



Minutes of the Roanoke Rapids City Council

A Special Meeting (Budget Work Session) of the City Council of the City of Roanoke Rapids was held on **Tuesday, April 11, 2023 at 2:00 p.m.** at City Hall in the First Floor Conference Room.

Present:

Carl Ferebee)
Sandra Bryant)
Wayne Smith)
Rex Stainback)

Council Members

Kelly Traynham, City Manager
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Gorton Williams, Acting Police Chief
Tina May, Administrative Assistant – Police Dept.
David Wise, Planning & Development Director
Tony Hall, Main Street Development Director

Absent:

Emery G. Doughtie, Mayor
Tommy Daughtry, Council Member

Mayor Pro Tem Ferebee called the meeting to order.

Planning & Development Department

Planning & Development Director Wise presented and reviewed the needs for the Planning & Development Department.

- Dues/Subscriptions - \$1,600
- Trainings/Meetings/Schools - \$8,000
 - *Noted Roger Bell (Level I Certification) and Marvin Wheeler (Level II Certification) Preparing for transition when Brian Duhadaway retires in a few years.*
 - *Continuing Education for staff.*
- Equipment – \$3,500 Lease for copier
- Departmental Supplies/Materials - \$6,900
 - *Two Electrical Code Books, Electrical Code Hand Book & Office Supplies*

- Phones/Postage - \$11,000
- Uniforms - \$500
- Professional Services/Consultant Fees - \$2,500 (Same as last year)
- Maintenance & Repairs – Equipment – \$3,000
- Software Support - \$3,800
- Maintenance & Repair – Vehicle - \$1,000
- Advertising - \$1,500
- Automotive/Travel - \$4,000
- Automotive Supplies - \$1,000
- Demolition
 - 312 Summitt Avenue - \$15,000
 - 212 Washington - \$15,000
 - 100 Hamilton - \$15,000
- Capital Outlay – \$7,320
 - *Need new computers for staff. Four were purchased in 2016 and two in 2019.*

Councilman Stainback asked about the different vendors for phones. City Manager Traynham replied they use AT&T for cell phones and tablets, Verizon for City's desk phones, Charter and Centurylink are for internet and fax lines.

Councilman Smith asked about the amount budgeted for demolition. City Manager Traynham replied they had a demolition ordinance for the house at 212 Washington Street. There are two additional ones that the formal process has been initiated: 100 Hamilton Street and 312 Summitt Avenue. She noted there are others in town. She feels until the Planning Department conducts the deed research, completes the process and City Council approves the demolition ordinance, it would be too premature to obtain quotes to have them demolished.

Councilman Smith asked if they still had the monies set aside this past year. City Manager Traynham replied yes.

Planning & Development Director Wise stated last year they raised the fees modestly across the board so this year he planned to just do 4-5 items, but Finance Director Johnson advised him to increase them again.

Planning & Development Director reviewed the schedule of fees for the department. (Proposed fee schedule on file in Clerk's Office). City Manager Traynham offered one correction under Land Use Violation. General statute limits that to \$50 per day.

Finance Director Johnson stated they tried to focus more on the commercial building fees. City Manager Traynham added that the City's permits fees are still relatively low in comparison to other agencies. They are making incremental increases which are believed to be appropriate.

City Council discussed various increases to the proposed fee schedule and the justification of the increases.

Main Street

Main Street Development Director Hall stated when Main Street joined the City in 2013, they were still operating as RABA. He was appreciative of the support the City gives the program through the salary, office space and activities that they do. That is part of the quasi-relationship with the City. This allows them to do their own non-profit fundraising. He was grateful for the monies the City does give so they can continue to have the program such as the fees to be part of the Main Street program and the two conferences they mandate he attend. He will soon be done with the mandatory training. There are two more classes which he will complete this year. The class fees are very nominal; one was just \$25. This is why they do not have a very detailed budget. Most of the expenditures go through the Main Street Board of Directors where they fundraise the money. That is a separate entity where he approaches the board for different programs, and they need to raise the monies to do it.

He thanked those who do support their fundraisers. They just had one and it was successful. Those monies are used for struggling businesses. During COVID the fundraisers held helped save a lot of businesses. They also help sponsor some of the City's events as well.

Finance Director Johnson noted the Main Street budget is salaries and benefits. There are no increases, hence the reason the budget report shows \$0.

Main Street Director Hall stated the \$250,000 grant money was a huge help. They also received a private grant of \$1,400 and fundraisers/donations in the Main Street Board fund of almost \$7,000. The push is to find more grant money. Eventually he would like to see the program grow to where they would have some seed money, but he does not have the program where they need it to be right now. Hopefully, they will see a lot of changes. The plan is once people see the potential they can have, if they had something to work with, then they could come back at a later time to see what more they could do working together.

Councilman Smith asked if the money he gets only accountable to the Main Street Board of Directors and not the City. Main Street Director Hall said the grant money has to be accounted for through the City unless the Board receives its own grant as Main Street DBA RABA. The money they raise through fundraising also goes back to them because the City doesn't do anything to do the fundraising.

Councilman Smith asked if the Main Street Board notify the City Manager of what they are doing. Main Street Director Hall replied that the Board does not necessarily answer to the City per se. They have a by-law on how it is set up and run. He informs the City Manager as they go. There is a strict guideline on what they can and cannot do; the State sets that. They are required to submit an annual report, but since he had not been in the position for a year yet, he did not know if City Council received a copy of it or not. It reports what took place throughout the year and the money that was spent. He invited City Council to attend any of the board meetings to see what they do. City Manager Traynham stated the structure is formatted by following a model set up by the State. The structure here is like any other Main Street community.

City Manager Traynham added they have to renew the agreement with State every year so they will pull that information that has been renewed annually since Ms. Caudle was initially hired.

Police Department

Administrative Assistant Tina May reviewed the operational budget. The following items were noted for increases or decreases:

- On Call Pay – increase from \$2,000 to \$3,500
- Training, Meetings – increase from \$2,000 to \$3,500
- Vehicle Maintenance – decrease from \$20,000 to \$9,000 *(due to new leased vehicles)*
- Fuel – increase from \$140,000 to \$145,000
- Departmental Supplies – increase from \$9,000 to \$13,000
- Police Ammunition – increase from \$7,000 to \$8,000
- Uniforms – increase from \$14,000 to \$16,000
- Clear System & Leads Online Software – increase from \$13,888 to \$14,500
- Police Dog Supplies – increase from \$5,000 to \$10,000 *(recently received grant for a new K-9)*
- Flock Camera System Funding - \$46,400

Ms. May said she spoke with vendor today and they made an offer that if the City signs on to purchase the 4 cameras the PD is requesting, they will give the same price as last year. It comes with a 5-year contract so if they sign the contract, they will revert to the original cost of \$2,500 instead of the price they gave for this year, \$3,000. The total would be \$37,500 instead of \$46,400. But they would be required to sign a 5-year contract. It would save \$7,500 per year. City Manager Traynham said she believes a 5-year agreement would be appropriate to lock in the price. She could get the City Attorney to review the agreement once it is received.

Councilman Stainback asked how many cameras did the City have now. She replied eleven and covers all except four locations in the city.

Councilman Smith confirmed that the Police Department received donations from local businesses for these cameras. City Manager Traynham said they had sponsors for the first year that paid for installation and first year camera use. If the City doesn't pay the bill the cameras turn off and they will come get the equipment.

Mayor Pro Tem Ferebee asked if they were paying for themselves. Ms. May replied yes. She gave an example of a recent crime it helped solve. The system communicates with other departments and agencies across the U.S.

Ms. May continued to review the operational budget.

- Capital Outlay – Fixed (In-car cameras) \$93,400
- Computer Replacements – increase from \$1,500 to \$8,000 (*many are outdated – should buy 8 computers*)
- Maintenance Live Scan/Fingerprint machine – increase from \$3,647 to \$3,850
- Special Investigations (Narc) – increase from \$9,312 to \$10,000 (*Finance Director Johnson said they will be taking that line item off because it technically needs to go to the separate Fund 17*)

Ms. May presented the Police Department's Capital Requests.

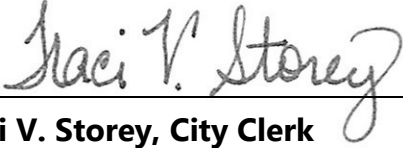
Lease Vehicles (12)	\$10,800	\$129,600
Vehicle Upfit + Graphics (12)	\$9,400	\$112,800
Camera, In Car (12)	\$6,700	\$ 80,000
VIPER Radios (34)	\$4,453.13	\$151,405.42 *
<i>*(Savings of almost \$10k if they complete the fleet)</i>		
Laptops (12)	\$1,000	\$12,000

Flock Cameras (4)	\$2,850	<u>\$11,400 **</u>
<i>** (Savings with 5 year contract)</i>		
TOTAL:		\$497,606.42

Councilman Smith asked how many police officers and police cars did they have. Ms. May replied they have 50 cars and they would like to be fully staffed at 43, but currently they are not fully staffed. She said they would like to have eight extra cars on the lot for spares. Councilman Smith asked how many spares did they have now. She replied six. She explained when they get the new leased cars, the older cars become the spares and the spares on the lot go to auction.

City Council discussed postponing the budget work session set for Wednesday, April 12th due to conflicting schedules. They agreed to postpone the work session until Tuesday, April 18, 2023 at 4:30 p.m. prior to the City Council regular meeting.

The meeting adjourned at 3:25 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: May 2, 2023