

**AGENDA ROXBORO CITY COUNCIL MEETING
MONDAY, NOVEMBER 20, 2017 at 9:00 A.M.
LOCAL GOVERNMENT DAY
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		
Public Services Department		
Fuel Expenditures		
Planning/RDG Report		
RECOGNITIONS:		
Board Appointments for Roxboro Housing Authority		Mayor Marilyn P. Newell
PUBLIC COMMENT: (5 minutes per Citizen)		Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Budget Amendment		Finance Director Dan Craig
2. Resolution to Close – Winhaven Street – <i>Public Hearing</i>		Assistant Manager Tommy Warren
3. Text Amendment – Ordinances 151 & 152 – <i>Public Hearing</i>		Planning Director Lauren Wrenn
NEW BUSINESS:		
4. Transfer of Desert Sand Deed		Planning Director Lauren Wrenn
5. Resolution to Approve Records and Retentions		City Manager Brooks Lockhart
6. Audit Draft		Finance Director Dan Craig
OLD BUSINESS:		
7. Increase Police Enforcement – Windsor Drive		Police Chief David Hess
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
8. Financial & Tax Report		Finance Director Dan Craig
9. Assistant Manager’s Report		Assistant Manager Tommy Warren
10. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
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. Monday, November 20, 2017 Local Government Day.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

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

- Minutes of October 17, 2017 (*Regular Meeting*)
- Fire/EMS Monthly Report (*October 2017*)
- Police Dept. Monthly Report (*October 2017*)
- Public Services Monthly Report (*October 2017*)
- Fuel Expenditures Monthly Report (*October 2017*)
- Planning/RDG Monthly Report (*October 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 OCTOBER 17, 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. **Public Services Director Andy Oakley** provided the invocation.

PLEDGE OF ALLEGIANCE:

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

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or corrections. There being no additions or corrections **Council Member Mark Phillips offered a motion to approve the agenda as presented, with a second by Mayor Pro Tem William Davis** 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 Sandy Stigall**, and upon being put to a vote, was carried unanimously.

RECOGNITIONS:

Police Chief David Hess presented the following officers for promotions: **Lieutenant Chris Dickerson, Corporal Chris Lynch, Sergeant James Watson, and Sergeant Pam Furstenau**. Chief Hess also recognized the current Citizen's Police Academy members present in the audience.

PUBLIC COMMENT: **Mayor Marilyn P. Newell** asked if anyone had signed up for Public Comment at this time.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment:

Finance Director Dan Craig presented Council with Budget Amendment #1. After a brief discussion, **Council Member Mark Phillips** offered a motion to approve Budget Amendment #1 as presented with a second by Mayor Pro Tem **William Davis** and upon being put to a vote was carried unanimously. **Clerk's Note:** A copy of said budget amendment is hereby incorporated into the minutes of this meeting.

2. Ordinance Text Amendment – Chapters 93 & 94 – Public Hearing

Planning Director Lauren Wrenn presented the Mayor and Council with the revised text amendment for Chapter 93: Public Nuisances, Unlawful Conditions on Private Property and Chapter 94: Abandoned, Junked and Nuisance Vehicles. Mayor **Merilyn P. Newell** opened the Public Hearing at 7:20 p.m. After a brief discussion, Mayor **Newell** asked for any public comment and there being none, closed the Public Hearing at 7:24 p.m. **Council Member Mark Phillips** offered a motion to approve the text amendments for Chapter 93 & 94 as presented with a second by **Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

3. Special Use Permit – 1221 Leasburg Road – Public Hearing

Planning Director Lauren Wrenn presented the Mayor and Council with a Special use Permit Application from Mr. **Sheldon White** a church at 1221 Leasburg Road. Mayor **Newell** swore Ms. **Wrenn** and Mr. **Shelton White** (applicant) at this time. Ms. **Wrenn** stated that the City of **Roxboro** Planning Board met on September 11, 2017 to conduct a public hearing regarding the Special Use Permit request for the opening of a church at 1221 Leasburg Road. The following recommended conditions were offered by Ms. **Wrenn** and are as follows:

1. The developer shall follow all public Service standards and requirements for sanitation, increase of infrastructure/utilities, etc.
2. Development of the property shall follow the instructions for obtaining any permits required from the City of **Roxboro** and/or Person County Inspections for any and all building improvements to the site.
3. Developer shall clearly mark the address numbers on the building according to the Fire Marshal standards and follow all fire marshal requirements for the "Use".

City Attorney Nick Herman asked that all materials be included in the record. Ms. **Wrenn** offered the facts of findings for 1221 Leasburg Road. **CLERK'S NOTE: A copy of Docket #SU201702 is hereby incorporated into the minutes of this meeting.**

Mayor Merilyn P. Newell asked if anyone from the public would like to speak and there being no one, closed the Public Hearing at 7:45 p.m. After a brief discussion, **Council Member Mark Phillips** offered a motion to approve the request for the use of this site as a church, with the suggested conditions, as the request meets all Findings of Fact as enumerated in the attached and established by Article 4, Section 4.9.4.5 in the Unified Development Ordinance, and the request does not conflict with the City's adopted land use plan, with a second by **Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

- 4. Demolition of 93 Summer Ridge Road & 209 Burch Avenue – Public Hearing**
Mayor Marilyn P. Newell opened the Public Hearing at 7:50 p.m. **Planning Director Lauren Wrenn and Code Enforcement Officer Danny Eudy** presented the Mayor and Council with a slide presentation showing two properties that are in violation of the City of Roxboro Minimum Housing Code. The residence located at 93 Summerridge Road is a partially burned structure that Mr. Eudy has been conducting inspections and sending notices to the owner, Mr. Jose C. Belle Perez. Notices had been sent since February 9, 2017 and nothing has been done to improve the property. Mr. Eudy is asking for demolition of this property. **Mayor Newell asked for any public comment at this time, there being none, closed the Public Hearing at 8:12 p.m. After a brief discussion by Council, Council Member Henry Daniel offered a motion to adopt an Ordinance Ordering the City of Roxboro Code Administrator to Proceed to Effectuate the purposes of the Roxboro Minimum Housing Stands Code and G.S. § 160A-443 with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Ordinance is hereby incorporated in the minutes of this meeting.**

Mayor Marilyn P. Newell opened the Public Hearing at 8:22 p.m. **Planning Director Lauren Wrenn and Code Enforcement Officer Danny Eudy** presented the Mayor and Council with a slide presentation showing the residence of 209 Burch Avenue. This residence is also a partially burned structure. Notification of Violation began on March 10, 2016, with inspections and hearings scheduled throughout including titled search and contacting heirs to the property. Newspaper notification for City Council meeting on obtaining an order of demolition September 30, 2017 and October 4, 2017 with no response. Mr. Eudy is asking for the demolition of this property. **Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 8:22 p.m. After a brief Council discussion, Council Member Henry Daniel offered a motion to adopt an Ordinance Ordering the City of Roxboro Code Administrator to Proceed to Effectuate the purposes of the Roxboro Minimum Housing Stands Code and G.S. § 160A-443 with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Ordinance is hereby incorporated in the minutes of this meeting.**

NEW BUSINESS:

- 5. Resolution of Intent – Road Closure – Winhaven Street**
Assistant City Manager Tommy Warren reported to the Mayor and Council that at the September City Council meeting, a petition was presented requesting the closure of the unopened section of Winhaven Street. At the meeting a public hearing was set for October. A review of the requirements for the closing of a city street indicated that a Resolution of Intent had to be adopted by City Council setting the date of the Public Hearing and requiring legal notice and notification of adjacent property owners prior to the Public Hearing. Instead of a Public Hearing, the Resolution of Intent will be presented to City Council for consideration. A Public Hearing will be set for the regular meeting in November. With approval of the Resolution of Intent, the abutting property owners will be notified by certified mail, signs will be posted along the section of street to be closed, and the Resolution of Intent will be published once a week for four weeks. After a brief discussion, **Mayor Pro Tem William Davis to set the Public Hearing for November 20, 2017 at 9:00 a.m. with a second by Council Member Byrd Blackwell** 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.**

6. Paving of Old Durham Rd. & City parking Lot (Long Memorial Church)

Public Services Director Andy Oakley reported to the Mayor and Council that several citizens and City Council members have requested information regarding repairs to Old Durham Road and the parking lot at Long Memorial UMC. Staff has looked at each location and Old Durham Road is repaired multiple times each year by the City Public Works, but the poor soil and underlying concrete cause these repairs to be ineffective. To repair the road adequately, staff would need to demolish the existing subgrade for a large section of roadway and replace it. Staff contacted Asphalt Experts, Inc. for an estimate and the total cost of the project would be \$452,000. Asphalt Experts also offered an estimate of \$84,600 for the parking lot at Long Memorial UMC.

Mr. Oakley stated that these repairs cannot be made out of our Powell Bill resurfacing budget, because the parking lot is not part of the highway system and the Old Durham Road repair exceeds the annual Powell Bill funding. The resurfacing budget for 2017 – 2018 is \$175,000. After some discussion, it was the consensus of Council to table this and talk about it more during the budget sessions in 2018.

OLD BUSINESS:

COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No report at this time.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – No report at this time. **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 3) **Kerr Tar Council of Government – Council Member Henry Daniel** – Attended regular monthly meeting.
- 4) **Fire Chief’s Association – Council Member Mark Phillips** – attended the East Roxboro Neighborhood Watch.
- 5) **Mayor Merilyn P. Newell** – No report at this time.

ADMINISTRATIVE REPORTS:

7. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial reports for August 31, 2017 and no tax reports from the County at the time of the Council meeting. **Clerk’s Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

8. Assistant City Manager’s Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the Black Creek Brewery asked the Building Inspection Department for an inspection and during said inspection, the inspector noted that the front door did not meet handicap requirements. While the Brewery had cut out about one foot of sidewalk in front of the door to create a small ramp, (like Heirloom Restaurant), the inspector would not approve. Staff met with the owners and decided the section of sidewalk in front of the Brewery could be removed and replaced with one that would line up with the bottom of the door. The owners removed the section of sidewalk and replaced it at the expense of the owners. The entrance now meets the handicap requirements and will be safe for the general public use.

Continuing, Mr. Warren reported that the water level at City Lake dropped to 24" below full at the end of September. The gates at Lake Roxboro were opened and the pumps at Hyco Creek Pump Station were started on September 28, 2017 and should take approximately thirty days to fill City Lake.

9. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including: Good Morning Coffee Hour on October 18, 2017, EDC Meeting, October 24, 2017, Called Council meeting for October 26, 2017, Bingo and Business After Hours, November 2, 2017 and Career Fair, November 8, 2017 at Person High School.

Staff has requested assistance from the City Attorney on revising the City Ordinance Title XI: Business Regulations. This section details regulations for various business activities within the City of Roxboro. Most importantly this section needs to be revisited to reflect current practice on privilege license and cable franchises. Finally, this section requires review to comply with our recent UDO revisions.

Fiscal management software implementation is underway. Finance and Human Resources staff will be working with the software vendor to plan the transition. Staff anticipates having a large amount of the work completed by January 2018 and could possibly accelerate the time table.

USDA Rural Development is working on the City's application and mentioned it was currently in the underwriting review. USDA staff has requested additional information, which has been provided the conditional offer letter from USDA Rural Development and staff will need to put the Waste Water Treatment Plant Upgrade Project out for bid. After receiving bid numbers, staff will be able to submit the application to appear before the Local Government Commission at the November meeting. The purpose of this meeting will be to allow the City to seek potential future debt for the construction of the Waste Water Treatment Plant Upgrades. More updates in November.

COUNCIL DISCUSSION:

Council Member Mark Phillips offered concerns around Reams Avenue, stating that vehicles are scraping the pavement.

There being no further discussion at this time, **Mayor Pro Tem William Davis** offered a motion to enter into Closed Session for the purposes of: **NCGS 143-318.11(a)(4) Economic Development, NCGS 143-318.11(a)(1) Attorney/Client Privilege, with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

Mayor Pro Tem William Davis offered a motion to re-enter into open session with a second by **Council Member Mark Phillips** and upon being put to a vote was carried unanimously. A motion was offered by **Mayor Pro Tem William Davis** to recess this meeting until **October 26, 2017 at 6:00 p.m. with a second by Council Member Mark Phillips** and upon being put to a vote, was carried unanimously. **Council Member Byrd Blackwell** offered a motion to set **Monday November 13, 2017 at 6:30 for a Called Closed session to discuss NCGS 143-318.11(a)(1) Attorney/Client Privilege and NCGS 173-318.11(a)(6) Personnel with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

ADJOURNMENT:

There being no further business to discuss at this time, a **motion was offered by Council Member Sandy Stigall to recess this meeting at 9:38 p.m. to October 26, 2017 at 6:00 p.m. with a second by Mayor Pro Tem William Davis** and, upon being put to a vote, was carried unanimously.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

October 17, 2017



City of Roxboro
Fire and Rescue Department

Date: November 12, 2017
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of October the City of Roxboro Fire Department responded to 22 fire calls within the city limits, and 19 fire calls outside the city limits. Also, the department responded to 74 first responder calls within the city, and 26 first responder calls in our county response district. Over the course of October, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 176 dispatched calls this month.
- **Fire Safety Talk** In October Chief Torain went to Duke Energy to do the annual fire safety talk. Chief was invited back for another talk in January.
- **Fire Safety Fire** Roxboro Fire Department Colby Clayton and Tyler Coleman went to Certainteed to teach fire extinguisher to the workers. They had more than 50 people attend.
- **Fire Extinguisher** Roxboro Fire Department provided training for Eaton corp. in October. One of the classes was at 5am and the next was after lunch to be able to cover all the people that needed the training.
- **Fire prevention Day at Lowes.** Roxboro Fire Department coordinated the largest fire prevention day event in a long time at Lowes home improvement. We had all types of activities and trucks from around the county.
- **HOSA Club** Person High HOSA club rode the Ladder Truck in the Homecoming Parade. The student had a great time riding and enjoyed the special treatment.
- **FFBCF State Meeting** Roxboro Fire Department hosted the state event at Roxboro Fire Department which had members from all over North Carolina. The State Chapter president spoke highly of the Roxboro fire department dedication to the Burn kids. Also we were chosen to go to the 29th Annual Burn Victims reunion in Chapel Hill in November.
- **Truck or Treat at Brookwood** We had an event in Brookwood Apts. For the kids. We had a huge time and made a lot of new friends. We will be doing other work in the future for the complex in November and Christmas.

105 Court St.
Roxboro, North Carolina 27573

Smoke Detector Installation Report

October 2017

<u>Contacts</u>	<u>Alarms</u>	<u>Batteries</u>
<u>Station 2 , Shift A</u>	<u>Installed</u>	<u>Installed</u>
2	0	4
<u>Station 2 , Shift B</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 2 , Shift C</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 3 , Shift A</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 3 , Shift B</u>	<u>Alarms</u>	<u>Batteries</u>
2	1	6
<u>Station 3 , Shift C</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0

Total Alarms Installed:1
Total Batteries Installed:10
Total Contacts: 4
Total Alarms in Stock:
Total Batteries in Stock:

Child Safety Seat Installation Report

Number of CSR installed: 8
Types of CSR installed: Rear facing infant restraint, Forward facing w/ harness
Number of CRS Technicians performing installations: 5

Prepared by: Bill Gentry

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

Month/Year October-17

No. of Participants by Age Group

Age 0-4	<u>723</u>
Age 5-10	<u>649</u>
Age 11-14	<u>302</u>
Age 15-18	<u>221</u>
Age 19-29	<u>234</u>
Age 30-65	<u>642</u>
Age 65+	<u>152</u>
Total Persons	<u>2923</u>

Total Man Hours of Presentation 502

No. of Organizations by Type

Business	<u>2</u>
Civic Group	<u> </u>
Daycare	<u>15</u>
Healthcare	<u>2</u>
Industrial	<u>2</u>
Juvenile Fire Setters	<u> </u>
Schools	<u>6</u>
Senior Groups	<u>3</u>
Special Interest	<u>4</u>
Youth Groups	<u>3</u>
Other	<u>5</u>
Total No. of Organizations	<u>42</u>

No. of Programs by Type

Bicycle Safety	<u> </u>
Burn Prevention	<u>30</u>
Display	<u>5</u>
Extinguisher	<u>5</u>
Falls	<u> </u>
Fire / Evacuation Drill	<u>18</u>
Water Safety	<u> </u>
Firearms	<u> </u>
General Fire Safety	<u>3</u>
Juvenile Fire Setters	<u>6</u>
Poison Prevention	<u> </u>
Public Relations	<u>43</u>
Special Event	<u>7</u>
Station Tour	<u>2</u>
Remembering When	<u>2</u>
Risk Watch	<u>4</u>
Other	<u> </u>
Total	<u>125</u>

Safety Devices Issued

Smoke Alarms	<u>1</u>
Batteries	<u>10</u>
Special Needs	<u> </u>
CSS	<u>8</u>
Total	<u>19</u>

Did a program save a life or reduce injury?

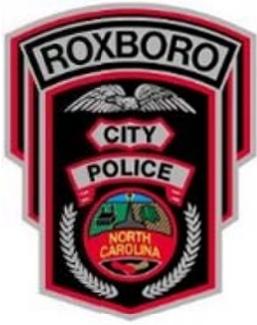
No

If yes, please give details on a separate sheet

Jan. 2017- present month	Number of total contacts	Number of detectors installed	Number of batteries installed	Jan. 2017- present month	To Current Month	Current Month	Total YTD
A Shift Station 2	3		8	Number seats checked	7	8	15
A Shift Station 3							
B Shift Station 2	5	11	1	Number of clinics performed			
B Shift Station 3	4	2	10	Number of seats installed at clinic			
C Shift Station 2	1	2		Number of CSS distributed			
C Shift Station 3	4	7	6				
TOTALS	17	22	25	Total number of CSS installed	7	8	15

2005 thru 2017 totals	Contacts	Detectors	Batteries				
As of 2015	2091	1426	888	Previous YTD	2131	1471	911
Previous YTD	2133	1472	915	Current Month			
Current month	4	1	10	Total Jan 2005- Dec. 2016			
2015 to date	2137	1473	925				
				CSS Contacts for CTY	4	6	10
				CSS distributed and installed for CTY			

Age Groups	0 to 1	2 to 4	5 to 8	Ethnicity	1st	2nd	3rd	4th
1st Quarter	4	1		White/ Caucasian	2	2		3
2nd Quarter	2			Black/ African American	3			5
3rd Quarter				Latino/ Hispanic				
4th Quarter	7	1		Native American				



ROXBORO POLICE DEPARTMENT



*109 North Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

City Council Report

October 2017

Patrol Division

Highlighted Events

- Successful PHS Homecoming Parade.
- Hosted German Foreign Exchange students and Mayor Reception.
- Since the new stop light at Durham Rd. and Old Durham Rd. activated we have only investigated two collisions at the intersection.
- Officer Whitlow was honored as the American Legion Post 138 Officer of the Year.
- A missing endangered person investigation resulted in a late night 5 hour search for the person. A command post was set up at the police department; a major media press release was disseminated. The person was located walking inside Wal-Mart almost four hours after the search ended. The person claimed to have slept behind a business. Officers had searched the business property multiple times. It is believed the person slept there after the search concluded.
- A non-injury vehicle crash on Halloween night damaged a power pole on Ridge Road knocking out power in the adjacent area and extended into some portions of Olive Hill. The outage lasted approximately two hours.
- Administrative Staff meet with RCS several times throughout the month discussing logistics and traffic patterns for the anticipated opening of the new parking lot.
- Offices seized a .22 caliber semi-automatic firearm from a person during a traffic crash investigation. The weapon packs enough firepower to penetrate an officer's ballistic vest with potential life threatening injuries.



Community Policing

- Sgt. Furstenau, Det. Howe, and Det. Sanford hosted a Child ID event at Peebles.
- Lt. Hughes, Det. Howe, Det. Sanford, Det. Gil, and Officer Wright were guest instructors for CPA.
- Sgt. Ford and Cpl. Lynch represented the department at the State Fair in the GHSP Safe City tent.
- Coffee with a Cop at Stuart's
- The department's youth Baseball and Football teams ended their seasons. Many thanks to the following officers who coached: Baseball- Chief Hess, Sgt. Watson, Ofc. Gray, Ofc. Wright; Football: Lt. Dickerson, Det. Howe, Ofc. Brown and Ofc. Gray.
- Sgt. Ford, Sgt. Walker, and Officer Campbell hosted "Donut on a String" for Southern Elementary Schools Fall Festival. A video of Officers competing against each other received 5,000 hits on our Facebook page.
- First graders from Stories Creek Elementary toured the Police Department and meet K-9 Kilo for Community Helpers Day.

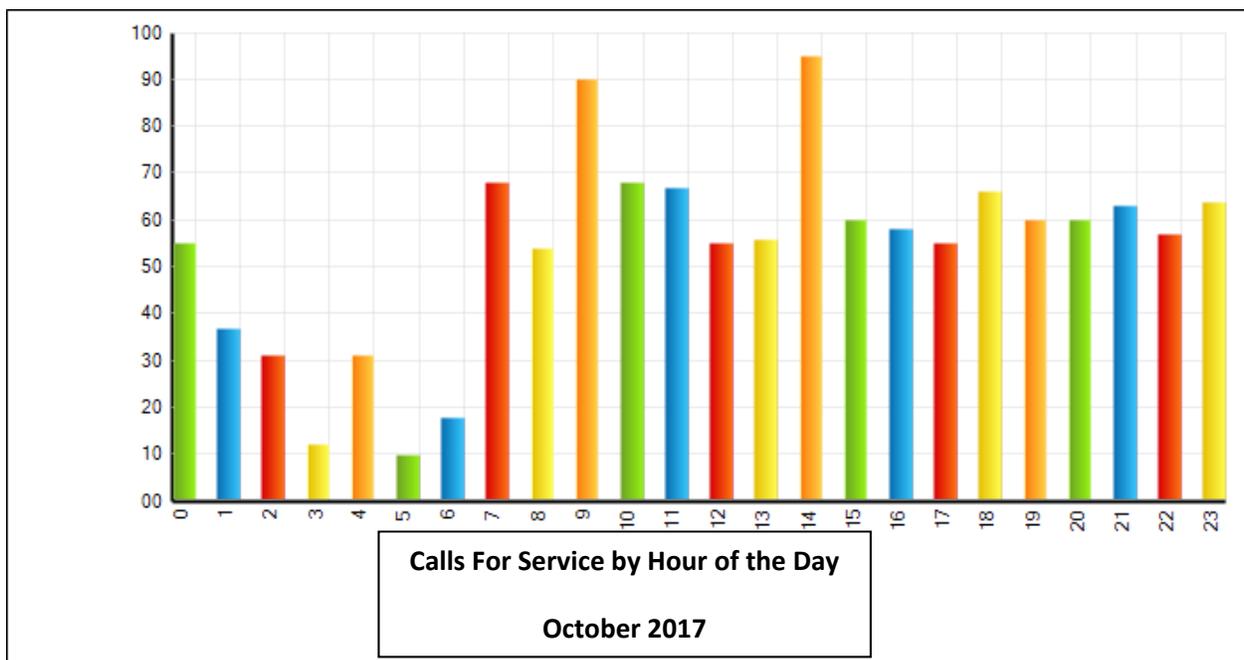


- Promoted on Facebook Operation Medicine Drop hosted by the Sheriff's Office.
- Participated in the Uptown Roxboro Business Trick or Treat.
- Patrolled Crestwood Drive area during Halloween. Approximately 2,000 people flooded the streets.

Monthly Activities

Calls for Service: 1277
Traffic Enforcement Requests: 26
Traffic Crashes: 57
Total Arrests: 61
Directed/Foot Patrol: 99

Incident Reports: 283
Traffic Stops: 326
Citations Issued: 94
Warnings: 51



Criminal Investigations Division

- Sgt. Furstenau testified in a Superior Court trial.
- Det. Howe validated latent evidence in several cases yielding arrests after analyzing forensic evidence in the cases.
- Investigators conducted surveillance throughout the month for a person wanted for murder in Detroit. The offender was taken into custody without incident and is awaiting extradition to Michigan.
- Detectives are working to complete background investigations for potential new hires.

Total Numbers for the Month

- Number of cases assigned: 24
- Follow up hours in field: 150
- Phone follow up hours: 44
- Hours spent doing paperwork: 95
- Call outs: 8
- Out of town follow ups: 7
- Felony warrants: 8
- Misdemeanor warrants: 1
- Cases closed: 19
- Arrests: 4
- Felony packets: 5
- Number of interviews conducted: 18

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 0	Oxford Police Department- 0
Chapel Hill Police Department – 6	Person County Sheriff’s Office- 0
Creedmoor Police Department- 0	Hillsborough Police Department- 0
Carrboro Police Department - 0	Chatham County Sheriff’s Office- 1

Street Crimes Unit

- Several active cases working with informants.

Administrative Services Unit

- Conducted pre-screen and oral board interviews for several police officer applicants. A total of seven were interviewed.
- Sgt. Walker attended Legislative Update training in Raleigh.
- Tanya is working with ASU to organize, inventory and complete data entry of Quatermaster supplies.
- Coordinated and facilitated In-service Training for the department.
- Coordinated several street closure requests for special events.

- ASU is scheduled to attend the Chambers Career Fair in November.
- Coordinated vehicle assignments.
- Ordered the replacement car and equipment as approved by City Council budget amendment.



Officer Campbell competing against kids in the “Donut of a String” contest. He was quickly defeated. He might need more donut eating training!

Administration

Meetings

- Met with concerned citizens
- Meeting with City Manager, HR and City Attorney to discuss personnel matters and final vetting of drafted police department policies.
- Attended Rotary, American Legion, Good Morning Coffee Hour,
- Meetings with newly elected officials, candidates who ran for city council, Sheriff Jones, DA Perez, Management at Eaton Corporation, School Superintendent.

Highlighted Events

The Deputy Chief of Police process was completed during the month of October. Lieutenant Jimmy Hawkins was selected as Deputy Chief of Police upon the retirement of Captain Kirby. The first official day in position as Deputy Chief will be January 4, 2018. A press release will be disseminated to local media soon.



THANK YOU FOR YOUR CONTINUED SUPPORT

Public Services Department Monthly Report



City of Roxboro

October 2017

Public Utilities Department	Public Works Department																																																									
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City of Roxboro, Nori LM
 Distribution of Gas Tl WD
 30-Sep-17 CS
 GC

Shell
 Account Number: 80-001-3945-4

Gas 0.5260
 Diesel 0.5860

0.05 per gallon
 2.00% Discount
 2.00% Discount

Average Cost Per Gallon

Card Number	Dept Number	Make	Mileage	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		19.17	50.40	10.08	0.96	0.38	38.97	2.629
2	4130	Finance		15.21	40.00	8.00	0.76	0.30	30.93	2.630
3	4160	Public Buildings		280.64	772.65	147.62	14.03	5.61	605.39	2.753
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		315.02	863.05	165.70	15.75	6.30	675.30	2.740
5	4310	Police		1,906.77	4,872.54	1,002.96	95.34	38.14	3,736.11	2.555
6	4311	CID		177.24	452.66	93.23	8.86	3.54	347.02	2.554
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,084.01	5,325.20	1,096.19	104.20	41.68	4,083.13	2.555
7	4340	Fire		1,361.28	3,511.80	767.29	68.06	27.23	2,649.23	2.580
8	4341	Fire Inspections		74.47	189.83	39.17	3.72	1.49	145.45	2.549
		Total Fire Dept.		1,435.75	3,701.63	806.46	71.79	28.72	2,794.67	2.578
10	4510	Public Services		143.10	369.33	75.27	7.16	2.86	284.04	2.581
11	4511	Streets		420.92	1,098.77	236.20	21.05	8.42	891.48	2.610
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		-	-	-	-	-	-	#DIV/0!
14	4710	Residential Garbage		1,486.77	3,926.06	871.25	74.34	29.74	2,950.74	2.641
15	4711	Commercial Garbage		1,030.18	2,713.09	603.69	51.51	20.60	2,037.29	2.634
16	4740	Cemetery		159.92	505.01	84.12	8.00	3.20	409.70	3.158
		Total Public Services		3,240.89	8,612.26	1,870.52	162.04	64.82	6,573.25	2.657
		Total General Fund		7,075.67	18,502.14	3,938.86	353.78	141.51	14,126.35	2.615
18	7112	Meter Reading		148.69	382.21	78.21	7.43	2.97	293.59	2.571
19	7114	Lake Warden		73.81	187.86	38.82	3.69	1.48	143.87	2.545
25	7118	Pump Stations		649.70	1,715.71	341.74	32.49	12.99	1,328.49	2.641
20	7120	Water Plant		176.14	459.15	173.53	8.81	3.52	273.29	2.607
21	7121	Water Line Maintenance		140.26	369.51	76.62	7.01	2.81	283.07	2.634
22	7130	WWTP		40.80	105.16	21.46	2.04	0.82	80.84	2.577
23	7131	Sewer Line Maintenance		602.42	1,573.86	329.41	30.12	12.05	1,202.28	2.613
24	7132	WWTP II		141.15	369.45	74.24	7.06	2.82	285.32	2.617
		Total Enterprise Fund		1,972.97	5,162.91	1,134.05	98.65	39.46	3,890.75	2.617
		Total All Funds		9,048.64	23,665.05	5,072.91	452.43	180.97	18,017.10	2.615



November 16, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: November Council Report

Uptown Development/Roxboro Development Group:

- **Commemorative Ornament:** In an effort to continue the growth of interest in Uptown, RDG partnered with the Directors' RoundTable to launch a new tradition in Roxboro. This year the image selected for the ornament is the Kirby Cultural Arts Complex. This image was chosen because of the recent renovation of the facility and expansive interest in this historic landmark. Hand-painted on glass, these ornaments are limited and available at the Chamber of Commerce, Southern Treasures, and Furniture Mart. The two organizations are splitting the production cost, and all proceeds will go towards the growth of their primary events; Jingle on Main and the Fourth of July Parade. Both groups anticipate continuing this tradition each year, with plans for next year's image to be a representation of the Rox N' Roll Cruise-In, as it will celebrate its fifth anniversary.
- **Branding Update:** The Uptown branding project is moving along. Staff met with Ann Marie Amico of Amico Brand design to map out the next steps and have held two follow-up phone conferences to continue working. Currently in the Positioning phase, the information collected from interviews is being analyzed to determine common themes and patterns, then evaluating how to incorporate those themes into a marketing plan for promoting the assets of the area. This project spans further than just an image, but in developing a plan for success. Many thanks to the City of Roxboro and Tourism Development Authority for their financial support!
- **2018 Planning Session:** Earlier this month, the RDG Board of Directors met to discuss plans for the coming year. The decision was made to continue the Rox N' Roll Cruise-In series, with the regular schedule of the third Friday of each month May-October. Additionally, the Board plans to work on a comprehensive signage plan for directional signage to and within the Uptown district. Efforts will also go towards the development of new marketing materials and advertising campaigns centered around the results of the branding project.
- **Other Highlights:**
 - Small Business Saturday preparations well underway, with 20+ businesses participating. RDG board members will serve breakfast to shop owners that day.
 - Uptown Window Dressing Competition will take place from Dec. 1 – Dec. 16. Citizens will be the judges and cast ballots inside the shops of Uptown, with a prize for 1st, 2nd, and 3rd place winners.
 - Jingle On Main will take place December 7, beginning at 5:30pm at Merritt Commons.



Planning & Development:

- Nuisance Abatement and Land Use Ordinance Revisions: Draft documents are in Council packets for review this month. Chapters 151 and 152 were postponed from last month's meeting to allow the City attorney's office more time to review. The two chapters were condensed to one for clarity.
- Code Enforcement: Staff worked diligently over the last few months to evaluate the Code Enforcement arm of the Planning office to determine best steps for the future. A decision was made this month to move to a new company for contracted services. The Planning Director, City Manager, and Assistant City Manager met with representatives from State Code Enforcement Inc. (SCEI) to discuss their approach to code enforcement and the potential benefits of making a change. Effective January 1, 2018, this new company will enter into a contract for services with the City of Roxboro for a six-month trial. Staff feels confident this move is best for the City, as SCEI offers a more attractive price point for the same services. Additionally, SCEI has a unique method of processing cases, which employs more technology and speeds up response time. Staff will be working with SCEI over the next month to organize the transition and prepare for takeover of pending cases in January.
- Downtown Revitalization Grant Proposal: Approval received from the Department of Commerce for the "pocket park" at 208 N Main Street. The funds were deposited into the City account this month and staff will now move into working with companies to handle the required assessments for structural and environmental concerns.
- Other Highlights:
 - Implementing new permit processing procedures
 - Reviewed various permits and applications
 - Nearing completion of application updating procedure
 - Making arrangements for improvements for inner-office organization

1. Budget Amendment

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2017-2018 BUDGET**

The following budget amendment is hereby requested:

Budget Amendment Number:

2

Fund 10, 30, and 73 - General Fund, Ridge Road Capital Project Fund and Annexation Capital Project Fund			INCREASE	DECREASE
Revenues	10-40-3490-300	N C Department of Commerce Grant	100,000.00	
	30-98-3895-300	N C DOT Grant	100,000.00	
	30-98-3895-910	Transfer from General Fund	290,000.00	
	73-00-3831-891	Debt Proceeds-Escrow	240,000.00	
			730,000.00	-
	Net Increase (Decrease) in Revenues		730,000.00	
Expenditures	73-92-7190-597	Sewer construction	240,000.00	
	30-20-4511-570	Construction	390,000.00	
	10-40-4910-520	Grant expenses	100,000.00	
			730,000.00	-
	Net Increase (Decrease) in Expenses		730,000.00	
			730,000.00	

Justification:
 To appropriate receipt of grant and related expenditure
 To appropriate proceeds and expenditure for additional annexation fund
 To appropriate funds for additional Ridge Road construction costs

Requested By: _____ DC _____ Date: _____ 11/16/2017

Approved to Submit to Council: _____ Date: _____ 11/16/2017

Approved by Council: _____ Date: _____

Posted to Computer: _____ Date: _____

2. Winhaven Street Closing Update - Public Hearing

Winhaven Street Closing

At the October City Council meeting, a Resolution of Intent had to adopted by City Council setting the date of the public hearing for November 20, 2017, and requiring legal notice and notification of adjacent property owners prior to the public hearing.

Street closures are governed by NCGS 160A-299. North Carolina GS 160A-299(d) references NCGS 136-96, which allows the dedicator to withdraw the dedication provided the dedication is not part of a street plan adopted by the City pursuant to NCGS 136-66.2.

The dedication of this section of Winhaven Street is not a part of an adopted street plan.

In 1983, a deed and plat was recorded at the Person County Register of Deeds Office showing this section of Winhaven Street as being deeded by the heirs of S.G. Winstead and Kate B. Winstead to E.B. Craven and Katherine W. Craven.

On Wednesday November 8, 2017, I was contacted by Alan Hicks and he stated that the heirs of Katherine W. Craven were interested in withdrawing the dedication of easement under NCGS 136-96 and would ask City Council for a resolution indicating that the dedication described in the proposed declaration of withdrawal is not part of a street plan adopted under NCGS 136-66.2.

This information was provided to the City Attorney for review.

Below are the General Statutes, copy of Katherine W Craven's deed for the street and the 1983 survey for the street plus the 1951 subdivision plat for the Winstead Park Subdivision.

§ 160A-299. Procedure for permanently closing streets and alleys.

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is under the authority and control of the Department of Transportation, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by

each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.

G.S. 160A-299 Page I (f) A city may reserve a right, title, and interest in any improvements or easements within a street closed pursuant to this section. An easement under this subsection shall include utility, drainage, pedestrian, landscaping, conservation, or other easements considered by the city to be in the public interest. The reservation of an easement under this subsection shall be stated in the order of closing. The reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34, 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1; 2015-103, s. 1.)

§ 136-96. Road or street not used within 15 years after dedication deemed abandoned; declaration of withdrawal recorded; joint tenants or tenants in common; defunct corporations.

Every strip, piece, or parcel of land which shall have been at any time dedicated to public use as a road, highway, street, avenue, or for any other purpose whatsoever, by a deed, grant, map, plat, or other means, which shall not have been actually opened and used by the public within 15 years from and after the dedication thereof, shall be thereby conclusively presumed to have been abandoned by the public for the purposes for which same shall have been dedicated; and no person shall have any right, or cause of action thereafter, to enforce any public or private easement therein, except where such dedication was made less than 20 years prior to April 28, 1953, such right may be asserted within one year from and after April 28, 1953; provided, that no abandonment of any such public or private right or easement shall be presumed until the dedicator or some one or more of those claiming under him shall file and cause to be recorded in the register's office of the county where such land lies a declaration withdrawing such strip, piece or parcel of land from the public or private use to which it shall have theretofore been dedicated in the manner aforesaid; provided further, that where the fee simple title is vested in tenants in common or joint tenants of any land embraced within the boundaries of any such road, highway, street, avenue or other land dedicated for public purpose whatsoever, as described in this section, any one or more of such tenants, on his own or their behalf and on the behalf of the others of such tenants, may execute and cause to be registered in the office of the register of deeds of the county where such land is situated the declaration of withdrawal provided for in this section, and, under Chapter 46 of the General Statutes of North Carolina, entitled "Partition," and Chapter I, Article 29A of the General Statutes of North Carolina, known as the "Judicial Sales Act," and on petition of any one or more of such tenants such land thereafter may be partitioned by sale only as between or among such tenants, and irrespective of who may be in actual possession of such land, provided further, that in such partition proceedings any such tenants in common or joint tenants may object to such withdrawal certificate and the court shall thereupon order the same cancelled of record; that where any corporation has dedicated any strip, piece or parcel of land in the manner herein set out, and said dedicating corporation is not now in existence, it shall be conclusively presumed that the said corporation has no further right, title or interest in said strip, piece, or parcel of land, regardless of the provisions of conveyances from said corporation, or those holding under said corporation, retaining title and interest in said strip, piece, or parcel of land so dedicated; the right, title and interest in said strip, piece, or parcel of land shall be conclusively presumed to be vested in those persons, firms or corporations owning lots or parcels of land adjacent thereto, subject to the provisions set out herein before in this section.

The provisions of this section shall have no application in any case where the continued use of any strip of land dedicated for street or highway purposes shall be

necessary to afford convenient ingress or egress to any lot or parcel of land sold and conveyed by the dedicator of such street or highway. This section shall apply to dedications made after as well as before April 28, 1953.

The provisions of this section shall not apply when the public dedication is part of a future street shown on the street plan adopted pursuant to G.S. 136-66.2. Upon request, a city shall adopt a resolution indicating that the dedication described in the proposed declaration of withdrawal is or is not part of the street plan adopted under G.S. 136-66.2. This resolution shall be attached to the declaration of withdrawal and shall be registered in the office of the register of deeds of the county where the land is situated. (1921, c. 174; C.S., ss. 3846(rr), 3846(ss), 3846(tt)•, 1939, c. 406; 1953, c. 1091; 1957, c. 517; 1987, c. 428.)

176 890

This instrument drawn by Maupin, Taylor & Ellis, P.A.
Raleigh, North Carolina

NORTH CAROLINA
PERSON COUNTY

DEED

THIS DEED, made this 20th day of December, 1983,
by Fletcher M. Winstead and Dorothy C. Winstead, his wife,
of Wake County, North Carolina; Barden Winstead and Lois
McIver Winstead, his wife, of Person County, North Carolina;
Fletcher Winstead and Barden Winstead, Trustees under the
Will of Kate Barden Winstead, late of Person County, North
Carolina; and the following named Grantors who have executed
this deed by and through their duly appointed attorneys-in-fact,
Fletcher M. Winstead and Barden Winstead, pursuant to powers
of attorney duly executed by them and recorded in the Public
Registry of Person County, North Carolina: Sam G. Winstead
(also sometimes known as Sam G. Winstead, Jr.) and Winifred B.
Winstead, his wife, of Dallas, Texas, Suzanne W. Wilson and
Thomas Wilson, III, her husband, of Sumter County, South
Carolina, Ida W. Taylor and William W. Taylor, Jr., her
husband, of Wake County, North Carolina, Eleanor W. Cooke
and William Owen Cooke, her husband, of Guilford County,
North Carolina, Charlotte W. Dunlap and William M. Dunlap,
her husband, of Wake County, North Carolina, Charles L.
Winstead and Patricia C. Winstead, his wife, of Virginia
Beach, Virginia, Sam Byrd Winstead, Jr. and Tracy Jensen
Winstead, his wife, of Person County, North Carolina, and
Fenton Winstead and Gwyn Long Winstead, his wife, of Wake
County, North Carolina, parties of the first part, to Katherine W.
Craven, of Person County, North Carolina, party of the second
part,

W I T N E S S E T H :

THAT the parties of the first part, for and in
consideration of TEN DOLLARS (\$10.00) and other valuable
considerations, the receipt of which is hereby expressly
acknowledged, have bargained and sold, and by these presents

176 891

do bargain, sell and convey unto the party of the second part, her heirs and assigns, all of the right, title, interest, property and estate of the parties of the first part in and to a certain lot or parcel of land in the City of Roxboro, Person County, North Carolina, lying on the southwest side of Winhaven Street and adjoining the residence lot of the said Katherine W. Craven and E. B. Craven, her husband, bounded and described as follows:

BEGINNING at a stake on the southwest side of Winhaven Street, the northeast corner of the residence lot of Katherine W. Craven and E. B. Craven, her husband; running thence along the line of Katherine W. Craven and E. B. Craven S 61-02-40-W 201.80 feet to a stake, the northwest corner of the Craven lot in the line of other property of the S. G. Winstead heirs; thence along a new line with the S. G. Winstead heirs N-35-47-04-W 49.79 feet to a stake, the southwest corner of the lot of Robert G. Currier; thence along the line of the Robert G. Currier lot N 61-02-40-E 201.54 feet to a stake on Winhaven Street, the southwest corner of the lot of Robert G. Currier; thence along Winhaven Street S 36-04-34-E 49.82 feet to the point of BEGINNING. Said parcel of land contains .23 acre according to a map thereof prepared by Hall-Hamlet & Associates, Registered Land Surveyors, from a survey made by them on October 11, 1983, which map, entitled "Property of E.B. Craven and Katherine W. Craven", will be filed for registration in the Public Registry of Person County.

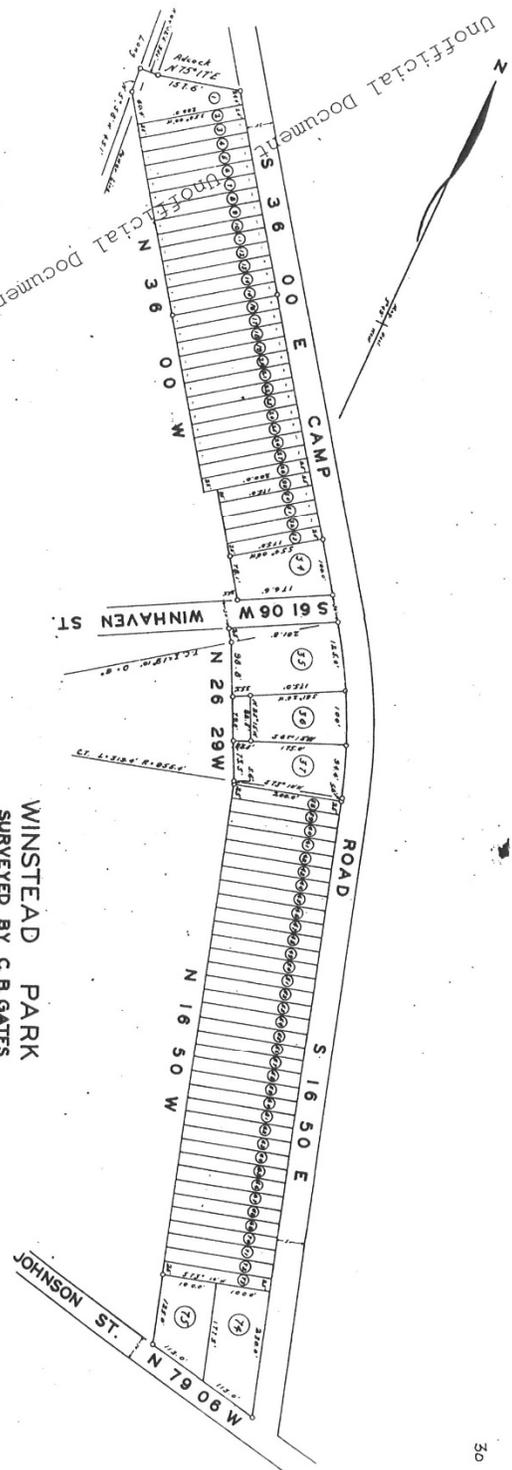
Said parcel of land was owned by S. G. Winstead at the time of his death. Pursuant to his last will and testament, which is of record in Person County, North Carolina, in Will Book 23 at page 411, et seq., an agreement and conveyance dated January 29, 1965, recorded in the Public Registry of Person County, and the last will and testament of Kate B. Winstead, which is of record in Person County, North Carolina, in Will Book 25 at Page 23, et seq., said property became vested in the parties of the first part and Katherine W. Craven, the party of the second part. Reference to all the above instruments is hereby specifically made for other and further description and source and chain of title.

TO HAVE AND TO HOLD the lands and premises above described, together with all privileges and appurtenances thereunto belonging, unto the party of the second part, her heirs and assigns, in fee simple forever.

IN WITNESS WHEREOF, the parties of the first part have hereunto set their hands and seals, all as of the day and year first above written.

Unofficial Document
Unofficial Document
Unofficial Document

0 7-24-51



WINSTEAD PARK
SURVEYED BY C. B. GATES
MAY 1951



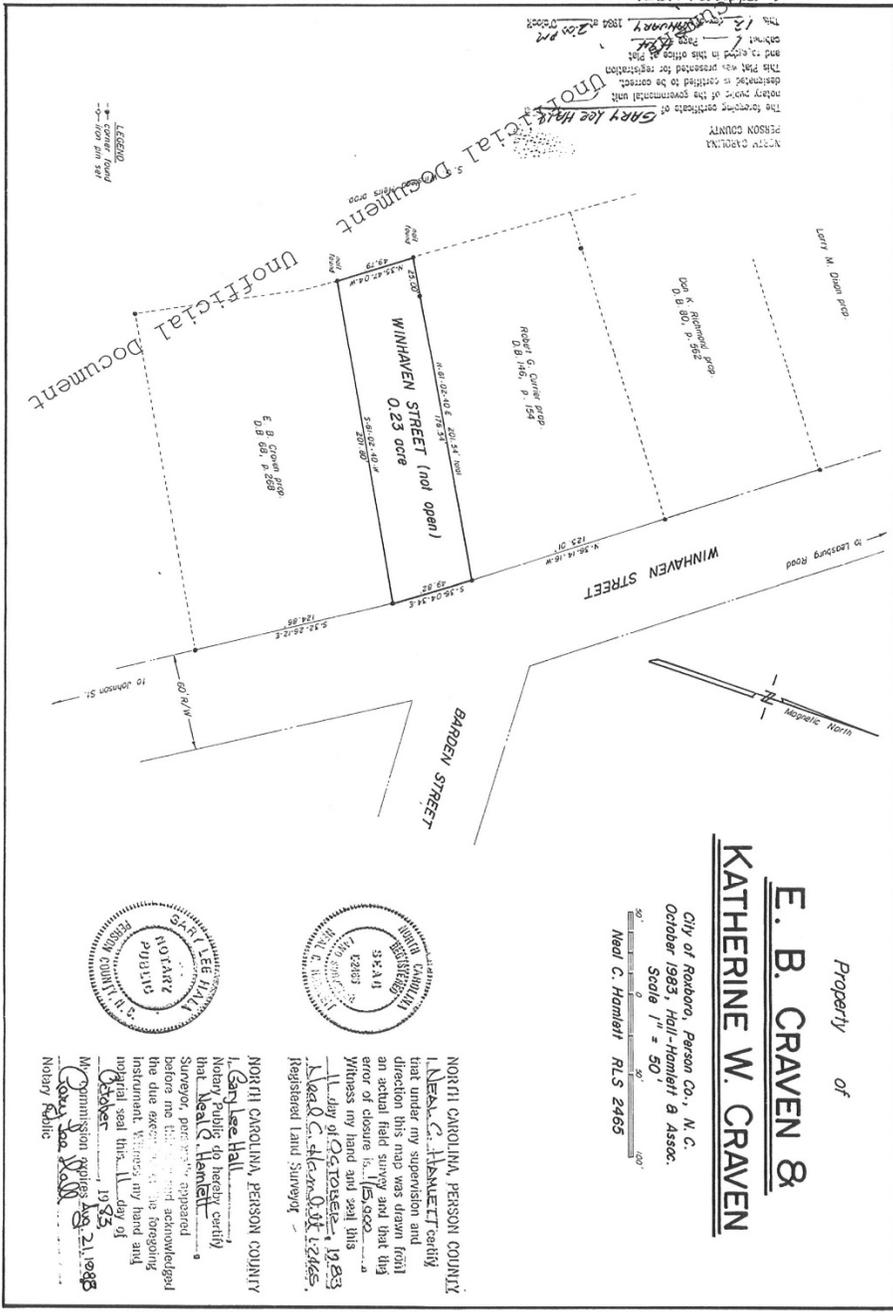
P.L.M.T. 046 #1 pnc2 474

Property of

E. B. CRAVEN &

KATHERINE W. CRAVEN

City of Roxboro, Person Co., N.C.
October 1983, Hall-Hamlett & Assoc.
Scale 1" = 50'
Neal C. Hamlett RLS 2465



NORTH CAROLINA, PERSON COUNTY
I, Neal C. Hamlett, Notary Public, do hereby certify that under my supervision and direction this map was drawn from an actual field survey and that the error of closure is \$15.000. Witness my hand and seal this 11th day of October, 1983.
Neal C. Hamlett, RLS 2465, Registered Land Surveyor

NORTH CAROLINA, PERSON COUNTY
I, Gary Lee Hall, Notary Public, do hereby certify that Neal C. Hamlett, Surveyor, personally appeared before me, the undersigned, acknowledged the due execution of the foregoing instrument. Witness my hand and notarial seal this 11th day of October, 1983.
My Commission expires Aug 21, 1988
Gary Lee Hall, Notary Public

NOTARY PUBLIC
PERSON COUNTY
The foregoing certificate of notary public is certified to be correct.
This map is presented for registration and to be filed in the office of the Registrar of Deeds.
Page 1
Book 18
Date 10/20/83
J. BEN NIXON
Registrar of Deeds

Unofficial Document
Unofficial Document
Unofficial Document

RESOLUTION
Winhaven Street Closing Order

A Resolution Ordering the Closing of Winhaven Street

WHEREAS, on the 17th day of October 2017, the Roxboro City Council directed the City Clerk to publish the Resolution of Intent of the Roxboro City Council to consider closing Winhaven Street as shown on Tax Map 23 of the Person County Tax office, be extinguished in accordance per GS 160A-299 in the Courier-Times newspaper once each week for four successive weeks, such Resolution advising the public that a meeting would be conducted at the Roxboro City Hall Council Chamber on November 20, 2017; and

WHEREAS, the City of Roxboro on the 17th day of October 2017, ordered the City Clerk to notify all persons owning property abutting on that portion of Winhaven Street as shown on Tax Map 23 of the Person County Tax Office, by registered or certified mail, enclosing with such notification, a copy of the Resolution of Intent; and

WHEREAS, the City Clerk has advised the Roxboro City Council that she provided to each of the abutting property owners a copy of the Resolution of Intent advising them of the day, time and place of the meeting, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing that portion of Winhaven Street as shown on Tax Map 23 of the Person County Tax Office, would be acted upon, said letters having been sent by registered or certified mail; and

WHEREAS, the City Clerk has advised the Roxboro City Council that adequate notices were posted on the applicable street(s) as required by G.S. 160A-299; and

WHEREAS, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said Winhaven Street in the public hearing held on November 20, 2017; and

WHEREAS, it now appears to the satisfaction of the Roxboro City Council that the closing of said Winhaven Street is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street in which the street is located will, as a result of the closing be thereby deprived of a reasonable means of ingress and egress to this property.

NOW, THEREFORE, subject to the reservation of any utility easements to the City of Roxboro for the portion of said Winhaven Street as shown on Tax Map 23 of the Person County Tax Office is hereby ordered closed and all right, title, and interest that may be vested in the public to said area for street purposes is hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299.

The Mayor and the City Clerk are hereby authorized to execute quitclaim deeds or other necessary documents in order to evidence vesting of all right, title and interest in those persons owning lots or parcels of land adjacent to the street or alley, such title, for the width of the abutting land owned by them, to extend to the centerline of the herein closed street with provision for reservation of easements to the City of Roxboro for utility purposes in accordance with the provision of G.S. 1670A-299(c).

The City Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Person County, a certified copy of this resolution and order.

Upon motion duly made by Council Member _____ and duly seconded by Council Member _____, the above resolution was duly adopted by the Roxboro City Council at a meeting held on the 20 day of November, 2017 in the Roxboro Council Chamber located at Roxboro City Hall.

Upon calling for a vote, the following Council Members voted in the affirmative:

The following Council Member voted in the negative:

This the _____ day of _____, 2017.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

3. Text Amendment Ordinances 151 - 152 Public Hearing

**AN ORDINANCE CONCERNING MINIMUM HOUSING STANDARDS, ABANDONED
BUILDINGS and AMENDING CHAPTERS 151 and 152 of
THE CODE OF ORDINANCES OF THE CITY OF ROXBORO**

WHEREAS, Article 8, Delegation and Exercise of the General Police Power of Chapter 160A of the North Carolina General Statutes, N.C.G.S. 160A-174, et seq., delegates to municipalities the authority to exercise the general police power; and

WHEREAS, Part 6, Minimum Housing Standards of Article 19 of the North Carolina General Statutes, N.C.G.S. 160A-441, et seq., authorizes municipalities to provide for the repair, closing or demolition of dwellings, buildings or structures used or intended for human habitation;

WHEREAS, Part 6 of Article 19 of the North Carolina General Statutes, N.C.G.S. 160A-439, authorizes municipalities to provide for the repair, closing or demolition of Non-Residential buildings or structures;

WHEREAS, N.C.G.S. 160A-193 authorizes municipalities to summarily remedy, abate or remove public health nuisances; and

WHEREAS, the City of Roxboro City Council finds that it is in the public interest to amend the City's Code of Ordinances to provide more specificity as to the requirements for regulating dwellings, buildings or structures used or intended for human habitation and/or for regulating non-residential buildings and structures; and

WHEREAS, the City of Roxboro City Council, after due notice, conducted a public hearing on the _____ day of _____ 2017, upon the question of enacting a City Ordinance in this respect.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL, THE CITY OF ROXBORO, NORTH CAROLINA:

PART ONE. That Chapter 151, the Minimum Housing Standards Ordinance, of the City of Roxboro, North Carolina, is hereby amended and rewritten in its entirety to read as follows:

“CHAPTER 151 HOUSING and BUILDING CODE

DIVISION I. GENERAL PROVISIONS

Section 151.01 How chapter known and cited.

This Ordinance shall be known, and cited as, as the “minimum housing and unsafe building code” and may be referred to herein as “this Ordinance”.

Section 151.02 Intent and Findings of the City Council

It is hereby found and declared that the existence and occupation of dwellings in this City's jurisdiction that are unfit for human habitation are inimical to the welfare and dangerous and injurious to the health, safety and morals of the people of this City and County, and that a public necessity exists for the repair, closing or demolition of such dwellings. Whenever this City finds that there exists in the City dwellings that are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents or other calamities, lack of ventilation, light or sanitary facilities, or due to other conditions rendering the dwellings unsafe or unsanitary, or dangerous or detrimental to the health, safety, morals, or otherwise inimical to the welfare of the residents of the City; and

It is hereby found that when there exists within the City's jurisdiction structures which the City Council find to be hazardous to the health, safety and welfare of the residents of the City due to the attraction of insects and/or snakes and/or rodents or conditions creating a fire hazard, dangerous conditions constituting a threat to children or conditions creating a fire hazard, dangerous conditions constituting a threat to children or conditions creating frequent use by vagrants as living quarters in the absence of sanitary facilities.

The City Council is authorized by N.C. Gen. Stat. §§ 160A-439 and 160A-441 to exercise its police powers to repair, close or demolish the dwellings in the manner herein provided; and pursuant to the authority granted by N.C. Gen. Stat. §§ 160A-193, 160A-439 and 160A-441, it is the further intent of this ordinance to provide for the repair, closing or demolition of any such unsafe or unsanitary dwellings, and abandoned structures in accordance with the provisions as are set forth in this ordinance for the repair, closing or demolition of dwellings and/or structures, and to establish minimum standards of fitness for the initial and continued occupancy of all buildings used for human habitation.

Section 151.03 Purpose and Scope

The purpose of this Ordinance is to stop, remedy and prevent the decay and deterioration of places of habitation and to eliminate blighted neighborhoods by providing minimum requirements for dwellings for the protection of life, health, safety, welfare and property of the owners and occupants of dwellings and the general public.

Additionally, the purpose of this Ordinance is to stop, remedy and prevent the decay and deterioration of places of non-residential buildings and structures for the protection of life, health, safety, welfare and property of the owners and occupants of non-residential buildings and the general public.

The provisions of this Ordinance apply to all residential buildings, and their accessory structures, all non-residential buildings and non-residential structures within the City as now or may later be fixed. Demountable buildings or structures when used, or intended to be used, for human habitation, shall be subject to the applicable provisions of this Ordinance.

Section 151.04 Owner's Responsibilities Generally

An owner remains liable for duties imposed by the Chapter even though:

- (A) An obligation is also imposed on the occupants, or
- (B) The owner has, by agreement, imposed on the occupant(s) the duty of furnishing required equipment or complying with this Ordinance.
- (C) Public Areas. Every owner of a dwelling containing two (2) or more dwelling units shall be responsible for maintaining in a clean and sanitary condition the shared or public area of the dwelling and premises thereof.
- (D) In all cases, the owner shall be responsible for the availability of rubbish and garbage storage facilities.

It shall be a defense to sections 152.21 *et seq.* that violations of this Ordinance were caused solely by a tenant(s) or tenants' guests. Owner(s) are responsible for ensuring that the dwelling or building is brought into compliance with this Ordinance.

Section 151.05 Occupants' Responsibilities Generally

Every occupant of a dwelling unit shall:

- (A) Cleanliness. Keep that part of his or her dwelling and dwelling unit and premises thereof which he or she occupies and controls in a clean and sanitary condition.
- (B) Rubbish and Garbage. Dispose of all his or her rubbish and garbage in a clean and sanitary manner by placing it in the supplied storage facilities.
- (C) Supplied Plumbing Fixtures. Keep all supplied plumbing fixtures therein in a sanitary condition and be responsible for the exercise of reasonable care in the proper use and operation of same.
- (D) Care of Facilities, Equipment and Structure. Not destroy, deface, or impair any of the facilities or equipment, or any part of the structure of a dwelling or dwelling unit.

151.06 Conditions rendering residential buildings unfit for human habitation;

- (A) Every dwelling and dwelling unit used as a human habitation, or held out for use as a human habitation shall comply with all of the minimum standards of fitness for human habitation and all other applicable requirements of this Ordinance.
- (B) No person shall occupy as owner-occupant, or let to another for occupancy or use as a human habitation any dwelling or dwelling unit which does not comply with all of the

minimum standards of fitness for human habitation and all other applicable requirements of this Ordinance.

- (C) The following standards shall constitute the minimum standards for structural condition of a dwelling or dwelling unit. The inspector will determine that a residential building is unfit for human habitation if any of the following conditions exist:
- (1) Walls or partitions or supporting members, sills, joists, rafters, or other structural members list, lean or buckle, and/or are rotten, deteriorated, or damaged, and / or have holes or cracks which might admit rodents. Supporting members are not adequate if thirty-three per cent (33%) or more are damaged or deteriorated. Non-supporting, enclosing or outside walls or coverings are not adequate if fifty-five per cent (55%) or more are damaged or deteriorated.
 - (2) Floors or roofs have inadequate supporting members and strength to be reasonably safe for the purpose used. Supporting members are not adequate if thirty-three per cent (33%) or more are damaged or deteriorated. Non-supporting, enclosing or outside walls or covering are not adequate if fifty-five per cent (55%) or more are damaged or deteriorated.
 - (3) Foundations, foundation walls, piers or other foundation supports are deteriorated or damaged.
 - (4) Steps, stairs, landings, porches, or other parts and appurtenances are maintained in such condition that they will fail or collapse.
 - (5) Adequate facilities for egress in case of fire or panic are not provided.
 - (6) Interior walls and ceilings of all rooms, closets, and hallways are not furnished of suitable materials, which will by use of reasonable household methods promote sanitation and cleanliness, and are not maintained in such manner so as to enable the occupants to maintain reasonable privacy between various spaces.
 - (7) The roof, flashing, exterior walls, floors, and all doors and windows exposed to the weather are not constructed and maintained so as to be weather and watertight.
 - (8) Chimneys or parts thereof are defective, deteriorated or in danger of falling, or in such condition or location as to constitute a fire hazard.
 - (9) The ground is used for floors, or wood floors are on the ground.

(D) Irrespective of Section (A) above, the enforcing agent shall find residential dwelling units to be unfit for human habitation if a dwelling unit contains more than five separate types of violations of any of the minimum standards set forth in this Ordinance.

151.07 Declaration of unsafe non-residential building or structure.

(A) Every structure within the City's jurisdiction shall be deemed in violation of this Ordinance whenever such structure constitutes a hazard to the health, safety or welfare of the City citizens. The enforcing agent may declare a non-residential structure or building to be unsafe as a result of:

- (1) Vacancy or abandonment;
- (2) Dilapidated conditions causing or contributing to blight, disease and /or safety hazards;
- (3) The attraction of insects and/or rodents and/or snakes including the collection of garbage or rubbish in or near the structure which might attract rodents and/or snakes and/or insects or become breeding places for rodents and/or snakes and/or insects;
- (4) Conditions creating a fire hazard;
- (5) Dangerous conditions constituting a threat to children, such as the use of such structure or nearby grounds or facilities by children as a play area, or violations of the State Building Code which might result in danger to children using the structure or facilities as a play area;
- (6) Repeated use of such structure in the absence of sanitary facilities, for living, sleeping, cooking or eating
- (7) In violation of the State Building Code, or the State Electrical Code or the Fire Prevention Code which constitutes a fire hazard in such structure or the International Property Management Code as adopted by the City in section 152.40.
- (8) Violation of the standards established by the City in this Ordinance

151.08 Unlawful to rent or occupy property after expiration of time limits under any orders issued pursuant to this Ordinance.

(A) If any order issued and served in accordance with this Ordinance requires that a dwelling or dwelling unit be closed and vacated and said order is not complied with within the time specified therein, it shall be unlawful for any person that had knowledge of the issuance of the order to occupy any portion of the building

under order for any purpose.

- (B) When the enforcing agent finds that a building is unfit for human habitation within the meaning of this Ordinance and has notified the owner to such effect and the time limit set by the inspector for the correction of defects and vacating same has expired, it shall be unlawful for any person (including, but not limited to, owner or owner's agent) to receive rentals, offer for rent, or occupy said building/dwelling unit for any purpose.

151.09 Unauthorized removal of orders, notices

No person, without the written consent of the inspector, shall remove or permit the removal of any complaint, notice or order posted in accordance with the provisions of this Ordinance.

151.10 Definitions

The following definitions shall apply in the interpretation and enforcement of this ordinance.

(A) Basement shall mean a portion of a dwelling which is located partly underground, having direct access to light and air from windows located above the level of the adjoining ground.

(B) Cellar shall mean a portion of a dwelling which is located partly or wholly underground having an adequate access to light and air from windows located partly or wholly below of the adjoining ground.

(C) Deteriorated shall mean that a dwelling may be unfit for human habitation and can be repaired, altered, or improved to comply with all of the minimum standards established by this ordinance at a cost not in excess of fifty percent (50%) of its value, as determined by the inspector.

(D) Dilapidated shall mean that a dwelling is unfit for human habitation and cannot be improved, repaired, or altered to comply with all of the minimum standards established by this ordinance except at a cost in excess of fifty (50%) percent of its value, as determined by the inspector.

(E) Dwelling shall mean any building, structure, manufactured home or mobile home or part thereof which is wholly or partly used or intended to be used for living, sleeping or habitation by human occupants and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith, except that it does not include any manufactured home of health care home which is used solely for a seasonal vacation purpose. Temporary housing, except for Temporary Family Health Care Structures as defined below, shall not be regarded as a dwelling. The term dwelling shall include within its meaning the terms rooming house and rooming unit, as hereinafter defined.

(F) Dwelling Unit shall mean any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

(G) Extermination shall mean the control and elimination of insects, rodents or other pests by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, or trapping; or by any other recognized and legal pest elimination methods approved by the inspector.

(H) Garbage shall mean the waste resulting from the handling, preparation, cooking, and consumption of food.

(I) Gender shall mean words having a masculine gender shall include the feminine and neuter gender.

(J) Habitable Room shall mean a room or enclosed floor space used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathroom, water closet compartments, laundries, heater rooms, foyers, or communication corridors, closets and storage spaces.

(K) Infestation shall mean the presence, within or around a dwelling, or any insects, rodents or other pests in such number as to constitute a menace to the health, safety or welfare of the occupants or the public.

(L) Inspector shall mean the Roxboro City Manager or his or her designee or agent. "Inspector" shall be synonymous with "public officer," as that term is used in N.C. Gen. Stat. Chpt. 160A, Art. 19, Part 6.

(M) Multiple Dwellings shall mean any dwelling containing more than two dwelling units.

(N) Occupancy shall mean any person over one year of age, living, sleeping, cooking or eating in, or having actual possession of a dwelling, dwelling unit or rooming unit.

(O) Operator shall mean any person who has charge, care or control of a building, or part thereof, in which dwelling units or rooming units are let.

(P) Owner shall mean any person who alone, jointly, or severally with others: (1) shall have title to any dwelling, dwelling unit or rooming unit, with or without accompanying actual possession thereof; or (2) shall be a mortgagee of record for any dwelling, dwelling unit or rooming unit; or (3) shall have charge, care, or control of any dwelling, dwelling unit or rooming unit, as owner or agent of the actual owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the actual owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this ordinance and of rules and regulations adopted pursuant thereto, to the same extent as if he were the owner.

(Q) Party or Parties-in-Interest shall mean all individuals, associations and corporations who have interests of record in a non-residential building or structure, dwelling, dwelling unit or rooming unit and any persons who are in possession thereof.

(R) Person shall mean any individual, corporation, firm, partnership, association, organization or other legal entity.

(S) Plumbing shall mean and include all of the following supplied facilities and equipment; gas pipes, gas burning equipment, water pipes, mechanical garbage disposal units, (mechanical sink grinders), sewage disposal pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed washing machines, catch basins, drains, vents, and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

(T) Public Authority shall mean any officer who is in charge of any department or branch of the government of the City of Carthage or Person County, or the State of North Carolina relating to health, fire, building regulations or other activities concerning dwellings in the City.

(U) Rooming House shall mean any dwelling, or that part of any dwelling containing one or more rooming units, in which space is let by the owner or operator to four or more persons who are not husband and wife, son or daughter, mother or father, or sister or brother of the owner or operator.

(V) Rooming Unit shall mean any room or group of rooms forming a single habitable unit used or intended to be used for living or sleeping but not for cooking or eating purposes.

(W) Rubbish shall mean non-food waste materials. The term shall include items such as: paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral, glass and dust.

(X) Supplied shall mean paid for, furnished, or provided by, or under the control of, the owner or operator.

(Y) Temporary Family Health Care Structure shall mean a transportable residential structure as authorized by N.C. Gen. Stat. § 160A-383.5, providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person that is (i) primarily assembled at a location other than its site of installation, (ii) is limited to one occupant who shall be the mentally or physically impaired person, (iii) has no more than 300 gross square feet, and (iv) complies with applicable provisions of the State Building Code and N.C. Gen. Stat. §143-139.1(b). These structures are deemed to be permitted accessory structures by State Law.

(Z) Temporary Housing shall mean any tent, trailer or other structure used for human shelter, which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities on the same premises for more than thirty (30) consecutive days.

(AA) Unfit for Human Habitation shall mean that conditions exist in a dwelling, dwelling unit, rooming house, or rooming unit which violate or do not comply with one or more of the minimum standards of fitness or one or more of the requirements established by this ordinance.

(BB) Vacant industrial warehouse means any building or structure designed for the storage of goods or equipment in connection with manufacturing processes, which has not been used for that purpose for at least one year and has not been converted to another use.

(CC) Vacant manufacturing facility means any building or structure previously used for the lawful production or manufacturing of goods, which has not been used for that purpose for at least one year and has not been converted to another use.

(DD) Words having certain meaning shall mean whenever the words “Dwelling, dwelling unit, rooming house, rooming unit, or premises” are used in this ordinance, they shall be construed as though they were followed by the words “or any part thereof.”

152.11 Chapter Supplemental; Alternative Remedies

This Ordinance shall not be construed to impair or limit in any way the power of the City to define and declare nuisances and to cause their abatement by summary action or otherwise, or to enforce this Ordinance by criminal process as authorized by N.C. Gen. Stat. §14-4 or to enforce this ordinance by civil action pursuant to N.C. Gen. Stat. § 160A-175. The enforcement of any remedy provided in this Ordinance shall not prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws.

152.12 through 152.19 Reserved.

DIVISION II ADMINISTRATION and ENFORCEMENT

152.20 Duties and Powers of Enforcing Agent(s)

- (A) The inspector is hereby designated as the officer to enforce the provisions of this Ordinance. It shall be the duty of the inspector to:
- (1) Locate abandoned structures within the City and its extraterritorial jurisdiction and determine which structures are in violation of this Ordinance;
 - (2) Take such action pursuant to this Ordinance as may be necessary to provide for the repair, closing or demolition of such structures;
 - (3) Keep an accurate record of all enforcement proceedings begun pursuant to the provisions of this Ordinance and to keep a record of the results of inspections made under this ordinance and an

inventory of those dwellings that do not meet the minimum standards of fitness herein prescribed;

- (4) Perform such other duties as may be prescribed in this Ordinance or assigned to him or her by the Roxboro City Council.

(B) The inspector is granted and permitted such powers as may be necessary to carry out the intent and the provisions of this Ordinance, including the following powers in addition to others granted in this Ordinance:

- (1) To investigate the conditions of buildings within the City and its extraterritorial jurisdiction in order to determine which structures are abandoned and in violation of this Ordinance; and
- (2) To obtain administrative search warrant(s) pursuant to N.C. Gen. Stat. § 15-27.2.
- (3) To enter upon premises for the purpose of making inspections; and
- (4) To administer oaths and affirmations, examine witnesses and receive evidence; and
- (5) To designate such other officers, agents and employees of the City as he or she deems necessary to carry out the provisions of this Ordinance.
- (6) To investigate the conditions, and to inspect dwellings and dwelling units located in the City of Carthage, in order to determine which dwellings and dwelling units are unfit for human habitation, and for the purpose of carrying out the objectives of this Ordinance with respect to such dwellings and dwelling units;
- (7) To take such action, together with other appropriate departments and agencies, public and private, as may be necessary to effect rehabilitation of housing which is deteriorated;

152.21 Preliminary Investigation; Issuance of Complaint; Hearing

Whenever the inspector finds any building or structure or portion thereof to be hazardous to the health, safety and welfare of the residents of the City as defined in in this ordinance, or if a petition is filed with the office of the inspector by at least five residents of the City charging that any structure exists in violation of this Ordinance, or whenever it appears to the inspector , upon inspection, that any structure exists in violation hereof, he shall, if his preliminary investigation disclosed a basis for such charges, issue and cause to be served upon the owner of and parties-in-interest in such structure a complaint. Such complaint shall state the charges and contain a notice that a hearing will be held before the inspector at the location of the property subject to the

complaint, or at another location within the City limits not less than ten (10) days nor more than thirty (30) days after the serving of the complaint. The owner or any party-in-interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint. Any person desiring to do so may attend such hearing and give evidence relevant to the matter being heard. The rules of evidence prevailing in courts of law or equity shall be not controlling in these hearings.

152.22 Methods of Service of Complaints and Orders

(A) Complaints or orders issued by the inspector pursuant to this Ordinance shall be served upon persons either personally or by registered or certified mail. When service is made by registered or certified mail, a copy of the complaint or order will also be sent by regular mail. Service shall be deemed sufficient if the registered or certified mail is unclaimed or refused, but the regular mail is not returned by the post office within 10 days after the mailing. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

(B) If the whereabouts of such persons are unknown and cannot be ascertained by the inspector in the exercise of reasonable diligence, or, if the owners are known but have refused to accept service by registered or certified mail, and the inspector shall make an affidavit to that effect, and the serving of such complaint, ordinance or order upon such person may be made by publication in a newspaper having general circulation in the City at least once, no later than the time at which personal service is required. Where service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected by the complaint or order.

(C) That whenever a determination is made pursuant to section 152.23 of this ordinance that a dwelling must be vacated and closed, or removed or demolished, notice of the order shall be given by first-class mail to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notices. A minimum period of 45 days from the mailing of such notice shall be given before removal or demolition by action of the inspector, to allow the opportunity for any organization to negotiate with the owner to make repairs, lease, or purchase the property for the purpose of providing affordable housing. The inspector or City Clerk shall certify the mailing of the notices, and the certification shall be conclusive in the absence of fraud. Only an organization that has filed a written request for such notices may raise the issue of failure to mail such notices, and the sole remedy shall be an order requiring the inspector to wait 45 days before causing removal or demolition.

152.23 Determination, Issuance of Order After Hearing

(A) Determination for Dwellings: After such notice and hearing as provided in section 152.21, if the inspector finds that the dwelling under consideration is unfit for human habitation he or she shall state in writing his/her findings of fact in support of that determination. The inspector shall issue and cause to be served upon the

owner thereof an order to repair, alter and improve such structure or remove or demolish the same within a specified period of time not to exceed 60 days.

(B) Determination for All other Buildings and Structures: If, after notice and hearing, the inspector determines that the non-residential building or structure has not been properly maintained so that the safety or health of its occupants or members of the general public is jeopardized for failure of the property to meet the minimum standards established by this Ordinance, the inspector shall state in writing findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof an order.

(C) Limitations on Order:

(1) If the repair, alteration or improvement of the dwelling or abandoned structure can be made at a cost of no more than fifty per cent of the value of the dwelling or building as determined and published most recently by the Person County Tax Assessor, the order may require the owner, within the time specified, to repair, alter or improve the building, structure or dwelling in order to render it fit for human habitation or, in the case of non-residential buildings to bring it into compliance with the standards of this Ordinance within 90 days. The order may require that the property be vacated and closed only if continued occupancy during the time allowed for repair will present a significant threat of bodily harm, taking into account the nature of the necessary repairs, alterations, or improvements; the current state of the property; and any additional risks due to the presence and capacity of minors under the age of 18 or occupants with physical or mental disabilities. The order shall state that the failure to make timely repairs as directed in the order shall make the dwelling subject to the issuance of an unfit order under section 152.25 or

(2) If the repair, alteration or improvement of the dwelling, building or structure cannot be made at a cost of less than fifty per cent of the value of the dwelling or building as determined and published most recently by the Person County Tax Assessor, the order may require the owner, within the time specified, to remove or demolish the structure or dwelling within 90 days.

(a) Historic Exception: However, notwithstanding any other provision of law and this ordinance, if the building, structure or dwelling is located in the Historic Landmarks and Preservation Overlay district and the Historic Preservation Commission (if any) determines, after a public hearing as provided by ordinance, that the dwelling is of particular significance or value toward maintaining the character of the district, and the dwelling has not been condemned as unsafe, the order may

require that the dwelling be vacated and closed consistent with N.C. Gen. Stat. § 160A-400.14(a).

- (3) General Exception for Vacant Manufacturing or Industrial Facilities: An order may not require repairs, alterations, or improvements to be made to vacant manufacturing facilities or vacant industrial warehouse facilities to preserve the original use. The order may require such building or structure to be vacated and closed, but repairs may be required only when necessary to maintain structural integrity or to abate a health or safety hazard that cannot be remedied by ordering the building or structure closed for any use.

152.24 Failure to Comply With Order; Council May Consider Ordinance Enforcing Order

- (A) Remedy. If the owner of any unsafe, unfit or abandoned dwelling, building structure as defined in this ordinance shall fail to comply with an order of the inspector to repair, alter, or improve, vacate and close the same within the time specified therein, the inspector may either request an emergency meeting with the City Council or place the matter on the agenda of the next scheduled Council meeting. At the meeting the Council may consider an ordinance finding that failure to comply with the order jeopardized the public health safety and welfare of the general public and/or the occupants of the building structure or dwelling. If the Council finds that the public or occupant's health and safety are jeopardized, the Council shall adopt an ordinance:

- (1) Describing the property, and
- (2) Listing the Council's findings, and
- (3) Directing that the Ordinance be recorded in the Person County Registry and indexed in the grantor index in the name of the property owner(s), and
- (4) Directing that the inspector cause the building or dwelling to be repaired, altered and repaired or vacated and closed. If the building or dwelling is to be closed the ordinance will direct the inspector to post the property with a placard reading:

(i) For Non-Residential Buildings: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful."
or

(ii) For Dwellings: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful."

- (B) Any person who occupies or knowingly allows the occupancy of a non-residential building or structure so posted shall be guilty of a Class 3 misdemeanor. Any person

who occupies or knowingly allows the occupancy of a dwelling so posted shall be guilty of a Class 1 misdemeanor

(C) Further in Rem Remedy - Demolition: If the City Council has adopted an ordinance ordering a dwelling to be repaired, vacated or closed under section 152.24 (A), and if the owner fails to comply with that ordinance in regard to a residence in one year or a two years in the case of non-residential buildings or structures, the Council may consider another ordinance if the Council finds that: the owner has abandoned the intent and purpose to repair, alter or improve the building, structure or dwelling in order to render it fit for human habitation or, for non-residential buildings, to have abandoned the intention to repair and that the continuation of the dwelling in its vacated and closed status would be inimical to the health, safety, morals and welfare of Carthage in that the dwelling would continue to deteriorate, would create a fire and safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, would cause or contribute to blight and the deterioration of property values in the area, and would render unavailable property and a dwelling which might otherwise have been made available to ease the persistent shortage of decent and affordable housing in the City. Any ordinance enacted shall set forth the following:

- (1) If it is determined that the repair of the dwelling to render it fit for human habitation can be made at a cost not exceeding fifty percent (50%) of the then current value of the dwelling, the ordinance shall require that the owner either repair or demolish and remove the building, structure or dwelling within 90 days; or
- (2) If it is determined that the repair of the dwelling to render it fit for human habitation cannot be made at a cost not exceeding fifty percent (50%) of the then current value of the dwelling, the ordinance shall require the owner to demolish and remove the building, structure or dwelling within 90 days.
- (3) Any ordinance so adopted shall be served on the owner of the property and recorded in the Person County Office of the Register of Deeds and shall be indexed in the name of the property owner in the grantor index.
- (4) If the owner fails to comply with this ordinance, the inspector shall effectuate the purpose of the ordinance.

152.25 Remedies; Appeal by Owner to Superior Court.

- (A) The City Council shall also hear any appeals from any decision or order of the inspector.
- (B) An appeal from any decision or order of the inspector may be taken to the Council by any person aggrieved thereby or by any officer, Council or commission of the City.

Any appeal from the inspector shall be taken within 10 days from the rendering of the decision or service of the order by filing with the office of the inspector, a notice of appeal to the Council which shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the inspector shall forthwith transmit to the Council all the papers constituting the record upon which the decision appealed from was made. When an appeal is from a decision of the inspector refusing to allow the person aggrieved thereby to do any act, his decision shall remain in force until modified or reversed. When any appeal is from a decision of the inspector requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the Council, unless the inspector certifies to the Council, after the notice of appeal is filed with him, that because of facts stated in the certificate (a copy of which shall be furnished the person making the appeal), a suspension of his requirement would cause imminent peril to life or property. In that case the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one day's written notice to the inspector by the Council, or by a court of record upon petition made pursuant to subsection (f) of this section.

- (C) The Council shall fix a reasonable time for hearing appeals, shall give due notice to the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The Council may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make any decision and order that in its opinion ought to be made in the matter, and to that end it shall have all the powers of the inspector. The Council shall have power also in passing upon appeals, when practical difficulties or unnecessary hardships would result from carrying out the strict letter of the ordinance, to adapt the application of the ordinance to the necessities of the case to the end that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done.
- (D) Every decision of the Council shall be subject to review by proceedings in the nature of certiorari instituted within 15 days of the decision of the Council, but not otherwise.
- (E) Any person aggrieved by an order issued by the inspector or a decision rendered by the Council may petition the superior court for an injunction restraining the inspector City from carrying out the order or decision and the court may, upon such petition, issue a temporary injunction restraining the inspector pending a final disposition of the cause. The petition shall be filed within 30 days after issuance of the order or rendering of the decision. The court shall hear and determine the issues raised and shall enter such final order or decree as law and justice may require. It shall not be necessary to file bond in any amount before obtaining a temporary injunction under this subsection.

- (F) If any building, structure or dwelling is erected, constructed, altered, repaired, converted, maintained, or used in violation of this ordinance or any valid order or decision of the inspector or Council made pursuant to any ordinance or code adopted under authority of this ordinance or the General Statutes, the inspector or Council may institute any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration or use, to restrain, correct or abate the violation, to prevent the occupancy of the building, structure or dwelling, or to prevent any illegal act, conduct or use in or about the premises.

152.26 Summary Ejectment if Occupants Fail to Obey Order or Ordinance to Vacate

- (A) Notice Before Ejectment from Dwellings Only An action to remove an occupant of a dwelling who is a tenant of the owner may not be in the nature of a summary ejectment proceeding pursuant to this paragraph unless such occupant was served with notice at least 30 days before the filing of the summary ejectment proceeding that the Council has ordered the inspector to proceed to exercise his duties under section 152.24 of this ordinance to vacate and close or remove and demolish the dwelling.
- (B) Ejectment Procedure for Residential and Non-residential Buildings and Structures: If any occupant fails to comply with an order to vacate a dwelling, the inspector may file a civil action in the name of the City to remove such occupant. The action to vacate the dwelling shall be in the nature of summary ejectment and shall be commenced by filing a complaint naming as parties-defendant any person occupying such dwelling. The clerk of superior court shall issue a summons requiring the defendant to appear before a magistrate at a certain time, date and place not to exceed 10 days from the issuance of the summons to answer the complaint. The summons and complaint shall be served as provided in N.C. Gen. Stat. § 42-29. The summons shall be returned according to its tenor, and if on its return it appears to have been duly served, and if at the hearing the inspector produces a certified copy of an ordinance adopted by the governing body pursuant to section 152.24 authorizing the officer to proceed to vacate the occupied dwelling, the magistrate shall enter judgment ordering that the premises be vacated and that all persons be removed. The judgment ordering that the dwelling be vacated shall be enforced in the same manner as the judgment for summary ejectment entered under N.C. Gen. Stat. §42-30. An appeal from any judgment entered hereunder by the magistrate may be taken as provided in N.C. Gen. Stat. §7A-228, and the execution of such judgment may be stayed as provided in N.C. Gen. Stat. §7A-227.

152.27 Emergency Enforcement

The decision of the inspector pursuant to this Ordinance shall be final in cases of emergency, which, in his opinion, involve imminent danger to human life or health. The inspector shall promptly cause such building, structure or portion thereof to be made safe or abated. For this purpose, the inspector may at once enter such structure or land on which it stands, or abutting land or structure, with such assistance and at such cost as he may deem necessary. The inspector may vacate adjacent structures and protect the public by appropriate fences or such other means as may be necessary, and for this purpose, may close a public or private way.

152.28 Penalties and Fees

- (A) Civil Citations: If the violation continues after the deadline to correct a violation established after the violation hearing by the order requiring removal or correction of a violation, and no appeal has been filed with the office of the inspector, then the inspector may issue a civil citation with a fine in an initial amount of \$100.00 against the violator. Thereafter, upon issuing a second civil citation that each day the violation continues is an additional separate and distinct offense and that additional citations with additional fines of \$100.00 shall apply each day the violation continues. Any unpaid citations and delinquency charges shall be cumulative and shall be recovered in a civil action in the nature of debt as well as any attorney fees incurred by the City incident thereto.
- (B) Criminal Citations: If the violation continues after the deadline to correct a violation established after the violation hearing by the order requiring removal or correction of a violation, and no appeal has been filed with the office of the inspector, then the Police may issue a criminal citation with a fine of up to \$500.00 against the violator.
- (C) Multiple Notices Not Required: A hearing is not required for issuance of consequent civil citations with fines after the issuance of the first citation. This ordinance may be enforced by the simultaneous issuance of both civil citation(s) and a criminal citation, in addition to any other remedies provided in this Ordinance. See N.C. Gen. Stat. §§160A-175, 160A-193.

152.29 Collection of Costs

- (A) The expense of the action shall be paid by the person in default. If the expense is not paid, it is a lien on the land or premises where the nuisance occurred. A lien established pursuant to this subsection shall have the same priority and be collected as unpaid ad valorem taxes.
- (B) Liens on Residential and Non-Residential Buildings: The amount of the cost of repairs, alterations or improvements, or vacating and closing, or removal or demolition by the inspector shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as the lien for special assessment provided in N.C. Gen. Stat. Chapter 160A, Article 10.

- (C) Additional Lien Created in Actions About Residential Buildings: Where the original action was brought against a dwelling(s), the expense of the action is also a lien on any other real property owned by the person in default within the City limits or within one mile of the City limits, except for the person's primary residence. A lien established pursuant to this subsection is inferior to all prior liens and shall be collected as money judgment. This subsection shall not apply if the person in default can show that the nuisance was created solely by the actions of another. (See N.C. Gen. Stat. §160A-193.)
- (D) The inspector will notify the City Attorney to write a notice of lien and cause it to be recorded in the County registry and/or judgments.
- (E) Cost Recovery in the Case of Actions Against Non-Residential Buildings: If the dwelling is removed or demolished by the inspector, shall sell the materials of the dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of the sale against the cost of the removal or demolition and any balance remaining shall be deposited in the superior court by the inspector, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree of the court. Nothing in this section shall be construed to impair or limit in any way the power of the city to define and declare nuisances and to cause their removal or abatement by summary proceedings, or otherwise.

152.30 through 152.39 RESERVED

ARTICLE III. MINIMUM STANDARDS

152.40 International Property Maintenance Code-Certain chapters and index adopted as minimum standards.

The following chapters and index of the 2015 International Property Maintenance Code, as copyrighted by the International Code Council, Inc. shall be applicable to those buildings and structures, residential and non-residential, as if fully set forth in this article, with any additions, insertions, deletions and changes, if any, prescribed in this article.

Chapter 3 General Requirements

Chapter 4 Light, Ventilation and Occupancy Limitations

Chapter 5 Plumbing Facilities and Fixture Requirements

Chapter 6 Mechanical and Electrical Requirements

Chapter 7 Fire Safety Requirements

Chapter 8 Referenced Standards

Index

Amendments to the International Property Maintenance Code which are adopted and published by the International Code Council, Inc., from time to time, shall be effective as to this Ordinance 105 on the effective date prescribed by the International Code Council, Inc.”

PART TWO. That Chapter 152, Non-Residential Buildings and Structure Standards is hereby repealed.

PART THREE. That all ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

PART FOUR. That this Ordinance shall become effective upon its adoption by the City Council of the City of Roxboro, North Carolina.

Adopted this _____ day of _____, 2017.

Marilyn P. Newell Mayor

ATTEST:

Approved as to form:

Trevie Adams, City Clerk

G. Nicholas Herman, City Attorney

4. Transfer of Desert Sand Deed



November 15, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: Consideration of Acceptance of 208 N Main Street, Former Desert Sands

At the August meeting, City Council approved the use of the Downtown Revitalization Grant funding to make renovations to the property located at 208 N Main Street. Upon receiving approval from the State Department of Commerce for said use of these funds, the Roxboro Development Group voted to gift the property to the City of Roxboro for development. In order to be eligible for the grant, the project must be public. This means the property cannot be owned by a private entity. Furthermore, it is in the best interest of the City to retain ownership of the property in which it is investing, in order to ensure the maintenance and upkeep of the area for the future.

Attached is the deed, as prepared for the transfer of ownership and reviewed by the City Attorney for approval of form.

NORTH CAROLINA SPECIAL WARRANTY DEED

Excise Tax None Required

Recording: Time, Book and Page

Tax Lot No. 64, Map 1 Parcel Identifier No. _____
Verified by _____ County on the _____ day of _____, 20____
by _____

Mail after recording to: **City of Roxboro**
P. O. Box 128, Roxboro, North Carolina 27573

This instrument prepared by **Alan S. Hicks, Attorney at Law (Title Not Examined)**

Brief Description for the Index

Lot, City of Roxboro

THIS DEED made this 6th day of November, 2017, by and between:

GRANTOR

GRANTEE

Roxboro Development Group, Inc.,
successor by name change to
Roxboro Uptown Development
Corporation
P. O. Box 128
Roxboro, N. C. 27573

City of Roxboro, North Carolina,
a body corporate and politic
P. O. Box 128
Roxboro, N. C. 27573

Enter in appropriate block for each party: name, address, and if appropriate, character of entity, e.g. corporation or partnership

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the **City of Roxboro, Roxboro Township, Person County, North Carolina**, and more particularly described as follows:

That certain lot of land lying and being in the Town of Roxboro, on the East side of Main Street, said lot fronting 25 feet on said Main Street, and running back 100 feet, on which is located a two story brick building (Desert Sands) and being the land purchased by R. A. Walker, from W. F. Reade, and others by deed dated August 14, 1919, and designated as Lot 2 of the Reade Hotel Property. See plat of same of record in Person County Registry in Plat Book 2, Page 55, which plat is incorporated herein by reference for greater certainty of description.

The property hereinabove-described was acquired by Grantor by instrument recorded in **Book 499, Page 641, Person County Registry**.

A map showing the above-described property is recorded in **Plat Book 2, Page 55, Person County Registry**.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

AND THE GRANTOR COVENANTS with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, except for the exceptions hereinafter stated.

TITLE TO THE PROPERTY hereinabove-described is subject to the following exceptions:

All matters of record.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed, by authority of its Board of Directors, the day and year first above written.

**ROXBORO DEVELOPMENT GROUP, INC.,
Successor by Name Change To
Roxboro Uptown Development
Corporation**

BY: [Signature]
Bruce Wrenn, President

ATTEST:

Crystal Cole
Crystal Cole, Treasurer

NORTH CAROLINA
PERSON COUNTY

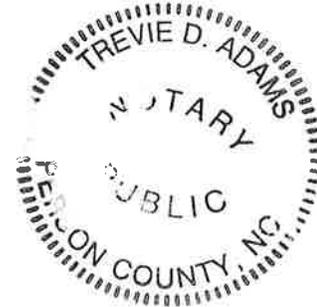
I, Trevie D. Adams, a Notary Public of the aforesaid State and County, do hereby certify that Crystal Cole, appeared before me this date and acknowledged that she is Treasurer of Roxboro Development Group, Inc., successor by name change to Roxboro Uptown Development Corporation, a corporation, and that by authority duly given, and as an act of the corporation, the foregoing instrument was signed in its name by its President and attested by her as Treasurer.

Witness this my hand and seal, this the 6th day of November, 2017.

Trevie D. Adams
Notary Public

Trevie D. Adams
Typed or Printed Name

My Commission Expires: February 11, 2022



5. Resolution to Approve Records and Retentions

**MUNICIPAL
Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed.**

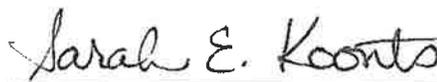
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "administrative value ends." The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." If a municipality does not establish internal policies and retention periods, the municipality is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "destroy when administrative value ends."

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

City/Town Clerk

Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Linda A. Carlisle, Secretary
Department of Cultural Resources

Municipality: _____

September 10, 2012

EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your municipality is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each record series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate record series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all municipal employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver negative (original) in our security vault.
- ✓ There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst assigned to your municipality for the most current information.

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.

STANDARD 9. LAW ENFORCEMENT RECORDS

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

APPROVAL RECOMMENDED

City/Town Clerk

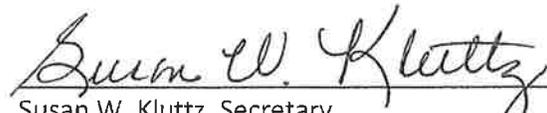
Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

Municipality: _____

October 1, 2016

STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency services programs and municipal fire departments.

STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	911 COMMUNICATION RECORDS Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4 (l), and GS §132-1.5.
2.	911 FILE Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
3.	911 RECORDINGS Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i).
4.	ACCIDENT FILE Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*	
5.	ACTIVITY REPORTS Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	CONSOLIDATED MONTHLY REPORTS	Destroy in office after 5 years.	
14.	DAILY LOG Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. See also <u>COMPREHENSIVE PLAN</u> item 19, page 4.	<p>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.</p> <p>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.</p>	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
16.	DISPATCH FILE Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	
17.	DISPATCH RECORDINGS Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5.
18.	EMERGENCY NOTIFICATIONS Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-9: LAW ENFORCEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	WORK RELEASE EARNINGS REPORTS Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*	G.S. §148-32.1
135.	WRECKER SERVICE RECORDS Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64.	
136.	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) item 44, page 71. See also MOBILE UNIT VIDEO TAPES item 81, page 80.	a) Destroy in office after 30 days if not made part of a case file.* b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64.	Comply with applicable provisions of G.S. § 132-1.4A

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 9. LAW ENFORCEMENT RECORDS

~~Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.~~

Superseded
October 1, 2016

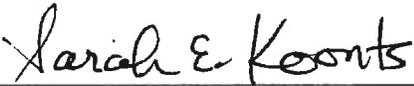
STANDARD 12. PERSONNEL RECORDS

Amending Item 19, Employee Eligibility Records, as shown on substitute page 105.

APPROVAL RECOMMENDED

City/Town Clerk

Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

January 5, 2015

STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records. See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	<p>EMPLOYEE EXIT INTERVIEW RECORDS See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.</p>	Destroy in office after 1 year.	
21.	<p>EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 29.

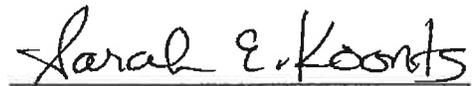
STANDARD 12. PERSONNEL RECORDS

Adding item 1-A Accreditation Records as shown on substitute page 101. Superseded
Amending item ~~19 Employee Eligibility Records~~ as shown on substitute page ~~105~~. January 5, 2015
Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay
File as shown on substitute pages 110-111.

APPROVAL RECOMMENDED

City/Town Clerk

Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

August 29, 2013

Municipality

STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
28.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
29.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
30.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
31.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
34.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS See also GRANTS: FINANCIAL item 36, page 30.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITION FILE	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
1-A.	ACCREDITATION RECORDS Records concerning compliance with those standards outlined by professional accreditation programs.	Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.*	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	AFFIRMATIVE ACTION FILE	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b)(e) 29 CFR 1608.4
5.	APPRENTICESHIP PROGRAM RECORDS	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also EMPLOYMENT SELECTION RECORDS item 32, page 109.	a) Destroy in office applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	EQUAL PAY RECORDS Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See LEAVE FILE , item 42, page 111.	
37.	FRINGE BENEFITS FILE	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	GRIEVANCE FILE Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also DISCIPLINARY FILE item 11, page 102 and PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.	Destroy in office after 2 years.	
39.	HEALTH INSURANCE FILE Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
40.	INCREMENTS FILE	Destroy in office when released from all audits.	
41.	INTERNSHIP PROGRAM FILE Records concerning interns and students.	Destroy in office after 3 years.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	LEAVE FILE Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
43.	LEAVE WITHOUT PAY FILE	Item discontinued. See LEAVE FILE , item 42, page 111.	
44.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	
45.	MERIT AND SENIORITY SYSTEM RECORDS	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
46.	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

6. Audit Draft

CITY OF ROXBORO
FINANCIAL STATEMENTS
ROXBORO, NORTH CAROLINA
FOR THE YEAR ENDED JUNE 30, 2017

**City of Roxboro
North Carolina**

**For the fiscal year ended
June 30, 2017**

City Council Members

**Merilyn Newell, Mayor
William Davis, Mayor Pro-Tem
Mark Phillips
Henry Daniel
Lawrence (Sandy) Stigall
Byrd Blackwell**

Administrative and Financial Staff

**Brooks Lockhart, City Manager
Daniel Craig, CPA, Finance Officer
Trevie Adams, City Clerk**

**City of Roxboro, North Carolina
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June 30, 2017**

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FINANCIAL SECTION



PETWAY
MILLS &
PEARSON, PA
 CERTIFIED PUBLIC ACCOUNTANTS

C. Briggs Petway, Jr.
 Phyllis M. Pearson

Zebulon Office
 P.O. Box 1036
 806 N. Arendell Ave.
 Zebulon, NC 27597
 919.269.7405
 919.269.8728 Fax

Raleigh Office
 9121 Anson Way
 Raleigh, NC 27615
 919-781-1047

www.pmpcpa.com

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 Association of
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 Accountants

American Institute
 Of Certified Public
 Accountants

Medical Group
 Management
 Association

Independent Auditors' Report

To the Honorable Mayor
 and Members of the City Council
 City of Roxboro, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roxboro, North Carolina, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City of Roxboro's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roxboro, North Carolina as of June 30, 2017, and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 11 through 23, the Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Liability and Contributions on pages 76 and 77, the Law Enforcement Officers' Special Separation Allowance schedules of the Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll on pages 74 and 75 and the Firefighters' and Rescue Squad Workers' Pension Schedule of the Proportionate Share of the Net Pension Liability on page 78, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Roxboro, North Carolina's basic financial statements. The combining and individual fund statements, budgetary schedules, other schedules, and Schedule of Expenditures of State Awards, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements, budgetary schedules and other schedules, and the Schedule of Expenditures of State Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements, budgetary schedules, other schedules and the accompanying Schedule of Expenditures of State Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 10, 2017, on our consideration of the City of Roxboro, North Carolina's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The

purpose of the report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Roxboro, North Carolina's internal control over financial reporting and compliance.

Petway Mills & Pearson, PA

PETWAY MILLS & PEARSON, PA
Certified Public Accountants
Zebulon, North Carolina

November 10, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's Discussion and Analysis

As management of the City of Roxboro, we offer readers of the City of Roxboro's financial statements this narrative overview and analysis of the financial activities of the City of Roxboro for the fiscal year ended June 30, 2017. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the City's financial statements, which follow this narrative.

Financial Highlights

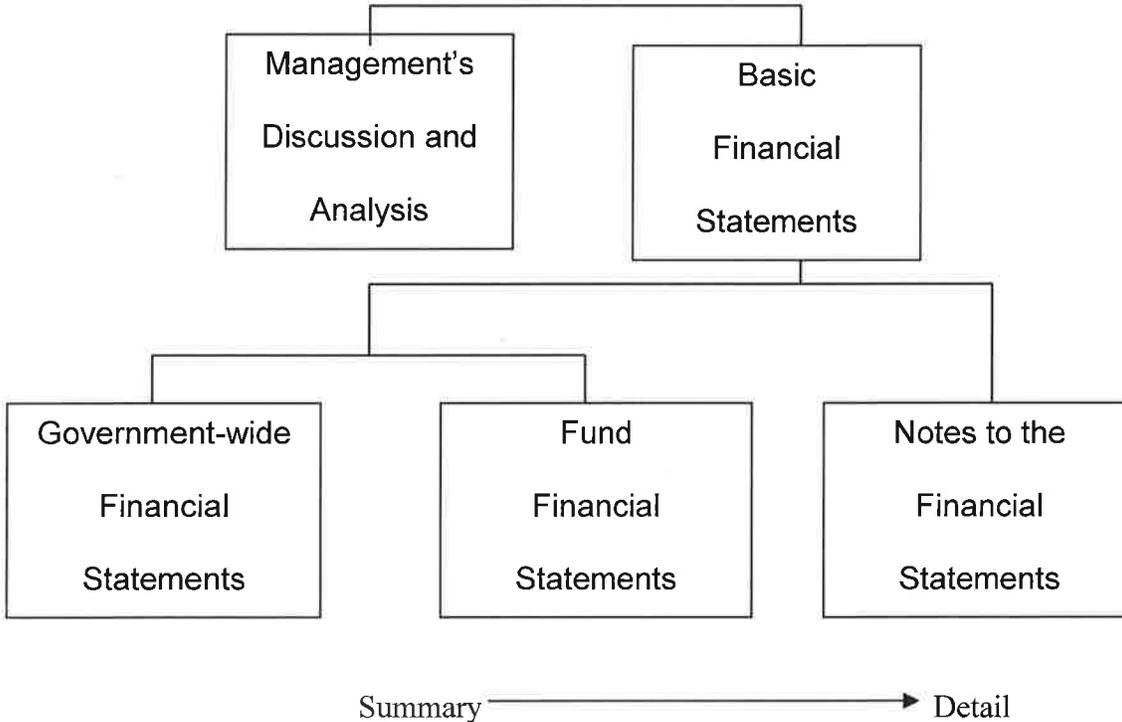
- The assets and deferred outflows of resources of the City of Roxboro exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$28,165,327 (*net position*).
- The government's total net position decreased by \$601,858, with an overall decrease in net position of governmental type activities of \$502,434 and an decrease in business type activities of \$99,424. The decrease in governmental type activities consisted of an increase in net position of \$541,092 from current year operations and a decrease of \$1,043,526 for implementation of Government Accounting Standards Board Statement 73, related to pension liability and law enforcement officers special separation allowance.
- As of the close of the current fiscal year, the City of Roxboro's governmental funds reported combined ending fund balances of \$4,455,752 with a net increase of \$489,174 in fund balance. Approximately 54.7 percent of this total amount, or \$2,435,346 is non spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$2,525,185 or 26.0 percent of total General Fund expenditures for the fiscal year.
- The City of Roxboro's total debt decreased by \$70,645 (.86%) during the current fiscal year. The City issued installment purchase agreements and capital leases in the amount of \$324,995 for the purchase of police vehicles and law enforcement software. A \$360,000 loan was also received for the purchase of a fire truck. Payments totaling \$755,640 were made on debt issued in previous years.
- The City of Roxboro maintained its 82 out of 100 bond rating with the North Carolina Municipal Council, Inc. for the 14th consecutive year. This is comparable to a rating of A2 by the national rating agencies.
- The City's Water and Sewer Enterprise Fund reported operating loss of \$3,858 for the current fiscal year.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City of Roxboro's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the City through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the City of Roxboro.

Required Components of Annual Financial Report

Figure 1



Basic Financial Statements

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the City's financial status.

The next statements (Exhibits 3 through 10) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the City's government. These statements provide more detail than the government-wide statements. There are four parts to the Fund Financial Statements: 1) the governmental funds statements; 2) the budgetary comparison statements; 3) the proprietary fund statements; and 4) the fiduciary fund statements.

The next section of the basic financial statements is the **notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplemental information** is provided to show details about the City's individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the City's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the City's financial status as a whole.

The two government-wide statements report the City's net position and how it has changed. Net position is the difference between the City's total assets and deferred outflows of resources and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the City's financial condition.

The government-wide statements are divided into three categories: 1) governmental activities; 2) business-type activities; and 3) component units. The governmental activities include most of the City's basic services such as public safety, transportation (streets), environmental protection (sanitation and cemetery), economic development, and general administration. Property taxes and state and federal grant funds finance most of these activities. The business-type activities are those that the City charges customers to provide. These include the water and sewer services offered by the City of Roxboro. The final category is the component units. The City of Roxboro does not have any component units.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

Fund Financial Statements

The fund financial statements (see Figure 1) provide a more detailed look at the City's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Roxboro, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the City's budget ordinance. All of the funds of City of Roxboro can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental Funds – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the City's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* which provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the City's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

The City of Roxboro adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the City, the management of the City, and the decisions of the Board about which services to provide and how to pay for them. It also authorizes the City to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the City complied with the budget ordinance and whether or not the City succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. The statement shows four columns: 1) the original budget as adopted by the Board; 2) the final budget as amended by the

Management Discussion and Analysis
City of Roxboro

Board; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges.

Proprietary Funds – The City of Roxboro has one kind of proprietary fund. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The City of Roxboro uses an enterprise fund to account for its water and sewer activity. This fund is the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

Internal Service Funds – These funds are an accounting device used to accumulate and allocate costs internally among the functions of the County. The County currently has one internal service fund called the Health and Benefit Fund. Actual payments for employee health claims and employee performance pay are recorded.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The City of Roxboro has one fiduciary fund which is an agency fund for the pretax medical savings accounts that employees of the city voluntarily participate in.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 40 of this report.

Other Information – In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the City of Roxboro's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found beginning on page 71 of this report.

Government-Wide Financial Analysis

City of Roxboro's Net Position

Figure 2

	Governmental Activities		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 5,630,069	\$ 4,449,304	\$ 1,102,421	\$ 1,481,687	\$ 6,732,490	\$5,930,991
Net Pension Asset	-	22,971	-	-	-	22,971
Capital assets	9,040,263	8,662,994	24,058,216	24,237,812	33,098,479	32,900,806
Deferred outflows of resources	<u>1,239,814</u>	<u>268,101</u>	<u>487,986</u>	<u>105,785</u>	<u>1,727,800</u>	<u>373,886</u>
Total assets and deferred outflows of resources	<u>15,910,146</u>	<u>13,403,370</u>	<u>25,648,623</u>	<u>25,825,284</u>	<u>41,558,769</u>	<u>39,228,654</u>
Long-term liabilities outstanding	6,346,333	3,934,799	4,750,656	4,685,988	11,096,989	8,620,787
Other liabilities	1,442,230	778,164	663,446	769,098	2,105,676	1,547,262
Deferred inflows of resources	<u>146,598</u>	<u>212,988</u>	<u>44,179</u>	<u>80,432</u>	<u>190,777</u>	<u>293,420</u>
Total liabilities and deferred inflows of resources	<u>7,935,061</u>	<u>4,925,951</u>	<u>5,535,518</u>	<u>5,535,518</u>	<u>10,461,469</u>	<u>10,461,469</u>
Net position:						
Net Investment in capital assets	5,785,660	5,172,176	19,682,950	19,499,381	25,468,610	24,671,557
Restricted	2,369,454	1,974,048	-	-	2,369,454	1,974,048
Unrestricted	<u>(180,129)</u>	<u>1,331,195</u>	<u>507,392</u>	<u>790,385</u>	<u>327,263</u>	<u>2,121,580</u>
Total net position	<u>\$ 7,974,985</u>	<u>\$ 8,477,419</u>	<u>\$20,190,342</u>	<u>\$20,289,766</u>	<u>\$ 28,165,327</u>	<u>\$28,767,185</u>

Management Discussion and Analysis City of Roxboro

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of the City of Roxboro exceeded liabilities and deferred inflows by \$28,165,327 as of June 30, 2017. The City's net position decreased by \$601,858 for the fiscal year ended June 30, 2017. However, the largest portion (90.43%) reflects the City's net investment in capital assets (e.g.; land, buildings, machinery, and equipment). The City of Roxboro uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Roxboro's net investment in capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities. An additional portion of the City of Roxboro's net position \$2,369,454 (8.41%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$327,263 is unrestricted.

Several particular aspects of the City's financial operations positively influenced the total unrestricted governmental net position:

- Continued diligence in the collection of property taxes by maintaining a tax collection percentage of 98.77%, which is comparable to the statewide average during 2016 of 98.78%.
- Continued low cost of debt due to the City's high bond rating and lower interest rates.

Governmental activities: Governmental activities increased the City's net position by \$541,092. Key elements of this increase are as follows:

- The total property tax rate for the fiscal year ended June 30, 2017 was \$0.67 per \$100 of value, compared to a rate of \$0.66 the previous year, and vehicle tag fees were increased and revenues of these two items exceeded prior year amounts by \$20,262.
- Sales tax revenues exceeded prior year amounts by \$295,155, an increase of 21.3%

Business-type activities: Business-type activities decreased the City of Roxboro's net position by \$99,424, Key elements of this decrease are as follows:

- Total current year operating revenues of \$5,655,502 decreased by \$224,811 (3.82%) from the previous year due to a decrease in volume of water sales.
- Operating expenditures of \$5,659,360 were an increase of \$259,638(4.81%). The major increase was for repairs and plant improvement expenses.

**City of Roxboro Changes in Net Position
Figure 3**

	Governmental Activities		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Revenues:						
Program revenues:						
Charges for services	\$ 689,605	\$ 662,155	\$ 5,655,502	\$ 5,803,839	\$ 6,345,107	\$ 6,465,994
Operating grants and contributions	891,579	613,835	-	76,474	891,579	690,309
Capital grants and contributions	91,284	64,068	-	-	91,284	64,068
General revenues:						
Property taxes	4,865,932	4,908,344	-	-	4,865,932	4,908,344
Local option sales tax	1,681,061	1,385,906	-	-	1,681,061	1,385,906
Other taxes	224,024	168,854	-	-	224,024	168,854
Grants and contributions not restricted to specific programs	1,021,287	1,038,263	-	-	1,021,287	1,038,263
Other revenues	<u>83,360</u>	<u>9,037</u>	<u>11,622</u>	<u>1,958</u>	<u>94,982</u>	<u>10,995</u>
Total revenues	<u>9,548,132</u>	<u>8,850,462</u>	<u>5,667,124</u>	<u>5,882,271</u>	<u>15,215,256</u>	<u>14,732,733</u>
Expenses:						
General government	1,237,771	795,515	-	-	1,237,771	795,515
Public safety	4,922,227	4,632,467	-	-	4,922,227	4,632,467
Transportation	1,412,040	1,437,102	-	-	1,412,040	1,437,102
Environmental protection	976,084	939,946	-	-	976,084	939,946
Economic and physical development	320,979	759,379	-	-	320,979	759,379
Cultural and recreation	148	147	-	-	148	147
Long-term debt	137,791	137,849	-	-	137,791	137,849
Water and sewer	<u>-</u>	<u>-</u>	<u>5,766,548</u>	<u>5,526,244</u>	<u>5,766,548</u>	<u>5,526,244</u>
Total expenses	<u>9,007,040</u>	<u>8,702,405</u>	<u>5,766,548</u>	<u>5,526,244</u>	<u>14,773,588</u>	<u>14,228,649</u>
Increase(decrease) in net position before transfers	<u>541,092</u>	<u>148,057</u>	<u>(99,424)</u>	<u>356,027</u>	<u>441,668</u>	<u>504,084</u>
Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Increase(decrease) in net position	<u>541,092</u>	<u>148,057</u>	<u>(99,424)</u>	<u>356,027</u>	<u>441,668</u>	<u>504,084</u>
Net position, July -restated	<u>7,433,893</u>	<u>8,329,362</u>	<u>20,289,766</u>	<u>19,933,739</u>	<u>27,723,659</u>	<u>28,263,101</u>
Net position, June 30	<u>\$ 7,974,985</u>	<u>\$ 8,477,419</u>	<u>\$20,190,342</u>	<u>\$20,289,766</u>	<u>\$28,165,327</u>	<u>\$28,767,185</u>

Financial Analysis of the City's Funds

As noted earlier, the City of Roxboro uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City of Roxboro's governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the City of Roxboro's financing requirements. Specifically, unassigned fund balance can be a useful measure of a government's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the City of Roxboro. At the end of the current fiscal year, unassigned fund balance available of the General Fund was \$2,525,185, while total fund balance was \$4,861,724. The Roxboro City Council has determined that the City should maintain an available fund balance of 25% of general fund expenditures in case of unforeseen needs or opportunities, in addition to meeting the cash flow needs of the City. The City currently has an available fund balance of 26.03 percent of total General Fund expenditures, while total fund balance represents 50.12 percent of that same amount.

At June 30, 2017, the governmental funds of City of Roxboro reported a combined fund balance of \$4,455,752, a 12.33 percent increase from last year, with a net increase in fund balance of \$489,174. Included in this change in fund balance are increases in fund balance in the General Fund of \$429,922 and increases in Special Revenue and Capital Projects Funds of \$59,252.

General Fund Budgetary Highlights: During the fiscal year, the City revised the budget on several occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as federal and state grants; and 3) increases in appropriations that become necessary to maintain services.

Revenues were more than the budgeted amounts primarily because of increases in sales tax revenue from the State of North Carolina during the year. Expenditures were held in check to comply with its budgetary requirements.

Proprietary Funds. The City of Roxboro's proprietary funds provide the same type of information found in the government-wide statements but in more detail. Unrestricted net position of the Water and Sewer Fund at the end of the fiscal year amounted to \$507,392. The total change in net position for the Water and Sewer Fund was a decrease of \$99,424. The change in net position in the Water and Sewer Fund is a result of a decrease in the usage.

Capital Asset and Debt Administration

Capital Assets. The City of Roxboro's investment in capital assets for its governmental and business-type activities as of June 30, 2017, totals \$33,098,479 (net of accumulated depreciation). These assets include buildings, sidewalks, roads and bridges, land, machinery and equipment, park facilities, water and sewer lines, and vehicles.

Major capital asset transactions during the year include the following additions:

- Purchase of police vehicles at a cost of \$97,299.
- Purchase of fire truck at a cost of \$459,732.
- Purchase of law enforcement software at a cost of \$290,000.
- Purchase of other vehicles at a cost of \$134,712.
- Purchases of equipment at a cost of \$347,007.
- Installation of crosswalks on City streets at a cost of \$74,200.
- Improvements at the wastewater treatment facility of \$251,210.
- Dispositions recorded this year included vehicles and equipment.

**City of Roxboro's Capital Assets
 (Net of Depreciation)**

Figure 4

	Governmental Activities		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Land and improvements	\$ 1,129,422	\$ 1,129,422	\$ 860,226	\$ 860,226	\$ 1,989,648	\$ 1,989,648
Buildings and plant	4,842,440	4,983,815	6,265,223	6,215,481	11,107,663	11,199,296
Streets and infrastructure	188,126	125,127	-	-	188,126	125,127
Distribution systems and pump stations	-	-	14,840,913	15,286,356	14,840,913	15,286,356
Equipment and vehicles	2,880,275	2,424,630	620,161	663,429	3,500,436	3,088,059
Construction in progress	-	-	1,471,693	1,212,320	1,471,693	1,212,320
Total	\$ 9,040,263	\$ 8,662,994	\$24,058,216	\$24,237,812	\$34,098,479	\$32,900,804

Additional information on the City's capital assets can be found in Note 5 of the Basic Financial Statements.

Long-term Debt. As of June 30, 2017, the City of Roxboro did not have any bonded debt outstanding. The City's total outstanding debt as of June 30, 2017 was \$8,158,353. The debt is secured by liens on the City's buildings, water and sewer lines, vehicles and equipment purchased or constructed with debt proceeds.

**City of Roxboro's Outstanding Debt
 Installment Purchase Agreements and Capital Leases**

Figure 5

	Governmental Activities		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Installment purchase agreements	\$ 3,554,643	\$ 3,377,077	\$ 4,375,015	\$ 4,738,180	\$ 7,929,658	\$ 8,115,257
Capital leases	<u>228,695</u>	<u>113,741</u>	<u>-</u>	<u>-</u>	<u>228,695</u>	<u>113,741</u>
Total outstanding debt	<u>\$ 3,490,818</u>	<u>\$ 3,607,571</u>	<u>\$ 4,735,015</u>	<u>\$ 4,738,180</u>	<u>\$ 8,158,353</u>	<u>\$ 8,228,998</u>

City of Roxboro's Outstanding Debt

The City of Roxboro's total debt decreased by \$70,645 (0.86%) during the past fiscal year. During the current year the City borrowed \$96,300 for purchase of vehicle, \$360,000 for the purchase of a fire truck, and \$228,695 for law enforcement software. The City paid \$755,640 on debt issued in previous years.

As mentioned in the financial highlights section of this document, the City of Roxboro maintained, for the 13th consecutive year, its 82 out of 100 bond rating from the North Carolina Municipal Council, Inc, which is comparable to a rating of A2 by the national rating agencies. This bond rating is a clear indication of the sound financial condition of City of Roxboro. This achievement is a primary factor in keeping interest costs low on the City's outstanding debt. The City of Roxboro does not have any outstanding bonded debt. Therefore, the City has not requested a bond rating from the three major credit rating agencies: Moody's Investor Service, Standard and Poor's Corporation and Fitch Ratings.

North Carolina general statutes limit the amount of general obligation debt that a unit of government can issue to 8 percent of the total assessed value of taxable property located within that government's boundaries. The legal debt margin for City of Roxboro is \$49,883,939.

Additional information regarding the City of Roxboro's long-term debt can be found in Notes 8 and 9 beginning on page 63 of this report.

Economic Factors and Next Year's Budgets and Rates

The following key economic indicators will effect the growth and prosperity of the City.

- As of June, 2017 the City of Roxboro's unemployment rate of 4.3% is above the state average of 4.2%. The unemployment rate has decreased from the 5.5% unemployment reported in the previous year.
- Sales tax revenues for the City of Roxboro increased by 21.3% during the current fiscal year.

Budget Highlights for the Fiscal Year Ending June 30, 2018

Governmental Activities: Estimated General Fund revenues for the fiscal year 2018 are \$8,656,607 compared to actual revenues of \$9,207,702 for the current year. The major decrease between the two years will be one grant to not be received and a decrease in property tax revenues due to a decrease in property values. Local option sale taxes are expected to remain at their current levels. The City will use these revenues to finance programs currently in place.

Budgeted expenditures in the General Fund are expected to decrease approximately 1.27% to \$9,576,457, as a result of capital outlay that will not occur in 2018 that did occur in 2017. The City has frozen several vacant positions to reduce expenditures in various departments.

Business – Type Activities: The water and sewer rates in the City will increase by 3%. Total expenditures in the Enterprise Fund are expected to increase approximately 9.71% to \$6,202,466. The City will expend additional capital outlay items and spend significant improvement costs related to pump stations.

During the 2018 fiscal year the City plans to enter into a financing arrangement with the United States Department of Agriculture(USDA) for approximately \$22,000,000 that will finance the construction costs related to the Waste Water Treatment Plant Capital Project. The final information of this financing arrangement are available to be included in this report.

COMPLIANCE SECTION



PETWAY
 MILLS &
 PEARSON, PA
 CERTIFIED PUBLIC ACCOUNTANTS

C. Briggs Petway, Jr.
 Phyllis M. Pearson

Zebulon Office
 P.O. Box 1036
 806 N. Arendell Ave.
 Zebulon, NC 27597
 919.269.7405
 919.269.8728 Fax

Raleigh Office
 9121 Anson Way
 Raleigh, NC 27615
 919-781-1047

www.pmpcpa.com

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**Independent Auditors' Report On Internal Control Over Financial Reporting And
 On Compliance and Other Matters Based On An Audit Of Financial Statements
 Performed In Accordance With *Government Auditing Standards***

To the Honorable Mayor and Members of the City Council
 City of Roxboro
 Roxboro, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roxboro, North Carolina, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City of Roxboro's basic financial statements, and have issued our report thereon dated November 10, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Roxboro's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Roxboro's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the schedule of findings and responses, we identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses that we consider to be material weaknesses, Findings 2017-001 and 2017-002.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses to be material weaknesses. Findings 2017-001 and 2017-002.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and responses to be significant deficiencies. Findings 2017-001 and 2017-002.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Roxboro's financial

statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items 2017-001 and 2017-002.

City of Roxboro's Response to Findings

The City of Roxboro's responses to the finding identified in our audit is described in the accompanying schedule of findings and responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Petway Mills & Pearson, PA

PETWAY MILLS & PEARSON, PA
Certified Public Accountants
Zebulon, North Carolina

November 10, 2017

**City of Roxboro, North Carolina
Schedule of Findings and Responses
For the Year Ended June 30, 2017**

SECTION I. - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

 X yes

 no

Significant deficiency(ies) identified that are not
considered to be material weaknesses?

 yes

 X none reported

Noncompliance material to financial
statements noted

 X yes

 no

**City of Roxboro, North Carolina
Schedule of Findings and Responses
For the Year Ended June 30, 2017**

SECTION II. - FINANCIAL STATEMENT FINDINGS

MATERIAL WEAKNESS

2017-001 Deficit in special revenue - Ridge Road fund balance

Criteria: The fund balance of the special revenue fund should be a positive amount.

Condition: Fund balance of the Ridge Road special revenue fund had a deficit fund balance for the year ended June 30, 2017.

Effect: Ridge Road special revenue fund's obligations outstanding exceeded its assets as of June 30, 2017.

Cause: Requisitions to the State are submitted and the City is awaiting monies from the State for reimbursement for project.

Recommendation: Management should closely monitor and ensure payment is received from the State.

Views of responsible officials and planned corrective actions: The City agrees with this finding and this should be resolved in the next fiscal year.

MATERIAL WEAKNESS

2017-002 Excess of expenditures over appropriations

Criteria: North Carolina General Statutes require units to not have expenditures over appropriations.

Condition: In the current year, there were three funds with expenditures over appropriations. In the Ridge Road Project Fund, expenditures exceeded appropriations by \$500,951. In the Annexation Capital Project Fund, expenditures exceeded appropriations by \$237,581.

Effect: The City did not comply with North Carolina General Statutes.

Cause: The City's capital project funds were over budget in the prior year, and the budgets were not amended for the current year.

Recommendation: The City agrees with this finding. We recommend that the City amend the budgets for the capital project funds.

**City of Roxboro, North Carolina
Corrective Action Plan
For the Year Ended June 30, 2017**

SECTION II. - FINANCIAL STATEMENT FINDINGS

2017-001

Contact Person: Dan Craig, Finance Officer

Corrective Action: Management will closely monitor and ensure payment is received from the State.

2017-002

Contact Person: Dan Craig, Finance Officer

Corrective Action: The City will amend the capital project budgets in the next fiscal year.

**City of Roxboro, North Carolina
Summary Schedule of Prior Years' Findings
For the Year Ended June 30, 2017**

SECTION II. - FINANCIAL STATEMENT FINDINGS

MATERIAL WEAKNESS

2016-001 Deficit in special revenue - Ridge Road fund balance

This is a repeat finding. See 2017-001.

7. Increase Police Enforcement - Windsor Dr.

Discussion

By

Chief David Hess

8. Financial & Tax Report

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Three Months Ended September 30, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	25.00% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,725,597	\$ 4,725,597	\$ 647,131.14	\$ (4,078,465.86)	13.69%
Local Option Sales Tax	1,585,466	1,585,466	435,040.15	(1,150,425.85)	27.44%
Other Taxes and Licenses	12,000	12,000	4,009.91	(7,990.09)	33.42%
Unrestricted Intergovernmental	983,648	983,648	198,077.65	(785,570.35)	20.14%
Restricted Intergovernmental	637,276	637,276	97,803.40	(539,472.60)	15.35%
Permits and Fees	7,000	7,000	1,505.00	(5,495.00)	21.50%
Sales and Services	667,120	667,120	167,405.18	(499,714.82)	25.09%
Miscellaneous	21,000	21,000	30,762.08	9,762.08	146.49%
Investment Earnings	2,500	2,500	1,503.54	(996.46)	60.14%
Interfund Transfers	1,131,557	1,131,557	246,639.00	(884,918.00)	21.80%
Sale of Fixed Assets	15,000	15,000	1,590.60	(13,409.40)	10.60%
Total Revenues	9,788,164	9,788,164	1,831,467.65	(7,956,696.35)	18.71%
Expenditures:					
Governing Body - City Council	207,026	207,026	105,511.31	101,514.69	50.97%
City Hall Administration	566,487	566,487	162,215.35	404,271.65	28.64%
Finance	255,152	255,152	80,159.71	174,992.29	31.42%
Sales Tax	88,100	88,100	19,726.62	68,373.38	22.39%
Tax Collections	64,194	64,194	8,143.70	56,050.30	12.69%
Buildings & Grounds	266,923	266,923	37,618.54	229,304.46	14.09%
Safety / Purchasing	22,625	22,625	9,552.62	13,072.38	42.22%
Police	3,127,834	3,127,834	850,271.58	2,277,562.42	27.18%
Fire	2,003,748	2,003,748	494,148.37	1,509,599.63	24.66%
Emergency Communications 911	95,800	95,800	644.59	95,155.41	0.67%
Transportation - Streets	1,986,644	1,986,644	342,451.05	1,644,192.95	17.24%
Environmental Protection	1,079,582	1,079,582	187,762.71	891,819.29	17.39%
Economic Development	259,281	259,281	54,680.27	204,600.73	21.09%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	539,120	539,120	97,304.69	441,815.31	18.05%
Interfund Transfers	75,000	75,000	-	75,000.00	0.00%
Total Expenditures	10,638,016	10,638,016	2,450,191.11	8,187,824.89	23.03%
Excess of Revenues Over (Under) Expenditures	(849,852)	(849,852)	(618,723.46)	231,128.54	
Other Financing Sources					
Proceeds of Capital Lease	583,392	583,392	-	(583,392.00)	0.00%
Fund Balance Appropriated	266,460	266,460	-	(266,460.00)	0.00%
Total Other Financing Sources	849,852	849,852	-	(849,852.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(618,723.46)	\$ (618,723.46)	
Fund Balance Beginning of Year			4,702,534.97		
Fund Balance Current Period			\$ 4,083,811.51		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Three Months Ended September 30, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	25.00% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,236,752	\$ 5,236,752	\$ 1,313,095.83	\$ (3,923,656.17)	25.07%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	11,440.56	(8,559.44)	57.20%
Other Operating Revenues	35,475	35,475	5,739.31	(29,735.69)	16.18%
Nonoperating Revenues	500	500	103.02	(396.98)	20.60%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	924,719	924,719	-	(924,719.00)	0.00%
Sale of Fixed Assets	15,000	15,000	120.00	(14,880.00)	0.80%
Total Water & Sewer Fund 60	6,232,446	6,232,446	1,330,498.72	(4,901,947.28)	21.35%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	2,042.20	(4,922.80)	29.32%
Nonoperating Revenues	100	100	7.58	(92.42)	7.58%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	704,247	704,247	201,660.37	(502,586.63)	28.63%
Nonoperating Revenues	1,500	1,500	235.90	(1,264.10)	15.73%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,945,258	6,945,258	1,534,444.77	(5,410,813.23)	22.09%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	171,938	171,938	23,729.41	148,208.59	13.80%
Meter Section	281,863	281,863	31,848.18	250,014.82	11.30%
Raw Water Supply	58,294	58,294	15,128.74	43,165.26	25.95%
Water Plant	1,400,199	1,400,199	340,066.33	1,060,132.67	24.29%
Water Maint and Construction	647,114	647,114	127,192.68	519,921.32	19.66%
Wastewater Plant II	127,955	127,955	23,603.67	104,351.33	18.45%
Wastewater Plant	1,194,179	1,194,179	232,518.51	961,660.49	19.47%
Pump Stations	417,978	417,978	88,852.77	329,125.23	21.26%
Wastewater Maint & Construction	436,882	436,882	85,337.10	351,544.90	19.53%
Debt Service	479,487	479,487	-	479,487.00	0.00%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,016,557	1,016,557	246,639.00	769,918.00	24.26%
Total Water & Sewer Fund 60	6,232,446	6,232,446	1,214,916.39	5,017,529.61	19.49%
Triple Tier Fund 61	7,065	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	705,747	705,747	-	705,747.00	0.00%
Total Expenditures	6,945,258	6,945,258	1,214,916.39	5,730,341.61	17.49%
Excess of Revenues Over (Under) Expenditures	-	-	319,528.38	319,528.38	
Other Financing Sources					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
Total Other Financing Sources	-	-	-	-	#DIV/0!
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	319,528.38	\$ 319,528.38	
Fund Balance Beginning of Year			2,262,190.12		
Fund Balance Current Period			\$ 2,581,718.50		

**City of Roxboro, North Carolina
 Financial Statement - Unadjusted
 Modified Accrual Basis
 For the Three Months Ended September 30, 2017**

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Annual 25.00% Percent of Budget</u>
<u>Central Depository</u>					
Cash		11100000	1,567,762.91		
BB&T MMA		11100001	128,164.04		
NCCMT		11100002	867,665.97		
Flexible Spending Account AFLAC		11100003	44,914.55		
Roxboro Savings Bank		11100004	517,973.38		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
Total Cash and Investments			\$ 3,126,480.85		\$3,126,480.85
<u>Breakdown by Fund:</u>					
General		10	\$ 3,327,760.09		
CDBG-Revolving Loan Fund		13	94,426.13		
Vehicle Special Revenue		26	3,688.71		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	98,420.27		
Enterprise		60	93,746.31		
Triple Tier Water		61	17,830.44		
Capital Reserve		69	584,464.42		
Wastewater Plant Capital Project		71	(828,966.78)		
Annexation Area Capital Project		73	198,370.11		
Christmas Club / Flex Fund		75	51,503.12		
LEO Pension Trust Fund		79	74,622.47		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			\$ 3,126,480.85		\$3,126,480.85

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of September 30, 2017**

	General Fund			
	30-Sep-17 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2018 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.10%	0.42%	0.44%
Reserved by state statute	653,781	16.01%	6.15%	6.33%
Reserved for streets - Powell Bill	287,458	7.04%	2.70%	2.78%
Reserved for cemetery	30,269	0.74%	0.28%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.31%</u>	<u>1.27%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>28.20%</u>	<u>10.83%</u>	<u>11.14%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>2,932,198</u>	<u>71.80%</u>	<u>27.56%</u>	<u>28.38%</u>
Total fund balance unreserved	<u>2,932,198</u>	<u>71.80%</u>	<u>27.56%</u>	<u>28.38%</u>
Total equity and other credits	<u>\$ 4,083,812</u>	<u>100.00%</u>	<u>38.39%</u>	<u>39.52%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 10,638,016	
Prior Year Expenditures				\$ 10,333,189

**City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of September 30, 2017**

	Enterprise Fund			
	30-Sep-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 encumbrances	\$ 14,267	0.55%	0.27%	0.28%
Reserved by state statute	422,861	16.38%	8.11%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>69.12%</u>	<u>34.21%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	86.05%	42.59%	43.39%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>360,113</u>	<u>13.95%</u>	<u>6.90%</u>	<u>7.03%</u>
Total fund balance unreserved	<u>360,113</u>	<u>13.95%</u>	<u>6.90%</u>	<u>7.03%</u>
Total equity and other credits	<u>\$ 2,581,719</u>	<u>100.00%</u>	<u>49.50%</u>	<u>50.42%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,215,889	
Prior Year Expenditures				\$ 5,120,360

**City of Roxboro
Tax Collection Report
For the Month Ended
31-Oct-17**

	2017 Tax Levy	2016 Tax Levy	2015 Tax Levy
Original Levy	\$ 4,350,663.68	\$ 4,342,813.89	\$ 4,197,916.89
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	146,243.53	493,114.72	340,607.97
Public Utilities	-	-	-
Adjusted Original Levy	<u>4,496,907.21</u>	<u>4,835,928.61</u>	<u>4,538,524.86</u>
+Discoveries	<u>103,464.06</u>	<u>123,960.93</u>	<u>439,665.94</u>
Levy	<u>4,600,371.27</u>	<u>4,959,889.54</u>	<u>4,978,190.80</u>
-Releases	<u>9,134.87</u>	<u>5,990.49</u>	<u>24,411.69</u>
Current Levy	<u>4,591,236.40</u>	<u>4,953,899.05</u>	<u>4,953,779.11</u>
Collection year-to-date	\$ 990,447.02	\$ 4,904,719.77	\$ 4,932,342.56
Uncollected	\$ 3,600,789.38	\$ 49,179.28	\$ 21,436.55
Collection % of Current Levy	21.57%	99.01%	99.57%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.670	\$ 0.660

9. Assistant Manager's Report

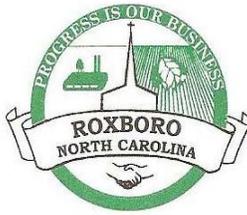
Assistant City Manger's Report

Fall Leaf Collection: It's that time of year when the leaves begin to fall. So far the City have been able to keep up with the leaves place on the curb with the leave vacuum. It appears to me that the leaves are staying on the trees longer this year which has made for a slower start. I expect that after the Thanksgiving holidays, the leave will begin to show up in large quantities. When the vacuum truck cannot keep up, the leave dump truck and pull vacuum will be placed into service. Also as a reminder, we will be following the established routes for collection, which is the same as garbage collection. When the bulk of leaves are placed on the street, we cannot complete the route in one day. Each daily route will be completed before starting the next day's route. For example, if Monday's route takes two days to complete them Tuesday's route will start on Wednesday and so on. We completely cover the city before starting on Monday's route again.

Leasburg Road Water Line Leak: On Sunday, the main 16" water main between the water plant and the 2-million-gallon tank on Hill Street broke. When crews arrived Sunday morning, they found a 3" hole on the pipe. The hole was about 1" from a bell joint. A standard wrap around clamp would not completely stop the leak. It did slow down the leak enough so we could prepare to replace that section of pipe. The leak did cause parts of Roxboro to experience low water pressure. The break in the pipe occurred behind Snipes Oil Company and it was beside two large pine trees. On Sunday, the crews had to hand dig between the pipe and tree to install the wrap around clamp. The trees had to be removed to repair the leak properly. To make the correct repair, a section of pipe had to be cut out and replaced. There was not room between the pipe and the tree to cut the pipe and install the new clamps. On Monday, we had the trees removed by a private tree company. The tree had to be removed in sections using a boom truck starting at the top to prevent damage to surrounding equipment. The repair was completed on Wednesday after providing notice to those affected by the shut off.

Additional Water Line Breaks: When you have a major water line break, there can be additional breaks in the system due to water hammer. On Monday, the crews responded to three additional water line breaks that resulted from the break on Sunday. These repairs were completed in a timely manner.

10. Manager's Report



City of Roxboro

MEMORANDUM

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

- Please take note of several upcoming dates.
 - City Offices Closed in Observance of Thanksgiving, November 23rd and 24th
 - EDC/PCBIC Meetings, November 28th, 4pm at Person County Tax Office
 - Angel Tree Ceremony, December 1st, 6pm at Palace Point
 - Good Morning Coffee Hour – December 6th, at Golden Corral hosted by H&R Block
 - Jingle on Main, December 7th, Uptown Roxboro
 - City Offices Closed in Observance of Christmas, December 25th, 26th, and 27th
 - Roxboro Area Chamber of Commerce Annual Banquet – January 18th at Palace Pointe
- At our most recent meeting, it was recommended that we schedule a Council work session in January for goal setting for the year. January 17-19th conflict with key staff training meetings, January 25-26th are the dates of the Essentials of Municipal Government Class; so those dates should not be considered.
- In the October, it was reported that our legal counsel was preparing a proposal for revising the City Ordinance *Title XI: Business Regulations*. This section details regulations for various business activities within in the City of Roxboro. This section needs to be revisited to reflect current practice on privilege license, cable franchises and other business regulations. The scope of the proposal for revisions will be discussed with Council during the January work session.
- Fiscal management software implementation is underway. Early data pulls were performed for Utility Billing this month. We are currently being told complete transition can be completed in July 2018. Staff has performed evaluations on our hardware and is working to create a listing of required hardware purchases; this will likely lead to a budget amendment request in December or January. Staff will continue to keep Council informed on the status of this project.
- City Staff has supplied a draft of our completed 2017 Annual Audit to USDA Rural Development. This week our engineering firm is working to complete additional requested information and anticipates submission prior to Thanksgiving. These unanticipated delays have led to the project deviating from the projected timeline for completion; we do not anticipate these delays creating a compliance issue as we can point to adequate process. If I am correct in my understanding, after review of the most recent submissions, we should be receiving our conditional offer letter from USDA RD. At that point, we will need to put our WWTP Upgrade Project out for bid. After receiving bid numbers, we will be able to submit our application to appear before the Local Government Commission at their next meeting. The purpose of the LGC meeting will be to allow the City to seek potential future debt for the construction of the Waste Water Treatment Plant Upgrades. We anticipate updating Council on this status in December.