

**AGENDA ROXBORO CITY COUNCIL MEETING
TUESDAY, JULY 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		
Fuel Expenditures		
Planning/URG Report		
RECOGNITIONS:	Police Corporal Promotion- Jami Vuolo	
PUBLIC COMMENT:	<i>(5 minutes per Citizen)</i>	Mayor Marilyn P. Newell
PUBLIC HEARINGS AND ORDINANCE MATTERS:		
1. Text Amendment – City Code of Ordinances: Chapter 96		Planning Director Lauren Johnson
NEW BUSINESS:		
2. Appointment Process for Council Vacancy		Mayor Marilyn P. Newell
OLD BUSINESS:		
COMMITTEE REPORTS		Mayor Marilyn P. Newell
ADMINISTRATIVE REPORTS:		
3. Financial & Tax Report		Finance Director Dan Craig
4. Assistant Manager’s Report		Assistant Manager Tommy Warren
5. Manager’s Report		City Manager Brooks Lockhart
COUNCIL DISCUSSION:		
CLOSED SESSION:	Per NCGS 143.318.11(a)(1) Attorney/Client Privilege Per NCGS 143.318.11(a)(4) Economic Development	
ADJOURNMENT:	Motion	Second

Consent Agenda

CITY OF ROXBORO, NC Consent Agenda

The Regular meeting of the Roxboro City Council was held in the Council Chamber of City Hall at 7:00 p.m. Tuesday, July 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 May 21, 2019 (*Special Budget Meeting*)
- Minutes of May 28, 2019 (*Special Budget Meeting*)
- Minutes of June 11, 2019 (*Regular Meeting*)
- Minutes of June 24, 2019 (*Special Meeting*)
- Fire/EMS Monthly Report (*June 2019*)
- Police Dept. Monthly Report (*June 2019*)
- Fuel Expenditures Monthly Report (*June 2019*)
- Planning/RDG Monthly Report (*June 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, MAY 21, 2019 – 6:00 P.M. BUDGET 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

Members Absent: Council Member Byrd Blackwell
Council Member Sandy Stigall

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:05 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any additions or corrections and to also include excusing **Council Member Byrd Blackwell** and **Council Member Sandy Stigall**. **Mayor Pro Tem Tim Chandler** offered a motion to approve the agenda as presented and to excuse **Council Member Byrd Blackwell** and **Council Member Sandy Stigall** with a second by **Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

1. Budget Workshop

- **Capital Funding – City Manager Brooks Lockhart** presented to the Mayor and Council Capital request from the Enterprise Fund, Public Services, Administration, Police and Fire. Mr. Lockhart explained that the Front Load Garbage Truck would need to be ordered now with a fourteen month lead time. Police 800Mhz radios for the Police Department and ground up-lifts for concrete and lifting air bag to lift a car or entrapment.
- **Enhancement of Internal Services**
Mr. Lockhart would like to have a new position created for Building Maintenance Supervisor with a Pay Grade of 15 and to re-class Building Maintenance Worker with a Pay Grade of 10.
- **Post-Employment Health Benefit Update**
Mr. Lockhart offered an update on the retirees' insurance rates. Retirees' covered on the City insurance carry a higher rate code established by the insurance provider based on an actuarial study all the retirees in the pool's risk. The rate is 65% higher than the active employee rate. Monthly/\$1,429, or \$17,147 annually for three years. Total expense for the three years is \$51,440.
- **Recycling**
Continuing, **City Manager Brooks Lockhart** reported to the Mayor and Council that staff has performed a feasibility analysis for recycling. The analysis only looked into the implementation for curbside residential

recycling, further work will be need to evaluate commercial operations. The analysis assumes bi-weekly collection.

Staff would anticipate the soonest the City could implement this program would be July 1st, 2020. As shared at Budget Workshop 1, it takes an average of twelve to eighteen month lead times for large truck orders. This will provide Council ample time to solicit feedback and conduct Public Hearings. Mr. Lockhart offered some scenarios for Council to study on a spreadsheet. Staff would need to create a new department (4715) and hire two new employees. **Council Member Mark Phillips** would like to have at least two Public Hearings and would favor a service fee as opposed to a tax.

COUNCIL DISCUSSION: **Council Member Mark Phillips** asked about roll-out carts in town at apartment complexes staying out so long. Mr. Phillips also stated that an old television has been out on the Gentry Street for almost a year. **Mayor Pro Tem Tim Chandler** asked how long the process is for high grass complaints to be addressed.

There being no further business to discuss, **Council Member Mark Phillips offered a motion to adjourn this meeting at 7:50 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

May 21, 2019

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY, MAY 28, 2019 – 6:30 P.M. BUDGET 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 Sandy Stigall

Members Absent: Council Member Byrd Blackwell

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

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 6:05 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any additions or corrections and to also include excusing **Council Member Byrd Blackwell**. **Pro Tem Tim Chandler** offered a motion to approve the agenda as presented and to excuse **Council Member Byrd Blackwell** with a second by **Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

1. Budget Workshop

City Manager Brooks Lockhart offered a slide presentation to highlight some of the changes that have been discussed in the FY Budget 2019/2020. Discussions included:

- Creation of a new General Fund Department; 10-4161 Building and Communication Tower – Budgeted at \$23,000 for “Year One”. Future year costs should be limited to \$30,000.
- Economic Development Functions (Planning and Zoning and Community Investment Departments) have been reorganized
- Major investments in the Planning and Zoning Department that include:
 - Code Enforcement (Increase in the Code Enforcement Hours)
 - Joint Future Land Use Planning efforts with Person County Planning - \$75,000
 - Annual Subscription fee to upgrade shared software with Person County Developmental Services
 - The proportional share of the purchase price of the new software to be shared with Person County Developmental Services
 - The Desert Sands redevelopment project is estimated to cost \$207,848 at construction phase with a 10% contingency. If additional state funds are allocated the City would need to contribute \$25,000.
- Major investment in Building and Ground Maintenance Personnel.

- Community Investment Department – 10-9910, has been defunded with all previous functions being more suited for incorporation in other existing departments. Community Organization Requests have been moved to Administration Department (10-4120-522) and is now labeled as Community Support, the annual allocation for the Uptown Roxboro Groups has been moved to Planning and Development Department (10-4910-350 Contracted Services), and Fireworks have been moved to Governing Body (10-4110-350 Contracted Services).
- City Staff has been working to develop comparable Certification Pay polices across all departments and Mr. Lockhart stated that Person County has recently implemented major quality of life changes to their employee benefits such as: Maternity/Paternity/Adoption Leave (six weeks per event) and allow time for volunteer hours during work hours.
- Staff would like a dialogue with Council to consider in the 2020-2021 budget for a 401k 5% match.

There being no further discussion, **Council Member Mark Phillips offered a motion to enter into a Closed Session Per NCGS 143.318.11(a)(1) Attorney/Client Privilege with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

Council Member Sandy Stigall offered a motion to return to open session with a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

COUNCIL DISCUSSION: No discussion at this time.

There being no further business to discuss, **Council Member Mark Phillips offered a motion to adjourn this meeting at 8:34 p.m. with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

Submitted By:

Trevie Adams, MMC/NCCMC
City Clerk

May 28, 2019

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
TUESDAY, JUNE 11, 2019 – 7:00 P.M. CITY COUNCIL MEETING
CITY HALL IN THE COUNCIL CHAMBERS - ROXBORO, NC**

Members Present: Mayor Marilyn P. Newell
Mayor Pro-Tem Tim Chandler
Council Member Mark Phillips
Council Member Reggie Horton
Council Member Sandy Stigall (via phone)

Members Absent:

Others Present: City Manager Brooks Lockhart
City Attorney Nick Herman
Finance Director Dan Craig
City Clerk Trevie Adams

CALL TO ORDER:

Mayor Marilyn P. Newell called the meeting to order at 7:00 p.m. welcoming everyone in attendance. **Council Member Mark Phillips** provided the invocation and a tribute to Council Member Byrd Blackwell.

PLEDGE OF ALLEGIANCE:

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

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any changes or additions asking that the Closed Session be removed from the Agenda. **Council Member Mark Phillips offered a motion to approve the agenda with the Closed Session be removed with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

CONSENT AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the consent agenda and asked if anyone had any comments. **A motion was offered by Council Member Mark Phillips to approve the consent agenda as presented with a second by Council Member Reggie Horton**, and upon being put to a vote, was carried unanimously.

RECOGNITIONS: **Mayor Marilyn P. Newell** read a Resolution in Honor of Council Member Byrd Blackwell who passed away on June 1, 2019. A memorial was set in place in honor of Mr. Blackwell at his Council seat. Mrs. Phyllis Blackwell thanked the Mayor and Council for all their support during their time of loss.

PUBLIC COMMENT:

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

PUBLIC HEARINGS & ORDINANCE MATTERS:

1. Budget Amendment

Finance Director Dan Craig presented Council with Budget Amendment #7. **After a brief discussion, Council Member Mark Phillips offered a motion to approve Budget**

Amendment #7 as presented with a second by Mayor Pro Tem Tim Chandler and upon being put to a vote was carried unanimously. Clerk's Note: A copy of said budget amendment is hereby incorporated into the minutes of this meeting.

2. Rezoning – 31 Patterson Drive – *Public Hearing*

Mayor Marilyn P. Newell opened the Public Hearing at 7:29 pm. Planning Director Lauren Johnson presented the Mayor and Council with an application from Mr. Nghia Thach for the rezoning of three parcels of land identified as Tax Map 107 Parcels 57, 59 and 69. This tract is at the corner of Patterson Drive and 501 S/Durham Road, near the Handi Cupboard Service Station and is addressed as 31 Patterson Drive. It is approximately .64 acres in size. After some discussion, Mayor Newell closed the Public Hearing at 7:34 pm. Mayor Pro Tem Tim Chandler offered a motion to approve the rezoning request presented in Docket #RZ2019-03 and in doing so, adopt the plan consistency statement as presented that reads: “The proposed amendment is consistent with the City’s Comprehensive Land Use Plan in that it;

- **Promotes an orderly and efficient land use pattern, which allows for a variety of land uses while being sensitive to environmental concerns.**
- **Is redevelopment compatible with the established character and community vision, and**
- **Allows for development along existing and proposed major transportation routes.**

Furthermore, this decision is in the public interest of the City of Roxboro because it adds to the uniform use of properties along the major transportation corridor”, with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

3. Rezoning – 110 Carver Street– *Public Hearing*

Mayor Marilyn P. Newell opened the Public Hearing at 7:35 p.m. Planning Director Lauren Johnson reported to the Mayor and Council that a request for a rezoning for the parcel of land identified as Tax Map 7, Parcel 27 was received from City Manager Brooks Lockhart on behalf of Habitat for Humanity. This tract is at the corner of North Main Street and Carver Drive, near the Roxboro Stor N Lock and addressed as 110 Carver Drive and approximately 1.71 acres in size. The current zoning is I-1 and the request is for rezoning to a B-1. Mayor Newell asked if anyone from the public would like to speak on the matter.

1) Dr. Steve Garrett of 917 Carver Drive, Roxboro, N.C. spoke in favor of the rezoning for 110 Carver Street.

After a brief discussion, Mayor Newell closed the Public Hearing at 7:40 p.m. Council Member Mark Phillips offered a motion to approve the rezoning request presented in Docket #RZ2019-04 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;

- **Would minimize conflicts between adjacent land uses, and**
- **Encourages industrial and commercial growth in appropriate locations within the corporate limits.**

Furthermore, this decision is in the public interest of the City of Roxboro because it adds to the uniform use of properties along the major transportation corridor”, with

a second by Mayor Pro Tem Tim Chandler and upon being put to a vote was carried unanimously.

4. Text Amendment – City Code of Ordinances – Chapters 95 & 96 – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 7:55 p.m. Planning Director Lauren Johnson reported to the Mayor and Council that based on requests from local business owners, Planning Staff has prepared a draft of revisions to Chapters 95 and 96 of the City Code of Ordinances to allow for administrative approval of some special business activities and sidewalk encroachments. Mrs. Johnson pointed out the highlighted sections for Chapters 95 and 96 explaining the changes being proposed. Council Member Mark Phillips and Mayor Newell asked that the word encroachment be removed from Chapter 96 and strike the word “ropes” under section 96.001. After some discussion, Mayor Newell closed the Public Hearing at 8:11 p.m. **Council Member Mark Phillips offered a motion to approve the amendment to Chapter 95 with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously. After further discussion, **Mayor Pro Tem Tim Chandler offered a motion to table a decision on Chapter 96 for changes proposed by Council and bring back for approval at the July 9, 2019 regular meeting with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

5. Text Amendment – City Code of Ordinances – Chapter 76 – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 8:14 p.m. City Manager Brooks Lockhart reported to the Mayor and Council that in April, City Staff met with the Christian Help Center Executive Director Cynthia Wilson to discuss the parking concerns brought before Council during a public comment. The primary concerns of the Center were focused on two issues. First, they requested additional handicap parking towards the east side (Depot Street) of the North Main Parking Lot. Second, they expressed concerns over optimal customer parking being monopolized by all day parking. Mr. Lockhart presented two potential solutions:

- Make all spaces in the North Main Parking Lot facing and immediately adjacent to Depot Street a two hour duration parking Monday-Friday 8am-5pm. This would create fourteen time restricted parking spaces and staff feels the two hour limitation is consistent with the overall parking in Uptown.
- Add two handicap parking spaces (this will remove three regular spaces). These would be located between the Christian Help Center and Schewel’s Warehouse Buildings, the spaces directly face the Schewel’s Warehouse Building.

Council approval of the fourteen spaces would become active as of posting and not text amendment would be required.

As shown in Chapter 76, Schedule IV: Special Parking Restrictions, staff would update the table to reflect “Four” where is presently “Two”.

Mayor Newell closed the Public Hearing at 8:17 p.m. After some further discussion, Mayor Pro Tem Tim Chandler offered a motion to approve the time limit on the fourteen spaces and to add two more handicapped spaces as requested with a second by Council Member Mark Phillips and upon being put to a vote was carried unanimously.

6. Proposed Budget FY 2019-2020 – Public Hearing

Mayor Marilyn P. Newell opened the Public Hearing at 8:51 p.m. City Manager Brooks Lockhart presented the proposed budget for fiscal year 2019-2020 highlighting some

points of interest that have been discussed during budget sessions. After some discussion, it was the consensus of Council to set June 24, 2019 at 5:30 pm as a special meeting time to approve the budget for FY 2019-2020. **Mayor Newell asked for any public discussion at the time and there being none, closed the Public Hearing at 8:52 pm.**

NEW BUSINESS:

7. Auditor's Contract

Finance Director Dan Craig presented the Mayor and Council with the Auditor's Contract for 2019. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve the Auditor's Contract as presented with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

8. Loan Approval

Finance Director Dan Craig reported to the Mayor and Council that the City intends to borrow funds for the purchase of police vehicles in the amount of \$103,000 and for the purchase of a Backhoe in the approximate amount of \$155,000. The amounts were approved to be financed with the original adoption of the 2018-2019 fiscal year budget. In order for the financing of these purchases to be completed by June 30, 2019, it is requested that Daniel Craig, Finance Director and Brooks Lockhart, City Manager be authorized to complete the financing arrangements on behalf of the City with the details to be reported to City Council at the June 24, 2019 meeting. After a brief discussion, **Council Member Reggie Horton offered a motion to approve Mr. Craig and Mr. Lockhart be authorized to complete the financing arrangements on behalf of the City with a second by Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously.

9. Resolution of Surplus Items

Public Services Director Andy Oakley presented Council with a Resolution to Declare Certain Personal Property Surplus from the Public Services Department. According to the City of Roxboro's policy concerning the sale of surplus property items expected to bring more than \$5,000 be brought before City Council for approval. Staff would like authorization for Phillip Fish to post these items to GovDeals for auction. After a brief discussion, **Mayor Pro Tem Tim Chandler offered a motion to approve Phillip Fish to post said items on GovDeals for auction with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

10. Resolution of Governing Body of Recipient

Public Services Director Andy Oakley reported to the Mayor and Council that staff applied for a grant to assess our sewer in the northern half of Roxboro for inflow and infiltration. The City was approved for the grant and the state has asked that Council adopt a resolution accepting the grant. The city will be required to match 5% of the \$150,000 (\$7,500) and pay the grant fee of 1.5% (\$2,250). Mr. Oakley asked that Council adopt the resolution and allow Brooks Lockhart, Tommy Warren and Andy Oakley to act as authorized agents for this grant. After a brief discussion, **Council Member Reggie Horton offered a motion to approve the resolution as presented and to allow Brooks Lockhart, Tommy Warren and Andy Oakley to act as authorized agents for the grant with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Clerk's Note: A copy of said Resolution is hereby incorporated into the minutes of this meeting.**

OLD BUSINESS:

Committee Reports:

Mayor Marilyn P. Newell asked for any committee reports at this time.

- Council Member Mark Phillips attended the Chief's meeting, East Roxboro Neighborhood Watch meeting and the Police presented a program "Lock and Save".
- Mayor Pro Tem Tim Chandler reported that United Way funds have been dispersed.
- Council Member Reggie Horton did not attend Kerr Tar this month due to conflict, but will attend the upcoming budget meeting.
- Mayor Marilyn P. Newell reported that she attended a program at the Person County Airport hosted by Industrial Relations.

ADMINISTRATIVE REPORTS

10. Financial & Tax Report

Finance Director Dan Craig presented Council with Financial reports for months ending April 30, 2019 and tax reports for May 31, 2019. **Clerk's Note: A copy of said financial and tax report is hereby incorporated into the minutes of this meeting.**

11. Assistant Manager's Report

City Manager Brooks Lockhart reported for Mr. Warren that the Forest Street and Edgewood Drive intersection was closed for storm drain repair. The problem has been repaired and the street patched and reopened.

Progress is continuing on the upgrade at the Wastewater Treatment Plant as they continue to pour concrete walls for the oxidation ditch and lay the block walls for the office/lab building. Underground piping to the oxidation ditch is also being installed.

NCDOT is replacing the handicap ramps on sidewalks adjacent to NCDOT maintained streets in the city. One ramp in particular, at the intersection of Depot Street and Foushee Street, may be a trip hazard. When the new ramp was constructed, they installed a curb at the back of the sidewalk. This leaves a 6" drop from the existing concrete to the new sidewalk. Again, this is a NCDOT project and if there are any claims for injuries, staff needs to remember it is NCDOT's responsibility.

The NC Division of Water Resources has adopted a new rule, 15A NCAC 18C-1305, to "protect public health by increasing the awareness and resiliency of public water systems treating surface water". The city has to create and implement a Source Water Protection Plan. The plan has to cover potential contaminants in the entire watershed for each of our lakes. The City has until January 1, 2023 to complete the plan and the State is in the process of developing a template to follow. The plan will have to be updated every three years. After the template is published and staff has attended the proposed training session, staff will know if it can be done in-house or if a consultant will be needed. There is concern about some of the information required in the report and the fact that it will be a public record.

12. Manager's Report

City Manager Brooks Lockhart offered some upcoming dates.

- Rox N' Roll will be held Uptown at 6:00 pm on June 21st.
- Budge Meeting for the Year-End Budget Amendments and FY 2019-2020 Budget Adoption
- City Offices will be closed on July 4th in observance of Independence Day

City staff has consulted the City Attorney regarding the practical implications of a 4th Circuit decision pertaining to social media. The City's current practice is to treat our social media as a public forum. The website, which provides no public forum is viewed as strictly informational and is in compliance with best practices. The overall question is can individual posts be treated as informational (having comments disabled) while others function as public forums. The guidance provided by legal counsel will have practical implications to how the City wields electronics communications in the near future.

Staff is continuing discussions with granting agencies regarding Residential Curbside Recycling. Rob Taylor with *The Recycling Partnership* has been very helpful. The Recycling Partnership has the ability to fund \$15 per cart, provide technical assistance, and funding for marketing, including materials with design. The program presented by staff in the feasibility analysis would qualify to apply for these funds. The position with DEQ in the Recycling and Materials Management Section is held by Matt James who served as an intern at the City of Roxboro in 2014. Staff will be reaching out again to the Closed Loop Foundation for an application to receive zero interest funding for any related capital expenses not offset by grants.

City Staff has been working with the Adult Gaming applicants. No permits have been issued at this point, but anticipates issuing a handful soon. Most of the non-compliant businesses have made efforts to comply with the intent of the Ordinance. The City has been contacted by legal counsel for a machine owner with machines located in two businesses. There has been and will continue to be an educational component to implementation as staff works with businesses that might not understand Land Use Planning and Zoning concepts.

COUNCIL DISCUSSION:

Mayor Merilyn P. Newell thanked all that participated in Mr. Blackwell's service and stated that he will be missed by all.

ADJOURNMENT:

There being no further business to discuss, **A motion was offered by Council Member Sandy Stigall with a second by Council Member Reggie Horton to adjourn this meeting** and, upon being put to a vote, was carried unanimously. Meeting adjourned at 9:58 p.m.

Submitted by:

Trevie Adams, MMC/NCCMC
City Clerk

June 11, 2019

**MINUTES/MEETING OF THE ROXBORO CITY COUNCIL
MONDAY, JUNE 24, 2019 – 5:30 P.M. BUDGET 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

Members Absent: Council Member Sandy Stigall

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 5:31 p.m. welcoming everyone in attendance.

AGENDA ADOPTION:

Mayor Marilyn P. Newell presented the agenda asking for any additions or corrections and to also include excusing **Council Member Sandy Stigall**. **Pro Tem Tim Chandler** offered a motion to approve the agenda as presented with a second by **Council Member Mark Phillips** and upon being put to a vote was carried unanimously. **Council Member Reggie Horton** offered a motion to excuse **Council Member Sandy Stigall** with a second by **Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

NEW BUSINESS:

1. Budget Amendment

Finance Director Dan Craig presented the Mayor and Council with the final budget amendment for 2018-2019. Budget Amendment #8 was presented with Mr. Craig offering explanation and asking for any questions or concerns. After a brief discussion, **Council Member Mark Phillips** offered a motion to approve **Budget Amendment #8** as presented with a second by **Mayor Pro Tem Tim Chandler** and upon being put to a vote was carried unanimously. Clerk's Note: **A copy of said amendment is hereby incorporated into the minutes of this meeting.**

2. Board Appointments (Planning Board & Board of Adjustments)

Planning Director Lauren Johnson presented the Mayor and Council with five applications to fill two vacancies on each board. After some discussion, **Mayor Pro Tem Tim Chandler** offered a motion to appoint the following to the Planning Board:

- **Mr. Dave Bradsher for a five year term ending June 30, 2024**
- **Mr. Danny Cultra for a five year term ending June 30, 2024**

With a second by Council Member Reggie Horton and upon being put to a vote was carried unanimously.

With three applications left, Mayor Newell asked if there was an appointment available for an alternate on the Board of Adjustments. Ms. Johnson said there has been an

alternate in the past. **Council Member Mark Phillips offered a motion to appoint the following to the Board of Adjustments:**

- **Ms. Christina Adams for a three year term ending June 30, 2022**
- **Mr. Gerald Wallace for a three year term ending June 30, 2022**
- **Ms. Katherine Liggett as Alternate for a three year term ending June 30, 2022**

With a second by Council Member Reggie Horton and per Mayor Pro Tem Tim Chandler ask if he could ask Mr. Wallace some questions since he was the only applicant present. Mayor Newell asked Mr. Wallace to come forward and state his name and address.

Mr. Jerald Wallace of 54 Wisteria Drive in Roxboro, N.C. At this time Mayor Newell ask why he resigned from the Board of Adjustments after only attending one meeting when he was appointed before. Mr. Wallace responded that he did not remember why he resigned. At this time, **Mayor Pro Tem Tim Chandler stated that he supported Mr. Wallace when he was appointed before for the Board of Adjustments and feels that he would be a better fit as an Alternate and would like to offer a counter motion to appoint Mr. Wallace as the Alternate to the Board of Adjustments and Ms. Katherine Liggett as a board member for a three year term ending June 30, 2022, with a second by Council Member Reggie Horton** and upon being put to a vote was carried unanimously.

3. Budget Approval Fiscal Year 2019-2020

City Manager Brooks Lockhart presented the Mayor and Council with the final draft for the fiscal year 2019-2020 budget.

After a brief discussion, **Council Member Reggie Horton offered a motion to approve the fiscal year 2019-2020 budget as presented with a second by Council Member Mark Phillips** and upon being put to a vote was carried unanimously.

COUNCIL DISCUSSION: No discussion at this time.

There being no further business to discuss, **Council Member Mark Phillips offered a motion to adjourn this meeting at 6:00 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

June 24, 2019

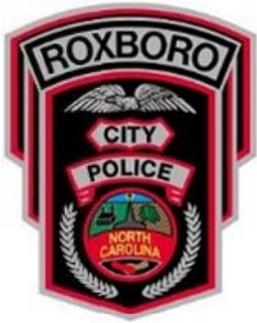


City of Roxboro
Fire and Rescue Department

Date: July 2, 2019
To: Mayor Newell
Roxboro City Council
From: Kenneth M. Torain, Fire Chief

Highlight

- **Responses** - During the month of June the City of Roxboro Fire Department responded to 13 fire calls and 91 ems calls. During the month we also responded to 9 hazardous Conditions and 12 service calls. Over the course of June we responded to 108 calls in the city and 33 in county plus 15 mutual aid calls. Nineteen percent of the time we had two or more calls going at the same time with a total of 2 full alarms.
- **Training** – Roxboro Fire Department instructed several classes in June on Self Contained Breathing Apparatus and self-survival. Spuntech wanted the class for their maintenance crew because the company purchases a few units for the self-rescue.
- **Station Work** Station Three B shift put out about 22 yard of mulch at their station last week. Next we will be doing the Welcome to Roxboro signs and Station Two.
- **Mid level Drill**- Roxboro Fire Department took part in the mid level school shooter meeting in the month of June. We will be during the drill in the near future.
- **Community Events** – The department landed Life Flight last weekend in Walmart parking lot as part of their Safety Day. During the event kids and parent got a close look at the helicopter and we show cased the new Tanker. We also had them to spray water and take pictures in the truck. On the same day we were involved in the Stop The Violence activity at Huck Sanbury and hot dog giveaway at Brookwood.
- **Water Activities** During the extreme hot days the Roxboro fire Department are visiting the kids in the Apartment complexes to spray them with water. They may not have the ability of having a swimming pool so we bring the pool to them.



ROXBORO POLICE DEPARTMENT



109 North Lamar Street
Roxboro, North Carolina 27573

Office 336 599 8345

www.cityofroxboro.com

City Council Report

June 2019

Patrol Division

Highlighted Events

- Patrol conducted a stop light enforcement campaign on Madison Boulevard at Barden Street.
- Radar speed sign deployed on Pointer Street in conjunction with enforcement.
- During the month of June, one motorist cited for a stop sign violation at Crestwood Drive and Gordon Street. Officers continue to conduct enforcement as time permits.
- K-9 Kilo turned 4 years old in June. Patrol celebrated his birthday with a doggy bone and festive hat.



Community Policing

- Attended Stop the Violence community event.
- Sgt. Furstenau, Det. Howe, and Det. Wright spoke with rising 1st and 2nd graders at Small World Daycare.
- Attended Roxboro Housing Authority Expo event.



- PAAL program hosted their first event on June 19th in partnership with Person Rockets basketball. The program hosted 32 kids!



June 2019 Monthly Activities

Calls for Service: 1781

Traffic Enforcement Requests: 28

Traffic Crashes: 53

Total Arrests: 95

Directed/Foot Patrol: 364

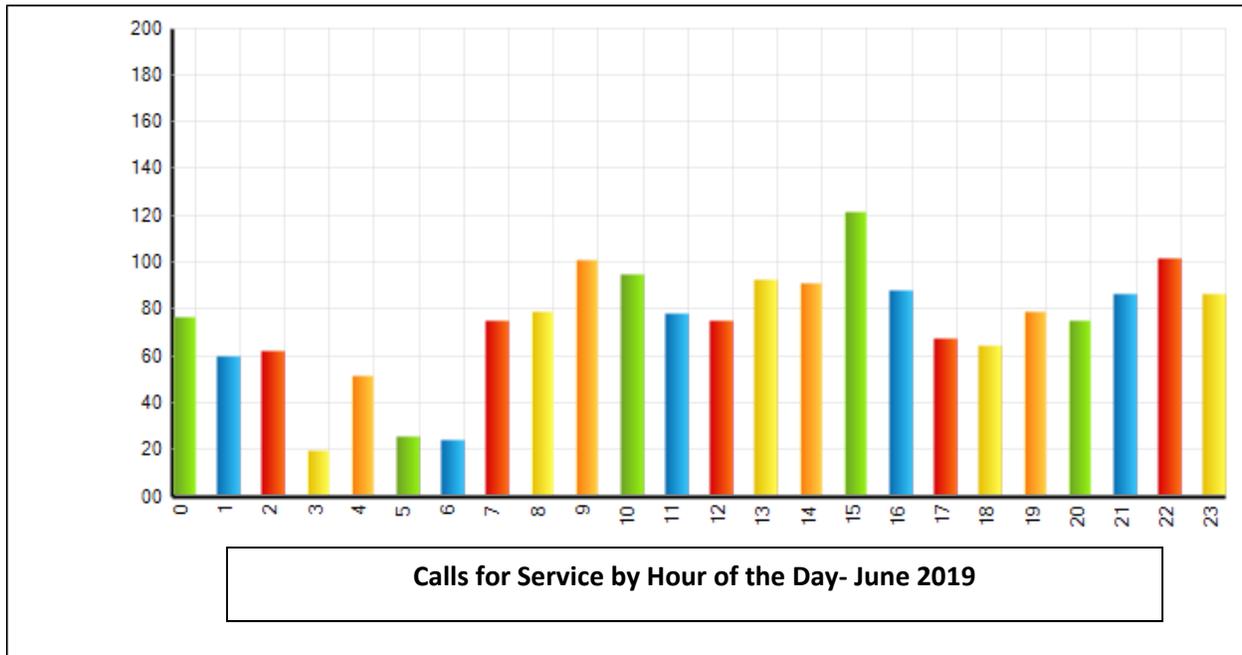
Incident Reports: 214

Traffic Stops: 413

Citations Issued: 210

Warnings: 81

K-9 Utilizations: 6 & 1 Demos



Criminal Investigations Division

- Det. Wright is commended for handling the Adler investigation. The case continues to evolve. It is exhaustive on resources, reviewing evidence, interviewing alleged victims and obtaining arrest warrants.
- CID is investigating numerous vehicle B&E's. Since January, the department reports nearly 60 vehicle B&E investigations.

Total Numbers for the Month

Cases Assigned: 22

Call Outs: 5

Felony Warrants Obtained: 51

Total Arrests: 7

Cases Closed: 19

Court Hours: 20

Out of Town Follow Ups: 6

Search Warrants Executed: 1

Misdemeanor Warrants Obtained: 7

Interviews Conducted: 30

Total Forensics Cases: 8

Total Forensics Hours: 12

Street Crimes Unit

- SCU attended training provided by the US Attorney's Office to learn how to investigate federally adoptable cases for prosecution.
- SCU arrested a tenured narcotics dealer as part of an on-going narcotics investigation case.
- SCU submitted (10) narcotics cases for Grand Jury indictment.

Administrative Services Unit

- Community events: Roxboro Housing Authority Expo; Wal-Mart Children's Miracle Network; Stop the Violence.
- Worked with HR to post a hiring ad for police officer resulting from an employee accepting a job with Highway Patrol.
- Completed inventory of all fleet vehicles and assigned equipment. Entered all information into new RMS system.

Administration

Meetings

- Daily meetings with Command Staff.
- Completed monthly Risk Management Accreditation review.
- Meetings: City Manager; Finance Director; Human Resources; Lunch with DA Waters; Department Head; Staff meeting; Property Owners Collaborative; Chaplain; Capital Power; Chief Torain; NC Chiefs Legislative business; NC Chiefs budget teleconference; Media management for Adler case; Attended NCFBINAA training conference;
- Community Engagement: RHA Expo; Stop the Violence; Rotary; East Roxboro Community Watch; Property Owner's Collaborative; PAAL event; Allen's Chapel Baptist Church community hot dog event at Miracle's Barbershop.

****Upcoming Events****

- BASICs, Thursday July 18th, 7PM at Long Memorial.
- Lt. Hughes graduates the NC State Administrative Officers Management Program July 25th at 4 PM in Raleigh.

Memorial Day 2019 Department Photo



THANK YOU FOR YOUR CONTINUED SUPPORT

City of Roxboro, North C LM
 Distribution of Gas Tick€ WD
 31-May-19

Lawn Mowers
 Weed Eaters
 Chain Saws
 Gas Cans, ETC.

Shell
 Account Number: 80-001-3945-4

Gas 0.5580
 Diesel 0.6200

Card Number	Dept Number	Make	Model	Gallons	Total Cost	Tax Adjust	0.05 per gallon Discount	2.00% Discount	Net Cost	Average Cost Per Gallon
1	4120	City Hall		40.75	108.48	23.05	2.04	0.82	82.58	2.662
2	4130	Finance		-	-	-	-	-	-	#DIV/0!
3	4160	Public Buildings		110.03	292.90	62.22	5.50	2.20	222.97	2.662
4	4180	Purchasing		-	-	-	-	-	-	#DIV/0!
17	4910	Planning & Zoning		-	-	-	-	-	-	#DIV/0!
		Total Administrative		150.78	401.38	85.27	7.54	3.02	305.56	2.662
5	4310	Police		2,365.16	6,296.09	1,337.57	118.26	47.30	4,792.96	2.662
6	4311	CID		120.54	320.88	68.17	6.03	2.41	244.27	2.662
26	4312	Narcotics		-	-	-	-	-	-	#DIV/0!
9	4380	Animal Control		-	-	-	-	-	-	#DIV/0!
		Total Police		2,485.70	6,616.97	1,405.74	124.28	49.71	5,037.24	2.662
7	4340	Fire		1,478.42	3,935.57	836.09	73.92	29.57	2,995.99	2.662
8	4341	Fire Inspections		71.26	189.70	40.30	3.56	1.43	144.41	2.662
		Total Fire Dept.		1,549.68	4,125.27	876.39	77.48	30.99	3,140.40	2.662
10	4510	Public Services		92.31	245.73	52.20	4.62	1.85	187.06	2.662
11	4511	Streets		432.93	1,152.46	244.83	21.65	8.66	877.32	2.662
12	4512	Street Cleaning		27.19	72.37	16.69	1.40	0.59	53.69	2.662
13	4513	Garage		31.04	82.63	16.24	1.52	0.57	64.30	2.662
14	4710	Residential Garbage		1,505.72	4,008.25	851.53	75.29	30.11	3,051.32	2.662
15	4711	Commercial Garbage		979.91	2,608.54	554.17	49.00	19.60	1,985.78	2.662
16	4740	Cemetery		184.80	491.94	104.51	9.24	3.70	374.49	2.662
		Total Public Services		3,253.90	8,661.92	1,840.18	162.70	65.07	6,593.97	2.662
		Total General Fund		7,440.06	19,805.54	4,207.57	372.00	148.80	15,077.17	2.662
18	7112	Meter Reading		299.66	797.71	169.47	14.98	5.99	607.26	2.662
19	7114	Lake Warden		79.07	210.47	44.71	3.95	1.58	160.23	2.662
25	7118	Pump Stations		-	-	-	-	-	-	#DIV/0!
20	7120	Water Plant		116.62	310.45	65.95	5.83	2.33	236.34	2.662
21	7121	Water Line Maintenance		987.75	2,629.40	558.60	49.39	19.75	2,001.66	2.662
22	7130	WWTP		65.01	173.07	36.77	3.25	1.30	131.75	2.662
23	7131	Sewer Line Maintenance		645.62	1,718.64	365.11	32.28	12.91	1,308.33	2.662
24	7132	WWTP II		120.70	321.31	68.26	6.04	2.41	244.60	2.662
		Total Enterprise Fund		2,314.43	6,161.06	1,308.88	115.72	46.29	4,690.17	2.662
		Total All Funds		9,754.49	25,966.60	5,516.45	487.72	195.09	19,767.34	2.662



July 2, 2019

To: Mayor Newell
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: July Council Report

Uptown Development Group:

- Rox N' Roll Cruise-In Series: We had a successful first cruise-in with at least 135 cars participating! We're excited about the July theme: Military/1st responders Night!
- 2019 Sponsorship Drive: We continue our sponsorship drive.
- Uptown Events: We are excited about the upcoming 4th of July Parade and are coordinating with the former DRT members in planning Jingle on Main in December.

- Uptown Developments:
 - Check out Uptown Roxboro-developing the art in living: We're excited and so grateful to have worked with the Person County Arts Council and Person County Tourism Development Authority on the installation of 5 out of 8 murals in the Main Street Alleyway and the new crosswalk painting in front of the Kirby Cultural Arts Complex.
 - Russell's Ltd. Is working on repairing their awnings, replacing their sign and sprucing up their storefront.
 - Both Black Creek Brewery & 1792 continue to work together on scheduling food trucks and providing fun & family-friendly activities.
 - Uptown Roxboro Group continues to work closely with the Chamber of Commerce & PC Tourism to provide additional information on our area. We plan to meet again in August on how to collaborate and make a "welcome packet".



Planning & Development:

- National Floodplain Insurance Program Update: On June 7th, Planning staff attended an ordinance workshop with the Department of Public Safety representatives, in preparation for the revision and adoption of the FEMA flood maps and floodplain development ordinance. The new maps, which were drafted in 2015 after several months of public comment and review period, must be officially adopted by each jurisdiction by December 6, 2019. Failure to comply will result in that jurisdiction becoming ineligible for participation in the NFIP (Nation Flood Insurance Program). Staff has been given a copy of the suggested ordinance changes and is working to review and process these changes for the Council's review. Barring any unexpected complications, a draft document will be brought to the Planning Board in August and the Council in September.
- Future Land Use Plan Update: Thanks to the approval of funding from Council, Planning staff will begin work on the joint Future Land Use Plan for Roxboro and Person County. County and City Planning Directors met July 2 to outline the process for the project and determine a possible timeline for completion. Acquisition of information from the RFP process will allow for greater clarity on that timeline.
- Madison Boulevard Project Update: Robert Boot, project manager, for the median upgrade to 501/Madison Boulevard reached out to the Planning Director to inquire about a change to the meeting date. Due to a personal matter, he will be unable to attend any meetings in the month of July. As such, the first public meeting has been scheduled for August 29th at the Person County Office Building, in the auditorium. The specific time of the meeting has not been determined. Staff will be sure to forward details of this meeting as they become available.
- Hazard Mitigation Plan Updates: As Council has been informed, Roxboro and Person County will be joining the Eno-Haw Hazard Mitigation Plan group for future updates. FEMA requires that each jurisdiction be a part of a regional plan, as opposed to having an individual, local plan. The first of what will certainly be several meetings to work on updating the plan will take place Thursday, July 11th in Hillsborough. Additional information and details will be made available to Council and the public as this project progresses. The meeting on the 11th will be open to the public at 5:30pm for anyone interested in learning more about this effort.

Additional Updates:

- Permitted two adult gaming establishments. There are an additional 7 applications pending.
- Continued cross training with Uptown Development Director regarding zoning practices.
- Continued work with Code Enforcement on minimum housing, illegal dumping, and other nuisance abatement matters.

1. Text Amendment - City Code of Ordinances:
Chapter 96



July 3, 2019

To: Mayor Newell
Roxboro City Council

From: Lauren Johnson, Planning & Development Director

Subject: Public Hearing for Consideration of Revisions to City Code of Ordinances:
Chapter 96 - Encroachments

At the June meeting of the Roxboro City Council, there was a request to investigate alternatives to the term “encroachment,” in reference to allowable uses of the public sidewalk. Enclosed is a chart of examples from other jurisdictions, and three options for consideration. The options include restructuring the ordinance, changing every reference to the word “encroachment” to another phrase, or leaving the ordinance as originally proposed.

Staff requests the Council review these options and offer comment on a preference or alternative suggestion. The options were submitted to the City Attorney for review and comment. No issues were identified as of the date of this memo.

After determining the preference of the Council, staff will prepare the document needed for the Mayor, Attorney, and Clerk’s signatures for official adoption and recordation.

EXAMPLES OF LANGUAGE FROM OTHER JURISDICTIONS:

<p>Wilmington, NC – City Code</p> <ul style="list-style-type: none"> ❖ Chapter 11 – Streets and Sidewalks <ul style="list-style-type: none"> ○ <u>Article 3 Sidewalks Generally</u> <ul style="list-style-type: none"> ▪ Section 11.45 Street Furnishings 	<p>Apex, NC – City Code</p> <ul style="list-style-type: none"> ❖ Structured similarly to our ordinance, but uses the term “obstructions” instead of encroachments 	<p>Hillsborough, NC – City Code</p> <ul style="list-style-type: none"> ❖ <u>Chapter 7 – Streets & Sidewalks</u> <ul style="list-style-type: none"> ○ <u>Article 7.1</u> <ul style="list-style-type: none"> Obstructions Prohibited ○ <u>Article 7.1.a. Private Use of Public Space</u>
<p>Durham, NC – City Code</p> <ul style="list-style-type: none"> ❖ Chapter 54 – Sales & Solicitations <ul style="list-style-type: none"> ○ <u>Article 3 Sales & Solicitations in ROW</u> <ul style="list-style-type: none"> ▪ <u>Division 2 Transactions in Street ROW, including sidewalks</u> <ul style="list-style-type: none"> • <u>Section 54-110 Outdoor Seating</u> 	<p>Newton, NC – City Code</p> <ul style="list-style-type: none"> ❖ Breaks their regulations into two parts: sidewalk dining ordinance and public use of a sidewalk 	<p>Graham, NC – City Code</p> <ul style="list-style-type: none"> ❖ Chapter 18 – Streets, sidewalks, and other public places <ul style="list-style-type: none"> ○ <u>Article 8 Downtown outdoor displays, dining, and other temporary encroachments.</u>

- ❖ Some jurisdictions require a permit for this type of use and/or proof of liability insurance
- ❖ Some jurisdictions address this through design standards for their downtown districts, as a part of required improvements in the ROW under the specifics outlined in their development ordinance (UDO)
- ❖ It seems that the vast majority of those that responded to my request actually have a more detailed ordinance with multiple sections/articles devoted to street furnishings or other outdoor dining and display requirements.

GENERAL REGULATIONS

§ 96.001 ENCROACHMENTS.

Unless expressly allowed by a permit issued pursuant to Chapter 95, or as a part of regular business operations for appropriately permitted businesses (i.e. flower pots, tables and chairs for dining on the sidewalk, etc.), no person shall encroach upon the streets or sidewalks of the city by erecting or placing any structure, device or equipment of either temporary or permanent nature. Businesses utilizing a portion of the sidewalk for planters, tables, chairs, benches, or similar items must maintain a 36-inch unobstructed area from the back of the curb and the encroaching object (i.e. table, chair, etc.) at all times. The area of the sidewalk used shall be limited to the frontage of the business utilizing the sidewalk, and areas for outdoor dining or drinking must be designated with a rope, fence, or other similar item.

(`90 Code, § 18-1) (Am. Ord. passed 8-9-05; Am. Ord. passed 6-11-19) Penalty, see § 96.999

§ 96.002 DISPLAY, SALE OF MERCHANDISE.

Unless expressly allowed by a permit issued pursuant to Chapter 95, or as a part of regular business operations for appropriately permitted businesses (i.e. sidewalk sale), no person shall store, display, sell or exhibit for sale on any street or sidewalk within the city any good, wares or merchandise, nor shall any person place or use any equipment for the display, storage or vending of any goods, wares, or merchandise upon any street or sidewalk. However upon approval of the City Manager, a portion of the sidewalk may be utilized by the business fronting on said sidewalk, provided that a 36-inch unobstructed area is maintained from the face of the curb and any encroaching object at all times, without obtaining a permit issued pursuant to Chapter 95, and provided that the portion of the sidewalk utilized is not detrimental to the public health or safety. The area of the sidewalk used shall be limited to the frontage of the business utilizing the sidewalk. Such displays are permissible only during the regular hours of operation for the business conducting the sale, and must be removed from the sidewalk at the close of business each day.

(`90 Code, § 18-2) (Am. Ord. passed 8-9-05; Am. Ord. passed 11-19-12; Am. Ord. passed 6-11-19) Penalty, see § 96.999

§ 96.003 SIGNS OVER SIDEWALKS OR CURBS.

Any sign hung, suspended, projected or otherwise placed over or across, or partly over any sidewalk or curbing shall have its lower edge not less than eight feet above the sidewalk or curbing, and the owner shall keep it in such condition that the public will not be exposed to danger therefrom. The Building Inspector shall periodically inspect all such signs and, if any are found to be in an unsafe condition, he or she shall report the same to the City Manager and shall also notify the person owning or maintaining the signs to either remove the same or make such alterations or repairs forthwith as to make the same conform to the provisions of this section.

(`90 Code, § 18-3)

GENERAL REGULATIONS

§ 96.001 ENCROACHMENTS.

Unless expressly allowed by a permit issued pursuant to Chapter 95, or as outlined in Section 96.001a, no person shall encroach upon the streets or sidewalks of the city by erecting or placing any structure, device, or equipment of either a temporary or permanent nature.

('90 Code, § 18-1) (Am. Ord. passed 8-9-05; Am. Ord. passed 7-9-19) Penalty, see § 96.999

§ 96.001a STREET FURNISHINGS.

An appropriately permitted business may utilize a portion of the public sidewalk for private use (i.e. flower pots, tables and chairs for dining, etc.), provided they are a part of regular business operations for appropriately permitted businesses. Businesses utilizing a portion of the sidewalk for planters, tables, chairs, benches, or similar items must maintain a 36-inch unobstructed area from the back of the curb and the encroaching object (i.e. table, chair, etc.) at all times. The area of the sidewalk used shall be limited to the frontage of the business utilizing the sidewalk.

('90 Code, § 18-1a) (Am. Ord. passed 8-9-05; Am. Ord. passed 7-9-19) Penalty, see § 96.999

§ 96.002 DISPLAY, SALE OF MERCHANDISE.

Unless expressly allowed by a permit issued pursuant to Chapter 95, or as a part of regular business operations for appropriately permitted businesses (i.e. sidewalk sale), no person shall store, display, sell or exhibit for sale on any street or sidewalk within the city any good, wares or merchandise, nor shall any person place or use any equipment for the display, storage or vending of any goods, wares, or merchandise upon any street or sidewalk. However upon approval of the City Manager, a portion of the sidewalk may be utilized by the business fronting on said sidewalk, provided that a 36-inch unobstructed area is maintained from the face of the curb and any encroaching object at all times, without obtaining a permit issued pursuant to Chapter 95, and provided that the portion of the sidewalk utilized is not detrimental to the public health or safety. The area of the sidewalk used shall be limited to the frontage of the business utilizing the sidewalk. Such displays are permissible only during the regular hours of operation for the business conducting the sale, and must be removed from the sidewalk at the close of business each day.

('90 Code, § 18-2) (Am. Ord. passed 8-9-05; Am. Ord. passed 11-19-12; Am. Ord. passed 6-11-19) Penalty, see § 96.999

§ 96.003 SIGNS OVER SIDEWALKS OR CURBS.

Any sign hung, suspended, projected or otherwise placed over or across, or partly over any sidewalk or curbing shall have its lower edge not less than eight feet above the sidewalk or curbing, and the owner shall keep it in such condition that the public will not be exposed to danger therefrom. The Building Inspector shall periodically inspect all such signs and, if any are found to be in an unsafe condition, he or she shall report the same to the City Manager and shall also notify the person owning or maintaining the signs to either remove the same or make such alterations or repairs forthwith as to make the same conform to the provisions of this section.

('90 Code, § 18-3)

GENERAL REGULATIONS

§ 96.001 PRIVATE USE OF PUBLIC SPACE.

Unless expressly allowed by a permit issued pursuant to Chapter 95, or as a part of regular business operations for appropriately permitted businesses (i.e. flower pots, tables and chairs for dining on the sidewalk, etc.), no person shall use public space in a private manner upon the streets or sidewalks of the city by erecting or placing any structure, device or equipment of either temporary or permanent nature. Businesses utilizing a portion of the sidewalk for planters, tables, chairs, benches, or similar items must maintain a 36-inch unobstructed area from the back of the curb and the private object (i.e. table, chair, etc.) at all times. The area of the sidewalk used shall be limited to the frontage of the business utilizing the sidewalk.

(90 Code, § 18-1) (Am. Ord. passed 8-9-05; Am. Ord. passed 7-9-19) Penalty, see § 96.999

§ 96.002 DISPLAY, SALE OF MERCHANDISE.

Unless expressly allowed by a permit issued pursuant to Chapter 95, or as a part of regular business operations for appropriately permitted businesses (i.e. sidewalk sale), no person shall store, display, sell or exhibit for sale on any street or sidewalk within the city any good, wares or merchandise, nor shall any person place or use any equipment for the display, storage or vending of any goods, wares, or merchandise upon any street or sidewalk. However upon approval of the City Manager, a portion of the sidewalk may be utilized by the business fronting on said sidewalk, provided that a 36-inch unobstructed area is maintained from the face of the curb and any encroaching object at all times, without obtaining a permit issued pursuant to Chapter 95, and provided that the portion of the sidewalk utilized is not detrimental to the public health or safety. The area of the sidewalk used shall be limited to the frontage of the business utilizing the sidewalk. Such displays are permissible only during the regular hours of operation for the business conducting the sale, and must be removed from the sidewalk at the close of business each day.

(90 Code, § 18-2) (Am. Ord. passed 8-9-05; Am. Ord. passed 11-19-12; Am. Ord. passed 7-9-19) Penalty, see § 96.999

§ 96.003 SIGNS OVER SIDEWALKS OR CURBS.

Any sign hung, suspended, projected or otherwise placed over or across, or partly over any sidewalk or curbing shall have its lower edge not less than eight feet above the sidewalk or curbing, and the owner shall keep it in such condition that the public will not be exposed to danger therefrom. The Building Inspector shall periodically inspect all such signs and, if any are found to be in an unsafe condition, he or she shall report the same to the City Manager and shall also notify the person owning or maintaining the signs to either remove the same or make such alterations or repairs forthwith as to make the same conform to the provisions of this section.

(90 Code, § 18-3)

2. Appointment Process for Council Vacancy

Information will be
Presented at the
Council Meeting

3. Financial & Tax Report

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eleven Months Ended May 31, 2019

	Original Budget	Budget Amendments	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	91.67% Percent of Budget
General Fund (10)						
Ad Valorem Taxes	\$ 4,768,851	\$ 58,840	\$ 4,827,691	\$ 4,974,418.46	\$ 146,727.46	103.04%
Local Option Sales Tax	1,721,816	120,000	1,841,816	1,632,413.20	(209,402.80)	88.63%
Other Taxes and Licenses	12,000	-	12,000	14,509.77	2,509.77	120.91%
Unrestricted Intergovernmental	973,408	65,000	1,038,408	703,369.63	(335,038.37)	67.74%
Restricted Intergovernmental	637,276	120	637,396	582,933.45	(54,462.55)	91.46%
Permits and Fees	7,000	-	7,000	9,807.53	2,807.53	140.11%
Sales and Services	667,120	-	667,120	589,655.02	(77,464.98)	88.39%
Miscellaneous	20,247	39,860	60,107	91,576.94	31,469.94	152.36%
Investment Earnings	2,500	18,000	20,500	30,323.87	9,823.87	147.92%
Interfund Transfers	1,206,817	165,955	1,372,772	909,165.62	(463,606.38)	66.23%
Sale of Fixed Assets	15,000	-	15,000	6,062.88	(8,937.12)	40.42%
Total Revenues	10,032,035	467,775	10,499,810	9,544,236.37	(955,573.63)	90.90%
Expenditures:						
Governing Body - City Council	177,805	62,300	240,105	212,919.89	27,185.11	88.68%
City Hall Administration	544,510	114,055	658,565	587,678.62	70,886.38	89.24%
Finance	278,083	30,200	308,283	284,581.87	23,701.13	92.31%
Sales Tax	88,100	65,000	153,100	93,422.70	59,677.30	61.02%
Tax Collections	64,843	5,000	69,843	66,506.03	3,336.97	95.22%
Buildings & Grounds	220,644	175,800	396,444	139,243.44	257,200.56	35.12%
Safety / Purchasing	34,275	(13,560)	20,715	11,154.93	9,560.07	53.85%
Police	3,209,292	56,850	3,266,142	2,975,263.14	290,878.86	91.09%
Fire	2,218,717	30,910	2,249,627	1,966,606.57	283,020.43	87.42%
Emergency Communications 911	95,800	40,000	135,800	95,576.87	40,223.13	70.38%
Transportation - Streets	1,836,440	31,800	1,868,240	1,336,847.27	531,392.73	71.56%
Environmental Protection	1,142,526	29,300	1,171,826	1,026,868.32	144,957.68	87.63%
Economic Development	399,580	14,100	413,680	257,740.31	155,939.69	62.30%
Cultural & Recreational	750	-	750	-	750.00	0.00%
Debt Service	531,420	20,900	552,320	311,039.69	241,280.31	56.32%
Interfund Transfers	75,000	250,000	325,000	250,000.00	75,000.00	76.92%
Total Expenditures	10,917,785	912,655	11,830,440	9,615,449.65	2,214,990.35	81.28%
Excess of Revenues Over (Under) Expenditures	(885,750)	(444,880)	(1,330,630)	(71,213.28)	1,259,416.72	
Other Financing Sources						
Proceeds of Capital Lease	488,750	-	488,750	100,000.00	(388,750.00)	20.46%
Fund Balance Appropriated	397,000	444,880	841,880	-	(841,880.00)	0.00%
Total Other Financing Sources	885,750	444,880	1,330,630	100,000.00	(1,230,630.00)	7.52%
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	28,786.72	\$ 28,786.72	
Fund Balance Beginning of Year				4,702,534.97		
Fund Balance Current Period				\$ 4,731,321.69		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eleven Months Ended May 31, 2019

	Original Budget	Budget Amendments	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	91.67% Percent of Budget
Enterprise Funds						
Revenues:						
Water & Sewer Fund 60						
Charges for Services	\$ 5,383,752	\$ -	\$ 5,383,752	\$ 4,415,160.67	\$ (968,591.33)	82.01%
Assessments	-	-	-	-	-	#DIV/0!
Tapping Fees	20,000	-	20,000	32,320.00	12,320.00	161.60%
Other Operating Revenues	35,519	-	35,519	36,579.34	1,060.34	102.99%
Nonoperating Revenues	500	-	500	-	(500.00)	0.00%
Interfund Transfers-MERP	-	-	-	-	-	-
Interfund Transfers	1,082,589	102,705	1,185,294	-	(1,185,294.00)	0.00%
Sale of Fixed Assets	15,000	-	15,000	26,366.00	11,366.00	175.77%
Total Water & Sewer Fund 60	6,537,360	102,705	6,640,065	4,510,426.01	(2,129,638.99)	67.93%
Triple Tier Fund 61						
Operating Revenues	6,965	-	6,965	2,592.49	(4,372.51)	37.22%
Nonoperating Revenues	100	-	100	186.71	86.71	186.71%
Rural Center Engineering Grant	-	-	-	-	-	#DIV/0!
Capital Reserve Fund 69						
Operating Revenues	742,040	-	742,040	671,039.35	(71,000.65)	90.43%
Nonoperating Revenues	1,500	-	1,500	8,703.33	7,203.33	580.22%
Interfund Transfers	-	-	-	-	-	#DIV/0!
Total Revenues	7,287,965	102,705	7,390,670	5,192,947.89	(2,197,722.11)	70.26%
Expenditures:						
Public Utilities: Administration	-	-	-	-	-	#VALUE!
Sales Tax	-	-	-	-	-	#DIV/0!
Billing & Collection	131,911	24,140	156,051	128,734.32	27,316.68	82.50%
Meter Section	258,720	(1,600)	257,120	205,893.12	51,226.88	80.08%
Raw Water Supply	62,813	6,160	68,973	64,054.60	4,918.40	92.87%
Water Plant	1,568,915	34,495	1,603,410	1,359,081.66	244,328.34	84.76%
Water Maint and Construction	838,830	26,850	865,680	544,976.67	320,703.33	62.95%
Wastewater Plant II	149,664	300	149,964	99,905.12	50,058.88	66.62%
Wastewater Plant	1,163,705	10,560	1,174,265	1,003,503.78	170,761.22	85.46%
Pump Stations	337,268	4,900	342,168	312,187.80	29,980.20	91.24%
Wastewater Maint & Construction	593,506	6,900	600,406	431,251.99	169,154.01	71.83%
Debt Service	479,487	-	479,487	479,486.83	0.17	100.00%
Interfund Transfers-MERP	-	-	-	-	-	-
Interfund Transfers	1,271,817	(10,000)	1,261,817	909,165.62	352,651.38	72.05%
Total Water & Sewer Fund 60	6,856,636	102,705	6,959,341	5,538,241.51	1,421,099.49	79.58%
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	102,705	7,709,946	5,538,241.51	2,171,704.49	71.83%
Excess of Revenues Over (Under) Expenditures	(319,276)	-	(319,276)	(345,293.62)	(26,017.62)	
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	\$ -	\$ -	\$ -	(345,293.62)	\$ (345,293.62)	
Fund Balance Beginning of Year				2,262,190.12		
Fund Balance Current Period				\$ 1,916,896.50		

City of Roxboro, North Carolina
Financial Statement - Unadjusted
Modified Accrual Basis
For the Eleven Months Ended May 31, 2019

	Original Budget	Budget Amendments	Amended Budget	Actual	Annual Variance Favorable (Unfavorable)	91.67% Percent of Budget
<u>Central Depository</u>						
Cash			11100000	2,044,248.08		
BB&T MMA			11100001	128,377.72		
NCCMT			11100002	3,298,097.28		
Flexible Spending Account AFLAC			11100003	10,621.85		
Roxboro Savings Bank			11100004	521,534.72		
Gateway Bank MMA Finistar			11100005	-		
CD's			11130000	-		
Total Cash and Investments				\$ 6,002,879.65		\$6,002,879.65
<u>Breakdown by Fund:</u>						
General			10	\$ 3,879,005.65		
CDBG-Revolving Loan Fund			13	63,684.37		
Old Durham Road Project Fund			20	359.95		
Vehicle Special Revenue			26	5,089.36		
Ridge Road Capital Project			30	-		
Stormwater Capital Fund			50	210,280.67		
Enterprise			60	(595,177.07)		
Triple Tier Water			61	3,130.25		
Capital Reserve			69	2,343,077.35		
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	75,347.27		
Reserve for Interest Earned				-		
Total of Fund's Cash and Investments				\$ 6,002,879.65		\$6,002,879.65

City of Roxboro, North Carolina
Fund Balance
General Fund
As of May 31, 2019

	General Fund			
	31-May-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	0.95%	0.38%	0.44%
Reserved by state statute	653,781	13.82%	5.53%	6.33%
Reserved for streets - Powell Bill	287,458	6.08%	2.43%	2.78%
Reserved for cemetery	30,269	0.64%	0.26%	0.29%
Reserved for drug enforcement	-	0.00%	0.00%	0.00%
Reserved for public safety	<u>134,988</u>	<u>2.85%</u>	<u>1.14%</u>	<u>1.31%</u>
Total fund balance reserved	<u>1,151,614</u>	<u>24.34%</u>	<u>9.73%</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>3,579,708</u>	<u>75.66%</u>	<u>30.26%</u>	<u>34.64%</u>
Total fund balance unreserved	<u>3,579,708</u>	<u>75.66%</u>	<u>30.26%</u>	<u>34.64%</u>
Total equity and other credits	<u>\$ 4,731,322</u>	<u>100.00%</u>	<u>39.99%</u>	<u>45.79%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 11,830,440	
Prior Year Expenditures				\$ 10,333,189

City of Roxboro, North Carolina
Fund Balance
Enterprise Fund
As of May 31, 2019

	Enterprise Fund			
	31-May-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	22.06%	7.42%	8.26%
Reserved for capital outlay (C89 + C91)	<u>1,784,478</u>	<u>93.09%</u>	<u>31.32%</u>	<u>34.85%</u>
Total fund balance reserved	2,221,606	115.90%	38.99%	43.39%
Unreserved				
Designated for subsequent year's expenditures	-	0.00%	0.00%	0.00%
Undesignated	<u>(304,710)</u>	<u>-15.90%</u>	<u>-5.35%</u>	<u>-5.95%</u>
Total fund balance unreserved	<u>(304,710)</u>	<u>-15.90%</u>	<u>-5.35%</u>	<u>-5.95%</u>
Total equity and other credits	<u>\$ 1,916,897</u>	<u>100.00%</u>	<u>33.64%</u>	<u>37.44%</u>
Budget Ordinance for June 30, 2019, as Amended			\$ 5,697,524	
Prior Year Expenditures				\$ 5,120,360

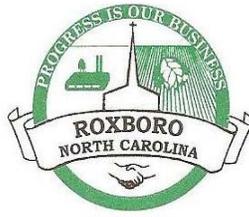
4. Assistant City Manager's Report

Assistant City Manager's Report

Wastewater Treatment Plant Upgrade – Work is continuing on the Oxidation Ditch. Most of the walls have been poured. Block work on the office/lad build is about complete. The contractor has been installing the piping to connect the oxidation ditch to the grit chamber.

Marlowe's Creek Outfall Study- the engineer has completed the fieldwork for locating and obtaining elevation of the existing outfall. The pump run data has been completed. The engineer is compiling the preliminary report.

5. Manager's Report



City of Roxboro

MEMORANDUM

TO: Mayor Newell and City Council
FROM: Brooks Lockhart
SUBJECT: Manager's Report
DATE: July 9th, 2019

- Please take note of several upcoming dates.
 - Rox N' Roll will be held Uptown at 6pm on July 19th
 - City Council Meeting, 7pm Tuesday August 13th at City Hall
- The 2019 Independence Day Celebration was a great success! I would like to thank the community in making our Independence Day celebrations with the parade and the fireworks a success. I would like to thank City Council and the Directors' Round Table for providing financial support for the Fireworks Display. I would especially like to thank Chief Torain for this efforts in coordinating the Fireworks Display, for spreading information, and for assisting the Fireworks crew. I would like to thank Larry Cole, the Directors' Round Table, and the Uptown Roxboro Group for all of their efforts. Finally, I would like to thank Dave Bradsher and Radio Roxboro (WKRX) for their support. I have received numerous compliments about the overall appearance of the City and the professionalism of all City Staff which make our celebrations fantastic.
- We have received a request by the Trustees at New Mount Zion Baptist Church (305 Walker Street) to post no parking signage along the 90 foot area of sidewalk on the south side of Walker Street, as shown in the photo below. This request would still allow for parking on the north side of Walker St. The concern raised is the accessibility for emergency vehicles during events and services. This change would require an update to our City Code Chapter 76, Schedule III; we would need to schedule a public hearing for the August Council Meeting.

