

AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, JUNE 13, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Police Chief David Hess
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Public Services		
Fuel Expenditures		
Planning/RDG Report		
PUBLIC COMMENT:		
<i>(5 minutes per Citizen)</i>		Mayor Marilyn P. Newell
RECOGNITIONS:		
Manuel Gil and Terry Sanford		Police Chief David Hess
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Budget Amendment		Finance Director Dan Craig
2. Budget 2017/2018 – <i>Public Hearing</i>		Manager Brooks Lockhart
NEW BUSINESS:		
3. Loan Approval		Finance Director Dan Craig
4. Audit Report – June 30, 2016		Finance Director Dan Craig
OLD BUSINESS:		
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
5. Financial & Tax Report		Finance Director Dan Craig
6. Assistant Manager’s Report		Assistant Manager Tommy Warren
7. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
CLOSED SESSION:		
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, June 13, 2017.

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 May 9, 2017/May 23, 2017 (*Regular Meeting*)
- Fire/EMS Monthly Report (*May 2017*)
- Police Dept. Monthly Report (*May 2017*)
- Public Services Report (*April/May 2017*)
- Fuel Expenditures Monthly Report (*May 2017*)
- Planning/RDG Monthly Report (*May 2017*)

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 MAY 9, 2017 – 7:00 P.M. CITY COUNCIL MEETING
TUESDAY MAY 23, 2017 – 6:30 P.M. SPECIAL BUDGET SESSION
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 an additions or corrections and there being none, **Council Member Henry Daniel offered a motion to approve the agenda as presented 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 Council Member Mark Phillips to approve the consent agenda as presented with a second by Council Member Byrd Blackwell**, and upon being put to a vote, was carried unanimously.

PUBLIC COMMENT:

RECOGNITIONS: **Mayor Marilyn P. Newell** recognized **Lieut. Jimmy Hawkins** for receiving his Trilogy award for completing a 120 hour FBI-law Enforcement Executive Association training program.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Adoption of UDO – Public Hearing

Mayor Marilyn P. Newell opened the **Public Hearing at 7:05 p.m.** **Planning Director Lauren Wrenn** reported to Council that over the last couple of years, staff has worked to update the City of Roxboro Unified Development Ordinance with the help of the Planning Board, Attorney Al Benschhoff and Holland Consulting Planners. Ms. Wrenn had distributed the notebooks for review at the last meeting asking if

anyone had any questions or concerns. Mr. Holland did address Council stating that at this time, the UDO is consistent with Legislation, however, there may still need to be some changes. There being no public comment at this time, Mayor Newell closed the Public Hearing at 7:15 p.m. **Council Member Mark Phillips offered a motion to approve the City of Roxboro Unified Development Ordinance (UDO) as presented with the new updated zoning map and for the UDO to become effective June 1, 2017, with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

2. Heirloom Rest. – Handicap Parking Spot – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:17 p.m. Planning Director Lauren Wrenn presented Council with a request from Heirloom, A Poppa Paul Kitchen for an additional three handicapped parking spots at the front/side of their building. The request was also for a larger sign on the dumpster to avoid having the public park there because it obstructs delivery access. Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 7:27 p.m. After some discussion, **Council Member Mark Phillips offered a motion to add signage to the dumpster for Loading/Unloading Zone with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously. **Council Member Mark Phillips offered a motion for the handicapped parking on the east side of the street be moved to the west and use four spaces for a total of three handicapped spaces and to amend the ordinance with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

3. Rezoning Request – 1314 N. Main Street (formerly Strickland’s) – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:32 p.m. Planning Director Lauren Wrenn presented Council with a rezoning request for Reformation Christian Church for the former Strickland Funeral Home site located 1314 N. Main Street from B-2 (Neighborhood Business District) to B-5 (Office District). **Mr. Peter Baker of Oxford Road, Roxboro, N.C. spoke in favor on behalf of the Reformation Christian Church, stating that the building would give their church more space and an ability to serve the community in more ways.** Mayor Newell asked for any other public comment at this time and there being none, closed the Public Hearing at 7:37 p.m. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve the rezoning request as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

4. Morgan Street and Long Avenue Intersection

Planning Director Lauren Wrenn presented Council with an e-mail received from Mr. John Sandor, PE with the North Carolina Department of Transportation (NCDOT) about the possibility of changes being made to the intersection of Morgan Street and Long Avenue. After a brief discussion, it was the consensus of Council to ask Mr. Sandor to attend the June 13, 2017 meeting for a question and answer session.

5. Budget Presentation

City Manager Brooks Lockhart presented Council with the proposed budget for fiscal year 2017-2018. Mr. Lockhart shared some highlights with Council, stating this budget reflects tax rates to remain at \$0.670, a 2% COLA for all employees and an increase in l rates for water and sewer by 3%, that will assist in paying debt towards future improvements; necessary debt service at the wastewater plant to address new ammonia limits that will be enforced in our 2019 permit and the payments on the MIEX System at the Water Plant.

Total proposed budget for the FY 2017-2018 is \$17,778,269. The budget is made up of the following funds:

<u>Fund</u>	<u>Amount</u>
General	\$10,638,013
Enterprise	\$ 6,945,258
All Other	\$ 194,998
Total	\$17,778,269

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 report at this time.
- 2) **Senior Center Advisory Board – Council Member Byrd Blackwell** – Ribbon cutting for the new Senior Center on May 23, 2017.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – No report at this time.
- 5) **Fire Chief’s Association – Council Member Mark Phillips** – attended the meeting on May 4, 2017 and another meeting scheduled for May 11, 2017.
- 6) **Economic Development – Mayor Merilyn P. Newell** – attended the PCBIC meeting.

ADMINISTRATIVE REPORTS

6. Financial & Tax Report

Interim Financial Director Dan Craig presented Council with financial reports for March 31, 2017 and tax reports for April 30, 2017 at this time. **Clerk’s Note: A copy of said financial report is hereby incorporated into the minutes of this meeting.**

7. Assistant City Manager’s Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the third and last clarifier has been rebuilt at the Wastewater Treatment Plant and put back in service. This makes all three clarifiers have been refurbished in the last four years. During the past heavy rains, the plant operators did a great job of preventing a washout of the plant. Sewer was coming into the plant at a rate of 15 million gallons a day and aerators in the aeration basins and clarifiers had to be shut down. To compound the problem of excess flow into the plant, the creek began backing up the discharge pipe into the plant and the third clarifier that was being repaired was empty and it filled up from its discharge side from creek water. Excess flow was diverted into the second aeration basin and no solids were lost. Staff is still pumping the excess flow from the second aeration basin into the first one for treatment.

Some storm damage to City streets was also reported. The culverts at Crowel Street and Ivey Street were damaged by localized flooding during the storm. On Crowell Street, flooding washed out the last section of pipe, part of the remaining pipe is rusted out. This will need to be replaced and the flooding did not damage the asphalt.

8. Manager’s Report

City Manager Brooks Lockhart offered some dates of interest for Council including: EDC/PCBIC meeting, May 18, 2017 at 8:00 a.m., Roxboro Chamber of Commerce Golf Tournament, May 19, 2017 at the Roxboro Country Club open enrollment for employees will be held May 23, 2017 and May 24, 2017.

After some discussion, it was the consensus of Council to meet on Tuesday, May 23, 2017 at 6:30 p.m. in the Council Chamber and then again on Tuesday June 6, 2017 at 6:30 p.m. in the Council Chamber.

Manager Lockhart spoke with the Person County Environmental Issues Advisory Committee regarding the recently authorized study regarding solid waste and impacts from a potential landfill closure. This was an informative conversation that provided feedback on items to consider in the city's analysis.

Continuing, Mr. Lockhart reported that staff has sent the recently amended City Code of Ordinance sections for codification. Staff expects to have the updated digital files shortly. In the upcoming months, staff will be submitting proposed revisions to the Public Nuisance Ordinance.

COUNCIL DISCUSSION: No discussion at this time.

Council Member Mark Phillips offered a motion to enter into Closed Session per NCGS 143-318.11(a)(3) Attorney/Client Privilege with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried unanimously.

Mayor Pro Tem William Davis offered a motion to re-enter into Open Session with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

RECESS:

There being no further business to discuss at this time, a **motion was offered by Council Member Henry Daniel with a second by Council Member Mark Phillips to recess this meeting to May 23, 2017 at 6:30 p.m.** and, upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell reconvened the meeting of May 9, 2017 at 6:30 p.m.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for an additions or corrections and there being none, **Council Member Sandy Stigall offered a motion to approve the agenda as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

1. Public Hearing; Notice of Intent to File USDA RD APPLY

Mayor Marilyn P. Newell opened the Public Hearing at 6:35 p.m. asking for any questions or comment from the public and there being none at this time closed the Public Hearing at 6:36 p.m.

2. Budget Presentation and Discussion

City Manager Brooks Lockhart presented a slide presentation for the fiscal year 2017/2018 Budget, pointing to some areas for discussion, including some capital purchases for the upcoming fiscal year. **Manager Lockhart** asked that **Assistant Manager Tommy Warren** explain to Council the need for a new garbage truck and why staff is requesting a rear loader rather than a side loader. Mr. Warren stated that the side loader truck has not been as durable as they had hoped and it spends more time in the shop than the rear loader truck. Mr. Warren feels that it would be in the best interest of the City to consider a new rear loader truck. After some discussion, Council ask that Mr. Warren find out more about the cost effectiveness of both and compare the advantages for a rear loader as opposed to a side loader and bring back to Council at the next budget session scheduled for June 6, 2017 at 6:30 p.m.

ADJOURNMENT: There being no further discussion, **Council Member Mark Phillips offered a motion to adjourn this meeting at 8:56 p.m. with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

May 9, 2017/May 23, 2017

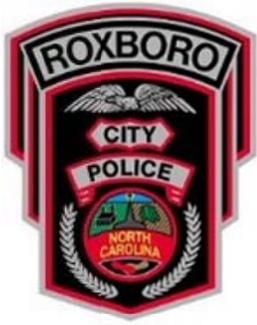


City of Roxboro
Fire and Rescue Department

Date: April 5, 2017
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of May the City of Roxboro Fire Department responded to 19 fire calls within the city limits, and 30 fire calls outside the city limits. Also, the department responded to 78 first responder calls within the city, and 32 first responder calls in our county response district. Over the course of May, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 176 dispatched calls this month.
- **Fire Preventions**- Provided fire prevention in several schools; North Elementary, South Elementary and Stories Creek
- **Fire Extinguisher Training** Provide fire Extinguisher training for Capital Power. We had several classes for every employee of the facility.
- **Monthly Education** We provided the monthly fire education for several centers in the month of May. We provided the services for Generations and Person County Senior Center.
- **Live Fire Burn** We were contacted by Sam Blackwell family to see if we could burn a structure on Old Durham Road. During one of our training nights in May we used the structure to train in live fire. We notified all the residents and business in the area. The burn was down with no injuries or incident.
- **Fire Investigation** The Roxboro Fire Investigation Team traveled to Burlington, North Carolina to do a week long training in fire investigation.
- **Classes Taught at Roxboro Fire Department.** Health and Wellness, Emergency Medical Care, Sprinklers, Fire and Life Safety, and Inspector Upgrade.



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

May 2017

Patrol Division

Highlighted Events

- Patrol is working at minimum staffing levels on three of our four patrol teams. There are interviews for applicants on going. As a reminder, from advisement to hire of a police officer takes 4-6 months. We extended three offers with two accepting.
- Patrol is seeing an increase of violent crime and stolen firearms from breaking and entering investigations. All divisions are working to develop a comprehensive strategic approach to decrease violent crimes.
- Patrol completed mandated annual firearms qualification.
- The department actively participated in the Governor's Highway Safety Program Click or Ticket campaign.
 - GHSP Coordinator Sgt. Ford and Lt. Hawkins attended the campaign kick off meeting. Attending the kick off earned us participating points that are used to acquire equipment.
 - During the campaign the department issued 35 adult seat belt violations and 5 unrestrained child citations.



Community Policing

- Officer Brown spoke with children at Rising Star Preschool.
- Lt. Hughes and Sgt. Cates participated in the Empowering Youth event at Elijah Grove Baptist Church. Sgt. Cates discussed job interview skills and taught youth neck tie tying skills. Lt. Hughes presented on Cybersecurity awareness.

- Sgt. Cates and Det. Howe provided fraud awareness training to a local bank.
- K-9 Officer Solomon, Officer Gil and Officer Lynch talked with children at North Elementary.
- Sgt. Cates spoke with students at North End Elementary for Career Day.
- K9 Officer Solomon conducted a K9 demonstration at Pet Sense.
- The Honor Guard escorted and posted the colors at the Person County Special Olympics opening ceremony.



Monthly Activities

- Calls for Service – 1418
- Incident Reports- 109
- Vehicle Crashes – 72
- Citations – 248
- Warnings – 61
- Misdemeanor Arrests – 46
- Felony Arrests – 27

Criminal Investigations Division

- Multiple cases were closed this month with arrests or unfounded.
- CID was called out to several after hour investigations.
- Background investigations for potential new hire candidates are in process.
- Det. Howe developed a person of interest in a recent counterfeit investigation. The department is working with federal authorities and local agencies in Virginia.

Total Numbers for the Month

- Number of cases assigned 18
- Follow up hours in field 190
- Phone follow up hours 45
- Hours spent doing paperwork 133
- Call outs 7
- Out of town follow ups 4
- Felony warrants - 4
- Misdemeanor warrants- 1
- Cases closed: 7
 - Leads exhausted: 4
 - Closed by warrants or unfounded: 2
- Arrests 4
- Felony packets 6
- Number of interviews conducted 17



Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 3	Oxford Police Department- 0
Chapel Hill Police Department – 1	Person County Sheriff’s Office- 0
Creedmoor Police Department- 0	Hillsborough Police Department- 0
Butner Police Department - 0	Granville County Sheriff’s Office- 0

Street Crimes Unit

- The unit has multiple active covert investigations.

Administrative Services Unit

- Attended numerous OSSI site trainings in preparation for the new records software migration.
- Coordinated several interviews and pre-hiring process phases.
- The department received (3) new in car printers from an Administrative Office of the Court grant that yielded a cost savings to the city of \$922.
- Sgt. Dickerson attended the state wide Safe Kids conference and will begin working to become certified as a Car Seat Installation Technician as part of his duties for the Person County Partnership for Children board liaison role.
- Evidence Custodian Thomas scheduled several SBI crime lab submissions.

Administration

Meetings

- Deputy Chief Kirby presented the department's history to the Roxboro Rotary Club.
- Chief and Deputy Chief met with several Community Watch leaders.
- Meet with the transition team for Roxboro Housing. We are working collaboratively with the team to address several matters that should result in improved quality of life for the residents.
- Hosted a National Night Out planning meeting with fifteen stakeholders.
- National Night Out is Tuesday, August 1st from 6-8 PM at Northern Middle School.
- Chief attended two North Carolina Justice Educations, Training and Standards Commission meetings to promote an administrative rule change to allow for ease of hiring NC certified police officers.
- Chief attended the Kerr Tar COG meeting with Councilman Daniel and Commissioner Clayton.
- Chief met with new school Superintendent Rodney Peterson and provided a tour of the city.

Highlighted Events

- Chief was active during the month of May with meetings and discussions with elected officials in the House of Representatives and Senate; Attorney General Josh Stein; the Governor's Office; Sheriff Jones; and newly appointed District Attorney Perez on a variety of legislative and government relations matters.
- Chief worked uniformed patrol on Memorial Day to cover supervisor duties due to a lack of staffing.

Personnel

- Lieutenant Price was approved for medical retirement the end of June. A retirement ceremony will be scheduled. Council will be invited to attend.
 - His retirement will prompt a promotions for lieutenant, sergeant, corporal, detective and a new hire vacancy to fill.

THANK YOU FOR YOUR CONTINUED SUPPORT



Public Services Department Monthly Report



City of Roxboro

May 2017

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;">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;">13</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">1</td></tr> <tr><td>Broken Meters Replaced:</td><td></td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">12</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;">1</td></tr> </table> <p>Remarks:</p>	Water Repairs:	17	Hydrant Repairs and Maint:	0	Meters Changed:	13	New Water Services:	1	Broken Meters Replaced:				Sewer Repairs:	12	Sewer Blockages:	27	New Sewer Services:	1	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">463.38</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">268.77</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">23.1</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">1.25</td><td style="text-align: right;">tons</td></tr> <tr><td colspan="3"> </td></tr> <tr><td style="padding-left: 20px;">Potholes Repaired:</td><td style="text-align: right;">7</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">42.86</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;">48</td><td></td></tr> <tr><td style="padding-left: 20px;">Garage Materials:</td><td style="text-align: right;">\$19,884.55</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	463.38	tons	Residential Garbage:	268.77	tons	Brush Collected:	23.1	tons	Leaves Collected:	1.25	tons				Potholes Repaired:	7		Asphalt:	42.86	tons	Concrete:	0	yards				Vehicle Repairs:	48		Garage Materials:	\$19,884.55	
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City of Roxboro, North C LM
 Distribution of Gas Ticke WD
 30-Apr-17

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5260
 Diesel 0.5860

0.04
 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		38.77	85.09	20.39	1.55	0.78	62.37	2.195
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		224.51	526.04	118.09	8.98	4.49	394.48	2.343
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		263.28	611.13	138.49	10.53	5.27	456.85	2.321
5	4310	Police		1,718.61	3,849.82	903.99	68.74	34.37	2,842.71	2.240
6	4311	CID		165.89	370.10	87.26	6.64	3.32	272.89	2.231
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		1,884.50	4,219.92	991.25	75.38	37.69	3,115.60	2.239
7	4340	Fire		1,293.29	2,997.81	727.73	51.73	25.87	2,192.48	2.318
8	4341	Fire Inspections		52.17	119.03	27.44	2.09	1.04	88.46	2.282
		Total Fire Dept.		1,345.46	3,116.84	755.17	53.82	26.91	2,280.94	2.317
10	4510	Public Services		171.97	383.01	90.46	6.88	3.44	282.24	2.227
11	4511	Streets		417.69	980.65	230.48	16.71	8.35	711.99	2.348
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		14.61	33.00	7.68	0.58	0.29	24.44	2.259
14	4710	Residential Garbage		1,168.43	2,823.06	684.70	46.74	23.37	2,068.25	2.416
15	4711	Commercial Garbage		880.64	2,134.78	516.06	35.23	17.61	1,565.89	2.424
16	4740	Cemetery		202.22	560.76	106.37	8.09	4.04	442.26	2.773
		Total Public Services		2,855.56	6,915.26	1,635.74	114.22	57.11	5,095.06	2.422
		Total General Fund		6,348.80	14,863.15	3,520.65	253.95	126.98	10,948.45	2.341
18	7112	Meter Reading		147.33	329.87	77.50	5.89	2.95	243.53	2.239
19	7114	Lake Warden		82.71	196.03	43.51	3.31	1.65	147.56	2.370
25	7118	Pump Stations		408.55	999.92	214.90	16.34	8.17	760.51	2.447
20	7120	Water Plant		136.37	303.20	71.73	5.45	2.73	223.29	2.223
21	7121	Water Line Maintenance		236.25	553.12	131.17	9.45	4.73	407.77	2.341
22	7130	WWTP		45.87	103.65	24.13	1.83	0.92	76.77	2.260
23	7131	Sewer Line Maintenance		434.55	994.04	234.57	17.38	8.69	733.40	2.288
24	7132	WWTP II		80.08	188.63	42.12	3.20	1.60	141.70	2.356
		Total Enterprise Fund		1,571.71	3,668.46	839.62	62.87	31.43	2,734.54	2.334
		Total All Funds		7,920.51	18,531.61	4,360.26	316.82	158.41	13,682.99	2.340



City of Roxboro Special Event Permit Application

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

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

I. Applicant Information:

Organization: Directors Round Table
Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Cell Number: _____ Email: _____

Primary Contact: Larry Cole
Address: 314 Lewis Winstead Loop City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-599-7749 Cell Number: 336-598-1310 Email: furniture.mart@Charter.net

II. General Event information:

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

City of Roxboro Independence Day Parade

Please select the type of event:

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

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

Parade in Uptown Roxboro Celebrating Independence Day

Please indicate the following:

- a. Proposed Event Date(s): 7-4-17
- b. Proposed Time Period(s) of the Event: 9:30 am - 12:00 pm
- c. Location of Event: Assembly @ museum & parading down Main St. to finish @ Merritt Commons
- d. Approximate Number of People to Attend the Event: 500 - 1,000

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

Apprx. 70 parade entries including cars, floates, walkers, bicycles, soap box cars, horses, & other participants will parade from Morehead St., down Main St., then to Merritt Commons lot. We may have 2 or 3 non-profit vendors in the lot for a car show to follow the parade.

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: Police needed to block the streets during parade
- Fire: _____
- Public Service (i.e., streets or portions of streets to be closed and for what period, etc.): _____
- Other: _____

III. Venue Details:

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

Main St. @ Morehead, Reams, Depot, Court, Abbott, Gordon

Specify number of:

2/3 Goods/Food Vendors 5 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.

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: various noise making from floats

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

None other than those in the parade.

Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. ABC permit(s)*
- c. Person County Environmental Health Department permit(s)/license(s) for on-site food
- d. Sketch Map Showing All of the Following:
 - The area where the event is to take place
 - Any Streets or other rights-of-way to be closed or obstructed.
 - Any barriers or traffic control devices that will be erected.
 - Location of vendor booths, platforms, benches, stages, or bleachers
 - Location of alcohol selling/consumption area
 - Toilet Facilities (i.e., porta johns)
 - Garbage Facilities (dumpsters, roll out carts)

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

IV. Cancellation Policy

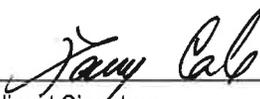
The City Manager, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

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

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

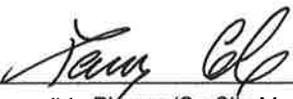
The undersigned persons certify that all information in this application (including attachments) is complete and accurate to the best of their knowledge, that the information contained in this application form shall constitute conditions of an issued permit, that the City will be notified of any changes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

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



Applicant Signature

Date: 5/30/17



Responsible Planner/On-Site Manager

Date: 5/30/17



City of Roxboro

Merritt Commons Rental Agreement

The City of Roxboro recognizes the value of having an appropriate facility to serve the citizens of Roxboro and Person County. To achieve this objective, it shall be the policy of the City of Roxboro to grant and encourage maximum use of the Main Street Pavilion to responsible and properly organized agencies, institutions, individuals, and organizations for cultural, educational, recreational, and civic purposes. Merritt Commons shall be made available subject to such rules and regulations as established by the City of Roxboro. Administration of the facility is the responsibility of the Planning & Development Director, or his/her designated representative.

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

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

User(s) shall not stay later than the scheduled time unless granted permission by the Planning & Development Director.

6. Seating capacity and use of the City Parking Lot (festival style/lawn seating) is subject to regulation by the Roxboro Fire Department and approval by the Chief of the Roxboro Police Department and Roxboro City Council.
7. Any alterations to electrical, structural, or other building features are prohibited.
8. No open flame device shall be used without written permission from the Roxboro Fire Department.
9. Special Event insurance will be required for concert venues. The City of Roxboro will be listed as additional insured on the policy.
10. The User shall be responsible for cleaning of the premises (entrances, parking areas, and surrounding areas) so as to place them in their original condition. This includes all trash receptacles to be emptied, all items not property of the Main Street Pavilion are to be removed, all food and drink areas are to be cleaned, and stage is to be completely cleared.
11. No stakes, poles, or other object may be driven into the grounds of the facility.
12. No automobiles, or equipment of similar weight, shall be driven or placed on the grassy lawn.
13. Flammable liquids of all descriptions shall be prohibited in all areas of Merritt Commons and the Main Street Pavilion.
14. Non-Merritt Commons properties shall immediately be removed following any facility usage. Any property left upon the premises by the User(s) shall, after a period of ten (10) days from the last day of tenancy hereunder be deemed abandoned and become the property of the City of Roxboro to be disposed of or used at the City's discretion.
15. User(s) will pay for damages beyond normal wear immediately. Failure to do so will result in the loss of user privileges. Damages will be deducted from the security deposit. User(s) will pay cost above the security deposit.
16. The City of Roxboro has the right to make repairs and bring contractors in without prior notice to User(s). Cost of these repairs will be borne by the User.

17. The User(s) will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to any part of the building, except in designated areas, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the Pavilion or the furnishing thereof.
18. Use or possession of alcohol shall be governed by City of Roxboro ordinances.
19. Security personnel may be required by the City of Roxboro depending upon the nature of the event. All charges for security shall be borne by the User(s). The Planning & Development Director in conjunction with the Chief of the Roxboro Police Department will have final say regarding security needs.
20. The User(s) agrees to make provisions for the safety of those who attend a performance or entertainment by providing sheriff deputies/police officers as appropriate, and by receiving approval from the Roxboro Police Department prior to a performance or entertainment and to pay such officers for their services.
21. The User(s) will be required to work with surrounding businesses. If there is a funeral or visitation at Roxboro Baptist Church during the planned event, music will be prohibited until the funeral or visitation is over.
22. The User(s) will contact Roxboro Baptist Church (336-599-9248) to coordinate scheduling. Failure to coordinate with Roxboro Baptist may result in cancellation of the event by the Roxboro Police Department and/or the Planning & Development Director.
23. If the event requires closing a street, it must be approved and coordinated with the City of Roxboro through the Planning & Development department under authorization of the City's Special Event Permit ordinance.
24. **THERE ARE NO PUBLIC RESTROOM FACILITIES AVAILABLE AT MERRITT COMMONS.** The User(s) is responsible for providing adequate amounts of restroom facilities/ ADA restroom facilities (Portable Toilets) for each event. The amount of wastewater facilities is to be advised by the Person County Environmental Heath Department per number of people projected to attend each event.
25. The User(s) shall not assign or sublet the space or rights covered by this agreement.
26. All advertising and promotion are the responsibility of the organization using the facility.

27. The City of Roxboro hereby reserves the right to control and manage the facility through the Planning & Development Director and to enforce all necessary and proper rules for management and operation of the same.

28. **ALL MATTERS NOT AUTHORIZED EXPRESSLY BY THE TERMS OF THIS CONTRACT SHALL BE RESERVED TO THE DISCRETION OF THE PLANNING & DEVELOPMENT DIRECTOR.**

29. **SECURITY DEPOSIT:** The security deposit for use of the Main Street Pavilion is \$100. Security deposits are refundable upon satisfactory compliance with these rules and the applicable agreement.

30. **FEES:** The Main Street Pavilion facility shall be provided **FREE OF CHARGE** to all organizations, individuals, and agencies not engaged in for-profit activities. The fee for profit-making individuals, organizations, and agencies shall be \$50 per hour.



City of Roxboro Merritt Commons Rental Agreement

I. Applicant Information:

Organization: Directors Round Table
Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Cell Number: _____ Email: _____

Primary Contact: Larry Cole
Address: 314 Lewis Winstead Loop Rd City: Roxboro State: NC Zip Code: 27573
Daytime Phone Number: 336-599-7749 Cell Number: 336-599-1316 Email: furnituremart@charter.net
336-599-8317

II. General Event information:

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

City of Roxboro Independence Day Parade + Car Show

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

Parade in Uptown Roxboro Celebrating Independence Day, followed by a Car Show in the Merritt Commons lot.

Please indicate the following:

- Proposed Event Date(s): 7-4-17
- Proposed Time Period(s): 9:30 am - 12:00 pm
- Approximate Number of People to Attend the Event: 500 - 1,000

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

Approximately 70 parade entries including cars, floates, walkers, bicycles, soap box cars, horses, and other parade participants will parade from Morehead St, down Main St, then to Merritt Commons parking lot. We may have 2 or 3 non-profit vendors in the lot for a car show to follow the parade.

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

Security Deposit \$100.00

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

0 deposit waived for City event holiday

III. Usage Agreement:

THIS AGREEMENT IS BETWEEN THE City of Roxboro AND Directors' Roundtable
ON THE DATES AND TIMES INDICATED ON THIS FORM.

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

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

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

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

This agreement is entered into this 31st day of May, 2017. In keeping with our good faith, I hereby submit a check in the amount of \$ 0 waived to the City of Roxboro.



Signature/Date (User)



Signature/Date (Planning & Development Director)



June 7, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: June Council Report

Uptown Development/Roxboro Development Group:

- **Uptown Branding Project:** This month, the branding coordinator met with several individuals throughout the City for one-on-one interviews. These interviewees represented residents, business owners, millennials, city/county staff, new-comers to the Roxboro area, and minority groups. Additionally, a survey was created to send out through various modes of communication to retain public input regarding the “image” of Uptown. The link for this online survey will be included in the July water bill mailer, shared on social media, published in the paper, and included on the City website. Additionally, paper copies of the survey will be made available at various locations within the City (i.e. Senior Center, Library). The goal will be to reach as many people as possible, from as many backgrounds as possible, to ensure a good sample of data. Furthermore, the branding coordinator will conduct group interviews with specific categories (i.e. City staff/representatives, County staff/representatives, merchants, residents, millennials). The information obtained through these various interviews and the survey will be compiled and analyzed by the branding coordinator and staff. Once this is complete, the project will make its way into the second phase.
- **Uptown Crosswalk Renovations:** Construction began on the new crosswalks at Depot the week of June 5. Crews arrived early that morning to begin work, but were delayed due to weather. After returning on June 6 to try again, an additional delay arose due to a mechanical failure on their machinery. Crews returned as soon as possible after to work on the crosswalk. We received an estimate that road access will remain closed for 4-6 weeks with good weather. All Uptown property and business owners were notified of the work in the weeks prior to the start of construction with individual visits from Planning staff, as well as through email blasts and social media posts. The Public Services department also worked with The Courier-Times to spread information about the closure.
- **Rox N’ Roll:** The first Cruise-In was canceled because of inclement weather. Staff is working diligently to incorporate new and exciting elements to the June Cruise-In, in hopes of having an increased turnout to offset the cancelation. This month’s theme will center on the 225th Anniversary of Person County, and will emulate a huge Birthday Party for Person County.
- **Other Highlights:**
 - Continued maintenance and upkeep of hanging baskets
 - Attended meeting of planning committee for 2018 NC Main Street Conference



Planning & Development:

- Nuisance Abatement and Land Use Ordinance Revisions: An initial review of the Nuisance Abatement and Land Use Ordinance sections of the City Code of Ordinances is complete. Staff reviewed the proposed language and made comparisons to the existing language. Staff submitted the documents to the Assistant City Manager and City Manager for additional review. Suggested changes will be considered and implemented as needed before presenting a draft version to Council in July.
- Code Enforcement: Grass complaints continue to rise. The report it feature on the City of Roxboro website continues to serve as a helpful tool for citizens. Planning staff have intercepted numerous calls regarding high grass, especially repeat offenders. Staff has also noticed an increase in the number of complaints unaffiliated with the planning office, but certainly of concern to the City. Staff continues to work with the various departments to share concerns that are beyond the purview of code enforcement. is working, as complaints have been received from that avenue. Mower contractors were contacted to ensure their participation in the new fiscal year, and updated pricing lists/insurance information were requested for updating files.
- Minimum Housing Violations/Burned Homes: Code Enforcement Officer, Danny Eudy, has worked tirelessly on the property located at 209 Burch Avenue. This property is an “heirs” property, meaning it does not have a clear title of ownership due to deaths without wills. After working closely with Al Benshoff of the Brough Law Firm, staff feels we are closer to satisfying the legal requirements for owner notification of the code violations at this property. Officer Eudy has made multiple attempts to hold a hearing with the found heirs of the property and discuss the intent of the City to demolish the home if no action is taken. We continue to move forward with hopes that the nuisances will be abated in the next several weeks, as legalities permit. Additionally, a home located at 93 Summer Ridge Road is in the works for abatement processing. The home burned some time ago and MANY neighbors in the area have called to complain about the state. Officer Eudy made arrangements to process this property as a nuisance case, instead of a minimum housing case, as it has burned and is eligible for the faster processing approach. Steps are being made to have this property ready for presentation to Council in the next month of two for consideration of demolition. Staff is currently awaiting the end of notification deadlines, then will continue to process the home for abatement.
- Planning Board & Board of Adjustment Vacancies: As indicated to Council in last month’s consent agenda report, there are multiple vacancies on the two planning department boards. The Planning Board has one vacancy and one member seeking re-appointment. The Board of Adjustment has one vacancy, one member seeking re-appointment and spots available for two alternates. Applications were given a June 1, 2017 deadline for submission. However, due to low response, the deadline was extended and applications will be presented to Council at the June 27th meeting date after the ratification of the new budget.
- Other Highlights:
 - Planning Board meeting held June 5th regarding a re-zoning request on Thaxton Road.

1. Budget Amendment

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2016-2017 BUDGET**

The following budget amendment is hereby requested:

Budget Amendment Number:

5

Fund 10, 60 & 76 - General, Water & Internal Service Funds		INCREASE	DECREASE
Revenues			
76-99-9910-991	Fund balance	44,700.00	
10-98-3985-976	Transfer from Internal Service Fu	35,630.00	
60-98-3985-976	Transfer from Internal Service Fu	9,070.00	
10-00-3216-110	2016 Taxes	5,000.00	
10-00-3325-251	Sales Tax Refund	20,000.00	
		114,400.00	-
	Net Increase (Decrease) in Revenues	114,400.00	
Expenditures			
10-00-4120-184	Medical Expense Reimbursemen	35,630.00	
76-98-9810-910	Transfer to General Fund	35,630.00	
76-98-9810-960	Transfer to Enterprise Fund	9,070.00	
10-00-6060-000	Sales Taxes	20,000.00	
10-00-4140-350	Contracted services	5,000.00	
60-91-7120-183	Medical Insurance	400.00	
60-91-7114-183	Medical Insurance	620.00	
60-91-7130-183	Medical insurance	5,770.00	-
60-91-7121-183	Medical insurance	2,280.00	-
	Net Increase (Decrease) in Expenses	114,400.00	-
		114,400.00	

Justification:

To reclass various expenditures within departments.

To appropriate additional amounts for property tax and sales tax collections

To provide for January, February, March and April, 2017 medical expense reimbursement plan expenditures

2. Budget 2017/2018 - Public Hearing

**City of Roxboro, North Carolina
Adopted Annual Budget Ordinance
Projected Revenues and Expenditures
For the Fiscal Year Ending June 30, 2018**

BE IT ORDAINED by the City Council of Roxboro, North Carolina

Section 1: That there is hereby levied the following rates of tax on each one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2018 for the purpose of raising the revenue from current years' property tax to finance the following appropriations:

General Fund	\$	<u>0.670</u>
Total Rate per \$100 of valuation of taxable property	\$	<u>0.670</u>

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

General Fund - Fund 10:

Revenues:

Ad-valorem taxes	\$	4,725,597
Local Option Sales Tax		1,585,466
Other taxes and licenses		12,000
Unrestricted intergovernmental revenues		983,648
Restricted intergovernmental revenues		637,276
Permits and fees		7,000
Sales and services		667,120
Investment earnings		2,500
Miscellaneous		21,000

Other Financing Sources:

Sale of fixed assets		15,000
Proceeds of capital lease		583,392
Operating transfers in		145,000
Reimbursement form Enterprise Fund		986,557

Fund Balance Appropriated

Unreserved		266,458
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Total revenues and other financing sources	\$	<u>10,638,014</u>
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The following amounts are hereby appropriated in the General Fund for the operation of the City of Roxboro and its activities for the fiscal year beginning July 1, 2017, and ending June 30, 2018 in accordance with the chart of accounts heretofore established by the City.

**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2018**

General Fund - Fund 10:

Expenditures:

General government	
Governing Body	\$ 207,026
City Hall Administration	566,487
Finance	255,152
Tax Collection	64,194
Sales Tax	88,100
Buildings and Grounds	266,923
Purchasing	22,625
Public safety	
Police	3,127,834
Fire	2,003,748
Emergency communications 911	95,800
Public works	
Transportation	1,986,644
Environmental protection	1,079,582
Cultural and recreational	500
Economic development	259,281
Debt service	539,120

Other Financing Uses:

Operating transfers out	<u>75,000</u>
-------------------------	---------------

Total expenditures and other financing uses	<u>\$ 10,638,014</u>
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Section 2: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018. The water sales and sewer use charges were estimated based on the water and sewer rates included in the revenue section and adopted as part of this proposed budget ordinance.

**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2018**

Water and Sewer Fund - Fund 60:

Revenues:

Operating Revenues:

Charges for services - water and sewer fund	\$ 5,236,752
Tapping fees	20,000
Other operating revenues	35,475

Non-Operating Revenues:

Investment earnings	500
Federal and State grants	-

Other Financing Sources:

Operating transfers in	924,719
Local option sales tax - transferred from General Fund	-
Sale of fixed assets	15,000
Proceeds of capital lease	-

Fund Balance Appropriated

-

Total revenues and other financing sources	<u>\$ 6,232,446</u>
--	---------------------

The following amounts are hereby appropriated in the Water and Sewer Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Expenditures:

Administration

Billing and Collections	\$ 171,938
Sales Tax	-

Water and Sewer Lines

Meter Section	281,863
Pump Stations	417,978
Water Line Maintenance	647,114
Sewer Line Maintenance	436,882

Water Supply and Treatment

Raw Water Supply	58,294
Water Treatment Plant	1,400,199
Waste Water Treatment Plant II	127,955

Waste Water Treatment

Waste Water Treatment Plant	1,194,179
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Debt Service

479,487

Other Financing Uses:

Transfer to fund balance	-
Operating transfers out	<u>1,016,557</u>

Total expenditures and other financing uses	<u>\$ 6,232,446</u>
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**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2018**

Special Revenue Funds:

Section 3: It is estimated that the following revenues will be available in the CDBG - Revolving Loan Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

CDBG Revolving Loan Fund - Fund 13:

Revenues:

Restricted intergovernmental revenues	\$	34,000
Investment earnings		100

Other Financing Sources:

Operating transfers in		-
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Fund Balance Appropriated

Total revenues and other financing sources	\$	<u>34,100</u>
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The following amounts are hereby appropriated in the CDBG - Revolving Loan Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Expenditures:

Economic development		
Legal assistance	\$	2,000
Building renovation loans		30,000

Other Financing Uses:

Transfer to Fund Balance		<u>2,100</u>
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Total expenditures	\$	<u>34,100</u>
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Section 4: It is estimated that the following revenues will be available in the Vehicle Special Revenue Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Vehicle Special Revenue Fund - Fund 26:

Revenues:

Other taxes and licenses	\$	160,548
Investment earnings		50

Fund Balance Appropriated

Total revenues and other financing sources	\$	<u>160,598</u>
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**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2018**

The following amounts are hereby appropriated in the Vehicle Special Revenue Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Expenditures:

General government					
Person County tax collection		\$		15,598	

Other Financing Uses:

Operating transfers out				145,000	
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Total expenditures and other financing uses		\$		160,598	
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Enterprise Funds:

Section 5: It is estimated that the following revenues will be available in the Triple Tier Water Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Triple Tier Water Fund - Fund 61:

Revenues:

Operating Revenues:					
Charges for services		\$		6,965	
Non-Operating Revenues:					
Investment earnings				100	

Other Financing Sources:

Proceeds of capital lease				-	
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Fund Balance Appropriated

-

Total revenues		\$		7,065	
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The following amounts are hereby appropriated in the Triple Tier Water Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Other Financing Uses:

Sales Tax		\$		-	
Transfer to Water Fund				-	
Transfer to Fund Balance				7,065	

Total expenditures and other financing uses		\$		7,065	
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**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2018**

Section 6: It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Capital Reserve Fund - Fund 69:

Revenues:

Operating Revenues:	
Charges for services	\$ 704,247
Non-Operating Revenues:	
Investment earnings	1,500
Fund Balance Appropriated	<u>-</u>

Total revenues and other financing sources	<u>\$ 705,747</u>
--	-------------------

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Other Financing Uses:

Operating transfers out	\$ 205,342
Water & Sewer Lines	-
Transfer to fund balance	<u>500,405</u>

Total expenditures and other financing uses	<u>\$ 705,747</u>
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Section 7: It is estimated that the following revenues will be available in the Pension Trust Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Trust and Agency Funds:

Pension Trust Fund - Fund 79:

Revenues:

Investment earnings	300
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Other Financing Sources:

Operating transfers in	<u>\$ -</u>
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Total revenues and other financing sources	<u>\$ 300</u>
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The following amounts are hereby appropriated in the Pension Trust Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Other Financing Uses:

Transfer to fund balance	<u>\$ 300</u>
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Total expenditures and other financing uses	<u>\$ 300</u>
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**City of Roxboro, North Carolina
 Adopted Annual Budget Ordinance
 Projected Revenues and Expenditures
 For the Fiscal Year Ending June 30, 2018**

Section 8: The Grand Totals of estimated revenues and other financing sources and expenditures and other financing uses for all funds for the fiscal year beginning July 1, 2017 and ending June 30, 2018 are shown below:

Grand Totals - All Funds:

Revenues	\$	15,561,521
Other Financing Sources:		
Operating transfers in		1,336,899
Proceeds of capital leases		583,392
Sale of fixed assets		30,000
Fund balance appropriated		<u>266,458</u>
Total revenues and other financing sources	\$	<u>17,778,270</u>
Expenditures	\$	15,931,501
Other Financing Uses:		
Operating transfers out		1,336,899
Transfer to fund balance		<u>509,870</u>
Total expenditures and other financing uses	\$	<u>17,778,270</u>

Section 9: The City Manager shall have the authority to make transfers as necessary up to a maximum of \$2,500. All transfers must be in accordance with the North Carolina General Statutes. The City Manager shall not have any authority to appropriate fund balance or to increase total appropriations.

Upon introduction of the Ordinance by Council member _____, and second by Council member _____, this ordinance is adopted on this the _____ st day of June, 2017.

Ayes:

Nayes:

ATTEST:

 Trevie Adams, City Clerk

Public Notice

Budget Ordinance Advertisement

Special Meeting of the City Council

The proposed budget ordinance for the City of Roxboro, North Carolina for the fiscal year beginning July 1, 2017 and ending June 30, 2018, is available for public inspection at the office of the City Clerk in the Roxboro City Hall at 105 S. Lamar St. from 9:00 a.m. to 5:00 p. m. Monday through Friday.

A public hearing will be held on June 12, 2017, at 7:00 p.m. at the Roxboro Municipal Building located at 105 S. Lamar Street, for the purpose of discussing the proposed budget ordinance. The final budget ordinance will be adopted on June , 2017 at a special meeting of the City Council at pm at the Roxboro Municipal Building at 105 S. Lamar Street, Roxboro. The proposed budget ordinance summary is as follows:

General Fund Revenues:

Ad-valorem taxes	\$4,725,597
Local Option Sales Tax	1,585,466
Other taxes and licenses	12,000
Unrestricted intergovernmental	983,648
Restricted intergovernmental	637,276
Permits and fees	7,000
Sales and services	667,120
Investment earnings	2,500
Miscellaneous	21,000
Sale of fixed assets	15,000
Proceeds of capital lease	583,392
Operating transfers in	145,000
Reimbursement - Enterprise Fund	986,557
Fund balance appropriated	<u>266,458</u>
Total General Fund	<u>10,638,014</u>

Enterprise Fund Revenues:

Operating revenues	6,003,439
Non-operating revenues	2,100
Operating transfers in	719,377
Sale of fixed assets	15,000
Proceeds of capital lease	-
Fund balance appropriated 60	-
Fund balance appropriated 69	<u>205,342</u>
Total Enterprise Fund	<u>6,945,258</u>

Other Funds Revenues:

Revolving loan fund	34,100
Vehicle tags fund	160,598
Pension fund - LEO	<u>300</u>
Total Other Funds	<u>194,998</u>

Total revenues \$ 17,778,270

General Fund Expenditures:

General government	\$1,470,506
Police	3,127,834
Fire	2,003,748
Emergency communications	95,800
Transportation	1,986,644
Environmental protection	1,079,582
Parks and recreation	500
Economic development	259,281
Debt service	539,120
Operating transfers out	<u>75,000</u>
Total General Fund	<u>10,638,014</u>

Enterprise Fund Expenditures:

Administration	171,938
Water and sewer lines	1,783,838
Water supply and treatment	1,586,448
Waste water treatment	1,194,179
Debt service	479,487
Operating transfers out	1,016,557
Triple Tier Lines	-
Transfer to Fund Balance	-
Transfer to Triple Tier FB	7,065
Transfer to Capital Reserve F	<u>705,747</u>
Total Enterprise Fund	<u>6,945,258</u>

Other Fund Expenditures:

Revolving loan fund	34,100
Vehicle tags fund	160,598
Pension fund - LEO	<u>300</u>
Total Other Funds	<u>194,998</u>

Total expenditures \$ 17,778,270

The proposed budget includes a property tax rate of \$0.67 per \$100 of assessed property valuation.

3. Loan Approval

**INFORMATION TO
BE
DISTRIBUTED
AT
CITY COUNCIL
MEETING**

4. Audit Report - June 30, 2016

**INFORMATION TO
BE
DISTRIBUTED
AT
CITY COUNCIL
MEETING**

5. Financial and Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Ten Months Ended April 30, 2017

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	83.33% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 4,852,164.40	\$ 202,804.40	104.36%
Local Option Sales Tax	1,330,111	1,340,111	1,355,774.02	15,663.02	101.17%
Other Taxes and Licenses	12,000	12,000	13,895.70	1,895.70	115.80%
Unrestricted Intergovernmental	998,473	998,473	635,451.49	(363,021.51)	63.64%
Restricted Intergovernmental	637,276	906,616	863,100.46	(43,515.54)	95.20%
Permits and Fees	7,000	7,000	6,190.00	(810.00)	88.43%
Sales and Services	667,120	667,120	555,271.25	(111,848.75)	83.23%
Miscellaneous	21,000	21,000	38,814.26	17,814.26	184.83%
Investment Earnings	2,500	2,500	3,533.15	1,033.15	141.33%
Interfund Transfers	1,210,544	1,263,414	799,150.00	(464,264.00)	63.25%
Sale of Fixed Assets	15,000	15,000	162.50	(14,837.50)	1.08%
Total Revenues	9,550,384	9,882,594	9,123,507.23	(759,086.77)	92.32%
Expenditures:					
Governing Body - City Council	199,145	199,145	141,573.26	57,571.74	71.09%
City Hall Administration	593,491	656,361	562,187.34	94,173.66	85.65%
Finance	252,546	252,546	175,302.50	77,243.50	69.41%
Sales Tax	88,100	88,100	80,234.98	7,865.02	91.07%
Tax Collections	63,650	63,650	67,006.21	(3,356.21)	105.27%
Buildings & Grounds	138,413	138,413	127,890.72	10,522.28	92.40%
Safety / Purchasing	40,299	40,299	19,242.24	21,056.76	47.75%
Police	3,458,659	3,458,659	2,487,644.47	971,014.53	71.93%
Fire	1,888,320	1,888,320	1,502,173.95	386,146.05	79.55%
Emergency Communications 911	95,800	95,800	88,735.18	7,064.82	92.63%
Transportation - Streets	1,803,373	1,803,373	1,326,667.74	476,705.26	73.57%
Environmental Protection	849,177	849,177	640,026.67	209,150.33	75.37%
Economic Development	211,906	481,246	284,821.30	196,424.70	59.18%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	507,863	507,863	192,935.00	314,928.00	37.99%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,291,242	10,623,452	7,696,441.56	2,927,010.44	72.45%
Excess of Revenues Over (Under) Expenditures	(740,858)	(740,858)	1,427,065.67	2,167,923.67	
Other Financing Sources					
Proceeds of Capital Lease	414,457	414,457	-	(414,457.00)	0.00%
Fund Balance Appropriated	326,401	326,401	-	(326,401.00)	0.00%
Total Other Financing Sources	740,858	740,858	-	(740,858.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	1,427,065.67	\$ 1,427,065.67	
Fund Balance Beginning of Year			4,108,640.24		
Fund Balance Current Period			\$ 5,535,705.91		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Ten Months Ended April 30, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	83.33% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 3,988,098.36	\$ (1,101,653.64)	78.36%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	18,850.00	(1,150.00)	94.25%
Other Operating Revenues	35,475	35,475	31,620.24	(3,854.76)	89.13%
Nonoperating Revenues	500	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-	-	#DIV/0!
Interfund Transfers	804,442	828,201	-	(828,201.00)	0.00%
Sale of Fixed Assets	15,000	15,000	263.00	(14,737.00)	1.75%
Total Water & Sewer Fund 60	5,965,169	5,988,928	4,038,855.57	(1,950,072.43)	67.44%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	6,991.35	26.35	100.38%
Nonoperating Revenues	100	100	92.67	(7.33)	92.67%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	603,261.13	(107,550.87)	84.87%
Nonoperating Revenues	1,500	1,500	651.43	(848.57)	43.43%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,684,546	6,708,305	4,649,852.15	(2,058,452.85)	69.31%
Expenditures:					
Public Utilities: Administration					
Sales Tax	-	-	-	-	#VALUE!
Billing & Collection	119,569	122,569	103,066.33	19,502.67	84.09%
Meter Section	255,446	256,435	187,506.71	68,928.29	73.12%
Raw Water Supply	206,509	210,084	86,398.49	123,685.51	41.13%
Water Plant	1,354,307	1,362,398	1,165,158.32	197,239.68	85.52%
Water Maint and Construction	622,086	612,086	474,271.93	137,814.07	77.48%
Wastewater Plant II	118,313	118,313	90,499.80	27,813.20	76.49%
Wastewater Plant	1,286,882	1,290,877	989,103.63	301,773.37	76.62%
Pump Stations	266,810	251,810	170,297.03	81,512.97	67.63%
Wastewater Maint & Construction	361,020	390,131	257,479.70	132,651.30	66.00%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	#DIV/0!
Interfund Transfers	1,000,744	1,000,744	799,150.00	201,594.00	79.86%
Total Water & Sewer Fund 60	6,071,173	6,094,934	4,793,756.02	1,301,177.98	78.65%
Triple Tier Fund 61	107,065	107,065	-	107,065.00	0.00%
Capital Reserve Fund 69	712,312	712,312	-	712,312.00	0.00%
Total Expenditures	6,890,550	6,914,311	4,793,756.02	2,120,554.98	69.33%
Excess of Revenues Over (Under) Expenditures	(206,004)	(206,006)	(143,903.87)	62,102.13	
Other Financing Sources					
Proceeds of Capital Lease	-	-	-	-	#DIV/0!
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	106,004	106,006	-	(106,006.00)	0.00%
Fund Balance Appropriated 61 TT	100,000	100,000	-	(100,000.00)	0.00%
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
Total Other Financing Sources	206,004	206,006	-	(206,006.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(143,903.87)	\$ (143,903.87)	
Fund Balance Beginning of Year			2,311,751.60		
Fund Balance Current Period			\$ 2,167,847.73		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Ten Months Ended April 30, 2017**

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	Annual 83.33% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	2,473,608.48		
BB&T MMA		11100001	128,110.34		
NCCMT		11100002	1,740,838.35		
Flexible Spending Account AFLAC		11100003	24,526.69		
Roxboro Savings Bank		11100004	421,288.42		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
			<hr/>		
Total Cash and Investments			\$ 4,788,372.28		\$4,788,372.28
<u>Breakdown by Fund:</u>					
General		10	\$ 5,198,117.86		
CDBG-Revolving Loan Fund		13	87,131.08		
Vehicle Special Revenue		26	2,864.78		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	171,827.61		
Enterprise		60	(681,777.51)		
Triple Tier Water		61	114,404.80		
Capital Reserve		69	986,014.22		
Wastewater Plant Capital Project		71	(828,966.78)		
Annexation Area Capital Project		73	198,217.71		
Christmas Club / Flex Fund		75	55,357.81		
LEO Pension Trust Fund		79	74,565.14		
Reserve for Interest Earned			-		
			<hr/>		
Total of Fund's Cash and Investments			\$ 4,788,372.28		\$4,788,372.28

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of April 30, 2017**

	General Fund			
	30-Apr-17 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2017 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	0.82%	0.42%	0.48%
Reserved by state statute	653,781	11.81%	6.15%	6.95%
Reserved for streets - Powell Bill	287,458	5.19%	2.71%	3.06%
Reserved for cemetery	30,269	0.55%	0.28%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.44%</u>	<u>1.27%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>20.80%</u>	<u>10.84%</u>	<u>12.25%</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>4,384,092</u>	<u>79.20%</u>	<u>41.27%</u>	<u>46.62%</u>
Total fund balance unreserved	<u>4,384,092</u>	<u>79.20%</u>	<u>41.27%</u>	<u>46.62%</u>
Total equity and other credits	<u>\$ 5,535,706</u>	<u>100.00%</u>	<u>52.11%</u>	<u>58.86%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 10,623,452	
Prior Year Expenditures				\$ 9,404,486

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of April 30, 2017

	<u>Enterprise Fund</u>			
	<u>30-Apr-17 Fund Balances</u>	<u>Percentage of Total Fund Balance</u>	<u>Percentage of Fiscal Year 2017 Budget</u>	<u>Percentage of Prior Year Actual Expenditures</u>
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.66%	0.28%	0.25%
Reserved by state statute	422,861	19.51%	8.30%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>82.32%</u>	<u>35.03%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	102.48%	43.61%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	4.89%	2.08%	1.82%
Undesignated	<u>(159,764)</u>	<u>-7.37%</u>	<u>-3.14%</u>	<u>-2.75%</u>
Total fund balance unreserved	<u>(53,758)</u>	<u>-2.48%</u>	<u>-1.06%</u>	<u>-0.92%</u>
Total equity and other credits	<u>\$ 2,167,848</u>	<u>100.00%</u>	<u>42.56%</u>	<u>37.29%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,094,190	
Prior Year Expenditures				\$ 5,813,626

**City of Roxboro
Tax Collection Report
For the Month Ended
31-May-17**

	2016 Tax Levy	2015 Tax Levy	2014 Tax Levy
Original Levy	\$ 4,342,813.89	\$ 4,197,916.89	\$ 4,081,156.72
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	397,225.65	340,607.97	381,041.44
Public Utilities	-	-	-
Adjusted Original Levy	<u>4,740,039.54</u>	<u>4,538,524.86</u>	<u>4,462,198.16</u>
+Discoveries	<u>123,960.93</u>	<u>439,665.94</u>	<u>449,761.24</u>
Levy	4,864,000.47	4,978,190.80	4,911,959.40
-Releases	<u>5,112.15</u>	<u>24,164.40</u>	<u>10,861.77</u>
Current Levy	<u>4,858,888.32</u>	<u>4,954,026.40</u>	<u>4,901,097.63</u>
Collection year-to-date	\$ 4,782,253.90	\$ 4,920,599.47	\$ 4,884,276.30
Uncollected	\$ 76,634.42	\$ 33,426.93	\$ 16,821.33
Collection % of Current Levy	98.42%	99.33%	99.66%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.660	\$ 0.660

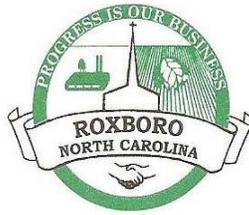
6. Assistant City Manager's Report

Assistant City Manager's Report

Uptown Intersection Rebuild- The contractor began work on the intersection at Main, Depot and Reams Ave. Despite the work performed by Lauren prior to the construction, including visiting the business to inform them of the scheduled work, we are receiving complaints, including verbal abuse by one business owner. We have tried to address the complaints and explain the process. One complaint was the location of the road closed signs. The signs were placed at the intersection before you get to the construction site. The sign was placed in such a manner that traffic could pass on both sides of the sign. People that had business beyond the road closed sign could continue pass the sign and park. Many have done just that. The sign is placed at an intersection to notify through traffic that the road was closed so they would not get up there and then have to do a U-turn. Signs are placed for the convenience of the motoring public and to facilitate traffic flow. Sending through traffic down blocked streets does not do that. It creates an unsafe environment when you get to where the street is actual blocked off. The actual barricade is placed at the work site for the safety of the construction workers. The other complaint is that we are not using metal plates at night so that the streets can be reopened. Metal plates work with utilities construction where you have a narrow ditch that the plate can span. With the major demolition that is happening at the intersection there is nothing to support the plates. What works in one situation does not work in all situations. The City has the liability and the street closure is designed to reduce that liability. The closing of the intersection was planned in advance to maximize safety and traffic flow and minimize the inconvenience to the business. Safety has to come first.

Special Olympics Touch A Truck - The City Public Works will participate in the 1st Touch A Truck for Special Olympics. They will take a garbage truck and maybe the street sweeper to the event to be held at the Person County Airport on June 10, 2017 from 10:00 am to 2:00 pm. There will be a city employee with the truck to explain its operation.

7. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: June 13th, 2017

- Please take note of several upcoming dates.
 - EDC/PCBIC Meeting, June 15th , 8am at Person County Tax Office
 - Budget Ratification Meeting, June 27th, 6pm at City Hall
 - Independence Day, Parade and Fireworks; City Hall Closed July 4th
 - City Council Meeting, July 11th, 7pm at City Hall
- The additional documents requested by USDA Rural Development have been submitted. More documents have been requested. Staff anticipates those document will be submitted by Tuesday the 13th at the latest. Upon receiving those documents, our regional USDA RD office will approve our application at the regional level, issue the City a conditional offer, and advance our application to Washington DC. We will need to wait until approval from DC before issuing our bid documents. This could mean our start date for construction might be shifted from August to September.
- The second week of June was an eventful week for water main breaks. In two days (June 8-9), we had 5 breaks; these breaks were located at Morgan Street, Old Durham Road, Park Street, Morehead Street, and Crestwood Drive. All interruptions of services were limited to durations of less than 3 hours. All breaks were repaired promptly. I would like Public Utilities crews, with assistance from the rest of the Public Works staff, for working diligently and beyond their normal schedules to limit these impacts.