



# 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 April 12, 2016.

The following members of the Roxboro City Council were present:

The following members of the Roxboro City Council were absent:

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

- Minutes of March 14, 2016 (*Local Government Day*)
- Minutes of March 22, 2016 (*Special Meeting*)
- Minutes (*Closed Sessions*)
  - *April 14, 2015*
  - *May 12, 2015*
  - *June 4, 2015*
  - *June 9, 2015*
  - *July 7, 2015*
  - *August 11, 2015*
  - *September 8, 2015*
  - *September 30, 2015*
  - *February 9, 2016*
  - *February 29, 2016*
  - *March 23, 2016*
- Fire/EMS Monthly Report (*March 2016*)
- Police Dept. Monthly Report (*March 2016*)
- Planning Dept. Monthly Report (*March 2016*)
- Public Services (*March 2016*)
- Fuel Expenditures (*March 2016*)
- RDG Report (*March 2016*)

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Trevie Adams, CMC/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  
MONDAY MARCH 14, 2016 – 9:00 A.M. LOCAL GOVERNMENT DAY  
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

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

**Members Absent:** Council Member Sandy Stigall

**CALL TO ORDER:**

**Mayor Marilyn P. Newell** called the meeting to order at 9:00 a.m. welcoming everyone in attendance with a special welcome for the students and teachers of Person High School in observance of Local Government Day. **Council Member Byrd Blackwell** delivered the invocation.

**PLEDGE OF ALLEGIANCE:**

**Mayor Marilyn P. Newell** then led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda, asking that 1A be added as a Public Hearing for a Special Event Application – Partnership for Children, stating the Public Hearing has been properly advertised. **Council Member Henry Daniel offered a motion to approve the agenda with the addition of a Public Hearing for a Special Event Permit as requested with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

**CONSENT AGENDA ADOPTION:**

**Mayor Newell** presented the consent agenda and asked for any comments or corrections explaining to the students that the consent agenda is comprised of staff reports and minutes and may be voted on with one motion. **Council Member Mark Phillips offered a motion to approve the consent agenda as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

**RECOGNITION:**

- Police Chief David Hess presented Officer Joe Wright, III with a Life Saving Citation swift and courageous action under stress that saved a human life.
- Public Services Director Andy Oakley presented Mr. Bryan Garrett with a certificate showing completion of the basic education requirements for becoming a North Carolina Roads Scholar.

**PUBLIC COMMENT:**

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

- Ms. Samantha Banks – Student of Person High – addressed Council with concerns for a lack of new text books in the school. Mayor Newell stated that Council would relay her concerns to the Person County School Board.

## **PUBLIC HEARINGS & ORDINANCE MATTERS:**

### **1A. Special Event Permit – Partnership for Children – *Public Hearing***

Ms. Ann Garrard, with Person County Partnership for Children requested permission for street closure on Monday April 11, 2016 from 5:30 p.m. – 6:30 p.m. to hold a parade in to celebrate the “Week of the Young Child”. **Mayor Merilyn P. Newell opened the Public Hearing at 9:30 a.m.** asking for any discussion from the public at this time and there being none, **closed the Public Hearing at 9:31 a.m.** After a brief discussion, **Council Member Mark Phillips offered a motion to approve the application as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

### **1. Special Event Permit – Personality – *Public Hearing***

**Mayor Merilyn P. Newell opened the Public Hearing at 9:35a.m.** **Roxboro Area Chamber of Commerce Director Alicia Puryear** presented Council with a Special Event Permit for street closures for the annual Personality Festival in Uptown Roxboro. Mayor Newell asked for any Public Comment at this time and there being none, closed the Public Hearing at 9:37 a.m. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Special Event Permit for Personality as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

### **2. Rezoning Request – Linwood Cates – *Public Hearing***

**Planning Director Sharon Richmond** presented Council with an application from J. Linwood Cates to amend the official zoning map. The request is to rezone .21 acre parcel, Tax Map 16 Parcel 57 on South Main Street from Residential District – Medium Density (R-2) to Highway Business District (B-1). **Mayor Merilyn P. Newell opened the Public Hearing at 9:39 a.m.** asking for any public comment at this time. **There being no discussion, Mayor Newell closed the Public Hearing at 9:40 a.m.** After a brief discussion, **Council Member Mark Phillips offered a motion to approve the rezoning request 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 Ordinance Amendment is hereby incorporated into the minutes of this meeting.**

### **3. Ordinance Text Amendment – Chapter 76: Parking Schedules – *Public Hearing***

**Mayor Merilyn P. Newell opened the Public Hearing at 9:42.** **RDG Director Lauren Wrenn** presented Council with some proposed changes to Chapter 76: Parking Schedules. The City’s Parking Committee has devised suggestions for improving the parking situation in Uptown Roxboro. The suggested changes were proposed to Council at the February 9<sup>th</sup> meeting, wherein the request was made for a public hearing. Ms. Wrenn presented Council with a list of proposed changes for Schedule III. Limited Parking Zone and Schedule IV. Special Parking Restrictions. Mayor Newell asked for any public comment at this time and there being none, **closed the Public Hearing at 9:53 a.m.** After some discussion from Council, it was the consensus of Council to bring a revised amendment with all the suggested changes back to Council at the April meeting for approval. Ms. Wrenn asked that the “Welcome to Historic Uptown” and proposed off-street parking signs to be approved at this time. RDG will be donating \$500 for the purchase and placement of said signs. After a brief discussion, **Council Member Byrd Blackwell offered a motion to approve the purchase of the “Welcome to Historic Uptown” and off-street parking signs with a second by Mayor Pro Tem William Davis** and upon being put to vote was carried unanimously.

**4. Closing of Street – Garland Street – Public Hearing**

**Mayor Marilyn P. Newell** opened the Public Hearing at 9:54 a.m. **Assistant Manager Tommy Warren** reported to Council that Person County requested that the City close and abandon Garland Street that is an unopened street between Foushee Street and the City parking lot located off of Satterfield Street. This street is adjacent to the property that the City of Roxboro gave to Person County for the Senior Center. By closing and abandoning the street, the existing right of way will be divided among the adjoining property owners. If the street is closed and abandoned, it is the property owner's responsibility to have a deed prepared and executed.

Continuing, Mr. Warren reported that at the February 9, 2016 City Council Meeting, the City adopted a Resolution of Intent to close the street and set a public hearing on March 14, 2016 at 9:00 a.m. The Resolution of Intent was published in a local paper for four weeks and both ends of the street were posted. The property owners abutting that portion of the street to be closed were notified by certified mail.

Mayor Newell asked for any public comment at this time.

- 1) **Mr. Van Dixon** – (one of the owners of abutting property) addressed the City asking that the property be given back to his family since it was taken by the City over fifty years ago.

After some discussion, City Attorney Nick Herman stated that a title search would be done for Mr. Dixon to determine ownership and that the City would be in touch with him on the status, however, this would not affect the City closing Garland Street. After some further discussion, **Council Member Byrd Blackwell offered a motion to close and abandon Garland Street that runs parallel to Satterfield Street with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

**OLD BUSINESS:**

**5. Board Appointment – Planning Board**

**Planning Director Sharon Richmond** presented Council with an application for the Planning Board from Ms. Lynda Zirillo. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to appoint Ms. Lynda Zirillo to the Planning Board for a five year term, with a second by Council Member Henry Daniel** and upon being put to a vote was carried unanimously.

**NEW BUSINESS:**

**6. Resolution – Support for the US501 Relocation**

**Planning Director Sharon Richmond** presented Council with a resolution requested by NCDOT as part of the process to complete US501 that requires that the US Highway designation be transferred from the existing road to the new facility. This does not impact the name of the existing US501. After some discussion, Council asked that this decision be tabled to April for more information.

**COMMITTEE REPORTS:** **Mayor Marilyn P. Newell** reminded everyone of the Main Street Conference to be held this week (March 13-15, 2016) in Goldsboro, N.C. Council Member Mark Phillips attended the Chief's Association where topics included continuing education and mutual aids. **River Hughes**, a student with Person High School thanked the Mayor and Council for allowing the students to be a part of this Council Meeting.

**MAYOR'S REPORT:** No report at this time.

**ADMINISTRATIVE REPORTS:**

**7. Financial & Tax Report**

**Interim Finance Director Dan Craig** presented Council with the Financial Statement ending January 31, 2016 and the tax report ending February 29, 2016. **Clerk's Note: A copy of said Financial and Tax Report are hereby incorporated into the minutes of this meeting.**

**8. Assistant Manager's Report**

**Assistant Manager Tommy Warren** reported to Council that the asphalt plant has reopened and staff is patching the many potholes around the City.

Mr. Warren stated that in 2015, the City had a contractor make repairs to the spillway at Lake Roxboro and while making the repairs, voids were found under sections of the spillway. After obtaining a cost estimate from the contractor, it was decided that staff would do a separate bid for the repair of the voids this summer (2016). Staff will go out to bid in May 2016 and bring the bid proposals to Council in June with approval being 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.

Continuing, Mr. Warren reported to Council that the plans for the Wastewater Treatment Plant addition are 60% complete. There was a meeting on Friday, March 11, 2016 with the engineers and Garney, CMAR contractor, to review the plans. In a few weeks, staff will have the first cost estimate and will begin approaching the State about funding options.

**9. Manager's Report**

**City Manager Brooks Lockhart** asked to schedule a budget work session to discuss the City's health care utilization data and impacts to the organizational health care costs. The Pierce Group is soliciting multiple avenues for healthcare coverage. After a brief discussion, it was the consensus of Council to meet April 5, 2016 at 6:30 p.m.

Mr. Lockhart also asked the Council about scheduling a quarterly work session for Tuesday, March 22, 2016 at 6:30 p.m., with topics to include an update on a personnel matter, follow-up on the Police Chief's strategic plan, law enforcement records management software, and an update on some joint city/county ventures. After a brief discussion, it was the consensus of Council to meet Tuesday, March 22, 2016 at 6:30 p.m.

**COUNCIL DISCUSSION:**

No discussion at this time.

**ADJOURNMENT:**

There being no further business to discuss, **A motion was offered by Mayor Pro Tem William Davis with a second by Council Member Mark Phillips to adjourn this meeting** and upon being put to a vote, was carried unanimously. Meeting adjourned at 10:45 a.m.

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Mayor Merilyn P. Newell

ATTEST:

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Trevie Adams, CMC/NCCMC  
City Clerk

March 14, 2016

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL  
TUESDAY MARCH 22, 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. Mayor Newell asked for a moment of silence for the world citizens of Belgium.

**AGENDA ADOPTION:**

**Mayor Marilyn P. Newell** presented the agenda asking for a Closed Session per NCGS 143.318.11(a)(6) Personnel, **Council Member Mark Phillips offered a motion to approve the agenda and to include the Closed Session as requested with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

**NEW BUSINESS:**

**1. Items for Discussion:**

- **Police Chief's Strategic Plan** – Chief David Hess presented Council with the Roxboro Police Department Strategic Plan 2016-2018 noting: recent department accomplishments, Police Department mission and S.W.O.T analysis and summary. Chief Hess also presented Council with department goals for 2016-2018 that included:
  - Update Policy Manual
  - Conduct a staffing analysis
  - Implement succession plan
  - Approval of take home fleet program
  - Feasibility study of body worn camera program
  - Improve technology resources
- **Law Enforcement Records** – Chief David Hess offered information to support the need for updating software to be more efficient and a way for the officers to be able to obtain more information quicker while on a scene. Chief Hess explained that while it now takes over an hour of officer time to complete paper work, the new software would enable an officer to complete paper work while on the scene in about twenty minutes time.
- **Management Software** – Chief David Hess explained how the Sunguard SSI system would work in conjunction with other agencies providing information on the spot instead of having to request information and returning to the Police Station to retrieve. Person County 911 is also planning on going to this system and will be able to use tax money to help fund. The City would also be able to use some of the County 911 taxes for funding. The cost would still be in the \$300,000.00 range depending on what plan is chosen.
- **Update on Joint City/County Ventures** – City Manager Brooks Lockhart asked that Council consider the possibility of a new joint agreement with the

County for clarity on the Planning Department since the “one stop shop” has been very productive for both the City and the County. This would provide a better understanding of the City’s responsibility for use of in-kind services and when the City would be collecting fees for City services. There seems to be some confusion and staff would like to clarify these issues.

- **Customer Service Training – City Manager Brooks Lockhart** reported to Council that the County is working on a customer service training along with some City employees to participate. More information will be provided as the details are worked on.

**OLD BUSINESS:**

**COUNCIL DISCUSSION:** Mayor Marilyn P. Newell took the opportunity to read two thank you notes received. Ms. Pam Bradsher, Piedmont Community College wrote to thank the City for their contribution to the Kirby Re-birth Project and the family of Mr. James Allen, (former City Council Member), wrote to thank the Mayor and Council for the flowers sent to the family when Mr. Allen passed away in February.

**Council Member Henry Daniel offered a motion to enter into closed session per NCGS 143.318.11(a)(6) Personnel, with a second by Council Member Sandy Stigall and upon being put to a vote was carried unanimously.**

**Council Member Byrd Blackwell 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.**

There being no further business to discuss, **Mayor Pro Tem William Davis offered a motion to adjourn this meeting at 8:40 p.m. with a second by Council Member Henry Daniel 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

March 22, 2016

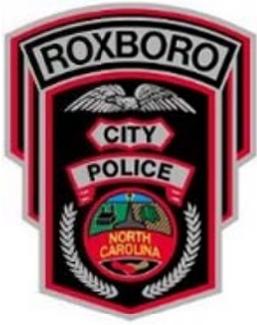


## City of Roxboro Fire and Rescue Department

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

### Highlight

- **Responses** - During the month of March, the City of Roxboro Fire Department responded to 21 fire calls within the city limits, and 32 fire calls outside the city limits. Also, the department responded to 69 first responder calls within the city, and 26 first responder calls in our county response district. Over the course of March, we had to call back off-duty personnel and auxiliary personnel for a total of 1 full alarms. Roxboro Fire Department responded to 162 dispatched calls this month.
- **Training** Roxboro Fire Department hosted firefighter Incident Safety Officer Class taught by the Office of the State Fire Marshal
- **Training** We had the Flashover Simulator come to Person County from Cleveland County to train firefighters to recognize the conditions before flashover occurs. The condition will kill a firefighter in full protective gear if they are not within five feet of the door of the room that flash. The conditions are when everything in a room or building become fully involved in flame at the same time.
- **Training** The department hosted and instructed a Rescue Class this month
- **Local Government Day.** We had a great time with local government day this year. The department had several students call back to see what they needed to do in order to get started on a career in the fire service.
- **Car Seat Clinic.** Roxboro Fire Department visited Earl Bradsher School this month and performed our semi annual car seat clinic. We inspect any child safety seat that a driver wishes to be checked and do some that the staff request that we do. We also carry some seats with us just in case some child seats are in bad shape or one is not present.
- **Customer Service Event.** Roxboro Fire Department set up an event at Lowes Home Improvement this month to promote fire safety and importance of smoke detectors. During the event we had a lot of people stop by and Lowes received enough positive feedback for them to schedule another event in May.
- **Senior Center** This month's topic at the Senior Center was Vial of Life. In this program Roxboro Fire Department provide a magnet to put on their refrigerator that advise responding medical staff that their medical condition is in a pill bottle inside the refrigerator in case they have a condition in which they can not speak.
- **Easter Egg Hunt.** The department took its annual place at helping with the younger kids at the Parks and Rec Easter Egg Hunt.



# 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

March 2016

### Patrol Division

#### Highlighted Events

- More than 80% of the department has completed Non-Bias Policing training. The remaining staff are be scheduled.
- Lt. Price has been assisting patrol answering calls for service.
- Administrative Services assisted patrol with calls for service during the lieutenant promotion process.

#### Community Policing

- Honor Guard posted the colors for the Region K Senior Games.
- Detective Ford and Officer Gil ate lunch with students at Southern Middle and Person High School.
- Sergeants have meet with their newly adopted Community Watch groups. The reorganization is proving to streamline information and improve community relations.
- Deputy Chief Kirby hosted the Citizens Police Academy Alumni Association to kick of the Advanced Citizen Police Academy.
- The Advanced CPA will meet quarterly and alumni will receive advanced training on the top four popluar courses from CPA
- Chief and Lt. Price hosted a group Community Watch meeting with all the groups. The groups learned that they all have similar concerns, which are typically quality of life and code enforcement requests.
- Detective Cates implemented "Operation Safe Zone"
- Lt. Price hosted the Property Collobrative meeting.

#### **\*\*Operation Safe Zone\*\***

Det. Cates implemented a new community policing program on Tuesday, March 15, known as Operation Safe Zone. Operation Safe Zone is a free program where the public can exchange their online purchases from social media, i.e. Craigslist or Ebay, in the parking lot of the Police Department.



Det. Cates worked with First Choice Signs, Owner Joe Gonzalez, to donate the sign. The sign will be erected in front an existing parking space in front the police department. The program will not require an officer to monitor the exchange, but merely provides a peace of mind to make the exchange in "Safe Zone."

### **Monthly Activities**

- Calls for Service – 1533
- Incident Reports- 46
- Vehicle Crashes – 45
- Citations – 220
- Warnings – 217
- Misdemeanor Arrests – 53
- Felony Arrests – 15
- Traffic Stops – 437

### **Criminal Investigations Division**

- Several cases were closed with leads exhausted or unfounded this month.
- Detective Cates and Sergeant Hughes were commended by the sister of Steven Yarbrough after the jury returned a guilty verdict in the homicide case.
- Det. Furstenau assisted Hillsborough Police Department with an assessment center.
- Detective Howe processed numerous articles of latent and forensic evidence during the month.

### **Monthly Activities**

- Total Cases Assigned: 17
- Follow up hours in field: 224
- Phone follow up hours: 97
- Hours spent completing paperwork: 157
- Call outs: 2
- Out of town follow ups: 4
- Felony warrants obtained: 3
- Misdemeanor warrants: 1
  - Cases closed: Leads exhausted 13
  - Closed by warrants: 0
- Unfounded: 0
- Arrests: 3

- Felony packets: 2
- Interviews conducted: 29

### **Administrative Services Unit**

- Completed hiring process for three new police officer positions and order required equipment and supplies.
- 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- Administrative Services thanks Fish for his hard work. He has power washed the wall in the back parking lot to remove run off stains and the appearance of a black residue, along with painting offices and re-hanging dry erase boards.
- Provided Lexipol with material to aid the department with policy revisions.
- Completed ballistic vest grant reimbursement requests.
- Meetings with the SBI.

### **Street Crimes Unit**

- Continuing to work with informants on local cases.
- Signed two new informants during the month.
- Assisting state law enforcement officials with an undercover operation.

### **Administration**

#### **Meetings**

- Daily meetings with all staff.
- Several meetings with HR and City Manager related to personnel matters.
- Deputy Chief Kirby assisted Administrative Services with applicant hiring procedures.
- Distributed several local requests for the press.

- Deputy Chief Kirby is working with Lt. Price on an excellence in service research project.
- Met with Community Watch members.
- Provided a tour of the city with Sharon Richmond and discussed code enforcement partnership opportunities.
- Assisted with Local Government Day.
- Assisted a local college group with career shadowing options
- Assisted a local family with mental health concerns and treatment options
- Assisted a resident of Booth Street with social decency issues and perceived drug distribution/use
- Responded to a survey on mental health treatment programs
- Attended Judicial Stakeholders meeting.
- Chief met with Pastor Danny Johnson- Ministerial Alliance.
- Chief assisted the City of High Point interviewing their Chief of Police candidates.

### Highlighted Events

- Chief and Deputy Chief meet with the City Manager, Assistant City Manager and Finance Director to review Capital and Operating budget requests for the 2016-17 FY.
- Chief attended a Legislative Hearing on House Bill 713 related to body cameras as part of the department's two year feasibility study.
- Lieutenant Don Mangum retired during March after 25 years of service with the police department.



### Personnel

- Received medical updates on two employees. One returned to work. A second will remain on medical leave through mid-April.

### Promotions

- Detective Chris Cates will be promoted to Sergeant on April 1<sup>st</sup>.

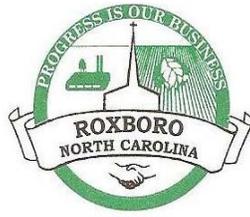
### Lieutenant Promotion Process

- The department assessed six sergeants for promotion to the rank of lieutenant. Candidates completed an academic exam, presented a research project and were interviewed by members of the community and three police captains from outside agencies. After the comprehensive assessment center the top two candidates interview with the Chief of Police. All candidates were given a career development plan and were provided feedback from the assessors.
- Sergeant Ricky Hughes will be promoted to Lieutenant on April 1<sup>st</sup>. Lieutenant Hughes will oversee the Criminal Investigations Division.

### **Chief attending the FBI National Academy**

I want 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 commences 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 will keep me updates via email and phone calls from the deputy chief after hours as needed.

I will provide updates throughout the course to council and staff. I offered to be available after hours via teleconference for budget planning session if needed. I met with all staff and finalized anticipated agency needs, budget planning and other strategic meetings prior to my departure. It is my sincere desire that from this opportunity others from the department will attend the FBINA professional development course that only less than 1% of law enforcement officers are ever nominated to, and accepted to attend.



## City of Roxboro

### Memorandum

**To:** Trevie Adams , Roxboro City Clerk  
**From:** Sharon Richmond, Roxboro Planning & Zoning Director  
**Re:** March N-Focus Report  
**Date:** 4/06/2016

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

12 Minimum Housing Code Cases  
2 Public Nuisances

## Public Services Department Monthly Report



### City of Roxboro

April 2016

Public Utilities Department	Public Works Department																																																			
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">22</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">2</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">10</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">2</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;">13</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">23</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">1</td></tr> </table> <p>Remarks:</p>	Water Repairs:	22	Hydrant Repairs and Maint:	2	Meters Changed:	10	New Water Services:	2	Broken Meters Replaced:	0			Sewer Repairs:	13	Sewer Blockages:	23	New Sewer Services:	1	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">448.63</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">249.96</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">27.3</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">16.8</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;">9</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">64.49</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;">42</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$14,665.83</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	448.63	tons	Residential Garbage:	249.96	tons	Brush Collected:	27.3	tons	Leaves Collected:	16.8	tons				Potholes Repaired:	9		Asphalt:	64.49	tons	Concrete:	0	yards				Vehicle Repairs:	42		Garage Materials:	\$14,665.83	
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Leaves Collected:	16.8	tons																																																		
Potholes Repaired:	9																																																			
Asphalt:	64.49	tons																																																		
Concrete:	0	yards																																																		
Vehicle Repairs:	42																																																			
Garage Materials:	\$14,665.83																																																			
Water Treatment Plant	Wastewater Treatment Plant																																																			
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City of Roxboro, Nort LM  
 Distribution of Gas TI WD  
 28-Feb-16

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	Vehicle PIN	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
1	4120	City Hall			19.46	31.13	10.37	0.78	0.39	19.59	1.600
2	4130	Finance			12.50	20.00	6.66	0.50	0.25	12.59	1.600
3	4160	Public Buildings			193.21	315.00	102.98	7.73	3.86	200.43	1.630
4	4180	Purchasing			-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning			-	-	-	-	-	-	#DIV/0!
		Total Administrative			225.17	366.13	120.02	9.01	4.50	232.60	1.626
5	4310	Police			1,601.62	2,621.10	853.66	64.06	32.03	1,671.34	1.637
6	4311	CID			286.75	467.54	152.84	11.47	5.74	297.50	1.630
26	4312	Narcotics			43.30	70.14	23.08	1.73	0.87	44.46	1.620
9	4380	Animal Control			-	-	-	-	-	-	#DIV/0!
		Total Police			1,931.67	3,158.78	1,029.58	77.27	38.63	2,013.30	1.635
7	4340	Fire			1,047.91	1,764.78	597.06	41.92	20.96	1,104.85	1.684
8	4341	Fire Inspections			66.91	109.12	35.66	2.68	1.34	69.44	1.631
		Total Fire Dept.			1,114.82	1,873.90	632.72	44.59	22.30	1,174.29	1.681
10	4510	Public Services			194.05	318.23	103.43	7.76	3.88	203.16	1.640
11	4511	Streets			534.49	922.63	296.15	21.38	10.69	582.41	1.726
12	4512	Street Cleaning			251.81	459.88	149.32	10.07	5.04	295.45	1.826
13	4513	Garage			123.07	216.75	67.39	4.92	2.46	141.97	1.761
14	4710	Residential Garbage			812.91	1,467.43	482.06	32.52	16.26	936.60	1.805
15	4711	Commercial Garbage			1,003.09	1,810.38	592.31	40.12	20.06	1,157.89	1.805
16	4740	Cemetery			123.90	208.14	66.04	4.96	2.48	134.67	1.680
		Total Public Services			3,043.32	5,403.44	1,756.69	121.73	60.87	3,452.15	1.776
		Total General Fund			6,314.98	10,802.25	3,539.01	252.60	126.30	6,872.34	1.711
18	7112	Meter Reading			155.11	253.24	82.67	6.20	3.10	161.26	1.633
19	7114	Lake Warden			65.26	106.50	34.78	2.61	1.31	67.80	1.632
25	7118	Pump Stations			304.95	555.00	162.54	12.20	6.10	374.16	1.820
20	7120	Water Plant			105.67	171.62	56.32	4.23	2.11	108.96	1.624
21	7121	Water Line Maintenance			170.85	290.28	94.77	6.83	3.42	185.26	1.699
22	7130	WWTP			38.26	81.34	20.39	1.53	0.77	58.65	2.126
23	7131	Sewer Line Maintenance			561.79	949.77	310.15	22.47	11.24	605.91	1.691
24	7132	WWTP II			127.13	224.11	67.76	5.09	2.54	148.72	1.763
		Total Enterprise Fund			1,529.02	2,631.86	829.39	61.16	30.58	1,710.73	1.721
		Total All Funds			7,844.00	13,434.11	4,368.40	313.76	156.88	8,583.07	1.713



April 6, 2016

To: Mayor Newell  
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: April Council Report

**City of Roxboro:**

- 225<sup>th</sup> Anniversary of Person County – Alicia Puryear reached out to the City and the Person County Tourism Development Authority to inquire about plans for the 225<sup>th</sup> Anniversary of Person County. The goal is to tie this anniversary into many of our regularly scheduled events and programs, as well as plan other special events to commemorate the occasion. Because many of these events will take place Uptown, the Uptown Development office will be participating in the planning of many of the festivities.
- 2016 Fireworks Display – As requested by the City Manager, the Uptown Development office will once again be working with the Directors’ RoundTable to coordinate fundraising efforts for the Fireworks display. At this time, a BBQ is scheduled for the end of April to raise the bulk of the funds. Beyond this, someone will be reaching out to the County again, and private sponsorship dollars may be solicited.
- Additional planters for Uptown – RDG has taken a special interest in improving the aesthetics of Uptown, by installing additional planters. RDG has pledged to purchase the planters and coordinate high school students and volunteers to actually plant the arrangements in some locations. RDG would appreciate any and all assistance from the City with the purchase of the flowers themselves. More information will be presented to Council during the April meeting.
- Uptown Parking – After the public hearing in March, a few more comments circulated into the Uptown Development office regarding the suggested parking changes. A comprehensive list of all changes, reflected the adjustments since the public hearing, will be presented to Council during the April meeting.
- Other Highlights –
  - The new “Welcome to Historic Uptown” signs were picked up April 6. These signs will be installed as soon as public works has the poles ready.
  - The launch of the new Explore Roxboro app was successful. As expected, there have been some hiccups, but the TDA office is working to resolve those.
  - Attended the opening ceremony of the Person County Senior Games, on behalf of the City of Roxboro.
  - Met with Mark Duncan to discuss plans for improvements to the green space behind the new Hall’s Way development. More information as this develops.



## **Roxboro Development Group:**

- Easter Egg Hunt at PC Museum – This event was a great start to an annual recurrence. Approximately 20 children came to egg hunt on the lawn of the museum. Many parents commented on how much they enjoyed the event and how exciting it was to be Uptown for the holiday. RDG has plans to continue this event next year, but want to find ways to continue to keep it manageable and enjoyable for all.
- Uptown Planters – In an attempt to add more beauty and vibrancy to Uptown, RDG is working to install additional planters around Uptown. We have narrowed down two locations for an installation, and are currently working on the specifics for pricing and placement. We are also planning to do some maintenance to the raised bed in the alleyway near the Newell building. We would like to make this area more attractive to coincide with the recent renovations by Hayden Newell, as well as encourage additional improvements by the other property owners in the area.
- NC Main Street Conference– The Main Street Conference was a wonderful event. Nearly 20 individuals represented Roxboro, ranging from City and County representatives to local business owners. The Kirby Rebirth project won Best Façade Renovation over \$15,000, and Bruce Wrenn was designated the Main Street Champion for Roxboro. Stuart Gilbert and Alicia Puryear also attended as speakers for a breakout session on partnerships. There were many positive comments about their session, and it was wonderful to have Roxboro serve as an example of successful endeavors. Thank you to all who attended! It was a wonderful event and a shining moment for Roxboro!
- Uptown Property Inventory – RDG is currently working to develop an inventory of the Uptown properties. Similar inventories have been started in the past, but none were ever successfully completed and digitized. This document will contain information about the property owner, what business occupies the space, how many square feet, and the rental rate. Not only will this serve as a helpful tool for the Uptown Development Office, but will also be useful for new businesses looking to locate Uptown.
- Business Recruitment Brochure – The Economic Restructuring Committee is currently working with the EDC to develop a Business Recruitment Brochure for Uptown. This brochure will be useful for the Main Street program in marketing our area to potential business owners, but also for the EDC in circulating information about all of the Economic Development efforts in Person County. The goal is to help RDG develop their role in Economic Development practices, as well as bring more attention to our Uptown district in various economic recruiting efforts with the City, County, etc.]
- Other Highlights –
  - RDG Board meeting held March 15<sup>th</sup>.
  - Economic Restructuring Committee meeting held March 22<sup>nd</sup>.
  - Promotions Committee meeting held March 23<sup>rd</sup>.
  - Week of the Young Child parade held April 11<sup>th</sup>.
  - New Uptown Calendar of Events ordered and delivered to Chamber, Kirby, TDA, and Library offices.

# 1. Text Amendment - Chapter 76: Parking Schedules



## **Suggested Changes to Uptown Parking Ordinance**

During last month's Council meeting, Council held a public hearing regarding the suggested changes to the Uptown Parking Schedule in our City Ordinance. At the close of the public hearing, I requested Council review the packet of changes and suggested items for discussion, and share their desires with me in the following weeks. At this point, no discussion has taken place regarding the proposed changes or the items for discussion. As such, I am returning today with the changes and items for discussion in the hopes that Council will offer feedback regarding these matters and I can comprise language to reflect the final changes for the attorney to review.

I do not intend for Council to pass the ordinance changes at this meeting, as I will need time for the attorney to review all of the decisions prior to adoption.

## **List of Changes to Street Signage or Time Limit:**

- Removal of the EDC Director Only parking sign at the City lot located between Long Memorial and Once Again Consignment.
- Removal of 5 of the 1 hour parking signs at the top of the City lot located between Long Memorial and Once Again Consignment.
- Addition of 2 handicap parking signs/spaces at the bottom of the City lot located between Long Memorial and Once Again Consignment, in the area closest to the Christian Help Center.
- ~~Removal of the 2 thirty-minute parking signs located near 115 & 117 Depot Street.~~
- ~~Removal of the 1 hour parking sign located in the City lot behind 115 & 117 Depot Street, at the top of the lot just beside the rock stairway.~~
- Removal of the 15 minute parking sign in front of S.W.A.B. Fitness.
- Addition of a 30 minute parking space in front of 114 N. Main Street.
- Removal of 1 30 minute parking space in front of 114 S. Main Street.

**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 \_\_\_\_ day of \_\_\_\_\_, 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 76, Parking Schedules is amended to read as follows:**

**Schedules**

- I. North Main Street
- II. ~~Downtown~~ **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.

( '90 Code, § 11-203) (Ord. passed 7-12-77; Am. Ord. passed 8-9-05; Am. Ord. passed 10-16-07; Am. Ord. passed ?-?-16) Penalty, see § 70.99

**SCHEDULE II. ~~DOWNTOWN.~~ **UPTOWN****

For the purposes of this schedule, ~~DOWNTOWN~~ **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 ~~days except Sundays~~ **weekdays** shall be limited to two hours.
- (B) Any person parking a vehicle within the ~~downtown~~ **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 parking lots shall be unlimited; however, no vehicle shall be parked for more than 12 consecutive hours in the parking lots or same shall be considered an abandoned vehicle and subject to 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.

('90 Code, § 11-211) (Ord. passed 7-12-88; Am. Ord. passed 3-13-02; Am. Ord. passed 8-9-05; Am. Ord. passed 10-16-07; Am. Ord. passed ?-?-16) 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)	<b>SE</b>	3 Parking Spaces in front of Hall's Way Development shall be designated as 30 min. parking zone
13 Abbitt Street	<b>S</b>	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
213 N. Main Street	W	2 Parking Spaces shall be designated as 30 minute loading/parking zone
201 N. Main Street	W	1 Parking Space shall be designated as 15 minute loading/parking zone
City Parking Lot located at N. Main Street (next to Long Memorial Church)	NE	Six 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 loading/parking zone
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 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 ~~Roxboro Police Department Lieutenant~~ 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.

(Ord. passed 10-16-07; Am. Ord. passed 6-10-08; Am Ord. passed ??-?-16)

**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

(Ord. passed 6-10-08; Am. Ord. passed 11-17-08; Am. Ord. passed ?-?-16)

**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 \_\_\_\_\_ day \_\_\_\_\_ 2016.

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

ATTEST:

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

## **Suggested Changes to Consider:**

- 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.
- Include wording in ordinance to reflect State statute regarding no parking in front of fire hydrants or within 25 feet from an intersection corner.
- Developing an application for a pass that a business owner could apply for to keep in their establishment and utilize if they have a customer that will need to park on the street for longer than two hours. The application would require justification for the need.
- Including language that stipulates no parking/driving on the sidewalks.
- Including language that would require individuals to move their vehicle to a different block after exceeding the 2 hour time limit.
- Changing the language regarding all-day parking being limited to 12 hours to accommodate the residents that live in our Uptown apartments.
- Changing the wording on current signage, or the wording of the ordinance, regarding “loading” zones in Uptown.
  - Adding a “loading” zone behind the apartment building/restaurant space at 115/117 Depot Street.

## 2. Planters for Uptown



## Planters for Uptown

The Roxboro Development Group would like to install additional planters in the Uptown area. Below is an example of the type of planters we plan to order for the corner at the intersection of Court Street and Main Street. These planters will be positioned abutting the walls of Green's Jewelers. Rolling Hills is responsible for the plant designs, based on what will thrive in the shaded area and require minimal maintenance from City crews.



We are also considering additional planting projects. One would be a larger planter on the corner of the Depot Street and Main Street intersection. The other project is intended to improve the raised bed in the alley driveway beside 115/117 Depot Street. Any and all support the City can offer is most appreciated in this endeavor to bring more colorful life to Uptown.

### 3. Resolution to Declare Surplus - Firearm

**RESOLUTION AUTHORIZING THE PRIVATE SALE  
OF CERTAIN SURPLUS PERSONAL PROPERTY**

**WHEREAS,** the City Council of the City of Roxboro, NC has possession of one (1) item of personal property, which is surplus to its needs, and desires to dispose of same.

(1) The following described property is hereby declared to be surplus to the needs of the City:

*1 – Glock Model 23 Handgun (.40) caliber Serial Number PET566*

(2) The City Clerk shall publish notice summarizing this Resolution in accordance with GS 160A-271.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Roxboro that David Hess, Roxboro Police Chief, pursuant to the provisions of G.S. 160A-267, is hereby authorized to dispose of the personal property listed for private sale at a negotiated price and that said Police Chief be further authorized and directed to execute necessary documents, transfer title and perform all necessary functions associated with the sale.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

Attest:

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

# 4. Resolution to Declare Surplus

## Surplus Equipment

The following equipment was replaced in this year's budget. The new equipment has arrived and is in operation. The old equipment needs to be declared surplus. This will allow the equipment to be sold on Gov Deals.

### **Public Utilities**

2001 New Holland Tractor, Model# 6610S, VIN# 366307M, hours: 1485

### **Public Works**

2003 Volvo Front End Loader Garbage Truck, VIN# 4V2DC6UE13N348458, Miles: 121,337

It is recommended that the 2001 New Holland tractor and the 2003 Volvo Front End Loader Garbage Truck be declared surplus and sold on Gov Deals to the highest bidder.

**RESOLUTION**  
*Declaring Certain Personal Property Surplus*

WHEREAS, the City Council of the City of Roxboro, NC desires to dispose of certain surplus property of the City.

NOW, THEREFORE, BE IT RESOLVED by the Roxboro City Council that:

The following described property is hereby declared to be surplus to the needs of the City:

Public Works

*2003 Volvo Front End Loader Garbage Truck VIN# 4V2DC6UE13N348458 Miles: 121,337*

Public Utilities

*2001 New Holland Tractor, Model #6610 VIN# 366307M Hours: 1485*

WHEREAS, the Roxboro City Council hereby appoints Phillip Fish, the authorized agent to dispose and receive bids on the above referenced personal property; and

WHEREAS, the Roxboro City Council directs Phillip Fish to first conduct by way of NCGS 160A-270(c) and proceed to dispose of said property through Electronic Auction; and

WHEREAS, if it is in Phillip Fish's opinion that a fair and reasonable offer cannot be obtained by the Electronic Auction method, then Mr. Fish shall be authorized to pursue disposal by way of NCGS 160A-267 (*private sale*).

NOW, THEREFORE, BE IT RESOLVED by the Roxboro City Council hereby approves this Resolution and directs City Clerk Trevie Adams to cause notice of this action to be published in accordance with NCGS 160A-270(c)-Electronic Auction and/or NCGS 160A-267-Private Sale at least once and not less than 10-days before the date of the sale.

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

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

Attest:

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

## 5. Resolution of Intent - Closing of Alley Set 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 street, the existing right of way will be divided among the adjoining property owners.

General Statutes require that the City adopt a resolution of Intent to close the street and set a public hearing. The Regulation of Intent has to be published in a local paper for four weeks and both ends of the street have to be posted. Also a copy of the Resolution of Intent has to be mailed by certified mail to property owners abutting that portion of the street to be closed.

It is recommended that the Resolution of Intent be adopted setting a public hearing to consider the closing of Garland Street between Satterfield Street and the end.

# 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







## City of Roxboro

### RESOLUTION OF INTENT

A Resolution Declaring the Intention of the Roxboro City Council to Consider the Closing of an unnamed alley beginning at South Main Street and running west for a distance of 219 ft. ± to Madison Boulevard as shown on Person County Tax Map 16.

WHEREAS, G.S. 160A-299 authorizes the Roxboro City Council to close public streets and alleys; and

WHEREAS, The Roxboro City Council considers it advisable to conduct a Public Hearing for the purpose of giving consideration to the closing of an unnamed alley beginning at South Main Street and running west for a distance of 219 ft. ± to Madison Boulevard as shown on Person County Tax Map 16. Said alley has a width of 8 feet.

NOW, THEREFORE, BE IT RESOLVED by the Roxboro City Council that:

1. A meeting will be held at 7:00 a.m. on the 10<sup>th</sup> day of May 2016 in the Council Chamber of Roxboro City Hall to consider a Resolution closing an unnamed alley beginning at South Main Street and running west to Madison Boulevard as shown on Person County Tax Map 16
2. The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in The Courier-Times.
3. The City Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
4. The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled Public Hearing to be posted as required by G.S. 160A-299.

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 the meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2016 in Roxboro City Hall.

\_\_\_\_\_  
Mayor Merylin Newell

ATTEST:

\_\_\_\_\_  
Trevie Adams  
City Clerk

## 6. Transfer of Property



## Roxboro Fire Department

*"Customer Service, Pride, Teamwork"*

To: Mayor Marilyn P. Newell  
Councilman Henry Daniel  
Councilman Sandy Stigall  
Mayor Pro Tem William Davis  
Councilman Mark Phillips  
Councilman Byrd Blackwell

From: Chief Kenneth Torain

Ref: Surplus and Transfer of Property

Roxboro Fire Department have tested the new Self Contain Breathing Apparatus (MSA G1) and tested all personnel on it parts and uses. After doing so we have put the new MSA G1 in service and on the fire trucks. Due to the interest in some of our partner mutual aid departments in the county, it is our recommendation to surplus the old Surviair SCBA's and transfer some of them to the departments that have showed interest in them. Also a few of the oldest that had been taken out of service earlier be transfer to a school that have started a firefighter program.

Thanks for Consideration,

Chief Kenneth Torain

## RESOLUTION

### *Transfer of Property*

**WHEREAS**, the City of Roxboro Fire Department has in its possession the following surplus items as listed below:

<u>Make</u>	<u>SCBA Mask</u> <u>Model</u>	<u>Total</u>
Survivair	20-20 Plus	54
Survivair	MDAB0179	4

<u>Make</u>	<u>Airpack</u> <u>Model</u>	<u>Serial Number</u>
2002 Survivair	Panther/New Bell-HP	502160436
2002 Survivair	Panther/New Bell-HP	52150490
2001 Survivair	Panther/WARB-HP, AGVA	107161684
2001 Survivair	Panther/WARB-HP, AGVA	107131683
2002 Survivair	Panther/WARB-HP, AGVA	209260360
2002 Survivair	Panther/WARB-HP, AGVA	209260252
2002 Survivair	Panther/WARB-HP, AGVA	209260249
2002 Survivair	Panther/WARB-HP, AGVA	209260388
2002 Survivair	Panther/New Bell –HP	608090433
2001 Survivair	Panther/WARB-HP, AGVA	107161765
2001 Survivair	Panther/WARB-HP, AGVA	107161764
2001 Survivair	Panther/WARB – HP, AGVA	107161666
2002 Survivair	Panther/WARB-HP, AGVA	209260353
1999 Survivair	Panther/WARB-HP, AGVA	9912210775
2002 Survivair	Panther/New Bell- HP	608090486
2002 Survivair	Panther/New Bell – HP	608090425
1997 Survivair	Sigma – HP	
1997 Survivair	Sigma – HP	
1997 Survivair	Sigma – HP	FEDD0596
1999 Survivair	Sigma – HP	9904054857
2002 Survivair	Panther/New Bell – HP	502160410
2004 Survivair	Panther/WARB – HP, AGVA	402191521
2004 Survivair	Panther/WARB – HP, AGVA	402191452
2004 Survivair	Panther/WARB – HP, AGVA	402191676
2004 Survivair	Panther/WARB – HP, AGVA	402191451
2002 Survivair	Panther/New Bell – HP	502160500

2004 Survivair	Panther/WARB – HP, AGVA	402191446
2004 Survivair	Panther/ WARB – HP, AGVA	402191449
2004 Survivair	Panther/WARB – HP, AGVA	402191410
2004 Survivair	Panther/WARB - HP, AGVA	402191456
2004 Survivair	Panther/WARB – HP, AGVA	402191618
2004 Survivair	Panther/WARB – HP, AGVA	402191407
2004 Survivair	Panther/WARB – HP, AGVA	402191600
2002 Survivair	Panther/NewBell – HP	608090451
2004 Survivair	Panther/WARB – HP, AGVA	402191423
2004 Survivair	Panther/WARB – HP, AGVA	402191420
2004 Survivair	Panther/WARB – HP, AGVA	402191675
2004 Survivair	Panther/WARB – HP, AGVA	402191445
2004 Survivair	Panther/WARB – HP, AGVA	402191447
2002 Survivair	Panther/New Bell – HP	606070278
2002 Survivair	Panther/New Bell – HP	502160435

### Airpack Bottles

#### 30 Minute

<u>Make</u>	<u>Model</u>	<u>Serial Number</u>
2003 Survivair	4500 PSIG	19134
2004 Survivair	4500 PSIG	21979
2004 Survivair	4500 PSIG	22235
2004 Survivair	4500 PSIG	22289
2004 Survivair	4500 PSIG	22404
2004 Survivair	4500 PSIG	22406
2004 Survivair	4500 PSIG	22418
2004 Survivair	4500 PSIG	22421
2004 Survivair	4500 PSIG	22422
2004 Survivair	4500 PSIG	22425
2004 Survivair	4500 PSIG	22427
2004 Survivair	4500 PSIG	22431
2004 Survivair	4500 PSIG	22434
2004 Survivair	4500 PSIG	22436
2004 Survivair	4500 PSIG	22440
2004 Survivair	4500 PSIG	22448
2004 Survivair	4500 PSIG	22453
2004 Survivair	4500 PSIG	22457
2004 Survivair	4500 PSIG	22473
2004 Survivair	4500 PSIG	22476
2004 Survivair	4500 PSIG	22477
2004 Survivair	4500 PSIG	22486
2004 Survivair	4500 PSIG	22493
2004 Survivair	4500 PSIG	22494
2004 Survivair	4500 PSIG	22514
2004 Survivair	4500 PSIG	22528
2004 Survivair	4500 PSIG	22530
2004 Survivair	4500 PSIG	22531

2004 Survivair	4500 PSIG	22533
2004 Survivair	4500 PSIG	22537
2004 Survivair	4500 PSIG	22540
2004 Survivair	4500 PSIG	22544
2004 Survivair	4500 PSIG	22547
2004 Survivair	4500 PSIG	22552
2004 Survivair	4500 PSIG	22554
2004 Survivair	4500 PSIG	22557
2004 Survivair	4500 PSIG	22558
2004 Survivair	4500 PSIG	22559
2004 Survivair	4500 PSIG	22563
2004 Survivair	4500 PSIG	22564
2004 Survivair	4500 PSIG	22566
2004 Survivair	4500 PSIG	22571
2004 Survivair	4500 PSIG	22573
2004 Survivair	4500 PSIG	22576
2006 Survivair	4500 PSIG	53203
2007 Sperian	4500 PSIG	58080
2008 Sperian	4500 PSIG	58392
2008 Sperian	4500 PSIG	58438
2008 Sperian	4500 PSIG	58444
2008 Sperian	4500 PSIG	58476
2008 Sperian	4500 PSIG	58496
2008 Sperian	4500 PSIG	58569
2008 Sperian	4500 PSIG	59517
2014 Sperian	4500 PSIG	67505
2008 Sperian	4500 PSIG	58578
2007 Sperian	4500 PSIG	58075

**Airpack Bottles  
45 Minute**

<u>Make</u>	<u>Model</u>	<u>Serial Number</u>
2001 Survivair	4500 PSIG	24624
2001 Survivair	4500 PSIG	24627
2001 Survivair	4500 PSIG	24635
2001 Survivair	4500 PSIG	24646
2001 Survivair	4500 PSIG	24648
2001 Survivair	4500 PSIG	24654
2001 Survivair	4500 PSIG	24665
2001 Survivair	4500 PSIG	24914
2001 Survivair	4500 PSIG	24940
2001 Survivair	4500 PSIG	25035
2002 Survivair	4500 PSIG	28101
2002 Survivair	4500 PSIG	28102
2002 Survivair	4500 PSIG	28127
2002 Survivair	4500 PSIG	28142
2002 Survivair	4500 PSIG	28163

2002 Survivair	4500 PSIG	28164
2002 Survivair	4500 PSIG	28284
2002 Survivair	4500 PSIG	28307
2002 Survivair	4500 PSIG	28308
2002 Survivair	4500 PSIG	28335
2002 Survivair	4500 PSIG	28349
2002 Survivair	4500 PSIG	28351

**Airpack Bottles  
60 Minute**

<u>Make</u>	<u>Model</u>	<u>Serial Number</u>
2002 Survivair	4500 PSIG	81401
2002 Survivair	4500 PSIG	81407
2002 Survivair	4500 PSIG	81413
2002 Survivair	4500 PSIG	81418
2002 Survivair	4500 PSIG	81421
2002 Survivair	4500 PSIG	81430
2002 Survivair	4500 PSIG	81450
2002 Survivair	4500 PSIG	81468
2002 Survivair	4500 PSIG	81485
2003 Survivair	4500 PSIG	82411
2004 Survivair	4500 PSIG	85052
2004 Survivair	4500 PSIG	85731

**WHEREAS**, the City of Roxboro Fire Department has received a request from County Volunteer Fire Departments to have these air tanks and mask donated for training/operation purposes and to release all liabilities for said equipment from the City of Roxboro by signing a “Hold Harmless” agreement; and

**WHEREAS**, the City of Roxboro may, under GS 160A-280, transfer property to Person County Volunteer Fire Departments.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Roxboro declare that these items are surplus and that they be donated to Person County Volunteer Fire Departments.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

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

## 7. Update on Fire Truck Purchase



## Roxboro Fire Department

*"Customer Service, Pride, Teamwork"*

To: Mayor Marilyn P. Newell  
Councilman Henry Daniel  
Councilman Sandy Stigall  
Mayor Pro Tem William Davis  
Councilman Mark Phillips  
Councilman Byrd Blackwell

From: Chief Kenneth Torain

Ref: Update on Fire Truck Purchase

Roxboro Fire Department signed the contract on the new 2500 gallon Tanker Pumper that was approved in 2015-2016 FY budget. We used an alternate bid process that the city has used in previous purchases. The truck was in budget with a purchase price of \$474,995.00

Thank you for your time.

Chief Kenneth Torain

## 8. Closing of Street - Garland Street - Update

## Garland Street

After the March City Council meeting, I searched the online records for the Person County Register of Deeds concerning a complaint from Mr. Dixon that he owned the property where Garland Street was located. A search of the deeds showed 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 3 lots, #16,17 and18, from the S. B. Winstead subdivision plat in March 1946 and sold those same 3 lots in October 1946. Then in November 1963, Mr. Dixon buys the same 3 lots again. In December 1963 he buys lots 14 and 15 of the S. B. Winstead Estate. In July 1987 Luther Dixon deeds the 5 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. I spoke with Mr. Dixon on March 16, 2016 and explained what I found.

Based upon the deeds, the City needs to follow the NC 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. 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.

### Luther Dixon Property on Foushee Street adjoining 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 S B Winstead Est., 1940

DB 58-454 Luther Dixon sells to John Wesley on October 30, 1946 3 lots, 16,17,17 of the S B Winstead Est.

DB 100-221 Luther Dixon buys back from Woodrow Hall on November 13, 1963 3 lots, 16,17,18 on the S B Winstead Est.

DB 100-403 Luther Dixon buys from S B Winstead and wife, on December 20, 1963 2 lots 14, 15 of the S B 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

**RESOLUTION OF SUPPORT FOR THE US501 RELOCATION FROM  
VIRGILINA ROAD TO SR1329**

WHEREAS, the relocation of US-501 from Virgilina Road to SR1329 will have an impact on the City of Roxboro and traffic flow within our City Limits; and

WHEREAS, the State of North Carolina has, under construction, the final phase of this portion of the project, which will continue access to the City of Roxboro from Virginia with the intention of enhancing economic development opportunities; and,

WHEREAS, over the next few years, it is plausible that growth on US-501 could expand; and

WHEREAS, the relocation of US-501 from Virgilina Road to SR1329 will address the needs of the development and the traffic patterns in this area including changing the truck route from North Main to the new US-501.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roxboro that:

1. The City Council acknowledges the relocation project of US-501 from a portion of North Main Street to Virgilina Road to SR1329, as shown in **Exhibit 1**. US-501 is intended to encourage economic development opportunities and bypass the existing portion of North Main Street from Virgilina Road to the city limit line at Boston Road.
2. The City Council understands that US-501 will have a speed limit of 55 miles per hour and will become the truck route instead of North Main Street and North Main Street will be assigned a state route number by the North Carolina Department of Transportation.

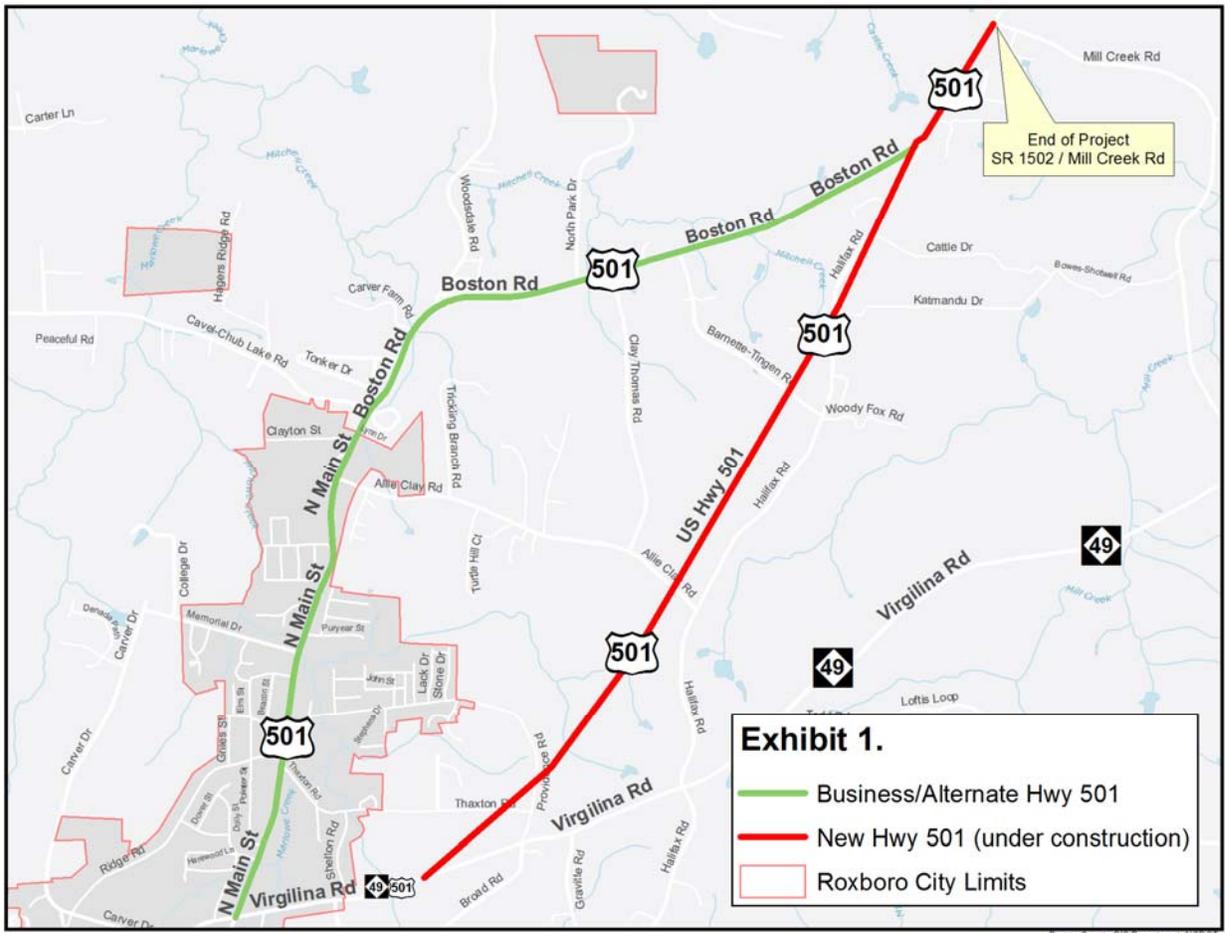
ADOPTED this the 12<sup>th</sup> day of April 2016.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Attorney



**Exhibit 1.**

- Business/Alternate Hwy 501
- New Hwy 501 (under construction)
- Roxboro City Limits

Person County GIS Department, NCDOT

## 10. Financial & Tax Report

**City of Roxboro, North Carolina**  
**Financial Statement - Unadjusted**  
**Modified Accrual Basis**  
**For the Eight Months Ended February 29, 2016**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 66.67% Percent of Budget
<b>General Fund (10)</b>					
Ad Valorem Taxes	\$ 4,797,380	\$ 4,797,380	\$ 4,612,564.82	\$ (184,815.18)	96.15%
Local Option Sales Tax	1,314,320	1,314,320	902,326.38	(411,993.62)	68.65%
Other Taxes and Licenses	21,000	21,000	9,486.59	(11,513.41)	45.17%
Unrestricted Intergovernmental	846,523	846,523	472,562.40	(373,960.60)	55.82%
Restricted Intergovernmental	629,935	629,935	484,013.64	(145,921.36)	76.84%
Permits and Fees	7,000	7,000	2,590.00	(4,410.00)	37.00%
Sales and Services	667,120	667,120	422,970.60	(244,149.40)	63.40%
Miscellaneous	56,017	58,017	27,804.41	(30,212.59)	47.92%
Investment Earnings	5,000	5,000	1,732.57	(3,267.43)	34.65%
Interfund Transfers	1,038,324	1,062,284	625,549.36	(436,734.64)	58.89%
Sale of Fixed Assets	25,000	25,000	10,336.07	(14,663.93)	41.34%
<b>Total Revenues</b>	<b>9,407,619</b>	<b>9,433,579</b>	<b>7,571,936.84</b>	<b>(1,861,642.16)</b>	<b>80.27%</b>
<b>Expenditures:</b>					
Governing Body - City Council	196,013	196,013	127,280.07	68,732.93	64.93%
City Hall Administration	628,862	652,822	490,671.71	162,150.29	75.16%
Finance	246,881	246,881	146,219.43	100,661.57	59.23%
Sales Tax	88,100	88,100	56,172.87	31,927.13	63.76%
Tax Collections	67,521	67,521	66,615.36	905.64	98.66%
Buildings & Grounds	132,027	132,027	71,207.55	60,819.45	53.93%
Safety / Purchasing	34,625	34,625	19,845.61	14,779.39	57.32%
Police	3,009,284	3,011,284	1,845,258.87	1,166,025.13	61.28%
Fire	2,245,798	2,245,798	1,092,287.89	1,153,510.11	48.64%
Emergency Communications 911	96,965	96,965	47,140.01	49,824.99	48.62%
Transportation - Streets	1,554,423	1,554,423	1,069,311.67	485,111.33	68.79%
Environmental Protection	1,056,282	1,056,282	902,391.11	153,890.89	85.43%
Economic Development	246,584	246,584	99,987.96	146,596.04	40.55%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	518,252	518,252	59,252.17	458,999.83	11.43%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
<b>Total Expenditures</b>	<b>10,221,617</b>	<b>10,247,577</b>	<b>6,093,642.28</b>	<b>4,153,934.72</b>	<b>59.46%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(813,998)</b>	<b>(813,998)</b>	<b>1,478,294.56</b>	<b>2,292,292.56</b>	
<b>Other Financing Sources</b>					
Proceeds of Capital Lease	635,198	635,198	-	(635,198.00)	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>813,998</b>	<b>-</b>	<b>(813,998.00)</b>	<b>0.00%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,478,294.56</b>	<b>\$ 1,478,294.56</b>	
<b>Fund Balance Beginning of Year</b>			<b>3,600,456.50</b>		
<b>Fund Balance Current Period</b>			<b>\$ 5,078,751.06</b>		

**City of Roxboro, North Carolina  
Financial Statement - Unadjusted  
Modified Accrual Basis  
For the Eight Months Ended February 29, 2016**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	66.67% Percent of Budget
<b>Enterprise Funds</b>					
<b>Revenues:</b>					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 3,477,211.84	\$(1,612,540.16)	68.32%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	10,000.00	(10,000.00)	50.00%
Other Operating Revenues	34,118	34,118	16,604.46	(17,513.54)	48.67%
Nonoperating Revenues	3,000	3,000	36.74	(2,963.26)	1.22%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,098,065	1,110,150	-	(1,110,150.00)	0.00%
Sale of Fixed Assets	15,000	15,000	267.89	(14,732.11)	1.79%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,259,935</b>	<b>6,272,020</b>	<b>3,504,120.93</b>	<b>(2,767,899.07)</b>	<b>55.87%</b>
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	5,928.39	(1,036.61)	85.12%
Nonoperating Revenues	500	500	60.56	(439.44)	12.11%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	681,505	681,505	475,382.54	(206,122.46)	69.75%
Nonoperating Revenues	4,500	4,500	809.86	(3,690.14)	18.00%
Interfund Transfers	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>6,953,405</b>	<b>6,965,490</b>	<b>3,986,302.28</b>	<b>(2,979,187.72)</b>	<b>57.23%</b>
<b>Expenditures:</b>					
Public Utilities Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	106,025	106,025	73,952.84	32,072.16	69.75%
Meter Section	242,502	242,502	162,607.31	79,894.69	67.05%
Raw Water Supply	568,225	568,225	362,492.41	205,732.59	63.79%
Water Plant	1,423,494	1,426,855	896,059.84	530,795.16	62.80%
Water Maint and Construction	495,347	496,811	317,090.01	179,720.99	63.83%
Wastewater Plant II	152,562	152,562	79,944.31	72,617.69	52.40%
Wastewater Plant	1,190,302	1,194,322	621,818.66	572,503.34	52.06%
Pump Stations	228,293	228,293	158,070.08	70,222.92	69.24%
Wastewater Maint & Construction	395,374	398,614	204,612.69	194,001.31	51.33%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	978,324	978,324	625,549.36	352,774.64	63.94%
<b>Total Water &amp; Sewer Fund 60</b>	<b>6,259,935</b>	<b>6,272,020</b>	<b>3,973,021.59</b>	<b>2,298,998.41</b>	<b>63.35%</b>
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>3,973,021.59</b>	<b>3,404,528.41</b>	<b>53.85%</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(412,060)</b>	<b>(412,060)</b>	<b>13,280.69</b>	<b>425,340.69</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 (Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>13,280.69</b>	<b>\$ 13,280.69</b>	
<b>Fund Balance Beginning of Year</b>			<b>2,218,884.12</b>		
<b>Fund Balance Current Period</b>			<b>\$ 2,232,164.81</b>		

**City of Roxboro, North Carolina  
 Financial Statement - Unadjusted  
 Modified Accrual Basis  
 For the Eight Months Ended February 29, 2016**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	66.67% Percent of Budget
<b><u>Central Depository</u></b>					
Cash		11100000	2,360,444.36		
BB&T MMA		11100001	127,961.20		
NCCMT		11100002	2,188,419.32		
Flexible Spending Account AFLAC		11100003	18,847.17		
Roxboro Savings Bank		11100004	458,746.54		
Gateway Bank MMA Finistar		11100005	101,937.66		
CD's		11130000	-		
<b>Total Cash and Investments</b>			\$ 5,256,356.25		<b>\$5,256,356.25</b>
<b><u>Breakdown by Fund:</u></b>					
General		10	\$ 4,524,263.92		
CDBG-Revolving Loan Fund		13	92,237.92		
Vehicle Special Revenue		26	515.11		
Ridge Road Capital Project		30	(384,413.19)		
Stormwater Capital Fund		50	125,648.45		
Enterprise		60	(534,307.20)		
Triple Tier Water		61	104,379.74		
Capital Reserve		69	1,542,272.40		
Wastewater Plant Capital Project		71	(458,482.44)		
Annexation Area Capital Project		73	195,068.69		
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>			\$ 5,256,356.25		<b>\$5,256,356.25</b>

**City of Roxboro, North Carolina**  
**Fund Balance**  
**General Fund**  
**As of February 29, 2016**

	General Fund			
	29-Feb-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
<b>Fund Balances</b>				
Reserved				
Reserved for inventories	\$ 45,118	0.89%	0.44%	0.48%
Reserved by state statute	653,781	12.87%	6.38%	6.94%
Reserved for streets - Powell Bill	287,458	5.66%	2.81%	3.05%
Reserved for cemetery	30,269	0.60%	0.30%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.66%</u>	<u>1.32%</u>	<u>1.43%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>22.68%</u>	<u>11.24%</u>	<u>12.23%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>3,927,137</u>	<u>77.32%</u>	<u>38.32%</u>	<u>41.69%</u>
Total fund balance unreserved	<u>3,927,137</u>	<u>77.32%</u>	<u>38.32%</u>	<u>41.69%</u>
Total equity and other credits	<u>\$ 5,078,751</u>	<u>100.00%</u>	<u>49.56%</u>	<u>53.91%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 10,247,577	
Prior Year Expenditures				\$ 9,419,976

**City of Roxboro, North Carolina**  
**Fund Balance**  
**Enterprise Fund**  
**As of February 29, 2016**

	<b>Enterprise Fund</b>			
	<b>29-Feb-16 Fund Balances</b>	<b>Percentage of Total Fund Balance</b>	<b>Percentage of Fiscal Year 2016 Budget</b>	<b>Percentage of Prior Year Actual Expenditures</b>
<b>Fund Balances</b>				
Reserved				
Reserved for encumbrances	\$ 14,267	0.64%	0.27%	0.25%
Reserved by state statute	422,861	18.94%	7.99%	7.35%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>79.94%</u>	<u>33.71%</u>	<u>31.02%</u>
Total fund balance reserved	2,221,606	99.53%	41.97%	38.62%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>10,559</u>	<u>0.47%</u>	<u>0.20%</u>	<u>0.18%</u>
Total fund balance unreserved	<u>10,559</u>	<u>0.47%</u>	<u>0.20%</u>	<u>0.18%</u>
Total equity and other credits	<u>\$ 2,232,165</u>	<u>100.00%</u>	<u>42.17%</u>	<u>38.81%</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  
31-Mar-16**

	2015 Tax Levy	2014 Tax Levy	2013 Tax Levy
<b>Original Levy</b>	<b>\$ 4,197,916.89</b>	<b>\$ 4,081,156.72</b>	<b>\$ 4,002,342.19</b>
<b>Motor Vehicles Added to Levy</b>	<b>0.00</b>	<b>0.00</b>	<b>144,144.98</b>
<b>Motor Vehicles Added to Levy-DMV</b>	<b>266,705.73</b>	<b>381,041.44</b>	<b>231,609.34</b>
<b>Public Utilities</b>	<b>-</b>	<b>-</b>	<b>105,309.38</b>
	<hr/>	<hr/>	<hr/>
<b>Adjusted Original Levy</b>	<b>4,464,622.62</b>	<b>4,462,198.16</b>	<b>4,483,405.89</b>
<b>+Discoveries</b>	<b>393,679.91</b>	<b>446,159.28</b>	<b>2,240.61</b>
	<hr/>	<hr/>	<hr/>
<b>Levy</b>	<b>4,858,302.53</b>	<b>4,908,357.44</b>	<b>4,485,646.50</b>
<b>-Releases</b>	<b>24,064.26</b>	<b>10,790.44</b>	<b>52,827.95</b>
	<hr/>	<hr/>	<hr/>
<b>Current Levy</b>	<b>4,834,238.27</b>	<b>4,897,567.00</b>	<b>4,432,818.55</b>
	<hr/>	<hr/>	<hr/>
<b>Collection year-to-date</b>	<b>\$ 4,677,867.93</b>	<b>\$ 4,861,615.93</b>	<b>\$ 4,408,207.75</b>
<b>Uncollected</b>	<b>\$ 156,370.34</b>	<b>\$ 35,951.07</b>	<b>\$ 24,610.80</b>
<b>Collection % of Current Levy</b>	<b>96.77%</b>	<b>99.27%</b>	<b>99.44%</b>
<b>Property Tax Rate Per \$100</b>	<b>\$ 0.660</b>	<b>\$ 0.660</b>	<b>\$ 0.630</b>

## 11. Assistant Manager's Report

## **Assistant City Manger's Report**

**Wastewater Treatment CMAR** - On Friday April 8, we will meet with Garney, CMAR contractor, and our engineers to review the 60% review cost estimate. This will not be the final price. This will allow us to see where we stand in regards to the anticipated cost of the project. This will also guide us in the next round of value engineering.

**Potholes** - Public Works continues to work on repairing potholes across town. A list of potholes is maintained by Clearinghouse. Potholes can be reported to Clearinghouse at 336-599-5658 or by email at [tdixon@cityofroxboro.com](mailto:tdixon@cityofroxboro.com). Along with potholes we will be doing concrete repair where curb and gutter were removed to install or repair water and sewer lines.

**Brush** – The truck that pulls the chipper has been down for 2 weeks. The high-pressure fuel pump had to be replaced and then the computer had to be reprogrammed. The problem was getting the computer reprogrammed. It is back up and running. We will be catching up on brush and limbs next week.

**Lake Roxboro Spillway Repairs** – Plans and specifications have been prepared for the grouting of voids under the spillway at Lake Roxboro. The project will be advertised in two weeks. The bid opening date is June 2, 2016 at 2:00 at City Hall. This item is proposed to be 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 of Roxboro

### MEMORANDUM

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

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- Please take note of several upcoming dates.
  - The Chamber is seeking more volunteers to assist with the Reality Store event at the local middle schools. The dates are April 12th, 13th and 14th. If you are interest in assisting please contact the Chamber for more details.
  - The next Good Morning Coffee Hour will be held on Wednesday, April 13<sup>th</sup>. The event will be held at 8am at Golden Corral and will be sponsored by the Partnership for Children.
  - The next EDC/PCBIC meeting scheduled for 8am on April 21st at the Person County Tax Office.
  - Administrative Professionals Luncheon on April 27th at noon at the Gathering Place.
- We need to schedule a budget work session to facilitate demonstrations on our records management software for our Police Department. We need to have a demonstration for our current software provider and for software proposed to the Council last month. The vendor from the software discussed last month has availability on April, Thursday the 21<sup>st</sup>. It would be ideal to hold a two hour meeting, with an hour slotted for each software for the demonstration and questions.
- Our current Human Resources Director, Lorrie Andrews, is moving on to new employment opportunities on April 30<sup>th</sup>. We wish her well on her transition. Meanwhile, we have transitioned Pamela Rodgers to train for the remainder of April and to serve as Interim HR Director effective on May 2<sup>nd</sup> while we advertise and seek to fill the HR Director position.
- Our website development process is underway. The Department Heads will be meeting on April 13<sup>th</sup> for a 4 hour training with the County IT. We will be working on more content throughout the remainder of the month. Our new content should be live in May/June dependent on how the budgeting process continues.
- Work on the 2016-2017 Annual Budget is well underway. Our Finance Officer, Assistant City Manager and City Manager have met with most of the City departments to this date and we anticipate presenting a balanced budget in May. On our previously discussed budget calendar, we earmarked May 17<sup>th</sup> and 24<sup>th</sup> as potential work session dates for Council. We need set these work sessions at our April meeting.