

**AGENDA ROXBORO CITY COUNCIL MEETING
MONDAY, JANUARY 7, 2019 at 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		
Public Services Department		
Fuel Expenditures		
Planning/URG Report		
RECOGNITIONS:		
PUBLIC COMMENT:	<i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
UPDATE ON MADISON BOULEVARD PROJECT		Mr. Robert Boot, Senior NEPA Planner/ Project Manager
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
NEW BUSINESS:		
1. Set Public Hearing for Stormwater Ordinance		Public Services Andy Oakley
OLD BUSINESS:		
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
2. Financial & Tax Report		Finance Director Dan Craig
3. Assistant Manager's Report		Assistant Manager Tommy Warren
4. Manager's Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
CLOSED SESSION:		
ADJOURNMENT:	Motion	Second

Consent Agenda

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Monday, January 7, 2019.

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 December 11, 2018 (*Regular Meeting*)
- Fire/EMS Monthly Report (*December 2018*)
- Police Dept. Monthly Report (*December 2018*)
- Public Services Monthly Report (*November 2018 & December 2018*)
- Fuel Expenditures Monthly Report (*December 2018*)
- Planning/RDG Monthly Report (*December 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
TUESDAY DECEMBER 11, 2018 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro-Tem Tm Chandler
Council Member Mark Phillips
Council Member Reggie Horton
Council Member Sandy Stigall

Members Absent: Council Member Byrd Blackwell

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. Police Chief David Hess provided the invocation.

PLEDGE OF ALLEGIANCE:

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

Mayor Marilyn P. Newell asked that **Council Member Byrd Blackwell** be excused from this meeting due to illness. **Mayor Pro Tem Tim Chandler** offered a motion to excuse **Mr. Blackwell** with a second by **Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda and asked for any additions or changes and there being none Mayor Newell asked that item #3 be changed in order with item #4. **Council Member Reggie Horton** offered a motion to approve the agenda as presented with a second by **Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the consent agenda and asked if anyone had any comments. A motion was offered by **Mayor Pro Tem Tim Chandler** 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.

RECOGNITION: Police Chief David Hess presented **Officer Trey Wright** for promotion to Detective with the Roxboro Police Department.

PUBLIC COMMENT:

Mayor Marilyn P. Newell invited anyone interested in addressing Council to sign-up for the public record and to limit his/her comments to five minutes.

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Finance Director Dan Craig presented Council with Budget Amendment #3. **After a brief discussion, Council Member Mark Phillips offered a motion to approve Budget Amendment #3 as presented with a second by Mayor Pro Tem Tim Chandler upon being put to a vote was carried unanimously. Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.**

2. Text Amendment – Electronic Gaming– *Public Hearing*

Mayor Marilyn P. Newell opened the Public Hearing at 7:15 p.m. Planning Director Lauren Johnson presented the Mayor and Council outlining the proposed City of Roxboro Unified Development Ordinance amendments as reviewed by the Planning Board at their October 1, 2018 meeting. The Planning Board offered a favorable recommendation on each of these proposed changes, which were also reviewed by the City Attorney's office. After a brief discussion, Mayor Newell asked for any public comment at this time and there being none, closed the Public Hearing at 7:20 p.m. Council and Attorney Nick Herman discussed the statutes and possible changes that could be forthcoming. After this discussion, **Mayor Pro Tem Tim Chandler offered a motion to table these text amendments for further investigation and updates with a second by Council Member Sandy Stigall** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

NEW BUSINESS

4. Storm Drain Concerns – Mr. Clyde Kelly

Mr. Clyde Kelly spoke before the Mayor and Council regarding storm water drains that are located on private property. Mr. Kelly stated that he had engineer reports and pictures that he offered to Council for review. The drains are causing property damage and Mr. Kelly feels that the City should do something regarding the situation.

3. Planning Annual Report

Planning Director Lauren Johnson presented the Mayor and Council with an annual report including updated data: 87 Zoning Permits, 33 Sign Permits to make a total of 120 Permits processed, 11 Zoning Map Amendment requests, 5 Special Use Permit requests, 9 Text Amendment requests, 2 Annexation requests for a total of 27, 190 Total documented complaints received via mail, e-mail, phone, in-person, and City website with 241 opened cases including 119 High Grass, 39 Minimum Housing, 20 Abandoned/Junked Vehicle, 63 Trash/Junk in Yard. Continuing, as of January 1, 2018, 45 documented open minimum housing cases pending from previous years with 15 minimum housing cases "closed" (5 City performed demolitions, 7 Owner performed demolitions and 3 Owner restorations), 8 minimum housing cases "work in progress".

5. Chemical Bids 2019

Assistant Manager Tommy Warren reported to the Mayor and Council that bids were received and opened on December 6, 2018 for chemicals to be used at the water and wastewater treatment plants for the year 2019. Overall, the cost of chemicals will increase approximately \$16,000. The prices highlighted in red went up in price, the green ones came down and the yellow stayed the same.

2018 Chemical Bid

	Aluminum Chloride Ton	Caustic Soda ton	Hydrofluosilicic Acid Ton	Blended Orthophosphate gal	Sodium Hypochlorite Tote gal	Liquid Sodium Permanganate gal	Sodium Hypochlorite Bulk gal	Industrial Solar Salt
Amerochem								
Pencco			\$280.75 ton					
Carus				\$0.33 pound (\$3.41 gal)				
USALCO	\$279.00 wet ton							
Waterguard			\$383.00 ton	\$3.15 gal	\$1.14 gal	\$10.16 gal	\$0/715 gal.	
Gulbrandsen	\$238.00 ton (\$0.119/lb)							
JCI Jones		\$670.00 dry ton						\$0.90
Sterling Water								
Univar USA		\$622.00 dry ton	\$300.00 wet ton				\$0.685 gal	\$169.00 dry ton
Brenntag	\$0.25 lb	\$621.00 dry ton			\$1.05 gal	\$1.05 pound (\$10.67 gal)	2,000-2,999 \$1.09 gal 3,000-3,990 \$0.915 gal	\$0.095 pound (\$190.00 ton)
Chemtrade	\$570.00 ton	\$645.00 ton						\$169.00 ton
2018 Bids	\$220.00		\$237.00 ton	\$2.57 gal	\$0.99 gal	\$8.00 gal	\$0.5963 gal	

After a brief discussion, **Council Member Sandy Stigall offered a motion to award the low bidder for each chemical for the year 2018 with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

6. Set Public Hearing for Tower Lease

City Manager Brooks Lockhart informed the Mayor and Council that staff has been in conversation with Verizon Wireless for leasing space on the Hill Street Tower. The proposed lease has been prepared in accordance with NCGS 160A-272 and includes terms for a lease of five years at a rate of \$2,000 per month with the option for both parties to renew the terms for four additional cycles for a total potential term of 25 years. This is a fair market value for the space and a term staff feels we could confidently offer to other wireless providers who wish to lease similar space. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to set the Public Hearing for February 12, 2018 with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

7. 2019 Holiday Schedule

Mayor Marilyn P. Newell presented Council with the proposed Holidays that the City will observe in 2019. After some discussion, **Council Member Reggie offered a**

motion to approve the holiday schedule as presented with a second by Mayor Pro Tem Tim Chandler and upon being put to a vote was carried unanimously.

8. City Council Meeting Schedule 2019

City Manager Brooks Lockhart presented Council with the proposed 2019 Council meeting schedule with one change for January. Council will be meeting on Monday, January 7, 2019 instead of Tuesday to accommodate a presentation by Mr. Robert Boot for an update on the proposed changes for Madison Boulevard. After some discussion, **Council Member Sandy Stigall offered a motion to approve the 2019 meeting schedule noting the January meeting change with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

9. Revolving Loan Applications

Finance Director Dan Craig presented Council with three Revolving Loan applications.

1) BVW Rentals LLC, single member of the LLC is Bruce Wrenn, has applied for a loan in the amount of \$30,000. The property is located at 126 S. Madison Boulevard. Substantial renovation is planned on the property, which will become rental property.

2) BVW Rentals LLC has also applied for a second loan of \$11,800 from the City Revolving Loan Program. The property is located at 482 Old Durham Road. Renovation has been completed on this property and 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. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve both loans as presented to BVW Rentals LLC with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

3) 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. Again the City will be in the position of a first deed of trust on the property for this loan. Person Properties 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 this loan in place. After a brief discussion, **Council Member Mark Phillips offered a motion to approve the loan as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

Committee Reports:

Mayor Merilyn P. Newell asked for any committee reports at this time. Mayor Newell reported that the Economic Development continues to work on the Mega Site. Council Member Reggie Horton attended the COG meeting and Mayor Pro Tem Tim Chandler reported that United Way is continuing to work on funding for 2019.

ADMINISTRATIVE REPORTS

10. Financial & Tax Report

Finance Director Dan Craig presented Council with Financial reports for months ending October 31, 2018 and tax reports for November 30, 2018. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

11. Assistant Manager's Report

Assistant Manager Tommy Warren reported to the Mayor and Council that due to recent rains, the project for the Wastewater Treatment Plant is falling behind. 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.

Mr. Warren also reported that a tractor trailer delivering equipment to the site, knocked down a power pole when turning into the plant. Power was off to the plant for over three hours, but the standby generator provided power to the plant during this time.

Public Works was prepared for the winter storm that brought 14" of snow to Roxboro. Crews worked around the clock to ensure the roads were treated and scraped.

Plans are being prepared for street resurfacing this spring. Some streets have been identified and Mr. Warren asked Council to inform staff of any streets that are in need of repair. The number of streets to be resurfaced will be dependent upon the length and width 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 Manager Brooks Lockhart reported to the Mayor and Council some upcoming dates including: City offices will be closed in observance of Christmas, December 24th – December 26th and for New Year's Day January 1, 2019 and the annual Roxboro Area Chamber of Commerce Banquet on January 24, 2019 at Palace Pointe.

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 meeting. To keep Mr. Boot from having to make two trips to Roxboro, it was the consensus of Council to approve the meeting date of January 7, 2019 at 7:00 p.m. for the regular City Council meeting rather than the date of January 8, 2019. **Clerk's Note:** This change will be noted in the annual schedule of the City Council meetings and will be advertised in the Courier Times.

Continuing, Mr. Lockhart reported to the Mayor and Council that 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 announcements in our community of a post-consumer product industry and an offer to fund 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.

COUNCIL DISCUSSION:

Mayor Newell asked for any discussion or concerns from Council Members. The Mayor and Council Members expressed their appreciation for the outstanding work by the crews from the recent snow in Roxboro. Also, a thank you to emergency personnel for their continued updates and support during the storm.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Reggie Horton with a second by Council Member Mark Phillips to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 9:00 p.m.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

December 11, 2018



City of Roxboro
Fire and Rescue Department

Date: January 1, 2019
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

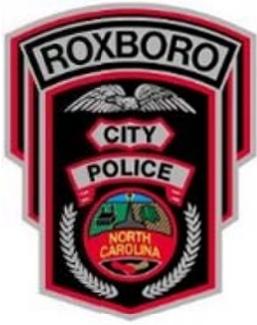
Highlight

- **Responses** - During the month of December the City of Roxboro Fire Department responded to 19 fire calls and 142 ems calls. During the month we also responded to 22 hazardous Conditions and 18 service calls. Over the course of December we responded to 116 calls in the city and 76 in county plus 22 mutual aid calls. Thirty five percent of the time we had two or more calls going at the same time with a total of 4 full alarms.
- **Christmas Lights** – Roxboro Fire Department removed the light from uptown Roxboro on New Years Day. It always seem too soon when they come down but we do at a time with less impact on the merchants.
- **Fires** In the month of December we have responded to several house fires near and around the holidays. The houses impacted several kids But we tried to lessen the impact. For one family the crew bought Christmas at last minute for them due to they lost their belongings on Christmas day.
- **Snow Event** Roxboro Fire Department and Chief Torain was out during the snow event help citizen get home and get moving from mishaps. Chief Torain help 42 cars and shoveled several drives that he noticed elderly people shoveling. Also during the event we carried patient to dialyze treatments.
- **Overdoses.** Roxboro fire department has responded to a number of overdose calls this month. From people in cars on side of the road to in bathrooms and beds. Lot can be attributed to a high dose of incidents in the drug that isn't usually there for example fentanyl.
- **Chaney's Champion** Roxboro Fire Department and Roxboro Police Department has partnered with Chaney's Champions to help preserve the memories of a ten week old boy. The bears they provide are given to stressful and traumatic events that involve kids.
- **The Firefighters Light of Honor Award** Chief Torain received this award Clark Oakley and The Time Travelers. The award was made of a light that once was on Old Betsy that was replaced because it was broken. Clark Oakley and his father

105 Court St.
Roxboro, North Carolina 27573

Harry Lee Oakley took the light and had it refurbished and given to Chief Torain by three kids that loved history. Mr. Oakley has had this light and award saving it for over 40 years.

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

December 2018

Patrol Division

Highlighted Events

- This year's Shop with a Cop included 21 children from all elementary schools in the County, Earl Bradsher, and two home schooled children. We received donations from Capital Power, Rotary of Roxboro, and a grant, which allowed us to increase the amount spent per child. Our goal next year is to increase the amount more next year.
- Trainee Police Officer A. Franklin successfully completed field training and was released to solo patrol on December 13th.
- All four of our trainees graduated Basic Law Enforcement Training and anticipate to be sworn as police officers the first week of January. Trainee Seifert was the BLET Class President. Thank you to City Council and Manager Lockhart for supporting the trainee program.

Upon their completion of field training, we will be fully staffed for the first time in nearly 10 years.



Community Policing

- 2019 Calendars were delivered to all sponsoring businesses.
- Honor Guard and Chief participated in Wreathes Across America.
- Chief began delivery of the Outstanding Business Partnership award to the 35 awardees this year. The award is given to businesses and local non-profit organizations who go above and

beyond their usual business practice to help further the police department's mission and community relations.

- Thank you to Concord UMC for providing breakfast to First Responders.
- The Citizens Police Academy 11th Session graduate December 4th. Congratulations to all graduates, including Councilman Mark Phillips!



Monthly Activities

Calls for Service: 1406

Traffic Enforcement Requests: 9

Traffic Crashes: 74

Total Arrests: 64

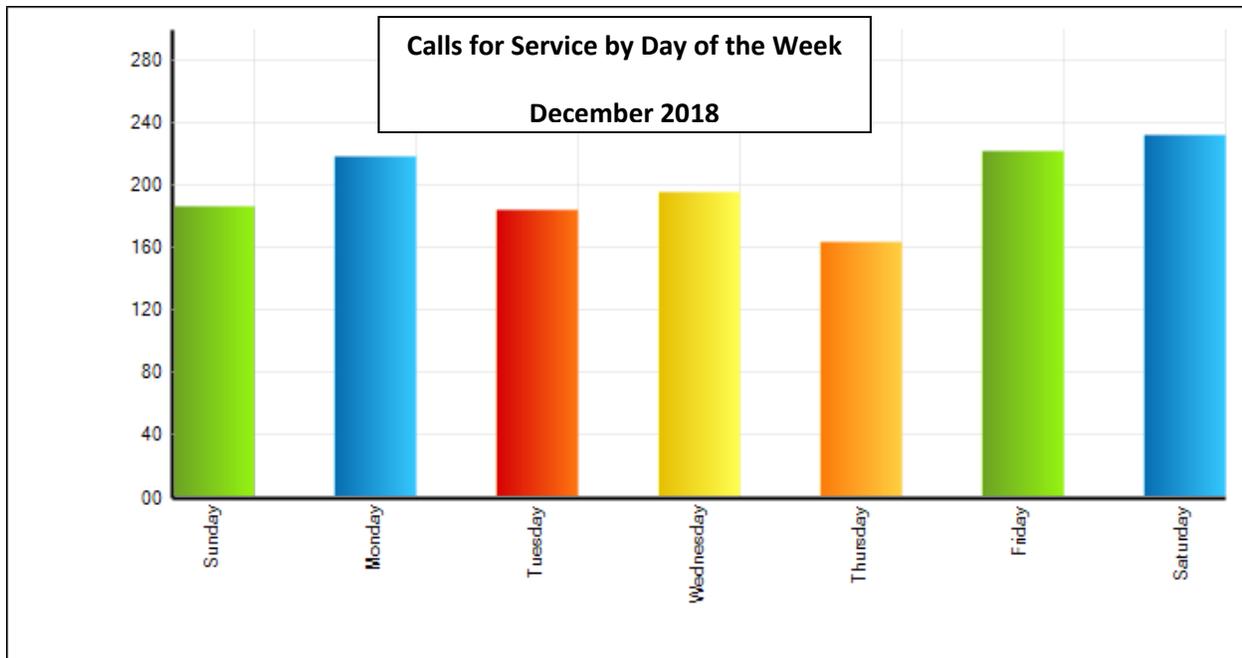
Directed/Foot Patrol: 283

Incident Reports: 163

Traffic Stops: 254

Citations Issued: 196

Warnings: 66



Criminal Investigations Division

- Detectives Howe and Wright presented Fraud Awareness for Seniors at the Aging with Gusto event.
- Sgt. Furstenau obtained warrants for Attempted Murder associated with a case back in January. The alleged offender is Rodney Fuller, who is currently in jail pending trial for murder. The two cases are not associated other than the alleged offender.
- Det. Howe investigated a shooting incident the night after Christmas. The victim sustained a non-life threatening injury Arrests were made in the case within 48 hours. More charges are pending.

Total Numbers for the Month

Cases Assigned: 16
Hours Completing Paperwork: 110
Call Outs: 7
Felony Warrants Obtained: 14
Total Arrests: 4
Cases Closed: 18
Forensic Processing Hours: 15
Search Warrants Executed: 5

Follow Up Hours in the Field: 137
Follow Up Hours by Phone: 42
Out of Town Follow Ups: 9
Misdemeanor Warrants Obtained: 2
Interviews Conducted: 16
Total Forensics Cases: 11
Court Hours: 22

Street Crimes Unit

- Continuing covert investigations.
- Street Crimes executed a search warrant that yielded the seizure of drugs and weapons.

Administrative Services Unit

- Began new police officer orientation. Special thanks to Corporal Blalock for taking a lead role with orientation and administrative training for the new recruits.
- Meetings: Command Staff; Planning for Wreathes Across America; Shop with a Cop; Planning session to host Blood Drive in January.
- Community Policing: Wreathes Across America; Christmas Parade; Shop with a Cop; 2019 Calendar deliveries.

Administration

Meetings

- Daily meetings with Command Staff.
- Attended various community events.
- Attended BLET Graduation.
- Participated in Shop with a Cop.
- Finalized draft of the department's Strategic Report.
- Projected to complete the department's 2018 Annual Report by the first week of January
- Meetings: District Attorney Perez; Sheriff Jones; Department Head, Rotary; City Manager; Human Resources; Staff meetings; City Council; NC Chiefs Association; and a local business owner.

Upcoming Events

- January 9th, Chief is expected to medically cleared from knee surgery to return to full duty status.
- Chief and Lt. Hughes are attending the North Carolina Association of Chiefs of Police annual conference January 12th thru 16th. Chief Hess will be the incoming 1st Vice President.
- January 24th Chief is hosting the new District Attorney Mike Waters and Chief District Court Judge Davis as guests at Rotary.
- January 30th the Police Department will attend in the County Human Trafficking forum.

Chaney's Champions donation event was held December 27, 2018. The non-profit organization donated 100 Chaney bears. Chaney's Champions was formed to honor the memory of Chaney James Corcoran, who passed away suddenly from SIDS at 10 weeks old. Chaney's Champions provides teddy bears to organizations that encounter children in a crisis situation. The "Chaney Bears" are used to help bring comfort to children in need and provide opportunities to pay kindness forward, which embodies the mission of Chaney's Champions to #ChampionOn with small tokens of kindness. Chief Torian gave a touching testament of how a Chaney Bear has already helped a local family recovering from a



devastating Christmas Day house fire.



THANK YOU FOR YOUR CONTINUED SUPPORT

Public Services Department Monthly Report



City of Roxboro

November 2018

Public Utilities Department	Public Works Department																																																									
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Water Repairs:</td><td style="text-align: right;">22</td></tr> <tr><td>Hydrant Repairs and Maint:</td><td style="text-align: right;">1</td></tr> <tr><td style="padding-left: 20px;">Meters Changed:</td><td style="text-align: right;">94</td></tr> <tr><td style="padding-left: 20px;">New Water Services:</td><td style="text-align: right;">1</td></tr> <tr><td>Broken Meters Replaced:</td><td style="text-align: right;">2</td></tr> <tr><td colspan="2"> </td></tr> <tr><td style="padding-left: 20px;">Sewer Repairs:</td><td style="text-align: right;">8</td></tr> <tr><td style="padding-left: 20px;">Sewer Blockages:</td><td style="text-align: right;">28</td></tr> <tr><td style="padding-left: 20px;">New Sewer Services:</td><td style="text-align: right;">0</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Locate Services Provided:</td><td style="text-align: right;">303</td></tr> <tr><td></td><td style="text-align: right;">50 Hrs</td></tr> </table> <p>Remarks:</p>	Water Repairs:	22	Hydrant Repairs and Maint:	1	Meters Changed:	94	New Water Services:	1	Broken Meters Replaced:	2			Sewer Repairs:	8	Sewer Blockages:	28	New Sewer Services:	0			Locate Services Provided:	303		50 Hrs	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Commercial Garbage:</td><td style="text-align: right;">447.07</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 20px;">Residential Garbage:</td><td style="text-align: right;">208.02</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Brush Collected:</td><td style="text-align: right;">16.8</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Leaves Collected:</td><td style="text-align: right;">121.8</td><td style="text-align: right;">tons</td></tr> <tr><td></td><td style="text-align: right;">0</td><td></td></tr> <tr><td style="padding-left: 20px;">Potholes Repaired:</td><td style="text-align: right;">4</td><td></td></tr> <tr><td style="padding-left: 40px;">Asphalt:</td><td style="text-align: right;">5.76</td><td style="text-align: right;">tons</td></tr> <tr><td style="padding-left: 40px;">Concrete:</td><td style="text-align: right;">0</td><td style="text-align: right;">yards</td></tr> <tr><td></td><td style="text-align: right;">16</td><td></td></tr> <tr><td style="padding-left: 20px;">Vehicle Repairs:</td><td style="text-align: right;">23</td><td></td></tr> <tr><td>Garage Materials:</td><td style="text-align: right;">\$10,655.14</td><td></td></tr> </table> <p>Remarks:</p>	Commercial Garbage:	447.07	tons	Residential Garbage:	208.02	tons	Brush Collected:	16.8	tons	Leaves Collected:	121.8	tons		0		Potholes Repaired:	4		Asphalt:	5.76	tons	Concrete:	0	yards		16		Vehicle Repairs:	23		Garage Materials:	\$10,655.14	
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Public Services Department Monthly Report



City of Roxboro

December 2018

Public Utilities Department	Public Works Department																																																									
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City of Roxboro, Nor LM
 Distribution of Gas T WD
 30-Nov-18 CS
 GC

Shell
 Account Number: 80-001-3945-4

Card Number	Dept Number	Make	Gallons	Gas Diesel Total Cost	0.5340 0.5940 Tax Adjust	0.05 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary									
1	4120	City Hall	18.94	43.54	10.11	0.95	0.38	32.10	2.299
2	4130	Finance	12.34	28.38	6.59	0.62	0.25	20.93	2.300
3	4160	Public Buildings	160.52	400.18	85.72	8.03	3.21	303.23	2.493
4	4180	Purchasing	-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning	-	-	-	-	-	-	#DIV/0!
		Total Administrative	191.80	472.10	102.42	9.59	3.84	356.25	2.461
5	4310	Police	2,007.39	4,913.98	1,071.95	100.37	40.15	3,701.52	2.448
6	4311	CID	101.74	250.75	54.33	5.09	2.03	189.30	2.465
26	4312	Narcotics	-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control	-	-	-	-	-	-	#DIV/0!
		Total Police	2,109.13	5,164.73	1,126.28	105.46	42.18	3,890.82	2.449
7	4340	Fire	1,465.26	3,839.26	843.93	73.26	29.31	2,892.76	2.620
8	4341	Fire Inspections	43.49	104.69	23.22	2.17	0.87	78.42	2.407
		Total Fire Dept.	1,508.75	3,943.95	867.15	75.44	30.18	2,971.18	2.614
10	4510	Public Services	89.03	217.02	47.54	4.45	1.78	163.25	2.438
11	4511	Streets	563.02	1,665.81	329.02	28.15	11.26	1,317.33	2.959
12	4512	Street Cleaning	-	-	-	-	-	-	#DIV/0!
13	4513	Garage	-	-	-	-	-	-	#DIV/0!
14	4710	Residential Garbage	1,164.73	3,600.55	691.85	58.24	23.29	2,827.17	3.091
15	4711	Commercial Garbage	975.87	3,021.89	579.67	48.79	19.52	2,373.91	3.097
16	4740	Cemetery	91.50	253.82	48.86	4.58	1.83	198.55	2.774
		Total Public Services	2,884.15	8,759.09	1,696.94	144.21	57.68	6,880.21	3.037
		Total General Fund	6,693.83	18,339.87	3,792.79	334.69	133.88	14,098.47	2.740
18	7112	Meter Reading	298.55	778.70	159.43	14.93	5.97	598.38	2.608
19	7114	Lake Warden	87.39	225.67	46.67	4.37	1.75	172.89	2.582
25	7118	Pump Stations	-	-	-	-	-	-	#DIV/0!
20	7120	Water Plant	79.71	196.46	42.57	3.99	1.59	148.32	2.465
21	7121	Water Line Maintenance	770.38	2,130.93	417.98	38.52	15.41	1,659.02	2.766
22	7130	WWTP	120.12	371.45	64.14	6.01	2.40	298.90	3.092
23	7131	Sewer Line Maintenance	630.57	1,647.41	346.67	31.53	12.61	1,256.60	2.613
24	7132	WWTP II	63.46	167.16	33.89	3.17	1.27	128.83	2.634
		Total Enterprise Fund	2,050.18	5,517.78	1,111.34	102.51	41.00	4,262.92	2.691
		Total All Funds	8,744.01	23,857.65	4,904.14	437.20	174.88	18,361.39	2.728



January 2, 2019

To: Mayor Newell
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: January Council Report

Uptown Development/Roxboro Development Group:

- New Board Members: The Uptown Roxboro Group is excited to share that two new individuals are now a part of the Board of Directors. Ford Bradshaw and Sherry Clayton joined the group as of December, and will work with the remaining members of the Board to implement the 2019 Plan of Work, which was a result of the planning session held in November.
- Desert Sands Renovations: The steering committee met to review the most recent sketches for design plans. The proposal was very well received. The contracted architect will now continue forward with formal drawings, construction plans, etc. for staff to use in submitting for grants, RFPs, etc. Staff anticipates receipt of said documents closer to the end of the first quarter of this year, and will share with Council when available.
- Community Feedback Campaign: Community Planner/URG Director, Lynda Clayton took to social media to receive feedback and input from the community regarding desires for Uptown in the coming new year. Many responses were received, with a variety of requests and suggestions. Ms. Clayton will compile these suggestions and take viable options to the URG Board for consideration and discussion at the January meeting.
- 2018 NC Main Street Accreditation Assessment Completed: Each year, the URG is required to submit a detailed account of the year's progress and accomplishments. This submission is one of two required reports that factor into determination of program accreditation. Typically, notifications are made in the spring regarding approval of the report and awarding the accreditation for another year.
- Uptown Developments:
 - 1792 Beer Company is officially open and ready for customers to visit.
 - The Farm to Home Market in Hall's Way closed January 1st.
 - Belles Choses Baking Co. closed in Hall's Way in early December.
 - Black Creek Brewery continues to find great success in bringing in various food trucks.



Planning & Development:

- Electronic Gaming Operation Text Amendment Research: Per the Council's request, staff has conducted an intensive search for various examples of Electronic Gaming Operation ordinances. The examples cultivated thus far have been compiled into a document for review by the attorney and various members of City staff. It is the intent of Planning Department staff to bring information to the Council for review at the February meeting, pending the feedback from legal counsel.
- Minimum Housing Updates: Council may have already noticed the two demolitions that took place between the December and January meetings. The residences at 206 Hill Street and 823 Durham Road have been demolished, and the lots graded and seeded. The property at 222 Bryce Street was scheduled for use as a training burn by the RFD, but the property owner needed additional time to remove personal items before this took place. Staff anticipates this can take place within the next month or so. Additionally, staff is working with Code Enforcement to determine the amount remaining in the abatement budget to process additional properties for demolition. Council can anticipate an update as we finalize the invoices from these last three demolitions.
- Increased Residential Development Inquiries: Staff continues to receive a number of inquiries regarding residential development within the City limits. As expected, the southern side of the city limits seems to be of the most interest. With recent annexations and approved subdivision plans, staff anticipates fielding additional requests for information regarding infrastructure and zoning regulations for tracts on the southern side of the town. As the City moves towards updating the Future Land Use Plan, it will be pertinent to consider areas that would be prime candidates for such residential development and plan accordingly.
- Changes to Review Time: Zoning Permit applications will look slightly different in 2019. Staff has modified the previous application to reflect some necessary changes to review time and processing of applications. Due to the number of applications received, and the review time needed to ensure compliance with all components of the UDO, Stormwater Ordinance, and/or Floodplain Development Ordinance (as applicable), applications now have a disclaimer at the top of the front page indicating a two week review period. Additionally, Planning staff will require written response from each of the other development review department heads prior to release of the permit. This is to ensure that all requirements for City regulations are met before the applicant is released to begin work. Applicants can still expect their applications to be handled as swiftly as possible, but staff hopes to instill reasonable expectations of response time so that individuals can plan accordingly the timelines for their projects.

Additional Updates:

- Conducted Planning Board meeting January 7th at 6pm.
- Completed numerous application reviews for zoning permits.
- Updated meeting calendars and board packets online for easy access by citizens. esthetically

1. Set Public Hearing - Stormwater Ordinance Revision

INTEROFFICE MEMO

January 7, 2019

To: Mayor and City Council

From: Andrew M. Oakley, Public Services Director

Subject: NPDES/Falls Lake Stormwater Ordinance Revision

The City of Roxboro's NPDES MS4 Permit for Stormwater Management was renewed on February 2018. As part of the renewal process, some minor revisions to our ordinance were noted.

To make these revisions to the ordinance, City Council will need to set a public hearing. Staff is requesting that City Council set a public hearing for the February Council Meeting. At that meeting, we will also provide a brief update on our Stormwater Program.

2. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Five Months Ended November 30, 2018

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)	Annual 41.67% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,768,851	\$ 4,768,851	\$ 1,604,450.31	\$ (3,164,400.69)	33.64%
Local Option Sales Tax	1,721,816	1,721,816	756,935.22	(964,880.78)	43.96%
Other Taxes and Licenses	12,000	12,000	6,469.29	(5,530.71)	53.91%
Unrestricted Intergovernmental	973,408	973,408	237,337.87	(736,070.13)	24.38%
Restricted Intergovernmental	637,276	637,396	274,569.45	(362,826.55)	43.08%
Permits and Fees	7,000	7,000	4,705.00	(2,295.00)	67.21%
Sales and Services	667,120	667,120	271,740.50	(395,379.50)	40.73%
Miscellaneous	20,247	20,247	51,190.97	30,943.97	252.83%
Investment Earnings	2,500	2,500	4,673.83	2,173.83	186.95%
Interfund Transfers	1,206,817	1,223,842	413,257.10	(810,584.90)	33.77%
Sale of Fixed Assets	15,000	15,000	187.88	(14,812.12)	1.25%
Total Revenues	10,032,035	10,049,180	3,625,517.42	(6,423,662.58)	36.08%
Expenditures:					
Governing Body - City Council	177,805	177,805	155,943.83	21,861.17	87.70%
City Hall Administration	544,510	561,535	273,792.78	287,742.22	48.76%
Finance	278,083	278,083	136,903.08	141,179.92	49.23%
Sales Tax	88,100	88,100	48,110.31	39,989.69	54.61%
Tax Collections	64,843	64,843	20,849.53	43,993.47	32.15%
Buildings & Grounds	220,644	220,644	58,479.33	162,164.67	26.50%
Safety / Purchasing	34,275	34,275	7,930.16	26,344.84	23.14%
Police	3,209,292	3,229,292	1,467,870.11	1,761,421.89	45.45%
Fire	2,218,717	2,218,717	966,544.89	1,252,172.11	43.56%
Emergency Communications 911	95,800	95,800	31,391.71	64,408.29	32.77%
Transportation - Streets	1,836,440	1,836,440	580,432.42	1,256,007.58	31.61%
Environmental Protection	1,142,526	1,142,526	534,357.97	608,168.03	46.77%
Economic Development	399,580	399,580	111,036.28	288,543.72	27.79%
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	11,204,810	4,740,947.09	6,463,862.91	42.31%
Excess of Revenues Over (Under) Expenditures	(885,750)	(1,155,630)	(1,115,429.67)	40,200.33	
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	\$ -	\$ -	(1,015,429.67)	\$ (1,015,429.67)	
Fund Balance Beginning of Year			4,702,534.97		
Fund Balance Current Period			\$ 3,687,105.30		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Five Months Ended November 30, 2018**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	41.67% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services Assessments	\$ 5,383,752	\$ 5,383,752	\$ 2,009,769.78	\$ (3,373,982.22)	37.33%
Tapping Fees	20,000	20,000	18,580.00	(1,420.00)	92.90%
Other Operating Revenues	35,519	35,519	2,241.24	(33,277.76)	6.31%
Nonoperating Revenues	500	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	-	-	-	-
Interfund Transfers	1,082,589	1,090,114	-	(1,090,114.00)	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	6,544,885	2,030,676.02	(4,514,208.98)	31.03%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	1,489.18	(5,475.82)	21.38%
Nonoperating Revenues	100	100	29.11	(70.89)	29.11%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	742,040	742,040	336,799.38	(405,240.62)	45.39%
Nonoperating Revenues	1,500	1,500	1,363.30	(136.70)	90.89%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	7,287,965	7,295,490	2,370,356.99	(4,925,133.01)	32.49%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	131,911	131,911	46,306.68	85,604.32	35.10%
Meter Section	258,720	258,720	145,005.00	113,715.00	56.05%
Raw Water Supply	62,813	66,973	31,408.42	35,564.58	46.90%
Water Plant	1,568,915	1,568,915	669,435.77	899,479.23	42.67%
Water Maint and Construction	838,830	841,830	249,346.33	592,483.67	29.62%
Wastewater Plant II	149,664	149,664	48,037.80	101,626.20	32.10%
Wastewater Plant	1,163,705	1,164,070	433,937.31	730,132.69	37.28%
Pump Stations	337,268	337,268	154,373.50	182,894.50	45.77%
Wastewater Maint & Construction	593,506	593,506	200,626.99	392,879.01	33.80%
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	413,257.10	858,559.90	32.49%
Total Water & Sewer Fund 60	6,856,636	6,864,161	2,862,558.98	4,001,602.02	41.70%
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	7,614,766	2,862,558.98	4,752,207.02	37.59%
Excess of Revenues Over (Under) Expenditures	(319,276)	(319,276)	(492,201.99)	(172,925.99)	
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	\$ -	\$ -	(492,201.99)	\$ (492,201.99)	
Fund Balance Beginning of Year			2,262,190.12		
Fund Balance Current Period			\$ 1,769,988.13		

**City of Roxboro, North Carolina
 Financial Statement - Unadjusted
 Modified Accrual Basis
 For the Five Months Ended November 30, 2018**

Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	41.67% Percent of Budget
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<u>Central Depository</u>				
Cash	11100000	2,223,937.25		
BB&T MMA	11100001	128,313.72		
NCCMT	11100002	196,308.26		
Flexible Spending Account AFLAC	11100003	33,268.29		
Roxboro Savings Bank	11100004	520,372.22		
Gateway Bank MMA Finistar	11100005	-		
CD's	11130000	-		
Total Cash and Investments		\$ 3,102,199.74		\$3,102,199.74
<u>Breakdown by Fund:</u>				
General	10	\$ 1,558,261.94		
CDBG-Revolving Loan Fund	13	63,659.02		
Old Durham Road Project Fund	20	359.95		
Vehicle Special Revenue	26	4,506.20		
Ridge Road Capital Project	30	-		
Stormwater Capital Fund	50	170,300.61		
Enterprise	60	(753,842.34)		
Triple Tier Water	61	1,271.37		
Capital Reserve	69	1,960,052.31		
Wastewater Plant Capital Project	71	(10,500.00)		
Annexation Area Capital Project	73	-		
Christmas Club / Flex Fund	75	33,268.29		
LEO Pension Trust Fund	79	74,862.39		
Reserve for Interest Earned		-		
Total of Fund's Cash and Investments		\$ 3,102,199.74		\$3,102,199.74

**City of Roxboro, North Carolina
Fund Balance
General Fund
As of November 30, 2018**

	General Fund			
	30-Nov-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	17.73%	5.83%	6.33%
Reserved for streets - Powell Bill	287,458	7.80%	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>3.66%</u>	<u>1.20%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>31.23%</u>	<u>10.28%</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>2,535,491</u>	<u>68.77%</u>	<u>22.63%</u>	<u>24.54%</u>
Total fund balance unreserved	<u>2,535,491</u>	<u>68.77%</u>	<u>22.63%</u>	<u>24.54%</u>
Total equity and other credits	<u>\$ 3,687,105</u>	<u>100.00%</u>	<u>32.91%</u>	<u>35.68%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 11,204,810	
Prior Year Expenditures				\$ 10,333,189

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of November 30, 2018

	<u>Enterprise Fund</u>			
	<u>30-Nov-18 Fund Balances</u>	<u>Percentage of Total Fund Balance</u>	<u>Percentage of Fiscal Year 2019 Budget</u>	<u>Percentage of Prior Year Actual Expenditures</u>
Fund Balances				
Reserved				
Reserved for encumbrances	\$ 14,267	0.81%	0.26%	0.28%
Reserved by state statute	422,861	23.89%	7.56%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>100.82%</u>	<u>31.91%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	125.52%	39.73%	43.39%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>(451,618)</u>	<u>-25.52%</u>	<u>-8.08%</u>	<u>-8.82%</u>
Total fund balance unreserved	<u>(451,618)</u>	<u>-25.52%</u>	<u>-8.08%</u>	<u>-8.82%</u>
Total equity and other credits	<u>\$ 1,769,988</u>	<u>100.00%</u>	<u>31.65%</u>	<u>34.57%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 5,592,344	
Prior Year Expenditures			\$ 5,120,360	

3. Assistant Manager's Report

Assistant City Manager's Report

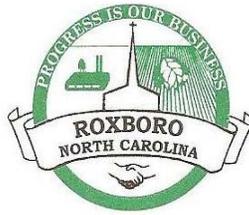
Christmas Holidays – Garbage collection went well this year. No major complaints were received by Clearinghouse. The City is back on its regular garbage collection schedule.

Water Plant Wastewater Treatment Permit Requirements - When the Water Plant received its wastewater discharge permit, there were a couple of new requirements. One was a copper limit was placed on the wastewater discharge. The new limit is 7.88 micrograms/L. This limit is for the discharge of the wastewater only. It has nothing to do with the potable water. The limit on copper in drinking water is much less. That was also a requirement that the City perform a Discharge Alternatives Evaluation. The draft has been completed. Plus, in this year's budget are fund to do a preliminary evaluation and design of a new lab to replace the original one. The new testing requirements in the permit are making a larger lab a necessity.

Marlowe's Creek Upgrade – Andy is meeting with the engineers from Ally Williams Carman and King on Thursday, January 3, 2019, to begin designing the upgrade of Marlowe's Creek Outfall, Billy Hicks Rd pump station and force main. This upgrade was prompted by the new subdivision being built on US 501.

Wastewater Treatment Plant Upgrade – The wet weather has slowed the progress at the wastewater treatment plant. The contractor did take a week off for Christmas. The grading sub continued to work. The blasting company was in during December and drilled and shot the rock in the waterline trenches, plus the rodbusters installed some wall forms on the new digester.

4. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: January 7th, 2019

- Please take note of several upcoming dates.
 - Chamber of Commerce Annual Banquet, Thursday January 24th from 5:30pm until 9pm
 - Good Morning Coffee Hour, 8am Wednesday January 30th at Golden Corral-Guardian Ad Litem/Dan Craig CPA
 - City Council Meeting, 7pm Tuesday February 12th at City Hall
- The Hill Street Tower Lease public hearing discussed at our December meeting has been moved to the February Agenda. The advertising requirements for the lease of public properties as addressed in NCGS 160A-272 require a 30 day notice and our movement of the Council meeting date to the 7th required we reschedule and advertise for our next meeting. Staff has the executable lease documents in hand and they have received a favorable evaluation by our legal counsel. In addition, Council will receive materials to enable the establishment of a new enterprise fund for the Tower and an Enterprise Budget. Finally, Council will be able to review and execute a potential contract for renovations to the Tower.
- Staff has received an update on the planned safety enhancements for the Long Avenue and Morgan Street intersection. Duke Energy was prompt in the relocation of their utilities, but CenturyLink has not moved their utilities at this time. Staff had previously shared the intention for these enhancements to be completed over the schools' Christmas break. The new schedule will be dependent on CenturyLink but NCDOT has advised that it is their intention to complete the project while students are out of school. Their projected completion date will either be spring break or after the completion of the school year.
- Staff is continuing to enhance our utility billing operations. This month introduced a new configuration and implementation concern in our billing, which is being addressed. Furthermore, staff is conducting research and an audit on our policies and procedures for Uptown Commercial Waste. As reported earlier, staff will continue to roll out additional quality of life enhancements in our new software.
- Finance staff has developed our Budget Development Calendar and soon budget planning season will be underway. Major items for consideration this fiscal year include, but are not limited to: our study on the Water Treatment Facility (Lab) enhancements necessitated by our permitting, Marlowe's Creek Sewer Study necessitated by growth pressures to our south, and a feasibility study on Residential Curbside Recycling program. The Draft Calendar follows this report for your approval, please note that any dates listed are subject to change to accommodate the availability of the Mayor and Council.

City of Roxboro, North Carolina
Draft Budget Development Calendar
For the Fiscal Year Ending June 30, 2020

<u>Date 2019</u>	<u>Day</u>	
January 14	Monday	CIP requests distributed to Department Heads
February 11	Monday	CIP requests returned to Finance Officer
February 25	Monday	Budget Workbooks distributed to Department Heads
March 25	Monday	Department Heads return budget requests to Finance Director
March/April		Departmental budget requests and estimated revenues reviewed and adjusted to permit preparation of balanced budget.
May 3	Friday	Print First Draft of Budget for City Council
May 14	Tuesday	Budget Presentation City Council Meeting
May 21 & 28	Tuesdays	Council Budget Work Sessions (as necessary)
June 7	Monday	Draft budget finalized; budget ordinance prepared.
June 11	Tuesday	Public hearing (regular June City Council meeting)
June 25	Tuesday	Adoption of Budget (special called meeting)
July 1		Budget Implementation

The dates listed above are subject to change to accommodate Mayor and City Council Schedule.