

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, OCTOBER 11, 2016 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER	Mayor Marilyn P. Newell
INVOCATION:	Public Works Director Andy Oakley
PLEDGE OF ALLEGIANCE:	Mayor Marilyn P. Newell
AGENDA ADOPTION:	Mayor Marilyn P. Newell
CONSENT AGENDA	Mayor Marilyn P. Newell
Minutes	
Fire Department	
Police Department	
Planning Department	
Fuel Expenditures	
RDG Report	
PUBLIC COMMENT: <i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
RECOGNITION:	
Sharon Cash – Retiring	Police Chief David Hess
K-9 Officer Danny – Retiring	Police Chief David Hess
PUBLIC HEARINGS AND ORDINANCE MATTERS:	
1. Budget Amendment	Interim Finance Director Dan Craig
2. New Mt. Zion Family Fun Day – Special Event Permit – Public Hearing	Dorothy Pulliam
3. Person County Library & RDG – Special Event Permit – Public Hearing	RDG Director Lauren Wrenn
4. Set Public Hearing for Amendment to Chapter 95	RDG Director Lauren Wrenn
OLD BUSINESS:	
5. Set Dates for Planning Session	City Manager Brooks Lockhart
NEW BUSINESS:	
COMMITTEE REPORTS	Mayor Marilyn P. Newell
MAYOR’S REPORT	Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:	
6. Financial & Tax Report	Interim Finance Director Dan Craig
7. Assistant Manager’s Report	Assistant Manager Tommy Warren
8. Manager’s Report	City Manager Brooks Lockhart
COUNCIL DISCUSSION:	
ADJOURNMENT: Motion	Second

Consent Agenda

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday October 11, 2016.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

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

- Minutes of September 13, 2016 *(Regular Meeting)*
- Fire/EMS Monthly Report *(September 2016)*
- Police Dept. Monthly Report *(September 2016)*
- Planning Dept. Monthly Report *(September 2016)*
- Fuel Expenditures *(September 2016)*
- RDG Report *(September 2016)*

Trevie Adams, MMC/NCCMC
City Clerk

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

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY SEPTEMBER 13, 2016 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Members Absent:

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Council Member Henry Daniel** provided the invocation. **Mayor Newell** asked for a moment of silence in remembrance of **Council Member Mark Phillips** brother.

PLEDGE OF ALLEGIANCE:

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

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked that a Closed Session be added to the agenda for GS# 143.318.1(a)(4) Real Property. **Mayor Pro Tem Will Davis offered a motion to approve the agenda with the addition of a Closed Session Per GS 143.318.1(a)(4) Real Property with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the consent agenda and asked if anyone had any additions, corrections or comments. Mayor Newell offered one correction on page 3 of the minutes to say "County resident" not County. **A motion was offered by Council Member Henry Daniel to approve the consent agenda with correction as requested with a second by Council Member Sandy Stigall**, and upon being put to a vote, was carried unanimously.

PUBLIC COMMENT:

- 1) **Ms. Margaret McMann – 303 Windsor Drive, Roxboro** addressed Council with concerns from her Community Watch regarding speeders that cut through from Ridge Road and ask Council to consider lowering the speed limit to 20mph or install speed bumps.
- 2) **Amanda Everett of 4871 Walter Mill Road, Providence, NC** informed Council that she is a member of the Leadership Person County Group and thanked Council and the Mayor for letting the class attend this meeting.
- 3) **Lisa Rogers of Footwear Plus** in Roxboro, also thank Council for welcoming the class.
- 4) **Kaye Duncan of 1320 Todd Road, Roxboro**, took this opportunity to thank the First Responders for all they do and asked if posters could be posted in City areas for a celebration thank you to be held on October 4, 2016 at My Life Matters Warehouse.

- 5) **Patrice Gibson, Person Memorial Hospital**, and also a member of Leadership Person County took the opportunity to offer new information about Person Memorial and that they had just recently been “chest pain” accredited.
- 6) **County Commissioner David Newell – 256 Newell Drive** offered City Council Member Sandy Stigall an official apology for not being contacted about the last meeting regarding the location of the new Senior Center.

RECOGNITION: Mayor Marilyn P. Newell took the opportunity to welcome members of the Leadership Person County Class and thanked them for their comments.

Chief David Hess presented Ryne Ford and Trey Cox to the Mayor and Council with the pinning of their promotion badges.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Interim 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. Repeal of Personnel Ordinance – Public Hearing

City Manager Brooks Lockhart presented Council with an ordinance to repeal Chapter 35, Personnel of the Roxboro City Code and the Personnel Policy, and to adopt a new Personnel Policy. **Mayor Marilyn P. Newell opened the Public Hearing at 7:28 p.m. asking for any public comment at this time and there being none, closed the Public Hearing at 7:30 p.m.** After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Repeal of Personnel Ordinance Chapter 35, of the Roxboro City Code as presented 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 ordinance is hereby incorporated into the minutes of this meeting.**

3. Purchase of City Sidewalk

Public Services Director Andy Oakley reported to Council that Mr. Hayden Newell is requesting to place mechanical equipment on City property behind his building located at 115/117 Depot Street. Due to the amount and type of equipment, it became obvious that a more permanent solution was needed other than just allowing the equipment. Staff members discussed the issue and decided that it best serves Mr. Newell to buy the property. In selling the property to Mr. Newell, the City would need to rebuild the existing sidewalk and modify the approach to the steps behind the building. After some discussion, Mayor Newell asked that this be continued in Closed Session and invited RDG Director Lauren Wrenn, Assistant Manager Tommy Warren, Public Services Director Andy Oakley and Mr. Hayden Newell to attend the Closed Session as well.

OLD BUSINESS

NEW BUSINESS:

4. Resolution to Declare Surplus – Police Department

Police Chief David Hess presented Council with a Resolution to Declare Surplus for a Glock 22 pistol, serial number PLL676 to be declared as surplus pursuant to the provisions of G.S. 160A-267, Chief David Hess to be authorized to dispose of the personal property listed for private sale at a negotiated price and that said Police Chief be further authorized and directed to execute necessary documents, transfer title and perform all necessary function associated with the sale. After a brief discussion,

Council Member Mark Phillips offered a motion to approve the Resolution to Declare Surplus as presented with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously. Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.

5. Tourism Annual Report

Margaret McMann, Person County Tourism Director reported to Council some of the accomplishments that the Tourism Development Authority (TDA) has completed for year. Some of these included: in March the addition of an app – “Explore Roxboro”, continued partnerships with other organizations such as Roxboro Development Group, the Roxboro Area Chamber of Commerce, the Person County Arts Council, the Kirby Cultural Arts Complex, to name a few.

6. Board Appointment – Board of Adjustment

Planning Director Sharon Richmond presented Council with an application received from Ms. Margaret E. Kay for the Board of Adjustment. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve Ms. Margaret E. Kay for appointment to the Board of Adjustment with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

7. Board Appointment – RDG

RDG Director Lauren Wrenn reported to Council that according to the Bylaws of the Roxboro Development Group, the City of Roxboro may have one representative serve as a voting member of the Board of Directors. Sharon Richmond, the current representative for the City, has requested to leave the RDG Board due to scheduling conflicts preventing her from attending all meetings. As such, the City Manager suggested City Clerk, Trevie Adams, be appointed as the new representative for the City. After a brief discussion, **Council Member Henry Daniel offered a motion to appoint City Clerk Trevie Adams to the Roxboro Development Group Board of Directors as a representative from the City with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

8. Pre-qualification Policy

Assistant Manager Tommy Warren reported to Council that as part of the CMAR process at the wastewater treatment plant, staff wants to prequalify the first tier subcontractors. This allows the CMAR contractor to assure the City that the subcontractors that will be bidding on the job have the experience and ability and financial wherewithal to perform the work. By state statute, the City has to adopt a prequalification policy in order for the City to prequalify contractors. This policy assures that all contractors are treated equally. After a brief discussion, **Council Member Henry Daniel offered a motion to approve the Pre-qualification Policy as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

9. Adoption of Personnel Policy

City Manager Brooks Lockhart present Council with the Personnel Policy revisions explaining the staff and Attorney Al Benshoff of the Brough Law Firm have reviewed the Personnel Policies of the City of Roxboro and have revised the following items:

- Updates to the Fair Labor and Standard Act
- Creating a more user friendly policy by merging multiple existing policies
- Insertion of clearer language for procedures
- Crafting the Policy to reflect our current personnel practices and ensuring that we are employing “best practices”.

Major changes to this policy include:

- Removal of the Personnel Action Committee from the Grievance Procedures. This committee only served in an advisory capacity and presented the City and created additional liability for the City.
- Prioritization of Leave. Indicating that Comp time and then holiday time should be spent before other forms of leave. A sunset provision was added for the Holiday time.
- Added additional items under Detrimental Conduct; including unauthorized recordings and hygiene.
- Formatting changes.
- Expanded the Family Medical Leave Act section of our Policy to comply with updates.
- Clear references to existing stand-alone policies that might require more frequent updates than Personnel Policy. For example, the upcoming Social Media Policy and revisions to the existing Electronics Communications Policy.
- Added the Whistle Blower's Policy and amended to conform to the NC Retaliatory Employment Discrimination.
- Staff intends to include a ratification date and will update it for any revisions.

After some discussion, **Council Member Henry Daniel offered a motion to approve the Personnel Policy as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No report at this time.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – the Person County Health Dept. will sponsor a Diabetes Class on October 20, 2016.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government** – Council Member Henry Daniel reminded everyone of the Annual Banquet to be held in Henderson on September 22, 2016.
- 5) **Fire Chief's Association** – Council Member Mark Phillips reported that discussions included Mutual Aide Agreement and Alarm fees in the County.

MAYOR'S REPORT: **Mayor Marilyn P. Newell** will be reporting quarterly.

ADMINISTRATIVE REPORTS

10. Financial & Tax Report

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

11. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that City Crews are working on potholes and still evaluating pothole-patching machines. Currently a demo is scheduled for the week of September 19, 2016.

The voids under the Lake Roxboro Spillway have been filled and were fewer voids than anticipated. The gate releasing water downstream has been closed and the lake is returning to normal pool elevation.

12. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including the The Kerr-Tar COG Annual Dinner and Awards Banquet, on September 22, 2016 at the Henderson Farmers' market, and an EDC workshop, October 12, 2016 with a location to be announced.

Continuing, Mr. Lockhart reported that the backend for editing the new City website content is in place. A training refresher was held with the Department Heads and content publishing should be underway. The immediate objective is to eliminate any outdated information from the current site as soon as possible.

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

COUNCIL DISCUSSION: Council Member Mark Phillips commented on the beautification efforts for the Uptown are great and asked that staff help take care of the plants better.

Council Member Henry Daniel offered a motion to enter into closed session per NCGS 143.318.11(a)(5) Real Property with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

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

Council Member Sandy Stigall offered a motion to recess this meeting until Friday, September 23, 2016 at 5:30 p.m. with a second by Council Member Henry Daniel and upon being put to a vote was carried unanimously.

**Monday, September 23, 2016
5:30 p.m.**

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

Members Absent:

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

Mayor Marilyn P. Newell re-opened the recessed meeting of September 13, 2016 at 5:30 p.m.

City Manager Brooks Lockhart informed Council that a letter offering a bid of \$3,300 to purchase an area of the sidewalk located on Depot Street has been received from Mr. Hayden Newell. City Staff has taken the recommendation from Council at the September meeting to

develop a fourth option for Mr. Newell's consideration. The first three options are the same options that were shared with Council in closed session at the September 13th meeting.

For option three, staff solicited a quote to remove/reconstruct portions of the sidewalk and were told by the vendor that a rush order fee would likely be needed due to work being booked until December. This indicates to staff that the estimate offered previously by staff would likely be too low, as there will be added fees to meet the proposed timetable.

The fourth option, which is new, utilizes the existing parking lot as a walking area which would be protected and delineated by railing. This would limit our excavation cost to a small portion of the sidewalk near the stairs and would allow staff to avoid installing a new sidewalk. It was erroneously shared with Council that this option would eliminate a parking space, but it would not. Option four has an estimated cost of \$9,000.

At this time, Council is being asked to accept or reject a bid of \$3,300 for 180 square feet of public sidewalk. Staff strongly feels that this bid would not cover the potential cost to the taxpayers to mitigate the liability these machines would create when placing them on a public right of way. If Council rejects this bid, Mr. Newell may submit an alternative bid for consideration to be presented at the City Council Meeting on October 11, 2016 and staff could then publish the ad locally on October 15, 2016 and complete a transaction by October 29, 2016.

Mayor Marilyn P. Newell then opened the floor for any discussion.

- **Ms. Candice Crank** stated concerns about the units being put in the square offered by the City, there would be no unloading space and the units would be in too close a proximity of the fire escape.
- **Mr. Hayden Newell** stated that he considered the Fair Market Bid as fair due to the fact that he would like to purchase 4.5 feet by 40 feet would be 180 square feet time \$18.18 per square foot. He stated that a check was enclosed with the bid in the amount of \$165 as a 5% deposit.

Council Member Byrd Blackwell offered a motion to enter into Closed Session per GS# 143.318.1(a)(4) Real Property with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

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

After a brief discussion, **Council Member Henry Daniel offered a motion to decline the bid of \$330 offered by Mr. Hayden Newell for the portion of sidewalk located on Depot Street 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, **A motion was offered by Council Member Mark Phillips with a second by Mayor Pro Tem William Davis to adjourn this meeting at 6:10 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

September 13, 2016

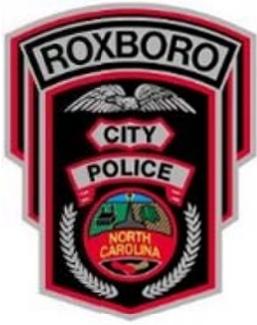


**City of Roxboro
Fire and Rescue Department**

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

Highlight

- **Responses** - During the month of August, the City of Roxboro Fire Department responded to 29 fire calls within the city limits, and 28 fire calls outside the city limits. Also, the department responded to 76 first responder calls within the city, and 32 first responder calls in our county response district. Over the course of August, we had to call back off-duty personnel and auxiliary personnel for a total of 0 full alarms. Roxboro Fire Department responded to 170 dispatched calls this month.
- **Hydrant training** Roxboro Fire Department participated in hydrant training again with the sales rep. for Mueller. The class as always is very informative and interesting. We also carried him out to areas that we had trouble with hydrants.
- **Traffic Incident Management** This class was put out by the national transportation safety powers and has been implemented by North Carolina. The class is tailored to anyone that has to be in the line of traffic for an incident. The class include law enforcement, fire departments, EMS, DOT and Tow truck drivers. I have taught the class in four county fire departments and also had some tow truck drivers in class.
- **Hazardous Material Class** We are sponsor Haz Mat class at station one. I have also been approached by and industry to see what it would take to become hazardous material technicians with them picking up most of the price tag.
- **State Training Class** Roxboro Fire Department add their name to a long list of departments to host a class just coming out by the state. Out of all the departments only two place was chosen and Roxboro is the first one. More information on the class that will take 4 days to complete.
- **Fayetteville Tech** The higher education rep. for the college came to Roxboro to talk to the staff on enrolling in their program. With the classes we already have some of the staff can receive a AAS degree in minimal time.



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

September 2016

Patrol Division

Highlighted Events

- Continuing to work with Cardinal Health Innovations to mitigate an increase of non-violent Involuntary Commitments.
- Patrol teams conducted training on three legal updates resulting from new judicial rulings.
- The department received recognition from the Governor's Highway Safety Program for 100% participation and reporting for 2015. Special thanks to the patrol division and Valerie Gentry.



Community Policing

- Officer Wright and Brown coordinated two child seat safety stations. One at South Elementary and Earl Bradsher. Officers handed out stickers, educational flyers to parents and spoke with children.
- Officer Solomon received Thank You cards from students at South Elementary and showed them the police car.
- Officer Wright read "Officer Buckle and Gloria" to children at South Elementary.
- Officers attended a Law Enforcement Appreciation event hosted by Memory Lane Cruisers.
- Sgt. Walker, Cpl. Cox and Officer Gil attended the grand opening of the Veterans Memorial.
- Officer Solomon and Cpl. Cox spoke with students at Person High School about the dangers of Texting and Driving, underage drinking and the importance of wearing a seat belt.
- Officer Gray and Thompson attended the Canterbury House Family Fun day. They passed out stickers, cups, pencils and "Police Chief" hats.



Monthly Activities

- Calls for Service – 1467
- Incident Reports- 142
- Vehicle Crashes – 70
- Citations – 213
- Warnings – 86
- Misdemeanor Arrests – 50
- Felony Arrests – 15

Criminal Investigations Division

- Conducted case assignment/management duties.
- Conducted administrative duties.
- Assisted Patrol with calls for service.
- Closed the Uptown B&E's during the month with an arrest.
- Det. Furstenau attended Child Abuse Investigation Conference.
- Lt. Hughes attended the Drug Summit meeting.

Total Numbers for the Month

- Number of cases assigned 18
- Follow up hours in field 141
- Phone follow up hours 47
- Hours spent doing paperwork 1310
- Call outs 2
- Out of town follow ups 2
- Felony warrants - 5
- Misdemeanor warrants 2
- Cases closed: Leads exhausted 0, Closed by warrants or unfounded 5
- Arrests 5
- Felony packets 7
- Number of interviews done 12

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 2

Chapel Hill Police Department – 6

Creedmoor Police Department- 3

Hillsborough Police Department- 3

Orange County Sheriff's Office- 2

Granville County Sheriff's Office- 1

Street Crimes Unit

- Conducted a Search Warrant pursuant to a controlled buy.
- One employee on Light Duty.

Administrative Services Unit

- New computers that were budget have been acquired. Working with IT to install all required software.
- Assisted Secret Service with a counterfeit currency case.
- The 9th Session of the Citizens Police Academy is underway.
- The K9 vehicle was out of service for two weeks. Worked with City Garage and Westgate Dodge to have the vehicle repaired.
- Worked with Read's Uniforms to order new officer uniforms and a departmental order for winter coats.

Administration

Meetings

- Daily meetings with all staff.
- Several meetings with HR and City Manager related to personnel matters.
- Distributed requested information for several media inquiries.
- Met with VFW.
- Attended Good Morning Coffee Hour.
- Attended opening ceremony for CPA.
- Chief Hess is attended Person County Leadership.
- Updated the PD website with content.



- Command Staff began policy revision. Plans are to meet every week for the next several weeks to complete the project.

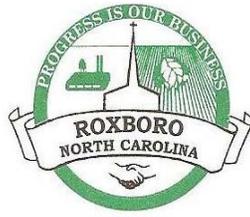
Highlighted Events

- Chief presented at Rotary about the FBI National Academy.
- Disseminated three legal updates to staff.
- The department's patrol vehicle was selected by the emergency equipment vendor for their national 2017 calendar.
- Chief coordinated and attended two meetings with the NC Chiefs Association and Gov. McCrory to discuss emerging trend in law enforcement, training needs and budget support from the state.
- Attended meetings with the new RMS vendor, OSSI.
- Chief Hess presented at Person County Leadership.

Personnel

- Application process for police officer positions closed September 30th. Staff will begin working with HR to review applications.





City of Roxboro

Memorandum

To: Trevie Adams , Roxboro City Clerk
From: Sharon Richmond, Roxboro Planning & Zoning Director
Re: October N-Focus Report
Date: 10/06/2016

Consent Agenda Item

N-Focus 10/ 6/ 2016 Zoning Enforcement Enforcement Cases

0 Public Nuisance Cases

0 Minimum Housing Investigations

City of Roxboro, Nort LM
 Distribution of Gas TIWD
 31-Aug-16

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5230
 Diesel 0.5830

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		40.48	81.33	21.17	2.02	0.81	57.33	2.009
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		153.49	308.96	80.28	7.67	3.07	217.94	2.013
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		193.97	390.29	101.45	9.70	3.88	275.27	2.012
5	4310	Police		1,797.43	3,560.30	940.06	89.87	35.95	2,494.42	1.981
6	4311	CID		284.45	565.23	148.77	14.22	5.69	396.55	1.987
26	4312	Narcotics		26.70	53.39	13.96	1.34	0.53	37.56	2.000
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,108.58	4,178.92	1,102.79	105.43	42.17	2,928.53	1.982
7	4340	Fire		1,174.76	2,387.70	663.55	58.74	23.50	1,641.92	2.033
8	4341	Fire Inspections		82.46	163.49	43.13	4.12	1.65	114.59	1.983
		Total Fire Dept.		1,257.22	2,551.19	706.67	62.86	25.14	1,756.51	2.029
10	4510	Public Services		180.75	356.84	94.53	9.04	3.62	249.66	1.974
11	4511	Streets		464.25	955.28	257.34	23.21	9.29	662.56	2.058
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		52.29	109.00	29.13	2.61	1.05	76.21	2.085
14	4710	Residential Garbage		1,293.60	2,698.10	754.17	64.68	25.87	1,853.38	2.086
15	4711	Commercial Garbage		914.14	1,915.85	532.94	45.71	18.28	1,318.92	2.096
16	4740	Cemetery		150.42	326.51	78.67	7.52	3.01	237.31	2.171
		Total Public Services		3,055.45	6,361.58	1,746.79	152.77	61.11	4,398.03	2.082
		Total General Fund		6,615.22	13,481.98	3,657.70	330.76	132.30	9,358.34	2.038
18	7112	Meter Reading		204.17	406.19	106.78	10.21	4.08	285.12	1.989
19	7114	Lake Warden		64.84	130.76	33.91	3.24	1.30	92.31	2.017
25	7118	Pump Stations		303.52	636.50	158.74	15.18	6.07	456.51	2.097
20	7120	Water Plant		153.95	307.20	80.52	7.70	3.08	215.91	1.995
21	7121	Water Line Maintenance		178.03	363.18	99.48	8.90	3.56	251.23	2.040
22	7130	WWTP		60.04	117.95	31.40	3.00	1.20	82.35	1.965
23	7131	Sewer Line Maintenance		551.84	1,111.13	298.79	27.59	11.04	773.71	2.014
24	7132	WWTP II		113.19	235.98	59.20	5.66	2.26	168.86	2.085
		Total Enterprise Fund		1,629.58	3,308.89	868.82	81.48	32.59	2,326.00	2.031
		Total All Funds		8,244.80	16,790.87	4,526.52	412.24	164.90	11,684.34	2.037



October 5, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: October Council Report

City of Roxboro:

- Restaurant at 115/117 Depot Street: Discussions still taking place regarding best solution and execution. Decisions have been moved outside the purview of the Uptown Development Office.
- State Grant Funding: We received our check from the State during the month of September. The contract was received Coulter, Jewell, Thames for planning work and signed by the Assistant City Manager. Additional work will commence as soon as possible. Still waiting for Andy Oakley's structural review of the properties involved in the string-light installation. Once his review is complete, and final permission received from the property owners, work will commence on this area as well.
- Plants/Landscaping in Uptown: As was mentioned in the last Council report, a great deal of time and money went into the installation of new plants in the Uptown district. Unfortunately, some of these plants did not survive the summer because of heat and dryness. Jessica Smith and I spent a several hours this month purchasing new plants to replace the dead, and providing additional care to ensure these have a better chance at survival. It is unfortunate to see the time and many resources wasted if these areas are not properly maintained.
- Other Highlights:
 - Put flags out for September 11th memorial.
 - Attended Business After Hours and Ribbon Cutting for Hall's Way
 - Assisted with the Bookin' It 5K Run, hosted by the PC Library
 - Attended the Mayor's Reception for the German Exchange Students
 - Spoke to Leadership Person County students about Uptown Development and RDG
 - Assisted with the Relay for Life decorations Uptown
 - Assisted with Safe Haven's Abuse Awareness
 - Homecoming Parade will be held October 14th from 3:30 to 4:30pm
 - Veteran's Day Parade will be held November 12th beginning at the PC Museum



Roxboro Development Group

- Rox N' Roll Cruise-In – Our September Cruise-In was a TREMENDOUS success. With more than 200 cars Uptown, the streets were absolutely packed!! We look forward to an even bigger event in October and new excitement for the 2017 season.
- Open House of Available Properties: The Open House of Available Properties took place September 27th. Many Uptown businesses supported this event by donating or preparing food items for the reception. We had nearly 20 individuals attend, some local and some from surrounding areas. Since the event, there have been nearly a half-dozen calls or emails regarding the discussed properties, or potential for other locations. All good signs that the event was successful in drawing attention to Uptown and to the potential for new growth!
- Halloween event with the PC Library: In order to provide the youth with another opportunity to get involved with Uptown Roxboro, the PC Library and RDG have teamed up to remake the Thriller video along Main Street. I have contacted the local dance schools, as well as high schools, to encourage students to participate. Dancers will be in costume and constitute a sort of flash mob dance event down Main Street. This will all take place after the live performance of Sleepy Hollow at the PC Library, and will seek to encourage more young people to attend that event as well. More information can be found in the special event permit application presented to council for approval.
- Other Highlights –
 - Attended two Directors' RoundTable meetings to prepare for Jingle On Main and the 225th Anniversary of Person County celebrations.
 - Attended the PC EDC meeting.
 - Held a full RDG Board meeting.
 - Attended the Chamber of Commerce Board meeting.
 - Submitted nominations to the NC Main Street Center for Main Street Champion Awards
 - Met with potential new business owners/developers.
 - Attended the LEADS Group Luncheon

1. Budget Amendment

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



City of Roxboro Special Event Permit Application

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

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

95.25 ACTIVITIES COVERED.

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

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

- (1) *An activity occurring entirely on property owned by person, county or another unit of government;*
 - (2) *Funeral processions;*
 - (3) *Students going to and from school or participating in an educational activity where such activity is under the immediate supervision and direction of proper school authorities; or*
 - (4) *A governmental agency acting within the scope of its functions.*
- (Ord. passed 9-12-06)

For Office Use Only

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

Date Application Received:

9/21/2016

Date Submitted to Council/RPD:

10/6/16

Application Decision:

- Approved Denied

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

Application Process and Instructions

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

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

I. Applicant Information:

Individual/Organization: New Mount Zion Baptist Church
Address: 305 Walker St. City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: (336) 599-5724 Cell Number: _____ Fax Number: _____

Individual/Organization: Dorothy Pulliam
Address: 1535 Semora Road City: Roxboro State: NC Zip Code: 27574
Daytime Phone Number: 336 599-7823 Cell Number: 336 599-5061 Fax Number: _____

II. General Event information:

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

NMZ Homecoming Celebration

Please select the type of event:

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

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

Homecoming Saturday October 15, 2016 is an event that will provide rides, bounce house, games and food for Church members and community.

Please indicate the following:

- a. Proposed Event Date(s): October 15, 2016
- b. Proposed Time Period(s) of the Event: 7:00 a.m. - 4:00 p.m.
- c. Location of Event: 305 Walker Street
- d. Approximate Number of People to Attend the Event: 175 - 200

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

Individual games, volleyball, basketball, cake walk, Pepsi toss, Pinaatta, nail painting, corn hole toss, Horseshoes

Please list below any request for special services to be provided by the City, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

- Police: _____
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.):
Request that Walker Street be closed from Jones St to the rear of P.I. Time from 11:00 a.m. - 5:00 p.m.
- Other: _____

III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc.:

This Intersection of Jones and Walker Street to the Back of Person Industries, but NOT interfere with Bank or Farmers Market traffic

Specify number of:

_____ Goods/Food Vendors _____ Animals Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? Y / N

*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained.

Are you serving/selling alcohol at your event? Y / N

*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent

underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s)**. Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: _____

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

Please provide copies of the following with the completed application:

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

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

IV. Cancellation Policy

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

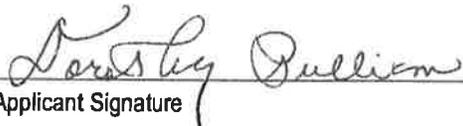
- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,

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

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

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

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


Applicant Signature

Date: September 26, 2016

Responsible Planner/On-Site Manager

Date: _____

**RELEASE AND HOLD HARMLESS
AGREEMENT**

STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having this day received permission from the City of Roxboro to conduct _____ on _____, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

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

This the 26th day of September, 2016

Trevie D. Adams
(Signature)

County of Person, State NC

Notary Witness: *Trevie D. Adams*

My Commission expires February 11, 2017



3. Person County Library & RDG - Special Event Permit - Public Hearing



City of Roxboro Special Event Permit Application

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

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

95.25 ACTIVITIES COVERED.

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

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

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

(Ord. passed 9-12-06)

For Office Use Only

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

Date Application Received:

10/5/10

Date Submitted to Council/RPD:

10/12/10

Application Decision:

- Approved
- Denied

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

Application Process and Instructions

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

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

I. Applicant Information:

Individual/Organization: Roxboro Development Group
Address: 105 S Laman St City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-322-6018 Cell Number: N/A Fax Number: _____

Individual/Organization: Person County Public Library
Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Cell Number: _____ Fax Number: _____

II. General Event information:

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

Thriller Remake

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Protest
- Picket
- Other Flash Mob Dance

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

To encourage youth involvement & excitement in Uptown Roxboro and offer an opportunity to partner w/ local schools.

Please indicate the following:

- a. Proposed Event Date(s): Oct. 27th
- b. Proposed Time Period(s) of the Event: 5:30 - 6:00
- c. Location of Event: N Main St.
- d. Approximate Number of People to Attend the Event: ≈ 100

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

Dancers in costume will dance down Main St. to the Thriller song while RCS videography students film

Please list below any request for special services to be provided by the City, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

- Police: street closure
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): _____
- Other: _____

III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc.:

Baricades @ S Main/Gordon intersection & Reams/Depot/Main & Court St entrance to Main St.

Specify number of:

0 Goods/Food Vendors 0 Animals 0 Recreational equipment (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event? Y / (N)

*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained.

Are you serving/selling alcohol at your event? Y / (N)

*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent

underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. Be aware, **no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s)**. Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: _____

N/A

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

N/A

Please provide copies of the following with the completed application:

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

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

IV. Cancellation Policy

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

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

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

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

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

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

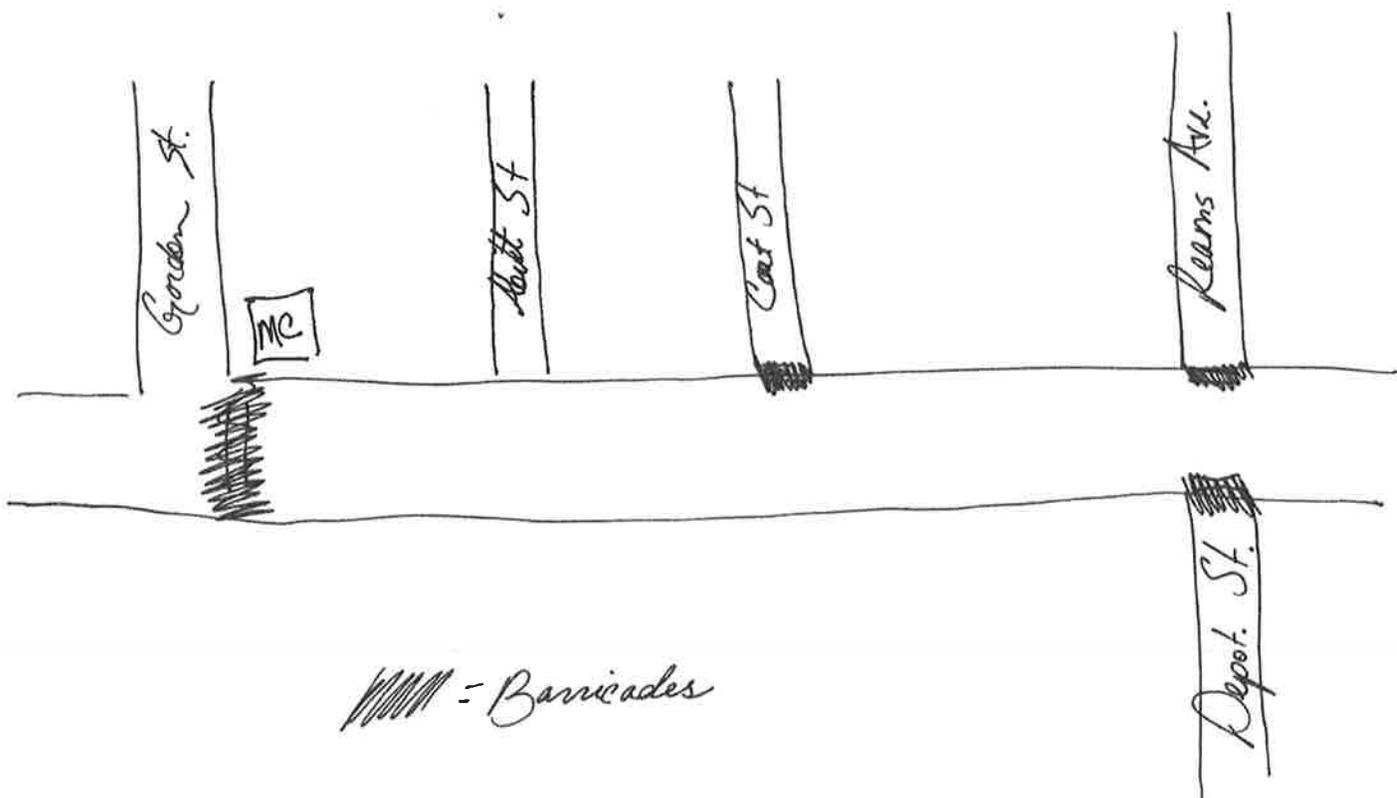


 Applicant Signature

Date: Oct. 5, 2016

 Responsible Planner/On-Site Manager

Date: _____



**RELEASE AND HOLD HARMLESS
AGREEMENT**

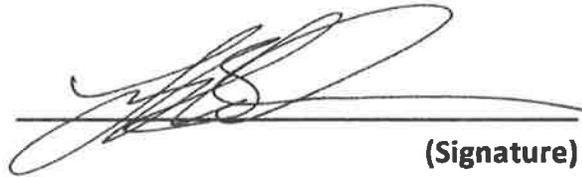
STATE OF NORTH CAROLINA

COUNTY OF PERSON

The undersigned, having this day received permission from the City of Roxboro to conduct Thriller Remake on Oct. 27th, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

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

This the 6th day of October, 2016


(Signature)

Notary Witness: Trevie D. Adams

My Commission expires: February 11, 2017

(Seal)



4. Set Public Hearing - Ordinance Amendment Chapter 95



Request to Set Public Hearing for Amendment to Chapter 95 of City Code

Per the request of the Mayor and City Manager, a public hearing is requested for the November Council meeting to discuss amendments to Chapter 95 of the Roxboro City Code. Chapter 95 of the Roxboro City Code regulates certain pickets, parades, public assemblies, and special events.

5. Set Dates for Planning Session



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Planning Session Dates
DATE: October 11, 2016

Per discussion with City Council, staff would like to recommend dates for consideration for our Fall Planning Session. We are recommending a 6pm start time for this meeting with light refreshments to be provided.

- November 8th (Election Night)
- November 9th
- November 10th

There are two major items which staff anticipate will take a bulk of the meeting time. First, staff needs to provide the Council with a detailed update on the Wastewater Treatment Plant upgrades. By this time, staff will have met with the Local Government Commission and should be ready to approach Council with options for consideration.

Secondly, Planning Director Richmond will present information to Council regarding the impacts of neglected properties within the City. Further discussion will be needed with City Council to identify appropriate actions.

We will need to hold an additional session in January 2017 to discuss the City Communication Tower. Chief Torain has been working on the assessment of the Tower. We have identified some needs and are working to develop a plan to present to the Council.

6. Financial & Tax Report

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

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
General Fund (10)				
Ad Valorem Taxes	\$ 4,649,360	\$ 437,967.71	\$ (4,211,392.29)	9.42%
Local Option Sales Tax	1,330,111	251,279.35	(1,078,831.65)	18.89%
Other Taxes and Licenses	12,000	2,934.02	(9,065.98)	24.45%
Unrestricted Intergovernmental	998,473	15,000.68	(983,472.32)	1.50%
Restricted Intergovernmental	637,276	64,383.56	(572,892.44)	10.10%
Permits and Fees	7,000	750.00	(6,250.00)	10.71%
Sales and Services	667,120	111,295.06	(555,824.94)	16.68%
Miscellaneous	21,000	11,770.59	(9,229.41)	56.05%
Investment Earnings	2,500	362.91	(2,137.09)	14.52%
Interfund Transfers	1,210,544	159,830.00	(1,050,714.00)	13.20%
Sale of Fixed Assets	15,000	-	(15,000.00)	0.00%
Total Revenues	9,550,384	1,055,573.88	(8,494,810.12)	11.05%
Expenditures:				
Governing Body - City Council	199,145	14,510.77	184,634.23	7.29%
City Hall Administration	593,491	112,101.04	481,389.96	18.89%
Finance	252,546	38,559.69	213,986.31	15.27%
Sales Tax	88,100	8,396.95	79,703.05	9.53%
Tax Collections	63,650	6,030.45	57,619.55	9.47%
Buildings & Grounds	138,413	17,658.06	120,754.94	12.76%
Safety / Purchasing	40,299	4,107.50	36,191.50	10.19%
Police	3,458,659	524,782.05	2,933,876.95	15.17%
Fire	1,888,320	232,383.20	1,655,936.80	12.31%
Emergency Communications 911	95,800	477.44	95,322.56	0.50%
Transportation - Streets	1,803,373	190,483.58	1,612,889.42	10.56%
Environmental Protection	849,177	112,441.75	736,735.25	13.24%
Economic Development	211,906	26,103.48	185,802.52	12.32%
Cultural & Recreational	500	-	500.00	0.00%
Debt Service	507,863	-	507,863.00	0.00%
Interfund Transfers	100,000	-	100,000.00	0.00%
Total Expenditures	10,291,242	1,288,035.96	9,003,206.04	12.52%
Excess of Revenues Over (Under) Expenditures	(740,858)	(232,462.08)	508,395.92	
Other Financing Sources				
Proceeds of Capital Lease	414,457	-	(414,457.00)	0.00%
Fund Balance Appropriated	326,401	-	(326,401.00)	0.00%
Total Other Financing Sources	740,858	-	(740,858.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	(232,462.08)	\$ (232,462.08)	
Fund Balance Beginning of Year		4,108,640.24		
Fund Balance Current Period		\$ 3,876,178.16		

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

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
Enterprise Funds				
Revenues:				
Water & Sewer Fund 60				
Charges for Services	\$ 5,089,752	\$ 699,018.13	\$ (4,390,733.87)	13.73%
Assessments	-	-	-	#DIV/0!
Tapping Fees	20,000	1,200.00	(18,800.00)	6.00%
Other Operating Revenues	35,475	2,891.73	(32,583.27)	8.15%
Nonoperating Revenues	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-	-
Interfund Transfers	804,442	-	(804,442.00)	0.00%
Sale of Fixed Assets	15,000	100.00	(14,900.00)	0.67%
Total Water & Sewer Fund 60	5,965,169	703,233.83	(5,261,935.17)	11.79%
Triple Tier Fund 61				
Operating Revenues	6,965	1,438.18	(5,526.82)	20.65%
Nonoperating Revenues	100	13.81	(86.19)	13.81%
Rural Center Engineering Grant	-	-	-	#DIV/0!
Capital Reserve Fund 69				
Operating Revenues	710,812	119,961.69	(590,850.31)	16.88%
Nonoperating Revenues	1,500	58.66	(1,441.34)	3.91%
Interfund Transfers	-	-	-	#DIV/0!
Total Revenues	6,684,546	824,706.17	(5,859,839.83)	12.34%
Expenditures:				
Public Utilities: Administration				
Sales Tax	-	-	-	#VALUE!
Billing & Collection	119,569	13,008.93	106,560.07	10.88%
Meter Section	255,446	16,957.38	238,488.62	6.64%
Raw Water Supply	206,509	7,583.17	198,925.83	3.67%
Water Plant	1,354,307	185,819.87	1,168,487.13	13.72%
Water Maint and Construction	622,086	63,722.06	558,363.94	10.24%
Wastewater Plant II	118,314	12,091.69	106,222.31	10.22%
Wastewater Plant	1,286,882	133,640.70	1,153,241.30	10.38%
Pump Stations	266,810	24,941.31	241,868.69	9.35%
Wastewater Maint & Construction	361,020	41,404.37	319,615.63	11.47%
Debt Service	479,487	-	479,487.00	0.00%
Interfund Transfers-MERP	-	-	-	-
Interfund Transfers	1,000,744	159,830.00	840,914.00	15.97%
Total Water & Sewer Fund 60	6,071,174	658,999.48	5,412,174.52	10.85%
Triple Tier Fund 61	107,065	-	107,065.00	0.00%
Capital Reserve Fund 69	712,312	-	712,312.00	0.00%
Total Expenditures	6,890,551	658,999.48	6,231,551.52	9.56%
Excess of Revenues Over (Under) Expenditures	(206,005)	165,706.69	371,711.69	
Other Financing Sources				
Proceeds of Capital Lease	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	106,005	-	(106,005.00)	0.00%
Fund Balance Appropriated 61 TT	100,000	-	(100,000.00)	0.00%
Fund Balance Appropriated 69 CR	-	-	-	#DIV/0!
Total Other Financing Sources	206,005	-	(206,005.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	165,706.69	\$ 165,706.69	
Fund Balance Beginning of Year		2,311,751.60		
Fund Balance Current Period		\$ 2,477,458.29		

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

	Original Budget	Actual	Annual Variance Favorable (Unfavorable)	16.67% Percent of Budget
<u>Central Depository</u>				
Cash		2,031,059.90		
BB&T MMA		128,025.54		
NCCMT		8,885.40		
Flexible Spending Account AFLAC		68,693.17		
Roxboro Savings Bank		420,309.43		
Gateway Bank MMA Finistar		102,025.46		
CD's		<u>-</u>		
Total Cash and Investments		\$ 2,758,998.90		\$2,758,998.90
<u>Breakdown by Fund:</u>				
General		\$ 2,651,827.20		
CDBG-Revolving Loan Fund		102,031.35		
Vehicle Special Revenue		1,595.71		
Ridge Road Capital Project		(680,667.95)		
Stormwater Capital Fund		120,484.30		
Enterprise		165,547.95		
Triple Tier Water		108,821.72		
Capital Reserve		506,887.69		
Wastewater Plant Capital Project		(586,979.55)		
Annexation Area Capital Project		195,166.62		
Christmas Club / Flex Fund		99,770.85		
LEO Pension Trust Fund		74,513.01		
Reserve for Interest Earned		<u>-</u>		
Total of Fund's Cash and Investments		\$ 2,758,998.90		\$2,758,998.90

**Fund Balance
General Fund
As of August 31, 2016**

	General Fund			
	31-Aug-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.16%	0.44%	0.48%
Reserved by state statute	653,781	16.87%	6.35%	6.95%
Reserved for streets - Powell Bill	287,458	7.42%	2.79%	3.06%
Reserved for cemetery	30,269	0.78%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.48%</u>	<u>1.31%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>29.71%</u>	<u>11.19%</u>	<u>12.25%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>2,724,564</u>	<u>70.29%</u>	<u>26.47%</u>	<u>28.97%</u>
Total fund balance unreserved	<u>2,724,564</u>	<u>70.29%</u>	<u>26.47%</u>	<u>28.97%</u>
Total equity and other credits	<u>\$ 3,876,178</u>	<u>100.00%</u>	<u>37.66%</u>	<u>41.22%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 10,291,242	
Prior Year Expenditures				\$ 9,404,486

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

	<u>Enterprise Fund</u>			
	<u>31-Aug-16 Fund Balances</u>	<u>Percentage of Total Fund Balance</u>	<u>Percentage of Fiscal Year 2017 Budget</u>	<u>Percentage of Prior Year Actual Expenditures</u>
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.58%	0.28%	0.25%
Reserved by state statute	422,861	17.07%	8.34%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>72.03%</u>	<u>35.19%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	89.67%	43.81%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,005	4.28%	2.09%	1.82%
Undesignated	<u>149,847</u>	<u>6.05%</u>	<u>2.96%</u>	<u>2.58%</u>
Total fund balance unreserved	<u>255,852</u>	<u>10.33%</u>	<u>5.05%</u>	<u>4.40%</u>
Total equity and other credits	<u>\$ 2,477,458</u>	<u>100.00%</u>	<u>48.86%</u>	<u>42.61%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,070,430	
Prior Year Expenditures			\$ 5,813,626	

**City of Roxboro
Tax Collection Report
For the Month Ended
30-Sep-16**

	2016 Tax Levy	2015 Tax Levy	2014 Tax Levy
Original Levy	\$ 4,342,813.89	\$ 4,197,916.89	\$ 4,081,156.72
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	81,157.70	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	4,423,971.59	4,538,524.86	4,462,198.16
+Discoveries	120,519.00	436,063.98	446,159.28
Levy	4,544,490.59	4,974,588.84	4,908,357.44
-Releases	4,333.97	24,163.30	10,861.77
Current Levy	4,540,156.62	4,950,425.54	4,897,495.67
Collection year-to-date	\$ 617,726.30	\$ 4,898,686.32	\$ 4,867,253.49
Uncollected	\$ 3,922,430.32	\$ 51,739.22	\$ 30,242.18
Collection % of Current Levy	13.61%	98.95%	99.38%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

7. Assistant City Manager's Report

Assistant City Manger's Report

Pothole Patching Machine- The dealer brought a demo unit to town last week. They started by patching several holes in the parking lot beside Long Memorial Church. Then went to the intersection of Charles Avenue and Reams Avenue. These two sites will provide real world data. After lunch, they went to the cemetery where the employees were able to have a hands on experience. This machine will save time by allowing us to have the ability to patch when we decided to and not just when the asphalt plants are open. Plus it takes fewer employees to due the repairs.

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

Wastewater Treatment Plant Permit Renewal – The request for renewal of the permit from NCDEQ to operate the wastewater treatment plant has been submitted. The current permit expires on May 31, 2017. Hopefully there will not be any major changes to the existing permit. We are currently working to come into compliance with the existing permit by constructing and having the oxygenation ditch operational by September 2019.

8. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: October 11, 2016

- Please take note of several upcoming dates.
 - EDC Workshop, October 12th, Noon until 5pm, City of Roxboro Police Department Training Room
 - Ribbon Cutting & Business After Hours – Thursday, Oct. 13th, 5:30pm – Strickland & Jones
 - Good Morning Coffee Hour – Wednesday, Nov. 2nd, 8am at Golden Corral, Hosted by EDC/PCBIC
 - LEADS Group – Wednesday, Nov. 2nd, 12pm at La Piazza
 - Career Fair – Thursday, Nov. 3rd at Roxboro Community School
 - RACC Bingo Night at 5:30pm on Thursday, November 10th at Roxboro Country Club
 - November Council Meeting, November 21, 9am at the City Hall
- Our new City Website will launch in October. This will mean the outdated information on our existing pages will be supplanted. We are launching with core functionality and will be adding content over the next several months. I hope to have a more exact timetable at our meeting.
- We have received an email from 115/117 Depot Street property owner advising that they are working with their architect/engineers to consider alternative placements of their equipment. The property owner has submitted a proposal for rectifying the trip hazard of the venting box by constructing a waist high planter. Staff has reviewed and approved this proposal.
- Assistant Manager Warren, Finance Officer Craig, Pubic Service Director Oakley, our engineers and I will be traveling to Raleigh to meet with the Local Government Commission on the morning of October 11th. We will begin work on consolidating our information and will be ready to report to council as part of our workshop being scheduled for early November.
- Key Staff members will be working on a staff review of the Unified Development Ordinance. Currently, this Ordinance has undergone a public feedback process conducted by a consultant, a review by the Planning Board, and a full review by our City Attorney's firm. The staff review should be completed by early November. Following this review, we will submit any revisions to the City Attorney for legal review. We will then present the final draft to the Planning Board and pending their approval we will then present it to the City Council.