

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, JULY 11, 2017 at 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		Public Services Director Andy Oakley
PLEDGE OF ALLEGIANCE:		Mayor Marilyn P. Newell
AGENDA ADOPTION:		Mayor Marilyn P. Newell
CONSENT AGENDA		Mayor Marilyn P. Newell
Minutes		
Fire Department		
Police Department		
Fuel Expenditures		
Planning/RDG Report		
RECOGNITIONS:		
PUBLIC COMMENT: <i>(5 minutes per Citizen)</i>		Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Re-zoning Request – Thaxton Road – Public Hearing		Planning Director Lauren Wrenn
NEW BUSINESS:		
2. Resolution to Declare Surplus – Police Department		Chief David Hess
3. Permission for Sidewalk Usage		Jessica Wesley
4. Board Appointment – Person County TDA		Mayor Marilyn P. Newell
5. Board Appointment – Planning Board		Planning Director Lauren Wrenn
6. Board Appointment – Board of Adjustments		Planning Director Lauren Wrenn
7. Set Public Hearing for UDIDG – 115-117 Depot St.		Planning Director Lauren Wrenn
OLD BUSINESS:		
8. Update on Morgan Street and Long Avenue Crosswalk		Planning Director Lauren Wrenn
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
9. Financial & Tax Report		Finance Director Dan Craig
10. Assistant Manager’s Report		Assistant Manager Tommy Warren
11. 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, July 11, 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 June 6, 2017 (*Special Budget Meeting*)
- Minutes of June 13, 2017 (*Regular Meeting*)
- Minutes of June 27, 2017 (*Special Meeting*)
- Fire/EMS Monthly Report (*June 2017*)
- Police Dept. Monthly Report (*June 2017*)
- Fuel Expenditures Monthly Report (*June 2017*)
- Planning/RDG Monthly Report (*June 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 JUNE 6, 2017 – 6:30 P.M. BUDGET PLANNING MEETING #5
CITY HALL COUNCIL CHAMBERS, ROXBORO, NC**

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

Others Present: City Manager Brooks Lockhart
Assistant Manager Tommy Warren
City Clerk Trevie Adams

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:30 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any additions or corrections and there being none, **Mayor Pro Tem William Davis 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.

OLD BUSINESS:

1. USDA Rural Development Bond Counsel Contract

Finance Director Dan Craig asked for Council's approval to accept the proposal from McQuire Woods Bond Council for the USDA project at the Wastewater Treatment Plant. After some discussion, **Council Member Mark Phillips offered a motion to approve the contract as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

Second, Mr. Craig offered a Resolution for Bond Anticipation Note explaining that he would be meeting with the LGC to move forward with a start project date in August. After a brief discussion, **Council Member Byrd Blackwell offered a motion to approve the Resolution as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

2. Budget Presentation and Discussion

City Manager Brooks Lockhart presented the Mayor and Council with a slide presentation of some previous discussions. The Spuntech incentive payout should be approximately \$33,945 for year one. The economic incentive agreement was structured for a declining percent reimbursement for a five year duration.

Mr. Lockhart asked that Council consider approving the current amount in the budget for a new garbage truck. Staff would continue evaluation after July 1, 2017 for the best option for the City and staff.

Continuing, Mr. Lockhart asked for consideration of police take home cars once again and after some discussion, it was the consensus of Council to allow police staff that live within Person County to take home cars and to be responsible for the up keep and maintenance of the vehicles. Police staff that are new hires would not be allowed take home cars until they have finished their training and were considered off probation. **Council Member Sandy Stigall offered a motion to approve the take home cars for the Police Department as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

Mr. Lockhart also reported to the Mayor and Council that the Nuisance Ordinance revisions are underway and would like more emphasis on being proactive in taking care of some of the issues in the City area. The City contract with NFOCUS for an on-site Code Enforcement Officer, 8 hours a week at a cost of \$27,000 annually. Mr. Lockhart would like to hire a part time employee for Code Enforcement to be more proactive in code enforcement. More discussion followed for the Planning Department goals for the fiscal year 2017/2018.

COUNCIL DISCUSSION: Mayor Merilyn P. Newell reported to the Council that Yanceyville is working on a possible Federal Grant to cover expenses for the Dan River Project. This grant would cover water lines, the intake project, etc. More information will be provided as received.

Council Member Byrd Blackwell offered a motion to adjourn this meeting at 9:00 p.m. with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

Mayor Merilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

June 6, 2017

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY JUNE 13, 2017 – 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 for an additions or corrections and Mayor Newell asked that Recognitions, Assistant Manager's Report and Public Comment be lined in this order to accommodate visitors, Council Member Henry Daniel offered a **motion to approve the agenda with corrections as suggested, 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 Mayor Pro Tem William Davis**, and upon being put to a vote, was carried unanimously.

RECOGNITIONS: Police Chief David Hess presented the Mayor and Council with two promotions. Officer Terry Sanford was promoted to Corporal and his wife pinned the new badge on him. Officer Manuel Gill was promoted to Detective and his brother pinned the new badge on him.

- 7. Assistant Manager Tommy Warren** presented the first half of his report to Council regarding the uptown intersection rebuild by stating that the contractor began work on the intersection at Main Street, Depot Street and Reams Avenue. Mr. Warren stated that staff of the planning department had visited the businesses to inform them of the scheduled work, however, staff is receiving complaints due to road closures. The main complaint seems to be the location of the road closed signs. The signs were placed at the intersection before you get to the construction site in such a manner that traffic could pass on both sides of the sign. Citizens that had businesses beyond

the road closed sign could continue to pass the sign and park and most have done just that. The sign is placed at an intersection to notify traffic that the road was closed so they would not get to the intersection and have to do a U-turn. Signs are place for the convenience of the motoring public and to facilitate traffic flow. Sending through traffic down blocked streets does not do that and creates an unsafe environment when you get to where the street is actually blocked off. The actual barricade is placed at the work site for the safety of the construction workers. The City has the liability and 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 businesses. City Attorney asked Mr. Warren if a sign could be posted to read "Road Dead Ends"?

PUBLIC COMMENT: Mayor Merilyn P. Newell asked if anyone had signed up for Public Comment at this time.

- **Ms. Candace Crank of Helena Moriah Road in Timberlake and owner of Heirloom Restaurant on Depot Street** addressed Council with concerns regards the street closures during the renovation of uptown Roxboro. Ms. Crank asked Council to move the signage because of misdirection to delivery trucks. After some discussion, **Council Member Mark Phillips offered a motion to move the signage for road closure to parking areas as requested temporarily to see how this would help with the situation and if it does not remedy the problem, Council would readdress on June 24, 2017 with a second by Mayor Pro Tem William Davis and upon being put to a vote was carried with a vote of 4-1 with Council Member Henry Daniel voting no.**

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Interim Finance Director Dan Craig presented Council with Budget Amendment #5. After a brief discussion, **Mayor Pro Tem William Davis offered a motion to approve Budget Amendment #5 as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.**

2. Budget 2017/2018 – Public Hearing

Mayor Merilyn P. Newell opened the Public Hearing at 7:56 p.m. **City Manager Brooks Lockhart** presented Council with the proposed budget for 2017/2018. Mr. Lockhart explained the capital fund requests, no tax increase. The budget does propose a 2% COLA for all employees and no change in health insurance. There being no discussion from the public or Council, **Mayor Newell closed the Public Hearing at 8:09 p.m.**

NEW BUSINESS:

3. Loan Approval

Finance Director Dan Craig reported to Council that the City requested proposals from five banks for financing police vehicles in the amount of \$96,300 to be paid in four annual installments. Staff received proposals from one of the five banks and the low bid was Roxboro Savings Bank at 1.98%. This loan does not require LGC approval. After a brief discussion, **Council Member Henry Daniel offered a motion to approve Roxboro Savings Bank at 1.98% interest for the financing of the police cars in the amount of \$96,300 to be paid in four annual installments with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

4. Audit Report – June 30, 2016

Finance Director Dan Craig presented the Mayor and Council with some financial highlights of the June 30, 2016 audit report.

- The assets and deferred outflows of resources of the City of Roxboro exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$28,692,493 (net position).
- The government's total net position increased by \$503,809, with an increase in net position of governmental type activities of \$147,972 and an increase in business type activities of \$355,837.
- As of the close of the current fiscal year, the City of Roxboro's governmental funds reported combined ending fund balances of \$3,892,980 with a net increase of \$69,095 in fund balance. Approximately 50.7 percent of this total amount, or \$1,974,048 is non spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$2,391,506 or 27.9 percent of total General Fund expenditures for the fiscal year.
- The City of Roxboro's total debt decreased by \$471,250 (5.41%) during the current fiscal year. The City issued installment purchase agreements and capital leases in the amount of \$261,000 for the purchase of police vehicles and garbage truck. Payments totaling \$731,599 were made on debt issued in previous years.
- The City of Roxboro maintained its 82 out of 100 bond rating with the North Carolina Municipal Council, Inc. for the 13th consecutive year. This is comparable to a rating of A2 by the national rating agencies.
- The City's Water and Sewer Enterprise Fund reported operating income of \$480,590 for the current fiscal year. This is the 14th consecutive year charges for services have exceeded operating expenses in the Enterprise Fund.

OLD BUSINESS:

COMMITTEE REPORTS

Mayor Marilyn 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** – No report at this time.
- 3) **Person County Youth Council – Mayor Pro Tem Will Davis** –No meeting.
- 4) **Kerr Tar Council of Government – Council Member Henry Daniel** – No meeting.
- 5) **Fire Chief's Association – Council Member Mark Phillips** – No report at this time.
- 6) **Mayor Marilyn P. Newell** reminded Council of the Steering Committee Meeting on Thursday June 22, 2017 at Long Memorial and that they meet every other month if anyone would be interested in attending.

ADMINISTRATIVE REPORTS

5. Financial & Tax Report

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

6. Assistant City Manager's Report

Assistant City Manager Tommy Warren reported to the Mayor and Council that the Public Works Department participated in the first "Touch A Truck" event for Special Olympics held at the Person County Airport on June 10, 2017 from 10:00 a.m. to 2:00 p.m. Staff took a garbage truck and the street sweeper to the event with staff present to explain the operations of each vehicle.

7. Manager's Report

City Manager Brooks Lockhart offered some dates of interest for Council including: EDC/PCBIC meeting, June 15, 2017 at 8:00 a.m., Budget Ratification Meeting, June 27, 2017 at 6:00 p.m. in the Council Chamber at City Hall, and Independence Day, Parade and Fireworks; City Hall will be closed on July 4th.

The additional documents requested by USDA Rural Development have been submitted. More documents have been requested and staff anticipates those documents will be submitted by Tuesday the 13th of June at the latest. Upon receiving the documents, our regional USDA RD office will approve the application at the regional level, issue the City a conditional offer and advance the application to Washington, DC. When the approval from Washington has been received then the issuing of the bid documents and this could mean a start date for construction be shifted from August to September.

Continuing, Mr. Lockhart reported that the second week of June was an eventful week for water main breaks. In two days (June 8-9), the City had five 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 three hours and all breaks were repaired promptly. Staff would like to thank 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.

COUNCIL DISCUSSION: Council was informed that the house in Cavel Village has been rented to one of the new officers at the Police Department. Council Member Mark Phillips reminded everyone that on June 19, 2017 at 12:00 noon, former Sheriff Ernest Dixon will be presented the Long Leaf Pine Award.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Sandy Stigall with a second by Mayor Pro Tem William Davis to adjourn this meeting at 8:44 p.m.** and, upon being put to a vote, was carried unanimously.

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

Mayor Marilyn P. Newell

June 13, 2017

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY, JUNE 27, 2017 6:00 P.M. SPECIAL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

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

Absent Members: City Attorney Nicholas Herman

Others Present: City Manager Brooks Lockhart
Interim City Manager Tommy Warren
City Clerk Trevie Adams
Interim Finance Director Dan Craig

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:00 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or corrections at this time. **Council Member Mark Phillips offered a motion to approve the agenda as presented with a second by Mayor Pro Tem William Davis** and upon being put to a vote was carried unanimously.

ORDINANCES AND PUBLIC HEARINGS:

1. Budget Amendment

Interim Finance Director Dan Craig presented Council with Budget Amendment #6. After a brief discussion, **Council Member Mark Phillips offered a motion to approve Budget Amendment #6 as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.**

2. Request for Proposals for Auditing

Finance Director Dan Craig would like to invite qualified independent auditors having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in the Request for Proposal (RFP) to submit a proposal. Mr. Craig presented Council with a copy of the RFP to be sent to some qualified firms. After a brief discussion, it was the consensus of Council for Mr. Craig to move forward with the process and bring back to Council for final approval.

3. Proposed Budget Adoption (FY 2017-2018)

City Manager Brooks Lockhart presented Council with the proposed budget for FY 2015-2016. The total budget for the fiscal year 2017-2018) is \$17,778,269.00 After a brief discussion, **Council Member Mark Phillips offered a motion to approve the**

budget as presented with second by Council Member Sandy Stigall and upon being put to a vote was carried unanimously.

A break-down of the approved budget is as follows:

General Fund:	\$10,638,013.00
Enterprise:	\$ 6,945,258.00
All Other:	<u>\$ 194,998.00</u>
Total	\$17,778,269.00

COUNCIL DISCUSSION: Mayor Marilyn P. Newell informed Council that a signal light is being installed at the Hwy 158 and Hwy 501 intersection and that Department of Transportation is still studying trucks using Thaxton Road as a cut through. City Manager Brooks Lockhart informed Council that a proposal has been sent to the County regarding the tower. The proposal asks that the County pay 75% for upkeep on the tower and no response has been received to date. Mr. Lockhart also stated that the County Commissioners did not approve funding for next year's firework display, but did participate in this year's funding.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Mayor Pro Tem William Davis with a second by Council Member Mark Phillips to adjourn this meeting at 6:37 p.m.** upon being put to a vote, was carried unanimously.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

June 27, 2017



**City of Roxboro
Fire and Rescue Department**

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

Highlight

- **Responses:** During the month of June the City of Roxboro Fire Department responded to 14 fire calls within the city limits, and 24 fire calls outside the city limits. Also, the department responded to 76 first responder calls within the city, and 20 first responder calls in our county response district. Over the course of June, we had to call back off-duty personnel and auxiliary personnel for a total of 2 full alarms. Roxboro Fire Department responded to 142 dispatched calls this month.
- **Local Burn Camp:** We had the local burn camp in June with about 13 kids attending. We also have a new burn kid that we were notified of in June. The camp was at Hyco Lake with crafts, boat rides, games and team building.
- **Public Education Event:** Roxboro Fire Department was invited to attend the Stories Creek field Day in June. We had several of our guys there for the kids and also we set up a landing zone for Duke Lifeflight. The kids really enjoyed the fire trucks and helicopter.
- **Public Education Event for Parks and Rec.:** During the event called “Touch a Truck” we carried the Ladder Truck to the airport. We had lots of kids interested in the trucks but they were really interested in the helicopter we had to land for this event also.
- **Roxboro Fire Department Retiree Ernest Dixon** received the Order of the Long Leaf Pine in June at the Person County Court house.
- **New Fire Truck:** Roxboro fire Department received the new 2500 gallon tanker in June. The department is in the process of lettering the truck and mounting the equipment.

Smoke Detector Installation Report

June 2017

<u>Contacts</u>	<u>Alarms</u>	<u>Batteries</u>
<u>Station 2 , Shift A</u>	<u>Installed</u>	<u>Installed</u>
0	0	0
<u>Station 2 , Shift B</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 2 , Shift C</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 3 , Shift A</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0
<u>Station 3 , Shift B</u>	<u>Alarms</u>	<u>Batteries</u>
2	1	4
<u>Station 3 , Shift C</u>	<u>Alarms</u>	<u>Batteries</u>
0	0	0

Total Alarms Installed:1
Total Batteries Installed: 4
Total Contacts: 2
Total Alarms in Stock:
Total Batteries in Stock:

Child Safety Seat Installation Report

Number of CSR installed: 2
Types of CSR installed: Rear facing infant restraint
Number of CRS Technicians performing installations: 2

Prepared by: Bill Gentry

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

Month/Year June-17

No. of Participants by Age Group

Age 0-4	<u>75</u>
Age 5-10	<u>187</u>
Age 11-14	<u>145</u>
Age 15-18	<u>122</u>
Age 19-29	<u>52</u>
Age 30-65	<u>105</u>
Age 65+	<u>62</u>
Total Persons	<u>748</u>

Total Man Hours of Presentation 118

No. of Organizations by Type

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

No. of Programs by Type

Bicycle Safety	<u> </u>
Burn Prevention	<u> </u>
Display	<u>2</u>
Extinguisher	<u> </u>
Falls	<u> </u>
Fire / Evacuation Drill	<u> </u>
Water Safety	<u> </u>
Firearms	<u> </u>
General Fire Safety	<u>4</u>
Juvenile Fire Setters	<u> </u>
Poison Prevention	<u> </u>
Public Relations	<u>4</u>
Special Event	<u>1</u>
Station Tour	<u> </u>
Remembering When	<u> </u>
Risk Watch	<u> </u>
Other	<u> </u>
Total	<u>11</u>

Safety Devices Issued

Smoke Alarms	<u>1</u>
Batteries	<u>4</u>
Special Needs	<u> </u>
CSS	<u>2</u>
Total	<u>7</u>

Did a program save a life or reduce injury?

No

If yes, please give details on a separate sheet

	Number of total contacts	Number of detectors installed	Number of batteries installed
Jan. 2017- present month			
A Shift Station 2	1		4
A Shift Station 3			
B Shift Station 2	5	11	1
B Shift Station 3	2	1	4
C Shift Station 2	1	2	
C Shift Station 3	4	7	6
TOTALS	13	21	15

	Contacts	Detectors	Batteries
2005 thru 2017 totals			
As of 2015	2091	1426	888
Previous YTD	2131	1471	911
Current month	2	1	4
2015 to date	2133	1472	915

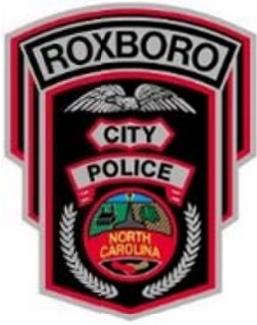
Age Groups	0 to 1	2 to 4	5 to 8
1st Quarter	4	1	
2nd Quarter	2		
3rd Quarter			
4th Quarter			

	To Current Month	Cuurent Month	Total YTD
Jan. 2016- present month			
Number seats checked	5	2	7
Number of clinics performed			
Number of seats installed at clinic			
Number of CSS distributed			
Total number of CSS installed	5	2	7

Previous YTD	2131	1471	911
`Current Month			
Total Jan 2005- Dec. 2016			

CSS Contacts for CTY			
CSS distributed and installed for CTY			

Ethnicity	1st	2nd	3rd	4th
White/ Caucasian	2	2		
Black/ African American	3			
Latino/ Hispanic				
Native American				



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

June 2017

Patrol Division

Highlighted Events

- On June 20th the Patrol Division was overwhelmed with flooded streets related to the heavy rain. Sgt. Horton reported that Roxboro Fire, Person County EMS, and the Sheriff's Office responded to assist with road closures. Assistance was requested from DOT for barricades, but did not respond.
- Flash Flooding occurred at
 - The overpass on Old Durham Road (two cars disabled due to high water).
 - Leasburg Road from Chub Lake to Morgan Street.
 - Reams Avenue from Madison Boulevard to 130 Reams Avenue.
 - West Morehead from Madison Boulevard to Morgan Street (one vehicle disabled due to driving in high water).
 - North Main Street near Breckenridge.
 - Jim Throe Highway north of Henry Street.
 - South Madison Boulevard (300 block)
 - Durham Road in front of Lowes Home Improvement.
 - Caryle Mobile Home Park (water swept away several stairways).
- Several cars were abandoned after they stalled in the high water or just after the vehicles made it through the water, many were left in PVA's.
- The police department used cones to barricade as many intersections as possible. Vehicles merely drove around the barricades risking property and life to drive through high water.
- The department used social media to promote closed intersections, flooded areas, images of the storm on radar and "Turn Around Don't Drown" campaign.



The department thanks the Fire Department and Chief Torain for assisting during the event.

Community Policing

- Hosted Coffee with a Cop at Fidelity Bank.
- Sgt. Cash assisted a business owner with procuring No Trespassing signs and installing the signs.
- Helped promote the Person County Health Department Flu Vaccination awareness on social media.
- The Police Department's youth sponsored baseball team completed the season as league champions.
- Officer Lynch and Evidence Custodian Tanya Thomas participated in the Person County Special Olympics Touch-A-Truck event.
 - The department had the Military Tribute car on display. Tanya handed out children safety booklets, stickers and hats.

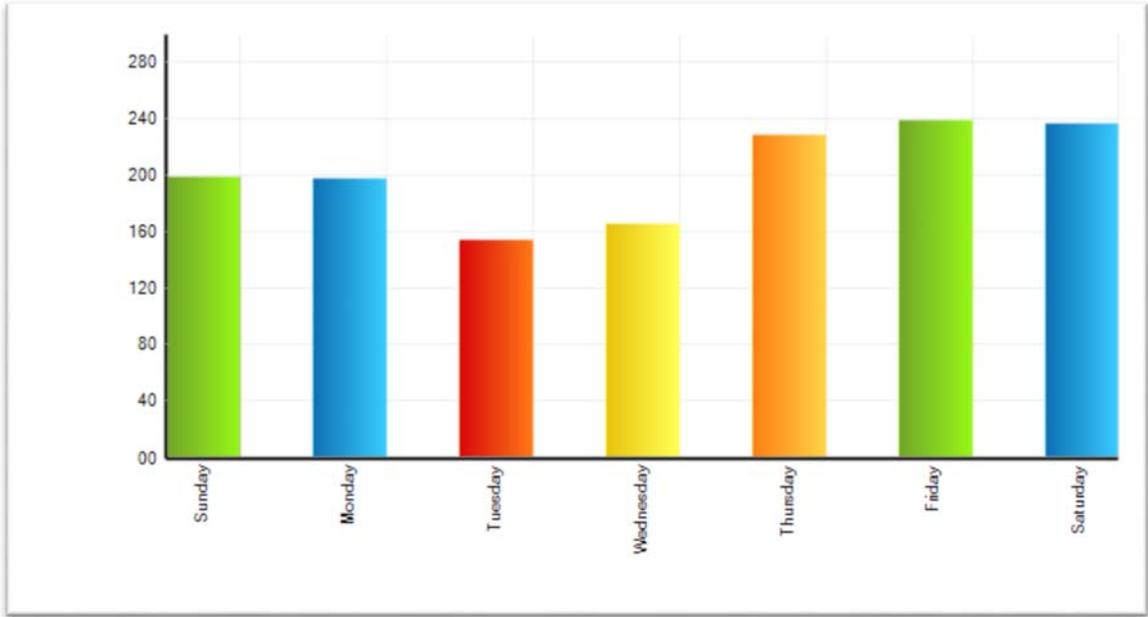


Monthly Activities

- Calls for Service – 1428
- Incident Reports- 112
- Vehicle Crashes – 64
- Citations – 181
- Warnings – 51
- Misdemeanor Arrests – 45
- Felony Arrests – 11

The below graph was extracted from the new 911 Dispatch software. The graph shows the average calls for service by day for the month of June. We will assess data over the next six months to determine resource allocation needs.

Calls for Service by day of the week for June 2016



Criminal Investigations Division

- Closed a complex missing person case. The use of social media helped investigators locate the person within (1) hour of the post.
- A recovered back vertebra bone was analyzed by the State ME’s office and determined to be an animal bone.
- A fraud case was closed by obtaining warrants.
- Lt. Hughes was appointed to the Juvenile Crime Prevention Council.

Total Numbers for the Month

- Number of cases assigned 17
- Follow up hours in field 191
- Phone follow up hours 43
- Hours spent doing paperwork 138
- Call outs 3
- Out of town follow ups 5

- Felony warrants - 9
- Misdemeanor warrants- 1
- Cases closed: 17
 - Leads exhausted: 8
 - Closed by warrants or unfounded: 9
- Arrests 2
- Felony packets 9
- Number of interviews conducted 23

Forensic Investigations conducted by Detective Howe

Roxboro Police Department – 2	Oxford Police Department- 1
Chapel Hill Police Department – 1	Person County Sheriff’s Office- 1
Creedmoor Police Department- 0	Hillsborough Police Department- 0
Butner Police Department - 0	Granville County Sheriff’s Office- 1

Street Crimes Unit

- The unit has multiple active covert investigations.
- Executed a drug search warrant at 200 Academy Street that yielded numerous felonious charges.
- An intelligence planning session is scheduled in July with federal law enforcement entities.

Administrative Services Unit

- Sgt. Dickerson attended driver training offered through NCLM Risk Management.
- Lt. Hawkins completed evaluations for several sergeants.
- Evidence Custodian Tanya Thomas scheduled appointments for evidence submission to the Crime Lab.
- ASU assisted with coordinating OSSI training for staff; Internship and applicant backgrounds.
- Correction noted to the June 23rd Weekly- it was reported Sgt. Dickerson submitted a \$9,700 vest grant reimbursement. After further review the reimbursement was in the 2015-16 FY, not 16-17 FY.

Administration

Meetings

- Met with the SBI new case agent assigned to Person County.
- Meetings with the District Attorney.
- Staff meetings; meetings with the City Manager, and HR.
- Hosted National Night Out planning session.
- Chief responded to numerous NC Chiefs Association and FBI National Academy Association business emails.

Highlighted Events

- Attended Sheriff's Dixon's Order of the Long Leaf Pine ceremony.
- Deputy Chief Kirby attended Coffee with a Cop.
- Chief was the guest speaker for the Industrial Relations Committee luncheon.
- A new police officer was sworn during the month.
- Numerous sections of the new department policy were vetted and approved by the City Attorney. The full manual will be presented to council for approval after all vetting procedures are complete.

Personnel

- Lieutenant Mike Price medically retired from the department June 30th. Mayor Newell will present him with his duty weapon during the Council meeting.

THANK YOU FOR YOUR CONTINUED SUPPORT



City of Roxboro, North LM
 Distribution of Gas TIC
 31-May-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%
 Discount

Average
 Cost
 Per Gallon

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
Summary										
1	4120	City Hall		19.00	41.03	9.99	0.76	0.38	29.90	2.159
2	4130	Finance		13.15	28.00	6.92	0.53	0.26	20.29	2.129
3	4160	Public Buildings		219.43	507.48	115.42	8.78	4.39	378.89	2.313
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		251.58	576.51	132.33	10.06	5.03	429.08	2.292
5	4310	Police		1,831.74	3,968.62	963.50	73.27	36.63	2,895.22	2.167
6	4311	CID		126.20	271.24	66.38	5.05	2.52	197.29	2.149
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		1,957.94	4,239.86	1,029.88	78.32	39.16	3,092.51	2.165
7	4340	Fire		1,116.48	2,495.76	628.40	44.66	22.33	1,800.37	2.235
8	4341	Fire Inspections		45.55	99.00	23.96	1.82	0.91	72.31	2.173
		Total Fire Dept.		1,162.03	2,594.76	652.36	46.48	23.24	1,872.68	2.233
10	4510	Public Services		176.99	381.30	93.10	7.08	3.54	277.58	2.154
11	4511	Streets		237.77	547.48	133.44	9.51	4.76	398.67	2.303
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		32.10	77.01	18.81	1.28	0.64	56.27	2.399
14	4710	Residential Garbage		1,090.00	2,576.20	638.74	43.60	21.80	1,872.06	2.363
15	4711	Commercial Garbage		838.78	1,984.66	491.53	33.55	16.78	1,442.81	2.366
16	4740	Cemetery		169.22	471.37	89.01	6.77	3.38	372.21	2.786
		Total Public Services		2,544.86	6,038.02	1,464.62	101.79	50.90	4,419.60	2.373
		Total General Fund		5,916.41	13,449.15	3,279.19	236.66	118.33	9,813.87	2.273
18	7112	Meter Reading		205.67	445.21	108.18	8.23	4.11	324.69	2.165
19	7114	Lake Warden		41.28	88.53	21.71	1.65	0.83	64.34	2.145
25	7118	Pump Stations		242.74	574.00	127.68	9.71	4.85	431.75	2.365
20	7120	Water Plant		133.42	288.07	70.18	5.34	2.67	209.89	2.159
21	7121	Water Line Maintenan		202.05	458.37	112.72	8.08	4.04	333.53	2.269
22	7130	WWTP		49.36	106.35	25.96	1.97	0.99	77.43	2.155
23	7131	Sewer Line Maintenan		489.41	1,091.08	265.57	19.58	9.79	796.14	2.229
24	7132	WWTP II		95.86	220.82	52.27	3.83	1.92	162.79	2.304
		Total Enterprise Fund		1,459.79	3,272.43	784.28	58.39	29.20	2,400.56	2.242
		Total All Funds		7,376.20	16,721.58	4,063.47	295.05	147.52	12,214.43	2.267



July 6, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: July Council Report

Uptown Development/Roxboro Development Group:

- Uptown Branding Project: The branding project is moving right along. Interviews will continue through the next several weeks with additional members of the Roxboro/Person County community. Additionally, a survey will go out on July 20th through multiple avenues. A one-page flyer will be included in the water-bills that drop this month, paper copies will be available at the Senior Center, Library, City Hall, and Tax Office, and there will be links on the City and RDG websites/Facebook pages.
- Uptown Crosswalk Renovations: The construction of the new crosswalks at Main, Reams, and Depot progressed much faster than expected. The crews are to be commended for their persistence and speed. While there is still some work remaining to finish the paving on Main Street, the crosswalks are complete. Many positive comments were received from business owners, residents, and employees of Uptown. Due to the extensive coverage in the paper, it seems many people were made aware of the progress of this project.
- Rox N' Roll: Unfortunately, the second Cruise-In of the season was also canceled due to inclement weather. Because of the recurring issue, the RDG board has decided to implement a rain date of the following Saturday morning for all remaining Cruise-Ins. It is the hope of the board that the rain date will be unnecessary, but will have preparations in place just in case.
- National Accreditation: Staff is proud to report that we received National Main Street Accreditation for the third year in a row. After a complete review of two statistics reports submitted to the Department of Commerce in 2016, RDG received notification of their renewed accreditation this month. As an accredited Main Street program, RDG/Roxboro will remain a part of the NC Main Street program and continued enjoyed access to training, resources, grant opportunities, and guidance from both the NC and National Main Street programs.
- Other Highlights:
 - Continued maintenance and upkeep of hanging baskets
 - Held RDG Board meeting on June 21st
 - Met with Roxboro Rocks founder to determine collaborative efforts in Uptown
 - Attended Regional Main Street Managers' meeting in Smithfield on July 11th



Planning & Development:

- Nuisance Abatement and Land Use Ordinance Revisions: While it was originally the desire of staff to present a draft of the revised Nuisance Abatement and Land Use Ordinances to Council at this month's meeting, a further review is necessary before proceeding. Planning Department staff completed their initial review, then submitted the documents to the Assistant City Manager for review. The document is now under review with the City Manager. All edits of the document will be compared and evaluated for appropriateness within the Roxboro community. It is staff's goal to present a draft to Council in August for review, with plans for adoption in September. The new language should reflect legislative changes, as well as update the ordinance to reflect the needs of the Roxboro community and its most pressing challenges.
- Code Enforcement: Staff saw a noticeable increase in high grass complaints this month. Because of heavy rain and warm temperatures, it appears grass is a growing problem. Code Enforcement Officer Eudy sent roughly a dozen letters to property owners in violation of City grass ordinances. As of July 6, staff submitted one notice of payment due for abated grass nuisance, with another there pending abatement at the properties.
- Minimum Housing Violations/Burned Homes: Staff continues to place a focus on the properties at 209 Burch Avenue and 93 Summer Ridge. The home on Burch Avenue is an "heirs property," which means the property was left to heirs of a deceased who left no will. Because of this occurrence there is no clear title on the property to determine ownership. Several attempts have been made to identify and notify the heirs of the condition of the property and violation of the minimum housing code. After consultation with the City attorney, it was determined that staff must publish notice of the hearing to address the violations. Staff is currently working the process to satisfy legal requirements for notice on this property, but it is lengthy as much time is required to give the "owner(s)" time to respond. The property on Summer Ridge presents a similar issue. While staff has identified an owner of the property, the address listed is no longer valid and all notices have been returned. Staff has conducted a more in-depth search and found there to be reason to believe there are multiple owners of the property through a Deed of Trust. Staff is continuing efforts to identify, locate, and serve the owners with notice of violation. Again, this is a time-consuming process. Staff continues to work closely with the City attorney to comply with all statutes and legislation on this process.
- Planning Board & Board of Adjustment Vacancies: In last month's consent report, Council was notified of an extension to the deadline for applications to the Planning Board and Board of Adjustment. While that report indicated that Council would receive applications for review on the 27th of June, City Clerk Trevie indicated there was not time to advertise for Council to add this to the agenda for that day. As such, Council will have the opportunity to review the applications and ask questions of the candidates at the July 11th meeting. All applicants were emailed by Planning staff about their requested attendance at said meeting.
- Other Highlights:
 - Planning Board meeting held July 3rd for Special Use Permit for a private school
 - Met with County Planning Director to coordinate applications for new year
 - Began new permit notification process between departments to help with coordination of efforts

1. Re-zoning Request - Thaxton Road - Public Hearing

Memo



To: Mayor Newell and Roxboro City Council
From: Lauren Wrenn/ Planning & Development Director
cc: Trevie Adams City Clerk (for City Records)
Date: July 6, 2017
Re: Recommendation from Planning Board Regarding Rezoning Request for Vacant
Lot on Thaxton Road

Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on June 5th, 2017 to conduct a public hearing regarding the rezoning request for the vacant parcel on Thaxton Road. The parcel is identified as Tax Map 70 Lot 9.

Upon review of the enclosed application and staff report, the City Planning Board offered a unanimous recommendation to decline the request.

CITY OF ROXBORO, NORTH CAROLINA
Planning Board

June 5, 2017
6:00 p.m.

MEMBERS PRESENT: Lynda Zirillo, Kenneth Montgomery, Robert Trotter,
Reggie Horton, Priscilla Bumphus, and Danny Cultra

STAFF: Lauren Wrenn, Planning Director

MINUTES

Planning Board Chair Reggie Horton called the meeting to order at 6:05pm. Chairman Horton asked the board to state their name for the record and sign the attendance sheet for the minutes. Chairman Horton also asked anyone present to speak to the matter at hand for the evening please come forward and sign-in as well.

Ms. Kim Fox of 79 Frank Fox Road in Roxboro, NC and Mr. Javier Latre of ESA Renewables were present to speak.

APPROVAL OF MINUTES

(Because of the inability for the board to form a quorum on May 1, 2017, no meeting was held on that date.) Mr. Kenneth Montgomery made a motion to approve the minutes from the April 3, 2017 meeting. Danny Cultra seconded. Motion carried.

REPORTS OF COMMITTEES

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Rezoning Request for Vacant Lot on Thaxton Road – Chair Reggie Horton declared the Public Hearing open for review of the re-zoning request from ESA Renewables from an R-2 district to an I-1 district. Planning Director,

Lauren Wrenn, presented the staff report and application for the requested re-zoning from ESA Renewables.

Ms. Wrenn directed the Board to the staff report in their meeting binders. Based on research of the property, the requested rezoning, and the Future Land Use Plan for the City of Roxboro, staff concluded that the rezoning is not compatible with established character and community vision. Ms. Wrenn noted that the uses allowed within the I-1 (Light Industrial District) were not compatible with the existing residential uses in the area. Furthermore, Ms. Wrenn noted that the rezoning would not be consistent with the surrounding properties in the area, which are all zoned R-2 (Medium Density Residential).

Mr. Danny Cultra asked if there were any plans currently underway to modify the Future Land Use Plan for the City of Roxboro. Ms. Wrenn stated that it was not aware of any plan in place at this time. She did indicate that as documents become outdated and revisions are necessary, such documents will be reviewed and presented to the necessary boards for consideration of any updates/revisions. Again, there were no plans in place to update the Future Land Use Plan for the City of Roxboro at this time.

Ms. Wrenn also directed the Board to the smart board at the front of the room, which displayed an aerial view of the property in question from the Person County GIS website (Exhibit A). The image verified the residential zoned properties surrounding the vacant lot.

At this time, Chairman Horton instructed Mr. Javier Latre to approach the microphone to present his information.

Mr. Latre introduced himself as the representative of ESA Renewables with regards to the specific project in question at this site. He then stated that he was present to answer any questions the Board or members of the community have regarding the project. While he did not address the specific use proposed for this site (if the rezoning were approved), Mr. Latre did state that ESA Renewables have completed similar projects in many communities along the east coast, normally in low-residential areas. Mr. Latre stated that these projects are typically non-intrusive. Mr. Latre said that he spoke with the individuals at the school bus garage located to the rear of the lot on Thaxton Road. He stated these individuals were "enthusiastic" about this project. Mr. Latre continued by stating that they often hold educational meetings related to the project and that would be an option here as well. Mr. Latre finished by saying he was happy to answer any questions.

Chairman Horton asked if anyone had any questions for Mr. Latre. Based on the lack of response, Chairman Horton moved on to the next speaker, Ms. Kim Fox.

Ms. Fox began by stating her address as a resident of the neighborhood surrounding the property on Thaxton Road. Ms. Fox acknowledged the number of residents in the audience for the meeting and present the Board with a petition signed by the members of said neighborhood indicating their opposition to the rezoning request (Exhibit B). Ms. Fox further stated that

neighbors were in opposition because of the effect this change may have on the curb-appeal for their neighborhood. Ms. Fox stated that this is a low-density neighborhood and that the neighbors hoped to remain that way. She referenced some changes in the surrounding area over the past years that have increased traffic and congestion in the neighborhood. Ms. Fox stated the neighbors were truly concerned with the curb-appeal of the residential properties and their property values. Ms. Fox said she spoke with appraisers and reviewed statistics that indicate there is no direct link to reduced property values, however she and the neighbors still felt it would detract from the current character of the neighborhood. Ms. Fox presented the signed petition to the Board and reminded them that this included residents along Frank Fox Road and Shelton Road. She thanked the Board for their time and stated her willingness to answer any questions.

Mr. Robert Trotter spoke up to say that he had been to the site and was very aware of its residential character. He stated that he looked at the traffic access for the lot in question and felt that it was not compatible with an industrial use.

Chairman Horton asked Mr. Latre if he wished to say anything in response to Ms. Fox. Mr. Latre declined.

Chairman Horton then closed the Public Hearing portion of the meeting.

Ms. Wrenn reminded the Board that for consideration of a rezoning request, the Board must not make their decision based on the specific use proposed at this time, but based on all allowed uses within the requested zone.

Chairman Horton asked if the Board had any questions or comments. Mr. Cultra spoke up to say that he was planning to make a comment about the uses, but Ms. Wrenn already addressed the same in the statement above.

Chairman Horton made another request for any questions or comments, seeing none, he asked for a motion from the Board. Mr. Danny Cultra made the motion that the Planning Board recommend denial of the rezoning request to the City Council based on the fact that the proposed rezoning does not meet the intent of the Future Land Use Plan. Mr. Robert Trotter seconded the motion. Motion carried unanimously.

Ms. Wrenn reminded everyone that all decisions made by the Planning Board are merely a recommendation to the City Council. The request would now go before the City Council at their July 11th meeting for final consideration.

OLD BUSINESS

None.

ADJOURNMENT

PLANNING BOARD MEETING MINUTES
June 5, 2017

There being no further business the meeting adjourned at 6:23.

Submitted by:

A handwritten signature in black ink, appearing to read 'L. Wrenn', is written over a horizontal line.

Lauren Wrenn,
Planning & Development Director

Sign In

✓ Kim Fox

79 Frank Fox Rd. Roxboro NC

✓ Javier Labre

ESAR, 749 CRISTALDI WAY, LONGWOOD, FL



April 25, 2017

We the residents of Thaxton Road, Frank Fox Road and Shelton road are not in agreement to the City of Roxboro, in Person County to allow a Solar Panel Farm to be placed on the 7 acres owned by the Wilkerson family located on Thaxton Rd. Nor do we like that the said property is being requested to be zoned for commercial/industrial usage. Our concern lies in taking away from the curb appeal of our residential properties and how it will affect the appeal of our neighborhood within the city limits.

1. Patricia T. Hatchett
2. Patricia A. Hatchett
3. Patricia Song
4. Romné Song
5. Joyce C. Oliver
6. David L. Oliver
7. Patsy Stone
8. Claude Tate Jr.
9. Emory Tate
10. Shelly Wrenn
11. William Spouton
12. Austin Wrenn
13. Joseph Fox
14. Ruby P. Fox
15. Carlyle Hall
16. Janice Hall
17. Lydia Sumner
18. Robert Sumner
19. Donnie J. Thaxton
20. Maria Thaxton
21. Ella Thaxton
22. Betty Gonzalez
23. Miguel Gonzalez
24. Charles D. Hicks
25. Kim Fox
26. Fern Fox
- 27.
- 28.
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- 35.
- 36.
- 37.
- 38.

Petition to Amend the Official Zoning Map – City of Roxboro

PETITION TO AMEND THE OFFICIAL ZONING MAP OF THE
CITY OF ROXBORO, NORTH CAROLINA

Date: April 5, 2017 Fee: \$370 Application #: _____

TO THE PLANNING BOARD AND THE CITY COUNCIL:

I/We, the undersigned, do hereby make application and petition to the City Council of the City of Roxboro to amend the Official Zoning Map of the City of Roxboro as hereinafter requested. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

1. **Petitioner(s):** ESA Sun Farming, LLC
Address: 4155 St. Johns Parkway Ste 1100 Sanford, FL 32771
Telephone Number: 407.915.5436 Fax Number: 1.800.755.0801
Interest in Property: Lessee
(I.e., Owner, Part Owner, Option holder, Governmental Agency, Authorized Agent, Other: _____)

Property Owner/Agent: ~~Tracy Wilkerson~~ J. TRACY WILKERSON

Address: 192 Deer Trace Lane, Pilot Mountain, NC 27041 ✓
Telephone Number: 336.368.3175 Fax Number: _____

2. **Property Information:**

- A. Location of Property to be Rezoned (Subdivision/Lot, Street Address): Thaxton Road, Roxboro, NC 27573
- B. Tax Map Reference Number (map & lot): 709
Please attach a full size copy of the applicable Person County Tax Map. **A copy can be obtained from the Person County Tax Office located on the first floor of the Person County Courthouse.**
- C. Deed Reference: DB 892 PG 608 PB 14 PAGE 167
Please attach a copy of the most recent deed to the property. **A copy can be obtained from the Person County Register of Deeds Office in the Person County Courthouse.**
- D. Survey Plat Reference (i.e., plat book, page):
X Please attach a copy of the property survey plat (if on record with the Person County Register of Deeds Office). **A copy can be obtained from the Person**

Petition to Amend the Official Zoning Map – City of Roxboro

County Register of Deeds Office in the Person County Courthouse.

REZONING APPLICATION:

Page 2

- D. Property Acreage: 6.57 Acres
E. Current Use of Property (i.e., vacant lot, house etc.): Vacant
F. Available Utilities - existing or proposed (check all that apply):
 City Water Well City Sewer Septic System

3. Zoning Map Amendment Being Sought:

- A. Present Zoning Classification of Property: Residential
B. Requested Zoning Classification: Industrial

4. The required filing fee must be enclosed. (No Petition is considered complete until the above-required information has been provided.)

5. Signatures and Acknowledgment:

The undersigned hereby certify that the application material is complete and accurate.

Furthermore, the undersign hereby authorizes the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of evaluating this request.

Kyle Campbell
Applicant's Signature

04/05/2017
Date

J. Tracy Wilkes
Property Owner's Signature
Or Authorized Agent

4-06-2017
Date

Petition to Amend the Official Zoning Map – City of Roxboro

City Use Only:

- Petition received with all required materials.
- Legal description of property submitted.
- Legal notice of public hearing composed/ authorized.
- Newspaper: 19th Courier Times
- Publication Dates: 4/19th / 5/20 & 4/29th / 5/24
- Date of Public Hearing: May 1st - June 3rd
- Property posted to announce public hearing.
Date: 4/18
- Notices sent to adjacent property owners.
Date: 4/17 or 5/16
- Application referred to Planner for analysis.

Date of Planning Board Action: _____

Certified by: _____

Action by Planning Board:

Date of City Council Action: _____

Certified by: _____

Action by City Council:

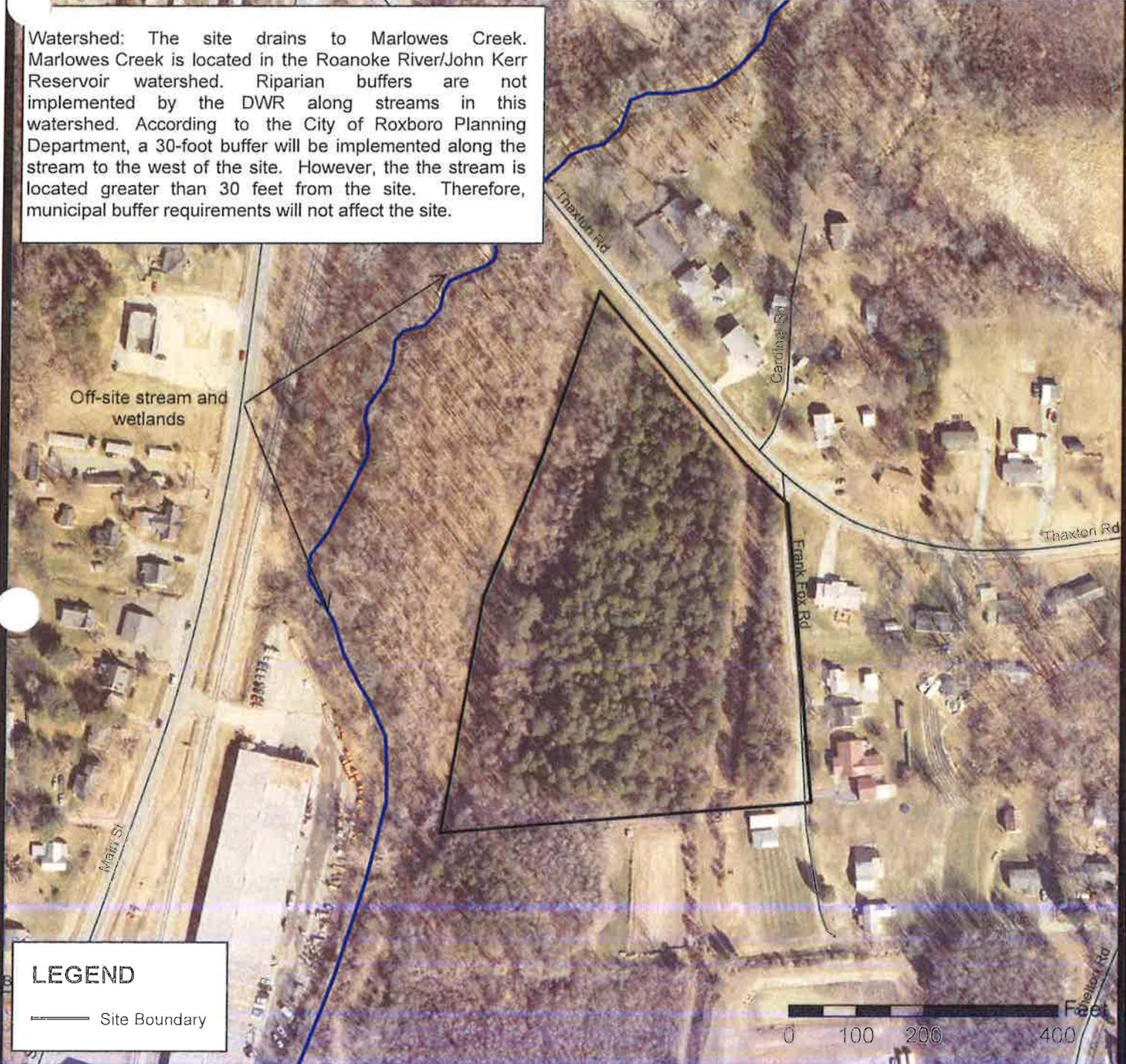
Petition(s) Notified of Hearing Results: _____

Petition to Amend the Official Zoning Map – City of Roxboro

Name1	Address1	Record #	City	ST	ZipCode
Claudia Lea Richardson	203 Ridge Road	13852	Roxboro	NC	27573
Lila T Pulliam	9209 Durham Road	13374	Timberlake	NC	27583
Margaret Hunt	1030 Turbeville Road	13357	Alton	VA	24520
Kevin Joseph Fox & Kimberly W	79 Frank Fox Road	12402	Roxboro	NC	27573
Tracey J Wilkerson	192 Deer Trace Ln	14811	Pilot Mtn	NC	27041
Lydia F Sumner	160 Woodsdale Rd	12401	Roxboro	NC	27573
Carlye C & Janice W West	222 Thaxton Road	9621	Roxboro	NC	27573
Duplicate		10765			
Duplicate		13376			
Duplicate		10759			
Duplicate		10764			
Duplicate		12401			

This is not a survey. All locations depicted on this figure are approximate. This Wetland Determination was conducted by Headwater Environmental, Inc. (HENv) in February of 2016. Neither wetland, nor streams, were identified within the site boundary. HENv recommends coordinating with the U.S. Army Corps of Engineers and North Carolina Division of Water Resources (DWR) prior to development of this site.

Watershed: The site drains to Marlowes Creek. Marlowes Creek is located in the Roanoke River/John Kerr Reservoir watershed. Riparian buffers are not implemented by the DWR along streams in this watershed. According to the City of Roxboro Planning Department, a 30-foot buffer will be implemented along the stream to the west of the site. However, the stream is located greater than 30 feet from the site. Therefore, municipal buffer requirements will not affect the site.



HEADWATER ENVIRONMENTAL, INC.
 512 Sweetbay Court
 Wilmington, North Carolina

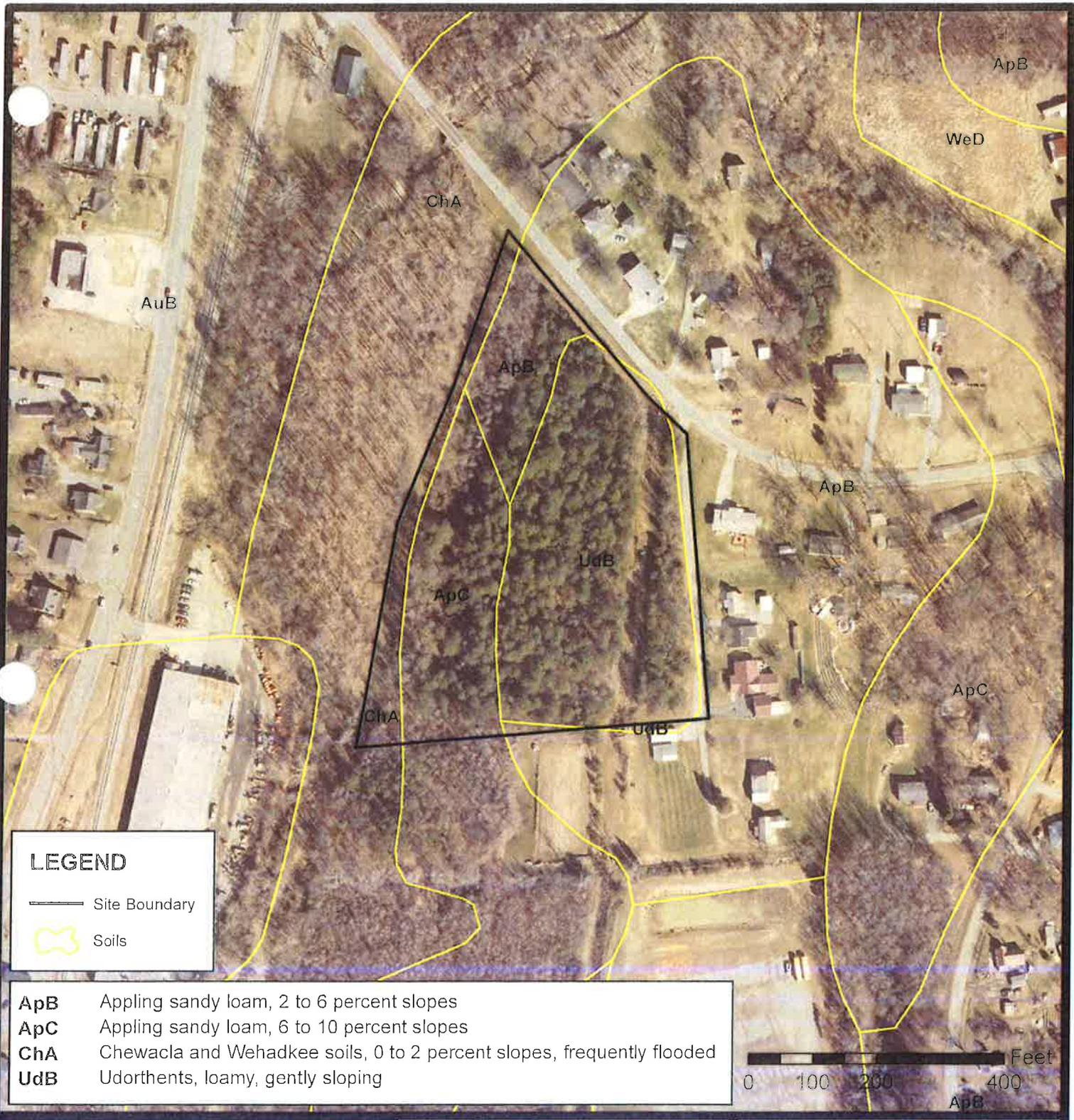
Date: 3/4/2016

Prepared by: DFH

Source:
 ESRI
 World Base Map Imagery (2013)
 Roxboro, North Carolina

 Scale 1"= 200'

FIGURE 5
WETLAND DELINEATION
 Wilkerson Site
 ESA Sun Farming, LLC
 Thaxton Road & Frank Fox Road
 Roxboro, Person County, North Carolina
 HENv Project #201706



LEGEND

-  Site Boundary
-  Soils

- ApB** Appling sandy loam, 2 to 6 percent slopes
- ApC** Appling sandy loam, 6 to 10 percent slopes
- ChA** Chewacla and Wehadkee soils, 0 to 2 percent slopes, frequently flooded
- UdB** Udorthents, loamy, gently sloping



HEADWATER ENVIRONMENTAL, INC.
 512 Sweetbay Court
 Wilmington, North Carolina

Source:
 Natural Resources Conservation Service.
 Web Soil Survey.
 Accessed March 2016

 Scale 1"= 200'

**FIGURE 3
 SOIL MAP**

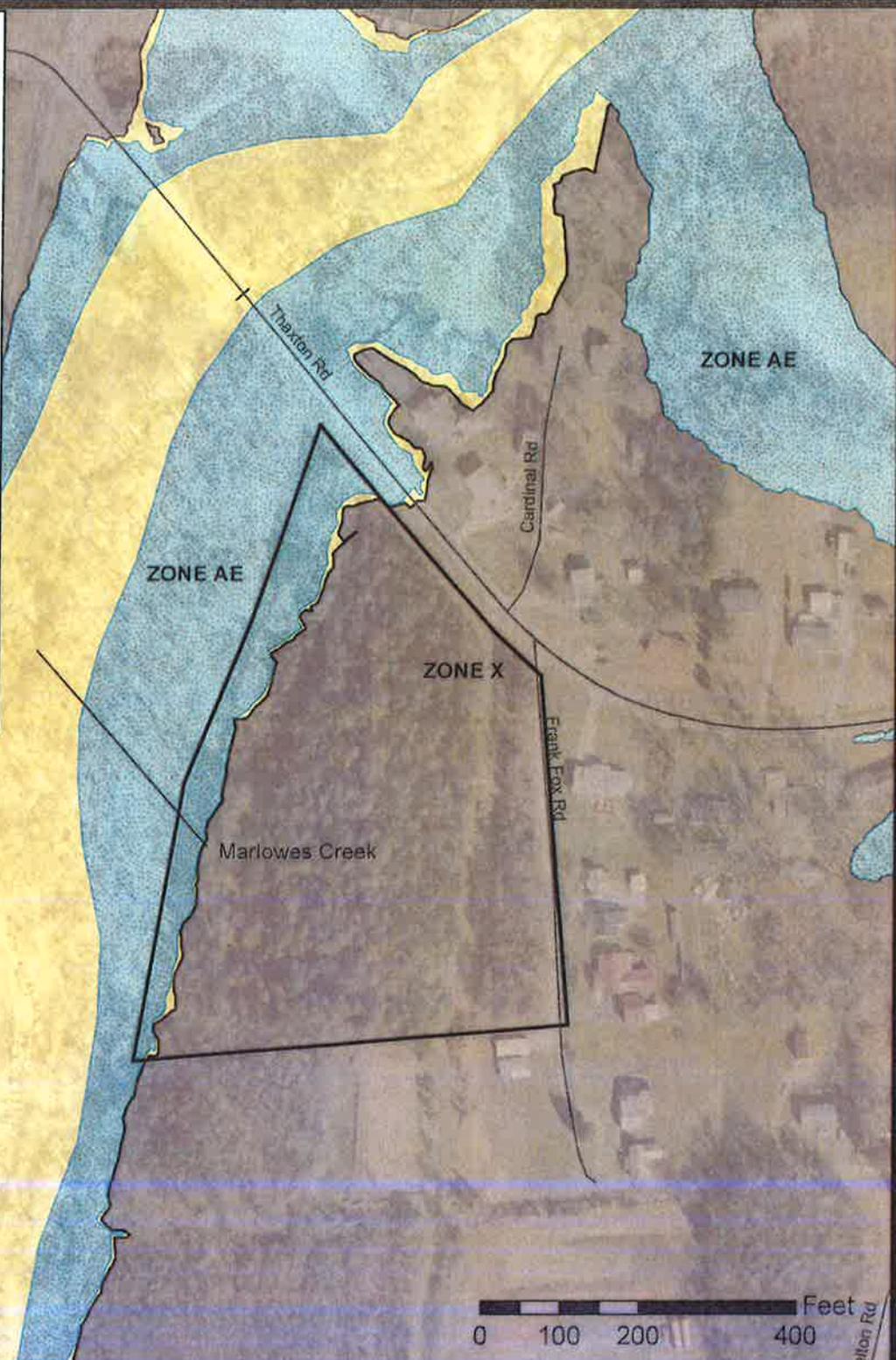
Wilkerson Site
 ESA Sun Farming, LLC
 Thaxton Road & Frank Fox Road
 Roxboro, Person County, North Carolina
 HEnv Project #201706

Date: 3/4/2016

Prepared by: DFH

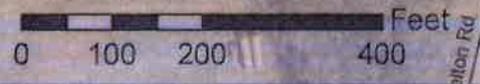
LEGEND

- SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD
- The 1% annual chance flood (100 year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the surface elevation of the 1% annual chance flood.
- ZONE A** No Base Flood Elevations determined.
- ZONE AE** Base Flood Elevations determined.
- ZONE AH** Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.
- ZONE AO** Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of skid-pan flooding, velocities also determined.
- ZONE AR** Special Flood Hazard Area formerly protected from the 1% annual chance flood by a flood control system that was subsequently derelict. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance flood.
- ZONE A99** Areas to be protected from 99% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.
- FLOODWAY AREAS IN ZONE AE
- The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.
- OTHER FLOOD AREAS
- ZONE X** Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.
- OTHER AREAS
- ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.
- ZONE D** Areas in which flood hazards are unassessable, but possible.
- COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS
- OTHERWISE PROTECTED AREAS (OPAs)
- CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas
- 1% annual chance floodplain boundary
- 0.2% annual chance floodplain boundary
- Floodway boundary
- Zone A boundary
- CBRS and OPA boundary
- Boundary between Special Flood Hazard Area zones and boundary between Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.
- Base Flood Elevation line and values (elevation in feet)
- Base Flood Elevation (same stream reaches, within zone); elevation in feet
- * Referenced to the North American Vertical Datum of 1988
- Cross section line
- Traversed line



LEGEND

Site Boundary



HEADWATER ENVIRONMENTAL, INC.
 512 Sweetbay Court
 Wilmington, North Carolina

Source:
 FEMA

**FIGURE 4
 FEMA MAP**

Wilkerson Site
 ESA Sun Farming, LLC
 Thaxton Road & Frank Fox Road
 Roxboro, Person County, North Carolina
 HEnv Project #201706

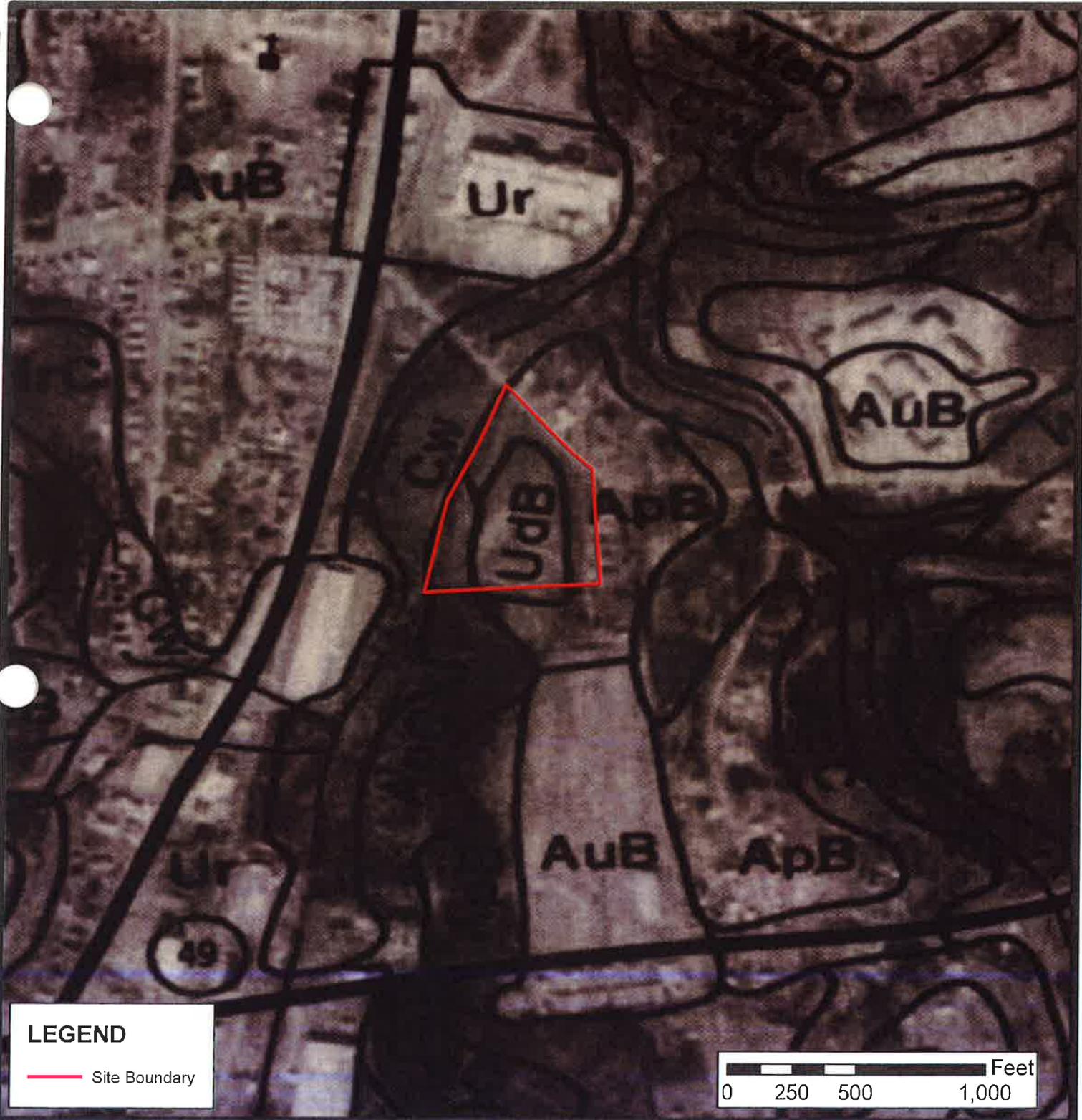
Date: 3/4/2017

Online Flood Map Service Center
 Map # 3720090700J
 Map # 3720090600J
 June 4, 2007

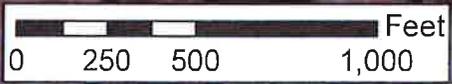
Prepared by: DFH



Scale 1"= 200'



LEGEND
 — Site Boundary



HEADWATER ENVIRONMENTAL, INC.
 512 Sweetbay Court
 Wilmington, North Carolina

Source:
 USGS
 Natural Resources Conservation
 Service
 Archived Soil Survey
 dated 1995

FIGURE 2
ARCHIVED SOIL SURVEY

Date:

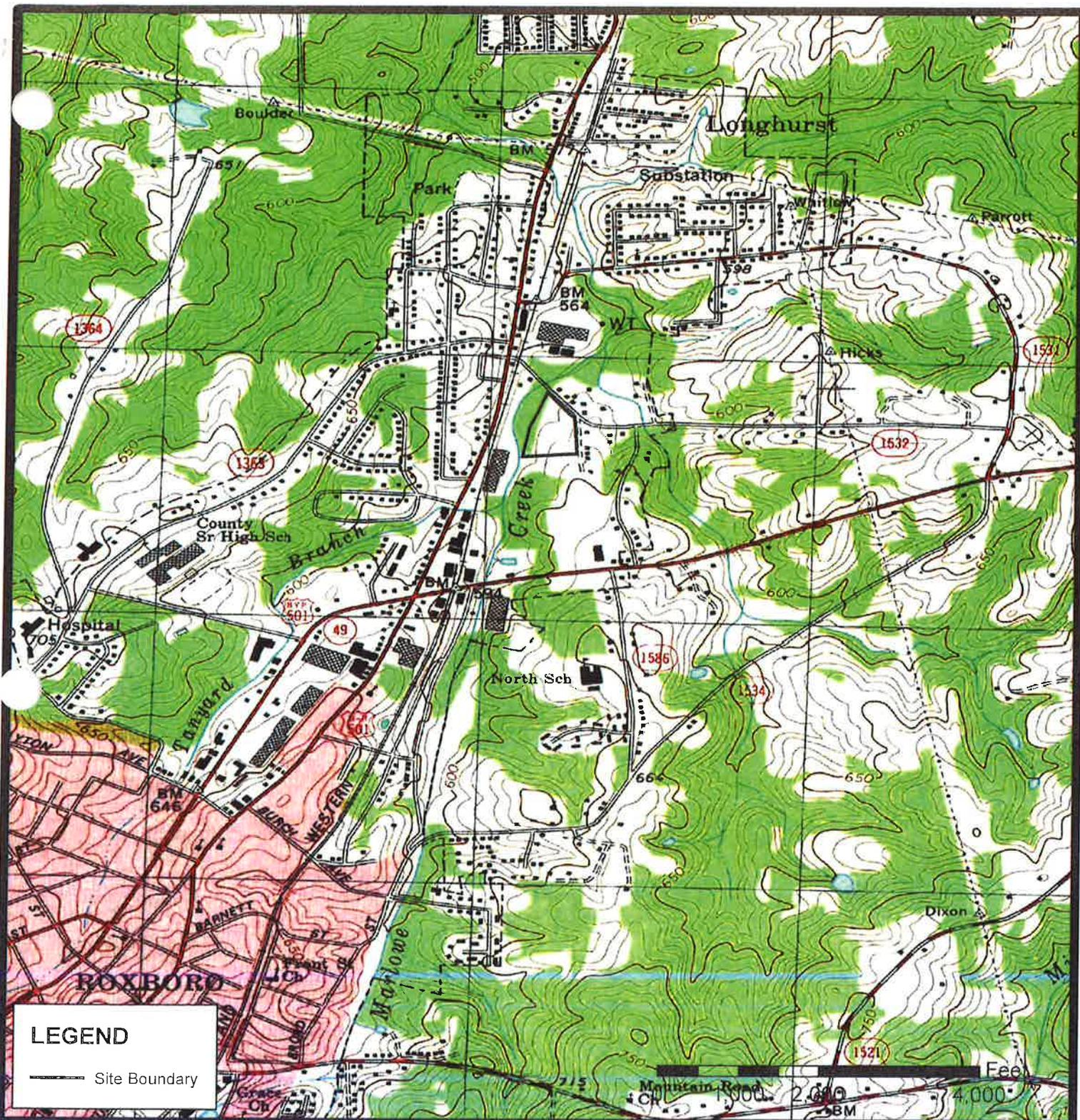
3/4/2017

 **Scale 1"= 500'**

Wilkerson Site
 ESA Sun Farming, LLC
 Thaxton Road & Frank Fox Road
 Roxboro, Person County, North
 Carolina
 HEnv Project #201706

Prepared by:

DFH



HEADWATER ENVIRONMENTAL, INC.
 512 Sweetbay Court
 Wilmington, North Carolina

Date:

3/4/2017

Prepared by:

DFH

Source:
 USGS
 7.5-minute Topographic Quadrangle
 Roxboro, North Carolina
 dated 1982
 Contour Interval = 10 Feet

Scale 1" = 1600'

FIGURE 1
LOCATION MAP

Wilkerson Site
 ESA Sun Farming, LLC
 Thaxton Road & Frank Fox Road
 Roxboro, Person County, North Carolina
 HEnv Project #201706



CITY OF ROXBORO STAFF REPORT

Prepared by: Lauren Wrenn, Interim Planning & Development Director

Meeting Dates: Planning Board: May 1, 2017 <i>Planning Board Meeting Postponed to June 5, 2017</i> City Council: June 13, 2017 <i>City Council Meeting Postponed to July 11, 2017</i>	Request: <input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Conditional Use Permit
Property Location: Thaxton Road (vacant lot)	Current Zoning: R-2 (Residential District – Medium Density)
Tax Map#: 70 Lot 9	Proposed Zoning: I-1 (Light Industrial)
Contact Information: ESA Sun Farming, LLC Kyle Campbell 4155 St Johns Parkway, Suite 1100 Sanford, FL 32771 407-915-5436	Future Land Use Map Classification: Low Density Residential

Summary:

ESA Sun Farming, LLC is requesting a rezoning for a vacant lot located on Thaxton Road from R-2 (Residential District – Medium Density) to I-1 (Light Industrial). The property is identified as Person County Tax Map 70, Lot 9. The property is approximately 6.57 acres and currently undeveloped.



The surrounding properties are zoned R-2 (Residential District – Medium Density).

Legal Notice

The Roxboro Planning Board will be meeting on Monday, May 1, 2017 at 6:00 p.m., Roxboro City Hall Council Chambers, 105 S. Lamar Street, Roxboro, North Carolina to conduct public hearings on the following:

- **Rezoning Request for property on Thaxton Road
Record Numbers 14810
Map Lot 70 9**

Additional information is available for public review at the City's Planning Department, located at 105 S. Lamar Street during regular business hours, Monday-Friday, 8:00 a.m. – 5:00 p.m. All interested parties will be given the opportunity to be heard at the above referenced meeting.

Lauren Wrenn
Interim Planning & Development Director
City of Roxboro

Legal Notice

The Roxboro Planning Board will be meeting on Monday, June 5, 2017 at 6:00 p.m., Roxboro City Hall Council Chambers, 105 S. Lamar Street, Roxboro, North Carolina to conduct public hearings on the following:

- Rezoning Request for Thaxton Road property. Record Number 14810
Map Lot 70 9

Additional information is available for public review at the City's Planning Department, located at 105 S. Lamar Street during regular business hours, Monday-Friday, 8:00 a.m. – 5:00 p.m. All interested parties will be given the opportunity to be heard at the above referenced meeting.

Trevie Adams, MMC/NCCMC
City Clerk
City of Roxboro

2. Resolution to Declare Surplus - Police Department

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

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

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

1 – Glock 22 40 Cal. Serial # BCDN737

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

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

Adopted this the _____ day of _____, 2017.

Mayor Marilyn P. Newell

Attest:

Trevie Adams, MMC/NCCMC
City Clerk

3. Board Appointment - Person County TDA

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Tammy Woods

Home Address: 14130 Renaissance LN Apt 302

City, State, Zip: Raleigh NC 27614

Home Phone: 434-835-7177 Work/Day Time Phone: 336-599-8800

Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: PC Tourism Development Authority

Choice #2: _____

Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: General Manager Hampton Inn

Employer Name: Daly Seven Inc.

Employer Address: 4829 Riverside DR

City, State, Zip: Danville VA 24541

Supervisor's Name: Louise Thompson

Name of School	Education Year Graduated	Degree
High School: <u>George Washington</u>	<u>1989</u>	<u>Diploma</u>
College: <u>Averett University</u>	<u>2004</u>	<u>BA</u>
Graduate School: _____	_____	_____
Other: _____	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: NA

Served on TDA Board 2011-2014.

PERSONAL REFERENCES

Name: Charley Bullock Daytime phone: 336-503-2245 cell

Address: 110 Crestwood Dr Relationship: Friend / Board Member

City, State, Zip: Roxboro NC 27573

Name: Bayard Crumpton Daytime phone: 336-504-4433 cell

Address: 126 N. Main St. Relationship: Business Associate

City, State, Zip: Roxboro NC 27573

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

Explain:

Please return completed application to:

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

From: **Hayden Newell** hwtrky@gmail.com
Subject: **Bio**
Date: **Jun 21, 2017, 2:56:38 PM**
To: **H** hwtrky@gmail.com

Hayden W. Newell III
8793 Wild Turkey Rd
Boones Mill, Va 24065
540-353-8300, hwtrky@gmail.com

Graduated from Roxboro High School in 1969

BS in Materials Engineering, NCSU in 1972

Manager Innovative Research, Norfolk Southern Corp. (Retired 2012)
Metallurgist for 40 years at NS, Specializing in Failure Analysis,
Derailments, Tank Car Explosions, Box Car Fires

Industry Committees ~~Service~~;

Member of AAR Technology Scanning Committee 2007-2012

**Chairman of AAR WABL 2009-2010 ...Wheels, Axles, Bearings &
Lubrication**

Chairman of AREA Committee 4 Rail 1991-1994

Vice Chairman AREA Committee 5 Track 1985-1988

Inventor;

**US Patent 8,683,842 B1 and US Patent 8,875,556 B2. Railroad Spikes
And Methods of Making The Same, Awarded 2014**

**Recipient of 2009 A. L. Holland Volunteer Award from Big Brothers Big
Sisters of SW VA**

Owner of ReNewell Properties LLC, Established 2014

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION	
Name:	<u>Hayden Newell</u>
Home Address:	<u>8793 Wild Turkey Rd</u>
City, State, Zip:	<u>Boones Mill, VA 24065</u>
Home Phone:	_____ Work/Day Time Phone: <u>540-353-8300</u>

Do you live within the city limits of Roxboro? Yes _____ No
*But I own multiple properties in Person County
& Roxboro. Currently have 9 rentals.*

BOARD/COMMISSION APPLYING FOR	
Choice #1:	<u>TOURISM Development Authority</u>
Choice #2:	_____
Additional Comments:	_____

EMPLOYMENT	
Current Occupation/Title:	<i>See Bio Attached</i> <u>Owner ReNewell Properties, LLC</u>
Employer Name:	_____
Employer Address:	<u>Same AS Home</u>
City, State, Zip:	_____
Supervisor's Name:	_____

Education		
Name of School	Year Graduated	Degree
High School: _____	_____	_____
College: <u>See Attached Bio</u>	_____	_____
Graduate School: _____	_____	_____

Other: _____

Please describe community services, include membership on other public boards, experience and interest in serving: _____

Served on Research Board for
 Roanoke VA Governor's School & other
 in BIO. Tourists love uplands like Roanoke
 & surrounding lakes & trails. Need to capitalize on
 things that attract them. Lived near SML for
 over 20 yrs + Old Town Alexandria for 12 yrs.
 Know what developments can take place, also
 own Hager's Mountain which would make
 a nice state park.

Smith
 vtn
 Lake

PERSONAL REFERENCES	
Name: <u>Ed Smith</u>	Daytime phone: <u>540-353-2800</u>
Address: <u>4492 Farmwood Dr.</u>	Relationship: <u>Friend</u>
City, State, Zip: <u>Salem, VA 24018</u>	
Name: <u>Walter Cates</u>	Daytime phone: <u>336-597-2251</u>
Address: <u>36 Court St, Roanoke</u>	Relationship: <u>Lawyer</u>
City, State, Zip: <u>Roanoke, N.C. 27573</u>	

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

Explain: *I have driven for 50 yrs and gotten 4 to 5 speeding tickets in 10 to 15 mph over limit. All above the \$79 fee above. Updated application need to update.*

Please return completed application to:

City of Roxboro
Office of City Clerk
P.O. Box 128
Roxboro, NC 27573

From: **Hayden Newell** hwtrky@gmail.com
Subject: **Bio**
Date: **Jun 21, 2017, 2:56:38 PM**
To: **H hwtrky@gmail.com**

Hayden W. Newell III
8793 Wild Turkey Rd
Boones Mill, Va 24065
540-353-8300, hwtrky@gmail.com

Graduated from Roxboro High School in 1969

BS in Materials Engineering, NCSU in 1972

Manager Innovative Research, Norfolk Southern Corp. (Retired 2012)
Metallurgist for 40 years at NS, Specializing in Failure Analysis,
Derailments, Tank Car Explosions, Box Car Fires

Industry Committees Service;

Member of AAR Technology Scanning Committee 2007-2012

**Chairman of AAR WABL 2009-2010Wheels, Axles, Bearings &
Lubrication**

Chairman of AREA Committee 4 Rail 1991-1994

Vice Chairman AREA Committee 5 Track 1985-1988

Inventor;

**US Patent 8,683,842 B1 and US Patent 8,875,556 B2. Railroad Spikes
And Methods of Making The Same, Awarded 2014**

**Recipient of 2009 A. L. Holland Volunteer Award from Big Brothers Big
Sisters of SW VA**

Owner of ReNewell Properties LLC, Established 2014

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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PERSONAL INFORMATION

Name: Kimberly W. Fox

Home Address: 79 Frank Fox Rd.

City, State, Zip: Roxboro NC 27513

Home Phone: 336-599-7108 Work/Day Time Phone: 336-592-2026

Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: Tourism Development Authority

Choice #2: _____

Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Business Development Officer / Vice President

Employer Name: Fidelity Bank

Employer Address: 105 West Gordon St.

City, State, Zip: Roxboro NC 27513

Supervisor's Name: Ed Parrish

Name of School	Education Year Graduated	Degree
High School: <u>Halifax Co. Senior High</u>	<u>1987</u>	
College: <u>Piedmont Community College</u>	<u>1990</u>	<u>Business Administration</u>
Graduate School: _____	_____	_____
Other: _____	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: Served on the Chamber of Commerce

Board, served on the Kerr Tar Regional Board,

member of the Roxboro Rotary. I also have served

as Treasurer for Partners In Education and for Person

County Relay for Life. Enjoy serving in my community.
Also served on Small Business Committee through Chamber.

PERSONAL REFERENCES

Name: Debbie Barker Daytime phone: 776-503-5200

Address: 105 S. main St. Relationship: Business Associate

City, State, Zip: Roxboro NC 27573

Name: Sheila Clayton Daytime phone: 776-599-1339

Address: 500 Old Durham Rd Relationship: Friend

City, State, Zip: Roxboro NC 27573

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

Explain:

Please return completed application to:

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

4. Board Appointment - Planning Board

**CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS**

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

PERSONAL INFORMATION

Name: Barbara Lister Oakley

Home Address: 700 Oxford Rd.

City, State, Zip: Roxboro, N.C. 27573

Home Phone: 336-599-7065 Work/Day Time Phone: 336-599-1201

Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: Serving wherever needed

Choice #2: _____

Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Sec'y & Accountant / Roxboro Glass Co.

Employer Name: Clark Oakley, Son

Employer Address: 113 Spashburg St.

City, State, Zip: Roxboro, N.C. 27573

Supervisor's Name: Clark / Turner

Name of School	Year Graduated	Degree
High School: <u>Roxboro High</u>	<u>1977</u>	<u>Elementary</u>
College: <u>Stratford & Annetta / J. Daniel</u>	<u>University</u>	<u>Education</u>
Graduate School: <u>None at this time / Chapel Hill</u>		
Other: <u>2 yrs. at Capt. Quirens College</u>		

Lived in Person all my life - know alot of Person Co. people - Dad worked for the City 15 yrs. Husband owned Roxboro Glass Co. 35 yrs.

Husband - deceased - Plus & worked at 17-25-16 Home - Post 2 - me - many years - Barbara & White - Business & Home

Please describe community services, include membership on other public boards, experience and interest in serving: On Museum Board (5 yrs.)

Teacher for 21 years, Director / Curator
of the Person County Museum / Retired
Owned 4 antique shops (Helping son in
office / good at solving problems) - Some
people -

PERSONAL REFERENCES

Name: Grantley Burnett Daytime phone: Cst 919-210-0024

Address: 414 Westover Dr. Relationship: Friend

City, State, Zip: Roxboro, N.C. 27573

Name: Arrian Westmoreland Daytime phone: Cst 336-578-2304

Address: 526 Bee Long Rd Relationship: Friend

City, State, Zip: Roxboro N.C. 27573

Mr Young, Roxboro N.C. / 6-597-1952 / Friend
w/ # University, Gard # 919-536-3673 / (Dewhurst)

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

Explain: N/A

Please return completed application to: City of Roxboro
Office of City Clerk
PO Box 128
Roxboro, NC 27573

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Margaret Kay
Home Address: 206 Broad St
City, State, Zip: ROXBORO, NC 27573
Home Phone: 336-503-9446 Work/Day Time Phone: SAME
Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: Planning Commission
Choice #2: _____
Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Retired
Employer Name: N/A
Employer Address: N/A
City, State, Zip: N/A
Supervisor's Name: N/A

Name of School	Education Year Graduated	Degree
High School: <u>Wytheville Comm.</u>	_____	_____
College: <u>college</u>	<u>1988</u>	<u>AA NURSING</u>
Graduate School: _____	_____	_____
Other: _____	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: head of Woodlawn Heights

Neighborhood Watch. I am currently on
the Board of Adjustments. Many years ago
I was on the planning Board in Virginia
for our town

PERSONAL REFERENCES

Name: Ricky Wrenn Daytime phone: 336-599-6381

Address: 202 Broad St Relationship: neighbor/friend

City, State, Zip: Roxboro, NC 27573

Name: LT Jimmie Hawkins Daytime phone: 336-599-8345

Address: Hammar St Roxboro Relationship: worked together for neighborhood watch

City, State, Zip: Roxboro, NC 27573

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

Explain:

Please return completed application to: City of Roxboro
Office of City Clerk
PO Box 128
Roxboro, NC 27573

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Kenneth Malcolm Montgomery
Home Address: 503 Clayton Avenue
City, State, Zip: Roxboro, N.C. 27573
Home Phone: 336 599 3204 Work/Day Time Phone: 336 592 1967
Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

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

EMPLOYMENT

Current Occupation/Title: Part Time Merchandiser
Employer Name: Acosta
Employer Address: 6600 Corporate Center Parkway
City, State, Zip: Jacksonville, FL 32216-0973
Supervisor's Name: Lauren E. Turner

Name of School	Education Year Graduated	Degree
High School: <u>Person High</u>	<u>1982</u>	_____
College: <u>Wingate University</u>	<u>1986</u>	<u>BS Business/ Mgmt</u>
Graduate School: _____	_____	_____
Other: _____	_____	_____

Kenneth Montgomery

336 592 1964

Please describe community services, include membership on other public boards, experience and interest in serving: _____

Person County Planning Board

PERSONAL REFERENCES

Name: DuPre Sanders Daytime phone: 336 599 9248

Address: 202 N Main Street Relationship: Pastor

City, State, Zip: Roxboro, NC 27573

Name: Dan Talbert Daytime phone: 336 599 1135

Address: 1101 Old Durham Rd Relationship: Coworker

City, State, Zip: Roxboro, NC 27573

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

Explain:

Please return completed application to:

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

5. Board Appointment - Board of Adjustments

CITY OF ROXBORO
APPLICATION FOR CITIZEN ADVISORY BOARDS

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

PERSONAL INFORMATION

Name: Tonia L Allen

Home Address: 108 Jack Lane

City, State, Zip: Roxboro, NC 27573

Home Phone: 336-503-0065 Work/Day Time Phone: 919-308-1097

Do you live within the city limits of Roxboro? Yes No

BOARD/COMMISSION APPLYING FOR

Choice #1: Board of Adjustments

Choice #2: Planning and Zoning

Additional Comments: _____

EMPLOYMENT

Current Occupation/Title: Paralegal

Employer Name: Bagwell Holt Smith, P.A.

Employer Address: 400 Market Street, #103

City, State, Zip: Chapel Hill, NC 27516

Supervisor's Name: Thomas R Holt - Senior Partner

<u>Name of School</u>	<u>Education Year Graduated</u>	<u>Degree</u>
High School: <u>Person High</u>	<u>1988</u>	_____
College: <u>Piedmont Community College</u>	_____	<u>did not complete</u>
Graduate School: _____	_____	_____
Other: _____	_____	_____

Please describe community services, include membership on other public boards, experience and interest in serving: _____

PERSONAL REFERENCES

Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

City, State, Zip: _____

Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

City, State, Zip: _____

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

Explain:

Please return completed application to:

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

6. Permission for Sidewalk Usage

Mrs. Jessica Wesley

Is requesting permission to place tables and chairs in front of her business located at the corner of Main Street and Depot Street.

7. Set Public Hearing for UDIDG -
115-117 Depot Street



July 6, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: Consideration of UDID Grant for 115/117 Depot Street

Please find attached the UDID Grant application from Hayden Newell for 115/117 Depot Street. The application will require a public hearing for consideration from Council. Staff would like to set the public hearing for the August 8th meeting at 7pm.



City of Roxboro
Uptown Development Incentive District Grant (UDIDG) Program
Application - Project Submittal Sheet

CONTACT INFORMATION

1. Applicant Name: *Hayden W. Newell, III*
2. Applicant Mailing Address: *9793 Wild Turkey Rd.
Beones Mills, VA 24065 - 1851*
3. Telephone Number: (H) *(W) (C) 540-353-8300*
4. Email Address: *hwtrky@gmail.com*

PROPERTY INFORMATION

5. Property Address: *115/117 Depot St. Roxboro, N.C.,
27573*
6. Are you the Property Owner? YES NO
7. Are you the Tax Payer?* YES NO

*If no, please list name of tax payer and provide contact information.

8. Please provide a copy of the following:

- Property Deed
- Tax Value of Property (before project) *\$58,168*
- Building Permit *16722, 16983, & 17379*
- Proposed Building Plans *— you have copy already.
Completed*

PROJECT DESCRIPTION

8. Please provide a description of the post construction use of the property:
5 Apartments and 1 Restaurant
9. Please provide a description of the renovation that will take place (both interior and exterior): *Upfit Existing Building to have 5 upscale
apartments and a gourmet kitchen with seating for 140.
Remove all existing plaster, reconfigure supporting walls.
New vinyl wallpaper, replace all electrical wiring, plumbing,
and HVAC systems, paint and refinish all floors.*

From: Philip Christy pchristy@personcounty.net
Subject: Restaurant value
Date: May 2, 2017, 2:05:55 PM
To: hwtrky@gmail.com

Mr. Newell,

As we discussed on the phone, the 2018 value for the restaurant and upstairs apartments will be \$456,289 assuming no other changes are made to the property. Please feel free to contact me if you have any other questions.

Philip

Philip Christy
Person County Tax Office
Property Appraisal Manager
PO Box 1116
Roxboro, NC 27573
336-597-1721 x2504
pchristy@personcounty.net

Before Development $\$58,168 \times .66 = \383.91
After Development $\$456,289 \times .66 = \3011.51

	$\$3011.51$
	$\underline{383.91}$
Year 1	$\$2627.60 \times .80 = \2102.08
Year 2	1576.56
Year 3	1051.04
Year 4	$\underline{528.52}$
Total grant	$\underline{5265.20}$

Thanks
Stepley Newell
5/17/17

Building Permit

PERSON COUNTY

Person County, NC

Inspections Department

325 S. Morgan, Suite A, Roxboro, NC 27573

336-597-0570

Building Permit Number: 16722

ADDRESS: 117/115 DEPOT ST

PARCEL NO.: 1 27

ZONING:

ISSUED TO: GATEWAY BUILDING COMPANY

PO BOX 3814

DURHAM, NC 27702

PERMIT DATE: 03/19/2015

EXPIRE DATE: .NULL.

PERMIT TYPE: NON RESIDENTIAL

FEE: \$4,760.00

PROJECT: UPFIT EXIST.BLDG

EST. COST: \$515,936

STRUCTURE: 2ND FLOOR APARTMENTS

CONTRACTORS: GATEWAY BUILDING COMPANY: 72933-UL:

RICK ALLEN ELECT. CONTRACTORS,: Rick

T & J PLUMBING REPAIR: Timothy Epling:

NEVILLE HEATING & AIR: Jay Neville: 08807:

This building permit is issued provided that the information submitted by the applicant is true and accurate. This permit is void if work is not started in 6 months, or if work is suspended for 12 months.

APPLICANT / CONTRACTOR _____

APPROVED BY:

Dale Tillman

DATE:

05/15/2017

Building Department

Building Permit

PERSON COUNTY

Person County, NC

Inspections Department

325 S. Morgan, Suite A, Roxboro, NC 27573

336-597-0570

Building Permit Number: 16983

ADDRESS: 117/115 DEPOT ST

PARCEL NO.: 1 27

ZONING:

ISSUED TO: GATEWAY BUILDING COMPANY
PO BOX 3814
DURHAM, NC 27702

PERMIT DATE: 12/01/2015

EXPIRE DATE: .NULL.

PERMIT TYPE: NON RESIDENTIAL

FEE: \$225.00

PROJECT: SEPRATING WHITEBOX

EST. COST: \$10,701

STRUCTURE: 1ST FLR FRM APRTMENT

CONTRACTORS: GATEWAY BUILDING COMPANY: 72933-UL:
FOUSHEE ELECTRIC: DAVID FOUSHEE:

This building permit is issued provided that the information submitted by the applicant is true and accurate. This permit is void if work is not started in 6 months, or if work is suspended for 12 months.

APPLICANT / CONTRACTOR _____

APPROVED BY:

Dale Tillman

DATE:

05/15/2017

Building Department

Document # 9/4/2014 9:47 AM
7052

FILED
Person County
Russell Jones

FILED in PERSON County, NC
on Sep 04, 2014 at 09:54:31 AM
by: AMANDA H. GARRETT
REGISTER OF DEEDS
Book 878 Page 140

Issued Sep 04, 2014

\$000

State Of North Carolina
Person County
Real Estate Excise Tax
355756



Excise Tax: -0-

PREPARED BY: Walter B. Cates, Esquire
HUBBARD AND CATES
36 Court Street, P.O. Box 679
Roxboro, North Carolina 27573

WARRANTY DEED

TRACT D PC16/592

NORTH CAROLINA
PERSON COUNTY

THIS DEED, made this 27 day of August, 2014, by and between Hayden Wheeler Newell, III and wife, Lisa Gaye-Bower Newell, *whose address is: 8793 Wild Turkey Road, Boones Mill, Va 24065*, (the "Grantor"); and RENEWELL PROPERTIES, LLC, A North Carolina Limited Liability Company, *whose address is: 8793 Wild Turkey Road, Boones Mill, Va 24065* (the "Grantee"). *(The within-conveyed realty is not the primary residence of the Grantor).*

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all of that certain lot or parcel of land situated in the City of Roxboro, County of Person, State of North Carolina, and more particularly described as follows:

TRACT 1: Lying and being in the City of Roxboro, Roxboro Township, Person County, North Carolina, and being that area depicted as Tract E, 4129.3 Square Feet, on plat of survey entitled "PLAT OF SURVEY HAYDEN WHEELER NEWELL, III," prepared by Coulter/Jewell/Thames, John J. Jennings, P.L.S. #3052, dated March 28, 2014; which said plat is specifically referred to and hereby incorporated and made an integral part of this document by express

8. Update on Morgan Street and Long Avenue Crosswalk



July 6, 2017

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: Report of Investigation Regarding Proposed Changes to Morgan & Long Intersection

Since the May 9th Council meeting, staff has conducted an investigation into the proposed DOT changes to the Morgan Street and Long Avenue intersection. This investigation included the acquisition of crash reports for other intersections in this vicinity, interviews with residents and employees in the area, and review of City staff evaluation of impact. A summation of these findings is presented to Council during the meeting, along with supporting documents. The City Clerk will include a copy of the summation and supporting documents in the minutes of the July 11th meeting.

9. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eleven Months Ended May 31, 2017

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	Annual 91.67% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,649,360	\$ 4,649,360	\$ 4,917,576.63	\$ 268,216.63	105.77%
Local Option Sales Tax	1,330,111	1,340,111	1,484,267.18	144,156.18	110.76%
Other Taxes and Licenses	12,000	12,000	14,794.25	2,794.25	123.29%
Unrestricted Intergovernmental	998,473	998,473	689,732.12	(308,740.88)	69.08%
Restricted Intergovernmental	637,276	906,616	898,229.24	(8,386.76)	99.07%
Permits and Fees	7,000	7,000	7,085.00	85.00	101.21%
Sales and Services	667,120	667,120	611,328.84	(55,791.16)	91.64%
Miscellaneous	21,000	21,000	40,274.38	19,274.38	191.78%
Investment Earnings	2,500	2,500	4,341.80	1,841.80	173.67%
Interfund Transfers	1,210,544	1,263,414	799,150.00	(464,264.00)	63.25%
Sale of Fixed Assets	15,000	15,000	5,073.50	(9,926.50)	33.82%
Total Revenues	9,550,384	9,882,594	9,471,852.94	(410,741.06)	95.84%
Expenditures:					
Governing Body - City Council	199,145	199,145	148,609.74	50,535.26	74.62%
City Hall Administration	593,491	656,361	612,177.71	44,183.29	93.27%
Finance	252,546	252,546	188,172.54	64,373.46	74.51%
Sales Tax	88,100	88,100	91,922.21	(3,822.21)	104.34%
Tax Collections	63,650	63,650	67,261.04	(3,611.04)	105.67%
Buildings & Grounds	138,413	138,413	137,871.09	541.91	99.61%
Safety / Purchasing	40,299	40,299	20,732.19	19,566.81	51.45%
Police	3,458,659	3,458,659	2,690,685.35	767,973.65	77.80%
Fire	1,888,320	1,888,320	1,689,438.30	198,881.70	89.47%
Emergency Communications 911	95,800	95,800	88,928.48	6,871.52	92.83%
Transportation - Streets	1,803,373	1,803,373	1,424,782.21	378,590.79	79.01%
Environmental Protection	849,177	849,177	725,831.65	123,345.35	85.47%
Economic Development	211,906	481,246	309,050.51	172,195.49	64.22%
Cultural & Recreational	500	500	-	500.00	0.00%
Debt Service	507,863	507,863	457,832.46	50,030.54	90.15%
Interfund Transfers	100,000	100,000	-	100,000.00	0.00%
Total Expenditures	10,291,242	10,623,452	8,653,295.48	1,970,156.52	81.45%
Excess of Revenues Over (Under) Expenditures	(740,858)	(740,858)	818,557.46	1,559,415.46	
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	\$ -	\$ -	818,557.46	\$ 818,557.46	
Fund Balance Beginning of Year			4,108,640.24		
Fund Balance Current Period			\$ 4,927,197.70		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eleven Months Ended May 31, 2017**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	91.67% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,089,752	\$ 5,089,752	\$ 4,409,130.47	\$ (680,621.53)	86.63%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	24,850.00	4,850.00	124.25%
Other Operating Revenues	35,475	35,475	38,542.81	3,067.81	108.65%
Nonoperating Revenues	500	500	23.97	(476.03)	4.79%
Interfund Transfers-MERP	-	-	-	-	
Interfund Transfers	804,442	828,201	-	(828,201.00)	0.00%
Sale of Fixed Assets	15,000	15,000	6,789.68	(8,210.32)	45.26%
Total Water & Sewer Fund 60	5,965,169	5,988,928	4,479,336.93	(1,509,591.07)	74.79%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	7,715.35	750.35	110.77%
Nonoperating Revenues	100	100	112.88	12.88	112.88%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	710,812	710,812	667,374.45	(43,437.55)	93.89%
Nonoperating Revenues	1,500	1,500	836.97	(663.03)	55.80%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	6,684,546	6,708,305	5,155,376.58	(1,552,928.42)	76.85%
Expenditures:					
Public Utilities: Administration					
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	119,569	122,569	113,790.05	8,778.95	92.84%
Meter Section	255,446	256,435	193,442.23	62,992.77	75.44%
Raw Water Supply	206,509	210,084	90,405.11	119,678.89	43.03%
Water Plant	1,354,307	1,362,398	1,319,942.37	42,455.63	96.88%
Water Maint and Construction	622,086	612,086	511,553.79	100,532.21	83.58%
Wastewater Plant II	118,313	118,313	96,678.40	21,634.60	81.71%
Wastewater Plant	1,286,882	1,290,877	1,148,627.94	142,249.06	88.98%
Pump Stations	266,810	251,810	203,912.02	47,897.98	80.98%
Wastewater Maint & Construction	361,020	390,131	323,673.23	66,457.77	82.97%
Debt Service	479,487	479,487	479,486.83	0.17	100.00%
Interfund Transfers-MERP	-	-	-	-	
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	5,280,661.97	814,272.03	86.64%
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	5,280,661.97	1,633,649.03	76.37%
Excess of Revenues Over (Under) Expenditures	(206,004)	(206,006)	(125,285.39)	80,720.61	
Other Financing Sources					
Proceeds of Capital Lease					
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	\$ -	\$ -	(125,285.39)	\$ (125,285.39)	
Fund Balance Beginning of Year			2,311,751.60		
Fund Balance Current Period			\$ 2,186,466.21		

**City of Roxboro, North Carolina
 Financial Statement - Unadjusted
 Modified Accrual Basis
 For the Eleven Months Ended May 31, 2017**

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	Annual 91.67% Percent of Budget
<u>Central Depository</u>					
Cash		11100000	2,134,006.83		
BB&T MMA		11100001	128,121.22		
NCCMT		11100002	1,576,242.15		
Flexible Spending Account AFLAC		11100003	24,374.69		
Roxboro Savings Bank		11100004	421,409.63		
Gateway Bank MMA Finistar		11100005	-		
CD's		11130000	-		
			<hr/>		
Total Cash and Investments			\$ 4,284,154.52		\$4,284,154.52
<u>Breakdown by Fund:</u>					
General		10	\$ 4,609,211.72		
CDBG-Revolving Loan Fund		13	88,694.80		
Vehicle Special Revenue		26	3,139.57		
Ridge Road Capital Project		30	(589,384.44)		
Stormwater Capital Fund		50	179,898.11		
Enterprise		60	(678,660.45)		
Triple Tier Water		61	115,142.65		
Capital Reserve		69	1,056,890.79		
Wastewater Plant Capital Project		71	(828,966.78)		
Annexation Area Capital Project		73	198,252.51		
Christmas Club / Flex Fund		75	55,357.81		
LEO Pension Trust Fund		79	74,578.23		
Reserve for Interest Earned			-		
			<hr/>		
Total of Fund's Cash and Investments			\$ 4,284,154.52		\$4,284,154.52

City of Roxboro, North Carolina
Fund Balance
General Fund
As of May 31, 2017

	General Fund			
	31-May-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	0.92%	0.42%	0.48%
Reserved by state statute	653,781	13.27%	6.15%	6.95%
Reserved for streets - Powell Bill	287,458	5.83%	2.71%	3.06%
Reserved for cemetery	30,269	0.61%	0.28%	0.32%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.74%</u>	<u>1.27%</u>	<u>1.44%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>23.37%</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>3,775,584</u>	<u>76.63%</u>	<u>35.54%</u>	<u>40.15%</u>
Total fund balance unreserved	<u>3,775,584</u>	<u>76.63%</u>	<u>35.54%</u>	<u>40.15%</u>
Total equity and other credits	<u>\$ 4,927,198</u>	<u>100.00%</u>	<u>46.38%</u>	<u>52.39%</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 May 31, 2017**

	Enterprise Fund			
	31-May-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 encumbrances	\$ 14,267	0.65%	0.28%	0.25%
Reserved by state statute	422,861	19.34%	8.30%	7.27%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>81.61%</u>	<u>35.03%</u>	<u>30.69%</u>
Total fund balance reserved	2,221,606	101.61%	43.61%	38.21%
Unreserved				
Designated for subsequent year's expenditures	106,006	4.85%	2.08%	1.82%
Undesignated	<u>(141,146)</u>	<u>-6.46%</u>	<u>-2.77%</u>	<u>-2.43%</u>
Total fund balance unreserved	<u>(35,140)</u>	<u>-1.61%</u>	<u>-0.69%</u>	<u>-0.60%</u>
Total equity and other credits	<u>\$ 2,186,466</u>	<u>100.00%</u>	<u>42.92%</u>	<u>37.61%</u>
Budget Ordinance for June 30, 2017, as Amended			\$ 5,094,190	
Prior Year Expenditures			\$ 5,813,626	

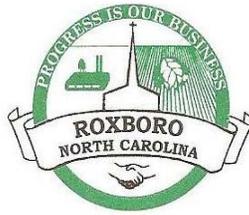
10. Assistant Manager's Report

Assistant City Manager's Report

Reams Ave and Main Street Intersection - The majority of the work on the intersection was completed a couple of weeks ago and the intersection reopened. Work on the intersection is not complete. A second part of the job is to resurface Main Street from Long Memorial Church to Court Street. Due to previous resurfacing of this section, the asphalt will need to ground and then the street resurfaced. Main Street will need to be closed during the actual work but will reopen each day after the contractor has completed that day's work.

NC 811- This year the City was required to join NC 811, a utility location service. As a member, the city receives notification from NC 811 to locate city utilities. Since this has started, utility locates have doubled. The reason is we are currently notified of all locates needed. Before, each company that needed a utility service located had to call the City and NC 811 and a lot of companies were not calling the City. Now NC 811 calls us every time a locate is called in to them. Also as a member of NC 811, the City has to pay NC 811 \$0.75 per locate. The month of June, the City was billed for 175 locates for a total of \$131.25. The Public Utilities Department spent 44 hours doing locates in June.

11. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: July 11th, 2017

- Please take note of several upcoming dates.
 - RAMA, August 8th, 8am at Golden Corral
 - City Council Meeting, August 8th, 7pm at City Hall
 - Kerr-Tar COG Board, August 24th, 6:30 at the COG Offices
 - City Manager Vacation, September 25-29th, Outer Banks
- The dedication plaques for the new fire truck will be available at the Council Meeting for your review prior to installation on the new truck.
- The 2017 Independence Day Celebration was a great success! I would like to thank the community in making our Independence Day celebrations with the parade and the fireworks a success. I would like to thank Council and the Directors' Round Table for providing financial support for the Fireworks Display. I would especially like to thank Chief Torain for this efforts in coordinating the Fireworks Display, for spreading information, and for assisting the Fireworks crew in packing during the deluge of rain. I would like to thank Larry Cole and the Directors' Round Table for all of their efforts. Finally, I would like to thank Dave Bradsher and Radio Roxboro (WKRX) for their support.
- In anticipation of the upcoming financial software conversion, staff has undertaken efforts to proactively prepare a Digital Imaging Policy for the future records retention. In conjunction with these efforts, staff will also work to update our "Electronic Communications Policy" from 2008 to include social media. The objective will be to create one policy which provides continuity of direction for appropriate use and conformity with best practices for record retention in our digital era.
- Police Department staff and administrative staff will be holding an informational meeting in July to evaluate the accreditation program being offered by NCLM Risk Management Services. This accreditation process will evaluate our standard operating procedures, driving certifications, and use of force polices. The objective of the program is to reduce potential for claims; the major benefits for the city are a reduction in our liability insurance and a safer workforce.