

**MAYOR & COUNCIL
ACCT. 01-1101**

The Town Council of Rocky Mount is the legislative policy making body of the Town government. The Council is composed of six members, elected at large, every two years in four year staggered terms. The Mayor is the chief presiding officer of Town Council and is elected separately by the citizens, and serves a term of four years.

The responsibilities of the Town Council include:

- Enacting ordinances, resolutions and orders necessary for the proper governing of the Town's affairs;
- Reviews and adopts the annual budget;
- Appoints citizens to serve on various boards and commissions and reviews and decides on recommendations from these bodies;
- Appoints a Town Manager, Town Attorney, Town Clerk and Fire Marshall to serve at the pleasure of Council;
- Establishes policies and procedures to promote the general welfare of the Town and the health and safety of its residents;
- Represents the Town at official functions; and
- Other duties and responsibilities as authorized in the Town Charter and Code.

The Rocky Mount Town Council currently meets the second Monday of each month at 7:00 p.m. in public session, although the dates and time for regularly monthly meetings may be changed by resolution annually during the first meeting in July. The Council may choose to hold formal work sessions or special meetings as it deems necessary at other times during the month with adequate public notification.

Funds are allocated for pay of Council members for regular monthly meetings and special meetings as needed. Current rates for members are:

	Mayor	Council
Regular Monthly Meetings	\$450	\$250
Special Council Meetings	75	75
Special Planning Retreat	450	250
Initial Budget Work Session	450	250
Follow-up Budget Work Sessions	75	75
WPPDC Meetings **	50	50
Committee Meetings	0	0
Training Seminars/Conferences	50	50

** Includes citizen representative to WPPDC

Travel and training includes member attendance at various professional development seminars, including the Virginia Municipal League annual conference, VML Newly Elected Officials bi-annual conference, VML Town Section meetings, an annual strategic planning retreat, Virginia Association of Municipal Clerks meetings and training seminars (for Town Clerk only) and

miscellaneous professional development opportunities. The Virginia Municipal League offers a Certified Local Elected Official Program that any member of Council may participate in. This program requires 40 hours every two years of in-service training that can be obtained by attending various activities sponsored by VML or partner organizations. Funds are also budgeted for expenses for the Town Clerk, including a \$150 per month stipend and office supplies.

Budget Detail:

1005 - Wages - Elected Officials – Council members are paid a monthly stipend regardless of attendance to regular meeting, but only paid for attendance to other meetings.

2005 – Medical/Dental Insurance – Council members may opt to be included in the group medical and dental insurance offered to regular employees.

3000 – Contractual Services – Fees for VML legal services, portion of maintenance agreement on copier and Town Clerk’s printer.

3600 - Advertising - Advertisement of various public hearings and annual proposed budget.

5500 - Travel & Training - Funds for members to attend various training opportunities and annual Virginia Municipal League Conference. Funds are provided for the Town Clerk to attend the annual Municipal Clerks conference.

5502 - Stipends - Payment to citizen representative and Council members to West Piedmont Planning District Commission.

5650 - Professional Dues & Memberships – Membership in Virginia Municipal League, West Piedmont Planning District Commission, Roanoke Valley-Alleghany Regional Planning Commission, Virginia Institute of Government, and Virginia Municipal Clerks Association.

5800 - Miscellaneous Community Outreach - Funds for various acknowledgments including illnesses, funerals, and employment milestones like years of service events and retirements.

New Needs / Requests:

No specific special requests in FY 2011.

1101 MAYOR & COUNCIL

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
1004 Wages - Contractual	2,550	2,550	2,700	2,100	2,050	2,500	2,400	2,400	(100)
1005 Wages - Elected Officials	34,125	32,925	34,175	29,475	32,110	32,100	32,100	32,100	0
2001 FICA	2,836	2,766	3,243	2,912	2,604	2,619	2,639	2,639	20
2002 Retirement/Life Insurance	446	446	474	555	359	440	440	440	0
2005 Medical/Dental Insurance	18,695	17,797	15,243	18,504	25,169	25,818	25,209	27,035	1,217
3011 Workers' Compensation Insurance	0	0	0	0	0	0	0	0	0
3000 Contractual Services	288	3,425	17,269	7,914	6,607	3,937	3,395	2,145	(1,792)
3600 Advertising	2,657	2,216	4,662	2,592	2,783	1,000	1,109	1,100	100
3700 Printing & Binding	7,770	0	196	703	174	200	131	131	(70)
3800 Postage & Delivery Services	56	276	563	434	134	200	196	200	0
5200 Communications	42	0	57	168	0	0	0	0	0
5500 Travel & Training/Education	5,660	5,829	3,439	5,369	8,325	5,580	5,462	3,930	(1,650)
5501 Meeting Expenses	213	433	460	330	0	0	545	300	300
5502 Stipends	600	875	700	1,050	800	1,000	1,125	1,000	0
5600 Contributions to Other Entities	2,491	0	0	0	0	0	0	0	0
5650 Dues & Professional Memberships	4,550	4,778	5,250	8,630	7,450	7,982	7,493	8,759	777
5700 Books & Subscriptions	0	0	56	0	42	0	35	40	40
5800 Miscellaneous community outreach	2,543	1,756	3,518	11,184	10,031	9,250	6,646	6,100	(3,150)
6001 Office Supplies	2,460	1,537	1,683	2,014	1,930	1,650	842	900	(750)
7000 Capital Outlays	1,021	149	0	1,480	0	0	0	0	0
7002 Furniture & Fixtures	0	0	407	0	200	0	0	0	0
7003 Data Processing Equipment	0	0	931	0	1,189	0	0	0	0
7007 Audio & Video Equipment	0	0	0	0	2,653	0	0	0	0
TOTAL	88,992	77,759	95,025	95,413	104,611	94,276	89,768	89,219	(5,057)

-5.36%

**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 2011.

1202 TOWN MANAGER

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
1001 Wages - Full time	99,596	103,635	89,897	100,299	118,687	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	330	792	726	792	804	78
2001 FICA	7,604	7,897	7,093	7,424	9,007	9,042	9,042	9,042	0
2002 Retirement/Life Insurance	17,338	18,039	17,572	10,670	20,720	20,803	20,803	20,980	177
2003 Deferred Comp Match	0	0	0	0	0	0	0	0	0
2005 Medical/Dental Insurance	9,893	10,566	8,067	10,645	12,822	12,553	12,544	13,112	559
2011 Workers' Compensation Insurance	131	114	114	142	163	180	207	189	9
3000 Contractual Services	2,546	4,755	26,937	15,847	383	3,379	1,637	1,000	(2,379)
3300 Repairs & Maintenance	0	0	109	0	0	0	0	0	0
3600 Advertising	203	576	1,409	88	376	400	0	0	(400)
3700 Printing & Binding	243	0	99	52	0	50	25	25	(25)
3800 Postage & Delivery Services	708	830	635	484	445	375	426	400	25
5155 Motor Fuel	620	1,065	2,818	991	569	700	460	500	(200)
5157 Motor Vehicle Expense	122	62	29	22	172	185	75	100	(85)
5200 Communications	5,069	5,631	5,727	5,505	4,834	4,500	6,075	5,700	1,200
5400 Materials and Supplies	0	0	0	0	0	0	0	0	0
5500 Travel & Training/Education	3,127	2,950	1,226	7,327	10,349	3,000	2,954	2,375	(625)
5650 Dues & Professional Memberships	596	724	753	922	2,271	2,621	2,507	1,475	(1,146)
5700 Books & Subscriptions	449	431	429	1,003	682	375	297	330	(45)
5800 Miscellaneous	268	2,413	129	0	374	0	0	0	0
6001 Office Supplies	1,798	1,612	1,774	2,509	2,569	1,600	1,980	1,600	0
7000 Capital Outlay	0	0	0	0	0	0	0	0	0
7002 Furniture & Fixtures	0	0	317	1,045	200	0	0	0	0
7003 Data Processing Equipment	3,435	399	0	2,366	417	0	0	0	0
7006 Motor Vehicles and Equipment	0	0	0	0	0	0	0	0	0
TOTAL	153,744	161,699	165,135	167,673	185,831	178,687	178,023	175,830	(2,857)

-1.60%

**TOWN ATTORNEY
ACCT. 01-1204**

The Town Attorney is appointed by the Town Council and serves at their pleasure. He is responsible for representing the Council and staff in all legal matters concerning the Town. The Town Attorney prosecutes all violations of the Town Code for misdemeanor offenses. He is required to attend all regular and special meetings and prepares all ordinances, contracts, deeds, property matters, bonds, and other official documents of legal matters for the Town. The Town Attorney is paid a monthly stipend as a retainer for his services, plus additional fees for legal work outside his regular duties.

The proposed budget includes legal fees in connection with special outside legal services provided by either the Town Attorney or other professional services related to legal actions, such as surveying for deeds, special legal counsel, property recordation charges, and prosecuting Town Code offenses.

Budget Detail:

3000 - Contractual Services - For special outside legal, surveying, or consulting services other than Town Attorney as necessary for legal or property matters.

3100 - Retainer - Monthly retainer (\$1,312) for legal services provided by Town Attorney. These fees cover his attendance to all regular or special called meetings of Town Council, Planning Commission, and Board of Zoning Appeals. These services also include one hour per week of consultation with the Town Manager.

3150 - Professional Legal Services - This item is for all work performed by the Town Attorney on an hourly basis. Hourly rate is \$125.00 per hour.

New Needs/Requests:

No specific special requests for FY 2011.

1204 TOWN ATTORNEY

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
3000 Contractual Services	17,000	28,289	17,470	0	1,724	8,000	2,886	8,000	0
3100 Retainer	12,000	12,000	15,000	15,000	15,000	15,000	15,000	15,750	750
3150 Professional Legal Services	43,579	20,721	17,381	10,403	16,992	15,000	6,344	15,000	0
5500 Travel & Training	0	1,171	350	0	0	300	0	0	(300)
5650 Dues & Professional Membership	0	330	220	220	220	240	220	240	0
5700 Books and Subscriptions	500	392	612	550	555	500	0	0	(500)
5800 Miscellaneous	9	314	0	0	10	0	0	0	0
TOTAL	73,088	63,217	51,034	26,173	34,501	39,040	24,450	38,990	(50)

5% incr retained

-0.13%

**FINANCE DEPARTMENT
ACCT. 01-1213**

The Finance Director serves as the chief financial officer of the Town of Rocky Mount. She is responsible for maintaining accurate financial data in accordance with generally accepted accounting principals. The Finance Director also acts as the Town Treasurer. The responsibilities of the staff of the Finance Department include receiving all revenues, maintaining a chart of accounts and general ledger, properly coding all expenditures and revenues to the applicable account codes, processing payroll, human resource management, administration of employee benefits, risk management, procurement, accounts receivable, accounts payable, investments and cash management, coordinating an annual independent audit, maintaining an accountability of general fixed assets, and providing monthly financial reports to Town Council, the Town Manager, and all department heads.

The Finance Department includes the Finance Director, two Accounting Technicians, and two Account Clerks. The two accounting technicians split the duties of payroll, human resources management, fringe benefits coordination, accounts payable, procurement, and general liability insurance and risk management. The two account clerks serve primarily as customer service representatives, cash collectors, utility billers, and clerical support.

To more accurately reflect services provided by the Finance Department and its staff to the Utility Fund, only 75% of the salaries and fringe benefit costs for the Finance Director and the two Accounting Technicians are appropriated to this account, and only 50% of the salaries and fringe benefits for the two Account Clerk positions are budgeted here in the General Fund. The remainder of these costs has been allocated to the Utility Fund under an account entitled Utility Billing (02.6200). In addition, this account only reflects 75% of the costs for all contractual services and office supplies needed to support the Finance Department, with the Utility Fund budgeting the remaining 25%.

Budget Detail:

1001 - Wages - Full time - Costs of salaries and fringe benefits for all departmental personnel are split between this account and Utility Billing located in the Utility Fund.

3000 - Contractual Services - Includes: Financial software maintenance, auditing services, AS/400 mainframe maintenance agreement, financial hardware maintenance, direct deposit banking services, and miscellaneous office equipment maintenance. Only 75% of these costs are budgeted in the Finance Department account, with the remaining 25% in the Utility Billing account.

3700 - Printing & Binding - Costs for printing vehicle decals, personal property and real estate tax tickets, business license decals, checks, and additional audit reports.

3800 - Postage & Delivery Services - Costs are for mailing of tax tickets, business licenses, accounts payable checks, and departmental correspondence. Utility bill postage is budgeted in the Utility Fund.

5500 - Travel & Training - For professional development opportunities for all departmental staff. Includes expenses for training sessions and professional seminars sponsored by Treasurers' Association of Virginia, Virginia Government Finance Officers Association, Virginia Society of Certified Public Accountants, Virginia Municipal League Insurance Programs, Virginia Association of Human

Resource Management, Virginia Association of Government Purchasers, and various miscellaneous training providers in the fields of accounting; bookkeeping, insurance, personnel, computer information services, and procurement.

New Needs/Requests:

No specific special requests for FY 2011.

1213 FINANCE DEPARTMENT

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
1001 Wages - Full time	113,245	109,630	104,654	112,603	135,445	135,181	135,181	135,181	0
1002 Wages - Part time	0	0	0	0	0	0	0	0	0
2001 FICA	8,651	8,421	7,981	8,556	10,254	10,341	10,341	10,341	0
2002 Retirement/Life Insurance	19,702	20,471	21,905	28,936	23,602	23,792	23,792	23,995	203
2003 Deferred Comp Match	0	0	0	0	0	0	0	0	0
2005 Medical/Dental Insurance	15,965	16,741	15,111	16,112	20,529	20,463	21,443	24,154	3,691
2011 Workers' Compensation Insurance	180	157	157	165	189	205	241	216	11
3000 Contractual Services	49,912	57,822	55,941	71,280	41,293	77,205	68,206	70,729	(6,476)
3300 Repairs & Maintenance	0	0	0	0	0	0	0	0	0
3600 Advertising	1,107	485	215	1,918	301	400	400	280	(120)
3700 Printing & Binding	2,586	4,553	6,792	5,704	5,404	5,800	4,998	5,290	(510)
3800 Postage & Delivery Services	4,922	4,605	4,962	2,833	7,348	5,000	5,925	6,000	1,000
5155 Motor Fuel	257	318	247	253	240	300	0	0	(300)
5157 Motor Vehicle Expenses	292	77	16	950	76	200	0	0	(200)
5200 Communications	4,433	4,092	4,857	4,415	4,038	3,750	3,758	4,380	630
5500 Travel & Training/Education	5,106	4,490	1,275	4,369	3,549	5,000	2,812	3,510	(1,490)
5650 Dues & Professional Memberships	1,184	1,120	1,939	(399)	878	1,150	1,110	1,125	(25)
5700 Books & Subscriptions	477	1,132	811	2,144	31	2,000	111	250	(1,750)
5800 Miscellaneous	(5)	123	56	328	17	0	0	0	0
6001 Office Supplies	7,457	8,409	10,131	9,215	5,426	8,900	6,588	6,600	(2,300)
7000 Capital Outlays	0	0	0	1,656	0	0	0	0	0
7002 Furniture & Fixtures	0	1,014	2,442	2,180	0	0	0	0	0
7003 Data Processing	16,525	1,512	11,856	0	0	0	450	450	450
TOTAL	251,994	245,173	251,345	273,217	258,618	299,687	255,355	292,501	(7,186)

-2.40%

**BOARD OF ELECTIONS
ACCT. 01-1301**

This account provides costs for poll workers and other costs of the Franklin County Registrar's Office in connection to local municipal elections.

Regular bi-annual elections for three (3) Town Council seats and for the Mayor will be held in May 2010. The next election for three (3) Council seats will be in May 2012.

Budget Details:

3000 – Contractual Services – Fees payable to Franklin County Electoral Board for poll workers needed for municipal elections.

New Needs/Requests

No specific special request for FY 2011.

1301 ELECTORAL BOARD

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
3000 Contractual Services	0	4,749	0	3,793	0	3,900	3,900	0	(3,900)
3700 Printing & Binding	0	0	0	0	0	0	0	0	0
TOTAL	0	4,749	0	3,793	0	3,900	3,900	0	(3,900)

-100.00%