered into this 6th day of June, 2016. In keeping with our good faith, I hereby submit a check in the amount of \$ 0 to the City of Roxboro.

united for Director's Round Table
Director's Round Table
Name of Organization (User) Jamie Whinn
Contact Person (for Mpsitt Comoros use only)

Address: 211 N. Main St.

City: Roxboro State: NC ZIP: 27573

Telephone number: Home: 336-599-7749

Work: 336-322-6018

Cell: 336-599-8317

E-mail: Roxboro July 4th Parade@gmail.com

Jamie Whinn 6/6/2016
Signature/Date (User)

[Signature] 6/6/2016
Signature/Date (Uptown Development Director)

6. Special Event Permit - Alive After 5 - Public Hearing



City of Roxboro Special Event Permit Application

Chapter 95 of the Roxboro City Code regulates certain pickets, parades, public assemblies and special events. Article 1 of that Chapter regulates such activities that are intended, in whole or in part, to exercise freedom protected under the First Amendment of the United States Constitution; and Article II of that Chapter regulates such activities that are not intended, in whole or in part, to exercise freedom protected under the First Amendment. A permit under Article 1 is issued by the Chief of Police, and a permit under Article II is issued by the City Council after a Public Hearing.

This permit application form is designed for use in the issuance of a permit under either Article I or Article II, and the applicant is directed to Chapter 95 for a complete explanation of the requirements and procedures for issuing a permit under Article I or Article II. Nothing in this application is intended to supplant or modify the requirements and procedures of Chapter 95.

95.25 ACTIVITIES COVERED.

(A) *This subchapter applies to all street fairs, festivals, athletic events, carnivals, parades, marches, rallies, or other similar activities or public events not intended in whole or in part to exercise freedom protected under the First Amendment of the United States Constitution, and that require the temporary closing or obstruction of a street, sidewalk, or other public right-of-way or any segment thereof or that otherwise substantially hinder or prevent the normal flow of vehicular or pedestrian traffic along any street or other public right-of-way. Any such activity covered by this subchapter shall hereafter be referred to as a "special event."*

(B) *This subchapter shall not apply to:*

- (1) *An activity occurring entirely on property owned by person, county or another unit of government;*
- (2) *Funeral processions;*
- (3) *Students going to and from school or participating in an educational activity where such activity is under the immediate supervision and direction of proper school authorities; or*
- (4) *A governmental agency acting within the scope of its functions.*

(Ord. passed 9-12-06)

For Office Use Only

- Fee Paid (\$50.00)
- Article I
 Submitted to RPD
- Article II
 Submitted to RPD
 Submitted to Council

Date Application Received:

6/10/2016

Date Submitted to Council/RPD:

6/14/2016

Application Decision:

- Approved Denied

**PLEASE READ ALL INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION FORM.**

Application Process and Instructions

Special Event Applications shall be submitted to the City of Roxboro no later than forty-five (45) days prior to the event date. Incomplete applications may increase the permit processing time. If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 filing fee due at the time the application is returned.

Please provide the information requested in the sections below. It is needed to verify compliance with the City's Special Event Ordinance provisions.

I. Applicant Information:

Individual/Organization: The Roxboro Development Group
Address: P.O. Box 128 / 105.5 Lamar St., Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-6018 Cell Number: N/A Fax Number: 336-599-3774

Individual/Organization: Lauren Wrena
Address: P.O. Box 128 City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-32 Cell Number: 336-322-6018 Fax Number: 336-599-3774

II. General Event information:

Please provide the common name by which the event is to be known.

Alive After 5

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Protest
- Picket
- Other _____

Please provide a brief description of the purpose of the proposed event:

The proposed event is intended to provide live entertainment for the annual Personality festival, draw additional traffic to downtown Roxboro, and serve as a fundraiser for RDB.

Please indicate the following:

- a. Proposed Event Date(s): Aug. 26th 2016
b. Proposed Time Period(s) of the Event: 3:00 (set-up) - 10:30pm (clean-up)
c. Location of Event: Merritt Commons parking lot
d. Approximate Number of People to Attend the Event: 4,000

Please provide a general description of the activities planned during the event.

There will be live music at the pavilion. Patrons are allowed to bring lawn chairs/bug chairs to sit and enjoy the music & alcohol. A food vendor may be present, but the bulk of food items will be available through the Personality Festival.

Please list below any request for special services to be provided by the City, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

Police: RDG will apply to have a maximum of 4 off-duty officers to provide security for this event
 Fire: _____

Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): RDG Director Lauren Wrenn will work at the Public Works department to ensure all necessary barricades are erected.
 Other: _____

III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc.:

Merritt Commons parking lot and Gordon Street will be closed for this event. The MC lot will be closed no earlier than 3pm & reopen no later than 10:30pm. Gordon St will be closed no later than 5:30pm and re-open no earlier than 9:00pm
Specify number of:

21 Goods/Food Vendors 0 Animals 0 Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? Y / N

*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained. Through local food vendors.

Are you serving/selling alcohol at your event? Y / N

*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent

underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s)**. Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: _____

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

Banners for sponsors will be affixed to the sides of the partitions of zip ties.

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:
 - The area where the event is to take place
 - Any Streets or other rights-of-way to be closed or obstructed.
 - Any barriers or traffic control devices that will be erected.
 - Location of vendor booths, platforms, benches, stages, or bleachers
 - Location of alcohol selling/consumption area
 - Toilet Facilities (i.e., porta johns)
 - Garbage Facilities (dumpsters, roll out carts)

****Please note the City of Roxboro does NOT provide garbage or waste removal services for the proposed event. The event organizer is responsible for arranging for these services, if necessary.**

IV. Cancellation Policy

The City Manger, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,

- if any significant change in conditions would, or may adversely affect the public health or safety of the community, or
- for any condition that would place City facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

The undersigned persons certify that all information in this application (including attachments) is complete and accurate to the best of their knowledge, that the information contained in this application form shall constitute conditions of an issued permit, that the City will be notified of any changes or revisions to the event plans as described in this application, and that the undersigned persons have received and reviewed a copy of Chapter 95 of the Roxboro City Code and agree to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations/fines.

FUTHERMORE, the undersigned persons hereby authorize the City Manager or designated representative to enter upon the above-referenced activity site for the purpose of inspecting and determining/verifying compliance with the City's ordinance provisions.


Applicant Signature

Date: 6/16/2016

Responsible Planner/On-Site Manager

Date: _____

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having this day received permission from the City of Roxboro to conduct Alive After 5 on August 26, 2016, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:

This the 6th day of June, 2016

[Signature]
(Signature)

Notary Witness: Dana S. Flye





Abott St

Register of Deeds III

S Main St

Jumble Store

Merritt Commons

Gordon St

Band

Barricade

Gordon St

Alcohol Sales

Possible Bag Vendor

Barricade

Parking

Lamar St

Lamar St

Gordon St

Barricade

Lamar St



City of Roxboro

Rules Governing the Use of the Main Street Pavilion at Merritt Commons

The City of Roxboro recognizes the value of having an appropriate facility such as the Main Street Pavilion at Merritt Commons to serve the citizens of Roxboro and Person County. To achieve this objective, it shall be the policy of the City of Roxboro to grant and encourage maximum use of the Main Street Pavilion to responsible and properly organized agencies, institutions, individuals, and organizations for cultural, educational, recreational, and civic purposes, hereinafter referred to as Qualified User(s).

Merritt Commons shall be made available subject to such rules and regulations as established by the City of Roxboro (336-599-3116). Administration of the facility is the responsibility of the Uptown Development Director (336-322-6018).

The Qualified User shall indemnify, protect, and save harmless the City of Roxboro from and against any claim for injury, damage, cost, or loss to person or property arising out of or related to the use of the Pavilion.

1. The Main Street Pavilion shall be available for use by Qualified User(s). An individual or representative of such Qualified User(s) must be 21 years of age or older.
2. Whenever the property is in use by a Qualified User(s), the User or a representative of the organization must be present at all times and see that all regulations are followed.
3. Applications for the use of the Main Street Pavilion must be made to the Uptown Development Director and appropriate forms must be signed by the proper officer of the organization or individual who thereby assumes full responsibility for any damage to the property resulting from such use by other organizations, groups, or individuals. Permission must be granted as above before the property can be used or reserved. All scheduling changes and any other matters or questions pertaining to the use of the Main Street Pavilion must be directed to the Uptown Development Director by the User whose name appears on the application as the contact person. If that person is not available, one other designee may be used. Individuals may sign for use of the facility for a private non-profit function. (*Note to users: Please inform members of your organization to bring questions and concerns to the contact person or their designee to eliminate confusion about scheduling and other matters.*)
4. Use of the facility may not in any way violate civil rights or the laws of the State of North Carolina.
5. The deposit charge fixed by the City of Roxboro for the use of the Main Street Pavilion and any associated fees, if applicable, must be paid at least ten (10) days before the first date of use in order for a date and time to be reserved. If a date is reserved and the User does not appear at the facility, any rental fees for the unused time shall be retained by the City of Roxboro. The User shall not stay later than the scheduled time unless granted permission by the Uptown Development Director.

6. Seating capacity and use of the City Parking Lot (festival style/lawn seating) is subject to regulation by the Roxboro Fire Department and approval by the Chief of the Roxboro Police Department and Roxboro City Council.
7. Any alterations to electrical, structural, or other building features are prohibited.
8. No open flame device shall be used without written permission from the Roxboro Fire Department.
9. Special Event insurance will be required for concert venues. The City of Roxboro will be listed as additional insured on the policy.
10. The User shall be responsible for cleaning of the premises (entrances, parking areas, and surrounding areas) so as to place them in their original condition. This includes all trash receptacles to be emptied, all items not property of the Main Street Pavilion are to be removed, all food and drink areas are to be cleaned, and stage is to be completely cleared.
11. All combustible decoration materials shall be treated with a fire-retardant substance.
12. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.
13. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User shall, after a period of ten (10) days from the last day of tenancy hereunder be deemed abandoned and become the property of the City of Roxboro to be disposed of or used at the City's discretion.
14. User will pay for damages beyond normal wear immediately. Failure to do so will result in the loss of user privileges. Damages will be deducted from the security deposit. User will pay cost above the security deposit.
15. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User. Cost of these repairs will be borne by the User.
16. The User will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to any part of the building, except in designated areas, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the Pavilion or the furnishing thereof.
17. Use or possession of alcohol shall be governed by City of Roxboro ordinances.
18. Security personnel may be required by the City of Roxboro depending upon the nature of the event. All charges for security shall be borne by the User. The Uptown Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.
19. The User agrees to make provisions for the safety of those who attend a performance or entertainment by providing sheriff deputies/police officers as appropriate, and by receiving approval from the Roxboro Police Department prior to a performance or entertainment and to pay such officers for their services.
20. Working with surrounding businesses and churches: The Qualified User(s) will be required to work with surrounding businesses. If there is a funeral or visitation at Roxboro Baptist Church during the planned event, music will be prohibited until the funeral or visitation is over.
21. The Qualified User(s) will contact Roxboro Baptist Church (336-599-9248) to coordinate scheduling. Failure to coordinate with Roxboro Baptist may result in cancellation of the event by the Roxboro Police Department and/or the Uptown Development Director.
22. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning and Development department under authorization of the City's Special Event Permit ordinance.
23. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS.** The User is responsible for providing adequate amounts of restroom facilities/ ADA restroom facilities (Portable Toilets) for each event. The amount of wastewater facilities is to be advised by the Person County Environmental Health Department per number of people projected to attend each event.
24. The User shall not assign or sublet the space or rights covered by this agreement.

25. All advertising and promotion are the responsibility of the organization using the facility.
26. The City of Roxboro hereby reserves the right to control and manage the facility through the Uptown Development Director and to enforce all necessary and proper rules for management and operation of the same.
27. **ALL MATTERS NOT AUTHORIZED EXPRESSLY BY THE TERMS OF THIS CONTRACT SHALL BE RESERVED TO THE DISCRETION OF THE UPTOWN DEVELOPMENT DIRECTOR.**
28. **SECURITY DEPOSIT:** The security deposit for use of the Main Street Pavilion is \$100. Security deposits are refundable upon satisfactory compliance with these rules and the applicable agreement.
29. **FEES:** The Main Street Pavilion facility shall be provided ***FREE OF CHARGE** to all organizations, individuals, and agencies not engaged in for-profit activities. The fee for profit-making individuals, organizations, and agencies shall be \$50 per hour.

Main Street Pavilion at Merritt Commons Application for Use

NAME OF GROUP/ORGANIZATION Roxboro Development Group

DESCRIPTION OF ACTIVITY Alive After 5 Concert

CONTACT PERSON Lauren Wrenn

PHONE # (W) 336-322-6018 (H) 336-503-2947

Is this usage a FOR PROFIT or NOT FOR PROFIT activity (circle one)?

Time requested:

DATE 8-26-2016 TIME 3:00-10:30pm HOURS 7.5

Security Deposit

\$100.00 waived for RDG

Total Fees (for profit multiply number of hours by \$50)

Total Amount Due with Application

Usage Agreement

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND

The Roxboro Development Group (USER) ON THE DATES AND TIMES INDICATED ON THIS FORM.

Make all checks payable to the City of Roxboro and remit to the Uptown Development Director.

It is agreed that the rules governing the use of the Merritt Commons property, County of Person, North Carolina, a copy of which has been received by the User and is an integral part of this agreement and is incorporated herein.

I/We release, absolve and agree to hold harmless and indemnify the City of Roxboro, their staff, sponsors and representatives from and against any and all liability, and from and against any claims, demands, costs or expenses, or causes of actions arising out of or in connection with the use of the facility.

WE THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTAND THIS CONTRACT AND WILL ASSUME THE AFOREMENTIONED RESPONSIBILITIES.

This agreement is entered into this 6th day of June, 2016. In keeping with our good faith, I hereby submit a check in the amount of \$ 0 to the City of Roxboro.

waived for ROG group

Roxboro Development Group
Name of Organization (User)

Lauren Wrenn
Contact Person

Address: P.O. Box 128

City: Roxboro State NC ZIP: 27573

Telephone number: Home 336-322-6018

Work _____

Cell 336-503-2947

E-mail: historictowntownroxboro@gmail.com

Lauren B Wrenn 6/6/16
Signature/Date (User)

Lauren B Wrenn 6/6/2016
Signature/Date (Uptown Development Director)

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

Location: 400 EAST TRYON ROAD
RALEIGH NC 27610
(919)779-0700

abc.nc.gov

AMOUNT FEE PAID: _____
DATE: _____
RECEIVED BY: _____
TEMP. #: _____

APPROVED _____
REJECTED _____
BY: _____
DATE: _____

(Do Not Write Above This Line)

**SPECIAL ONE-TIME PERMIT APPLICATION
FOR SALE OF ALCOHOLIC BEVERAGES**

Application Instructions:

- A. Complete this application in its entirety. (Please print.)
- B. Applicant's signature must be notarized.
- C. The fee for a Special One-Time permit is \$50.00.
- D. The fee must be submitted by certified check, cashier's check, or money order, and made payable to the North Carolina Alcoholic Beverage Control Commission.
- E. The permittee shall notify local law enforcement and have the notification signed by law enforcement. (On back of form.)
- F. The completed application must be submitted 14 days prior to event occurrence.

I hereby make application to the North Carolina Alcoholic Beverage Control Commission for a Special One-Time permit allowing the sale or service of alcoholic beverages at the event described below:

Please check applicable box(es):

I (We) are a : Nonprofit or Political Organization, requesting authorization to Sell or Serve at a ticketed event the following:

Malt beverages Spirituous Liquor
 Wine Permit brownbagging

The following documents are required:

- 1. Lease or rental agreement between nonprofit organization and owner of the premises.
- 2. Diagram of the actual premises showing all entrances, exits, bar areas, and where consumption and/or sale will take place.
- 3. Documentation to show that the organization is exempt from taxation under the appropriate subsection of Section 501(c) of the Internal Revenue Code or is exempt under similar provisions of Chapter 105 of the North Carolina General Statutes.
- 4. Purpose of fund-raiser and recipient of funds raised.
- 5. Certified copy of criminal record check must be submitted for individual applying for a special one-time permit.
- 6. A political party as defined in NC General Statute 163-96(a)(1) or (2) or a campaign organization which has properly filed and has had a person certified as a candidate . Statute 163-1.

NAME OF ORGANIZATION OR CANDIDATE: Roxboro Development Group

LOCATION: Where event or transaction will take place

Name of Building: (if applicable) Merritt Commons/Main Street Pavillion
Address: 118 S Main St. Roxboro NC 27573

COUNTY: Person If event is being held inside the city limits, indicate city: Roxboro
(In which event is to be held)

MAILING ADDRESS FOR PERMIT: P.O. Box 128 Roxboro NC 27573

DATE(s) OF EVENT: Aug 26, 2016 Estimated Attendance 700 people

TIME OF EVENT: Beginning 5:30pm Ending 9:30 pm

PERSONAL INFORMATION OF INDIVIDUAL REPRESENTING THE ORGANIZATION OR CANDIDATE:

LAUREN BROOKIE WRENN
 First (no abbreviations) Middle Last

03-12-1991
 Date of Birth

390 BETHEL HILL SCHOOL ROAD ROXBORO NC 27574
 Applicant's Home Address City State Zip Code

(336) 503-2947 (336) 322-6018 (336) 599-3774
 Home Telephone # Business Telephone # FAX #

Email: historic uptown roxboro@gmail.com
 (please print clearly)

NOTIFICATION TO LOCAL LAW ENFORCEMENT:

To be completed by an officer of the Sheriff's Office, if event is held in the County, or completed by an officer of the Police Department, if event is held in the City.

[Signature] [Signature]
 Name of Officer Signature of Officer

Roxboro Police Dept. (336) 599-8345
 Department of Officer Telephone #

Comments

It is a Crime to make a false statement to obtain an ABC Permit

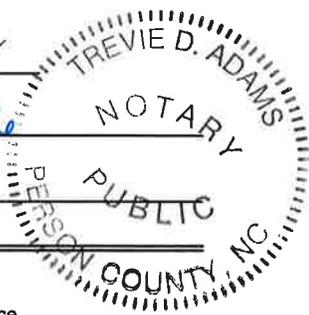
I CERTIFY UNDER OATH OR AFFIRMATION THAT:

- I am not less than 21 years of age.
- I have not been convicted of a misdemeanor controlled substance offense or alcoholic beverage offense within the past two years.
- I have not been convicted of a felony within the past three years, and if convicted of a felony before then, I have had my citizenship restored.
- I have not had an alcoholic beverage permit revoked within the past three years.
- All of the information supplied by me in this application is complete and accurate.
- I understand that ABC law prohibits any type of gambling activities or equipment upon my licensed premises (even if not for profit).
- I, or my agent, will personally supervise the sale of alcoholic beverages and abide by all ABC laws.
- I understand that failure to abide by the ABC laws may result in the immediate revocation of my privilege to sell/serve alcohol.

Sworn to and subscribed before me this the 3rd June 2016
 Day Month Year

My commission expires: February 11, 2017

[Signature] [Signature]
 Signature of Applicant Signature of Notary



MAIL THIS APPLICATION TO:

If sending by U.S. Postal Service (regular mail):

NC ABC COMMISSION
 ATTN: PERMIT & PRODUCT COMPLIANCE
 4307 MAIL SERVICE CENTER
 RALEIGH, NC 27699-4307

If sending by U.S. Postal Service EXPRESS MAIL or by FEDEX/UPS:

NC ABC COMMISSION
 ATTN: PERMIT & PRODUCT COMPLIANCE
 400 EAST TRYON ROAD
 RALEIGH, NC 27610



NORTH CAROLINA

Department of The Secretary of State

To all whom these presents shall come, Greetings:

I, ELAINE F. MARSHALL, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF AMENDMENT

OF

ROXBORO UPTOWN DEVELOPMENT CORPORATION WHICH CHANGED ITS NAME TO ROXBORO DEVELOPMENT GROUP, INC.

the original of which was filed in this office on the 1st day of July, 2008.



IN WITNESS WHEREOF, I have hereunto
set my hand and affixed my official seal at the
City of Raleigh, this 1st day of July, 2008

Elaine F. Marshall

Secretary of State

State of North Carolina
Department of the Secretary of State

SOSID: 0346228
Date Filed: 7/1/2008 9:20:00 AM
Effective: 8/1/2008
Elaine F. Marshall
North Carolina Secretary of State
C200817900043

ARTICLES OF AMENDMENT
NONPROFIT CORPORATION

Pursuant to §55A-10-05 of the General Statutes of North Carolina, the undersigned corporation hereby submits the following Articles of Amendment for the purpose of amending its Articles of Incorporation.

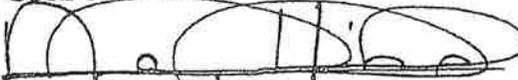
1. The name of the corporation is Roxboro Uptown Development Corporation
2. The text of each amendment adopted is as follows:

The name of the corporation is changed to Roxboro Development Group, Inc.

3. The date of adoption of each amendment was March 12, 2008.
4. *(Check a, b, and/or c, as applicable)*
 - a. The amendment(s) was (were) approved by a sufficient vote of the board of directors or incorporators, and member approval was not required because the corporation has no members.
 - b. The amendment(s) was (were) approved by the members as required by Chapter 55A.
 - c. Approval of the amendment(s) by some person or persons other than the members, the board, or the incorporators was required pursuant to N.C.G.S. §55A-10-30, and such approval was obtained.
5. These articles will be effective on August 1, 2008.

This the 25th day of June, 2008.

ROXBORO UPTOWN DEVELOPMENT
CORPORATION



Signature

Alan S. Hicks, President

STATE OF
NORTH
CAROLINA



Department of The
Secretary of State

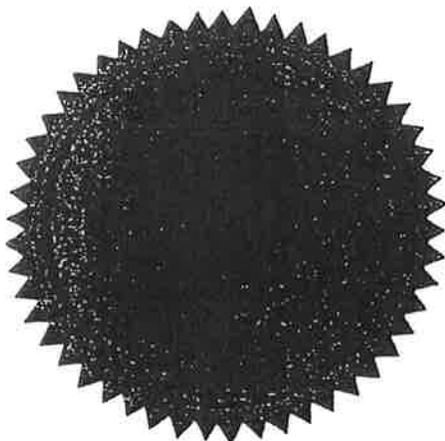
To all whom these presents shall come, Greetings:

I, Rufus L. Edmisten, *Secretary of State of the State of North Carolina*, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF INCORPORATION
OF
ROXBORO UPTOWN DEVELOPMENT CORPORATION

the original of which was filed in this office on the 9th day of June, 1994.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 9th day of June, 1994.



Rufus L. Edmisten

Secretary of State

ARTICLES OF INCORPORATION

C-0346228

94 136 5002

OF

FILED
9:00 AM

ROXBORO UPTOWN DEVELOPMENT CORPORATION

JUN 09 1994

A Non-Profit Corporation

EFFECTIVE

RUFUS L EDMISTEN
SECRETARY OF STATE
NORTH CAROLINA

We, the undersigned natural persons of the age of eighteen years or more, acting as incorporators for the purpose of creating a non-profit corporation under the laws of the State of North Carolina, as contained in Chapter 55A of the General Statutes of North Carolina, entitled "Non-Profit Corporation Act", and the several amendments thereto, do hereby set forth:

1

The name of the corporation is Roxboro Uptown Development Corporation.

2

The period of duration of the corporation shall be perpetual.

3

The purposes for which the corporation is organized are as follows:

a. To promote enhancement of the appearance and physical structure of the downtown area of Roxboro, North Carolina, by general improvements of property and land usages, in order to make the downtown a more effective commercial, entertainment and cultural center;

b. Exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding portion of any future United States Internal Revenue law.

4

The corporation shall have no members.

5

The directors of the corporation shall be elected in the manner provided by the by-laws.

6

The address of the initial registered office of the corporation is as follows:

207 South Madison Boulevard
Roxboro, Person County, North Carolina 27573

The name of the initial registered agent of the corporation at the above address is Larry Wayne.

7

The number of directors constituting the initial Board of Directors shall be six (6) and the names and addresses of the persons who are to serve as directors until the first meeting of the corporation or until their successors are elected and qualified are:

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY</u>
Larry Wayne	207 S. Madison Boulevard	Roxboro, N.C. 27573
Alex Burnette	Route 1, Box 372	Roxboro, N.C. 27573
Thomas Hogg	P. O. Box 128	Roxboro, N.C. 27573
W. Ruffin Woody, Jr.	124 S. Main Street	Roxboro, N.C. 27573
Alan S. Hicks	22 Court Street	Roxboro, N.C. 27573
Samuel B. Green	200 White Oak Drive	Roxboro, N.C. 27573

8

The names and addresses of all of the incorporators are:

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY</u>
Larry Wayne	207 S. Madison Boulevard	Roxboro, N.C. 27573
Alan S. Hicks	22 Court Street	Roxboro, N.C. 27573

9

The corporation shall have all of the powers granted corporations under the laws of the State of North Carolina. However, notwithstanding anything herein to the contrary, the corporation shall exercise only such powers as are in furtherance

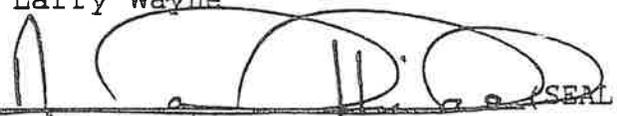
of the exempt purposes of organizations set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as the same now exists, or as it may be amended from time to time.

10

In the event of the dissolution of the corporation, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the corporation from any source, after the payment of all debts and obligations of the corporation, shall be used or distributed exclusively for purposes within the intendment of Section 501(c)(3) of the Internal Revenue Code of 1986 as the same now exists or as it may be amended from time to time.

IN TESTIMONY WHEREOF, we have hereunto set our hands, this the 12th day of May, 1994.


 _____ (SEAL)
 Larry Wayne


 _____ (SEAL)
 Alan S. Hicks

NORTH CAROLINA
PERSON COUNTY

This is to certify that on this 12th day of May, 1994, before me, a Notary Public, personally appeared Larry Wayne and Alan S. Hicks, each of whom, being by me first duly sworn, declared that he signed the foregoing document in the capacity indicated, that he was authorized so to sign, and that the statements therein contained are true.

Witness my hand and official seal, this the 12th day of May, 1994.



 Notary Public

My Commission Expires: 2-1-99

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 08 2001

Employer Identification Number:
56-1860357

DLN:
17053355038020

Contact Person:
SANDRA TOWNLEY ID# 75816

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
June 30

Form 990 Required:
Yes

Addendum Applies:
No

ROXBORO UPTOWN DEVELOPMENT
CORPORATION
PO BOX 572 105 N MAIN ST
ROXBORO, NC 27573

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

ROXBORO UPTOWN DEVELOPMENT

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

ROXBORO UPTOWN DEVELOPMENT

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Steven T. Miller
Director, Exempt Organizations



**NC ABC Commission Special One-Time Permit Application
For Sale of Alcoholic Beverages**

Purpose of Fundraiser and Recipient of Funds Raised

February 2, 2015

Roxboro Development Group will be the recipient of funds raised for the April 30th, May 21st, August 28th, and September 24th Alive After Five events in Uptown Roxboro.

The mission of the Roxboro Development Group is to plan and implement the continued revitalization of Uptown Roxboro for the good of Person County. This involves encouraging economic development by providing a framework in which ideas will evolve into practical solutions for Roxboro's future, by utilizing the North Carolina Main Street four-point approach[®] as a guide.

Our vision is for Uptown Roxboro to contain well-kept homes and storefronts, clean and neat sidewalks, yards, and streets. It will project a village atmosphere with some commercial buildings having residential living upstairs, including roof-top gardens and balconies. A variety of specialty retail shops, restaurants, cultural activities, and entertainment for all ages will be available. The appearance and ambiance of Uptown Roxboro projects an identity of heritage shaped by progress and pride.

The purpose of these events is to encourage residents of Person County to think of Roxboro as a fun place for entertainment and to bring people from all walks of life to Uptown after 5:00pm. We plan to have live music and food available for patrons to purchase. Additionally, we will hire two off-duty police officers to ensure the safety of participants and enforce the rules of alcoholic beverage consumption.



**NC ABC Commission Special One-Time Permit Application
For Sale of Alcoholic Beverages**

Purpose of Fundraiser and Recipient of Funds Raised

June 6, 2016

Roxboro Development Group will be the recipient of funds raised for the August 26th, 2016 Alive After Five event in Uptown Roxboro.

The mission of the Roxboro Development Group is to plan and implement the continued revitalization of Uptown Roxboro for the good of Person County. This involves encouraging economic development by providing a framework in which ideas will evolve into practical solutions for Roxboro's future, by utilizing the North Carolina Main Street four-point approach[®] as a guide.

Our vision is for Uptown Roxboro to contain well-kept homes and storefronts, clean and neat sidewalks, yards, and streets. It will project a village atmosphere with some commercial buildings having residential living upstairs, including roof-top gardens and balconies. A variety of specialty retail shops, restaurants, cultural activities, and entertainment for all ages will be available. The appearance and ambiance of Uptown Roxboro projects an identity of heritage shaped by progress and pride.

The purpose of these events is to encourage residents of Person County to think of Roxboro as a fun place for entertainment and to bring people from all walks of life to Uptown after 5:00pm. We plan to have live music and food available for patrons to purchase. Additionally, we will hire a minimum of two off-duty police officers to ensure the safety of participants and enforce the rules of alcoholic beverage consumption.

TYPE OR PRINT IN BLACK INK.

STATE OF NORTH CAROLINA

In The General Court Of Justice
Before The Clerk

PERSON County

IN THE MATTER OF:

Name(s) By Which Individual To Be Searched May Be Known

FULL NAME LAUREN BROOKE WRENN
MARRIED NAME N/A
FULL MAIDEN NAME SAME AS ABOVE
DATE OF BIRTH 03-12-1991

CRIMINAL RECORD SEARCH

G.S. 7A-109, -308(a)(17), -343(3)

For DMV Hearing

REQUEST FOR CERTIFIED CRIMINAL RECORD SEARCH

I request that the Clerk of Superior Court conduct a search of the official records of the criminal cases in the courts of the county named above and certify the results of that search for the name(s) listed above. In making this request I understand and acknowledge that:

1. THE CLERK WILL SEARCH THE COURT RECORDS FOR ONLY THE COUNTY NAMED ABOVE. THIS IS NOT A STATEWIDE RECORD SEARCH.
2. Court records are indexed by name only and not by any other identifying characteristics.
3. The name(s) listed above are all the names by which, to my knowledge, the individual for whom I am requesting this search may be known.
4. The Clerk will search for records under all those names, but only for records under those names.
5. The fact that no criminal record is found under any of those names does not mean that the individual does not have a record in this county; the individual may have a record under another name.
6. The fact that a criminal record is found under one or more of those names does not mean that the record is a record for the individual for whom I am requesting this search; the record may be that of another individual with the same or a similar name.
7. I am solely responsible for any interpretation and use I make of the results of this search and I understand the Clerk is not responsible for my interpretation or use of the results.

Name And Address Of Requestor (Including City, State And Zip Code)

LAUREN B WRENN, Uptown Development
P.O. Box 128
Roxboro, NC 27574
Director

Signature Of Requestor



CERTIFICATION

This is to certify that I have searched the indices to criminal actions in this office from 3/12/2007 to the present and

- I have found that no record was indexed by the name(s) given above.
- I have found the following excerpt(s) from the public records indexed by the name(s) given above as appears in the attached _____ page(s).
- This search is limited as follows: _____

Some automated system information code definitions are included on the back of this form to help you understand the record(s) that may be attached to this form.

Not Valid Without The
Clerk Of Superior Court's Raised Seal
On Each Page

Date Of Search

Signature

Deputy CSC Assistant CSC Clerk Of Superior Court

Sept. 4, 2014
Gloria N. Gary

NOTE: "Any person who without lawful authority intentionally ... alters or changes any ... official case record is guilty of a Class H felony." G.S. 14-221.2.

(Over)

7. Special Event Permit - Rox n Roll -



Addendum to Rox N' Roll Special Event Permit

The Roxboro Development Group would like to request additional time for the Merritt Commons Parking Lot closure on June 17th. In conjunction with the previously approved Rox N' Roll Cruise-In, a local group has asked to use the parking lot to provide live music for the event. This "Community Gospel Festival" will take place from 5pm until 10pm at the latest, with some set-up time prior to 5pm.

8. Spillway Bids

INTEROFFICE MEMO

June 14, 2016

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Spillway Repair at Lake Roxboro Phase II Bids

As Council has been previously informed, the repair of the void under the spillway at Lake Roxboro went out for bids. The bids for this project were received on June 2, 2016 at 2:00pm and there were three bidders.

The lowest bid came in at \$122,855.70. Our total budget for the project is \$150,000. MWP Contractors, LLC was the low bidder.

Coulter Jewell Thames, PA, the project-engineering firm, has certified the bid and thier recommendation of award is attached.

MWP Contractor, LLC	\$122,855.70
Strickland Waterproofing Company, Inc	\$203,830.00
Carolina Restoration and Waterproofing, Inc.	\$265,950.00

Staff Recommends: Awarding the project to MWP Contractors, LLC for \$122,855.70.



Coulter|Jewell|Thames, PA

111 WEST MAIN STREET
DURHAM, NORTH CAROLINA 27701
P919.682.0368 F919.688.5646

Planning for the Future

June 3, 2016

Mr. Andrew M. Oakley P.E., Public Services Director
City of Roxboro
105 South Lamar Street
Roxboro, North Carolina 27573

Dear Mr. Oakley:

Re: Spillway Repairs at Lake Roxboro – Phase II
Bid Certification and Recommendation of Award

Three (3) bids were received at the City Hall in Roxboro, North Carolina on June 2, 2016 for the above referenced Project. At 2:00 p.m., the bids were opened and read publicly following all procedures that govern informal bid openings for public contracts according to the laws of the State of North Carolina.

The apparent low bidder for the Spillway Repairs at Lake Roxboro – Phase II was MWP Contractors LLC, 3270 Durham Road, Roxboro, North Carolina 27573 at the Bid of \$122,855.70.

Second Lowest Bidder – Strickland Waterproofing Company Inc. @ \$203,830.00
Third Lowest Bidder – Carolina Restoration and Waterproofing Inc. @ \$265,950.00

Enclosed are certified tabulations of the bids received for this Project on June 2, 2016. The Certified Bid Tabulation provides unit and lump sum prices for various items along with the total project cost submitted by each Contractor who participated in the bid process.

Based on the laws of the State of North Carolina and the terms of the Contract Documents which awards this Project to the low, responsive, responsible bidder, Coulter Jewell Thames P.A. recommends that the City of Roxboro award the Spillway Repairs at Lake Roxboro – Phase II to MWP Contractors LLC at the prices outlined in their Proposal that was opened on June 2, 2016.

If you have any questions or concerns with regard to this matter, or need further information, please do not hesitate to give me a call.

Very truly yours,

James W. Thames P.E.
Coulter Jewell Thames P.A.

cc: MWP Contractors, LLC
Strickland WaterProofing Co., Inc.
Carolina Restoration and Waterproofing, Inc.



9. Audit Contract

CONTRACT TO AUDIT ACCOUNTS

Of City of Roxboro
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 12th day of May, 2016,

Auditor: Winston, Williams, Creech, Evans & Company, LLP Auditor Mailing Address: PO Box 1366, Oxford NC 27565

Hereinafter referred to as The Auditor

and City Council (Governing Board(s)) of City of Roxboro
(Primary Government)

and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or audit documentation are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slgl/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #24 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.
24. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) City of Roxboro
Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

City of Roxboro - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit \$27,000

Preparation of the annual financial Statements \$5,000

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 24,000
** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Winston, Williams, Creech, Evans & Company, LLP
Name of Audit Firm

By James P. Winston, II CPA
Authorized Audit firm representative name: Type or print

James P. Winston II
Signature of authorized audit firm representative

Date 5-13-16
winston@wwcecpa.com
Email Address of Audit Firm

Governmental Unit Signatures:
City of Roxboro
Name of Primary Government

By Marilyn Newell, Mayor
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board
Date _____

By N/A
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson _____ **
Date N/A

** If Governmental Unit has no audit committee, mark this section "N/A"

City of Roxboro

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Dan Craig
Primary Governmental Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature
Date _____
(Pre-audit Certificate must be dated.)

fdirector@cityofroxboro.com
Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.)

City of Roxboro

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit

Preparation of the annual financial Statements

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Name of Discretely Presented Component Unit

By

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date

By

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date

**** If Governmental Unit has no audit committee, mark this section "N/A"**

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By

DPCU Finance Officer:

Type or print name

DPCU Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

10. Current Fiscal Year Loan Approval

Information to be
Distributed
At
Council Meeting

11. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Ten Months Ended April 30, 2016

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	83.33% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,797,380	\$ 4,797,380	\$ 4,772,444.31	\$ (24,935.69)	99.48%
Local Option Sales Tax	1,314,320	1,314,320	1,128,798.76	(185,521.24)	85.88%
Other Taxes and Licenses	21,000	21,000	12,915.79	(8,084.21)	61.50%
Unrestricted Intergovernmental	846,523	846,523	666,019.35	(180,503.65)	78.68%
Restricted Intergovernmental	629,935	629,935	547,088.53	(82,846.47)	86.85%
Permits and Fees	7,000	7,000	3,090.00	(3,910.00)	44.14%
Sales and Services	667,120	667,120	535,128.30	(131,991.70)	80.21%
Miscellaneous	56,017	61,017	43,828.62	(17,188.38)	71.83%
Investment Earnings	5,000	5,000	2,594.22	(2,405.78)	51.88%
Interfund Transfers	1,038,324	1,062,284	781,936.70	(280,347.30)	73.61%
Sale of Fixed Assets	25,000	25,000	23,122.62	(1,877.38)	92.49%
Total Revenues	9,407,619	9,436,579	8,516,967.20	(919,611.80)	90.25%
Expenditures:					
Governing Body - City Council	196,013	196,013	149,603.13	46,409.87	76.32%
City Hall Administration	628,862	652,822	602,883.85	49,938.15	92.35%
Finance	246,881	246,881	194,037.28	52,843.72	78.60%
Sales Tax	88,100	88,100	70,025.77	18,074.23	79.48%
Tax Collections	67,521	67,521	67,831.74	(310.74)	100.46%
Buildings & Grounds	132,027	132,027	89,313.77	42,713.23	67.65%
Safety / Purchasing	34,625	34,625	25,115.53	9,509.47	72.54%
Police	3,009,284	3,014,284	2,289,062.28	725,221.72	75.94%
Fire	2,245,798	2,245,798	1,366,626.68	879,171.32	60.85%
Emergency Communications 911	96,965	96,965	47,448.94	49,516.06	48.93%
Transportation - Streets	1,554,423	1,554,423	1,299,298.02	255,124.98	83.59%
Environmental Protection	1,056,282	1,241,282	1,035,027.40	206,254.60	83.38%
Economic Development	246,584	246,584	149,752.89	96,831.11	60.73%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	518,252	518,252	252,187.17	266,064.83	48.66%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,221,617	10,435,577	7,638,214.45	2,797,362.55	73.19%
Excess of Revenues Over (Under) Expenditures	(813,998)	(998,998)	878,752.75	1,877,750.75	
Other Financing Sources					
Proceeds of Capital Lease	635,198	820,198	-	(820,198.00)	0.00%
Fund Balance Appropriated	178,800	178,800	-	(178,800.00)	0.00%
Total Other Financing Sources	813,998	998,998	-	(998,998.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	878,752.75	\$ 878,752.75	
Fund Balance Beginning of Year			3,600,456.50		
Fund Balance Current Period			\$ 4,479,209.25		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Ten Months Ended April 30, 2016**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	83.33% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 4,246,598.83	\$ (843,153.17)	83.43%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	17,600.00	(2,400.00)	88.00%
Other Operating Revenues	34,118	34,118	46,893.10	12,775.10	137.44%
Nonoperating Revenues	3,000	3,000	36.74	(2,963.26)	1.22%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,098,065	1,110,150	-	(1,110,150.00)	0.00%
Sale of Fixed Assets	15,000	15,000	267.89	(14,732.11)	1.79%
Total Water & Sewer Fund 60	6,259,935	6,272,020	4,311,396.56	(1,960,623.44)	68.74%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	7,372.81	407.81	105.86%
Nonoperating Revenues	500	500	83.91	(416.09)	16.78%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	681,505	681,505	581,422.87	(100,082.13)	85.31%
Nonoperating Revenues	4,500	4,500	1,172.90	(3,327.10)	26.06%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,953,405	6,965,490	4,901,449.05	(2,064,040.95)	70.37%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	106,025	106,025	91,944.89	14,080.11	86.72%
Meter Section	242,502	242,502	180,723.69	61,778.31	74.52%
Raw Water Supply	568,225	568,225	423,918.94	144,306.06	74.60%
Water Plant	1,423,494	1,426,855	1,088,557.84	338,297.16	76.29%
Water Maint and Construction	495,347	496,811	394,475.29	102,335.71	79.40%
Wastewater Plant II	152,562	152,562	105,649.39	46,912.61	69.25%
Wastewater Plant	1,190,302	1,194,322	781,337.05	412,984.95	65.42%
Pump Stations	228,293	228,293	202,164.27	26,128.73	88.55%
Wastewater Maint & Construction	395,374	398,614	289,224.63	109,389.37	72.56%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	978,324	978,324	781,936.70	196,387.30	79.93%
Total Water & Sewer Fund 60	6,259,935	6,272,020	4,810,756.77	1,461,263.23	76.70%
Triple Tier Fund 61	7,465	7,465	-	7,465.00	0.00%
Capital Reserve Fund 69	1,098,065	1,098,065	-	1,098,065.00	0.00%
Total Expenditures	7,365,465	7,377,550	4,810,756.77	2,566,793.23	65.21%
Excess of Revenues Over (Under) Expenditures	(412,060)	(412,060)	90,692.28	502,752.28	
Other Financing Sources					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	412,060	412,060	-	(412,060.00)	0.00%
Total Other Financing Sources	412,060	412,060	-	(412,060.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	90,692.28	\$ 90,692.28	
Fund Balance Beginning of Year			2,218,884.12		
Fund Balance Current Period			\$ 2,309,576.40		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Ten Months Ended April 30, 2016**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	83.33% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	2,527,662.19		
BB&T MMA		11100001	127,982.53		
NCCMT		11100002	1,201,877.41		
Flexible Spending Account AFLAC		11100003	18,551.17		
Roxboro Savings Bank		11100004	459,009.83		
Gateway Bank MMA Finistar		11100005	101,961.28		
CD's		11130000	-		
Total Cash and Investments			\$ 4,437,044.41		\$4,437,044.41
<u>Breakdown by Fund:</u>					
General		10	\$ 3,998,682.18		
CDBG-Revolving Loan Fund		13	95,816.25		
Vehicle Special Revenue		26	850.04		
Ridge Road Capital Project		30	(668,978.03)		
Stormwater Capital Fund		50	128,542.38		
Enterprise		60	(455,309.38)		
Triple Tier Water		61	105,981.45		
Capital Reserve		69	1,667,557.26		
Wastewater Plant Capital Project		71	(680,382.44)		
Annexation Area Capital Project		73	195,111.85		
Christmas Club / Flex Fund		75	49,172.85		
LEO Pension Trust Fund		79	-		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			\$ 4,437,044.41		\$4,437,044.41

City of Roxboro, North Carolina
Fund Balance
General Fund
As of April 30, 2016

	General Fund			
	30-Apr-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.01%	0.43%	0.48%
Reserved by state statute	653,781	14.60%	6.26%	6.94%
Reserved for streets - Powell Bill	287,458	6.42%	2.75%	3.05%
Reserved for cemetery	30,269	0.68%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.01%</u>	<u>1.29%</u>	<u>1.43%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>25.71%</u>	<u>11.04%</u>	<u>12.23%</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>3,327,595</u>	<u>74.29%</u>	<u>31.89%</u>	<u>35.32%</u>
Total fund balance unreserved	<u>3,327,595</u>	<u>74.29%</u>	<u>31.89%</u>	<u>35.32%</u>
Total equity and other credits	<u>\$ 4,479,209</u>	<u>100.00%</u>	<u>42.92%</u>	<u>47.55%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 10,435,577	
Prior Year Expenditures				\$ 9,419,976

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of April 30, 2016

	Enterprise Fund			
	30-Apr-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.62%	0.27%	0.25%
Reserved by state statute	422,861	18.31%	7.99%	7.35%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>77.26%</u>	<u>33.71%</u>	<u>31.02%</u>
Total fund balance reserved	2,221,606	96.19%	41.97%	38.62%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>87,970</u>	<u>3.81%</u>	<u>1.66%</u>	<u>1.53%</u>
Total fund balance unreserved	<u>87,970</u>	<u>3.81%</u>	<u>1.66%</u>	<u>1.53%</u>
Total equity and other credits	<u>\$ 2,309,576</u>	<u>100.00%</u>	<u>43.63%</u>	<u>40.15%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 5,293,696	
Prior Year Expenditures			\$ 5,752,047	

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

	2015 Tax Levy	2014 Tax Levy	2013 Tax Levy
Original Levy	\$ 4,197,916.89	\$ 4,081,156.72	\$ 4,002,342.19
Motor Vehicles Added to Levy	0.00	0.00	144,144.98
Motor Vehicles Added to Levy-DMV	340,607.97	381,041.44	231,609.34
Public Utilities	-	-	105,309.38
Adjusted Original Levy	<u>4,538,524.86</u>	<u>4,462,198.16</u>	<u>4,483,405.89</u>
+Discoveries	<u>393,713.11</u>	<u>446,159.28</u>	<u>2,240.61</u>
Levy	4,932,237.97	4,908,357.44	4,485,646.50
-Releases	<u>24,109.27</u>	<u>10,804.25</u>	<u>52,828.52</u>
Current Levy	<u>4,908,128.70</u>	<u>4,897,553.19</u>	<u>4,432,817.98</u>
Collection year-to-date	\$ 4,832,210.62	\$ 4,865,474.19	\$ 4,409,881.73
Uncollected	\$ 75,918.08	\$ 32,079.00	\$ 22,936.25
Collection % of Current Levy	98.45%	99.34%	99.48%
Property Tax Rate Per \$100	\$ 0.660	\$ 0.660	\$ 0.630

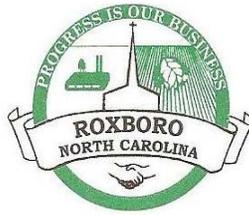
12. Assistant City Manager's Report

Assistant City Manger's Report

Residential Garbage Truck Repair – The main packing cylinder on the GSP residential garbage truck has worn out and needs rebuilding. This truck is 3 ½ years old. Estimated cost to repair is \$6,000 if it can be rebuilt and \$12,000 if a new cylinder has to be installed. This is a side loading garbage truck and the packing cylinder runs full time while the truck is collecting garbage. The truck will be out of service for about 3-4 days during the repair. Currently it is still being used but not compacting properly and is causing hydraulic lines to burst. Side loading garbage trucks uses a two man crew while a rear loading truck needs three men to operate.

Wastewater Plant Grit Chamber Repair - The replacement chains and buckets have been installed in the grit chamber at the wastewater treatment plant. They made the final electrical connection this week. With this repair, both channels of the grit chamber are functioning. Normally, one channel is used for average flow. During periods of heavy or extended rainfall events, both channels are needed to prevent overflows at the wastewater treatment plant.

13. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: June 14, 2016

- Please take note of several upcoming dates.
 - Ribbon Cutting at “the room” a new business in our Uptown on Thursday, June 16th at 1pm.
 - Rox N’ Roll Cruise-In June 17th in our Uptown.
 - Budget Meeting on June 28th at 4pm to ratify the 2016-2017 Budget and to approve any 2015-2016 budget amendments.
 - JULY 4TH Fireworks!!!
 - Office closed July 4th in Observance of Independence Day.
 - Good Morning Coffee Hour – Wednesday, August 17th at Golden Corral, United Way Campaign Kick-Off
 - Personality Festival – August 26th and 27th in Uptown Roxboro
- Interviews were conducted on June 9th for the Human Resources Director position, we should be able to announce our new hire at or prior to the June Council meeting.
- On Friday, June 10th Captain Kirby of the Police Department and City Manager Lockhart traveled to Quantico, VA to attend the graduation ceremony for Chief David Hess. Chief Hess will be on vacation on June 13th through the 17th. We look forward to his return.
- The storm event on the weekend of June 4th generated 4 to 6 inches of rain throughout City. This rain spurred calls regarding storm water. Many of these calls were issues related to private property. City staff has been in contact with these property owners informing them of these issues.
- Per the discussions at the January Council Meeting, I understand that the Council has historically held occasional work sessions to discuss looming initiatives and projects. Further review of the files in the office indicate that a meeting was traditionally held in the fall (Aug-Oct) and one in the winter (January). If acceptable to the Council, I would like for the Council to consider dates for a fall work session.