



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, June 21, 2022 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)
Wayne Smith)
Rex Stainback)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Christina Caudle, Human Resources Director
Bobby Martin, Police Chief
David Wise, Planning & Development Director
John Simeon, Parks & Recreation Director
Larry Chalker, Public Works Director
Jason Patrick, Fire Chief

Absent: Suetta S. Scarbrough, Council Member

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, motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Bryant and unanimously carried to adopt the agenda as presented.

Special Recognitions

BARC Scholarships

Fire & Life Safety Educator Michael Butts and President of the City's Benevolent Awards and Recognition Committee presented the following BARC Scholarship awards.

Elizabeth Shelton

She is the step-daughter of Safety Coordinator Walter Johnson and daughter of Tammy Johnson. 2022 graduate of Victory Christian Academy and was valedictorian of her class. She plans to pursue a major in nursing at ECU.

Morgan May

She is the daughter of Police Administrative Assistant Tina May and Phillip Wray. 2022 graduate of Roanoke Rapids High School. She plans to pursue an associate degree in medical office coding and administration.

Grace Storey

She is the daughter of City Clerk Traci Storey and Tra Storey. 2022 graduate of Halifax Academy. She plans to pursue a major in Chemistry at NC State University and pursue a career in cosmetic dentistry.

AKA Sorority Inc. (Kappa Iota Omega Chapter Day)

Mayor Doughtie read and presented the following proclamation to the President of the Kappa Iota Omega Sorority:

**PROCLAMATION
FOR
Alpha Kappa Alpha Sorority, Inc.
Kappa Iota Omega Chapter Day
IN THE CITY OF ROANOKE RAPIDS, NORTH CAROLINA**

WHEREAS, the Kappa Iota Omega Chapter was chartered on June 29, 1974 in Winton, North Carolina; and

WHEREAS, the membership of the Chapter presently consists of 91 proud, college educated women who are educators, administrators, health care providers, public and government officials and leaders, entrepreneurs and productive citizens within Halifax and Northampton Counties and beyond; and

WHEREAS, over the past 47 years, the Kappa Iota Omega Chapter has made an indelible impact in the lives of individuals from all aspects of life in Halifax and Northampton Counties and throughout the Roanoke Valley area by their efforts in education, STEM, political action, health awareness and prevention, the Arts, global impact, financial management, economic legacy and mentorship to name just a few; and

WHEREAS, the Kappa Iota Omega Chapter and its members have consistently been good stewards of our community by donating food and clothing to senior citizens, the needy, homeless families, schools, churches, nursing facilities and many civic organizations; and

WHEREAS, the Kappa Iota Omega Chapter has volunteered, financially supported and partnered with numerous organizations and local projects such as John 3:16, Hannah's Closet, Angel's Closet,

American Red Cross Blood Drives, Rotary Club, the Boys and Girls Club of Roanoke Rapids, the Sarah Keys Evans Public Art Project, the Ella Baker Educational Project; and Halifax and Northampton Counties Relay for Life; and

WHEREAS, the Chapter has formally introduced many young ladies to society, crowned Miss AKA Debutante Ball Queen, and provided scholarships during their Biennial Debutante Ball since 1979; and

WHEREAS, the Chapter and individual members have received awards and most recently in March, the Chapter was acknowledged as one of the Best of the Best Chapters in the Mid-Atlantic Region of Alpha Kappa Alpha and was awarded Runner-Up for Overall Programs of Excellence during the 2021 calendar year.

NOW, THEREFORE, I, Emery G. Doughtie, by virtue of the authority vested in me as Mayor of the City of Roanoke Rapids, do hereby proclaim **June 29th** as

***Kappa Iota Omega Chapter
Day***

in the City of Roanoke Rapids and encourage all citizens to acknowledge and commend the members of the Kappa Iota Omega Chapter for their the long-time dedicated service and contributions in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Roanoke Rapids this **21st day of June, 2022**.

Emery G. Doughtie, Mayor

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| Public Comment (Unscheduled) |
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Mike Garris

Mr. Garris stated nothing will calm down an individual that hates taxes more than being told there will be no tax increase. He thanked City Council and the Office of the City Manager for pulling that off.

He wanted to discuss the Theatre debt. With the American Rescue Plan money which he believes is being used wisely from what he understood the other day. He thinks this money would show a significant savings for the short term in the City budget. He would like City Council to consider any measures possible to pay off that debt as quickly as possible. Should the Theatre fall into the City's possession again, that it be sold at bargain basement prices to be put toward paying that debt. That debt is \$1M a year in the City's budget.

Mr. Garris also wanted to say he could not see how the City could avoid a fuel

surcharge especially for solid waste disposal. He was prepared to support that. He said City Council should keep that in mind because he did not know how they were doing that since the price of fuel has doubled in the last year and a half. If the fuel prices return to where it is more affordable, that surcharge be put into a special fund for solid waste disposal use only. He appreciates their efforts.

Approval of City Council Minutes

Motion was made by Councilwoman Bryant, seconded by Councilman Smith and unanimously carried to approve the May 18, 2022 City Council Regular Meeting, June 7, 2022 Budget Work Session and June 7, 2022 Special Meeting minutes as drafted.

Old Business

Roanoke Rapids Theatre Update

City Attorney Davis stated he only had an update for City Council and was not asking for any action to be taken tonight.

He said the current owners of the Theatre is a company called G&T Holdings LLC. They have owned it since 2015/16. The City currently holds the promissory note. At a previous meeting in January or February, he went through the history of the agreements with G&T Holdings and the extensions. Right now, the balloon payment is overdue. He has been in conversations with G&T Holdings' attorney and they are both in agreement that they are in default in their obligations to the City of Roanoke Rapids. At this point, it does not seem as if they can cure that default. Normally in this type of situation the lien holder would proceed with foreclosure proceedings. There are some alternatives to that and some that would be cheaper for the lien holder and less damaging to the reputation of either party. He has been discussing those options with G&T Holdings' attorney. He has already contacted someone in preparation for some of those options to perform a title search on the property to make sure G&T Holdings does not have any liens out there. He does not believe they do. He should have that by the end of the week and depending on the results from that he will be making a suggestion to City Council as far as a proposal for action. He anticipates having that ready by the July meeting.

New Business

Consideration of CDBG-NR Program Legal Services Contract Award

City Manager Traynham stated one of the final steps in the process of the CDBG-NR grant program is to contract with a legal firm for services required throughout the

grant program. Primarily to perform preliminary title opinions and research and some closings for the reconstruction homes. Basically all the legal aspects required.

She reported they advertised three times and did not receive any responses. Back in May she reached out to the local firms and received one response. Last week she went door to door requesting their response because by law they have to receive at least two. The City has now received three responses. Each of the firms very qualified but one was more cost effective than the other two. That firm they are recommending to be awarded the legal services contract is the office of Randall T. Martin-Franks, PLLC. She asked for a motion to award the legal services contract in order of rank should something occur where this office was unable to assist the City they could move on to the next firm. The next firm would be Dixon Law Office followed by Wellman & White, PLLC.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Bryant and unanimously carried to authorize the City Manager to negotiate and execute a CDBG Neighborhood Revitalization Program Legal Services Contract to the most qualified firm of Randall T. Martin-Franks, PLLC based on proposal evaluation and scoring completed by the Administrative Consultant.

Consideration of Budget Ordinance No. 2022.10 – State Aid to Public Libraries Fund

Finance Director Johnson stated the City was issued a memorandum from the Aid to Public Libraries where they increased funding to the City from \$610 per month to \$1,168 per month which comes to a total of \$7,100. She presented the following Budget Ordinance:

**Ordinance No. 2022.10
CITY OF ROANOKE RAPIDS
BUDGET AMENDMENT**

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, 2021 and ending June 30, 2022, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

2021-2022 State Aid to Public Libraries Increase

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|-----------------------------------|-------------------|
| Project Revenues – Library | \$7,100.00 |
| | _____ |
| FUND PROJECT TOTAL | \$7,100.00 |

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to Library from State Aid

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|---------------------------------------|-------------------|
| Project Expenditures - Library | \$7,100.00 |
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|---------------------------|-------------------|
| FUND PROJECT TOTAL | \$7,100.00 |
|---------------------------|-------------------|

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith and unanimously carried to adopt Budget Amendment/Ordinance No. 2022.10 in order to increase the FY2021-2022 budget in the amount of \$7,100.

City Manager Traynham acknowledged Head Librarian Leigh Ann Brodsky who is present for her efforts in her grant writing for the library.

Consideration to Declare Closeout of Completed Capital Projects

Finance Director Johnson reported she met with the City’s auditor, Gregory Redman, and these were some capital projects that were completed several years ago and need to be declared officially closed by City Council.

Mayor Doughtie asked if the City was able to keep the \$23,998. Finance Director Johnson replied yes, the funds will go into the City’s Unrestricted Fund Balance.

Motion was made by Councilman Stainback, seconded by Councilwoman Bryant and unanimously carried to declare closeout of the following capital projects: Hodgestown, Clean Water Management Trust Grant, Fire Station #2 Project and USDA Rural Development Garage Door Project.

Consideration of Capital Budget Items

City Manager Traynham in a work session held a few weeks ago, they discussed the various needs of the City. At that time she was asked if she felt this was the best use of the American Rescue Plan funds. She said no, she did not agree with that because they have a lot of needs. From that meeting she and staff have taken a closer look at some options that would allow the City to maximize the benefits of expenditures with the offsets of the grant funds in order to make a big impact not to just the organization but the citizens they serve. They have the opportunity to utilize the offsets of these

funds to offer an experience consistent with the demands of the community and working staff. She was reminded from a conference back in April where there was a lot of talk about vision and where did they want to go. The City has to be accountable for the services they provide and the funds that are spent. As they move into the recommendations, she asks herself, staff and even City Council to think about where do they want to be in ten years, how do they see the community and how do they want to enable for the community. That was her mindset when making the recommendations.

She stated results do not occur instantaneously or overnight. They need to look at where they want to be and make decisions today they can accomplish the next 3 years, 5 years, 10 years and so forth. They need to build an environment in the government that will help support the future. It starts with catching up on the needs they have today. They have a lot of significant needs. People want things done faster. Online services have changed the way that the world operates in many ways. They are dependent on that and found this out especially with COVID. Today's youth and upcoming workforce are obsessed with technology and any device that has a WiFi signal. They all live in a society that expects their needs to be met quickly. They are all guilty of this expectation. The City has an opportunity to utilize these offset funds to offer an experience that is consistent with these expectations. If they continue with the status quo and not do what citizens are accustomed to they will continue to make do and find ways to work around. Employees are public servants and they are here to provide a service that safeguards the resources of the community and provide details to everyone that needs it.

City Manager Traynham stated the recommendations she has for them will not encumber all of the ARP offset funds but they will achieve many of the immediate needs that staff currently has. The City is spending a lot of money trying to fix and repair equipment. It is inefficient and they need to try to do something to make a change.

She would like to recommend a Capital Budget in the amount of \$2,610,589. Of that she would like City Council to fund a portion of the OpenGov (citizen services) and NeoGov for \$176,000 instead of the original \$508,000. The difference is the delayed inclusion of the financial/budgeting software piece. This part will provide online services and make a difference for the citizens and staff. She also requested \$15,000 for equipment and support implementation.

City Manager Traynham also requested City Council consider funding the following:

- \$300,000 towards a bonus for full-time and permanent part-time employees.

- \$500,000 for economic development incentives

She presented City Council with a list of 27 vehicles. They will always need vehicles. When they looked at spending money on vehicles, she and staff took the opportunity to look at options. She asked that they consider a leasing program similar to the one currently being utilized by Halifax County and 80 other municipalities/governments in North Carolina. With this program, the City could get 14 police vehicles including the upfit (in-car cameras - \$5,500 each, in-car VIPER radios - \$3,500 each). The lease for these vehicles would be \$153,300 and additional funds for the upfit. Then 50 portable VIPER radios at \$150,000. Total for police would be \$555,300.

She also recommended the following to the Public Works Department:

- \$30,000 for the signal upgrade at 7th & Park Avenue.
- They have talked about the need for a new trash truck. Typically they have ordered a new trash truck every 2-3 years. After 3 years, the maintenance begins to become significant. She recommends instead of outright purchasing a trash truck for \$240,000, they should consider leasing a trash truck for \$57,220 per year.
- Purchase of a knuckle boom truck - \$210,000
- Commercial lawn mower - \$12,000
- Lease a staff vehicle - \$7,235/year
- Lease seven (7) Pickup trucks - \$63,826/year total
- Lease F-250 - \$10,225/year
- Street Resurfacing - \$500,000

Total for Public Works: \$890,506

She stated they have accomplished one of the significant needs to the Fire Department with the purchase of a fire engine. She reiterated that another engine is needed, but is not requested for funding at this time. She recommended the following for the Fire Department:

- Ten (10) portable VIPER radios - \$30,000
- Station #1 needs three (3) A/C units replaced - \$21,000
- Lease F-250 (tow Safety house & other needs) - \$10,225/year

Total for Fire: \$641,950

City Manager Traynham recommended the following for the Parks & Recreation Department:

- Lease staff vehicle - \$7,235/year
- Lease Pickup truck - \$9,118/year
- Two (2) security camera systems (TJ Davis & Kirkwood Adams) - \$8,000
- Virtual Board Meeting Audio Equipment & Upgrade (Lloyd Andrews) - \$12,000
- Recreation Master Plan 5-year Update - \$50,000

Total for Parks & Recreation: \$86,353

City Manager Traynham recommended the following for the Planning & Development Department:

- Lease three (3) SUV/sedan vehicles - \$21,705/year
- Replacement of laptops/computers - \$6,000

Total for Planning & Development: \$27,705

She stated the overall requests total \$2,612,089 which would leave approximately \$1,371,000 for future use and discussion by City Council. She would appreciate their consideration of any items City Council would feel inclined to approve tonight. They can also postpone discussion on any items to another meeting date.

Mayor Pro Tem Ferebee asked if she was requesting City Council to include those items in the FY 2022-2023 budget. City Manager Traynham replied it would be an addendum to the budget.

Mayor Pro Tem Ferebee stated he liked the dollar figure of \$2,612,089, but he did not have anything to look at in relation to what she just said. He asked if they could look at doing the capital at a different timeframe and just doing the budget now. City Manager Traynham replied they could do the capital at any time. There are many items that if they continue to delay, the costs will continue to go up by thousands of dollars. She asked that they give the \$300,000 allocation for employee bonuses consideration tonight.

Mayor Pro Tem Ferebee said he was fine with the bonus, but there were other things tonight that were not discussed in the last meeting such as the leases and he would like to see that. City Manager Traynham stated the items she provide and listed were the same items that had previously been presented to City Council, it was just the funding mechanism in order to achieve them and phasing out some of them without

a long-term obligation. Mayor Pro Tem Ferebee said that was fine, but he wanted to see it.

Mayor Doughtie asked how long were the leases. City Manager Traynham asked Finance Director Johnson to distribute some information. It depends on the type of the vehicle and at any time in the contract it can be cancelled without penalty. They compared this to the purchase of vehicles. If they purchased the vehicles with the ARPA offset funds, they would spend \$572,000 on 15 vehicles, but they still need many more. Under this program, this will allow the City to meet their need for vehicles and provide more fuel efficient vehicles. The City spends a lot of money on maintenance of vehicles to keep them on the road. The Enterprise group will monitor the supply and demand and be in touch with the City every few months. The leases would be prorated. They would only have to pay when the vehicles come in.

City Manager Traynham said with taking on 29 new vehicles through this program, they would declare surplus 29 old vehicles where the proceeds would go back into the program or back to general fund.

Mayor Doughtie asked if they needed to make a motion or have a consensus. City Manager Traynham replied she would like a consensus at a minimum so they could move forward with several of these items. She would like to see where they stand as far as with where they need more information or what topics may need to be delayed.

Mayor Doughtie questioned where they would stand if they tried the leasing program for 3 years and say they did not like it; would they end up with no police vehicles or trash truck or could they purchase those vehicles then. City Manager Traynham replied yes, they would have the option to purchase the vehicles and buyout the lease.

Councilman Smith asked if the buyout was \$1; he recalled that was what Enterprise said last time. City Manager Traynham stated they would look at the contract and added the City Attorney has reviewed the contract as well.

Public Works Director Chalker stated they were looking at two different leasing programs. One was the Enterprises leasing program for passenger vehicles (police cars, staff vehicles, etc.). He reported the trucks for example, they will not keep long because Enterprise was going to find a cash buyer between 12-18 months. When the City first looked at this program Halifax County had no vehicles, but since that time being in the program, the County now has 52 vehicles. The City has their data to pull from in addition to 80 other government units across the State. He reported with the trash truck lease, once the lease is up and if the truck is worth keeping, then the City

could decide to pay month by month or turn it in and lease another one. This will allow to have a fresher fleet of vehicles.

Mayor Doughtie asked what happens if it breaks down. Public Works Director Chalker said within that 3 years, it will likely be under warranty. He said they could actually purchase additional warranty.

Mayor Pro Tem Ferebee stated he was not opposed to leasing. His issue was when they met last week they did not discuss this and now they were being presented with spending \$2,612,089 and have \$1.3M not spent which is great. He was opposed to not seeing the whole plan.

Mayor Pro Tem Ferebee asked where were the funds they wanted to put into restoration. City Manager Traynham replied they had monies set aside in the State Directed Grant in the amount of \$70,000. She feels until they have defined projects they should delay encumbering additional demolition funds. She did not want to see the money sit there.

Mayor Doughtie asked if they could come to a consensus.

Councilman Smith suggested they approve the trash truck and the knuckle boom. He did not realize they were talking about 29 vehicles, but he did not have any problems with it. He asked for an explanation of why Public Works would need a Ford Explorer.

City Manager Traynham recommended the City consider leasing the trash truck. Mayor Doughtie asked Public Works Director Chalker for clarification on the number of trucks they currently had and the leasing of a trash truck. He replied they had four (4) total trash trucks. The newest truck is a 2017 model and 2 years before that they purchased a 2015 model and 11 years ago they purchased a 2011 model which is a spare. Then they have a 2009 trash truck which is also a spare. They keep spares because when a trash truck goes down, you cannot find one readily available. It is a critical need. He reported right now they have 2 trash trucks that are down. The oldest one is at Redwine's in Gaston and has been there for over a month. Another has been down for two weeks. They think it will be back up tomorrow; they are waiting on a computer to come in. It is the newest truck. He reported this year they have spent over \$60,000 on maintenance of the trash trucks, last year they spent \$42,000 and the year before that they spent \$52,000. They budget for this. He stated they try to take good care of the fleet with routine maintenance. There is a need for these trucks.

Public Works Director Chalker also addressed the question of why they needed a staff vehicle. The vehicle they use to ferry mail and purchase requests is one of their older

vehicles. With the opportunity to possibly lease a vehicle and get one in better shape they modified their request. Instead of nine (9) pickup trucks, they reviewed the fleet. They need an F-250 to help with some of their duties so by doing so they switched another truck out for a staff vehicle and it comes out to the same money. The staff vehicle costs less than an F-150 and the F-250 costs a little more so it evens out. This would be a better fit.

Public Works Director Chalker reported the newest knuckle boom truck they had was a 2013. The maintenance costs for the knuckle boom trucks is as follows: \$59,000 this year, \$50,000 last year and the year before that \$52,000. He stated the maintenance costs over those two budget items totaled \$300,000 so any refreshment of this fleet would be appreciated. They could put those dollars to good use somewhere else.

Mayor Pro Tem Ferebee stated again he was not against leasing or the \$2,612,089. He would like to see a spreadsheet like the City Manager presented in the last meeting and a comparison of the lease versus buying. He said they did not see the economic development incentive and some other things. City Manager Traynham said the economic development incentive was included in her recommendation tonight in the amount of \$500,000. He had his mind set on one thing and now it is this.

City Manager Traynham asked City Council members to refer to the spreadsheet given to them last week, if they had it. She reviewed the list she presented tonight and pointed those items out on the spreadsheet.

Mayor Pro Tem Ferebee said the salary study was an item that was important to some of the Council and asked why it was not on the list she presented tonight. City Manager Traynham replied she did not recommend it at this time. She had discussed this with management staff and there are some resources available through some of the software, if funded. They strongly believe many employees will expect the results of the study to happen immediately and they were also concerned about morale. She feels for the \$30,000 it could be postponed at this time to address more critical needs. When reviewing the software information, it states they could save money in salary studies by utilizing the resources to obtain salary data and information.

Councilwoman Bryant said the whole point with the salary study was it would be by a neutral person outside that would not be able to influence the information requested. She questioned that the software system would be able to produce this information, but it would depend on how it is entered. City Manager Traynham said they have access to salary information but if City Council wants to fund it, she just does not recommend it at this time.

Councilman Stainback stated if they were to fund it now and were not in a position to implement any of it, but would be 3 years from now, he could support the salary survey when they knew they had the funds to implement some or all of it. To do the survey now when they don't have the funds to implement it, he would support postponing it.

Human Resources Director Caudle added that if the City were to become a NeoGov client then they have access to all other NeoGov clients. They can narrow it down to the state and position. They could see their starting, mid and top range within the position itself. They would have access to the job description as well. They may have to reach out to particular organizations to see if they offer utilities and other determining factors to get a true apples to apples comparison.

Councilwoman Bryant said that was her concern. She believes they should compare to other towns their size for a true comparison and not just an overall average.

City Manager Traynham said if it's the consensus of City Council to fund it, they can include it. By adding the salary study into the recommendation brings the total to \$2,642,089.

City Council continued to go through the list of recommended capital items.

Councilwoman Bryant asked if they would be leasing 29 vehicles again next year. City Manager Traynham replied that would be a decision made on an annual basis. Councilwoman Bryant asked if the advantage of leasing this many vehicles this year was to make the City not have to purchase or replace as many vehicles in the next year or the year after that. City Manager Traynham replied this was addressing a severe need of vehicles right now. This will help the police be in a really good place with 14 new vehicles.

Attorney Davis stated the benefit of leasing this amount of vehicles is they are newer and the City would not be spending so much on the cost of maintenance. Part of the fleet management aspect is as they age, the lessor make recommendations about transitioning those out and transitioning new ones in their place. The cost savings upfront is by leasing and not purchasing and there is also savings on the backside by not having high maintenance costs.

Mayor Pro Tem Ferebee asked about the additional funds for demolition. City Manager Traynham said she was not recommending additional funding at this time until they have a defined project. He asked if they could call it demolition and restoration. She suggested demolition and community revitalization.

Mayor Doughtie feels that is really important to all of them. He would like to see it put in there and it be spent. Councilman Smith said he believed they already had \$70,000 from the State Directed Grant. City Manager Traynham said they could add it.

Councilman Smith asked how many houses needed to be torn down now. Planning & Development Director Wise replied he did not have the exact number tonight, but he could get that information to them. He would be making a presentation to them in an upcoming meeting, but he liked the idea of putting restoration in there rather than just demolition. He asked City Council consider tabling putting in an amount until after his presentation.

City Manager Traynham said she added \$130,000 to the demolition/restoration line making the total for Planning & Development \$157,705. She clarified that anything that she did not recommend at this time was something she was intended for future consideration.

City Manager Traynham stated that with the addition of the salary study, leasing of vehicles, the additional funds for demolition brings the total capital requests to \$2,772,089 of the ARPA offset money. That would leave \$1,210,933.40 in reserve.

Councilman Smith asked if this includes the upfit of the police vehicles. Chief Martin replied not all of it. They recommend 50% so if the upfit is \$10,000, the City leases \$5,000 and the other \$5,000 comes from the City. If they get 14 vehicles, the City would be looking at the offset from the surplus of selling the old vehicles. He spoke with Scott Hall and that is how they were doing it and it was saving them a lot of money in the long run.

City Manager Traynham clarified that was why the upfit was shown separately. The City can also take off the equipment the City had installed and use it on new vehicles.

Motion was made by Councilman Smith, seconded by Councilman Stainback to approve the bonus for employees, purchase of trash truck, purchase of knuckle boom and the software package, but table everything else at this time. Councilman Smith and Councilman Stainback voted in favor; Mayor Pro Tem Ferebee and Councilwoman Bryant voted against thus causing a tie vote. The Mayor is required to vote in the case of a tie. Mayor Doughtie voted in favor of the motion. Motion carried by a 3-2 vote.

Consideration of Fiscal Year 2022-2023 Budget Ordinance

City Manager Traynham said the budget ordinance for FY2022-2023 has been prepared and available for public inspection at the Clerk's Office. She presented and

summarized the following ordinance:

ORDINANCE NO. 2022.11

***City of Roanoke
Rapids***

***FY 2022 - 2023 Budget
Ordinance***

BE IT ORDAINED by the City Council of the City of Roanoke Rapids, North Carolina that the following anticipated fund revenues and departmental expenditures together with a certain Fee and Charge Schedule, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the City Government and its activities for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

SUMMARY

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| General Fund (Operating) | \$ 15,943,454.00 |
| General Fund (Capital) | 758,220.00 |
| Municipal Swimming Pool | 26,300.00 |
| Drug Enforcement Fund | 15,000.00 |
| Roanoke Rapids Theatre | <u>952,137.00</u> |
| TOTAL ALL FUNDS | \$17,695,111.00 |

Section 1. General Fund

Anticipated Revenues:

| | |
|---|----------------|
| 2022 Ad Valorem Taxes | \$7,221,507.00 |
| Ad Valorem .01 Tax for Rescue Squad | 85,000.00 |
| Prior Years Ad Valorem Taxes & Penalties | 96,000.00 |
| Payments in Lieu of Taxes | 40,000.00 |
| Credit/Collections Lien Accounts | 1,000.00 |
| NC Tax and Tags | 870,024.00 |
| Lease Vehicles | 27,500.00 |
| Business Registry Collections | 4,000.00 |
| Powell Bill Street Allocations | 487,000.00 |
| Sales Tax | 3,845,000.00 |
| Solid Waste Disposal Tax | 12,000.00 |
| ABC Profits | 50,000.00 |
| Christmas Parade | 14,000.00 |
| Police Grants and Donations | 35,000.00 |
| Fire Grants and Donations | 200.00 |
| Recreation Grants | 0.00 |
| Senior Center Grants and Donations | 61,625.00 |
| Library Grants and Donations | 26,600.00 |
| Roanoke Canal Museum Grants and Donations | 23,030.00 |

Minute Book Page 20879
June 21, 2022 Regular Meeting

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| Solid Waste User Fees and Penalties | 1,690,935.00 |
| Court Costs | 2,200.00 |
| Animal Control | 500.00 |
| Inspection Fees | 114,680.00 |
| Lot Cutting Revenue | 10,000.00 |
| Cemetery Revenue | 180,000.00 |
| Recreation User Fees | 42,500.00 |
| Roanoke Canal Museum Fees | 2,500.00 |
| Community Center Receipts | 35,000.00 |
| Lease Revenue | 14,732.00 |
| Planning/Zoning Fees | 12,000.00 |
| Public Works Fees | 10,000.00 |
| Library User Fees | 6,425.00 |
| Utility Franchise Taxes | 1,300,000.00 |
| Beer and Wine Tax | 63,000.00 |
| Miscellaneous Grants | - |
| Miscellaneous Revenue | 13,050.00 |
| Insurance Reimbursement | 2,500.00 |
| Interest Earnings – General Fund | 2,500.00 |
| Sale of Wreck Reports | 7,500.00 |
| Occupancy Tax | 4,100.00 |
| Sale of Surplus Property | 45,000.00 |
| Restitution | 300.00 |
| Municipal Ordinance | 25,000.00 |
| Fund Balance – Regular | <u>1,169,903.00</u> |

TOTAL REVENUES **\$17,653,811.00**

Authorized Expenditures:

Operating

| | |
|---------------------------------|--------------|
| Legislative | \$53,686.00 |
| General Government | 1,033,605.00 |
| Administrative | 232,546.00 |
| Human Resources | 177,558.00 |
| Main Street Development | 62,624.00 |
| Elections | 3,000.00 |
| Finance | 337,765.00 |
| Information Systems | 40,500.00 |
| Revenue Collections | 298,643.00 |
| Legal | 30,000.00 |
| Planning & Development | 557,043.00 |
| Government Buildings | 91,526.00 |
| Police | 3,894,146.00 |
| Fire | 2,253,758.00 |
| Public Works | 537,850.00 |
| Central Garage | 324,103.00 |
| Combined Street and Powell Bill | 1,389,275.00 |
| Solid Waste | 864,632.00 |
| Refuse | 582,995.00 |

Minute Book Page 20880
June 21, 2022 Regular Meeting

| | |
|----------------------------------|------------|
| T. J. Davis Center | 358,341.00 |
| Aquatic Center | 208,746.00 |
| Parks and Recreation Maintenance | 589,204.00 |
| Chaloner Center | 81,100.00 |
| Senior Center | 113,559.00 |
| Transportation Grant | 22,445.00 |
| Andrews Meeting Hall | 8,800.00 |
| Miscellaneous Grants | 30,000.00 |
| Community Center | 48,218.00 |
| Library | 276,894.00 |
| Cemetery | 177,703.00 |
| Property Maintenance | 658,067.00 |
| Roanoke Canal Museum | 66,515.00 |
| Miscellaneous | - |
| Tax Contribution to RVRTS | 85,000.00 |
| Debt Service | 453,607.00 |
| Capital Reserve | - |

Subtotal Operating Expenditures **\$15,943,454.00**

General Fund Capital **\$758,220.00**

Roanoke Rapids Theatre
Theatre Debt Payment **\$952,137.00**

TOTAL GENERAL FUND EXPENDITURES **\$17,653,811.00**

Section 2. Municipal Swimming Pool Fund

Anticipated Revenues:

| | |
|-----------------------|-----------------|
| Interest Earnings | - |
| Concession Revenue | 6,000.00 |
| Special Programs | 12,500.00 |
| Athletic Sponsorships | <u>7,800.00</u> |

TOTAL REVENUES **\$26,300.00**

Authorized Expenditures:

TOTAL EXPENDITURES **\$26,300.00**

Section 3. Drug Enforcement Fund

Anticipated Revenues:

| | |
|-------------------------|--------------------|
| Drug Forfeiture Revenue | <u>\$15,000.00</u> |
|-------------------------|--------------------|

TOTAL REVENUES **\$15,000.00**

Authorized Expenditures:

TOTAL EXPENDITURES **\$15,000.00**

Police Department

| | |
|---------------------|--------------------|
| Taxi Permits | \$50.00 |
| Incident Reports | \$ 6.00 |
| Accident Reports | \$ 6.00 |
| Fingerprinting | \$10.00 |
| Photographs | \$10.00 |
| Animal Disposal Fee | \$10.00 per Animal |
| Beekeeping Permit | \$ 5.00 per Hive |

Fire Department

| | |
|---|---|
| Re-Inspection Fee | \$35.00 (Fee increases by \$35 for each visit that business is not in compliance) |
| Plan Review Fee | \$85.00 (Plan revisions of plans submitted exempt) |
| Permit Fee | \$85.00 (Operational and Construction) |
| Above and Below Ground Tank Removal Fee | \$150.00 |
| Above and Below Ground Tank Replacement Fee | \$150.00 |
| Commercial Cooking Hood Test Fee | \$50.00 |
| Sprinkler System Inspection Fee | \$100.00 (New construction or remodel of system) |
| Fire Alarm System Inspection Fee | \$100.00 (New construction or remodel of system) |
| Certified CPR Classes | \$10.00 per student (Includes certification card) |
| Vendor Spot Rental for Safety Fair | \$25.00 (Non-profits are exempt from fee) |

Public Works Department

| | |
|---|---|
| Driveway Permits | \$50.00 each Driveway |
| Illegally Dumped Items | \$500.00 Fine |
| Lot Cutting Fees and Abatement Emergency Response: | Cost plus \$250.00 Administrative Fee |
| Third Party Labor Rate Charge | \$1,500 Flat Rate per Emergency Response |
| Administrative Labor Rate | \$75.00/Man Hour \$125.00/Man Hour Nights and Weekends/Holidays |

For Services including but not limited to:

- Backhoe
- Wheel Loader
- QRV Pick Up
- Light Tower
- Oil/Fuel Spill Kit

Debris Removal & Special Collections

Collection Costs

- Small Pickup \$40.00 per load
- Large Trailer \$100.00 per load

Disposal Fees

- Transfer Station \$65.00 per ton or current price
- Landfill \$75.00 per ton or current price

- Tub Grinding Current Market Price

| | |
|--|------------------|
| Permit to Dig in Street (Utility Cuts) | \$400.00 per cut |
|--|------------------|

Includes one initial Inspection
Re-Inspection Fee \$75.00

Cemetery Lot Fees

Resident:

Sections A-E - \$2,500.00 per 4 Grave Plot
Section G - \$1,200.00 per Site
Section H - \$625.00 per Space
Section I - \$625.00 per Space
Section J - \$1,200.00 per 2 Grave Companion Plot
Section K - \$2,500.00 per 4 Grave Plot
Section L - \$1,500.00 per 2 Grave Companion Plot
Section O - \$2,500.00 per 4 Grave Plot
\$1,250.00 per 2 Grave Plot

Non-Resident:

Sections A-E - \$5,000.00 per 4 Grave Plot
Section G - \$2,400.00 per Site
Section H - \$1,250.00 per Space
Section I - \$1,250.00 per Space
Section J - \$2,400.00 per 2 Grave Companion Plot
Section K - \$5,000.00 per 4 Grave Plot
Section L - \$3,000.00 per 2 Grave Companion Plot
Section O - \$5,000.00 per 4 Grave Plot
\$2,500.00 per 2 Grave Plot

Cemetery Grave Preparation (Residents & Non-Residents)

Monday – Friday: \$900.00
Saturday: \$1,200.00
Sunday & Holidays: \$1,500.00

Note: Urn burials are one-half (1/2) of the regular Cemetery Grave Preparation Fee (Residents & Non-Residents)

****Overtime charge of \$150.00 per hour after 2:00pm on weekdays and all day on Holidays, Saturday, and Sunday***

Foundation Fees (Residents & Non-Residents)

\$175.00

Cemetery Deed Fee
Register of

Fees correspond with Fees set by Halifax County

Deeds

Library

Library Non-Resident Borrower Card

\$20.00 per year

Replacement of Lost Card

\$ 5.00 each

Photocopies

\$.20 per copy/Letter Size
\$.25 per copy/Legal Size
\$.30 per copy/Oversize

Computer Printouts

\$.40 each

DVD Rental

\$.50 each

Fines: Juvenile Books

\$.15 per day (Max. \$3.60)

Classroom (smaller room) \$30.00 per rental for non-profit group or individual resident

T. J. Davis Center/Gym Rental Fees: \$50.00 Resident, \$90.00 Non-Resident (after hours) per hour with a minimum of 2 hours
\$30.00 per hour for Non-Resident School Groups during non-peak normal operating hours

1026 Urban Greenspace Rental Fee: \$25.00 flat rate per day
\$50.00 Non-Resident

Centennial Park Only Rental Fee: \$25.00 flat rate per day
\$50.00 Non-Resident

Centennial Park & Andrews Building Wedding Rental Fees* \$30.00 per hour for Residents
\$60.00 per hour for Non-Residents

***Minimum rental time of three (3) hours.**

Chaloner Recreation Center Rental Fee: * \$35.00 per hour for Residents
\$55.00 per hour for Non-Residents

***The Chaloner Recreation Center can be rented for after-hours use. Rental is for a minimum of two (2) hours.**

Roanoke Canal Museum Fees:

General Admission (All General Admission is for self-guided tours only.)

- \$2.00 Halifax County Residents
- \$4.00 for All Persons who Reside Outside of Halifax County
- Free for Children 8 and Under (exception of guided tours)

Guided Tour Admission

- \$2.00 per Person 4 and older, no additional discount, minimum of 10 persons or \$20.00 fee

Aquatic Center:

(Labor Day to Memorial Day)

Aquatic Center Open and Lap Swim

| | |
|---------------|---------|
| Residents | \$ 3.75 |
| Non-Residents | \$ 7.50 |

Swimming Lessons

| | |
|-------------------------------|----------|
| Toddler (Resident) | \$ 30.00 |
| Toddler (Non-Resident) | \$ 60.00 |
| Levels I – VII (Resident) | \$ 45.00 |
| Levels I – VII (Non-Resident) | \$ 90.00 |
| Individual Lessons: | |
| Resident | \$ 50.00 |
| Non-Resident | \$100.00 |

Red Cross Lifeguard/CPR/WSI Classes:

Rate charged will be based on the cost of the class, set by the Red Cross

AQUACISE & ARTHRITIS FITNESS CLASSES

Resident \$ 3.75
Non-Resident \$ 7.50

Yearly Passes: (to be renewed yearly from the date issued)

Family Resident \$450.00
Family Non-Resident \$800.00
Individual Resident \$250.00
Individual Non-Resident \$450.00

Monthly Passes:

Family Resident \$40.00
Family Non-Resident \$70.00
Individual Resident \$25.00
Individual Non-Resident \$40.00

T. J. Davis Pool

Swimming Lessons (Same as Aquatic Center)

Outdoor Pools Open and Lap Swim

Residents \$ 1.00
Non-Residents \$ 2.00

Aquatic Center & T. J. Davis Pools Rental

(Minimum of Two (2) Hours)

| | <u>Resident</u> | <u>Non-Resident</u> |
|------------------------|-----------------|---------------------|
| Up to 25 participant's | \$ 90.00/hr. | \$110.00/hr. |
| 26 to 50 participant's | \$115.00/hr. | \$140.00/hr. |
| 51 to 75 participant's | \$140.00/hr. | \$175.00/hr. |

Discount:

A 10% discount will be given to groups, organizations and corporations that have 20 or more in attendance at one time

Westrock (monthly fee)

\$250.00

Halifax Academy Swim Team (per lane, per hour)

\$ 10.00

Kirkwood F. Adams Community Center Fees:

| AREA | CAPACITY | RATES | | |
|------------------|--|--------------|---------------|--------------------------------------|
| | | RESIDENT | NON-RESIDENT | FOR-PROFIT |
| Entire Center | 700 w/chairs only 500 w/tables & chairs | \$65.00/Hour | \$100.00/Hour | \$80.00/Hour Res \$115.00/Hour NR |
| Chair Set Up Fee | will be prorated for #s less than 100 | \$50.00/100 | \$50.00/100 | \$50.00/100 |
| Round Tables | 29 available | \$6/table | \$6/table | \$6/table |

THE CENTER MUST BE RENTED FOR A MINIMUM OF THREE (3) HOURS.

Non-Refundable Reservation Deposit: \$100.00 per day

MAXIMUM DAILY RATE: \$800.00 – Resident/\$1,000.00 – Non-Residents.

Non-Profit Organizations sponsoring charitable fund-raising events using the center for 24 hours or more will be given a 50% discount.

Non-Profit Organizations sponsoring weekday-daytime workshops or meetings for public benefit will be given a 50% discount.

- (3) The following organizations are fee exempt for two (2) nighttime or weekend activities each year: (1) *Rescue Squad*, (2) *Bloodmobile & City Sponsored Senior Citizens Groups*.
 Main Street RR is fee exempt for four (4) nighttime or weekend activities each year for Main Street RR sponsored events.
 Main Street RR is fee exempt for use of the plaza for Main Street RR sponsored events.
 ♦If the Center is not left in acceptable condition, a fee of \$15.00/per man-hour for cleaning shall be charged.
 ♦If anything is left in the Center overnight, there will be a \$25.00 storage fee.
 ♦Roanoke Rapids City Schools Events: \$225.00
 ♦Chamber of Commerce is a partner of the City of Roanoke Rapids. They have the right to schedule events before the month is available to the public. They are treated as a city department in terms of scheduling the facility. \$400 flat rate per event

Planning & Development

| | |
|--|---|
| Rezoning Petition | \$350.00 |
| Rezoning + Conditional Zoning Petition | \$400.00 |
| Voluntary Annexation Petition | \$250.00 |
| Zoning Compliance Certification Letters | \$ 50.00 per individual site |
| Special Use Permit | \$350.00 |
| Special Event Permit | \$ 40.00 |
| Special Event Permit (events designed to attract 5,000 or more spectators or participants) | \$250.00 |
| Ordinance Text Amendment Petition | \$350.00 |
| Variance Petition | \$350.00 |
| Appeal Petition | \$350.00 |
| Land Use Violation | \$ 50.00 per day |
| Land Use Permit | \$ 55.00 |
| Business Use Permit | \$ 80.00 |
| Temporary Power | \$ 55.00 |
| Processing Fee for petitioner withdrawal of Variance Petition, Conditional Use Permit or Rezoning Petition | \$350.00 |
| Site Plan Review | \$250.00 per site plan review* <30,000 ft2 of impervious surface \$750.00 per site plan review >30,000 ft2 of impervious surface |

****This fee shall increase to \$700.00 whenever the services of an outside engineering firm is necessary and retained by the City to evaluate a specific drainage problem area outside of the expertise of the City Public Works Director. This is to be determined on a case-by-case basis upon review of proposed development site plans.***

| | |
|---|-----------|
| Halifax County Plan Review Fee* | \$ 250.00 |
| Roanoke Rapids Sanitary District Plan Review Fee* | \$ 50.00 |

****All plans, determined by Planning staff to require review by the Halifax County Building Inspections Department, shall be subject to this fee prior to review.***

| | |
|---|------------|
| Commercial Building (Preliminary Plan, Construction Plan) Review: | |
| Additional Charge per review for failure to satisfy review comments | \$125.00 |
| Technical Review and Fee (based on square footage of project) | |
| Square Footage of Project Area/Site | Fee |
| Less than 10,000 SF | \$130.00 |
| 10,000 SF – 29,999 SF | \$275.00 |
| 30,000 SF – 49,999 SF | \$425.00 |
| 50,000 SF – 69,999 SF | \$550.00 |
| 70,000 SF or greater | \$750.00 |

- (B) A permit to modify, construct and/or erect advertising signs shall be issued, upon proper application, in accordance with the following schedule:

| <i>Type of Sign and Work</i> | <i>Fee per Sign Face</i> |
|---|---------------------------------|
| Erection of outdoor advertising (off-premises) sign | \$185.00 |
| Erection of principal use signs: | |
| Fifty (50) sq. ft. or less | \$ 60.00 |
| More than fifty (50) sq. ft. | \$125.00 |
| Erection of commercial accessory signs | \$ 15.00 |
| Erection of temporary signs | \$ 12.00 |
| Modification of existing signs | \$ 12.00 |

- (C) City building inspection fees for new construction, additions, and alterations of all structures shall be the greater of fifty dollars (\$55.00) or the applicable amount based upon a schedule of seven dollars (\$7.00) per one thousand dollars (\$1,000.00) of construction value. For the purposes of this subsection, construction value shall be the greater of the value derived utilizing either the Southern Building Code Congress International, Inc., *Building Valuation Data* or the sum of all building related costs for the project.
- (D) In addition to any other fees established by the provisions of this section, whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit, the general contractor shall pay a fee in the amount of five dollars (\$5.00) for each dwelling unit to be constructed or altered under the permit.

Plumbing Permit:

- (A) A plumbing permit shall be issued, upon proper application, for a fee of fifty-five dollars (\$55.00) plus six dollars (\$6.00) per fixture.

Heating, Air Conditioning, Refrigeration and Ventilation Permit:

- (A) Permit fees for installation or replacement of the following shall be fifty-five dollars (\$55.00) plus the applicable amount in accordance with Schedule I:
- (1) Each boiler or furnace, including duct distribution system thereof when covered by the same permit, or duct distribution system thereof only.
 - (2) Each floor furnace, wall circulator or heater, circulating heater, direct-fired unit heater, gas radiator, blast furnace, rotary dryer, annealing furnace and duct heater industrial oven.
 - (3) Conversion or replacement of mechanical firing equipment.

SCHEDULE I

| <i>Fossil Fuel (BTU/HR)</i> | <i>Fee</i> |
|------------------------------------|-------------------|
| 50,000 or less | \$20.00 |
| 50,001 to 100,000 | \$25.00 |
| 100,001 to 200,000 | \$30.00 |
| Above 200,000 | \$35.00 |

- (B) Permit fees for installation or replacement of the following shall be fifty-five dollars (\$55.00) plus the applicable amount in accordance with Schedule II. Each air conditioning or heat pump system, including major components and duct distribution system thereof when covered by same permit, or duct distribution system thereof only, or major component only.

SCHEDULE II

| <i>Air Conditioning Compressor Rating (Nominal) - Tons</i> | <i>Fee</i> |
|---|-------------------|
| 5 or less | \$20.00 |
| 5.1 to 15 | \$25.00 |
| 15.1 to 50 | \$35.00 |
| Above 50 | \$45.00 |

An additional six dollars (\$6.00) fee for split systems.

- (C) Permit fees for installation or replacement of the following shall be fifty-five dollars (\$55.00) plus the applicable amount in accordance with Schedule III. Each refrigeration system including major component only.

SCHEDULE III

| <i>Refrigeration Compressor Rating (Nominal) - Tons</i> | <i>Fee</i> |
|--|-------------------|
| 5 or less | \$20.00 |
| 5.1 to 15 | \$25.00 |
| Above 15 | \$30.00 |

- (D) Permit fees for installation or replacement of the following shall be fifty-five dollars (\$55.00) plus the applicable amount in accordance with Schedule IV. Each hood over cooking ranges (in other than residences and multi-family houses), candy kettles, cruller furnaces and appliances for frying, barbecuing, broiling and bakery (baking) of foods, including exhaust duct system thereof when covered by the same permit, or exhaust duct system thereof only.

SCHEDULE IV

| | <i>Fee</i> |
|-------------|-------------------|
| 10 or less | \$20.00 |
| 10.1 to 50 | \$25.00 |
| 50.1 to 100 | \$30.00 |
| Above 100 | \$35.00 |

- (E) Permit fees for the installation or replacement of any blower or fan in other than residences installed for ventilation or removal of dust, gases, fumes and vapors shall be fifty-five dollars (\$55.00) each.
- (F) Permit fees for the modification, repair or replacement of duct systems shall be fifty-five dollars (\$55.00) each.
- (G) Permit fees for the installation or replacement of gas appliances and piping shall be fifty-five dollars (\$55.00). No permit shall be required for the replacement of a gas appliance where piping is not altered.

Electrical Permit:

- (A) An electrical permit shall be issued, upon proper application, for a fee of fifty-five dollars (\$55.00) plus the applicable amount in accordance with the following schedule:

| | | |
|-----|--|----------|
| (1) | Outlets: | |
| | Each 220-volt outlet | \$ 4.00 |
| | Each 110-volt outlet | \$ 1.00 |
| (2) | Motors: | |
| | Each motor | \$ 4.00 |
| (B) | Electrical change of service greater than 400 amp: | \$100.00 |

Mobile Home Permit:

A mobile home permit shall be issued upon proper application for a fee of one hundred dollars (\$100.00).

Fire Sprinkler System Permit:

A fire sprinkler system permit shall be issued upon proper application for a fee of fifty-five dollars (\$55.00) plus seven cents (\$.07) per square foot of protected area.

Insulation Permit:

An insulation permit shall be issued upon proper application for a fee of fifty-five dollars (\$55.00) plus seven cents (\$.07) per square foot of floor area.

Re-Inspections:

The above fees entitle the applicant to one inspection. For each extra inspection made necessary through the failure of any person in charge of work to install in the proper manner or to otherwise create conditions making such additional inspection or trip necessary, there will be an additional charge of forty dollars (\$40.00). If a 2nd re-inspection is required fee would increase to \$45.00 and increase by \$5 for every subsequent visit. When a third-party inspection agency is involved, there will be an additional charge of seventy dollars (\$70.00).

| | |
|---|-----------|
| General Miscellaneous Permit Refund Processing Fee | \$ 35.00 |
| Fee for Issuance of Certificate of Occupancy (C.O.) | \$ 100.00 |

Penalty:

An additional charge equal to one-half (1/2) the required permit fee (minimum fee \$200) shall be added to the permit fees previously set forth for failure to initially secure a permit prior to starting a job or commencing any work on a building or service system before obtaining the necessary permit.

Section 6. Levy of Taxes

There is hereby levied for the Fiscal Year 2022 – 2023 an Ad Valorem Tax Rate of \$.661 per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated valuation of \$1,140,458,344. **Taxpayers who pay their bill in July or August will receive a two percent (2%) discount.**

Section 7. Summary of Items included in the capital budget

Section 8. Special Authorizations – Budget Officer

- A. The Budget Officer or his designee shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as he deems necessary.
- B. The Budget Officer or his designee shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced.
- C. Interfund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the City Council.
- D. The Budget Officer or his designee shall be authorized to make releases and refunds of property taxes less than \$100.00 which have been levied or collected in error. The Budget Officer shall report in writing monthly to the City Council in regard to releases and refunds made.
- E. The Mayor or City Manager shall be authorized to execute contractual agreements in the following specified areas: Consultant, Professional, Maintenance/Service Agreements and Acceptance of State and Federal Grant Funds.

Section 9. Restrictions – Budget Officer

- A. Interfund and interdepartmental transfer of monies, except as noted in Section 8, shall be accomplished by City Council authorizations only.
- B. Utilization of appropriations contained in Contingencies may be accomplished only with specific approval of the City Council.

Section 10. Billing and Collecting of Solid Waste Collection & Disposal Fees Under NCGS 160A-314.1

The residential solid waste collection and disposal fee shall be billed with property taxes, shall be payable in the same manner as property taxes, and, in the case of non-payment, shall be collected in any manner by which delinquent personal or real property taxes can be collected. The fees are a lien on the real property described on the bill that includes the fee. The Residential Solid Waste Fee is \$265.00 per residential unit per year and the Business Solid Waste User Fee and Disposal Fee is \$25.00 per container per month.

Section 11. Cost of Living Adjustment/Bonus Pay

Section 12. Supplemental Retirement Plan Contributions

The city will make an employer contribution to a supplemental retirement plan for non-law enforcement employees during Fiscal Year 2022 – 2023. If employees contribute to the supplemental retirement plan, the City will match dollar for dollar up to a maximum of three percent (3%).

Section 13. Offering of City's Health Insurance in lieu of Council Member Stipend

The City approved a motion at its June 2, 2020, Regular Meeting, to allow City Council members the option for the City of Roanoke Rapids to pay for their health insurance as all or a portion of their compensation as long as it does not exceed the allowed compensation. The city continues this action into the FY2022-23 budget year.

Section 14. Utilization of Budget Ordinance

This Ordinance shall be the basis of the financial plan for the City of Roanoke Rapids municipal government during the 2022 – 2023 fiscal year. The Budget Officer shall administer the Budget and he shall ensure that operating officials are provided guidance and

sufficient details to implement their appropriate portion of the Budget. The Finance Department shall establish and maintain all records which are in consonance with this Budget Ordinance, and the appropriate Statutes of the State of North Carolina.

ADOPTED this 21st day of June 2022.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Approved as to form:

Geoffrey P. Davis, City Attorney

City Manager Traynham noted the capital budget items just approved by City Council will be included as a separate expense line within the budget ordinance. The ordinance also includes an updated fee schedule with incremental changes throughout. This will maintain the current tax rate and allows the offering of benefits at their current rates as well.

Councilman Smith asked if they could add fuel surcharge or could they add that later. Public Works Director Chalker stated City Manager Traynham has recommended a \$25 per household increase for the solid waste fee which is charged on the tax bill. He noted this was still below the national average for collection of residential curbside waste. They feel this increase will cover the increase in fuel costs and they will re-evaluate it next year. It is already in the fee schedule.

Motion was made by Councilman Smith, seconded by Councilman Stainback to adopt Fiscal Year 2022-2023 Budget Ordinance (Ordinance No. 2022.11). Mayor Pro Tem Ferebee asked if this included the four capital items approved earlier. City Manager Traynham replied the capital budget stands on its own and would be a separate line item. She said the capital budget would be by reference in the annual operating budget. Mayor Doughtie called for a vote on the motion. All voted in favor, motion carried.

| |
|-------------------------------------|
| <p>City Manager's Report</p> |
|-------------------------------------|

City Manager Traynham said although they have additional items they needed to take into consideration, she appreciated the actions taken tonight and the approval of the operating budget for FY2022-2023 as well as the additional items under the Capital

Budget including the bonuses for employees.

She also thanked staff and feels the department heads have worked well as a team to look at the needs and find ways to fund those needs. She said they will continue those discussions with City Council.

Finance Director's Report

Finance Director Johnson presented the financial report for the period ending May 31, 2022.

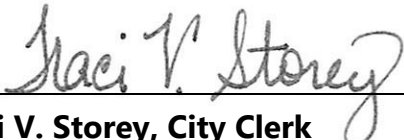
She reported the General Fund year to date receipts totaled \$16,931,974.77 which includes the 2.2 million of ARPA Funds. (The percentage of actual money collected of adopted budgeted figures is 99.9%) General Fund year to date expenditures totaled \$14,485,684.65. (The percentage of actual monies expended of adopted budgeted figures is 85.5%) After the month of May, 91% of the budget year has been completed. She stated as a result, Year-To-Date Revenues exceeded Expenditures by \$2,446,290.12 which includes ARPA Funds. Actual Revenue YTD excluding ARPA Funds is \$14,650,010.07. Actual Year-To-Date Revenues excluding ARPA exceeded Expenditures \$164,416.42. Therefore, the City's cash position is favorable. She said as of today, the City is \$16,000 over what was budgeted for property tax. For the prior year, they are \$25,000 under budget.

Councilman Smith thanked the City Manager, the Department Heads and the employees for the work they did to help the year go very well. Councilwoman Bryant seconded Councilman Smith comment.

City Manager Traynham stated since the bonus for employees has now been approved she reported the bonus for full-time employees would be \$1,800 and \$500 for permanent part-time employees.

Adjournment

There being no further business, motion was made by Councilman Smith, seconded by Councilwoman Bryant and unanimously carried to adjourn. The meeting adjourned at 7:50 p.m.


Traci V. Storey, City Clerk

Approved by Council Action on: July 19, 2022