

**ROCKY MOUNT TOWN COUNCIL
FISCAL YEAR 2019
BUDGET WORK SESSION NO. 1
APRIL 10, 2018**

The April 10, 2018 Fiscal Year (FY) 2019 Budget Work Session No. 1 meeting of the Rocky Mount Town Council (here after referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 5:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Billie W. Stockton

The following staff members were also present:

- Dallas Bailey, Interim Water Plant Superintendent
- Tim Burton, Wastewater Treatment Plant Superintendent
- Ken Criner, Police Chief
- Rebecca Dillon, Executive Administrative Assistant
- C. James Ervin, Town Manager
- Amy Gordon, Assistant Finance Director
- Matthew Hankins, Assistant Town Manager
- Jeff Rakes, Fire Chief
- Brian Schofield, Public Works Superintendent
- Linda Woody, Finance Director

The meeting was called to order by Mayor Steven C. Angle.

APPROVAL OF AGENDA

Motion: To approve an amended agenda to include a closed session under the sited code section 2.2-3711(A)(1) for Town Council.

Motion By: Council Member Newbill

Second: Vice Mayor Walker

Motion Discussion: None

Ayes: Cundiff, Newbill, Moyer, Snead, Stockton, Walker

Nays: None

Action: Approved the agenda by a unanimous vote

GENERAL FUND

General Fund Revenues: Ms. Woody began the Proposed FY19 Budget book with the General Fund on page 3. Ms. Woody stated that General Property taxes such as Personal Property taxes would increase \$18,032.00 to be more in line with what the trend would be. There were no tax rate changes in the Proposed FY19 Budget.

Other Local Taxes: Meals Tax increased \$229,925 to adjust to what the trend would be.

Business & Occupational Licenses: There was a decrease in the business licenses as internet sales still continue to shape the Town Business License revenue. Projected Retail, Professional, Repairs and Personal Services business licenses decreased.

Fines & Forfeitures: Page 4, Court Fines decreased \$5,701.

Proceeds From the Use of Assets: Bond Proceeds for FY19 show the balance of funds to spend on approved FY18 projects.

At this time Council Member Newbill asked the Mayor if he might ask a question in regard of him missing the last Regular Council Meeting. The question was regarding grave preparation. Council Member Newbill stated he had been approached by someone who dug graves and the person asked regarding the Town marking of graves, where to dig the grave at in the cemetery. The Mayor explained that the Town was running into a problem with there not being graves to be interred where folks said there should be availability. Mr. Ervin stated that he had previously worked with a cemetery in Bedford which brought in equipment to find where an interment could go. Council Member Newbill then stated that as Mr. Cecil Mason had worked with folks regarding the cemetery at High Street; perhaps Mr. Mason could be hired on as a subcontractor to locate graves when needed. Mr. Ervin stated that the Town really did not want to be involved with locating where an interment would possibly be able to go but Mr. Ervin then stated that the Town would provide logistical help when needed. Council Member Newbill asked if the subject had gone before a committee or if the subject could go before a committee now. Council Member Newbill stated that he was not present at the last Regular Council meeting and would like more information regarding the subject.

The Budget Work Session continued.

Categorical Aid: Page 5, the Town planned to apply for a CDBG Grant for the North Main Street master plan in the amount of \$25,000. There was an offsetting expense in Community Development for that revenue line item. Also in Categorical Aid, was the VDOT Grant of \$600,000 for Floyd, Franklin intersection in FY18 which was moved to the Angle Bridge project in FY19.

Mr. Ervin spoke regarding the Town's pay plan, the COLA, and how the Town had increased by only a small amount or skipped an increase altogether over the course of the past 10 years. Mr. Ervin also spoke regarding where Rocky Mount was on the pay scale as opposed to other municipalities around Rocky Mount which also played a part in how many applicants the Town received when a job opening was posted.

General Government

Mayor and Council: Ms. Woody stated that on page 9, the numbers were cut more toward trend and to free up the budget dollars so that the dollars might be used in other departments in the budget.

Town Manager: On page 11, the numbers were pretty flat except for the salaries.

Town Attorney: The Town Attorney was paid a monthly stipend as a retainer for the attorney's services. Also, there were additional fees for legal work outside of the attorney's regular duties. Ms. Woody stated that the Town Attorney's stipend for FY18 was \$1,750. The Proposed FY19 stipend would be \$1,837 which was an increase of 5%.

Finance Department: On page 15, of the Proposed FY19 Budget Book, there was an increase of \$345,000 for FY19 for data processing or software. There was also an increase in contractual services so Ms. Woody could receive the help she would need to get the new software up and running for the finance department. The cost will be a onetime cost projected to be \$25,200 in contractual services. Also, \$345,000 was projected in the FY19 budget for data processing software which would help the Finance Department with the actual conversion of the data and travel cost for the professionals that would help bring the Finance Department online with the new computer software.

Public Safety

Police Department: On page 19, Ms. Woody stated there were a few improvements proposed for the Rocky Mount Police Department. Those improvements were as follows:

- Requested were cameras, a gate, and paving of the parking area to complete the new Impound Lot. The Impound Lot was not funded however, Council said to spend the funds that the Town had already received for the sale of the previous Impound Lot, in FY18 before June 30, 2018.
- A fully trained K-9 dog was proposed at \$10,000 in the FY19 budget so the K-9 that had reached age could be rotated out. The rotation was needed because typically a K-9 dog would stay in service about 8 or 9 years depending on the breed of the dog. The police department had 2 drug dogs and 1 bomb dog. The bomb dog will be rotated out.
- For FY19 the police department motor vehicle lease expense that was in year 1 of 4 was \$10,000 which was the motor vehicle lease expense for year 1 of 4 years. The current fiscal year (FY18), was year 4 for the Town's other lease so the Town would start a new lease with just 2 vehicles on that lease, on July 1, 2018.

Volunteer Fire Department: The quarterly stipend of \$12.50 was given for each emergency call answered. Ms. Woody stated that the numbers on page 21 of the Proposed FY19 Budget Book were more for what would be in trend and to allow for funds to be freed up that other departments might need to use.

PUBLIC WORKS

Public Works: Ms. Woody stated the Town's VDOT revenue for the street maintenance should be \$1.4 million. However, Ms. Woody also stated that expenditures for street maintenance would be about \$2 million.

Here are the wage and fringe benefit cost for the Public Works Department employees:

Street Lighting	1.00%
Traffic Control	2.00%
Street Maintenance	53.00%
Sidewalks, Curbs, & Gutters	1.00%
Street Cleaning	0.50%
Refuse Collection	13.00%
Snow Removal	1.00%
Cemetery Maintenance	2.00%
Parks Maintenance	5.00%
Citizens Square	1.00%
Community & Hospitality Center	0.50%
Water Distribution System	8.00%
Meter Reading	4.00%
Sewer Collection System	8.00%
Total Public Works Labor	100.00%

The Public Facilities Director position was eliminated which gave a decrease to the Public Works Administration budget of \$13,140 that was referenced on page 23 of the Proposed FY19 Budget book. A new full-time Landscape Technician position was proposed for FY19 and three part-time summer grounds positions. The Public Works Superintendent's personnel cost were split 70% Public Works Administration, 15% Water Distribution, and 15% Sewer Collection. The Town provides up to \$155.00 for steel toed boots each year, per employee beginning in FY19. The previous reimbursement was \$125.00

Parking and Traffic Control: Traffic Signals were increased by \$2,800 in FY19. Council Member Snead spoke regarding the Town needing street lighting on Floyd Avenue as did Council Member Newbill. In review of page 27, in the Proposed FY19 Budget Book, Ms. Woody stated that the VDOT grant for \$600,000 was moved from the Angle Bridge project to the Floyd and Franklin Street Intersection to be used on that project.

Council Member Newbill asked where the \$17,200 would be spent for the Infrastructure or asphalt rejuvenation. Mr. Ervin stated the rejuvenation would be for some of the parking lots in downtown Rocky Mount behind J & J Fashions and behind the Union Bank drive thru.

Street Maintenance: On page 29, Wages – Part Time for \$28,651 or a grade 12 and step 1 for The 3 part-time summer grounds maintenance positions. Of the Contractual Services for 450,000; \$300,000 would be for paving. The Angle Bridge (bond proceeds) would be \$100,000. The Angle Bridge (VDOT share) would be \$600,000.

Council Member Cundiff asked what the initials ICMA stood for. Ms. Woody stated ICMA stood for International City Managers Association and was a hybrid plan with VRS. New employees since July, 2016 were called hybrid employees and ICMA was the administrator of that particular plan which functions more closely with a 401K plan than a 457 deferred comp. plan. The amount was \$2,932 for FY19 since Public Works hired more employees due to staff turnover.

Sidewalks, Curbs and Gutters: On page 31, Sidewalk Maintenance was discussed for \$40,000 for a third year. Also discussed, were sidewalks that had roots coming up underneath them and generally, were in bad need of repair.

Street Cleaning: On page 33, Ms. Woody stated there was a decrease of (\$12,002) in Street Cleaning for the FY19 budget and that was because of a past payroll allocation.

Refuse Collection: Page 35, there was a slight decrease in the payroll allocation and other expenses to total (\$27,312).

BUILDING AND GROUNDS

Municipal Building Maintenance: On page 39, there was a decrease of (\$14,105) for contractual services because the Town finished the HVAC work and security upgrades it had previously been engaged in. Council Member Cundiff asked if all of the work had been completed regarding the HVAC unit. Mr. Hankins stated that all of the work was completed and the unit was under warranty so the Town did not have to pay any charges during the time of repairs.

Mr. Ervin stated the Municipal Building had some leaking gutters and that the Town was having difficulty with the façade or the white gravel part of the Municipal Building in general. The front of the building and the side of the building were both problem areas. The Mayor then suggested that Council Member Moyer take a look at them both to determine what would be needed to correct the problem as Council Member Moyer had knowledge of guttering since he had once had his own guttering business. Estimates to replace the guttering and siding are \$110,000 and is not funded at this time.

Emergency Services Building Maintenance: On page 41, the Floyd Avenue trim and doors, had \$5,000 allocated for the old fire department on Floyd Avenue which was an increase in funds for FY19.

Parks & Playgrounds: Ms. Woody stated there was one capital item in this budget for FY19 and that was for \$10,000 to replace the tables, trash cans and grills at all three of the town parks.

COMMUNITY DEVELOPMENT

Economic & Community Development: Various contributions and sponsorships for special events for FY19 included the following listed items below. Of the sponsorships listed, the Ferrum Express Bus Service was discussed. Ms. Woody indicated the ridership continued to go down but the cost of the ridership continued to go up. Council Member Newbill asked what was the ridership and Ms. Woody stated it was estimated for FY19 to be about 980 riders.

The Crooked Road	\$5,000
Ferrum Express Bus Service	\$4,600
Rotary Club Christmas Parade	\$2,500
BUD Commission contribution	\$2,000
Come Home to a Franklin County Christmas	\$1,600
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	<u>\$1,000</u>
Total	\$21,000

Council Member Newbill stated that he would like to see improvements in the Seasonal Decorations for the FY19 especially for the ribbons to be replaced on the decorations. IT was determined to order the ribbons and banners before June 30th, 2018.

Citizens Square: Ms. Woody stated that the totals on page 54 of the proposed budget FY19 would include the \$500.00 per month for the Retail Merchant's to oversee the Farmer's Market. Council Member Snead asked if Retail Merchants was the organization still overseeing the Retail Merchants Farmers Market. Mr. Hankins stated that the direction from Council was that as long as Mrs. Cundiff wanted to continue being over the Farmers Market; she would be. Mrs. Cundiff's daughter is helping her presently.

Community & Hospitality Center: Mr. Hankins stated that although it would not show up in the budget for this year, there was a major expense at the Community & Hospitality Center. Mr. Hankins stated that the Community & Hospitality Center had sustained a large water line break. The break had occurred during the coldest part of the winter and came up from under the kitchen area. \$16,000 of the repairs were covered under insurance however, there were mold issues and those repairs were not covered by insurance and have to be covered out of the operational fund.

Economic Development Authority: Ms. Woody stated the (\$10,000) decrease in land & buildings for the FY19 meant that the Town did not give the Economic Development Authority funds for FY2019.

Remediation of Blighted Structures: Ms. Woody stated that the budget for Remediation of Blighted Structures had been cut by \$5,000.

NON-DEPARTMENTAL GF

The amount proposed as contributions to outside agencies for this fiscal year was \$16,500 and included the following organizations listed below.

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

Some of the accounts that Ms. Woody mentioned in addition to the accounts listed were the Town's Employee Wellness Program, and the Town's Employee Drug Testing Program. Among other accounts discussed were the Debt Service Principal and Interest account and the transfer to performance venue fund operations. In Contingency there was \$50,000 proposed for FY19 as was in other previous years. Also, line item 9959, which was Reserve for Council supplemental pay adjustments of \$29,550, was built into the budget for the Christmas Bonus should Council decide to grant that item specifically.

CLOSED MEETING AND ACTION

Enter Closed Meeting

Motion: To go into closed session under the Virginia Code Section cited below

Time: 6:25 p.m.

Virginia Code Section:

Section 2.2-3711(A)(1) Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.

Motion By: Vice Mayor Walker

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: To go into a closed meeting

Certificate of Closed Meeting Discussion:

Council certified unanimously that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting. No action was taken during the closed meeting.

Whereas, the Rocky Mount Town Council has convened a closed meeting on Monday, March 14, 2016 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia (1950), as amended, requires certification by this Council that such closed meeting was conducted in conformity with Virginia law;

Now, Therefore, Be It Resolved that the Rocky Mount Town Council hereby certifies that, to the best of each members' knowledge: (1) only public business matters lawfully exempted from open meeting requirements under this chapter; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Steven C. Angle, Mayor

ADJOURNMENT

Motion: To adjourn meeting

Time: 6:50 p.m.

Motion By: Vice Mayor Walker

Second: Council Member Cundiff

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker

Nays: None

Action: Adjourned by a unanimous vote.

Steven C, Angle, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk