

**ROCKY MOUNT TOWN COUNCIL  
FISCAL YEAR 2008-2009  
BUDGET WORK SESSION NO. 2  
APRIL 23, 2008**

The April 23, 2008 Budget Work Session No. 2 for Fiscal Year 2008-2009 of the Rocky Mount Town Council was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 4:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

Vice Mayor Roger M. Seale and Council Members Stephen F. Agee, Posey W. Dillon, Jerry W. Greer, Sr., John H. Lester, and Sadie W. Tuning

Let the record show that Council Member Lester arrived at 4:17 p.m.

The meeting was called to order by Mayor Angle.

The Town Clerk read for the record the following being present: All members of Town Council as noted: Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Chief of Police Erik Mollin, Finance Director Linda Woody, Public Works Director Cecil Mason, Planning & Zoning Administrator Paul Stockwell, Superintendent of Wastewater Treatment Plant Jessie Jones, and Superintendent of Water Department T. W. Wade.

The Mayor led the *Pledge of Allegiance*.

**APPROVAL OF AGENDA**

Prior to the meeting, Council had received the agenda for review and consideration of approval.

- Motion was made by Council Member Tuning to approve the agenda as presented, seconded by Council Member Agee and carried unanimously.

**PROPOSED FISCAL YEAR 2008-2009 BUDGET AND CAPITAL IMPROVEMENT PLAN  
WORK SESSION NO. 2**

The Finance Director reviewed the new revenue:

- \$1 per month in garbage fees; planning and zoning fee change; tax rate revised to 13 cents per \$100 assessed value – a decrease of 1 cent (an increase of 15% in revenues after the assessment done by Franklin County).

- Other local taxes are projected to be flat.
- Planning & Zoning Administrator confirmed that the planning and zoning fees proposed are in-line with Franklin County and other localities. The Town Manager stated that there will be an opportunity to change this.
- Finance Director informed Council that the Town had a \$12,200 loss from the State, with most other reductions are in local tax revenues.

## **General Fund**

The Finance Director went over the summary of general revenues (pages 6-7).

## **General Government**

- Mayor & Council (pages 8-10)
  - New Needs/Requests:
    - No specific special requests
    - Slight increase in special items, line 5800, moved employee programs and flowers

The Finance Director confirmed to Council that elected officials are eligible for health insurance from Anthem, and that several Council members do participate. The line item shows a small portion of that cost is for the Town Clerk.

- Town Manager (pages 11-12)
  - New Needs/Requests:
    - No specific special requests
- Town Attorney (pages 13-14)
  - New Needs/Requests:
    - No specific special requests
    - Reduction of 6.86%
- Finance Department (pages 15-17)
  - New Needs/Requests:
    - Review of Personnel Handbook & Policies – Estimated cost is \$15,000

The Town Manager stated that staff is working on a procurement policy; up-to-date personnel policy; drug policy; with there being a need for an updated manual.

- Board of Elections (pages 18-19)
  - New Needs/Requests:
    - No specific special requests

- No new elections for 2009
- Mayor requested from staff to find out what the cost is to the Town if the Town has the municipal elections in November versus May. The Town Manager informed Council that the Franklin County Registrar would prefer the elections in November, and he will check with the Registrar regarding this.

The Finance Director informed Council that the cost would be divided on percentage basis and she would find out how it would be charged.

## **Public Safety**

- Police Department
  - New Needs/Requests:
    - The department needs to replace two units. Estimated cost is \$71,798 (\$37,724 for a marked vehicle and \$34,084 for an unmarked vehicle. Includes full equipment, radios, in-car computer and in-car digital video camera, some of which may be grant funded.)
    - The department also needs to update its Records Management System. This will be done in conjunction with Franklin County – Estimated cost is \$20,000.
    - The department will share costs with Franklin County to improve the security of the impound lot. Estimated cost is \$8,500.

The Chief of Police informed Council of the following:

- Department is looking into a fee rate structure for stored items at the Impound lot. Need to secure the lot since there has been several break-ins.
- Current records system is an IBR system, with a new system needing to be worked out with the County. Has talked with the Sheriff's Office about the CAD system (to have access to all calls, or ones not requiring a report).
- The two new cars being replaced are the 1993 Chevrolet sedan marked car with 114,000 miles, and the 2000 Ford Crown Victoria with 79,000 miles that has problems. Current state contract has the Crown Victorias, Chevrolets, and Dodges. Advised staying away from purchasing a Dodge. The new marked car would be the Crown Victoria and the unmarked would be a Chevrolet.

The Finance Director confirmed to Council that there would be a 1.25% increase in the police department budget, but cut everywhere else.

The Town Manager informed Council that the budget includes the reorganization, so the budget is approximately flat.

The Chief of Police replied to a question raised by the Mayor that he hopes

that the fuel costs budgeted were enough, but it will be no way to tell at this time.

- Volunteer Fire Department (pages 23-24)
  - New Needs/Requests:
    - No specific special requests

The Mayor questioned when the Fire Department was looking to replace the fire truck, with the Fire Chief replying that the County has not provided funds but that the Fire Department will be taking money allotted by FEMA and the Town's meal tax increase, which will allow them to replace the truck in this fiscal year's budget.

The Fire Chief informed Council that his department's total budget showed a 14.64% increase, but it is actually a small increase discounting capital and one-time expenditures.

### **General Fund Non-Departmental (GF)**

- General Fund Non-Departmental (pages 61-63)
  - New Needs/Requests:
    - Employee Wellness Program – Estimated costs for General Fund portion is \$7,500.

The Town Manager informed Council that the proposed employee wellness program will include events such as: "Chug for the Jug" 4-mile walk/race; membership for employees at the YMCA, if attendance can be tracked; local hospital and local physicians offering classes; etc. It was further mentioned that with employees participating, the Town should see a savings in health costs in the long run.

### **Agency Funding** (pages 87-89)

The Finance Director stated that now may be a good time to discuss the funding for agencies.

Discussion and comments regarding the agencies' requests are as follows:

- Have people in the community who will be in need of assistance; agencies which don't fund these needs should be considered and Council should make those choices.
- Gave Retail Merchants Association money for the parade.
- What agencies turned in their financial statements?

- Exponential growth in requests over the past nine years; all agencies provide worthwhile services, but it is financially impossible to meet all requests.
- Helping Hands is a good example of an agency that meets community needs; 44% of clients of Helping Hands are in-town.
  
- Motion was in place a few years ago that contributions to external agencies were limited to \$72,000 – less \$14,000 contribution moved to Community Development for CPR.
- Good payback from agencies for amount of dollars invested; just not enough dollars every year to do what needs to be done.
- Not sure why there is no wholesale helping out with Helping Hands projects; limited to one-time assistance.
- Major companies should be helping out with worthwhile charities to provide discounts and extend amount of assistance.

The Finance Director questioned if Council had any strong ideas about how to move the money around, with the Mayor stating to leave it like it is, and will finalize later.

### **Capital Improvement Plan** (pages 81-86)

Discussion and comments regarding the CIP are as follows:

- CIP plan different from prior plans.
- Plan shows fully funded items, with unfunded items moved into future years.
- This plan funds capital planned for this year.
- Regarding ID maker, Town Manager will try to outsource with County Public Safety, but if not, funds in the budget should cover the camera, printer, program, and signature pad.
- The Pigg River bridge replacement is on Virginia Department of Transportation's (VDOT) list past 2014. VDOT is saying that no parallel bridge is needed, but the Town believes it is needed in order to keep the traffic moving during construction.
- Request of \$35,000 for Celeste Park to use as match for grant and for force account projects. Have not found a grant yet to fit the project. Have plan for sign to be installed Friday at Celeste Park. Estimates are \$200,000 to \$400K for Town to do Park on its own. Council's preference is to build the Park using as few Town resources as possible. Need to do parking lot and bridge first, then get a professional tree firm to remove larger trees along the proposed trail. Celeste Park will be a public/private partnership.
- Will try to get a match grant for the Heritage Trail (match for music/arts venue).
- A generator and electric panel is needed for the Water Plant since the Town has no ability to produce water without electricity. There are not funds if fiscal year 2009 for this, but if the Water Plant is without electricity for an extended amount of time, equipment could be rented, per Town Manager.

- Capital requests are significant in fiscal year 2010; hope to be able to generate funds in other ways.
- Sewer projects: new line for Scuffling Hill road; UV lamp for Wastewater Treatment Plant; sewer line replacement for Uptown.
- Will need Powder Mill climbing screen for safety precaution for protecting pump station on Powder Mill Road.

*Let the record show that the Mayor recessed the meeting at 5:06 p.m. for those present to break for dinner.*

*Let the record show that the Mayor reconvened the meeting back into regular work session #2 at 5:36 p.m.*

### **Wrap-Up**

The Finance Director confirmed that all areas of the proposed budget and CIP had been covered.

The Mayor requested that Council address all issues now, or at the May 12 regular scheduled Council meeting, including additions, deletions, contributions, and the preparing approved budget for advertisement after that meeting.

It was confirmed to Council that prior to that, Council will need to advertise the tax rate. There was discussion regarding what the real estate rate needed to be advertised at.

- Motion was made by Vice Mayor Seale to authorize a real estate tax rate of maximum of 13 cents, with motion on the floor being seconded by Council Member Lester. Discussion ensued. Discussed advertising date and deadline to get advertised for the proposed real estate tax. The public hearing will be June 9 with advertisement needing to be 30 days prior. There being no further discussion, let the record show that the motion on the floor passed unanimously.

Discussed the need for methods of providing information to the general public other than the local television station.

- Need easy access for the public to get information.
- Post information to other locations other than Town facilities.
- Need to meet the demands for public information.
- More and more people going to satellite dish; therefore, have no access to local access cable station (channel 6).
- Community Development Department making more of an effort to make the Town's website the definitive local calendar.
- The Franklin Center would likely be welcoming.

In closing, the Mayor thanked everyone for a very thorough job with the budget and its presentation. Stated that the process has gone smoothly, and the numbers are easy to read. The Town Manager informed Council that the Finance Director deserved the credit for accomplishing this.

The Town Manager confirmed to Council that the Town Attorney is looking over the MOU for the County's Whitewater Park and will have before Council for their review and consideration during the regular Council meeting scheduled for May 12.

**ADJOURNMENT**

At 5:53 p.m., motion was made by Council Member Lester to adjourn, seconded by Council Member Tuning and carried unanimously.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

/phk

*NOTE: Minutes typed from notes taken by the Assistant Town Manger/Community Development Director and Finance Director due to the absence of the Town Clerk during the meeting.*

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