



# ROCKINGHAM

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*A CITY LOOKING FORWARD*

**September 13, 2011**  
**Agenda Packet**

**CITY COUNCIL  
AGENDA**

**September 13, 2011  
7:30 p.m.**

- 1. Opening of meeting by Mayor Eugene B. McLaurin, II.**
- 2. Invocation by Reverend Gene Alexander, Pastor of First Assembly of God Church.**
- 3. Amendments and Changes to Agenda.**
- 4. Consent Agenda:**
  - A. Disposition of Minutes of the August 9, 2011 Regular Meeting and August 9, 2011 Closed Session.**
  - B. Tax Collector's Report. (See Pages 6-11)**

**Informational Items:**

    - 1.) Monthly Collection Report**
    - 2.) Uncollected Taxes as of August 31, 2011.**

**Action Items:**

    - 1.) Refunds per County Assessor's Office.**
    - 2.) Discovery bills added to Tax Scroll.**
    - 3.) Releases per County Assessor's Office.**
- 5. Business by Planning Board.**
  - A. Set Public Hearing.**

Rezoning Request: Set public hearing for a request to rezone approximately 40.7 acres located at 100 Watson Avenue and identified as Richmond County PIN #7463-20-90-0417, 7463-20-80-1634, and 7463-20-80-1911 from Highway Business (B-3) and High Density Residential (R-7) to Heavy Industrial (I-2).  
**(See Pages 12-15 and Map Inserts)**
  - B. Hold Public Hearing. (none)**
  - C. Minutes from Various Boards. (enclosed separately)**

6. Adoption of Grant Project Ordinance for the 2011 NC Housing Finance Agency Urgent Repair Program. (See Pages 16 -18)
7. Adoption of Assistance Policy for the 2011 Urgent Repair Program. (See Pages 19 - 25)
8. Adoption of Procurement and Disbursement Policy for the 2011 Urgent Repair Program. (See Pages 26 - 27)
9. Consideration of Approving Surplus Declaration of 37 Sidearm Weapons (.45 caliber model 21 Glock) as presented by Police Chief Robert Voorhees per enclosed memo dated August 19, 2011. (See Pages 28 — 29)
10. Consideration of Approval of Local Grant Resolution to authorize the Rockingham Police Department to apply for and accept \$10,000.00 in grant funds from the Governor's Highway Safety Program. (See Page 30)
11. Business by Visitors.
12. Business by City Clerk.
13. Business by City Manager.
14. Business by City Attorney.
15. Items of discussion by City Council Members.
16. Business by Mayor.
17. Adjournment.

Memo To: Mayor Gene McLaurin & City Council  
From: Monty R. Crump  
Date: September 9, 2011  
Re: Agenda Items & Items of Interest

**Agenda**

9. Consideration of approving surplus declaration of 37 sidearm weapons (.45 caliber model 21 Glock) as presented by Police Chief Robert Voorhees per enclosed memo dated August 19, 2011.

As noted in Chief Voorhees' memo the FY 2011/12 budget contains appropriations in the amount of \$7,500.00 to purchase/replace/upgrade current 17 year old service weapons for the Rockingham Police Department. I am in concurrence with the Chiefs recommendation for approving surplus declaration and replacement plan and recommend Mayor and Council approve request as presented.

10. Consideration of approval of Local Grant Resolution to authorize the Rockingham Police Department to apply for and accept \$10,000.00 in grant funds from the Governor's Highway Safety Program.

Approval of the resolution will allow the Rockingham Police Department to apply for and receive \$10,000.00 in grant funds from the Governor's Highway Safety Fund. The funds will be utilized for law enforcement purposes at the discretion of the Rockingham Police Department. The grant funds do not require a match and are received as a result of Major Kelly serving as District Coordinator of the Governor's Highway Safety Program.

**Items of Interest**

1. Work on the FY 2010/2011 Audit for year end June 30, 2011 has gone well with majority of on site work having been completed. Audit should be ready by the November/December meeting.
2. Business and Industry Appreciation Event will be held on Tuesday, October 4, 2011 at Rockingham Speedway and the City is a sponsor for this event. I encourage everyone to attend and please let Tina know if you plan to make the event. See enclosed notice.

3. The City has received its July 1, 2010 certified population estimate of 9,554, which is approximately 20 down from prior year. This figure is used by the State for the various distribution formulas of shared revenues such as sales tax and Powell Bill.
4. Please remember the rescheduled Plaza Jam which will be held on Tuesday, September 27, 2011 at Cole Plaza at 6:30 pm. Band of Oz will be the featured band.
5. Enclosed please find letter of notification from Larry Cobler reference State DENR's approval of increased BOD load capacity at City's Waste Water Treatment Plant. It is due to really good planning and forethought on Larry Cobler's part in the last two expansions's at the Waste Water Treatment Plant that this additional capacity has been gained. In addition to providing both new jobs and retention of existing jobs (Perdue, von Drehle) with the last two WWTP's expansion this new capacity (BOD loading) is an added value. Both of the last two WWTP's expansions were funded by grants that paid almost 90% of all costs. I will have more comments on this item at Council Meeting. The bottom line is that this development is a good example of maximizing the value of every dollar spent for maximum return. This is a several million dollar gain for the city in the long run.

**Rockingham, NC**

**City Council Agenda**

**SUPPORT DOCUMENTS**



## UNCOLLECTED TAXES

YEAR	AMOUNT	DATE: August 2011
2011	2,323,452.64	
2010	62,912.53	
2009	31,046.37	
2008	21,831.13	
2007	11,509.31	
2006	9,490.19	
2005	8,178.42	
2004	6,414.53	
2003	5,309.47	
2002	4,777.90	
2001	4,366.56	
	2,323,452.64	Total Current Year
	165,836.41	Total Past Years
	2,489,289.05	Total All Years

ACCOUNT	BILL	DATE	MDRT	CITY TAX	ENTRPRESE	CITY LATE INTEREST	CHARGES	DISCOUNT	RELEASED	REL #	PAYMENT	CO
000218301	BROOK ROSSA H			13.98	0.00	0.00	0.00	0.00	13.98	12	0.00	R
002242302	BREWINGTON KASEL			6.64	0.00	0.00	0.00	0.00	6.64	8	0.00	R
004706331	ARS ENTERPRISES LLC			21.91	0.00	0.00	0.00	0.00	21.91	19	0.00	R
005604140	BRYANT GUY DECIL			108.54	0.00	0.00	0.00	0.00	108.54	21	0.00	R
005604304	BRYANT GUY DECIL			22.58	0.00	0.00	0.00	0.00	22.58	22	0.00	R
005700381	BEAKE JOSEPH D JR			7.74	0.00	0.00	0.00	0.00	7.74	5	0.00	R
006810302	FOSTER MARION & BELORES I			143.31	0.00	0.00	0.00	0.00	143.31	2	0.00	R
007757301	RENDER URSULA W			1.11	0.00	0.00	0.00	0.00	1.11	1	0.00	R
010261301	SHELLEY CLAUDIA PHIFER			1107.94	0.00	0.00	0.00	0.00	1107.94	9	0.00	R
011168301	TURNASE ROBERT W			506.76	0.00	0.00	0.00	0.00	506.76	11	0.00	R
011749301	YCW I S JR EST			426.79	0.00	0.00	0.00	0.00	426.79	23	0.00	R
012024301	WARD & FERRY & JUDY W			8.38	0.00	0.00	0.00	0.00	8.38	4	0.00	R
012149301	MORRIS DORIS KELLY			278.82	0.00	0.00	0.00	0.00	278.82	16	0.00	R
014151303	HOLT GEORGE			200.38	0.00	0.00	0.00	0.00	200.38	15	0.00	R
016101303	THOMPSON GEORGE E & MINKIE J			28.50	0.00	0.00	0.00	0.00	28.50	13	0.00	R
025358302	M & F LAND HOLDINGS LLC			990.41	0.00	0.00	0.00	0.00	990.41	20	0.00	R
081370302	WARD RENE CUVINGTON			10.13	0.00	0.00	0.00	0.00	10.13	5	0.00	R
076185301	KMS LLC			1184.38	0.00	0.00	0.00	0.00	1184.38	18	0.00	R
107502302	JACKSON LORRIE H JR & SHIRLEY			150.00	0.00	0.00	0.00	0.00	150.00	17	0.00	R
111123101	CITY LIMITS			190.86	0.00	0.00	0.00	0.00	190.86	10	0.00	R
111963302	MILLIGAN RALPH R			36.35	0.00	0.00	0.00	0.00	36.35	6	0.00	R
114753301	BAXLEY GROVER C & AMY T			6.06	0.00	0.00	0.00	0.00	6.06	7	0.00	R
116022302	SMITH DAVID DALE			10.90	0.00	0.00	0.00	0.00	10.90	14	0.00	R
002761101	SANDHILLS CHILDREN S CENTER			0.00	0.00	0.00	0.00	0.00	0.00	24	0.00	R
005962302	COBLER DIXIE V ET AL			0.00	0.00	0.00	0.00	0.00	0.00	25	0.00	R
				53.64	0.00	0.00	0.00	0.00	53.64	26	0.00	R

ACCOUNT	BILL	DATE	NRST	DITY TAX	ENTRPRSE	CITY DATE	INTEREST	CHARGES	DISBURSMT	RELEASED	REL #	PAYMENT	CD
04241303	STIBBS J M DR & BETTY												
	*9- 3446			348.62	0.00	0.00	57.36	6.00	0.00	411.98	28	0.00	R
	*0- 3515			348.62	0.00	0.00	25.44	6.60	0.00	380.66	29	0.00	R
	*1- 3509			348.62	0.00	0.00	0.00	0.00	0.00	348.62	30	0.00	R
11917101	MINNESOTA REGIS CORP												
	*1- 5122			1.90	0.00	0.00	0.00	0.00	0.00	1.90	27	0.00	R
612092307	BROWDER GEORGE												
	*1- 2693			90.54	0.00	0.00	0.00	0.00	0.00	90.54	31	0.00	R
002761101	SANDHILLS CHILDREN S CENTER												
	*1- 158			942.42	0.00	12.14	0.00	0.00	0.00	954.56	36	0.00	R
002761302	SANDHILLS CHILDREN S CENTER												
	*1- 159			935.81	0.00	0.00	0.00	0.00	0.00	935.81	35	0.00	R
002761303	SANDHILLS CHILDREN S CENTER												
	*1- 200			1373.35	0.00	0.00	0.00	0.00	0.00	1373.35	34	0.00	R
006141101	TIENDA LIBERIA CRISTIANA												
	*0- 885			24.00	0.00	2.40	1.93	0.00	0.00	28.33	37	0.00	R
	*1- 575			24.00	0.00	2.40	0.00	0.00	0.00	26.40	38	0.00	R
041875101	CIT COMMUNICATIONS FINANCE COR												
	*1- 3421			69.90	0.00	0.00	0.00	0.00	0.00	69.90	33	0.00	R
112496101	LIBERTY NURSING												
	*1- 4792			10.06	0.00	0.00	0.00	0.00	0.00	10.06	32	0.00	R

\$ 10,055.95      73.79      97.33      \$ 10,227.07

Disclosures  
 4/24/2011 - June, 2012 August

Prepared By: [Blank]  
 Approved By: [Blank]  
 Date: [Blank]

WILSON JONES COMPANY  
 2012 BFP

DATE	NAME	RECEIPT NUMBER	TAX RATE	YEAR OF DISCOVERY	DESCRIPTION	VALUE	AMOUNT	LAISE LISTING	AUTO TRS	TOTAL APPROV
8/16	Crutchen Stables Wright #11702301 (Property conveyed by Deed 1/6/2009 to her as a life estate. Should have been put in her name at the time of J.M. Stables death 9/1/08.)	5256	4%	2011 (2009)	707309179158	134597	134597			
8/16	Crutchen Stables Wright #11702301 (See above)	5256	4%	2011 (2010)	707309179158	134597	134597			
8/16	George H. Boncher et al #11702307 (Property transferred per Willsfile O&L 210 O&L 9.)	5256	4%	2011	707309179158	134597	134597			
1/18	CIT Communications Finance Corp #04/11/01 (Earning engaged Value Amended return filed.)	5270	4%	2011	Business Personal Property	15081	7000			
						134597	213186			243
						134597	80000	100000	70000	466

Discoveries  
 July 2011 - August 2012

Prepared By: [Blank]  
 Approved By: [Blank]

REASON: JONES COMPANY  
 GREEN GREEN 218242

Date	Name	Receipt Number	Tax Rate	Year of Discovery	Description	Value	Amount	ERIC Listing	Auto Tags	Total Amount
8/4	Sagehills Children's Center #002761303	5047	48	2011 (2009)	7478849679	25000	137261	Listing	2011	137261
8/4	Sagehills Children's Center #002761502	5049	48	2011 (2009)	7478849679	199961	96181	Listing	2011	96181
8/4	Sagehills Children's Center #002761101	5044	48	2011 (2009)	7478849679	11000	8000	Listing	2011	8000
8/4	Sagehills Children's Center #002761303	5047	48	2011 (2009)	7478849679	25000	137261	Listing	2011	137261
8/4	Sagehills Children's Center #002761302	5040	48	2011 (2009)	7478849679	199961	96181	Listing	2011	96181
8/4	Sagehills Children's Center #002761101 (was taken off book while on appeal with ATC & Raleigh. Receipt per failed appeal - putting back on books.)	5048	48	2011 (2009)	7478849679	11000	8000	Listing	2011	8000
8/4	B.B.T. Centroids Solutions #042712110 (Received no awarded listing form for 2010. And of lg listed was incorrect listing on this difference in value)	5045	48	2011 (2009)	Business Personal Property	137261	65861	Listing	2011	65861

**Staff Report to Planning and Zoning Board**  
**Agenda Item: V.A**  
**September 6, 2011**

**Issue:**

Rezoning Request: Roadway Equipment Corporation has submitted a request to rezone approximately 40.7 acres located at 100 Watson Avenue and identified as Richmond County PIN # 7463-20-90-0417, 7463-20-80-1634, and 7463-20-80-1911 from Highway Business (B-3) and High Density Residential (R-7) to Heavy Industrial (I-2).

**Background:**

On August 17, 2011, Roadway Equipment Corporation submitted a request to rezone approximately 40.7 acres from Highway Business (B-3) and High Density Residential (R-7) to Heavy Industrial (I-2). City staff and the applicant have discussed the possibility of developing an industrial park/service-oriented commercial subdivision on the subject property. City staff has also met with an entity interested in a portion of the subject property for an industrial-type use.

As stated in the Section 3.01 (J) of the UDO, the B-3 zone is "generally intended to accommodate and provide for the development of a variety of commercial activities where municipal services are available or anticipated ... along major thoroughfares and at major intersections". As stated in Section 3.01 (E), the R-7 zone is "generally intended to be applied to areas for the preservation and promotion of high density residential neighborhoods where municipal services are available or anticipated". All types of residential units are allowed in the R-7 zone except manufactured housing. As stated in Section 3.01 (L), the I-2 zone is "generally intended to accommodate and provide for intensive industrial activities that create some level of nuisance."

**Staff Comments:**

1. A zoning map and aerial map illustrating the location of the subject property is included in the agenda packet.
2. The subject property consists of approximately 40.7 acres - 34.3 acres is zoned Highway Business (B-3) and 6.4 acres is zoned High Density Residential (R-7).
3. The subject property is currently accessed via Watson Avenue from Mill Road. A second future right-of-way was reserved when the frontage lots along Mill Road was subdivided several years ago. The subject property also adjoins the CSX railroad, which makes it attractive to uses seeking rail access.
4. The future land use map in *Shaping Our Future: 2012* identifies the subject property as part of an area for high density residential development. However, this does not preclude the rezoning of the subject property as requested. In hindsight, considering the potential rail access and the adjoining commercial/service-oriented uses along Mill Road, residential is probably not the highest and best use of the subject property.
5. The subject property is located inside the city limits. Water service is available to the subject property. The extension of sewer service to the subject property will be more difficult. Based on the location of existing sewer and the topography of the subject property, either a pump station and force main or an aerial gravity line will be required.

6. In the opinion of City staff, the one concern with rezoning the subject property as requested is the potential impact on the adjacent residential uses along Hilltop Drive (approximately 10 single-family residences – four of which appear to be owner-occupied based on tax records). The landscape buffer requirements set forth in Article 9 of the UDO should help minimize any adverse impacts. Also, the Planning Board could impose additional requirements in any subsequent subdivision approval process; and the Board of Adjustment during any subsequent conditional use permit process.

**Staff Recommendation:**

City staff recommends the Board review the request and recommend the City Council rezone the subject property as requested.

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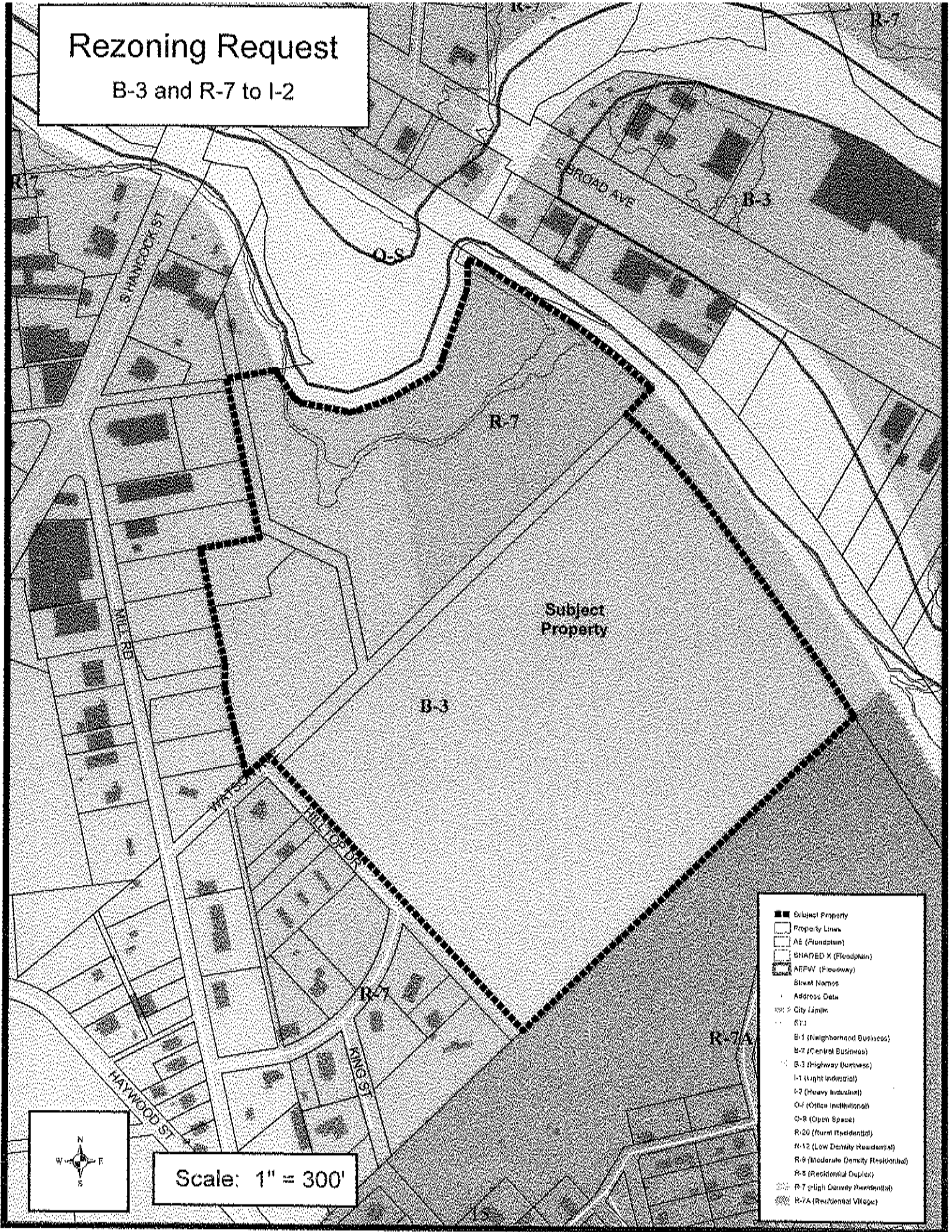
**Planning Board Recommendation:**

The Planning Board reviewed the request on September 6, 2011 and recommended unanimously that the City Council rezone the subject property as requested by the applicant.



# Rezoning Request

B-3 and R-7 to I-2

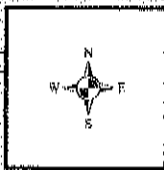


Subject Property

B-3

R-7

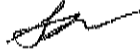
R-7A



Scale: 1" = 300'

- Subject Property
- Property Lines
- AE (Floodplain)
- SHADED X (Floodplain)
- AEFW (Flowway)
- Street Names
- Address Date
- City Limits
- RT1
- B-1 (Neighborhood Business)
- B-7 (Central Business)
- B-3 (Highway Business)
- I-1 (Light Industrial)
- I-2 (Heavy Industrial)
- O-1 (Office Institutional)
- O-R (Open Space)
- R-20 (Rural Residential)
- R-12 (Low Density Residential)
- R-9 (Moderate Density Residential)
- R-8 (Residential Duplex)
- R-7 (High Density Residential)
- R-7A (Residential Village)

To: Monty Crump

From: Sandra Ridley 

Subject: Adoption of Items for September 13, 2011  
City Council Meeting

Date: September 7, 2011

The following items pertaining to the 2011 NC Housing Finance Agency Urgent Repair Program should be adopted at the September 13, 2011 City Council meeting:

- Grant Project Ordinance for the 2011 NCHA Urgent Repair Program
- Assistance Policy for the 2011 Urgent Repair Program
- Procurement and Disbursement Policy for the 2011 Urgent Repair Program

Thank you for your continued support of these programs.

**GRANT PROJECT ORDINANCE**  
**FOR 2011 URGENT REPAIR PROJECT**

Be it ordained by the City Council of the City of Rockingham pursuant to Section 13.2 chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1.** The project authorized is the 2011 Urgent Repair Project described in the work statement contained in the funding agreement # URP 05 between the local government and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2011 Urgent Repair Program.

**Section 2.** The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents(s), the rules and regulations of the North Carolina Housing Finance Agency and the budget contained herein.

**Section 3.** The following revenues are anticipated to be available to complete this project:

NCHFA	\$ 37,500
TOTAL	<u>\$37,500</u>

**Section 4.** The following amount are appropriated to the project:

ACTIVITIES	\$37,500
TOTAL	<u>\$37,500</u>

**Section 5.** The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

**Section 6.** Funds may be advanced from the General fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

**Section 7.** The finance officer is directed to report monthly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

**Section 8.** The budget officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission to the board.

**Section 9.** Copies of the grant project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.

Adopted this the \_\_\_\_\_ Day of \_\_\_\_\_, 2011.

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Eugene B. McLaurin, II, Mayor

SEAL

ATTEST:

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Gwendolyn F. Swinney

**City of Rockingham**  
**Assistance Policy**  
**For the 2011 Cycle of the**  
**Urgent Repair Program**

**What is the Urgent Repair Program?** The City of Rockingham has been awarded \$37,500 by the North Carolina Housing Finance Agency ("NCHFA") under the 2011 cycle of the Urgent Repair Program ("URP11"). This program provides funds to assist very-low and low- income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low- income homeowners with special needs such as frail elderly and persons with disabilities. A total of 7 households will be assisted under URP11.

This Assistance Policy describes who is eligible to apply for assistance under URP11, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. The City has tried to design this URP11 project to be fair, open, and consistent with the City's approved application for funding and with NCHFA's URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund.

**Eligibility** To be eligible for assistance under URP11 applicants

- 1) must reside within the city and/ or extra territorial jurisdiction of City of Rockingham and own and occupy the home in need of repair
- 2) must have a household income which does not exceed 50% of the City median income for the household size (see income limits below)
- 3) must have a special need (i.e. be elderly,  $\geq 62$  years old, handicapped or disabled, a single parent with a dependent living at home, a large family with  $\geq 5$  household members or a household with a child below the age of six with an elevated blood lead level (between 10 $\mu$ g/dl and 20 $\mu$ g/dl)).
- 4) must have urgent repair needs, which can not be met through other state or federally- funded housing assistance programs

**URP11 Income Limits for City of Rockingham**

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$10,400	\$17,350
2	\$11,900	\$19,800
3	\$13,400	\$22,300
4	\$14,850	\$24,750
5	\$16,050	\$26,750
6	\$17,250	\$28,750
7	\$18,450	\$30,700
8	\$19,650	\$32,700

**Selection of applicants** the City has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points.

**Priority Ranking System for City of Rockingham's URP11**

<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Elderly Head of Household (62 or older)	4
Disabled Head of Household	4
Disabled or Elderly Household Member (not Head of Household)	3
Single-Parent Household (with one or more children in the home)	3
Large Family (5 or more permanent residents)	2
Elevated Blood Lead Level Child	2
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of City Median Income	10
30% to 50% of City Median Income	5

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP11.

Recipients of assistance under the URP11 will be chosen by the above criteria without regard to race, creed, sex, color or national origin.

**The definitions of special needs' populations under URP11 are:**

- *Elderly:* An individual aged 62 or older.
- *Disabled:* A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Large Family:* A large family household is composed of five or more individuals; at least four are immediate family members.
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children.
- *Child with elevated blood lead level:* a child below the age of six with an elevated blood lead level between 10 µg/dl and 20 µg/dl.

**What is the form of assistance under URP11?** The City will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of \$1,000 per year, until the principal balance is reduced to zero.

**What is the amount of the loan?** The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the rehabilitation specialist. There is no minimum to the amount of the loan; however the maximum life-time limit according to the guidelines of URP11 is \$6,000.

**What kinds of work will be done?** Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the City's URP. It should be noted that all deficiencies in a home may not be rectified with the available funds.

All work that is completed under URP11 must meet or exceed NC residential Building Code.

**Who will do the work on the homes?** The City is obligated under URP11 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the City will invite bids only from contractors who are part of an "approved contractors' registry".

To be on the registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, and (2) receive the "conditional approval" of the City. Once a contractor who has been conditionally approved has successfully completed one job for the City, his or her status is upgraded to "regular approval", meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. (Homeowners who know of quality rehabilitation contractors that are not on the City's Approved Contractors Registry are welcome to invite them to apply.)

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, and (2) that the bid is within 15% (in either direction) of the City's cost estimate.

**What are the steps in the process, from application to completion?** Now that you have the information about how to qualify for the City of Rockingham's URP11, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1. Completing an Application form:** Homeowners who wish to apply for assistance must do so by December 1, 2011. Apply by contacting Sandra Ridley, Community Development Director, at (910) 997-5546. Proof of ownership and income will be required. Those who have applied for housing assistance from the City in the past will not automatically be reconsidered. A new application will need to be submitted.

2. **Preliminary inspection:** the City's Rehabilitation Specialist will visit the homes of potential loan recipients to determine the need and feasibility of repairs/modifications.
3. **Screening of applicants:** Applications will be rated and ranked by the City based on the priority system outlined on page 2. The households to be assisted will be selected by January 30, 2012. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors. From this review, the seven (7) most qualified applicants will be chosen according to the priority system described above. There will also be a list of three (3) alternates.
4. **Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.
5. **Work write-up:** the Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up". A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
6. **Formal agreement:** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process. This agreement will define the roles of the parties involved throughout the process.
7. **Bidding:** The work write-up and bid documents will be mailed to a minimum of three contractors on the Approved Contractors' Registry who will be given one week in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the Community Development office at a specified date and time, with all bidders and the homeowner invited to attend.
8. **Contractor selection:** Within 24 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the City's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection.
9. **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract. This contract will be between the contractor and the homeowner, with the City signing as an interested third party.
10. **Pre-construction conference:** A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representatives will

discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). Within 24 hours of the pre-construction conference, the City will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.

- 11. Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP11. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 12. Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and two representatives of the City of Rockingham. If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by the City, and executed by the owner.
- 13. Payments to contractor:** The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up, as well as, the receipt, by the City, of the contractor's invoice and a release of liens, signed by all any sub-contractors employed on the job and by all material suppliers from whom materials for the job were purchased.
- 14. Post-construction conference:** Following construction the contractor and the Rehabilitation Specialist will sit down with the homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.
- 15. Closeout:** Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

**What are the key dates?** If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting October 15, 2011.
- Applications must be turned in at the City of Rockingham Department of Community Development by 5:00 PM on December 1, 2011.
- Loans made to selected households January 30, 2012.
- All rehabilitation work must be under contract by April 1, 2013.

- All rehabilitation work must be completed by June 30, 2013.

**How do I request an application?** Just contact:

Sandra Ridley, Community Development Director  
City of Rockingham  
514 Rockingham Road  
Rockingham, NC 28379  
(910) 997-5546

**Is there a procedure for dealing with complaints, disputes and appeals?** Although the application process and repair/modification guidelines are meant to be as fair as possible, the City of Rockingham realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Housing Counselor Martha Stuart within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. The City of Rockingham will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the City's Community Development Director.
4. Should the mediation conference fail to resolve the dispute, the Community Development Director will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

**Will the personal information provided remain confidential?** Yes. All information in applicant files will remain confidential. Access to the information will be provided only to

City employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

**What about conflicts of interest?** No officer, employee or other public official of the City, or member of the City Council, or entity contracting with the City, who exercises any functions or responsibilities with respect to URP11 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of City employees, Council Members and others closely identified with the City, may be approved for rehabilitation assistance only upon public disclosure before the City Council and written permission from NCHFA.

**What about favoritism?** All activities under URP11, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color or national origin.

**Who can I contact about URP11?** Any questions regarding any part of this application or program should be addressed to:

Sandra Ridley  
Community Development Director  
Community Development Dept.  
514 Rockingham Road  
Rockingham, NC 28379  
(910) 1997-5546

Howard Campbell  
Rehabilitation Specialist  
125 S. Hancock Street  
Rockingham, NC  
(910) 997-8495

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor, City Commission

\_\_\_\_\_  
Notary Public

## CITY OF ROCKINGHAM URGENT REPAIR PROGRAM

### PROCUREMENT POLICY

1. To the maximum extent practical, the City of Rockingham promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of the City's approved contractor registry. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the Rehabilitation Specialist and submit proof of insurance at the appropriate levels required by the City.)

Eligible contractors on the City's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the City's cost estimate, and (c) there is no conflict of interest (real or apparent).

2. Although bid packages may be bundled for multiple job trades, the bids for multiple job trades shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job trade. Urgent Repair applicants cannot receive more than \$6,000 for the entire job.
3. Bid packages can consist of a work write up(s) and bid sheet(s) for each job.
4. Work write ups should detail the necessary improvements to the property and an itemized estimate of the cost of the proposed improvements. The work write up should provide all information necessary to ensure that all contractors are bidding on the same high quality product.
5. Bids should include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract, the rehabilitation specialists, and a representative from the City. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded. In addition, a pre-construction conference shall be held.
8. City of Rockingham reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the City reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.

**DISBURSEMENT POLICY**

1. All repair work must be inspected by (a) the City's Rehabilitation Specialist, (b) City building inspector if required by the trade, (c), and the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 15 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the City's Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the City's Urgent Repair Assistance Policy/ if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. City of Rockingham assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. The Contractor must provide a lien waiver that must be signed by all subcontractors and materials suppliers prior to final payment.

The Procurement and Disbursement Policy is adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 2011.

**City of Rockingham**

BY: \_\_\_\_\_

Attested by: \_\_\_\_\_



To: Mr. Monty R. Crump  
City Manager

From: R.J. Voorhees *RJ*  
Chief of Police

Ref: Surplus Property Request

Date: August 19, 2011

As you know the 11-12 FY Budget calls for upgrades of firearms for the police department. The current weapons utilized by the Department is the Glock Model 21 .45 caliber Generation 1. These weapons have been in use for 17 years and have had thousands of rounds fired through them. After a review of many options available to the Department we have elected to stay with the Glock Model 21 but these will be generation 4 weapons and have just come on the market this year. Glock is a large manufacturer of weapons for law enforcement and military and their designers are very receptive to feedback from their customers and the upgrades to the design are geared toward accuracy and comfort for all users and the reliability of the weapon is well documented. The affect of staying with the Glock is there will not be a need for transition training and the current level 3 safety holsters will continue to work with the new weapons saving the cost of purchasing new holsters. I recommend that Council declare the current weapons surplus and allow a trade-in option to Craig's Firearm Supply Inc which is an authorized Glock distributor and able to sell the weapons to us at the Government contract price. These weapons will be offered to the officer that carried them for right of first refusal to purchase. The majority of officers have shown interest in purchasing the weapon from Craig's. The list of weapons to be declared surplus is attached.

Glock S/N's to consider for surplus

These are the service pistols (.45 caliber, Model 21 Glock) we have and the assigned officers with them.

Maj. Kelly – BFL783	L.F.McCaskill- BFL769
Capt. Cockman- BFL764	T.S.Paxton- KEX992
Lt. Freeman- DTX680	S.M. Baldwin- BFL770
Lt. Jones- LCP896	R.L. Lugabihl –BFL767
Sgt. Grant-BFL775	M.D. Russell- KDH954
Sgt. Thomas- BFL772	B.L. Ingram- BFL760
Sgt. Webb- BFL765	J.E. Lamont-BFL763
Sgt. Greene- BFL784	J.T. Locklear- BFL768
Det.Young-BFL779	E.T. Culbreath-BFL774
Det. Tunstall- CZF116	J.O. Legrand-KEX991
Det. Odom- DTX681	J.C. Neeley –BFL782
Det. Gillenwater- DTX682	S.R. Dunn- BFL762
G.A. Harris-BFL778	J.A. Davis-BFL776
B. L. Bailey- BFL773	T.R. Adkins-BFL781
R.K. Baker- LCP897	C.E.Revels-BFL780
D.N.Johnson-BFL761	V.C. McQueeri-BFL777
A.W.Ansley-CZF124	

Also weapons KDH950, BFL766, BFL771, and BFL786, which are located in the vault as replacements.

37 weapons total. 11 are generation 2, 26 are generation 1



**DEPARTMENTAL  
ACTIVITY REPORTS  
for  
COUNCIL'S INFORMATION**

REVENUES AND EXPENDITURES  
PERIOD ENDING AUGUST 31, 2011

<u>GENERAL FUND</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>	<u>AUGUST 2011</u>	<u>AUGUST 2010</u>	<u>JULY 2011</u>
<u>TOTAL REVENUES:</u>	\$ 1,025,148.39	\$ 1,693,105.36	\$ 732,304.43	\$ 811,722.41	\$ 292,843.96
<u>EXPENSES:</u>					
Goven. Body	45,455.73	40,594.46	26,498.80	20,005.95	18,956.93
Administration	44,560.48	60,993.39	23,430.57	31,649.35	21,129.91
Finance	45,863.37	38,359.11	20,752.73	20,722.42	25,110.64
Planning & Inspections	48,559.67	40,079.10	26,268.31	20,426.23	22,291.36
Public Buildings	56,821.74	54,943.00	27,991.25	26,830.03	28,830.49
Police	370,314.29	386,757.46	178,685.56	232,586.92	191,628.73
Fire	169,813.92	149,049.83	96,243.00	88,898.51	73,570.92
Maint. Shop	17,617.37	15,680.26	7,599.44	8,587.55	10,017.93
Street	37,093.48	37,500.56	18,265.64	21,958.87	18,827.84
Powell Bill	99,005.22	21,316.82	84,741.15	14,217.48	14,264.07
Sanitation	171,242.21	139,571.71	75,824.64	82,879.59	95,417.57
Recreation	97,631.00	113,701.30	51,518.59	61,095.93	46,112.41
Cultural & Library	15,681.61	12,212.13	8,897.20	6,933.62	6,784.41
Cemetery	16,212.41	15,955.54	8,316.78	8,949.19	7,895.63
General & Admin.	66,211.91	54,454.76	35,055.62	47,713.99	31,156.29
Debt Service	87,482.15	87,732.15	0.00	0.00	87,482.15
Total	\$ 1,389,566.56	\$ 1,268,901.58	\$ 690,089.28	\$ 693,455.63	\$ 699,477.28
<u>ENTERPRISE FUND</u>					
<u>TOTAL REVENUES:</u>	\$ 928,884.14	\$ 743,295.47	\$ 464,381.98	\$ 362,949.83	\$ 464,502.16
<u>EXPENSES:</u>					
Administration	71,186.07	524,784.63	37,267.80	36,063.28	33,918.27
W/S Maintenance	184,020.23	191,449.12	77,006.81	78,859.42	107,013.42
Water Plant	133,985.29	122,272.33	67,640.38	90,745.67	66,344.91
Waste Treatment	218,318.46	185,807.42	119,895.52	114,375.22	98,422.94
Debt Service	0.00	0.00	0.00	0.00	0.00
Total	\$ 607,510.05	\$ 1,024,313.50	\$ 301,810.51	\$ 320,043.59	\$ 305,699.54

FUEL CONSUMPTION AND EXPENDITURES  
PERIOD ENDING AUGUST 31, 2011

FUEL CONSUMPTION	CURRENT YTD		PRIOR YTD		AUGUST 2011		AUGUST 2010		JULY 2011	
	Usage	Dollar Amts.	Usage	Dollar Amts.	Usage	Dollar Amts.	Usage	Dollar Amts.	Usage	Dollar Amts.
Administration	0.0	\$ 0.00	0.0	\$ 0.00	0.0	\$ 0.00	0.0	\$ 0.00	0.0	\$ 0.00
Planning & Inspections	113.6	339.30	97.2	202.62	49.1	143.86	47.6	100.44	64.5	191.00
Public Buildings	571.3	1,702.26	596.6	1,245.55	287.8	843.25	331.1	698.62	283.5	855.00
Police	5,901.8	17,581.74	5,273.7	10,994.66	3,007.2	8,811.10	2,616.7	5,521.24	2,894.6	8,770.00
Fire	871.9	2,657.91	807.0	1,727.24	535.6	1,615.49	421.4	909.32	336.3	1,042.00
Maint Shop	110.0	327.76	81.4	169.01	55.5	162.62	26.5	55.92	54.5	165.00
Street	921.2	2,781.41	905.3	1,924.32	575.0	1,715.31	497.3	1,068.44	346.2	1,066.00
Powell Bill	528.5	1,631.99	577.3	1,265.17	384.1	1,179.19	364.1	804.66	144.4	452.00
Sanitation	4,182.6	12,960.56	4,058.4	8,847.13	2,180.6	6,682.36	2,011.2	4,434.26	2,002.0	6,278.00
Park & Rec.	642.9	1,918.05	592.0	1,235.11	326.7	958.37	221.7	469.39	316.2	959.00
Cemetry	274.1	816.81	262.0	546.49	137.1	401.70	135.4	285.69	137.0	415.00
General & Admin.	0.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00
Enl. Adm.	359.8	1,068.58	268.3	559.84	216.2	633.47	142.8	301.31	143.6	435.00
W/S Maint.	2,024.2	6,117.35	1,961.7	4,177.23	1,122.9	3,354.04	1,136.6	2,448.39	901.3	2,763.00
Water Plant	92.6	275.27	121.9	253.62	53.1	155.58	50.2	105.92	39.5	119.00
Waste Treatment	1,544.3	4,728.53	1,365.2	2,919.96	709.2	2,134.43	555.4	1,199.12	835.1	2,594.10
Total	18,138.8	\$ 54,907.52	16,968.0	\$ 36,067.95	9,640.1	\$ 28,790.77	8,558.0	\$ 18,402.72	8,498.7	\$ 26,116.70

**To:** Monty Crump, City Manager  
**From:** Dave Davis, Recreation Director  
**Date:** September 6, 2011  
**Subject:** Activity Report

**Youth Soccer** – Final registration numbers are in and this program has exceeded the seven hundred level for the fourth year in a row. Additionally, this also marks the sixth consecutive year we have passed six hundred and fifty overall participants.

As mentioned in our council/staff retreat in May we increased the registration fee for out-of-city participants by five dollars. This resulted in an approximate increase of just over eleven hundred dollars in collected fees.

Also, thanks to the persistence of our administrative assistant/soccer coordinator Pam Cowick, we increased our sponsorship base from twenty-six to forty-one. The increase in registration fees coupled with additional sponsorships has resulted in approximately \$4,400 of new revenue for this program.

Numbers like these speak for themselves; however, with 9 leagues, 9 fields, 700 participants, and 230 scheduled matches this is shaping up to be quite a season!

Practices have begun and the regular season “kicks-off” on Saturday, September 10<sup>th</sup>.

**Browder Swimming Pool** – Our pool just concluded its 33<sup>rd</sup> year of operation. There have been many changes and repairs over the years; however, this pool still services several thousand patrons each season.

**Summer Day Camp/Swimming Programs** – These are both entertaining programs that last eight and six weeks respectfully. Our combined enrollment for these summer activities was just over three hundred.

**Hinson Lake** – There is not much left to say about this facility. It continues to be one of the most progressive additions to our Parks and Recreation offerings.

**August-11**

We are pleased to submit the monthly fire report on the activities undertaken by the Rockingham Fire Department during the month of August 2011.

Total Alarms:	<u>61</u>	In Town:	<u>61</u>	Out of Town:	<u>0</u>
Turn In Alarms:	<u>1</u>	Silent Alarms:	<u>60</u>	Structure:	<u>2</u>
Wrecks:	<u>34</u>	Alarm Malf:	<u>13</u>	Good Intent:	<u>2</u>
Smoke/Odor:	<u>4</u>	Vehicle:	<u>1</u>	Grass/Brush:	<u>0</u>
Trash:	<u>0</u>	Spill/Leak:	<u>1</u>	Electrical:	<u>0</u>
CO Detec:	<u>0</u>	Assist Ems:	<u>2</u>	Mutual Aid:	<u>0</u>
Lines Down:	<u>2</u>	Search/Rescue:	<u>0</u>	Assist Police:	<u>0</u>

Hours Spent on Calls: 21 hours and 42 minutes

Total Property Exposed to Fire:	<u>\$86,000.00</u>
Total Property Damaged by Fire:	<u>\$8,000.00</u>
Total Property Save:	<u>\$78,000.00</u>

Inspections: 61

During the month of August full time members of the fire department averaged 55 training hours per person; part-paid members averaged 10 hours per person for the month.

**Public Life & Safety:**

- ~Installed 34 car seats sold 24 car seats
- ~Held an upgrade class on car seat safety; seat check event held at Wal-Mart installed 28 seats
- ~Fire Safety class held at Hospice and Divine Concepts 39 adults
- ~Hosted an water rescue training class
- ~ 2 Adults and 3 kids toured the station
- ~ All vehicles has been serviced for the year
- ~All small engine equipment has been serviced for the year

Respectfully Submitted,



Charles C. Gardner  
Fire Chief



# Rockingham Police Department



R.J. Voorhees, Chief of Police

To: Monty Crump

From: R. J. Voorhees  
Chief of Police

*RJV*

Date: September 2, 2011  
Ref: August Activity Report

On behalf of the Rockingham Police Department, I am pleased to submit this report for your consideration. The following activities have been undertaken by officers of the Rockingham Police Department.

**Total Calls for the Month: 1240**

<b>Animal Control Calls:</b>	<b><u>48</u></b>
<b>Alarm Calls:</b>	<b><u>153</u></b>
<b>Escorts:</b>	<b><u>130</u></b>
<b>Unlock Vehicles:</b>	<b><u>114</u></b>

**Charges Generating Arrest:**

<b>Felonies:</b>	<b><u>27</u></b>
<b>Misdemeanors:</b>	<b><u>147</u></b>
<b>Drug Violations:</b>	<b><u>10</u></b>
<b>Juvenile:</b>	<b><u>16</u></b>
<b>Warrants Served:</b>	<b><u>200</u></b>
<b>Citations:</b>	<b><u>100</u></b>

**Accidents Reported/Investigated:**

<b>Property Damage only:</b>	<b><u>53</u></b>
<b>Personal Injury:</b>	<b><u>7</u></b>

<b>Officer Hours Spent in Court:</b>	<b><u>52</u></b>
<b>Officer Training Hours Logged</b>	<b><u>258</u></b>

**Items of interest:**

Our National Night Out was great. The weather was hot and sunny, but everyone enjoyed the evening.