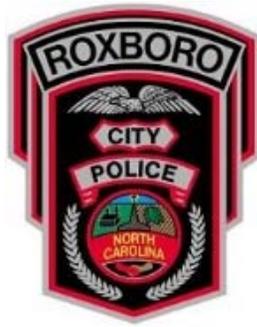


**AGENDA ROXBORO CITY COUNCIL MEETING
MONDAY, MARCH 14, 2016 at 9:00 A.M.
LOCAL GOVERNMENT DAY
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Council Member Byrd Blackwell St. James Missionary Baptist Church
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/Code Enforcement		
Fuel Expenditures		
RDG Report		
Beer and Wine List - FYI		
RECOGNITION:	Trey Wright – Life Savers Award Bryan Garrett – NC Roads Scholar	Police Chief David Hess Public Services Director Andy Oakley
PUBLIC COMMENT: <i>(5 minutes per Citizen)</i>		Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Special Event Permit – Personality – <i>Public Hearing</i>		RACC Director Alicia Puryear
2. Rezoning Request – Linwood Cates – <i>Public Hearing</i>		Planning Director Sharon Richmond
3. Ordinance Text Amendment – Chapter 76: Parking Schedules – <i>Public Hearing</i>		RDG Director Lauren Wrenn
4. Closing of Street – Garland Street – <i>Public Hearing</i>		Assistant Manager Tommy Warren
OLD BUSINESS:		
5. Board Appointment – Planning Board		Planning Director Sharon Richmond
NEW BUSINESS:		
6. Resolution – Support for the US501 Relocation		Planning Director Sharon Richmond
COMMITTEE REPORTS		Mayor Marilyn P. Newell
MAYOR’S REPORT		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
7. Financial & Tax Report		Interim Finance Director Dan Craig
8. Assistant Manager’s Report		Assistant Manager Tommy Warren
9. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
CLOSED SESSION:		
ADJOURNMENT:	Motion	Second



To: Officer Joe Wright III

Date: March 14, 2016

Life Saving Citation

This citation is recognize and commend Joe Griffin Wright III, Police Officer for the City of Roxboro, for **swift and courageous action under stress that saved a human life.**

Whereas, On February 5, 2016 at 3:35 PM Officer Wright responded to an assist EMS call at 904 Ridge Road for a person who had collapsed inside an office where the door was locked. Officer Wright observed through a window, Mr. George Stone, lying face down on the floor unresponsive and,

Whereas, Officer Wright forced entry through an adjoining office wall window risking personal injury from broken glass. Once inside the office where Mr. Stone lay on the floor, Officer Wright observed that Mr. Stone was choking and performed the Heimlich Maneuver which dislodged a piece of candy allowing Mr. Stone to begin breathing.

Now Therefore, Officer Joe Griffin Wright III is hereby presented a **Life Saving Citation** for your **swift and courageous actions under stress that saved a human life.**

This the 14th day of March 2016

**David L. Hess
Chief of Police**



ITRE

Institute for Transportation Research and Education
North Carolina State University

November 13, 2015

Bryan Garrett
City of Roxboro
105 South Lamar Street
Roxboro, NC 27573

RE: Letter of Notification of Roads Scholar Status

Dear Mr. Garrett:

Congratulations! You have successfully completed the basic education program requirements for becoming a North Carolina Roads Scholar.

As you know, the Roads Scholar Program is a professional development opportunity offered by the North Carolina Local Technical Assistance Program at ITRE. The purpose of the program is to recognize local government personnel who have significantly increased their knowledge of road maintenance procedures and improved their technical and managerial skills. By successfully completing 7 of the 14 Roads Scholar courses offered through the center, you have earned this professional distinction for yourself and for the City of Roxboro.

As an activity of the NC LTAP, the Roads Scholar Program is funded by a grant from the Federal Highway Administration, U.S. Department of Transportation, through the Local Technical Assistance Program. This program is one of many Roads Scholar initiatives implemented by other technology transfer centers nationwide.

Thank you for your participation in this program, and congratulations once again on becoming a North Carolina Roads Scholar.

Sincerely,

Mr. James B. Martin, P.E.
Program Director, North Carolina Technology Transfer Center

c: Nagui Roupail, Director, ITRE
Linda Collier, Assistant LTAP Director, ITRE
The Honorable Marilyn Newell, Mayor, City of Roxboro
Andrew Oakley, Public Services Director, City of Roxboro
Edward Moody, Supervisor, City 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 9:00 a.m. Local Government Day, Monday, March 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 February 9, 2016 *(Regular Meeting)*
- Minutes of February 29, 2016 *(Special Meeting)*
- Fire/EMS Monthly Report *(February 2016)*
- Police Dept. Monthly Report *(February 2016)*
- Public Services *(February 2016)*
- Fuel Expenditures *(February 2016)*
- RDG Report *(February 2016)*
- Beer and Wine List 2016 *(FYI)*

Trevie Adams, CMC/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 FEBRUARY 9, 2016 5:30 P.M. – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Members Absent: Mayor Marilyn P. Newell
City Attorney Nick Herman

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

CALL TO ORDER:

Mayor Pro Tem William Davis called the meeting to order at 5:30 p.m. to interview applicants for the Tourism Development Authority (TDA). Council interviewed the applicants and stated that the appointment would be made in the regular session to begin at 7:00 p.m. Applicants interviewed included: **Ms. Charlie Bullock, Ms. Shady Terrell, and Ms. Lynda Zirillo.** **Council Member Sandy Stigall offered a motion to recess this meeting at 6:34 p.m. to 7:00 p.m. with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

Mayor Pro Tem William Davis called the meeting back to order at 7:00 p.m.

Police Chief David Hess provided the invocation.

PLEDGE OF ALLEGIANCE:

Mayor Pro Tem William Davis then asked those in attendance to stand in reciting the Pledge of Allegiance to the Flag.

Mayor Pro Tem William Davis asked for a motion to excuse **Mayor Marilyn P. Newell** from this meeting due to illness and to excuse **City Attorney Nick Herman** for prior obligations. **Council Member Sandy Stigall offered a motion to excuse Mayor Newell and Mr. Herman with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

AGENDA ADOPTION:

Mayor Pro Tem William Davis presented the agenda and asked for any additions or changes to the agenda. **Council Member Byrd Blackwell offered a motion to approve the agenda with the addition of NCGS 143.318.11(a)(6) Personnel as requested by City Manager Brooks Lockhart, with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Pro Tem William Davis presented the consent agenda and asked if anyone had any additions, corrections or comments. **A motion was offered by Council Member Henry Daniel to approve the consent agenda as presented with a second by Council Member Sandy Stigall,** and upon being put to a vote, was carried unanimously.

PUBLIC COMMENT:

No comments at this time.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Special Event Permit – Special Olympics 5K Run – *Public Hearing*

Mayor Pro Tem William Davis opened the **Public Hearing at 7:05 p.m.** **Ms. Kay Rudd with Person County Recreation Department** presented Council with an application to hold the Special Olympics 5K Run in Uptown Roxboro asking that streets be closed from 8:30 a.m. – 10:00 a.m. After some discussion, **Assistant Manager Tommy Warren** informed Ms. Rudd that some of the streets being requested are NCDOT streets and will need their approval to be closed not the City's. Mr. Warren offered her contact information for NCDOT and **Police Chief David Hess** also offered assistance to get the street closures approved. **There being no further discussion, Mayor Pro Tem William Davis closed the Public Hearing at 7:12 p.m.** **Council Member Mark Phillips offered a motion to approve the special event permit as presented with a second by Council Member Henry Daniel** and upon being put to a vote was carried unanimously.

NEW BUSINESS

2. Planning Board Appointments

No applications were received and it was the consensus of Council to re-advertise and bring back to Council in March.

3. Personnel Appeals Committee Appointment

Human Resources Director Lorrie Andrews informed Council that the Personnel Appeals Committee is composed of six citizens that are appointed to a three year term with five members constituting a quorum. The committee appointees are:

- Timothy Krohn – Eaton, HR Director
- Kathy Hall – Person County Schools, HR Assistant/Benefits
- Angie Warren – Person County, HR Director
- Pam Hobbs – PCC – HR Director
- Derrick Sims – US Flue-cured Tobacco, Safety Director
- Adam White – Brooks & White Funeral Home, Manager
- Alternate – Dave Houston – P&A Industries

After a brief discussion, **Council Member Henry Daniel offered a motion to approve the Personnel Appeals Committee appointees as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

4. Text Amendment – Parking – Set Public Hearing

RDG Director Lauren Wrenn presented Council with the following changes for uptown parking as recommended by the City's Parking Committee and outlined as:

- Installation of new "Welcome to Historic Uptown" signs at each gateway entrance to Uptown, with a sign that reads "All on-street parking is 2 hours unless otherwise posted".
- Installation of new "All Day Parking" signs at each entrance to a City parking lot (exclude the lot at City Hall).
- Removal of the 30 minute time limit on the parking spots located in front of 115 and 117 Depot Street.
- Changing the two spaces in front of Tricia's Espresso to 1 hour.
- Removing the 15 minute parking space in front of S.W.A.B. Fitness.
- Adding a 30 minute parking space in front of Joe Weinberger's office.

Beyond these changes, staff plans to relocate some of the current 2-hour parking signs to more visible locations, and add additional 2-hour parking signs as needed to ensure

full coverage. Staff will also inform all Uptown merchants and property owners of the Public Hearing to ensure all interested/involved parties are notified of the discussion to take place. After a brief discussion, **Council Member Mark Phillips offered a motion to set the Public Hearing for Monday, March 14, 2016 at 9:00 a.m. with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

5. Resolution of Intent – Road Closure

Assistant Manager Tommy Warren reported to Council that Person County has requested that the City close and abandon Garland Street, which is an unopened Street between Foushee Street and the City parking lot off Satterfield Street. The street is adjacent to the property that the City of Roxboro deeded to Person County for the Senior Center.

Mr. Warren explained that by closing and abandoning the street, the existing right of way will be divided among the adjoining property owners. General Statutes require that the City adopt a Resolution of Intent to close the street and set a public hearing. The Resolution of Intent has to be published in a local paper for four weeks and both ends of the street have to be posted. A copy of the Resolution of Intent must be mailed by certified mail to property owners abutting that portion of the street to be closed. After a brief discussion, **Council Member Byrd Blackwell offered a motion to approve the Resolution of Intent as presented and set the public hearing to approve the road closure for Monday, March 14, 2016 at 9:00 a.m. with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

6. Audit Report

Interim Finance Director Dan Craig presented Council with a copy of the audit report for FY 2014-2015 and directed Council to several notes of interest. **Clerk's Note: A copy of the Audit Report for FY 2014-2015 is available for review in the office of the City Clerk.**

OLD BUSINESS:

7. TDA Board Appointments

Ms. Margaret McMann, Director for Tourism Development Authority requested Council to appoint a representative for the City for a three year term to begin April 1, 2016. After some discussion, **Council Member Mark Phillips offered a motion to appoint Ms. Shady Terrell to serve on the TDA Board as a City appointee with the three year term to begin on April 1, 2016, with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

8. CMAR Contract

Assistant City Manager Tommy Warren reported to Council that in July, City Council approved the Construction Manager at Risk (CMAR) process for the wastewater treatment plant improvements. In conjunction with LaBella Associates (formerly Pease Associates), a Statement of Qualifications (SOQ's) was developed and advertised. In November, the SOQ's were reviewed and the list was narrowed to three companies. On Wednesday, January 6, 2016, a committee comprised of City employees and representatives from LaBella interviewed the three companies.

Garney Construction Company was selected to be the Construction Manager at Risk for this project. On February 1, 2016, the engineers from LaBella Associates met with Garney to discuss the scope of the project and to define what was expected from

Garney for this project. On February 3, 2016, LaBella, Garney and the City met to finalize the Preconstruction Agreement.

This agreement covers work up to and including the Guaranteed Maximum Price (GMP). Garney will review the plans at 60% complete and provide a cost estimate. The purpose is to reduce change orders and decrease the time it takes to construct the project. There will be another detailed review at 90% and again at 100%. Part of Garney's review is to make sure the plant operates normally during all phases of construction. Another note mentioned by Mr. Warren, the cost for this agreement is included in the original cost estimate. After a brief discussion, **Council Member Sandy Stigall offered a motion to approve the contract as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

COMMITTEE REPORTS

No reports were given at this time.

MAYOR'S REPORT: No report at this time.

ADMINISTRATIVE REPORTS

9. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for December 31, 2015 and January 31, 2016. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

10. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the weekend of January 22-24, 2016, City crews were out working in the snow and sleet event. On Thursday before the event, staff sprayed 2,100 gallons of brine on City streets and during the event 100 tons of salt was spread throughout the City. Mr. Warren reported that 300 hours of overtime were logged and that some crews worked 36 hour straight with results showing that the brine did as it is advertised to do. The brine created a layer of slush under the snow and ice, which made it easier for removal.

11. Manager's Report

City Manager Brooks Lockhart reminded Council of some upcoming dates to remember, noting that a joint City-County meeting will be held on Monday February 29, 2016 at 6:00 p.m. that will include a closed session for economic development briefing prior to the open session.

Mr. Lockhart also reported that staff and legal counsel are working diligently on the revisions to the Personnel Manual for the City. Three separate documents will come before Council for approval and will include: Personnel Manual (Policy), a new Safety Policy and revisions to Chapter 35 of the City Code of Ordinances.

Continuing, Mr. Lockhart reported that the sprinkler rate letters will be sent out to impacted customers with one set of the letters going to the customers with shared risers and will require them to provide staff with square footage estimates to establish an equitable billing. Staff anticipates the process to be complete and the rates in effect for the March billing cycle.

The new website main page layout is complete and will be in place sometime in March with staff continuing to make content improvements through the following months to assure accurate information.

Council Member Henry Daniel offered a motion to enter into closed session per NCGS 143.318.11(a)(4) Economic Development and NCGS 143.318.11(a)(6) Personnel, with a second by Council Member Sandy Stigall and upon being put to a vote was carried unanimously.

Council Member Byrd Blackwell offered a motion to return to open session with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

COUNCIL DISCUSSION:

City Manager Brooks Lockhart informed Council that the Fireworks contract needs to be signed as soon as possible to assure the Fireworks display for July 4, 2016. After some discussion, Council Member Mark Phillips offered a motion to authorize the City Manager to sign the contract for the Fireworks Show to be held on July 4, 2016 with a second by Council Member Byrd Blackwell, after some discussion with Council Member Henry Daniel and Council Member Sandy Stigall asking for consideration in holding off the vote until the joint meeting with the County Commissioners to see if they are willing to participate in the cost, City Manager Brooks Lockhart stated that the contract needs to be signed immediately to assure the City will be guaranteed a July 4th display. Mayor Pro Tem William Davis stated there was a motion on the floor asking for a vote. The vote was carried with a 3 to 2 vote with Council Member Sandy Stigall and Council Member Henry Daniel voting nay.

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 9:04 p.m.

Mayor Pro Tem William Davis

ATTEST:

Trevie Adams, CMC/NCCMC
City Clerk

February 9, 2016

**MINUTES OF THE ROXBORO/PERSON COUNTY COLLABRATIVE MEETING
MONDAY, FEBRUARY 29, 2016 AT 6:00 P.M.
FEMA BUILDING**

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

Commissioners Present: Commissioner Chairman Henry Newell
Commissioner Jimmy Clayton
Commissioner Ray Jeffers
Commissioner Kyle Puryear
Commissioner Tracy Kendrick

Others Present: City Manager Brooks Lockhart
County Manager Heidi York
Assistant Manager Tommy Warren
Clerk to the Board Brenda Reaves
City Clerk Trevie Adams
City Attorney Nick Herman
County Attorney Ron Aycock

CALL TO ORDER:

Mayor Marilyn P. Newell and Commissioner Chairman Henry Newell called the meeting to order at 6:00 p.m. welcoming everyone in attendance both City and County representatives.

Mayor Marilyn P. Newell presented the agenda and asked for any additions or changes to the agenda. **Mayor Pro Tem William Davis offered a motion to approve the agenda as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

ITEMS FOR DISCUSSION:

- 1. Closed Session discussion per General Statute 143-318.11(a)(4) jointly with Person County Business Industrial Center**

Mayor Marilyn P. Newell asked for a motion to enter into closed session per NCGS 143-318.11(a)(4) Economic Development. **Council Member Sandy Stigall offered a motion to enter into closed session with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **County Commissioner Tracy Kendrick offered a motion for the County to enter into closed session** and upon being put to a vote was carried unanimously.

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

- 2. Wastewater Treatment Facility Upgrade**

Assistant City Manager Tommy Warren explained to the County Commissioners and City Council the process being used to upgrade the Wastewater Treatment Facility

explaining the CMAR process. Mr. Warren explained that this is being mandated by the State and must be completed by 2019. After some discussion, **County Commissioner Chair Henry Newell and County Commissioner Kyle Puryear** asked if the City could fund said project and if the City needed help from the County. Mr. Warren explained that the City is in the process of finding funding options and will keep the County informed of the City's funding efforts.

3. Solid Waste Impacts

County Commissioner Chair Henry Newell reported to Council that by a 3-2 vote in the morning session of the County Commissioners meeting, it was decided to negotiate with Republic with the help of Smith Garner for continuing usage of the landfill and to see what options may be offered and Commissioner Kendrick used recycling as an example of more services that may be discussed.

4. General Discussion/Other Items

City Council Member Mark Phillips stated information about a new service tax being implemented for car repair and to be effective March 1, 2016.

Assistant County Manager Sybil Tate reported that the County has signed a lease with the State for the tower located at Mt. Tirzah. The State has built an additional tower at Woodland School already in use.

There being no further business to discuss, **Council Member Byrd Blackwell offered a motion to adjourn at 7:30 p.m. with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

Mayor Merilyn P. Newell

ATTEST:

Trevie Adams, CMC/NCCMC
City Clerk

February 29, 2016



**City of Roxboro
Fire and Rescue Department**

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

Highlight

- **Responses** - During the month of February, the City of Roxboro Fire Department responded to 19 fire calls within the city limits, and 21 fire calls outside the city limits. Also, the department responded to 58 first responder calls within the city, and 22 first responder calls in our county response district. Over the course of February, we had to call back off-duty personnel and auxiliary personnel for a total of 1 full alarms. Roxboro Fire Department responded to 135 dispatched calls this month.
- **Training** Roxboro Fire Department hosted firefighter Health and Wellness and Fire and Life Safety Preparedness in February. John Hamlett taught firefighter Rescue which is a state certification class.
- **Fire Inspector** Brent Wrenn and Brandy Horton tested and past fire inspector level III which is the highest level of fire inspector in North Carolina.
- **Leadership II** Roxboro Fire Department in order to get our officers and future officer the highest level of readiness for being an officer we invited Mr. Robinson from the North Carolina Department of Insurance to come teach Leadership II in February.
- **Clean Day** Roxboro Fire Department is working with the state on having a day that we will be picking up trash in the entrances to the city and within the uptown areas.
- **Fire Officer III** Chief Torain and Brandy Horton attended Fire Officer III training it is a 2 week long class.
- **Training** All the fire department personal is going through Air Consumption Drills. During the most heavy physical working conditions and stress, we train on how to conserve air because we only have a limited amount in our tanks. The longer we can go on the tank better the chances are of getting to a victim inside a house fire.

- **Public Safety** The fire department taught Risk Watch to 2nd grade for Poison Prevention and 4th grade Motor vehicle safety, Pedestrian Safety, Bike and Railroad Safety.
- **Senior Center** The department went to the Senior Center and played fire bingo with all the occupants

Jan. 2016- present month	Number of total contacts	Number of detectors installed	Number of batteries installed	Jan. 2016- present month	To Current Month	Current Month	Total YTD
A Shift Station 2	1		2	Number seats checked	2	2	4
A Shift Station 3							
B Shift Station 2	5	9		Number of clinics performed			
B Shift Station 3				Number of seats installed at clinic			
C Shift Station 2				Number of CSS distributed			
C Shift Station 3	6	4	5				
TOTALS	12	13	7	Total number of CSS installed	2	2	4

2005 thru 2016 totals	Contacts	Detectors	Batteries				
As of 2014	2091	1426	888	Previous YTD	2091	1426	888
Previous YTD	2111	1446	894	Current Month			
Current month	7	9	5	Total Jan 2005- Dec. 2016			
2015 to date	2118	1455	899				
				CSS Contacts for CTY		1	1
				CSS distributed and installed for CTY			

Age Groups	0 to 1	2 to 4	5 to 8	Ethnicity	1st	2nd	3rd	4th
1st Quarter	4			White/ Caucasian	2			
2nd Quarter				Black/ African American	2			
3rd Quarter				Latino/ Hispanic				
4th Quarter				Native American				

**Roxboro Fire Department
Fire and Life Safety Education Monthly Report Form**

Month/Year February-16

No. of Participants by Age Group

Age 0-4	<u> </u>
Age 5-10	<u> 382 </u>
Age 11-14	<u> </u>
Age 15-18	<u> </u>
Age 19-29	<u> 25 </u>
Age 30-65	<u> 47 </u>
Age 65+	<u> 38 </u>
Total Persons	<u> 492 </u>

Total Man Hours of Presentation 21

No. of Organizations by Type

Business	<u> </u>
Civic Group	<u> </u>
Daycare	<u> </u>
Healthcare	<u> </u>
Industrial	<u> </u>
Juvenile Fire Setters	<u> </u>
Schools	<u> 4 </u>
Senior Groups	<u> 1 </u>
Special Interest	<u> 4 </u>
Youth Groups	<u> </u>
Other	<u> </u>
Total No. of Organizations	<u> 9 </u>

No. of Programs by Type

Bicycle Safety	<u> 2 </u>
Burn Prevention	<u> </u>
Display	<u> </u>
Extinguisher	<u> </u>
Falls	<u> </u>
Fire / Evacuation Drill	<u> </u>
Water Safety	<u> </u>
Firearms	<u> </u>
General Fire Safety	<u> </u>
Juvenile Fire Setters	<u> </u>
Poison Prevention	<u> 2 </u>
Public Relations	<u> 3 </u>
Special Event	<u> </u>
Station Tour	<u> </u>
Remembering When	<u> 1 </u>
Risk Watch	<u> 6 </u>
Other	<u> </u>
Total	<u> 14 </u>

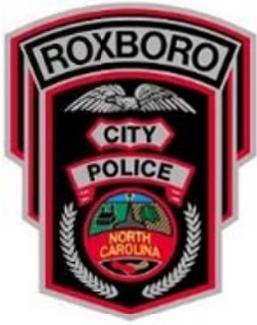
Safety Devices Issued

Smoke Alarms	<u> 9 </u>
Batteries	<u> 5 </u>
Special Needs	<u> </u>
CSS	<u> 1 </u>
Total	<u> 15 </u>

Did a program save a life or reduce injury?

No

If yes, please give details on a separate sheet



ROXBORO POLICE DEPARTMENT



109 South Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

February 2016

Patrol Division

Highlighted Events

- Officer Wright responded to a call at the Stor-Lock on Ridge Road, where George Stone was having a diabetic episode. Officer Wright had to make forced entry in order to render aid to Stone. Once Officer Wright made contact with Stone, he noticed that Stone was unconscious and not breathing because his airway blocked. Officer Wright preformed the Heimlich Maneuver which caused Stone to expel approximately twenty pieces of hard candy from his throat. Stone was examined by EMS and recovered fine.
- Patrol responded to a shots fired call in Harris Gardens this month. A description of the vehicle was given out by Central Communications and officers intercepted the vehicle on North Main Street. Two handguns were recovered from the vehicle and the driver was charged.
- Some patrol officers received remedial driver's training for proper backing techniques. The training is part of our continued effort to reduce liability for the City.
- The Sergeants hosted a meeting to discuss forecasting and improvements for the agency.

Community Policing

- Officer Thompson and Wright took the initiative to show the children in the community of Harris Gardens by playing a game of football with them.

****Operation Safe Zone****

Det. Cates will implement a new community policing program on Tuesday, March 15, known as Operation Safe Zone. Operation Safe Zone is a free program where the public can exchange their online purchases from social media, i.e. Craigslist or Ebay, in the parking lot of the Police Department.

Det. Cates worked with First Choice Signs, Owner Joe Gonzalez, to donate the sign. The sign will be erected in front an existing parking space in front the police department. The program will not require



an officer to monitor the exchange, but merely provides a peace of mind to make the exchange in “Safe Zone.” Det. Cates will work with the Courier Times to publish the program.

Monthly Activities

- Calls for Service – 1438
- Incident Reports- 93
- Vehicle Crashes – 49
- Citations – 160
- Warnings – 173
- Misdemeanor Arrests – 37
- Felony Arrests – 12
- Traffic Stops – 345

Criminal Investigations Division

- Several cases were closed with leads exhausted or unfounded this month.
- CID closed out the homicide in Brookstone with an arrest during the first 48 hours. The DA’s Office commended Det. Cates for the in depth investigation.
- CID has been assigned employment backgrounds for applicants.

Monthly Activities

- Total Cases Assigned: 14
- Follow up hours in field: 167
- Phone follow up hours: 71
- Hours spent completing paperwork: 136
- Call outs: 1
- Out of town follow ups: 7
- Felony warrants obtained: 3
- Misdemeanor warrants: 0
 - Cases closed: Leads exhausted 2
 - Closed by warrants: 4
- Unfounded: 0
- Arrests: 2
- Felony packets: 3
- Interviews conducted: 28

Administrative Services Unit

- Submitted several felony packets to the DA's office for patrol officers.
- Spoke with Brandy Lynch with the DA's office about upcoming Grand Jury calendar.
- Continued equipment inventories with officers.
- Worked with Hollie McAdams at the DA's office about a way to standardize DNA samples and maintain a log of the samples collected as required by statute.
- Spoke with Bryan Garrett at City Garage about repairs to vehicle 2477.
- Checked on several vest carriers that were sent in for repair/replacement.
- Worked with Detective Howe on a potential intern for the Department.
- Prescreened applicant paperwork with HR Director.
- Worked with Tim Canfield at IT and Mrs. Davis on changing terminal IDs on MDTs.
- Received a quote for changing all interior locks in the building.
- Conducted monthly building inspection.
- Gathered computers and other information for upcoming General Instructor training.
- Enrolled officers into training for Leadership and Field Training Officer.
- Worked on evidence submissions.
- Electrical repairs were made a patrol vehicle's in car camera system.
- Equipment repairs were completed on vehicle 2478 & vehicle 2014.
- Lt. Hawkins attended a budget meeting on 02/04/2016.
- Working to complete multiple equipment requests.
- Scheduled several training request submitted by officers.
- In the process of putting together data to place the order for the GCC grant.
- Evidence collected in the homicide case was placed into evidence.
- Vehicle 2477 required front end repairs because of handling and braking issues.
- Continuing to work with Bryan Garrett at city garage on vehicle maintenance issues.
- Scheduled evidence viewing for a defense attorney in homicide case.
- Lt. Hawkins attended the JCPC meeting.
- Worked with HR and Deputy Chief Kirby on new officer hiring process.
- Packaged equipment that was not needed in vehicle up-fits to be sent back to vendor.
- Conducted pre-screen interviews on new hire applicants.
- Lt. Hawkins with Captain Kirby and Chief Hess on Personnel issues.
- Working with Larry Monday with Reade's Uniforms on uniform orders.
- Scheduled building maintenance issues with Phillip Fish.
- Spoke with Sentry Watch representative about alarm issues in the building and scheduled maintenance repair.
- Conducted different stages of the hiring process for patrol officers.
- Spoke with Tim Williamson about Lexipol policy grant. We should be implementing policies into the model content as early as the beginning of March.
- Submitted paperwork for the five new General Instructors.
- Assisted with Fire Extinguisher inspections.
- Sgt Dickerson assisted with Sergeant Promotion assessment for Hillsborough Police Department.
- Sent out different training emails for upcoming trainings.

- Received several different articles of uniform equipment and issued those.
- Ordered new commercial vacuum cleaner for Sally Port.
- Sgt. Dickerson registered to become the departments Training Coordinator for different community colleges to be able to enroll officers for training.
- Worked with State Crime Lab to determine what pieces of evidence they currently have.
- Enrolled numerous officers in upcoming training to include Field Training Officer, LIDAR, Leadership Development, CIT, and General Instructor.
- Lt Hawkins met with the Supervisor of the Evidence Control Unit for the Burlington Police Department to discuss an upcoming audit of the evidence room.
- Scheduled vehicle maintenance issues with city garage and made adjustments to vehicle assignments for Lt Price.
- Facilitated new hire board interviews on Thursday, February 25th
- Scheduled calibration of RADARS for Thursday, March 24th
- Sgt Dickerson will be sitting on a hiring committee for PCC on Thursday March 3rd

Street Crimes Unit

- Continuing to work with informants on local cases.
- Signed up one new informant during the month.
- The unit was approved to assist state law enforcement officials with an undercover operation.

Administration

Meetings

- Daily meetings with all staff.
- Several meetings with HR and City Manager related to personnel matters.
- Deputy Chief Kirby assisted Administrative Services with applicant hiring procedures.
- Distributed several local requests for the press.
- Established a relationship with a new reporter at ABC 11 who is responsible for our area.
- Worked to resolve a court appearance issue for a citizen.
- Worked with HR to resolve employee evaluation issues.
- Worked with Lt. Price on one complaint.
- Worked with Lt. Price regarding processing employee accidents.
- Working with Administrative services on multiple facilities upgrades.
- Assisting Administrative Services with new employee hiring process.
- Met with Sergeant Horton to discuss changes in the asset forfeiture guidelines.
- Met with Lt. Price on reports approval process.
- Completed (4) employee evaluations.

Highlighted Events

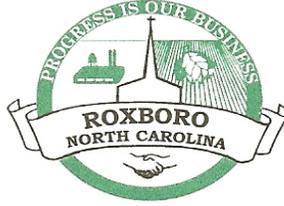
- Assisted Patrol and CID with the homicide investigation allocating resources and case review.

- Deputy Chief Kirby will assist the Butner Police Department with a promotional process in March.
- Chief completed the department's Strategic Report.
- Provided updates on weather and road conditions through social media.
- Chief completed and submitted the Lieutenant assessment process.
 - The process was approved and candidates will participate in an assessment center March 24 and 25.
- Chief submitted the proposed 2017-18 FY operating budget to the Finance Director.

Personnel

- Deputy Chief Kirby completed (4) employee evaluations.
- Received medical updates on two employees. One returned to work. A second will remain on medical leave through mid-April.
- The police department is conducting employment backgrounds for three applicants to fill the four vacancies available. After these positions are hired and the officers have completed field training the City will post a hiring process for the fourth position. The department only received (5) viable candidates through our screening process and (3) made proceeded to the background phase.

Public Services Department Monthly Report



City of Roxboro

March 2016

Public Utilities Department	Public Works Department																																																			
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City of Roxboro, North Carolina LM
 Distribution of Gas Tickets WD Weed Eaters
 31-Jan-16 CS Chain Saws
 GC Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5335
 Diesel 0.5930

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		19.34	34.42	10.32	0.77	0.39	22.94	1.780
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		231.30	414.51	123.40	9.25	4.63	277.23	1.792
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		250.64	448.93	133.72	10.03	5.01	300.18	1.791
5	4310	Police		1,692.37	3,039.25	902.88	67.69	33.85	2,034.83	1.796
6	4311	CID		168.29	302.14	89.78	6.73	3.37	202.26	1.795
26	4312	Narcotics		76.56	137.55	40.84	3.06	1.53	92.11	1.797
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		1,937.22	3,478.94	1,033.51	77.49	38.74	2,329.20	1.796
7	4340	Fire		1,068.31	2,005.04	612.29	42.73	21.37	1,328.65	1.877
8	4341	Fire Inspections		67.85	121.91	36.20	2.71	1.36	81.64	1.797
		Total Fire Dept.		1,136.16	2,126.95	648.49	45.45	22.72	1,410.29	1.872
10	4510	Public Services		190.34	343.70	101.55	7.61	3.81	230.73	1.806
11	4511	Streets		666.77	1,304.42	376.73	26.67	13.34	889.27	1.956
12	4512	Street Cleaning		35.56	73.23	21.09	1.42	0.71	50.01	2.059
13	4513	Garage		182.04	355.65	101.90	7.28	3.64	242.83	1.954
14	4710	Residential Garbage		753.90	1,500.12	447.06	30.16	15.08	1,007.82	1.990
15	4711	Commercial Garbage		849.25	1,684.29	503.61	33.97	16.99	1,129.73	1.983
16	4740	Cemetery		127.95	246.07	68.26	5.12	2.56	170.13	1.923
		Total Public Services		2,805.81	5,507.48	1,620.19	112.23	56.12	3,720.53	1.963
		Total General Fund		6,129.83	11,562.30	3,435.90	245.19	122.60	7,760.19	1.886
18	7112	Meter Reading		152.96	274.52	81.60	6.12	3.06	183.74	1.795
19	7114	Lake Warden		48.92	88.92	26.10	1.96	0.98	59.89	1.818
25	7118	Pump Stations		198.05	394.56	105.66	7.92	3.96	277.02	1.992
20	7120	Water Plant		134.12	244.69	72.92	5.36	2.68	163.72	1.824
21	7121	Water Line Maintenance		327.51	629.13	187.04	13.10	6.55	422.44	1.921
22	7130	WWTP		157.29	354.82	83.91	6.29	3.15	261.47	2.256
23	7131	Sewer Line Maintenance		426.93	787.09	234.47	17.08	8.54	527.01	1.844
24	7132	WWTP II		17.23	31.01	9.19	0.69	0.34	20.78	1.800
		Total Enterprise Fund		1,463.01	2,804.74	800.90	58.52	29.26	1,916.06	1.917
		Total All Funds		7,592.84	14,367.04	4,236.80	303.71	151.86	9,676.25	1.892



March 9, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: March Council Report

City of Roxboro:

- Parking Committee: After Council approved the request for a public hearing, work began to spread the word about the hearing and the suggested changes. Notifications included handing out flyers to Uptown business/property owners, posting to social media multiple times, running ads in the newspaper and on the radio. A few comments were received and noted in the file for parking. Additional changes were also suggested. Those suggestions were shared with community members and added to the list for discussion at the public hearing. Review of the City ordinance uncovered some additional discrepancies between current signage on the streets and what is written in the ordinance. After extensive review and editing, a revised ordinance will be provided at the March Council meeting. After discussion with the public at this meeting, the changes will be submitted to Nick Herman for approval and final review. The final draft will be brought to Council for approval at the April meeting. The plan is for all changes to be implemented by the end of Spring.
- Other Highlights –
 - Reviewed changes to the City's website with the other department heads. Worked on content for the Uptown Development Section.
 - Put out the flags for President's Day on Saturday, February 13th.
 - Attended the Good Morning Coffee Hour for the PCC Business Development Center on February 24th.
 - Walked through Uptown with Tommy and Andy to determine the specific locations for the new decorative parking signs.
 - Attended the SET Planning Session held at the Kirby Cultural Arts Complex on March 7th.
 - Held a follow-up meeting with the City Parking Committee to ensure everyone is aware of the responses received from the public prior to the hearing on March 14th.
 - Finalized the Person County/Roxboro App with Margaret at TDA.



Roxboro Development Group:

- Easter Egg Hunt at PC Museum – As a part of the effort to increase the amount of family-friendly entertainment Uptown, RDG has partnered with the PC Museum to hold an Easter Egg Hunt on the lawn of the museum the Saturday before Easter. This event is not highly publicized for this year, as it is a trial run. We sent invitations to the preschoolers at Long Memorial and Roxboro Baptist, and asked for RSVPs so we can ensure enough materials for each participant. We would love to see you there, or have you assist in the event. There will be the Egg Hunt, pictures with the Easter Bunny, and light refreshments.
- Uptown Planters – In an attempt to add more beauty and vibrancy to Uptown, RDG is working to install additional planters around Uptown. We have narrowed down two locations for an installation, and are currently working on the specifics for pricing and placement. We are also planning to do some maintenance to the raised bed in the alleyway near the Newell building. We would like to make this area more attractive to coincide with the recent renovations by Hayden Newell.
- NC Main Street Conference– All of the plans are set for the conference this year. All attendees are registered and hotel rooms booked. The conference will last from March 16 through March 17. Roxboro will have representation at a breakout session for the panel discussion, as well as receive two awards. Information is confidential regarding the awards, as we are instructed NOT to publicize anything prior to the Department of Commerce release.
- Other Highlights –
 - RDG Board meeting held February 16th
 - TarHeel Chevrolet acquired as the official sponsor of the Rox N Roll Cruise-In this year.
 - Met with Christy Bondy at the PC Library to discuss the possibility of a Halloween event held by both organizations.
 - Promotions Committee met on February 18th to discuss event plans and sponsorship dollars.
 - Design Committee met on February 25th to discuss planter installations and alleyway improvements.
 - Directors' RoundTable met on February 24th to discuss the Fireworks and July Fourth Parade. A BBQ Fundraiser will be held on April 29th to support the fireworks this year.
 - Assisted with the delivery of Chamber member signs for the 2016 members throughout the County.

A	B	C	D	E	F
	Name of Applicant	Location	Type of License		
1	Azall Inc/Quality Convenience	1251 N Main St	Beer & Wine Off Premises		Feteh A. Yafai
2	Brookland Eats	333 Old Durham Rd Suite 100	Beer & Wine On Premises		Brookland Eats LLC/Samuel Loyd Clowney
3	Cash Store Company	416 Chub Lake Street	Beer & Wine Off Premises		Linda L Bowes
4	Clarksville Station Restaurant	4080 Durham Rd	Beer & Wine On & Off Premises		Wolfe T. & Paula Adler/KMJA of Person Co.
5	Colony Mart 2	730 Durham Rd	Beer & Wine Off Premises		Angad Besada
6	Dalton's Sportsbar & Grille	725 N Madison Blvd	Beer & Wine Off Premises		Hee Kim/Jay Kim Enterprise Inc
7	Dolgencorp/Dollar General#9757	30 Court St	Beer & Wine Off Premises		Dalton Sportsbar and Grille LLC/Brian Pulliam
8	Dolgencorp/Dollar General#9758	186 Weeks Dr.	Beer & Wine Off Premises		Dolgen corp LLC
9	Fas Mart #105 Convenience Store	1016 North Madison Blvd	Beer & Wine Off Premises		Dolgen corp LLC
10	Food Lion #436	3326 Durham Rd	Beer & Wine Off Premises		G P M 1 LLC/GPM Investments LLC
11	Food Lion #67	2828 Durham Rd	Beer & Wine Off Premises		Food Lion LLC
12	Food Mart #1	1005 N Madison Blvd	Beer & Wine Off Premises		Food Lion LLC
13	FoodLiner -JGA	308 Depot Street	Beer & Wine Off Premises		Mechiel Girgis, Ashraf Kamel
14	Golden Grill Asian Bistro	1124 North Main Street	Beer Off Premise		B and K Enterprises Inc/Robert Dixon,Carl Small
15	Handi Cupboard	813 N Madison Blvd	Beer & Wine On Premises		Zhi Dong
16	Henry's Quick Stop	2932 Durham Rd	Beer & Wine Off Premises		James Arnold Ashlev
17	Just Save 441/Lowes Food LLC	723 Durham Road	Beer & Wine Off Premises		Jessup Umar LLC/Rebecca Jessup, Malik Umar
18	Neb King Inc./King Bee I	816 North Madison Blvd	Beer & Wine Off Premises		Lowes Food Stores Inc.
19	Neb King II/DBA King Bee Conv	3104 Durham Rd	Beer & Wine Off Premises		Neb King Inc.
20	Neb King III	631 South Madison Blvd	Beer & Wine Off Premises		Chip King /Neb King Inc.
21	King Bee V	1810-A North Main St	Beer & Wine Off Premises		King Bee operations LLC
22	North Carolina, CVS Pharmacy3531	1030 North Main St	Beer & Wine Off Premises		Neb King Inc.
23	L W's Tavern	900 N Madison Blvd	Beer & Wine Off Premises		NC CVS Pharmacy LLC
24	La Cocina Mexican Restaurant	903 North Main St	Beer On & Off Premises		Donald Lee Wallace Jr
25	O'Neil's Quick Stop	241 S Madison Avenue	Beer & Wine On And Off Premises		La Cocina 4 Inc./Armando,Israel,Luis Villalpando
26	Pizza Hut of Roxboro	501 South Morgan St.	Beer & Wine Off Premises		Dominion Retail Enterprises LLC
27	Quality Mart #14	234 South Madison Blvd	Beer On Premises		Mid Atlantic Pizza Huts
28	Rite Aid Store 11382	207 Madison Blvd	Beer & Wine Off Premises		Quality Oil Company LLC
29	Roxboro Elks Lodge 2005	304 N Madison Blvd	Beer & Wine Off Premises		Eckerd Corp
30	Roxboro Fuel Time	408 Burlington Rd	Beer & Wine On Premises		William Bullock
31	Roxboro Moose Lodge 2005	1528 N Main St	Beer & Wine Off Premises		Abdulghani Moazeb
32	Southern Food Mart	480 Burlington Rd	Beer On Premises		Loyal Order of Moose
33	Tienda Mexicana La Veracruzana	915 North Madison Blvd	Beer & Wine Off Premises		Sheetz of NC LLC
34	Torero's Mexican Restaurant	1274 Hurdle Mills Rd	Beer & Wine Off Premises		Niravkumar,Viralkumar Patel
35	Troy's Place	722-C Durham Rd	Beer Off Premises		Esdrella Inc/Martin Hernandez, Maria Murrrieta
36	Vesuvio's Italian Restaurant	904 N Madison Blvd G-I	Beer & Wine On & Off Premises		Jose Arias, Narciso Rodriguez
37	Vesuvio's 2 Pizza & Subs Inc	1229 N Main St	Beer On Premises		Troy Gregory
38	Wal-Mart Supercenter #1288	1049 Durham Road	Beer & Wine On &Off Premises		Luigi DiScioarro
39	Wine A Little At Southern Treasure	35 Abbitt Street	Beer & Wine On &Off Premises		Giovanni Scotti D'Abbusco
40	Winners Food Mart/Metro Retail	1049 Durham Road	Beer & Wine Off Premises		Wal-Mart Stores East LP
41		719-B Durham Rd	Beer & Wine On & Off Premises		Wallace & Bettie Yarboro Jackson
42		401 N Madison Blvd	Beer & Wine Off Premises		Metro Retail Holdings Llc
43					

1. Special Event Permit - Personality - 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:

2/11/16

Date Submitted to Council/RPD:

2/22/16

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: Roxboro Area Chamber of Commerce
Address: 211 North Main Street City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 599-8333 Cell Number: 843 Fax Number: 599-8335
343-6149

Individual/Organization: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Cell Number: _____ Fax Number: _____

II. General Event information:

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

Personality Festival

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:

1 1/2 day festival with food, craft & business vendors,
amusement rides and local entertainment to provide
family friendly fun for our community.

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, possibly
- Microphones
- Live Entertainment
- Other: _____

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

Sponsor banner 4'x8' on wood stand near stage / DJ station

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event - *have requested from Thompson-Allen*
- 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,

Additional details attached

Please indicate the following:

- Proposed Event Date(s): Friday, August 26 + Saturday, August 27
- Proposed Time Period(s) of the Event: Fri (5-10pm) Sat (10am-5pm)
- Location of Event: Uptown Roxboro
- Approximate Number of People to Attend the Event: 10,000 +

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

Amusement rides, food vendors, booths (craft, merchandise, business, awareness), Little Miss Personality, live entertainment.

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: security for both days - amount TBD
placement of barricades
- Fire: they usually help us with water access
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): please see attached
- 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.: Additional details attached.

Main Street from Kirby Theater to Merritt Commons.
Court and Abbitt from Main Street to Lamar Street.

Specify number of:

100+ Goods/Food Vendors _____ Animals 5+ Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? (Y) / N vendors will be selling/serving

*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) separate application from RDC

*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

- 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.

Alicia Puyean
Applicant Signature

Date: 2/10/16

Alicia Puyean
Responsible Planner/On-Site Manager

Date: 2/10/16

Special Events Application

II. Date, Time, Place, and Route

- a. Proposed Event Date
August 26 - 27, 2016
Tentative Rain Date of Sunday, August 28, 2016
- b. Proposed Time Period of the Event
Friday, August 26 - 5:00 pm - 10:00 pm
Saturday, August 27 - 10:00 am - 5:00 pm
Tentative Rain Date Sunday, August 28, 2016 - 1:00 pm - 7:00 pm
- c. Location of Event
Uptown Roxboro
- d. Approximate Number of People
Approximately 10,000+ have attended this event in the previous years.

Police, emergency, public services, liability insurance

Police - The Roxboro Police Department will place barriers at each road closing as shown on attached map. Additional police officers will provide security during the event.

Fire - We have and will be working very closely with the Roxboro Fire Department to maintain a safe and clear route for them to reach hydrants and businesses.

Public Services - See attachment for road closings. Provide a location for grey water disposal. The Chamber will be responsible for the grease container and pickup. Provide truck for moving the bleachers and possible manpower. Clean streets before and after event.

III. Venue Details

- d. Barriers or Traffic Control Devices - (please see map for location of concession stands, booths, platforms, bleachers, toilet facilities and garbage facilities.)

Barricades for Friday, August 26th and Saturday, August 27th should be as follows:

Thursday from 7pm to Saturday 7pm:
 - a. Close Main Street from stoplight at Reams/Depot to Long Memorial Church Parking Lot Entry near Kirby Theater
 - b. Close Main Street from stoplight at Reams/Depot to corner of Court and Main
Friday from 3:00am until Saturday 7:00pm:
 - c. Main Street at Gordon Street
 - d. Abbitt Street at Lamar Street
 - e. Court Street at Lamar Street

f. Main Entrance to Yesterday's Interiors

Friday from 3:00pm until Saturday 7:00pm

- a. Depot Street at Old Senior Center Parking Lot
- b. Reams Avenue at First Driveway behind the Roxboro Building

If rain date is utilized the above barricades should apply on Sunday, August 30th beginning at 10:00 am until 9:00 pm.

1. Extent of Activity

Streets will occupy mechanical rides, vendors and booths. Sidewalks will be open to the public and will also allow Main Street businesses to display and sell their goods on the street. Almost all vendors will be required to use their generators with the rare exception of a couple who may need to utilize the outside outlets overnight at the Tax Office building which the Chamber paid to have installed for this purpose. Vendors, porta-johns and trash containers will be located throughout all the streets. Bleachers will be located on Main Street in front of the Court House as well as a temporary stage for performances. Fire hydrants are located in the area.

2. General description of activities

Amusement rides for children of all ages, entertainment provided by different groups, craft booths, awareness booths, and food vendors.

There will be alcohol served on Friday evening August 26th during the Alive After Five. Roxboro Development Group will be in charge of that event which will take place at Merritt Commons. Separate paperwork/applications will be submitted for that as an independent event.



Harleysville Worcester Insurance Company
355 Maple Avenue
Harleysville, PA 19438-2297
www.harleysvillegroup.com

Insured: ROXBORO CHAMBER OF COMMERCE
Agent: CARVER AGENCY INC

Policy Number: GL00000060355D
Policy Period: 11/22/2015 to 11/22/2016
RENEWAL

COMMERCIAL LINES COMMON POLICY DECLARATIONS

Named Insured and Mailing Address:

ROXBORO CHAMBER OF COMMERCE
THE ROXBORO MERCHANTS ASSOC
211 N Main St
Roxboro, NC 27573-5324

Agent:

CARVER AGENCY INC
PO BOX 560
ROXBORO, NC 27573

Agency Code: 321658
Phone Number: (336)599-2189

Policy Period: 11/22/2015 to 11/22/2016

at 12:01 A.M. Standard Time at your mailing address
shown above.

Business Description:

CHAMBER OF COMMERCE

Form of Business:

Religious Org, Assoc, Labor Org

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY,
WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY. IF YOU REQUEST
CANCELLATION OF THIS POLICY, THE COMPANY WILL RETAIN A MINIMUM PREMIUM OF \$ 500

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS
INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

Coverage Part	Premium
Commercial Property Coverage Part	
Commercial General Liability Coverage Part	\$ 500.00 MP
Crime and Fidelity Policy Coverage Part	
Commercial Inland Marine Coverage Part	
Commercial Auto Coverage Part	
Commercial Liability Umbrella Policy	
	Sub-Total \$ 500.00
Fees and Surcharge - See Schedule GU-7015 (If Applicable)	
	Total \$ 500.00

FORM (S) AND ENDORSEMENT (S) MADE A PART OF THIS POLICY:
SEE SCHEDULES GU-7004 and GU-7009

GU-7000 (Ed. 4-09)

Page: 1 of 1
Issued: 08/28/2015



Harleysville Worcester Insurance Company
355 Maple Avenue
Harleysville, PA 19438-2297
www.harleysvillegroup.com

Insured: ROXBORO CHAMBER OF COMMERCE
Agent: CARVER AGENCY INC

Policy Number: GL00000060355D
Policy Period: 11/22/2015 to 11/22/2016
RENEWAL

LOCATION SCHEDULE

Premis. No.	Bldg. No.	Address
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001	ALL	211 N Main St Roxboro, NC 27573-5324
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Harleysville Worcester Insurance Company
355 Maple Avenue
Harleysville, PA 19438-2297
www.harleysvillegroup.com

Insured: ROXBORO CHAMBER OF COMMERCE
Agent: CARVER AGENCY INC

Policy Number: GL0000060355D
Policy Period: 11/22/2015 to 11/22/2016
RENEWAL

FORM SCHEDULE

ALL FORMS ARE ATTACHED. RETAIN UNLESS DELETED OR REPLACED. * INDICATES A NEW OR REPLACEMENT FORM.

Form	Edition	Description
		POLICY FORMS
* PJ0003	0514	Policy Jacket- HWIC
* GU7005	0409	Location Schedule
IL0003	0908	Calculation of Premium
IL0017	1198	Common Policy Conditions
IL0021	0908	Nuclear Energy Liability Exclusion Endorsement (Broad)
IL0269	0908	North Carolina Changes - Cancellation and Nonrenewal
* IL0985	0115	Disclosure Pursuant to Terrorism Risk Insurance Act
		LIABILITY FORMS
CG0001	1207	Commercial General Liability Coverage Form
CG0068	0509	Recording/Distr Matl or Info in Violation of Law Exc
* CG2010	0704	Addl Ins - Owners, Lessees, or Contractors-Sched Pers
* CG2026	0704	Addl Ins - Designated Person or Organization
* CG2144	0798	Limitation of Cov to Designated Premises or Project
CG2147	1207	Employment-Related Practices Exclusion
CG2167	1204	Fungi or Bacteria Exclusion
* CG2170	0115	Cap on Losses from Certified Acts of Terrorism
* CG2426	0704	Amendment of Insured Contract Definition
CG7105	1210	Non-Pyramiding of Limits
CG7108	1210	Exclusion - Asbestos, Silica, or Talc
CG7149	0901	Lead Liability Exclusion
CG7258	0305	Exclusion - Products-Completed Operations Hazard



Harleysville Worcester Insurance Company
355 Maple Avenue
Harleysville, PA 19438-2287
www.harleysvillegroup.com

Insured: ROXBORO CHAMBER OF COMMERCE
Agent: CARVER AGENCY INC

Policy Number: GL00000060355D
Policy Period: 11/22/2015 to 11/22/2016
RENEWAL

POLICYHOLDER NOTICE SCHEDULE

The following material contains important information about your policy. Please read it carefully.

ALL FORMS ARE ATTACHED. RETAIN UNLESS DELETED OR REPLACED. * INDICATES A NEW OR REPLACEMENT FORM.

Form	Edition	Description
		POLICY FORMS
* GU1197	0706	Harleysville Insurance Privacy Pledge
* ST7115	0115	Premium Audit Notice
* ST7613	0712	Trans of Your Pol to Another Comp Within Harleysville
ST7653	0712	Contractor and Property Owners Best Practices
* ST7687	0115	Notice to Policyholders
* ST7851	1114	Notice to Policyholders - Be Prepared For Data Breach
* ST7909	1014	Notice To Policyholders



Harleysville Worcester Insurance Company
 355 Maple Avenue
 Harleysville, PA 19438-2297
 www.harleysvillegroup.com

Insured: ROXBORO CHAMBER OF COMMERCE
 Agent: CARVER AGENCY INC

Policy Number: GL00000060355D
 Policy Period: 11/22/2015 to 11/22/2016
 RENEWAL

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

See Supplemental Schedule

LIMITS OF INSURANCE:

\$ 1,000,000 Each Occurrence Limit
 \$ 100,000 Damage to Premises Rented to You Limit
 \$ 5,000 Medical Expense Limit (Any One Person)
 \$ 1,000,000 Personal and Advertising Injury Limit (Any One Person or Organization)
 \$ 2,000,000 General Aggregate Limit (Other than Products-Completed Operations)
 \$ Excluded Products/Completed Operations Aggregate Limit

FORM OF BUSINESS: Religious Org, Assoc, Labor Org

Business Description: CHAMBER OF COMMERCE

Location of All Premises You Own, Rent or Occupy: SEE SCHEDULE GU-7005

AUDIT PERIOD, ANNUAL, UNLESS OTHERWISE STATED:

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp.Ops	Prem./ Ops.	Prod./ Comp. Ops.
SEE SCHEDULE CG-7275						

TOTAL PREMIUM FOR THIS COVERAGE PART: 500.00

FORM(S) AND ENDORSEMENT(S) APPLICABLE TO THIS COVERAGE PART:
 SEE SCHEDULES GU-7004 AND GU-7009

08/28/2015
 Countersignature Date

CARVER AGENCY INC
 Authorized Representative



Harleysville Worcester Insurance Company
 355 Maple Avenue
 Harleysville, PA 19438-2297
 www.harleysvillegroup.com

Insured: ROXBORO CHAMBER OF COMMERCE
 Agent: CARVER AGENCY INC

Policy Number: GL0000060355D
 Policy Period: 11/22/2015 to 11/22/2016
 RENEWAL

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
 SUPPLEMENTARY SCHEDULE**

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops.	Prem./ Ops.	Prod./ Comp. Ops.
PREM NO. 001 SOCIAL GATHERING/MEETING-FP	48557	LOCATION	5	12.028	60	EXCL
BALANCE TO MEET PREM/OPS SUBLINE MINIMUM					134	
PREM NO. 001 CG2010-ADDL INS-OWN/LESS/CONTR-SCHD PERS			200		200	
PREM NO. 001 CG2028-ADDL INS-DESIGNATED PERS/ORG		IF ANY			50	
BALANCE TO MEET LINE OF BUSINESS MINIMUM					56	INCL

POLICY NUMBER: GL0000060355D

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
CITY OF ROXBORO	105 S Lamar St Roxboro NC 27573
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER: GL0000060355D

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
PERSON COUNTY
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

POLICY NUMBER: GL00000060355D

COMMERCIAL GENERAL LIABILITY
CG 21 44 07 98**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****LIMITATION OF COVERAGE TO DESIGNATED
PREMISES OR PROJECT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE**Premises:** 211 N MAIN ST, ROXBORO, NC 27573-5324**Project:**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

This insurance applies only to "bodily injury", "property damage", "personal and advertising injury" and medical expenses arising out of:

1. The ownership, maintenance or use of the premises shown in the Schedule and operations necessary or incidental to those premises; or
2. The project shown in the Schedule.

THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT. THIS ENDORSEMENT DOES NOT GRANT ANY COVERAGE OR CHANGE THE TERMS AND CONDITIONS OF ANY COVERAGE UNDER THE POLICY.

DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

SCHEDULE

SCHEDULE – PART I		
Terrorism Premium (Certified Acts) \$0		
This premium is the total Certified Acts premium attributable to the following Coverage Part(s), Coverage Form(s) and/or Policy(ies):		
Commercial General Liability Coverage Part		
Additional information, if any, concerning the terrorism premium:		
SCHEDULE – PART II		
Federal share of terrorism losses	85%	Year: 2015
(Refer to Paragraph B. in this endorsement.)		
Federal share of terrorism losses	84%	Year: 2016
(Refer to Paragraph B. in this endorsement.)		
Federal share of terrorism losses	83%	Year: 2017
(Refer to Paragraph B. in this endorsement.)		
Federal share of terrorism losses	82%	Year: 2018
(Refer to Paragraph B. in this endorsement.)		
Federal share of terrorism losses	81%	Year: 2019
(Refer to Paragraph B. in this endorsement.)		
Federal share of terrorism losses	80%	Year: 2020
(Refer to Paragraph B. in this endorsement.)		
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.		

A. Disclosure Of Premium

In accordance with the federal Terrorism Risk Insurance Act, we are required to provide you with a notice disclosing the portion of your premium, if any, attributable to coverage for terrorist acts certified under the Terrorism Risk Insurance Act. The portion of your premium attributable to such coverage is shown in the Schedule of this endorsement or in the policy Declarations.

B. Disclosure Of Federal Participation In Payment Of Terrorism Losses

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals a percentage (as shown in Part II of the Schedule of this endorsement or in the policy Declarations) of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion.

C. Cap On Insurer Participation In Payment Of Terrorism Losses

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

2. Rezoning Request - Linwood Cates - Public Hearing

MEMORANDUM

To: City of Roxboro Planning Board

*From: Michael Ciriello, AICP
Interim Planning Director*

Date: February 2, 2016

Re: City of Roxboro Rezoning Request

Staff and I would like to apologize for not ensuring that the February 1, 2016 Planning Board meeting packet was not sent to you before the meeting. Fortunately, notices were posted in the paper and to adjacent property owners. We are grateful to Mr. Trotter who was available to come in at the last minute to help us make quorum.

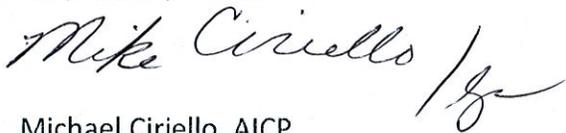
The meeting minutes will reflect the details of the meeting which had one item:

J. Linwood Cates is requesting a rezoning for vacant property owned by 4C Properties, LLC located off South Main Street (Person County Tax Map .16 Parcel 57) from R-2 (Residential District-Medium Density) to B-1 (Highway Business District). The property is 0.21 acre.

There were no public comments and the rezoning was recommended for approval by a vote of 3 – 0.

With warmest regards, I am

Respectfully Yours,



Michael Ciriello, AICP
Interim Planning Director

MAC / lp

cc: File (1)

CITY OF ROXBORO
REZONING REQUEST RZ-01-16
STAFF REPORT
1 FEBRUARY 2016

APPLICANT: J. LINWOOD CATES

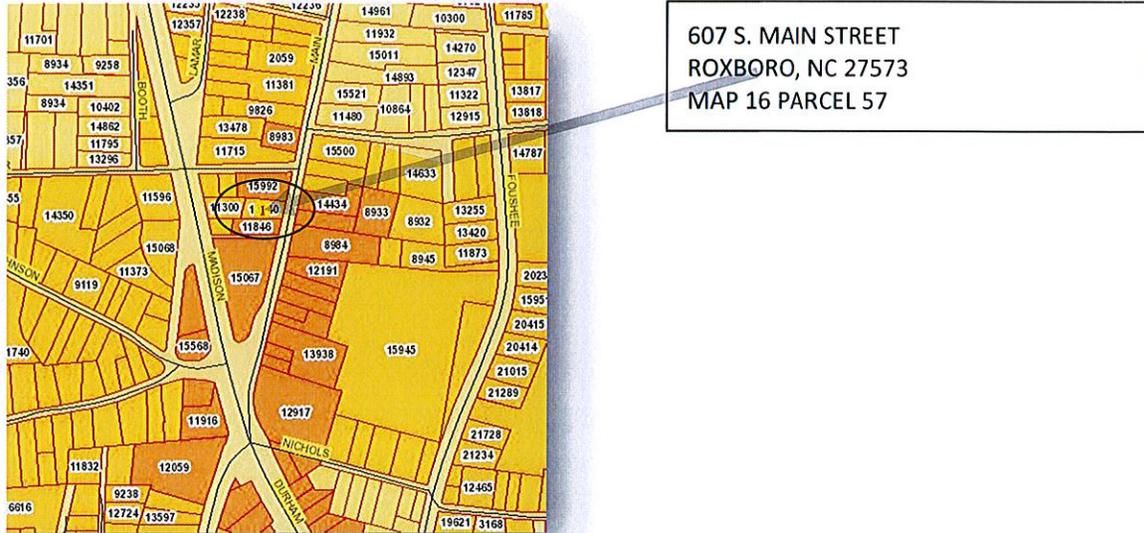
PROPERTY OWNER: 4C PROPERTIES, LLC
4708 CHUB LAKE RD
ROXBORO, NC 27573

PROPERTY OWNER: 4C PROPERTIES, LLC

REQUEST: REZONE PROPERTY

RESIDENTIAL DISTRICT-MEDIUM DENSITY (R-2) TO HIGHWAY BUSINESS DISTRICT (B-1)

The City has received an application from J. Linwood Cates to amend the official zoning map. The request is to rezone .21 acre parcel, Tax Map 16 Parcel 57 on South Main Street from *Residential District-Medium Density (R-2)* to *Highway Business District (B-1)*.



21-3 General Powers and Duties - It shall be the duty of the Planning Board, in general:

- A. To acquire and maintain in current form such basic information and materials as are necessary to an understanding of past trends, present conditions, and forces at work to cause changes in these conditions.
- B. To prepare and from time to time amend and revise a comprehensive and coordinated plan for the physical development of the area;

- C. To establish principles and policies for guiding action in the development of the area.
- D. To prepare and recommend to the City Council ordinances promoting orderly development along lines indicated in the comprehensive plan;
- E. To determine whether specific proposed developments conform to the principles and requirements of the comprehensive plan for the growth and improvement of the area;
- F. To keep the City Council and the general public informed and advised to these matters;
- G. To perform any other duties which may lawfully be assigned to it.

21-4 Basic Studies - As background for its comprehensive plan and any ordinance it may prepare, the Planning Board may gather maps and aerial photographs of man-made and natural physical features of the area, statistics on past trends and present conditions with respect to population, property values, the economic base of the community, land use, and such other information as is important or likely to be important in determining the amount, direction, and kind of development to be expected in the area and its various parts.

In addition, the Planning Board may make, cause to be made, or obtain special studies on the location, condition, and adequacy of specific facilities, which may include but are not limited to studies of housing, commercial and industrial facilities, parks, playgrounds, and recreational facilities, public and private utilities, and traffic, transportation and parking facilities.

All City officials shall, upon request, furnish to the Planning Board such available records or information as it may require in its work. The Board or its agents may, in the performance of its official duties, enter upon lands and make examinations or surveys and maintain necessary monuments thereon.

21-5 Comprehensive Plan - The comprehensive plan, with the accompanying maps, plats, charts, and descriptive matter, shall be and show the Planning Board's recommendations to the City Council for the development of said territory, including, among other things, the general location, character, and extent of streets, bridges, boulevards, parkways, playgrounds, squares, parks, aviation fields, and other public ways, grounds, and open spaces; the general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, light, sanitation, removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of any of the foregoing ways, buildings, grounds, open spaces, property, utilities, or terminals.

The plan and any ordinance or other measures to effectuate shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the City and its environs which will, in accordance with present and future needs, best promote health, safety, morals, and the general welfare, as well as efficiency and economy in the process of development; including, among other things, adequate provisions for traffic, and promotion of safety from fire and other dangers, adequate provisions for light and air, the promotion of the healthful and convenient distribution of population, and the promotion of good civic design and arrangement, wise and efficient expenditure of public funds and the adequate provision of public utilities, services, and other public requirements.

Permitted uses by-right in a B-1 zoning district are as follows: Agricultural Operation, automobile parking garages or parking when it is not located on a lot where there is another principal use to which the parking is related, bus terminal, bowling alleys, skating rinks, indoor tennis and squash courts, billiard and pool halls, indoor and exercise facilities and similar uses (lot size less than 1 acre), car wash, church etc.

Uses permitted by conditional use (on lots > 1 acre): bowling alleys; skating rinks; indoor tennis and squash courts; billiard and pool halls; indoor athletic and exercise facilities and similar uses

Uses permitted by special use: fire station; and, for lots > 1 acre manufacturing (processing creating, repairing, renovating, painting, cleaning, assembling of goods, merchandise and equipment, etc.)

PHYSICAL CHARACTERISTICS

Watershed: Located in the City of Roxboro Balance of Watershed: Roanoke Basin

Flood Hazard: There are no hundred year flood areas on the property. There are no major or minor streams located on the property.

STAFF COMMENTS

This is a request to rezone a 0.21 acre tract from Residential District-Medium Density (R-2) to Highway Business District (B-1). In the surrounding area of the lot, the property on both sides, across the street, and behind are zoned Highway Business District (B-1) except the lot directly behind it. It is zoned Residential District-Medium Density (R-2). Rezoning this property will be in character of the surrounding area.

The Planning Board has the following options in a recommendation to the City Council:

1. Approved the rezoning request as submitted.
2. Deny the rezoning request.

PLANNING BOARD RECOMMENDATION

The Board needs to address the compatibility with the Comprehensive plan in making their recommendation. Check one:

I move to recommend approval. The application is consistent with all of the objectives and policies for growth and development contained in the City of Roxboro Comprehensive Land Plan. (Specific detail included in the minutes)

I move to recommend denial. The application is not fully consistent with the objectives and policies for growth and development contained in the City of Roxboro Comprehensive Land Plan. (Specific detail included in the minutes)

The report reflects the recommendation of the Planning Board, this the 1st day of February 2016

Attest:

Pecolia Beatty
Planning Board Chairman

Michael Ciriello, AICP
Interim Planning Director

Petition to Amend the Official Zoning Map – City of Roxboro

OK, note rec'd
1/6.2016

PETITION TO AMEND THE OFFICIAL ZONING MAP OF THE
CITY OF ROXBORO, NORTH CAROLINA

Date: 1/6/2016 Fee: \$ 250.⁰⁰ Application #: RZ-01-16

TO THE PLANNING BOARD AND THE CITY COUNCIL:

I/We, the undersigned, do hereby make application and petition to the City Council of the City of Roxboro to amend the Official Zoning Map of the City of Roxboro as hereinafter requested. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

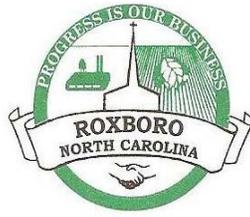
1. Petitioner(s): HC Properties, LLC
Address: 4708 Club Lake Road, Roxboro, NC 27574
Telephone Number: (336) 597-2251 Fax Number: (336) 597-3042
Interest in Property: Owner
(I.e., Owner, Part Owner, Option holder, Governmental Agency, Authorized Agent, Other: _____)

Property Owner/Agent: J. Linwood Cates

Address: 4708 Club Lake Road, Roxboro, NC 27574
Telephone Number: (336) 597-2251 Fax Number: (336) 597-3042

2. Property Information:

- A. Location of Property to be Rezoned (Subdivision/Lot, Street Address): 607 S. Main Street
- B. Tax Map Reference Number (map & lot): 16-57
Please attach a full size copy of the applicable Person County Tax Map. A copy can be obtained from the Person County Tax Office located on the first floor of the Person County Courthouse.
- C. Deed Reference: 894/406
Please attach a copy of the most recent deed to the property. A copy can be obtained from the Person County Register of Deeds Office in the Person County Courthouse.
- D. Survey Plat Reference (i.e., plat book, page): 21/290
Please attach a copy of the property survey plat (if on record with the Person County Register of Deeds Office). A copy can be obtained from the Person



City of Roxboro

An Ordinance Amending the City of Roxboro's Official Zoning Map

The City Council has received and reviewed the application of J. Linwood Cates a rezoning for vacant property owned by 4C Properties as follows:

Tax Map	Current Zoning	Proposed Zoning	Deed BK/PG	Acreage
16 57	R-2 Residential District-Medium Density	B-1 Highway Business District	894/406	.21 acres

WHEREAS, the Roxboro City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the 14th day of March, 2016 concerning the adoption amending the city of Roxboro's Zoning Map pursuant to G.S. 160-364; and

The Roxboro City Council has determined that the proposed action is consistent with the City of Roxboro's Comprehensive Plan, as amended; and the City Council's action on the proposed zoning map amendment is reasonable and in the public interest for the following reasons;

- (I) The B-1 zoning request is compatible with the existing zoning in the area,
- (II) The City of Roxboro's Zoning and Land Use Map identify this area for B-1 zoning.

NOW, THEREFORE, BE IT ORDAINED by the City Council that it is in the best interest of the City to approve the amendment.

Duly adopted by the Council of the City of Roxboro this 14th day of March.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, CMC/NCCMC
City Clerk

3. Ordinance Text Amendment - Chapter 76: Parking Schedules - Public Hearing



Public Hearing for Suggested Changes to Uptown Parking Ordinance

Upon the request of the City of Roxboro, the City's parking committee has devised suggestions for improving the parking situation in Uptown Roxboro. The suggested changes were proposed to Council at the February 9th meeting, wherein the request was made for a public hearing. Since that time, community members and Uptown businesses have suggested additional changes. A complete list of the suggested changes, along with the revised ordinance will be provided to Council at the time of the hearing.

Please be aware that Council will also receive a copy of the proposed off-street parking and "Welcome to Historic Uptown" parking signs at this time. The Uptown Development Director requests that Council approve the design and placement of this signage separately from the suggested changes to the ordinance.

4. Closing of Street - Garland Street - Public Hearing

Request to Close Garland Street

Person County has requested that the City close and abandon Garland Street. Garland Street is an unopened Street between Foushee Street and the City parking lot off Satterfield Street. This street is adjacent to the property that the City of Roxboro gave to Person County for the Senior Center.

By closing and abandoning the street, the existing right of way will be divided among the adjoining property owners. If the street is closed and abandoned, it is the property owners responsibility to have a deed prepared and executed.

At the February City Council meeting, the City adopted a Resolution of Intent to close the street and set a public hearing for March 14, 2016 at 9:00. The Resolution of Intent was published in a local paper for four weeks and both ends of the street were posted. The property owners abutting that portion of the street to be closed were notified by certified mail.

This section of street has never been opened or improved. It is recommended that the request from Person County to close Garland Street between Satterfield Street and the northern end be approved.



PERSON COUNTY

OFFICE OF THE COUNTY MANAGER
Person County Office Building, Room 212
304 South Morgan Street
Roxboro, North Carolina 27573-5245
(336) 597-1720
FAX (336) 599-1609

January 27, 2016

Mr. Brooks Lockhart, City Manager
City of Roxboro
PO Box 128
Roxboro, NC 27573

Dear Mr. Lockhart:

Please consider this letter of correspondence as a formal request for the City of Roxboro's consideration for the right-of-way to be abandoned for Garland Street. Garland Street borders the proposed Senior Center location and our architects have recommended the right-of-way be dissolved.

Sincerely,

Heidi York
Person County Manager

cc: Tommy Warren
Ray Foushee



RESOLUTION
Garland Street Closing Order

A Resolution Ordering the Closing of Garland Street

WHEREAS, on the 9th day of February 2016, the Roxboro City Council directed the City Clerk to publish the Resolution of Intent of the Roxboro City Council to consider closing Garland Street as shown on Tax Map 1 of the Person County Tax office, be extinguished in accordance per GS 160A-299 in the Courier-Times newspaper once each week for four successive weeks, such Resolution advising the public that a meeting would be conducted at the Roxboro City Hall Council Chamber on March 14, 2016; and

WHEREAS, the City of Roxboro on the 9th day of February 2016, ordered the City Clerk to notify all persons owning property abutting on that portion of Garland Street as shown on Tax Map 1 of the Person County Tax Office, by registered or certified mail, enclosing with such notification, a copy of the Resolution of Intent; and

WHEREAS, the City Clerk has advised the Roxboro City Council that she provided to each of the abutting property owners a copy of the Resolution of Intent advising them of the day, time and place of the meeting, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing that portion of Garland Street as shown on Tax Map 1 of the Person County Tax Office, would be acted upon, said letters having been sent by registered or certified mail; and

WHEREAS, the City Clerk has advised the Roxboro City Council that adequate notices were posted on the applicable street(s) as required by G.S. 160A-299; and

WHEREAS, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said Garland Street in the public hearing held on March 14, 2016; and

WHEREAS, it now appears to the satisfaction of the Roxboro City Council that the closing of said Garland Street is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street in which the street is located will, as a result of the closing be thereby deprived of a reasonable means of ingress and egress to this property.

NOW, THEREFORE, subject to the reservation of any utility easements to the City of Roxboro for the portion of said Garland Street as shown on Tax Map 1 of the Person County Tax Office is hereby ordered closed and all right, title, and interest that may be vested in the public to said area for street purposes is hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299.

The Mayor and the City Clerk are hereby authorized to execute quitclaim deeds or other necessary documents in order to evidence vesting of all right, title and interest in those persons owning lots or parcels of land adjacent to the street or alley, such title, for the width of the abutting land owned by them, to extend to the centerline of the herein closed street with provision for reservation of easements to the City of Roxboro for utility purposes in accordance with the provision of G.S. 1670A-299(c).

The City Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Person County, a certified copy of this resolution and order.

Upon motion duly made by Council Member _____ and duly seconded by Council Member _____, the above resolution was duly adopted by the Roxboro City Council at a meeting held on the 10th day of June, 2014, in the Roxboro Council Chamber located at Roxboro City Hall.

Upon calling for a vote, the following Council Members voted in the affirmative:

The following Council Member voted in the negative:

This the _____ day of _____, 2016.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, CMC/NCCMC
City Clerk

5. Board Appointment - Planning Board

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Lynda H. Jirillo
Home Address: 208 Academy St
City, State, Zip: Roxboro, NC 27573
Home Phone: 336-693-6626 Work/Day Time Phone: SAME
Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: Planning Commission
Choice #2: _____
Additional Comments: _____

EMPLOYMENT

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

Name of School	Education Year Graduated	Degree
High School: <u>Fortuna High</u>	<u>1965</u>	_____
College: <u>College of the Redwoods</u>	_____	_____
Graduate School: _____	_____	_____
Other: <u>U. of Pacific San Francisco, CA</u>	<u>X-Ray Tech Certificate</u>	_____

Please describe community services, include membership on other public boards, experience and interest in serving: When employed at US Bank, I was active

in many community activities: organized Furniture give away events
in both Reno & Washoe Giving away over 200,000 lbs of
Furniture to nonprofits. Also started several Parents of Murdered
Children organizations Active in Reno & Reno,
See Attachment.

PERSONAL REFERENCES

Name: Capt Kirby Daytime phone: 336 504-9962

Address: _____ Relationship: _____

City, State, Zip: _____

Name: Mark Phillips Daytime phone: 336-597-4692

Address: _____ Relationship: _____

City, State, Zip: _____

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

Explain:

Please return completed application to:

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

I am currently an active volunteer on the RDG Board serving as Secretary and the Promotions Committee. I am also active in the Community Watch Program in my neighborhood. I enjoy working with our local Law Enforcement to better our community.

While at U.S. Bank in Reno, NV I was employed in Corporate Properties as the purchasing agent for all new buildings and remodels of Branches. I worked closely with contractors and engineers in various stages of building. During my employment I was also active in volunteering for Reno's "Hot August Nights". This is one of the largest cars events in the USA.

My working career in Banking was for only 10 years. During that time, the lessons I learned I have found to be very valuable.

Thank you for your time and consideration.

6. Resolution - Support for the US501 Relocation

MEMORANDUM

To: Roxboro City Council

*From: Michael Ciriello, AICP
Interim Planning Director*

Date: February 2, 2016

Re: Request for Resolution

The resolution attached has been requested by NCDOT. Part of the process to complete US501 requires that the US Highway designation be transferred from the existing road to the new facility. This does not impact the name of the existing US501.

Also, we are working with our addressing staff on public engagement process to name the new US501 facility. Information about that process will be coming shortly.

With warmest regards, I am

Respectfully Yours,

Michael Ciriello, AICP
Interim Planning Director

MAC / lp

cc: File (1)

**RESOLUTION OF SUPPORT FOR THE US501
RELOCATION FROM VIRGILINA ROAD TO SR1329**

WHEREAS, the relocation of us-501 FROM Virgilina Road to SR1329 will have a very positive impact on the City of Roxboro and the flow of traffic within our City Limits; and

WHEREAS, the State of North Carolina has, under construction, the final phase of this very worthwhile portion of the project, which will improve access to the City of Roxboro from Virginia and enhance economic development opportunities; and

WHEREAS, over the next few years, we believe we will see a great amount of growth on US-501; and

WHEREAS, the relocation of US-501 from Virgilina Road to SR1329 will address the needs of the development and the traffic patterns in this area; and,

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roxboro that:

1. The City Council supports the relocation project of US501 from Virgilina Road to SR1329, to enhance economic development opportunities and to improve access to the City of Roxboro.
2. The City Council supports the US 501 routing.

ADOPTED this the 14th day of March 2016.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, CMC
City Clerk

Nick Herman
City Attorney

7. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Seven Months Ended January 31, 2016

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 58.33% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,797,380	\$ 4,797,380	\$ 4,478,275.24	\$ (319,104.76)	93.35%
Local Option Sales Tax	1,314,320	1,314,320	790,667.94	(523,652.06)	60.16%
Other Taxes and Licenses	21,000	21,000	8,474.86	(12,525.14)	40.36%
Unrestricted Intergovernmental	846,523	846,523	455,440.18	(391,082.82)	53.80%
Restricted Intergovernmental	629,935	629,935	451,168.55	(178,766.45)	71.62%
Permits and Fees	7,000	7,000	2,440.00	(4,560.00)	34.86%
Sales and Services	667,120	667,120	366,507.67	(300,612.33)	54.94%
Miscellaneous	56,017	58,017	25,955.38	(32,061.62)	44.74%
Investment Earnings	5,000	5,000	1,231.04	(3,768.96)	24.62%
Interfund Transfers	1,038,324	1,062,284	547,355.69	(514,928.31)	51.53%
Sale of Fixed Assets	25,000	25,000	9,802.37	(15,197.63)	39.21%
Total Revenues	9,407,619	9,433,579	7,137,318.92	(2,296,260.08)	75.66%
Expenditures:					
Governing Body - City Council	196,013	196,013	118,963.64	77,049.36	60.69%
City Hall Administration	628,862	652,822	439,844.66	212,977.34	67.38%
Finance	246,881	246,881	128,459.41	118,421.59	52.03%
Sales Tax	88,100	88,100	52,141.22	35,958.78	59.18%
Tax Collections	67,521	67,521	64,969.33	2,551.67	96.22%
Buildings & Grounds	132,027	132,027	62,248.79	69,778.21	47.15%
Safety / Purchasing	34,625	34,625	18,223.22	16,401.78	52.63%
Police	3,009,284	3,011,284	1,664,160.66	1,347,123.34	55.26%
Fire	2,245,798	2,245,798	973,328.33	1,272,469.67	43.34%
Emergency Communications 911	96,965	96,965	23,743.54	73,221.46	24.49%
Transportation - Streets	1,554,423	1,554,423	961,524.93	592,898.07	61.86%
Environmental Protection	1,056,282	1,056,282	852,249.59	204,032.41	80.68%
Economic Development	246,584	246,584	84,843.79	161,740.21	34.41%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	518,252	518,252	59,252.17	458,999.83	11.43%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,221,617	10,247,577	5,503,953.28	4,743,623.72	53.71%
Excess of Revenues Over (Under) Expenditures	(813,998)	(813,998)	1,633,365.64	2,447,363.64	
Other Financing Sources					
Proceeds of Capital Lease	635,198	635,198	-	(635,198.00)	0.00%
Fund Balance Appropriated	178,800	178,800	-	(178,800.00)	0.00%
Total Other Financing Sources	813,998	813,998	-	(813,998.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	1,633,365.64	\$ 1,633,365.64	
Fund Balance Beginning of Year			3,600,456.50		
Fund Balance Current Period			\$ 5,233,822.14		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Seven Months Ended January 31, 2016**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	58.33% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 3,024,655.52	\$ (2,065,096.48)	59.43%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	7,400.00	(12,600.00)	37.00%
Other Operating Revenues	34,118	34,118	16,368.96	(17,749.04)	47.98%
Nonoperating Revenues	3,000	3,000	157.74	(2,842.26)	5.26%
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	3,048,850.11	(3,223,169.89)	48.61%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	5,153.14	(1,811.86)	73.99%
Nonoperating Revenues	500	500	48.90	(451.10)	9.78%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	681,505	681,505	411,480.72	(270,024.28)	60.38%
Nonoperating Revenues	4,500	4,500	637.64	(3,862.36)	14.17%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,953,405	6,965,490	3,466,170.51	(3,499,319.49)	49.76%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	106,025	106,025	61,838.36	44,186.64	58.32%
Meter Section	242,502	242,502	155,129.52	87,372.48	63.97%
Raw Water Supply	568,225	568,225	397,513.69	170,711.31	69.96%
Water Plant	1,423,494	1,426,855	785,749.28	641,105.72	55.07%
Water Maint and Construction	495,347	496,811	276,536.31	220,274.69	55.66%
Wastewater Plant II	152,562	152,562	66,088.05	86,473.95	43.32%
Wastewater Plant	1,190,302	1,194,322	557,068.86	637,253.14	46.64%
Pump Stations	228,293	228,293	143,791.02	84,501.96	62.99%
Wastewater Maint & Construction	395,374	398,614	181,603.84	217,010.16	45.56%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	978,324	978,324	547,355.69	430,968.31	55.95%
Total Water & Sewer Fund 60	6,259,935	6,272,020	3,643,498.70	2,628,521.30	58.09%
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	3,643,498.70	3,734,051.30	49.39%
Excess of Revenues Over (Under) Expenditures	(412,060)	(412,060)	(177,328.19)	234,731.81	
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	\$ -	\$ -	(177,328.19)	\$ (177,328.19)	
Fund Balance Beginning of Year			2,218,884.12		
Fund Balance Current Period			\$ 2,041,555.93		

**City of Roxboro, North Carolina
 Financial Statement - Unadjusted
 Modified Accrual Basis
 For the Seven Months Ended January 31, 2016**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	58.33% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	2,387,116.05		
BB&T MMA		11100001	127,951.06		
NCCMT		11100002	1,633,345.43		
Flexible Spending Account AFLAC		11100003	18,999.17		
Roxboro Savings Bank		11100004	458,610.57		
Gateway Bank MMA Finistar		11100005	101,919.34		
CD's		11130000	-		
Total Cash and Investments			\$ 4,727,941.62		\$4,727,941.62
<u>Breakdown by Fund:</u>					
General		10	\$ 4,066,488.52		
CDBG-Revolving Loan Fund		13	90,156.93		
Vehicle Special Revenue		26	432.16		
Ridge Road Capital Project		30	(379,745.45)		
Stormwater Capital Fund		50	128,029.59		
Enterprise		60	(563,997.90)		
Triple Tier Water		61	103,633.88		
Capital Reserve		69	1,497,206.57		
Wastewater Plant Capital Project		71	(458,482.44)		
Annexation Area Capital Project		73	195,046.91		
Christmas Club / Flex Fund		75	49,172.85		
LEO Pension Trust Fund		79	-		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			\$ 4,727,941.62		\$4,727,941.62

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

	General Fund			
	31-Jan-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	0.86%	0.44%	0.48%
Reserved by state statute	653,781	12.49%	6.38%	6.94%
Reserved for streets - Powell Bill	287,458	5.49%	2.81%	3.05%
Reserved for cemetery	30,269	0.58%	0.30%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.58%</u>	<u>1.32%</u>	<u>1.43%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>22.00%</u>	<u>11.24%</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>4,082,208</u>	<u>78.00%</u>	<u>39.84%</u>	<u>43.34%</u>
Total fund balance unreserved	<u>4,082,208</u>	<u>78.00%</u>	<u>39.84%</u>	<u>43.34%</u>
Total equity and other credits	<u>\$ 5,233,822</u>	<u>100.00%</u>	<u>51.07%</u>	<u>55.56%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 10,247,577	
Prior Year Expenditures				\$ 9,419,976

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

	Enterprise Fund			
	31-Jan-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	0.70%	0.27%	0.25%
Reserved by state statute	422,861	20.71%	7.99%	7.35%
Reserved for capital outlay (C89 + C91)	<u>1,551,662</u>	<u>76.00%</u>	<u>29.31%</u>	<u>26.98%</u>
Total fund balance reserved	1,988,790	97.42%	37.57%	34.58%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>52,766</u>	<u>2.58%</u>	<u>1.00%</u>	<u>0.92%</u>
Total fund balance unreserved	<u>52,766</u>	<u>2.58%</u>	<u>1.00%</u>	<u>0.92%</u>
Total equity and other credits	<u>\$ 2,041,556</u>	<u>100.00%</u>	<u>38.57%</u>	<u>35.49%</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
29-Feb-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	223,863.13	381,041.44	231,609.34
Public Utilities	-	-	105,309.38
	<hr/>	<hr/>	<hr/>
Adjusted Original Levy	4,421,780.02	4,462,198.16	4,483,405.89
+Discoveries	393,679.91	446,159.28	2,240.61
	<hr/>	<hr/>	<hr/>
Levy	4,815,459.93	4,908,357.44	4,485,646.50
-Releases	24,063.67	10,790.44	52,827.95
	<hr/>	<hr/>	<hr/>
Current Levy	4,791,396.26	4,897,567.00	4,432,818.55
	<hr/>	<hr/>	<hr/>
Collection year-to-date	\$ 4,595,544.21	\$ 4,860,157.96	\$ 4,407,408.93
Uncollected	\$ 195,852.05	\$ 37,409.04	\$ 25,409.62
Collection % of Current Levy	95.91%	99.24%	99.43%
Property Tax Rate Per \$100	\$ 0.660	\$ 0.660	\$ 0.630

8. Assistant Manager's Report

Assistant City Manager Report

Potholes: The asphalt plant has reopened, the weather is nice and we are patching potholes. On Wednesday the cut across Lake Drive was patched. Main Street uptown is scheduled for the week of March 14th.

Lake Roxboro Spillway: Last summer, we had a contractor make repairs to the spillway at Lake Roxboro. While making the repairs, 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 this summer. Currently we are planning on approaching the bid process like we did last year. We will go out to bid in May and bring the bid proposal to Council in June. 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.

Wastewater Plant Addition: The plans are at 60% complete. There is a meeting on Friday March 11 with the engineers and Garney, CMAR contractor, to review the plans. In a few weeks we will have our first cost estimate. With that we will begin approaching the State about funding options.

9. Manager's Report



City of Roxboro

MEMORANDUM

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

- Please take note of several upcoming dates.
 - NC Main Street Conference will be March 16th through the 18th in Goldsboro.
 - The EDC/PCBIC meeting scheduled for March 17th has been canceled in consideration for the NC Main Street Conference.
 - Council Work Session, if approved, on March 22nd at 6:30pm.
 - **Trash for Good Friday (3.25) will be picked up on the following Monday (3.28).**
 - Budget Work Session on health care utilization data, if approved, on April 5th at 6:30pm.
 - Department of Labor and Chamber will be holding their Annual Safety Awards Banquet at 6pm on April 7th. The banquet will take place at Old County Club Steakhouse and RSVP's are due by March 31st. The City will be receiving safety awards.
 - The Chamber is seeking more volunteers to assist with the Reality Store event at the local middle schools. The dates are April 12th, 13th and 14th. If you are interest in assisting please contact the Chamber for more details.
 - The next EDC/PCBIC meeting scheduled for 8am on April 21st at the Person County Tax Office.
 - Administrative Professionals Luncheon on April 27th at noon at the Gathering Place.

- We need to schedule a budget work session to discuss our health care utilization data and impacts to our organizational health care costs. Our broker, The Pierce Group, is soliciting multiple avenues for our health care coverage. We are in multiyear contracts with competitive rates for our vision and dental benefits. We would like to meet with them on April 5th to discuss these options and consider the cost/benefit of each health insurance alternative.

- Staff and legal review of our Personnel Policy is taking more time than initially planned. Per my report last month, I had anticipated setting hearings at our March meeting. I am apprehensive to set a date at this point; most of the material has been covered but our review of Article 5 and the related Safety Policy has proven more difficult. Presently, staff is awaiting a draft for review. We hope to move this forward soon.

- Per the discussions at the January Council Meeting, I understand that the Council has historically held Quarterly Work Session to discuss looming initiatives and projects. If acceptable to the Council, I would like to schedule a work session for March 22nd at 6:30pm. Potential topics include: an update on a personnel matter, follow-up on the Police Chief's strategic plan, law enforcement records management software, and an update on some joint city-county ventures.