

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, APRIL 9, 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
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Budget Amendment		Finance Director Dan Craig
2. Rezoning Request – 804 N. Madison Boulevard – <i>Public Hearing</i>		Planning Director Lauren Johnson
3. Demolition Ordinance – 146 Clayton Street – <i>Public Hearing</i>		Planning Director Lauren Johnson
4. Demolition Ordinance – 830 S. Main Street – <i>Public Hearing</i>		Planning Director Lauren Johnson
NEW BUSINESS:		
5. Offer to Purchase – Corner of Barnette Avenue and Broad Street		Assistant Manager Tommy Warren
6. 2019 Fireworks Contract		City Manager Brooks Lockhart
OLD BUSINESS:		
7. Revision of Verizon Contract		City Manager Brooks Lockhart
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
8. Financial & Tax Report		Finance Director Dan Craig
9. Assistant Manager’s Report		Assistant Manager Tommy Warren
10. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
CLOSED SESSION: Per NCGS 143.318.11(a)(1) Attorney/Client Privilege		
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, April 9, 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 _____** upon being put to a vote, was carried unanimously.

- Minutes of March 18, 2019 Local Government Day (*Regular Meeting*)
- Minutes of March 5, 2019 (*Special Meeting*)
- Fire/EMS Monthly Report (*March 2019*)
- Police Dept. Monthly Report (*March 2019*)
- Public Services Monthly Report (*March 2019*)
- Fuel Expenditures Monthly Report (*March 2019*)
- Planning/RDG Monthly Report (*March 2019*)

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, MARCH 5, 2019 – 6:00 P.M. SPECIAL PLANNING MEETING
CITY COUNCIL CHAMBERS, CITY HALL, ROXBORO, NC**

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

Members Absent:

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

CALL TO ORDER:

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

AGENDA ADOPTION:

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

Items for Discussion:

1. B3 Commercial Solid Waste Discussion

City Manager Brooks Lockhart explained to the Mayor and Council that it is the intention of staff to receive feedback from the Council prior to meeting with the B3 Business District and presented Council with a draft policy for consideration. The purpose is to provide clarity to the current business practices in the urban core regarding the placement and servicing of Commercial Solid Waste. The B3 Zoning District allows development with zero setback distance which has resulted in unique development. The development of properties varies significantly in that some properties may have no rear access, nor any suitable space for the placement of a trash receptacle. The B3 district promotes a pedestrian environment, with spacious sidewalks, and public trash receptacles, which reduce litter by making sure the proper facilities are available. This policy has been drafted to ensure the urban core has a commercial solid waste policy that considers its uniqueness.

Mr. Lockhart listed the following objective/goals:

- To recognize that a one size fits all approach to Solid Waste in the unique B3 Zoning District would be very cumbersome to implement
- To recognize that different commercial businesses create different waste streams, and options afforded to other districts like rollout carts might not be feasible
- To ensure that commercial waste streams avoid monopolizing the public receptacles intended for business patrons
- To ensure all B3 businesses have a documented plan for solid waste disposal.

After some discussion, it was the consensus of Council for city Manager Brooks Lockhart and URG Director Lynda Clayton to poll uptown businesses and have discussions about a solution and to include uptown apartments.

2. Strategic Planning Discussion and Updating

City Manager Brooks Lockhart went over the Strategic Plan updating each section and would like to move all completed projects to an appendix. There are many on-going projects and future projects. The Mayor and Council would like to meet more often to keep the Strategic Plan active and on-going. Possibly meet every six months for updates.

COUNCIL DISCUSSION: Mayor Marilyn P. Newell would like for City Council to do a ride along with PATS after the Local Government Day meeting on March 18, 2019, to see the routes and offer support for this mode of transportation for the citizens of Roxboro/Person County.

There being no further business to discuss, Mayor Pro Tem Tim Chandler offered a motion to adjourn this meeting at 9:40 p.m. with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

Submitted By:

Trevie Adams, MMC/NCCMC
City Clerk

March 5, 2019

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
MONDAY MARCH 18, 2019 – 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 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: Council Member Byrd Blackwell

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 in observance of Local Government Day. **Public Services Director Andy Oakley** delivered the invocation.

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

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 to remove item #1, Closed Session and change item #4 to Ordinance Update to UDO. **Council Member Reggie Horton** offered a motion to approve the agenda with the deletions and corrections as requested with a second by **Council Member Mark Phillips** 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. **Council Member Mark Phillips** offered a motion to approve the consent agenda as presented with a second by **Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

RECOGNITION:

Mayor Marilyn P. Newell read a Proclamation for Partnership for Children acknowledging April as Child Abuse Prevention Month.

Uptown Roxboro Development Director Lynda Clayton presented the Roxboro Fire Department to the Mayor and Council as Main Street Champions. The Fire Department was recognized at the annual conference the first of March in Salisbury, North Carolina.

Assistant Manager Tommy Warren presented a video of the Wastewater Treatment Plant Project to give the students an idea of what upgrades are required and how extensive a project of this size can be.

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. **Special Event Permit – “Step Into the Arts” - *Public Hearing***
Item removed.

2. **Special Use Permit – 115 James Street - *Public Hearing***

Mayor Marilyn P. Newell opened the Public Hearing at 9:55 a.m. This being a **Quasi-Judicial** hearing, **Mrs. Lauren Johnson** and **Mr. Tony Wesley** were sworn in by the Mayor for any testimony to be given.

Mrs. Johnson presented the Mayor and Council with a Special Use Permit request to construct a 1,200 square foot building at the property located at 115 James Street for use as a hair salon.

Findings: The location on James Street constitutes approximately 10,244 square feet of vacant land. To the immediate right of this property is the driveway of a flag-lot (also owned by the applicant) and a single-family dwelling (not owned by the applicant). There are several business uses in this same vicinity, including a fitness center located at the corner of James Street and Chub Lake Road, a wellness services/hair salon at the opposite corner of James Street and Chub Lake Road, and a barber shop located at the corner of James Street and Gordon Street. There are several other single-family dwellings mixed in this area as well.

Review of the submitted site plan (Exhibit A) shows the required yard setbacks are maintained at all lot lines for this proposed development. There is a required buffer between this proposed commercial use and the surrounding residential uses, which is not currently shown on the map. The applicant does show an enclosure for the trash receptacles. Section 9.4.5. of the UDO requires this enclosure be screened on three sides by a 6' high opaque fence (wood, masonry, or other), or a 6' solid vegetative buffer. Staff would recommend the applicant be required to submit all of this information on an updated site plan, as a contingency of approval for the proposal.

Furthermore, the City of Roxboro UDO requires that all non-residential uses must have at least one loading space with a minimum dimension 15' x 30' (Section 9.15.1. and 9.15.6.2.). Because the proposed site plan includes more parking spaces than is required for this specific use, staff feels confident that one of the existing spaces can be designated for this loading space and satisfy the requirement. Again, staff would recommend the applicant be required to submit this information on an updated site plan, as a contingency of approval for the proposal.

As a non-residential use, this new construction is required to include construction of a sidewalk, built to City's standards, on the James Street right-of-way, as referenced in Section 2.20 of the City's UDO. Staff would recommend the applicant be required to submit an updated site plan that designates the location and dimensions of the required sidewalk across the property, built to City standards, as a contingency of approval for the proposal.

This property is located in the Roanoke Watershed, which requires special regulation for development and area disturbance. Andrew Oakley is the City of Roxboro Stormwater Administrator, and therefore must sign off on all new construction and development. Mr. Oakley requested a condition be placed on any approval for this proposal, requiring the applicant submit an updated site plan that shows the disturbed area and impervious surface totals for the proposed development. Furthermore, Mr. Oakley, as the Public Services Director has requested a condition be placed on any approval for this proposal requiring the applicant submit construction drawings for the project that will include the location of all utilities and specifics of the driveway construction to City standards.

A part of the review for this development included seeking input from the Roxboro Fire Department, Person County Building Inspections Department, and a local appraiser regarding any concerns of development at this location. Exhibits C, D, and E respectively, will show the responses received from those inquiries. There were no issues identified.

Continuing, Mrs. Johnson stated that the City Council shall issue a Special Use Permit only if it has evaluated an application through a quasi-judicial process, and determined that the following statements are found in the affirmative.

- (a) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
- (b) The special use will be in harmony with the existing development and uses within the area in which it is to be located.
- (c) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
- (d) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
- (e) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- (f) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
- (g) Public access shall be provided in accordance with the recommendations of the City's land use plan and access plan or the present amount of public access and public parking as exists within the city now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking shall govern.
- (h) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the City Council.

Conditions:

Prior to granting any Special Use Permit, the Council may require, conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the "special use", as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified above. The reasons/justifications for special conditions must be stated and tied to one or more of the findings above.

Staff recommends the following conditions:

- (1) Applicant must provide an updated site plan, showing the following information:
 - Bufferyard details including location, type, and dimensions;
 - Driveway construction details to verify City standards are met;
 - One loading space of no less than 15' x 30';

- A note showing specifics of trash receptacle enclosure to verify materials and height meet UDO requirements;
- Sidewalk details including location, dimensions, and specifics verifying construction to City standards;
- Site data table indicating total disturbed area and impervious surface for the project.

(2) Applicant is required to submit all necessary applications and documents for required Building Inspections permits for construction of the proposed structure.

(3) Applicant will need to obtain all necessary permits for any signage at this location.

These conditions are assigned to ensure the project will meet findings (d), (e), (f), and (g).

Mayor Marilyn P. Newell asked for any further comments and there being none, closed the Public Hearing at 10:08 a.m.

After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve the Special Use Permit request for 115 James Street for the proposed construction of a new building to house a hair salon on the undeveloped site, as described in the application packet, with the proposed conditions outlined in Docket #SUP2019-01, as it meets the required findings outlined in Section 4.9.4.5. of the City's UDO, with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

3. Tower Enterprise Budget Ordinance

City Manager Brooks Lockhart reported to the Mayor and Council that this agenda item is to approve a budget amendment which will create a department within the general fund for the repair expenses and future maintenance for the Tower. This will allow the City to maintain the revenues for the tower lease as unrestricted funds while ensuring that staff annually considers the needs of the Tower.

As discussed previously, the City owned Tower on Hill Street will require some investment for some modifications to ensure the long term viability of the asset. Previously designed modifications to the Tower do not take into account the potential impact of the addition of Verizon's equipment to the Tower. Per direction from City Council in February, the Engineer has proceeded with updates to staff's modification plan. The budget amendment from this agenda item provides an estimate of \$170,000 for modification cost.

Tower Engineering Professionals have given a rough approximation outline of potential lead times for the modifications, which include:

- Design underway
- Council Approval for Modification Contract
- Six weeks for materials
- Four weeks for construction
- Verizon Lease term to begin June 1, 2019

After a brief discussion, **Council Member Mark Phillips offered a motion to approve the Budget Amendment as presented with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

OLD BUSINESS:

4. UDO Text Amendment

Planning Director Lauren Johnson presented Council with an Ordinance to Regulate General and Adult Gaming Establishments by Amendments to the City of Roxboro Unified Development Ordinance. After some discussion, the following suggestions were made:

- Date to be effective – June 1, 2019
- Section 7.48.1 – change time of adult gaming establishments operations from 10:00 a.m. until 9:00 p.m. to 10:00 a.m. until 10:00 p.m., Monday through Saturdays.
- Section 7.48. 2 – Adult gaming establishments shall also not be placed on properties within 200 feet of any of the aforementioned uses, measured from the closest point between the building housing the adult gaming establishment and the building housing the use from which the establishment must be distanced.
- Section 7.48.5 – change the minimum age of adult gaming from 18 years of age to 21 years of age.
- 7.48.6 – Shall read: The maximum number of terminals/computers/machines/gaming terminals and the maximum number of patrons at one time shall be 20.

After further discussion, **Council Member Mark Phillips** offered a motion to approve the requested text amendment with changes noted for Docket #TA2018-03, because the amendment is consistent with the City's Comprehensive Land Use Plan in that it is in the public interest of the City of Roxboro because it takes into concern public safety and guidance in matters of this nature for future reference, with a second by Mayor Pro Tem Tim Chandler and upon being put to a vote was carried unanimously.

NEW BUSINESS:

5. Desert Sands Update

Planning Director Lauren Johnson and **URG Director Lynda Clayton** presented the Mayor and Council with the proposed design for the Desert Sands Redevelopment on North Main Street, as well as an updated cost assessment and timeline.

Mayor Marilyn P. Newell called for a recess at 11:17 a.m. for Council to ride the PATS route. **Mayor Newell** called the meeting back to order at 1:04 p.m.

COMMITTEE REPORTS:

- **Chief's Association** – **Council Member Mark Phillips** attended and would like safety programs.
- **United Way** – **Mayor Pro Tem Tim Chandler** reported that funding is down significantly.
- **Mayor Marilyn P. Newell** reported that Polywood is in the process of training new employees and that Economic Development did not have any new announcements at this time.

ADMINISTRATIVE REPORTS:

6. Financial & Tax Report

Interim Finance Director Dan Craig presented Council with the **Financial Statement ending January 31, 2019** and the **tax report ending February 28, 2019**. **Mr. Craig** also presented Council with an overview of the 2018 Audit Report. **Clerk's Note:** A copy of said Financial and Tax Report are hereby incorporated into the minutes of this meeting.

7. Assistant Manager's Report

Assistant Manager Tommy Warren reported to the Mayor and Council that the first of several big concrete pours occurred on February 27, 2019 at the Wastewater Treatment Plant. The contractor pored two halves of the circular ends of the oxidation ditch and the week of March 4th they poured the middle section. Between weather and rock, the contractor has a 90-day delay, however the contractor is only 26 days behind.

City Council approved installing a crosswalk on South Main Street with a pedestrian crossing sign at the intersection of South Main and Barden Street. The sign has been ordered and when the weather breaks, the crosswalk markings will be installed.

Continuing, Mr. Warren reported that the County has awarded a contract to H.G. Reynolds for the installation of the 12' waterline to the Mega Park. A preconstruction meeting has been held with both the contractor and NCDOT. The contractor expects it will be two months before the work begins.

8. Manager's Report

Manager Brooks Lockhart informed the Mayor and Council that staff is continuing to enhance the utility billing operations. Staff is creating marketing materials to let the utility customers know about "TylerNotify". This system will allow the City to text and/or provide automated calls to customers. There is a cost to the City per call or text, but the system does not charge the City if a number cannot be reached. The primary use of the system will be a friendly reminder to customers about past due payments prior to disconnection of services. Staff will be sending a water bill insert to all our customers requesting the following: updated contact number(s), their preference of receiving a call and/or text, and to contact the city if they desire to opt out of receiving notifications. By default the system is set to notify all, staff must manually mark an account for it to opt out. Finally, the software company is working on an update using Google Maps API to be able to notify residents based on geography, this will be useful for emergencies like gas leaks, disruptions to water services, or boil advisory notices.

Continuing, Mr. Lockhart stated that staff has been reaching out to the businesses in the B3 Zoning District regarding trash collection policies. The B3 zoning district does not require building setbacks and commercial trash must be considered in this context. Staff will be collecting information and intends to bring an updated draft before Council at the April meeting. Staff is also working on scheduling a meeting with the Christian Help Center to follow up on the parking concerns. Staff will work with the adjacent businesses and Roxboro Community School to devise a recommendation to Council for consideration. The intention is to have a proposal for consideration by the April or May Council Meeting. Revising the current parking configuration would be an amendment to the City Ordinance and would require a public hearing.

Mr. Lockhart also ask that two special meetings be scheduled for review of the Strategic Plan and a Budget Work Session. After some discussion, Tuesday, April 2, 2019 from 6:00 p.m. – 8:30 p.m. will be for the Strategic Plan Review and Wednesday, April 10, 2019 from 6:00 p.m. – 8:00 p.m. will be a Budget Work Session.

COUNCIL DISCUSSION:

No discussion at this time.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Reggie Horton with a second by Mayor Pro Tem Tim Chandler to adjourn this meeting** and upon being put to a vote, was carried unanimously. Meeting adjourned at 1:37 p.m.

Mayor Marilyn P. Newell

ATTEST:

Trevie Adams, MMC/NCCMC
City Clerk

March 18, 2019

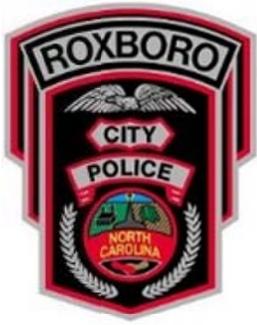


City of Roxboro
Fire and Rescue Department

Date: April 4, 2019
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of March the City of Roxboro Fire Department responded to 26 fire calls and 160 ems calls. During the month we also responded to 6 hazardous Conditions and 16 service calls. Over the course of March we responded to 152 calls in the city and 70 in county plus 30 mutual aid calls. 21 percent of the time we had two or more calls going at the same time with a total of 3 full alarms.
- **Control Burns** Roxboro Fire Department was notified that we can't do training burns on structures unless we have Live Burn Instructors on scene. At this time we don't have but one live burn instructor in the department. That one instructor would have to be do all the paperwork and permits and be on site of any burn we do. To help with this I have request a Live Burn Class from the Office of the State Fire Marshall. We have several people with everything they need to take the class.
- **Red Cross** Roxboro Fire Department is looking into the possibility of partnering with Red Cross to be able to check and issue smoke detectors in our district. The Red Cross would supply the detectors and we will install. The issue we are trying to work out is the paperwork that has to be filled out for everyone that is installed and whether the occupant has to sign for the detectors. We partnered with the State years ago and found that a lot of elderly people did not feel comfortable signing for them because of the fear that would be charged later.
- **Training** Chief Torain attended a Bladder Cancer seminar due to the new study that said firefighters are twice as likely to have bladder cancer that the general public. We will be joining a walk to end bladder cancer soon.
- **Litter** We have been picking up litter at different time during the month. We install the litter bags in the dumpster beside city hall just in case the question arise why we putting garbage in the dumpster.



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

March 2019

Patrol Division

Highlighted Events

- Lt. Dickerson worked with the Property Managers of Brookstone to have illegal debris removed from the property.
- Met with supervisors to review risk management mitigation protocols and policy training.
- Command staff attended an employee's family member viewing and funeral.
- Met with a vendor to test and evaluate a product.

Community Policing

- Hosted local Cub Scout group. Demonstrations included K-9, forensic science and firearms.
- Property Owners Collaborative.
- Assisted staff at the Senior Center moving equipment for a senior activity.
- Sgt. Furstenau and Det. Wright spoke with residents at Cambridge Hills about Senior Safety and Fraud protection.
- Honor Guard is participating in the Vietnam Veterans Memorial.
- While attending Risk Management training in Morehead City, Corporal Lynch was able to get the department's Military Tribute vehicle on the base at Fort Bragg to take a photograph at the Vietnam Veterans Memorial. We extend our appreciation to all Veterans and to City Council for supporting this vehicle.



January 2019 Monthly Activities

Calls for Service: 1466

Traffic Enforcement Requests: 7

Traffic Crashes: 54

Total Arrests: 73

Directed/Foot Patrol: 226

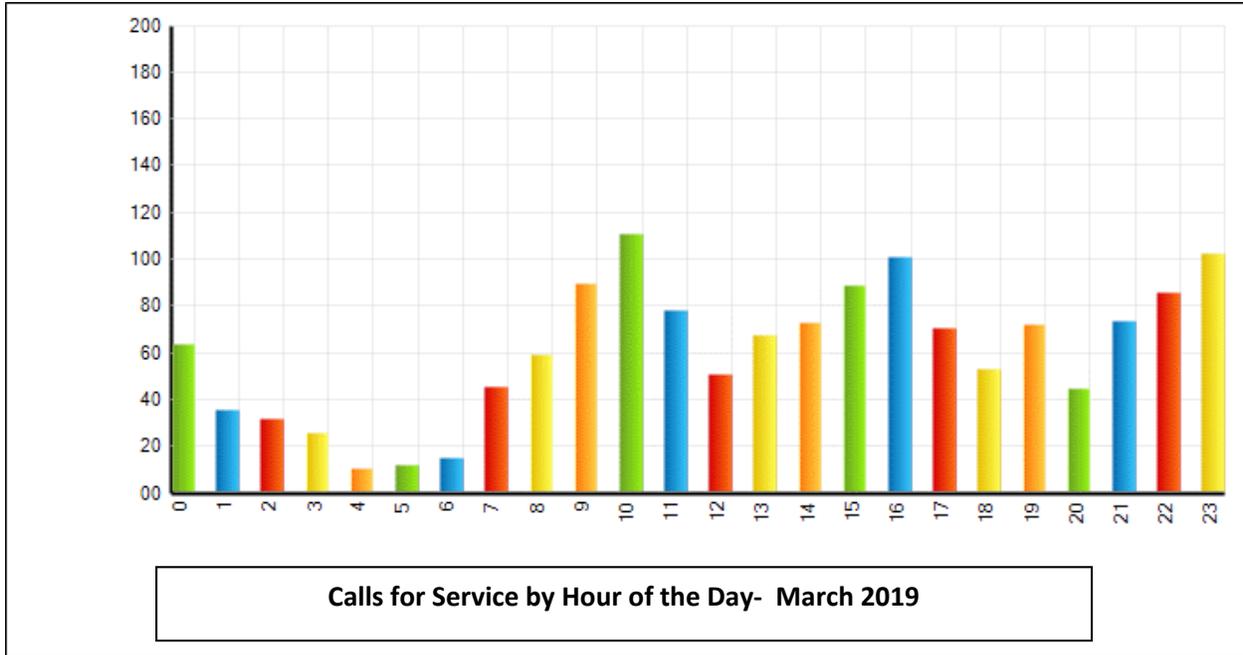
Incident Reports: 174

Traffic Stops: 398

Citations Issued: 298

Warnings: 53

K-9 Utilizations: 16 & 1 Demo



Criminal Investigations Division

- Detectives Howe and Wright demonstrated forensic science to a local elementary school and a Cub Scout group.
- Investigated a personnel matter.
- Assisted with absconder arrest operation.

Total Numbers for the Month

Cases Assigned: 18

Hours Completing Paperwork: 125

Call Outs: 3

Felony Warrants Obtained: 18

Total Arrests: 7

Cases Closed: 10

Forensic Processing Hours: 6

Search Warrants Executed: 3

Follow Up Hours in the Field: 190

Follow Up Hours by Phone: 37

Out of Town Follow Ups: 0

Misdemeanor Warrants Obtained: 3

Interviews Conducted: 12

Total Forensics Cases: 8

Court Hours: 33

Street Crimes Unit

- Continuing covert investigations.
- Conducted surveillance at several complaint locations.

Administrative Services Unit

- Lt. Walker graduated the NC State LEEP program.
- Hosted a regional DWI training course that trained 25 police officers in DWI detection and enforcement.
- Attended GHSP Coordinator meeting.
- Attended National Night Out planning session.
- Evidence Custodian Tanya Thomas submitted 331 evidence destruction orders to the Clerk of Court.

Administration

Meetings

- Daily meetings with Command Staff.
- Attended various community events.
- Completed monthly Risk Management Accreditation review.
- Meetings: District Attorney Mike Waters; Department Head, Rotary; PAAL Board; City Manager; Human Resources; Staff meetings; Council work session; NC Chiefs Association Legislative; Roxboro Housing Authority; PCC CJ Advisory Board; Eaton leadership team; Administrative Office of the Courts; Community Organizer for a future event; Zoning Director; Finance Director; 911 Director; Juvenile Justice Raise the Age;
- Community Engagement: Chief worked uniform patrol assisting with calls for service; Educated several residents about city ordinance regulating safety of children playing in the street. Coordinating with the owner of Miracle's Barbershop to host the first "Barbershop Uncut" event designed to have "uncut" conversations to build relationships with minority citizens. Attended Bruce Wrenn viewing and funeral.

**Special thank you to Tommy Warren for approving the Public Works crew removal of several overgrown trees to improve the beautification of the police department property. We look forward to planned suggestions to improve the appearance of the property consistent with the City's Strategic Plan and Uptown Beautification.







THANK YOU FOR YOUR CONTINUED SUPPORT

Public Services Department Monthly Report



City of Roxboro

March 2019

Public Utilities Department	Public Works Department																																																									
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City of Roxboro, Nort LM
 Distribution of Gas TI WD
 28-Feb-19

CS
 GC

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas

Card Number	Dept Number	Make	Model	Gallons	Diesel Total Cost	0.05 per gallon Discount	2.00% 2.00% Discount	Net Cost	Average Cost Per Gallon
Summary									
1	4120	City Hall		36.56	78.04	1.83	0.73	75.48	2.135
2	4130	Finance		13.48	30.33	0.67	0.27	29.39	2.250
3	4160	Public Buildings		186.87	411.25	9.34	3.74	398.17	2.201
4	4180	Purchasing		-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	#DIV/0!
		Total Administrative		236.91	519.62	11.85	4.74	503.04	2.193
5	4310	Police		2,146.07	4,640.78	107.30	42.92	4,490.56	2.162
6	4311	CID		102.36	218.07	5.12	2.05	210.90	2.130
26	4312	Narcotics		-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	#DIV/0!
		Total Police		2,248.43	4,858.85	112.42	44.97	4,701.46	2.161
7	4340	Fire		1,444.72	3,393.02	72.24	28.89	3,291.89	2.349
8	4341	Fire Inspections		46.02	97.72	2.30	0.92	94.50	2.123
		Total Fire Dept.		1,490.74	3,490.74	74.54	29.81	3,386.39	2.342
10	4510	Public Services		80.16	173.23	4.01	1.60	167.62	2.161
11	4511	Streets		492.33	1,215.90	24.62	9.85	1,183.16	2.470
12	4512	Street Cleaning		-	-	-	-	-	#DIV/0!
13	4513	Garage		49.32	126.60	2.47	0.99	123.15	2.567
14	4710	Residential Garbage		1,455.41	4,030.20	72.77	29.11	3,928.32	2.769
15	4711	Commercial Garbage		926.56	2,555.08	46.33	18.53	2,490.22	2.758
16	4740	Cemetery		109.79	244.50	5.49	2.20	236.81	2.227
		Total Public Services		3,113.57	8,345.51	155.68	62.27	8,129.29	2.680
		Total General Fund		7,089.65	17,214.72	354.48	141.79	16,720.17	2.428
18	7112	Meter Reading		268.77	643.79	13.44	5.38	624.98	2.395
19	7114	Lake Warden		45.70	116.98	2.29	0.91	113.78	2.560
25	7118	Pump Stations		-	-	-	-	-	#DIV/0!
20	7120	Water Plant		138.93	301.15	6.95	2.78	291.42	2.168
21	7121	Water Line Maintenanc		801.08	1,899.12	40.05	16.02	1,843.04	2.371
22	7130	WWTP		99.49	214.77	4.97	1.99	207.81	2.159
23	7131	Sewer Line Maintenanc		615.66	1,330.40	30.78	12.31	1,287.30	2.161
24	7132	WWTP II		46.83	118.42	2.34	0.94	115.14	2.529
		Total Enterprise Fund		2,016.46	4,624.63	100.82	40.33	4,483.48	2.293
		Total All Funds		9,106.11	21,839.35	455.31	182.12	21,203.65	2.398



April 3, 2019

To: Mayor Newell
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: April Council Report

Uptown Development Group:

- Rox N' Roll Cruise-In Series: The highly anticipated Cruise-Ins will begin in May. The Promotions Committee is working closely with Dreamworks Motorsports (as the title sponsor for this year) on making this another successful series.
- 2019 Sponsorship Drive: The sponsorship campaign for program support continues. Council's support is very much appreciated whether that is in the form of a contribution, or by reaching out to friends, coworkers, or area businesses. Business, organizations, and individuals are encouraged to contact Lynda Clayton to pledge their support for Uptown Roxboro this year.
- 2019 Visit NC 365 Conference: URG Director was invited by the PCTDA Board to travel to Wilmington, NC March 31-April 2 for the annual Tourism Conference. This conference brings more than 500 of the state's industry leaders together. It was mentioned recently (both at the Main Street Conference & Roger Brooks statistics) the need for tourism and uptown development to be "joined at the hip". The hard fact is that if locals are not engaged and interested enough in our Uptown, visitors will not come. Therefore, Uptown needs to be the focus. The 3 top reasons people travel are: Visiting Family/Friends, Business, and Leisure (Destination). We'll continue to collaborate on how to make Roxboro a joyful spot with a memorable experience.
- Uptown Developments:
 - New attorney's office going into Ream Avenue office space
 - The Room moved to The Studio location at the corner of Depot and N. Main Street
 - (2) Business Owners have received Façade/Awning Design Proposals from Main Street Fellows of UNCG Department of Architecture.
 - (2) Business Owners have requested/received information on the Uptown Roxboro Group Incentive Grant, City of Roxboro Uptown Development Incentive District Grant and City of Roxboro Revolving Loan Fund.
 - We've had an increased interest in availability in Uptown Roxboro through telephone calls/visits. The owners of Hoppers Poppers (a gourmet popcorn & candy shop), are relocating from Sycamore, IL to Hycy Lake and explored several properties in Person County, including Uptown for a new business location. A developer from Durham is currently under contract for two buildings in Uptown and is looking at plans for the near future. Uptown Roxboro Group has been working closely with the Chamber of Commerce & Tourism to provide additional information on our area.



Planning & Development:

- Adult Gaming Establishments/Electronic Gaming: After Council's adoption of the new UDO language for Adult Gaming Establishments, staff received a tremendous influx of requests for copies of the ordinance and/or applications. Staff has advised each inquiring individual that the applications will not be reviewed before June 1, 2019, and will be done so in the order they are received. Any missing, incorrect, or non-compliant information will result in the application being returned to the applicant and their request going to the end of the line for consideration. All applicants have been advised to submit a floor plan drawing of their building, to confirm the placement and number of machines. Additionally, staff has received a number of calls from existing businesses who have these machines, primarily service stations, who have expressed their dislike and concern with the requirement that no alcohol sales be conducted on the premises. Staff has advised these individuals that they will be receiving a letter soon notifying them of the deadline to remove any illegally operating machines and the route to compliance if they choose to keep any machines and can meet all supplemental regulations.
- Large Subdivision Proposal: After reviewing the most recent submittal for the Satterfield Farm Subdivision, staff compiled a list of comments for issues/corrections for the applicant to address and presented to the Planning Board. The Planning Board took note of the comments from each department, then offered a favorable recommendation for approval of the plans, provided the applicant make all necessary corrections and submit all required items to satisfy the comments of each department. Staff will await those corrections/submissions and then prepare for the Council's review at the May 14th meeting.
- Code Enforcement/Nuisance Abatement: Staff received a number of complaints regarding limbs and brush left along the side of the road. Code Enforcement and Planning staff are working with the Public Services department to address each instance in the most appropriate manner. Code Enforcement is also making the extra effort to educate individuals about the regulations for residential limb/brush collection, and making sure that folks know what size and placement will be allowed. This is in addition to continuing efforts for minimum housing complaints and junk/vehicles on residential properties.

Additional Updates:

- Conducted Planning Board meeting April 1st at 6pm.
- Completed numerous application reviews for zoning permits.
- Phoned in to Kerr-Tar COG RPO meeting.
- Met with developers for property at 317 Lucy Garrett Road to discuss needs for building upfit.
- Attended strategic planning session with Council on April 2nd at 6pm.
- Assisted Community Planner with materials for presentation to EDC.
- Attended AccessNC training with the Department of Commerce

1. Budget Amendment

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

The following budget amendment is hereby requested:

Budget Amendment Number:

5

Fund 10,60 & 76 - General, Water, & Internal Service Funds			INCREASE	DECREASE
Revenues				
76-2900-000	Fund balance		25,930.00	
10-3983-976	Transfer from Internal Service Fund		22,750.00	
60-3983-976	Transfer from Internal Service Fund		3,180.00	
10-3864-896	Insurance Proceeds		11,000.00	
10--3833-800	Donations		2,110.00	
			64,970.00	-
	Net Increase (Decrease) in Revenues		64,970.00	
Expenditures				
10-4310-510	Capital outlay		34,000.00	
10-4120-162	Medical Expense Reimbursement		22,750.00	
76-9810-910	Transfer to General Fund		22,750.00	
76-9810-960	Transfer to Enterprise Fund		3,180.00	
10-4311-182	Retirement			10,000.00
10-4311-183	Medical Insurance			9,000.00
10-4380-200	Supplies			1,000.00
10-4380-250	Auto supplies and maintenance			1,000.00
10-4380-350	Contracted services			1,000.00
10-4311-245	Gas & oil	-		1,000.00
10-4340-398	Medical services	-		11,300.00
10-4340-510	Capital outlay	7,110.00		
10-4340-200	Supplies	2,500.00		-
104340-333	Electricity	2,000.00		
10-4340-332	Heating fuel	1,000.00		-
10-4340-311	Training	-		2,000.00
10-4340-212	Uniforms	-		1,000.00
10-4341-126	Salaries-part time and reserve	3,800.00		
60-7111-183	Medical insurance	10.00		
60-7120-183	Medical insurance	185.00		-
60-7131-183	Medical insurance	2,985.00		
			-	
	Net Increase (Decrease) in Expenses		102,270.00	37,300.00
			64,970.00	

Justification:

To adjust expenditures within departmental amounts including
amounts necessary to replace vehicle lost due to accident(partially funded with insurance)
To provide for December, 2018 and January and February 2019 medical expense reimbursement
plan expenditures
To appropriate additional donation and expenditure amounts

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

Requested By: DC Date: 4/4/2019

Approved to
Submit to Council: _____ Date: _____

Approved by
Council: _____ Date: _____

Posted to Computer: _____ Date: _____

2. Rezoning Request - 804 N. Madison Blvd. - Public Hearing

Memo



To: Mayor Newell and Roxboro City Council
From: Lauren Johnson/ Planning & Development Director
cc: Trevie Adams City Clerk (for City Records)
Date: April 2, 2019
Re: Recommendation from Planning Board Regarding Rezoning Request for
804 N Madison Boulevard, TM 6 38C

Madam Mayor and Council,

Please be advised that the City of Roxboro Planning Board met on March 4, 2019 to review a request for a Rezoning for the parcel of land identified as Tax Map 6, Parcel 38C. This newly formed tract fronts on 501 directly in front of Tractor Supply, is addressed as 804 N Madison Boulevard, and is approximately .34 acres in size.

Upon review of the enclosed application and staff report, the City Planning Board offers a unanimous favorable recommendation to approve the request for Rezoning. Enclosed you will find the written consistency statement signed by the Planning Board Chair and department head.

Application for
Official Zoning Map 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 Official Zoning Map of the City of Roxboro as hereinafter requested. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

Petitioner(s): Swarajchand Corp.

Address: 258 maynard Summit way, Cary NC 27511

Telephone Number: 845 538 9630 **Fax Number:** 919 594 1022

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

Property Information:

Address: 804 N Madison Blvd, Roxboro NC 27573

Watershed: Rancho **Lot Size:** .34 acre

Township: ROX **Tax Map/Lot #:** 6 38C

Current Use: PUD - BANK

Available Utilities: (check all that apply)

City Water City Sewer Well Septic System None

Zoning Map Amendment:

Current Zoning Classification: PUD

Requested Zoning Classification: B1 - commercial

The undersigned hereby certify that the application material is complete and accurate. Furthermore, the undersign hereby authorizes the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of evaluating this request.

[Signature]
Applicant Signature

1/23/19
Date

Staff Use Only:

Date Received:
2/4/2019

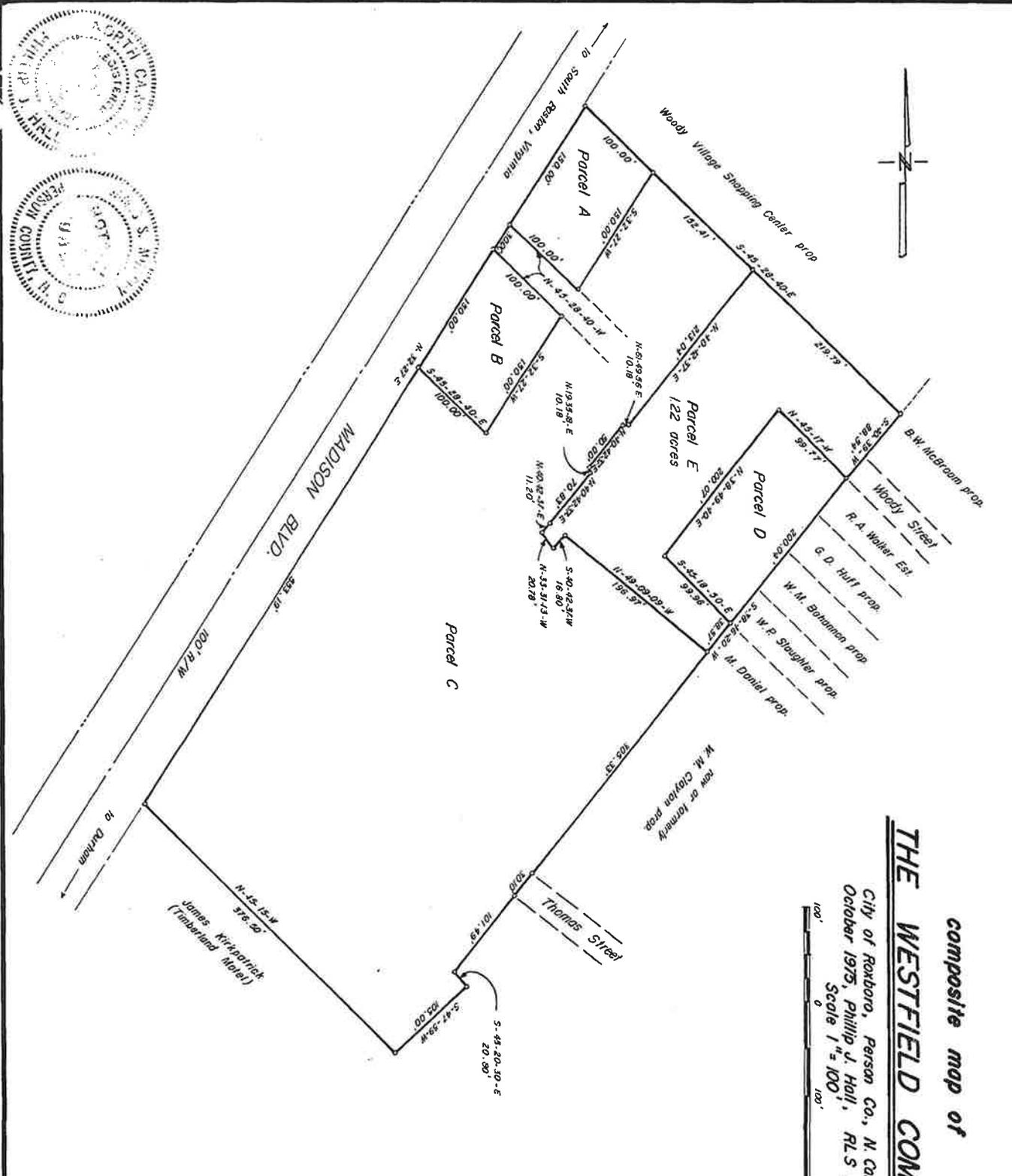
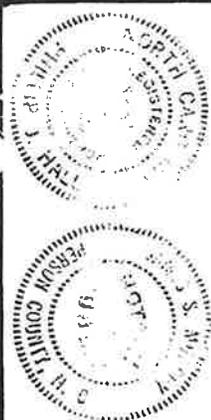
Docket #:
RZ 2019-02

Planning Board Meeting Date:
3/4/2019

City Council Meeting Date:
4/9/2019

ch# 159
u# 46603

8/4/75



THE WESTFIELD COMPANY

City of Roxboro, Person Co., N Carolina
October 1975, Phillip J. Hall, RLS 1378
Scale 1" = 100'

Composite map of

This map was compiled from maps by Moore Gardner & Assoc. (C-4660), Credle Engineering (Kenan Oil Co.), and Phillip Hall (Westfield Co., 12th store lot). The sole intent is to show the area (Parcel E) which is subject to two separate deeds of trust. I certify only to the accuracy of my transcriptional work; no other certification being made or implied. Witness my hand and seal this 7 day of NOVEMBER, 1975.

Sworn to and subscribed before me this 7 day of NOVEMBER, 1975.
James R. Musker Notary Public.
10 FEBRUARY 1980

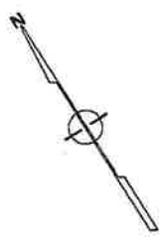
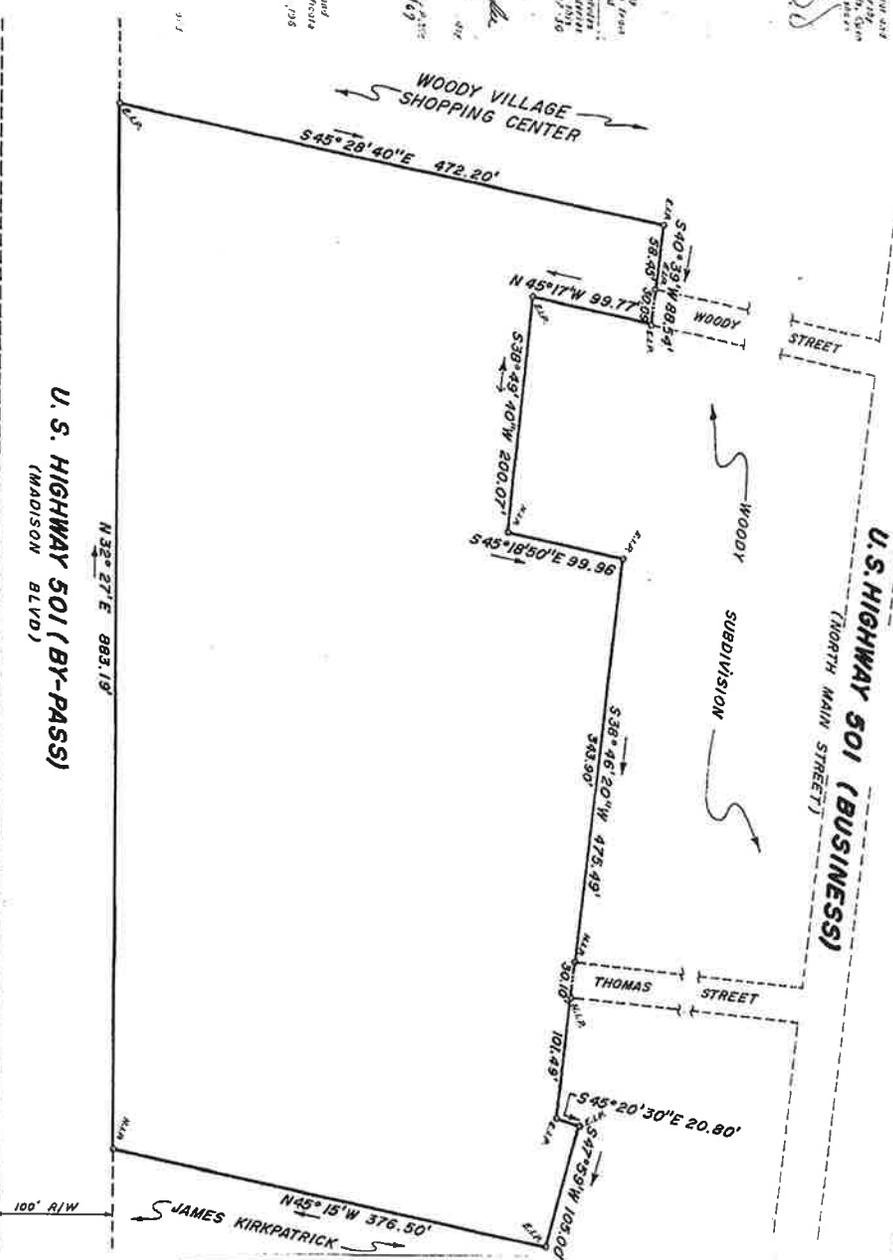
My assignment hereby authorizes me to act and execute all the necessary, proper, legal, and reasonable acts to execute this survey, to make and certify a map thereon, to make and certify a plat thereon, to make and certify a copy thereon, and to make and certify a copy of the same.

NORTH CAROLINA

Joseph E. Harder, Surveyor
 My commission expires on the 31st day of December, 1987.
 My office is located at 1000 North Main Street, Raleigh, North Carolina 27601.
 My office phone number is 336-771-1111.
 My office fax number is 336-771-1112.
 My office e-mail address is jeharder@ncgs.com.
 My office website is www.ncgs.com.
 My office internet address is www.ncgs.com.
 My office telephone number is 336-771-1111.
 My office fax number is 336-771-1112.
 My office e-mail address is jeharder@ncgs.com.
 My office website is www.ncgs.com.
 My office internet address is www.ncgs.com.

NORTH CAROLINA

My assignment hereby authorizes me to act and execute all the necessary, proper, legal, and reasonable acts to execute this survey, to make and certify a map thereon, to make and certify a plat thereon, to make and certify a copy thereon, and to make and certify a copy of the same.



PROPERTY OF
W. RUFFIN WOODY, JR.
 PERSON COUNTY
 ROXBORO, N.C.

SCALE: 1" = 60'
 0 60 120 240 300
 NOVEMBER, 1987

MOORE, GARDNER & ASSOCIATES, INC. CONSULTING ENGINEERS
 GREENSBORO, NORTH CAROLINA

FILED
Person County
Russell Jones
Tax Administrator

FILED in PERSON County, NC
on Dec 28, 2018 at 03:07:10 PM
by: TONYA R. WILSON
REGISTER OF DEEDS
Book 997 Page 728


Issued Dec 28, 2018
\$534.00
State Of North Carolina
Person County
Real Estate Excise Tax
379381

This document prepared by:

O. Akomea Poku-Kankam
AR Global Investments, LLC
7621 Little Avenue, Suite 200
Charlotte, NC 28226

After recording return to: Moss Woods PLLC
4035 Premier Drive Ste 205
High Point, NC 27265

Property Tax Identification Number:
Amount of Excise Tax Payable: **\$534.00**

SPECIAL WARRANTY DEED

THIS INDENTURE, made on the 20th day of December, 2018, and effective the 21st day of December, 2018 by and between **ARC HR5STP2001, LLC**, a Delaware limited liability company, formerly known as Inland American ST Portfolio JP2, L.L.C., whose address is 405 Park Avenue, 3rd Floor, New York, New York 10022 ("Grantor"), and **SWARAJCHAND CORP.**, a North Carolina corporation, whose address 258 Maynard Summit Way, Cary, North Carolina 27511 ("Grantee").

WITNESSETH:

THAT Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, does by these presents, sell and convey unto the said Grantee, its successors and assigns, the lots, tracts or parcels of land lying, being and situated in the County of Person, State of North Carolina, and more fully described

on Exhibit "A" attached hereto and incorporated herein by reference, together with all buildings, facilities and other improvements, located thereon.

SUBJECT TO any taxes and assessments not yet due and payable, easements, covenants and restrictions of record set forth in Grantor's vesting deed, and any matters which would be disclosed by a current survey of the Property.

TO HAVE AND TO HOLD the premises aforesaid with all and singular, the rights, easements, privileges, appurtenances and immunities thereto belonging or in any wise appertaining unto the said Grantee and unto Grantee's successors and assigns forever, the said Grantor hereby covenanting that Grantor will warrant and defend the title to said premises unto the said Grantee and unto Grantee's successors and assigns, against the lawful claims and demands of all persons claiming under or through Grantor, but not otherwise.

The property described in this Special Warranty Deed is not the primary residence of the Grantor.

[Signature appear on following pages]

EXHIBIT "A"

Legal Description

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF ROXBORO, COUNTY OF PERSON, STATE OF NORTH CAROLINA, AND IS DESCRIBED AS FOLLOWS:

TRACT 1:

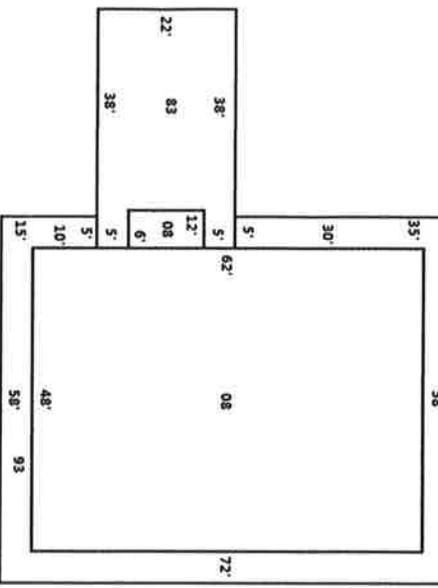
BEGINNING AT A STAKE LOCATED IN THE EAST PROPERTY LINE OF MADISON BOULEVARD (U.S. HIGHWAY 501 BY PASS), AT THE SOUTHWEST CORNER OF WOODY VILLAGE SHOPPING CENTER AS PER PLAT AND SURVEY HEREINAFTER REFERRED TO, AND RUNNING THENCE WITH THE SOUTHWEST SIDE OF WOODY VILLAGE SHOPPING CENTER SOUTH 45° 28' 40" EAST 100 FEET TO A STAKE, IN THE WEST LINE OF AN AREA 30 FEET IN WIDTH DESIGNATED "DRIVE B"; THENCE ALONG AND WITH THE WEST LINE OF SAID "DRIVE B", SOUTH 32° 27' WEST 150 FEET TO A STAKE AT THE INTERSECTION OF THE WEST SIDE OF SAID "DRIVE B" WITH THE NORTH SIDE OF AN AREA 30 FEET IN WIDTH DESIGNATED "DRIVE A"; THENCE WITH THE NORTHEAST SIDE OF SAID "DRIVE A", NORTH 45° 28' 40" WEST 100 FEET TO A STAKE IN THE EAST PROPERTY LINE OF MADISON BOULEVARD; THENCE WITH THE EAST LINE OF MADISON BOULEVARD NORTH 32° 27' EAST 150 FEET TO THE PLACE AND POINT OF BEGINNING, ALL AS SHOWN WITH MORE PARTICULARITY ON SURVEY ENTITLED "PROPERTY OF WESTFIELD COMPANY" DATED NOVEMBER 10, 1970, BY CREDLE ENGINEERING COMPANY, OF RECORD IN PLAT BOOK 21 AT PAGE 48, PERSON COUNTY REGISTRY; SEE ALSO PLAT BOOK 13 AT PAGE 8, PERSON COUNTY REGISTRY.

TRACT 2:

NON-EXCLUSIVE USE FOR DRIVEWAY PURPOSES OVER THOSE 2 PARCELS DESIGNATED AS DRIVE A AND DRIVE B ON PLAT RECORDED IN PLAT BOOK 21, PAGE 48 AS SET FORTH IN DEED RECORDED IN BOOK 120, PAGE 365, AFORESAID COUNTY REGISTRY.

01/21/2019 09:08 OWNERSHIP 68440101
 SWARAJCHAND CORP
 258 MAYNARD SUMMIT WAY
 CARY, NC 27511-3636
 DEED: 00997 0728 12/28/2018 \$267,000

PROPERTY DESCRIPTION 804 N MADISON BLVD BANK
TAX DESCRIPTION ROXBORO
MAP NUMBER 6 38C
CARD# 1 / 1
 PLATBOOK/PAGE/DATE: 13 8
 NB: 00000 00000
 804 N MADISON BLVD ROXBORO
 RECORD NUMBER: 15571
 ROUTE: RC 144 011
 LISTER: JMP 9/19/2018
 REVIEWER: JMP 9/25/2018



LAND CLASS	SIZE	BASERATE	ACF	ADJ	ADJ RATE	UNITS	INDVALUE
1 7ZWF COM2	150.000	1500	1.00	1.00	1500	150.000	225000
ACREAGE FACTOR:							225000
FRONTAGE FACTOR:							1
LAND VALUE							225000

OTHER FEATURES	SIZE	BASERATE	COND	ADJ RATE	UNITS	VALUE	
1 12 ASPH PAV	1 * 7.000	5000.00	0.00	5000.00	7000	5000	
OTHER FEATURES VALUE:							5000

FOUNDATION	XTR	XTRNISH	ROOF TYPE	ROOF MTRL	SIZE/QTY
BRICK		BRICK	GABLE	ASPHSHNG	1.0000 STH
			HIP		0 BDRM

WALL FINISH	FLOORS	HEAT&AIR	HEAT FUEL	BLDG #
PANEL PLASTER UNFINISH	CONCRETE TILE	HT PUMP	ELECTRIC	1

IMPROVEMENT TYPE: Commercial
GRADE: B
AVB: 1970
EYB: 1990
CONDITION: A
DIMENSIONS: 08=N62E48S62W48Ara:2976;08=N12W6S12E6Ara:72;83=W38N22E38S5W6S12E6S5Ara:764;93=N10W5S15E58N72W58S35E5N30E48S62W48Ara:1090;TotalAra:4902

STRUCTURE	SKETCH-SF *	STHT	AREA	RATE *	GRDE	HEAT	EXWL	WLHT *	ADJRATE *	AREA	RPCN *	DEPF *	CNDF =	STR-VALUE
08 08 BANKBLDG	2976	1.00	2976	142.40	B			1.00	142.40	2976	423782	0.63		266983
8 FIXTURES	0		0	0.00					0.00	0	0	0.63		0
83 83 CANOPY	764	1.00	764	20.70	A			1.00	31.05	764	23722	0.63		14945
93 93 OVERHANG	1090	1.00	1090	13.77				1.00	13.77	1090	15009	0.63		9456
08 08 BANKBLDG	72	1.00	72	213.60	B			1.00	213.60	72	15379	0.63		9689
3048 HSF 4902 TSF RPCN-156.79/HSF 477892 VALU-98.78/HSF 301073														
STRUCTURE VALUE														

VALUATION	THIS CARD	OTHER CARD	VALUE	PREV-VAL	P-N%	OTHER CARDS VALUE	CARD 1 VALUE
LAND	225000		225000	148200	0.66		531073
OTHER FEAT	5000		5000	5000	1.00		531073
STRUCTURE	301073		298388	298388	0.99		531073
TOTAL	531073		531073	451588	1.18		531073

Person County, NC
TAX YEAR: 2019
REVAL YEAR: 2013
DEFERRED VALUE:
APPRAISED VALUE
0 TAXABLE VALUE

List of Adjacent property owners and addresses.

Record Number 16267
Parcel Location 750 N MADISON BLVD
Property Desc SHOPPING CENTER
Township Roxboro
Primary Owner ROXBOROUGH ASSOCIATES LLC

Record Number 16003
Parcel Location N MADISON BLVD
Property Desc MADISON BLVD LOT
Township Roxboro
Primary Owner ROXBOROUGH ASSOCIATES LLC

Record Number 15690
Parcel Location N MADISON BLVD
Property Desc WOODY VILLAGE
Township Roxboro
Primary Owner PIEDMONT CENTER INVESTMENTS LL





CITY OF ROXBORO STAFF REPORT

Prepared by: Lauren Johnson, Planning & Development Director

<p>Meeting Dates: Planning Board: March 4, 2019 City Council: April 9, 2019</p>	<p>Request: <input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Special Use Permit</p>
<p>Property Location: 804 N Madison Blvd</p>	<p>Current Zoning: PUD (Planned Unit Development)</p>
<p>Tax Map#: 6 38C</p>	<p>Proposed Zoning: B-1 (Highway Commercial)</p>
<p>Applicant Information: SWARAJCHAND Corp. 258 Maynard Summit Way Cary, NC 27511-3636 919-594-1022</p>	<p>Future Land Use Map Classification: Commercial</p>

Summary:

SWARAJCHAND Corp. requests a rezoning for the property located at 804 N Madison Boulevard. The property, identified as Tax Map and Lot number 6 38C, constitutes a .34 acre tract of land along Highway 501 on the northern segment in Roxboro. The property is currently zoned PUD for Planned Unit Development, and is the former location of Suntrust bank. The applicant would like the property rezoned to B-1, Highway Commercial, for commercial use.



The surrounding properties are zoned PUD (Planned Unit Development) & B-1 (Commercial).

Conformity to the Land Use Plan (LUP):

Goals and Implementation Strategies (LUP, p. 69-75):

- An implementation strategy for Economic Development goals directs the City to “encourage well-planned commercial establishments” to provide necessary goods and services to area employers and residents (pg. 71).
- Furthermore, additional implementation strategies in this same section direct the City to “encourage industrial and commercial growth in appropriate locations” and “develop regulations/guidelines that would ensure new development or redevelopment is compatible with established character and community vision.” (pg. 71).
- A Transportation Goal outlined in the Future Land Use Plan directs the City to “provide for orderly development along existing and proposed major transportation routes to minimize disruption to free flow of traffic” (pg. 71).

Future Land Use Map Classification: Low-Density Residential

Commercial (LUP, pg. 79):

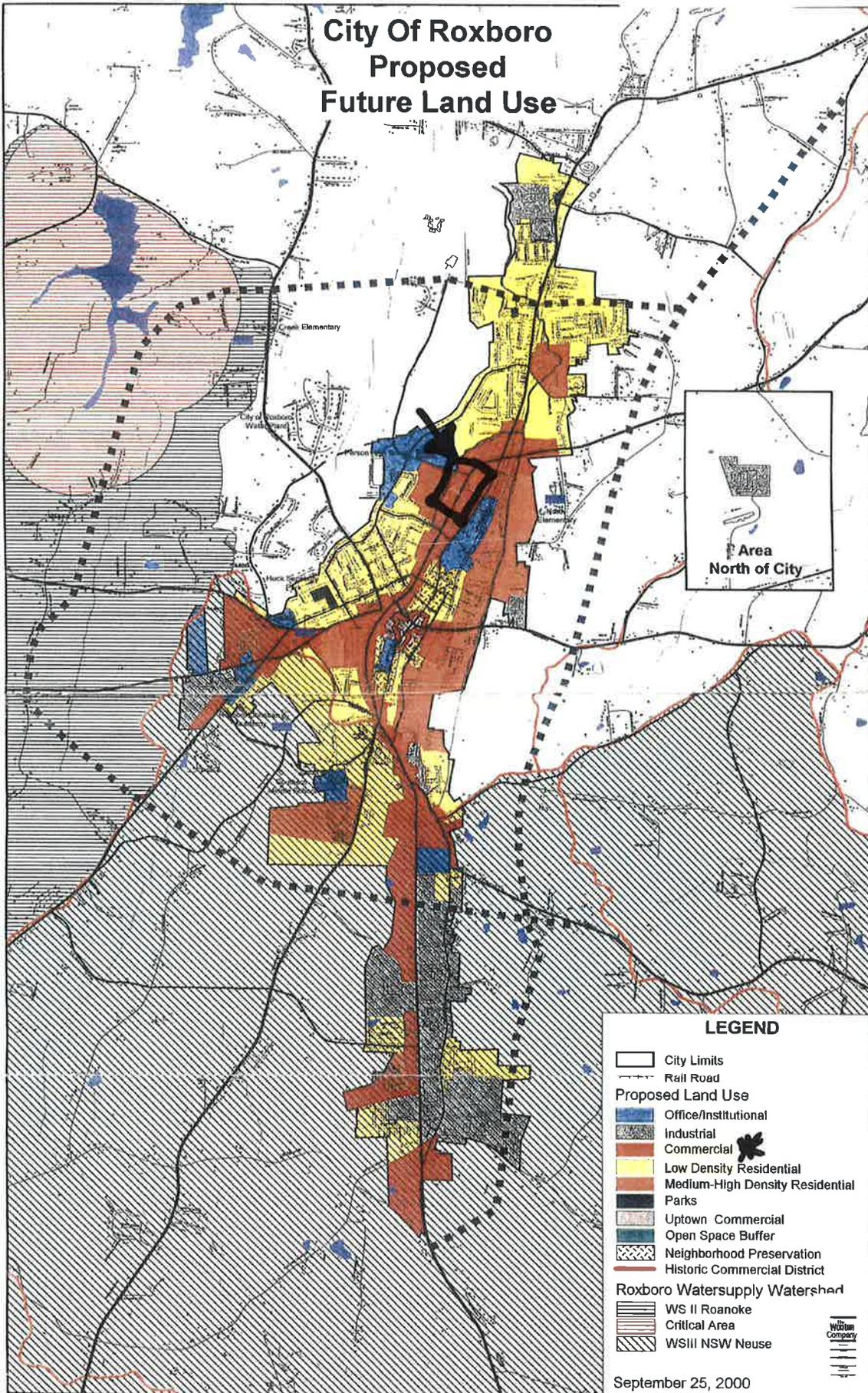
The commercial land use classification includes existing retail, wholesale, and business and professional services. Where such development has an established pattern, other lands that represent a logical extension of commercial use are also included. New commercial development should occur with limited and/or shared access to major thoroughfares.

Staff Remarks:

It is staff's opinion that this rezoning is consistent with the Future Land Use Plan. Not only is this property located in what is the established highway commercial district of the City of Roxboro, but it is also surrounded by other B-1 zoned properties. Staff feels confident in stating that the only reason this property is not already zoned B-1, is simply the result of inclusion in the development of the larger shopping center (a planned unit development) and not changing in use for many years.

Staff encourages the board to remember that rezoning request reviews should take into consideration all uses allowed within the respective zoning district and reference the directives of the Future Land Use Plan. Furthermore, as a legislative decision, comments provided by the public regarding this matter may be influential in making a determination.

City Of Roxboro Proposed Future Land Use



LEGEND

- City Limits
- Rail Road
- Proposed Land Use**
- Office/Institutional
- Industrial
- Commercial
- Low Density Residential
- Medium-High Density Residential
- Parks
- Uptown Commercial
- Open Space Buffer
- Neighborhood Preservation
- Historic Commercial District
- Roxboro Watersupply Watershed**
- WS II Roanoke Critical Area
- WS III NSW Neuse

September 25, 2000



up fees for new development within areas already served by city services.

- h) Identify appropriate locations/criteria for siting manufacturing housing parks/developments.

C. Economic Development

1. Economic Development Goal:

Provide a strong local planning environment that supports and enhances the economic growth potential of the City of Roxboro.

2. Implementation Strategies:

- a) Promote continued economic investment through retention and expansion of existing industrial concerns and the recruitment of new industries and commercial businesses.
- b) Encourage well-planned commercial establishments to provide necessary goods and services to area employers and residents.
- c) Encourage industrial and commercial growth in appropriate locations within Roxboro's corporate limits and in selected areas within Person County.
- d) Discourage the intermingling of residential land uses in commercial or industrial areas that often results in conflicting land use problems.
- e) Explore feasibility of establishing service road parallel to inactive railroad corridors to promote economic development along major/minor thoroughfares.
- f) Develop regulations/guidelines that would ensure new development or redevelopment is compatible with established character and community vision.

D. Transportation

1. Transportation Goal 1:

Provide for orderly development along existing and proposed major transportation routes to minimize disruption to free flow of traffic.

2. Transportation Goal 1 Implementation Strategies:

- a) Protect major transportation corridors (Highways 501, 49, 157, 57) as community gateways by establishing appropriate regulations to control access to these corridors.

**Planning Board Motion Format Guide & Proposed Consistency Statement
For Rezoning Request:**

I make a motion that we recommend approval of the rezoning request presented in Docket #RZ2019-02 and, in doing so, adopt the plan consistency statement as presented below:

“The proposed amendment is consistent with the City’s Comprehensive Land Use Plan in that it;

- Allows for the opportunity of a well-planned commercial establishment to provide necessary goods and services to area employers and residents;
- Encourages commercial growth in an appropriate location that is compatible with the established character of the area; and
- Provides for orderly development along an existing major transportation route.

Furthermore, this decision is in the public interest of the City of Roxboro because it maintains consistency in the use of the highway commercial district.”

Motion made by: Julie Jeffreys

Seconded by: Tony Cole

Approved: 7-0

This report reflects the recommendation of the Planning Board on the 4th day of March, 2019.

Attest:

Robert Trotter
Planning Board Representative, Chairman Robert Trotter

Lauren W. Johnson
Lauren W. Johnson, Planning Director



Memo

To: Mayor Newell, Roxboro City Councilmen
From: Lauren Johnson
cc: City Clerk, Trevie Adams
Date: March 26, 2019
Re: Certification of Written Notice

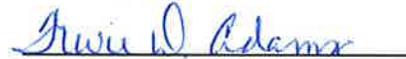
Please be advised letters were mailed First Class to the following property owners notifying same of the pending Rezoning Request, Docket #: RZ2019-02, for the parcel identified as Tax Map 6, Parcel 38C on today's date. This list includes all property owners with land adjacent to the parcels within 200 feet, as well as the listed owners of the property under consideration.

1. Piedmont Center Investments, LLC.
2. Roxborough Associates, LLC.
3. Shirley Suitt
4. Hart Enterprises, LLC., Ltd.
5. Robert & Joyce Jones
6. WHGRE, LLC.
7. SWARAJCHAND, Corp.

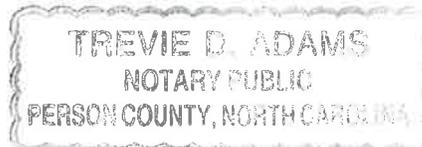

Lauren W. Johnson, CZO
Planning & Development Director

ATTEST:

Witness my hand and notarial seal, this 26th day of March 2019.


Trevie D. Adams
Notary Public

My Commission Expires: Feb. 11, 2022





City of Roxboro

March 26, 2019

NOTICE OF PUBLIC HEARING

Piedmont Center Investments, LLC.
1414 Raleigh Road, Suite 435
Chapel Hill, NC 27517



Dear Property Owner,

This letter is to inform you our office received an application requesting a change to the zoning of a .34 acre lot located at 804 N Madison Boulevard (identified by Tax Map and Lot number 6 38C). The applicant has requested the property be rezoned from PUD Planned Unit Development to B-1 Highway Commercial. You have been identified, through the Person County tax records, as owning property within 200 feet of this location. Enclosed is a map of the property, for your convenience.

The request will be reviewed by the Roxboro City Council on Tuesday, April 9th, 2019 at 7pm, in the Council Chambers at 105 South Lamar Street in Roxboro. This meeting is open to the public, and anyone wishing to speak to the matter will be given the opportunity to do so during the public hearing. Comments made by the public may be considered by the Board when making their decision.

If you have any questions regarding this matter, or wish to review the case file, please contact the Roxboro Planning and Development Office at 336.322.6018.

Respectfully,



Lauren W. Johnson, CZO
Planning & Development Director
City of Roxboro

Enclosure



City of Roxboro

March 26, 2019

NOTICE OF PUBLIC HEARING

SWARAJCHAND Corp.
258 Maynard Summit Way
Cary, NC 27511-3636

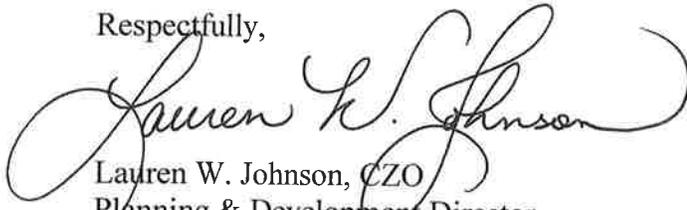


Dear Property Owner,

This letter is to inform you that your rezoning request will be reviewed by the Roxboro City Council on Tuesday, April 9th, 2019 at 7pm, in the Council Chambers at 105 South Lamar Street in Roxboro. This meeting is open to the public, and anyone wishing to speak to the matter will be given the opportunity to do so during the public hearing. Comments made by the public may be considered by the Board when making their decision.

If you have any questions regarding this matter, or wish to review the case file, please contact the Roxboro Planning and Development Office at 336.322.6018.

Respectfully,


Lauren W. Johnson, CZO
Planning & Development Director
City of Roxboro

File name
Sign Posting.jpg

Date
Wednesday, February 13, 2019 1:14 PM

Size
4.3 MB

Dimensions
4032 x 2268

Shot:
1/1600 sec. f/2.4 4.3mm

ISO
50

Device
SM-G965U

Folder Path
C:\Users\wrenn\Desktop\Department Documents\Advisory Boards\Planning Board\2019 Hearings\March 4, 2019 Meeting

Source
This PC

Location
Roadboro



[Open Map](#)



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 rezoning request presented in Docket #RZ2019-02 and, in doing so, adopt the plan consistency statement as presented below:

“The proposed amendment is consistent with the City’s Comprehensive Land Use Plan in that it;

- Allows for the opportunity of a well-planned commercial establishment to provide necessary goods and services to area employers and residents;
- Encourages commercial growth in an appropriate location that is compatible with the established character of the area; and
- Provides for orderly development along an existing major transportation route.

Furthermore, this decision is in the public interest of the City of Roxboro because it maintains consistency in the use of the highway commercial district.”

Motion To Adopt Made by: _____

Seconded by: _____

Approved: ___ to ___

Attest:

Merilyn P. Newell, Mayor

Trevie Adams, City Clerk



City of Roxboro

An Ordinance Amending the City of Roxboro's Official Zoning Map

The City Council has received and reviewed the application of Wilkins Family Limited Partnership to amend the City of Roxboro's Zoning Map as follows:

Tax Map	Present Zoning	Proposed Zoning	Deed BK/PG	Acreage
6 38C	PUD (Planned Unit Development)	B-1 (Highway Commercial)	997/728	.34

WHEREAS, the Roxboro City Council of the City of Roxboro, North Carolina, after due notices, conducted a public hearing on the 9th day of April, 2019 concerning the adoption amending the City of Roxboro's Zoning Map pursuant to G.S. 160-364; and

The Roxboro City Council has determined that the proposed action is consistent with the City of Roxboro's Comprehensive Plan; and the City Council's action on the proposed zoning map amendment is reasonable and in the public interest as identified in the adopted consistency statement.

NOW, THEREFORE, BE IT ORDAINED by the City Council that it is in the best interest of the City to approve the amendment.

Duly adopted by the Council of the City of Roxboro this 9th day of April, 2019.

Mayor Merilyn P. Newell

ATTEST:

Trevie Adams,
City Clerk

3. Demolition Ordinance - 146 Clayton Street - Public Hearing

Drawn by and Return to:
Albert M. Benshoff
The Brough Law Firm, PLLC
1526 E. Franklin St., Suite 200
Chapel Hill, NC 27514

Owner(s): Joey Layden Long
PIN: 0907-08-97-5746.000

**AN ORDINANCE ORDERING THE CITY OF ROXBORO CODE ADMINISTRATOR
TO PROCEED TO EFFECTUATE THE PURPOSES OF THE ROXBORO MINIMUM
HOUSING STANDARDS CODE AND G.S. § 160A-443**

WHEREAS, on June 2, 2016 the City of Roxboro Code Administrator conducted a thorough inspection of the dwelling located on the property identified in the Person County Tax Records as Record Number 12225, Tax Map 61, Lot 17 and PIN 0907-08-97-5746.000 and having a street address of 146 Clayton Street, (the “Property”). Said Property is owned by Joey Layden Long (the “Owner”), as evidenced by that deed recorded in the Person County Registry at Deed Book 353, Page 648, and

WHEREAS, the City of Roxboro Housing Administrator (the “Administrator) found that the dwelling unit was unfit for human habitation; and

WHEREAS, on June 16, 2016 the Administrator mailed complaints to the Owner with a notice of hearing; and

WHEREAS, on June 30, 2016 the Administrator held a hearing at Roxboro City Hall on the subjects listed in the complaint, and

WHEREAS, on June 30, 2016 the Administrator issued a Findings of Fact and Order (the “Order”), which was mailed and posted on the property. In the Order, the Administrator determined that the house was deteriorated and ordered the violations be abated by March 19, 2017; and

WHEREAS, on November 4, 2018 the Administrator mailed another notice of violation and hearing; and

WHEREAS, on November 29, 2018 conducted said hearing, and the Owner did not appear; and

WHEREAS, on November 29, 2018 the Administrator mailed the Order with a deadline for abatement of February 28, 2019; and

WHEREAS, on March 21, 2019 the Administrator mailed a notice of intent to abate the minimum housing violation by means of demolition as ordered by the Roxboro City Council; and

WHEREAS, on March 27 and April 6, 2019 the Administrator published a notice in the Courier Times that the Roxboro City Council would hold a public hearing at 7 PM on Tuesday April 9th at Roxboro City Hall to consider adopting an ordinance directing the Administrator to demolish and remove the dilapidated structure at the Property; and

WHEREAS, the Administrator placed a sign n the property giving notice of the pending hearing on March 19, 2019; and

WHEREAS, the Owner has failed to timely comply with any of the Orders; and

WHEREAS, the City Council held the duly advertised Public Hearing and considered the testimony presented (if any);

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Roxboro, North Carolina that:

1. By the authority granted by Roxboro Code of Ordinances Chapt. 151, “Minimum Housing Standards,” and by G.S. § 160A-443, the City of Roxboro Code Administrator is hereby ordered to cause the Property to be removed or demolished, as provided in the original Orders of the Administrator;

2. The City of Roxboro Administrator shall place a placard on The Property with the following words: “This building is unfit for human habitation, the use or occupation of this building for human habitation is prohibited and unlawful”;

3. This ordinance shall be recorded in the Person County Registry; and

4. As provided by G.S. § 160A-443(6), the cost of any vacation, closing and/or demolition of the house caused to be made by the Officer shall be a lien against the real property upon which such cost was incurred and upon any other real property of the Owner located within the City limits, except for the Owner’s primary residence, and be collected in the same manner as the lien for special assessments in Article 10 of NCGS Chapter 160A.

5. After the dwelling on the Property is demolished and removed, the Administrator shall sell the materials of such dwelling and shall credit the proceeds of such sale against the cost of the demolition and removal and any balance remaining shall be deposited in the Superior Court by the Administrator.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2019.

Ayes: _____

Marilyn P. Newell, Mayor

Noes: _____

Attest:

Absent or Excused: _____

Trevie Adams, City Clerk

Dated: _____

SEAL

STATE OF NORTH CAROLINA COUNTY OF _____

This Instrument was signed before me on the ____ day of _____ 2019.

By: _____
(Print all names of persons who signed this document before the Notary Public)

Print Notary Name: _____

Notary Signature

AFFIX SEAL or STAMP

4. Demolition Ordinance 830 S. Main Street - Public Hearing

Drawn by and Return to:
Albert M. Benshoff
The Brough Law Firm, PLLC
1526 E. Franklin St., Suite 200
Chapel Hill, NC 27514

Owner(s): Marion L. and Sheila Harris Chambers
PIN: 0905-10-37-4461.000

**AN ORDINANCE ORDERING THE CITY OF ROXBORO CODE ADMINISTRATOR
TO PROCEED TO EFFECTUATE THE PURPOSES OF THE ROXBORO MINIMUM
HOUSING STANDARDS CODE AND G.S. § 160A-443**

WHEREAS, on September 21, 2017 the City of Roxboro Code Administrator conducted a thorough inspection of the dwelling located on the property identified in the Person County Tax Records as Record Number 12372, Tax Map 18, Lot 34 and PIN 0905-10-37-4461.000 and having a street address of 830 S Main Street, (the “Property”). Said Property is owned by Marion L. Chambers and wife, Sheila Harris Chambers (the “Owner”), as evidenced by that deed recorded in the Person County Registry at Deed Book 581, Page 630, and

WHEREAS, the City of Roxboro Housing Administrator (the “Administrator) found that the dwelling unit was unfit for human habitation; and

WHEREAS, on November 1, 2018 the Administrator mailed complaints to the Owner with a notice of hearing; and

WHEREAS, on November 15, 2018 the Administrator held a hearing at Roxboro City Hall on the subjects listed in the complaint, and

WHEREAS, on November 15, 2018 the Administrator issued a Findings of Fact and Order (the “Order”), which was mailed and posted on the property. In the Order, the Administrator determined that the house was deteriorated and ordered the violations be abated by February 13, 2019; and

WHEREAS, on April 3, 2019 the Administrator mailed a notice of intent to abate the minimum housing violation by means of demolition as ordered by the Roxboro City Council; and

WHEREAS, on March 27 and April 6, 2019 the Administrator published a notice in the Courier Times that the Roxboro City Council would hold a public hearing at 7 PM on Tuesday April 9th at Roxboro City Hall to consider adopting an ordinance directing the Administrator to demolish and remove the dilapidated structure at the Property; and

WHEREAS, on March 19, 2019 the Administrator placed a sign on the property giving notice of the pending hearing; and

WHEREAS, the Owner has failed to timely comply with any of the Orders; and

WHEREAS, the City Council held the duly advertised Public Hearing and considered the testimony presented (if any);

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Roxboro, North Carolina that:

1. By the authority granted by Roxboro Code of Ordinances Chapt. 151, "Minimum Housing Standards," and by G.S. § 160A-443, the City of Roxboro Code Administrator is hereby ordered to cause the Property to be removed or demolished, as provided in the original Orders of the Administrator;

2. The City of Roxboro Administrator shall place a placard on The Property with the following words: "This building is unfit for human habitation, the use or occupation of this building for human habitation is prohibited and unlawful";

3. This ordinance shall be recorded in the Person County Registry; and

4. As provided by G.S. § 160A-443(6), the cost of any vacation, closing and/or demolition of the house caused to be made by the Officer shall be a lien against the real property upon which such cost was incurred and upon any other real property of the Owner located within the City limits, except for the Owner's primary residence, and be collected in the same manner as the lien for special assessments in Article 10 of NCGS Chapter 160A.

5. After the dwelling on the Property is demolished and removed, the Administrator shall sell the materials of such dwelling and shall credit the proceeds of such sale against the cost of the demolition and removal and any balance remaining shall be deposited in the Superior Court by the Administrator.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2019.

Ayes: _____

Marilyn P. Newell, Mayor

Noes: _____

Attest:

Absent or Excused: _____

Dated: _____

Trevie Adams, City Clerk

SEAL

STATE OF NORTH CAROLINA COUNTY OF _____

This Instrument was signed before me on the _____ day of _____ 2019.

By: _____
(Print all names of persons who signed this document before the Notary Public)

Print Notary Name: _____

Notary Signature

AFFIX SEAL or STAMP

5. Request to Purchase City Property - Barnette Avenue

Request to Purchase City Property

The City has received a request to purchase the vacant lot located on the southwest corner of Barnette Avenue and Broad Street. The lot is approximately 7,800 sq. ft. and has a tax value of \$7,410.00. The lot is further identified as Tax Map 10- 23, Record Number 16478.

J. Reginald Horton has made an offer to purchase the lot for \$3,000.00 and made a 10% deposit with the City Clerk.

The lot is zoned Residential R-6. This requires a minimum lot size of 6,000 sq.ft. The City acquired the lot in 1980 from Olivia W Phillips and Charles A Speas Phillips as recorded in Deed Book 164-498.

Attached is a drawing showing the location and approximate size of the land Mr. Horton is requesting to purchase.

If City Council is willing to consider selling the property, it is recommended that GS 160A-269 Negotiated Offer, Advertisement and Upset Bid process be followed.

§ 160A-269. Negotiated offer, advertisement, and upset bids. A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offer or to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall advertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)

If City Council is willing to consider his offer, the city will have to advertise the offer and allow 10 days for anyone to upset the offer. If the original offer is upset, the city will advertise the upset bid and allow another 10 days for another upset offer. This continues until there are no more bids received. After this process, City Council may accept the highest bid and sell the property. In addition, City Council may at any time reject any and all offers.

Unofficial Document

164 438

Prepared by Robert E. Long, Attorney at Law

This Deed, made this 23rd day of December 1980 by OLIVIA N. PHILLIPS and husband CHARLES A. SPEAS PHILLIPS, of Moore County, North Carolina hereinafter called Grantees, to THE CITY OF ROXBORO, North Carolina

The designation Grantees and Grantee as used herein shall include singular, plural, masculine, feminine, or neuter as required by the context.

WARRANTY: That the Grantees, in consideration of \$10,000 and other valuable consideration to them paid by the Grantee, the receipt of which is acknowledged, have bargained and sold, and by these presents do bargain, sell and convey to the Grantee their heirs, assigns, and assigns, all of the following described real property:

That certain lot or parcel of land at the southwest corner of the intersection of Harnett Avenue with Broad Street in the northeast section of the City of Roxboro, Person County, North Carolina, which was conveyed to the late Mrs. Bickford Long by deed of appointment from Anne Bickford Long and the Trustees under the will of James Anderson Long and devised by him to his wife Olivia Womble Long, now by remarriage Olivia Womble Phillips.

The above property was conveyed to the Grantees by TO HAVE AND TO HOLD said real property, with all privileges, appurtenances thereto belonging, to the said Grantees, their heirs, assigns, and assigns forever.

The Grantees warrant that they are seised of said real property in fee, and have the right to convey the same in fee simple; that the same is free from all encumbrances (with any exceptions allowed herein) which they will warrant and defend the title to them against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantees have hereunto set their hands and seals, as if corporate, have caused this Deed to be signed in their respective presence by their duly authorized officers and their seals to be hereunto affixed by authority of their Boards of Directors, this 23rd day of December 1980.

Olivia N. Phillips (REAL)
Charles A. Speas Phillips (REAL)

STATE OF NORTH CAROLINA, COUNTY OF Person
I, Robert E. Long, a Notary Public of said County, do hereby certify that Olivia N. Phillips and Charles A. Speas Phillips personally appeared before me this day and acknowledged the due execution of the foregoing deed, which my hand and official seal this 23rd day of December 1980.
My Commission Expires 1-1-82

STATE OF NORTH CAROLINA, COUNTY OF Person
The foregoing recitals of a Notary Public of the governmental units designated in them entitled to be correct. Filed for registration on the 9 day of January, 1981, at 8:45 o'clock A.M. and duly recorded in the Office of the Register of Deeds of this County in Book of Deeds No. 164 page 429
J. Ben Kirby Register of Deeds
By J. Ben Kirby Deputy

March 20, 2019

Mayor, City Staff and fellow Council Members,

I, J. Reginald Horton, would like to make an offer to purchase the vacant lot located at the corner of Barnette Avenue and Broad Street.

The tax record number is 16478. I am making an offer of Three Thousand Dollars (\$3,000.00). Attached is a map of the property.

Thank you for your consideration.

J. Reginald Horton

A handwritten signature in cursive script that reads "J. Reginald Horton".



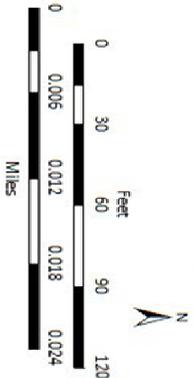
100ft
-78.972 36.398 Degrees

NOT FOR LEGAL USE

Person County GIS



3/20/2019 NOT FOR LEGAL USE



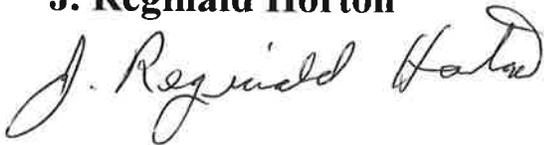
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Mayor, City Staff and fellow Council Members,

I, J. Reginald Horton, would like to make an offer to purchase the vacant lot located at the corner of Barnette Avenue and Broad Street. The tax record number is 16478. I am making an offer of Three Thousand Dollars (\$3,000.00). Attached is a map of the property.

Thank you for your consideration.

J. Reginald Horton

A handwritten signature in cursive script that reads "J. Reginald Horton". The signature is written in black ink and is positioned below the printed name.



100ft

-78.972 36.398 Degrees

6. 2019 Fireworks Contract

2019 Fireworks Contract

Please consider approval of the attached Firework Contract.

The scheduled date for the show is Thursday, July 4th 2019 with a provision for a rain date if needed to be scheduled within 6 months. The proposed contract is for \$10,500 and we are utilizing the same firm from the previous years. We should anticipate a show of the same quality of the previous year's show.

A letter requesting support from the County Commissioners was submitted in the first week of April.

Directors' Roundtable has begun promotions for a BBQ fundraiser on April 26, 2019 to raise funds for the fireworks display. A flyer of this event has been included in your packet.



March 15, 2019

Mr. Brooks Lockhart
City of Roxboro
P.O. Box 128
Roxboro, NC 27573

Dear Mr. Lockhart:

Thank you for your continued interest in East Coast Pyrotechnics.

Enclosed, please find display proposal and contract for your review. Keep in mind that this proposal represents a complete turnkey program. East Coast will provide all necessary material, qualified technicians, and 5 million dollars of liability insurance coverage. In addition, we will obtain all required city discharge permits.

The proposed display will feature the same mixture of special effects type shells as has been displayed during previous events (Spinners, Tourbillions, Crossettes, Strobes, Palm Trees, Kamuro, and Pattern shells, Five Pointed Star, Heart in Circle, Smiley Face, Sunflower, etc) and will include the best of our new inventory.

If the proposed display meets your approval, please return the enclosed contract to secure your upcoming event. For your convenience you may return via Fax (803-789-6440) or e-mail.

If you should have any questions, do not hesitate to contact me (800) 238-5114 or joel@eastcoastpyro.com at anytime.

As always, a pleasure to speak with you and I look forward to the opportunity to be of service.

Sincerely,

Joel Matthews
Event Producer

City of Roxboro
\$10,500.00 Proposal Synopsis
July 4th, 2019

Opening

49 Shot – 1½” Multi- Color Dahlia with 49 Rising Tails

Main Body

130 – 3” Caliber Shells

130 – 4” Caliber Shells

60 – 5” Caliber Shells

(includes 8 pattern shells)

Mid – Show Flight One

36 – 2 ½” Multi-Color Dahlia with 36 Rising Tails

Mid – Show Flight Two

210 Shot – 1” Red & Blue to Silver Crossette “X” Shape

Grand Finale

36 – 2 ½” Assorted Color Peony & Salutes with 36 Rising Tails

40 – 3” Assorted Color Dahlia & Crown Shells

40 – 3” Variegated Color Peony & Chrysanthemum Shells

30 – 3” Silver Titanium Salutes With Rising Silver Tail

EAST COAST PYROTECHNICS, INC.
AGREEMENT

This contract entered in this 15th of March A.D. 2019 by and between EAST COAST PYROTECHNICS, INC. of Catawba, S.C. and City of Roxboro (customer) of City Roxboro State NC.

WITNESSETH: EAST COAST PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 4, 2019 Customer Initial _____, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. Customer shall remit to the first party an additional 15% of the total contract price or additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of EAST COAST PYROTECHNICS, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, EAST COAST PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is cancelled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay EAST COAST PYROTECHNICS, INC. on demand, all EAST COAST PYROTECHNICS, INC.'s out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses, and employee charges.

EAST COAST PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. EAST COAST PYROTECHNICS, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay EAST COAST PYROTECHNICS, INC. the sum of \$10,500.00 (50% Deposit due upon invoice). A service fee of 1 ½% per month shall be added if account is not paid in full within 30 days of the show date.

EAST COAST PYROTECHNICS, INC. will obtain Commercial Liability and Property Damage and Workers Compensation insurance. Certificate of Insurance will be provided prior to the event. All the entities listed on the Certificate of Insurance will be deemed as an additional insured per this contract.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 350 ft all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be constructed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by EAST COAST PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this agreement and invoice. Signor of this contract personally guarantees full payment of this agreement.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

EAST COAST PYROTECHNICS, INC.

By _____

Date Signed: March 15, 2019

Joel Matthews

PO Box 209

Catawba, SC 29704

P803-789-5733

F803-789-6440

joel@eastcoastpyro.com

CUSTOMER

By _____

It is duly authorized agent, who represents he/she has full authority to bind the Customer

Date Signed: _____

(Please Type or Print)

Name: _____

Address: _____

Phone: _____

Email: _____

Billing Email: _____



City of Roxboro

April 4, 2019

Person County Board of Commissioners
304 South Morgan Street
Roxboro, NC 27573

Dear County Commissioners,

On behalf of the City of Roxboro, I am contacting you to ask for your continued partnership in funding and supporting the Independence Day Fireworks. The Independence Day Celebration in Person County has continued to grow due to the support of the citizens, the Directors' Round Table, Person County, 96.7 Radio Roxboro, the City of Roxboro and numerous other participating organizations.

The fireworks are just one activity in a day of celebration. For example, this year marks the 14th Annual July 4th Parade, hosted by the Directors' Round Table in Uptown Roxboro.

The City of Roxboro and the Directors' Roundtable have committed to financially supporting the Independence Day Fireworks and I would like to formally invite you to continue your support. The contract for the display on July 4th is \$10,500 and we are requesting \$4,750 from Person County.

Please consider continuing to support the Independence Day Celebration. If you have any questions, please feel free to contact me directly at 336-322-6010.

Sincerely,

Brooks Lockhart
City Manager

BBQ FUNDRAISER

benefitting the
City of Roxboro
FIREWORKS

April 26th

11am - 1pm

\$7 lb. ≈ Furniture Mart Parking Lot



Submit Pre-Order Form via email BBQ4Fireworks@gmail.com, by phone at 336-599-8333,
or on the Directors' RoundTable Facebook page.
Delivery Available for orders over 10 lbs.

FIREWORKS FUND – BBQ FUNDRAISER

Friday, April 26, 2019 – Pre-Order Form

BBQ prepared by Keith Watts of



336-599-5324

Name: _____ Phone: _____

Email: _____

\$7 per pound – How many do you want? _____

Guarantee your pre-order by April 19th. Pre-Orders can be picked up Friday, April 26th
between 11am and 1pm at the front of the Furniture Mart parking lot.

7. Revision of Verizon Contract

Revision of Verizon Contract

We have had a request from Verizon to delay the implementation of our current contract until January 2020. The effective date in our current contract was June 1, 2019 or when Verizon installed equipment, whichever is soonest.

Verizon is aware of the City's intention to utilize our lease proceeds to offset our expense of Tower Modification. Verizon has made the generous offer to execute a one-time payment of \$10,000 to the City for modifying our contract starting date to become effective January 1st, 2020.

As shared at our previous meeting, Tower Engineering Professionals have given staff a rough approximation outline of potential lead times for the modifications, which are listed below:

- Design underway (still underway)
- Council Approval for Modification Contract
- 6 weeks for materials
- 4 weeks for construction
- Verizon Lease term to begin January 1, 2020

The proposed revision works to the benefit of the City three-fold. First, it will provide us with funds upfront in addition to the entire lease amount previously agreed on. Second, given our new design is not yet complete, the City would have had difficulty completing our Tower Modification prior to June 1, 2019. Finally, accepting this revision will allow the City to complete all of the modification work within one fiscal year (2019-2020).

Staff is requesting that Council please make a motion to revise our lease term with Verizon to become effective on January 1, 2020.

8. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eight Months Ended February 28, 2019

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	66.67% Percent of Budget
General Fund (10)					
Ad Valorem Taxes	\$ 4,768,851	\$ 4,768,851	\$ 4,693,685.69	\$ (75,165.31)	98.42%
Local Option Sales Tax	1,721,816	1,721,816	1,206,282.33	(515,533.67)	70.06%
Other Taxes and Licenses	12,000	12,000	10,668.76	(1,331.24)	88.91%
Unrestricted Intergovernmental	973,408	973,408	484,163.22	(489,244.78)	49.74%
Restricted Intergovernmental	637,276	637,396	460,396.78	(176,999.22)	72.23%
Permits and Fees	7,000	7,000	6,865.00	(135.00)	98.07%
Sales and Services	667,120	667,120	430,378.73	(236,741.27)	64.51%
Miscellaneous	20,247	24,997	70,901.06	45,904.06	283.64%
Investment Earnings	2,500	2,500	13,733.00	11,233.00	549.32%
Interfund Transfers	1,206,817	1,240,972	661,211.36	(579,760.64)	53.28%
Sale of Fixed Assets	15,000	15,000	687.88	(14,312.12)	4.59%
Total Revenues	10,032,035	10,071,060	8,038,973.81	(2,032,086.19)	79.82%
Expenditures:					
Governing Body - City Council	177,805	177,805	187,224.05	(9,419.05)	105.30%
City Hall Administration	544,510	578,665	426,161.31	152,503.69	73.65%
Finance	278,083	278,083	198,417.54	79,665.46	71.35%
Sales Tax	88,100	88,100	71,293.44	16,806.56	80.92%
Tax Collections	64,843	64,843	65,151.36	(308.36)	100.48%
Buildings & Grounds	220,644	220,644	90,734.79	129,909.21	41.12%
Safety / Purchasing	34,275	34,275	8,241.96	26,033.04	24.05%
Police	3,209,292	3,234,042	2,189,510.07	1,044,531.93	67.70%
Fire	2,218,717	2,218,717	1,417,310.23	801,406.77	63.88%
Emergency Communications 911	95,800	95,800	59,064.86	36,735.14	61.65%
Transportation - Streets	1,836,440	1,836,440	932,329.94	904,110.06	50.77%
Environmental Protection	1,142,526	1,142,526	759,868.35	382,657.65	66.51%
Economic Development	399,580	399,580	178,946.23	220,633.77	44.78%
Cultural & Recreational	750	750	-	750.00	0.00%
Debt Service	531,420	531,420	118,104.69	413,315.31	22.22%
Interfund Transfers	75,000	325,000	250,000.00	75,000.00	76.92%
Total Expenditures	10,917,785	11,226,690	6,952,358.82	4,274,331.18	61.93%
Excess of Revenues Over (Under) Expenditures	(885,750)	(1,155,630)	1,086,614.99	2,242,244.99	
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	\$ -	\$ -	1,186,614.99	\$ 1,186,614.99	
Fund Balance Beginning of Year			4,702,534.97		
Fund Balance Current Period			\$ 5,889,149.96		

**City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eight Months Ended February 28, 2019**

	Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	66.67% Percent of Budget
Enterprise Funds					
Revenues:					
Water & Sewer Fund 60					
Charges for Services	\$ 5,383,752	\$ 5,383,752	\$ 3,236,622.18	\$ (2,147,129.82)	60.12%
Assessments	-	-	-	-	#DIV/0!
Tapping Fees	20,000	20,000	24,750.00	4,750.00	123.75%
Other Operating Revenues	35,519	35,519	2,781.24	(32,737.76)	7.83%
Nonoperating Revenues	500	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	-	-	-	
Interfund Transfers	1,082,589	1,093,339	-	(1,093,339.00)	0.00%
Sale of Fixed Assets	15,000	15,000	22,596.00	7,596.00	150.64%
Total Water & Sewer Fund 60	6,537,360	6,548,110	3,286,749.42	(3,261,360.58)	50.19%
Triple Tier Fund 61					
Operating Revenues	6,965	6,965	3,512.82	(3,452.18)	50.44%
Nonoperating Revenues	100	100	84.77	(15.23)	84.77%
Rural Center Engineering Grant	-	-	-	-	#DIV/0!
Capital Reserve Fund 69					
Operating Revenues	742,040	742,040	503,956.79	(238,083.21)	67.92%
Nonoperating Revenues	1,500	1,500	3,955.67	2,455.67	263.71%
Interfund Transfers	-	-	-	-	#DIV/0!
Total Revenues	7,287,965	7,298,715	3,798,259.47	(3,500,455.53)	52.04%
Expenditures:					
Public Utilities: Administration	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	#DIV/0!
Billing & Collection	131,911	131,911	96,781.77	35,129.23	73.37%
Meter Section	258,720	258,720	174,045.96	84,674.04	67.27%
Raw Water Supply	62,813	66,973	44,678.36	22,294.64	66.71%
Water Plant	1,568,915	1,569,200	1,005,794.76	563,405.24	64.10%
Water Maint and Construction	838,830	844,770	369,563.85	475,206.15	43.75%
Wastewater Plant II	149,664	149,664	69,735.45	79,928.55	46.59%
Wastewater Plant	1,163,705	1,164,070	726,432.14	437,637.86	62.40%
Pump Stations	337,268	337,268	210,446.81	126,821.19	62.40%
Wastewater Maint & Construction	593,506	593,506	295,216.90	298,289.10	49.74%
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	661,211.36	610,605.64	51.99%
Total Water & Sewer Fund 60	6,856,636	6,867,386	4,124,731.44	2,742,654.56	60.06%
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	7,617,991	4,124,731.44	3,493,259.56	54.14%
Excess of Revenues Over (Under) Expenditures	(319,276)	(319,276)	(326,471.97)	(7,195.97)	
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	\$ -	\$ -	(326,471.97)	\$ (326,471.97)	
Fund Balance Beginning of Year			2,262,190.12		
Fund Balance Current Period			\$ 1,935,718.15		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eight Months Ended February 28, 2019

Original Budget	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	66.67% Percent of Budget
<u>Central Depository</u>				
Cash	11100000	2,150,170.11		
BB&T MMA	11100001	128,345.37		
NCCMT	11100002	3,743,562.81		
Flexible Spending Account AFLAC	11100003	10,621.85		
Roxboro Savings Bank	11100004	520,962.78		
Gateway Bank MMA Finistar CD's	11100005 11130000	- -		
Total Cash and Investments		\$ 6,553,662.92		\$6,553,662.92
<u>Breakdown by Fund:</u>				
General	10	\$ 5,035,910.29		
CDBG-Revolving Loan Fund	13	63,313.77		
Old Durham Road Project Fund	20	359.95		
Vehicle Special Revenue	26	4,813.69		
Ridge Road Capital Project	30	-		
Stormwater Capital Fund	50	185,206.01		
Enterprise	60	(954,482.47)		
Triple Tier Water	61	3,443.78		
Capital Reserve	69	2,121,982.41		
Wastewater Plant Capital Project	71	7,460.00		
Annexation Area Capital Project	73	-		
Christmas Club / Flex Fund	75	10,621.85		
LEO Pension Trust Fund	79	75,033.64		
Reserve for Interest Earned		-		
Total of Fund's Cash and Investments		\$ 6,553,662.92		\$6,553,662.92

City of Roxboro, North Carolina
Fund Balance
General Fund
As of February 28, 2019

	General Fund			
	28-Feb-19 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	0.77%	0.40%	0.44%
Reserved by state statute	653,781	11.10%	5.82%	6.33%
Reserved for streets - Powell Bill	287,458	4.88%	2.56%	2.78%
Reserved for cemetery	30,269	0.51%	0.27%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.29%</u>	<u>1.20%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>19.55%</u>	<u>10.26%</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>4,737,536</u>	<u>80.45%</u>	<u>42.20%</u>	<u>45.85%</u>
Total fund balance unreserved	<u>4,737,536</u>	<u>80.45%</u>	<u>42.20%</u>	<u>45.85%</u>
Total equity and other credits	<u>\$ 5,889,150</u>	<u>100.00%</u>	<u>52.46%</u>	<u>56.99%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 11,226,690	
Prior Year Expenditures				\$ 10,333,189

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of February 28, 2019

	Enterprise Fund			
	28-Feb-19 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	0.74%	0.25%	0.28%
Reserved by state statute	422,861	21.85%	7.56%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>92.19%</u>	<u>31.89%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	114.77%	39.70%	43.39%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>(285,888)</u>	<u>-14.77%</u>	<u>-5.11%</u>	<u>-5.58%</u>
Total fund balance unreserved	<u>(285,888)</u>	<u>-14.77%</u>	<u>-5.11%</u>	<u>-5.58%</u>
Total equity and other credits	<u>\$ 1,935,718</u>	<u>100.00%</u>	<u>34.59%</u>	<u>37.80%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 5,595,569	
Prior Year Expenditures				\$ 5,120,360

**City of Roxboro
Tax Collection Report
For the Month Ended
31-Mar-19**

	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	360,767.90	499,691.97	493,114.72
Public Utilities	-	-	-
Adjusted Original Levy	4,590,483.30	4,850,355.65	4,835,928.61
+Discoveries	181,168.75	106,561.33	123,960.93
Levy	4,771,652.05	4,956,916.98	4,959,889.54
-Releases	6,577.06	11,020.11	6,004.54
Current Levy	4,765,074.99	4,945,896.87	4,953,885.00
Collection year-to-date	\$ 4,660,399.18	\$ 4,902,216.71	\$ 4,931,494.53
Uncollected	\$ 104,675.81	\$ 43,680.16	\$ 22,390.47
Collection % of Current Levy	97.80%	99.12%	99.55%
Property Tax Rate Per \$100	\$ 0.670	\$ 0.670	\$ 0.670

9. Assistant City Manager's Report

Assistant City Manger's Report

Wastewater Treatment Plant Upgrade – The contractor is now only 15 days behind schedule. According to the contract for weather delays, the contractor is entitled to a 54-day extension. The current schedule has the Oxidation Ditch and Office/Lab Building to be online by December 11, 2019. After the Oxidation Ditch is up and running, the aeration basins can be taken out of service and work on them can begin. This schedule is still weather dependent.

Water Treatment Plant – The Water Treatment Plant is in the process of replenishing the anthracite in the filters. Anthracite is a type of charcoal that helps remove impurities from the water. Each time a filter is backwashed a little bit of the anthracite is washed away. Every few years it has to be add to maintain the required level. There are three filters at the plant and the contractor is doing one a week. After the anthracite is added, the filter must be disinfected and pass a bacteria test before it can be put back in service.

I&I Grant – Hydrostructures, the company that has been doing the I&I work for the City, applied for a grant with the state to study the I&I problem in the City's sewer collection system. They were notified last week that the grant was awarded to the City. The grant will require a 5% match. It is estimated to be for \$150,000 over 5 years.

10. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: April 4th, 2019

- Please take note of several upcoming dates.
 - Good Morning Coffee Hour 8am April 10th at Golden Corral program from the Partnership for Children with a speaker from NC Prevent Child Abuse
 - Budget Work Session #1, 6pm April 10th at City Hall
 - Directors' Roundtable Fireworks BBQ Sale April 26 at Furniture Mart Parking Lot, Pre-order by April 19th
 - City Council Meeting, 7pm Tuesday May 14th at City Hall
 - Safety Awards Banquet, Thursday May 30th at Homestead Steakhouse
 - Budget Work Session #2 and #3, Dates TBA
- Staff is continuing to enhance our utility billing operations. Staff has created marketing materials to let our utility customers know about "TylerNotify." This system will allow the City to text and/or provide automated calls to our customers. There is a cost to the City per call or text, but the system does not charge the City if a number cannot be reached. To start with, the primary use of the system will be a friendly reminder to customers about past due payments prior to disconnection of services. Staff has sent a water bill insert to all our customers requesting the following: updated contact number(s), their preference of receiving a call and/or text, and to contact the city if they desire to opt out of receiving notifications. By default the system is set to notify all, staff must manually mark an account for it to opt out. The mailer is one part of our information campaign, and we will need to involve our local media outlets to ensure we have up-to-date contact information for those interested in participating. We have requested the forms be submitted by April 15th, with the intention of making the notification system live in May.
- Per the discussion with City Council, staff has not completed reaching out to the businesses in the B3 Zoning District regarding trash collection policies. The B3 zoning district does not require building setbacks and commercial trash must be considered in this context. Staff will be collecting information and intends to bring an updated draft before Council at the May meeting.
- Staff is working to follow up on concepts discussed at Council's Strategic Planning Meeting. Council should expect updates on a few items soon. Some concepts discussed will make their way into our upcoming Budget Planning. Our Budget Calendar prescribes May 21st and 28th as potential meeting dates. It would be helpful to set dates as Council is able.