

Consent Agenda

AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, JULY 12, 2016 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Police Chief David Hess
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		
Public Services		
Fuel Expenditures		
RDG Report		
PUBLIC COMMENT:		Mayor Marilyn P. Newell
<i>(5 minutes per Citizen)</i>		
RECOGNITION:		
Lt. Ricky Hughes and Sgt. Chris Cates		Police Chief David Hess
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Storm Water – <i>Public Hearing</i>		Public Utilities Director Andy Oakley
OLD BUSINESS:		
NEW BUSINESS:		
2. Revolving Loan Application		Interim Finance Director Dan Craig
3. Sewer Service – 506 Westover Drive		Assistant Manager Tommy Warren
4. Planning Board Appointment		Planning Director Sharon Richmond
5. Board of Adjustment Re-Appointment		Planning Director Sharon Richmond
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:		
CLOSED SESSION:		
ADJOURNMENT:	Motion	Second

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 July 12, 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 June 14, 2016 *(Regular Meeting)*
- Minutes of May 24, 2016 *(Special Meeting)*
- Minutes of June 28, 2016 *(Special Meeting)*
- Fire/EMS Monthly Report *(June 2016)*
- Police Dept. Monthly Report *(June 2016)*
- Planning Dept. Monthly Report *(June 2016)*
- Public Services *(June 2016)*
- Fuel Expenditures *(June 2016)*
- RDG Report *(June 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 JUNE 14, 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: Assistant Manager Tommy Warren

Others Present: City Manager Brooks Lockhart
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. **Fire Chief Kenneth Torain** provided the invocation.

PLEDGE OF ALLEGIANCE:

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

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked that a Closed Session for NCGS 143.318.11(a)(4) Economic Development be added to the agenda. **Mayor Pro Tem William Davis** offered a motion to approve the agenda as presented with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

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

RECOGNITION:

Fire Chief Kenneth Torain presented newly appointed **Lt. John Hamlett** to Council. Lt. Hamlett was pinned by Lt. David Reed.

PUBLIC COMMENT:

- 1) **Mr. Reggie Horton of 310 Broad Street, Roxboro, N.C.** addressed Council and thanked the Roxboro Fire Department for all their help with the Veteran's Park located on Morgan Street. Mr. Horton also thanked the Roxboro Police Department for all they do. Mr. Horton stated that he did have two complaints: 1) Trash Trucks leaving debris behind and 2) Chipper Truck leaving debris behind also.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Interim Finance Director Dan Craig presented Council with Budget Amendment #4. After a brief discussion, **Council Member Mark Phillips** offered a motion to approve Budget Amendment #4 as presented with a second by Mayor Pro Tem William

Davis and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.**

2. Set public Hearing – Stormwater Capital Project Ordinance

Public Services Director Andy Oakley reported to Council that in August 2011, the City of Roxboro implemented a Stormwater Fee to enable the City to meet the State mandated Stormwater rules. City Council implemented this fee under a capital project ordinance with a five year renewal. Staff would like to establish a public hearing for July 12, 2016 City Council Meeting in order to discuss the continuation of the Capital Project Ordinance. After a brief discussion, it was the consensus of Council to set the public hearing for July 12, 2016 at the regular scheduled Council meeting.

3. Proposed Budget FY 2016-2017 – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:17 p.m. City Manager Brooks Lockhart presented Council with a slide presentation explaining in detail the requested budget items. Mayor Newell asked for any comment from the public and there being none, closed the Public Hearing at 7:43 p.m. The next meeting to approve the budget for Fiscal Year 2016-2017 will be held Monday, June 28, 2016 at 4:00 p.m.

4. Special Event permit – 5K Run – Person County Library – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:45 p.m. Ms. Christy Bondy of the Person County Library presented Council with an application to use the Merritt Commons parking lot and facility to hold a 5K Run to promote healthy living, wellness and library services and resources. The run will serve to raise awareness and funding for the library. After a brief discussion, Mayor Newell closed the Public Hearing at 7:47 p.m. **Council Member Mark Phillips offered a motion to approve the application as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

5. Special Event Permit – Independence Day Parade – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 8:50 p.m. Mr. Larry Cole with the **Roxboro Area Merchants Association (RAMA)** presented Council with a special event permit application for the annual July 4th parade asking that Merritt Commons also be closed around 1:00 for some special entertainment. **Mayor Newell asked for any comments from Council of the public and there being none, closed the Public Hearing at 8:52 p.m.** After a brief discussion, **Council Member Mark Phillips offered a motion to approve the application as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

6. Special Event Permit – “Alive After 5” – RDG – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 8:53 p.m. Ms. Lauren Wrenn with the Roxboro Development Group (RDG) presented Council with a special event permit application for the “Alive After 5” event to be held at Merritt Commons on August 26, 2016.

Ms. Wrenn also presented an addendum to the previously approved permit for the “Rox N Roll” event to request additional time for the Merritt Commons Parking Lot closure on June 17, 2016. This “Community Gospel Festival” will take place from 5:00 p.m. until 10:00 p.m. with some set-up time prior to 5:00 p.m.

Mayor Newell asked City Attorney Nick Herman if one motion could be offered to approve both request. Mr. Herman stated that one motion would be sufficient. Mayor Newell asked for any comments from Council or the public at this time and there being

none, closed the Public Hearing at 8:56 p.m. Council Member Sandy Stigall offered a motion to approve the “Alive After 5” special event permit and to also approve the addendum to the “Rox N Roll” special event permit as presented with a second by Council Member Henry Daniel and upon being put to a vote was carried unanimously.

7. Special Event Permit – “Rox N Roll” – Public Hearing

Please see item number 6 for motion and approval.

OLD BUSINESS

NEW BUSINESS:

8. Spillway Bids

Public Services Director Andy Oakley informed Council that the void under the spillway at Lake Roxboro went out for bids and bids were received on June 2, 2016 and opened at 2:00 p.m. in the Council Chamber at City Hall. With three bids being received, the lowest bid came in at \$122,855.70 from MWP Contractors, LLC. The cities total budget for the project is \$150,000.00, subject to budget approval for fiscal year 2016/2017. Bids received were as follows:

1) MWP Contractor, LLC	\$122,855.70
2) Strickland Waterproofing Company, Inc.	\$203,830.00
3) Carolina Restoration and Waterproofing, Inc.	\$265,950.00

Coulter Jewell Thames, PA, the project-engineering firm, has certified the bid.

After a brief discussion, **Council Member Mark Phillips offered a motion to approve the lowest bid by MWP Contractor, LLC subject to approval of the 2016/2017 budget with a second by Council Member Henry Daniel** and upon being put to a vote, was carried unanimously.

9. Audit Contract

Interim Finance Director Dan Craig presented Council with the **Audit Contract from Winston, Williams, Creech, Evans & Company, LLP for period beginning July 1, 2015 and ending June 30, 2016.** The projected cost is \$27,000 with preparation of annual financial statement of \$5,000 and all audits are to be performed and the report of audit submitted to the LGC by October 31, 2016. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve the contract as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

10. Current Fiscal Year Loan Approval

Interim Finance Director Dan Craig presented Council with bids from three out of five banks for financing police vehicles and garbage truck in the amount of \$261,000.00 to be repaid in four annual installments. This loan does not require LGC approval. The low bid was Roxboro Savings Bank at 1.60% and payments of \$67,796.49 annually for four years. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve financing of police vehicles and garbage truck through Roxboro Savings Bank at 1.60% with a second by Council Member Sandy Stigall** 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** – July 23, 2016 and July 24, 2016 the animal shelter is offering free adoption.

- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – Will be meeting in July.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – A meeting was held and 2016/2017 FY Budget approved.
- 5) **Fire Chief’s Association – Council Member Mark Phillips** – Attended the Citizen’s Watch at Grace Methodist Church.

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

ADMINISTRATIVE REPORTS

11. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for April 30, 2016 and May 31, 2016. **Clerk’s Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

12. Assistant City Manager’s Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the main packing cylinder on the GSP residential garbage truck has worn out and needs rebuilding. Estimated cost to repair is \$6,000 if it can be rebuilt and \$12,000 if a new cylinder has to be installed. This is a side loading garbage truck and the packing cylinder runs full time while the truck is collecting garbage. Estimated time for repair is three to four days.

Continuing, Mr. Warren reported that the replacement chains and buckets have been installed in the grit chamber at the Wastewater Treatment Plant with the final electrical connection to be completed in the next week. During periods of heavy or extended rainfall events, both channels are needed to prevent overflows at the Wastewater Treatment Plant.

13. Manager’s Report

City Manager Brooks Lockhart offered some dates of interest for Council including the July 4th Fireworks. Interviews were conducted on June 9th for the Human Resources Director position and Mrs. Pamela Rodgers has been named to this position.

On Friday, June 10th Captain Kirby of the Police Department and City Manager Lockhart traveled to Quantico, VA to attend the graduation ceremony for Chief David Hess.

The storm event on the weekend of June 4th generated four to six inches of rain throughout the City spurring calls regarding storm water. Many of these calls were issues related to private property and the City staff has been in contact with these property owners informing them of the issues.

Mr. Lockhart also would like for Council to schedule a fall work session to discuss looming initiatives and projects.

COUNCIL DISCUSSION: Council Member **Sandy Stigall** would like the staff to do a study of the parking issues on Lamar Street.

Mayor Pro Tem William Davis offered a motion to enter into closed session per NCGS 143.318.11(a)(6) Personnel and NCGS 143.318.11(a)(4) Economic Development, with a second by Council Member **Mark Phillips** and upon being put to a vote was carried unanimously.

Council Member Henry Daniel offered a motion to return to open session with a second by Council Member Sandy Stigall 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 Council Member Sandy Stigall to adjourn this meeting** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

June 14, 2016

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY, MAY 24, 2016/June 6, 2016 – 6:30 P.M. BUDGET SESSION
CITY COUNCIL CHAMBER- CITY HALL, ROXBORO, NC**

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

Members Absent: City Attorney Nick Herman
Council Member Byrd Blackwell (May 24, 2016/ present June 6, 2016)

Others Present: City Manager Brooks Lockhart
Assistant Manager Tommy Warren
Interim Finance Director Dan Craig
Trevie Adams, City Clerk

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 p.m. welcoming everyone in attendance. Mayor Newell asked for a motion to excuse **Council Member Byrd Blackwell** due to illness. **Mayor Pro Tem William Davis** offered a motion to excuse **Council Member Byrd Blackwell** with a second by **Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

AGENDA ADOPTION:

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

OLD BUSINESS:

NEW BUSINESS:

1. Presentations for Funds – Non-Profits

1. **Piedmont Community College** – Dr. Bartlett asked Council for consideration of a donation of \$10,000 to support the operation of the Roxboro/Person County Business Development and Entrepreneurship for fiscal year 2016-2017.
2. **Roxboro Area Merchants Association (RAMA)** – **Mr. Larry Cole** reported to Council that the Roxboro Area Merchants Association is asking for \$3500, which is the same amount as requested in years past.
3. **Person County Rescue Squad** – **Mr. Brian Holeman** asked that Council requested \$4,000 in City funds to help in the purchase of needed equipment for the Person County Rescue Squad.
4. **Person County Museum** – **Mr. Doug Mabe** presented Council with a request for \$5,000 for FY 2016-2017.
5. **Roxboro Area Chamber of Commerce** – **Chamber Director Alicia Puryear** on behalf of the Roxboro Area Chamber of Commerce would like to request \$2,000 for the annual Personality Festival held in the uptown area.

2. Proposed Budget Presentation (FY 2015-2016)

City Manager Brooks Lockhart presented Council with more information about the vehicle tax proposed and the second choice being a \$.02 increase in taxes. Mr. Lockhart reported that the data shown on the vehicles by household was pulled from the Census Bureau's Fact Finder tool and reflects 3,708 Housing Units with an average occupancy of 2.26. The Vehicle Tax would not impact 17% of the City's households, 55% of the City's households would only be impacted with a \$20 increase or less. The Vehicle Tax Expansion would be \$73,620 absorbed by the commercial and industrial bases within the City. The residential base would absorb \$60,780 of this increase. Mr. Lockhart also explained that this increase would help with maintaining the roads in the City with the potential loss of Powell Bill money that has been used in the past. Mr. Lockhart also stressed that due to some confusion, this money is not and cannot be used for employee insurance increases.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Mayor Pro Tem William Davis with a second by Council Member Henry Daniel to recess this meeting at 8:29 p.m. to reconvene on Monday, June 6, 2016 at 6:30 p.m. to continue this budget session** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell reconvened the meeting of May 24, 2016 at 6:30 p.m. Monday June 6, 2016.

City Manager Brooks Lockhart presented Council with handouts and a power point presentation offering information about earlier discussions by Council.

First item discussed was the Community Requests. After some discussion, it was the consensus of Council to agree on the proposed Community requests as presented by Mr. Lockhart.

Next item for discussion was Vehicle Tax versus Property Tax. **City Manager Brooks Lockhart** offered the Council four options for consideration.

The options presented were:

- 1) Fully implement proposed \$20 increase to the Vehicle Tax. This would impact 83% of the households located in the City.
- 2) Partially implement proposed increase to the Vehicle Tax (\$15). Recommended step to balance budget would be to appropriate fund balance or cut capital purchases.
- 3) Partially implement proposed increase to the Vehicle Tax (\$10) and Property Tax (.01/\$1,000). Recommended step to balance budget would be to levy .01/\$1,000 property tax with collection \$62,080.
- 4) No implementation of the Vehicle Tax and increase property tax by .02 (.02/\$1,000).

Continuing, Mr. Lockhart asked for discussion regarding the proposed Police Software and after some discussion, it was the consensus of Council to approve the purchase as presented.

ADJOURNMENT

There being no further business to discuss, **Council Member Sandy Stigall offered a motion to adjourn at 7:21 p.m. with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

May 24, 2016/June 6, 2016

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY, JUNE 28, 2016 4:00 P.M. SPECIAL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Absent Members: City Attorney Nicholas Herman
City Clerk Trevie Adams

Others Present: City Manager Brooks Lockhart
Interim City Manager Tommy Warren
Interim Finance Director Dan Craig

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 4:01 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or corrections at this time. **Mayor Pro Tem William Davis offered a motion to approve the agenda as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

ORDINANCES AND PUBLIC HEARINGS:

1. Budget Amendment

Interim Finance Director Dan Craig presented Council with Budget Amendment #6. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve Budget Amendment #6 as presented with a second by Council Member Henry Daniel** 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. Proposed Budget Adoption (FY 2016-2017)

Interim City Manager Tommy Warren presented Council with the proposed budget for FY 2015-2016. The total budget for the fiscal year 2016-2017 is \$17,336,789.00 After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve the budget as presented with second by Council Member Henry Daniel and upon being put to a vote was carried unanimously.**

A break-down of the approved budget is as follows:

General Fund:	\$10,291,240.00
Enterprise:	\$ 6,890,551.00
All Other:	<u>\$ 154,998.00</u>
Total	\$17,336,789.00

ADJOURNMENT:

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

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

June 28, 2016



City of Roxboro
Fire and Rescue Department

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

Highlight

- **Responses** - During the month of June, the City of Roxboro Fire Department responded to 17 fire calls within the city limits, and 19 fire calls outside the city limits. Also, the department responded to 62 first responder calls within the city, and 34 first responder calls in our county response district. Over the course of May, we had to call back off-duty personnel and auxiliary personnel for a total of 3 full alarms. Roxboro Fire Department responded to 143 dispatched calls this month.
- **Veterans Park** Roxboro Fire Department finished all the concrete needed at the Veterans Park in the month of June. We have been requested in the future that we may be needed to help with another project in the making.
- **Fire Prevention** Roxboro fire Department visited Wynnridge apts, Stories Creek and North Elementary for fire prevention.
- **Person County Burn Children** We had a four day event at Hyco Lake in June. The event included, swimming, boat riding, art and crafts, life lessons, team building and camping.
- **Confine Space** We had several meetings in June with Louisiana Pacific about being their confine space team. They are in confine spaces 4 to 5 times per day and it may be too much for our team to do and complete regular duties. We have another meeting in July.
- **New Employee** In the month of June we hired DJ Kernodle. He is a Person County resident and was one of my part time employees. He previously worked in Henderson North Carolina.
- **Life Saves or Changing Events** Roxboro Fire Department usually do not add this to the agenda but it has been a busy month for such events. The Department have had several saves in June and several visits from citizens after returning from hospital. I never put it in because it is what we do and we take it as part of our jobs.

Smoke Detector Installation Report

June 2016

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

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

Child Safety Seat Installation Report

Number of CSR installed: 4
Types of CSR installed: Rear facing infant restraint, Booster
Number of CRS Technicians performing installations: 4

Prepared by: Bill Gentry

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

Month/Year June-16

No. of Participants by Age Group

Age 0-4	<u>75</u>
Age 5-10	<u>154</u>
Age 11-14	<u>210</u>
Age 15-18	<u>122</u>
Age 19-29	<u>45</u>
Age 30-65	<u>74</u>
Age 65+	<u>50</u>
Total Persons	<u>730</u>

Total Man Hours of Presentation 105

No. of Organizations by Type

Business	<u> </u>
Civic Group	<u> </u>
Daycare	<u> </u>
Healthcare	<u> </u>
Industrial	<u> </u>
Juvenile Fire Setters	<u> </u>
Schools	<u>1</u>
Senior Groups	<u>1</u>
Special Interest	<u>1</u>
Youth Groups	<u>2</u>
Other	<u>1</u>
Total No. of Organizations	<u>6</u>

No. of Programs by Type

Bicycle Safety	<u> </u>
Burn Prevention	<u> </u>
Display	<u> </u>
Extinguisher	<u>1</u>
Falls	<u> </u>
Fire / Evacuation Drill	<u> </u>
Water Safety	<u> </u>
Firearms	<u> </u>
General Fire Safety	<u> </u>
Juvenile Fire Setters	<u> </u>
Poison Prevention	<u> </u>
Public Relations	<u>2</u>
Special Event	<u>1</u>
Station Tour	<u>1</u>
Remembering When	<u>1</u>
Risk Watch	<u> </u>
Other	<u> </u>
Total	<u>6</u>

Safety Devices Issued

Smoke Alarms	<u>1</u>
Batteries	<u>1</u>
Special Needs	<u> </u>
CSS	<u>4</u>
Total	<u>6</u>

Did a program save a life or reduce injury?

No

If yes, please give details on a separate sheet

Jan. 2016- present month	Number of total contacts	Number of detectors installed	Number of batteries installed	Jan. 2016- present month	To Current Month	Current Month	Total YTD
A Shift Station 2	1		4	Number seats checked	11	4	15
A Shift Station 3							
B Shift Station 2	5	11		Number of clinics performed			
B Shift Station 3				Number of seats installed at clinic			
C Shift Station 2	1	2		Number of CSS distributed			
C Shift Station 3	11	9	7				
TOTALS	18	22	11	Total number of CSS installed	11	4	15

2005 thru 2016 totals	Contacts	Detectors	Batteries				
As of 2014	2091	1426	888	Previous YTD	2091	1426	888
Previous YTD	2125	1463	902	Current Month			
Current month	1	1	1	Total Jan 2005- Dec. 2016			
2015 to date	2126	1464	903				
				CSS Contacts for CTY	1	3	4
				CSS distributed and installed for CTY			

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



First Year Progress Report

This report provides a brief overview of the department's progress since June 2015. The department continues to progress as an Intelligence Led agency utilizing technology resources to provide efficient services that meet the expectations of a mobile community.

Community Policing Initiatives and Involvement

- Citizens Police Academy graduated the 8th Session
- Advanced CPA implemented for CPA Alumni to receive quarterly training
- Safe Zone parking
- Participated in National Night Out
- Increased Social Media presence to reach our mobile society.
- Officers serving on civic organizations boards to enhance our community connections and partnerships
 - Person County ARC- Lt. Price
 - Person County Partnership for Children- Sgt. Dickerson
 - PCLA Board- Lt. Hughes
 - Habitat for Humanity- Sgt. Cates and Sgt. Horton
 - United Way- John Hazel and Officer Brown
 - CJ Advisory Committee- Captain Kirby
 - Safe Haven- Captain Kirby
 - JCPC- Chief Hess
 - Rotary- Chief Hess
- The department successfully utilized six collegiate criminal justice interns. Our intern program exposes criminal justice students to the practical application of academic course.

Professional Development Association Memberships

Professional development is vital to our staff. Over the next six years, the department will have five senior staff members eligible for retirement.

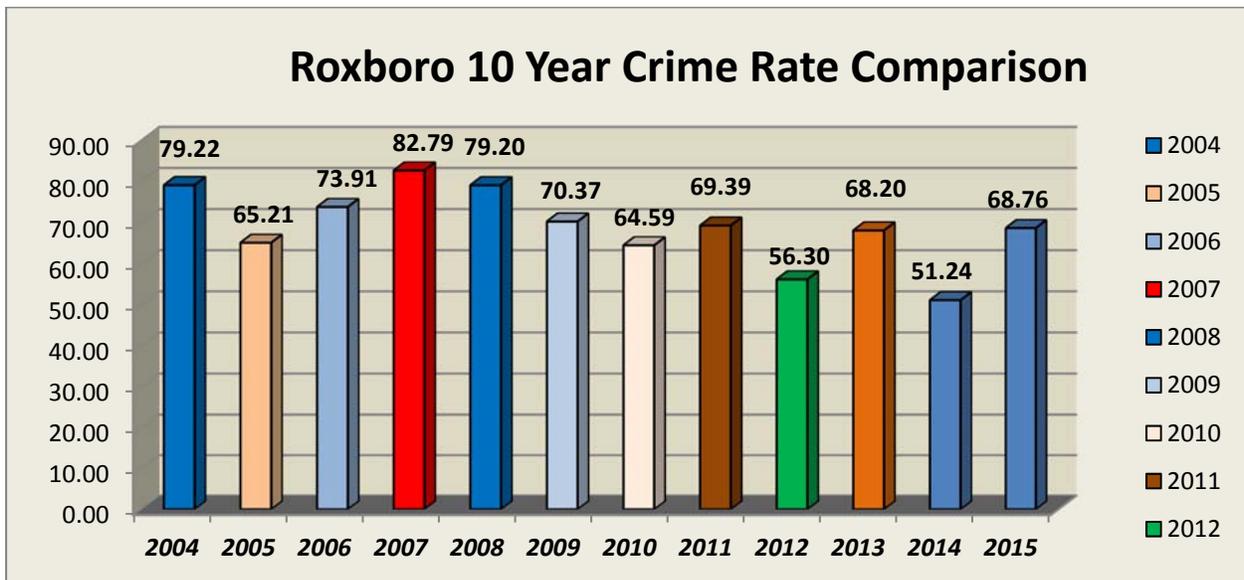
- North Carolina Homicide Investigators
- Organized Crime Drug Enforcement Task Force
- North Carolina Narcotics Association

- National Institute for Justice- Forensic
- North Carolina Association of Property and Evidence
- North Carolina Association of Chiefs of Police
- International Association of Chiefs of Police

Promotions

The police department was pleased to promote five officers. The promotions were a result of the retirement of Lieutenant Mangum and the promotion of Sergeant Wilson to Chief of Police for the Town of Norwood. The promotions included (1) lieutenant, (2) sergeants, (1) corporal and (1) detective.

Crime Rate



From 2014 to 2015 the City has seen a **17.52% increase** in our overall crime rate. The contributing factors were an increase in violent crime of aggravated assaults and robberies. As part of the two year strategic report we are analyzing crime trends and methodologies to lower our crime rate.

Strategic Report

The police department published a strategic report that will guide the agency over the next years. The report is a public document and is intended to provide accountability of expectations to improve our services. We continue to improve internal efficiency by improving our communications, acquisition of technology resources and the creation of an Administrative Services Unit.

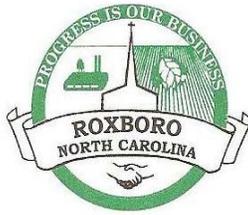
Cost Savings

Roxboro Police Department-Cost Savings Report for 2015-16 FY				
Acquisition of Equipment	Vendor	Actual Cost	Paid	Savings
New Uniforms	Reads Uniforms	\$ 13,202.00	\$ 12,582.70	\$ 619.30
Lidar Radar	NCGHSP	\$ 4,000.00	\$ -	\$ 4,000.00
End Stipen- Issue City Phones	Verizon	\$ 11,040.00	\$ 10,960.00	\$ 80.00
Cell phone cases	Verizon	\$ 642.00	\$ -	\$ 642.00
2015-16 FY Total to Date				\$ 5,341.30
Generated Revenue Source	Type	Purpose	Amount	
Sheriff's Journal	Donation	Calendars	\$ 3,000.00	
Charlie James	Donation	Crime Prevention	\$ 15.00	
ARC of Person County	Donation	Mental Health Training	\$ 2,000.00	
Various Community Partners	Donation	Honor Guard Uniforms	\$ 5,100.00	
2015-16 FY Total to Date				\$ 10,115.00
Grants Applied for	Grantee	Justification	Amount	Awarded
Vest Partnership	NCLM & DOJ	Vest Purchase Reimbursement	\$ 2,250.00	\$ -
Digital Car Cameras and Server	Gov. Crime Commission	Upgrade Antiquated Equipment	\$ 65,000.00	\$ 51,000.00
Motorized Utility Vehicle	John Deere	Special Events and Other needs	\$ 8,000.00	\$ -
Lexipol Policy Writing	Gov. Crime Commission	Complete Policy Revision	\$ 2,000.00	\$ 2,000.00
Actual 2015-16 FY Total to Date				\$ 68,456.30

Closing Statement from the Chief of Police

I am pleased with the department's progress. The change the public is seeing has been the desires of the officers. The outward changes are a reflection of supporting the change. The executive leadership team has embraced the migration of 21st Century Policing principles and Intelligence Led policing. We are working to implement some of the strategies of the President's Task Force on 21st Century Policing. The department's morale is increasing as staff continues to progress and receive the resources vital to provide services.

The police department remains committed to improving our services and professionalism. Without the support of the public and elected officials, our mission cannot be effective. Thank you for your support as we continue to improve our community relations and meet the demand of services.



City of Roxboro

Memorandum

To: Trevie Adams , Roxboro City Clerk
From: Sharon Richmond, Roxboro Planning & Zoning Director
Re: June N-Focus Report
Date: 7/07/2016

Consent Agenda Item

N-Focus 07/ 10/ 2016 Zoning Enforcement Enforcement Cases

25 Public Nuisance Cases

9 Minimum Housing Investigations

16 Reported High Grass complaints

Public Services Department Monthly Report



City of Roxboro

June 2016

Public Utilities Department	Public Works Department																																																			
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City of Roxboro, North LM
 Distribution of Gas TIC
 31-May-16

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

Shell
 Account Number: 80-001-3945-4

Gas 0.5350
 Diesel 0.5930
 Tax Adjust 0.04 2.00%
 per gallon 2.00%
 Discount Discount
 Net Cost Average
 Cost Per Gallon

Summary

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
1	4120	City Hall		19.05	41.90	10.19	0.76	0.38	30.57	2.199
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		114.20	269.11	61.10	4.57	2.28	201.16	2.356
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		10.32	23.12	5.52	0.41	0.21	16.98	2.240
		Total Administrative		143.57	334.13	76.81	5.74	2.87	248.71	2.327
5	4310	Police		1,754.64	3,891.95	938.73	70.19	35.09	2,847.94	2.218
6	4311	CID		198.08	439.61	105.97	7.92	3.96	321.75	2.219
26	4312	Narcotics		64.65	143.16	34.59	2.59	1.29	104.69	2.214
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,017.37	4,474.72	1,079.29	80.69	40.35	3,274.38	2.218
7	4340	Fire		1,076.56	2,292.79	622.58	43.06	21.53	1,605.62	2.130
8	4341	Fire Inspections		96.41	213.08	51.58	3.86	1.93	155.72	2.210
		Total Fire Dept.		1,172.97	2,505.87	674.15	46.92	23.46	1,761.34	2.136
10	4510	Public Services		155.21	345.17	83.04	6.21	3.10	252.82	2.224
11	4511	Streets		321.06	682.53	177.11	12.84	6.42	513.52	2.126
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		80.95	178.30	47.02	3.24	1.62	126.42	2.203
14	4710	Residential Garbage		1,276.60	2,598.29	757.02	51.06	25.53	1,764.67	2.035
15	4711	Commercial Garbage		901.04	1,837.84	533.38	36.04	18.02	1,250.40	2.040
16	4740	Cemetery		157.44	369.98	84.23	6.30	3.15	276.30	2.350
		Total Public Services		2,892.30	6,012.11	1,681.80	115.69	57.85	4,184.14	2.079
		Total General Fund		6,226.21	13,326.83	3,512.06	249.05	124.52	9,468.56	2.140
18	7112	Meter Reading		149.18	332.42	79.81	5.97	2.98	243.66	2.228
19	7114	Lake Warden		76.42	173.84	40.88	3.06	1.53	128.37	2.275
25	7118	Pump Stations		278.20	556.17	148.84	11.13	5.56	390.64	1.999
20	7120	Water Plant		119.07	265.44	63.70	4.76	2.38	194.59	2.229
21	7121	Water Line Maintenance		131.88	284.14	73.02	5.28	2.64	203.21	2.155
22	7130	WWTP		-	-	-	-	-	-	#DIV/0!
23	7131	Sewer Line Maintenance		557.04	1,196.26	309.34	22.28	11.14	853.50	2.148
24	7132	WWTP II		126.19	271.23	67.51	5.05	2.52	196.15	2.149
		Total Enterprise Fund		1,437.98	3,079.50	783.11	57.52	28.76	2,210.12	2.142
		Total All Funds		7,664.19	16,406.33	4,295.16	306.57	153.28	11,678.68	2.141



July 7, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: July Council Report

City of Roxboro:

- Additional planters for Uptown – Since the last Council meeting, I have continued work with volunteers to complete additional planting projects in Uptown Roxboro. At present, there are two new planters to be installed at the entrance to the alleyway near Danny Long’s office. Those should be on display very soon. We also have orders in for the plants to be installed in the raised bed off of Depot Street and fresh mulch for the beds around Yesterday’s Interiors. These are two of the primary entrances to a high-traffic parking lot in Uptown Roxboro. Our goal is to improve the aesthetics of these entrances to encourage people to utilize this long-term parking and alleviate some on-street parking issues. Furthermore, with the completion of the renovations at 115 and 117 Depot Street, these improvements are necessary to ensure the City is maintaining appearances congruent to the private properties nearby. Thankfully, this project is currently being funded in its entirety by the Roxboro Development Group, with potential support from Capital Power and Southern States.
- Uptown Parking – I have spoken with Mr. David Nyquist, the manager of Schewel’s Furniture. He is currently reviewing a draft of a shared parking agreement to see if it is acceptable for his organization. This shared parking arrangement would alleviate issues with the influx of additional employee parking at Merritt Commons once the Hall’s Way project is complete at the end of the summer.
- Other Highlights:
 - Took two Merritt Commons Reservation Applications
 - Spoke with an individual interested in a new Uptown business
 - Assisted with the preparations for the Independence Day celebrations in Uptown



Roxboro Development Group:

- Uptown Planters – See above.
- Rox N’ Roll Cruise-In – The June Cruise-In was a success despite another rain issue. We had a decent turnout of vehicles and spectators, but certainly hope for better weather in July. Since this event was themed around Father’s Day, we took the opportunity to honor the father of a regular Cruise-In attendee, Mr. Harry Lee Oakley. Harry Lee received recognition for his involvement in classic and antique automobiles when he was inducted into the Circle of Honor. As a token of our pride in Mr. Oakley’s achievements, we presented him with a plaque to commemorate his induction into the group.
- Fourth of July Celebrations – Thanks to the efforts of City staff, the RPD & RFD, the Directors’ RoundTable organization, and many volunteers, the Independence Day celebrations were a great success. There were many spectators for the parade (which also experienced a rain delay) and lots of comments about the bonus Hawaiian dance performance at Merritt Commons after the parade. The Fireworks were also well attended and everything appeared to go off without a hitch!
- Other Highlights –
 - Attended Ribbon Cutting for “The Room” on June 16th at their Depot Street location.
 - Held RDG Board meeting on June 21st.
 - Continued planning and preparation for other RDG events throughout the rest of the year.

1. Stormwater Capital Project Ordinance
(Public Hearing)

INTEROFFICE MEMO

July 12, 2016

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Stormwater Capital Project Ordinance

Council established a public hearing for July 12, 2016 City Council Meeting in order to discuss the continuation of the Capital Project Ordinance.

The City of Roxboro implemented a Stormwater Fee in 2011 to enable the city to meet the State mandated Stormwater rules. City Council implemented this fee under a capital project ordinance with a 5-year renewal.

In order to maintain our Stormwater Permit and meet the requirements of the Stormwater Rules, the City of Roxboro will need to continue this Capital Project Ordinance.

2. Revolving Loan Application

July 12, 2016

For City Council Meeting July 12, 2016

From: Dan Craig, Interim Finance Director

Subject: Revolving Loan Program

Strickland and Jones Funeral Service LLC has applied for a loan of \$30,000 from the City of Roxboro's Revolving Loan Program. They have constructed property located at Durham Road and have plans in place to add to the original construction of this property.

The City will be in the position of a second lien deed of trust on the property. The \$30,000 renovation plans are expected to be within the projected tax value of this project. They have demonstrated the ability to repay this loan. The note receivable, deed of trust, and related legal documents are currently ready to be in process to have this loan in place.

It is recommended that this loan application be approved by Roxboro City Council.

3. Appointments for Planning Board

Memo



To: Brooks Lockhart/ City Manager
From: Sharon Richmond/ Planning & Zoning Director
cc: Trevie Adams City Clerk (for City Records)
Date: June 27, 2016
Re: **Requests for City Council to appoint New Member Planning Board Member & two reappointments (1) to the Board of Adjustment (1) Planning Board**

Planning Board

Priscilla Bumphus has applied for an appointment to the Planning Board. Attached is the application for Ms. Bumphus for the City Council's packet.

Mr. Robert Trotter is requesting reappointment to the Planning Board.

There are currently six members of the Planning Board and one vacancy. Current members are:

1. Ms. Pecolia Beatty (2018)
2. Mr. Robert Trotter, (2016)
3. Mr. Kenneth Montgomery, (2017)
4. Mr. Reggie Horton, (2018)
5. Mr. Danny Cultra, (2019)
6. Mrs. Lynda Zirillo (2021)

Board of Adjustment

There are 5 members and two vacancies on the Board of Adjustment;

1. Mrs. Martha Butler, (2016)
2. Mr. Jim Tolin Jr., (2018)
3. Ms. Tonia L. Allen, (2017)
4. Ms. Margaret McMann, (2018)
5. Mr. James Reardon, (2018)

Mrs. Martha Butler, has requested reappointment to the Board of Adjustment.

Mr. Dennis Duncan moved out of Roxboro to Timberlake which created one vacancy.
Ms. Debra Barker resigned from the Board of Adjustment which created a second vacancy.

**CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS**

This application form is designed to protect individual rights and privacy and to insure equal opportunity. All questions are considered important and no other use is intended for the information you submit.

PERSONAL INFORMATION

Name: Priscilla Bumpus

Home Address: 303 High St

City, State, Zip: Roxboro, NC 27573

Home Phone: _____ Work/Day Time Phone: ^(W) 336-599-9271
^(C) 336-583-5533

Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: Planning/Zoning Board

Choice #2: _____

Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Administrator/Chief Executive Director

Employer Name: Person Family Medical Ctr.

Employer Address: 702 N. Main St.

City, State, Zip: Roxboro, NC 27573

Supervisor's Name: Francella Bumpass

<u>Name of School</u>	<u>Education Year Graduated</u>	<u>Degree</u>
High School: <u>Person</u>	<u>1981</u>	<u>Diploma</u>
College: <u>Piedmont Community College</u>	<u>1986</u>	<u>Certificate Program</u>
Graduate School: _____	_____	_____
Other: <u>University of Phoenix Currently Enrolled</u>	_____	<u>AAS</u>



Priscilla P. Bumphus, CE

**Person Family Medical
& Dental Center**

P.O. Box 350, 702 N. Main St.
Roxboro, NC 27573

Phone: (336)599-9271 ext. 33
Fax: (336)322-1588
Email: pbumphus@esinc.n

Planning Board Members 2016

Name & Address

Term expiration

**asterisk denotes newest assigned term from Aaron Holland's files*

1. Ms. Pecolia Beatty 336.599.8616
610 S. Main Street
Roxboro, N.C. 27573
roxboroha@earthlink.net
Term expires 6-30-2018
2. Mr. Robert Trotter 336.599.5976 (H)
117 Hill Street
Roxboro, N.C. 27573
No email address
Term expires 6-30-2016*
3. Mr. Kenneth Montgomery 336.599.3206
503 Clayton Ave.
Roxboro, N.C. 27573
Kennethm37@esinc.net
Term expires 6-30-2017
4. Mr. Reggie Horton 336.583.9223(M) 336.599-6901(H)
310 Broad St
Roxboro, N.C. 27573
jrhorton@esinc.net
Term expires 6-30-2018*
5. Mr. Danny Cultra 336.597.5977 (H)
211 Barnett Avenue
Roxboro, N.C. 27573
dannycultra@centurylink.net
Term expires 6-30-2019
6. Mrs. Lynda Zirillo 336.693.6626
208 Academy Street
Roxboro, N.C. 27573
bzirillo@aol.com
Term expires 6-30-2020

4. Appointments for Board of Adjustment

Trevie Adams

From: Sharon Richmond
Sent: Tuesday, June 21, 2016 10:01 AM
To: Trevie Adams
Cc: Brooks Lockhart
Subject: Board of Adjustment Members 2016
Attachments: Board of Adjustment Members 2016.docx

Importance: High

Hi Trevie,

I called each member of the Board of Adjustment and updated their address, added their emails and correct phone numbers for both of our records.

Please pass the information below on to City Council so they can make the following adjustments to the Board of Adjustment for their July 12th meeting:

- Martha Butler would like to continue her appointment,
- Debra Barker would like to be removed from her appointment.

Also,

Mr. Dennis Duncan has moved to Timberlake and would like to serve as an alternate.

Would you email me our Attorney's name so that I can make sure of Mr. Duncan's request as an "alternate"

Please use the attached list with updated phone information and emails for your records

Thanks Trevie

Board of Adjustment Members 2016

Name & Address

Term expiration

**asterisk denotes newest assigned term from Aaron Holland's files*

1. Martha Butler 336.597.3946
213 Lamar Street
Roxboro N.C. 27573
martha45butler@centurylink.net
Term expires 6-30-2016
2. Jim Tolin Jr. 336.599.4067 (H) 336.599.0241 (W)
112 S. Main Street
Roxboro, N.C. 27573
jtolinlaw@gmail.com
Term expires 6-30-2018*
3. Tonia L. Allen 336.503-0065 919.308.1097(cell)
108 Jack Lane
Roxboro, N.C. 27573
allentonia@hotmail.com
Term expires 6-30-2017
4. Margaret McMann 336.597.2689(W) 336.599.8123(H)
303 Windsor Drive P. O. Box 1957 (preferred mailing)
Roxboro, N.C. 27573 Roxboro, N.C. 27573
personcountytda@personcounty.com
Term expires 6-30-2018*
5. James Reardon 336.597.4876 (H)
514 S. Main Street
Roxboro, N.C. 27573
Turtle1256@msn.com
Term expires 6-30-2018

5. Financial & Tax Report

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	91.67% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,797,380	\$ 4,797,380	\$ 4,868,237.47	\$ 70,857.47	101.48%
Local Option Sales Tax	1,314,320	1,314,320	1,234,718.09	(79,601.91)	93.94%
Other Taxes and Licenses	21,000	21,000	14,235.58	(6,764.42)	67.79%
Unrestricted Intergovernmental	846,523	846,523	703,130.09	(143,392.91)	83.06%
Restricted Intergovernmental	629,935	629,935	580,082.01	(49,852.99)	92.09%
Permits and Fees	7,000	7,000	3,290.00	(3,710.00)	47.00%
Sales and Services	667,120	667,120	590,723.33	(76,396.67)	88.55%
Miscellaneous	56,017	61,017	46,091.45	(14,925.55)	75.54%
Investment Earnings	5,000	5,000	2,926.26	(2,073.74)	58.53%
Interfund Transfers	1,038,324	1,102,421	860,130.37	(242,290.45)	78.02%
Sale of Fixed Assets	25,000	25,000	22,614.50	(2,385.50)	90.46%
Total Revenues	9,407,619	9,476,716	8,926,179.15	(550,536.67)	94.19%
Expenditures:					
Governing Body - City Council	196,013	196,013	158,930.92	37,082.08	81.08%
City Hall Administration	628,862	692,959	647,629.32	45,329.50	93.46%
Finance	246,881	246,881	203,846.52	43,034.48	82.57%
Sales Tax	88,100	88,100	88,214.09	(114.09)	100.13%
Tax Collections	67,521	67,521	68,755.32	(1,234.32)	101.83%
Buildings & Grounds	132,027	132,027	102,226.18	29,800.82	77.43%
Safety / Purchasing	34,625	34,625	27,035.78	7,589.22	78.08%
Police	3,009,284	3,014,284	2,467,339.95	546,944.05	81.85%
Fire	2,245,798	2,245,798	1,504,438.26	741,359.74	66.99%
Emergency Communications 911	96,965	96,965	68,032.62	28,932.38	70.16%
Transportation - Streets	1,554,423	1,554,423	1,401,031.61	153,391.39	90.13%
Environmental Protection	1,056,282	1,241,282	1,091,160.52	150,121.48	87.91%
Economic Development	246,584	246,584	165,303.73	81,280.27	67.04%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	518,252	518,252	252,154.03	266,097.97	48.65%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,221,617	10,475,714	8,246,098.85	2,229,614.97	78.72%
Excess of Revenues Over (Under) Expenditures	(813,998)	(998,998)	680,080.30	1,679,078.30	
Other Financing Sources					
Proceeds of Capital Lease	635,198	820,198	-	(820,198.00)	0.00%
Fund Balance Appropriated	178,800	178,800	-	(178,800.00)	0.00%
Total Other Financing Sources	813,998	998,998	-	(998,998.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	680,080.30	\$ 680,080.30	
Fund Balance Beginning of Year			3,600,456.50		
Fund Balance Current Period			\$ 4,280,536.80		

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	91.67% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 4,656,269.26	\$ (433,482.74)	91.48%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	22,300.00	2,300.00	111.50%
Other Operating Revenues	34,118	34,118	52,870.37	18,752.37	154.96%
Nonoperating Revenues	3,000	3,000	36.74	(2,963.26)	1.22%
Interfund Transfers-MERP	-	-	-	-	#DIV/0!
Interfund Transfers	1,098,065	1,131,385	-	(1,131,385.30)	0.00%
Sale of Fixed Assets	15,000	15,000	16,292.89	1,292.89	108.62%
Total Water & Sewer Fund 60	6,259,935	6,293,255	4,747,769.26	(1,545,486.04)	75.44%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	8,082.54	1,117.54	116.05%
Nonoperating Revenues	500	500	93.26	(406.74)	18.65%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	681,505	681,505	639,016.39	(42,488.61)	93.77%
Nonoperating Revenues	4,500	4,500	1,325.08	(3,174.92)	29.45%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,953,405	6,986,725	5,396,286.53	(1,590,438.77)	77.24%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	106,025	110,674	103,974.29	6,699.54	93.95%
Meter Section	242,502	242,502	194,493.67	48,008.33	80.20%
Raw Water Supply	568,225	568,225	432,572.96	135,652.04	76.13%
Water Plant	1,423,494	1,434,350	1,232,022.01	202,328.39	85.89%
Water Maint and Construction	495,347	496,811	425,337.41	71,473.59	85.61%
Wastewater Plant II	152,562	152,562	115,363.84	37,198.16	75.62%
Wastewater Plant	1,190,302	1,198,392	983,457.91	214,934.45	82.06%
Pump Stations	228,293	230,425	233,018.01	(2,593.09)	101.13%
Wastewater Maint & Construction	395,374	401,503	306,602.50	94,900.29	76.36%
Debt Service	479,487	479,487	479,486.83	0.17	100.00%
Interfund Transfers-MERP	-	-	-	-	#DIV/0!
Interfund Transfers	978,324	978,324	860,130.37	118,193.63	87.92%
Total Water & Sewer Fund 60	6,259,935	6,293,255	5,366,459.80	926,795.50	85.27%
Triple Tier Fund 61	7,465	7,465	-	7,465.00	0.00%
Capital Reserve Fund 69	1,098,065	1,098,065	-	1,098,065.00	0.00%
Total Expenditures	7,365,465	7,398,785	5,366,459.80	2,032,325.50	72.53%
Excess of Revenues Over (Under) Expenditures	(412,060)	(412,060)	29,826.73	441,886.73	
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	412,060	412,060	-	(412,060.00)	0.00%
Total Other Financing Sources	412,060	412,060	-	(412,060.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	29,826.73	\$ 29,826.73	
Fund Balance Beginning of Year			2,218,884.12		
Fund Balance Current Period			\$ 2,248,710.85		

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

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	Annual 91.67% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	3,208,617.65		
BB&T MMA		11100001	127,993.37		
NCCMT		11100002	402,848.77		
Flexible Spending Account AFLAC		11100003	18,403.17		
Roxboro Savings Bank		11100004	459,141.53		
Gateway Bank MMA Finistar		11100005	101,985.64		
CD's		11130000	-		
Total Cash and Investments			\$ 4,318,990.13		\$4,318,990.13
<u>Breakdown by Fund:</u>					
General		10	\$ 3,786,352.56		
CDBG-Revolving Loan Fund		13	97,372.94		
Vehicle Special Revenue		26	1,084.65		
Ridge Road Capital Project		30	(679,358.03)		
Stormwater Capital Fund		50	133,877.75		
Enterprise		60	(501,549.45)		
Triple Tier Water		61	106,670.60		
Capital Reserve		69	1,736,121.13		
Wastewater Plant Capital Project		71	(680,382.44)		
Annexation Area Capital Project		73	195,128.95		
Christmas Club / Flex Fund		75	49,172.85		
LEO Pension Trust Fund		79	74,498.62		
Reserve for Interest Earned			-		
Total of Fund's Cash and Investments			\$ 4,318,990.13		\$4,318,990.13

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

	General Fund			
	31-May-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.05%	0.43%	0.48%
Reserved by state statute	653,781	15.27%	6.24%	6.94%
Reserved for streets - Powell Bill	287,458	6.72%	2.74%	3.05%
Reserved for cemetery	30,269	0.71%	0.29%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.15%</u>	<u>1.29%</u>	<u>1.43%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>26.90%</u>	<u>10.99%</u>	<u>12.23%</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>3,128,923</u>	<u>73.10%</u>	<u>29.87%</u>	<u>33.22%</u>
Total fund balance unreserved	<u>3,128,923</u>	<u>73.10%</u>	<u>29.87%</u>	<u>33.22%</u>
Total equity and other credits	<u>\$ 4,280,537</u>	<u>100.00%</u>	<u>40.86%</u>	<u>45.44%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 10,475,714	
Prior Year Expenditures				\$ 9,419,976

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

	Enterprise Fund			
	31-May-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.63%	0.27%	0.25%
Reserved by state statute	422,861	18.80%	7.96%	7.35%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>79.36%</u>	<u>33.57%</u>	<u>31.02%</u>
Total fund balance reserved	2,221,606	98.79%	41.80%	38.62%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>27,105</u>	<u>1.21%</u>	<u>0.51%</u>	<u>0.47%</u>
Total fund balance unreserved	<u>27,105</u>	<u>1.21%</u>	<u>0.51%</u>	<u>0.47%</u>
Total equity and other credits	<u>\$ 2,248,711</u>	<u>100.00%</u>	<u>42.31%</u>	<u>39.09%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 5,314,931	
Prior Year Expenditures			\$ 5,752,047	

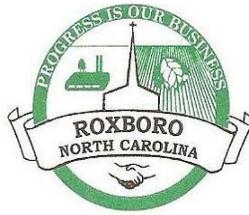
6. Assistant City Manager's Report

Assistant City Managers Report

Lake Roxboro Spillway Repairs – A preconstruction meeting is scheduled for July 14 to begin the Lake Roxboro Spillway repair project. A meeting was held in June with the contractor to discuss the project. The contracts will be signed at the July meeting. The contractor has been submitting shop drawing to help expedite the project.

Wastewater Treatment CMAR Project – A progress meeting was held on July 6 to review the 90% plans for the project. The next meeting has been scheduled for August 9 to review the 90% cost estimate and to refine the project schedule. Plans and specification have been submitted to the State for approval.

7. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: July 12, 2016

- Please take note of several upcoming dates.
 - Good Morning Coffee Hour – Wednesday, July 27th at Golden Corral, Bayada Home Health
 - Rox N' Roll- Friday July 15th in Uptown
 - Board of Commissioners – Monday, July 18th at 9am in the County Office Building
 - Economic Development Commission – Thursday, July 21st at the Person County Tax Office
 - LEADS Group - Wednesday, August 3rd, 1pm at La Piazza
 - Good Morning Coffee Hour – Wednesday, August 17th at Golden Corral, United Way Campaign Kick-Off
 - Personality Festival – August 26th and 27th in Uptown Roxboro

- The revisions to the Personnel Policy are nearing completion. Staff met with Attorney Al Benshoff this week to discuss our intended timetable for implementation. It is our intent to complete the final staff review by the end of July. Currently, we have a standalone Personnel Policy and some personnel issues are addressed in our City Code of Ordinances; it is our intention to consolidate these into one easy to reference policy. We will need Council to repeal a selection of the City Code in either August or September; this document is being prepared by Attorney Benshoff.

- The backend for editing our new City website content is in place. We will be conducting a brief refresher training for department heads in the coming week and transitioning into publishing new content by the end of July. Our new website will be able to be edited on the fly without an extensive requirement for design knowledge. We can focus our efforts on publishing immediately.

- I would like to commend the City Staff in making our Independence Day celebrations with the parade and the fireworks a success. I would especially like to thank Chief Torain for his efforts in coordinating the Fireworks Display and for spreading information. I would also like to thank Margaret McMann and the Tourism Development Authority for the Explore Roxboro App for using “push notifications” to inform people about the weather delay for the parade. I would like to thank Larry Cole and the Director's Roundtable for all of their efforts. Finally, I would like to thank Dave Bradsher and Radio Roxboro (WKRX) for their support.