

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, AUGUST 9, 2016 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Council Member Mark Phillips
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Planning Department		
Public Services		
Fuel Expenditures		
RDG Report		
PUBLIC COMMENT:		Mayor Marilyn P. Newell
<i>(5 minutes per Citizen)</i>		
RECOGNITION:		
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Set Public Hearing for Repeal of Personnel Ordinance		City Manager Brooks Lockhart
OLD BUSINESS:		
NEW BUSINESS:		
2. Sewer Connection Request – Westover Drive		Assistant Manager Tommy Warren
3. Signage for Police Department		Police Chief David Hess
COMMITTEE REPORTS		Mayor Marilyn P. Newell
MAYOR’S REPORT		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
4. Financial & Tax Report		Interim Finance Director Dan Craig
5. Assistant Manager’s Report		Assistant Manager Tommy Warren
6. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
CLOSED SESSION:	Per NCGS 143.318.11(a)(6) Personnel	
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 August 9, 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 July 12, 2016 *(Regular Meeting)*
- Fire/EMS Monthly Report *(July 2016)*
- Police Dept. Monthly Report *(July 2016)*
- Planning Dept. Monthly Report *(July 2016)*
- Public Services *(July 2016)*
- Fuel Expenditures *(July 2016)*
- RDG Report *(July 2016)*

Trevie Adams, MMC/NCCMC
City Clerk

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

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY JUNE 14, 2016 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Members Absent:

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. **Police Chief David Hess** provided the invocation.

PLEDGE OF ALLEGIANCE:

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

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked that a **1A under Old Business for South Main Street Alley** be added to the agenda. **Council Member Mark Phillips offered a motion to approve the agenda with the addition of 1A South Main Street Alley with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

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

RECOGNITION:

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

PUBLIC COMMENT:

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

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Stormwater – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:09 p.m. Public Services Director Andy Oakley reported to Council that in August 2011, the City of Roxboro implemented a Stormwater Fee to enable the City to meet the State mandated Stormwater rules. City Council implemented this fee under a capital project ordinance with a five year renewal. **Interim Finance Director Dan Craig** stated that the revenue of this project consists of monthly fees assessed within the water billing system of the City. This amendment creates the revenue and related expenditures an additional five year period of the project and will not require an annual budget to be adopted for the Stormwater revenue and expenses. **Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 7:14 p.m. After a brief discussion, Council Member Mark Phillips offered a motion to approve the Capital Project Ordinance Amendment as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

OLD BUSINESS

1A. Closing of South Main Street Alley

Mr. Lin Cates of 4708 Chub Lake Road, Roxboro, N.C. addressed Council and reported to Council that a motion to table this closing was offered at the May 16, 2016 regular Council Meeting for further information to determine Mr. Hamlett's accessibility to the lot and since that time, Mr. Cates has had the property surveyed to show that accessibility to the ally for Mr. Hamlet is more on his side of the property. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve the closing of the South Main Street Alley as presented with a second by Council Member Henry Daniel** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

2. Revolving Loan Application

Interim Finance Director Dan Craig presented Council with an application from Strickland and Jones Funeral Service LLC for a loan of \$30,000 from the City of Roxboro's Revolving Loan Program. The City will be in the position of a second lien deed of trust on the property. The \$30,000 renovation plans are expected to be within the projected tax value of this project. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the loan application as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

3. Planning Board Appointment

Planning Director Sharon Richmond presented Council with an application from Ms. Priscilla Bumphus for appointment to the Planning Board, and the reappointment of Mr. Robert Trotter. After a brief discussion, Mayor Pro Tem William Davis offered a motion to appoint Ms. Priscilla Bumphus and Mr. Robert Trotter to the Planning Board, with a second by Council Member Byrd Blackwell and upon being put to a vote was carried unanimously.

4. Board of Adjustment Appointment

Planning Director Sharon Richmond reported to Council that there are five members and two vacancies on the Board of Adjustment. Ms. Martha Butler has requested reappointment to the Board and staff will advertise further for the second position on the board. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to reappointment Ms. Martha Butler to the Board of Adjustment with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

5. Economic Development – Update

EDC Chairman Kenneth Perry and Person County Economic Development Director Stuart Gilbert presented Council with a monthly project update report for June 2016. Some items of interest included Project Trickle, Project YO, Project Waterfall, Project Next Step and Project Columbus. Also, Mr. Gilbert reported that staff is looking for land in quantities of five to one hundred ten acres for potential businesses to purchase.

6. 2016 – 2017 Police Vehicles

Police Chief David Hess reported to Council that in the original budget approval, Council approved the purchase of three patrol vehicles with equipment. Staff can purchase four vehicles instead of three by purchasing three for investigative officers and one patrol car fully equipped. There was no motion required for this information, Chief Hess was just keeping Council informed of the department's actions.

COMMITTEE REPORTS

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

- 1) **Person County Animal Control – Council Member Sandy Stigall** – July 23, 2016 and July 24, 2016 the animal shelter offered free adoption with good results.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – Will be meeting in July.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – Meeting held in June with the resignation of Mr. Johnny Lunsford being approved and the appointment of Mr. Kenneth Perry to serve as representative for Person County.
- 5) **Fire Chief's Association – Council Member Mark Phillips** – Attended the Fire Chief's Association meeting at City Hall.

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

ADMINISTRATIVE REPORTS

7. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial and tax reports for May 31, 2016 and no tax report at this time. **Clerk's Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

8. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that a pre-construction meeting has been scheduled for July 14, 2016 to begin the Lake Roxboro Spillway repair project. The contracts will be signed at the July meeting and the contractor has been submitting shop drawings to help expedite the project.

Mr. Warren also reported that the Wastewater Treatment CMAR Project progress meeting was held on July 6, 2016 to review the 90% plans. The next meeting will be held August 9, 2016 to review the 90% cost estimate and to refine the project schedule. Plans and specifications have been submitted to the State for approval.

Continuing, Mr. Warren reported that the patch work on the streets in Uptown are underway and should be completed soon.

9. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including the next Rox N' Roll in Uptown Roxboro will be held Friday, July 15, 2016.

Mr. Lockhart also reported that the revisions to the Personnel Policy are nearing completion. Currently, the City has a standalone Personnel Policy and some personnel issues are addressed in the City Code of Ordinances; it is the intention of staff to consolidate these into one easy to reference police. Council will need to repeal a selection of the City Code in either August or September.

Mr. Lockhart continued by informing Council that the new web page should be active by the end of July.

COUNCIL DISCUSSION: Council Member Mark Phillips offered concerns with the properties owned by Holler Enterprises and Rite Aid. Both properties need attention to deteriorating fences. **Mayor Marilyn P. Newell** stated that she had received an e-mail from DOT and the new Northern section of the bypass will be opening soon from Thaxton Road to 501N.

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

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Mayor Pro Tem William Davis with a second by Council Member Henry Daniel to adjourn this meeting at 8:08 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

July 12, 2016



City of Roxboro
Fire and Rescue Department

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

Highlight

- **Responses** - During the month of July, the City of Roxboro Fire Department responded to 25 fire calls within the city limits, and 26 fire calls outside the city limits. Also, the department responded to 68 first responder calls within the city, and 32 first responder calls in our county response district. Over the course of July, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 168 dispatched calls this month.
- **Parade and Fireworks** Roxboro Fire Department participated in the July parade with several trucks and little Betsy. We also took care of this year's fireworks and set up. It took a little more effort this year because of the wet field at the high school. We could not get the truck on the field, so I went home and got my gator and carried the fireworks and equipment on the field with it. The crews of Roxboro Fire Department help set up the equipment and remove it that night. Battalion Chief Wayne Wrenn provided clean up for the debris.
- **Spraying Kids** Roxboro Fire Department visited Weatherly Heights, Green Gardens, Harris Gardens, Brookwood, and Personalized Village to spray kids in these neighborhoods. The kids in these neighborhoods don't have a pool to get in so we provide them water activities in the hottest days of the summer.
- **Westwood Baptist Church** We had a great time at the church talking to the kids and spraying them with water during our fire prevention visit. We made a great impression on the staff and this week we received a \$150 dollar donation.
- **Safe Haven Awareness Event** Roxboro Fire Department to partner in the awareness event at Hucks Sansbury park.
- **Bethel Hill Church** Chief Torain visited the church in July representing Roxboro Fire Department for a fire department fund raiser and awareness event. He carried little Betsy and lots of hats and coloring books. The visit was cut short due to one of the full time employees dad had a heat stroke.
- **Piedmont Community College Daycare** The group came to Station One for a visit and tour.

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

Month/Year July-16

No. of Participants by Age Group

Age 0-4	<u>45</u>
Age 5-10	<u>54</u>
Age 11-14	<u>25</u>
Age 15-18	<u>34</u>
Age 19-29	<u>68</u>
Age 30-65	<u>102</u>
Age 65+	<u>49</u>
Total Persons	<u>377</u>

Total Man Hours of Presentation 51

No. of Organizations by Type

Business	<u> </u>
Civic Group	<u> </u>
Daycare	<u>1</u>
Healthcare	<u> </u>
Industrial	<u> </u>
Juvenile Fire Setters	<u> </u>
Schools	<u>1</u>
Senior Groups	<u> </u>
Special Interest	<u>2</u>
Youth Groups	<u>1</u>
Other	<u>5</u>
Total No. of Organizations	<u>6</u>

No. of Programs by Type

Bicycle Safety	<u> </u>
Burn Prevention	<u>2</u>
Display	<u> </u>
Extinguisher	<u> </u>
Falls	<u> </u>
Fire / Evacuation Drill	<u>1</u>
Water Safety	<u>1</u>
Firearms	<u> </u>
General Fire Safety	<u>1</u>
Juvenile Fire Setters	<u> </u>
Poison Prevention	<u> </u>
Public Relations	<u>5</u>
Special Event	<u>2</u>
Station Tour	<u>1</u>
Remembering When	<u> </u>
Risk Watch	<u> </u>
Other	<u> </u>
Total	<u>13</u>

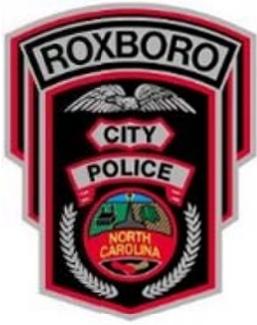
Safety Devices Issued

Smoke Alarms	<u>2</u>
Batteries	<u> </u>
Special Needs	<u> </u>
CSS	<u>1</u>
Total	<u>3</u>

Did a program save a life or reduce injury?

NO

If yes, please give details on a separate sheet



ROXBORO POLICE DEPARTMENT



*109 South Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

City Council Report

July 2016

Patrol Division

Highlighted Events

- Assisted ALE with a search warrant at a business. The business has since been closed.
- Staffing shortages on patrol have created numerous logistical issues. Two officers remain on extended medical leave; Two other vacancies are trying to be filled.
 - CID and Administration have been pulled away from standard duties to assist with patrol needs.
- Lt. Price completed the Governor Crime Commission grant. The city should anticipate a reimbursement within 120 days. The grant allowed us to acquire the wireless upload server and in car cameras.

Community Policing

- Lt. Price and Officer Cox presented at the LEO Prayer vigil organized by Deputy Sgt. Gil
- Partnered with Roxboro Housing Authority to host a Community Conversation
- Partnered with New Mt. Zion Baptist Church to host Community Cookouts & Cops
 - The event was published multiple times on the PD's Facebook, Roxboro Radio (on air and Facebook), Courier Times printed an article and posted it on Facebook.
 - Approximately 200 people attended the event. More are being planned.
 - Lt. Price facilitated the "Do's & Do Not's of a Traffic Stop". The public appreciated the information and requested it be distributed. The Courier Times printed an article.
- Chief attended the B.A.S.I.C group meeting.
- A local family donated two bicycles to the department. One was donated a bicycle to a family in need
- Lt. Price has worked to start (4) new Community Watch Associations. They are still in the planning stages.
- Sgt. Dickerson hosted the second quarter Citizen Police Academy Alumni- Advanced CPA meeting.
- Participants were exposed to "Shoot No Shoot" drills. Several shot unarmed people who were not posing a threat.
- Corporal Watson was recognized by American Legion Post 138 as the Officer of the Year
- Sgt. Cash visited the Food Pantry.
- Lt. Price hosted Property Managers Collaborative meeting.
- Chief walked the 4th July parade greeting the public.

Monthly Activities

- Calls for Service – 1613
- Incident Reports- 128
- Vehicle Crashes – 43
- Citations – 160
- Warnings – 226
- Misdemeanor Arrests – 55
- Felony Arrests – 15
- Charges-70

Criminal Investigations Division

- Conducted case assignment/management duties.
- Conducted administrative duties.
- Assisted Patrol with calls for service.
- Following up on numerous open investigations.
- Conducted a search warrant for a potential weapons violation.
- No weapons located.
- A new hire background investigation was assigned to a detective.
- Lt. Hughes has been accepted to attend professional development training at NC State for the Leadership Enforcement Executive Program! The course will educate our new lieutenant on budget, personnel laws, policy development, government processes and other executive training.

Total Numbers for the Month

- Number of cases assigned 15
- Follow up hours in field 156
- Phone follow up hours 32
- Hours spent doing paperwork 114
- Call outs 16
- Out of town follow ups 0
- Felony warrants - 5
- Misdemeanor warrants 0
- Cases closed: Leads exhausted, Closed by warrants or unfounded 9
- Arrests 0
- Felony packets 1
- Number of interviews done 14
- Complaints handled 0

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – Cases

Person County Sheriff's Office – Case

Chapel Hill Police Department – Cases

Hillsborough Police Department – Cases

Norwood Police Department – Case

- *No statistics for forensic available this month due to employee being on leave.*

Street Crimes Unit

- Working with new informants.
- Several controlled buys conducted.
- Scheduled to attend a Drug Summit in September
- Assisted Patrol with calls for service.

Administrative Services Unit

- Completed interviews for Evidence Custodian. Three candidates are in the background phase.
- Assisted with numerous facility repairs/requests with Phillip Fish.
- Transferred evidence to the SBI lab.
- Acquired three of the four vehicles; procured all equipment; scheduled equipment installs.
- Prepared all needs for the upcoming National Night Out event.
- Assessed and completed several technical issues with technology equipment.
- Assisted with FTO review board for a new officer who successfully completed FTO.
- Completed a background investigation for a BLET sponsorship candidate- possibly may be able to hire the candidate for an existing vacancy.
- Assisted Lt. Price with information to close out the GCC grant.
- Attended the North Carolina Police Executives conference.

Administration

Meetings

- Daily meetings with all staff.
- Several meetings with HR and City Manager related to personnel matters.
- Distributed requested information for several media inquiries.
- Met with VFW.
- Met with Pointer Street residents to facilitate concerns.
- Attended judicial stakeholders meeting.

- Attended Personality Festival planning session
- Attended Good Morning Coffee hour.
- Met with Sharon Richmond to discuss and plan a Community Clean Up in the fall.
- Attended Rotary.
- Chief had lunch with Judge Galloway to discuss several judicial and community outreach concerns.

Highlighted Events

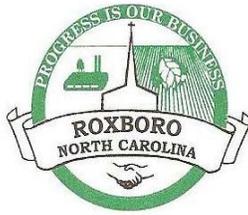
- Deputy Chief Kirby and Chief Hess attended a training forum hosted by the SBI to discuss upcoming procedural changes at the Crime Lab.
- Followed up on information about a possible protest- staff meet with the event organizer. The educational outreach proved successful. To date, it appears this event will not occur.
- Chief is completing his duties as Chairman for the NC Chiefs Association Training & Chaplain Committee for the 2017 conference.
 - To date the Chief and the training committee have scheduled a Community Policing forum at the conference that will partner with the US Department of Justice and three Chiefs from across the state to discuss successful implementation of the President's Task Force on 21st Century.
 - In addition, the committee is working to secure a total of 15 hours of executive level training, which will be the most training facilitated for the association since its inception.
- Chief worked half of a weekend night shift with patrol to assist with staffing shortages.
- Chief has monitored the emergency radio and weather radar during the recent severe thunderstorms. Updates of flash flooding in the city and storm damage were posted on the Chief's Twitter feed.

Personnel

- Received medical updates on two employees.
- Working with HR to post and fill our vacant evidence technician position.
- Working with HR to fill (2) vacant police officer positions.



There is **UNITY** in **CommUNITY**! We remain dedicated to serving our **CommUNITY** through 21st Century Community Policing initiatives and outreach. We thank you and the **CommUNITY** for your support.



City of Roxboro

Memorandum

To: Trevie Adams , Roxboro City Clerk
From: Sharon Richmond, Roxboro Planning & Zoning Director
Re: June N-Focus Report
Date: 8/04/2016

Consent Agenda Item

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

26 Public Nuisance Cases

13 Minimum Housing Investigations

8 Reported High Grass complaints

Public Services Department Monthly Report



City of Roxboro

July 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;">26</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">1</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">16</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;">8</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">10</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">27</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">3</td></tr> </table> <p>Remarks:</p>	Water Repairs:	26	Hydrant Repairs and Maint:	1	Meters Changed:	16	New Water Services:	0	Broken Meters Replaced:	8			Sewer Repairs:	10	Sewer Blockages:	27	New Sewer Services:	3	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">438.46</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">239.96</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">24</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">1</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;">6</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">37.84</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;">28</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$10,194.33</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	438.46	tons	Residential Garbage:	239.96	tons	Brush Collected:	24	tons	Leaves Collected:	1	tons				Potholes Repaired:	6		Asphalt:	37.84	tons	Concrete:	0	yards				Vehicle Repairs:	28		Garage Materials:	\$10,194.33	
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<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Total Water Treated:</td><td style="text-align: right;">95.232</td><td style="text-align: right;">MG</td></tr> <tr><td style="padding-left: 20px;">Average Daily Treated:</td><td style="text-align: right;">3.072</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Treated:</td><td style="text-align: right;">3.9</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Treated:</td><td style="text-align: right;">2.04</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">City Lake Level:</td><td style="text-align: right;">37" Low</td><td style="text-align: right;">8/1/16</td></tr> <tr><td style="padding-left: 20px;">Lake Roxboro Level:</td><td style="text-align: right;">1.5" Low</td><td style="text-align: right;">8/1/16</td></tr> </table> <p>Remarks:</p>	Total Water Treated:	95.232	MG	Average Daily Treated:	3.072	MGD	Maximum Daily Treated:	3.9	MGD	Minimum Daily Treated:	2.04	MGD				City Lake Level:	37" Low	8/1/16	Lake Roxboro Level:	1.5" Low	8/1/16	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Average Monthly Flow:</td><td style="text-align: right;">2</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Maximum Daily Flow:</td><td style="text-align: right;">4.69</td><td style="text-align: right;">MGD</td></tr> <tr><td style="padding-left: 20px;">Minimum Daily Flow:</td><td style="text-align: right;">1.37</td><td style="text-align: right;">MGD</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Rainfall:</td><td style="text-align: right;">6.275"</td><td></td></tr> <tr><td style="padding-left: 20px;">Maximum Rainfall:</td><td style="text-align: right;">2"</td><td style="text-align: right;">6/4/16</td></tr> <tr><td style="padding-left: 20px;">Peak Hourly Flow:</td><td style="text-align: right;">17.8 mg</td><td style="text-align: right;">6/4/16</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Monthly Samples Analyzed:</td><td style="text-align: right;">2464</td><td></td></tr> </table> <p>Remarks:</p>	Average Monthly Flow:	2	MGD	Maximum Daily Flow:	4.69	MGD	Minimum Daily Flow:	1.37	MGD				Monthly Rainfall:	6.275"		Maximum Rainfall:	2"	6/4/16	Peak Hourly Flow:	17.8 mg	6/4/16				Monthly Samples Analyzed:	2464				
Total Water Treated:	95.232	MG																																																		
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Monthly Samples Analyzed:	2464																																																			

City of Roxboro, NorLM
 Distribution of Gas TIWD
 30-Jun-16

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

CS
 GC

Gas 0.5323
 Diesel 0.5915

0.05
 2.00%
 2.00%

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

1	4120	City Hall		18.37	42.25	9.78	0.92	0.37	31.19	2.300
2	4130	Finance		16.71	37.42	8.89	0.84	0.33	27.36	2.239
3	4160	Public Buildings		174.36	394.56	92.81	8.72	3.49	289.54	2.263
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		209.44	474.23	111.48	10.47	4.19	348.08	2.264
5	4310	Police		1,908.05	4,320.36	1,015.66	95.40	38.16	3,171.14	2.264
6	4311	CID		293.59	660.24	156.28	14.68	5.87	483.41	2.249
26	4312	Narcotics		29.47	66.97	15.69	1.47	0.59	49.22	2.272
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,231.11	5,047.57	1,187.62	111.56	44.62	3,703.77	2.262
7	4340	Fire		1,104.74	2,446.94	634.41	55.24	22.09	1,735.20	2.215
8	4341	Fire Inspections		107.31	248.41	57.12	5.37	2.15	183.78	2.315
		Total Fire Dept.		1,212.05	2,695.35	691.53	60.60	24.24	1,918.97	2.224
10	4510	Public Services		185.13	417.54	98.54	9.26	3.70	306.04	2.255
11	4511	Streets		362.98	801.87	201.34	18.15	7.26	583.47	2.209
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		29.68	63.50	17.56	1.48	0.59	43.87	2.139
14	4710	Residential Garbage		1,249.50	2,691.77	739.08	62.48	24.99	1,865.23	2.154
15	4711	Commercial Garbage		939.26	2,017.69	555.57	46.96	18.79	1,396.37	2.148
16	4740	Cemetery		193.51	481.73	103.01	9.68	3.87	365.18	2.489
		Total Public Services		2,960.06	6,474.10	1,715.09	148.00	59.20	4,560.15	2.187
		Total General Fund		6,612.66	14,691.25	3,705.73	330.63	132.25	10,530.98	2.222
18	7112	Meter Reading		169.89	384.48	90.43	8.49	3.40	282.16	2.263
19	7114	Lake Warden		87.61	206.07	46.63	4.38	1.75	153.30	2.352
25	7118	Pump Stations		154.28	333.12	82.12	7.71	3.09	240.20	2.159
20	7120	Water Plant		170.40	385.31	90.70	8.52	3.41	282.68	2.261
21	7121	Water Line Maintenance		158.32	347.76	89.18	7.92	3.17	247.50	2.197
22	7130	WWTP		79.29	179.29	42.21	3.96	1.59	131.53	2.261
23	7131	Sewer Line Maintenance		695.48	1,540.69	380.95	34.77	13.91	1,111.06	2.215
24	7132	WWTP II		84.82	186.48	45.15	4.24	1.70	135.39	2.199
		Total Enterprise Fund		1,600.09	3,563.20	867.37	80.00	32.00	2,583.82	2.227
		Total All Funds		8,212.75	18,254.45	4,573.10	410.64	164.26	13,114.80	2.223



August 4, 2016

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Uptown Development Director

Subject: August Council Report

City of Roxboro:

- Planting Projects Uptown – Thanks to the wonderful volunteers from the My Life Matters organization, and a local resident, Jessica Smith, we were able to successfully complete the planting project in the raised bed near the Depot Street alleyway. You can see pictures below, but they simply do not do it justice. The work is superb! Thanks to Capital Power for their \$1000 contribution to the project and to Southern States of Roxboro for donating the mulch. Hayden Newell offered his hand in help also, as he provided water for cleanup and setting the plants after they were placed in the soil. Public Works Dept. assisted with debris removal. This was truly a group effort and all involved should be proud.





Additionally, the volunteers weeded and re-mulched the perimeter of Yesterday's Interiors. The project took about 4 hours in total, and the results are just fabulous! Mr. Woody and Carolyn, his assistant at the office, were both pleased with the work and thanked the volunteers for their efforts.



Before



After

- Hall's Way Project – The Hall's Way project is coming along nicely. Renovations are very much on-schedule and the Berryhills have informed me that they plan to have the building open in time for the annual Personality Festival. Many of the businesses have also indicated their plans to be open for the event, if not before.
- Other Highlights:
 - Performed watering and maintenance needs for new Uptown planters.
 - Met with the owners of the restaurant scheduled to open in the 115/117 Depot Street location to discuss plans and opening announcement
 - Met with Claudia and Joe Berryhill to discuss placement of the garbage cans for their new properties at Hall's Way.

Roxboro Development Group

- Uptown Planters – See above.
- Rox N' Roll Cruise-In – The July Cruise-In suffered from poor weather, again. We still had a decent number of cars and spectators, but do hope for better weather for August. The plans are in motion for a Beach Party themed Cruise-In, complete with beach music, a shag contest, a new Taco food truck vendor, and many fun games and prizes. I have already started conversations with local business owners about the possibility of having a treasure hunt within our Uptown businesses to encourage spectators to stop and shop while here for the event.



- Regional Managers Meeting – On June 20th I attended the Regional Managers meeting for the NC Main Street Center. Attendance at two of these meetings each year is required to comply with our accreditation standards. The meeting typically hosts about 20-30 managers in the central piedmont area. Roxboro will host the next Managers Meeting in October. I will be putting together “welcome” bags for our guests with information about our community, as well as some thank-you gifts from our local businesses.
- Other Highlights –
 - Held RDG Board Meeting on July 19th
 - Attended EDC Board Meeting on July 21st
 - Held Promotions Committee meeting on July 14th
 - Held an Economic Restructuring meeting on July 25th
 - Attended the logistics meeting for Personality on July 25th
 - Continued work to plan and prepare for the next Rox N’ Roll event, Alive After 5, and the Open House event in September.

1. Set Public Hearing for Repeal of Personnel Ordinance

**Information to be
Distributed
At
Council Meeting**

2. Sewer Connection Request - Westover Dr.

SEWER CONNECTION REQUEST
506 Westover Drive

The City has received a request for a sewer connection. The house, located at 506 Westover Drive, is outside the City limits and will require a sewer pump and force main to reach the existing city sewer. As this house is located outside the city limits the homeowner would be required to obtain all necessary easements and install the sewer pump and force main at their expense. Plus, they would be responsible for all future maintenance of the pump and force main.

As this is not located in the city, approval of both Roxboro City Council and the Person County Board of County Commissioners is required per the City and County Joint Water and Sewer Agreement.

The closest sewer line is located on Crestwood Drive. The owner would have to install a sewer pump as the lot is lower than the city sewer. Also they will have to obtain an easement from NCDOT or the property owner located at the corner of Crestwood and Westover Drive in order to install the force main. Westover Drive is a NCDOT road. Crestwood Drive is a city street. The house currently has city water.

According to Person County Environmental Health, the house at 506 Westover Drive currently has two septic systems. One is in the front and the other one is in the back. There is no repair area on the lot. To their knowledge, the current septic system is working.

While this house is outside the city limits it is adjacent to the city limits and as such it may request annexation.

Jack Reynolds and Associates
P. O. Box 1191
Roxboro, N. C. 27573

.....

Jack Reynolds and Associates

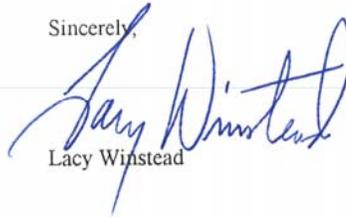
July 5, 2016

Brooks Lockhart
City Manager
Roxboro, N. C. 27573

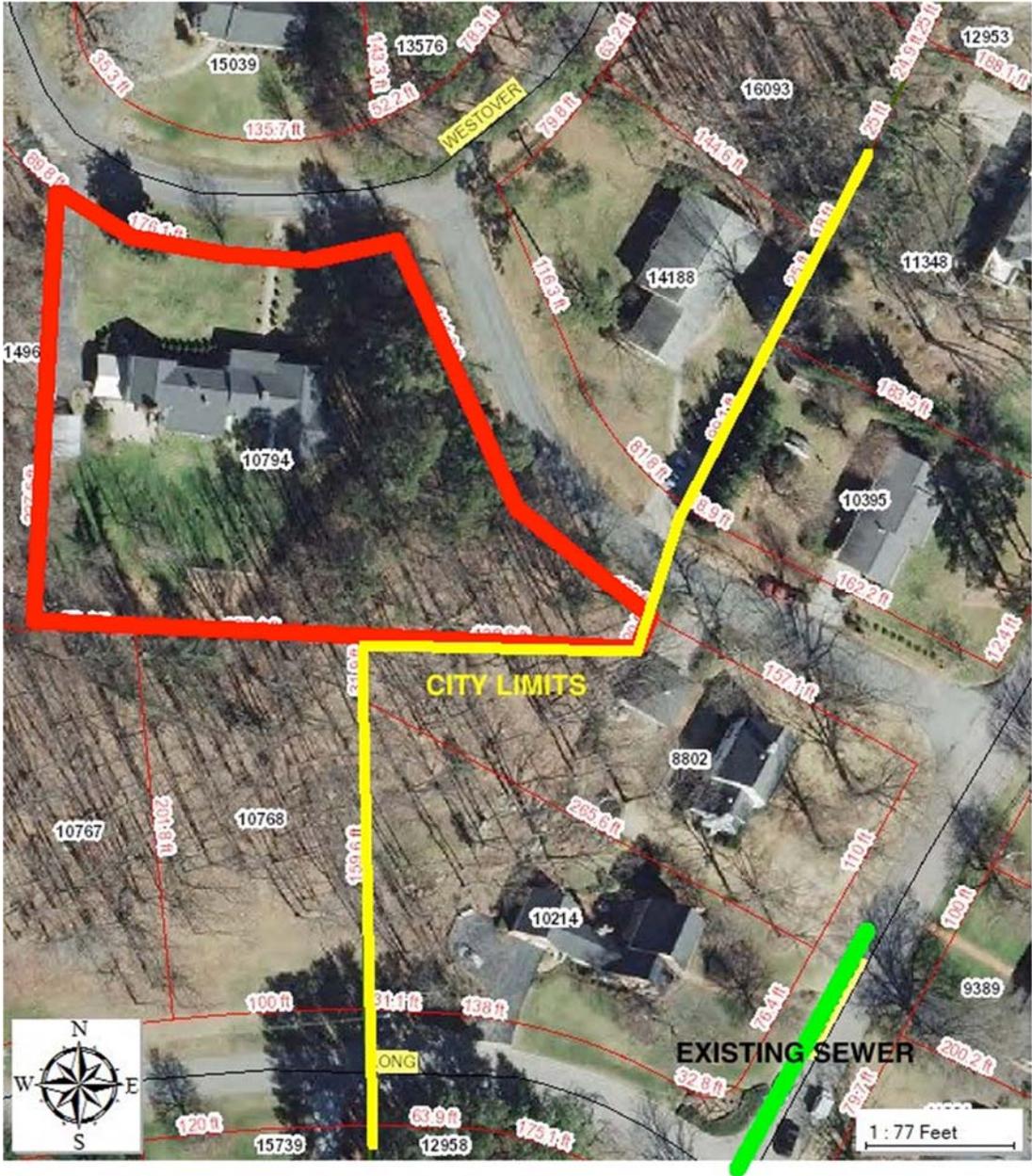
Dear Brooks:

We have a buyer for a house at 506 Westover Drive and they want to hook up to city sewer.

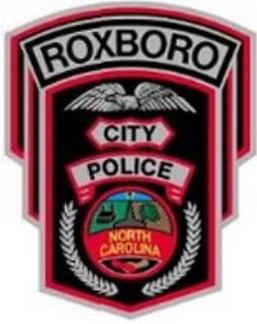
Sincerely,



Lacy Winstead



3. Signage for Police Department



ROXBORO POLICE DEPARTMENT



*109 South Lamar Street
Roxboro, North Carolina 27573*

Office 336 599 8345

www.cityofroxboro.com

Police Parking Signage Request

The police department is requesting reserved parking spaces for police and fire personnel vehicles during business hours. Depicted below is a photograph of the police department parking lot on a Monday afternoon. As you can see, there are no available parking spaces for sworn police personnel who work in the office. This is a routine issue that creates additional hazards when officers park along the sidewalk in front of the police department. The lower parking lot ,off of Depot Street, remains full with patrol vehicles not in operation, on duty staff and personal vehicles of staff.

Since last year, the police department has kept the six parking spaces in front of the building available for the public conducting police business. The proposed signage mirrors the signs in front of City Hall and in Uptown parking. The signs have a minimal expense. Funds are budgeted for such items. The remaining parking spaces in the top lot would be available for public use during business hours.





**PARKING FOR
POLICE & FIRE
DEPARTMENT
VEHICLES ONLY**

**Monday thru Friday
8:00am – 5:00pm**



4. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Twelve Months Ended June 30, 2016

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	100.00% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,797,380	\$ 4,798,380	\$ 4,927,876.19	\$ 129,496.19	102.70%
Local Option Sales Tax	1,314,320	1,314,320	1,358,491.86	44,171.86	103.36%
Other Taxes and Licenses	21,000	23,000	15,487.56	(7,512.44)	67.34%
Unrestricted Intergovernmental	846,523	892,723	1,027,135.64	134,412.64	115.06%
Restricted Intergovernmental	629,935	674,935	654,419.88	(20,515.12)	96.96%
Permits and Fees	7,000	8,293	3,390.00	(4,903.00)	40.88%
Sales and Services	667,120	667,120	646,597.85	(20,522.15)	96.92%
Miscellaneous	56,017	73,917	53,580.47	(20,336.53)	72.49%
Investment Earnings	5,000	5,000	3,146.44	(1,853.56)	62.93%
Interfund Transfers	1,038,324	1,150,421	889,490.37	(260,930.45)	77.32%
Sale of Fixed Assets	25,000	70,000	72,053.38	2,053.38	102.93%
Total Revenues	9,407,619	9,678,109	9,651,669.64	(26,439.18)	99.73%
Expenditures:					
Governing Body - City Council	196,013	186,013	175,509.67	10,503.33	94.35%
City Hall Administration	628,862	746,329	709,347.97	36,980.85	95.04%
Finance	246,881	247,681	234,877.68	12,803.32	94.83%
Sales Tax	88,100	133,100	115,675.31	17,424.69	86.91%
Tax Collections	67,521	68,521	69,033.42	(512.42)	100.75%
Buildings & Grounds	132,027	132,702	121,338.25	11,363.75	91.44%
Safety / Purchasing	34,625	34,625	29,414.83	5,210.17	84.95%
Police	3,009,284	3,090,709	2,796,590.06	294,118.94	90.48%
Fire	2,245,798	2,261,281	1,662,720.33	598,560.67	73.53%
Emergency Communications 911	96,965	96,965	68,065.78	28,899.22	70.20%
Transportation - Streets	1,554,423	1,577,293	1,493,439.86	83,853.14	94.68%
Environmental Protection	1,056,282	1,243,007	1,210,913.00	32,094.00	97.42%
Economic Development	246,584	256,584	200,166.58	56,417.42	78.01%
Cultural & Recreational	-	-	-	-	#DIV/0!
Debt Service	518,252	518,252	517,393.16	858.84	99.83%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,221,617	10,693,062	9,404,485.90	1,288,575.92	87.95%
Excess of Revenues Over (Under) Expenditures	(813,998)	(1,014,953)	247,183.74	1,262,136.74	
Other Financing Sources					
Proceeds of Capital Lease	635,198	820,198	261,000.00	(559,198.00)	31.82%
Fund Balance Appropriated	178,800	194,755	-	(194,755.00)	0.00%
Total Other Financing Sources	813,998	1,014,953	261,000.00	(753,953.00)	25.72%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	508,183.74	\$ 508,183.74	
Fund Balance Beginning of Year			3,600,456.50		
Fund Balance Current Period			\$ 4,108,640.24		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Twelve Months Ended June 30, 2016**

	Annual				
	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	100.00% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 5,099,053.68	\$ 9,301.68	100.18%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	23,500.00	3,500.00	117.50%
Other Operating Revenues	34,118	34,118	52,417.09	18,299.09	153.63%
Nonoperating Revenues	3,000	3,000	36.74	(2,963.26)	1.22%
Interfund Transfers-MERP	-	-	-	-	
Interfund Transfers	1,098,065	1,148,745	659,574.57	(489,170.73)	57.42%
Sale of Fixed Assets	15,000	15,000	16,292.89	1,292.89	108.62%
Total Water & Sewer Fund 60	6,259,935	6,310,615	5,850,874.97	(459,740.33)	92.71%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	8,767.31	1,802.31	125.88%
Nonoperating Revenues	500	500	100.30	(399.70)	20.06%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	681,505	681,505	704,882.60	23,377.60	103.43%
Nonoperating Revenues	4,500	4,500	1,443.22	(3,056.78)	32.07%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,953,405	7,004,085	6,566,068.40	(438,016.90)	93.75%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	106,025	115,924	117,639.96	(1,716.13)	101.48%
Meter Section	242,502	243,292	206,555.23	36,736.77	84.90%
Raw Water Supply	568,225	568,510	438,700.07	129,809.93	77.17%
Water Plant	1,423,494	1,475,170	1,458,496.74	16,673.66	98.87%
Water Maint and Construction	495,347	473,796	454,374.60	19,421.40	95.90%
Wastewater Plant II	152,562	147,862	121,435.42	26,426.58	82.13%
Wastewater Plant	1,190,302	1,194,592	1,099,519.23	95,073.13	92.04%
Pump Stations	228,293	255,825	252,573.98	3,250.94	98.73%
Wastewater Maint & Construction	395,374	377,833	324,713.92	53,118.87	85.94%
Debt Service	479,487	479,487	479,486.83	0.17	100.00%
Interfund Transfers-MERP	-	-	-	-	
Interfund Transfers	978,324	978,324	860,130.37	118,193.63	87.92%
Total Water & Sewer Fund 60	6,259,935	6,310,615	5,813,626.35	496,988.95	92.12%
Triple Tier Fund 61	7,465	7,465	-	7,465.00	0.00%
Capital Reserve Fund 69	1,098,065	1,098,065	659,574.57	438,490.43	60.07%
Total Expenditures	7,365,465	7,416,145	6,473,200.92	942,944.38	87.29%
Excess of Revenues Over (Under) Expenditures	(412,060)	(412,060)	92,867.48	504,927.48	
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	\$ -	\$ -	92,867.48	\$ 92,867.48	
Fund Balance Beginning of Year			2,218,884.12		
Fund Balance Current Period			\$ 2,311,751.60		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Twelve Months Ended June 30, 2016

Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	100.00% Percent of Budget
<u>Central Depository</u>				
Cash	11100000	2,250,869.41		
BB&T MMA	11100001	128,003.86		
NCCMT	11100002	537,500.28		
Flexible Spending Account AFLAC	11100003	67,125.17		
Roxboro Savings Bank	11100004	719,967.66		
Gateway Bank MMA Finistar	11100005	102,005.14		
CD's	11130000	-		
Total Cash and Investments		\$ 3,805,471.52		\$3,805,471.52
<u>Breakdown by Fund:</u>				
General	10	\$ 3,624,894.23		
CDBG-Revolving Loan Fund	13	98,411.50		
Vehicle Special Revenue	26	1,360.78		
Ridge Road Capital Project	30	(680,667.95)		
Stormwater Capital Fund	50	110,037.38		
Enterprise	60	154,812.20		
Triple Tier Water	61	107,382.52		
Capital Reserve	69	391,397.30		
Wastewater Plant Capital Project	71	(369,844.55)		
Annexation Area Capital Project	73	195,141.75		
Christmas Club / Flex Fund	75	98,042.85		
LEO Pension Trust Fund	79	74,503.51		
Reserve for Interest Earned		-		
Total of Fund's Cash and Investments		\$ 3,805,471.52		\$3,805,471.52

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of June 30, 2016**

	General Fund			
	30-Jun-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.10%	0.42%	0.48%
Reserved by state statute	653,781	15.91%	6.11%	6.94%
Reserved for streets - Powell Bill	287,458	7.00%	2.69%	3.05%
Reserved for cemetery	30,269	0.74%	0.28%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.29%</u>	<u>1.26%</u>	<u>1.43%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>28.03%</u>	<u>10.77%</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>2,957,026</u>	<u>71.97%</u>	<u>27.65%</u>	<u>31.39%</u>
Total fund balance unreserved	<u>2,957,026</u>	<u>71.97%</u>	<u>27.65%</u>	<u>31.39%</u>
Total equity and other credits	<u>\$ 4,108,640</u>	<u>100.00%</u>	<u>38.42%</u>	<u>43.62%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 10,693,062	
Prior Year Expenditures				\$ 9,419,976

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of June 30, 2016

	Enterprise Fund			
	30-Jun-16 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2016 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.62%	0.27%	0.25%
Reserved by state statute	422,861	18.29%	7.93%	7.35%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>77.19%</u>	<u>33.47%</u>	<u>31.02%</u>
Total fund balance reserved	2,221,606	96.10%	41.66%	38.62%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>90,146</u>	<u>3.90%</u>	<u>1.69%</u>	<u>1.57%</u>
Total fund balance unreserved	<u>90,146</u>	<u>3.90%</u>	<u>1.69%</u>	<u>1.57%</u>
Total equity and other credits	<u>\$ 2,311,752</u>	<u>100.00%</u>	<u>43.35%</u>	<u>40.19%</u>
Budget Ordinance for June 30, 2016, as Amended			\$ 5,332,291	
Prior Year Expenditures				\$ 5,752,047

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

	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	340,607.97	381,041.44	231,609.34
Public Utilities	-	-	105,309.38
Adjusted Original Levy	4,538,524.86	4,462,198.16	4,483,405.89
+Discoveries	436,063.98	446,159.28	2,240.61
Levy	4,974,588.84	4,908,357.44	4,485,646.50
-Releases	24,140.68	10,835.39	52,858.62
Current Levy	4,950,448.16	4,897,522.05	4,432,787.88
Collection year-to-date	\$ 4,888,423.82	\$ 4,866,541.80	\$ 4,410,235.94
Uncollected	\$ 62,024.34	\$ 30,980.25	\$ 22,551.94
Collection % of Current Levy	98.75%	99.37%	99.49%
Property Tax Rate Per \$100	\$ 0.660	\$ 0.660	\$ 0.630

5. Assistant Manager's Report

Assistant City Manger's Report

Lake Roxboro Spillway Repairs- The contractor has started mobilizing at the site. The engineer and contractor had marked the areas that need grouting and work will continue for the next couple of weeks.

Roxboro Farmers Market – At the last Council meeting, Roxboro Farmers Market was discussed. Eddie Moody stopped by the market and talked to the farmers. A couple of people would like for the color to be changed but the item most requested was an addition to the shed. To help spruce it up, the facade boards could be replaced and the new ones covered with metal trim along with a new paint job. This work would need to be done this fall after the growing season ends.

Wastewater Treatment Plant CMAR Project. Next week, Garney will present the 90% cost estimate. The plans are still being reviewed by the State. We have received one comment letter from the State asking for clarification on a few minor items.

6. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: August 9, 2016

- Please take note of several upcoming dates.
 - Ribbon Cutting – Friday, Aug. 12, 10am at Roxboro Community School, Raise The Roof Grand Opening
 - Good Morning Coffee Hour: Wednesday, August 17th at Golden Corral, United Way Campaign Kick-Off
 - Economic Development Commission – Thursday, August 18 at 8am at the Person County Tax Office Conference Room
 - Dedication Ceremony – August 18th at 1pm, Rev. Tom Holtsclaw Wood Shed at the Christian Help Center
 - Rox N' Roll Cruise In Beach Party – Friday, August 19th in Uptown
 - Personality Festival: August 26th and 27th in Uptown Roxboro
 - RACC Casino Night: Saturday, October 1st, 6pm at Palace Pointe

- The revisions to the Personnel Policy are nearing completion. In the first week of August, staff held a conference call with Attorney Al Benshoff to finalize content. We anticipate one more review of a final draft around August 19th and upon completion Council will receive copies for their review. The Personnel Policy review has been a laborious process and will result in multiple documents for the Council to review and approve. At present the list of documents is as follows:
 - Personnel Policy (Updated)
 - Digital Media Policy (will replace the Electronic Communications Policy)
 - Social Media Policy
 - Whistleblower's Policy; updated to reflect NC Retaliatory Employment Discrimination Act (NC REDA)
 - Substance Abuse Policy (Procedural). Our Substance Abuse Policy is in the Personnel Policy as a Condition of Employment, this document is pertaining to the procedures on how we test.
 - A Repealer Ordinance (will require a public hearing) to remove Personnel Reference from the City Code of Ordinances.

- The backend for editing our new City website content is in place. So far, the City Manager has been given access and has been framing the outline of our pages. The Information Technology Department anticipates our Department Heads will have access promptly, which will enable us to create our content. Our new website will be able to be edited on the fly without an extensive requirement for design knowledge. We can focus our efforts on publishing immediately.