

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, FEBRUARY 13, 2018 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER	Mayor Marilyn P. Newell
INVOCATION:	
PLEDGE OF ALLEGIANCE:	Mayor Marilyn P. Newell
AGENDA ADOPTION:	Mayor Marilyn P. Newell
CONSENT AGENDA	Mayor Marilyn P. Newell
Minutes	
Fire Department	
Police Department	
Public Services	
Fuel Expenditures	
Planning/RDG Report	
RECOGNITIONS:	
PUBLIC COMMENT: <i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:	
1. Budget Amendment	Finance Director Dan Craig
2. Capital Project Ordinance	Finance Director Dan Craig
3. Special Event Permit – Public Hearing	Wanda Williams Pettiford
NEW BUSINESS:	
4. Dates for 2018 Work Sessions	City Manager Brooks Lockhart
5. Purchase of Garbage Truck	Public Services Director Andy Oakley
OLD BUSINESS:	
6. Resolution to Proceed – DOT – Set Public Hearing	City Manager Brooks Lockhart
7. North Ridge Subdivision – Water	Finance Director Dan Craig
COMMITTEE REPORTS:	Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:	
8. Financial & Tax Report	Finance Director Dan Craig
9. Assistant Manager’s Report	Assistant Manager Tommy Warren
10. Manager’s Report	City Manager Brooks Lockhart
COUNCIL DISCUSSION:	
CLOSED SESSION: NCGS 143-318.11(a)(1) Attorney/Client Privilege,	
ADJOURNMENT: Motion	Second

Consent Agenda

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, February 13, 2018.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

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

- Minutes of January 9, 2018 (*Regular Meeting*)
- Minutes of January 11, 2018 (*Special Planning Meeting*)
- Minutes of January 23, 2018 (*Special Joint Meeting*)
- Minutes of January 31, 2018 (*Emergency Called Meeting*)
- Fire/EMS Monthly Report (*January 2018*)
- Police Dept. Monthly Report (*January 2018*)
- Public Services Report (*December 2017 and January 2018*)
- Fuel Expenditures Monthly Report (*January 2018*)
- Planning/RDG Monthly Report (*January 2018*)

Trevie Adams, MMC/NCCMC
City Clerk

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

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY JANUARY 9, 2018 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro-Tem Tim Chandler
Council Member Mark Phillips
Council Member Byrd Blackwell
Council Member Reggie Horton

Members Absent: Council Member Sandy Stigall

Others Present: City Manager Brooks Lockhart
Asst. City Manager Tommy Warren
City Clerk Trevie Adams
City Attorney Bob Hornick

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. Police Chief David Hess provided the invocation.

PLEDGE OF ALLEGIANCE:

Carter and Caden Hawkins then led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

Mayor Marilyn P. Newell asked that Council Member Sandy Stigall be excused from this meeting due to illness. **Council Member Byrd Blackwell offered a motion to excuse Council Member Stigall with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or changes and there being none **Council Member Byrd Blackwell 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 comments. **A motion was offered by Council Member Mark Phillips to approve the consent agenda as presented with a second by Council Member Byrd Blackwell**, and upon being put to a vote, was carried unanimously.

RECOGNITION:

- 1) **Ms. Vicki Roberson with Woodman of the World** presented the City with twenty six American Flags to be used in the uptown area.
- 2) **Police Chief David Hess** presented the following recognitions for promotions in the Roxboro Police Department:
 - 1) **Sgt. Trey Cox**, who was unable to attend tonight's meeting.
 - 2) **Lt. Dan Walker** – Lt. Walker's wife pinned Lt. Walker's badge and his son pinned his collar stripes.

- 3) **Deputy Chief Jimmy Hawkins** – Deputy Chief Hawkins’ wife pinned his badge and his two daughters pinned his collar stripes.

PUBLIC COMMENT:

Mayor Marilyn P. Newell invited anyone interested in addressing Council to sign-up for the public record and to limit his/her comments to five minutes.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Finance Director Dan Craig presented Council with Budget Amendment #3. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Budget Amendment # 3 as presented with a second by Council Member Reggie Horton** and upon being put to a vote, was carried unanimously. **Clerk’s Note: A copy of said Budget Amendment #3 is hereby incorporated into the minutes of this meeting.**

2. Rezoning Request – Lot off of Madison Boulevard - *Public Hearing*

Mayor Marilyn P. Newell opened the **Public Hearing at 7:32 p.m.** **Planning Director Lauren Johnson** presented the Mayor and Council with a rezoning request from 4C Properties, LLC, Mr. Linwood Cates indicating the location and size, stating the .38 acre lot is off of Madison Boulevard and adjacent to S. Lamar Street. The request to rezone the property is from R-6 to B-1. On December 4, 2017, the Roxboro Planning Board met and approved the rezoning request. Mrs. Johnson continued with the following staff recommendation:

- “LUP (Land Use Plan) designates this area as Commercial for future land use.
- The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
- Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension.”

Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 7:36 p.m. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the rezoning request for Tax Map 21 Lot 48 from R-6 to B-1 in that the application is consistent with the City’s Comprehensive Land Use Plan because of the following reasons:**

- “LUP designates this area as Commercial for future land use.
- The rezoning will provide opportunity for infill development within the City limits and do so in conformity with the character and community vision of the Boulevard district.
- Commercial development is established along the Madison Boulevard corridor and the LUP indicates additional development of this nature should be a logical extension.”

With a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

NEW BUSINESS

3. Authorization for RFQ – Desert Sands

Planning Director Lauren Johnson would like authorization for Assistant Manager Tommy Warren to be able to handle financial disbursements and sign any needed documents on behalf of the City of Roxboro in the Desert Sands project. After a brief discussion, **Mayor**

Pro Tem Tim Chandler offered a motion to authorize Assistant Manager Tommy Warren to handle financial disbursements and sign any needed document on behalf of the City of Roxboro with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

4. Naming of City Parking Lots

Planning Director Lauren Johnson reported to the Mayor and Council that at the December meeting of the Roxboro Development Group, the Board discussed potential names for the Uptown City parking lots. With the completion of the branding project coming up, RDG plans to develop new marketing materials and signage for the Uptown district. As a part of this process, the group would like to have official names assigned to each parking lot that can be advertised on marketing materials, directional signage, maps, etc. for the purpose of helping visitors and residents locate the free, all-day parking available to them. Mrs. Johnson presented the following for Council's consideration:

- Merritt Commons Lot – for the public lot at the corner of Gordon and Lamar Streets
- City Hall Lot – for the public lot off of Lamar, beside City Hall
- Depot Street Lot – for the public lot off of Depot Street
- North Main Street Lot – for the public lot off of N. Main Street, adjacent to Long Memorial Church

After a brief discussion, **Council Member Mark Phillips offered a motion to approve the names presented for the City lots with a second by Council Member Reggie Horton** and upon being put to a vote, was carried unanimously.

5. Approval of Police Policy

Police Chief David Hess reported to the Mayor and Council that a copy of the proposed Police Policy was sent out early for their review and would like to add the Internal Affairs Manual be included in their approval. After some discussion, **Council Member Byrd Blackwell offered a motion to approve the Police Policy and to include the Internal Affairs Manual in the policy with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

6. Budget Calendar

Finance Director Dan Craig presented Council with dates for the budget calendar year 2018/2019. The process will begin in January with the CIP requests distributed to the Department Heads. The first draft of the budget is scheduled to be sent to Council on Monday April 30, 2018, then presented at the Tuesday May 8, 2018 regular City Council Meeting. More budget sessions have been scheduled and are subject to change as needed with the budget adoption being scheduled for Tuesday, June 28, 2018 at a special called meeting of the City Council.

OLD BUSINESS:

7. DOT Design for Long Avenue/Morgan Street Intersection

Mr. John Sandor with the Department of Transportation informed the Mayor and Council that additional funding is available for which the Long Avenue and Morgan Street Intersection project. Mr. Sandor explained how the round – a – bout would be beneficial for the area of concern and that it would not keep emergency vehicles from crossing. The raised portion would be so that emergency vehicles could easily cross over. After some discussion, it was the consensus of Council to have a Resolution to Proceed and Public Hearing at the February meeting.

8. Paving of Old Durham Road

Public Services Director Andy Oakley presented the Mayor and Council with a bid price from Asphalt Experts, Inc. in September, 2017 for the amount of \$452,061.25. After some discussion, it was the consensus of Council to resume consideration in February.

Committee Reports:

Mayor Merylyn P. Newell asked for any committee reports at this time. There were no reports at this time.

ADMINISTRATIVE REPORTS

9. Financial & Tax Report

Finance Director Dan Craig presented Council with Financial reports for months ending November 30, 2017 and tax reports for December 31, 2017. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

10. Assistant Manager's Report

Assistant Manager Tommy Warren reported to the Mayor and Council that the US Weather Service called for a winter storm on Wednesday, January 3, 2018. The storm was supposed to be east of Raleigh, mainly a coastal event. After some discussion, Public Service Superintendent Eddie Moody decide to brine the phase one streets. The discussion was whether to do anything since the weather service called for the event to be mainly east of I-95. Staff's thinking was better safe than sorry, plus, brine is relatively inexpensive. It turned out to be the right call and Public Work crews worked throughout the night putting out salt. There was not enough snow to scrape. The Public Works crews sprayed 1,200 gallons of brine prior to the event and then spread 48 tons of salt Wednesday night.

The cold weather has led to a rash of water leaks as well. It happens every year, but with this year getting so cold, so quick, and lasting for over a week, it has created more leaks than usual. In a span of six days, starting on December 29th through January 3rd, Public Utilities crews responded to eight major water line breaks. Five of the eight breaks occurred during the weekend and New Year's Day. In addition to the major breaks, there have been over twenty additional calls to frozen meters and busted yokes. A major break on a large water line averages three-four hours to repair and that is after getting an emergency locate from 811. The utility location service 811 allows utilities three hours to mark an emergency locate, therefore, it can take up to six-seven hours to repair a broken water main.

11. Manager's Report

City Manager Brooks Lockhart reported to the Mayor and Council some upcoming dates including: Good Morning Coffee Hour – A Response to Human Trafficking on Wednesday, January 10th, 8:00 a.m. at Golden Corral, City Council Planning Session, January 11th, 6:30 p.m. at the Roxboro Police Department Training Room, Roxboro Area Chamber of Commerce Annual Banquet, January 18th at Palace Pointe, and EDC/PCBIC Meetings, January 23rd, 4:00 p.m. at Piedmont Community College in Room S-100.

Mr. Lockhart reported that City Finance and County IT staffs have been working on the conversion to the new fiscal management software, Encode. Key staff have been holding weekly meetings and limited staff has begun training. A technology assessment was undertaken which was accounted for in the Budget Amendment presented to Council

earlier in the meeting. Currently, there is some concern about the data migration and staff are attempting the most cost-effective strategy for addressing it. If this strategy fails, staff will need to apprise Council of other options and their costs.

Mr. Lockhart continued by stating that the City's website updates are continuing. Staff is working on a new action item list for the next steps for the website; if Council has any thoughts about updating functionality please let staff know.

City staff spoke with USDA RD Staff at the regional office the first week of January and were informed that the application is still under review. Staff anticipates a conditional offer letter from USDA RD should be issued soon.

Mr. Lockhart took this time to extend a thank you to all the city staff working to ensure the public safety during this most recent extended cold weather event. Thank you to the public works staff for their hard work keeping our roads clear during the recent storm and a special thank you to the water line crews for the major amount of work that has been done on line repairs resulting from this weather event.

COUNCIL DISCUSSION:

Mayor Newell asked for any discussion or concerns from Council Members. **City Clerk, Trevie Adams** asked for anyone planning to go to the Chamber Banquet, to please let her know for reservation purposes.

There being no further discussion at this time, **Council Member Byrd Blackwell offered a motion to enter into Closed Session for the purposes of: NCGS 143-318.11(a)(1) Attorney/Client Privilege & NCGS 143-318.11(a)(5) Acquisition or Lease of Real Property with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

Council Member Mark Phillips offered a motion to re-enter into open session with a second by Council Member Byrd Blackwell 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 Byrd Blackwell with a second by Council Member Reggie Horton to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 10:43 p.m.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

January 9, 2018

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
WEDNESDAY, JANUARY 11, 2018 – 6:30 P.M. SPECIAL PLANNING MEETING
ROXBORO POLICE STATION TRAINING ROOM, ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro Tem Tim Chandler
Council Member Reggie Horton
Council Member Mark Phillips
Council Member Byrd Blackwell

Members Absent: Council Member Sandy Stigall

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

CALL TO ORDER:

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

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any additions or corrections and there being none, **Council Member Byrd Blackwell offered a motion to approve the agenda as presented with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously. **Mayor Pro Tem Tim Chandler offered a motion to excuse Council Member Sandy Stigall due to illness with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

Items for Discussion:

- **Snow Removal Protocol – Public Services Director Andy Oakley** reported to Council that the City is divided into phases for snow removal. The more main routes are priority and then crews move to the next phases. Mr. Oakley explained that some residents do not understand that some of our streets are DOT streets and are maintained by the State. After some discussion, it was the consensus of Council to continue following the snow removal protocol and if a call comes in for emergency removal, the crews will do their best to accommodate.

- **Committee Appointment for Council – Mayor Marilyn P. Newell** took this opportunity to appoint Council Members on the committees that the City has been asked to participate in. The appointees are as follows:

Economic Development and Roxboro Housing Authority – Mayor Marilyn P. Newell

Person County Animal Control – Council Member Sandy Stigall

Senior Center Advisory Board – Council Member Byrd Blackwell

Kerr Tar COG Board & Rural Transportation Planning Board – Council Member Reggie Horton

Fire Chief's Association – Council Member Mark Phillips

United Way – Council Member Tim Chandler

- **Council Meetings**

City Manager Brooks Lockhart stated there has been discussion about the frequency and duration of Council Meetings. Traditionally, the Council has held a monthly meeting with quarterly work sessions to accommodate lengthier and more

detailed discussions on items of special significance. Other meetings that Council may need are joint meetings with the County, special meetings (especially at budget time), or emergency meetings. After some discussion by the Mayor and Council, it was the consensus of Council to hold planning sessions in the months of January, March, August and October and to continue with any needs for joint, special or emergency meetings.

- **Technology Review**

City Manager Brooks Lockhart talked about some of the new upgrades to the computer system and explained to Council how the new calendar would be implemented.

COUNCIL DISCUSSION and GOAL SETTING: No discussion at this time

Council Member Mark Phillips offered a motion to enter into Closed Session per NCGS 143-318.11(a)(1) with a second by Council Member Byrd Blackwell 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 Tim Chandler and upon being put to a vote was carried unanimously.

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

Council Member Byrd Blackwell offered a motion to adjourn at 9:52 p.m. with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

Submitted By:

Trevie Adams, MMC/NCCMC
City Clerk

January 11, 2018

**MINUTES OF THE PCBIC BOARD, ROXBORO COUNCIL/PERSON COUNTY
COMMISSIONERS
TUESDAY, JANUARY 23, 2018, 2:00 P.M.
ROOM S-100, PIEDMONT COMMUNITY COLLEGE**

Council Members Present: Mayor Pro Tem Tim Chandler
Council Member Byrd Blackwell
Council Member Reggie Horton

Commissioners Present: Commissioner Chairman Tracy Kendrick
Commissioner Jimmy Clayton
Commissioner Ray Jeffers
Commissioner Gordon Powell

Others Present: City Manager Brooks Lockhart
County Manager Heidi York
Clerk to the Board Brenda Reaves
City Clerk Trevie Adams
Mr. David Newell, President of the PCBIC Board
Members of the PCBIC Board & Staff

CALL TO ORDER:

Mayor Pro Tem Tim Chandler, Commissioner Chairman Tracey Kendrick, and David Newell called the meeting to order at 2:15 p.m. welcoming everyone in attendance both City, County and PCBIC Board and Staff representatives.

Stuart Gilbert, Person County Economic Development Director provided the invocation.

Commissioner Ray Jeffers offered a motion for the County Commissioners to enter into Closed Session per NCGS 143-318.11(a)(4) Economic Development and upon being put to a vote was carried unanimously.

Mayor Pro Tem Tim Chandler asked for a motion for City Council to enter into Closed Session per NCGS 143-318.11(a)(4) Economic, Council Member Byrd Blackwell offered the motion with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

Commissioner Chairman Tracey Kendrick offered a motion for the County Commissioners to re-enter into open session and upon being put to a vote, was carried unanimously.

Council Member Reggie Horton offered a motion for the City Council to re-enter into open session with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

Council Member Byrd Blackwell offered a motion to adjourn this meeting for the Roxboro City Council with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

January 23, 2018

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
WEDNESDAY, JANUARY 31, 2018 8:00 A.M. CITY COUNCIL
EMERGENCY CALLED MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro-Tem Tim Chandler
Council Member Mark Phillips
Council Member Reggie Horton
Council Member Byrd Blackwell

Members Absent: Council Member Sandy Stigall

Others Present: City Manager Brooks Lockhart
Finance Director Dan Craig
Trevie Adams, City Clerk
City Attorney Nick Herman

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 8:07 a.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda. **Council Member Mark Phillips** offered a motion to approve the agenda as presented with a second by **Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. Mayor Newell asked for a motion to excuse **Council Member Sandy Stigall** due to illness. **Council Member Byrd Blackwell** offered a motion to excuse Mr. Stigall with a second by **Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

Council Member Mark Phillips offered a motion to enter into a closed session per NCGS 143-318.11(a)(4) Economic Development, with a second by **Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

Council Member Byrd Blackwell offered a motion to return to an open session with a second by **Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

Mayor Marilyn P. Newell recessed this meeting to reconvene at 9:00 a.m. in the Council Chamber.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Mayor Pro Tem Tim Chandler to adjourn this meeting at 9:56 a.m. with a second by Council Member Mark Phillips to adjourn this meeting** and, upon being put to a vote, was carried unanimously.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

January 31, 2018



**City of Roxboro
Fire and Rescue Department**

Date: February 5, 2018
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of January the City of Roxboro Fire Department responded to 18 fire calls within the city limits, and 41 fire calls outside the city limits. Also, the department responded to 82 first responder calls within the city, and 32 first responder calls in our county response district. Over the course of January, we had to call back off-duty personnel and auxiliary personnel for a total of 8 full alarms. Roxboro Fire Department responded to 194 dispatched calls this month.
- **Long Memorial** Roxboro Fire department took part in the Long Memorial Child Day. The fire department was invited by one of the kids to represent them at their day at school. We carried bags of goodies to all the kids but had special item for the special child of the day..
- **Fires** Roxboro fire department have had a rash of fire for the month of January. No serious injuries have been report at any of the fires but it has been a lot of property lost. Several of the houses had flames through the roof on arrival but firefighters stop the flames without much more damage after arriving.
- **Boy Scouts** We had hosted the boy scouts night at the station with several of the scouts working to receive their badge with our help. Also I was contacted about a flag ceremony for the retired flags..

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

Month/Year January-18

No. of Participants by Age Group

Age 0-4	<u>25</u>
Age 5-10	<u>27</u>
Age 11-14	<u> </u>
Age 15-18	<u> </u>
Age 19-29	<u>35</u>
Age 30-65	<u>48</u>
Age 65+	<u>22</u>
Total Persons	<u>157</u>

Total Man Hours of Presentation 34

No. of Organizations by Type

Business	<u> </u>
Civic Group	<u> </u>
Daycare	<u>2</u>
Healthcare	<u> </u>
Industrial	<u> </u>
Juvenile Fire Setters	<u> </u>
Schools	<u>2</u>
Senior Groups	<u> </u>
Special Interest	<u>2</u>
Youth Groups	<u>1</u>
Other	<u> </u>
Total No. of Organizations	<u>7</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>3</u>
Water Safety	<u> </u>
Firearms	<u> </u>
General Fire Safety	<u>1</u>
Juvenile Fire Setters	<u> </u>
Poison Prevention	<u> </u>
Public Relations	<u>2</u>
Special Event	<u> </u>
Station Tour	<u>1</u>
Remembering When	<u> </u>
Risk Watch	<u> </u>
Other	<u> </u>
Total	<u>8</u>

Safety Devices Issued

Smoke Alarms	<u> </u>
Batteries	<u> </u>
Special Needs	<u> </u>
CSS	<u> </u>
Total	<u>0</u>

Did a program save a life or reduce injury?

NO

If yes, please give details on a separate sheet

**ROXBORO POLICE DEPARTMENT
ANNUAL REPORT 2017**



PUBLISHED DATE: FEBRUARY 1, 2018



**David L. Hess
Chief of Police**



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Message from the Chief of Police

Thank you for taking time to read our annual report. The support of our CommUNITY, City Council, and police department staff make it a pleasure to serve as Chief of Police and call Roxboro home.

It is a joy for us to serve the CommUNITY of Roxboro and those who visit. We strive to provide a relentless pursuit of excellence. The professionalism of our staff, our commitment to community oriented policing, the academic excellence of our officers and the training they receive are a testament to that pursuit of excellence. Our department is a resource for you, your family, or business. Do not hesitate to contact us.

We appreciate your support of the Roxboro Police Department. We encourage you to consider joining our Citizens Police Academy or join us at one of Coffee with a Cop events to learn more about your police department, follow us on Facebook, @ChiefDavidHess on Twitter, and check out our [website](#).



If you have any questions or would like to provide any feedback, feel free to visit us at 109 North Lamar Street, to call us at (336) 599-8345, or [email](#) me.

Sincerely,
David L. Hess
David L. Hess
Chief of Police
FBINA 264



Roxboro Police Department Mission and Values

Mission of the Roxboro Police Department

The basic mission of the Roxboro Police Department is to create a safer Roxboro by reducing crime, ensuring the safety of our citizens, and building trust and partnership with our community.

Vision Statement

The dedicated professionals of the Roxboro Police Department will provide benchmark law-enforcement excellence through our progressive and innovative problem-solving efforts that will bridge the gap between the police department and the community we serve.

Core Values

- Fairness:** We accept responsibility for our actions. We are accountable to ourselves and those we serve. We will communicate honestly and consistently for excellence.
- Honesty:** We are truthful and transparent in our actions with each other as well as the members of our community.
- Integrity:** We are committed to the highest standards of honesty and ethical conduct, which are the cornerstones of our profession.
- Respect:** We recognize the authority that we hold and will treat others as we would like to be treated.
- Teamwork:** We will work in collaboration with the community and law enforcement partners to improve quality of life.



International Association of Chiefs of Police

Oath of Honor

On my honor,

I will never betray my badge,

my integrity, my character,

or the public trust.

I will always have

the courage to hold myself

and others accountable for our actions.

I will always uphold the constitution

my community and the agency I serve.



Roxboro Police Department Overview

The [Roxboro Police Department](#) is authorized 32 sworn police officer positions, supplemented by five non-sworn staff to provide law enforcement services to a city approximately 6.9 square miles with a residential population of approximately 8,100 citizens.

The City of Roxboro operates under a Council-Manager form of government. The City Council sets city policies, enacts ordinances and appoints the City Manager. City Manager Brooks Lockhart oversees the daily operation of the city and municipal functions of government through the department heads, including the Chief of Police. The Roxboro Police Department is one of (7) City departments, with the City Manager directly supervising the Chief of Police. The Roxboro Police Department provides a variety of services through the Administrative Division, Field Operations Division, and Criminal Investigations Division.

Chief David L. Hess was appointed Chief of Police on June 1, 2015. The Chief of Police is responsible for the overall administration, leadership, and fiscal management of the police department. Chief Hess serves on a variety of professional association boards. Most notable is his role in the leadership of the [North Carolina Chiefs of Police Association](#) where he serves on the Executive Board of Directors as 2nd Vice President. He serves as chairperson for the association's training and chaplain committee. He serves on the budget, conference, and legislative committee. Chief Hess is a graduate of the prestigious [FBI National Academy Session 264](#), and is the first Chief in the city's history to hold the honor. With his commitment to community policing, Chief Hess is a resident of the city, is member of the Roxboro Rotary Club and Executive Director of the Roxboro Person Police Athletic & Activity League (RP-PAAL) program. Chief Hess, his wife Laura of 14 years and two children reside in the city and are members of Antioch Baptist Church.

Deputy Chief Jimmy Hawkins serves as "second in command" of the police department. He is a Class of 1987 graduate of Person High School. He is a twenty-six-year veteran of the agency beginning his law enforcement career with the Roxboro Police Department in 1992. He served as an assistant coach for the Police Department's 2017 Person County Parks and Recreation youth baseball team. He is the recipient of the North Carolina Justice Department Training, Education and Standards Commission Intermediate and Advanced Certificates. He has completed numerous professional development and leadership courses to include the Person County Leadership Program, North Carolina Association of Chiefs of Police President's Task Force forum on Twenty First Century Policing, Use of Force Risk Management training from the North Carolina League of Municipalities, and Leading Your Community Through Challenging Times. In 2016, he was awarded the [FBI-Law Enforcement Executive Development Association Trilogy](#) award. He is slated to graduate the [NCSU Law Enforcement Executive Program](#) in the Spring of 2018. Deputy Chief Hawkins is currently awaiting candidacy to attend the FBI National Academy in Quantico, VA .



Roxboro Police Department Components

The Roxboro Police Department was restructured in 2016 to meet the modern demands of 21st Century policing. The department is now comprised of four units. The Administration which encompasses the Chief of Police, Deputy Chief of Police, and the Police Management Assistant; Administrative Services Unit, Field Operations Division, and Criminal Investigations Division.

Administrative Services Unit

Administrative Services Unit serves as a support role in the agency. The unit is responsible for Fleet Services, Training, Technology Services, Equipment Acquisition, Grant Management, Evidence Custodian, Animal Control, Parking Enforcement, and Community Resourcing.

Lieutenant Dan Walker leads the division by providing guidance and administrative oversight of current trends, best practices, and fiscal management. He is a veteran of the United States Marine Corps. He graduated from the [Methodist University West Point Leadership Academy](#) and is currently enrolled at Piedmont Community College pursuing an associate degree in criminal justice. Lt. Walker can be contacted by calling (336) 599-8345 or via email at dwalker@cityofroxboro.com

Training

Providing the highest quality of professional police services requires a dedication to train staff in the most current procedures and practices of law enforcement. The training division is a component of the Administrative Services Unit and is responsible for the

career development of police staff. The division ensures that officers receive the annual mandatory training prescribed by the State of North Carolina.

Sergeant R. Ford leads the division. Several officers who are certified as general or specialized law enforcement instructors assist with facilitating in-house training. The department is a regional host site for numerous training courses to provide the most advanced training available.

Sgt. Ford can be contacted by calling (336) 322-6051 or via email at rford@cityofroxboro.com

Field Operations

The Field Operation division serves as the front-line defense of public safety. The division consists four squads totaling (20) sworn uniformed officers. A sergeant and corporal provide oversight and leadership supervision for each squad. Our uniformed officers actively participate in community outreach, education, and enforcement. The field operation division is the front of line of defense for our community utilizing proactive policing principles to deter crime, enforce the law, and work with the community to improve quality of life for our citizens.

Lieutenant Chris Dickerson leads the division by providing guidance, direction, and administrative oversight. Business owners or special events requiring off-duty police services or legal questions concerning special permit applications can contact Lt. Chris Dickerson by calling (336) 322-6073 or via email at cdickerson@cityofroxboro.com

Patrol Sergeants

A Squad is led by Sergeant J. Cash who is a 23-year veteran of the department. Sgt. Cash can be reached by email at: jcash@cityofroxboro.com

B Squad is led by Sergeant K. Horton who is an 18-year veteran of the department. Sgt. Horton can be reached by email at: khorton@cityofroxboro.com

C Squad is led by Sergeant A. Cox who is a 7- year veteran of the department. Sgt. Cox can be reached by email at: acox@cityofroxboro.com

D Squad is led by Sergeant J. Watson who is a 5-year veteran of the department. Sgt. Watson can be reached by email at: jwatson@cityofroxboro.com



Criminal Investigations

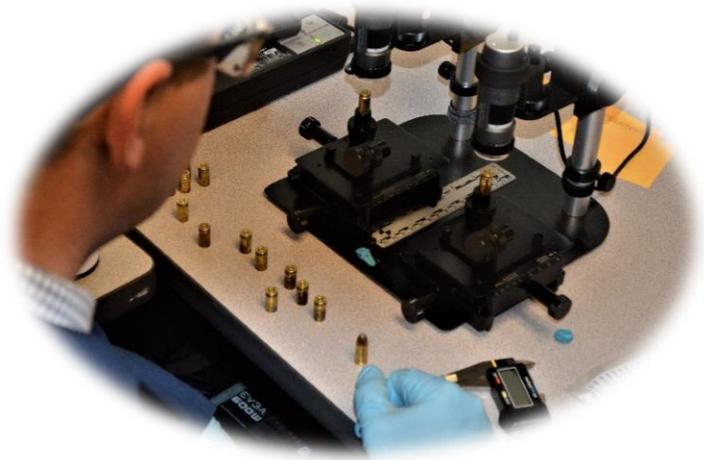
The Criminal Investigations Division (CID) provides in-depth investigative services. The division is sub-divided into General Crimes and Street Crimes (Drug/Vice). Lieutenant Ricky Hughes leads the division by providing guidance, direction, case management and administrative oversight. He possesses an Associate's Degree in Criminal Justice from Piedmont Community College and is a graduate of the [North Carolina State University Law Enforcement Executive Program](#). Citizens who need to speak with Lt. Hughes may contact him by calling (336) 322-6067 or via email at rhughes@cityofroxboro.com

General Crimes

The General Crimes division is a full service criminal investigations bureau including forensic crime scene and analysis. Sergeant P. Furstenau leads (3) General Crime detectives who investigate all felonious crimes such as fraud, sexual assault, and burglaries. If you need to speak with a detective, you may contact Sgt. Furstenau by calling (336) 322-6061 or via email at pfurstenau@cityofroxboro.com

Street Crimes

Sergeant S. Williams leads the Street Crimes division. The unit specializes in covert policing principles to combat substance abuse, sells, illicit activities, and other specialized areas of police services. If you need to report drug activity or other street crimes, please contact Sgt. Williams by calling (336) 322-6054 or via email at swilliams@cityofroxboro.com



Forensics Investigations

Det. J. Howe, specializes in forensics and latent evidence. He holds a Juris Doctors degree in Law from North Carolina Central University and a Master's Degree in Forensic Science from National University. He is one of 1,000 certified latent print examiners in the world. With the support of City Council, the police department has acquired high tech forensic equipment that allows the department to be the premier evidence collection agency in the region. Det. Howe utilizes the equipment to assist over a dozen area law enforcement agencies, often times providing quicker results than other labs.

Records Management

Led by Police Management Assistant Lori Davis, the RMS division is a critical function of the agency. The records division provides public records to citizens, media, and attorneys. The division helped oversee the migration of a fully integrated digital records management software. The division processed and housed over 5,500 records during 2017. The division is also responsible for ensuring criminal justice records comply with North Carolina Administrative Code, Division of Criminal Information databases, SBI and FBI CJIN policies. The agency has passed the stringent audit process every year- which is a testament to the staff's attention to detail.



New Police Car Design



Pictured are Honor Guard members, left to right: Officer Whitlow and Corporal Lynch.

In the fall of 2017, the Police Department redesigned the department's fleet scheme. The decade old scheme was replaced with a vibrant patriotic design. Created by Deputy Chief Jimmy Hawkins working with Joe Gonzalez of First Choice Signs in Roxboro (NC), the car shines with a waving American Flag that grabs the attention of everyone. Grasping the department's patch, the American Bald Eagle screams in flight to pursue and protect the American flag. Displayed on the front of the vehicle is a license plate with the outline of the State of North Carolina. Imbedded in the state outline is the American flag and Bald Eagle with a brilliant gold star marking Person County. On the rear bumper are the words, "We The People..." custom designed to match the original font found in the United States Constitution. Coupled with the department's Military Tribute car from 2016, the Roxboro Police Department proudly serves our community by honoring the freedoms that allow us to live in the land of the free and home of the brave.



Crime Data

A benchmark for any community is to have a low crime rate. Many citizens, businesses, and local governments strive to have a low crime rate to help improve the quality of life for the community. The Roxboro Police Department understands the importance of this benchmark and recognizes that crime control is a valuable service to our department's mission. There are many dynamics to reporting crime data, such as the difference between a reported crime and the subsets of those crimes. Law enforcement's primary role is to accurately collect data to provide reliable crime statistics for the administration of justice, police operations and criminal justice partners.

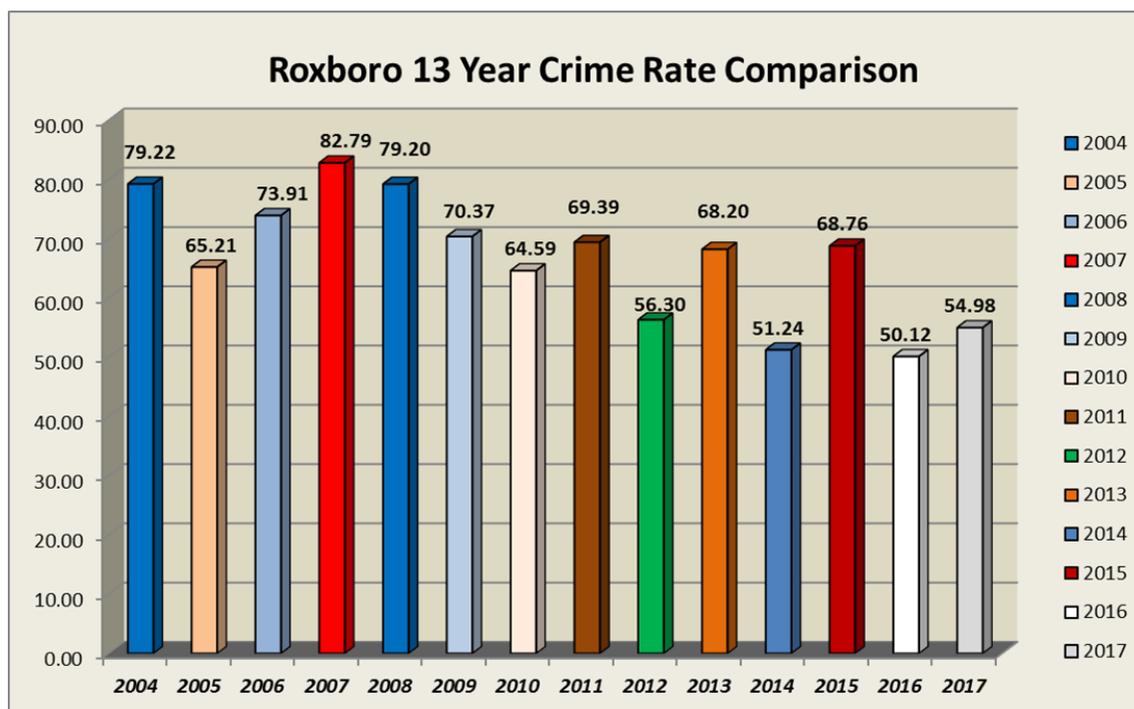
In Roxboro, there were 37 more larcenies in 2017 than the year prior resulting in a 5% increase in our overall crime rate. The police department has identified the contributor to the nexus and will implement proven strategies in 2018 to target reduced property crimes.

Reporting

The Roxboro Police Department reports to both state and federal crime reporting systems.

The [FBI's Uniform Crime Reporting](#) (UCR) Program collects offenses that come to the attention of law enforcement for violent crime and property crime, as well as data regarding clearances of these offenses. In addition, the FBI collects auxiliary data about these offenses (e.g. time of day of burglaries). This expanded offense data also includes trends in both crime volume and crime rate per 100,000 inhabitants. All crime related statistical data can be found at the NC State Bureau of Investigations website at <http://crimereporting.ncsbi.gov/Reports.aspx>

This site contains all current and historical data for the Roxboro Police Department.



Calls for Service

Year	2017																				Dept.	Roxboro Police			
Month	Calls For Service	Animal Control	Self Initiated Activities	Special Assignments	Vehicle Stops	Foot Patrols	Follow Up Investigations	Incident Reports	Accident Reports	Cases Cleared by Arrest	Narcotics Citations	Traffic Citations	DWI	Written Warnings	Parking Violations	Warrants Obtained	Total Physical Arrests	Total Felony Charges	Total Misd. Charges	Total Infraction Charges	Felony Warrants	Misd. Warrants/ CS	Subpoenas	Total Charges	
1	1500	40	288	7	254	42	17	94	48	65	2	160	4	96	48	25	61	25	36	58	14	15	53	119	
2	1413	18	235	7	294	28	31	92	33	49	6	194	6	84	51	21	47	15	32	92	12	16	77	139	
3	1493	34	232	10	320	38	21	99	49	61	4	167	6	111	37	16	52	16	36	80	10	12	62	132	
4	1404	39	235	5	325	35	67	103	52	58	5	143	4	98	55	22	43	13	30	56	5	13	34	99	
5	1438	28	269	0	325	34	31	109	60	95	6	255	5	69	50	26	73	27	46	109	10	13	24	182	
6	1316	18	203	3	259	17	61	112	53	81	10	184	8	67	28	28	56	11	45	99	3	15	34	155	
7	1354	30	225	2	286	28	63	145	41	75	8	168	7	64	30	39	54	18	36	62	12	9	17	116	
8	1232	29	189	0	212	21	48	133	44	54	1	118	8	47	49	48	79	25	54	83	9	11	55	162	
9	1307	18	218	4	285	24	27	103	39	26	1	162	8	45	36	18	42	9	43	151	5	12	65	203	
10	1290	25	150	3	325	21	39	113	52	33	6	192	7	54	47	35	61	15	46	142	9	17	25	203	
11	1305	24	105	3	374	6	36	107	59	29	3	199	7	59	39	24	53	13	40	134	6	17	23	187	
12	1412	18	161	2	371	29	17	110	46	26	6	174	5	54	45	20	47	11	36	112	6	5	105	159	
	16464	321	2510	46	3630	323	458	1320	576	652	58	2116	75	848	515	322	668	198	480	1178	101	155	574	1856	

Legend

- Calls for Service:** Any 911 call or service request reported by the public
- Animal Control:** Any animal custody situation, abuse or calls for reports of dog bites, etc.
- Self Initiated Activities:** Any activity, other than a call for service, generated by the officer
- Special Assignments:** Off-duty assignments for security, pre-planned checkpoints, parades, etc.
- Vehicle Stops:** Traffic stops conducted
- Foot Patrols:** Physical patrols conducted by officer on foot
- Public Relation Activities:** Any activity that assists a citizen or builds community rapport
- Follow up Investigations:** Any time an officer conducted a subsequential investigation to an original case
- Incident Report:** Physical written reports
- Accident Report:** Physical written crash report
- Cases Cleared by Arrest:** Arrests made associated with a Roxboro Police investigation
- Narcotic citations:** Misdemeanor drug or drug paraphernalia charges (not arrested)
- Traffic citations:** Citations issued for traffic offenses
- DWI:** Physical DWI arrests
- Written Warnings:** Physical written warnings for any violation
- Total Physical Arrests:** Actual arrests
- Total Felony Charges:** Felony charges by arrest or warrant
- Total Misdemeanor Charges:** Includes all misdemeanor charges by arrest or citation
- Total Infractions:** Infractions issued by citation (i.e. stop sign violation)
- Felony Warrants:** Felony charges from warrant service
- Misdemeanor Warrants/Criminal Summons:** Misdemeanor Warrants Or Criminal Summons served
- Subpoenas:** Physical number of subpoenas served



Strategic Plan Progress Update

Published in February of 2016, the department's Strategic Plan for 2016-18 is a guiding document that articulates the department's goals over the next two years. The document also provides accountability for the department with elected officials and the community we serve. The strategic plan outlined six goals over two years that will help provide a sustainable foundation for progress in the years after.

Goal 1: Updated Policy Manual

In 2015, the leadership team of the department endeavored to update the agency's decade old policy manual. The leadership of the police department drafted a comprehensive policy manual using national guidelines and suggested best practices. In January 2018, the policy manual was approved by City Council.

Goal 2: Conduct a Staffing Analysis

In June 2017, the police department migrated to a new RMS software that integrated with [Person County Emergency Services](#). The average delayed response time from June to December 2017 was 2.38 minutes. The average travel time from dispatch location to the scene was 3.27 minutes, totaling an average response time of 5.65 minutes. Officers spent an average of 22.55 minutes per call.

The most time-consuming services are crash investigations and larcenies. Based on the number of annual crashes, coupled with traffic volume, the community would benefit by having a full-time traffic safety unit of two officers. The additional two officers would increase the staffing table to 34 sworn officers.

Goal 3: Implement a Succession Plan

With support of the City Manager and City Council the department has successfully provided essential leadership to key personnel. Courses have included the NCSU LEEP program; FBI-LEEDA Trilogy; Leadership training through [Dolan Consulting Group](#) and the [North Carolina Justice Academy](#).

To sustain long term leadership and organizational stability a certification pay program is being drafted that would provide direction to current staff and can be used as a retention and recruitment tool for consideration by the 2020-21 FY.

Goal 4: Take Home Police Vehicle policy.

Effective July 1, 2017 the city council approved a department wide Take Home Police Vehicle policy. The effect increased morale, aided with recruitment and retention and is reducing fleet maintenance costs.

Goal 5: Feasibility study of a BWC program

In 2015, police reform across the nation pushed legislation and law suits about law enforcement's use of body worn cameras. North Carolina law [NCGS §132-1.4 A](#) was enacted in 2016 governing law enforcement video. Proposed legislation changes, appellate court rulings, and pending federal court cases add complexity to a BWC program.

Additionally, the department has reviewed various body camera manufacturers, device costs, and storage. The department deploys the WatchGuard 4RE In-Car Camera system. Current policy requires the in-car camera to record continuously on all calls for service. The vendor offers a BWC that integrates with the current in-car system. Therefore, video management would be streamlined by using WatchGuard's BWC, if required to have a BWC program. A BWC program could cost Roxboro taxpayers over \$375,000 over five years to pay for personnel, hardware, software, and associated costs.

Goal 6: Improve Technology

With the support of the City Manager and City Council the identified technological updates were put into place by the end of the 2017-18 FY. Upgrades included state of the art records software, in-car camera upgrades, and facility security.



Cost of a Body Worn Camera Program

The costs displayed in the chart below breakdown the costs per camera, required ancillary devices, storage servers and maintenance. North Carolina personnel law would require the department to hire a sergeant or higher whose sole responsibility would be law enforcement video law compliance. For the associated cost of this program the city could afford an additional police officer with benefits. Over five years, the cost of the BWC could be used to off set debt or other community needs.

Watchguard Body Camera				
Cost per unit	Number of Units	Total Cost for devices		
\$ 1,445.00	20	\$ 28,900.00	Just the BWC device	
\$ 95.00	21	\$ 1,995.00	Charging base	
\$ 1,495.00	1	\$ 1,495.00	Transfer assembly	
\$ -	20	\$ -	1 yr warranty	
\$ 150.00	20	\$ 3,000.00	Evidence Library	
\$ 7,750.00	1	\$ 7,750.00	Watchguard propriety 4RE Server	
\$ 4,250.00	1	\$ 4,250.00	6 TB server to house data	
\$ 2,500.00	1	\$ 2,500.00	Configuration & Training	
Final Cost for System		\$ 49,890.00		
Average Storage Per Officer	Annually for 20 Officers	Five Years of Storage		
25GB/ month	84000 GB = 84 TB	420000 GB = 420 TB		
Storage Cost per gigayte	Annual Gigabytes	Annual Storage Cost	Over 5 years	
\$ 0.036	84000	\$ 3,024.00	\$ 15,120.00	
Sergant Salary with benefits	Over 5 years			
\$ 62,014.29	\$ 310,071.45			
Estimated Cost for a BWC Program over 5 years		Annual Program Cost		
\$ 375,081.45		\$75,016.29		
Average of 25 GB per officer * 14 shifts per month * 12 months * 20 patrol officers= 84000 GB or 84 TB				



Cost Savings Report

Calendar Year 2016

Every year, the police department tracks donations, grants, awarded equipment from participating with state programs and other sources of cost savings measures. These cost savings are at no expense to the tax payers and allow the department to provide necessary resources to the community that were not budgeted for allocation. In 2017, the police department **saved the City of Roxboro \$18,422**. Since 2016, the police department has saved taxpayers more than **\$42,500** through grants and donations.

Roxboro Police Department-Cost Savings Report for 2017					
Acquisition of Equipment	Vendor	Actual Cost	Paid	Savings	
E- Citation Printers	AOC	\$ 3,722.00		\$ 3,722.00	
Radar Units	NCGHSP	\$ 3,000.00	\$ -	\$ 3,000.00	
2017-18 FY Total to Date				\$ 6,722.00	
Generated Revenue Source	Type	Purpose	Amount		
Royce Publications	Donation	Calendars	\$ 3,000.00		
Robert Maloney	Donation	General PD Use	\$ 100.00		
Roxboro Rotary Club	Donation	Shop with a Cop	\$ 500.00		
Private Donors	Donation	Captain Kirby Retirement	\$ 2,000.00		
Various Community Partners	Donation	K-9 Vest/K-9 Fund	\$ 2,750.00		
Various Community Partners	Donation	Youth Sports Team Sponsors	\$ 750.00		
Various Community Partners	Donation	Honor Guard Uniforms	\$ 100.00		
2017-18 FY Total to Date				\$ 9,200.00	
Grants Applied for	Grantee	Justification	Amount	Awarded	
Community Partnership	Wal-Mart	Shop with a Cop	\$ 2,500.00	\$ 2,500.00	
Actual 2017-18 FY Total to Date				\$ 18,422.00	
Total amount of projected savings 2017-18 FY				\$ 18,422.00	



Community Oriented Policing



The Roxboro Police Department is active in our local community. The department expanded Community Policing in 2017. Lieutenant Dan Walker brought [Coffee with a Cop](#) to the department. The nationally recognized program was hosted four times in 2017. Thank you to Sheetz, Fidelity Bank, Stuart's Family Grille, and Palace Pointe for hosting these events. Coffee with a Cop serves as an opportunity to have organic conversations between police and citizens in a relaxed environment. There are no agendas, or speeches, just free coffee and conversation. If your business would like to host Coffee with a Cop in 2018 please contact Lieutenant Dan Walker via email at: dwalker@cityofroxboro.com.

The relationships with our community are foundational to our mission. The police department promotes Unity in CommUNITY through action and relationships.

Some regular community events include:

- Shop with a Cop
- National Night Out
- Back to School Block Party
- Reading books to students
- Citizen's Police Academy
- Advanced Citizen's Police Academy for CPA Alumni
- Community Watch program
- Property Owners Collaborative
- Cookout, CommUNITY, and Cops
- And other Community opportunities.



Cops as Coaches

With the department consistently looking for new ways to connect with the community, the Police Department partnered with Person County Arts Parks and Recreation department to coach youth sport teams. The Police Department coached a 10 U Baseball team in the Spring of 2017. The Law Dawgs baseball team went on to win the league Championship with five players and one coach selected to represent Person County in the All-Stars tournament in Wilson, NC.

Officers coached a 10 U fall baseball team and a 12 U fall football team. These outreach opportunities allowed officers to connect with tomorrow's generation of leaders to develop life skills and boost self-esteem. Officer coaches continued investing in the players during the season through mentoring the youth and even spending time with them at various activities. The Championship baseball coaches included: Chief Hess, Deputy Chief Hawkins, Lt. Dickerson, Sgt. Watson and Officer Brown. The fall baseball team was coached by: Chief Hess, Sgt. Watson, Ofc. Gray and Ofc. Wright. The fall football team was coached by: Lt. Dickerson, Sgt. Horton, Det. Howe, Ofc. Brown and Ofc. Gray. We extend our appreciation to the Citizens Police Academy Alumni for paying the sponsorship fees for these teams.



Citizen's Police Academy



Established by Retired Deputy Chief Tony Kirby in 2005, the Citizen's Police Academy has graduated 160 citizens. The 10-week program provides an intimate setting for participants to learn about the Roxboro Police Department, functions of local government, and policing methods.

Participants learn about the department's stringent hiring practices, staff education, state and federal mandates, and how the department is migrating into 21st Century policing principles. Some of the classes included the history of the department, traffic stop practical scenarios, shoot don't shoot, DWI detection, an evening at the firing range shooting police weapons, Drug and Gang awareness, arrest search and seizure, and most importantly a close bond.

Remaining committed to the graduates of the CPA, the department utilizes the CPA Alumni. Graduates of the CPA are invited to participate in a variety of department functions. Many alumni help support the CPA classes by cooking meals, role playing for training scenarios, recruiting for upcoming CPA sessions, and participating in community events with the department.

Alumni are invited back quarterly for advanced training session. A highlighted Advanced CPA during 2017 was a visit from retired NC Highway Patrol Trooper Michael Potts who was shot five times in the line of duty. He was shot in the face, shoulder and torso. Trooper Potts was awarded the Purple Heart after surviving the incident. Trooper Potts discussed the impact of his life altering incident and reminded attendees of the importance of supporting local law enforcement.



Hurricane Harvey Houston Police Effort

On August 26, 2017 Hurricane Harvey, a devastating Category 4 hurricane, made landfall in Texas. In the hours to come, the Houston area experienced record flooding leaving millions without homes, food, clothing, or refuge. In the days after, the Houston Police Department and first responders worked tirelessly to rescue people, prevent looting, and continued to serve others.

Houston Police Department employs 6,400 employees (5,200 sworn and 1,200 non-sworn). Over four hundred Houston police officers lost everything during Hurricane Harvey. The impact to outlying police agencies and their families in the days after Harvey began to surface.

Roxboro Police Chief David L. Hess, NCACP Secretary Treasure, felt compelled to help. Born in Houston, Texas, Chief Hess has family that lives in Houston. Fortunately, the storm did not affect his family, but that was not the case for one of his FBI National Academy session mates who is an Assistant Chief of Police for Houston. Chief Hess pitched the idea of a statewide effort to the NCACP Board of Directors and NCFBINAA Board of Directors to collect clothes, hygiene, diapers, and formula for Houston area law enforcement officers and their families. With both boards support, the NCACP published a public service announcement video.

The three-week state-wide effort raised a total of 135 pallets of shrink wrapped donations that were sorted by content for delivery. Chief Hess worked with nearly fifty law enforcement agencies to coordinate drop sites and final delivery of the donations. He communicated directly with Houston Police Chief Art Acevedo and staff to receive the donations. With the assistance of [Convoy of Hope](#) and [Superior Logistics](#), all pallets were delivered for free.

The North Carolina Chiefs of Police Association thanks the many police departments, staff, and shipping companies who partnered with this endeavor to help police officers in need. The success of this campaign demonstrates the importance of building positive sustainable relationships with the communities each police department serves. Without the support of local communities and the NCACP membership this effort would not have made the impact it serves today for Houston area law enforcement officers to help share one another's burdens.



Employee Recognition

Throughout the year, the department experienced tremendous success with personnel. The department highlights those successes annually as a tribute to the hardworking men and women of the organization.

Retirement

Captain Tony Kirby with 30 years of service.
Lieutenant Mike Price with 25 years of service.

Promotions

Jimmy Hawkins-Deputy Chief of Police (1/4/2018)
Chris Dickerson- Lieutenant
Dan Walker- Lieutenant (1/4/2018)
Trey Cox- Sergeant (1/4/2018)
Pam Furstenaus- Sergeant
James Watson- Sergeant
Chris Lynch- Corporal
Manuel Gil- Detective
Terry Sanford- Detective

Department Awards

Top Gun- Sgt. Cox
Top Arrests- Ofc. Wright
Top DWI's- Ofc. Wright
Administrative Desk Officer- Tanya Thomas
Rookie of the Year- Ofc. Fitzsimmons
Detective of the Year- Det. Howe
Employee of the Year- Lori Davis
Officer of the Year- Sgt. Cox
Chief's Choice- (Ret.) Capt. Tony Kirby
Meritorious Conduct- Lt. Dickerson
Meritorious Conduct- Ofc. Wright

Community Policing: Deputy Chief Hawkins; Lt. Dickerson; Sgt. Cash; Sgt. Horton; Sgt. Watson; Sgt. Williams; Det. Gil; Det. Howe; Ofc. Brown; Ofc. Gray; Ofc. Wright; Lori Davis; Tanya Thomas; and Tony Tuck.

Order of the Long Leaf Pine

Captain Tony Kirby- 30 years of dedicated service to the citizens of North Carolina.

Unit Citation

Criminal Investigative Division
Field Operations Division
Honor Guard

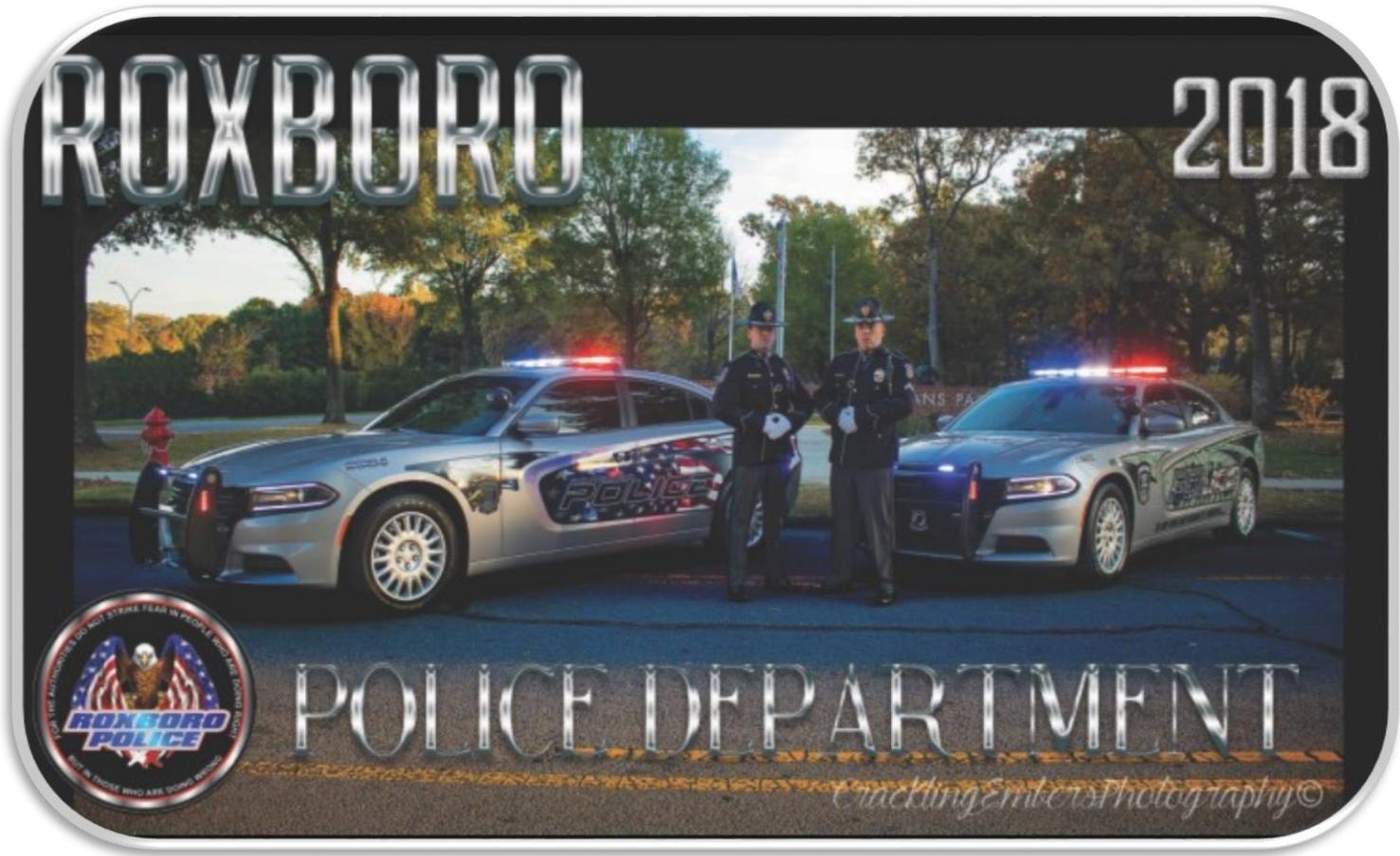
Commendation Letters

Lt. Walker
Sgt. Cash
Sgt. Ford
Cpl. Mills
Det. Howe
Det. Sanford
Ofc. Brown
Ofc. Campbell
Ofc. Fitzsimmons
Ofc. Vuolo

New Employees

Police Officer C. Agamaite
Police Officer C. Campbell





Thank You for your Support.



@ChiefDavidHess



@CityofRoxboro

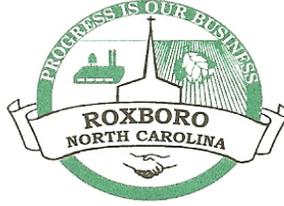
Facebook/RoxboroPoliceDepartment



Check out our website at: www.cityofroxboro.com/government/police



Public Services Department Monthly Report

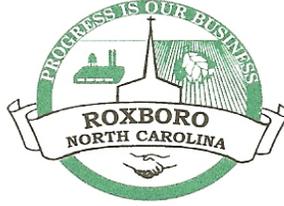


City of Roxboro

December 2017

Public Utilities Department	Public Works Department																																																																					
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Public Services Department Monthly Report



City of Roxboro

January 2018

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City of Roxboro, North
 Distribution of Gas Tax
 31-Dec-17

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number:

80-001-3945-4

Gas Diesel 0.5270
 0.5870

per gallon 0.05

2.00%

2.00%

Average Cost

Per Gallon

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		20.20	45.45	10.65	1.01	0.40	33.39	2.250
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		105.92	249.48	55.82	5.30	2.12	186.25	2.355
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		126.12	294.93	66.47	6.31	2.52	219.64	2.338
5	4310	Police		1,942.13	4,411.55	1,023.50	97.11	38.84	3,252.10	2.272
6	4311	CID		110.44	250.22	58.20	5.52	2.21	184.29	2.266
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,052.57	4,661.77	1,081.70	102.63	41.05	3,436.39	2.271
7	4340	Fire		1,226.33	2,952.52	688.46	61.32	24.53	2,178.22	2.408
8	4341	Fire Inspections		79.13	181.83	41.70	3.96	1.58	134.59	2.298
		Total Fire Dept.		1,305.46	3,134.35	730.16	65.27	26.11	2,312.81	2.401
10	4510	Public Services		184.84	416.93	97.41	9.24	3.70	306.58	2.256
11	4511	Streets		647.36	1,665.30	353.54	32.37	12.95	1,251.80	2.572
12	4512	Street Cleaning		26.17	69.64	15.36	1.31	0.52	52.45	2.661
13	4513	Garage		12.05	28.07	6.35	0.60	0.24	20.88	2.329
14	4710	Residential Garbage		1,210.42	3,224.11	710.52	60.52	24.21	2,428.86	2.664
15	4711	Commercial Garbage		875.57	2,337.16	513.96	43.78	17.51	1,761.91	2.669
16	4740	Cemetery		108.55	268.91	57.21	5.43	2.17	204.11	2.477
		Total Public Services		3,064.96	8,010.12	1,754.34	153.25	61.30	6,026.59	2.613
		Total General Fund		6,549.11	16,101.17	3,632.67	327.46	130.98	11,995.42	2.459
18	7112	Meter Reading		188.57	437.91	99.38	9.43	3.77	325.33	2.322
19	7114	Lake Warden		50.04	113.07	26.37	2.50	1.00	83.20	2.260
25	7118	Pump Stations		214.68	558.00	113.14	10.73	4.29	429.84	2.599
20	7120	Water Plant		102.54	234.28	54.04	5.13	2.05	173.06	2.285
21	7121	Water Line Maintenance		326.93	840.96	186.80	16.35	6.54	631.28	2.572
22	7130	WWTP		67.26	201.97	35.45	3.36	1.35	161.82	3.003
23	7131	Sewer Line Maintenance		479.35	1,125.63	259.24	23.97	9.59	832.83	2.348
24	7132	WWTP II		119.23	305.62	62.83	5.96	2.38	234.44	2.563
		Total Enterprise Fund		1,548.60	3,817.44	837.24	77.43	30.97	2,871.79	2.465
		Total All Funds		8,097.71	19,918.61	4,469.92	404.89	161.95	14,867.21	2.460



February 8, 2018

To: Mayor Newell
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: February Council Report

Uptown Development/Roxboro Development Group:

- Strategic Planning: 2018 marks the final year of RDG's 5 year strategic plan. As such, the organization is now in the process of developing their plan for the next 5 years. Liz Parham, Director for the NC Main Street Program & Rural Development Center joined the group in late January to start this process. Liz will return once a month for several months this year to guide the group through the process of strategic planning, ensuring the result is a comprehensive and obtainable set of goals.
- Program Support Campaign: With the beginning of a new calendar year, comes the beginning of a new plan of work/budget year. RDG is currently seeking support for the organization through sponsorship of their signature event, the Rox N' Roll Cruise-In series, as well as donations from local individuals, businesses, and organizations. Members of the RDG Board of Directors are responsible for assisting in acquiring the goal of \$18,000 in total support dollars or in-kind donations.
- New Reports for Council: In an attempt to better "tell the story" of our Uptown, the consent agenda will now include a quick summary of new businesses, expansions, properties that sold/leased, etc. For the month of January: "The Bakery at Hall's Way" officially opened to rave reviews; 111 N Main Street is currently under renovation to house The Courier-Times office on the ground level and two residential units on the upper-story; 114 S Main Street is newly available for purchase, and we continue to receive approximately 1-2 inquires a week about available properties in the Uptown district.

Additional Updates:

- RDG Board meeting held January 31 (delayed due to winter weather closings).
- Branding Steering Committee meeting held January 24 to discuss imagery for developing brand.
- Mama Crockett's Donuts set up in the N Main Street parking lot on January 11th and informed us that their business in Roxboro broke their standing record for most sales.
- RFQ advertised for "park" project at 108 N Main Street property.



Planning & Development:

- Code Enforcement: The new Code Enforcement company, State Code Enforcement, Inc., completed the tumultuous task of inputting all pending files into their programs and files. We now have digital files of each pending case that includes images of the properties/violations, longitude/latitude coordinates for exact location identification, detailed correspondence logs, and timers for how long the case has been open. In addition to this data for each case, we also have the ability to pull specific reports based on certain criteria. The interactive program, Mobile 311, allows staff to log in to the site and see a map of all outstanding violations within the city. Reports can be pulled based on date of case opening, last inspection, and many other search criteria. This new formatting is extremely helpful to staff as we look for patterns in our nuisance/minimum housing matters. Additionally, the first invoice proves staff's initial thoughts that the investment in the new company is producing more work for the same or less money. That being said, staff feels confident that in order to achieve Council's desires for beautification, there may be a need for additional hours added to the contract agreement. This will be monitored through the remaining five months of the contract.
- Minimum Housing/Nuisance Violations: There are currently 42 open cases of minimum housing violations. Of those, 30 have no active water account, meaning there is no one living inside the property. We are working with Habitat for Humanity to determine if there may be opportunities for these uninhabited properties to be redeveloped or repaired to a useable state. It is also worth mentioning that approximately 10 of the 42 cases have been boarded up, which means they are technically in compliance with the City's current minimum housing ordinance. After an evaluation by staff of this data, it was decided that Council may need to consider adding a limitation to the amount of time a structure may be boarded up before the owner must repair or demolish. Council will likely see an item on the March or April agenda regarding this matter. Nuisance cases are much less an issue during the winter months. We currently have just 5 open cases at last count. These cases are primarily for junk vehicles, junk piles, and furniture/open storage on porches.

Additional Updates:

- Continuing to update/organize planning files in house.
- Held Planning Board meeting for review of three text amendments to the UDO.
- Received application for Special Use Permit to be reviewed by the Planning Board in March.
- Reviewed roughly a half-dozen permits/plats for approval.
- Assisted numerous citizens with zoning/development questions.
- Confirmed asbestos abatement for 93 Summer Ridge property.
- Confirmed Fire Department training to demolish 209 Burch Avenue to take place in two weeks.
- Prepare staff-proposed text amendments to UDO for Planning Board review in March.

1. Budget Amendment

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

The following budget amendment is hereby requested:

Budget Amendment Number: **4**

Fund 10 - General Fund		INCREASE	DECREASE
Revenues	10-10-3312-300 Court Awards Forfeited Property	150.00	
	10-99-3991-991 Fund Balance Appropriation	202,850.00	
	Net Increase (Decrease) in Revenues	203,000.00	
Expenditures	10-10-4310-310 Travel	1,000.00	
	10-10-4310-400 Dues and Subscriptions		1,000.00
	10-10-4310-200 Supplies	3,000.00	
	10-98-9810-920 Transfer to Old Durham Road Upgrade	200,000.00	
	Net Increase (Decrease) in Expenses	204,000.00	1,000.00
		203,000.00	

Justification: To appropriate current year and previous years of Court Awards funds for expenditure
 To reclass various expenditures within department.
 To appropriate fund balance to commence Old Durham Road Upgrade Project

Requested By: _____ DC _____ Date: _____ 1/7/2018

Approved to Submit to Council: _____ Date: _____

Approved by Council: _____ Date: _____

Posted to Computer: _____ Date: _____

2. Capital Project Ordinance

**City of Roxboro, North Carolina
Capital Project Ordinance
Old Durham Road Upgrade Project**

BE IT ORDAINED by the City Council of the City of Roxboro, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted.

Section 1. The project authorized is the Old Durham Road Upgrade Project. The project consists of expenses of upgrading a certain section of Old Durham Road for transportation standards and safety for the time period beginning January 13, 2018.

Section 2. The project director is hereby directed to proceed with the implementation of the project within the funds appropriated herein.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from general fund	<u>\$ 500,000</u>
Total Funds Available	\$ 500,000

Section 4. The following amounts are appropriated for the project:

Contracted services	<u>\$ 500,000</u>
Total Project Cost	\$ 500,000

Section 5. The Finance Officer is directed to report quarterly on the financial status of this project. The Finance Officer shall also keep the governing body informed at each regular meeting of any unusual occurrences.

Section 6. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to provide financial information and reports required by generally accepted accounting principles, Federal and State Regulations.

Section 7. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursements to the General Fund should be made in a timely manner.

Section 8. Copies of this capital project ordinance shall be made available to the Budget Officer, the Finance Officer, and the City Clerk for direction in carrying out this project.

Adopted this the 13th day of January, 2018.

By: _____
Marilyn Newell, Mayor

ATTEST:

Trevie Adams, City Clerk

For City Council Meeting January 13, 2018

From: Dan Craig, Finance Director

Re: Fund Balance-General Fund

As discussed in the December, 2017 council meeting, the fund balance of the general fund of the City has increased as follows:

Fiscal Year	Fund Balance Increase
2012	\$ 104,357
2013	\$ 130,112
2014	\$ 271,091
2015	\$ 624,872
2016	\$ 542,320
2017	\$ 429,922

This is a total of \$2,102,674 over the last 6 years. This information is being provided for further consideration of utilizing fund balance for the Old Durham Road Upgrade Project.

3. Special Event Permit - Public Hearing



CITY OF ROXBORO Special Event Permit Application

Special Event Applications shall be submitted to the City of Roxboro no later than sixty (60) days prior to the event date, unless the event does not require a public hearing.* When a public hearing is unnecessary, applications shall be submitted no later than thirty (30) days prior to the event date. (Incomplete applications may increase the permit processing time.) If a Public Hearing is required for your application, you will be notified of the date, time and location of the hearing. There is a \$50.00 fee for all public hearings.

*Special Events not requiring a public hearing include (i) observations of national holidays (ii) annually recurring special events, which do not exceed two (2) hours and for which no admission fee is charged, and (iii) events hosted, in-part, by the City of Roxboro.

I. Applicant Information:

Organization: Greater Clegg's Chapel Brown Mission Bapt. Church (International Women's Day)
Address: 2041 Pauline Tr. 2nd Fl. Rd. City: Timberlake State: NC Zip Code: 27583
Daytime Phone Number: 919-475-4074 Cell Number: _____ Email: _____

Primary Contact: Wanda Williams-Pittsford
Address: 385 Autoch Acres Dr. City: Timberlake State: NC Zip Code: 27583
Daytime Phone Number: 919-475-4074 Cell Number: same Email: wpittsford@gmail.com
or 919-575-1803

II. General Event information:

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

International Women's Day MARCH

Please select the type of event:

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

Please indicate the following:

- a. Proposed Event Date(s): 3/10/18
- b. Proposed Time Period(s) of the Event: 11:45 - 2:00
- c. Location of Event: From Kirby Parking lot to Person Co. Courthouse
- d. Approximate Number of People to Attend the Event: 750 - 1000

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

We plan to meet and assemble in the parking lot across from the Kirby. At 12:00 noon we plan to MARCH from there to the Person County Courthouse where we will have speakers for the event.

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.): We are asking for several streets to be closed at some point during the event. (please see attached map)
- Other: _____

* III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc. (a map showing the event area and all barricades is also required):

We would like to assemble in the Kirby parking lot beginning @ 11:00am. We would like to close Main below the Kirby to Abbot from 11:30 - 2:00. We would like to close N. Lamar @ N. Lamar Depot @ N. Lamar from 12:00 - 1:30. We would like to close Court @ N. Lamar from 12:00 - 2:00.

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.

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

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

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

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

We will be asking to place a banner on the Courthouse lawn Advertising to event. The banner will not exceed 6 ft x 4 ft. We will also carry a banner during the 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

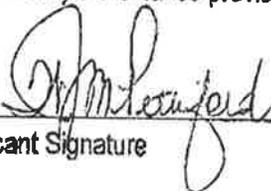
The City Manager, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

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

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

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

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

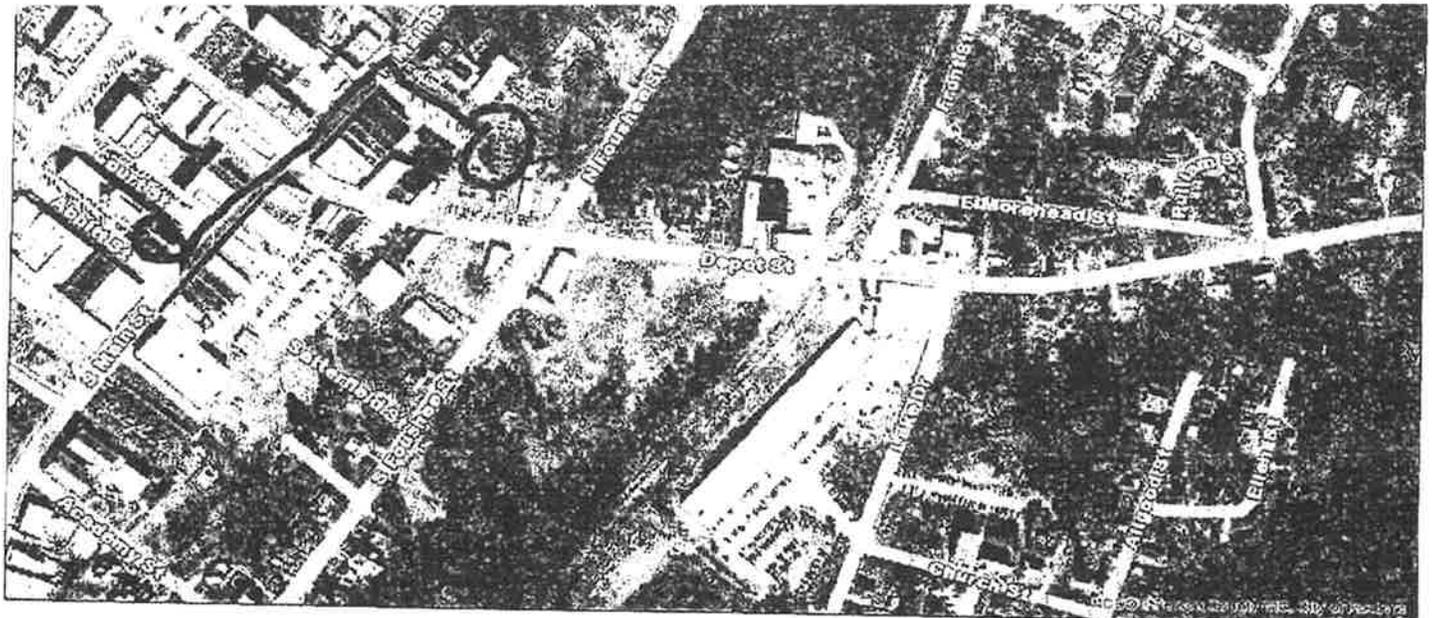


Applicant Signature

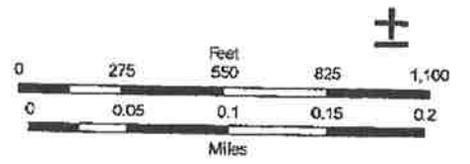
Date: 1/12/18

Responsible Planner/On-Site Manager

Date: _____



1/15/2018 NOT FOR LEGAL USE



THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S). SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY, CERTAIN POLICIES MAY REQUIRE AN ENDORSEMENT. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).

PRODUCER Church Mutual Insurance Company 3000 Schuster Lane P.O. Box 357 Merrill WI 54452		CONTACT NAME: Amanda K Kropp PHONE (A/C, Hq, EA): 1-800-554-2642 Option 1 E-MAIL: cs14@churchmutual.com ADDRESS: cs14@churchmutual.com	
INSURED GREATER CLEGG'S CHAPEL COMMUNITY MISSIONARY BAPTIST CHURCH INC 2801 SURL MOUNT TIRZAH RD TIMBERLAKE NC 27583-9189		INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC# 18767	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

BSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	N	0094681-21-795428	05/18/2015	05/18/2018	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)					\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					MED EXP (Any one person)	\$ 5,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTIONS					GENERAL AGGREGATE	\$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			PRODUCTS - COM/POF AGG	\$ 1,000,000
						COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
						EACH OCCURRENCE	\$
						AGGREGATE	\$
						PER STATUTE	\$
						OTHER	\$
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Liability Insurance for participation in National Women's Day March on March 10, 2018, from 11:00am-3:00pm in downtown Roxboro, NC. SRAP 587.

CERTIFICATE HOLDER City of Roxboro 105 S Lamar St. Roxboro NC 27573-5246	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Amanda Kropp</i>
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4. Dates for 2018 Work Sessions

Dates for 2018 Work Sessions

Per Council discussion at the January 11th Special Planning Meeting we need to schedule dates in March, August, October and possibly January 2019 for reoccurring Planning Meetings.

At this point, Clerk Adams and Manager Lockhart both have administrative access for amending the Joint Council Calendar. A majority of the Council has responded and shared dates of standing meetings with Clerk Adams. Staff would like to recommend Council review their joint calendars and work to set the meeting dates this evening. Staff will then publish the dates.

5. Purchase of Garbage Truck

INTEROFFICE MEMO

February 13, 2018

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Garbage Truck Purchase

A replacement residential garbage truck was approved in the 2017-2018 budget for purchase at \$245,000. After researching current truck options, staff has received a quote for a \$210,675.96.

As with some of our most recent purchases, we are requesting that City Council authorize staff to purchase the truck under alternative bidding methods. The quote for this truck would be under the NC Sheriff's Association Contract 17-01-0617R. This method of purchase meets all of the requirements for bidding and procurement.

Attached is a copy of the quote.

GSP Marketing

322 Lavansville Road - Somerset, PA 15501 -
Phone: 704-608-8126 - Fax: 814-443-4966 - Email: dave@g-sproducts.com



QUOTE

Date	Quote #
01/24/18	DZJMQ1280

Quote To: Roxboro City of
Bryan Garrett

Email: bgarrett@cityofroxboro.com
Phone: (336) 322-6043
Fax:

Ship To Roxboro City of
Bryan Garrett

Phone: (336) 322-6043
Fax:

Here is the quote you requested.

TERMS: PAYMENT ON DELIVERY	Dave Cote Mobile	P.O. #	F.O.B. SOMERSET PA.
---------------------------------------	------------------	---------------	--------------------------------

Qty.	Description	Unit Price	Ext. Price
1	2019 FREIGHTLINER M2-106 CUMMINS ISL ENGINE AND ALLISON 3000 TRANSMISSION	\$117,132.00	\$117,132.00
1	MP-8131D 31 CY YD 6.3 CU YD TAILGATE CLASS 8 186" CT 66"+AF 252" WB TANDEM	\$84,624.82	\$84,624.82
4	CART TIPPERS WITH BUCKET REINFORCEMENTS	\$653.54	\$2,614.16
1	DUAL CAMERA SYSTEM BY ZONE DEFENSE	\$2,321.42	\$2,321.42
1	DOUBLE HOPPER COVER FRONT MANUAL	\$1,200.00	\$1,200.00
1	PETERSON SMART LIGHT (6) STROBE SYSTEM 4 REAR 2 FRONT	\$1,833.56	\$1,833.56
380	TRUCK DELIVERY	\$2.50	\$950.00
	NC SHERIFF'S CONTRACT BODY 17-01-0617R #8, CHASSIS 17-01-0617R #8		
	SubTotal		\$210,675.96
	Sales Tax		\$0.00
	Shipping		\$0.00
	Total		\$210,675.96

Please contact me if I can be of further assistance.
PRICING BASED UPON TOTAL PURCHASE - TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT.
PRICES QUOTED ARE F.O.B. SOMERSET, PA. UNLESS SHIPPING CHARGE IS INCLUDED IN QUOTE. DELIVERY CHARGE IS \$2.50 PER MILE TO FINAL DESTINATION
PAYMENT TERMS: FULL PAYMENT DUE UPON DELIVERY OF EQUIPMENT

QUOTE ACCEPTED BY: _____ DATE: _____

6. Resolution to Proceed - DOT - Set Public Hearing

RESOLUTION OF SUPPORT

*North Carolina Department of Transportation
Improvement of Intersection Located at
South Morgan Street and Long Avenue*

WHEREAS, it is the responsibility of the State of North Carolina to provide a system of safe roads within each of the 100 counties; and

WHEREAS, South Morgan Street and Long Avenue are a heavily trafficked thoroughfare in the City of Roxboro, County of Person; and

WHEREAS, the City of Roxboro has identified a need for improvements to the intersection of South Morgan Street and Long Avenue; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) has proposed improvements to the intersection; and

WHEREAS, the NCDOT is considering spending \$250,000 in High Impact funds on said improvements.

NOW, THEREFORE, BE IT RESOLVED, that the Roxboro City Council does hereby support the use of the High Impact Funds to improve the intersection located at South Morgan Street and Long Avenue.

Adopted this the 13th day of February, 2018.

Merilyn P. Newell
Mayor

ATTEST

Trevie Adams, MMC/NCCMC
City Clerk

7. North Ridge Subdivision - Water

North Ridge Water Agreement

At the December City Council meeting, North Ridge Subdivision requested that the city take over the water line in the subdivision for maintenance and repair. At that meeting, City Council requested that the City meet with residents of North Ridge. Dan Craig met with the homeowner's association and presented an agreement in which the City would take over the water line and the residents would pay a triple tier rate for 18 years.

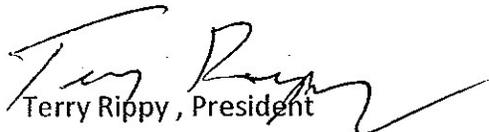
Attached is the letter form the homeowner's association accepting the proposed agreement:

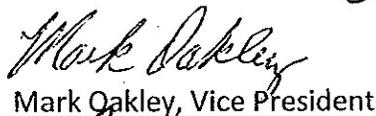
January 5, 2018

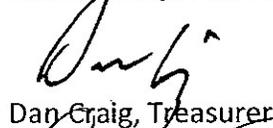
To: City of Roxboro .

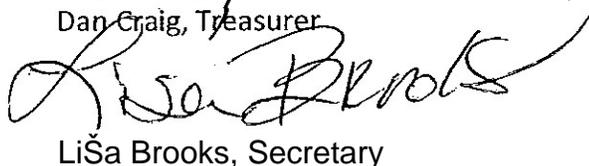
Re: North Ridge Waterline Maintenance Agreement

On behalf of the homeowners in the North Ridge Subdivision we agree to the triple tier rate for a period of 18 years. We understand that the city will accept the responsibility of routine maintenance, repair or replacement as necessary for all lines up to and including the meters. This is based on the proposal the City presented as a result of our November 7, 2017 request.


Terry Rippy, President


Mark Oakley, Vice President


Dan Craig, Treasurer


LiSa Brooks, Secretary



City of Roxboro

North Ridge Homeowner's Association

Triple Tier Water Line Agreement

The City of Roxboro started a Triple Tier Water Line Program in July 1991. The goal of the program was to have the private water lines connected to the City's water system become the responsibility of the City of Roxboro. In return, the water customers connected to the private water line would pay an additional amount on their water bill and the City would maintain and replace the substandard water lines. Subdivision were allowed to opt out of the program prior to its start and remain responsible for their private water line.

North Ridge Subdivision chose to opt out of the program in June 1991. The program continued for 18 years.

The City of Roxboro received a request on November 7, 2017, from the North Ridge Road Committee for the City to assume responsibility and maintenance for the waterlines in the subdivision. In addition, the request agreed to an additional amount to be assessed on the water bill similar to the Triple Tier Program of 1991.

The City of Roxboro agrees to accept the private water lines located along North Ridge Circle, Stone Ridge and Rocky Ridge for maintenance and replacement as needed. The water customers in North Ridge Subdivision, that are connected to the private water lines along North Ridge Circle, Stone Ridge and Rocky Ridge agree to pay an additional amount in their water bill to help cover the addition cost to the City for maintaining and replacing the water lines as needed.

North Ridge Subdivision is located outside the corporate limits of the Roxboro and currently pay the outside rate. The additional cost will be above and in addition to the current outside rate paid. The additional cost will be an amount equal to the inside city rate for the account charge and rate per 1,000 gallons. The water capital charge will remain the same. This will equate to a rate that is three time the inside rate not including the water capital charge. This rate will change the same percentage as the inside water rate changes.

The City's responsibility is limited to the repair and replacement of the existing water line and any incidental work associated with the repair and or replacement. Any damage caused to any road and or property by any water leak itself will be the responsibility of the Subdivision or property owner.

North Ridge Home Owners will grant a 15-foot easement to the City of Roxboro for water line replacement when needed. Said easement will be located within the existing right of ways as shown of those plats entitled "North Ridge, Lands of Talbert and Westmoreland" dated April, 1975 and recorded in CP&L Plat Book, Page 2, and plat entitled "Property of Talbert and Westmoreland" dated July 1980 and recorded in Plat Book 24, page 141 and plat entitled "Property of Talbert and Westmoreland", dated November 1978 and recorded in Plat Book 23, page 93.

The City Roxboro, under this agreement, is responsible for the maintenance and replacement of the existing water lines located in the North Ridge Subdivision up to and including the water meter, yoke and meter box only. This agreement does not cover the water service line located on the customer's side of the water meter. The replacement of any water line covered by this agreement will be at the sole discretion of the City of Roxboro.

This agreement will be for 18 years from the date of approval by the Roxboro City Council and the North Ridge Home Owners Association. After which the City will continue ownership of the water lines covered by this agreement and the additional cost paid by the water customers will discontinue.



City of Roxboro

North Ridge Homeowner's Association

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8. Financial & Tax Report

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	50.00% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,725,597	\$ 4,725,597	\$ 3,789,301.11	\$ (936,295.89)	80.19%
Local Option Sales Tax	1,585,466	1,585,466	870,384.73	(715,081.27)	54.90%
Other Taxes and Licenses	12,000	12,000	7,718.81	(4,281.19)	64.32%
Unrestricted Intergovernmental	983,648	983,648	423,365.62	(560,282.38)	43.04%
Restricted Intergovernmental	637,276	737,276	517,975.04	(219,300.96)	70.26%
Permits and Fees	7,000	7,000	3,265.00	(3,735.00)	46.64%
Sales and Services	667,120	667,120	332,612.75	(334,507.25)	49.86%
Miscellaneous	21,000	41,000	58,560.30	17,560.30	142.83%
Investment Earnings	2,500	2,500	3,193.19	693.19	127.73%
Interfund Transfers	1,131,557	1,165,877	493,278.00	(672,599.00)	42.31%
Sale of Fixed Assets	15,000	15,000	1,462.31	(13,537.69)	9.75%
Total Revenues	9,788,164	9,942,484	6,501,116.86	(3,441,367.14)	65.39%
Expenditures:					
Governing Body - City Council	207,026	207,026	152,919.13	54,106.87	73.86%
City Hall Administration	566,487	600,807	345,010.22	255,796.78	57.42%
Finance	255,152	255,152	137,461.92	117,690.08	53.87%
Sales Tax	88,100	88,100	60,511.30	27,588.70	68.68%
Tax Collections	64,194	64,194	54,090.21	10,103.79	84.26%
Buildings & Grounds	266,923	266,923	80,983.45	185,939.55	30.34%
Safety / Purchasing	22,625	22,625	12,939.73	9,685.27	57.19%
Police	3,127,834	3,169,084	1,503,968.08	1,665,115.92	47.46%
Fire	2,003,748	2,003,748	970,781.49	1,032,966.51	48.45%
Emergency Communications 911	95,800	95,800	30,270.10	65,529.90	31.60%
Transportation - Streets	1,986,644	1,986,644	722,965.10	1,263,678.90	36.39%
Environmental Protection	1,079,582	1,079,582	412,752.27	666,829.73	38.23%
Economic Development	259,281	359,281	96,872.00	262,409.00	26.96%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	539,120	539,120	97,304.69	441,815.31	18.05%
Interfund Transfers	75,000	75,000	-	75,000.00	0.00%
Total Expenditures	10,638,016	10,813,586	4,678,829.69	6,134,756.31	43.27%
Excess of Revenues Over (Under) Expenditures	(849,852)	(871,102)	1,822,287.17	2,693,389.17	
Other Financing Sources					
Proceeds of Capital Lease	583,392	583,392	-	(583,392.00)	0.00%
Fund Balance Appropriated	266,460	287,710	-	(287,710.00)	0.00%
Total Other Financing Sources	849,852	871,102	-	(871,102.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	1,822,287.17	\$ 1,822,287.17	
Fund Balance Beginning of Year			4,702,534.97		
Fund Balance Current Period			\$ 6,524,822.14		

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

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	50.00% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,236,752	\$ 5,236,752	\$ 2,633,727.78	\$ (2,603,024.22)	50.29%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	16,640.56	(3,359.44)	83.20%
Other Operating Revenues	35,475	35,475	7,783.32	(27,691.68)	21.94%
Nonoperating Revenues	500	500	103.02	(396.98)	20.60%
Interfund Transfers-MERP	-	7,490	-	-	
Interfund Transfers	924,719	924,719	-	(924,719.00)	0.00%
Sale of Fixed Assets	15,000	15,000	120.00	(14,880.00)	0.80%
Total Water & Sewer Fund 60	6,232,446	6,239,936	2,658,374.68	(3,574,071.32)	42.60%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	4,152.80	(2,812.20)	59.62%
Nonoperating Revenues	100	100	17.10	(82.90)	17.10%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	704,247	704,247	391,093.39	(313,153.61)	55.53%
Nonoperating Revenues	1,500	1,500	590.81	(909.19)	39.39%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,945,258	6,952,748	3,054,228.78	(3,891,029.22)	43.93%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	171,938	171,938	58,988.03	112,949.97	34.31%
Meter Section	281,863	281,863	183,396.43	98,466.57	65.07%
Raw Water Supply	58,294	58,294	30,384.98	27,909.02	52.12%
Water Plant	1,400,199	1,401,489	668,487.77	733,001.23	47.70%
Water Maint and Construction	647,114	650,914	296,462.29	354,451.71	45.55%
Wastewater Plant II	127,955	127,955	53,927.82	74,027.18	42.15%
Wastewater Plant	1,194,179	1,194,529	528,388.53	666,140.47	44.23%
Pump Stations	417,978	417,978	195,549.80	222,428.20	46.78%
Wastewater Maint & Construction	436,882	438,932	227,502.28	211,429.72	51.83%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	
Interfund Transfers	1,016,557	1,016,557	493,278.00	523,279.00	48.52%
Total Water & Sewer Fund 60	6,232,446	6,239,936	3,207,190.01	3,032,745.99	51.40%
Triple Tier Fund 61	7,065	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	705,747	705,747	-	705,747.00	0.00%
Total Expenditures	6,945,258	6,952,748	3,207,190.01	3,745,557.99	46.13%
Excess of Revenues Over (Under) Expenditures	-	-	(152,961.23)	(145,471.23)	
Other Financing Sources					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
Total Other Financing Sources	-	-	-	-	#DIV/0!
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(152,961.23)	\$ (145,471.23)	
Fund Balance Beginning of Year			2,262,190.12		
Fund Balance Current Period			\$ 2,109,228.89		

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

<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Annual 50.00% Percent of Budget</u>
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<u>Central Depository</u>				
Cash	11100000	1,505,799.88		
BB&T MMA	11100001	128,196.36		
NCCMT	11100002	756,266.23		
Flexible Spending Account AFLAC	11100003	44,914.55		
Roxboro Savings Bank	11100004	518,425.56		
Gateway Bank MMA Finistar	11100005	-		
CD's	11130000	-		
Total Cash and Investments		\$ 2,953,602.58		\$2,953,602.58
<u>Breakdown by Fund:</u>				
General	10	\$ 3,560,294.92		
CDBG-Revolving Loan Fund	13	77,490.78		
Vehicle Special Revenue	26	3,745.04		
Ridge Road Capital Project	30	(589,384.44)		
Stormwater Capital Fund	50	116,612.97		
Enterprise	60	(519,961.50)		
Triple Tier Water	61	20,018.02		
Capital Reserve	69	789,122.76		
Wastewater Plant Capital Project	71	(828,966.78)		
Annexation Area Capital Project	73	198,468.29		
Christmas Club / Flex Fund	75	51,503.12		
LEO Pension Trust Fund	79	74,659.40		
Reserve for Interest Earned		-		
Total of Fund's Cash and Investments		\$ 2,953,602.58		\$2,953,602.58

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

	General Fund			
	31-Dec-17 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2018 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	0.69%	0.42%	0.44%
Reserved by state statute	653,781	10.02%	6.05%	6.33%
Reserved for streets - Powell Bill	287,458	4.41%	2.66%	2.78%
Reserved for cemetery	30,269	0.46%	0.28%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.07%</u>	<u>1.25%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>17.65%</u>	<u>10.65%</u>	<u>11.14%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>5,373,208</u>	<u>82.35%</u>	<u>49.69%</u>	<u>52.00%</u>
Total fund balance unreserved	<u>5,373,208</u>	<u>82.35%</u>	<u>49.69%</u>	<u>52.00%</u>
Total equity and other credits	<u>\$ 6,524,822</u>	<u>100.00%</u>	<u>60.34%</u>	<u>63.14%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 10,813,586	
Prior Year Expenditures				\$ 10,333,189

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of December 31, 2017

	Enterprise Fund			
	31-Dec-17 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2018 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.68%	0.27%	0.28%
Reserved by state statute	422,861	20.05%	8.10%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>84.60%</u>	<u>34.16%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	105.33%	42.53%	43.39%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>(112,377)</u>	<u>-5.33%</u>	<u>-2.15%</u>	<u>-2.19%</u>
Total fund balance unreserved	<u>(112,377)</u>	<u>-5.33%</u>	<u>-2.15%</u>	<u>-2.19%</u>
Total equity and other credits	<u>\$ 2,109,229</u>	<u>100.00%</u>	<u>40.38%</u>	<u>41.19%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,223,379	
Prior Year Expenditures				\$ 5,120,360

**City of Roxboro
Tax Collection Report
For the Month Ended
31-Jan-18**

	2017 Tax Levy	2016 Tax Levy	2015 Tax Levy
Original Levy	\$ 4,350,663.68	\$ 4,342,813.89	\$ 4,197,916.89
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	264,267.53	493,114.72	340,607.97
Public Utilities	-	-	-
Adjusted Original Levy	<u>4,614,931.21</u>	<u>4,835,928.61</u>	<u>4,538,524.86</u>
+Discoveries	<u>105,836.64</u>	<u>123,960.93</u>	<u>439,665.94</u>
Levy	<u>4,720,767.85</u>	<u>4,959,889.54</u>	<u>4,978,190.80</u>
-Releases	<u>10,378.09</u>	<u>5,990.49</u>	<u>24,411.69</u>
Current Levy	<u>4,710,389.76</u>	<u>4,953,899.05</u>	<u>4,953,779.11</u>
Collection year-to-date	\$ 4,453,430.19	\$ 4,911,193.41	\$ 4,933,903.26
Uncollected	\$ 256,959.57	\$ 42,705.64	\$ 19,875.85
Collection % of Current Levy	94.54%	99.14%	99.60%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.670	\$ 0.660

9. Assistant City Manager's Report

Assistant City Manger's Report

Arrowwood Pump Station – Arrowwood Pump Station serves the industrial park at North Park Drive. It was constructed in the 1980's. Last month an analysis of the pump station was completed by Andy Oakley and Charles Underwood Co. The analysis showed that the motors and pumps were not efficient for the station due to the size of the force main. During the analysis it was discovered that one of the pumps was failing would need replacing. With the analysis completed, it was a good time to upgrade the pump station. The pump and motor replacement was scheduled. It was funded out of the existing pump station budget. Estimated cost is \$20,000.00. On Monday February 5, the other pump failed. The pump station is now being handled by our portable 6" diesel pump. This pump is designed for pump stations and is equipped with floats which turn the pump on and off as needed. The cost to replace the second pump and motor and complete the upgrade is an additional \$26,000.00. It is estimated that it will take 6 weeks to receive the pumps and motors and have them installed.

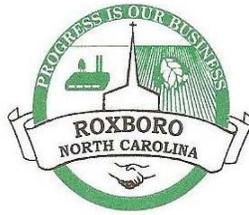
Southside Pump Station – One of the submersible pump at Southside pump station is indicating water in the motor. This submersible pump is a 100 hp pump and is only two years old. The company that provided the pump is going to examine it and determine what the problem is. They stated that it may be something other than water making the sensor alarm. The seals and bearing should still be good in the pump. It will take over a week to get the results back.

Loading sign at Heirlooms – City Council authorized a loading and unloading sign to be installed behind Heirloom Restaurant in the Depot Street parking lot. City crews went to install the sign and discovered that the rock wall had been damaged. One of the workers at Heirlooms came out and said that was their loading ramp and that we couldn't install the sign post there. He wanted the sign attached to the wall. The MUTD requires that the sign be a minimum of 5 feet above the pavement, 7 ft. above a sidewalk. Mounting it to the wall would not meet the requirements. The wall was not designed to be a loading ramp and the damage to the top of the wall is allowing water to get into and behind the wall. This will lead to the decay of the wall over time. The city crew installed the sign and the next morning the sign post was pulled up from the ground and laid beside the wall. The sign was placed there to prevent further damage to the wall. To maintain the integrity of the wall we need to repair the top and prevent any further damage to the wall. This means it should not be used as a loading and unloading ramp.





10. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: February 13, 2018

- Please take note of several upcoming dates.
 - Ribbon Cutting – Person County High Speed Internet Project – February 16th at 11am
 - City Council Work Session – March Date TBA
 - Main Street Conference – March 13th-15th in Clayton, NC
 - Reality Store – March 14, 15, 21 – 8:30am to 11:30am
 - City Council Meeting (Local Government Day), March 19th, 9am at City Hall
 - EDC/PCBIC Meetings, March 27th, 4pm at Piedmont Community College in Room S-100
- Please contact Lauren Johnson, if you haven't already and you intend to attend any of the Main Street Conference in Clayton on March 13th-15th.
- As reported last month, City Finance and County IT Staffs have been working hard on our conversion to the new fiscal management software. Staff has not found a resolution to our concerns about the utility billing data migration but we are attempting the most cost-effective strategy for addressing it. If this strategy fails, we will need to apprise Council of our other options and their costs. Council should anticipate an additional update on the data conversion at the March Meeting.
- I would like to utilize the work session scheduled for March as a Budget Work Session. Staff would like to provide an overview of looming items that we anticipate will have major potential impacts to the coming fiscal year. The list currently includes: long term capital planning for transportation infrastructure, Health Care costs, an analysis of post-employment benefits, and potentially a fire tax district discussion dependent on what actions are taken by the County.
- No updates from USDA RD Staff at the regional office in February. City Staff is assuming that the application is still under review. We anticipate a conditional offer letter from USDA RD should be issued soon.
- The Flu season has impacted the City Staff. At the time of writing this report, all departments with the exception of the Fire and Planning Departments have reported staff with instances of the Flu and Nora viruses. Many Departments have taken the common sense approach of having staff stay at home for 24 hours following their illness.