

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, JANUARY 10, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Fuel Expenditures		
Planning/RDG Report		
PUBLIC COMMENT:		
<i>(5 minutes per Citizen)</i>		Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
NEW BUSINESS:		
1. Budget Calendar for 2017/2018		Finance Director Dan Craig
2. "State of the City"		Mayor Marilyn P. Newell
OLD BUSINESS:		
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
3. Financial & Tax Report		Finance Director Dan Craig
4. Assistant Manager's Report		Assistant Manager Tommy Warren
5. Manager's Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
ADJOURNMENT:	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 7:00 p.m. Tuesday, January 10, 2017.

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 December 13, 2016 (*Regular Meeting*)
- Fire/EMS Monthly Report (*December 2016*)
- Police Dept. Monthly Report (*December 2016*)
- Fuel Expenditures Monthly Report (*December 2016*)
- Planning/RDG Monthly Report (*December 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 DECEMBER 13, 2016 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Members Absent:

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

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

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

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any 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:

1. **Shannon Johnson** asked Council to work harder on Economic Development for more jobs.
2. **Robert Trotter of 117 Hill Street, Roxboro, NC** – commended the Mayor, Council and the Police Department for the way they handled the recent drive through Roxboro by the KKK.

RECOGNITION:

Mayor Marilyn P. Newell read a and presented Mr. Larry Cole a Resolution of Appreciation from the Mayor, City Council and citizens of Roxboro for all his contributions to the City/County for the past forty years.

Post Commander Roger Crump presented the “Officer of the Year” award to Corp. James Watson and was accepted on Corp. Watson’s behalf by Sgt. Ryne Ford.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Text Amendment – Special Event Ordinance: Title IX: General Regulations, Chapter 95 – Pickets, Parades, Public Assemblies and Special Events

Interim Planning Director Lauren Wrenn presented Council with the revised copy of the Special Event Ordinance as requested at last month’s Public Hearing. Ms. Wrenn explained that some of the changes would include that repetitive events, i.e. Christmas Parade, Homecoming Parade and 4th of July Parade would no longer require a Public Hearing. These events would still need to fill out an application and follow all other procedures as required. After a brief discussion, Council Member Mark Phillips offered a motion to approve the amendment as presented by Ms. Wrenn with a second by Mayor Pro Tem Will Davis and upon being put to a vote was carried unanimously. **Clerk’s Note: A copy of said text amendment is hereby incorporated into the minutes of this meeting.**

NEW BUSINESS:

2. Chemical Bid Results

Assistant Manager Tommy Warren reported to Council that bids for chemical used at the water and wastewater plants were opened on Thursday December 8, 2016 at City Hall with ten bids received. Overall the prices for 2017 are lower than 2016. Below is a chart with the bid results with the low bids highlighted.

2017 Chemical Bid

	Aluminum Chloride Ton	Caustic Soda ton	Hydrofluosilicic Acid Ton	Blended Orthophosphate gal	Sodium Hypochlorite gal Tote	Liquid Sodium Permanganate gal	Hypochochlorite gal Bulk	Calcium Thiosulfate gal	Calcium Nitrate	Industrial Solar Salt
Americhem										
Penco			\$384.00/T 23-25%							
Carus				\$0.27/lb (\$2.84/ga)						
USALCO	\$220.00/ WT 26-30%									
Waterguard			\$340.00/T	\$3.16/gal	\$1.01/gal	\$8.00/ gal	\$0.69/gal	\$3.20/ gal		
Gulbrandsen	\$208.00/T 27-30%									
JCI Jones		\$537.00 50%					\$0.80/gal			
Sterling Water										
Univar USA		\$505.00/ DT	\$337.21/ WT				\$0.574/gal (4,500 gal) \$0.639/gal (3,500 gal)			\$169.00/T
Brenntag		\$518.72/ DST 50%	\$347.37/ WT	\$3.56/gal	\$1.24/gal	\$10.35/ gal	\$0.8211/gal		\$3.02 /gal	
Last Years Price	\$219.95	\$442.00	\$373.00	0.31/lb (\$3.27 gal)	\$1.05	\$8.00	\$0.61/gal	\$3.20		\$168.00
Cost Difference	\$2,816.00	\$6,048.00	\$1,252.65	\$2,580.00	\$280.00	\$0.00	\$777.00	\$0.00	0	-\$200.00

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

3. Community Services Block Grant (CSBG) Appointee

Ms. Arbony Cooper, Program Coordinator for the CSBG explained to Council that the CSBG would like a representative from the City to serve on their advisory council. The advisory council will meet quarterly based upon the active calendar year. At this time there are no specific dates and times for the meetings. The meeting dates and times will be forthcoming once all members are named and approved by the NC Department of Health and Human Services. The meeting locations will rotate within the respective counties served by the CSBG program that include Caswell, Person and Rockingham Counties. After a brief discussion, it was the consensus of Council to table this appointment until more information is available for consideration.

4. Roxboro Tourism Authority Board Appointee

Ms. Margaret McMann, Director of the Tourism Development Authority (TDA) presented Council with applications for a Public Citizen appointment for the TDA Board. This is for a three year term. After some discussion, **Council Member Henry Daniel offered a motion to appoint Mr. Herman Gentry with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

5. 2017 Holiday Schedule

City Manager Brooks Lockhart presented Council with the proposed schedule for Holidays that the City will observe in 2017 with the addition of Veteran's Day. After some discussion, **Council Member Byrd Blackwell offered a motion to approve the holiday schedule as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

6. City Council Meeting Schedule 2017

City Manager Brooks Lockhart presented Council with the proposed schedule for the regular meeting schedule for the Roxboro City Council. Meetings are held on the second Tuesday of each month (unless otherwise noted) at 7:00 p.m. in the City Hall Council Chambers located at 105 S. Lamar Street. After some discussion, **Council Member Henry Daniel offered a motion to approve the City Council Meeting Schedule 2017 as presented with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

7. Schedule Work Session

City Manager Brooks Lockhart asked Council for possible dates to schedule a work session to discuss some items of concern. Some items for discussion include an informational item for the Water and Wastewater System Capital Improvement Plan, some road issues and the City Communication Tower. Staff would like to discuss these items prior to the budget planning to assist in guiding staff on how to address these concerns. After a brief discussion, it was the consensus of Council to meet on January 25, 2017 at 6:00 p.m.

8. Roxboro Community School

Ms. Natalie Brozy, Executive Director for Roxboro Community School addressed Council to give an update on the progress being made with the parking lot project and traffic congestion. At the present time, staff at RCS are working with local engineers to develop a site plan for a parking lot to accommodate parking for upcoming events at the school and reduce the traffic congestion in and around Lake Drive. When the project

first began two years ago, City Council expressed a desire to assist with the sidewalks that would connect uptown Roxboro to the school, providing a safe walking path to and from the school campus. While the sidewalks are still an integral part of the project, Ms. Brozy would like to propose another avenue of support for this project that would be a tremendous benefit to the project and cost saving to the City. The request is to run the sewer line necessary to move forward with construction. This would include:

- Replacement of the sewer outfall for the length between the Foushee Street and the railroad right of way.
- Extend service connection to the sewer with cleanout to existing building on the corner of Foushee Street and Depot Street.
- Provide manhole riser sections for the general contractor to install during construction.

After a brief discussion, **Council Member Mark Phillips offered a motion for the City to replace sewer lines at a cost of \$13,000 as requested by Ms. Brozy with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No 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** – No meeting
- 5) **Fire Chief’s Association – Council Member Mark Phillips** - was unable to attend this month
- 6) **Economic Development – Mayor Marilyn P. Newell** stated that some news would be forthcoming in January 2017.

ADMINISTRATIVE REPORTS

9. Financial & Tax Report

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

10. Assistant City Manager’s Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the City has received partial payment from the NCDOT for the Ridge Road Project in the amount of \$91,283.51. NCDOT is still reviewing the final documents and pay applications. Final payment of \$209,004.49 will be process when the review is concluded.

Garney Construction is putting together the pre-qualifications package for the sub-contractors on the Wastewater Plant improvements. A meeting has been scheduled for January 10, 2017 to review the package. Currently, LaBella Associates, along with City Manager Brooks Lockhart are preparing the loan application for USDA.

Continuing, Mr. Warren reported that the new brine system has been installed and tested. The snowplow drivers participated in a snowplow obstacle course to provide practice driving the trucks with the plows attached and to prepare for driving this winter. Roll out garbage containers were set up and the drivers had to complete the course without hitting the containers.

11. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including the Good Morning Coffee Hour, Wednesday, December 14, 2016 at 8:00 a.m. at Golden Corral and the Roxboro Area Chamber of Commerce Annual Banquet will be held January 19, 2017 at Palace Pointe.

Mr. Lockhart also reported to the Mayor and Council that four customers had paid their bill through this third party site is using our logos and images. A cease and desist letter has been sent to the third party site requesting removal of our images. The City eventually received the four payments. For those impacted, staff waved the fees this site had caused due to the payments being received late. The City pushed information publicly to make sure traffic is driven to the City's portal and has stressed publicly that the City does not charge any fees for the collection of Water and Sewer bills online.

In the November 12th and December 7th issues of the Courier-Times there have been three letters to the editor regarding the trash collection at The Oaks. The property managers issued a letter explaining the switch from roll-out carts to dumpsters and indicated to the residents that carts could be provided but the increase in cost would be charged to their monthly rent. Staff has been re-evaluating how we could accommodate the elderly and infirmed while still maintaining fairness to all of our commercial customers. This is a complex matter that Council deliberated over a year ago. Any changes would have city-wide impacts. Staff hopes to have some solutions to present at the January Council meeting. Staff and the property managers have spoken on the phone and have plans to meet to discuss potential solutions.

Mr. Lockhart continued by stating that the staff review of the Draft UDO is continuing and will hopefully be ready to present the final draft to the Planning Board and City Council once the staff has reviewed changes with the consultant.

COUNCIL DISCUSSION: Council Mark Phillips would like more updates from the County regarding joint ventures with the City.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Henry Daniel with a second by Mayor Pro Tem William Davis to adjourn this meeting at 8:35 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

December 13, 2016



City of Roxboro
Fire and Rescue Department

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

Highlight

- **Responses** - During the month of December the City of Roxboro Fire Department responded to 23 fire calls within the city limits, and 20 fire calls outside the city limits. Also, the department responded to 65 first responder calls within the city, and 22 first responder calls in our county response district. Over the course of December, we had to call back off-duty personnel and auxiliary personnel for a total of 1 full alarms. Roxboro Fire Department responded to 186 dispatched calls this month.
- **Fallen Firefighters** During the last few months we have conducted several firefighter funerals. Chief James Hughes of Triple Springs Fire department passed away on Thanksgiving Day and Asst. Chief Lennie Terry passed of Triple Springs fire department on 10th of December. Also during December we conducted a funeral in Turberville Fire Department for the passing of Chief Hicks.
- **Christmas Parade** Roxboro fire department participated in the parade by blocking intersections and riding in the parade itself. Chief Torain passed out over 250 stuff animals.
- **Station Tour** The cub scouts came to the station and a great time asking questions learning about the fire service.
- **Christmas House** The FFBCF Christmas house was a large hit for the first year it was ever done. It was a lot of interest in helping with the project next year.
- **Christmas party.** The Roxboro Fire Department had its annual Christmas Party this year with over 180 people in attendance.
- **Events** Roxboro fire department visited the Senior center for Christmas and carried gifts to Generations and adopted several families in the community.
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Smoke Detector Installation Report

December 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	5

Total Alarms Installed: 3
Total Batteries Installed:5
Total Contacts: 2
Total Alarms in Stock:
Total Batteries in Stock:

Child Safety Seat Installation Report

Number of CSR installed: 0
Types of CSR installed:
Number of CRS Technicians performing installations:0

Prepared by: Bill Gentry

Residential Sprinklers													0
Risk Watch	4	6	4	4	2					4	5	12	41
Safety Device Install	2	1	2	4	4		1			2			16
Special Event			4	2	3	1	2	2	7	2	2		25
Start Safe													0
Station Tour				1		1	1			2	1	1	7
Stranger Safety													0
Vehicle Safety													0
Water Safety			4				1						5
Other	1				2				1				4
Total Presentations	16	15	27	84	26	6	14	23	29	199	27	35	501

Presented to

Business	1									2			3
Civic Group											1		1
Daycare	1			13	2		1			18	2		37
Explorer/Junior Program													0
Healthcare										1			1
Industrial										1			1
Individual													0
Religious Group													0
School	4	4	3	8	6	1	1	1		6	6	6	46
Senior Group	1	1	1	2	1	1				3	3		13
Special Interest	2	4	5	2	4	1	2	5		5	2	2	34
Target Hazard													0
Youth Group			1		2	2	1			6	2	1	15
Other			2	7	1	1	5			8		1	25
Total	9	9	12	32	16	6	10	6	0	50	16	10	176

Number of Participants

0-4 years (preschool)			125	952	55	75	45	90	32	849			2223
5-10 years (elementary)	356	382	425	642	468	154	54	85	154	506	735	542	4503
11-13 years (middle school)			33	146	184	210	25	62	22	257	264	92	1295
14-18 years (high school)			27	115	68	122	34	55	20	234	297		972

Adults (19-61)	232	72	118	351	168	119	170	459	294	744	235	202	3164
Seniors (62+)	103	38	58	105	62	50	49	88	80	168	87	65	953
Total Participants	691	492	786	2311	1005	730	377	839	602	2758	1618	901	13110

Total Hours of Presentations	52	21	125	264	92	105	51		136	464	85	62	1457
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Safety Devices Installed

Batteries	2	5	2	1		1					1	5	17
Bike Helmets													0
CO Alarms													0
Hearing Impaired Alarms													0
Residential Knox Box													0
Smoke Alarms	4	9	2	5	1	1	2			3		4	31
Other													0

Child Passenger Safety Seats

Diversion Program?	Y/N												
Number Installed	2	1	2	4	4		1			2			16
Number Issued													0

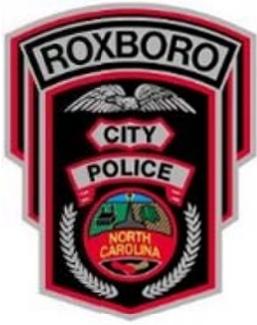
<i>Did a program save a life or reduce an injury? If so, please explain:</i>

Top 5 programs or any success stories:

Additional Comments:

Please send completed form and any pictures or attachments to:

Jeff Bostian - bostianj@concordnc.gov



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

December 2016

The month of December was dedicated to community policing and outreach. The department was present at Jingle on Main; helped the Roxboro Jaycees host a successful and safe Christmas Parade; hosted our annual Shop with a Cop program and delivered “Outstanding Business Relationship” awards to 15 of 25 recipients. 2016 was a great year! The department will release an Annual Report for 2016 before the end of February. The report will outline our community policing principles, benchmarks, annual service data, highlight personnel accomplishments and cost savings to the city. We thank the community, city department heads and elected officials for making 2016 a successful year.





UNITY in CommUNITY

City of Roxboro, North
 Distribution of Gas Taxes
 30-Nov-16
 CS
 GC

Shell
 Account Number: 80-001-3945-4

Card Number	Dept Number	Make	Mileage	Gallons	Gas Diesel Total Cost	0.5230 0.5830 Tax Adjust	0.04 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		17.72	36.86	9.27	0.71	0.35	26.53	2.080
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		199.05	421.76	104.10	7.96	3.98	305.71	2.119
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		216.77	458.62	113.37	8.67	4.34	332.24	2.116
5	4310	Police		1,699.72	3,530.86	888.95	67.99	33.99	2,539.92	2.077
6	4311	CID		251.68	523.77	131.63	10.07	5.03	377.04	2.081
26	4312	Narcotics		59.82	135.95	31.29	2.39	1.20	101.07	2.273
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,011.22	4,190.58	1,051.87	80.45	40.22	3,018.04	2.084
7	4340	Fire		1,324.62	2,842.46	748.01	52.98	26.49	2,014.98	2.146
8	4341	Fire Inspections		64.69	133.93	33.83	2.59	1.29	96.22	2.070
		Total Fire Dept.		1,389.31	2,976.39	781.84	55.57	27.79	2,111.19	2.142
10	4510	Public Services		149.04	309.98	77.95	5.96	2.98	223.09	2.080
11	4511	Streets		489.27	1,078.98	279.80	19.57	9.79	765.16	2.205
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		30.37	68.00	17.71	1.21	0.61	48.47	2.239
14	4710	Residential Garbage		942.54	2,103.19	549.50	37.70	18.85	1,497.14	2.231
15	4711	Commercial Garbage		947.35	2,119.30	552.31	37.89	18.95	1,510.15	2.237
16	4740	Cemetery		153.67	370.30	80.37	6.15	3.07	280.71	2.410
		Total Public Services		2,712.24	6,049.75	1,557.63	108.49	54.24	4,324.72	2.231
		Total General Fund		6,329.54	13,675.34	3,504.71	253.18	126.59	9,786.20	2.161
18	7112	Meter Reading		149.83	310.37	78.36	5.99	3.00	223.02	2.071
19	7114	Lake Warden		43.25	89.06	22.62	1.73	0.87	63.85	2.059
25	7118	Pump Stations		266.17	596.00	139.21	10.65	5.32	440.82	2.239
20	7120	Water Plant		100.97	209.32	52.81	4.04	2.02	150.45	2.073
21	7121	Water Line Maintenance		138.11	296.37	76.54	5.52	2.76	211.54	2.146
22	7130	WWTP		27.18	55.15	14.22	1.09	0.54	39.30	2.029
23	7131	Sewer Line Maintenance		609.66	1,294.62	327.53	24.39	12.19	930.51	2.124
24	7132	WWTP II		64.22	140.87	33.59	2.57	1.28	103.43	2.194
		Total Enterprise Fund		1,399.39	2,991.76	744.87	55.98	27.99	2,162.92	2.138
		Total All Funds		7,728.93	16,667.10	4,249.58	309.16	154.58	11,949.12	2.156



January 4, 2017

To: Mayor Newell
Roxboro City Council

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

Subject: January Council Report

Uptown Development/Roxboro Development Group:

- Special Event Ordinance Revisions: City Council approved the changes to the Special Event Chapter of the Roxboro Code of Ordinances. After approval, a revised application was prepared for all 2017 applicants. S.P.E.E.D. received their application for the MLK Day Parade as soon as the revisions were completed and asked to submit their application for consideration in the City Council Agenda Packet for this month.
- Christmas Decorations: Again, the Uptown Christmas decorations were taken care of by the Roxboro Fire Department. Many thanks to these wonderful people for their diligent help in ensuring our community is beautiful and festive for the holidays each year.
- RDG Board Member Elections Held: During the regularly scheduled December 20th Board Meeting, the Roxboro Development Group appointed new committee chairs, executive board members, and directors to the board at large. Bruce Wrenn will assume the role of President for 2017. Will Carver will be the Past-President, Lynda Zirillo the Secretary, and Crystal Cole the Treasurer. Derrick Sims and Bruce Moore were elected to the board for a three-year term. Bruce Wrenn, Lynda Zirillo, Brian Pulliam, and Derrick Sims were appointed chairs of the Executive, Promotions, Design, and Economic Restructuring Committees, respectively.
- Other Highlights:
 - The 2016 Roxboro Jaycee's Christmas Parade was successful and well-attended. The theme for this year's parade was "A Country Christmas."
 - The 2017 Roxboro Development Group work plan is almost complete and will be ready for distribution to partners and the public in just a few weeks.
 - All RDG Committees met before the end of the year to provide input on the preferred items of interest for the 2017 year.



Planning & Development:

- UDO Review: Review of the UDO continued. Dale Holland (writer) will meet with the City Manager, Assistant City Manager, and Interim Planning Director the first week in January to review edits and address questions about the existing document. Plans are still underway to have a completed document ready for adoption in the first quarter of this year.
- Code Enforcement: Code Officer Danny Eudy continues to address a long list of abandoned and neglected properties within the City limits. Letters were mailed to property owners addressing the concerns of non-compliance. After the allotted amount of time has passed, Mr. Eudy will follow-up with inspections appointments and search warrants for inspections.
- Complaints Received: No complaints received this month for nuisance cases. Mr. Eudy has addressed a few lingering cases, but all were grateful for a reprieve from the business of warmer months.
- Other Highlights:
 - Moved the contents of Sharon Richmond's former office to City Hall.
 - Continued work to prepare for the hiring of the community planner. Several applications were received and notifications of interviews should be made the first few weeks of January.
 - Resolved technical issue with Zone Pro to allow for issuance of permits at City Hall.



City of Roxboro Special Event Permit Application

Special Event Applications shall be submitted to the City of Roxboro no later than sixty (60) days prior to the event date, unless the event does not require a public hearing.* When a public hearing is unnecessary, applications shall be submitted no later than thirty (30) days prior to the event date. (Incomplete applications may increase the permit processing time.) If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 fee for all public hearings.

*Special Events not requiring a public hearing include (i) observations of national holidays and (ii) annually recurring special events, which do not exceed two (2) hours and for which no admission fee is charged.

I. Applicant Information:

Organization: SPEED
Address: 104 Prestige Avenue City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336 459 0353 Cell Number: _____ Fax Number: _____

Primary Contact: Nan Jeffers
Address: 104 Prestige Ave City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336 459 0353 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:

Parade to celebrate Dr. Martin Luther King Jr. Birthday

Please indicate the following:

- a. Proposed Event Date(s): 1/16/17
- b. Proposed Time Period(s) of the Event: 4:00 - 4:30 pm
- c. Location of Event: Uptown Roxboro
- d. Approximate Number of People to Attend the Event: 100

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

The parade will line up at 3:30 at Long Memorial church
will communc down main street at 4:00 pm as
soon as police escort is ready. We will march down
main street around the courthouse and up to
Roxboro Baptist church.

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: Lead the parade
- Fire: Five truck lights in honor of Dr. King
on parade marches by the station
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): _____
- Other: _____

III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc. (a map showing the event area and all barricades is also required):

Please close street at Moorehead and main, ← (Museum)
Lamar and abbott, Lamar and Court
and main and Gordon street at Merritt (Commons)

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:

4x10 banner with MLK Quotes.

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

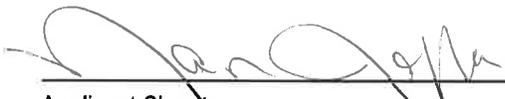
The City Manger, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- 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: 1/4/17



Responsible Planner/On-Site Manager

Date: 1/4/17

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

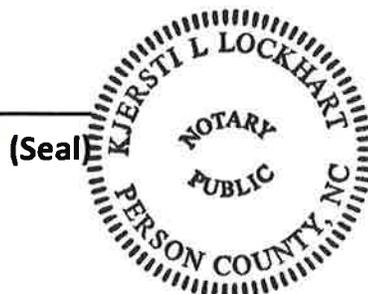
The undersigned, having received permission from the City of Roxboro to conduct MLK Parade 2017 on 1/16/17, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

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

This the 4th day of January, 2017

[Handwritten Signature]
(Signature)

Notary Witness: [Handwritten Signature]
my commission expires August 23, 2021



1. Budget Calendar for 2017/2018

City of Roxboro, North Carolina
Draft Budget Development Calendar
For the Fiscal Year Ending June 30, 2018

<u>Date 2017</u>	<u>Day</u>	
January 9	Monday	CIP requests distributed to Department Heads
February 6	Monday	CIP requests returned to Finance Officer
February 20	Monday	Budget Workbooks distributed to Department Heads
March 20	Monday	Department Heads return budget requests to Finance Director
March/April		Departmental budget requests and estimated revenues reviewed and adjusted to permit preparation of balanced budget.
May 1	Friday	Print First Draft of Budget for City Council
May 9	Tuesday	Budget Presentation City Council Meeting
May 16 & 23	Tuesdays	Council Budget Work Sessions (as necessary)
June 5	Monday	Draft budget finalized; budget ordinance prepared.
June 13	Tuesday	Public hearing (regular June City Council meeting)
June 27	Tuesday	Adoption of Budget (special called meeting)
July 1		Budget Implementation

The dates listed above are subject to change to accommodate Mayor and City Council Schedule.

2. "State of the City" -
To Be Presented at Meeting

3. Financial & Tax Report

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 41.67% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 1,271,275.77	\$ (3,378,084.23)	27.34%
Local Option Sales Tax	1,330,111	1,330,111	670,319.47	(659,791.53)	50.40%
Other Taxes and Licenses	12,000	12,000	6,711.44	(5,288.56)	55.93%
Unrestricted Intergovernmental	998,473	998,473	205,097.12	(793,375.88)	20.54%
Restricted Intergovernmental	637,276	906,616	492,752.31	(413,863.69)	54.35%
Permits and Fees	7,000	7,000	1,650.00	(5,350.00)	23.57%
Sales and Services	667,120	667,120	282,663.35	(384,456.65)	42.37%
Miscellaneous	21,000	21,000	16,823.97	(4,176.03)	80.11%
Investment Earnings	2,500	2,500	716.82	(1,783.18)	28.67%
Interfund Transfers	1,210,544	1,240,734	399,575.00	(841,159.00)	32.20%
Sale of Fixed Assets	15,000	15,000	162.50	(14,837.50)	1.08%
Total Revenues	9,550,384	9,849,914	3,347,747.75	(6,502,166.25)	33.99%
Expenditures:					
Governing Body - City Council	199,145	199,145	99,604.36	99,540.64	50.02%
City Hall Administration	593,491	623,681	313,680.80	310,000.20	50.30%
Finance	252,546	252,546	97,563.53	154,982.47	38.63%
Sales Tax	88,100	88,100	41,422.03	46,677.97	47.02%
Tax Collections	63,650	63,650	16,196.76	47,453.24	25.45%
Buildings & Grounds	138,413	138,413	66,524.17	71,888.83	48.06%
Safety / Purchasing	40,299	40,299	11,948.14	28,350.86	29.65%
Police	3,458,659	3,458,659	1,388,264.54	2,070,394.46	40.14%
Fire	1,888,320	1,888,320	770,294.89	1,118,025.11	40.79%
Emergency Communications 911	95,800	95,800	27,345.73	68,454.27	28.54%
Transportation - Streets	1,803,373	1,803,373	572,451.01	1,230,921.99	31.74%
Environmental Protection	849,177	849,177	330,009.68	519,167.32	38.86%
Economic Development	211,906	481,246	236,334.96	244,911.04	49.11%
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%
Total Expenditures	10,291,242	10,590,772	3,971,640.60	6,619,131.40	37.50%
Excess of Revenues Over (Under) Expenditures	(740,858)	(740,858)	(623,892.85)	116,965.15	
Other Financing Sources					
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%
Total Other Financing Sources	740,858	740,858	-	(740,858.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(623,892.85)	\$ (623,892.85)	
Fund Balance Beginning of Year			4,108,640.24		
Fund Balance Current Period			\$ 3,484,747.39		

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	41.67% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 1,985,178.83	\$ (3,104,573.17)	39.00%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	8,650.00	(11,350.00)	43.25%
Other Operating Revenues	35,475	35,475	4,852.29	(30,622.71)	13.68%
Nonoperating Revenues	500	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-	-	#DIV/0!
Interfund Transfers	804,442	821,626	-	(821,626.00)	0.00%
Sale of Fixed Assets	15,000	15,000	91.00	(14,909.00)	0.61%
Total Water & Sewer Fund 60	5,965,169	5,982,353	1,998,796.09	(3,983,556.91)	33.41%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	3,519.70	(3,445.30)	50.53%
Nonoperating Revenues	100	100	28.34	(71.66)	28.34%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	316,520.11	(394,291.89)	44.53%
Nonoperating Revenues	1,500	1,500	141.11	(1,358.89)	9.41%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,684,546	6,701,730	2,319,005.35	(4,382,724.65)	34.60%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	119,569	47,347.03	72,221.97	39.60%
Meter Section	255,446	256,435	136,892.72	119,542.28	53.38%
Raw Water Supply	206,509	206,509	61,060.94	145,448.06	29.57%
Water Plant	1,354,307	1,362,398	605,274.69	757,123.31	44.43%
Water Maint and Construction	622,086	622,086	223,841.15	398,244.85	35.98%
Wastewater Plant II	118,313	118,313	51,136.83	67,176.17	43.22%
Wastewater Plant	1,286,882	1,290,877	427,694.68	863,182.32	33.13%
Pump Stations	266,810	266,810	86,671.53	180,138.47	32.48%
Wastewater Maint & Construction	361,020	365,131	126,016.97	239,114.03	34.51%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	#DIV/0!
Interfund Transfers	1,000,744	1,000,744	399,575.00	601,169.00	39.93%
Total Water & Sewer Fund 60	6,071,173	6,088,359	2,636,335.62	3,452,023.38	43.30%
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%
Total Expenditures	6,890,550	6,907,736	2,636,335.62	4,271,400.38	38.16%
Excess of Revenues Over (Under) Expenditures	(206,004)	(206,006)	(317,330.27)	(111,324.27)	
Other Financing Sources					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	106,004	106,006	-	(106,006.00)	0.00%
Fund Balance Appropriated 61 TT	100,000	100,000	-	(100,000.00)	0.00%
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
Total Other Financing Sources	206,004	206,006	-	(206,006.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(317,330.27)	\$ (317,330.27)	
Fund Balance Beginning of Year			2,311,751.60		
Fund Balance Current Period			\$ 1,994,421.33		

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

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	Annual 41.67% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	1,403,963.63		
BB&T MMA		11100001	128,057.37		
NCCMT		11100002	69,549.20		
Flexible Spending Account AFLAC		11100003	25,298.69		
Roxboro Savings Bank		11100004	420,679.37		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
Total Cash and Investments			\$ 2,047,548.26		\$2,047,548.26
<u>Breakdown by Fund:</u>					
General		10	\$ 2,627,202.40		
CDBG-Revolving Loan Fund		13	77,205.64		
Vehicle Special Revenue		26	2,571.36		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	140,024.00		
Enterprise		60	(562,052.79)		
Triple Tier Water		61	110,928.70		
Capital Reserve		69	702,332.84		
Wastewater Plant Capital Project		71	(786,352.44)		
Annexation Area Capital Project		73	195,192.35		
Christmas Club / Flex Fund		75	55,357.81		
LEO Pension Trust Fund		79	74,522.83		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			\$ 2,047,548.26		\$2,047,548.26

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

	General Fund			
	11/31/2016 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.29%	0.43%	0.48%
Reserved by state statute	653,781	18.76%	6.17%	6.95%
Reserved for streets - Powell Bill	287,458	8.25%	2.71%	3.06%
Reserved for cemetery	30,269	0.87%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	134,988	<u>3.87%</u>	<u>1.27%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>33.05%</u>	<u>10.87%</u>	<u>12.25%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>2,333,133</u>	<u>66.95%</u>	<u>22.03%</u>	<u>24.81%</u>
Total fund balance unreserved	<u>2,333,133</u>	<u>66.95%</u>	<u>22.03%</u>	<u>24.81%</u>
Total equity and other credits	<u>\$ 3,484,747</u>	<u>100.00%</u>	<u>32.90%</u>	<u>37.05%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 10,590,772	
Prior Year Expenditures			\$ 9,404,486	

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

	Enterprise Fund			
	11/31/2016 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.72%	0.28%	0.25%
Reserved by state statute	422,861	21.20%	8.31%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>89.47%</u>	<u>35.07%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	111.39%	43.67%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	5.32%	2.08%	1.82%
Undesignated	<u>(333,191)</u>	<u>-16.71%</u>	<u>-6.55%</u>	<u>-5.73%</u>
Total fund balance unreserved	<u>(227,185)</u>	<u>-11.39%</u>	<u>-4.47%</u>	<u>-3.91%</u>
Total equity and other credits	<u>\$ 1,994,421</u>	<u>100.00%</u>	<u>39.20%</u>	<u>34.31%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,087,615	
Prior Year Expenditures			\$ 5,813,626	

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

	2016 Tax Levy	2015 Tax Levy	2014 Tax Levy
Original Levy	\$ 4,342,813.89	\$ 4,197,916.89	\$ 4,081,156.72
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	232,266.12	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	4,575,080.01	4,538,524.86	4,462,198.16
+Discoveries	120,159.00	436,063.98	446,159.28
Levy	4,695,239.01	4,974,588.84	4,908,357.44
-Releases	4,695.92	24,163.64	10,861.77
Current Levy	4,690,543.09	4,950,425.20	4,897,495.67
Collection year-to-date	\$ 3,759,137.06	\$ 4,906,790.16	\$ 4,876,765.76
Uncollected	\$ 931,406.03	\$ 43,635.04	\$ 20,729.91
Collection % of Current Levy	80.14%	99.12%	99.58%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

4. Assistant City Manager's Report

Assistant City Manager's Report

County Water and Sewer RFQ – The City has been asked by the County to assist with the selection process for an engineering firm for water and sewer services out Country Club Road. A Request for Qualifications (RFQ) has been developed and an advertisement placed in the local paper. After receiving the RFQ's, a panel of City and County employees will short list the firms and then conduct interviews for the final selection.

Uptown Improvement Project – Design and work is progressing on the improvements to uptown. The engineer is finalizing the plans for the intersection at Reams Ave and Main Street. For the festive lights in the ally off Main Street, the meter base has been set and is waiting on an inspection. The contractor is ready to hang the lights. Expected deliver of the lights is next week. The lights are a custom design to fit in the ally.

Winter Weather – There is uncertainty in the weather forecast for this weekend as to the amount of freezing precipitation. The crews are preparing for the worse case so we will be prepared for whatever falls.

5. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: January 10, 2017

- Please take note of several upcoming dates.
 - EDC/PCBIC Meeting, January 19th, 8am at Person County Tax Office
 - Roxboro Area Chamber of Commerce Annual Banquet, January 19th at Palace Pointe
 - Kerr Tar Cog Board of Directors Meeting, January 26th
 - RAMA Meeting, February 14th, 8am at Golden Corral
- The online billpay company using our logo has complied with our cease and desist letter requesting removal of our images. Furthermore, they put literature on their site pointing customers to our direct pay portal and have displayed clearly that they are a third-party service not affiliated with our City. Our customers can choose to use that third-party application and website but we want to remind our customers any payment received late will be treated as a late payment.
- City Staff is continuing to work with the staff of The Oaks. Our ability to meet and discuss options regarding solid waste collection has been limited due to the holiday season. As noted in December, this is a complex matter that Council deliberated over a year ago and any changes could have city-wide impacts. Staff will keep the Council informed of our progress on this matter.
- Our grant application to USDA Rural Development for the Wastewater Treatment Plant is underway. The Preliminary Engineering Report, mentioned in December, was submitted for USDA staff review and they have provided feedback. Our Engineer is in the process of addressing the comments.
- A request has been made by Piedmont Community College to have an appointee from the City Council to serve on the on the College's President Search Committee. This process will be guided by a search consultant and this committee will assist in narrowing down the applications. This process will span from March 2017 to late April 2017 and will involve at least 3 meetings of the committee. The ultimate hiring decision will be made by PCC Board of Trustees. We need to make this appointment at our Council meeting.
- Staff is in the process of evaluating multiple Fiscal Management Software programs in preparation for our upcoming budget process. Our Fiscal Management software is one of our most crucial tools, which will impact: Point of Sale (Water/Sewer), Payroll, Payroll Taxes, Accounts Payable, Accounts Receivable, Personnel Records, Monthly Financial Reports, Fixed Assets, Purchase Orders, and our General Ledger. We have solicited 4 companies, and have scheduled demonstrations for 3. If you are interesting in attending any of these demonstrations, please let me know.