

ROCKY MOUNT TOWN COUNCIL
AGENDA
PUBLIC HEARING(S)
TO BE HELD AT THE
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VA.
MAY 1, 2017
AT 7:00 P.M.

- I. Roll Call
- II. Approval of Agenda
- III. Approval of Draft Minutes
 - April 10, 2017 – Regular Meeting Minutes
 - April 11, 2017 – Budget Work Session No. 1
- IV. Public Hearings:
 - A. Public hearing on proposed Fiscal Year 2018 Budget and FY 18-22 CIP
(Note: No consideration of motions needed until May 8, 2017 Regular Council meeting.)
 - B. Public hearing on proposed Fiscal Year 2018 Tax Rates.
(Note: No consideration of motion needed until May 8, 2017 Regular Council meeting.)
- V. Old Business:
 - A. Budget Discussions
- VI. Adjournment

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
APRIL 10, 2017**

The April 10, 2017 Regular Council 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 7:00 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
- Jon W. Snead
- Billie W. Stockton
- Mark H. Newbill

The following staff members were also present:

- John Boitnott, Town Attorney
- Tim Burton, Waste Water Superintendent
- Ken Criner, Chief of Police
- Robert Deitrich, Water Plant Superintendent
- Rebecca H. Dillon, Executive Administrative Assistant
- C. James Ervin, Town Manager
- Josh Gibson, Town Planner
- Matthew Hankins, Assistant Town Manager
- Brian Schofield, Public Works Superintendent
- Linda P. Woody, Finance Director

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

PLEDGE OF ALLEGIANCE

Mayor Angle led in saying the Pledge of Allegiance.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval. The agenda was amended for a public hearing to take input on the Transportation Appendix for inclusion in the Comprehensive Plan and to request permission to use downtown

parking during three upcoming events, two of which were large; Court Day and Come Home to a Franklin County Christmas.

Motion: To approve the amended agenda

Motion By: Vice-Mayor Walker

Second: Council Member Snead

Motion Discussion: None

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

Nays: None

Action: Approved the motion to amend the agenda by a unanimous vote.

SPECIAL ITEMS

Special recognition was given for WYTI-AM Radio Station in regard of their 60th Anniversary being on the air. A resolution was signed and presented by the Mayor to Mr. Bill Jefferson for this special recognition.

PUBLIC HEARING

1. Bond Issue by Carter Bank & Trust for the Town of Rocky Mount

Mr. Ervin spoke regarding the Town Council authorized borrowing of 1.5 million dollars two years ago for various projects. Carter Bank and Trust asked that the borrowing be in the form of a bond. The Town has worked with VML VaCo Finance to secure counsel so the Town could issue the bond as inexpensively as possible. The public hearing was duly advertised as part of the bond borrow.

The Mayor stated that no one signed up to speak during the public hearing so the Mayor opened up the floor to anyone who wished to speak and no one came forward.

2. Transportation Appendix for Inclusion in the Comprehensive Plan

Mr. Gibson spoke regarding the inclusion of the Transportation Appendix into the Comprehensive Plan. A public hearing was required as the Town was adding an appendix for the Transportation Project Prioritization into the Comprehensive Plan. The Planning Commission and Staff had developed a list that was recommended to Council by a vote of 6-0. The list was a guide only and was non binding. Maintaining an officially adopted plan for transportation projects is very important in moving forward with the transportation scoring and funding of the Angle Bridge realignment and other projects.

The Mayor asked if the Transportation Appendix was a wish list for VDOT. Mr. Gibson confirmed that the Transportation Appendix was such a list for VDOT and further confirmed

that it had information as to where the Town wanted to go in the future with the top priority still being to realign the intersection at the Angle Street Bridge.

APPROVAL OF MINUTES

Received by Council in their packet for this scheduled meeting were draft minutes for review and consideration of approval:

- March 13, 2017 - regular meeting minutes

Discussion: None

Motion: To approve the draft minutes

Motion By: Council Member Newbill

Second: Vice-Mayor Walker

Motion Discussion: None

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

Nays: None

Action: Approved the motion by a unanimous vote.

APPROVAL OF CONSENT AGENDA

This month's consent agenda consists of the following items:

- (1) **Miscellaneous Action:** (none at this time)
- (2) **Miscellaneous Resolutions/Proclamations** (none at this time)
- (3) **Department Monthly Reports**
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department

Discussion: None

Motion: To approve the consent agenda as presented.

Motion By: Council Member Stockton

Second: Council Member Snead

Motion Discussion: None

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

Nays: None

Action: Approved the consent agenda as presented by a unanimous vote.

HEARING OF CITIZENS

Mayor Angle opened the floor to any citizens wishing to speak.

For the record, no one came forward.

OLD BUSINESS:

1. Review and Consideration of Paving Award

Mr. Ervin spoke regarding the paving award stating that the Town had solicited bids for the FY17 budget asphalt overlay. The quoted cost for the paving was \$433,431 and staff asked for the approval for the work not to exceed \$450,000 as additional milling was expected on Scuffling Hill. The streets marked for paving were: Donald, Tanyard, South Main, Pendelton, Noel, School Board, 40 East, North Main, West College, State Street, Scuffling Hill Road and East Court Street. Mr. Ervin stated that Tanyard Road was marked for an overlay technology that the Town would like to try. Patterson Brothers Paving had submitted a proposal to the Town for the paving job mentioned and had done paving for the Town previously.

Discussion: None

Motion: To approve \$450,000 for paving of the before mentioned streets.

Motion By: Council Member Stockton

Second: Council Member Snead

Motion Discussion: None

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

Nays: None

Action: Approved the motion by a unanimous vote.

2. Presentation of Proposed FY 2018 Budget

The General Fund has balanced revenue and expenses of \$6,893,445 with a reserve for contingency of \$50,000. Significant capital investments include a single new police vehicle, continued funding for a restroom at Gilley's Park, equipment to pretreat streets for snow and ice and continued investment in the Town's sidewalk repair. If the budget was followed, the Town Finance Director estimated that the Town would have 7.2 million dollars in the General Fund reserves at the end of the year.

The Utility Operating Fund has revenues of \$2,929,973 and expenses of \$3,066,232 and was balanced with \$1,369,259 from the Utility Capital Fund. The Utility Operating Fund would have an estimated balance of \$484,547 at the conclusion of FY 2018 absent funds carried forward from the current year.

The Utility Capital Fund shows estimated FY 2018 revenues of \$552,048 and projected use of prior revenue (fund balance) for capital projects of \$610,355 for a total revenue forecast of \$1,162,403 which would be offset by a like amount in expenses. The Utility Capital Fund

would have an estimated balance of \$1,079,506 at the conclusion of FY 2018 absent funds carried forward from the current year.

The main reasons for the thin amount of capital spending in the general fund were increases in the Town's fixed cost related to employees. The Town's health insurance was expected to increase \$182,000. Staff had looked at the increase in detail, considering options such as dramatically increasing the cost of the plan as passed on to the Town's staff, reducing the depth of the benefit or going out to bid for alternate coverage. In the end, given that the town's rate was experience based, the decision was made to renew and keep offering a mid-tier plan as one of the Town's core benefits of employment.

The budget also included a 2.5% merit increase and a 1% cost of living adjustment. Without these taken together, many staff would see a net reduction in their take home pay on July 1. The core value shaping the proposed budget was that the Town was wholly made up of the skilled and experienced staff that do the work of keeping Rocky Mount one of the best places to live, work and play and that our primary investment should be in that asset.

NEW BUSINESS

1. Review and Consideration of the First Annual Friends of the Family Resource Center 5K Run/Walk for Domestic Violence

Mr. Ervin stated that the Friends of the Family Resource Center and the Family Resource Center would like to hold a 5K run/walk event beginning at 8:30 a.m. on June 17, 2017 on the streets of Rocky Mount. Angela Phillips, Director of the Franklin County Family Resource Center had been in touch with the Rocky Mount Police Department and they had reviewed and approved the event.

Discussion: None

Motion: To approve the First Annual Friends of the Family Resource Center 5K Run/Walk for Domestic Violence on June 17, 2017.

Motion By: Council Member Snead

Second: Vice-Mayor Walker

Motion Discussion: None

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

Nays: None

Action: Approved the motion by a unanimous vote.

2. Review and Consideration of 5th Annual Eagle Strut 5k/10k Race

Mr. Ervin spoke regarding the 5th Annual Eagle Strut Race stating that it would be held on September 9th at 8:00 a.m. for approximately three hours. The event would begin at the Franklin County High School and go through the streets of Rocky Mount. Lauren Judson,

Senior Class Sponsor, had been in touch with the Rocky Mount Police Department and they had reviewed and approved the event.

Discussion: None

Motion: To approve the 5th Annual Eagle Strut 5K/10K Race.

Motion By: Council Member Snead

Second: Council Member Stockton

Motion Discussion: None

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

Nays: None

Action: Motion approved by a unanimous vote

3. Review and Consideration of Southwest Virginia Antique Farm Days Parade

Mr. Ray Agee spoke regarding the Southwest Virginia Antique Farm Days Parade. Mr. Agee stated that the parade would be held in town on Sunday, June 11, 2017. The parade would be at 3:00 p.m.; begin at Lowe's and proceed with the same route as in previous years. Mr. Agee, who was the Tractor Parade Coordinator, had been in touch with the Rocky Mount Police Department and they had reviewed and approved the event.

Discussion: None

Motion: To approve the Southwest Virginia Antique Farm Days Parade.

Motion By: Council Member Newbill

Second: Vice-Mayor Walker

Motion Discussion: None

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

Nays: None

Action: Motion approved by a unanimous vote

4. Town Bond Issue Through Carter Bank and Trust

Town Council approved a loan from Carter Bank and Trust in 2015. Upon attempting to draw on the loan, Carter informed the Town that they desired that the loan be in the form of a traditional bond. The Town had solicited the services of VML/VaCo Finance to assist in closing this loan as a bond issue. This debt was the same debt previously approved and Carter was still the lender.

After the public hearing on the \$1,512,000 bond to be issued at 2.17% for ten years, a vote was needed on the bond resolution and the bond purchase agreement. This bond financed several projects approved in the fiscal year 2016 capital improvements plan (CIP).

Council Member Cundiff inquired regarding the garbage truck being in the budget and being listed on the bond as well. Mr. Ervin stated that to meet the legal requirements of the bond

language, it was necessary to include all projects in the bond. The budget will include where the garbage truck comes from.

Discussion: None

Motion: To approve the bond issue.

Motion By: Vice-Mayor Walker

Second: Council Member Snead

Motion Discussion: None

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

Nays: None

Action: Motion approved by a unanimous vote

Member Name	Voting				
	Present	Absent	Yes	No	Abstaining
Mark H. Newbill	x		x		
Robert L. Moyer	x		x		
Bobby M. Cundiff	x		x		
Billie W. Stockton	x		x		
Jon W. Snead	x		x		
Gregory B. Walker	x		x		
Steven C. Angle	x		x		

5. 2017 Intern Position at Waste Water Treatment Plant

Mr. Burton spoke regarding the Intern Position stating that the Town had received many benefits from participating in the program in previous years and the Waste Water Treatment Plant would like to hire another intern this year.

Discussion: None

Motion: To approve the request for an intern position at the Waste Water Treatment Plant.

Motion By: Council Member Newbill

Second: Vice-Mayor Walker

Motion Discussion: None

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

Nays: None

Action: Motion approved by a unanimous vote.

6. Review and Consideration of Transportation Appendix for Inclusion in the Comprehensive Plan.

Mr. Gibson stated that he had spoken at the beginning of the meeting and would only like to share that he was present for the spring meeting in Salem, Virginia where the Town was very encouraged to be able to get funding for future projects particularly the realignment of the Angle Street Bridge.

Discussion: None

Motion: To approve the inclusion of the Transportation Appendix in the Comprehensive Plan for the Town of Rocky Mount.

Motion By: Council Member Snead

Second: Council Member Stockton

Motion Discussion: None

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

Nays: None

Action: Motion approved by a unanimous vote.

7. Review and Consideration for Court Day, Christmas Tree Lighting and Come Home to a Franklin County Christmas.

Mr. Zack Wimmer, Vice-President of Community Partnership for Revitalization or "CPR" spoke regarding the request to close Franklin Street downtown for Court Day on the date of June 10, 2017 from 3:00 to 9:00 p.m. with Franklin Street closing at 2:00 p.m., Come Home to a Franklin County Christmas on December 1, 2017 from 5:00 to 9:00 p.m., and the Christmas Tree Lighting from 5:00 to 6:00 p.m. uptown on the Courthouse Lawn on November 24, 2017. The events were rain or shine events and the police department has reviewed and approved the events as well.

Discussion: None

Motion: To approve the request for all three events.

Motion By: Council Member Snead

Second: Council Member Stockton

Motion Discussion: None

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

Nays: None

Action: Motion approved by a unanimous vote.

COMMITTEE REPORTS

None at this time

REFERRALS TO PLANNING

None at this time

OTHER MATTERS & CONCERNS

Mr. Ervin and the Mayor were on Rise and Shine.

Council Member Moyer shared a concern regarding the Veterans' Memorial Park. At the March 13th Council Meeting, Council voted to bring the grade up to level with the park. Mr. Hankins stated that generally the Town was very happy with the work done at the park however the subcontractor did not bring the grade up to the level of the park which was expected before completion of the job. Mr. Hankins further stated that the engineers had been informed that the job was not finished and the Town was waiting on a response from the engineers. The Town had not paid for the completion of the job yet.

Council Member Newbill shared that a sidewalk cover was missing across from the Courthouse in front of the Perdue Building. An individual caught their shoe in what was perhaps a small sewer line cover.

The Mayor asked Mr. Hankins to share with Council what Sky Magazine was as each Council member received a copy of the magazine on the diaz prior to the meeting. Mr. Hankins stated that in February, Delta Sky Magazine approached the Town regarding an ad. The Roanoke Region was being highlighted and so the Town took out a small advertisement using the Town's tourism branding funds and by doing so was able to get significant national and international coverage regarding the Harvester based on the magazine's many readers which was approximately 5.4 million every month. The Town also received editorial content as well.

Vice-Mayor Walker inquired regarding Gilley's Park. Mr. Hankins stated that there were several things going on at Gilley's Park. A new restroom facility will be built there. Electricity will be added and aeration pumps to the two larger ponds as well as the Town plans to then stock the ponds. The Town planned to ask the same contractor that applied the treatment to the park for the geese problem last year to come back again this year as the treatment was found to be very helpful. Regarding the lily pads, the Town planned to buy a small water craft to go out into the pond and pull some of the pads. Mr. Schofield also planned to add additional parking in a small gravel lot.

CLOSED MEETING AND ACTION

Enter Closed Meeting

Motion: To go into closed session under the Virginia Code Section cited below
Time:7:47 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, Town Manager's Office.

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, Economic Development Authority.

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, Community Development.

Motion By: Council Member Moyer

Second: Vice-Mayor Walker

Motion Discussion: None

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

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

Motion: To drop the Acting in the title and appoint Rebecca H. Dillon as Town Clerk for Council

Motion By: Council Member Snead

Second: Council Member Stockton

Motion Discussion: None

Ayes: Moyer, Snead, Stockton, Walker, Newbill

Nays: None

Action: Motion approved by a unanimous vote to drop the Acting in the title and appoint Rebecca H. Dillon as Town Clerk with Council Member Cundiff abstaining due to a prior relationship.

ADJOURNMENT

Motion: To adjourn meeting

Time: 8:45 p.m.

Motion By: Council Member Moyer

Second: Vice-Mayor Walker

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, Acting Town Clerk

DRAFT

**ROCKY MOUNT TOWN COUNCIL
FISCAL YEAR 2018
BUDGET WORK SESSION NO. 1
APRIL 11, 2017**

The April 11, 2017 Fiscal Year (FY) 2018 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
- Mark H. Newbill
- Robert L. Moyer
- Jon W. Snead
- Billie W. Stockton

The following staff members were also present:

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

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 2.2-3711(A)(1) for the Town Manager's Office.

Motion By: Council Member Cundiff

Second: Vice Mayor Walker

Motion Discussion: None

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

Nays: None

Action: Approved an amended agenda by a unanimous vote

Council Member Cundiff stated that he would like an explanation regarding where the \$514,270 went in the budget. Council Member Cundiff also stated that the town is generating the funds but they are not showing in the general fund. Mr. Ervin stated that since the payoff of the waste water treatment plant, Town Council has appropriated all funds as they have seen fit. Ms. Woody stated that on page 6 of the proposed budget the Surplus/Deficit of FY15 of \$603,233 FY16 of \$590,978 and the estimated FY17 of \$347,277 helped to make up the \$514,270 that was in the General Fund.

In the FY18 Proposed Budget book to Council Ms. Woody stated that at some point Council would want to discuss what projects the Town would like to substitute for the \$345,154.30 that was available from the bond for other projects as well as where it came from. Ms. Woody provided each Council Member with a handout regarding capital items and the \$1,500,000 bond issue with the one requirement of whatever project(s) that Council might choose, that project(s) would have to have a 10 year bond life. The Town has \$345,154.30 for Council to consider using as they go through the budget process. The handout can be found in the minute book.

Vice Mayor Walker asked if there was a deal made on the impound lot yet. Mr. Ervin stated that Council had given permission to Chief Criner to look for another property to house items currently being held at the impound lot. This was a barter agreement and Mr. Ervin stated that he had given Franklin County first refusal at the location. If the County did not take the property, the Town planned to put the property on the market at a higher price. Whatever the property would be sold for, if it was a barter offer or through the market, the property being sold would give a way to offset the construction purchase of another location.

GENERAL FUND

Ms. Woody began the FY18 proposed budget book with the General Fund on page 3 with General Property taxes such as Real Estate and Personal Property taxes that were proposed for FY18 at \$1,006,841.

- Other Local Taxes include Meals Tax at \$1,489,112.
- Transient Occupancy Tax (5% tourism) FY18 proposed at \$109,318 and Transient Occupancy Tax (2.5% branding) FY18 proposed at \$54,659.
- Business Licenses may be down this year as revenue was down due to web sales.
- Permits, Licenses and Fees which includes the Farmer's Market Fees, Welcome Center Fees and Planning and Zoning Fees for a total of \$15,400.

- Fines and Forfeitures for \$52,700
- Proceeds From the Use of Assets for a total of \$78,355.
- Categorical Aid such as VDOT Grant money for Floyd and Franklin Intersection and State Street maintenance.
- Use of Fund Balance which the Town does not propose to use any of in FY18.

GENERAL GOVERNMENT

Mayor and Council: No significant changes here.

Town Manager: On page 11, a change for FY18 was the increase from a part time to full time receptionist for \$22,003 grade 12 with benefits, with family insurance + 11 hours a week more than the part time position is currently getting. The difference would be from 29 hours a week to 40 hours a week and the fringe benefits. Council Member Cundiff stated he did not see the need to add another employee.

Finance Department: A 2.5% salary increase was proposed with Ms. Woody's employees being re-classed. That would be an additional \$4,078 for the employees in the finance department.

Electoral Board: The Town will have an election in May of 2018 at \$2,900. Mr. Ervin stated that it had been Council's preference to stay with May elections but the General Assembly has now allowed the election to go until November instead so if Council saw to change, it would be by ordinance and does not take a charter change. If Council were to ever decide to change this practice, it can be done with out assistance from Richmond.

PUBLIC SAFETY

Police Department: On page 19, for Motor Vehicles and Equipment, there is money for 1 vehicle but not the 4 that was requested. Vice Mayor Walker asked if the surveillance equipment that was needed was in the budget. Lt. Arrington spoke and indicated that the equipment in question was ordered and due to arrive any time for use from FY17 budget. Vice Mayor Walker asked if additional equipment was needed and Lt. Arrington Stated that once the equipment the police department was receiving was implemented, likely there may be use for more. Also, a second item needed at the police department was the audio and video equipment (phone system) as a new phone system was needed for FY18. Allotted for it was \$13,000.

Fire Department: On page 21, there were stipends that were not addressed in FY18 budget. \$12.50 per call was covered but Chief Rakes would like to see an increase in his officer stipends. The budget for FY18 does not fund those stipends. Of the positions in the Fire Department, Chief, Assistant Chief, Captain, 1st Lieutenant and 2nd

Lieutenant, for those people annually the stipends would be \$900.00 a month or \$10,800 per year. The first plan proposed would be an additional \$8,400 and the second plan would be an additional \$4,800.

Currently the Fire Department Monthly Stipends are:

- Chief \$400.00
- Assistant Chief \$200.00
- Captain \$150.00
- First Lieutenant \$75.00
- Second Lieutenant \$75.00

For a total of..... \$10,800 per year

Chief Rakes would like to see Monthly Stipends increased to:

- Chief \$600.00
- Assistant Chief \$300.00
- Captain \$200.00
- 1st Lieutenant \$100.00
- 2nd Lieutenant \$100.00

For a total of..... \$4,800 per year

Mr. Ervin stated that he had spoken with Chief Rakes and one possible solution might be to adjust the stipend annually as the stipend per call was adjusted. Calls have increased 5% from FY17 to FY18 which is about 200 more calls. There are 5 officer positions with the Fire Department.

Council Member Moyer asked how much assistance does the Town get from the county. Ms. Woody replied \$30,000 a year with expenses of \$175,000. Council Member Moyer suggested the Town ask the County for more money as the percentage of calls are approximately 70% - 30% with the number of calls answered in the county being the higher number. Vice-Mayor Walker and Council Member Cundiff agreed.

Fire Chief Rakes stated that the Fire Department needed a new fire truck and further explained that the trucks were on a 20 year rotation that after 20 years, the trucks should be retired but in FY17, the department did not get a new truck. Council Member Newbill suggested to move the election of the Town from May to November and that would save the Town \$2,900 easily that could be applied to the fire department. The consensus of Council was to fund the fire department and for Ms. Woody to locate the remaining dollars.

PUBLIC WORKS

Public Works: The Public Facilities Director's personnel costs would be split 34% Public

Works Administration, 33% Water Distribution and 33% Sewer Collection.

The Public Works Superintendent's personnel costs were split 70% Administration, 15% Water distribution and 15% Sewer Collection.

Council Member Cundiff spoke regarding the percentages and suggested making the personnel costs annual or possibly another alternative by way of not taking them through the water plant. Ms. Woody clarified that the Public Works Superintendent salary was split 70% Public Works, 15% Water and 15% Sewer for FY18. For FY17, it was 90% Public Works Administration, 5% Water and 5% Sewer.

Vice Mayor Walker asked if Council wanted to change the percentages on the Public Facilities Director and Council Member Cundiff further stated that the Water Plant Superintendent, Bob Deitrich and Waste Water Plant Superintendent, Tim Burton were doing a fine job and no one was needed for them to report to.

Council Member Newbill stated that he would like to see some information on how the director position would be offset by numbers and how helpful the position would be to the Town. The information would also be helpful in determining what kind of an engineer does the Town need to look for.

Public Works item #2011 on page 23, Council Member Cundiff asked why there were no figures for the first 3 years. Ms. Woody stated that was because there were no salaries budgeted for those years.

Parking and Traffic Control for the Floyd/Franklin Intersection (VDOT grant) has allotted \$600,000 if the Town gets the money from VDOT to spend on page 27.

Under Street Maintenance for Contractual Services (VDOT repayment) there was \$18,004 for Weaver Street on page 29.

Sidewalks, Curbs and Gutters had one change for sidewalk maintenance of \$40,000 for the second year of maintenance.

Refuse Collection was on page 35 for Medical/Dental Insurance of \$25,883. Council Member Cundiff asked why so much increase. Ms. Woody stated it was based on salary and their fringe benefits and on a historical trend of 17%.

Snow Removal was on page 37, for Chemicals and Materials of \$17,000. Materials and Supplies were listed for \$1,000 while Machinery and Equipment (calcium chloride) was listed for \$14,260 and machinery and Equipment (salt spreader) \$16,000.

BUILDING AND GROUNDS

Municipal Building Maintenance: On page 39, Land and Building (asphalt rejuvenation)

\$8,242 for the parking lot. The rejuvenation will blacken the parking lot and will come with a 4 year warranty.

The Mayor asked why there was a \$9,000 increase on contractual services. Ms. Woody stated that the Town was hoping to get a maintenance contract for the HVAC but the Town did not receive one in FY17.

Emergency Services Building Maintenance: On page 41, Land & Buildings for Asphalt Rejuvenation \$5,778 for North Main Street lot not Floyd Avenue.

Public Works Building Maintenance: On page 43, Asphalt Rejuvenation \$5,778.

Parks and Playgrounds: On page 47, Gilley's Park \$35,000 for restroom facilities and parking lot to allow cars a place to park off of the street.

COMMUNITY DEVELOPMENT

Economic and Community Development: There was a list of various contributions and sponsorships for special events on page 51. These were in line with last year except the Ferrum Express Bus Service for \$4,600 (based on ridership) and the Bud Commission of \$2,000.

Community and Economic Development: Branding will be funded with a lodging tax increase on page 52. Date Processing Equipment for \$3,000 because Community Development has a printer that needs replacing.

Economic Development Authority: On page 60, \$10,000 was allocated for purchase of land for development as it would be used as an anchor if future property became available.

Remediation of Blighted Structures: On page 62, proposed for FY18 was \$15,000.

Hospitality Center/Depot: On page 56, there was discussion about the Chamber of Commerce continuing to staff the Depot. Part-time Staff provided by the Town may decrease.

NON-DEPARTMENTAL (GF)

Contributions to the Towns outside agencies for FY18 would be \$16,500. This followed FY17 budget. Transfer to Performance Venue Fund-Operations for \$316,406 and a Contingency of \$50,000. Reserve for Council supplemental pay adjustments \$28,796 which would be for Christmas Bonuses. Also, a Reserve for Reimbursement to Fund Balance of \$11,536 to use with fire stipends.

CLOSED MEETING AND ACTION

Enter Closed Meeting

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

Time: 6:20 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: Council Member Stockton

Second: Council Member Moyer

Motion Discussion: None

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

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: Council Member Moyer

Second: Vice-Mayor Walker

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, Acting Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens**
 Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	May 1, 2017
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	To hold the public hearing for the Fiscal Year 2018 proposed budget and on setting the tax rates for Fiscal Year 2018.
ACTION NEEDED:	<p>No action is needed for the public hearing.</p> <p>There is no proposed change in the tax rates of 13 cents per \$100 of assessed value for real estate, 51 cents per \$100 for personal property, and 17 cents per \$100 for machinery and tools. Interest is still at 10% per annum.</p> <p>For the proposed Fiscal Year 2018 budget, the General Fund is advertised at \$6,893,445; the Utility Operating Fund is advertised at \$3,066,232; the Utility Capital Fund is advertised at \$1,162,403; the Capital Projects is advertised at \$1,159,202; and the Harvester Performance Venue is advertised at \$316,406.</p> <p>A vote on the proposed Fiscal Year 2018 budget will be during the regular Council meeting on Monday, May 8, 2017.</p>

Attachment(s): Yes.

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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**NOTICE OF PUBLIC HEARING
TOWN OF ROCKY MOUNT
FY 2018 PROPOSED BUDGET**

Pursuant to Section 15.2-2506 of the Code of Virginia, the Rocky Mount Town Council will hold a public hearing on **Monday, May 1, 2017** at 7:00 p.m. at the Town Municipal Building for the purpose of receiving comments on the proposed fiscal year 2017-2018 (FY 2018) operating and capital budgets.

Any person wishing to review the proposed budget may view the document at the Town Manager's Office or the Finance Department in the Rocky Mount Municipal Building between the hours of 8:00 a.m. and 5:00 p.m. Monday – Friday or on the Town's website at rockymountva.org. A synopsis of the proposed budget is shown here for information and fiscal planning purposes only. No entry in the budget constitutes an obligation on the part of the Town of Rocky Mount to collect such revenue or to expend such funds until a legal appropriation is adopted by the Rocky Mount Town Council. Adoption of the FY 2018 budget is expected during the regular meeting of Town Council on May 8, 2017 at 7:00 p.m.

PROPOSED BUDGET FOR FISCAL YEAR 2018

GENERAL FUND:

REVENUES:

Property & Other Local Taxes	\$4,364,249
Charges for Services & Other Fees	264,571
Non-Categorical Aid from the Commonwealth	74,996
Categorical Aid from the Commonwealth	2,189,629
Use of Fund Balance	<u>0</u>
TOTAL GENERAL FUND REVENUES	\$6,893,445

EXPENDITURES:

General Government and Administration	\$ 748,811
Public Safety	2,281,130
Public Works	2,168,437
Buildings and Grounds	260,129
Community and Economic Development	515,314
Non-Departmental	<u>919,624</u>
TOTAL GENERAL FUND EXPENDITURES	\$6,893,445

UTILITY FUND:

REVENUES:

Water Use Charges	\$1,235,684
Wastewater Collection Charges	758,958
Miscellaneous Revenue	47,339
Transfers from Other Funds	136,259
Appropriated Fund Balance	<u>887,992</u>
TOTAL UTILITY FUND REVENUES	\$3,066,232

EXPENSES:

Water Treatment and Distribution	\$ 887,178
Wastewater Collection and Treatment	686,064
Utility Billing	184,828
Non-Departmental	<u>1,308,162</u>
TOTAL UTILITY FUND EXPENSES	\$3,066,232

UTILITY CAPITAL PROJECTS FUND:

REVENUES:	
Capital Recovery Fees	\$552,048
Proceeds from Use of Assets	0
Use of Fund Balance	<u>610,355</u>
TOTAL UTILITY CAPITAL PROJECTS FUND REVENUES	\$1,162,403

EXPENSES:	
Water Distribution & Treatment	\$ 736,357
Wastewater Collection & Treatment	79,787
Public Works	150,000
Non-Departmental	<u>196,259</u>
TOTAL UTILITY CAPITAL PROJECTS FUND EXPENSES	\$1,162,403

PERFORMANCE VENUE OPERATIONS

REVENUES:	
Transfers from Other Funds	<u>\$316,406</u>
TOTAL HARVESTER CENTER REVENUES	\$316,406

EXPENSES:	
Operating Expenses	<u>\$316,406</u>
TOTAL HARVESTER CENTER EXPENSES	\$316,406

CAPITAL PROJECTS - GENERAL & UTILITY FUNDS:

REVENUES:	
Proceeds from Debt	\$ 0
Use of Assets	<u>1,159,202</u>
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	<u>942,657</u>
TOTAL CAPITAL PROJECTS EXPENDITURES	\$1,159,202

5 YEAR CAPITAL IMPROVEMENT PLAN

The Town's 5-Year Capital Improvement Plan is a document to forecast significant expenditures and revenue needs for major capital improvements, equipment, property, utility infrastructure, and other public uses. The CIP is for planning purposes only and does not obligate the Town Council to carry out any project contained therein nor prohibit unanticipated capital needs to be purchased during the time period of the CIP but not contained as part of the adopted plan. A detailed version of the CIP is available for public inspection in the Town Manager's Office at 345 Donald Avenue between the hours of 8:00 a.m. – 5:00 p.m. Monday – Friday or on the Town's website. A summary of the FY 2018-22 Capital Improvement Plan is proposed as follows:

FY 2018	\$1,159,202
FY 2019	3,835,000
FY 2020	3,531,500
FY 2021	3,326,000
FY 2022	<u>2,969,000</u>
TOTAL CAPITAL IMPROVEMENT PLAN	\$14,820,702

All requests for reasonable accommodations due to a disability should be made to the Town Clerk 48 hours prior to the meeting.

**TOWN OF ROCKY MOUNT
PUBLIC NOTICE
HEARING ON SETTING OF TAX LEVIES**

In accordance with Sections 15.2-1427 of the Code of Virginia, as amended, notice is hereby given that the Rocky Mount Town Council will conduct a public hearing on **Monday, May 1, 2017** at approximately 7:00 p.m. in the Rocky Mount Municipal Building.

**A HEARING TO SET TAX LEVIES FOR THE
FOLLOWING CLASSES OF PROPERTY:**

1. Setting a tax levy of \$0.13/\$100 of assessed value on real estate, public service corporation property, and mobile homes, pursuant to the authority of 58.1-3200, 58.1-3201, 58.1-3202, 58.1-3203, 58.1-3204, 58.1-3205 of the Code of Virginia, as amended.
2. Setting a tax levy of \$0.51/\$100 of the assessed value of personal property, pursuant to the authority of 58.1-3500, 58.1-3501, 58.1-3502, 58.1-3503, 58.1-3506 of the Code of Virginia, as amended.
3. Setting a tax levy of \$0.17/\$100 of the assessed value on machinery and tools based on original cost and declining depreciation over a 7-year period. By the seventh year of depreciation, the effective rate is \$0.07/\$100 assessed value. This rate is levied pursuant to the authority of 58.1-3507(B) of the Code of Virginia, as amended.
4. Interest at an annual rate of ten percent (10%) per annum shall be charged on any unpaid taxes commencing the first day of the first month following the due date of the unpaid taxes.