

**PLANNING & ZONING  
ACCT. 01-8101**

The Planning and Zoning Administrator is responsible for administration of the Town's Zoning Ordinance, Subdivision Ordinance, comprehensive planning, and other matters of the Town Code related to land use issues. The GIS Administrator has the responsibility of managing the Town's Geographical Information System (GIS), which is a modern system of mapping and managing data related to a variety of uses including land use, utility infrastructure, streets, public safety, and economic development. The office is also the staff liaison of the Rocky Mount Planning Commission and Board of Zoning Appeals. The Planning & Zoning Administrator is assisted by a GIS Technician/Code Inspector within the Community Development Department. Together, they share responsibilities for reviewing site plans, issuing sign permits, zoning permits, soil and erosion control, and proper land use planning. All costs for the Planning & Zoning Administrator and GIS Technician/Code Inspector and their salaries and fringe benefits, as well as 50% of clerical support personnel costs have been budgeted to this account.

The Community Development Secretary serves as Clerk for the Planning Commission and Board of Zoning Appeals, attending meetings, recording and transcribing minutes, and handling all public hearing notices.

**Budget Detail:**

**1001 – Wages – Full Time** – This line item includes 100% of the salaries of the PZA & GIS Technician/Code Inspector. Half of the salary (50%) for the Secretary is also included in this account.

**3000 – Contractual Services** – Includes professional consultant review of the Subdivision Ordinance and other Planning and Zoning Ordinances as needed and miscellaneous erosion and sediment control inspections for major projects.

**3600 – Advertising** – Costs of public notices for hearings of Planning Commission and Board of Zoning Appeals.

**3800 – Postal and Delivery Services** – For certified mailings related to rezoning requests.

**5200 – Communications** – Share of departmental costs for telephone service plus cellular phones.

**5500 – Travel and Training** – Costs for Planning Commission and BZA members to attend state certification courses. Also includes training costs for staff to attend professional development opportunities.

**5502 – Stipends** – Monthly stipends for Planning Commission and BZA members.

**5650 – Dues and Professional Memberships** – Costs for memberships in various planning, zoning, and economic / community development organizations.

**7003 – Data Processing** – To replace computers and update GIS software as needed.

**New Needs/Requests:**

No special requests being made for FY 2010.

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	FY 04 Actual	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Budget	FY 09 Estimated	FY 10 Proposed	Increase/ (Decrease)
1001 Wages - Full time	81,397	68,746	79,364	70,316	81,188	90,844	71,541	87,407	(3,437)
1002 Wages - Part time	0	0	0	5,880	0	0	0	0	0
1003 Wages - Overtime	0	0	0	23	25	0	0	0	0
1004 Wages - Contractual Services	1,525	1,450	1,550	1,550	1,550	2,075	0	0	(2,075)
2001 FICA	6,237	5,431	6,201	6,039	6,373	6,950	5,830	6,687	(263)
2002 Retirement/Life Insurance	13,866	11,508	15,271	9,434	4,861	15,989	12,997	15,384	(605)
2003 Deferred Comp Match	0	0	0	0	0	0	0	0	0
2005 Medical/Dental Insurance	11,913	10,460	12,271	10,642	14,678	16,441	15,159	19,329	2,888
2011 Workers' Compensation Insurance	74	132	113	114	210	136	240	133	(3)
3000 Contractual Services	14,026	6,729	1,067	10,039	2,208	3,500	3,261	1,903	(1,597)
3300 Repairs & Maintenance	0	0	0	0	0	0	0	0	0
3600 Advertising	3,858	2,726	1,390	5,908	3,047	4,000	2,200	2,700	(1,300)
3700 Printing & Binding	341	94	265	1,039	62	500	847	500	0
3800 Postage & Delivery Services	529	487	1,434	1,780	1,402	2,000	1,239	1,400	(600)
5155 Motor Fuel	409	474	479	571	796	800	581	620	(180)
5157 Motor Vehicle Expense	51	182	367	384	98	500	1,414	500	0
5200 Communications	1,103	1,889	1,379	1,682	1,710	1,450	1,709	1,770	320
5500 Travel & Training/Education	4,381	5,566	3,307	6,453	2,494	5,000	3,687	4,000	(1,000)
5502 Stipends	11,200	8,975	11,975	10,325	10,325	10,200	9,475	10,200	0
5650 Dues & Professional Memberships	397	228	540	432	387	700	1,245	1,000	300
5700 Books & Subscriptions	242	65	27	118	279	500	678	500	0
5800 Miscellaneous	265	1,200	194	0	272	700	148	200	(500)
6001 Office Supplies	917	1,245	691	710	1,614	1,100	2,055	1,500	400
6019 Materials & Supplies	0	0	0	89	152	0	0	0	0
7002 Furniture & Fixtures	2,040	0	740	317	498	0	0	0	0
7003 Data Processing Equipment	965	3,459	2,663	1,845	3,383	4,000	7,136	1,500	(2,500)
<b>TOTAL</b>	<b>155,736</b>	<b>131,046</b>	<b>141,309</b>	<b>145,688</b>	<b>137,611</b>	<b>167,385</b>	<b>141,442</b>	<b>157,233</b>	<b>(10,152)</b>

-6.07%