

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, FEBRUARY 14, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER	Mayor Marilyn P. Newell
INVOCATION:	Council Member Byrd Blackwell
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	
Public Works	
Planning/RDG Report	
PUBLIC COMMENT: <i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
RECOGNITIONS:	
PUBLIC HEARINGS AND ORDINANCE MATTERS:	
1. Budget Amendment	Finance Director Dan Craig Public Services Director Andy Oakley
NEW BUSINESS:	
2. "State of the City"	Mayor Marilyn P. Newell
3. Resolution to Declare Surplus – Police Dept.	Chief David Hess
OLD BUSINESS:	
4. CMAR Update	Assistant Manager Tommy Warren
COMMITTEE REPORTS	Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:	
5. Financial & Tax Report	Finance Director Dan Craig
6. Assistant Manager's Report	Assistant Manager Tommy Warren
7. Manager's Report	City Manager Brooks Lockhart
COUNCIL DISCUSSION:	
CLOSED SESSION: Per NCGS 143.318.11(a)(6) Personnel	
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, February 14, 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 January 10, 2017 *(Regular Meeting)*
- Fire/EMS Monthly Report *(January 2017)*
- Police Dept. Monthly Report *(January 2017)*
- Fuel Expenditures Monthly Report *(January 2017)*
- Public Services Monthly Report *(January 2017)*
- Planning/RDG Monthly Report *(January 2017)*

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 JANUARY 10, 2017 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Members Absent: Mayor Pro Tem William Davis

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Mayor Newell** asked for a motion to approve the absence of **Mayor Pro Tem William Davis** due to illness. **Council Member Sandy Stigall offered a motion to excuse Mayor Pro Tem William Davis with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **Council Member Henry Daniel** 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 that item 2. "State of the City" be tabled until the February meeting. **Council Member Henry Daniel offered a motion to accept the agenda and to table item #2 as requested with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

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

PUBLIC COMMENT:

1. **Ms. Nicole Brent of 1216 Dover Street, Roxboro, NC and Margret McMann of 303 Windsor Drive, Roxboro, NC** addressed Council with traffic concerns on Windsor, Dover, and Dolly Streets. Ms. Brent stated some suggestions, examples: speed limit 15 mph, Children at Play signs, No U-Turn signs on Windsor and Dover Streets or installation of speed bumps. Ms. Brent and Ms. McMann presented the Mayor and Council with a petition from the homeowners asking for help in this matter.

PUBLIC HEARINGS & ORDINANCE MATTERS:

NEW BUSINESS:

1. Budget Calendar for 2017/2018

Finance Director Dan Craig presented Council with dates for the budget calendar year 2017/2018. The process will begin in January with the CIP requests distributed to the Department Heads. The first draft of the budget is scheduled to be sent to Council on Friday May 1, 2017, then presented at the Tuesday May 9, 2017 regular City Council Meeting. More budget sessions have been scheduled and are subject to change as needed with the budget adoption being scheduled for Tuesday June 27, 2017 at a special called meeting of the City Council.

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** – Volunteers are talking to the County Commissioners for more funding.
- 6) **Economic Development – Mayor Marilyn P. Newell** – No report at this time.

ADMINISTRATIVE REPORTS

2. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for November 30, 2016 at this time. **Clerk’s Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

3. Assistant City Manager’s Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that 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.

Continuing, Mr. Warren stated that the design and work is progressing on the improvements to uptown. The engineer is finalizing the plans for the intersection at Reams Avenue 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 that are a custom design fit to the alley.

4. Manager’s Report

City Manager Brooks Lockhart offered some dates of interest for Council including the Roxboro Area Chamber of Commerce Annual Banquet, January 19, 2017, Kerr Tar COG Board of Directors meeting, January 26, 2017 and RAMA meeting on February 14, 2017 at 8:00 a.m.

The online bill pay company using our logo has complied with our cease and desist letter requesting removal of the City's 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 the City. City customers can choose to use that third-party application and website but staff wants to remind the customers any payment received late will be treated as a late payment.

Staff is continuing to work with the staff of The Oaks, however due to the holiday season, the ability to meet and discuss options regarding solid waste collection has been limited. As noted in December, this is a complex matter that Council deliberated over a year ago and any changes could have city-wide impacts. The Mayor and Council will be updated as needed on the progress on this matter.

Piedmont Community College has requested that an appointee from the City Council be appointed to serve on the College's President Search Committee. This process will be guided by a search consultant and the committee will assist in narrowing down the applications. This process will span from March 2017 to late April 2017 and will involve at least three meetings of the committee. The ultimate hiring decision will be made by the Piedmont Community College Board of Trustees. After some discussion, **Council Member Mark Phillips offered a motion to approve Mayor Marilyn P. Newell to represent the City Council on the College's President Search Committee with a second by Council Member Henry Daniel** and upon being put to a vote was carried unanimously.

Continuing, Mr. Lockhart reported to Council that staff is in the process of evaluating multiple Fiscal Management Software programs in preparation for the upcoming budget process. The Fiscal Management software is one of the most crucial tools, which will impact: Point of Sale (Water and Sewer), Payroll, Payroll Taxes, Accounts Payable, Accounts Receivable, Personnel Records, Monthly Financial Reports, Fixed Assets, Purchase Orders and the General Ledger. Four companies have been solicited with three scheduled for demonstrations.

COUNCIL DISCUSSION: Mayor Marilyn P. Newell informed Council of an Economic Development meeting to be held on Wednesday, January 11, 2017 from 3:00 p.m. to 5:00 p.m. in Room S-100 at Piedmont Community College.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Sandy Stigall with a second by Council Member Henry Daniel to adjourn this meeting at 7:40 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

January 10, 2017

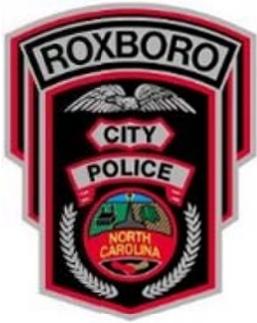


City of Roxboro
Fire and Rescue Department

Date: February 9, 2017
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief
Subject: January Council Report

Highlight

- **Responses** - During the month of January the City of Roxboro Fire Department responded to 28 fire calls within the city limits, and 18 fire calls outside the city limits. Also, the department responded to 64 first responder calls within the city, and 21 first responder calls in our county response district. Over the course of January, we had to call back off-duty personnel and auxiliary personnel for a total of 3 full alarms. Roxboro Fire Department responded to 142 dispatched calls this month.
- **Training** – During the month of January the Roxboro Fire Department instructors hosted Firefighter Safety and Survival, Mayday and Rapid Intervention Team Training. We had approximately 16-18 students and had 4 applications to volunteer with Roxboro Fire Department after the class was over. Safety and Survival is the skills needed to self-extricate yourself from a variety of situation and hazard in a structure fire. Mayday is the correct manner to call for help and information you need to provide if you are trapped. It also includes the change of command structure when mayday is called. Rapid Intervention Team training include the tactics and skills needed to be a part of the elite team that go in during fire condition to extricate a down firefighter during fire conditions. The classes where over 50 hours
- **Donations** – We received several donations in memory of Loretta Foushee, who is one of our firefighters mom. We will purchase tee shirts for the participates of the Mayday, safety and survival and RIT class with in memory of Loretta foushee on the shirts.
- **Training Structures**- We have acquired several structures for the purpose of burning for training. We will notify you before we do the burn with an invitation to any of council interested in participating like Mr. Phillips did in the past will be welcome.



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

January 2017

Patrol Division

Highlighted Events

- Patrol teams conducted numerous traffic checkpoints that yielded a variety of charges including DWI's, drug charges and other traffic offenses.
- Patrol has functioned at minimal staffing levels on each squad for several months due to turnover and illnesses. Over the past 6 months we have maintained two or three vacancies which prohibits our desire to proactively combat drug, gang, and felonious crimes.
- The department has researched a strategy to combat statistical crime rate increases through Data Driven Approaches to Crime and Traffic Safety (DDATCS). DDACTS is a National Institute of Justice program that is a proven strategy throughout the nation. The research and implementation will utilize existing resources. More information will be forthcoming in the future.

Community Policing

- Sergeants attended their quarterly Community Watch meetings. There were no concerns given by the groups.
- Continuing to work with the Property Owners Collaborative group. We have talked with the new property owners of Lehigh MHP who are using the department as a resource.
- 25 Businesses were the recipient of the department's "Outstanding Business Partnership" award. These businesses went above and beyond their normal business practices to help the department achieve the mission of community oriented policing.



Monthly Activities

- Calls for Service – 1357
- Incident Reports- 94
- Vehicle Crashes – 47
- Citations – 158
- Warnings – 93
- Misdemeanor Arrests – 36
- Felony Arrests – 25

Criminal Investigations Division

- Investigators have worked with informants during the month to work narcotics and weapon cases. CID has an active investigation in the recent up tick of shootings and weapon crimes in the city with plans that will likely yield charges based on their work with informants.

Total Numbers for the Month

- Number of cases assigned 18
- Follow up hours in field 174
- Phone follow up hours 47
- Hours spent doing paperwork 120
- Call outs 3
- Out of town follow ups 4
- Felony warrants - 7
- Misdemeanor warrants 1
- Cases closed: 4
 - Leads exhausted: 1
 - Closed by warrants or unfounded: 3
- Arrests 5
- Felony packets 13
- Number of interviews conducted 18

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 0

Oxford Police Department- 1

Chapel Hill Police Department – 6

Person County Sheriff's Office- 0

Creedmoor Police Department- 0

Hillsborough Police Department- 3

Butner Police Department - 1

Granville County Sheriff's Office- 1

Street Crimes Unit

- One employee on Light Duty.
- The Street Crimes Sergeant was transitioned to patrol as a sergeant. An existing sergeant will transition in February into supervising Street Crimes.

Administrative Services Unit

- Evidence Custodian Tanya Thomas has worked to dispose nearly 75 articles of evidence this month.
- Attended numerous OSSI site trainings in preparation for the new records software migration.
- Sgt. Dickerson attended the city Executive Safety Meeting.

****Special thanks to Phillip Fish, and the Street Maintenance crews for their help repairing parking lot and facility requests.**

Administration

Meetings

- Daily meetings with all staff.
- Met with community members to address traffic complaints and other quality of life concerns.
- Assisted patrol with calls for service due to insufficient staffing.

Highlighted Events

- Deputy Chief Kirby attended the Council work session.
- Chief attended the MLK Prayer Breakfast and presented the NAACP and Ministerial Alliance with an Outstanding Business Relationship award.
- Chief attended the NC Chiefs of Police Association annual conference. He was a panelist for a United States Department of Justice forum on Implementing 21st Century Policing strategies. He was unanimously approved to move up on the executive board of directors to the Secretary/Treasure position and is now slated to be the association's President in 2020.

Personnel

- As reported last month, two new police officers were in the final phases of hire. One is currently in field training, the second will begin in February. After completing our 12 week field training program we will still be two officers short of being fully staffed. A third is hired, but will need to complete the 4 month Basic Law Enforcement Training course. We anticipate the officer beginning field training in April.
- Based on current intake and hiring procedures, it appears it will be April before we are fully staffed.

- One employee remains on light duty related to a medical issue.

2016 Annual Report

The department's 2016 Annual report outlining successes and areas of improvement will be disseminated to council during the meeting. The report is a public document and will be available for the public on our website. The Chief does not plan to make a public presentation on the information but will entertain questions during or after the meeting.

THANK YOU FOR YOUR CONTINUED SUPPORT



City of Roxboro, Norf LM
 Distribution of Gas T WD
 31-Dec-16 CS
 GC

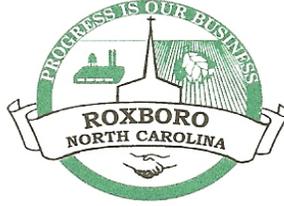
Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number:

80-001-3945-4

Card Number	Dept Number	Make	Model	Gallons	Gas Diesel Total Cost	0.5350 Tax Adjust	0.04 per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		35.12	77.59	18.79	1.40	0.70	56.69	2.209
2	4130	Finance		15.42	33.00	8.25	0.62	0.31	23.83	2.140
3	4160	Public Buildings		437.23	986.88	233.92	17.49	8.74	726.73	2.257
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		487.77	1,097.47	260.96	19.51	9.76	807.25	2.250
5	4310	Police		1,781.47	3,921.18	953.09	71.26	35.63	2,861.21	2.201
6	4311	CID		163.64	355.14	87.55	6.55	3.27	257.77	2.170
26	4312	Narcotics		50.16	109.74	26.84	2.01	1.00	79.89	2.188
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		1,995.27	4,386.06	1,067.47	79.81	39.91	3,198.87	2.198
7	4340	Fire		998.58	2,258.22	563.41	39.94	19.97	1,634.89	2.261
8	4341	Fire Inspections		42.28	93.19	22.62	1.69	0.85	68.03	2.204
		Total Fire Dept.		1,040.86	2,351.41	586.03	41.63	20.82	1,702.93	2.259
10	4510	Public Services		159.02	347.30	85.08	6.36	3.18	252.68	2.184
11	4511	Streets		534.07	1,260.43	289.52	21.36	10.68	950.72	2.360
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		158.50	387.14	91.24	6.34	3.17	286.39	2.443
14	4710	Residential Garbage		998.18	2,358.11	581.94	39.93	19.96	1,716.28	2.362
15	4711	Commercial Garbage		871.98	2,102.51	507.40	34.88	17.44	1,542.79	2.411
16	4740	Cemetery		98.90	220.37	52.91	3.96	1.98	161.52	2.228
		Total Public Services		2,820.65	6,675.86	1,608.08	112.83	56.41	4,910.39	2.367
		Total General Fund		6,344.55	14,510.80	3,522.54	253.78	126.89	10,619.44	2.287
18	7112	Meter Reading		208.73	461.14	111.67	8.35	4.17	336.95	2.209
19	7114	Lake Warden		53.27	120.13	28.50	2.13	1.07	88.43	2.255
25	7118	Pump Stations		322.51	766.00	172.54	12.90	6.45	574.11	2.375
20	7120	Water Plant		119.09	265.44	63.71	4.76	2.38	194.58	2.229
21	7121	Water Line Maintenance		109.45	241.54	59.21	4.38	2.19	175.76	2.207
22	7130	WWTP		110.17	264.20	58.94	4.41	2.20	198.65	2.398
23	7131	Sewer Line Maintenance		460.25	1,024.98	250.86	18.41	9.21	746.50	2.227
24	7132	WWTP II		59.10	142.40	31.62	2.36	1.18	107.24	2.409
		Total Enterprise Fund		1,442.57	3,285.83	777.06	57.70	28.85	2,422.22	2.278
		Total All Funds		7,787.12	17,796.63	4,299.60	311.48	155.74	13,041.66	2.285

Public Services Department Monthly Report



City of Roxboro

February 2017

Public Utilities Department	Public Works Department																																																			
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Maximum Rainfall:	1.25"	1/2/17																																																		
Peak Hourly Flow:	12.2 mg	1/22/17																																																		
Monthly Samples Analyzed:	2622																																																			



February 9, 2017

To: Mayor Newell
Roxboro City Council

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

Subject: February Council Report

Uptown Development/Roxboro Development Group:

- 2017 Work Plan: After the annual planning meeting held in November of 2016, the RDG board set to work on devising their plan of work for 2017. A draft of the plan was presented to the board members at their January 18th meeting; approval of the work plan was tabled to give the committees an opportunity to review all tasks for their group. The draft was also submitted to the NC Main Street program director for review and potential edits. It is expected the work plan will be approved and formally adopted at the February 15th meeting of the board. Once adopted, the plan will be made public and distributed to Uptown property owners and merchants, as well as local supporters and donors.
- Annual Christmas Ornament Sale: Starting in 2017, the Roxboro Development Group plans to partner with the Directors' RoundTable to produce a commemorative and collectible ornament representing some element of Uptown Roxboro. The plan is to increase knowledge and pride in all of the beautiful features of our historic Uptown, while also offering an opportunity to raise funds for future programs and events. This year, the funds from the ornament sale will go towards Jingle On Main and the annual 4th of July Fireworks display. We are working with a company that does hand-painted glass ornaments and look forward to a quality product that will be enjoyed by all. The town of Clinton uses this same company for their "Christmas in the City" ornament program and said they have enjoyed the wonderful results of their program. The board is currently reviewing images for consideration on the ornament and plans to submit orders within the next month. Presales will take place during Personality and the last Cruise-In of the season, as well as at the local Chamber office.
- Uptown Hanging Baskets: Last month, members of staff traveled to Danville, VA with plant specialist volunteer, Jessica Smith, to learn techniques for improving the look and quality of our Uptown baskets. While Danville does have their process down to a science, we did learn some wonderful things that we believe will help us to improve this year. In order to do the most for the least amount of money, the Uptown office is working with Ms. Smith to modify our current materials to reflect the process used in Danville. We have also reached out to Person High, Northern Middle, and RCS to develop a partnership with their horticulture/FFA programs. The schools have agreed to host our baskets in their greenhouses for a period of time, in order to help the plants grow and develop before being subjected to the fickle NC weather. Our hope is that this will help us to have more full and vibrant plants in the baskets



before they are even placed out on the streets. We have also found a special type of wand that the Danville folks use for watering. If we can increase the amount of watering that the baskets see during the year, we truly think we will see noticeable improvement. As we move through the rest of the year, we also have hopes of partnering with the welding class at PCC or with local welders to help us construct custom baskets that are designed for optimal drainage and support of the flowers. More information on this as we continue to work.

- Other Highlights:

- Attended the annual Chamber Banquet at Palace Pointe.
- Attended Chamber Board Meeting as Ex-Officio member.
- Held New Board Member Orientation
- Addressed County Commissioners with Year-End Report for Uptown
- RDG formed a committee devoted to Desert Sands and determining next steps.
- All committees met to review work plan action items.

Planning & Development:

- UDO Review: The edits for the new UDO were submitted to the Holland Group for review and implementation. We are still waiting to receive the final version, which will then be presented to the Planning Board before coming to City Council. We are still optimistic we can have a summer implementation.
- Code Enforcement: Code Officer Danny Eudy continues to address a long list of abandoned and neglected properties within the City limits. We did receive a few complaints of junk cars and garbage in yards this month. Mr. Eudy has already attended to all of these complaints and resolved about half. The biggest issue remains how to deal with abandoned properties, and those belonging to individuals who no longer live within the City of Roxboro. Funds are sparse to accommodate multiple City-facilitated demolitions. Mr. Eudy is working diligently to encourage property owners to take care of the matters themselves, but we are still looking at approximately four homes that will likely result on the City taking care of the demolition. City Manager Lockhart and I met with representatives from Habitat for Humanity to determine if there is the possibility for a partnership between our organizations to address some of the dilapidated and abandoned homes in a more beneficial manner for our community. More information on this as we move forward in our discussions.
- Board of Adjustment Hearing: The first Board of Adjustment case of the year took place on January 26th. The petitioner requested a conditional use permit to open a service station (with no gas) at the former City Tire and Brake location on Lamar Street. The board unanimously agreed to approve the conditional use permit and the planning office is working with the business owner on sign permits, building inspections, etc.
- Other Highlights:
 - COMPLETED THE CLEANING OUT OF THE FORMER PLANNING OFFICE AT CITY HALL!!!!!!! A new desk has been ordered for the incoming Community Planner and Mr. Fish has been working hard to repair, paint, and clean the office for its new use.
 - Deadline for second round of applications for Community Planner is February 15th.

1. BUDGET AMENDMENT

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2016-2017 BUDGET**

The following budget amendment is hereby requested:

Budget Amendment Number:

4

Fund 10, 60 & 76 - General, Water & Internal Service Funds		INCREASE	DECREASE
Revenues			
76-99-9910-991	Fund balance	29,255.00	
10-98-3985-976	Transfer from Internal Service Fun	22,680.00	
60-98-3985-976	Transfer from Internal Service Fun	6,575.00	
10-00-3234-100	Sales tax article 44	10,000.00	
		68,510.00	-
	Net Increase (Decrease) in Revenues	68,510.00	
Expenditures			
10-00-4120-510	Capital outlay	10,000.00	
10-00-4120-184	Medical Expense Reimbursement	22,540.00	
76-98-9810-910	Transfer to General Fund	22,680.00	
76-98-9810-960	Transfer to Enterprise Fund	6,575.00	
10-00-4120-200	Medical insurance Administration	140.00	
60-91-7111-183	Medical insurance	3,000.00	
60-91-7114-183	Medical insurance	3,575.00	
60-92-7118-353	Repairs and maintenance-plant		15,000.00
60-91-7121-350	Contracted services		10,000.00
60-92-7131-510	Capital outlay		15,000.00
60-92-7130-510	Capital outlay	40,000.00	
	Net Increase (Decrease) in Expenses	108,510.00	40,000.00
		68,510.00	

Justification: To appropriate additional amounts for cost of communication tower fees
 To appropriate additional amounts for sewer plant equipment expenditure
 To provide for October, November and December, 2016 medical expense reimbursement plan expenditures

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2016-2017 BUDGET**

Requested By: _____ DC _____ Date: _____ 2/8/2017

Approved to Submit to Council: _____ Date: _____

Approved by Council: _____ Date: _____

Posted to Computer: _____ Date: _____

2. "STATE OF THE CITY"

To Be Presented
At The
Council Meeting

3. RESOLUTION TO DECLARE SURPLUS - POLICE DEPARTMENT

**RESOLUTION AUTHORIZING THE PRIVATE SALE
OF CERTAIN SURPLUS PERSONAL PROPERTY**

WHEREAS, the City Council of the City of Roxboro, NC has possession of one (1) item of personal property, which is surplus to its needs, and desires to dispose of same.

(1) The following described property is hereby declared to be surplus to the needs of the City:

1 – Glock 27 40 Cal. Serial # PEA594

(2) The City Clerk shall publish notice summarizing this Resolution in accordance with GS 160A-271.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roxboro that David Hess, Roxboro Police Chief, pursuant to the provisions of G.S. 160A-267, is hereby authorized to dispose of the personal property listed for private sale at a negotiated price and that said Police Chief be further authorized and directed to execute necessary documents, transfer title and perform all necessary functions associated with the sale.

Adopted this the _____ day of _____, 2016.

Mayor Marilyn P. Newell

Attest:

Trevie Adams, MMC/NCCMC
City Clerk

4. CMAR UPDATE

Wastewater Plant CMAR Update

A meeting with the engineers is scheduled for Friday, February 10, 2017. An update of the meeting will be provided to City Council at the Council meeting.

5. FINANCIAL & TAX REPORT

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 50.00% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 3,797,525.29	\$ (851,834.71)	81.68%
Local Option Sales Tax	1,330,111	1,330,111	808,310.12	(521,800.88)	60.77%
Other Taxes and Licenses	12,000	12,000	7,913.78	(4,086.22)	65.95%
Unrestricted Intergovernmental	998,473	998,473	426,624.90	(571,848.10)	42.73%
Restricted Intergovernmental	637,276	906,616	637,668.10	(268,947.90)	70.33%
Permits and Fees	7,000	7,000	2,010.00	(4,990.00)	28.71%
Sales and Services	667,120	667,120	336,063.78	(331,056.22)	50.38%
Miscellaneous	21,000	21,000	23,922.96	2,922.96	113.92%
Investment Earnings	2,500	2,500	849.39	(1,650.61)	33.98%
Interfund Transfers	1,210,544	1,240,734	479,490.00	(761,244.00)	38.65%
Sale of Fixed Assets	15,000	15,000	162.50	(14,837.50)	1.08%
Total Revenues	9,550,384	9,849,914	6,520,540.82	(3,329,373.18)	66.20%
Expenditures:					
Governing Body - City Council	199,145	199,145	108,637.14	90,507.86	54.55%
City Hall Administration	593,491	623,681	361,758.31	261,922.69	58.00%
Finance	252,546	252,546	116,705.53	135,840.47	46.21%
Sales Tax	88,100	88,100	53,593.29	34,506.71	60.83%
Tax Collections	63,650	63,650	53,589.99	10,060.01	84.19%
Buildings & Grounds	138,413	138,413	80,403.78	58,009.22	58.09%
Safety / Purchasing	40,299	40,299	13,303.39	26,995.61	33.01%
Police	3,458,659	3,458,659	1,620,505.67	1,838,153.33	46.85%
Fire	1,888,320	1,888,320	912,671.44	975,648.56	48.33%
Emergency Communications 911	95,800	95,800	27,617.42	68,182.58	28.83%
Transportation - Streets	1,803,373	1,803,373	811,025.84	992,347.16	44.97%
Environmental Protection	849,177	849,177	389,191.72	459,985.28	45.83%
Economic Development	211,906	481,246	244,609.83	236,636.17	50.83%
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	4,793,613.35	5,797,158.65	45.26%
Excess of Revenues Over (Under) Expenditures	(740,858)	(740,858)	1,726,927.47	2,467,785.47	
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	\$ -	\$ -	1,726,927.47	\$ 1,726,927.47	
Fund Balance Beginning of Year			4,108,640.24		
Fund Balance Current Period			\$ 5,835,567.71		

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	50.00% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 2,402,762.23	\$(2,686,989.77)	47.21%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	8,850.00	(11,150.00)	44.25%
Other Operating Revenues	35,475	35,475	5,151.29	(30,323.71)	14.52%
Nonoperating Revenues	500	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	804,442	821,626	-	(821,626.00)	0.00%
Sale of Fixed Assets	15,000	15,000	82.00	(14,918.00)	0.55%
Total Water & Sewer Fund 60	5,965,169	5,982,353	2,416,869.49	(3,565,483.51)	40.40%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	4,201.35	(2,763.65)	60.32%
Nonoperating Revenues	100	100	33.41	(66.59)	33.41%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	377,466.06	(333,345.94)	53.10%
Nonoperating Revenues	1,500	1,500	175.77	(1,324.23)	11.72%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,684,546	6,701,730	2,798,746.08	(3,902,983.92)	41.76%
Expenditures:					
Public Utilities Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	119,569	60,267.48	59,301.52	50.40%
Meter Section	255,446	256,435	145,060.79	111,374.21	56.57%
Raw Water Supply	206,509	206,509	68,405.03	138,103.97	33.12%
Water Plant	1,354,307	1,362,398	741,845.96	620,552.04	54.45%
Water Maint and Construction	622,066	622,066	286,739.30	335,346.70	46.09%
Wastewater Plant II	118,313	118,313	62,720.30	55,592.70	53.01%
Wastewater Plant	1,286,882	1,290,877	504,496.25	786,380.75	39.08%
Pump Stations	266,810	266,810	101,960.52	164,849.48	38.21%
Wastewater Maint & Construction	361,020	365,131	144,506.37	220,624.63	39.58%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,000,744	1,000,744	479,490.00	521,254.00	47.91%
Total Water & Sewer Fund 60	6,071,173	6,088,359	3,066,316.08	3,022,042.92	50.36%
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	3,066,316.08	3,841,419.92	44.39%
Excess of Revenues Over (Under) Expenditures	(206,004)	(206,006)	(267,570.00)	(61,564.00)	
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	\$ -	\$ -	(267,570.00)	\$ (267,570.00)	
Fund Balance Beginning of Year			2,311,751.80		
Fund Balance Current Period			\$ 2,044,181.80		

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	50.00% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	1,486,742.77		
BB&T MMA		11100001	128,068.22		
NCCMT		11100002	328,122.79		
Flexible Spending Account AFLAC		11100003	25,142.69		
Roxboro Savings Bank		11100004	420,800.07		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
Total Cash and Investments			\$ 2,388,876.54		\$2,388,876.54
<u>Breakdown by Fund:</u>					
General		10	\$ 2,913,157.59		
CDBG-Revolving Loan Fund		13	78,759.06		
Vehicle Special Revenue		26	2,581.64		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	144,714.45		
Enterprise		60	(574,030.43)		
Triple Tier Water		61	111,619.12		
Capital Reserve		69	762,726.74		
Wastewater Plant Capital Project		71	(786,352.44)		
Annexation Area Capital Project		73	195,201.22		
Christmas Club / Flex Fund		75	55,357.81		
LEO Pension Trust Fund		79	74,526.22		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			\$ 2,388,876.54		\$2,388,876.54

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

	General Fund			
	31-Dec-16 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	0.77%	0.43%	0.48%
Reserved by state statute	653,781	11.20%	6.17%	6.95%
Reserved for streets - Powell Bill	287,458	4.93%	2.71%	3.06%
Reserved for cemetery	30,269	0.52%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.31%</u>	<u>1.27%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>19.73%</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>4,683,954</u>	<u>80.27%</u>	<u>44.23%</u>	<u>49.81%</u>
Total fund balance unreserved	<u>4,683,954</u>	<u>80.27%</u>	<u>44.23%</u>	<u>49.81%</u>
Total equity and other credits	<u>\$ 5,835,568</u>	<u>100.00%</u>	<u>55.10%</u>	<u>62.05%</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 December 31, 2016

	Enterprise Fund			
	31-Dec-16 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	0.70%	0.28%	0.25%
Reserved by state statute	422,861	20.69%	8.31%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>87.30%</u>	<u>35.07%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	108.68%	43.67%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	5.19%	2.08%	1.82%
Undesignated	<u>(283,430)</u>	<u>-13.87%</u>	<u>-5.57%</u>	<u>-4.88%</u>
Total fund balance unreserved	<u>(177,424)</u>	<u>-8.68%</u>	<u>-3.49%</u>	<u>-3.05%</u>
Total equity and other credits	<u>\$ 2,044,182</u>	<u>100.00%</u>	<u>40.18%</u>	<u>35.16%</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-Jan-17**

	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	270,367.49	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	<u>4,613,181.38</u>	<u>4,538,524.86</u>	<u>4,462,198.16</u>
+Discoveries	<u>123,815.53</u>	<u>439,665.94</u>	<u>449,761.24</u>
Levy	<u>4,736,996.91</u>	<u>4,978,190.80</u>	<u>4,911,959.40</u>
-Releases	<u>4,950.10</u>	<u>24,163.64</u>	<u>10,861.77</u>
Current Levy	<u>4,732,046.81</u>	<u>4,954,027.16</u>	<u>4,901,097.63</u>
Collection year-to-date	\$ 4,459,766.25	\$ 4,912,987.62	\$ 4,881,094.68
Uncollected	\$ 272,280.56	\$ 41,039.54	\$ 20,002.95
Collection % of Current Levy	94.25%	99.17%	99.59%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

6. ASSISTANT CITY MANAGER REPORT

Assistant City Manager's Report

Water Plant Wastewater Treatment NOV: The City received a Notice of Violation (NOV) from NC Environmental Quality, Water Resources Division. The NOV is for two violations that occurred this past fall at the Wastewater Treatment Plant II. The Water Plant has a permitted wastewater treatment plant on site. It is permitted just like the Wastewater Treatment Plant on Cavel Chub Lake Road.

The important thing to know is this violation has nothing to do with the potable water produced by the plant. The drinking water is perfectly safe and the water plant meets all the requirements and test for drinking water.

The NOV is for the wastewater discharged from the water plant into the creek. The first violation is for exceeding the daily maximum for chlorine. The test result was 55 ug/l. The permit limit is 17 ug/l. Because the technology to test low-level chlorine is not that accurate, any result below 50 ug/l is acceptable. To put this in perspective, the drinking water chlorine level is milligrams per liter, whereas the discharge water is micrograms per liter. This is 1,000 times more that what can be discharged into the creek. The second violation was for exceeding total suspended solids. The daily maximum was exceeded which caused the monthly average to be exceeded. The daily maximum is 45 mg/l and the reported value was 87 mg/l. The monthly average is 30 mg/l and the reported average was 45.85 mg/l.

We have responded to DEQ in writing, notifying them of the Standard Operating Procedure (SOP) that has been implemented. The violation was a one-time issue. We have developed a SOP to prevent these violations from occurring the future. The SOP has the wastewater operator collecting weekly process samples to ensure compliance with the requirements of the Water Treatment Plant Wastewater Discharge Permit. These samples will be collected and analyzed before any wastewater is discharged.

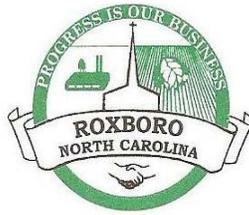
The City of Roxboro strives to provide its citizens with a clean, safe, and reliable treatment system. The implementation of the SOP will provide the operator with

the needed information to not only meet the permit requirements but to minimize any impact on the environment from the permitted discharge.

Main Street Improvements: A meeting with the engineer is scheduled for Thursday, February 16 to finalize the plans and specifications for the redesign of the intersection at Main Street and Depot Street. After that meeting, we should be able to go out for bids.

Community School Sewer: The manholes and pipe have been delivered for the replacement of the sewer from Foushee Street to the railroad tracks for the Roxboro Community School parking lot. Currently, work is scheduled to begin the week of February 13, 2017.

7. MANAGER'S REPORT



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: February 14, 2017

- Please take note of several upcoming dates.
 - EDC/PCBIC Meeting, February 16th, 8am at Person County Tax Office
 - City and County Blood Drive at the Human Service Building, Feb 16th, please schedule an appointment
 - Transportation Advisory Committee, March 8th, in Henderson
 - Main Street Conference in Shelby, NC March 14-16
 - Administrative Professionals Luncheon, April 26th, at the Gathering Place
 - Roxboro Area Chamber of Commerce Golf Tournament, May 19th, 11am at Roxboro Country Club
- I will be meeting with the Windsor Drive Community Watch Group on Monday, February 13 at 6pm in the Police Department Training Room. I intend to use this meeting to serve as Steps 4, 6 and 7 of the City of Roxboro Traffic Calming Policy. As per the work session, I will be sharing with the Community the Council's willingness to meet their request for speed limit signs and "no U-turn" signage. I should have feedback to bring to Council at our meeting.
- As shared with Council at the January work session, our tower modification estimate was \$95,000, which did not include the foundational analysis and any potential work that might be required following that assessment. Chief Torain has shared the previously completed soil samples and we are waiting to see if that can reduce the cost of our foundational assessment. Per the request of Council, Torain has received a ballpark quote for modifying the tower to increase capacity to 80% after the new equipment is added. This additional capacity work will increase the tower work cost to a cost ranging from \$150,000 to \$200,000.
- We have received the contract for our July 4th date for the annual community fireworks show.
- A request has been made by Piedmont Community College and Person County Industries to allow them to utilize our water bills to distribute information regarding their organizations; PCC specifically mentioned their registration. We have contacted our billing distribution service and have gotten a cost schedule for additional materials to be inserted. We shared these costs with both agencies and they are still interested. I see no problem in allowing this, but I would like Council's permission to draft an internal policy which will allow staff to limit this to public entities, possibly place restrictions on frequency, and make clear that any additional cost generated is the responsibility of the requesting organization.
- 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 solicited 4 companies, and scheduled demonstrations for 3. We completed demonstrations for 2. We are planning to do site visits to municipalities where these products are in use. If you are interested in attending any demonstrations, or any of these site visits, please let me know.