

AGENDA ROXBORO CITY COUNCIL MEETING
MONDAY, MARCH 20, 2017 at 9:00 A.M.
LOCAL GOVERNMENT DAY
CITY HALL COUNCIL CHAMBER

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Andy Oakley, Public Works Director
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Public Services Department		
Fuel Expenditures		
RDG/Planning Report		
RECOGNITION:		
“ <i>State of the City</i> ” Address		Mayor Marilyn P. Newell
PUBLIC COMMENT:		
(5 minutes per Citizen)		Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Text Amendment, Title VII: Chapter 75 Traffic Code – <i>Public Hearing</i>		City Manager Brooks Lockhart
2. Special Event Permit – Piedmont Community College – <i>Public Hearing</i>		Beth Townsend, PCC
OLD BUSINESS:		
NEW BUSINESS:		
3. Leleigh Mobile Home Park – Water Meters		Assistant Manager Tommy Warren
4. Consideration of Renovation and Repurpose of City Flower Bed		Planning Director, Lauren Wrenn
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
5. Financial & Tax Report		Interim Finance Director Dan Craig
6. Assistant Manager’s Report		Assistant Manager Tommy Warren
7. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:	NCGS 143-318.11(a)5 Negotiation of Contract	
CLOSED SESSION:		
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 9:00 a.m. Local Government Day, Monday, March 20, 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 25, 2017 *(Special Planning Meeting)*
- Minutes of February 14, 2017 *(Regular Meeting)*
- Minutes of March 6, 2017 *(Special Meeting)*
- Fire/EMS Monthly Report *(February 2017)*
- Police Dept. Monthly Report *(February 2017)*
- Public Services *(February 2017)*
- Fuel Expenditures Monthly Report *(February 2017)*
- Planning/RDG Monthly Report *(February 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
WEDNESDAY, JANUARY 25, 2017 – 6:30 P.M. SPECIAL PLANNING MEETING
ROXBORO POLICE STATION TRAINING ROOM, ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro Tem Will Davis
Council Member Henry Daniel
Council Member Mark Phillips
Council Member Sandy Stigall (arrived at 6:50 p.m.)
Council Member Byrd Blackwell

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

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

OLD BUSINESS:

1. Update for Council

- **Water Distribution Study/ Capital Improvement Program**
Public Services Director Andy Oakley presented Council with the City Water Distribution System Study and the Capital Improvement Plan 2017 – 2036 provided by LaBella Associates. Some of the projects are lake dredging, Dan River Raw Water Supply, Variable speed motors on raw water pumps, sludge dewatering facility, lab and office space, plant upgrade, sanitary sewer rehabilitations, western interceptor, Memorial Drive pump station and interceptor, Brooks Pump station upgrade, Williams Road pump station upgrade, Cedar-Ridge pump station abandonment, replacement screen and control building roof repair. This is just to keep Council updated on what is to come and suggestions made by LaBella Associates.
- **Communications Tower**
Fire Chief Kenneth Torain and Manager Brooks Lockhart reported to the Mayor and Council a brief overview of the Tower Project. In the current fiscal year, \$10,000 was budgeted towards completing an assessment of the Tower. Chief Torain has been negotiating with Tower Engineering Professionals, a firm located in Raleigh, to assess our Tower. Their quote came in at \$13,450 to undertake the foundation mapping, geotechnical investigation, tower modification design and foundation modification design. Once completed, the City will have plans under an engineer's seal to retain and file with the FCC. The TEP Firm has provided staff with a rough estimate of cost for the rehabilitation project of the Tower at approximately \$95,000. This estimate does not include any cost towards the rehabilitation of the foundation.

Manager Lockhart reported that the County Manager has indicated that the County would consider cost-sharing in the rehabilitation project in lieu of a lease agreement ensuring their equipment can maintain on the Tower. After some discussion, it was the consensus of Council to move forward with assessment and to work with the County to pay a percentage.

NEW BUSINESS:

2. Items for Discussion:

• **City Roadway Concerns**

Manager Brooks Lockhart reminded the Mayor and Council of the Traffic Calming Policy and stated that at the January meeting a set of signed petitions requesting the Council to consider the following traffic calming measures: No U-Turn Signage, Children Playing Signage, Speed Limits Signage, and Speed Bumps/Humps. Continuing, Mr. Lockhart offered some suggestions for more control on Windsor Drive, such as: stager release times from the High School, engage DOT, more enforcement, etc. **Captain Tony Kirby** reported that 29 warning tickets for Stop Sign Violations or Seat Belt Violations have been written. Captain Kirby also reported that a speed test had been done and because it is a short strip, most of the time speed is not as big a problem as other violations. After some discussion, Council asked that this be addressed at the February meeting and asked staff to continue to monitor and issue citations as needed.

Lamar Street is also an area of concern in the City. Mainly parking on both sides of the street make it very difficult to manipulate Lamar Street. Council would like for staff to consider No Parking signs on one side and to monitor the situation until the next work session and report back to Council with the findings.

City Lake Road is another area of concern. The local residents of City Lake Road expect the City to maintain the road at no cost to them. Manager Lockhart reported to Council that only twenty two fishing license have been issued for City Lake since July 2016, the City uses the road once a day five days out of the week, and no trash trucks travel City Lake Road any longer. City Attorney Nick Herman stated that the City is only responsible for minimal work on the road and no more. The City maintains for our access as City vehicles require and that if the residents want more they should contribute to the cost. The Council asked that the City Manager send a letter to the Community Watch president, Cheryl Allen explaining the advice offered by the attorney.

COUNCIL DISCUSSION: No discussion at this time

Council Member Mark Phillips offered a motion to adjourn this meeting at 8:35 p.m. with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

Mayor Merilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

January 25, 2017

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY FEBRUARY 14, 2017 – 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. **Council Member Byrd Blackwell** 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 a closed session per NCGS 143.318.11(a)(3) Attorney Client Privilege also be added to the closed session items and to table Item #2 and schedule for the March meeting. **Council Member Henry Daniel offered a motion to accept the agenda and to table item #2 and also adding a second closed session item as requested with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the consent agenda 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 Council Member Byrd Blackwell**, and upon being put to a vote, was carried unanimously.

PUBLIC COMMENT:

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Interim Finance Director Dan Craig presented Council with Budget Amendment #4. After a brief discussion, **Council Member Mark Phillips offered a motion to approve Budget Amendment #4 as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.**

NEW BUSINESS:

2. "State of the City"

Rescheduled for March 2017.

3. Resolution to Declare Surplus – Police Department

Chief David Hess presented the Mayor and Council with a Resolution authorizing the private sale of certain surplus personal property for a Glock 27 40 caliber. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Resolution as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

OLD BUSINESS:

4. CMAR Update

Assistant Manager Tommy Warren reported to Council that staff met with the engineers on Friday, February 10, 2017 to discuss some areas of concern from the USDA. One of the concerns was for the water plant to decrease production from five million gallons a day to three million gallons a day. After discussing this with the engineers and the USDA, staff feels that we need to remain at five million gallons a day to be able to appeal to industries looking to locate in the area and if we reduce to three million gallons a day, we may have a hard time getting back to five million gallons a day plus the added expenditures would not be cost effective. Mr. Warren reported that the USDA has come to terms with staff and has agreed to leave at five million gallons a day. Another concern the USDA had was the administrative cost provided by Garney. Staff is currently working with Garney on this concern and Mr. Warren will report as updates are provided.

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 and City Manager Brooks Lockhart** attended the Kerr Tar Meeting in Henderson.
- 5) **Fire Chief's Association – Council Member Mark Phillips** – attended the Community Watch at East Roxboro and all is quiet.
- 6) **Economic Development – Mayor Marilyn P. Newell** – attended the PCBIC meeting and a briefing should be scheduled soon about some economic developments.

ADMINISTRATIVE REPORTS

5. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial reports for December 31, 2016 and tax reports for January 31, 2017 at this time. **Clerk's Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

6. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the City received a Notice of Violation (NOV) from North Carolina Environmental Quality, Water Resources Division. The NOV is for two violations that occurred in the fall of 2016 at the Wastewater Treatment Plant II. The Water Plant has a permitted wastewater treatment plant on site and is permitted just like the Wastewater Treatment

Plant on Cavel Chub Lake Road. Mr. Warren stressed that it is important to know that 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 and 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 time more than 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 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.

Staff has responded to DEQ in writing, notifying them of the Standard Operating Procedure (SOP) that has been implemented. The violation was a one-time issue. Staff has developed a SOP to prevent these violations from occurring in 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.

Mr. Warren also stated that the City of Roxboro strives to provide its citizens with a clean, safe and reliable treatment system. The implementation of the SOP will pride 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.

Continuing, Mr. Warren reported to the Mayor and Council that a meeting with the engineer working on the Main Street Improvements is scheduled for Thursday, February 16, 2017 to finalize the plans and specifications for the redesign of the intersection at Main Street and Depot Street. After that meeting, staff should be able to go out for bids.

Also, the manholes and pipe have been delivered for the replacement of the sewer lines from Foushee Street to the Railroad Tracks for the Roxboro Community School parking lot. Work is scheduled to begin the week of February 13, 2017.

7. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including: EDC/PCBIC meeting, February 16, 2017 at 8:00 a.m., City and County Blood Drive on February 16, 2017, and the Transportation Advisory Committee, March 8, 2017 in Henderson, N.C.

Manager Lockhart reported to Council that he met with the Windsor Drive Community Watch Group on Monday, February 13, 2017 at 6:00 p.m. to discuss the possibility of reducing the speed limit and placing "No U-turn" signage in the neighborhood. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to set a Public Hearing for March 20, 2017 to reduce the speed to 25 mph, with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **Council Member Byrd Blackwell then offered a motion to place two "No U-Turn" signs in the neighborhood with a second by Council Member Mark Phillips adding to the motion that no other sign to be changed unless further discussion** and upon being put to a vote was carried unanimously.

Continuing, Mr. Lockhart informed Council that the contract for the July 4th, 2017 Fireworks Display has been received and will be signed to assure the display will be held on July 4th.

A request has been received from 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. Staff 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.

Continuing, Mr. Lockhart reported to the Mayor and Council that staff is still in the process of evaluating multiple Fiscal Management Software programs in preparation for the upcoming budget process.

COUNCIL DISCUSSION: No discussion at this time.

Council Member Henry Daniel offered a motion to enter into closed session per NCGS 143.318.11(a)(6) Personnel, NCGS 143.318.11(a)(3) Attorney/Client Privilege and NCGS 143.318.11(a)(4) Economic Development with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

Council Member Mark Phillips offered a motion to re-enter into open session with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Mayor Pro Tem William Davis with a second by Council Member Mark Phillips to adjourn this meeting at 9:38 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

February 14, 2017

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
MONDAY, MARCH 6, 2017 6:30 P.M. SPECIAL MEETING
CONFERENCE ROOM, CITY HALL - ROXBORO, NC**

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

Members Absent:

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 a.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or corrections at this time. Council Member Henry Daniel offered a motion to approve the agenda as presented with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

CLOSED SESSION:

Mayor Pro Tem William Davis offered a motion to enter into closed session per NCGS 143.318.11(a)(4) Economic Development and NCGS 143.318.11(a)(5) Contract Negotiation, with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

Council Member Henry Daniel offered a motion to return to open session with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

Following a brief discussion, Council Member Henry Daniel offered a motion to terminate the existing contract with Garney and to approve the Memorandum of Understanding with LaBella with a second by Council Member Sandy Stigall and upon being put to a vote was carried unanimously.

Council Member Henry Daniel offered a motion to go back into Closed Session with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

Council Member Byrd Blackwell offered a motion to re-enter into open session with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

ADJOURNMENT:

There being no further business to discuss, a motion was offered by Council Member Mark Phillips with a second by Mayor Pro Tem William Davis to adjourn this meeting at 7:45 p.m. and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

March 6, 2017

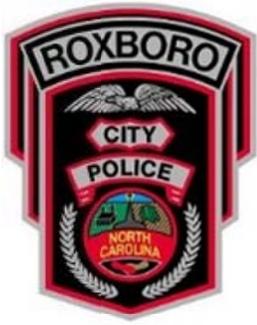


City of Roxboro
Fire and Rescue Department

Date: March 16, 2017
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of February the City of Roxboro Fire Department responded to 32 fire calls within the city limits, and 22 fire calls outside the city limits. Also, the department responded to 76 first responder calls within the city, and 32 first responder calls in our county response district. Over the course of January, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 163 dispatched calls this month.
- **Training** – Roxboro fire department is expecting to receive the permit from the state to burn the house on Old Durham Road this month. The house is first house past Shady Hill Baptist Church. Also we are invited into the county to help with a burn on Flat Woods Road on March 25th.
- **Capital Power.** The City of Roxboro will see a reduction in water usage for Capital Power for the month of March due to the plant not being in operation for 8 days. During this time they will be during work on all location of the plant. Roxboro Fire Department will be providing the confine space standby team for that time.
- **Training** During the month of March Fire Engineer Adam Morris will be attending the North Carolina Breathing School. It is the highest grade of training in North Carolina with firefighters coming from as far away as London, England to attend. It has about a waiting list of a year and half.
- **Fire Truck** The new fire truck is being built and is about third of the way completed. The delivery date is last of May or first of June.
-



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

February 2017

Patrol Division

Highlighted Events

- Sgt. Williams' patrol squads quick on scene medical intervention likely stabilized the life of the victim in the home invasion on Person Court. Sgt. Williams wrote the team a formal letter of praise for their quick actions.
- Patrol received complaints of people passing stopped school buses. Teams coordinated efforts to follow buses to conduct enforcement. No violations were found.
- Patrol continues to conduct foot patrols in business districts.

Community Policing

- The police department was a host site for an American Red Cross Blood Drive. The blood drive exceeded previous donors by five!
- Sgt. Cash's team conducted foot patrol in neighborhoods throughout the month distributing toy badges to children and talking with parents.
- The police department is sponsoring and coaching a 10 U Baseball team through Parks and Recreation.
 - The Citizens Police Academy Alumni paid the \$250 sponsorship fee.
 - The team name is the Law Dawgs.
 - The Coaches are Chief Hess, Lt. Hawkins, Sgt. Dickerson, Cpl. Watson and Ofc. Brown. We have (12) athletes on our team. We are grateful for the opportunity and support!
- Sgt. Walker volunteered to initiate a new community policing program known as "Coffee with a Cop." The event will be hosted at various restaurants every other month or once a quarter. This is an opportunity to have coffee and conversation with the community.
 - Our first Coffee with a Cop was hosted at Tricia's Espresso.
 - Approximately (15) people attended!



Monthly Activities

- Calls for Service – 1413
- Incident Reports- 92
- Vehicle Crashes – 33
- Citations – 193
- Warnings – 73
- Misdemeanor Arrests – 32
- Felony Arrests – 14

Criminal Investigations Division

- CID continues to do an outstanding job working cases. They are to be commended for their long hours and dedication to following leads in the recent homicide case.
 - Lt. Hughes sent an email to all patrol squads who assisted thanking them for the team effort to bring an arrest in the case.

Total Numbers for the Month

- Number of cases assigned 18
- Follow up hours in field 136
- Phone follow up hours 43
- Hours spent doing paperwork 142
- Call outs 3
- Out of town follow ups 5
- Felony warrants - 7
- Misdemeanor warrants 1
- Cases closed: 5
 - Leads exhausted: 0
 - Closed by warrants or unfounded: 5
- Arrests 0
- Felony packets 5
- Number of interviews conducted 20

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 2

Oxford Police Department- 0

Chapel Hill Police Department – 8

Person County Sheriff's Office- 0

Creedmoor Police Department- 0

Hillsborough Police Department- 0

Butner Police Department - 0

Granville County Sheriff's Office- 0

Street Crimes Unit

- New personnel transitions into our Street Crimes Unit began during the month of February. More personnel should transition by April. Personnel are already working with informants.

Administrative Services Unit

- Attended numerous OSSI site trainings in preparation for the new records software migration.
- Assisted with enrolling a new hire trainee in Basic Law Enforcement Training who is should graduate in April. After graduation they will enter the department's 12 week FTO program.
- Sgt. Dickerson presented on Heart Health at the City's Safety Committee.
- AS&L installed new locks on throughout the facility. This was a budgeted project.

Administration

Meetings

- All lieutenants, deputy chief and chief hosted several policy revision meetings and budget planning sessions throughout the month.
- Met with community members to address traffic complaints and other quality of life concerns.
- Chief attended JCPC meeting; Safe Haven BOD meeting; Rotary; Judicial Stakeholders; PAAL BOD.
- Captain Kirby presented at Kiwanis meeting.
- Chief met with Sheriff Jones. The DA was notified directly by the Chief and briefed on the recent homicide within the first few hours of the investigation.

Highlighted Events

- The department received a donation from the Elk's Lodge to expand the Honor Guard.
- The OSSI project has many moving parts and weekly meetings. Implementation of the 911 CAD function will go live in April. Our RMS side of the project is planned to go live by July.

Personnel

- Det. Lee retired February 28th.
- A police officer vacancy occurred this month due to the employee deciding to accept a job offer in another area of the state.

THANK YOU FOR YOUR CONTINUED SUPPORT



Public Services Department Monthly Report



City of Roxboro

March 2017

Public Utilities Department	Public Works Department																																																			
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">15</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">0</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">67</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">1</td></tr> <tr><td>Broken Meters Replaced:</td><td style="text-align: right;">0</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">6</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">27</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">1</td></tr> </table> <p>Remarks: Roxboro Community School Parking Lot sewer replaced and in service</p>	Water Repairs:	15	Hydrant Repairs and Maint:	0	Meters Changed:	67	New Water Services:	1	Broken Meters Replaced:	0			Sewer Repairs:	6	Sewer Blockages:	27	New Sewer Services:	1	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">388.13</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">189.85</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">21</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">36</td><td style="text-align: right;">tons</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Potholes Repaired:</td><td style="text-align: right;">6</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">38.98</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Concrete:</td><td style="text-align: right;">0</td><td style="text-align: right;">yards</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Vehicle Repairs:</td><td style="text-align: right;">18</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$9,999.43</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	388.13	tons	Residential Garbage:	189.85	tons	Brush Collected:	21	tons	Leaves Collected:	36	tons				Potholes Repaired:	6		Asphalt:	38.98	tons	Concrete:	0	yards				Vehicle Repairs:	18		Garage Materials:	\$9,999.43	
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City of Roxboro, North Carolina LM
Distribution of Gas Tickets
31-Jan-17

WD Lawn Mowers
 CS Weed Eaters
 GC Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5260
 Diesel 0.5860

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	0.04 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		19.10	41.43	10.05	0.76	0.38	30.24	2.169
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		91.62	202.72	48.19	3.66	1.83	149.03	2.213
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		110.72	244.15	58.24	4.43	2.21	179.27	2.205
5	4310	Police		1,418.90	3,140.27	746.34	56.76	28.38	2,308.79	2.213
6	4311	CID		221.57	488.57	116.55	8.86	4.43	358.73	2.205
26	4312	Narcotics		23.13	51.18	12.17	0.93	0.46	37.63	2.213
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		1,663.60	3,680.02	875.05	66.54	33.27	2,705.15	2.212
7	4340	Fire		840.42	1,937.22	474.62	33.62	16.81	1,412.18	2.305
8	4341	Fire Inspections		93.08	205.41	48.96	3.72	1.86	150.87	2.207
		Total Fire Dept.		933.50	2,142.63	523.58	37.34	18.67	1,563.04	2.295
10	4510	Public Services		178.02	393.79	93.64	7.12	3.56	289.47	2.212
11	4511	Streets		489.41	1,165.72	277.41	19.58	9.79	847.55	2.382
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		48.33	117.13	26.48	1.93	0.97	87.75	2.424
14	4710	Residential Garbage		935.26	2,249.04	548.06	37.41	18.71	1,644.86	2.405
15	4711	Commercial Garbage		843.61	2,035.67	492.44	33.74	16.87	1,492.61	2.413
16	4740	Cemetery		97.44	220.54	51.25	3.90	1.95	163.44	2.263
		Total Public Services		2,592.07	6,181.89	1,489.28	103.68	51.84	4,525.69	2.385
		Total General Fund		5,299.89	12,248.69	2,946.15	212.00	106.00	8,973.15	2.311
18	7112	Meter Reading		170.70	375.22	89.79	6.83	3.41	275.19	2.198
19	7114	Lake Warden		62.40	142.26	32.82	2.50	1.25	105.69	2.280
25	7118	Pump Stations		229.45	553.00	120.69	9.18	4.59	418.54	2.410
20	7120	Water Plant		101.48	222.38	53.38	4.06	2.03	162.91	2.191
21	7121	Water Line Maintenance		241.06	578.34	137.66	9.64	4.82	426.21	2.399
22	7130	WWTP		81.53	192.20	42.88	3.26	1.63	144.42	2.357
23	7131	Sewer Line Maintenance		526.94	1,182.54	283.55	21.08	10.54	867.38	2.244
24	7132	WWTP II		99.51	233.08	52.34	3.98	1.99	174.77	2.342
		Total Enterprise Fund		1,513.07	3,479.02	813.12	60.52	30.26	2,575.12	2.299
		Total All Funds		6,812.96	15,727.71	3,759.27	272.52	136.26	11,548.27	2.308



March 9, 2017

To: Mayor Newell
Roxboro City Council

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

Subject: March Council Report

Uptown Development/Roxboro Development Group:

- Uptown Branding Project: One of the biggest projects in place for RDG this year is the branding campaign for Uptown Roxboro. Upon recommendation from Liz Parham of the NC Main Street Center, RDG has entered into an agreement with Amico Brand Design out of Fuquay-Varina to assist with our branding project. Ann Marie Amico, owner and lead designer of the company, will be our partner in this endeavor. The County, City, and Person County TDA were all contacted regarding their preferred representation on the steering committee. The initial meeting with Ann Marie took place on March 10, and additional meetings/conferences will be determined when a steering committee is in place. RDG is EXTREMELY excited about this project, as it will not only help us to market Uptown to areas outside of Person County, but will also help grow the sense of pride among locals for all that makes our town unique and wonderful.
- Uptown Crosswalk Renovations: Staff met with the designer for the crosswalk renovation to discuss the final drawings before submitting for bids. The hope is to get the drawings out and bids back by March 15th at the latest. After this, we will need to work with the company with the lowest bid to ensure project completion before the beginning of summer. We were provided a March deadline by the state for spending the grant funds, however we have also received documents allowing us to submit a progress report for incomplete projects. More information will be available once we receive bids and know which company will be completing the work.
- Community Planner Position: On February 21st, interviews were conducted for the new Community Planner. After some deliberation, Ms. Laura Rand Matheny has accepted the position and will begin on April 3rd. The former Planning office has been cleaned and a new desk installed in preparation for Ms. Matheny's arrival. She will enter the position having attended the 2017 NC Main Street Conference, with a working knowledge of what Uptown Development is all about.
- Other Highlights:
 - Attended EDC Board meeting on February 16th.
 - Met with and contacted several local businesses regarding RDG event sponsorship.
 - Assisted with Chamber of Commerce Business Expo.
 - Attended NC Main Street Conference, March 14th-16th.



Planning & Development:

- UDO Review: The final version of the draft UDO was received from the Dale Holland and presented to the Planning Board for an initial review. There were few suggestions made by the Planning Board members, but those were submitted back to the attorney and Mr. Holland for review. Once we receive another “final” document back, we will prepare to meet with the Planning Board, for what we all hope will be the final review of the document. At this meeting, the hope is that the Board will be able to offer a favorable recommendation to the City Council for adoption of the Ordinance.
- Code Enforcement: Code Officer Danny Eudy has continued efforts to address abandoned and neglected properties within the city. Beyond this, he has also attended to a handful of zoning/ordinance complaints from citizens. He is currently working with staff to prepare a presentation for the potential demolition of a house, which is beyond repair and no longer attended to by the owner. The City Manager and Assistant City Manager met with the Planning Office to discuss potential ways to address the cost of city-facilitated demolitions in the coming year. More discussions will take place during budget sessions in the spring.
- Budget, Fee Schedule, and Permit List: Over the past few months, it has become apparent that some items pertaining to the Planning Office are in need of updates to reflect current ordinance rules and policies. Staff will be working over the next few months to review the fee schedule and permit list to ensure all are accurate and more user-friendly for citizens and business developers to utilize. Additionally, the budget will be modified for 2017 to better accommodate the changes to the department (i.e. a new staff person, requests from council to tear down abandoned properties, etc.). The goal is to ensure that all documents are easily understood and all information is uniform across the board.
- Other Highlights:
 - Permits issued for a new business in Uptown Roxboro.
 - Multiple sign permits issued throughout the city.
 - One residential construction permit issued for a Habitat for Humanity House.

1. Text Amendment Title VII, Chapter 75
Traffic Schedules

**PUBLIC HEARING AND ORDINANCE MATTERS:
Speed Limit for Windsor Dr., Dolly St., & Dover St.**

As discussed at the last council meeting, there has been a request for a reduction of and posting of the speed limits on Winsdor, Dover and Dolly. The request was for a speed limit of 25 mph. The below would be the needed amendment for the City Code of Ordinances. This proposed public hearing has been advertised. This amendment may be ratified following the public hearing.

**AN ORDINANCE AMENDING THE CITY OF ROXBORO
CODE OF ORDINANCES
TITLE VII: TRAFFIC CODE**

Council Member _____ seconded by Council Member _____ the following ordinance amendments.

WHEREAS, THE City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the ____ day of _____, 2017, concerning the adoption of an ordinance amending the City Code of Ordinance, Title VII: Traffic Code.

WHEREAS, said requested Roxboro City Code of Ordinance amendment pertains to reducing and posting speed limits on Windsor Drive, Dover Street, and Dolly Street and is more fully described below:

Title VII, Chapter 75, Traffic Schedules is amended by adding the following under Schedule I: Speed Limit Schedules, Section B:

(11) Windsor Drive in its entirety.

(12) Dover Street in its entirety.

(13) Dolly Street in its entirety.

NOW, THEREFORE, BE IT ORDAINED BY The City Council that it is in the best interest of the City to approve/deny such an amendment.

Duly adopted by the Council of the City of Roxboro this ____ day ____ 2017.

Marilyn P. Newell
Mayor

ATTEST:

Trevie Adams, CMC/NCCMC
City Clerk

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Marilyn P. Newell
Mayor

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Trevie Adams, MMC/NCCMC
City Clerk

2. Special Event Permit - PCC Public Hearing



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: Piedmont Community College
Address: P.O. Box 1197 City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-2104 Cell Number: 336-504-8080 Fax Number: 336-597-3817

Primary Contact: Beth Townsend
Address: P.O. Box 1197 City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-2104 Cell Number: 336-504-8080 Fax Number: 336-597-3817

II. General Event information:

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

Step into the Arts

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:

The 2017 Step into the Arts will provide our community with the opportunity to celebrate NC culture and art. Saturday's activities will include music, food, storytelling, and art vendors. May have photos with Easter Bunny, NASCAR cars on site, sport mascots.

Please indicate the following:

- a. Proposed Event Date(s): Saturday, April 8
- b. Proposed Time Period(s) of the Event: 10am-4pm w/ set-up beginning at 7:30am.
- c. Location of Event: Merritt Commons and Main Street from Merritt Commons to Courthouse
- d. Approximate Number of People to Attend the Event: 250

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

Musicians will perform in the Merritt Commons area from 10am-4pm. Food will be served. Art vendors will set-up on Main Street. We have local vendors, as well as several from other NC cities. The theme is North Carolina: Our Home

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: with any street closure needs
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): we would like to use Main Street from Merritt Commons to the Court House for art vendors (blocking Main at Depot in case additional space needed)
- 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):

Main Street from Merritt Commons to Court House (Court Street).
we'd like to use the Merritt Commons parking lot for event parking.

Specify number of:

1 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:

We may use sandwich board to assist w/ event location
information. largest board is approx. 2x5!

Please provide copies of the following with the completed application:

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

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

IV. Cancellation Policy

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

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

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

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

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



Applicant Signature

Date: 2/8/17

Responsible Planner/On-Site Manager

Date: _____

PCC's Step Into the Arts

Event on Saturday

April 8; Roads closed

7:30 a.m. - 5 p.m. Request

Not a PCC
Event

Close Rd.

Close Rd.

Closed Rd.

REAMS

ARBITT

COURT

Merritt
Continued

GORDAN

Beth Townsend
(336) 322-2101

DEPAT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/24/2017

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

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

PRODUCER Carver Agency, Inc. P. O. Box 560 209 N. Main St Roxboro NC 27573	CONTACT NAME: W. Carver Jr PHONE (A/C, No, Ext): (336) 599-2189	FAX (A/C, No): (336) 599-7483
	E-MAIL ADDRESS: carveragency@esinc.net	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Utica National Insurance Group		
INSURER B: Carolina Mutual Insurance, Inc		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: CL1410601251 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			0127265945	4/5/2016	4/5/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BAC4311866	4/3/2016	4/3/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical Expense \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$			CULP4312262	4/3/2016	4/3/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						
B			N/A	WC189102014	4/3/2016	4/3/2017	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER City of Roxboro PO Box 128 Roxboro, NC 27573	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE W Carver III/WILL
---	---

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having received permission from the City of Roxboro to conduct Step into the Arts on April 8, 2017, 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 _____ day of _____, 20____

(Signature)

Notary Witness: _____
(Seal)



City of Roxboro

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

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

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

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

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

6. Seating capacity and use of the City Parking Lot (festival style/lawn seating) is subject to regulation by the Roxboro Fire Department and approval by the Chief of the Roxboro Police Department and Roxboro City Council.
7. Any alterations to electrical, structural, or other building features are prohibited.
8. No open flame device shall be used without written permission from the Roxboro Fire Department.
9. Special Event insurance will be required for concert venues. The City of Roxboro will be listed as additional insured on the policy.
10. The User shall be responsible for cleaning of the premises (entrances, parking areas, and surrounding areas) so as to place them in their original condition. This includes all trash receptacles to be emptied, all items not property of the Main Street Pavilion are to be removed, all food and drink areas are to be cleaned, and stage is to be completely cleared.
11. All combustible decoration materials shall be treated with a fire-retardant substance.
12. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.
13. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User shall, after a period of ten (10) days from the last day of tenancy hereunder be deemed abandoned and become the property of the City of Roxboro to be disposed of or used at the City's discretion.
14. User will pay for damages beyond normal wear immediately. Failure to do so will result in the loss of user privileges. Damages will be deducted from the security deposit. User will pay cost above the security deposit.
15. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User. Cost of these repairs will be borne by the User.
16. The User will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to any part of the building, except in designated areas, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the Pavilion or the furnishing thereof.
17. Use or possession of alcohol shall be governed by City of Roxboro ordinances.
18. Security personnel may be required by the City of Roxboro depending upon the nature of the event. All charges for security shall be borne by the User. The Uptown Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.
19. The User agrees to make provisions for the safety of those who attend a performance or entertainment by providing sheriff deputies/police officers as appropriate, and by receiving approval from the Roxboro Police Department prior to a performance or entertainment and to pay such officers for their services.
20. Working with surrounding businesses and churches: The Qualified User(s) will be required to work with surrounding businesses. If there is a funeral or visitation at Roxboro Baptist Church during the planned event, music will be prohibited until the funeral or visitation is over.
21. The Qualified User(s) will contact Roxboro Baptist Church (336-599-9248) to coordinate scheduling. Failure to coordinate with Roxboro Baptist may result in cancellation of the event by the Roxboro Police Department and/or the Uptown Development Director.
22. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning and Development department under authorization of the City's Special Event Permit ordinance.
23. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS.** The User is responsible for providing adequate amounts of restroom facilities/ ADA restroom facilities (Portable Toilets) for each event. The amount of wastewater facilities is to be advised by the Person County Environmental Health Department per number of people projected to attend each event.
24. The User shall not assign or sublet the space or rights covered by this agreement.

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

Main Street Pavilion at Merritt Commons Application for Use

NAME OF GROUP/ORGANIZATION Piedmont Community College
DESCRIPTION OF ACTIVITY Step into the Arts festival - music, storytelling, art, food
CONTACT PERSON Beth Townsend
PHONE # (W) 336-322-2104 (H) 336-504-8080

Is this usage a FOR PROFIT or NOT FOR PROFIT activity (circle one)?

Time requested:

DATE	TIME	HOURS
<u>April 8</u>	<u>9 a.m. - 4 p.m.</u>	<u>7</u>
_____	_____	_____
_____	_____	_____

Security Deposit \$100.00

Total Fees (for profit multiply number of hours by \$50) _____

Total Amount Due with Application _____

Usage Agreement

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND

Piedmont Community College (USER) ON THE DATES AND TIMES INDICATED ON THIS FORM.

Make all checks payable to the City of Roxboro and remit to the Uptown Development Director.

It is agreed that the rules governing the use of the Merritt Commons property, County of Person, North Carolina, a copy of which has been received by the User and is an integral part of this agreement and is incorporated herein.

I/We release, absolve and agree to hold harmless and indemnify the City of Roxboro, their staff, sponsors and representatives from and against any and all liability, and from and against any claims, demands, costs or expenses, or causes of actions arising out of or in connection with the use of the facility.

WE THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTAND THIS CONTRACT AND WILL ASSUME THE AFOREMENTIONED RESPONSIBILITIES.

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

Piedmont Community College
Name of Organization (User)

Beth Townsend
Contact Person

Address: Po. Box 1197

City: Roxboro State: NC ZIP: 27573

Telephone number: Home 336-504-8080

Work 336-322-2104

Cell _____

E-mail: beth.townsend@piedmontcc.edu

 2/8/17
Signature/Date (User)

Signature/Date (Uptown Development Director)

3. Leheigh Mobile Home Park Water Meters

Leheigh Mobile Home Park Request for Water Meters

CHG-MHP Management, LLC purchased Leheigh Mobile Home Park in February, 2017. The park is located inside the city limits and has a private water and sewer system. Currently the mobile home park has a master water meter. The park pays one bill for total water usage inside the park. The new owners are requesting that they be allowed to install individual water meters and have the city read and bill each lot in the park. They agree to retain ownership and maintain the existing private water and sewer lines in the park.

In 2000, the City adopted a resolution allowing two mobile home parks in the county, owned by Willie Brooks, to install water meters in the private system and to be connected to the city's water system. Those two parks pay the triple tier rate.

CHG-MHP Management, LLC is proposing to install city specified hardware (meter setters, meter boxes and lids) and purchase the meters from the city at their expense. The mobile home park has approximately 70 lots.

If City Council is inclined to approve their request, I recommend that the following stipulations be included:

1. The rate charged to Leheigh Mobile Home Park be at the double rate. The existing infrastructure is private and consist of 1" PVC water lines that are as old as the park. The extra tier will be help offset lost water if the leaks are not repaired promptly.
2. The existing master meter be retained and if leaks are not repaired promptly, the extra water usage will be billed to the park owners
3. New meter connections will be installed at all existing lots, including the park office prior to the City starting to bill the tenants,
4. The owners will allow the city access to read and replace the meters plus to investigate possible leaks in the water lines.

If City Council is agreeable to the installation of individual meters, a resolution will be presented at the next Council meeting to authorize CHG-MHP Management, LLC to install the new meter connections.

CHG-MHP Management, LLC

P.O. Box 182, Crozier, VA 23039 | 804-539-4295 | sturner12358@gmail.com

February 28, 2017

Mr. Warren
City of Roxboro
PO Box 128
Roxboro, NC 27573

Dear Mr. Warren:

On February 3rd, 2017, my partners and I closed on the acquisition of "Leheigh Mobile City" Mobile Home Park at 711 Leasburg Road in Roxboro, NC. We are excited about helping create a clean, safe community that the tenants would be proud to call home. We have hired a professional property manager (Andrew Sumner with Clear Trail) that has already proven to be very effective and engaged. Many steps have already been taken to clean up the park, as well as repair old and neglected homes. Upon expressing our genuine intent to the local community to help turn this park around, we have also received overwhelming support from the park residents, the local Clayton Homes dealer and even local churches, to help make this community simply a better place to live.

One of our concerns in the due diligence phase of purchasing the park was the billing process for tenant water consumption. After speaking with the North Carolina Utility Commission, it was clear there was a more optimal way to achieve our goals - which is simply to incentivize more responsible consumption of water. We would ask the City Council of Roxboro to grant us permission to pursue direct-billing of water in our community. We will bear all expense related to the installation of city-approved hardware (meters, meter boxes, yokes, etc.), labor, as well as agree to maintain the water and sewer lines in the park.

We appreciate the opportunity to work with you on the project and look forward to your response.

Sincerely,



Sam Turner, Partner
sturner12358@gmail.com
(cell) 804-539-4295

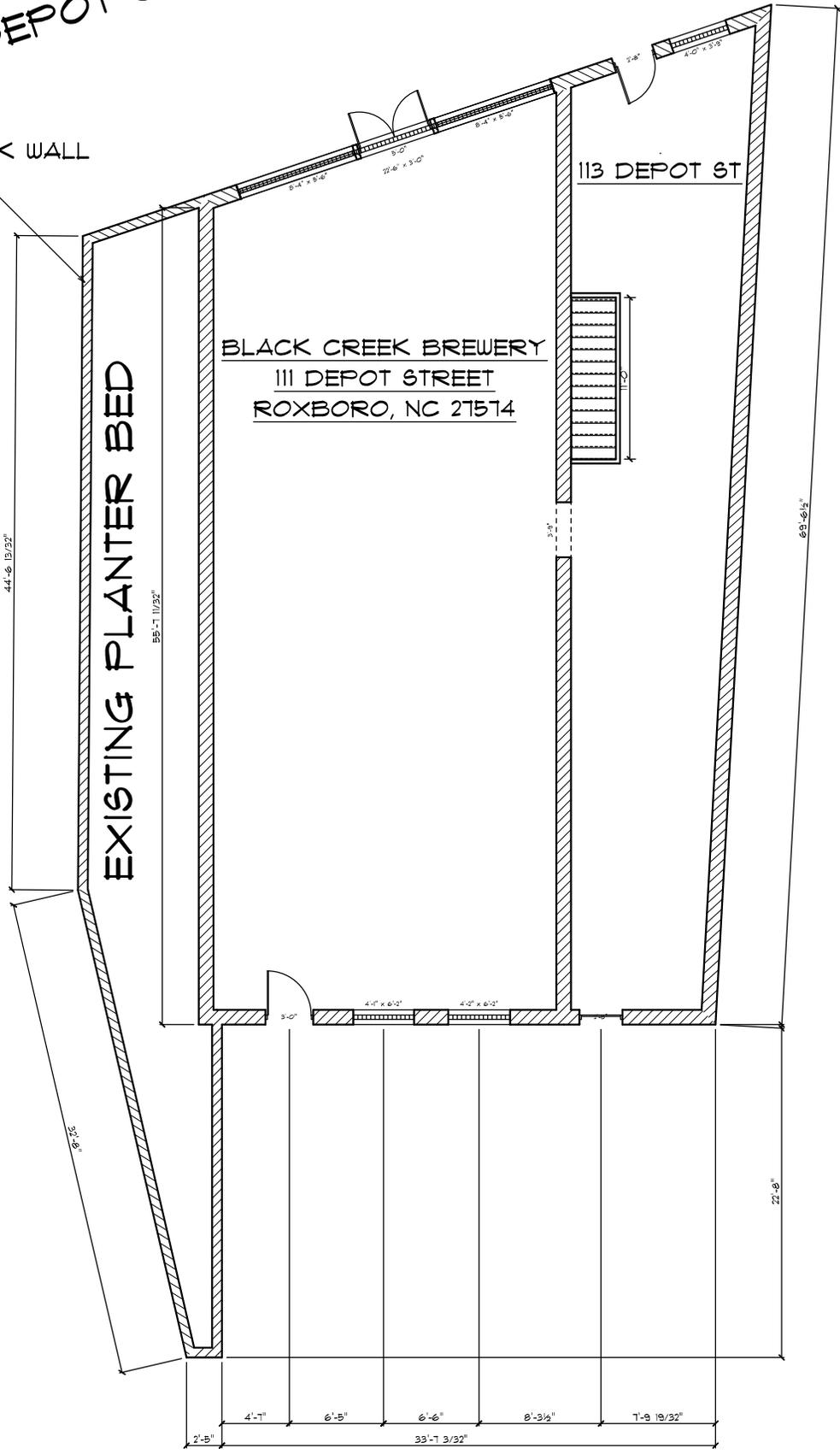


4. Consideration of Renovation and Re-purpose of City Flower Bed

DEPOT STREET

18" TALL BRICK WALL
TYP

ALLEY



EXISTING SITE PLAN

DEPOT STREET

MATCH GRADE WITH EXISTING SIDEWALK SLOPE AWAY FROM BUILDING AT 1/4" / FT

18" TALL BRICK WALL TYP

EXCAVATE TO 6" BELOW FINISHED GRADE AND REMOVE EARTH AND PLANTS
ADD 2" ABC COMPACTED 4" CONCRETE WITH EXPOSED AGGREGATE

REMOVE 18" TALL BRICK WALL 2 PLCS

ADD 18" TALL WALL TO RETAIN EXISTING PLANTINGS

ALLEY

PROPOSED SIDEWALK

BLACK CREEK BREWERY
113 DEPOT STREET
ROXBORO, NC 27574

113 DEPOT ST

4'-6 13/32"

6'-1 9/32"

6'-10 7/32"

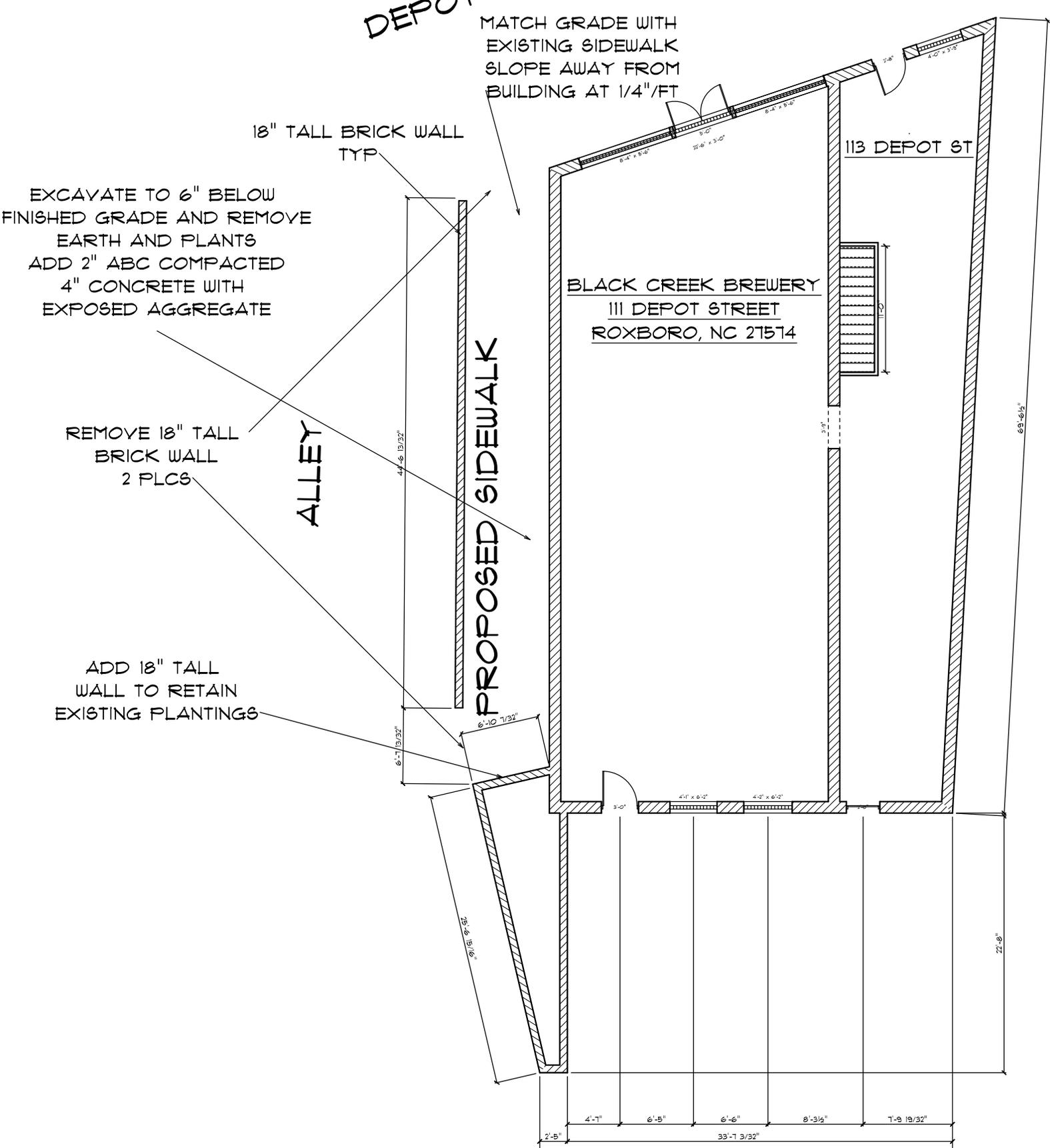
25'-6 15/16"

65'-6 1/2"

22'-8"

2'-5" 4'-7" 6'-5" 6'-6" 8'-3 1/2" 7'-9 19/32" 33'-1 3/32"

PROPOSED SITE PLAN



5. Financial and Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Seven Months Ended January 31, 2017

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	58.33% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 4,518,437.80	\$ (130,922.20)	97.18%
Local Option Sales Tax	1,330,111	1,330,111	940,458.60	(389,652.40)	70.71%
Other Taxes and Licenses	12,000	12,000	9,128.11	(2,871.89)	76.07%
Unrestricted Intergovernmental	998,473	998,473	426,624.90	(571,848.10)	42.73%
Restricted Intergovernmental	637,276	906,616	669,867.96	(236,748.04)	73.89%
Permits and Fees	7,000	7,000	3,270.00	(3,730.00)	46.71%
Sales and Services	667,120	667,120	391,103.52	(276,016.48)	58.63%
Miscellaneous	21,000	21,000	26,639.90	5,639.90	126.86%
Investment Earnings	2,500	2,500	1,429.52	(1,070.48)	57.18%
Interfund Transfers	1,210,544	1,240,734	559,405.00	(681,329.00)	45.09%
Sale of Fixed Assets	15,000	15,000	162.50	(14,837.50)	1.08%
Total Revenues	9,550,384	9,849,914	7,546,527.81	(2,303,386.19)	76.62%
Expenditures:					
Governing Body - City Council	199,145	199,145	116,120.12	83,024.88	58.31%
City Hall Administration	593,491	623,681	413,175.16	210,505.84	66.25%
Finance	252,546	252,546	127,745.15	124,800.85	50.58%
Sales Tax	88,100	88,100	56,004.36	32,095.64	63.57%
Tax Collections	63,650	63,650	63,855.77	(205.77)	100.32%
Buildings & Grounds	138,413	138,413	89,789.35	48,623.65	64.87%
Safety / Purchasing	40,299	40,299	14,599.24	25,699.76	36.23%
Police	3,458,659	3,458,659	1,811,695.77	1,646,963.23	52.38%
Fire	1,888,320	1,888,320	1,036,006.76	852,313.24	54.86%
Emergency Communications 911	95,800	95,800	27,973.41	67,826.59	29.20%
Transportation - Streets	1,803,373	1,803,373	915,295.21	888,077.79	50.75%
Environmental Protection	849,177	849,177	462,317.67	386,859.33	54.44%
Economic Development	211,906	481,246	250,886.04	230,359.96	52.13%
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	5,385,464.01	5,205,307.99	50.85%
Excess of Revenues Over (Under) Expenditures	(740,858)	(740,858)	2,161,063.80	2,901,921.80	
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	\$ -	\$ -	2,161,063.80	\$ 2,161,063.80	
Fund Balance Beginning of Year			4,108,640.24		
Fund Balance Current Period			\$ 6,269,704.04		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Seven Months Ended January 31, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	58.33% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 2,810,988.35	\$ (2,278,763.65)	55.23%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	8,850.00	(11,150.00)	44.25%
Other Operating Revenues	35,475	35,475	5,608.98	(29,866.02)	15.81%
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	82.00	(14,918.00)	0.55%
Total Water & Sewer Fund 60	5,965,169	5,982,353	2,825,553.30	(3,156,799.70)	47.23%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	4,906.63	(2,058.37)	70.45%
Nonoperating Revenues	100	100	46.21	(53.79)	46.21%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	436,405.93	(274,406.07)	61.40%
Nonoperating Revenues	1,500	1,500	269.48	(1,230.52)	17.97%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,684,546	6,701,730	3,267,181.55	(3,434,548.45)	48.75%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	119,569	64,408.10	55,160.90	53.87%
Meter Section	255,446	256,435	153,370.46	103,064.54	59.81%
Raw Water Supply	206,509	206,509	73,293.13	133,215.87	35.49%
Water Plant	1,354,307	1,362,398	807,832.72	554,565.28	59.29%
Water Maint and Construction	622,086	622,086	314,301.33	307,784.67	50.52%
Wastewater Plant II	118,313	118,313	67,822.90	50,490.10	57.32%
Wastewater Plant	1,286,882	1,290,877	570,427.53	720,449.47	44.19%
Pump Stations	266,810	266,810	114,336.54	152,473.46	42.85%
Wastewater Maint & Construction	361,020	365,131	171,059.33	194,071.67	46.85%
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	559,405.00	441,339.00	55.90%
Total Water & Sewer Fund 60	6,071,173	6,088,359	3,367,081.12	2,721,277.88	55.30%
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	3,367,081.12	3,540,654.88	48.74%
Excess of Revenues Over (Under) Expenditures	(206,004)	(206,006)	(99,899.57)	106,106.43	
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	\$ -	\$ -	(99,899.57)	\$ (99,899.57)	
Fund Balance Beginning of Year			2,311,751.60		
Fund Balance Current Period			\$ 2,211,852.03		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Seven Months Ended January 31, 2017**

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	Annual 58.33% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	2,816,511.95		
BB&T MMA		11100001	128,079.10		
NCCMT		11100002	1,353,759.02		
Flexible Spending Account AFLAC		11100003	24,986.69		
Roxboro Savings Bank		11100004	420,925.01		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
			<hr/>		
Total Cash and Investments			\$ 4,744,261.77		\$4,744,261.77
<u>Breakdown by Fund:</u>					
General		10	\$ 5,083,687.14		
CDBG-Revolving Loan Fund		13	81,865.83		
Vehicle Special Revenue		26	2,592.34		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	151,656.55		
Enterprise		60	(460,477.13)		
Triple Tier Water		61	112,416.32		
Capital Reserve		69	823,141.63		
Wastewater Plant Capital Project		71	(786,352.44)		
Annexation Area Capital Project		73	195,223.45		
Christmas Club / Flex Fund		75	55,357.81		
LEO Pension Trust Fund		79	74,534.71		
Reserve for Interest Earned			-		
			<hr/>		
Total of Fund's Cash and Investments			\$ 4,744,261.77		\$4,744,261.77

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of January 31, 2017**

	General Fund			
	31-Jan-17 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	0.72%	0.43%	0.48%
Reserved by state statute	653,781	10.43%	6.17%	6.95%
Reserved for streets - Powell Bill	287,458	4.58%	2.71%	3.06%
Reserved for cemetery	30,269	0.48%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.15%</u>	<u>1.27%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>18.37%</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>5,118,090</u>	<u>81.63%</u>	<u>48.33%</u>	<u>54.42%</u>
Total fund balance unreserved	<u>5,118,090</u>	<u>81.63%</u>	<u>48.33%</u>	<u>54.42%</u>
Total equity and other credits	<u>\$ 6,269,704</u>	<u>100.00%</u>	<u>59.20%</u>	<u>66.67%</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 January 31, 2017

	<u>Enterprise Fund</u>			
	<u>31-Jan-17 Fund Balances</u>	<u>Percentage of Total Fund Balance</u>	<u>Percentage of Fiscal Year 2017 Budget</u>	<u>Percentage of Prior Year Actual Expenditures</u>
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.65%	0.28%	0.25%
Reserved by state statute	422,861	19.12%	8.31%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>80.68%</u>	<u>35.07%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	100.44%	43.67%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	4.79%	2.08%	1.82%
Undesignated	<u>(115,760)</u>	<u>-5.23%</u>	<u>-2.28%</u>	<u>-1.99%</u>
Total fund balance unreserved	<u>(9,754)</u>	<u>-0.44%</u>	<u>-0.19%</u>	<u>-0.17%</u>
Total equity and other credits	<u>\$ 2,211,852</u>	<u>100.00%</u>	<u>43.48%</u>	<u>38.05%</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
28-Feb-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	4,613,181.38	4,538,524.86	4,462,198.16
+Discoveries	123,960.93	439,665.94	449,761.24
Levy	4,737,142.31	4,978,190.80	4,911,959.40
-Releases	5,011.86	24,163.64	10,861.77
Current Levy	4,732,130.45	4,954,027.16	4,901,097.63
Collection year-to-date	\$ 4,553,382.05	\$ 4,915,139.93	\$ 4,881,277.45
Uncollected	\$ 178,748.40	\$ 38,887.23	\$ 19,820.18
Collection % of Current Levy	96.22%	99.22%	99.60%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

6. Assistant Manager's Report

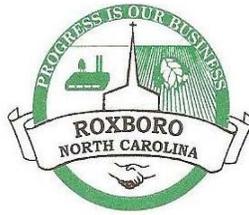
Assistant City Manager's Report

Wastewater Treatment Plant Clarifiers: Work has begun on rebuilding the east clarifier at the waste treatment plant. This is the third and final clarifier to be rebuilt. The work was included in this year's budget. It should should be completed within 30 days.

Somerset Drive Culvert: Two weeks ago a large sink hole appeared in Somerset Drive above the culvert. Investigation revealed that the culvert had rusted out. The culvert was replaced last week. It was replaced in two sections so that one lane of the street could be kept open.

Uptown Crosswalk Project: Informal bids were received on Monday, March 13, 2017, for the uptown crosswalk renovation project. The bids were approximately \$40,000 over budget. We will be meeting with the low bidder and engineer next week to discuss way to lower the cost and changes to the project to bring it within budget.

7. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: March 20th, 2017

- Please take note of several upcoming dates.
 - March 28-30th, The Chamber's Reality Store; they are seeking volunteers, please contact them if you are interested.
 - Can I Get An Amen – March 31st thru April 2nd, Kirby Theater
 - Wellness Assessment – April 4th & 5th at the Police Department Training Room
 - Safety Banquet – Thursday, April 6th, Old Country Club Steakhouse
 - Administrative Professionals Luncheon, April 26th, at the Gathering Place
 - Roxboro Area Chamber of Commerce Golf Tournament, May 19th, 11am at Roxboro Country Club
 - Open Enrollment – May 23rd & 24th
- A request has been made from the Region K Community Assistance Corporation (non-profit administered by Kerr-Tar COG) for the City of Roxboro to maintain our partnership with the Senior Center by providing some services for the new Senior Center Facility. The request is as shown:
The City of Roxboro agrees:
 - *To maintain the parking lot and sidewalks at 87 Semora Road*
 - *To provide for snow removal at this property*
 - *To maintain the landscaping including shrubbery and grass at this property (mowing, leaf collection, pruning, mulching).*

Any agreement would be made directly with the Region K CAC (Kerr-Tar COG).

- We need to schedule a Budget Work session prior to our April 11th Council Meeting. At this meeting I would like to discuss the following overarching budget items: Fiscal Management Software, health insurance premium increases, pension (LGMERS) increases, post-employment benefits, and possibly the enterprise fund rate analysis being conducted by the NC Rural Water Association. Discussion of the rate analysis will depend on if the study is completed and availability of NCRWA staff. I would prefer to schedule the first work session for the first week of April. Over the course of late March and early April staff will be meeting to review departmental request and we will be able to plan additional work sessions at our April 11th meeting.
- Staff is in the process of evaluating multiple Fiscal Management Software programs in preparation for our upcoming budget process. 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. I hope to have these site visits completed by the end of March.