

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY DECEMBER 11, 2018, 7:00 P.M.
CITY HALL COUNCIL CHAMBER**

CALL TO ORDER		Mayor Marilyn P. Newell
INVOCATION:		
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		
RECOGNITION:	Promotion – Trey Wright	
PUBLIC COMMENT: <i>(5 minutes per Citizen)</i>		Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Budget Amendment		Finance Director Dan Craig
2. Text Amendment – Electronic Gaming – Public Hearing		Planning Director Lauren Johnson
OLD BUSINESS:		
NEW BUSINESS:		
3. Planning Annual Report		Planning Director Lauren Johnson
4. Storm Drain Concerns		Mr. Clyde Kelly
5. Chemical Bids 2019		Assistant Manager Tommy Warren
6. Set Public Hearing for Tower Lease		City Manager Brooks Lockhart
7. 2019 Holiday Schedule		City Manager Brooks Lockhart
8. City Council Meeting Schedule 2019		City Manager Brooks Lockhart
9. Revolving Loan Application		Finance Director Dan Craig
COMMITTEE REPORTS:		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
10. Financial & Tax Report		Finance Director Dan Craig
11. Assistant Manager's Report		Assistant Manager Tommy Warren
12. Manager's Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:	Chamber of Commerce Annual Banquet	
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, December 11, 2018.

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 November 19, 2018 (*Regular Meeting, Local Government Day*)
- Fire/EMS Monthly Report (*November 2018*)
- Police Dept. Monthly Report (*November 2018*)
- Fuel Expenditures Monthly Report (*November 2018*)
- Planning/RDG Monthly Report (*November 2018*)

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
MONDAY NOVEMBER 19, 2018 – 9:00 A.M. LOCAL GOVERNMENT DAY
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro Tem Tim Chandler
Council Member Reggie Horton
Council Member Byrd Blackwell
Council Member Sandy Stigall
Council Member Mark Phillips

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

Members Absent:

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 9:00 a.m. welcoming everyone in attendance with a special welcome for the students and teachers of Person High School and the Progressive Learning Academy in observance of Local Government Day. **Council Member Byrd Blackwell** delivered the invocation.

PLEDGE OF ALLEGIANCE:

Mayor Marilyn P. Newell then led Council and those in attendance in reciting the Pledge of Allegiance to the Flag.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda, asking for any additions. There being no additions, **Council Member Sandy Stigall offered a motion to approve the agenda as presented with a second by Council Member Byrd Blackwell** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Newell presented the consent agenda and asked for any comments or corrections explaining to the students that the consent agenda is comprised of staff reports and minutes and may be voted on with one motion. **Mayor Pro Tem Tim Chandler offered a motion to approve the consent agenda as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

Mayor Marilyn P. Newell introduced **Ms. Chelsea King of the Roxboro Courier Times** as the new reporter covering the council meeting for the paper.

RECOGNITION:

Fire Chief Kenneth Torain presented **Ms. Susan Cashion** with a recognition plaque for her continued support and help in working with the City and the Fire Department to secure funds for two new fire trucks. These are loans approved for the City through Piedmont Electric at no interest.

SPECIAL PRESENTATION: Assistant Manager Tommy Warren presented a slide/film presentation that he had filmed with his drone of the beginning up to present developments at

the Wastewater Treatment Plant. This gave an opportunity for the students to see what it takes to keep the plant up and running and to keep in compliance with the State regulations.

PUBLIC COMMENT:

Mayor Newell invited anyone interested in addressing Council to sign-up for the public record and to limit his or her comments to five minutes. No comments at this time.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Text Amendment – Taxi Cabs, Commercial - *Public Hearing*

Mayor Marilyn P. Newell opened the **Public Hearing at 9:56 a.m.** **City Manager Brooks Lockhart** presented proposed changes to City Code of Ordinances governing Business Regulation – Title XI. The proposed changes to the Ordinance are being made to reflect changes in the NC state laws over the last twelve years. Chapter 113 Taxicabs – in 2015, the General Assembly passed 160A-304(c) which prohibits the City’s ability to regulate ride sharing companies. The proposed changes are intended to make traditional taxi services have less of a competitive disadvantage without abolishing our ability to regulate. Chapter 116 – Commercial Solicitation – the primary regulation is to ensure the safety of the citizens in and out of vehicles. **Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 9:57 a.m.** **After a brief discussion, Council Member Mark Phillips offered a motion to approve the amendments for Chapter 113 and Chapter 116 as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously. **Clerk’s Note:** A copy of the text amendment is hereby incorporated into the minutes of this meeting.

2. Rezoning Request – 423 S. Madison Boulevard – *Public Hearing*

Mayor Marilyn P. Newell opened the **Public Hearing at 9:58 a.m.** **Planning Director Lauren Johnson** presented the Mayor and Council with a rezoning request from Mr. Larry Dowell for the property located at 423 S. Madison Boulevard. The property, identified as Tax Map and Lot number 23 18, constitutes a .26 acre tract of land off Highway 501 at the corner of Harris Street. The property is currently zoned R-6 for residential use, and has a single-family dwelling on the site. The applicant would like the property rezoned to B-1, Highway Commercial, for commercial use. The surrounding properties are zoned R-6 (Residential), R-12 (Residential) and B-1 (Commercial).

Mrs. Johnson continued stating that this rezoning is consistent with the Future Land Use Plan, as it is located directly on the primary highway running through the city limits. Furthermore, the road-frontage on a 4-lane highway, makes this less appealing for residential use and presents safety concerns for young families or senior citizens. The future Land Use Map clearly identifies this area for commercial development, which is made possible by approving this request.

Mayor Newell asked for any public comment at this time.

- Mr. Walter McGhee – 114 Harris Street offered concerns about what kind of business is being proposed. Mr. McGhee asked for more information.
- Ms. Shree Talley – 133 Harris Street offered concern if on street parking would be allowed
- Mr. Larry Dowell – 423 Madison Boulevard (property owner) stated that he felt parking could be adequately provided in the rear of the property and offered reassurance regarding the proposed business that would be housed in the structure.

There being no further comments, **Mayor Newell closed the Public Hearing at 10:12 a.m.**

Mayor Pro Tem Tim Chandler offered a motion to approve the rezoning request as presented in Docket #TA2018-06, because the amendment is consistent with the City's Comprehensive Land Use Plan in that it;

- Encourages well-planned commercial establishments to provide necessary goods and services to area employers and residents,
- Discourages the intermingling of residential land uses in commercial or industrial areas that often result in conflicting land use problems, and
- Ensures new development or redevelopment is compatible with the established character and community vision.

Furthermore, this decision is in the public interest of the City of Roxboro as it allows for new commercial development opportunities, which will help in providing necessary goods and services to the citizens of this community, as well as allow for the redevelopment of a property for appropriate usage along the major transportation corridor, with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously. **Clerk's Note:** A copy of said consistency statement and rezoning ordinance are hereby incorporated into the minutes of this meeting.

3. Rezoning Request – 500 Weeks Drive - *Public Hearing*

Mayor Merilyn P. Newell opened the Public Hearing at 10:10:19 a.m.

Planning Director Lauren Johnson presented Council with a rezoning request from Property Unlimited, LLC for the property located at 500 Weeks Drive. The property, identified as Tax Map and Lot number 96 39, constitutes a 2.00 acre tract of land off Old Durham Road at the corner of Weeks Drive. The property is currently zoned I-1 for industrial use, and has a commercial business with carpet, cabinetry, and other home furnishing sales on the site. The applicant would like the property zoned to B01, Highway Commercial. The surrounding properties are zoned R-12 (Residential) and B-1 (Commercial).

Mrs. Johnson stated that this rezoning is consistent with the Future Land Use Plan, as it is surrounded by commercial properties, and located on a feeder street for the commercial highway. Furthermore, rezoning this property would allow for less-intense uses near some existing residential properties in the vicinity.

Mayor Newell asked for any public comment at this time and there being none closed the Public Hearing at 10:21 a.m.

After a brief discussion, **Council Member Mark Phillips** offered a motion to approve the proposed rezoning request presented in Docket #TA2018-07, because the amendment is consistent with the City's Comprehensive Land Use Plan in that it;

- Encourages well-planned commercial establishments to provide necessary good and service to area employers and residents,
- Minimizes conflicts between incompatible land uses.

Furthermore, this decision is in the public interest of the City of Roxboro as it allows for development that is compatible with the existing character of the area, and reduces the intermingling of incompatible uses near residential areas, with a second by Mayor Pro Tem Tim Chandler and upon being put to a vote was carried unanimously. **Clerk's Note:** A copy of said consistency statement and rezoning ordinance are hereby incorporated into the minutes of this meeting.

4. Rezoning Request – Highway 501 S – *Public Hearing*

Mayor Merilyn P. Newell opened the Public Hearing at 10:24 a.m.

Planning Director Lauren Johnson presented the Mayor and Council with an application from the Wilkins Family Limited Partnership requesting a rezoning for the

recently subdivided parcel located off 501 S. The property, which is a part of the parent tract Tax Map and Lot Number A51 17, constitutes a 29.75 acre tract of land off Highway 501 S, near Clarksville Station and Clayton Homes area. The property is currently zoned R-9 for residential use. The applicant would like the property rezoned to B-1, Highway Commercial. The surrounding properties are zoned a mixture of County and City residential and commercial.

Mrs. Johnson stated that this rezoning is consistent with the Future Land Use Plan, as it is properly zoned a tract of land on a major thoroughfare for commercial development. The area is surrounded by other commercially zoned/used properties and is located in a vicinity that is primarily utilized for commercial businesses.

Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 10:28 a.m.

After a brief discussion, Mayor Pro Tem Tim Chandler offered a motion to approve the proposed rezoning request presented in Docket #TA2018-08, because the amendment is consistent with the City's Comprehensive Land Use Plan in that it;

- **Minimizes conflicts between incompatible land uses, and**
- **Discourages the intermingling of residential land uses in a commercial area.**

Furthermore, this decision is in the public interest of the City of Roxboro as it allows for commercial development along a major transportation route, and restricts residential development from fronting on a major thoroughfare that could be used for essential commercial functions, 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 consistency statement and rezoning ordinance are hereby incorporated into the minutes of this meeting.

OLD BUSINESS:

NEW BUSINESS:

5. All-Way Stop at Crestwood Drive and Gordon Street

City Manager Brooks Lockhart reported to the Mayor and Council that staff has studied the feasibility of an All-Way Stop at Crestwood Drive and Gordon Street Intersection as requested at the October work session. City regulations require a 400 foot block and the distance between the stop light on Chub Lake and the Gordon Street intersection measured approximately 425 feet. Manager Lockhart, Chief David Hess and Mr. Ron Phillips visited Crestwood Drive residents to discuss the all-way stop. As of November 13, 2018, all but one of the homes approached, supported the idea of attempting to address the traffic concerns with an all-way stop as a first step. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to place an All-Way Stop at the intersection of Crestwood Drive and Gordon Street with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

6. Crosswalk at Person County Library

Assistant Manager Tommy Warren reported to the Mayor and Council that a crosswalk across South Main Street at the intersection with Barden Street would provide additional safety to the patrons of the library and citizens walking along South Main Street. According to the City's Traffic Calming Policy, crosswalks are a tool to be used to decrease the speed of vehicles.

What is proposed, is a painted crosswalk with a sign posted in the middle of the street along with signs posted on both sides of the crosswalk, approximately 100' before the

crosswalk on south Main Street. In addition, yellow stripes will be installed approximately 100' before the crosswalk in both directions on South Main Street.

The cost for making the improvements is approximately \$1,000.00 and includes thermoplastic marking tape, two street crossing signs and post, a spring loaded crosswalk sign and painting the yellow strips on South Main Street. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the addition of a crosswalk at South Main Street and Barden Street as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

COMMITTEE REPORTS:

- **Chief's Association – Council Member Mark Phillips** did not attend. Attended RAMA meeting.
- **United Way – Mayor Pro Tem Tim Chandler** reported no meeting this month.
- **Senior Citizen Center – Council Member Byrd Blackwell** – no meeting this month, November 28th Healthy Food presentation at the Senior Center.
- **Kerr Tar – Council Member Reggie Horton** attended the meeting for the Kerr Tar in Henderson. Mr. Horton also attended the East Roxboro Community Watch, stating there may be some interest in a 3-way stop at Church Street and Allgood Street.
- **Mayor Merilyn P. Newell** attended the Economic Development meeting and the Strategic Plan will be presented to the County Commissioners on Monday, December 3, 2018.

ADMINISTRATIVE REPORTS:

7. Financial & Tax Report

Interim Finance Director Dan Craig presented Council with the Financial Statement ending September 30, 2018 and the tax report ending October 31, 2018. Clerk's Note: A copy of said Financial and Tax Report are hereby incorporated into the minutes of this meeting.

8. Assistant Manager's Report

Assistant Manager Tommy Warren reported to the Mayor and Council that due to the amount of rain, the contractor is behind at the Wastewater Treatment Plant. Work has continued on the digester, but no grading much in the last two weeks. The second half of the floor was poured on Wednesday, November 14th and will begin forming the walls with a schedule to pour on December 4th.

Public Works has started the fall leaf collection. Staff is also behind due to the wet conditions. Leaves are collected according to route and the crews will complete all the routes before they start over.

The City is closed for two days during the Thanksgiving holiday. Thursday's garbage will be collected on Wednesday November 21st and Friday's garbage will be collected on Monday, November 26th. Commercial garbage, dumpsters, will not be collected on Thursday, but the trucks will run on Friday.

9. Manager's Report

Manager Brooks Lockhart offered the Mayor and Council some dates to remember that included: Small Business Saturday, November 24th, Soft Skills for High Schoolers, November 29th at RCS, Jingle on Main, December 6th, and the Chamber of Commerce Annual Banquet, Thursday, January 24th.

Continuing, Mr. Lockhart stated that staff is facilitating training for the purchasing software end-users and also working on the second month of Utility Billing through the new software. Staff is continuing to address configuration and implementation issues.

A meeting has been held recently with the partners in the Inter-local Agreement for the Dan River Intake. Positive information was shared about potential funding sources for the intake, with more details to follow soon. There was a discussion about the possibility that no local funds will be needed to advance the construction. As details become clearer, it is very likely that this Council will be asked to formally support these efforts. This formal support may necessitate a special meeting or may be able to be addressed at the regularly scheduled December meeting.

COUNCIL DISCUSSION:

Council Members were asking about the Ethics Training that they were scheduled to receive at the annual conference. The City Clerk will see when the webinar can be purchased and get back to Council.

Council Member Byrd Blackwell offered a motion to enter into Closed Session per NCGS 143.318.11(a)(6) Personnel with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

Council Member Mark Phillips offered a motion to re-enter into open session with a second by Mayor Pro Tem Tim Chandler and upon being put to a vote was carried unanimously.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Reggie Horton with a second by Council Member Byrd Blackwell to adjourn this meeting** and upon being put to a vote, was carried unanimously. Meeting adjourned at 12:50 p.m.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

November 19, 2018



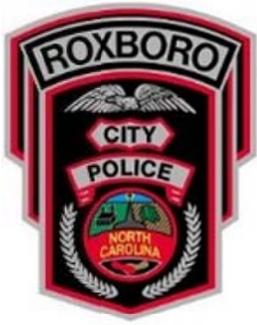
**City of Roxboro
Fire and Rescue Department**

Date: December 5, 2018
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of November the City of Roxboro Fire Department responded to 15 fire calls and 110 ems calls. During the month we also responded to 15 hazardous Conditions and 12 service calls. Over the course of November we responded to 116 calls in the city and 76 in county plus 22 mutual aid calls. Twenty Seven percent of the time we had two or more calls going at the same time with a total of 1 full alarms.
- **Christmas Lights** – Roxboro Fire Department used Thanksgiving Day to install the uptown Christmas Decorations. The day before thanks giving putting up the reindeer and santa on city hall then decorating city hall the day after thanksgiving.
- **Hydrants** In the month of November we checked all the hydrants that was broken or not correctly operating on our data base from previous years.
- **Active Shooting table top meeting** Chief Torain attended the county wide active shooter table top meeting in November. The meeting was to get everyone that will be involved together to get feed back on what is need from that department during the Table top exercise.
- **Tabletop Exercise**. Chief Torain, Chris Robinson and Bill Gentry facilitated a table top exercise for Capital Power that included a tractor trailer truck falling off the system that lift the truck up to almost a 45 degree angle to dump the chip out the back of the truck. During the exercise the driver was pinned under the truck with diesel fuel spilling and the fuel and hydraulic fluid catching on fire.
- **Jay Foushee Fundraiser** Roxboro Fire department hosted a fundraiser for one of our part time employees to help with medical bills for his family that was hit by a drunk driver.
- **Leadership** Chief Torain spoke to the Person County leadership class on November 15th
- **Bike Ride** Several firefighter rode in the over 350 motorcycles bike ride for Toy for Tots. They raised over 23,000 dollars and two trailers of toys.

105 Court St.
Roxboro, North Carolina 27573



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

November 2018

Patrol Division

Highlighted Events

- The police department has earned the North Carolina League of Municipalities Risk Management accreditation! Risk Management Manager Tom Anderson with NCLM will make a formal presentation to Council at the January 8, 2019 council meeting.
- Corporal Darrell Mills earned his Advanced Law Enforcement Certificate. He was awarded the certificate in Raleigh at the Training and Standards Commission meeting.
- Kudos to Sgt. Furstenau and Det. Howe for their diligent work in the quick arrests of the suspects involved in the Cash Store robberies.
- K-9 Officer Solomon and Kilo earned their state wide K9 Handler certification from the NC Police Dog Association, becoming the first K9 team in the department's history to earn such an achievement.



Community Policing

- Posted holiday shopping safety tips to social media.
- Participated in the RCS Career Day event.
- Assisted City Manager visiting residents on Crestwood Drive to provide information about the stop sign and starting a Community Watch program.
- Provided a Crime Prevention Through Environmental Design assessment for a local business.
- 11th Session of CPA concluded. Special thanks to all the officers who taught classes and CPA Alumni for their assistance.

- Officer Whitlow was thanked by Ethan Martin, an Autistic child, for keeping their family safe. Ethan baked Officer Whitlow cookies.



Monthly Activities

Calls for Service: 1336

Incident Reports: 158

Traffic Enforcement Requests: 16

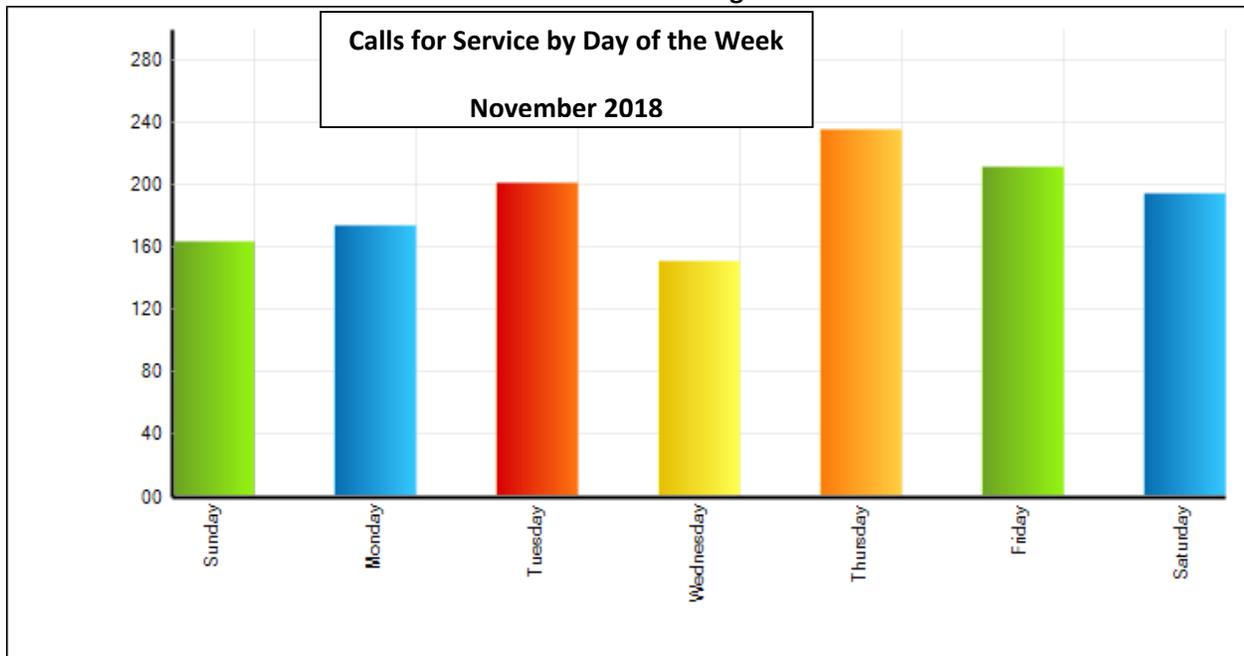
Traffic Stops: 319

Traffic Crashes: 73

Citations Issued: 283

Total Arrests: 41

Warnings: 80



Criminal Investigations Division

- Investigators served several search warrants related to active investigations. One of the search warrants yielded evidence implicated in the alleged Cash Store robbery. Excellent work by investigators.
- Det. Howe and Det. Wright taught Drone Use in Mapping Outdoor Crime Scenes at the NC International Association for Identification CSI seminar in Edneyville, NC.

Total Numbers for the Month

Cases Assigned: 20

Hours Completing Paperwork: 110

Call Outs: 5

Felony Warrants Obtained: 6

Total Arrests: 5

Cases Closed: 13

Forensic Processing Hours: 15

Search Warrants Executed: 5

Follow Up Hours in the Field: 137

Follow Up Hours by Phone: 44

Out of Town Follow Ups: 5

Misdemeanor Warrants Obtained: 2

Interviews Conducted: 13

Total Forensics Cases: 11

Court Hours: 18

Street Crimes Unit

- Continuing covert investigations.

Administrative Services Unit

- Finalized logistics for Shop with a Cop.
- Scheduled the Honor Guard to participate in Wreathes Across America event.
- Working through several vehicle maintenance concerns that are impacting continuity of operations. Several older vehicles are experiencing mechanical failures with lengthy repairs. We currently have a single vehicle available as a spare for the entire department.
- Scheduled logistics for new car equipment installation.
- Evidence Custodian Tanya Thomas submitted several items to the Crime Lab for processing.
- The four police trainees in BLET at Vance Granville Community are progressing very well. Trainee Stasuik is the Class President. All four are scheduled to graduate BLET December 18th.

Administration

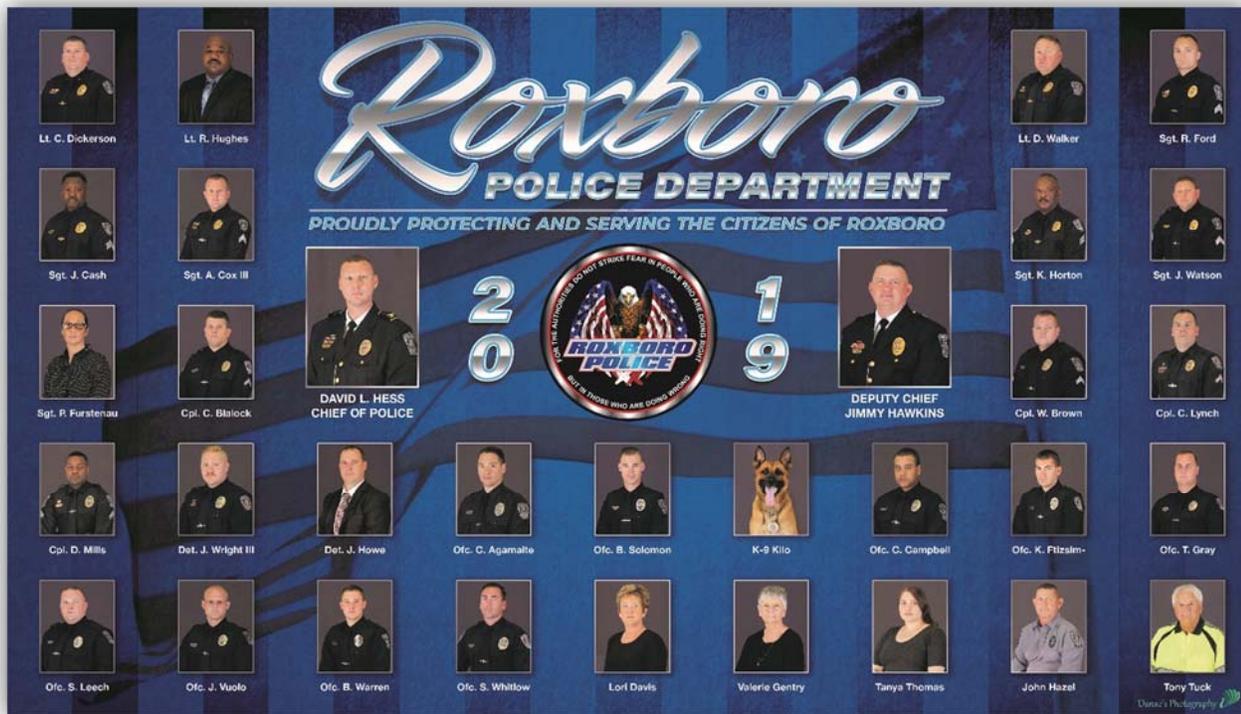
Meetings

- Met with concerned citizens.
- Spoke with Shady Hill Baptist Pastor Dr. Richmond related to a follow up request.
- Daily meetings with Command Staff.
- Attended various community events.

- Provided reporting data to the Person County Human Trafficking committee.
- Attended Training and Standards Commission meeting to support Cpl. Mills receiving his Advanced Law Enforcement certificate.
- Submitted draft Strategic Plan report to Command Staff for review on December 17th.
- Meetings: District Attorney Perez; Sheriff Jones; Department Head, Rotary; Safe Haven; City Manager; Human Resources; Strategic Planning presentation to Kiwanis; Staff meetings; City Council; 911 Director; NC Chiefs Association; and a local business owner.

Upcoming Events

- Shop with a Cop, December 13th @ 2 PM
- Christmas Parade, December 15th
- Coffee with a Cop, December 18th @ 8:30 AM at Palace Pointe
- Distribution of the 2019 Police Department calendar will occur throughout the month of December.





THANK YOU FOR YOUR CONTINUED SUPPORT

City of Roxboro, North
 Distribution of Gas Tax
 31-Oct-18 CS
 GC

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number:

80-001-3945-4

Gas 0.5340
 Diesel 0.5940

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		37.76	102.51	20.16	1.89	0.76	79.70	2.715
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		101.95	280.16	54.44	5.10	2.04	218.58	2.748
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		25.19	69.52	13.45	1.26	0.50	54.31	2.760
		Total Administrative		164.90	452.19	88.06	8.25	3.30	352.59	2.742
5	4310	Police		2,191.49	5,933.93	1,170.26	109.57	43.83	4,610.27	2.708
6	4311	CID		111.69	301.45	59.64	5.58	2.23	233.99	2.699
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,303.18	6,235.38	1,229.90	115.16	46.06	4,844.26	2.707
7	4340	Fire		1,369.86	3,903.89	786.88	68.49	27.40	3,021.12	2.850
8	4341	Fire Inspections		66.03	177.02	35.26	3.30	1.32	137.14	2.681
		Total Fire Dept.		1,435.89	4,080.91	822.14	71.79	28.72	3,158.26	2.842
10	4510	Public Services		85.53	231.62	45.67	4.28	1.71	179.96	2.708
11	4511	Streets		401.14	1,210.67	223.07	20.06	8.02	959.37	3.018
12	4512	Street Cleaning		-	-	-	-	-	-	#DIV/0!
13	4513	Garage		28.76	90.09	17.08	1.44	0.58	70.99	3.132
14	4710	Residential Garbage		1,395.16	4,363.20	828.73	69.76	27.90	3,436.81	3.127
15	4711	Commercial Garbage		907.96	2,841.24	539.33	45.40	18.16	2,238.35	3.129
16	4740	Cemetery		171.23	575.76	91.44	8.56	3.42	472.34	3.362
		Total Public Services		2,989.78	9,312.58	1,745.32	149.49	59.80	7,357.83	3.115
		Total General Fund		6,893.75	20,081.06	3,885.41	344.69	137.88	15,712.94	2.913
18	7112	Meter Reading		277.66	809.22	148.27	13.88	5.55	641.51	2.914
19	7114	Lake Warden		73.26	198.55	39.12	3.66	1.47	154.30	2.710
25	7118	Pump Stations		-	-	-	-	-	-	#DIV/0!
20	7120	Water Plant		108.06	293.89	57.70	5.40	2.16	228.62	2.720
21	7121	Water Line Maintenance		915.22	2,681.04	502.65	45.76	18.30	2,114.33	2.929
22	7130	WWTP		60.24	168.21	32.17	3.01	1.20	131.83	2.792
23	7131	Sewer Line Maintenance		598.21	1,693.30	329.77	29.91	11.96	1,321.65	2.831
24	7132	WWTP II		111.84	333.96	59.72	5.59	2.24	266.41	2.986
		Total Enterprise Fund		2,144.49	6,178.17	1,169.41	107.22	42.89	4,858.65	2.881
		Total All Funds		9,038.24	26,259.23	5,054.82	451.91	180.76	20,571.59	2.905



December 3, 2018

To: Mayor Newell
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: December Council Report

Uptown Development/Roxboro Development Group:

- Holiday Window Decoration Contest: After much success with this activity last year, the Uptown Roxboro Group is once again hosting a window decorating contest among the Uptown business community. Members of the public will be the judges, by casting their vote at the ballot box located inside each participating business. The contest runs from Jingle On Main through the Christmas Parade on December 15th. Votes will be tallied and the winner notified the week of December 17th. In addition to this, the Director for the UR Group, Lynda Clayton, has been working with the property owners of the few vacant storefronts to decorate also.
- Training Continues: Community Planner, Lynda Clayton, will be attending the Development Finance Toolbox training on December 11th and 12th at the UNC School of Government. This training will specifically address best practices for local governments in addressing development issues within their jurisdiction and the tools available to help with costs. Ms. Clayton will be sharing this information with the City Manager and Planning Director when she returns so that these practices may be applied to various components of the City without having to pay for multiple registration fees.
- Desert Sands Renovations: New drawings have been submitted by Coulter, Jewell, Thames, PA regarding the redesign of the building shell on N Main Street. After reviewing comments from the steering committee a few months prior, the designers have made modifications and prepared detailed drawings for review of the concept. Once approved by the committee, these drawings will be transformed in construction drawings and estimates for costs created. Additionally, the committee will be able to discuss materials and decorative elements to aide in cost determinations.
- Uptown Developments:
 - The former Once Again Resale building has sold and the new property owners are currently working to renovate the interior. The new use for the building is still undecided.
 - S.W.A.B. Fitness has left their N Main Street location to do free-lance work without a permanent address.



Planning & Development:

- Special Event Permit Applications: Despite measures by several City staff members to revise our Special Event Permit Application process for clarity and ease of use, there have still been some issues this year. As such, staff will be preparing letters to previous applicants reminding them of the deadlines, required supplemental materials, etc. Applicants will also be informed that incomplete or late submissions will not be able to be submitted to the Council for review. These letters will go out around the first of the year.
- DOT/Madison Boulevard Project: There have been several inquiries regarding the progress of the DOT project on the Boulevard. Staff has continued to remind individuals that this project is still in the planning phases and no official design has been confirmed. Staff is also continuing to work with the project manager to schedule public meetings for the first quarter of 2019 where representatives from DOT will be available to provide information and garner input from the members of the community. In the meantime, the project team members are also working on a website and newsletter/flyer that can be available to help inform the public of whatever decisions are made.
- Minimum Housing Updates: While work continues to process the demolition of properties approved by Council earlier this year, there are several remaining to be processed. Unfortunately, several of our remaining cases are legal puzzles with issues regarding heirs and ownership. Staff is continuing to work closely with the City's legal counsel to pursue the most effective and cost efficient path to abatement possible. In the meantime, Code Enforcement staff is working with individual property owners to develop plans of action for those that are willing to pursue compliance on their own.

Additional Updates:

- Application received for a rezoning request to be heard by the Planning Board on January 7th.
- Approval received from the State of NC for demolition of 823 Durham Road and 206 Hill St.
- Multiple permits issued through November, with several meetings/phone inquiries fielded, also.
- Code Enforcement officers responded to a few minimum housing complaints, but also spent time addressing trash/junk issues that have become visible as a result of the dying foliage around them.
- Year-end reports and statistics currently being finalized for record keeping purposes.
- Continuing work to begin developing the new Future Land Use Plan. Staff has inquired with the County Planning office about the possibility of a joint comprehensive plan to save in costs to both departments.

1. Budget Amendment

**CITY OF ROXBORO
BUDGET AMENDMENT
FISCAL YEAR 2018-2019 BUDGET**

The following budget amendment is hereby requested:

Budget Amendment Number:

3

Fund 10, 13, 60 & 76 - General, Water, Revolving Loan & Internal Service Funds		INCREASE	DECREASE
Revenues			
76-2900-000	Fund balance	20,455.00	
10-3983-976	Transfer from Internal Service Fu	17,230.00	
60-3983-976	Transfer from Internal Service Fu	3,225.00	
13-3991-991	Fund Balance	71,800.00	
10-3833-800	Donations	4,750.00	
		117,460.00	-
	Net Increase (Decrease) in Revenues	117,460.00	
Expenditures			
10-4310-195	Capital outlay	4,750.00	
10-4120-162	Medical Expense Reimbursemen	17,230.00	
76-9810-910	Transfer to General Fund	17,230.00	
76-9810-960	Transfer to Enterprise Fund	3,225.00	
13-4920-700	Economic Loans	71,800.00	
60-7120-183	Medical insurance	285.00	-
60-7121-183	Medical insurance	2,940.00	
		-	-
	Net Increase (Decrease) in Expenses	117,460.00	-
		117,460.00	

Justification:

- To appropriate additional revolving loan disbursements
- To provide for October and November, 2018 medical expense reimbursement plan expenditures
- To appropriate additional donation and expenditure amounts

2. Text Amendment - Electronic Gaming



December 3, 2018

To: Mayor Newell
Roxboro City Council

From: Lauren W. Johnson, Planning & Development Director

Subject: City of Roxboro *Unified Development Ordinance* Amendments

Please review the enclosed documents, outlining the proposed City of Roxboro *Unified Development Ordinance* amendments as reviewed by the Planning Board at their meeting on October 1, 2018. The Board offered a favorable recommendation on each of these proposed changes, which were also reviewed by the City attorney's office prior to your consideration.

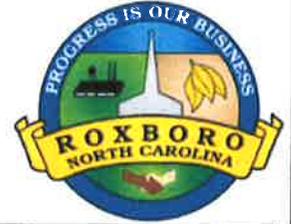
Enclosed you will find the minutes from the Planning Board meeting, which reflect the discussions of the Board and their proposed changes to the original text amendment. Following the minutes are the separate text amendments, each pertaining to the same permitted "use" in the ordinance. Council may approve all, only some, or none of the amendments, and may also make changes to the proposal. The documents following each original application include a visual of the proposed changes, with notes reflecting the Planning Board proposals, the consistency statements from the Planning Board for each amendment, and the drafted ordinance for consideration of adoption. Should you concur with the Planning Board's recommendation, you may use the Council Consistency Statement document as a guide to make your motion. Council will need to adopt a statement of consistency, as well as the ordinance. This can be done as one motion, referencing each individual document, or as two separate motions.

Application for

Unified Development Ordinance Text Amendment

Roxboro Planning & Development

105 S Lamar Street Roxboro, N.C. 27573 336-322-6018



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 Text of the Unified Development Ordinance of the City of Roxboro as hereinafter described. (Type or Print Clearly)

Petitioner(s): Zoning Administrator

Address: PO Box 188 Roxboro NC 27573

Telephone Number: 336-322-6018 Fax Number: 336-599-3774

Interest in Property: Government Agency
(I.e., Owner, Part Owner, Option holder, Governmental Agency, Etc.)

Proposed Amendment:

Type of Change: Addition OR Revision

Current Text: See attachment

Proposed Text: See attachment

Reason for Request Change (Attach additional sheets if necessary): Our ordinance does not currently allow for electronic gaming (sweepstakes) and our attorney has advised we should select an zone to allow them if regulations

I do hereby certify that all information which I have provided for this application is, to the best of my knowledge, correct.

Kevin W. Johnson
Applicant Signature

8/13/18
Date

Staff Use Only:

Date Received: 8/13/18

Docket #: TA2018-03

Planning Board Meeting Date: 9/10/18

City Council Meeting Date: 10/9/18

ARTICLE 6. ZONING DISTRICTS

P - Permitted Use PS - Permitted Use with Supplemental Regulations Blank - Not Permitted
 S - Special Use SS - Special Use with Supplemental Regulations

Uses	Zoning Districts											Supplemental Regulations
	R-12	R-8	R-6	PUD	B-1	B-2	B-3	O/I	I-1	I-2		
RECREATIONAL (continued)												
Electronic Gaming Operation					PS							Section 7.48
Gamerooms					PS							Section 7.19
Golf courses	SS	SS	SS		PS			SS				Section 7.20
Golf driving ranges not accessory to golf courses					S							
Horseback riding stables	SS											Section 7.21
Indoor athletic and exercise facilities	S				P							
Indoor tennis and squash courts	S				P							
Miniature golf courses					P							
Movie theaters					P		P					
Outdoor athletic and exercise facilities	S				S	S		S				
Par 3 golf courses					S							
Privately-owned outdoor recreational facilities	S											
Publicly-owned and operated outdoor recreational facilities	P	P	P		P	P	P	P	P	P		
Skateboard parks					S							
Skating rinks					S							
Swimming clubs	S	S	S		S	S		S				
Tennis courts, commercial	S				P	P		P				
Water slides					S							

ARTICLE 7. SUPPLEMENTAL REGULATIONS

permitted through the Administrative Approval process defined in Section 7.47.2; provided that the collocation does not substantially modify the size of the equipment compound at that location or otherwise substantially modify the existing non-conformity.

7.47.7.2.3. Substantial Modifications may be made to non-conforming Wireless Support Structures utilizing the Special Use Permit process defined in Section 4.9 of this Ordinance.

7.48 Electronic Gaming Operation

In addition to the regulations provided elsewhere in this ordinance, electronic gaming operations shall be subject to the following requirements:

7.48.1 Hours of Operation

Electronic Gaming Operations may operate from 1:00pm until 10:00pm, seven (7) days per week.

7.48.2 Spacing Requirements

Each electronic gaming operation must be a minimum of three hundred (300) feet from any building being used as a dwelling, church, or school and one mile from any other electronic gaming operation. For the purposes of this subsection, the distance shall be measured in a straight line from the closest point between the building housing the electronic gaming operation and the building housing the dwelling, school, church, or other electronic gaming operation.

7.48.3 Electronic gaming operations are prohibited in or as a part of any check cashing facility.

7.48.4 All applicable State and local permits and business licenses must be issued to the applicant prior to the opening of the business.

7.48.5 If food and/or beverages are served, the establishment must meet any State requirements and the requirements of the Person County Health Department.

7.48.6 An establishment containing two or more machines, terminals, or seats for an individual player shall be a principal use. Accessory electronic gaming operation uses shall be located in a separate room with a door, or behind a fixed opaque partition with a door.

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ARTICLE 9. DESIGN STANDARDS

Classification	Off-Street Parking Requirement
RESIDENTIAL	
Dwelling, single-family	2 spaces
Dwelling, manufactured home	2 spaces
Dwelling, multi-family – One bedroom – Two bedrooms – Three bedrooms or more	1.5 spaces per unit 1.75 spaces per unit 2 spaces per unit
Independent living, elderly	1.5 spaces/dwelling unit
Assisted living/nursing home	1 space/5 beds
ACCESSORY USES/BUILDINGS	
Accessory business or residential unit (including home occupations)	2 spaces per business or residence
Accessory buildings, non single-family residential	Same ratio as the principal use
COMMERCIAL & OFFICE/INSTITUTIONAL	
Bank	1 space per 300 square feet
Retail	4 spaces per 1,000 square feet
Restaurant	1 space per 150 square feet enclosed floor area
Office	3 spaces per 1,000 square feet
Lodging	1 space per room
Institutional/civic (auditorium, funeral homes, assembly, spectator)	1 space per 4 fixed seats or 4 spaces per 1,000 square feet, whichever is greater
School, secondary	4 spaces/classroom
School, elementary	2 spaces/classroom
INDUSTRIAL USES	
Adult entertainment establishments	1 space per 100 square feet of gross floor area or 1 space per every 3 persons of maximum seating capacity, whichever is greater; plus 1 space per employee
All other industrial uses	1 space per 500 square feet of gross floor area OR 1 space per employee based on largest number of employees on site at any one time, whichever is greater
RECREATION/ENTERTAINMENT	
The most applicable of the following standards shall apply for all recreational uses:	1 space per 4 fixed seats; 1 space for each 40 square feet of floor area available in establishment as a meeting room; 1 space for each 150 square feet of gross floor area.
Electronic Gaming Operations (including accessory use)	1 space for every seat or station.

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APPENDIX A. DEFINITIONS

Electric Vehicle Charging Station

A public or private parking space located together with a battery charging station which permits the transfer of electric energy (by conductive or inductive means) to a battery or other storage device in an electric vehicle. An electric vehicle charging station is permitted as an accessory use to any principal use.

Electric Vehicle Parking Space

Any marked parking space that identifies the use to be exclusively for an electric vehicle.

Electronic Gaming Operation

Any business enterprise, whether as a principal or accessory use, where persons utilize electronic machines, including but not limited to computers and gaming terminals, to conduct games of skill or chance, including sweepstakes, and where cash, merchandise, or other items of value are redeemed or otherwise distributed, whether or not the value of such distribution is determined by electronic games played or by predetermined odds. Electronic gaming operations may include, but are not limited to, internet cafes, internet sweepstakes, electronic gaming machines/operations, or cybercafes. This does not include any lottery approved by the State of North Carolina nor any non-profit operation that is otherwise lawful under State law (for example, church or civic organization fundraisers).

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Energy Generating Facility

A facility that uses a variety of sources and/or products for the production of power. Energy facilities may include, but are not limited to: petroleum; methane; ethanol; thermal; wind; solar; hydro-electric; and other energy generation facilities.

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Ex Parte

A Latin legal term meaning "from (by or for) [the/a] party". An *ex parte* decision is one decided by a judge without requiring all of the parties to the controversy to be present.

Expenditure

A sum of money paid out in return for some benefit or to fulfill some obligation. The term also includes binding contractual commitments to make future expenditures, as well as any other substantial changes in position. An expenditure shall be considered substantial if it is significant both in dollar amount and in terms of (i) the total estimated costs of the proposed project, and (ii) the ordinary business practices of the developer or business or project.

Extraterritorial Planning Area

That portion of the city's planning jurisdiction that lies outside the corporate limits of the city.

CITY OF ROXBORO, NORTH CAROLINA
Planning Board

October 1, 2018
6:00 p.m.

MEMBERS PRESENT: Tony Cole, Margaret Kay, Kenneth Montgomery, Benji Gault, and Danny Cultra

STAFF: Lauren Johnson, Planning Director

MINUTES

Vice-Chairman Cultra called the meeting to order at 6:04pm and asked everyone to sign in on the sheet passed around.

APPROVAL OF MINUTES

Board Member, Tony Cole, motioned to approve the minutes from the September 10, 2018 meeting. Board Member, Benji Gault, seconded. Motion carried. (Vice-Chairman Cultra voted to approve, although he was not present at the previous meeting.)

REPORTS OF COMMITTEES

None.

NEW BUSINESS

Rezoning Request – 423 S Madison Blvd, Tax Map 23 18: Vice-Chairman Cultra introduced the agenda item to the Board, highlighting the information provided on the application for identification of the property and applicant. He then turned the floor over to Ms. Johnson for the staff summary. Ms. Johnson restated the request to rezone the property from R-6 to B-1, and informed the board that a residential home is currently located on the property. After highlighting the information on the map, outlining the zoning of the surrounding properties, Ms. Johnson continued by outlining the conformity to the land use plan as outlined in the agenda packets.

Vice-Chairman Cultra asked if the Board had any questions for Ms. Johnson. Board Member, Margaret Kay, inquired of the applicant what he plans to put on the site. The applicant stated it may be used for office or retail space. Ms. Kay asked what kind of retail, because it is a “pretty small space.” Ms. Johnson interjected that while it is a small structure, the lot itself is a quarter acre in size. She also reminded Ms. Kay and the rest of the Board that the rezoning decision

should not be based on any specific use of the property, but on all potential uses. She continued to say that the Board should consider whether this site is best suited for commercial or residential use, based on the fact surrounding the property.

Ms. Kay said that her concern centered on the availability of parking. Ms. Johnson reminded the Board that any specific development would be required to comply with the regulations in the UDO for parking, setbacks, etc., and would be decided subsequent to the rezoning request.

Vice-Chair Cultra asked the applicant if he wished to share anything additional with the Board.

Mr. Larry Dowell came forward, stated his name, and that this was not his first redevelopment. He feels the City and County will benefit from the project and “with the right vision, this will be turned from an eyesore to a very nice, appealing structure.” Mr. Dowell continued that he felt parking could be adequately provided in the rear of the property and would hate to see something torn down that could be salvaged for a new use.

Mr. Dowell shared some additional information about the history of the property and how he came to acquire the property from a long-time friend. He stated that in order for him to get much benefit out of the property, it would need to be rezoned to commercial.

Vice-Chairman Cultra noted there was no one else in the audience to offer support or object to the rezoning, then asked if there were any additional questions from the Board.

Board Member, Tony Cole, made a motion to recommend approval of the request. Board Member, Margaret Kay, seconded. Motion carried unanimously.

UNFINISHED BUSINESS

A. UDO Text Amendments – Electronic Gaming Operations: Ms. Johnson reminded the Board that this item was on the previous agenda from September, but due to the amount of discussion and proposed changes to the amendment request, she felt it best to bring the item back to the Planning Board with a draft inclusive of those proposed changes and confirm their acceptance before moving on the Council.

Ms. Johnson stated that she and the City Attorney’s office reviewed the information and she made changes based on the input from the Planning Board and language guidance of the attorney.

The Table of Uses addition did not change from the previous month's approval to allow Electronic Gaming in the B-1 district with Supplement Regulations.

Ms. Johnson highlighted the changes to those supplemental regulations, which included the language of requiring the accessory use of "Electronic Gaming Operations" to be partitioned from the primary use of the building.

Vice-Chairman Cultra inquired about the intent of that language, and if the Electronic Gaming constituted a second primary use at the site, would the games still be required to be partitioned. Ms. Johnson stated that if it was a principal use, the entire building would be required to operate under the supplemental regulations, unless partitioned off from the second primary use. Vice-Chairman Cultra said he just wanted some clarification of the intent.

Board Member, Benji Gault, inquired if anything with three or more machines would be considered a primary use and would all the regulations apply. Ms. Johnson said this was the case, yes. She also clarified that this would likely only happen in instances where there was already an established business that wished to add Electronic Gaming as a second primary use at the site. If a new business intended to open with multiple uses in the same location, it would require a mixed use permit and go through a slightly different process.

After some additional discussion, it was advised that the intent of this language, as a result of the concerns outlined by the Planning Board, was to deter allowing Electronic Gaming as an accessory use, as it is easier to assure compliance with the ordinance if it was its own entity and not operating simultaneously with another business with other regulations.

Vice-Chairman Cultra then moved to the second change outlined in the agenda packet, which was to the parking ordinance. Mr. Cultra asked if this change was proposed because the use was not previously delineated in the parking ordinance chart. Ms. Johnson said yes. The Board had concerns during the September meeting that the Electronic Gaming could cause parking issues. While she originally planned to classify this use similar to recreation and base the parking requirements off the seating capacity, the Board wanted some further investigation. Discussion with the City Attorney's office resulted in the proposed addition to the parking ordinance, which would require one (1) parking space for each seat or station utilized for Electronic Gaming.

Mr. Cultra said this seemed appropriate for the principal use, but if it was necessary for the accessory use. Board Member, Benji Gault, referred to the existing parking ordinance and the requirement being based on square footage for parking requirements for commercial uses. He continued that while he felt most places probably had adequate parking to meet the requirement for both uses, if necessary, he believed it was really just another hurdle to make it difficult for this use to be utilized as an accessory in commercial establishments. Ms. Johnson said

she would be happy to take the “includes accessory use” out of the language, if the Board preferred not to restrict the accessory. Mr. Cultra said he thought it was fine to leave the language in, so long as the intent of the Board was to make it more restrictive.

Board Member, Benji Gault, then asked how the seats/stations would be determined for certain types of Electronic Gaming, such as “fish tables” where there is no fixed seat for the game. Ms. Johnson stated this would be an instance where the interpretation of the Zoning Administrator would come into play. She would utilize one of two tactics for determining the number of stations for such a game; determining if there is a limit to the number of individuals that can play that game at a time, or determining how many people could physically stand around the machine to access the game at a given time.

Vice-Chair Cultra said he felt this was an appropriate approach, because trying to define station in the ordinance could result in an unintended determination. He believed this was a place where the Administrator’s interpretation would be best based on each, individual application and as the games change over time.

Ms. Johnson stated that covered the changes since the September meeting, and asked if the Board would like to recommend approval as-is, with additional changes, or simply reject the amendments altogether.

Board Member, Benji Gault, asked for the Board to verify if they had any issues with the hours and days of operation outlined in the supplemental regulations. Vice-Chairman Cultra asked if there were any legalities that determined what was appropriate regulation and not. Ms. Johnson advised that the language presented was exactly what the attorney sent as a suggestion for the regulations. Board Member, Tony Cole, stated he was fine with the language as-is. Other members of the Board nodded in agreement, and there was no further discussion of the hours and days of operation allowed.

Vice-Chairman Cultra inquired if there was any new legislation regarding these gaming devices. Ms. Johnson stated that the facilities were currently operating under the injunction. Board Member, Benji Gault, stated he was under the impression it would be January before any additional discussions would be held on the legislative outcomes.

There being no other items to discuss, Board Member, Benji Gault, motioned to recommend approval of the changes. Board Member, Margaret Kay, seconded the motion. Motion carried unanimously.

B. Basic Training for Board Members: At this point, Ms. Johnson inquired if there was anyone who wished to leave. Since all members wished to remain for the training, the meeting was not adjourned. Ms. Johnson presented the Board

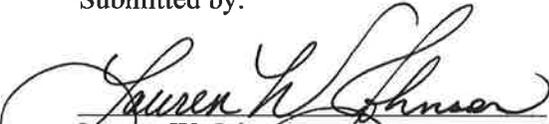
PLANNING BOARD MEETING MINUTES
October 1, 2018

with a PowerPoint of basic Planning & Zoning information, and packets with printed resources for the Board to utilize.

ADJOURNMENT

There being no other business before the Board, Board Member, Tony Cole, motioned to adjourn. Board Member, Margaret Kay, seconded. Motion carried and the meeting adjourned at 7:08pm.

Submitted by:



Lauren W. Johnson,
Planning & Development Director

Planning Board Motion Format for Recommended Approval of Request:

I make a motion that we recommend approval of the proposed text amendments presented in Docket #TA2018-03, because the application is consistent with the City's Comprehensive Land Use Plan in that it;

- Minimizes conflicts between incompatible uses (pg. 69),
- Encourages well-planned commercial establishments to provide necessary goods and services to area employers and residents (pg. 71),
- Encourages commercial growth in appropriate locations, within Roxboro's corporate limits, and
- Includes regulations and guidelines that would ensure new development or redevelopment is compatible with established character and community vision (pg. 71)

Furthermore, this decision is in the public interest of the City of Roxboro as it enumerates the specific rules and regulations for operating such a business within the corporate limits in order to ensure the safety and security of residents and visitors, alike.

Motion Made by: Benji Gault

Seconded by: Margaret Kay

Approved: 5 to 0

This report reflects the recommendation of the Planning Board, this the 1st day of October, 2018.

Attest:

Danny Cultra
Danny Cultra, Planning Board Vice-Chairman

Lauren W. Johnson
Lauren W. Johnson, Planning Director

Motion Format Requirements:

Per NCGS 153A-341, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements regarding plan consistency, which shall not be subject to a judicial review.

A) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

B) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

C) A statement approving the zoning amendment and containing at least all of the following:

1. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.

2. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.

3 Why the action was reasonable and in the public interest.

The Planning Board shall advise and comment on whether the proposed amendment is consistent with a comprehensive plan and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the City Council that addresses comprehensive plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with a comprehensive plan shall not preclude consideration or approval of the proposed amendment by the City Council.

Consistency Statement:

I make a motion that we approve the proposed text amendments presented in Docket #TA2018-03, because the amendments are consistent with the City's Comprehensive Land Use Plan in that they;

- Minimize conflicts between incompatible land uses (pg. 69),
- Encourage well-planned commercial establishments to provide necessary goods and services to area employers and residents (pg. 71),
- Encourage commercial growth in appropriate locations, within Roxboro's corporate limits (pg. 71), and
- Include regulations and guidelines that would ensure new development or redevelopment is compatible with the established character and community vision (pg. 71).

Furthermore, this decision is in the public interest of the City of Roxboro as it enumerates the specific rules and regulations for operating such a business within the corporate limits in order to ensure the safety and security of residents and visitors, alike.

Motion To Adopt Made by: _____

Seconded by: _____

Approved: ____ to ____

Attest:

Marilyn P. Newell, Mayor

Trevie Adams, City Clerk

**AN ORDINANCE SUPPLEMENTAL REGULATIONS; AMENDING
ARTICLE 6, SECTION 6.4 TABLE OF USES CHART IN
THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE**

WHEREAS, the City Council of the City of Roxboro finds that it is in the public interest to amend Article 6, Section 6.4 of the City's Unified Development Ordinance to provide for better clarity and understanding of defined uses; and

WHEREAS, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the _____ day of _____, 2018, upon the question of amending the Unified Development Ordinance in this respect.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROXBORO, NORTH CAROLINA:

PART ONE. That Article 6, Section 6.4 of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended and rewritten to include the following on page 6-12 of the Table of Uses Chart:

Under "Recreational" uses, the term "Electronic Gaming Operation" shall be added and denoted with a PS under the B-1 Zoning district column. Additionally Section 7.48 shall be denoted under the "Supplemental Regulations" column to reference the outlined supplemental regulations for this use.

PART TWO. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

PART FOUR. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

PART FIVE. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing violations.

PART SIX. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this _____ day of _____, 2018.

Merilyn P. Newell, Mayor

ATTEST: Approved as to form:

Trevie Adams, City Clerk

Nick Herman, City Attorney

**AN ORDINANCE SUPPLEMENTAL REGULATIONS; ADDING
SECTION 7.48 TO ARTICLE 7 OF
THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE**

WHEREAS, the City Council of the City of Roxboro finds that it is in the public interest to add Section 7.48 to Article 7 of the City's Unified Development Ordinance to provide for better clarity and understanding of defined uses; and

WHEREAS, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the _____ day of _____ 2018, upon the question of amending the Unified Development Ordinance in this respect.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROXBORO, NORTH CAROLINA:

PART ONE. That Article 7, Section 7.48 of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended and rewritten to read as follows:

“7.48 Electronic Gaming Operation

In addition to the regulations provided elsewhere in this ordinance, electronic gaming operations shall be subject to the following requirements:

7.48.1 Hours of Operation

Electronic Gaming Operations may operate from 1:00pm until 10:00pm, seven (7) days per week.

7.48.2 Spacing Requirements

Each electronic gaming operation must be a minimum of three hundred (300) feet from any building being used as a dwelling, church, or school and one mile from any other electronic gaming operation. For the purposes of this subsection, the distance shall be measured in a straight line from the closest point between the building housing the electronic gaming operation and the building housing the dwelling, school, church, or other electronic gaming operation.

7.48.3 Electronic gaming operations are prohibited in or as a part of any check cashing facility.

7.48.4 All applicable State and local permits and business licenses must be issued to the applicant prior to the opening of the business.

7.48.5 If food and/or beverages are served, the establishment must meet any State requirements and the requirements of the Person County Health Department.

7.48.6 An establishment containing two or more machines, terminals, or seats for an individual player shall be a principal use. Accessory electronic gaming operation uses shall be located in a separate room with a door, or behind a fixed opaque partition with a door.

PART TWO. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

PART FOUR. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

PART FIVE. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing violations.

PART SIX. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this _____ day of _____, 2018.

Merilyn P. Newell, Mayor

ATTEST: Approved as to form:

Trevie Adams, City Clerk

Nick Herman, City Attorney

**AN ORDINANCE SUPPLEMENTAL REGULATIONS; AMENDING
SECTION 9.16 OF ARTICLE 9 OF
THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE**

WHEREAS, the City Council of the City of Roxboro finds that it is in the public interest to amend Article 9 Section 9.16 of the City's Unified Development Ordinance to provide for better clarity and understanding of defined uses; and

WHEREAS, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the _____ day of _____ 2018, upon the question of amending the Unified Development Ordinance in this respect.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROXBORO, NORTH CAROLINA:

PART ONE. That Article 9, Section 9.16 of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended as follows:

In the chart designating off-street parking requirements, "Electronic Gaming Operations (including accessory use)" shall be added under the "Classification" column and "1 space for every seat or station" shall be added under the "Off-Street Parking Requirement" column.

PART TWO. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

PART FOUR. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

PART FIVE. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing violations.

PART SIX. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this _____ day of _____, 2018.

Merilyn P. Newell, Mayor

ATTEST: Approved as to form:

Trevie Adams, City Clerk

Nick Herman, City Attorney

**AN ORDINANCE SUPPLEMENTAL REGULATIONS; AMENDING
APPENDIX A (DEFINITIONS) OF
THE CITY OF ROXBORO UNIFIED DEVELOPMENT ORDINANCE**

WHEREAS, the City Council of the City of Roxboro finds that it is in the public interest to amend Appendix A (Definitions) of the City's Unified Development Ordinance to provide for better clarity and understanding of defined uses; and

WHEREAS, the City Council of the City of Roxboro, after due notice, conducted a public hearing on the _____ day of _____ 2018, upon the question of amending the Unified Development Ordinance in this respect.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROXBORO, NORTH CAROLINA:

PART ONE. That Appendix A of the Unified Development Ordinance of the City of Roxboro, North Carolina, is hereby amended as follows:

The definition "Electronic Gaming Operation" shall be added in alphabetical order, with the following definition; "Any business enterprise, whether as a principal or accessory use, where persons utilize electronic machines, including but not limited to computers and gaming terminals, to conduct games of skill or chance, including sweepstakes, and where cash, merchandise, or other items of value are redeemed or otherwise distributed, whether or not the value of such distribution is determined by electronic games played or by predetermined odds. Electronic gaming operations may include, but are not limited to, internet cafes, internet sweepstakes, electronic gaming machines/operations, or cybercafes. This does not include any lottery approved by the State of North Carolina nor any non-profit operation that is otherwise lawful under State law (for example, church or civic organization fundraisers)."

PART TWO. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

PART FOUR. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

PART FIVE. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing violations.

PART SIX. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this _____ day of _____, 2018.

Merilyn P. Newell, Mayor

ATTEST: Approved as to form:

Trevie Adams, City Clerk

Nick Herman, City Attorney

3. Planning & Development Annual Report



December 3, 2018

To: Mayor Newell
Roxboro City Council

From: Lauren Wrenn, Planning & Development Director

Subject: Annual Report from Planning & Development Department

At the request of the City Manager, staff has prepared a report regarding Code Enforcement, Permitting, and Development data for 2018. Report to be given to Council at meeting.

4. Storm Drain Concerns - Clyde Kelly

City Of Roxboro

11/19/18

I would like to request to be added to the agenda for the December 11th meeting.

This request regards the on going issue with the storm drain running from Academy Street to Foushee Street. There are a total of 5 property owners involved.

I recently spoke at the opening for the public but was not allowed enough time. The Councilmen and Mayor and City Manager were given Engineer reports and pictures at that time.

You can contact me at the following:

Clyde Kelly PO Box 84 Semora NC 27343 336-597-4214

A handwritten signature in black ink that reads "Clyde Kelly". The signature is written in a cursive style with a large, stylized 'C' and 'K'.

5. 2019 Chemical Bids

2019 Chemical Bids

Chemical bids will be opened on Thursday, Dec 6, 2018 for the year 2019.
Bid results and recommendations will be presented at the Council meeting.

6. Set Public Hearing for Tower Lease

Set Public Hearing for Tower Lease

Council, staff has been in discussions with Verizon Wireless for leasing space on our Hill Street Tower.

A draft lease has been prepared by Verizon's legal counsel and has been reviewed and amended by our legal counsel. The proposed lease has been prepared in accordance with NCGS 160A-272.

The proposed terms are for a lease of 5 years at a rate of \$2,000 a month with the option for both parties to renew the terms for 4 additional cycles for a total potential term of 25 years. This is a fair market value for our space and a term staff feels we could confidently offer to other wireless providers who wish to lease similar space.

Should Council desire to move forward with this lease we need to: notify Verizon to send executable documents, schedule a public hearing and publish public notice.

Staff recommends that Council moves forward with setting a public hearing for the consideration of this offer.

7. Holiday Schedule 2019

Memorandum

To: Mayor, City Council Members, and Employees
CC: Brooks Lockhart, City Manager
Re: Holiday Closings for 2019

Listed below are the holidays that the City will observe in 2019:

January 1, 2019	New Year's Day
January 21, 2019	Martin Luther King's Birthday
April 19, 2019	Good Friday
May 27, 2019	Memorial Day
July 4, 2019	Independence Day
September 2, 2019	Labor Day
November 11, 2019	Veteran's Day
November 28 & 29, 2019	Thanksgiving Days
December 24, 25, & 26, 2019	Christmas Days

8. 2019 Council Meeting Schedule

**REGULAR MEETING SCHEDULE
ROXBORO CITY COUNCIL
January through December 2019**

The City Council meets on the second Tuesday (unless otherwise noted) of each month at 7:00 p.m. Meetings are held in the City Council Chambers, City Hall 105 S. Lamar St., Roxboro, NC 27573.

CITY COUNCIL MEETING DATE

January 8, 2019

February 12, 2019

March 18, 2019 (Local Government Day)

April 9, 2019

May 14, 2019

June 11, 2019

July 9, 2019

August 13, 2019

September 10, 2019

October 8, 2019

November 18, 2019 (Local Government Day)

December 10, 2019

* Regular Meeting Date falls on a Holiday –Tentative New Meeting Date to be confirmed with the Council.

By offer of a motion from _____, seconded by _____, the above 2018 monthly schedule for regular meetings of the Roxboro City Council was approved as presented and, upon being put to a vote, was carried.

Trevie Adams, MMC/NCCMC
City Clerk

9. Revolving Loan Applications

December 5, 2018

For City Council Meeting December 11, 2018

From: Dan Craig, Finance Director

Subject: Revolving Loan Program-three applications

BVW Rentals LLC, single member of the LLC is Bruce Wrenn, has applied for a loan of \$30,000 from the City of Roxboro's Revolving Loan Program. The property is located at 126 S Madison Blvd. Substantial renovation is planned on the property, which will become rental property.

BVW Rentals LLC has also applied for a second loan of \$11,800 from the City of Roxboro's Revolving Loan Program. The property is located at 482 Old Durham Road. Renovation has been completed on this property. This property is currently commercial rental property.

The City will be in the position of a first deed of trust on the respective properties for both loans. BVW Rentals LLC has demonstrated the ability to repay these loans. The notes receivable, deeds of trust, and related legal documents are currently ready to be in process to have these loans in place.

It is recommended that these loan applications be approved by Roxboro City Council.

Person Properties Inc has also applied for a loan of \$30,000 from the City of Roxboro's Revolving Loan Program. The property is located at 25 Old Durham Road. Substantial renovation is planned on this property. This property is currently commercial rental property.

The City will be in the position of a first deed of trust on the property for this loan. Person Properties LLC has demonstrated the ability to repay this loan. The note receivable, deed of trust, and related legal documents are currently ready to be in process to have these loans in place.

It is recommended that this loan application be approved by Roxboro City Council.

10. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Four Months Ended October 31, 2018

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	33.33% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,768,851	\$ 4,768,851	\$ 1,192,358.44	\$ (3,576,492.56)	25.00%
Local Option Sales Tax	1,721,816	1,721,816	605,557.21	(1,116,258.79)	35.17%
Other Taxes and Licenses	12,000	12,000	5,142.86	(6,857.14)	42.86%
Unrestricted Intergovernmental	973,408	973,408	226,179.00	(747,229.00)	23.24%
Restricted Intergovernmental	637,276	637,396	241,720.89	(395,675.11)	37.92%
Permits and Fees	7,000	7,000	3,805.00	(3,195.00)	54.36%
Sales and Services	667,120	667,120	217,682.22	(449,437.78)	32.63%
Miscellaneous	20,247	20,247	19,326.00	(921.00)	95.45%
Investment Earnings	2,500	2,500	3,939.13	1,439.13	157.57%
Interfund Transfers	1,206,817	1,206,817	330,605.68	(876,211.32)	27.39%
Sale of Fixed Assets	15,000	15,000	187.88	(14,812.12)	1.25%
Total Revenues	10,032,035	10,032,155	2,846,504.31	(7,185,650.69)	28.37%
Expenditures:					
Governing Body - City Council	177,805	177,805	152,028.15	25,776.85	85.50%
City Hall Administration	544,510	544,510	198,801.88	345,708.12	36.51%
Finance	278,083	278,083	124,814.76	153,268.24	44.88%
Sales Tax	88,100	88,100	35,189.56	52,910.44	39.94%
Tax Collections	64,843	64,843	15,484.68	49,358.32	23.88%
Buildings & Grounds	220,644	220,644	49,954.63	170,689.37	22.64%
Safety / Purchasing	34,275	34,275	7,101.63	27,173.37	20.72%
Police	3,209,292	3,229,292	1,104,463.14	2,124,828.86	34.20%
Fire	2,218,717	2,218,717	826,033.70	1,392,683.30	37.23%
Emergency Communications 911	95,800	95,800	31,339.30	64,460.70	32.71%
Transportation - Streets	1,836,440	1,836,440	482,926.63	1,353,513.37	26.30%
Environmental Protection	1,142,526	1,142,526	492,123.74	650,402.26	43.07%
Economic Development	399,580	399,580	83,772.90	315,807.10	20.97%
Cultural & Recreational	750	750	-	750.00	0.00%
Debt Service	531,420	531,420	97,304.69	434,115.31	18.31%
Interfund Transfers	75,000	325,000	250,000.00	75,000.00	76.92%
Total Expenditures	10,917,785	11,187,785	3,951,339.39	7,236,445.61	35.32%
Excess of Revenues Over (Under) Expenditures	(885,750)	(1,155,630)	(1,104,835.08)	50,794.92	
Other Financing Sources					
Proceeds of Capital Lease	488,750	488,750	100,000.00	(388,750.00)	20.46%
Fund Balance Appropriated	397,000	666,880	-	(666,880.00)	0.00%
Total Other Financing Sources	885,750	1,155,630	100,000.00	(1,055,630.00)	8.65%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(1,004,835.08)	\$ (1,004,835.08)	
Fund Balance Beginning of Year			4,702,534.97		
Fund Balance Current Period			\$ 3,697,699.89		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Four Months Ended October 31, 2018

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	33.33% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services Assessments	\$ 5,383,752	\$ 5,383,752	\$ 1,628,374.46	\$(3,755,377.54)	30.25%
Tapping Fees	20,000	20,000	15,990.00	(4,010.00)	79.95%
Other Operating Revenues	35,519	35,519	2,148.74	(33,370.26)	6.05%
Nonoperating Revenues	500	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	24,050	-	-	-
Interfund Transfers	1,082,589	1,082,589	-	(1,082,589.00)	0.00%
Sale of Fixed Assets	15,000	15,000	85.00	(14,915.00)	0.57%
Total Water & Sewer Fund 60	6,537,360	6,561,410	1,646,598.20	(4,890,761.80)	25.10%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	830.25	(6,134.75)	11.92%
Nonoperating Revenues	100	100	24.81	(75.19)	24.81%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	742,040	742,040	288,134.40	(453,905.60)	38.83%
Nonoperating Revenues	1,500	1,500	1,163.11	(336.89)	77.54%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	7,287,965	7,312,015	1,936,750.77	(5,351,214.23)	26.49%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	131,911	136,111	38,233.79	97,877.21	28.09%
Meter Section	258,720	258,720	130,361.77	128,358.23	50.39%
Raw Water Supply	62,813	62,813	27,126.54	35,686.46	43.19%
Water Plant	1,568,915	1,574,405	503,981.71	1,070,423.29	32.01%
Water Maint and Construction	838,830	842,630	204,663.28	637,966.72	24.29%
Wastewater Plant II	149,664	149,664	37,365.10	112,298.90	24.97%
Wastewater Plant	1,163,705	1,166,040	339,270.51	826,769.49	29.10%
Pump Stations	337,268	337,268	127,250.38	210,017.62	37.73%
Wastewater Maint & Construction	593,506	601,731	166,316.15	435,414.85	27.64%
Debt Service	479,487	479,487	470,824.08	8,662.92	98.19%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,271,817	1,271,817	330,605.68	941,211.32	25.99%
Total Water & Sewer Fund 60	6,856,636	6,880,686	2,375,998.99	4,504,687.01	34.53%
Triple Tier Fund 61	7,065	7,065	-	7,065.00	0.00%
Capital Reserve Fund 69	743,540	743,540	-	743,540.00	0.00%
Total Expenditures	7,607,241	7,631,291	2,375,998.99	5,255,292.01	31.13%
Excess of Revenues Over (Under) Expenditures	(319,276)	(319,276)	(439,248.22)	(95,922.22)	
Other Financing Sources					
Proceeds of Capital Lease	319,276	319,276	-	(319,276.00)	0.00%
Interfund Transfers 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 60 WS	-	-	-	-	#DIV/0!
Fund Balance Appropriated 61 TT	-	-	-	-	#DIV/0!
Fund Balance Appropriated 69 CR	-	-	-	-	#DIV/0!
Total Other Financing Sources	319,276	319,276	-	(319,276.00)	0.00%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	(439,248.22)	\$ (415,198.22)	
Fund Balance Beginning of Year			2,262,190.12		
Fund Balance Current Period			\$ 1,822,941.90		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Four Months Ended October 31, 2018**

Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	33.33% Percent of Budget
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<u>Central Depository</u>				
Cash	11100000	2,994,971.75		
BB&T MMA	11100001	128,303.17		
NCCMT	11100002	474,110.14		
Flexible Spending Account AFLAC	11100003	41,161.91		
Roxboro Savings Bank	11100004	520,173.38		
Gateway Bank MMA Finistar	11100005	-		
CD's	11130000	-		
Total Cash and Investments		\$ 4,158,720.35		\$4,158,720.35
<u>Breakdown by Fund:</u>				
General	10	\$ 2,636,588.32		
CDBG-Revolving Loan Fund	13	94,225.61		
Old Durham Road Project Fund	20	359.95		
Vehicle Special Revenue	26	4,479.59		
Ridge Road Capital Project	30	-		
Stormwater Capital Fund	50	163,593.48		
Enterprise	60	(769,124.61)		
Triple Tier Water	61	17,934.13		
Capital Reserve	69	1,898,667.21		
Wastewater Plant Capital Project	71	(4,014.41)		
Annexation Area Capital Project	73	-		
Christmas Club / Flex Fund	75	41,161.91		
LEO Pension Trust Fund	79	74,849.17		
Reserve for Interest Earned		-		
Total of Fund's Cash and Investments		\$ 4,158,720.35		\$4,158,720.35

City of Roxboro, North Carolina
Fund Balance
General Fund
As of October 31, 2018

	General Fund			
	31-Oct-18 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2019 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for inventories	\$ 45,118	1.22%	0.40%	0.44%
Reserved by state statute	653,781	17.68%	5.84%	6.33%
Reserved for streets - Powell Bill	287,458	7.77%	2.57%	2.78%
Reserved for cemetery	30,269	0.82%	0.27%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>3.65%</u>	<u>1.21%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>31.14%</u>	<u>10.29%</u>	<u>11.14%</u>
Unreserved				
Designated by Council	-	0.00%	0.00%	0.00%
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>2,546,086</u>	<u>68.86%</u>	<u>22.76%</u>	<u>24.64%</u>
Total fund balance unreserved	<u>2,546,086</u>	<u>68.86%</u>	<u>22.76%</u>	<u>24.64%</u>
Total equity and other credits	<u>\$ 3,697,700</u>	<u>100.00%</u>	<u>33.05%</u>	<u>35.78%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 11,187,785	
Prior Year Expenditures				\$ 10,333,189

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of October 31, 2018

	Enterprise Fund			
	31-Oct-18 Fund Balances	Percentage of Total Fund Balance	Percentage of Fiscal Year 2019 Budget	Percentage of Prior Year Actual Expenditures
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.78%	0.25%	0.28%
Reserved by state statute	422,861	23.20%	7.54%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>97.89%</u>	<u>31.82%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	121.87%	39.61%	43.39%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>(398,664)</u>	<u>-21.87%</u>	<u>-7.11%</u>	<u>-7.79%</u>
Total fund balance unreserved	<u>(398,664)</u>	<u>-21.87%</u>	<u>-7.11%</u>	<u>-7.79%</u>
Total equity and other credits	<u>\$ 1,822,942</u>	<u>100.00%</u>	<u>32.50%</u>	<u>35.60%</u>
Budget Ordinance for June 30, 2018, as Amended			\$ 5,608,869	
Prior Year Expenditures			\$ 5,120,360	

**City of Roxboro
Tax Collection Report
For the Month Ended
30-Nov-18**

	2018 Tax Levy	2017 Tax Levy	2016 Tax Levy
Original Levy	\$ 4,229,715.40	\$ 4,350,663.68	\$ 4,342,813.89
Motor Vehicles Added to Levy	0.00	0.00	0.00
Motor Vehicles Added to Levy-DMV	220,788.08	499,691.97	493,114.72
Public Utilities	-	-	-
Adjusted Original Levy	<u>4,450,503.48</u>	<u>4,850,355.65</u>	<u>4,835,928.61</u>
+Discoveries	<u>181,081.15</u>	<u>106,561.33</u>	<u>123,960.93</u>
Levy	<u>4,631,584.63</u>	<u>4,956,916.98</u>	<u>4,959,889.54</u>
-Releases	<u>2,514.66</u>	<u>11,006.57</u>	<u>6,001.95</u>
Current Levy	<u>4,629,069.97</u>	<u>4,945,910.41</u>	<u>4,953,887.59</u>
Collection year-to-date	\$ 1,549,431.58	\$ 4,892,981.53	\$ 4,929,445.67
Uncollected	\$ 3,079,638.39	\$ 52,928.88	\$ 24,441.92
Collection % of Current Levy	33.47%	98.93%	99.51%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.670	\$ 0.670

11. Assistant City Manager's Report

Assistant City Manager's Report

Wastewater Treatment Plant Project: Due to the recent rains, the project is falling behind schedule. The contractor is working as the weather permits. The oxidation ditch is part of the critical path and the contractor has devised a plan to start laying pipe in the front half of the ditch while excavation continues on the back half.

Also, a tractor trailer delivering equipment to the site, knocked down a power pole when turning into the plant on Tuesday night. Power was off to the plant for over three hours. The plant has a standby generator that provided power to the plant. The plant never stopped running do to the outage.

Winter Weather: As this is being written on Wednesday, the weather forecast is calling for the possibility of winter weather over the weekend. The front that is going to cause the winter weather is still over 2,000 miles away. Public Works is ready for whatever the storm brings us and in the meantime it will be work as usual. The salt bin and the brine tank are full. Trucks have the plows attached and are ready to go.

Street Resurfacing: Plans are being prepared for street resurfacing this spring. Some streets have been identified. If you know of streets that need resurfacing, please let us know and we will add them to the list and evaluate them. The number of streets resurfaced is depended upon the length and wide of the streets and how many will need milling prior to resurfacing. The total resurfacing project has a budget of \$175,000.

12. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: December 11th, 2018

- Please take note of several upcoming dates.
 - City Offices will be closed on December 13th from 11:30am until 2pm to allow staff to attend the Christmas Party
 - City Offices will be closed on December 24th, 25th, and 26th in observance of Christmas and January 1st in observance of New Year's Day
 - City Council Meeting, 7pm January 8th at City Hall
 - Chamber of Commerce Annual Banquet, Thursday January 24th from 5:30pm until 9pm Registrations are due by January 11th; Please let the City Clerk know if you plan to attend
- Staff has received an inquiry from the consultant working with NCDOT on the design of the Madison Boulevard Safety enhancements about the possibility of meeting jointly with the City and County Boards to inform the boards of the concepts under design consideration. Staff has worked with our counterparts at the County and it has been requested by the County that both boards receive updates at their regularly scheduled meetings. We have shared this information with the consultant and will be awaiting a response.
- Staff has been receiving an increasing volume of complaints on illegal dumping within the city. This dumping has primarily been reported in a few hotspots. We wanted City Council to be made aware that we are passing this concern and the impacted areas to the attention of the Roxboro Police Department. It is our intention that violators of this law will be held accountable. Additionally, it might be in the interest of Council to explore options for dealing with landlords abusing the intention of our bulk collection policy for their rental units.
- Staff was invited to participate in a meeting held with County Staff and the Closed Loop Partnership. Closed Loop has a fund which invests in infrastructure to further all ends of the recycling process. The City eliminated its curbside collection of recyclables in 2005 due to fiscal and lack of utilization concerns. The City considered its reimplemention in 2012 and did not receive an outpouring of support. Given the recent job announcement in our community of a post-consumer product industry and an offer to fund our infrastructure at no interest; it might be the appropriate time to explore more information. Unless instructed otherwise, staff will be conducting an analysis on the implementation of a residential curbside recycling program.