

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

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Council Member Byrd Blackwell St. James Missionary Baptist Church
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Fuel Expenditures		
Planning/Zoning		
Public Services		
RDG Report		
RECOGNITION:		
Promotion – Chief David Hess		
Proclamation – Mayor Marilyn P. Newell		
PUBLIC COMMENT:		
<i>(5 minutes per Citizen)</i>		Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Special Event Permit – Martin Luther King Parade – <i>Public Hearing</i>		Nan Jeffers, S.P.E.E.E.D.
NEW BUSINESS:		
2. TDA Board Appointments		TDA Director Margaret McMann
3. Relief Fund Board Appointment		Chief Kenneth Torain
4. Chemical Bids		Assistant Manager Tommy Warren
5. Resolution – Surplus Items		Assistant Manager Tommy Warren
6. Waste Water Treatment Plant Addition – CMAR Selection		Assistant Manager Tommy Warren
OLD BUSINESS:		
COMMITTEE REPORTS		Mayor Marilyn P. Newell
MAYOR’S REPORT		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
7. Financial & Tax Report		Interim Finance Director Dan Craig
8. Assistant Manager’s Report		Assistant Manager Tommy Warren
9. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
ADJOURNMENT:	Motion	Second

CONSENT AGENDA

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday January 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 December 7, 2015 (*Special Meeting*)
- Minutes of December 8, 2015 (*Regular Meeting*)
- Fire/EMS Monthly Report (*December 2015*)
- Police Dept. Monthly Report (*December 2015*)
- Planning Dept. Monthly Report (*December 2015*)
- Public Services (*December 2015*)
- Fuel Expenditures (*December 2015*)
- RDG Report (*December 2015*)

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, DECEMBER 7, 2015 5:30 P.M. SPECIAL MEETING
ROXBORO POLICE DEPT. TRAINING ROOM - ROXBORO, NC

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

Members Absent:

Others Present: City Manager Brooks Lockhart
Trevie Adams, City Clerk
City Attorney Nick Herman
Mr. Scott Bailey
Mr. Bobby Psaopoulos
Mr. Chris Hess

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 5:30 a.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or corrections at this time. Council Member Byrd Blackwell offered a motion to approve the agenda as presented with a second by Council Member Henry Daniel and upon being put to a vote was carried unanimously.

CLOSED SESSION:

Council Member Sandy Stigall offered a motion to enter into closed session per NCGS 143.318.11(a)(4) Economic Development, with a second by Council Member Henry Daniel 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.

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 at 6:30 p.m. and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, City Clerk

December 7, 2015

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY DECEMBER 8, 2015 – 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 Nick Herman

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Public Services Director Andy Oakley** 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 for a Closed Session be added per NCGS 143.318.11(a)(4) Economic Development. **Council Member Henry Daniel offered a motion to approve the agenda with the addition of a Closed Session with a second by Council Member Sandy Stigall** 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 Henry Daniel**, and upon being put to a vote, was carried unanimously.

RECOGNITION: Mayor Marilyn Newell introduced the new City Manager Brooks Lockhart.

PUBLIC COMMENT:

1) Bruce Wrenn thanked Council and welcomed new City Manager Brooks Lockhart. Mr. Wrenn also stated that the County Commissioners approved for citizens to protect their 2nd amendment right to carry a concealed weapon into County buildings and asked that the Mayor and Council to please consider doing the same for City buildings.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Interim Finance Director Dan Craig presented Council with Budget Amendment #2. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve Budget Amendment #2 as presented 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 budget amendment is hereby incorporated into the minutes of this meeting.**

2. Industrial Water Rates – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:10 p.m. Assistant City Manager Tommy Warren reported to Council that over the past few months, the base industrial water rate has been under review. Currently, if an industry is in an industrial zoning district it is charged a base industrial rate of \$1,350.00. The basis behind the industrial base rate is to cover the City of Roxboro's cost to maintain the larger size water mains and increased pumping capacity at the water plant to maintain the flow needed for the industry's fire flow requirements. A review of the city's water system determined that there are about 73 customers that have sprinkler systems. These range from residential systems with 2" standpipes to commercial business with 4", 6" and 8" standpipes and industries with 6", 8", and 10" standpipes. A committee was formed to study the rates and try and treat all customers with a sprinkler system equally. It is proposed that a base fee be charged to each water account for their sprinkler system. The fee would be based upon the size of the fire line into the building.

Building with Individual Standpipes

Size standpipe	# of standpipes	Area (sq. in)	Percent of area (100)	\$1,350.00	Proposed per month	Annual
2	8	3.14	0.03	\$42.39	\$21.00	\$2,016.00
4	4	12.56	0.13	\$169.56	\$85.00	\$4,080.00
6	36	28.26	0.28	\$381.51	\$190.00	\$82,080.00
8	24	50.24	0.50	\$678.24	\$339.00	\$97,632.00
10	1	78.50	0.79	\$1,059.75	\$530.00	\$6,360.00
						\$192,168.00

Several businesses share a standpipe. For those businesses, the sprinkler fee will be based upon the table below. Most, if not all buildings over 50,000 sq. ft. have their own standpipe and this table would not apply to them.

Buildings with Shared Standpipes

Size Building sq. ft.	Monthly Fee
0-10,000	\$21.00
10,001 - 25,000	\$85.00
25,001 - 50,000	\$190.00

Mayor asked for any public comment at this time.

- 1) **Tommy Winstead of 1990 Long Store Road, Roxboro, N.C.** stated concerns about the charges being imposed and is concerned about Economic Development.
- 2) **Lacy Winstead of 279 Knolls of Hycy**, stated concerns and was very opposed to the proposed charges.
- 3) **Ron Perkins of Timberlake, N.C.** stated that a distribution center would not locate in Roxboro because of the charges for industrial water.

Mayor Newell closed the Public Hearing at 7:20 p.m. After some further discussion, the Mayor re-opened the Public Hearing at 7:34 p.m.

- 4) **Phillip Allen of 213 Crestwood Dr., Roxboro, N. C.** asked why Walmart is not being charged presently. Mr. Lockhart stated these are industrial rates and Walmart is commercial and that the new rates would include, not only Walmart, but schools, rest homes, etc.

Some further statements were offered from Mr. Tommy Winstead and Mr. Lacy Winstead with questions being asked to Mr. Warren and Mr. Lockhart explaining more detail concerning the charges. There being no further comments, Mayor Newell closed the Public Hearing at 7:40 p.m. A motion was offered by **Council Member Henry Daniel to adopt the metrics as presented by Mr. Warren, with more itemized details provided on the monthly statements and to continue to study for any further adjustments, with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

3. **Uptown Incentive District – Public Hearing**

Mayor Marilyn P. Newell opened the Public Hearing at 7:53 p.m. Roxboro Development Group Director Lauren Wrenn presented Council with the Uptown Development Incentive District Grant (UDIDG) explaining the purpose of this grant is to assist in the redevelopment of Uptown Roxboro, by promoting the rehabilitation and adaptive reuse of existing buildings, as well as the new construction of appropriately styled infill growth. **Mayor Newell asked for any public comment at this time and there being none closed the Public Hearing at 7:55 p.m.** After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Uptown Development Incentive District Grant (UDIDG) as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

4. **Christmas Parade – Public Hearing**

Mayor Marilyn P. Newell opened the Public Hearing at 7:57 p.m. Mr. Robbie Jones representative for the Roxboro Jaycees presented a special event permit for the Roxboro Christmas Parade submitted by the Roxboro Jaycees. **Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 8:00 p.m.** After a brief discussion, **Council Member Mark Phillips offered a motion to approve the request as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

NEW BUSINESS

5. **Photo of Merritt Commons**

Mr. Bruce Wrenn and Mr. Donnie Solomon presented Council with a canvased photo of Merritt Commons to be displayed in City Hall.

6. **2016 Holiday Schedule**

City Manager Brooks Lockhart presented Council with the proposed schedule for Holidays that the City will observe in 2016. After some discussion, **Mayor Pro Tem William Davis offered a motion to approve the holiday schedule as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

7. **City Council Meeting Schedule 2016**

City Manager Brooks Lockhart presented Council with the proposed schedule for the regular meeting schedule for the Roxboro City Council. Meetings are held on the second Tuesday of each month (unless otherwise noted) at 7:00 p.m. in the City Hall

Council Chambers located at 105 S. Lamar Street. After some discussion, **Council Member Henry Daniel** offered a motion to approve the **City Council Meeting Schedule 2016** as presented with a second by **Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

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. Senior Center Advisory Board – Council Member Byrd Blackwell – No meeting.**
- 2) **Person County Youth Council – Mayor Pro Tem Will Davis –No meeting.**
- 3) **Kerr Tar Council of Government – Council Member Henry Daniel – No meeting.**
- 4) **Fire Chief’s Association – Council Member Mark Phillips – No meeting.**

MAYOR’S REPORT

Mayor Merilyn P. Newell presented Council with meetings that she has attended in the months of October and November that included the Groundbreaking Ceremony for Hall’s Agribusiness Project at Merritt Commons.

ADMINISTRATIVE REPORTS

8. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for October 31, 2015 and November 30, 2015. **Clerk’s Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

9. Assistant City Manager’s Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the Ridge Road CMAQ Project is continuing with a more precise timeline of the construction to be presented at a later date.

The Statement of Qualifications (SOQ) for the Construction Manager At Risk were received on December 1, 2015. Six SOQs were received and staff will meet with the engineer on December 15, 2015 to review the SOQs and select the ones to review. Interviews are scheduled for January 6, 2016.

Mr. Warren also reported that the rear-loader garbage truck, approved in November has been delivered. The total price including warranties is \$185,373.51 and is a Heil DurPack 5000 on a Freightline 1108S chassis. The truck will be in service in time for the Christmas Holidays.

10. Manager’s Report

City Manager Brooks Lockhart reported that the initial review of the applicants for the Planning Director position have been completed. Panel interviews will be conducted December 11, 2015 with the intent to tender an employment offer prior to the Christmas Holiday.

Mr. Lockhart also informed Council that the website redesign is currently underway. The project manager from Vision Internet has compiled the department head survey responses and has generated a basic wireframe layout for the entire site. According to the project manager, staff has a timetable for completion of 13 to 19 weeks. Staff will be

working diligently on verifying and will be in contact with Council to update your biographical information.

Continuing, Mr. Lockhart stated that the City Attorney's firm has reviewed a fourth section of the personnel policies for the pending update. According to the Attorney, this section will likely be the longest and most complicated section in the policy. The section is "Conditions of Employment" which covers a wide breadth of topics including social media.

COUNCIL DISCUSSION: No discussion at this time.

Council Member Henry Daniel offered a motion to enter into closed session per NCGS 143.318.11(a)(4) Economic Development, with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

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

ADJOURNMENT:

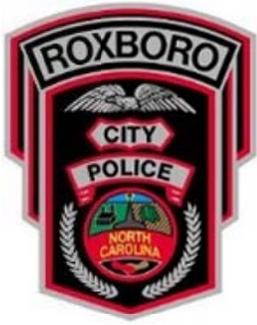
There being no further business to discuss, **A motion was offered by Council Member Henry Daniel with a second by Mayor Pro Tem Will Davis to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 9:04 p.m.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, CMC/NCCMC
City Clerk

December 8, 2015



ROXBORO POLICE DEPARTMENT



*109 South Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

City Council Report

December 2015

Patrol Division

Highlighted Events

Lt. Price and Sergeant Roberson certified as new Taser Instructors. Chief renewed as a Taser Instructor.

Patrol responds to an average of (5) or more larceny calls a day at Wal Mart. Strategies to combat the problem have been discussed. We would like to be more proactive and visible in the store but we do not have enough adequate staff to visible.

Vehicle crashes continue to increase. Many of the vehicle collisions require two or more officers to investigate and direct traffic. This complicates other calls for service with delayed response times.

Community Policing

Corporal Ford and Officer Thompson coordinated a multi-agency DWI checkpoint.

Corporal Mills provided a PSA on Roxboro Radio related to safe driving for the New Year.

Sgt. Roberson assisted the Red Cross with scheduling a Blood Drive hosted at the Police Department January 5th.

Monthly Activities

- Calls for Service – 1,400
- Incident Reports – 122
- Misdemeanor Arrests – 39
- Felony Arrests – 15
- Traffic Stops – 253
- Citations – 105
- Warning Tickets – 120
- Accidents – 63
- Foot Patrols/Property Checks- 100

Criminal Investigations Division

- Several investigations are being conducted for crimes against elders in the community.
 - Some of the offenses included exploitation, fraud and neglect.
 - One of the neglect cases is so severe the person is on life support.
- During a DWI multi-agency checkpoint conducted in the city this month, officers seized equipment and technology to produce fraudulent credit cards.
 - Investigations contacted the SBI and learned that our local SBI Agent had an active high profile investigation related to the material and person seized during the checkpoint.
 - After reviewing the case jointly, Investigations assisted the SBI in a covert operation related to the case. The operation was successful through the use of an informant and should result in several arrests.

Monthly Activities

- Number of cases assigned to unit: 11
- Follow up hours in field: 250
- Phone follow up hours: 101
- Hours spent doing paperwork: 135
- Call outs: 4
- Out of town follow ups: 6
- Felony warrants: 14
- Misdemeanor warrants: 5
- Cases closed: Leads exhausted, Closed by warrants or unfounded: 13
- Arrests: 6
- Felony packets: 4
- Number of interviews conducted: 26, two informants developed

Street Crimes Unit

- The majority of December was spent gathering case information to present to the DA and a meeting with the DA's Office related to a Continued Criminal Enterprise investigation (CCE is a state charge similar to the Federal RICO charge). CCE's require (5) or more co-conspirators.
 - Street Crimes was given authorization to pursue Grand Jury indictments in the case. This CCE case would not be possible without the assistance of several agencies.
 - Several years of hard work and thousands of man hours were invested in this case. Several of the targets are considered high profile for this area and have not been successfully caught in years past.... Until now!

- SCU assisted CID, SBI and ALE with the covert operation related to the fraudulent credit card case by providing an informant to purchase fraudulent cards.
- SCU provided narcotic arrest information to Roxboro Housing Authority, which by HUD mandate will require an eviction of the tenant.
- Sgt. Horton participated as an assessor for the Chief of Police process for Haw River.

Monthly Activities

- Hours Information gathering: 174
- Surveillance Hours: 60
- Paperwork Hours: 99
- Computer Crimes Hours: 20
- Court: 0
- Controlled Buys: 48

Administration

Meetings

- Daily meetings with all staff.
- Met with Detective Howe to arrange federally funded training.
- Met with a resident of Somerset to address crime concerns.
- Attended the stakeholders meeting with the Judges and Clerk.
- Met with the Chamber of Commerce to address additional charges of embezzlement, contacted Det. Howe for follow up.
- Attended meetings with Communications, Sheriff, Fire Chief and EM Director.
- Met with the director of Crime Stoppers concerning payout issues.
- Met with Lt. Mangum in reference to a staffing concern and to discuss crime stoppers.
- Met with Lt. Hawkins and Corporal Ford to review DWI checkpoint plans.
- Met with detectives concerning discovery motions.
- Hosted command staff meeting to discuss upcoming vision and changes for 2016.

Highlighted Events

- Attended a retirement ceremony for Durham Chief Lopez.
- Attended the swearing ceremony of Chief James Wilson and presented him a plaque with his Roxboro Sergeant badge affixed.
- Deputy Chief Kirby participated as an assessor for a Burlington Police Department lieutenant process.
- Worked with property managers to resolve trespassing concerns.
- Discussed community watch and code enforcement concerns with the city manager.
- Completed three employee evaluations.

- Mitigated a billing concern with Charter Communications.
 - Prepared and distributed weekly press releases for arrest information from the Courier Times.
 - Met with two community leaders to assess our enforcement impact.
 - Researched IACP newest trends and polices.
 - Working with Lt. Hawkins to transition community watch responsibilities to the mid-level supervisors.
 - Discussed statutory compliance of a DWI case and speed to elude.
 - Discussed the departments “pursuit of excellence” as related to professional interactions with the courts.
 - Networked with a citizen complainant and the Director of RCS regarding parking concerns.
 - Deputy Chief arranged assessors from the department to assist Mebane Police Department with an upcoming promotional assessment.
 - Remained in dialogue with RCS regarding parking concerns.
 - Talked with potential applicants for employment.
 - Talked with community watch leaders to assess crime perspectives.
 - Talked with two employees regarding medical issues.
 - Assisted Chaplains with the first responder breakfast held at the PD.
 - Assisted staff with a media release for holiday driving awareness.
 - Talked with the media concerning fraud trends.
- ❖ The police department completed all state mandated in-service training for all staff before Christmas. This task could not have been accomplished without the assistance of numerous instructors within the department; CID’s assistance to cover calls for service to allow patrol to complete training in a timely fashion and the overall teamwork of the organization.
 - ❖ The police department held a department Christmas party December 18th. With families and retired officers, there were approximately 100 people in attendance. According to staff, this party was the largest attended in recent memory.

Personnel

- The part time parking enforcement employee will be on medical leave for approximately 90 days. January through March have historically been a slow enforcement time of the year due to weather. Parking enforcement duties will be conducted by other members of the department as time permits.
- We still have an officer on medical leave who is working light duty. Their assistance on light duty assignment has proven highly valuable. We are hopeful they will return to full duty status in the next 90 days.
- We have a lieutenant who anticipates being able to retire before the end of the budget year.
- Two officers have informed the Chief they have accepted conditional offers of employment with other agencies for higher pay, better benefits and take home police vehicles. The officers applied prior to Chief taking office in June.
- On the last day of the year, a patrol officer voluntarily resigned to pursue education goals and a different career.

- As a result of the officers leaving, promotions and an anticipated retirement, the police department will begin seeking six qualified and competent police officer positions to fill existing or anticipated vacancies.
 - No vacancy will be filled until the positions are officially available, however, it behooves the department to prepare in advanced to fill the vacancies. The hiring process for a law enforcement officer can take up to eight weeks, plus ten weeks or more weeks of training.
- These vacancies will complicate already existing strains on personnel and staffing mandates. We will do the best we can with the circumstances. Below the rank of corporal, with the expectation of one officer, all but three of the twelve have less than three years of experience. The department will be forced to seek already certified and experience police officer candidates to avoid a negligent hiring liability. Efforts to retain staff will be a priority for 2016.

Promotion Process

Chief conducted a three-day promotional process for sergeant, detective and corporal resulting from Sgt. Wilson's departure. The process was comprised of several phases to test core competencies of each position. The following agencies provided assessors for the process:

- Burlington
- Chapel Hill
- Creedmoor
- Garner
- Graham
- Granville Co. Sheriff's Office
- Henderson
- Mebane
- Oxford

Outside assessors were chose to provide a different element of stress, a non-bias recommendation and maintain integrity of the process. The promotions will take effect early January.

The following candidates were selected for promotion. A ceremonial promotion award, along with a badge pinning, will be presented to the candidates during the council meeting as noted on the Agenda.

Sergeant: Chris Dickerson

Corporal: James Watson

Detective: Jason Howe

Ryne Ford

City of Roxboro, North Carol LM
 Distribution of Gas Tickets W/D
 30-Nov-15 CS
 GC

Shell
 Account Number: 80-001-3945-4

Card Number	Dept Number	Year	Make	Mileage	Gallons	Gas Diesel Total Cost	0.5430 0.6030 Tax Adjust	0.04 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary											
1	4120		City Hall		20.81	43.69	11.30	0.83	0.42	31.14	2.099
2	4130		Finance		14.29	30.01	7.76	0.57	0.29	21.39	2.100
3	4160		Public Buildings		134.59	276.25	73.08	5.38	2.69	195.09	2.053
4	4180		Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910		Planning & Zoning		-	-	-	-	-	-	#DIV/0!
			Total Administrative		169.69	349.95	92.14	6.79	3.39	247.62	2.062
5	4310		Police		1,580.92	3,219.20	858.44	63.24	31.62	2,265.91	2.036
6	4311		CID		188.67	386.14	102.45	7.55	3.77	272.37	2.047
26	4312		Narcotics		48.08	98.70	26.11	1.92	0.96	69.71	2.053
9	4380		Animal Control		-	-	-	-	-	-	#DIV/0!
			Total Police		1,817.67	3,704.04	986.99	72.71	36.35	2,607.98	2.038
7	4340		Fire		1,014.43	2,148.17	592.46	40.58	20.29	1,494.85	2.118
8	4341		Fire Inspections		64.66	135.96	35.11	2.59	1.29	96.97	2.103
			Total Fire Dept.		1,079.09	2,284.13	627.57	43.16	21.58	1,591.82	2.117
10	4510		Public Services		159.69	322.16	86.71	6.39	3.19	225.87	2.017
11	4511		Streets		713.31	1,566.75	423.88	28.53	14.27	1,101.85	2.196
12	4512		Street Cleaning		332.42	745.55	200.45	13.30	6.65	525.16	2.243
13	4513		Garage		89.30	197.01	48.49	3.57	1.79	143.16	2.206
14	4710		Residential Garbage		790.10	1,755.60	476.43	31.60	15.80	1,231.76	2.222
15	4711		Commercial Garbage		904.95	2,026.97	545.68	36.20	18.10	1,426.99	2.240
16	4740		Cemetery		149.22	343.48	81.03	5.97	2.98	253.50	2.302
			Total Public Services		3,138.99	6,957.52	1,862.68	125.56	62.78	4,908.28	2.216
			Total General Fund		6,205.44	13,295.64	3,569.38	248.22	124.11	9,355.71	2.143
18	7112		Meter Reading		180.13	366.36	97.81	7.21	3.60	257.74	2.034
19	7114		Lake Warden		45.69	93.51	24.81	1.83	0.91	65.96	2.047
25	7118		Pump Stations		265.66	593.30	144.25	10.63	5.31	433.11	2.233
20	7120		Water Plant		104.55	215.03	56.77	4.18	2.09	151.99	2.057
21	7121		Water Line Maintenance		120.04	254.43	70.15	4.80	2.40	177.07	2.120
22	7130		WWTP		29.35	60.15	15.94	1.17	0.59	42.45	2.049
23	7131		Sewer Line Maintenance		448.83	941.17	251.70	17.95	8.98	662.54	2.097
24	7132		WWTP II		51.64	108.26	29.25	2.07	1.03	75.92	2.096
			Total Enterprise Fund		1,245.89	2,632.21	690.69	49.84	24.92	1,866.77	2.113
			Total All Funds		7,451.33	15,927.85	4,260.07	298.05	149.03	11,222.48	2.138

Managers Report
December 31, 2015

New Cases Opened

1 Housing
1 Motor Vehicles
1 Nuisance

Case Closed

2 Nuisances

Case Number	Violation Address	Owner or Occupant	Status or Conditions
NUISANCE CASES			
PN-15-89	207 Academy St	Calvin & Lydia Clark	Junk & Debris, Case Closed December 31, 2015
PN-15-90	213 S Foushee St	Clarence & Clarice Turner	Trash & Debris, Case Closed December 31, 2015
PN-15-91	115 Academy St	Robert Michael Parker	Tree Down, Courtesy Letter mailed .
PN-16-01	212 Barnette Ave	Todd & Tynal Clark	Trash, Debris & Junked MVO, Notice of violation mailed with a deadline of January 25, 2016
MINIMUM HOUSING STANDARDS CASES			
HC-14-02	827 Durham Rd	Joy Lynn Bowen	Due to the residence being closed until all repairs have been made, and no one allowed to stay in the residence, Case continued until January 2016. Follow up inspection scheduled for January 14, 2016 @ 1 Pm
HC-14-07	248 N Lamar St	Mahindra Wayne Gayadeen	Substandard Conditions, Due to residence being boarded up and closed until repairs could be made. No one is allowed to live there., continued until May 2016.
HC-14-08	429 N Main St	Robert Davis Newell	Substandard Conditions, Follow up inspection scheduled for January 21, 2016 @ 1 pm

Case Number	Violation Address	Owner or Occupant	Status or Conditions
HC-14-09	501 N Main St	Robert Davis Newell	Substandard Conditions, Due to residence being boarded up and closed until repairs could be made. No one is allowed to live there., continued until August , 2016.
HC-14-10	912 S Main St	Lunsford Revocable Living Trust	Substandard Conditions, House is boarded up and the lot has been cleaned.continued until July , 2016.
HC-14-12	1636 Shotwell St	Oakley & Sons inc	Substandard Housing, Follow up inspection conducted on October 22, 2015 @ 2 pm. They are replacing the roof and front porch. Continued until January 21, 2016.
HC-15-08	711 Leasburg Rd	Leheigh Mobile City LLC/ Jason Chisem	Substandard Housing, Follow up inspection on October 29, 2015 @ 11 am.Residence is vacate and I will continue to monitor. I spoke with the owner who is hospitalized and explain the next procedures to follow, Continue until January 28, 2016.
HC-15-11	1435 Beacon St Lt 5	Anthony Dale Harris Sr & Jr	Substandard Housing, Follow up inspection scheduled set for January 21, 2016 @ 11 am
HC-15-14	213 Charles St	Leroy & Margie Roach	Substandard Housing,Hearing held on November 19, 2015 @ 11am. FFO issued to repair ,alter,improve or vacate and close the structure with a deadline of Feburary 19, 2016

Case Number	Violation Address	Owner or Occupant	Status or Conditions
HC-15-19	223 Academy St	Anthony Bryant Allen	Abandoned House, Notice of inspection mailed for December 31, 2015 @ 11 Am. No one showed up, second notice generated for January 14, 2016 @ 11 am
HC-15-21	208 Reams Ave	Thomas E Moore	Abandoned Burned Structure, Case on hold until Insurance is through investigating.
ABANDONED-JUNKED-NUISANCE VEHICLE CASES			
MVO-15-04	131 Academy St	Taynilla Partridge	Junked Motor Vehicle, Notice of violation mailed with a deadline of January 15, 2016
ZONING			

Public Services Department Monthly Report



City of Roxboro

January 2016

Public Utilities Department	Public Works Department																																																			
<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">17</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">0</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">24</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">0</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;">1</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">22</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">0</td></tr> </table> <p>Remarks: Southside Pump Station pumps were replaced.</p>	Water Repairs:	17	Hydrant Repairs and Maint:	0	Meters Changed:	24	New Water Services:	0	Broken Meters Replaced:	0			Sewer Repairs:	1	Sewer Blockages:	22	New Sewer Services:	0	<table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">467.21</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">255.14</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">16.8</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">205.8</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;">3</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">17.9</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;">39</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$14,678.81</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	467.21	tons	Residential Garbage:	255.14	tons	Brush Collected:	16.8	tons	Leaves Collected:	205.8	tons				Potholes Repaired:	3		Asphalt:	17.9	tons	Concrete:	0	yards				Vehicle Repairs:	39		Garage Materials:	\$14,678.81	
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January 7, 2015

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: January Council Report

Due to the holiday schedule and my personal vacation, this is a brief report.

City of Roxboro:

- Served on the interview panel for the new Planning Director
- Received three Special Event Permit Applications for Council approval
- Began promotion of the new Uptown Incentive District to the public
- Sent notifications to previous applicants regarding changes to Special Event Permit Application

Roxboro Development Group:

- Jingle On Main – attended follow-up meeting to discuss pros and cons of this year's events, as well as begin plans for 2016
- Crafter's Co-Op Project – received word from crafters they reserved a space in the newly renovated Hall's Way area and will open in the Summer of 2016
- Roxboro Christmas Parade – rode on a "float" for RDG, as well as helped with promotion and coordination
- Other Highlights –
 - Held RDG planning meeting on December 9th
 - Met with representative from Sounds Unlimited regarding possible speakers Uptown
 - Worked on year-end assessments and reports

1. Special Event Permit - Martin Luther King Parade - 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:

12/2/2015

Date Submitted to Council/RPD:

12/22/2015

Application Decision:

- Approved Denied

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

Application Process and Instructions

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

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

I. Applicant Information:

Individual/Organization: S.P.E.E.D
Address: PO BOX 1518 City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336 459 0353 Cell Number: 336 514 9055 Fax Number: _____

Individual/Organization: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Cell Number: _____ Fax Number: _____

II. General Event information:

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

Please select the type of event:

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

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

Parade in observance of Martin Luther King, Jr
Birthday

Please indicate the following:

- a. Proposed Event Date(s): 1/18/15
- b. Proposed Time Period(s) of the Event: 3-
- c. Location of Event: Uptown Roxboro
- d. Approximate Number of People to Attend the Event: 100+

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

Youth will process with banners up main street from Long Memorial church around the courthouse and up main street to Roxboro Baptist Church

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: At the beginning and end of parade

Fire: Fire truck lights and support as we pass the station

Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): Block off streets

Other: morehead / N main - Reams / Depot - Court / N Lamar - Abbit / N Lamar
Gordon / S main

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.:

Barriers at morehead / N main - Reams / Depot - Court / N Lamar - Abbit / N Lamar - Gordon / S main see diagram

Specify number of:

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

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

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

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:

2 x 6 banner

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: 12/2/15



Responsible Planner/On-Site Manager

Date: 12/2/15

**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 MLK Parade on January 18, 2016 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 2 day of December, 2015

Mannie Jeffers
(Signature)

Notary Witness: Donna Wilson
COMMISSION
EXPIRES 02-18-2018 (Seal)



Phone 336-597-1790
Fax: (336)597-7808
325 S. Morgan St. Suite C
Roxboro, NC 27573

All food service operations must comply with North Carolina rules and regulations governing food service (15A NCAC 18A .2600). The operation listed below has been reviewed by the Person County Health Department and approved to serve the food specified on the date and location listed.

Name of operation: MLK Parade + Birthday Bash - SPEED

Date(s) of operation: January 18, 2016

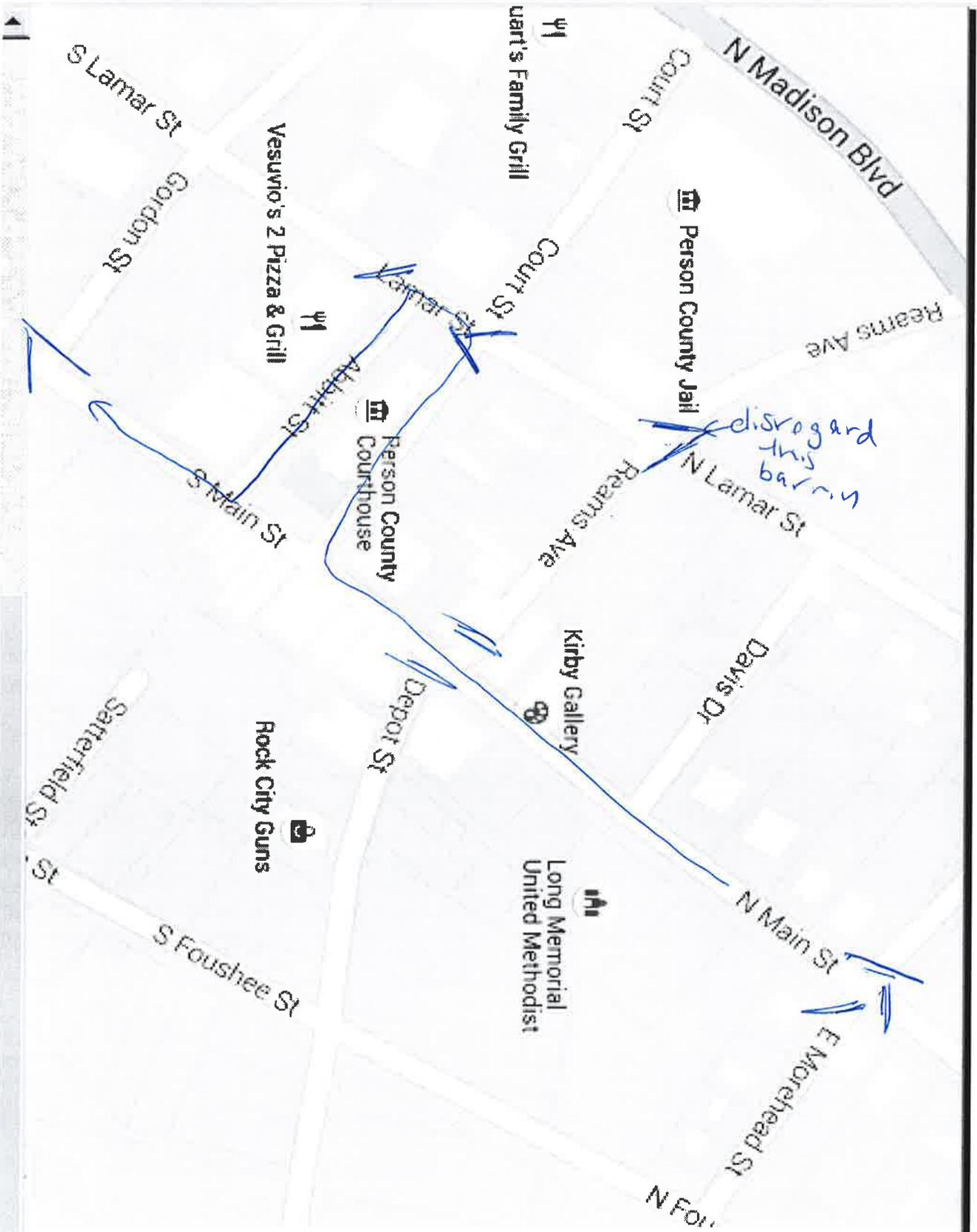
Location of operation: Uptown Roxboro

Food items served: Spaghetti
egg rolls

Notes/instructions: _____

Bonnie Holt
Environmental Health Specialist

12/2/15
Date



N Madison Blvd

Court St

uart's Family Grill

Person County Jail

Reams Ave

S Lamar St

Gordon St

Vesuvio's 2 Pizza & Grill

Person County Courthouse

Person County Courthouse

disregard this barrier

Court St

Reams Ave

N Lamar St

S Main St

Kirby Gallery

Davis Dr

Rock City Guns

Depot St

Long Memorial United Methodist

N Main St

Satterfield St

S Foushee St

E Morehead St

N Folsom St



2. TDA Board Appointments



City of Roxboro

January 12, 2016

To: Mayor and City Council

From: Brooks Lockhart, City Manager

Subject: Tourism Development Authority (TDA)

An advertisement was run in the local Courier Times on Saturday December 5, 2015 along with being posted to the City of Roxboro Facebook and Twitter with an application deadline of December 30, 2015.

Positions available:

- **(1) Public Citizen 3 year term**

Three Applications were received for the Public Citizen Appointment from:

Charlaine "Charlie" Bullock
110 Crestwood Drive
Roxboro, N.C. 27573

Shady Terrell
225 Charles Circle
Roxboro, N. C. 27573

Lynda Zirillo
208 Academy Street
Roxboro, N.C. 27573

Copies of the applications are attached for your review.

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Charlaine G. Bullock
 Home Address: 110 Crestwood Drive
 City, State, Zip: Roxboro, N.C. 27573
 Home Phone: 336-599-6850 Work/Day Time Phone: _____
 Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: PC TDA
 Choice #2: _____
 Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Assistant
 Employer Name: Bullock Lumber Co.
 Employer Address: 730 N. Main Street
 City, State, Zip: Roxboro, N.C. 27573
 Supervisor's Name: John Bullock

Name of School	Education Year Graduated	Degree
High School: <u>Sanford High Sch.</u>	_____	_____
College: <u>Peace College</u>	<u>1965</u>	<u>Associate of Arts</u>
Graduate School: <u>Duke Medical Ctr.</u>	<u>1967</u>	<u>Radiology</u>
Other: _____	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: Served on this Board as Chem. & Vice

Chairman and would like to continue to serve to
complete some projects that have been started within
the past year.

PERSONAL REFERENCES

Name: Randy King Daytime phone: 504-1857

Address: 33 E Roll Court Relationship: Served on TDA Bd

City, State, Zip: Lasburg, N.C.

Name: Clarence Pointer Daytime phone: 234-7722

Address: 1318 Covington Rd Relationship: Community friend

City, State, Zip: Semora, N.C.

Have you ever been convicted of an offense against the law or forfeited a bond? Yes
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21st birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

Please return completed application to:

City of Roxboro
Office of City Clerk
PO Box 128
Roxboro, NC 27573

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Shady D Terrell
Home: 225 Charles Circle
City, State, ZIP: Roxboro, NC 27573
Home Phone: 504-7043 cell Work/Day Time Phone 322-1165 work
Do you live within the city limits of Roxboro? Yes NO

BOARD/COMMISSION APPLYING FOR

Choice #1: Person County Tourism Development Authority
Choice #2: _____
Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Person County Market Executive
Employer Name: Union Bank & Trust
Employer Address: 108 College St
City, State, Zip: Oxford, NC 27565
Supervisor's Name David Morgan

Education

Name of School	Year Graduated	Degree
High School: <u>PERSON SR. High</u>	<u>1983</u>	
College: <u>UNC - CH</u>	<u>1987</u>	<u>BA - Industrial Relations</u>
Graduate School: <u>Graduate School of Banking LSU</u>	<u>2002</u>	
Other: _____		

Please describe community services, include membership on other public boards, experience and interest in serving: Current : Rotary Club of Roxboro, Person County Partnership for Children, Roxboro Area Chamber of Commerce, Roxboro/Person County Home Builders Association, PCC Foundation
Past : Kiwanis, Person County Board of Adjustments

PERSONAL REFERENCES

Name: Phillip Allen Daytime phone: 336-599-2175
Address: 213 Crestwood Dr Relationship: friend, business associate
City, State, Zip: Roxboro, NC 27573

Name: Wells King Daytime phone: 599-2115
Address: 55 Country Brooke LN Relationship: friend, business associate
City, State, Zip: Roxboro, NC 27574

Have you ever been convicted of an offense against the law or forfeited a bond? Yes
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21st birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

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CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Lynda Harmon Cirillo
Home: 208 Academy St
City, State, ZIP: Roxboro, NC 27573
Home Phone: 336-693-6627 Work/Day Time Phone 336-693-6626
Do you live within the city limits of Roxboro? Yes NO

BOARD/COMMISSION APPLYING FOR

Choice #1: TDA Board
Choice #2: _____
Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Staff
Employer Name: Claudia Berryhill, DVM
Employer Address: 114 S MAIN ST
City, State, Zip: Roxboro, NC, 27573
Supervisor's Name Claudia Berryhill, DVM

Name of School	Education Year Graduated	Degree
High School: <u>Fortuna Union High</u>	<u>1965</u>	_____
College: <u>College of the Redwoods</u>	_____	_____
Graduate School: _____	_____	_____
Other: <u>U of Pacific School of Dentistry - Certificate - X-Ray Tech</u>	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: Contact person for Adam Walsh Foundation - 80's

Parents of Murdered Children - Tyler, Tx & Roxo, NC - 20480

organized give aways for U.S. Bank - Furniture for non-profit org.

giving away over 800,000 lbs of Furniture in Las Vegas & Reno

This was done with little to no cost to U.S. Bank Cost was picked up by Vendor (participants).

PERSONAL REFERENCES

Name: Mark Phillips Daytime phone: 336-597-4692

Address: 209 N. MAIN Roxboro Relationship: Friend / Insurance agent (former)

City, State, Zip: Roxboro, NC, 27573

Name: Capt Tony Kirby Daytime phone: 336-599-8345

Address: ~~709~~ 109 S. HAMM ST Relationship: Professional

City, State, Zip: Roxboro, NC 27573

Have you ever been convicted of an offense against the law or forfeited a bond? Yes
 No. If "YES" please explain. A criminal record will not necessarily exclude you from employment. Such factors as age at time of offense, rehabilitation efforts, recent and seriousness of the crime will be taken into account. You may omit (1) traffic violations of which you paid a fine of \$30.00 or less, and (2) any offense committed before your 21st birthday, which was finally disposed of in a juvenile court or under a Youth Offender Law.

Explain:

Please return completed application to:

City of Roxboro
Office of City Clerk
PO Box 128
Roxboro, NC 27573

3. Relief Fund Board Appointment



Roxboro Fire Department

"Customer Service, Pride, Teamwork"

Date: January 12, 2016

To: Mayor Marilyn Newell
Council Members

From: Kenneth Torain, Fire Chief

Subject: **Firemans's Relief Fund Board Appointment**

According to North Carolina General Statute 58-84-30, the Mayor and Council are required to appoint a representative to the Relief Fund Board for a two year term annually.

Mr. Ruffin Woody term expires in January 2016. I have spoken to Mr. Ruffin Woody and he express interest in remaining on the board if you so desire in reappointing him.

4. Chemical Bids

Chemical Bids 2016

Bids for chemicals used at the water and wastewater plants were opened on Wednesday January 6, 2016 at City Hall. Eleven bids were received.

Overall, the prices for 2016 are lower than 2015. Below is a chart with the bid results. The highlighted price is the low bid. The bottom line is last years price.

2016 Chemical Bid

	Aluminum Chloride Ton	Caustic Soda ton	Hydrofluosilicic Acid Ton	Blended Orthophosphate gal	Sodium Hypochlorite gal	Liquid Sodium Permanganate gal	Calcium Thiosulfate gal	Calcium Nitrate
Americhem	\$317.50	\$442.00	\$440.00		\$1.08	\$8.62	\$5.10	
Pencco			\$373.00					
Carus				0.31/lb (\$3.27 gal)				
USALCO	\$248.00							
Waterguard				\$3.30	\$1.05	\$8.00	\$3.20	
Gulbrandsen	\$219.95							
JCI Jones		\$457.00						
Sterling Water				4.024/gal				
Univar USA			\$425.00					
Brenntag		\$449.87	\$429.18	3.36/gal	\$1.75			
Chemtrade Chemicals	\$455.00							
Last Years Price	\$255.60	\$469.00	\$451.00	\$0.325/lb	\$1.01	\$8.04	\$3.15	

It is recommended that the bid be awarded to the company with the low bid per chemical.

5. Resolution - Surplus Items



City of Roxboro

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

2008 Lodal trash truck

Mileage: 46,457

Vin# 1L9AH45B68K006992

2002 Chevy truck

Mileage: 112,323

Vin# 1GCEC14V92Z274868

1995 Ford F-700 dump truck

Mileage: 132,043

Vin# 1FDNF70J85VA78386

Industrial Air Machine (air compressor)

Police Dept.

Multi-tech, Intelli-Pro, Air purifier

City Hall

iPhone 4S, Black, 16GB

iPhone 5, Black, 16GB

iPhone 5, Black, 16GB

iPhone 6, Space Gray, 64GB

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

6. Wastewater Treatment Plant Addition - CMAR Selection

Wastewater Treatment Plant Improvements

CMAR Selection

In July, City Council approved the Construction Manager at Risk (CMAR) process for the wastewater treatment plant improvements. In conjunction with LaBella Associates (formerly Pease Associates), a Statement of Qualifications (SOQ's) was developed and advertised. In November, the SOQ's were reviewed and the list was narrowed down to three companies. On Wednesday January 6, 2016, a committee comprised of city employees and representatives from LaBella interviewed the three companies. After the interviews the companies were ranked. Information about the companies and the ranking will be presented at the council meeting.

The design process is at 30% complete. Once a CMAR contractor is selected, the design process can continue with input from the CMAR contractor. It is estimated that the project will be ready for construction in late summer.

7. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Five Months Ended November 30, 2015

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	41.67% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,797,380	\$ 4,797,380	\$ 1,319,695.58	\$ (3,477,684.42)	27.51%
Local Option Sales Tax	1,314,320	1,314,320	571,476.98	(742,843.02)	43.48%
Other Taxes and Licenses	21,000	21,000	5,837.39	(15,162.61)	27.80%
Unrestricted Intergovernmental	846,523	846,523	224,856.39	(621,666.61)	26.56%
Restricted Intergovernmental	629,935	629,935	275,172.61	(354,762.39)	43.68%
Permits and Fees	7,000	7,000	1,390.00	(5,610.00)	19.86%
Sales and Services	667,120	667,120	259,920.98	(407,199.02)	38.96%
Miscellaneous	56,017	58,017	24,250.38	(33,766.62)	41.80%
Investment Earnings	5,000	5,000	729.45	(4,270.55)	14.59%
Interfund Transfers	1,038,324	1,062,284	390,968.35	(671,315.65)	36.80%
Sale of Fixed Assets	25,000	25,000	10,594.87	(14,405.13)	42.38%
Total Revenues	9,407,619	9,433,579	3,084,892.98	(6,348,686.02)	32.70%
Expenditures:					
Governing Body - City Council	196,013	196,013	98,699.07	97,313.93	50.35%
City Hall Administration	628,862	652,822	293,343.75	359,478.25	44.93%
Finance	246,881	246,881	85,340.08	161,540.92	34.57%
Sales Tax	88,100	88,100	39,051.18	49,048.82	44.33%
Tax Collections	67,521	67,521	18,522.63	48,998.37	27.43%
Buildings & Grounds	132,027	132,027	41,515.13	90,511.87	31.44%
Safety / Purchasing	34,625	34,625	14,416.87	20,208.13	41.64%
Police	3,009,284	3,011,284	1,269,443.72	1,741,840.28	42.16%
Fire	2,245,798	2,245,798	718,744.42	1,527,053.58	32.00%
Emergency Communications 911	96,965	96,965	23,532.48	73,432.52	24.27%
Transportation - Streets	1,554,423	1,554,423	748,002.57	806,420.43	48.12%
Environmental Protection	1,056,282	1,056,282	552,449.39	503,832.61	52.30%
Economic Development	246,584	246,584	75,014.53	171,569.47	30.42%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	518,252	518,252	34,821.02	483,430.98	6.72%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,221,617	10,247,577	4,012,896.84	6,234,680.16	39.16%
Excess of Revenues Over (Under) Expenditures	(813,998)	(813,998)	(928,003.86)	(114,005.86)	
Other Financing Sources					
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%
Total Other Financing Sources	813,998	813,998	-	(813,998.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(928,003.86)	\$ (928,003.86)	
Fund Balance Beginning of Year			3,600,456.50		
Fund Balance Current Period			\$ 2,672,452.64		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Five Months Ended November 30, 2015

	Original Budget	Amended Budget	Actual	Annual	
				Variance Favorable (Unfavorable)	41.67% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 2,213,734.41	\$ (2,876,017.59)	43.49%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	1,200.00	(18,800.00)	6.00%
Other Operating Revenues	34,118	34,118	15,021.16	(19,096.84)	44.03%
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	167.89	(14,832.11)	1.12%
Total Water & Sewer Fund 60	6,259,935	6,272,020	2,230,160.20	(4,041,859.80)	35.56%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	3,700.61	(3,264.39)	53.13%
Nonoperating Revenues	500	500	33.72	(466.28)	6.74%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	681,505	681,505	302,911.32	(378,593.68)	44.45%
Nonoperating Revenues	4,500	4,500	420.11	(4,079.89)	9.34%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,953,405	6,965,490	2,637,225.96	(4,428,264.04)	36.43%
Expenditures:					
Public Utilities Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	106,025	106,025	44,064.74	61,960.26	41.56%
Meter Section	242,502	242,502	139,581.63	102,920.37	57.56%
Raw Water Supply	568,225	568,225	370,099.79	198,125.21	65.13%
Water Plant	1,423,494	1,426,855	593,028.28	833,826.72	41.56%
Water Maint and Construction	495,347	496,811	204,740.92	292,070.08	41.21%
Wastewater Plant II	152,562	152,562	37,800.47	114,761.53	24.78%
Wastewater Plant	1,190,302	1,194,322	425,852.91	768,469.09	35.66%
Pump Stations	228,293	228,293	105,636.39	122,656.61	46.27%
Wastewater Maint & Construction	395,374	398,614	142,193.43	256,420.57	35.67%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	978,324	978,324	390,968.35	587,355.65	39.96%
Total Water & Sewer Fund 60	6,259,935	6,272,020	2,924,790.99	3,347,229.01	46.63%
Triple Tier Fund 61	7,465	7,465	-	7,465.00	0.00%
Capital Reserve Fund 69	1,098,065	1,098,065	-	1,098,065.00	0.00%
Total Expenditures	7,365,465	7,377,550	2,924,790.99	4,452,759.01	39.64%
Excess of Revenues Over (Under) Expenditures	(412,060)	(412,060)	(387,565.03)	24,494.97	
Other Financing Sources					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	412,060	412,060	-	(412,060.00)	0.00%
Total Other Financing Sources	412,060	412,060	-	(412,060.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(387,565.03)	\$ (387,565.03)	
Fund Balance Beginning of Year			2,218,884.12		
Fund Balance Current Period			\$ 1,831,319.09		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Five Months Ended November 30, 2015

Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	41.67% Percent of Budget
<u>Central Depository</u>				
Cash	11100000	1,694,497.48		
BB&T MMA	11100001	127,929.35		
NCCMT	11100002	74,087.29		
Flexible Spending Account AFLAC	11100003	32,436.90		
Roxboro Savings Bank	11100004	458,342.59		
Gateway Bank MMA Finistar	11100005	101,900.41		
CD's	11130000	-		
Total Cash and Investments		\$ 2,489,194.02		\$2,489,194.02
<u>Breakdown by Fund:</u>				
General	10	\$ 1,794,015.67		
CDBG-Revolving Loan Fund	13	77,835.01		
Vehicle Special Revenue	26	107.52		
Ridge Road Capital Project	30	(360,762.79)		
Stormwater Capital Fund	50	117,628.20		
Enterprise	60	(676,291.88)		
Triple Tier Water	61	102,206.78		
Capital Reserve	69	1,388,049.17		
Wastewater Plant Capital Project	71	(197,784.79)		
Annexation Area Capital Project	73	195,018.28		
Christmas Club / Flex Fund	75	49,172.85		
LEO Pension Trust Fund	79	-		
Reserve for Interest Earned		-		
Total of Fund's Cash and Investments		\$ 2,489,194.02		\$2,489,194.02

City of Roxboro, North Carolina
Fund Balance
General Fund
As of November 30, 2015

	General Fund			
	30-Nov-15 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 21,490	0.80%	0.21%	0.23%
Reserved for encumbrances	7,543	0.28%	0.07%	0.08%
Reserved by state statute	1,006,355	37.66%	9.82%	10.68%
Reserved for streets - Powell Bill	216,181	8.09%	2.11%	2.29%
Reserved for cemetery	15,269	0.57%	0.15%	0.16%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	-	0.00%	0.00%	0.00%
Total fund balance reserved	<u>1,266,838</u>	<u>47.40%</u>	<u>12.36%</u>	<u>13.45%</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>1,405,615</u>	<u>52.60%</u>	<u>13.72%</u>	<u>14.92%</u>
Total fund balance unreserved	<u>1,405,615</u>	<u>52.60%</u>	<u>13.72%</u>	<u>14.92%</u>
Total equity and other credits	<u>\$ 2,672,453</u>	<u>100.00%</u>	<u>26.08%</u>	<u>28.37%</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 November 30, 2015**

	Enterprise Fund			
	30-Nov-15 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.78%	0.27%	0.25%
Reserved by state statute	422,861	23.09%	7.99%	7.35%
Reserved for capital outlay (C89 + C91)	<u>1,490,256</u>	<u>81.38%</u>	<u>28.15%</u>	<u>25.91%</u>
Total fund balance reserved	1,927,384	105.25%	36.41%	33.51%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>(96,065)</u>	<u>-5.25%</u>	<u>-1.81%</u>	<u>-1.67%</u>
Total fund balance unreserved	<u>(96,065)</u>	<u>-5.25%</u>	<u>-1.81%</u>	<u>-1.67%</u>
Total equity and other credits	<u>\$ 1,831,319</u>	<u>100.00%</u>	<u>34.59%</u>	<u>31.84%</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-Dec-15**

	2015 Tax Levy	2014 Tax Levy	2013 Tax Levy
Original Levy	\$ 4,197,916.89	\$ 4,081,156.72	\$ 4,002,342.19
Motor Vehicles Added to Levy	0.00	0.00	144,144.98
Motor Vehicles Added to Levy-DMV	168,783.95	381,041.44	231,609.34
Public Utilities	-	-	105,309.38
	<hr/>	<hr/>	<hr/>
Adjusted Original Levy	4,366,700.84	4,462,198.16	4,483,405.89
+Discoveries	393,679.91	446,159.28	2,240.61
	<hr/>	<hr/>	<hr/>
Levy	4,760,380.75	4,908,357.44	4,485,646.50
-Releases	22,681.66	10,790.44	52,827.90
	<hr/>	<hr/>	<hr/>
Current Levy	4,737,699.09	4,897,567.00	4,432,818.60
	<hr/>	<hr/>	<hr/>
Collection year-to-date	\$ 3,757,489.62	\$ 4,856,425.49	\$ 4,402,642.44
Uncollected	\$ 980,209.47	\$ 41,141.51	\$ 30,176.16
Collection % of Current Levy	79.31%	99.16%	99.32%
Property Tax Rate Per \$100	\$ 0.660	\$ 0.660	\$ 0.630

8. Assistant Manager's Report

Assistant City Manager Report

Ridge Road CMAQ – The construction is complete on the Ridge Road project. Last week, NCDOT did an inspection along with the engineers and the City. There were a couple of items that needed addressing. The contractor has corrected most of them. There was some paving that needed replacing. That was scheduled for January 6. I have received some comments about adding a yield sign on the right turn off Chub Lake Street onto Ridge Road. That is being looked into.

Martin Luther King Holiday – The City will be closed for Martin Luther King Holiday on Monday January 18. For garbage and trash collection, the City will collect Monday's garbage and trash on Tuesday January 19, 2016.

9. Manager's Report

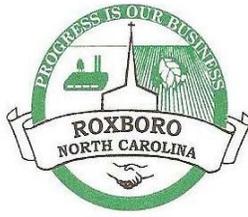


City of Roxboro

MEMORANDUM

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

- Please take note of several upcoming dates.
 - MADD will be holding a "Town Hall" meeting in conjunction with WTVD ABC 11 at the Kirby on January 15th at 11:30am.
 - City Offices will be closed January 18th in observation of Martin Luther King Jr Day.
 - The Chamber of Commerce will be holding their next Board meeting on January 20th at 8am.
 - The EDC and PCBIC Boards will meet at 8am on January 21st.
 - The Chamber Annual Banquet will be held at Palace Point on January 21st at 5:30pm until 9pm.
 - The next Industrial Relations Committee Meeting will be February 9th at the Person County Library.
- The Planning Board met on January 4. At their meeting they discussed the Madison Boulevard Plan and set their annual meeting schedule. They will be meeting on the first Monday of the month at 6pm with the exception of July and September due to conflicts with holidays; they will meet on the second Monday in July and September.
- An offer has been made and accepted by our new Planning Director. She will be joining us after serving as a Planner in a City in the Piedmont for over 21 years. Her starting date is February 15.
- The tentative schedule for the 2016-2017 budget planning process has been included in your packet. Please take these dates into consideration in the coming months. Please note that these dates serve as a general guideline and this calendar is not an agenda action item.
- The industrial water rate billing has been partially implemented. The customers that had the old rate of \$1351 are presently being billed a reduced amount with the January 2016 billing. Further information is being accumulated for the impacted commercial/institutional accounts. We anticipate issuing a letter to those accounts prior to impacting their bills in either February or March of 2016.



City of Roxboro

MEMORANDUM

TO: Council
Department Heads

FROM: Brooks Lockhart

SUBJECT: FY 16-17 Budget Development Calendar

DATE: January 12, 2016

<u>Date</u>	<u>Day</u>	<u>Benchmark</u>
January 18	Monday	CIP requests distributed to Department Heads
February 15	Monday	CIP requests due from Department Heads
February 19	Friday	Budget Workbooks distributed to Department Heads
Date TBA	Tuesday	Potential Council Planning Session; if needed
March 11	Thursday	Department Heads return budget requests to City Manager
March/April		Budget requests and estimated revenues are reviewed and adjusted to prepare draft budget
May 5	Thursday	First draft of FY 16-17 Budget is distributed to Council
May 9	Tuesday	Budget Presented at Council Meeting
May 17 & 24	Tuesday	Potential Work Session for Council
June 9	Thursday	Draft Budget and Ordinance Distributed to Council
June 14	Tuesday	Public Hearing on Budget Ordinance
June 23	Thursday	Potential Adoption of Budget (Called Meeting)