

**TOWN MANAGER  
ACCT. 01-1202**

The Town Manager serves as the chief administrative officer of the Town of Rocky Mount. The Town Manager is appointed by the Town Council and serves at their pleasure. He is responsible for the planning, organizing, directing and evaluation of the activities of all departments, through the supervision of department heads under his authority. The Town Manager is responsible for carrying out the policies and directives of the Town Council.

In performing these duties, the Manager interprets and implements policy determined by Council; oversees the enforcement of all laws and ordinances; appoints, directs, and evaluates all department heads and employees on the basis of merit and job performance; prepares and recommends annual operating and capital budgets; prepares agenda materials for meetings; keeps the Council advised of present financial conditions and future needs of the government through regular reports to Council; represents the Town in daily routine relations with the public, the media, other governmental entities, and private agencies; serves on various boards and committees; and other duties as may be described by the Town Charter or required of him by ordinance or mandate of the Council.

Personnel costs in this account are for the Town Manager and Administrative Assistant. This account also funds operating costs related to this office.

**Budget Detail:**

**5500 - Travel & Training** - Anticipated travel for Town Manager may include: VML Annual Conference; VML Conference for Newly Elected Officials, Virginia Local Government Management Association Summer Conference; VML Town Section Meetings, VML Policy Committee meeting; Virginia Rural Water Association Annual Conference, Virginia Economic Development Association annual meeting, and various other training opportunities as available.

**5650 - Dues and Professional Memberships** - Dues for professional memberships for the Town Manager for International City/County Management Association; Virginia Local Government Management Association; Virginia Economic Development Association and the Virginia Municipal League.

**5700 - Books and Subscriptions** - Costs for annual updates and supplements to Code of Virginia; subscription to Franklin News Post and Roanoke Times, and various publications from ICMA and VML as necessary.

**New Needs/Requests:**

No specific special requests for FY 2010.

**1202 TOWN MANAGER**

	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	94,480	99,596	103,635	89,897	100,299	118,198	118,198	118,198	0
1002 Wages - Part Time	0	0	0	0	0	0	0	0	0
2000 Mgr's Disability Insurance	0	0	0	0	330	0	726	726	726
2001 FICA	7,135	7,604	7,897	7,093	7,424	9,042	9,042	9,042	0
2002 Retirement/Life Insurance	16,301	17,338	18,039	17,572	10,670	20,803	20,803	20,803	0
2003 Deferred Comp Match	0	0	0	0	0	0	0	0	0
2005 Medical/Dental Insurance	9,448	9,893	10,566	8,067	10,645	12,910	12,822	12,553	(357)
2011 Workers' Compensation Insurance	75	131	114	114	142	177	163	180	3
3000 Contractual Services	2,183	2,546	4,755	26,937	15,847	2,500	0	3,379	879
3300 Repairs & Maintenance	25	0	0	109	0	0	0	0	0
3600 Advertising	200	203	576	1,409	88	500	476	400	(100)
3700 Printing & Binding	0	243	0	99	52	100	0	50	(50)
3800 Postage & Delivery Services	514	708	830	635	484	500	355	375	(125)
5155 Motor Fuel	358	620	1,065	2,818	991	1,800	646	700	(1,100)
5157 Motor Vehicle Expense	142	122	62	29	22	200	185	185	(15)
5200 Communications	4,978	5,089	5,631	5,727	5,505	5,000	4,365	4,500	(500)
5400 Materials and Supplies	0	0	0	0	0	0	0	0	0
5500 Travel & Training/Education	5,011	3,127	2,950	1,226	7,327	6,500	9,419	3,000	(3,500)
5650 Dues & Professional Memberships	655	596	724	753	922	800	2,271	2,821	1,821
5700 Books & Subscriptions	632	449	431	429	1,003	500	374	375	(125)
5800 Miscellaneous	181	268	2,413	129	0	0	374	0	0
6001 Office Supplies	1,677	1,798	1,612	1,774	2,509	1,600	2,593	1,600	0
7000 Capital Outlay	0	0	0	0	0	0	0	0	0
7002 Furniture & Fixtures	0	0	0	317	1,045	0	200	0	0
7003 Data Processing Equipment	3,049	3,435	399	0	2,366	1,500	417	0	(1,500)
7006 Motor Vehicles and Equipment	22,882	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>169,926</b>	<b>153,744</b>	<b>161,699</b>	<b>165,135</b>	<b>167,673</b>	<b>182,630</b>	<b>183,428</b>	<b>178,687</b>	<b>(3,943)</b>

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