



# **Minutes of the Roanoke Rapids City Council**

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, December 16, 2025, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor  
Sandra W. Bryant, Mayor Pro Tem

W. Keith Bell)  
Rex Stainback)  
Curtis Strickland)

## **Council Members**

Kelly Traynham, City Manager  
Geoffrey Davis, City Attorney  
Traci Storey, City Clerk  
Carmen Johnson, Finance Director  
Christina Caudle, Human Resources Director  
Ashley Thomas, Main Street Director  
Kristyn Anderson, Planning & Development Director  
Richard Cook, Fire Chief  
Larry Chalker, Public Works Director  
Lawrence Wiggins, Police Chief

**Absent:** Councilman Andy Jackson  
Kelly Daughtry, Parks & Recreation Director

Mayor Doughtie called the meeting to order at 5:30 p.m.

Mayor Doughtie provided the invocation. The Pledge of Allegiance was recited.

## **Adoption of Business Agenda**

Mayor Doughtie asked Council members if there were any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to amend the agenda by removing Item 9 – Closed Session and moving it to the January 6, 2026, meeting.

## Approval of City Council Minutes

Motion was made by Councilman Strickland, seconded by Mayor Pro Tem Bryant and unanimously carried to approve the December 2, 2025, Regular City Council Meeting minutes as drafted.

## New Business

### Consideration of Amendments to the Personnel Policy

Human Resources Director Caudle presented some needed amendments to the City's Personnel Policy. Over the last several months, staff have worked through launching a new operating system, NeoGov, for Human Resources and payroll. Through that process they identified some things that operations were doing that the policy either did not clearly spell out or needs to be amended. This is where a lot of these changes are coming from.

She reviewed the following changes:

- Article III, Section 10 – Effective date of salary changes. In this particular amendment staff are requesting to add information for the 12-hour and 24-hour shift employees. They request to amend the policy to reflect, “beginning of next 28-day pay cycle” for those employees. Those employees are patrol for the Police Department and anyone working shifts for the Fire Department.
- Article VII, Section 4 – Holiday Compensation. Second paragraph is currently identifying that the Fire Department shift employee would be granted compensatory time off. The current book and previous policy set a rate of 10.8 hours, but operations are doing 12 hours. Typically, they take two 12-hour holidays at a different time for comp time. Staff request an adjustment to the policy to reflect what they are actually doing.
- Article VII, Section 8 and 14 – Vacation and Sick Leave. This amendment affects the accrual rates for vacation and sick leave. In the current policy any accrual rates are to the third decimal place, but the NeoGov system is doing it to two decimal places. Working through the launch of this system, she learned the previous software was also doing everything to two decimal places and then staff was manually adjusting time back to three decimal places which is a lot of unnecessary work. She requested to adjust the policy to match how the operations and software actually works. She noted that typically rounding is from 5 and up, but to make an employee not feel as if they are taking a benefit

away from them, if the third decimal place was 1 or higher, she moved it up. It did not impact anything greatly as far as the monetary value, in fact, it still comes out to the same number of days throughout the year.

- Article IX, Section 4 - Rights of Appeal. The current policy does not really clarify what “working days” means. In Section 5 they have added a subsection C Working Days; Computation of Time Periods. They have defined the term “working days” as “business days” so Monday through Friday excluding Saturdays and Sundays and any City observed holidays.

Human Resources Director Caudle said with the accrual rates, she requested their consideration of Resolution No. 2025.14 with the effective date of the changes to be January 1, 2026, which is the new annual period for vacation, sick, and other leave accruals.

Mayor Doughtie confirmed that these changes do not have anything to do with employees’ pay other than accruals. Human Resources Director Caudle replied that was correct. It is just updating things to make sure the City policy matches what operations are currently doing.

Councilman Bell said so everything is still the same as far as experience or increments of years. Human Resources Director Caudle replied yes. Vacation is run on how many years of service. Service levels are exactly the same, they are just changing from three decimal places for the hourly accruals to two decimal places.

Councilman Stainback asked if the pay cycle hypothetically ends on June 29<sup>th</sup> and the new cycle begins on June 30<sup>th</sup>, would the 28-day cycle employees not get their raise until the end of July. Human Resources Director Caudle replied they would. The 28-day pay cycle for 12- and 24-hour employees is running their overtime. Most 8-hour employees’ overtime is a seven-day period (Sunday – Saturday). But the patrol officers and fire shift employees, it is going to look full 28-day period to determine how many hours they worked over their regular schedule. For things like promotions for example, they just promoted a sergeant to lieutenant in the Police Department. He is staying a 12-hour employee but that is because the current Patrol Lt. is moving to CID. So, they are going from a 12-hour employee to an 8-hour employee. To not mess up the overtime computations, they made all those changes effective on the first date of the new 28-day cycle. If for example that same sergeant earned their Advanced Certificate halfway through the 28-day cycle, there is something in the policy that allows the City Manager to set another date. Those types of changes can happen within a 28-day cycle, it is just the major movements that can create an issue. They have been kind of doing that, but it was not spelled out in the policy. It related it to

an 8-hour employee, so they want to add in the language for those employees operating on a 28-day pay cycle.

Councilman Stainback said so if an employee is awarded a 3% COLA and the new pay cycle starts on June 29<sup>th</sup>, theirs won't take effect until July 27<sup>th</sup>. Human Resources Director Caudle said they would not hold that. Cost of Living Adjustments with the new NeoGov software will go in on July 1<sup>st</sup> no matter where the pay period is.

City Manager Traynham stated they were talking about an employee's individual pay, which not part of the changes here, but in the old system an employee could not have a different pay rate in that same two-week period. In the new system they can have a change the day of the decision, not at the next period. These are good changes, they are learning as they go with the new system.

Human Resources Director Caudle said the last few months have been eye-opening with some of the payroll operations and the manual entry. There are things NeoGov can do that do not require those manual computations anymore, but they want the City's policy to align with what they are going to do with the program.

## **RESOLUTION NO. 2025.14**

### **Resolution to Amend the City of Roanoke Rapids Personnel Policy**

**Whereas**, the Mayor and City Council of the City of Roanoke Rapids, recognizing the importance of its municipal employees in meeting the service needs of the City residents, adopted Resolution No. 2024.05 which adopted the current City Personnel Policy; and

**Whereas**, it is the desire of the Mayor and City Council to continue to maintain a municipal work force composed of qualified, competent and dedicated employees, and to maintain equitable rates of pay and reasonable conditions of employment for its workforce; and

**Whereas**, it has been necessary over the years to amend the City's Personnel Policy by City Council action; and

**Whereas**, amendments are being proposed to amend Article III - Section 10; Article VII - Section 4, Section 8, Section 14 and Article IX - Section 4 and Section 5 of the City of Roanoke Rapids Personnel Policy as follows:

## **ARTICLE III. THE PAY PLAN**

### **Section 10. Effective Date of Salary Changes**

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period for an 8-hour employee or at the beginning of the next 28-day pay cycle for a 12-hour or 24-hour employee; or at a specific date as may be provided by procedures approved by the City Manager.

## **ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

### **Section 4. Holiday Compensation**

In lieu of time off, each Police Department shift employee will receive 8 hours of holiday pay for each officially observed City holiday. Holiday pay will be paid at each employee's regular rate of pay and will be included in the check immediately following the pay period during which the holiday occurs.

In lieu of holiday pay, each Fire Department shift employee will be granted compensatory time off at a rate of 12 hours for each officially observed City holiday. Each January, the Fire Chief shall set a "calendar day" during which shift employees will schedule all holiday compensatory time off for the calendar year. The Fire Chief shall determine the method used to schedule days off, taking into account both employee rank and length of service.

### **Section 8. Vacation Leave: Accrual Rate**

Each full-time employee of the City shall accrue vacation leave at the following schedule, prorated by the average number of hours in the workweek.

<b>Years of Service</b>	<b>All Employees Vacation Days Accrued Per Year</b>	<b>General 8-Hour Employees Pay Period</b>	<b>Fire 24-Hour Employees Pay Period</b>	<b>Police 12-Hour Employees Pay Period</b>
<b>0 but less than 5</b>	<b>10</b>	<b>3.08</b>	<b>4.16</b>	<b>3.23</b>
<b>5 but less than 10</b>	<b>12</b>	<b>3.70</b>	<b>4.99</b>	<b>3.88</b>
<b>10 but less than 15</b>	<b>15</b>	<b>4.62</b>	<b>6.23</b>	<b>4.85</b>
<b>15 but less than 20</b>	<b>18</b>	<b>5.54</b>	<b>7.48</b>	<b>5.82</b>
<b>20 or more</b>	<b>20</b>	<b>6.16</b>	<b>8.31</b>	<b>6.47</b>

### **Section 14. Sick Leave: Accrual Rate and Accumulation**

Sick leave shall accrue at a rate of one day per month of service or twelve days per year. Sick leave for full-time employees working other than the basic work schedule shall be pro-rated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provision of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the city, except as stated for employees retiring or terminated due to reduction in force.

<b>Employee Annual Hours Worked</b>	<b>Sick Leave Accrued Per Pay Period</b>
<b>2080 hours/year – 8-hour shift</b>	<b>3.70 hours</b>
<b>2756 hours/year – Fire 24-hour shift</b>	<b>4.99 hours</b>
<b>2190 hours/year – Police 12-hour shift</b>	<b>3.88 hours</b>

## ARTICLE IX. DISCIPLINARY ACTIONS

### Section 4. Rights of Appeal

In the case of a demotion or dismissal, a regular employee can appeal to the City Manager in writing within seven (7) working days following the effective date of the personnel action that is under appeal. The City Manager, or designee, will review the written reports utilized by the Department Head to take the personnel action under appeal, and may request additional information and documentation to consider the appeal. The City Manager may request meetings with the employee as well as others involved.

In deciding the issue on appeal, the City Manager, or designee, may confirm or modify the recommendation of the Department Head and enter such order as the City Manager may deem appropriate. The City Manager's written decision shall be entered and forwarded to the Department Head and the employee within ten (10) working days from the date the written appeal was received. The decision entered by the City Manager shall be final.

### Section 5. Administrative Guidelines *(Last Amended 11/19/24)*

#### (C) Working Days; Computation of Time Periods

For the purposes of this Article IX, the terms "working days", "business days", and any computation of time periods based thereon shall include only the Monday through Friday workweek and shall exclude Saturdays and Sundays. These terms and time periods also exclude the City observed holidays listed in Article VII, Section 2 of this policy.

**Now, Therefore, Be It Resolved** that the Roanoke Rapids City Council approves the foregoing amendments to the City of Roanoke Rapids Personnel Policy as presented to City Council on December 16, 2025, to become effective January 1, 2026.

**Adopted** this 16<sup>th</sup> day of December, 2025.

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Emery G. Doughtie, Mayor

ATTEST:

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Traci V. Storey, City Clerk

Motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt Resolution No. 2025.14 amending the City of Roanoke Rapids Personnel Policy.

### **Consideration of Ordinance No. 2025.41 (Project Ordinance FY Cybersecurity Grant)**

Finance Director Johnson said the City of Roanoke Rapids has been awarded a grant under the FY 2024 State and Local Cybersecurity Grant Program, administered by the North Carolina Emergency Management (NCEM) and Federal Emergency Management Agency (FEMA). This grant is a pivotal step in strengthening our city's

cybersecurity infrastructure, enduring the protection of our digital assets, and enhancing our readiness against cyber threats.

The Program Objectives include:

- Develop and implement comprehensive cybersecurity plans.
- Train staff in advanced cybersecurity practices.
- Enhance collaboration with state and federal cybersecurity bodies.

She reported the total grant award is \$214,429.62. The Federal/State award amount is \$150,100.73 which has been allocated for the City to execute this program and complete the approved projects prior to February 28, 2028. The City's part of the grant is \$64,328.89. She presented the following project ordinance for their consideration:

**Ordinance No. 2025.41  
CITY OF ROANOKE RAPIDS  
PROJECT ORDINANCE**

The City of Roanoke Rapids has been awarded a grant under the FY 2024 State and Local Cybersecurity Grant Program, administered by the North Carolina Emergency Management (NCEM) and Federal Emergency Management Agency (FEMA). This grant is a pivotal step in strengthening our city's cybersecurity infrastructure, enduring the protection of our digital assets, and enhancing our readiness against cyber threats.

**Funding Purpose:** The grant will be utilized to fortify our cybersecurity measures, improve incident response capabilities, and implement state-of-the-art protective technologies. The grant is for a 3-year funding period to be completed by end of February 2028.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1.** The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

**Fund Balance – General Government - FY24 State and Local Cybersecurity Grant Program (SLCGP) - Vulnerability Mitigation & Planning**

**Project Revenues**

Federal/State Grant Funding	\$150,100.73
City Fund Balance Allocation	<u>\$ 64,328.89</u>
<b>Total Project Revenues</b>	<b>\$214,429.62</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

**Funding to General Fund – General Government - FY24 State and Local Cybersecurity Grant Program (SLCGP) - Vulnerability Mitigation & Planning**

**Project Expenditures**

Federal/State Funding	\$150,100.73
City General Fund	<u>\$ 64,328.89</u>
<b>Total Project Expenditures</b>	<b>\$214,429.62</b>

**SECTION 3.** This ordinance shall become effective upon adoption.

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Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Bell, and unanimously carried to adopt Ordinance No. 2025.41 for the FY 2024 State and Local Cybersecurity Grant Program.

<b>City Manager's Report</b>
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City Manager Traynham stated the City observes the same holiday schedule as designated by the NC Office of State Human Resources. City offices will be closed next Wednesday, Thursday and Friday in observance of Christmas. The week after that, City offices will be closed on Thursday, January 1<sup>st</sup> in observance of New Years Day.

She congratulated Planning Director Kristyn Anderson who completed the Leading for Results course at the School of Government at the University of North Carolina in Chapel Hill as a Civic Fellow. Fellows were selected through a competitive process; there were more than 150 applicants from across the state for the 2025 program and Kristyn was among 24 individuals identified as a critical leader in their local government. The Fellows program focuses on personal and organizational leadership. Participants were introduced to models of leadership as well as management and leadership tools and strategies. She stated Public Works Director Chalker completed the program in 2018, and she also completed it in 2013. She believes it is one of the best leadership programs offered in the state and the tuition is free to government employees' courtesy of Civic Federal Credit Union.

She said in the next month or so, staff will be working with the consultant to complete the 2025 Annual Performance Report (APR) to be submitted by January 30, 2026. As required by the U.S. Department of Housing and Urban Development (HUD) and in accordance with 24 CFR Part 91, the North Carolina Department of Commerce must report accomplishments achieved with Community Development Block Grant (CDBG) and related supplemental funding through the Comprehensive Annual Performance Evaluation Report (CAPER). The data reported to HUD includes, but is not limited to, actual expenditures, beneficiary information, Section 3 reporting,



MWBE contractor data, Build America, Buy America (BABA) compliance, and Fair Housing activity information for all applicable grants during the calendar year.

City Manager Traynham reported the following activities:

- Certificate(s) of Occupancy. All inspections completed and Certificates of Occupancy have been issued for the Stateside Landing Family Apartments on Highway US 158.
- Construction is officially underway for the new skatepark at Emry Park.
- The Fire Department is implementing the “First Arriving” software that connects critical systems in a real-time information platform, so the department knows exactly what’s happening, when it matters the most – across the monitor, web, mobile, tablet, etc. This program is intended to reduce risk, improve time efficiencies, provide single-view critical information, and improve situational awareness.
- The Planning Department staff are completing a Minimum Housing Report for property located at 100 Hamilton Street, the dilapidated “Turtleback House” that will be presented to the City Council in January 2026 for consideration of a demolition ordinance.
- Coming soon! The site work for a new 7-Eleven will begin with demolition of the structure formerly occupied by Carolina BBQ, located at SW intersection of Julian Allsbrook Hwy and Old Farm Rd.
- The next Main Street Committee Meeting will be held on Monday, January 12, 2026.
- Main Street Director Ashley Thomas resubmitted the Halifax Horizons grant application to incorporate additional façade improvements since the Informational/Emergency Light Towers were declined for funding. Staff received feedback and requested revisions from Economic Development Director Cathy Scott and Tourism CEO Lori Medlin.
- Please Follow or Like “Main Street Roanoke Rapids” on Facebook to receive frequent updates about district activities and opportunities. This is a new official social media page for the organization.
- Public Works is assisting a vendor with the initiation of the Asphalt/Pavement Condition Survey across all city-maintained streets. This will aid in the identification and prioritization of our street infrastructure needs. Notice will be given when working on site.
- The Finance Department is finalizing details with the Council’s independent auditor and presentation is scheduled for the January 20 meeting. Note: the audit deadlines were adjusted by the State of NC, hence, the later presentation of the report.
- The Police Department currently has 8 vacancies with the Uniform Patrol Division and seeks certified officers for employment. Please contact Capt. Gorton Williams

or Human Resources Director Christina Caudle for more info about career opportunities.

- Yesterday, the Police Department welcomed new employee, Ashley Sparks, who will serve as a Police Support Specialist (formerly titled Admin. Assistant), in the front office at City Hall.
- We extend congratulations to Joey Spragins on his promotion to Police Lieutenant of the “C squad” within the Uniform Patrol Division.
- City Government offices will be closed next week on Wednesday, Thursday, and Friday in observance of the Christmas holiday. Parks & Rec Facilities will offer limited hours:
  - 12/23 facilities closing at 5:00 (TJ Davis, Library, Senior Center, Chaloner Rec)  
Aquatic Center will remain open until 8:00 PM
  - 12/26 Aquatic Center open 5:45 AM – 1:00 PM
  - 12/27 Aquatic Center open 1-4 PM, TJ Davis open 12-5 PM

### **Finance Director’s Report**

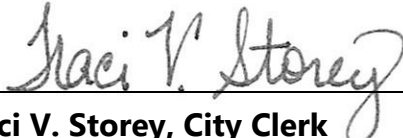
Finance Director Johnson reported for the month of November 2025, General Fund year-to-date receipts totaled \$10,304,417.45 and year-to-date expenditures totaled \$8,218,467.23. As a result, year-to-date revenues exceeded expenditures by \$2,085,950.22.

She noted during the month of November, the City received: Ad Valorem Tax, Motor Vehicle Tax, Sale of Surplus Property, NC Sales Tax, Hold Harmless, Residential and Commercial Solid Waste Fees, interest, grants and donations.

Finance Director Johnson stated the City is in good financial standing for November 2025, however the City must remain cautious about staying within the budget and not overspending in order to maintain regular operations.

### **Other Business/Adjournment**

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to adjourn. The meeting adjourned at 5:55 p.m.

  
Traci V. Storey, City Clerk

**Approved by Council Action on: January 20, 2026**