

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
REGULAR COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
OCTOBER 8, 2012  
AT 7:00 P.M.

**NOTE: WHEN SPEAKING BEFORE TOWN COUNCIL, PLEASE COME TO THE PODIUM AND GIVE YOUR NAME AND ADDRESS, ADDRESSING THE TOWN COUNCIL AND NOT THE AUDIENCE. WHEN GIVING COUNCIL ANY DOCUMENTATION, COPIES ARE TO BE GIVEN TO 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 MEETINGS FOR RESIDENTS 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 *(none at this time)*
- V. Public Hearing(s) *(none at this time)*
- VI. Approval of Draft Minutes
  - September 10, 2012 Regular Council Meeting
  - September 27, 2012 Special Council Meeting
- VII. Approval of Consent Agenda
  - Miscellaneous Resolutions/Proclamations
  - Miscellaneous Action
  - Departmental Monthly Reports
    - Community Development
    - Finance Department
    - Fire Department
    - Police Department
    - Public Works Department
    - Wastewater Department
    - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
  - A. Proposed Ordinance Amendment of the Town of Rocky Mount Amending in part Chapter 58, Article XIV, of the Code of the Town of Virginia (2002)

- Review and consideration of amending an ordinance of the Town of Rocky Mount amending in part Chapter 58, Article I, Section 58-6 of the Code of the Town of Rocky Mount, Virginia (2002), and providing for a charge for direct waterworks connections for fire suppression.
- Review and consideration of approval of request of Dr. LaBarbera for Town to consider lowering the fire suppression fee further that being proposed by Public Utilities Committee.

X. New Business

- A. Community Partnership for Revitalization Request
  - Review and consideration of requests of CPR for upcoming annual "Come Home to a Franklin County Christmas".
- B. Franklin County High School Eagle's Softball Booster Club Request
  - Review and consideration of approval of request of FCHS Eagle's Softball Booster Club for Council to waive the Town fees to do site plan review; waiver zoning permit fees; and waiver land disturbing permit fees in connection with their proposed construction of an indoor/training facilities.
- C. Economic Development Authority (EDA) Proposed Board Appointments
  - Review and consideration of selection of names for appointment to the EDA Board.
- D. USDA Rural Development Grant Funding for Vehicle Purchases
  - Review and consideration of accepting USDA Rural Development grand funding for vehicle purchases.
- E. Advertising Contract for U.S. Highway 220 Town Billboard
  - Review and consideration of approving renewal of advertising contract for Town's billboard located on U.S. Highway 220 (northbound lane facing southbound traffic).
- F. Veterans' Memorial Commission Request
  - Review and consideration of amending "A Resolution Establishing the Franklin County Veterans' Memorial Commission".
- G. Franklin County Commerce & Leisure Services Request
  - Review and consideration of request from Franklin County Commerce & Leisure Services regarding a grant effort to improve boater access.

XI. Committee Reports

- A. Finance & Human Services Committee
  - Review and consideration of items reviewed by Finance & Human Services Committee.

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

- A. Referrals to Planning Commission from Rocky Mount Town Council
  - Review proposed planning and zoning fees
- B. Council Members Appearing with Town Staff on Rise 'N Shine

XIII. Closed Meeting and Action

- 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 (Veterans' Memorial Commission; Board of Zoning Appeals).

- Section 2.2-3711(A).5 - Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community (economic development).
- Section 2.2-3711(A).3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (economic development).

XIV. Adjournment

*Copies of 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, or by going to Town of Rocky Mount website: [www.rockymountva.org](http://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.*

<b>AGENDA ITEM</b>	<b>SYNOPSIS AGENDA OCTOBER 8, 2012 REGULAR ROCKY MOUNT TOWN COUNCIL MEETING</b>
<b>I. Roll Call</b>  <b>II. Pledge of Allegiance</b>	
<b>III. Approval of Agenda</b>	<i>Enclosure: Yes</i>
<b>IV. Special Items</b>	<i>(none at this time)</i>  <i>Enclosure: No</i>
<b>V. Public Hearing(s)</b>	<i>(none at this time)</i>  <i>Enclosure: No</i>
<b>VI. Approval of Draft Minutes</b>	<ul style="list-style-type: none"> <li>● September 10, 2012 Regular Council Meeting</li> <li>● September 27, 2012 Special Council Meeting</li> </ul> <i>Enclosure: Yes</i>
<b>VII. Approval of Consent Agenda</b>	<ul style="list-style-type: none"> <li>● Miscellaneous Resolutions/Proclamations</li> <li>● Miscellaneous Action</li> <li>● Departmental Monthly Reports <ul style="list-style-type: none"> <li>- Community Development</li> <li>- Finance Department</li> <li>- Fire Department</li> <li>- Police Department</li> <li>- Public Works Department</li> <li>- Wastewater Department</li> <li>- Water Department</li> </ul> </li> <li>● Bill List</li> </ul> <i>Enclosure: Yes</i>
<b>VIII. Hearing of Citizens</b>	<i>(Prior to the meeting, no one had contacted the Town Clerk's Office requesting to come before Council under "Hearing of the Citizens".)</i>  <i>Enclosure: No</i>

<p><b>IX. Old Business</b></p>	<p>A. <u>Proposed Ordinance Amendment of the Town of Rocky Mount Amending in part Chapter 58, Article XIV, of the Code of the Town of Virginia (2002)</u></p> <ul style="list-style-type: none"><li>- At the request of Council, the Town Attorney has enclosed the re-drafted ordinance of the Town of Rocky Mount amending in part Chapter 58, Article I, Section 58-6 of the Code of the Town of Rocky Mount, Virginia (2002), and modifying the charge for direct waterworks connection for fire suppression, with the draft ordinance reflecting the change being that the fee would be \$25 a month for businesses that are less than 10,000 square feet.</li></ul> <p><i>Enclosure: Yes</i></p> <ul style="list-style-type: none"><li>- Enclosed is a letter to Council from Dr. Richard LaBarbera requesting to address Council again regarding the proposed fire suppression fee being lowered more to accommodate businesses less than 5,000 square feet.</li></ul> <p><i>Enclosure: Yes</i></p>
<p><b>X. New Business</b></p>	<p>A. <u>Community Partnership for Revitalization Request</u></p> <p>Enclosed is a letter regarding two requests from Community Partnership for Revitalization regarding their upcoming annual "Come Home to a Franklin County Christmas" for Council's review and consideration of approval.</p> <p><i>Enclosure: Yes</i></p> <p>B. <u>Franklin County High School Eagle's Booster Club Request</u></p> <p>Enclosed is a letter from the Franklin County High School Eagle's Booster Club regarding a request for Council to consider waiving several Town fees in relation to the proposed construction of their indoor/training facilities.</p> <p><i>Enclosure: Yes</i></p> <p>C. <u>Economic Development Authority (EDA) Proposed Board Appointments</u></p> <p>Enclosed is a memorandum from the Assistant Town Manager regarding proposed Economic Development Authority (EDA) appointments for Council's review and consideration of approval.</p> <p><i>Enclosure: Yes</i></p>

<p><b>X. New Business (continued)</b></p>	<p>D. <u>USDA Rural Development Grant Funding for Vehicle Purchases</u></p> <p>Enclosed is a memorandum from the Assistant Town Manager for Council's review and consideration of accepting USDA Rural Development Grant funding for vehicle purchases; specifically, for two police vehicles.</p> <p><i>Enclosure: Yes</i></p> <p>E. <u>Advertising Contract for U.S. Highway 220 Town Billboard</u></p> <p>Enclosed is a memorandum from the Assistant Town Manager for Council's review and consideration on whether or not the Town wishes to continue to place advertisements on the billboard located on U.S. 220 in an effort to attract customers into the heart of the Town's business district.</p> <p><i>Enclosure: Yes</i></p> <p>F. <u>Veterans' Memorial Commission Request</u></p> <p>The Finance &amp; Human Services Committee met on October 3, 2012 to discuss proposed changes to the resolution that established the Franklin County Veterans' Memorial Commission. Enclosed is a synopsis regarding those changes, along with the Committee's recommendation for approval.</p> <p><i>Enclosure: Yes</i></p> <p>G. <u>Franklin County Commerce &amp; Leisure Services Request</u></p> <p>Enclosed is a memorandum from the Assistant Town Manager for Council's review and consideration of approving is a request from Franklin County Commerce &amp; Leisure Services regarding a grant effort to improve boater access at major put-in and take-out points along the Pigg River, specifically by installing new access ramps at Waid and Lynch Parks.</p> <p><i>Enclosure: Yes</i></p>
<p><b>IX. Committee Reports</b></p>	<p>A. Finance &amp; Human Services Committee</p> <p>Enclosed is a memorandum from the Assistant Town Manager outlining items reviewed and considered by the Finance &amp; Human Services Committee when they met on October 3, 2012.</p> <p><i>Enclosure: Yes</i></p>

<p><b>XII. Other Matters, Concerns, and Rise 'N Shine Appearances</b></p>	<p>A. Referrals to Planning Commission from Town Council</p> <p>Review and consideration of proposed planning and zoning fees.</p> <p><i>Enclosure: No</i></p> <p>B. Council Members Appearing with Town Staff on Rise 'N Shine</p> <p>The Assistant Town Manager appeared on the <i>Rise 'N Shine</i> show this morning.</p> <p><i>Enclosure: No</i></p>
<p><b>XIII. Closed Meeting Items</b></p>	<ul style="list-style-type: none"><li>• 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 (Veterans' Memorial Commission; Board of Zoning Appeals).</li><li>• Section 2.2-3711(A).5 - Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community (economic development).</li><li>• Section 2.2-3711(A).3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (economic development).</li></ul> <p><i>Enclosure: No</i></p>

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<p><b>X. New Business (continued)</b></p>	<p>D. <u>USDA Rural Development Grant Funding for Vehicle Purchases</u></p> <p>Enclosed is a memorandum from the Assistant Town Manager for Council's review and consideration of accepting USDA Rural Development Grant funding for vehicle purchases; specifically, for two police vehicles.</p> <p><i>Enclosure: Yes</i></p> <p>E. <u>Advertising Contract for U.S. Highway 220 Town Billboard</u></p> <p>Enclosed is a memorandum from the Assistant Town Manager for Council's review and consideration on whether or not the Town wishes to continue to place advertisements on the billboard located on U.S. 220 in an effort to attract customers into the heart of the Town's business district.</p> <p><i>Enclosure: Yes</i></p> <p>F. <u>Veterans' Memorial Commission Request</u></p> <p>The Finance &amp; Human Services Committee met on October 3, 2012 to discuss proposed changes to the resolution that established the Franklin County Veterans' Memorial Commission. Enclosed is a synopsis regarding those changes, along with the Committee's recommendation for approval.</p> <p><i>Enclosure: Yes</i></p> <p>G. <u>Franklin County Commerce &amp; Leisure Services Request</u></p> <p>Enclosed is a memorandum from the Assistant Town Manager for Council's review and consideration of approving is a request from Franklin County Commerce &amp; Leisure Services regarding a grant effort to improve boater access at major put-in and take-out points along the Pigg River, specifically by installing new access ramps at Waid and Lynch Parks.</p> <p><i>Enclosure: Yes</i></p>
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<p><b>XII. Other Matters, Concerns, and Rise 'N Shine Appearances</b></p>	<p>A. Referrals to Planning Commission from Town Council</p> <p>Review and consideration of proposed planning and zoning fees.</p> <p><i>Enclosure: No</i></p>

<p><b>XII. Other Matters, Concerns, and Rise 'N Shine Appearances (continued)</b></p>	<p>B. Council Members Appearing with Town Staff on Rise 'N Shine</p> <p>The Assistant Town Manager appeared on the <i>Rise 'N Shine</i> show this morning.</p> <p><i>Enclosure: No</i></p>
<p><b>XIII. Closed Meeting Items</b></p>	<ul style="list-style-type: none"><li>• 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 (Veterans' Memorial Commission; Board of Zoning Appeals).</li><li>• Section 2.2-3711(A).5 - Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community (economic development).</li><li>• Section 2.2-3711(A).3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (economic development).</li></ul> <p><i>Enclosure: No</i></p>

**ROCKY MOUNT TOWN COUNCIL  
REGULAR COUNCIL MEETING  
SEPTEMBER 10, 2012**

The September 10, 2012 regular Council meeting of the Rocky Mount Town Council was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 7:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

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

The meeting was called to order by Mayor Angle.

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

The Mayor led the *Pledge of Allegiance*.

### **APPROVAL OF AGENDA**

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

- Motion was made by Council Member Greer to approve the agenda as presented, seconded by Vice Mayor Walker and carried unanimously by those present.

### **SPECIAL ITEMS**

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

### **PUBLIC HEARING**

Let the record show the Mayor recessed the meeting to hold the first of two public hearings:

## A. Proposed Zoning & Land Use Amendments

*(On August 9, 2012, the Rocky Mount Town Council held a special meeting work session to review the proposed amendments to the zoning and land use rules as presented by staff. At that time, it was the consensus of Council to hold a public hearing during the regular September 10, 2012 Council meeting regarding the proposed amendments.)*

The Zoning Administrator came before Council stating that Council has been through this process before and that the proposed changes had all been advertised accordingly. He further pointed out the following:

- Over the past two years, the Town's Planner, Community Development, and legal staff, along with the Planning Commission, have devoted a significant number of hours to a comprehensive review of the Planning & Zoning Ordinance. A number of irregularities in the ordinance had been noticed, which required a thorough vetting to determine that all action directed by Council was indeed reflected in the book.
- Council's staff must have a complete and accurate code to uphold and enforce, with the work for the past two years establishing that solid foundation. Staff has researched all prior Council action related to the zoning ordinance and included that action in the new proposed Zoning & Development Ordinance book. The book has been reorganized to become a better reference document. Procedural and material changes required by State Code have been included, and definitions have been updated to make it cleaner.
- The book being presented to Council is staff's best effort to bring Council's code current. From this point forward, Council's Planning Technician will be responsible for maintaining changes, both in electronic formats and in the hard copies distributed to Council, the Planning Commission, Board of Zoning Appeals, and staff.
- Emphasized that the work on the book that Mrs. Sink (Council's Planning Technician) and Council's staff have performed likely saved the Town over \$100,000 in costs, as compared to the cost of having a consultant do the work.
- The changes have been documented and advertised, with the Planning Commission holding a public hearing on Tuesday, September 4, 2012. One person spoke, but that only tangentially related to the document Council is considering. With six Planning Commission members present, the Planning Commission voted unanimously to recommend that Council amend and re-enact the Zoning & Development Ordinance that is being presented at this time for Council's consideration.

Let the record show there were no questions from Council at this time.

The Mayor opened the floor to anyone wishing to come before Council at this time to speak regarding this matter. Let the record show that no one came forward.

There being no further public comments, the Mayor reconvened the meeting back into regular session and opened the floor to any further comments.

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

- Motion was made by Council Member Greer to approve the amending and re-enacting of the proposed zoning ordinance as the Zoning and Development Ordinance for the Town of Rocky Mount, effective immediately, 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.

Let the record show the Mayor recessed the meeting to hold the second public hearing:

**B. Special Use Request of Mary Thelma Wray**

A special exception/use application had been submitted to the Planning Department from Mary Thelma Wray for a mural to be placed on the south side of her building located at 230 Franklin Street (Tax Map and Parcel Number 20700 37300).

The Zoning Administrator came before Council stating the following:

- Mrs. Wray had previously applied for and received approval from Council for the placement of the mural on the north side of her other building located at 224 Franklin Street. Mrs. Wray has relocated businesses between her two properties and will not be erecting the mural at that location, and instead, is now requesting approval from Council for the mural to be erected at the 230 Franklin Street location. All specifications of the sign will remain the same.
- Mrs. Wray has indicated that local artists will paint various historical and cultural scenes of Rocky Mount and Franklin County, with the mural paintings being placed on the south side wall, encompassing the majority of the wall facing Franklin Glass & Mirror.
- In the Central Business District (CBD), murals are allowed under special exception. Based on Article 28-15 of the Town's Zoning Ordinance, all mural signs require a special use permit. Also, the article states mural signs shall comply with the dimensional requirements of a wall sign. Exceptions are granted to landmark signs that may be preserved and maintained, even if they no longer pertain to the present use of the premises.
- The Planning Commission held its public hearing on Tuesday, September 4, 2012, and Mrs. Wray was the only speaker. On a 6-0 vote, with one member absent, the Planning Commission recommended that Council approve the special exception request with the following conditions, identical to Council's previous approval with the exception of the third and fourth condition as listed below:
  1. The mural should be placed on panels which will be limited to a maximum of 512 total feet.

2. The images for the mural(s) must be submitted to Town staff for review; and no commercial advertising or offensive content is to be part of the mural(s).
3. This special exception request replaces and voids the previously granted request for 224 Franklin Street.
4. Neither Planning Commission nor Town Council will take up amendment of this special exception request for 12 months.

Let the record show there were no questions from Council at this time.

The Mayor opened the floor to anyone wishing to come before Council at this time to speak regarding this matter. Let the record show that no one came forward.

There being no further public comments, the Mayor reconvened the meeting back into regular session and opened the floor to any further comments.

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

- Motion was made by Council Member Greer to approve this request along with the conditions as presented, 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.

### **APPROVAL OF MINUTES**

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

- August 9, 2012 Special Council Meeting Joint Work Session with Planning Commission
- August 13, 2012 Regular Council Meeting
- August 27, 2012 Special Council Meeting Work Session

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

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

## **APPROVAL OF CONSENT AGENDA**

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

- Miscellaneous Resolutions/Proclamations
  - Review and consideration of approval of draft resolution supporting and designation of The Crooked Road as National Heritage Area.
- Miscellaneous Action
- Departmental Monthly Report
  - Community Development
  - Finance Department
  - Fire Department
  - Police Department
  - Public Works Department
  - Waste Water Department
  - Water Department
- Bill List

There being no comments, the Mayor entertained a motion.

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

## **HEARING OF CITIZENS**

Let the record show that no one had contacted the Town Clerk's Office wanting to come before Council. The Mayor opened the floor to anyone wishing to come before Council at this time. Let the record show that no one came forward to speak.

## **OLD BUSINESS**

### **A. Draft Economic Development Authority Ordinance**

*(On August 27, 2012, Council held a special meeting work session to review and consider a draft ordinance creating an Economic Development Authority (EDA) in relation to the Performance Center. During that meeting the Town Manager pointed out the following:*

- *Council's selected legal counsel for Historic Property Tax Credits, Bruce Stockburger, had recommended that the Town establish an Economic Development*

*Authority (EDA).*

- *This arm's-length requirement is necessary because a municipality cannot directly recoup the tax credits. The tax law has extensive requirements that are in place to protect both the owner and investors, and meeting those requirements starts with establishing an entity which can serve as the private sector face of the project for five years after construction is complete, meeting the requirements of the tax code.*
- *The Town Attorney and legal counsel have explained the limitations that Council can place on the EDA. It has been developed as a broader entity in case Council determines in the future that this agency of the Town would be suitable to use as a vehicle for additional economic development projects.*
- *The Performance Center Committee has reviewed the documents that Council has been given to review and has recommended Council to approve the establishment of the EDA in order to proceed with the historic property tax credits portion of the project.*
- *The creation of economic development authorities is governed by Virginia Code §15.2-4900, the Industrial Development & Revenue Bond Act. Council's legal counsel in this matter has crafted a general broad EDA.*
- *In the event Council approves the creation of the EDA, Council will be asked in September to appoint a seven-member body initially serving staggered terms, and Council would have the opportunity to reappoint or replace at least one and usually two members every year. To meet the tax credit requirements, membership could not include current Town board members or employees; however, Town staff will serve as the staff of the EDA.*
- *If it is created, the EDA would meet, elect its officers, set its regular meetings, and be an asset to the Performance Center project through the process that minimizes taxpayer investment, maximizes the usability and economic development impact of the Performance Center, and creates a major cultural center for the Town of Rocky Mount and County of Franklin.*

*During the August 27, 2012 Council special meeting work session, the Town Manager further had pointed out to the Mayor that the proposed draft ordinance before Council was for review purposes only at this time as the Town Attorney still needed to review it one more time and change the language to include where the members of the EDA needed to reside, as requested by Council. He further pointed out that the draft ordinance will be presented to Council under "Old Business" during their regular Council meeting in September.)*

At this time, the Town Manager gave a brief synopsis of what had been discussed during the August 27, 2012 Council special work session, stating also that the current question from that meeting was if members of the EDA needed to reside within the Town corporate limits, or could they reside in Franklin County.

Council Member Moyer indicated that it was his understanding that Franklin County had an EDA, and further indicated that anytime another something is created, it creates another expense; and furthermore, he does not see the necessity of the Town creating an EDA when the County already has one.

It was explained to Council Member Moyer that the County does not have an EDA, but instead they have an IDA (Industrial Development Authority), and that the members on that board are not from the Town; and furthermore, Council does not have a say on who the members are on the County IDA. It was also pointed out to Council Member Moyer that with a Town EDA, Council chooses who those members are.

It was also discussed that there would be no cost involved with the Town EDA as they would be meeting at the Rocky Mount Municipal Building, with no out-of-pocket expenses for their members, and that all administrative fees would be contained as Town staff would be taking care of the administrative work.

There was confirmation from staff that the EDA ordinance states that its seven member board would be those citizens residing within the corporate limits of the Town of Rocky Mount, and not in Franklin County.

Discussion ensued that the EDA could be disbanded, with them seeking dissolution from Council, if Council so desire.

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

- Motion was made by Vice Mayor Walker to approve the draft ordinance establishing an Economic Development Authority, with motion on the floor being seconded by Council Member Greer. A roll call vote was taken. Voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Love, Greer and Stockton. Voting in opposition to the motion on the floor were Council Members Cundiff and Moyer. Let the record show that the motion on the floor past four to two.

## **NEW BUSINESS**

### **A. Proposed Write-offs As Requested by Finance Director**

The Finance Director presented to Council several items needing their consideration:

1. Uncollectible utility billing balances
2. Uncollectible real estate tax tickets
3. Uncollectible personal property tax tickets

The Finance Director explained that each year (at the guidance of the Town auditors), Council considers writing off these uncollectible items so the Town can clean out the list that it reasonably cannot collect. She further explained that the Finance Department tries every effort to collect these unpaid bills (amounts to \$12,000 not being collected, about the same as last year, with this not being a huge percentage of real estate or utility revenue); whenever someone moves, the post office forwards the Finance Department their address and every attempt is made to collect by mailing their due notices to the new addresses; once people's names are removed from the payment

due list, the amounts are not collected, but the Finance Department still flags for utilities and that person cannot get utility services until they pay the past due amount; once Town gets involved with the Division of Motor Vehicles (DMV) regarding the Town decal alternative, DMV will help track where people move in the state of Virginia, but this cannot be done for utilities, but can be for personal property (this will flag those people even if written off as uncollectible).

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

Vice Mayor Walker stated that he understands the reasoning behind having to write-off the uncollectible amounts, but hesitantly agrees to do it as the Town needs to collect as much of those funds as possible, with Council Member Love agreeing.

- Motion was made by Vice Mayor Walker to approve the write-offs as uncollectible as presented by the Finance Director, 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. Draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2013 - Guardrail on Grassy Hill Road and Weaver Street"

The Town Manager explained that with the assistance from the Town Planner, the Town had received matching grant funds from the Virginia Department of Transportation (VDOT) that has awarded the Town matching grant funds of \$30,812 for the construction of 2,057 feet of guardrail on Grassy Hill Road and 200 feet of guardrail on Weaver Street. He further indicated that Town staff is moving on these projects as Council had discussed previously.

Staff requests Council's review and consideration of approval of "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2013 - Guardrail on Grassy Hill Road and Weaver Street".

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

- Motion was made by Vice Mayor Walker to approve the draft resolution, 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.

C. Draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2013 for Sidewalk and Pedestrian Signals on Highway 40 East"

The Town Manager briefed Council on the Town receiving a second VDOT matching grant in the amount of \$83,825 for the construction of 2,600 feet of sidewalk and pedestrian signals at four intersections along Highway 40 East from the entrance ramp to Highway 220 South to the CVS entrance beside the Holiday Inn Express. He

confirmed to Council that the Town will be using Town staff to do the work as in-kind work. It was pointed out to Council that the Town Planner will be looking to get a partner to design the work and Council will be kept in the loop, if they so desire, regarding this.

Staff requests Council's review and consideration of approval of "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2013 for Sidewalk and Pedestrian Signals on Highway 40 East".

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

- Motion was made by Council Member Love to approve the draft resolution, 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.

D. Briefing by Free Clinic of Franklin County, Inc.

Ms. Lois B. Macdonald, Executive Director of Free Clinic of Franklin County, Inc., presented to Council an overview of the Free Clinic's response to health care reform recently entered into law, with the Free Clinic deciding to expand their services so that they will continue to provide a health care safety net for the poor and needy of Franklin County, and that basically, they will be more like a rural health clinic. Ms. Macdonald thanked Council for their past and current support.

The Mayor thanked Ms. Macdonald for the work that the Free Clinic does for Franklin County.

E. Request of Franklin County Historical Society

In the absence of Linda Stanley, Special Projects Coordinator for Franklin County Historical Society, the Town Manager presented the following request for two of their upcoming events:

1. "Ghosts & More" event scheduled for October 20 & 27, 2012, requesting a \$300 sponsorship for a tour bus to be used for both dates of the event, which would be a total amount of \$600, and the use of the Rocky Mount Municipal Building.
2. "Moonshine Express" event scheduled for April 21, 2013, requesting a \$300 sponsorship for a tour bus to be used for this event, and the use of the Rocky Mount Municipal Building.

Staff requested:

1. Sponsorship of tour buses for "Ghost & More" event in the amount of \$600 (two-day event).

2. Sponsorship of tour bus for “Moonshine Express” event in the amount of \$300 (one-day event).
3. Use of Rocky Mount Municipal Building for both events with limited use being: parking lot area, kitchen area, and front foyer bathroom area.

Discussion ensued that Ms. Stanley has requested two buses for the “Ghosts & More” event, whereas in the past, she had only asked for one bus at the \$300 fee, with this request totaling \$900, instead of \$600 as in the past. The Town Manager confirmed to Council that the Community Development Director had confirmed that \$600 was in this fiscal year’s budget for the event, and that there was another \$300 earmarked for special events.

Council questioned if Ms. Stanley had approached Franklin County with this request, with the Town Manager informing Council that he is not sure, but Council could choose to sponsor one bus for each event until staff gets an answer on what the County is doing.

Vice Mayor Walker stated that these events do bring people into the Town that normally would not visit.

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

- Motion was made by Vice Mayor Walker to sponsor both events for a total of \$900, 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.

#### F. Meeting Dates for Special Meetings

Presented to Council by the Town Manager were two meeting dates to hold special meetings at the Rocky Mount Municipal Building for their review and consideration of approval:

1. The Town’s annual “Town Hall” style meeting where departments will give an overview to interested citizens of the activities they are working on, and based on staff schedules, Tuesday, October 23<sup>rd</sup>, at 6:00 p.m. is being proposed.
2. Annual briefing and work session on utility rates and estimates for the coming calendar year, with staff proposing Thursday, November 8<sup>th</sup>, at 6:00 p.m.

The Mayor asked Council members to pencil in those dates on their calendars, and if there is a conflict with those dates, to contact the Town Clerk so she can see what dates will work for everyone.

Let the record show that no motion was needed.

## **COMMITTEE REPORTS**

### **A. Finance Committee**

The Town Manager informed Council that the Finance Committee met on August 27, 2012 to review and re-evaluate the Town's planning and zoning fees. He stated that the Committee had ample discussion relative to those fees being charged to individuals and the desire of the Committee not to have a fee schedule that is a burden to citizens. The Committee asked that the Zoning Administrator research other localities, come up with recommendations on suggested changes, and to reconvene the Committee at a later date when he has this information.

Due to the Committee needing to meet again to review the information being gathered by the Zoning Administrator in order for the Committee to make a recommendation to Council, let the record show that no action is needed by Council at this time.

### **B. Public Utilities Committee**

The Town Manager informed Council that the Public Utilities Committee met on August 30, 2012 to review several items:

1. Review of leak detection study: the final report was presented, as well as their estimates that approximately 2,000,000 gallons of loss a month was addressed. The Public Works Director reported that all but two of the smallest leaks had been addressed. The study found that the Town's system is remarkably maintained, but that the Town can from time to time have significant leaks that go undetected due to ground conditions.
2. Solution to low pressure fire hydrants: The Committee reviewed an engineering solution developed by Thompson and Litton and recommended that the Town proceed with a new line connecting Anderson Street with West College Street along Dent Street at an estimated cost of \$37,000. Once a consensus of other Council members is obtained, the materials for this repair will be ordered prior to the September regular Council meeting so that the Town can move on this issue as soon as possible.
3. Request of Dr. LaBarbera for a review of the fire suppression fee as it relates to small businesses: The Committee recommended that the fee be changed to \$25.00 a month for businesses that are less than 10,000 square feet.

The Town Manager pointed out the following:

- Regarding Item #1, it is the intent of staff to have a leak detection study conducted every four to five years
- Regarding Item #2, the Public Works Director had informed the Town Manager that he believes the estimated cost of \$37,000 will be lower (may be approximately \$18,000), with the Town benefiting from the Public Works Department staff and time.

- Regarding Item #3, if Council adopts the proposed fee, the Town Attorney will need to draft a new ordinance reflecting the new fee. The Town Manager confirmed that this only affects three to four small businesses.

Let the record show that it was the consensus of Council for the Town Attorney to proceed with drafting a new ordinance reflecting the new proposed fee of \$25 for small businesses that are less than 10,000 square feet.

### **OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES**

#### **A. Referrals to Planning Commission from Town Council**

Let the record show there were no referrals to the Planning Commission from Council or any from the Planning Commission to Council at this time.

#### **B. Rise 'N Shine Appearances**

The Assistant Town Manager confirmed that he and Council Member Stockton appeared on the *Rise 'N Shine* show this morning.

### **COUNCIL CONCERNS**

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

### **CLOSED MEETING**

At 7:52 p.m., motion was made by Council Member Greer to go into *Closed Meeting*, and seconded by Council Member Moyer 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 (Economic Development Authority).
- Section 2.2-3711(A).3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (potential parking for uptown area).
- 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 (proposed condemnation of property)

At 9:08 p.m., motion was made by Council Member Greer 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 Moyer and carried unanimously by those present.

### **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.

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Steven C. Angle, Mayor

- Motion was made by Council Member Moyer certifying that: (1) only public business matters lawfully exempted from open meeting requirements under this chapter was discussed; 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 was discussed. Motion was seconded by Council Member Love. The Mayor swore to adopt the motion on the floor by Council Member Moyer that this was all that was discussed as defined in Section 2.2-3712 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton.

The Mayor reported that no action was taken.

**ADJOURNMENT**

At 9:10 p.m., motion was made by Vice Mayor Walker to adjourn, seconded by Council Member Stockton and carried unanimously by those present.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts/Town Clerk

/phk

**ROCKY MOUNT TOWN COUNCIL  
SPECIAL MEETING  
SEPTEMBER 27, 2012**

The September 27, 2012 Rocky Mount Town Council special meeting was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on September 27, 2012 at 5:00 p.m. with Mayor Steven C. Angle presiding.

On behalf of the Rocky Mount Town Council, the meeting was called to order by Mayor Angle, with the following members of Council being present:

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

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Town Attorney John T. Boitnott, Town Clerk Patricia H. Keatts

**APPROVAL OF AGENDA**

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

- Motion was made by Council Member Greer to approve the agenda as presented with motion on the floor being seconded by Council Member Robert Moyer and carried unanimously by those present.

**CLOSED MEETING**

At 5:08 p.m., motion was made by Council Member Love to go into *Closed Meeting*, and seconded by Council Member Moyer 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 (Rocky Mount Police Department).

At 5:30 p.m., motion was made by Council Member Greer 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 Moyer and carried unanimously by those present.

## **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 Moyer certifying that: (1) only public business matters lawfully exempted from open meeting requirements under this chapter was discussed; 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 was discussed. Motion was seconded by Council Member Love. The Mayor swore to adopt the motion on the floor by Council Member Moyer that this was all that was discussed as defined in Section 2.2-3712 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton.

The Mayor reported that no action was taken.

## **ADJOURNMENT**

At 5:31 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Moyer and carried unanimously.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

## MONTHLY STAFF REPORT

<b>DATE:</b>	October 3, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	Finance Department
<b>MONTH:</b>	September 2012

This report contains the following monthly information for September 2012 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

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

Water Accountability Percent chart

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department is unavailable at this time.

761 walk-in transactions

777 drive-thru transactions

586 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING SEPTEMBER 2012**

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

Repairs / Personal Services:

Me Siento Fantastico, 527 South Main St., Club Nutrition

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at August 30, 2012**

<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>
<b>Fixed Income / Bonds:</b>									
FFCB	9/24/2012	3/24/2016	500,000	100.117	500,585.00	2.43%	2.44%	31331KFK1	12,200.00
FHLB	5/24/2013	5/24/2017	255,000	100.457	256,165.35	1.19%	1.20%	3134G3UZ1	3,060.00
FNMA	10 days	4/29/2015	500,000	101.091	505,455.00	1.97%	2.00%	3136FRGH0	10,000.00
FNMA	10 days	12/28/2016	500,000	100.268	501,340.00	0.99%	1.00%	3136FTVF3	5,000.00
FNMA	5/30/2013	5/30/2017	255,000	100.462	256,178.10	1.19%	1.20%	3136GOJB8	3,060.00
<b>Bond Totals</b>			<u>2,010,000</u>		<u>2,019,723.45</u>	1.55% avg. return			<u>33,320.00</u>
<b>Certificates of Deposits:</b>									
Ally Bank Midvale UT	12/23/2013		245,000	100.483	246,183.35	1.09%	1.10%	02005QYE7	2,695.00
Am Express Centurion	11/17/2015		225,000	101.362	228,064.50	1.72%	1.75%	02587DGX0	3,937.50
BMW Salt Lake UT	5/13/2013		225,000	100.540	226,215.00	0.99%	1.00%	05568PZR1	2,250.00
CIT BK Salt Lake UT	10/13/2016		190,000	100.180	190,342.00	1.99%	2.00%	17284AZY7	3,800.00
Com Bk Harrogate TN	8/25/2016		245,000	99.723	244,321.35	1.00%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingham	12/29/2014		230,000	99.737	229,395.10	1.00%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwood	9/15/2014		245,000	100.403	245,987.35	1.29%	1.30%	254670W40	3,185.00
Essa BK Stroudsburg	11/30/2016		245,000	99.832	244,588.40	1.00%	1.00%	29667RGE7	2,450.00
F & M Chambersburg	2/8/2016		245,000	100.212	245,519.40	0.99%	1.00%	308693AY6	2,450.00
Flushing Savings NY	7/27/2016		248,000	99.464	246,670.72	1.00%	1.00%	344030ES6	2,480.00
GE Bk Draper Utah	9/30/2014		245,000	100.578	246,416.10	1.39%	1.40%	36159C3F1	3,430.00
GE Cap Fin'l Retail	12/29/2016		245,000	101.453	248,559.85	2.06%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC	11/3/2014		245,000	100.669	246,639.05	1.49%	1.50%	38143AAP0	3,675.00
Natl Rep Chicago CTF	1/25/2016		245,000	101.137	247,785.65	0.98%	1.00%	63736QRT0	2,450.00
Safra Nat'l NY NY	2/9/2015		245,000	100.316	245,774.20	0.74%	0.75%	786580YW4	1,837.50
Security Bk Aiken SC	7/27/2016		245,000	100.599	246,467.55	1.24%	1.25%	81423LAV4	3,062.50
Southside Bk Tyler TX	9/21/2016		245,000	100.048	245,117.60	0.99%	1.00%	84470QDY0	2,450.00
State Bk India Chicago	7/25/2017		230,000	99.675	229,252.50	1.55%	1.55%	856283TL0	3,565.00
<b>CD Totals</b>			<u>4,288,000</u>		<u>4,303,299.67</u>	1.25% avg. return			<u>53,612.50</u>
<b>Total Investments</b>			<u>6,298,000</u>		<u>6,323,023.12</u>	1.32% avg. return			<u>86,932.50</u>

Note A no new CD's or bonds this month

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Aug-11	1,533,274.30	0.13%
Sep-11	881,399.90	0.14%
Oct-11	901,749.88	0.15%
Nov-11	912,347.27	0.17%
Dec-11	374,363.03	0.14%
Jan-12	390,911.37	0.16%
Feb-12	404,549.92	0.17%
Mar-12	749,548.69	0.17%
Apr-12	770,493.56	0.17%
May-12	791,584.69	0.17%
Jun-12	1,133,569.65	0.16%
Jul-12	1,180,074.35	0.17%
Aug-12	951,766.24	0.19%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF SEPTEMBER 30, 2012**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	2,957	3,774	11,624	8,944	569,689	2.04%
Public Service Tax	-	-	-	4	25,822	0.00%
Personal Property Tax	317	495	1,252	2,355	137,603	0.91%
Machinery & Tools Tax	-	-	-	-	92,733	0.00%
Penalties on Tax	494	159	1,659	729	2,730	60.79%
Interest on Tax	948	81	1,450	248	500	289.98%
Local Sales Tax	14,269	14,327	14,269	14,327	164,637	8.67%
Meals Tax	94,971	92,951	193,454	179,607	1,079,759	17.92%
Utility Tax	27,547	28,566	55,209	56,479	332,100	16.62%
Communications Tax	16,916	20,144	16,916	34,149	180,668	9.36%
Decals	701	726	3,755	2,722	87,310	4.30%
Bank Stock Tax	-	-	-	-	203,877	0.00%
Penalty-Meals Tax	295	247	688	1,740	1,200	57.34%
Interest-Meals Tax	61	116	87	968	650	13.40%
Lodging Tax	9,524	8,248	13,474	17,035	84,596	15.93%
Cigarette Tax	6,053	9,312	20,836	41,555	140,000	14.88%
BPOL-Retail	-	115,619	4,370	116,794	257,550	1.70%
BPOL-Professional	-	(638)	9,312	9,789	139,380	6.68%
BPOL-Contractor	-	-	317	1,334	11,000	2.88%
BPOL-Repairs/Services	20	363	1,847	1,140	110,120	1.68%
BPOL-Alcoholic Beverages	-	-	-	-	500	0.00%
BPOL-Penalty/Interest	3	5,755	972	6,533	1,000	97.24%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	-	-	-	6,400	0.00%
BPOL-Miscellaneous	-	53	253	303	1,800	14.06%
Solicitor Permits	-	-	-	20	-	0.00%
Farmer's Market Fees	230	60	430	465	2,600	16.54%
Welcome Center Fees	335	150	1,575	685	5,500	28.64%
Music Venue Fees	-	-	-	-	10,000	0.00%
Planning/Zoning Fees	490	240	2,305	2,951	9,500	24.26%
Court Fines	8,399	1,989	11,931	5,835	22,160	53.84%
Parking Fines	120	40	165	130	250	66.00%
Interest Earnings	4,000	4,883	1,681	2,323	96,818	1.74%
Return Check Fees	60	40	240	140	640	37.50%
Rental of Property	-	-	-	-	420	0.00%
Sale of Materials	600	-	1,260	-	-	0.00%
Sale of Property	-	-	-	-	-	0.00%
Bond Proceeds	-	-	-	-	275,000	0.00%
Mortgage Payment - Goodview St.	-	-	256	-	-	0.00%
Grave Preparation	-	-	750	-	2,300	32.61%
Security Services	600	(815)	5,340	-	3,400	157.06%
Passport Service Fees	394	331	2,175	1,402	8,046	27.04%
Police Reports	290	107	566	395	1,300	43.54%
Fingerprint Service Fees	10	-	10	-	-	0.00%
Garbage Collection Fees	6,890	6,760	14,410	6,659	88,170	16.34%
Truck Rental Program	20	50	20	100	230	8.70%
Miscellaneous Services	940	-	1,688	762	250	675.33%
Donations	5	-	42	340	-	0.00%
Merchandise Sales	109	-	236	-	-	0.00%
Miscellaneous	-	3,286	467	7,672	500	93.42%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	209	0	210	226	1,500	13.98%
Bond Proceeds	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	177,000	0.00%
<b>Total Local Revenues</b>	<b>198,778</b>	<b>317,420</b>	<b>397,503</b>	<b>526,860</b>	<b>4,337,408</b>	<b>9.16%</b>

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF SEPTEMBER 30, 2012**

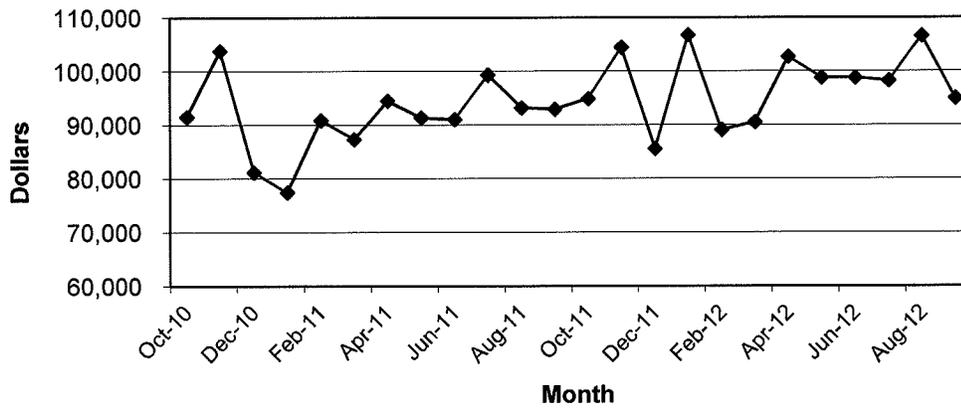
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	2,957	3,774	11,624	8,944	569,689	2.04%
Public Service Tax	-	-	-	4	25,822	0.00%
<b>GENERAL FUND - State Revenues:</b>						
ABC Profits	-	-	-	-	-	0.00%
Wine Tax	-	-	-	-	-	0.00%
Rolling Stock Tax	-	-	26	26	3,000	0.86%
Litter Tax	-	2,054	-	2,054	1,746	0.00%
Other Categorical Aid	-	-	-	-	-	0.00%
Fire Programs	-	-	1,089	-	10,000	10.89%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	-	0.00%
DMV / 402 Grant	-	-	-	-	-	0.00%
Local Law Enforcement	4,272	-	4,272	-	-	0.00%
DMV Mini Grants	-	-	-	-	-	0.00%
Street Maintenance	303,452	297,778	303,452	297,778	1,191,111	25.48%
VML Safety Grant	-	-	3,000	-	-	0.00%
Volunteer Fire Dept.	-	-	7,500	7,500	30,000	25.00%
Law Enforcement-599 Funds	27,115	27,115	27,115	27,115	108,460	25.00%
FEMA Grant	-	-	-	-	-	0.00%
Police Grants	-	-	-	-	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Other Categorical Aid-Schools	29,632	-	29,632	-	29,632	100.00%
<b>Total State Revenues</b>	<b>364,471</b>	<b>326,947</b>	<b>429,946</b>	<b>388,333</b>	<b>1,427,810</b>	<b>30.11%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>563,249</b>	<b>644,366</b>	<b>827,449</b>	<b>915,193</b>	<b>5,765,218</b>	<b>14.35%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	102,220	84,579	185,308	72,972	1,039,832	17.82%
gallons billed	24,513,760	21,462,672	66,756,330	64,943,400		
Water Connections (Lilly's Leisure)	-	2,000	82,415	5,275	105,525	78.10%
Reconnect Fees	325	450	895	915	2,400	37.29%
Penalties	719	618	4,086	4,633	22,000	18.57%
Bulk Water Purchases	1,069	63	2,312	210	2,300	100.53%
Health Dept.	-	834	-	-	-	0.00%
Sewer Collection Charges	58,756	52,987	114,083	52,561	642,781	17.75%
gallons billed	17,583,140	15,975,402	47,909,384	47,263,379		
Sewer Connections (Lilly's Leisure)	-	3,000	80,000	3,000	88,500	90.40%
Cell Tower Rent	3,832	3,912	13,296	7,824	45,823	29.02%
VML Safety Grant	-	4,000	1,000	4,000	-	0.00%
Bond Proceeds	52,797	-	234,147	69,798	-	0.00%
Meals Tax Transfer	94,971	92,951	201,527	179,607	514,278	39.19%
Recoveries (Ramsey Hall sewer)	9,399	-	9,399	-	18,000	52.22%
Transfer from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	734,500	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>324,089</b>	<b>245,395</b>	<b>928,468</b>	<b>400,794</b>	<b>3,215,939</b>	<b>28.87%</b>

TOWN OF ROCKY MOUNT						
REVENUE COMPARISONS						
AS OF SEPTEMBER 30, 2012						
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	2,957	3,774	11,624	8,944	569,689	2.04%
Public Service Tax	-	-	-	4	25,822	0.00%
<b>CAPITAL PROJECTS REVENUES:</b>						
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	-	0.00%
Bonds / Loans	-	-	-	35,754	-	0.00%
Uptown Loan Repayments	405	63	1,614	488	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>405</b>	<b>63</b>	<b>1,614</b>	<b>36,242</b>	<b>-</b>	<b>0.00%</b>
3 months of the 12 months of the fiscal year						25.00%

**TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS**

Month	Collections
Oct-10	91,547
Nov-10	103,824
Dec-10	81,219
Jan-11	77,485
Feb-11	90,888
Mar-11	87,365
Apr-11	94,522
May-11	91,368
Jun-11	91,062
Jul-11	99,354
Aug-11	93,225
Sep-11	92,951
Oct-11	94,896
Nov-11	104,455
Dec-11	85,579
Jan-12	106,760
Feb-12	89,118
Mar-12	90,554
Apr-12	102,709
May-12	98,822
Jun-12	98,811
Jul-12	98,258
Aug-12	106,556
Sep-12	94,971

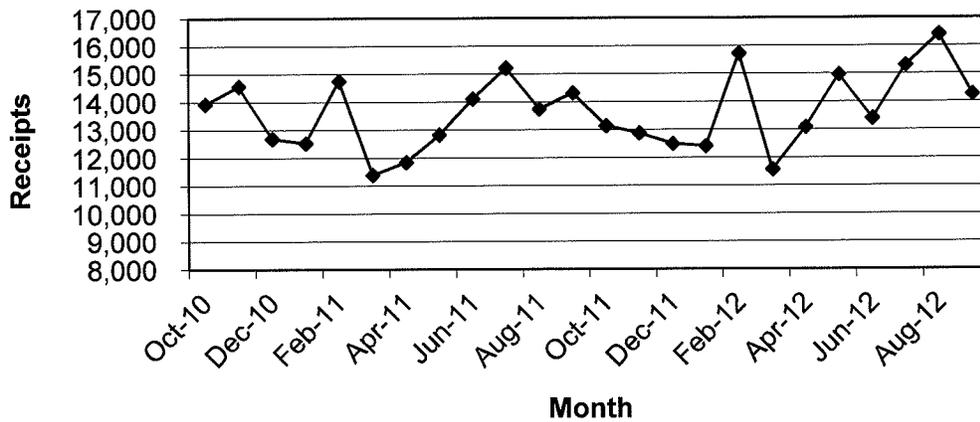
**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

Oct-10	13,933
Nov-10	14,572
Dec-10	12,695
Jan-11	12,536
Feb-11	14,761
Mar-11	11,395
Apr-11	11,848
May-11	12,835
Jun-11	14,118
Jul-11	15,223
Aug-11	13,747
Sep-11	14,327
Oct-11	13,146
Nov-11	12,878
Dec-11	12,496
Jan-12	12,419
Feb-12	15,736
Mar-12	11,573
Apr-12	13,086
May-12	14,974
Jun-12	13,404
Jul-12	15,307
Aug-12	16,412
Sep-12	14,269

Local Sales Tax



**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF SEPTEMBER 30, 2012**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	6,159	8,415	24,370	22,756	81,694	29.83%
Town Manager	15,112	15,309	45,506	43,819	193,327	23.54%
Town Attorney	1,938	3,577	5,115	16,069	45,053	11.35%
Finance Department	24,179	31,746	75,034	83,282	329,941	22.74%
Electorial Board	-	-	-	-	-	0.00%
Police Department	124,830	143,769	415,486	424,801	1,711,746	24.27%
Volunteer Fire Dept.	9,726	12,299	30,054	31,414	104,656	28.72%
Public Works Admin.	1,476	1,634	3,429	3,151	18,915	18.13%
Street Lights	7,810	8,254	23,285	15,364	93,150	25.00%
Traffic Control & Parking	3,911	75,815	7,254	70,489	59,554	12.18%
Streets	75,645	315,756	536,755	398,546	833,613	64.39%
Sidewalks & Curbs	-	-	734	2,568	17,024	4.31%
Grassy Hill Guardrails	-	-	-	-	61,624	0.00%
40 East Sidewalks/Crosswalks	-	-	-	-	167,650	0.00%
Street Cleaning	426	467	3,028	4,055	16,534	18.31%
Refuse Collection	7,904	8,168	36,904	36,851	150,582	24.51%
Snow Removal	-	-	489	292	24,914	1.96%
Municipal Building	7,076	3,414	17,574	9,548	62,700	28.03%
Emergency Services Bldg.	4,061	11,314	12,870	11,332	56,020	22.97%
Public Works Building	2,426	1,920	4,939	2,372	16,850	29.31%
Cemetery	1,375	715	4,987	6,154	15,734	31.69%
Playgrounds	2,576	1,802	6,010	6,668	28,994	20.73%
Veterans Memorial Park erosion	9,167	-	11,464	-	97,000	11.82%
Pigg River Heritage Trail	-	-	-	-	-	0.00%
Pigg River Dam Safety	-	-	-	-	30,000	0.00%
Planning & Zoning	11,741	8,129	26,260	23,962	121,927	21.54%
Community Development	15,676	15,006	45,044	37,338	185,351	24.30%
Citizen's Square	684	905	1,969	2,512	14,400	13.67%
Hospitality Center	3,272	826	7,411	1,601	31,703	23.38%
Passport Services Expenses	57	72	157	238	1,800	8.71%
Performing Arts Venue	40	-	83	-	282,940	0.03%
Remediation of Blighted Structures	-	146	63	576	20,000	0.32%
<b>Non-Departmental:</b>						
Wages & Fringes	1,151	3,721	3,865	22,767	44,000	8.78%
Employee Wellness Program	-	50	-	50	4,000	0.00%
Employee Drug Testing	22	199	22	199	1,055	2.10%
Letter of Credit Reimbursement (Landmark)	-	-	-	80,000	-	0.00%
Insurance	-	-	65,093	58,832	65,891	98.79%
Contributions to Others	-	-	22,500	22,500	42,756	52.62%
Debt Service-Principal	-	-	-	-	189,300	0.00%
Debt Service-Interest	-	-	56,484	68,086	112,968	50.00%
Transfer to Utility Fund	94,971	92,951	201,527	179,607	514,278	39.19%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	30,211	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>433,408</b>	<b>766,378</b>	<b>1,695,763</b>	<b>1,687,796</b>	<b>5,879,855</b>	<b>28.84%</b>

**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF SEPTEMBER 30, 2012**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	9,490	16,057	31,720	77,237	201,112	15.77%
Meter Reading	2,027	2,966	7,209	3,247	67,137	10.74%
Water Plant	47,071	39,037	112,747	105,526	588,703	19.15%
FCHS Ramsey Hall Sewer Extension	-	-	-	-	18,000	0.00%
Trinity Packaging Water Line Relocation	1,343	-	1,343	-	-	0.00%
Lilly's Leisure Utility Extension	-	-	1,777	-	-	0.00%
Dent Street Water Line	1,197	-	1,197	-	-	0.00%
Lynch Farm Water Line	-	1,075	-	1,075	-	0.00%
Diamond Ave. Water Line Relocation	-	10,749	-	10,749	-	0.00%
Wastewater System Operation	9,432	36,989	20,282	46,955	115,764	17.52%
Wastewater Treatment Plant	38,624	31,636	126,245	68,690	386,283	32.68%
Utility Billing & Administration	9,691	10,419	27,798	21,619	145,704	19.08%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	-	4,441	-	0.00%
Insurance	-	-	21,698	19,611	21,965	98.78%
Debt Service-Principal	-	-	12,526	-	712,363	1.76%
Debt Service-Interest	-	-	(7,185)	(11,500)	181,395	-3.96%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	43,013	0.00%
Depreciation	-	-	-	-	734,500	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>118,875</b>	<b>148,928</b>	<b>357,357</b>	<b>347,648</b>	<b>3,215,939</b>	<b>11.11%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Uptown Redevelopment Project	114,419	419,409	115,319	394,707	-	0.00%
Industrial Park - Site Improvements	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>114,419</b>	<b>419,409</b>	<b>115,319</b>	<b>394,707</b>	<b>-</b>	<b>0.00%</b>
3 months of the 12 month fiscal year						25.00%



TOWN OF ROCKY MOUNT  
PERFORMANCE VENUE (01.8108)  
PROJECT TO DATE EXPENSES  
(EXCLUDING BUILDING PURCHASE)

	This Month	Project to Date
Design	-	20,683.60
Design Advertising	-	1,252.08
Miscellaneous	-	242.25
Utilities	39.56	567.67
Totals	<u>39.56</u>	<u>22,745.60</u>

TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 WATER CONSUMPTION PERCENTAGES  
 FOR THE MONTH OF SEPTEMBER 2012

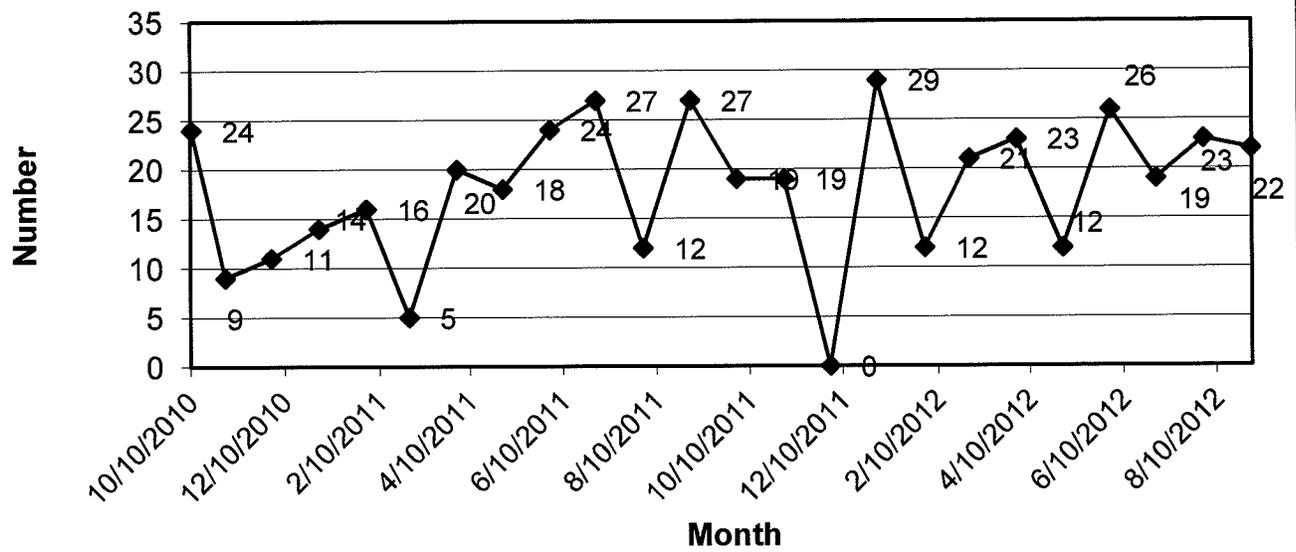
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,740	8,022,240	\$ 33,244	61%	33%	30%
COMMERCIAL	339	6,701,090	\$ 25,820	12%	27%	23%
INDUSTRIAL	49	5,696,590	\$ 19,007	2%	23%	17%
<b>TOTAL</b>	<b>2,128</b>	<b>20,419,920</b>	<b>\$ 78,071</b>	<b>75%</b>	<b>83%</b>	<b>70%</b>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	658	2,855,250	\$ 23,762	23%	12%	21%
COMMERCIAL	63	1,235,590	\$ 8,993	2%	5%	8%
INDUSTRIAL	2	3,000	\$ 45	0%	0%	0%
<b>TOTAL</b>	<b>723</b>	<b>4,093,840</b>	<b>\$ 32,800</b>	<b>25%</b>	<b>17%</b>	<b>30%</b>
				<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,398	10,877,490	\$ 57,006	84%	44%	51%
COMMERCIAL	402	7,936,680	\$ 34,813	14%	32%	31%
INDUSTRIAL	51	5,699,590	\$ 19,052	2%	23%	17%
<b>TOTAL</b>	<b>2,851</b>	<b>24,513,760</b>	<b>\$ 110,871</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 PERCENT CONSUMPTION & PERCENT REVENUE  
 PER CUSTOMER CLASS  
 FISCAL YEAR 2013

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-12	32%	30%	26%	21%	22%	15%	80%	66%	12%	22%	8%	12%	0%	0%	20%	34%
Aug-12	34%	32%	31%	25%	19%	14%	84%	71%	13%	23%	3%	5%	0%	0%	16%	29%
Sep-12	33%	30%	27%	23%	23%	17%	83%	70%	12%	21%	5%	8%	0%	0%	17%	30%
Oct-12																
Nov-12																
Dec-12																
Jan-13																
Feb-13																
Mar-13																
Apr-13																
May-13																
Jun-13																
Average	33%	31%	28%	23%	21%	15%	82%	69%	12%	22%	5%	8%	0%	0%	18%	31%

\*\*\*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 2013 (year ended 6/30/13).

### Number of Water Cut-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
August-12

Water Plant Finished Water Pumped		<u>26,700,000</u>
Water Consumption Billed	24,513,760	
Meters Read and Not Billed	870,420	
Water Obtained from Water Plant (to bill)	41,500	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	177,000	
Flow Meter Checks at Hydrants	-	
Filling Water Tanks - Pendleton	250,000	
Grand Total of Water Metered / Consumed / Tracked		<u>25,852,680</u>
Percent Finished Water Accounted		96.83%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	13,000
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg-old bldg	50
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1067-00-01	Veteran's Memorial Park	1,100
005-1300-00-01	Mary Elizabeth Park	500
005-1343-00-04	Music Venue	-
005-1384-00-01	Farmer's Market	4,200
005-1457-00-01	Municipal Bldg.	3,000
006-1710-00-01	Welcome Center / Depot	470
009-2523-50-01	Emergency Services Bldg.	9,100
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	276,000
	Water Plant Process	562,000

TOTAL Meters Not Billed		<u>870,420</u>
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Water Line Repairs by Public Works during the month:

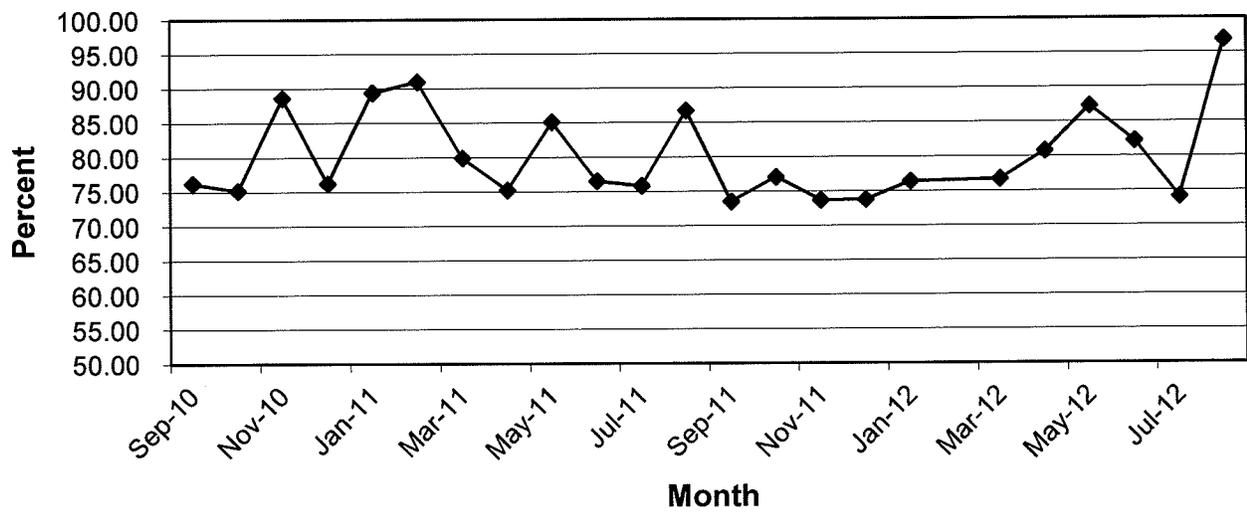
- Rose Street
- Harvey Street
- Mary Bethune Park

Sewer Line Repairs by Public Works during the month:

none

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2013						
	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Month						
Jul-12	29,140,000	21,591,817	74.10%	7,548,183		
Aug-12	26,700,000	25,852,680	96.83%	847,320		
Sep-12				-	85.46%	4,197,752
Oct-12				-		
Nov-12				-		
Dec-12				-	0.00%	-
Jan-13				-		
Feb-13				-		
Mar-13				-	0.00%	-
Apr-13				-		
May-13				-		
Jun-13				-	0.00%	-
AVG.	27,920,000	23,722,249	85.46%	4,197,752	85.46%	4,197,752
TOTAL	55,840,000	47,444,497		8,395,503		
Monthly Avg. Percent Unaccounted =			14.54%			
Monthly Avg. Percent Accounted =			85.46%			
1 out of 2 months this fiscal year > 80% accountability						

### Water Accountability %



**TOWN OF ROCKY MOUNT  
UTILITY PROFILE  
FISCAL YEAR 2013**

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-12	337.90	30,150,000	48.63%	29,140,000	47.00%	21,591,817	74.10%	2,857	17,360,000	28.00%	14,815,887	85.34%
Aug-12	322.40	27,700,000	44.68%	26,700,000	43.06%	25,852,680	96.83%	2,851	17,236,000	27.80%	17,583,140	102.01%
Sep-12	315.00	25,070,000	41.78%	26,160,000	43.60%				16,260,000	27.10%		
Oct-12			0.00%		0.00%					0.00%		
Nov-12			0.00%		0.00%					0.00%		
Dec-12			0.00%		0.00%					0.00%		
Jan-13			0.00%		0.00%					0.00%		
Feb-13			0.00%		0.00%					0.00%		
Mar-13			0.00%		0.00%					0.00%		
Apr-13			0.00%		0.00%					0.00%		
May-13			0.00%		0.00%					0.00%		
Jun-13			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>325.10</b>	<b>27,640,000</b>	<b>45.03%</b>	<b>27,333,333</b>	<b>44.55%</b>	<b>23,722,249</b>	<b>85.46%</b>	<b>2,854</b>	<b>16,952,000</b>	<b>27.63%</b>	<b>16,199,514</b>	<b>93.68%</b>

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

<b>DATE:</b>	October 1, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Charles Robertson, Fire Chief
<b>DEPARTMENT:</b>	Rocky Mount Fire Department
<b>MONTH:</b>	August 2012

- The Rocky Mount Fire Department answered a total of 25 calls for the month of August.
- There were a total of 8 calls in the Town limits and a total of 17 calls answered in Franklin County.
- There were a total of 234 man hours accumulated for the month.
- There was a total of 986 miles traveled on all vehicles for the month.
- For the month, there were 37.1 gallons of gasoline used and a total of 106.1 gallons of diesel fuel used
- There were 3 structure fires—1 motor vehicle fire—5 woods and grass fires—8 motor vehicle accidents—4 false alarms—1 electrical (utility pole) fire—2 maintenance calls—1 assist rescue squad.
- The Fire Department continued the hose testing and recording of data pertaining to the testing for a total of 60 man hours for the month
- The Fire Department ladder truck “Tower 1” was taken to Roanoke for inspection and repair by “UL” testing laboratories. This testing is required annually.
- Discussions and planning were started for the Rocky Mount Fire Department’s 90<sup>th</sup> year anniversary and open house on October 13<sup>th</sup>, 2012 from 1 p.m. to 5 p.m.

## MONTHLY STAFF REPORT

<b>DATE:</b>	October 1, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Chief David R. Cundiff
<b>DEPARTMENT:</b>	Police
<b>MONTH:</b>	September 2012

The Rocky Mount Police Department would like to recognize Sergeant Andy Pendleton for receiving the MADD award.

The Rocky Mount Police Department participated in the "Child Safety Seat Check Point" at McDonald's on Saturday, September 22<sup>nd</sup>, 2012.

Provided traffic control for the "5K Race" at FCHS on Saturday, September 22<sup>nd</sup>, 2012.

On Saturday, September 29<sup>th</sup>, 2012 we participated in The Police Car Show for Special Olympics in Bedford, Va. We won 3<sup>rd</sup> place for the entry of our Patrol Car.

We participated in a "Drug Take Back" on Saturday, September 29<sup>th</sup> in the Kroger parking lot area.

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: SEPTEMBER 2012

	JULY	AUGUST	SEPT
TRAFFIC ARRESTS	225	91	78
TRAFFIC WARNING	200	117	68
CRIMINAL ARRESTS	50	63	47
LEGAL DOCUMENTS; TRESPASS NOTICES	0	0	0
JUVENILE REFERRALS P-UPS, ETC.	2	6	4
ALARM RESPONSES	61	58	50
ACCIDENTS INVESTIGATED	34	27	26
INCIDENTS ADDRESSED	2771	2041	2198
INCIDENTS, OFFENSES REPORTABLE	55	58	61
BUSINESSES, RESIDENCES CHECKED	2178	769	929
DOORS, WINDOWS, ETC. UNSECURED	6	0	3
MOTORIST AIDES	99	114	107
BREAKING & ENTERING REPORTS	2	0	2
BREAKING & ENTERING WARRANTS	0	0	1
FELONY WARRANTS	2	6	7
GRAND LARCENY WARRANTS	0	2	2
MISDEAMEANOR CRIMINAL WARRANTS	23	52	26
UNIFORM TRAFFIC SUMMONS ISSUED	230	114	75
DUI	4	11	6

**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 12 reportable accidents with 10 of the accidents on our public streets.

#### COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: (176) Anderson Street, Bernard Road, Bland Street, Byrd Lane, Candlewood Apartments, Circle Drive, Claiborne Avenue, Darlington Drive, Diamond Avenue, East Court Street, East Street, Fairlawn Drive, Goodview Street, Green Meadow Lane, Hatcher Street, Highland Hills Road, Hillcrest Drive, Knob Apartments, Knollwood Drive, Leonor Street, Mamie Avenue, Maple Avenue, Mary Coger Lane, Mountain View Drive, North Main Street, Patterson Avenue, Pell Avenue, Pendleton Street, Riverview Street, South Main Street, State Street, Summit Drive, Sycamore Street, Tanyard Road, Trail Drive, Walnut Street, Warren Street, West Church Street, West College Street, Wilson Street, Windsor Drive, Windy Lane, and Wray's Chapel Road.
  
- ◇ Business Foot Patrols: (290) Aaron's, Applebees, Arrington Sports Award, Auto Zone, BB&T Bank, BFMS, Bojangles, Burger King, C Mart, CATCE, Chine City, Comfort Inn, CVS, Dairy Queen, DMV, Dollar General, Eagle Cinema, Family Dollar, Farmer's Market, Franklin County High School, Food Lion, Franklin Center, Franklin Health Care, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Frank's Pizza, Goodwill, Holiday Inn Express, Industrial Drive, Kentucky Fried Chicken, Kroger, Lee M. Waid Elementary School, Los Tres Amigos, Mary Elizabeth Park, McDonald's, Misty Mountain Wares, North Main Street, Old Franklin Turnpike, Pizza Hut, Pizza King, PlyGem, Rocky Mount Elementary, Roses, School Board Road, Sheetz, South Main Street, STEP Inc, Subway, Trinity Missions, Two By Two BBQ, Wal-Mart, Wendy's and YMCA.

#### MISCELLANEOUS:

- ◇ September 8<sup>th</sup>, 2012 - Assisted w/JAKES Event
- ◇ September 12<sup>th</sup>, 2012 - MADD Award "recipient SGT. PENDLETON"
- ◇ September 13<sup>th</sup>, 2012 - SWAT Call Out
- ◇ September 14<sup>th</sup>, 2012 - FCHS "Football Game"
- ◇ September 14<sup>th</sup>, 2012 - Open Door "Virginia Shoe & Lock"
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- ◇ September 29<sup>th</sup>, 2012 - Bedford Car Show "Entered RMPD Patrol vehicle" won 3<sup>rd</sup> place

#### TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

**INVESTIGATIONS:**

- ◇ New Criminal Investigations: 11
- ◇ New Drug Investigations: 6
- ◇ Cases Cleared: 9
- ◇ Misdemeanor charges: 1
- ◇ Felony Charges: 8
- ◇ Pending Cases: 10
- ◇ Child Abuse Cases: 0

**MEETINGS:**

- ◇ Anthem Workshop
- ◇ Lieutenant Interviews
- ◇ Drug Take Back
- ◇ CART Team Meeting
- ◇ FRESH Coalition
- ◇ FRESH Coalition Gang Prevention
- ◇ DEA National Drug Take Back Coordination
- ◇ Grand Jury
- ◇ Drug Search Warrant

**TRAINING:**

- ◇ NCIC/VCIN

**CLASSES TAUGHT:**

- ◇ Women's Self Defense Class

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

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MOTORIST AIDES	99	114	107
BREAKING & ENTERING REPORTS	2	0	22
BREAKING & ENTERING WARRANTS	0	0	1
FELONY WARRANTS	2	6	7
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- ◇ FRESH Coalition Gang Prevention
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- ◇ Grand Jury
- ◇ Drug Search Warrant

**TRAINING:**

- ◇ NCIC/VCIN

**CLASSES TAUGHT:**

- ◇ Women's Self Defense Class

## CRIMINAL ARRESTS & LOCATIONS:

Driving Under the Influence	North Main Street (x 3)
Driving Under the Influence	Tanyard Road
Driving Under the Influence	Glenwood Drive
Driving Under the Influence	Grassy Hill Road
Driving Under the Influence	Old Franklin Turnpike
Drunk In Public	Pell Avenue
Drunk In Public	State Street
Drunk In Public	Tanyard Road
Drunk In Public	Glenwood Drive
Drunk In Public	Riverview Street
Drunk In Public	East Court Street
Drunk In Public	Wray's Chapel Road
Drunk In Public	Old Franklin Turnpike
Possession of Alcohol Underage	Old Franklin Turnpike
Breaking & Entering w/ Intent to Commit Assault	Anderson Street
Malicious Wounding	Claiborne Avenue
Felony Shoplifting	Old Franklin Turnpike (x 2)
Grand Larceny	Byrd Lane (x 2)
Grand Larceny	Old Franklin Turnpike
Shoplifting	Old Franklin Turnpike (x 8)
Obtain Money by False Pretense	Byrd Lane
Habitual Offender	Randolph Street
Domestic Assault	Circle Drive
Obstruction of Justice	Old Franklin Turnpike
Trespassing	Old Franklin Turnpike

## SPEEDING TICKETS ISSUED

Pell Avenue (x 10)

Tanyard Road (x 7)

North Main Street (x 5)

State Street (x 4)

East Court Street (x 3)

Grassy Hill Road (x 3)

Bernard Road (x 2)

Scuffling Hill Road (x 2)

South Main Street

Old Franklin Turnpike

## CRIMINAL ARRESTS & LOCATIONS:

Driving Under the Influence	North Main Street (x 3)
Driving Under the Influence	Tanyard Road
Driving Under the Influence	Glenwood Drive
Driving Under the Influence	Grassy Hill Road
Driving Under the Influence	Old Franklin Turnpike
Drunk In Public	Pell Avenue
Drunk In Public	State Street
Drunk In Public	Tanyard Road
Drunk In Public	Glenwood Drive
Drunk In Public	Riverview Street
Drunk In Public	East Court Street
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Grassy Hill Road (x 3)

Bernard Road (x 2)

Scuffling Hill Road (x 2)

South Main Street

Old Franklin Turnpike

## MONTHLY STAFF REPORT

<b>DATE:</b>	October 2, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Cecil R. Mason, Public Works Director
<b>DEPARTMENT:</b>	Public Works Department
<b>MONTH:</b>	September 2012

1. Swept the streets for four days.
2. Did cleanup for four days.
3. Put gravel down on edges of road.
4. Read meters for three days.
5. Replaced 1 each 5/8" meter.
6. Installed water line at Dent Street and filled; not flushed and service not put in yet.
7. Repaired last two leaks from survey.
8. Repaired 1" line on South Main Street.
9. Repaired 3/4" line on Hatcher Street.
10. Mowed sewer easements.
11. Finished painting old Public Works shop roof.

## MONTHLY STAFF REPORT

<b>DATE:</b>	October 1, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton, Superintendent
<b>DEPARTMENT:</b>	Wastewater Treatment Plant
<b>MONTH:</b>	September 2012

Average Daily Flow	0.542 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	22,500 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	0.0 Tons
Rain Total      3.46 inches	Snow Total      0.0 inches

Request: None

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	October 1, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Bob Deitrich, Superintendent
<b>DEPARTMENT:</b>	Water Department
<b>MONTH:</b>	September 2012

### **Operation and Production Summary:**

The actual water production time (filtering of water) for the entire month averaged 10.5 hours per day which yielded approximately 836,000 gallons of water per day.

Total Raw Water Pumped:	25.07 million gallons
Total Drinking Water Produced:	26.16 million gallons
Average Daily Production:	836,000 gallons per day
Ave Percent of Production Capacity:	42%
Flushing of Hydrants/Tanks:	Hydrant Testing and Flushing – 2,000 gallons
Plant Process Water, Gallons Used:	462,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	None

### **Operational Issues:**

- All routine monthly bacteriological samples were negative (no bacteria detected). All other routine samples were also within limits.
- River flow has improved.

### **Repairs/Maintenance:**

- Staff repaired main valve on chlorine gas cylinder head #1.
- Retied buoys at Pigg and Blackwater Dams.
- Scuffling Hill Altitude Valve was replaced with help from Anderson Construction. Staff provided backhoe and operator. Valve is in operation, preventing the chance of overflow from this tank.
- Staff repainted plant's heating oil tank.
- New dry chemical feeders and a new flash mixer are on order. Staff will handle the installation.

### **Up-coming**

- Retesting of Diamond Avenue Anderson Street hydrants .
- WTP Motor and Control Project - Pre bid meeting October 4<sup>th</sup>; bid open date October 18<sup>th</sup>.
- Settling basin bi-annual clean-out.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>During the regular Council meeting of September 10, 2012, the Town Attorney was instructed by Council to re-draft the ordinance of the Town of Rocky Mount amending in part Chapter 58, Article I, Section 58-6 of the Code of the Town of Rocky Mount, Virginia (2002), and modifying the charge for direct waterworks connection for fire suppression, with the draft ordinance reflecting the change being that the fee would be \$25 a month for businesses that are less than 10,000 square feet.</p> <p>Attached for Council's review and consideration of approval is the re-drafted ordinance as requested that reflects the proposed change.</p>
ACTION NEEDED:	Approval/denial of draft ordinance of the Town of Rocky Mount amending in part Chapter 58, Article I, Section 58-6 of the Code of the Town of Rocky Mount, Virginia (2002), and modifying the charge for direct waterworks connection for fire suppression as presented by staff and recommended by Public Utilities Committee.

Attachment(s): Yes

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

# DRAFT

## IN THE COUNCIL OF THE TOWN OF ROCKY MOUNT

AN ORDINANCE of the Town of Rocky Mount amending in part Chapter 58, Article I, Section 58-6 of the Code of the Town of Rocky Mount, Virginia (2002), and modifying the charge for direct waterworks connections for fire suppression.

BE IT ORDAINED by the Council of the Town of Rocky Mount that Chapter 58, Article I, Section 58-6 of the Code of the Town of Rocky Mount, Virginia (2002), is amended and reenacted to read and provide as follows:

### Sec. 58-6. Schedule of charges; payment and collection of charges; and disposition of revenue.

(a) Monthly service charges for water and sewer users are as follows:

(1) Water Consumption Rate:

	Inside Corporate <u>Limits</u>	Outside Corporate <u>Limits</u>
Minimum use charge for first 3,000 gallons of metered water.....	\$11.25	\$22.50
From 3,001 to 10,000 gallons of metered water.....	\$3.35/1,000	\$6.70/1,000
From 10,001 to 50,000 gallons of metered water.....	\$3.25/1,000	\$6.50/1,000
From 50,001 or more of metered water.....	\$3.15/1,000	\$6.30/1,000

(2) Sewer Collection Rate:

Minimum use charge for first 3,000 gallons of metered water.....	\$11.25	\$22.50
From 3,001 to 10,000 gallons of metered water.....	\$3.30/1,000	\$6.60/1,000
From 10,001 to 50,000 gallons of metered water.....	\$3.15/1,000	\$6.30/1,000
From 50,001 or more of metered water.....	\$3.05/1,000	\$6.10/1,000

(3) Bulk sales for water to contract carriers or private individuals served directly from the Town of Rocky Mount Treatment Plant or elsewhere within the water distribution system shall be at the rate of \$21.00 for each 1,000 gallons of water.

(4) All qualified direct waterworks connections to buildings 10,000 square feet or larger for the purpose of providing water for fire suppression shall be at the flat rate of \$50.00 each month. All such connections to buildings less than 10,000 square feet shall be at the flat rate of \$25.00 each month. In order to qualify for the flat rate, the user shall file with the town a monthly report in a format approved by the finance director that provides the actual or estimated gallons used for the fire suppression system, including water required for routine maintenance, flushing, and testing. The report shall be filed by the 20<sup>th</sup> day of the following month. If a user fails to qualify, the town may install at the user's expense

# DRAFT

metering equipment designed to record high and low flow water usage through the system, including back flow equipment, if required. Non-qualified users shall be charged at the consumption rate in paragraph (a)(1) above.

(b) Deposit. A water deposit is required as follows:

- (1) Inside corporate limits:
  - Residential \$ 75.00
  - Business \$125.00
  
- (2) Outside corporate limits
  - Residential \$100.00
  - Business \$175.00

If the customer owns the real estate, the deposit is refunded the month following the deposit date after one year, if a satisfactory payment record has been established. A renter's deposit is held until the depositor has closed the account. When moving, it is the depositor's responsibility to close the account. After the town is notified, the town will obtain a final meter reading and turn the water off. When the customer has the town read the meter and cut off the water on or after the 25<sup>th</sup> day of the month, the final bill will be held over for one month (i.e., if the meter is read on March 26, the final bill will be mailed on May 1). The final bill will be deducted from the deposit. If the bill is more than the deposit, the customer is responsible for the difference. If the deposit is more than the final bill, the balance is refunded to the customer. A correct forwarding address must be provided to the town.

(c) Billing. The meter is read each month. The billing date is the last day of the month and the bills are mailed the first day of the following month. The user has until the 25<sup>th</sup> day of that month to pay without penalty.

(d) Penalty for late payment; disconnection of service. A ten percent penalty is added on the 26<sup>th</sup> day of the month, and the user may still pay the one-month bill (with penalty) until the last day of the month. The first day of the following month, if the bill for the prior month has not been paid, the bill becomes a two-month bill, and the town cannot accept partial payment. If not paid in full, service will be discontinued on the 11<sup>th</sup> day of that month. The first time the water is disconnected, an additional fee of \$10.00 is assessed. After that, if service is disconnected, an additional fee of \$25.00 is assessed.

(e) Water and sewer connection fees are as follows:

(1) Fees according to meter size are as follows:

Meter Size	Inside Corporate Limits		Outside Corporate Limits	
	Water	Sewer	Water	Sewer
5/8 inch	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00
1 inch	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00
1½ inch	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00
2 inches	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
2½ inches	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00
3 inches	\$3,500.00	\$3,500.00	\$7,000.00	\$7,000.00

(2) Inside the corporate limits, the fee for meter and service connections larger than 3 inches shall be actual costs plus 10% of actual costs.

(3) Outside the corporate limits, the fee for meter and service connections larger than 3 inches shall be actual costs plus 25% of actual costs.

(4) A utility impact fee for meter and service connections are as follows:

Meter Size	Inside Corporate Limits		Outside Corporate Limits	
	Water	Sewer	Water	Sewer
5/8 inch	\$ 0.00	\$ 0.00	\$1,250.00	\$1,250.00
1 inch	\$ 0.00	\$ 0.00	\$2,000.00	\$2,000.00
1½ inch	\$ 500.00	\$ 500.00	\$5,000.00	\$5,000.00
2 inches	\$ 750.00	\$ 750.00	\$7,500.00	\$7,500.00
2½ inches	\$1,000.00	\$1,000.00	\$10,000.00	\$10,000.00
3 inches	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00
Above 3 inches	\$5,000.00	\$5,000.00	\$50,000.00	\$50,000.00

(f) Industrial discharges.

(1) The industrial user wastewater permit application fee is \$500.00.

(2) The industrial user wastewater permit reissue fee is \$300.00.

(3) The pretreatment program monitoring and compliance annual fee is \$500.00.

(4) The town shall bill the discharger the direct costs of analyses by an independent laboratory for any samples collected by the town's wastewater treatment personnel which are required in the discharger's monitoring program.

(g) Storm sewer connections. The permit and inspection fee for storm sewer connections is \$100.00. If such connection is to take place within a dedicated public right-of-way or easement, the town may elect to perform such connection. If the town performs the connection, the owner shall pay the town a connection fee that shall represent the actual cost applied to a multiplier of 1.25 in addition to the permit and inspection fee.

(h) Payment.

(1) All charges prescribed by this section for sewage services, where the charges are payable monthly, shall be payable monthly on or before the 25<sup>th</sup> day of each month.

(2) Where such charges are payable annually, they shall be payable on or before July 31. Where charges are payable biannually, they shall be payable on or before January 31 and on or before July 31.

(3) When such service is commenced between the days fixed for payment, the person or property supplied shall be charged and billed a proportionate part of the regular charge for the unexpired part of the billing period.

(4) All such charges shall be paid to the town at the finance director's office or at such other location as may be authorized by the town council. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., except holidays.

(i) Proration. None of these charges prescribed by this section shall be prorated, except where service is terminated or commenced between billing periods. In such cases, the town will bill the user for the actual use of the service.

(j) Collection by legal proceedings; lien for charges. Charges prescribed by this section and interest thereon may be recovered by the town by action at law or suit in equity and shall constitute a lien against the real estate to which such service is furnished, ranking on a parity with the liens for unpaid taxes.

(k) Disposition of revenue. All revenue derived from charges prescribed by this section is declared and designated to be revenue of the town and shall be spent as provided for in this subsection. All user fees, penalties and charges collected under this chapter or the treatment works user charge ordinance shall be used for the purpose of constructing, operating or maintaining the treatment works or waterworks of the town, or the retirement of debt incurred for such purpose.

This ordinance shall be in full force and effect immediately.

Adopted this \_\_\_\_ day of October, 2012.

**DRAFT**

Ayes:

Nays:

Present:

APPROVED:

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Mayor

ATTEST:

---

Clerk

Approved as to form:

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Town Attorney

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
----------------------------	-----------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Dr. Richard LaBarbera has requested to address Council again regarding the proposed fire suppression fee. It is his understanding that the Public Utilities Committee will be recommending to Council that the fee be changed from \$50 to \$25 for facilities less than 10,000 square feet.</p> <p>Attached is a letter from Dr. LaBarbera to Council requesting that the fee be lowered more than what the Public Utilities Committee is recommending to accommodate facilities that are less than 5,000 square feet.</p> <p>Council Member Stockton and Mr. Ervin visited with Dr. LaBarbera on October 2<sup>nd</sup> and had a productive conversation regarding the two issues he has been dealing with. The first is the state mandated cross connection ordinance, and the second is the fire suppression fee. They assured him that he had ample time to comply with the cross connection requirements and that the Town was only passing on a mandate from the state.</p>
ACTION NEEDED:	No recommendation from staff at this time as the Public Utilities Committee will be making their recommendation to Council.

Attachment(s): Yes

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



**LaBarbera Chiropractic  
& Wellness Center**

**Richard J.T. LaBarbera, D.C.**

60 Meadow View Avenue, Unit 100  
Rocky Mount, VA 24151

Phone (540) 483-1811

Fax (540) 484-1538

September 19, 2012

Attn: Steve Angle, Mayor of Rocky Mount

Dear Mr. Mayor:

This is to notify you that I would like, again, to address the town council during your upcoming October 8<sup>th</sup> meeting.

I understand that the public utilities committee has recommended that an additional tier be made that would result in the \$50.00 monthly assessment to be reduced to \$25.00 for facilities less than 10,000 square feet.

This is certainly a step in the right direction but I feel that in fairness there needs to be another tier formed for ours, and other facilities, that are less than 5,000 square feet.

As I stated during the August council meeting, I am willing to pay \$5.00 or even \$10.00 per month to do my share to help the town recover it's investment in the infrastructure created for the sprinkler system.

We are a small clinic and operate on a tight budget due in part to all the taxes that we are required to dispense.

I hope you will take this into account when making your decision.

Sincerely,

Richard J.T. LaBarbera, D.C.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Community Partnership for Revitalization (CPR) is in the process of planning its annual “Come Home to a Franklin County Christmas” events, being: (1) November 23<sup>rd</sup> Christmas Tree lighting at the Franklin County Courthouse; and (2) December 7<sup>th</sup> festival in downtown Rocky Mount.</p> <p>In connection with the December 7<sup>th</sup> event, CPR is asking Council’s approval of two requests, being: (1) closure of streets during the festival in downtown Rocky Mount; and (2) use of the former Lynch Hardware Building for several of the festival downtown events to be held.</p> <p>Attached is a letter from Carolyn Johnson, President of CPR, outlining their requests in further detail.</p>
ACTION NEEDED:	Approval/denial of requests.

Attachment(s): Yes

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

## COMMUNITY PARTNERSHIP FOR REVITALIZATION

335 South Main Street .  
P.O. Box 184  
Rocky Mount, Virginia 24151

Phone: 540-489-3825  
E-mail: [director@historicrockymount.com](mailto:director@historicrockymount.com)

September 24, 2012

Mr. James Ervin, Town Manager  
345 Donald Avenue  
Rocky Mount, VA 24151

Re: "Come Home to a Franklin County Christmas"

Dear Mr. Ervin:

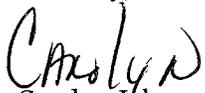
Our organization, along with our partner, Franklin County Parks & Rec, is planning "Come Home to a Franklin County Christmas". The festival in Downtown Rocky Mount is scheduled for December 7, 2012 from 5:00 PM to 9:00 PM.

For the festival, may we use the Old Lynch Hardware Building? Although tentative at this time, plans are underway for the following activities and each unit will be decorated appropriately by the users:

- "Pictures with Santa" (Studio Belle Visage)
- "Build an Animal" (Children's Craft)
- Untitled: children's interactive activities
- Untitled: local artist group

Using the building will give us the ability to increase the number of activities offered and will enhance this event for the community. We appreciate your consideration to this request.

Sincerely,



Carolyn Johnson, President

540-420-6963

Email: [director@historicrockymount.com](mailto:director@historicrockymount.com)

Cc: Mr. Matt Hankins, Community Development Director

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mr. Bryan Forbes, Franklin County Varsity Softball Coach, is requesting Council to consider waiving total fees charged by the Town for FCHS Eagle's Softball Booster Club's construction of an indoor hitting/training facilities that would be used by their middle and high school softball teams, and also local recreation fast pitch softball teams benefiting from this facility as well.</p> <p>Attached is the letter from Mr. Forbes explaining in further detail their request, and the total amount of fees requesting to be waived.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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



# FRANKLIN COUNTY HIGH SCHOOL EAGLE SOFTBALL

**Bryan Forbes**  
**FCHS Varsity Softball Coach**  
**BFMS 6<sup>th</sup> Grade Math Teacher**  
**200 Leaning Oak Road**  
**Boones Mill Va 24065**

Dear Members of Town Council,

My name is Bryan Forbes and I am presently the head coach for Lady Eagles' Softball. When taking over the program 4 years ago I was asked to come up with a 5 year plan of improvements to the softball fields and facilities at Benjamin Franklin Middle School. During the past 4 years we have completed most of these improvements with both county and booster club funds. As part of the 5 year plan I had proposed an indoor hitting/training facility that would be used by not only our middle and high school softball teams but local recreation fast pitch softball teams would also benefit from this facility. As of right now we share a hitting facility with Eagles' baseball which was built and funded through school and county funds.

However, the hitting facility that I proposed to build starting in October of this year for Franklin County Softball will be built using mostly if not all Eagles' Softball Booster Club funds and local donations. Our booster club and players have worked hard selling concessions, washing cars, selling raffle tickets, and multiple other fundraisers to raise approximately \$60,000 of the \$120,000 to complete this project. We are currently holding other multiple fundraisers and asking for donations from local business to reach the needed amount of \$ 120,000. Respectfully, I am asking that Town Council waive our fees which are listed below as this money can be used to help complete this project and provide the young ladies of Rocky Mount and Franklin County with a place to become the best ballplayers possible. Thank you for your time and consideration in this matter and continued support of Franklin County sports.

Site Plan Review (Including Erosion & Sediment):	\$725.00
Zoning Permit:	\$60.00
Land Disturbing Permit:	\$175.00
Total fees	\$960.00

Respectfully Yours,

Bryan Forbes

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	Economic Development Authority board appointments for consideration.
ACTION NEEDED:	Appoint board members.

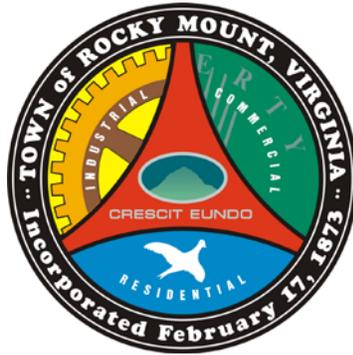
Attachment(s): Yes

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

540.483.0907  
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      P. ANN LOVE  
JERRY W. GREER, SR.      BOBBY L. MOYER  
BILLIE W. STOCKTON

MATTHEW C. HANKINS  
*Assistant Town Manager*  
*Director, Community Development*

## MEMORANDUM

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

From: Matthew C. Hankins  
Assistant Town Manager

Date: October 3, 2012

Re: Economic Development Authority Appointments

### Members of Council:

Following your creation of an Economic Development Authority last month to assist in the development of the performance center at the Lynch Hardware building, you directed me to approach potential board members to ask if they would consider serving.

Additionally, your creation document establishes initial terms of service (two each of terms for one, two and three years, with one four year term), and I have suggested terms for the board members.

The following potential board members have agreed to serve on the EDA:

	Term Ending
Ann Dillon	9/30/2013
Adam Lynch	9/30/2013
Peggy Santrock	9/30/2014
**To be determined	9/30/2014
Jon Snead	9/30/2015
Linda Spence	9/30/2015
Les Hutchinson	9/30/2016

Following your appointments, staff will schedule an initial meeting of the EDA Board to go over expectations and goals for the Performance Center project.

\*\*I have made several efforts to reach the remaining member, but have not been successful at this time. If I cannot reach him by Friday, Oct. 5, I will ask one of the remaining alternates to serve.

10/08/2012 ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
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STAFF MAKING REQUEST:	Assistant Town Manager & Police Department
BRIEF SUMMARY OF REQUEST:	The Town has been awarded a USDA Rural Development grant toward purchase of two police vehicles, up to \$25,000 toward the purchase of at least \$45,000 in vehicles and related equipment. Council must consider whether to accept the grant.
ACTION NEEDED:	Consider acceptance of the grant and authorize the Town Manager or his designee to execute documents. This grant must be completed by March 2013.

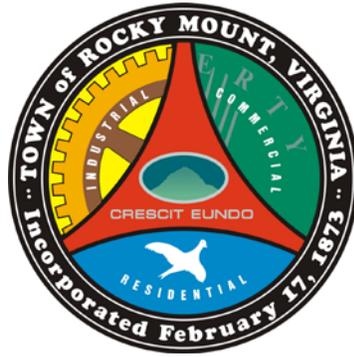
Attachment(s): Yes

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

TOWN OF ROCKY MOUNT  
345 DONALD AVE.  
ROCKY MOUNT, VIRGINIA 24151

540.483.0907  
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      P. ANN LOVE  
JERRY W. GREER, SR.      BOBBY L. MOYER  
BILLIE W. STOCKTON

MATTHEW C. HANKINS  
*Assistant Town Manager*  
*Director, Community Development*

## MEMORANDUM

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

From: Matthew C. Hankins  
Assistant Town Manager

Date: October 3, 2012

Re: USDA Rural Development Grant Funding for Vehicle Purchases

### Members of Council:

In 2010, the Town Council approved a grant application to the USDA's Rural Development Agency to fund the purchase of two police vehicles. When that grant was not funded, the Town proceeded with a lease-purchase program. This set our current fleet of vehicles before Ford's Crown Victoria was phased out, allowing the Town to recycle cages and other outfitting equipment.

In August, I was notified by Art Powers that the agency possibly had funding available for previously-considered applications, and asked if the Town would like that previous grant application to be considered. I indicated that the agency should reconsider the previous application.

The application was considered and approved, pending your review and acceptance of the grant. The total expected grant expenditure is \$45,000, with USDA contributing the lesser of \$25,000 or 55 percent of the overall acquisition costs for two new police vehicles.

The Town Manager and I have discussed vehicle needs with Police Chief Cundiff, who does have vehicle needs at the Police Department, including vehicles for investigations, personnel transport and starting the replacement fleet for the current-service Crown Victorias. If you agree to accept the grant, Town staff will assess the vehicle needs and determine pricing using the state contract and return to you with the purchase plan.

This is an unbudgeted expense, so you would need to appropriate the difference, either from contingency or from fund balance.

I have included a copy of the grant award for your review.



**United States Department of Agriculture  
Rural Development  
ROCKY MOUNT**

September 12, 2012

Mr. C. James Ervin, Town Manager  
Town of Rocky Mount  
345 Donald Avenue  
Rocky Mount, VA 24151

Dear Mr. Ervin:

This letter, with Attachments 1 and 2, establishes conditions which must be understood and agreed to by you before further consideration may be given to your application for financial assistance from Rural Development for purchase of police vehicles and equipment. Any changes in project cost, source of funds, scope of services, or any other significant changes in the project or applicant must be reported to and approved by Rural Development by written amendment to this letter. Any changes not approved by Rural Development shall be cause for discontinuing processing of the application.

This letter is not to be considered as grant approval or as a representation as to the availability of funds. The docket may be completed on the basis of a Rural Development grant not to exceed \$25,000, and other funding in the amount of \$20,000, for a total project cost of \$45,000. The other funding is planned in the form of borrower contribution.

All regulations, forms, and bulletins outlined in this letter can be obtained from our web site at <http://www.rurdev.usda.gov/regs/> (click on "Instructions" or "Forms," as appropriate, in the upper left-hand corner). From this web site, you must review RD Instruction 1942-A, Sections 1942.17, 1942.18, and 1942.19 and RD Instruction 3570-B. You must also review RD Instruction 1942-C and RD Instruction 1940-Q and all exhibits. If you do not have internet access, we will provide the appropriate documents. Any regulation, form, or bulletin identified in this letter as a Virginia form will be provided to you at the appropriate time.

Attached are the following:

- Attachment No. 1 - Project Planning Factors
- Attachment No. 2 - Form RD 1942-46, Letter of Intent to Meet Conditions

The conditions referred to in the first paragraph of this letter are as follows:

1. Organizational Documents - We have reviewed the documents creating your Town and have found them acceptable.

1297 State Street – Rocky Mount, VA 24151  
PHONE: 540-483-5341 • FAX: 540-483-0006 • TDD: 804-287-1753

Committed to the future of rural communities

Rural Development is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to USDA, Director, Office of Civil Rights, Washington, D. C. 20250-9410

2. Audit Requirements - Audited financial statements shall be submitted on an annual basis in accordance with the Government Auditing Standards (GAAS), General Accepted Accounting Principles (GAAP), and the Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States, 1994 revision, and any subsequent revisions.

Audits performed in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations," are based upon the amount of Federal financial assistance expended during a borrower's fiscal year from a Federal source. **Borrowers expending Federal financial assistance over \$500,000 are required to have an OMB Circular A-133 audit. Borrowers expending less than \$500,000 in Federal financial assistance are required to submit financial statements, either GAAS, GAGAS, or management reports, based upon loan balances and prevailing Federal regulations.**

In addition to the audit required above, RD Instruction 1942-A outlines management reports which must be submitted to Rural Development.

3. Insurance and Bonding Requirements - Prior to closing, you must acquire the following insurance and bond coverage:
  - a. Liability and Property Damage Insurance – The project will be reviewed for liability and property damage needs, and amounts will be established accordingly. The amount of coverage will be determined by the Borrower in conjunction with a representative of Rural Development.
  - b. Workers' Compensation - In accordance with appropriate State Laws.  
  
(Multiple Advances)
  - c. Position Fidelity Bond Coverage - You must provide evidence of adequate fidelity bond coverage for all persons who have access to funds by closing. Coverage may be provided either for all individual positions or persons, or through "blanket" coverage providing protection for all appropriate employees and/or officials. Form RD 440-24, Position Fidelity Schedule Bond, may be used for this purpose. We encourage you to have your attorney and/or insurance provider review proposed types and amounts of coverage, including any deductible provisions.
  - d. National Flood Insurance - In addition to meeting the requirements for the type of assistance requested, the following requirements must be met for financial assistance for acquisition in designated special flood or mudslide prone areas:
    1. If flood insurance is available, you must purchase a flood insurance policy at the time of closing.

2. Applicants whose buildings, machinery, or equipment are to be located in an area which has been notified as having special flood or mudslide prone areas will not receive financial assistance where flood insurance is not available.
- e. Real Property Insurance - You must obtain real property insurance (fire and extended coverage) on all above ground structures to include machinery and equipment housed therein, in an amount equal to the insurable value thereof.
4. Procurement - You may proceed to acquire the proposed vehicle and equipment by competitive negotiation. You must develop a Request for Proposal (RFP) and specifications. Rural Development must review and give prior approval to the specifications and RFP before soliciting for offers.

Following the receipt of offers, Rural Development must be provided with the following:

- a. Summary of all offers
- b. Copy of the successful offer
- c. Narrative summary of all negotiations
- d. Copy of notice to all unsuccessful offerors
- e. Copy of resolution of tentative award
5. Code of conduct - Owners shall adopt and maintain a written code or standards of conduct which shall govern the performance of their officers, employees, or agents engaged in the award and administration of contracts supported by Rural Development funds. No employee, officer, or agent of the owner shall participate in the selection, award, or administration of a contract supported by Rural Development funds if a conflict of interest, real or apparent, would be involved.
6. Other Funds - Prior to advertisement or soliciting for bids, you must provide evidence showing the availability of the other funds.
7. Disbursement of Rural Development Grant Funds – Rural Development grant funds will be advanced as they are needed in the amount necessary to cover Rural Development's proportionate share of obligations due and payable by the Town of Rocky Mount. Interest earned on grant funds in excess of \$100 per year will be submitted to Rural Development at least quarterly as required in 7 CFR 3016.
8. Community Facilities Grant (CFG) - You will be required to execute Form RD 3570-3, Agreement for Administrative Requirements for Community Facility Grants, at the time of grant closing.

CFG assistance is subject to the interest of the United States Government in the market value of the property attributable to the Federal participation in this project provided by 7 CFR, parts 3015, 2016, or 3019 et seq as subsequently modified.

CFG assistance is subject to the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 and the regulations issued thereto. This covenant is in effect for as long as the property continues to be used for the same or similar purpose for which the financial assistance was extended or for as long as the grantee owns it, whichever is longer.

9. Agency Forms - You will be required to execute certain Agency forms in order to obtain financial assistance from Rural Development. By Resolution, these forms must be adopted and properly executed, and minutes showing the adoption must be provided.

Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from Rural Development.

As a recipient of Federal financial assistance, you must be in compliance, and continue to comply, with Title VI of the Civil Rights Act of 1964 and the Rural Development regulations promulgated by this Act. Your signature on Form RD 400-4, Assurance Agreement, is your commitment to comply with these Federal laws and regulations, as well as your agreement to maintain records and data to verify your compliance. The data you must provide depends on the type of project financed with Rural Development funds, and guidance will be provided to you by Rural Development. Your compliance is monitored through compliance reviews conducted by Agency personnel. The first compliance review will be conducted prior to, or concurrent with, closing, with subsequent compliance reviews if/when needed.

If all parties agree the bids received are acceptable and it is determined that adequate funds are available to cover the total costs and that all the administrative conditions of grant approval have been satisfied, closing instructions will be issued. The closing instructions, a copy of which will be forwarded to you, will set forth any further requirements that must be met before the grant can be closed. **GRANT CLOSING WILL NOT BE SCHEDULED UNTIL CLOSING INSTRUCTIONS ARE RECEIVED FROM RURAL DEVELOPMENT.** When all parties agree that the closing requirements can be met, a mutually acceptable date for the closing will be scheduled.

The Debt Collection Improvement Act (DCIA) of 1996 requires that all Federal payments be made by Electronic Funds Transfer/Automated Clearing House (EFT/ACH). Borrowers receiving payments by EFT will have funds directly deposited to a specified account at a financial institution with funds being available to the recipient on the date of payment. The borrower should complete Form SF-3881, Electronic Funds Transfer Payment Enrollment Form, for each account where funds will be electronically received. The completed form(s) must be received by Rural Development at least thirty (30) days prior to the first advance of funds.

As a recipient of federal financial assistance, you must comply with all applicable federal, state, and local statutes, ordinances, regulations, and codes. The major portion of existing Rural Development rules and regulations which must be met are included in RD Instruction

September 12, 2012

1942-A and 1942-C and RD Instruction 3570-B. No modifications or waiver of any portion of these regulations is authorized. Such regulations shall govern regardless of any misinterpretation, omission, misunderstanding, or statements made by any Rural Development employee. The most critical requirements of the instructions have been highlighted or clarified in this letter.

The applicant contribution shall be considered as first funds expended. After providing for all authorized cost, any remaining Rural Development funds will be refunded to Rural Development.

We believe the information herein clearly sets forth the action which must be taken; however, if you have any questions, please do not hesitate to contact my office.

Please complete and return the attached Form RD 1942-46, Letter of Intent to Meet Conditions, if you desire further consideration be given your application.

If the conditions set forth in this letter are not met within 6 months from the date hereof, Rural Development reserves the right to discontinue processing of the application.

Sincerely yours,



*for*  
ANNE E. E. HERRING  
Area Director  
USDA, Rural Development

cc: Deputy Administrator, Community Programs, Washington, D.C.  
State Director, Rural Development, Richmond, VA  
Accountant

**United States Department of Agriculture  
Rural Housing Service**

Draft

**COMMUNITY FACILITIES GRANT AGREEMENT**

THIS GRANT AGREEMENT (Agreement) dated 09-12-2012, is a contract for receipt of grant funds under the Community Facility Grant program (7 C.F.R. part 3570, subpart B). These requirements do not supersede the applicable requirements for receipt of Federal funds stated in 7 C.F.R. parts 3015, "Uniform Federal Assistance Regulations," 3016 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," or 3019, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations." Further, 7 C.F.R. part 3570, subpart B, and all relevant regulatory requirements apply to applicants whether contained in here or not.

BETWEEN \_\_\_\_\_ Town of Rocky Mount \_\_\_\_\_

a public body, nonprofit corporation, or Indian tribe (Grantee) and the United States of America acting through the Rural Housing Service (RHS), Department of Agriculture, (Grantor)

WITNESSETH:

All references herein to "Project" refer to a community facility to serve a rural community generally known as Police Cars 2010. The principal amount of the grant is \$ 25,000.00 (Grant Funds) which is 55.5600 percent of Project costs.

WHEREAS

Grantee has determined to undertake the acquisition, construction, enlargement, capital improvement, or purchase of equipment for a project with a total estimated cost of \$ 45,000.00. Grantee is able to finance and has committed \$ 20,000.00 of Project costs.

The Grantor has agreed to give the Grantee the Grant Funds, subject to the terms and conditions established by the Grantor. Provided, however, that any Grant Funds actually advanced and not needed for grant purposes shall be returned immediately to the Grantor. The Grantor may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of this Agreement or the applicable regulation.

As a condition of this Agreement, the Grantee assures and certifies that it is in compliance with and will comply in the course of the Agreement with all applicable laws, regulations, Executive Orders, and other generally applicable requirements, including those contained in 7 C.F.R. § 3015.205(b), which are incorporated into this agreement by reference, and such other statutory provisions as are specifically contained herein.

NOW, THEREFORE, in consideration of said grant;

Grantee agrees that Grantee will:

A. Cause said Project to be constructed within the total sums available to it, including Grant Funds, in accordance with any architectural or engineering reports, and any necessary modifications, prepared by Grantee and approved by Grantor;

B. Provide periodic reports as required by Grantor and permit periodic inspection of the Project by a representative of the Grantor. For grant-only Projects, Form SF-269, "Financial Status Report," and a project performance report will be required on a quarterly basis (due 15 working days after each of each calendar quarter). A final project performance report will be required with the last "Financial Status Report." The final report may serve as the last quarterly report. Grantees shall constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved. The project performance reports shall include, but not limited to, the following:

1. A comparison of actual accomplishments to the objectives established for that period;
2. Reasons why established objectives were not met;
3. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accomplished by a statement of the action taken or planned to resolve the situation; and
4. Objectives and timetables established for the next reporting period.

C. Manage, operate, and maintain the facility, including this Project if less than the whole of said facility, continuously in an efficient and economical manner;

D. Not use grant funds to replace any financial support previously provided or assured from any other source. The Grantee agrees that the Grantee's level of expenditure for the Project shall be maintained and not reduced as a result of Grant Funds;

E. Make the public facility or services available to all persons in Grantee's service area without discrimination as to race, color, religion, sex, national origin, age, marital status, or physical or mental disability at reasonable rates, including assessments, taxes, or fees. Grantee may make modifications as long as they are reasonable and nondiscriminatory;

F. To execute any agreements required by Grantor which Grantee is legally authorized to execute. If any such agreement has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, that agreement applies equally to the grant and another identical agreement need not be executed in connection with this grant;

G. Upon any default under its representations or agreements contained in this instrument, Grantee, at the option and demand of Grantor, will immediately repay to Grantor the Grant Funds with any legally permitted interest from the date of the default. Default by the Grantee will constitute termination of the grant thereby causing cancellation of Federal assistance under the grant. The provisions of this Agreement may be enforced by Grantor, at its option and without regard to prior waivers of previous defaults by Grantee, by judicial proceedings to require specific performance of the terms of this Agreement or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Agreement and the laws and regulations under which this grant is made;

H. Use the real property including land, improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed;

1. Title to real property shall vest in the Grantee subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.
2. The Grantee shall obtain Grantor's approval to use the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.
3. When the real property is no longer needed, as provided in paragraphs 1 and 2 above, the Grantee shall request disposition instructions from the Grantor. The Grantor will observe the following rules in the disposition instructions:

(a) The Grantee may be permitted to retain title after it compensates the Federal government in an amount computed by applying the Federal percentage of participation in the cost of the original Project to the fair market value of the property;

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor and pay the Federal government an amount computed by applying the Federal percentage of participation in the cost of the original Project to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any, from the sales proceeds). When the Grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return;

(c) The Grantee may be directed to transfer title to the property to the Federal government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or Project to the current fair market value of the property;

**This Grant Agreement covers the following described real property (use continuation sheets as necessary).**

I. Abide by the following conditions pertaining to equipment which is furnished by the Grantor or acquired wholly or in part with Grant Funds. Equipment means tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A Grantee may use its own definition of equipment provided that such definition would at least include all equipment as defined below:

1. Use of equipment.

(a) The Grantee shall use the equipment in the Project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the equipment in connection with its other federally sponsored activities, if any, in the following order of priority:

(i) Activities sponsored by the Grantor.

(ii) Activities sponsored by other Federal agencies.

(b) During the time that equipment is held for use on the project for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the property was originally acquired. First preference for such other use shall be given to Grantor sponsored projects. Second preference will be given to other federally sponsored projects.

2. Disposition of equipment. When the Grantee no longer needs the property as provided in paragraph 1 (a) and (b) above, the equipment may be sold or used for other activities in accordance with the following standards:

(a) Equipment with a current fair market value of less than \$5,000. The Grantee may use the property for other activities without reimbursement to the Federal government or sell the property and retain the proceeds.

(b) Equipment with a current fair market value of \$5,000 or more. The Grantee may retain the property for other uses provided that compensation is made to the Grantor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original Project to the current fair market value of the property. If the Grantee has no need for the equipment and the equipment has further use value, the Grantee shall request disposition instructions from the Grantor.

(c) The Grantor shall determine whether the equipment can be used to meet RHS or its successor agency's requirements. If no such requirements exist, the availability of the property shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor to determine whether a requirement for the equipment exists in other Federal agencies. The Grantor shall issue instructions to the Grantee no later than 120 days after the Grantee's request and the following procedures shall govern:

(i) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the equipment and reimburse the Grantor an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share 10 percent of the proceeds or \$500, whichever is less, for the Grantee's selling and handling expenses.

(ii) If the Grantee is instructed to ship the property elsewhere, the Grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant Project or program to the current fair market value of the equipment plus any reasonable shipping or interim storage costs incurred.

(iii) If the Grantee is instructed to otherwise dispose of the equipment, the Grantee shall be reimbursed by the Grantor for such costs incurred in its disposition.

3. The Grantee's property management standards for equipment shall include:

(a) Property records which accurately provide for: a description of the equipment; manufacturer's serial number or other identification number; acquisition date and cost; source of the equipment; percentage (at the end of budget year) of Federal participation in the cost of the Project for which the equipment was acquired; location, use, and condition of the equipment and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

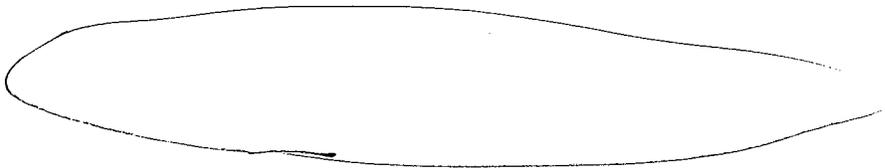
(b) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years to verify the existence, current utilization, and continued need for the equipment.

(c) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

(e) Proper sales procedures shall be established for unneeded equipment which would provide for competition to the extent practicable and result in the highest possible return;

**This Grant Agreement covers the following described equipment (use continuation sheets as necessary).**



J. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.
2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.
3. Effective control over and accountability for all funds, property, and other assets. Grantees shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.
4. Accounting records supported by source documentation.

K. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings have not been resolved. Microfilm or photo copies or similar methods may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts, and transcripts;

L. Provide either an audit report, annual financial statements, or other documentation prepared in accordance with Grantor regulations to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations, and this Agreement;

M. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or an instrumentality of a State shall not be held accountable for interest earned on Grant Funds pending their disbursement;

N. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item H and I; and

O. Not duplicate other Project purposes for which monies have been received, are committed, or are applied to from other sources (public or private).

Grantor Agrees That It:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$25,000.00 which it will advance to Grantee to meet not to exceed \_\_\_\_\_ percent of the Project development costs in accordance with the actual needs of Grantee as determined by Grantor.

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the Project and coordinating the plan with local official comprehensive plans for essential community facilities and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without valuable consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.

Termination of This Agreement

This Agreement may be terminated for cause in the event of default on the part of the Grantee or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the Project will not produce beneficial results commensurate with the further expenditure of funds.

IN WITNESS WHEREOF, Grantee has this day authorized and caused this Agreement to be executed

By

C. Ervin,

and attested with its corporate seal affixed (if applicable) by

Attest:

By

(Title)

UNITED STATES OF AMERICA  
RURAL HOUSING SERVICE

By

(Name)

(Title)

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
----------------------------	-----------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	The Town has the opportunity to renew its billboard location in continuing the effort to bring visitors into the revitalized areas of the central business district. The billboard made over 3 million impressions during the past year. If council wishes to renew, the artwork would be replaced, but would be designed by a different designer this year.
ACTION NEEDED:	Direction on whether to renew the billboard.

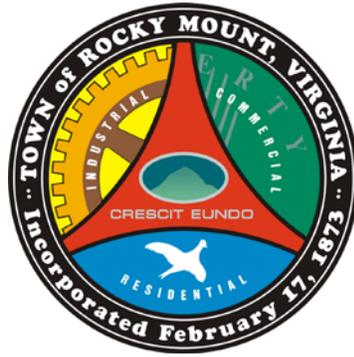
Attachment(s): Yes

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

TOWN OF ROCKY MOUNT  
345 DONALD AVE.  
ROCKY MOUNT, VIRGINIA 24151

540.483.0907  
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      P. ANN LOVE  
JERRY W. GREER, SR.      BOBBY L. MOYER  
BILLIE W. STOCKTON

MATTHEW C. HANKINS  
*Assistant Town Manager*  
*Director, Community Development*

## MEMORANDUM

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

From: Matthew C. Hankins  
Assistant Town Manager

Date: October 3, 2012

Re: Billboard Contract renewal

### Members of Council:

Last year, you approved a staff plan to use DHCD grant marketing funds and town advertising funds in combination to set a billboard on US220 in an effort to attract customers into the heart of the business district.

Over the past year, the billboard has made over 3 million impressions on drivers, based on traffic counts at the site. The billboard is up for renewal in November, and it is time for you to decide whether the investment is worth the effort.

The proposal presented by Lamar includes a 2.5 percent increase in the cost of the billboard, to \$615 every four weeks, up from \$600. The cost of materials remains the same at \$700.

The total investment for one year would be \$8,695, or about \$24 for every day. If you wish to proceed with the renewal, you will need to authorize me to proceed with executing the documents with Lamar.

If you do not wish to pursue renewal, I will notify Lamar so they have time to pursue another client. I would then turn a significant portion of those advertising funds toward a "use local" advertising campaign during the holiday season.

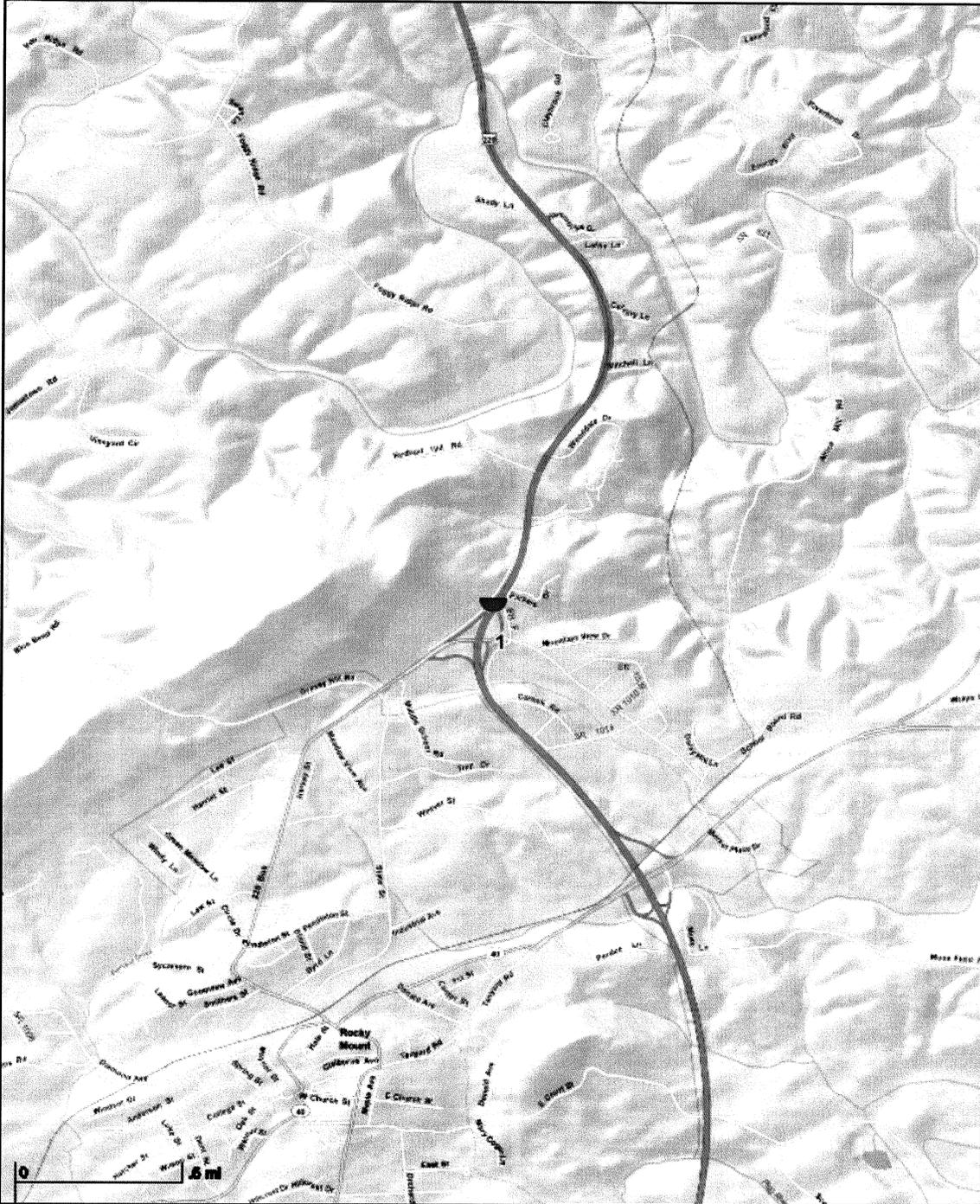
Over the past year, the billboard has received mixed reviews from the business community. The general consensus I've heard is that people are glad the Town made the effort to promote retail business, but that the billboard content was not dramatic or exciting enough to draw in visitors.

If you wish to proceed with renewing the billboard, we would renew the content and would probably contract with a design firm to produce the artwork using professional photos we've had taken over the past year.

# LAMAR

## Town of Rocky Mount - Billboard Renewal November 2012

Map #1





### Town of Rocky Mount - Billboard Renewal November 2012

Map Icon	Label	Panel#	TAB ID	Media/Style	Facing	H x W	DEC	Total Impressions	Illum.
	1	2438	301417	Permanent Bulletin / Regular	North	10' 6" x 36' 0"	17543	60174	YES

**Location:** US 220 @ BUS 220 ROCKY MOUNT - F/N HI

**Current Advertiser:** TOWN OF ROCKY MOUNT

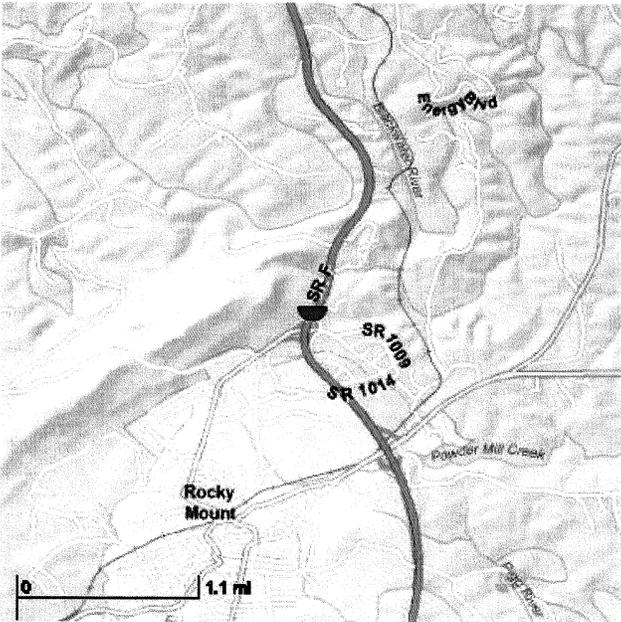
**Rate:** \$615/4 weeks + \$700 vinyl

**Misc:** renewal date 11/19/12

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**Total DEC: 17543**

**Total Impressions: 60174**



**Advertising Strengths:** Primary artery near major intersection N/O Rocky Mount, VA.

**Market:** Roanoke, VA  
**Panel:** 2438

**TAB Unique ID:** 301417  
**Location:** US 220 @ BUS 220 ROCKY MOUNT - F/N HI  
**Lat/Long:** 37.0248/-79.8814  
**Media/Style:** Permanent Bulletin/Regular  
**DEC:** 17543  
**Weekly Impressions:** 60174  
**Copy Size:** 10' 6" x 36' 0" **Spec Sheet**  
**Vinyl Size:** 11' 6" x 37' 0"  
**Facing/Read:** North/Left  
**Illuminated:** YES  
**Rate:** \$615/4 weeks + \$700 vinyl  
**Current Advertiser:** TOWN OF ROCKY MOUNT  
**Miscellaneous:** renewal date 11/19/12



Roanoke, VA | 800-788-3009

Physical Address: 1545 Patrick Rd., Roanoke, VA 24012  
 Mailing Address: 1545 Patrick Rd., Roanoke, VA 24012

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	10/08/2012
----------------------------	------------

STAFF MAKING REQUEST:	Veterans' Memorial Commission Finance & Human Services Committee Community Development
BRIEF SUMMARY OF REQUEST:	<p>Because of recent vacancies on the Veterans' Memorial Commission, your staff, the commission and your Finance &amp; Human Services Committee recommend an update to the charter documents for the Commission.</p> <p>The new update would allow the commission to appoint most of its own members, and would amend which council member serves as your representative to the commission.</p>
ACTION NEEDED:	Consider approval of the proposed changes to the Veterans' Memorial Commission membership.

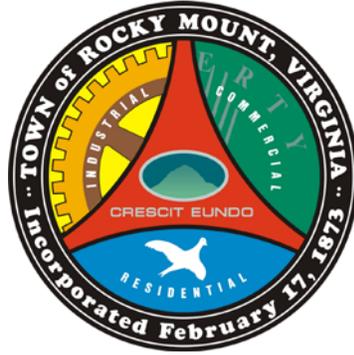
Attachment(s): Yes

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

TOWN OF ROCKY MOUNT  
345 DONALD AVE.  
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TOWN COUNCIL  
STEVEN C. ANGLE, *MAYOR*  
GREGORY B. WALKER, *VICE MAYOR*

BOBBY M. CUNDIFF      P. ANN LOVE  
JERRY W. GREER, SR.      BOBBY L. MOYER  
BILLIE W. STOCKTON

MATTHEW C. HANKINS  
*Assistant Town Manager*  
*Director, Community Development*

## MEMORANDUM

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

From: Matthew C. Hankins  
Assistant Town Manager

Date: October 4, 2012

Re: Franklin County Veterans Memorial Commission Amendment

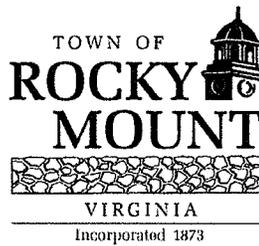
### Members of Council:

The Finance & Human Services Committee heard a request last week from the Veterans Memorial Commission to update the Commission's charter from council regarding membership.

After hearing the request from Chairman B.W. Wright, the committee recommended that the commission be allowed to appoint its own membership within the guidelines established by council, and also recommended amending which council member votes as a member of the Commission.

Your Public Facilities chair has been your representative in the past; this amendment would allow the Mayor to appoint any council member to serve as your liaison to the Commission.

I have drafted language to reflect this direction from Council. Mr. Wright expects to attend the meeting to answer any questions you may have. Your staff believes this will foster greater participation in the commission's work, and urges you to adopt the amendment as drafted.



**A RESOLUTION ESTABLISHING THE FRANKLIN COUNTY VETERANS'  
MEMORIAL COMMISSION**

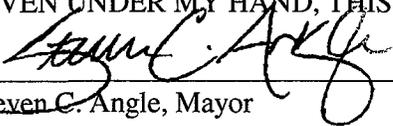
BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ROCKY MOUNT:

1. That there is hereby established the Franklin County Veterans' Memorial Commission, which is an agency of the Town of Rocky Mount; and
2. That the Commission shall consist of ten (10) persons to be appointed by the Mayor and Council, and members of the Commission are directly accountable to the Town; and
3. That the Commission membership shall be one representative of Ruritan Clubs of the communities of Burnt Chimney, Callaway, Crossroads, Redwood and Waidsboro; a representative of the American Legion Post 6; a representative of the American Legion Post 111; a citizen-at-large; the Rocky Mount Town Manager; and the Chairperson of the Town's Public Facilities & Special Events Committee; and
4. That there shall be a Chairman, Vice Chairman, Secretary, and Treasurer of the Commission to be elected from the membership; and
5. That the purpose of the Commission shall be to plan, direct and coordinate the management of donations, sales of memorial bricks, maintenance of the memorial, and special needs of the Franklin County Veterans' Memorial, with continuing emphasis on the intent to pay honor and respect to the veterans of the USA and CSA military of Franklin County by ensuring an attractive and beautiful plan for its citizens and visitors, and to promote cooperation between public and private interests in meeting this goal; and
6. That the Commission is authorized to engage in fund raising activities on behalf of the Town in order to accomplish the purposes set forth in paragraph 5 of this resolution, and the Commission is further authorized to make disbursements in order to accomplish these purposes. All disbursements and expenditures by the Commission are subject to the approval of the Town; and
7. The Commission shall keep accurate and complete records of all its receipts and disbursements, and the Town shall have the right to inspect such records at all times. Each year the Commission shall file a financial report with the Town, setting forth its gross receipts and all disbursements and expenditures for the year; and
8. Upon the dissolution of the Commission, all assets, funds on hand, and all accounts receivable shall be immediately transferred to the Town; and

## CURRENT RESOLUTION

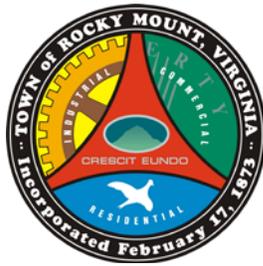
9. The Rocky Mount Town Council, by resolution, ratify any and all organizational documents (charters, by-laws, etc.) of the Commission. Further, the Rocky Mount Town Council shall have any and all powers relative to the Commission that are necessary for the Commission to be deemed a governmental unit and/or political division within the meaning of Internal Revenue Code, Sections 115, 170(c)(1), and the rules and regulations thereunder; and
10. That the Commission shall hold regular meetings, and preferably, not less than four (4) a year.

GIVEN UNDER MY HAND, THIS 13<sup>th</sup> DAY OF NOVEMBER 2006.

  
\_\_\_\_\_  
Steven C. Angle, Mayor

Attested:

  
\_\_\_\_\_  
Patricia H. Keatts, Town Clerk



**DRAFT**

**AN AMENDMENT TO THE  
RESOLUTION ESTABLISHING THE FRANKLIN COUNTY VETERANS'  
MEMORIAL COMMISSION**

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ROCKY MOUNT:

1. That there is hereby established the Franklin County Veterans' Memorial Commission, which is an agency of the Town of Rocky Mount; and
2. That the Commission shall consist of 10 persons with the membership of the Commission directly accountable to the Town; and
3. That the Commission shall appoint and set terms of service for its own membership to include: one representative of the Ruritan Clubs of the communities of Burnt Chimney, Callaway, Crossroads, Glade Hill and Waidson; a representative of the American Legion Post 6; a representative of the American Legion Post 111; and a citizen-at-large. The Rocky Mount Town Manager, or the Manager's designee, and a member of Town Council appointed by the Mayor shall also serve as voting members of the Commission.
4. That the officers of the Commission shall be a Chairman, Vice Chairman, Secretary, and Treasurer, with the Chairman and Vice Chairman being elected by the Commission membership, and the Secretary and Treasurer serving at the request of the Commission and being either a member of the Commission or an employee of the Town of Rocky Mount, and if not a member of the Commission, not entitled to vote on matters before the Commission; and
5. That the purpose of the Commission shall be to plan, direct and coordinate the management of donations, sales of memorial bricks, maintenance of the memorial, and special needs of the Franklin County Veterans' Memorial Park, with continuing emphasis on the intent to pay honor and respect to the veterans of the USA and CSA militaries of Franklin County by ensuring an attractive and beautiful plan for its citizens and visitors, and to promote cooperation between public and private interests in meeting this goal; and
6. That the Commission is authorized to engage in fund raising activities on behalf of the Town in order to accomplish the purposes set forth in paragraph 5 of this resolution, and the Commission is further authorized to make disbursements in order to accomplish these purposes, with all disbursements and expenditures by the Commission being subject to the approval of the Town; and
7. The Commission shall keep accurate and complete records of all its receipts and disbursements, and the Town shall have the right to inspect such records at all times. Each year the Commission shall file a financial report with the Town, setting forth its gross receipts and all disbursements and expenditures for the year; and
8. Upon the dissolution of the Commission, all assets, funds on hand, and all accounts receivable shall be immediately transferred to the Town; and

# DRAFT

9. The Rocky Mount Town Council shall, by resolution, ratify any and all organizational documents (charters, by-laws, etc.) of the Commission. Further, the Rocky Mount Town Council shall have any and all powers relative to the Commission that are necessary for the Commission to be deemed a governmental unit and/or political division within the meaning of Internal Revenue Code, Sections 115, 170(c)(1), and the rules and regulations thereunder; and
10. That the Commission shall hold regular meetings, and preferably, not less than four per year.

GIVEN UNDER MY HAND, THIS 8<sup>th</sup> DAY OF OCTOBER, 2012.

---

Steven C. Angle, Mayor

Attested:

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Patricia H. Keatts, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
----------------------------	-----------------

STAFF MAKING REQUEST:	Community Development Franklin County Commerce & Leisure Services
BRIEF SUMMARY OF REQUEST:	Franklin County Commerce & Leisure Services is putting in two grant applications to fund boater access improvements along the Pigg River. This will result in higher tourism spending in the Town and County, and the County is asking that the Town partner on the local costs associated with this grant.
ACTION NEEDED:	Consider approving a local match of \$2,450 for boater access improvements in the event the grants are funded.

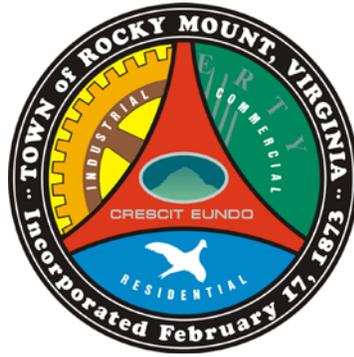
Attachment(s): Yes

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

TOWN OF ROCKY MOUNT  
345 DONALD AVE.  
ROCKY MOUNT, VIRGINIA 24151

540.483.0907  
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TOWN COUNCIL  
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GREGORY B. WALKER, *VICE MAYOR*

BOBBY M. CUNDIFF      P. ANN LOVE  
JERRY W. GREER, SR.      BOBBY L. MOYER  
BILLIE W. STOCKTON

MATTHEW C. HANKINS  
*Assistant Town Manager*  
*Director, Community Development*

## MEMORANDUM

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

From: Matthew C. Hankins  
Assistant Town Manager

Date: October 3, 2012

Re: Boater Access Improvement Grants

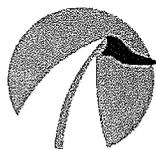
### Members of Council:

County Commerce & Leisure Services Director Mike Burnette is leading a grant effort to improve boater access at major put-in and take-out points along the Pigg River, specifically by installing new access ramps at Waid and Lynch Parks. The total expected cost of the two projects proposed is \$29,800, with the state covering \$20,000 and local contributions making up the \$9,800 difference.

Your staff believes that if award is granted, this will generate additional tourism spending within the Town limits of Rocky Mount and within Franklin County in general, and that this small investment would generate a positive return for the Town.

Staff has been a part of this application from early on, and we urge you to approve match funding in the amount of \$2,450, to come from the Planning and Community Development budgets. This amount represents a 25% share of the expected total local contribution for the project. In the event the grants are not funded, you would not be obligated for any funding.

Mr. Burnette is expected to be at the Town Council meeting to answer any questions you have about the grant, and his initial request is attached for your review.



# Franklin County

*A Natural Setting for Opportunity*

October 1, 2012

Mr. James Ervin  
Town Manager  
Town of Rocky Mount  
345 Donald Avenue  
Rocky Mount, Virginia 24151

Dear Mr. Ervin,

I am writing in regards to a proposed grant opportunity to install new blueway access points at Waid Park and Lynch Park in Rocky Mount. Beginning around 2000, the County began to promote its rivers, specifically the Pigg and Blackwater, as premier outdoor recreation assets to both citizens and tourists alike. Since that time, paddlesports on our identified blueways have become a major part of recreation in the County. The County's foremost annual paddling event, the Pigg River Ramble, draws participants from outside the region and from neighboring states. The Ramble is a 7.5 mile downriver paddling event that begins at Waid Recreation Area and ends at Lynch Memorial Park. Even with the popularity of paddlesports and the Ramble, the river access points at these two parks have never been improved and are subjected to erosion from use.

The Department of Game and Inland Fisheries has created a grant program for localities to improve boating access facilities. The program will provide a 75% grant up to a maximum of \$10,000. The total project cost of the improvements at Waid Recreation Area is estimated to be \$15,350, which would require a local contribution of \$5,350 if the full grant amount is awarded. The total project cost of the improvements at Lynch Memorial Park is estimated to be \$14,450, which would require a local contribution of \$4,450. Separate applications for Waid and Lynch Park are being submitted so that the maximum amount of grant funds can be obtained.

On behalf of the Franklin County Board of Supervisors, I would like to request consideration by the Rocky Mount Town Council to partner with the County in this project and to provide funding to assist with the local match required by the grant. It is felt that this project will greatly improve one of the County's main paddling segments and help make the put-in and takeout of boats in these areas much safer for both tourists and local citizens. I greatly appreciate the Council's time in reviewing this matter. If you have any questions or need anything else from my office, please do not hesitate to contact me.

At your service, I am,

Michael Burnette

**Michael Burnette, Director  
Commerce and Leisure Services  
1255 Franklin Street - Suite 112  
Rocky Mount, VA 24151  
540-483-3030  
Fax: 540-483-3035**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	October 8, 2012
----------------------------	-----------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	The Finance & Human Services Committee met on October 3, 2012 to review several items.  Attached is a memorandum from the Assistant Town Manager outlining those items and recommendations from the Committee.
ACTION NEEDED:	None at this time.

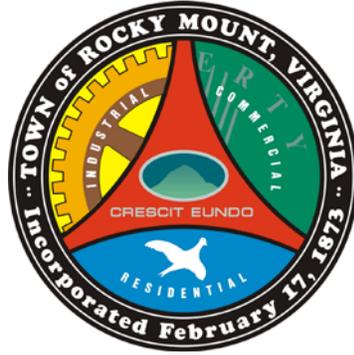
Attachment(s): Yes

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

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MATTHEW C. HANKINS  
*Assistant Town Manager*  
*Director, Community Development*

## MEMORANDUM

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

From: Matthew C. Hankins  
Assistant Town Manager

Date: October 4, 2012

Re: Finance & Human Services Committee Meeting Report  
a

Members of Council:

The Finance & Human Services Committee (chaired by Mr. Stockton) met Wednesday, Oct. 3. During the meeting, the committee discussed the following:

- Reconfiguring the appointments of the Veterans' Memorial Commission (see action item under New Business in your council packet)
- Asked questions regarding funding of Footlights of the Blue Ridge, asking staff to investigate the process for Footlights to earn tax-exempt status for the purpose of gaining corporate sponsorship and earning autonomy from the Community Partnership for Revitalization
- Reviewed proposed planning and zoning fee changes, setting a follow-up meeting for Oct. 29 at 5 p.m. to discuss the proposed changes
- Asked that staff change the procedure for reporting staff credit card payments listed on your biweekly finance reports to identify which cards are being paid with that line item

I do not believe any of these require council action at this point, other than requesting that once the committee reviews proposed fee changes that they be referred to the Planning Commission for review, comment and recommendation at its November meeting.