



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, May 18, 2021 at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Carl Ferebee, Mayor Pro Tem*
Sandra W. Bryant)
Suetta S. Scarbrough)
Wayne Smith)

Council Members

Joseph Scherer, MPA, MS, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Leigh Etheridge, Finance Director
Kathy Kearney, Deputy City Clerk/Human Resources Manager *
Bobby Martin, Police Chief
Christina Caudle, Main Street Director
Kelly Traynham, Planning & Development Director
Jason Patrick, Fire Chief

Absent: Ernest C. Bobbitt, Council Member

*Denotes joining the meeting via Zoom.

Mayor Doughtie called the meeting to order and opened with an invocation.

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, a motion was made by Councilwoman Scarbrough, seconded by Councilwoman Bryant and unanimously carried to adopt the agenda as presented.

Public Comment (Scheduled)

Emma Seward of 211 Wyche Street expressed her concerns about speeding on her street. She feels this is dangerous because they have children walking the street,

children from the Housing Authority area and a day care. There is no particular time that the people want to race on the street. They also have some people on 3-wheelers that race on the street. She would appreciate some assistance. She had asked for a speed bump on that street but she realizes there may be some issues with speed bumps. Something needs to be done before somebody gets hurt or even a loss of life. She noted when she came home from work the day before there was a child in the street and she could hardly see them so imagine if someone was racing up on that street. She stated it was a serious issue.

Mayor Doughtie called on Chief Martin for his comments.

Chief Martin reported he and Ms. Seward had spoken previously on the telephone and brought her concerns to him directly. For the past couple of weeks, the department placed the radar trailer to that area which is equipped with the ability to take statistics such as time of day the vehicles are coming through at a particular speed. They use this data to place officers in the area during those heavily traveled time frames. They had the trailer just on Wyche Street for a couple of days and had at least 194 contacts with the radar trailer. They have to take in consideration that this is in the area of Chaloner Middle School. It is concerning to them. They want to make sure the children are off-loading safely, getting to the school and back to the parents plus the day care in the area. He said this will be one of the active PACE member's assignment to conduct some enforcement and hopefully curb what is going on in that area. He told Ms. Seward to please let the department know when she experiences issues. If they are not made aware they do not know how to respond to it. He was hopeful that between the Police Department and the residents in that area, they will figure out a way to make it safer.

Approval of City Council Minutes

Motion was made by Councilwoman Bryant, seconded by Councilman Smith and unanimously carried to approve the April 13, 2021 Special Meeting, April 15, 2021 Special Meeting, April 20, 2021 Regular City Council Meeting and May 4, 2021 Work Session minutes as drafted.

Public Hearing

Proposed Fiscal Year 2021-2022 Budget

City Manager Scherer stated the proposed FY2021-2022 budget was presented to City Council at the May 4, 2021 City Council meeting. In accordance with the NC Local Government Budget and Fiscal Control Act, a copy of the proposed FY 2021-2022

budget has been on display for public inspection at the Clerk's Office and on the City's website since May 5, 2021. A public hearing has been scheduled for this evening to seek citizen input. He asked Mayor Doughtie to open the public hearing.

Mayor Doughtie opened the public hearing and invited anyone wishing to speak on the proposed budget to come forward.

With no one wishing to come forward, Mayor Doughtie closed the public hearing.

Mayor Doughtie stated they needed to make their community safer. The Police Chief has brought information to them about the salary rates for the officers and their starting salaries. He thinks for the job they do, they do not receive adequate compensation. For a small town they are fortunate to have the police force that they do. Chief Martin has worked hard to recruit a diverse group of people. Although he works hard to recruit good people that do a good job, somebody else out there is always looking to hire them. Other communities are offering more money or more amenities in that community. As a result they are losing these people. Anyone working for a city may have good benefits but when they about 25 years old they aren't worried about benefits. Most people are worried about what their pay check looks like. He hopes when they approved this budget, they can think about how fortunate they are and what a fine job their officers do and how they can continue make it possible for the City to attract and keep officers in the community.

New Business

Consideration of Social Media Policy and Public Records Policy

Main Street Director Caudle said upon retaining services with ArchiveSocial to capture and retain the City's social media records for public records purposes, the City elected to review its Social Media Policy. It was determined an updated policy is needed in order to give City employees consistent guidelines for managing their social media platforms.

She stated in conjunction with updating the City's Social Media Policy, they also determined the City's Public Records Policy needed to be updated to assist City employees and officials with compliance of the NC Public Records Law. City Attorney Davis has reviewed both policies and his comments were incorporated into the final draft policies they were bringing before City Council tonight for their consideration.

Main Street Director Caudle presented and summarized the Social Media Policy. The updated policy was created with guidance from ArchiveSocial and demonstrates today's best practices for both the City's employees and the public. Unlike the

previous social media policy, this policy is broken down to reflect best practices for internal and external use. She highlighted the following:

1. Under the Internal Social Media Policy, they outline personal vs. professional guidelines for employees. City employees are permitted to have personal social media accounts, but they should remain personal in nature and be used to only share non-work related information. For professional use, City employees are expected to conduct themselves in a positive manner and all posts should be relevant, timely and actionable. If an employee is ever unsure about the legalities of posting, the City Attorney must be consulted before the post is made.
2. Under the External Social Media Policy, the City aims to effectively utilize social media to: provide information, support community engagement and outreach, support marketing and promotional campaigns, frame positive public conversation and assist with recruitment efforts.
3. City social media sites serve as a limited public forum and all content published is subject to preservation and disclosure in accordance with public records laws defined by NCGS Chapter 132. Third party (or user generated) comments, messages, posts, etc. do not necessarily reflect the views and opinions of the City.
4. User-generated posts may be rejected or removed when the content includes: incitement of violence, defamation or spread of misinformation, profane, racist, sexist, threatening or derogatory content or comments, copyrighted materials, fraudulent materials, obscene or illegal materials or SPAM.
5. If an employee tasked with managing a City social media site is ever unsure about the legalities of user-generated content, the City Attorney must be consulted before any action is taken.
6. As mentioned earlier, social media sites contain communications sent to or received by the City, its employees, City officials and other users that are subject to public records laws under NCGS Chapter 132. The City utilizes ArchiveSocial for real-time public records retention across all official City social networking pages.

Mayor Pro Tem Ferebee said when an employee has the option of discussing any kind of City business on a social media site he feels they were opening themselves up to criticism. He stated even a picture is a social media discussion. He believes they really

need to look at this and be more stringent about an employee discussing City business period. He suggested designating a City spokesperson for City business and not open that up for everyone. If he was a City employee, he would be speaking on behalf of Carl Ferebee, not the City or any other employee they have. Putting them together opens the City up some issues. If it creates something that employee could get in trouble for then the City has opened that avenue up. He personally does not like that.

Main Street Director Caudle says the internal policy under personal use which for example herself as Christina Caudle has her personal Facebook page and she also has access to fifteen official City pages. When she is Christina Caudle and there is a Roanoke Rapids Police Department post, she has the ability to post as Roanoke Rapids Police Department or under her personal account Christina Caudle. Under her personal page she would chose to stay mutual and not provide opinions. However, if she made the decision under her personal account to comment on official City business, they were requesting under this final draft for consider, that she would have to state her name and role and use a disclaimer that the postings under this site are of her personal opinion and do not reflect or represent the opinions of the City for which she works. If there is a picture, comment or message is her own personal views not that of the City. If she has the ability to sign in and post under the Roanoke Rapids Police Department or any other official City page, her name is not in that and she is posting under that official page. That would be under professional use for Internal and also everything under the External policy. An employee is expected to respond in a professional manner and have a mutual viewpoint stance no matter the topic when discussing as an official representative of the City. Also, there are a lot of things they cannot edit that would reflect their personal opinions. She noted almost all City employees have personal social media pages. There are a handful of City employees that also access to post and manage official City pages and are held to different standards under each one.

Mayor Pro Tem Ferebee said he could understand that part but he believes the statement about any employee discussing City business opens themselves up. Someone's picture could be someone's confidentiality which the City could be sued for. He thinks they need to rethink that piece of it. They are not trying to ask the City employees to not have a voice because they can but if they do they are on their own. He gave an example of an incident that occurred at his previous employment that caused an employee to be fired. He does not agree with a City employee being on social media discussing City business whether even if they give their name and disclaimer. He believes they should have a City spokesperson doing that.

Attorney Davis said the drafted policy discourages employees from sharing work related information on their personal social media sites. He referred to page one under

Personal vs. Professional Guidelines. This is a general statement and provides some general guidelines. With respect to certain roles and working in different departments there are restrictions on what they would be able to share. Even if the City passes this policy tonight, it is not going to mean that someone from for example, the Police Department could release information about an ongoing investigation without a court order. Also, if an employee did something they shouldn't on social media, they can regulate that through the City's Personnel Policy. The current personnel policy would be an effective avenue to do that already. He and the City Manager are in the process of revising the Personnel Policy related to employee discipline. They had a meeting with the department heads the end of March or beginning of April where they went through all the different parts of the disciplinary policy. They received a lot of feedback on how the department heads felt about the current policy was not clear or effective as it could be. He had already done a first pass on a draft and sent it to the City Manager. He anticipates that will come before City Council in June or July. He said Mayor Pro Tem Ferebee's comments are well-taken and when they are looking at the revised Personnel Policy, they will make sure they cover those bases. If an employee posts something that is not appropriate for a City employee to post, especially how it relates to their role as an employee, they will be empowered to deal with that. The other aim is to let employees know what they can and cannot do.

Mayor Pro Tem Ferebee said he would have to look at the revised personnel policy but still had concerns about employees posting about City business.

Attorney Davis reported that any revisions to the City's Personnel Policy is required to come before City Council so everyone will have the chance to review it and give input.

Councilman Smith asked Attorney Davis how this affects City Council talking about City business. He replied Council members are not City employees in a traditional sense and would be more affected by the Public Records Policy. Anything Council members would prepare or post on behalf of the City of Roanoke Rapids would qualify as a public record.

City Clerk Storey stated as they revised the City's current social media policy, it addressed public records retention which led us to investigate the City's public records policy. The City's current public records policy was adopted in 1996. As you can imagine many things have changed since that time.

She said after reviewing several other city's and town's public records policies, the draft policy in your agenda packet was created and submitted to Attorney Davis for his review and comment.

City Clerk Storey said the purpose of the Public Records Policy is to assist City officials, employees and the public in understanding and complying with the NC public records law. A public record is defined as - North Carolina General Statute (NCGS) 132-1(a) defines public record(s) as “all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions.

She noted the following items in the policy and NC public records law:

1. Under Section III d. it clarifies that it does not matter if the device is City-issued or personal, the content is what makes the message a public record.
2. Requestors should be aware that the public records policy does not require the City to do research, analyze data or answer written questions. It is not required to create or compile a record that does not already exist.
3. The updated policy addresses public records such as emails, text messages and social media. With retaining the services of ArchiveSocial, the City will be able to easily achieve compliance to these types of requests.

Councilman Smith asked if this was included in NCGS 132 or was it something they were making up for the City.

City Clerk Storey replied this was part of Chapter 132 and the NC Public Records law. Attorney Davis added this grounded in the NCGS Chapter 132 which is the public records law. This policy is a way for the City give some guidelines for the implementation of those requirements. The City is not creating any new rights to access public records or putting any other obligations that weren't on the City. It is implementing how they going to comply with regulations. The various provisions of this policy are covered in the different parts of the NCGS Chapter 132.

Councilman Smith asked if the Mayor sends him a text that he needs to discuss City business with him. He then goes to the Mayor's office to talk to him. He asked if that was a public record. Attorney Davis replied any document (including text messages and emails) that is created that doesn't fall under any of the exemptions would be subject to public records law. He clarified the meeting would not be unless there was a recording or written document created. Just two people talking would not be a public record.

City Clerk Storey continued to say this policy will not only help employees in addressing public records requests, but make it clearer for the public on which requests are considered public and how and to whom to make their requests. We will of course have this information posted on the City's website.

Attorney Davis stated he felt it was important policy that needed to be modernized. Many municipalities are starting to get more of these public records requests than in the past. Part of it is because of the way business is done these days, more records are generated. Especially police departments get public records requests all the time. Most of the time it is general data information that is going to go into some study and get compiled. It doesn't matter what the motivation is of the person making the request, they may just want to see it. Their position does not come into the equation when they talk about public records obligations on municipalities. He believes it is good to have these policies in place because if current trends continue they will probably see more requests and by having this policy it will make it easier and less burdensome for the City personnel to respond to the requests in a timely fashion.

Mayor Doughtie said he was confused about asking for a motion at this time with the comments that have been made and where Attorney Davis said something would be brought back to City Council. Attorney Davis replied that he was speaking of a revision in the Personnel Policy which is separate and apart from these policies. These are general guidelines. He did not see a need for City Council to wait for the revision to the Personnel Policy.

Motion was made by Councilman Smith, seconded by Councilwoman Bryant and unanimously carried to adopt the Social Media Policy and Public Records Policy.

Summary and Review of NCGS Chapter 160D Revisions

Planning & Development Director Traynham presented the following memorandum to City Council.

MEMORANDUM

To: Joseph Scherer, City Manager

From: Kelly Traynham, Planning & Development Director

Re: **NC General Statute Chapter 160D: A New Land Use Law for North Carolina**

Date: May 13, 2021

The purpose of this memorandum is introducing the key points for updating the City's Land Use Ordinance to conform and comply with the new Chapter 160D of the North Carolina General Statutes, which consolidates city and county Planning & Development Regulations. It will be necessary for City Council to conduct a **legislative public hearing at 5:30 p.m. on June 15, 2021** prior to adoption of the

drafted amendments. The deadline for local government adoption, imposed by the General Statute, is July 1, 2021.

On May 18, 2021, the Chapter 160D ordinance amendments drafted by Planning Staff will be available for public inspection and review at www.roanokerapidsnc.com and a paper printed copy is available in the Planning & Development Department, located at City Hall, 1040 Roanoke Ave.

Staff requests that written comments be submitted to City Clerk Traci Storey before 12-noon on Thursday, June 10 for inclusion in the City Council's June 15th Agenda. Any comments received after this deadline will be presented to City Council and interested persons are encouraged to attend and speak during the public hearing.

Background

The new Chapter 160D of the North Carolina General Statutes consolidates current city- and county-enabling statutes for development regulations (now in Chapters 153A and 160A) into a single, unified chapter. This represents the first major recodification and modification of the city and county development regulations since 1905. While the new law does not make major policy changes or shifts in the scope of authority granted to local governments, it does provide many clarifying amendments and consensus reforms that will need to be incorporated into local development regulations. Statewide, all city and county zoning, subdivision, and other development regulations, including unified-development ordinances, will need to be updated by July 1, 2021 conform to the new law.

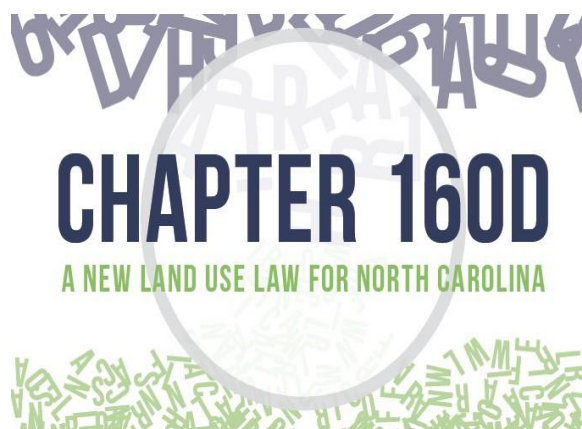


Figure 1 Image from UNC School of Government

The 160D proposal was developed by the N.C. Bar Association. The legislation was introduced as H. 548 in 2015 and as S. 419 in 2017. The bill was introduced in the 2019 session of the General Assembly as S. 422 and H. 448. On May 6, 2019 the Senate passed the bill as introduced as Part II of S. 355. The House of Representatives passed the bill with only a few technical tweaks on June 26. The Governor signed the bill on July 11. It is S.L. 2019-111. It becomes effective July 1, 2021 and will be amended before then to incorporate amendments made to affected statutes by other legislation enacted in 2019.

Key Points of Chapter 160D

- Every jurisdiction in North Carolina will need to update their development regulation ordinances. The City's Land Use Ordinance will need to be updated by July 1, 2021 to conform to the new state law.
- Comprehensive land use plans are mandatory for communities that want to regulate development through zoning. The City's Comprehensive Land Use Plan was adopted in 2014, which replaced

the outdated 1989 plan. The new law requires communities to “reasonably maintain a comprehensive plan that sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development of the jurisdiction. “Reasonably maintained” generally refers to a plan that is updated every 5-10 years. Fast-growing communities should err on the side of updating their plan more regularly than every 10 years.

- Organization and record keeping are critical. Systems will need to be in place to track, document, and display map and code amendments and conditions. Current and past zoning maps must be available for public inspection. In addition, with broadened permit choice, it is critical that jurisdictions can document the regulations (and map) that were in place at any given point in time. The statutes also reiterate that changes to the zoning map that are inconsistent with the land use map, automatically change the land use map and all conditions developed during a hearing are not effective until the applicant agrees in writing. These are just a few of the components that require tracking.
- Public hearing announcements are no longer enough. It is advisable that legal advertisements for hearings now specify the type of hearing that will occur (legislative versus evidentiary) to improve communication to all parties involved and to forecast the type of inputs, communications, and decisions allowed by law.
- 160D is not a model ordinance. These updates and clarifications should be incorporated into your local codes, but because each ordinance is unique, the sections of your codes that will be impacted will likely be different than your neighboring jurisdiction.

Requested Action by City Council

Staff requests City Council and citizens to take time to review the drafted amendments to the City’s Land Use Ordinance and prior to the June 15, 2021 public hearing.

She stated in 2019 the General Assembly signed into law a codification or combining of the city and county zoning enabling statutes into one chapter called 160D. The city currently operates under NCGS 160A and the county operates under NCGS 153A. 160D provides everything into one chapter and pulls in other statutory requirements. As a result, it is requiring jurisdictions across NC with land development regulations to amend their Land Use Ordinance to reflect the changes that have been incorporated. She reported the City was already doing some of the changes which is good news. Some are recommended while some they are required to do.

She said for the past year, City Planner Joe Hatch has been going line by line and word by word through the Land Use Ordinance while using resources from UNC School of Government to create ordinance changes and amendments to the City’s Land Use Ordinance. As of this afternoon she has posted these amendments in track form format onto the City’s website under the Planning & Development section. She announced a public hearing has been scheduled on June 15, 2021 at 5:30 p.m. for this. This gives four weeks for review and public inspection. These ordinances are

required to be implemented into the City's Land Use Ordinance by July 1, 2021.

Planning & Development Director Traynham gave an overview of the proposed changes. They will primarily notice there is a lot of technical corrections and changes. The addition of definitions and changes that are considered more modern. None of the processes are effectively changing, but the way they have to go about documenting the process is primarily what has been emphasized through these changes. One example is the State through 160D has eliminated the term "conditional-use" permits; they will all be called "special use" permits. It will not change any previously issued conditional use or special use permits. Also, in the past the Planning Board would review these types of permits and as an advisory board they would make a recommendation to the deciding board (City Council). Now 160D states that if the advisory board holds a meeting on a special use permit their recommendation is not allowed to be used as a basis for the final decision by the governing board. She asked what would be the point in the Planning Board reviewing it if the City Council cannot even hear what the Board thought and said. Now those permits will come directly to City Council rather than going to the Planning Board first.

She explained other technical changes are that the term "mobile home" was no longer acceptable. It is now "manufactured home." They cannot specify that a manufactured home has to be of a specific year.

Planning & Development Director Traynham said there were also some provisions about conflicts of interest with City staff and their decision making. For instance if she had a family member that wanted to apply for a fence permit, she could not process it. She would have to give it to another authorized person in the office or send it to her supervisor or even someone in another jurisdiction who does not have any ties to the applicant.

She said the terminologies in a site development plan is changing to a site specific vested plan. They have set certain timelines that approvals are allowed to be made for. Once approved, it is automatically valid for two years and possibly up to five years. All zoning permits are currently good for up to six months, but with 160D they will be good for up to one year and may be extended. She added record keeping was a big component. They have to maintain all versions of the zoning maps; digitally or paper.

Planning & Development Director Traynham stated in general most of the information in 160D that is being changed are things they are currently already doing. They still have to go back and amend their codes to reflect the Land Use Ordinance so those changes will be formally adopted into it.

She will send a copy of these changes to the UNC SOG tomorrow which is the same copy that is available online. Their team will be reviewing it to double check their efforts in-house. Within a week she will have another meeting with them to review any changes they may have. If any major changes come out of that review, she will bring it to City Council's attention at the next Work Session.

Councilman Smith asked if the manufactured homes still have to meet housing and fire code. Planning & Development Director replied it would still has to go into a zoning district where it is allowed. If one is non-conforming in a district where it is not allowed, they can replace the one that is already there. They still have to meet all regulations that would apply: building codes, state codes, fire etc. She added they cannot regulate or establish a minimum housing size although it must have all the housing requirements as far as sanitation, eating, sleeping and so forth. They cannot outlaw a "tiny" house.

Councilman Smith asked if the computer system she had in her office was updated enough to do what she needed to do such as the maps. She replied there were some things they may have to outsource from time to time. This is mainly administrative and there is not a specific software that would make all of this easier. There is ample storage space on the server where documents are backed up to.

Mayor Doughtie suggested they look at putting some of the tiny homes on the small 30-foot wide vacant lots in town. She said they have experienced inquiries in the past about a model of a manufactured tiny home that was not rated for residential use. It was rated for commercial use so it was not better than a shed. This would be something they would have to look at if they were to receive an application.

Planning & Development Director Traynham will send City Council an email with the link to the revised Land Use Plan for their review.

City Manager's Report

City Manager Scherer gave the following report:

The Finance Director and I have received the initial guidance from the Treasury Department on the use of the American Rescue Plan funds. We have also attended webinars with the NC League of Municipalities and the National League of Cities to review the guidance. The guidance is broad and many questions remain on exactly how to apply the funds. The general intent for the use of the funds is to support the immediate pandemic response, bring back jobs and lay the groundwork for a strong and equitable recovery. While it seems the intent of the Federal government is to give

a wide latitude in how to spend the funds, there are still a lot of questions on exactly what the funds can be used for. There are also questions whether or not the grant of funds from the Federal government is sufficient to provide North Carolina local governments the expenditure authority. I am sure further guidance from the Local Government Commission, or LGC, will be forthcoming about this issue. We have not received the final award amount nor a date when to expect to receive the first of two installments of the award from the State, which is where the funds are coming through.

The gasoline supply situation here is stable but not back to normal yet. Local suppliers are still on about 50% allocation (varies by supplier/by terminal) on branded fuels/gas. So, supply will continue to be very tight. I ask our citizens to please continue to be patient and be conservative. The shortages/outages at retail stations will probably continue for another week or so. The Police Department reports no incidents so far of violence or customer incidents at any stations.

Ms. Caudle has initiated a work force survey among local businesses. So far, the responses show that many City businesses continue to struggle with finding enough employees to work for them. Some businesses have had to either curtail their hours or close periodically due to a lack of staffing. Due to a variety of domestic and international problems, supply inventory is also becoming a problem for many businesses. This has affected customer satisfaction and led to reduced sales tax revenue for the City.

The Parks and Recreation Department is working to insure they can safely open the outdoor pool as soon as they can. They are working with the Health Department to satisfy their inspection requirements and approve our application. Pump flow rates are only thing holding things up. If paperwork they have done shows everything previously is good, they should be able to have them inspected and ready go by end of the week. The Splash Pad is already open for use. The athletic fields are in full use with Baseball, Softball, and T-ball Seasons. Sixteen people have signed up to play a sport at the Jo Story Senior Center called "pickleball". Pickleball is a paddleball sport that combines elements of badminton, table tennis, and tennis. Two or four players use solid paddles made of wood or composite materials to hit a perforated polymer ball, much like a whiffle ball over a net. We still anticipate the Centennial Clock repair contractor to be onsite in the next 2-3 months and possibly have a dedication ceremony at Centennial Park in August.

CDBG: Consultant working with Ms. Traynham on the requirements to ask for release of funds. Ms. Traynham is working on a recommended list of properties for City Council to eventually approve to be rehabilitated by the grant. The City's Planning

Board meets Thursday to review the proposed rezoning of the new Premier Boulevard extension area.

Public Works will supply four light towers for the two high school graduation ceremonies, on May 21st and 28th. This is to help illuminate the area around the high school to prevent any falls or spills, which did occur a few years ago. They have completed pouring the new concrete apron at the Jackson Street back entrance to Fire Station #1, which saved the City thousands of dollars. The Fire Department will have to wait for a 30-day curing time before they can use the driveway.

The Fire Department conducted an agility test last Saturday for applicants, with 4 of the 5 participants passing the test. Engine 141 recently needed a new alternator and Public Works mechanics will try to rebuild the old one to keep on hand, for \$200-\$300 dollars, saving the City \$1,000-\$2,000 for a new one in the future.

Four recruits for the Police Department recently took the comprehensive test after they completed BLET and should be able to begin their training phase soon with the Department. Chief Martin has also done a great job in recruiting both veteran officers and minorities to help improve the department's performance and its representation of the community. The Department recently conducted a focused effort on traffic safety and enforcement, called Operation Slow Your Roll. It resulted in a total of 249 citations being issued and Chief Martin can provide you a breakdown of the major violation categories.

The Police Department is looking at applying for a federal grant to help fund one of the PACE officer positions. This grant would fund one officer for three years at 75% of salary and benefits with the Police Department funding the other 25%. The Police Department would be required to retain the officer for at least one additional year after the grant ends. He feels this is a valid grant request for an officer to help with the City's community policing initiatives and assisting the patrol officers and detectives to respond to neighborhood specific crimes and quality of life issues. At the current starting salary and benefits, the City's share of the grant would be approximately \$9,000 per year.

Finance Director's Report

Finance Director Etheridge presented the April 2021 Financial Report. General Fund year to date receipts totaled \$13,831,379. (The percentage of actual money collected of adopted budgeted figures is 87.7%). General Fund year to date expenditures totaled \$12,293,984. (The percentage of actual monies expended of adopted budgeted figures

is 78.0%). After the month of April, 83.33% of the budget year has been completed. As a result, Year-To-Date Revenues exceeded Expenditures by \$1,537,395.

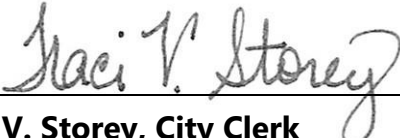
She said the collection of revenues and cash flow during the month of April:

- Ad Valorem Tax Revenue for March collections
- Sales & Use Tax Revenue (February Sales)
- Motor Vehicle Tax Revenue

Finance Director Etheridge said even with our YTD surplus, the City still has upcoming May theatre bond payments, administrative and operational requirements into the fourth quarter presently. We must be mindful of our expenditures in order to end the year favorably. As they close the fiscal year they are still tracking all their expenditures carefully as well as revenues in the fourth quarter.

Adjournment

There being no further business, motion was made by Councilwoman Scarbrough, seconded by Councilman Smith and unanimously carried to adjourn. The meeting adjourned at 6:47 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: June 15, 2021