

**ROCKY MOUNT TOWN COUNCIL  
SPECIAL MEETING MINUTES  
APRIL 15, 2015**

The April 15, 2015 special meeting of the Rocky Mount Town Council (hereafter 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
- P. Ann Love
- Robert L. Moyer
- Jon W. Snead
- Billie W. Stockton

The following staff members were present:

- Allan Arrington, Lieutenant, Rocky Mount Police Department
- Tim Burton, Waste Water Treatment Plant Superintendent
- Bob Deitrich, Water Treatment Plant Superintendent
- C. James Ervin, Town Manager
- Amy D. Gordon, Accounting Technician
- Matthew C. Hankins, Assistant Town Manager
- Mark Lovern, Lieutenant, Rocky Mount Police Department
- Cecil Mason, Public Works Director
- Charles Robertson, Fire Chief
- Stacey B. Sink, Town Clerk
- Linda Woody, Finance Director

The meeting was called to order by Mayor Angle.

**APPROVAL OF AGENDA**

Mayor Angle asked if there were any corrections or additions for the meeting's agenda, and hearing none, entertained a motion.

**Motion: To approve the agenda as presented**

**Motion By: Vice Mayor Walker**

**Second: Council Member Stockton**

**Motion Discussion: None**

**Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker**

**Nays: None**

**Action: The April 15, 2015 agenda was approved as presented by a unanimous vote**

## **WORKSESSION**

### ***Worksession Discussion Topic: Budget Worksession No.1 for Proposed Budget for Fiscal Year Ending June 30, 2016***

#### **General Discussion:**

- Page 2 – Transmittal letter – language “changes in the GF revenue for FY 16, etc.” – The first item is a proposed change of five cents per pack. The rest of the changes are anticipated changes in revenue given a flat rate. Would have been better to have included the word “projected revenue.” There are no changes in rates.
- Page 3 – General Fund Revenue highlights - Projected tax revenues increase due to economy, court fines increase due to tickets that Town officers write (equivalent to about one cent on real estate tax rate or \$43,000). - Proceeds from the use of assets, bonds proceeds, \$1.5 million for revenue, Council should be aware this is a revenue line item.
- Page 4 – Charges for services – contains miscellaneous revenue and non-categorical state aid.
- Page 5 - State Aid - Money from schools, \$29,632 to pay for school resource officer, LINE 0414 penciled-in revenue should the Town receive the FEMA grant, which will be used to buy a fire apparatus, also includes the VDOT grant for \$50,000 for sidewalks. Under use of fund balance, \$332,097, appropriated fund balance for Harvester Performance Center operations, and \$60,000 to cover Harvester deficits.
- Confirmed to Council Member Love that \$500,000 for Veterans’ Memorial Park, which has not used been used, will show as carry over.
- Pages 7-8 – Mayor and Council – details Council’s compensation for meeting attendance.
- Council Member Moyer questioned how Council compensation will be changed, with the Mayor advising there has been talk of switching to a flat annual salary, as opposed to a per meeting schedule. The Mayor noted that nothing has been changed yet and the item is still open for discussion. Finance Director Woody noted that this discussion need not be part of the budget process and should be discussed separately.
- Page 9 – LINE 3000, contractual services, \$12,700 to recodify the Town Code, which involves paying Municode to go through the code, reprocess, renumber and republish it.
- Page 11 – Town Manager – contains a new position for \$48,575, salary grade 10, step 2, \$28,744 actual salary with the remainder being fringe benefits and health insurance.
- Vice Mayor Walker – referenced page 133 of the proposed budget, which indicates pay grade 9 as the lowest paying grade.
- The town manager advised this proposed position is still a work in process. The intent is for this position to help backfill accounting, and backup town clerk and Community Development Department, and process passports.
- Council Member Cundiff questioned the estimation for fringes with Finance Director Woody noting that she generally budgets on the high end for insurance (family plan) not knowing what the person hired will actually choose. Generally fringes are figured at about 40% of salary.
- Town Manager Ervin noted that in 2015 the revenue from passports is estimated at \$15,500 and he has budgeted an expected revenue of \$10,000 in 2016. This revenue will help to cover the salary of this additional person. Otherwise, Council may need to decide if this is a program it wishes to keep offering.
- Council Member Cundiff voiced his belief that anything the Town does with taxpayer money should at least pay its own way.

- The town manager noted that there are no functional aspects of government service delivery that can do that - police, public works, finance – none of these departments pay their own way. The best the Town can strive for is a collection of services that are business-like that the Town can try to make pay their way. He also noted that passport customers brag on the service they get here. He reiterated that Town Council must decide if the passport service is worth providing to the citizens.
- Vice Mayor Walker questioned why the position was proposed at grade 10, step 2. The finance director noted that the actual starting grade and step would be according to the hired person's experience. In the long run, Council should anticipate allocating this person's pay across multiple departments, but right now it is easier to discuss it in one place.
- Page 13 – Town Attorney - Didn't change a lot from last year.
- Page 15 – Finance Department – Mayor Angle questioned what the budgeted advertising dollars are for, with the finance director confirming tax advertisements and business license advertisements.
- Finance Director Woody noted that there is \$19,000 budgeted for credit card processing in this budget year and only a portion of that was used to implement credit card acceptance. She hopes to use the remaining funds to do a technology refresh for the department.
- Page 17 – Electoral Board – There will be an election next May. The proposed budget is on trend with the past couple of elections.
- Page 19 – Police Department – The Police Department's budget eliminates the captain's position and in its place adds a full time Community Policing Officer. The only other significant changed is adding a part-time police officer which the Department believes will save money over having to pay officers overtime. The position will be 29 hours a week at \$20.00 per hour with no benefits.
- LINE 3006 is the subscription service for public safety radios.
- LINE 7009 is the budgeted amount for new radios, \$114,950.
- Town Manager Ervin noted that these figures are only budgetary place holders. They are not set in stone.
- Mayor Angle questioned what LINE 3006 is for, with the town manager advising that the County asked the Town to help pay for the new radio system, but instead the town manager agreed that it is okay to pay for using the service but not to pay for the installation of the system.
- LINE 2005 shows a big increase. This is because more officers have taken the family plan with the insurance than in years past.
- The Community Policing Officer will be more of a foot officer, getting to know the folks in neighborhoods, etc. Chief Criner feels the Town does not need a captain, it needs boots on the ground.
- Vice Mayor Walker questioned if Town officers still have bicycles, with the town manager confirming, yes, they use them for special events.
- LINE 7012 is a duplicate and needs to be removed.
- Page 21 – Fire Department – LINE 7012 in the amount of \$6,000 is a duplicate and needs to be removed (one for Police and one for Fire).
- Mayor Angle questioned if the FEMA grant is received for a new fire apparatus, what will it replace, with Fire Chief Robertson confirming it will replace a 1992 vehicle. He tries to replace his vehicles on a 20-year rotation.
- Page 22 - Public Works – The finance director pointed out that the majority of wages and fringes allocations are allotted to street maintenance.
- Page 23 Public Works Administration
- Page 25 – Street Lighting

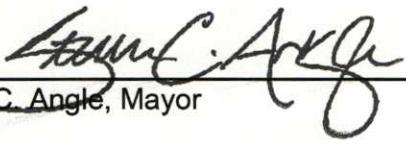
- Mayor Angle questioned if the utility rates are holding steady. The town manager advised that he negotiated a reduction for the last go round. He also noted that the General Assembly made a gift to the utility companies of no new rates cases heard until 2020, due to the dramatic fall in oil prices. The rates are frozen for companies to invest in renewables. All customers will have frozen utility rates for five years while there are record low energy costs, which will allow the energy companies to bank a lot of money.
- Page 27 – Parking and Traffic Control - Not a lot of changes.
- Page 29 - Street Maintenance - LINE 3000 contractual service reflects paving costs.
- \$12,000 to replace the salt spreader.
- Vice Mayor Walker questioned the condition of the garbage truck following a recent fire, with the town manager noting that the public works director patched it up and it is usable.
- Page 31 – Sidewalks, Curbs and Gutters – There are three capital projects: Scuffling Hill curb, gutter, and drainage at \$462,500; Sidewalks from Floyd to Dent with VDOT grant for \$10,000; and preliminary engineering and design for sidewalks on Bernard Road at \$120,000. Staff plans to look for a cost-share partner on this one.
- Page 35 – Refuse Collection - Replace leaf machine at \$26,500.
- Page 37 – Snow Removal - \$29,600 which is consistent with previous years.
- BUILDINGS AND GROUNDS - Page 39 – Municipal Building Maintenance - Replace HVAC at \$60,000 LINE 7001. Assistant Town Manager Hankins noted that the unit to be replaced was purchased as a used unit, parts of the unit are burning out, and it needs to be replaced due to age and damage.
- Mayor Angle questioned if the unit has to sit on the roof, noting that this would be the wrong place should a fire occur. The assistant town manager advised it would cost more to move the duct work, which would be required to remove the unit from the roof.
- Page 41 – Emergency Services Building – No capital items.
- Vice Mayor Walker questioned if all the roof leaks are fixed and if all the repairs have been made to the damage caused by the leaks. It was reported that the roof leaks are fixed and all of the damage has been repaired except for a few light fixtures that need to be replaced and some ceiling tiles that need to be replaced.
- Page 43- Public Works Building – The increase in LINE 3000 contractual is to replace some guttering on the old building.
- Page 45 – Cemetery – no changes.
- Council Member Cundiff questioned if the Town previously increased the price of digging graves, with the public works director confirming it went up to \$750.
- Page 47 – Parks and Play Grounds – The part-time horticulturist position has been eliminated.
- Vice Mayor Walker questioned if the lilies have been removed from Gilley's pond? The town manager advised that the County ran a clean-up event and the County bought a fish that was supposed to eat them.
- Veterans' Park work carryover: \$500,000 of \$900,000 shown is carryover from FY 2015.
- Gilley's Park, \$25,000 for handicap bathroom. Currently there are no restroom facilities there.
- Page 49 – Community Development
- Page 51 – Special events, \$22,500 - LINE 5900 - Footlights of the Blue Ridge is removed.
- Page 52 - LINE 7006 - \$25,000 for vehicle replacement. Taking two older fleet vehicles (Cavalier and Lumina) and trading them in for newer but used. This way will get two updated vehicles without having to buy new.
- Page 53 - 54 – Citizens' Square - Nothing changed.
- Page 56 – Community & Hospitality Center (Depot)

- Vice Mayor Walker questioned the status on trying to move the welcome center to the Harvester. The town manager noted that he prompted a discussion with Council regarding the matter several weeks ago but did not get a lot of response. Therefore, he and the assistant town manager brainstormed and decided to open the Depot from noon to 6 for this season, and next season will ask Council again about moving to the Harvester.
- The community was stirred up over closing the Depot as they think it is important.
- Council Member Moyer questioned the status of parking signs at the Farmers' Market. The town manager questioned what is missing, as he thought all the signs had been erected that had been talked about. Council Member Moyer would like to see more signs on the Cox side of the lot, one at every other parking space.
- Page 58 - Passport Expenses
- Page 60 – Economic Development Authority – Council Member Love questioned the travel and training line item for EDA, with the town manager confirming it is not so much for travel as it is for training.
- Vice Mayor Walker questioned if on Page 48 - Planning Commission – \$100 if certified or \$75 if not – if these rates could be adjusted to encourage greater participation in certification.
- Council Member Cundiff questioned LINE 2002 under Community & Hospitality Center in the amount of \$936. The finance director advised it is for Public Works employee fringes and accounts for work they do throughout the year that is for the Depot.
- Page 62 - Remediation of Blighted Structures – The assistant town manager noted that the money spent this year is for 20 Spring Street. There are now two structures on Dent Street, one on West College Street, and one on Wilson Street that is also a public safety concern. He has asked the building inspector to make a review on this one.
- The mayor confirmed that the Town has a lien against 20 Spring Street for \$18,000, which should be collected when the property sells.
- Page 64 – Nondepartmental Outside Agency Funding - Rescue squad has not made a request but money has been placed in the undesignated category earmarked for the squad. The Town can make an unsolicited donation, or hold it until the squad asks for it. The Town usually gives \$5,000.
- Page 150 - Shows the tax status of all organizations.
- Page 65 – LINE 9003, shows new debt service of \$158,447, should staff be instructed to proceed with a debt instrument as requested.
- Council Member Love questioned the status of the historical property tax credit money with Assistant Town Manager Hankins confirming that \$500,000 has been received on the federal side, but still waiting on state credits. Also should be getting Tobacco Commission money within two weeks. The town manager noted that all of the money will be coming at once. The Town will not be getting it over a period of years as previously thought. This will all go back into fund balance, not show up as revenue.
- Federal tax investor was a local bank, and the state credit investor was a consortium of insurance companies.
- Council Member Love advised she would like to know what staff expects to have as non-spent funds by the end of this fiscal year. Vice Mayor Walker added – and how well each department did.
- Town Manager Ervin noted that departments are using close to 100% of line items. He expects to start with around \$7.2 million in the General Fund and \$0.5 million in the Utility Capital Fund.
- The next worksession will be April 20<sup>th</sup> at 5:00 p.m.

**ADJOURNMENT**

There being no further discussion, Mayor Angle entertained a motion to adjourn.

**Motion to Adjourn By: Council Member Stockton**  
**Second: Vice Mayor Walker**  
**Motion Discussion: None**  
**Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker**  
**Nays: None**  
**Action: Meeting adjourned by a unanimous vote**  
**Time of Adjournment: 6:25 p.m.**

  
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Steven C. Angle, Mayor

ATTEST:

  
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Stacey B. Sink, Town Clerk

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