

ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
JUNE 9, 2014
AT 7:00 P.M.

NOTE: WHEN SPEAKING BEFORE TOWN COUNCIL, PLEASE COME TO THE PODIUM AND GIVE YOUR NAME AND ADDRESS, ADDRESSING TOWN COUNCIL AND NOT THE AUDIENCE. WHEN GIVING COUNCIL ANY DOCUMENTATION, COPIES ARE TO BE GIVEN TO THE TOWN CLERK PRIOR TO SPEAKING. ALL CELLULAR PHONES MUST BE TURNED OFF DURING COUNCIL MEETING. THE TOWN OF ROCKY MOUNT IS PLEASED TO OFFER ASSISTANCE DEVICES AT ITS MEETING FOR THOSE ATTENDING WITH SPECIAL HEARING NEEDS. ASK ANY STAFF MEMBER OR THE TOWN CLERK AND A DEVICE WILL BE LOANED TO YOU.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items
 - Rocky Mount Police Department presentation of “Cop in the Box” Award.
- V. Public Hearing(s) (*none at this time*)
- VI. Approval of Draft Minutes
 - May 12, 2014 Regular Council meeting minutes
- VII. Approval of Consent Agenda
 - Miscellaneous Resolutions/Proclamations
 - Miscellaneous Action
 - Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens (*none at this time*)
- IX. Old Business (*none at this time*)
- X. New Business
 - A. Review and consideration of request of Franklin County High School Senior Class for approval of their “Eagle Price 5K/10K” race on Saturday, September 27, 2014.
 - B. Review and consideration of approving draft Virginia Retirement System (VRS) resolution “Employer Contribution Rates for Counties, Cities, Towns, School Divisions and Other Political Subdivisions” reflecting the Town of Rocky Mount’s desire to fund the employer share.

- C. Review and consideration of approval of draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014" for the Virginia Municipal League Insurance Program award to the Rocky Mount Police Department in the amount of \$4,000 to offset the purchase of patrol car laptops.
- D. Review and consideration of approval to allow the Planning Commission to study the keeping of chickens in the Town of Rocky Mount, which would require an amendment to the Town of Rocky Mount's Planning & Zoning Ordinance.
- E. Review and consideration of agreement for professional services with Hill Studio for Town of Rocky Mount's Comprehensive Plan update.
- F. Review and consideration of setting a new rate for curb/gutter installation, effective July 1, 2014.

XI. Committee Reports (*none at this time*)

XII. Other Matters, Concerns and Rise 'N Shine Appearances

- A. Referrals to Planning Commission from Rocky Mount Town Council
- B. Rise 'N Shine Appearances

XIII. Closed Meeting and Action (*none at this time*)

XIV. Adjournment

Copies of the agenda packet are available for review at the Town Clerk's Office located at the Rocky Mount Municipal Building, 345 Donald Avenue, Rocky Mount, Virginia, Monday through Friday, during normal working hours (8 a.m. to 5 p.m.), or by going to Town of Rocky Mount website: www.rockymountva.org.

Notice of intent to comply with Americans With Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Rocky Mount, 345 Donald Avenue, Rocky Mount, Va. 24151, or by calling (540) 483-7660.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 9, 2014
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Rocky Mount Police Department has been awarded a “Cop in the Box” award by the Altavista Moose Lodge which will enable the Town’s police department the ability to go after on-line predators. Captain Kenneth Criner will brief Council on this award.
ACTION NEEDED:	(none)

Attachment(s): No

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**ROCKY MOUNT TOWN COUNCIL
REGULAR COUNCIL MEETING
MAY 12, 2014**

The May 12, 2014 regular Council meeting of the Rocky Mount Town 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:

Vice Mayor Gregory B. Walker and Council Members
Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L.
Moyer, and Billie W. Stockton

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins (and Planning & Zoning Administrator), Town Attorney John T. Boitnott, Chief of Police David Cundiff, Finance Director Linda Woody, Public Works Director Cecil R. Mason, Town Planner Patrick Rust, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, Fire Chief Charles Robertson, and Town Clerk Patricia H. Keatts.

The Mayor led the *Pledge of Allegiance*.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval.

Motion Action Taken:

Motion was made by Vice Mayor Walker to approve the agenda as presented, with motion on the floor being seconded by Council Member Stockton. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

SPECIAL ITEMS

A. Review and consideration of adoption of proposed Fiscal Year 2015 Budget and Capital Improvement Plan; and (2) draft "Town of Rocky Mount Fiscal Year 2015 Tax Rates and Fees Resolution".

1. Prior to the meeting, Council had received the draft "Town of Rocky Mount Fiscal Year 2015 Appropriation Resolution" for review and consideration of approval.

The Town Manager gave a quick synopsis of the annual budget process starting in the spring, with Council holding two budget work sessions and a public hearing, and before Council at this time was the draft "Town of Rocky Mount Fiscal Year 2015 Appropriation Resolution" for consideration of approval.

There was much discussion between the Town Manager, Finance Director and Town Council regarding the proposed budget:

- Council Member Cundiff stated that he is concerned about the way the Public Utility Fund is being used and that he is not personally happy about it; feels like it is being drained; and when first spoken about this and when the budget was presented, he did not see the need to float a bond when the Town has the money in the bank, and since then, everything that was in the fund will be drained, with the same thing happening next year, leaving a zero balance.
- Council Member Moyer stated there are a few things in the budget that still need to be tweaked and he thinks there is a need for another budget work session.
- Mayor Angle stated that he does not think the Town needs to advertise for another budget hearing.
- The Town Manager informed Council that another public hearing is not needed if the budget does not change by 1% (per the State Code); further pointed out that what Council Member Cundiff's concerns are can be worked out and Council can keep the funds where Council wants them to be, with the funds being replenished by Council at any time.
- Council Member Cundiff explained that he felt rushed in that the way the Finance Director started explaining the budget, he had not heard about it until then.
- The Town Manager explained that the funds can be moved as Council sees fit and that the projects Council wants to see be done can either be paid by all the taxpayers or the utility users, but staff would have to bring Council the proper paperwork for that action, with staff asking Council to give them enough time to prepare such paperwork; and if Council Member Cundiff does not want some of these capital items not paid by the Utility Fund, Council can do so.
- Council Member Love questioned several times if the proposed budget before Council at this time included only the 2.5% step increase and the .5% cost of living increase (COLA) (a total of 3%), and also the things they had talked about the other day will happen, with the Town Manager assuring her that this was correct.
- Town Manager informed Council Member Love that the dump truck for the Public Works Department will be put in the Fiscal Year 2015 budget, versus doing the sidewalks in the area of the Harvester Performance Center at this time.
- The Town Manager stated that staff would be happy to sit down with Council Member Cundiff and bring a decision-making document to Council at a certain time for Council approval, as he wants to make sure Council is satisfied.
- The Town Manager stated that he will bring to Council a January forecast showing where Council may be able to do some of these other essential projects, or put more money in the General and Utility Funds.

There being no further comments, the Mayor entertained a motion

Motion Action Taken:

Motion was made by Council Member Greer to approve the draft "Town of Rocky Mount Fiscal Year 2015 Appropriation Resolution" as presented, with motion on the floor being seconded by Vice Mayor Walker. There was no discussion. Let the record show a roll call vote was taken: voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Greer, Love and Stockton; voting in opposition to the motion on the floor were Council Members Cundiff and Moyer. Let the record show the motion on the floor passed four to two.

2. Prior to the meeting, Council had received the draft "Town of Rocky Mount Fiscal Year 2015 Tax Rates and Fees Resolution" for review and consideration of approval.

The Town Manager gave a quick synopsis of the draft "Town of Rocky Mount Fiscal Year 2015 Tax Rates and Fees Resolution", which consists of the following:

- Real estate at 13 cents per \$100 of assessed value.
- Personal property at 51 cents per \$100 of assessed value.
- Machinery and tools at 17 cents per \$100 of assessed value.
- Interest rate of 10% per annum.
- And other taxes and fees as listed (no changes from last year's fees or rates).

The Town Manager explained why Town Council has to approve the proposed fees as advertised and that they are identical to last fiscal year.

There being no further comments, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Council Member Greer to approve the draft "Town of Rocky Mount Fiscal Year 2015 Tax Rates and Fees Resolution" as presented, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show the motion on the floor passed unanimously by those present.

- B. Staff introduction of Sheila Silverstein, Assistant General Manager of the Harvester Performance Center.

The Assistant Town Manager presented to Council Ms. Sheila Silverstein, the Assistant General Manager of the Harvester Performance Center, stating that she handles the front office, promotion and advertising; she is a real pro; she is from Baltimore, Maryland where she handled promotions for four major radio stations at one time; and she has done an excellent job for the Town so far.

Ms. Silverstein came before Council stating it was a pleasure and honor to be part of Rocky Mount; mentioned spending time with Council Member Cundiff's sister, Jewell Hunt, at J&J Fashions; meeting Council Member Moyer's son, Carl Moyer (owner/operator of Virginia Office Furniture; meeting Council Member Stockton at the Carilion Franklin Memorial Hospital where he works as security and how much he helped her when she had to visit the emergency room and was very kind to her; mentioned she lives in-town and is thrilled to be part of the Town. She pointed out to

Council that Ippy's Restaurant had relayed to her that this weekend was record-breaking in customers for them due to the inflow of people coming to see performances at the Harvester. She stated it is a privilege to go out and meet people and get sponsorships, and the guests coming in-town are getting an experience that will change them with the Town giving them a venue to come to. She highly praised the Rocky Mount Police Department for doing an outstanding job with parking and helping people coming from out-of-town. Stated that her goal is to make the Harvester Performance Center the best music venue anywhere in the world. She finished by stating that she appreciates Council's time and letting her being there.

The Mayor thanked Ms. Silverstein for what she has done. The Town Manager also thanked Ms. Silverstein.

PUBLIC HEARING(S)

Let the record show there were no public hearings at this time.

APPROVAL OF MINUTES

Prior to the meeting, Council had received for consideration of approval the following draft minutes:

- April 14, 2014 regular Council meeting
- April 23, 2014 Fiscal Year 2015 Budget work session No. 1
- April 28, 2014 Fiscal Year 2015 Budget work session No. 2
- May 1, 2014 Fiscal Year 2015 Budget and Capital Improvement Plan public hearing

The Mayor asked if there were any changes to the draft minutes, and there being none, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Council Member Stockton to approve the draft minutes as presented, with motion on the floor being seconded by Council Member Greer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF CONSENT AGENDA

The approval of the *Consent Agenda* consists of approving any miscellaneous resolutions/proclamations, miscellaneous action, departmental monthly reports, and bill list that were submitted prior to the meeting for Council's review and consideration.

- Miscellaneous Resolutions/Proclamations (*none presented*)
- Miscellaneous Action (*none presented*)
- Departmental Monthly Report
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department

- Public Works Department
- Waste Water Department
- Water Department
- Bill List

There being no comments, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Council Member Greer to approve the "Consent Agenda" as presented, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

HEARING OF CITIZENS

Let the record show that no one had contacted the Town Clerk's Office wishing to come before Council to speak.

At this time, the Mayor opened the floor to anyone wishing to come forward to speak. Let the record show that no one came forward.

OLD BUSINESS

Let the record show there were no items under "Old Business" to discuss at this time.

NEW BUSINESS

- A. Review and consideration of request of Southwest Virginia Antique Farms Days to hold annual kick-off parade.

Mr. Ray Agee came before Council requesting on behalf of Southwest Virginia Antique Farm Days to hold their annual kickoff parade around Town on Sunday, June 8, 2014. The Chief of Police has approved their proposed route, which was outlined to Council by Mr. Agee and also in a letter that was submitted to Council prior to the meeting.

The Mayor commented that he thought the kick-off parade last year went well.

There being no further comments, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Council Member Cundiff to approve the request, with motion on the floor being seconded by Council Member Moyer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

B. Review and consideration of approving one-year extension of Town of Rocky Mount's current audit contract with Robinson, Farmer, Cox Associates.

The Town Manager stated that before the meeting, Council had received a proposal for a one-year extension on the Town of Rocky Mount's audit contract with Robinson, Farmer, Cox Associates that will cover the Fiscal Year 2014 (current year) audit. He further stated that the Finance Department staff and management team are satisfied with the current contract allowing the Town to extend for one-year without having to go out to market.

The Finance Director confirmed that the current auditors are good to work with; also confirmed that this proposal shows a 3% rate increase, but to keep in mind that their fee has been flat for the past two years.

There being no further comments, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Council Member Greer approving the one-year extension of the contract with the Town of Rocky Mount's auditors, Robinson, Farmer, Cox Associates, with motion on the floor being seconded by Council Member Cundiff. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

C. Review and consideration of granting request of BLHRM, LLC (Bootlegger's Café) to allow an easement from the Town of Rocky Mount's property located at 25 Floyd Avenue for propane tanks to be located behind Rocky Mount Volunteer Fire Department station on Floyd Avenue and behind Bootlegger's Café.

The Town Manager informed Council:

- That Mr. Bryan Hochstein, on behalf of BLHRM, LLC (Bootlegger's Café), is requesting an easement from the Town of Rocky Mount's property located at 25 Floyd Avenue.
- This easement request is for propane tanks to be located behind the Rocky Mount Volunteer Fire Department station located on Floyd Avenue and behind Bootlegger's Café.
- Prior to the meeting, Council had received a plat that shows the proposed 400 square foot easement.
- The propane tanks will be necessary for Mr. Hochstein's business, and the location where the easement is proposed is unusable by the Town.
- Fire Chief Charlie Robertson has approved the location, based on the tanks to be located at least ten feet away from every building. He has also requested that the easement be only valid for the owner of BLHRM, LLC, and will not transfer upon a change in ownership.
- The Town land surveying partners have drawn out a plat showing this, and if Council agrees to approve, the Town Attorney will use that easement to draw up the necessary documents.

The Town Attorney stated:

- Certainly no problem making it personal to the property opposed as making it a benefit; therefore, can make it a personal easement to the owner.
- Council needs to consider adding an ingress/egress to the property for the purpose of distribution and maintenance. He will get with the Fire Chief to make sure how this will all work, which will be included in the easement document.

The Fire Chief stated:

- The request for the easement is no problem as long as it is not transferrable.
- The propane tanks will sit between the upper and end buildings and the Fire Department station property, and the ingress/egress would make it no problem to get in and out for maintenance.

Question rose from Council Member Moyer on how granting the request from the Town would open the Town up for people wanting an easement to do something on Town property. The Town Attorney relayed that he is aware of another business where the owner is requesting an access easement, but this request came to his office well in advance to Mr. Hochstein's request. He further stated that at some point and time, he will bring this other matter before Council.

There being no further comments, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Council Member Love to grant the easement request as discussed, with motion on the floor being seconded by Council Member Greer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

COMMITTEE REPORTS

A. Finance & Human Services Committee

Prior to the Rocky Mount Town Council meeting taking place at 7:00 p.m., the Finance & Human Services Committee met at 6:00 p.m. to review certain items in the proposed Fiscal Year 2015 Budget; specifically, reclassification of Town of Rocky Mount employees.

The Town Manager stated that during the Committee meeting, it was clarified that there are funds in the budget if Council wishes to make adjustments to the pay plan, and that Council will look at this again in a June work session.

OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES

A. Referrals to Planning Commission from Town Council

The Assistant Town Manager confirmed to Council that there were no referrals at this time.

B. Rise 'N Shine Appearances

The Town Manager confirmed to Council that he appeared on the *Rise 'N Shine* show this morning, and that the Town is doing more things to attract praise.

C. Update on the Harvester Performance Center

At the request of the Mayor, the Assistant Town Manager gave Council an update on the Harvester Performance Center:

- So far, about 3,000 to 3,100 people have come through the Town to see about nine performances, with strong attendance on some of them
- Looks like Town is going to meet target of 24,500 people through there in a year
- Have ABC license now, with Friday being the first day serving;
- So far, tremendous amount of compliments; businesses are happy regarding their increased business; specifically mentioning Hema's, Ippy's, the Hub, and J&J Fashions.
- About 90% of those attending performances are from out-of-town.
- Also mentioned that Town is moving in the right direction.
- Will be giving Tobacco Commission notification of grand opening as they will need to be a part of the ribbon cutting and dedication, and that is why staff had to schedule dedication from April to May. Looking at the grand opening, plaque dedication and ribbon cutting on May 29th.
- Plan to have a special event for hospitality folks in the region (hotels, restaurants and other entertainment venues) so they can come in and see the Harvester.
- People buying tickets are on-line (most done on the web portal) is about 90% and this is new money from people coming from out-of-town who are traveling to the Town that otherwise would not be here.
- Tracking zip codes from people making their purchases so the Town can have a stronger idea where people are from so the Town can do more advertising in those areas.
- So far bringing people from nine states, and tomorrow night a family is coming from Wyoming, and another couple coming to see the Maverick show in August from the United Kingdom.

Confirmed to Vice Mayor Walker that staff is working on getting literature at the Harvester as soon as work is finished and wrapped up at the Harvester. The literature will not only advocate stops along the Crooked Road, but also let people know what the Town has to offer to those visiting the Town.

Confirmed to Council that grand opening on May 29th will be at 5:00 p.m. or 5:30 p.m. and will have invitations being sent out sometime next week regarding that and will the Town Clerk advance notice so she can send out electronically to Council.

COUNCIL CONCERNS

- A. Council Member Moyer questioned when staff was in getting installed in the Council Chambers the sign that states “In God We Trust”. The Town Manager informed Council that the sign has been ordered, and hopefully, will be put in place soon.

- B. Council Member Cundiff stated that in conversation with the Water Treatment Plant Superintendent, it was discussed that the Town’s water accountability is 63.78%. He further stated that he believes there are leaks due to pipes freezing during the winter, and instead of putting the water leak study off for another year, believes that it may need to be done now. The Town Manager stated that as the drier season comes, Town staff may be able to find the leaks, but one major one may have been found after the blowout at Pebbles, and if not, will have to do the study. The Mayor requested that the study be put on schedule and if the Town finds the leaks first, won’t have to use them. The Town Manager stated he would get in contact with them.

CLOSED MEETING

Let the record show there were no “Closed Meeting” items at this time.

ADJOURNMENT

At 7:49 p.m., motion was made by Council Member Greer to adjourn, seconded by Vice Mayor Walker and carried unanimously by those present.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

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MONTHLY STAFF REPORT

DATE:	June 3, 2014
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director 
DEPARTMENT:	Finance Department
MONTH:	June meeting

This report contains the following monthly information for May 2014 activity:

New businesses obtaining a business license during the month

Investment portfolio from the latest bank statement

Revenue comparisons from this fiscal year to last fiscal year

Meals tax collections chart

Local sales tax collections chart

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

Capital project expenses for the Performance Venue

Operating expenses for the Performance Venue

Utility billing profiles on customers and consumption

Water Customer Cut-off's chart

Water accountability reconciliation of finished water gallons pumped vs. metered water gallons consumed

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department:

1073 walk-in transactions

762 drive-thru transactions

907 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING MAY 2014**

The following new businesses obtained their business licenses during the month:

REPAIRS / PERSONAL SERVICE:

Sew Much More..., 130 Diamond Ave., alterations, design, window treatments

CONTRACTOR:

M. H. Eades Inc., home in Landmark

TOWN OF ROCKY MOUNT
Investment Portfolio
at April 30, 2014

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
Fixed Income / Bonds:									
FNMA	12/26/2013	12/26/2017	500,000	98.759	493,795.00	1.01%	1.00%	3135G0SJ3	5,000.00
FNMA	9/27/2013	9/27/2017	255,000	100.092	255,234.60	0.69%	0.70%	313G0E64	1,785.00
Bond Totals			<u>755,000</u>		<u>749,029.60</u>	0.85% avg. return			<u>6,785.00</u>
Certificates of Deposits:									
Am Express Centurion	11/17/2015		225,000	101.737	228,908.25	1.72%	1.75%	02587DGX0	3,937.50
BMW Salt Lake City UT	10/11/2018		245,000	100.414	246,014.30	2.04%	2.05%	05568P5S2	5,022.50
Bank Hampton Rds. VA	9/27/2017		245,000	99.122	242,848.90	1.00%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn	2/20/2018		248,000	99.799	247,501.52	1.25%	1.25%	06425KBN8	3,100.00
Bank of China NY	5/20/2014		245,000	99.994	244,985.30	0.30%	0.30%	06426RID6	735.00
CIT BK Salt Lake UT	10/13/2016		190,000	99.785	189,591.50	1.00%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN	8/25/2016		245,000	99.925	244,816.25	1.00%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingha	12/29/2014		230,000	100.377	230,867.10	0.99%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwood	9/4/2018		245,000	100.344	245,842.80	2.04%	2.05%	254671VH0	5,022.50
Essa BK Stroudsburg P	11/30/2016		245,000	99.596	244,010.20	1.00%	1.00%	29667RGE7	2,450.00
GE Cap Fin'l Retail	12/29/2016		245,000	102.464	251,036.80	2.04%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC	11/3/2014		245,000	99.520	243,824.00	1.95%	1.50%	38143AAP0	4,777.50
Natl Rep Chicago CTF	1/25/2016		245,000	100.346	245,847.70	0.99%	1.00%	63736QRT0	2,450.00
Safra Nat'l NY NY	2/9/2015		245,000	100.144	245,352.80	0.74%	0.74%	786580YVW4	1,837.50
Security Bk Aiken SC	7/27/2016		245,000	100.165	245,404.25	1.24%	1.24%	81423LAV4	3,062.50
Sovereign Bk Willington	9/26/2020		245,000	100.198	245,485.10	0.74%	0.75%	84603M2V7	1,837.50
State Bk India Chicago	7/25/2017		230,000	101.438	233,307.40	1.52%	1.55%	856283TL0	3,565.00
CD Totals			<u>4,063,000</u>		<u>4,075,644.17</u>	1.27% avg. return			<u>52,042.50</u>
Total Investments			<u>4,818,000</u>		<u>4,824,673.77</u>	1.22% avg. return			<u>58,827.50</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Apr-13	1,097,140.45	0.15%
May-13	1,114,780.62	0.15%
Jun-13	1,462,419.95	0.10%
Jul-13	1,485,391.80	0.11%
Aug-13	1,059,777.16	0.11%
Sep-13	1,431,414.99	0.11%
Oct-13	948,361.06	0.12%
Nov-13	965,054.02	0.10%
Dec-13	1,330,260.31	0.09%
Jan-14	847,014.84	0.10%
Feb-14	864,003.17	0.10%
Mar-14	1,219,124.62	0.11%
Apr-14	735,621.09	0.10%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MAY 31, 2014**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	1,121	3,042	574,773	567,668	585,792	98.12%
Public Service Tax	-	-	27,363	27,803	27,135	100.84%
Personal Property Tax	701	653	226,325	135,881	173,526	130.43%
Machinery & Tools Tax	-	-	96,997	102,804	105,141	92.25%
Penalties on Tax	80	325	3,888	4,997	2,500	155.50%
Interest on Tax	22	578	1,707	3,254	1,000	170.71%
Local Sales Tax	13,709	14,068	117,776	127,276	170,730	68.98%
Meals Tax	98,887	100,779	1,002,965	972,019	1,150,449	87.18%
Utility Tax	26,202	23,936	278,600	264,545	324,563	85.84%
Communications Tax	16,636	17,261	163,504	152,444	202,512	80.74%
Decals	-	6,865	3,015	85,950	78,597	3.84%
Bank Stock Tax	205,267	167,932	220,199	167,932	229,064	96.13%
Penalty-Meals Tax	182	5	3,277	2,471	1,750	187.27%
Interest-Meals Tax	28	0	1,497	796	500	299.37%
Lodging Tax	9,982	8,354	80,173	69,565	97,681	82.08%
Cigarette Tax	4,423	7,368	88,422	88,622	99,094	89.23%
BPOL-Retail	88,077	276,734	116,076	293,376	303,831	38.20%
BPOL-Professional	90,238	104,051	104,396	116,866	137,670	75.83%
BPOL-Contractor	10,907	7,523	18,223	13,402	12,000	151.86%
BPOL-Repairs/Services	40,728	81,748	43,459	86,833	115,059	37.77%
BPOL-Alcoholic Beverages	250	525	250	525	800	31.25%
BPOL-Penalty/Interest	493	374	5,928	1,453	1,200	493.96%
BPOL-Amusement	204	203	204	203	200	101.98%
BPOL-Utility	-	10,661	3,454	25,083	11,400	30.30%
BPOL-Miscellaneous	185	5,581	1,535	6,434	2,800	54.83%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	530	381	3,540	2,456	2,600	136.15%
Welcome Center Fees	760	330	5,170	3,465	3,000	172.33%
Planning/Zoning Fees	1,835	765	15,795	6,090	6,200	254.76%
Court Fines	3,048	3,364	49,205	45,677	31,088	158.28%
Parking Fines	10	75	55	470	200	27.50%
Interest Earnings	3,000	13,387	51,484	74,665	56,624	90.92%
Return Check Fees	-	60	520	740	700	74.29%
Rental of Property	-	-	420	420	420	100.00%
Sale of Materials	-	-	-	-	-	0.00%
Sale of Property	-	-	10,654	660	-	0.00%
Mortgage Payments	256	-	2,561	2,561	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	-	-	3,000	1,250	1,500	200.00%
Security Services	4,320	360	9,330	8,910	4,000	233.25%
False Alarm Response Fees	-	-	138	-	-	0.00%
Passport Service Fees	1,127	1,134	10,904	14,378	10,800	100.96%
Police Reports	41	129	914	1,126	1,200	76.17%
Fingerprint Service Fees	45	45	480	350	-	0.00%
Garbage Collection Fees	7,805	9,359	67,335	91,088	109,989	61.22%
Truck Rental Program	20	20	160	90	100	160.00%
Weed Control Charges / Mowing	-	266	292	266	-	0.00%
Miscellaneous Services	133	50	1,593	3,430	350	455.15%
Transfer from Utility Fund	-	-	426,426	-	426,426	100.00%
Donations	5	7	29	75	-	0.00%
Merchandise Sales	79	5	335	429	200	167.61%
Donations - Celeste Park	-	-	815	-	-	0.00%
Miscellaneous	-	2	6,794	11,437	300	2264.55%
Curb & Gutter Recoveries	-	-	-	600	-	0.00%
Recoveries	33	210	82	4,047	1,000	8.18%
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	(8,057)	(5,088)	11,193	-	0.00%
Appropriated Fund Balance	-	-	(38,851)	-	2,731,293	-1.42%
Total Local Revenues	631,369	860,455	3,808,096	3,604,075	7,222,984	52.72%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MAY 31, 2014**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,827	3,626	3,000	127.55%
Litter Tax	-	-	2,614	2,964	2,100	124.48%
Other Categorical Aid	-	-	-	-	-	0.00%
Fire Programs	-	-	12,134	12,635	12,000	101.12%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	-	0.00%
DMV Grants - Guardrails	25,386	-	25,386	-	-	0.00%
Local Law Enforcement	-	-	-	4,272	4,200	0.00%
DMV Mini Grants	-	-	8,732	20,491	-	0.00%
Street Maintenance	-	-	937,134	910,355	1,238,082	75.69%
VML Safety Grant	-	-	4,000	3,000	-	0.00%
Volunteer Fire Dept.	-	-	22,500	22,500	30,000	75.00%
Law Enforcement-599 Funds	-	-	81,345	81,345	108,460	75.00%
FEMA Grant	-	-	-	2,511	-	0.00%
Police Grants	-	-	700	-	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Dept. of Conservation & Recreation	-	-	-	10,541	-	0.00%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
Total State Revenues	25,386	-	1,181,865	1,157,733	1,481,335	79.78%
TOTAL GENERAL FUND REVENUES	656,755	860,455	4,989,960	4,761,808	8,704,319	57.33%
UTILITY FUND REVENUES:						
Water Sales	97,662	90,586	882,402	941,040	1,477,728	59.71%
gallons billed	18,986,048	18,348,340	198,823,158	205,434,425		
Water Connections	8,080	-	25,073	110,406	20,025	125.21%
Reconnect Fees	425	1,575	9,420	6,005	3,000	314.00%
Penalties	1,889	1,456	18,655	17,988	20,000	93.27%
Bulk Water Purchases	898	105	7,193	2,676	2,300	312.74%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	57,072	56,792	545,969	600,323	949,284	57.51%
gallons billed	14,137,048	13,757,070	151,194,447	152,916,235		
Sewer Connections	5,000	-	11,805	90,000	13,500	87.44%
Cell Tower Rent	2,068	7,664	42,543	51,615	46,349	91.79%
VML Safety Grant	-	-	-	1,000	-	0.00%
Recoveries	-	4,924	4,465	31,272	2,000	223.27%
Bond Proceeds	-	-	-	234,147	-	0.00%
Transfer from General Fund-neg cash& fd bal	-	-	2,240,691	-	-	0.00%
Meals Tax Transfer	-	-	514,278	514,278	514,278	100.00%
Appropriated Fund Balance	-	-	255,300	-	741,800	34.42%
TOTAL UTILITY FUND REVENUES	173,093	163,102	4,557,794	2,600,751	3,790,264	120.25%
CAPITAL PROJECTS REVENUES:						
Uptown Loan Repayments	629	405	48,438	4,477	-	0.00%
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	500,000	0.00%
Private Foundations / Grants	-	-	-	-	200,000	0.00%
Historic Tax Credits	-	-	-	-	1,000,000	0.00%
Bonds / Loans	-	-	-	-	-	0.00%
Transfer from Utility fund - due from u/f	-	-	628,390	-	-	0.00%
Transfers from General Fund (for Harvester)	-	-	2,575,000	-	800,000	321.88%
Appropriated Fund Balance	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	629	405	3,251,828	4,477	2,500,000	130.07%

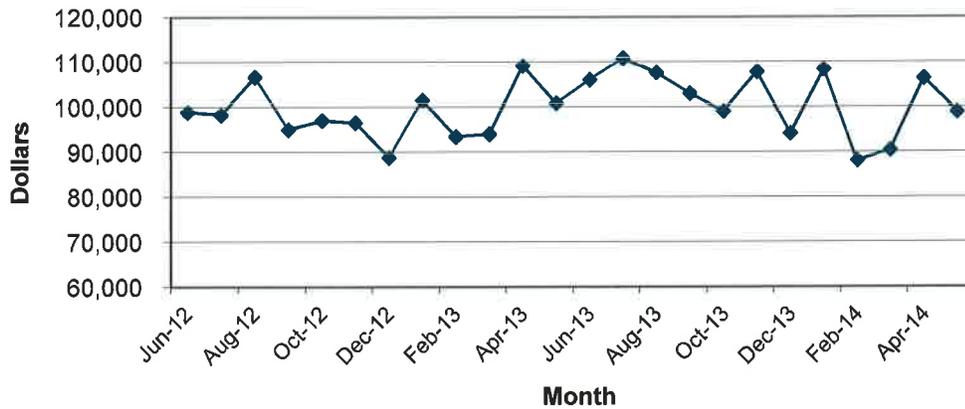
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MAY 31, 2014**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
UTILITY CAPITAL REVENUES:						
Capital Recovery Fees-Water	12,692	2,670	119,064	10,680	32,040	371.61%
Capital Recovery Fees-Sewer	12,048	5,403	113,231	21,558	64,620	175.23%
Capital Recovery Fees-Garbage	1,663	-	26,459	-	-	-
Appropriated Fund Balance	-	-	-	-	100,000	0.00%
Transfer from Other Funds	-	-	75,947	100,000	75,000	101.26%
TOTAL UTILITY CAPITAL REVENUES	26,403	8,073	334,700	132,238	271,660	123.21%
PERFORMANCE VENUE REVENUES (only through Town books):						
Ticket Sales	-	-	-	-	69,300	0.00%
Concessions - Food	-	-	-	-	7,000	0.00%
Concessions - Alcohol	-	-	-	-	4,000	0.00%
Merchandise Sales - Venue	-	-	20	-	2,500	0.80%
Merchandise Sales - Band	-	-	-	-	2,500	0.00%
Rentals - Meeting Rooms	-	-	-	-	2,500	0.00%
Sponsorships	3,380	-	3,380	-	-	0.00%
Transfer from General Fund	-	-	111,169	-	30,169	368.49%
TOTAL PERFORMANCE VENUE REVENUES	3,380	-	114,569	-	117,969	
11 months of the 12 months of the fiscal year						91.67%

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
Jun-12	98,811
Jul-12	98,258
Aug-12	106,556
Sep-12	94,971
Oct-12	96,938
Nov-12	96,452
Dec-12	88,770
Jan-13	101,446
Feb-13	93,419
Mar-13	93,992
Apr-13	109,083
May-13	100,779
Jun-13	105,948
Jul-13	110,701
Aug-13	107,466
Sep-13	102,900
Oct-13	98,981
Nov-13	107,697
Dec-13	94,103
Jan-14	108,245
Feb-14	88,119
Mar-14	90,391
Apr-14	106,223
May-14	98,887

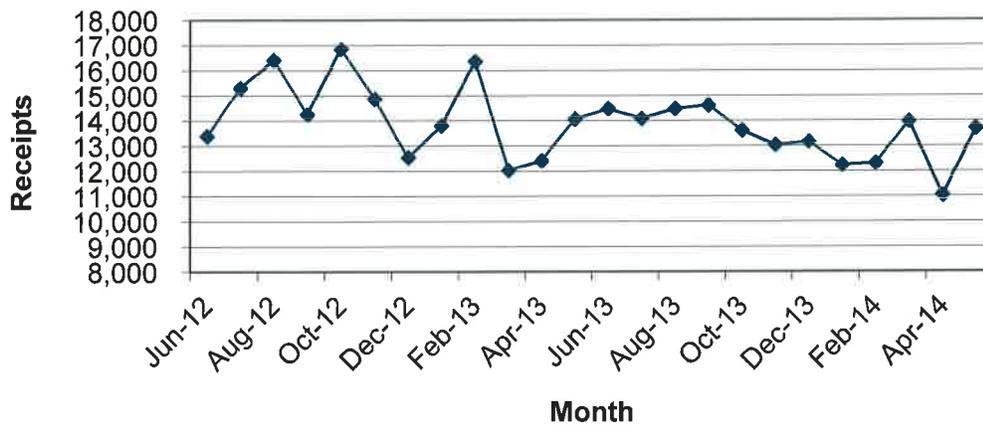
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

Jun-12	13,404
Jul-12	15,307
Aug-12	16,412
Sep-12	14,269
Oct-12	16,860
Nov-12	14,877
Dec-12	12,543
Jan-13	13,810
Feb-13	16,378
Mar-13	12,044
Apr-13	12,428
May-13	14,068
Jun-13	14,480
Jul-13	14,087
Aug-13	14,475
Sep-13	14,621
Oct-13	13,625
Nov-13	13,042
Dec-13	13,170
Jan-14	12,249
Feb-14	12,323
Mar-14	13,976
Apr-14	11,061
May-14	13,709

Local Sales Tax



**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MAY 31, 2014**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
GENERAL FUND:						
Mayor & Council	7,483	5,110	77,754	80,459	86,103	90.30%
Town Manager	21,826	20,527	186,689	181,220	200,890	92.93%
Town Attorney	-	1,550	16,029	27,619	41,250	38.86%
Finance Department	25,671	21,827	286,908	282,879	332,531	86.28%
Electorial Board	2,648	-	2,648	-	3,500	75.67%
Police Department	197,685	165,556	1,600,725	1,536,943	1,809,807	88.45%
Volunteer Fire Dept.	3,579	1,652	109,446	112,112	125,540	87.18%
Public Works Admin.	1,081	1,310	12,358	14,502	20,429	60.49%
Street Lights	8,492	8,176	93,525	94,256	112,454	83.17%
Traffic Control & Parking	1,528	4,125	57,949	59,110	123,033	47.10%
Streets	97,586	94,564	537,158	923,449	1,016,118	52.86%
Sidewalks & Curbs	4,522	2,145	12,778	6,435	16,163	79.05%
Grassy Hill Guardrails	-	1,120	45,378	1,120	61,624	73.64%
40 East Sidewalks/Crosswalks	4,188	2,660	15,647	18,510	160,198	9.77%
Street Cleaning	812	1,026	17,413	14,720	19,217	90.61%
Refuse Collection	12,655	11,148	146,006	136,394	156,020	93.58%
Snow Removal	-	-	24,388	13,638	22,508	108.35%
Municipal Building	6,140	4,479	57,122	70,194	66,922	85.36%
Emergency Services Bldg.	4,281	4,629	63,602	56,771	65,746	96.74%
Public Works Building	952	1,642	21,112	39,573	14,424	146.37%
Cemetery	4,387	2,841	18,442	14,825	15,483	119.11%
Playgrounds	7,762	2,905	30,666	30,029	77,089	39.78%
Veterans Memorial Park Erosion	3,198	6,073	41,659	59,778	26,251	158.69%
Pigg River Dam Safety	-	-	30,000	895	29,105	103.08%
Planning & Zoning	11,562	11,052	107,333	106,141	123,552	86.87%
Community Development	21,975	14,372	168,554	160,560	193,516	87.10%
Citizen's Square	1,774	3,059	26,032	14,517	13,523	192.50%
Hospitality Center	2,366	2,670	28,847	22,595	34,754	83.00%
Passport Services Expenses	134	280	2,394	2,430	2,360	101.46%
Performing Arts Venue	-	2,601	-	111,953	-	0.00%
Economic Development Authority	8,970	123	14,858	2,868	11,505	129.15%
Remediation of Blighted Structures	-	-	1,085	63	20,000	5.43%
Non-Departmental:						
Wages & Fringes	1,821	7,249	43,981	33,841	91,068	48.29%
Employee Wellness Program	-	-	1,347	320	1,750	76.95%
Employee Drug Testing	-	150	596	832	1,055	56.46%
Insurance	-	-	65,127	65,093	75,508	86.25%
Contributions to Others	-	-	21,750	51,309	22,500	96.67%
Debt Service-Principal	-	-	197,400	189,300	192,000	102.81%
Debt Service-Interest	-	-	95,273	112,968	106,829	89.18%
Transfer to Utility Fund - negative cash & f/b	-	-	2,240,691	-	-	0.00%
Transfer to Utility Fund - meals tax	-	-	514,278	514,278	514,278	100.00%
Transfer to Capital Proj. Fund-Perf Venue	-	-	2,650,947	-	2,575,000	102.95%
Transfer to Performance Operations	-	-	111,169	-	30,169	368.49%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	113,159	0.00%
TOTAL GENERAL FUND EXPENDITURES	465,078	406,623	9,797,062	5,164,498	8,774,931	111.65%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MAY 31, 2014**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
WATER & SEWER FUND:						
Water System Operation	9,331	31,458	106,964	173,779	192,766	55.49%
Meter Reading	2,112	2,321	30,668	33,140	44,435	69.02%
Water Plant	82,925	61,478	591,080	565,446	575,418	102.72%
Trinity Packaging Water Line Relocation	-	-	-	1,853	-	0.00%
Lilly's Leisue Utility Extension	-	-	-	10,697	-	0.00%
Dent St. Water Line Replacement	-	-	-	24,199	-	0.00%
Wastewater System Operations	7,979	5,903	129,235	106,263	147,418	87.67%
Wastewater Treatment Plant	48,682	35,808	354,924	386,262	406,706	87.27%
Utility Billing & Administration	12,367	12,121	120,773	128,758	152,173	79.37%
Non-Departmental:						
Wages & Fringes	-	-	4,118	-	6,548	62.88%
Insurance	-	-	21,709	21,698	25,169	86.25%
Debt Service-Principal	-	-	761,513	462,813	480,048	158.63%
Debt Service-Interest	-	-	26,936	117,275	136,405	19.75%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Transfer to General Fund-WTP Electric Proj	-	-	169,287	-	169,287	100.00%
Transfer to General Fund-reimb contrib capit	-	-	257,139	-	257,139	100.00%
Transfer to Capital Projects Fund - due to Contingency	-	-	628,390	-	-	0.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	445,054	0.00%
Depreciation	-	-	-	-	741,800	0.00%
TOTAL WATER & SEWER FUND EXPENSES	163,396	149,090	3,202,736	2,032,183	3,830,366	83.61%
CAPITAL IMPROVEMENTS FUND:						
Uptown Redevelopment Project	-	-	-	155,330	-	0.00%
Industrial Park - Site Improvements	-	-	-	-	-	0.00%
Performance Venue Renovations	329,725	-	2,384,201	-	2,500,000	95.37%
TOTAL CAPITAL PROJECTS EXPENDITURES	329,725	-	2,384,201	155,330	2,500,000	95.37%
UTILITY CAPITAL FUND:						
Public Works Utility Project	-	-	175,947	-	175,000	100.54%
Water Treatment Plant Utility Project - SCADA	-	-	30,971	-	45,000	68.82%
Wastewater Treatment Plant Utility Project-SCADA	-	-	21,446	-	47,000	45.63%
Transfer to Reserved Utility Capital Fund Balance	-	-	-	-	4,660	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	-	-	228,365	-	271,660	84.06%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MAY 31, 2014

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
PERFORMANCE VENUE OPERATIONS:						
Performance Venue Operations (through Town books only):						
Wages and Fringe Benefits	16,752	-	94,231	-	-	0.00%
Contractual Services	2,607	-	16,501	-	111,715	14.77%
Custodial Services	-	-	-	-	400	0.00%
Ticketing Expenses	-	-	-	-	1,000	0.00%
Talent	-	-	30,125	-	-	0.00%
Band Hospitality	1,187	-	1,187	-	-	0.00%
Advertising	19,360	-	39,142	-	1,500	2609.45%
Printing & Binding	-	-	240	-	150	160.00%
Postage & Delivery Services	-	-	70	-	200	34.91%
Licenses & Permits	-	-	250	-	-	0.00%
Utilities	515	-	6,242	-	1,485	420.33%
Communications	130	-	1,490	-	900	165.54%
Insurance	-	-	8,314	-	-	0.00%
Travel & Training	181	-	1,780	-	-	0.00%
Dues & Memberships	-	-	415	-	150	276.67%
Books & Subscriptions	-	-	789	-	-	0.00%
Office Supplies	464	-	1,039	-	220	472.08%
Janitorial Supplies	470	-	470	-	-	0.00%
Merchandise for Resale	2,526	-	2,526	-	249	1014.46%
Data Processing Equipment	-	-	2,977	-	-	0.00%
TOTAL PERFORMANCE VENUE EXPENSE	44,193	-	207,787	-	117,969	176.14%
			11 months of the 12 month fiscal year			91.67%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2014

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	50,000	50,000
COMMITTED:		
Aerial Fire Truck Repairs (8-12-13)	(14,000)	
Engineering-Removal of Pendleton tanks (8-12-13)		(23,000)
Powder Mill pump station repairs (11-12-13)		(6,000)
PD Digital Evidence Viewer system (11-12-13)	(6,545)	
Broadband Width Increase (tentative 12-9-13)	(3,012)	(1,102)
Broadband Facilities Construction (tentative 12-9-13)		(10,000)
AVAILABLE CONTINGENCY FUND BALANCE	<u>26,443</u>	<u>9,898</u>
Available / (overexpended)		

		TOWN OF ROCKY MOUNT	
		VENUE RENOVATIONS (04.8123)	
		PROJECT TO DATE EXPENSES	
		This Month	Project to Date
Building Purchase		-	248,922.30
Design		-	138,224.58
Renovations		334,028.03	2,426,447.68
Grand Total		334,028.03	2,813,594.56
			2,813,594.56
			-

TOWN OF ROCKY MOUNT
PERFORMANCE VENUE OPERATIONS
AS OF APRIL 30, 2014

Note: Activity is from previous month (not current month)

	<u>MONTH</u>		<u>YEAR TO DATE</u>		<u>BUDGET</u>	<u>% OF BUDGET</u>
	<u>THIS YEAR</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>	<u>THIS YEAR</u>
<u>TOWN OPERATING ACCOUNT</u>						
REVENUES:						
Ticket Sales	-	-	-	-	69,300	0.00%
Concessions - Food	-	-	-	-	7,000	0.00%
Concessions - Alcohol	-	-	-	-	4,000	0.00%
Merchandise Sales - Venue	-	-	20	-	2,500	0.80%
Merchandise Sales - Band	-	-	-	-	2,500	0.00%
Rentals - Meeting Rooms	-	-	-	-	2,500	0.00%
Transfer from General Fund	-	-	111,169	-	30,169	368.49%
Total Town Revenues	-	-	111,189	-	117,969	94.25%
EXPENSES:						
Wages and Fringe Benefits	11,733	-	77,478	-	-	0.00%
Contractual Services	5,279	-	13,895	-	111,715	12.44%
Custodial Services	-	-	-	-	400	0.00%
Ticketing Expenses	-	-	-	-	1,000	0.00%
Talent	-	-	30,125	-	-	0.00%
Band Hospitality	-	-	-	-	-	0.00%
Advertising	8,032	-	19,782	-	1,500	1318.79%
Printing & Binding	-	-	240	-	150	160.00%
Postage & Delivery Services	24	-	70	-	200	34.91%
Licenses & Permits	-	-	250	-	-	0.00%
Utilities	4,415	-	5,727	-	1,485	385.66%
Communications	515	-	1,360	-	900	151.09%
Insurance	8,314	-	8,314	-	-	0.00%
Travel & Training	-	-	1,598	-	-	0.00%
Dues & Memberships	415	-	415	-	150	276.67%
Books & Subscriptions	-	-	789	-	-	0.00%
Office Supplies	138	-	574	-	220	260.91%
Janitorial Supplies	-	-	-	-	-	0.00%
Merchandise for Resale	-	-	-	-	249	0.00%
Data Processing Equipment	30	-	2,977	-	-	0.00%
Total Town Expenses	38,895	-	163,593	-	117,969	138.67%

TOWN OF ROCKY MOUNT
 PERFORMANCE VENUE OPERATIONS
 AS OF APRIL 30, 2014

Note: Activity is from previous month (not current month)

	<u>MONTH</u>		<u>YEAR TO DATE</u>		<u>BUDGET</u>	<u>% OF BUDGET</u>
	<u>THIS YEAR</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>	<u>THIS YEAR</u>
<u>HARVESTER DEPOSIT INCOME ACCOUNT</u>						
REVENUES:						
Transfer from Town	15,600	-	15,800	-	-	0.00%
From PayPal	53,100	-	82,102	-	-	0.00%
From Performances	5,021	-	5,185	-	-	0.00%
Total Deposit Income Revenues	<u>73,721</u>	<u>-</u>	<u>103,087</u>	<u>-</u>	<u>-</u>	0.00%
EXPENSES:						
To Artist Deposit Account	31,500	-	40,500	-	-	0.00%
To Non-Town Account	400	-	400	-	-	0.00%
To LLC Accounts	600	-	600	-	-	0.00%
Miscellaneous	1,000	-	1,069	-	-	0.00%
Total Deposit Income Expenses	<u>33,500</u>	<u>-</u>	<u>42,569</u>	<u>-</u>	<u>-</u>	0.00%
<u>HARVESTER ARTIST DEPOSIT ACCOUNT</u>						
REVENUES:						
Transfer from Town	-	-	12,700	-	-	0.00%
From Deposit Income Account	31,500	-	40,500	-	-	0.00%
Total Artist Deposit Revenues	<u>31,500</u>	<u>-</u>	<u>53,200</u>	<u>-</u>	<u>-</u>	0.00%
EXPENSES:						
To Artists	28,550	-	40,400	-	-	0.00%
Miscellaneous	-	-	69	-	-	0.00%
Total Artist Depsit Expenses	<u>28,550</u>	<u>-</u>	<u>40,469</u>	<u>-</u>	<u>-</u>	0.00%
<u>HARVESTER ARTIST SETTLEMENT ACCOUNT</u>						
REVENUES:						
Transfer from Town	66,000	-	66,200	-	-	0.00%
Total Artist Settlement Revenues	<u>66,000</u>	<u>-</u>	<u>66,200</u>	<u>-</u>	<u>-</u>	0.00%
EXPENSES:						
To Artists	6,318	-	7,633	-	-	0.00%
To Caterers	685	-	1,285	-	-	0.00%
Miscellaneous	-	-	69	-	-	0.00%
Total Artist Settlement Expenses	<u>7,003</u>	<u>-</u>	<u>8,987</u>	<u>-</u>	<u>-</u>	0.00%

TOWN OF ROCKY MOUNT
 PERFORMANCE VENUE OPERATIONS
 AS OF APRIL 30, 2014

Note: Activity is from previous month (not current month)

	<u>MONTH</u>		<u>YEAR TO DATE</u>		<u>BUDGET</u>	<u>% OF BUDGET</u>
	<u>THIS YEAR</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>	<u>LAST YEAR</u>	<u>THIS YEAR</u>	<u>THIS YEAR</u>
<u>HARVESTER NON-TOWN EXPENSES ACCOUNT</u>						
REVENUES:						
Transfer from Town	-	-	200	-	-	0.00%
From Deposit Income Account	400	-	400	-	-	0.00%
Total Non-Town Revenues	<u>400</u>	<u>-</u>	<u>600</u>	<u>-</u>	<u>-</u>	0.00%
EXPENSES:						
Licenses and Permits	380	-	380	-	-	0.00%
Miscellaneous	-	-	69	-	-	0.00%
Total Non-Town Expenses	<u>380</u>	<u>-</u>	<u>449</u>	<u>-</u>	<u>-</u>	0.00%
<u>PERFORMANCE BUILDING LLC ACCOUNT</u>						
REVENUES:						
Transfer from Town	600	-	600	-	-	0.00%
From Harvester SCP LLC account	2,500	-	2,500	-	-	0.00%
From Harvester Tenant LLC account	105,995	-	105,995	-	-	0.00%
Total LLC Revenues	<u>109,095</u>	<u>-</u>	<u>109,095</u>	<u>-</u>	<u>-</u>	0.00%
EXPENSES:						
Miscellaneous	57	-	57	-	-	0.00%
Total LLC Expenses	<u>57</u>	<u>-</u>	<u>57</u>	<u>-</u>	<u>-</u>	0.00%

TOWN OF ROCKY MOUNT
UTILITY BILLING
WATER CONSUMPTION PERCENTAGES
FOR THE MONTH OF MAY 2014

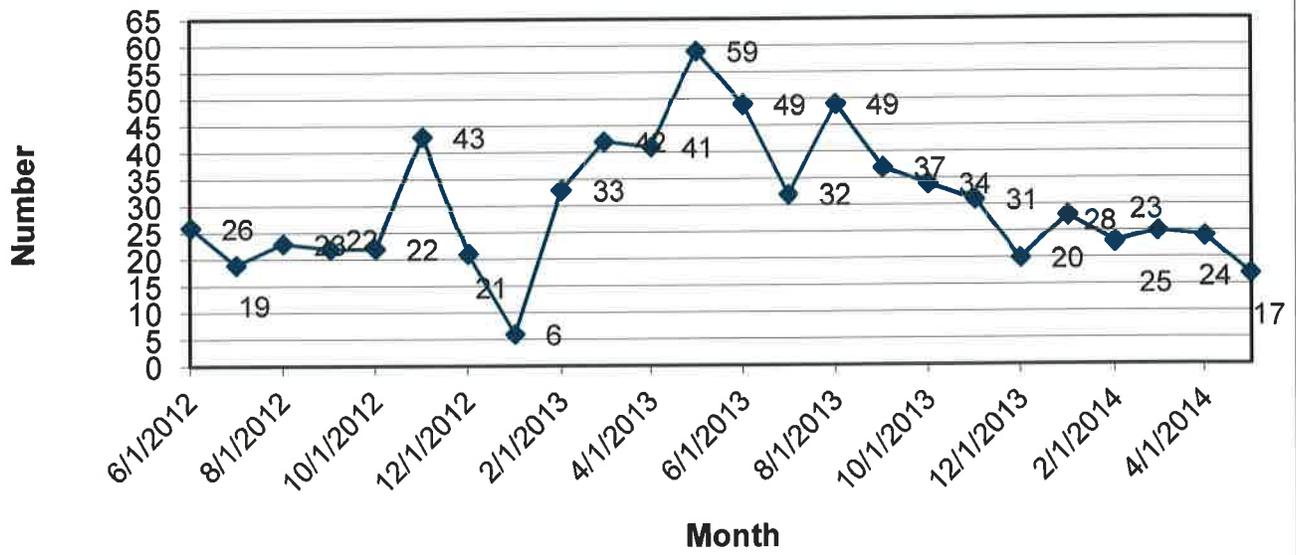
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,768	6,486,868	\$ 35,567	61%	34%	33%
COMMERCIAL	339	5,403,420	\$ 23,061	12%	28%	21%
INDUSTRIAL	48	3,331,800	\$ 11,629	2%	18%	11%
TOTAL	2,155	15,222,088	\$ 70,256	75%	80%	65%
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	657	2,340,970	\$ 25,153	23%	12%	23%
COMMERCIAL	74	1,410,990	\$ 11,877	3%	7%	11%
INDUSTRIAL	2	12,000	\$ 96	0%	0%	0%
TOTAL	733	3,763,960	\$ 37,126	25%	20%	35%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,425	8,827,838	\$ 60,719	84%	46%	57%
COMMERCIAL	413	6,814,410	\$ 34,938	14%	36%	33%
INDUSTRIAL	50	3,343,800	\$ 11,725	2%	18%	11%
TOTAL	2,888	18,986,048	\$ 107,382	100%	100%	100%

TOWN OF ROCKY MOUNT
UTILITY BILLING
PERCENT CONSUMPTION & PERCENT REVENUE
PER CUSTOMER CLASS
FISCAL YEAR 2014

Month	In Town								Out of Town							
	Residential		Commercial		Industrial		Total		Residential		Commercial		Industrial		Total	
	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.
Jul-13	35%	33%	28%	22%	20%	13%	82%	68%	11%	23%	6%	9%	0%	0%	18%	32%
Aug-13	35%	32%	27%	22%	20%	14%	82%	68%	12%	23%	7%	10%	0%	0%	18%	32%
Sep-13	32%	31%	29%	24%	22%	15%	83%	69%	11%	21%	6%	10%	0%	0%	17%	31%
Oct-13	30%	30%	29%	23%	24%	16%	84%	69%	10%	21%	6%	10%	0%	0%	16%	31%
Nov-13	32%	31%	28%	22%	23%	15%	83%	68%	11%	21%	6%	10%	0%	0%	17%	32%
Dec-13	34%	34%	30%	23%	22%	14%	86%	72%	12%	22%	3%	6%	0%	0%	14%	28%
Jan-14	35%	32%	27%	21%	19%	12%	81%	66%	12%	23%	7%	11%	0%	0%	19%	34%
Feb-14	36%	34%	25%	20%	19%	12%	81%	66%	12%	23%	7%	11%	0%	0%	19%	34%
Mar-14	32%	33%	30%	21%	19%	12%	82%	66%	12%	23%	6%	10%	0%	0%	18%	34%
Apr-14	34%	34%	29%	22%	18%	11%	81%	66%	12%	24%	7%	11%	0%	0%	19%	34%
May-14	34%	33%	28%	21%	18%	11%	80%	65%	12%	23%	7%	11%	0%	0%	20%	35%
Jun-14																
Average	34%	32%	28%	22%	20%	13%	82%	68%	12%	22%	6%	10%	0%	0%	18%	32%

***NOTE: The above chart shows the breakdown of in-town customer gallons and revenues vs. out-of-town. It also breaks those gallons & revenues into residential, commercial, and industrial customers for FY 2014 (year ended 6/30/14).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
April-14

Water Plant Finished Water Pumped		<u>28,800,000</u>
Water Consumption Billed	18,986,048	
Meters Read and Not Billed	1,090,190	
Water Obtained from Water Plant (to bill)	35,000	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	35,000	
Flow Meter Checks at Hydrants	-	
Grand Total of Water Metered / Consumed / Tracked		<u>20,146,238</u>
Percent Finished Water Accounted		69.95%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	28,300
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg	90
002-0317-30-01	Public Works Bldg-new bldg	2,000
004-1067-00-01	Veteran's Memorial Park	-
005-1300-00-01	Mary Elizabeth Park	700
005-1343-10-01	Performance Venue	13,000
005-1384-00-01	Farmer's Market	1,300
005-1457-00-01	Municipal Bldg.	3,000
006-1710-00-01	Welcome Center / Depot	500
009-2523-50-01	Emergency Services Bldg.	10,300
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	368,000
	Water Plant Process	663,000

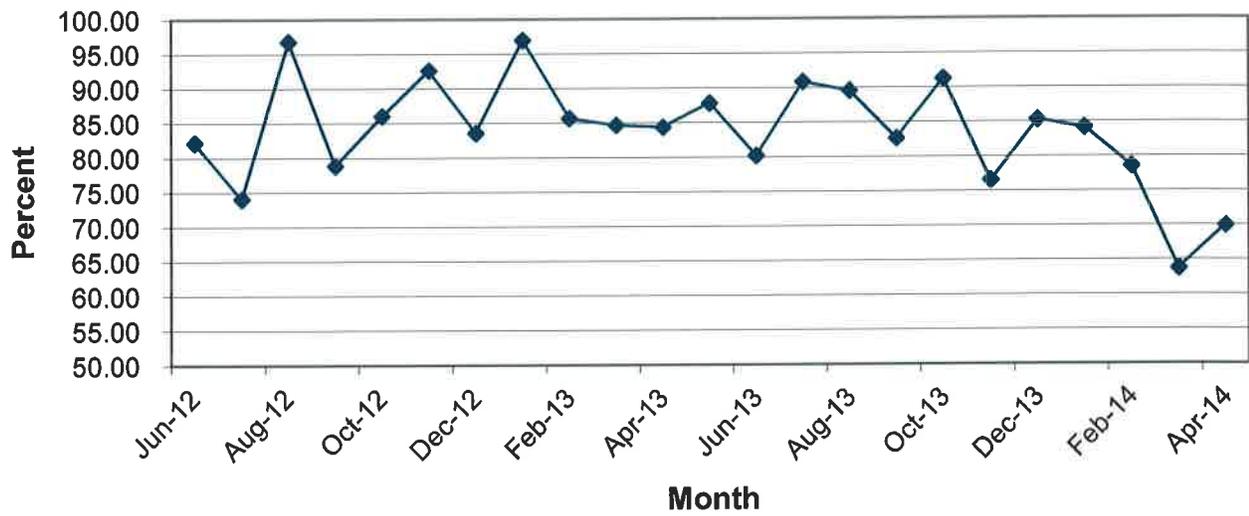
TOTAL Meters Not Billed		<u>1,090,190</u>
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Water Line Repairs by Public Works during the month:
2" line at Town & Country subdivision

Sewer Line Repairs by Public Works during the month:
none

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2014						
Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-13	24,370,000	22,147,894	90.88%	2,222,106		
Aug-13	27,000,000	24,190,478	89.59%	2,809,522		
Sep-13	25,900,000	21,408,437	82.66%	4,491,563	87.71%	3,174,397
Oct-13	26,100,000	23,823,011	91.28%	2,276,989		
Nov-13	25,300,000	19,380,434	76.60%	5,919,566		
Dec-13	24,500,000	20,908,470	85.34%	3,591,530	84.41%	3,929,362
Jan-14	26,500,000	22,316,135	84.21%	4,183,865		
Feb-14	24,900,000	19,572,795	78.61%	5,327,205		
Mar-14	28,800,000	18,369,101	63.78%	10,430,899	75.53%	6,647,323
Apr-14	28,800,000	20,146,238	69.95%	8,653,762		
May-14				-		
Jun-14				-	69.95%	8,653,762
AVG.	26,217,000	21,226,299	81.29%	4,990,701	79.40%	5,601,211
TOTAL	262,170,000	212,262,993		49,907,007		
			Monthly Avg. Percent Unaccounted =	18.71%		
			Monthly Avg. Percent Accounted =	81.29%		
			6 out of 10 months this fiscal year > 80% accountability			

Water Accountability %



**TOWN OF ROCKY MOUNT
UTILITY PROFILE
FISCAL YEAR 2014**

Month	Plant Hr.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated ©	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Account ed	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-13	310.00	23,970,000	38.66%	24,370,000	39.31%	22,147,894	90.88%	2,855	26,350,000	42.50%	15,471,138	58.71%
Aug-13	330.00	26,000,000	41.94%	27,000,000	43.55%	23,170,908	85.82%	2,862	21,328,000	34.40%	17,583,721	82.44%
Sep-13	318.00	25,300,000	42.17%	25,900,000	43.17%	21,408,437	82.66%	2,864	19,050,000	31.75%	15,439,582	81.05%
Oct-13	341.00	26,400,000	42.58%	26,100,000	42.10%	23,823,011	91.28%	2,866	20,336,000	32.80%	17,520,385	86.15%
Nov-13	336.00	25,000,000	41.67%	25,300,000	42.17%	19,380,434	76.60%	2,839	19,980,000	33.30%	13,992,414	70.03%
Dec-13	325.50	24,200,000	39.03%	24,500,000	39.52%	20,908,470	85.34%	2,872	29,667,000	47.85%	15,033,940	50.68%
Jan-14	353.40	26,400,000	42.58%	26,500,000	42.74%	22,316,135	84.21%	2,874	27,063,000	43.65%	16,203,465	59.87%
Feb-14	322.00	24,200,000	43.21%	24,900,000	44.46%	19,572,795	78.61%	2,880	27,664,000	49.40%	13,995,485	50.59%
Mar-14	356.50	28,800,000	46.45%	29,000,000	46.77%	18,369,101	63.34%	2,880	27,962,000	45.10%	13,146,296	47.01%
Apr-14	330.00	29,000,000	48.33%	28,800,000	48.00%	20,146,238	69.95%	2,888	28,950,000	48.25%	14,137,048	48.83%
May-14	347.20	31,870,000	51.40%	30,850,000	49.76%				22,010,000	35.50%		
Jun-14			0.00%		0.00%					0.00%		
AVG.	333.60	26,467,273	43.46%	26,656,364	43.78%	21,124,342	80.87%	2,868	24,578,182	40.41%	15,252,347	63.54%
NOTE (A): "Total Water Gallons Accounted" consists of gallons billed and gallons read but not billed plus bulk water sold at the Water Plant plus water used to flush lines or hydrants plus gallons used to fill water tanks.												
NOTE (B): For any given month, "total water gallons accounted" are for "finished water treated" that month. For example, for the month of July, "water gallons accounted" would be water consumed during the month of July by customers and read by the meter readers during the first week of August. Those gallons, however, would not be billed to customers until the end of August during that month's billing cycle. However, those gallons consumed are displayed on the July line to match usage with water plant production ("finished water treated").												
NOTE ©: The raw water flow meter is 30 years old and no longer provides accurate readings. At \$25,000 to replace, it will be put in the FY 2015 budget as a capital item. An identical meter on the finished water line split open in 2010 partially flooding the basement of the plant.												

MONTHLY STAFF REPORT

DATE:	June 2, 2014
TO:	Rocky Mount Town Council
FROM:	Charles Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	April 2014

The Rocky Mount Fire Department answered a total of 39 calls for the month of April 2014. There were a total of 13 calls answered inside the Town limits and a total of 23 calls answered in the County.

The Department averaged 8.5 members per call for the monthly.

The Department traveled a total of 1,479 miles on all department vehicles for the month.

There were a total of 65.4 gallons of gasoline used, and a total of 211 gallons of diesel fuel used for the month in all Fire Department vehicles.

During the month, the Department answered: 5 structure fires; 1 motor vehicle fire; 11 woods and grass fires; 15 motor vehicle accidents; 3 false alarms; 3 service calls (sprinkler activation); and 1 maintenance call.

Work continues to maintain Department turnout gear/equipment, with the purchase of three complete sets of turnout gear, as well as the purchase of four each Storz's Steamer connections and four 20' long 5" supply line with Storz connectors purchased. These are use to maximize hydrant supply to the engines, as wells as enabling fire fighters to make the connections from the hydrant to the truck much faster.

The Department set the schedule for yearly hose testing, starting in the month of May and continuing through the summer until completion.

MONTHLY STAFF REPORT

DATE:	June 3, 2014
TO:	Rocky Mount Town Council
FROM:	David Cundiff, Chief of Police
DEPARTMENT:	Police Department
MONTH:	May 2014

The Rocky Mount Police Department would like to recognize and congratulate Officer Ashley N. Vasser on her graduation from Cardinal Criminal Justice Academy!

RMPD successfully switched to Southern Software in conjunction with FCSO on May 28, 2014.

ROCKY MOUNT POLICE DEPARTMENT ADM#1
MONTHLY REPORT TO COUNCIL

DATE: **MAY 2014**

MARCH

APRIL

MAY

	MARCH	APRIL	MAY
TRAFFIC ARRESTS	79	70	122
TRAFFIC STOPS	145	137	247
CRIMINAL ARRESTS "MISDEMEANOR"	25	28	34
CRIMINAL ARRESTS "FELONY"	9	11	14
BOLO'S (Be On Look Out)	92	81	123
TRAINING HOURS:	319.25	360	187.5
FOLLOW-UP'S	44	37	49
ALARM RESPONSES	50	35	39
ACCIDENTS INVESTIGATED (TREDS)	16	15	14
INCIDENTS ADDRESSED	2121	1894	2410
INCIDENTS, OFFENSES REPORTABLE	70	80	86
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1277	1040	1223
SCHOOL CHECKS	112	143	244
OPEN DOORS, WINDOWS, ETC. UNSECURED	0	5	2
MOTORIST AIDES	69	71	70
BREAKING & ENTERING REPORTS	3	2	0
BREAKING & ENTERING WARRANTS	0	2	0
GRAND LARCENY WARRANTS	0	2	0
UNIFORM TRAFFIC SUMMONS ISSUED	79	70	121
DUI	3	3	6
SPEEDING TICKETS ISSUED	31	31	44
COURT HOURS	43.25	24.25	39.55
SPECIAL ASSIGNMENT HOURS:	16.25	77	29
HARVESTOR HOURS WORKED:	-	49	67.5

TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North & South Main Street, Grassy Hill Road, Tanyard Road, Pell Avenue, State Street, Old Franklin Turnpike, Scuffling Hill Road, Glenwood Drive, Green Meadow Lane and Windy Lane.
- ◇ There were 14 reportable accidents with 14 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Anderson Street, Avalon Street, Bernard Road, Bland Street, Byrd Lane, Candlewood Apartments, Circle Drive, Claiborne Avenue, Diamond Avenue, Donald Avenue, East Court Street, East Street, Edgemont Street, Fairlawn Drive, Goodview Street, Green Meadow Lane, Greenview Drive, Greer Lane, Harvey Street, Hilltop Drive, Knob Apartments, Lakeview Drive, Mamie Avenue, Maple Avenue, Montview Avenue, Musefield Road, North Main Street, Oak Street, Old Franklin Turnpike, Orchard Avenue, Pell Avenue, Pendleton Street, Perdue Lane, School Board Road, Scuffling Hill Road, State Street, Stoney Mill, Summit Drive, Sycamore Street, Trail Drive, West College Street, Willow Street, Wilson Street, Windy Lane and Woodlawn Drive.
- ◇ Business Foot Patrols: Aaron's, ABC, Advance Auto, Applebee's, BB&T, BFMS, Burger King, C Mart, CATCE, China City, Christian Heritage Academy, Comfort Inn, CVS, Dairy Queen, Dollar General, El Rio, El Rodeo, Empire Foods, Family Dollar, Family Pharmacy, Franklin County High School, Fleetwood Homes, Franklin Center, Franklin Health Care, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Goodwill, Hardee's, Harvester Center, Holiday Inn Express, Ippy's, Kentucky Fried Chicken, Kroger, Lee M. Waid, Lowe's, Martinsville DuPont Credit Union, Mary Bethune Park, Mary Elizabeth Park, McDonald's, Member One, Mod-u-Kraf, Newbold, North Main Street, Old Franklin Turnpike, Papa John's, Pizza Hut, PlyGem, Riverside Minute Market, Rocky Mount Bowling Center, Rocky Mount Elementary, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shoe Show, South Main Street, Step Inc, SunTrust, Tanyard Road, Trinity Missions, US Cellular, Walgreens, Wal-Mart, Wendy's and YMCA.

MISCELLANEOUS:

- ◇ May 1st, 2014 – Boy’s LaCrosse vs. William Byrd
- ◇ May 1st, 2014 – JV Girl’s Soccer vs. Lord Botetourt
- ◇ May 1st, 2014 – Varsity Girls Soccer vs. Lord Botetourt
- ◇ May 1st, 2014 – Girl’s Tennis vs. Bassett High School
- ◇ May 1st, 2014 – BFMS Girl’s Soccer vs. William Byrd
- ◇ May 1st, 2014 – BFMS Softball vs. Andrew Lewis Middle School
- ◇ May 1st, 2014 – LAX/Baseball/Softball/Tennis Shuttle
- ◇ May 1st, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 2nd, 2014 – Varsity baseball vs. Halifax County High School
- ◇ May 2nd, 2014 – Girl’s LaCrosse vs. Hidden Valley High School
- ◇ May 2nd, 2014 – JV Boy’s Soccer vs. Halifax County High School
- ◇ May 2nd, 2014 – Varsity Boys Soccer vs. Halifax County High School
- ◇ May 2nd, 2014 – Lax Shuttle
- ◇ May 2nd, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 3rd, 2014 – Provided Security and Traffic Control for FCHS “Senior Prom”
- ◇ May 3rd, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 5th, 2014 – Varsity Softball vs. LCA
- ◇ May 5th, 2014 – BFMS Baseball vs. Northside Middle School
- ◇ May 5th, 2014 – BFMS Boys Soccer vs. READ Mountain
- ◇ May 5th, 2014 – Baseball/Softball/Tennis/LAX Shuttle
- ◇ May 6th, 2014 – Open Gate @ “Fleetwood Homes”
- ◇ May 6th, 2014 – BFMS Baseball vs. William Byrd Middle School
- ◇ May 6th, 2014 – BFMS Track Meet
- ◇ May 6th, 2014 – Baseball/Softball/Tennis/LAX Shuttle
- ◇ May 7th, 2014 – JV Baseball vs. Lord Botetourt High School
- ◇ May 7th, 2014 – JV Boy’s Soccer vs. Lord Botetourt High School
- ◇ May 7th, 2014 – Varsity Boys Soccer vs. Lord Botetourt High School
- ◇ May 7th, 2014 – BFMS Softball vs. Hidden Valley Middle School
- ◇ May 7th, 2014 – LAX/Baseball/Softball/Tennis Shuttle
- ◇ May 8th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 8th, 2014 – JV Girl’s LaCrosse vs. Cave Spring High School
- ◇ May 8th, 2014 – JV Boy’s Lacrosse vs. Cave Spring High School
- ◇ May 8th, 2014 – JV Softball vs. Patrick County High School
- ◇ May 8th, 2014 – Girl’s Tennis vs. Martinsville High School
- ◇ May 8th, 2014 – LAX/Baseball/Softball/Tennis Shuttle
- ◇ May 9th, 2014 – JV Boy’s Soccer vs. Patrick County
- ◇ May 9th, 2014 – JV Girl’s Soccer vs. Patrick County
- ◇ May 9th, 2014 – Provided Security & Traffic Control for “Strawberry Festival”
- ◇ May 9th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 10th, 2014 – Track District Tournament
- ◇ May 10th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 10th, 2014 - YMCA

- ◇ May 13th, 2014 – RMS Training at “The Government Center”
- ◇ May 13th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 14th, 2014 – RMS Admin Training at “The Government Center”
- ◇ May 15th, 2014 – RMS Training at “The Government Center”
- ◇ May 15th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 16th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 17th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 18th, 2014 – Provided Traffic Control/Security @ “The Harvester Event”
- ◇ May 19th, 2014 – JV Girls LaCrosse vs. E.C. Glass High School
- ◇ May 19th, 2014 – Girls Soccer vs. G.W.
- ◇ May 19th, 2014 – Boys Soccer vs. B/G.W.
- ◇ May 19th, 2014 – Softball vs. Bassett High School
- ◇ May 19th, 2014 – Softball Shuttle
- ◇ May 20th, 2014 – Softball Shuttle
- ◇ May 21st, 2014 – Softball Shuttle
- ◇ May 22nd, 2014 – Softball Shuttle
- ◇ May 23rd, 2014 – Provide Security for BFMS Dance
- ◇ May 26th, 2014 – Open Door “FCHS”
- ◇ May 29th, 2014 – Ribbon Cutting at The Harvester Performance Center (Captain Criner & Inv. Norton)
- ◇ May 30th, 2014 – Worked FCHS 2014 Graduation

TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

INVESTIGATIONS:

- ◇ New Criminal Investigations: 18
- ◇ New Drug Investigations: 4
- ◇ Cases Cleared: 5
- ◇ Misdemeanor charges: 3
- ◇ Felony Charges: 9
- ◇ Pending Cases: 12
- ◇ Child Abuse Cases: 0
- ◇ Search Warrants: 1
- ◇ Traffic Stops: 1
- ◇ Drug/Currency Seizures: 4
- ◇ On-Duty Court Time: 14

MEETINGS:

- ◇ Southern Software Weekly Conference Calls (Brabham)
- ◇ 05/09/14 : Worked Strawberry Festival (Brabham, Norton, Divers, Nichols, Lt. Lovern and Capt. Criner)
- ◇ 05/16/14: Bike Patrol at Harvester Performance Center (Divers)
- ◇ 05/16/14: FRESH Meeting (Divers)
- ◇ 05/21/14: Attend Cardinal Criminal Justice Academy Graduation (Lt. Brabham and Lt. Lovern)
- ◇ 05/23/14: Meet w/FCSO and Dispatch ref: Southern Software

TRAINING:

- ◇ 05/07/14: FOIA Workshop (Brabham)
- ◇ 05/13/14 – 05/15/14: Southern Software Phase III Training

CLASSES TAUGHT:

- ◇ 05/21/14: Gang Awareness Training @ Best Practices Court @ Ferrum College (Harris)

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	Scuffling Hill Road
Possession of Marijuana	North Main Street
Possession of Marijuana	Virgil H. Goode Highway
Possession of Marijuana	Highland Hills Road
Possession of Marijuana	Donald Avenue
Possession of a Controlled Substance	Virgil H. Goode Highway
Possession of Drug Paraphernalia	Virgil H. Goode Highway
Driving Under the Influence	State Street (x 2)
Driving Under the Influence	Scuffling Hill Road
Driving Under the Influence	Tanyard Road
Driving Under the Influence	Windy Lane
Driving Under the Influence of Drugs	East Court Street
Drunk In Public	Old Franklin Turnpike (x 2)
Drunk In Public	Oak Street
Drunk In Public	Mamie Avenue
Drunk In Public	Frontage Road
Drunk In Public	North Main Street
Possession of a Concealed Weapon	North Main Street
Domestic Assault	Pendleton Street
Larceny	East Court Street
Petit Larceny	North Main Street
Petit Larceny	Hatcher Street (x 2)
Trespassing	Old Franklin Turnpike
Malicious Wounding	Windy Lane
Disorderly Conduct	Old Franklin Turnpike (x 2)
Destruction of Property	Old Franklin Turnpike
Destruction of Property	East Court Street
Resist Arrest	Old Franklin Turnpike

SPEEDING TICKETS ISSUED

State Street (x 12)

North Main Street (x 7)

Pell Avenue (x 6)

East Court Street (x 6)

Old Franklin Turnpike (x 4)

Grassy Hill Road (x 2)

Scuffling Hill Road (x 2)

Booker T. Washington Highway (x 2)

Wray Street

Bernard Road

West College Street

MONTHLY STAFF REPORT

DATE:	June 2, 2014
TO:	Rocky Mount Town Council
FROM:	Cecil R. Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	May 2014

1. Read meters three days.
2. Repaired water line at Kroger parking lot.
3. Repaired 2" water line on Riverview Street.
4. Made water tap on Courtland Road.
5. Repaired 3/4" water line on Fairlawn Drive.
6. Did cleanup for three days.
7. Swept streets: May 2, 5, 16, 19, 30.
8. Replaced sewer line serving Wendover Drive.
9. Regarding roots: "yee" in line – jetter hose would not pass.
10. Mowed street right-of-ways.
11. Started mowing sewer easements.
12. Made sewer tap for 1260 Scuffling Hill Road.
13. Mowed 295 Orchard Avenue.
14. Made 6" water tap and set hydrant for Dollar Tree.
15. Made 1" and 3/4" tap for Dollar Tree.
16. Mowing grass.
17. Sprayed weeds and grass on sidewalks and curb and gutter.

MONTHLY STAFF REPORT

DATE:	June 2, 2014
TO:	Rocky Mount Town Council
FROM:	Tim Burton, Superintendent
DEPARTMENT:	Waste Water Treatment Plant
MONTH:	May 2014

Average Daily Flow	0.710 MGD
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	122,500 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	63.40 Tons
Rain Total 1.42 inches	Snow Total 0 inches

Request: None

Respectfully Submitted,

Jason Jones

MONTHLY STAFF REPORT

DATE:	June 2, 2014
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Water Plant Superintendent
DEPARTMENT:	Water Department
MONTH:	May 2014

Operation and Production Summary:

The actual water production time (filtering of water) for the entire month averaged 11.2 hours per day, which yielded approximately 960,000 gallons of water per day.

Total Raw Water Pumped:	31.87 million gallons
Total Drinking Water Produced:	30.85 million gallons
Average Daily Production:	995,000 gallons per day
Ave Percent of Production Capacity:	50%
Flushing of Hydrants/Tanks/ FD Use:	71,800 gallons
Plant Process Water:	672,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	24,100 gallons

Operational Issues:

- All routine monthly water samples were within normal parameters.
- Water demand remains high. With the plant running at our permitted limit, we are able to keep pace with current water demand with our normal schedule.

Repairs/Maintenance:

- Our two settling basins were drained and cleaned. This is done twice per year to prevent excessive build up. Staff worked night shift on consecutive days to make up for the lost production time.

Miscellaneous:

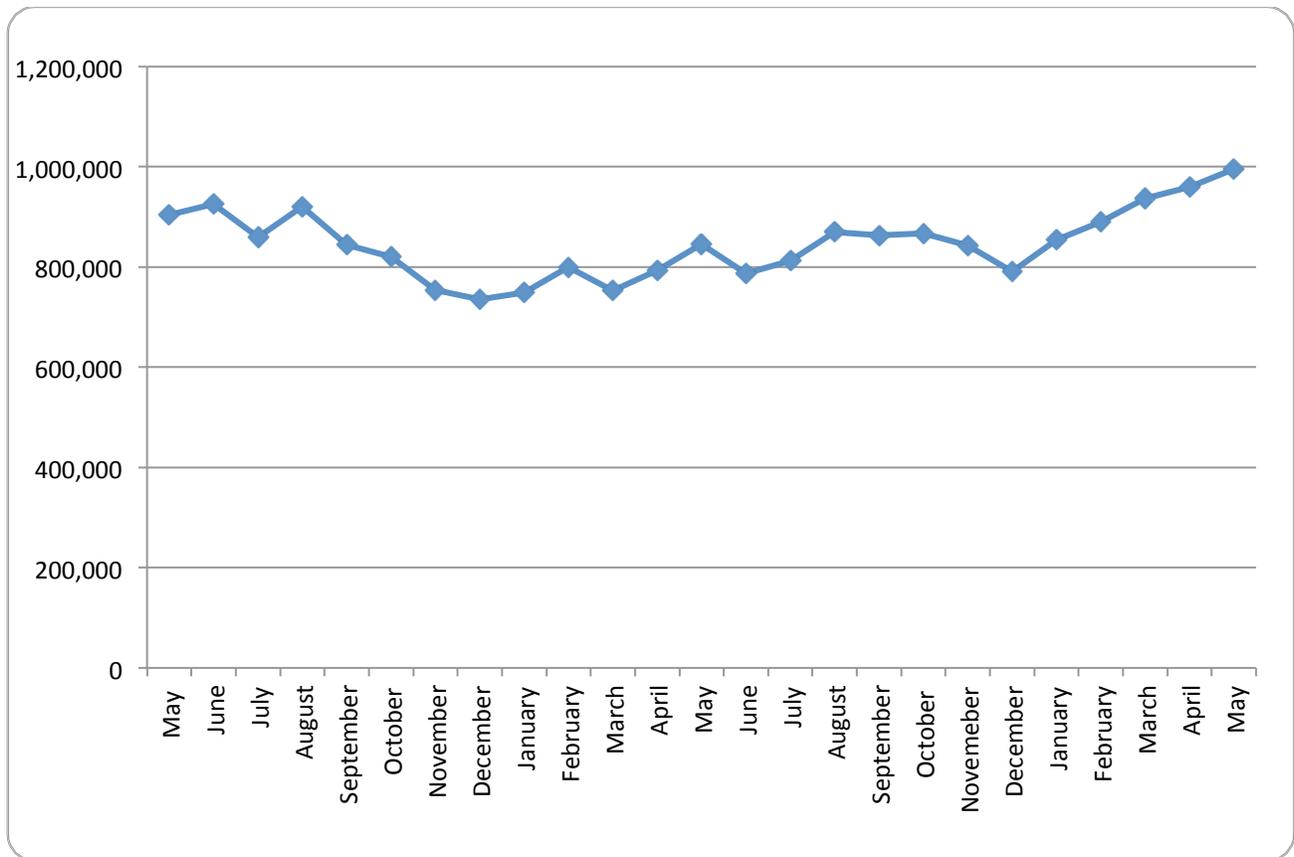
- The SCADA project is finally near completion.

Upcoming:

- In June we have a cyber security assessment funded by the Virginia Department of Health and EPA. This will be especially useful given recent upgrades at the water and wastewater facilities.
- We will be receiving bids for improvements at the Blackwater Dam in June.
- We have hired an engineering firm to begin the process of designing a new liquid bleach disinfection system.

Water Plant Production in Gallons Per Day (May 2012 to May 2014)

This chart shows the demand increase since December 2013 because it ignores whether a month has more or less days and just looks at the average water we make per day to keep the tanks full. The last time we were at this level of production, it was during warmer summer months prior to the leak detection and repair project that occurred in 2012.



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 9, 2014
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>On behalf of the Franklin County High School Senior Class, Class advisors Allyson Lynch and Lauren Johnson are requesting Council's permission to hold the following races on Saturday, September 27, 2014:</p> <ol style="list-style-type: none"> 1. 10k race beginning at 8:30 a.m. 2. 5k race beginning at 9:00 a.m. <p>Each route has been outlined in the attached letter.</p> <p>The Rocky Mount Police Department has discussed the proposed date and routes with Ms. Lynch and the routes proposed have been revamped to provide a more safer race route.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
--

May 29, 2014

Members of the Rocky Mount Town Council,

The Franklin County High School Senior Class of 2015 would like to propose the use of the streets of Rocky Mount for a 5K (3.1 miles) and 10K (6.2 miles) fundraiser race. The "Eagle Pride 5K/10K" will take place on Saturday, September 27, 2014 beginning at 8:30 from the FCHS campus. The event would use the streets until approximately 10:30AM (This time being the approximation of last participants crossing the finish line. Streets could also be cleared for use once the last runner is past a specific leg of the race). The proposed route for the race is as follows:

-10K (Beginning at 8:30)

8:30 a.m. race

- Start will be at Bus Parking Lot exit of FCHS heading east on Tanyard Road
- Left on Pell Avenue (at traffic light)
- Right on Main Street (at The Hub Restaurant intersection)
- Left on Franklin Street (at traffic light)
- Left on Floyd Avenue (Route 40 Intersection)
- Right on South Main Street (at traffic light)
- Right on Scuffling Hill (at traffic light – Go over the small bridge up by the park)
- Left on Old Fort Road (Do a loop)
- Right on Scuffling Hill
- Go up and take the left on Orchard (at top of hill)
- Right on East Church Street
- Left on Donald Ave (Follow to the top)
- Right on Pell Avenue
- Right on Tanyard (at traffic light)

See attached
memo from RMPD
outlining new
route.

9:00 a.m. Race

-5K (Begins at 9:00)

~~Start will be at Bus Parking Lot exit of FCHS heading east on Tanyard Road.
Left on Pell Avenue (at traffic light).
Right on Main Street (at The Hub Restaurant intersection).
Left on Franklin Street (at traffic light).
Left on Floyd Avenue (Route 40 Intersection).
Right on South Main Street (at traffic light).
Left on Patterson Avenue.
Left on Orchard Street.
Left on East Court Street.
Right on South Main Street (at traffic light next to FC Courthouse).
Straight on Tanyard Road (through traffic intersection).
End at FCHS Bus Parking Lot exit.~~

*See attached memo
from RMPD
outlining new
route.*

The proceeds from the race will go towards aiding the Senior Class in expenses for the many activities and projects that we wish to accomplish during the remainder of our school year. This endeavor will be the third annual race, and the goal is to maintain this fundraiser for continuing senior classes at FCHS. We hope to add the 10K race to help encourage more participation from experienced runners up for a new challenge. If the race is a success, we hope in future years to donate a portion of the proceeds to another charitable organization or establish a fund to help serve the needs of less fortunate members of the Senior Class to help pay for senior year activities. The officers and students of the Franklin County High School Class of 2015 greatly appreciate your time and consideration.

Sincerely,

Allyson Lynch Lauren Judson

Class President, Marnia Toney

Class Advisors, Allyson Lynch and Lauren Judson



Rocky Mount Police Department
1250 North Main Street
Rocky Mount, Virginia 24151



DATE: June 4, 2014
TO: Captain K. E. Criner
FROM: Lt. M. W. Lovern
SUBJECT: FCHS Eagle Pride Run

FCHS Eagle Pride Run

5K Run

Start - Franklin County High School

West along Tanyard Rd, north along North Main St. (north bound), right on Greer Lane, left on North Main (south bound), left on Pell Avenue, and right on Tanyard Rd.

Stop - Franklin County High School

10K Run

Start - Franklin County High School

West along Tanyard Rd, north along North Main St. (north bound), right on Middle School Rd., right on Trail Dr., left on North Main (south bound), right on Franklin St., left on West Church, left on Maple Ave., straight on North Main (north bound), right on Pell Avenue, and right on Tanyard Rd.

Stop - Franklin County High School

Lane closures

Tanyard Rd. - partial west bound lane from Donald Ave to N. Main St.;

North Main St. – partial north bound lane from Tanyard Rd. to Pell Ave.;
right, north bound lane from Pell Ave. to Middle School Rd.;

Franklin St. – partial east bound lane from North Main St. to West Church
Ave.;

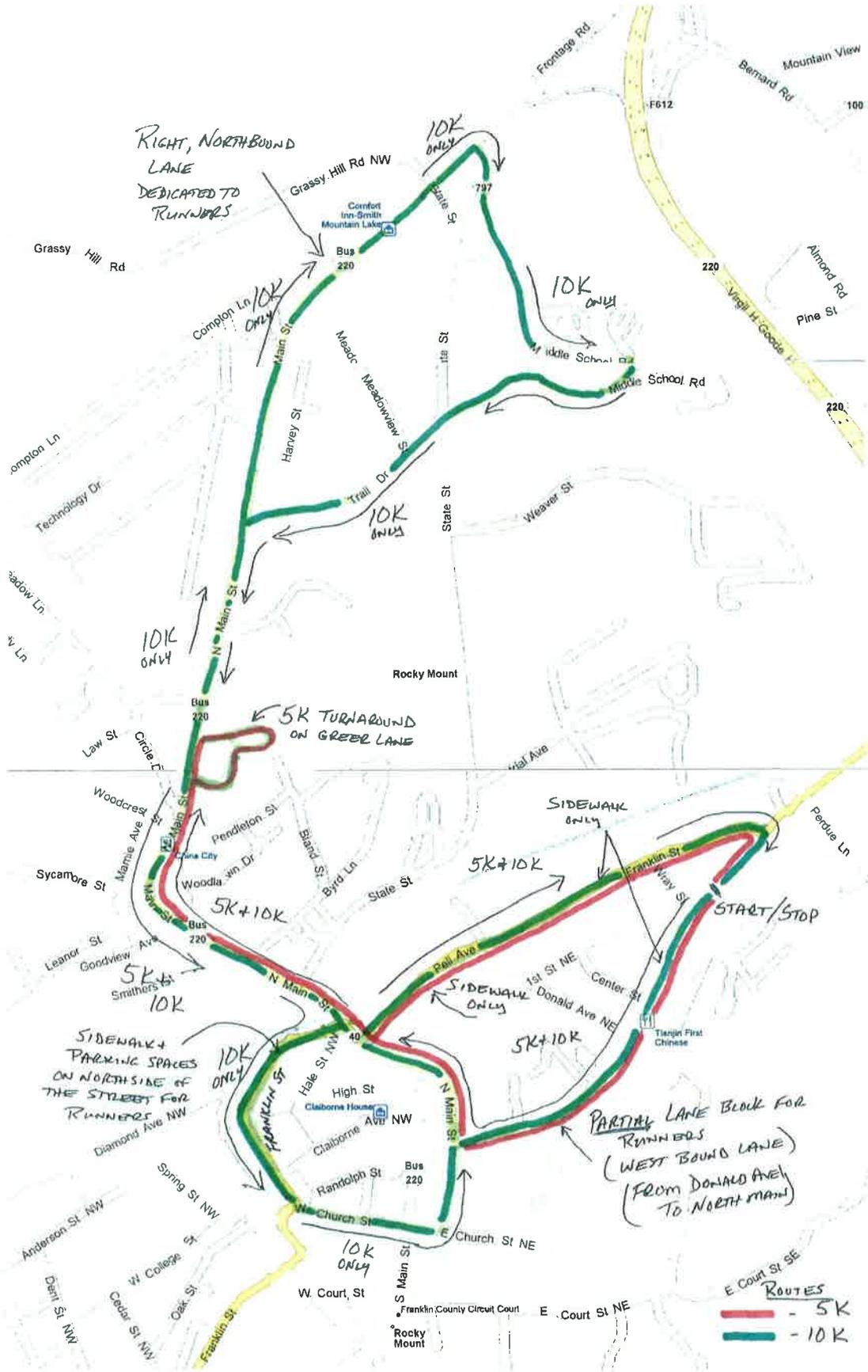
Warning cones/barricades will be placed in strategic locations on secondary roadways:

Middle School Rd.

Trail Dr.

West Church Ave.

Maple Ave.



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 9, 2014
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	The Virginia Retirement System (VRS) needs an adopted resolution reflecting the Town of Rocky Mount's desire to fund the employer share at 14.61% which is the certified rate determined by the VRS actuarial report for the Town of Rocky Mount for fiscal years 2015 and 2016. The alternate rate of 12.75% would not fully fund the employer obligation for the retirement liability. The employer unfunded liability is shown on the Town's annual financial reports. The FY 2015 budget contains funds for the 14.61% employer contribution. The employee would still contribute their own 5% share.
ACTION NEEDED:	As funds have been budgeted at 14.61% for FY 2015, approval of the resolution is recommended.

Attachment(s): yes –(draft resolution for consideration)

FOLLOW-UP ACTION: (To be completed by Town Clerk)

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 9, 2014
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STAFF MAKING REQUEST:	Linda Woody, Finance Director David Cundiff, Police Chief
BRIEF SUMMARY OF REQUEST:	The Virginia Municipal League (VML) has awarded the Town Police Department a \$4,000 safety grant for patrol car laptops. A supplemental appropriation is needed to recognize the award and the expense.
ACTION NEEDED:	Approval/denial of the supplemental appropriation from VML for use by the Police Department for laptops.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)



**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2013 through June 30, 2014, hereafter known as FY 2014; and

WHEREAS, the Virginia Municipal League Insurance Programs has awarded the Town of Rocky Mount's Police Department \$4,000 to offset the purchase of patrol car laptops; and

WHEREAS, the Town Council of Rocky Mount wishes to thank the Virginia Municipal League Insurance Programs for their generous grant award.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2014:

Account 01.3101.0000.0000.7020 (Grant funded acquisitions)	\$4,000
Account 01.2400.0407 (Safety Grant)	\$4,000

GIVEN UNDER MY HAND, THIS 9TH DAY OF JUNE 2014:

Steven C. Angle, Mayor

ATTESTED:

Patricia H. Keatts, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 9, 2014
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STAFF MAKING REQUEST:	Patrick Rust, Town Planner
BRIEF SUMMARY OF REQUEST:	<p>Re: Letter from citizen regarding change of ordinance pertaining to fowl.</p> <p>Attached is a letter from Mr. Sterling White expressing his opinion on keeping fowl/chickens in residential areas in the Town limits of Rocky Mount. Under Town Code, keeping of fowl is not allowed in any zoning district except residential agricultural (RA).</p> <p>Mr. White currently has chickens on his property located at 260 Maple Ave. Upon a complaint, Mr. Rust inspected the property and found the complaint had merit. He sent a letter to Mr. White explaining the code and that chickens are not allowed on his property. Mr. White expressed his desire to keep his chickens. Staff recommended to Mr. White that he write a letter addressing council to consider changing the town code.</p> <p>Over the past several years, staff has received numerous calls and inquiries from other Town residents about the keeping of chickens in Town. Other nearby localities have made code amendments allowing the keeping of fowl in residential areas, so there are local examples available for comparative review.</p> <p>Staff asks the Council review Mr. White's request and to determine if this issue merits further study by your staff and Planning Commission.</p>
ACTION NEEDED:	Approval/denial that the Planning Commission study the keeping of chickens in the Town, as this would require an amendment to the Town's Planning & Zoning Ordinance.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
--

June 3, 2014

Rocky Mount Town Council,

I'm writing to request an ordinance change that will allow my family to keep chickens at our home which is zoned R-1. In the past, in other towns, we have had small coops set up and maintained them so they were not a nuisance to our neighbors. They are a great source of food and represent one way for us to stay close to our food supply while living in town.

Roanoke's rules regarding poultry are a good model to follow. They limit the total number of birds, distance from nearby homes and they do not allow mature roosters. Our flock is already compliant with these rules and it keeps our coop from being a nuisance for our neighbors.

Chickens make great pets! My family and I enjoy keeping chickens and would like to see policies that support responsibly raising backyard poultry.

Sincerely,

Sterling White

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 9, 2014
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town of Rocky Mount's Planning Department staff solicited proposals from community development consulting firms interested in leading development of the Town's next comprehensive plan. Mr. Rust led that effort and received six proposals. Staff narrowed the list down to three highly qualified firms.</p> <p>Mr. Rust, Mrs. Sink and Mr. Speidel interviewed all of the firms. Mr. Hankins was unable to interview the first firm, so he did not vote on the selection. Staff was impressed by the quality of applicants and the scope of work proposed by all three firms.</p> <p>Staff's recommendation to Planning Commission, after due consideration of the benefits to the Town, was to enter into a contract with Hill Studio of Roanoke. Hill has worked with the Town on a number of projects, is familiar with many of the Town's goals, and is qualified to offer the skilled advice needed to advance this Comprehensive Plan. Mr. Hankins conferred with several colleagues who have used Hill in the past, and the firm comes highly recommended both for the quality of its work and the timeliness of its effort. Hill states that it can complete the Town's Comprehensive Plan six months after engagement.</p> <p>Staff rationally expects a few bumps in the road; however, this puts the expected completion date in early 2015.</p> <p>If approved, Hill's lead staff on this project will be Evie Slone. Mr. Rust and Ms. Slone developed a draft contract, which was presented to Planning Commission at its June meeting. The contract falls within the Town's budgeted allocation for completion of this project. It was the unanimous recommendation of the Planning Commission that the presented Agreement for Professional Services with Hill Studio be approved by the Town Council. The contract is presented here for Council's review and consideration.</p>
ACTION NEEDED:	Approval/denial of entering into agreement for professional services with Hill Studio.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
--

Agreement for Professional Services

*Hill Studio
120 West Campbell Avenue
Roanoke, Virginia 24011*

*Town of Rocky Mount, Virginia
345 Donald Avenue
Rocky Mount, Virginia 24151*

This agreement is between Hill Studio (Consultant) and the Town of Rocky Mount, Virginia (Town) for planning services to update the Comprehensive Plan for the Town of Rocky Mount, as described herein. The following paragraphs describe the Project Understanding and the Scope of Services and Work Tasks to be provided.

PROJECT UNDERSTANDING

The Town of Rocky Mount is the County Seat of Franklin County and serves as the center of government, trade and commerce. As a growing community, it is influenced by expanding educational facilities, civic improvements, and the growing development patterns of surrounding counties, including Roanoke, Pittsylvania and Henry County. The Town is recognized as the start of the Crooked Road, Virginia's Heritage Music Trail, which has boosted tourism and activity in recent years. In addition, the Town is the central market and shopping destination for the surrounding agricultural community, and neighboring Smith Mountain Lake.

Developed in 2007, the existing Comprehensive Plan and needs to be updated to reflect current trends, issues, and direction for the future. The vision for the community recognizes the growth potential and development opportunities to enhance the economic and social well-being of citizens, as well as preserve the significant community heritage and conserve assets.

The updated plan must be user-friendly, visual, flexible and effective in guiding Town officials, citizens and investors toward a desired vision with managed community growth and development. The Consultant will work under the direction of Town staff and the Planning Commission and undertake statistical updates, mapping, public outreach, and overall plan writing to achieve an up-to-date document. In particular, it is important that the plan be usable and flexible for decision-making and guidance to residents and investors with respect to public infrastructure and land development.

The Town desires to have this project completed within approximately six months.

SCOPE OF SERVICES

Hill Studio will update the Comprehensive Plan by undertaking the following work tasks:

Task 1: Project Kick-Off Meeting & Community Tour

- Hill Studio planners will meet with Town Staff and other designated project stakeholders to understand desired project goals and take a guided community tour of selected areas of particular interest. The meeting will include a discussion of project schedule and

milestone work tasks. In addition, we will obtain relevant planning documents and mapping.

Task 2: Community Consultation – Focus Group Discussions (2 days) + Public Workshop

- Hill Studio will collaborate with Town staff to discuss desired public outreach efforts and key points for public participation and engagement. Based on initial discussions, one public workshop will be hosted to share draft plan information and obtain public feedback.
- Hill Studio will spend two days in Rocky Mount working with various stakeholders in Focus Group Meetings to identify community issues, goals, and direction for the plan. These stakeholders can include town staff and identified community leaders. We will provide written notes to document the feedback received.
- During the project, Hill Studio will provide prepared project updates and associated project materials to the Town that can be posted on the Town webpage or made available to interested stakeholders.
- Hill Studio will prepare public meeting announcement information, graphic materials and other needed media for engaging the public.

Task 3: Project Collaboration with Town Staff and Planning Commission

- Hill Studio will work closely with Town staff and established project committees regarding work products.
- Hill Studio proposes to meet with Town Staff and the Planning Commission up to 6 times during the project. One of the coordination meetings will precede the public meeting so that important information can be shared in advance to allow positive feedback. In addition, Town staff and Planning Commission, or established committee members, can be very helpful during public work sessions assisting with events, information distribution, and discussions.
- Hill Studio will make one official presentation of the final plan to the Planning Commission and to Town Council.

Task 4: Community Assessment – Existing Conditions, Challenges, Opportunities

- Hill Studio will review all relevant plans and documents identified as important to the incorporation into the long-term plan.
- Hill Studio will use information gathered from focus groups and discussions with Town Staff, Planning Commission, and key leaders to summarize community challenges and opportunities for use in the Comprehensive Plan document.
- Hill Studio will assemble appropriate demographic and economic profiles for the purposes of sharing with the public a “snapshot” of existing and projected demographics and trends. These will be integrated into the updated Comprehensive Plan.

Task 5: Design Workshop - Targeted Action Areas

- Hill Studio will facilitate and host one design workshop to address two targeted areas that can be included in the Comprehensive Plan. Our project team routinely facilitates public workshops and uses them in our project work. Focusing on a particular challenge area helps to build vision and forges partnerships for implementation. Our experience is that these areas serve as “jump start” planning initiatives and take the plan from being a shelf document to one that is a true guide used by multiple implementing partners.
- If additional action areas are desired for planning purposes, Hill Studio will discuss desired target areas with town staff and develop a mutually agreeable method and fee for working with these additional sites. For example, the design workshop could be extended for an additional day or a second workshop could be scheduled.

Task 6: Comprehensive Plan - Elements and Deliverables

- Hill Studio will prepare and assemble all written Comprehensive Plan elements for land use, economic development, transportation, environment, community facilities/services, historic resources, housing, community design, and regional coordination/influences.
- Hill Studio will collaboratively work with Town staff to ensure appropriate attention is given to priority elements throughout the duration of the project. In addition, we will coordinate with Town staff on content, format and best approaches for achieving a user-friendly guiding document.
- The Plan will include an implementation section that will be strategic and provide key action projects and recommended partners and timeframes. The implementation section can be used as a “report card” for update on an annual basis to track implementation of the plan.
- The Comprehensive Plan will be user-friendly, illustrated, and developed in Microsoft Office for future editing by the Town. Mapping will be developed in ESRI ArcGIS. Hill Studio will prepare up to 10 maps for the Comprehensive Plan update, which shall include a Future Land Use Map. All digital files will be provided to the Town in an appropriate format for future use.
- Hill Studio will provide one digital draft plan to the Town staff and Planning Commission for review and applicable distribution. Following receipt of Town comments and input from the public workshop, Hill studio will revise the draft document for official public hearings by the Town Planning Commission and Council.
- Hill Studio will provide one printed and one press quality digital copy (in both Word and PDF) of the final Comprehensive Plan to the Town for posting on the Town Webpage, printing and additional distribution.
- Hill Studio will prepare a summary poster of the plan for easy reference and marketing purposes. The poster will be provided in PDF Press Quality format for printing by the Town or posting on the Town webpage.

TERMS OF AGREEMENT

Fees

Hill Studio proposes to provide the Professional Services discussed above for a fee of \$35,000, not including expenses.

	Work Task	Fee
1	Project Kick-Off Meeting & Community Tour	\$ 1,250
2	Community Consultation – Focus Group Discussions (2 days) + Public Workshop	\$ 3,000
3	Project Collaboration with Town Staff and Planning Commission	\$ 5,000
4	Community Assessment – Existing Conditions, Challenges, Opportunities	\$ 6,250
5	Design Workshop - Targeted Action Areas (2)	\$ 7,500
6	Comprehensive Plan – Draft and Final Plan and Poster	\$ 12,000
	Fee for Services	\$ 35,000
	Expenses (Allowance)	\$ 2,000
	Total Fee, including Allowance for Expenses	\$ 37,000

Other Terms

- A. **Project Billing.** Consultant will invoice on a monthly basis for the percentage of project work completed. Payment is expected within 30 days. Invoices which have not been paid within 60 days of issue will accrue interest at the rate of 1% per month. Monthly expenses for project expenses (travel, printing, etc.) will be itemized in accordance with good accounting principles.
- B. **Amendment.** This Agreement may be amended in writing for additional services related to this project. Attached is a comprehensive hourly rate schedule for Consultant. Any services not specifically included in the described Scope of Services shall be considered Additional Services. For any additional services requested and authorized by the Town, Consultant will provide, coordinate and bill the additional services and expenses at the negotiated hourly rate or fee, and, for a sub-contractor or project expense at 1.10 times the actual cost to the Consultant.

C. **Town Responsibilities.**

1. The Town, or its agent, will provide available GIS base materials, such as property maps, aerial photography, parcel and Town information, and utility information to be used in conjunction with the project and mapping.
2. The Town will identify stakeholders and help coordinate project meetings, and arrange project workspace for the design workshop or community meetings.

D. **Applicable Law and Courts.** The Contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia. The Consultant shall comply with applicable federal, state and local laws and regulations.

E. **Assignment of Contract.** This Contract shall not be assignable by the Consultant in whole or in part without the prior written consent of the Town.

F. **Discrimination Prohibited.** During the performance of this contract, the Consultant agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

G. **Drug-free workplace to be maintained.** During the performance of this contract, the Consultant agrees to provide a drug-free workplace. Any subcontractor related to the project will be required to maintain the same drug-free workplace.

H. **Liability Insurance.** The Consultant shall maintain professional liability insurance in accordance with the provisions required by the Town and shall provide evidence of such to the Town at their request.

ENTIRE AGREEMENT

This agreement represents the entire agreement between the Town and Consultant. This agreement may be amended by written instrument signed by both parties to this contract.

All of the terms and conditions of this contract shall be binding on the Consultant and the Town, and their respective heirs, legal and personal representatives, successors and assigns.

Upon execution of this Agreement, the Consultant is authorized to proceed with the described professional services.

In witness whereof, each party to this Contract has caused it to be executed on the date indicated below.

APPROVED:

HILL STUDIO

TOWN OF ROCKY MOUNT, VIRGINIA

Evelyn A. Slone, AICP
Director of Community Planning

C. James Ervin
Town Manager

Date: _____

Date: _____

C: HS File 14__ c. 0



HOURLY RATES

Effective May 1, 2014, Hill Studio personnel will be billed at the following rates:

President	175.00 / hr
Director	130.00
Project Director / Senior Fellow	115.00
Project Planner/LA/Arch	100.00
Job Captain	95.00
Apprentice III Planner/LA/Arch	85.00
Apprentice II Planner/LA/Arch	75.00
Researcher	70.00
Apprentice I Planner/LA/Arch	65.00
CADD Technician II	80.00
CADD Technician I	60.00
Specs and Technical Composer	65.00
Clerical	50.00
Intern	40.00
Travel Rates for all personnel:	½ of normal rate

After December 31, 2014, Hill Studio rates may be adjusted.

President	David P. Hill, ASLA
Director	Evelyn A. Slone, AICP, LEED AP Hunter Greene, AIA Greg Webster, RLA, LEED AP
Project Director / Senior Fellow	Donald C. Harwood, AIA Alison Blanton Glenn Stach, RLA Gary Johnson, RLA Ben Johnson, RLA
Project Planner/LA/Arch	Helen R. Hill
Job Captain	Charlie Craig Marshall McMillan-Zapf, LEED AP
Apprentice III Planner/LA/Arch	Laurice Ellsworth Phil Moore
Apprentice II Planner/LA/Arch	Ashleigh Marshall
Researcher	Katie Coffield
Apprentice I Planner/LA/Arch	TBD
CADD Technician II	TBD
CADD Technician I	TBD
Specs and Technical Composer	Amy Saunders
Clerical	Sandy Thompson
Intern	TBD

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 9, 2014
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Town of Rocky Mount has charged \$30 per foot for curb cuts and curb/gutter installation since approximately 1990 (25 years). A review of the practice indicates that the actual cost to the Town is approximately \$80 a foot. Staff recommends a new rate be set by Town Council of \$85 a liner foot for curb cuts and curb/gutter installation effective July 1, 2014.
ACTION NEEDED:	Approval/denial of proposed fee change.

Attachment(s): No

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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