



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, January 21, 2025, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

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

Andy Jackson)
Curtis Strickland)
Rex Stainback)
W. Keith Bell)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Harold Phillips, Interim Police Chief
Kristyn Anderson, Planning & Development Director
Kelly Daughtry, Parks & Recreation Director
Jason Patrick, Fire Chief

Absent: Christina Caudle, Human Resources Director
Larry Chalker, Public Works Director

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

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

Adoption of Business Agenda

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

There being no conflicts, motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt the business agenda as presented.

Approval of City Council Minutes

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Jackson, and unanimously carried to approve the January 7, 2025, Regular City Council Meeting minutes as drafted.

New Business

Consideration of Budget Ordinance No. 2025.03 – FY2025 Occupancy Tax

Finance Director Johnson said the budgeted amount for the FY2025 Occupancy Tax was \$77,000. The Halifax County Convention & Visitors Bureau board approved \$114,277.50. She asked City Council to approve the following budget amendment to reflect the adjustment in the occupancy tax budget:

**Ordinance No. 2025.03
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, 2024 and ending June 30, 2025, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – P&R – Increase FY 2025 Occupancy Tax Budget
Project Revenues - P&R – Increase FY 2025 Occupancy Tax Budget \$37,277.50

Approved FY 25 Occupancy Tax Funding:

Roanoke Canal Museum Operations \$ 10,000.00
Field Enhancement \$ 25,000.00
Carry Forward \$ 9,277.50
Special Projects: \$ 70,000.00
Total to be requested \$114,277.50

FUND PROJECT TOTAL \$37,277.50

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – P&R – Increase FY 2025 Occupancy Tax Budget
Project Expenditures - P&R – Increase FY 2025 Occupancy Tax Budget \$37,277.50

to the streets. They got away with minimal injuries as a result of some of the icy conditions. She reminded everyone to exercise caution so if they did not need to go out, don't go out and if they did need to go out, to increase travel time and distance between vehicles.

City Manager Traynham said the Fire Department conducted some training exercises last week. They are also preparing to complete the final inspection of the fire engine in Florida. Next week, Fire Chief Patrick will be attending the annual Fire Chiefs conference. Lastly, she stated that they will publicly release the name of the City's new Police Chief tomorrow at 12 noon.

Mayor Doughtie asked if the Main Street Director position was actively seeking to be filled at this time. City Manager Traynham replied the position is actively being advertised. They are starting to receive more interest in the position. They have a small applicant pool. They intend to maintain that program and hope to generate some interest, especially with the 250th Anniversary of the Halifax Resolves. It is important that they have someone to help with that effort. That position would be very helpful in the City hosting an event.

Mayor Doughtie asked if they did not find a suitable applicant before this year's budget was up, could that money be spent through a budget ordinance on something else or does it not get spent and stay in the general fund. City Manager Traynham replied that City Council could approve a reallocation of funds to transfer them between line items.

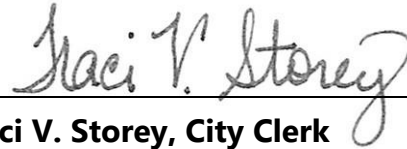
Finance Director's Report

Finance Director Johnson presented the financial report for the period ending December 31, 2024. General Fund year-to-date receipts totaled \$11,710,439.78. General Fund year-to-date expenditures totaled \$9,654,368.37. Year to date revenues exceeded expenditures by \$2,056,071.41. After the month of December 47.0% of the budget year has been completed.

Mayor Doughtie stated it appears they have already collected almost \$300,000 in interest and they budgeted \$240,000. He asked if at the end of the fiscal year would that surplus go into the fund balance unless City Council took some action. Finance Director Johnston replied that it was correct; it would roll over into the fund balance. She added that she was conservative with her estimate because she spoke with NC Cash Management and the bank, and they were saying interest rates were going to drop. They have dropped a little bit but not much. She stated they were doing very well with the interest.

Adjournment

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Jackson and unanimously carried to adjourn. The meeting adjourned at 5:43 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: February 4, 2025