TOWN OF ROCKY MOUNT
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TOWN COUNCIL
STEVEN C. ANGLE, *MAYOR*
GREGORY B. WALKER, *VICE MAYOR*

BOBBY M. CUNDIFF MARK H. NEWBILL
BOBBY L. MOYER JON W. SNEAD
BILLIE W. STOCKTON

C. JAMES ERVIN, TOWN MANAGER
LINDA P. WOODY, FINANCE DIRECTOR

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

March 31, 2017

Honorable Steven C. Angle, Mayor
Honorable Members of Town Council
Town of Rocky Mount, Virginia

Mayor and Members of Council:

Your staff presents for your review the proposed budget for the Town of Rocky Mount for the Fiscal Year of July 1, 2017-June 30, 2018 (fiscal year 2018) along with the Five-Year Capital Improvement Plan. As required by your Code and Virginia law, the budget is balanced.

The local economy is finally and clearly rebounding, with stronger revenues, more economic activity and many fewer vacancies in Rocky Mount's storefronts and shopping centers.

PlyGem is continuing to hire, shipping product out of Rocky Mount for new construction as the national housing economy returns to normal. CavCo (Fleetwood) is building lots of inventory and using its whole property and nearby industrial properties for storage and shipping. We expect a buyer to be found this year for the former Mod-U-Kraft assets and a return to building operations. Trinity Plastics, Empire Foods and Newbold continue to be outstanding employers.

Your community development & planning staff has fielded as many or more new business inquiries in the past two months as they would have in a year during the depths of the recession. The county unemployment rate remains low, the real estate market has rebounded nicely and annual restaurant sales in Rocky Mount for calendar year 2016 crossed $29.5 million.

When combining the utility operating budget and the utility capital budget, the utility operations are coming closer to meeting their annual operation costs due to your diligence in working to correct utility rates over the past four years.

This budget shows more promise than recent budgets because of anticipated and actual growth. The Harvester Performance Center is completing its third year of operation. Many of the existing restaurant, lodging, and retail establishments attribute their increase in revenues the past two years to the Harvester. New businesses are opening within the Town limits to meet the increased demand for goods and services due to the healthy economic environment. Your staff expects continued new growth in the Downtown, Uptown and 40 East corridors both as a direct result of the investment you have made in the venue and as a result of an improving economy.

Major capital continues to be a challenge with a tight operating budget. In the General Fund, this budget presents operating revenues able to match operating expenses and a few extra funds for capital items. After undertaking a major and needed economic development project and a major necessary infrastructure repair project, the Town needs to restore its fund balance to an ideal level. The Utility Capital Fund, set up to finance capital needs involving utilities, will dip into its fund balance this year to complete a substantial water line replacement project.

Your departments continue to operate leanly. As always, the service your Town provides its residents is through two primary components: personnel and their tools, whether hammers, tractors, bulletproof vests, pencils, computers or vehicles.

On the personnel side, the Town continues to work to provide the right level of benefits and compensation to its hardworking employees. Health insurance costs will rise 24.8% over last year's costs, largely due to utilization arising from major health care challenges for some of our employees and retirees. The budget we present to you today includes a 3.5% increase in pay: a 1.0% cost of living adjustment and a 2.5% one-step increase to recognize employees' progress and successes. This modest increase will allow employees to cover the increase in health insurance and to see a small increase in take home pay to help defray the increasing daily expenses of their households. Without these combined increases, some employees will see a reduction in take home pay this year.

This budget addresses some important personnel issues. In this budget, four people in three front-line positions are reclassified to reflect the complexity and value of their work. The two account clerks in the Finance Department are reclassified from Grade 10 to Grade 13. The Records Manager in the Police Department is reclassified from Grade 12 to Grade 14. The Records Clerk in the Police Department is reclassified from Grade 9 to Grade 12. The total costs to re-classify these front-line personnel are $6,475 ($4,336 in the general fund and $2,139 in the utility fund). These re-classes will more accurately reflect their responsibility level in the Town's current pay plan. The part-time position in the Town Manager's Office is presented as full-time at an additional cost of $22,003. It has been over ten years since our last pay and classification study and staff believe that we can make adjustments as needed without the time and expense of a professional consultant.

Although a full-time Lead Technician/Equipment Manager and part-time help were proposed, no new positions are presented for the Harvester for 2018. Council should be aware that these positions are not asked for lightly and must be addressed in the future.

For 2018, the Public Works Superintendent's salary and fringes are split 70% Public Works Administration (general fund) and 30% to the utilities fund with 15% to water and 15% to sewer. For this past year (fiscal year 2017), his salary and fringes were split 90% Public Works Administration (general fund) and 10% to the utilities fund with 8% to water and 2% to sewer. The Public Facilities Director's salary and fringes are split 34% Public Works Administration, 33% water, and 33% sewer. This position has yet to be filled. We are currently recruiting via listings with VML, VaCo, Virginia Tech and VMI.

The general fund operations - less the major capital projects from last year's budget - budget for flat expenditures for FY 2018 and a 2.0% increase in total revenue.

For 2018, the utility operating fund, without depreciation and transfers, will see an increase of 4.7% in revenues with flat expenses. A transfer from the utility capital fund is needed to meet increasing utility operating costs.

The utility capital fund, with a proposed $1 increase in garbage fees for FY 2018 shows a 17.9% increase in revenues and, without the transfer to the utility operating fund, a 185.0% increase in capital expenses, due to the Diamond Avenue water line replacement budgeted at $450,000. This necessary project will have the utility capital fund dip into its fund balance accrued from prior years. The Harvester Performance Center shows a 4.5% decrease in operating expenses.

A $1 increase in garbage fees is proposed as a way of accelerating the repayment to the Utility Capital Fund for the budgeted expense of a $150,000 refuse collection truck. The fund has $88,000 in reserve for the truck currently leaving a balance of $62,000. At current rates it would take three years to repay the fund and at the proposed rate (a $1 increase resulting in $2 per month per customer going to the fund) it would take a year and a half. This rate is at Councils discretion.

Changes in the General Fund revenue for FY 2018 include:

- Property tax revenues (real estate and personal property) and local taxes (sales, meals, lodging) are flat. Real estate re-assessments are done every four years and we are in our second year of the most recent re-assessment. Internet sales are affecting the sales tax.
- We project actual business license revenues to increase by 1%. Internet sales are also affecting some of our larger retailers.
- Actual interest earnings are predicted to increase 8% due to the uptick in interest rates.

- Charges for services will increase 9.9% due to a new revenue stream from Piedmont Community Services for our Police Department personnel staffing mandated local critical treatment rooms.
- In State categorical aid, we are showing the $600,000 from VDOT for revenue sharing which is ear-marked per council's direction for the Floyd and Franklin intersection.

Changes in the General Fund expenditures for FY 2018 include:

- Increasing the receptionist position in the Municipal Building from part-time to full-time at a cost of $22,003.
- Re-classing three front line positions in the Finance Department and Police Department at a cost of $6,475.
- Costs to cover the May 2018 local election.
- Funds of $38,000 to purchase one new marked Police vehicle, the only vehicle purchase recommended for the coming year. Department heads requested replacements and upgrades of significantly more vehicles, and not funding them this year will lead to higher future capital budgets.
- The VDOT $600,000 grant is budgeted in Traffic Control for use with the Floyd and Franklin intersection upgrade.
- Funds of $40,000 to continue the sidewalk maintenance program for its second year.
- There is $15,000 in the Community and Economic Development budget for a "Shop Local" campaign.
- There is $10,000 in the Economic Development Authority budget for land purchase.
- There is $15,000 for the removal of blighted structures.
- There is a transfer to the Harvester Performance Center fund of $316,406 to cover Town expenses related to payroll and building maintenance.

Both the Utility Operating Fund's revenues and expenditures are showing an increase of 7.4% for FY 2018. There are inflationary increases in existing expenses for materials and testing. A transfer from the Utility Capital Fund of $136,259 is needed for the Utility Operating Fund to break even. Council has raised utility rates but dedicated all of this revenue to capital and some is needed to balance operations. It is shown under transfers from other funds on the revenue side. As in the past, depreciation expense is covered by the operating fund balance and not current operating funds.

Changes in revenues for this fiscal year include a one dollar increase in the monthly garbage fee to contribute towards present and future refuse collection equipment. No new utility usage fee increases for water or sewer services are reflected in this budget. $312,362 is expected to be added to the Utility Capital Fund's fund balance from FY 2017.

The purchase of a garbage truck is shown in the Utility Capital Fund. At the end of fiscal year 2017, $88,200 is available from the reserved public works balance. Another $61,800 is coming from the reserved utility balance and will be repaid with future garbage collection fees. This split is shown in the Utility Capital Fund expenditures.

The Harvester Performance Center Fund shows expenses related to the upkeep and maintenance of the Town's facilities and for the payroll and fringe benefits of Harvester personnel.

Key capital projects proposed during fiscal years 2018 through 2022 include:

- Software and supporting hardware for Finance
- Police K-9 dog replacement
- Police vehicles and vehicle equipment
- Fire vehicles and fire equipment
- Equipment and vehicles for the Public Works Department
- Sidewalk maintenance
- Improvements and additions to Town facilities and parks
- Property purchases for economic development opportunities
- Upgrades to existing water and sewer lines
- Meter reading equipment conversion
- Upgrades and rebuilds to water distribution and storage infrastructure
- Replacements and upgrades to equipment at the Water Treatment Plant
- Replacement of sewer collection infrastructure
- Replacements and upgrades to equipment at the Wastewater Treatment Plant

The calendar to adopt the Fiscal Year 2018 budget and the Capital Improvement Plan for fiscal years 2018 through 2022 is:

Mon	4/10/17	Presentation of proposed Budget and 5 year CIP to Town Council at 7:00 p.m. at the Municipal Building
Tues	4/11/17	Budget Work Session #1 at 5:00 p.m. in the Municipal Building
Mon	4/17/17	Budget Work Session #2 at 5:00 p.m. in the Municipal Building
Tues	4/18/17	Joint Work Session with the Planning Commission, if needed, at 6:00 p.m. in the Municipal Building; or Budget Work Session #3, if needed
Mon	5/1/17	Public Hearing on the Proposed FY 2018 Budget and CIP at 7:00 at The Municipal Building (Special Council Meeting)
Mon	5/8/17	Adoption of FY 2018 Budget and FY 2018 - 2022 CIP and

Appropriation Resolution at the regularly scheduled Council Meeting at 7:00 p.m. at the Municipal Building

This proposed Fiscal Year 2018 budget presents a faithful pledge to continue the diligent care in the services provided our citizens.

The budget would be impossible without the guidance from the department heads during the preparation process. They continue to provide the highest quality service at the lowest cost to taxpayers. They inspire their employees to continue to provide dedicated service to the Town's citizens and customers. Hard decisions were made to balance the desired level of service with the ability to fund them.

This budget would also have been impossible without the guidance and assistance of Town Council. You provided a unified course of direction for the Town of Rocky Mount and a consistent vision for the development of this budget.

Sincerely,

C. James Ervin
Town Manager

Linda Woody
Finance Director

RESOLUTION NO.: 2017.008

TOWN OF ROCKY MOUNT
FY 2018 APPROPRIATION RESOLUTION

WHEREAS, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, the Town Council of Rocky Mount met during open public sessions to conduct work sessions to analyze the proposed budget as presented by staff; and

WHEREAS, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on May 1, 2017 and

WHEREAS, after holding such hearing, on May 8, 2017 approved a budget for the fiscal year beginning July 1, 2017 through June 30, 2018, hereafter known as FY 2018;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate revenues sufficient to meet operating and capital expenditures in the following amounts:

GENERAL FUND:

REVENUES:	
General Property Taxes	\$1,006,841
Other Local Taxes	2,664,819
Business Licenses	692,589
Permits, Fees, and Licenses	15,400
Fines and Forfeitures	52,700
Proceeds from Use of Assets	78,355
Charges for Services	117,791
Non-Categorical Aid from the Commonwealth	74,996
Categorical Aid from the Commonwealth	2,189,629
Use of Fund Balance	0
Miscellaneous Revenues	325
TOTAL GENERAL FUND REVENUES	\$6,893,445

EXPENDITURES:	
General Government and Administration	$ 723,003
Public Safety	2,280,140
Public Works	2,144,309
Buildings and Grounds	259,801
Community and Economic Development	513,127
Non-Departmental	973,065
TOTAL GENERAL FUND EXPENDITURES	$6,893,445

UTILITY OPERATING FUND:

REVENUES:	
Water Use Charges	$1,235,684
Wastewater Collection Charges	758,958
Miscellaneous Revenue	47,339
Transfers from Other Funds	112,405
Appropriated Fund Balance	887,992
TOTAL UTILITY OPERATING FUND REVENUES	$3,042,378
EXPENSES:	
Water Treatment and Distribution	$ 882,896
Wastewater Collection and Treatment	682,449
Utility Billing	168,871
Non-Departmental	1,308,162
TOTAL UTILITY OPERATING FUND EXPENSES	$3,042,378

UTILITY CAPITAL FUND:

REVENUES:	
Water Fees	$ 281,721
Wastewater Fees	229,383
Garbage Fees	40,944
Proceeds from Use of Debt	0
Transfer from Other Funds	0
Use of Fund Balance	586,501
TOTAL UTILITY CAPITAL FUND REVENUES	$1,138,549
EXPENSES:	
Water Distribution Capital	$ 676,500
Water Treatment Plant Capital	59,857
Wastewater Collection Capital	47,000
Wastewater Treatment Plant Capital	32,787
Public Works Capital	150,000
Transfers from Other Funds	112,405
Debt Service	0
Contingency	60,000
TOTAL UTILITY CAPITAL FUND EXPENSES	$1,138,549

CAPITAL PROJECTS - GENERAL FUND:

REVENUES:	
Proceeds from Debt	$ 0
Use of Assets	1,159,202
TOTAL CAPITAL PROJECTS REVENUE	$1,159,202
EXPENDITURES:	
Buildings and Grounds	$ 78,285
Public Safety	61,000
Public Works	77,260
General Administration	0
Utility Projects	942,657
TOTAL CAPITAL PROJECTS EXPENDITURES	$1,159,202

HARVESTER PERFORMANCE VENUE OPERATIONS:

REVENUES:	
Operating	$ 354,682
TOTAL HARVESTER REVENUES	$ 354,682
EXPENSES:	
Operating	$ 354,682
TOTAL HARVESTRER EXPENSES	$ 354,682

GIVEN UNDER MY HAND, THIS 8th DAY OF MAY, 2017:

Steven C. Angle

____________________ Steven C. Angle, Mayor

ATTESTED:

Rebecca H. Dillon

____________________ Rebecca H. Dillon, Town Clerk

RESOLUTION NO.: 2017.009

TOWN OF ROCKY MOUNT
FY 2018 TAX RATES AND FEES RESOLUTION

WHEREAS, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, the Town Council of Rocky Mount met during open public sessions to conduct work sessions to analyze the proposed budget as presented by staff; and

WHEREAS, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on May 1, 2017 and

WHEREAS, after holding such hearing, on May 8, 2017 approved a budget for the fiscal year beginning July 1, 2017 through June 30, 2018, hereafter known as FY 2018;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the following tax rates and or fees are effective beginning July 1, 2017, unless otherwise changed by ordinance:

General Property Taxes

There shall be a tax levy pursuant to the powers vested to the Town Council by the Code of Virginia, as amended, on the following:

Real Property Tax - \$0.13/\$100 of assessed value.
Personal Property Tax - \$0.51/\$100 of assessed value.
Public Service Real Property - \$0.13/\$100 of assessed value.
Public Service Personal Property - \$0.51/\$100 of assessed value.
Machinery & Tool Tax - \$0.17/\$100 of assessed value based on original cost and declining depreciation over a 7 year period, until the effective rate at year 7 is \$0.07/\$100 assessed value.
Interest at an annual rate of ten percent (10%) per annum shall be charged on any unpaid general property taxes commencing on the first day of the month following the due date of the unpaid taxes.

Other Local Taxes

Cellular Telephone Tax – 10% of monthly gross charge, not to exceed \$3.00.
Consumer Utility Tax – 10% of monthly gross charge, not to exceed \$2.00 for residential service; \$5.00 for commercial service; \$15.00 for industrial service

Meals Tax – 5.0% of prepared food sold.
Transient Occupancy Tax – 7.5% on charges for overnight lodging.
Cigarette Tax – 10 cents per pack.
Bank Franchise Tax – Maximum allowed by Code of Virginia.
Motor Vehicle Licenses - $25.00 for autos, trucks & trailers; $18.00 for motorcycles, trailers $0 (less than 1,500 lbs.) $20.00 (1,501 – 4,000 lbs); $25.00 (over 4,000 lbs.).
Franchise License Tax – 5% of gross receipts from non-exclusive cable television franchise agreement.

Business Licenses
BPOL Retail - $0.13/$100 of gross receipts.
BPOL Professional - $0.50/$100 of gross receipts.
BPOL Contracting - $0.16/$100 of gross receipts.
BPOL Repairs & Personal Service - $0.30/$100 of gross receipts.
BPOL Direct Sales - $0.13/$100 of gross receipts.
BPOL Alcoholic Beverages - $50 for on and off premises.
BPOL Wholesalers - $0.05/$100 of purchases.
BPOL Miscellaneous – as included in BPOL Ordinance adopted 1/1/97.

Fines and Fees
Overtime Parking - $10.00.
Miscellaneous Illegal Parking - $15.00.
Parking in Fire Lane or restricting Access to Fire Hydrant - $40.00.
Illegal Parking in Handicapped Space - $75.00.
Zoning Permit - $40.00 (single family); $100 (non-residential); other variations as noted on the Development Fee Schedule (adopted May 2015).
Sign Permit - $50.00 (except street banners); $40.00 (street banners).
Site Plan Review - $600.00; and other variations as noted on the Development Fee Schedule (adopted May 2015).
Rezoning Permit - $600.00 plus postage (up-zoning); $350.00 plus postage (all other re-zonings).
Special Use Permit - $350.00 plus postage (single family); $500.00 plus postage (all others).
Variance Review - $250.00 plus postage (single family); $125.00 plus postage (post disaster replacement); $350.00 plus postage (all others).
Appeal to BZA - $350.00 plus postage.
Amendments to Proffers - $500.00 plus postage.
Minor Subdivision Review - $250.00 per plat plus $25.00 per lot therein plus postage.
Major Subdivision Review - $1,000.00 per plat plus $25.00 per lot therein plus postage (both preliminary and final separately).
Vacating Subdivision or line adjustment - $100.00.
Land Disturbance Permit - $75.00 plus $100.00 per acre or partial.
Other fees as noted on the Development Fee Schedule (adopted May 2015).

Charges for Services
Opening and Closing of Graves - $750 for backhoe dug; $1,000 for hand-dug; or actual cost, whichever is greater.
Residential Garbage Collection Fees - $4.98 per month per unit.
Commercial Garbage Collection Fees - $10.00 per month per unit.
Copies of Police Reports - $10.00 for offense reports, $7.00 for accident reports.

Security Services - $30.00 per hour.
Zoning Maps - $3.00 black & white; $5.00 color; $15.00 poster.
Subdivision Ordinance - $30.00 each.
Water and Sewer Use Ordinance - $30.00 each.
Zoning & Development Ordinance - $75.00 each.
Comprehensive Plan - $45.00 each.
Water and Sewer Master Specifications - $30.00.
Topographic Maps – Cost to produce plus 10%.
Digital Copies of Ordinances - $10.00.
Miscellaneous Copier Fees - $0.50 per page.
Curb and Gutter Cuts - $60.00 per lineal foot.

Utility Charges:

Water Consumption Charges:

Inside corporate limits - $5.67 per 1,000 gallons for the first 3,000 gallons of water metered, with $17.01 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be $3.35 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; $3.25 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; $3.15 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - $11.34 for the first 3,000 gallons of water metered, with $34.02 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be $6.70 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; $6.50 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; $6.30 per 1,000 gallons for 50,001 or more gallons of water metered.

Sewer Use Charges:

Inside corporate limits - $5.67 per 1,000 gallons for first 3,000 gallons of water metered, with $17.01 being a minimum charge. For use beyond 3,000 gallons, the rate shall be $3.30 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; $3.15 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; $3.05 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - $11.34 per 1,000 gallons for first 3,000 gallons of water metered, with $34.02 being a minimum charge. For use beyond 3,000 gallons, the rate shall be $6.60 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; $6.30 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; $6.10 per 1,000 gallons for 50,001 or more gallons of water metered.

Elderly, Disabled, and Non-Profit Relief Plan – Inside Corporate Limits: $3.75 per actual gallons per month for water and $3.75 per actual gallons per month for sewer. Outside Corporate Limits: $7.50 per actual gallons per month for water and $7.50 per actual gallons used per month for sewer.

Capital Recovery Fees per month

	Water	Sewer
5/8 inch	$ 0.00	$ 0.00
1 inch	7.20	21.60
1-1/2 inch	14.40	43.20
2 inch	18.00	54.00

3 inch	36.00	72.00
4 inch	54.00	108.00
6 inch	108.00	216.00

Fire Suppression Connection Fee - $25.00 per month for less than 10,000 square feet of protection; $50.00 per month for greater than 10,000 square feet of protection.

Service Connection Fees

Meter Size	Inside Corporate Limits		Outside Corporate Limits	
	Water	Sewer	Water	Sewer
5/8 inch	$1,000	$1,000	$2,000	$2,000
1 inch	1,500	1,500	3,000	3,000
1-1/2 inch	2,000	2,000	4,000	4,000
2 inch	2,500	2,500	5,000	5,000
2-1/2 inch	3,000	3,000	6,000	6,000
3 inch	3,500	3,500	7,000	7,000

Meters and service connections larger than 3" will be charged at actual costs plus 10% inside the corporate limits, actual costs plus 25% outside the corporate limits.

Utility Impact Fees

A utility impact fee for water and sewer connections is established and is determined by water meter size:

Meter Size	Inside Water	Inside Sewer	Outside Water	Outside Sewer
5/8 inch	$ 0	$ 0	$ 1,250	$ 1,250
1 inch	$ 0	$ 0	$ 2,000	$ 2,000
1.5 inches	$ 500	$ 500	$ 5,000	$ 5,000
2.0 inches	$ 750	$ 750	$ 7,500	$ 7,500
2.5 inches	$1,000	$1,000	$ 10,000	$ 10,000
3.0 inches	$5,000	$5,000	$ 20,000	$ 20,000
Above	$5,000	$5,000	$ 50,000	$ 50,000

Bulk Water Charges
Bulk water sales shall be at a rate of $21.00 per 1,000 gallons.

Penalties and Reconnection Charges
Penalties for late utility payments are 10% of actual bill.
Reconnection charges are $25.00 for first offense, $50.00 for each subsequent offense within 12 months.

GIVEN UNDER MY HAND, THIS 8th DAY OF MAY, 2017:

Steven C. Angle

_________________________ Steven C. Angle, Mayor

ATTESTED:

Rebecca H. Dillon

_________________________ Rebecca H. Dillon, Town Clerk

GENERAL FUND

OVERVIEW: GENERAL FUND

Most services that Town citizens expect are tracked in the General Fund. These services include administration, public safety, public works, buildings and grounds, community development, and non-departmental costs such as debt service and interfund transfers.

Revenues to fund these services include real estate and personal property taxes, as well as other local taxes such as meals tax, cigarette taxes, and business license taxes. Other revenues include permit fees, fines, proceeds from investments like interest income, charges for services like garbage collection, and assistance from the state and federal governments.

General government administration in the general fund includes the expenditure accounts for the Mayor and Council, Town Manager, Town Attorney, Finance, and the Electoral Board.

Public safety includes the accounts for the Police Department and the Volunteer Fire Department.

The Public Works Department provides services that include street lighting, traffic control, street maintenance, sidewalks, curbs, gutters, street cleaning, refuse collection, and snow removal. The vast majority of these expenses are reimbursed by the State's street maintenance program. Public Works also oversees buildings and grounds, cemetery maintenance, and parks.

The Community Development department provides the services of planning and zoning and economic development. This department also oversees Citizen's Square and the Community and Hospitality Center, as well as passport services, the remediation of blighted structures, and the Economic Development Authority.

The non-departmental account in the General Fund includes the payment of 75% of liability and property insurance premiums, inter-fund transfers, debt service related to general fund functions, and contributions to outside agencies.

	GENERAL FUND REVENUES	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	% change
1100	***General Property Taxes***							
0101	Real Property Taxes - Current	537,534	557,585	576,715	577,499	588,308	11,593	
0102	Real Property Taxes - Delinquent	9,568	16,670	14,000	14,000	14,000	0	
0201	Public Service Real Property Taxes	28,460	29,080	29,226	28,333	28,474	(752)	
0301	Personal Property Taxes - Current	238,225	228,086	239,609	232,291	232,980	(6,629)	
0302	Personal Property Taxes - Delinquent	8,037	20,958	5,000	5,000	5,000	0	
0401	Machinery & Tool Taxes	105,666	127,576	128,700	132,249	132,379	3,679	
0601	Penalties on Taxes	7,311	9,345	3,500	3,440	4,000	500	
0602	Interest on Taxes	2,580	1,896	1,700	2,235	1,700	0	
	Total General Property Taxes	**937,381**	**991,197**	**998,450**	**995,047**	**1,006,841**	**8,391**	0.8%
1200	***Other Local Taxes***							
0101	Local Sales and Use Tax	167,128	172,420	179,404	183,477	188,064	8,660	
0102	Meals Tax	1,348,073	1,400,096	1,450,864	1,431,839	1,489,112	38,248	
0201	Consumer Utility Tax	333,011	328,559	326,904	328,316	325,033	(1,871)	
0208	Communications Tax	196,145	189,595	218,734	186,119	186,119	(32,615)	
0601	Bank Franchise Tax	275,223	222,092	194,900	226,648	216,500	21,600	
0603	Delinquent Meals Tax - Penalty	3,307	2,955	2,000	1,719	2,000	0	
0604	Delinquent Meals Tax - Interest	771	237	250	2,859	700	450	
0605	Delinquent Lodging Tax - Penalty	36	0	0	0	0	0	
0606	Delinquent Lodging Tax - Interest	3	0	0	0	0	0	
0701	Transient Occupancy Tax (5% tourism)	113,995	123,292	129,456	108,909	109,318	(20,138)	
0701	Transient Occupancy Tax (2.5% branding)	0	0	61,542	54,455	54,659	(6,883)	
0702	Cigarette Tax	107,461	89,454	84,000	94,257	93,314	9,314	
	Total Other Local Taxes	**2,545,154**	**2,528,700**	**2,648,054**	**2,618,597**	**2,664,819**	**16,765**	0.6%
1250	***Business & Occupational Licenses***							
0302	BPOL-Retail	326,877	339,016	340,000	342,408	345,830	5,830	
0303	BPOL-Professional	133,418	169,292	139,000	172,678	176,131	37,131	
0304	BPOL-Contracting	19,474	15,609	16,000	15,765	15,923	(77)	
0305	BPOL-Repairs/Personal Services	121,157	129,711	130,000	131,008	132,319	2,319	
0306	BPOL-Alcoholic Beverages	850	700	800	750	700	(100)	
0307	BPOL-Penalties & Interest	3,914	8,898	3,000	3,559	3,000	0	
0308	BPOL-Amusement Tax	203	208	200	208	208	8	
0309	BPOL-Utilities	15,424	12,722	15,000	12,850	12,978	(2,022)	
0310	BPOL-Miscellaneous	3,845	5,948	2,500	5,500	5,500	3,000	
	Total Business & Occupational Licenses	**625,162**	**682,104**	**646,500**	**684,726**	**692,589**	**46,089**	7.1%
1300	***Permits, Licenses & Fees***							
0327	Solicitators Permits	0	0	0	0	0	0	
0501	Farmers Market Fees	3,504	4,180	3,000	4,004	4,100	1,100	
0502	Welcome Center Fees	3,825	4,930	3,500	5,566	4,000	500	
1000	Planning & Zoning Fees	9,672	7,897	8,000	6,899	7,300	(700)	
	Total Permits, Licenses & Fees	**17,001**	**17,007**	**14,500**	**16,469**	**15,400**	**900**	6.2%
1400	***Fines & Forfeitures***							
0101	Court Fines	52,587	50,375	48,000	40,697	52,500	4,500	
0102	Parking Fines	200	185	100	100	100	0	
0805	Garbage Fines	0	480	0	160	100	100	
	Total Fines & Forfeitures	**52,787**	**51,040**	**48,100**	**40,957**	**52,700**	**4,600**	9.6%
1500	***Proceeds From the Use of Assets***							
0101	Interest on Money/Investments	74,666	71,167	58,409	67,553	73,007	14,598	
0105	Return Check Fee	725	405	330	450	400	70	
0201	Rental/Sale of General Property	420	420	420	420	420	0	
0206	Sale of Materials & Supplies	960	0	0	0	0	0	
0207	Sale of Property	0	0	0	0	0	0	
4051	Bond Proceeds	0	0	1,500,000	1,512,000	0	(1,500,000)	
4227	Mortgage Loan Payments Received	3,585	2,817	3,073	3,073	3,073	0	
4228	Paving Loan Payments Received	6,549	9,459	8,732	8,732	1,455	(7,277)	
								w/o bond
	Total Proceeds From the Use of Assets	**86,905**	**84,268**	**1,570,964**	**1,592,228**	**78,355**	**(1,492,609)**	10.4%

GENERAL FUND REVENUES		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	% change
1600	***Charges for Service***							
0101	Grave Preparation	3,000	2,625	1,500	1,875	1,500	0	
0400	Security Services	5,543	2,784	3,000	2,990	2,840	(160)	
0504	Passport Service Fees	12,694	9,461	10,000	10,272	10,000	0	
0704	Police Reports	1,144	1,167	1,000	1,006	1,100	100	
0705	Fingerprint Service Fees	430	490	400	485	490	90	
0706	CIT / PAC Room Staffing Reimbursement	0	2,450	0	8,400	8,400	8,400	
0802	Waste Collection Charges	92,412	93,420	88,944	89,568	90,792	1,848	
0804	Truck Rental Program	200	410	150	340	300	150	
0812	Credit Card Fees	1,006	1,812	1,900	1,819	1,919	19	
4102	Curb and Gutter	153	0	0	0	0	0	
4103	Weed Control / Mowing Fees	0	101	150	637	150	0	
9901	Administrative Charge - Service	50	152	100	588	300	200	
9907	Miscellaneous Services	0	0	0	115	0	0	
	Total Charges for Service	**116,632**	**114,872**	**107,144**	**118,095**	**117,791**	**10,647**	9.9%
1800	***Miscellaneous Revenues***							
3036	Transfer from Utility Operating Fund	0	0	0	0	0	0	
3038	Transfer from Cap Projects Fund	0	0	0	0	0	0	
0905	Transfer from Utility Capital Fund	0	0	0	0	0	0	
3304	Drug Asset Forfeiture	9	134	0	5	0	0	
9903	Donations	33	79	0	30	0	0	
9904	Merchandise Sales	261	236	200	12	25	(175)	
9907	Misc. Other Revenue	2,234	554	200	313	300	100	
4105	Recoveries	1,113	4,286	0	1,334	0	0	
5000	Unrealized Gain on Investments	9,952	60,405	0	0	0	0	
9909	Workers Comp Reimbursement	0	1,066	0	0	0	0	
9911	Donations - Community Policing	0	4,000	0	0	0	0	
9921	Donations - Parks	0	0	0	0	0	0	
9927	Donations - Police K-9 Unit	0	0	0	0	0	0	
	Total Miscellaneous Revenues	**13,602**	**70,760**	**400**	**1,694**	**325**	**(75)**	-18.8%
2200	***Non-Categorical Aid***							
0103	Rolling Stock Tax	3,645	3,748	3,600	3,357	3,250	(350)	
0104	Litter Grant	2,611	2,640	2,600	2,543	2,475	(125)	
0107	Rental Tax	76	205	0	337	200	200	
0108	Other Non-Categorical Aid	0	500	0	0	0	0	
0110	Fire Program Funds	15,204	15,210	15,210	15,910	15,210	0	
0315	PPTRA from the State	53,861	53,861	53,861	53,861	53,861	0	
	Total Non-Categorical Aid	**75,397**	**76,164**	**75,271**	**76,008**	**74,996**	**(275)**	-0.4%

GENERAL FUND REVENUES		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	% change
2400	***Categorical Aid***							
0101	CDBG Grant	0	0	25,000	0	0	(25,000)	
0106	VDOT Grant	0	73,720	0	7,409	600,000	600,000	
0109	DMV Mini-Grants	15,369	13,877	0	5,045	0	0	
0406	State Street Maintenance	1,283,883	1,343,358	1,370,226	1,386,866	1,421,537	51,311	
0407	VML Safety Grant	0	4,000	0	4,000	0	0	
0408	Volunteer Fire Dept.	30,000	30,000	30,000	30,000	30,000	0	
0410	Law Enforcement Aid - 599 Funds	108,460	108,460	108,460	108,460	108,460	0	
0411	Police Grant - Categorical Aid	0	5,413	0	0	0	0	
0414	FEMA Grants	0	0	0	0	0	0	
0415	Police Grants	0	0	0	0	0	0	
0417	Virginia Commission of the Arts Grant	0	1,360	0	1,302	0	0	
0420	County Categorical Aid	0	100,000	0	0	0	0	
0421	Dept Conservation & Recreation	0	0	0	0	0	0	
0422	Other Categorical Aid - Schools	29,632	29,632	29,632	29,632	29,632	0	
0423	USDA Grant	0	0	0	0	0	0	
	Total Categorical Aid	**1,467,344**	**1,709,819**	**1,563,318**	**1,572,714**	**2,189,629**	**651,311**	41.7%
4100	***Use of Fund Balance***							
9999	Appropriated Fund Balance	0	0	0	0	0	0	
9999	Appropriated Fund Balance	0	0	0	0	0	0	
9999	Appropriated Fund Balance	0	0	0	0	0	0	
9999	Appropriated Fund Balance-capital items	0	0	0	0	0	0	
9999	Appr Fund Bal-Performance Venue operation c	0	0	0	0	0	0	
9999	Appr Fund Bal-balance last year from projects	0	0	252,897	0	0	(252,897)	
	Total Use of Fund Balance	**0**	**0**	**252,897**	**0**	**0**	**(252,897)**	-100.0%
	TOTAL GENERAL FUND REVENUES	**5,937,364**	**6,325,931**	**7,925,598**	**7,716,535**	**6,893,445**	**(1,007,153)**	-12.7%
							-12.71%	

GENERAL FUND EXPENDITURES

Account	Description	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	% change
	General Government Administration							
1101	Mayor & Council	86,820	73,482	80,709	82,417	78,832	(1,878)	
1202	Town Manager	233,135	251,214	241,084	233,824	251,240	10,156	
1204	Town Attorney	36,274	32,196	39,140	26,736	36,745	(2,395)	
1213	Finance	339,165	320,235	335,242	324,572	353,287	18,045	
1301	Electoral Board	0	2,645	0	0	2,900	2,900	
	Total General Government Admin.	**695,394**	**679,773**	**696,175**	**667,549**	**723,003**	**26,828**	3.9%
	Public Safety							
3101	Police Department	1,758,320	1,793,284	2,056,726	1,978,919	2,100,269	43,543	
3202	Volunteer Fire Department	164,663	119,840	216,200	207,826	179,871	(36,329)	
	Total Public Safety	**1,922,983**	**1,913,124**	**2,272,926**	**2,186,745**	**2,280,140**	**7,214**	0.3%
	Public Works							
4100	Public Works Administration	38,440	13,029	15,657	124,265	111,722	96,065	
4104	Street Lighting	125,757	114,062	115,991	101,976	112,633	(3,358)	
4107	Parking and Traffic Control	66,728	86,494	116,672	165,345	676,999	560,327	
4108	Street Maintenance	860,271	1,156,738	1,016,494	1,240,190	938,360	(78,133)	
4109	Sidewalk, Curb & Gutters	69,068	179,782	596,735	83,274	50,869	(545,866)	
4202	Street Cleaning	22,390	18,811	20,116	3,023	19,388	(728)	
4203	Refuse Collection	149,117	198,673	181,148	102,525	159,751	(21,397)	
4204	Snow Removal	28,857	42,394	39,581	19,870	74,586	35,005	
	Total Public Works	**1,360,628**	**1,809,983**	**2,102,394**	**1,840,467**	**2,144,309**	**41,914**	2.0%
	Buildings & Grounds							
4304	Municipal Building Maintenance	77,074	99,136	133,449	175,487	72,012	(61,437)	
4305	Emergency Services Bldg. Maint.	101,538	93,666	77,904	75,617	62,412	(15,492)	
4306	Public Works Complex Maintenance	25,617	14,876	24,669	24,655	28,305	3,636	
4307	Cemetery Maintenance	20,320	16,776	21,386	56,935	19,198	(2,188)	
4308	Parks & Playground Maintenance	31,312	57,427	997,068	1,169,945	77,874	(919,194)	
	Total Buildings & Grounds	**255,861**	**281,880**	**1,254,476**	**1,502,639**	**259,801**	**(994,675)**	-79.3%
	Community Development							
8101	Planning & Zoning	138,474	135,060	135,215	135,618	140,372	5,157	
8102	Economic & Community Development	265,377	219,597	300,345	228,004	288,223	(12,122)	
8103	Citizens' Square	17,813	15,646	20,934	24,070	20,351	(583)	
8104	Community & Hospitality Center	54,442	30,859	32,854	25,066	31,013	(1,841)	
8106	Passport Services Expenses	1,169	1,511	2,225	2,028	2,210	(15)	
8130	Economic Development Authority	164	247	54,845	1,633	15,958	(38,887)	
8500	Remediation of Blighted Structures	18,125	0	20,000	10,641	15,000	(5,000)	
	Total Community Development	**495,564**	**402,920**	**566,418**	**427,059**	**513,127**	**(53,291)**	-9.4%
	Miscellaneous							
9102	General Fund Nondepartmental	603,701	647,274	1,033,208	744,800	973,065	(60,143)	
	Total Miscellaneous	**603,701**	**647,274**	**1,033,208**	**744,800**	**973,065**	**(60,143)**	-5.8%
	TOTAL GENERAL FUND EXPENSES	**5,334,132**	**5,734,954**	**7,925,598**	**7,369,258**	**6,893,446**	**(1,032,152)**	-13.0%
	Total General Fund Revenues	5,937,364	6,325,931	7,925,598	7,716,535	6,893,445	(1,007,153)	
	Surplus/(Deficit)	603,233	590,978	0	347,277	(0)	24,999	
							-13.02%	

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. 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
Reorganization Meeting	450	250
Follow-up Budget Work Sessions	75	75
WPPDC Meetings **	50	50
RVARPC	50	50
Committee Meetings	0	0
Training Seminars/Conferences	50	50

** Includes citizen representative to WPPDC

Council members are paid a monthly stipend regardless of attendance to regular meetings, but only paid for attendance to other meetings. They receive no compensation for committee meetings. The Town Clerk receives a $150 per month stipend for attending, recording, and submitting minutes of the Town

Council meetings. Other stipends are paid to Town representatives who attend the West Piedmont Planning District Commission and to the Roanoke Valley-Alleghany Regional Planning Commission.

The Town has memberships in the Virginia Municipal League, West Piedmont Planning District Commission, Roanoke Valley-Alleghany Regional Planning Commission, Virginia Institute of Government, and the Virginia Municipal Clerks Association.

Miscellaneous community outreach provides for various acknowledgments including illnesses, funerals, and employment milestones like years of service events and retirements. Funds are also provided for the annual employee Christmas dinner.

1101 MAYOR & COUNCIL		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1004	Wages - Contractual	1,250	1,750	2,400	2,000	2,200	(200)
1005	Wages - Elected Officials	29,550	27,300	31,000	29,925	30,450	(550)
2001	FICA	2,454	2,291	2,555	2,311	2,498	(57)
2002	Retirement/Life Insurance	199	279	372	279	341	(31)
3000	Contractural Services	4,494	1,443	3,650	11,169	2,704	(946)
3600	Advertising	1,459	1,120	1,900	1,292	1,325	(575)
3700	Printing & Binding	964	2,129	1,240	2,129	2,200	960
3800	Postage & Delivery Services	254	115	200	29	115	(85)
5200	Communications	3,401	3,361	3,200	3,409	3,561	361
5500	Travel & Training/Education	3,496	3,693	3,500	2,991	3,500	0
5501	Meeting Expenses	785	909	950	768	850	(100)
5502	Stipends - WPPD	1,000	550	850	650	900	50
5650	Dues & Professional Memberships	9,812	9,919	10,192	10,194	10,488	296
5700	Books & Subscriptions	0	0	100	0	100	0
5800	Miscellaneous Community Outreach	22,655	14,049	14,500	11,039	14,000	(500)
6001	Office Supplies	3,518	2,480	3,500	2,659	3,000	(500)
7002	Furniture & Fixtures	700	0	0	0	0	0
7003	Data Processing Equipment	100	2,096	600	395	600	0
7007	Audio & Video Equipment	341	0	0	1,178	0	0
	TOTAL	**86,820**	**73,482**	**80,709**	**82,417**	**78,832**	**(1,878)**
							-2.33%

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; oversees 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, Executive Assistant, and Receptionist. The Receptionist position is being presented as full-time this fiscal year. This account also funds operating costs related to this office.

Anticipated travel for Town Manager may include: the Virginia Municipal League Annual Conference; VML Conference for Newly Elected Officials, Virginia Local Government Management Association Conferences; VML Town Section Meetings, VML Policy Committee meetings; Virginia Rural Water Association Annual Conference, Virginia Economic Development Association annual meeting, ICMA conferences, and various other training opportunities as available.

Dues are 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.

1202	TOWN MANAGER	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	144,149	133,752	135,353	128,500	138,737	3,384
1001	Wages - from Part-Time to Full-Time	0	0	0	0	0	0
1002	Wages - Part Time	0	9,096	22,768	22,213	22,995	227
1003	Wages - Overtime	0	0	0	277	0	0
2000	Mgr's Disability Insurance	792	792	792	792	792	0
2001	FICA	10,670	10,382	12,097	10,437	12,355	258
2002	Retirement/Life Insurance	21,839	21,445	20,993	18,701	21,518	525
2005	Medical/Dental Insurance	18,857	23,478	24,483	23,611	30,284	5,801
2011	Workers' Compensation Insurance	273	150	242	207	97	(145)
2103	Employment Physicals / Testing	137	244	0	0	140	140
3000	Contractural Services	1,715	24,829	1,120	1,619	1,294	174
3600	Advertising	0	455	0	669	0	0
3700	Printing & Binding	37	0	70	0	40	(30)
3800	Postage & Delivery Services	365	314	370	112	140	(230)
5155	Motor Fuel	410	223	420	481	500	80
5157	Motor Vehicle Expense	584	253	236	411	275	39
5200	Communications	6,301	5,758	5,900	5,419	5,868	(32)
5500	Travel & Training/Education	15,048	9,512	6,600	6,678	6,900	300
5650	Dues & Professional Memberships	934	1,123	1,120	1,076	1,100	(20)
5700	Books & Subscriptions	519	696	520	1,284	704	184
6001	Office Supplies	4,246	4,902	5,000	6,142	6,000	1,000
7002	Furniture & Fixtures	0	2,099	0	1,969	0	0
7003	Data Processing Equipment	5,862	1,703	3,000	3,227	1,500	(1,500)
7006	Motor Vehicles and Equipment	0	0	0	0	0	0
	TOTAL	**233,135**	**251,214**	**241,084**	**233,824**	**251,240**	**10,156**

4.21%

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 of Town Council, Planning Commission, and Board of Zoning Appeals 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 (currently $1,750) 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.

	1204 TOWN ATTORNEY	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
3000	Contractrual Services	4,255	6,300	5,000	192	5,000	0
3100	Retainer	18,600	18,600	21,000	21,000	21,000	0
3150	Professional Legal Services	12,788	6,665	12,500	4,875	10,000	(2,500)
5500	Travel & Training	0	0	0	37	100	100
5650	Dues & Professional Membership	240	240	250	240	250	0
5700	Books and Subscriptions	392	392	390	392	395	5
5800	Miscellaneous	0	0	0	0	0	0
	TOTAL	**36,274**	**32,196**	**39,140**	**26,736**	**36,745**	**(2,395)**
							-6.12%

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, Assistant Finance Director, Accounting Technician, and two Account Clerks. The Assistant Finance Director handles human resources management, fringe benefits administration, general liability insurance, and risk management. The Accounting Technician processes payroll, accounts payable, coordinates procurement, and administers accounts receivable. 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, the Assistant Finance Director, and the Accounting Technician 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, the Finance Department 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%.

Contractual services include financial software maintenance, auditing services, AS/400 mainframe maintenance, financial hardware maintenance, direct deposit banking services, credit card processing fees, postage machine leasing, security maintenance, 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.

Printing & Binding costs include printing personal property and real estate tax tickets, business license decals, cigarette tax stamps, checks, and envelopes.

Possible training opportunities for professional development may include expenses for training sessions and professional seminars sponsored by the 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.

1213	FINANCE DEPARTMENT	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	158,403	150,924	164,720	159,738	168,592	3,872
1003	Overtime	0	65	0	175	0	0
2001	FICA	11,655	11,278	12,601	11,464	12,897	296
2002	Retirement/Life Insurance	25,183	24,204	25,548	24,855	26,245	697
2005	Medical/Dental Insurance	28,333	23,642	27,922	27,661	33,196	5,274
2008	ICMA -1% employer contribution	0	0	0	169	221	221
2011	Workers' Compensation Insurance	567	179	181	155	101	(80)
2103	Employment Physicals	0	274	0	22	0	0
3000	Contractural Services	61,724	71,631	64,500	61,377	68,500	4,000
3600	Advertising	725	355	600	242	650	50
3700	Printing & Binding	7,849	7,592	8,500	7,555	7,750	(750)
3800	Postage & Delivery Services	7,850	8,129	6,700	6,600	6,700	0
4603	Credit Card Transaction Fees	828	2,436	2,300	3,183	3,250	950
5200	Communications	4,925	5,329	5,100	6,116	6,200	1,100
5500	Travel & Training/Education	4,930	3,715	4,500	5,162	5,500	1,000
5650	Dues & Professional Memberships	1,250	1,524	1,470	1,410	1,470	0
5700	Books & Subscriptions	70	115	100	111	115	15
5800	Miscellaneous	(38)	11	0	0	0	0
6001	Office Supplies	10,750	8,362	10,000	8,005	8,900	(1,100)
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing	14,162	470	500	573	3,000	2,500
	TOTAL	**339,165**	**320,235**	**335,242**	**324,572**	**353,287**	**18,045**

5.38%

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 May municipal elections.

Regular bi-annual elections for three (3) Town Council seats will be held in May 2018. The election of Mayor will be held in May 2018. The next election for the remaining three (3) Council seats will be in May 2020.

	1301 ELECTORAL BOARD	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
3000	Contractural Services	0	2,645	0	0	2,900	2,900
3700	Printing & Binding	0	0	0	0	0	0
	TOTAL	**0**	**2,645**	**0**	**0**	**2,900**	**2,900**
							100.00%

POLICE DEPARTMENT
ACCT. 01-3101

The Rocky Mount Police Department roster for this fiscal year will be made up of 22 full-time sworn officers including one (1) Chief of Police, one (1) Investigations Lieutenant, one (1) Patrol Lieutenant, four (4) Patrol Sergeants, one (1) Investigations Sergeant, eleven (11) Police Officers, one (1) Investigator, one (1) Community Resource Officer, and one (1) School Resource Officer. Personnel also include one (1) civilian Records Manager, one (1) civilian Records Clerk / Receptionist, and two (2) part-time sworn Officers.

The Police Department is responsible for patrol duties throughout the corporate limits, working with citizens in neighborhood watch programs, investigations of criminal activities, arresting criminal offenders, providing testimony in criminal trials, issuing citations, code enforcement, parking enforcement on public streets and parking lots, traffic control and signalization, education and crime prevention, and other matters related to public safety. The Police Department also assists other area law enforcement agencies by participating in truancy prevention and intervention programs with the Franklin County Public Schools, participation in a regional drug task force and Special Weapons and Tactics Team (S.W.A.T.) with the Franklin County Sheriff's Office, and various safety and crime prevention programs with the Virginia State Police. The Rocky Mount Police Department is devoted to the concept of community policing and encourages its officers to become involved in community activities and creating a forum of trust with our business persons and neighborhood residents.

Overtime funds are used to pay for overtime beyond 160 hours in a 28 day pay cycle for law enforcement officers. The work shift schedule for uniformed officers is 88 hours for a two week period. This does not include off duty court appearances, special work or many other routine needs for extra hours. Aside from town general funds, other overtime may be covered by various mini-grants that the department is fortunate to receive during the year. Each sworn officer receives $35 or $65 per month for cell phones and $50 per month as a clothing cleaning allowance. Plain clothes officers receive $400 per year as a clothing purchase allowance.

Contractual expenses include the incident report software maintenance, investigative internet maintenance, and office equipment maintenance.

Various capital needs for police work are also funded in this account.

3101	POLICE DEPARTMENT	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	923,342	973,154	1,000,563	965,002	1,063,130	62,567
1002	Wages - Part Time	34,639	9,650	20,000	4,180	21,320	1,320
1003	Wages - Overtime	33,490	38,002	34,000	37,086	37,339	3,339
1004	Wages - Contractual Services	5,688	5,580	7,800	7,540	8,010	210
1006	Wages - OT Court	3,952	5,288	5,050	3,634	3,701	(1,349)
1009	Wages - OT Other	19,567	28,735	31,000	29,053	30,829	(171)
1010	Wages - OT Traffic/DMV Grant	11,108	9,902	0	4,004	0	0
1011	Wages - OT SWAT/Tactical	710	410	750	0	750	0
1013	Wages - OT Other Training/Seminars	1,363	964	1,500	1,476	1,513	13
1014	Wages - OT Crisis Intervention	0	1,050	0	11,550	12,600	12,600
2001	FICA	75,220	78,350	84,201	75,026	90,208	6,007
2002	Retirement/Life Insurance	160,829	173,334	170,713	168,459	179,585	8,873
2005	Medical/Dental Insurance	235,370	242,194	244,756	220,919	300,495	55,739
2007	Line of Duty Act premium (22 officers)	8,225	9,583	12,936	12,932	13,134	198
2011	Workers' Compensation Insurance	29,570	28,123	25,236	23,103	26,148	912
2103	Employment Physicals / Testing	1,458	585	1,000	1,178	1,300	300
3000	Contractural Services	18,151	17,668	15,600	13,317	16,000	400
3006	Subscription Service-Radios(39)	0	0	15,600	0	15,600	0
3300	Repairs & Maintenance	487	618	400	724	900	500
3600	Advertising	1,314	401	500	505	520	20
3700	Printing & Binding	431	789	500	778	880	380
3800	Postage & Delivery Services	757	1,090	700	653	700	0
5155	Motor Fuel	46,318	35,681	31,000	35,934	36,250	5,250
5157	Motor Vehicle Expense	21,715	22,030	30,000	26,913	30,000	0
5200	Communications	23,793	23,614	22,000	25,957	26,236	4,236
5350	Grant Expenses	0	0	0	0	0	0
5405	Block Grant Expenses	3,121	0	0	0	0	0
5408	DMV Mini Grant Expenses	0	5,264	0	0	0	0
5410	Community Grant Expenses	0	64	0	835	1,000	1,000
5417	K-9 Unit Expenses	4,140	6,033	4,400	6,169	9,500	5,100
5418	SWAT/Search Warrant Expenses	0	0	100	0	100	0
5420	Purchases by Donated Funds	21	0	0	0	0	0
5423	"Fresh" Grant Expenses	0	0	0	454	0	0
5445	Uniforms	4,397	5,347	4,700	5,463	5,700	1,000
5500	Travel & Training/Education	8,269	10,025	9,200	6,144	9,200	0
5501	Transports & Extradictions	115	0	100	0	100	0
5502	Uniform Stipends	11,900	12,400	12,600	12,535	12,600	0
5650	Dues & Professional Memberships	8,070	9,260	9,250	10,274	10,600	1,350
5700	Books & Subscriptions	117	0	100	0	100	0
5800	Miscellaneous	0	0	100	0	100	0
6001	Office Supplies	2,404	3,022	2,630	2,420	2,630	0
6010	Police Supplies	11,570	14,554	25,000	25,312	26,377	1,377
7001	Land & Buildings	0	1,132	0	0	0	0
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing (mobile data terminals)	12,090	60	9,000	9,000	9,000	0
7003	Data Processing (office desktops 5)	0	0	0	0	4,000	4,000
7005	Motor Vehicles and Equipment	8,900	0	74,000	74,592	38,000	(36,000)
7006	Motor Vehicle Lease Expense (yr 4 of 4)	20,092	16,879	19,792	19,792	19,792	0
7006	Motor Vehicle Lease Expense (truck)]	0	0	0	0	7,320	7,320
7007	Audio & Video Equipment (in-car)	349	2,446	10,000	6,658	10,000	0
7007	Audio & Video Equipment (body cameras)	0	0	0	9,761	4,000	4,000
7007	Audio & Video Equipment (phone system)	0	0	0	0	13,000	13,000
7009	Police Equipment (new Radios-Co. system	0	0	114,950	114,950	0	(114,950)
7009	Police Equipment (surveillance equipmen	0	0	5,000	4,637	0	(5,000)
	TOTAL	**1,758,320**	**1,793,284**	**2,056,726**	**1,978,919**	**2,100,269**	**43,543**

2.12%

VOLUNTEER FIRE DEPARTMENT
ACCT. 01-3202

The Rocky Mount Volunteer Fire Department is authorized by Town Council to have up to 35 volunteer members. The Rocky Mount Fire Department provides fire and emergency services within the corporate limits of town and within a designated first run area in Franklin County.

Officers of the department are paid a monthly stipend for their duties in the department. The officers are elected annually by the members of the department, and must be approved by Town Council. Currently, the monthly stipends are $400 for the Chief, $200 for the Assistant Chief, $150 for the Captain, $75 for the First Lieutenant, and $75 for the Second Lieutenant. In addition to overall management of the Fire Department, the Fire Chief also serves the Town in reviewing site plans and acting as Fire Marshal. Volunteers do not receive a salary, but are currently paid a quarterly stipend of $12.50 for each emergency call answered. The volunteers must also maintain state required training and certification, which must be obtained in their leisure time.

Since its inception, the Rocky Mount Volunteer Fire Department has been supported by community volunteers. The department started as a bucket brigade in the early 1900's and was given its first piece of fire fighting equipment by the Rocky Mount Town Council in 1929.

The department responds to emergency calls from two locations, the main station at 1250 North Main Street (the Emergency Services Building) and the downtown station, located at the intersection of Floyd Avenue and Franklin Street (the Floyd Avenue station).

The department often submits grant requests to FEMA for additional equipment and may purchase additional equipment only upon availability of grant funds. The department applies to various State agencies annually for grants to help fund equipment, supplies, and training.

3202	VOLUNTEER FIRE DEPARTMENT	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1000	Personal Services	0	0	0	0	0	0
2000	Fringe Benefits	0	0	0	0	0	0
2007	Line of Duty Act premium (26 volunteers)	4,353	5,056	5,809	5,807	6,006	197
2103	Physicals / Testing	152	310	300	165	320	20
3000	Contractural Services	996	1,593	1,500	1,198	1,500	0
3006	Subscription Service-Public Safety Radios(15	0	0	6,000	0	6,000	0
3300	Repairs & Maintenance	4,119	3,158	3,000	2,026	3,000	0
3600	Advertising	514	594	500	500	500	0
3700	Printing & Binding	0	105	100	0	100	0
3800	Postage & Delivery Services	0	0	30	0	30	0
4400	Permits	0	0	100	0	100	0
5155	Motor Fuel	6,108	4,734	4,800	4,601	4,800	0
5157	Motor Vehicle Expense	7,232	21,501	10,000	10,330	11,000	1,000
5158	Small Equipment Expense	247	0	100	0	100	0
5200	Communications	2,320	2,761	2,544	2,696	2,705	161
5300	Insurance	9,272	13,662	9,400	10,029	11,250	1,850
5410	Purchases - FEMA Grant	0	0	0	0	0	0
5445	Uniforms	12,044	7,670	10,000	6,951	11,000	1,000
5500	Travel & Training/Education	0	0	100	0	100	0
5502	Stipends	47,115	47,100	60,000	59,463	67,000	7,000
5650	Dues & Professional Memberships	1,696	100	1,060	1,291	1,350	290
5700	Books & Subscriptions	0	221	250	0	250	0
5800	Miscellaneous	0	0	0	0	0	0
6001	Office Supplies	235	628	260	154	260	0
6008	Fire Department Supplies	1,390	3,518	5,000	3,849	5,000	0
7000	Capital Outlays	202	0	0	0	0	0
7002	Furniture and Fixtures	0	0	0	0	0	0
7003	Data Processing Equipment	256	679	600	600	700	100
7004	Machinery & Equipment	0	0	0	0	0	0
7005	Motor Vehicles	34,319	0	0	0	0	0
7007	Audio & Video Equipment (thermal camera)	12,690	0	0	0	0	0
7007	Audio & Video Equipment (training projector)	0	0	0	3,420	0	0
7008	Fire Equipment (tools)	19,404	6,451	29,300	29,300	30,000	700
7008	Fire Equipment (new Radios-Co. system)	0	0	65,447	65,447	0	(65,447)
7008	Fire Equipment (rapid intervention team pack	0	0	0	0	5,000	5,000
7008	Fire Equipment (QRAE II gas detectors 4)	0	0	0	0	3,200	3,200
7008	Fire Equipment (portable scene lights 2)	0	0	0	0	1,600	1,600
7020	Acquisitions - Grant Funded	0	0	0	0	0	0
7105	Safety Equipment (SCBA bottles)	0	0	0	0	7,000	7,000
7221	Fire Truck	0	0	0	0	0	0
	TOTAL	**164,663**	**119,840**	**216,200**	**207,826**	**179,871**	**(36,329)**
							-16.80%

PUBLIC WORKS ADMINISTRATION
ACCT. 01-4100

The Public Works Department will be made up of seventeen (17) full-time employees. The Public Works Department is responsible for maintaining streets, traffic signals and signs, water distribution, wastewater collection, meter reading, sidewalks, storm water management, buildings and grounds maintenance, cemetery and parks and grounds keeping, public rights-of-way maintenance, street cleaning and refuse collection. This department provides all maintenance services within the current corporate limits, as well as responsibility for utility lines throughout the service area.

This account provides for the charging of expenses related to the overall administration of the Public Works Department. The department is made up of one (1) Public Facilities Director, one (1) Public Works Superintendent, one (1) Mechanic, one (1) Foreman, three (3) Maintenance III workers, three (3) Maintenance II workers, three (3) Maintenance I workers, one (1) Grounds Maintenance II worker, two (2) Grounds Maintenance II workers, and one (1) Utility Service Technician. The budget does not include funds for any part-time seasonal Maintenance Worker positions to assist in mowing and other maintenance needs for the spring through fall.

The Public Facilities Director's personnel costs are split 34% Public Works Administration, 33% Water Distribution, and 33% Sewer Collection. The Public Works Superintendent's personnel costs are split 70% Public Works Administration, 15% Water Distribution, and 15% Sewer Collection. The personnel costs of the employees of the Public Works Department is distributed as a percentage through the various accounts listed below associated with this department based on historical trend. Actual time spent in each activity is recorded on bi-weekly time sheets to charge each account appropriately. The Town provides up to $125 for steel toed boots per employee.

The wage and fringe benefit costs for the Public Works Department employees are allocated as follows:

Street Lighting	0.50%
Traffic Control	2.00%
Street Maintenance	52.50%
Sidewalks, Curbs, & Gutters	1.00%
Street Cleaning	2.00%
Refuse Collection	17.00%
Snow Removal	1.50%
Cemetery Maintenance	2.00%
Parks Maintenance	3.00%
Citizens Square	0.50%
Community & Hospitality Center	0.50%
Water Distribution System	7.00%
Meter Reading	3.50%
Sewer Collection System	7.00%
Total Public Works Labor	100.00%

4100	PUBLIC WORKS ADMINISTRATION	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	0	0	0	72,093	65,227	65,227
1002	Wages - Part Time	0	0	0	10,636	0	0
1003	Wages - Overtime	0	0	0	0	0	0
2001	FICA	184	179	193	6,371	4,990	4,797
2002	Retirement/Life Insurance	403	392	404	10,490	10,508	10,104
2005	Medical/Dental Insurance	0	0	0	8,269	10,615	10,615
2008	ICMA - 1% employer contribution	0	0	0	581	652	652
2011	Workers' Compensation Insurance	0	0	0	0	3,711	3,711
2103	Employment Testing	207	381	340	317	340	0
3000	Contractural Services	26,588	245	500	430	500	0
3600	Advertising	89	1,267	100	133	100	0
3700	Printing & Binding	0	0	40	0	40	0
3800	Postage & Delivery Services	0	0	0	7	8	8
4400	Permits, Licenses, and Fees	0	0	0	0	0	0
5200	Communications	2,530	2,460	2,665	2,984	3,816	1,151
5445	Uniforms	7,741	7,970	11,140	10,850	10,280	(860)
5500	Travel & Training	0	0	100	141	250	150
5700	Books & Subscriptions	0	0	0	405	410	410
6001	Office Supplies	115	134	175	557	275	100
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing	584	0	0	0	0	0
	TOTAL	**38,440**	**13,029**	**15,657**	**124,265**	**111,722**	**96,065**

613.56%

STREET LIGHTING
ACCT. 01-4104

The Public Works Department is responsible for maintaining all street lights along public streets within the Town.

The Town has been attempting to provide adequate street lighting throughout the corporate limits to improve public safety and discourage criminal activity. Decorative street lamps are used in the Town's business districts.

Approximately one-half percent (.50%) of all Public Works full-time labor is allocated to this account.

4104	STREET LIGHTING	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	4,038	4,190	4,557	1,901	2,645	(1,912)
1003	Wages - Overtime	19	57	0	0	0	0
2001	FICA	290	319	349	134	202	(147)
2002	Retirement/Life Insurance	646	676	707	295	413	(294)
2005	Medical/Dental Insurance	1,289	1,818	1,123	917	761	(362)
2011	Workers Compensation	274	230	305	261	162	(143)
3000	Contractual Services	10,320	1,654	4,000	0	4,000	0
3300	Repairs & Maintenance	450	0	450	243	450	0
5100	Utilities	106,476	104,696	102,000	96,909	102,000	0
6016	Materials & Supplies	1,955	422	2,500	1,316	2,000	(500)
	TOTAL	**125,757**	**114,062**	**115,991**	**101,976**	**112,633**	**(3,358)**
							-2.90%

PARKING & TRAFFIC CONTROL
ACCT. 01-4107

The Public Works Department is responsible for maintaining all traffic signals and signs, as well as the marking of road lanes and painting of parking restrictive markings on curbs in the central and uptown business districts. The Police Department is responsible for the signalization of the traffic signals to ensure the safety of drivers.

This account will be responsible for costs associated with maintenance of public lots and on-street parking spaces. Also, costs for maintaining traffic signals and traffic signs are included in this account. Approximately 2.0% of all Public Works full-time labor is allocated to this account.

4107	PARKING & TRAFFIC CONTROL	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	10,490	9,753	12,152	20,856	10,582	(1,570)
1003	Wages - Overtime	293	109	0	353	0	0
2001	FICA	784	711	930	1,554	810	(120)
2002	Retirement/Life Insurance	1,716	1,563	1,885	3,121	1,652	(233)
2005	Medical/Dental Insurance	3,856	1,230	2,995	7,029	3,045	50
2008	ICMA - 1% employer contribution	2	1	1	13	11	10
2011	Workers Compensation Insurance	1,396	952	814	697	649	(165)
3000	Contractual Services	18,634	50,988	25,000	9,796	20,000	(5,000)
3300	Repairs & Maintenance	1,700	1,600	1,000	1,663	1,700	700
5100	Utilities	10,389	10,542	11,700	10,751	11,100	(600)
5155	Motor Fuel	503	392	395	534	450	55
5157	Motor Vehicle Expense	0	202	500	62	500	0
5158	Small Equipment Expenses	266	266	300	270	300	0
5500	Travel and Training	0	0	0	0	0	0
6007	Materials and Supplies	8,991	8,187	9,000	14,036	9,000	0
7000	Wayfinding Signs	0	0	50,000	60,615	0	(50,000)
7107	Traffic Signals	0	0	0	33,995	17,200	17,200
7107	Floyd / Franklin Intersection (VDOT grant)	0	0	0	0	600,000	600,000
8000	Equipment Rental	0	0	0	0	0	0
	TOTAL	**66,728**	**86,494**	**116,672**	**165,345**	**676,999**	**560,327**

480.26%

w/o grant -34.00%

STREET MAINTENANCE
ACCT. 01-4108

This account includes costs related to the maintenance of public streets and rights-of-ways within the corporate limits. The Commonwealth of Virginia provides funding to the Town to maintain arterial and collector streets within the Urban Highway System, based upon lane miles. 52.5% of all full-time Public Works salaries and fringe benefit costs have been budgeted to this account. Only those hours actually worked by employees during the year will be charged to this account, along with a comparable percentage of benefits.

Funds have been allocated to provide routine maintenance on public streets as required by the Virginia Department of Transportation. This account also provides funds for maintenance of rights-of-ways and striping of highways. Major road construction or reconstruction is usually funded by VDOT and outside contractors in the 6-year plan with the Town providing a small percentage of funding.

4108	STREET MAINTENANCE	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	271,392	302,903	322,031	292,877	277,776	(44,255)
1003	Wages - Overtime	725	1,658	500	2,625	2,000	1,500
2001	FICA	20,470	23,302	24,673	20,692	21,403	(3,270)
2002	Retirement/Life Insurance	42,729	48,515	50,025	44,830	43,352	(6,673)
2005	Medical/Dental Insurance	61,632	59,424	79,374	68,090	79,934	560
2008	ICMA - 1% employer contribution	28	28	40	247	278	238
2011	Workers' Compensation Insurance	27,325	20,007	21,576	18,473	17,033	(4,543)
3000	Contractural Services	355,246	618,175	425,000	587,394	406,996	(18,004)
3000	Contractural Services (VDOT repaymer	0	0	0	18,004	0	0
3300	Repairs & Maintenance	0	0	0	0	0	0
3600	Advertising	0	263	175	271	285	110
4400	Permits, Licenses and Fees	0	0	0	1,528	750	750
5155	Motor Fuel	18,684	13,195	17,000	16,601	17,304	304
5157	Motor Vehicle Expense	14,933	23,725	20,000	33,108	20,000	0
5158	Small Equipment Expense	6,169	3,323	8,000	5,455	6,100	(1,900)
5500	Travel & Training	0	0	100	45	100	0
5800	Miscellaneous	0	0	100	0	100	0
6003	Agricultural Supplies	2,015	274	2,100	475	650	(1,450)
6014	Chemicals & Materials	4,122	2,966	3,800	3,377	3,800	0
6016	Materials and Supplies	28,356	35,155	32,000	30,494	32,000	0
7004	Machinery & Equipment - mowers	2,450	700	10,000	11,941	1,500	(8,500)
7004	Machinery & Equipment - light tower us	0	0	0	0	7,000	7,000
7005	Vehicles	0	0	0	0	0	0
7006	Construction Vehicles and Equipment	3,995	3,125	0	83,000	0	0
7007	Audio and Video Equipment	0	0	0	663	0	0
8000	Equipment Rental	0	0	0	0	0	0
	TOTAL	**860,271**	**1,156,738**	**1,016,494**	**1,240,190**	**938,360**	**(78,133)**
	without capital	853,826	1,152,913	1,006,494	1,144,586	929,860	(76,633)
							-7.69%
						w/o capital	-7.61%

SIDEWALKS, CURBS & GUTTERS
ACCT. 01-4109

The Public Works Department is responsible for the maintenance of sidewalks, curbs, gutters and stormwater management within the corporate limits. The maintenance costs on arterial and collector streets are funded by the Virginia Department of Transportation through their Urban Highway System. Approximately 1.0% of the Public Works labor budget is included here. This account is used to record labor, equipment and materials used in the maintenance of existing infrastructure or for minor construction or repair of such facilities. Sidewalk repair projects outsourced by the Town are in the capital outlay line item.

4109	SIDEWALKS, CURBS & GUTTERS	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	1,941	5,306	7,595	4,000	5,291	(2,304)
1003	Wages - Overtime	133	11	0	0	0	0
2001	FICA	151	390	581	306	405	(176)
2002	Retirement/Life Insurance	331	846	1,178	620	826	(352)
2005	Medical/Dental Insurance	162	1,647	1,872	1,101	1,523	(349)
2008	ICMA - 1% Employer Contribution	0	1	0	0	0	0
2011	Workers' Compensation Insurance	723	381	509	1,046	324	(185)
3000	Contractural Services	0	0	0	0	0	0
5155	Motor Fuel	0	0	0	0	0	0
5157	Motor Vehicle Expense	0	0	0	0	0	0
5158	Small Equipment Expenses	0	0	0	0	0	0
5500	Travel and Training	0	0	0	0	0	0
5800	Miscellaneous	0	0	0	0	0	0
6016	Materials and Supplies	1,757	4,748	2,500	278	2,500	0
7000	Capital Outlay (CIP)						0
	40 E sidewalks & crosswalk	59,210	97,166	0	0	0	0
	40 E sidewalks & crosswalk-State share	0	0	0	0	0	0
	Scuffling Hill curb, gutter, drainage	4,660	68,378	462,500	22,698	0	(462,500)
	sidewalk - Floyd to Dent	0	0	0	0	0	0
	drainage prelim eng & design - Bernard Rd	0	908	120,000	15,000	0	(120,000)
	sidewalk maintenance	0	0	0	38,225	40,000	40,000
7004	Machinery & Equipment	0	0	0	0	0	0
8000	Equipment Rental	0	0	0	0	0	0
	TOTAL	**69,068**	**179,782**	**596,735**	**83,274**	**50,869**	**(545,866)**

-91.48%

STREET CLEANING
ACCT. 01-4202

The Public Works Department is responsible for keeping all public streets clean and clear of debris. Streets are cleaned using the street sweeper machine on a regular basis.

Presently, the Public Works Department cleans main arterial streets weekly and residential and collector streets bi-weekly, except during the autumn months when leaves may damage the equipment. 2.0% of all Public Works Department full-time personnel and fringe benefits are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

4202	STREET CLEANING	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	13,338	10,176	10,633	1,464	10,582	(51)
1003	Wages - Overtime	421	473	250	7	0	(250)
2001	FICA	1,026	813	813	111	810	(3)
2002	Retirement/Life Insurance	2,192	1,696	1,688	228	1,652	(36)
2005	Medical/Dental Insurance	1,982	2,062	2,621	269	3,045	425
2011	Workers' Compensation Insurance	971	763	712	0	649	(63)
3300	Repairs and Maintenance	0	1,020	0	0	1,000	1,000
5155	Motor Fuel	1,847	1,283	2,200	604	650	(1,550)
5157	Motor Vehicle Expense	614	487	1,200	339	1,000	(200)
5158	Small Equipment Expense	0	37	0	0	0	0
5800	Miscellaneous	0	0	0	0	0	0
6016	Materials and Supplies	0	0	0	0	0	0
7004	Machinery and Equipment	0	0	0	0	0	0
	TOTAL	**22,390**	**18,811**	**20,116**	**3,023**	**19,388**	**(728)**
							-3.62%

REFUSE COLLECTION
ACCT. 01-4203

This account includes costs related to the collection and disposal of residential garbage. The Town currently imposes a mandatory collection fee of $4.98 per month to residential customers throughout the corporate limits. One dollar ($1.00) goes to the Utility Capital Fund to accumulate funds for the future purchase of refuse collection equipment. Three dollars and 98 cents ($3.98) will remain in the general fund to support the refuse collection service to Town customers. Non-bulk commercial service is currently charged at a rate of $10.00 per month for bagged refuse. In this FY 2018 budget, an additional one dollar ($1.00) per refuse customer is proposed to the garbage collection fee. Combined, this $2.00 will be designated to the Utility Capital Fund. The $10.00 per month for commercial pick-up will remain in the General Fund. A fee increase of two dollars ($2.00) for commercial accounts will go to the Utility Capital fund to also support future public works equipment purchases.

A conventional rear-loading trash truck, the style we have now, is budgeted in the Utility Capital Fund for $150,000.

To provide refuse collection service to our customers, Town crews must operate sanitation routes two and one-half days per week (Tuesdays, Wednesdays, and one-half day on Thursdays). Large item pick-up is provided to residential garbage customers on the first Monday of every month at no additional cost to the citizen. Seasonal leaf collection and Christmas tree removal is also provided at no additional cost to the citizen.

Estimated Public Works full-time labor and fringe benefits have been set at 17.0% for budget purposes, although actual time spent will be used to code salaries and fringe benefits.

4203 REFUSE COLLECTION

		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	89,653	96,998	101,774	58,487	89,947	(11,827)
1003	Wages - Overtime	501	1,062	600	113	600	0
2001	FICA	6,807	7,412	7,832	4,491	6,927	(905)
2002	Retirement/Life Insurance	14,327	15,349	15,878	9,146	14,038	(1,840)
2005	Medical/Dental Insurance	17,369	19,534	25,085	11,549	25,883	798
2008	ICMA - 1% employer contribution	31	72	60	357	905	845
2011	Workers' Compensation Insurance	7,277	6,478	6,819	5,838	5,515	(1,304)
3000	Contractual Services	0	0	0	268	536	536
3600	Advertising	393	373	400	724	700	300
3700	Printing & Binding	187	975	500	500	500	0
3800	Postage	892	0	0	0	0	0
5155	Motor Fuel	7,240	4,723	10,000	5,811	7,000	(3,000)
5157	Motor Vehicle Expense	2,807	16,850	11,000	4,303	6,000	(5,000)
5158	Small Equipment Expense	0	27	0	0	0	0
5800	Miscellaneous	0	0	0	0	0	0
6017	Materials and Supplies	1,634	961	1,200	939	1,200	0
7002	Furniture & Fixtures	0	2,855	0	0	0	0
7004	Machinery & Equipment	0	0	0	0	0	0
7004	Replace leaf machine	0	25,003	0	0	0	0
7004	Replace garbage truck	0	0	0	0	0	0
	TOTAL	**149,117**	**198,673**	**181,148**	**102,525**	**159,751**	**(21,397)**

						-11.81%
					w/o capital	-11.81%
Waste Collection Fees	92,412	93,420	88,944	89,568	90,792	
Variance	(56,705)	(105,253)	(92,204)	(12,957)	(68,959)	

SNOW REMOVAL
ACCT. 01-4204

The Public Works Department is responsible for snow removal and clean-up from storms to keep streets clean and passable. Activity directly related to clearing streets during inclement winter weather is tracked in this account.

A figure of 1.50% of all Public Works labor and fringe benefit costs are included in anticipation of services needed to perform this work. Only actual time spent on snow removal will be coded to this account when incurred.

4204	SNOW REMOVAL	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	7,017	5,728	7,595	2,456	7,936	341
1003	Wages - Overtime	8,977	14,195	10,000	5,347	10,000	0
2001	FICA	1,204	1,484	1,346	580	1,372	26
2002	Retirement/Life Insurance	2,539	3,086	2,729	1,199	1,394	(1,335)
2005	Medical/Dental Insurance	5,815	7,172	3,572	0	2,284	(1,288)
2008	ICMA - 1% employer contribution	5	12	30	20	53	23
2011	Workers' Compensation Insurance	649	341	509	436	487	(22)
3000	Contractural Services	0	0	0	0	0	0
3600	Advertising	0	0	0	0	0	0
5155	Motor Fuel	1,129	1,185	1,300	841	1,300	0
5157	Motor Vehicle Expense	805	2,339	1,500	634	1,500	0
5800	Miscellaneous	0	0	0	0	0	0
6014	Chemicals and Materials	0	5,595	10,000	8,076	17,000	7,000
6016	Materials and Supplies	718	1,257	1,000	282	1,000	0
7004	Machinery & Equipment (calcium chlorid	0	0	0	0	14,260	14,260
7004	Machinery & Equipment (salt spreader)	0	0	0	0	16,000	16,000
	TOTAL	28,857	42,394	39,581	19,870	74,586	35,005
							88.44%
						w/o capital	11.99%

MUNICIPAL BUILDING MAINTENANCE
ACCT. 01-4304

This account includes the cost of custodial and maintenance work on the Rocky Mount Municipal Building and grounds. Services of the Public Works Department are used as needed in the maintenance of the grounds and minor repair work on the Municipal Building.

Contractual services include cleaning services, HVAC maintenance, security maintenance, web design, and pest control. Funds in the contractual line item are also used for repairs and maintenance such as to the automatic door, security systems, carpeting, painting, signage, awning, and roof repairs.

A figure of 0% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

4304	MUNICIPAL BUILDING MAINTENANCE	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	2,056	1,231	3,038	1,804	0	(3,038)
1003	Wages - Overtime	10	0	0	0	0	0
2001	FICA	153	94	232	133	0	(232)
2002	Retirement/Life Insurance	328	196	471	243	0	(471)
2005	Medical/Dental Insurance	484	421	749	358	0	(749)
2008	ICMA - 1% employer contribution	1	0	0	2	0	0
2011	Workers' Compensation Insurance	0	0	204	175	0	(204)
3000	Contractual Services	21,798	31,842	25,000	19,153	28,500	3,500
3300	Repairs & Maintenance	286	971	1,500	1,032	1,500	0
3600	Advertising	0	399	0	0	0	0
5100	Utilities	41,594	28,179	33,000	24,349	24,000	(9,000)
5200	Communications	3,868	3,480	4,000	3,970	4,200	200
6002	Materials and Supplies	1,777	2,220	2,000	1,347	1,800	(200)
6003	Agricultural Supplies	763	70	500	268	270	(230)
6005	Janitorial Supplies	1,159	1,876	1,755	1,867	2,000	245
7001	Land & Buildings (HVAC & door security)	0	26,152	0	57,725	0	0
7001	Land & Buildings (building security	0	0	60,000	50,933	0	(60,000)
7001	Land & Buildings (asphalt rejuvenation)	0	0	0	0	8,242	8,242
7002	Furniture & Fixtures	2,690	0	0	699	0	0
7003	Data Processing / Technology Improvements	0	2,007	1,000	11,428	1,500	500
7004	Machinery & Equipment	0	0	0	0	0	0
7007	Audio & Video Equipment	107	0	0	0	0	0
	TOTAL	**77,074**	**99,136**	**133,449**	**175,487**	**72,012**	**(61,437)**

-46.04%

EMERGENCY SERVICES BUILDING MAINTENANCE
ACCT. 01-4305

All costs associated with building maintenance for the Emergency Services Building on North Main Street is in this account, as well as expenses related to the downtown fire station building on Floyd Avenue. Routine maintenance services as needed are provided by Public Works to maintain the Emergency Services Building and the Floyd Avenue fire station.

A figure of 0% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

Contracted services are used to provide routine cleaning, maintenance of the card reader systems, HVAC maintenance, insect control, elevator inspections and maintenance, fuel tank maintenance, and generator maintenance. Funds in the contractual line item also provide for various repairs and maintenance as needed and includes flooring, painting, and roof repairs.

4305	EMERGENCY SERVICES BUILDING MAINTENANCE	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	4,454	3,457	3,038	1,906	0	(3,038)
1003	Wages - Overtime	0	0	0	0	0	0
2001	FICA	338	258	232	134	0	(232)
2002	Retirement/Life Insurance	708	550	471	264	0	(471)
2005	Medical/Dental Insurance	443	470	749	595	0	(749)
2008	ICMA - 1% employer contribution	2	1	10	0	0	(10)
2011	Workers' Compensation Insurance	0	0	204	175	0	(204)
3000	Contractual Services	18,352	16,506	18,200	18,458	18,900	700
3300	Repairs and Maintenance	6,549	10,109	7,500	4,430	7,500	0
5100	Utilities	17,984	17,549	17,300	18,601	18,200	900
5150	Heating Fuel	10,338	5,092	13,000	6,201	6,400	(6,600)
5200	Communications	3,529	4,233	4,000	3,029	3,924	(76)
6003	Agricultural Supplies	240	184	100	170	180	80
6005	Janitorial Supplies	3,044	1,422	3,000	1,282	1,400	(1,600)
6020	Materials and Supplies	112	6	100	284	130	30
7000	Capital Outlays	1,644	0	0	0	0	0
7001	Land & Buildings (roof repairs)	33,800	19,677	0	0	0	0
7001	Land & Buildings (Floyd Ave parking lot)	0	14,152	0	0	0	0
7001	Land & Buildings (office space & HVAC)	0	0	10,000	20,088	0	(10,000)
7001	Land & Buildings (asphalt rejuvenation)	0	0	0	0	5,778	5,778
7002	Furniture & Fixtures	0	0	0	0	0	0
	TOTAL	**101,538**	**93,666**	**77,904**	**75,617**	**62,412**	**(15,492)**

-19.89%

PUBLIC WORKS SHOP MAINTENANCE
ACCT. 01-4306

The Public Works Department is responsible for maintaining its buildings and grounds complex as needed. A figure of 0% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

Contractual services include HVAC and fuel tank maintenance.

4306	PUBLIC WORKS BUILDING MAINTENANCE	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	2,997	0	3,038	608	0	(3,038)
1003	Overtime	10	0	0	0	0	0
2001	FICA	227	0	232	45	0	(232)
2002	Retirement/Life Insurance	476	0	471	91	0	(471)
2005	Medical/Dental Insurance	491	0	749	147	0	(749)
2008	ICMA - 1% employer contribution	2	0	0	5	0	0
2011	Workers' Compensation Insurance	0	0	204	0	0	(204)
3000	Contractual Services	5,607	999	2,000	1,862	2,000	0
3300	Repairs & Maintenance	290	1,339	500	81	300	(200)
5100	Utilities	5,153	4,214	6,300	5,777	5,927	(373)
5150	Heating Fuel	3,060	2,032	4,000	2,501	3,000	(1,000)
5200	Communications	3,705	3,574	3,525	3,424	3,500	(25)
6001	Office Supplies	0	12	150	96	100	(50)
6003	Agricultural Supplies	0	285	0	0	100	100
6005	Janitorial Supplies	1,272	1,615	1,500	2,517	2,600	1,100
6006	Shop Supplies	2,326	805	2,000	4,761	2,000	0
6014	Chemicals & Materials	0	0	0	168	0	0
7001	Land & Buildings (asphalt rejuvenation	0	0	0	0	5,778	5,778
7003	Data Processing	0	0	0	1,548	500	500
7007	Audio Video Equipment	0	0	0	1,025	2,500	2,500
	TOTAL	25,617	14,876	24,669	24,655	28,305	3,636

14.74%

CEMETERY MAINTENANCE
ACCT. 01-4307

The Public Works Department maintains High Street Cemetery as a public service to the citizens of Rocky Mount. These services include mowing, landscaping, and the opening and closing of grave sites. 2.0% of all full-time Public Works salaries and fringe benefit costs have been budgeted to this account. Only those hours actually worked by employees during the year will be charged to this account, along with a comparable percentage of benefits.

Funds are provided for fertilizer and other landscaping needs as well as tree trimming as needed.

4307	CEMETERY MAINTENANCE	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	11,982	9,965	12,152	11,172	10,582	(1,570)
1003	Wages - Overtime	78	123	0	0	0	0
2001	FICA	915	762	930	817	810	(120)
2002	Retirement/Life Insurance	1,920	1,575	1,885	1,622	1,652	(233)
2005	Medical/Dental Insurance	3,332	2,908	2,995	2,559	3,045	50
2008	ICMA - 1% employer contribution	1	4	10	12	15	5
2011	Workers' Compensation Insurance	947	763	814	697	649	(165)
3000	Contractual Services	0	0	1,000	10	1,000	0
5155	Motor Fuel	811	442	650	479	495	(155)
5157	Motor Vehicle Expense	0	0	0	0	0	0
5158	Small Equipment Repairs and Purchases	20	234	600	250	600	0
6003	Agricultural Supplies	316	0	350	250	350	0
6013	Materials and Supplies	0	0	0	0	0	0
6014	Chemicals & Materials	0	0	0	0	0	0
7004	Machinery and Equipment (excavator)	0	0	0	39,067	0	0
	TOTAL	**20,320**	**16,776**	**21,386**	**56,935**	**19,198**	**(2,188)**
							-10.23%

PARKS & PLAYGROUNDS
ACCT. 01-4308

The Public Works Department maintains Mary Elizabeth Park, Mary Bethune Park, Celeste Park, the Franklin County Veterans' Memorial Park, and jointly maintains Gilley's Park with the Franklin County Parks and Recreation Department. The Town does not have an organized recreation program, relying instead on services provided by the Franklin County Department of Parks and Recreation. Our parks are provided for passive use, utilizing playgrounds, picnic shelters, tennis courts, and roller hockey courts for non-organized play. The Town is also obligated under the terms of the 2000 annexation agreement to develop a playground in or near the Franklin Heights subdivision in the future. Full-time labor costs for Public Works employees' allocated time to maintain the grounds and equipment of these parks is budgeted at 3.0% of total labor and fringe benefits.

Mary Elizabeth Park, located in the center of the historic central business district, and Mary Bethune Park, located on East Street, are available to host special events and other recreational opportunities. Veterans' Park, on South Main Street, serves as a gateway into town. Gilley's Park, located on Trail Drive, provides two ponds for citizens' enjoyment. Celeste Park, on Franklin Street, provides a more natural setting for citizens to explore.

4308	PARKS & PLAYGROUND MAINTENANCE	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	13,374	16,770	18,228	24,261	15,873	(2,355)
1003	Wages - Overtime	0	5	0	0	0	0
2001	FICA	1,020	1,264	1,394	1,841	1,214	(180)
2002	Retirement/Life Insurance	2,129	2,672	2,827	3,704	2,477	(350)
2005	Medical/Dental Insurance	1,672	4,622	4,493	4,418	4,568	75
2008	ICMA - 1% employer contribution	1	0	5	49	159	154
2011	Workers' Compensation Insurance	1,546	1,143	1,221	1,045	973	(248)
3000	Contractual Services	1,765	1,698	2,300	3,803	2,400	100
3300	Repairs & Maintenance	743	205	900	2,862	2,000	1,100
5100	Utilities	1,962	1,318	2,000	1,857	2,025	25
5155	Motor Fuel	734	389	600	417	435	(165)
5157	Motor Vehicle Expense	0	0	0	0	0	0
5158	Small Equipment Repairs and Purchases	100	0	500	0	500	0
6003	Agricultural Supplies	269	0	600	177	250	(350)
6005	Janitorial Supplies	0	49	0	0	0	0
6013	Recreational Supplies	2,158	5,387	2,000	1,365	2,000	0
6014	Chemicals & Materials	0	0	0	0	0	0
7004	Machinery & Equipment	0	4,435	35,000	17,006	8,000	(27,000)
7010	Infrastructure						0
	Celeste Park (donations $5,245)	0	0	0	0	0	0
	Gilley's Park	0	0	25,000	20,000	35,000	10,000
	Veterans Memorial Park Stabilization	3,839	17,469	900,000	1,087,140	0	(900,000)
	Repave tennis & hockey courts	0	0	0	0	0	0
	North Main St public recreation	0	0	0	0	0	0
	TOTAL	**31,312**	**57,427**	**997,068**	**1,169,945**	**77,874**	**(919,194)**
							-92.19%

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. He is also the GIS coordinator for the Town. The office is also the staff liaison of the Rocky Mount Planning Commission and the Board of Zoning Appeals. The Planning & Zoning Administrator is assisted by the Planning Technician 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. The erosion and soil inspection duties are now being conducted by Franklin County. All costs for the Planning & Zoning Administrator and 50% of the Planning Technician's salaries and fringes have been budgeted to this account.

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

Funds are allocated for the pay of the Planning Commission members for both regular and special meetings as needed. Rates are based on member certification. The planning chairman receives $125 per regular meeting if certified or $100 per regular meeting if not certified. She receives $25 for each special meeting. The remaining members of the Planning Commission receive $100 per regular meeting if certified and $75 per regular meeting if not certified. They also receive $25 for each special meeting. Members receive pay for the monthly regular meeting regardless of attendance but are only compensated for special meetings if in attendance. The Board of Zoning Appeals members only receive compensation for attendance at their scheduled meetings. The BZA Chairman receives $100 per meeting if certified or $75 per meeting if not certified. The remaining members receive $75 if certified or $50 if not certified. The Clerk (Planning Technician) receives $100 per month for attendance and transcription of the Planning Commission meetings, $25 for any special meetings, and $100 per Board of Zoning Appeals meetings.

Contractual services include professional consultant reviews of planning and zoning ordinances as needed. Possible training opportunities include costs for Planning Commission members and BZA members to attend state certification courses as well as training costs for staff to attend professional development opportunities. Dues are paid for memberships in various planning, zoning, and economic / community development organizations.

8101	PLANNING & ZONING	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	48,122	68,965	74,590	72,680	76,910	2,320
1003	Wages - Overtime	24	7	0	0	0	0
1004	Wages - Contractual Services	1,350	1,175	1,350	1,200	1,350	0
2001	FICA	4,546	6,084	5,706	6,195	5,884	178
2002	Retirement/Life Insurance	7,078	10,962	11,569	10,615	12,041	472
2005	Medical/Dental Insurance	8,285	7,611	12,431	9,126	11,715	(716)
2008	ICMA Retirement Insurance	73	124	180	224	230	50
2011	Workers' Compensation Insurance	192	657	162	139	634	472
2103	Employmnet Physicals / Testing	107	0	0	0	0	0
3000	Contractural Services	40,959	16,947	5,732	6,754	7,000	1,268
3600	Advertising	2,525	2,673	2,550	345	2,500	(50)
3700	Printing & Binding	0	0	100	0	50	(50)
3800	Postage & Delivery Services	261	17	250	62	70	(180)
5155	Motor Fuel	194	205	270	0	70	(200)
5157	Motor Vehicle Expense	543	0	750	586	500	(250)
5200	Communications	5,218	5,764	5,500	5,421	5,918	418
5500	Travel & Training/Education	769	28	1,000	495	1,000	0
5501	Meeting Expenses	626	547	575	214	300	(275)
5502	Stipends	9,750	8,030	8,375	7,850	8,200	(175)
5650	Dues & Professional Memberships	20	0	425	0	500	75
5700	Books & Subscriptions	0	0	100	0	0	(100)
6001	Office Supplies	4,034	5,264	3,600	3,856	4,000	400
7002	Furniture & Fixtures	122	0	0	0	0	0
7003	Data Processing Equipment	3,208	0	0	9,856	1,500	1,500
7007	Audio & Video Equipment	341	0	0	0	0	0
	TOTAL	**138,474**	**135,060**	**135,215**	**135,618**	**140,372**	**5,157**

3.81%

ECONOMIC & COMMUNITY DEVELOPMENT
ACCT. 01-8102

The Town has been quite active in placing financial support behind projects that have benefited the economic conditions and restored community pride in Rocky Mount. The Town mixes its rural/urban setting with a quiet country charm that is a draw for visitors to the region and encourages civic pride from its citizens and businesses. The Town continues to seek industrial partners for the 69 acres of land owned by the Town adjacent to the Franklin County / Rocky Mount Industrial Park.

The Town also partners with the Franklin County Board of Supervisors, Retail Merchants Association, and the Community Partnership for Revitalization to develop a business marketing and development plan to further promote business opportunities for commercial and retail sectors of the business community. The Town works with neighborhood groups to identify methods to revitalize deteriorating housing and infrastructure in order to encourage new growth in residential housing stock. The Town also coordinates with outside agencies to promote special events and attractions. The Community and Hospitality Center (the DePot) is staffed five days per week, except during the winter, by part-time employees to assist and direct visitors to the community's many cultural opportunities. The multiple award winning Harvester Performance Center, located on Franklin Street in the heart of downtown, and in its third year of operation, continues to draw patrons from outside the Town limits who enjoy the many retail, restaurant, and other entertainment opportunities available within the Town limits.

The Assistant Town Manager/Community Development Director heads the department. This position provides administrative and management support to the Town Manager, handles special projects as needed, works with existing small businesses to encourage success and growth, recruits other business and commercial ventures and provides technical assistance to establish operations in Town, coordinates special events and cooperates with other agencies and groups for such community activities, manages grants that may be received by the Town, works with residents and community leaders to better develop neighborhoods and residential living, and generally promotes the Town using our website and business and residential promotion guides.

A Planning Technician provides support to the department and serves as back-up help for telephone and walk-in customer assistance in the Town Manager's Office. She is presently responsible for scheduling reservations at Mary Elizabeth and Mary Bethune parks as well as reservations at the DePot. 50% of her salary is charged to this account with the remaining 50% being charged to the Planning and Zoning budget. The Planning & Zoning Administrator is also under the direction of the ATM/CDD and provides a high level of assistance in various aspects of economic development and growth planning and management.

Contractual services include costs for engineering and outside consulting services for various economic development initiatives as needed during the year. Unanticipated expenses that occur during the year related to economic development are also charged to this account. In economic development, Town Council has been flexible and responsive to various needs that have suddenly appeared to attract business or industry.

Training expenses are for staff to attend professional development seminars and conferences sponsored by the Virginia Economic Development Association, Virginia Department of Housing and Community Development; Virginia Downtown Development Association, Virginia Local Government Management Association; and the Virginia Municipal League.

Annual membership dues for staff members include: Virginia Local Government Management Association, American Planning Association, Virginia Downtown Development Association, International City/County Management Association, and Virginia Municipal Clerks Association.

Various contributions and sponsorships for special events include:

The Crooked Road	$5,000
Ferrum Express Bus Service	$4,600
Retail Merchants' Christmas Parade	$2,500
BUD Commission contribution	$2,000
Come Home to a Franklin County Christmas	$1,600
Old Court Days	$1,600
Pigg River Ramble	$1,000
Historical Society Bus Sponsor-Moonshine Tour	$ 600
Historical Society Bus Sponsor-Ghost Tour	$ 600
Rotary Club – Fourth of July Festival sponsor	$ 500
Other Special Events	$1,000
Total Special Events Contributions	$21,000

8102	ECONOMIC & COMMUNITY DEVELOPMENT	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	88,135	87,580	92,323	87,791	95,086	2,763
1002	Wages - Part Time	0	0	0	0	0	0
1003	Wages - Overtime	24	7	0	0	0	0
2001	FICA	6,432	6,415	7,063	6,090	7,274	211
2002	Retirement/Life Insurance	13,995	13,781	14,319	13,675	14,860	541
2005	Medical/Dental Insurance	13,595	13,772	18,362	12,486	19,047	685
2008	ICMA Retirement Insurance	67	117	133	231	242	109
2011	Workers Compensation Insurance	241	189	206	176	195	(11)
2103	Employmnet Physicals / Testing	200	137	0	0	0	0
3000	Contractural Services	15,707	14,160	20,000	20,660	25,000	5,000
3000	North Main plan (may get CDBG grant)	0	0	25,000	0	0	(25,000)
3600	Advertising	4,915	3,557	3,500	3,260	3,500	0
3620	Branding (with lodging tax increase)	0	0	58,939	29,527	54,659	(4,280)
3700	Printing & Binding	204	0	100	0	40	(60)
3800	Postal & Delivery Services	585	1,072	1,000	585	620	(380)
5155	Motor Fuel	647	1,049	800	1,675	1,700	900
5157	Motor Vehicle Expenses	1,192	1,011	600	1,148	1,500	900
5200	Communications	3,483	3,201	3,200	2,908	2,920	(280)
5500	Travel & Training	6,378	7,216	5,000	8,471	5,000	0
5650	Dues & Professional Memberships	2,213	1,973	2,100	1,203	1,400	(700)
5700	Books & Subscriptions	998	1,058	300	981	480	180
5900	Special Events / Promotions	18,360	21,816	20,000	19,337	21,000	1,000
5904	Shop Local Campaign	0	0	15,000	0	15,000	0
6001	Office Supplies	7,064	8,070	6,300	5,614	5,900	(400)
7000	Capital Outlays	0	579	600	475	600	0
7002	Furniture & Fixtures	744	1,054	0	0	0	0
7003	Data Processing Equipment	2,000	6,237	500	798	3,000	2,500
7006	Motor Vehicles	0	25,385	0	0	0	0
7007	Audio & Video Equipment	1,526	160	0	1,712	1,700	1,700
7040	Seasonal Decorations	76,672	0	5,000	9,200	7,500	2,500
	TOTAL	**265,377**	**219,597**	**300,345**	**228,004**	**288,223**	**(12,122)**
							-4.04%

CITIZENS' SQUARE
ACCT. 01-8103

The Farmers' Market at Citizens' Square was established by the Town of Rocky Mount in 1998. Since that time, the square has proven to be successful in serving as a place for special events and to house a place for local farmers and crafters to sell their homegrown produce and wares. The Square has proven to be a cornerstone in the redevelopment of the central business district. The Retail Merchants' Association manages the Farmers' Market for the Town. The Community Development Department is responsible for the promotion of the Farmers' Market.

Contractual services include the $500 per month payment to the Retail Merchants' Association to oversee the administration of the Farmers' Market. Regular outside cleaning services and security services are also in contractual services.

A figure of .50% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

8103 CITIZENS' SQUARE

		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	1,602	1,402	3,038	5,530	2,645	(393)
1003	Wages - Overtime	0	0	0	0	0	0
2001	FICA	119	104	232	415	202	(30)
2002	Retirement/Life Insurance	255	221	471	858	413	(58)
2005	Medical/Dental Insurance	240	159	749	1,647	761	12
2008	ICMA - 1% Employer Contribution	0	2	0	0	0	0
2011	Workers Compensation Insurance	0	0	204	175	162	(42)
3000	Contractural Services	10,930	9,478	10,000	11,085	10,160	160
3300	Repairs and Maintenance	934	559	1,500	510	1,500	0
3600	Advertising	0	100	2,000	0	500	(1,500)
3700	Printing & Binding	0	0	0	0	0	0
4400	Permits, Licenses and Fees	40	40	40	40	40	0
5100	Utilities	2,343	2,343	2,400	2,617	2,868	468
5200	Communications	0	0	0	0	0	0
5650	Dues & Membership Fees	0	0	0	0	0	0
5900	Special Events/Promotions	0	0	0	0	0	0
6003	Agricultural Supplies	0	30	0	0	0	0
6005	Janitorial Supplies	59	98	100	226	100	0
6014	Chemicals and Materials	0	0	0	0	0	0
6018	Materials and Supplies	180	1,110	200	967	1,000	800
7002	Furniture & Fixtures	1,111	0	0	0	0	0
7007	Audio and Video Equipment	0	0	0	0	0	0
8000	Equipment Rental	0	0	0	0	0	0
	TOTAL	**17,813**	**15,646**	**20,934**	**24,070**	**20,351**	**(583)**

-2.78%

COMMUNITY & HOSPITALITY CENTER
ACCT. 01-8104

The Rocky Mount Community & Hospitality Center, located in the former Norfolk Southern freight depot on Franklin Street, was opened in April 2000 and has served as a visitor's welcome center, a local museum, and hosts numerous community and private events for the public. The center has also served as a keystone in the overall revitalization efforts in the central business district.

The Center is staffed Monday through Saturday from April through December by a six-member part-time hostess / host staff. Staff at the Center will disseminate information on local attractions, lodging, shopping and dining opportunities throughout Rocky Mount and Franklin County. Rental fees are established for public and private use to help offset the cost of operations. The Town continues to own the building and schedules reservations.

One – half percent (0.50%) of total Public Works labor costs are budgeted here but only actual hours worked at the DePot are charged here.

Contractual services include routine building maintenance services such as cleaning, security, HVAC maintenance, and pest control.

8104	COMMUNITY & HOSPITALITY CENTER	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	830	937	3,038	0	2,645	(393)
1002	Wages - Part Time	8,574	10,498	12,025	12,278	12,350	325
1003	Wages - Overtime	0	0	0	0	0	0
2001	FICA	720	875	1,152	1,082	1,147	(5)
2002	Retirement/Life Insurance	70	134	471	49	413	(58)
2005	Medical/Dental Insurance	273	104	749	129	761	12
2011	Workers Compensation Insurance	499	381	204	175	162	(42)
2103	Employment Physicals/Testing	244	0	40	0	0	(40)
3000	Contractural Services	8,925	6,552	5,500	4,759	4,550	(950)
3300	Repairs and Maintenance	179	1,884	2,000	0	2,000	0
3600	Advertising	381	0	0	0	0	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	0	0	0	0	0	0
5100	Utilities	6,335	4,159	5,600	4,354	4,500	(1,100)
5200	Communications	831	863	800	969	985	185
5445	Uniforms	0	0	0	0	0	0
5500	Travel & Training	56	272	300	0	150	(150)
5650	Dues & Professional Memberships	0	0	0	0	0	0
5700	Books & Subscriptions	0	0	0	0	0	0
5900	Special Events/Promotions	0	0	0	0	0	0
6001	Office Supplies	1,318	947	700	250	350	(350)
6003	Agricultural Supplies	116	0	0	0	0	0
6005	Janitorial Supplies	137	323	275	510	500	225
6018	Supplies	0	0	0	512	500	500
7001	Land & Buildings (HVAC replacement)	22,900	0	0	0	0	0
7002	Furniture & Fixtures	1,473	2,135	0	0	0	0
7003	Data Processing Equipment	0	242	0	0	0	0
7007	Audio & Video Equipment	579	553	0	0	0	0
8000	Equipment Rental	0	0	0	0	0	0
	TOTAL	**54,442**	**30,859**	**32,854**	**25,066**	**31,013**	**(1,841)**

-5.60%

PASSPORT SERVICE EXPENSES
ACCT. 01-8106

The Town of Rocky Mount became a Passport Acceptance Facility in 2010. A Passport Acceptance Facility is a location which has been designated by the State Department to accept passport applications on its behalf. The Town does not approve or deny applications, but merely makes sure that applications are complete, accepts payment, and forwards applications on for processing. The Town's Passport Acceptance Facility also offers passport photograph services to the public. Costs associated with offering this service include copying, postage, office supplies, and photo supplies. Staff time is not accounted for in this account. Fees charged for passport photos and for mailing the applications offset the expenses in this account.

8106	PASSPORT SERVICE EXPENSES	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	0	0	0	0	0	0
2001	FICA	0	0	0	0	0	0
2002	Retirement/Life Insurance	0	0	0	0	0	0
2005	Medical/Dental Insurance	0	0	0	0	0	0
2011	Workers' Compensation Insurance	0	0	0	0	0	0
3000	Contractural Services	0	0	0	0	0	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	797	1,029	1,700	1,229	1,350	(350)
5500	Travel & Training/Education	0	0	0	0	0	0
5650	Dues & Professional Memberships	0	0	0	0	0	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office Supplies	373	483	525	799	860	335
6023	Passport Supplies	0	0	0	0	0	0
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing Equipment	0	0	0	0	0	0
7007	Audio & Video Equipment	0	0	0	0	0	0
	TOTAL	**1,169**	**1,511**	**2,225**	**2,028**	**2,210**	**(15)**
							-0.67%
	Revenue from Passport Fees	12,694	9,461	10,000	10,272	10,000	

ECONOMIC DEVELOPMENT AUTHORITY
ACCT. 01-8130

In conjunction with the Town's construction of the Harvester Performance Arts Venue, an Economic Development Authority was set up to take advantage of the historic tax credits available to fund up to $1,000,000 of the costs of the construction. Town Council has appointed seven members to the Authority with staggered terms.

Now that the construction of the Harvester Performance Center is complete, the EDA intends to direct its attention to economic development opportunities for the Town.

Operating expenses include the $100 per meeting stipend for the Planning and Zoning Clerk to attend and transcribe the meetings. Stipends of $50 per meeting for the seven Board members are budgeted here.

8130	ECONOMIC DEVELOPMENT AUTHORITY	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	0	0	0	0	0	0
1004	Wages - Contractual	100	200	600	600	600	0
2001	FICA	8	15	46	237	352	306
2002	Retirement/Life Insurance	15	30	93	90	0	(93)
2005	Medical/Dental Insurance	0	0	0	0	0	0
2008	ICMA - 1% employer contribution	1	2	6	6	6	0
2011	Workers' Compensation Insurance	0	0	0	0	0	0
3000	Contractural Services	40	0	0	0	0	0
3600	Advertising	0	0	0	0	0	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	0	0	0	0	0	0
5500	Travel & Training/Education	0	0	2,000	0	1,000	(1,000)
5502	Stipends	0	0	2,100	700	4,000	1,900
5650	Dues & Professional Memberships	0	0	0	0	0	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office Supplies	0	0	0	0	0	0
7001	Land & Buildings	0	0	50,000	0	10,000	(40,000)
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing Equipment	0	0	0	0	0	0
7004	Machinery & Equipment	0	0	0	0	0	0
	TOTAL	**164**	**247**	**54,845**	**1,633**	**15,958**	**(38,887)**

-70.90%

REMEDIATION OF BLIGHTED STRUCTURES
ACCT. 01-8500

The Town of Rocky Mount began a program in fiscal year 2012 to help rid neighborhoods of blighted structures. The program is administered by the Community Development Department and its objective is to work with owners of blighted structures to restore them. As a last resort, the program purchases blighted structures with the intent to demolish, rebuild, and re-sale them.

The Town's Public Works Department personnel will demolish and clean debris from the blighted properties when feasible. Otherwise the demolition and rebuilding are outsourced.

8500	REMEDIATION OF BLIGHTED STRUCTURES	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	0	0	0	0	0	0
1003	Wages - Overtime	0	0	0	0	0	0
2001	FICA	0	0	0	0	0	0
2002	Retirement/Life Insurance	0	0	0	0	0	0
2005	Medical/Dental Insurance	0	0	0	0	0	0
2011	Workers' Compensation Insurance	0	0	0	0	0	0
3000	Contractural Services	0	0	0	0	0	0
3152	Demolition	18,125	0	20,000	10,641	15,000	(5,000)
3600	Advertising	0	0	0	0	0	0
3800	Postage & Delivery Services	0	0	0	0	0	0
4400	Permits	0	0	0	0	0	0
5155	Motor Fuel	0	0	0	0	0	0
5157	Motor Vehicle Expense	0	0	0	0	0	0
5300	Insurance	0	0	0	0	0	0
6003	Agricultural Supplies	0	0	0	0	0	0
7004	Machinery & Equipment	0	0	0	0	0	0
	TOTAL	**18,125**	**0**	**20,000**	**10,641**	**15,000**	**(5,000)**
							-25.00%

GENERAL FUND NON-DEPARTMENTAL
ACCT. 01-9102

This account reflects costs not associated with any specific account elsewhere in the General Fund. These costs may include agency support, interfund transfers, debt service and contingency monies that Town Council may chose to use during the fiscal year for unforeseen needs.

A portion (75%) of general liability, automotive, property and casualty, and other non-medical related insurance have been centralized to this account. Debt Service is provided to service debt on the 2011 bond for the Emergency Services Building, the 2013 refinanced bond for sewer service extensions, and the 2017 bond for Park infrastructure, drainage projects, and public safety radios.

Capital items generally used by a particular department are included in their specific operating account and not in this non-departmental account.

Included are the various costs for administering the flexible benefits and health insurance plans and a reserve for Council supplemental pay adjustments. Expenses for employee drug testing and wellness programs are found here.

We have tried historically to budget some amount each year in a contingency line item to cover any unanticipated costs that Council may designate during the year. The proposed base contingency is $50,000.

There is a transfer to the Harvester Performance Center fund for $314,453 to cover Town expenses related to the Harvester such as salaries, other personnel costs, utilities, and other costs.

Financial support to outside agencies is included as well. A list of all agencies that have been funded in the past, their requests for funding and recommendations for funding, can be found in the Supplemental Information section of this budget document. Contributions to outside public service agencies is capped at about one-half cent of the real estate tax rate. However, as in the previous fiscal year, contributions are capped at $16,500.

The amount proposed as contributions to outside agencies for this fiscal year is $16,500 and includes the following:

Franklin Center Workforce Consortium	$6,000
Free Clinic of Franklin County	3,500
Helping Hands	3,000
Stepping Stone Mission	750
Franklin County Family Resource Center	500
Franklin County Perinatal Education Center	500
Franklin County Historical Society	500
We Care of Franklin County	500
Southern VA Child Advocacy Center (CAPS)	200
Warren Street Society	0
Franklin County Rescue Squad	0
Undesignated	1,050
Total Contributions to Agencies	$16,500

9102	GENERAL FUND NONDEPARTMENTAL	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1000	Personal Services	12,313	13,468	0	0	0	0
2000	Fringe Benefits Administration Fees	(7,264)	36,776	40,000	45,711	45,963	5,963
2001	FICA	942	1,030	0	0	0	0
2004	LODA - Retiree Insurance	11,762	13,407	12,183	12,161	16,344	4,161
2101	Employee Wellnes Program	4,450	1,519	5,100	1,250	3,900	(1,200)
2102	Employee Drug Testing	1,098	815	1,400	1,836	1,850	450
5300	Insurance	67,853	70,531	73,352	74,299	72,524	(828)
5600	Contributions to Other Entities	22,500	16,500	16,500	15,450	16,500	0
9001	Debt Service - Principal	215,000	165,000	165,000	165,000	295,000	130,000
9002	Debt Service - Interest	17,908	45,412	35,059	78,889	59,644	24,585
9300	Transfer to Utility Fund - meals tax	257,139	0	0	0	0	0
9300	Transfer to Utility Operations Fund	0	0	55,280	0	0	(55,280)
9500	Transfer to Utility Capital Projects Fund	0	0	0	0	0	0
9600	Transfer to Performance Venue Fund-Operations	0	282,816	331,146	331,146	354,682	23,536
9959	Contingency	0	0	50,000	0	50,000	0
9959	Reserve for Council special events & contributions	0	0	0	0	0	0
9959	Reserve for Council supplemental pay adjustments	0	0	27,505	19,058	28,796	1,291
9959	Reserve for Council supplemental pay adjustments (Fi	0	0	12,100	0	0	(12,100)
9959	Reserve for Reimbursement to Fund Balance	0	0	50,136	0	27,862	(22,274)
	TOTAL	**603,701**	**647,274**	**1,033,208**	**744,800**	**973,065**	**(60,143)**
							-5.82%

UTILITY FUND

OVERVIEW: UTILITY FUND

The utility fund accounts for the production and sale of water and the cost to treat sewer. The Town of Rocky Mount delivers quality water and sewer services to its customers. The recently implemented rate re-structure has helped to close the gap between below market rates and the actual costs to provide water and sewer services. 67% of our water revenue comes from residential, commercial, and industrial customers living within the Town limits. 83% of the gallons consumed are in-town.

Revenues in the utility fund include water use charges, sewer use charges, rental of property for cell phone towers, and a transfer from the utility capital fund.

Expenses include water distribution and treatment, sewer collection and treatment, utility billing, and non-departmental expenses not directly attributable to any one function.

UTILITY OPERATING FUND REVENUES		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	% change
2000	***Water Use Charges***							
2030	Water Consumption Charges	1,113,565	1,139,655	1,144,700	1,168,146	1,185,669	40,969	
2031	Water Connections	23,862	28,100	20,990	21,800	17,825	(3,165)	
2032	Reconnect Fees	7,415	3,425	2,500	3,575	2,750	250	
2034	Penalties	25,048	27,934	24,000	32,895	28,440	4,440	
2037	Bulk Water Purchases	4,025	2,086	2,400	994	1,000	(1,400)	
	Total Water Use Charges	**1,173,916**	**1,201,200**	**1,194,590**	**1,227,410**	**1,235,684**	**41,094**	3.4%
2400	***Other Categorical Aid***							
0108	Other Categorical Aid	0	0	0	0	0	0	
0405	Dept of Health	0	0	0	0	0	0	
0407	VML Safety Grant	0	0	0	0	0	0	
	Total Other Categorical Aid	**0**	**0**	**0**	**0**	**0**	**0**	0.0%
3000	***Wastewater Use Charges***							
3030	Sewer Use Charges	691,132	736,295	713,900	739,860	750,958	37,058	
3031	Sewer Connections	10,500	12,500	8,000	10,000	8,000	0	
	Total Wastewater Use Charges	**701,632**	**748,795**	**721,900**	**749,860**	**758,958**	**37,058**	5.1%
5000	***Miscellaneous Revenue***							
0201	Rent of Property	46,924	45,156	47,086	47,211	47,339	253	
0207	Sale of Property	258	0	0	0	0	0	
4105	Recoveries	1,317	2,616	500	702	0	(500)	
	Total Miscellaneous Revenue	**48,500**	**47,772**	**47,586**	**47,913**	**47,339**	**(247)**	-0.5%
8000	***Transfers from Other Funds***							
0901	Transfer fm General Fund-for utility operations	0	0	55,280	0	0	(55,280)	
3038	Transfer from Cap Projects Fund	0	0	0	0	0	0	
3039	Transfer from Utility Cap Projects Fund	0	0	0	0	112,405	112,405	
	Total Transfers from Other Funds	**0**	**0**	**55,280**	**0**	**112,405**	**57,125**	103.3%
	Total Utility Fund Revenues before Fund Balance	**1,924,047**	**1,997,767**	**2,019,356**	**2,025,183**	**2,154,386**	**135,030**	6.7%
9000	***Use of Fund Balance***							
9999	Appropriated Fund Balance-depreciation	778,136	779,504	834,695	834,695	887,992	53,297	
	Total Use of Fund Balance	**778,136**	**779,504**	**834,695**	**834,695**	**887,992**	**53,297**	6.4%
	TOTAL UTILITY FUND REVENUES	**2,702,183**	**2,777,271**	**2,854,051**	**2,859,878**	**3,042,378**	**188,327**	6.6%
							6.60%	

UTILITY OPERATING FUND EXPENDITURE SUMMARY		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	% change
Account	Description							
	Water Treatment & Distribution							
5000	Water Distribution System	182,994	123,421	148,004	130,686	203,979	55,975	
5010	Meter Reading	37,553	38,618	43,205	33,202	36,140	(7,065)	
5050	Water Treatment Plant	576,998	604,540	628,767	537,344	642,777	14,010	
	Total Water Treatment & Ditributio	797,544	766,579	819,977	701,232	882,896	62,919	7.7%
	Wastewater Collection & Treatment							
6000	Wastewater Collection System	102,873	105,949	129,624	122,768	177,085	47,461	
6050	Wastewater Treatment Plant	435,319	469,096	489,758	407,264	505,364	15,606	
	Total WW Collection & Treatment	538,193	575,045	619,382	530,032	682,449	63,067	10.2%
	Miscellaneous							
6200	Utility Billing	163,087	141,115	164,435	133,255	168,871	4,436	
6900	Utility Fund Nondepartmental	1,166,395	1,162,639	1,250,257	1,239,527	1,308,162	57,905	
	Total Miscellaneous	1,329,482	1,303,755	1,414,692	1,372,782	1,477,033	62,341	4.4%
	TOTAL	2,665,219	2,645,379	2,854,051	2,604,046	3,042,378	188,327	6.6%
	Total Revenues	2,702,183	2,777,271	2,854,051	2,859,878	3,042,378	188,327	
	Surplus/(Defecit)	36,966	131,893	0	255,832	0	(0)	
		70.62%	99.26%	107.89%	91.24%	116.83%	6.60%	
	depreciation expense	778,136	779,504	834,695	834,695	887,992	53,297	

WATER SYSTEM OPERATIONS
ACCT. 02-5000

The Rocky Mount Public Works Department is responsible for maintaining the water distribution system to our customers. The Town currently has over 2,900 connections, including residential, commercial, institutional and industrial users. These lines range in size from 2" service lines to 24" main lines, covering approximately 550,000 linear feet. Some of this system lies outside the corporate limits. Whenever Public Works employees, vehicles or equipment are used in servicing these lines, these costs are charged against this account to accurately reflect the true costs of providing utility service to the users. Fees are charged each month based upon consumption readings to cover the costs of providing this service. 7.0% of all Public Works labor and fringe benefits are budgeted to this account. Only actual time spent on associated projects will be charged during the year.

Aside from service lines, the Town is also responsible for the maintenance of five water storage tanks with a capacity of over 2.8 million gallons. Tanks are located on US 220 North, US 220 South, Scuffling Hill Road, Bald Knob, and Grassy Hill / Landmark. The annual maintenance costs for these tanks are budgeted in the contractual services line item.

Materials and supplies include pipe, valves, hydrants, clamps, and meters for new connections or which may be needed in miscellaneous line maintenance projects. Capital outlay and infrastructure may include more substantial repairs to existing water lines.

5000	WATER DISTRIBUTION SYSTEM	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	32,345	22,058	36,456	35,171	67,142	30,686
1002	Wages - Part Time	0	0	0	945	0	0
1003	Wages - Overtime	3,257	1,395	2,000	2,087	2,200	200
2001	FICA	2,627	1,739	2,942	2,831	5,304	2,362
2002	Retirement/Life Insurance	5,664	3,673	5,964	5,674	10,971	5,007
2005	Medical/Dental Insurance	10,208	5,146	8,986	7,162	17,156	8,170
2008	ICMA - 1% employer contributi	8	2	10	85	671	661
2011	Workers' Compensation Insura	3,303	2,383	2,443	2,092	3,984	1,541
3000	Contractural Services	24,803	27,618	30,000	30,200	35,000	5,000
3300	Repairs and Maintenance	842	106	1,000	2,472	1,000	0
3600	Advertising	0	0	0	0	0	0
5100	Utilities	14,596	19,380	20,000	17,240	20,350	350
5155	Motor Fuel	0	0	0	0	0	0
5157	Motor Vehicle Expenses	0	121	0	309	0	0
5158	Small Equipment Purchases	0	0	0	0	0	0
5200	Communications	3	1	3	0	0	(3)
5800	Miscellaneous	1,127	0	100	0	100	0
6003	Agricultural Supplies	205	64	100	100	100	0
6009	Materials & Supplies	17,537	4,624	10,000	14,249	15,000	5,000
7000	Capital Outlays	35,502	35,111	28,000	10,068	25,000	(3,000)
7004	Machinery & Equipment	700	0	0	0	0	0
7010	Infrastructure	0	0	0	0	0	0
	TOTAL	**182,994**	**123,421**	**148,004**	**130,686**	**203,979**	**55,975**

37.82%

METER READING
ACCT. 02-5010

The Public Works Department is responsible for reading all water meters monthly. Readings are submitted to the Finance Department, which is responsible for preparing and mailing the bills and collecting payments.

In an effort to improve the efficiency of meter reading, the Town is utilizing a "touch read" meter reading and billing system. This technology allows meter readers to more quickly read meters by using a wand placed on an above ground sensor and download the information into a handheld computer. The information is then downloaded by the meter readers into software that will automatically post the reading to the customer account and produce a bill without doing manual data entry. All input reports are reviewed closely by the account clerks in the Finance Department and the meter readers. Customers included in the 2000 annexation area were the first to have these meters installed, and all new connections now utilize the touch read meters. Over time, as meters need replacement, this technology is used to assist in the efficiency and accuracy of the process. This replacement project will continue until all meters are replaced with the "touch read" variety. Currently, manual reads are entered into the hand-held as the meters are read in the field and then the information is downloaded directly into the billing software. One - two man team reads all meters at the first of the month. All bills are produced and mailed at the end of the month (basically a thirty day lag time). Costs for meters used for repairs are included in account 02-5000 (Water Distribution). Costs for meters used to replace existing meters as part of the replacement program to touch-read technology are included in account 05-5006 (Water Distribution – Public Works - Capital Projects) which is in the Utility Capital Projects Fund.

Radio-read meters are the most current technology being used in regional meter replacement projects. The Town of Boones Mill installed radio-read meters as part of their million dollar water line and meter replacement project completed by the Western Virginia Water Authority. Current hand-held technology being installed with radio-read capability also allows the use of existing touch-read meters and wands. The Town will need to decide when to introduce the radio-read technology to the meter reading system to increase efficiency.

3.50% of the Public Works labor and benefits are budgeted here. However, actual time of personnel is charged here.

5010	METER READING	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	19,195	21,227	22,785	18,112	18,518	(4,267)
1003	Wages - Overtime	0	17	0	137	0	0
2001	FICA	1,366	1,643	1,743	1,108	1,417	(326)
2002	Retirement/Life Insurance	3,154	3,273	3,534	3,116	2,890	(644)
2005	Medical/Dental Insurance	4,065	4,900	5,616	4,280	5,329	(287)
2008	ICMA - 1% Employer Contribution	0	0	0	1	0	0
2011	Workers' Compensation Insurance	2,519	1,525	1,527	1,307	1,136	(391)
3000	Contractual Services	3,766	1,975	4,000	2,035	2,400	(1,600)
3300	Repairs & Maintenance	1,096	1,696	1,000	0	1,000	0
3600	Advertising	0	0	0	0	0	0
3800	Postage	61	0	0	0	0	0
5155	Motor Fuel	2,160	1,712	2,300	2,469	2,500	200
5157	Motor Vehicle Expenses	0	629	500	500	750	250
5500	Travel & Training	0	0	0	0	0	0
6009	Materials & Supplies	170	22	200	136	200	0
	TOTAL	**37,553**	**38,618**	**43,205**	**33,202**	**36,140**	**(7,065)**

-16.35%

WATER TREATMENT PLANT
ACCT. 02-5050

The Town of Rocky Mount operates a 2.0 MGD water treatment facility located approximately 2 miles north of the corporate limits off U.S. Route 220. Constructed in 1983, the plant draws raw water from the Blackwater River. The facility and its treatment process comply with the Virginia Health Department (VDH) and with the Department of Environmental Quality (DEQ) and rated as a Class II plant. The facility is a conventional treatment filtration plant utilizing chemical addition with flash mix and three flocculation basins, two sedimentation basins, two sand filters, 250,000 gallon clear well and finished water pumps. Five (5) full-time operators are employed, supervised by the Water Treatment Plant Superintendent who holds a Class I license. Staff currently includes three (3) operators classified as Operator I, one (1) as an Operator II, and one (1) as an Operator III. The Water Plant, in 2016, converted from chlorine gas to liquid bleach for processing.

The Town has addressed several capital needs over the past years needed to maintain the water treatment plant and to meet VDH requirements. The plant continues to operate on a VDH permit and quality standards that require less than 24 hour operation to hold down personnel and operating costs. The Water Treatment Plant is expected to incur a near zero increase in its production level for this fiscal year.

Contractual services encompass instrumentation, elevator, and HVAC maintenance, calibration, and any engineering services required. Chemicals include chlorine, fluoride, alum, and other chemicals needed to treat raw water for distribution.

5050	WATER TREATMENT PLANT	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	239,819	247,301	256,736	211,627	263,154	6,418
1003	Wages - Overtime	12,390	7,816	9,000	6,185	9,000	0
2001	FICA	18,592	18,251	18,753	11,985	18,515	(238)
2002	Retirement/Life Insurance	39,566	41,335	39,820	38,818	40,815	995
2005	Medical/Dental Insurance	55,801	60,803	59,702	53,062	72,730	13,028
2011	Workers' Compensation Insuranc	8,644	7,316	5,802	4,968	7,053	1,251
3000	Contractural Services	7,475	7,341	8,000	4,997	8,000	0
3300	Repairs & Maintenance	9,720	6,859	10,000	7,642	10,000	0
3340	Safety Repairs & Materials	34	120	500	729	500	0
3341	Lab Testing Services	7,113	8,550	9,000	8,812	11,000	2,000
3600	Advertising	100	0	100	0	100	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	51	49	70	32	50	(20)
4400	Permits, Licenses & Fees	9,341	8,531	9,100	8,683	9,100	0
5100	Utilities	70,403	69,105	72,000	71,348	72,000	0
5150	Heating Fuel	4,841	2,035	5,000	3,403	3,500	(1,500)
5155	Motor Fuel	2,262	1,573	2,000	1,484	1,500	(500)
5157	Motor Vehicle Expenses	2,046	1,803	3,000	1,447	3,000	0
5158	Small Equipment Expense	198	1,311	300	308	320	20
5200	Communications	4,331	4,542	4,500	4,410	4,500	0
5445	Uniforms	4,048	4,025	5,000	4,018	4,200	(800)
5500	Travel & Training	636	1,289	1,000	1,098	1,500	500
5650	Dues & Professional Membership	200	200	240	200	240	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office Supplies	878	432	500	746	650	150
6003	Agricultural Supplies	235	92	100	100	100	0
6004	Laboratory Supplies	3,995	7,185	7,400	8,181	8,250	850
6005	Janitorial Supplies	99	35	145	30	100	(45)
6009	Materials and Supplies	3,492	3,184	6,000	3,019	3,800	(2,200)
6014	Chemicals & Materials	61,279	86,540	85,000	75,011	80,000	(5,000)
7000	Capital Outlays (larger repairs)	9,411	6,031	10,000	5,000	8,500	(1,500)
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing Equipment	0	884	0	0	600	600
8000	Equipment Rental	0	0	0	0	0	0
	TOTAL	576,998	604,540	628,767	537,344	642,777	14,010

2.23%

SEWER SYSTEM OPERATIONS
ACCT. 02-6000

The Public Works Department is responsible for maintaining the wastewater collection system to the Wastewater Treatment Plant. These lines lie both inside the corporate limits and outside for industrial and commercial development. Whenever Public Works employees, vehicles and equipment are used in servicing these lines, these costs are booked against this account to accurately reflect the true costs of providing these services. Fees are charged to the users to recover the costs of collecting wastewater and its treatment. 7.0% of all Public Works labor and fringe benefits are budgeted in this account. Actual labor spent on work associated with the wastewater collection system will be charged.

Routine repairs and maintenance of sewer lines are provided by Public Works. Money has been set aside for materials and supplies for miscellaneous sewer line extensions or repairs that may be required during the fiscal year. This account also includes costs to operate and maintain all sewer pump stations in the system. At present, the town has 6 stations: Green Oaks, Trail Drive, Rt. 220, Powder Mill, Altice Mill Road, and Rt. 122.

Contractual services include miscellaneous contracted work needed for basic inflow and infiltration repairs or engineering services, for root control, and for "Miss Utility" markings. Materials and supplies include costs for non-specific sewer line projects and repairs. Funds budgeted do not provide for any new services, but only to repair existing lines when needed. Capital outlay provides for major repair costs. Infrastructure includes costs for major repair projects to existing sewer lines.

6000	WASTEWATER COLLECTION SYSTEM	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	24,077	21,984	36,456	35,354	67,142	30,686
1002	Wages - Part Time	0	0	0	236	0	0
1003	Wages - Overtime	595	792	500	970	1,020	520
2001	FICA	1,844	1,695	2,827	1,788	5,136	2,309
2002	Retirement/Life Insurance	3,928	3,527	135	3,669	10,630	10,495
2005	Medical/Dental Insurance	6,483	6,433	8,986	6,543	16,826	7,840
2008	ICMA - 1% employer contribution	2	9	10	24	67	57
2011	Workers' Compensation Insurance	3,754	2,763	2,443	2,090	3,984	1,541
3000	Contractural Services	9,212	11,098	15,000	12,869	15,000	0
3300	Repairs & Maintenance	9,425	6,310	7,000	12,912	7,000	0
3600	Advertising	0	0	500	0	300	(200)
3800	Postage	0	0	100	0	0	(100)
5100	Utilities	33,627	40,580	42,700	35,111	38,000	(4,700)
5150	Heating Fuel	2,074	462	1,600	1,394	1,500	(100)
5155	Motor Fuel	692	441	600	530	580	(20)
5157	Motor Vehicle Expense	1,191	2,045	1,000	1,020	1,000	0
5200	Communications	679	1,547	1,618	0	0	(1,618)
5500	Travel & Training	0	0	0	0	0	0
6003	Agricultural Supplies	102	229	150	100	150	0
6012	Materials & Supplies	3,726	3,136	6,000	6,467	6,550	550
6014	Chemicals & Materials	944	2,898	2,000	1,689	2,200	200
7010	Infrastructure	0	0	0	0	0	0
	TOTAL	**102,873**	**105,949**	**129,624**	**122,768**	**177,085**	**47,461**
							36.61%

WASTEWATER TREATMENT PLANT
ACCT. 02-6050

The Town of Rocky Mount operates a 2.0 MGD wastewater treatment facility located approximately 1 mile east of the corporate limits. Constructed in 1994, the plant is a state-of-the-art facility with a discharge permit into the Pigg River. The facility and its treatment process comply with Virginia Health Department (VDH) and with Department of Environmental Quality (DEQ) and is rated as a Class I plant. The facility is a conventional treatment plant utilizing aerobic digestion and UV light treatment, two primary digesters, sedimentation basins, and belt press operation. The Town is required to dispose of sludge produced at the plant at the county landfill. Currently five full-time operators are employed, including the Wastewater Treatment Plant Superintendent, who holds a Class I license. Staff also includes three (3) more Operators I and one (1) Operator II. An intern from the Virginia Western water and sewer instructional program or from the Ferrum College environmental science program is also used throughout the year. Wastewater Treatment Plant personnel are responsible for the maintenance of the facility and grounds as well as all pump stations.

The plant is a benchmark for other treatment facilities in the state because of its design and the maintenance provided by the WWTP Superintendent and his staff. The plant consistently performs well above minimum standards established in the regulatory permit issued by the Virginia Department of Environmental Quality.

Contractual services are for facility and equipment maintenance. Repairs and maintenance are for miscellaneous and emergency repairs. Laboratory supplies are for testing materials and equipment required by regulatory agencies to meet state and federal operating limits. Chemicals are for materials needed to treat inflow before discharging.

6050	WASTEWATER TREATMENT PLANT	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	207,932	216,701	217,576	176,375	226,236	8,660
1002	Wages - Part Time	2,088	1,128	6,400	2,496	6,560	160
1003	Wages - Overtime	639	1,168	720	613	720	0
2001	FICA	15,953	16,022	17,135	9,575	17,809	674
2002	Retirement/Life Insurance	32,197	34,779	33,746	32,969	35,089	1,343
2005	Medical/Dental Insurance	39,994	50,397	56,921	43,853	67,474	10,553
2011	Workers' Compensation Insurance	6,137	4,016	3,360	2,877	3,189	(171)
2103	Employmnet Physicals/Testing	134	137	100	123	125	25
3000	Contractural Services	6,237	5,115	6,500	7,256	8,000	1,500
3300	Repairs & Maintenance	13,532	16,712	17,000	17,440	17,500	500
3341	Lab Testing Services	2,322	6,365	3,000	6,028	3,500	500
3600	Advertising	504	0	500	214	0	(500)
3800	Postage & Delivery Services	54	16	50	9	12	(38)
4400	Permits, Licenses, & Fees	8,656	9,768	9,400	8,911	9,400	0
5100	Utilities	64,540	73,554	74,000	65,078	70,000	(4,000)
5150	Heating Fuel Expense	0	556	1,300	1,057	1,300	0
5155	Motor Fuel	2,471	1,998	2,500	2,421	2,500	0
5157	Motor Vehicle Expenses	697	253	500	206	800	300
5158	Small Equipment Expenses	124	459	300	356	400	100
5200	Communications	4,748	4,708	4,800	4,478	4,700	(100)
5445	Uniforms	3,330	3,655	3,800	3,721	3,800	0
5500	Travel & Training	4,069	2,507	3,000	2,210	3,000	0
5650	Dues and Professional Memberships	272	274	300	275	300	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office Supplies	145	312	350	377	350	0
6003	Agricultural Supplies	92	107	400	449	400	0
6004	Laboratory Supplies	6,473	6,070	9,000	6,327	7,500	(1,500)
6005	Janitorial Supplies	1,106	1,112	1,100	1,005	1,100	0
6012	Wastewater Supplies	280	1,203	1,000	644	1,000	0
6014	Chemicals & Materials	10,168	9,874	15,000	7,960	12,000	(3,000)
7000	Capital Outlays	0	0	0	0	0	0
7003	Data Processing Equipment	426	129	0	1,964	600	600
	TOTAL	**435,319**	**469,096**	**489,758**	**407,264**	**505,364**	**15,606**

3.19%

UTILITY BILLING
ACCT. 02-6200

The Finance Department handles all financial and personnel related services for the Utility Fund. To properly reflect the true costs of these services, a portion of all salaries and fringe benefits of these persons will be charged to the Utility Fund. 25% of the personnel costs for the Finance Director, the Assistant Finance Director, and the Accounting Technician and 50% of personnel costs for both Account Clerks have been allocated to this account. No portion of the costs for administrative oversight of the fund by the Town Manager is charged to this account, but should be for proper accountability and booking of true operation costs. The Finance Department oversees the input of the meter readings, prepares and mails the utility bills, and collects payments. They also maintain the general ledger for utility fund operations and process payroll and benefits administration for employees operating in this fund.

A portion (25%) of all maintenance agreements for computer hardware and software is also being charged to this account. 25% of the annual audit is allocated to this account. 25% of office equipment maintenance contract costs and 25% of Finance Department office supplies are charged to this account.

6200	UTILITY BILLING & ADMINISTRATION	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	82,612	64,967	80,704	59,751	82,475	1,771
2001	FICA	6,298	4,535	6,174	3,467	6,309	135
2002	Retirement/Life Insurance	12,503	10,776	12,517	10,817	12,888	371
2005	Medical/Dental Insurance	15,730	12,029	15,491	12,396	17,815	2,324
2008	ICMA - 1% Employer Contribution	0	0	0	170	825	825
2011	Workers' Compensation Insurance	233	91	89	76	49	(40)
3000	Contractural Services	23,130	26,443	25,000	24,402	25,750	750
3700	Printing and Binding	4,935	4,476	5,200	4,986	5,200	0
3800	Postage & Delivery Services	14,055	14,987	15,360	14,695	14,760	(600)
6001	Office Supplies	3,592	2,812	3,900	2,496	2,800	(1,100)
	TOTAL	**163,087**	**141,115**	**164,435**	**133,255**	**168,871**	**4,436**
							2.70%

UTILITY FUND NON-DEPARTMENTAL
ACCT. 02-6900

This account includes all costs not associated with any operating departmental budget. These costs include general liability insurance costs (25%), interfund transfers, debt service, and contingency for unanticipated costs or Town Council discretionary funds needed during the budget year. Depreciation costs are budgeted in all proprietary funds in accordance with sound financial practices. Depreciation has been budgeted to account for expenses related to both the water and sewer systems that are anticipated to be recorded in year-end audited financial statements. Water and sewer rates do not cover the cost of depreciation. Depreciation is financed by tapping into the fund balance. Supplemental pay adjustments for Council use for utility fund employees are included in this account.

Debt Service in the Utility Fund is for past utility line extensions within Town limits.

We have tried historically to budget some amount each year in a contingency line item to cover any unanticipated chemical or materials costs or engineering services that Council may designate during the year. The amount this year is proposed at $10,000.

6900	UTILITY FUND NONDEPARTMENTAL	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1000	Personal Services	3,438	3,587	0	0	0	0
2001	FICA	263	274	0	0	0	0
5300	Insurance	22,618	23,510	25,451	24,766	25,757	306
9001	Debt Service - Principal	221,000	280,000	284,000	284,000	292,500	8,500
9002	Debt Service - Interest	140,940	75,764	88,898	91,223	84,647	(4,251)
9100	Transfer to General Fund	0	0	0	0	0	0
9400	Transfer to Capital Improvement Fund	0	0	0	0	0	0
9401	Transfer to Utility Fund Capital Projects Fund	0	0	0	0	0	0
9959	Contingency	0	0	10,000	0	10,000	0
9959	Reserve for Council supplemental pay adjustments	0	0	7,213	4,843	7,266	53
9960	Depreciation -- Water	313,484	325,266	336,960	336,960	350,438	13,478
9961	Depreciation -- Sewer	464,652	454,239	497,735	497,735	537,554	39,819
	TOTAL	**1,166,395**	**1,162,639**	**1,250,257**	**1,239,527**	**1,308,162**	**57,905**

4.63%

UTILITY CAPITAL FUND

OVERVIEW: UTILITY CAPITAL FUND

The utility capital fund contains a portion of the revenues generated from water distribution and sewer collection charges in order to fund capital needs of the water and sewer systems.

The increase in water distribution charges and sewer collection charges from rates established at December 31, 2012 plus the capital recovery fees for both water and sewer meters greater than 5/8 inch are put into this fund.

Expenses in this fund will be for capital and major repair items for the water distribution system, the Water Treatment Plant, the sewer collection system, and the Wastewater Treatment Plant. With the input of the Water Plant Superintendent, the Wastewater Plant Superintendent, the Public Works Superintendent, the Town Manager, and the Assistant Town Manager, Council will decide which projects will be funded in any particular year.

The one dollar increase in residential garbage fees, established from rates at December 31, 2012, is also put into this fund to help fund future public works capital equipment needs such as a replacement garbage truck. An additional one dollar increase in the residential refuse collection fee and a two dollar increase in the commercial refuse collection fee this fiscal year are also scheduled to be included in this fund.

There is a $127,345 transfer to the Utility Operating Fund to cover the projected operating deficit for this fiscal year.

UTIILITY FUND CAPITAL PROJECTS FUND REVENUE		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	% Change
2020	***Capital Recovery - Water***							
2500	Utility Capital fee - Water	179,869	243,833	243,834	280,795	281,721	37,887	15.54%
3030	***Capital Recovery - Sewer***							
3500	Utility Capital fee - Sewer	162,637	207,034	204,701	228,998	229,383	24,682	12.06%
4040	***Capital Recovery - Garbage***							
4500	Utility Capital fee - Garbage	19,916	20,154	19,874	20,038	20,472	598	3.01%
1500	***Proceeds from the Use of Assets***							
4051	Proceeds from Bond Issue	0	0	65,000	0	0	(65,000)	-100.00%
8000	***Transfer from Other Funds***							
3035	Transfer from general fund-meals tax	257,139	0	0	0	0	0	
3035	Transfer from general fund-PW equipment	0	0	0	0	0	0	
	Total Transfers from other funds	**257,139**	**0**	**0**	**0**	**0**	**0**	0.00%
4100	***Use of Fund Balance***							
9999	Appropri Fund Bal-prior year avail revenue	0	0	0	0	518,773	518,773	
9999	Appropri Fund Bal-PW equipment	0	0	67,724	0	88,200	20,476	
	Total Use of Fund Balance	0	0	67,724	0	606,973	539,249	796.25%
	TOTAL UTILITY CAPITAL PROJECTS FUND	**619,561**	**471,021**	**601,133**	**529,831**	**1,138,549**	**537,416**	89.40%

89.40%

UTILITY FUND CAPITAL PROJECTS FUND EXPENDITURES		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
Account	**Water Treatment & Distribution**						
05.5005	**Water Distribution**						
7000	meter replacement to touch-read technology	0	0	20,000	11,178	20,000	0
5014	replace 2 meter reading hand held units	0	0	19,500	0	19,500	0
5319	replace 2" line Orchard Ave.	0	13,085	0	0	0	0
5318	replace 2" line Oak St.	17,290	751	0	0	0	0
5320	remove Pendleton water tanks	125,316	0	0	0	0	0
5328	replace Lee M. Waid water line	34,140	17,189	0	0	0	0
5321	rebuild lower pump Grassy Hill	0	0	5,000	0	0	(5,000)
5006	Maple Ave. water pressure	4,400	500	0	0	0	0
5329	220 South tank mixer	0	97,739	0	7,580	0	0
7000	pump panel	0	0	0	5,205	0	0
7000	frequency locator	0	0	0	3,835	0	0
5332	replace 220N altitude valve	0	0	12,000		0	(12,000)
5303	iPhone based leak detection	0	0	3,500	3,314	0	(3,500)
5321	Grassy Hill lower pump re-do	0	0	5,000		0	(5,000)
	replace 8" line Diamond Ave	0	0	0	0	540,000	540,000
	Scuffling Hill tank aerator	0	0	0	0	70,000	70,000
	rebuild upper pump Grassy Hill	0	0	0	0	15,000	15,000
	Eclips #88 sample hydrants (replace 6 & 6 new)	0	0	0	0	12,000	12,000
	Total Water Distribution	**181,146**	**129,265**	**65,000**	**31,113**	**676,500**	**611,500**
05.5060	**Water Treatment Plant**						
5062	Replace SCADA system	4,393	5,784	0	0	0	0
5062	Automatic hydrant flushers (1)	1,728	0	0	0	0	0
5323	retrofit pole light with LED	15,273	0	0	0	0	0
5322	chlorine bleach conversion	26,261	132,943	0	0	0	0
5324	Blackwater Dam maintenance	22,113	0	0	0	0	0
5062	backwash motor	2,347	0	0	0	0	0
5325	refurbish finished pump impeller (1)	0	14,123	13,000		0	(13,000)
	streaming current monitor	0	0	0	0	9,452	9,452
5326	parking lot repairs	0	0	0	0	10,700	10,700
5331	continuous chlorine analyzer	0	0	3,500	3,373	0	(3,500)
5333	replace boiler & HVAC	0	0	50,000	99,420	0	(50,000)
	replace flocculator motor/mixer comb (3)	0	0	0	0	19,500	19,500
	upgrade Plant controls & programming	0	0	0	0	10,000	10,000
	replace pressure reducing valve & plumbing	0	0	0	0	10,205	10,205
	Total Water Treatment Plant	**72,115**	**152,850**	**66,500**	**102,793**	**59,857**	**(6,643)**
	TOTAL WATER DISTRIBUTION & TREATMENT	**253,261**	**282,115**	**131,500**	**133,906**	**736,357**	**604,857**

	UTILITY FUND CAPITAL PROJECTS FUND EXPENDITURES	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
	Wastewater Treatment & Collection						
05.6050	**Sewer Collection**						
6176	SCADA for pump stations	46,526	0	0	0	0	0
5408	extend sewer line on Scuffling Hill	0	7,400	65,000	0	0	(65,000)
6183	push camera	0	9,692	0	0	0	0
6184	repair / replace portable flow meters	0	0	7,000		0	(7,000)
6185	portable smoke machine for sewer lines	0	0	3,000	2,380	0	(3,000)
6186	replace pump drives at Main plant pump station	0	15,193	14,000	17,966	0	(14,000)
6187	replace pumps at Main plant pump station	0	0	50,000	40,455	0	(50,000)
	rapid assessment tool/SL-RAT	0	0	0	0	27,000	27,000
	radios for remaining pump stations	0	0	0	0	20,000	20,000
	Total Sewer Collection	**46,526**	**32,285**	**139,000**	**60,801**	**47,000**	**(92,000)**
05.6060	**Wastewater Treatment Plant**						
6181	Replace compactor	55,068	0	0	0	0	0
6177	LED yard lights	17,461	0	0	0	0	0
6062	replace doors / headworks bldg.	5,333	4,890	0	0	0	0
7001	supply lines	2,430	0	0	0	0	0
7004	tractor	900	0	0	0	0	0
6179	clarifer brushes	0	27,772	0	0	0	0
6188	replace sampler	0	0	6,500	5,935	0	(6,500)
6189	replace flow meter	0	0	8,000	1,826	0	(8,000)
6190	replace HVAC unit	0	0	15,000	15,000	0	(15,000)
	parking lot repairs	0	0	0	0	12,787	12,787
	replace building heaters	0	0	0	0	20,000	20,000
	Total Wastewater Treatment & Collection	**81,193**	**32,662**	**29,500**	**22,761**	**32,787**	**3,287**
	TOTAL SEWER COLLECTION & TREATMENT	**127,718**	**64,947**	**168,500**	**83,562**	**79,787**	**(88,713)**
05.4261	**Public Works Equipment**						
7004	Machinery/Equip-garbage truck(from reserved fund:	0	0	0	0	88,200	88,200
7004	Machinery/Equipt-garbage truck(no prior funding)	0	0	0	0	61,800	61,800
	TOTAL STREET CLEANING	**0**	**0**	**0**	**0**	**150,000**	**150,000**

UTILITY FUND CAPITAL PROJECTS FUND EXPENDITURES		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
05.5000	**Transfer to Other Funds**						
9100	Transfer to General Fund	0	0	0	0	0	0
9400	Transfer to Capital Projects Fund	0	0	0	0	0	0
9401	Transfer to Utility Operating Fund	0	0	0	0	112,405	112,405
	TOTAL TRANSFER TO OTHER FUNDS	**0**	**0**	**0**	**0**	**112,405**	**112,405**
05.6900	**Debt Service**						
9001	Debt Service - Principal	0	0	0	0	0	0
9002	Debt Service - Interest	0	0	0	0	0	0
	TOTAL DEBT SERVICE	**0**	**0**	**7,177**	**0**	**0**	**(7,177)**
05.6900	**Contingency**						
9959	Contingency	30,000	0	60,000	0	60,000	0
	TOTAL CONTINGENCY	**30,000**	**0**	**60,000**	**0**	**60,000**	**0**
05.9000	**Reserved Fund Balance**						
9999	Reserved Fund Balance (for future projects)	0	0	0	0	0	0
	TOTAL RESERVED FOR FUTURE PROJECTS	**0**	**0**	**0**	**0**	**0**	**0**
	TOTAL UTLITY CAPITAL PROJECTS	**410,979**	**347,062**	**367,177**	**217,468**	**1,138,549**	**771,372**

						210.08%
Total Revenues	619,561	471,021	533,409	529,831	1,138,549	
Surplus / (Deficit)	208,582	123,960	166,232	312,362	0	
					w/fund bal use	

HARVESTER OPERATING FUND

OVERVIEW: HARVESTER OPERATING FUND

The operating revenues and expenses of the Harvester Performance Arts Venue provided by Town funds are tracked in a separate fund. The Harvester opened in April 2014 with a full slate of performances.

There are no anticipated outside revenues for the Town's responsibilities of the Harvester operations. There is a $314,453 transfer from the Town's general fund to cover its share of Harvester expenses.

Town expenses are comprised of salaries and other personnel costs for three (3) full-time employees, The General Manager, the Assistant General Manager, and the Operations Director. The Manager and Assistant Manager utilize volunteers to round out their staffing needs. Other contracted services related to the Town owned building include electrical and telephone services.

Performance related expenses are covered by performance related revenues separately and are not shown here as they are not classified as Town revenues nor expenses.

PERFORMANCE VENUE REVENUES		FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget	
8000	**Transfer from Other Funds**							
0901	Transfer from General Fund	0	282,816	331,146	289,979	354,682	23,536	
	Total Transfers from Other Funds	**0**	**282,816**	**331,146**	**289,979**	**354,682**	**23,536**	
	TOTAL PERFORMANCE VENUE OPERATING FUND REVENUES	**1,500**	**282,816**	**331,146**	**289,979**	**354,682**	**23,536**	7.11%

8401	PERFORMANCE VENUE EXPENSES	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimated	FY 18 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	118,218	119,638	154,190	137,643	158,045	3,855
1001	Wages - Full time Equipment Mgr	0	0	0	0	0	
1002	Wages - Part time	23,000	19,099	21,914	2,582	40,584	18,671
1003	Wages - Overtime	11	0	0	0	0	0
1007	Wages - Public Security	26,040	19,560	25,000	19,730	21,000	(4,000)
2001	FICA	12,825	11,845	15,493	10,355	12,090	(3,403)
2002	Retirement/Life Insurance	22,054	22,214	23,915	23,455	25,035	1,120
2005	Medical/Dental Insurance	22,610	21,712	30,793	27,237	30,762	(31)
2008	ICMA - Employer Contribution	508	523	550	949	1,580	1,030
2011	Workers' Compensation Insurance	1,617	133	471	2,403	1,517	1,046
2103	Employment Physicals / Testing	89	0	90	148	0	(90)
3000	Contractural Services	36,275	42,362	15,000	17,763	17,500	2,500
3004	Security Services	1,299	0	0	0	0	0
3005	Custodial Services	9,812	0	0	0	0	0
3300	Repairs & Maintenance	1,713	3,203	4,000	2,000	4,500	500
3600	Advertising	112,763	1,200	0	2,350	0	0
3700	Printing & Binding	5,231	0	0	0	0	0
3800	Postage & Delivery Services	645	0	0	51	0	0
4400	Licenses & Permits	665	754	730	1,118	1,200	470
5100	Utilities	21,756	10,451	30,000	14,736	31,164	1,164
5200	Communications	7,235	4,293	9,000	4,932	9,704	704
5300	Insurance	0	0	0	0	0	0
5500	Travel & Training/Education	483	0	0	0	0	0
5501	Meeting / Event Expenses	1,066	0	0	0	0	0
5502	Stipends	0	0	0	0	0	0
5650	Dues & Professional Memberships	634	0	0	0	0	0
5700	Books & Subscriptions	120	0	0	0	0	0
6001	Office Supplies	7,890	14	0	0	0	0
6005	Janitorial Supplies	2,133	0	0	880	0	0
7002	Furniture & Fixtures	3,466	5,815	0	0	0	0
7003	Data Processing Equipment	0	0	0	810	0	0
7004	Machinery & Equipment	0	0	0	14,495	0	0
7007	Audio Video Equipment	0	0	0	6,342	0	0
	TOTAL PERFORMANCE VENUE EXPE	**459,263**	**282,816**	**331,146**	**289,979**	**354,682**	**23,536**
							7.11%
	revenues	1,500	282,816	331,146	289,979	354,682	

CAPITAL IMPROVEMENT PLAN

TOWN OF ROCKY MOUNT
PROPOSED 5-YEAR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2018 – 2022

OVERVIEW

The Capital Improvement Plan (CIP) is a planning document to provide guidance for the long-range funding of future large capital projects and major equipment purchases. No funds are appropriated for any project or equipment purchase until Town Council includes their funding in the adopted budget for the upcoming fiscal year. The FY 18-22 CIP was compiled using the capital improvement plan adopted last year and updated using information and requests from department heads and the Town Manager. Generally, items in the CIP are at least $5,000 and have a useful life of at least two years.

Capital projects can be one-time needs such as a new building, a vehicle replacement, or major updates or expansion of existing utility lines or streets. Some expenditures are for major upgrades or repairs / replacement in order for the original item to continue its useful life. These include buildings, roads, bridges, water and sewer lines, and specialized vehicles and machinery. Many items in the CIP will have some sort of annual operating costs that need to be considered.

The CIP is comprised of three funding sources – those items funded through the General Fund, those items funded through the Utilities Fund, and those items funded through outside sources such as grants, bonds, loans, or possibly fund balance. Fund balance should never be used to fund routine operating expenses and long-term continued use of fund balance can lead to financial difficulties. Sustained revenue sources such as property taxes or water and sewer user fees should be used to fund operating expenses and even one-time capital projects where feasible. The fund balance should be maintained to provide a sufficient level for use in economic downturns and for emergencies. Over the long-term, the fund balance should remain stable or increase due to the community's general economic conditions.

The Town tries to supplement as many capital projects through the use of grant funding from state and federal agencies because these grant awards represent a return of local tax dollars collected by the federal and / or state governments. These agencies include the Virginia Department of Housing and Community Development, Virginia Tobacco Indemnification Commission, USDA Rural Development, and the Virginia Department of Transportation. Grants are available for a number of types of projects including community and economic development, housing, utility improvements, and street / transportation needs. Due to the competitive nature of grant awards, the Town generally must first spend money on preliminary engineering reports, consultants, and grant writers before even submitting a funding request. The funding agencies also favorably recognize the commitment to a potential funding project by the initial expenditures of localities on the project itself. All grant funds come with strings attached and must be administered in such a way that complies to the requirements of the funding agency and the objectives of the funded project.

If grants and user fees are not available, debt financing is an option. Borrowing funds at reasonable rates for future capital projects spreads the debt service over the useful life of the project and passes the cost to future users of the improvement. Debt is appropriate to finance assets with high costs and long useful lives. However, annual debt service must be covered through annual operating funds and existing tax rates and user fees may not be sufficient to cover the annual principal and interest payments.

There are state agencies that issue tax-free and below-market rates for applicable projects. The Town has issued debt through the Virginia Department of Environmental Quality Revolving Loan Fund for sewer utility projects and through the Virginia Resources Authority for the wastewater treatment plant, water lines in the annexed area, and the Grassy Hill water storage tank. These two agencies can issue debt for utility projects, public safety, transportation, and brown field remediation. The Town has also issued debt through the Virginia Municipal League for a mix of public parking, public works building, and infrastructure (roads, a parking lot, water, and sewer lines) and the Wastewater Treatment Plant ultra-violet project. The VML / VaCo program allows for a wide variety of utility and general government projects.

Not all capital improvements can be funded. The public, in large part, dictates which new initiatives and capital improvements they are willing to support with their tax revenue and utility user fees. The Town must provide for basic maintenance on existing infrastructure and equipment first. A failure to address maintenance needs will only delay the inevitable and usually have higher costs in the future. Ultimately Town Council must decide how to prioritize the Town's operating and capital needs with the available assets. Only projects approved in Year 1 of the CIP need to be funded in the current budget. Generally, projects that are not funded in Year 1 are not because they are not important or not needed, but that the current funding level is not available to support the cost of the project at this time. Projects in Years 2 through 5 do not demonstrate a commitment to funding but only that the projects are currently planned to occur during Years 2 through 5.

Funding capital outlay continues to be a challenge. Finding funds available for capital items is difficult after normal and existing operations are financed with the distribution of the current year's revenue stream of taxes and fees. With the continued inability to upgrade and replace items past their useful life on a regular basis, the Town sometimes has to finance major repairs with the use of fund balance or with the issuance of debt. No new bond issues are proposed in this budget.

Key projects proposed during fiscal years 2018 through 2022 include the following:

Software and supporting hardware for Finance
Police K-9 dog replacement
Police vehicles and vehicle equipment
Equipment and vehicles for the Public Works Department
Improvements and additions to Town facilities and parks
Property purchases for economic development opportunities
Upgrades to existing utility lines
Meter reading equipment conversion
Upgrades and rebuilds to water distribution and storage infrastructure
Replacements and upgrades to equipment at the Water Treatment Plant
Replacement of sewer collection infrastructure
Replacements and upgrades to equipment at the Wastewater Treatment Plant

TOWN OF ROCKY MOUNT
5 YEAR CAPITAL IMPROVEMENT PLAN
FY 18 - 22

Project / Purchase:	FY 18 By Depts.	**FY 18 Proposed**
GENERAL FUND PROJECTS:		
ADMINISTRATION / COMMUNITY DEVELOPMENT / FINANCE:		
Finance - new financial/general ledger software & operating system		
Finance - replacement AS400 / server (no longer serviced after 2019)		
Zoning - replace 1995 GMC pick-up	23,000	
Mgr - replace 2004 Ford Explorer	35,000	
Com Dev - replace 2007 GMC Yukon		
TOTAL ADMINISTRATIVE DEPARTMENTS	58,000	-
PUBLIC SAFETY:		
Police - replace in car camera & video ($5,000/car;2/year)	10,000	10,000
Police - replace 2 Explorers at $37,000 per car every 2 years	76,000	38,000
Police - vehicle for Community Policing	37,000	
Police - replace investigations car with truck	29,000	
Police - new phone system (current is no longer supported)	13,000	13,000
Police - replace K-9 with dual purpose K-9		
Fire - replace 1993 Pierce fire engine (may get grant funding)	536,000	
Fire - replace 2 thermal imaging cameras		
Fire - replace Cascade Air System (may get grant funding)		
Fire - replace 5 SCBA packs		
Fire - replace 1996 Freightliner fire engine		
Fire - replace 1995 Chevy Suburban (quick response vehicle)		
Fire - replace Utility 1A		
TOTAL PUBLIC SAFETY	701,000	61,000
PUBLIC WORKS:		
Pub Works - calcium chloride pedestal system (+ $7,000 materials)	14,260	14,260
Pub Works - purchase light tower (used)	7,000	7,000
Pub Works - fire hydrant cleaning system	10,000	
Pub Works - sidewalk maintenance	40,000	40,000
Com Dev - sidwalk extension with VDOT revenue sharing funds	78,000	
Pub Works - purchase gator 4 x 4	18,000	
Pub Works - replace 2000 salt spreader	16,000	16,000
Pub Works - replace 2002 Chevy pick-up (add a plow)	42,000	
Pub Works - replace 1989 John Deere loader 544	133,000	
Pub Works - replace 1999 tractor		
Pub Works - replace 1995 Ford tandem dump truck		
Pub Works - replace 1994 chipper		
Pub Works - replace 1997 Ford dump truck		
Pub Works - replace 1999 John Deere loader 444		
Pub Works - replace 2002 GMC pick-up		
Pub Works - replace 2002 GMC dump truck		
Pub Works - replace 2006 John Deere backhoe 310		
Pub Works - replace 2006 Ford pick-up		
Pub Works - replace 1999 Ford bucket truck		
Pub Works - replace 1999 NH skid loader		
Pub Works - replace 2006 pick-up		
Pub Works - replace 2003 John Deere backhoe 710		
Pub Works - replace riding mowers		
TOTAL PUBLIC WORKS	358,260	77,260

TOWN OF ROCKY MOUNT
5 YEAR CAPITAL IMPROVEMENT PLAN
FY 18 - 22

Project / Purchase:	FY 18 By Depts.	**FY 18 Proposed**
BUILDINGS AND GROUNDS:		
Bldgs - asphalt rejunevation - Municipal Bldg	8,242	8,242
Bldgs - asphalt rejunevation - Wastewater Plant	12,787	12,787
Bldgs - asphalt rejunevation - Water Plant	10,700	10,700
Bldgs - asphalt rejunevation - Public Works	5,778	5,778
Bldgs - asphalt rejunevation - Emergency Services Bldg	5,778	5,778
Bldgs - replace HVAC at Municipal Bldg		
Harvester - replace seating		
Parks - Mary Eliz-tennis, basketball, hockey courts & entrance	80,000	
Parks - Gilley's - construct restroom	35,000	35,000
Parks - Celeste development phase 3 of 5 ($5,245 donations)	20,000	
Parks - new trail development (may get grant funding)	50,000	
PW & PS - replace fuel canopies	100,000	
Streets - wayfinding signage Stage II		
Curb & Gutter - Bernard Rd. drainage	-	
Farmers Market - marquee, roof & gutter repairs, wiring	29,500	
TOTAL BUILDINGS AND GROUNDS	357,785	78,285
ECONOMIC DEVELOPMENT:		
Economic Development Authority contribution	200,000	
WPPD - 220/40 realignment (Town cost)		
Mountain Valley Pipeline - taps in the transmission line		
12" water line connector to Plateau Plaza		
TOTAL ECONOMIC DEVELOPMENT	200,000	-
TOTAL GENERAL FUND PROJECTS	1,675,045	216,545

TOWN OF ROCKY MOUNT 5 YEAR CAPITAL IMPROVEMENT PLAN FY 18 - 22		
Project / Purchase:	FY 18 By Depts.	**FY 18 Proposed**
UTILITY FUND PROJECTS:		
PUBLIC WORKS:		
Pub Works - replace 2000 garbage truck (not one-arm bandit)	150,000	150,000
TOTAL PUBLIC WORKS	150,000	150,000
WATER:		
Meter Reading - replace 20 meters	20,000	20,000
Meter Reading - replace 2 hand-held units	19,500	19,500
Meter Reading - convert to radio-read meter reading		
Pub Works - replace Diamond Ave 8" water line (obstruction)	540,000	540,000
Pub Works - replace N. Main St. 8" water line (Pendleton to Ferguson L&L)		
Water - Scuffling Hill tank aerator	70,000	70,000
Water - rebuild pump - upper Grassy Hill pump station	15,000	15,000
Water - replace 6 and purchase 6 Eclips #88 sample hydrants	12,000	12,000
Water - cell phone communication with pump stations		
Water - refurbish old Grassy Hill tank		
WTP - streaming current monitor	9,452	9,452
WTP - replace flocculator motor / mixer comb (3)	19,500	19,500
WTP - upgrade Plant controls & programming	10,000	10,000
WTP - replace pressure reducing valve & associated plumbing	10,205	10,205
WTP - replace pickup		
WTP - replace mower / tractor		
WTP - filter sand replacement		
WTP - lagoon clean out & repair		
WTP - replace raw water pump (2 of 2)		
TOTAL WATER	725,657	725,657
SEWER:		
Sewer - sewer line rapid assessment tool / SL-RAT	27,000	27,000
Sewer - radios for remaining pump stations	20,000	20,000
Sewer - replace climbing screen - Main plant pump station		
Sewer - replace pumps - Main plant pump station		
WWTP - replace building heaters	20,000	20,000
WWTP - replace UV Channel #2		
WWTP - rebuild 2 clarifier drives		
WWTP - rebuild belt filter press		
WWTP - rebuild / replace 8 faulk gear drives		
WWTP - replace climbing screen at WWTP		
WWTP - replace grit chambers at WWTP		
WWTP - replace grit classifier at WWTP		
TOTAL SEWER	67,000	67,000
TOTAL UTILITY FUND PROJECTS	942,657	942,657
TOTAL GENERAL AND UTILITY FUND PROJECTS	2,617,702	1,159,202
FY 18 - FY 22 proposed		

TOWN OF ROCKY MOUNT
5 YEAR CAPITAL IMPROVEMENT PLAN
FY 18 - 22

Project / Purchase:	FY 19 Proposed	FY 20 Proposed	FY 21 Proposed	FY 22 Proposed	5 YEAR TOTAL
GENERAL FUND PROJECTS:					
ADMINISTRATION / COMMUNITY DEVELOPMENT / FINANCE:					
Finance - new financial/general ledger software & operating system	240,000				240,000
Finance - replacement AS400 / server (no longer serviced after 2019)	40,000				40,000
Zoning - replace 1995 GMC pick-up	23,000				23,000
Mgr - replace 2004 Ford Explorer	35,000				35,000
Com Dev - replace 2007 GMC Yukon				35,000	35,000
TOTAL ADMINISTRATIVE DEPARTMENTS	338,000	-	-	35,000	373,000
PUBLIC SAFETY:					
Police - replace in car camera & video ($5,000/car;2/year)	10,000	10,000	10,000	10,000	50,000
Police - replace 2 Explorers at $37,000 per car every 2 years	76,000		76,000	76,000	266,000
Police - vehicle for Community Policing	37,000				37,000
Police - replace investigations car with truck	29,000				29,000
Police - new phone system (current is no longer supported)					13,000
Police - replace K-9 with dual purpose K-9	10,000				10,000
Fire - replace 1993 Pierce fire engine (may get grant funding)	536,000				536,000
Fire - replace 2 thermal imaging cameras	15,000				15,000
Fire - replace Cascade Air System (may get grant funding)	130,000				130,000
Fire - replace 5 SCBA packs		42,500			42,500
Fire - replace 1996 Freightliner fire engine		625,000			625,000
Fire - replace 1995 Chevy Suburban (quick response vehicle)			45,000		45,000
Fire - replace Utility 1A			300,000		300,000
TOTAL PUBLIC SAFETY	843,000	677,500	431,000	86,000	2,098,500
PUBLIC WORKS:					
Pub Works - calcium chloride pedestal system (+ $7,000 materials)					14,260
Pub Works - purchase light tower (used)					7,000
Pub Works - fire hydrant cleaning system	10,000				10,000
Pub Works - sidewalk maintenance	40,000	40,000	40,000	40,000	200,000
Com Dev - sidwalk extension with VDOT revenue sharing funds	78,000	84,000	90,000	96,000	348,000
Pub Works - purchase gator 4 x 4	18,000				18,000
Pub Works - replace 2000 salt spreader					16,000
Pub Works - replace 2002 Chevy pick-up (add a plow)	42,000				42,000
Pub Works - replace 1989 John Deere loader 544	133,000				133,000
Pub Works - replace 1999 tractor	130,000				130,000
Pub Works - replace 1995 Ford tandem dump truck	230,000				230,000
Pub Works - replace 1994 chipper	45,000				45,000
Pub Works - replace 1997 Ford dump truck		200,000			200,000
Pub Works - replace 1999 John Deere loader 444		180,000			180,000
Pub Works - replace 2002 GMC pick-up		35,000			35,000
Pub Works - replace 2002 GMC dump truck			200,000		200,000
Pub Works - replace 2006 John Deere backhoe 310			180,000		180,000
Pub Works - replace 2006 Ford pick-up			35,000		35,000
Pub Works - replace 1999 Ford bucket truck				80,000	80,000
Pub Works - replace 1999 NH skid loader				65,000	65,000
Pub Works - replace 2006 pick-up				32,000	32,000
Pub Works - replace 2003 John Deere backhoe 710				225,000	225,000
Pub Works - replace riding mowers				10,000	10,000
TOTAL PUBLIC WORKS	726,000	539,000	545,000	548,000	2,435,260

TOWN OF ROCKY MOUNT 5 YEAR CAPITAL IMPROVEMENT PLAN FY 18 - 22					
Project / Purchase:	FY 19 Proposed	FY 20 Proposed	FY 21 Proposed	FY 22 Proposed	5 YEAR TOTAL
BUILDINGS AND GROUNDS:					
Bldgs - asphalt rejunevation - Municipal Bldg					8,242
Bldgs - asphalt rejunevation - Wastewater Plant					12,787
Bldgs - asphalt rejunevation - Water Plant					10,700
Bldgs - asphalt rejunevation - Public Works					5,778
Bldgs - asphalt rejunevation - Emergency Services Bldg					5,778
Bldgs - replace HVAC at Municipal Bldg	65,000				65,000
Harvester - replace seating	22,500				22,500
Parks - Mary Eliz-tennis, basketball, hockey courts & entrance	80,000				80,000
Parks - Gilley's - construct restroom					35,000
Parks - Celeste development phase 3 of 5 ($5,245 donations)	20,000				20,000
Parks - new trail development (may get grant funding)	50,000				50,000
PW & PS - replace fuel canopies	100,000				100,000
Streets - wayfinding signage Stage II	95,000				95,000
Curb & Gutter - Bernard Rd. drainage	-	-	-	-	-
Farmers Market - marquee, roof & gutter repairs, wiring	29,500				29,500
TOTAL BUILDINGS AND GROUNDS	462,000	-	-	-	540,285
ECONOMIC DEVELOPMENT:					
Economic Development Authority contribution	200,000	200,000			400,000
WPPD - 220/40 realignment (Town cost)			80,000	80,000	160,000
Mountain Valley Pipeline - taps in the transmission line			1,000,000	1,000,000	2,000,000
12" water line connector to Plateau Plaza		1,000,000	1,000,000	1,000,000	3,000,000
TOTAL ECONOMIC DEVELOPMENT	200,000	1,200,000	2,080,000	2,080,000	5,560,000
TOTAL GENERAL FUND PROJECTS	2,569,000	2,416,500	3,056,000	2,749,000	11,007,045

	FY 19 Proposed	FY 20 Proposed	FY 21 Proposed	FY 22 Proposed	5 YEAR TOTAL
TOWN OF ROCKY MOUNT 5 YEAR CAPITAL IMPROVEMENT PLAN FY 18 - 22					
Project / Purchase:					
UTILITY FUND PROJECTS:					
PUBLIC WORKS:					
Pub Works - replace 2000 garbage truck (not one-arm bandit)					150,000
TOTAL PUBLIC WORKS	-	-	-	-	150,000
WATER:					
Meter Reading - replace 20 meters	20,000	20,000	20,000	20,000	100,000
Meter Reading - replace 2 hand-held units					19,500
Meter Reading - convert to radio-read meter reading		815,000			815,000
Pub Works - replace Diamond Ave 8" water line (obstruction)					540,000
Pub Works - replace N. Main St. 8" water line (Pendleton to Ferguson l	520,000				520,000
Water - Scuffling Hill tank aerator					70,000
Water - rebuild pump - upper Grassy Hill pump station					15,000
Water - replace 6 and purchase 6 Eclips #88 sample hydrants					12,000
Water - cell phone communication with pump stations	10,000				10,000
Water - refurbish old Grassy Hill tank		70,000			70,000
WTP - streaming current monitor					9,452
WTP - replace flocculator motor / mixer comb (3)					19,500
WTP - upgrade Plant controls & programming					10,000
WTP - replace pressure reducing valve & associated plumbing					10,205
WTP - replace pickup	26,000				26,000
WTP - replace mower / tractor	30,000				30,000
WTP - filter sand replacement		50,000			50,000
WTP - lagoon clean out & repair			70,000		70,000
WTP - replace raw water pump (2 of 2)			30,000		30,000
TOTAL WATER	606,000	955,000	120,000	20,000	2,426,657
SEWER:					
Sewer - sewer line rapid assessment tool / SL-RAT					27,000
Sewer - radios for remaining pump stations					20,000
Sewer - replace climbing screen - Main plant pump station	185,000				185,000
Sewer - replace pumps - Main plant pump station	50,000		50,000		100,000
WWTP - replace building heaters					20,000
WWTP - replace UV Channel #2	300,000				300,000
WWTP - rebuild 2 clarifier drives	75,000				75,000
WWTP - rebuild belt filter press	50,000				50,000
WWTP - rebuild / replace 8 faulk gear drives		160,000			160,000
WWTP - replace climbing screen at WWTP			100,000		100,000
WWTP - replace grit chambers at WWTP				100,000	100,000
WWTP - replace grit classifier at WWTP				100,000	100,000
TOTAL SEWER	660,000	160,000	150,000	200,000	1,237,000
TOTAL UTILITY FUND PROJECTS	1,266,000	1,115,000	270,000	220,000	3,813,657
TOTAL GENERAL AND UTILITY FUND PROJECTS	3,835,000	3,531,500	3,326,000	2,969,000	14,820,702
FY 18 - FY 22 proposed					14,820,702

BY LINE ITEM

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	TOWN OF ROCKY MOUNT					
	WAGES (LINE 1001)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Mayor & Council contractual	1,250	1,750	2,000	2,200	200
01.1101	Mayor & Council elected officals	29,550	27,300	29,925	30,450	525
01.1202	Town Manager	144,149	133,752	128,500	138,737	10,237
01.1213	Finance Dept.	158,403	150,924	159,738	168,592	8,854
01.3101	Police Dept.	957,982	982,804	969,182	1,084,450	115,268
01.4100	Public Works Administration	0	0	72,093	65,227	(6,866)
01.4104	Street Lighting	4,038	4,190	1,901	2,645	744
01.4107	Traffic Control	10,490	9,753	20,856	10,582	(10,274)
01.4108	Streets	271,392	302,903	292,877	277,776	(15,101)
01.4109	Sidewalks	1,941	5,306	4,000	5,291	1,291
01.4202	Street Cleaning	13,338	10,176	1,464	10,582	9,118
01.4203	Refuse Collection	89,653	96,998	58,487	89,947	31,460
01.4204	Snow Removal	7,017	5,728	2,456	7,936	5,480
01.4304	Municipal Bldg	2,056	1,231	1,804	0	(1,804)
01.4305	Emergency Services Bldg	4,454	3,457	1,906	0	(1,906)
01.4306	Public Works Bldg	2,997	0	608	0	(608)
01.4307	Cemetery Maint.	11,982	9,965	11,172	10,582	(590)
01.4308	Parks Maint.	13,374	16,770	24,261	15,873	(8,388)
01.8101	Planning	48,122	68,965	72,680	76,910	4,230
01.8101	Planning contractual	1,350	1,175	1,200	1,350	150
01.8101	Planning stipends	9,750	8,030	7,850	8,200	350
01.8102	Comm Development	88,135	87,580	87,791	95,086	7,295
01.8103	Citizens' Square	1,602	1,402	5,530	2,645	(2,885)
01.8104	Comm & Hospitality Center	830	937	0	2,645	2,645
01.8104	Hospitality Center - part time	8,574	10,498	12,278	12,350	72
01.8130	Econ. Dev. Auth. Contractual	100	200	600	600	0
01.8130	Econ. Dev. Auth. Stipends	0	0	700	4,000	3,300
02.5000	Water Distribution	32,345	22,058	35,171	67,142	31,971
02.5010	Meter Reading	19,195	21,227	18,112	18,518	406
02.5050	Water Plant	239,819	247,301	211,627	263,154	51,527
02.6000	Wastewater Collection	24,077	21,984	35,354	67,142	31,788
02.6050	Wastewater Plant	207,932	216,701	176,375	226,236	49,861
02.6200	Utility Billing	82,612	64,967	59,751	82,475	22,724
06.8401	Harvester Performance Center	118,218	119,638	137,643	158,045	20,402
	Totals	2,606,726	2,655,668	2,645,891	3,007,368	361,477
	increase from prior year	4%	2%	0%	14%	

	TOWN OF ROCKY MOUNT					
	OVERTIME (LINE 1003)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.3101.1003	Wages - Overtime	33,490	38,002	37,086	37,339	253
01.3101.1004	Wages - Contractual Services	5,688	5,580	7,540	8,010	470
01.3101.1006	Wages - OT Court	3,952	5,288	3,634	3,701	67
01.3101.1009	Wages - OT Other	19,567	28,735	29,053	30,829	1,776
01.3101.1010	Wages - OT Mini Grants	11,108	9,902	4,004	0	(4,004)
01.3101.1011	Wages - Ot SWAT/Tactical	710	410	0	750	750
01.3101.1013	Wages - OT Other Training/Seminars	1,363	964	1,476	1,513	37
01.3101.1014	Wages - OT Crisis Intervention	0	1,050	11,550	12,600	1,050
	Total Police Overtime	75,877	89,932	94,343	94,743	400
01.4104	Street Lighting	19	57	0	0	0
01.4107	Parking & Traffic Control	293	109	353	0	(353)
01.4108	Street Maintenance	725	1,658	2,625	2,000	(625)
01.4109	Sidewalks, Curbs, Gutters	133	11	0	0	0
01.4202	Street Cleaning	421	473	7	0	(7)
01.4203	Refuse Collection	501	1,062	113	600	487
01.4204	Snow Removal	8,977	14,195	5,347	10,000	4,653
01.4307	Cemetery Maintenance	78	123	0	0	0
01.4308	Parks & Playground Miantenance	0	5	0	0	0
02.5000	Water Distribution	3,257	1,395	2,087	2,200	113
02.5010	Meter Reader	0	17	137	0	(137)
02.5050	Water Plant	12,390	7,816	6,185	9,000	2,815
02.6000	Wastewater Collection	595	792	970	1,020	50
02.6050	Wastewater Treatement Plant	639	1,168	613	720	107
06.8401	Harvester Performance Center	11	0	0	0	0
	Totals	103,915	118,811	112,780	120,283	7,502
	increase from prior year	-16%	14%	-5%	7%	

	TOWN OF ROCKY MOUNT					
	RETIREMENT/LIFE INSUR (LINE 2002)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Mayor & Council	199	279	279	341	62
01.1202	Town Manager	21,839	21,445	18,701	21,518	2,817
01.1213	Finance Dept.	25,183	24,204	24,855	26,245	1,390
01.3101	Police Dept.	160,829	173,334	168,459	179,585	11,126
01.4100	Public Works Administration	403	392	10,490	10,508	18
01.4104	Street Lighting	646	676	295	413	118
01.4107	Traffic Control	1,716	1,563	3,121	1,652	(1,469)
01.4108	Streets	42,729	48,515	44,830	43,352	(1,478)
01.4109	Sidewalks	331	846	620	826	206
01.4202	Street Cleaning	2,192	1,696	228	1,652	1,424
01.4203	Refuse Collection	14,327	15,349	9,146	14,038	4,892
01.4204	Snow Removal	2,539	3,086	1,199	1,394	195
01.4304	Municipal Bldg	328	196	243	0	(243)
01.4305	Emergency Services Bldg	708	550	264	0	(264)
01.4306	Public Works Bldg	476	0	91	0	(91)
01.4307	Cemetery Maint.	1,920	1,575	1,622	1,652	30
01.4308	Parks Maint.	2,129	2,672	3,704	2,477	(1,227)
01.8101	Planning	7,078	10,962	10,615	12,041	1,426
01.8102	Comm Development	13,995	13,781	13,675	14,860	1,185
01.8103	Citizens' Square	255	221	858	413	(445)
01.8104	Comm & Hospitality Center	70	134	49	413	365
02.5000	Water Distribution	5,664	3,673	5,674	10,971	5,298
02.5010	Meter Reading	3,154	3,273	3,116	2,890	(226)
02.5050	Water Plant	39,566	41,335	38,818	40,815	1,997
02.6000	Wastewater Collection	3,928	3,527	3,669	10,630	6,961
02.6050	Wastewater Plant	32,197	34,779	32,969	35,089	2,120
02.6200	Utility Billing	12,503	10,776	10,817	12,888	2,071
06.8401	Harvester Performance Center	22,054	22,214	23,455	25,035	1,580
	Totals	418,972	441,084	431,952	471,699	39,747
	increase from prior year	3%	5%	-2%	9%	

	TOWN OF ROCKY MOUNT					
	MEDICAL/DENTAL INSURANCE (LINE 2005)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Mayor & Council	0	0	0	0	0
01.1202	Town Manager	18,857	23,478	23,611	30,284	6,673
01.1213	Finance Dept.	28,333	23,642	27,661	33,196	5,535
01.3101	Police Dept.	235,370	242,194	220,919	300,495	79,576
01.4100	Public Works Administration	0	0	8,269	10,615	2,346
01.4104	Street Lighting	1,289	1,818	917	761	(156)
01.4107	Traffic Control	3,856	1,230	7,029	3,045	(3,984)
01.4108	Streets	61,632	59,424	68,090	79,934	11,844
01.4109	Sidewalks	162	1,647	1,101	1,523	422
01.4202	Street Cleaning	1,982	2,062	269	3,045	2,776
01.4203	Refuse Collection	17,369	19,534	11,549	25,883	14,334
01.4204	Snow Removal	5,815	7,172	0	2,284	2,284
01.4304	Municipal Bldg	484	421	358	0	(358)
01.4305	Emergency Services Bldg	443	470	595	0	(595)
01.4306	Public Works Bldg	491	0	147	0	(147)
01.4307	Cemetery Maint.	3,332	2,908	2,559	3,045	486
01.4308	Parks Maint.	1,672	4,622	4,418	4,568	150
01.8101	Planning	8,285	7,611	9,126	11,715	2,589
01.8102	Comm Development	13,595	13,772	12,486	19,047	6,561
01.8103	Citizens' Square	240	159	1,647	761	(886)
01.8104	Comm & Hospitality Center	273	104	129	761	632
02.5000	Water Distribution	10,208	5,146	7,162	17,156	9,994
02.5010	Meter Reading	4,065	4,900	4,280	5,329	1,049
02.5050	Water Plant	55,801	60,803	53,062	72,730	19,668
02.6000	Wastewater Collection	6,483	6,433	6,543	16,826	10,283
02.6050	Wastewater Plant	39,994	50,397	43,853	67,474	23,621
02.6200	Utility Billing	15,730	12,029	12,396	17,815	5,419
06.8401	Harvester Performance Center	22,610	21,712	27,237	30,762	3,525
	Totals	558,370	573,689	555,415	759,054	203,639
	increase from prior year	11%	3%	-3%	37%	
	General Fund	426,089	433,980	428,118	561,724	133,606
	Utility Fund	132,282	139,709	127,297	197,330	70,033
		558,370	573,689	555,415	759,054	203,639

	TOWN OF ROCKY MOUNT					
	WORKERS COMP (LINE 2011)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1202	Town Manager	273	150	207	97	(110)
01.1213	Finance Dept.	567	179	155	101	(54)
01.3101	Police Dept.	29,570	28,123	23,103	26,148	3,045
01.4100	Public Works Administration	0	0	0	3,711	3,711
01.4104	Street Lighting	274	230	261	162	(99)
01.4107	Traffic Control	1,396	952	697	649	(48)
01.4108	Streets	27,325	20,007	18,473	17,033	(1,440)
01.4109	Sidewalks	723	381	1,046	324	(722)
01.4202	Street Cleaning	971	763	0	649	649
01.4203	Refuse Collection	7,277	6,478	5,838	5,515	(323)
01.4204	Snow Removal	649	341	436	487	51
01.4304	Municipal Bldg full time	0	0	175	0	(175)
01.4305	Emergency Services Bldg	0	0	175	0	(175)
01.4307	Cemetery Maint.	947	763	697	649	(48)
01.4308	Parks Maint.	1,546	1,143	1,045	973	(72)
01.8101	Planning	192	657	139	634	495
01.8102	Comm Development	241	189	176	195	19
01.8103	Citizens' Square	0	0	175	162	(13)
01.8104	Comm & Hospitality Center	499	381	175	162	(13)
02.5000	Water Distribution	3,303	2,383	2,092	3,984	1,892
02.5010	Meter Reading	2,519	1,525	1,307	1,136	(171)
02.5050	Water Plant	8,644	7,316	4,968	7,053	2,085
02.6000	Wastewater Collection	3,754	2,763	2,090	3,984	1,894
02.6050	Wastewater Plant	6,137	4,016	2,877	3,189	312
02.6200	Utility Billing	233	91	76	49	(27)
06.8401	Harvester Performance Center	1,617	133	2,403	1,517	(886)
	Totals	98,657	78,964	68,786	78,563	9,777
	increase from prior year	-7%	-20%	-13%	14%	

	TOWN OF ROCKY MOUNT					
	CONTRACTUAL (LINE 3000)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Council	4,494	1,443	11,169	2,704	(8,465)
01.1202	Town Manager	1,715	24,829	1,619	1,294	(325)
01.1204	Town Attorney	4,255	6,300	192	5,000	4,808
01.1213	Finance Dept.	61,724	71,631	61,377	68,500	7,123
01.1301	Electoral Board	0	2,645	0	2,900	2,900
01.3101	Police Dept.	18,151	17,668	13,317	16,000	2,683
01.3202	Fire Dept.	996	1,593	1,198	1,500	302
01.4100	Public Works Admin.	26,588	245	430	500	70
01.4104	Street Lighting	10,320	1,654	0	4,000	4,000
01.4107	Traffic Control	18,634	50,988	9,796	20,000	10,204
01.4108	Streets	355,246	618,175	587,394	406,996	(180,398)
01.4109	Sidewalks	0	0	0	0	0
01.4203	Refuse Collection	0	0	268	536	268
01.4304	Municipal Bldg.	21,798	31,842	19,153	28,500	9,347
01.4305	Emergency Serv. Bldg.	18,352	16,506	18,458	18,900	442
01.4306	Public Works Bldg.	5,607	999	1,862	2,000	138
01.4307	Cemetery Maint.	0	0	10	1,000	990
01.4308	Parks & Playgrounds	1,765	1,698	3,803	2,400	(1,403)
01.8101	Planning	40,959	16,947	6,754	7,000	246
01.8102	Comm Development	15,707	14,160	20,660	25,000	4,340
01.8103	Citizens' Square	10,930	9,478	11,085	10,160	(925)
01.8104	Hospitality Center	8,925	6,552	4,759	4,550	(209)
01.8130	Economic Dev. Authority	40	0	0	0	0
02.5000	Water Distribution	24,803	27,618	30,200	35,000	4,800
02.5010	Meter Reading	3,766	1,975	2,035	2,400	365
02.5050	Water Plant	7,475	7,341	4,997	8,000	3,003
02.6000	Wastewater Collection	9,212	11,098	12,869	15,000	2,131
02.6050	Wastewater Plant	6,237	5,115	7,256	8,000	744
02.6200	Utility Billing	23,130	26,443	24,402	25,750	1,348
06.8401	Harvester Performance Center	36,275	42,362	17,763	17,500	(263)
	Totals	737,103	1,017,303	872,826	741,090	(131,736)
	increase from prior year	31%	38%	-14%	-15%	

	TOWN OF ROCKY MOUNT					
	ADVERTISING (LINE 3600)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Council	1,459	1,120	1,292	1,325	33
01.1202	Town Manager	0	455	669	0	(669)
01.1213	Finance Dept.	725	355	242	650	408
01.3101	Police Dept.	1,314	401	505	520	15
01.3202	Fire Dept.	514	594	500	500	0
01.4100	Public Works Admin.	89	1,267	133	100	(33)
01.4107	Traffic Control	0	0	0	0	0
01.4108	Streets	0	263	271	285	14
01.4203	Refuse Collection	393	373	724	700	(24)
01.4204	Snow Removal	0	0	0	0	0
01.4304	Municipal Bldg.	0	399	0	0	0
01.8101	Planning	2,525	2,673	345	2,500	2,155
01.8102	Comm Development	4,915	3,557	3,260	3,500	240
01.8102	Comm Dev - Branding	0	0	29,527	54,659	25,131
01.8103	Citizens' Square	0	100	0	500	500
01.8104	Hospitality Center	381	0	0	0	0
02.5000	Water Distribution	0	0	0	0	0
02.5010	Meter Reading	0	0	0	0	0
02.5050	Water Plant	100	0	0	100	100
02.6000	Wastewater Collection	0	0	0	300	300
02.6200	Utility Billing	0	0	0	0	0
06.8401	Harvester Performance Center	112,763	1,200	2,350	0	(2,350)
	Totals	125,179	12,757	39,818	65,639	25,821
	increase from prior year	27%	-90%	212%	65%	

	TOWN OF ROCKY MOUNT					
	POSTAGE (LINE 3800)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Council	254	115	29	115	86
01.1202	Town Manager	365	314	112	140	28
01.1213	Finance Dept.	7,850	8,129	6,600	6,700	100
01.3101	Police Dept.	757	1,090	653	700	47
01.3202	Fire Dept.	0	0	0	30	30
01.4100	Public Works Admin	0	0	7	8	1
01.4203	Refuse Collection	892	0	0	0	0
01.8101	Planning	261	17	62	70	8
01.8102	Comm Development	585	1,072	585	620	35
01.8104	Hospitality Center	0	0	0	0	0
01.8106	Passport Services Exp.	797	1,029	1,229	1,350	121
02.5050	Water Plant	51	49	32	50	18
02.6000	Wastewater Collection	0	0	0	0	0
02.6050	Wastewater Plant	54	16	9	12	3
02.6200	Utility Billing	14,055	14,987	14,695	14,760	65
06.8401	Harvester Performance Center	645	0	51	0	(51)
	Totals	26,564	26,818	24,062	24,555	493
	increase from prior year	13%	1%	-10%	2%	

Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
	TOWN OF ROCKY MOUNT					
	UTILITIES (LINE 5100)					
01.4104	Street Lighting	106,476	104,696	96,909	102,000	5,091
01.4107	Traffic Control	10,389	10,542	10,751	11,100	349
01.4304	Municipal Bldg	41,594	28,179	24,349	24,000	(349)
01.4305	Emerg Serv Bldg	17,984	17,549	18,601	18,200	(401)
01.4306	Public Works Bldg	5,153	4,214	5,777	5,927	150
01.4308	Parks	1,962	1,318	1,857	2,025	169
01.8103	Citizens' Square	2,343	2,343	2,617	2,868	251
01.8104	Hospitality Center	6,335	4,159	4,354	4,500	146
02.5000	Water Distribution	14,596	19,380	17,240	20,350	3,110
02.5050	Water Plant	70,403	69,105	71,348	72,000	652
02.6000	Wastewater Collection	33,627	40,580	35,111	38,000	2,889
02.6050	Wastewater Plant	64,540	73,554	65,078	70,000	4,922
06.8401	Harvester Performance Center	21,756	10,451	14,736	31,164	16,428
	Totals	397,158	386,070	368,729	402,135	33,406
	increase from prior year	-1%	-3%	-4%	9%	

	TOWN OF ROCKY MOUNT					
	MOTOR FUEL (LINE 5155)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1202	Town Manager	410	223	481	500	19
01.3101	Police Dept.	46,318	35,681	35,934	36,250	316
01.3202	Fire Dept.	6,108	4,734	4,601	4,800	199
01.4107	Traffic Control	503	392	534	450	(84)
01.4108	Streets	18,684	13,195	16,601	17,304	703
01.4109	Sidewalks	0	0	0	0	0
01.4202	Street Cleaning	1,847	1,283	604	650	46
01.4203	Refuse Collection	7,240	4,723	5,811	7,000	1,189
01.4204	Snow Removal	1,129	1,185	841	1,300	459
01.4307	Cemetery Maint.	811	442	479	495	16
01.4308	Parks Maint.	734	389	417	435	18
01.8101	Planning	194	205	0	70	70
01.8102	Comm Development	647	1,049	1,675	1,700	25
02.5010	Meter Reading	2,160	1,712	2,469	2,500	31
02.5050	Water Plant	2,262	1,573	1,484	1,500	16
02.6000	Wastewater Collection	692	441	530	580	50
02.6050	Wastewater Plant	2,471	1,998	2,421	2,500	79
	Totals	92,209	69,226	74,882	78,034	3,152
	increase from prior year	-24%	-25%	8%	4%	

	TOWN OF ROCKY MOUNT COMMUNICATIONS (LINE 5200)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Council	3,401	3,361	3,409	3,561	152
01.1202	Town Manager	6,301	5,758	5,419	5,868	449
01.1213	Finance Dept.	4,925	5,329	6,116	6,200	84
01.3101	Police Dept.	23,793	23,614	25,957	26,236	279
01.3202	Fire Dept.	2,320	2,761	2,696	2,705	9
01.4100	Public Works Admin.	2,530	2,460	2,984	3,816	832
01.4304	Municipal Bldg.	3,868	3,480	3,970	4,200	230
01.4305	Emerg Services Bldg.	3,529	4,233	3,029	3,924	895
01.4306	Public Works Bldg.	3,705	3,574	3,424	3,500	76
01.8101	Planning	5,218	5,764	5,421	5,918	497
01.8102	Comm. Development	3,483	3,201	2,908	2,920	12
01.8103	Citizens' Square	0	0	0	0	0
01.8104	Hospitality Center	831	863	969	985	16
02.5000	Water Distribution	3	1	0	0	0
02.5050	Water Plant	4,331	4,542	4,410	4,500	90
02.6000	Wastewater Collection	679	1,547	0	0	0
02.6050	Wastewater Plant	4,748	4,708	4,478	4,700	222
02.6200	Utilty Billing	0	0	0	0	0
06.8401	Harvester Performance Center	7,235	4,293	4,932	9,704	4,772
	Totals	80,899	79,489	80,123	88,738	8,615
	increase from prior year	8%	-2%	1%	11%	

	TOWN OF ROCKY MOUNT					
	UNIFORMS (LINE 5445)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.3101	Police Dept.	4,397	5,347	5,463	5,700	237
01.3202	Fire Dept.	12,044	7,670	6,951	11,000	4,049
01.4100	Public Works Admin.	7,741	7,970	10,850	10,280	(570)
02.5050	Water Plant	4,048	4,025	4,018	4,200	182
02.6050	Wastewater Plant	3,330	3,655	3,721	3,800	79
	Totals	31,560	28,667	31,004	34,980	3,976
	increase from prior yea	2%	-9%	8%	13%	

	TOWN OF ROCKY MOUNT					
	TRAINING (LINE 5500)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Council	3,496	3,693	2,991	3,500	509
01.1202	Town Manager	15,048	9,512	6,678	6,900	222
01.1213	Finance Dept.	4,930	3,715	5,162	5,500	339
01.3101	Police Dept.	8,269	10,025	6,144	9,200	3,056
01.3202	Fire Dept.	0	0	0	100	100
01.4100	Public Works Admin.	0	0	141	250	109
01.4108	Streets	0	0	45	100	55
01.8101	Planning	769	28	495	1,000	505
01.8102	Comm Development	6,378	7,216	8,471	5,000	(3,471)
01.8104	Hospitality Center	56	272	0	150	150
01.8106	Passport Services Exp.	0	0	0	0	0
01.8130	Economic Development	0	0	0	1,000	1,000
02.5010	Meter Reading	0	0	0	0	0
02.5050	Water Plant	636	1,289	1,098	1,500	402
02.6050	Wastewater Plant	4,069	2,507	2,210	3,000	790
06.8401	Harvester Performance Center	483	0	0	0	0
	Totals	44,134	38,256	33,434	37,237	3,803
	increase from prior year	-9%	-13%	-13%	11%	

	TOWN OF ROCKY MOUNT					
	DUES (LINE 5650)					
	PERMITS, LICENSES, FEES (LINE 4400)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Council	9,812	9,919	10,194	10,488	294
01.1202	Town Manager	934	1,123	1,076	1,100	24
01.1204	Town Attorney	240	240	240	250	10
01.1213	Finance Dept.	1,250	1,524	1,410	1,470	60
01.3101	Police Dept.	8,070	9,260	10,274	10,600	326
01.3202	Fire Dept.	1,696	100	1,291	1,350	59
01.8101	Planning	20	0	0	500	500
01.8102	Comm Development	2,213	1,973	1,203	1,400	197
01.8103	Citizens' Square	40	40	40	40	0
02.5050	Water Plant - licenses	9,341	8,531	8,683	9,100	417
02.5050	Water Plant - dues	200	200	200	240	40
02.6050	Wastewater Plant - licenses	8,656	9,768	8,911	9,400	489
02.6050	Wastewater Plant - dues	272	274	275	300	25
06.8401	Harvester - lcenses	665	754	1,118	1,200	82
06.8401	Harvester - dues	634	0	0	0	0
	Totals	44,042	43,706	44,916	47,438	2,522
	increase from prior year	183%	-1%	3%	6%	

	TOWN OF ROCKY MOUNT					
	OFFICE SUPPLIES (LINE 6001)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.1101	Council	3,518	2,480	2,659	3,000	341
01.1202	Town Manager	4,246	4,902	6,142	6,000	(142)
01.1213	Finance Dept.	10,750	8,362	8,005	8,900	895
01.3101	Police Dept.	2,404	3,022	2,420	2,630	210
01.3202	Fire Dept.	235	628	154	260	106
01.4100	Public Works Admin.	115	134	557	275	(282)
01.8101	Planning	4,034	5,264	3,856	4,000	144
01.8102	Comm Development	7,064	8,070	5,614	5,900	286
01.8104	Hospitality Center	1,318	947	250	350	100
01.8106	Passport Service Exp.	373	483	799	860	61
02.5050	Water Plant	878	432	746	650	(96)
02.6050	Wastewater Plant	145	312	377	350	(27)
02.6200	Utility Billing	3,592	2,812	2,496	2,800	304
06.8401	Harvester Performance Center	7,890	14	0	0	0
	Totals	46,562	37,862	34,075	35,975	1,900
	increase from prior year	72%	-19%	-10%	6%	

	TOWN OF ROCKY MOUNT					
	JANITOR SUPPLIES (LINE 6005)					
Account	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.4304	Municipal Bldg.	1,159	1,876	1,867	2,000	133
01.4305	Emergency Serv. Bldg.	3,044	1,422	1,282	1,400	118
01.4306	Public Works Bldg.	1,272	1,615	2,517	2,600	83
01.4308	Parks & Playgrounds	0	49	0	0	0
01.8103	Citizens' Square	59	98	226	100	(126)
01.8104	Hospitality Center	137	323	510	500	(10)
02.5050	Water Plant	99	35	30	100	70
02.6050	Wastewater Plant	1,106	1,112	1,005	1,100	95
06.8401	Harvester Performance Center	2,133	0	880	0	(880)
	Totals	9,010	6,531	8,317	7,800	(517)
	increase from prior year	15%	-28%	27%	-6%	

		TOWN OF ROCKY MOUNT					
		MATERIALS					
Account	Line #	Title	FY 15 Actual	FY 16 Actual	FY 17 Estimated	FY 18 Proposed	Increase / (Decrease)
01.3101	6010	Police Dept.	11,570	14,554	25,312	26,377	1,066
01.3202	6008	Fire Dept.	1,390	3,518	3,849	5,000	1,152
01.4104	6016	Street Lighting	1,955	422	1,316	2,000	684
01.4107	6007	Traffic Control	8,991	8,187	14,036	9,000	(5,036)
01.4108	6016	Streets	28,356	35,155	30,494	32,000	1,506
01.4109	6016	Sidewalks	1,757	4,748	278	2,500	2,223
01.4202	6016	Street Cleaning	0	0	0	0	0
01.4203	6017	Refuse Collection	1,634	961	939	1,200	261
01.4204	6014	Snow Removal - chemicals	0	5,595	8,076	17,000	8,924
01.4204	6016	Snow Removal - materials	718	1,257	282	1,000	718
01.4304	6002	Municipal Bldg.	1,777	2,220	1,347	1,800	453
01.4305	6020	Emerg. Services Bldg.	112	6	284	130	(154)
01.4306	6006	Public Works Bldg.	2,326	805	4,761	2,000	(2,761)
01.4307	6013	Cemetery Maint.	0	0	0	0	0
01.4308	6013	Parks & Playgrounds	2,158	5,387	1,365	2,000	635
01.8103	6018	Citizens' Square	180	1,110	967	1,000	33
01.8104	6018	Hospitality Center	0	0	512	500	(12)
01.8106	6023	Passport Services Exp.	0	0	0	0	0
02.5000	6009	Water Distribution	17,537	4,624	14,249	15,000	751
02.5010	6009	Meter Reading	170	22	136	200	64
02.5050	6004	Water Plant-lab	3,995	7,185	8,181	8,250	69
02.5050	6009	Water Plant-materials	3,492	3,184	3,019	3,800	781
02.5050	6014	Water Plant-chemicals	61,279	86,540	75,011	80,000	4,989
02.6000	6012	Wastewater Collection	3,726	3,136	6,467	6,550	83
02.6000	6014	Wastewater Collection-chemicals	944	2,898	1,689	2,200	511
02.6050	6004	Wastewater Plant-lab	6,473	6,070	6,327	7,500	1,173
02.6050	6012	Wastewater Plant-materials	280	1,203	644	1,000	356
02.6050	6014	Wastewater Plant-chemicals	10,168	9,874	7,960	12,000	4,040
		Totals	170,990	208,661	217,499	240,007	22,508
		increase from prior year	-24%	22%	4%	10%	

SUPPORTING SCHEDULES

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TOWN OF ROCKY MOUNT		
CHANGES IN TAX RATES		
YEAR	R/E	P/P
1968	1.50	1.50
1969	1.50	1.50
1970	1.50	1.50
1971	1.50	1.50
1972	1.50	1.50
1973	1.50	1.50
1974	2.50	2.50
1975	2.50	2.50
1976	2.50	2.50
1977	2.50	2.50
1978	2.50	2.50
1979	0.35	2.50
1980	0.35	2.50
1981	0.35	2.50
1982	0.35	2.50
1983	0.35	2.50
1984	0.35	2.50
1985	0.30	2.50
1986	0.25	2.50
1987	0.20	2.50
1988	0.20	2.50
1989	0.15	2.50
1990	0.12	1.70
1991	0.12	1.70
1992	0.12	1.70
1993	0.12	1.70
1994	0.12	1.70
1995	0.12	1.70
1996	0.12	0.51
1997	0.12	0.51
1998	0.12	0.51
1999	0.12	0.51
2000	0.12	0.51
2001	0.12	0.51
2002	0.12	0.51
2003	0.12	0.51
2004	0.12	0.51
2005	0.11	0.51
2006	0.14	0.51
2007	0.14	0.51
2008	0.14	0.51
2009	0.12	0.51
2010	0.12	0.51
2011	0.12	0.51
2012	0.12	0.51
2013	0.13	0.51
2014	0.13	0.51
2015	0.13	0.51
2016	0.13	0.51
2017	0.13	0.51

L-T DEBT	TOTAL TOWN OF ROCKY MOUNT DEBT (GENERAL AND ENTERPRISE)							
	VML 2010K -- EMERGENCY SERVICES BUIDLING							
	VML 2013 -- ANNEX SEWER & OLD FORT ROAD UTILITIES (REFINANCED)							
YEAR END 2018	BALANCE OUTSTANDING at 7/1/17	PRINCIPAL PAYMENTS	INTEREST PAYMENTS	TOTAL PAYMENTS	INTEREST RATE	BALANCE OUTSTANDING at 6/30/18	MATURITY DATE	ORIGINAL ISSUE AMOUNT
ES Bldg (VML 2010K)	650,000.00	165,000.00	28,293.76	193,293.76	3.70%	485,000.00	2/1/2021	$1,640,000
Vets Park, PS radios, (VML 2017)	1,512,000.00	130,000.00	26,699.84	156,699.84	2.17%	1,382,000.00	8/1/2027	$1,512,000
Total General Fund	2,162,000.00	295,000.00	54,993.60	349,993.60		1,867,000.00		
		01.9102.9001	01.9102.9002			01.2737		
Annex Sewer & Utilities (VML 2013)	3,344,500.00	292,500.00	82,247.38	374,747.38	1.85%	3,052,000.00	2/1/2037	$4,407,500
		02.6900.9001	02.6900.9002					
Grand Total	5,506,500.00	587,500.00	137,240.98	724,740.98		4,919,000.00		

Town of Rocky Mount
Legal Debt Margin

*****NOTE: Legal Debt Margin gives the upper limit on any borrowing. At the end of FY 2017 the Town may borrow an additional $39,988,460 if needed.**

Per Fiscal Year	2013	2014	2015	2016	2017
Assessed Real Estate Value	444,578,000	449,023,780	432,341,800	443,862,900	454,949,600
Debt Limit (10% of Assessed Value)	44,457,800	44,902,378	43,234,180	44,386,290	45,494,960
Less: Debt Outstanding	(5,963,022)	(5,164,500)	(4,888,500)	(4,388,500)	(5,506,500)
Legal Debt Margin (available for Debt)	38,494,778	39,737,878	38,345,680	39,997,790	39,988,460
Outstanding Debt as % of Debt Limit	13%	12%	11%	10%	12%

Town of Rocky Mount					
Unrestricted Fund Balance					
(Audited)					
	FY	FY	FY	FY	FY
	2012	2013	2014	2015	2016
General + Capital Projects Fund	10,241,470	9,524,633	5,700,375	4,942,843	6,909,303
Utility Operating + Capital Fund	(1,514,916)	(1,379,266)	266,300	22,529	234,853
Combined Fund Balance	8,726,554	8,145,367	5,966,675	4,965,372	7,144,156
difference from prior year	(1,057,194)	(581,187)	(2,178,692)	(1,001,303)	2,178,784
	bond pay-off	Perf Ctr & Uptown	xfer to U/F	HPC renovate	postpone projects
Source: Table 1 (Net Assets by Component), Comprehensive Annual Financial Report					

	Town of Rocky Mount							
	Investments (book value)							
	2009	2010	2011	2012	2013	2014	2015	2016
	8,570,000	8,080,000	7,604,000	6,310,000	6,298,000	5,292,000	4,303,000	4,283,000
variance fm prior yr		(490,000)	(476,000)	(1,294,000)	(12,000)	(1,006,000)	(989,000)	(20,000)
variance from 2009						(3,278,000)	(4,267,000)	(4,287,000)

	TOWN OF ROCKY MOUNT			
	EMPLOYEE POSITIONS			
	BY DEPARTMENT & TITLE			
Dept.	Position	# positions	Pay Grade	Function
Manager	Town Manager	1	32	Directs overall administration of the Town government
Manager	Executive Assistant	1	14	Maintains official Town records; support to Council and Town Manager
Manager	Receptionist	1	p-t	Greets and assists the public entering the Municipal Building
Comm. Develop.	Asst Town Mgr / Com Dev Director	1	26	Assists Town Mgr, directs community & economic activities
Comm. Develop.	Planner	1	18	Coordinates Town zoning and planning functions
Comm. Develop.	Comm Development Assistant	1	12	Support to Community Development Dept. & other Town boards
Comm. Develop.	DePot Host / Hostess	6	p-t	Greet visitors to the Welcome Center
Harvester	General Manager	1	24	Overall administration of the HPC; books performances
Harvester	Assistant Manager	1	21	Assists General Manager in administration of the HPC
Harvester	Operations Director	1	10	Oversees HPC office operations
Harvester	Operations Staff	0	p-t	Supports Assistant General Manager & Operations Director
Harvester	Lead Equpment Technician	1	p-t	Loads in, loads out, operates sound equipment
Finance	Finance Director / Treasurer	1	26	Directs overall administration of the Finance Department
Finance	Assistant Finance Director	1	22	Provides interanl services, human resources, and accounting
Finance	Accounting Technician	1	17	Performs accounting, payroll, & accounts payable functions
Finance	Account Clerk	2	13	Performs customer service & accounting assistance
Police	Police Chief	1	28	Directs overall administration of the Police Department
Police	Captain	0	23	Assists Police Chief in administration of Police Dept.
Police	Lieutenant - Patrol	1	22	Supervises all patrol activities and events
Police	Lieutenant - Investigations	1	22	Supervises all investigations and records management
Police	Sergeant - Patrol	4	19	Direct supervision of patrol shift; general duty of law enforcement
Police	Sergeant - Investigations	1	19	Direct supervision of investigations; general duty of law enforcement
Police	Police Officer - Patrol	11	15	Law enforcement to protect life and property in the Town
Police	Community Police Officer	1	15	Law enforcement to protect life and property in the Town
Police	Investigator	1	15	Investigates reported & suspected criminal activity; law enforcement
Police	School Resource Officer	1	15	Law enforcement within the public school system
Police	Records Manager	1	14	Supervisory, clerical, and records management duties
Police	Records Clerk	1	12	Clerical and records management duties
Police	Police Officer (part-time)	2	p-t	Law enforcement to protect life and property in the Town
Public Works	Public Facillities Director	1	26	Directs overall administration of the Public Works Department
Public Works	Public Works Superintendent	1	22	Supervises/coordinates construction, repair, and maintenance projects
Public Works	Foreman	1	15	Supervises crews on repair and maintenance projects
Public Works	Mechanic	1	14	Skilled and semi-skilled work in the repair & maintenance of equipment
Public Works	Utility Service Technician	1	13	Reads water meters plus other public works projects as assigned
Public Works	Maintenance Worker III	3	14	Skilled and semi-skilled work with motorized construciton equipment
Public Works	Maintenance Worker II	3	12	Construction, maintenance, and repair duties
Public Works	Maintenance Worker I	3	10	Construction, maintenance, and repair duties
Public Works	Ground Maintenance Worker III	0	14	Skilled and semi-skilled work with grounds maintenance
Public Works	Ground Maintenance Worker II	1	12	Maintain Town owned grounds
Public Works	Ground Maintenance Worker I	2	10	Maintain Town owned grounds
Public Works	Maintenance Worker - part-time	0	p-t	Construction, maintenance, and repair duties
Water Plant	Water Plant Superintendent	1	22	Manages and supervises the water treatment plant operations
Water Plant	Water Plant Operator	5	15,14,13,12	Tests, treats, and purifys water for public and industrial use
Wastewater Plant	Wastewater Plant Superintendent	1	22	Manages and supervises the wastewater treatment plant operations
Wastewater Plant	Wastewater Plant Operator	4	15,14,13,12	Operates, maintains, and repairs the wastewater treatment plant
Wastewater Plant	Wastewater Plant intern	1	p-t	Assists in Plant operations and testing
	Total Full-time	65		
	Total Part-time	11		

FY 2018 PAY PLAN (no change)		(no in grade						
Position	Grade	1	2	3	4	5	6	7
	1	17,802.22	18,247.27	18,703.46	19,171.04	19,650.32	20,141.58	20,645.12
	2	18,703.46	19,171.04	19,650.32	20,141.58	20,645.12	21,161.24	21,690.27
	3	19,650.32	20,141.58	20,645.12	21,161.24	21,690.27	22,232.53	22,788.34
	4	20,645.12	21,161.24	21,690.27	22,232.53	22,788.34	23,358.05	23,942.00
	5	21,690.27	22,232.53	22,788.34	23,358.05	23,942.00	24,540.55	25,154.07
	6	22,788.34	23,358.05	23,942.00	24,540.55	25,154.07	25,782.92	26,427.49
	7	23,942.00	24,540.55	25,154.07	25,782.92	26,427.49	27,088.18	27,765.39
	8	25,154.07	25,782.92	26,427.49	27,088.18	27,765.39	28,459.52	29,171.01
Maintenance Worker I (old)	9	26,427.49	27,088.18	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79
Maintenance Worker II (old)	9	26,427.49	27,088.18	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79
Meter Reader (old)	9	26,427.49	27,088.18	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79
Records Clerk (old)	9	26,427.49	27,088.18	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79
Account Clerk (old)	10	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33
Grounds Maintenance I (Dec 2016)	10	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33
Maintenance Worker I (Dec 2016)	10	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33
Wastewater Plant Oper. Trainee	11	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43
Water Plant Oper. Trainee	11	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43
Administrative Assistant	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Wastewater Plant Operator IV	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Water Plant Operator IV	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Records Manager (old)	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Records Clerk (July 2017)	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Mechanic (old)	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Grounds Maintenance II (Dec 2016)	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Maintenance Worker II (Dec 2016)	12	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
Equip Operator/Crew Leader (old)	13	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36
Wastewater Plant Operator III	13	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36
Water Plant Operator III	13	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36
Account Clerk (July 2017)	13	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36
Utility Service Technician (Dec 2016)	13	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36
Planning Technician	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Wastewater Plant Operator II	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Water Plant Operator II	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Mechanic Public Works (Dec 2016)	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Maintenanc Worker III (Dec 2016)	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Police Officer Trainee	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Records Manager (July 2017)	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Executive Assistant	14	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Investigator	15	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
Police Officer	15	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
Wastewater Plant Operator I	15	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
Water Plant Operator I	15	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
Foreman Public Works (Dec 2016)	15	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
Accounting Technician II	15	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
	16	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Com. Dev. Administrator/GIS	17	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Corporal - Police	17	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Accounting Technician	17	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Planner	18	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09

FY 2018 PAY PLAN (no change)								
Position	Grade	1	2	3	4	5	6	7
Sergeant - Police	19	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97
Assistant Public Works Director	19	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97
	20	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36
Asst Mgr-Performance Venue	21	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Wastewater Plant Superintendent	22	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Water Plant Superintendent	22	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Public Works Superintendent	22	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Lieutenant - Police	22	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Assistant Finance Director	22	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Captain - Police Dept.	23	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16
Assistant Police Chief	24	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81
General Mgr-Performance Venue	24	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81
	25	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28
Finance Director / Treasurer	26	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Assistant Town Mgr/Comm Dev Dir	26	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Public Facilities Director	26	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
	27	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83
Police Chief	28	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02
Public Works Director	28	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02
	29	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27
	30	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27
	31	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17
Town Manager	32	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65

FY 2018 PAY PLAN (no change)								
Position	Grade	8	9	10	11	12	13	14
	1	21,161.24	21,690.27	22,232.53	22,788.34	23,358.05	23,942.00	24,540.55
	2	22,232.53	22,788.34	23,358.05	23,942.00	24,540.55	25,154.07	25,782.92
	3	23,358.05	23,942.00	24,540.55	25,154.07	25,782.92	26,427.49	27,088.18
	4	24,540.55	25,154.07	25,782.92	26,427.49	27,088.18	27,765.39	28,459.52
	5	25,782.92	26,427.49	27,088.18	27,765.39	28,459.52	29,171.01	29,900.28
	6	27,088.18	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98
	7	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32
	8	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16
Maintenance Worker I (old)	9	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59
Maintenance Worker II (old)	9	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59
Meter Reader (old)	9	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59
Records Clerk (old)	9	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59
Account Clerk (old)	10	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89
Grounds Maintenance I (Dec 2016)	10	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89
Maintenance Worker I (Dec 2016)	10	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89
Wastewater Plant Oper. Trainee	11	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56
Water Plant Oper. Trainee	11	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56
Administrative Assistant	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Wastewater Plant Operator IV	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Water Plant Operator IV	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Records Manager (old)	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Records Clerk (July 2017)	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Mechanic (old)	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Grounds Maintenance II (Dec 2016)	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Maintenance Worker II (Dec 2016)	12	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Equip Operator/Crew Leader (old)	13	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Wastewater Plant Operator III	13	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Water Plant Operator III	13	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Account Clerk (July 2017)	13	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Utility Service Technician (Dec 2016)	13	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Planning Technician	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Wastewater Plant Operator II	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Water Plant Operator II	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Mechanic Public Works (Dec 2016)	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Maintenanc Worker III (Dec 2016)	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Police Officer Trainee	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Records Manager (July 2017)	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Executive Assistant	14	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Investigator	15	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Police Officer	15	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Wastewater Plant Operator I	15	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Water Plant Operator I	15	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Foreman Public Works (Dec 2016)	15	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Accounting Technician II	15	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
	16	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47
Com. Dev. Administrator/GIS	17	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Corporal - Police	17	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Accounting Technician	17	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Planner	18	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29

FY 2018 PAY PLAN (no change)								
Position	Grade	8	9	10	11	12	13	14
Sergeant - Police	19	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
Assistant Public Works Director	19	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
	20	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86
Asst Mgr-Performance Venue	21	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96
Wastewater Plant Superintendent	22	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
Water Plant Superintendent	22	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
Public Works Superintendent	22	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
Lieutenant - Police	22	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
Assistant Finance Director	22	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
Captain - Police Dept.	23	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49
Assistant Police Chief	24	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63
General Mgr-Performance Venue	24	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63
	25	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
Finance Director / Treasurer	26	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55
Assistant Town Mgr/Comm Dev Dir	26	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55
Public Facilities Director	26	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55
	27	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70
Police Chief	28	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02
Public Works Director	28	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02
	29	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46
	30	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46	100,263.92	102,770.52
	31	93,105.02	95,432.65	97,818.46	100,263.92	102,770.52	105,339.79	107,973.28
Town Manager	32	97,818.46	100,263.92	102,770.52	105,339.79	107,973.28	110,672.61	113,439.43

FY 2018 PAY PLAN (no change)							
Position	Grade	15	16	17	18	19	20
	1	25,154.07	25,782.92	26,427.49	27,088.18	27,765.39	28,459.52
	2	26,427.49	27,088.18	27,765.39	28,459.52	29,171.01	29,900.28
	3	27,765.39	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98
	4	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32
	5	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16
	6	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59
	7	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89
	8	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56
Maintenance Worker I (old)	9	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Maintenance Worker II (old)	9	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Meter Reader (old)	9	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Records Clerk (old)	9	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32
Account Clerk (old)	10	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Grounds Maintenance I (Dec 2016)	10	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Maintenance Worker I (Dec 2016)	10	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14
Wastewater Plant Oper. Trainee	11	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Water Plant Oper. Trainee	11	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24
Administrative Assistant	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Wastewater Plant Operator IV	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Water Plant Operator IV	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Records Manager (old)	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Records Clerk (July 2017)	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Mechanic (old)	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Grounds Maintenance II (Dec 2016)	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Maintenance Worker II (Dec 2016)	12	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.10
Equip Operator/Crew Leader (old)	13	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47
Wastewater Plant Operator III	13	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47
Water Plant Operator III	13	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47
Account Clerk (July 2017)	13	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47
Utility Service Technician (Dec 2016)	13	45,496.82	46,634.24	47,800.09	48,995.10	50,219.97	51,475.47
Planning Technician	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Wastewater Plant Operator II	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Water Plant Operator II	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Mechanic Public Works (Dec 2016)	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Maintenanc Worker III (Dec 2016)	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Police Officer Trainee	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Records Manager (July 2017)	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Executive Assistant	14	47,800.09	48,995.10	50,219.97	51,475.47	52,762.36	54,081.42
Investigator	15	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29
Police Officer	15	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29
Wastewater Plant Operator I	15	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29
Water Plant Operator I	15	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29
Foreman Public Works (Dec 2016)	15	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29
Accounting Technician II	15	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29
	16	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
Com. Dev. Administrator/GIS	17	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86
Corporal - Police	17	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86
Accounting Technician	17	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86
Planner	18	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96

FY 2018 PAY PLAN (no change)							
Position	Grade	15	16	17	18	19	20
Sergeant - Police	19	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
Assistant Public Works Director	19	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
	20	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49
Asst Mgr-Performance Venue	21	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63
Wastewater Plant Superintendent	22	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
Water Plant Superintendent	22	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
Public Works Superintendent	22	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
Lieutenant - Police	22	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
Assistant Finance Director	22	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
Captain - Police Dept.	23	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55
Assistant Police Chief	24	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70
General Mgr-Performance Venue	24	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70
	25	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02
Finance Director / Treasurer	26	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46
Assistant Town Mgr/Comm Dev Dir	26	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46
Public Facilities Director	26	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46
	27	90,834.17	93,105.02	95,432.65	97,818.46	100,263.92	102,770.52
Police Chief	28	95,432.65	97,818.46	100,263.92	102,770.52	105,339.79	107,973.28
Public Works Director	28	95,432.65	97,818.46	100,263.92	102,770.52	105,339.79	107,973.28
	29	100,263.92	102,770.52	105,339.79	107,973.28	110,672.61	113,439.43
	30	105,339.79	107,973.28	110,672.61	113,439.43	116,275.41	119,182.30
	31	110,672.61	113,439.43	116,275.41	119,182.30	122,161.86	125,215.90
Town Manager	32	116,275.41	119,182.30	122,161.86	125,215.90	128,346.30	131,554.96

Town of Rocky Mount				budgeted		24.8% increase from fy 2017		
Health / Dental Insurance								
fy 18								
			FY 18	LC 250	total			
	#		%	premium	premium	ER cost	EE cost	ER+FSA
								(0 FSA)
ee only	3		92.4627%	683.00	683.00	631.52	51.48	631.52
ee child	0		76.5633%	1,264.00	1,264.00	967.76	296.24	967.76
ee spouse	0		76.5633%	1,264.00	1,264.00	967.76	296.24	967.76
ee family	0		70.6941%	1,844.00	1,844.00	1,303.60	540.40	1,303.60
	3							
			fy 18	LC 500	total			
	#		%	premium	premium	ER cost	EE cost	ER+FSA
ee only	24		100.0000%	630.00	630.00	630.00	-	880.00
ee child	10		88.2453%	1,166.00	1,166.00	1,028.94	137.06	1,528.94
ee spouse	8		88.2453%	1,166.00	1,166.00	1,028.94	137.06	1,528.94
ee family	20		77.3333%	1,701.00	1,701.00	1,315.44	385.56	1,815.44
	62							

FY 2018		CALCULATIONS TO BUDGET PUBLIC WORKS SALARIES & FRINGES							
		%	Salary	FICA	VRS	Medical	W/C		
to be allocated =			534,388	40,881	83,401	152,255	32,444		
01.4100	PWKS Administration	0.00%	0	0	0	0	0		
01.4104	Street Lighting	0.50%	2,672	204	417	761	162		
01.4107	Traffic Controls	2.00%	10,688	818	1,668	3,045	649		
01.4108	Street Maintenance	52.50%	280,554	21,463	43,786	79,934	17,033		
01.4109	Curb, Gutters, Sidewalks	1.00%	5,344	409	834	1,523	324		
01.4202	Street Cleaning	2.00%	10,688	818	1,668	3,045	649		
01.4203	Solid Waste Collection	17.00%	90,846	6,950	14,178	25,883	5,515		
01.4204	Snow Removal	1.50%	8,016	613	1,251	2,284	487		
01.4304	Municipal Building Maintenan(	0.00%	0	0	0	0	0		
01.4305	Emergency Services Building M	0.00%	0	0	0	0	0		
01.4306	Public Works Building Mainten	0.00%	0	0	0	0	0		
01.4307	Cemetery	2.00%	10,688	818	1,668	3,045	649		
01.4308	Parks & Playgrounds	3.00%	16,032	1,226	2,502	4,568	973		
01.8103	Farmers Market	0.50%	2,672	204	417	761	162		
01.8104	Community & Hospitality Cent	0.50%	2,672	204	417	761	162	82.50%	G/F
02.5000	Water Distribution System	7.00%	37,407	2,862	5,838	10,658	2,271		
02.5010	Meter Reading	3.50%	18,704	1,431	2,919	5,329	1,136		
02.6000	Sewer Collection System	7.00%	37,407	2,862	5,838	10,658	2,271	17.50%	U/F
	Capital Projects								
total allocated =		100.00%	534,388	40,881	83,401	152,255	32,444		

	EFFECTIVE JANUARY 2016		EFFECTIVE JANUARY 2015	
TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
WATER RATES				
minimum use charge for first 3,000 gallons	17.01	34.02	15.51	31.02
from 3,001 to 10,000 gallons	3.35	6.70	3.35	6.70
from 10,001 to 50,000 gallons	3.25	6.50	3.25	6.50
from 50,001 to 100,000 gallons	3.15	6.30	3.15	6.30
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
SEWER RATES				
minimum use charge for first 3,000 gallons	17.01	34.02	15.51	31.02
from 3,001 to 10,000 gallons	3.30	6.60	3.30	6.60
from 10,001 to 50,000 gallons	3.15	6.30	3.15	6.30
from 50,001 to 100,000 gallons	3.05	6.10	3.05	6.10
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
ELDERLY & NON-PROFIT RELIEF RATE PLAN				
per 1,000 gallons - in Town	3.75	3.75	3.75	3.75
per 1,000 gallons - out of Town	7.50	7.50		
FIRE SUPPRESSION CONNECTION FEE				
per month and per line, in or out of town				
less than 10,000 square feet	25.00		25.00	
greater than 10,000 square feet	50.00		50.00	
CAPTAL RECOVERY FEE - WATER				
per month, in or out of town				
5/8 inch	0		0	
1 inch	7.20		6.90	
1-1/2 inch	14.40		13.80	
2 inch	18.00		17.25	
3 inch	36.00		34.50	
4 inch	54.00		51.75	
6 inch	108.00		103.50	
CAPTAL RECOVERY FEE - SEWER				
per month, in or out of town				
5/8 inch	0		0	
1 inch	21.60		20.70	
1-1/2 inch	43.20		41.40	
2 inch	54.00		51.75	
3 inch	72.00		69.00	
4 inch	108.00		103.50	
6 inch	216.00		207.00	

TOWN OF ROCKY MOUNT	EFFECTIVE JANUARY 2014		EFFECTIVE JANUARY 2013	
WATER & SEWER CHARGES				
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
WATER RATES				
minimum use charge for first 3,000 gallons	14.01	28.02	12.51	25.02
from 3,001 to 10,000 gallons	3.35	6.70	3.35	6.70
from 10,001 to 50,000 gallons	3.25	6.50	3.25	6.50
from 50,001 to 100,000 gallons	3.15	6.30	3.15	6.30
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
SEWER RATES				
minimum use charge for first 3,000 gallons	14.01	28.02	12.51	25.02
from 3,001 to 10,000 gallons	3.30	6.60	3.30	6.60
from 10,001 to 50,000 gallons	3.15	6.30	3.15	6.30
from 50,001 to 100,000 gallons	3.05	6.10	3.05	6.10
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
ELDERLY & NON-PROFIT RELIEF RATE PLAN				
per 1,000 gallons - in Town	3.75	3.75	3.75	3.75
per 1,000 gallons - out of Town				
FIRE SUPPRESSION CONNECTION FEE				
per month and per line, in or out of town				
less than 10,000 square feet	25.00		25.00	
greater than 10,000 square feet	50.00		50.00	
CAPTAL RECOVERY FEE - WATER				
per month, in or out of town				
5/8 inch	0		0	
1 inch	6.60		6.00	
1-1/2 inch	13.20		12.00	
2 inch	16.50		15.00	
3 inch	33.00		30.00	
4 inch	49.50		45.00	
6 inch	99.00		90.00	
CAPTAL RECOVERY FEE - SEWER				
per month, in or out of town				
5/8 inch	0		0	
1 inch	19.80		18.00	
1-1/2 inch	39.60		36.00	
2 inch	49.50		45.00	
3 inch	66.00		60.00	
4 inch	99.00		90.00	
6 inch	198.00		180.00	

	EFFECTIVE AUGUST 2007		EFFECTIVE AUGUST 2005	
TOWN OF ROCKY MOUNT				
WATER & SEWER CHARGES				
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
WATER RATES				
minimum use charge for first 3,000 gallons	11.25	22.50	11.00	22.00
from 3,001 to 10,000 gallons	3.35	6.70	3.30	6.60
from 10,001 to 50,000 gallons	3.25	6.50	3.20	6.40
from 50,001 to 100,000 gallons	3.15	6.30	3.10	6.20
from 100,001 to 250,000 gallons			3.00	6.00
from 250,001 to 500,000 gallons			2.85	5.70
from 500,001 or more gallons			2.55	5.10
SEWER RATES				
minimum use charge for first 3,000 gallons	11.25	22.50	11.00	22.00
from 3,001 to 10,000 gallons	3.30	6.60	3.25	6.50
from 10,001 to 50,000 gallons	3.15	6.30	3.10	6.20
from 50,001 to 100,000 gallons	3.05	6.10	3.00	6.00
from 100,001 to 250,000 gallons			2.90	5.80
from 250,001 to 500,000 gallons			2.80	5.60
from 500,001 or more gallons			2.40	4.80
ELDERLY & NON-PROFIT RELIEF RATE PLAN				
per 1,000 gallons - in Town	3.75	3.75		
per 1,000 gallons - out of Town				
FIRE SUPPRESSION CONNECTION FEE				
per month and per line, in or out of town				
less than 10,000 square feet				
greater than 10,000 square feet				
CAPTAL RECOVERY FEE - WATER				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				
CAPTAL RECOVERY FEE - SEWER				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2004		EFFECTIVE AUGUST 2003	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
WATER RATES				
minimum use charge for first 3,000 gallons	10.75	21.50	10.25	20.50
from 3,001 to 10,000 gallons	3.25	6.50	2.40	4.80
from 10,001 to 50,000 gallons	3.15	6.30	2.35	4.70
from 50,001 to 100,000 gallons	3.05	6.10	2.30	4.60
from 100,001 to 250,000 gallons	2.95	5.90	2.25	4.50
from 250,001 to 500,000 gallons	2.80	5.60	2.20	4.40
from 500,001 or more gallons	2.50	5.00	2.15	4.30
SEWER RATES				
minimum use charge for first 3,000 gallons	10.75	21.50	10.25	20.50
from 3,001 to 10,000 gallons	3.15	6.30	2.25	4.50
from 10,001 to 50,000 gallons	3.00	6.00	2.20	4.40
from 50,001 to 100,000 gallons	2.90	5.80	2.15	4.30
from 100,001 to 250,000 gallons	2.80	5.60	2.10	4.20
from 250,001 to 500,000 gallons	2.70	5.40	2.00	4.00
from 500,001 or more gallons	2.30	4.60	1.90	3.80
ELDERLY & NON-PROFIT RELIEF RATE PLAN				
per 1,000 gallons - in Town				
per 1,000 gallons - out of Town				
FIRE SUPPRESSION CONNECTION FEE				
per month and per line, in or out of town				
less than 10,000 square feet				
greater than 10,000 square feet				
CAPTAL RECOVERY FEE - WATER				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				
CAPTAL RECOVERY FEE - SEWER				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				

	EFFECTIVE AUGUST 2001		EFFECTIVE AUGUST 1999	
TOWN OF ROCKY MOUNT				
WATER & SEWER CHARGES				
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
WATER RATES				
minimum use charge for first 3,000 gallons	9.00	18.00	7.50	15.00
from 3,001 to 10,000 gallons	2.20	4.40	2.00	4.00
from 10,001 to 50,000 gallons	2.20	4.40	2.00	4.00
from 50,001 to 100,000 gallons	2.20	4.40	2.00	4.00
from 100,001 to 250,000 gallons	2.15	4.30	2.00	4.00
from 250,001 to 500,000 gallons	2.15	4.30	2.00	4.00
from 500,001 or more gallons	2.10	4.20	2.00	4.00
SEWER RATES				
minimum use charge for first 3,000 gallons	9.00	18.00	7.50	15.00
from 3,001 to 10,000 gallons	2.00	4.00	1.80	3.60
from 10,001 to 50,000 gallons	2.00	4.00	1.80	3.60
from 50,001 to 100,000 gallons	2.00	4.00	1.80	3.60
from 100,001 to 250,000 gallons	1.95	3.90	1.80	3.60
from 250,001 to 500,000 gallons	1.95	3.90	1.80	3.60
from 500,001 or more gallons	1.90	3.80	1.80	3.60
ELDERLY & NON-PROFIT RELIEF RATE PLAN				
per 1,000 gallons - in Town				
per 1,000 gallons - out of Town				
FIRE SUPPRESSION CONNECTION FEE				
per month and per line, in or out of town				
less than 10,000 square feet				
greater than 10,000 square feet				
CAPTAL RECOVERY FEE - WATER				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				
CAPTAL RECOVERY FEE - SEWER				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				

	TOWN OF ROCKY MOUNT	EFFECTIVE FEBRUARY 1991		
	WATER & SEWER CHARGES			
		INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	
WATER RATES				
	minimum use charge for first 3,000 gallons	5.85	11.70	2000 gal
	from 3,001 to 10,000 gallons	1.50	2.93	
	from 10,001 to 50,000 gallons	1.50	2.93	
	from 50,001 to 100,000 gallons	1.50	2.93	
	from 100,001 to 250,000 gallons	1.50	2.93	
	from 250,001 to 500,000 gallons	1.50	2.93	
	from 500,001 or more gallons	1.50	2.93	
SEWER RATES				
	minimum use charge for first 3,000 gallons	4.39	8.78	75% of wtr
	from 3,001 to 10,000 gallons	1.13	2.20	75% of wtr
	from 10,001 to 50,000 gallons	1.13	2.20	75% of wtr
	from 50,001 to 100,000 gallons	1.13	2.20	75% of wtr
	from 100,001 to 250,000 gallons	1.13	2.20	75% of wtr
	from 250,001 to 500,000 gallons	1.13	2.20	75% of wtr
	from 500,001 or more gallons	1.13	2.20	75% of wtr
ELDERLY & NON-PROFIT RELIEF RATE PLAN				
	per 1,000 gallons - in Town			
	per 1,000 gallons - out of Town			
FIRE SUPPRESSION CONNECTION FEE				
	per month and per line, in or out of town			
	less than 10,000 square feet			
	greater than 10,000 square feet			
CAPTAL RECOVERY FEE - WATER				
	per month, in or out of town			
	5/8 inch			
	1 inch			
	1-1/2 inch			
	2 inch			
	3 inch			
	4 inch			
	6 inch			
CAPTAL RECOVERY FEE - SEWER				
	per month, in or out of town			
	5/8 inch			
	1 inch			
	1-1/2 inch			
	2 inch			
	3 inch			
	4 inch			
	6 inch			

	EFFECTIVE JANUARY 2016		EFFECTIVE JANUARY 2015	
TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
CONNECTION FEES - WATER				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
CONNECTION FEES - SEWER				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
IMPACT FEES - WATER				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000
IMPACT FEES - SEWER				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000

	EFFECTIVE JANUARY 2014		EFFECTIVE JANUARY 2013	
TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
CONNECTION FEES - WATER				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
CONNECTION FEES - SEWER				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
IMPACT FEES - WATER				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000
IMPACT FEES - SEWER				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2007		EFFECTIVE AUGUST 2005	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
CONNECTION FEES - WATER				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
CONNECTION FEES - SEWER				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
IMPACT FEES - WATER				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000
IMPACT FEES - SEWER				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2004		EFFECTIVE AUGUST 2003	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
CONNECTION FEES - WATER				
5/8 inch	750	1,125	625	1,250
1 inch	1,500	2,250	1,250	2,500
1-1/2 inch	1,750	2,625	1,500	3,000
2 inch	2,500	3,750	2,500	5,000
3 inch	3,500	5,250	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
CONNECTION FEES - SEWER				
5/8 inch	750	1,125	625	1,250
1 inch	1,500	2,250	1,250	2,500
1-1/2 inch	1,750	2,625	1,500	3,000
2 inch	2,500	3,750	2,500	5,000
3 inch	3,500	5,250	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
IMPACT FEES - WATER				
5/8 inch	0	1,250	-	1000 / 7500
1 inch	0	2,000		
1-1/2 inch	500	5,000		
2 inch	750	7,500		
2-1/2 inch	1,000	10,000		
3 inch	5,000	20,000		
above 3 inch	5,000	50,000		
IMPACT FEES - SEWER				
5/8 inch	0	1,250		
1 inch	0	2,000		
1-1/2 inch	500	5,000		
2 inch	750	7,500		
2-1/2 inch	1,000	10,000		
3 inch	5,000	20,000		
above 3 inch	5,000	50,000		

TOWN OF ROCKY MOUNT	EFFECTIVE AUGUST 2001			EFFECTIVE AUGUST 1999	
WATER & SEWER CHARGES					
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS		INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
CONNECTION FEES - WATER					
5/8 inch	625	1,250		600	1,200
1 inch	1,250	2,500		1,200	2,400
1-1/2 inch	1,500	3,000		1,500	3,000
2 inch	2,500	5,000		2,500	5,000
3 inch	3,500	7,000		3,500	7,000
above 3 inches	cost + 10%	cost + 25%		cost + 10%	cost + 25%
CONNECTION FEES - SEWER					
5/8 inch	625	1,250		600	1,200
1 inch	1,250	2,500		1,200	2,400
1-1/2 inch	1,500	3,000		1,500	3,000
2 inch	2,500	5,000		2,500	5,000
3 inch	3,500	7,000		3,500	7,000
above 3 inches	cost + 10%	cost + 25%		cost + 10%	cost + 25%
IMPACT FEES - WATER					
5/8 inch	-	1000 / 7500	R	-	1000 / 7500
1 inch					
1-1/2 inch					
2 inch					
2-1/2 inch					
3 inch					
above 3 inch					
IMPACT FEES - SEWER					
5/8 inch					
1 inch					
1-1/2 inch					
2 inch					
2-1/2 inch					
3 inch					
above 3 inch					

	TOWN OF ROCKY MOUNT	EFFECTIVE FEBRUARY 1991		
	WATER & SEWER CHARGES			
		INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	
CONNECTION FEES - WATER				
	5/8 inch			
	1 inch			
	1-1/2 inch			
	2 inch			
	3 inch			
	above 3 inches			
CONNECTION FEES - SEWER				
	5/8 inch			
	1 inch			
	1-1/2 inch			
	2 inch			
	3 inch			
	above 3 inches			
IMPACT FEES - WATER				
	5/8 inch			
	1 inch			
	1-1/2 inch			
	2 inch			
	2-1/2 inch			
	3 inch			
	above 3 inch			
IMPACT FEES - SEWER				
	5/8 inch			
	1 inch			
	1-1/2 inch			
	2 inch			
	2-1/2 inch			
	3 inch			
	above 3 inch			

TOWN OF ROCKY MOUNT

Community Agency Request for Funding

July 1, 2017 – June 30, 2018

Name of Agency / Program:

Address:

Name of Contact Person:

Telephone:

Fax:

E-Mail:

Tax ID or EIN number:

IRS non-profit designation (i.e. 501c3):

Amount of Request:

Agency's or Program's primary objective:

What services does your agency provide to the citizens / businesses of Rocky Mount:

Describe the specific event / program to be funded with funds requested of the Town:

What other revenue sources is your agency budgeting for FY 2017 – 2018:

Federal:

State:

Franklin County Board of Supervisors:

Other Local Governments:

Dues / Memberships:

Fund Raising Activities / Events:

United Way of Franklin County:

Donations / Contributions:

Other:

TOTAL REVENUES BUDGETED:

Please submit a Summary of your budget if you are requesting more than $3,000.

Other Comments or Remarks to be included in consideration of request:

Please return this form and any supporting documents you wish to include NO LATER THAN

FRIDAY, FEBRUARY 10, 2017 to:

Linda Woody, Finance Director

Town of Rocky Mount

345 Donald Ave.

Rocky Mount, VA 24151

Phone: 540-483-5243

Fax: 540-483-8830

e-mail: lwoody@rockymountva.org

AGENCY REQUESTS - HISTORICAL CONTRIBUTIONS					
Agency	501C3	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Proposed
Brain Injury Services of SWVA	yes	0	0	0	0
Disability Rights & Resource Center	yes	0	0	0	0
Franklin County Family Resource Center	n/a	500	500	500	500
Franklin County Family YMCA	yes	0	0	0	0
Franklin County Historical Society	yes	500	500	500	500
Franklin County Perinatal Education Center	yes	500	500	500	500
Franklin County Rescue Squad	yes	5,000	0	0	0
Franklin County Workforce Consortium	n/a	6,000	6,000	6,000	6,000
Free Clinic of Franklin County	yes	3,500	3,500	3,500	3,500
Goodwill Developmental Center of Franklin Co.	yes	0	0	0	0
Helping Hands	yes	3,000	3,000	3,000	3,000
Piedmont Community Services	yes	300	300	0	0
Roanoke River Basin Association	yes	0	0	0	0
Rocky Mount Center for the Arts, Inc.	yes	0	0	0	0
Southern VA Child Advocacy Center (CAPS)	yes	200	200	200	200
STEP, Inc.	yes	1,250	250	0	0
Stepping Stone Mission	yes	750	750	750	750
Warren Street Society	yes	500	500	0	0
We Care of Franklin County	no	500	500	500	500
Undesignated for unexpected requests	n/a	0	0	1,050	1,050
TOTAL CONTRIBUTIONS/REQUESTS		22,500	16,500	16,500	16,500

Town of Rocky Mount Agency Requests FY 2018	FY 17 Adopted	FY 18 Requested	FY 18 Proposed	FY 18 Unfunded	FY 18 Request Submitted	FY 18 Use of Town's Contribution
Brain Injury Services of SWVA	0	685	0	685	yes	expand case mgt in Town
Disability Rights & Resource Center	0	5,000	0	5,000	yes	Franklin Rides (transportation)
Franklin County Family Resource Center	500	1,000	500	500	yes	Shelter expenses
Franklin County YMCA	0	0	0	0	no	
Franklin County Historical Society	500	5,000	500	4,500	yes	programming & exhibits
Franklin County Perinatal Education Center	500	2,500	500	2,000	yes	technology updates for all agencies
Franklin County Rescue Squad	0	0	0	0	no	
Franklin County Workforce Consortium	6,000	6,000	6,000	0	yes	partner commitment
Free Clinic of Franklin County	3,500	3,500	3,500	0	yes	medications & Nurse Practitioner
Goodwill Developmental Center of Franklin Co.	0	0	0	0	no	requested no funding
Helping Hands	3,000	3,000	3,000	0	yes	emergency financial assistance
Piedmont Community Services	0	0	0	0	no	
Roanoke River Basin Assoc.	0	0	0	0	no	
Rocky Mount Center for the Arts, Inc.	0	0	0	0	no	
Southern VA Child Advocacy Center (CAPS)	200	500	200	300	yes	Child Abuse Review Team program
STEP, Inc.	0	0	0	0	yes	requested no funding
Stepping Stone Mission	750	1,000	750	250	yes	operating expenses
Warren Street Society	0	0	0	0	no	
We Care of Franklin County	500	500	500	0	yes	Christmas for Children
Undesignated for unexpected requests	1,050	0	1,050		n/a	
TOTAL CONTRIBUTIONS/REQUESTS	**16,500**	**28,685**	**16,500**	**13,235**		

Town of Rocky Mount insured vehicles March 2017

Department	Veh #	Year	Make/Model	VIN / Serial #	Orig Value	Vehicle Type
Asst. Tn Manager		2007	GM Yukon	3683	$12,392	Light Truck
Town Manager	5	2004	Ford Explorer	1216	$22,700	Light Truck
Town Manager		2011	Chevy Impala	5335	$12,993	Private Passenger
P & Z Admin	46	1994	GMC Pickup	8619	$13,390	Light Truck
Town Manager			Christmas Decorations		$100,000	Miscellaneous
Fire	50	1929	Fire Truck	9893	$8,971	Emergency
Fire	53	1993	Pierce Fire Truck	131	$19,141	Emergency
Fire	24	1995	GMC	5529	$9,000	Emergency
Fire	32	1995	Chevy Suburban	7381	$10,000	Emergency
Fire	16	1995	Chevy Suburban	3818	$12,500	Emergency
Fire	12	1996	Pierce Fire Truck	2688	$138,000	Emergency
Fire	3411	1997	Ford	3411	$24,000	Emergency
Fire	9	2001	Pierce Fire Truck	1787	$580,000	Emergency
Fire	30	2002	United Trailer	6518	$8,709	Trailer
Fire	58	2002	Trailer Safe House	5639	$40,000	Emergency
Fire	10	2002	Pierce Fire Truck	1980	$500,000	Emergency
Fire		2003	Chevy Tahoe	5324	$14,000	Emergency
Fire		2009	Pierce Pumper	9110	$259,926	Emergency
Fire		2012	International Truck	6594	$233,388	Emergency
Fire		2012	Pierce Fire Truck	2361	$391,355	Emergency
Fire		2015	Chevy Tahoe	405	$32,170	Light Truck
Fire			Fire Protective & Misc. Equipment		$500,000	Equipment
Police		1994	Chevy Ambulance	3396	$6,000	Emergency
Police		1996	Dodge 2500 PU	7785	$0	Medium Truck
Police	57	1996	Trailer	116	$1,600	Emergency
police		1997	Ford Explorer	6401	$0	Private Passenger
Police		2004	Ford Explorer	2170	$0	Private Passenger
Police		2004	AM General Humvee	6188	$0	Medium Truck
Police	66	2006	Ford Explorer	3357	$20,250	Emergency
Police	62	2006	Ford Crown Victoria 10	4548	$21,371	Emergency
Police	Car 6	2007	Ford Crown Victoria	2990	$21,416	Emergency
Police		2008	Chevrolet Impala	7310	$18,225	Emergency
Police		2008	Ford Crown Victoria	2147	$22,229	Emergency
Police		2008	Ford Crown Victoria	1312	$22,666	Emergency
Police		2011	Ford Expedition	6702	$22,763	Emergency
Police		2011	Ford Crown Victoria	2953	$24,096	Emergency
Police		2011	Ford Police Interceptor	6611	$24,896	Emergency
Police		2011	Ford Police Interceptor	6612	$24,896	Emergency
Police		2011	Ford Police Interceptor	6613	$24,896	Emergency
Police	K-9 Unit #1	2013	Ford Explorer	914	$35,064	Emergency
Police	K-9 Unit #2	2013	Ford Explorer	913	$35,157	Emergency
Police		2013	Ford Edge SUV	6682	$30,000	Private Passenger
Police		2015	Ford Explorer	6349	$36,000	Emergency
Police		2015	Ford Explorer	6350	$36,000	Emergency
Police		2015	Ford (rental car)	9999	$25,000	Private Passenger
Police			Mobile Police Equipment		$56,100	Equipment
Police			K-9		$10,000	Miscellaneous
Police			K-9		$10,000	Miscellaneous
Police			K-9		$10,000	Miscellaneous

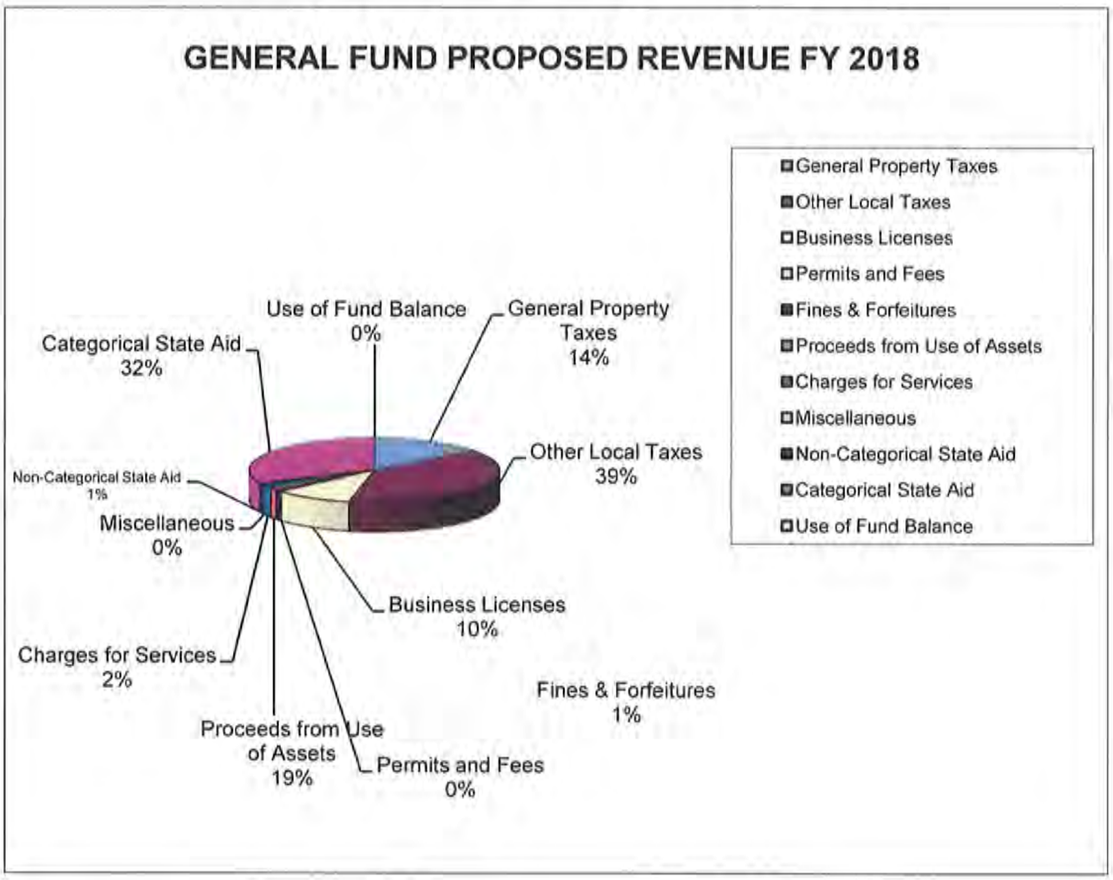
Town of Rocky Mount insured vehicles March 2017

Department	Veh #	Year	Make/Model	VIN / Serial #	Orig Value	Vehicle Type
Public Works		1969	Trailer	22TR	$200	Trailer
Public Works	51	1987	Hudson Trailer	23	$7,325	Trailer
Public Works	27	1986	Chevy	6251	$36,550	Heavy Truck
Public Works	20	1987	Chevy Dump Truck	4096	$21,251	Medium Truck
Public Works		1989	John Deere 544E Loader	DW544ED525803	$25,000	Equipment
Public Works		1990	ODB LCT600D Leaf Machine	1189-1108	$6,000	Equipment
Public Works		1992	John Deere 455G Crawler	T0455GA777696	$165,000	Equipment
Public Works	4	1994	Trailer	1204	$650	Trailer
Public Works		1994	Johnston V3000SP Street Sweeper	1JSVM3L4XRC041048	$10,000	Equipment
Public Works		1995	Vermeer 1250 Turbo Wood Chipper	1VRC14139P1003879	$10,000	Equipment
Public Works	15	1995	Ford Dump Truck	3266	$35,000	Heavy Truck
Public Works		1996	Sullair 185 Air Compressor	004-121429	$8,000	Equipment
Public Works	29	1997	Ford Dump Truck	6440	$30,500	Heavy Truck
Public Works		1999	New Holland 4630 Farm Tractor	12179213	$9,000	Equipment
Public Works	21	1999	Ford Bucket Truck	4439	$22,000	Medium Truck
Public Works		1999	John Deere 444H Loader	DW444HX561144	$30,000	Equipment
Public Works	28	1999	Sterling Sewer Truck	6359	$77,000	Heavy Truck
Public Works	19	2000	GMC Pickup	4057	$18,300	Light Truck
Public Works	38	2000	GMC Dump Truck	7906	$49,985	Medium Truck
Public Works	11	2000	Sterling Truck	2473	$79,985	Heavy Truck
Public Works	2	2002	GMC Pickup	1029	$17,138	Light Truck
Public Works		2003	John Deere 710G Backhoe	T0710GX913664	$45,000	Equipment
Public Works		2004	AMPAC P33/24 Roller		$10,000	Equipment
Public Works	49	2004	Ford Pick Up	9573	$16,902	Light Truck
Public Works	1	2004	GMC Dump Truck	230	$62,319	Medium Truck
Public Works	61	2006	Ford Pick Up	8841	$17,054	Light Truck
Public Works		2006	John Deere 310SG Backhoe	T0310SG955034	$40,000	Equipment
Public Works	65	2006	GMC Dump Truck	2768	$61,825	Medium Truck
Public Works		2007	Dodge Ram	429	$16,363	Light Truck
Public Works		2008	John Deere 5303 Farm Tractor	PY5303V008497	$34,000	Equipment
Public Works	103	2011	Chevy Silverado	1120	$19,738	Light Truck
Public Works		2011	Caroline Trailer	434	$1,049	Trailer
Public Works		2012	Chevy 1500 Pick Up	609	$19,750	Light Truck
Public Works	Metr Readg	2013	Ford F150 pickup	3027	$15,789	Light Truck
Public Works		2014	Johnston RT-655 Street Sweeper	1FVACXDT0EHFM4877	$175,947	Equipment
Public Works		2015	ODB LCT600D Leaf Machine	8187	$25,003	Equipment
Public Works		2017	Nexhaul open utility trailer		$1,499	Trailer
Public Works			Miscellaneous Equipment - Unscheduled		$5,000	Equipment
Public Works			John Deere 672D Motor Grader	1686	$142,130	Equipment
Public Works			Old Sewage Treatment Plant - Demo Only		$218,300	Equipment
Public Works			Blanket Limit - Contractor's Equipment		$485,759	Equipment
Wastewater	52	1993	Trailer	67	$1,900	Trailer
Wastewater		1993	John Deere 2155 Tractor	1L02155G710729X	$8,000	Equipment
Wastewater	35	2003	Ford Pick Up	7668	$18,430	Light Truck
Wastewater		2013	Ford F150	7002	$20,680	Light Truck
Wastewater			Sewer Line TV Inspection		$52,152	Equipment
Water	64	2006	Ford Pick Up	3735	$17,054	Light Truck
Water			Kubota B2100 Tractor & Deck	73100 & 12399	$14,400	Equipment

GRAPHS

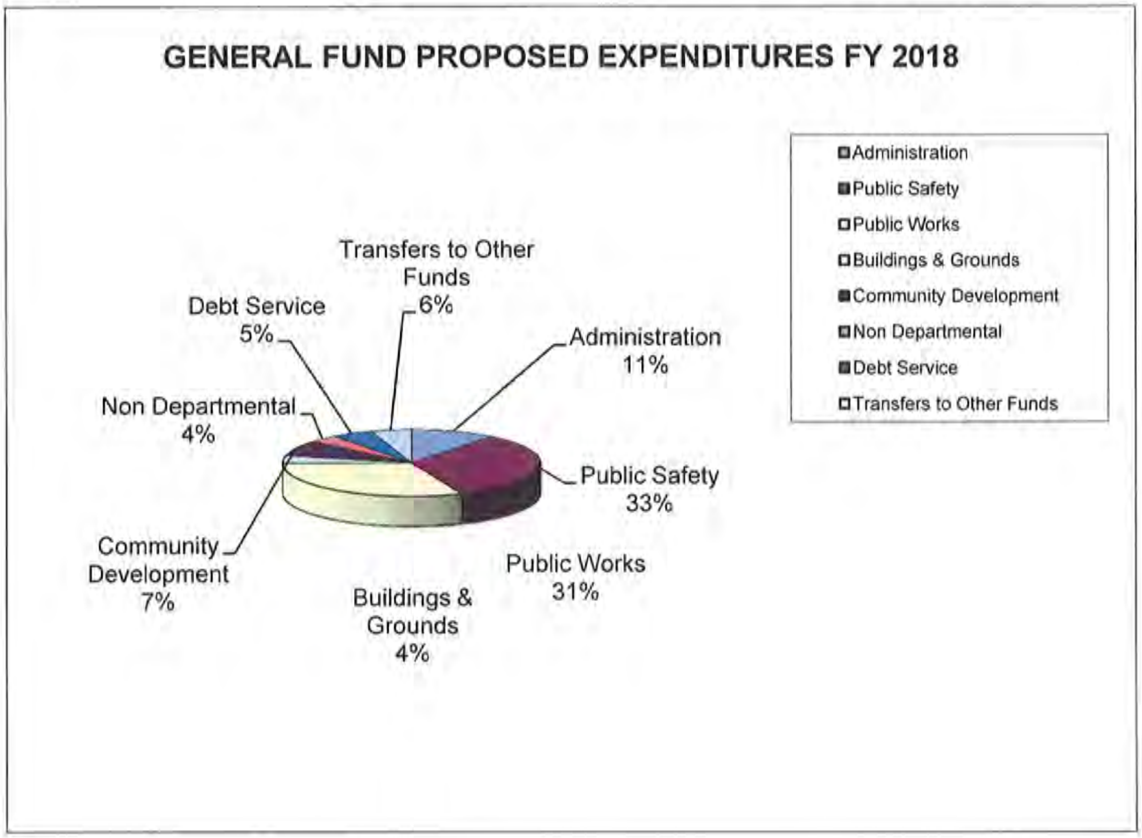
TOWN OF ROCKY MOUNT
GENERAL FUND REVENUES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
General Property Taxes	1,006,841	15%
Other Local Taxes	2,664,819	39%
Business Licenses	692,589	10%
Permits and Fees	15,400	0%
Fines & Forfeitures	52,700	1%
Proceeds from Use of Assets	78,355	1%
Charges for Services	117,791	2%
Miscellaneous	325	0%
Non-Categorical State Aid	74,996	1%
Categorical State Aid	2,189,629	32%
Use of Fund Balance	-	0%
Total General Fund Revenues	6,893,445	100%



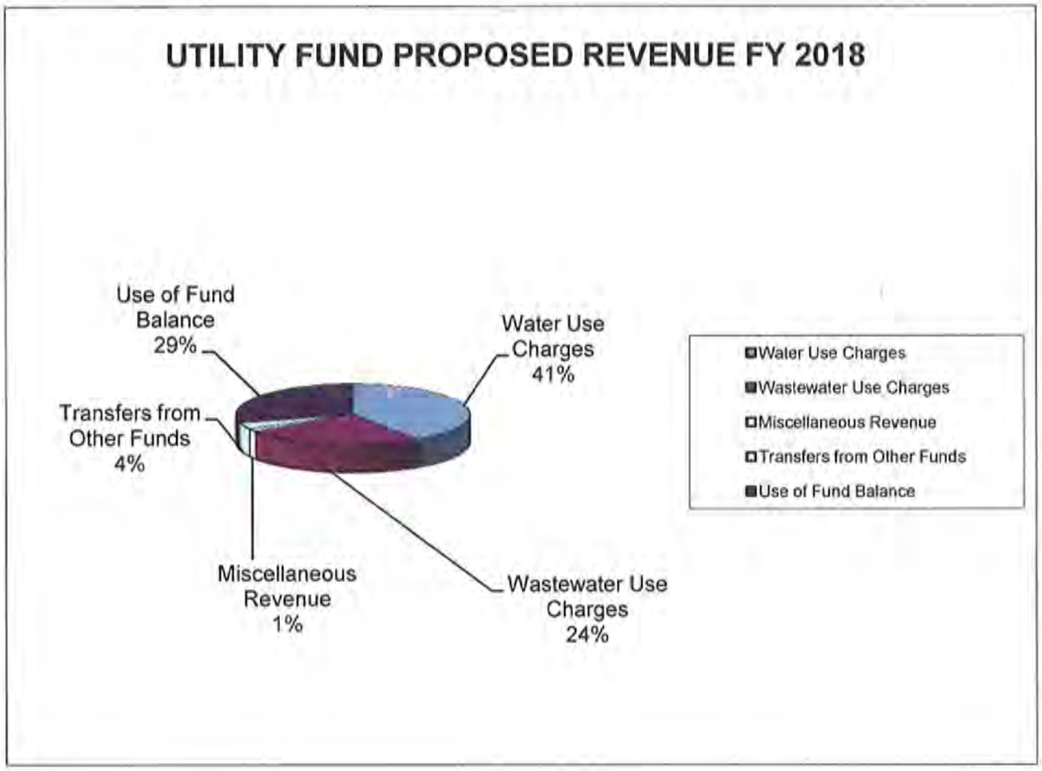
TOWN OF ROCKY MOUNT
GENERAL FUND EXPENDITURES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
Administration	732,003	11%
Public Safety	2,280,140	33%
Public Works	2,144,309	31%
Buildings & Grounds	259,801	4%
Community Development	513,127	7%
Non Departmental	254,740	4%
Debt Service	354,644	5%
Transfers to Other Funds	354,682	6%
Total General Fund Expenditures	6,893,446	100%



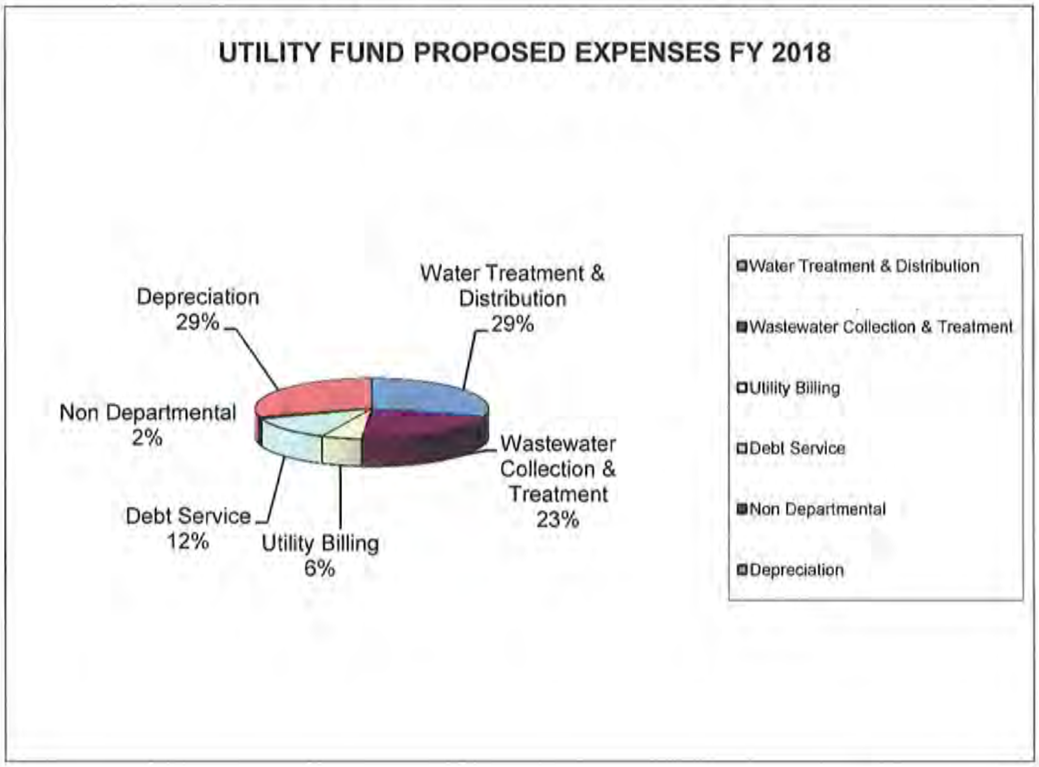
TOWN OF ROCKY MOUNT
UTILITY FUND REVENUES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
Water Use Charges	1,235,684	41%
Wastewater Use Charges	758,958	24%
Miscellaneous Revenue	47,339	2%
Transfers from Other Funds	112,405	4%
Use of Fund Balance	887,992	29%
Total Utility Fund Revenues	3,042,378	100%



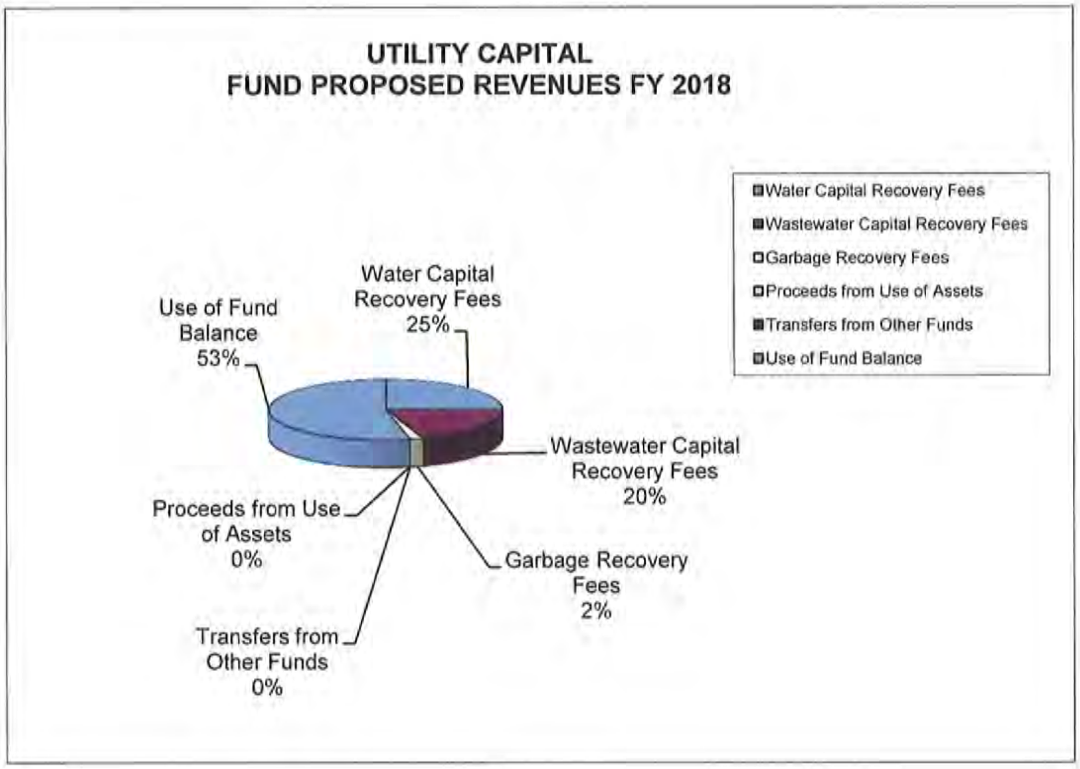
TOWN OF ROCKY MOUNT
UTILITY FUND EXPENSES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
Water Treatment & Distribution	882,896	29%
Wastewater Collection & Treatment	682,449	22%
Utility Billing	168,871	6%
Debt Service	377,147	12%
Non Departmental	43,023	1%
Depreciation	887,992	29%
Total Utility Fund Expenses	3,042,378	100%



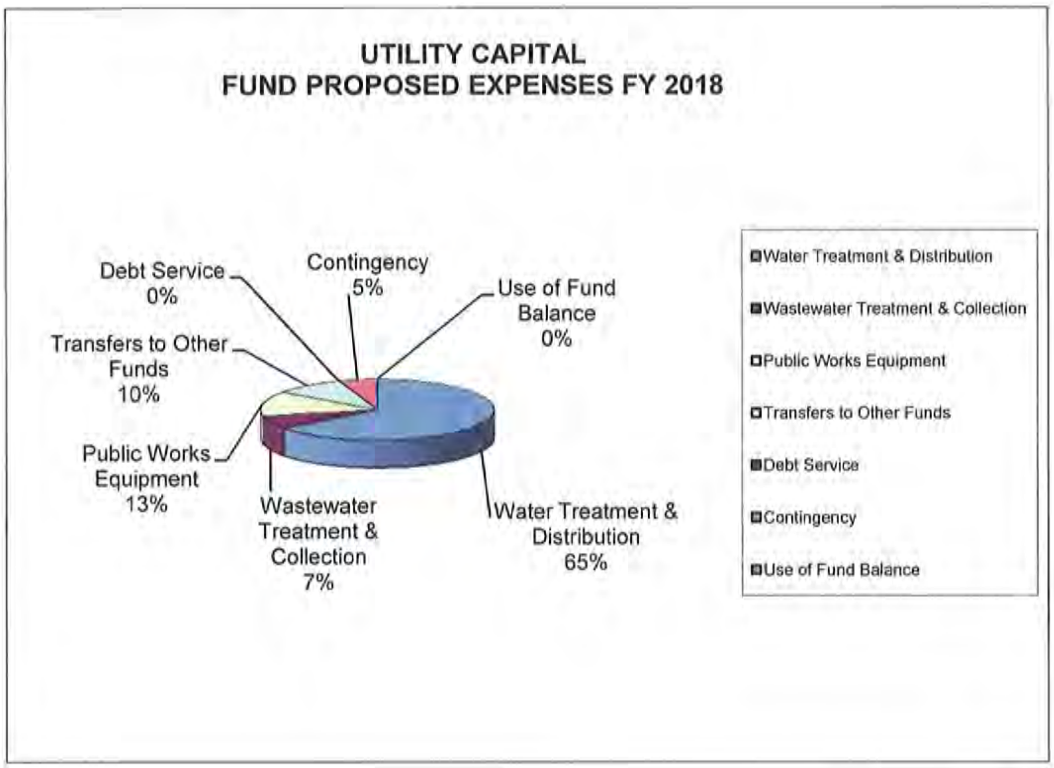
TOWN OF ROCKY MOUNT
UTILITY CAPITAL FUND REVENUES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
Water Capital Recovery Fees	281,721	25%
Wastewater Capital Recovery Fees	229,383	20%
Garbage Recovery Fees	20,472	2%
Proceeds from Use of Assets	-	0%
Transfers from Other Funds	-	0%
Use of Fund Balance	606,973	53%
Total Utility Capital Fund Expenses	1,138,549	100%



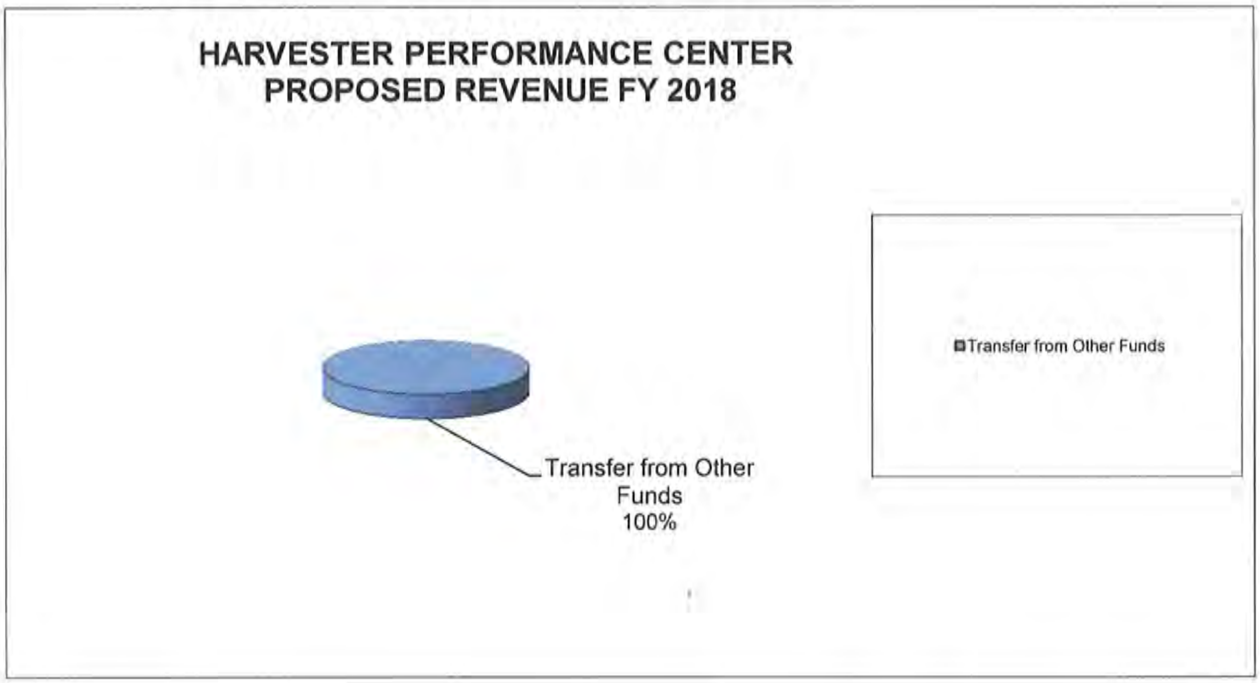
TOWN OF ROCKY MOUNT
UTILITY CAPITAL FUND EXPENSES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
Water Treatment & Distribution	736,357	65%
Wastewater Treatment & Collection	79,787	7%
Public Works Equipment	150,000	13%
Transfers to Other Funds	112,405	10%
Debt Service	-	0%
Contingency	60,000	5%
Use of Fund Balance	-	0%
Total Utility Capital Fund Expenses	1,138,549	100%



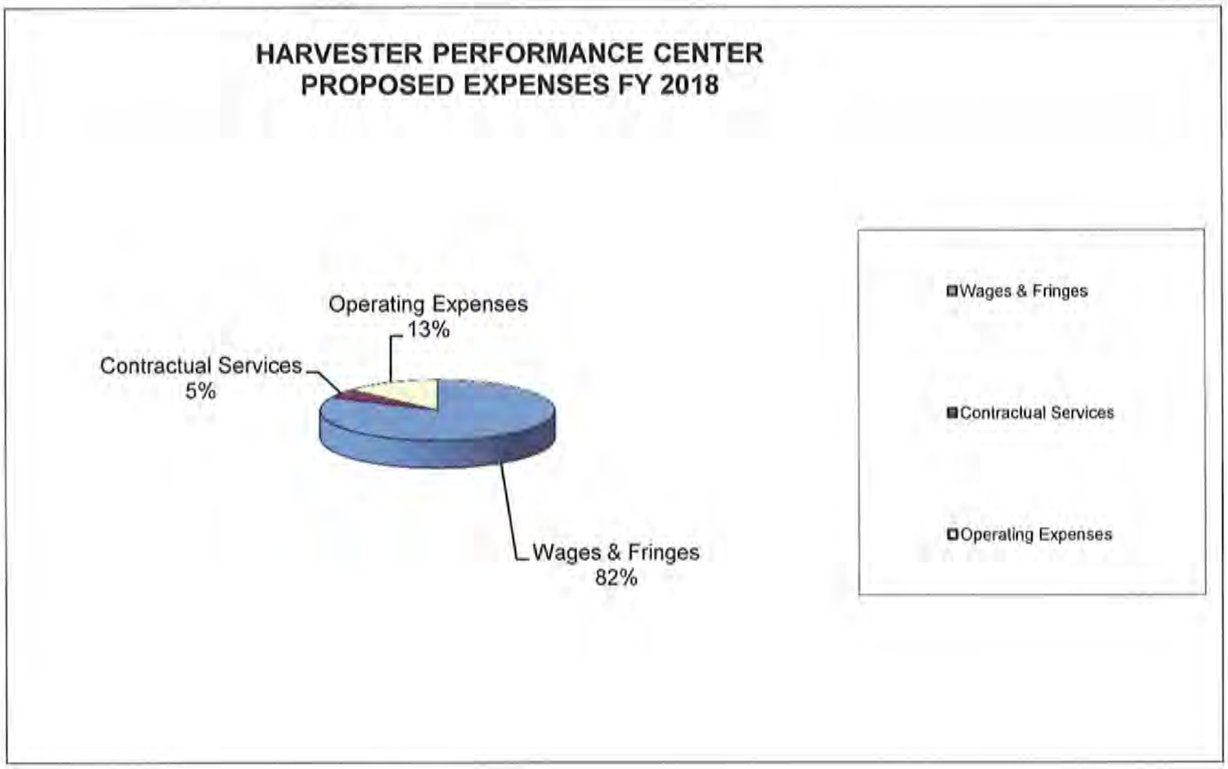
TOWN OF ROCKY MOUNT
HARVESTER PERFORMANCE CENTER REVENUES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
Transfer from Other Funds	354,682	100%
Total Harvester Center Revenues	354,682	100%



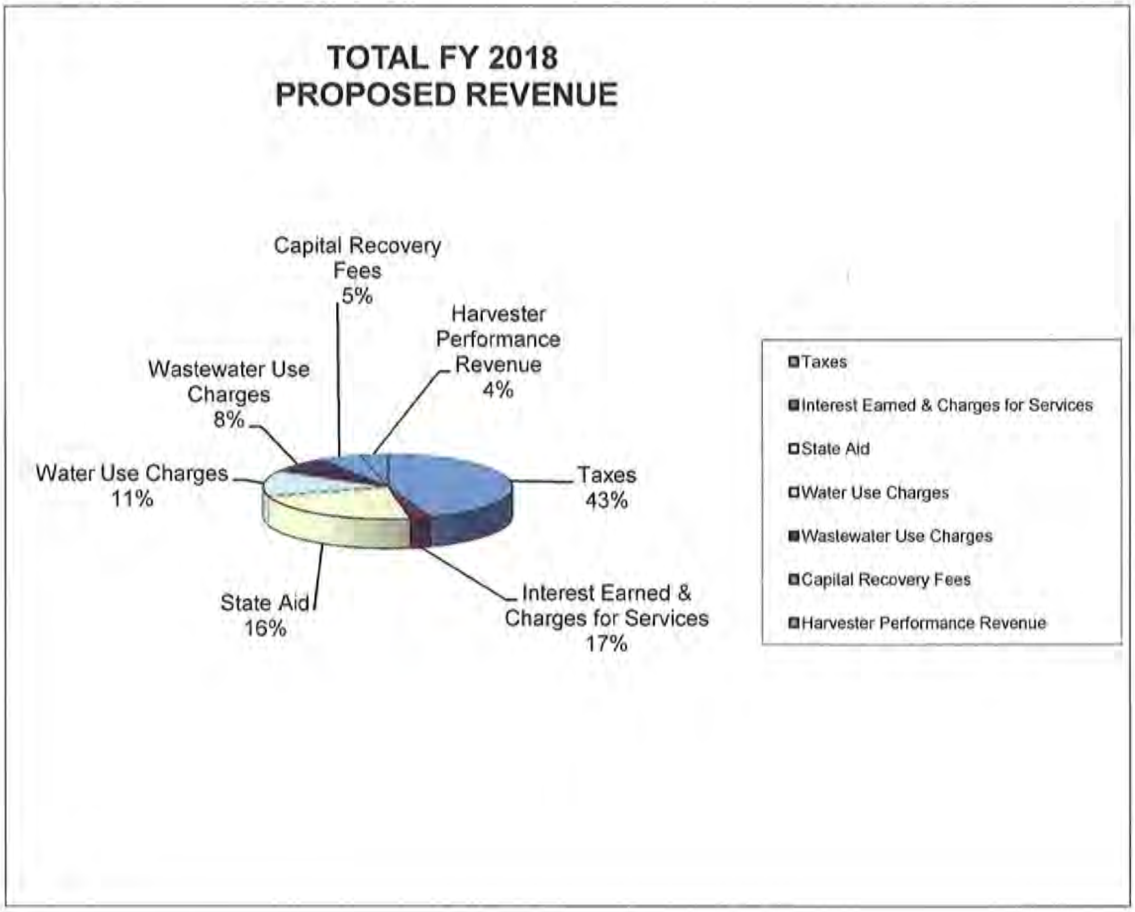
TOWN OF ROCKY MOUNT
HARVESTER PERFORMANCE CENTER EXPENSES
PROPOSED FY 2018 BUDGET

	Dollars	Percent
Wages & Fringes	290,614	82%
Contractual Services	17,500	5%
Operating Expenses	46,568	13%
Total Harvester Center Expenses	354,682	100%



TOWN OF ROCKY MOUNT
TOTAL FY 2018
PROPOSED REVENUE
(transfers between funds & appropriated fund balance for depreciation have been eliminated)

Category	Amount	Percent
Taxes	4,364,249	44%
Interest Earned & Charges for Services	264,571	3%
State Aid	2,264,625	23%
Water Use Charges	1,283,023	13%
Wastewater Use Charges	758,958	8%
Capital Recovery Fees	531,576	5%
Harvester Performance Revenue	354,682	4%
Total Town Revenue	9,821,684	91%



TOWN OF ROCKY MOUNT
TOTAL FY 2018
PROPOSED EXPENSES
(transfers between funds & appropriated fund balance for depreciation have been eliminated)

Category	Amount	Percent
Administration & Community Development	1,245,130	13%
Public Safety	2,280,140	23%
Public Works & Public Facilities	2,404,110	24%
Insurance, Contributions, & Contingency	306,762	3%
Debt Service	731,791	8%
Water Treatment & Distribution	1,051,767	11%
Wastewater Collection & Treatment	682,449	7%
Utility Capital Expenses	764,853	8%
Harvester Performance Expenses	354,682	4%
Total Town Expenses	9,821,684	89%