

Consent Agenda

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, FEBRUARY 9, 2016 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER

Mayor Marilyn P. Newell

INVOCATION:

Roxboro Police Chief David Hess

PLEDGE OF ALLEGIANCE:

Mayor Marilyn P. Newell

AGENDA ADOPTION:

Mayor Marilyn P. Newell

CONSENT AGENDA

Mayor Marilyn P. Newell

Minutes
Fire Department
Police Department
Fuel Expenditures
Planning/Zoning
Public Services
RDG Report

RECOGNITION:

PUBLIC COMMENT:

(5 minutes per Citizen)

Mayor Marilyn P. Newell

PUBLIC HEARINGS AND ORDINANCE MATTERS:

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

Kay Rudd, PCRAP Representative

NEW BUSINESS:

2. Planning Board Appointments
3. Personnel Appeal Committee Appointment
4. Text Amendment – Parking – Set Public Hearing
5. Resolution of Intent – Road Closure
6. Audit Report

Mayor Marilyn P. Newell
Lorrie Andrews, HR Director
Lauren Wrenn, RDG Director
Tommy Warren, Assistant Manager
Dan Craig, Interim Finance Director

OLD BUSINESS:

7. TDA Board Appointments
8. CMAR Contract

Margaret McMann, TDA Director
Tommy Warren, Assistant Manager

COMMITTEE REPORTS

Mayor Marilyn P. Newell

MAYOR'S REPORT

Mayor Marilyn P. Newell

ADMINISTRATIVE REPORTS:

9. Financial & Tax Report
10. Assistant Manager's Report
11. Manager's Report

Dan Craig, Interim Finance Director
Tommy Warren, Assistant Manager
Brooks Lockhart, City Manager

COUNCIL DISCUSSION:

CLOSED SESSION: Per NCGS 143-318.11(a)(3) Attorney/Client Privilege

ADJOURNMENT:

Motion

Second

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday February 9, 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 January 12, 2016 (*Regular Meeting*)
- Fire/EMS Monthly Report (*January 2016*)
- Police Dept. Monthly Report (*January 2016*)
- Planning Dept. Monthly Report (*January 2016*)
- Public Services (*January 2016*)
- Fuel Expenditures (*January 2016*)
- RDG Report (*January 2016*)

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 JANUARY 12, 2016 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Members Absent:

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Mayor Newell** asked for a moment of silence in memory of Mr. William Bullock that served several terms on the Planning Board. **Council Member Byrd Blackwell of St. James Missionary Baptist Church** provided the invocation.

PLEDGE OF ALLEGIANCE:

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

AGENDA ADOPTION:

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

CONSENT AGENDA ADOPTION:

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

RECOGNITION:

Police Chief David Hess presented Council with three promotions:

- 1) Jason Howe promoted to Detective
- 2) James Watson promoted to Corporal
- 3) Chris Dickerson promoted to Sergeant

Mayor Marilyn P. Newell presented **Chief Kenneth Torain** with a proclamation to recognize him for assisting in the life saving efforts of Ms. Lafire Faucette from a fiery crash while traveling in Nash County on November 25, 2015.

PUBLIC COMMENT:

No comments at this time.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Special Event Permit – Martin Luther King Parade – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:15 p.m. Ms. Nan Jeffers and her daughter Antasia presented Council with a special event permit application to hold the Martin Luther King Parade in Uptown Roxboro on Monday, January 18, 2016. There being no public comment, Mayor Newell closed the Public Hearing at 7:18 p.m. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the special event permit application as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

NEW BUSINESS

2. TDA Board Appointments

Ms. Margaret McMann, Director of the Tourism Development Authority (TDA) presented Council with applications for a Public Citizen appointment for the TDA Board. This is for a three year term. After some discussion, **Council Member Byrd Blackwell offered a motion to table this appointment to the February meeting to give Council time to meet with the applicants before a decision is made and for the term to be effective April 1, 2016 once the selection is approved in February with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

3. Relief Fund Board Appointment

Fire Chief Kenneth Torain reported to Council that according to North Carolina General Statute 58-84-30, the Mayor and Council are required to appoint a representative to the Relief Fund Board for a two year term annually. Mr. Ruffin Woody's term expires in January 2016 and he expressed interest in remaining on the Board. After a brief discussion, **Council Member Henry Daniel offered a motion to re-appoint Mr. Ruffin Woody to the Relief Fund with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

4. Chemical Bids

Assistant Manager Tommy Warren reported to Council that bids for chemical used at the water and wastewater plants were opened on Wednesday January 6, 2016 at City Hall with eleven bids received. Overall the prices for 2016 are lower than 2015. Below is a chart with the bid results with the low bids highlighted.

2016 Chemical Bid

	Aluminum Chloride Ton	Caustic Soda ton	Hydrofluosilicic Acid Ton	Blended Orthophosphate gal	Sodium Hypochlorite gal	Liquid Sodium Permanganate gal	Calcium Thiosulfate gal	Calcium Nitrate
Americhem	\$317.50	\$442.00	\$440.00		\$1.08	\$8.62	\$5.10	
Pencco			\$373.00					
Carus				0.31/lb (\$3.27 gal)				
USALCO	\$248.00							
Waterguard				\$3.30	\$1.05	\$8.00	\$3.20	
Gulbrandsen	\$219.95							
JCI Jones		\$457.00						
Sterling Water				4.024/gal				
Univar USA			\$425.00					
Brenntag		\$449.87	\$429.18	3.36/gal	\$1.75			

Chemtrade Chemicals	\$455.00							
Last Years Price	\$255.60	\$469.00	\$451.00	\$0.325/lb	\$1.01	\$8.04	\$3.15	

After a brief discussion, **Council Member Mark Phillips offered a motion to approve the low bidder of each chemical with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

5. Resolution – Surplus Items

Assistant Manager Tommy Warren offered Council a resolution to declare certain items of equipment as surplus. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve the resolution as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **Clerk’s Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

6. Waste Water Treatment Plant Addition – CMAR Selection

Assistant 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 down to three companies. On Wednesday January 6, 2016, a committee comprised of City employees and representatives from LaBella interviewed the three companies. The three companies interviewed were: Crowder Construction Company, Garney Construction Company and Wharton-Smith Construction Company. The committee consisted of: Derick Clayton, Wastewater Treatment Plant Superintendent, Van Rogers, Chief Operator, Andy Oakley, Public Services Director, Brooks Lockhart, City Manager and Tommy Warren, Assistant Manager, Don Garbrick, Mike Barnes, Brian Huston and Keith Garbrick from LaBella Associates. After the interviews, Garney Construction Company was selected as the finalist for the Construction Manager at Risk for the wastewater treatment plant additions. With Council approval, LaBella and the City will enter into negotiations with Garney and should these not be in the best interest of the City, Wharton-Smith would be considered as a second choice. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve allowing City Staff along with LaBella, to begin negotiations with Garney Construction Company for the CMAR project at the wastewater treatment plant and if unable to reach an agreement then begin negotiations with Wharton-Smith company, with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No meeting.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – No meeting.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – No meeting.
- 5) **Fire Chief’s Association – Council Member Mark Phillips** – Met and discussed the 2016 year with County volunteer departments requesting more funds.

MAYOR’S REPORT: Mayor Marilyn P. Newell will present an update at the February meeting to include December and January.

ADMINISTRATIVE REPORTS

7. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for November 30, 2015 and December 31, 2015. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

8. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the Ridge Road CMAQ Project complete. NCDOT did an inspection along with engineers and the City with a couple of items that need to be addressed. The contractor has completed the items of concern with some paving replacement due to be complete in January. Mr. Warren stated that some citizens have asked about adding a yield sign on the right turn off Chub Lake Street onto Ridge Road and staff is looking into that concern for consideration.

9. Manager's Report

City Manager Brooks Lockhart reported that the Planning Board met on January 4, 2016 and discussed the Madison Boulevard Plan and set their annual meeting schedule. The meetings will be the first Monday of the month at 6:00 p.m. with the exception of July and September due to holidays and will meet those months on the second Monday.

Mr. Lockhart stated that an offer has been made and accepted by the new Planning Director. Her starting date is set for February 15, 2016.

Continuing, a tentative schedule for the 2016-2017 budget planning process was given for review to Council. Mr. Lockhart stated that this is just a tentative schedule and may be modified at any time.

The industrial water rate billing has been partially implemented. The customers that had the old rate of \$1351 are presently being billed a reduced amount with the January 2016 billing. Further information is being accumulated for the impacted commercial/institutional accounts. Staff anticipates issuing a letter to those accounts prior to impacting their bills in either February or March of 2016.

COUNCIL DISCUSSION: No discussion at this time.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Mayor Pro Tem William Davis 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 7:55 p.m.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, CMC/NCCMC
City Clerk

January 12, 2016



City of Roxboro
Fire and Rescue Department

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

Highlight

- **Responses** - During the month of January, the City of Roxboro Fire Department responded to 25 fire calls within the city limits, and 19 fire calls outside the city limits. Also, the department responded to 47 first responder calls within the city, and 33 first responder calls in our county response district. Over the course of January, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 135 dispatched calls this month.
- **ISO Rating** - Roxboro Fire Department received our rating for 2015. We continued our 4s/9 rating that we previously had even though we lost a battalion Chief position and an Asst. Chief position that was in place at the last rating. With these two officer positions frozen, we took a big hit on the rating. We continued the Class 4 by hard work to make the difference by having one the highest fire prevention rating in the state according to the rating inspector, and by keeping up to date fire equipment and having a replacement plan.
- **Training Seminar** - Chief Torain, Wayne Wrenn, Bill Gentry and Adam Morris attended a seminar about the event that led up to the deaths of the Charleston Nine, (nine firefighters that died in the Sofa Super store in Charleston South Carolina).
- **Chief Johnny Gentry** - Members of the Roxboro Fire Department have been visiting Johnny several times per week and keeping close contact with the family. I receive information daily on his condition and needs of the family.
- **Snow Removal** - Roxboro Fire Department help clean some of the snow from around city hall and other locations in the city. We also removed snow from some elderly family's driveways and walks.
- **Grant from Georgia Pacific** - Roxboro Fire Department received a \$500 dollar grant from Georgia Pacific in January.

- **Training** - The department taught a “May Day” and “Self-Survival Class” in January. We had 26 people from all over the county that attended the class. The class consisted of classroom instruction and hand on practical exercises that were done on the training grounds located at Hill Street.
- **Fire Prevention Activities** -The Shift personnel presented Generations a program on Mobility and ways to be safe.
- **Leadership** - Roxboro Fire Department hosted a 2 day Leadership Class taught by an instructor from the Office of the State Fire Marshal.
- **Fire Alarm and Communications** - Chief Torain instructed a state certification class on fire alarms and communications. As part of the class staff carried 13 students to Durham 911 Communications and were there to hear the first caller for the shooting at Tripps Restaurant near Northgate Mall and the call for the shooting at an apartment complex in Durham.

Smoke Detector Installation Report

January 2016

<u>Contacts</u>	<u>Alarms</u>	<u>Batteries</u>
<u>Station 2 , Shift A</u>	<u>Installed</u>	<u>Installed</u>
0	0	0
<u>Station 2 , Shift B</u>	<u>Alarms</u>	<u>Batteries</u>
2	2	0
<u>Station 2 , Shift C</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 3 , Shift A</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 3 , Shift B</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 3 , Shift C</u>	<u>Alarms</u>	<u>Batteries</u>
3	2	2

Total Alarms Installed:4
Total Batteries Installed: 2
Total Contacts: 5
Total Alarms in Stock:
Total Batteries in Stock:

Child Safety Seat Installation Report

Number of CSR installed: 2
Types of CSR installed: Rear facing infant restraint
Number of CRS Technicians performing installations: 3

Prepared by: Bill Gentry

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

Month/Year January-16

No. of Participants by Age Group

Age 0-4	<u> </u>
Age 5-10	<u> 356 </u>
Age 11-14	<u> </u>
Age 15-18	<u> </u>
Age 19-29	<u> 92 </u>
Age 30-65	<u> 158 </u>
Age 65+	<u> 85 </u>
Total Persons	<u> 691 </u>

Total Man Hours of Presentation 52

No. of Organizations by Type

Business	<u> 1 </u>
Civic Group	<u> </u>
Daycare	<u> 1 </u>
Healthcare	<u> </u>
Industrial	<u> </u>
Juvenile Fire Setters	<u> </u>
Schools	<u> 4 </u>
Senior Groups	<u> 1 </u>
Special Interest	<u> 2 </u>
Youth Groups	<u> </u>
Other	<u> </u>
Total No. of Organizations	<u> 9 </u>

No. of Programs by Type

Bicycle Safety	<u> </u>
Burn Prevention	<u> 3 </u>
Display	<u> 1 </u>
Extinguisher	<u> 1 </u>
Falls	<u> </u>
Fire / Evacuation Drill	<u> 1 </u>
Water Safety	<u> </u>
Firearms	<u> </u>
General Fire Safety	<u> 1 </u>
Juvenile Fire Setters	<u> </u>
Poison Prevention	<u> </u>
Public Relations	<u> 1 </u>
Special Event	<u> </u>
Station Tour	<u> </u>
Remembering When	<u> 1 </u>
Risk Watch	<u> 4 </u>
Other	<u> 1 </u>
Total	<u> 14 </u>

Safety Devices Issued

Smoke Alarms	<u> 4 </u>
Batteries	<u> 2 </u>
Special Needs	<u> </u>
CSS	<u> 2 </u>
Total	<u> 8 </u>

Did a program save a life or reduce injury?

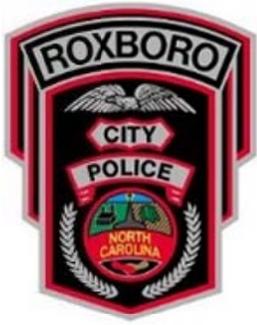
NO

If yes, please give details on a separate sheet

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				Number seats checked		2	2
A Shift Station 3							
B Shift Station 2	2	2		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	3	2	2				
TOTALS	5	4	2	Total number of CSS installed		2	2

2005 thru 2016 totals	Contacts	Detectors	Batteries				
As of 2014	2091	1426	888	Previous YTD	2091	1426	888
Previous YTD	2106	1442	892	Current Month			
Current month	5	4	2	Total Jan 2005- Dec. 2016			
2015 to date	2111	1446	894				
				CSS Contacts for CTY			
				CSS distributed and installed for CTY			

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



ROXBORO POLICE DEPARTMENT



*109 South Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

City Council Report

January 2016

Patrol Division

- Lt. Price met with all the Operation Sergeants, Brett Wrenn, Chief Hess and Captain Kirby to discuss the need to implement 911 call stacking procedure. The procedure was implemented effective 1-22-16.
 - Call stacking improves four areas; efficiency in call management, reduces radio traffic; increases officer accountability; and proper staffing analysis needs.
- Lt. Price is also working to re zone the geographical lay out of the City for policing purposes.

Highlighted Events

- Lt. Price completed all necessary paperwork to procure digital in car cameras through the Governor's Crime Commission.
 - Equipment procurement will begin in February.
 - The City will be responsible for 25% of the grant or approximately \$14k.
- During an attempted arrest warrant service, Sgt. Walker's shift, along with the assistance of CID Investigator Howe, developed a search warrant and executed it at a residence in search of a wanted person and possible controlled substances.
 - After smelling the odor of marijuana, and hearing motion from inside the residence, they secured the residence and created a search warrant.
 - Once making entry, they discovered the wanted person and arrested her. No controlled substances were located, only paraphernalia.
 - Sgt. Walker believes that the suspect flushed narcotics down a toilet.
- Weather conditions made it difficult for officers to address calls for service.
 - Sgt. Williams took the initiative to contact the fire department and borrow a 4x4.
 - The condition of the roadways also prevented proactive patrols therefore citations, arrests, warnings and contact forms have declined since last week.
 - We thank the Fire Department for their assistance.
 - The Police Department needs to consider AWD and SUV capabilities for the fleet in the future.
- First Line Supervision training has been arranged for the Corporals needing it and should be completed by July 1st.

Community Policing

- Sgt. Hughes met with the Windsor Hills Community Watch Group.
 - Only concerns voiced were non-police related and had to do with the school traffic through the neighborhood. They mentioned to Sgt. Hughes about having an access street made to divert the traffic.
 - Sgt. Hughes directed the group to the appropriate city officials.
- Lt. Price worked with the Field Operation Sergeants to revise the current community watch program to increase personal contacts and streamline information. Below are the assignments to a community watch group,
 - Woodland Heights & East Roxboro = **Sgt. Roberson,**
 - Ca-vel Village = **Lt. Price,**
 - Cody St. = **Sgt. Williams,**
 - Windsor Hills = **Sgt. Hughes,**
 - Pointer Street= **Sgt. Walker**
- Sgt. Roberson met with his assigned community watch group and started an assessment of the group in accordance with the, "Neighborhood Watch Manual USA on Watch - National Neighborhood Watch Program", developed by Bureau of Justice Administration.
 - There were no Police related issues that arose and non-Police issues that were brought to Sgt. Roberson's attention, were addressed by directing them to the appropriate city departments.
- Corporal Watson represented the police department for the Donkey basketball event at PHS.

Monthly Activities

- Calls for Service – 1463
- Incident Reports- 104
- Vehicle Crashes – 52
- Citations – 129
- Warnings – 142
- Misdemeanor Arrests – 33
- Felony Arrests – 14
- Traffic Stops – 261



The police department thanks the community for following public safety advice on Facebook and Twitter to stay off the roads during the recent winter storm. We responded to a minimal amount of vehicle collisions compared to previous winter storm events.

Criminal Investigations Division

- Several cases were closed with leads exhausted or unfounded this month.
- The unit continues to investigate a sexual misconduct case that if charges are filed will be very high profile. Council will be made aware of any arrests/ press releases prior to media involvement.
- The unit continues to investigate several frauds and counterfeit currency.
- CID assisted the Sheriff's Office with information for a new jail phone system the Sheriff's Office is utilizing.
- Closed out a felony larceny of a firearm case with warrants obtained for the offender.
- Det. Howe continues to demonstrate his specialized expertise with fingerprint analysis. During the month of January, in addition to his services to Roxboro cases, Det. Howe assisted numerous other agencies with finger print identification that allowed them to make arrests in homicides and other felonious cases.

Monthly Activities

- Total Cases Assigned: 14
- Follow up hours in field: 247
- Phone follow up hours: 78
- Hours spent completing paperwork: 142
- Call outs: 2
- Out of town follow ups: 8
- Felony warrants obtained: 8
- Misdemeanor warrants: 0
 - Cases closed: Leads exhausted 4
 - Closed by warrants: 3
- Unfounded: 5
- Arrests: 5
- Felony packets: 7
- Interviews conducted: 31

Administrative Services Unit

- The entire department is registered for Fair and Impartial Policing training at Durham Technical Community College. This training is federally recommended and demonstrates the department's desire to ensure our officers do not racially profile our community.
- Numerous vehicle repairs were completed this month.
- Sgt. Dickerson attended the City's Safety Committee meeting.
- Lt. Hawkins completed training through the NC Justice Academy to certify him as an Evidence and Property Manager.

- Collected Terminal ID numbers on all mobile computers.
- General Instructor paperwork was completed and sent in to the Training Coordinator at VGCC for five officers to attend the upcoming two week training.
- Repair was scheduled and completed on the camera system of vehicle 2479.
- Vehicle 6833 was taken to IT for repair on the computer system.
- Sgt. Dickerson worked with IT on a way to make more forms electronic.
- Ordered materials for Administrative Services.
- Training documents were reorganized to make them easier to find/read.
- Filed/organized documents from previous years.
- Received information about software Power DMS which would assist the department to improve efficiency of policy revisions, training and other needs.
- Began setting up dates and times for applicant process in the near future.
 - Met with HR about applicant process.
- Registered numerous officers for training at the Justice Academy and Wake Tech Community College.
- Began gathering information on office computers and ballistic vests to prepare a spreadsheet with the information.
- Completed reimbursement paperwork for ballistic vests through the NC League of Municipalities.
- Set up accounts with different grant websites.
- Worked with Phillip Fish to get offices repainted.
- Spoke with Jeff Saunders with Power DMS and set up a demo to be completed in February.
- Finished scheduling all officers for Fair and Impartial training next month.
- Completed inventory of Officer Sanford's equipment.
- Found LIDAR training at Wake Tech in March to begin getting officers trained on the new equipment.
- Attended City of Roxboro Safety meeting at City Hall.
- Sgt. Dickerson with Chief Hess & Lt Price to designate new call signs for the Police Department.
- Spoke with representative with the US Secret Service about counterfeit currency procedures.
- Continuing to work with the parking committee for signage in the Up-Town district.
- Provided a list of contacts to Lt Price for Neighborhood Watch Groups.
- Sgt. Dickerson and Lt. Hawkins got registered as administrators for the Crime Lab web site.
- Continuing to address several minor vehicle issues daily.
- Lt. Hawkins completed training for Property and Evidence Management through the Justice Academy.
- Worked on grant requirements with Lexipol representative and began implementing/discussing new software called Knowledge Management Services.
 - The Lexipol grant was a statewide grant the department was able to obtain with no cost to the City.
 - Lexipol will assist with revising the department's policy to meet national guidelines.
 - The department's policy manual has not been updated since 2007.
- The Chief will still utilize a Policy Revision committee to assist with certain areas of policy and those officers have been selected.

- Completing a fleet analysis to ensure all vehicles have been properly inspected.
- Disseminated training reminders to the Department.
- Lt Hawkins attended an FBILEEDA Leadership conference in Roanoke, VA.
- Received all issued equipment from an officer who is no longer employed and placed the items in Quartermaster.
- Conducted annual fire sprinkler inspection with Phillip Fish and Triad Sprinkler Inspections
- Spoke to Lt Houston of Conover Police Department about our Field Training program.

** The Chief personally recognizes and thanks the new Administrative Services Unit for all their diligence and hard work to improve the efficiency of operations and improve the quality of training for our officers. Their continued work is evident of the many internal needs the agency handles on a day to day basis and without this Unit's assistance the police department could not progress to better serve our community.**

Street Crimes Unit

The unit assisted with Operation Royal Flush which was the CCE case council was made aware of in December.

Sgt. Horton assisted Haw River and Mebane Police Department's with promotion processes as an assessor.

Due to Operation Royal Flush and paperwork related to that case the unit did not need to submit hourly accumulations for the month of January.

Administration

Meetings

- Daily meetings with all staff.
- Several meetings with HR and City Manager related to personnel matters.
- Deputy Chief Kirby reviewed cases with CID and Street Crimes Unit.
- Chief attended all four Rotary meetings for the month of January.
- Met with the new Administrative Services Unit to define expectations and goals through June.
- Attended Winter Storm briefing.
- Met with the SBI

Highlighted Events

- Chief attended the MLK Day prayer breakfast.
- Met with Bill Wilcox, a new report with the Courier.
- Chief attended and completed DWI enforcement recertification training.
- Chief is beginning preliminary discussions with certain community leaders to begin the PAAL (Police Activity and Athletic League).
- Chief Hess and Deputy Chief Kirby attended the 40th annual North Carolina Association of Chiefs of Police training conference.
 - Several legal updates were provided on body cameras, use of force and leadership development.
 - Based on several pending bills of legislation the City should delay implementing a Body Worn Camera program. The pending bills will give better guidelines on policies, retention of data, and define when video footage can be released.
 - Chief was elected to the Executive Board of Directors as Sergeant at Arms. He will continue to serve on the Training and Legislative committees.
 - He was appointed as Chair to develop a Police Chaplain ministry for the association and develop a statewide Police Chaplain training program.

Personnel

Several internal changes to staff were made after the promotions on January 12th. Internal feedback has been positive and the agency continues to progress toward increasing professionalism and 21st Century policing principles.

One police officer voluntarily resigned to accept a police officer position at another agency with higher pay and a take home vehicle.

Personnel action was taken with a non-sworn employee.

City of Roxboro, North Caroli LM
 Distribution of Gas Tickets
 31-Dec-15

WD
 CS
 GC

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number:

80-001-3945-4

Gas 0.5430
 Diesel 0.6030

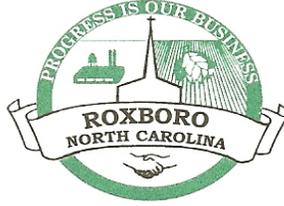
Card Number	Dept Number	Year	Make	Model	Gallons	Total Cost	Tax Adjust	0.04 per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary											
1	4120		City Hall		39.72	75.24	21.57	1.59	0.79	51.29	1.894
2	4130		Finance		14.71	27.50	7.99	0.59	0.29	18.63	1.889
3	4160		Public Buildings		29.87	56.74	16.22	1.19	0.60	38.73	1.900
4	4180		Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910		Planning & Zoning		-	-	-	-	-	-	#DIV/0!
			Total Administrative		84.30	159.48	45.77	3.37	1.69	108.65	1.892
5	4310		Police		1,514.79	2,867.20	822.53	60.59	30.30	1,953.78	1.893
6	4311		CID		266.82	504.02	144.88	10.67	5.34	343.13	1.889
26	4312		Narcotics		50.45	96.02	27.39	2.02	1.01	65.60	1.903
9	4380		Animal Control		-	-	-	-	-	-	#DIV/0!
			Total Police		1,832.06	3,467.24	994.81	73.28	36.64	2,362.51	1.893
7	4340		Fire		1,031.73	2,036.61	605.42	41.27	20.63	1,369.29	1.974
8	4341		Fire Inspections		34.37	63.94	18.66	1.37	0.69	43.21	1.860
			Total Fire Dept.		1,066.10	2,100.55	624.08	42.64	21.32	1,412.50	1.970
10	4510		Public Services		145.85	276.44	79.20	5.83	2.92	188.49	1.895
11	4511		Streets		554.88	1,137.60	308.66	22.20	11.10	790.33	2.050
12	4512		Street Cleaning		183.94	391.47	110.92	7.36	3.68	269.52	2.128
13	4513		Garage		38.95	83.00	23.49	1.56	0.78	57.18	2.131
14	4710		Residential Garbage		723.24	1,519.04	436.11	28.93	14.46	1,039.53	2.100
15	4711		Commercial Garbage		837.40	1,769.87	503.58	33.50	16.75	1,216.04	2.114
16	4740		Cemetery		71.69	146.39	38.93	2.87	1.43	103.16	2.042
			Total Public Services		2,555.95	5,323.81	1,500.88	102.24	51.12	3,664.25	2.083
			Total General Fund		5,538.41	11,051.08	3,165.55	221.54	110.77	7,547.91	1.995
18	7112		Meter Reading		135.94	256.69	73.82	5.44	2.72	174.72	1.888
19	7114		Lake Warden		39.63	80.45	21.52	1.59	0.79	56.55	2.030
25	7118		Pump Stations		345.86	732.43	187.80	13.83	6.92	523.88	2.118
20	7120		Water Plant		153.79	291.29	83.51	6.15	3.08	198.55	1.894
21	7121		Water Line Maintenance		184.64	353.73	103.57	7.39	3.69	239.09	1.916
22	7130		WWTP		76.10	148.08	41.32	3.04	1.52	102.19	1.946
23	7131		Sewer Line Maintenance		450.75	890.79	255.96	18.03	9.02	607.78	1.976
24	7132		WWTP II		84.34	170.52	45.80	3.37	1.69	119.66	2.022
			Total Enterprise Fund		1,471.05	2,923.98	813.29	58.84	29.42	2,022.42	1.988
			Total All Funds		7,009.46	13,975.06	3,978.84	280.38	140.19	9,570.33	1.994

Case Number	Violation Address	Owner or Occupant	Status or Conditions
NUISANCE CASES			
MINIMUM HOUSING STANDARDS CASES			
HC-14-02	827 Durham Rd	Joy Lynn Bowen	Inspection conducted on January 28, 2016 @ 3 pm Most of the work has been finished except, weatherization around doors, 2 new leaks and covering on floor in front room. Continued Until April 28, 2016.
HC-14-07	248 N Lamar St	Mahindra Wayne Gayadeen	Substandard Conditions, Due to residence being boarded up and closed until repairs could be made. No one is allowed to live there., continued until May 2016.
HC-14-08	429 N Main St	Robert Davis Newell	Substandard Conditions, Follow up inspection scheduled for February 4, 2016 @ 1 pm
HC-14-09	501 N Main St	Robert Davis Newell	Substandard Conditions, Due to residence being boarded up and closed until repairs could be made. No one is allowed to live there., continued until August , 2016.
HC-14-10	912 S Main St	Lunsford Revocable Living Trust	Substandard Conditions, House is boarded up and the lot has been cleaned.continued until July , 2016.

Case Number	Violation Address	Owner or Occupant	Status or Conditions
HC-14-12	1636 Shotwell St	Oakley & Sons inc	Substandard Housing, Follow up inspection on February 4, 2016 @ 10 am.
HC-15-08	711 Leasburg Rd	Leheigh Mobile City LLC/ Jason Chisem	Substandard Housing, Follow up inspection on February 4, 2016 @ 11 am.
HC-15-11	1435 Beacon St Lt 5	Anthony Dale Harris Sr & Jr	Substandard Housing, Follow up inspection conducted on January 28, 2016. Everything but screens on windows and and floor on front porch is finished, continued until April 21, 2016.
HC-15-14	213 Charles St	Leroy & Margie Roach	Substandard Housing, Hearing held on November 19, 2015 @ 11am. FFO issued to repair ,alter,improve or vacate and close the structure with a deadline of Feburary 19, 2016
HC-15-19	223 Academy St	Anthony Bryant Allen	Abandoned House, Final Notice of inspection mailed for February 18, 2016 @ 11 am.
HC-15-21	208 Reams Ave	Thomas E Moore	Abandoned Burned Structure, Owner will continue with an asbestos test being conducted on the residence.
HC-16-01	1237 Meadowoods Apt	Roxboro Housing Parnership	Case Closed January 28, 2016
HC-16-02	915 S Main St	Oakley & Sons inc	Case Closed January 28, 2016
HC-16-03	1403 Elm St	Ronald Pulliam	Case Closed January 28, 2016

Case Number	Violation Address	Owner or Occupant	Status or Conditions
HC-16-04	1224 Pointer St Lt G	Jessica Davis	Case Closed January 28, 2016
ABANDONED-JUNKED-NUISANCE VEHICLE CASES			
ZONING			

Public Services Department Monthly Report



City of Roxboro

February 2016

Public Utilities Department	Public Works Department																																																			
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February 1, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: February Council Report

City of Roxboro:

- Parking Committee: The City's parking committee met on January 14th to continue discussions for improving the Uptown parking situation. We have devised recommendations for additional 2 hour parking signage, as well as some signs to relocate. We would also like to make some changes to time limits on a few spaces. There will be more information regarding these changes during the requested Public Hearing. Beyond the new 2 hour signage, we would also like to include some signs for off-street and on-street parking clarification. Many people comment that they were unaware of the time limits, or where they could park for longer than two hours, so we want to add signage to alleviate that issue. We have designs for Council to review, and hope to have these in place by the end of Spring at the latest.
- Other Highlights –
 - Attended the Research Triangle Regional Partnership Board Meeting in Cary, NC on January 27th to discuss new Economic Development strategies.
 - With the help of the RFD the flags were placed along Main Street for Martin Luther King Jr. Day.
 - Assisted Trevie, Tommy, and Brooks with the review of the City's new website design.
 - Continued work with Margaret to assist in the development of a tourism app for Roxboro/Person County.
 - Met with Mike Cierello and John Hill to discuss their idea for a light festival in Uptown Roxboro.
 - Attended another meeting of the Kerr-Tar SET Committee on January 13th to continue devising plans for regional economic development.
 - Registered all attendees for the NC Main Street Conference in Goldsboro, NC on March 16, 17, & 18.



Roxboro Development Group:

- Free Movie Night at the Kirby – Thanks to the support of the Tourism Development Authority, the Kirby holds free movie nights each month. The proceeds from any concession sales or donations go directly to the non-profit who “hosts” the event for the night. RDG scheduled their movie night for February 5th. The goal is to raise \$150 from this fundraising event to go towards our 2016 projects.
- Crafter’s Co-Op Project – In an attempt to continue to grow their customer base and support, the members of the Person County Crafters Market scheduled another open market on February 6th. I have also received updates on their work to establish their necessary legal documents and financials. Additionally, they are working to develop a layout for the store and buy/build necessary furniture and shelving.
- NC Main Street Conference– This year’s conference is especially important to Roxboro, as we will receive an award for the Kirby renovation, honor our Main Street Champion, and have two representatives serving on a discussion panel for the program sessions. I have been in conversation with Alicia Puryear and Stuart Gilbert to prepare their statements for the conference, as well as make the necessary arrangements to plan that panel discussion.
- Other Highlights –
 - RDG held their first board meeting of the new year on January 19th at the RACC office.
 - Attended the Chamber Banquet on January 21st
 - Held a Design Committee meeting on January 25th
 - Held a Promotions Committee meeting on January 28th
 - Held an Economic Restructuring meeting on February 1st
 - Began booking/scheduling events for the 2016 season.
 - Began program support drive with local businesses and organizations.

1. Special Event Permit - Special Olympics
5K Run - Public Hearing



City of Roxboro Special Event Permit Application

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

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

95.25 ACTIVITIES COVERED.

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

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

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

(Ord. passed 9-12-06)

For Office Use Only

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

Date Application Received:

12/13/2013

Date Submitted to Council/RPD:

1/15/2014

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: Person County Recreation, Arts + Parks Dept.
Address: 425 Long Avenue City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 597-1755 Cell Number: 504-6059 Fax Number: 597-1754

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.

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:

5K road race to benefit Special Olympics Person County
No alcoholic beverages involved

Please indicate the following:

- a. Proposed Event Date(s): April 16, 2010
b. Proposed Time Period(s) of the Event: 7:00 AM - 1:00 PM
c. Location of Event: Merritt Commons
d. Approximate Number of People to Attend the Event: 100 ±

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

5K road race; award ceremony afterwards

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: 1 car to lead runners,

Fire: _____

Public Service (i.e., streets or portions of streets to be closed and for what period, etc.):
Gordon Street between Main + Lamar for
duration of event

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.:

Gordon Street between Main + Lamar Streets
for duration of event

Specify number of:

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

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

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

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

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

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

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

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

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

Please provide copies of the following with the completed application:

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

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

IV. Cancellation Policy

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

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

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

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

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

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

Kay Rudd
Applicant Signature

Date: 12-15-15

Kay Rudd
Responsible Planner/On-Site Manager

Date: 12-15-15

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having this day received permission from the City of Roxboro to conduct a 5K Road Race on April 16, 2016, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

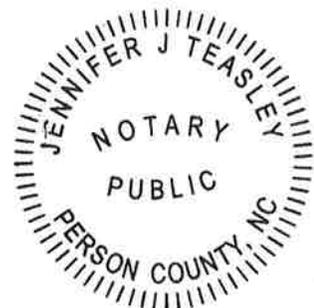
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:

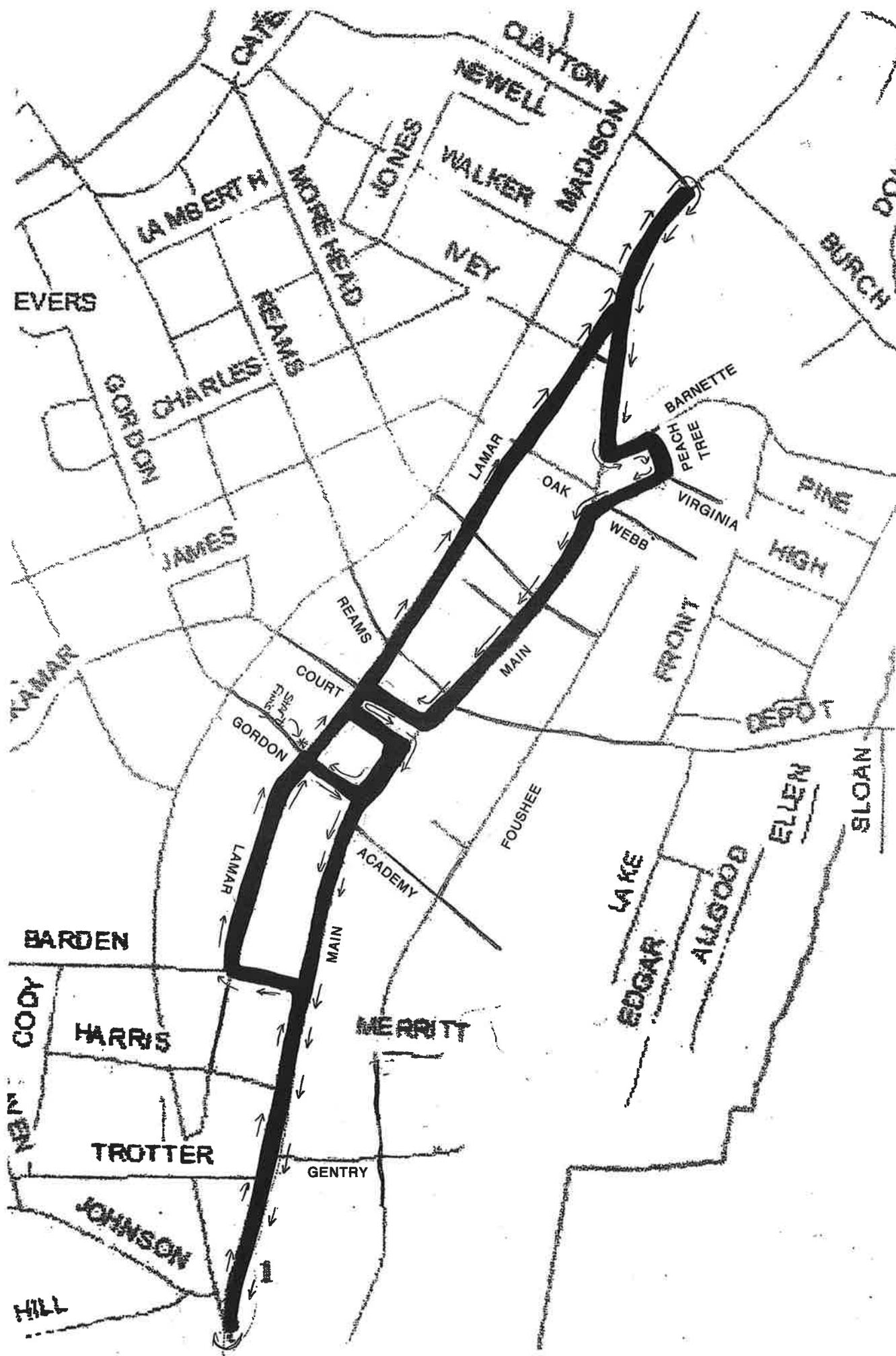
This the 15th day of December, 2015

Kay B. Rudd
(Signature)

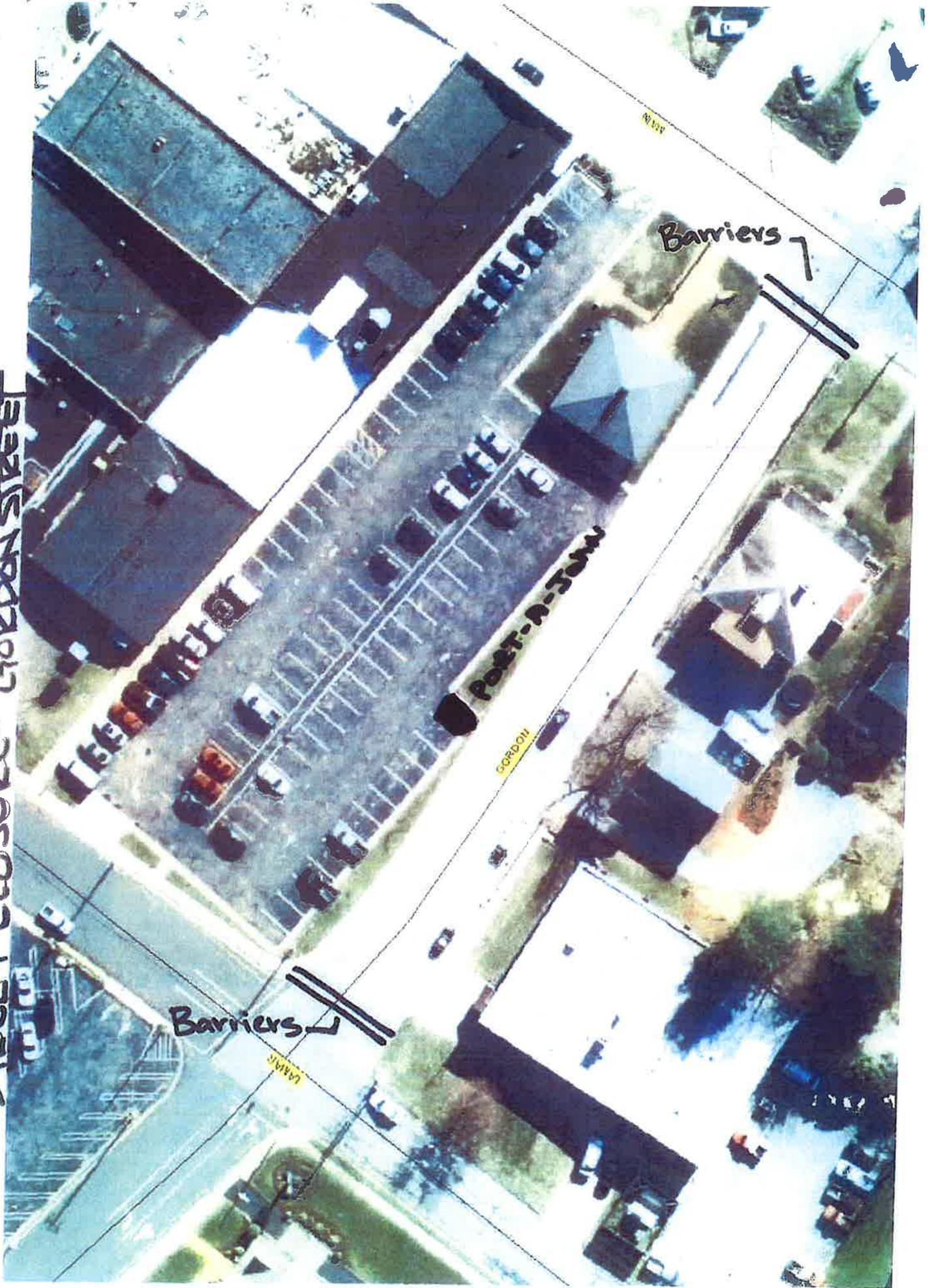
Notary Witness:

Jennifer J. Teasley
(Seal)





STREET CLOSURE = GORDON STREET



Barriers ↘

Barriers ↘

POST-A-JOHN

GORDON

LAWRENCE

Subject: Street Closures

Date: Thursday, January 14, 2016 at 4:21:31 PM Eastern Standard Time

From: Kay Rudd

To: Lauren Wrenn

Lauren –

With the number of runners we hope to attract, there will probably be a need to close the streets on the race course map that is in my application packet. Since this race is advertised state wide in conjunction with the North Carolina Recreation and Parks Association we are hoping to draw runner from an expanded areas.

I would not feel comfortable putting that many runners on the street of Roxboro with traffic still moving. If there are any walkers, they can use the sidewalks.

If you need more info, just give me a call.

Kay Rudd

Recreation Program Supervisor

Person County Recreation, Arts, and Parks Dept.

Phone: 336.330.2302

Fax: 336.597.1754



City of Roxboro

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

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

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

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

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

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

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

P.C. R.A.P.
Name of Organization (User)

Kay Rudd
Contact Person

Address: 425 Long Avenue

City: Roxboro State: NC ZIP: 27573

Telephone number: Home 597-1755

Work 504-6059

Cell _____

E-mail: kayrudd@personcounty.net

Signature/Date (User)

Signature/Date (Uptown Development Director)

2. Planning Board Appointments

**No
Applications
Received**

3. Personnel Appeal Committee Appointment

Lorrie Andrews

Trevie,

The Personnel Appeals Committee is composed of six citizens appointed to 3-year terms by the City Council. Five members of the Committee shall constitute a quorum.

Timothy Krohn – Eaton - HR Director

Kathy Hall – HR Assistant/Benefits – Person County Schools

Angie Warren – HR Director – Person County

Pam Hobbs – HR Director – PCC

Derrick Sims – Safety Director – US Flue-cured Tobacco

Adam White – Manager - Brooks & White

Highlighted in yellow are people who has served before. Please let me know if you need anything else.

Lorrie Andrews, PHR, SHRM-CP, PS-MESH
Human Resources Manager
P.O. Box 128
Roxboro, NC 27573

336-322-6012
336-599-3774 fax
landrews@cityofroxboro.com
www.cityofroxboro.com

4. Text Amendment - Parking - Set PH



Request for Public Hearing for Uptown Parking Signage and Time Limits

As requested, the City's parking committee has devised suggestions for improving the parking situation in Uptown Roxboro. Based on our research and the complaints received, we would like to make some very minor changes to quickly and cost effectively alleviate the issues. The following changes are outlined below:

- 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 (minus 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, we plan 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. Please be aware that we have taken into consideration the appearance and aesthetics of Uptown, and have added as few signs as possible in order to avoid a cluttered or distasteful appearance.

Pending Council approval of the Public Hearing date, we will inform all Uptown merchants and property owners of the hearing to ensure all interested/involved parties are notified of the discussion to take place.



*Welcome
to
Historic Uptown*

ALL ON-STREET
PARKING IS
2 HOURS
UNLESS
OTHERWISE
POSTED

Monday Thru Friday
8:00am - 5:00pm



**ALL DAY
PARKING**

5. Resolution of Intent - Road Closure

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.

General Statutes require that the City adopt a resolution of Intent to close the street and set a public hearing. The Regulation of Intent has to be published in a local paper for four weeks and both ends of the street have to be posted. Also a copy of the Resolution of Intent has to be mailed by certified mail to property owners abutting that portion of the street to be closed.

It is recommended that the Resolution of Intent be adopted setting a public hearing to consider the closing of Garland Street between Satterfield Street and the end.



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 OF INTENT

A Resolution Declaring the Intention of the Roxboro City Council to Consider the Closing of Garland Street beginning at Satterfield Street and running north for a distance of 150 ft. ± towards Depot Street to the end as shown on Person County Tax Map (1).

WHEREAS, G.S. 160A-299 authorizes the Roxboro City Council to close public streets and alleys; and

WHEREAS, The Roxboro City Council considers it advisable to conduct a Public Hearing for the purpose of giving consideration to the closing of Garland Street beginning at Satterfield Street and running north for a distance of 150 ft. ± towards Depot Street to the end as shown on Person County Tax Map (1).

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

1. A meeting will be held at 9:00 a.m. on the 14th day of March 2016 in the Council Chamber of Roxboro City Hall to consider a Resolution closing that portion of Garland Street beginning at Satterfield Street and running north for a distance of 150± towards Depot Street to the end as shown on Person County Tax Map 1
2. The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in The Courier-Times.
3. The City Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
4. The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled Public Hearing to be posted as required by G.S. 160A-299.

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 the meeting held on the _____ day of _____, 2016 in Roxboro City Hall.

Mayor Merilyn P. Newell

ATTEST:

Trevie Adams
City Clerk

6. Audit Report

CITY OF ROXBORO

Financial Statements

**For the fiscal year ended
June 30, 2015**

**City of Roxboro
North Carolina**

**For the fiscal year ended
June 30, 2015**

City Council Members

Merilyn Newell, Mayor
William Davis, Mayor Pro-Tem
Mark Phillips
Henry Daniel
Lawrence (Sandy) Stigall
Byrd Blackwell

Administrative and Financial Staff

Tommy Warren, Interim City Manager
Daniel Craig, CPA, Finance Officer
Trevie Adams, City Clerk

City of Roxboro, North Carolina
Table of Contents
June 30, 2015

<u>Exhibit</u>	<u>Page</u>
Financial Section:	
Independent Auditor's Report	4
Management's Discussion and Analysis	7
Basic Financial Statements:	
Government-wide Financial Statements:	
1 Statement of Net Position	19
2 Statement of Activities	21
Fund Financial Statements:	
3 Balance Sheet – Governmental Funds	23
3 Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	24
4 Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	25
4 Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	26
5 Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	27
6 Statement of Fund Net Position – Proprietary Funds	28
7 Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds	30
8 Statement of Cash Flows – Proprietary Funds	31
9 Statement of Fiduciary Net Position – Fiduciary Funds	33
10 Statement of Changes in Fiduciary Position – Fiduciary Funds	34
Notes to the Financial Statements	35

City of Roxboro, North Carolina
Table of Contents
June 30, 2015

<u>Exhibit</u>	<u>Page</u>
Required Supplemental Financial Data:	
A-1 Other Post-Employment Health Care Benefits – Schedule of Funding Progress	74
A-2 Other Post-Employment Health Care Benefits – Schedule of Employer Contributions	75
A-2 Other Post-Employment Health Care Benefits – Notes to the Required Schedules	75
A-3 Law Enforcement Officers’ Special Separation Allowance – Schedule of Funding Progress	76
A-4 Law Enforcement Officers’ Special Separation Allowance – Schedule of Employer Contributions	77
A-5 Schedule of Proportionate Share of Net Pension Asset – Local Government Employees’ Retirement System	78
A-6 Schedule of Contributions – Local Government Employee’s Retirement System	79
A-7 Schedule of Proportionate Share of Net Pension Liability – Firefighters’ and Rescue Squad Workers’ Pension	80
Individual Fund Financial Statements and Schedules:	
General Fund	
B-1 Statement of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – General Fund	83
Non-Major Funds- Special Revenue Funds	
C-1 Combining Balance Sheet	90
C-2 Combining Statement of Revenues, Expenditures and Changes in Fund Balances	91
C-3 Vehicle Tags Fund – Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual	92
C-4 Revolving Loan CDBG Fund – Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual	93
C-5 Storm Water Fee Fund – Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual	94
C-6 Ridge Road Project Fund – Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual	95
Enterprise Fund- Water and Sewer Utility Fund	
D-1 Schedule of Revenues and Expenditures – Budget and Actual (Non-GAAP Modified Accrual Basis)	97
D-2 Annexation Capital Project Fund – Schedule of Revenues and Expenditures – Budget and Actual (Non-GAAP Modified Accrual Basis)	102
D-3 Miex Capital Project Fund – Schedule of Revenues and Expenditures – Budget and Actual (Non-GAAP Modified Accrual Basis)	103

City of Roxboro, North Carolina
Table of Contents
June 30, 2015

Internal Service Fund	
E-1 Statement of Changes in Assets and Liabilities – Health Benefits Fund	105
Agency Funds	
F-1 Statement of Changes in Assets and Liabilities – Agency Fund	107
Other Schedules:	
G-1 Schedule of Cash and Investment Balances	109
G-2 Schedule of Ad Valorem Taxes Receivable	110
G-3 Analysis of Current Tax Levy	111
G-4 Schedule of Transfers	112
G-5 Schedule of Bonded Debt and Other Long-term Debt	113
Compliance Section:	
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	115
Report on Compliance For Each Major State Program; Report on Internal Control Over Compliance; In accordance with OMC Circular A-133; and the State Single Audit Implementation Act	117
Schedule of Findings and Questioned Costs	119
Corrective Action Plan	120
Schedule of Prior Year Audit Findings	121
Schedule of Expenditures of Federal and State Awards	122

Financial Section

Winston, Williams, Creech, Evans, & Company, LLP

Certified Public Accountants



America Counts on CPAs

James P. Winston II, CPA
Gary L. Williams, CPA
Carleen P. Evans, CPA

Jennifer T. Reese, CPA
Curtis G. Van Horne, CPA
Cathy E. McKinley, CPA
Tara H. Roberson, CPA
K. Jamison Crampton, CPA

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
City of Roxboro, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Roxboro, North Carolina, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

102 W. Spring Street • P.O. Box 1366 • Oxford, NC 27565 • (919) 693-5196 • fax (919) 693-7614

www.wwcecpa.com



Opinions

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Roxboro, North Carolina as of June 30, 2015, and the respective changes in financial position and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 7-16, the Other Postemployment Benefits' Schedules of Funding and Progress and Schedules of Employer Contributions and the Law Enforcement Officers' Special Separation Allowance's and, on pages 74-76 and 77-78, respectively, the Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Asset and Contributions, on pages 78 and 79, respectively, and the Firefighters' and Rescue Squad Workers' Pension Fund's Schedule of Proportionate Share of Net Pension Liability on page 80 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements of the City of Roxboro, North Carolina. The combining and individual fund statements, budgetary schedules and other schedules, as well as the accompanying schedule of expenditures of federal and state awards as required by U.S. Office of Management and Budget Circular A-133, *Audits of State and Local Governments, and Non-Profit Organizations* and the State Single Audit Implementation Act are presented for purpose of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements, budgetary schedules, other schedules and the schedule of expenditures of federal and state awards are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us. In our opinion, based on our audit, procedures performed as described above, the combining and individual fund statements, budgetary schedules, other schedules and schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 25, 2016 on our consideration of the City of Roxboro's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of the report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Roxboro's internal control over financial reporting and compliance.

Winston, Williams, Creech, Evans & Company, LLP

Winston, Williams, Creech, Evans & Company, LLP
Certified Public Accountants
Oxford, North Carolina
January 25, 2016

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the City of Roxboro, we offer readers of the City of Roxboro's financial statements this narrative overview and analysis of the financial activities of the City of Roxboro for the fiscal year ended June 30, 2015. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the City's financial statements, which follow this narrative.

Financial Highlights

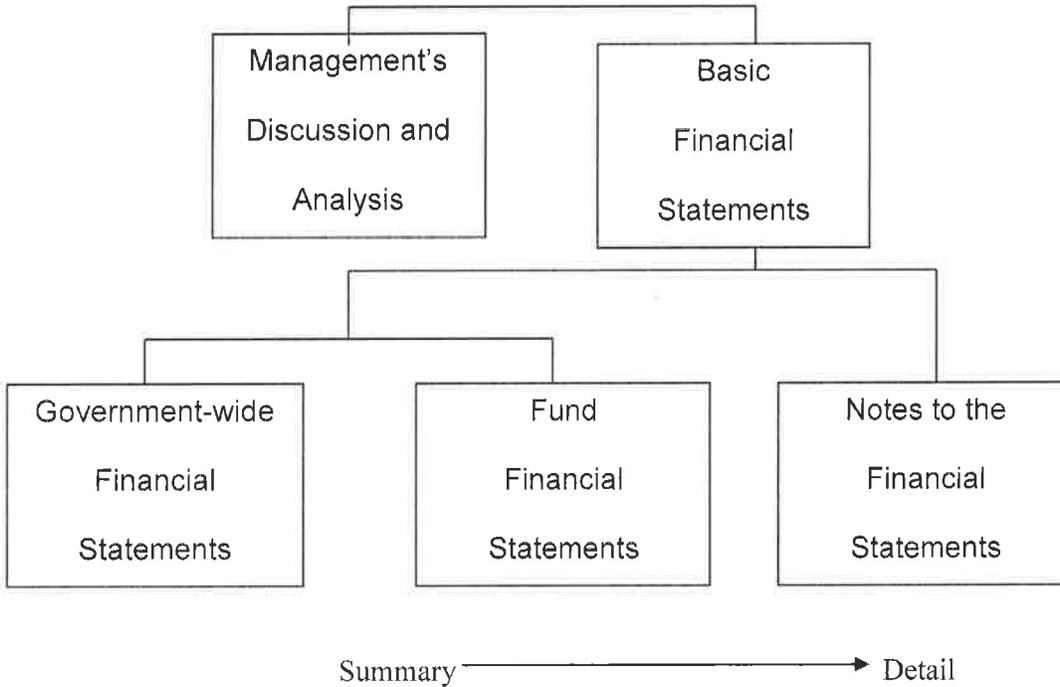
- The assets and deferred outflows of resources of the City of Roxboro exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$28,188,683 (*net position*).
- The government's total net position increased by \$708,609, with an increase in net position of governmental type activities of \$905,180 and a decrease in business type activities of \$196,571.
- As of the close of the current fiscal year, the City of Roxboro's governmental funds reported combined ending fund balances of \$3,822,980 with a net increase of \$582,966 in fund balance. Approximately 35 percent of this total amount, or \$1,338,038 is non spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$2,484,652 or 28.84 percent of total General Fund expenditures for the fiscal year.
- The City of Roxboro's total debt decreased by \$465,493 (5.07%) during the current fiscal year. The City issued installment purchase agreements and capital leases in the amount of \$202,500 for the purchase of vehicles.
- The City of Roxboro maintained its 82 out of 100 bond rating with the North Carolina Municipal Council, Inc. for the 13th consecutive year. This is comparable to a rating of A2 by the national rating agencies.
- The City's Water and Sewer Enterprise Fund reported operating income of \$780,383 for the current fiscal year. This is the 14th consecutive year charges for services have exceeded operating expenses in the Enterprise Fund.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City of Roxboro's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the City through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the City of Roxboro.

Required Components of Annual Financial Report

Figure 1



Basic Financial Statements

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the City's financial status.

The next statements (Exhibits 3 through 10) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the City's government. These statements provide more detail than the government-wide statements. There are four parts to the Fund Financial Statements: 1) the governmental funds statements; 2) the budgetary comparison statements; 3) the proprietary fund statements; and 4) the fiduciary fund statements.

The next section of the basic financial statements is the **notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplemental information** is provided to show details about the City's individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the City's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the City's financial status as a whole.

Management Discussion and Analysis City of Roxboro

The two government-wide statements report the City's net position and how it has changed. Net position is the difference between the City's total assets and deferred outflows of resources and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the City's financial condition.

The government-wide statements are divided into three categories: 1) governmental activities; 2) business-type activities; and 3) component units. The governmental activities include most of the City's basic services such as public safety, transportation (streets), environmental protection (sanitation and cemetery), economic development, and general administration. Property taxes and state and federal grant funds finance most of these activities. The business-type activities are those that the City charges customers to provide. These include the water and sewer services offered by the City of Roxboro. The final category is the component units. The City of Roxboro does not have any component units.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

Fund Financial Statements

The fund financial statements (see Figure 1) provide a more detailed look at the City's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Roxboro, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the City's budget ordinance. All of the funds of City of Roxboro can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental Funds – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the City's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* which provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the City's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

The City of Roxboro adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the City, the management of the City, and the decisions of the Board about which services to provide and how to pay for them. It also authorizes the City to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the City complied with the budget ordinance and whether or not the City succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. The statement shows four columns: 1) the original budget as adopted by the Board; 2) the final budget as amended by the Board; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges.

Proprietary Funds – The City of Roxboro has one kind of proprietary fund. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The City of Roxboro uses an enterprise fund to account for its water and

Management Discussion and Analysis
 City of Roxboro

sewer activity. This fund is the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

Internal Service Funds – These funds are an accounting device used to accumulate and allocate costs internally among the functions of the County. The County currently has one internal service fund called the Health and Benefit Fund. Actual payments for employee health claims and employee performance pay are recorded.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The City of Roxboro has two fiduciary funds, one of which is a pension trust fund and one of which is an agency fund.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 37 of this report.

Other Information – In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the City of Roxboro's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found beginning on page 71 of this report.

Government-Wide Financial Analysis

City of Roxboro's Net Position

Figure 2

	Governmental Activities		Business-Type Activities		Total	
	2015	2014	2015	2014	2015	2014
Current and other assets	\$ 4,704,257	\$ 3,954,526	\$ 2,566,506	\$ 5,355,649	\$ 7,270,763	\$ 9,310,175
Net Pension Asset	427,931	-	158,276	-	586,207	-
Capital assets	8,815,415	8,927,083	23,128,348	21,261,506	31,943,763	30,188,589
Deferred outflows of resources	282,292	-	109,260	-	391,552	-
Total assets and deferred outflows of resources	<u>14,229,895</u>	<u>12,881,609</u>	<u>25,962,390</u>	<u>26,617,155</u>	<u>40,192,285</u>	<u>39,498,764</u>
Long-term liabilities outstanding	3,763,752	4,345,433	4,828,347	5,696,027	8,592,099	10,041,460
Other liabilities	1,117,506	445,809	795,787	549,799	1,913,293	995,608
Deferred inflows of resources	1,093,693	88,958	404,517	-	1,498,210	88,958
Total liabilities and deferred inflows of resources	<u>5,974,951</u>	<u>4,880,200</u>	<u>6,028,651</u>	<u>6,245,826</u>	<u>12,003,602</u>	<u>11,126,026</u>
Net position:						
Net Investment in capital assets	5,207,844	5,200,248	18,035,420	15,822,652	23,243,264	21,022,900
Restricted	1,159,238	1,062,608	-	-	1,159,238	1,062,608
Unrestricted	<u>1,887,862</u>	<u>1,738,553</u>	<u>1,898,319</u>	<u>4,548,677</u>	<u>3,786,181</u>	<u>6,287,230</u>
Total net position	<u>\$ 8,254,944</u>	<u>\$ 8,001,409</u>	<u>\$19,933,739</u>	<u>\$20,371,329</u>	<u>\$ 28,188,683</u>	<u>\$28,372,738</u>

Management Discussion and Analysis City of Roxboro

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of the City of Roxboro exceeded liabilities and deferred inflows by \$28,188,683 as of June 30, 2015. The City's net position increased by \$708,609 for the fiscal year ended June 30, 2015. However, the largest portion (82.45%) reflects the City's net investment in capital assets (e.g.; land, buildings, machinery, and equipment). The City of Roxboro uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Roxboro's net investment in capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities. An additional portion of the City of Roxboro's net position \$1,159,238 (4.11%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$3,786,181 is unrestricted.

Several particular aspects of the City's financial operations positively influenced the total unrestricted governmental net position:

- Continued diligence in the collection of property taxes by maintaining a tax collection percentage of 98.65%, which is comparable to the statewide average of 97.42%.
- Continued low cost of debt due to the City's high bond rating and lower interest rates.

Governmental activities: Governmental activities increased the City's net position by \$905,180. Key elements of this increase are as follows:

- The total property tax rate for the fiscal year ended June 30, 2015 was \$0.66 per \$100 of value, an increase of \$0.03 from the previous year.

Business-type activities: Business-type activities decreased the City of Roxboro's net position by \$196,571, accounting for all of the total decrease in the government's net position. Key elements of this decrease are as follows:

- Total current year operating revenues of \$5,738,262 decreased by \$19,854 (0.34%) from the previous year. A minimal increase in volume of water sales and an increase of 2% in water and sewer rates effective for the current fiscal year.

Management Discussion and Analysis
City of Roxboro

City of Roxboro Changes in Net Position
Figure 3

	Governmental Activities		Business-Type Activities		Total	
	2015	2014	2015	2014	2015	2014
Revenues:						
Program revenues:						
Charges for services	\$ 589,700	\$ 591,793	\$ 5,738,262	\$ 5,758,116	\$ 6,327,962	\$ 6,349,909
Operating grants and contributions	669,404	676,263	50,576	161,148	719,980	837,411
Capital grants and contributions	315,188	46,842	-	-	315,188	46,842
General revenues:						
Property taxes	4,885,391	4,412,612	-	-	4,885,391	4,412,612
Local option sales tax	1,311,521	1,222,484	-	-	1,311,521	1,222,484
Other taxes	260,470	271,250	-	-	260,470	271,250
Grants and contributions not restricted to specific programs	1,041,087	826,572	-	-	1,041,087	826,572
Other revenues	<u>58,799</u>	<u>110,123</u>	<u>1,688</u>	<u>11,430</u>	<u>60,487</u>	<u>121,553</u>
Total revenues	<u>9,131,560</u>	<u>8,157,939</u>	<u>5,790,526</u>	<u>5,930,694</u>	<u>14,922,086</u>	<u>14,088,633</u>
Expenses:						
General government	936,515	1,287,761	-	-	936,515	1,287,761
Public safety	4,409,975	4,594,293	-	-	4,409,975	4,594,293
Transportation	1,141,095	1,395,820	-	-	1,141,095	1,395,820
Environmental protection	869,768	913,475	-	-	869,768	913,475
Economic and physical development	727,812	415,841	-	-	727,812	415,841
Cultural and recreation	147	147	-	-	147	147
Long-term debt	141,068	141,219	-	-	141,068	141,219
Water and sewer	<u>-</u>	<u>-</u>	<u>5,987,097</u>	<u>5,392,827</u>	<u>5,987,097</u>	<u>5,392,827</u>
Total expenses	<u>8,226,380</u>	<u>8,748,556</u>	<u>5,987,097</u>	<u>5,392,827</u>	<u>14,213,477</u>	<u>14,141,383</u>
Increase in net position before transfers	<u>54,137</u>	<u>(590,617)</u>	<u>654,472</u>	<u>537,867</u>	<u>708,609</u>	<u>(52,750)</u>
Transfers	<u>-</u>	<u>963,576</u>	<u>-</u>	<u>(963,576)</u>	<u>-</u>	<u>-</u>
Increase in net position	905,180	372,959	(196,571)	(425,709)	(52,750)	(52,750)
Net position, previously stated	8,001,409	7,628,450	20,371,329	20,797,038	28,372,738	28,425,488
Restatement	<u>(651,645)</u>	<u>-</u>	<u>(241,019)</u>	<u>-</u>	<u>(892,664)</u>	<u>-</u>
Net position, as restated	<u>7,349,764</u>	<u>7,628,450</u>	<u>20,130,310</u>	<u>20,797,038</u>	<u>27,480,074</u>	<u>28,425,488</u>
Net position, June 30	<u>\$ 8,254,944</u>	<u>\$ 8,001,409</u>	<u>\$19,933,739</u>	<u>\$20,371,329</u>	<u>\$28,188,683</u>	<u>\$28,372,738</u>

Financial Analysis of the City's Funds

As noted earlier, the City of Roxboro uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City of Roxboro's governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the City of Roxboro's financing requirements. Specifically, unassigned fund balance can be a useful measure of a government's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the City of Roxboro. At the end of the current fiscal year, unassigned fund balance available of the General Fund was \$2,484,652, while total fund balance was \$3,815,064. The Roxboro City Council has determined that the City should maintain an available fund balance of 25% of general fund expenditures in case of unforeseen needs or opportunities, in addition to meeting the cash flow needs of the City. The City currently has an available fund balance of 28.84 percent of total General Fund expenditures, while total fund balance represents 44.28 percent of that same amount.

At June 30, 2015, the governmental funds of City of Roxboro reported a combined fund balance of \$3,822,980, a 18 percent increase from last year, with a net increase in fund balance of \$582,966. Included in this change in fund balance are increases in fund balance in the General Fund of \$624,872 and decreases in Special Revenue Funds of \$41,906.

General Fund Budgetary Highlights: During the fiscal year, the City revised the budget on several occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as federal and state grants; and 3) increases in appropriations that become necessary to maintain services.

Revenues were less than the budgeted amounts primarily because of decreases in franchise tax revenue and sales tax revenue from the State of North Carolina, lower investment earnings due to declining interest rates and refuse collections were less than expected during the year. Expenditures were held in check to comply with its budgetary requirements.

Proprietary Funds. The City of Roxboro's proprietary funds provide the same type of information found in the government-wide statements but in more detail. Unrestricted net position of the Water and Sewer Fund at the end of the fiscal year amounted to \$1,898,319. The total change in net position for the Water and Sewer Fund was an decrease of \$196,571. The change in net position in the Water and Sewer Fund is a result of a slight decrease in revenues and operating expenditures remained comparable to prior years.

Management Discussion and Analysis
 City of Roxboro

Capital Asset and Debt Administration

Capital Assets. The City of Roxboro's investment in capital assets for its governmental and business-type activities as of June 30, 2015, totals \$31,943,763 (net of accumulated depreciation). These assets include buildings, sidewalks, roads and bridges, land, machinery and equipment, park facilities, water and sewer lines, and vehicles.

Major capital asset transactions during the year include the following additions:

- Purchase of a Street truck at a cost of \$119,446.
- Purchase of three police vehicles and upfit at a cost of \$104,820
- Purchase of a tractor at a cost of \$49,180.
- Purchase of fire department equipment and camera \$318,853.
- Purchase of water sewer fund tractor \$20,562.
- Purchases of water and sewer equipment at a cost of \$39,962.
- MIEX project construction in progress capitalized at \$3,680,368.

**City of Roxboro's Capital Assets
 (Net of Depreciation)**

Figure 4

	Governmental Activities		Business-Type Activities		Total	
	2015	2014	2015	2014	2015	2014
Land and improvements	\$ 1,129,422	\$ 1,129,422	\$ 860,226	\$ 860,226	\$ 1,989,648	\$ 1,989,648
Buildings and plant	5,162,585	5,341,355	6,042,982	2,531,111	11,205,567	7,872,466
Streets and infrastructure	136,328	147,529	-	-	136,328	147,529
Distribution systems and pump stations	-	-	15,731,799	16,177,242	15,731,799	16,177,242
Equipment and vehicles	2,387,080	2,308,777	493,341	559,335	2,880,421	2,868,112
Construction in progress	-	-	-	1,133,592	-	1,133,592
Total	<u>\$ 8,815,415</u>	<u>\$ 8,927,083</u>	<u>\$23,128,348</u>	<u>\$21,261,506</u>	<u>\$31,943,763</u>	<u>\$30,188,589</u>

Additional information on the City's capital assets can be found in Note 5 of the Basic Financial Statements.

Long-term Debt. As of June 30, 2015, the City of Roxboro did not have any bonded debt outstanding. The City's total outstanding debt as of June 30, 2015 was \$8,700,248. The debt is secured by liens on the City's buildings, water and sewer lines, vehicles and equipment purchased or constructed with debt proceeds.

**City of Roxboro's Outstanding Debt
 Installment Purchase Agreements and Capital Leases**

Figure 5

	Governmental Activities		Business-Type Activities		Total	
	2015	2014	2015	2014	2015	2014
Installment purchase agreements	\$ 3,382,379	\$ 3,393,121	\$ 5,092,677	\$ 5,438,604	\$ 8,475,056	\$ 8,831,725
Capital leases	<u>225,192</u>	<u>334,016</u>	<u>-</u>	<u>-</u>	<u>225,192</u>	<u>334,016</u>
Total outstanding debt	<u>\$ 3,607,571</u>	<u>\$ 3,727,137</u>	<u>\$ 5,092,677</u>	<u>\$ 5,438,604</u>	<u>\$ 8,700,248</u>	<u>\$ 9,165,741</u>

City of Roxboro's Outstanding Debt

The City of Roxboro's total debt decreased by \$465,493 (5.07%) during this past fiscal year. During the current year the City borrowed \$202,500 for purchases of vehicles. The City paid \$667,993 on debt issued in previous years.

As mentioned in the financial highlights section of this document, the City of Roxboro maintained, for the 13th consecutive year, its 82 out of 100 bond rating from the North Carolina Municipal Council, Inc., which is comparable to a rating of A2 by the national rating agencies. This bond rating is a clear indication of the sound financial condition of City of Roxboro. This achievement is a primary factor in keeping interest costs low on the City's outstanding debt. The City of Roxboro does not have any outstanding bonded debt. Therefore, the City has not requested a bond rating from the three major credit rating agencies: Moody's Investor Service, Standard and Poor's Corporation and Fitch Ratings.

North Carolina general statutes limit the amount of general obligation debt that a unit of government can issue to 8 percent of the total assessed value of taxable property located within that government's boundaries. The legal debt margin for City of Roxboro is \$50,380,316.

Additional information regarding the City of Roxboro's long-term debt can be found in Notes 8 and 9 beginning on page 66 of this report.

Economic Factors and Next Year's Budgets and Rates

The following key economic indicators will effect the growth and prosperity of the City.

- As of June, 2015 the City of Roxboro's unemployment rate of 7.2% is above the state average of 5.8%. The unemployment rate has increased over the 6.2% unemployment reported in the previous year.
- Sales tax revenues for the City of Roxboro increased by 7.3% during the current fiscal year.

Budget Highlights for the Fiscal Year Ending June 30, 2016

Governmental Activities: Estimated General Fund revenues for the fiscal year 2016 are \$8,369,294 compared to actual revenues of \$8,947,049 for the current year. The major decrease between the two years will be one grant to not be received, a decrease in property tax revenues, and a decrease in privilege licenses. Local option sale taxes are expected to remain at their current levels. The City will use these revenues to finance programs currently in place.

Budgeted expenditures in the General Fund are expected to increase approximately 6.8% to \$10,121,616. Police, fire, environmental protection, and debt service expenditures are expected to increase as a result of capital outlay that will occur in 2016 that did not occur in 2015. The City has frozen several vacant positions to reduce expenditures in various departments.

Business – Type Activities: The water and sewer rates in the City will not increase. Total expenditures in the Enterprise Fund are expected to increase approximately 6.26% to \$5,281,912. The City will spend significant improvement costs related to water supply.

Requests for Information

This report is designed to provide an overview of the City's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Finance Director, City of Roxboro, P. O. Box 128, Roxboro, NC 27573.

7. TDA Board Appointments



City of Roxboro

January 12, 2016

To: Mayor and City Council

From: Brooks Lockhart, City Manager

Subject: Tourism Development Authority (TDA)

An advertisement was run in the local Courier Times on Saturday December 5, 2015 along with being posted to the City of Roxboro Facebook and Twitter with an application deadline of December 30, 2015.

Positions available:

- **(1) Public Citizen 3 year term**

Three Applications were received for the Public Citizen Appointment from:

Charlaine "Charlie" Bullock
110 Crestwood Drive
Roxboro, N.C. 27573

Shady Terrell
225 Charles Circle
Roxboro, N. C. 27573

Lynda Zirillo
208 Academy Street
Roxboro, N.C. 27573

Copies of the applications are attached for your review.

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: Charlaine G. Bullock
 Home Address: 110 Crestwood Drive
 City, State, Zip: Roxboro, N.C. 27573
 Home Phone: 336-599-6850 Work/Day Time Phone: _____
 Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: PC TDA
 Choice #2: _____
 Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Assistant
 Employer Name: Bullock Lumber Co.
 Employer Address: 730 N. Main Street
 City, State, Zip: Roxboro, N.C. 27573
 Supervisor's Name: John Bullock

Name of School	Education Year Graduated	Degree
High School: <u>Sanford High Sch.</u>	_____	_____
College: <u>Peace College</u>	<u>1965</u>	<u>Associate of Arts</u>
Graduate School: <u>Duke Medical Ctr.</u>	<u>1967</u>	<u>Radiology</u>
Other: _____	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: Served on this Board as Chem. & Vice

Chairman and would like to continue to serve to
complete some projects that have been started within
the past year.

PERSONAL REFERENCES

Name: Randy King Daytime phone: 504-1857

Address: 33 E Roll Court Relationship: Served on TDA Bd

City, State, Zip: Lasburg, N.C.

Name: Clarence Pointer Daytime phone: 234-7722

Address: 1318 Covington Rd Relationship: Community friend

City, State, Zip: Semora, N.C.

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

**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: Shady D Terrell
 Home: 225 Charles Circle
 City, State, ZIP: Roxboro, NC 27573
 Home Phone: 504-7043 cell Work/Day Time Phone 322-1165 work
 Do you live within the city limits of Roxboro? Yes NO

BOARD/COMMISSION APPLYING FOR

Choice #1: Person County Tourism Development Authority
 Choice #2: _____
 Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Person County Market Executive
 Employer Name: Union Bank & Trust
 Employer Address: 108 College St
 City, State, Zip: Oxford, NC 27565
 Supervisor's Name: David Morgan

Education

Name of School	Year Graduated	Degree
High School: <u>Person Sr. High</u>	<u>1983</u>	
College: <u>UNC - CH</u>	<u>1987</u>	<u>BA - Industrial Relations</u>
Graduate School: <u>Graduate School of Banking LSU</u>	<u>2002</u>	
Other: _____		

Please describe community services, include membership on other public boards, experience and interest in serving: Current : Rotary Club of Roxboro, Person County Partnership for Children, Roxboro Area Chamber of Commerce, Roxboro/Person County Home Builders Association, PCC Foundation
Past : Kiwanis, Person County Board of Adjustments

PERSONAL REFERENCES

Name: Phillip Allen Daytime phone: 336-599-2175
Address: 213 Crestwood Dr Relationship: friend, business associate
City, State, Zip: Roxboro, NC 27573

Name: Wells King Daytime phone: 599-2115
Address: 55 Country Brooke LN Relationship: friend, business associate
City, State, Zip: Roxboro, NC 27574

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

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 Harmon Cirillo
Home: 208 Academy St
City, State, ZIP: Roxboro, NC 27573
Home Phone: 336-693-6627 Work/Day Time Phone 336-693-6626
Do you live within the city limits of Roxboro? Yes NO

BOARD/COMMISSION APPLYING FOR

Choice #1: TDA Board
Choice #2: _____
Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Staff
Employer Name: Claudia Berryhill, DVM
Employer Address: 114 S MAIN ST
City, State, Zip: Roxboro, NC, 27573
Supervisor's Name Claudia Berryhill, DVM

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

Please describe community services, include membership on other public boards, experience and interest in serving: Contact person for Adam Walsh Foundation - 80's

Parents of Murdered Children - Tyler, Tx & Roxo, NC - 20480

organized give aways for U.S. Bank - Furniture for non-profit org.

giving away over 800,000 lbs of Furniture in Las Vegas & Reno

This was done with little to no cost to U.S. Bank Cost was picked up by Vendor (participants).

PERSONAL REFERENCES

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

Address: 209 N. MAIN Roxboro Relationship: Friend / Insurance agent (former)

City, State, Zip: Roxboro, NC, 27573

Name: Capt Tony Kirby Daytime phone: 336-599-8345

Address: ~~709~~ 109 S. HAMM ST Relationship: Professional

City, State, Zip: Roxboro, NC 27573

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

8. CMAR Contract

Wastewater Treatment Plant CMAR Selection

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 down 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 Monday, 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 Wednesday, February 3, LaBella, Garney and the City meet 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. Plus they will be reviewing for constructability and developing a construction schedule. Part of the review for constructability includes looking for conflicts with construction plus more efficient way to build the improvements. 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%. One of the most important and possibly difficult aspects of this job is that the wastewater treatment plant has to remain in operation during construction. Part of Garney's review is to make sure the plant operates normally during all phases of construction. These reviews should result in cost saving to the City.

The cost for this agreement is included in the original cost estimate.

It is recommended that the Preconstruction Agreement with Garney Construction Company be approved.

**PRECONSTRUCTION SERVICES AGREEMENT
For a Construction Management at Risk Project**

This Preconstruction Services Agreement ("Agreement") is entered into this ____ day of February, 2016 by and between the City of Roxboro ("City" or "Owner") and Garney Companies, Inc., a Corporation ("Preconstruction Contractor") for providing certain preconstruction services in connection with the design and construction of Roxboro Wastewater Treatment Plant Upgrade in Roxboro, North Carolina (the "Project").

WHEREAS, Owner prepared a Request for Qualifications Package (the "RFQ") seeking a construction manager at risk for the Project, and Owner selected Preconstruction Contractor for further negotiation on the Project, based on its response to the RFQ (the "Response");

WHEREAS, Owner desires to engage Preconstruction Contractor to perform certain preconstruction services as may be requested by the Owner in connection with the Project;

NOW THEREFORE, the Owner and Preconstruction Contractor hereby agree as follows:

**ARTICLE 1
PRECONSTRUCTION CONTRACTOR'S
RESPONSIBILITIES**

1.1 **General Description of Services.** The Preconstruction Contractor shall perform the preconstruction services in this Agreement, and shall assist the Owner and its Engineer (LaBella Associates, PC) in the planning and preparation of the design, budget, schedule, constructability evaluation and value engineering for the Project (the "Preconstruction Services"). The Preconstruction Services shall be performed by properly qualified personnel with the requisite knowledge and experience in performing the Preconstruction Services. **Exhibit A** identifies the primary personnel from Preconstruction Contractor's firm who will be responsible for providing Preconstruction Services.

1.2 **General Terms and Conditions.**

1.2.1 The Preconstruction Contractor is an independent contractor and shall be solely responsible for the methods, techniques, and means used in performing the Preconstruction Services under this Agreement. The Preconstruction Contractor is not an employee, agent or partner of the Owner, and shall not undertake to bind the Owner to any agreement, responsibility or liability without the Owner's express written consent. Nothing herein shall create a contractual relationship between the Owner and any person or entity other than the Preconstruction Contractor.

1.2.3 The Owner has designated Andrew Oakley and/or Tommy Warren to act as its representative(s) (the "Owner's Representative") with respect to the Preconstruction Services, and no other persons shall have authority to bind the Owner unless the Owner provides otherwise in writing. The Owner's representative shall be included in all written communications with the Owner, Engineer, or other regulatory or public agencies regarding the Project.

1.2.4 All documents prepared by the Preconstruction Contractor hereunder are for use solely with respect to the Project and shall become the Owner's property upon submission to the

Owner. All documents produced under this Agreement shall be transmitted in electronic format (and hardcopy upon request) in accordance with any formatting and information technology criteria and requirements of the Owner. The Preconstruction Contractor and its Subcontractors shall keep information obtained under this agreement confidential and shall not disclose it to third parties without the Owner's prior written approval, unless required to perform the Preconstruction Services or unless the information is already in the public domain or subject to a specific public records request and/or legal process. Should the Preconstruction Contractor wish to exclude any items provided to the Owner from the public record, such items shall be marked as "EXCLUDED FROM FOIA" and the Owner will maintain such items confidential unless the Owner's attorney(s), in their sole opinion, determine that such items may not be excluded from the public record.

1.2.5 The Preconstruction Contractor shall coordinate its activities with the activities of the Engineer, and shall respond promptly to requests for information from the Owner or the Engineer.

1.2.6 The Preconstruction Contractor shall comply with all applicable federal, state and local laws, statutes, regulations, codes, ordinances or orders of governmental entities having jurisdiction over the Project.

1.3 **Scope of Preconstruction Services.**

The Preconstruction Contractor shall perform the services in this Paragraph 1.3, Article 2 and the attached **Exhibit A**.

1.3.1 The Preconstruction Contractor shall visit the site and shall carefully study and evaluate the Owner's program, schedule and budget requirements for the Project.

1.3.2 The Preconstruction Contractor shall render advice and assistance, consult with, and/or provide recommendations to the Owner and the Engineer regarding the following: the proposed design and any alternative approaches to design and construction of the Project; the various components of the Project's design as they are established; proposed or necessary site improvements and utilities, and site management issues; construction feasibility, actions designed to minimize adverse effects of labor or material shortages, time requirements for procurement, installation and completion of the work, and factors related to construction costs (including value engineering services).

1.3.3 The Preconstruction Contractor shall advise and assist the Owner with respect to phasing, sequencing and constructability considerations, and make recommendations regarding the phased issuance of drawings and specifications.

1.3.4 The Preconstruction Contractor, if requested by the Owner, shall provide performance and cost input of equipment and systems proposed in the Project's design.

1.3.5 The Preconstruction Contractor shall prepare, and periodically update as the Owner may require, a preliminary Project schedule in a CPM (Critical Path Method) format for the Owner's review and approval, which shall contain such detailed information as the Owner may reasonably require.

1.3.6 The Preconstruction Contractor shall prepare and submit cost estimates for the Project after the Owner's program has been reviewed and evaluated by the Preconstruction Contractor, and at each level of design completion thereafter, in a form reasonably acceptable to Owner. All cost estimates shall, consistent with the level of design documents completed, include a detailed breakdown denoting the labor, material, general conditions, contingency, subcontract and other costs and information as designated by the Owner and necessary to construct the Project. The Preconstruction Contractor shall include with each cost estimate the pertinent supporting data, including without limitation, a detailed description of all assumptions and qualifications included in each cost estimate, and the impact on any requirements regarding Historically Underutilized Businesses (HUB).

1.3.7 If submitted cost estimates exceed previously approved estimates or the Owner's budget, the Preconstruction Contractor shall provide Owner with a detailed breakdown of all changes that increased the cost estimate and shall make appropriate recommendations to the Owner, including appropriate value engineering suggestions.

1.3.8 The Preconstruction Contractor shall schedule and attend meetings and prepare and distribute meeting minutes as the Owner may require within 3 business days.

1.3.9 The Preconstruction Contractor shall assist the Owner as requested in obtaining various permits and approvals for the Project from governmental agencies with jurisdiction over the Project. The Preconstruction Contractor shall assist the Owner as requested with coordination with utilities and connections.

1.3.10 The Preconstruction Contractor shall report periodically on the progress of the Preconstruction Services in a format reasonably acceptable to Owner.

1.3.11 The Preconstruction Contractor shall, in the performance of the Preconstruction Services, comply on behalf of the Owner with all requirements and obligations contained in G.S. § 143-128.2 and § 143-128.4. The Preconstruction Contractor shall also prepare any documents or certificates required of Owner in order to comply with these statutes.

1.3.12 **E-verify requirements.** Preconstruction Contractor certifies that it is in compliance with all applicable provisions of Article 2, Chapter 64 of the North Carolina General Statutes, which generally provides that each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The Contractor agrees that during the term of this Agreement it shall comply and shall require all subcontractors to comply with any and all applicable provisions of Article 2, Chapter 64 of the North Carolina General Statutes, and the Contractor agrees to incorporate in all further contracts or subcontracts for the Project a provision requiring compliance with Article 2, Chapter 64 of the North Carolina General Statutes.

ARTICLE 2 CONSTRUCTION BUDGET AND CONTRACT PROPOSALS

2.1 **Establishing a Construction Budget.** The Preconstruction Contractor shall prepare and submit Construction Budgets in a format reasonably acceptable to Owner.

2.2 **Submission of Proposals.** The Preconstruction Contractor shall submit to Owner a detailed Guaranteed Maximum Price proposal (“Proposal”) for constructing the Project, which shall indicate the Preconstruction Contractor's estimate as to the total cost of all work necessary for and incidental to the construction of the entire Project, including the Preconstruction Contractor's fee and general conditions costs. The Proposal shall include the Preconstruction Contractor's guaranteed maximum price proposal, and shall include a detailed schedule of values in a format reasonably approved by Owner that describes the various elements and portions of the Project, and shall include, among other items required by the Owner, the following information:

2.2.1 A list of the drawings and specifications, including all addenda thereto, which were used in preparation of the Proposal.

2.2.2 A list of allowances, qualifications and exclusions and a statement of the basis for each.

2.2.3 A list of the clarifications and assumptions made by the Preconstruction Contractor in the preparation of the Proposal to supplement the information contained in the drawings and specifications.

2.2.4 A final CPM construction schedule that shows a proposed date of substantial completion, initial occupancy, final occupancy and final completion including any and all milestone dates upon which the Proposal is based.

2.2.5 The proposed fee to be paid to the Preconstruction Contractor for constructing the Project.

2.2.6 A list of the general conditions costs to be included as part of the cost of the work, and not included in the Preconstruction Contractor's fee.

2.2.7 A detailed list of the insurance costs included in the Proposal.

2.2.8 A plan for meeting the requirements of minority-owned business participation as required by North Carolina statutes.

2.2.9 A Bid Tabulation as a summary of the Subcontractor bidding results.

2.3 **Review and Acceptance of Proposals.** The Preconstruction Contractor shall meet with the Owner and Engineer to review the Proposal and discuss any changes requested by the Owner. If the Owner elects to accept the Proposal, or a revised version, the agreed upon contract price and scheduled completion dates shall be used in any subsequent agreement entered into between the Owner and the Preconstruction Contractor for the total construction of the Project, unless otherwise agreed to by Owner and Preconstruction Contractor. There is no requirement that Owner accept any Proposal, or enter into a construction contract for construction of the Project by virtue of entering into this Preconstruction Agreement. However, it is the intention of the parties, in entering into this Preconstruction Services Agreement, to work in good faith toward establishing a GMP Proposal within the Owner's project budget and toward entering into a subsequent agreement for construction of the Project.

**ARTICLE 3
OWNER RESPONSIBILITIES**

3.1 **Owner's Initial Budget.** The Owner shall establish an overall conceptual budget for the Project to be used as a guideline by Preconstruction Contractor in performing its services hereunder.

3.2 **Establishment of a Fixed Construction Cost.** The Owner may establish a fixed maximum cost for the Project, to be used by the Engineer in the further design and development of the Project, and an overall Project budget that includes construction cost estimates supplied by Preconstruction Contractor.

3.3 **Owner Decisions.** The Owner shall render decisions pertaining to documents submitted by the Preconstruction Contractor, provided Owner has received all necessary backup information from Preconstruction Contractor that would be required to make a decision. Such decisions will be rendered within a mutually-agreed-upon decision-specific timeframe in order to avoid unreasonable delay in the orderly and sequential progress of the Preconstruction Contractor's services.

3.4 **Site Information Environmental Issues and Conditions.** The Owner shall furnish surveys and other legal limitations for the Project site as may be necessary for performance of the Preconstruction Services and, to the extent known to the Owner, information concerning prior tests, inspections or investigations conducted for the Project site. The Preconstruction Contractor shall not disturb any hazardous materials encountered at the Project site without the Owner's express written approval, and shall notify the Owner immediately if such conditions are encountered. The Owner makes no warranties as to the accuracy of information provided under this Article 3, and Preconstruction Contractor shall advise the Owner if it believes it would be prudent to verify such information, or conduct further investigation of the subject matter. Preconstruction Contractor's deliverables which necessarily rely on the accuracy of Owner-provided information shall enumerate such reliance.

**ARTICLE 4
TIME**

4.1 No later than the date of execution of this Agreement, the Preconstruction Contractor shall commence performance of the Preconstruction Services. Time is of the essence of this Agreement. The Preconstruction Contractor's Preconstruction Services shall be furnished in a diligent and timely manner so as to not delay the overall progress of the Project.

**ARTICLE 5
PRECONSTRUCTION CONTRACTOR'S
COMPENSATION**

5.1 **Compensation for Preconstruction Services.** The Preconstruction Contractor's compensation for all Preconstruction Services required by this Agreement shall be the lump sum amount of **\$237,550** ("Lump Sum") as defined in **Exhibit A**.

5.2 **Hourly Rates.** In the event the Owner requires additional services from the

Preconstruction Contractor, the rates for such services shall be as found in **Exhibit A**. The Hourly Billing Rates specified in **Exhibit A** are inclusive of all taxes, insurance, contributions, assessments and benefits for such employees and all profit, overhead and other expenses of the Preconstruction Contractor. The Preconstruction Contractor shall not be entitled to charge the Owner for additional services incurred due to the fault, negligence of, or breach of contract by, the Preconstruction Contractor, its subcontractors or Preconstruction Contractors, or any agent or employee of the Preconstruction Contractor or its subcontractors or Preconstruction Contractors.

5.3 **Payment.** On or before the 30th day of each month, the Preconstruction Contractor shall submit an application for payment to the Owner, complete with substantiating data, for the amount of that portion of the Lump Sum due (as defined in **Exhibit A**), plus the Labor and Reimbursable Costs associated with approved Additional Services (if any) incurred during the prior month (“Application for Payment”). The amount of the Lump Sum due shall be determined by taking the Preconstruction Contractor’s good faith estimate of the percentage of each component of the Scope of Services (**Exhibit A, Part II**) performed to date, multiplied by the scheduled value of each component, minus the previous progress payments of the Lump Sum. Payment will be made within thirty (30) days of the Owner's receipt of a properly submitted and correct application for payment.

5.4 **Records and Audit Rights.** The Preconstruction Contractor shall maintain detailed time and cost records for all labor, material, equipment and services utilized for additional services for the Project, which shall be kept in accordance with generally accepted accounting principles. The Owner or its representatives shall have reasonable access to such records, including the right to audit records, at all times during the performance of this Agreement and for three (3) years after termination of this Agreement.

ARTICLE 6 CHANGES

6.1 Without invalidating this Agreement, the Owner may direct the Preconstruction Contractor to perform additional services not contemplated by the express Scope of Services set forth in this Agreement, and the Preconstruction Contractor shall perform such additional services as the Owner may reasonably request per Exhibit A. Such services shall be set forth in a written change order agreed upon by the parties.

ARTICLE 7 TERMINATION

7.1 **Termination by Owner for Convenience.** This Agreement may be terminated by the Owner for its convenience upon written notice to the Preconstruction Contractor. In such event, the Preconstruction Contractor shall be paid the Lump Sum due as of the date of termination, plus Labor and Reimbursable Costs associated with approved Additional Services (if any) incurred prior to the date of termination. The Owner shall have no further liability to the Preconstruction Contractor, including consequential damages, lost profits or other damages arising out of the termination. It is expressly acknowledged and agreed that Preconstruction Contractor has no right to an award of the construction contract for the Project by virtue of performing Preconstruction Services.

7.2 **Termination by Owner for Cause.** The Owner may terminate the Preconstruction

Contractor upon seven (7) days' notice if the Preconstruction Contractor fails to perform any of its obligations under this Agreement and fails to cure such failure within the seven (7) days' notice. Upon termination by the Owner for cause, the Preconstruction Contractor shall not be entitled to receive further payment until the Preconstruction Services provided for under this Agreement have been completed by other entities retained by the Owner, and then only for such amounts as may be remaining after Owner's correction of any deficient services provided by Preconstruction Contractor.

ARTICLE 8 MISCELLANEOUS PROVISIONS

8.1 **Insurance Requirements.** The Preconstruction Contractor shall provide the insurance set forth in **Exhibit B**.

8.2 **Indemnity.** To the fullest extent permitted by law, Preconstruction Contractor agrees to defend, indemnify and hold harmless the Owner, its public officials, officers, employees and agents, from and against any and all claims, damages, loss or expense, including reasonable attorney's fees and litigation expenses, arising out of, or resulting from: (a) injury to or sickness, disease or death of any person or injury to property, but only to the extent caused in whole or in part by the negligence of the Preconstruction Contractor or anyone working under the Preconstruction Contractor; and (b) claims against City by the Preconstruction Contractor's consultants, subcontractors or suppliers (of any tier) arising out of or related to non-payment by Preconstruction Contractor.

8.3 **Copyrights and Licenses.** Drawings, specifications and other documents, including all Owner-specific information, data, documents, records and reports, including those in electronic form, prepared by Preconstruction Contractor and its consultants for the Project ("Project Preconstruction Documents"), belong to the Owner. All right title and interest, including all rights and under federal state copyright and intellectual property laws, in the Project Preconstruction Documents (and the electronic methods of reproducing such documents) are hereby conveyed, assigned and transferred by Preconstruction Contractor and its consultants to Owner. Owner shall retain legal title to such Project Preconstruction Documents, whether or not the Project for which they may be made is completed, provided that the Preconstruction Contractor has been paid for all compensation due under this Agreement for the services completed by the Preconstruction Contractor. No further compensation shall be due to Preconstruction Contractor for Owner's use of the Project Preconstruction Documents, whether during the performance this Agreement or after its termination or completion.

8.4 **Applicable Law.** This Agreement shall be governed by the laws of the state where the Project is located, without regard to choice of law rules.

8.5 **Assignment.** Preconstruction Contractor may not assign or delegate this Agreement. The Owner may freely assign or delegate this Agreement to a related entity or to a purchaser of the Project. In such event, the Preconstruction Contractor shall have the opportunity to review and approve whatever consent documents the Owner may reasonably require.

8.6 **Entire Agreement.** This Agreement represents the complete and entire agreement of the parties as to the subject matter herein, and no prior or contemporaneous oral or written statements, representations, or assurances are part of this Agreement unless included herein.

This Agreement entered into as of the day and year first written above.

**OWNER:
THE CITY OF ROXBORO**

**PRECONSTRUCTION CONTRACTOR:
GARNEY COMPANIES, INC.**

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

This agreement has been pre-audited in the manner required by the “Local Government Budget and Fiscal Control Act.”

Finance Officer

Date

Exhibit A
Scope of Services and Compensation

I. Scope of Services

The Preconstruction Contractor shall provide the following services on a Lump Sum basis as outlined in Section II (Compensation) of this Exhibit A.

1) Data Collection

- a) The Engineer has progressed the design to a 60% stage. The Preconstruction Contractor shall meet with the Engineer and Owner to receive a Project Briefing regarding the status of the Project and the basis of the current design. The Owner will provide such background information as may be requested by Preconstruction Contractor and available to support Preconstruction Contractor in their performance of the Scope of Services.
- b) The Preconstruction Contractor shall perform site visits to the extent deemed necessary by the Preconstruction Contractor to complete the Scope of Services, but not to exceed two (2) trips total.
- c) The Preconstruction Contractor shall make recommendations to the Owner regarding any additional field data collection that may be advantageous to development of the Design, Cost Estimating, or Schedule. Owner may, at its discretion, perform or have performed such additional work and provide the collected data to the Preconstruction Contractor.

2) Design Reviews

- a) Taking into consideration the project understanding developed through site visit(s), Project Briefing, and other information provided by Owner or Engineer, Preconstruction Contractor shall review the 60% design and develop comments for the Owner's and Engineer's consideration, relative to issues of constructability and value engineering. Such comments shall be provided in written format within four (4) weeks following the Project Briefing, and receipt of the 60% documents by the Preconstruction Contractor.
 - i) Comments shall be specific in nature, including suggestions for alternative solutions and detailed itemized estimates of likely construction or operational cost savings resulting from implementation of suggested alternatives.
 - ii) 60% Design Review Comments shall be reviewed at an in-person meeting with the Owner and Engineer. Upon conclusion of this meeting, it is anticipated that a 60% Scope shall be agreed upon and will be the basis for the 60% Cost Estimate.
 - iii) The 60% Scope will incorporate all major design aspects including hydraulic profile, process narrative, preliminary equipment selections, structure layout, and agreed upon alternates as identified and defined at the in-person meeting.
- b) Preconstruction Contractor shall consult with Engineer and/or Owner during development of the 90% design as questions may arise regarding methods of addressing 60% design comments, or additional issues arising out of the Project development. Such consultation may require phone calls, written correspondence, or in-person meetings.
 - i) Engineer will develop 90% design concurrently with Preconstruction Contractor's 60% Cost Estimate.
- c) Following Owner's selection of constructability and value engineering alternatives, and Engineer's completion of 90% design, Preconstruction Contractor shall conduct a review of the 90% design and develop comments for the Owner's and Engineer's consideration, relative to incorporation of comments made during the 60% design review. Such comments shall be provided in written format within four (4) weeks of receipt of the 90% documents by the Preconstruction Contractor.
 - i) Comments shall be specific in nature.
 - ii) 90% Design Review Comments shall be reviewed at an in-person meeting with the Owner and Engineer.

- Upon conclusion of this meeting, it is anticipated that a 90% Scope shall be agreed upon and will be the basis for the 90% Cost Verification.
- iii) The 90% Scope will incorporate all major design aspects including hydraulic profile, process narrative, final equipment selections, structure layout, and any additionally agreed upon alternates as identified and defined at the in-person meeting.
 - d) Following Owner's selection of constructability and value engineering alternatives, and Engineer's completion of 100% design, Preconstruction Contractor shall conduct a review of the 100% design and develop comments for the Owner's and Engineer's consideration relative to issues of Plan & Specification QA/QC, as well as bid readiness of the documents. Such comments shall be provided in written format within two (2) weeks of receipt of the 100% documents by the Preconstruction Contractor.
 - i) Engineer will submit the 100% design to the North Carolina Department of Environmental Quality concurrently with Preconstruction Contractor's QA/QC Review.
 - ii) Comments shall be specific in nature.
- 3) Scheduling
- a) Preconstruction Contractor understands that Owner's Permit compliance deadline is driving the Project schedule. The Owner is required to be in compliance with new Effluent Permit limits by September 1, 2019. Construction of the Project must be complete in ample time before this date to allow the Owner to stabilize process operation and become accustomed to the new operation in order to meet the new limits. A high level preconstruction schedule showing durations and sequencing as discussed by this Exhibit is Attachment A to this Exhibit.
 - i) The Preconstruction Contractor will develop a Critical Path Method (CPM) schedule in detail sufficient to identify sequence of Preconstruction Services, procurement activities, and the various components of construction. The schedule shall be coordinated with the Engineer and Owner as it relates to permitting and design activities leading up to construction. The schedule shall be provided to the Engineer and Owner for review in both hardcopy and digital format prior to the date set for completion of the 90% design (see Attachment A). The 90% CPM Schedule will include activities, and reasonable durations and logic ties. Resource and / or cost loading shall not be required.
 - ii) The Preconstruction Contractor shall, as necessary, update the CPM schedule following completion of the 100% design and provide it to the Owner and the Engineer in conjunction with the Guaranteed Maximum Price (GMP) Proposal.
 - iii) Upon request, the Preconstruction Contractor shall provide the Engineer opportunity to review the schedule electronically in its native format at the Preconstruction Contractor's offices.
 - iv) The Critical Path Method (CPM) schedule shall be developed using ASTA, and provided in a .xer format.
- 4) Cost Estimating & Guaranteed Maximum Price (GMP)
- a) The Preconstruction Contractor shall develop a 60% cost estimate based on the 60% Scope. The 60% cost estimate shall, to the extent deemed necessary to ensure accuracy and completeness, include data gathered from equipment vendors, subcontractors, material suppliers, and the like. The 60% estimate, including supporting data and detail sufficient to identify costs associated with each significant component of each major Project system (i.e., each letter-designated Project area in the 60% design), shall be provided to the Owner and Engineer within four (4) weeks of completion of the 60% Scope allowing the Owner to proceed with obtaining Project construction funding.
 - b) The Preconstruction Contractor shall verify the 60% cost estimate upon agreement on the 90% Scope. This 90% cost verification shall, to the extent deemed necessary to ensure accuracy and completeness, check the assumptions and cost models used during the 60% estimate to verify their accuracy. A summary of the 90% cost verification, shall be provided to the Owner and Engineer within four (4) weeks of completion of the 90% Scope. This summary shall identify additions and deletions to the 60% estimate, explaining the contributing factors, and summarize the anticipated overall project cost.

- i) The Preconstruction Contractor shall identify the division of the Project into packages, and review these determinations with the Owner and Engineer.
 - ii) The Preconstruction Contractor shall solicit subcontractor prequalification applications for each bid package, and hold a pre-submittal meeting.
 - iii) The Preconstruction Contractor shall evaluate and provide recommendations to the Owner and Engineer regarding prequalification of Subcontractors.
 - iv) Prequalification of subcontractors is intended to be complete prior to Owner's receipt of the Authorization To Construct (ATC).
 - v) The Engineer shall complete all required General & Supplemental Conditions, as well as any that may be required by the funding agency, Owner, or other entity having interest.
 - vi) The Preconstruction Contractor shall complete all advertisement to bid, instructions to bidders, bid forms, subcontracts, and any other bidding document it requires.
- c) The 100% design will be reflective of all requirements for construction, leaving only Preconstruction Contractor QA/QC comments to be addressed. The Engineer will keep the Preconstruction Contractor apprised of the progress of regulatory reviews, and any comments received and intended design modifications, if any, required to address those comments and to obtain the Authorization To Construct (ATC) from the North Carolina Department of Environmental Quality (NCDEQ).
- d) Upon receipt of the Authorization To Construct (ATC) and incorporation of appropriate Preconstruction Contractor comments related to Plan & Specification QA/QC and bid readiness of the documents, the Preconstruction Contractor shall advertise each package for bid to prequalified subcontractors, make recommendations for award, and assemble a Guaranteed Maximum Price (GMP) proposal for Owners review and acceptance.
- i) The Preconstruction Contractor shall solicit and receive bids from prequalified contractors for each bid package, hold a pre-bid meeting, and hold bid openings.
 - ii) The Preconstruction Contractor shall receive and manage all subcontractor requests for information during the bid period. The Preconstruction Contractor shall provide all design related questions to the Engineer for review and response, for incorporation into addenda by the Preconstruction Contractor. Engineer shall be afforded five (5) work days for review and response.
 - iii) Within twelve (12) weeks of receipt of the 100% documents, or eight (8) weeks of Owner's receipt of an Authorization To Construct (ATC), whichever may be greater, the Preconstruction Contractor shall assemble bids and all other project costs and provide the Owner with a Guaranteed Maximum Price Proposal (including the updated CPM schedule as identified in paragraph 3)a)ii) above).
 - iv) The Preconstruction Contractor shall meet with the Owner and Engineer to review the GMP proposal.
 - v) The Preconstruction Contractor's Guaranteed Maximum Price (GMP) proposal shall be valid for Owner's acceptance for a minimum of forty five (45) days.
- 5) Meetings – Additional
- a) Unless otherwise agreed, meetings shall be held at the offices of either the Owner (Roxboro) or the Engineer (Charlotte).
 - b) The Engineer and Owner will hold three (3) design progress meetings at the Project site. The Preconstruction Contractor shall attend these meetings..

II. Compensation

1) Compensation for the above services shall be on a Lump Sum schedule basis as follows:

Monthly Design Progress Meetings	\$7,617.00
Data Collection.....	\$4,978.00
Design Reviews	
60%	\$51,578.00
90%	\$34,415.00
100% QA/QC & Bid Readiness	\$7,640.00
Scheduling	\$18,429.00
Cost Estimating	
60%	\$41,578.00
Guaranteed Maximum Price (GMP) Development.....	\$71,315.00
Total Preconstruction Services	\$237,550.00

2) Compensation for additional approved scope including meetings not identified above shall be based on a Time and Material basis at the following hourly rates, plus reasonable expenses as cost. The hourly rates indicated below include all overhead, profit, and general business costs. Reimbursable expenses shall include reproduction services, mileage, postage and delivery, and project advertisement. Additional services shall be scoped and compensation value estimated, and approved in writing by the Owner prior to costs being incurred.

Project Executive (Timothy Behler)	\$182.38/hr
Area Manager (Luke Cobb)	\$117.05/hr
Project Manager (Brock Southwick)	\$108.10/hr
Project Superintendent (Lee Curtis)	\$95.14/hr
Project Engineer (Various)	\$57.81/hr
Chief Estimator (Eric Wagner)	\$101.87/hr
Senior Estimator (Various)	\$82.89/hr
M/E/P/FP Estimator (Various)	\$55.58/hr
Safety Manager (Various)	\$76.34/hr
Administrative Assistant (Various)	\$48.79/hr

ATTACHMENT A

CMAR Services for Roxboro Wastewater Treatment Plant Upgrade
Schedule for Pre-Construction

Schedule Start Date 2/8/2016							Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17
Activity ID	Garney CONSTRUCTION ADVANCING WATER	Responsibility	Calendar Days	START	END	Predecessor												
Design Review - Cost and Schedule Development																		
DR-1001	Project Briefing	All Stakeholders	0	2/8/16	2/8/16													
DR-1002	60% Review - Develop VE and C Comments	Garney	28	2/8/16	3/7/16	DR-1001												
DR-1003	In-Person Meeting - 60% Scope Complete	All Stakeholders	0	3/7/16	3/7/16	DR-1002												
DR-1004	Develop 60% Cost Estimate	Garney	28	3/7/16	4/4/16	DR-1003												
DR-1005	Develop Project CPM Schedule	Garney	28	3/7/16	4/4/16	DR-1003												
DR-1006	Submit 60% Cost Estimate and CPM Schedule	Garney	0	4/4/16	4/4/16	DR-1004, DR-1005												
DR-1007	90% Review - Develop VE and C Comments	Garney	28	4/4/16	5/2/16	DR-1006, DD-1004												
DR-1008	In-Person Meeting - 90% Scope Complete	All Stakeholders	0	5/2/16	5/2/16	DR-1007												
DR-1009	Develop 90% Cost Estimate & CPM Update	Garney	28	5/2/16	5/30/16	DR-1008												
DR-1010	Submit 90% Cost Estimate and CPM Schedule	Garney	0	5/30/16	5/30/16	DR-1009												
DR-1011	100% Review - Plan & Spec QA/QC and Bid Rediness	Garney	14	5/2/16	5/16/16	DD-1006												
DR-1012			0															
Document Development																		
DD-1001	60% Design Development	LaBella	33	1/6/16	2/8/16	-----												
DD-1002	Support VE and C	LaBella - Discipline Specific	28	2/8/16	3/7/16	DR-1001												
DD-1003	Incorporate 60% Scope / Complete 90% documents	LaBella - All Disciplines	28	3/7/16	4/4/16	DR-1003												
DD-1004	90% Documents Complete	LaBella	0	4/4/16	4/4/16	DD-1003												
DD-1005	Develop 100% Documents	LaBella	28	4/4/16	5/2/16	DD-1004												
DD-1006	100% Documents Complete	LaBella	0	5/2/16	5/2/16	DD-1005												
DD-1007	Submit Documents to NC DEQ	LaBella	0	5/2/16	5/2/16	DD-1006												
DD-1008	Permit Review	NC DEQ	28	5/2/16	5/30/16	DD-1007												
DD-1009	Address Permit Comments / Resubmit	LaBella	14	5/30/16	6/13/16	DD-1008												
DD-1010	Final Permit Review	NC DEQ	28	6/13/16	7/11/16	DD-1009												
DD-1011	Authorization to Construct (ATC)	LaBella / State	0	7/11/16	7/11/16	DD-1010												
DD-1012	Complete Bid and Front End Documents	LaBella / Garney	28	5/16/16	6/13/16	DR-1011												
DD-1013	Bid Documents Complete		0	6/13/16	6/13/16	DD-1012												
DD-1014			0															
Procurement and Pre-Qualification																		
RP-1001	Work Package Analysis	Garney	28	4/4/16	5/2/16	DR-1006												
RP-1002	Local and MWBE Outreach	Garney	28	5/2/16	5/30/16	RP-1001												
RP-1003	Finalize Work Packages	All Stakeholders	14	5/30/16	6/13/16	RP-1002												
RP-1004	Pre-Qualification	Garney	28	6/13/16	7/11/16	RP-1003												
RP-1005	Engineer Review 60% Cost Estimate	LaBella	14	4/4/16	4/18/16	DR-1006												
RP-1006	Submit 60% Cost Estimate to City Council for funding	LaBella	0	4/18/16	4/18/16	RP-1005												
RP-1007	Council Review of 60% Estimate	Roxboro	14	4/18/16	5/2/16	RP-1006												
RP-1008	Council Approval of 60% Estimate for funding	Roxboro	0	5/2/16	5/2/16	RP-1007												
RP-1009	Bond Issue Period	Roxboro	182	5/2/16	10/31/16	RP-1008												
RP-1010	Bond Closing	Roxboro	0	10/31/16	10/31/16	RP-1009												
RP-1011	Advertise / Prebid	Garney	56	7/11/16	9/5/16	DD-1013, RP-1004												
RP-1012	Receive Bids / Assemble GMP	Garney	28	9/5/16	10/3/16	RP-1011												
RP-1013	Submit GMP and Revised CPM Schedule	Garney	0	10/3/16	10/3/16	RP-1012												
RP-1014	Council Review of GMP	Roxboro	28	10/3/16	10/31/16	RP-1013												
RP-1015	Approve GMP	Roxboro	0	10/31/16	10/31/16	RP-1014												
RP-1016	Release Contracts	Garney	7	10/31/16	11/7/16	RP-1015												
RP-1017			0															
Construction																		
CP-1001	Notice to Proceed	Garney	0	11/7/16	11/7/16	RP-1016												
CP-1002	Construction Phase	Garney	728	11/7/16	11/5/18	CP-1001												
CP-1003	Construction Substantial Completion	Garney	0	11/5/18	11/5/18	CP-1002												
CP-1004	Construction Final Completion	Garney	56	11/5/18	12/31/18	CP-1003												
CP-1005	Compliance Deadline	All Stakeholders	0	9/1/19	9/1/19	CP-1004												
CP-1006																		

Exhibit B **Insurance Requirements**

The Preconstruction Contractor shall furnish the following insurance with respect to the Project or the services required under the Agreement:

1.1 Commercial Liability and Other Insurance. At all times while this Agreement is in effect, Preconstruction Contractor will take out and keep in force at its expense:

1.1.1. Commercial General Liability insurance, including insurance against assumed or contractual liability of the Preconstruction Contractor, with a combined single limit for each occurrence of not less than \$5,000,000 per occurrence and aggregate (including primary and excess coverage) with respect to claims and damages arising out of personal injury, sickness, disease, death or property damage.

1.1.2 If and to the extent required by law, worker's compensation or similar insurance in amounts, and in a form, as required by the law of the state where Preconstruction Contractor's employees are employed, or by the state where the services are performed, as may be applicable or required.

1.1.3 Automobile liability insurance to insure Preconstruction Contractor for operations of all owned, hired, and non-owned vehicles with limits for each accident of not less than \$1,000,000 Combined Single Limit with respect to Bodily Injury, Death and Property Damage.

1.1.4 All insurance required under this Section 1.1, with the exception of Section 1.1.2, shall name the Owner and/or, at the option of the Owner, any interested designees of the Owner as additional insureds.

1.2 Certificates of Insurance. At the time of commencement of services under the Agreement, certificates of insurance reflecting the actual retention of the insurance policies required by this Article shall be filed with the Owner. Such certificates shall bear the endorsement "should any of the stated policies be cancelled before the expiration of insurance, the issuing insurer will mail 30 days written notice to the Owner except for non-payment of premium to which ten (10) days notice applies by certified mail, return receipt requested, to the Owner, c/o Owner, Attn: Director of Public Services, 779 Mountain Road, Roxboro NC 27573, with a copy to the City Attorney at the same address"

1.3 Term of Insurance. The insurance to be obtained hereunder shall remain in effect for a period of three (3) years from the date of the completion of the Scope of Services.

9. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Six Months Ended December 31, 2015

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	50.00% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,797,380	\$ 4,797,380	\$ 3,759,115.60	\$ (1,038,264.40)	78.36%
Local Option Sales Tax	1,314,320	1,314,320	686,115.07	(628,204.93)	52.20%
Other Taxes and Licenses	21,000	21,000	7,171.35	(13,828.65)	34.15%
Unrestricted Intergovernmental	846,523	846,523	455,440.18	(391,082.82)	53.80%
Restricted Intergovernmental	629,935	629,935	419,537.66	(210,397.34)	66.60%
Permits and Fees	7,000	7,000	1,965.00	(5,035.00)	28.07%
Sales and Services	667,120	667,120	311,500.83	(355,619.17)	46.69%
Miscellaneous	56,017	58,017	25,110.38	(32,906.62)	43.28%
Investment Earnings	5,000	5,000	822.01	(4,177.99)	16.44%
Interfund Transfers	1,038,324	1,062,284	469,162.02	(593,121.98)	44.17%
Sale of Fixed Assets	25,000	25,000	9,802.37	(15,197.63)	39.21%
Total Revenues	9,407,619	9,433,579	6,145,742.47	(3,287,836.53)	65.15%
Expenditures:					
Governing Body - City Council	196,013	196,013	113,213.35	82,799.65	57.76%
City Hall Administration	628,862	652,822	391,892.19	260,929.81	60.03%
Finance	246,881	246,881	118,107.41	128,773.59	47.84%
Sales Tax	88,100	88,100	45,447.46	42,652.54	51.59%
Tax Collections	67,521	67,521	54,605.29	12,915.71	80.87%
Buildings & Grounds	132,027	132,027	50,713.16	81,313.84	38.41%
Safety / Purchasing	34,625	34,625	16,558.37	18,066.63	47.82%
Police	3,009,284	3,011,284	1,463,018.91	1,548,265.09	48.58%
Fire	2,245,798	2,245,798	846,722.56	1,399,075.44	37.70%
Emergency Communications 911	96,965	96,965	23,618.51	73,346.49	24.36%
Transportation - Streets	1,554,423	1,554,423	861,640.52	692,782.48	55.43%
Environmental Protection	1,056,282	1,056,282	791,957.92	264,324.08	74.98%
Economic Development	246,584	246,584	80,982.63	165,601.37	32.84%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	518,252	518,252	34,821.02	483,430.98	6.72%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,221,617	10,247,577	4,893,299.30	5,354,277.70	47.75%
Excess of Revenues Over (Under) Expenditures	(813,998)	(813,998)	1,252,443.17	2,066,441.17	
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	\$ -	\$ -	1,252,443.17	\$ 1,252,443.17	
Fund Balance Beginning of Year			3,600,456.50		
Fund Balance Current Period			\$ 4,852,899.67		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Six Months Ended December 31, 2015

			Annual		
	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	50.00% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 2,631,013.97	\$ (2,458,738.03)	51.69%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	2,400.00	(17,600.00)	12.00%
Other Operating Revenues	34,118	34,118	15,249.46	(18,868.54)	44.70%
Nonoperating Revenues	3,000	3,000	36.74	(2,963.26)	1.22%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,098,065	1,110,150	-	(1,110,150.00)	0.00%
Sale of Fixed Assets	15,000	15,000	167.89	(14,832.11)	1.12%
Total Water & Sewer Fund 60	6,259,935	6,272,020	2,648,868.06	(3,623,151.94)	42.23%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	4,390.29	(2,574.71)	63.03%
Nonoperating Revenues	500	500	38.49	(461.51)	7.70%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	681,505	681,505	357,227.20	(324,277.80)	52.42%
Nonoperating Revenues	4,500	4,500	487.26	(4,012.74)	10.83%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,953,405	6,965,490	3,011,011.30	(3,954,478.70)	43.23%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	106,025	106,025	57,566.74	48,458.26	54.30%
Meter Section	242,502	242,502	146,706.84	95,795.16	60.50%
Raw Water Supply	568,225	568,225	393,055.67	175,169.33	69.17%
Water Plant	1,423,494	1,426,855	690,437.09	736,417.91	48.39%
Water Maint and Construction	495,347	496,811	233,271.04	263,539.96	46.95%
Wastewater Plant II	152,562	152,562	61,160.52	91,401.48	40.09%
Wastewater Plant	1,190,302	1,194,322	500,625.43	693,696.57	41.92%
Pump Stations	228,293	228,293	129,641.99	98,651.01	56.79%
Wastewater Maint & Construction	395,374	398,614	163,285.97	235,328.03	40.96%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	978,324	978,324	469,162.02	509,161.98	47.96%
Total Water & Sewer Fund 60	6,259,935	6,272,020	3,315,737.39	2,956,282.61	52.87%
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	3,315,737.39	4,061,812.61	44.94%
Excess of Revenues Over (Under) Expenditures	(412,060)	(412,060)	(304,726.09)	107,333.91	
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	\$ -	\$ -	(304,726.09)	\$ (304,726.09)	
Fund Balance Beginning of Year			2,218,884.12		
Fund Balance Current Period			\$ 1,914,158.03		

**City of Roxboro, North Carolina
 Financial Statement - Unadjusted
 Modified Accrual Basis
 For the Six Months Ended December 31, 2015**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	50.00% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	2,117,770.62		
BB&T MMA		11100001	127,940.22		
NCCMT		11100002	2,626.83		
Flexible Spending Account AFLAC		11100003	25,101.75		
Roxboro Savings Bank		11100004	458,474.46		
Gateway Bank MMA Finistar		11100005	101,910.80		
CD's		11130000	-		
Total Cash and Investments			\$ 2,833,824.68		\$2,833,824.68
<u>Breakdown by Fund:</u>					
General		10	\$ 2,008,187.22		
CDBG-Revolving Loan Fund		13	81,459.24		
Vehicle Special Revenue		26	273.69		
Ridge Road Capital Project		30	(369,466.26)		
Stormwater Capital Fund		50	125,255.47		
Enterprise		60	(609,961.91)		
Triple Tier Water		61	102,983.01		
Capital Reserve		69	1,448,678.84		
Wastewater Plant Capital Project		71	(197,784.79)		
Annexation Area Capital Project		73	195,027.32		
Christmas Club / Flex Fund		75	49,172.85		
LEO Pension Trust Fund		79	-		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			\$ 2,833,824.68		\$2,833,824.68

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of December 31, 2015**

	General Fund			
	31-Dec-15 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	0.93%	0.44%	0.48%
Reserved by state statute	653,781	13.47%	6.38%	6.94%
Reserved for streets - Powell Bill	287,458	5.92%	2.81%	3.05%
Reserved for cemetery	30,269	0.62%	0.30%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.78%</u>	<u>1.32%</u>	<u>1.43%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>23.73%</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>3,701,286</u>	<u>76.27%</u>	<u>36.12%</u>	<u>39.29%</u>
Total fund balance unreserved	<u>3,701,286</u>	<u>76.27%</u>	<u>36.12%</u>	<u>39.29%</u>
Total equity and other credits	<u>\$ 4,852,900</u>	<u>100.00%</u>	<u>47.36%</u>	<u>51.52%</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 December 31, 2015

	Enterprise Fund			
	31-Dec-15 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	0.75%	0.27%	0.25%
Reserved by state statute	422,861	22.09%	7.99%	7.35%
Reserved for capital outlay (C89 + C91)	<u>1,551,662</u>	<u>81.06%</u>	<u>29.31%</u>	<u>26.98%</u>
Total fund balance reserved	1,988,790	103.90%	37.57%	34.58%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>(74,632)</u>	<u>-3.90%</u>	<u>-1.41%</u>	<u>-1.30%</u>
Total fund balance unreserved	<u>(74,632)</u>	<u>-3.90%</u>	<u>-1.41%</u>	<u>-1.30%</u>
Total equity and other credits	<u>\$ 1,914,158</u>	<u>100.00%</u>	<u>36.16%</u>	<u>33.28%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 5,293,696	
Prior Year Expenditures			\$ 5,752,047	

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

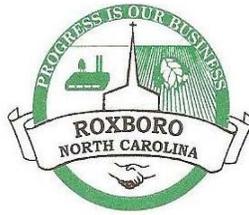
	2015 Tax Levy	2014 Tax Levy	2013 Tax Levy
Original Levy	\$ 4,197,916.89	\$ 4,081,156.72	\$ 4,002,342.19
Motor Vehicles Added to Levy	0.00	0.00	144,144.98
Motor Vehicles Added to Levy-DMV	198,296.78	381,041.44	231,609.34
Public Utilities	-	-	105,309.38
	<hr/>	<hr/>	<hr/>
Adjusted Original Levy	4,396,213.67	4,462,198.16	4,483,405.89
+Discoveries	393,679.91	446,159.28	2,240.61
	<hr/>	<hr/>	<hr/>
Levy	4,789,893.58	4,908,357.44	4,485,646.50
-Releases	22,839.43	10,790.44	52,827.90
	<hr/>	<hr/>	<hr/>
Current Levy	4,767,054.15	4,897,567.00	4,432,818.60
	<hr/>	<hr/>	<hr/>
Collection year-to-date	\$ 4,466,757.99	\$ 4,859,306.72	\$ 4,406,926.03
Uncollected	\$ 300,296.16	\$ 38,260.28	\$ 25,892.57
Collection % of Current Levy	93.70%	99.22%	99.42%
Property Tax Rate Per \$100	\$ 0.660	\$ 0.660	\$ 0.630

10. Assistant Manager's Report

Assistant City Manger's Report

Snow Event- The weekend of January 22- 24 city crews were out working in the snow and sleet event. On Thursday before the event, they sprayed 2,100 gallons on brine on city street. During the event they spread over 100 tons of salt. Also 300 hours of overtime were logged. Some of the crew worked 36 hours straight. The brine did as advertised this time. It created a layer of slush under the snow and ice and allowed for easier snow removal.

11. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: February 9, 2016

- Please take note of several upcoming dates.
 - The next Industrial Relations Committee Meeting will be February 9th at the Person County Library.
 - Sharon Richmond, our new Planning Director, starts work on February 15th.
 - President's Day—County offices are closed—February 15th.
 - The next EDC/PCBIC meetings will be on February 18th at 8am.
 - Joint County-City Meeting will be held on February 29th at 6:00pm.
 - Local Government Day will be March 14th and our Council Meeting will be held at 9am.
 - NC Main Street Conference will be March 16th through the 18th in Goldsboro.
- Joint County-City Meeting will be held on February 29th at 6:00pm. The meeting will be held in the FEMA room at the Human Services Complex. There will be a 30 minute closed session economic development briefing prior to the joint session. The actual joint meeting, will begin at 6:30pm to accommodate everyone's schedules.
- Staff and legal counsel are working diligently on the revisions to the Personnel Manual for the City. Key Staff will be meeting on the February 16th and 22nd to finish their review of the first draft. We anticipate a conference call with our legal counsel sometime in late February to early March. Three separate documents will come before council for approval. Those documents are a new Personnel Manual (Policy), a new Safety Policy and revisions to Chapter 35 of the City Ordinances. Our March Agenda will have us setting a public hearing for an ordinance amendment in April. The two policies will be an action item for March or April.
- We will be sending the water sprinkler rate letters out to the impacted customers this week. One set of the letters will be going to the customers with shared risers and will require them to provide us with square footage estimates to establish an equitable billing. Those customers will have two weeks to provide a response. We anticipate the all of the rates to in effect for the March billing cycle.
- The main page layout for the website is complete; I will reveal this design at the Council meeting and show briefly discuss the intended navigation. There will be a department head and administrative staff meeting to discuss the content migration on February 10th. We can realistically have the base website in place sometime in March and will continue to make content improvements through the following months with the effort of staff.