



# 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 20, 2023, 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)  
Tommy Daughtry)  
Wayne Smith)  
Rex Stainback)

## Council Members

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

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 Councilman Stainback and unanimously carried to adopt the agenda as presented.

## Special Recognitions

### **Fire Department – Wes Hux Retirement**

Fire Chief Patrick recognized Deputy Fire Chief Wes Hux who retired April 30, 2023 after serving the City and the citizens for 26 years. He began his career with the City

on April 1, 1997. In August 1999, he was promoted to driver-operator and 14 years later he became Deputy Fire Marshal. In 2019 he became Deputy Fire Chief.

Chief Patrick requested Mr. Hux be awarded his helmet and badge in accordance with NCGS 160A-294.1.

Motion was made by Councilman Stainback, seconded by Councilman Smith to award Deputy Chief Hux his helmet and badge for and in consideration of the sum of \$1.00 received as required by NCGS 160A-294.1.

### **Public Works Department – Linwood Bowser Retirement**

Public Works Director Chalker recognized Linwood Bowser who retired in December 2022 after serving the City and the citizens for 20 years. Mr. Bowser started with the City on September 23, 2002 as a sanitation worker. He began his position in the Street Department as Street Worker I in 2004 and in 2006 was promoted to Street Worker II.

### **Public Comment (Unscheduled)**

#### **Jan Morgan**

Ms. Morgan said she wanted to give a little background before she says what she has to say and why it is important to her. She was a retired CFO for some fairly large organizations for 30+ years. Her focus is on business and finance in addition to staff management. The first concern or item she had questions about was in relation to the Theatre. She's missed some meetings, but she did hear a lot about the *GovDeals.com*. She has a real hard time understanding why there was such reluctance to keep the property on *GovDeals.com*. People could still bid on it as they were. It was exposure to the whole country and world. It seems to her with a property like that they would want as much exposure as they could get. That is basic marketing and business. One of the comments she heard at a recent meeting was they held an open house and not many people showed up. Well of course, because they are a small area and some of the people that were interested would probably not come from out of state just for a walk through. She was wondering from the City Council why wouldn't they at least try to get more money for the City for an asset instead of selling for pennies on the thousands. If they didn't want to take the bid, they didn't have to.

She stated as a manager, nothing gets done without your people. You support your people because as managers they cannot do it by themselves. She has been in a position budgeting wise where she was the CFO so she was doing the budget. She knows what the restraints are and if they were allocated a certain amount. Her point was sometimes managers have to sacrifice and they are in a very difficult working

environment where the lowest level people are having a hard time surviving. Some of them in management positions probably are not and doing just fine. Maybe they should give more to their people and not do a straight across the board percent. A 3% for someone making \$70,000 is a whole lot more money than 3% for somebody making \$15,000. She thinks as a good manager and steward of the City that was their responsibility.

Mayor Doughtie thanked Ms. Morgan for her comments and stated this time was for general comments. He asked the city manager and/or city attorney if they could help get some of her questions answered outside of the meeting.

Attorney Davis said that both of the issues Ms. Morgan commented on were on the agenda so some of her questions may be addressed in the meeting.

### **Approval of City Council Minutes**

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Bryant, and unanimously carried to approve the June 6, 2023, City Council Regular Meeting minutes as drafted.

### **Committee Appointments**

#### **Canal Museum Advisory Committee**

City Clerk Storey reported the term for Kathy White as the Friends of the Canal Representative on the Canal Museum Advisory Committee has expired. Ms. White is interested in continuing to serve on the committee and has submitted a volunteer application for City Council's consideration for reappointment. Ms. White has served the maximum number of two consecutive terms allowed by City policy. City Council has the authority to waive this section of the policy and has done so in the past.

Motion was made by Councilwoman Bryant, seconded by Councilman Smith, and unanimously carried to waive the City Policy and reappoint Kathy White as the Friends of the Canal Representative on the Canal Museum Advisory Committee.

#### **Library Advisory Committee**

City Clerk Storey stated the terms of William Mueller and Brenda Stephenson on the Library Advisory Committee expired on May 23, 2023. Both Mr. Mueller and Ms. Stephenson have served the maximum number of two consecutive terms allowed by City policy but are interested in continuing to serve on the committee. A copy of their volunteer applications is enclosed in your packet for your review and consideration

for reappointment. City Council took a ballot vote earlier and Mr. Mueller and Ms. Stephenson received a unanimous vote to be reappointed.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith, and unanimously carried to waive the City Policy and reappoint William Mueller and Brenda Stephenson to the Library Advisory Committee.

## Old Business

### **Roanoke Rapids Theatre Update**

City Attorney Davis stated in response to Ms. Morgan's comments about the Theatre, he recalled Councilwoman Bryant's statement that a bird in the hand was worth more than two in the bush. He believed that came up several times as far as why the decision was made to cancel the *GovDeals.com* auction and accept the proposal. He stated they were committed to a process at this point and they needed to see that process through. At the end of that process there will be an option for City Council to decide to do something different.

Attorney Davis said at the last meeting on June 6, 2023, City Council voted to accept an offer of \$1.5 million from a group of various individuals. By accepting that offer, under NCGS 160A-269 it triggered a 10-day upset bid process. He clarified that the ten days was more of a minimum rather than a maximum. Those ten days begin when they notice the beginning of the period. They noticed the beginning of that period on June 9<sup>th</sup>. Those ten days expired on June 19<sup>th</sup>. Being able to pick when the City notices the beginning of that period helps it so it doesn't end on a weekend. He reported they did have an upset bid come in and it was opened publicly. All bids are sealed so no one in City Administration knows what those bids are until they are opened. The bids must be accompanied by the deposit amount. The bid received was for \$1.75 million with the appropriate deposit amount in certified funds from TheVictor Enterprises. That was accepted so that was going to trigger a new 10-day upset bid period process. That was noticed on June 20<sup>th</sup> and will conclude on Friday, June 30<sup>th</sup>. On June 30<sup>th</sup> if they receive any qualified upset bids then that will set up a new upset bid period. He will have an update at the July 5<sup>th</sup> City Council meeting. If no qualified upset bid is received by June 30<sup>th</sup>, the \$1.75 million bid will come before City Council and they will have the opportunity to either accept the sale or reject all bids. He stated the whole point of this process is to get the City the most money possible for the City asset. That is the way you determine fair market value when talking about a City asset such as this.

He stated this was where they were right now. They will wait to see what happens on June 30<sup>th</sup>. He will have an update for City Council on July 5<sup>th</sup>.

Councilman Smith asked Attorney Davis if he reviewed the Letter of Intent from TheVictor Enterprises. He replied yes, he had and it was essentially the same as their first letter. Whatever comes out of this process, once the final bid comes before City Council and they decide to accept it, there will be another resolution that comes before City Council. He and City Manager Traynham will discuss what goes in the resolution as far as terminology. The next step will be a real estate contract which will set some guidelines on the due diligence process and things such as that. Ultimately that will culminate in a deed and final sale.

Councilman Smith said the letter states it was not to be made public. Attorney Davis replied that he discussed that with Mr. Freeman after the submission of the first letter of intent and this letter is pretty much identical to the first letter. Anything that is submitted to the City is public. The only things confidential are some employee records and any communications with the city attorney.

Councilman Smith said the letter also states the Seller will give them all documents associated with books, equipment, records, financial information, contacts etc. and asked if the City was obligated to do that. Attorney Davis replied he did not see a problem with doing that because everything the City has would be public anyway. He feels that is rather minor because that is something any citizen would have the right to in a public records request. With public records requests, the City can charge a minimal fee.

Councilman Smith had concerns about the time frame before closing. Attorney Davis said when talking about selling real estate, once City Council agrees to make the final acceptance, those numbers don't seem that out place to him. There has to be time to hammer out a contract and have a due diligence period.

Councilman Smith stated the LOI states anything that is done would be at Mr. Freeman's sole discretion. If he decides to back out and the City gives him his money back, it's not part of the City's negotiation. Attorney Davis replied that would be before a contract. They would have to negotiate a contract where they can set some conditions. They are not at that point yet.

Mayor Doughtie said in the contract there would be stipulations of obligations the City would perform and obligations for the buyer to perform. He asked in the event there is something the buyer does not hold up with their end of the bargain is there any way the City can be compensated. Say the deal does not go through; they have a deposit now. Attorney Davis said the deposit is refundable right now. Once a real estate contract is executed and they try to back out, there could be some penalties.

Councilman Smith expressed his concern that if there were several items the buyer wanted to negotiate and if it took 30 days for each one to be corrected, it could go on for six months. Attorney Davis replied it was one of the reasons why it is probably not a good idea for municipalities to own property like this.

## **New Business**

### **Consideration of Bid Award for Home Rehabilitation Services per CDBG-NR Program**

City Manager Traynham said they had been talking about the CDBG Neighborhood Revitalization Program since August 2020 when the application was submitted to the State. Due to COVID, restrictions and slow progress, this grant award is still in action and in full swing right now. There are two homes that have been demolished and under reconstruction for replacement. One of the next steps in the program is the rehabilitation of some existing homes within the community. With the grant consultant, City staff are working through the application and the homes that were identified in the application. As part of this they are trying to move forward with contracted services for the work to be completed in the homes that have been identified so far.

She reported two rounds of competitive bids were advertised. The first time the bids were due, they only received one bid. Under federal guidelines they must have a competitive process so a second round of advertisements were made. They received two bids. The bid is for the rehabilitation of three single-family residences. She stated the action requested by City Council tonight was to authorize the City Manager to enter into a contract with the lowest bidder for home rehabilitation services.

Mayor Doughtie asked if the contractors had been checked out. City Manager Traynham replied they comply with the state and federal standards for awarding a contract.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith, and unanimously carried to authorize the City Manager to enter into a contract with the lowest bidder for home rehabilitation services under the CDBG-NR Program.

### **Consideration of Resolution to Oppose Senate Bill 675**

City Manager Traynham stated the NC General Assembly is currently in session. After the crossover session occurred, there is Senate Bill 675 which has some land use changes and other things included that would impact Roanoke Rapids along with other cities, towns and counties across the state. This bill has been moving very quickly. She and planning staff have kept an eye on some of the legislative sessions

and information that is used to help them understand what these changes in state law and what the implications would be should it pass. One of her main concerns with SB 675 is that it gives them unfunded mandates to relinquish the extraterritorial jurisdiction area or ETJ which affects the City's planning and zoning as well as building and inspections. It also modifies the minimum requirements that the City can place onto single family residential home sites. Right now, the City has several different single family residential class zoning districts that vary from 6,000 sq. ft. to 40,000 sq. ft. Under this bill, the maximum lot size the City could have would be 8,700 sq. ft. which means higher density, the opportunity for more traffic and storm water along with other concerns.

She said there has been a lot of effort to push SB 675 through without considering the impacts it would have on local communities. For the City, it would be a loss of the ability to manage and regulate almost three-square miles combined outside of the city limits. The ETJ areas are represented on the Planning Board and Board of Adjustment. The ETJ area is a way for the City to have some control to a degree of the things that happen immediately outside of the city limits.

City Manager Traynham stated it was not just planning officials, but city administrations of cities and towns statewide who have a lot of concerns about the implications of this bill if it passes the General Assembly and becomes law. It would come with some costs to the City as well. The NC League of Municipalities and NC Chapter of the American Planning Association are encouraging jurisdictions to consider adopting a resolution that would affectively oppose SB 675 as it continues to be revised in committees. It has gone to the House in a committee. It is happening quickly and she feels it is important the City asks the General Assembly to consider the impacts it would have and to reconsider some of this. The timeline for the City's compliance since they are a County of less than 50,000 people, would be by October 1, 2025. It may sound far away right now, but the time and effort it takes to go through the relinquishment of the ETJ plus the planning and zoning; there are a lot of unknowns that would result from it. The resolution encourages the General Assembly to consider the input from the NCLM and cities and how it would impact them instead of pushing it along into law.

She stated SB 675 is a very fluid document at this point. She has included some additional information in their packets from the NC Chapter of American Planning Association. Some of the things the bill would do is abolish ETJ areas, interfere with some of the sidewalks and maintenance outside the city limits. While the City does not have its own water and sewer, minimum lot sizes are established, especially in the City's ETJ areas that do not have access to sewer; they must have septic tanks. Therefore, they must have a larger lot to accommodate a septic tank area. On an

8,700 sq. ft. home site more than likely there may not be enough area. The timing is also an issue in itself.

Attorney Davis confirmed with City Manager Traynham that should City Council adopt the resolution; they would not be the first municipality in NC publicly opposing or asking for reconsideration of the pieces of this bill. She replied that was correct although she did not have a count of how many cities or counties, but it is more than just a few. The way the legislation is currently written it creates compliance on smaller jurisdictions which generally have fewer staff members and less resources. The City is still navigating through the mandates from Chapter 160D from two years ago.

Councilman Smith asked if it was a Senate bill. City Manager Traynham said yes, it has already passed the Senate and is in the House in a committee. He asked if she had contacted their representative. She replied she has not been in contact with Representative Wray at this time. She did not want to speak on behalf of the City without City Council's input first.

Mayor Doughtie asked if it was the home builders association or contractors that seem to be pushing this along or what is the benefit of the bill. City Manager Traynham replied it is likely a single situation in the state and this bill is attempting to address that. Usually, laws are modified and created for a specific purpose. It would have more dire consequences to more than to benefit others. She added it effectively renders future annexations and annexation processes because ETJ areas are anticipated growth areas.

Attorney Davis added that he would encourage City Council to consider this resolution. He recalled when this came out there was an email from the city manager and he responded to it stating that it was probably one of the most important things people in local government do. Most people understand the City has some kind of zoning authority. One of the reasons historically cities have been able to control the ETJ area is the idea that in the future those areas may be incorporated into the city. They would not want them incorporated with a lot of non-conforming uses that they would then have to try and fix. People purchased property in an area because of the character of the neighborhood and understood that the other houses to be built in the neighborhood would be like theirs. If this goes through that would not be the case anymore. There could be a vacant lot next to them that could be subdivided further which would potentially change the character of the neighborhood and places a burden on everything such as trash pickup, water/sewer and power. When those communities were planned, they planned with a certain level of service that was needed to make those properties functional. It creates all kinds of strange issues. The speed of this and the haste with which this has been proceeded through the legislature creates a lot of questions about whether it has been duly considered. He



said when they talk about abolishing the minimum lot size, they are not talking about just the ETJ area. It would also be within the city limits of Roanoke Rapids. If someone has a vacant lot next to them, under this bill if it goes through as is, that lot could be further subdivided and change the character of their neighborhood.

City Manager Traynham explained it would affect the new Premier Blvd. Extension area out to Hwy. 125 and the American Legion Road area. They spent a lot of time and effort looking into updating the zoning to accommodate commercial development appropriately along that corridor so if this were to pass, it would negate all of it. Right now there is a new Toyota dealership that is getting ready to break ground in that area that would be affected. It would hinder economic development in that new commercial corridor area that has been established. It would relinquish all the City's ability there. She stated there have been conversations about the potential for contracting fire services there outside of the city limits but within the ETJ so the commercial establishments could take advantage of the better ISO rating. There is a lot to it that has not been considered by the sponsors of this legislation. The City is effectively asking for more time for them to study it and better understand the impacts that it would have across the state of NC.

#### RESOLUTION 2023.10

#### **OPPOSING SENATE BILL 675 ADDRESSING LAND USE CLARIFICATION AND CHANGES**

**WHEREAS**, NC Senate Bill 675, which was filed in the Senate on April 6, 2023 and failed to meet the cross-over deadline was amended to abolish extra-territorial jurisdiction (ETJ) and also to include preemption of minimum lot sizes for single-family and two-family development set by local governments. This legislation will allow subdivisions of land for residential uses to create lot sizes without regard to the planning and zoning efforts of counties and municipalities in North Carolina; and

**WHEREAS**, Roanoke Rapids has worked diligently to craft local zoning that is responsive to the needs of residents, builders, and developers, as well as local businesses; to this end, members of our Planning and Zoning Board, as well as periodic ad hoc resident committees tasked with recommending updates to the city's Future Land Use Plan, have worked with residents and our City Council to periodically update local zoning; and

**WHEREAS**, Senate Bill 675 prohibits local governments from establishing minimum lot sizes for lots containing single-family detached, single-family attached, and two-family dwellings above the proposed State standard of 8,700 square feet and below five units per acre for residential density; and

**WHEREAS**, Senate Bill 675, will pre-empt any minimum lot size requirements the city has in place; and

**WHEREAS**, the Roanoke Rapids' minimum lot size was adopted to ensure that residential lots have adequate space to accommodate on-site septic systems where dependent, maintain rural, neighborhood character; limit impervious surface coverage, control stormwater runoff, and mitigate traffic volumes within an area; and

**WHEREAS**, the residents of ETJ areas are represented on the City's Planning and Zoning Board of Adjustment by members appointed by the Halifax County Board of Commissioners, thereby providing a voice in the future development of the ETJ areas; and

**WHEREAS**, we acknowledge the State of North Carolina’s oversight over all state municipalities, respect the limitations and requirements established by current state statutes, and are grateful to state legislators for their dedication, and recognize their desire to address state-wide housing issues. At the same time, we believe that one-size-fits-all efforts that mandate significant changes to local zoning authority are misguided. Planning and zoning options in all communities vary greatly based on the desires of each community’s residents and elected officials; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Roanoke Rapids urges the state legislature to work with local leaders and the North Carolina League of Municipalities to craft incentives and targeted approaches appropriate to housing issues in specific areas. We ask our state legislators to balance their oversight with respect for the critical role local zoning plays in maintaining the civic health of our state and balancing the needs of residents with those of builders and developers. Finally, we strenuously object to state bills seeking to homogenize, significantly weaken, or otherwise interfere in local zoning authority, on the basis that such interference threatens a city’s ability to determine its unique identity and future within the limitations and requirements established by state statute.

**ADOPTED** this 20<sup>th</sup> day of June, 2023.

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Emery G. Doughtie, Mayor

ATTEST:

\_\_\_\_\_  
Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith, and unanimously carried to adopt Resolution No. 2023.10 Opposing Senate Bill 675, which would abolish the City’s ETJ authority effective October 1, 2025 (per current version of the bill) and to request further study of the consequences that would be imposed on municipalities, especially those in rural areas.

City Manager Traynham stated a copy of the resolution will be sent to the NCLM and the NC Planning Association.

**Consideration of Fiscal Year 2023-2024 Budget Ordinance**

City Manager Traynham stated it was June 20<sup>th</sup> and in accordance with state law, the City needs to have a budget adopted prior to July 1<sup>st</sup> which is the start of the fiscal year that will run from July 1, 2023 – June 30, 2024.

She said the proposed FY 2023-2024 budget represents the same level of services and the same number of funded employees. The budget funds and estimated appropriations are as follows:

General Fund (Operating)	\$16,702,086
Municipal Swimming Pool Fund	\$ 28,300
Drug Enforcement Fund	\$ 32,000
Roanoke Rapids Theatre	\$ 952,140
<b>TOTAL</b>	<b>\$17,714,526</b>

City Manager Traynham reported the anticipated revenues for the upcoming year include ad valorem taxes, sales & use taxes, solid waste fees and other revenue sources. State allocations have been studied and compared to the current fiscal year. They have done very well in estimating the revenue and it appears the City will finish out to the good this year. It also has a lot to do with the responsible spending and monitoring by staff.

She stated there would be the same operating expenditures as in this current year and it includes a 5% cost-of-living adjustment to full time staff given the current economics of the nation and the world with inflation. Staff understands the budget is impacted by inflation. Everything costs more right now. Everyone experiences inflation differently and has different spending habits. Nationally, the cost of things that have increased the most from inflation are things that impact the City's working employees. On behalf of the City employees, they appreciate everything that City Council allocates for them. They understand there are some benefits that may be underutilized or some that employees do not know as much about. That is something as an organization starting with herself and the management team to inform their employees and make sure they know more about what those benefits are. Therefore, a 5% COLA remains in the budget. She thanked the employees for their dedication and their interest in this process. She has never seen this many City employees at a budget meeting. Some people have a job and some people go into a career. The more one wants to know about an organization they work for, the more they are committed to it. She stated they had a very caring organization. She was reminded today its hurricane season. In that state of emergency, it is these employees that have to be around to clean up and mitigate. They are the ones that have gone through COVID and all the restrictions. She thinks it is important that the City takes care of its employees and continuously work to improve the organization so that they offer the best services they can to the community. They are the community too and most live within the community.

City Manager Traynham said included in the budget for adoption is the updated Fee Schedule and Salary Schedule. The tax rate is maintained at \$0.661 per \$100 valuation. This time next year, they will be looking at the reevaluation number.

Mayor Pro Tem Ferebee said they talked about the budget and salaries for the employees quite a bit. He knows a survey was done and sent out to the employees. The employees responded they would rather have a percentage increase. When they looked at the survey it was not 100 percent. They were looking at a 3% increase and \$1,000 bonus. That is a little different than how the survey went out. It went out with a 2% increase and an unknown amount for a bonus. He gave an example using \$50,000 which would be a break-even point. If they did 3% of \$50,000 that would be

\$1,500. If they gave a \$1,000 bonus in addition to that it would equate to \$2,500. If they gave a 5% COLA on \$50,000 it would be the exact same dollar value. The only difference is employees would get the \$1,000 right away. Those making less than \$50,000 would be giving up monies. For example, if they made \$30,000 the 3% COLA would be \$900 plus \$1,000 bonus would be \$1,900. If they gave a 5% COLA of \$30,000, they would be getting \$1,500. Those employees would be giving up \$400-\$500 by saying they wanted 5%. So did the survey really go out like what the intent was and did the employees answer like they thought it was going to happen. They feel that nobody would give up \$500 if they didn't have to. He believed City Council listened to the employees and the survey. He believes City Council is looking at the 5% COLA. However, they feel those below \$50,000 are giving up monies. The guy making \$30,000 or less has to buy the same loaf of bread as the guy making \$50,000 and above. He questioned whether the employees really understood the survey.

Mayor Pro Tem Ferebee stated City Manager Traynham indicated earlier that the NCLM would be looking at the salaries. One of the things City Council would like to see, particularly him, is the starting salary. That starting salary is one of the hardest things that can happen when a new person comes in and makes close to what another employee who has been there at least 2-3 years. They believe that is a deterrent. With that being said, City Council questioned how they could do both. The City has ten employees that do not even make \$30,000. They can go to McDonalds and do that. They have to do better on that.

Mayor Pro Tem Ferebee proposed they do a 5% COLA across the board, and anybody making under \$50,000 get a \$500 bonus. He would like to add that the City Manager and group look at that with the NCLM because she said the NCLM was going to come look at all the other employees to make sure they get on that right page. He would also like to add a timeframe to it. He said by September 30<sup>th</sup> they need to look at every employee of the City to see where they needed to be on that scale with the NCLM. They needed to take advantage of the NCLM and what is offered. He was hoping that would make everybody happy. He would like to make that in the form of a motion.

Motion was made by Mayor Pro Tem Ferebee to give an across the board 5% COLA to every employee as part of this budget, every employee making \$50,000 and under get a \$500 bonus and ask the City Manager and Human Resources Director to view every employee with gap analysis. He explained what gap analysis meant.

City Manager Traynham interrupted and said the motion is really about Ordinance No. 2023.05 which is the budget ordinance which already includes the 5% COLA. She requested the motion not include a deadline of September 30<sup>th</sup> because that is outside any perimeters of a budget ordinance. She and staff will do their very best effort to try

to make that deadline. She did not want that as part of a budget approval.

Mayor Pro Tem Ferebee asked when they could have it done. The only reason he wanted to put a timeframe on it is because they have been here before. This is not the first time. The employees think City Council doesn't care about them sometimes, but they do. City Council wants it to be a number one priority.

Councilman Smith confirmed with City Manager Traynham that her request was to approve the FY2023-2024 budget which includes the 5% COLA. He asked if they could come back after City Council approved the budget and then discuss and make a motion for bonuses for employees. City Manager Traynham replied yes, or that can be done as part of the approval of the budget ordinance. It has to be specifically stated. She said they can adopt Ordinance No. 2023.05 subject to any additions or removals.

City Manager Traynham added after speaking with Human Resources Director Caudle, when working with NCLM, they partner with the MAPS Group who actually do a lot of the salary studies and interviews. Also, the City is not officially a NCLM member until July 1<sup>st</sup> so until they have an idea of what that schedule would be, it is tough to make that commitment. They are committed to doing it and moving forward with it.

Mayor Pro Tem Ferebee said he knows City Council does not want to see where all the other employees that fall outside that criteria range think they forgot about them. They want them to know they are looking at every employee, but they cannot do it all at one time. They were just taking care of buying a loaf of bread right now, but at the same time they need to look at every single employee from top to bottom. They need to look at gap analysis as well as look at where they are on that scale. He thinks that would do wonders for where the City is.

City Manager Traynham stated if they make an in-house effort in conjunction with the NCLM, depending on what that timeline is, staff can do an in-house effort and provide more detailed information by September 30<sup>th</sup>; she can assure him of that. She cannot make promises for the NCLM and their schedule and for their contractors. Mayor Pro Tem Ferebee replied he would accept that.

Councilman Smith said in reference to Mayor Pro Tem Ferebee's motion, he would like to see all employees get a \$500 bonus along with the salary increase. He asked would he be willing to put it in his motion that way. Mayor Pro Tem Ferebee replied the only thing with that is they do not know where the City is totally with dollars and the 5% is what the employees asked for and they were giving the bonus above and beyond the 5%. City Council adhered to what they asked for. The guys in the trenches

are the guys that do it for them and they need to look out for them. The other guys there looking out for those employees need to be looked at too and put a timeframe on doing that.

Councilman Stainback asked where he arbitrarily picked the \$50,000 out. He feels that is patently unfair to give a bonus to those making \$50,000 down, but what about the guy that is making \$50,100. The guy making that doesn't get a bonus, but the guy making \$49,800 would qualify for the bonus. He did not think they were being fair with this. If they are going across the board with the COLA and they should extend the \$500 bonus which City Council all supports. To reach out and grab a number and say you people make enough at \$50,000, but you at \$49,500 get a bonus. It is not that many people making over \$50,000 here. He believes it is 40 or less employees. He would support the bonus if it was given out fairly and impartially. He did not want to tell people they are not going to get a bonus because they make too much because he doesn't know anyone at the City from the top to the bottom who is overpaid.

Councilman Smith called for a point of order; there is a motion on the floor.

Mayor Pro Tem Ferebee said he wanted to answer Councilman Stainback's question. It was not an arbitrary figure. It was a calculated figure from the 3% and \$1,000 bonus City Council was looking at doing. At \$50,000, the 3% and \$1,000 bonus equated to the same as the 5% COLA across the board. That is where the figure came from.

Mayor Pro Tem Ferebee was asked to restate his motion. He said to give a 5% COLA across the board to every single employee. In addition, any employee making \$50,000 or below gets a \$500 bonus. Also, give the City Manager a timeframe of September 30<sup>th</sup> to look at every other employee.

Councilman Smith asked for the City Clerk to read the motion.

City Clerk Storey read the motion. To give a 5% across the board to every employee. Those making \$50,000 and under get a \$500 bonus and ask the Human Resources Director and City Manager to look at every employee's salary by September 30<sup>th</sup>.

Councilman Smith asked Mayor Pro Tem Ferebee if he was willing to amend his motion to adopt the FY2023-2024 budget.

Mayor Pro Tem Ferebee amended his motion to adopt the FY 2023-2024 Budget Ordinance No. 2023.05 to include a 5% COLA across the board to every employee and those making \$50,000 and under get a \$500 bonus plus request the Human

Resources Director and City Manager to look at every employee's salary by September 30<sup>th</sup>.

Councilman Stainback asked Mayor Pro Tem Ferebee if he would amend his motion to include all City employees for the \$500 bonus and not exclude the ones over \$50,000. Mayor Pro Tem Ferebee replied not at this time. He believes that will be taken care of with what they set forth with the City Manager and Human Resources Director for every single employee.

Mayor Doughtie called for a second to Mayor Pro Tem Ferebee's motion. Councilwoman Bryant seconded the motion.

Councilman Smith stated he would like to see all employees get the \$500 bonus. He thinks they should treat everybody fairly across the board. He agrees with Councilman Stainback on that.

Councilwoman Bryant stated she thinks the 5% is really pushing as far as what City Council looked at. She thinks it is fair. She was really depressed that the City has over 70% of its employees making less than \$50,000. That is why she seconded the motion. Those making less would have the opportunity to make a little extra to help them. She was not saying \$50,000 was a magical number, but if 70% of the employees are making less than that, she feels those are the ones that need the extra more.

Mayor Pro Tem Ferebee stated the City has 98 employees that fall in that category.

Mayor Doughtie called for a vote on the motion. Mayor Pro Tem Ferebee and Councilwoman Bryant voted in favor. Councilman Smith, Councilman Stainback and Councilman Daughtry voted against. Motion failed.

Motion was made by Councilman Smith, seconded by Councilman Stainback, and to adopt the Fiscal Year 2023-2024 Budget Ordinance (Ordinance No. 2023.05) with the 5% COLA and add a \$500 bonus for each employee to be paid in November. Councilman Smith, Councilman Stainback, Councilwoman Bryant and Councilman Daughtry voted in favor; Mayor Pro Tem Ferebee voted against the motion. Motion carried by a 4-1 vote.

**ORDINANCE NO. 2023.05**  
***City of Roanoke Rapids***  
***FY 2023 - 2024 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, 2023 and ending June 30, 2024.

**SUMMARY**

General Fund (Operating)	\$ 16,702,086.00
Municipal Swimming Pool	28,300.00
Drug Enforcement Fund	32,000.00
Roanoke Rapids Theatre	<u>952,140.00</u>
<b>TOTAL ALL FUNDS</b>	<b>\$17,714,526.00</b>

**Section 1. General Fund**

**Anticipated Revenues:**

2022 Ad Valorem Taxes	\$7,599,702.00
Ad Valorem .01 Tax for Rescue Squad	85,000.00
Prior Years Ad Valorem Taxes & Penalties	115,000.00
Payments in Lieu of Taxes	0.00
Credit/Collections Lien Accounts	1,000.00
NC Tax and Tags	870,024.00
Lease Vehicles	30,000.00
Business Registry Collections	4,000.00
Powell Bill Street Allocations	500,000.00
Sales Tax	4,090,000.00
Solid Waste Disposal Tax	12,000.00
ABC Profits	80,000.00
Christmas Parade	14,000.00
Police Grants and Donations	65,000.00
Fire Grants and Donations	200.00
Recreation Grants	0.00
Senior Center Grants and Donations	43,625.00
Library Grants and Donations	13,910.00
Roanoke Canal Museum Grants and Donations	98,000.00
Solid Waste User Fees and Penalties	1,818,515.00
Court Costs	2,000.00
Animal Control	500.00
Inspection Fees	130,680.00
Lot Cutting Revenue	20,000.00
Cemetery Revenue	150,000.00
Recreation User Fees	48,600.00
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	9,200.00
Library User Fees	6,150.00
Utility Franchise Taxes	1,144,000.00



**Minute Book Page 21315**  
**June 20, 2023 Regular Meeting**

Beer and Wine Tax	63,000.00
Miscellaneous Grants	10,000.00
Miscellaneous Revenue	11,050.00
Insurance Reimbursement	2,500.00
Interest Earnings – General Fund	240,000.00
Sale of Wreck Reports	7,000.00
Occupancy Tax	5,600.00
Sale of Surplus Property	40,000.00
Restitution	0.00
Municipal Ordinance	15,000.00
Fund Balance – Regular	<u>305,308.00</u>

**TOTAL REVENUES** **\$17,714,526.00**

**Authorized Expenditures:**

**Operating**

Legislative	\$52,544.00
General Government	1,562,500.00
Administrative	240,571.00
Human Resources	218,764.00
Main Street Development	74,340.00
Elections	3,000.00
Finance	343,155.00
Information Systems	30,900.00
Revenue Collections	321,372.00
Legal	35,000.00
Planning & Development	576,216.00
Government Buildings	90,632.00
Police	3,730,767.00
Fire	2,504,087.00
Public Works	640,044.00
Central Garage	336,205.00
Combined Street and Powell Bill	1,324,174.00
Solid Waste	920,964.00
Refuse	525,741.00
T. J. Davis Center	448,571.00
Aquatic Center	201,339.00
Parks and Recreation Maintenance	573,485.00
Chaloner Center	65,150.00
Senior Center	120,263.00
Transportation Grant	11,950.00
Andrews Meeting Hall	8,100.00
Miscellaneous Grants	22,000.00
Community Center	40,600.00
Library	295,019.00
Cemetery	179,266.00
Property Maintenance	593,392.00
Roanoke Canal Museum	126,300.00
Miscellaneous	0.00

Tax Contribution to RVRS	85,000.00
Debt Service	400,675.00
Capital Reserve	0.00

**Subtotal Operating Expenditures** **\$16,702,086.00**

<b><u>Roanoke Rapids Theatre</u></b>	
Theatre Debt Payment	<b><u>\$952,140.00</u></b>

**TOTAL EXPENDITURES** **\$17,654,226.00**

***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** **\$28,300.00**

**Authorized Expenditures:**

**TOTAL EXPENDITURES** **\$28,300.00**

***Section 3. Drug Enforcement Fund***

**Anticipated Revenues:**

Drug Forfeiture Revenue	<u>\$32,000.00</u>
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**TOTAL REVENUES** **\$32,000.00**

**Authorized Expenditures:**

**TOTAL EXPENDITURES** **\$32,000.00**

**TOTAL GENERAL FUND EXPENDITURES** **\$17,714,526.00**

***Section 4. Additional Appropriations***

A. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all outstanding encumbrances on June 30, 2023.

B. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all unencumbered line-item balances at June 30, 2023, having derived from contributions, donations or grant funds.

***Section 5. Fee Schedule***

There is hereby established for the Fiscal Year 2023 – 2024 various fees and charges as scheduled herewith:

## Revenue/Tax Department

### ***Business Solid Waste User Fee & Disposal Fee***

Roll-Out Container Purchase	City cost per Container
Monthly Fees	\$40.00 per Container per month

### ***Residential Solid Waste Fee***

	\$285.00 per Residential Unit per year
Roll-Out Container Purchase for 2 <sup>nd</sup> container	City cost per Container
Yearly Additional Fees	\$285.00 per year for 2 <sup>nd</sup> Container (optional)

Business Registration Fee	\$20.00 per year
Itinerant Merchant, Peddler & Vendor License Fee	\$20.00 per year
Motor Vehicle Tax	\$11.00 per Licensed Vehicle
Municipal Taxi/Limo Tax	\$15.00 per Vehicle

City Beer & Wine Retail Licenses*	
On-premises malt beverage	\$15.00
Off-premises malt beverage	\$ 5.00
On-premises unfortified wine, on-premises fortified wine, or both	\$15.00
Off-premises unfortified wine, off-premises fortified wine, or both	\$10.00
City Beer & Wine Wholesaler License	\$37.50

## General Government

Photocopies	\$ .20 per copy/Letter Size B/W
	\$ .25 per copy/Letter Size Color
	\$ .25 per copy/Legal Size B/W
	\$ .30 per copy/Legal Size Color
	\$ .30 per copy/Oversize B/W
	\$ .35 per copy/Oversize Color

Recording Fees	Fees correspond with Fees set by Halifax Co. Register of Deeds
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## Police Department

Taxi Permits	\$50.00
Incident Reports	\$ 6.00
Accident Reports	\$ 6.00
Fingerprinting	\$10.00

Animal Disposal Fee \$25.00 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 \$75.00 each Driveway  
  
Illegally Dumped Items \$500.00 Fine  
  
Lot Cutting Fees and Abatement Cost plus \$250.00 Administrative Fee  
Emergency Response: \$1,500 Flat Rate per Emergency Response  
Third Party Labor Rate Charge \$75.00/Man Hour \$125.00/Man Hour Nights and Weekends/Holidays  
Administrative Labor Rate

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 \$60.00 per load  
Large Trailer \$150.00 per load  
Disposal Fees  
Transfer Station \$65.00 per ton or current price  
Landfill \$85.00 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)

\$200.00

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)
Juvenile audiobooks	\$ .15 per day (Max. 3.60)
Adult Books	\$ .20 per day (Max. 3.60)
All Magazines	\$ .20 per day (Max. 4.00)
Adult Audiobooks	\$ .30 per day (Max6.00)
DVD	\$ 1.00 per day (Max12.00)

Equipment	\$ 5.00 per day
Long Overdue Fine	\$ 15.00 each
Lost or Badly Damaged Items	Replacement Cost for item
Sale Books & Videos (Unusable gift books or books deleted from our collection):	
Magazines	\$ .10 each
Paperbacks	\$ .25 each
Hardbacks	\$ .50 – 3.00 each (Depending on age & condition of book)
Audiobooks	\$ 1.00 – 5.00 each (Depending on age & condition & # of CD's)
DVD	\$ 2.00 – 5.00 each (Depending on age & condition & # of DVD's)

**Library Class Fees:** Classes offered through the Library shall be set up on a “break even” basis paying for the cost of the instructor and supplies. In addition, a 2.00 per participant maintenance/utility fee will be charged.

***Non-Residents will be charged cost plus 100%.***

## **Parks & Recreation**

**Class Fees:** Classes offered through the T. J. Davis Recreation Center shall be set up on a “break even” basis paying for the cost of the instructor and supplies. In addition, a \$2.00 per participant maintenance/utility fee will be charged.

***Non-Residents will be charged cost plus 100%.***

### ***Athletic Fees:***

Adult Athletics – Team registration fees are based on breaking even on direct cost (officials, trophies, scorekeepers/field supervisors, etc.). In addition, a \$10.00/game maintenance/utility fee will be charged for basketball and \$5.00/game for softball.

In addition, non-resident adults will be charged \$25.00.

<u>Youth Athletics</u>	Resident Youth: \$20.00	Non-Resident Youth: \$50.00
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**Softball Field Rental Fees:** \$100.00 per field per day

<b>Picnic Shelter Reservation Fees:</b>	\$30.00 /day for Residents and \$60.00 /day for Non-Residents
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<b>Recreation I.D. Card Fees:</b>	\$15.00 for Youths
	\$30.00 for Adults

<b>T. J. Davis Room Rental Fees:</b>	
Multi-purpose (larger room)	\$50.00 per rental for non-profit group or individual resident
Classroom (smaller room)	\$40.00 per rental for non-profit group or individual resident

<b>T. J. Davis Center/Gym Rental Fees:</b>	\$50.00 Resident, \$100.00 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
<b>1026 Urban Greenspace Rental Fee:</b>	\$25.00 flat rate per day \$50.00 Non-Resident
<b>Centennial Park Only Rental Fee:</b>	\$30.00 flat rate per day \$60.00 Non-Resident
<b>Centennial Park &amp; Andrews Building Wedding Rental Fees*</b>	\$30.00 per hour for Residents \$60.00 per hour for Non-Residents

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

<b>Chaloner Recreation Center Rental Fee:*</b>	\$40.00 per hour for Residents \$60.00 per hour for Non-Residents
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**\*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	\$4.00
Non-Residents	\$8.00

Swimming Lessons

Toddler (Resident)	\$35.00
Toddler (Non-Resident)	\$70.00
Levels I – VII (Resident)	\$50.00
Levels I – VII (Non-Resident)	\$100.00
Individual Lessons:	
Resident	\$60.00
Non-Resident	\$120.00

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	\$4.00
Non-Resident	\$8.00

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

<i>(Minimum of Two (2) Hours)</i>	<u>Resident</u>	<u>Non-Resident</u>
Up to 25 participant's	\$100.00/hr.	\$120.00/hr.
26 to 50 participant's	\$125.00/hr.	\$150.00/hr.
51 to 75 participant's	\$150.00/hr.	\$185.00/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)	\$15.00

**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.

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.

(3)



- ◆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	\$375.00 Over two acres \$25 extra per acre
Rezoning + Conditional Zoning Petition	\$450.00
Voluntary Annexation Petition	\$300.00
Zoning Compliance Certification Letters	\$55.00 per individual site
Special Use Permit	\$375.00
Special Event Permit	\$60.00
Special Event Permit (events designed to attract 5,000 or more spectators or participants)	\$350.00
Ordinance Text Amendment Petition	\$400.00
Variance Petition	\$400.00
Appeal Petition	\$400.00
Land Use Violation	\$75.00 per day
Land Use Permit	\$100.00
Business Use Permit	\$100.00
Temporary Power	\$75.00
Processing Fee for petitioner withdrawal of Variance Petition, Conditional Use Permit or Rezoning Petition	\$400.00
Site Plan Review	\$300.00per site plan review*
	<30,000 ft2 of impervious surface
	\$800.00 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	\$175.00
Technical Review and Fee (based on square footage of project)	
<b>Square Footage of Project Area/Site</b>	<b>Fee</b>
Less than 10,000 SF	\$200.00
10,000 SF – 29,999 SF	\$315.00
30,000 SF – 49,999 SF	\$465.00
50,000 SF – 69,999 SF	\$590.00
70,000 SF or greater	\$790.00
Street Closing Petition	\$750.00
Final Subdivision Plat	
Minor Subdivision	\$105.00

Major Subdivision	
With Improvements	\$175.00 plus \$100.00/lot
Without Improvements	\$150.00 plus \$90.00/lot

***Note: The petitioner is responsible for all associated advertising expenses.***

Maps	\$20.00 per sheet
Land Use Ordinance (to recover actual per copy duplicating costs)	\$140.00
Comprehensive Development Plan	\$200.00
Zoning Maps (Color)	
Small	\$40.00
Large	\$50.00
Electrical Inspection of Existing Structure Requested by Power Company	\$75.00
Issuance of Certificate of Compliance	
Major Renovations (More than \$30,000.00)	\$200.00
Minor Renovations (\$30,000.00 or less)	\$150.00
Failure to Call for Proper Inspection	\$200.00
Removal of a Notice of List Pending	\$100.00
Home Occupation Permit	\$80.00
Recombination Plat	\$100.00

Supplement plan review fees for wireless communication facilities shall be charged in addition to a City processing fee as follows:

	<u>Review</u>	<u>City Processing</u>	<u>3<sup>rd</sup> Party Supp.</u>
Regulations	(1) Concealed Attached WCF	\$100.00	\$500.00   No Change Fed
Regulations	(2) Collocated or Combined WCF	\$100.00	\$500.00   No Change Fed
Regulations	(3) Freestanding Concealed WCF	\$100.00	\$500.00   No Change Fed
Regulations	(4) Non-concealed Freestanding WCF	\$100.00	\$500.00   No Change Fed

**Code Enforcement Division Fees:**

ABC Permit Application Inspection Fee	\$175.00 per inspection
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***Building Permit:***

(A) A permit to demolish or remove any size structure shall be issued upon proper application. Fees for such demolition or removal are as follows:

(1) Moving of an approved structure	\$170.00
(2) Demolish structure	\$225.00

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

<b>Type of Sign and Work</b>	<b>Fee per Sign Face</b>
Erection of outdoor advertising (off-premises) sign	\$250.00
Erection of principal use signs:	
Fifty (50) sq. ft. or less	\$80.00
More than fifty (50) sq. ft.	\$165.00
Erection of commercial accessory signs	\$55.00
Erection of temporary signs	\$52.00
Modification of existing signs	\$52.00

- (C) City building inspection fees for new construction, additions, and alterations of all structures shall be the greater of sixty dollars (\$60.00) or the applicable amount based upon a schedule of eight dollars (\$8.00) 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 ten dollars ( \$10.00) 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 sixty dollars (\$60.00) plus seven dollars (\$7.00) per fixture.

**Heating, Air Conditioning, Refrigeration and Ventilation Permit:**

- (A) Permit fees for installation or replacement of the following shall be sixty dollars (\$60.00) 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**

<b>Fossil Fuel (BTU/HR)</b>	<b>Fee</b>
50,000 or less	\$25.00
50,001 to 100,000	\$30.00
100,001 to 200,000	\$35.00
Above 200,000	\$40.00

- (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**

<b><i>Air Conditioning Compressor Rating (Nominal) - Tons</i></b>	<b><i>Fee</i></b>
5 or less	\$25.00
5.1 to 15	\$30.00
15.1 to 50	\$40.00
Above 50	\$55.00

*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 includes major components only.

**SCHEDULE III**

<b><i>Refrigeration Compressor Rating (Nominal) - Tons</i></b>	<b><i>Fee</i></b>
5 or less	\$25.00
5.1 to 15	\$30.00
Above 15	\$35.00

- (D) Permit fees for installation or replacement of the following shall be sixty dollars (\$60.00) 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**

	<b><i>Fee</i></b>
10 or less	\$25.00
10.1 to 50	\$30.00
50.1 to 100	\$35.00
Above 100	\$40.00

- (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 sixty dollars (\$60.00) each.
- (F) Permit fees for the modification, repair or replacement of duct systems shall be sixty dollars (\$60.00) each.
- (G) Permit fees for the installation or replacement of gas appliances and piping shall be sixty dollars (\$60.00). No permit shall be required for the replacement of a gas appliance where the piping is not altered.

**Electrical Permit:**

- (A) An electrical permit shall be issued, upon proper application, for a fee of sixty dollars (\$60.00) plus the applicable amount in accordance with the following schedule:
- (1) Outlets:
- |                      |        |
|----------------------|--------|
| Each 220-volt outlet | \$5.00 |
| Each 110-volt outlet | \$2.00 |

(2)	Motors: Each motor	\$7.00
(B)	Electrical change of service greater than 400 amp:	\$125.00

**Mobile Home Permit:**

A mobile home permit shall be issued upon proper application for a fee of one hundred fifty dollars (\$150.00).

**Fire Sprinkler System Permit:**

A fire sprinkler system permit shall be issued upon proper application for a fee of seventy dollars (\$70.00) plus ten cents (\$.10) per square foot of protected area.

**Insulation Permit:**

An insulation permit shall be issued upon proper application for a fee of sixty dollars (\$60.00) plus ten cents (\$.10) 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 fifty-five dollars (\$55.00). If a 2nd re-inspection is required fee would increase to \$55/\$70 and increase by \$15. for every subsequent visit. When a third-party inspection agency is involved, there will be an additional charge of ninety dollars (\$90.00).

General Miscellaneous Permit Refund Processing Fee	\$50.00
Fee for Issuance of Certificate of Occupancy (C.O.)	\$125.00

**Penalty:**

An additional charge equal to one-half (1/2) the required permit fee (minimum fee \$225.00) 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.501

**Section 6. Levy of Taxes**

There is hereby levied for the Fiscal Year 2023 – 2024 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, 2023, 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 \$1,157,913,859. **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.**

None

**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 \$285.00 per residential unit per year and the Business Solid Waste User Fee and Disposal Fee is \$40.00 per container per month.

**Section 11. Cost of Living Adjustment/Bonus Pay**

As part of FY 2023-2024 Budget, City Manager Traynham proposed a balanced budget that included a 5% cost-of-living-adjustment (COLA) for all City employees.

**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 2023 – 2024. 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 FY2023-24 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 2023 – 2024 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 20<sup>th</sup> day of June 2023.

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Emery G. Doughtie, Mayor

ATTEST:

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Traci V. Storey, City Clerk

Approved as to form:

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Geoffrey P. Davis, City Attorney

### City Manager's Report

City Manager Traynham reported the City has a few new employees. One to the Fire Department who is a recent graduate of the Fire Academy. Also, they had four cadets recently graduate from the Basic Law Enforcement Training (BLET).

She updated City Council on the Chaloner restroom building which is funded through the CDBG program. The anticipated delivery is June 29<sup>th</sup>.

City Manager Traynham announced on July 7 – 9<sup>th</sup>, the City will be hosting a baseball tournament for the 15U and 13U to be held on the baseball field behind the Aquatic Center. They do not know the exact number of teams yet, but this is a good tourism and economic boost for the local area. They will welcome people from out of town into the city.

She said the next City Council meeting would fall on Tuesday, July 4<sup>th</sup>. Since that is a holiday, the meeting will be held on Wednesday, July 5<sup>th</sup>.

She announced the City has hired a new Police Chief who will start on July 3<sup>rd</sup>. Dr. Christopher "Shane" Guyant has accepted the position to lead the Police Department. They look forward to the skills he will bring and the vision for the department. She acknowledged and commended Interim Chief Gorton Williams. There has been and continues to be a lot of adversity. He braved a smile and has worked really well with everyone. The new incoming chief is looking forward to working with Interim Chief Williams. The City has a chance to rebuild the department with a solid foundation. Police work is not easy, fire work is not easy, sanitation is not easy, and even finance

and city administration is not easy, but they are all in this together. She thanked Chief Williams again for his service and dedication to the City. She said she was sure he would continue to excel in his role as Captain of Administrations.

City Manager Traynham reported after the meeting tonight she would be on vacation to rest and recover. City staff will be able to take care of their needs while she was away.

Councilwoman Bryant confirmed the date for delivery of the Chaloner restroom building was June 29<sup>th</sup> and asked how long it would take to get set up. City Manager Traynham replied the set up will take one day and then the contractors will come in to connect utilities so it may take a few days. She would expect it by July 4<sup>th</sup>. Councilwoman Bryant asked if the splash pad would be operating before that since they have operated it without the restrooms in the past. Parks & Recreation Director Simeon stated right now they do not plan to open the splash pad until the construction is completed. They have sent an email to the contractors to remind them it will be delivered on June 29<sup>th</sup>. They must have electrical hooked up with Dominion after the building is placed. They informed the contractor that it was their goal to have the restroom open and ready to go July 4<sup>th</sup> with the splash pad.

Mayor Pro Tem Ferebee asked Parks & Recreation Director Simeon if he foresaw any issues with that. He replied as of now no. He has not heard from the contractor, but he knows what the City's goal is.

Councilman Smith stated he appreciated the hard work the City Manager and the committee put in with the hiring of the new police chief. He appreciates the hard work she and the department heads did on the budget. City Manager Traynham replied she credits staff for their input. No one knows their own department better than the folks that represent it. They try to do their best to make it work in a fiscally responsible manner.

Mayor Doughtie thanked Interim Police Chief Williams on behalf of City Council and all the people in the community for his service to the City as interim. He knew it was a difficult time to step up. Councilwoman Bryant agreed and said he deserved a round of applause.

### **Finance Director's Report**

Finance Director Johnson reported for the period ending May 31, 2023, general fund year to date receipts totaled \$18,121,868 which is 88.7% of the adopted budget. The prior year it was 99.9%, which is due to the budget being larger than last year. General



fund year to date expenditures totaled \$16,508,804 which is 80.8% of the adopted budget. The prior year it was 85.5%.

She pointed out the City still had revenues to collect for FY 2022-2023. They have not collected the following:

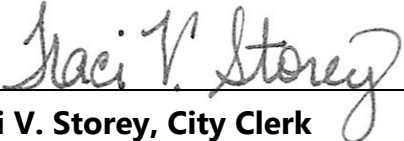
- **Ad Valorem** Tax for May & June
- **Motor Vehicle** Tax for May & June
- **Sales & Use** Tax for April – June
- **Hold Harmless** Tax for April – June
- **Utility Franchise** Tax Quarterly Payment in June
- **Residential and Commercial Solid Waste Fees** for May & June
- 

She said they did get a preview of what April's Sales & Use Tax amount would be. It will be \$443,000. She feels confident they will be over budget and receive more than what was estimated.

Councilman Smith said he's looked at the interest income and the Finance Department was doing a good job in the way they've invested the money and keeping up with it; he appreciated it.

### Adjournment

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Smith, and unanimously carried to adjourn. The meeting was adjourned at 7:22 p.m.

  
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Traci V. Storey, City Clerk

**Approved by Council Action on: July 5, 2023**