



ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
APRIL 13, 2015
AT 7:00 P.M.

When speaking before Town Council, please come to the podium and give your name and address for the record. Please address the Council and not the audience. If you provide Council with any documentation, please also give a copy to the town clerk prior to speaking.

◆
All cellular phones must be turned off during the Council Meeting.
◆

The Town of Rocky Mount is pleased to offer assistive listening devices for meeting attendees with special hearing needs. Please ask any staff member or the town clerk for assistance.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items (*none at this time*)
- V. Public Hearing (*none at this time*)
- VI. Approval of Draft Minutes
 - March 9, 2015, regular meeting minutes
- VII. Approval of Consent Agenda
 - Miscellaneous Resolutions/Proclamations (*none at this time*)
 - Miscellaneous Action (*none at this time*)
 - 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 approval of Eric Miller with Christian Heritage Academy to hold annual Heritage Classic 5K road race
 - B. Review and consideration of approval of request of Waste Water Treatment Plant to hire an intern for 2015
 - C. Review and consideration of approval of memorandum of understanding with Thompson & Litton and supplemental appropriation resolution for general engineering

- services regarding water pressure issues in the area of Maple Avenue
- D. Review and consideration of approval of funding request of Community Partnership for Revitalization for “Old Court Days” tourism event
- E. Overview of Fiscal Year 2016 Budget

XI. Committee Reports

- A. Streets, Sidewalks, and Streetlights Committee report
- B. Public Utilities Committee report

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

- A. Section 2.2-3711(A).1 – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Planning Commission appointments).
- B. Section 2.2-3711(A).1 – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Board of Zoning Appeals appointments).
- C. Section 2.2-3711(A).5 – Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business’s or industry’s interest in locating or expanding its facilities in the community (new business interest).

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.

**ROCKY MOUNT TOWN COUNCIL
MEETING MINUTES
March 9, 2015**

The March 9, 2015 regular meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 7:00 p.m. with Mayor Steven C. Angle presiding.

The meeting was called to order by Mayor Angle.

The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- P. Ann Love
- Robert L. Moyer
- Jon W. Snead
- Billie W. Stockton

The following staff members were present:

- John T. Boitnott, Town Attorney
- Tim Burton, Waste Water Treatment Plant Superintendent
- Kenneth Criner, Chief of Police
- Robert Dietrich, Water Plant Superintendent
- C. James Ervin, Town Manager
- Matthew C. Hankins, Assistant Town Manager
- Cecil Mason, Public Works Director
- Charles Robertson, Fire Chief
- Stacey Sink, Town Clerk

PLEDGE OF ALLEGIANCE

Mayor Angle led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Angle asked for any addition or corrections to the presented agenda. Council Member Cundiff noted that he would like to amend the agenda to include a public discussion regarding the \$490,000 deficit of the Harvester Performance Center under old business.

Council Member Moyer noted that he would like to add a discussion of the Farmers' Market under old business.

Motion: To approve the agenda as amended

Motion By: Council Member Stockton

Second: Council Member Love

Action: The amended agenda was approved by a unanimous vote

SPECIAL ITEMS

Let the record show there were no special items to discuss at this time.

PUBLIC HEARING

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

APPROVAL OF MINUTES

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

- **February 9, 2015 - Rocky Mount Town Council regular meeting minutes**
- **February 18, 2015 - Rocky Mount Town Council special meeting minutes**

Mayor Angle asked if there were any additions or corrections to the presented draft minutes, and being none, entertained a motion.

Motion: To approve the minutes as presented

Motion By: Council Member Snead

Second: Council Member Love

Motion Discussion: None

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

Nays: None

Action: Let the record show that the February 9, 2015 and February 18, 2015 minutes were approved as presented by a unanimous vote

APPROVAL OF CONSENT AGENDA

Prior to the meeting, Council received, for review and consideration of approval, a list of consent agenda items, which consists of any miscellaneous resolutions, proclamations, miscellaneous action items, departmental monthly reports, and the bill list. This month's consent agenda consists of the following:

-Departmental Monthly Reports: Community Development Department, Finance

Department, Fire Department, Police Department, Public Works Department, Waste Water Department, Water Department

There being no discussion, Mayor Angle entertained a motion.

Motion: To approve the consent agenda as presented

Motion By: Council Member Stockton

Second: Council Member Cundiff

Motion Discussion: None

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

Nays: None

Action: Let the record show that the consent agenda was approved by a unanimous vote

HEARING OF CITIZENS

Let the record show that prior to the meeting, one citizen requested to speak before Council during the "Hearing of Citizens" portion of the meeting. Mayor Angle called upon **Gale Scott of 150 Cromwell Drive, Rocky Mount** to come forward to speak.

Ms. Scott thanked Council for all that it does. She is grateful that Council has the desire to seek divine guidance before its meetings. Referencing recent articles in the newspaper, Ms. Scott encouraged the Council members to be the ones to pray before the meetings instead of members of the community, as the Franklin County Board of Supervisors does.

Let the record show that no other member of the public came forward to speak.

OLD BUSINESS

Old Business Item No. 1: Resolution by the Rocky Mount Town Council Legislative Prayer

Staff Report By Town Manager Ervin: Council Member Moyer has asked Town Council to consider opening its meetings with a prayer. The Town Attorney and Town Manager have consulted with the Virginia Municipal League (VML) and other local government attorneys in order to assist Council in establishing, if it so chooses, a legal meeting prayer policy.

The "Legislative Prayer" guidance document included from the Virginia Municipal League (included in the meeting documents) summarizes the opportunities and pitfalls associated with establishing an opening meeting prayer. The core challenge is the establishment clause in the first amendment of the United States Constitution that guides all levels of government not to make any law regarding the establishment of a

religion. VML offers the following guidelines regarding meeting prayers in local governments in Virginia:

- The prayer should be given by a person other than a member of the governing body.
- Individuals wishing to deliver a prayer should have an opportunity to sign up to do so, thereby allowing all faiths the chance to participate.
- The prayer should be given to the governing body and not those in attendance, and participation by those attending the meeting should not be sought.

With these guidelines in mind, the draft policy included in the meeting documents is submitted for Council's review.

NOTE: This item was continued from the February 2015 meeting.

General Discussion:

Mayor Angle: Noted that in reading through the VML information, VML hit on a few things about why the organization suggests a council member not offer the prayer. He asked the town manager to recap the information.

Town Manager Ervin: Noted that the challenge goes back to the establishment clause of the U.S. Constitution. For the Council, being a governing body and delivering a prayer gets dangerously close to the establishment clause. This is why VML feels it is best for a member of the governing body not to give the prayer.

Council Member Moyer: Asked to withdraw his motion for prayer before a council meeting.

Mayor Angle: Clarified that there is currently no motion on the floor to withdraw. Council's options are to either act on the business item or not act on it. Not acting would mean no vote and the business item would die as it is.

Hearing no additional comments, Mayor Angle entertained a motion. Let the record show there was no motion offered and no action was taken.

Old Business Item No. 2: Discussion regarding Rocky Mount Farmers' Market

Council Member Moyer: Noted that four or five months ago, Council voted to install signs on the market stating that that area was for market customers only and on the other side, one hour parking. As of today, there are no signs.

Town Manager Ervin: Advised that signs have been ordered from Indigo Signs, and he was not aware the signs had not been installed. Advised he will follow-up with Indigo and Council tomorrow.

Old Business Item No. 3: Discussion regarding Harvester Performance Center deficit

Council Member Cundiff: Noted that Council was made aware in February of a Harvester deficit of \$480,940.02. Thinks that at that time Council should have also made a decision as to how it intended to eliminate the deficit, but that was not done. As it stands now, Council has given a blank check to the people who are in charge and Council has no control over it, other than Council gets the bill. The situation is being fueled by the idea that it is other people's money and it doesn't seem to matter how much is spent. It is his feeling that the taxpayers' money should not be used to subsidize this venue. The question at hand is: what is Council going to do about it? There is money already in the budget, and Council expected to lose some money in the first year, but Council did not expect to lose \$0.5 million. There are contingency funds built into the budget of \$50,000. The Town is already committed for January, February and March, whatever has been spent will have to be paid.

Motion By: Council Member Cundiff

Motion: That the \$50,000 in the contingency fund/general fund be the only amount that is available to pay the Harvester expenses for April, May and June, with the fiscal year ending June 30, 2015, rather than getting it entangled in another year's budget. The motion is to limit the remaining losses to the \$50,000.

Second By: Council Member Moyer

Motion Discussion:

- Mayor Angle: Clarified his understanding of the motion to be that for the months of April, May and June, the only support given to the Harvester by the Town will be in the amount of \$50,000. This was confirmed by Council Member Cundiff.
- Angle: Understands Council Member Cundiff's concerns, but thinks that something people tend to overlook is that in last calendar year, January through April were all expenditures. There was no income at all and Council knew that up front. Council has asked staff to look at several adjustments to things like ticket pricing and service charges. Questioned if this has been put in place yet.
- Assistant Town Manager Hankins: Several things have been done to address the shortfalls such as charging a premium for the first few rows of seats on the bigger shows. Staff has been working hard to increase the number of large shows, cutting back on advertising, and also looking at all line items. The gap is closing as discussed in February. It closed to \$35,000 in that month. Making progress and expects to continue to do so.
- Angle: Pointed out that also, because of the Harvester, revenue has been generated from meals, sales, and lodging tax. Additionally, noted that Franklin County operates its parks and recreation department in a deficit every year.
- Town Manager Ervin: Confirmed that Franklin County's annual budget is \$1 million for the parks and recreation operation. Noted that there are a lot of moving parts to a budget. Last year, the Town lost \$0.25 million with its water and sewer rates. The year before that was more. The even-handed solution to these issues is a long term look at costs and revenues, so that an operation is not crippled. Similarly, the Town would not

have gone in five years ago and cut expenses with the utilities to match the underperforming revenue. The consensus staff is operating under with the Harvester is that it will gradually target the sweet spot that retains the economic development aspects of the Harvester and at the same time limits the taxpayers' exposure. The Town is eight months into a 36-month process. Reminded Council that the Town loses \$200,000 per year picking up trash. There are a lot of things the Town does because it is making an investment in the community. Every year, the Town spends all of the dollars its gets to do good things. The Harvester is an example of this. He is nervous about attempting to restrain something that appears to be making a \$2.5 million impact on the local economy. Noted that the Town spent \$3 million buying and developing the Cox property and it has netted the taxpayer nothing. The Harvester is getting substantial returns compared to every other investment the Town has made. It will take time for the Harvester to grow and get out of the shelter, but it is still no where near being a drag on tax revenue to the extent that the Cox property has been. Council has competent people making good decisions. To come up with a arbitrary metric for the Harvester instead of the utilities or refuse collection operation is something he would rather do in a serious worksession so that Council can have a uniform philosophy.

- Angle: Agreed that placing a \$50,000 limit over three months would be handcuffing the Harvester. He would like the Harvester staff to do what they can to reel back expenses.
- Council Member Love: Especially advertising.
- Hankins: Getting more into social media advertising and also trying to make up the expenses on the revenue side.
- Cundiff: Council had a report through September that showed a \$298,000 loss, and at that time was told there would be an increase in ticket fees and in ticket pricing, but that has not happened.
- Hankins: Have not added an extra \$1.00 to the ticket fee because the costs are currently being covered and there is a similar concern to the finance department issue of overcharging for the fees. However, that increase remains a possibility. Also looking at another ticketing provider that will help to cut costs. Meeting coming up in two weeks where staff will review a new product offered.
- Cundiff: Wants the Harvester to be a success, but also needs to be cognizant that the Town needs to preserve the people's money as much as possible. Feels that now staff has a blank check and Council needs to limit the exposure.
- Hankins: Disagrees that staff has a blank check. The Harvester has a budget, which was approved by Council last year for Fiscal Year 2015. Right now, he expects for the Harvester to end the year operating within its budget. The \$480,000 loss is for the calendar year, January – December, but the support year is not the same. The deficit is caused by issues on the revenue side.
- Walker: Agrees with Council Member Cundiff in that he is not impressed with the deficit. He is surprised by it, but was not so naïve as to expect that it would not lose any money. Last meeting they did discuss ways to curb the monthly \$50,000 average loss. It came down in January significantly, and he hopes it came down in February. He likes the idea of restraints but does not think it can just be cut that quickly and that soon. Confirmed with Assistant Town Manager Hankins that staff is on the same page

Council where advertising, ticket pricing, and security are concerned, and that staff is doing whatever possible to decrease expenses, including watching the payroll clocks and making sure that people are going home as soon as their time is up.

- Hankins: Confirmed that he is meeting with his staff every week to keep eyes on the expenses.
- Love: Questioned how confident staff is that they can stay within the \$1.12 million budget for the Harvester, with Assistant Town Manager Hankins confirming “very confident.”
- Ervin: Thinks that this budget will be stuck to prior to the end of the fiscal year. What Council Member Cundiff’s point is and what staff is hoping for, is a larger offsetting revenue item. Right now, it appears that this “department” will land under what it was anticipated to cost for the year. The challenge then is to grow the brand, get better acts, and have volume. Trending towards it. 98% of shows make some kind of profit, and they need to be grown to the point that some of the back of the house expenditures are covered.
- Hankins: Still searching for sponsors to underwrite shows.

Ayes: Cundiff, Moyer

Nays: Love, Snead, Stockton, Walker

Action: Let the record show that the motion on the floor was defeated

NEW BUSINESS

New Business Item No. 1: Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2014

Staff report by Town Manager Ervin: Deanna Cox, with the audit firm Robinson, Farmer, Cox Associates presented the formal annual financial report for the Town of Rocky Mount.

General Discussion: Ms. Cox was happy to report that the Town received a clean audit report. The only audit comments were related to the Harvester Performance Center and they were minor in nature. The auditors were very pleased to find that the Harvester's controls are good.

Council Member Stockton: Advised that he is satisfied with the overall rating and thinks the Town is on the right track.

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

Motion: To approve the Town of Rocky Mount's Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2014 as presented.

Motion By: Council Member Stockton

Second: Council Member Cundiff

Motion Discussion: None

Ayes: Cuneapprove the Town of Rocky Mount's Com

Nays:

Action: Let the record show that the own of Rocky Mount's Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2014 was approved as presented

New Business Item No. 2: Discussion regarding Virginia Municipal League Supper to be held at the Harvester Performance Cente in April 2015

Staff report by Town Manager Ervin: The Virginia Municipal League holds regional dinners throughout the state as a method of encouraging localities to meet and network oer a shared topic of interest. The schedule of regional dinners was given to Council in the monthly packet. Of note is the event on Thursday, April 16, 2015, at 6:00 p.m., what will be held at the Harvester (in the downstairs meeting space). The Town is playing host to this event for VML, and the topic will be "Economic Development." Town Manager Ervin encourages members of Council to attend. Staff also plans to invite members of the Economic Development Authority and the Planning Commission to attend the dinner.

General Discussion: None

New Business Item No. 3: Discussion of options for the Depot - Community & Hospitality Center

Staff report by Town Manager Ervin: The Town has been operating the Depot as a visitors' center with paid part time staff. The budget for the Depot in the current fiscal year is \$36,000, which is predominately salaries and utilities. An annual report detailing the visitation and rental of the Depot from March 26-November 30, 2014 is attached. Based on current utilization, staff recommends that the visitor center not be opened in the spring and that some of the staff and publication resources that were invested there be used to greet and guide visitors at the Harvester, consolidating the two operations into one facility. This can be done on a test basis for the spring and summer.

Concurrently, staff proposes that a dialogue with Ferrum College be created to potentially turn the visitors' center into a small business incubator (with potential partnerships for Ferrum students that are interested in entrepreneurial endeavors).

Staff seeks Council's input on these recommendations and guidance as to how Council envisionsthe future of the Depotand a location for visitors to the Town.

General Discussion:

Council Member Moyer: If the Town partner's with Ferrum would it still be a visitor center?

Assistant Town Manager Hankins: The idea for a business incubator would be a shared secretary for whatever businesses are in the incubator and it could still be operated at a visitors' center. He met with Dr. Braaten two weeks ago. The end game of the experiment would be to try to keep some of the Ferrum students in uptown or downtown area.

Town Manager Ervin: Advised Council did not need to make a decision today, but could think about the issue and get back with staff on ideas.

Let the record show that no action was taken.

New Business Item No. 4: Overview of Crooked Road events for Mountains of Music Homecoming

Staff report by Town Manager Ervin: The localities along the Crooked Road will hold a region-wide celebration/event under the common umbrella name of "Mountains of Music Homecoming" from June 12 to June 20, 2015. The Town will be aggressively participating, as will the County and other partner community entities. He called upon Assistant Town Manager Hankins to present an overview of the events scheduled to date.

Hankins: The Crooked Road would like to take advantage of the tourist season and the Crooked Road Board has received grants in excess of \$4 million to advertise for this festival, along with \$100,000 to put toward 40 concerts and over 70 musical events at affiliated venues. There will also be a cultural attraction component such as "Antique Farm Days," etc. The Town's new event is trying to reenact Old Court Days on June 13th. The goal is to try to bring visitors to travel along the length of the Crooked Road. The event will rely on partnerships and sponsorships. Two events are scheduled at the Harvester on June 17th and June 20th, and also a couple more shows with local artists performing traditional music. Funding requests from Court Days will be discussed during April meeting, requesting support for advertising. This is a new venture with a lot of moving parts. The community will see benefits here in Rocky Mount, especially in hospitality and restaurant revenues. Printed materials and a website will be available.

This presentation was for informational purposes only.

General Discussion: None

New Business Item No. 5: Review and consideration of contract award to Waco, Inc. for sodium hypochlorite water treatment project

Staff report by Assistant Town Manager Hankins: For a number of safety and security reasons, the water treatment industry is moving away from the use of chlorine gas for

the disinfection of water. The water department has been working with a consulting engineer and the Virginia Department of Health to facilitate the switch over from gas to liquid sodium hypochlorite. At this time, the plant has approved designed plans and has received a number of qualified bids for the project. After a review of the bids by Town staff and the consulting engineer, staff has chosen Waco, Inc. to do the work required. Waco, Inc.'s bid of \$129,000 was the lowest of five bids that ranged up to \$190,000. \$130,000 was budgeted for the project. This is important to him as the town manager because he has had some employees injured by the old process.

General Discussion:

Mayor Angle: Confirmed with the town manager that this funding is already in the budget.

Water Treatment Plant Superintendant Dietrich: Noted that there has been a lot of interest in the project. Ten companies came to the pre-bid meeting, and he received six or seven good, qualified bids.

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

Motion: To accept the bid and go ahead with the installation

Motion By: Council Member Cundiff

Second: Council Member Snead

Motion Discussion: None

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

Nays: none

Action: The motion to approve the bid and begin the installation was approved by a unanimous vote

COMMITTEE REPORTS

Let the record show there were no committee reports at this time.

OTHER MATTERS & COMMENTS

Referrals to Planning Commission: Let the record show there were no referrals to Planning Commission at this time.

Rise and Shine Franklin County: Let the record show that Town Manager Ervin appeared on the Rise and Shine Franklin County show with host Richard Shoemaker this morning.

COUNCIL CONCERNS

Let the record show there were no Council Concerns expressed at this time.

CLOSED MEETING

Entering Closed Meeting:

Motion: To go into closed session to discuss a personnel matter under Section 2.2-3711(A).1

Time: 8:03 p.m.

Motion By: Council Member Stockton

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

Second: Council Member Walker

Motion Discussion: None

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

Nays: None

Action: Motion to go into closed meeting approved by a unanimous vote

Exiting Closed Meeting:

Motion: To come out of closed meeting and to reconvene into open session

Time: 8:34 p.m.

Motion By: Council Member Stockton

Second: Council Member Cundiff

Motion Discussion: None

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

Nays: None

Action: Motion to come out of closed session and reconvene in open session approved by a unanimous vote

Declaration of Closed Meeting Discussion:

Motion: To certify that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting

Motion By: Council Member Stockton

Second: Council Member Cundiff

Motion Discussion: None

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

Nays: None

Action: The Mayor swore to adopt the motion on the floor by Council Member Stockton and reported that no action was taken during the closed meeting

Certificate of Closed Meeting:

Whereas, the Rocky Mount Town Council has convened a closed meeting on Wednesday, February 18, 2015 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

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

Steven C. Angle, Mayor

ADJOURNMENT

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

Motion By: Vice Mayor Walker

Second: Council Member Love

Motion Discussion: None

Action: Meeting adjourned at 8:37 p.m. by a unanimous vote

Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

SBS/

MONTHLY STAFF REPORT

DATE:	April 9, 2015
TO:	Rocky Mount Town Council
FROM:	Matthew C. Hankins, Assistant Town Manager/CD Director
DEPARTMENT:	Community Development
MONTH:	MARCH 2015

Please see attached spreadsheet.

Community Development & Planning February 2015 Monthly Report

ARTS & CULTURE TOTAL: 0						
FILE NUM	BUSINESS NAME	OWNER/OFFICER NAMES	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP

BANNER PERMITS TOTAL: 3						
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved
B15-001	The Franklin Center (Kathy Hodges)	540-783-0179 Ext 2101	Career and Resource Fair 1:30pm - 4:30pm March 26th	Rt 40	3/12/2015 to 3/26/2015	3/4/2015
B15-002	Southwest Virginia Antique Farm Days	540-493-9819	Southwest VA Antique Farm Days	Rt 40	6/1/2015 to 6/17/2015	3/9/2015
B15-003	Ferrum College - Kristin Waters	540-420-6785 or 540-365-4300	Welcome Back Students	Rt 40	08/24/2015 to 09/07/2015	3/12/2015

SITE/PLAT FILES TOTAL: 0						
File Number	Property Owner	Action	TMPN	Date	Notes	Location

SIGN PERMITS TOTAL: 0						
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved

ZONING COMPLIANCE PERMITS TOTAL: 3 Residential: 1 Commerical: 2						
Permit #	Applicant Name	Property Owner	Property Address/TM	Zoning	Proposed Use	Type of Improvement
ZC15-010	Dorothy Parker	Dorothy Parker	2100024200	R-1	Residential	Home Based Business - Professional Consulting Financial
ZC15-011	King's Way Prison School of	Mel Lew Properties, LLC	2040033800	GB	Commerical	Business - Offering Bible Studies for Inmates to obtain an Associate
ZC15-012	Tracey Lozeau	Grady H Jones FLP	2070072300	CBD	Commerical	Business - Salon

ZONING PERMITS TOTAL: 6								
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	CurrentZoning	Date Approved	Expected Completion Date	NOTES
ZP15-009	David Wilson	834 Scuffling Hill Road	2100017200	Residential	R1	3/9/2015	4/1/2015	8' X 10' Shed
ZP15-010	David Wilson	834 Scuffling Hill Road	2100017200	Residential	R1	3/9/2015	4/1/2015	Carport 18' X 21'
ZP15-011	USCOC of Virginia, RSA #3	44 Pendleton Street	2040047400	Commerical	RB	3/11/2015	4/1/2015	US Cellular will be adding three (3)
ZP15-012	R. Fralin Construction,	Lot 4, Old Fort Road	2100200400	Residential	RPUD	3/26/2015	8/15/2015	Single Family Dwelling
ZP15-013	NanaPop, LLC	1545 Main Street	2010000900,	Residential	R-2	3/30/2015	3/30/2015	4-Unit Apartment Building 44X46
ZP15-014	Rutrough Construction, Inc	10 Cromwell Drive	2010000500	Residential	R-1	3/31/2015	3/31/2015	Remodel and ReDesign two

ZONING CERTIFICATION LETTER TOTAL: 2						
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	CurrentZoning	Letter Date
ZL15-001	Odin, Felman & Pittleman PC	800 Tanyard Road	2030002000	Commerical	GB	3/4/2015
ZL15-002	Meagan J. Deichert	310 South Main Street	2070055700	Commerical	CBD	3/24/2015

MONTHLY STAFF REPORT

DATE:	April 8, 2015
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director
DEPARTMENT:	Finance Department
MONTH:	April meeting

This report contains the following monthly information for March 2015 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

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:

1310 walk-in transactions

1462 drive-thru transactions

2044 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING MARCH 2015**

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

RETAIL:

Star King Enterprise LLC, 800 Tanyard Rd., new owner Burger King

PROFESSIONAL:

McCorkle & Jones, Orthodontics, 490 S. Main, orthodontist

Dorothy Parker, 360 Knollwood Dr., financial services

CONTRACTOR:

Liberty Fire Solutions, job at Carilion Franklin Memorial Hospital

O'Dorizio Carpentry & Co., concrete at Dollar Tree location

REPAIRS / PERSONAL SERVICE:

Lawton Bookkeeping & Accounting Services, 1109 N Main, bookkeeping

Bliss Salon & Spa, 451 S Main, new owner Vintage Spa

TOWN OF ROCKY MOUNT
Investment Portfolio
at February 28, 2015

<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:									
FFCB	10/31/2014	8/1/2019	230,000	98.401	226,322.30	1.46%	1.44%	3133EAD62	3,312.00
FNMA	12/26/2013	12/26/2017	500,000	99.431	497,155.00	1.00%	1.00%	3135G0SJ3	5,000.00
FNMA	9/27/2013	9/27/2017	255,000	99.860	254,643.00	0.85%	0.70%	313G0E64	1,785.00
Bond Totals			<u>985,000</u>		<u>978,120.30</u>	1.10% avg. return			<u>10,097.00</u>
Certificates of Deposits:									
Ally BK Midvale UT		12/31/2014	230,000	99.357	228,521.10	1.50%	1.50%	02006LNA7	3,450.00
BMW Salt Lake City UT		10/11/2018	245,000	100.701	246,717.45	2.03%	2.05%	05568P5S2	5,022.50
Bank Hampton Rds. VA		9/27/2017	245,000	99.644	244,127.80	1.00%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn		2/20/2018	248,000	100.085	248,210.80	1.24%	1.25%	06425KBN8	3,100.00
Barclays BK Del Retail		8/20/2019	225,000	99.707	224,340.75	2.10%	2.10%	06740LHV2	4,725.00
CIT BK Salt Lake UT		10/13/2016	190,000	99.695	189,420.50	1.00%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN		8/25/2016	245,000	100.036	245,088.20	0.99%	1.00%	20143PCV0	2,450.00
Discover Bk Greenwood DL		9/4/2018	245,000	100.617	246,511.65	2.03%	2.05%	254671VH0	5,022.50
Essa BK Stroudsburg PA		11/30/2016	245,000	99.992	244,980.40	1.00%	1.00%	29667RGE7	2,450.00
First Merchants BK N A		9/30/2019	245,000	99.578	243,966.10	2.00%	2.00%	32082BDS5	4,900.00
Goldman Sachs NYC		11/3/2014	245,000	99.957	244,894.65	1.95%	1.50%	38143AAP0	4,777.50
State BK India NY NY		12/5/2014	245,000	99.764	244,421.80	2.20%	2.20%	8562843E2	5,390.00
Synchrony Bk Retail CTF		6/13/2019	230,000	99.866	229,691.80	2.00%	2.00%	87164YAP9	4,600.00
Whitney BK Gulfport MS CTF		8/18/2016 A	245,000	99.759	244,409.55	0.60%	0.60%	966594AF0	1,470.00
CD Totals			<u>3,328,000</u>		<u>3,325,302.55</u>	1.55% avg. return			<u>51,707.50</u>
Total Investments			<u>4,313,000</u>		<u>4,303,422.85</u>	1.47% avg. return			<u>61,804.50</u>

NOTE A: new CD that replace one with a .74% yeild

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Feb-14	864,003.17	0.10%
Mar-14	1,219,124.62	0.11%
Apr-14	735,621.09	0.10%
May-14	277,966.56	0.10%
Jun-14	634,175.42	0.09%
Jul-14	503,282.33	0.10%
Aug-14	574,086.59	0.10%
Sep-14	458,047.35	0.10%
Oct-14	174,602.38	0.10%
Nov-14	191,220.60	0.10%
Dec-14	333,032.97	0.10%
Jan-15	49,377.36	0.11%
Feb-15	65,977.38	0.12%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MARCH 31, 2015**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	230,082	143,578	535,242	568,425	583,313	91.76%
Public Service Tax	15,335	-	28,463	27,363	27,690	102.79%
Personal Property Tax	46,019	65,184	197,552	220,872	268,932	73.46%
Machinery & Tools Tax	59,262	-	104,984	96,997	97,316	107.88%
Penalties on Tax	1,838	1,091	4,291	3,216	4,000	107.27%
Interest on Tax	208	360	2,123	1,552	1,700	124.88%
Local Sales Tax	11,180	13,976	96,164	93,006	165,600	58.07%
Meals Tax	96,859	90,391	856,043	797,855	1,287,518	66.49%
Utility Tax	30,625	29,697	223,209	223,509	324,000	68.89%
Communications Tax	15,878	15,278	130,485	130,695	223,416	58.40%
Decals	-	-	-	3,015	-	0.00%
Bank Stock Tax	-	-	-	-	228,070	0.00%
Penalty-Meals Tax	64	357	2,764	2,743	2,000	138.21%
Interest-Meals Tax	3	33	733	1,422	1,100	66.61%
Lodging Tax	7,043	6,425	67,173	60,658	92,880	72.32%
Cigarette Tax	8,782	10,296	79,499	73,698	100,300	79.26%
BPOL-Retail	5,312	3,841	12,360	27,004	322,800	3.83%
BPOL-Professional	510	-	10,391	9,052	135,700	7.66%
BPOL-Contractor	945	158	2,392	7,316	13,750	17.39%
BPOL-Repairs/Services	1,902	20	5,457	2,720	120,000	4.55%
BPOL-Alcoholic Beverages	-	-	75	-	575	13.04%
BPOL-Penalty/Interest	3	-	2,372	4,947	2,000	118.60%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	3,227	-	3,227	-	11,800	27.35%
BPOL-Miscellaneous	50	50	183	1,300	1,800	10.17%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	550	200	2,219	2,000	2,600	85.35%
Welcome Center Fees	290	580	3,285	3,800	3,500	93.86%
Planning/Zoning Fees	920	2,396	7,520	12,120	6,500	115.68%
Court Fines	12,756	7,435	36,398	39,966	48,960	74.34%
Parking Fines	-	-	145	45	100	145.00%
Interest Earnings	6,500	9,289	41,388	43,993	46,424	89.15%
Return Check Fees	80	100	540	500	600	90.00%
Rental of Property	-	-	420	420	420	100.00%
Mortgage Payments	256	256	2,817	2,049	3,073	0.00%
Paving Loan Payment	1,455	-	4,366	-	-	0.00%
Sale of Materials	-	-	960	-	-	0.00%
Sale of Property	-	-	-	10,654	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	-	-	1,500	2,250	1,500	100.00%
Security Services	-	-	1,673	4,800	4,000	41.81%
False Alarm Response Fees	-	-	-	138	-	0.00%
Passport Service Fees	2,478	1,359	8,468	8,414	12,000	70.57%
Police Reports	-	45	739	789	1,700	43.47%
Fingerprint Service Fees	-	35	315	375	300	105.00%
Garbage Collection Fees	7,772	7,758	60,492	51,648	86,016	70.33%
Truck Rental Program	10	10	70	110	100	70.00%
Credit Card Fees	182	-	500	-	-	0.00%
Weed Control / Mowing Charges	-	-	153	292	-	0.00%
Administrative Service Charge	-	-	50	628	-	0.00%
Miscellaneous Services	-	215	-	616	750	0.00%
Transfer from Utility Fund	-	-	-	426,426	-	0.00%
Donations	-	-	43	24	-	0.00%
Merchandise Sales	-	-	186	219	200	92.86%
Miscellaneous	301	2,014	2,234	6,792	830	269.21%
Donations - Celeste Park	-	-	-	815	-	0.00%

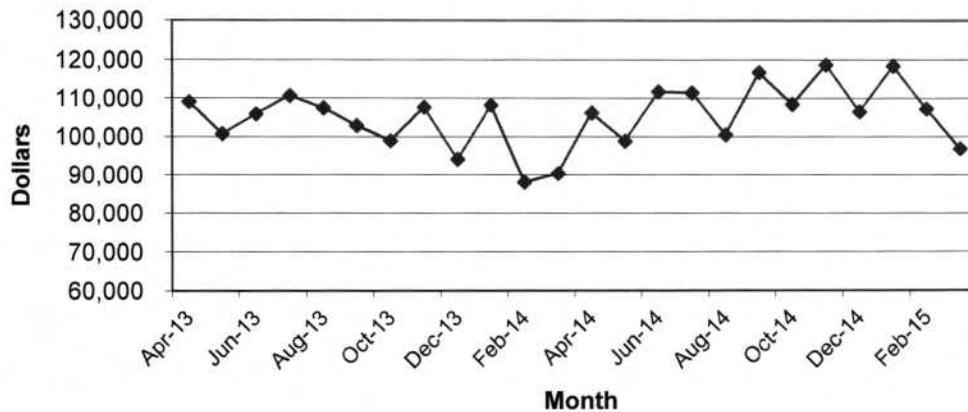
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MARCH 31, 2015**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	40	-	38	49	250	15.35%
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	(2,308)	(4,419)	1,600	-	0.00%
Appropriated Fund Balance	-	-	-	42,149	719,585	0.00%
Total Local Revenues	568,714	410,119	2,537,280	3,021,046	4,955,868	51.20%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,645	3,827	3,600	101.26%
Litter Tax	-	-	2,611	2,614	2,100	124.33%
Rental Tax	-	-	63	-	-	0.00%
Other Categorical Aid	-	700	-	700	-	0.00%
Fire Programs	-	-	12,972	12,134	12,134	106.91%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
DMV Grants	1,038	-	10,877	-	-	0.00%
DMV Mini Grants	-	-	-	-	-	0.00%
Street Maintenance	320,971	312,378	962,912	937,134	1,274,502	75.55%
VML Safety Grant	-	-	-	4,000	4,000	0.00%
Volunteer Fire Dept.	-	7,500	15,000	22,500	30,000	50.00%
Law Enforcement-599 Funds	27,115	27,115	81,345	81,345	108,460	75.00%
Police Grants	-	-	-	8,732	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
Total State Revenues	349,124	347,693	1,172,918	1,156,479	1,518,289	77.25%
TOTAL GENERAL FUND REVENUES	917,838	757,813	3,710,198	4,177,525	6,474,157	57.31%
UTILITY FUND REVENUES:						
Water Sales	89,209	80,392	675,414	705,913	1,070,400	63.10%
gallons billed	17,160,660	18,606,875	153,920,555	162,525,879		
Water Connections	18,050	-	35,358	15,355	24,440	144.67%
Reconnect Fees	925	800	6,050	8,195	7,350	82.31%
Penalties	2,272	2,158	18,649	15,000	18,500	100.80%
Bulk Water Purchases	-	86	3,217	5,331	2,000	160.83%
Sewer Collection Charges	56,396	53,944	430,103	446,949	680,040	63.25%
gallons billed	13,633,724	13,995,485	115,386,691	123,911,103		
Sewer Connections	18,855	-	23,758	6,805	12,500	190.06%
Cell Tower Rent	7,821	5,668	35,193	34,540	46,534	75.63%
Recoveries	-	-	1,115	4,465	1,600	69.70%
Bond Proceeds	-	-	-	-	-	0.00%
Meals Tax Transfer (in fund 05 for fy 15)	-	-	-	514,278	-	0.00%
Appropriated Fund Balance	-	-	-	255,300	780,053	0.00%
TOTAL UTILITY FUND REVENUES	193,527	143,048	1,228,856	2,012,132	2,643,417	46.49%

TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS

Month	Collections
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
Jun-14	111,723
Jul-14	111,448
Aug-14	100,522
Sep-14	116,710
Oct-14	108,467
Nov-14	118,725
Dec-14	106,535
Jan-15	118,367
Feb-15	107,244
Mar-15	96,859

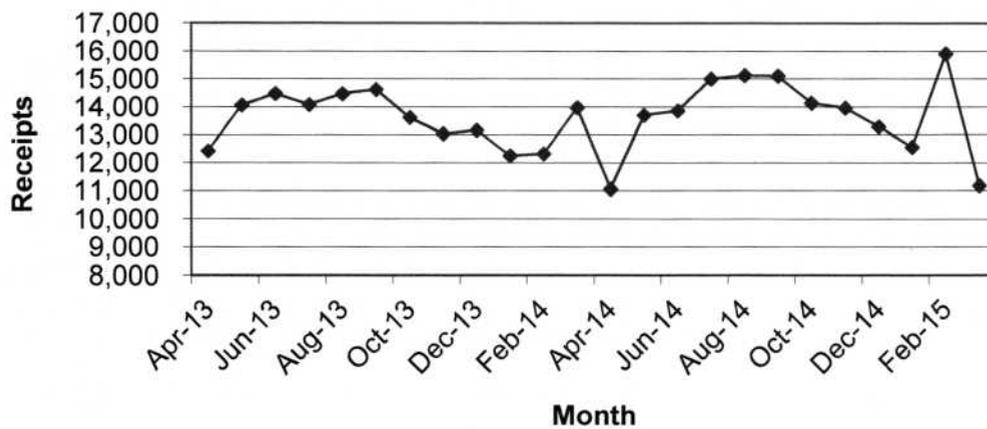
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

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
Jun-14	13,862
Jul-14	15,006
Aug-14	15,131
Sep-14	15,111
Oct-14	14,145
Nov-14	13,969
Dec-14	13,288
Jan-15	12,560
Feb-15	15,912
Mar-15	11,180

Local Sales Tax



**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MARCH 31, 2015**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
GENERAL FUND:						
Mayor & Council	5,404	6,107	67,872	62,417	80,642	84.16%
Town Manager	18,966	15,917	163,555	149,330	211,187	77.45%
Town Attorney	7,228	-	24,072	16,029	36,100	66.68%
Finance Department	20,147	23,269	243,810	223,413	358,452	68.02%
Electorial Board	-	-	-	-	-	0.00%
Police Department	118,789	124,196	1,278,364	1,277,492	1,833,954	69.71%
Volunteer Fire Dept.	21,870	2,751	99,671	81,165	188,648	52.83%
Public Works Admin.	677	955	34,695	10,755	17,105	202.84%
Street Lights	8,576	8,358	82,721	74,713	113,148	73.11%
Traffic Control & Parking	4,245	1,314	55,124	53,349	79,242	69.56%
Streets	27,732	37,030	657,095	397,213	1,134,093	57.94%
Sidewalks & Curbs	-	-	4,827	1,989	17,876	27.00%
Grassy Hill Guardrails	-	42,500	-	45,378	-	0.00%
40 East Sidewalks/Crosswalks	-	1,239	58,160	10,309	-	0.00%
Street Cleaning	3,444	3,675	17,309	15,424	22,394	77.29%
Refuse Collection	6,363	9,508	114,602	122,158	175,826	65.18%
Snow Removal	25,905	5,966	28,579	24,031	26,497	107.86%
Municipal Building	4,374	5,554	56,248	43,586	75,644	74.36%
Emergency Services Bldg.	9,184	6,952	79,137	46,772	136,369	58.03%
Public Works Building	4,091	3,611	15,861	21,367	22,580	70.24%
Cemetery	-	223	10,950	13,937	23,844	45.92%
Playgrounds	165	160	16,050	19,524	68,092	23.57%
Veterans Memorial Park erosion	-	32,838	473	36,645	557,985	0.08%
Pigg River Dam Safety Improvement	-	-	-	30,000	-	0.00%
Planning & Zoning	8,856	10,388	83,167	85,305	139,183	59.75%
Community Development	16,675	15,401	133,222	141,899	285,608	46.65%
Citizen's Square	2,125	3,900	14,752	19,446	13,510	109.19%
Hospitality Center	1,465	1,081	16,032	24,359	63,792	25.13%
Passport Services Expenses	60	400	323	1,981	3,600	8.98%
Economic Development Authority	-	123	40	753	10,638	0.38%
Remediation of Blighted Structures	-	-	18,125	1,085	20,000	90.63%
Non-Departmental:						
Wages & Fringes	1,907	6,821	33,019	40,339	95,551	34.56%
Employee Wellness Program	-	-	4,450	1,347	4,000	111.26%
Employee Drug Testing	-	-	641	397	1,300	49.32%
Insurance	-	-	67,853	65,127	68,788	98.64%
Contributions to Others	-	-	22,500	21,750	22,500	100.00%
Debt Service-Principal	-	-	27,000	197,400	175,800	15.36%
Debt Service-Interest	-	-	42,418	95,273	79,070	53.65%
Transfer to Utility Fund	-	-	-	514,278	-	-
Transfer to Utility Capital Fund	-	-	257,139	-	257,139	100.00%
Transfer to Capital Proj. Fund	-	-	-	2,650,947	-	0.00%
Transfer to Performance Operations	-	-	-	30,169	-	0.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	-	0.00%
TOTAL GENERAL FUND EXPENDITURES	318,249	370,238	3,829,856	6,668,850	6,470,157	59.19%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MARCH 31, 2015**

	<u>MONTH</u>		<u>YEAR TO DATE</u>		<u>BUDGET</u>	<u>% OF BUDGET</u>
WATER & SEWER FUND:						
Water System Operation	15,883	5,068	121,095	89,381	125,869	96.21%
Meter Reading	2,571	2,503	28,103	26,189	50,217	55.96%
Water Plant	45,584	51,413	383,665	464,570	592,303	64.78%
Belmont Dr. Water Line Replacement	-	-	30,268	-	-	0.00%
Wastewater System Operation	15,166	13,126	77,559	113,939	140,978	55.01%
Wastewater Treatment Plant	35,431	35,990	278,321	277,583	470,826	59.11%
Utility Billing & Administration	11,649	11,329	105,547	91,886	159,375	66.23%
Non-Departmental:						
Wages & Fringes	-	-	3,701	4,118	6,567	56.35%
Insurance	-	-	22,618	21,709	22,925	98.66%
Debt Service-Principal	-	-	409,000	761,513	210,200	194.58%
Debt Service-Interest	-	-	75,497	26,936	61,605	122.55%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Transfer to General Fund	-	-	-	426,426	-	0.00%
Contingency	-	-	-	-	22,500	0.00%
Contingency - to reimburse fund balance	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	780,053	0.00%
TOTAL WATER & SEWER FUND EXPENSES	126,284	119,429	1,535,374	2,304,250	2,643,418	58.08%
CAPITAL IMPROVEMENTS FUND:						
Performance Venue Renovations	4,000	305,981	137,946	1,478,801	-	0.00%
Microenterprise Loan Program	-	-	20,000	-	-	0.00%
Transfer to General Fund	-	-	-	-	700,000	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	4,000	305,981	157,946	1,478,801	700,000	22.56%
UTILITY CAPITAL FUND:						
Public Works Utility Capital Projects	-	-	-	175,947	175,000	0.00%
Water Distribution Utility Projects	-	-	46,713	-	321,061	14.55%
Water Treatment Plant Utility Projects	-	30,971	62,518	30,971	183,960	33.98%
Wastewater Collection Utility Projects	-	-	39,874	-	40,000	99.69%
Wastewater Treatment Plant Utility Projects	5,443	19,946	76,887	19,946	106,000	72.54%
Contingency	-	-	-	-	60,000	0.00%
Reserved Fund Balance Transfer	-	-	-	-	100,000	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	5,443	50,918	225,992	226,865	986,021	22.92%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MARCH 31, 2015**

	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
PERFORMANCE VENUE OPERATIONS (expenses paid by Town checks only):						
Performance Venue Operations:						
Wages - Full Time	8,932	8,228	74,535	45,518	114,618	65.03%
Wages - Part Time	1,661	-	16,248	-	50,000	32.50%
Wages - Overtime	-	-	11	-	-	-
Wages - Security	975	-	20,325	-	20,000	101.63%
Fringes	4,387	3,643	42,458	20,293	51,181	82.96%
Contractual Services	(3,740)	3,400	35,320	8,615	30,000	117.73%
Outside Security Services	-	-	1,299	-	-	0.00%
Custodial Services	-	-	8,674	-	25,000	34.70%
Repairs & Maintenance	-	-	1,571	-	5,000	31.41%
Ticketing Expenses	30	-	654	-	5,000	13.08%
Talent	-	12,500	-	30,125	400,000	0.00%
Talent Bonuses	-	-	-	-	100,000	0.00%
Band Hospitality	339	-	11,275	-	50,000	22.55%
Advertising	225	2,445	112,763	11,750	42,000	268.48%
Printing & Binding	539	-	5,231	240	12,000	43.59%
Postage & Delivery Services	63	40	645	45	2,500	25.80%
Licenses & Permits	-	-	665	250	-	0.00%
State Sales Tax Expense	-	-	-	-	-	0.00%
Local Meals Tax Expense	-	-	-	-	-	0.00%
Credit Card Transaction Fees	-	-	-	-	-	0.00%
Utilities	-	255	19,182	1,312	50,000	38.36%
Communications	578	65	6,384	650	6,000	106.40%
Insurance	-	-	-	-	12,000	0.00%
Travel & Training	132	-	483	1,598	9,000	5.36%
Meeting / Event Expenses	291	-	1,066	-	-	0.00%
Stipends	-	-	-	-	25,000	0.00%
Dues & Memberships	-	-	634	-	3,000	21.13%
Books & Subscriptions	-	-	120	789	3,000	4.00%
Miscellaneous Expenses	-	-	-	-	5,000	0.00%
Office Supplies	598	136	7,407	436	3,500	211.64%
Janitorial Supplies	-	-	2,133	-	-	0.00%
Merchandise for Resale	-	-	-	-	80,000	0.00%
ABC Purchases	-	-	-	-	-	0.00%
Supplies for Concession Stand	-	-	-	-	-	0.00%
Furniture & Fixtures	-	-	2,419	-	10,000	24.19%
Data Processing Equipment	-	-	-	2,947	5,000	0.00%
Machinery & Equipment	-	-	-	-	5,000	0.00%
TOTAL PERFORMANCE VENUE EXPENSE	15,010	30,711	371,502	124,569	1,123,799	33.06%
Performance Venue Concessions:						
Food / Drink for Resale	80	-	5,919	-	-	0.00%
Merchandise for Resale	-	-	817	-	-	0.00%
Concession Supplies	136	-	988	-	-	0.00%
Furniture & Fixtures	-	-	534	-	-	0.00%
TOTAL HPC CONCESSION EXPENSES	216	-	8,258	-	-	0.00%
9 months of the 12 month fiscal year						75.00%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2015

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY	50,000	22,500	60,000
COMMITTED:			
Lee M Waid water flow (2/9/15)			(30,000)
Maple Ave. water pressure (4/13/15) PENDING			(7,500)
AVAILABLE CONTINGENCY FUND BALANCE	<u>50,000</u>	<u>22,500</u>	<u>22,500</u>
Available / (overexpended)			

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 WATER CONSUMPTION PERCENTAGES
 FOR THE MONTH OF MARCH 2015

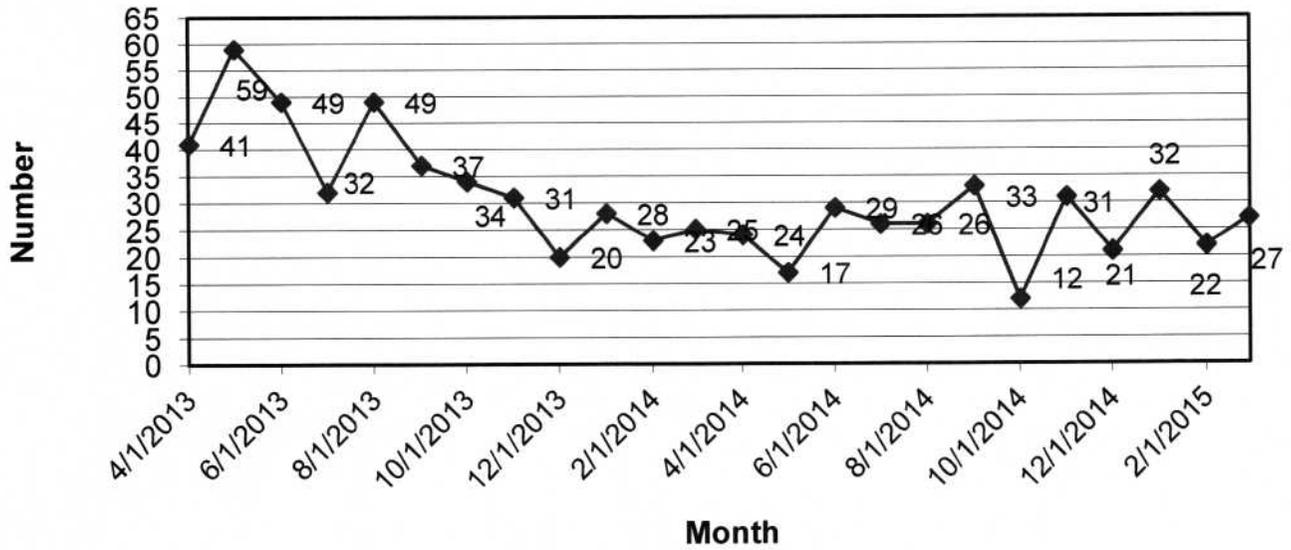
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,758	6,637,456	\$ 39,182	61%	38%	34%
COMMERCIAL	344	4,615,688	\$ 21,541	12%	26%	19%
INDUSTRIAL	48	2,764,190	\$ 9,853	2%	16%	9%
TOTAL	<u>2,150</u>	<u>14,017,334</u>	<u>\$ 70,576</u>	<u>74%</u>	<u>79%</u>	<u>62%</u>
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	663	2,700,106	\$ 34,037	23%	15%	30%
COMMERCIAL	73	524,320	\$ 6,544	3%	3%	6%
INDUSTRIAL	2	419,000	\$ 2,676	0%	2%	2%
TOTAL	<u>738</u>	<u>3,643,426</u>	<u>\$ 43,257</u>	<u>26%</u>	<u>21%</u>	<u>38%</u>
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,421	9,337,562	\$ 73,219	84%	53%	64%
COMMERCIAL	417	5,140,008	\$ 28,085	14%	29%	25%
INDUSTRIAL	50	3,183,190	\$ 12,528	2%	18%	11%
TOTAL	<u>2,888</u>	<u>17,660,760</u>	<u>\$ 113,833</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 PERCENT CONSUMPTION & PERCENT REVENUE
 PER CUSTOMER CLASS
 FISCAL YEAR 2015

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-14	34%	33%	30%	23%	16%	10%	80%	66%	13%	24%	7%	10%	0%	0%	20%	34%
Aug-14	33%	32%	31%	23%	18%	12%	82%	67%	12%	22%	7%	11%	0%	0%	18%	33%
Sep-14	33%	32%	30%	23%	18%	11%	81%	67%	12%	23%	7%	10%	0%	0%	19%	33%
Oct-14	33%	32%	30%	23%	18%	11%	81%	66%	12%	23%	7%	11%	0%	0%	19%	34%
Nov-14	33%	32%	30%	23%	18%	12%	81%	66%	12%	23%	6%	10%	1%	1%	19%	34%
Dec-14	37%	35%	28%	21%	13%	8%	78%	63%	14%	25%	8%	11%	1%	1%	22%	37%
Jan-15	38%	34%	26%	20%	14%	9%	78%	63%	14%	25%	8%	12%	0%	0%	22%	37%
Feb-15	38%	36%	27%	20%	15%	8%	80%	64%	13%	25%	7%	11%	1%	1%	20%	36%
Mar-15	38%	34%	26%	19%	16%	9%	79%	62%	15%	30%	3%	6%	2%	2%	21%	38%
Apr-15																
May-15																
Jun-15																
Average	35%	33%	29%	22%	16%	10%	80%	65%	13%	24%	7%	10%	1%	1%	20%	35%

***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, comercial, and industrial customers for FY 2015 (year ended 6/30/15).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
 WATER ACCOUNTABILITY
 February-15

Water Plant Finished Water Pumped		<u>19,870,000</u>
Water Consumption Billed	17,376,760	
Meters Read and Not Billed	913,590	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flushing Water Lines Reported to WTP or PW	270,000	
Flow Meter Checks at Hydrants	-	
Grand Total of Water Metered / Consumed / Tracked		<u>18,560,350</u>
Percent Finished Water Accounted		93.41%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	-
001-0188-00-01	Impound Lot	3,900
002-0317-20-01	Public Works Bldg	40
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	-
005-1343-10-01	Harvester Performance Centre	5,000
005-1384-00-01	Farmer's Market	400
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	250
009-2523-50-01	Emergency Services Bldg.	4,000
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	284,000
	Water Plant Process	612,000

TOTAL Meters Not Billed		<u>913,590</u>
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Water Line Repairs by Public Works during the month:

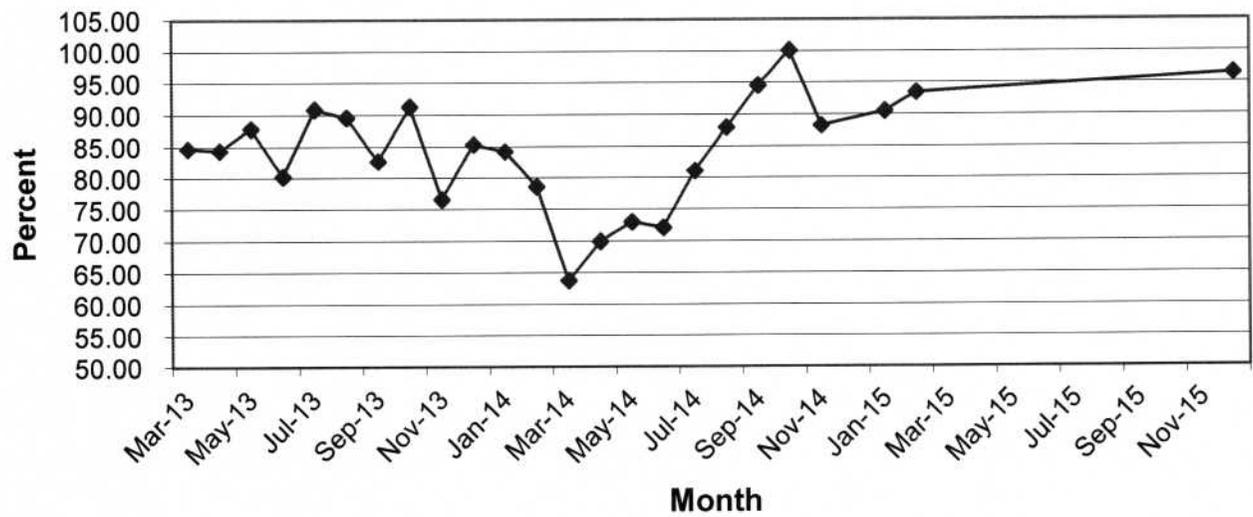
- 2" line on Ann Sink St.
- 8" line on Warren St.
- 2" line on Patterson Ave.

Sewer Line Repairs by Public Works during the month:

- residential connection on Hillcrest
- residential connection on Hillcrest
- residential connection on Ann Sink

TOWN OF ROCKY MOUNT						
WATER ACCOUNTABILITY						
FISCAL YEAR 2015						
	Finished	Total		Monthly	Average	Average
	Water	Water	Percent	Gallons	Accounted	Monthly
Month	Treated	Gallons	Accounted	Variance	Variance	Variance
		Accounted			per Quarter	per Quarter
Jul-14	29,860,000	24,207,682	81.07%	5,652,318		
Aug-14	24,930,000	21,928,819	87.96%	3,001,181		
Sep-14	21,660,000	20,472,144	94.52%	1,187,856	87.85%	3,280,452
Oct-14	22,470,000	22,491,191	100.09%	(21,191)		
Nov-14	19,650,000	17,340,598	88.25%	2,309,402		
Dec-14	20,240,000	19,518,700	96.44%	721,300	94.93%	1,003,170
Jan-15	21,130,000	19,123,821	90.51%	2,006,179		
Feb-15	19,870,000	18,560,350	93.41%	1,309,650		
Mar-15				-	91.96%	1,657,915
Apr-15				-		
May-15				-		
Jun-15				-	0.00%	-
AVG.	22,476,250	20,455,413	91.53%	2,020,837	91.58%	1,980,512
TOTAL	179,810,000	163,643,305		16,166,695		
Monthly Avg. Percent Unaccounted =			8.47%			
Monthly Avg. Percent Accounted =			91.53%			
8 out of 8 months this fiscal year > 80% accountability						

Water Accountability %



**TOWN OF ROCKY MOUNT
UTILITY PROFILE
FISCAL YEAR 2015**

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Accounted	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Accounted
Jul-14	337.90	28,070,000	45.27%	27,730,000	44.73%	24,207,682	87.30%	2,890	17,701,000	28.55%	16,585,732	93.70%
Aug-14	322.40	25,240,000	40.71%	24,930,000	40.21%	21,928,819	87.96%	2,891	23,529,000	37.95%	15,070,019	64.05%
Sep-14	309.00	21,820,000	36.37%	21,660,000	36.10%	20,472,144	94.52%	2,894	18,600,000	31.00%	14,646,574	78.75%
Oct-14	322.40	23,430,000	37.79%	22,470,000	36.24%	22,491,191	100.09%	2,896	19,220,000	31.00%	15,963,115	83.05%
Nov-14	291.00	20,500,000	34.17%	19,650,000	32.75%	17,340,598	88.25%	2,899	18,510,000	30.85%	11,945,105	64.53%
Dec-14	300.70	21,080,000	34.00%	20,240,000	32.65%	19,518,700	96.44%	2,899	20,429,000	32.95%	13,929,219	68.18%
Jan-15	294.50	22,150,000	35.73%	21,130,000	34.08%	19,123,821	90.51%	2,889	21,421,000	34.55%	13,613,203	63.55%
Feb-15	271.60	20,380,000	36.39%	19,870,000	35.48%	18,560,350	93.41%	2,888	18,200,000	32.50%	13,633,724	74.91%
Mar-15	294.50	22,290,000	35.95%	22,070,000	35.60%				23,560,000	38.00%		
Apr-15			0.00%		0.00%					0.00%		
May-15			0.00%		0.00%					0.00%		
Jun-15			0.00%		0.00%					0.00%		
AVG.	304.89	22,773,333	37.38%	22,194,444	36.43%	20,455,413	92.31%	2,893	20,130,000	33.04%	14,423,336	73.84%

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").

MONTHLY STAFF REPORT

DATE:	March 3, 2015
TO:	Rocky Mount Town Council
FROM:	Charlie Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	January 2015

- The Rocky Mount Fire Department answered a total of 39 calls for the month of January 2015. There were 17 calls answered inside the Town limits and 22 calls answered in the County.
- The Department averaged 9.3 members on all calls for the month and accumulated a total of 243 manhours on these calls. There was a total of 53.9 gallons of gasoline used and a total of 163.6 gallons of diesel fuel used during the month.
- For the month, there were 9 structure fires, 4 woods and grass fires, 10 motor vehicle accidents, 7 false alarm calls, 1 debris in the roadway (fallen trees), 3 smoke and odor removal calls, 2 electrical fires (utility poles), and 3 assistance to the rescue squad calls.
- The Fire Department conducted a 2-day training that incorporated 3 hours of classroom training and 9 hours of practical training that concluded with a live burn. There was a total of 175 manhours accumulated on this training weekend.
- The Department presently has 3 new members that are enrolled in the Fire Fighter I Certification Program that is sponsored by the Virginia Department of Fire Programs. The final examination for certification for this program will be in March. After these members pass this certification, the Department will have 100% certification at the basic level of fire fighter training for all active members.
- Arrangements were made to paint the inside of the North Main Station sometime in February. The inside of the station has not been painted since the station was built in 2001. With the completion of the roof repairs and water damage repairs, the paint job should complete the process for now.

MONTHLY STAFF REPORT

DATE:	April 1, 2015
TO:	Rocky Mount Town Council
FROM:	Chief of Police Ken E. Criner, Jr.
DEPARTMENT:	Police
MONTH:	MARCH 2015

Sergeant Thomas J. Robertson was recognized on March 6th, 2015 with a letter of commendation and presented with a plaque for an outstanding job for solving the various vandalisms that occurred on February 18th, 2015 in the Town of Rocky Mount and in Franklin County.

Please see attached report for additional information.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: MARCH 2015

JAN.

FEB.

MARCH

	JAN.	FEB.	MARCH
UNIFORM TRAFFIC SUMMONS ISSUED	105	53	105
TRAFFIC STOPS	209	120	181
SPEEDING TICKETS ISSUED	54	17	34
DUI	4	2	1
COLLISIONS INVESTIGATED (TREDS)	13	10	8
MOTORIST AIDES	74	60	79
CRIMINAL ARRESTS "MISDEMEANOR"	39	16	37
CRIMINAL ARRESTS "FELONY"	11	10	9
INCIDENTS ADDRESSED	3141	2326	2930
INCIDENTS, OFFENSES REPORTABLE	78	60	79
GRAND LARCENY WARRANTS	1	1	5
BREAKING & ENTERING REPORTS	1	0	1
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	59	43	42
FOLLOW-UP'S	155	89	92
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	2108	1495	1907
SCHOOL CHECKS	22	139	233
ALARM RESPONSES	26	27	33
OPEN DOORS, WINDOWS, ETC. UNSECURED	11	1	8
COURT HOURS	32	20.75	20
TRAINING HOURS:	175	222.25	392.75
SPECIAL ASSIGNMENT HOURS:	90.75	76.75	101.5
HARVESTER HOURS WORKED:	36	35	45.5
ECO/TDO			4
ECO/TDO Hours:			17.5

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 8 reportable accidents with 8 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Anderson Street, Ann Sink Street, Bernard Road, Bland Street, Byrd Lane, Candlwood, Dent Street, Diamond Avenue, Donald Avenue, East College Street, East Street, Fairlawn Drive, Glenwood Drive, Green Meadow Lane, Greenview Drive, Hatcher Street, Highland Hills, Highview Terrace, Hilltop Drive, Lakeview Drive, Law Street, Leanor Street, Mary Coger Lane, Mountain View Drive, North Main Street, Oak Street, Old Furnace Road, Orchard Avenue, Patterson Avenue, Pendleton Street, Penny Lane, Perdue Lane, Riverview Street, Scuffling Hill Road, Stoney Mill, Summit Drive, Sycamore Street, Trail Drive, West Church Street, Windy Lane and Woodlawn Drive.
- ◇ Business Foot Patrols: Aaron's, Applebee, Auto Zone, BFMS, Burger King, Carter Bank, CATCE Center, Christian Heritage Academy, Cox's Fashion, CVS, Dairy Queen, Eagle Cinema, Family Dollar, Family Pharmacy, Farmer's Market, Franklin County Health Department, Franklin County High School, Fleetwood Homes, Franklin Center, Franklin Community Bank, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Goodwill, Harvester Center, Jones Produce, Kroger, Lee M. Waid, Lowe's, Martinsville DuPont Credit Union, Mary Bethune Park, Mod-U-Kraf, Moose Lodge, Newbold, North Main Street, Old Franklin Turnpike, Peebles, Pizza Hut, Rocky Mount Bowling Center, Rocky Mount Elementary, Rocky Mount Public Works, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shoe Show, South Main Street, Step, Subway, Suntrust Bank, Tanyard Road, Trinity Missions, Trinity Packaging, Walgreens, Wal-Mart, Wendy's, YMCA and the Zone.

MISCELLANEOUS:

- ◇ March 1st, 2015 - Open Door "Rocky Mount Public Works"
- ◇ March 6th, 2015 - RMPD Departmental Meeting w/Chief Criner
- ◇ March 12th, 2015 - Skills USA held at RMPD
- ◇ March 14th, 2015 - Open Door "BFMS" three doors open
- ◇ March 14th, 2015 - Open Door "CVS" Old Franklin Turnpike
- ◇ March 18th, 2015 - Tractor Parade @ FCHS
- ◇ March 19th, 2015 - Open Door "State Farm" on Franklin Street
- ◇ March 19th, 2015 - Open Door "Suntrust"
- ◇ March 19th, 2015 - Open Door "5 Angle Street"
- ◇ March 24th, 2015 - Open Door "BFMS"
- ◇ March 26th, 2015 - Open Door "110 Bland Street"
- ◇ March 30th, 2015 - Open Door "Lee M. Waid School"

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	Old Franklin Turnpike (x 2)
Possession of Marijuana	Powder Creek Lane (x 2)
Possession of Marijuana	Tanyard Road
Possession of Marijuana	Franklin Street
Possession of Marijuana	Pendleton Street
Possession of Marijuana	North Main Street
Possession of Marijuana	Grassy Hill Road
Driving Under the Influence	North Main Street
Drunk In Public	Diamond Avenue (x 2)
Drunk In Public	Greenview Drive
Drunk In Public	Angle Street
Drunk In Public	Franklin Street
Drunk In Public	Floyd Avenue
Felony Shoplifting	Old Franklin Turnpike (x 4)
Shoplifting	Old Franklin Turnpike (x 7)
Obtain Money by False Pretense	North Main Street
Obtain Money by False Pretense	Franklin Street
Contribute to the Delinquency of a Minor	Old Franklin Turnpike
Destruction of Property	Old Franklin Turnpike (x 7)
Destruction of Property	Franklin Street
Domestic Assault	Ann Sink Street
Domestic Assault	Franklin Street
Temporary Detention Order	Anderson Street
Temporary Detention Order	Montview Avenue
Emergency Custody Order	Tanyard Road

Failure to Return Rental Property

Old Franklin Turnpike (x 4)

Trespassing

East Court Street

Possession of a Firearm by a Convicted Felon

Diamond Avenue (x 2)

Obstruction of Justice

Diamond Avenue

Warrant Service

East Court Street

Warrant Service

Floyd Avenue

Warrant Service

Windy Lane

SPEEDING TICKETS ISSUED

Pell Avenue (x 10)

Tanyard Road (x 8)

State Street (x 7)

North Main Street (x 4)

Old Franklin Turnpike (x 2)

Scuffling Hill Road (x 2)

Green Meadow Lane

MONTHLY STAFF REPORT

DATE:	April 8, 2015
TO:	Rocky Mount Town Council
FROM:	Cecil R. Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	March 2015

1. Swept streets (4,9,10,11,12,19,20,26,27).
2. Clean-up, 4 days.
3. Read meters, 3 days.
4. Installed 6" pressure reducing valve at Hammock's, built new vault.
5. Installed 10" gate valve and fire hydrant on Circle View Street.
6. Changed water meters 5/8" – 1.
7. Repaired leak, Old Fort Road – 1", cut by cable company.
8. Repaired 10" line, Tank Hill, tank removal project.
9. Installed signs at Farmers' Market.
10. Installed new sewer line, western end of Oak Street.
11. Cutting brush street ROW.
12. Mulching trees.
13. Patching road cuts.

MONTHLY STAFF REPORT

DATE:	April 6, 2015
TO:	Rocky Mount Town Council
FROM:	Tim Burton
DEPARTMENT:	WWTP
MONTH:	March

Average Daily Flow	0.760 MGD
TSS Reduction	98.0 %
BOD Reduction	98.2 %
Leachate (F.C. Landfill)	225,990 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	70.18 Tons
Rain Total 2.41 inches	Snow Total 0 inches

Notes:

Ms. Carla Barrell from the Franklin County High School brought her AP Environmental Science class to the wastewater plant for a tour on March 11, 2015.

The new compactor has been installed and is working great with the old screen. We were able to condense three control panels into just one with better controls of all the equipment. Jamison Electric did an excellent job of building the new control panel.

The new LED lights for the headworks building have also been installed.

This completes all of our Capital improvements for the year and we were able to come in well under budget.

We had a state inspection for our lab accreditation on March 24, 2015. Lab was in good shape with a few findings that will have to be corrected. Most of the findings were in paper work and traceability. No findings that would cause use to lose our accreditation.

On March 21, 2015 we had a major PLC failure in our main pump station. If it had not been for our new SCADA system, this could have resulted in a lot of wastewater overflowing into the river. The new system alarmed instantly upon losing communication and allowed us to take evasive action.

Requests: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	April 2, 2015
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Water Plant Superintendent
DEPARTMENT:	Water
MONTH:	March 2015

Operation and Production Summary:

For March, the actual water production time (filtering of water) for the entire month averaged 9.5 hours per day which yielded approximately 710,000 gallons of water per day.

Total Raw Water Pumped:	22.29 million gallons
Total Drinking Water Produced:	22.07 million gallons
Average Daily Production:	710,000 gallons per day
Ave Percent of Production Capacity:	34.5%
Flushing of Hydrants/Tanks/FD Use:	55,000 gallons
Plant Process Water:	640,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	500 gallons

Testing:

- All routine monthly water samples were within normal parameters.

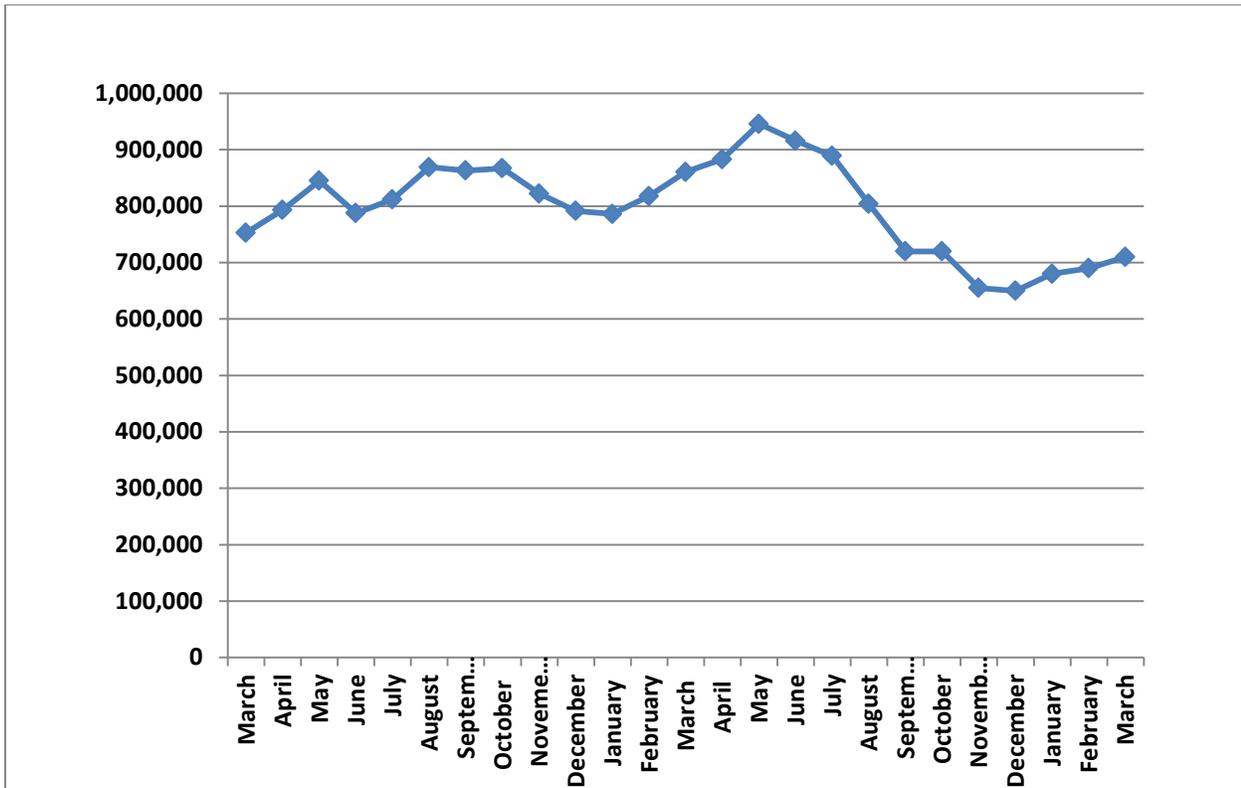
Activities / Maintenance / Improvements

- Work at Pendleton Street continues. The new valve is in. The pressure test is complete. Next we will test the valves function and work to cut and cap extraneous pipe associated with the now removed tanks.
- Water demand has remained fairly stable indicating that the winter did not create significant leaks in the system. We should be in good shape for summer.
- We have had the preconstruction meeting for the chlorine bleach project. Contracts are in the process of being signed at the time of this memo.
- Staff replaced an air release valve at the upper pump station.

Upcoming:

- Conclusion of the Pendleton Project.
- Begin construction of chlorine bleach system

Water Plant Production in Gallons Per Day (March 2013 to March 2015)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 13, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mr. Eric Miller, representative of Christian Heritage Academy, requests permission to hold the Academy's annual Heritage Classic 5K road race on Glenwood Drive and Scuffling Hill Road on Memorial Day (May 25th). The race will begin at 8:45 a.m. and will not last more than one hour. The race course and safety precautions are specified in the attached letter.</p> <p>Lieutenant Allan Arrington with the Rocky Mount Police Department has reviewed this request and has no issues with holding the event as outlined in Mr. Miller's letter. (See email attached.)</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes (2)

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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March 16th, 2015

Members of the Rocky Mount Town Council
345 Donald Ave
Rocky Mount, VA 24151

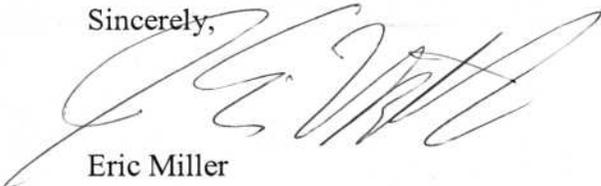
Dear Council Members:

I would like to ask the members of the Council for their permission to have our annual Heritage Classic 5K road race on Glenwood Drive and Scuffling Hill Road on Memorial Day, which this year is May 25th. The race begins at 8:45 a.m., and it has never lasted for more than an hour. The course begins on the campus of Christian Heritage Academy, and goes up the hill of Glenwood Drive. The runners and walkers turn left onto Scuffling Hill Road and go down the left side of that road until they reach Rakes Road. At that point they turn around and return to the campus of the school, again staying on the left side of the road. I would like to clarify that the runners stay on the left side of the road, as they see it, in both directions, as per standard pedestrian rules of the road. We always have people posted on the race course to slow the traffic down for the safety of the runners, both at the Rakes Rd turnaround, and where they leave and re-enter Glenwood Dr. The Police Chief has always been kind to have a deputy helping to monitor the event.

This race is held every Memorial Day as a benefit to Christian Heritage Academy. I thank the Council for their help in the past for making this such a successful event in the life of our school.

Thank you for your consideration of this matter.

Sincerely,



Eric Miller



Stacey Sink <ssink@rockymountva.org>

Christian Heritage 5k

Allan Arrington <aarrington@rockymountva.org>

Thu, Apr 9, 2015 at 12:08 PM

To: Stacey Sink <ssink@rockymountva.org>

Cc: Ken Criner <kcriner@rockymountva.org>, Mark Lovern <mlovern@rockymountva.org>

I spoke with Eric Miller of Christian Heritage Academy yesterday in reference to the proposed 5k run on May 25th, 2015.

The route was discussed and we will be able to accommodate with two officers for traffic control and monitor safety.

This is the same route and event schedule as last year and we will have no problems working the event.

Allan Arrington, Lieutenant RMPD

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 13, 2015
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STAFF MAKING REQUEST:	Timothy Burton - Town of Rocky Mount WWTP
BRIEF SUMMARY OF REQUEST:	<p>The Rocky Mount WWTP requests approval to make available a 2015 intern position for a student participating in the Ferrum College Environmental Studies program. Council authorized such an intern in 2012 - 2014 and stated that any future extension of the intern program would need further consideration by Council.</p> <p>The funds for this position have already been placed in the current budget. The total cost of a Ferrum College intern is less than \$5,000 annually. Last year's intern worked a total of 400 hours (the minimum requirement to receive credit for the internship) during the summer for the Town.</p> <p>The Town reaped many benefits from participating in the program. A major benefit of having an intern is providing coverage during vacations, sick leave and during periods of heavy workload for the wastewater and water treatment plants, if needed. While an intern receives valuable hands-on training during the internship, the program also helps our full-time staff to stay up-to-date and sharp on their skills. Additionally, an intern would allow the wastewater staff to do more inflow/infiltration and video work on the Town's sewer lines.</p>
ACTION NEEDED:	Approval or denial of the request.

Attachment(s): No.

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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ITEM(S) TO BE CONSIDERED UNDER:

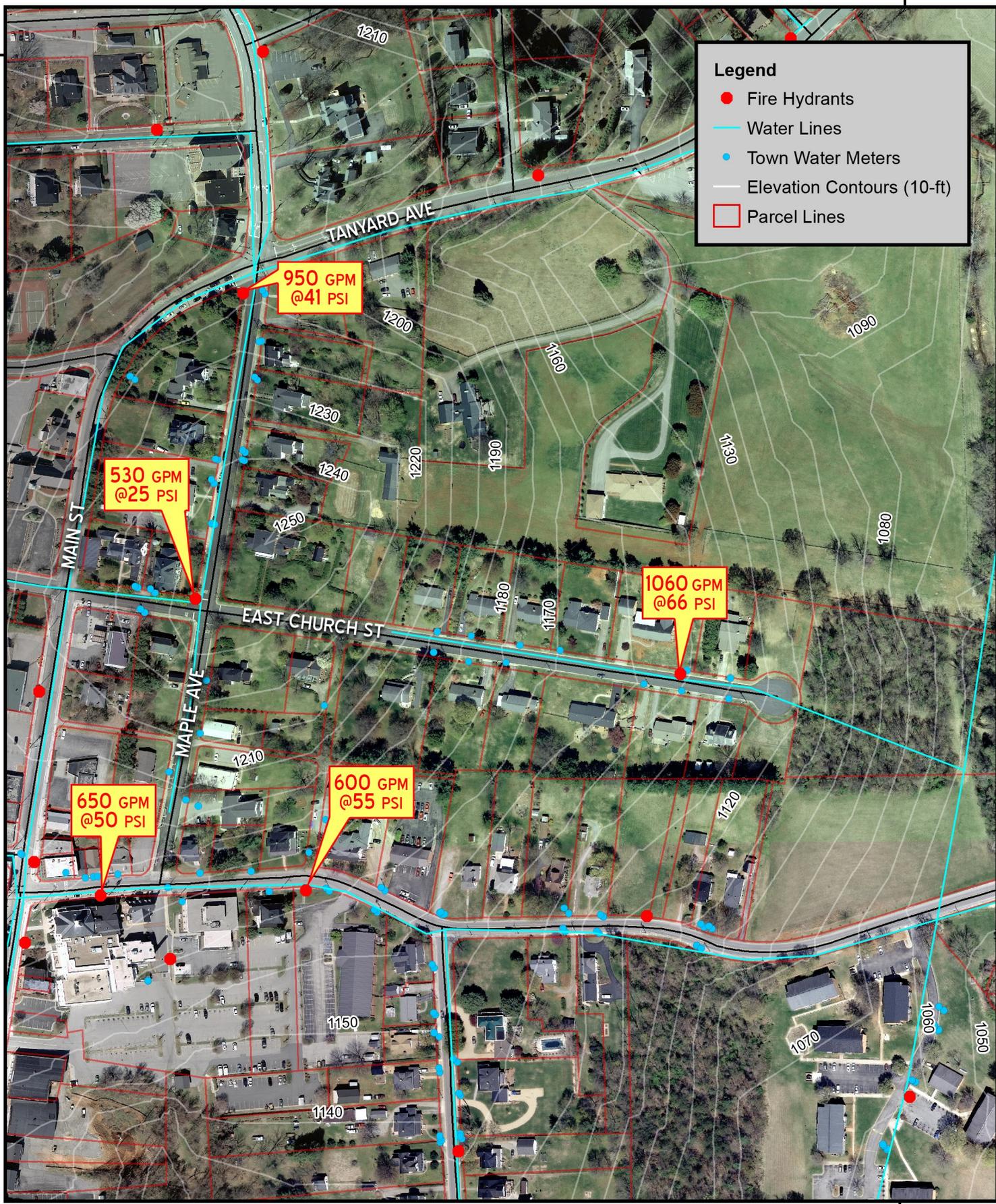
- Hearing of Citizens
 Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	April 13, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Residents near the apex of Maple have approached me over the past eight years complaining of low water pressure. I have reviewed the fire hydrant test reports for the area and concluded that the elevation of the area reduces the pressure to around 25 pounds per square inch. Though there is sufficient flow, there is very low pressure and the hydrant nearest the top of Maple has diminished fire-fighting capability because of the pressure issue.</p> <p>I have asked our water system consulting engineers to review their existing water model for the Town and to recommend solutions to the low pressure so that the Town can consider those in its capital planning. They have submitted the attached estimate to do the work, and I ask that Council appropriate these funds out of contingency so that we can initiate the work this year.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes (3)

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

- Fire Hydrants
- Water Lines
- Town Water Meters
- Elevation Contours (10-ft)
- Parcel Lines

CHURCH/MAPLE WATER FEATURES
 DATE CREATED: 3-26-15
 TOWN OF ROCKY MOUNT, VA

1 inch = 250 feet

Scale bar: 125, 0, 125 Feet

Projection: Lambert Conformal Conic
 GCS North America 1983
 Datum: D North America 1983
 Map created 03/26/2015 by jigibson
 This map is for general reference and display purposes only.

**MEMORANDUM OF UNDERSTANDING NUMBER THREE (3)
TO RETAINER AGREEMENT BETWEEN
THE TOWN OF ROCKY MOUNT, VIRGINIA
AND
THOMPSON & LITTON, INC.
Dated September 30, 2013**

Project: Maple Avenue Water Pressure Letter Report
T&L Project # 12309-03

Client: Town of Rocky Mount (Town)
345 Donald Avenue
Rocky Mount, VA 24151

Engineer: Thompson & Litton, Inc. (T&L)
726 Auburn Avenue
Radford, VA 24141

Date: March 10, 2015

Background and Understanding:

T&L understands that the Town is having issues providing adequate water pressure to a house located at 140 Maple Avenue; and therefore, would like to know the options available to remedy the problem. The proposed Scope of Services to assist the Town with this effort is presented below.

Scope of Services:

- T&L will conduct one (1) site visit to determine the specific areas that witness low water pressures surrounding 140 Maple Avenue and perform pressure testing.
- T&L will conduct the necessary water modeling activities to replicate the issues witnessed in the field.
- T&L will prepare a letter report discussing/evaluating the available alternatives for addressing the low pressure issues. Cost estimates will be included in the letter report.

Memorandum of Understanding Number Three (3)

March 10, 2015

Page 2 of 2

Schedule and Compensation:

T&L shall provide the above described scope of services for a not-to-exceed fee of \$7,500.00 (Seven Thousand Five Hundred Dollars). T&L will complete the aforementioned scope of services within 30 days of receipt of the Notice to Proceed from the Town.

Terms and Conditions:

The terms and conditions, as outlined in the Retainer Agreement dated September 30, 2013, shall remain in effect under this Memorandum of Understanding.

**TOWN OF ROCKY MOUNT,
VIRGINIA**

THOMPSON & LITTON, INC.

Ronald G. Helton, P. E.

Title

President

Title

Date

Date

Attest

Attest



**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
ROCKY MOUNT TOWN COUNCIL
FOR THE FISCAL YEAR ENDING JUNE 30, 2015**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2014 through June 30, 2015, hereafter known as FY 2015; and

WHEREAS, an engineering study is needed to seek a solution to improve the existing low water pressure on Maple Avenue;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Rocky Mount does hereby appropriate the following supplemental adjustment for FY 2015:

Account 05.5005.0000.0000.3000 (distribution lines capital) \$7,500
Account 05.6900.0000.0000.9959 (utility capital contingency) \$7,500

Given under my hand this 13TH day of April 2015:

Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED: April 13, 2015

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	The Community Partnership for Revitalization is requesting \$1,600.00 in funding to help cover advertising expenses for its "Old Court Days" event scheduled for June 13, 2015. This event is part of a larger program called the "Mountains of Music Program" sponsored by the Crooked Road Organization.
ACTION NEEDED:	Approval or denial of the request.

Attachment(s): Yes (2 pages)

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

Town of Rocky Mount
345 Donald Avenue
Rocky Mount, VA 24151
Tourism Application Budget Request



Funding Request Summary:

“Old Court Days” Event Scheduled for June 13, 2015 \$1,600.00

Note: as this is a new event and not included in the current Town Budget, we will make arrangements with our advertisers, media sources, sign work providers, etc.. to delay payment until July, 2015. Thus, sponsorship funding from the Town of Rocky Mount to us can also be delayed until July, 2015.

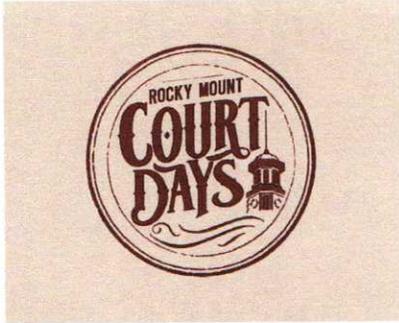
SUBMITTED BY:

Carolyn
Ms. Carolyn Johnson
Community Partnership for Revitalization
P.O. Box 184, Rocky Mount, VA 24151
540-420-6963
February 12, 2015

www.historicrockymount.com
director@historicrockymount.com

The Community Partnership is requesting sponsorship for the following event be included in the Town of Rocky Mount

Budget: *"Old Court Days" to be held on June 13, 2015*



Program Description:

The Crooked Road organization introduced the Mountains of Music Program in 2015. The Town of Rocky Mount will participate via *"Old Court Days"* scheduled for **June 13, 2015**. Activities are planned for Uptown/Downtown Rocky Mount; numerous groups from the county, including musicians, food and craft vendors, and artists will participate. Two major activities will highlight our community culture: an entertaining history program on the courthouse lawn and guided tours to historic homes/buildings with stories of people who lived and worked there.

Given the emphasis The Crooked Road organization is placing on this program, we expect a significant number of people visiting our community. This sponsorship funding request is for the **June 13, 2015** event.

Financial Request:

The Crooked Road organization will advertise the event nationally. Our organization is responsible for advertisement throughout our region. We accept financial responsibility for all commitments to multiple media sources for advertising, signs, banners, programs, etc. We strive for the same high quality standards for *Old Court Days* as we do for the Christmas event. As commitments are made by our organization, check is to be made payable to Community Partnership.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 13, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The town manager will present a brief overview of the proposed budget for the Town of Rocky Mount for the Fiscal Year ending June 30, 2016.
ACTION NEEDED:	None

Attachment(s): No.

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED: April 13, 2015

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Streets, Sidewalks, and Streetlights committee met on Thursday, April 9, 2015 to hear your public works director's recommendation on the use of remaining street maintenance funds for the current fiscal year (approximately \$200,000). Mr. Mason recommended a deep milling and paving of Cromwell Drive and Oxford Circle due to the situation created by prior overpaying whereby homeowners are faced with a 1" to 2" pavement height at the edge of the gutter. The Committee agreed with the recommendation and Mr. Mason will proceed with the work, barring an objection from Town Council.
ACTION NEEDED:	Action: No action required unless Council wishes to alter the direction of the Committee.

Attachment(s): No.

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 13, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Public Utilities Committee met on Thursday, April 9, 2015 to review recent complaints regarding loose trash being blown about due to the home occupant not using a trash can with a lid or a trash can liner (bag). The committee recommended that staff draft new rules for refuse collection that stipulates:</p> <ul style="list-style-type: none"> • A can with lid shall be used • The can cannot exceed 35 gallons of capacity • Contents in the can shall be in a sealed can liner/s or bag/s • First time failure to follow these rules will result in a door hanger indicating the issue • Subsequent violations will result in \$10.00 per occurrence being added to the violator's trash bill • Trash set out for collection not in compliance with these rules will still be picked up to keep the town streets clean • Trash that blows out of a non-lidded can or that is picked out by animals is the responsibility of the home occupant to clean • If the home occupant fails to pick up the loose debris, he/she will be issued a citation for littering and the Town will use Public Works staff to pick up the debris, charging the home owner for services in an identical fashion as our mowing and weed control services. <p>The objectives of these rules are to keep our staff safe by keeping trash can weight down to a manageable level and by preventing them from having to grab bags or loose trash by hand which often exposes a hazard (glass, metal or sharp debris). These rules are also designed to keep the Town clean and foster a mutual public/private investment in being a clean and beautiful community. It is estimated that 90% of the Town's refuse collection customers already follow these basic rules.</p>
ACTION NEEDED:	Action: If Council concurs with these proposed changes, staff will present them for official action, including any changes or modifications given by Council, and notify our refuse collection

	customers via a brochure of the changes with a three month lead period prior to the effective date.
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Attachment(s): No.

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