



**City of Trinity**  
**CITY COUNCIL MEETING**

February 12, 2024 at 6:30 PM

Trinity City Hall Annex

**AGENDA**

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**NCGS § 143-318.17 Disruption of official meetings**

**A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.**

**(1919, c. 655, s 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. s. 14 (c).)**

*Action may be taken on agenda items and other issues discussed during the meeting*

- 1. Call to Order; Welcome Guests and Visitors**
- 2. Pledge of Allegiance and Invocation**
- 3. Review, amend if needed, and approve Proposed Regular Agenda**
- 4. Public Comment Period**
- 5. Consent Agenda Items**
  - [a.](#) Approval of Regular Meeting Minutes of January 8, 2024
  - [b.](#) Approval of Closed Session Meeting Minutes of January 8, 2024
  - [c.](#) Approval of Recessed Meeting Minutes of January 11, 2024
  - [d.](#) Special Called Closed Session Meeting Minutes of January 11, 2024
  - [e.](#) Finance Director's City of Trinity Financial Statements (*Finance Director Crystal Postell*)
  - [f.](#) Budget Ordinance 24 - 05: Planning Department (*Finance Director Crystal Postell*)
  - [g.](#) Planning Board Appointments (*Planning Director Jill Wood*)
  - [h.](#) 2024 Meeting Schedule Date Change

**6. Presentations and Awards**

- a. **Briefing on Randolph Community College Strategic Planning Process** (*Linda Brown, Strategic Planning and Development Officer*)
- b. **Financial Audit Review** (*Finance Director Crystal Postell*)

**7. Public Hearing**

- a. **Request for a Special Use Permit - 5996 Welborn Road** (*Planning Jay Dale*)

**8. Action Agenda**

- a. **Request for a Special Use Permit - 5996 Welborn Road** (*Planning Jay Dale*)
- b. **Approval of the Order of the Board of Adjustment in the case of Chad Long** (*Planning Jay Dale*)
- c. **Resurfacing Projects Presentation** (*Rick Austin, Abbotts Creek Engineering*)
- d. **City Council Members Reimbursement** (*Finance Director Crystal Postell*)

**9. Closed Session for Legal Pursuant to NCGS 143-318.11(a)(3)**

**10. Mayor, Council and City Manager Updates**

**11. Adjournment**



**City of Trinity**  
**CITY COUNCIL MEETING**

**January 08, 2024 at 6:00 PM**

**Trinity City Hall Annex**

**MINUTES**

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**PRESENT**

Mayor Richard McNabb  
Mayor Pro Tem Bob Hicks  
Councilman Tommy Johnson  
Councilman Robbie Walker  
Councilman Ed Lohr

**ABSENT**

Councilman Jack Carico

**OTHERS PRESENT**

City Manager Stevie Cox  
City Clerk Darien Comer  
Finance Director Crystal Postell  
Public Services Director Rodney Johnson  
Planning Director Jill Wood  
Planner Jay Dale  
Attorney Bob Wilhoit  
Sgt. Ric D'Angelo

**Call to Order, Welcome Guests and Visitors**

Mayor McNabb called the meeting to order at 6:30 PM.

**Pledge of Allegiance and Invocation**

Mayor McNabb led the Pledge of Allegiance and gave the Invocation.

**Review, amend if needed, and approve Proposed Regular Agenda**

*Mayor Pro Tem Hicks made a motion to amend the agenda to add 6 d, Signage at the Sheriff Satellite Station. The motion was seconded by Councilman Lohr with a unanimous vote of 4 ayes and 0 nays.*

***Councilman Lohr made a motion to amend the agenda to add 6 e, a discussion about Code Enforcement, the Sign Ordinance, and vacant seats on the Council. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 4 ayes and 0 nays.***

***Mayor Pro Tem Hicks made a motion to amend the agenda to add 6 f, adding a reimbursement policy for Board Members that is like the one we already have for employees. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.***

***Mayor Pro Tem Hicks made a motion to approve the agenda as amended. The motion was seconded by Councilman Walker with a unanimous vote of 4 ayes and 0 nays.***

### **Public Comment Period**

**Lisa Hayworth at 3800 Archdale Road, Archdale**, the Executive Director for the Randolph Partnership for Children. presented to the Council a program called The Basics Randolph.

**Neil Green at 5840 Welborn Road**, asked the Council for an update on the streetlights on Welborn Road.

**Curtis Conner at 3814 Crescent Avenue**, thanked the City for their support with the Friends of Trinity for their help with Christmas in Trinity and the Farmers Market.

### **Consent Agenda Items**

- a. Approval of Regular Meeting Minutes of November 13, 2023
- b. Approval of Closed Session Meeting Minutes of November 13, 2023
- c. Approval of Special Called Meeting Minutes of November 29, 2023
- d. Approval of Closed Session Meeting Minutes of November 29, 2023
- e. City of Trinity- Monthly Financial Position Review (*Finance Director Crystal Postell*)
- f. FY 2024 – 2025 Detailed Budget Preparation Schedule (*Finance Director Crystal Postell*)
- g. Project Ordinance 24 – 04: Amendment to the Steeplegate Lift Station and Force Main Project (*Finance Director Crystal Postell*)
- h. Pre-audit and Disbursement Policy (*Finance Director Crystal Postell*)
- i. Second (2nd) Consecutive Year Awarded the GFOA Distinguished Budget Presentation Award (*Finance Director Crystal Postell*)

***Councilman Johnson made a motion to approve the Consent Agenda. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 4 ayes and 0 nays.***

### **Action Agenda**

- a. Investment Policy (*Finance Director Crystal Postell*)



**Finance Director Crystal Postell**, presented to the Council a summary of the Investment program. It shall be operated in conformance with federal, state, and other legal requirements including NCGS 159-30. The purpose of this investment policy is to set forth the investment and operational guidelines for the management of the public funds of the City of Trinity. This policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and a competitive return on investments.

***Councilman Johnson made a motion to approve the Investment Policy. The motion was seconded by Councilman Walker with a unanimous vote of 4 ayes and 0 nays.***

b. Approval of the Order of The Board Adjustment - Chad Long Appeal (*Planning Jay Dale*)

Mayor McNabb excused himself and Mayor Pro Tem Hicks resumed presiding over the quasi-judicial hearing proceedings for the Chad Long Appeal heard on November 13, 2023.

**Interim Planner Jay Dale** presented the Order of the Board of Adjustment. Chad Long (Long Properties LLC of Archdale, North Carolina, requested permits to place a duplex on multiple lots he owns in the Lake Darr community. After the permits were denied. Mr. Long appealed the determination of the Zoning Administrator in the interpretation of the City's Zoning Ordinance **Article IX Section 9-2**.

***Councilman Walker made a motion to approve the Order affirming the Administrative Decision of the Zoning Administrator/Planner. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays. Mayor McNabb returned to seat on the Board to proceed with the remainder of the meeting.***

c. Variance Request - Lake Darr Rd PIN# 7717088835 (*Planning Jay Dale*)

**Interim Planner Jay Dale** presented the Council with the request by Mr. Long for a variance for his pre-existing, non-conforming lot of record on Lake Darr Rd (PIN# 7717088835). The variance would grant relief from the requirements of **Article IX Section 9-2 and Article XII Section 12-4** of the City's Zoning Ordinance which requires Mr. Long to seek a variance if he is unable to meet the dimensional requirements for his lot. His lot is zoned R-40 and requires 100 ft. at the building line. Mr. Long's lot is 75 ft. wide.

***Mayor Pro Tem Hicks made a motion to amend the agenda to have a Public Hearing on the Variance request by Mr. Long. The motion was seconded by Councilman Walker with a unanimous vote of 4 ayes and 0 nays.***

At this time, Interim Planner Jay Dale, Chad Long and Tyrone Harley were sworn in by City Clerk Darien Comer. The oath that was administered: *Do you solemnly affirm that the testimony you shall give tonight is the truth, the whole truth, and nothing but the truth, so help you God.*

### **Mayor McNabb opened the Public Hearing**

Planner Jay Dale reviewed the Variance request with the Council and stated that the property owner is requesting that the Board to allow him to construct a single-family residence on the 75' wide vacant lot in lieu of the minimum requirement of 100 ft. at the building line.

**Speaking For:**

**Mr. Long** started by answering the question of the other lot that has been approved, we actually have three lots that are approved that are under 100 ft wide. One is 50 ft wide; one is 73.4 ft wide, and one is 74.15 ft wide. The one that we are requesting tonight is 75.27 ft wide. It is bigger than the other three that have already been approved. Then there is parcel number 771786674 which we do not own. It is at the end of Warren Lane is 76.3 ft wide and there is a brand-new home built there in 2008. There are multiple parcels on Lake Darr that are less than 100 ft. We are in compliance with everybody else in that neighborhood, so we are asking that the variance be approved at this time. Mr. Long said that he has decided to build a single-family house for sale and we need the variance to do so.

**Speaking Against:**

**Tyrone Harley at 5107 Libby Road**, inquired about a former decision for a lot on Libby Road. Mayor Pro Tem Hicks explained that had been denied.

*Mayor Pro Tem Hicks made a motion to close the Public Hearing. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.*

*Mayor Pro Tem Hicks made a motion to approve the Variance. The motion was seconded by Councilman Walker with a vote of 3 ayes and opposed by Councilman Lohr. Mayor Pro Tem Hicks withdrew his motion.*

## d. Signage at Sheriff's Satellite Station

**Public Works Director Rodney Johnson** was tasked with getting signage installed at the recently renovated Randolph County Sherriff's Office Satellite Station at 6701 NC Hwy 62. Mr. Johnson contacted Beane Signs (Asheboro, NC), Clark Sign Corp. (Archdale, NC) and Signage Industries (High Point, NC). He received quotes from both Clark Sign Corp. and Signage Industries. He had a couple of conversations with all three and Beane Signs did not quote the job.

*Councilman Walker made a motion to accept the replica of the sign that is at City Hall now with the full color matching the warranty provided by Clark Sign Company of seven years parts and labor and two-year custom content assistance at a cost of \$32,163.13. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.*

## e. Discussion on Code Enforcement

Councilman Lohr expressed concerns about people complaining to much about the signs and about neighbors. He would like something to change about the ordinance on the billboard signs.

## Selecting Members of Council vacant seats

**Councilman Lohr** would like there to be a change in how a Council Member is appointed to the Council when someone has to step away from their seat before an election.

**City Manager Stevie Cox** referenced NCGS 160A-63. Vacancies.

## f. Travel Reimbursement for Council Members

Mayor Pro Tem Hicks asked that the staff provide an ordinance or policy change so that Council Members can have a comparable recompensation for the things that they do that the city employees have.

*Mayor Pro Tem Hicks made a motion to open the Public Hearing for Variance Request - Lake Darr Rd PIN#7717088835. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.*

*Mayor Pro Tem Hicks made a motion to recess the Public Hearing till Thursday, January 11th at 5:00PM. The motion was seconded by Councilman Johnson with at unanimous vote of 4 ayes and 0 nays.*

**Closed Session for Legal Pursuant to NCGS 143-318.311(a)(3)**

*Mayor Pro Tem Hicks made a motion to go into Closed Session Pursuant to NCGS 143-318.11(a)(3). The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.*

*Mayor Pro Tem Hicks made a motion to close the Closed Session. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.*

*Councilman Johnson made a motion to return to Open Session. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 4 ayes and 0 nays.*

**Mayor, Council and City Manager Updates**

*Councilman Walker raised a discussion about firearms.*

**Adjournment**

*Councilman Walker made a motion to Adjourn. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.*

**Attest:**

\_\_\_\_\_  
**Richard McNabb, Mayor**

\_\_\_\_\_  
**Darien P. Comer, City Clerk**



**City of Trinity**  
**RECESSED CITY COUNCIL MEETING**

**January 11, 2024 at 5:00 PM**

**Trinity City Hall Annex**

**MINUTES**

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**PRESENT**

Mayor Richard McNabb  
Mayor Pro Tem Bob Hicks  
Councilman Tommy Johnson  
Councilman Robbie Walker  
Councilman Ed Lohr  
Councilman Jack Carico

**OTHERS PRESENT**

City Manager Stevie Cox  
City Clerk Darien Comer  
Planning Director Jill Wood  
Planning Jay Dale  
Attorney Bob Wilhoit

Mayor McNabb called the meeting to order at 5:00 PM.

Mayor McNabb led the Pledge of Allegiance and gave the Invocation.

**Public Hearing**

*Mayor Pro Tem Hicks made a motion to rescind his motion and the vote for the Chad Long Variance request heard on January 8, 2024. The motion was seconded by Councilman Carico with a unanimous vote of 5 ayes and 0 nays.*

*Mayor Pro Tem Hicks made a motion to reopen the Public Hearing. The motion was seconded by Councilman Johnson with a unanimous vote of 5 ayes and 0 nays.*

**Planning Jay Dale** presented to the Council a variance request for Lake Darr Rd Pin #7717088835. Mr. Long is requesting a variance for his pre-existing, non-conforming lot of record on Lake Darr Rd. Pin #7717088835. The variance would grant relief from the requirements of Article IX, Section 9-2 of the City's Zoning Ordinance which requires Mr. Long to seek a variance if he is unable to meet the

dimensional requirements for his lot. His lot is zoned R-40 and requires 100 feet at the building line. Mr. Long's lot is 75 feet wide.

Mr. Dale further stated that there were a number of homes in the Lake Darr community with less than 100 feet at the building line and several yet undeveloped lots with less than 100 feet at the building line. Mr. Dale asked Mr. Long if his statements were correct. Mr. Long agreed.

**Speaking Against:**

None

**Speaking For:**

None

Mayor McNabb closed the Public Hearing.

**Action Agenda**

Variance Request - Lake Darr Rd Pin# 7717088835 (*Planning Jay Dale*)

*Mayor Pro Tem Hicks made a motion to approve the Variance Request for Pin #7717088835 and note that it does not create any of the conditions set forth in 160D-705 including: Unnecessary hardship would result from the strict application of the regulation. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. The hardship did not result from actions taken by the applicant or the property owner. The requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured and substantial justice is achieved. The motion was seconded by Councilman Johnson with a unanimous vote of 5 ayea and 0 nays.*

**Mayor, Council and City Manager Updates**

Councilman Carico stated **For The Record**, Stevie, I know what you did and its going to come out one way or the other and I will see to it. All I'm going to say for now.

Councilman Lohr asked about signs.

**Adjournment**

*Councilman Walker made a motion to adjourn. The motion was seconded by Councilman Carico with a unanimous vote of 5 ayes and 0 nays.*

**Attest:**

\_\_\_\_\_  
**Richard McNabb, Mayor**

\_\_\_\_\_  
**Darien P. Comer, City Clerk**



## MEMORANDUM

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**TO:** Richard McNabb and City Council

**FROM:** Crystal Postell, Finance Director

**CC:** Stevie Cox, City Manager

**DATE:** 02/05/2024

**SUBJECT:** City of Trinity- Monthly Financial Position Review

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**Summary:**

The Finance Department would like to present the City's monthly financial position for January 2024. Please keep in mind you will be receiving the City of Trinity's Financial Portfolio Overview quarterly per the Investment Policy.

**Background:**

The Finance Department will ensure the fiscal integrity of the City by exercising due diligence and control over the City's assets and resources while providing timely and accurate reporting under the guidelines of the Generally Accepted Accounting Principles (GAAP) and city regulations.

**Recommendation:**

Staff recommends that the City Council approve the presentation of the City's current financial position for both the General and Sewer Fund.

**Attachment:**

Budget verses Actual Statements for both the General and Sewer Fund

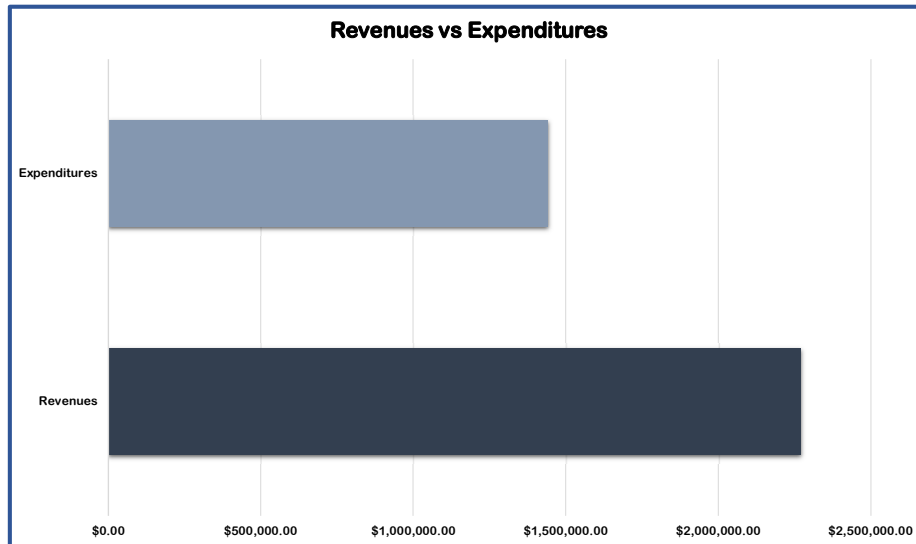


# TRINITY

## NORTH CAROLINA

### General Fund Budget vs Actual Statement Ending on January 31, 2024

	Budget	Actual
<b>REVENUES</b>		
Powell Bill	\$ 175,600.00	\$ 191,637.27
Ad Valorem/ Vehicle Tax	\$ 1,019,300.00	\$ 781,385.71
Sales and Use Tax	\$ 1,888,802.00	\$ 915,569.17
Solid Waste	\$ 487,200.00	\$ 251,128.15
Other Taxes	\$ 320,700.00	\$ 74,765.22
Investment Earnings	\$ 19,000.00	\$ 30,155.20
Other Revenues	\$ 351,253.00	\$ 25,266.00
	<b>\$ 4,261,855.00</b>	<b>\$ 2,269,906.72</b>
<b>EXPENDITURES</b>		
Governing Board	\$ 58,900.00	\$ 18,708.28
Administration	\$ 485,600.00	\$ 241,385.86
Finance	\$ 279,220.00	\$ 133,971.17
Planning/Zoning	\$ 431,900.00	\$ 201,119.80
Public Buildings	\$ 239,400.00	\$ 126,614.47
Animal Control	\$ 29,200.00	\$ 21,447.66
Public Safety	\$ 469,662.00	\$ 268,828.29
Powell Bill	\$ 120,300.00	\$ 2,580.00
Street	\$ 148,500.00	\$ 60,157.98
Stormwater	\$ 272,450.00	\$ 102,248.10
Sanitation	\$ 527,200.00	\$ 246,126.75
Economic Development	\$ 10,600.00	\$ 6,794.00
General Fund Transfers-Sale Tax W/S	\$ 1,115,544.00	\$ -
General Fund Transfers-City Hall Reserve		\$ -
Special Appropriation/Allocations	\$ 73,379.00	\$ 12,000.00
	<b>\$ 4,261,855.00</b>	<b>\$ 1,441,982.36</b>
		<b>\$ 827,924.36</b>

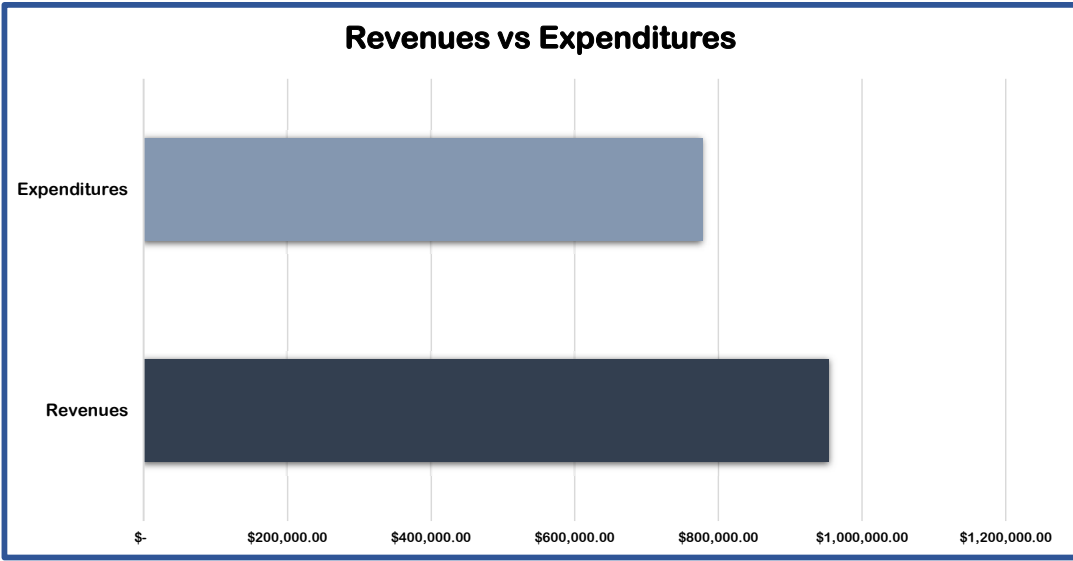


*Note: The City of Trinity has collected about 53% of it's projected budgeted revenues. The City of Trinity has collected 7% of "Other Revenues" due to the City NOT utilizing both its budgeted General Fund Appropriated Fund Balance and the City Hall Reserve Fund. However, the City operational departments have only expensed about 34% of their total projected annual budgets. Currently, the City of Trinity has an estimated surplus of \$827,924.36 within the General Fund.*



**Sewer Fund  
Budget vs Actual Statement  
Ending on January 31, 2024**

<b>REVENUES</b>		<u>Budget</u>	<u>Actual</u>
	Sewer Billing	\$ 1,267,875.00	\$ 622,324.02
	Sewer Tap Fees	\$ 44,000.00	\$ 44,400.00
	Investment Earnings	\$ 3,750.00	\$ 10,789.52
	Sales Tax Transfer In	\$ 1,115,544.00	\$ 1,613.00
	Other Revenues	\$ 375,000.00	\$ 274,873.00
		<u>\$ 2,806,169.00</u>	<u>\$ 953,999.54</u>
<b>EXPENDITURES</b>			
	Sewer	\$ 2,806,169.00	\$ 777,654.49
		<u>\$ 2,806,169.00</u>	<u>\$ 777,654.49</u>
	 <b>Surplus / (Deficit)</b>		<u>\$ 176,345.05</u>



*Note: The City of Trinity has collected about 34% of it's projected budgeted revenues. However, the City operational departments have only expensed about 28% of their total projected annual budgets. Currently, the City of Trinity has an estimated surplus of \$176,345.05 within the Sewer Fund.*





# Memorandum

**TO:** Mayor and City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Stevie Cox

**DATE:** 01/29/2024

**REF:** Budget Ordinance 24 – 05: Planning Department

**Summary:**

The Finance Department would like to present a budget amendment for the Planning Department to align its budget for the fiscal year-end. The Planning Department has spent more than “estimated” on professional services due to the rapid growth in our community for the development of housing lots. These professional services include engineering services.

**Background:**

The Finance Department will ensure the fiscal integrity of the City of Trinity by exercising due diligence and control over the City's assets and resources while providing timely and accurate reporting under the guidelines of the Generally Accepted Accounting Principles (GAAP) and City's regulations.

**Recommendations:**

Staff recommends that the City Council accepts and approves Ordinance 24 – 05.

**Attachment:**

Ordinance 24 - 05



**AMENDMENT TO THE GENERAL FUND ANNUAL BUDGET FOR FISCAL YEAR ENDING  
JUNE 30, 2024 TO ALIGN THE PLANNING/ZONING DEPARTMENT FOR FISCAL YEAR-END.  
ORDINANCE 24 – 05**

**BE IT ORDAINED** by the City Council of the City of Trinity, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

	<u>Increase (Decrease)</u>
Planning and Zoning Operatons	<u>\$ 4,600.00</u>
	<u>\$ 4,600.00</u>

Section 2. To amend the Sewer Fund, the estimated revenues are to be changed as follows:

	<u>Increase (Decrease)</u>
Fund Balance Appropriations	<u>\$ 4,600.00</u>
	<u>\$ 4,600.00</u>

Section 3. Copies of this Budget Ordinance shall be furnished to the City Clerk and to the City Manager and Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 12<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Richard McNabb, Mayor

SEAL

\_\_\_\_\_  
Darien Comer, City Clerk



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# Memorandum

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**TO:** Mayor and City Council

**FROM:** Jill Wood, Interim Planning Director

**CC:** Stevie Cox, City Manager  
Robert Wilhoit, City Attorney

**DATE:** February 12, 2024

**REF:** Planning Board Appointments

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**Summary:**

The Planning Board has two members with terms that expired in December 2023. These members are Hunter Hayworth and Keith Aikens. I am requesting that the City Council vote to reappoint these members for an additional term.

**Background:**

Hunter has served on the Planning Board since 2014 and Keith service began in 2016. Both are willing to continue to serve as members of the City Planning Board.



## MEMORANDUM

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**TO:** Mayor Richard McNabb and City Council  
**FROM:** Darien Comer, City Clerk  
**CC:** Stevie Cox, City Manager  
**DATE:** 2/2/2024  
**SUBJECT:** 2024 Meeting Schedule Date Change

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**Summary:**

The Planning & Zoning Meeting for Monday, May 27, 2024 is scheduled on Memorial Day. The office will be closed.

**Recommendation:**

Staff request that the City Council move the meeting to Tuesday, May 28, 2024.

**Attachment:**

2024 Schedule of Meetings



**City of Trinity, North Carolina**  
**2024 Schedule of Meetings**

City Council Pre-Agenda and Regular Meetings are scheduled for the second Monday of every month at 6:00 pm at the Trinity City Hall Annex Building

<b>January 8, 2024</b>	<b>April 8, 2024</b>	<b>July 8, 2024</b>	<b>October 15, 2024</b>
<b>February 12, 2024</b>	<b>May 13, 2024</b>	<b>August 12, 2024</b>	<b>November 12, 2024</b>
<b>March 11, 2024</b>	<b>June 10, 2024</b>	<b>September 9, 2024</b>	<b>December 9, 2024</b>

Planning and Zoning/Board of Adjustment meetings are scheduled for the fourth Monday of every month at 6:00 pm at the Trinity City Hall Annex Building.

<b>January 22, 2024</b>	<b>April 22, 2024</b>	<b>July 22, 2024</b>	<b>October 28, 2024</b>
<b>February 26, 2024</b>	<b>May 27, 2024</b>	<b>August 26, 2024</b>	<b>November 25, 2024</b>
<b>March 25, 2024</b>	<b>June 24, 2024</b>	<b>September 23, 2024</b>	<b>December 16, 2024</b>

**The City Council Meeting will be on Tuesday, October 15<sup>th</sup> due to Columbus Day Holiday on Monday October 14<sup>th</sup> and November 11<sup>th</sup> meeting will be on November 12<sup>th</sup> due to Veterans Day Holiday, Monday November 11<sup>th</sup>, 2024.**

**The Planning and Zoning Meeting will be on Monday, December 16<sup>th</sup> due to the week of Christmas.**

**The 2024 Schedule of Meetings was adopted by the Trinity City Council on the \_\_\_\_\_ day of November 2023.**



**City of Trinity, North Carolina**  
**2024 Schedule of Meetings**

City Council Pre-Agenda and Regular Meetings are scheduled for the second Monday of every month at 6:00 pm at the Trinity City Hall Annex Building

<b>January 8, 2024</b>	<b>April 8, 2024</b>	<b>July 8, 2024</b>	<b>October 15, 2024</b>
<b>February 12, 2024</b>	<b>May 13, 2024</b>	<b>August 12, 2024</b>	<b>November 12, 2024</b>
<b>March 11, 2024</b>	<b>June 10, 2024</b>	<b>September 9, 2024</b>	<b>December 9, 2024</b>

Planning and Zoning/Board of Adjustment meetings are scheduled for the fourth Monday of every month at 6:00 pm at the Trinity City Hall Annex Building.

<b>January 22, 2024</b>	<b>April 22, 2024</b>	<b>July 22, 2024</b>	<b>October 28, 2024</b>
<b>February 26, 2024</b>	<b>May 28, 2024</b>	<b>August 26, 2024</b>	<b>November 25, 2024</b>
<b>March 25, 2024</b>	<b>June 24, 2024</b>	<b>September 23, 2024</b>	<b>December 16, 2024</b>

**The City Council Meeting will be on Tuesday, October 15<sup>th</sup> due to Columbus Day Holiday on Monday October 14<sup>th</sup> and November 11<sup>th</sup> meeting will be on November 12<sup>th</sup> due to Veterans Day Holiday, Monday November 11<sup>th</sup>, 2024.**

**The Planning and Zoning Meeting will be on Tuesday, May 28<sup>th</sup> due to Memorial Day Holiday and Monday, December 16<sup>th</sup> due to the week of Christmas.**

**The 2024 Schedule of Meetings was adopted by the Trinity City Council on the 13th day of November 2023. The 2024 Schedule of Meetings was revised on the 12<sup>th</sup> day of February 2024**



# Memorandum

**TO:** Mayor and City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Stevie Cox

**DATE:** 01/29/2024

**REF:** Financial Audit Review

**Summary:**

The City of Trinity's Finance Department would like to present the results of the City's annual audit review along with its **Annual Comprehensive Financial Report**.

**Background:**

Historically, the City Auditor has been submitting an Annual Financial Statement which typically presents only basic financial statements about the City of Trinity. The Finance Department has committed several hours into this year's financial report to present to the Local Government Commission (LGC), City Council, and citizens an Annual *Comprehensive* Financial Report (ACFR). The ACFR, by contrast, presents a wider variety of important intended information to help readers properly understand the basic financial statements.

The rules and contents for ACFRs are set by the Government Accounting Standards Board (GASB). The ACFR is **not** required by law, but it represents ***best practice*** in Government Finance. However, what is required by law are the **basic** financial statements to be filed annually.

**Recommendation:**

Staff request that the City Council accept the financial audit review for Fiscal Year 2022 – 2023.

**Attachment:**

Presentation by Monty Pendry, Gibson & Company, P.A.  
Annual Comprehensive Financial Report (ACFR)



# Memorandum

**TO:** Mayor and City Council

**FROM:** Jay Dale, Planner

**CC:** Stevie Cox, City Manager  
Robert Wilhoit, City Attorney

**DATE:** January 30, 2024

**REF:** Request for a Special Use Permit – 5996 Welborn Rd.

**Summary:**

**TRACY MAHAN**, Thomasville, North Carolina, is requesting a Special Use Permit to develop and operate a Childcare Facility as per site plan. Property Location: 5839 Surrett Dr, 1.42 acres, PIN#7707301325, Zoning District OI.

The City Council decision shall be done by applying the land-use impact facts of the proposed special use to the following standards:

- a) that the use or development is located, designed, and proposed to be operated so as to maintain or promote public health, safety, and general welfare.
- b) that the use or development complies with all required regulations and standards of this ordinance and with all other applicable regulations.
- c) that the use or development is located, designed, and proposed to be operated so as not to substantially injure the value adjoining or abutting property, or that the use or development is a public necessity; and
- d) that the use or development will be in harmony with the area in which it is to be located and conforms with the general plans for the land use and development of the City of Trinity and its environment.



**Attachments:**

- Application for Special Use Permit
- Site Plans
- County GIS Map of Property



# City of Trinity Special Use Application

PIN # 7707301325

Date: 1/8/2024

**Property Owner Information:**

Property Owner: Sevilla Sue Ramsey

Address: 328 Garner Drive

City: Denton State: NC Zip: 27239

Phone: (home/work) \_\_\_\_\_ (cell) \_\_\_\_\_

**Applicant Information** (note: must show proof as to legally representing property owner):

Applicant: Tracy Mahan

Address: 2019 Kennedy RD

City: Thomasville State: NC Zip: 27360

Phone: (home/work) \_\_\_\_\_ (cell) 336-250-7916

**Site Information:**

Property Address: 5996 Welborn RD

Zoning District: O/I

Are there any structures currently on the property?  yes  no

List structures: Building (4125 sq)

What is the current land use on the property (i.e. commercial, residential, farming, vacant etc.)?

Vacant

What current land uses and zoning are adjacent to the property?

North: Zoning RA Land Use Residential

South: Zoning RA - R-40 Land Use Residential

East: Zoning RA R-70 Land Use Residential

West: Zoning RA - R-90 Land Use Residential

**Reason for Special Use Permit Request:**

Childcare Facility

**Findings of Fact** (provide a statement for each of the following):

1. Will the requested special use be located, designed, and proposed to be operated so as to maintain or promote the health, safety and general welfare of the community?

Yes, This facility will promote child development and adequate care for children within the community.

2. Does the application meet all required regulations and standards of sound land use planning and in keeping with all other land use regulations?

yes

3. Explain how approval of this application will not substantially injure the value of adjoining property or that the use is a public necessity.

This property is vacant and poorly maintained. Our plans are to improve the structure along with the property which will increase the value and curb appeal.

4. Explain how the use will be in harmony with the area in which it is to be located and conforms to the general plans for land use and development of the City.:

Our facility will allow childcare services within a short distance from neighboring school systems.

---

**If the special use is approved, it is understood by all, that development must conform to the minimum requirements of the City of Trinity Zoning and Subdivision Ordinances and all other development ordinances of the City. Deadline for special use applications is the first Monday of each month. Incomplete applications will be scheduled for hearing the following month.**

**Fee: \$500.00**

---

You must attach a site plan with this application showing all structures, property lines, buffers, driveways, setbacks, appearance and operational characteristics. Three copies of the site plan must be developed by a registered engineer, landscape architect or draftsman to a scale of 1" = "50 and submitted on sheets no larger than 36" x 24." A site survey may be required.

Staff Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tracy Maher  
(name of applicant)

Tracy Maher  
(signature of applicant)

\_\_\_\_\_  
(signature of Zoning Administrator)

\_\_\_\_\_  
(date)

<u>Office Use</u>	
Date Received:	_____
Fees Paid:	_____
Planning Board Hearing Date:	_____
City Council Hearing Date:	_____

**Use:** Day Care, Child, as Principal Use  
Day Care Adult, as Principal Use

**Special Use District:** Child Day Care RA, R-40, RM-U, RM, OI, & HC  
Adult Day Care RA, R-40, RM, & RM-U

**Required Plans:** Plans required, must show:

1. Location and approximate size of all existing and proposed buildings and structures within the site; also, location of buildings on abutting lots.
2. Proposed points of access and egress and pattern of internal circulation.
3. Layout of parking spaces or arrangements for on-street parking if off street parking is not available.
4. Location and extent of open play area.

**Fenced Play Area:** For child day care centers:

1. The facility must meet state regulations for minimum square footage per child for interior and outdoor play space.
2. The aggregate play area must be surrounded by sturdy fence at least four feet high.

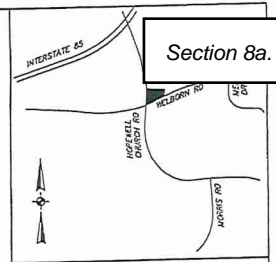
**Screening:** Suitable screening must be provided to avoid any nuisance to adjoining residential properties. Where property abuts residentially zoned land, screening shall incorporate plantings at least six feet high that retain foliage year-round.

**Hours of Operation:** In residential districts, day care centers shall not be operated between 7:00 pm and 6:00 am.

**Licensing Requirements:** All required state licensing requirements must be met, and permits obtained.



Section 8a.



VICINITY MAP  
NOT TO SCALE

I, AARON CARTER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 1132, PAGE 327). THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN BOOK AND PAGE (AS SHOWN). THAT THE RATIO PRECISION OR POSITIONAL ACCURACY IS 1:10,000 AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE OF LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).

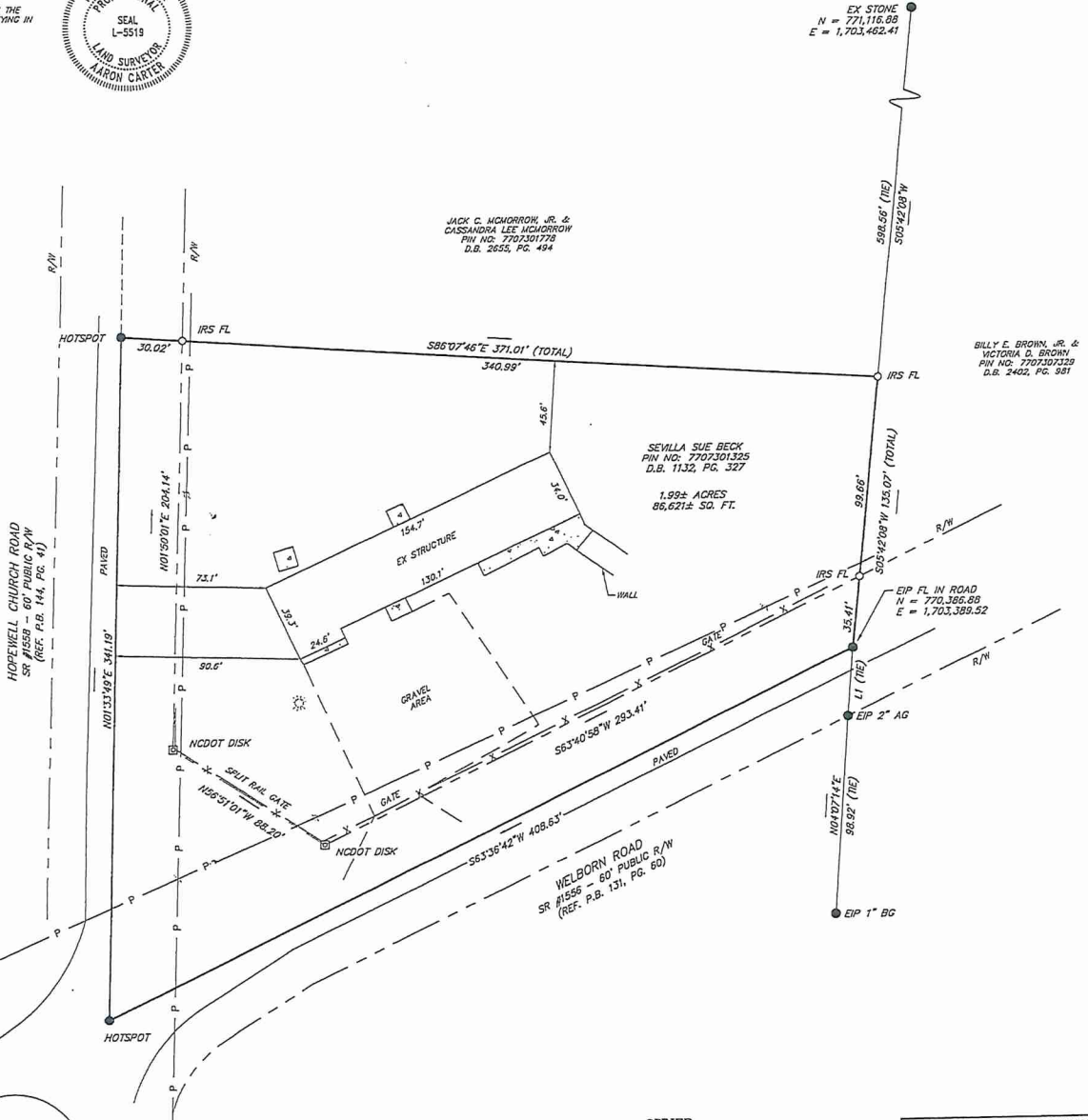
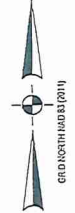


THIS 16<sup>TH</sup> DAY OF JANUARY 2024.

PROFESSIONAL LAND SURVEYOR L-5519

I, AARON CARTER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

(1) CLASS OF SURVEY: A  
 (2) POSITIONAL ACCURACY: 0.10"  
 (3) TYPE OF GPS FIELD PROCEDURE: RTK  
 (4) DATE OF SURVEY: 01/12/24  
 (5) DATUM/EPOCH: NAD 83 (2011)  
 (6) PUBLISHED/FIXED-CONTROL USE: NCVRS  
 (7) GEOD MODEL: 12B  
 (8) COMBINED GRID FACTOR(S): 0.99989629  
 (9) UNITS: U.S. FEET



Line Table		
Line #	Direction	Length
L1	N04°22'00"E	34.61

GENERAL NOTES

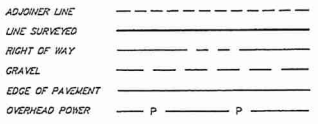
- THIS SURVEY IS OF AN EXISTING PARCEL(S) OF LAND.
- FLOOD CERTIFICATION: THE SUBJECT PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS SCALED FROM MAPS FURNISHED BY NORTH CAROLINA FLOOD PLAIN HAZARD PROGRAM DATED JANUARY 2, 2008. SUBJECT TO VERIFICATION BY DETAILED FLOOD MAP STUDY; SEE COMMUNITY PANEL NO. J210220266.
- ALL DISTANCES ARE HORIZONTAL. GRID DISTANCES UNLESS NOTED OTHERWISE.
- IRON RODS AT ALL CORNERS UNLESS OTHERWISE NOTED.
- METHOD OF COMPUTATION IS BY COORDINATE CALCULATION.
- THE PROPERTY IS SUBJECT TO ANY EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY PRIOR TO THE DATE OF THIS MAP WHICH WERE NOT APPARENT AT THE TIME OF MY INSPECTION AND MIGHT OTHERWISE BE DISCLOSED BY AN ATTORNEY'S TITLE OPINION WHICH AS OF DATE SHOWN HEREON HAS NOT BEEN SUPPLIED TO SUMMEY ENGINEERING ASSOCIATES. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD AFFECTING THIS PROPERTY NOT SHOWN HEREON.
- COORDINATES SHOWN ARE BASED ON THE NORTH CAROLINA GRID SYSTEM (NAD8300, NAD 83 (2011), AND NAVD 83 (GEOD 12B), AND COORDINATES WERE OBTAINED USING THE NCVRS SYSTEM.
- NO NCSS MONUMENT FOUND WITHIN 2000' OF SUBJECT PROPERTY.

ABBREVIATIONS

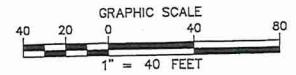
- EIP = EXISTING IRON PIPE/PIPE
- ER = EXISTING IRON ROD
- IRS = NEW IRON ROD SET
- R/W = RIGHT OF WAY
- AG = ABOVE GROUND
- BG = BELOW GROUND
- FL = FLUSH WITH GROUND
- EX = EXISTING
- PG = PACE
- D.B. = DEED BOOK

LEGEND

- EXISTING IRON PIPE/ROD
- NEW IRON ROD SET
- COMPUTED POINT (NOT SET)
- ⊗ NCDDOT DISK
- ⊕ UTILITY POLE
- ⊖ GUY WIRE



OWNER:  
SEVILLA SUE BECK  
328 GARNER DRIVE  
DENTON, NC 27289

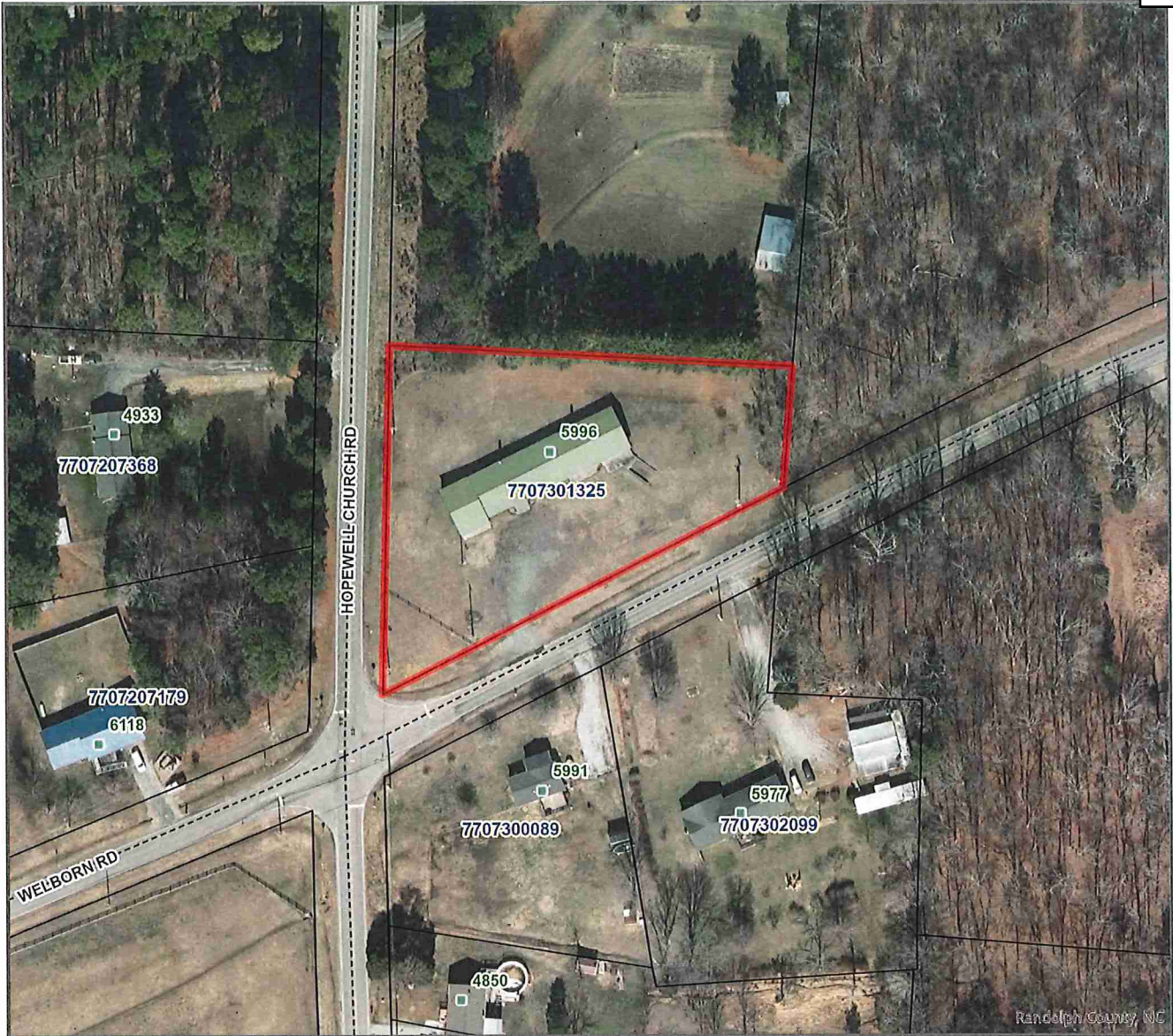


EX BOUNDARY SURVEY FOR  
**TRACY MAHAN**  
 5996 WELBORN ROAD  
 TRINITY TOWNSHIP - RANDOLPH COUNTY - NORTH CAROLINA

*Summey Engineering Associates, PLLC*  
 Engineering - Consulting - Surveying  
 P.O. Box 555, Asheville, NC 28804  
 Tel: 828-252-2202 Fax: 828-252-2202  
 NC ENGINEERING & SURVEYING FIRM CERTIFICATE OF AUTHORIZATION #0325

Scale:	1" = 40'
Date:	01/15/2024
Drawn By:	SKM
Checked By:	ASC
Job No.:	220769





REID	20019	OWNER ADDRESS2	
PIN	7707301325	OWNER CITY	DENTON
TAXED ACREAGE	1.42	OWNER STATE	NC
PROPERTY DESCRIPTION	R1556;N	OWNER ZIP	27239
DEED BOOK & PAGE	001132/00327	LOCATION ADDRESS	5996 WELBORN RD
PLAT BOOK & PAGE		LOCATION ZIP	TRINITY,27370
OWNER	RAMSEY, SEVILLA SUE	DATA REFRESHED	1/28/2024
OWNER ADDRESS	328 GARNER DRIVE		



*Disclaimer: This map was compiled from recorded deeds, plats, and other public records and data. Users of this data are hereby notified that the aforementioned public information sources should be consulted for verification of the information. Randolph County, its agents and employees make no warranty as to the accuracy of the information on this map.*

Map Scale  
**1 inch = 141 feet**  
 1/29/2024





# Memorandum

**TO:** Richard McNabb, Mayor  
City Council Members

**FROM:** Jay Dale, Planner

**CC:** Stevie Cox, City Manager

**DATE:** 02/06/202

**REF:** Findings of Fact - Lot PIN# 7717088835

**Summary**

On January 8, 2024, the Trinity’s Board of Adjustment heard a request for a Variance from Mr. Chad Long for his pre-existing, non-conforming lot of record on Lake Darr Rd (PIN# 7717088835). The variance was to grant relief from the requirements of **Article IX , Sec.9-2 and Article XII, Section 12-4** of The City of Trinity’s Zoning Ordinance. The Ordinance requires that Mr. Long seek a variance if he is unable to meet the dimensional requirements for his lot. His lot is zoned R-40 and requires 100 ft. at the building line. Mr. Long’s lot is 75 feet wide. The Board of Adjustment recessed the public hearing until January 11, 2024, at which time they voted unanimously to approve the Variance request.

Please find attached the Findings of Fact supporting the approval of the Variance.

**Attachments:**

Findings of Fact Document.

**FINDINGS OF FACT AND CONCLUSIONS OF LAW**

**IN THE MATTER OF GRANTING/DENYING A VARIANCE**

**REQUESTED BY LONG PROPERTIES LLC**

**ADDRESS 0 LAKE DARR RD**

**PARCEL # 7717088835**

At their regularly scheduled meeting on January 8, 2024, the City of Trinity’s Board of Adjustment heard the variance request of Long Properties, LLC to allow a variance for the property located at Lake Darr Rd. and known as Tax PIN #7717088835. The property is zoned R-40. The variance grants relief from the requirements of **Article IX Section 9-2** and **Article XII Section 12-4** of the **Zoning Ordinance of the City of Trinity**. The lot in question is a preexisting nonconforming lot of record. **Article IX 9-2** states:

*When a lot has an area that does not conform to the dimensional requirements of the district where they are located, but such lot was of record at the time of adoption of this Ordinance or any subsequent amendment which renders such lot nonconforming, then such lot may be built upon if compliance is achieved with regard to setback dimensions, width, and other requirements, regardless of lot area. Lots that cannot meet the setback, width, and/or buffering requirements of this Ordinance may seek a variance from the Board of Adjustment.*

The lot in question has a width of 75 feet and requires 100 feet at the building line. This is a variance of twenty-five (25) feet to the required width of Section 12-4 of the City of Trinity’s Zoning Ordinance for the M-1 zoning district:

*Section 12-4 Yard, Area and Height Requirements (excerpt)*

Table 12-4 AREA, YARD & HEIGHT REQUIREMENTS						
District	Minimum Lot Size, (Sq. ft.)	Min. Lot Width at Bldg. Line (ft.)	Min. Front Yard Setback (ft.)	Min. Side Yard Setback (ft.)	Min. Rear Yard Setback (ft.)	Max Height (ft.)
<b>R-40 Residential Single-Family</b>	40,000	100	40	10 (a)	25 (e) (g)	35

The Board of Adjustment recessed until January 11, 2024 and voted unanimously to approve.

According to North Carolina General Statute (NCGS) 160D and the City of Trinity’s Zoning Ordinance, the City of Trinity’s Board of Adjustment makes the following findings of fact and conclusions of law as provided in NCGS 160D-406.

**A. Determinations That Variance Will Not Violate Other Provisions of Ordinance.**

The City of Trinity’s Board of Adjustment determines that the variance will not allow the following:

1. Will not allow the establishment of a use not otherwise permitted in a district by this ordinance,
2. Will not extend in area or expand a non-conforming use of land,
3. Will not change the district boundaries shown on the zoning map,
4. Will not materially diminish or impair established property values within the surrounding area, and
5. Will not in any other respect impair the public health, safety, morals, and general welfare.

**B. Findings of Fact:**

The City of Trinity Board of Adjustment finds that the following conditions exist:

1. Unnecessary hardship would result from the strict application of the regulation.
2. The hardship results from conditions of location and topography that are peculiar to the property.
3. The hardship did not result from actions taken by the applicant or the property owner.
4. The requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured and substantial justice is achieved.

**C. Conditions prescribed in the granting of the variance:**

The Board prescribes the following conditions for the variance request to be granted:

1. Development of the parcel will comply with all other requirements of the Zoning Ordinance.

**D. Other issues that were considered when making a decision:**

1. The variance would allow for construction of a single-family residential home.
2. The lot size was in no way inconsistent with a large number of lots in the Lake Darr area.
3. The Lake Darr area has infrastructure (water and sewer) that allows for denser development.

Adopted: January 11, 2024.

Attest:

\_\_\_\_\_  
Darien Comer, City Clerk

\_\_\_\_\_  
Richard McNabb, Mayor



# Memorandum

**TO:** Mayor and City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Stevie Cox

**DATE:** 02/05/2024

**REF:** Resurfacing Projects Presentations

**History:**

The City Council has received an engineering estimate on both the Powell Bill Street resurfacing project and the parking lot(s) resurfacing.

**Background:**

Abbotts Creek Engineering has been assisting the City of Trinity with the inspections and recommendations on City on streets. Abbotts Creek Engineering also assists with paving recommendations and contracts. If the City Council selects to move forward on the resurfacing of both or one parking lot. Please understand that you will be approving the budget amendment for that resurfacing as well. The budget amendment would only include the accepted and approved parking lot(s). Currently, the a remaining \$60,000 of budgeted Public Building funds are to be used for parking lots.

Please keep in mind that the Powell Bill Street resurfacing will not include a budget amendment due to resurfacing being budgeted in the sum of \$80,000. If the City needs a budget amendment, it would be due to street resurfacing bids received at a higher sum than what's budgeted.

**Attachment:**

Abbott Creek Engineering Recommendations





Abbotts Creek Engineering  
1008 Curry Road  
High Point, NC 27265  
**(m) 336.906.7566**

January 31, 2024

To: Mr. Stevie Cox, Trinity City Manager

From: Rick Austin, PE, Abbotts Creek Engineering

Subject: **City owned parking lots**

I was given the task of resurfacing the two City owned lots some time ago. This work was delayed because of the conflict with the renovations at the Annex Complex. The Pod and the Christmas tree has been removed and I have now started on this project.

I focused first on the City Hall lot, and found technical issues with resurfacing. The drainage is design to go to the middle of the lot and be removed by grated structures. The curb and guttering is typically sloped with the front edge lower than the elevation at the curb with slope on the pavement to continue positive drainage to the collection points. This is spill guttering and I thought edge grinding with a milling machine would allow me to adjust for the additional height of the resurfacing asphalt. The designer of the lot favored the ease of opening car doors to drainage in the extreme and the guttering and parking stalls are flat to the midway of the stalls. This means that I would need to remove most or all of the parking stalls to tie to existing pavement. The building edge presents the same type issues because of the weep holes and the reduction in curb height.

The typical solution to this, out on less visible locations would be to pave into the gutter plate. This is not acceptable at an important building like City Hall. To remove enough asphalt to resurface with a milling machine would be expensive. The milling component of patching is roughly thirty-five dollars per square yard. After discussing this with contractors, other owners faced with this situation have removed the pavement completely and reconstructed the lot as it exists. There are several advantages to this approach.

Total removal of the asphalt can be done with a loader which is much cheaper than using a milling machine, about half the costs. There would be no need for patching or the stone mat. The subgrade could be proof-rolled to find any soft locations. The drainage structures would not need to be adjusted upwards.

The replacement would take 7 to 10 days. With the difficulties associated with trying to resurface the lot the costs are probably about the same.



The original lot has lasted for a long-time and functioned well except for small drainage issues. The amount of required patching is small indicating the lot is basically sound. I would think that with the lower traffic than the bank, a replaced lot would last longer than the original.

This opens the possibility of several alternatives:

Do nothing until the lots are in much worst shape and the contractors are not so busy.

Do minor drainage improvements and patching to extend the life of the lot with replacement postponed. \$ 20k

Wait until days are long, dry and hot and replace the lot's pavement in the next decade. \$115K

I would recommend that until construction activity slows, that this work be put on hold. I would wait until pothole(s) develop, and repair them and the drainage corrections at that time in a small contract, possible including patching of the worst cracked areas. Within a couple of years of this, I would replace the pavement in July or August.






Abbotts Creek Engineering  
1008 Curry Road  
High Point, NC 27265  
**(m) 336.906.7566**

January 31, 2024

To: Mr. Stevie Cox, Trinity City Manager

From: Rick Austin < PE, Abbotts Creek Engineering 

**Proposed 2024 Repair and Resurfacing Program**

I propose the resurfacing of Carriage House Circle (1500 lf) and the Stones Throw Subdivision (2671 lf) for this calendar year paving. The estimated cost of these two projects is approximately \$205, 000 which is very close to the amount received annually into the Powell Bill Fund.

Carriage House Circle has never been resurfaced and was built by petition between twelve and fifteen years ago. (If my memory serves me correctly.) The street is generally in good shape with the wearing surfaced oxidized and some cracking. An application of 1 1/2" of asphalt will restore it to like new.

Stones Throw Subdivision was the first streets resurfaced outside of Steeplegate Subdivision, with one of the streets paved under petition. I believe that this work is fifteen years old. All the streets in the subdivision have numerous cracks poured which detracts from the look and ride of the streets. With the cracking shown, a resurfacing of 1 1/2" and a stone mat to reduce reflective cracking is recommended.

Any needed patching on these streets or identified citywide will be included in the contract. I have not marked the repair limits or prepared a patching list yet, but I have inspected the streets and there is patching needed. A good budgeting number would be 300 sy or approximately \$15,000 city-wide.

I am always concerned that the account balance will be too high and keep the City from receiving the full funds that they are due. It makes sense to spend the received amount annually as a way to manage the fund.

I request authorization to prepare contract documents and solicit bids for this work





# Memorandum

**TO:** Mayor and City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Stevie Cox

**DATE:** 02/05/2024

**REF:** City Council Members Reimbursement

**Summary:**

Trinity City Council has requested that City staff gather information on the City Council and Mayor to be reimbursed for travel and training expenses.

**Background:**

Mayor Pro Tem Bob Hicks requested that City staff gather information on the City Council and Mayor to be reimbursed for travel and training expenses. The City has revised Article IX: Travel and Transportation to reflect the City Council and Mayor.

**Recommendation**

Staff recommends that the City Council accepts and approves the revisions to the Personnel Policy Manual to include the City Council and Mayor for Travel and Transportation reimbursement.

**Attachment:**

Article IX Personnel Policy



## Article IX

# Travel and Transportation

It is the policy of the City to reimburse its employees, Council members and Mayor, volunteers, and appointed officials for out-of-City travel and transportation expenses directly related to official business of the City. All travel costs will be paid directly to the individual incurring the expense or through a pre-approved City credit card and may not be billed to the City.

This policy is intended to address out-of-pocket expenses for employees, council members, volunteers, and appointed officials on official City business. It is not intended to replace travel allowances given to employees as a condition of employment that are required to provide a vehicle in their work. The City Manager is responsible for determining if additional reimbursement of travel expenses is appropriate.

This policy applies to all City employees and anyone else who seeks reimbursement of travel for City purposes.

### **Prior Approval for Travel**

The City recognizes the need for flexibility in obtaining approval for travel. It is the Finance Director's responsibility to determine if travel is necessary and reasonable and to set standards for approval. All travel out-of-state and travel requiring an overnight stay shall be approved in advance by the City Manager. It is always the responsibility of the Finance Director to ensure that sufficient appropriations are available to cover all travel expenses.

### **Eligible Transportation Expense**

Transportation expenses that are ordinary and necessary while conducting official business for the City are eligible. Eligible transportation expenses include the cost of travel by air, rail, bus, taxi, and personal auto. All transportation by commercial carrier must be economy class unless such rates are not available and no other travel options are available.

Reimbursement for use of an employee's personal auto is allowable at the prevailing rate allowed by the Internal Revenue Service for business mileage. Generally, reimbursement the use of an employee's private auto is limited to travel incurred in the general area or within the state.

An employee may take his personal auto for travel with the approval of the Finance Director. In those cases, reimbursement will be limited to the mileage rate or an equivalent air fare, whichever is less.

The following are some examples of transportation expenses that are allowable:

1. Ground transportation such as taxi fares, public transportation, car rental or other costs of transportation between the airport or station, and employee's hotel or from one place of business to another. Ground transportation charges are also allowable between the hotel and temporary work assignment.
2. Baggage charges.
3. Tips that are incidental to any of the above transportation expenses.

### **Eligible Subsistence/Miscellaneous Expense**

Expenses for lodging, subsistence and miscellaneous other expenses other than for alcoholic beverages incurred while traveling away from home and/or related to official duties, are eligible for reimbursement and will be paid. Employees attending functions where certain meals are provided, at no charge to the employee, shall not be reimbursed for those meals purchased elsewhere.

The reimbursement per meal will be based on the state and city location according to the United States General Services Administration rate. <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Pre-approval from the City Manager is sought to cover extra-ordinary travel circumstances. The City Manager may approve a travel advance based on the subsistence reimbursement rate. Receipts are not required for travel advancements. However, they may be requested upon return.

Other actual cost reimbursement as supported by receipts submitted includes:

1. Lodging - employees are encouraged to obtain governmental rates whenever possible.
2. Communication expenses that are related to official business if supported by receipts
3. Tips associated with the costs listed above as noted on memoranda of actual expenditures.
4. Expenses incurred for personal entertainment are not allowable.

Employees who require an overnight stay due to training, courses, conferences, etc. may occur an overnight stay for the following reasons:

1. If the session is more than (1) one hour away and session starts at or before 8:00am and there is another session the following day
2. If there is another session the following day and the current session ends on or after 3:00pm

An overnight stay is not required if the training, courses, conferences, etc. if the following occur:

1. If the session is less than (2) two hours away and the session ends on or before 2:00pm and the is only (1) one session.

2. If there is a series of sessions and the last session ends on or before 2:00pm and the session is less than (2) two hours away.

Note: If there is a health reason for an employee to drive during nightfall, that employee shall occur another night for health reasons. However, the additional night must be approved both by the City Manager and Finance Director (*expenditure appropriations*).

### **Reporting Expenses for Reimbursement**

All employees authorized to travel should keep all receipts and memoranda of actual expenditures from which they can prepare on the official Reimbursement Request and Expense Report form. The employee must provide a copy of the following attached with their Reimbursement Request and Expense Report form.

1. Training, course, conference, etc. Schedule
2. Google Maps Directions
3. Hotel receipt (if applicable)
4. Proof of requested Per Diem (US General Services Administration)

Claims for mileage reimbursement should indicate the point of departure and destination and shall be computed in a manner that is most reasonable and favorable to the City. The business purpose of each trip for which reimbursement is claimed must be clearly stated.

### **Travel Advances**

If a travel advance is necessary to conduct official City business, the request for such advance must be previously approved by both the City Manager and Finance Director submitted no later than (3) three business days prior to the time travel is anticipated. Travel advances may not exceed the estimated cost of travel and must be accounted for on the Reimbursement Request and Expense Report form.

*Travel from work to home is not eligible for reimbursement.*

### **Lodging**

Travelers are expected to use good judgment and fiscal prudence when making reservations. Employees should seek reasonably priced hotel accommodation. If an employee is attending a conference given in a hotel or resort, then the employee is allowed to seek accommodation at the same hotel/resort even though lower priced accommodation may be available.

If an employee chooses not to stay at the conference hotel, the employee will only be reimbursed up to the conference rate and should choose comparably priced hotels. Exceptions to this will be allowed only if it is demonstrated that the conference hotel was full, and no other more reasonable locations were available.

Employees are expected to shop for the best price for transportation/accommodation and all other travel arrangements when possible.

Governmental and/or early-bird rates should be sought whenever possible.

When two or more City employees share a room, all room expenses shall be on one employee's Reimbursement Request and Expense Request form. The Reimbursement Request and Expense Request form for the other employee should clearly state that lodging was shared and reference the employee with the receipt(s).

Room service charges for food, including tips, and phone calls are not allowable. These expenses are considered to be covered by the per diem allowance. Baggage handling tips are to be paid by the employee using personal funds. The City will reimburse the employee according to the established per diem allowance limits after an accounting of trip expenses has been authorized by the Department Head, City Manager, and Finance Director.

Employees will not be reimbursed for in-room movie rentals, laundry fees, valet charges, in-room bar charges, fitness room fees, hotel room upgrades, or other voluntary, unspecified hotel amenity charges.

Reimbursement for internet is only permitted if a specific business requirement is properly identified and approved.

### **Cancellations**

In the event of cancelled travel, all efforts must be made to eliminate related expenses. It is the employee's responsibility to cancel the lodging reservation, registration, and any other travel plans.

The employee should request and record the cancellation confirmation number for lodging in case of billing disputes. The employee may be held personally responsible for no show fees if they fail to take appropriate action to cancel travel plans. In the event of accidents, serious illness, or death within the traveler's immediate family, or other critical circumstances beyond the control of the employee, the City may elect to pay the penalties and charges. The employee will not be penalized if travel is cancelled by and for the convenience of the City.

