

ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
JANUARY 12, 2015
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
 - A. Recognition of Patricia H. Keatts on her retirement and for years of service to the Town of Rocky Mount.
 - B. Swearing-in ceremony of Stacey B. Sink as new Rocky Mount Town Clerk due to retirement of current Town Clerk Patricia H. Keatts.
- V. Public Hearing(s)
 - A. Grove Rocky Mount LLC doing business as The Early Inn at the Grove special exception permit request to make an addition to an existing accessory building located at 50 Floyd Avenue, Rocky Mount, Virginia and known as Franklin County Tax Map and Parcel Number 2070050600.
- VI. Approval of Draft Minutes
 - December 8, 2014 regular Rocky Mount Town Council 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 (*none at this time*)
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens (*none at this time*)

- IX. Old Business
 - A. Town of Rocky Mount credit card acceptance update.
 - B. Town of Rocky Mount water, sewer and refuse collection rates update.

- X. New Business
 - A. Review and consideration of approval of request from Outlaw Cruisers Car Club to hold annual event.
 - B. Review and consideration of approval of request from Johnny Nolen to hold Johnny CASA 5Miler-5K Run/Walk event.
 - C. Presentation of United Way of Franklin County regarding Healthy Franklin County grant award.
 - D. Review and consideration of approval of allowing engineering firm to proceed with Virginia Department of Transportation revenue sharing funds to construct curb, gutter and stormwater drainage improvements along Scuffling Hill Road.
 - E. Review and consideration of approval of Fiscal Year 2015 budget calendar.
 - F. Review and consideration of approval of request from R. Fralin Development that Old Fort Road be placed within Town of Rocky Mount's road system.

- 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 Items

FOR COUNCIL MEETING DATED:	January 12, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Due to the upcoming retirement on January 31, 2015 of Town Clerk Patricia H. Keatts, the Rocky Mount Town Council during their regular Council meeting of December 8, 2014 approved the appointment of Stacey B. Sink to fill the unexpired term of Mrs. Keatts as the Town Clerk for the Town of Rocky Mount, effective January 12, 2015 through May 31, 2016.</p> <p>At this time, Deputy Clerk of the Circuit Court Teresa Brown will be swearing-in Mrs. Sink to fill that position as approved by Council. Immediately following the swearing-in ceremony, Mrs. Sink will begin her new duties as Town Clerk.</p>
ACTION NEEDED:	None needed - for informational purposes only.

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
 Public Hearing(s)

FOR COUNCIL MEETING DATED:	January 12, 2015
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STAFF MAKING REQUEST:	Matthew Hankins, Zoning Administrator
BRIEF SUMMARY OF REQUEST:	<p>The Planning Commission held a public hearing on January 6, 2015 to hear a special exception permit request from Grove Rocky Mount LLC doing business as The Early Inn at the Grove in order to make an addition to an existing accessory building located at 50 Floyd Avenue and known as Franklin County Tax Map and Parcel Number 2070050600. The property is zoned Central Business District (CBD) and accessory buildings are not a permitted use in the district. It was the Planning Commission's recommendation to approve the request as submitted. The vote was 5 to 0, with Planning Commission John Tiggle being absent and Planning Commission Member Derwin Hall abstaining.</p> <p>Attached is a staff report submitted by the Zoning Administrator outlining the request in further detail.</p>
ACTION NEEDED:	Approval/denial of request as presented.

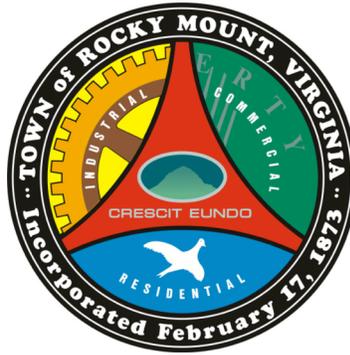
Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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TOWN OF ROCKY MOUNT
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TOWN COUNCIL
STEVEN C. ANGLE, MAYOR
GREGORY B. WALKER, VICE MAYOR

BOBBY M. CUNDIFF BOBBY L. MOYER
P. ANN LOVE JON W. SNEAD
BILLIE W. STOCKTON

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

MEMORANDUM

To: Mayor Angle and Town Council

From: Matthew C. Hankins, Planning & Zoning Administrator

Date: January 8, 2015

Re: Special Exception Request from The Early Inn At The Grove

Mayor and Members of Council:

The Early Inn At The Grove has submitted a Special Exception request for the property at 50 Floyd Avenue, Tax Map and Parcel Number 20700 50600. The company operates the antebellum house as a bed and breakfast and wishes to expand the gate house/law office at the front of the property to create an additional suite by adding a bathroom.

This is a small construction project and a small request. Out of an abundance of caution, staff has classified this building as an accessory building not permitted in CBD, making this a nonconforming structure. Expansion of the nonconformity requires a special exception, and that is the matter before you.

Should the Town Council grant a special exception to allow the expansion of the building in question? If so, should it impose conditions on that exception?

The Planning Commission held a public hearing on this matter on Tuesday, January 6. No citizens gave comment regarding the request. The Planning Commission recommended approval of the special exception request with a vote five for and zero against. Planning Commission Member Hall abstained from voting, citing a personal conflict, and Planning Commission Member Tiggles was absent.

SBS/

**ROCKY MOUNT TOWN COUNCIL
DECEMBER 8, 2014**

The December 8, 2014 regular meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held at 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, P. Ann Love, Robert L. Moyer, Jon W. Snead, and Billie W. Stockton.

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of 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, Acting Chief of Police Kenneth Criner, Finance Director Linda Woody, Public Works Director Cecil M. Mason, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, Fire Chief Charles Robertson, and Town Clerk Patricia H. Keatts.

PLEDGE OF ALLEGIANCE

The Mayor led in the Pledge of Allegiance.

On behalf of the Rocky Mount Town Council and Town employees, the Mayor extended to Vice Mayor Gregory Walker condolences and sympathy for the passing away of his father, Dennis Walker.

APPROVAL OF AGENDA

The Town Manager requested to amend the agenda to include under *Special Items* the introduction of the newly hired police officer for the Rocky Mount Police Department.

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

Motion Action Taken:

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

SPECIAL ITEMS

A. Introduction of newly hired Rocky Mount Police Department Police Officer

The Acting Chief of Police introduced to Council the Police Department's newly hired police officer, Boreika Burwell.

The Mayor and Council congratulated and welcomed her to the Town.

B. Rocky Mount Town Council consideration of appointment of Town Clerk to fill unexpired term of current Town Clerk Patricia H. Keatts upon Mrs. Keatts' retirement.

The Town Manager informed Council that Patricia H. Keatts (current Town Clerk) will be retiring effective January 31, 2015. Due to this, appointment of a Town Clerk to replace Mrs. Keatts' remaining term will need to be considered at this time, with the appointment being for the remaining term of Mrs. Keatts' appointed term, with the new appointment being effective January 12, 2015 through June 30, 2016. He further stated that during the January 12, 2015 Council meeting under "Special Items", Mrs. Keatts' replacement will be sworn-in by the Franklin County Clerk of the Circuit Court and immediately thereafter, will preside as Council's Town Clerk during that meeting. Once the new Town Clerk has been sworn-in, Mrs. Keatts will remain as Executive Assistant to the Town Manager's Office until January 31, 2015.

The Mayor and Council congratulated Mrs. Keatts upon her soon-to-be retirement and expressed their deep appreciation for her service to Council and to the Town.

Mrs. Keatts thanked Council for allowing her to be their Town Clerk, further expressing her appreciation for working with the Town employees and serving the Town citizens these past 25 years.

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

Motion Action Taken:

Motion was made by Council Member Moyer to approve the appointment of Stacey B. Sink as Town Clerk for the Rocky Mount Town Council for the specified term as stated, 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.

PUBLIC HEARING

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

APPROVAL OF MINUTES

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

minutes:

- November 10, 2014 regular Rocky Mount Town Council meeting minutes.

There being no discussion, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Vice Mayor Walker to approve the draft minutes as presented, with motion on the floor being seconded by Council Member Snead. 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
- Miscellaneous Action
 - Review and consideration of proposed technical change in development of fee structure of zoning permit for accessory buildings.
 - Review and consideration of proposed letter of support to FEMA regarding applying for an Assistance to Firefighters Grant.
- Departmental Monthly Report
- Bill List

Let the record show that the Assistant Town Manager explained the FEMA grant in further detail and the possible costs to the Town that may have to be paid out.

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

Motion Action Taken:

Motion was made by Council Member Stockton to approve the "Consent Agenda" as presented, 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.

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 before Council to speak. Let the record show no one came forward at this time.

OLD BUSINESS

A. Update from Town Manager regarding the naming of the bridge over Pigg River.

The Town Manager reported that the Virginia Department of Transportation (VDOT) reports that it is their official decision the bridge over Pigg River will inherit the name of the prior bridge "Peter Saunders Memorial Bridge" as it is a replacement and not a new bridge, with this being established by the Virginia General Assembly in 1940. The bridge is located on South Main Street near Franklin County Veterans' Memorial.

The Assistant Town Manager informed Council that if they wanted to pursue renaming the bridge, there is legislative approval opportunity that allows them to do this by asking Senator William Stanley or Delegate Charles Poindexter to do so on behalf of the Town.

Council Member Moyer stated that the Veterans' Memorial group would like to have the name changed to "Veterans' Memorial Bridge" since it is located so close to the Veterans' Memorial.

Council Member Snead indicated that the Franklin County Historical Society would like to see the name remain as "Peters Saunders Memorial Bridge", and it was his understanding that Colonel Saunders was a World War I veteran.

After further discussion, it was decided to consider renaming the bridge to "Peter Saunders Veterans' Memorial Bridge.

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

Motion Action Taken:

Motion was made by Council Member Moyer for the Town to petition the state legislatures to incorporate the renaming of bridge over Pigg River to be "Peter Saunders Memorial Bridge", with motion on the floor being seconded by Council Member Snead. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

NEW BUSINESS

A. Review and consideration of draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2015" regarding Virginia Department of Motor Vehicles awarding the Town of Rocky Mount Police Department a highway safety grant.

The Town Manager informed Council that the Virginia Department of Motor Vehicles has awarded the Rocky Mount Police Department a Highway Safety Grant for \$13,121 with a local in-kind match of \$6,561 (which will come out of the existing payroll) for a total award of \$19,682 to be used for selective enforcement in highway safety. He further stated that a draft supplemental appropriation resolution is needed, which is before Council at this time for consideration of approval. He further confirmed to

Council that the funds will be used for the Police Department's overtime, police supplies, and fuel.

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

Motion Action Taken:

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

B. Review and consideration of Fiscal Year 2015 Comprehensive Economic Development Strategy (CEDS) list.

The Town Manager informed Council that the Economic Development Administration requires that each locality maintain a list of economic development strategies so that these strategies can be considered when applying for federal funds. Prior to the meeting, Council had received the recommended submission from the Town of Rocky Mount. The Town Manager pointed out the changes from last year:

- Removing the extension of water and sewer as this will be accomplished with the partnership with the regional authority.
- Increasing the calculated funding of the North Main project to \$1.5 million.
- Increasing the North Main Park project estimated cost to \$500,000.
- Rewording the Economic Restructuring item to note that the music venue has been constructed and the Town is moving on to marketing and other tasks.

The Town Manager pointed out that this was mainly a wish list, but this is something the Town has to do in order to receive any federal funding.

As a member of the West Piedmont Planning District Commission, Vice Mayor Walker stated that there was nothing to add to the proposed list. He also confirmed what the Town Manager had indicated regarding that the Town has to submit the list to the Economic Development Administration.

Council Member Moyer stated that he has concerns regarding the proposed North Main Street project for the proposed parks, indicating that the parks are good to have, but the North Main Street area is known for its drug activity in that area, with him further stating that this is why he would object to the North Main Street project.

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

Motion Action Taken:

Motion was made by Vice Mayor Walker to approve the proposed Fiscal-Year 2015 Comprehensive Economic Development Strategy (CEDS) list as presented, with motion on the floor being seconded by Council Member Love. Discussion ensued. The Mayor stated the he also has served on the West Piedmont Planning District Commission in the past and that there is no guarantee that the Town will receive any funding, but if the Town does not develop projects to put forth for the funding, the Town will not be eligible

at all to receive any funding. The Town Manager explained that the Town has to go on the record for the funding need. Vice Mayor Walker stated that he remembers past Council Member Lester stating the very same thing, even though some of the projects never get funding. There was discussion regarding that the next time the Town files the CEDS list, it would be nice to add a couple of other projects. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

C. Review and consideration of Town of Rocky Mount holiday schedule.

Council was informed by the Town Manager of the following:

- Christmas falls on a Thursday this year and the Town offices will be closed on Wednesday and Thursday (24th and 25th).
- The State of Virginia is granting the 26th (Friday) as a holiday and many surrounding localities are following suit.
- New Years' Day is also on a Thursday and the State of Virginia is closing the following Friday (January 2nd).

The Town Manager asked Council if they wished to close the offices on Friday, December 26th and also on Friday, January 2nd, granting both these Fridays as additional holidays for the Town of Rocky Mount employees. He informed Council that the Public Works Director needs to know in order to schedule the trash pickup.

The following was discussed:

- Franklin County and other surrounding localities normally follow the State's lead on time off for the holidays.
- Franklin County gives one-half day for Christmas Eve, but the Town cannot follow this as it is in the Town Personnel Policy handbook that Christmas Eve and Christmas Day are given as approved holiday time off.
- Council Member Moyer voiced concern that if offices are closed, Town citizens will not be able to conduct Town business, with the Mayor disagreeing.

The Town Manager confirmed to Council:

- Since he has been Town Manager, these dates with Fridays being right after a holiday such as this has only happened twice in the past eight years.
- During those times, Council has granted the extra Fridays off, and also only granted one off.
- For the "public safety" department employees that have to work on the extra holiday off, the time would go into a bank for them as the public safety departments for the Town does not close on holidays.

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

Motion Action Taken:

Motion was made by Council Member Stockton to give the Town employees the Friday, December 26th, as an extra holiday off, and not give them Friday, January 2nd, 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.

D. Review and consideration of waiving of rental fees for Town of Rocky Mount facilities for the year 2015.

Council was informed by the Town Manager of the following:

- Council Member Bobby Cundiff had proposed, with staff supporting, that for the calendar year 2015 that no fees for the use of any Town owned facility be waived; thereby, establishing a standards based and uniform approach to the use of public property.
- Additionally, setting such a policy for the year will eliminate any requests that are given to the Town Council seeking a waiver of such fees, which is typically six to eight agenda items per year.
- This exempts the historical events the Town partners with, such as strawberry festival and the Warren Street festival, which assists the Town economically.

Council Member Cundiff stated that he knows historically that those organizations that come before Town asking for waiver of fees know what the Town's set rental fees are before coming before Council, and to be fair to all citizens in the Town, the Town Public Works crews still incurs costs in having to cleanup at the Farmers' Market, etc. Also mentioned that the fees as discussed for the Warren Street and Strawberry festivals be exempt.

There being no further comments, the Mayor asked Council Member Cundiff if he would put those comments into a form of a motion, with Council Member Cundiff agreeing to do so.

Motion Action Taken:

Motion was made by Council Member Cundiff for Council not to consider waiving of rental fees for the Town facilities for the year 2015 except for the two historical festivals previously mentioned, 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.

COMMITTEE REPORTS

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

OTHER MATTERS & COMMENTS

A. Referrals to Planning Commission from Town Council.

Let the record shown there were no referrals at this time.

The Assistant Town Manager did inform Council that the Planning Commission had met to discuss the keeping of chickens within the Town corporate limits, and at this time, have no recommendation to Council. He further stated that if Council has no objection, Town staff will continue to enforce the ordinance as is. Let the record show there was

no objection voiced by Council.

B. *Rise 'N Shine* Appearances

Let the record show that the Assistant Town Manager appeared on the *Rise 'N Shine* show with host Richard Shoemaker.

COUNCIL CONCERNS

A. Council Member Moyer

Council Member Moyer stated that a few months ago, Council had voted to install “In God We Trust” sign in the Council Chambers, but never asked for God’s guidance at a Council meeting, and at this time, he believes it would be wise to ask for God’s guidance prior to Council meetings starting.

The Town Attorney, at this time, was attempting to interject to inform Council that this could not be considered at this time due to it not being an item to be considered under “Council Concerns”.

The Mayor allowed Council Member Moyer to finish his comments.

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

Motion Action Taken:

Motion was made by Council Member Moyer for Council to start their meetings in January asking for God’s guidance and ask for Council members wishing to open in prayer to be able to do so.

Let the record show there was no second to this motion.

The Town Attorney stated that he understands Council Member Moyer’s request but that it could be a legislative concern; therefore, he needs time to look into this matter and this should not come under “Council Concerns”.

The Mayor suggested delaying any Council action at this time in order to give the Town Attorney plenty of time to research Council Moyer’s request.

Council Member Moyer requested that this matter be placed on the regular February Council meeting agenda as he will be out during the first part of the month in January due to an upcoming surgery.

Let the record show that due to a lack of a second, the motion died on the floor.

Consensus Action Taken:

It was the consensus of Council to delay any action until the February regular Council meeting, giving the Town Attorney enough time to research Council Member Moyer’s

request.

CLOSED MEETING

At 7:37 p.m., motion was made by Council Member Snead to go into *Closed Meeting*, and seconded by Vice Mayor Walker and carried unanimously to discuss the following:

- 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 [(1) review and consideration of appointment to STEP, Inc. Board; and (2) matter pertaining to Town Manager's Office].
- Section 2.2-3711(A).7 - Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel [regarding use of Town of Rocky Mount facilities].

At 8:30 p.m., motion was made by Council Member Love to come out of Closed Meeting and to reconvene the meeting back into open session, with motion on the floor being seconded by Council Member Snead and carried unanimously.

CERTIFICATE OF CLOSED MEETING

Whereas, the Town of Rocky Mount Council has convened a Closed Meeting on this date 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 requires certification by this council that such Closed Meeting was conducted in conformity with Virginia Law;

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

Steven C. Angle, Mayor

Motion was made by Council Member Stockton certifying that nothing was discussed in Closed Meeting other than what was stated. Motion was seconded by Council Member Moyer. The Mayor swore to adopt the motion on the floor by Council Member Stockton that

this was all that was discussed as defined in Section 2.2-3412 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members, Bobby M. Cundiff, P. Ann Love, Robert L. Moyer, Jon W. Snead, and Billie W. Stockton

The Mayor reported the following action taking place.

Motion Action Taken:

Motion was made by Council Member Stockton to grant all Town employees a \$250.00 Christmas bonus, 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.

ADJOURNMENT

At 8:33 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Cundiff and carried unanimously.

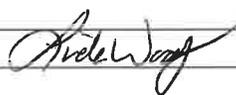
Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

MONTHLY STAFF REPORT

DATE:	January 6, 2015
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director 
DEPARTMENT:	Finance Department
MONTH:	January meeting

This report contains the following monthly information for December 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

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:

589 walk-in transactions

629 drive-thru transactions

1706 mail transactions

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

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

RETAIL:

Balakrishna Inc., 700 N. Main St., convenience store & gas station

CONTRACTOR:

Thyssenkrup Elevator Co., job on South Main St.

Rodney Bowman, Builder, job on Knollwood Dr.

**TOWN OF ROCKY MOUNT
Investment Portfolio
at November 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:									
FFCB	10/31/2014	8/1/2019	230,000	98.286	226,057.80	1.46%	1.44%	3133EAD62	3,312.00
FNMA	12/26/2013	12/26/2017	500,000	99.666	498,330.00	1.00%	1.00%	3135G0SJ3	5,000.00
FNMA	9/27/2013	9/27/2017	255,000	100.034	255,086.70	0.84%	0.70%	313G0E64	1,785.00
Bond Totals			<u>985,000</u>		<u>979,474.50</u>	1.10% avg. return			<u>10,097.00</u>
Certificates of Deposits:									
BMW Salt Lake City UT	10/11/2018		245,000	100.935	247,290.75	2.03%	2.05%	05568P5S2	5,022.50
Bank Hampton Rds. VA	9/27/2017		245,000	99.632	244,098.40	1.00%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn	2/20/2018		248,000	100.245	248,607.60	1.24%	1.25%	06425KBN8	3,100.00
Barclays BK Del Retail	8/20/2019		225,000	99.435	223,728.75	2.11%	2.10%	06740LHV2	4,725.00
CIT BK Salt Lake UT	10/13/2016		190,000	100.083	190,157.70	0.99%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN	8/25/2016		245,000	100.035	245,085.75	0.99%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingham	12/29/2014		230,000	100.046	230,105.80	0.99%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwood D	9/4/2018		245,000	100.840	247,058.00	2.03%	2.05%	254671VH0	5,022.50
Essa BK Stroudsburg PA	11/30/2016		245,000	99.895	244,742.75	1.00%	1.00%	29667RGE7	2,450.00
First Merchants BK N A	9/30/2019		245,000	99.193	243,022.85	2.01%	2.00%	32082BDS5	4,900.00
GE Cap Fin'l Retail	12/29/2016		245,000	100.000	245,000.00	2.10%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC	11/3/2014		245,000	100.115	245,281.75	1.94%	1.50%	38143AAP0	4,777.50
Safra Nat'l NY NY	2/9/2015		245,000	100.056	245,137.20	0.74%	0.74%	786580YVW4	1,837.50
Synchrony Bk Retail CTF I	6/13/119		230,000	99.773	229,477.90	2.00%	2.00%	87164YAP9	4,600.00
CD Totals			<u>3,328,000</u>		<u>3,328,795.20</u>	1.51% avg. return			<u>50,680.00</u>
Total Investments			<u>4,313,000</u>		<u>4,308,269.70</u>	1.44% avg. return			<u>60,777.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
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%

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

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
					THIS YEAR	THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	15,737	49,356	28,567	65,195	583,313	4.90%
Public Service Tax	-	-	-	-	27,690	0.00%
Personal Property Tax	6,844	19,233	13,996	24,004	268,932	5.20%
Machinery & Tools Tax	-	-	-	-	97,316	0.00%
Penalties on Tax	118	152	2,265	1,676	4,000	56.62%
Interest on Tax	53	43	1,810	224	1,700	106.46%
Local Sales Tax	13,288	13,170	56,513	54,458	165,600	34.13%
Meals Tax	106,535	94,103	534,914	511,029	1,287,518	41.55%
Utility Tax	26,563	25,263	132,966	132,478	324,000	41.04%
Communications Tax	16,590	16,655	82,118	82,323	223,416	36.76%
Decals	-	190	-	2,952	-	0.00%
Bank Stock Tax	-	-	-	-	228,070	0.00%
Penalty-Meals Tax	13	31	1,765	1,817	2,000	88.25%
Interest-Meals Tax	-	-	327	1,323	1,100	29.72%
Lodging Tax	8,363	6,171	47,746	43,259	92,880	51.41%
Cigarette Tax	8,980	7,407	54,595	48,700	100,300	54.43%
BPOL-Retail	1,418	-	6,659	23,053	322,800	2.06%
BPOL-Professional	80	461	9,207	9,052	135,700	6.78%
BPOL-Contractor	180	2,216	1,447	5,248	13,750	10.52%
BPOL-Repairs/Services	20	-	3,545	792	120,000	2.95%
BPOL-Alcoholic Beverages	50	-	75	-	575	13.04%
BPOL-Penalty/Interest	65	76	2,310	4,930	2,000	115.51%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	-	-	-	11,800	0.00%
BPOL-Miscellaneous	-	-	133	1,250	1,800	7.39%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	250	308	1,059	1,600	2,600	40.73%
Welcome Center Fees	370	815	2,415	2,610	3,500	69.00%
Planning/Zoning Fees	20	75	3,950	7,964	6,500	60.77%
Court Fines	4,887	7,340	18,449	22,724	48,960	37.68%
Parking Fines	-	-	85	45	100	85.00%
Interest Earnings	4,000	9,828	18,702	27,978	46,424	40.29%
Return Check Fees	60	40	380	320	600	63.33%
Rental of Property	120	-	420	420	420	100.00%
Mortgage Payments	256	256	1,536	1,280	3,073	0.00%
Paving Loan Payment	728	-	2,183	-	-	0.00%
Sale of Materials	-	-	960	-	-	0.00%
Sale of Property	-	907	-	10,654	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	-	-	750	1,500	1,500	50.00%
Security Services	1,673	-	1,673	3,510	4,000	41.81%
False Alarm Response Fees	-	-	-	138	-	0.00%
Passport Service Fees	385	925	2,837	4,019	12,000	23.64%
Police Reports	126	-	565	510	1,700	33.24%
Fingerprint Service Fees	55	-	255	200	300	85.00%
Garbage Collection Fees	7,772	9,423	37,185	46,510	86,016	43.23%
Truck Rental Program	20	10	50	90	100	50.00%
Credit Card Fees	10	-	10	-	-	0.00%
Weed control / Mowing Charges	-	-	153	292	-	0.00%
Administrative Service Charge	-	-	50	117	-	0.00%
Miscellaneous Services	281	-	416	376	750	55.42%
Transfer from Utility Fund	-	-	-	426,426	-	0.00%
Donations	8	-	43	24	-	0.00%
Merchandise Sales	-	5	166	219	200	82.86%
Miscellaneous	-	348	1,933	1,253	830	232.93%

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

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
Donations - Celeste Park	-	50	-	815	-	0.00%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	6	25	18	37	250	7.16%
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	(5,066)	(8,332)	(3,703)	-	0.00%
Appropriated Fund Balance	-	-	-	42,149	719,585	0.00%
Total Local Revenues	225,925	259,818	1,068,868	1,613,842	4,955,868	21.57%
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	-	-	37	-	-	0.00%
Other Categorical Aid	-	-	-	-	-	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	9,615	-	9,615	-	-	0.00%
DMV Mini Grants	224	-	224	-	-	0.00%
Street Maintenance	320,971	312,378	641,942	624,756	1,274,502	50.37%
VML Safety Grant	-	4,000	-	4,000	4,000	0.00%
Volunteer Fire Dept.	7,500	-	15,000	15,000	30,000	50.00%
Law Enforcement-599 Funds	27,115	27,115	54,230	54,230	108,460	50.00%
Police Grants	-	8,732	-	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	365,425	352,225	823,768	808,786	1,518,289	54.26%
TOTAL GENERAL FUND REVENUES	591,349	612,043	1,892,636	2,422,628	6,474,157	29.23%
UTILITY FUND REVENUES:						
Water Sales	81,241	90,740	429,276	481,527	1,070,400	40.10%
gallons billed	16,315,568	22,769,321	100,276,664	105,941,105		
Water Connections	-	5,275	15,905	9,275	24,440	65.08%
Reconnect Fees	550	500	3,750	5,925	7,350	51.02%
Penalties	2,255	1,940	12,390	9,256	18,500	66.97%
Bulk Water Purchases	735	546	3,196	2,969	2,000	159.78%
Sewer Collection Charges	54,453	57,211	201,485	303,629	680,040	29.63%
gallons billed	11,945,105	17,520,385	74,210,545	79,719,739		
Sewer Connections	-	-	3,500	4,000	12,500	28.00%
Cell Tower Rent	7,821	7,735	23,462	25,005	46,534	50.42%
Recoveries	-	-	700	4,140	1,600	43.72%
Bond Proceeds	-	-	-	-	-	0.00%
Meals Tax Transfer (in fund 05 for fy 15)	-	94,103	-	511,029	-	0.00%
Appropriated Fund Balance	-	-	-	255,300	780,053	0.00%
TOTAL UTILITY FUND REVENUES	147,055	258,050	693,664	1,612,055	2,643,417	26.24%
CAPITAL PROJECTS REVENUES:						
Uptown Loan Repayments	449	9,125	8,035	10,898	-	0.00%
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	500,000	0.00%
Private Foundations / Grants	-	-	-	-	-	0.00%
Historic Tax Credits	-	-	-	-	200,000	0.00%
Bonds / Loans	-	-	-	-	-	0.00%
Transfers from General Fund	-	-	-	2,575,000	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	449	9,125	8,035	2,585,898	700,000	1.15%

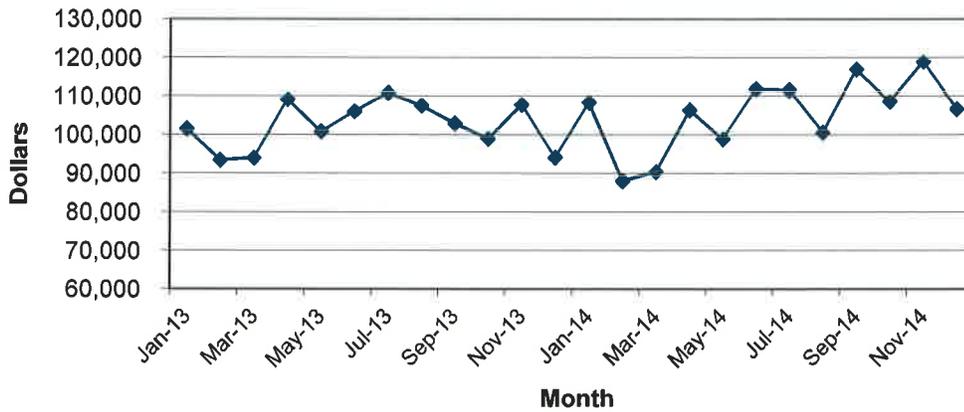
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF DECEMBER 31, 2014**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
UTILITY CAPITAL REVENUES:						
Capital Recovery Fees-Water	12,736	2,853	73,261	13,817	122,380	59.86%
Capital Recovery Fees-Sewer	12,155	5,864	66,419	28,288	164,216	40.45%
Capital Recovery Fees-Garbage	1,659	-	9,963	-	19,874	50.13%
Appropriated Fund Balance	-	-	-	-	247,412	0.00%
Meals Tax Transfer (in fund 02 for fy 14)	106,535	-	550,959	-	257,139	214.27%
Transfer from Other Funds	-	-	-	75,000	-	0.00%
TOTAL UTILITY CAPITAL REVENUES	133,085	8,717	700,603	117,105	811,021	86.39%
PERFORMANCE VENUE REVENUES (Town checking activity only):						
Ticket Sales	-	-	-	-	615,000	0.00%
Concessions - Food	-	-	-	-	144,000	0.00%
Concessions - Alcohol	-	-	-	-	120,000	0.00%
Merchandise Sales - Venue	-	-	-	20	48,750	0.00%
Merchandise Sales - Band	-	-	-	-	37,800	0.00%
Rentals - Meeting Rooms	875	-	1,375	-	25,000	5.50%
Rentals - Local	-	-	-	-	10,000	0.00%
Rentals - Outside Promoter	-	-	-	-	25,000	0.00%
Sponsorships - Performance Venue	-	-	-	-	100,000	0.00%
Transfers from Other Funds	-	-	-	30,169	-	0.00%
TOTAL PERFORMANCE VENUE REVENUES	875	-	1,375	30,189	1,125,550	
					6 months of the 12 months of the fiscal year	
					50.00%	

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
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
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

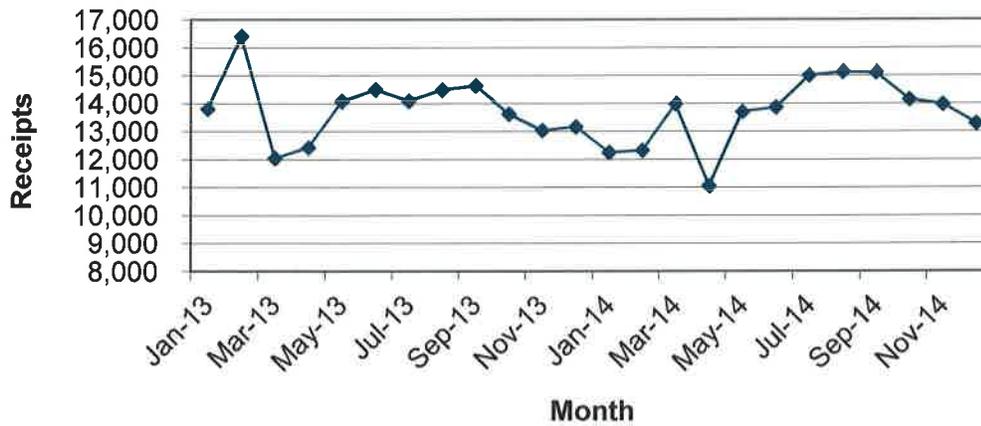
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

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
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

Local Sales Tax



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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
GENERAL FUND:						
Mayor & Council	8,019	8,418	53,756	44,226	80,642	66.66%
Town Manager	15,723	15,001	102,025	95,821	211,187	48.31%
Town Attorney	4,224	4,326	16,844	16,029	36,100	46.66%
Finance Department	23,343	19,488	160,057	155,784	358,452	44.65%
Electoral Board	-	-	-	-	-	0.00%
Police Department	140,463	128,337	892,362	875,760	1,833,954	48.66%
Volunteer Fire Dept.	8,013	4,854	57,848	57,731	188,648	30.66%
Public Works Admin.	970	725	32,025	6,904	17,105	187.22%
Street Lights	13,157	14,085	49,434	48,019	113,148	43.69%
Traffic Control & Parking	2,915	766	47,563	36,648	79,242	60.02%
Streets	30,639	3,630	556,112	255,400	1,134,093	49.04%
Sidewalks & Curbs	-	-	4,827	1,989	17,876	27.00%
Grassy Hill Guardrails	-	-	-	2,878	-	0.00%
40 East Sidewalks/Crosswalks	8,316	-	55,998	4,888	-	0.00%
Street Cleaning	2,935	1,735	10,799	9,838	22,394	48.22%
Refuse Collection	18,547	23,103	82,602	85,658	175,826	46.98%
Snow Removal	110	1,435	759	1,932	26,497	2.86%
Municipal Building	7,921	4,670	41,312	27,856	75,644	54.61%
Emergency Services Bldg.	5,451	4,475	61,297	17,393	136,369	44.95%
Public Works Building	1,907	2,820	6,773	7,213	22,580	30.00%
Cemetery	607	32	9,961	13,376	23,844	41.78%
Playgrounds	1,801	3,240	15,202	18,863	68,092	22.33%
Veterans Memorial Park erosion	-	651	473	1,997	557,985	0.08%
Pigg River Dam Safety Improvement	-	30,000	-	30,000	-	0.00%
Planning & Zoning	10,486	8,386	47,063	57,394	139,183	33.81%
Community Development	16,641	10,332	87,930	100,114	285,608	30.79%
Citizen's Square	964	977	10,232	13,579	13,510	75.74%
Hospitality Center	2,769	2,253	12,563	21,251	63,792	19.69%
Passport Services Expenses	-	322	232	1,246	3,600	6.44%
Economic Development Authority	-	-	40	630	10,638	0.38%
Remediation of Blighted Structures	-	-	18,125	-	20,000	90.63%
Non-Departmental:						
Wages & Fringes	383	17,081	11,200	28,577	95,551	11.72%
Employee Wellness Program	-	-	4,450	1,347	4,000	111.26%
Employee Drug Testing	-	309	423	397	1,300	32.50%
Insurance	-	-	67,853	65,127	68,788	98.64%
Contributions to Others	-	-	22,500	21,750	22,500	100.00%
Debt Service-Principal	-	-	-	-	175,800	0.00%
Debt Service-Interest	-	-	40,690	53,410	79,070	51.46%
Transfer to Utility Fund	-	94,103	-	511,029	-	-
Transfer to Utility Capital Fund	106,535	-	550,959	-	257,139	214.27%
Transfer to Capital Proj. Fund	-	-	-	2,650,000	-	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	432,839	405,553	3,132,290	5,372,223	6,470,157	48.41%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF DECEMBER 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	6,867	13,190	73,728	63,837	125,869	58.57%
Meter Reading	2,992	2,940	17,106	16,243	50,217	34.06%
Water Plant	46,865	37,228	249,710	287,618	592,303	42.16%
Belmont Dr. Water Line Replacement	-	-	30,268	-	-	0.00%
Wastewater System Operation	2,250	2,250	17,297	67,794	140,978	12.27%
Wastewater Treatment Plant	29,715	21,592	175,192	172,642	470,826	37.21%
Utility Billing & Administration	9,656	12,496	62,394	60,399	159,375	39.15%
Non-Departmental:						
Wages & Fringes	-	4,118	-	4,118	6,567	0.00%
Insurance	-	-	22,618	21,709	22,925	98.66%
Debt Service-Principal	-	253,339	100,000	515,913	210,200	47.57%
Debt Service-Interest	-	3,800	6,683	3,800	61,605	10.85%
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	98,344	350,953	754,995	1,640,499	2,643,418	28.56%
CAPITAL IMPROVEMENTS FUND:						
Performance Venue Renovations	88,516	222,537	133,946	715,926	-	0.00%
Microenterprise Loan Program	20,000	-	20,000	-	-	0.00%
Transfer to General Fund	-	-	-	-	700,000	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	108,516	222,537	153,946	715,926	700,000	21.99%
UTILITY CAPITAL FUND:						
Public Works Utility Capital Projects	-	175,947	-	175,947	175,000	0.00%
Water Distribution Utility Projects	-	-	9,813	-	321,061	3.06%
Water Treatment Plant Utility Projects	-	-	57,382	-	183,960	31.19%
Wastewater Collection Utility Projects	97	-	7,876	-	40,000	19.69%
Wastewater Treatment Plant Utility Projects	-	-	22,661	-	106,000	21.38%
Contingency	-	-	-	-	60,000	0.00%
Reserved Fund Balance Transfer	-	-	-	-	100,000	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	97	175,947	97,731	175,947	986,021	9.91%

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: none at this time			
AVAILABLE CONTINGENCY FUND BALANCE Available / (overexpended)	<u>50,000</u>	<u>22,500</u>	<u>60,000</u>

		TOWN OF ROCKY MOUNT	
		VENUE RENOVATIONS (04.8123)	
		PROJECT TO DATE EXPENSES	
			Project
		This Month	to Date
Building Purchase		-	248,922.30
Design		-	138,224.58
Renovations		88,516.00	2,905,138.32
Grand Total		88,516.00	3,292,285.20
			3,292,285.20
			-

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

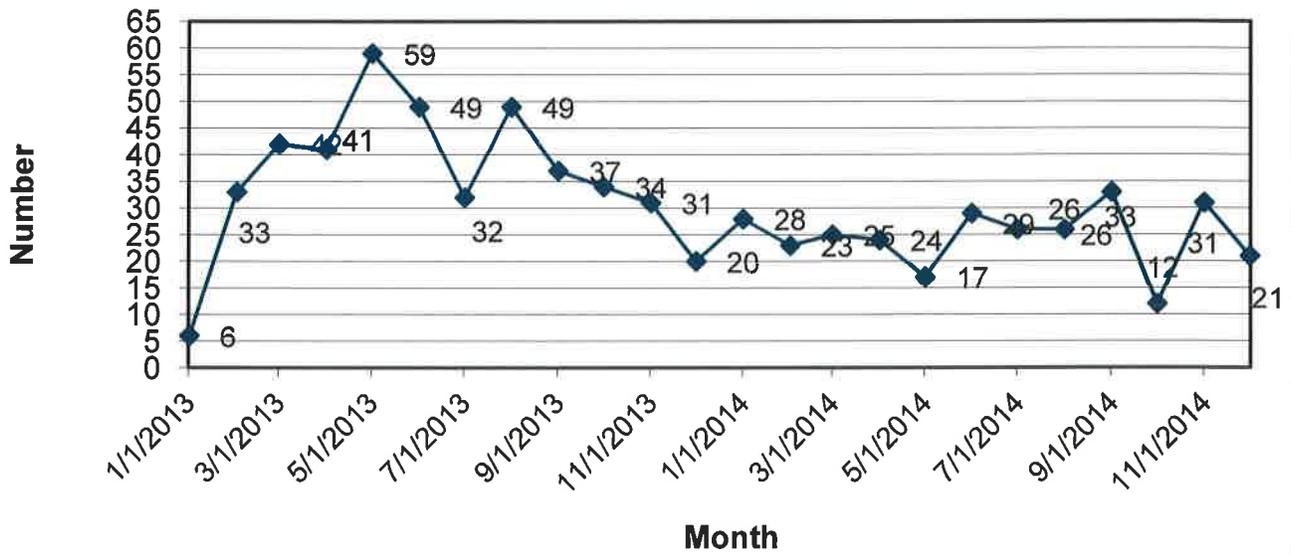
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,767	6,030,861	\$ 34,256	61%	37%	35%
COMMERCIAL	345	4,493,770	\$ 20,453	12%	28%	21%
INDUSTRIAL	48	2,180,614	\$ 7,971	2%	13%	8%
TOTAL	2,160	12,705,245	\$ 62,680	75%	78%	63%
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	663	2,214,570	\$ 24,784	23%	14%	25%
COMMERCIAL	74	1,312,270	\$ 11,240	3%	8%	11%
INDUSTRIAL	2	83,483	\$ 555	0%	1%	1%
TOTAL	739	3,610,323	\$ 36,579	25%	22%	37%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,430	8,245,431	\$ 59,039	84%	51%	59%
COMMERCIAL	419	5,806,040	\$ 31,693	14%	36%	32%
INDUSTRIAL	50	2,264,097	\$ 8,526	2%	14%	9%
TOTAL	2,899	16,315,568	\$ 99,259	100%	100%	100%

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																
Feb-15																
Mar-15																
Apr-15																
May-15																
Jun-15																
Average	34%	33%	30%	23%	17%	11%	81%	66%	13%	23%	7%	11%	0%	0%	20%	34%

***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 2015 (year ended 6/30/15).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
November-14

Water Plant Finished Water Pumped		<u>19,650,000</u>
Water Consumption Billed	16,315,568	
Meters Read and Not Billed	859,630	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flushing Water Lines Reported to WTP or PW	165,400	
Flow Meter Checks at Hydrants	-	
 Grand Total of Water Metered / Consumed / Tracked		 <u>17,340,598</u>
 Percent Finished Water Accounted		 88.25%

Meters Read and Not Billed

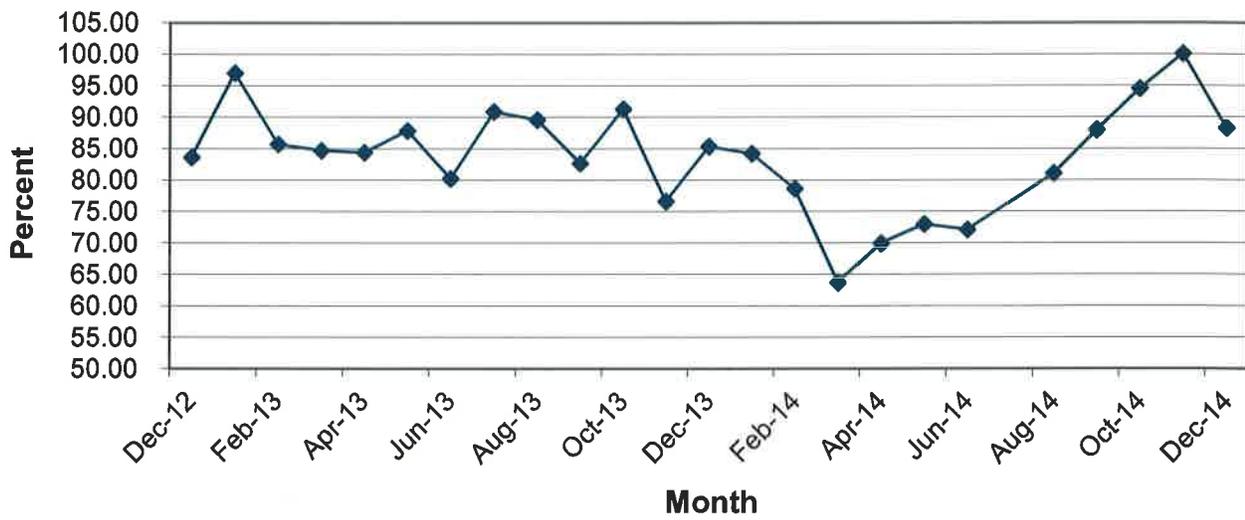
001-0122-10-01	Mary Bethune Park	100
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg	20
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1067-00-01	Veteran's Memorial Park	900
005-1300-00-01	Mary Elizabeth Park	300
005-1343-10-01	Harvester Performance Cent	3,000
005-1384-00-01	Farmer's Market	800
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	410
009-2523-50-01	Emergency Services Bldg.	7,100
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	288,000
	Water Plant Process	556,000

TOTAL Meters Not Billed		<u>859,630</u>
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Water Line Repairs by Public Works during the month:
 2" line on Bonbrook
 6" line on Riverview

Sewer Line Repairs by Public Works during the month:
 none

Water Accountability %



TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2015						
Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance 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				-	94.17%	1,144,106
Jan-15				-		
Feb-15				-		
Mar-15				-	0.00%	-
Apr-15				-		
May-15				-		
Jun-15				-	0.00%	-
AVG.	23,714,000	21,288,087	90.38%	2,425,913	91.01%	2,212,279
TOTAL	118,570,000	106,440,434		12,129,566		
Monthly Avg. Percent Unaccounted =			9.62%			
Monthly Avg. Percent Accounted =			90.38%			
5 out of 5 months this fiscal year > 80% 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%				20,429,000	32.95%		
Jan-15			0.00%		0.00%					0.00%		
Feb-15			0.00%		0.00%					0.00%		
Mar-15			0.00%		0.00%					0.00%		
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.	313.90	23,356,667	38.05%	22,780,000	37.11%	21,288,087	91.62%	2,894	19,664,833	32.05%	14,842,109	76.82%

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:	January 2, 2014
TO:	Rocky Mount Town Council
FROM:	Charles Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	November 2014

The Rocky Mount Fire Department answered a total of 40 calls in the month of November 2014. A total of 19 calls were answered inside Town limits, and 21 calls were answered in the County. There were a total of 194 man hours spent on these calls, averaging 7.36 members on call calls for the month.

The Department traveled a total of 1,208 miles on all Town vehicles, using a total of 42 gallons of gasoline and a total of 158 gallons of diesel fuel for the month.

There were 10 structure fires; 10 woods and grass fires; 9 motor vehicle accidents; 10 false alarms; and 1 smoke and odor removal.

The Department started the process of applying for a FEMA grant to replace the aging 1993 Pierce fire engine. This grant will also include all new equipment for the truck mounted at the factory on the truck. The total amount of the grant application will be \$526,000. Keeping equipment to NFPA standards helps with ISO ratings, as well as fire fighter safety and efficiency.

The Department, in conjunction with the American Red Cross, started a community program to make available to households that do not have smoke detectors a chance to have one installed in their home. Flyers have been distributed to areas deemed in needed in December for installation at a later date to be determined.

MONTHLY STAFF REPORT

DATE:	January 5, 2015
TO:	Rocky Mount Town Council
FROM:	Kenneth Criner, Acting Chief of Police
DEPARTMENT:	Police
MONTH:	December 2014

The Rocky Mount Police Department was able to assist 52 families/individuals this year for our Annual Food Drive. We were also able to donate to the Heavenly Manna Food Bank and to Stepping Stones in Rocky Mount and they greatly appreciated it.

Our first year in heading up a toy drive for the Carilion Children's Hospital turned out to be a huge success. We have amazing photos on our Rocky Mount Police Department Facebook page.

Attachment(s): Yes

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: **DECEMBER 2014**

OCT.

NOV.

DEC.

	OCT.	NOV.	DEC.
UNIFORM TRAFFIC SUMMONS ISSUED	79	205	97
TRAFFIC STOPS	107	216	174
SPEEDING TICKETS ISSUED	38	127	46
DUI	2	2	2
ACCIDENTS INVESTIGATED (TREDS)	12	17	22
MOTORIST AIDES	92	54	85
CRIMINAL ARRESTS "MISDEMEANOR"	26	26	36
CRIMINAL ARRESTS "FELONY"	3	3	8
INCIDENTS ADDRESSED	2703	2344	2677
INCIDENTS, OFFENSES REPORTABLE	69	69	59
GRAND LARCENY WARRANTS	2	0	0
BREAKING & ENTERING REPORTS	1	1	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	55	40	64
FOLLOW-UP'S	89	77	139
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1765	1537	1771
SCHOOL CHECKS	83	39	45
ALARM RESPONSES	27	32	30
OPEN DOORS, WINDOWS, ETC. UNSECURED	6	4	6
COURT HOURS	15.25	13.5	20.5
TRAINING HOURS:	201.25	115	164.5
SPECIAL ASSIGNMENT HOURS:	161.25	87.75	161.75
HARVESTER HOURS WORKED:	100.5	40	38.5

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 22 reportable accidents with 18 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Anderson Street, Ann Sink Street, Candlwood, Cornell Road, Diamond Avenue, Donald Avenue, East Court Street, Green Meadow Lane, Hatcher Street, Hilltop Drive, Knob Apartments, Lakeview Drive, Leanor Street, North Main Street, Oak Street, Oxford Circle, Pell Avenue, Pendleton Street, Riverview Street, Summit Drive, Sycamore Street, Tanyard Village, Trail Drive, Wilson Street, Windy Lane, Woodlawn Drive and Wray Street.
- ◇ Business Foot Patrols: Aaron's, ABC Store, Advance Auto, Angle Hardware, Applebees, Auto Zone, BFMS, Burger King, C-Mart, CATCE Center, Christian Heritage Academy, Comfort Inn, Cook Out, CVS, Dollar General, Domino's, Eagle Cinema, El Rio, El Rodeo, Empire Foods, Farmer's Market, Franklin County High School, Fisher's Auto Parts, Fleetwood Homes, Food Lion, Franklin Community Bank, Franklin County Health Department, Franklin Memorial Hospital, Franklin Street, Goodwill, Gusler's, Hardee's, Harvester Center, Haywood's, Hema's, Holiday Inn Express, Hub Restaurant, Ippy's, J & J Fashions, Kentucky Fried Chicken, Kroger, Lee M. Waid, Lowe's, Martinsville DuPont Credit Union, Mary Bethune Park, Mary Elizabeth Park, McDonald's, Member One Credit Union, Mod-U-Kraf, Moose Lodge, Newbold, North Main Street, Old Franklin Turnpike, Pell Animal Clinic, Pet Clinic, Pizza King, PlyGem, Rocky Mount Bowling Center, Rocky Mount Elementary, Rocky Mount Public Works, Roses, Schewel's, School Board Road, Sheetz, Shoe Show, South Main Street, Step, Subway, Suntrust Bank, Tanyard Road, Trinity Missions, Trinity Packaging, US Cellular, Walgreens, Wal-Mart, Wendy's and YMCA.

MISCELLANEOUS:

- ◇ December 5th, 2014 – Coming Home to “A Franklin County Christmas”
- ◇ December 7th, 2014 – Franklin County Christmas Parade
- ◇ December 9th, 2014 – Open Door “Rocky Mount Elementary”
- ◇ December 10th, 2014 – Meeting for the “New Motorola Radio System”
- ◇ December 12th, 2014 – Provided Traffic Control for “Goodwill Parade” on N. Main Street
- ◇ December 12th, 2014 – Town Christmas Dinner
- ◇ December 14th, 2014 – Open Door “ModuKraf”
- ◇ December 15th, 2014 – Open Door “245 South Main Street”
- ◇ December 19th, 2014 – Toy Drive for Children's Hospital
- ◇ December 20th, 2014 – Open Door “Verizon Wireless”
- ◇ December 21st, 2014 – Open Door “The Government Bldg”
- ◇ December 23rd, 2014 – Annual Needy Family Food Drive “Deliveries”
- ◇ December 25th, 2014 – Open Door “110 B Franklin Street”

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	Windy Lane
Possession of Marijuana	Tanyard Road
Possession of Marijuana	Old Franklin Turnpike
Possession of Drug Paraphernalia	Old Franklin Turnpike
Driving Under the Influence	Tanyard Road
Driving Under the Influence	North Main Street
Possession of Alcohol Underage	Franklin Street (x 4)
Possession of Alcohol Underage	North Main Street (x 2)
Possession of Alcohol Underage	Tanyard Road
Drunk In Public	East Court Street (x 3)
Drunk In Public	Windy Lane
Drunk In Public	North Main Street
Shoplifting	Old Franklin Turnpike (x 4)
Shoplifting	Franklin Street
Possession of Stolen Property	Old Franklin Turnpike
Simple Assault	Tanyard Road
Domestic Assault	East Court Street
Disorderly Conduct	Tanyard Road
Failure to Return Rental Property	Windy Lane
Temporary Detaining Order	Oxford Circle
Temporary Detaining Order	Floyd Avenue (x 2)
Emergency Custody Order	Floyd Avenue
Emergency Custody Order	Lakeview Drive
Destruction of Property	Wilson Street
Possession of a Firearm by a Convicted Felon	East Court Street
Possess a Firearm on School Property by a Felon	East Court Street
Panhandling	Old Franklin Turnpike
Contribute to the Delinquency of a Minor	Old Franklin Turnpike
Underage Possession of Tobacco	Old Franklin Turnpike

SPEEDING TICKETS ISSUED

Pell Avenue (x 16)

State Street (x 8)

Tanyard Road (x 6)

School Board Road (x 4)

North Main Street (x 3)

Bernard Road (x 2)

Grassy Hill Road (x 2)

Old Franklin Turnpike (x 2)

Orchard Avenue

Scuffling Hill Road

Green Meadow Lane

MONTHLY STAFF REPORT

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

1. Read meters: 3 days
2. Repaired 6" water leak on Industrial Drive.
3. Repaired 6" water leak on Green Meadow Lane.
4. Put up Christmas decorations in the Town.
5. Swept streets and cleaned for Christmas on December 5, 8, 9, 19, 22.
6. Cleanup and leaves: 16 days.
7. Worked on sidewalk on Old Franklin Turnpike for seven days.
8. Dug one grave.
9. Chanted 2" meter at Data Card.
10. Repaired 6" water line behind Krogers.
11. Installed PRV (pressure regulatory valve) at Municipal Building.

MONTHLY STAFF REPORT

DATE:	January 5, 2015
TO:	Rocky Mount Town Council
FROM:	Tim Burton, Superintendent
DEPARTMENT:	Wastewater Treatment Plant
MONTH:	December 2014

Average Daily Flow	0.659 MGD
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	266,750 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	68.84 Tons
Rain Total 3.15 inches	Snow Total 0 inches

Request: None

Respectfully Submitted,

Tim Burton

MONTHLY STAFF REPORT

DATE:	January 2, 2015
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Water Plant Superintendent
DEPARTMENT:	Water
MONTH:	December 2014

Operation and Production Summary:

For December, the actual water production time (filtering of water) for the entire month averaged 9.7 hours per day, which yielded approximately 650,000 gallons of water per day.

Total Raw Water Pumped:	21.08 million gallons
Total Drinking Water Produced:	20.24 million gallons
Average Daily Production:	650,000 gallons per day
Average Percent of Production Capacity:	33%
Flushing of Hydrants/Tanks/ FD Use:	None
Plant Process Water:	608,000 gallons (finished water used by the plant)
Bulk Water Sold at WTP:	None

Testing:

- All routine monthly water samples were within normal parameters.
- As indicated in November's report, a disinfection byproducts sample from Doe Run Road was above an acceptable range. Three check samples were collected and all were good. The initial test result was likely a sampling or lab error. I am confident that future results will continue to be satisfactory. The next official sample is due on February.

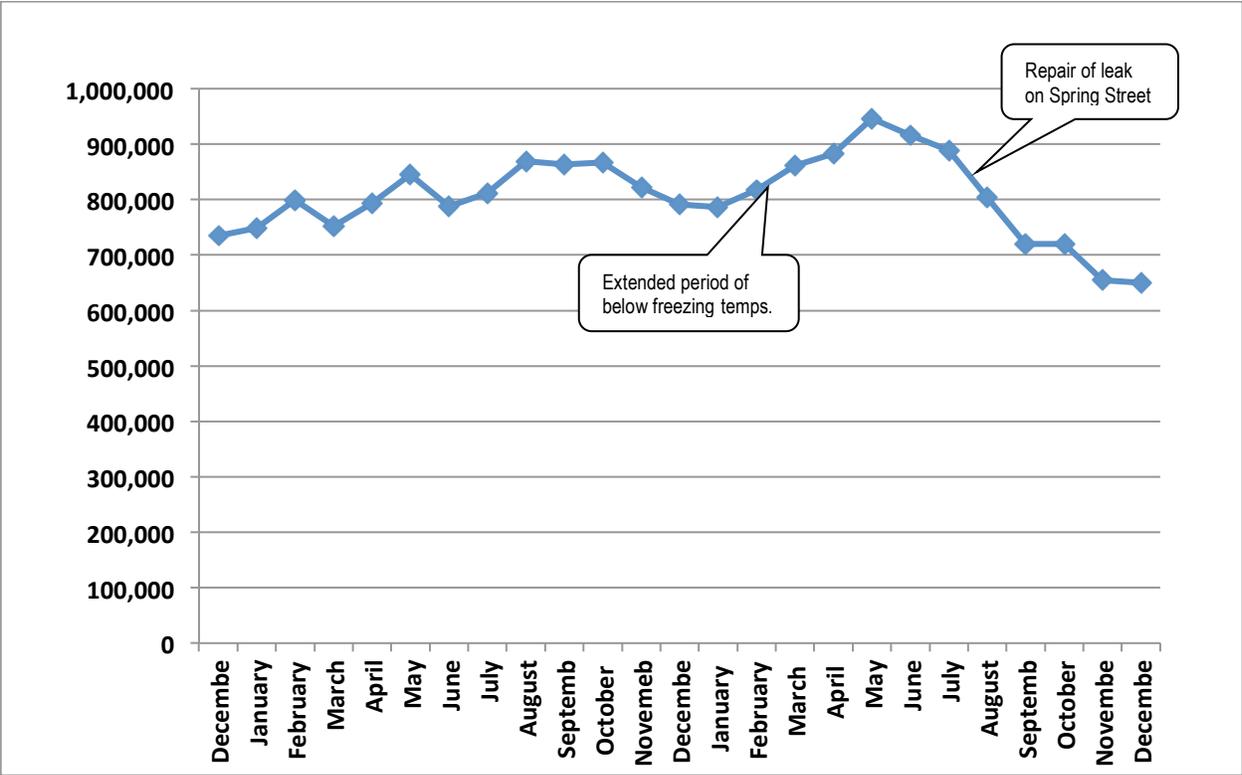
Activities / Maintenance / Improvements

- Lots of vacation hours were spent by our staff in December coinciding with hunting season. Staff maintained basic day-to-day upkeep during this time and made very fine drinking water.
- With the recent reduction in water production, we are able to adjust our hours to cut overtime and to catch up on some maintenance projects. The new schedule will begin January 5th.

Upcoming:

- Tank Hill Project – The project will be underway in January.
- Chlorine Bleach Project – Plan Review by VHD still pending.

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



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED: January 12, 2015

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Town of Rocky Mount began accepting credit cards in December. The process has thus far been well received by our citizens and customers. The Town is absorbing the fees accosted with accepting credit cards, but is charging a \$2.50 processing fee. Your Finance Director will summarize the overall cost to the Town of this acceptance process once a full annual payment cycle has occurred. It is currently estimated that the total processing fees collected will closely equal the fees paid to the credit card processing firm, but that is only an estimate at this time.
ACTION NEEDED:	None needed - informational purposes only.

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: January 12, 2015

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Attached for your information are the water, sewer and refuse collection rates scheduled to take effect this month, with the billing in February of 2015. This is the third of four modest rate adjustments passed by Town Council in November 8, 2012.
ACTION NEEDED:	None required.

Attachment(s): Yes

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

Proposed CY2015 Water and Sewer Rates

Effective on bills issued after January 1, 2015

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 5.17	\$ 10.34
3,001 to 10,000	\$ 3.35	\$ 6.70
10,001 to 50,000	\$ 3.25	\$ 6.50
50,001 and up	\$ 3.15	\$ 6.30
Sewer		
1 to 3,000 gallons	\$ 5.17	\$ 10.34
1 to 10,000 gallons	\$ 3.30	\$ 6.60
10,001 to 50,000	\$ 3.15	\$ 6.30
50,001 and up	\$ 3.05	\$ 6.10

Rates change for the first 3,000 gallons of usage, impacting the minimum bill.

Base Charges

Meter Size	Water	Sewer
5/8"		
1"	\$ 6.90	\$ 20.70
1.5"	\$ 13.80	\$ 41.40
2"	\$ 17.25	\$ 51.75
3"	\$ 34.50	\$ 69.00
4"	\$ 51.75	\$ 103.50
6"	\$ 103.50	\$ 207.00

The Base Charge increases by 5% for larger meters. Funds generated are designated to a Utility Capital Fund.

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 22.21	\$ 44.42
Sewer	\$ 22.11	\$ 44.22
Total	\$ 44.32	\$ 88.64
Minimum Bill		
Water	\$ 15.51	\$ 31.02
Sewer	\$ 15.51	\$ 31.02
Total	\$ 31.02	\$ 62.04
CY2014 Minimum	\$ 28.02	\$ 56.04

In Town Residential Customers see a \$3.00 increase and out of Town customers see a \$6.00 increase.

Increase in minimum from CY2014

	Inside	Outside
	\$ 3.00	\$ 6.00

Elderly and Disabled Rate Plan

Current Rates	Inside
Water	\$ 3.75
Sewer	\$ 3.75
2,000 Gallon Bill	\$ 15.00
New Rates	
Water	\$ 3.75
Sewer	\$ 3.75
2,000 Gallon Bill	\$ 15.00

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee

\$50.00

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 12, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mr. Ron Guertin, President of Outlaw Cruisers Car Club, is requesting to come before the Rocky Mount Town Council to allow them to hold their annual car show event scheduled for Sunday, May 24, 2015 from 1 p.m. to 4 p.m. (rain date of Sunday, May 31, 2015 during same time frame), and that they be able to close Franklin Street as outlined in their attached letter.</p> <p>Lieutenant Mark Lovern with the Rocky Mount Police Department has reviewed this request and sees no problem with them holding the event as outlined in their letter.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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From: Mark Lovern mlovern@rockymountva.org
Subject: RE: Outlaw Cruisers Car Club Event
Date: January 6, 2015 at 7:54 AM
To: pkeatts@rockymountva.org
Cc: Ken Criner kcriner@rockymountva.org

I have reviewed the letter that Mr. Ron Guertin has sent to the Town regarding this year's Outlaw Cruisers Car Club event and like in years past, everything seems to be in order. On behalf of Acting Chief Criner and myself, we approve the street closures as outlined in Mr. Guertin's letter.

Any further questions or concerns, please do not hesitate to contact us. Thanks.

Lieutenant Mark W. Lovern
Rocky Mount Police Department
Patrol Division
1250 North Main Street
Rocky Mount, Virginia 24151
Office: (540) 483-9275
Fax: (540) 484-1520
email: mlovern@rockymountva.org



Rocky Mount Town Council
Municipal Building
Rocky Mount, VA 24151

December 11, 2014

To Whom It May Concern:

The Outlaw Cruisers Car Club is beginning to plan our annual car show to benefit several non-profit organizations. This event is tentatively scheduled for Sunday, May 24, 2015 from 1PM to 4PM with a rain date of Sunday, May 31, 2015 during the same time. The club would like to request permission for this event downtown at the stated dates.

We respectfully request permission to close Franklin Street and the streets intersecting it beginning at Arrington Flowers and ending at the stop light intersection of the Post Office for the Car Show. Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Ron Guertin'. The signature is written in a cursive style with a large, prominent 'R' and 'G'.

Ron Guertin, President
Outlaw Cruisers Car Club

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 12, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mr. Johnny Nolen, Race Director for Johnny CASA 5Miler-5K Run/Walk Event, is requesting to come before the Rocky Mount Town Council to allow them to hold their annual event on Saturday, October 20, 2015, starting at 8:30 a.m. per the proposed route as outlined in their attached letter.</p> <p>Lieutenant Mark Lovern with the Rocky Mount Police Department has reviewed this request and sees no problem with them holding the event as outlined in their letter.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

From: Mark Lovern mlovern@rockymountva.org
Subject: RE: Johnny Casa Run 2015
Date: January 6, 2015 at 7:54 AM
To: pkeatts@rockymountva.org
Cc: Ken Criner kcriner@rockymountva.org

I have reviewed the letter that Mr. Johnny Nolen has sent to the Town regarding permission to hold the 2015 Johnny Casa 5K/10K Walk/Run in the Town on October 10, 2015. It appears that Mr. Nolen's request mirrors that of years past. Acting Chief Criner and myself see no issues at this time for Mr. Nolen and his organization to have their run in October. The Department will supply adequate staffing to assure safety to all of the walkers/runners participating in this event.

Any questions or concerns, please feel free to contact us. Thanks.

Lieutenant Mark W. Lovern
Rocky Mount Police Department
Patrol Division
1250 North Main Street
Rocky Mount, Virginia 24151
Office: (540) 483-9275
Fax: (540) 484-1520
email: mlovern@rockymountva.org

December 12, 2014

Town Of Rocky Mount

Re: Johnny CASA 5Miler-5K Run/Walk Event

We are looking forward to having our 10th Annual Johnny CASA event to benefit the Southern Virginia Child Advocacy Center located at 300 S. Main St., Rocky Mount, VA. The town has let us use the streets of Rocky Mount for the last two years and with the support of the Rocky Mount Police Department, our event has proven to be even more successful than it was at Lakewatch Plantation in the previous years. We draw runners, walkers and their families to show case the Town of Rocky Mount and The Child Advocacy Center. This year we had two Franklin County elementary schools with run and walk programs participate in the event and it is our hope that in 2015, we will be able to attract other county schools to bring kids and their families out.

As in the past two years we have chosen a date as to not interfere with traffic from other events, i.e. Folk Life Festival and the Lords Acre Sale. Our request this year will be to again have it on the same weekend date, being Saturday, October 10, 2015 with a race start beginning at 8:30am.

The proposed race route request will be the same as in the previous two years. It is an out and back route beginning on Main Street near the intersection of Church Street. The course will proceed out N. Main with the 5K turn around for the 5K near the firehouse/police station and the 5 miler would proceed on to Benjamin Franklin Middle School parking lot for the turnaround. After the turnarounds, the participants will

proceed back to S. Main with a right turn on Floyd Ave. and the next right on to Bank Street with the finish behind The Child Advocacy Center.

Johnny Nolen

A handwritten signature in black ink, appearing to read 'Johnny Nolen', with a large, sweeping flourish extending to the left.

Race Director

78 Cromwell Drive, Rocky Mount, VA 24151 C- (540) 352-8425
runnolen@jetbroadband.com

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED: January 12, 2015

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Nancy Bell, Executive Director of United Way of Franklin County, has requested to come before the Rocky Mount Town Council to give a 15 minute presentation of a grant that Healthy Franklin County (in partnership with West Piedmont Health District and Activate Martinsville) has been awarded.</p> <p>Attached is a letter from Mrs. Bell that further details the grant and how she feels it benefits the Town of Rocky Mount and Franklin County.</p>
ACTION NEEDED:	At this time, there is no indication that any action is needed.

Attachment(s): Yes

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



January 16, 2015

Dear Ms. Keatts,

United Way of Franklin County created an initiative in 2014 that has the potential for long-term , positive outcomes for the Town of Rocky Mount and Franklin County. Healthy Franklin County used seed funds from the Carilion Foundation to fight obesity. The results have been astounding, and the Centers for Disease Control (CDC) recently granted Healthy Franklin County (in partnership with the West Piedmont Health District and Activate Martinsville) a grant of \$434,000 per year over the next four years to implement the program regionally.

I request 15 minutes of time during the January 12 Town Council meeting to describe Healthy Franklin County and what the CDC grant will provide the community. I have a presentation of about six slides which I am sending separately.

Thank you for your consideration, and please let me know if you have any questions or concerns.

Best,

A handwritten signature in black ink that reads "Nancy Bell".

Nancy Bell – Executive Director

United Way of Franklin County leads initiatives that improve quality of life in Franklin County.



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 12, 2015
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STAFF MAKING REQUEST:	Matthew Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town of Rocky Mount applied for and has received revenue sharing funds from the Virginia Department of Transportation to construct curb, gutter and stormwater drainage improvements along Scuffling Hill Road.</p> <p>Attached is a memorandum from the Assistant Town Manager regarding "Scuffling Hill Revenue Sharing Project" that further explains this project.</p>
ACTION NEEDED:	Approval/denial per request as outlined in memorandum.

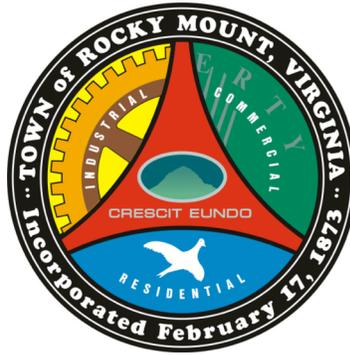
Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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TOWN OF ROCKY MOUNT
345 DONALD AVE.
ROCKY MOUNT, VIRGINIA 24151

540.483.7660
FAX : 540.483.8830

E-MAIL: MHANKINS@ROCKYMOUNTVA.ORG
WWW.ROCKYMOUNTVA.ORG



TOWN COUNCIL
STEVEN C. ANGLE, MAYOR
GREGORY B. WALKER, VICE MAYOR

BOBBY M. CUNDIFF BOBBY L. MOYER
P. ANN LOVE JON W. SNEAD
BILLIE W. STOCKTON

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

MEMORANDUM

To: Mayor Angle & Members of Council
C. James Ervin, Town Manager

From : Matthew C. Hankins
Assistant Town Manager

Date: January 2, 2015

Re: Scuffling Hill Revenue Sharing Project

Members of Council:

The Town of Rocky Mount applied for and has received revenue sharing funds from the Virginia Department of Transportation to construct curb, gutter and stormwater drainage improvements along Scuffling Hill Road.

The gravel problem along Scuffling Hill Road are longstanding, persistent and well documented. High traffic, heavy trucks, and lack of curbs create apparently unsafe driving conditions when gravel washes from the roadside into the travel lanes.

Your Public Works Director has implemented short-term solutions which have reduced the amount of gravel washing into the road; a series of V-ditches has provided some relief to drivers in that corridor.

In order to give VDOT an expectation of what was expected in the project, Thompson + Litton did a preliminary project design which included curb, gutter and sewer connections. Mr. Mason recommended those sewer connections for current septic users so that, in the event those septic systems fail, the Town will not have to dig up this work to put in new lines. Council has asked that we remove the sewer work from the project in order to reduce costs.

Additional requirements include acquiring possible drainage easements, which the Town has not secured and will not secure until the design is complete.

The total expected project cost now is \$904,000, with VDOT funding half of the project, leaving the Town share at \$452,000. We would bring that project to you for budgeting as part of the FY2016 budget as we begin to prepare it in the spring.

The next step is to complete the design. Thompson + Litton has submitted a bid included in your packet to finish the project. The Town would be reimbursed for half, or approximately \$45,000, of the engineering work.

The cost is in line with the expected A&E costs associated with a project of this size. Thompson + Litton is included in our ongoing engineering contract, and no further procurement action is necessary.

If Council wishes to proceed, staff recommends that the Town pay for the engineering out of current-year capital funds. Several projects have come in under budget sufficient to pay Thompson+Litton, particularly the Tank Hill tank demolition project.

With VDOT's new rules regarding time limits for starting this type of project, we are acting under a time limit and your consideration in January will assure we can start within that required time.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 12, 2015
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STAFF MAKING REQUEST:	Linda Woody, Finance Director C. James Ervin, Town Manager Matt Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is the fiscal year 2016 budget calendar which will culminate in the adoption of the FY 2016 budget and FY 2016 – 2020 Capital Improvements Plan at your May 11, 2015 meeting.
ACTION NEEDED:	Adjust or approve FY 2016 budget calendar.

Attachment(s): Yes – planned calendar for FY 2016 budget

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

**TOWN OF ROCKY MOUNT
FY 16 BUDGET & CAPITAL IMPROVEMENT PLAN SCHEDULE**

DAY	DATE	RESPONSIBLE PARTY	ACTIVITY	TIME	PLACE
Mon	1/12/15	Town Council	Approval of Budget / CIP Calendar	7:00	Municipal Bldg.
Mon	2/2/15	Fin Dir	CIP & Budget worksheets to Department Heads		
Fri	2/20/15	Finance Director	Revenue Projections		
Fri	2/20/15	Department Heads	CIP Requests to Finance Director		
Fri	2/20/15	Department Heads	Operating Budget Requests to Finance Director		
Fri	3/20/15	Mgr/Asst Mgr/Fin Dir	Proposed 5 year CIP finalized		
Fri	3/20/15	Mgr/Asst Mgr/Fin Dir	Proposed budget finalized		
Fri	3/27/15	Mgr/Asst Mgr/Fin Dir	Distribution of FY 16 - 20 CIP to Planning Commission (with copy to Town Council)		
Mon	3/30/15	Clerk / Finance Dir	Public Notice of Planning Commission CIP public hearing		
Wed	4/1/15	Mgr/Asst Mgr/Fin Dir	Distribution of Proposed FY 16 Budget & FY 16 - 20 CIP to Council		
Tues	4/7/15	Planning Cmsn.	Public Hearing & Recommendation of Proposed CIP (regular meeting for Planning Commission)	6:00	Municipal Bldg.
Mon	4/13/15	Mgr/Asst Mgr/Fin Dir	Presentation of FY 16 Budget and FY 16 - 20 CIP to Council	7:00	Municipal Bldg.
Wed	4/15/15	Town Council	Budget Work Session #1	4:30	Municipal Bldg.
Mon	4/20/15	Town Council	Budget Work Session #2	4:30	Municipal Bldg.
Tues	4/21/15	Planning Commission & Town Council	Joint Work session on proposed 5 year CIP (optional) (if desired) (Special meeting for both bodies)	5:00	Municipal Bldg.
Wed	4/22/15	Town Council	Budget Work Session #3 (if needed)	4:30	Municipal Bldg.
Fri	4/24/15	Finance Director	Public Notice of Tax Rate effect if greater than 1% (if needed)		
Fri	4/24/15	Finance Director	Public Notice of proposed Budget and public hearings		
Thurs	5/4/15	Town Council	Public Hearing on Tax Rate effect if greater than 1% (if needed) (Special Council meeting)	7:00	Municipal Bldg.
Thurs	5/4/15	Town Council	Public Hearing on Proposed FY 16 Budget and FY 16 - 20 CIP (Special Council meeting)	7:00	Municipal Bldg.
Mon	5/11/15	Town Council	Adoption of FY 16 Budget, FY 16 - 20 CIP, & Appropriation Resolution (Regular Council meeting)	7:00	Municipal Bldg.
Mon	6/1/15	Finance Director	Distribution of Approved Budget and CIP		

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 12, 2015
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STAFF MAKING REQUEST:	Matthew Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is a letter from Robert P. Fralin, President of R. Fralin Development, respectfully requesting that Old Ford Road be placed within the Town of Rocky Mount's road system.
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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R. Fralin Development

PO Box 20886 Roanoke VA 24018

1/7/2015

Attn: Matthew Hankins
Assistant Town Manager – Community Development Director
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, VA 24151

Re: Old Fort Road at The Oaks at Rakes Tavern

Dear Mr. Hankins,

We respectfully request that Old Fort Road be placed within the Town of Rocky Mount's road system.

We've complied fully with the Town and VDOT's requirements with respect to this request.

As always, we appreciate your attention to this matter and look forward to a continued positive relationship with the Town.

Sincerely,



Robert P. Fralin, President
R. Fralin Development Corp.
Fralin Real Estate Corporation
2404 Electric Road, Suite B
Roanoke, VA 24018

Cc: Stacey Sink, Town Clerk, Rocky Mount, Virginia