



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 18, 2023 at 4:30 p.m.** at Lloyd Andrews City Meeting Hall

Present: Emery G. Doughtie, Mayor
Carl Ferebee)
Sandra Bryant)
Wayne Smith)
Rex Stainback)
Tommy Daughtry)

Council Members

Kelly Traynham, City Manager
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Christina Caudle, Human Resources Director

Mayor Doughtie called the meeting to order.

Administration/Finance

Finance Director Johnson presented and reviewed the proposed FY 2023-2024 budget for Administration. She noted the following changes:

- Additional City Benefits (Dental) – increase from \$900 to \$1,500
- Contracted Services – decrease from \$11,400 to \$10,000
- Insurance & Bonds – increase from \$4,794 to \$10,000

She reported that if the budget is more than \$10M, the finance director has to be bonded for \$1M. Plus the revenue/tax collector has to be bonded as well.

City Council discussed the costs of paying health insurance for qualifying retirees. They suggested this policy, along with others in the personnel policy, need to be reviewed and discussed further.

- Settlements/Legal – increase from \$10,000 to \$15,000

Budget changes for the Finance Department:

- Software Support - increase from \$16,000 to \$18,000 (*GASB 87 & GASB 96*)

Human Resources

Human Resources Director presented and reviewed the proposed FY2023-2024 budget for the Human Resources Department. She requested the following:

- Annual Workforce Training (New) - \$2,000
- Departmental Supplies – increase from \$1,500 to \$2,000
- Employee Wellness Program (New) - \$2,000

She reported the workforce training was new and would be like what the Public Works Department does for safety training. This training would involve all City employees. Some examples would be, “building a respectful workplace, managing conflict in the workplace, bullying at work.” They can do this through the employee assistance program provider VHS at a very low cost. They would come onsite to conduct this for the City annually. She said they needed this and had done some of it in pieces, but not as a whole. They are looking at this as liability coverage as well.

Councilwoman Bryant stated she thought the training was a good idea and asked if the City provided training for those promoted to supervisory positions. Human Resources Director Caudle replied no, not formally. They could build this into that. The EAP offers a bunch of trainings and it’s not utilized. The City pays \$4,000 per year and it is still in this budget. The training could be tailored to a smaller group.

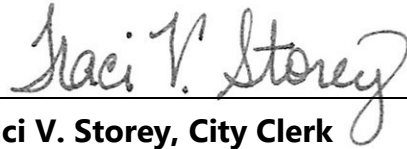
Human Resources Director Caudle said the Employee Wellness Program was new and could potentially be a preventative program for the City. In reviewing the NCLM Benefits Survey, about 50% of the respondents have a wellness program. The purpose is to do quarterly or annual wellness programs for mental health and physical health including diet and exercise. The overall goal would be to try to change unhealthy habits that would prevent chronic or long-term illnesses.

She said her overall increase in the budget was 5% for the department.

Councilwoman Bryant suggested they consider offering a health savings account along with a plan with a high deductible because PPOs are quite expensive. They did this at her job and it was a big savings.

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The meeting adjourned at 5:00 p.m.

A handwritten signature in cursive script that reads "Traci V. Storey". The signature is written in black ink and is positioned above a horizontal line.

Traci V. Storey, City Clerk

Approved by Council Action on: May 2, 2023