

**AGENDA ROXBORO CITY COUNCIL MEETING  
TUESDAY MAY 10, 2016 at 7:00 P.M.  
CITY HALL COUNCIL CHAMBER**

|   |   |
|---|---|
| <b>CALL TO ORDER</b>  | Mayor Marilyn P. Newell                   |
| <b>INVOCATION:</b>  | Mr. Andy Oakley, Public Services Director |
| <b>PLEDGE OF ALLEGIANCE:</b>  | Mayor Marilyn P. Newell                   |
| <b>AGENDA ADOPTION:</b>   | Mayor Marilyn P. Newell                   |
| <b>CONSENT AGENDA</b>   | Mayor Marilyn P. Newell                   |
| Minutes   |   |
| Fire Department   |   |
| Police Department   |   |
| Planning/Code Enforcement   |   |
| Public Services   |   |
| Fuel Expenditures   |   |
| RDG Report  |   |
| <b>RECOGNITION:</b> Proclamation – <i>National Law Enforcement Week</i><br>Letter of Appreciation – Woodsdale Volunteer Fire Department |   |
| <b>PUBLIC COMMENT:</b><br><i>(5 minutes per Citizen)</i>  | Mayor Marilyn P. Newell                   |
| <b>PUBLIC HEARINGS AND ORDINANCE MATTERS:</b>   |   |
| 1. Budget Amendment   | Interim Finance Director Dan Craig        |
| 2. Closing of Alley – <i>Public Hearing</i>   | Assistant Manager Tommy Warren            |
| 3. Special Event Permit – “Rox-n-Roll” – <i>Public Hearing</i>  | RDG Director Lauren Wrenn                 |
| 4. Text Amendment – Chapter 76: Parking Schedules   | RDG Director Lauren Wrenn                 |
| <b>NEW BUSINESS:</b>  |   |
| 5. FY 2016/2017 Budget Presentation – Draft   | City Manager Brooks Lockhart              |
| 6. Request for Waterline for MRF from Person County   | Public Services Director Andy Oakley      |
| 7. Senior Center Update – Person County   | Kristen M. Hess, AIA, LEED AP             |
| <b>OLD BUSINESS:</b>  |   |
| <b>COMMITTEE REPORTS</b>  | Mayor Marilyn P. Newell                   |
| <b>MAYOR’S REPORT</b>   | Mayor Marilyn P. Newell                   |
| <b>ADMINISTRATIVE REPORTS:</b>  |   |
| 8. Financial & Tax Report   | Interim Finance Director Dan Craig        |
| 9. Assistant Manager’s Report   | Assistant Manager Tommy Warren            |
| 10. Manager’s Report  | City Manager Brooks Lockhart              |
| <b>COUNCIL DISCUSSION:</b> Per NCGS 143.318.11(a)(6) Personnel  |   |
| <b>CLOSED SESSION:</b>  |   |
| <b>ADJOURNMENT:</b> Motion  | Second                                    |

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

# 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 May 10, 2016.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

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

- Minutes of April 12, 2016 *(Regular Meeting)*
- Minutes of April 5, 2016 *(Special Meeting)*
- Fire/EMS Monthly Report *(April 2016)*
- Police Dept. Monthly Report *(April 2016)*
- Planning Dept. Monthly Report *(April 2016)*
- Public Services *(April 2016)*
- Fuel Expenditures *(April 2016)*
- RDG Report *(April 2016)*

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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 APRIL 5, 2016 – 6:30 P.M. SPECIAL PLANNING MEETING  
COUNCIL CHAMBERS, CITY HALL, ROXBORO, NC**

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

**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 a two items to be added to Old Business to include Person County Museum lunch and any parking recommendations for the proposed Ordinance Amendment, **Council Member Mark Phillips offered a motion to approve the agenda and to include the additions as requested with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

**OLD BUSINESS:**

**1. Person County Museum Lunch**

**Mayor Marilyn P. Newell** shared an invitation by Kathy Young from the Person County Museum for Council to tour the museum and will be provided a light lunch. Mayor Newell asked that everyone check calendars and the Clerk will send an e-mail out for available dates and times.

**2. Parking Ordinance Text Amendment**

At the March meeting a Public Hearing was held for a text amendment for Chapter 76: Parking Schedules. Mayor Newell asked for any discussion or changes that need to be addressed after the Public Hearing concerns. It was the consensus of Council that the proposed changes were sufficient and would accommodate all concerns.

**NEW BUSINESS:**

**3. Insurance Presentation**

**City Manager Brooks Lockhart** presented Council with a slide presentation for the upcoming changes in the insurance coverage provided by the City for its employees. There is an increase of 40% for the next fiscal year and will cost the City \$1.4 million. Mr. Lockhart explained the reason for the increase is the risk for coverage is higher and the City has been paying less premium than our risk would indicate because the North Carolina League insurance is a pool, where smaller risk communities absorb some of the higher risk communities. Even though the NCLM increase could have been 64%, the League deducted the costs of all health screenings related to the City's new Wellness Program, bringing the increase back to 40%. Mr. Lockhart reported to Council that he looked for a better deal in the private market, but no one would offer a quote stating that the NCLM offered the best coverage for the amount to be spent.

After some discussion, Mr. Lockhart asked that Council consider leaving the insurance as it is by continuing to keep the deductible at \$7,300 with the Medical Expense Reimbursement Plan (MERP), which is a type of Health Reimbursement Arrangement (HRA) that enables employers to fund portions of their employees' health plan deductibles and other qualified medical expenses. One suggestion that Mr. Lockhart offered to offset the large increase is the possibility of increasing a vehicle tax from \$10 to \$30 that would bring in an additional \$120,000. After some further discussion, it was the consensus of Council to look at Health Insurance cost during the upcoming budget sessions.

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

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

There being no further business to discuss, **Council Member Mark Phillips offered a motion to adjourn this meeting at 7:50 p.m. with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.**

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Mayor Marilyn P. Newell

**ATTEST:**

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Trevie Adams, CMC/NCCMC  
City Clerk

April 5, 2016

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
TUESDAY APRIL 12, 2016 – 7:00 P.M. CITY COUNCIL MEETING  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

**Members Absent:**

**Others Present:** City Manager Brooks Lockhart  
Assistant Manager Tommy Warren  
City Clerk Trevie Adams  
City Attorney Bob Hornick

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Council Member Henry Daniel** provided the invocation.

**PLEDGE OF ALLEGIANCE:**

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

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda and asked that a Closed Session for NCGS 143.318.11(a)(5) Land Acquisition be added to the agenda. **Council Member Henry Newell 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.

**CONSENT AGENDA ADOPTION:**

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

**RECOGNITION:**

**PUBLIC COMMENT:**

No comments at this time.

**PUBLIC HEARINGS & ORDINANCE MATTERS:**

**1. Text Amendment – Chapter 76: Parking Schedules**

**RDG Director Lauren Wrenn** reported to Council that at the March meeting a public hearing was held regarding the suggested changes to the Uptown Parking Schedule in the City Ordinances. At the close of the public hearing, Ms. Wrenn requested Council to review the packet of changes and suggested items for discussion, and share any desires in the following weeks. Some of the items for consideration were:

- Increasing the current fee for exceeding the posted time limit for parking.
- Requesting State Legislature Bill to allow towing for individuals who violate parking time restrictions.

- Including language that stipulates no parking/driving on the sidewalks.
- Changing the wording on current signage, or the wording of the ordinance, regarding “loading” zones in Uptown.

Ms. Wrenn also presented a proposed amendment to the ordinance reflecting some clearer explanations regarding parking in Uptown. After some discussion, it was the consensus of Council to have Ms. Wrenn review items of interest with the possibility of changes and to have the attorney review the proposed changes in the amendment as presented and bring back for approval in May, with the possibility of additions if deemed necessary.

## **NEW BUSINESS**

### **2. Planters for Uptown**

**RDG Director Lauren Wrenn** reported to Council that the Roxboro Development Group would like to install additional planters in the Uptown area. These planters will be positioned abutting the walls of Green’s Jewelers at the intersection of Court Street and Main Street. Rolling Hills Nursery is responsible for the plant designs, based on what will thrive in the shaded area and require minimal maintenance from City crews. RDG is also considering additional planting projects that would include a larger planter on the corner of Depot Street and Main Street, and another intended to improve the raised bed in the alley beside 115/117 Depot Street.

### **3. Resolution to Declare Surplus - Firearm**

**Police Captain Tony Kirby** presented Council with a resolution to declare certain properties by the Police Department as surplus. Pursuant to G.S. 20-187.2 of the North Carolina General Statutes, retired Police Lt. Don Mangum has request service weapon, one Glock Model 23, .40 Cal, Serial Number: PET566. After some discussion, **Council Member Mark Phillips offered a motion to approve the resolution as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously. **Clerk’s Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

### **4. Resolution to Declare Surplus**

**Assistant Manager Tommy Warren** presented Council with a resolution to declare certain properties of the City as Surplus. Mr. Warren reported to Council that the equipment being declared surplus is equipment that was replaced in FY 2015/2016 Budget. Items for surplus are:

- 2001 New Holland Tractor, Model # 6610S, VIN# 366307M, Hours: 1485
- 2003 Volvo Front End Loader Garbage Truck, VIN# 4V2DC6UE13N348458, Miles: 121,337.

After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve the resolution as presented with authorization to be sold on GovDeals to the highest bidder with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Clerk’s Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

### **5. Resolution of Intent – Closing of Alley – Set Public Hearing**

**Assistant Manager Tommy Warren** received a request to close an unnamed alley between South Main Street and Madison Boulevard from J. Linwood Cates with 4C Properties, LLC. The alley has a width of 8’ and is located south of Trotter Street and between South Main Street and Madison Boulevard as shown on Tax Map 16. 4C properties own two of the three parcels adjacent to the alley and the lot they do not own fronts on Madison Boulevard. By closing and abandoning the street, the existing right of way will be divided among the adjoining property owners. General Statutes requires that the City adopt a Resolution of Intent to close the street and set a public hearing. The

Resolution of Intent has to be published in a local paper for four weeks and both ends of the street have to be posted. A copy of the adopted Resolution of Intent must be mailed by certified mail to all property owners abutting that portion of the street to be closed. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Resolution as presented and to set the Public Hearing for Tuesday, May 10, 2016 at 7:00 p.m. with a second by Council Member Byrd Blackwell** and upon being put to vote was carried unanimously. **Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

**6. Transfer of Property**

**Roxboro Fire Chief Kenneth Torain** reported to Council that the Roxboro Fire Department has tested the new Self Contain Breathing Apparatus (MSA G1) and tested all personnel on its parts and uses. After doing so, staff has put the new MSA G1 in service and on the Fire Trucks. Due to some interest of other mutual aid departments in the County, staff would like to surplus the old Surviair SCBA's and transfer some of them to these departments. Anyone receiving these units would be required to sign a "hold harmless" contract to release the City of any liability. Chief Torain presented Council with a list of the proposed units in a Resolution for said items. After a brief discussion, **Council Member Henry Daniel offered a motion to approve the Resolution for Transfer of Property and to surplus the list as provided and the City Attorney to write a "hold harmless" contract with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

**7. Update on Fire Truck Purchase**

**Fire Chief Kenneth Torain** informed Council that the Fire Department had signed the contract on the new 2500 gallon Tanker Pumper that was approved in the FY 2015/2016 Budget. The purchase price was within budget at \$474,995.00.

**OLD BUSINESS:**

**8. Closing of Street – Garland Street – Update**

**Assistant Manager Tommy Warren** reported to Council that after the March meeting, he searched the online records for the Person County Register of Deeds concerning a complaint from Mr. Dixon regarding ownership of the property where Garland Street was located. A search of the deeds shows that Garland and Byrd Streets were created by a subdivision plat of the S.B. Winstead Estate by W.R. Cates and dated January 17, 1940. Luther Dixon bought three lots, #16, #17, and #18, from the S.B. Winstead subdivision plat in March 1946 and sold those same three lots in October 1946. Then in November 1963, Mr. Luther Dixon buys the same three lots again. In December 1963, Mr. Dixon bought lots #14 and #15 of the S.B. Winstead Estate. In July 1987 Luther Dixon deeds the five lots to Van Dixon. The lots that Mr. Dixon bought and sold from the subdivision plat showed Garland and Byrd Streets and did not include Garland or Byrd Streets as part of the deeds. Mr. Warren spoke with Mr. Van Dixon on March 16, 2016 and explained his findings.

Based upon the deeds, the City will follow the N.C. General Statutes when abandoning Garland Street. The General Statutes require that the abandoned property be divided equally between the adjoining property owners. This entitles Person County to the western half of Garland Street and Mr. Van Dixon to the eastern half. The adjoining property owners will need to have a deed drawn up and signed by the Mayor for recording if they wish to claim their half of the abandoned street.

Below is a timeline of the purchase and sell of the Dixon lots that bordered on both Foushee Street and Garland Street.

- Plat Book 1-63 Subdivision of SB Winstead Est. 1940
- DB 58-114 Luther Dixon buys from Henry David Long on March 2, 1946, 3 lots, 16,17,18 as shown on Plat of the SB Winstead Est., 1940
- DB58-454 Luther Dixon sells to John Wesley on October 30, 1946 3 lots, 16, 17, 18 of the SB Winstead Est.
- DB 100-221 Luther Dixon Buys back from Woodrow Hall on November 13, 1963 3 lots, 16, 17, 18 on the SB Winstead Est.
- DB100-403 Luther Dixon buys from SB Winstead and wife on December 20, 1963 2 lots 14 & 15 of the SB Winstead Est.
- DB 193-417 Luther Dixon deeds 5 tracts of land to Van Dixon in July 1987.

#### 9. Resolution – Support for the US501 Relocation

**Planning Director Sharon Richmond** presented Council with a Resolution of Support for the US 501 Relocation from Virgilina Road to SR1329. After some discussion, **Council Member Mark Phillips offered a motion to approve the resolution as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said resolution is hereby incorporated into the minutes of this meeting.**

#### COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – No meeting.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – Next meeting scheduled for Thursday April 14, 2016.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – A meeting was held but no decisions to report at this time.
- 5) **Fire Chief's Association – Council Member Mark Phillips** – No meetings attended.

**MAYOR'S REPORT: Mayor Merilyn P. Newell presented an update at for the first quarter of 2016. Some items included were:**

- *January 6, 2016 – Met with Pastor McIver of New Mount Zion Church*
- *January 14, 2016 – Ribbon Cutting – Morristown BBQ (Ridge Road)*
- *January 18, 2016 – MLK Service and Observance – Shady Hill Baptist Church*
- *January 21, 2016 – Person County EDC/PCBIC and Chamber of Commerce Banquet*
- *February 2, 2016 – Ribbon Cutting – Mad Hair Salon*
- *February 18, 2016 – Person County EDC/PCBIC*
- *February 23, 2016 President's Club Breakfast – Piedmont Community College Foundation*
- *March 2, 2016 – Attended T.G. Brooks Stew – Timberlake*
- *March 10, 2016 – Keynote Speaker for Installation Event for PCC Phi Theta Kappa*
- *March 15-18, 2016 – Attend N.C. Main Street Conference/Received Award for Kirby Project*
- *March 24, 2016 – Economic Development Summit – Vance-Granville Comm. College and presented Proclamation to Roxboro Rotary Club for Clock donated to the City at Merritt Commons.*

#### ADMINISTRATIVE REPORTS

##### 10. Financial & Tax Report

**Interim Financial Director Dan Craig** presented Council with financial and tax reports for February 29, 2016 and March 31, 2016. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

## **11. Assistant City Manager's Report**

**Assistant City Manager Tommy Warren** reported to the Mayor and Council that on Friday April 8, staff will meet with Garney, CMAR contractor and the City's engineers to review the 60% review cost estimate. This will not be the final price and will allow staff to see where the City stands in regard to the anticipated cost of the project.

Mr. Warren also reported that work continues on repairing potholes across town. Along with potholes, staff is doing concrete repair where curb and gutter were removed to install or repair water and sewer lines. Also, the truck that pulls the chipper has been down with a high-pressure fuel pump problem, but is now back and running.

Plans and specifications have been prepared for the grouting of voids under the spillway at Lake Roxboro. The project will be advertised the end of April, with a bid opening date as June 2, 2016 at 2:00 p.m. at City Hall. This item is proposed to be a part of the 2016/2017 budget. Approval of the contract will be dependent upon the approval of the 2016/2017 budget.

## **12. Manager's Report**

**City Manager Brooks Lockhart** reported that a he would like to schedule a budget work session for Thursday April 21, 2016 at 6:30 to facilitate demonstrations on records management software for the Police Department. The vendors would like to have an hour each for demonstration and questions. After a brief discussion, it was the consensus of Council that they will recess this meeting to be continued on April 21, 2016.

Continuing, Mr. Lockhart reported that the website development process is still underway and should be live in May or June. Work on the 2016-2017 Annual Budget is also underway with the Finance Director, Assistant Manager and Manager meeting with each department with the anticipation of presenting a balanced budget in May.

**COUNCIL DISCUSSION:** No discussion at this time.

**Council Member Byrd Blackwell offered a motion to enter into closed session per NCGS 143.318.11(a)(5) Land Acquisition, with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

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

**Mayor Pro Tem William offered a motion to recess this meeting until Thursday April 21, 2016 at 6:30 p.m. with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

**Mayor Marilyn P. Newell** re-convened the meeting of April 12, 2016 at 6:30 p.m. Mayor Newell asked that City Manager Brooks Lockhart. Mr. Lockhart informed Council that two presenters will be addressing Council with each having one hour for their presentation with a fifteen minute question and answer session to follow.

- 1) **Southern Software (OSSI) – Mr. Brian Sharpe and Mr. Scott Wright** presented a demonstration using the software and explained the steps taken along with explanation of how this reduces paperwork and stores all the vital information for officers. The system is also capable of giving information regarding suspects that may have a warrant issued in another County and any prior convictions or outstanding warrants. This is the

software that Person County 911 and the Roxboro Police Department are currently using.

- 2) **Sungard – Mr. Chris Barrett and Mr. David Montville** presented a demonstration using the software and explaining some of the benefits of Sungard that included: reduces information gaps, increases officer safety with real-time alerts, reduces phone calls between agencies and provides officers with relevant information. The cost would be \$320,347.00 with an annual maintenance fee of \$29,640.

**ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Council Member Mark Phillips with a second by Council Member Sandy Stigall to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 9:12 p.m. April 21, 2016.

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Mayor Marilyn P. Newell

ATTEST:

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Trevie Adams, MMC/NCCMC  
City Clerk

April 12, 2016 & April 21, 2016



**City of Roxboro  
Fire and Rescue Department**

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

**Highlight**

- **Responses** - During the month of April, the City of Roxboro Fire Department responded to 20 fire calls within the city limits, and 39 fire calls outside the city limits. Also, the department responded to 92 first responder calls within the city, and 37 first responder calls in our county response district. Over the course of April, we had to call back off-duty personnel and auxiliary personnel for a total of 5 full alarms. Roxboro Fire Department responded to 199 dispatched calls this month.
- **Training** Roxboro Fire Department had to get the continuing education for their fire inspector in the month of April. We had several people from outside department attend the training. The training was instructed by Battalion Chief Wrenn.
- **Live Burn Training** On April 16<sup>th</sup>, Roxboro Fire Department along with Piedmont Community College had a live burn training on Mill Hill Road. The dwelling belonged to a city employee that offered it to the department for a training burn. We had departments from Ceppo, Hurdle Mills and Woodsdale and over 30 people training.
- **Week of the Young Child.** Roxboro Fire department staked the cardboard kids in front of the law enforcement center on Monday April 4<sup>th</sup>. The number of cardboard kids represent the number of kids abused in the county.
- **Safe Haven.** Roxboro Fire Department hauled and unloaded 10 yards of mulch for Safe Haven and Roxboro Baptist Church. We were not contacted by Roxboro Baptist about the project and we took Chief Torain's trailer and hauled it to Safe Haven and put it around the property.
- **Fire Prevention** During the month of April, we visited Lester's Toddler Care, North Elementary, Generations, Earl Bradsher, Long Memorial, Creative Days and PCC Daycare for fire prevention activities.

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

Month/Year April-16

***No. of Participants by Age Group***

|                      |             |
|----------------------|-------------|
| Age 0-4              | <u>952</u>  |
| Age 5-10             | <u>642</u>  |
| Age 11-14            | <u>146</u>  |
| Age 15-18            | <u>115</u>  |
| Age 19-29            | <u>176</u>  |
| Age 30-65            | <u>175</u>  |
| Age 65+              | <u>105</u>  |
| <b>Total Persons</b> | <u>2311</u> |

**Total Man Hours of Presentation** 264

***No. of Organizations by Type***

|                                   |               |
|-----------------------------------|---------------|
| Business                          | <u>      </u> |
| Civic Group                       | <u>      </u> |
| Daycare                           | <u>13</u>     |
| Healthcare                        | <u>      </u> |
| Industrial                        | <u>      </u> |
| Juvenile Fire Setters             | <u>      </u> |
| Schools                           | <u>8</u>      |
| Senior Groups                     | <u>2</u>      |
| Special Interest                  | <u>2</u>      |
| Youth Groups                      | <u>      </u> |
| Other                             | <u>7</u>      |
| <b>Total No. of Organizations</b> | <u>32</u>     |

***No. of Programs by Type***

|                         |               |
|-------------------------|---------------|
| Bicycle Safety          | <u>      </u> |
| Burn Prevention         | <u>25</u>     |
| Display                 | <u>2</u>      |
| Extinguisher            | <u>      </u> |
| Falls                   | <u>      </u> |
| Fire / Evacuation Drill | <u>4</u>      |
| Water Safety            | <u>      </u> |
| Firearms                | <u>      </u> |
| General Fire Safety     | <u>12</u>     |
| Juvenile Fire Setters   | <u>      </u> |
| Poison Prevention       | <u>      </u> |
| Public Relations        | <u>3</u>      |
| Special Event           | <u>2</u>      |
| Station Tour            | <u>1</u>      |
| Remembering When        | <u>2</u>      |
| Risk Watch              | <u>4</u>      |
| Other                   | <u>      </u> |
| <b>Total</b>            | <u>55</u>     |

***Safety Devices Issued***

|               |               |
|---------------|---------------|
| Smoke Alarms  | <u>5</u>      |
| Batteries     | <u>1</u>      |
| Special Needs | <u>      </u> |
| CSS           | <u>4</u>      |
| <b>Total</b>  | <u>10</u>     |

Did a program save a life or reduce injury?

**No**

If yes, please give details on a separate sheet

# Smoke Detector Installation Report

April 2016

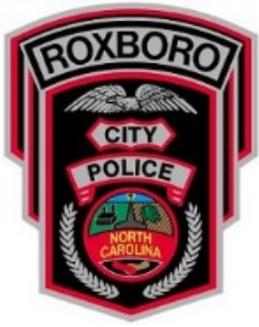
| <u>Contacts</u>            | <u>Alarms</u>    | <u>Batteries</u> |
|----------------------------|------------------|------------------|
| <u>Station 2 , Shift A</u> | <u>Installed</u> | <u>Installed</u> |
| 0                          | 0                | 0                |
| <u>Station 2 , Shift B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

**Total Alarms Installed: 5**  
**Total Batteries Installed: 1**  
**Total Contacts: 4**  
**Total Alarms in Stock: 0**  
**Total Batteries in Stock: 0**

## Child Safety Seat Installation Report

|  |
|--|
| <b>Number of CSR installed: 5</b>  |
| <b>Types of CSR installed: Rear facing infant restraint, Convertible</b> |
| <b>Number of CRS Technicians performing installations: 4</b>             |
|  |
|  |
|  |

**Prepared by: Bill Gentry**



# ROXBORO POLICE DEPARTMENT



*109 South Lamar Street  
Roxboro, North Carolina 27573*

*Office 336 599 8345*

[www.cityofroxboro.com](http://www.cityofroxboro.com)

## City Council Report

**April 2016**

### Patrol Division



#### Highlighted Events

- Three new officers were sworn in to service. Field training has begun.
- Sergeant Walkers shift responded to a fire scene and extinguished the fire with their issued fire extinguishers.
- Officer T. Wright received the Distinguished Young Servants award at the annual Jaycees banquet
- Sergeant S.P. Williams assisted Burlington PD with an assessment center.
- Officer Thompson has presented to one church and is preparing to present at Shady Hill on the topic of Church Safety
- Corporal Blalock worked with all field training officers to revise the curriculum
- Sergeant Walker presented to Cardinal Innovations Community Meeting
- Internal training is being conducted with mock trials to enhance officer testimony
- Officer Frasier delivered public service announcements at Person High to address community complaints of after school traffic violations in the Dover Street community.
- Sergeant Cash has transferred to patrol
- False alarm studies continue and businesses are being educated on current ordinance in the fine schedule
- Active shooter training was conducted at Person High School
- Property crimes are on an increase
- Juvenile crimes are on an increase
- Motor vehicle checkpoints will continue to increase compliance
- All squads received pursuit driver training

## Community Policing

- Corporal Blalock presented at PCC's job fair
- Lt. Price presented at Northern Middle Schools Career Day
- Sergeants Cash's team conducted child safety seat train at Wal-Mart
- Officers Cox and Vuolo attended a child's birthday party. This was spontaneous and made the child's day!
- Corporal Mills bought and distributed pop sickles to children at Roxboro Housing
- Public service announcements were made at Person High School to inform students of community complaints about speeding and inattentive driving. The hope and intent was to educate rather than cite.
- Officers initiated more retail foot patrols in order to establish a more visible presence and to deter property theft and shoplifting.

**Monthly Total Calls for Service:** 1410

**Incident Reports:** 137

**Total Vehicle Crashes:** 36

**Citations:** 199 (234 charges)

**Warning Tickets:** 140 (149 offenses)

**Arrests:** 17 Felony (36 charges), 51 Misdemeanor (63 charges)

## Criminal Investigations Division

### Monthly Highlights

- Facilitated meeting with both Sergeant Horton and Sergeant Cates in regards to the new visions of the divisions.
- Met with Captain Kirby in order to obtain any/all expectations.
- Conferred with Lieutenant Price and Lieutenant Hawkins concerning any information that I needed in regards to my new position as Lieutenant.
- Conferred with Lieutenant Price concerning any existing problems or concerns in the SCU Division.
- Conferred with Sergeant Cash concerning any existing problems or concerns in the CID Division.
- Attended several meetings in reference to handling personnel issues. These meetings were very informative.
- Conducted an audit of both components of the division.
- Met with Sergeant Cates in reference to facilitating some training classes for the community businesses. Bank Alarm Response and Protocol Training set for May 11, 2016 at Roxboro Savings Bank.

- Met with Captain Kirby and Sergeant Robertson in reference to in car camera video of the recent chase.
- Assisted Sgt. Robertson with Interview.
- Searched for training in regards to both divisions. Searched for new drugs trends and different concealment methods as related to narcotics trafficking.
- Initiated informant development campaign
- Compiled new target list for narcotics.
- Detective Howe had a successful week in clearing out several commercial breaking and entering cases. Detective Howe, dismantled a gang of juvenile criminals who have been plaguing the City of Roxboro with breaking and entering and property damage. Good Job Detective! Keep up the good work.
- <https://outlook.personcounty.net/owa/attachment.ashx?attach=1&id=RgAAAAAwlxEn3bIWRLyKIUYA9jieBwC30HBejh1xQ6thQHWOAws9AAAARcRFAACEOTQDhtkKRKc1Yzd%2bRLkpAAJIdChiAAJ&attid0=BAABAAAA&attcnt=1>

### **Monthly Activities**

- Total Cases Assigned: 22
- Follow up hours in field: 196
- Phone follow up hours: 72
- Hours spent completing paperwork: 141
- Call outs: 5
- Out of town follow ups: 3
- Felony warrants obtained: 10
- Misdemeanor warrants: 2
  - Cases closed: Leads exhausted, warrants 34
  - Closed by warrants: 0
- Arrests: 3
- Felony packets: 3
- Interviews conducted: 34
- Complaints: 1

### **Administrative Services Unit**

- Attended Department of labor awards banquet.
- Working with Human Resources to announce the existing two vacancies in hopes we can have the positions filled at the beginning of the new budget year.
- Grant equipment ordered.
- Assisted patrol with calls for service.

- Assisted Roxboro Housing Authority with grant research in a collaboration with crime reduction strategies.
- Completed all fire extinguisher inspections.
- All radar units calibrated to meet state requirements.
- Completed numerous facility maintenance work orders with Phillip Fish.
- Special note- We thank Bryan Garrett and city garage for their commitment and assistance with keeping our patrol fleet on-line.
- Arranged for Columbia College to present to command staff
- Continuing to work with Lexipol to obtain policy development assistance.
- Completed BJA ballistic vest grant reimbursement requests.
- Meetings with the SBI.

### Administration

#### Meetings

- Daily meetings with all staff. Deputy Chief Kirby continues to act as interim chief while Chief Hess is in training.
- Several meetings with HR and City Manager related to personnel matters.
- Met with representative from Columbia College. This program will offer under graduate educational opportunities to further develop staff.
- Distributed several local requests for the press.
- Met with Wal-Mart leadership concerning call volume.
- Deputy Chief Kirby is working with Lt. Price on a task force research project.
- Met with Community Watch members.
- Continuing to enhance our partnership with Zoning and Code Enforcement
- Lori Davis and Valerie Gentry attended Administrative Professionals Luncheon.
- Attended the Jaycees annual Banquet
- Assisted with the week of the young child.
- Assisted with the City's Wellness Assessment
- Met with a certified computer forensics examiner to enhance the departments investigative capabilities.
- Assisted with regional training held at the police department from taser international
- Attended all council and budget meetings.
- Updated on one employee medical status.

#### Highlighted Events

- Deputy Chief is working with the city manager and city attorney regarding a Public Records Request.
- Chief Hess has successfully completed his first month at the FBI Academy.
- Lieutenant Hughes has assumed his role as commander over criminal investigations. He is receiving an in depth orientation and doing well.

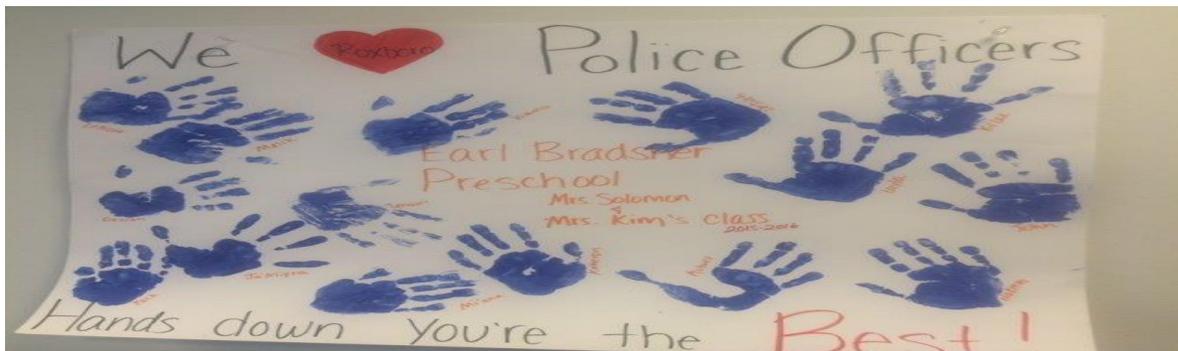
## Personnel

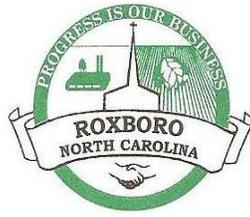
- Deputy Chief Kirby and Administrative Services are working with Human Resources to fill additional vacancies.

## Chief attending the FBI National Academy

I want to continue to thank City Council, Mr. Lockhart and Mr. Warren for their continued support as I attend the 264<sup>th</sup> Session of the FBI National Academy. The residency-training program commenced on April 4<sup>th</sup> and will conclude on June 10<sup>th</sup>. During my ten-week educational and training departure, Deputy Chief Kirby will oversee the daily operations of the department. Staff has kept me updated via email and phone calls from the deputy chief after hours as needed.

I will continue to provide updates throughout the course to council and staff. I continue to offer to be available after hours via teleconference for budget planning sessions if needed. I have distributed two video messages to staff to ensure that they know that I care for them and support them. We have a great police department as reflected below!





## City of Roxboro

### Memorandum

**To:** Trevie Adams , Roxboro City Clerk  
**From:** Sharon Richmond, Roxboro Planning & Zoning Director  
**Re:** March N-Focus Report  
**Date:** 5/05/2016

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**Consent Agenda Item**  
**N-Focus March Cases ( Last Report 3/24/2016)**

12 Minimum Housing Code Cases  
8 Public Nuisances

## Public Services Department Monthly Report



### City of Roxboro

**May 2016**

| <b>Public Utilities Department</b>   | <b>Public Works Department</b>    |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
|--|-----------------------------------|--------|----------------------------|------------------------|-----------------|-----|------------------------|------|-------------------------|------------------------|------|-----|----------------|----|------------------|------------------|---------------------|--------|---|---------------------|--------|---|-----------------------|--------|---------------------|------------------|---------------------|------|-------------------|----|-------------------|--|-------------------|--|--------------------|---|--|----------|---------------------------|------|-----------|---|-------|--|--|--|------------------|----|--|-------------------|-------------|--|
| <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">28</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">1</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">5</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">1</td></tr> <tr><td style="padding-left: 20px;">Broken Meters Replaced:</td><td style="text-align: right;">0</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">10</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">25</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">0</td></tr> </table> <p>Remarks:</p>  | Water Repairs:                    | 28     | Hydrant Repairs and Maint: | 1                      | Meters Changed: | 5   | New Water Services:    | 1    | Broken Meters Replaced: | 0                      |      |     | Sewer Repairs: | 10 | Sewer Blockages: | 25               | New Sewer Services: | 0      | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">410.44</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">221.01</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">42</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">12</td><td style="text-align: right;">tons</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Potholes Repaired:</td><td style="text-align: right;">7</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">25.42</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Concrete:</td><td style="text-align: right;">0</td><td style="text-align: right;">yards</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Vehicle Repairs:</td><td style="text-align: right;">36</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$17,880.84</td><td></td></tr> </table> <p>Remarks:</p> | Commercial Garbage: | 410.44 | tons  | Residential Garbage:  | 221.01 | tons                | Brush Collected: | 42                  | tons | Leaves Collected: | 12 | tons              |  |                   |  | Potholes Repaired: | 7 |  | Asphalt: | 25.42                     | tons | Concrete: | 0 | yards |  |  |  | Vehicle Repairs: | 36 |  | Garage Materials: | \$17,880.84 |  |
| Water Repairs:   | 28                                |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Hydrant Repairs and Maint:   | 1                                 |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Meters Changed:  | 5                                 |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| New Water Services:  | 1                                 |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Broken Meters Replaced:  | 0                                 |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
|  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Sewer Repairs:   | 10                                |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Sewer Blockages:   | 25                                |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| New Sewer Services:  | 0                                 |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Commercial Garbage:  | 410.44                            | tons   |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Residential Garbage:   | 221.01                            | tons   |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Brush Collected:   | 42                                | tons   |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Leaves Collected:  | 12                                | tons   |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
|  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Potholes Repaired:   | 7                                 |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Asphalt:   | 25.42                             | tons   |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Concrete:  | 0                                 | yards  |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
|  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Vehicle Repairs:   | 36                                |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Garage Materials:  | \$17,880.84                       |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| <b>Water Treatment Plant</b>   | <b>Wastewater Treatment Plant</b> |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Total Water Treated:</td><td style="text-align: right;">78.96</td><td style="text-align: right;">MG</td></tr> <tr><td style="padding-left: 20px;">Average Daily Treated:</td><td style="text-align: right;">2.632</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Treated:</td><td style="text-align: right;">3.19</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Treated:</td><td style="text-align: right;">1.84</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">City Lake Level:</td><td style="text-align: right;">full</td><td style="text-align: right;">5/3/16</td></tr> <tr><td style="padding-left: 20px;">Lake Roxboro Level:</td><td style="text-align: right;">full</td><td style="text-align: right;">5/3/16</td></tr> </table> <p>Remarks:</p> | Total Water Treated:              | 78.96  | MG                         | Average Daily Treated: | 2.632           | MGD | Maximum Daily Treated: | 3.19 | MGD                     | Minimum Daily Treated: | 1.84 | MGD |                |    |                  | City Lake Level: | full                | 5/3/16 | Lake Roxboro Level:   | full                | 5/3/16 | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Average Monthly Flow:</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Flow:</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Flow:</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Rainfall:</td><td></td></tr> <tr><td style="padding-left: 20px;">Maximum Rainfall:</td><td></td></tr> <tr><td style="padding-left: 20px;">Peak Hourly Flow:</td><td></td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Samples Analyzed:</td><td></td></tr> </table> <p>Remarks:</p> | Average Monthly Flow: | MGD    | Maximum Daily Flow: | MGD              | Minimum Daily Flow: | MGD  |                   |    | Monthly Rainfall: |  | Maximum Rainfall: |  | Peak Hourly Flow:  |   |  |          | Monthly Samples Analyzed: |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Total Water Treated:   | 78.96                             | MG     |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Average Daily Treated:   | 2.632                             | MGD    |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Maximum Daily Treated:   | 3.19                              | MGD    |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Minimum Daily Treated:   | 1.84                              | MGD    |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
|  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| City Lake Level:   | full                              | 5/3/16 |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Lake Roxboro Level:  | full                              | 5/3/16 |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Average Monthly Flow:  | MGD                               |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Maximum Daily Flow:  | MGD                               |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Minimum Daily Flow:  | MGD                               |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
|  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Monthly Rainfall:  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Maximum Rainfall:  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Peak Hourly Flow:  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
|  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |
| Monthly Samples Analyzed:  |                                   |        |                            |                        |                 |     |                        |      |                         |                        |      |     |                |    |                  |                  |                     |        |   |                     |        |   |                       |        |                     |                  |                     |      |                   |    |                   |  |                   |  |                    |   |  |          |                           |      |           |   |       |  |  |  |                  |    |  |                   |             |  |

City of Roxboro, North  
 Distribution of Gas Tick  
 31-Mar-16

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

Shell  
 Account Number: 80-001-3945-4

Gas 0.5330  
 Diesel 0.5930

| Card Number | Dept Number | Make | Model | Gallons | Total Cost | Tax Adjust | 0.04 per gallon Discount | 2.00% 2.00% Discount | Net Cost | Average Cost Per Gallon |
|-------------|-------------|------|-------|---------|------------|------------|--------------------------|----------------------|----------|-------------------------|
|-------------|-------------|------|-------|---------|------------|------------|--------------------------|----------------------|----------|-------------------------|

Summary

|    |      |                        |  |          |           |          |        |        |          |         |
|----|------|------------------------|--|----------|-----------|----------|--------|--------|----------|---------|
| 1  | 4120 | City Hall              |  | 19.57    | 34.24     | 10.43    | 0.78   | 0.39   | 22.63    | 1.750   |
| 2  | 4130 | Finance                |  | -        | -         | -        | -      | -      | -        | #DIV/0! |
| 3  | 4160 | Public Buildings       |  | 142.63   | 270.12    | 76.02    | 5.71   | 2.85   | 185.54   | 1.894   |
| 4  | 4180 | Purchasing             |  | -        | -         | -        | -      | -      | -        | #DIV/0! |
| 17 | 4910 | Planning & Zoning      |  | 17.38    | 30.41     | 9.26     | 0.70   | 0.35   | 20.10    | 1.750   |
|    |      | Total Administrative   |  | 179.58   | 334.77    | 95.72    | 7.18   | 3.59   | 228.28   | 1.864   |
| 5  | 4310 | Police                 |  | 1,580.05 | 2,908.66  | 842.17   | 63.20  | 31.60  | 1,971.69 | 1.841   |
| 6  | 4311 | CID                    |  | 234.70   | 435.91    | 125.10   | 9.39   | 4.69   | 296.73   | 1.857   |
| 26 | 4312 | Narcotics              |  | 61.79    | 113.66    | 32.93    | 2.47   | 1.24   | 77.02    | 1.839   |
| 9  | 4380 | Animal Control         |  | -        | -         | -        | -      | -      | -        | #DIV/0! |
|    |      | Total Police           |  | 1,876.54 | 3,458.23  | 1,000.20 | 75.06  | 37.53  | 2,345.44 | 1.843   |
| 7  | 4340 | Fire                   |  | 1,099.62 | 2,047.59  | 631.97   | 43.98  | 21.99  | 1,349.65 | 1.862   |
| 8  | 4341 | Fire Inspections       |  | 60.28    | 114.83    | 32.13    | 2.41   | 1.21   | 79.08    | 1.905   |
|    |      | Total Fire Dept.       |  | 1,159.90 | 2,162.42  | 664.10   | 46.40  | 23.20  | 1,428.73 | 1.864   |
| 10 | 4510 | Public Services        |  | 158.51   | 292.04    | 84.49    | 6.34   | 3.17   | 198.04   | 1.842   |
| 11 | 4511 | Streets                |  | 549.50   | 1,026.81  | 309.56   | 21.98  | 10.99  | 664.12   | 1.869   |
| 12 | 4512 | Street Cleaning        |  | -        | -         | -        | -      | -      | -        | #DIV/0! |
| 13 | 4513 | Garage                 |  | 31.51    | 63.00     | 18.69    | 1.26   | 0.63   | 42.42    | 1.999   |
| 14 | 4710 | Residential Garbage    |  | 1,022.60 | 1,944.88  | 606.40   | 40.90  | 20.45  | 1,277.12 | 1.902   |
| 15 | 4711 | Commercial Garbage     |  | 850.79   | 1,620.89  | 504.52   | 34.03  | 17.02  | 1,065.32 | 1.905   |
| 16 | 4740 | Cemetery               |  | 87.93    | 176.09    | 46.87    | 3.52   | 1.76   | 123.95   | 2.003   |
|    |      | Total Public Services  |  | 2,700.84 | 5,123.71  | 1,570.52 | 108.03 | 54.02  | 3,370.98 | 1.897   |
|    |      | Total General Fund     |  | 5,916.86 | 11,079.13 | 3,330.53 | 236.67 | 118.34 | 7,373.43 | 1.872   |
| 18 | 7112 | Meter Reading          |  | 157.50   | 290.33    | 83.95    | 6.30   | 3.15   | 196.93   | 1.843   |
| 19 | 7114 | Lake Warden            |  | 55.92    | 106.42    | 29.81    | 2.24   | 1.12   | 73.26    | 1.903   |
| 25 | 7118 | Pump Stations          |  | 584.54   | 1,109.00  | 311.56   | 23.38  | 11.69  | 762.37   | 1.897   |
| 20 | 7120 | Water Plant            |  | 133.25   | 240.67    | 71.02    | 5.33   | 2.67   | 161.65   | 1.806   |
| 21 | 7121 | Water Line Maintenance |  | 170.86   | 327.87    | 96.81    | 6.83   | 3.42   | 220.81   | 1.919   |
| 22 | 7130 | WWTP                   |  | 79.59    | 137.84    | 42.42    | 3.18   | 1.59   | 90.64    | 1.732   |
| 23 | 7131 | Sewer Line Maintenance |  | 547.96   | 1,028.87  | 303.92   | 21.92  | 10.96  | 692.08   | 1.878   |
| 24 | 7132 | WWTP II                |  | 21.40    | 40.01     | 11.41    | 0.86   | 0.43   | 27.32    | 1.870   |
|    |      | Total Enterprise Fund  |  | 1,751.02 | 3,281.01  | 950.89   | 70.04  | 35.02  | 2,225.06 | 1.874   |
|    |      | Total All Funds        |  | 7,667.88 | 14,360.14 | 4,281.41 | 306.72 | 153.36 | 9,598.49 | 1.873   |



May 5, 2016

To: Mayor Newell  
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: May Council Report

**City of Roxboro:**

- 2016 Fireworks Display – Thanks to the efforts of many members of the Directors’ RoundTable group, the BBQ Fundraiser to benefit the Fireworks fund was a success! As promised, the Directors’ RoundTable will provide \$1,500 to the City of Roxboro to assist with the expense of the fireworks. Additionally, Beth Townsend, member of the Directors’ RoundTable board, addressed the County Commissioners at their Monday night meeting to request additional funding for this event. She too was successful in her endeavors and acquired a \$4,000 contribution from the County. With the addition of the \$500 contribution from the Tourism Development Authority, the total contribution to the City for the 2016 Fireworks display is \$6000.
- Additional planters for Uptown – Last month I presented the new planters RDG intends to place at the corner of Court and Main Streets, near the window bases of Green’s Jewelers. Unfortunately, this project is on hold as there were some issues with the manufacturer. At present the manager of the PlantContainers.com website is working with their provider to see if the selected items can still be ordered. The hope is to have a final word, and a back up plan in place if necessary, by the end of May.
- Uptown Parking – The final draft of the ordinance amendment was sent to the City attorney for review after the last Council meeting. Some suggestions were made regarding the wording for certain items. The amendment is now ready for Council adoption at this May meeting.
- Rock Wall in City Parking Lot – After reading the article in The Courier-Times about the Senior Center project, plans were made to educate the necessary parties on the history and importance of the “crummy old wall” located near the proposed Senior Center building. After having several discussions with local individuals, it was determined these walls served as the foundation for the former Hyco Warehouse, which was an icon in Uptown Roxboro for many years. Built in the late 1800’s, the warehouse changed hands many times over the nearly 100 years it stood. Around the early 1900’s the building burned, but was rebuilt in 1922. It lasted another 50+ years before being torn down in 1979. The alleyway that currently falls between Danny Long’s office and the building owned by Mr. Ruffin Woody served as the driveway to the warehouse. Mr. Woody recounted memories of the farm trucks pulling down this driveway to the back of the warehouse, where the rock walls provided the foundation to raise the warehouse above ground level to allow trucks to align their beds with the floor of the



warehouse for easy delivery. Additional information is available on this property, should the Council require it, to assess the importance of preserving these two “crummy old walls.”

- Other Highlights –
  - Attended website training with the County IT department on April 13<sup>th</sup>
  - Assisted with the RACC Reality Store at Northern Middle School.
  - Met with a horticulture specialist from Hoffman Nursery to discuss the health of Uptown plants and trees. She has volunteered to work on these projects to improve the look and quality of our green areas.
  - Attended Kerr-Tar SET Training meeting in Warrenton on April 21<sup>st</sup>.

### **Roxboro Development Group:**

- Uptown Planters – See above.
- Uptown Property Inventory – Treasurer, Crystal Cole, has assisted in the compilation of information for over 50 buildings Uptown, presently. She has scheduled additional days to work to complete this project before the end of July 2016.
- Business Recruitment Brochure – Stuart Gilbert shared information about retail leakage in Person County, as well as, useful websites for developing a recruitment brochure. He has schedule a follow-up meeting for May 13<sup>th</sup> to discuss additional elements of Economic Recruitment in this area. More information to come.
- Rox N’ Roll Cruise-In – The plans are in motion for the Kick-Off event of the Rox N’ Roll Cruise-In. We have acquired a band and a food vendor. We are also working to develop the parts swap element of the event and have additional prizes and giveaways for our participants. Fingers crossed we will have beautiful weather for the May 20<sup>th</sup> event. The Special Event Permit Application for this event is a part of the May 10<sup>th</sup> agenda.
- Mother’s Day Promotion – In an attempt to do more the encourage shopping and dining in Uptown Roxboro, RDG paid for a full-page ad in The Courier-Times this month to advertise Mother’s Day specials for our Uptown merchants and business owners. More than a dozen businesses participated in this program and several indicated this was a much-appreciated approach to encourage shopping Uptown.
- Other Highlights –
  - RDG Board meeting held April 19<sup>th</sup>.
  - New Uptown Event calendars were delivered to the Chamber, TDA, and Kirby CAC offices.
  - T-shirts ordered for the Rox N’ Roll Cruise-In event.
  - Attended Good Morning Coffee Hour for PC Partnership for Children on April 13<sup>th</sup>.
  - Design Committee Meeting held April 15<sup>th</sup>.
  - Attended Good Morning Coffee Hour for the celebration of Enos Slaughter’s 100<sup>th</sup> birthday on April 27<sup>th</sup>.
  - Attended the RAMA meeting on May 10<sup>th</sup>.
  - Attended the IRC Luncheon on May 10<sup>th</sup>.

# 1. Budget Amendment

**CITY OF ROXBORO  
BUDGET AMENDMENT  
FISCAL YEAR 2015-2016 BUDGET**

The following budget amendment is hereby requested:

**Budget Amendment Number:**

**3**

| Fund 10, 60, 69 & 76 - General Fund, Water Fund, Capital Reserve Fund and Internal Service Fund |                                      | INCREASE   | DECREASE  |
|---|--------------------------------------|------------|-----------|
| <b>Revenues</b>   |                                      |            |           |
| 69-99-3991-991  | Fund balance                         | 750,000.00 |           |
| 76-99-9910-991  | Fund balance                         | 61,372.12  |           |
| 10-98-3985-976  | Transfer from Internal Service Fund  | 40,136.82  |           |
| 60-98-3985-976  | Transfer from Internal Service Fund  | 21,235.30  |           |
| <b>Expenditures</b>   |                                      | 872,744.24 | -         |
| Net Increase (Decrease) in Revenues   |                                      | 872,744.24 |           |
| 69-98-9810-971  | Transfer to Wastewater Plant Project | 750,000.00 |           |
| 10-00-4120-184  | Medical Expense Reimbursement        | 40,136.82  |           |
| 60-91-7111-183  | Medical insurance                    | 4,648.83   |           |
| 60-91-7130-183  | Medical insurance                    | 4,070.36   |           |
| 60-91-7120-183  | Medical insurance                    | 7,495.40   |           |
| 60-91-7131-183  | Medical insurance                    | 2,888.79   |           |
| 60-91-7118-183  | Medical insurance                    | 2,131.92   |           |
| 76-98-9810-910  | Transfer to General Fund             | 40,136.82  |           |
| 76-98-9810-960  | Transfer to Enterprise Fund          | 21,235.30  |           |
| 10-10-4310-245  | Gas                                  |            | 7,000.00  |
| 10-10-4310-350  | Contracted services                  | 10,000.00  |           |
| 10-10-4310-400  | Dues & subscriptions                 |            | 250.00    |
| 10-10-4312-213  | Clothing allowance                   | 550.00     |           |
| 10-10-4311-311  | Training                             |            | 300.00    |
| 10-10-4311-399  | Special undercver fund               |            | 2,000.00  |
| 10-10-4310-399  | Special undercver fund               |            | 1,000.00  |
| 10-11-4340-123  | Overtime                             |            | 4,000.00  |
| 10-11-4341-124  | Salaries-Part time & Reserve         | 6,000.00   |           |
| 10-11-4340-332  | Heating fuel                         |            | 2,000.00  |
| 10-11-4340-245  | Gas                                  |            | 10,000.00 |
| 10-11-4340-352  | Repairs & maintenance-equipment      | 5,000.00   |           |
| 10-11-4340-229  | Volunteers                           | 1,000.00   |           |
| 10-11-4340-351  | Repairs & maintenance-building       | 1,000.00   |           |
| 10-11-4340-200  | Supplies                             | 3,000.00   |           |
| Net Increase (Decrease) in Expenses   |                                      | 899,294.24 | 26,550.00 |
|   |                                      | 872,744.24 |           |

**Justification:**

To provide for October, 2015 through March, 2016 medical expense reimbursement plan expenditures

To reclassify departmental line item expenditures

To provide for Capital Reserve Fund Transfer to Wastewater Plant Capital Project

**CITY OF ROXBORO  
BUDGET AMENDMENT  
FISCAL YEAR 2015-2016 BUDGET**

The following budget amendment is hereby requested:

**Budget Amendment Number:**

**3**

---

Requested By: \_\_\_\_\_ DC \_\_\_\_\_ Date: \_\_\_\_\_ 5-4-16 \_\_\_\_\_

Approved to  
Submit to Council: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by  
Council: \_\_\_\_\_ Date: \_\_\_\_\_

Posted to Computer: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Closing of Alley - Public Hearing

## **Request to Close an Unnamed Alley South of Trotter Street**

The City has received a request to close an unnamed alley between South Main Street and Madison Boulevard from J. Linwood Cates with 4C Properties, LLC. The alley has a width of 8' and is located south of Trotter Street and between South Main Street and Madison Boulevard as shown on Tax Map 16. 4C Properties own 2 of the three parcels adjacent to the alley. The lot they do not own fronts on Madison Boulevard.

By closing and abandoning the alley, the existing right of way will be divided among the adjoining property owners.

At the April 2016 City Council meeting, the City adopted a Resolution of Intent to close the alley and set a public hearing for May 10, 2016 at 7:00 pm. The Resolution of Intent was published in a local paper for four weeks and both ends of the alley were posted. The property owners abutting the alley to be closed were notified by certified mail.

This section of alley has never been opened or improved. It is recommended that the request from 4C Properties, LLC. to close an unnamed alley located south of Trotter Street between South Main Street and Madison Boulevard be approved.

# HUBBARD AND CATES

ATTORNEYS AT LAW

36 COURT STREET  
POST OFFICE BOX 679  
ROXBORO, NORTH CAROLINA 27573

CHARLES E. HUBBARD  
WALTER B. CATES  
J. LINWOOD CATES

TELEPHONE: (336) 597-2251  
FACSIMILE: (336) 597-3042

March 14, 2016

City of Roxboro  
Attn: Tommy Warren, Assistant City Manager  
PO Box 128  
Roxboro, NC 27573

Re: Closing of 8' Alley on South Main Street

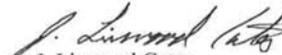
Dear Mr. Warren:

Pursuant to our brief discussion this morning, please accept this letter as my formal request to permanently close that 8' Alley that is shown on the attached plat pursuant to NCGS 160A-299. In addition to the 0.21 acre parcel that is shown on the attached plat, 4C Properties also is the owner the parcel that is located immediately to the south of the unopened 8' Alley.

If you have any questions regarding this matter, please do not hesitate to contact me. Thank you again for your attention to this matter.

Cordially yours,

HUBBARD AND CATES

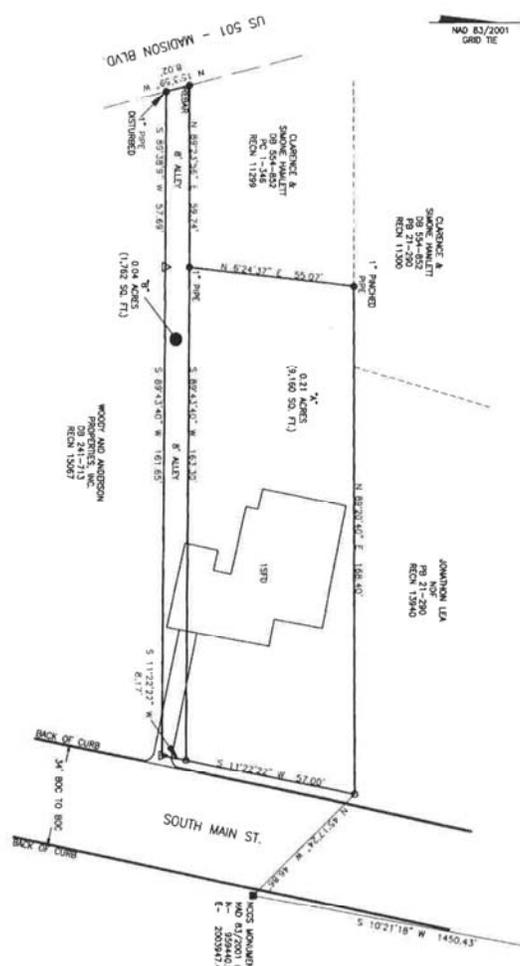
  
J. Linwood Cates



**MICHAEL T. BRANDON**  
 PROFESSIONAL LAND SURVEYOR 1-4822  
 407 BUCKINGHAM DRIVE  
 RICHMOND, VA, 23220  
 PHONE: 813-464-4444  
 www.mtbsurvey.com

PROPERTY SURVEYED FOR  
**4C PROPERTIES, LLC**  
 ROBOBORO TWP, PERSON CO., NORTH CAROLINA  
 FIELD WORK PERFORMED JANUARY 2015  
 PROPERTY AS DESCRIBED IN DB 212-571  
 PROPERTY STANDING IN THE NAME OF  
 MAHES KANWARY & OTHERS

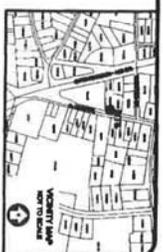
|                   |                    |
|-------------------|--------------------|
| DATE OF SURVEY    | JAN 2015           |
| DATE OF RECORDING | APR 2015           |
| PROJECT NAME      | 4C PROPERTIES, LLC |
| CLIENT            | 4C PROPERTIES, LLC |
| PREPARED BY       | MICHAEL T. BRANDON |
| CHECKED BY        | MICHAEL T. BRANDON |
| DATE OF CHECK     | JAN 2015           |
| SCALE             | 1" = 20'           |
| PROJECTION        | NAD 83             |
| UNIT              | FEET               |
| REMARKS           |                    |



"NOTES"  
 DB 212-571  
 PG 21-50  
 PG 21-51

FILE # 2015-0001  
 DATE 1/15/15  
 TIME 10:15 AM  
 DRAWN BY  
 CHECKED BY  
 DATE 1/15/15

NO. 2015-0001  
 DATE 1/15/15  
 TIME 10:15 AM



*Michael T. Brandon*  
 PROFESSIONAL LAND SURVEYOR REG. NUMBER 1-4822



I HEREBY CERTIFY THAT THE PART IS OF THE FOLLOWING TYPE:  
 (SEE 47-28 (G.S.))  
 THE SURVEY IS OF AN EXISTING STREET OR CHANGED AN EXISTING STREET

MICHAEL T. BRANDON, CERTIFY THAT THE PART HAS BEEN MADE FROM THE FOLLOWING DATA:  
 FIELD MEASUREMENTS AND SIGHTED AND  
 RECORDED SURVEYS AND RECORDS AND  
 BEST AVAILABLE AERIAL PHOTOGRAPHS AND  
 THE STATE OF NORTH CAROLINA IS OBLIGATED  
 TO ACCEPT AND RECORD SURVEYS OF ORIGINAL SOURCE  
 2125 LAW OF SURVEY, N.C. 2013

1/4 7/4





# City of Roxboro

## **RESOLUTION** **Unnamed Alley Closing Order**

### *A Resolution Ordering the Closing of Unnamed Alley South of Trotter Street*

**WHEREAS**, on the 12<sup>th</sup> day of April 2016, the Roxboro City Council directed the City Clerk to publish the Resolution of Intent of the Roxboro City Council to consider closing of Unnamed Alley South of Trotter Street as shown on Tax Map 16 of the Person County Tax office, in accordance per GS 160A-299 in the Courier-Times newspaper once each week for four successive weeks, such Resolution advising the public that a meeting would be conducted at the Roxboro City Hall Council Chamber on May 10, 2016; and

**WHEREAS**, the City of Roxboro on the 12<sup>th</sup> day of April 2016, ordered the City Clerk to notify all persons owning property abutting on that portion of Garland Street as shown on Tax Map 16 of the Person County Tax Office, by registered or certified mail, enclosing with such notification, a copy of the Resolution of Intent; and

**WHEREAS**, the City Clerk has advised the Roxboro City Council that she provided to each of the abutting property owners a copy of the Resolution of Intent advising them of the day, time and place of the meeting, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing that portion of Unnamed Alley South of Trotter Street as shown on Tax Map 16 of the Person County Tax Office, would be acted upon, said letters having been sent by registered or certified mail; and

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

**WHEREAS**, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said Unnamed Alley South of Trotter Street in the public hearing held on May 10, 2016; and

**WHEREAS**, it now appears to the satisfaction of the Roxboro City Council that the closing of said Unnamed Alley South of Trotter Street is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street in which the street is located will, as a

result of the closing be thereby deprived of a reasonable means of ingress and egress to this property.

**NOW, THEREFORE**, subject to the reservation of any utility easements to the City of Roxboro for the portion of said Unnamed Alley South of Trotter Street as shown on Tax Map 16 of the Person County Tax Office is hereby ordered closed and all right, title, and interest that may be vested in the public to said area for street purposes is hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299.

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

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

Upon motion duly made by Council Member \_\_\_\_\_ and duly seconded by Council Member \_\_\_\_\_, the above resolution was duly adopted by the Roxboro City Council at a meeting held on the 10<sup>th</sup> day of June, 2014, in the Roxboro Council Chamber located at Roxboro City Hall.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Council Member voted in the negative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Marilyn P. Newell

ATTEST:

\_\_\_\_\_  
Trevie Adams, MMC/NCCMC  
City Clerk

### 3. Special Event Permit - "Rox-N-Roll"- Public Hearing



## City of Roxboro Special Event Permit Application

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

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

### **95.25 ACTIVITIES COVERED.**

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

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

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

(Ord. passed 9-12-06)

#### For Office Use Only

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

Date Application Received:

5/1/2016

Date Submitted to Council/RPD:

5/10/2016

Application Decision:

- Approved  Denied

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

## Application Process and Instructions

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

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

### I. Applicant Information:

Individual/Organization: Roxboro Development Group  
Address: P.O. Box 128 City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 336-322-6018 Cell Number: N/A Fax Number: 336-599-3774

Individual/Organization: Lauren Wrenn  
Address: 105 S Larnar Street City: Roxboro State: NC Zip Code: 27573  
Daytime Phone Number: 336-322-6018 Cell Number: 336-323-2947 Fax Number: 336-599-3774

### II. General Event information:

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

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Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Protest
- Picket
- Other Car Show w/ live music & vendors

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

This event is designed to bring residents and visitors to Uptown Roxboro for an evening of fun and entertainment, as well as offer our Uptown merchants an opportunity to increase sales beyond the standard 9am-5pm window.

Please indicate the following:

- a. Proposed Event Date(s): May 20<sup>th</sup>, June 17<sup>th</sup>, July 15<sup>th</sup>, Aug. 19<sup>th</sup>, Sep. 16<sup>th</sup> & Oct. 21<sup>st</sup>
- b. Proposed Time Period(s) of the Event: 6-9pm, with setup and clean up 2 hrs before & after
- c. Location of Event: Main St., Court St., Abbott St., Lamar St., Reams Ave., Depot St. & Gordon St.
- d. Approximate Number of People to Attend the Event: 500-1000 per event

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

As has become tradition with this event, new classic and unique vehicles will circle the courthouse square and extend throughout downtown Roxboro. There will be live and/or amplified music, as well as food vendors and information booths.

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: To assist w/ barricades and traffic control. (Special arrangements will be made w/ PD prior to each event.)

Fire:

Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): Mayor will work w/ Bob Jackson and Public Works to determine locations of barricade drop-off & pick-up

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.:

Main St., Court St., Abbott St., Lamar St., Gordon St., and parts of Depot St. & Reams Ave. We will also need to close off Merritt Commons for portions of our show and/or the lot adjacent to Long Memorial.

Specify number of:

0-5 Goods/Food Vendors    0 Animals    0-5 Recreational equipment (i.e. bounce house, rides, etc.)

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

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

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

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

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

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

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

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

*Banners, signs, and tents will be located near the Courthouse Square and in Merritt Commons. Two large banners will be placed at gateway. One at the Welcome to Roxboro sign on 501 South and another in Uptown Roxboro. There will also be small*

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)\*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:

- The area where the event is to take place
- Any Streets or other rights-of-way to be closed or obstructed.
- Any barriers or traffic control devices that will be erected.
- Location of vendor booths, platforms, benches, stages, or bleachers
- Location of alcohol selling/consumption area
- Toilet Facilities (i.e., porta-johns)
- Garbage Facilities (dumpsters, roll out carts)

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

#### IV. Cancellation Policy

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

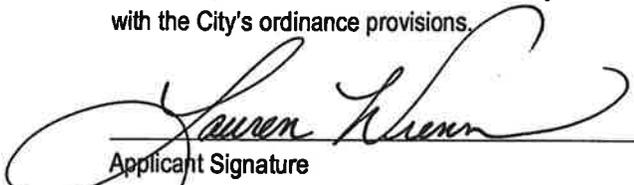
- violation of any section of the permit or City Ordinance,
- security and protection concerns of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,

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

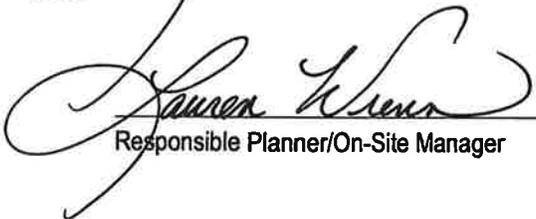
If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

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

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

  
\_\_\_\_\_  
Applicant Signature

Date: 5/1/2016

  
\_\_\_\_\_  
Responsible Planner/On-Site Manager

Date: 5/1/2016

**RELEASE AND HOLD HARMLESS  
AGREEMENT**

**STATE OF NORTH CAROLINA**

**COUNTY OF PERSON**

The undersigned, having this day received permission from the City of Roxboro to conduct The Roxboro Development Group <sup>Rox N Kelly Quist-Las</sup> on 5/20 through 10/31 do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.

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

This the 6<sup>th</sup> day of May, 2016

Laura Kunn  
(Signature)

Notary Witness: Trevie D. Adams

my commission expires February 11, 2017. (Seal)



- Special Theme Event Location
- Portable Toilets
- Possible Food Vendor Location
- Parricade
- Registration Live Tents
- Possible Pond Locations





## City of Roxboro

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

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

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

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

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

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

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

**Main Street Pavilion at Merritt Commons Application for Use**

NAME OF GROUP/ORGANIZATION Roxboro Development Group  
DESCRIPTION OF ACTIVITY Rox N' Roll Cruise-In Series  
CONTACT PERSON Lauren Wrenn  
PHONE # (W) 336-322-6018 (H) 336-323-2947

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

Time requested:

| DATE                      | TIME          | HOURS    |
|---------------------------|---------------|----------|
| <u>5/20/16 * 6/17/16</u>  | <u>6-9 pm</u> | <u>3</u> |
| <u>7/15/16 * 8/19/16</u>  | <u>6-9 pm</u> | <u>3</u> |
| <u>9/16/16 * 10/21/16</u> | <u>6-9 pm</u> | <u>3</u> |

Security Deposit

\$100.00

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

D

Total Amount Due with Application

waived \$100 deposit

**Usage Agreement**

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND

The Roxboro Development Group (USER) ON THE DATES AND TIMES INDICATED ON THIS FORM.

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

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

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

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

This agreement is entered into this 1<sup>st</sup> day of May, 2016. In keeping with our good faith, I hereby submit a check in the amount of \$ N/A to the City of Roxboro. waived

Roxboro Development Group  
Name of Organization (User)

Lauren Wynn  
Contact Person

Address: P.O. Box 128

City: Roxboro State: NC ZIP: 27573

Telephone number: Home 336-597-9535

Work 336-322-6018

Cell 336-503-2947

E-mail: historictownroxboro@gmail.com

Lauren Wynn  
Signature/Date (User)

Lauren Wynn  
Signature/Date (Uptown Development Director)

## 4. Text Amendment - Chapter 76: Parking Schedules

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

Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_ the following ordinance amendments.

**WHEREAS**, THE City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the 10<sup>th</sup> day of May, 2016, concerning the adoption of an ordinance amending the City Code of Ordinance, Title VII: Traffic Code.

**WHEREAS**, said requested Roxboro City Code of Ordinance amendment pertains to parking in the Uptown district and specific time limits, and is more fully described below:

**Title VII, Chapter 72, Stopping, Standing and Parking adding 72.10 to read as follows:**

No person shall park a vehicle or permit it to stand, whether attended or unattended, within 15 feet in either direction of a fire hydrant.

**Title VII, Chapter 76, Parking Schedules is amended to read as follows:**

**Schedules**

- I. North Main Street**
- II. Uptown**
- III. Limited Parking Zones**
- IV. Special Parking Restrictions**

**SCHEDULE I. NORTH MAIN STREET.**

(A) No person shall park on North Main Street between Brater Street and Kerr Drive.

(B) Except as otherwise indicated, all on-street parking inside the Uptown area described in Schedule II between 9:00 a.m. and 5:00 p.m. on all weekdays shall be limited to two hours.

Penalty, see § 70.99

**SCHEDULE II. Uptown**

For the purposes of this schedule, Uptown shall be construed as an area bounded as follows: on the east by Foushee Street, on the north by Morehead Street, on the west by

Madison Boulevard and on the south by Gordon Street. Unless otherwise expressly stated in a permit issued pursuant to Chapter 95, the area shall have restricted parking of motor vehicles as follows:

- (A) On-street parking between 9:00 a.m. and 5:00 p.m., on all weekdays, shall be limited to two hours.
- (B) Any person parking a vehicle within the Uptown on-street parking area for a time exceeding two hours, or the time limit otherwise marked for the parking area, shall be fined. Every hour thereafter shall be fined as a separate violation.
- (C) Off-street parking in city-owned lots shall be limited to no more than 12 consecutive hours, PROVIDED that residents of apartment units in the Uptown area may obtain a maximum of two permits per unit from the City allowing them to park their vehicles in such lots. The application for Uptown Resident parking permits shall be submitted to the supervisor of administrative services for the Roxboro Police Department. To qualify for a permit, the applicant must provide (i) a copy of his/her lease for an apartment unit in the Uptown area; and (ii) identifying information regarding the vehicle for which a permit is issued (make, model, color, and license plate number.) The Uptown parking permit shall expire at the expiration of the lease term. The Uptown parking permit must be displayed in the vehicle at all times that the vehicle is parked in the city-owned lot for which the permit has been issued. Any vehicle parked for more than 12 consecutive hours in an Uptown, city-owned parking lot, which does not display a proper permit, shall be considered an abandoned vehicle and subject to the penalties established in paragraph (E) below, as well as removal and impoundment.
- (D) All parking spaces for the disabled shall be duly marked as by statute provided, and only vehicles of disabled persons shall be permitted to be parked therein.
- (E) Any violation of divisions (A) through (D) shall subject the offender to a civil penalty as follows:
  - (1) Over-time parking: first offense - \$15; second offense within a calendar day - \$10; third offense within a calendar day - \$10. If the offender fails to pay this penalty within ten days after being cited for a violation and notified of the penalty, a late penalty of \$20 shall be added, and the city may seek to collect the total penalty or penalties in a civil action in the nature of debt.
  - (2) Each day that any violation continues after a person has been notified that such violation exists and that he or she is subject to the penalties specified in this section shall constitute a separate offense.
  - (3) This chapter may also be enforced by an appropriate equitable action, including injunctions or orders of abatement.
  - (4) The city may enforce this chapter by any one or a combination of the foregoing remedies.

Penalty, see § 70.99

Cross-reference:

Junked and abandoned motor vehicles, see Ch. 94

Statutory reference: Handicapped parking space, see G.S. § 20-37.6

### SCHEDULE III. LIMITED PARKING ZONES

| <b>Location</b>   | <b>Side</b> | <b>Area Affected</b>   |
|---|-------------|--|
| City Parking lot located at corner of Gordon Street and Lamar Street, (aka Merritt Commons Lot) | SE          | 3 Parking Spaces in front of Hall's Way Development shall be designated as 30 min. parking zone                    |
| 13 Abbitt Street  | S           | 3 Parking Spaces shall be designated as 15 minute parking to accommodate the Person County Tax Office              |
| 21 Abbitt Street  | S           | 1 Parking Space shall be designated as 15 minute parking to accommodate the Person County Register of Deeds Office |
| 43 Abbitt Street  | S           | 2 Parking Spaces shall be designated as 30 minute parking  |
| 16 Court Street   | N           | 2 Parking Spaces shall be designated as 30 minute parking  |
| 114 N. Main Street  | E           | 1 Parking Space shall be designated as 30 minute parking   |
| 201 N. Main Street  | W           | 1 Parking Space shall be designated as 15 minute parking   |
| 213 N. Main Street  | W           | 2 Parking Spaces shall be designated as 30 minute parking  |
| City Parking Lot located at N. Main Street (next to Long Memorial Church)                       | NE          | 6 Parking Spaces at the top of the lot shall be designated as 1 hour parking                                       |
| 114 S. Main Street  | E           | 1 Parking Space shall be designated as 30 minute parking   |
| Intersection of Reams Avenue at N. Main Street  | S           | 2 Parking Spaces shall be designated as 30 minute parking  |
| 115/117 Depot Street  | S           | 2 Parking Spaces shall be designated as 1 hour parking   |
| Upper Level of City Lot off Depot Street (behind the 115/117 apartment building)                | E           | 1 Parking Space shall be designated as 1 hour parking  |

(A) Any person who feels that a parking ticket was issued in error may contest the parking ticket by filling out a notice of appeal form. A paper copy of the form is available at the Roxboro Police Department, 109 Lamar Street.

(B) All persons receiving a citation have a right to appeal within seven days of receiving the ticket. To file an appeal, complete the form. The administrative review involves no court appearance. The appeal will be reviewed within five days by a supervisor of the administrative services of the Roxboro Police Department. If the administrative review is denied, you are obligated to pay the fine noted on the ticket within five days off the notice of denial. You will only be notified if this appeal is denied and, in that case, the \$20 late penalty will be imposed if the fine is not paid within 15 days after the denial was issued.

**SCHEDULE IV. SPECIAL PARKING RESTRICTIONS.**

Special parking restrictions are listed as:

| <b>Location</b>   | <b>Side</b> | <b>Area Affected</b>  |
|---|-------------|---|
| 13 Abbitt Street  | S           | 1 Parking Space shall be reserved for Handicapped Parking   |
| 35 Abbitt Street  | S           | 2 Parking Spaces shall be reserved for Handicapped Parking  |
| Intersection of Court Street at N. Main Street                            | N           | 2 Parking Spaces shall be reserved for Handicapped Parking  |
| 201 N. Main Street  | W           | 1 Parking Spaces shall be reserved for Handicapped Parking  |
| City Parking Lot located at N. Main Street (next to Long Memorial Church) | NE          | 2 Parking Spaces at the top of the lot shall be reserved for Handicapped Parking                                    |
| City Parking Lot located at N. Main Street (next to Long Memorial Church) | NE          | 2 Parking Spaces at the bottom of the lot (next to Christian Help Center) shall be reserved for Handicapped Parking |

**Section 5.** All provisions of any City ordinance in conflict with this ordinance are repealed.

**Section 6.** This ordinance shall become effective upon adoption.

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

Duly adopted by the Council of the City of Roxboro this 10<sup>th</sup> day May 2016.

\_\_\_\_\_  
Merilyn P. Newell  
Mayor

ATTEST:

\_\_\_\_\_  
Trevie Adams, MMC/NCCMC  
City Clerk

## 5. Budget Presentation

Information to  
be  
Presented at  
Meeting

## 6. Request for Waterline for MRF from Person County

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INTEROFFICE MEMO

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May 10, 2016

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: Water Extension for Person County Recycling Center

Person County would like to construct a public water line for the Recycling Center to provide fire protection. A letter of request is attached. The water system would be built by the County to City Standards and when completed the system would be owned and maintained by the City.

Staff recommends approval of the extension with certain conditions:

- All construction complies with City of Roxboro standards, specifications and policies.
- Access to the waterlines and meters must be provided in an easement.



## PERSON COUNTY

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**OFFICE OF THE COUNTY MANAGER**  
Person County Office Building, Room 212  
304 South Morgan Street  
Roxboro, North Carolina 27573-5245  
(336) 597-1720  
FAX (336) 599-1609

April 20, 2016

Mr. Brooks Lockhart  
City Manager  
City of Roxboro  
PO Box 128  
Roxboro, NC 27573

Dear Brooks:

Person County is working on the installation of a fire suppression sprinkling system in the Person County Recycling Center building located at 741 Martin Street. In order for this sprinkling system to function, we will need to connect two 6" water lines together. The County is requesting the City's consideration to connect two water lines, one from Leasburg Road (via Martin Street) and the other from Thomas Road. In addition, once the water line is extended, according to our Agreement, the County would like to request the City to take over the maintenance of the line and will grant an easement to the City to do so. Please let me know what additional information we can provide. Thank you for your partnership.

Sincerely,

Heidi York  
Person County Manager



# 7. Senior Center Update - Person County



# PERSON COUNTY

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## OFFICE OF THE COUNTY MANAGER

Person County Office Building, Room 212

304 South Morgan Street

Roxboro, North Carolina 27573-5245

(336) 597-1720

FAX (336) 599-1609

April 22, 2016

Mr. Brooks Lockhart  
City Manager  
City of Roxboro  
PO Box 128  
Roxboro, NC 27573

Dear Brooks:

As you are aware, Person County is well into the schematic design phase of the new Senior Center. There are three particular items as we move forward with this exciting project that the Person County Board of Commissioners has asked me to explore with you for discussion with your Council. The first is the stone retaining wall that frames the parking lot and the sidewalk near the building. This wall will not match the new façade of the building which is proposed to be brick to blend with the surrounding uptown. The wall is currently bowing and leaning. The architects are recommending that the wall be torn down and rebuilt at a cost estimate of \$110,000. This wall is on City property as part of the parking lot. Would the City consider handling the cost to rebuild this wall?

The second issue is that the County wants to redo the parking spaces that are immediately in front of the building to make them more ADA accessible. Approximately eight spaces will need to be graded and repaved to eliminate the slope and improve access. Because this lot is owned by the City, the County is requesting permission to modify and improve these parking spaces at the County's expense. Would the City also consider allowing these spaces to be designated for use by the Senior Center? During our last public input session, there was much discussion from the community members about the need for the parking lot to be repaved due to unsafe conditions. We wanted to inquire about the possibility of the City repaving the entire lot or when the lot may be scheduled for repaving.

Finally, the design calls for a parking canopy to be installed to allow for improved access to the Senior Center for our seniors. This will be a covered drop-off area for seniors. The canopy extends 12.25' from the parcel line to create a cover for the bus drop off. We want to be sure that this canopy which will extend into the City parking lot is acceptable to the City.

Page Two  
April 22, 2016  
Mr. Brooks Lockhart  
City of Roxboro

Please let me know what questions you all may have about any of these items. We are looking forward to celebrating the completion of the long awaited project with the City. Thank you, as always, for your partnership.

Sincerely,

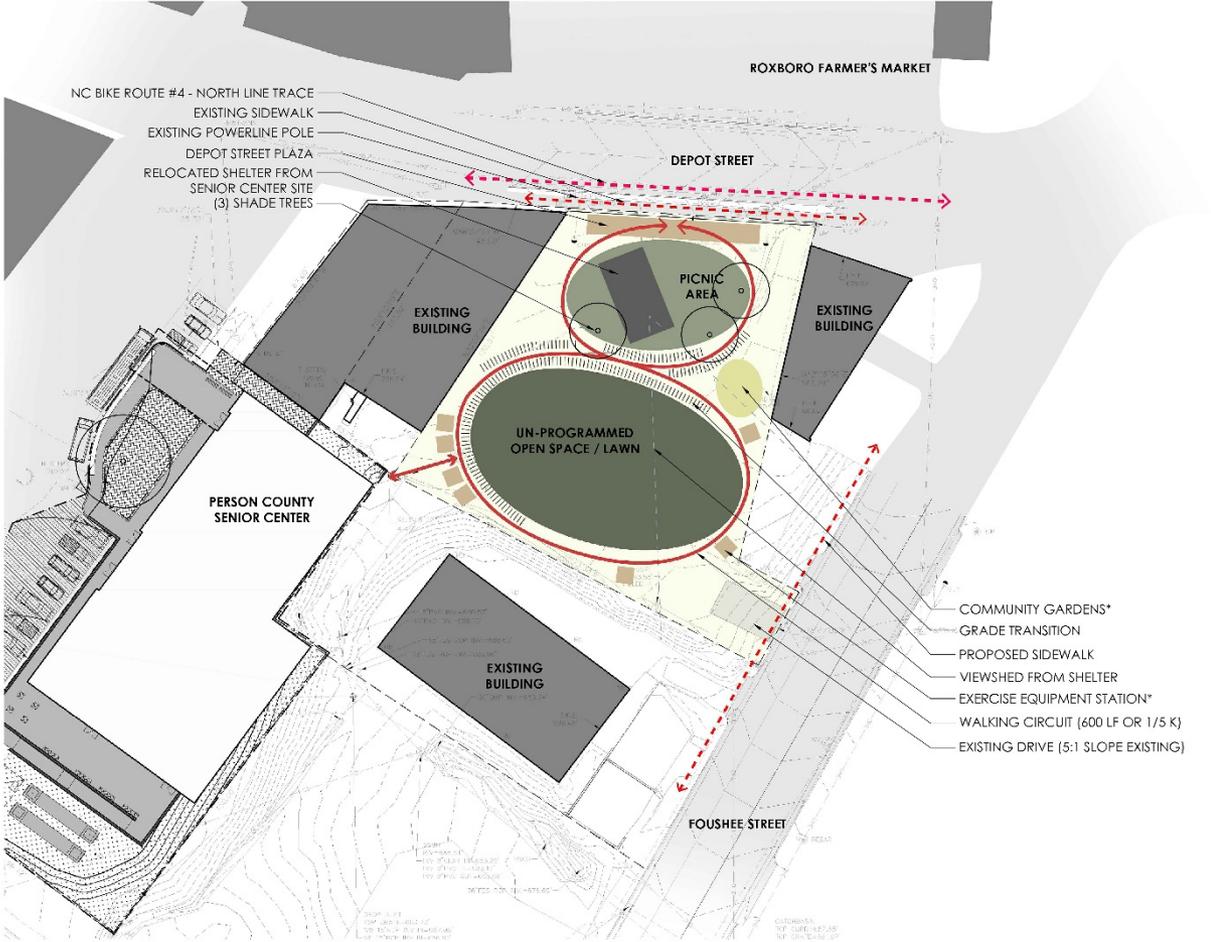


Heidi York  
Person County Manager

# Person County Senior Center



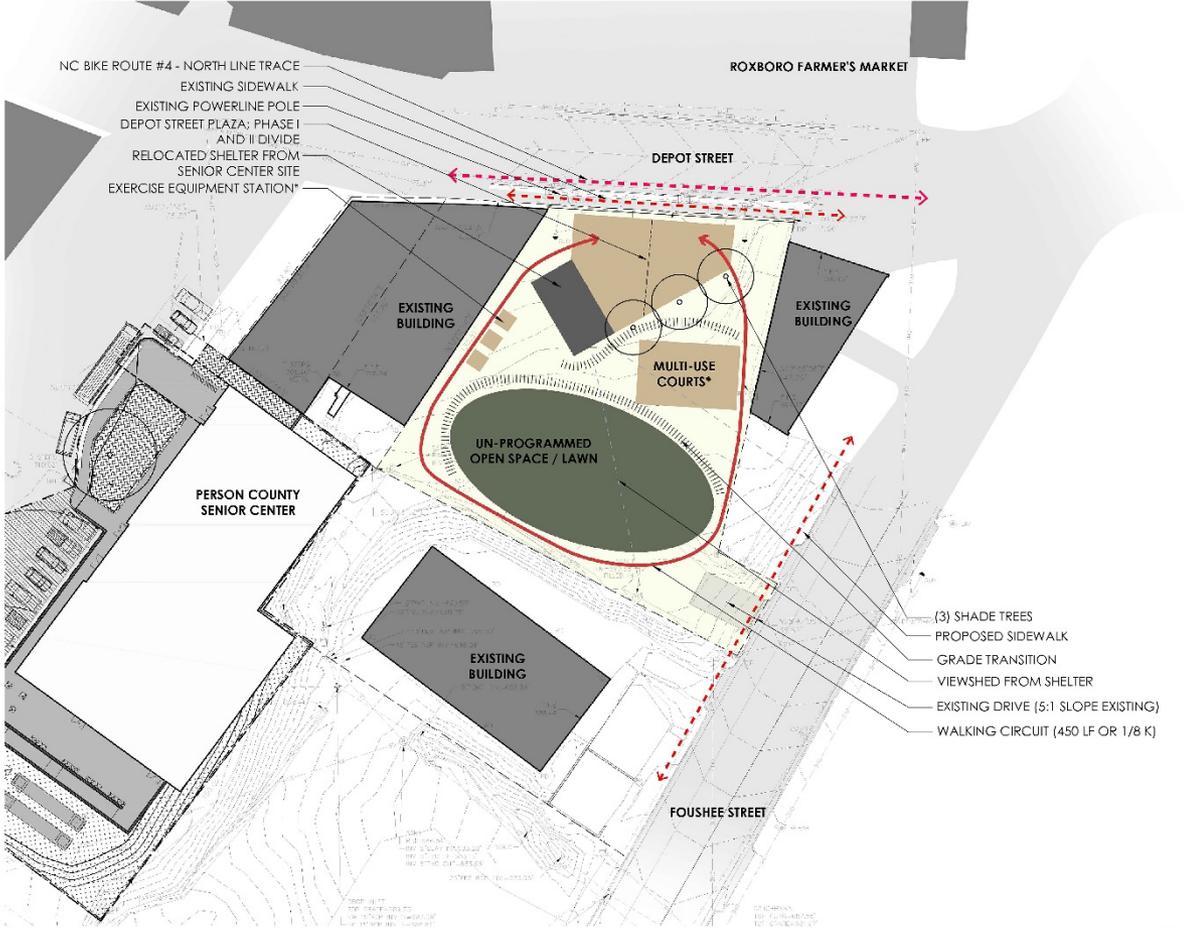
# Public Park Master Plan Concepts



**1** PARK SITE CONCEPT 1  
SCALE: 1" = 40'-0"

- NOTES:**
1. ITEMS WITH AN ASTERISK (\*) NOTE DESIGN ITEMS NOT INCLUDED IN PHASE 1 COST ESTIMATES. TO BE COMPLETED DURING SECOND PHASE OF CONSTRUCTION.
  2. SITE FURNITURE IS NOT INCLUDED IN PHASE 1 COST ESTIMATES. TO BE COMPLETED DURING SECOND PHASE OF CONSTRUCTION.

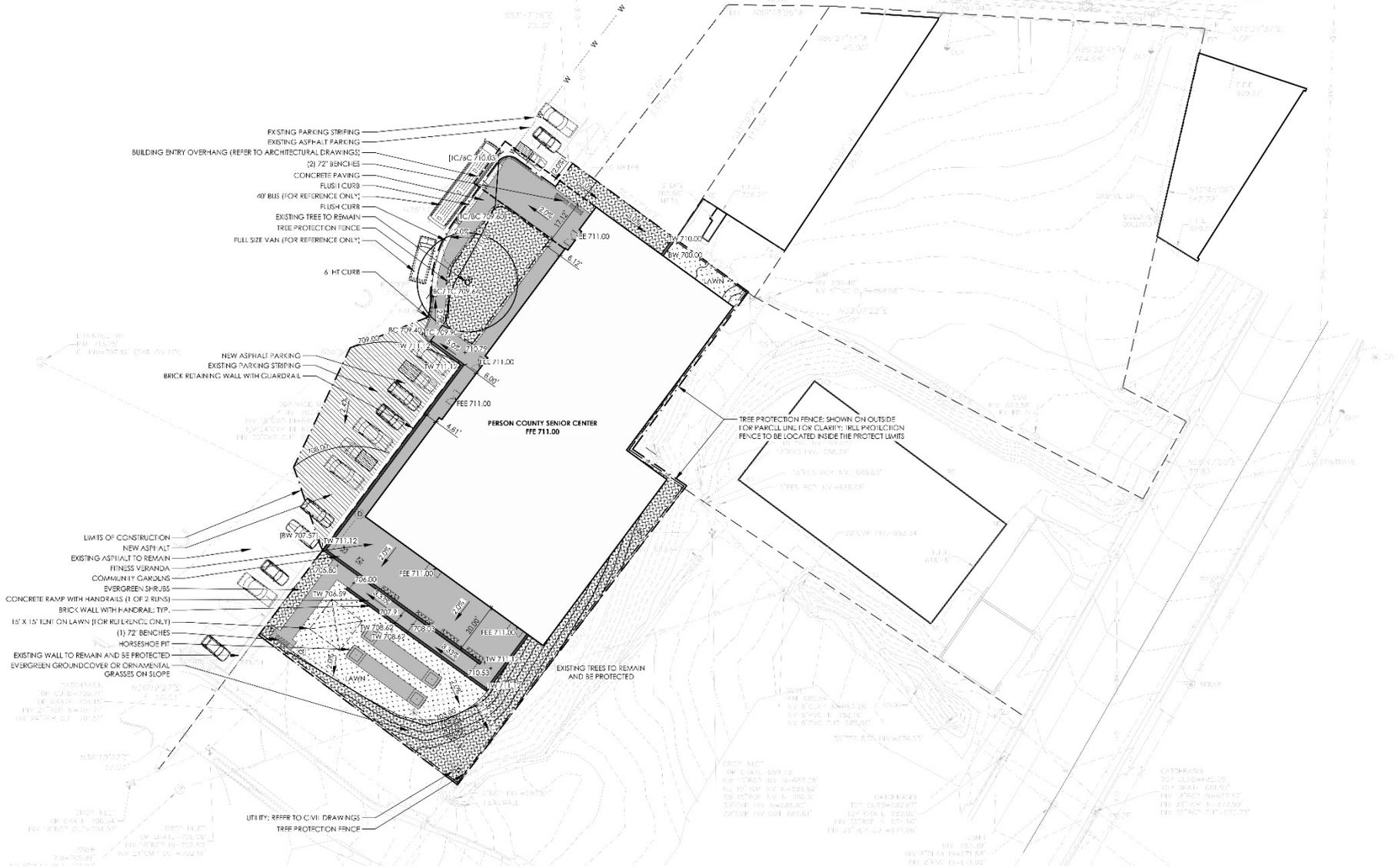
# Public Park Master Plan Concepts



**2** PARK SITE CONCEPT 2  
SCALE: 1" = 40'-0"

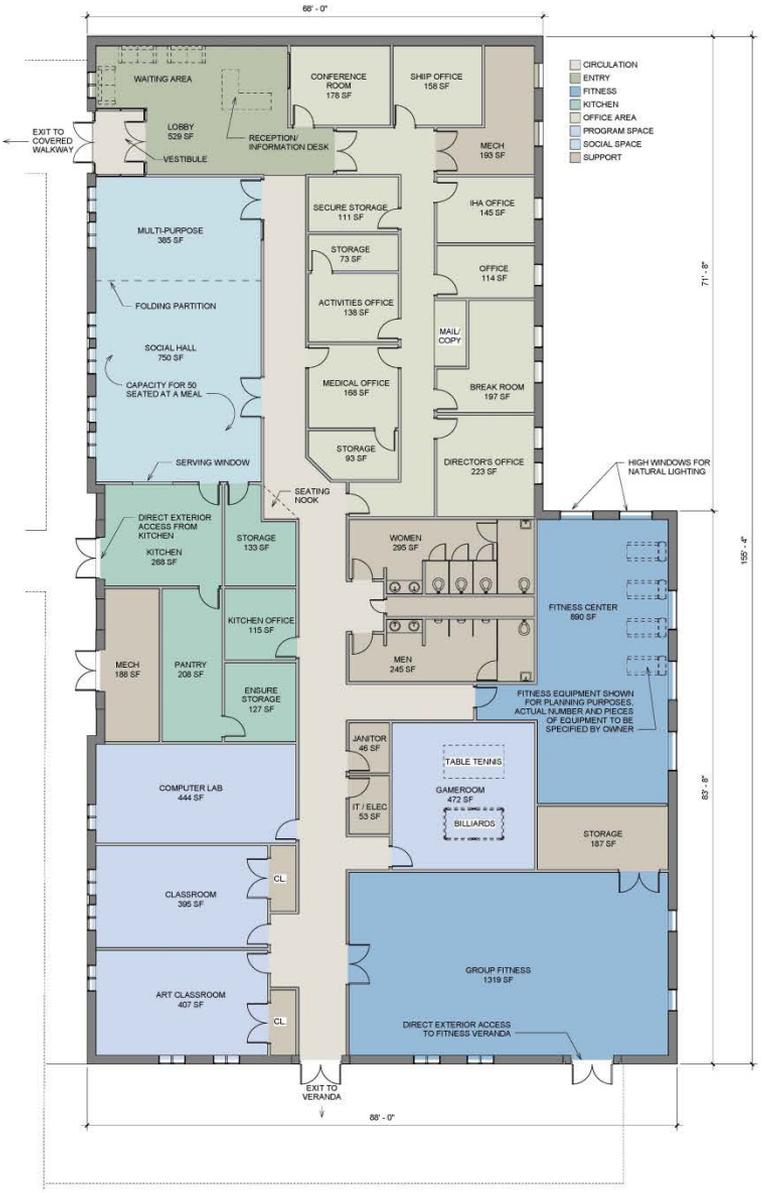
- NOTES:**
1. ITEMS WITH AN ASTERISK (\*) NOTE DESIGN ITEMS NOT INCLUDED IN PHASE 1 COST ESTIMATES. TO BE COMPLETED DURING SECOND PHASE OF CONSTRUCTION.
  2. SITE FURNITURE IS NOT INCLUDED IN PHASE 1 COST ESTIMATES. TO BE COMPLETED DURING SECOND PHASE OF CONSTRUCTION.

# Site Plan

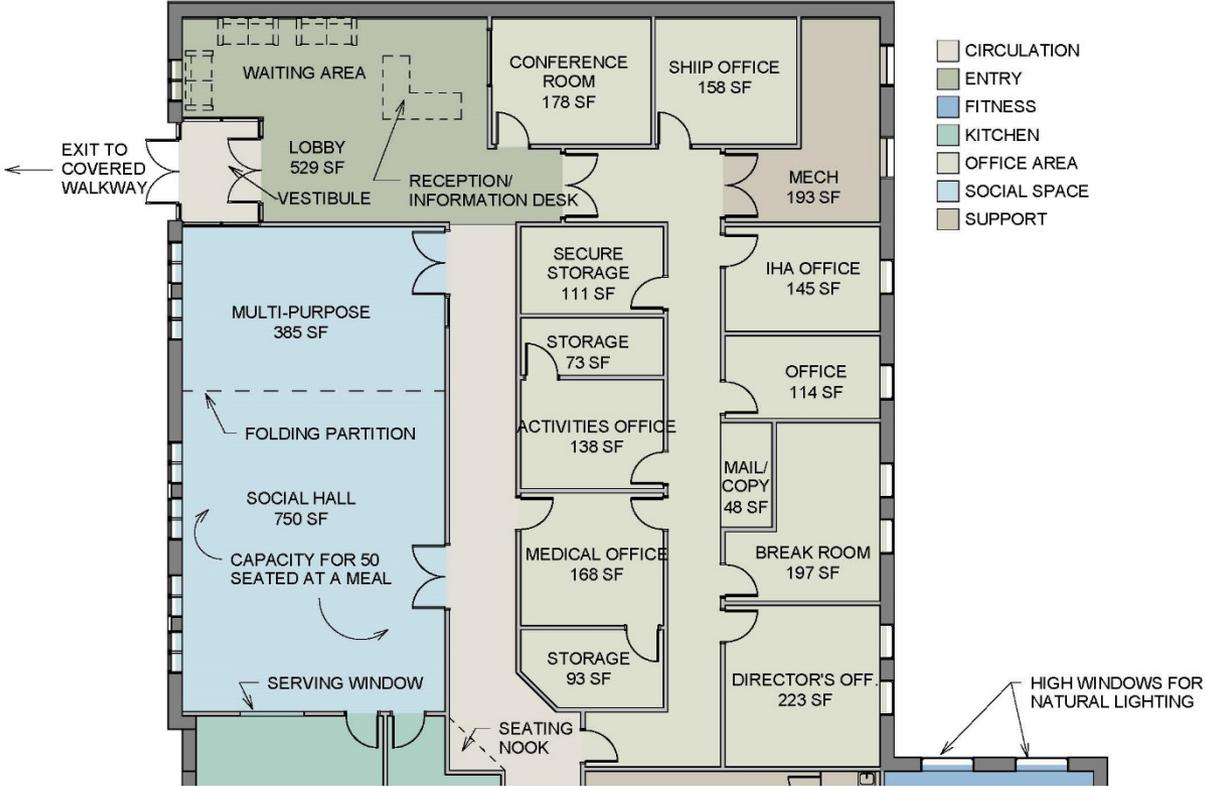




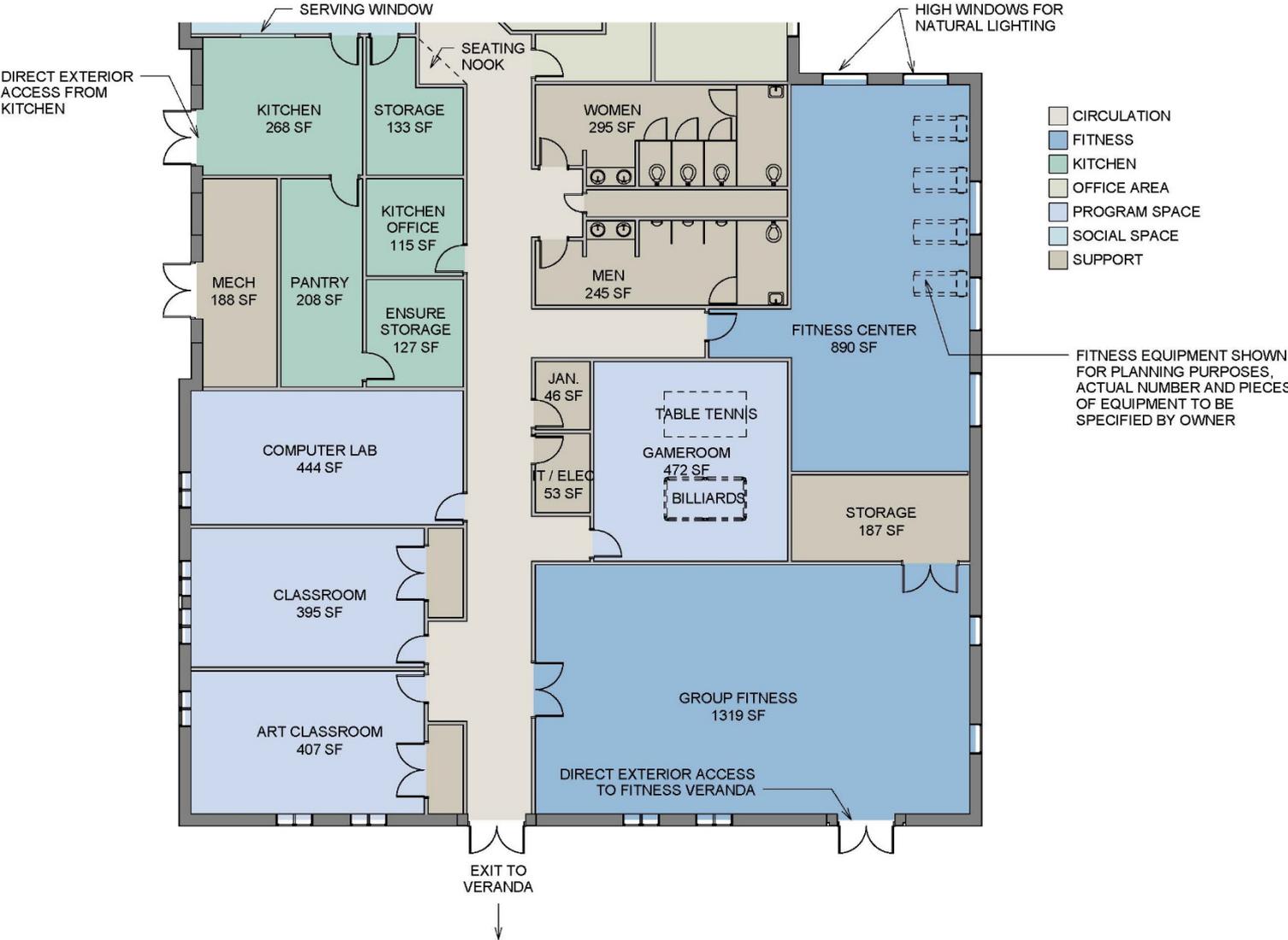
# Floor Plan



# Floor Plan



# Floor Plan



# Exterior Perspective



HH ARCHITECTURE

## 8. Financial & Tax Report

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

|   | Original<br>Budget | Amended<br>Budget | Actual                 | Annual<br>Variance<br>Favorable<br>(Unfavorable) | 75.00%<br>Percent of<br>Budget |
|---|--------------------|-------------------|------------------------|--|--------------------------------|
| <b>General Fund (10)</b>                                |                    |                   |                        |  |                                |
| Ad Valorem Taxes  | \$ 4,797,380       | \$ 4,797,380      | \$ 4,700,749.24        | \$ (96,630.76)                                   | 97.99%                         |
| Local Option Sales Tax                                  | 1,314,320          | 1,314,320         | 1,036,954.81           | (277,365.19)                                     | 78.90%                         |
| Other Taxes and Licenses                                | 21,000             | 21,000            | 11,218.68              | (9,781.32)                                       | 53.42%                         |
| Unrestricted Intergovernmental                          | 846,523            | 846,523           | 650,695.71             | (195,827.29)                                     | 76.87%                         |
| Restricted Intergovernmental                            | 629,935            | 629,935           | 515,639.37             | (114,295.63)                                     | 81.86%                         |
| Permits and Fees  | 7,000              | 7,000             | 3,040.00               | (3,960.00)                                       | 43.43%                         |
| Sales and Services                                      | 667,120            | 667,120           | 476,834.30             | (190,285.70)                                     | 71.48%                         |
| Miscellaneous   | 56,017             | 61,017            | 40,470.72              | (20,546.28)                                      | 66.33%                         |
| Investment Earnings                                     | 5,000              | 5,000             | 2,238.26               | (2,761.74)                                       | 44.77%                         |
| Interfund Transfers                                     | 1,038,324          | 1,062,284         | 703,743.03             | (358,540.97)                                     | 66.25%                         |
| Sale of Fixed Assets                                    | 25,000             | 25,000            | 16,834.57              | (8,165.43)                                       | 67.34%                         |
| <b>Total Revenues</b>                                   | <b>9,407,619</b>   | <b>9,436,579</b>  | <b>8,158,418.69</b>    | <b>(1,278,160.31)</b>                            | <b>86.46%</b>                  |
| <b>Expenditures:</b>                                    |                    |                   |                        |  |                                |
| Governing Body - City Council                           | 196,013            | 196,013           | 137,769.99             | 58,243.01  | 70.29%                         |
| City Hall Administration                                | 628,862            | 652,822           | 536,976.14             | 115,845.86                                       | 82.25%                         |
| Finance   | 246,881            | 246,881           | 178,388.77             | 68,492.23  | 72.26%                         |
| Sales Tax   | 88,100             | 88,100            | 66,032.21              | 22,067.79  | 74.95%                         |
| Tax Collections   | 67,521             | 67,521            | 67,316.68              | 204.32   | 99.70%                         |
| Buildings & Grounds                                     | 132,027            | 132,027           | 80,976.34              | 51,050.66  | 61.33%                         |
| Safety / Purchasing                                     | 34,625             | 34,625            | 23,188.08              | 11,436.92  | 66.97%                         |
| Police  | 3,009,284          | 3,014,284         | 2,035,260.68           | 979,023.32                                       | 67.52%                         |
| Fire  | 2,245,798          | 2,245,798         | 1,205,593.61           | 1,040,204.39                                     | 53.68%                         |
| Emergency Communications 911                            | 96,965             | 96,965            | 47,415.20              | 49,549.80  | 48.90%                         |
| Transportation - Streets                                | 1,554,423          | 1,554,423         | 1,174,577.99           | 379,845.01                                       | 75.56%                         |
| Environmental Protection                                | 1,056,282          | 1,241,282         | 936,518.10             | 304,763.90                                       | 75.45%                         |
| Economic Development                                    | 246,584            | 246,584           | 122,251.85             | 124,332.15                                       | 49.58%                         |
| Cultural & Recreational                                 | -                  | -                 | -                      | -  | #DIV/0!                        |
| Debt Service  | 518,252            | 518,252           | 252,187.17             | 266,064.83                                       | 48.66%                         |
| Interfund Transfers                                     | 100,000            | 100,000           | -                      | 100,000.00                                       | 0.00%                          |
| <b>Total Expenditures</b>                               | <b>10,221,617</b>  | <b>10,435,577</b> | <b>6,864,452.81</b>    | <b>3,571,124.19</b>                              | <b>65.78%</b>                  |
| <b>Excess of Revenues Over<br/>(Under) Expenditures</b> | <b>(813,998)</b>   | <b>(998,998)</b>  | <b>1,293,965.88</b>    | <b>2,292,963.88</b>                              |                                |
| <b>Other Financing Sources</b>                          |                    |                   |                        |  |                                |
| Proceeds of Capital Lease                               | 635,198            | 820,198           | -                      | (820,198.00)                                     | 0.00%                          |
| Fund Balance Appropriated                               | 178,800            | 178,800           | -                      | (178,800.00)                                     | 0.00%                          |
| <b>Total Other Financing Sources</b>                    | <b>813,998</b>     | <b>998,998</b>    | <b>-</b>               | <b>(998,998.00)</b>                              | <b>0.00%</b>                   |
| <b>Excess of Revenues Over<br/>(Under) Expenditures</b> | <b>\$ -</b>        | <b>\$ -</b>       | <b>1,293,965.88</b>    | <b>\$ 1,293,965.88</b>                           |                                |
| <b>Fund Balance Beginning of Year</b>                   |                    |                   | <b>3,600,456.50</b>    |  |                                |
| <b>Fund Balance Current Period</b>                      |                    |                   | <b>\$ 4,894,422.38</b> |  |                                |

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

|   | Original<br>Budget | Amended<br>Budget | Actual                 | Annual<br>Variance<br>Favorable<br>(Unfavorable) | 75.00%<br>Percent of<br>Budget |
|---|--------------------|-------------------|------------------------|--|--------------------------------|
| Total Water & Sewer Fund 60                             | 6,259,935          | 6,272,020         | 3,866,838.28           | (2,405,181.72)                                   | 61.65%                         |
| Triple Tier Fund 61                                     |                    |                   |                        |  |                                |
| Operating Revenues                                      | 6,965              | 6,965             | 6,650.60               | (314.40)   | 95.49%                         |
| Nonoperating Revenues                                   | 500                | 500               | 74.26                  | (425.74)   | 14.85%                         |
| Rural Center Engineering Grant                          | -                  | -                 | -                      | -  | #DIV/0!                        |
| Capital Reserve Fund 69                                 |                    |                   |                        |  |                                |
| Operating Revenues                                      | 681,505            | 681,505           | 523,960.04             | (157,544.96)                                     | 76.88%                         |
| Nonoperating Revenues                                   | 4,500              | 4,500             | 1,020.99               | (3,479.01)                                       | 22.69%                         |
| Interfund Transfers                                     | -                  | -                 | -                      | -  | #DIV/0!                        |
| <b>Total Revenues</b>                                   | <b>6,953,405</b>   | <b>6,965,490</b>  | <b>4,398,544.17</b>    | <b>(2,566,945.83)</b>                            | <b>63.15%</b>                  |
| <b>Expenditures:</b>                                    |                    |                   |                        |  |                                |
| Public Utilities: Administration                        | -                  | -                 | -                      | -  | #VALUE!                        |
| Sales Tax   | -                  | -                 | -                      | -  | #DIV/0!                        |
| Billing & Collection                                    | 106,025            | 106,025           | 80,809.07              | 25,215.93  | 76.22%                         |
| Meter Section   | 242,502            | 242,502           | 170,574.96             | 71,927.04  | 70.34%                         |
| Raw Water Supply  | 568,225            | 568,225           | 418,298.05             | 149,926.95                                       | 73.61%                         |
| Water Plant   | 1,423,494          | 1,426,855         | 997,939.40             | 428,915.60                                       | 69.94%                         |
| Water Maint and Construction                            | 495,347            | 496,811           | 354,037.29             | 142,773.71                                       | 71.26%                         |
| Wastewater Plant II                                     | 152,562            | 152,562           | 98,664.37              | 53,897.63  | 64.67%                         |
| Wastewater Plant  | 1,190,302          | 1,194,322         | 702,394.38             | 491,927.62                                       | 58.81%                         |
| Pump Stations   | 228,293            | 228,293           | 184,422.92             | 43,870.08  | 80.78%                         |
| Wastewater Maint & Construction                         | 395,374            | 398,614           | 267,096.41             | 131,517.59                                       | 67.01%                         |
| Debt Service  | 479,487            | 479,487           | 470,824.08             | 8,662.92   | 98.19%                         |
| Interfund Transfers-MERP                                | -                  | -                 | -                      | -  | -                              |
| Interfund Transfers                                     | 978,324            | 978,324           | 703,743.03             | 274,580.97                                       | 71.93%                         |
| Total Water & Sewer Fund 60                             | 6,259,935          | 6,272,020         | 4,448,803.96           | 1,823,216.04                                     | 70.93%                         |
| Triple Tier Fund 61                                     | 7,465              | 7,465             | -                      | 7,465.00   | 0.00%                          |
| Capital Reserve Fund 69                                 | 1,098,065          | 1,098,065         | -                      | 1,098,065.00                                     | 0.00%                          |
| <b>Total Expenditures</b>                               | <b>7,365,465</b>   | <b>7,377,550</b>  | <b>4,448,803.96</b>    | <b>2,928,746.04</b>                              | <b>60.30%</b>                  |
| <b>Excess of Revenues Over<br/>(Under) Expenditures</b> | <b>(412,060)</b>   | <b>(412,060)</b>  | <b>(50,259.79)</b>     | <b>361,800.21</b>                                |                                |
| <b>Other Financing Sources</b>                          |                    |                   |                        |  |                                |
| Proceeds of Capital Lease                               | -                  | -                 | -                      | -  | #DIV/0!                        |
| Interfund Transfers 61 TT                               | -                  | -                 | -                      | -  | #DIV/0!                        |
| Fund Balance Appropriated 60 WS                         | -                  | -                 | -                      | -  | #DIV/0!                        |
| Fund Balance Appropriated 61 TT                         | -                  | -                 | -                      | -  | #DIV/0!                        |
| Fund Balance Appropriated 69 CR                         | 412,060            | 412,060           | -                      | (412,060.00)                                     | 0.00%                          |
| <b>Total Other Financing Sources</b>                    | <b>412,060</b>     | <b>412,060</b>    | <b>-</b>               | <b>(412,060.00)</b>                              | <b>0.00%</b>                   |
| <b>Excess of Revenues Over<br/>(Under) Expenditures</b> | <b>\$ -</b>        | <b>\$ -</b>       | <b>(50,259.79)</b>     | <b>\$ (50,259.79)</b>                            |                                |
| <b>Fund Balance Beginning of Year</b>                   |                    |                   | <b>2,218,884.12</b>    |  |                                |
| <b>Fund Balance Current Period</b>                      |                    |                   | <b>\$ 2,168,624.33</b> |  |                                |

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

|   | <b>Original<br/>Budget</b> | <b>Amended<br/>Budget</b> | <b>Actual</b>   | <b>Annual<br/>Variance<br/>Favorable<br/>(Unfavorable)</b> | <b>75.00%<br/>Percent of<br/>Budget</b> |
|---|----------------------------|---------------------------|-----------------|--|---|
| <b><u>Central Depository</u></b>            |                            |                           |                 |  |   |
| Cash  |                            | 11100000                  | 2,543,858.72    |  |   |
| BB&T MMA                                    |                            | 11100001                  | 127,972.04      |  |   |
| NCCMT                                       |                            | 11100002                  | 1,471,231.50    |  |   |
| Flexible Spending Account AFLAC             |                            | 11100003                  | 18,699.17       |  |   |
| Roxboro Savings Bank                        |                            | 11100004                  | 458,873.78      |  |   |
| Gateway Bank MMA Finistar                   |                            | 11100005                  | 101,950.64      |  |   |
| CD's  |                            | 11130000                  | -               |  |   |
| <b>Total Cash and Investments</b>           |                            |                           | \$ 4,722,585.85 |  | \$4,722,585.85                          |
| <b><u>Breakdown by Fund:</u></b>            |                            |                           |                 |  |   |
| General                                     |                            | 10                        | \$ 4,344,132.36 |  |   |
| CDBG-Revolving Loan Fund                    |                            | 13                        | 94,253.41       |  |   |
| Vehicle Special Revenue                     |                            | 26                        | 598.76          |  |   |
| Ridge Road Capital Project                  |                            | 30                        | (668,978.03)    |  |   |
| Stormwater Capital Fund                     |                            | 50                        | 122,011.42      |  |   |
| Enterprise                                  |                            | 60                        | (460,785.82)    |  |   |
| Triple Tier Water                           |                            | 61                        | 105,227.05      |  |   |
| Capital Reserve                             |                            | 69                        | 1,622,242.21    |  |   |
| Wastewater Plant Capital Project            |                            | 71                        | (680,382.44)    |  |   |
| Annexation Area Capital Project             |                            | 73                        | 195,094.08      |  |   |
| Christmas Club / Flex Fund                  |                            | 75                        | 49,172.85       |  |   |
| LEO Pension Trust Fund                      |                            | 79                        | -               |  |   |
| Reserve for Interest Earned                 |                            |                           | -               |  |   |
| <b>Total of Fund's Cash and Investments</b> |                            |                           | \$ 4,722,585.85 |  | \$4,722,585.85                          |

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

|  | <b>General Fund</b>                    |   |  |   |
|--|--|---|--|---|
|  | <b>29-Feb-16<br/>Fund<br/>Balances</b> | <b>Percentage<br/>of Total<br/>Fund<br/>Balance</b> | <b>Percentage<br/>of Fiscal<br/>Year 2016<br/>Budget</b> | <b>Percentage<br/>of Prior<br/>Year Actual<br/>Expenditures</b> |
| <b>Fund Balances</b>                           |  |   |  |   |
| <b>Reserved</b>                                |  |   |  |   |
| Reserved for inventories                       | \$ 45,118                              | 0.92%   | 0.43%  | 0.48%   |
| Reserved by state statute                      | 653,781                                | 13.36%  | 6.26%  | 6.94%   |
| Reserved for streets - Powell Bill             | 287,458                                | 5.87%   | 2.75%  | 3.05%   |
| Reserved for cemetery                          | 30,269                                 | 0.62%   | 0.29%  | 0.32%   |
| Reserved for drug enforcement                  | -                                      | 0.00%   | 0.00%  | 0.00%   |
| Reserved for public safety                     | <u>134,988</u>                         | <u>2.76%</u>  | <u>1.29%</u>   | <u>1.43%</u>  |
| Total fund balance reserved                    | <u>1,151,614</u>                       | <u>23.53%</u>                                       | <u>11.04%</u>  | <u>12.23%</u>   |
| <b>Unreserved</b>                              |  |   |  |   |
| Designated by Council                          | -                                      | 0.00%   | 0.00%  | 0.00%   |
| Designated for subsequent year's expenditures  | -                                      | 0.00%   | 0.00%  | 0.00%   |
| Undesignated                                   | <u>3,742,808</u>                       | <u>76.47%</u>                                       | <u>35.87%</u>  | <u>39.73%</u>   |
| Total fund balance unreserved                  | <u>3,742,808</u>                       | <u>76.47%</u>                                       | <u>35.87%</u>  | <u>39.73%</u>   |
| Total equity and other credits                 | <u>\$ 4,894,422</u>                    | <u>100.00%</u>                                      | <u>46.90%</u>  | <u>51.96%</u>   |
| Budget Ordinance for June 30, 2016, as Amended |  |   | \$ 10,435,577  |   |
| Prior Year Expenditures                        |  |   |  | \$ 9,419,976  |

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

|  | <u>Enterprise Fund</u>                 |   |  |   |
|--|--|---|--|---|
|  | <u>29-Feb-16<br/>Fund<br/>Balances</u> | <u>Percentage<br/>of Total<br/>Fund<br/>Balance</u> | <u>Percentage<br/>of Fiscal<br/>Year 2016<br/>Budget</u> | <u>Percentage<br/>of Prior<br/>Year Actual<br/>Expenditures</u> |
| <b>Fund Balances</b>                           |  |   |  |   |
| <b>Reserved</b>                                |  |   |  |   |
| Reserved for encumbrances                      | \$ 14,267                              | 0.66%   | 0.27%  | 0.25%   |
| Reserved by state statute                      | 422,861                                | 19.50%  | 7.99%  | 7.35%   |
| Reserved for capital outlay (C89 + C91)        | <u>1,784,478</u>                       | <u>82.29%</u>                                       | <u>33.71%</u>  | <u>31.02%</u>   |
| Total fund balance reserved                    | 2,221,606                              | 102.44%   | 41.97%   | 38.62%  |
| <b>Unreserved</b>                              |  |   |  |   |
| Designated for subsequent year's expenditures  | -                                      | 0.00%   | 0.00%  | 0.00%   |
| Undesignated                                   | <u>(52,982)</u>                        | <u>-2.44%</u>                                       | <u>-1.00%</u>  | <u>-0.92%</u>   |
| Total fund balance unreserved                  | <u>(52,982)</u>                        | <u>-2.44%</u>                                       | <u>-1.00%</u>  | <u>-0.92%</u>   |
| Total equity and other credits                 | <u>\$ 2,168,624</u>                    | <u>100.00%</u>                                      | <u>40.97%</u>  | <u>37.70%</u>   |
| Budget Ordinance for June 30, 2016, as Amended |  |   | \$ 5,293,696   |   |
| Prior Year Expenditures                        |  |   | \$ 5,752,047   |   |

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

|   | 2015 Tax Levy       | 2014 Tax Levy       | 2013 Tax Levy       |
|---|---------------------|---------------------|---------------------|
| <b>Original Levy</b>                    | \$ 4,197,916.89     | \$ 4,081,156.72     | \$ 4,002,342.19     |
| <b>Motor Vehicles Added to Levy</b>     | 0.00                | 0.00                | 144,144.98          |
| <b>Motor Vehicles Added to Levy-DMV</b> | 305,216.58          | 381,041.44          | 231,609.34          |
| <b>Public Utilities</b>                 | <u>-</u>            | <u>-</u>            | <u>105,309.38</u>   |
| <b>Adjusted Original Levy</b>           | 4,503,133.47        | 4,462,198.16        | 4,483,405.89        |
| <b>+Discoveries</b>                     | <u>393,713.11</u>   | <u>446,159.28</u>   | <u>2,240.61</u>     |
| <b>Levy</b>                             | 4,896,846.58        | 4,908,357.44        | 4,485,646.50        |
| <b>-Releases</b>                        | <u>24,064.47</u>    | <u>10,790.44</u>    | <u>52,828.36</u>    |
| <b>Current Levy</b>                     | <u>4,872,782.11</u> | <u>4,897,567.00</u> | <u>4,432,818.14</u> |
| <b>Collection year-to-date</b>          | \$ 4,744,440.05     | \$ 4,863,461.56     | \$ 4,408,562.37     |
| <b>Uncollected</b>                      | \$ 128,342.06       | \$ 34,105.44        | \$ 24,255.77        |
| <b>Collection % of Current Levy</b>     | 97.37%              | 99.30%              | 99.45%              |
| <b>Property Tax Rate Per \$100</b>      | \$ 0.660            | \$ 0.660            | \$ 0.630            |

## 9. Assistant Manager's Report

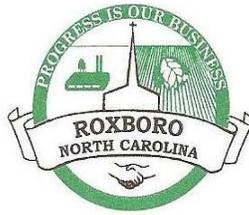
## **Assistant City Manager's Report**

**Sinkhole on Somerset Avenue:** On Tuesday, a sinkhole was found on Somerset Avenue before you get to Bernie's Blessing. There is a creek crossing with two pipes in it under the street where the sinkhole was located. After digging up the sinkhole, it was determined that it had washed out between the two pipes. The void was filled in and both ends of the pipes were cleared. The area around the end of the pipes was sealed and armored with concrete.

**Memorial Day Garbage Collection:** Garbage collection for Memorial Day, Monday May 30, will be collected on Tuesday May 31. We will be collecting both Monday and Tuesday's routes on Tuesday.

**Lake Roxboro Spillway Repairs:** Last summer, we made repairs to the spillway at Lake Roxboro. While making the repairs, voids were found under sections of the spillway. After obtaining a cost estimate from the contractor, it was decided that we would do a separate bid for the repair of the voids this summer. Bids for the repair of the voids will be opened on June 2, 2016 at 2:00 in City Hall. The bids will be presented at the June regular council meeting. Approval will be contingent upon adoption of the budget for the 2016- 2017 fiscal year. This will allow the contractor to begin work in July and August while the weather is agreeable.

## 10. Manager's Report



## City of Roxboro

### MEMORANDUM

TO: Mayor Newell and City Council  
FROM: Brooks Lockhart  
SUBJECT: Manager's Report  
DATE: May 10, 2016

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- Please take note of several upcoming dates.
  - The IRC will meet at noon on May 10<sup>th</sup>. The sponsor will be the Person County EDC and the location is TBA.
  - Next Council Meeting will be held on May 10<sup>th</sup> at 7pm in the Council Chambers.
  - Senior Center Public Forum will be held on May 11 at the County Office Building Auditorium at 5pm.
  - Madison Boulevard Plan Open House on Saturday May 14 from noon until 3:45pm at the Library.
  - Budget Work session on May 17<sup>th</sup> at 6:30pm in the Council Chambers.
  - 19<sup>th</sup> Annual Roxboro Area Chamber of Commerce and Joe Weinberger Golf Tournament will be on May 20<sup>th</sup> at 11am. Contact the Chamber for more details.
  - Budget Work session on May 24<sup>th</sup> at 6:30 pm in the Council Chambers.
  - City Offices will be closed in observance of Memorial Day on Monday May 30<sup>th</sup>. Trash pick-up for Monday the 30<sup>th</sup> will be picked up on Tuesday the 31<sup>st</sup>.
- I participated in multiple conversations with County IT and our Website vendor to finalize our plan for website deployment. The County website will deploy after the middle of May. We will be able to add multiple pages prior to public publishing; this will allow us to have a full website deployment (we will not be limited to 25 pages) and will allow us take whatever time will be needed to deploy a quality product. Our timetable, after County deployment, will correlate to the aggressiveness of our staff in creating content. We still anticipate a late May to mid-June launch for our new content. As part of our leap forward with our website we will need to eliminate all of our XP machines and upgrade our server software in the coming budget. In the meantime, the Department Heads have all discussed and decided that we should remove all non-essential content from our current live page. Due to our inability to access and update content we have misinformation within our website that could lead to citizen confusion.
- Work on the 2016-2017 Proposed Annual Budget is complete. Staff has worked hard to accelerate our normal process by a week. Council has scheduled May 17<sup>th</sup> and 24<sup>th</sup> as work session dates. If we intend to have the non-profits address Council about their requests, I believe the 24<sup>th</sup> date will serve best. Finally, we need to set a date for year-end budget amendments, Finance Officer Craig recommends June 28<sup>th</sup>; we can also use that date for final approval of the upcoming budget if it is not approved immediately following our public hearing on June. 14<sup>th</sup>.