

**AGENDA ROXBORO CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 10, 2019 at 7:00 P.M.  
CITY HALL COUNCIL CHAMBER**

<b>CALL TO ORDER</b>	Mayor Marilyn P. Newell
<b>INVOCATION:</b>	
<b>OATH OF OFFICE</b> – Mrs. Cynthia Petty	Ms. Deborah Barker, Clerk of Court
<b>PLEDGE OF ALLEGIANCE:</b>	Mayor Marilyn P. Newell
<b>AGENDA ADOPTION:</b>	Mayor Marilyn P. Newell
<b>CONSENT AGENDA</b>	Mayor Marilyn P. Newell
Minutes	
Fire Department	
Police Department	
Fuel Expenditures	
Public Services Report	
Planning/URG Report	
<b>RECOGNITIONS:</b> AOMP Graduation – Lt. Ricky Hughes	Police Chief David Hess
Proclamation – Constitution Week	Mayor Marilyn P. Newell
<b>PUBLIC COMMENT:</b> <i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
<b>PUBLIC HEARINGS AND ORDINANCE MATTERS:</b>	
1. Budget Amendment	Finance Director Dan Craig
2. NFIP Ordinance Amendment - <i>Public Hearing</i>	Planning Director Lauren Johnson
<b>NEW BUSINESS:</b>	
3. Appointment Process for Council Vacancy	Mayor Marilyn P. Newell
4. Job Description Revisions & Reclassification	City Manager Brooks Lockhart
5. Revision to Purchasing Policy	City Manager Brooks Lockhart
<b>OLD BUSINESS:</b>	
6. Architect Contract – Water Plant	Public Works Director Andy Oakley
7. Street Specifications	Public Works Director Andy Oakley
<b>COMMITTEE REPORTS:</b>	Mayor Marilyn P. Newell
<b>ADMINISTRATIVE REPORTS:</b>	
8. Financial & Tax Report	Finance Director Dan Craig
9. Assistant Manager's Report	Assistant Manager Tommy Warren
10. Manager's Report	City Manager Brooks Lockhart
<b>COUNCIL DISCUSSION:</b>	
<b>CLOSED SESSION:</b>	
<b>ADJOURNMENT:</b> Motion	Second



## City of Roxboro

### OATH OF OFFICE

I, Cynthia C. Petty, do solemnly swear (or affirm) that I will support and maintain the Constitution of the United States and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Council Member for the City of Roxboro, North Carolina; so help me God.

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**Council Member Cynthia C. Petty**

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**Ms. Deborah Barker  
Person County Clerk of Court**

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**Date**

# Consent Agenda

## **CITY OF ROXBORO, NC Consent Agenda**

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, September 10, 2019.

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 \_\_\_\_\_** upon being put to a vote, was carried unanimously.

- Minutes of August 6, 2019 (*Special Meeting*)
- Minutes of August 13, 2019 (*Regular Meeting*)
- Fire/EMS Monthly Report (*August 2019*)
- Police Dept. Monthly Report (*August 2019*)
- Public Services Report (*July & August 2019*)
- Fuel Expenditures Monthly Report (*August 2019*)
- Planning/RDG Monthly Report (*August 2019*)

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Trevie Adams, MMC/NCCMC  
City Clerk

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

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
TUESDAY, AUGUST 6, 2019 – 7:00 P.M. SPECIAL MEETING  
CITY COUNCIL CHAMBERS, CITY HALL, ROXBORO, NC**

**Members Present:** Mayor Marilyn P. Newell  
Mayor Pro Tem Tim Chandler  
Council Member Reggie Horton  
Council Member Mark Phillips

**Members Absent:**

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

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 7:00 p.m. welcoming everyone in attendance.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda asking for any additions or corrections and there being none, **Mayor Pro Tem Tim Chandler offered a motion to approve the agenda as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**Mayor Marilyn P. Newell** welcomed everyone in attendance explaining that the candidates would be waiting in the conference room until their interview time. Each candidate will have two minutes to introduce themselves and then the Mayor and Council would spend ten minutes with questions for each candidate. The nominations will be conducted on Tuesday, August 13, 2019 at the regular August meeting, and the oath will be administered at the Tuesday, September 10, 2019 regular meeting.

**The following candidates were interviewed in alphabetical order:**

1. **Bishop Peter Baker – 1217 Dover Street**
2. **Mr. David Blackwell – 500 Cody Street**
3. **Mrs. Myra Booker – 116 Johnson Street**
4. **Mr. Henry Daniel – 627 Hillhaven Terrace**
5. **Mr. Benjamin Gault – 26 Oak Street**
6. **Mrs. Dossier Harrison – 525 Cody Street**
7. **Mr. Alfred Charles Palmer – asked to be removed for consideration**
8. **Ms. Tanillya Wilkerson Partridge – 131 Academy Street**
9. **Mr. Derrick Pettiford – 109 Jack Lane**
10. **Mrs. Cynthia Petty – 300 Newell Street**
11. **Mr. James Tolin III – 220 Reams Avenue**
12. **Gerald Jermaine Wallace – 54 Wisteria Drive**

**Council Discussion:** None at this time.

**There being no further business to discuss, Council Member Reggie Horton offered a motion to adjourn this meeting at 9:27 p.m. with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**Submitted By:**

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Trevie Adams, MMC/NCCMC  
City Clerk

August 6, 2019

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
TUESDAY, AUGUST 13, 2019 – 7:00 P.M. CITY COUNCIL MEETING  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

**Members Present:** Mayor Marilyn P. Newell  
Mayor Pro-Tem Tim Chandler  
Council Member Mark Phillips  
Council Member Reggie Horton

**Members Absent:**

**Others Present:** City Manager Brooks Lockhart  
City Attorney Nick Herman  
Finance Director Dan Craig  
City Clerk Trevie Adams

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

**Mayor Marilyn P. Newell** led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda asking that item #9 be moved to New Business and before item #5. **Mayor Pro Tem Tim Chandler offered a motion to approve the agenda with the changes proposed by Mayor Newell with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the consent agenda asking for any corrections or changes. **A motion was offered by Mayor Pro Tem Tim Chandler to approve the consent agenda as presented with a second by Council Member Reggie Horton**, and upon being put to a vote, was carried unanimously.

**RECOGNITIONS:** **Mayor Marilyn P. Newell** read a Resolution in Honor of **Council Member Sandy Stigall** who passed away on July 26, 2019. A memorial was set in place in honor of Mr. Stigall at his Council seat. Mrs. Charlotte Stigall thanked the Mayor and Council for all their support during their time of loss.

**PUBLIC COMMENT:**

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

**PUBLIC HEARINGS & ORDINANCE MATTERS:**

**1. Special Event Permit - APS**

**Ms. Beth Townsend** presented the Mayor and Council with a Special Event Application for the Animal Protection Society of Person County. This being a Public Hearing, Mayor Newell opened the Public Hearing at 7:30 pm. Ms. Townsend explained that this would be a

run/walk race, adopt-a-thon and motorcycle ride. The date is set for September 14, 2019 and to close Main Street from Depot Street to Abbitt Street from the hours of 12:00 noon to 4:00 pm. **Mayor Newell asked for any public comment and there being none, closed the Public Hearing at 7:32 pm. Mayor Pro Tem Tim Chandler offered a motion to approve the Special Event Permit as presented with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.**

## **2. Capital Project Ordinance – Water Plant**

**Finance Director Dan Craig** presented the Mayor and Council with a Capital Project Ordinance for the Water Plant Office and Laboratory Project in the amount of \$1,000,000. The project consists of construction of a new office and laboratory facility located at the water plant for the time period beginning August 15, 2019. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Capital Project Ordinance as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously. **Clerk’s Note: A copy of said ordinance is hereby incorporated into the minutes of this meeting.**

## **3. Rezoning – 1528 N. Main Street – Public Hearing**

**Mayor Merylyn P. Newell opened the Public Hearing at 7:35 pm. Planning Director Lauren Johnson** presented the Mayor and Council with a rezoning request for the parcel of land identified as Tax Map 51 Parcels 35. This tract is at the corner of Puryear Street and N. Main Street, across from the Roxboro Fire Station, and addressed 1528 N. Main Street. Mrs. Johnson reported that the Planning Board offered a unanimous, unfavorable recommendation to deny the request for rezoning.

Mr. Abdulghani Moazeb requests a rezoning for the property located at 1528 N. Main Street from B-2 Neighborhood Commercial to B-1 Highway Commercial. Staff feels that this rezoning is not consistent with the future land use plan, as it is currently written. This has been a long-standing location for a gas station, convenience store, laundromat, and restaurant. While the uses have not proven to be exceptionally disruptive to the neighboring residential properties, it is the Board’s decision to determine if the nature and character of this location is better served by the uses permissible in B-1, or one of the other zoning jurisdictions.

Mayor Newell asked for any public comment at this time.

- Mr. Joe Weinberger of 114 N. Main Street representing Mr. Moazeb stating that the owners would like to invest in renovations for rental and rezoning to a B-1 would make the property more available for renters.

There being no more public comment, Mayor Newell closed the Public Hearing at 7:55 pm.

After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to recommend denial of the rezoning request presented in docket #RZ2019-05 and, in doing so, adopt the plan consistency statement as presented below:**

**“The proposed amendment is inconsistent with the City’s Comprehensive Land Use Plan in that it;**

- **Does not promote an orderly and efficient land use pattern (pg. 69), and it**
- **Does not minimize conflicts between incompatible land uses, while encouraging infill development within existing Roxboro corporate limits (pg 69), and it**
- **Does not encourage commercial growth in an appropriate location that would be compatible with the established character or community vision (pg. 71). Furthermore, this decision is in the public interest of the City of**

**Roxboro because it protects the character of the neighborhood and supports the findings of the Future Land Use Plan in encouraging strategic development of the City of Roxboro Corporate Limits”, with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.**

#### **4. Rezoning – 808-822 N. Madison Boulevard – Public Hearing**

**Mayor Marilyn P. Newell opened the Public Hearing at 7:58 pm. Planning Director Lauren Johnson presented the Mayor and Council with a rezoning request for the parcel of land identified as Tax Map 6 Parcel 38 2. This tract is at the corner of Breckenridge Street and N. Madison Boulevard, formerly the location of the Just Save Grocery Store and is addressed 808-822 N. Madison Boulevard. The lot is approximately 4.25 acres in size.**

Rescue Legacy Fund, Inc. requests a rezoning for the property located on N. Madison Boulevard in the former Just Save shopping complex that is comprised of multiple suites. The applicant would like the property rezoned to B-1 Highway Commercial for commercial use.

Mayor Newell asked for any public comment at this time.

- **Mr. Charlie Oakley of McAdams Company** representing the property owner stated that the property will be renovated to lease.

**There being no more comment, Mayor Newell closed the Public hearing at 8:07 pm.**

After a brief discussion, **Council Member Mark Phillips offered a motion to approve the rezoning request presented in Docket #RZ2019-06 and, in doing so adopt the plan consistency statement as printed below:**

**“The proposed amendment is consistent with the City’s Comprehensive Land Use Plan in that it;**

- **Promotes an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns (pg. 69),**
- **Allows for new development and redevelopment that is compatible with the established character and community vision (pg. 71), and**
- **Provides for orderly development along existing and proposed major transportation routes (pg. 71).**

**Furthermore, this decision is in the public interest of the City of Roxboro because it allows for the appropriate redevelopment of a sizable vacant building along the primary transportation corridor”, with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.**

#### **NEW BUSINESS:**

##### **5A(9) Appointment for Council Vacancy**

**Mayor Marilyn P. Newell opened the nominations for the unexpired Council vacancy. Mayor Pro Tem Tim Chandler offered a nomination for Mrs. Cynthia Petty to be appointed to fulfill the vacant seat. After some discussion, Mayor Pro Tem Tim Chandler offered a motion to close the nominations with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously. Mayor Newell asked for a show of hands to approve the appointment of Mrs. Cynthia Petty. The show of hands was unanimous and Mrs. Petty will be sworn in at the regular scheduled Council meeting on September 10, 2019.**

## **5B Set Public Hearing for NFIP Ordinance Amendment**

**Planning Director Lauren Johnson** reported to the Mayor and Council that staff attended a meeting with representatives from the NC Department of Public Safety regarding required updates to the City's Flood Damage Prevention Ordinance. This ordinance, which regulates development and land disturbance in the designated flood hazard areas of the City, is required for the City to continue its participation in the National Flood Insurance Program. Participation in this program allows property owners inside the city limits to purchase flood insurance.

In addition to the adoption of the required updates/changes, the language of the ordinance adoption will adopt by reference the updated Flood Insurance Rate Maps (FIRM) for the City. These maps designate those areas that are located in the special flood hazard areas, and which require specialized development to ensure protection of property and the public in the event of a flood. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to set the Public Hearing for September 10, 2019 with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

## **6. Parking Amendment – 305 Walker Street and 704 Franklin Street**

**City Manager Brooks Lockhart** informed the Mayor and Council that a request for "No Parking" signs to be installed at 305 Walker Street in front of New Mount Zion Baptist Church. After the August meeting, an additional no parking request was received for 704 Franklin Street on behalf of the Food Pantry. The request was to place "No Parking" signage on the west side of the street which is on the Emergency Communications Center side of the street opposite the Food Pantry. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the placement of "No Parking" signs as request at both 305 Walker Street and 704 Franklin Street with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

## **7. ADA Transition Study Contract**

**Public Services Director Andy Oakley** reported to the Mayor and Council that every municipality that receives Federal Highway Administration funds must comply with Title II requirements for government agencies.

NCDOT's office of Civil Rights is now requiring that the City update this plan and keep it updated. A budget item was included in the 2019-2020 budget to perform this work. Alley, Williams, Carmen and King, Inc. is performing this type of assessment and update in other municipalities and staff would like to award a contract for the firm to update the City's plan and conduct the assessment. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the contract as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

## **8. Police to Citizen**

**Police Chief David Hess** informed the Mayor and Council about the new records management system that offers free access to the public 24 hours a day. This can be viewed on the City of Roxboro website under the government tab.

## **OLD BUSINESS:**

### **Committee Reports:**

**Mayor Marilyn P. Newell** asked for any committee reports at this time.

- Council Member Reggie Horton reminded everyone about the Kerr Tar Banquet on September 26, 2019 at the Homestead Festival House. Mr. Horton attended the Person Medical Center tour with Mayor Marilyn P. Newell and Mayor Pro Tem Tim Chandler.
- Mayor Pro Tem Tim Chandler reported that he attended the Good Morning Hour that was sponsored by United Way.

## ADMINISTRATIVE REPORTS

### 10. Financial & Tax Report

**Finance Director Dan Craig** presented Council with Financial reports for month ending June 30, 2019 and Tax Report for month ending June 30, 2019. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

### 11. Assistant Manager's Report

**Assistant Manager Tommy Warren** began by showing a video update of the work continuing at the Wastewater Plant. The contractor continues to pour the concrete walls on the oxidation ditch and they are installing the roof on the office/lab building. The cinder block will be waterproofed and the brick work can begin. As of this report, the contractor is forty one days behind schedule.

Construction has started on the waterline to the County's proposed industrial park on Country Club Road. This project is funded by the County and the waterline will be turned over to the City upon completion. This is a 12" waterline and in order to maintain water quality a valve has been installed near Community House Road. This valve will be turned off until water demand in the industrial park is sufficient to maintain water quality. There has been some interest in water connections from some of the residents before you get to Community House Road. The section of line from Theresa Baptist Church to Community House Road will be put in service when the waterline is completed.

NCDOT has started installing the traffic circle at the intersection of Morgan Street and Long Avenue.

The two hour parking signs approved by Council for the Long Memorial parking lot have been installed.

### 12. Manager's Report

**City Manager Brooks Lockhart** offered some upcoming dates.

- Rox N' Roll will be held Uptown at 6:00 pm on August 16<sup>th</sup>.
- Personality, August 23<sup>rd</sup> and 24<sup>th</sup> in Uptown Roxboro
- NCDOT Madison Boulevard Safety Enhancement Public Meeting on August 29<sup>th</sup> from 4-7 pm at the Person County Office Building Auditorium
- Kerr Tar Regional Council of Government Annual Banquet will be held on September 26<sup>th</sup> at the Homestead Festival House

Mr. Lockhart also reported to Council that the NCDOT project at the intersection of Long Avenue and Morgan Street is in progress with a completion date set for August 16<sup>th</sup>.

The official implementation of TylerNotify occurred with notices issued on July 11<sup>th</sup>. The August notification will occur during the week of August 12<sup>th</sup>-16<sup>th</sup>. Utility customers who have enrolled in the system will receive a notification via text and/or automated call if their bill is unpaid. The hope is the extra reminder to our customers will provide a better level of service and lead to less late fees and disconnections. In the event of the system errantly

contacting people who have not enrolled, we apologize for any inconvenience and request that you notify utility billing staff at City Hall so we may configure the system properly.

**COUNCIL DISCUSSION:**

- Council Member Mark Phillips offered an invitation to everyone to attend the open house for the Raleigh Temple in Apex, NC. This will be held September 21<sup>st</sup> – 27<sup>th</sup>.

**Council Member Mark Phillips offered a motion to enter into closed session per NCGS 143.318.11(a)(1) Attorney/Client Privilege a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.**

**Council Member Reggie Horton offered a motion to re-enter into open session with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.**

**ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Mayor Pro Tem Tim Chandler with a second by Council Member Reggie Horton to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 9:48 p.m.

Submitted by:

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Trevie Adams, MMC/NCCMC  
City Clerk

August 13, 2019

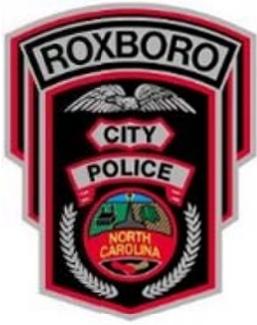


**City of Roxboro**  
**Fire and Rescue Department**

**Date:** September, 2019  
**To:** Mayor Newell  
Roxboro City Council  
**From:** Kenneth M. Torain, Fire Chief

**Highlight**

- **Responses** - During the month of August the City of Roxboro Fire Department responded to 22 fire calls and 125 ems calls. During the month we also responded to 17 hazardous Conditions and 4 service calls. Over the course of August we responded to 113 calls in the city and 58 in county plus 20 mutual aid calls. Nineteen percent of the time we had two or more calls going at the same time with a total of 2 full alarms.
- **Life Save.** Station Three crew on C shift, Captain Bill Gentry and Reggie Villines received a call to come to a resident to check a bad smoke alarm. Once they arrived on scene talk to the lady they noticed she was not very stable on her feet but advised she was elderly. During the activities of checking the alarm they notice that she would sit down every chance she got. They ask could they check vitals while they was there but at first she refused because she thought they had better stuff to do. Once they got her convinced they noticed some irregularities in vitals and called for EMS. EMS checked her and advised she need to go to Duke and was transported emergency traffic. Duke doctor's she was having a heart attack that is called the "Widow Maker". Doctors also advised if the crew would have checked the alarm and left her she would have died during the night. The lady returned to the fire station later to thank the crew.
- **Personality** – Roxboro Fire Department participated in the event both days with a booth for fire department and Burn Children Fund. We also help some of the vendor set up and take down items.
- **School Shooter Drill** – Roxboro Fire Department took part in the drill with evacuation and Rescue Teams. The department went into the school located and triaged the wounded and package them for transport out the building. During the event they had to look and access whether the wounded was beyond help and move to the next victim.
- **Quinns Chapel** Roxboro Fire Department took part in the day long events at the church with spraying the kids and showing them the equipment on the trucks.



# ROXBORO POLICE DEPARTMENT



109 North Lamar Street  
Roxboro, North Carolina 27573

Office 336 599 8345

[www.cityofroxboro.com](http://www.cityofroxboro.com)

## City Council Report

August 2019

### Patrol Division

#### Highlighted Events

- K9 Officer Solomon represented the Honor Guard at the NC Clerks Association conference at the request of outgoing President Clerk Debbie Barker
- Posted stopped School Bus law reminder to social media.
- Sgt. Ford received the Governor's Highway Safety Program County Coordinator of the Year award.



#### Community Policing

- Officer Pennington competed in the Personality hot dog eating contest finishing in 2<sup>nd</sup> Place with 7 hot dogs eaten.
- Little Ian was excited to speak with Corporal Brown and took a photograph with him.
- Hosted a blood drive.
- Participated in National Night Out.
- Terry's Kids Backpack Pals.
- As part of the department's commitment to the International Association of Chiefs of Police One Mind Campaign to have 100% of police staff CIT certified, four RPD officers recently completed the 40 hour course. By December 31<sup>st</sup>, 100% of police staff will be CIT certified.



**June 2019 Monthly Activities**

**Calls for Service:** 1975

**Traffic Enforcement Requests:** 28

**Traffic Crashes:** 75

**Total Arrests:** 76

**Directed/Foot Patrol:** 570

**Incident Reports:** 206

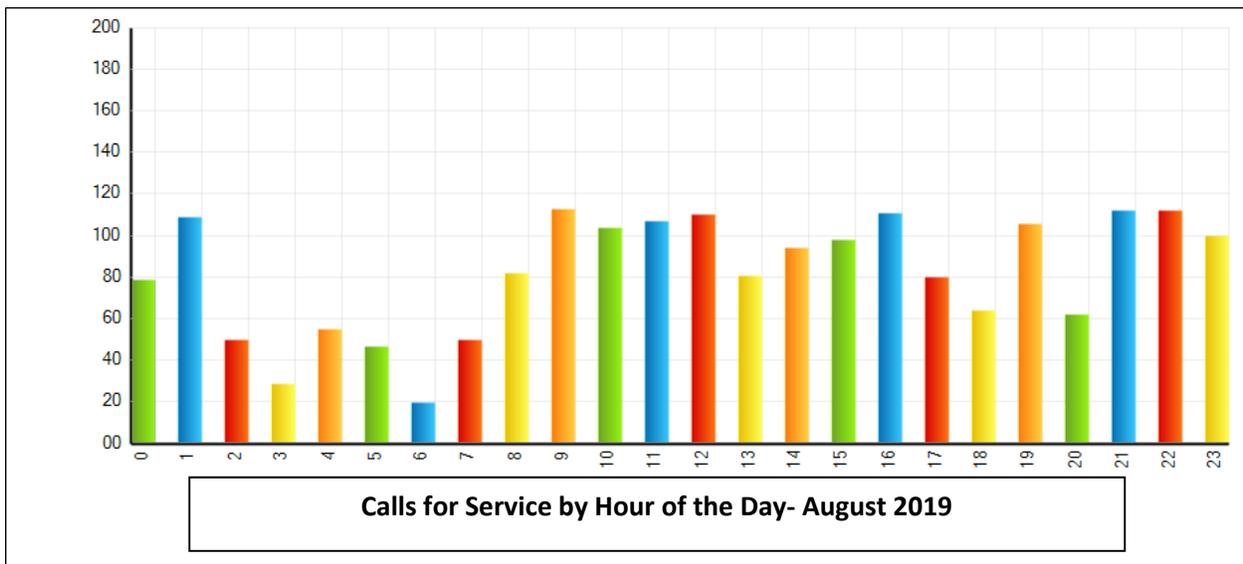
**Traffic Stops:** 281

**Citations Issued:** 125

**Warnings:** 69

**K-9 Utilizations:** 5 & 0 Demos

YTD: 260 grams of marijuana seized; 4 search warrants; 2 weapons seized; 6 demons; 3 tracks of which 2 resulted in locating the suspect.



**Criminal Investigations Division**

- CID made an arrest in a felony larceny case of numerous televisions from Wal-Mart.
- Detectives Gil and Wright attended the North Carolina Gang Investigators conference in Greensboro. The department received a scholarship to send one of the two free as a result of our agency hosting NCGIA earlier this year.

**Total Numbers for the Month**

**Cases Assigned:** 19

**Call Outs:** 4

**Felony Warrants Obtained:** 24

**Total Arrests:** 6

**Cases Closed:** 15

**Court Hours:** 10

**Out of Town Follow Ups:** 4

**Search Warrants Executed:** 1

**Misdemeanor Warrants Obtained:** 3

**Interviews Conducted:** 18

**Total Forensics Cases:** 10

**Total Forensics Hours:** 27

### **Street Crimes Unit**

- Working with ATF for an upcoming covert operation. Information about this operation will be made public when legally able. Operation is currently in planning stages.
- The public forwarded numerous drug complaints during the month of August at various locations in the city. SCU is actively working each location with active cases.
- Conducted monthly compliance inspection of Adult Gaming establishments. No violations reported during the month of August.

### **Administrative Services Unit**

- Meetings: Daily with Command Staff; Vendor presentation; CPA Applicants notified of upcoming session.
- Community Engagement: Setup public relations booth for GHSP event at Wal-Mart; Set up public relations tent for Personality (subsequently removed due to weather); Deployed 1 of 2 radar speed signs on Pointer Street. Currently working with Public Works to have a sign installed to mount the new radar sign.

### **Administration**

#### **Meetings**

- Daily meetings with Command Staff.
- Completed monthly Risk Management Accreditation review.
- Meetings: City Manager; Finance Director; Human Resources; Department Head; Staff meeting; Property Owners Collaborative; Chaplain; NC Chiefs Legislative business; IACP One Mind summit planning session; Media management; Human Trafficking Committee chairperson; Burlington Police Chief; Pastor Lyons; Supreme Court Justice liaison; Attended NCDOT Madison Boulevard public meeting; Judicial stakeholders; Personality planning session; Substance Abuse Disorder committee; Planning meeting for upcoming Racial Equity training.
- Community Engagement: PAAL event; Personality; Rotary; Attended funeral of Captain Kirby's mother; 911 public meeting announcing new technology.
- Conducted numerous observation assignments of traffic flow through the new traffic circle. No violations observed. Total observation spent 3 hours.

#### **\*\*Upcoming Events\*\***

- Autism C.A.P.E (Cops Autism Palace Pointe Event) September 25<sup>th</sup> 3-6 pm at Palace Pointe. Event will help families with autistic children to have a family fun night with the police department.
- Citizens Police Academy Session 12 begins September 19<sup>th</sup> at 6-9 PM.



**THANK YOU FOR YOUR CONTINUED SUPPORT**

City of Roxboro, North C LM  
 Distribution of Gas Tick€ WD  
 31-Jul-19

Lawn Mowers  
 Weed Eaters  
 Chain Saws  
 Gas Cans, ETC.

Shell  
 Account Number:

80-001-3945-4

Gas 0.5580  
 Diesel 0.6200

0.05 per gallon  
 2.00% Discount  
 2.00% Discount

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
1	4120	City Hall		41.65	107.37	23.46	2.08	0.83	81.00	2.578
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		112.45	289.90	63.34	5.62	2.25	218.69	2.578
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		154.10	397.27	86.80	7.70	3.08	299.69	2.578
5	4310	Police		2,417.18	6,231.63	1,361.57	120.86	48.34	4,700.86	2.578
6	4311	CID		123.19	317.60	69.39	6.16	2.46	239.58	2.578
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,540.37	6,549.22	1,430.96	127.02	50.81	4,940.44	2.578
7	4340	Fire		1,510.94	3,895.27	851.09	75.55	30.22	2,938.42	2.578
8	4341	Fire Inspections		72.83	187.76	41.02	3.64	1.46	141.64	2.578
		Total Fire Dept.		1,583.77	4,083.03	892.11	79.19	31.68	3,080.06	2.578
10	4510	Public Services		94.34	243.21	53.14	4.72	1.89	183.47	2.578
11	4511	Streets		442.45	1,140.66	249.23	22.12	8.85	860.47	2.578
12	4512	Street Cleaning		27.19	72.37	16.69	1.40	0.59	53.69	2.662
13	4513	Garage		31.72	81.78	16.24	1.52	0.57	63.45	2.578
14	4710	Residential Garbage		1,538.84	3,967.22	866.81	76.94	30.78	2,992.69	2.578
15	4711	Commercial Garbage		1,001.47	2,581.84	564.11	50.07	20.03	1,947.62	2.578
16	4740	Cemetery		188.86	486.90	106.38	9.44	3.78	367.30	2.578
		Total Public Services		3,324.87	8,573.98	1,872.60	166.21	66.48	6,468.68	2.579
		Total General Fund		7,603.11	19,603.51	4,282.48	380.12	152.04	14,788.87	2.578
18	7112	Meter Reading		306.26	789.54	172.51	15.31	6.13	595.59	2.578
19	7114	Lake Warden		80.80	208.32	45.52	4.04	1.62	157.15	2.578
25	7118	Pump Stations		-	-	-	-	-	-	#DIV/0!
20	7120	Water Plant		119.19	307.27	67.14	5.96	2.38	231.79	2.578
21	7121	Water Line Maintenance		1,009.47	2,602.48	568.62	50.47	20.19	1,963.19	2.578
22	7130	WWTP		66.44	171.30	37.43	3.32	1.33	129.22	2.578
23	7131	Sewer Line Maintenance		659.82	1,701.04	371.67	32.99	13.20	1,283.19	2.578
24	7132	WWTP II		123.36	318.02	69.49	6.17	2.47	239.90	2.578
		Total Enterprise Fund		2,365.34	6,097.98	1,332.36	118.27	47.31	4,600.04	2.578
		Total All Funds		9,969.05	25,700.75	5,615.43	498.45	199.38	19,387.49	2.578

## Public Services Department Monthly Report



### City of Roxboro

**July 2019**

Public Utilities Department		Public Works Department																																																										
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## Public Services Department Monthly Report



City of Roxboro

August 2019

Public Utilities Department	Public Works Department																																																									
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September 5, 2019

To: Mayor Newell  
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: September Council Report

### **Uptown Development Group:**

- Rox N' Roll Cruise-In Series: We had another successful August cruise-in with approximately 119 cars participating! Join us on September 20<sup>th</sup> for our "Friday Night Live" theme.
- Uptown Events: We were excited to take part in the 40<sup>th</sup> year of **Personality**. Unfortunately, due to the weather, we were forced to cancel the 70's Costume Contest. However, we were able to assist in the coordination/judging of the 1<sup>st</sup> annual hot dog eating contest and the Roxy Bake-off. The event seemed well-attended despite the weather and many complimented the changes and variety of contests provided this year. **The Person Co. Museum of History will host the Museum Soiree**, introducing Roxboro Remembered on Friday, September 13<sup>th</sup> at 6pm. Our tails are wagging as we look forward to the **APS of Person Co.'s Muttercycle Ride, Paw Parade & Adopt-a-thon festival** scheduled for Saturday, September 14 from 10 am- 3:30 pm. The **Person High School Homecoming Parade** will roll through Uptown Roxboro on Wednesday, September 18<sup>th</sup> at 3:30pm, please plan to step out and support their excitement. The Kirby Theater continues to offer a variety for all ages and shows off our local talent. Black Creek Brewery & 1792 Beer Co. continue to pull crowds with the variety of food trucks and/or live music. La Piazza has increased their evening activities with Monday Night Beer & Wings, Tuesday Night Karaoke and Thursday Night Virginia-Carolina Country Band. There's plenty to do in Uptown Roxboro!
- Uptown Developments:
  - 108 S. Main Street (formerly EPlus Thrift) was purchased by Carolyn Oakley, an antique dealer who also has a location in Hillsborough. She has been working diligently on cleaning up the storefront and is looking into ideas on changes to the façade of the building. Information regarding the Main Street Design Services has been distributed to the owner.



- The former “NTYCE” building (108 & 110 N. Main Street) was purchased by Prime Properties. I have been in conversation with the developer, Brent Lockwood for almost a year as he worked patiently with the previous owner on purchasing. Last week the upper floor shutters were removed to allow light into the top of the building. Mr. Lockwood will be meeting with Lauren Johnson, Planning Director and I this week to review ideas, regulations, and his plans for the building. I have submitted a request for Main Street Design Services for a rendering of the façade.
- 23 & 25 Reams Avenue have been recently renovated. 23 Reams was rented prior to completion by an attorney and 25 Reams may already be under a lease, as well. The Burnett’s, who just completed the renovation at Russell’s Ltd, own these buildings and have done an amazing job with their buildings.
- The owners of the new “Gordon Street Café,” located in Hall’s Way, have received most all of their equipment and all of their permits. They plan to serve soups, sandwiches, pastries, and other fresh baked items. Opening soon!
- We continue to work closely with Coulter-Jewell-Thames on the Desert Sands Pocket Park/Roxboro Open Space located at 208 N. Main Street and are almost at the stage to begin the bidding process. Because of the uncertainty with the State budget, we are unsure if we will receive the additional funds requested, we have asked for a modification of the proposal to break the project into phases in the event that this anticipated funding is not acquired. This will allow more time to seek alternative sources.
- The Uptown Roxboro Group continues to work with the Person County Arts Council and Person County Tourism Development Authority on the installation of an additional three murals in the Main Street Alleyway, scheduling is underway.
- A preliminary design has been reviewed for the painting of the crosswalk near the Person County Library. We continue to work with the Kirby Arts Council on designs for additional crosswalks.
- The following speaking engagements have been scheduled to help promote and provide information on the Uptown Roxboro Group and our rebranding: Uptown Roxboro, developing the art in living: Aug. 26 @ 6pm Kiwanis Club, Sept. 12 @ noon Rotary Club and Sept, 16 @ 7pm Roxboro Woman ‘s Club.



## **Planning & Development:**

- Future Land Use Plan Update: Advertisements for the positions on the FLUP steering committee ran during the month of August. Due to the minimal response from city residents, the deadline for accepting applications was extended to October 1 at 5pm. In the meantime, staff has completed the draft and review of the RFP (Request for Proposals) of the project. This will be ready for circulation in the coming week. The deadline for submissions will be September 30<sup>th</sup>. Staff will use a scoring sheet of specific criteria to evaluate the submissions and determine the preferred firm. That information will be presented to Council at the November or December meeting (depending on review time for the proposals). Staff would like to remind the Council that one member of the Council is needed to serve on the steering committee.
- Madison Boulevard Project Update: Included in the Manager's report for the month.
- Hazard Mitigation Plan Updates: A second meeting of the Hazard Mitigation Committee was scheduled for September 4<sup>th</sup>, in Hillsborough. Due to the threat of inclement weather from the approaching storm, the meeting was canceled. A new meeting will likely be scheduled for later this month, or early October. Details to follow, as more information is shared from the consultant. In the meantime, members of the public and Council may keep up with the progress by viewing the project website; <http://www.enohawhmp.com>.
- Gateway Improvements: At the request of Council, staff has worked on improvements to the southern gateway of Roxboro. Code Enforcement Officer, Kelly Howell has assisted in numerous inspections and documentations of violations of the City's nuisance code in this area. Infractions have included high grass, junk vehicles, and trash/debris collection. Over the past several months, significant improvements have been made in this area. Efforts to monitor and ensure compliance in this area will continue.
- National Flood Insurance Program CAV: Staff received notification from Dan Brubaker, with the North Carolina Department of Public Safety, that a representative will visit Roxboro on September 11<sup>th</sup> to conduct a "Community Assistance Visit" (CAV). These visits include an audit of floodplain development permits issued over the past 5 years, a review of current ordinance language/permit review processes, and a site-visit of properties within the floodplain. Staff will be preparing for this visit over the next few days and will relay any comments or concerns made by the visitors in next month's Consent Agenda.

## Additional Updates:

- Minimum Housing case at 55 Somerset Drive closed, structure demolished.
- Minimum Housing case at 300 Stewart Street closed, structure demolished.
- Conducting Planning Board and Board of Adjustment hearings during the month.

**SPECIAL EVENT PERMIT APPLICATION FOR  
PERSON HIGH SCHOOL HOMECOMING PARADE  
FOR COUNCIL CONSIDERATION/APPROVAL**



## City of Roxboro Special Event Permit Application

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Special Event Applications shall be submitted to the City of Roxboro no later than sixty (60) days prior to the event date, unless the event does not require a public hearing.\* When a public hearing is unnecessary, applications shall be submitted no later than thirty (30) 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 fee for all public hearings.

\*Special Events not requiring a public hearing include (i) observations of national holidays (ii) annually recurring special events, which have previously gone through the public hearing process, and which do not exceed two (2) hours and for which no admission fee is charged, and (iii) events hosted, in-whole or in-part, by the City of Roxboro.

### I. Applicant Information:

Organization: Person High School  
Address: 1010 Ridge Rd City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: (336) 594-8321 Cell Number: — Email: —

Primary Contact: Mark Sharlow SRO  
Address: 1010 Ridge Rd City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: (336) 594-8321 Cell Number: (336) 583-5361 Email: Sharlowm@person.k12.nc.us

### II. General Event information:

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

PHS Homecoming Parade

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Other \_\_\_\_\_

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

Parade to celebrate Homecoming football game & Homecoming Court.

Please indicate the following:

- a. Proposed Event Date(s): October 18, 2019
- b. Proposed Time Period(s) of the Event: 3:30 pm - 5:30 pm
- c. Location of Event: Carver Dr, Main St
- d. Approximate Number of People to Attend the Event : \_\_\_\_\_

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

PHS football team, Drill team, Band, Cheerleaders & various HS clubs prepare floats and parade through town in celebration of the Homecoming football game & Homecoming court later that evening.

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: Participate in parade & block streets for parade

Fire: Participate in parade & block streets for parade

Public Service (i.e., streets or portions of streets to be closed and for what period, etc.):  
Carver Dr from HS to Main St, Main St @ Carver to Main St @ West Garden St. 3:30 - 5:30 pm

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. (a map showing the event area and all barricades is also required):

Carver Dr (Ridge Rd to Blvd) (Blvd to Main St) North Madison Blvd while parade crosses / Main St @ Ridge to Main St @ West Morehead St

Specify number of:

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

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

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

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

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

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

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

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

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

- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,
- if any significant change in conditions would, or may adversely affect the public health or safety of the community, or
- for any condition that would place City facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

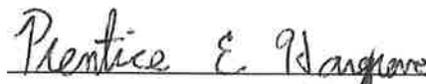
If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

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

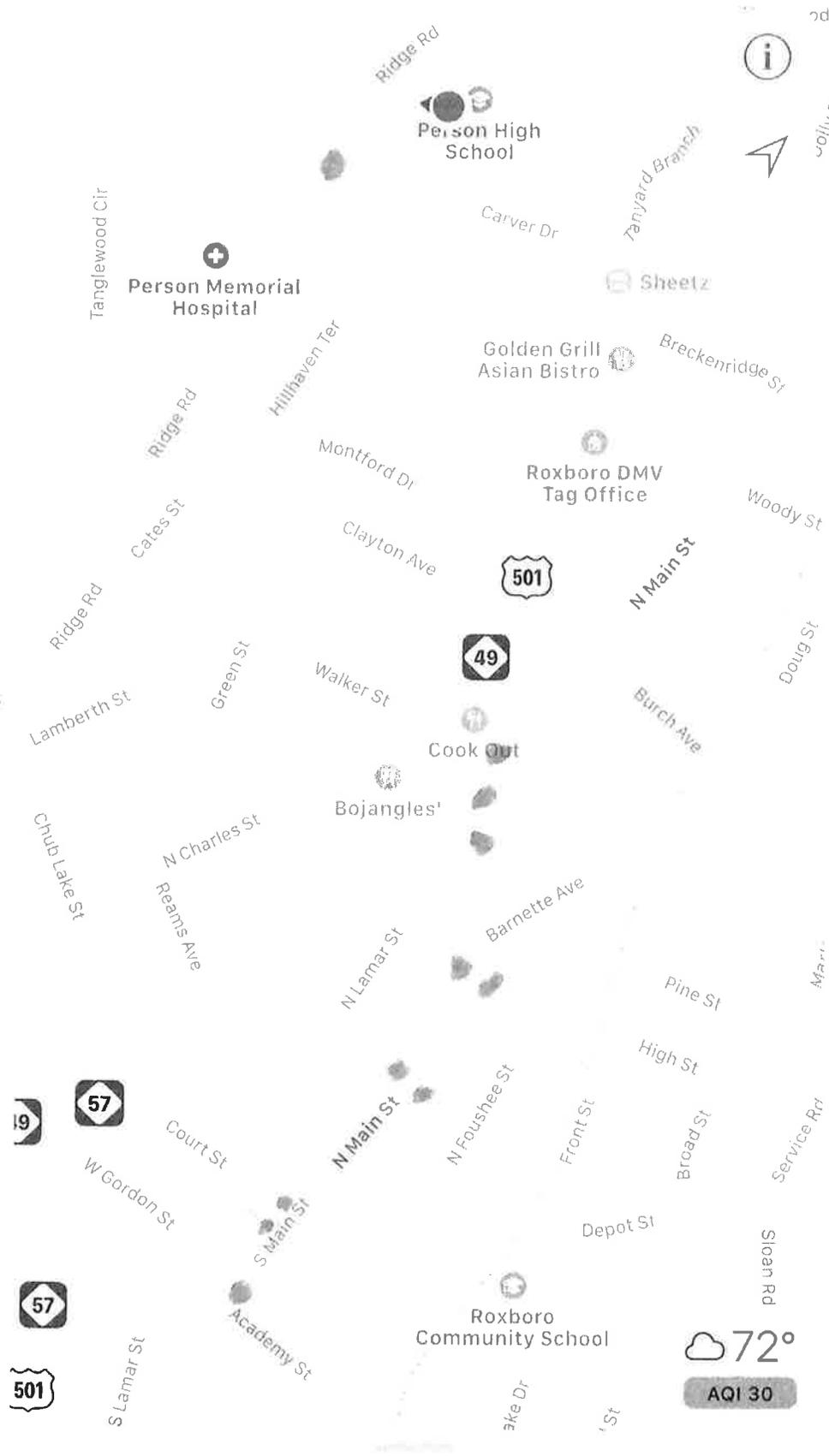
**FUTHERMORE**, the undersigned persons hereby authorize the City Manager or designated representative to enter upon the above-referenced activity site for the purpose of inspecting and determining/verifying compliance with the City's ordinance provisions.

  
\_\_\_\_\_  
Applicant Signature  
MARK R. SHARLOW (PCSO Sec)

Date: 8/28/2019

  
\_\_\_\_\_  
Responsible Planner/On-Site Manager

Date: 8/28/2019



Route-  
Barricades  
needed

\* - A lot of  
streets will  
be blocked by  
PCSO & RPD,  
will be assigned  
week of, these  
barricade positions  
were used in  
past to help  
block intersections

Search for a place or address

72°  
AQI 30

**RELEASE AND HOLD HARMLESS  
AGREEMENT**

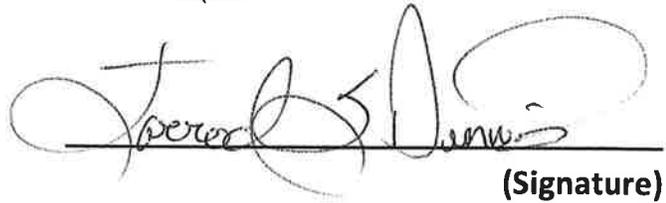
**STATE OF NORTH CAROLINA**

**COUNTY OF PERSON**

The undersigned, having received permission from the City of Roxboro to conduct PHS Homecoming Parade on 10/18/2019, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

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

This the 28 day of August, 2019

  
(Signature)

Notary Witness: Shirley W Taylor  
(Seal)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED provisions or be endorsed**. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Surry Insurance P. O. Box 128  Dobson NC 27017-0128		<b>CONTACT NAME:</b> Brittany Barker, CSR <b>PHONE (A/C, No, Ext):</b> (336) 386-8228 <b>FAX (A/C, No):</b> (336) 386-4661 <b>E-MAIL ADDRESS:</b> brittany.barker@surryinsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Union Insurance Company of Providence	<b>NAIC #</b> 21423
		<b>INSURER B:</b> Employers Mutual Casualty Company	21415
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Abuse/Molestation included <input checked="" type="checkbox"/> Public Officials Liability included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			5D8-85-07	07/01/2019	07/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			5E8-85-07	07/01/2019	07/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$			5J8-85-07	07/01/2019	07/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	5H8-85-07	07/01/2019	07/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property			5A8-85-07	07/01/2019	07/01/2020	Blanket Bldg & BPP 139,933,664 Deductible 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Person County Partnership for Children

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Brittany A. Barker*



## City of Roxboro

### **PROCLAMATION** *Constitution Week*

*September 17-23, 2019*

**WHEREAS,** the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS,** September 17, 2019, marks the two hundred and thirty-second anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS,** it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

**WHEREAS,** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW THEREFORE** I, Marilyn P. Newell by virtue of the authority vested in me as Mayor of the City of Roxboro, North Carolina do hereby proclaim the week of September 17 through 23 as CONSTITUTION WEEK and ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

**IN WITNESS WHERE OF,** I have hereunto set my hand and caused the Seal of the City of Roxboro to be affixed this \_\_\_\_\_ day of \_\_\_\_\_ the year of our Lord two thousand nineteen.

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Mayor Marilyn P. Newell

Attest: \_\_\_\_\_

Trevie Adams, City Clerk

# 1. Budget Amendment

**CITY OF ROXBORO  
BUDGET AMENDMENT  
FISCAL YEAR 2018-2019 BUDGET**

The following budget amendment is hereby requested:

**Budget Amendment Number:**

1

Fund 10 - General Fund			INCREASE	DECREASE
<b>Revenues</b>	10-3991-991	Fund Balance Appropriation	150,000.00	
	10-3835-820	Sale of Fixed Assets	26,000.00	
	10-3864-896	Insurance proceeds	30,500.00	
	10-3833-800	Donations	1,024.00	
	Net Increase (Decrease) in Revenues		207,524.00	
<b>Expenditures</b>	10-9810-940	Transfer to Water Plant office/lab project	150,000.00	
	10-4550-510	Capital Outlay	26,000.00	
	10-4310-510	Capital Outlay	30,500.00	
	10-4310-198	Community outreach	1,024.00	
	Net Increase (Decrease) in Expenses		207,524.00	-

**Justification:** To appropriate fund balance to provide for transfer to the water plant office lab capital project  
To record additional revenues to provide for replacement of a police vehicle involved in an accident and additional costs of the wash bay pit at public works  
To adjust for donation received designated for the PAAL program

Requested By: DC Date: 8/5/2019

Approved to Submit to Council: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Council: \_\_\_\_\_ Date: \_\_\_\_\_

Posted to Computer: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. NFIP Ordinance Amendment

Public Hearing  
To be  
Rescheduled

### 3. Appointment Process for Council Vacancy

- The City Council is prepared to embark on the process to select a new council member to fill the vacant, unexpired term of Mr. Sandy Stigall.
- The only required criteria established by state statute is any applicant must be a resident of the City of Roxboro for 30 days prior to their letter of interest and be at least 21 years of age.
- Consistent with the process allowed by state statute and utilized by past City Councils in 2002 and in 2010, where there were vacancies on the Council that occurred mid-term, Council hereby request letters of interest, accompanied by either a resume or the City's application form from interested candidates, whichever is preferred.
- Letters of interest and either a resume or application are to be returned to City Clerk Trevie Adams by September 30<sup>th</sup>, 2019 at 5:00 pm.
- After that date, at a special called meeting, the Council will review the submitted materials for all applicants and will then conduct interviews, a process which will be done in open session. This meeting will occur in October, 2019 at 7:00 pm at a special called meeting. The Council will review the submitted materials for all applicants and will then conduct interviews. Candidate nominations and vote will occur in open session during the regularly scheduled City Council meeting on October 8, 2019. The selected candidate would then be officially installed at the City Council regular meeting on November 18, 2019 at 9:00 am (Local Government Day).
- Since there are four (4) current council members, if there is a tie in nominations and voting between any two final candidates, the mayor will cast the deciding vote, as occurred in 2010.
- Any questions concerning this process may be directed either to Ms. Adams or to Mayor Newell. City Clerk Trevie Adams and Mrs. Pamela Rodgers, Human Resources has applications available upon request.

## 4. Job Description Revisions and Reclassification

## **Job Description Revisions and Reclassification**

Staff would like Council approval to revise two job descriptions and reclassify one of those positions to reflect its increase in responsibilities.

Prior to 2009, the city had employed a full-time position for Purchasing/Safety. Following the elimination of the position, the roles and responsibilities were spread within three other positions. Those positions were the HR Director, the Assistant City Manager and the Account Operations Supervisor. Additionally, per our Personnel Ordinance, the City Manager at the time created a Safety Committee.

Staff has been evaluating the best path forward for enhancing our safety culture over the last several months, one of the largest needs was to create a clearer delineation of responsible parties over the safety committee. Previously a committee chair was select from among the employees serving. Going forward, staff feels it would be best to have the HR Director and the Building Maintenance Supervisor work as co-chairs to the safety committee. By having a more permanent leadership for the committee, the City can invest more in their training to yield better long term benefits.

The HR Director position had been given a pay increase at the time of taking safety functions; amending their description will not necessitate any change in pay.

The Building Maintenance Supervisor position was recently created and approved by Council. The addition of co-chairing the safety committee would be an increase in duties. Staff is requesting a position reclassification from grade 15 to 17. This position currently oversees many safety inspections conducted beyond the departmental level and would be the responsible party for fixing any building or ground related safety concerns.

Both Job Descriptions are included, following this report for your review.

## HUMAN RESOURCES DIRECTOR MANAGER

### General Statement of Duties

Performs technical and specialized duties in the human resources function for the City.

### Distinguishing Features of the Class

An employee in this class performs a variety of tasks in assisting City Manager in updating, implementing, and complying with human resources requirements for the City. Duties include serving as a technical resources to supervisors and employees in the recruitment, selection, and orientation processes, handling fringe benefits programs and issues, drafting and interpreting City personnel policies, maintaining the City's classification and pay system, administering the City's performance appraisal and pay system, handling employee relations and grievance issues, and maintaining and developing new programs and processes in the City's human resources program. Work involves assisting the Manager with identifying supervisory resources. Work involves applying Federal, State, and local personnel laws, policies, and procedures and assuring that the City is in compliance with various legal requirements. Independent judgment and initiative are required in the performance of duties. Duties require knowledge of OSHA laws, rules, and regulations; and standard safety practices in a municipal environment. Work is performed under the supervision of the City Manager and is evaluated through conferences, successful implementation of human resources programs and systems, and feedback from supervisors and employees served.

### Duties and Responsibilities

#### Essential Duties and Tasks

Assists supervisors with the recruitment and selection processes; determines recruitment markets in which to advertise; maintains recruitment files and records; assists with the establishments of the interviewing and reference checking processes; assists supervisors with personnel and payroll forms.

Orients employees to the personnel and pay policies; signs up employees for payroll; furnishes forms and information on fringe benefits, payroll rules, and related personnel and payroll processes.

Serves as the fringe benefits administrator for the City; works with supervisors and employees on fringe benefits issues and problems; identifies for management changes needed in fringe benefits programs; researches and makes recommendations.

Processes classification and pay requests from managers; provides consultation and advise on position design; researches and determines needs and validity of requests; makes recommendations to the City Manager.

Administers the performance appraisal and pay system for the City; monitors the compliance and adherence to required City processes and procedures; assures legal documentation is present.

Interprets and administers the City's personnel policies; makes recommendations for and drafts changes in personnel policies.

Assists the City Manager, providing technical professional consultation regarding employee relations issues and grievance situations.

Compiles and submits personnel reports, surveys, and legal information.

Maintains confidentiality of personnel records and information; serves as custodian of the personnel files.

Serves as Co-Chair to the Safety Committee

Files workers compensation claims; assists employees and retirees with medical and

insurance claims.

Provides data and projections for long range planning efforts and provides population and socioeconomic interpretation of census, land use, and other data on which this plan is based.

#### Additional Job Duties

Serves in backup capacities in Finance Department.

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills and Abilities

Considerable knowledge of principles and practices of personnel administration.

General knowledge of laws, rules, regulations, policies and practices to follow in human resources functions.

General knowledge of the trends and modern technology being implemented in the human resources field.

Ability to understand and apply personnel policies and regulations to the daily operations and applications in the City's work environment.

Ability to analyze facts, programs, and costs and to make recommendations and reports on human resources functions in oral and written forms.

Ability to establish and maintain effective working relationships with department heads, employees, fringe benefit vendors, and the general public.

Ability to communicate effectively in oral and written forms.

Ability to use judgment and discretion in handling personnel issues and problems.

Ability to be creative in designing new programs, proposing policy changes, and recommending and coordinating personnel programs among the various City departments.

Ability to research, to compile, and write reports and recommendations for the human resources functions.

#### Physical Requirements

Must be able to perform the basic life operational skills of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, to perform accounting tasks, to operate a computer terminal, and to read extensively.

#### Desirable Education and Experience

Graduation from two year college with major in business, psychology, or related field and some progressively responsible experience in a human resources operation; or graduation from high school supplemented by accounting or business course and considerable progressively responsible experience in a human resources operation that provides the required knowledge and skills; or an equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina's driver license.

## BUILDING MAINTENANCE SUPERVISOR

### General Statement of Duties

Performs technical and supervisory [TW1][PR2][PR3] work in a variety of building and mechanical trades in the maintenance of buildings, facilities and grounds

### Distinguishing Features of the Class

Employees in this class perform a variety of semi-skilled and some skilled tasks and supervises the building maintenance worker and assist with the supervision of the cemetery crew, in response to requests for repair work from building occupants and to correct problems detected through self-performed inspections of buildings and associated HVAC, plumbing and electrical systems. Also, supervises and monitors work of the cleaning contractors. Work involves the use of a variety of commonly used power and hand tools in performing maintenance and repair work. Work includes maintaining an inventory of routinely used parts and supplies, identifying repair needs and assessing jobs to determine cost and feasibility of performing the work in-house, planning repair jobs, completing repairs, and monitoring repaired equipment and facilities to assure success. Duties require knowledge of OSHA laws, rules, and regulations; and standard safety practices in a municipal environment. Employees are subject to working in both inside and outside environments and are exposed to various hazards such as loud noises, vibration, moving mechanical parts, electrical current. Duties may expose employees to human body fluids and thus the work is subject to OSHA requirements on bloodborne pathogens. Work is performed under supervision of the Public Works Superintendent and is evaluated through observation and inspection to determine the thoroughness in carrying out assigned duties.

### Duties and Responsibilities

#### Essential Duties and Task

- Supervises the Building Maintenance Worker and Cemetery Crew
- Inspects buildings and associated systems, and prioritizes maintenance and repair jobs.
- Maintains an inventory of commonly used tools, repair parts, and supplies.
- Manages and disposes of City surplus equipment in accordance with State rule and requirements.
- Serves as Co-Chair to the Safety Committee
- Maintains files including equipment manuals and repair records.
- Prepares material lists and cost estimates for repair jobs.
- Prepares and receives bids for maintenance of buildings and grounds.
- Oversees contractors doing maintenance work on city facilities.
- Maintains a schedule of preventive maintenance tasks and conducts preventive maintenance according to the schedule.
- Responds to work requests from building occupants and conducts needed repairs.
- Maintains plumbing systems by repairing leaks, and repairing or replacing fixtures such as valves, faucets, sinks and water closets.
- Troubleshoots and repairs heating and air conditioning systems through replacing thermostats, belts, motors, fans and filters.
- Troubleshoots and repairs electrical systems through replacing switches, receptacles, controls, ballasts, fixtures, fuses, breakers, and bulbs.
- Prepares and paints interior and exterior walls and trim.

Repairs doors, windows, floor and ceilings, installs dropped ceilings, repairs and installs sheetrock, performs trim carpentry associated with repair work, replaces shingles and gutters, and patches leaking roofs.

Coordinates work with contractors

Repairs block and brick walls.

Monitors and assure that City Hall and Police Department physical facilities are cleaned and maintained;

Performs the duties of a Public Services worker as required.

Responsible for annual crane and hoist inspection, annual fire extinguisher inspection and annual boiler and pressure vessel inspection

Assist with annual budget for build maintenance

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Working knowledge of the standard practices, construction techniques, materials, tools, and equipment utilized in the maintenance of buildings and associated HVAC, electrical and plumbing systems.

Working knowledge of electrical, plumbing and HVAC systems.

Working knowledge of the occupational hazards and applicable safety precautions associated with assigned work.

Ability to identify and prioritize repair and maintenance tasks.

Ability to prepare material lists and cost estimates.

Ability to maintain files and records.

Ability to read and understand equipment manuals, diagrams, and blueprints.

Ability to communicate with building occupants to determine repair needs and to explain the repair process.

Skill in performing carpentry, masonry, electrical, plumbing, and HVAC repair work.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing and repetitive motions.

Must be able to perform medium work exerting up to 100 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds constantly to move objects.

Must possess the visual acuity to operate hand and power tools in an accurate and safe manner.

#### Desirable Education and Experience

Graduation from high schools with supplemental courses in construction or maintenance and supervisory experience in a responsible position in construction or public works field, or an equivalent combination of education and experience.

#### Special Requirement

Possession of a valid North Carolina CDL driver's license

## 5. Revisions to the Purchasing Policy

## **Revisions to the Purchasing Policy**

Council, the Finance Staff has two important revisions that are needed to update our Purchasing Policy to be in line with changes in our practices that have been necessitated by a change in our fuel card vendor's practices and an internal change to reflect our current purchasing practices for purchasing below \$500. We will also need to amend the purchasing flow chart to reflect our practices.

### ***CURRENT FUEL CARD PRACTICE:***

#### **X. FUEL CARDS**

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Fuel cards will be assigned to City owned vehicles and are required to be used to purchase fuel for City vehicles, or in some instances, to purchase fuel for other job-related equipment such as: weed-eaters, lawn mowers, leaf-blowers, etc. It is not appropriate for City employees to use fuel cards to purchase fuel for any other vehicle or equipment other than which the card was issued to. Employees are required to use the vehicle's PIN when purchasing fuel. Any unauthorized use of a PIN not assigned to the vehicle may result in disciplinary action up to and including termination.

### ***PROPOSED FUEL CARD REVISION:***

#### **X. FUEL CARDS**

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Fuel cards will be assigned to the city fleet during normal hours of operations, and the following department heads for after-hours emergencies: police, fire, public services. The fuel cards are required to be used to purchase fuel for City vehicles, or in some instances, to purchase fuel for other job-related equipment such as: weed-eaters, lawn mowers, leaf-blowers, etc. It is not appropriate for City employees to use fuel cards to purchase fuel for any other vehicle or equipment other than which the card was issued to. Employees are required to use their individually assigned PIN when purchasing fuel. Any unauthorized use of a PIN may result in disciplinary action up to and including termination.

***CURRENT PRACTICE FOR PURCHASES LESS THAN \$500:***

***3.1 Purchases less than \$500.00***

Purchases less than \$500.00 do not require a Requisition or a Purchase Order (PO) and may be made upon the approval of the department head. In order to meet the pre-audit requirements of GS. 159-28 each department shall be appointed a deputy finance director for purchases less than \$500. These purchases may be made by utilizing the City's Procurement Card (P-Card) process, check requests, or vendor accounts. Please see the City's specific policy for acceptable P-Card expenses. Every purchase should follow a cost comparison to ensure a competitive price and quality for each good and service purchased. Issues that may override the price comparison process may include delivery time and material specifications.

***PROPOSED PRACTICE FOR PURCHASES LESS THAN \$500 :***

***3.1 Purchases less than \$500.00***

Purchases less than \$500.00 do not require a Purchase Order (PO) and may be made upon the approval of a requisition. All requisitions meet the pre-audit requirements of GS. 159-28 as they are approved by the finance officer. Additional purchases, not requiring a requisition, may be made by utilizing the City's Procurement Card (P-Card) process, or vendor accounts approved by the finance department. For these purchases, not requiring a requisition, each department shall be appointed a deputy finance director for purchases less than \$500. Please see the City's specific policy for acceptable P-Card expenses. Every purchase should follow a cost comparison to ensure a competitive price and quality for each good and service purchased. Issues that may override the price comparison process may include delivery time and material specifications.

***AUTHORIZATION FOR CURRENT PRACTICES:***

***2.4 Authorization***

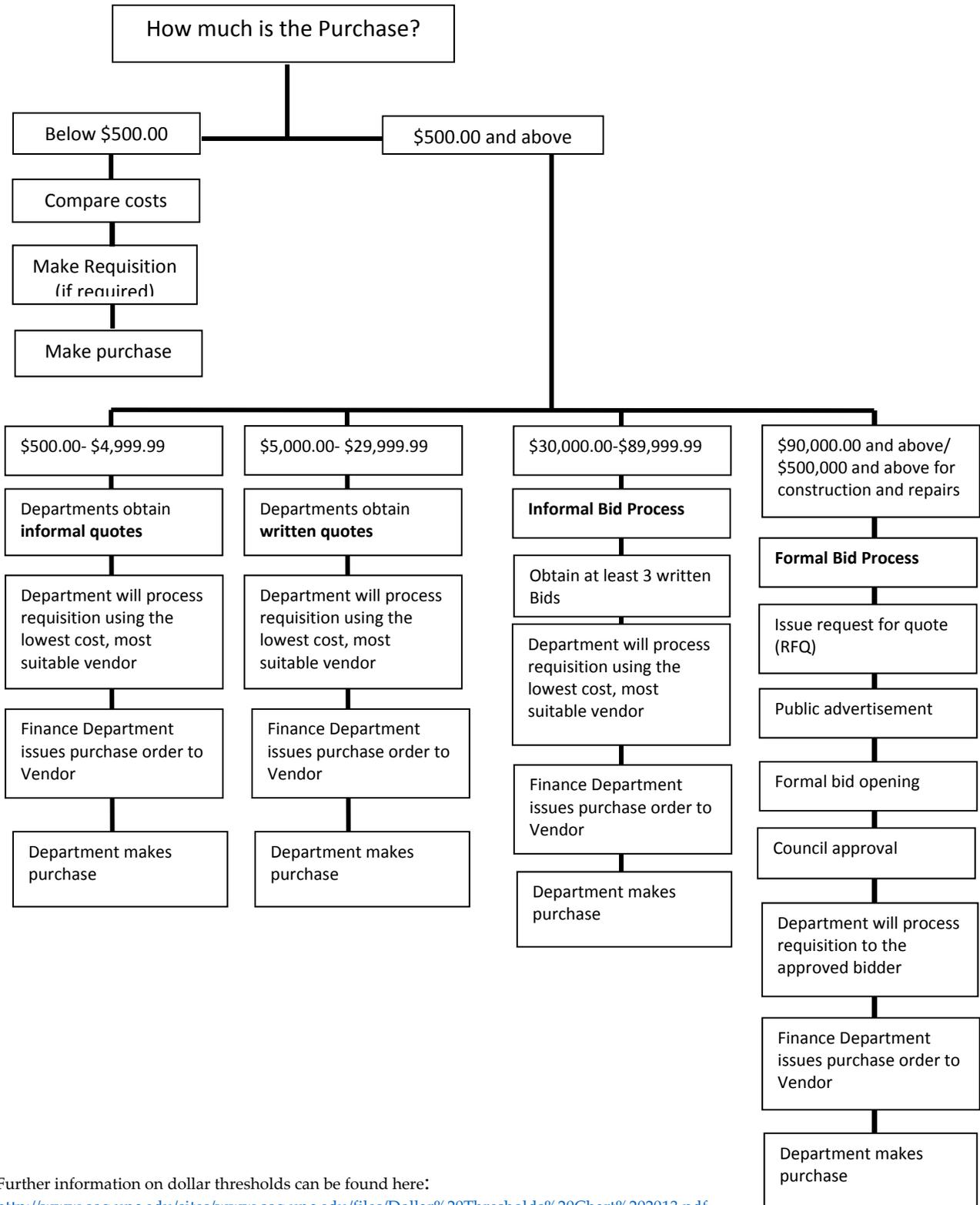
Department Heads have been delegated the authority to approve purchases made under \$500. Department Heads should only authorize purchases for necessary goods when proper documentation is provided and funds are available to make the purchase. The Department Head or his designee must authorize each invoice with signature and date before forwarding to Finance for payment. This authorization verifies that the goods and or services have been received, the budgeted funds are available and the invoice has been coded to the proper account number.

***PROPOSED PRACTICE:***

Department Heads should only authorize purchases for necessary goods when proper documentation is provided and funds are available to make the purchase. The Department Head or his designee must authorize each invoice with signature and date before forwarding to Finance for payment. This authorization verifies that the goods and or services have been received, the budgeted funds are available and the invoice has been coded to the proper account number.

**AMENDED PURCHASING FLOWCHART**

**PURCHASING FLOW CHART**



Further information on dollar thresholds can be found here:

<http://www.sog.unc.edu/sites/www.sog.unc.edu/files/Dollar%20Thresholds%20Chart%202013.pdf>

## 6. Architect Contract - Water Plant

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INTEROFFICE MEMO

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September 10, 2019

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: WTP Lab/Office Contract

As City Council is aware, we conducted a study of our Water Treatment Plant Lab and Office requirements in the 2018-2019 Budget. This study found that due to the increased testing requirements and age of our facility, that a new Lab/Office was needed. A preliminary layout and estimate was completed and a capital fund has been created to accommodate the full design and construction. The first step is to have an architect complete a full set of construction drawings, which we can use for bids to establish a construction budget.

Alley, Williams, Carmen and King, Inc. performed the study for us and created the preliminary layout and design, therefore we are requesting that Council award the design contract to AWCK for \$108,000. A copy of the contract is attached.



 **AIA® Document B105™ – 2017**

**Standard Short Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the Tenth day of July in the year 2019  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

City of Roxboro  
105 South Lamar Street  
Post Office Box 128  
Roxboro, North Carolina 27573  
Telephone Number: (336) 599-3116  
Fax Number: (336) 599-3774

and the Architect:  
(Name, legal status, address and other information)

Alley, Williams, Carmen & King, Inc.  
740 Chapel Hill Road  
Post Office Box 1179  
Burlington, North Carolina 27216  
Telephone Number: (336) 226-5534  
Fax Number: (336) 226-3034

for the following Project:  
(Name, location and detailed description)

City of Roxboro - Water Treatment Lab Building

The Project will consist of a new building of approximately 5,200 square feet, including a lab, workshop, offices and storage, as well as improvements to the plant operator's office. Also included is paved parking in front of the building and paved access to the garage / shop portion of the building.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

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User Notes:

(929395303)

## **ARTICLE 1 ARCHITECT'S RESPONSIBILITIES**

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

The work shall consist of architectural and plumbing, electrical, mechanical, civil and structural engineering design and construction administration. Plans shall be developed utilizing the preliminary program and preliminary drawings prepared by the Architect. The Architect's probable cost of construction is \$1,150,000, not including design fees, soils or materials testing, special inspections, or governmental permits and fees. This probable cost of construction is not a guarantee of final costs.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™-2017, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105-2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.

## **ARTICLE 2 OWNER'S RESPONSIBILITIES**

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

## **ARTICLE 3 USE OF DOCUMENTS**

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

## **ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT**

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with

the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

#### ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

#### ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

One Hundred Eight Thousand Dollars (\$108,000.00).

The Owner shall pay the Architect an initial payment of zero dollars (\$ 0.00) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus ten percent (10 %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest from the date payment is due at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond twenty-four (24) months of the date of this Agreement through no fault of the Architect.

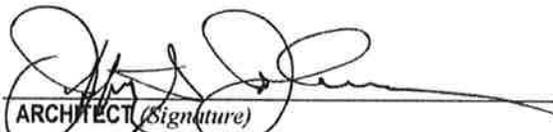
#### ARTICLE 7 OTHER PROVISIONS

*(Insert descriptions of other services and modifications to the terms of this Agreement.)*

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

\_\_\_\_\_  
OWNER (Signature)

Andrew M. Oakley, Public Services Director  
(Printed name and title)

  
ARCHITECT (Signature)

Jeffrey S. Johnson, AIA  
(Printed name, title, and license number, if required)

Init.



## 7. Street Specifications

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INTEROFFICE MEMO

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September 10, 2019

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Street Standard Specifications

As City Council is aware, the City's Uniform Development Ordinance referenced the City of Roxboro's Street Standard Specifications and we did not have specifications for street construction. The City had used minimum guidelines in the Subdivision Ordinance to control street construction and these were no longer adequate. In the 2018-2019 Budget, the City funded the creation of these documents.

The Standard Specifications that we have created are based on national recognized specifications for construction. The specifications will be available online and paper copies will be available for purchase at Taylor's Printing.

## 8. Financial & Tax Report

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the One Month Ended June 30, 2019**

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	8.33% Percent of Budget
<b>General Fund (10)</b>				
Ad Valorem Taxes	\$ 4,773,036	\$ 181,735.47	\$ (4,591,300.53)	3.81%
Local Option Sales Tax	1,789,072	158,515.44	(1,630,556.56)	8.86%
Other Taxes and Licenses	12,000	1,131.94	(10,868.06)	9.43%
Unrestricted Intergovernmental	1,022,781	17,136.53	(1,005,644.47)	1.68%
Restricted Intergovernmental	703,968	32,763.65	(671,204.35)	4.65%
Permits and Fees	7,000	1,095.00	(5,905.00)	15.64%
Sales and Services	642,120	52,275.97	(589,844.03)	8.14%
Miscellaneous	79,233	4,826.65	(74,406.35)	6.09%
Investment Earnings	4,500	2,595.87	(1,904.13)	57.69%
Interfund Transfers	1,236,265	81,855.42	(1,154,409.58)	6.62%
Sale of Fixed Assets	15,000	25,010.00	10,010.00	166.73%
<b>Total Revenues</b>	<b>10,284,975</b>	<b>558,941.94</b>	<b>(9,726,033.06)</b>	<b>5.43%</b>
<b>Expenditures:</b>				
Governing Body - City Council	239,215	124,076.67	115,138.33	51.87%
City Hall Administration	600,106	43,363.44	556,742.56	7.23%
Finance	277,046	19,602.00	257,444.00	7.08%
Sales Tax	88,100	3,221.65	84,878.35	3.66%
Tax Collections	65,000	2,142.48	62,857.52	3.30%
Buildings & Grounds	464,704	7,387.69	457,316.31	1.59%
Safety / Purchasing	16,149	48.10	16,100.90	0.30%
Police	3,292,785	320,065.50	2,972,719.50	9.72%
Fire	2,180,372	184,507.69	1,995,864.31	8.46%
Emergency Communications 911	95,800	308.24	95,491.76	0.32%
Transportation - Streets	1,963,857	279,651.27	1,684,205.73	14.24%
Environmental Protection	1,214,105	51,566.97	1,162,538.03	4.25%
Planning and Zoning	631,286	13,828.64	617,457.36	2.19%
Cultural & Recreational	-	-	-	#DIV/0!
Debt Service	468,044	-	468,044.00	0.00%
Interfund Transfers	75,000	-	75,000.00	0.00%
<b>Total Expenditures</b>	<b>11,671,569</b>	<b>1,049,770.34</b>	<b>10,621,798.66</b>	<b>8.99%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(1,386,594)</b>	<b>(490,828.40)</b>	<b>895,765.60</b>	
<b>Other Financing Sources</b>				
Proceeds of Capital Lease	603,672	202,946.00	(400,726.00)	33.62%
Fund Balance Appropriated	782,922	-	(841,880.00)	0.00%
<b>Total Other Financing Sources</b>	<b>1,386,594</b>	<b>202,946.00</b>	<b>(1,242,606.00)</b>	<b>14.04%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>(287,882.40)</b>	<b>\$ (346,840.40)</b>	
<b>Fund Balance Beginning of Year</b>		<b>4,630,075.35</b>		
<b>Fund Balance Current Period</b>		<b>\$ 4,342,192.95</b>		

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the One Month Ended June 30, 2019**

	Original Budget	Actual	Annual	
			Variance Favorable (Unfavorable)	8.33% Percent of Budget
<b>Enterprise Funds</b>				
<b>Revenues:</b>				
<b>Water &amp; Sewer Fund 60</b>				
Charges for Services	\$ 5,379,927	\$ 444,501.69	\$ (4,935,425.31)	8.26%
Assessments	-	-	-	#DIV/0!
Tapping Fees	20,000	7,380.00	(12,620.00)	36.90%
Other Operating Revenues	35,475	732.91	(34,742.09)	2.07%
Nonoperating Revenues	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	-	-	-
Interfund Transfers	670,000	-	(670,000.00)	0.00%
Sale of Fixed Assets	5,000	-	(5,000.00)	0.00%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,110,902</b>	<b>452,614.60</b>	<b>(5,658,287.40)</b>	<b>7.41%</b>
<b>Triple Tier Fund 61</b>				
Operating Revenues	6,965	654.22	(6,310.78)	9.39%
Nonoperating Revenues	100	17.07	(82.93)	17.07%
Rural Center Engineering Grant	-	-	-	#DIV/0!
<b>Capital Reserve Fund 69</b>				
Operating Revenues	742,040	64,731.03	(677,308.97)	8.72%
Nonoperating Revenues	1,500	1,955.04	455.04	130.34%
Interfund Transfers	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>6,861,507</b>	<b>519,971.96</b>	<b>(6,341,535.04)</b>	<b>7.58%</b>
<b>Expenditures:</b>				
<b>Public Utilities: Administration</b>				
Sales Tax	-	-	-	#VALUE!
Billing & Collection	137,392	4,772.23	132,619.77	3.47%
Meter Section	275,016	11,100.13	263,915.87	4.04%
Raw Water Supply	69,547	5,521.01	64,025.99	7.94%
Water Plant	1,505,536	114,819.76	1,390,716.24	7.63%
Water Maint and Construction	621,316	36,599.26	584,716.74	5.89%
Wastewater Plant II	149,631	7,565.33	142,065.67	5.06%
Wastewater Plant	1,154,343	81,138.60	1,073,204.40	7.03%
Pump Stations	294,756	17,472.00	277,284.00	5.93%
Wastewater Maint & Construction	371,363	59,256.60	312,106.40	15.96%
Debt Service	519,737	-	519,737.00	0.00%
Interfund Transfers-MERP	-	-	-	-
Interfund Transfers	1,012,265	81,855.42	930,409.58	8.09%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,110,902</b>	<b>420,100.34</b>	<b>5,690,801.66</b>	<b>6.87%</b>
Triple Tier Fund 61	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	743,540	-	743,540.00	0.00%
<b>Total Expenditures</b>	<b>6,861,507</b>	<b>420,100.34</b>	<b>6,441,406.66</b>	<b>6.12%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>-</b>	<b>99,871.62</b>	<b>99,871.62</b>	
<b>Other Financing Sources</b>				
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	-	-	-	#DIV/0!
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>99,871.62</b>	<b>\$ 99,871.62</b>	
<b>Fund Balance Beginning of Year</b>		<b>1,969,991.78</b>		
<b>Fund Balance Current Period</b>		<b>\$ 2,069,863.40</b>		

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the One Month Ended June 30, 2019**

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	8.33% Percent of Budget
<b><u>Central Depository</u></b>				
Cash		2,206,819.27		
BB&T MMA		128,396.96		
NCCMT		2,410,171.66		
Flexible Spending Account AFLAC		110,912.98		
Roxboro Savings Bank		767,766.73		
Gateway Bank MMA Finistar CD's		-		
<b>Total Cash and Investments</b>		<b>\$ 5,624,067.60</b>		<b>\$5,624,067.60</b>
<b><u>Breakdown by Fund:</u></b>				
General		\$ 3,092,723.87		
CDBG-Revolving Loan Fund		77,890.47		
Old Durham Road Project Fund		359.95		
Vehicle Special Revenue		1,201.75		
Ridge Road Capital Project		-		
Stormwater Capital Fund		220,489.94		
Enterprise		(940,990.70)		
Triple Tier Water		21,354.81		
Capital Reserve		2,446,111.10		
Wastewater Plant Capital Project		518,465.17		
Annexation Area Capital Project		-		
Christmas Club / Flex Fund		110,912.98		
LEO Pension Trust Fund		75,548.26		
Reserve for Interest Earned		-		
<b>Total of Fund's Cash and Investments</b>		<b>\$ 5,624,067.60</b>		<b>\$5,624,067.60</b>

**City of Roxboro, North Carolina**  
**Fund Balance**  
**General Fund**  
**As of July 31, 2019**

	<b>General Fund</b>			
	<b>31-Jul-19 Fund Balances</b>	<b>Percentage of Total Fund Balance</b>	<b>Percentage of Fiscal Year 2019 Budget</b>	<b>Percentage of Prior Year Actual Expenditures</b>
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for inventories	\$ 45,118	1.04%	0.39%	0.38%
Reserved by state statute	653,781	15.06%	5.60%	5.53%
Reserved for streets - Powell Bill	287,458	6.62%	2.46%	2.43%
Reserved for cemetery	30,269	0.70%	0.26%	0.26%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.11%</u>	<u>1.16%</u>	<u>1.14%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>26.52%</u>	<u>9.87%</u>	<u>9.73%</u>
<b>Unreserved</b>				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>3,190,579</u>	<u>73.48%</u>	<u>27.34%</u>	<u>26.97%</u>
Total fund balance unreserved	<u>3,190,579</u>	<u>73.48%</u>	<u>27.34%</u>	<u>26.97%</u>
Total equity and other credits	<u>\$ 4,342,193</u>	<u>100.00%</u>	<u>37.20%</u>	<u>36.70%</u>
Budget Ordinance for June 30, 2020, as Amended			\$ 11,671,569	
Prior Year Expenditures				\$ 11,830,440

**City of Roxboro, North Carolina**  
**Fund Balance**  
**Enterprise Fund**  
**As of July 31, 2019**

	<b>Enterprise Fund</b>			
	<b>31-Jul-19 Fund Balances</b>	<b>Percentage of Total Fund Balance</b>	<b>Percentage of Fiscal Year 2019 Budget</b>	<b>Percentage of Prior Year Actual Expenditures</b>
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for encumbrances	\$ 14,267	0.69%	0.28%	0.25%
Reserved by state statute	222,861	10.77%	4.37%	3.91%
Reserved for capital outlay (C89 + C91)	<u>1,706,909</u>	<u>82.46%</u>	<u>33.48%</u>	<u>29.96%</u>
Total fund balance reserved	1,944,037	93.92%	38.13%	34.12%
<b>Unreserved</b>				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>125,827</u>	<u>6.08%</u>	<u>2.47%</u>	<u>2.21%</u>
Total fund balance unreserved	<u>125,827</u>	<u>6.08%</u>	<u>2.47%</u>	<u>2.21%</u>
Total equity and other credits	<u>\$ 2,069,863</u>	<u>100.00%</u>	<u>40.60%</u>	<u>36.33%</u>
Budget Ordinance for June 30, 2020, as Amended			\$ 5,098,637	
Prior Year Expenditures				\$ 5,697,524

**City of Roxboro  
Tax Collection Report  
For the Month Ended  
31-Aug-19**

	2019 Tax Levy	2018 Tax Levy
<b>Original Levy</b>	\$ 4,224,539.01	\$ 4,229,715.40
<b>Motor Vehicles Added to Levy</b>	0.00	0.00
<b>Motor Vehicles Added to Levy-DMV</b>	76,186.31	577,777.41
<b>Public Utilities</b>	<u>-</u>	<u>-</u>
<b>Adjusted Original Levy</b>	4,300,725.32	4,807,492.81
<b>+Discoveries</b>	<u>10,873.37</u>	<u>182,028.95</u>
<b>Levy</b>	4,311,598.69	4,989,521.76
<b>-Releases</b>	<u>2,545.76</u>	<u>7,679.31</u>
<b>Current Levy</b>	<u>4,309,052.93</u>	<u>4,981,842.45</u>
<b>Collection year-to-date</b>	\$ 631,248.15	\$ 4,933,713.41
<b>Uncollected</b>	\$ 3,677,804.78	\$ 48,129.04
<b>Collection % of Current Levy</b>	14.65%	99.03%
<b>Property Tax Rate Per \$100</b>	\$ 0.670	\$ 0.670

## 9. Assistant City Manager

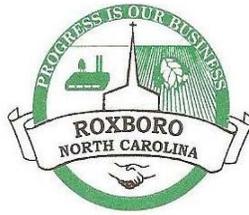
## **Assistant City Manger's Report**

**Hurricane Dorian** – As this is being written, Hurricane Dorian is bearing down on North Carolina's coast. While the impacts this far inland are predicted to be minor, the Public Services Department is preparing for the worst. The generators at the water plant and wastewater treatment plant have been checked and are operational. The crews are making sure all equipment is full of fuel and ready to go. Chain saws and barricades are ready if needed.

**City Lake Water Level** – City Lake is 2' low. This is the level at which we start pumping from Lake Roxboro. This week the intake for the Hyco Creek pump was cleaned out and on Wednesday, the gates were opened at Lake Roxboro. The pumps will be started on Friday. Hopefully, rain from the hurricane will help fill City Lake and we will not have to run the pumps as long.

**Wastewater Treatment Plant Upgrade** – Working is continuing on the oxidation ditch. The contractor is close to finishing the concrete pours for the walls. The focus of work has shifted to the pipework. This has to be completed in order for the oxidation ditch to work. The brick masons are starting to lay brick on the outside of the office/lab building.

## 10. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: September 10<sup>th</sup>, 2019

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- Please take note of several upcoming dates.
  - Council Interviews for Council Vacancy, TBD October
  - BASIC Meeting, 7pm Thursday September 19<sup>th</sup> at New Mount Zion Baptist Church
  - Rox N' Roll will be held Uptown at 6pm on September 20<sup>th</sup>
  - Kerr-Tar Regional Council of Governments' Annual Banquet, 6:30pm on September 26 at Homestead Steakhouse
  - City Council Meeting, 7pm Tuesday October 8<sup>th</sup> at City Hall
  - Race Unity Week, October 6-13
- The City Manager and the Human Resource Director are enrolled in the Roxboro Police Department's 12<sup>th</sup> Session of the Citizen's Police Academy. Classes begin on September 19<sup>th</sup> and will conclude on December 12<sup>th</sup>. The CPA session is full but I would like to highly encourage people to consider enrolling in a future session. Please see Sgt Ryne Ford for more details.
- An internal steering committee was appointed and tasked with designing a more efficient Safety Committee. Overall, this committee concluded that there was a need to streamline the functions of the safety committee. The steering committee developed the following list of duties for revised the Safety Committee: draft a new City of Roxboro Safety Policy Manual, conduct incident reviews with the intent of focusing on corrective actions, provide additional training for safety committee members, provide training in excess of current departmental level training, maintain a central repository for all safety procedures, make recommendations regarding new industry safety trends, evaluate safety equipment/facilities and nurture an improved safety culture within the City of Roxboro. The committee will be comprised of two permanent co-chairs, as discussed in an earlier agenda item and one appointee from fire, police and public services. Given the immense extra duties being asked of the appointed staff members, we will be providing a stipend to the participants.
- We have received notice from NCDOT that they will be temporarily suspending "preliminary engineering" on a majority of construction projects effective on August 30<sup>th</sup>. Similar to local governments in North Carolina, by law NCDOT must maintain a minimum cash balance. It is safe to assume that the lack of a state budget is the reasoning for this delay and their letter notes that the projects will continue upon funding. This will impact a small handful projects in Person County and most significantly the proposed safety enhancements on Madison Boulevard.