

**AGENDA ROXBORO CITY COUNCIL MEETING  
MONDAY NOVEMBER 21, 2016 9:00 A.M.  
LOCAL GOVERNMENT DAY  
CITY HALL COUNCIL CHAMBER**

<b>CALL TO ORDER</b>	Mayor Marilyn P. Newell
<b>INVOCATION:</b>	Council Member Byrd Blackwell St. James Missionary Baptist Church
<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	
Public Services	
Fuel Expenditures	
Planning/RDG Report	
<b>RECOGNITION:</b>	
<b>PUBLIC COMMENT:</b> <i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
<b>PUBLIC HEARINGS AND ORDINANCE MATTERS:</b>	
1. Special Event Permit – “Jingle On Main” – <i>Public Hearing</i>	RDG Director Lauren Wrenn
2. Special Event Permit - Jaycee’s Christmas Parade – <i>Public Hearing</i>	Robbie Jones, Roxboro Jaycees
3. Text Amendment - Special Event Ordinance: <i>Title IX: General Regulations, Chapter 95 – Pickets, Parades, Public Assemblies and Special Events – Public Hearing</i>	Int. Planning Director Lauren Wrenn
<b>NEW BUSINESS:</b>	
<b>OLD BUSINESS:</b>	
4. Website Update	City Manager Brooks Lockhart
<b>COMMITTEE REPORTS</b>	Mayor Marilyn P. Newell
<b>ADMINISTRATIVE REPORTS:</b>	
5. Financial & Tax Report	Interim Finance Director Dan Craig
6. Assistant Manager’s Report	Assistant Manager Tommy Warren
7. Manager’s Report	City Manager Brooks Lockhart
<b>COUNCIL DISCUSSION:</b>	
<b>CLOSED SESSION:</b> Per NCGS 143.318.11(a)(6) Personnel	
<b>ADJOURNMENT:</b> Motion	Second

# Consent Agenda

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

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 9:00 a.m. Local Government Day, Monday, November 21, 2016.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

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

- Minutes of October 11, 2016 *(Regular Meeting)*
- Fire/EMS Monthly Report *(October 2016)*
- Police Dept. Monthly Report *(October 2016)*
- Public Services *(October 2016)*
- Fuel Expenditures Monthly Report *(October 2016)*
- Planning/RDG Monthly Report *(October 2016)*

---

Trevie Adams, MMC/NCCMC  
City Clerk

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

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
TUESDAY OCTOBER 11, 2016 – 7:00 P.M. CITY COUNCIL MEETING  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

**Members Absent:**

**Others Present:** City Manager Brooks Lockhart  
Assistant Manager Tommy Warren  
City Clerk Trevie Adams  
City Attorney Al Benshoff

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Public Services Director Andy Oakley** provided the invocation.

**PLEDGE OF ALLEGIANCE:**

**Mayor Marilyn P. Newell** then asked those in attendance to stand in reciting the Pledge of Allegiance to the Flag and asked that the Boy Scouts and Cub Scouts in attendance to lead in the Pledge.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda and asked for any corrections or additions and there being none, **Council Member Henry Daniel offered a motion to accept the agenda as presented with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

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

**PUBLIC COMMENT:**

**RECOGNITION:**

**Mayor Marilyn P. Newell** read a Proclamation to recognize Domestic Violence Month to be presented to Safe Haven of Roxboro.

**Chief David Hess** – Presentation of Arm for retiring Corp. Sharon Cash

**Chief David Hess** – Presented K-9 Officer Danny for retirement

**PUBLIC HEARINGS & ORDINANCE MATTERS:**

**1. Budget Amendment**

**Interim Finance Director Dan Craig** presented Council with Budget Amendment #2. After a brief discussion, **Council Member Mark Phillips offered a motion to approve Budget Amendment #2 as presented with a second by Mayor Pro Tem William**

**Davis** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.**

**2. New Mt. Zion Family Fun Day – Special Event Permit – *Public Hearing***

**Ms. Dorothy Pulliam of New Mount Zion Church** presented Council with an application for a special event to be held on October 15, 2016 for a Homecoming Celebration. Ms. Pulliam is requesting that Walker Street be closed from Jones Street to the rear of Person Industries from 11:00 a.m. – 5:00 p.m. **Mayor Marilyn P. Newell opened the Public Hearing at 7:20 p.m. asking for any comment from the public and there being none, closed the Public Hearing at 7:23 p.m.** After a brief discussion, **Council Member Byrd Blackwell offered a motion to approve the special event permit as requested with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

**3. Person County Library and RDG – Special Event Permit – *Public Hearing***

**RDG Director Lauren Wrenn** presented Council with an application for a special event to be held on October 27, 2016 for a “Flash Mob Dance” to encourage youth involvement and excitement in Uptown Roxboro and offer an opportunity to partner with local schools. Ms. Wrenn is requesting that North Main Street be closed from 5:30 p.m. to 6:00 p.m. **Mayor Marilyn P. Newell opened the Public Hearing at 7:25 p.m. asking for any public comment and there being none, closed the Public Hearing at 7:27 p.m.** **Council Member Mark Phillips offered a motion to approve the special event permit as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

**4. Set Public Hearing for Amendment to Chapter 95**

**RDG Director Lauren Wrenn** stated that per the request of the Mayor and City Manager, a public hearing is requested for the November Council meeting to discuss amendments to Chapter 95 of the Roxboro City Code. Chapter 95 of the City Code regulates certain pickets, parades, public assemblies, and special events. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to set the Public Hearing for the regular Council meeting on November 21, 2016 at 9:00 a.m. with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**OLD BUSINESS:**

**5. Set Dates for Planning Session**

**City Manager Brooks Lockhart** offered Council some dates for consideration to hold a planning session to discuss a detailed update on the Wastewater Treatment Plant upgrades. Secondly, the Planning Director will present information to Council regarding the impacts of neglected properties within the City, with further discussion needed with Council to identify appropriate actions. Mr. Lockhart also stated that an additional session will be held in January 2017 to discuss the City Communication Tower. **Fire Chief Kenneth Torain** has been working on the assessment of the Tower and identified some needs and is working to develop a plan to present to Council. After a brief discussion it was the consensus of Council to have a Planning Session on November 9, 2016 with dinner provided and to meet at the Police Station in the Training Room. A possible Closed Session will be added to this meeting for the discussion of the City Manager's evaluation process.

**NEW BUSINESS:**

## COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No report at this time.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – No report at this time.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** attended the Annual Banquet held in Henderson on September 22, 2016. Mayor Merilyn P. Newell received Outstanding Elected Official of the Year and City Clerk Trevie Adams received Clerk of the Year award.
- 5) **Fire Chief’s Association – Council Member Mark Phillips** - was unable to attend this month

**MAYOR’S REPORT:** Mayor Merilyn P. Newell reported attended several events in July, August and September including the Person County EDC/PCBIC meeting at New Mt. Zion Church, competed in “BLT Throwdown” at Person County Farmer’s Market and won the “Mojo Spoon Award”, “Raise the Roof” celebration at Roxboro Community School, Personality Festival, attended the Grand Opening – An Artist’s Emporium, 70<sup>th</sup> Anniversary of Footwear Plus, Kerr-Tar COG Annual Banquet and the Veteran’s Park Ribbon Cutting and Dedication to just mention a few.

## ADMINISTRATIVE REPORTS

### 6. Financial & Tax Report

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

### 7. Assistant City Manager’s Report

**Assistant City Manager Tommy Warren** reported to the Mayor and Council that the pothole patching machine dealer brought a demo unit to Roxboro and started patching several holes in the parking lot beside Long Memorial Church. Also, part of Charles Street and Reams Avenue were patched to provide real data. This machine will save time by allowing staff the ability to patch when needed and not just when the asphalt plants are open and it takes fewer employees to do the repairs.

Final pay application for the Lake Roxboro Spillway repair has been received and came in approximately \$33,000 under budget. This was due to there being fewer voids under the spillway.

The request for renewal of the permit from NCDEQ to operate the wastewater treatment plant has been submitted. The current permit expires on May 31, 2017 and hopefully there will not be any major changes to the existing permit. Staff is currently working to come into compliance with the existing permit by constructing and have the oxygenation ditch operational by September 2019.

### 8. Manager’s Report

**City Manager Brooks Lockhart** offered some dates of interest for Council including the EDC Workshop to be held on October 12, 2016 from noon until 5:00 p.m. in the Roxboro Police Department Training Room.

The City Website will launch in October and will mean the outdated information on our existing pages will be supplanted. The website will be launched with core functionality and staff will be adding content over the next several months.

Mr. Lockhart received an e-mail from 115/117 Depot Street property owner advising that they are working with their architect/engineers to consider alternative placements of their equipment. The property owner has submitted a proposal for rectifying the trip hazard of the venting box by constructing a waist high planter. Staff has reviewed and approved this proposal.

Mr. Lockhart also reported that along with the Assistant Manager and Finance Director participated in a meeting with the Local Government Commission in Raleigh on October 11, 2016 regarding the funding of the Wastewater Treatment Plant upgrades. LGC Staff provided us some clear direction on immediate steps we should take to pursue funding. More updates will be provided at the planning session in November.

**COUNCIL DISCUSSION:** No discussion at this time.

**ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Council Member Sandy Stigall with a second by Council Member Byrd Blackwell to adjourn this meeting at 8:09 p.m.** and, upon being put to a vote, was carried unanimously.

---

Mayor Marilyn P. Newell

ATTEST:

---

Trevie Adams, MMC/NCCMC  
City Clerk

October 11, 2016



**City of Roxboro  
Fire and Rescue Department**

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

**Highlight**

- **Responses** - During the month of Octo, the City of Roxboro Fire Department responded to 29 fire calls within the city limits, and 19 fire calls outside the city limits. Also, the department responded to 67 first responder calls within the city, and 27 first responder calls in our county response district. Over the course of October, we had to call back off-duty personnel and auxiliary personnel for a total of 0 full alarms. Roxboro Fire Department responded to 168 dispatched calls this month.
- **Customer Service.** Lt. Bill Gentry, Randy Whitt and Dustin Grinstead responded to an 82 year old male that had fallen off a ladder attempting to fix a window on his porch. The male subject was evaluated by the crew and loaded into the EMS unit and carried to the Emergency Room. The Roxboro Fire Department crew stayed on scene and fixed the window for the gentleman, so it would be fix for him when he arrived home from hospital
- **Training-** Engineer Adam Morris attended several major classes this month including Rapid Intervention Training and Thermal Imaging. He is also excepted to participate in the one of the toughest classes in the fire service. The calls will include firefighters from all over the world.
- **Fire Prevention Month** - In October, all shifts participated in fire prevention activities throughout the city and county. They visited 18 daycares, 6 schools, Senior Center, Generations Adult Daycare, Canterbury House, Certainteed, as well as other businesses. We were also visited by the German Students and shared fire prevention tips with them. We had a car seat clinic at Earl Bradsher Preschool that 4 Car Seat Technicians participated in. We took the Smokehouse to Leasburg Fire Department for their Fire Prevention Day. We assisted the Firefighters Burned Children's Fund in 2 fundraisers. One was the movie at the Kirby and the other was the Haunted House. Fire Prevention material was given to all those who participated. We reach approximately 3000 people with our prevention activities during October.

- **Radio Tower** In the month of October we have paid the engineering firm to do a reanalyze of the tower to see where we will stand after removal and adding the devices needed on the tower.
- **Classes taught by Roxboro Fire Department** Haz Mat Level1 Responder, Indoctrine Class, Traffic Incident Management, Hazardous Materials Personal Protective Equipment and Hazardous Material Decon.
-

# Smoke Detector Installation Report

Oct 2016

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

**Total Alarms Installed: 3**  
**Total Batteries Installed: 2**  
**Total Contacts: 2**  
**Total Alarms in Stock:**  
**Total Batteries in Stock:**

## Child Safety Seat Installation Report

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

**Prepared by: Bill Gentry**

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

Month/Year October-16

**No. of Participants by Age Group**

Age 0-4	<u>849</u>
Age 5-10	<u>506</u>
Age 11-14	<u>257</u>
Age 15-18	<u>234</u>
Age 19-29	<u>195</u>
Age 30-65	<u>549</u>
Age 65+	<u>168</u>
<b>Total Persons</b>	<u>2758</u>

**Total Man Hours of Presentation** 464

**No. of Organizations by Type**

Business	<u>2</u>
Civic Group	<u>1</u>
Daycare	<u>18</u>
Healthcare	<u>1</u>
Industrial	<u>1</u>
Juvenile Fire Setters	<u>2</u>
Schools	<u>6</u>
Senior Groups	<u>3</u>
Special Interest	<u>5</u>
Youth Groups	<u>4</u>
Other	<u>8</u>
<b>Total No. of Organizations</b>	<u>50</u>

**No. of Programs by Type**

Bicycle Safety	<u>        </u>
Burn Prevention	<u>42</u>
Display	<u>6</u>
Extinguisher	<u>5</u>
Falls	<u>        </u>
Fire / Evacuation Drill	<u>20</u>
Water Safety	<u>        </u>
Firearms	<u>        </u>
General Fire Safety	<u>2</u>
Juvenile Fire Setters	<u>22</u>
Poison Prevention	<u>        </u>
Public Relations	<u>48</u>
Special Event	<u>2</u>
Station Tour	<u>2</u>
Remembering When	<u>2</u>
Risk Watch	<u>4</u>
Other	<u>        </u>
<b>Total</b>	<u>155</u>

**Safety Devices Issued**

Smoke Alarms	<u>3</u>
Batteries	<u>        </u>
Special Needs	<u>        </u>
CSS	<u>2</u>
<b>Total</b>	<u>5</u>

Did a program save a life or reduce injury?

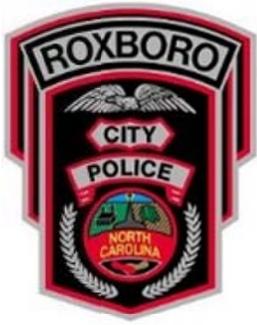
**No**

If yes, please give details on a separate sheet

Jan. 2016- present month	Number of total contacts	Number of detectors installed	Number of batteries installed	Jan. 2016- present month	To Current Month	Current Month	Total YTD
A Shift Station 2	1		4	Number seats checked	16	2	18
A Shift Station 3							
B Shift Station 2	5	11		Number of clinics performed			
B Shift Station 3				Number of seats installed at clinic			
C Shift Station 2	1	2		Number of CSS distributed			
C Shift Station 3	13	12	9				
<b>TOTALS</b>	<b>20</b>	<b>25</b>	<b>13</b>	Total number of CSS installed	16	2	18

2005 thru 2016 totals	Contacts	Detectors	Batteries				
As of 2014	2091	1426	888	Previous YTD	2091	1426	888
Previous YTD	2126	1464	903	Current Month			
Current month	2	3	2	<b>Total Jan 2005- Dec. 2016</b>			
<b>2015 to date</b>	<b>2128</b>	<b>1467</b>	<b>905</b>				
				CSS Contacts for CTY	5	2	7
				CSS distributed and installed for CTY			

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



# 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

October 2016

### Patrol Division

#### Highlighted Events

- Coordinated multi agency assistance for closing roads during the Homecoming Parade.
- After responding to more than six false commercial burglar alarms at a local business, they worked with the manager to mitigate further response and educated them on civil penalties for non-compliance. No further response to the business occurred after our outreach effort.
- Patrol responded to an increase of incidents of people firing weapons. None resulted in personal injury. High powered assault weapon ammunition casings were recovered at scenes along with handgun rounds. After utilizing community resources, we determined the underlining source of the incidents. Though we have spoken with the believed offenders there is not enough evidence to pursue charges. The incidents seem to have ceased since our intervention.
- Officer Solomon began canine training with canine "Kilo" at Southern Police Canine Institute in Spring Hope, NC. This will be the first time the city has had a canine and handler graduate an accredited canine training program. We would like to thank council for their support with the success of this opportunity.

#### Community Policing

- Sergeant Cash and Officer Tyler attended a Law Enforcement Appreciation and Community Conversation event at Greater Cleggs Chapel Church.
- Additional manpower was allocated for Halloween to mitigate pedestrian and vehicular traffic in local neighborhoods.
- We had the pleasure of touring German Exchange students through the facility and introduce them to an American police vehicle.
- We were blessed with a young girl that wanted a hug from a police officer. Lieutenant Hawkins quickly took advantage of the heartwarming hug.



- We received multiple messages from the community through our Facebook page commending various officers for their professionalism, our service and consistency with promoting information through social media.
- Sergeant Ford and Officer Lynch represented the department during the State Fair at the Governor’s Highway Safety Program “Safe City”. We displayed one our award winning police vehicles which was selected by GHSP for their 2016 calendar.
- Several officers attended a presentation from US Representative Mark Walker honoring local resident Sam Winstead for his military service.
- The 9<sup>th</sup> Session of the Citizen’s Police Academy continued this month with various practical



training sessions. A special thanks to our CPA Alumni for providing free meals every week and continuing to support the agency.

- Sgt. Dickerson and Det. Howe attended an International Association of Identification and Education conference. During the conference, they won 2<sup>nd</sup> place for a Halloween costume party. They dressed as Sherlock Holmes and Dr. Watson.
- Lt. Hawkins and Evidence Custodian Tanya Thomas attended South Elementary Fall Festival. They passed out goodie bags and interacted with students, parents and teachers.
- The JAM (Jesus and Me) students of Mt. Zion Methodist Church provided “Lifesaver” bags to all the police department staff.

## Monthly Activities

- Calls for Service – 1645
- Incident Reports- 121
- Vehicle Crashes – 57
- Citations – 152
- Warnings – 119
- Misdemeanor Arrests – 25
- Felony Arrests – 20

### Criminal Investigations Division

- Conducted case assignment/management duties.
- Conducted administrative duties.
- Assisted Patrol with calls for service.
- Conducted numerous interviews related to several shots fired investigations throughout the city.
- Lt. Hughes completed week of LEEP training at NC State University.

- Conducted a search warrant on High Street for possible stolen property that yielded the seizure of over 60 articles of evidence.
- With the personnel shortages in CID and increased felony investigations, detectives are averaging a case load of 12 cases per month. The caseload per detective has doubled since last year.

#### Total Numbers for the Month

- Number of cases assigned 22
- Follow up hours in field 180
- Phone follow up hours 55
- Hours spent doing paperwork 118
- Call outs 5
- Out of town follow ups 2
- Felony warrants - 16
- Misdemeanor warrants 2
- Cases closed: Leads exhausted 9, Closed by warrants or unfounded 0
- Arrests 2
- Felony packets 8
- Number of interviews done 14

#### Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 6

Chapel Hill Police Department – 9

Creedmoor Police Department- 1

Hillsborough Police Department- 3

Orange County Sheriff's Office- 0

Granville County Sheriff's Office- 13

#### Street Crimes Unit

- One employee on vacation.
- Assisted with facilitating state mandated training.
- One employee on Light Duty.

#### Administrative Services Unit

- Troubleshoot several In car camera software issues. One system was deemed defective and is being replaced free of charge.
- Both interview rooms were up fit with older in car camera systems to streamline our software and policy process with recordings. The older systems were replaced with new digital system acquired from the GCC grant earlier in the year.
- Daily work preparing for the new OSSI software and Power DMS® records software programs.

- Assisted CID with cataloging and inventory of over 60 articles of evidence.
  - Reviewed police applicants and pre-screen interviews.
  - Assisted patrol with calls for service due to patrol having insufficient staffing.
  - Issuance of new acquired winter coats for all sworn staff. This is the first time 18 years the agency has had a standard/uniformed coat. We thank council for adding to the professional appearance of the department and the much-needed durable coats.
  - Attended the City fall picnic.
  - Several trips to the state crime lab for evidence submission.
- \*\*We would like to thank Phillip Fish for his hard work helping us build our Quatermaster room, organization and other facility jobs he completed during the month. He is a tremendous asset to the city and takes pride in his work. He is a pleasure to work with.

### Administration

#### Meetings

- Daily meetings with all staff.
- Assisted/Facilitated CPA training.
- Met with community members to address traffic complaints and other quality of life concerns.
- Completed all state mandated training.
- Assisted patrol with calls for service due to insufficient staffing.
- Worked with two property owners to discuss tenant nuisance concerns and complaints from neighbors.

#### Highlighted Events

- Chief attended the 50<sup>th</sup> Anniversary for Carolina Pride Carwash.
- Attended meetings with the new RMS vendor, OSSI.
- Chief coordinated and attended two meetings with Governor McCrory for the North Carolina Chiefs of Police Association.

#### Personnel

- The police department received 16 applications for police officer vacancies. Only two were viable candidates. Neither have law enforcement experience. The hiring process for the candidates is progressing through our standard hiring procedures. If these candidates are hired, it will be April or later before they are working the street because they have no experience which elongates hiring and training requirements.

## Public Services Department Monthly Report

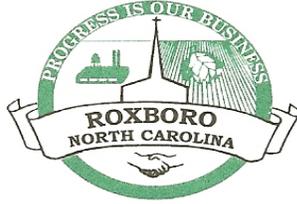


### City of Roxboro

**October 2015**

<b>Public Utilities Department</b>	<b>Public Works Department</b>																																																			
<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">10</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">3</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">187</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">0</td></tr> <tr><td style="padding-left: 20px;">Broken Meters Replaced:</td><td style="text-align: right;">0</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">9</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">29</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">0</td></tr> </table> <p>Remarks:</p>	Water Repairs:	10	Hydrant Repairs and Maint:	3	Meters Changed:	187	New Water Services:	0	Broken Meters Replaced:	0			Sewer Repairs:	9	Sewer Blockages:	29	New Sewer Services:	0	<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">476.63</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">209.8</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">39.9</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">8.4</td><td style="text-align: right;">tons</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Potholes Repaired:</td><td style="text-align: right;">6</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">17.94</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Concrete:</td><td style="text-align: right;">0</td><td style="text-align: right;">yards</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Vehicle Repairs:</td><td style="text-align: right;">36</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$14,449.41</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	476.63	tons	Residential Garbage:	209.8	tons	Brush Collected:	39.9	tons	Leaves Collected:	8.4	tons				Potholes Repaired:	6		Asphalt:	17.94	tons	Concrete:	0	yards				Vehicle Repairs:	36		Garage Materials:	\$14,449.41	
Water Repairs:	10																																																			
Hydrant Repairs and Maint:	3																																																			
Meters Changed:	187																																																			
New Water Services:	0																																																			
Broken Meters Replaced:	0																																																			
Sewer Repairs:	9																																																			
Sewer Blockages:	29																																																			
New Sewer Services:	0																																																			
Commercial Garbage:	476.63	tons																																																		
Residential Garbage:	209.8	tons																																																		
Brush Collected:	39.9	tons																																																		
Leaves Collected:	8.4	tons																																																		
Potholes Repaired:	6																																																			
Asphalt:	17.94	tons																																																		
Concrete:	0	yards																																																		
Vehicle Repairs:	36																																																			
Garage Materials:	\$14,449.41																																																			
<b>Water Treatment Plant</b>	<b>Wastewater Treatment Plant</b>																																																			
<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Total Water Treated:</td><td style="text-align: right;">MG</td></tr> <tr><td style="padding-left: 20px;">Average Daily Treated:</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Treated:</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Treated:</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 40px;">City Lake Level:</td><td></td></tr> <tr><td style="padding-left: 40px;">Lake Roxboro Level:</td><td></td></tr> </table> <p>Remarks:</p>	Total Water Treated:	MG	Average Daily Treated:	MGD	Maximum Daily Treated:	MGD	Minimum Daily Treated:	MGD			City Lake Level:		Lake Roxboro Level:		<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Average Monthly Flow:</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Flow:</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Flow:</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 40px;">Monthly Rainfall:</td><td></td></tr> <tr><td style="padding-left: 40px;">Maximum Rainfall:</td><td></td></tr> <tr><td style="padding-left: 40px;">Peak Hourly Flow:</td><td></td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Samples Analyzed:</td><td></td></tr> </table> <p>Remarks:</p>	Average Monthly Flow:	MGD	Maximum Daily Flow:	MGD	Minimum Daily Flow:	MGD			Monthly Rainfall:		Maximum Rainfall:		Peak Hourly Flow:				Monthly Samples Analyzed:																				
Total Water Treated:	MG																																																			
Average Daily Treated:	MGD																																																			
Maximum Daily Treated:	MGD																																																			
Minimum Daily Treated:	MGD																																																			
City Lake Level:																																																				
Lake Roxboro Level:																																																				
Average Monthly Flow:	MGD																																																			
Maximum Daily Flow:	MGD																																																			
Minimum Daily Flow:	MGD																																																			
Monthly Rainfall:																																																				
Maximum Rainfall:																																																				
Peak Hourly Flow:																																																				
Monthly Samples Analyzed:																																																				

## Public Services Department Monthly Report



# City of Roxboro

**November 2016**

<b>Public Utilities Department</b>	<b>Public Works Department</b>																																																			
<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">30</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">4</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">47</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">2</td></tr> <tr><td>Broken Meters Replaced:</td><td></td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">9</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">23</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">1</td></tr> </table> <p>Remarks:</p>	Water Repairs:	30	Hydrant Repairs and Maint:	4	Meters Changed:	47	New Water Services:	2	Broken Meters Replaced:				Sewer Repairs:	9	Sewer Blockages:	23	New Sewer Services:	1	<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">455.95</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">227.65</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">23.1</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">4.2</td><td style="text-align: right;">tons</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Potholes Repaired:</td><td style="text-align: right;">9</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">14.63</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Concrete:</td><td style="text-align: right;">0</td><td style="text-align: right;">yards</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Vehicle Repairs:</td><td style="text-align: right;">35</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$17,014.70</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	455.95	tons	Residential Garbage:	227.65	tons	Brush Collected:	23.1	tons	Leaves Collected:	4.2	tons				Potholes Repaired:	9		Asphalt:	14.63	tons	Concrete:	0	yards				Vehicle Repairs:	35		Garage Materials:	\$17,014.70	
Water Repairs:	30																																																			
Hydrant Repairs and Maint:	4																																																			
Meters Changed:	47																																																			
New Water Services:	2																																																			
Broken Meters Replaced:																																																				
Sewer Repairs:	9																																																			
Sewer Blockages:	23																																																			
New Sewer Services:	1																																																			
Commercial Garbage:	455.95	tons																																																		
Residential Garbage:	227.65	tons																																																		
Brush Collected:	23.1	tons																																																		
Leaves Collected:	4.2	tons																																																		
Potholes Repaired:	9																																																			
Asphalt:	14.63	tons																																																		
Concrete:	0	yards																																																		
Vehicle Repairs:	35																																																			
Garage Materials:	\$17,014.70																																																			
<b>Water Treatment Plant</b>	<b>Wastewater Treatment Plant</b>																																																			
<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Total Water Treated:</td><td style="text-align: right;">87.74</td><td style="text-align: right;">MG</td></tr> <tr><td style="padding-left: 20px;">Average Daily Treated:</td><td style="text-align: right;">2.83</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Treated:</td><td style="text-align: right;">3.56</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Treated:</td><td style="text-align: right;">1.79</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">City Lake Level:</td><td style="text-align: right;">4" Low</td><td style="text-align: right;">10/30/16</td></tr> <tr><td style="padding-left: 20px;">Lake Roxboro Level:</td><td style="text-align: right;">Full</td><td style="text-align: right;">10/30/16</td></tr> </table> <p>Remarks: Old Clearwell cleaned and inspected 10/25/2016. The next round of cryptosporidium testing began in October for City Lake and Lake Roxboro with one sample a month each for 2 years. This years Lead triennial lead and copper test had no violations.</p>	Total Water Treated:	87.74	MG	Average Daily Treated:	2.83	MGD	Maximum Daily Treated:	3.56	MGD	Minimum Daily Treated:	1.79	MGD				City Lake Level:	4" Low	10/30/16	Lake Roxboro Level:	Full	10/30/16	<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Average Monthly Flow:</td><td style="text-align: right;">2.15</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Flow:</td><td style="text-align: right;">13.83</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Flow:</td><td style="text-align: right;">1.36</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Rainfall:</td><td style="text-align: right;">6.5"</td><td></td></tr> <tr><td style="padding-left: 20px;">Maximum Rainfall:</td><td style="text-align: right;">4.0"</td><td style="text-align: right;">10/8/16</td></tr> <tr><td style="padding-left: 20px;">Peak Hourly Flow:</td><td style="text-align: right;">19.2 mg</td><td style="text-align: right;">10/8/16</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Samples Analyzed:</td><td style="text-align: right;">2638</td><td></td></tr> </table> <p>Remarks:</p>	Average Monthly Flow:	2.15	MGD	Maximum Daily Flow:	13.83	MGD	Minimum Daily Flow:	1.36	MGD				Monthly Rainfall:	6.5"		Maximum Rainfall:	4.0"	10/8/16	Peak Hourly Flow:	19.2 mg	10/8/16				Monthly Samples Analyzed:	2638				
Total Water Treated:	87.74	MG																																																		
Average Daily Treated:	2.83	MGD																																																		
Maximum Daily Treated:	3.56	MGD																																																		
Minimum Daily Treated:	1.79	MGD																																																		
City Lake Level:	4" Low	10/30/16																																																		
Lake Roxboro Level:	Full	10/30/16																																																		
Average Monthly Flow:	2.15	MGD																																																		
Maximum Daily Flow:	13.83	MGD																																																		
Minimum Daily Flow:	1.36	MGD																																																		
Monthly Rainfall:	6.5"																																																			
Maximum Rainfall:	4.0"	10/8/16																																																		
Peak Hourly Flow:	19.2 mg	10/8/16																																																		
Monthly Samples Analyzed:	2638																																																			

City of Roxboro, Nort LM  
 Distribution of Gas Ti WD  
 30-Sep-16 CS  
 GC

Shell  
 Account Number: 80-001-3945-4

Gas 0.5230  
 Diesel 0.5830  
 Tax Adjust

0.05 per gallon  
 2.00% Discount  
 2.00% Discount

Net Cost  
 Average Cost Per Gallon

Summary

Card Number	Dept Number	Make	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
1	4120	City Hall	23.84	57.15	12.47	1.19	0.48	43.01	2.397
2	4130	Finance	15.08	31.50	7.89	0.75	0.30	22.56	2.089
3	4160	Public Buildings	157.86	369.95	82.56	7.89	3.16	276.34	2.344
4	4180	Purchasing	-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning	12.04	23.72	6.30	0.60	0.24	16.58	1.970
		Total Administrative	208.82	482.32	109.21	10.44	4.18	358.49	2.310
5	4310	Police	1,912.23	4,062.03	1,000.10	95.61	38.24	2,928.08	2.124
6	4311	CID	221.34	484.79	115.76	11.07	4.43	353.54	2.190
26	4312	Narcotics	73.48	157.51	38.43	3.67	1.47	113.94	2.144
9	4380	Animal Control	-	-	-	-	-	-	#DIV/0!
		Total Police	2,207.05	4,704.33	1,154.29	110.35	44.14	3,395.55	2.132
7	4340	Fire	981.35	2,104.66	552.55	49.07	19.63	1,483.42	2.145
8	4341	Fire Inspections	73.11	153.69	38.24	3.66	1.46	110.34	2.102
		Total Fire Dept.	1,054.46	2,258.35	590.78	52.72	21.09	1,593.75	2.142
10	4510	Public Services	233.62	501.60	122.18	11.68	4.67	363.06	2.147
11	4511	Streets	595.07	1,298.12	325.72	29.75	11.90	896.26	2.181
12	4512	Street Cleaning	-	-	-	-	-	-	#DIV/0!
13	4513	Garage	159.47	343.99	85.02	7.97	3.19	247.81	2.157
14	4710	Residential Garbage	1,137.41	2,451.39	663.11	56.87	22.75	1,708.66	2.155
15	4711	Commercial Garbage	827.92	1,782.75	482.68	41.40	16.56	1,242.12	2.153
16	4740	Cemetery	89.29	203.39	46.70	4.46	1.79	150.44	2.278
		Total Public Services	3,042.78	6,581.24	1,725.41	152.14	60.86	4,608.36	2.163
		Total General Fund	6,513.11	14,026.24	3,579.69	325.66	130.26	9,956.15	2.154
18	7112	Meter Reading	222.09	476.36	116.15	11.10	4.44	344.66	2.145
19	7114	Lake Warden	80.25	175.50	41.97	4.01	1.61	127.91	2.187
25	7118	Pump Stations	510.81	1,097.75	267.15	25.54	10.22	794.84	2.149
20	7120	Water Plant	146.70	311.47	76.72	7.34	2.93	224.48	2.123
21	7121	Water Line Maintenanc	253.01	544.84	138.75	12.65	5.06	388.38	2.153
22	7130	WWTP	112.48	235.45	58.83	5.62	2.25	168.75	2.093
23	7131	Sewer Line Maintenanc	541.69	1,166.23	290.94	27.08	10.83	837.38	2.153
24	7132	WWTP II	111.59	239.86	58.36	5.58	2.23	173.69	2.149
		Total Enterprise Fund	1,978.62	4,247.46	1,048.87	98.93	39.57	3,060.08	2.147
		Total All Funds	8,491.73	18,273.70	4,628.57	424.59	169.83	13,016.23	2.152



November 15, 2016

To: Mayor Newell  
Roxboro City Council

From: Lauren Wrenn, Uptown Development/Interim Planning & Development Director

Subject: November Council Report

**Uptown Development/Roxboro Development Group:**

- State Grant Funding: This month we received our final written permission from our two property owners for the installation of the festoon lights in the alleyway near Danny Long's office. The Assistant City Manager and I are working closely to iron out the final details and have this project complete as soon as possible. We also received a design for the crosswalks. The Assistant City Manager, Public Services Director, and I are working to get the details of that finalized to ensure a completion by our March, 2017 deadline.
- Annual Planning Session: This year members of the NC Main Street Center will join us for RDG's annual planning session to ensure that we are optimizing our potential for future projects. In order to prepare for this, I have been working with a select group of board members to prepare informational and statistical data for the Main Street representatives to utilize in their planning efforts. The planning session is scheduled for November 29<sup>th</sup>.
- Final Rox N' Roll Cruise-In: Our final Cruise-In was a great success! We unfortunately had to deal with a bit of rain again, but we still had a great turnout. Our Uptown merchants seemed to be exceptionally pleased with this event. We held a scavenger hunt as a part of the event, which was designed to encourage individuals to go inside of our shops while walking around the Cruise-In. Many shop owners commented that this event brought more traffic than any other event they've experienced in the last few years. We look forward to finding creative ways to keep this element as a part of the Cruise-In event in 2017.
- Jingle On Main: As a part of our membership with the Directors' RoundTable, we are working hard to ensure that everything is perfect for this year's Jingle On Main event! There are many surprises in store, as well as all of the previous year's favorites. The special event permit application is a part of the agenda for the November 21<sup>st</sup> Council Meeting.
- Special Event Ordinance Revisions: At the request of the Mayor and City Manager, I have worked with the other department heads to review the current ordinance and determine what changes could be made to simplify our process. The revisions were submitted to the attorney to review, as well as the members of Council for their input. The revised ordinance is also on the agenda for the November 21<sup>st</sup> Council Meeting.



- Other Highlights:
  - Put flags out for Veterans Day memorial.
  - Put out requests for new RDG board members for 2017.
  - Met with members of the Directors' RoundTable group to discuss plans for the 225<sup>th</sup> Anniversary of Person County Celebration next year.
  - Attended the Person County Museum of History event to acknowledge members of the new Person County Heritage trail.
  - Hosted Regional Main Street Managers Meeting on October 17<sup>th</sup>.
  - Held RDG Board Meeting on October 18<sup>th</sup>.
  - Met with private donors interested in assisting with the development of the Desert Sands property.
  - Met with potential new business owners and current property owners to devise plans for development.
  - Welcomed Caroline Lane Boutique to the Uptown family. This business is located at 23 Reams Avenue.

## **Planning & Development:**

- UDO Review: The City Manager, Assistant City Manager, and I have been steadily working to review the new UDO for the City of Roxboro. Thanks to the efforts of the City Manager, we will still be able to receive assistance from Mr. Holland (of the production company, not the former Planning Director), in the editing process. We look forward to having this document ready very soon for final approval from the necessary boards and departments.
- New Construction: Since assuming the position of Interim Planning & Development, I have received applications for three new construction zoning permits; 2 small residential additions & 1 commercial expansion.
- Code Enforcement: There are currently 6 outstanding nuisance cases and 7 minimum housing standard cases.
- Other Highlights:
  - Fielded several inquiries regarding zoning compliance.
  - Issued 3 zoning permits.
  - Worked to organize and clear out files from the former Planning & Development office inside City Hall.
  - Met with Assistant City Manager & Public Services Director to discuss plans for an expansion that will affect several City utilities in the vicinity of the project.
  - Submitted information to several customers in response to zoning/permitting inquiries.

1. Special Event Permit - "Jingle on Main"  
Public Hearing



## City of Roxboro Special Event Permit Application

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

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

### **95.25 ACTIVITIES COVERED.**

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

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

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

*(Ord. passed 9-12-06)*

#### For Office Use Only

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

Date Application Received:

11/14/16

Date Submitted to Council/RPD:

11/15/16

Application Decision:

- Approved
- Denied

---

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

## Application Process and Instructions

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

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

### I. Applicant Information:

Individual/Organization: Jingle On Main  
Address: 211 N Main City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 336-322-6018 Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Individual/Organization: Beth Townsend, Chair of Directors Round Table  
Address: 211 N. Main St. City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 336-322-2104 Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### II. General Event information:

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

Please select the type of event:

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

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

This holiday event serves to "kickoff" the Christmas season in Person County and the City of Roxboro.

Please indicate the following:

- a. Proposed Event Date(s): Dec. 1<sup>st</sup> 2016
- b. Proposed Time Period(s) of the Event: 4:15 - 8:00 pm (roads close @ 4:30pm)
- c. Location of Event: Uptown Roxboro
- d. Approximate Number of People to Attend the Event: 500-800

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

This event will include horse-drawn carriage rides, a trolley train ride, food vendors, caroling and other live performances along the streets, a tree-lighting at Merritt Commons and a snow machine over the Kirby

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: One officer at the Main, Depot, and Reams
- Fire: \_\_\_\_\_
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): to distribute barricades for street closures
- 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.:

For this event, we ask that Main Street be closed from Russells to Jordan Street, as well as Court & Albitt Streets, and the connecting section of Lamar Street. We would also like to utilize the Merritt Commons pavilion for this event.

Specify number of:

1-3 Goods/Food Vendors 2-5 Animals 3-5 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:

*Music & some signs may be located near the Kirby Theater to alert people of the various events nearby. All other attention-getting devices will be at Merritt Commons.*

Please provide copies of the following with the completed application:

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

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

#### IV. Cancellation Policy

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

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

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

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

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

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

  
\_\_\_\_\_  
Applicant Signature

Date: 11/16/16

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

Date: 11/16/16



**RELEASE AND HOLD HARMLESS  
AGREEMENT**

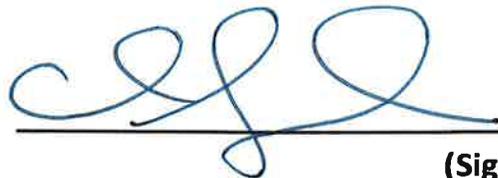
**STATE OF NORTH CAROLINA**

**COUNTY OF PERSON**

The undersigned, having this day received permission from the City of Roxboro to conduct Jingle on Main on 12/1/14, 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 16<sup>th</sup> day of November, 2016

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

Notary Witness: Rhonda B. Strickland

(Seal)

exp. 4/19/2021

\* Carriage rides will circle the courthouse on Abbitt and Court Sts.

\* Barrel train will go up and down Main St.



\* Food vendors will be located near courthouse, but exact locations have yet to be determined

\* The number of species will  
 increase with the number of  
 habitats and communities.  
 \* The number of species will be high and  
 diverse.

Species

Species



Species



Species

Species

\* The number of species will be high and diverse.  
 \* The number of species will be high and diverse.

## 2. Special Event Permit - Jaycee's Christmas Parade Public Hearing



## City of Roxboro Special Event Permit Application

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

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

### **95.25 ACTIVITIES COVERED.**

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

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

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

*(Ord. passed 9-12-06)*

### For Office Use Only

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

Date Application Received:

11/17/16

Date Submitted to Council/RPD:

11/17/16

Application Decision:

- Approved  Denied

---

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

## Application Process and Instructions

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

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

### I. Applicant Information:

Individual/Organization: Roxboro J.C.S  
Address: PO Box 1035 City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 336-599-1751 Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Individual/Organization: Robby Jones  
Address: PO Box 1035 City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 336-599-1751 Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### II. General Event information:

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

---

Please select the type of event:

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

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

CHRISTMAS PARADE

---

---

Please indicate the following:

- a. Proposed Event Date(s): 12-10-16
- b. Proposed Time Period(s) of the Event: 2:00 pm
- c. Location of Event: Carver St @ Main St Dentell
- d. Approximate Number of People to Attend the Event : 8,000

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

---

---

---

---

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: \_\_\_\_\_
- Fire: \_\_\_\_\_
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.):  
All streets on Main from Carver St. to Gordon St
- 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.:

All streets from Carver St to Gordon St on Main St.

Specify number of:

\_\_\_\_\_ Goods/Food Vendors \_\_\_\_\_ Animals \_\_\_\_\_ 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:

\_\_\_\_\_

*None*

\_\_\_\_\_

Please provide copies of the following with the completed application:

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

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

#### **IV. Cancellation Policy**

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

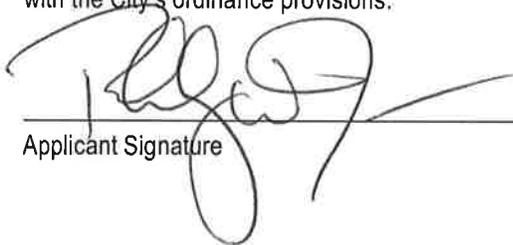
- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,

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

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

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

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



---

Applicant Signature

Date: 11-10-16

---

---

Responsible Planner/On-Site Manager

Date: \_\_\_\_\_

**RELEASE AND HOLD HARMLESS  
AGREEMENT**

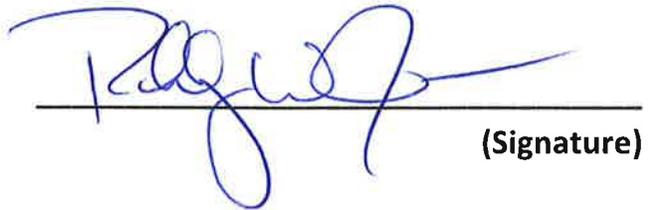
**STATE OF NORTH CAROLINA**

**COUNTY OF PERSON**

The undersigned, having this day received permission from the City of Roxboro to conduct Roxboro Jr.'s Christmas Parade on December 10, 2016, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

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

This the 10<sup>th</sup> day of November, 2016

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

Notary Witness: Bence Shaw  
\_\_\_\_\_  
(Seal)

### 3. Text Amendment - Special Event Ordinance

"Title IX: General Regulations, Chapter 95

Pickets, Parades, Public Assemblies and Special  
Events - Public Hearing

## GENERAL PROVISIONS

### § 95.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**APPEALS OFFICIAL.** The City Manager, or his or her designee who shall be an Assistant City Manager.

**ATHLETIC EVENT.** Any event involving the conduct of exercises, sports or games.

**BUSINESS DAYS.** Those days in which city offices are open for conducting city business.

**CHIEF OF POLICE.** The Chief of Police of the City of Roxboro, or his or her designee.

**FESTIVAL.** A concert, fair, exhibition, promotion, community event, block party, or similar event.

**PARADE.** Any athletic event, ceremony, pageant, march, picket, procession, motorcade or other similar activity consisting of persons, animals, vehicles or things, or a combination thereof proceeding along any sidewalk or along the traveled portion of any street within the city in such a manner as to interfere with the normal flow of vehicular or pedestrian traffic upon such sidewalk or street, and which activity is not intended, in whole or in part, to exercise freedom protected under the First Amendment of the United States Constitution. A procession in which individuals move single-file along a sidewalk shall not be regarded as interfering with the normal flow of pedestrian traffic along such sidewalk.

~~**PARADE/PUBLIC ASSEMBLY PERMIT.** A permit as required by this chapter in order to conduct a parade or public street or sidewalk assembly regulated by this chapter.~~

**PICKET or PICKETING.** The stationing of one or more persons by standing, walking, lying, sitting, kneeling, bending, or in any other similar manner, at a particular place within the city with the purpose of persuading or otherwise influencing another person's actions or conduct or of apprising the public of any opinion or message, excluding purely casual, random, or other everyday forms of communication or conduct.

**PUBLIC ASSEMBLY.**

(1) Any ~~gathering~~~~festival~~ held generally in one location upon any sidewalk or upon the traveled portion of any street within the city in such a manner as to interfere with the normal flow of vehicular or pedestrian traffic upon such sidewalk or street, and which activity is intended, in whole or in part, to exercise freedom protected under the First Amendment of the United States Constitution; or

(2) Any organized company of persons, or a picket, for a common purpose as a result of prior planning that is collected together generally in one location upon any sidewalk or upon the traveled portion of any street within the city in such a manner as to interfere with the normal flow of vehicular or pedestrian traffic upon such sidewalk or street, and which activity is intended, in whole or in part, to exercise freedom protected under the First Amendment of the United States Constitution. ~~For purposes of this definition, the phrase "held generally in one location" or "collected together generally in one location" means that such festival or activity is conducted generally in a fixed area as opposed to proceeding along the street or sidewalk in such a manner as to constitute a parade. An festival or other~~ organized company of persons or a picket in which the

participants do not obstruct or occupy more than one-half of a sidewalk, such that other pedestrians may use the sidewalk for its intended purpose, shall not be regarded as interfering with the normal flow of pedestrian traffic along such sidewalk.

**SIDEWALK.** That portion of the street right-of-way that is designated for the use of pedestrians and that is paved.

[SPECIAL EVENT. \(Need attorney's suggestion here.\)](#)

**STREET.** Any place or way set aside or open to the general public for purposes of vehicular traffic, including any curb, berm, shoulder, right-of-way, or median strip, but not including the sidewalk.

(Ord. passed 9-12-06)

### **§ 95.02 REGULATIONS FOR PICKETS AND PICKETING.**

(A) For purposes of this section, the following definitions shall apply:

(1) **PRIVATE RESIDENCE.** A single-family dwelling, duplex, or multi-family dwelling within the city;

(2) **DIRECTED, FOCUSED, or TARGETED AT.** A particular private residence is being made the sole object of picketing, and the picketing takes place solely on that portion of the street or sidewalk that abuts on the property upon which the targeted residence is located or solely on that portion of any street or sidewalk that abuts on property within 50 feet (measured from the lot line) of the property upon which the particular private residence is located, except the sidewalk on the opposite side of the street from the targeted residence.

(B) It shall be unlawful for any person to engage in picketing that is directed, focused, or targeted at a particular private residence.

(C) It shall be unlawful for any person participating in any picket to carry or possess any staff or pole for purposes of displaying any sign, poster, flag, banner, plaque or notice unless the staff or pole: (1) is made of corrugated material, plastic, or wood (and not made of metal or metal alloy); (2) is less than 41 inches in length; (3) is 1/4-inch or less in thickness and two inches or less in width, or if not generally rectangular in shape, does not exceed 3/4-inch in its thickest dimension; and (4) is blunt at both ends.

(D) It shall be unlawful for any person participating in any picket to carry or possess any sign, poster, flag, banner, plaque or notice, whether or not mounted on a length of material as specified in division (C) of this section, unless such sign, poster, flag, banner, plaque, or notice is constructed or made of a cloth, paper, cardboard, rubber, or plastic material.

(E) Picketers, pickets, and picketing shall be subject to all other applicable local, state and federal laws.

(F) Picketers, pickets, and picketing shall not take place in any street or road used by vehicular traffic, any highway, road or street median, or any "safety zone" as defined in G.S. § 20-4.01(39), unless a parade or public assembly permit has been obtained under § [95.03](#) below.

(G) A picket or picketing that is not prohibited by this section and that otherwise fits the definition of a parade or public assembly shall be subject to the regulations for parades and public assemblies in §§ [95.03](#) through 95.15 of this chapter.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

**§ 95.03 Article One: PERMIT REQUIRED FOR PARADES AND PUBLIC ASSEMBLIES.**

(A) No public assembly is permitted unless a permit has been first obtained from the Chief of Police allowing the parade or public assembly pursuant to this chapter.

~~(B) A person seeking to obtain a parade/assembly permit shall file an application with the Chief of Police on forms provided by such official.~~

~~(B) A person seeking to obtain an assembly permit which requires a street closing or otherwise requires police officers to stop or reroute vehicular traffic upon any street because the participants will not comply with normal traffic regulations or controls shall file an application with the Chief of Police at least 72 hours before the time for which the public assembly is proposed to commence. A person seeking to obtain a permit for any other parade or public assembly shall file an application with the Chief of Police at least 48 hours before the time for which the parade or public assembly is proposed to commence.~~ Notwithstanding the preceding sentence, the Chief of Police shall consider an application for an assembly permit which is filed within any shorter time-frames from those prescribed above where the purpose of the public assembly is a spontaneous response to a current event, or where other good and compelling causes are shown.

(C) The application for an assembly permit shall include the following:

(1) The name, address, and telephone number (and pager number, facsimile number and email address, if available) of the person seeking to conduct the public assembly, and the name, address, and telephone number (and facsimile number and email address, if available) of the organization with which the person is affiliated or on whose behalf the person is applying to conduct the public assembly (collectively "Applicant");

(2) The name, address, and telephone number (and pager number, facsimile number, and email address, if available) for an individual who shall be designated as the "responsible planner and on-site manager" of the public assembly;

(3) The requested date, time, place, and route (from starting point to ending point) of the public assembly, including the location where and time when the parade or public assembly will assemble and disband, and any requested sidewalk or street closings;

(4) The anticipated number of persons, vehicles and things that will constitute the public assembly (including the basis on which this estimate is made), and a description of the vehicles and things that will be part of the public assembly;

(5) A list of the number and type of animals that will be part of the public assembly;

(6) A description of the extent to which the public assembly will occupy all or a portion of any street or sidewalk;

(7) A general description of the activities planned during the public assembly, including whether any alcoholic beverages will be sold or consumed;

(8) A general description of any recording equipment and sound amplification equipment, along with a general description of the size and composition of any banners, signs, flags, or other attention-getting devices to be used in connection with the public assembly;

(9) Arrangements for additional police protection, and/or additional emergency medical services, and/or liability insurance, if required under § 95.04;

(10) The approximate number of anticipated spectators of the public assembly; and

(11) Any additional information, attachments and submissions that are requested on the application form.

(D) An assembly permit issued under this chapter shall include the information set out in division (C) of this section, which information shall constitute conditions of the permit to the extent such information sets out the time, place, and manner of the public assembly.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.04 POLICE PROTECTION.**

(A) The Chief of Police shall determine whether and to what extent additional police protection (including additional emergency medical services) may reasonably be necessary for the public assembly for traffic control and public health and safety. The Chief of Police shall make this determination based on an objective consideration of the following factors (and in no case upon the speech content of the proposed public assembly or upon any anticipated public reaction to such speech content):

(1) The size, location, duration, time and date, composition, format, configuration, and number of anticipated participants in and anticipated spectators of the proposed public assembly;

(2) The expected sale of goods or services at the proposed public assembly, ~~including alcoholic beverages if applicable;~~

(3) The extent to which the public assembly requires the closing of any street or sidewalk or portion thereof, taking into account the general traffic conditions in the area and existing traffic control devices;

(4) The need to detour, reroute, or otherwise preempt normal vehicular or pedestrian traffic upon any street or sidewalk or portion thereof to accommodate the proposed public assembly;

(5) The anticipated weather conditions at the time of the proposed public assembly; and

(6) The extent to which the proposed public assembly is reasonably likely to require emergency medical services or police protection in areas contiguous to or in the surrounding vicinity of the proposed public assembly.

(B) ~~Regularly scheduled on-duty police officers of the city will police the public assembly if the use of these resources would not impair or disrupt ordinary police services throughout the city or otherwise compromise the public's health or safety. However, if additional police officers or additional emergency medical services are deemed necessary by the Chief of Police for the proposed public assembly in light of his/her objective assessment of the factors in division (A) of this section, the Chief of Police shall inform the applicant for the assembly permit of (1) the number of additional police officers and/or additional emergency medical personnel needed for the event, (2) the time period when those services will be needed, and (3) the specific reasons for why the additional police protection and/or emergency medical services are deemed necessary. The applicant then shall have the duty to hire and pay for the additional police protection and/or additional emergency medical services, or reimburse the city for the actual costs of providing those additional services, and that duty or the obligation to reimburse the city shall become part of the conditions of the assembly permit.~~

~~—(C) Persons engaging in public assemblies conducted solely and entirely for the purpose of freedoms protected under the First Amendment are not required to pay for the additional police protection or additional emergency medical services set out in division (B) of this section, or to provide the insurance set out in division (E) of this section.~~

~~—(D) Notwithstanding the foregoing, the city may provide the additional police and/or emergency medical services required by division (B) of this section at no cost, or at a reduced cost, to the applicant should the city desire to provide such support to the parade or public assembly.~~

~~—(E) The applicant for any parade or public assembly that requires the hiring of and paying for additional police protection and/or additional emergency medical services under division (B) of this section shall, as part of the conditions of the parade/assembly permit:~~

~~—(1) Obtain a comprehensive general liability insurance policy or comparable liability insurance policy that names the city as an additional insured and that has property damage coverage of at least \$50,000 for each occurrence and bodily injury or death coverage of at least \$100,000 for each person and of at least \$300,000 for each occurrence;~~

~~—(2) Agree to indemnify the city against any additional or uncovered third party claims against the city arising out of the event; and~~

~~—(3) Agree to reimburse the city for any damage to city property.~~

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.05 PERMITTING CRITERIA.**

The Chief of Police shall issue a public assembly permit when, from a consideration of the application and from such other information as may otherwise be obtained, he/she makes all of the following findings:

(A) The conduct of the public assembly will not substantially or unnecessarily interfere with the safe and orderly movement of other pedestrian or vehicular traffic contiguous to its route or location; and, if such interference is likely to occur, that there are available at the time of the public assembly sufficient police resources to mitigate the interference;

(B) There will be available at the time of the public assembly a sufficient number of police officers and traffic control aids to police and protect participants and non-participants at the public assembly and in areas contiguous to the event from traffic-related hazards in light of other demands for police protection in the city at the time of the proposed public assembly;

(C) The concentration of persons, animals, vehicles, or things at the public assembly will not prevent proper fire and police protection or emergency medical services at the event or in areas contiguous to the public assembly;

(D) The public assembly will not interfere with the use of a sidewalk or street requested by another applicant to whom a valid [assembly or special event](#) permit application has already been granted or has been received and will be granted;

~~—(E) The applicant has secured the additional police protection and/or additional emergency medical services and/or insurance required under § 95.04(B) and (E);~~

~~(E)~~ No public assembly permit application for the same time but at a different location has already been granted or has been received and will be granted, and the police

resources required for the prior public assembly are not so great that, in combination with the subsequent proposed application, the resulting deployment of police services would have an immediate and adverse effect upon the health or safety of persons or property;

(~~FG~~) No other public event is scheduled elsewhere in the city where the police resources required for that event are so great that the deployment of police services for the proposed public assembly would have an immediate and adverse effect upon the health or safety of persons or property; and

(~~GH~~) The application is fully and completed and executed; and

(~~HI~~) The application contains no material falsehood or misrepresentation.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.06 NON-DISCRIMINATION.**

Applications for assembly permits shall be processed and decided upon on a first-in-time basis, and the Chief of Police shall consider each application upon its merits and shall not discriminate in granting or denying any permit based upon political, religious, ethnic, race, disability, sexual orientation or gender related grounds, or upon the content of any speech protected by the First Amendment or upon any anticipated public reaction to such speech content.

(Ord. passed 9-12-06)

#### **§ 95.07 NOTICE OF DECISION ON APPLICATION.**

(A) The Chief of Police shall make his/her written decision granting or denying a fully completed and executed assembly permit application (or granting an alternative permit under § [95.08](#) within three business days after the application has been received by him/her, but in no event less than 24 hours before the time for which the public assembly is proposed to commence. If the application under § [95.03](#) is filed within any shorter time-frames than those prescribed in § [95.03](#), then the Chief of Police shall make a decision on the application before the time for which the public assembly is proposed to commence.

(B) As soon as practicable after the written decision on the permit application has been made, the Chief of Police shall notify the applicant of the decision (1) by the most expeditious means practicable (i.e., by telephone, facsimile, or email), and (2) by mailing a copy of the decision to the applicant by registered or certified mail, return receipt requested, which mailing shall be posted no later than the first business day after the decision has been made. If the decision is to deny the application or grant an alternative permit, the notification to the applicant shall include the written reasons for the denial of the permit or for the grant of an alternative permit.

(Ord. passed 9-12-06)

#### **§ 95.08 ALTERNATIVE PERMIT.**

(A) If the Chief of Police denies an application for an assembly permit because he/she decides against one or more of the required findings in § [95.05\(A\)](#), ~~(4)~~ through ~~(H)A(7)~~, the Chief of Police shall authorize the conduct of a public assembly on a date, at a time, at a location or over a different route from that named by the applicant. This alternative permit shall, to the extent practicable, authorize a public assembly that will have comparable public visibility and a similar date, time, location, or route to that of the

proposed event. An applicant desiring to accept an alternative assembly permit shall, within at least 24 hours before the time for which the alternative public assembly will commence, file a written notice of acceptance with the Chief of Police.

(B) An alternative assembly permit shall contain the information called for in § 95.03(CD), which information shall constitute conditions of the alternative assembly permit to the extent such information sets out the time, place, and manner of the alternative public assembly.

(Ord. passed 9-12-06)

#### **§ 95.09 SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES.**

(A) No alcoholic beverages may be sold or consumed ~~during Article One public assemblies, except at an athletic event or festival event for which a parade/assembly permit has been issued under this chapter, and if the Chief of Police determines that such sale or consumption will not pose an unreasonable adverse risk to the public health, safety, and welfare.~~

~~—(B) For any such event where alcoholic beverages will be sold and consumed, the responsible planner and on-site manager of the event shall ensure that an area within the event area is designated for the sale and consumption of alcoholic beverages. The perimeters of the area shall be clearly marked, and the entrance to the area shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent underage persons from being permitted into the area.~~

~~—(C) Any area designated for the sale and consumption of alcoholic beverages as a part of such event shall be located at least 150 feet from any church, mosque, synagogue or other place of worship.~~

~~—(D) No alcoholic beverages may be sold or consumed as a part of such event outside of the designated area.~~

~~—(E) Prior to the beginning of such event, the responsible planner and on-site manager shall ensure that all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured.~~

~~—(F) All persons lawfully selling, purchasing and consuming alcoholic beverages within a designated area during such event are exempt from the requirements of § 111.01(A).~~

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.10 APPEAL PROCEDURE.**

(A) An applicant may appeal the denial of an assembly permit in writing to the City Manager's office within ten business days after notice of the denial has been received by the applicant. Within five business days (or such longer period of time agreed to by the applicant) after the city has received the written appeal, the appeals official shall hold a quasi-judicial hearing on whether to issue the permit or uphold the denial. The applicant shall have the right to present evidence at this hearing. The decision to issue the permit or uphold the denial shall be based solely on the approval criteria set forth in § 95.05, and the burden of proof to uphold the denial shall be on the Chief of Police by a preponderance of the evidence. The appeals official shall render a written decision on the appeal within five business days after the date of the hearing. Where the purpose of the proposed public assembly is a spontaneous response to a current event, or where other

good and compelling causes are shown, the appeals official shall reasonably attempt to conduct the hearing and render a decision on the appeal as expeditiously as is practicable.

(B) The decision of the appeals official is subject to review in the Superior Court of Person County by proceedings in the nature of certiorari. Any petition for writ of certiorari for review shall be filed with the Clerk of Superior Court within 30 days after the applicant has received notice of the decision of the appeals official. Unless good cause exists to contest a petition for writ of certiorari, the city shall stipulate to certiorari no later than five business days after the petitioner requests such a stipulation. The city shall transmit the record to the court no later than five business days after receiving the order allowing certiorari. Notwithstanding the provisions of any local rule of the reviewing court that allows for a longer time period, the city shall serve its brief upon the petitioner within 15 days after it is served with the petitioner's brief. If the petitioner serves his or her brief by mail, the city shall add three days to this time limit, in accordance with G.S. § 1A-1, Rule 5. If the local rule is subsequently amended to provide for a shorter time period for serving any brief, then the shorter time period shall control. (Ord. passed 9-12-06)

#### **§ 95.11 DUTIES OF APPLICANT AND RESPONSIBLE PLANNER AND ON-SITE MANAGER.**

(A) The applicant and responsible planner and on-site manager of the public assembly shall comply with all conditions of the public assembly permit issued pursuant to this chapter and with all other applicable local, state, and federal laws.

(B) The individual designated as the responsible planner and on-site manager of the public assembly shall carry the assembly permit upon his or her person during the conduct of the public assembly.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.12 PROHIBITIONS.**

The following prohibitions shall apply to all public assemblies:

(A) It shall be unlawful for any person to stage, present, or conduct any public assembly without first having obtained a permit under this chapter.

(B) It shall be unlawful for any person to participate in a public assembly for which the person knows a permit has not been granted.

(C) It shall be unlawful for any participant in a public assembly to knowingly fail to comply with any conditions of the assembly permit.

(D) It shall be unlawful for any person participating in any public assembly to carry or possess any staff or pole for purposes of displaying any sign, poster, flag, banner, plaque or notice unless the staff or pole (1) is made of corrugated material, plastic, or wood (and not made of metal or metal alloy); (2) is less than 41 inches in length; (3) is 1/4-inch or less in thickness and two inches or less in width, or if not generally rectangular in shape, does not exceed 3/4-inch in its thickest dimension; and (4) is blunt at both ends.

(E) It shall be unlawful for any person participating in any public assembly to carry or possess any sign, poster, flag, banner, plaque or notice, whether or not mounted on a length of material as specified in division (D) of this section, unless such sign, poster, flag, banner, plaque, or notice is constructed or made of a cloth, paper, cardboard, rubber, or plastic material.

(F) It shall be unlawful to assign or sell any assembly permit granted under this chapter.

(G) All participants in any public assembly shall be subject to all other applicable local, state and federal laws.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.13 PUBLIC CONDUCT DURING PUBLIC ASSEMBLIES.**

(A) No person shall unreasonably hamper, obstruct, impede, or interfere with any public assembly or with any person, vehicle, animal, or thing participating or used in a public assembly.

(B) The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street constituting a part of the route of a public assembly. The Chief of Police shall post signs to that effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation of such signs.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.14 REVOCATION OF PERMIT.**

(A) The Chief of Police shall have the authority to revoke a public assembly permit instantly upon violation of any conditions of the permit or when a public emergency arises where the police resources required for that emergency are so great that deployment of police services for the public assembly would have an immediate and adverse effect upon the health or safety of persons or property.

(B) After a permit is revoked under division (A) of this section, the Chief of Police shall notify the applicant of the reasons for the revocation in writing by mailing a copy of the revocation to the applicant by registered or certified mail, return receipt requested, which mailing shall be posted no later than the first business day after the revocation.

(Ord. passed 9-12-06)

### **SPECIAL EVENTS**

#### **§ 95.25 ~~ACTIVITIES COVERED~~ Article Two: Special Events.**

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

(B) This subchapter shall not apply to:

(1) An activity occurring entirely on property owned by person, county or another unit of government;

(2) Funeral processions;

(3) Students going to and from school or participating in an educational activity where such activity is under the immediate supervision and direction of proper school authorities; or

(4) A governmental agency acting within the scope of its functions.

(5) Special Events substantially administered by the City of Roxboro, or an authorized agent of the city, provided the Special Event is insured against accidents and liabilities by the city or by the entity acting on behalf of the city.

(Ord. passed 9-12-06)

#### **§ 95.26 PERMIT REQUIRED.**

No person may run, operate, or sponsor any special event in any public street, parking lot, or right-of-way without a permit obtained from the City Council in accordance with this subchapter.

(Ord. passed 9-12-06) Penalty, see § 95.99

#### **§ 95.27 SPECIAL EVENT PERMIT.**

(A) A person seeking to obtain a special event permit shall file an application with the City Manager, or his/her designee, on a form provided by the Manager no less than 60 days before the date the special event activity will commence. The following information shall be contained in the application:

(1) The name, address, and telephone number (and pager number, facsimile number, and email address, if available) of the person seeking to conduct the special event, and the name, address, and telephone number (and facsimile number and email address, if available), of the organization with which the person is affiliated or on whose behalf the person is applying to conduct the special event (collectively "Applicant");

(2) The name, address, and telephone number (and pager number, facsimile number, and email address, if available) for an individual who shall be designated as the "person in charge" or "responsible planner and on-site manager" of the special event;

(3) The requested date, time, place, and route (from starting point to ending point) of the special event, including the location where and time when the special event will assemble and disband, and any requested sidewalk or street closings;

(4) The anticipated number of persons, vehicles, and things that will constitute the special event (including the basis on which this estimate is made), and a description of the vehicles and things that will be part of the special event;

(5) A list of the number and type of animals that will be a part of the special event;

(6) Any barriers or traffic control devices that will be erected; and the location of fire hydrants and electrical hook-ups, as well as the location of proposed concession stands, booths, platforms, benches or bleachers, toilet facilities and garbage facilities;

(7) A description of the extent to which the special event will occupy all of a portion of any street or sidewalk;

(8) A general description of the activities planned during the special event, including whether any alcoholic beverages will be sold or consumed, and a sketch map of where such beverages will be sold and consumed.

(9) A general description of any recording equipment and sound amplification equipment, along with a general description of the size and composition of any banners,

signs, flags, or other attention-getting devices to be used in connection with the special event;

(10) Arrangements for additional police protection, and/or additional emergency medical services and/or liability insurance, if required under §§ 95.19 and 95.24;

(11) The approximate number of anticipated spectators of the special event;

(12) Any additional information, attachments and submissions that are requested on the application form.

(B) A special event permit issued under this article shall include the information set out in division (A) of this section, which information shall constitute conditions of the permit to the extent such information sets out the time, place, manner and conditions of the special event.

(C) The sponsor of a special event that consists of a series of activities spread over more than one day shall be required to obtain only one permit, which will cover the entire duration of the special event. This subsection applies only to special event activities lasting four months or less.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.28 FEES; COSTS INCURRED BY THE CITY.**

~~-(A) At the time a permit application is submitted, the sponsor must pay a fee to cover the cost of advertising the public hearing provided for in § 95.21. This fee is included in the fee schedule set by the City Manager.~~

~~(A) I~~**(B)** ~~Additionally,~~ if the city is required to provide additional police protection and/or additional emergency medical services or any other extraordinary services or equipment or if the City Manager otherwise determines that such additional police/emergency medical services or other extraordinary services or equipment should be provided for reasons related to public health or safety, the ~~c~~**City Council** shall take whatever action is necessary under the Local Government Budget and Fiscal Control Act to make available the necessary funds for the provision of such services or equipment.

(C) The ~~c~~**City Council** may require the sponsor to provide additional police/emergency medical services or to pay the city a fee sufficient to reimburse the city for providing additional police/emergency medical services or for providing the costs of any extraordinary services or equipment provided by the city.

(Ord. passed 9-12-06)

#### **§ 95.29 STAFF REVIEW.**

Under receipt of the permit application and applicable fees, the City Manager, ~~or designee when deemed appropriate,~~ shall circulate it to the ~~Chief Building Inspector,~~ Planning and Development Director, Public Services Director, ~~Finance Director,~~ ~~Environmental Health Director,~~ Fire Chief, Chief of Police and any other appropriate persons for their comment. The City Manager may arrange to have a conference on the application with the sponsor and/or applicant and one or more of the department heads listed above.

(Ord. passed 9-12-06)

#### **§ 95.30 NOTICE AND PUBLIC HEARING.**

(A) Before issuing a permit, the City Council shall hold a public hearing on the permit application. This hearing may be held at any regular ~~or special~~ meeting of the Council.

(B) Notice of the public hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published for the first time not less than ten days, nor more than 25 days, before the date fixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.

(C) A public hearing is not required for special events conducting as official observances for national holidays or national, state, and local events, which are of short duration and open to the public at large without the payment of admissions fees or other such charges.

(Ord. passed 9-12-06)

#### **§ 95.31 STANDARDS FOR ISSUANCE OF PERMIT.**

(A) The ~~Council~~ city shall issue the permit authorizing the requested special event activity unless it finds that:

(1) The conduct of the activity will require the assignment of so many police officers that the remainder of the city cannot adequately be protected; or

(2) The activity will interfere with the movement of emergency vehicles to such an extent that adequate police, fire, or other emergency services cannot be adequately provided throughout the city; or

(3) Allowing the activity to be held would constitute a clear and present danger to the public health or safety; or

(4) The activity, if held at the time or location proposed, will cause an unreasonable and unwarranted disruption to vehicular or pedestrian traffic; or

(5) The activity will work a severe hardship on property owners or property occupants near the special event location as a result of the denial of access to their properties or for other substantial reasons; or

(6) The person in charge and/or the sponsor of the activity has failed to obtain or does not intend to obtain any and all necessary permits or licenses, including but not limited to building permits, privilege licenses, and alcohol permits, or the application is otherwise in violation of any provision of the Roxboro Code of Ordinances or other applicable law; or

(7) If permitted, the activity will conflict with any other activity previously permitted under this chapter by covering any part of substantially the same area or route during substantially the same time frame as allotted to the previously permitted activity.

(B) The ~~city~~ Council may attach any reasonable conditions to the issuance of a permit; and any special event conducted pursuant to a permit issued under this subchapter shall be conducted strictly in accordance with the terms of the permit, including any conditions attached to the permit.

(Ord. passed 9-12-06)

#### **§ 95.32 MODIFICATION; ALTERNATE PERMIT.**

(A) If the ~~city~~ Council finds that it cannot issue the permit for any reason specified in § [95.31](#) of this subchapter, it may request that the applicant modify its application to

remove said objection(s) to the issuance of the permit, and the applicant may do so without further notice or hearing.

(B) If the ~~city Council~~ finds that it cannot issue the permit for any reason specified in § 95.31 of this subchapter and if modification of the permit does not appear possible, the ~~city Council~~ may, in its discretion, issue a permit specifying an alternative, location, route or time for special event activity.  
(Ord. passed 9-12-06)

### § 95.33 INSURANCE.

The ~~city Council~~ may require as a condition to the issuance of a permit that the sponsor obtain a comprehensive general liability insurance policy or comparable liability insurance coverage that includes the entire area or route of the special event activity. ~~If such policy is required, the city shall be named as an additional insured on the policy.~~ The limits of such policy shall not be less than the following, and the ~~Council-city~~ may require higher limits if it finds that the risks associated with the activity warrant such higher limits:

Property damage \$50,000 for each occurrence.  
Bodily injury or death \$100,000 for each person, \$300,000 for each occurrence.  
(Ord. passed 9-12-06)

### § 95.34 CITY INDEMNIFIED.

Any sponsor obtaining a permit pursuant to this chapter agrees as a condition of the permit to indemnify the city and hold the city harmless from any expenses, including but not limited to attorney's fees, litigation costs and judgments, incurred as a result of claims made for damages arising out of the permitted activity.  
(Ord. passed 9-12-06)

### § 95.35 STREET CLOSINGS.

~~(A) If the Council finds that the permit should be issued and that to conduct the special event activity it is necessary to close a street to reroute traffic, it may pass a resolution authorizing this to be done. No such resolution shall be passed affecting streets that are part of the State Highway System without the approval of the North Carolina Department of Transportation.~~

~~—(B) A resolution passed pursuant to division (A) shall identify the street or portion thereof and shall indicate the date and time when the street or portion thereof is to be closed or access is to be limited in some way. The resolution shall also direct the City Manager to have appropriate traffic control devices installed to give notice of the temporary traffic restrictions.~~

~~—(C) No person may operate, park, or stand any vehicle contrary to the traffic control devices installed in accordance with this section. In the event that any such vehicle(s) remains in an otherwise "closed" area as a part of an approved special event, the Chief of Police has the authority to remove said vehicle(s) from the closed street at the owner's expense. City vehicles are exempt.~~

(D) ~~At least~~ Within seven days prior to the start of any special event activity, the City Manager, or his/her designee shall cause written notice to be provided to the occupants, or if they are unavailable the owners, of each property abutting the street(s) to be closed

Commented [LW1]: Ask attorney – Should we keep this line of our ordinance?

Commented [LW2]: Ask attorney about wording for this section.

pursuant to ~~a resolution passed under this section~~ the approval a special event permit in this section. For activities that are scheduled to occur less than seven days after the permit application has been submitted, the City Manager, or his/her designee need only provide such notice as is reasonably possible.

(E) No special event street closure affecting streets that are part of the State Highway Systems shall be approved without written consent from the North Carolina Department of Transportation.

(Ord. passed 9-12-06)

#### **§ 95.36 PERSON IN CHARGE/ RESPONSIBLE PLANNER AND ON-SITE MANAGER.**

(A) The person in charge shall be the person primarily responsible for complying with the requirements of this subchapter; for obtaining all required permits and/or approvals prior to the start of the special event activity, and for setting up, conducting, and cleaning up after the activity.

(B) The person in charge shall have the permit issued pursuant to this subchapter, as well as any other required permits or approvals necessary for the activity, available at all times for inspection by city staff during the special event activity.

(C) The person in charge shall be responsible for cleaning up any litter caused by the special event activity; removing any temporary signs or structures erected by the sponsor or other individuals or organizations participating in the activity; and in returning the area where the activity takes place to the condition that existed prior to the activity.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.37 SPECIAL EVENTS INVOLVING THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES.**

(A) For any special event where alcoholic beverages will be sold and consumed, the person in charge of the event shall ensure that an area within the special event area is designated for the sale and consumption of alcoholic beverages. The perimeters of the area shall be clearly marked, and the entrance to the area shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent underage persons from being permitted into the area.

(B) Any area designated for the sale and consumption of alcoholic beverages as a part of a special event shall be located at least 150 feet from any church, mosque, synagogue or other place of worship.

(C) No alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area for such sale or consumption.

(D) Prior to the beginning of the special event, the person in charge shall ensure that all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured.

(E) All persons lawfully selling, purchasing and consuming alcoholic beverages within a designated area during a special event are exempt from the requirements of [§ 111.01\(A\)](#).

(F) Nothing in this subchapter shall prevent the City Council from prohibiting the sale and/or consumption of alcoholic beverages at any special event if the Council determines

that such sale or consumption is not in the best interests of the health, safety and welfare of the city.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.38 PROHIBITIONS.**

The following prohibitions shall apply to all special events:

(A) It shall be unlawful for any person to stage, present, or conduct any special event without first having obtained a permit under this subchapter.

(B) It shall be unlawful for any person to participate in a special event for which the person knows a permit has not been granted.

(C) It shall be unlawful for any participant in a special event to knowingly fail to comply with any conditions of the special event permit.

(D) It shall be unlawful to assign or sell any special event permit granted under this subchapter.

(E) All participants in any special event shall be subject to all other applicable local, state and federal laws.

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.39 PUBLIC CONDUCT DURING SPECIAL EVENTS.**

(A) No person shall unreasonably hamper, obstruct, impede, or interfere with any person, vehicle, animal, or thing participating or used in any special event.

(B) ~~As is specified in 95.35 (A), t~~The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street constituting a part of the route of a special event. ~~The Chief of Police shall post signs to that effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation of such signs.~~

(Ord. passed 9-12-06) [Penalty, see § 95.99](#)

#### **§ 95.40 REVOCATION OF PERMIT.**

(A) The City Council, the City Manager, or the Chief of Police shall have the authority to revoke a special event permit instantly upon a violation of any conditions of the permit or when a public emergency arises where the police resources required for that emergency are so great that deployment of police services for the special event would have an immediate and adverse effect upon the health or safety of persons or property.

(B) After a permit is revoked under division (A) this section, the ~~Chief of Police~~City Manager, or his/her designee, shall notify the applicant of the reasons for the revocation in writing by mailing a copy of the revocation to the applicant by registered or certified mail, return receipt requested, which mailing shall be posted no later than the first business day after the revocation.

(Ord. passed 9-12-06)

#### **§ 95.99 PENALTY.**

A violation of any section or subsection of this chapter shall be subject to a civil penalty of \$500 to be recovered in the nature of a debt or by a misdemeanor punishable by up to a \$500 fine as provided in G.S. § 14-4.

(Ord. passed 9-12-06)



## 4. Website Update

City Manager to present  
Website  
To  
Council

## 5. Financial & Tax Report

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	25.00% Percent of Budget
<b>General Fund (10)</b>					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 684,335.64	\$ (3,965,024.36)	14.72%
Local Option Sales Tax	1,330,111	1,330,111	400,443.93	(929,667.07)	30.11%
Other Taxes and Licenses	12,000	12,000	4,298.84	(7,701.16)	35.82%
Unrestricted Intergovernmental	998,473	998,473	193,857.61	(804,615.39)	19.42%
Restricted Intergovernmental	637,276	812,276	382,223.33	(430,052.67)	47.06%
Permits and Fees	7,000	7,000	1,125.00	(5,875.00)	16.07%
Sales and Services	667,120	667,120	168,595.95	(498,524.05)	25.27%
Miscellaneous	21,000	21,000	12,921.82	(8,078.18)	61.53%
Investment Earnings	2,500	2,500	485.16	(2,014.84)	19.41%
Interfund Transfers	1,210,544	1,210,544	239,745.00	(970,799.00)	19.80%
Sale of Fixed Assets	15,000	15,000	-	(15,000.00)	0.00%
<b>Total Revenues</b>	<b>9,550,384</b>	<b>9,725,384</b>	<b>2,088,032.28</b>	<b>(7,637,351.72)</b>	<b>21.47%</b>
<b>Expenditures:</b>					
Governing Body - City Council	199,145	199,145	82,974.33	116,170.67	41.67%
City Hall Administration	593,491	593,491	195,554.90	397,936.10	32.95%
Finance	252,546	252,546	65,100.95	187,445.05	25.78%
Sales Tax	88,100	88,100	24,172.03	63,927.97	27.44%
Tax Collections	63,650	63,650	8,382.62	55,267.38	13.17%
Buildings & Grounds	138,413	138,413	46,764.88	91,648.12	33.79%
Safety / Purchasing	40,299	40,299	8,468.66	31,830.34	21.01%
Police	3,458,659	3,458,659	927,362.49	2,531,296.51	26.81%
Fire	1,888,320	1,888,320	497,862.71	1,390,457.29	26.37%
Emergency Communications 911	95,800	95,800	714.60	95,085.40	0.75%
Transportation - Streets	1,803,373	1,803,373	349,373.06	1,453,999.94	19.37%
Environmental Protection	849,177	849,177	221,100.89	628,076.11	26.04%
Economic Development	211,906	386,906	220,957.52	165,948.48	57.11%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	507,863	507,863	-	507,863.00	0.00%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
<b>Total Expenditures</b>	<b>10,291,242</b>	<b>10,466,242</b>	<b>2,648,789.64</b>	<b>7,817,452.36</b>	<b>25.31%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(740,858)</b>	<b>(740,858)</b>	<b>(560,757.36)</b>	<b>180,100.64</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	414,457	414,457	-	(414,457.00)	0.00%
Fund Balance Appropriated	326,401	326,401	-	(326,401.00)	0.00%
<b>Total Other Financing Sources</b>	<b>740,858</b>	<b>740,858</b>	<b>-</b>	<b>(740,858.00)</b>	<b>0.00%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(560,757.36)</b>	<b>\$ (560,757.36)</b>	
<b>Fund Balance Beginning of Year</b>			<b>4,108,640.24</b>		
<b>Fund Balance Current Period</b>			<b>\$ 3,547,882.88</b>		

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	25.00% Percent of Budget
<b>Enterprise Funds</b>					
<b>Revenues:</b>					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 1,130,098.17	\$ (3,959,653.83)	22.20%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	5,050.00	(14,950.00)	25.25%
Other Operating Revenues	35,475	35,475	4,083.38	(31,391.62)	11.51%
Nonoperating Revenues	500	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	804,442	804,442	-	(804,442.00)	0.00%
Sale of Fixed Assets	15,000	15,000	100.00	(14,900.00)	0.67%
<b>Total Water &amp; Sewer Fund 60</b>	<b>5,965,169</b>	<b>5,965,169</b>	<b>1,139,355.52</b>	<b>(4,825,813.48)</b>	<b>19.10%</b>
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	2,208.98	(4,756.02)	31.72%
Nonoperating Revenues	100	100	18.54	(81.46)	18.54%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	186,511.90	(524,300.10)	26.24%
Nonoperating Revenues	1,500	1,500	83.18	(1,416.82)	5.55%
Interfund Transfers	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>6,684,546</b>	<b>6,684,546</b>	<b>1,328,178.12</b>	<b>(5,356,367.88)</b>	<b>19.87%</b>
<b>Expenditures:</b>					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	119,569	26,356.82	93,212.18	22.04%
Meter Section	255,446	255,446	120,144.26	135,301.74	47.03%
Raw Water Supply	206,509	206,509	18,869.05	187,639.95	9.14%
Water Plant	1,354,307	1,354,307	366,527.53	987,779.47	27.06%
Water Maint and Construction	622,086	622,086	139,074.48	483,011.52	22.36%
Wastewater Plant II	118,314	118,314	25,607.35	92,706.65	21.64%
Wastewater Plant	1,286,882	1,286,882	240,415.36	1,046,466.64	18.68%
Pump Stations	266,810	266,810	46,152.46	220,657.54	17.30%
Wastewater Maint & Construction	361,020	361,020	79,470.06	281,549.94	22.01%
Debt Service	479,487	479,487	-	479,487.00	0.00%
Interfund Transfers-MERP	-	-	-	-	-
<b>Interfund Transfers</b>	<b>1,000,744</b>	<b>1,000,744</b>	<b>239,745.00</b>	<b>760,999.00</b>	<b>23.96%</b>
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,071,174</b>	<b>6,071,174</b>	<b>1,302,362.37</b>	<b>4,768,811.63</b>	<b>21.45%</b>
Triple Tier Fund 61	107,065	107,065	-	107,065.00	0.00%
Capital Reserve Fund 69	712,312	712,312	-	712,312.00	0.00%
<b>Total Expenditures</b>	<b>6,890,551</b>	<b>6,890,551</b>	<b>1,302,362.37</b>	<b>5,588,188.63</b>	<b>18.90%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(206,005)</b>	<b>(206,005)</b>	<b>25,815.75</b>	<b>231,820.75</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	106,005	106,005	-	(106,005.00)	0.00%
Fund Balance Appropriated 61 TT	100,000	100,000	-	(100,000.00)	0.00%
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
<b>Total Other Financing Sources</b>	<b>206,005</b>	<b>206,005</b>	<b>-</b>	<b>(206,005.00)</b>	<b>0.00%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>25,815.75</b>	<b>\$ 25,815.75</b>	
<b>Fund Balance Beginning of Year</b>			<b>2,311,751.60</b>		
<b>Fund Balance Current Period</b>			<b>\$ 2,337,567.35</b>		

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

<b>Original Budget</b>	<b>Amended Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Annual 25.00% Percent of Budget</b>
----------------------------	---------------------------	---------------	---	--

<b><u>Central Depository</u></b>				
Cash	11100000	2,054,655.15		
BB&T MMA	11100001	128,036.03		
NCCMT	11100002	257,481.29		
Flexible Spending Account AFLAC	11100003	68,373.17		
Roxboro Savings Bank	11100004	420,434.05		
Gateway Bank MMA Finistar	11100005	-		
CD's	11130000	-		
<b>Total Cash and Investments</b>		<b>\$ 2,928,979.69</b>		<b>\$2,928,979.69</b>
<b><u>Breakdown by Fund:</u></b>				
General	10	\$ 2,912,456.09		
CDBG-Revolving Loan Fund	13	73,061.66		
Vehicle Special Revenue	26	1,662.20		
Ridge Road Capital Project	30	(680,667.95)		
Stormwater Capital Fund	50	126,848.10		
Enterprise	60	(92,148.82)		
Triple Tier Water	61	109,449.25		
Capital Reserve	69	566,986.57		
Wastewater Plant Capital Project	71	(458,129.55)		
Annexation Area Capital Project	73	195,175.06		
Christmas Club / Flex Fund	75	99,770.85		
LEO Pension Trust Fund	79	74,516.23		
Reserve for Interest Earned		-		
<b>Total of Fund's Cash and Investments</b>		<b>\$ 2,928,979.69</b>		<b>\$2,928,979.69</b>

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

	<b>General Fund</b>			
	<b>30-Sep-16 Fund Balances</b>	<b>Percentage of Total Fund Balance</b>	<b>Percentage of Fiscal Year 2017 Budget</b>	<b>Percentage of Prior Year Actual Expenditures</b>
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for inventories	\$ 45,118	1.27%	0.43%	0.48%
Reserved by state statute	653,781	18.43%	6.25%	6.95%
Reserved for streets - Powell Bill	287,458	8.10%	2.75%	3.06%
Reserved for cemetery	30,269	0.85%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.80%</u>	<u>1.29%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>32.46%</u>	<u>11.00%</u>	<u>12.25%</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>2,396,269</u>	<u>67.54%</u>	<u>22.90%</u>	<u>25.48%</u>
Total fund balance unreserved	<u>2,396,269</u>	<u>67.54%</u>	<u>22.90%</u>	<u>25.48%</u>
Total equity and other credits	<u>\$ 3,547,883</u>	<u>100.00%</u>	<u>33.90%</u>	<u>37.73%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 10,466,242	
Prior Year Expenditures			\$ 9,404,486	

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

	<b>Enterprise Fund</b>			
	<b>30-Sep-16 Fund Balances</b>	<b>Percentage of Total Fund Balance</b>	<b>Percentage of Fiscal Year 2017 Budget</b>	<b>Percentage of Prior Year Actual Expenditures</b>
<b>Fund Balances</b>				
<b>Reserved</b>				
Reserved for encumbrances	\$ 14,267	0.61%	0.28%	0.25%
Reserved by state statute	422,861	18.09%	8.34%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>76.34%</u>	<u>35.19%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	95.04%	43.81%	38.21%
<b>Unreserved</b>				
Designated for subsequent year's expenditures	106,005	4.53%	2.09%	1.82%
Undesignated	<u>9,956</u>	<u>0.43%</u>	<u>0.20%</u>	<u>0.17%</u>
Total fund balance unreserved	<u>115,961</u>	<u>4.96%</u>	<u>2.29%</u>	<u>1.99%</u>
Total equity and other credits	<u>\$ 2,337,567</u>	<u>100.00%</u>	<u>46.10%</u>	<u>40.21%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,070,430	
Prior Year Expenditures				\$ 5,813,626

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

	2016 Tax Levy	2015 Tax Levy	2014 Tax Levy
<b>Original Levy</b>	\$ 4,342,813.89	\$ 4,197,916.89	\$ 4,081,156.72
<b>Motor Vehicles Added to Levy</b>	0.00	0.00	0.00
<b>Motor Vehicles Added to Levy-DMV</b>	163,888.68	340,607.97	381,041.44
<b>Public Utilities</b>	-	-	-
<b>Adjusted Original Levy</b>	<u>4,506,702.57</u>	<u>4,538,524.86</u>	<u>4,462,198.16</u>
<b>+Discoveries</b>	<u>120,159.00</u>	<u>436,063.98</u>	<u>446,159.28</u>
<b>Levy</b>	<u>4,626,861.57</u>	<u>4,974,588.84</u>	<u>4,908,357.44</u>
<b>-Releases</b>	<u>4,333.97</u>	<u>24,163.30</u>	<u>10,861.77</u>
<b>Current Levy</b>	<u>4,622,527.60</u>	<u>4,950,425.54</u>	<u>4,897,495.67</u>
<b>Collection year-to-date</b>	\$ 828,917.98	\$ 4,903,447.45	\$ 4,868,209.39
<b>Uncollected</b>	\$ 3,793,609.62	\$ 46,978.09	\$ 29,286.28
<b>Collection % of Current Levy</b>	17.93%	99.05%	99.40%
<b>Property Tax Rate Per \$100</b>	\$ 0.670	\$ 0.660	\$ 0.660

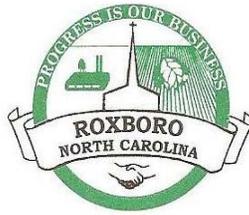
## 6. Assistant Manager's Report

## **Assistant City Manager's Report**

**Residential Garbage Truck-** The linkage and tube that lifts the curbside bucket broke in half on the GPS residential garbage truck. It is estimated that it will be out of service for approximately two weeks. Depending on the availability of parts. In the meantime they are using the old rear loader garbage truck. Estimated repair cost is \$5,000.00. This is for parts only. The repair will be done in house.

**Lead and Copper Drinking Water Rules** – Due to the Flint Michigan water issues with lead in the drinking water, USEPA is looking at changing the rules for detecting lead and copper in drinking water. This was presented at the AWWA Conference I attended. One of the things proposed is for each water system to inventory the water service lines in the system. They want to know how many lead service lines each system has. The service lines are the lines that run from the meter to the house. In Roxboro, these lines are installed by the property owner and the maintenance is the property owners' responsibility. I am not aware of any lead water service lines in Roxboro. Many years ago, the City did use lead goosenecks to make connections on small water lines. These sections are about one foot in length. For the past 20 years, whenever one is found it is replaced with copper or plastic. It is very seldom that one is found now. The water plant adds orthophosphate to the water to prevent any lead from leaching into the water from lead pipes and solder. The City has a program where water samples are taken from homes that were built during the time when lead pipes and solder were used. These samples are tested and the results are sent to the State.

# 7. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: November 21, 2016

---

- Please take note of several upcoming dates.
  - City Offices Closed November 24<sup>th</sup> & 25<sup>th</sup> in observance of Thanksgiving.
  - Jingle on Main, December 1<sup>st</sup> at Uptown Roxboro
  - Good Morning Coffee Hour, Wednesday, December 7<sup>th</sup>, 8am at Golden Corral
  - LEADS Group, Wednesday, December 7<sup>th</sup>, 8am at La Piazza
  - City Council Meeting, December 12<sup>th</sup>, at 7pm in the City Hall
  - Roxboro Area Chamber of Commerce Annual Banquet, January 19<sup>th</sup> at Palace Pointe
- Our new City Website has launched and work has been underway for creating new content. The Saturday, November 19<sup>th</sup> edition of the Courier-Times will feature an article publicly announcing our new website is live. The City plans to push this information on Social Media on the 19<sup>th</sup>. It is important that we make the public aware of our new site. A third party service provider has posted an online payment portal offering to collect City of Roxboro Water and Sewer payments for a convenience fee. This third party site is using our logos and images which could cause confusion. It is important for people to be aware of what the new City of Roxboro site looks like and know that the only official website portal for online bill payments is [www.cityofroxboro.com](http://www.cityofroxboro.com). The City does not charge any fees for the collection of Water and Sewer bills online.
- The new City Website, is currently using the Council photographs from the previous version of the website, If it is the pleasure of Council, we can schedule a photo session to create new photos for the site. We could schedule a date in concert with another upcoming Council meeting or to take place at an event like the RACC Annual Banquet.
- Assistant Manager Warren, our engineers and I will be holding another meeting with the USDA Rural Development on November 23<sup>rd</sup> to discuss our pending grant application. We will have more information to report in our December meeting.
- Key Staff members will be working on a staff review of the Unified Development Ordinance. Currently, this Ordinance has undergone a public feedback process conducted by a consultant, a review by the Planning Board, and a full review by our City Attorney's firm. The staff review should be completed in late November or early December. Following this review, we will submit any revisions to the City Attorney for legal review. I have spoken with the consultant that worked on the Draft UDO and they have agreed to conduct an additional review. We will then present the final draft to the Planning Board and pending their approval we will then present it to the City Council.