

ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
DECEMBER 10, 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
 - Special recognition to Don Brown, who is retiring from Rocky Mount Police Department after 30 years of service
- V. Public Hearing(s)
 - Pursuant to Code of Virginia, public notice is hereby given that the Council of the Town of Rocky Mount is holding a public hearing to receive public comment on proposed planning and zoning fee changes as presented.
- VI. Approval of Draft Minutes
 - November 8, 2012 Special Council Meeting Work Session
 - November 13, 2012 Regular Council Meeting
- VII. Approval of Consent Agenda
 - Miscellaneous Resolutions/Proclamations
 - Miscellaneous Action
 - Consideration of lease agreement for Town Hall primary copier.
 - Departmental Monthly Reports
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens
(none at this time)

IX. Old Business

- A. Review of draft appropriation resolution funding Town of Rocky Mount Water Treatment Plant electrical system upgrade.
- B. Review of Town of Rocky Mount proposed public utility rates for calendar year 2013 through 2016, along with recommended policy changes for the utility billing operation as recommended by the Public Utilities Committee, and draft ordinance.
- C. Review of proposed National Heritage Area designation for the Crooked Road and draft resolution.

X. New Business

- A. Review of designation of a qualified Town administrative official to exercise powers and perform the duties of Town Manager during his absence.
- B. Review proposed Regional Cooperation Act as passed by the Virginia General Assembly.
- C. Review of Town of Rocky Mount offices being closed December 31, 2012 and January 1, 2013 in observance of New Years' Day holiday.
- D. Review of draft resolution regarding the Town's Enterprise Zone that requires legislative action.

XI. Committee Reports

- A. Performance Center Committee
 - 1. Review of sample chairs.
 - 2. Review of architect's draft drawings and bid documents
- B. Public Utilities Committee (to be discussed under "Old Business", Item B)
 - 1. Review of proposed public utility fees.

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

- A. Referrals to Planning Commission from Rocky Mount Town Council
- B. Council Members Appearing with Town Staff on Rise 'N Shine

XIII. Closed Meeting and Action

- 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (pending litigation).

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.

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.

AGENDA ITEM	SYNOPSIS AGENDA DECEMBER 10, 2012 REGULAR ROCKY MOUNT TOWN COUNCIL MEETING
I. Roll Call II. Pledge of Allegiance	
III. Approval of Agenda	<i>Enclosure: Yes</i>
IV. Special Items	<p>Special recognition to Don Brown, who is retiring from Rocky Mount Police Department after 30 years of service.</p> <p><i>Enclosure: No</i></p>
V. Public Hearing(s)	<p>A. During the November 13, 2012 Rocky Mount Town Council meeting, Council had received and reviewed the proposed planning and zoning fee changes, along with the recommendation of any changes as proposed by the Finance & Human Services Committee, with direction to the Assistant Town Manager to hold a public hearing pursuant to Code of Virginia during Council's regular December meeting to receive public comment on proposed planning and zoning fees changes.</p> <p><i>Enclosure: Yes</i></p>
VI. Approval of Draft Minutes	<ul style="list-style-type: none"> • November 8, 2012 Special Council Meeting Work Session • November 13, 2012 Regular Council Meeting <p><i>Enclosure: Yes</i></p>
VII. Approval of Consent Agenda	<ul style="list-style-type: none"> • Miscellaneous Resolutions/Proclamations • Miscellaneous Action <ul style="list-style-type: none"> - Consideration of lease agreement for Town Hall primary copier. • Departmental Monthly Reports <ul style="list-style-type: none"> - Community Development - Finance Department - Fire Department - Police Department - Public Works Department - Wastewater Department - Water Department • Bill List <p><i>Enclosure: Yes</i></p>

VIII. Hearing of Citizens	<p><i>(none at this time)</i></p> <p><i>Enclosure: No</i></p>
IX. Old Business	<p>A. Enclosed is a draft resolution funding the Water Plant project to appropriate funding for the electrical system upgrade to the Rocky Mount Water Treatment Plant as required.</p> <p><i>Enclosure: Yes</i></p> <p>B. The Town's Public Utilities Committee met on November 27, 2012 to review the proposed utility rates for calendar year 2013 through 2016, and to also review policy changes for the utility billing operation as well. Enclosed are the recommendations of the Committee for Council's review and consideration, along with a draft ordinance by the Town Attorney.</p> <p><i>Enclosure: Yes</i></p> <p>C. During their regular meeting of November 13, 2012, Council was presented by the Assistant Town Manager an overview and update on the National Heritage Area for the Crooked Road for informational purposes. Presented to Council at this time is a draft resolution designating such for Council's review.</p> <p><i>Enclosure: Yes</i></p>
X. New Business	<p>A. Enclosed is a letter to the Mayor dated December 1, 2012 from the Town Manager for Council's review and consideration regarding the designation of a qualified Town administrative official to exercise powers and perform the duties of Town Manager during his absence.</p> <p><i>Enclosure: Yes</i></p> <p>B. Enclosed is a synopsis from the Town Manager regarding the Regional Cooperation Act as passed by the Virginia General Assembly.</p> <p><i>Enclosure: Yes</i></p> <p>C. Enclosed is a synopsis from the Town Manager regarding the upcoming closure of Town offices during New Years' Day holiday.</p> <p><i>Enclosure: Yes</i></p> <p>D. Enclosed is a synopsis and draft resolution regarding staff urging Council to request legislative action as detailed in the enclosed resolution regarding the Town's Enterprise Zone.</p> <p><i>Enclosure: Yes</i></p>

<p>IX. Committee Reports</p>	<p>A. Performance Center Committee: Enclosed is a synopsis from the Assistant Town Manager regarding the Performance Center Committee meeting dated November 26, 2012.</p> <p><i>Enclosure: Yes</i></p> <p>B. Public Utilities Committee: Recommendations of the Committee will be discussed under "Old Business", Item B.</p> <p><i>Enclosure: Yes</i></p>
<p>XII. Other Matters, Concerns, and Rise 'N Shine Appearances</p>	<p>A. Referrals to Planning Commission from Town Council</p> <p><i>Enclosure: No</i></p> <p>A. Council Members Appearing with Town Staff on Rise 'N Shine</p> <p><i>Enclosure: No</i></p>
<p>XIII. Closed Meeting Items</p>	<ul style="list-style-type: none"> • 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (pending litigation). <p><i>Enclosure: No</i></p>

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	12/10/2012
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STAFF MAKING REQUEST:	Community Development Finance & Human Services Committee Planning Commission
BRIEF SUMMARY OF REQUEST:	<p>The attached planning & zoning fees have been reviewed by Council, the Finance Committee and the Planning Commission. This is the first update in planning & zoning fees since 2008, and the changes update the services offered by the Community Development Department and move more of the burden for incurred costs to developers, rather than individual homeowners or single-lot developments.</p> <p>Your finance director indicates that, as this is a budget item, it requires a public hearing, which has been advertised.</p> <p>Staff recommends approval of the proposed planning and zoning fees, effective immediately.</p>
ACTION NEEDED:	Consideration and a vote.

Attachment(s): Proposed Planning & Zoning Fee Schedule.

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



Proposed Development Fees

November 2012

ZONING

Zoning Permit	Single Family Residential	\$ 40
Zoning Permit	Single Family Residential- Addition	\$ 30
Zoning Permit	Accessory Structure <200 sf	\$ 25
Zoning Permit	Accessory structure >200 sf	\$ 35
Zoning Permit	All Non-Residential Uses/Zones	\$100
Zoning Compliance Permit		\$ 10
Zoning Letter		\$125

SPECIAL ZONING

Rezoning	Upzoning to more intensive use	\$600+postage
Rezoning	All other rezonings	\$350+postage
Special Exception/Use	Single Family Residence	\$350+postage
Special Exception/Use	All Others	\$500+postage
Variance	Single Family Residence	\$250+postage
Variance - Nonconforming	Post-disaster rebuild/replacement	\$125+postage
Variance	All Others	\$350+postage
Zoning Appeals		\$350+postage
Amend Proffers		\$500+postage

SITES

Site Plan Review	Including Erosion & Sediment	\$975
Minor Site Plan Review		\$250
Changes to Approved Site Plan/Resubmittal		\$500
Final Site Inspection		\$150
Bond Release		\$150

PLATS

Major Subdivision Plat	Preliminary	\$1,000+\$25 per lot
Major Subdivision Plat	Final	\$1,000+\$25 per lot
Minor/Family Subdivision	Five lots or less	\$ 250+\$25 per lot
Waiver Request		\$1,000
Line Adjustment/Line Vacation/Easement Plat/Resurvey		\$ 100

E&S

Erosion & Sediment Control Plan Review		\$350
Changes to Approved E&S Control Plan		\$200
Land Disturbing Permit		\$ 75+\$100 per acre or partial
Land Disturbing Permit Agreement In Lieu		\$ 75
Final Site Inspection		\$150
Bond Release		\$150

SIGNS

Sign Permit		\$ 50
Banner Permit		\$ 40

MISCELLANEOUS

Maps	Black & white (up to 11x17)	\$ 3
	Color (up to 11x17)	\$ 5
	Poster	\$ 15
Subdivision Ordinance		\$ 30
Water & Sewer Ordinance		\$ 30
Zoning & Development Ordinance		\$ 75
Comprehensive Plan		\$ 45
Water & Sewer Specifications		\$ 30
Digital Data		\$ 10/file or layer
Digital Copy of Ordinance		\$ 10
Lamination		\$ 3/foot
Scanning		\$ 1/page

**ROCKY MOUNT TOWN COUNCIL
SPECIAL COUNCIL MEETING
WORK SESSION
NOVEMBER 8, 2012**

The Rocky Mount Town Council special meeting work session was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on November 8, 2012 at 6:00 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, Finance Director Linda Woody, Superintendent of Water Department Robert Deitrich, and 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 Vice Mayor Walker to approve the agenda as presented with motion on the floor being seconded by Council Member Love and carried unanimously by those present.

WORK SESSION ON UTILITY RATES AND ESTIMATES FOR COMING CALENDAR YEAR

The Town Manager stated that the reason for having this meeting was that Council wanted staff to communicate on a regular basis to them regarding the Town's utility rates.

Prior to the meeting, the Town Manager and Finance Director had provided for Council the monthly break-even costs for the current fiscal year, along with the past four fiscal years. He pointed out the following: these rates do not contain depreciation because that comes from the Utility Fund's fund balance; it is also net of the meals tax transfer each year; this is \$3.17 for fiscal year 2013; had this not been included as a reduction in the rate, an additional \$3.17 would be needed per 1,000 gallons to obtain the break-even point; and previous years' meals tax reductions were \$3.04 in FY 2012, \$3.23 in FY 2011, \$3.12 in FY

2010, and \$2.82 in FY 2009. He also pointed out that the utility rates were last adjusted on July 1, 2007 (five years ago), and at that time, water was increased 25 cents and sewer was increased 25 cents per 3,000 gallon monthly minimum bill.

Presented to Council were rates that reflected the monthly break-even per 3,000 gallons (to compare the current minimum monthly bill of 3,000 gallons). The rates are a combination of fixed and variable costs and do not contain depreciation and are net of the meals tax transfer. Fiscal Year 2013 is based on the proposed budget, while the past fiscal years are based on actual production and financial data:

Break-even rates as presented by Town Manager and Finance Director:

<u>Per 3,000 gal.</u>	<u>FY 2013</u>	<u>FY 2012</u>	<u>FY 2011</u>	<u>FY 2010</u>	<u>FY 2009</u>
Water	\$20.36	\$20.07	\$21.13	\$21.87	\$22.73
Sewer	\$31.98	\$31.18	\$27.93	\$33.45	\$25.83
Combined	\$52.34	\$51.25	\$49.06	\$55.32	\$48.56
Current	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50

Note:
The break-even numbers are pretty consistent through the years.
The break-even rates are strictly for operations and debt service and are net of the annual meals tax transfer. There are no inclusions for any depreciation or long-term capital items/projects. Combined (water + sewer) annual depreciation numbers are \$15.33 for FY 203, \$14.95 for FY 2012, \$15.56 for FY 2011, \$14.70 for FY 2010, and \$13.52 for FY 2009.

The Town Manager further explained the following:

- The break-even point for FY 2013 is estimated to be \$52.40 for 3,000 gallons of usage. The Finance Director outlines the trend in the break-even point since 2009. The Town’s current charge is \$22.50 for 3,000 gallons of combined usage. The figure is net of the current meals tax transfer and does not include depreciation, which are the funds set aside for capital improvements.
- Given that the Town is currently operating at less than half of its required break-even revenue, and that the Town is facing substantial capital costs in each of the utility operations, staff proposes a series of rate increases over the next four years. These increases take the minimum bill from the current \$22.50 to \$27.95 in year 2013, \$31.40 in 2014, \$32.39 in 2015, and \$33.55 in 2016. The Town will still be short of its break-even point in 2016, but a slow phasing-in of market based rates is recommended over a sudden jump.
- Rates proposed are actually initial reduction in the price per 1,000 gallons of usage,

and the institution of a flat capital recovery fee. This will allow the Town to remain competitive in terms of industrial and economic development, while still garnering the revenue needed to invest in the utility operation.

- Additionally, the rates proposed initially offer a reduction for those citizens on the elderly and disabled program as the rate per 1,000 gallons is dropped and these individuals are exempted from the capital recovery charge.
- Town staff costs have remained flat for several years at its utility operation. The reason for the gradual inflation in the cost of delivering services is the increased cost of insurance, cost of fuel and energy, cost of medical benefits, and the ramping up of capital expenditures required to keep aging facilities in operation.

The Town Manager pointed out that prior to the meeting, Council had received the "2012 Virginia Water and Waste Water Rate Report", which stated the State average for a 5,000 gallon combined water and waste water bill is \$66.09; and that the proposed rate for Rocky Mount in 2015 would result in a 5,000 gallon bill of \$41.25, approximately two-thirds of the State average.

The Town Manager indicated that he and the Finance Director believe it is essential that a utility rate increase be implemented in calendar year 2013, and that each year Council make modest adjustments in the rates as proposed to keep rates current with inflation. Also indicated that the Town is approaching a point where its rates are so far below not only costs of operations, but also the average costs of operations across the State, and that catching up may be impossible or burdensome to the consumer. He relayed that utility rates that are also based on the cost of providing the product will remove utility pressure on the tax rates, allowing the Town to keep business taxes low and promote economic development and growth.

Also handed out to Council was a breakdown of the proposed CY 2013 water and sewer rates.

(The breakdown of the proposed rates is continued on the following pages: 5150 – 5153.)

Proposed CY2013 Water and Sewer Rates

Effective on bills issued after January 1, 2013

Rates per Gallons of Usage

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

This represents a decrease in the rate charged per 1,000 gallons from \$3.75 to \$3.35 for water and from \$3.75 to \$3.30 for sewer (inside rates) for the first 3,000 gallons.

Capital Recovery Base Charges

Meter Size	Water	Sewer
5/8"	\$ 4.00	\$ 4.00
1"	\$ 6.00	\$ 18.00
1.5"	\$ 12.00	\$ 36.00
2"	\$ 15.00	\$ 45.00
3"	\$ 30.00	\$ 60.00
4"	\$ 45.00	\$ 90.00
6"	\$ 90.00	\$ 180.00

While the rate for the first 3,000 gallons is reduced, a base charge is established which scales according to meter size. Since the charge is not based on consumption, but on the capital needs of the two systems, it is the same rate for inside and outside customers.

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 20.75	\$ 37.50
Sewer	\$ 20.50	\$ 37.00
Total	\$ 41.25	\$ 74.50
Minimum Bill		
Water	\$ 14.05	\$ 24.10
Sewer	\$ 13.90	\$ 23.80
Total	\$ 27.95	\$ 47.90
Current Minimum	\$ 22.50	\$ 45.00

The minimum bill for those *not* on the elderly and disabled rate plan will be \$27.95 for inside customers, an increase of \$5.45 a month.

Increase in minimum from FY2011 and prior rates

	Inside	Outside
	\$ 5.45	\$ 2.90

Elderly and Disabled Rate Plan

	Inside
Current Rates	
Water	\$ 3.75
Sewer	\$ 3.75
2,000 Gallon Bill	\$ 15.00
New Rates	
Water	\$ 3.35
Sewer	\$ 3.30
2,000 Gallon Bill	\$ 13.30

Because the customers participating on the Town's elderly and disabled rate plan are exempt from the capital recovery base charge, they see a *reduction* in their bill based on the reduction of the water rate for the first 3,000 gallons. A customer using 2,000 gallons would save \$1.70 a month

Decrease in Monthly Bill for Customers on Elderly and Disabled Rate Plan

\$ 1.70

Fire Suppression Connection Fee

\$50.00

Proposed CY2014 Water and Sewer Rates
Effective on bills issued after January 1, 2014

Rates per Gallons of Usage

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

No Change Proposed in charges per 1000 gallons of water/waste water

Capital Recovery Base Charges

Meter Size	Water	Sewer
5/8"	\$ 5.00	\$ 5.00
1"	\$ 6.60	\$ 19.80
1.5"	\$ 13.20	\$ 39.60
2"	\$ 16.50	\$ 49.50
3"	\$ 33.00	\$ 66.00
4"	\$ 49.50	\$ 99.00
6"	\$ 99.00	\$ 198.00

Capital Recovery Base Charges Increase

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 21.75	\$ 38.50
Sewer	\$ 21.50	\$ 38.00
Total	\$ 43.25	\$ 76.50
Minimum Bill		
Water	\$ 15.05	\$ 25.10
Sewer	\$ 16.35	\$ 24.80
Total	\$ 31.40	\$ 49.90
Prior Year Minimum	\$ 27.95	\$ 47.90

Increase in minimum from CY2012 rates

	Inside	Outside
	\$ 3.45	\$ 2.00

Elderly and Disabled Rate Plan

	Inside
New Rates	
Water	\$ 3.35
Sewer	\$ 3.30
2,000 Gallon Bill	\$ 13.30
Prior Bill	\$ 13.30
Increase	\$ -

No Pricing Change Proposed

Fire Suppression Connection Fee \$50.00

Proposed CY2015 Water and Sewer Rates

Effective on bills issued after January 1, 2015

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 10,000 gallons	\$ 3.52	\$ 7.04
10,001 to 50,000	\$ 3.41	\$ 6.83
50,001 and up	\$ 3.31	\$ 6.62
Sewer		
1 to 10,000 gallons	\$ 3.47	\$ 6.93
10,001 to 50,000	\$ 3.31	\$ 6.62
50,001 and up	\$ 3.20	\$ 6.41

5% increase in per gallon charges

Capital Recovery Base Charges

Meter Size	Water	Sewer
5/8"	\$ 5.00	\$ 5.00
1"	\$ 6.60	\$ 19.80
1.5"	\$ 13.20	\$ 39.60
2"	\$ 16.50	\$ 49.50
3"	\$ 33.00	\$ 66.00
4"	\$ 49.50	\$ 99.00
6"	\$ 99.00	\$ 198.00

No Change in Capital Recovery Base Charges

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 22.59	\$ 40.18
Sewer	\$ 22.33	\$ 39.65
Total	\$ 44.91	\$ 79.83
Minimum Bill		
Water	\$ 15.55	\$ 26.11
Sewer	\$ 16.84	\$ 25.79
Total	\$ 32.39	\$ 51.90
Prior Year Minimum	\$ 27.95	\$ 47.90

Increase in minimum from CY2013 rates

	Inside	Outside
	\$ 4.44	\$ 4.00

Elderly and Disabled Rate Plan

	Inside
New Rates	
Water	\$ 3.52
Sewer	\$ 3.47
2,000 Gallon Bill	\$ 13.97
Prior Bill	\$ 13.30
Increase	\$ 0.66

Price per 1,000 gallons is increased 5%

Fire Suppression Connection Fee \$50.00

Proposed CY2016 Water and Sewer Rates

Effective on bills issued after January 1, 2016

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 10,000 gallons	\$ 3.52	\$ 7.04
10,001 to 50,000	\$ 3.41	\$ 6.83
50,001 and up	\$ 3.31	\$ 6.62
Sewer		
1 to 10,000 gallons	\$ 3.47	\$ 6.93
10,001 to 50,000	\$ 3.31	\$ 6.62
50,001 and up	\$ 3.20	\$ 6.41

No Change in Price per 1,000 gallons

Capital Recovery Base Charges

Meter Size	Water	Sewer
5/8"	\$ 5.50	\$ 5.50
1"	\$ 7.26	\$ 21.78
1.5"	\$ 14.52	\$ 43.56
2"	\$ 18.15	\$ 54.45
3"	\$ 36.30	\$ 72.60
4"	\$ 54.45	\$ 108.90
6"	\$ 108.90	\$ 217.80

10 % Capital Recovery Base Charges Increase

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 23.09	\$ 40.68
Sewer	\$ 22.83	\$ 40.15
Total	\$ 45.91	\$ 80.83
Minimum Bill		
Water	\$ 16.05	\$ 26.61
Sewer	\$ 17.50	\$ 26.29
Total	\$ 33.55	\$ 52.90
Prior Year Minimum	\$ 27.95	\$ 47.90

Increase in minimum from CY2013 rates

Inside	Outside
\$ 5.60	\$ 5.00

Elderly and Disabled Rate Plan

	Inside
New Rates	
Water	\$ 3.52
Sewer	\$ 3.47
2,000 Gallon Bill	\$ 13.97
Prior Bill	\$ 13.97
Increase	\$ -

No Change

Fire Suppression Connection Fee \$50.00

The Town Manager pointed out that at some point and time, the Town will have to fund capital projects that have been pushed back due to the slow turn in the economy during the past several years, and adjusting these rates will assist with this.

The Town Manager also indicated that he has asked the Superintendent of the Water Department to speak regarding trying to address the next budget and major capital item needs (plus another two million dollars of work coming down the pike), as there is only about \$35,000 in the Utility Fund right now, and right now, it is very hard selling water at the current cost. The State requires that this fund be used for these type of repairs, and it is not possible to keep the system running at \$22.50 a month when it costs about \$50.

At the request of the Town Manager, the Superintendent of the Water Department relayed to Council that as of right now, the two water tanks on Pendleton need replacing (referencing report by Caldwell on the Pendleton elevated tank). This was discovered after the Town's contract maintenance crew painted the tanks. It will cost anywhere between \$300,000 to \$400,000 for the tank replacements; plus, another \$100,000 to remove them. There was discussion regarding replacing both tanks with just one larger one. Also discussed that the current maintenance contract for the water tanks is being cancelled, with the Town going out to bid.

Also discussed how the fire hydrants are now getting age on them, with a lot of them needing to be replaced.

Also discussed the water lines, with the Town Manager informing Council that there is money in the budget to fix lines whenever a problem is seen; if the Public Works Director has a paving job coming up and he notices that lines need to be fixed, he will do so; and those streets that are not paved so often, lines are not replaced. Discussed how better to foresee when lines need to be replaced instead of waiting for paving of the streets.

Also discussed how the auditors look at the Town's utility operations, its assets, depreciation, and looking for the Town to fund it. Due to the slow economy, assets have gone down in value. The Town Manager explained how this works. Town Manager also informed Council that they need to look at it as a seven member board running a utility system. Also mentioned that he and the Finance Director have struggled for at least the last three years on how to meet the demand on how to fund the Town's capital improvements.

Discussion ensued regarding how the monies were being used out of the meals tax fund and how it was originally set up to be used.

There was also discussion regarding the need for the Town to set aside a specific or special fund that would only be used for utilities, with the Town Manager assuring Council that no monies could be pulled from that fund unless specifically used for utility needs, with him also stating that the auditors would let Council know immediately if funds were not

appropriated according to how it should be designated and set up.

Council visited the issue on how much an increase would cost the residents, with the Town Manager stating that it should not be more than \$2.75 or \$2.76 a month.

There being no further comments, it was the consensus of Council to have the Town Manager redo the figures presented to them for the amounts to come out to no more than \$2.75 or \$2.76 per month and to designate a stand-alone utility fund similar to a utility capital fund that only Council can designate funds to be used for utility needs.

MISCELLANEOUS ITEMS

The Town Manager brought the following before Council:

1. In anticipation of the upcoming Veterans' Memorial Ceremony event scheduled for Saturday – November 10th, the Town Manager had a nice vinyl fence put in place so the Town could have a safe secure fence in place where the bank is eroding away.
2. Has asked the Chief of Police and Public Works Director to install a lockable building for cones to be stored at the railroad crossing on School Board Road (next to Sheetz), so when it floods in that area, the cones will be easily accessible.

Council Member Greer stated that Council needs to start looking at raising the garbage fees for commercial businesses. There was discussion that this could be brought up during the budget process time. Also discussed that everyone having garbage picked up needs to start using a can.

ADJOURNMENT

At 8:02 p.m., motion was made by Council Member Greer to adjourn, seconded by Council Member Moyer and carried unanimously.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts, Town Clerk

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**ROCKY MOUNT TOWN COUNCIL
REGULAR COUNCIL MEETING
NOVEMBER 13, 2012**

Due to November 12, 2012 regular Rocky Mount Town Council meeting date being a national holiday and one observed by the Town of Rocky Mount, the Council meeting was rescheduled to the following date, November 13, 2012, and was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 7:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

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

The meeting was called to order by Mayor Angle.

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

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 Vice Mayor Walker to approve the agenda as presented, seconded by Council Member Love and carried unanimously by those present.

SPECIAL ITEMS

The Mayor presented to Franklin County Historical Society a proclamation recognizing November as National American Indian Heritage Month.

Ms. Eames was present and received the proclamation on behalf of the Franklin County Historical Society, thanking Council for it.

PUBLIC HEARING

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

Pursuant to Code of Virginia, public notice was hereby given that Council of the Town of Rocky Mount held a public hearing to receive input from interested parties regarding the Town's plan to ask the Commonwealth of Virginia Transportation Board to add a construction project in-town to the Virginia Department of Transportation (VDOT) Six-Year Improvement Plan, Virginia's long-range transportation funding document.

The Assistant Town Manager presented to Council a brief synopsis on the history of VDOT and the Six-Year Plan, reminding Council that they approved last spring to take in the realignment of Pell Avenue to be adopted into VDOT's Six-Year plan. Since it was too late in the year for Council to adopt, he was bringing this matter back before Council for consideration of approval. Alternate Plan No. 1 was explained as the preferred plan, which would be staff's recommendation, versus Alternate Plan No. 2 since it would take part of the Exxon property. Also explained that VDOT will have to study which one of the plans is best and then it will be brought back before Council for approval. Also discussed how the traffic would flow for either alternate plans.

Let the record show that no one had signed up to speak before Council regarding this matter. At this time, the Mayor opened the floor to anyone wishing to come forward to speak regarding the request. Let the record show that no one came forward to speak.

There being no further comments, the Mayor reconvened the meeting back into regular session.

There being no further discussion regarding this portion of the public hearing, the Mayor entertained a motion.

- Motion was made by Council Member Stockton to approve the submittal of the project to be included in the VDOT Six-Year Plan as presented, which also included the draft resolution (Town Council of Rocky Mount Project Programming Resolution Requesting Addition of US 220 Business and Virginia 40 Intersection to the Six-Year Improvement Program), with motion on the floor being seconded by Council Member Love. Discussion ensued. Council Member Moyer stated that he did not have a problem with the Six-Year plan as long as it does not tear the Exxon property all to pieces and crowds them out. There being no further 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:

- October 8, 2012 Regular Council Meeting
- October 22, 2012 Special Council Meeting
- October 23, 2012 Town Hall Meeting

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

APPROVAL OF CONSENT AGENDA

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

- Miscellaneous Resolutions/Proclamations (*none at this time*)
- Miscellaneous Action (*none at this time*)
- 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 prior to the meeting wanting to come before Council. At this time, the Mayor opened the floor to anyone wishing to come before Council to speak. Let the record show no one came forward.

OLD BUSINESS**A. Community Partnership for Revitalization Request**

(During the October 8, 2012, Council had approved the request of Community Partnership for Revitalization (CPR) regarding closure of street and use of former Lynch Hardware Building for the "Come Home to a Franklin County Christmas" event scheduled for December 7, 2012.)

The Town Manager informed Council that although they had approved CPR's request at the last regular Council meeting to: (1) allow use of former Lynch Hardware Building in order to hold several of their events; and (2) closure of the streets to end at Franklin Street and Floyd Street intersection, it has come to the attention of staff that due to historic tax credits that may be used for the renovation of the building for a performance center, no one can enter or use the building. Due to this, it is staff's recommendation that the prior approval of this request be rescinded in order for the Town to qualify for historic credits. In light of CPR not being able to use the building, they are requesting to be able to use the Community & Hospitality Center (Depot), with staff recommending to Council that this be allowed. The Chief of Police has discussed the street closure with CPR and they understand that the streets will be closed at the intersection of Diamond/Franklin and end where the Town clock is located. He further indicated that there he has no problem having CPR use the Depot.

The Town Manager stated that there was no action required of Council if there was a consensus to these requests, with Council so consenting.

B. Review of Proposed Request for Proposal (RFP) for the Electric System Upgrade to the Rocky Mount Water Treatment Plant Electric System Upgrade Project

(Prior to the meeting, the Water Treatment Plant had received bids for the proposed upgrade to the plant's electric system project.)

The Town Manager explained to Council that the bids for the Rocky Mount Water Treatment Plant electric system upgrade project had been received and negotiations will begin with the winning bidder at the earliest opportunity. He also explained:

- Using leftover contingency fund balance, Council had decided to allocate \$78,000 during the February 2012 Council meeting to take advantage of the long-term cost savings and increased reliability that could be achieved with the new water treatment plant equipment.
- The complexities of retrofitting the plant with modern equipment necessitated the services of an engineering firm to thoroughly study the situation, prepare plans and specifications, and prepare a Request for Proposal (RFP) that would provide the most comprehensive project and the best price, while affording the Town all the oversight and protections necessary to assure a successful project.
- Approximately \$10,000 of the funding was spent on electrical system monitoring and evaluation, as well as the engineering services provided to-date.

- The lowest bid was somewhat more than the amount allocated for the project.
- The RFP was more comprehensive than the original concept and included new electrical panels for the raw water pump house and the main water plant facility, an emergency generator connection switch, as well as new motors and variable speed controls. The idea being that complete replacement of the panel would realize cost efficiencies over trying to insert new technology into the old existing electrical equipment.
- The low bid for the RFP came in at \$290,300.

Mr. Brian Cossman of Hurt and Proffit Engineering Firm came before Council explaining why the bid came in higher than expected. He explained that after they came in to look at how this would work with the equipment already at the plant, it was confirmed that the equipment in place was original to when the plant was built, with it being at the maximum of their usage. After reviewing the equipment, it was recommended not to put new pieces of equipment in obsolete equipment that could potentially fail, making it more expensive to go in and replace the old failing equipment. He further explained that the bid was not necessarily what was brought prior to Council for review, and that one can be bid out; but again, when the old equipment fails, it will take time to get newer equipment in to replace it, with this complicating the matter of trying to keep the plant running and not having to take the plant off-line and not being in operation. He explained that the way it is bid out now, it helps keep the upgrades done in a controlled environment.

There was discussion on the following between Council, Town Manager, Water Plant Superintendent, and Mr. Cossman regarding:

- Only \$78,000 was set aside at this time for the original bid, and now the bid is coming in at \$295,000.
- How best to get the proposed work done and not piece-meal the work.
- How difficult it would be to change out failing equipment if you only replace what the original bid calls for now.
- Biggest need is the electrical parts, such as pumps, drives, motors, etc. If do only pumps now, will have to look at replacing the other equipment during budget process.
- Pumps are not doing well and had to just re-do one. Motors are original to the plant and are worn out. Need to do something soon.
- Need to be more energy efficient and safer.

Council Member Cundiff stated that he does not like putting new equipment into old equipment and not sure how the Town will finance the project if the Town goes with the newer bid option that came in at \$290,300.

The Town Manager explained that there were only a couple of options: (1) removing funds out of the General Fund; or (2) some sort of short-term debt instrument. He also explained that there was no money in the Utility Fund.

Council Member Cundiff stated that the project needed to be done and suggested that the funds come out of the General Fund because after all, the Town needs to protect people and maintain the plant.

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

- Motion was made by Council Member Cundiff to do the entire project right now, with motion on the floor being seconded by Vice Mayor Walker. Discussion ensued. There was discussion regarding putting a limit on the RFP on what it came in at; and assuming taking the \$68,000 remaining set aside, plus contingency funds, then go to the General Fund for remaining amount. The Town Manager stated that the Finance Director will have to do an appropriation resolution during the December Council meeting to take care of this motion. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

C. Proposed National Heritage Area Designation for The Crooked Road

(Prior to the meeting, Council had received a letter from Jack Hinshelwood, Executive Director of The Crooked Road, regarding the proposed National Heritage Area Designation for The Crooked Road.)

The Assistant Town Manager briefed Council on the information they had received prior to the meeting regarding the proposed National Heritage Area Designation for The Crooked Road. He confirmed to Council that this will boost the localities' economy.

The Assistant Town Manager informed Council that no motion was needed as this was for informational purposes only at this time.

NEW BUSINESS

A. Review of Proposed Comprehensive Economic Development Strategy (CEDS) Priority Projects List for July 1, 2013 Through June 30, 2014

(Prior to the meeting, Council had received the annual Comprehensive Economic Development Strategy (CEDS) priority projects list for July 1, 2013 through June 30, 2014, with each item being listed by priority and type. This information needs to be forwarded to the West Piedmont Planning District Commission, who then forwards to the U.S. Department of Commerce – Economic Development Administration.)

The Town Manager pointed out that on the proposed CEDS list, some projects from previous years have fallen off and some have been added, but there were no significant changes this year other than tweaking some of the numbers. He gave a brief synopsis of the projects being proposed.

Vice Mayor Walker and Council Member Greer, both liaisons to the West Piedmont Planning District Commission Board, stated that the Executive Director of the WPPDC Board, Mr. Aaron Burdick, keeps them informed on these matters, and that WPPDC is a valuable organization for the Town to be a member of.

There was some discussion as to why State Route 40 West bypass was still on the priority list (even though it was a low priority), with the Town Manager explaining that in case there were any federal funding for this type of project, it would be on this list because if it was removed, the Town would not be able to receive any federal funding if it did become available.

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

- Motion was made by Vice Mayor Walker to approve the CEDS list for West Piedmont Planning District Commission 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.

B. West Piedmont Planning District Commission Update

(Prior to the meeting, Council had received a report from Aaron Burdick, Executive Director of West Piedmont Planning District Commission (WPPDC).)

Mr. Aaron Burdick, Executive Director of WPPDC, thanked Council for approving the proposed CEDS priority list.

At this time, Mr. Burdick presented before Council an update on the Commission, which included:

- Since retirement of Bob Dowd and Joan Hullett, staff has been restructured in order to better serve their localities.
- Went over the member localities WPPDC serve: Franklin, Henry, Patrick, and Pittsylvania Counties; the Cities of Danville and Martinsville, and the Town of Rocky Mount.
- Went over how funding works that is received from federal and state grants, as well as a per capita rate assessed to their member localities, which assists their localities.
- In the process of looking for additional sources of funding, but finding out that there are more “purse strings” attached.
- Asking localities to dictate to WPPDC ideas that they would want WPPDC to help them with.
- Completed the sidewalk survey for the Town, using Google maps to go out and identify, working with Mr. Patrick Rust with the Town on this project.
- Doing a draft of local attractions, using a mapping for the computer that will help people searching for those attractions to be able to link to those sites.
- Wants Council to consider WPPDC as their partner and an extension of Town staff.
- Referenced material previously handed out to Council prior to the meeting: Plan of

Action for the Town of Rocky Mount – Work Program Items for inclusion in the FY 2013 WPPD program/strategy statement; monthly news letter; and WPPDC goals.

The Mayor and Council thanked Mr. Burdick for his presentation.

C. Review of Draft “Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2013” Regarding Virginia Municipal League Insurance Programs Awards

(Prior to the meeting, Council had received a draft “Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2013” regarding Virginia Municipal League Insurance Program awards for their review.)

The Town Manager informed Council that the Town had received a generous grant award from the Virginia Municipal League (VML) to the Town of Rocky Mount Police Department for \$3,000 to offset the purchase of security cameras, and another award to the Town’s Wastewater Plant for \$1,000 to offset the purchase of a gas detector. He further informed Council that the Town will need to approve an appropriation resolution so the departments can spend the money received from VML. He also congratulated the Chief of Police and Superintendent of the Wastewater Department for being aggressive in seeking the funding.

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

- Motion was made by Vice Mayor Walker to appropriate funds for the grants from Virginia Municipal League, with motion on the floor being seconded by Council Member Moyer. There being no discussion, let the record show that the motion on the floor passed unanimously.

D. Review of Item Pertaining to Stepping Stone Mission of Franklin County

(Prior to the meeting, the Town Manager had received information pertaining to Stepping Stone Mission of Franklin County endeavoring to obtain property in the Town limits for a soup kitchen.)

The Town Manager informed Council that it is his understanding that JoAnne Patterson, Executive Director of Stepping Stone Mission of Franklin County (Stepping Stone), is in discussion with Franklin Community Bank regarding the possibility of purchasing the parcel of land in Rocky Mount previously owned by Darlene Swain. He pointed out that the bank has offered to sell the parcel for \$100,000 and Stepping Stone has cash-on-hand of \$50,000 and is attempting to raise another \$50,000. The Town Manager pointed out that Council Member Love is asking Council to consider making a financial contribution to the effort in order for Stepping Stone to secure a permanent home for themselves. It was pointed out to Council by the Town Manager that the Town has previously used a leverage donation in the “Lights for Life” campaign

to help raise funds whereby the Town offered to donate a given amount, provided that additional/matching funds were raised by the entity.

Discussion ensued on how best to help Stepping Stone in obtaining funding for the additional \$50,000 they needed. Council Member Love stated she would like to see the Town give a one-time donation of \$10,000 for this project and no additional monies when they start building. The Town Manager confirmed to Council that \$500 was budgeted this fiscal year for Stepping Stone, and that the General Fund has \$30,000 left in contingency that is to be allocated as Council sees fit each year. He also pointed out that the Town Attorney recommends that any funds given to Stepping Stone needs to be contingent and for a specific purposes, and will not be given if she does not get the land. Council Member Greer stated that Mrs. Patterson is doing fund raising right now at the Farmers' Market. Vice Mayor Walker cautioned for Council to think this through first before making a donation to make sure what the Town could give. Council Member Cundiff stated he would like to see Council help this program as they do a lot for the area.

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

- Motion was made by Council Member Love for the Town to donate \$10,000 towards the purchase of the piece of property as discussed, contingent on Stepping Stone getting the loan, and for the funds coming from the Town to be paid at the bank closing, with motion on the floor being seconded by Council Member Stockton. Discussion ensued on how the building would go on the property; Stepping Stone may have to come and get a special exception from the Town to build on the property; and that everything will go through the proper channels. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

E. Review of Traffic Management Report

(Prior to the meeting, Council had received for their review the "Traffic Management Report").

The Town Planner presented to Council a brief synopsis of the "Traffic Management Report" in relations to the Town's traffic light system that has been studied and tweaked for better performance over the past several months, which included the "Lights for Life" system. He pointed out the following:

- The lights are now programmed to go into flash mode at low-volume traffic times, as had been requested by Planning Commission and directed by Council.
- The maintenance of the system has highlighted areas that could be altered or fixed on the spot, and issues that can be fixed in the future to enhance overall performance. The maintenance will continue on the traffic light system and all issues should be reported to the Town for quick response.
- The "Lights for Life" pre-emption system has also been under review and is currently being altered for best performance. There have been a few intersections

that have seen problems of not working correctly. Maintenance has abated some of these issues.

- One of the major issues of this system is the pre-existing conditions. The curves, topography, trees, and buildings can hinder the line of sight that is needed for the emergency vehicles to trigger the detectors on the “Lights for Life” system.
- Advance detectors could be placed at some intersections to enhance the functionality of the system. The advance detectors can be very costly to install into the existing system.
- Overall, the “Lights for Life” system has performed well and is a huge asset to emergency personnel, the Town of Rocky Mount, and the County of Franklin. The system will also be continued to be studied and maintained. Council can make a consideration regarding further study of the advanced detection system to bring the entire “Lights for Life” system up to full functionality.

Council Member Cundiff commented that he had observed at the same location where the fire truck accident happened that emergency vehicles not slowing down when coming through the traffic intersection lights and the County Public Safety Office needs to be made aware of this.

No action was needed due to this being informational purposes only.

F. Review of Draft “Resolution by the Rocky Mount Town Council Virginia Department of Transportation Fiscal Year 2014 Revenue Sharing Program”

(Prior to the meeting, Council had received an application that was submitted to the Virginia Department of Transportation (VDOT) for revenue sharing funds for the improvements to Scuffling Hill Road and a resolution required by the governing body in support of said resolution.)

The Town Manager explained to Council that the application submitted to VDOT for the revenue sharing funds for the improvements to Scuffling Hill Road and a resolution required by the governing body in support of the application included the Town requesting VDOT for \$451,317 for the project, and if the Town is awarded the funds, the Town will have to supply matching funds.

He further explained and confirmed to Council:

- The funding would be only for the road improvements and not the sewer work.
- If Council wishes to pursue VDOT funds for this project, a resolution is required; and if awarded the funds, the Town will have to provide a match either through the General Fund allocation or through a debt issue.
- A certain amount will be an in-kind match from the Town, but there will be some that will have to be dollars, and as of right now, he cannot give an honest figure on how much that amount will be.
- Still have to appropriate funds in next Town’s budget cycle if the Town gets the grant approved by VDOT.

- Council will still have option to refuse the grant if considerably more than what they want to pay out, or if Town does not want to fund the project.
- Town does not get any black marks if Council does not accept the grant, if funded.

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

- Motion was made by Council Member Greer to apply for the funds, 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.

COMMITTEE REPORTS

A. Streets, Sidewalks & Streetlights Committee

(The Streets, Sidewalks & Streetlights Committee had met on October 22, 2012 to review several items. Prior to the meeting, Council had received a list of the items that were discussed by the Committee.)

The Town Manager informed Council that the Streets, Sidewalks & Streetlights Committee met to discuss two items, being:

1. Repaving the one-way portion of Donald Avenue: When the Town paved the one-way section of Donald Avenue two years ago, the firm used had substantial quality issues. Council may recall that after working with them, the Town started hiring a retired Virginia Department of Transportation employee to supervise the work. One of the worst examples of the work the firm did was the one-way section of Donald Avenue. Given that the Town currently has a contract with an excellent paving firm, Patterson Brothers Paving, Inc., the staff has asked them for a quote to fix Donald Avenue. Patterson Brothers Paving, Inc. has offered to mill and repave the section of the street for \$38,000. The Committee recommended proceeding with this work.
2. Orchard Avenue Extension: The Town has had a variety of complaints regarding Orchard Avenue Extension. Apparently, drivers are using it as a shortcut to Cliff Street, often to get around a bus or other traffic that is perceived as slow. The street is too narrow for such high speed traffic. The Town placed “no through traffic” signs at each end of the street and that has not helped. When contacted by the Town, one owner shared a great idea. Rather than placing speed bumps on the street, she suggested making the street one-way, going up the hill toward Orchard Avenue. The Committee made a field visit to the street to verify sight distance and recommended making the street one-way, going north.

Council Member Love, who is also Chair of the Committee, confirmed to Council that the Chief of Police found that the sight distance to be okay.

The Town Manager confirmed to Council that a new traffic pattern sign will be erected and that the Chief of Police and Police Department will be more forgiving as it is a safety issue mostly.

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

- Motion was made by Council Member Love to approve both requests as recommended by the Streets, Sidewalks & Streetlights Committee, with motion on the floor being seconded by Council Member Stockton. Discussion ensued. Regarding the proposed paving work, the Public Works Director confirmed to Vice Mayor Walker that the paving for Donald Avenue area discussed would probably not be able to be done until the spring, with the contractor being contacted to see if the contract can be extended for them to do the paving work as recommended at that time. The Town Manager explained to Council Member Moyer what the problem was when the street was originally paved, and how it ended up looking like a hotchpotch layer of pavement due to them not having the right equipment to do the job. The Town's current paving contractor will have to mill it out for it to be right. Regarding Orchard Avenue, the Town Manager explained to Council Member Cundiff that he had written the residents on Orchard Avenue and also talked to several of them regarding how to make the street safer, and the two he was able to reach were receptive to this. He also stated that he will send a letter to them regarding changing the street to a one-way street. He further stated that changing the street to one-way should not have any impact on the stop sign as one will be taken out as it will not be needed as it will be one-way. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

B. Finance & Human Services Committee

(The Finance & Human Services Committee had met on October 29, 2012 to review several items. Prior to the meeting, Council had received a list of the items that were discussed by the Committee.)

The Assistant Town Manager informed Council that the Finance & Humans Services Committee met to discuss several items, with him addressing the first item:

1. A second meeting to review proposed fee scheduled changes relative to Planning/Zoning fees: The Committee had met on a prior occasion to review potential changes to the planning and zoning fees and met this time to review a proposed fee schedule as submitted by staff. Adjustments were made based on Committee input and a referral (*handed out prior to meeting to Council*) was drafted by the Planning Commission.

The Assistant Town Manager informed Council that it has been about four years since the last adjustment to the planning and zoning fees. He highlighted some of the significant changes, with one being adding a category for accessory buildings. He further informed Council that the Committee recommends referring the proposed

fee schedule to the Planning Commission for review, then will bring back before Council for a public hearing during the December regular meeting.

The Town Manager addressed item #2, being:

2. To review the request of Council Member Love to address the confusion implied in the Town's Personnel Policy TORM #V-01 (*handed out prior to meeting to Council*): This policy requires residency in Franklin County, but also states that preference will be given in hiring for public safety position to individuals who live "in and around" the community. The Committee recommended adjusting the language as follows: "When hiring and considering individuals for public safety purposes, preference is given to individuals who are *currently certified as law enforcement officers* ~~reside in and around our community~~ and meet and/or exceed the minimum requirements for the position." (*Italics are additions and strikethroughs are deletions.*)

The Town Manager informed Council that other matter regarding what the Committee reviewed dealing with the Town policy paying for multiple exams for individuals who fail to pass a certification test would have to be brought back before Council when staff looks at the educational portion of the Town's personnel policy closer.

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

- Motion was made by Council Member Love to change item #1 dealing with the planning and zoning fees as recommended by the Finance & Human Services Committee, 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.

OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES

A. Referrals to Planning Commission from Town Council

(Prior to the meeting, Council had received from the Assistant Town Manager for review a copy of the Town Code pertaining to enforcement process.)

The Town Manager informed Council that Council Member Greer had requested staff to look at how the Town could speed up code enforcement due to complaints he has received from citizens that the Town's process is often too long to make a meaningful dent in the problem regardless if it is weeds, trash, or vehicles.

He further stated:

- Upon reviewing code Section 22-56 to 22-62 and the enabling Virginia Code 15-2-901 (*prior to meeting, Council had received a copies of both code sections for review*), it appears that the length of time the Town allows from the notice to the

- required abatement of the nuisance can be set by the Town.
- Currently, this is 14 days as outlined in Sections 22-59a and 22-60a).
 - These notice and abatement times could be shortened in the Town code.
 - Staff would like to know if Council would like to shorten this time.
 - Additionally, section 22-61 states that the issuance of a notice of a code violation should come with a \$50.00 civil penalty if it is the first offense in a 12 month period, or a \$100.00 civil penalty if it is the second or greater offense in a 12 month period.
 - Town staff has not historically applied the civil penalty and Town Manager has asked staff for options to initiate this.
 - Are the proposed changes fair and reasonable and does Council wish to address them prior to staff assessing the fees with each violation.
 - Staff believes that the “repeat offender” penalty would be useful in addressing code enforcement issues.
 - If Council consents to the application of the fee, staff proposes that the first time offender fee be adjusted to \$25.00 and the repeat offender fee remain \$100.00.

The Assistant Town Manager informed Council that staff is seeking a consensus of Council on these issues so that the Town Code can be drafted and presented by the Town Attorney to the Planning Commission so that the process is ready for the spring code enforcement process.

Let the record show that it was a consensus of Council for staff to proceed with drafting the changes to the Town Code as recommended by the Assistant Town Manager.

The Assistant Town Manager confirmed to Council that this matter will be brought back to them during their regular December Council meeting. He further confirmed that letters are sent to whoever is on the public records of owning the property, but that some of those properties are foreclosed, which is bank owned; letters are not sent to renters; and if they refuse to pay, liens will be placed on the property.

B. Rise 'N Shine Appearances

The Town Manager 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 8:50 p.m., motion was made by Council Member Love to go into *Closed Meeting*, and seconded by Council Member Stockton and carried unanimously to discuss the following:

- 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 (potential industrial property prospect).
- 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (briefing by legal counsel regarding on-going litigation).

At 9:12 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 Stockton. 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 9:15 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Cundiff and carried unanimously by those present.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 10, 2012
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town's copier has died. We previously rented this copier for \$100 a month plus .022 cents per copy for maintenance. Our average bill was about \$250. Based on a review of the agreement, the Town will save by leasing a replacement rather than renting. The cost per copy for maintenance will drop to .015 cents per copy for a leased unit rather than a rented unit given the guarantee of a term as a customer.</p> <p>Staff proposes leasing a replacement unit via the attached quote and lease document. Given the reduction in copies that we are performing due to the migration to digital packets, the leased unit should be covered under funds currently appropriated for the prior rental.</p>
ACTION NEEDED:	Authorize the Town Manager to enter into the lease agreement.

Attachment(s): Yes

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



LEASE AGREEMENT

1720A Crete Street, Moberly, MO 65270
Phone: 800-662-3759, Fax: 1-800-426-2626

LESSEE LEGAL NAME: Town of Rocky Mount
Billing Address: 345 Donald Ave, Rocky Mount, VA 24151
Equipment Location (if other than Billing Address): 345 Donald Ave, Rocky Mount, VA 24151
Tax ID#:
Telephone No: 5404837660

Table with columns: Unit Quantity, Description of Equipment Leased, Make and Type, Model Number, Serial Number. Includes equipment description: Canon imageRUNNER ADVANCE 4045 Copier System.

**If more than one lease payment is required as an Advance Payment, the balance will be applied to lease payments in inverse order, starting with the last lease payment. Your obligation to pay all amounts and perform all other obligations is non-cancellable, absolute, unconditional and not subject to abatement, set-off or defense.

TERMS AND CONDITIONS

In this agreement ("Lease"), "we," "our," and "us" refers to LEAF Capital Funding, LLC as Lessor and "you" and "your" refer to the Lessee. You agree to lease the Equipment upon the following terms and conditions:
1. LEASE PAYMENTS AND TERM: The Lease is enforceable on you upon your execution. The term of the Lease shall commence on the date the Equipment is delivered to you ("Lease Commencement Date").
2. DELIVERY, ACCEPTANCE, USE AND REPAIR: You are responsible for Equipment delivery and installation.
3. INDEMNIFICATION: You agree to indemnify, defend and hold us harmless from and against any losses, damages, penalties, claims and suits, including attorneys' fees and expenses related to the ordering, manufacture, installation, ownership, condition, use, lease, possession, delivery or return of Equipment.
4. LEASE EXPIRATION, RENEWAL: Unless you notify us at least 90 days prior to the expiration of the Lease of your election to return or purchase the Equipment, this Lease will renew on a month-to-month basis at the same monthly Lease Payment until you either exercise the purchase option or provide us with at least 90 days notice and return the Equipment.
5. LATE FEES AND CHARGES: If any amount is not paid within five (5) days of when due, you agree to pay us a late charge equal to the lesser of 10% of the amount past due or the maximum legal amount.
6. NO WARRANTY: We do not manufacture the Equipment and you have selected the Equipment and the supplier. WE MAKE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PURPOSE AND ARE NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES.
7. INSURANCE, RISK OF LOSS: You bear all risk of loss or damage to the Equipment from its order until it is returned in the required condition or purchased by you ("Risk Period").
8. OWNERSHIP AND TAXES: We own the Equipment (excluding licensed software). If we obtain such insurance, you will pay us an additional amount for the cost of such insurance and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.
9. DEFAULT: If you or any guarantor do not pay us any amount within ten (10) days of its due date, or breach any terms of this Lease, any guaranty or any license relating to the Equipment, you will be in default.
10. ASSIGNMENT: You have no right to sell or assign the Equipment or Lease.
11. ARTICLE 2A: You agree this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code.
12. CREDIT INFORMATION: You authorize us or any of our affiliates to obtain credit bureau reports, and make other credit inquiries that we deem necessary.
13. CHOICE OF LAW: THIS LEASE WILL BE GOVERNED BY PENNSYLVANIA LAW. YOU CONSENT TO JURISDICTION IN THE STATE OR FEDERAL COURTS IN PENNSYLVANIA AND WAIVE ANY RIGHT TO A TRIAL BY JURY.
14. MISCELLANEOUS: This Lease is the parties' entire agreement and can be amended only in writing signed by both parties.

ACCEPTED BY LESSEE: Town of Rocky Mount
Print Name:
Title:
E-Mail Address:
Date:

PERSONAL GUARANTY: Undersigned guarantees that Lessee will make all payments and perform all other obligations under the Lease when due. Undersigned agrees that this is a guaranty of payment and not of collection, and that we can proceed directly against undersigned without first proceeding against Lessee or the Equipment.

SIGNED X
Print Name:
Title:
E-Mail Address:
Date:
Accepted by: LEAF Capital Funding, LLC By:
(LEASE 01 8.20.12)

Canon iR Advanced 4045

New Departmental Digital

Lease Information

60 Month Lease \$ 207.00
FMV at Lease end
All Service / supplies included (except staples, paper)

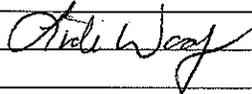
Standard Features

45 pages per minute
100 Sheet Document Feeder
Staple Finisher w 2/3 Hole Punch Kit
Automatic Duplexing
4 Paper Trays
Fax Kit Included
Universal Send Kit (Color Scanning)
UFR Print Kit

Warranty

5 Year Replacement Warranty
Loaner Program
Delivery, set up and training included

MONTHLY STAFF REPORT

DATE:	December 6, 2012
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director 
DEPARTMENT:	Finance Department
MONTH:	December

This report contains the following monthly information for November 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.

595 walk-in transactions

1173 drive-thru transactions

925 mail transactions

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

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

Repairs / Personal Services:

Budget Rentals & Sales LLC, 400 Tanyard Rd., furniture rental

Contractor:

M & M Signs and Awnings Inc., 12 Powder Creek Drive, Cook-Out sign

Premier Custom Builders, 300 Old Franklin Turnpike, general contractor

TOWN OF ROCKY MOUNT
Investment Portfolio
at October 31, 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>
Fixed Income / Bonds:									
FHLB	5/24/2013	5/24/2017	255,000	100.344	255,877.20	1.19%	1.20%	3134G3UZ1	3,060.00
FNMA	10 days	4/29/2015	500,000	100.852	504,260.00	1.98%	2.00%	3136FRGH0	10,000.00
FNMA	10 days	12/28/2016	500,000	100.143	500,715.00	0.99%	1.00%	3136FTVF3	5,000.00
FNMA	9/27/2013	9/27/2017	255,000	100.115	255,293.25	0.69%	7.01%	313G0E64	1,785.00
FNMA	5/30/2013	5/30/2017	255,000	100.373	255,951.15	1.19%	1.20%	3136GOJB8	3,060.00
Bond Totals			<u>1,765,000</u>		<u>1,772,096.60</u>	1.21% avg. return			<u>22,905.00</u>

Certificates of Deposits:

Ally Bank Midvale UT	12/23/2013	245,000	100.498	246,220.10	1.09%	1.10%	02005QYE7	2,695.00	
Am Express Centurion	11/17/2015	225,000	101.593	228,584.25	1.72%	1.75%	02587DGX0	3,937.50	
BMW Salt Lake UT	5/13/2013	225,000	100.428	225,963.00	0.99%	1.00%	05568PZR1	2,250.00	
Bank Hampton Rds. V	9/27/2017	245,000	99.463	243,684.35	1.00%	1.00%	062492BH5	2,450.00	
CIT BK Salt Lake UT	10/13/2016	190,000	100.340	190,646.00	1.99%	2.00%	17284AZY7	3,800.00	
Com Bk Harrogate TN	8/25/2016	245,000	100.029	245,071.05	0.99%	1.00%	20143PCV0	2,450.00	
Compass Bk Birmingham	12/29/2014	230,000	99.826	229,599.80	1.00%	1.00%	20451PAC0	2,300.00	
Discover Bk Greenwood	9/15/2014	245,000	100.548	246,342.60	1.29%	1.30%	254670W40	3,185.00	
Essa BK Stroudsburg	11/30/2016	245,000	100.214	245,524.30	0.99%	1.00%	29667RGE7	2,450.00	
F & M Chambersburg	2/8/2016	245,000	100.323	245,791.35	0.99%	1.00%	308693AY6	2,450.00	
Flushing Savings NY	7/27/2016	248,000	99.790	247,479.20	1.00%	1.00%	344030ES6	2,480.00	
GE Bk Draper Utah	9/30/2014	245,000	100.675	246,653.75	1.39%	1.40%	36159C3F1	3,430.00	
GE Cap Fin'l Retail	12/29/2016	245,000	101.802	249,414.90	2.06%	2.10%	36160YMM4	5,145.00	
Goldman Sachs NYC	11/3/2014	245,000	100.684	246,675.80	1.48%	1.50%	38143AAP0	3,675.00	
Natl Rep Chicago CTF	1/25/2016	245,000	101.404	248,439.80	0.98%	1.00%	63736QRT0	2,450.00	
Safra Nat'l NY NY	2/9/2015	245,000	100.370	245,906.50	0.74%	0.75%	786580YW4	1,837.50	
Security Bk Aiken SC	7/27/2016	245,000	100.355	245,869.75	1.24%	1.25%	81423LAV4	3,062.50	
Sovereign Bk Willingto	9/26/2020	245,000	99.791	244,487.95	0.75%	0.75%	84603M2V7	1,837.50	
State Bk India Chicagi	7/25/2017	230,000	100.139	230,319.70	1.54%	1.55%	856283TL0	3,565.00	
CD Totals			<u>4,533,000</u>		<u>4,552,674.15</u>	1.22% avg. return			<u>55,450.00</u>
Total Investments			<u>6,298,000</u>		<u>6,324,770.75</u>	1.22% avg. return			<u>78,355.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Sep-12	1,419,073.79	0.19%
Oct-12	1,142,816.07	0.20%

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

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	1,114	14,501	13,941	23,845	569,689	2.45%
Public Service Tax	-	-	-	4	25,822	0.00%
Personal Property Tax	33	1,625	1,373	4,040	137,603	1.00%
Machinery & Tools Tax	-	-	-	-	92,733	0.00%
Penalties on Tax	251	140	1,976	893	2,730	72.39%
Interest on Tax	27	331	1,503	601	500	300.60%
Local Sales Tax	14,877	12,878	46,007	40,350	164,637	27.94%
Meals Tax	96,452	104,455	386,844	379,801	1,079,759	35.83%
Utility Tax	24,987	24,507	106,771	108,335	332,100	32.15%
Communications Tax	15,183	10,354	66,417	61,508	180,668	36.76%
Decals	265	152	4,251	3,224	87,310	4.87%
Bank Stock Tax	-	-	-	-	203,877	0.00%
Penalty-Meals Tax	553	34	1,792	1,789	1,200	149.32%
Interest-Meals Tax	54	18	574	1,023	650	88.34%
Lodging Tax	10,004	3,907	31,764	28,710	84,596	37.55%
Cigarette Tax	8,905	14,783	38,587	63,787	140,000	27.56%
BPOL-Retail	-	1,334	4,935	118,128	257,550	1.92%
BPOL-Professional	-	-	9,312	11,315	139,380	6.68%
BPOL-Contractor	187	-	5,192	1,334	11,000	47.20%
BPOL-Repairs/Services	10	-	1,877	1,194	110,120	1.70%
BPOL-Alcoholic Beverages	-	-	-	-	500	0.00%
BPOL-Penalty/Interest	2	-	1,056	6,750	1,000	105.64%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	11,408	-	11,408	-	6,400	178.25%
BPOL-Miscellaneous	-	150	753	453	1,800	41.84%
Solicitor Permits	-	-	-	20	-	0.00%
Farmer's Market Fees	95	105	535	620	2,600	20.58%
Welcome Center Fees	475	300	2,215	1,575	5,500	40.27%
Music Venue Fees	-	-	-	-	10,000	0.00%
Planning/Zoning Fees	510	1,925	3,085	5,250	9,500	32.47%
Court Fines	4,123	1,551	21,287	8,853	22,160	96.06%
Parking Fines	-	-	205	205	250	82.00%
Interest Earnings	4,800	8,915	17,081	13,220	96,818	17.64%
Return Check Fees	40	60	380	320	640	59.38%
Rental of Property	120	-	120	-	420	28.57%
Sale of Materials	-	-	600	-	-	0.00%
Sale of Property	-	-	660	-	-	0.00%
Bond Proceeds	-	-	-	-	275,000	0.00%
Mortgage Payment - Goodview St.	256	-	768	-	-	0.00%
Grave Preparation	250	-	1,000	-	2,300	43.48%
Security Services	1,500	2,310	7,830	2,310	3,400	230.29%
Passport Service Fees	274	521	3,094	2,278	8,046	38.46%
Police Reports	105	157	569	765	1,300	43.77%
Fingerprint Service Fees	-	-	165	-	-	0.00%
Garbage Collection Fees	7,536	7,477	29,538	21,593	88,170	33.50%
Truck Rental Program	10	-	40	120	230	17.39%
Miscellaneous Services	938	570	2,659	1,331	250	1063.40%
Donations	6	-	58	340	-	0.00%
Merchandise Sales	42	-	385	-	-	0.00%
Miscellaneous	-	1,097	469	12,519	500	93.83%
Curb & Gutter Recoveries	600	-	600	-	-	0.00%
Recoveries	101	417	2,305	650	1,500	153.65%
Unrealized Gain on Investments	-	-	(2,492)	-	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	177,000	0.00%
Total Local Revenues	206,091	214,572	829,489	929,054	4,337,408	19.12%

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

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
					THIS YEAR	THIS YEAR
GENERAL FUND - State Revenues:						
ABC Profits	-	-	-	-	-	0.00%
Wine Tax	-	-	-	-	-	0.00%
Rolling Stock Tax	-	-	3,626	3,144	3,000	120.88%
Litter Tax	-	-	2,964	2,054	1,746	169.76%
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	-	-	0.00%
DMV Mini Grants	20,491	-	20,491	-	-	0.00%
Street Maintenance	-	-	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	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	100.00%
Total State Revenues	20,491	-	457,002	391,451	1,427,810	32.01%
TOTAL GENERAL FUND REVENUES	226,582	214,572	1,286,490	1,320,505	5,765,218	22.31%
UTILITY FUND REVENUES:						
Water Sales	92,760	88,249	365,579	254,522	1,039,832	35.16%
gallons billed	20,836,182	18,710,262	107,446,213	105,735,935		
Water Connections (Lilly's Leisure fy 13)	8,220	-	100,020	5,275	105,525	94.78%
Reconnect Fees	585	355	1,820	1,500	2,400	75.83%
Penalties	1,590	1,712	7,520	8,347	22,000	34.18%
Bulk Water Purchases	21	170	2,333	1,224	2,300	101.43%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	56,417	53,416	225,376	164,148	642,781	35.06%
gallons billed	15,879,589	13,998,572	78,605,774	77,744,694		
Sewer Connections (Lilly's Leisure fy 13)	4,000	-	86,000	3,000	88,500	97.18%
Cell Tower Rent	3,832	1,913	20,960	11,650	45,823	45.74%
VML Safety Grant	-	-	1,000	4,000	-	0.00%
Bond Proceeds	-	-	234,147	71,797	-	0.00%
Meals Tax Transfer	96,452	104,455	386,844	378,958	514,278	75.22%
Recoveries(FCHS & County manhole fy 13)	8,779	-	18,812	-	18,000	104.51%
Transfer from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	734,500	0.00%
TOTAL UTILITY FUND REVENUES	272,656	250,270	1,450,410	904,422	3,215,939	45.10%

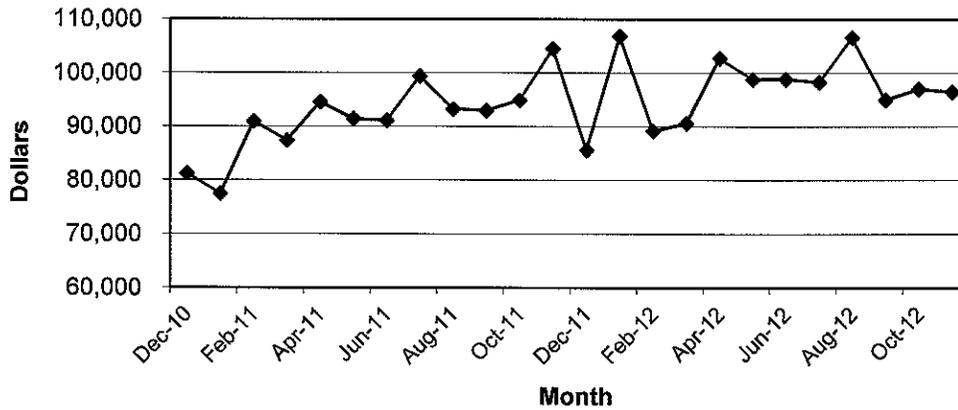
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF NOVEMBER 30, 2012**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
	CAPITAL PROJECTS REVENUES:					
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	-	0.00%
Bonds / Loans	-	-	-	35,754	-	0.00%
Uptown Loan Repayments	280	163	2,423	795	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	280	163	2,423	36,549	-	0.00%
			5 months of the 12 months of the fiscal year			41.67%

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
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
Oct-12	96,938
Nov-12	96,452

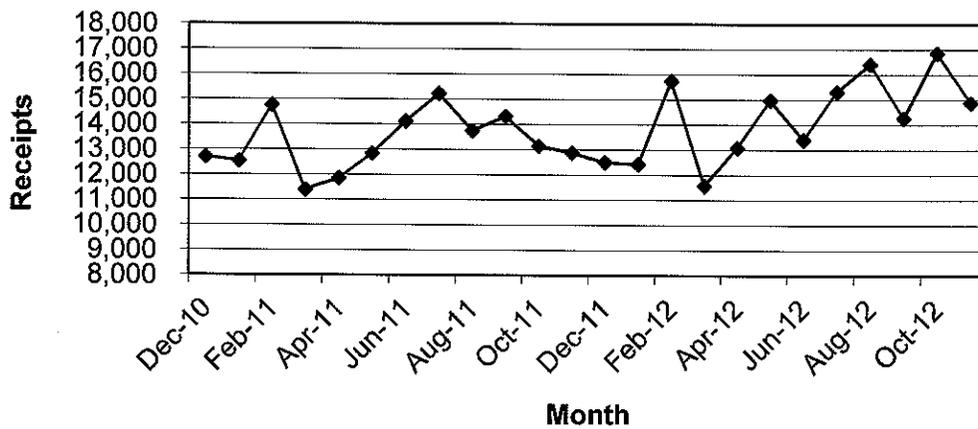
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

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
Oct-12	16,860
Nov-12	14,877

Local Sales Tax



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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
GENERAL FUND:						
Mayor & Council	7,358	7,219	44,838	37,687	81,694	54.89%
Town Manager	22,442	15,394	80,539	73,124	193,327	41.66%
Town Attorney	1,790	2,346	9,075	20,506	45,053	20.14%
Finance Department	24,395	18,570	117,720	118,858	329,941	35.68%
Electorial Board	-	-	-	-	-	0.00%
Police Department	172,436	126,840	724,799	696,662	1,711,746	42.34%
Volunteer Fire Dept.	6,264	2,358	49,556	48,395	104,656	47.35%
Public Works Admin.	1,487	1,133	6,176	5,747	18,915	32.65%
Street Lights	7,940	7,268	39,422	29,850	93,150	42.32%
Traffic Control & Parking	10,660	22,725	19,679	100,449	59,554	33.04%
Streets	53,244	34,435	641,628	471,533	833,613	76.97%
Sidewalks & Curbs	-	-	734	2,568	17,024	4.31%
Grassy Hill Guardrails	-	-	-	-	61,624	0.00%
40 East Sidewalks/Crosswalks	2,428	-	2,428	-	167,650	1.45%
Street Cleaning	1,025	1,031	4,186	7,270	16,534	25.31%
Refuse Collection	15,599	9,530	63,418	55,434	150,582	42.12%
Snow Removal	-	-	489	292	24,914	1.96%
Municipal Building	2,825	9,263	29,279	23,557	62,700	46.70%
Emergency Services Bldg.	6,867	2,118	25,857	18,877	56,020	46.16%
Public Works Building	1,000	2,789	6,792	3,984	16,850	40.31%
Cemetery	776	2,708	8,228	10,435	15,734	52.29%
Playgrounds	7,016	2,762	17,706	12,033	28,994	61.07%
Veterans Memorial Park erosion	8,341	-	23,250	-	97,000	23.97%
Pigg River Heritage Trail	-	6,287	-	7,744	-	0.00%
Pigg River Dam Safety	895	-	895	573	30,000	2.98%
Planning & Zoning	10,283	11,452	44,353	42,241	121,927	36.38%
Community Development	19,182	13,259	75,407	61,143	185,351	40.68%
Citizen's Square	1,205	4,685	4,788	8,049	14,400	33.25%
Hospitality Center	2,364	803	13,503	3,437	31,703	42.59%
Passport Services Expenses	10	64	268	386	1,800	14.89%
Performing Arts Venue	1,669	-	8,770	-	282,940	3.10%
Remediation of Blighted Structures	-	-	63	326	20,000	0.32%
Non-Departmental:						
Wages & Fringes	1,618	-	6,834	24,502	44,000	15.53%
Employee Wellness Program	320	648	320	3,537	4,000	8.00%
Employee Drug Testing	64	-	285	199	1,055	26.99%
Letter of Credit Reimbursement (Landmark)	-	-	-	80,000	-	0.00%
Insurance	-	-	65,093	58,832	65,891	98.79%
Contributions to Others	10,000	-	32,500	22,500	52,756	61.60%
Debt Service-Principal	-	-	-	-	189,300	0.00%
Debt Service-Interest	-	-	56,484	68,086	112,968	50.00%
Transfer to Utility Fund	96,452	104,455	386,844	378,958	514,278	75.22%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	20,211	0.00%
TOTAL GENERAL FUND EXPENDITURES	497,956	410,144	2,612,203	2,497,771	5,879,855	44.43%

TOWN OF ROCKY MOUNT							
EXPENDITURE COMPARISONS							
AS OF NOVEMBER 30, 2012							
ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR	
WATER & SEWER FUND:							
Water System Operation	12,649	5,115	73,411	92,766	201,112	36.50%	
Meter Reading	1,856	2,689	12,031	7,928	67,137	17.92%	
Water Plant	66,726	41,762	224,167	189,136	631,716	35.49%	
FCHS Ramsey Hall Sewer Extension	-	-	-	-	18,000	0.00%	
Trinity Packaging Water Line Relocation	510	-	1,853	-	-	0.00%	
Lilly's Leisure Utility Extension	-	-	1,777	-	-	0.00%	
Dent Street Water Line	2,942	-	24,253	-	-	0.00%	
Lynch Farm Water Line	-	528	-	1,603	-	0.00%	
Diamond Ave. Water Line Relocation	-	97	-	12,653	-	0.00%	
Wastewater System Operation	4,329	7,802	33,788	58,788	115,764	29.19%	
Wastewater Treatment Plant	33,178	22,942	423,585	117,378	386,283	109.66%	
Utility Billing & Administration	12,713	8,143	49,634	38,327	145,704	34.07%	
Non-Departmental:							
Wages & Fringes	-	-	-	4,441	-	0.00%	
Insurance	-	-	21,698	19,611	21,965	98.78%	
Debt Service-Principal	-	-	97,183	81,369	712,363	13.64%	
Debt Service-Interest	-	-	36,470	35,442	181,395	20.11%	
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%	
Contingency	-	-	-	-	-	0.00%	
Depreciation	-	-	-	-	734,500	0.00%	
TOTAL WATER & SEWER FUND EXPENSES	134,903	89,079	999,848	659,442	3,215,939	31.09%	
CAPITAL IMPROVEMENTS FUND:							
Uptown Redevelopment Project	-	12,885	110,262	489,947	-	0.00%	
Industrial Park - Site Improvements	-	-	-	-	-	0.00%	
TOTAL CAPITAL PROJECTS EXPENDITURES	-	12,885	110,262	489,947	-	0.00%	
						5 months of the 12 month fiscal year	41.67%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2013

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	30,211	43,013
COMMITTED:		
WTP electric upgrade (11-13-12)		(43,013)
Stepping Stone land purchase (11-13-12)	(10,000)	
AVAILABLE CONTINGENCY FUND BALANCE	<u>20,211</u>	<u>-</u>
Available / (overexpended)		

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

	This Month	Project to Date
Design	1,621.90	29,277.59
Design Advertising	-	1,252.08
Miscellaneous	-	242.25
Utilities	46.89	661.45
Totals	<u>1,668.79</u>	<u>31,433.37</u>

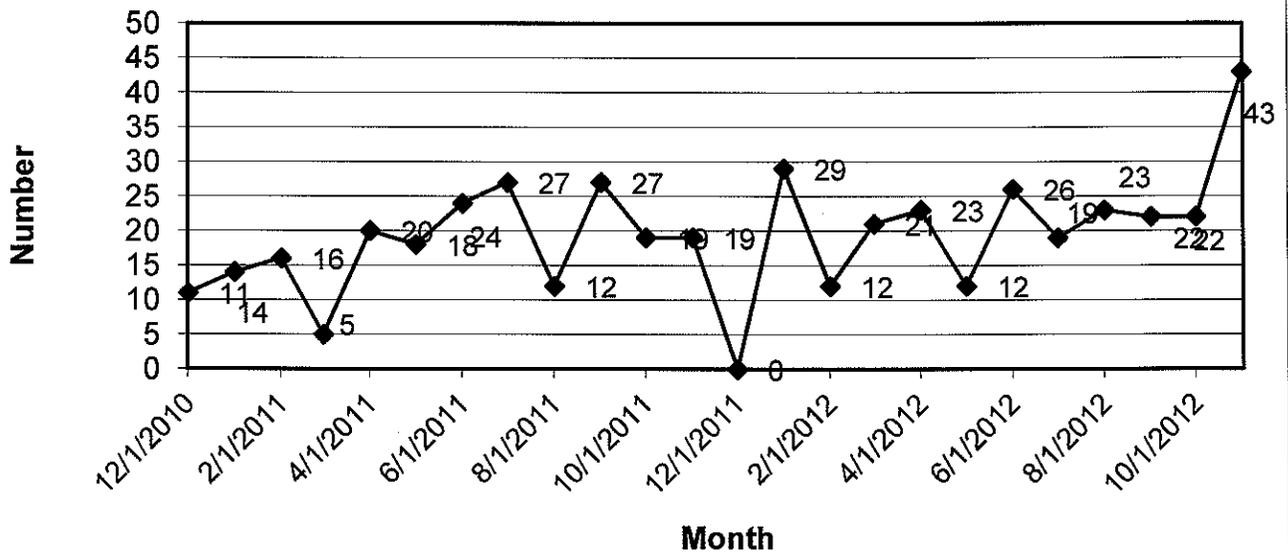
TOWN OF ROCKY MOUNT
 UTILITY BILLING
 WATER CONSUMPTION PERCENTAGES
 FOR THE MONTH OF NOVEMBER 2012

	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,746	6,958,620	\$ 31,045	61%	33%	31%
COMMERCIAL	337	6,221,589	\$ 24,275	12%	30%	24%
INDUSTRIAL	49	4,032,900	\$ 13,785	2%	19%	14%
TOTAL	2,132	17,213,109	\$ 69,105	75%	83%	69%
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	663	2,378,263	\$ 21,431	23%	11%	22%
COMMERCIAL	63	1,209,410	\$ 8,893	2%	6%	9%
INDUSTRIAL	2	35,400	\$ 238	0%	0%	0%
TOTAL	728	3,623,073	\$ 30,562	25%	17%	31%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,409	9,336,883	\$ 52,476	84%	45%	53%
COMMERCIAL	400	7,430,999	\$ 33,169	14%	36%	33%
INDUSTRIAL	51	4,068,300	\$ 14,023	2%	20%	14%
TOTAL	2,860	20,836,182	\$ 99,667	100%	100%	100%

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	32%	30%	28%	23%	23%	16%	82%	69%	12%	22%	6%	9%	0%	0%	18%	31%
Nov-12	33%	31%	30%	24%	19%	14%	83%	69%	11%	22%	6%	9%	0%	0%	17%	31%
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%	6%	9%	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
October-12

Water Plant Finished Water Pumped		<u>25,420,000</u>
Water Consumption Billed	20,836,182	
Meters Read and Not Billed	852,760	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	191,000	
Flow Meter Checks at Hydrants	-	
Filling Water Tanks	-	
Grand Total of Water Metered / Consumed / Tracked		<u>21,879,942</u>
Percent Finished Water Accounted		86.07%

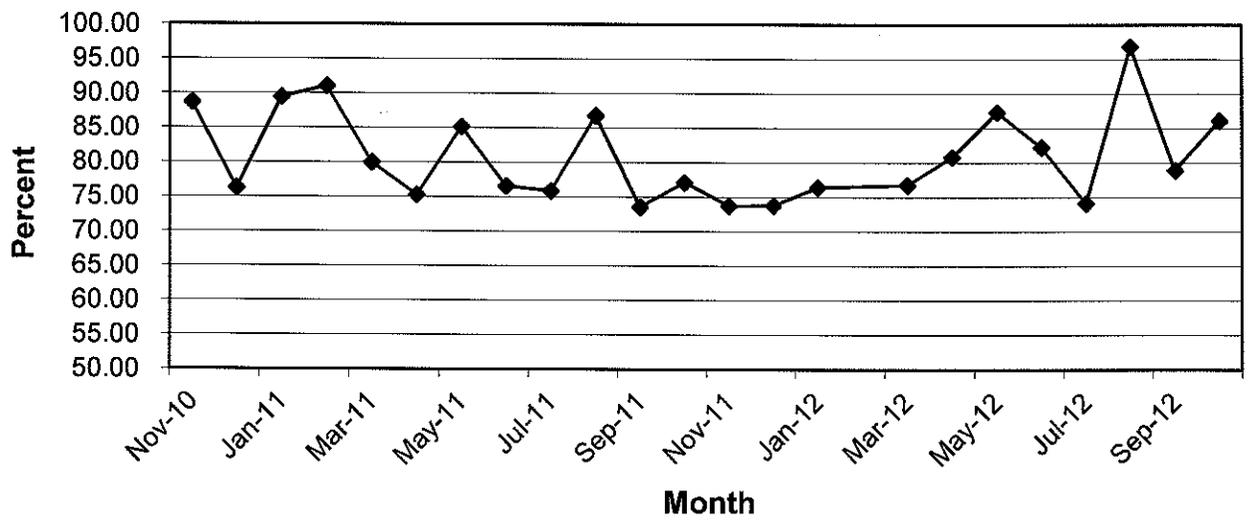
Meters Read and Not Billed		
001-0122-10-01	Mary Bethune Park	33,700
001-0188-00-01	Impound Lot	100
002-0317-20-01	Public Works Bldg-old bldg	60
002-0317-30-01	Public Works Bldg-new bldg	2,000
004-1067-00-01	Veteran's Memorial Park	300
005-1300-00-01	Mary Elizabeth Park	300
005-1343-00-04	Music Venue	-
005-1384-00-01	Farmer's Market	1,200
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	1,000
009-2523-50-01	Emergency Services Bldg.	8,100
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	301,000
	Water Plant Process	503,000

TOTAL Meters Not Billed 852,760

Water Line Repairs by Public Works during the month:
8" line on Trail Drive
12" line at Ronile

Sewer Line Repairs by Public Works during the month:
line on Franklin Street

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%	20,632,411	78.87%	2,858	16,260,000	27.10%	14,816,801	91.12%
Oct-12	334.80	27,420,000	44.23%	25,420,000	41.00%	21,879,942	86.07%	2,860	16,926,000	27.30%	15,879,589	93.82%
Nov-12	315.00	23,930,000	39.88%	22,620,000	37.70%				15,690,000	26.15%		
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%		
AVG.	325.02	26,854,000	43.84%	26,008,000	42.47%	22,489,213	83.97%	2,857	16,694,400	34.09%	15,773,854	93.08%

NOTE (A): "Total Water Gallons Accounted" consists of gallons billed and gallons read but not billed plus bulk water sold at the Water Plant plus water used to flush lines or hydrants plus gallons used to fill water tanks.

NOTE (B): For any given month, "total water gallons accounted" are for "finished water treated" that month. For example, for the month of July, "water gallons accounted" would be water consumed during the month of July by customers and read by the meter readers during the first week of August. Those gallons, however, would not be billed to customers until the end of August during that month's billing cycle. However, those gallons consumed are displayed on the July line to match usage with water plant production ("finished water treated").

MONTHLY STAFF REPORT

DATE:	December 3, 2012
TO:	Rocky Mount Town Council
FROM:	Charles Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	October 2012

- The Rocky Mount Fire Department answered a total of 39 calls for the month of October 2012. There were a total of 13 Town calls and 26 calls answered in the County.
- There were a total of 217 man hours accumulated on all calls for the month and the membership averaged 7.2 members per call on all calls.
- The department traveled a total of 813 miles on all vehicles for the month.
- There were a total of 89.4 gallons of gasoline used, and a total of 129.6 gallons of diesel fuel used for the month.
- There were 4 structure fires—3 woods and grass fires—2 electrical calls—1 gasoline leak (hazardous material)—16 motor vehicle accidents—9 False alarms—1 service call (sprinkler systems)—1 smoke and odor removal—2 control burns.
- During the month of October, the department spent a great deal of time inspecting equipment and finalizing paperwork preparing for the ISO representative inspection of the department and other Town fire suppression equipment and procedures.

MONTHLY STAFF REPORT

DATE:	December 3, 2012
TO:	Rocky Mount Town Council
FROM:	Chief David R. Cundiff
DEPARTMENT:	Police
MONTH:	November 2012

See attached Monthly Report for additional information!

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: NOVEMBER 2012

SEPT

OCT

NOV

	SEPT	OCT	NOV
TRAFFIC ARRESTS	78	79	72
TRAFFIC WARNING	68	72	72
CRIMINAL ARRESTS	47	74	38
LEGAL DOCUMENTS; TRESPASS NOTICES	0	0	0
JUVENILE REFERRALS P-UPS, ETC.	4	10	4
ALARM RESPONSES	50	64	33
ACCIDENTS INVESTIGATED	26	30	13
INCIDENTS ADDRESSED	2198	2205	1481
INCIDENTS, OFFENSES REPORTABLE	61	74	58
BUSINESSES, RESIDENCES CHECKED	929	894	722
DOORS, WINDOWS, ETC. UNSECURED	3	1	0
MOTORIST AIDES	107	107	94
BREAKING & ENTERING REPORTS	2	2	0
BREAKING & ENTERING WARRANTS	1	0	0
FELONY WARRANTS	7	7	8
GRAND LARCENY WARRANTS	2	0	0
MISDEAMEANOR CRIMINAL WARRANTS	26	55	30
UNIFORM TRAFFIC SUMMONS ISSUED	75	70	72
DUI	6	8	4

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 13 reportable accidents with 12 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: (141) Altice Mill Road, Bernard Road, Bland Street, Candlewood Apartments, Center Street, Circle Drive, Cornell Road, Cromwell Drive, Diamond Avenue, Donald Avenue, East Court Street, Edgemont Street, Glenwood Drive, Green Meadow Lane, Greer Lane, Jubals Path, Knob Apartments, Leanor Street, Mountain View Drive, Norris Street, Oak Street, Old Fort Road, Old Franklin Turnpike, Old Furnace Road, Orchard Avenue, Oxford Circle, Pell Avenue, Pendleton Street, Riverview Street, Ruby Lane, School Board Road, Scuffling Hill Road, South Main Street, Spring Street, Summit Drive, Sycamore Street, Tanyard Road, Trail Drive, Walnut Street, Wilson Street, Windsor Drive, Windy Lane, and Woodlawn Drive.

- ◇ Business Foot Patrols: (220) ABC Store, All American Car Wash, Angle Hardware, Applebee's, Auto Zone, BFMS, Bojangles, C Mart, China City, Comfort Inn, CVS, DMV, Dollar General, Eagle Cinema, Family Pharmacy, Franklin County High School, Fleetwood Homes, Food Lion, Franklin Center, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Frank's Pizza, Goodwill, Haywood's, Holiday Inn Express, Ippy's, Jones Produce, Kroger, Los Tres Amigos, Lowes, McDonald's, ModuKraf, North Main Street, Ntelos, Old Franklin Turnpike, Papa John's, PlyGem, R & D Sporting Goods, Riverside Minute Market, Rocky Mount Bowling Center, Rocky Mount Elementary, Roses, School Board Road, Sheetz, Shoe Show, South Main Street, STEP Inc, Trinity Missions, U. S. Cellular, Wal-Mart, Wendy's and YMCA.

MISCELLANEOUS:

- ◇ November 10th, 2012 - Veteran's Memorial Celebration
- ◇ November 15th, 2012 - Career Day at Sontag Elementary School
- ◇ November 22nd, 2012 - Provide security at Wal-Mart
- ◇ November 23rd, 2012 - Provide security at Wal-Mart

TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

INVESTIGATIONS:

- ◇ New Criminal Investigations: 15
- ◇ New Drug Investigations: 2
- ◇ Cases Cleared: 12
- ◇ Misdemeanor charges: 3
- ◇ Felony Charges: 2
- ◇ Pending Cases: 1
- ◇ Child Abuse Cases: 0

MEETINGS:

- ◇ CIT Meeting
- ◇ Synthetic Marijuana Meeting
- ◇ Community Police Meeting
- ◇ CART Meeting
- ◇ DMV Safety Summit
- ◇ Patrolman applications process/background investigations
- ◇ Evidence Room Inventory

TRAINING:

- ◇ DEA Synthetic Drugs Symposium

CLASSES TAUGHT:

- ◇ 3 sessions of Self-Defense Classes

CRIMINAL ARRESTS & LOCATIONS:

Possession of Schedule III Drug	South Main Street
Possession of Marijuana 2)	North Main Street (x
Driving Under the Influence	Franklin Street
Driving Under the Influence	Grassy Hill Road
Driving Under the Influence	North Main Street
Driving Under the Influence	Scuffling Hill Road
Drunk In Public 3)	North Main Street (x
Drunk In Public 2)	Scuffling Hill Road (x
Drunk In Public	Ruby Lane
Drunk In Public	Bernard Road
Drunk In Public	Tanyard Road
Drunk In Public	Diamond Avenue
Underage Possession of Alcohol	Oak Street
Underage Possession of Alcohol	North Main Street
Refusal of Blood or Breath Test	Scuffling Hill Road
Shoplifting (x 4)	Old Franklin Turnpike
Felony Shoplifting (x 4)	Old Franklin Turnpike
Motor Vehicle Theft	Cornell Road

Domestic Assault

False Identity to Police

Embezzlement
(x 5)

Sycamore Street

Old Franklin Turnpike

Old Franklin Turnpike

SPEEDING TICKETS ISSUED

North Main Street (x 12)

State Street (x 5)

Pell Avenue (x 4)

Tanyard Road (x 4)

South Main Street (x 4)

Old Franklin Turnpike (x 3)

Grassy Hill Road (x 2)

Scuffling Hill Road

School Board Road

Booker T. Washington Highway

MONTHLY STAFF REPORT

DATE:	December 3, 2012
TO:	Rocky Mount Town Council
FROM:	Cecil R. Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	November 2012

1. Did clean-up for five days.
2. Started leaf pickup November 8th.
3. Painting arrows in crosswalks and streets.
4. Line painting crew about half complete.
5. Fence around Public Works lot being installed.
6. Swept streets and cleaned sidewalks.
7. Put up Christmas decorations for five days.
8. Read meters three days.
9. Placed mulch at shrubs.
10. Installed welcome sign on North Main Street.
11. Made water and sewer tap on Mary Coger Lane.
12. Repaired 3/4" water leak on Mary Coger Lane.
13. Disconnected old 2" water line at Pell Avenue and Wray Street.
14. Moved meter at 1000 South Main Street to property being served.
15. Installed 6" tap for fire suppression at Ferguson Land & Lumber.
16. Installed 5 each 3/4" water meters in-town.
17. Dug one grave.

MONTHLY STAFF REPORT

DATE:	December 3, 2012
TO:	Rocky Mount Town Council
FROM:	Tim Burton, Superintendent
DEPARTMENT:	WWTP
MONTH:	November 2012

Average Daily Flow	0.523 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	13,500 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	None
Rain Total 0.7 inches	Snow Total 0.0 inches

Request: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	December 3, 2012
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Superintendent
DEPARTMENT:	Water Department
MONTH:	November 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 754,000 gallons of water per day.

Total Raw Water Pumped:	23.93 million gallons
Total Drinking Water Produced:	22.62 million gallons
Average Daily Production:	754,000 gallons per day
Ave Percent of Production Capacity:	38%
Flushing of Hydrants/Tanks:	74,000 gallons - Hydrant Flushing
Plant Process Water:	474,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	None

Operational Issues:

- All routine monthly bacteriological samples were negative (no bacteria detected). Our 4th quarter HAA5 (disinfection byproducts or DBP's) sample results were disappointing. We believe that the main issue at the sample site is the age of the water. As water ages, DBPs increase. We have ordered an automated flush valve for the area and have collected additional samples to verify the quality of the water.

Repairs/Maintenance:

- An actuator that opens and closes a valve that allows water to flow onto the filters has failed and is deteriorated to a point that it is not economical to repair. A replacement will cost \$4,300 and will take 4-6 weeks to receive. We are looking to rig up a manual actuator in the meantime.
- North Tank altitude valve has been sticking closed. The tank was climbed to verify the water level and the valve control plumbing has been removed and cleaned. Operation is still spotty. Staff will continue to work to restore proper operation.

Miscellaneous:

- Electrical Motor and Control Project: The winning bidder has been chosen and we are currently waiting for them to get the required bonding before the contract can be officially awarded. The contract should be officially awarded by December 21st.
- Tank Maintenance RFP: Bids are to be received on December 5th. Bids will be evaluated and a contract signed by December 31st.
- Flushing and testing of 27 fire hydrants was conducted in various locations at the request of the Fire Chief for an insurance audit.

Upcoming:

- Fire Hydrant Tested (as weather and staffing allows)
- WTP piping maintenance
- Filter Valve Repair
- Award of Electrical Project and Tank Maintenance Contracts

ITEM(S) TO BE CONSIDERED UNDER:

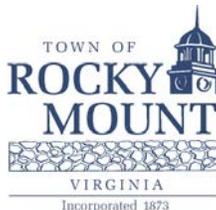
- Hearing of Citizens**
 Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	December 10, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>During Council's meeting of November 13, 2012, Council approved the electrical system upgrade to the Rocky Mount Water Treatment Plant electric system.</p> <p>Enclosed is the required resolution that appropriates the funding for this project.</p>
ACTION NEEDED:	Approval/denial of appropriation resolution.

Attachment(s): Yes

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



DRAFT

**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2012 through June 30, 2013, hereafter known as FY 2013; and

WHEREAS, The Water Treatment Plant has advertised and received bids for its electric system upgrade project with \$290,300 being the low bid to include new electrical panels for the raw water pump house and the main water plant facility, an emergency generator connection switch, and new motors and variable speed controls, and

WHEREAS, \$78,000 was allocated to this project by Council last fiscal year and \$43,013 was allocated from the utility fund contingency by Council last month to this project, leaving a balance of \$169,287 to come from the general fund's fund balance,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure for FY 2013 to fund the Water Treatment Plant's electric system upgrade project:

Expenditures (utility fund):	
Account 02.5050.0000.0000.7004 (machinery and equipment)	\$ 78,000
Account 02.5050.0000.0000.7004 (machinery and equipment)	\$43,013
Account 02.5050.0000.0000.7004 (machinery and equipment)	\$169,287
Revenues (utility fund):	
Account 02.9000.9999 (appropriated fund balance)	\$ 78,000
Account 02.6900.0000.0000.9959 (contingency)	\$ 43,013
Account 02.8000.0901 (transfer from general fund)	\$169,287
Expenditure (general fund):	
Account 01.9102.0000.0000.9300 (transfer to utility fund)	\$169,287
Revenue (general fund):	
Account 01.4100.9999 (appropriated fund balance)	\$169,287

GIVEN UNDER MY HAND, THIS 10TH DAY OF DECEMBER 2012:

Steven C. Angle, Mayor

ATTESTED:

Patricia H. Keatts, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 10, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p><u>Proposed Utility Rates for Calendar Years 2013 Through 2016</u></p> <p>The Public Utilities Committee recommends that the attached rates be adopted for the next four calendar years.</p> <p>Highlights of the new rates are:</p> <ul style="list-style-type: none"> • A gradual move towards more cost recovery, taking the minimum bill from \$22.50 to \$34.02 over four years. • An adoption of a capital recovery fee for larger connections which allows the Town to hold their rate per gallon constant. • Dedicating this new revenue into a special fund for the investment in the capital of the utility and refuse collection operations. • A freeze on the rate paid by the elderly and disabled. • An increase in the cut-off fee to discourage customers from taking advantage of our liberal policy. <p>The Public Utilities Committee also recommended policy changes for the utility billing operation as well:</p> <ul style="list-style-type: none"> • That a letter be sent to all customers outlining the cut-off process for delinquent bills. • That customers who have had their service disconnected for lack of payment have to pay the entire amount due to get reconnected, versus the portion of a bill that is in arrears. <p>The background information developed by the Committee and presented to Council in November is attached for reference. This outlines the estimated break-even point for the utility operations and how the rates compare with surrounding systems facing similar costs. The proposed rates, even at the end of the four years, are lower than the current rates of surrounding systems.</p> <p>In addition to the proposed rates, enclosed is an ordinance amending Sec 58-6 of the Town of Rocky Mount code in order to adopt the rates.</p>
ACTION NEEDED:	Approval/denial per recommendations of Public Utilities Committee.

Attachment(s): Yes

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

Proposed 2013 Water/Sewer/Trash Rates

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 4.17	\$ 8.34
3,001 to 10,000	\$ 3.35	\$ 6.70
10,001 to 50,000	\$ 3.25	\$ 6.50
50,001 and up	\$ 3.15	\$ 6.30
Sewer		
1 to 3,000 gallons	\$ 4.17	\$ 8.34
1 to 10,000 gallons	\$ 3.30	\$ 6.60
10,001 to 50,000	\$ 3.15	\$ 6.30
50,001 and up	\$ 3.05	\$ 6.10

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

Capital Recovery Fee

Meter Size	Water	Sewer
5/8"		
1"	\$ 6.00	\$ 18.00
1.5"	\$ 12.00	\$ 36.00
2"	\$ 15.00	\$ 45.00
3"	\$ 30.00	\$ 60.00
4"	\$ 45.00	\$ 90.00
6"	\$ 90.00	\$ 180.00

A base charge is established for larger service connections which scales according to meter size. Since the charge is not based on consumption, but on the capital needs of the two systems, it is the same rate for inside and outside customers. These funds are dedicated to a Utility Capital Improvement Fund

Elderly and Disabled Rate Plan

	Inside	Outside
Water	\$ 3.75	\$ 7.50
Sewer	\$ 3.75	\$ 7.50
2,000 Gallon Bill	\$ 15.00	\$ 30.00

A new stand alone rate is established for those on the Elderly and Disabled plan, freezing their rates at the current level.

Fire Suppression Connection Fee	\$ 50.00
Refuse Collection - Residential	\$ 4.98
Refuse Collection - Commercial	\$ 10.00

A \$.98 increase for residential and a \$2.00 increase for commercial

Proposed 2014 Water/Sewer/Trash Rates

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 4.67	\$ 9.34
3,001 to 10,000	\$ 3.35	\$ 6.70
10,001 to 50,000	\$ 3.25	\$ 6.50
50,001 and up	\$ 3.15	\$ 6.30
Sewer		
1 to 3,000 gallons	\$ 4.67	\$ 9.34
1 to 10,000 gallons	\$ 3.30	\$ 6.60
10,001 to 50,000	\$ 3.15	\$ 6.30
50,001 and up	\$ 3.05	\$ 6.10

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

Capital Recovery Fee

Meter Size	Water	Sewer
5/8"		
1"	\$ 6.60	\$ 19.80
1.5"	\$ 13.20	\$ 39.60
2"	\$ 16.50	\$ 49.50
3"	\$ 33.00	\$ 66.00
4"	\$ 49.50	\$ 99.00
6"	\$ 99.00	\$ 198.00

The Base Charge increases by 10% for larger meters. Funds generated are designated to a Utility Capital Fund.

Elderly and Disabled Rate Plan

	Inside	Outside
Water	\$ 3.75	\$ 7.50
Sewer	\$ 3.75	\$ 7.50
2,000 Gallon Bill	\$ 15.00	\$ 30.00

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee	\$ 50.00
Refuse Collection - Residential	\$ 4.98
Refuse Collection - Commercial	\$ 10.00

No change in Refuse Collection Rates or Fire Suppression rates.

Proposed 2015 Water/Sewer/Trash Rates

Rates per Gallons of Usage

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

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

Capital Recovery Fee

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

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

Elderly and Disabled Rate Plan

	Inside	Outside
Water	\$ 3.75	\$ 7.50
Sewer	\$ 3.75	\$ 7.50
2,000 Gallon Bill	\$ 15.00	\$ 30.00

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee	\$ 50.00
Refuse Collection - Residential	\$ 4.98
Refuse Collection - Commercial	\$ 10.00

No change in Refuse Collection Rates or Fire Suppression rates.

Proposed CY2016 Water and Sewer Rates

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 5.67	\$ 11.34
3,001 to 10,000	\$ 3.35	\$ 6.70
10,001 to 50,000	\$ 3.25	\$ 6.50
50,001 and up	\$ 3.15	\$ 6.30
Sewer		
1 to 3,000 gallons	\$ 5.67	\$ 11.34
1 to 10,000 gallons	\$ 3.30	\$ 6.60
10,001 to 50,000	\$ 3.15	\$ 6.30
50,001 and up	\$ 3.05	\$ 6.10

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

Capital Recovery Fee

Meter Size	Water	Sewer
5/8"		
1"	\$ 7.20	\$ 21.60
1.5"	\$ 14.40	\$ 43.20
2"	\$ 18.00	\$ 54.00
3"	\$ 36.00	\$ 72.00
4"	\$ 54.00	\$ 108.00
6"	\$ 108.00	\$ 216.00

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

Elderly and Disabled Rate Plan

	Inside	Outside
Water	\$ 3.75	\$ 7.50
Sewer	\$ 3.75	\$ 7.50
2,000 Gallon Bill	\$ 15.00	\$ 30.00

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee	\$ 50.00
Refuse Collection - Residential	\$ 4.98
Refuse Collection - Commercial	\$ 10.00

No change in Refuse Collection Rates or Fire Suppression rates.

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 providing for the rates and charges for water and sewer users.

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. Rates and charges.

- (a) The rates and charges for water and sewer users inside the corporate limits and outside the corporate limits, including water consumption rates, sewer collection rates, a capital recovery fee, bulk sales for water, direct waterworks connections for fire suppression, deposits, water and sewer connections, utility impact fees for meter and service connections, industrial discharges, storm sewer connections, and any other charges incident to the operation of the town water system and sewer system shall be as provided and established by the town council. A rates and charges schedule shall then be published and used by town staff to determine customer billings. The schedule shall be recognized as continuing in full force and effect to the same extent as if fully set forth herein. Any special rates established in lawful agreements shall be approved by town council.
- (b) The town manager shall be authorized to promulgate procedures, policies, rules, and regulations with respect to administering rates and charges, except that establishing and setting rates and charges shall be the responsibility of town council. The procedures, policies, rules, and regulations shall be intended to facilitate the orderly daily business of the utility fund and shall be enforceable as if fully set forth herein.

This ordinance shall be in full force and effect as of January 1, 2012.

Adopted this ____ day of December, 2012.

Ayes:

Nays:

Present:

APPROVED:

Mayor

ATTEST:

Clerk

Approved as to form:

Town Attorney

MEMORANDUM

DATE: November 15, 2012

TO: Public Utilities Committee
Rocky Mount Town Council Members

FROM: C. James Ervin, Town Manager *CJE*

RE: Upcoming Public Utilities Committee Meeting
November 27, 2012 – 4:00 p.m.

Council Member Cundiff and I met on November 14, 2012 and reviewed several of the concepts that had been discussed in terms of making our Utility Fund more self-sustaining. It was the consensus of Council at the annual utility rate work session to migrate rates over the next four years to take the minimum bill from the current \$22.50 to an estimated \$34.00.

The reasoning for the increase has been discussed before and will not be covered in detail here other than to review the break-even point of our utility operation. Starting in 2009, Town Council has asked staff to report annually on the actual estimated break-even rate for the Town's utility operation. The current estimated break-even rate for a combined minimum water and sewer bill is \$52.34. Our current charge for a minimum bill (3,000 gallons of water and sewer treatment for an in-town customer) is \$22.50.

Draper Aden collects statistics relative to the operation and pricing of water and waste water treatment in Virginia. They use 5,000 gallons as a basis of comparison. The state average bill for 5,000 gallons of water and sewer for small systems (less than 5,000 customers) is \$68.24. Rocky Mount's estimated break-even point for 5,000 gallons is \$69.24, indicating that our operations are in-line with state averages for similarly sized systems. However, our current 5,000 gallon combined bill is \$35.80.

The abnormally low rates have resulted in the utility operation having to seek out debt to deal with minor repairs. This is troubling given the significant number of capital projects facing the Town in the near term.

In brainstorming with Council Member Cundiff, the objective was to come up with a four year rate plan that:

- Provided essential capital to keep up the Town's investment in the two plants and the distribution system.
- Sheltered those on our Elderly and Disabled Rate plan from increases.
- Asked our industries to contribute to our capital needs, but avoided penalizing them for high water or waste water usage.

The rate schedules we developed are attached. They do the following:

- Freeze the Elderly and Disabled Rate at current levels.
- Freeze the higher volume price per 1,000 gallons of water and waste water at the current price to avoid penalizing our industries.
- Institute a capital recovery fee or base charge for our larger meter sizes, but not for residential customers.
- Increase the price for the first 3,000 gallons in each of the four years, resulting in an increase in the minimum of \$2.52 in 2013, and \$3.00 in each of the successive years. The final minimum established in 2016 will be \$34.02.
- Sets aside the funds raised by the Capital Recovery Fee and the increase in the rates into a dedicated fund for capital improvements in the utility system.

Additionally, two other sheets are attached that show how our proposed rates compare to the surrounding area. The first is a comparison of 5,000 gallon bills with the City of Salem, the Western Virginia Water Authority, Botetourt County, Bedford County and the City of Bedford. The proposed 2013 rates will be lower than all others. The second is a comparison of how the Town's proposed Capital Recovery Fee relates to those of other jurisdictions. The rates proposed are comparable to other localities and substantially less than Boones Mill and the Western Virginia Water Authority.

It is estimated that the capital fee will bring in \$612,000 of revenue over four years, and the rate adjustments will increase water and waste water revenue by \$455,000 over the same period.

Staff still recommends small increases over several years to address our rate imbalance. The rates proposed will initiate this process.

Additionally, it is recommended that refuse collection rates be raised to \$5.00 for residential customers and \$10.00 for commercial customers in 2013. Please see Ms. Linda Woody's memo (attached). The current deficit (without capital expense) is \$62,412. The proposed charges will reduce the deficit to approximately \$40,000.

CJE/phk

Attachments

Proposed CY2013 Water and Sewer Rates

Effective on bills issued after January 1, 2013

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 4.17	\$ 8.34
3,001 to 10,000	\$ 3.35	\$ 6.70
10,001 to 50,000	\$ 3.25	\$ 6.50
50,001 and up	\$ 3.15	\$ 6.30
Sewer		
1 to 3,000 gallons	\$ 4.17	\$ 8.34
1 to 10,000 gallons	\$ 3.30	\$ 6.60
10,001 to 50,000	\$ 3.15	\$ 6.30
50,001 and up	\$ 3.05	\$ 6.10

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

Base Charges

Meter Size	Water	Sewer
5/8"		
1"	\$ 6.00	\$ 18.00
1.5"	\$ 12.00	\$ 36.00
2"	\$ 15.00	\$ 45.00
3"	\$ 30.00	\$ 60.00
4"	\$ 45.00	\$ 90.00
6"	\$ 90.00	\$ 180.00

A base charge is established for larger service connections which scales according to meter size. Since the charge is not based on consumption, but on the capital needs of the two systems, it is the same rate for inside and outside customers. These funds are dedicated to a Utility Capital Improvement Fund

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 19.21	\$ 38.42
Sewer	\$ 19.11	\$ 38.22
Total	\$ 38.32	\$ 76.64
Minimum Bill		
Water	\$ 12.51	\$ 25.02
Sewer	\$ 12.51	\$ 25.02
Total	\$ 25.02	\$ 50.04
CY2012 Minimum	\$ 22.50	\$ 45.00

Residential customers see a \$2.76 increase.

Increase in minimum from CY2012

	Inside	Outside
	\$ 2.52	\$ 5.04

Elderly and Disabled Rate Plan

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

A new stand alone rate is established for those on the Elderly and Disabled plan, freezing their rates at the current level.

Fire Suppression Connection Fee

\$50.00

Proposed CY2014 Water and Sewer Rates

Effective on bills issued after January 1, 2014

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 4.67	\$ 9.34
3,001 to 10,000	\$ 3.35	\$ 6.70
10,001 to 50,000	\$ 3.25	\$ 6.50
50,001 and up	\$ 3.15	\$ 6.30
Sewer		
1 to 3,000 gallons	\$ 4.67	\$ 9.34
1 to 10,000 gallons	\$ 3.30	\$ 6.60
10,001 to 50,000	\$ 3.15	\$ 6.30
50,001 and up	\$ 3.05	\$ 6.10

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

Base Charges

Meter Size	Water	Sewer
5/8"		
1"	\$ 6.60	\$ 19.80
1.5"	\$ 13.20	\$ 39.60
2"	\$ 16.50	\$ 49.50
3"	\$ 33.00	\$ 66.00
4"	\$ 49.50	\$ 99.00
6"	\$ 99.00	\$ 198.00

The Base Charge increases by 10% for larger meters. Funds generated are designated to a Utility Capital Fund.

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 16.04	\$ 41.42
Sewer	\$ 20.61	\$ 41.22
Total	\$ 36.65	\$ 82.64
Minimum Bill		
Water	\$ 14.01	\$ 28.02
Sewer	\$ 14.01	\$ 28.02
Total	\$ 28.02	\$ 56.04
CY2013 Minimum	\$ 25.02	\$ 50.04

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

Increase in minimum from CY2013

	Inside	Outside
	\$ 3.00	\$ 6.00

Elderly and Disabled Rate Plan

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

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee

\$50.00

Proposed CY2015 Water and Sewer Rates

Effective on bills issued after January 1, 2015

Rates per Gallons of Usage

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

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

Base Charges

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

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

Estimated Bills

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

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

Increase in minimum from CY2014

	Inside	Outside
	\$ 3.00	\$ 6.00

Elderly and Disabled Rate Plan

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

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee

\$50.00

Proposed CY2016 Water and Sewer Rates

Effective on bills issued after January 1, 2016

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 5.67	\$ 11.34
3,001 to 10,000	\$ 3.35	\$ 6.70
10,001 to 50,000	\$ 3.25	\$ 6.50
50,001 and up	\$ 3.15	\$ 6.30
Sewer		
1 to 3,000 gallons	\$ 5.67	\$ 11.34
1 to 10,000 gallons	\$ 3.30	\$ 6.60
10,001 to 50,000	\$ 3.15	\$ 6.30
50,001 and up	\$ 3.05	\$ 6.10

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

Base Charges

Meter Size	Water	Sewer
5/8"		
1"	\$ 7.20	\$ 21.60
1.5"	\$ 14.40	\$ 43.20
2"	\$ 18.00	\$ 54.00
3"	\$ 36.00	\$ 72.00
4"	\$ 54.00	\$ 108.00
6"	\$ 108.00	\$ 216.00

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

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 23.71	\$ 47.42
Sewer	\$ 23.61	\$ 47.22
Total	\$ 47.32	\$ 94.64
Minimum Bill		
Water	\$ 17.01	\$ 34.02
Sewer	\$ 17.01	\$ 34.02
Total	\$ 34.02	\$ 68.04
CY2015 Minimum	\$ 31.02	\$ 62.04

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

Increase in minimum from CY2015

	Inside	Outside
	\$ 3.00	\$ 6.00

Elderly and Disabled Rate Plan

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

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee

\$50.00

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

540.483.5243
FAX 540.483.8830

E-mail: lwoody@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

Linda Woody, Finance Director
Finance Department

November 13, 2012

Mayor and Council:

Listed below is the additional revenue generated by various changes in the garbage rates for residential and commercial customers. Garbage fees are mandatory for residential customers and optional for commercial customers. Commercial customers are allowed up to 6 bags per week. The current garbage rate for residents is \$4 per month and \$8 per month for commercial accounts. The revenue generated below is based on 1,712 residential accounts and 64 commercial accounts. For fiscal year 2013, the budgeted deficit for garbage collection is \$62,412.

For Residential Customers:

At the Rate of:	\$5	\$6	\$7	\$8
New Revenue Generated	\$20,544	\$41,088	\$61,632	\$82,176
New Deficit Balance	\$41,868	\$21,324	\$780	\$19,764 surplus

For Commercial Customers:

At the Rate of:	\$9	\$10	\$11	\$12
New Revenue Generated	\$768	\$1,536	\$2,304	\$3,072
New Deficit Balance	\$61,644	\$60,876	\$60,108	\$59,340

For Commercial Customers:

At the Rate of:	\$13	\$14	\$15	\$16
New Revenue Generated	\$3,840	\$4,608	\$5,376	\$6,144
New Deficit Balance	\$58,572	\$57,804	\$57,036	\$56,268

If you combine a change in the residential and commercial rates, the following occurs:
Increase residential \$1 and increase commercial \$2 results in \$22,080 additional revenue
Increase residential \$1 and increase commercial \$3 results in \$22,848 additional revenue
Increase residential \$2 and increase commercial \$2 results in \$44,160 additional revenue

Garbage fees were last increased for fiscal year 2009 (4 years ago) from \$3 to \$4 for residential and from \$6 to \$8 for commercial customers.

Let me know if you need anything else.

Sincerely,

Linda Woody
Finance Director

Capital Fee Revenue Estimates:

2013		Water Capital	Sewer Capital	
5/8"	2500	\$ -	\$ -	\$ -
1"	125	\$ 6.00	\$ 18.00	\$ 36,000.00
1.5"	25	\$ 12.00	\$ 36.00	\$ 14,400.00
2"	74	\$ 15.00	\$ 45.00	\$ 53,280.00
3"	15	\$ 30.00	\$ 60.00	\$ 16,200.00
4"	7	\$ 45.00	\$ 90.00	\$ 11,340.00
6"	2	\$ 90.00	\$ 180.00	\$ 6,480.00
Total	2748			\$ 137,700.00

2014		Water Capital	Sewer Capital	
5/8"	2500	\$ -	\$ -	\$ -
1"	125	\$ 6.60	\$ 19.80	\$ 39,600.00
1.5"	25	\$ 13.20	\$ 39.60	\$ 15,840.00
2"	74	\$ 16.50	\$ 49.50	\$ 58,608.00
3"	15	\$ 33.00	\$ 66.00	\$ 17,820.00
4"	7	\$ 49.50	\$ 99.00	\$ 12,474.00
6"	2	\$ 99.00	\$ 198.00	\$ 7,128.00
Total	2748			\$ 151,470.00

2015		Water Capital	Sewer Capital	
5/8"	2500	\$ -	\$ -	\$ -
1"	125	\$ 6.90	\$ 20.70	\$ 41,400.00
1.5"	25	\$ 13.80	\$ 41.40	\$ 16,560.00
2"	74	\$ 17.25	\$ 51.75	\$ 61,272.00
3"	15	\$ 34.50	\$ 69.00	\$ 18,630.00
4"	7	\$ 51.75	\$ 103.50	\$ 13,041.00
6"	2	\$ 103.50	\$ 207.00	\$ 7,452.00
Total	2748			\$ 158,355.00

2016		Water Capital	Sewer Capital	
5/8"	2500	\$ -	\$ -	\$ -
1"	125	\$ 7.20	\$ 21.60	\$ 43,200.00
1.5"	25	\$ 14.40	\$ 43.20	\$ 17,280.00
2"	74	\$ 18.00	\$ 54.00	\$ 63,936.00
3"	15	\$ 36.00	\$ 72.00	\$ 19,440.00
4"	7	\$ 54.00	\$ 108.00	\$ 13,608.00
6"	2	\$ 108.00	\$ 216.00	\$ 7,776.00
Total	2748			\$ 165,240.00

Total Over Four Year: \$ 612,765.00

Usage Fee Revenue Estimates:

2013	Minimum Increase	Revenue
2128 In Town	\$ 2.52	\$ 64,350.72
730 County	\$ 5.04	\$ 35,320.32
2014	Minimum Increase	Revenue
2128 In Town	\$ 3.00	\$ 76,608.00
730 County	\$ 6.00	\$ 42,048.00
2015	Minimum Increase	Revenue
2128 In Town	\$ 3.00	\$ 76,608.00
730 County	\$ 6.00	\$ 42,048.00
2016	Minimum Increase	Revenue
2128 In Town	\$ 3.00	\$ 76,608.00
730 County	\$ 6.00	\$ 42,048.00
Total Estimated Revenue over Four Years:		\$ 455,639.04

Comparison of Base/Capital Recovery Fees

Meter	Rocky Mount Proposed			Boones Mill			Bedford County PSA			City of bedford			Western VA Water Auth				
	Water	Sewer	Total	Water	includ. Water	Sewer	Indust. Sewer	Total (Industrial)	Water	Sewer	Total	Water	Sewer	Total	Water	Sewer	Total
5/8"	\$ -	\$ -	\$ -	\$ 15.00	\$ 15.00	\$ 13.00	\$ 13.00	\$ 28.00	\$ 10.00	\$ 10.00	\$ 20.00	\$ 0.56	\$ 9.27	\$ 9.83	\$ 8.65	\$ 12.25	\$ 20.90
1"	\$ 6.00	\$ 18.00	\$ 24.00	\$ 18.00	\$ 75.00	\$ 75.00	\$ 150.00	\$ 150.00	\$ 16.00	\$ 16.00	\$ 32.00	\$ 0.92	\$ 15.48	\$ 16.40	\$ 21.63	\$ 30.65	\$ 52.28
1.5"	\$ 12.00	\$ 36.00	\$ 48.00	\$ 23.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00	\$ 24.00	\$ 24.00	\$ 48.00	\$ 1.84	\$ 30.86	\$ 32.70	\$ 43.25	\$ 61.25	\$ 104.50
2"	\$ 15.00	\$ 45.00	\$ 60.00	\$ 31.00	\$ 200.00	\$ 200.00	\$ 400.00	\$ 400.00	\$ 32.00	\$ 32.00	\$ 64.00	\$ 2.95	\$ 49.40	\$ 52.35	\$ 69.20	\$ 98.00	\$ 167.20
3"	\$ 30.00	\$ 60.00	\$ 90.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 500.00	\$ 500.00	\$ 48.00	\$ 48.00	\$ 96.00	\$ 5.53	\$ 92.66	\$ 98.19	\$ 129.75	\$ 183.75	\$ 313.50
4"	\$ 45.00	\$ 90.00	\$ 135.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 600.00	\$ 600.00	\$ 64.00	\$ 64.00	\$ 128.00	\$ 9.22	\$ 154.49	\$ 163.71	\$ 259.50	\$ 367.50	\$ 627.00
6"	\$ 90.00	\$ 180.00	\$ 270.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 96.00	\$ 96.00	\$ 192.00	\$ 18.44	\$ 308.87	\$ 327.31	\$ 519.00	\$ 735.00	\$ 1,254.00

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	12/10/2012
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STAFF MAKING REQUEST:	Community Development
BRIEF SUMMARY OF REQUEST:	Attached for your consideration is a resolution backing the application of the Crooked Road to become the nation's 50 th designated National Heritage Area, which will provide the organization with additional funding through the National Park Service and attract additional visitors through national advertising and marketing.
ACTION NEEDED:	Consideration and vote.

Attachment(s): Yes

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



DRAFT

RESOLUTION

WHEREAS, the Town of Rocky Mount is an active voting member, participant in, and beneficiary of, the Crooked Road, Virginia's Heritage Music Trail, as a promoter and funder of the trail and its benefits to cultural heritage tourism in the Commonwealth of Virginia, attracting visitors from around the world to the Crooked Road to rejoice in the music, culture and tradition that make up this uniquely Virginian experience; and

WHEREAS, the Crooked Road Board of Directors has determined that its Executive Director should research and pursue National Heritage Area designation for the Crooked Road through the National Park Service and Congressional designation; and

WHEREAS, the Crooked Road organization has held public input sessions throughout the Crooked Road service area, reaching out the public to educate affected persons on the positive impact of such a designation in preserving the heritage of the region, attracting additional visitors to our communities and improving the outreach of the organization to educate and inform the American people of this truly American experience; and

WHEREAS, the funding, publicity and capacity to be built through this designation will have a positive and lasting impact on Franklin County, Rocky Mount and surrounding communities

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Rocky Mount, meeting this tenth day of December, 2012, that the Town of Rocky Mount does formally endorse the National Heritage Area designation request of the Crooked Road, and does formally request that the National Park Service, Representative Robert Hurt, Senator Mark Warner and Senator Tim Kaine do all necessary work to expedite this designation to maximize the positive economic impact of the National Heritage Area for our communities.

Given under my hand this 10th day of December 2012.

Steven C. Angle, Mayor

Attest:

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:	December 10, 2012
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Attached is a letter addressed to the Mayor from the Town Manager that allows him (subject to approval of Council), to designate a qualified Town administrative official to exercise the powers and perform the duties of the Town Manager during his absence, disability or suspension. This is in accordance with Rocky Mount Town Code §4.3n (as defined in letter).</p> <p>The Town Manager is requesting that Council consider designating the Assistant Town Manager to exercise the powers and perform the duties as outlined in §4.3, and if for some reason the Assistant Town Manager cannot perform these duties, he is requesting that the Finance Director (in the absence of the Assistant Town Manager) to perform such duties.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

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

PHONE : 540.483.7660
FAX : 540.483.8830

E-mail: jervin@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

C. James Ervin, Town Manager

December 1, 2012

The Honorable Steven C. Angle
Rocky Mount Town Council
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, Virginia 24151

Dear Mayor Angle:

In accordance with Rocky Mount Town Code, § 4.3 – Acting Town Manager- By letter filed with the Town Clerk within thirty days after assuming duties, the Town Manager shall designate, subject to approval by the Council, a qualified Town administrative official to exercise the powers and perform the duties of Town Manager during his absence, disability or suspension. During such absence, disability or suspension, the Council may revoke such designation at any time or appoint another official of the Town to serve until the Town Manager shall resume his duties, please let this letter serve as notification to the Rocky Mount Town Council that I, as Town Manager, designate the Assistant Town Manager to exercise the powers and perform the duties as outlined in § 4.3. If for some reason the Assistant Town Manager cannot perform these duties, I designate the Finance Director in the absence of the Assistant Town Manager to perform such duties.

Sincerely,

C. James Ervin
Town Manager

CJE:phk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 10, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Virginia Code requires the periodic review of planning district boundaries. The Department of Housing and Community Development (DHCD) is soliciting comments for potential changes to the Virginia Planning District boundaries. As you know, the Town is a member of two planning districts, one based on assignment, West Piedmont Planning District, and the other by choice, the Roanoke Valley Allegheny Regional Commission. Given that the Town is functionally part of the Roanoke Valley metropolitan area, Council may wish to provide input into this process. Is it the wish of the Town to move to the Roanoke Planning District and stay as a voluntary member in the West Piedmont district, or is Council content with the current arrangement?</p> <p>We do not have a significant amount of input into this process, but we do have the right to comment.</p>
ACTION NEEDED:	Based on Council's decision as outlined and presented.

Attachment(s): Yes

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

REQUEST FOR PUBLIC COMMENT

The Regional Cooperation Act, passed by the General Assembly in 1995, places great emphasis on the planning district commissions serving as a forum for discussion of regional issues and identification of ways to promote regional cooperation. The Code of Virginia, Section 36-139.7, requires that the Virginia Department of Housing and Community Development (DHCD) conduct a periodic review of the boundaries of planning districts. It requires that DHCD consider, at a minimum, the following criteria:

- recognition of communities of interest among the governmental subdivisions;
- recognition of common economic and market interests;
- ease of communications and commissioner travel time;
- federal metropolitan statistical area boundaries;
- a population base adequate to ensure financial viability;
- geographic factors and natural boundaries; and
- the wishes of the governmental subdivisions within or surrounding the planning district, as expressed by resolution of the governing body.

DHCD will conduct its review in two phases: a period of written public comment and, if warranted, public hearings.

WRITTEN PUBLIC COMMENT: This notice begins the period for written public comment. Letters should concisely address the need for retaining or modifying the current boundaries of a given planning district using the criteria outlined above or other factors that affect the viability or effectiveness of the planning district commission in carrying out its duties. The deadline for written public comment is **December 19, 2012**. Comments should either be emailed to susan.williams@dhcd.virginia.gov or addressed to:

Susan B. Williams
Local Government Policy Manager
Department of Housing and Community Development
Main Street Centre
600 East Main Street, Suite 300
Richmond, Virginia 23219

In the event that there are sufficient and compelling requests for boundary adjustments, DHCD will conduct public hearings within the affected planning districts. DHCD staff will consider all comments received through written responses and public hearings and, subject to the provisions of the Administrative Process Act, make adjustments to the boundaries of planning districts as it deems advisable.

Any such hearings will be advertised in local newspapers and notices will be sent to local government and planning district offices. The purpose of such hearings will be to gather information from local officials, organizations and residents as to why a boundary adjustment is warranted and the advantages such an adjustment would provide to each affected planning district in order to ensure that all affected parties have had adequate opportunity to share their views and perspectives on any proposed adjustment.

For additional information, please contact Susan Williams by regular mail at the address provided above; by email at susan.williams@dhcd.virginia.gov; or by telephone at (804) 786-6508.

Virginia's Planning District Commissions
and Their Member Local Governments

Planning District 1 -LENOWSCO Planning District Commission

The counties of Lee, Scott and Wise; the city of Norton; the towns of Appalachia, Big Stone Gap, Clinchport, Coeburn, Duffield, Dunganon, Gate City, Jonesville, Nickelsville, Pennington Gap, Pound, St. Charles, St. Paul, Weber City and Wise.

Planning District 2 -Cumberland Plateau Planning District Commission The counties of Buchanan, Dickenson, Russell and Tazewell; the towns of Bluefield, Cedar Bluff, Cleveland, Clinchco, Clintwood, Grundy, Haysi, Honaker, Lebanon, Pocahontas, Richlands and Tazewell.

Planning District 3 -Mount Rogers Planning District Commission The counties of Bland, Carroll, Grayson, Smyth, Washington and Wythe; the cities of Bristol and Galax; the towns of Abingdon, Chihowie, Damascus, Fries, Glade Spring, Hillsville, Independence, Marion, Rural Retreat, Saltville, Troutdale and Wytheville.

Planning District 4 -New River Valley Planning District Commission The counties of Floyd, Giles, Montgomery and Pulaski; the city of Radford; Radford University and Virginia Tech; the towns of Blacksburg, Christiansburg, Dublin, Floyd, Glen Lyn, Narrows, Pearisburg, Pembroke, Pulaski and Rich Creek.

Planning District 5 -Roanoke Valley-Alleghany Regional Commission The counties of Alleghany, Botetourt, Craig, *Franklin and Roanoke; the cities of Covington, Roanoke and Salem; the towns of Clifton Forge, Buchanan, Fincastle, Iron Gate, New Castle, Troutville and Vinton.

Planning District 6 -Central Shenandoah Planning District Commission The counties of Augusta, Bath, Rockbridge, Rockingham and Highland; the cities of Buena Vista, Harrisonburg, Lexington, Staunton and Waynesboro; the towns of Bridgewater, Broadway, Craigsville, Dayton, Elkton, Glasgow, Goshen, Grottoes, Monterey, Mount Crawford and Timberville.

Planning District 7 -Northern Shenandoah Valley Regional Commission The counties of Clarke, Frederick, Page, Shenandoah and Warren; the city of Winchester; the towns of Berryville, Boyce, Edinburg, Front Royal, Luray, Middletown, Mount Jackson, New Market, Shenandoah, Stanley, Stephens City, Strasburg, Toms Brook and Woodstock.

Planning District 8 -Northern Virginia Regional Commission The counties of Arlington, Fairfax, Loudoun and Prince William; the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park; the towns of Dumfries, Herndon, Leesburg, Purcellville and Vienna.

Planning District 9 -Rappahannock-Rapidan Regional Commission The counties of Culpeper, Fauquier, Madison, Orange and Rappahannock; the towns of Culpeper, Gordonsville, Madison, Orange, Remington, Warrenton and Washington.

Planning District 10 -Thomas Jefferson Planning District Commission The counties of Albemarle, Fluvanna, Greene, Louisa and Nelson; the city of Charlottesville.

Planning District 11 -Virginia's Region 2000 Local Government Council The counties of Amherst, Appomattox, Bedford and Campbell; the cities of Bedford and Lynchburg; the towns of Altavista, Amherst, Appomattox and Brookneal.

Planning District 12 -West Piedmont Planning District Commission The counties of *Franklin, Henry, Patrick and Pittsylvania; the cities of Danville and Martinsville; the town of Rocky Mount.

Planning District 13 -Southside Planning District Commission The counties of Brunswick, Halifax and Mecklenburg; the towns of South Hill and South Boston.

Planning District 14 -Commonwealth Regional Council The counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg and Prince Edward; the town of Farmville; Longwood University and Hampden-Sydney College.

Planning District 15 -Richmond Regional Planning District Commission The counties of *Charles City, *Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan; the city of Richmond; the town of Ashland.

Planning District 16 -George Washington Regional Commission The counties of Caroline, King George, Spotsylvania and Stafford; the city of Fredericksburg; the towns of Bowling Green and Port Royal.

Planning District 17 -Northern Neck Planning District Commission The counties of Lancaster, Northumberland, Richmond and Westmoreland.

Planning District 18 -Middle Peninsula Planning District Commission The counties of Essex, *Gloucester, King and Queen, King William, Mathews and Middlesex; the towns of Tappahannock, Urbanna and West Point.

Planning District 19 -Crater Planning District Commission The counties of *Charles City, *Chesterfield, Dinwiddie, Greensville, Prince George, *Surry and Sussex; the cities of Colonial Heights, Emporia, Hopewell and Petersburg; the towns of Claremont, Dendron, Jarratt, McKenney, Stony Creek, Surry, Wakefield and Waverly.

Planning District 22 -Accomack-Northampton Planning District Commission The counties of Accomack and Northampton; the towns of Accomac, Belle Haven, Bloxom, Cape Charles, Cheriton, Chincoteague, Eastville, Exmore, Hallwood, Keller, Melfa, Nassawadox, Onancock, Onley, Painter, Parksley, Saxis, Tangier and Wachapreague.

Planning District 23 -Hampton Roads Planning District Commission The counties of *Gloucester, Isle of Wight, James City, Southampton, *Surry and York; the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg.

*The following jurisdictions belong to more than one PDC as indicated:
Chesterfield County - Richmond Regional PDC and Crater PDC
Charles City County - Richmond Regional PDC and Crater PDC
Franklin County - Roanoke Valley-Alleghany Regional Commission and West Piedmont PDC
Gloucester County - Middle Peninsula PDC and Hampton Roads PDC
Surry County - Crater PDC and Hampton Roads PDC

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 10, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Town offices will be closed on New Year's day, Tuesday January 1, 2013. Your departments have asked if Town Council would consider making New Year's eve a holiday in 2013. Adding or changing holidays is at Council's discretion. Council has designated this day at times in the past when New Year's fell on a Tuesday.</p> <p>The County has scheduled this as a holiday as well as the State of Virginia.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	12/10/2012
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STAFF MAKING REQUEST:	Community Development Director/Enterprise Zone Administrator
BRIEF SUMMARY OF REQUEST:	In order to make an effort to extend our Enterprise Zone, staff urges Council to request legislative action as detailed in the attached resolution, asking Delegate Charles Poindexter and Senators Bill Stanley and Ralph Smith to support legislation extending certain Enterprise Zones based on the local unemployment rate.
ACTION NEEDED:	Consideration and vote.

Attachment(s): Yes

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



DRAFT

RESOLUTION

WHEREAS, the Town of Rocky Mount participates in the Virginia Enterprise Zone Program through the Virginia Department of Housing & Community Development; and

WHEREAS, Rocky Mount's business and industrial community has greatly benefitted from the advent of the Enterprise Zone program, both from state and local incentives, helping to make the transition from a textile and furniture economy to a more diverse and economically stable economic climate; and

WHEREAS, after 20 years of effective operation, the Town of Rocky Mount's Enterprise Zone participation will cease on December 31, 2013, barring legislative intervention, ceasing an outstanding record of dealing with economic transition, capital investment attraction, job creation and economic transformation; and

WHEREAS, with the national, state and local economies still in the throes of a deep economic recession with a strong likelihood additional shrinking or lack of economic growth; and

WHEREAS, in such perilous economic times, when all necessary state, local and regional efforts are necessary to continue to provide employment opportunities and economic growth, it does not behoove the Commonwealth of Virginia to reduce or remove economic development incentives, particularly in communities with both a strong need for continued incentives and a strong track record of making such incentives work; and

WHEREAS, only legislative action can permit the continuation of Enterprise Zones beyond their current designated life spans.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Rocky Mount, meeting this tenth day of December, 2012, that it does formally request of the Town's legislative representatives in the Virginia General Assembly introduction and support of a bill extending the effective period of operation of any current town Enterprise Zone located within a county with an unemployment rate over 7 percent until the end of a calendar year in which that county's unemployment has dropped below 6 percent for 12 consecutive calendar months.

Given under my hand this 10th day of December 2012.

Steven C. Angle, Mayor

Attest:

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:	12/10/2012
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STAFF MAKING REQUEST:	Community Development
BRIEF SUMMARY OF REQUEST:	Attached is a brief summary of the November 26, 2012 meeting of the Performance Center.
ACTION NEEDED:	None at this time.

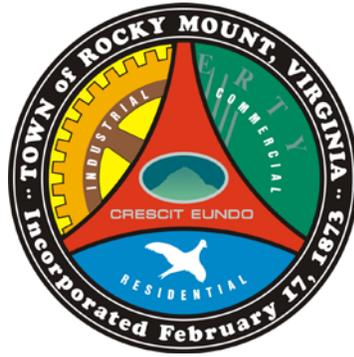
Attachment(s): Meeting summary.

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: December 5, 2012

Re: Performance Center Committee Meeting Summary

Members of Council:

Your Performance Center Committee met November 26 to review the draft plans and seating samples with the architect. The committee reviewed the draft plans, which included updates in the mechanical systems. Those updates have caused a delay in completion of the plans because of the Town's expectation that the systems have the quietest possible operation to mitigate the impact on sound quality in the auditorium.

The committee reviewed chair samples and provided guidance to the architect on desired finishes.

The architect expects to have the bid documents, plans and cost estimates ready for the committee to review in January for you to finalize and put the project out to bid. The committee will meet again in early January to make a recommendation to you regarding the project.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 10, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Public Utilities Committee met throughout the month of December to implement Council's directives from the November utility rate work session.</p> <p>Their recommendations were presented under "Old Business".</p>
ACTION NEEDED:	None.

Attachment(s): No

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