

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
PUBLIC HEARING(S)  
TO BE HELD AT THE  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VA.  
MAY 6, 2019  
AT 7:00 P.M.

- I. Roll Call
- II. Approval of Agenda
- III. Approval of Draft Minutes
  - April 8, 2019 – Regular Meeting Minutes
  - April 9, 2019 – Budget Work Session No. 1 Meeting Minutes
- IV. Public Hearings:
  - A. Public hearing on proposed Fiscal Year 2020 Budget and FY 20-24 CIP  
*(Note: No consideration of motions needed until May 13, 2019 Regular Council meeting.)*
  - B. Public hearing on proposed Fiscal Year 2020 Tax Rates.  
*(Note: No consideration of motion needed until May 13, 2019 Regular Council meeting.)*
- V. Adjournment

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
APRIL 8, 2019**

The April 8, 2019 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 Billie W. Stockton
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Gregory B. Walker

The following staff members were also present:

- Tim Burton, Waste Water Treatment Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Edward "Jeff" Gauldin, Water Superintendent
- Matthew Hankins, Assistant Town Manager
- Jessica Heckman, Town Planner
- Mark Lovern, Lt. of Patrol
- Brian Schofield, Public Works Superintendent
- Justin Woodrow, Interim Fire Chief
- 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.

Let the record show that the agenda was amended to add two closed session items.

Section 2.2-3711(A)(5) Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. (Economic Development)

Section 2.2-3711(A)(5) Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. (Economic Development)

**Motion:** To approve the amended agenda

**Motion By:** Council Member Snead

**Second:** Council Member Walker

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the amended agenda by a unanimous vote.

### **SPECIAL ITEMS**

None at this time

### **PUBLIC HEARING**

None at this time

### **APPROVAL OF MINUTES**

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

- March 12, 2019 – Regular Meeting Minutes

**Discussion:** None

**Motion:** To approve the draft minutes

**Motion By:** Council Member Newbill

**Second:** Vice Mayor Stockton

**Motion Discussion:** None

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

**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**
- (2) Miscellaneous Resolutions/Proclamations**
- (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: Vice Mayor Stockton**

**Second: Council Member Walker**

**Motion Discussion: None**

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

**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.

Mr. Roger Hodges, 75 Holly Knoll Drive, Rocky Mount, Virginia. Mr. Hodges attended the Public Safety Committee Meeting on March 25, 2019 concerning inoperable vehicles. Mr. Hodges stated that he would like to address Council regarding the restoration of vehicles. Mr. Hodges shared with Council some of his knowledge from the many years of experience he had received in the vehicle business and how to properly restore vehicles.

Mrs. Abbie Pinckard, 125 Riverview Street, Rocky Mount, Virginia. Mrs. Pinckard attended the Public Safety Committee Meeting on March 25, 2019 concerning inoperable vehicles. As Mrs. Pinckard spoke, she requested that a member from the Planning and Zoning Staff provide a review on the status of complaint based violations received, at the time of the next called Public Safety Committee Meeting. Mrs. Pinckard stated she would also like to see a report of compliant based violations received by the Town that had been investigated as well.

Mayor Angle stated that he was not sure that would happen since the Public Safety Committee and the Planning and Zoning Staff were two separate entities. The Mayor suggested that perhaps the report could happen, just not at the time of the committee meeting but in the monthly report that Planning and Zoning puts into the monthly Council packet.

Mr. Art Divers, 425 Knollwood Drive, Rocky Mount, Virginia. Mr. Divers spoke regarding mowing on the sides of the town streets and blowing the grass clippings out into the street while mowing. Mr. Divers explained that it was unsightly and unsafe for vehicles, especially motor cycles to be traveling and drive up on a patch or strip of grass mowing clippings. With mowing season upon us, Mr. Divers asked if the Town could refrain from blowing out grass clippings into the street.

After Mr. Divers spoke, Council Member Walker asked if the practice of mowing and blowing grass clippings out into the street was illegal. Police Chief Ken Criner stated that it was illegal.

Mayor Angle addressed the audience stating that Council would take the comments under advisement.

### **OLD BUSINESS:**

None at this time

### **NEW BUSINESS**

#### 1. Christian Heritage Academy 5K Road Race

Christian Heritage Academy would like to hold their yearly Classic 5K road race again this year. The race will be held on Saturday, May 4, 2019 with the course set the same as in previous years. The event will begin at 8:00 a.m. and will conclude around an hour later at Christian Heritage Academy. Mr. Eric Miller with Christian Heritage Academy has been in touch with the Rocky Mount Police Department and they have reviewed and approved the event.

**Discussion: None**

**Motion: To approve the Classic 5K road race as presented.**

**Motion By: Council Member Newbill**

**Second: Council Member Snead**

**Motion Discussion: None**

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

**Nays: None**

**Action: Approved the event as presented by a unanimous vote.**

#### 2. Southwest Virginia Antique Farm Days Parade

Mr. Ervin spoke regarding the Southwest Virginia Antique Farm Days kick-off parade to be held in town on Sunday, June 9, 2019. The parade would start at 3:00 p.m., beginning at Lowe's and proceed with the same route as in previous years. Mr. Jonathan Custer, who is the Tractor Parade Coordinator, had been in touch with the Rocky Mount Police Department and they have reviewed and approved the event.

**Discussion:** None

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

**Motion By:** Council Member Snead

**Second:** Council Member Moyer

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the event as presented by a unanimous vote.

### 3. Franklin County Department of Public Safety Emergency Services Parade

Mr. Billy Ferguson, Director of Public Safety from Rocky Mount and Franklin County requested permission to hold an Emergency Services Parade in Rocky Mount. The parade would be scheduled for Saturday, May 11, 2019. The parade would begin at 10:00 a.m. at the Lowe's parking lot and end at the Franklin County High School, West Parking Lot. Staging would begin at 9:00 a.m. at Lowes. There would be approximately 15-20 Fire and Rescue vehicles in attendance. Franklin County Public Safety plans to provide free hot dogs and drinks as well as fire hats, junior EMT badges and tattoos for the children. Franklin County Public Safety has been in touch with the Rocky Mount Police Department and they have reviewed and approved the event.

**Discussion:** None

**Motion:** To approve the Franklin County Department of Public Safety Emergency Services Parade as presented.

**Motion By:** Council Member Walker

**Second:** Council Member Cundiff

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the event as presented by a unanimous vote.

### 4. Presentation of Budget FY2020

Mr. Ervin presented for Council's consideration the proposed Fiscal Year 2020 budget.

Mr. Ervin stated that the Town had debt of \$5.4 million and a cash on hand of \$8.3 million. There were no changes in tax rates with the current budget; the budget was balanced with the Town having had \$328,000 set aside for contingencies or fund balance. There were two milestones that Mr. Ervin delivered to Council in the FY2020 budget. The first milestone was for the first time in the known history of the Town of Rocky Mount, the FY2020 budget had a self sufficient utility fund. It was also important to mention that for the first time, the Town had a capital budget that exceeded depreciation both from the capital side and from the operations side. The second milestone was that the Town would be reducing the proposed contribution to the Harvester Performance Center by 10% in FY2020. The Harvester had revenue estimated at \$440,000 and expenses estimated at \$387,000 thus a contingency fund estimated at \$54,000 in FY2019.

The general fund was difficult to balance for FY2020 as the Town would be coming up on a reassessment. In the capital fund there would be \$450,000 in the budget to replace the traffic signal at McDonald's and there was one part-time position being moved to a full-time position.

Mr. Ervin explained the budget as a well rounded budget for FY2020 even with many things on the capital list not funded. Mr. Ervin talked about climate change and how it had been affecting the Water Plant, Wastewater Treatment Plant and Public Works Departments. Mr. Ervin ended by thanking Ms. Woody for excellent work with the numbers and for providing the Town with a balanced \$11.5 million budget.

#### 5. Roanoke Valley-Alleghany Regional Commission 50<sup>th</sup> Anniversary Resolution

In observance of the 50<sup>th</sup> anniversary of the creation of Regional Commissions in Virginia, the Rocky Mount Town Council wished to honor the event. Submitted for Council's consideration was a resolution.

Currently, Council Member Newbill and Town Manager, Mr. James Ervin both attend monthly meetings of the Roanoke Valley-Alleghany Regional Commission.

**Discussion: None**

**Motion: To approve the 50<sup>th</sup> Anniversary Resolution to honor the Roanoke Valley-Alleghany Regional Commission as presented.**

**Motion By: Council Member Newbill**

**Second: Council Member Walker**

**Motion Discussion: None**

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

**Nays: None**

**Action: Approved the resolution as presented by a unanimous vote.**

#### 6. Virginia Department of Transportation Award and Match for Local Street Maintenance

The Town of Rocky Mount was awarded \$357,469 in funds under the State of Good Repair program that would supplement local road maintenance funds. The funds awarded were for two projects.

The first project was paving of Route 122 at the Town limits and the second project was Route 40 from Walmart to the Town limits. Council was presented for their consideration, an appropriation resolution to appropriate the VDOT award for the Town's use.

The two projects would cost an estimated \$462,715 with the Town's share of the work being \$105,246. The Town's share would be from VDOT maintenance funds.

Mr. Ervin stated that in June of this year, if the Town exceeded the amount of street maintenance funds allowed through VDOT with the local match for the two projects, one being of \$357,469 (which was grant money) and one for \$105,246, which the Town was paying; then the Town would include the \$105,246 in the annual year end "true up" resolution. The action requested from Council was to allow the Town to spend the grant money given from the State of Good Repair program in the amount of \$357,469 to the Town's contractual paving line item.

**Discussion:** None

**Motion:** To approve the Supplemental Appropriation Resolution for Local Street Maintenance.

**Motion By:** Council Member Walker

**Second:** Vice Mayor Stockton

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the Supplemental Appropriation Resolution as presented by a unanimous vote.

#### 7. Cox Property Sewer Appropriation Resolution and Authorization to Proceed

As construction had began for the first business going onto the Cox Farm industrial property, the Town also began discussion with several prospects interested in the site. Mattern & Craig, engineers on the Town's retainer, had developed the first phase of proposed 8" sewer line that would be to collect wastewater from several of the planned industrial tracts. The tracts would connect under Norfolk Southern railroad tracks and require six new manholes.

The recommendation to Council was to move forward with approving the bid, issuing a notice to proceed and entering into a contract with the bidder. The recommendation to Council was also made to appropriate the funds with the Supplemental Appropriation Resolution that was presented to Council at the meeting. The one bid was the only bid received.

**Discussion:** None

**Motion:** To authorize the Town Manager to enter into a contract with the bidder and issue a notice to proceed as well as appropriating the funds to move forward with the appropriation resolution as presented. The total amount listed for the project was \$168,980.

**Motion By:** Council Member Snead

**Second:** Council Member Walker

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the Supplemental Appropriation Resolution as presented by a unanimous vote.

#### 8. Appropriation of Funds to be Received from Community Policing

Mr. Ervin advised to Council that the Rocky Mount Police Department had need for a dedicated vehicle for their community policing operation. The Police Department had funds available to apply toward a vehicle through donations, but the funds available were not sufficient for a vehicle that would meet the department's needs.

The Police Department proposed assigning Community Policing a current administrative vehicle for the funds they do have available and asked Council to appropriate the funds for a replacement vehicle. Staff presented for Council's consideration a supplemental appropriation resolution for \$23,000. The proposal would allow the Police Department to have police lights and radio equipment with the vehicle that the Community Policing could not otherwise afford.

**Discussion:** None

**Motion:** To approve the appropriation of funds to be received from Community Policing that would allow the Police Department to equip a vehicle properly to meet the departments needs as presented.

**Motion By:** Council Member Newbill

**Second:** Council Member Walker

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the appropriation of funds as presented by a unanimous vote.

## **COMMITTEE REPORTS**

### 1. The Public Safety Committee Meeting on March 25, 2019

The Public Safety Committee met to discuss and consider changes to the Town's inoperable vehicle ordinance.

Chairman Moyer received input from citizens who were in attendance. Mrs. Abbie Pinckard presented two documents to the committee. One document was a collection of rules and ordinances from other area localities. The second document was a collection of color pictures of inoperable vehicles that were taken all around the community.

The consensus of the committee was that the information submitted was to be reviewed and then the committee would meet again to discuss what changes might be prudent to make in the Town's code. The committee, as well as the Planning Commission, was of the consensus for the recommendation of a fitted car cover versus a tarp, which has previously been used in the past.

The committee will meet a second time to make recommendations to staff for ordinance changes.

At this time, Mayor Angle asked for the same people to be notified as was the previous meeting when the date and time were set.

### 2. The Community and Economic Development Committee Meeting on April 1, 2019

The Community and Economic Development Committee met to discuss and consider the expansion of the Town's current Arts and Culture District.

The committee recommended to Council that the Arts and Culture District be expanded to include the non-commercial parcels abutting North Main Street and that the rules for the program be amended to include a five year incentive period that returned 50% then 40% then 30% then 20% and finally 10% of the designated gross receipts taxes to participating businesses. The incentives would be staggered for 5 years instead of the current 3 years.

**Discussion:** None

**Motion:** To move forward with the revision of the Arts and Culture District allowing Mr. Boitnott and Mr. Hankins to draft the proper paperwork needed to bring to the May Council meeting.

**Motion By:** Council Member Newbill

**Second:** Council Member Snead

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved a revision to the Arts and Culture district as presented by a unanimous vote.

### **REFERRALS TO PLANNING**

None at this time

### **OTHER MATTERS AND CONCERNS**

Mr. Hankins was on Rise n' Shine.

Council Member Moyer made a suggestion when coming into town from South Main Street when motorist approach Patterson Avenue, motorist have a 35 mph speed limit that reduces to 25 mph. On the opposite side of the street, there is no sign but the limit is 25 mph and motorist have been seen speeding through the area. Council Member Moyer asked if a sign could be erected in the 25 mph area to remind motorist of what the speed limit was.

Council Member Walker complimented Mr. Hankins for all of his hard work during the fishing rodeo at Gilley's Park.

### **CLOSED MEETING AND ACTION**

Enter Closed Meeting

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

**Time:** 7:54 p.m.

**Virginia Code Section:**

Section 2.2-3711(A)(5) Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. (Community Development)

Section 2.2-3711(A)(5) Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. (Community Development)

**Motion By: Council Member Moyer**

**Second: Vice Mayor 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.

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Steven C. Angle, Mayor

**ADJOURNMENT**

**Motion: To adjourn meeting**

**Time: 8:35 p.m.**

**Motion By: Council Member Newbill**

**Second: Council Member Moyer**

**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

DRAFT

**ROCKY MOUNT TOWN COUNCIL  
FISCAL YEAR 2020  
BUDGET WORK SESSION NO. 1  
APRIL 9, 2019**

The April 9, 2019 Fiscal Year (FY) 2020 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 Billie W. Stockton
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Gregory B. Walker

The following staff members were also present:

- Tim Burton, Wastewater Treatment Superintendent
- Ken Criner, Police Chief
- Rebecca Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Edward "Jeff" Gauldin, Water Superintendent
- Amy Gordon, Assistant Finance Director
- Matthew Hankins, Assistant Town Manager
- 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 the agenda as presented.

**Motion By:** Vice Mayor Stockton

**Second:** Council Member Moyer

**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 FY2020 Budget book with the General Fund. The first revenues reviewed were General Property Taxes and Meals Tax in Other Local Taxes. Proposed for FY2020 in Meals Tax was \$1,623,266 for the Town.

Council Member Snead asked regarding the Proceeds From the Use of Assets. Ms. Woody stated that interest rates had gone up and leveled out, thus the difference in the totals.

Under the Categorical Aid, Ms. Woody pointed out that the Town would be adding a line item for revenue to fund a FEMA grant for \$29,500 that the Town had applied for that was a Police Department trailer. The trailer was also on the Capital Improvement Plan.

## **GENERAL GOVERNMENT**

### Mayor and Council:

There was a difference of \$9,740 between the FY19 Budget and the FY19 Estimated which was due to the town conducting Supplement #2 with Municode.

### Town Manager:

Line 1001 beginning with Wages – from Part-Time to Full-time, there was proposed for FY2020 a \$15,063 increase due to the Town Manager's Department making a part-time position into a full-time administrative assistant/receptionist position. The increase would include salary, retirement, and health insurance. The proposed position would be a Grade 12, Step 1.

### Town Attorney:

There were no changes.

### Finance Department:

Line 3000 for Contractual Services had decreased due to Ms. Woody estimating that Munis would be completed so it would not be in the budget for FY2020. Also, line 7003 for Data Processing was \$345,000 for FY2019 and was proposed to decrease to zero as the new software in the Finance Department would be installed and completed. Council Member Newbill inquired as to how old the previous software was. Ms. Woody answered approximately 25 years old.

### Board of Elections:

The Board of Elections account pays for voting ballots and the account pays for the personnel that run the voting polls the day the votes are cast. The next election would be in FY2020. Council Member Newbill inquired if the election for the Council could be changed to the fall election. Mr. Ervin stated that to change the Council election, the Town would go through a

small Charter amendment, which would have to be taken before the General Assembly in Richmond. If the Council election was changed to the fall November date, the Town would not be responsible to owe anything as it would with FY2020 budget.

## **PUBLIC SAFETY**

### Police Department:

The largest increase in the Police Department was Motor Vehicles and Equipment. FY2020 had budgeted for a Pick-up truck and a Command Center trailer.

The pick-up truck would be a routine patrol police vehicle as well as a towing vehicle. Police Chief Criner stated that the Command Center trailer was to be used on site during any type of event whether a critical event or perhaps a Christmas Parade, where there would be expected 50 people or more expected to attend. Every locality must be represented inside the Command Center trailer so it must be of some size to be able to accommodate. The FEMA Grant was for the Command Center trailer. In the event that the Town Police Department did not receive the FEMA grant Command Center trailer; the Town Police Department would still be able to receive the trailer as the Town was showing the trailer as a line item expense.

Due to the department proposing to receive the pick-up truck as a routine patrol police vehicle, the truck lease expense the department had budgeted in FY19 on line 7006, had been reduced thus the Police Department would be stepping back into a smaller vehicle to save dollars within the budget.

Line item 1003 showed an increase of \$17,000 which was due to the officers participating in the academy. This line item was for the hiring of two new positions due to the police department being short staffed.

Line item 7009 for the police department was police equipment which was for a K-9 dog. With the addition of the dog, the police department would have a total of 3 dogs.

### Volunteer Fire Department:

The FY2020 budget did not have many changes for the Rocky Mount Volunteer Fire Department.

Mr. Ervin stated that talks had begun with Franklin County and Franklin County Public Safety regarding how much the Rocky Mount Volunteer Fire Department receives for an on call basis. The Rocky Mount Volunteer Fire Department is the lowest funded department with the County. In the past, the fire department has only received \$80.00 a call. The calls that have been answered by the fire department in Rocky Mount have been 100% calls run within the county however, the county has not seen to fund the department even though other fire departments within Franklin County have received as much as \$400.00 a call. Mr. Ervin explained that within those discussions with the County, Mr. Ervin had relayed to the County that if the problem of the county not desiring to pay any more than the \$80.00 a call for the Rocky Mount Volunteer Fire Department does not change, the Town will discontinue accepting what is paid now and start billing the county for what the Town believes should be paid to them per call.

Discussion ensued between Council Member Moyer, Mr. Ervin and Mayor Angle in regard of discontinuation of responding to fire calls within Franklin County and only responding to calls in the town limits of Rocky Mount if Franklin County did not increase their per call amount given to the Fire Department. Mr. Ervin is waiting on a figure of how much the Town should charge on a per call basis from the Town's auditors.

Fire Chief Woodrow was unable to attend the Work Session as the Fire Department was holding a meeting at the Emergency Services Building at the same time as the Council meeting.

## **PUBLIC WORKS**

### Public Works Administration:

Beginning on page 22 of the Proposed Budget book, regarding allocated fringe benefit costs, Street Maintenance was increased by 2% since Cemetery Maintenance was decreased by 1% and Meter Reading was also decreased by 1%. The change in the percentages is due to the Town not performing grave opening and closing any longer. The maintenance for the cemetery is still in the budget.

Line 5445 on page 23 regarding uniforms was increased \$2,600 to continue with the trend.

Council Member Walker inquired about the full time landscaper position within the Public Works Department. Ms. Woody stated that the position was in last year's budget but the position was never filled, therefore the position was still in the FY2020 budget. Their duties would be to start performing a good deal of what Seven Oakes currently does and then to take on new areas that the Town is not doing right now to beautify the Town more. Transportation for the position will be an older vehicle that Public Works still uses. The position was advertised as a Grade 12, Step 1, which was approximately \$31,000.

### Street Lighting:

The decorative light poles were discussed briefly. The Town does not own them so when one or more are run into or taken out by a vehicle, American Electric Power has to replace them and they are approximately \$3,500 to replace so it takes a while to see them replaced. The at fault party is billed if the Town is aware of who the at fault party was.

### Parking and Traffic Control:

The item to stand out with expense on page 27 under Parking and Traffic Control was the traffic signal replacement at McDonald's which was proposed for FY2020 at \$450,000. The amount stated was all Virginia Department of Transportation (VDOT) maintenance funds.

Mr. Hankins stated that the Town's Traffic Engineer had reviewed the traffic light at McDonald's and the engineer had quoted the Town a worst case figure. One example of why the traffic light would cost so much to fix would be because the columns to support the light poles have to be buried 30 feet deep into the ground. The depth is the VDOT standard depth which is the same across the nation. The depth required to be met is when using VDOT funds to make repairs.

### Street Maintenance:

The full time Landscape Technician was on page 29 of the Proposed FY2020 budget book proposed for FY2020 as \$56,711 with salary and fringe benefits. Line 3000 for contractual services was decreased to \$350,000 because the Town was planning to service the traffic signal and were not planning to do any paving. Also, added was line 1001 full time wages for meter reading; an increase of \$11,468.

Line 7005, Vehicles, was for the replacement pick-up truck at \$45,000.

Line 7006, Construction Vehicles and Equipment, was for the 1989 John Deer Loader which was in the amount of \$183,000. The \$91,500 was in each the General Fund and in the Utility Fund.

Line 7010, Infrastructure of Angle Bridge (Town) was \$60,000 in the engineering phase for the Angle Bridge Realignment.

### Sidewalks, Curbs and Gutters:

No changes in this category however, Mr. Ervin stated that the sidewalk maintenance for \$40,000 would likely complete the need the Town had to correct the many sidewalk problems that the Town had experienced.

### Street Cleaning:

There were no changes in this category.

### Refuse Collection:

Council Member Cundiff asked how Refuse Collection was allocated. Ms. Woody stated that the refuse collection was estimated at 13% of the Public Works salary.

### Snow Removal:

There were no changes in this category.

## **BUILDING & GROUNDS**

### Municipal Building Maintenance:

On page 39, line 7001, Replacing Guttering for the Municipal Building in Land & Buildings for \$35,000. The Municipal Building was in need of guttering and a new fascia however, Mr. Ervin explained that there were not funds in the budget to cover both so the budget only included for FY2020 to install new gutters. The old gutters had rusted out. Mayor Angle stated that he would

like for Council Member Moyer to use his expertise in the area of the guttering since Council Member Moyer at one time sold guttering. Mr. Hankins pointed out that if the guttering was replaced and then the fascia redone, the guttering would have to be taken down and then remounted. The Municipal Building was built in 1974. After 45 years, the fascia was no longer in good shape and was found to be in the need of being replaced. After some discussion, Mr. Ervin made the recommendation to Council to replace the one section of guttering where the repairs were needed most and guttering was the worst and then replace the rest after the fascia was redone.

Emergency Services Building Maintenance:

There were no changes in this category.

Public Works Shops Maintenance:

There were no changes in this category.

Cemetery Maintenance:

Page 45, line 2008 showed the 1% reduction due to only maintenance and no grave preparation in employer contributions for ICMA.

Parks & Playgrounds:

Parks and Playground Maintenance reflected the improvements that had been completed regarding Mary Elizabeth Park.

**COMMUNITY DEVELOPMENT**

Planning & Zoning:

There were no changes in this category.

Economic & Community Development:

On page 51 of the Proposed FY2020 Budget book, the various contributions and sponsorships for special events included the total Special Events Contributions. These contributions and sponsorships were the same as in previous years, including The Crooked Road, Ferrum Express Bus Service and the Rotary Club Christmas Parade to name a few. The contributions and sponsorships totaled \$21,000.

Also in Economic and Community Development on line 3000 was the North Main plan for the CDBG Grant of \$25,000 that was taken out as the Town had not received the grant.

Citizens' Square:

There were no changes in this category.

Community & Hospitality Center:

There were no changes in this category.

Passport Service Expenses:

In FY2020 \$3,000 was proposed as expenses while the revenue from passport fees were proposed at \$15,300. Council Member Snead stated there were 411 passports in 2019 the entire year with Staff having processed 67 passports in 2019 in the month of March alone.

Economic Development Authority:

There was an increase in the travel and training budget of \$300.

Remediation of Blighted Structures:

There was currently 8 or 9 blighted structures total within the Town. The total amount of dollars was \$20,000.

**NON-DEPARTMENTAL GENERAL FUND**

General Fund Non-Departmental:

The amount proposed as contributions to outside agencies for FY2020 was \$16,500 and includes the Franklin Center Workforce Consortium, the Free Clinic of Franklin County and Helping Hands to name a few. Also, there were new agencies that the Town did not fund for FY2020 and their names were the Boys & Girls Clubs of Southwest Virginia and the Faith Network of Franklin County.

On page 65, line 9600 was a Transfer to Performance Venue Fund-Operations proposed for FY2020 at \$355,484 which did include the 10% reduction for FY2020.

At this time, the Mayor entertained a motion from Council to adjourn the meeting.

**ADJOURNMENT**

**Motion:** To adjourn meeting

**Time:** 6:24 p.m.

**Motion By:** Vice Mayor Stockton

**Second:** Council Member 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, Town Clerk

DRAFT

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 6, 2019
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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 2020 proposed budget and tax rates.
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 for \$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 2020 budget, the General Fund is advertised at \$6,852,150, the Utility Operating Fund is advertised at \$3,419,267; the Utility Capital Fund is advertised at \$858,686; and the Harvester Performance Venue is advertised at \$440,684.</p> <p>A vote on the proposed Fiscal Year 2020 budget will be during the regular Council meeting on Monday, May 13, 2019.</p>

Attachment(s): Yes

<p><b>FOLLOW-UP ACTION:</b> (To be completed by Town Clerk)</p>
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**NOTICE OF PUBLIC HEARING  
TOWN OF ROCKY MOUNT  
FY 2020 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 6, 2019** at 7:00 p.m. at the Town Municipal Building for the purpose of receiving comments on the proposed fiscal year 2019-2020 (FY 2020) operating and capital budgets. All persons shall be afforded an opportunity to speak and state their views concerning all aspects of the budget within such reasonable time limits as shall be established by Town Council. Written comments of interested citizens also will be received by the Town Clerk at any time prior to the hearing. If you are a person with a disability who needs accommodations for this public hearing, please contact the Town Clerk at 540-483-7660 48 hours prior to the hearing.

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](http://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 2020 budget is expected during the regular meeting of Town Council on Monday, May 13, 2019 at 7:00 p.m.

**PROPOSED BUDGET FOR FISCAL YEAR 2020**

**GENERAL FUND:**

**REVENUES:**

Property & Other Local Taxes	\$4,683,904
Charges for Services & Other Fees	361,056
Non-Categorical Aid from the Commonwealth	97,562
Categorical Aid from the Commonwealth	1,649,628
Use of Fund Balance	<u>60,000</u>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$6,852,150</b>

**EXPENDITURES:**

General Government and Administration	\$ 789,070
Public Safety	2,442,465
Public Works	1,971,054
Buildings and Grounds	240,322
Community and Economic Development	488,765
Non-Departmental	<u>920,474</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$6,852,150</b>

**UTILITY FUND:**

**REVENUES:**

Water Use Charges	\$1,595,625
Wastewater Collection Charges	909,778
Miscellaneous Revenue	99,852
Appropriated Fund Balance	<u>814,012</u>
<b>TOTAL UTILITY FUND REVENUES</b>	<b>\$3,419,267</b>

**EXPENSES:**

Water Treatment and Distribution	\$ 990,589
Wastewater Collection and Treatment	766,450
Utility Billing	182,248
Non-Departmental	<u>1,324,529</u>
<b>TOTAL UTILITY FUND EXPENSES</b>	<b>\$3,263,816</b>

UTILITY CAPITAL PROJECTS FUND:

REVENUES:

Capital Recovery Fees	\$550,016
Categorical Aid	150,000
Use of Fund Balance	<u>110,193</u>
TOTAL UTILITY CAPITAL PROJECTS FUND REVENUES	\$810,209

EXPENSES:

Water Distribution & Treatment	\$256,000
Wastewater Collection & Treatment	355,000
Public Works	91,500
Non-Departmental	<u>156,186</u>
TOTAL UTILITY CAPITAL PROJECTS FUND EXPENSES	\$858,686

PERFORMANCE VENUE OPERATIONS

REVENUES:

Rental Income	\$ 85,200
Transfers from Other Funds	<u>355,484</u>
TOTAL HARVESTER CENTER REVENUES	\$440,684

EXPENSES:

Operating Expenses	<u>\$440,684</u>
TOTAL HARVESTER CENTER EXPENSES	\$440,684

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 2020-24 Capital Improvement Plan is proposed as follows:

FY 2020	\$1,480,590
FY 2021	3,739,900
FY 2022	1,395,000
FY 2023	1,448,000
FY 2024	<u>946,000</u>
TOTAL CAPITAL IMPROVEMENT PLAN	\$9,009,490

**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 6, 2019** 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 real 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 and public service 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.