



**ROCKY MOUNT TOWN COUNCIL**  
**AGENDA**  
**REGULAR COUNCIL MEETING**  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
**APRIL 9, 2018**  
**AT 7:00 P.M.**

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

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**All cellular phones must be turned off during the Council Meeting.**  
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The Town of Rocky Mount is pleased to offer assistive listening devices for meeting attendees with special hearing needs. Please ask any staff member or the town clerk for assistance.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items (*none at this time*)
- V. Public Hearing
  - Verizon Cellular Tower Leases
- VI. Approval of Draft Minutes
  - March 12, 2018 – regular meeting minutes
- VII. Approval of Consent Agenda
  - Miscellaneous Action (*none at this time*)
  - Miscellaneous Resolutions/Proclamations (*none at this time*)
  - Departmental Monthly Reports
    - Community Development Department
    - Finance Department
    - Fire Department
    - Police Department
    - Public Works Department
    - Wastewater Department
    - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
  1. Harvester Performance Center Financial Report
  2. VDOT Funding Agreement
- X. New Business
  1. North Main Street Rock Facing
  2. Christian Heritage Academy Heritage Classic 5K
  3. Southwest Virginia Antique Farm Days Parade
  4. USDA Vehicle(s)
  5. Animal Shelter
  6. Presentation of Budget FY19
  7. Review and Consideration of Paving Agreement

- XI. Committee Reports
  - 1. Public Utilities Committee Meeting on March 19, 2018
- XII. Referrals to Planning (*none at this time*)
- XIII. Other Matters, Concerns and Rise 'N Shine Appearances
- XIV. Closed Meeting and Action (*none at this time*)
- XV. Adjournment

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

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

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Verizon has requested to attach to the Town owned water tank on Scuffling Hill and the Town owned tower at the former tank hill water site. This will be as a secondary attachment in each location.</p> <p>Town staff has spent six months negotiating attachment agreements. The agreements presented allow for a monthly rent of \$2,800 per site and a term of five years with four additional extensions of five years. The agreements have been reviewed as to form by the Town attorney.</p>
ACTION NEEDED:	Staff recommends accepting these agreements as submitted and a public hearing on the leasing of public property is scheduled as required.

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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## WATER TOWER LEASE AGREEMENT

This Water Tower Lease Agreement ("Agreement"), made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between **TOWN OF ROCKY MOUNT** with an address of **345 Donald Avenue, Rocky Mount, Virginia 24151** hereinafter designated LESSOR and **CELLCO PARTNERSHIP d/b/a Verizon Wireless**, with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), hereinafter designated LESSEE. LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

### WITNESSETH

In consideration of the mutual covenants contained herein and intending to be legally bound hereby, the Parties hereto agree as follows:

1. **PREMISES.** LESSOR hereby leases to LESSEE a portion of that certain space ("the Tower Space") on LESSOR's water tower, hereinafter referred to as the "Tower", located at 1654 Scuffling Hill Road, Rocky Mount, Franklin County, Virginia, as shown on the Tax Map of the County of Franklin as Tax Map No. 0630014400 (the entirety of LESSOR's property is referred to hereinafter as the "Property"), together with a 16' by 22' parcel of land containing 352 square feet (the "Land Space"), together with the non-exclusive right (the "Right of Way") for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under or along a twenty foot (20') wide right-of-way extending from the nearest public right-of-way, Scuffling Hill Road, to the Land Space; and together with a three foot (3') wide non-exclusive right-of-way for an ice bridge extending from the Land Space to the Tower (the "Ice Bridge Easement"). The Tower Space, Land Space, Right of Way and Ice Bridge Easement, are substantially described in Exhibit "A", attached hereto and made a part hereof demised premises and are collectively referred to hereinafter as the "Premises".

In the event any public utility is unable to use the Right of Way, the LESSOR hereby agrees to grant an additional right-of-way(s) either to the LESSEE or to the public utility at no cost to the LESSEE.

LESSOR hereby grants permission to LESSEE to install, maintain and operate the radio communications equipment, antennas and appurtenances described in Exhibit "B" attached hereto.

LESSEE reserves the right to replace the aforementioned equipment with similar and comparable equipment provided said replacement does not increase tower loading of said Tower.

2. SURVEY. LESSOR also hereby grants to LESSEE the right to survey the Property and the Premises, and said survey shall then become Exhibit "C" which shall be attached hereto and made a part hereof, and shall control in the event of boundary and access discrepancies between it and Exhibit "A". Cost for such work shall be borne by the LESSEE.

3. TERM; RENTAL; ELECTRICAL.

a. This Agreement shall be effective as of the date of execution by both Parties, provided, however, the initial term shall be for five (5) years and shall commence on the Commencement Date (as hereinafter defined) at which time rental payments shall commence and be due at a total annual rental of \$33,600.00 to be paid by check in equal monthly installments on the first day of the month, in advance, to LESSOR or to such other person, firm or place as LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 25 below. The Agreement shall commence based upon the earlier of the following: (i) the first day of the month immediately following the receipt of a written notice to proceed with the installation of LESSEE's equipment or (ii) October 1, 2018 (either the "Commencement Date"). LESSOR and LESSEE agree that they shall acknowledge in writing the Commencement Date. LESSOR and LESSEE acknowledge and agree that initial rental payment(s) shall not actually be sent by LESSEE until ninety (90) days after a written acknowledgement confirming the Commencement Date.

b. LESSOR hereby agrees to provide to LESSEE certain documentation (the "Rental Documentation") evidencing LESSOR's interest in, and right to receive payments under, this Agreement, including without limitation: (i) documentation, acceptable to LESSEE in LESSEE's reasonable discretion, evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefits hereunder; (ii) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (iii) other documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 25. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR

shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments to any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

c. LESSOR shall, at all times during the Term, permit electrical service, telephone, fiber, and other necessary utility service access within the Premises. LESSEE shall furnish and install an electrical meter at the Premises for the measurement of electrical power used by LESSEE's installation and shall pay the electrical provider directly. LESSEE shall be permitted at any time during the Term, to install, maintain and/or provide access to and use of, as necessary (during any power interruption at the Premises), a temporary power source, and all related equipment and appurtenances within the Premises, or elsewhere on the Property in such locations as reasonably approved by LESSOR. LESSEE shall have the right to install conduits connecting the temporary power source and related appurtenances to the Premises after review and approval by LESSOR.

4. EXTENSIONS. This Agreement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term.

5. EXTENSION RENTALS. Commencing on the first annual anniversary of the Commencement Date and on each annual anniversary thereafter during the term of this Agreement (including all extension terms), annual rent shall increase by an amount equal to two percent (2%) of the annual rent due for the immediately preceding lease year.

6. ADDITIONAL EXTENSIONS. If at the end of the fourth (4th) five (5) year extension term this Agreement has not been terminated by either Party by giving to the other written notice of an intention to terminate it at least three (3) months prior to the end of such term, this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of five (5) years and for five (5) year terms thereafter until terminated by either Party by giving to the other written notice of its intention to so terminate at least three (3) months prior to the end of such term. Annual rental rate shall increase as specified in Paragraph 5. The initial term and all extensions shall be collectively referred to herein as the "Term".

7. TAXES. LESSEE shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property which LESSOR demonstrates is the result of LESSEE's use of the Premises and/or the installation, maintenance, and operation of the LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located), including any increase in real estate taxes at the Property which LESSOR demonstrates arises from the LESSEE's improvements and/or LESSEE's use of the Premises. LESSOR and LESSEE shall each be responsible for the payment of any taxes, levies, assessments and other charges imposed including franchise and similar taxes imposed upon the business conducted by LESSOR or LESSEE at the Property. Notwithstanding the foregoing, LESSEE shall not have the obligation to pay any tax, assessment, or charge that LESSEE is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed provided that no lien attaches to the Property. Nothing in this Paragraph shall be construed as making LESSEE liable for any portion of LESSOR's income taxes in connection with any Property or otherwise. Except as set forth in this Paragraph, LESSOR shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property and shall do so prior to the imposition of any lien on the Property.

LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by the LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

8. USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. All improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term. It is understood and agreed that LESSEE's ability to use the Premises

is contingent upon its obtaining after the execution date of this Agreement all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities as well as satisfactory soil boring tests and structural analysis which will permit LESSEE use of the Premises as set forth above. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner; (iv) LESSEE determines that any soil boring tests or structural analyses are unsatisfactory; (v) LESSEE determines that the Premises is no longer technically or structurally compatible for its use, or (vi) LESSEE, in its sole discretion, determines that the use of the Premises is obsolete or unnecessary, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR. Upon such termination, this Agreement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other hereunder. Otherwise, the LESSEE shall have no further obligations for the payment of rent to LESSOR. In addition, LESSEE shall have the right to terminate this Agreement without penalty at any time and for any reason prior to the date LESSEE commences installation of the equipment on the Premises, effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE in such notice.

9. INDEMNIFICATION. LESSEE shall indemnify, and hold LESSOR harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of LESSEE, its employees, agents or independent contractors, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of LESSOR, its employees, agents or independent contractors..

10. INSURANCE. Lessee will carry during the Term, at its own cost and expense, the following insurance: (i) "All Risk" property insurance for its property's replacement cost; (ii) commercial general liability insurance with a combined single limit of Five Million Dollars (\$5,000,000) for bodily injury (including death) and for property damage each occurrence; and (iii) Workers' Compensation Insurance as required by law. The coverage afforded by Tenant's commercial general liability insurance shall apply to the Town as an additional insured as their interest may appear under this Agreement excluding Workers' Compensation.

11. LIMITATION OF LIABILITY. Neither Party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. ANNUAL TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall have the right to terminate this Agreement upon the annual anniversary of the Commencement Date provided that three (3) months prior notice is given to LESSOR. Should this termination occur prior to the conclusion of the initial five (5) year term, LESSEE shall pay to LESSOR a termination fee within sixty (60) days of the date of termination,. If termination occurs before the initial thirty-six (36) months of the Agreement, LESSEE shall pay LESSOR a termination fee equal to twelve (12) months of the then-current rental rate; after the initial thirty-six (36) months but before sixty (60) months of the Agreement, the termination fee shall be equal to six (6) months of the then-current rental rate.

13. ACCESS TO TOWER. LESSOR agrees the LESSEE shall have free access to the Tower at all times for the purpose of installing and maintaining the said equipment. LESSOR shall furnish LESSEE with necessary means of access for the purpose of ingress and egress to this site and Tower location. It is agreed, however, that only authorized engineers, employees or properly authorized contractors of LESSEE or persons under their direct supervision will be permitted to enter said premises. LESSEE shall provide a regularly-updated list of persons authorized for entry to LESSOR.

14. TOWER COMPLIANCE. LESSOR covenants that it will keep the Tower in good repair as required by all Laws (as defined in Paragraph 35 below). The LESSOR shall also comply with all rules and regulations enforced by the Federal Communications Commission with regard to the lighting, marking and painting of towers. If the LESSOR fails to make such mutually-agreed repairs including maintenance the LESSEE may make the repairs and the costs thereof shall be payable to the LESSEE by the LESSOR on demand together with interest thereon from the date of payment at rate of six percent (6%) per annum. If the LESSOR does not make payment to the LESSEE within ten (10) business days after such demand, the LESSEE shall have the right to deduct the costs of the repairs from the succeeding monthly rental amounts normally due from the LESSEE to the LESSOR.

No materials may be used in the installation of the antennas or transmission lines that will cause corrosion or rust or deterioration of the Tower structure or its appurtenances. Upon determination and notification by LESSOR that any attachment

causes such corrosion, LESSEE shall have thirty (30) calendar days from receipt of notice to cure the same.

All antenna(s) on the Tower must be identified by a marking fastened securely to its bracket on the Tower and all transmission lines are to be tagged at the conduit opening where it enters any user's equipment space.

Not later than fifteen (15) days following the execution of this Agreement, LESSOR shall supply to LESSEE copies of all structural analysis reports that have done with respect to the Tower and throughout the Term, LESSOR shall supply to LESSEE copies of all structural analysis reports that are done with respect to the Tower within thirty (30) calendar days after the completion of the same.

Upon request of the LESSOR, LESSEE agrees to relocate its equipment on a temporary basis to another location on the Property, hereinafter referred to as the "Temporary Relocation," for the purpose of LESSOR performing maintenance, repair or similar work at the Property or on the Tower provided:

- a. The Temporary Relocation is similar to LESSEE's existing location in size and is fully compatible for LESSEE's use, in LESSEE's reasonable determination;
- b. LESSOR pays all mutually-agreed costs incurred by LESSEE for relocating LESSEE's equipment to the Temporary Relocation and improving the Temporary Relocation so that it is fully compatible for the LESSEE's use, in LESSEE's reasonable determination;
- c. LESSOR gives LESSEE at least ninety (90) days written notice prior to requiring LESSEE to relocate, unless LESSOR declares relocation necessary due to an emergency related to structural repair and will attempt to give LESSEE a reasonable amount of time to relocate;
- d. LESSEE's use at the Premises is not interrupted or diminished during the relocation and LESSEE is allowed, if necessary, in LESSEE's reasonable determination, to place a temporary installation on the Property during any such relocation; and
- e. Upon the completion of any maintenance, repair or similar work by LESSOR, LESSEE is permitted to return to its original location from the temporary location with all costs for the same being paid by LESSOR.

15. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in

accordance with then existing industry standards to any equipment of LESSOR or other licensed wireless communications providers of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. In the event any after-installed LESSEE's equipment causes such interference, and after LESSOR has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR be entitled to terminate this Agreement or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR and/or any other tenants, occupants, or users of the Property who currently have or in the future take possession of, all or a part of, the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of LESSEE. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

16. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Agreement, remove its building(s), antenna(s), equipment, conduits, fixtures and all personal property and restore the Premises to as close to its original condition as reasonably possible, casualty damage excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws (as defined in Paragraph 35 below). If such time for removal causes LESSEE to remain on the Premises after termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed.

17. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 16 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease extension in good faith, LESSEE holds over in violation of Paragraph 16 and this Paragraph 17, then the rent then in effect payable from and after the time of the expiration or earlier removal period set forth in Paragraph 16 shall be equal to the rent applicable during the month immediately preceding such expiration or earlier termination.

18. RIGHT OF FIRST REFUSAL. If LESSOR elects, during the Term (i) to sell or otherwise transfer all or any portion of the Property, whether separately or as part of a larger parcel of which the Property is a part, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Tower and or Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of sale or transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may sell or grant the easement or interest in the Property or portion thereof to such third person in accordance with the terms and conditions of such third party offer.

19. RIGHTS UPON SALE. Should LESSOR, at any time during the Term decide (i) to sell or transfer all or any part of the Property or the Tower thereon to a purchaser other than LESSEE, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Tower and or Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to this Agreement and any such purchaser or transferee shall recognize LESSEE's rights hereunder under the terms of this Agreement. To the extent that LESSOR grants to a third party by easement or other legal instrument an interest in and to that portion of the Tower and/or Property occupied by LESSEE for the purpose of operating and maintaining communications facilities or the management thereof and in conjunction therewith, assigns this Agreement to said third party, LESSOR shall not be released from its obligations to LESSEE under this Agreement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of this Agreement.

20. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises.

21. TITLE. LESSOR represents and warrants to LESSEE as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

22. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and that no

verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of the Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under the Agreement shall not waive such rights and such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

23. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located.

24. ASSIGNMENT. This Agreement may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder.

25. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: TOWN OF ROCKY MOUNT  
345 Donald Avenue  
Rocky Mount, Virginia 24151

LESSEE: Cellco Partnership  
d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921

Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

26. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representative, successors and assigns of the Parties hereto.

27. SUBORDINATION AND NON-DISTURBANCE. LESSOR shall obtain not later than fifteen (15) days following the execution of this Agreement, a Non-Disturbance Agreement, as defined below, from its existing mortgagee(s), ground lessors and master lessors, if any, of the Property. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property, Tower or right-of-way; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Tower or Property, LESSOR shall obtain for LESSEE's benefit a non-disturbance and attornment agreement for LESSEE's benefit in the form reasonably satisfactory to LESSEE, and containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's right to remain in occupancy of and have access to the Premises as long as LESSEE is not in default of this Agreement beyond applicable notice and cure periods. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Tower or Property, Lender or such successor-in-interest or Purchaser will (1) honor all of the terms of the Agreement, (2) fulfill LESSOR's obligations under the Agreement, and (3) promptly cure all of the then-existing LESSOR defaults under the Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement for Lender's benefit in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Tower or Property and (3) agrees to accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or other real property interest encumbering the Property, LESSEE, may, at its sole option and without obligation, cure or correct LESSOR's default and upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

28. RECORDING. LESSOR agrees to execute a Memorandum of this Agreement which LESSEE may record with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

29. DEFAULT.

a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph.

b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and until LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

30. REMEDIES. Upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material

provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located; provided, however, LESSOR shall use reasonable efforts to mitigate its damages in connection with a default by LESSEE. If LESSEE so performs any of LESSOR's obligations hereunder, the full amount of the reasonable and actual cost and expense incurred by LESSEE shall immediately be owing by LESSOR to LESSEE, and LESSOR shall pay to LESSEE upon demand the full undisputed amount thereof with interest thereon from the date of payment at the rate of six percent (6%) per annum. Notwithstanding the foregoing, if LESSOR does not pay LESSEE the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due from LESSOR, LESSEE may offset the full undisputed amount, including all accrued interest, due against all fees due and owing to LESSOR until the full undisputed amount, including all accrued interest, is fully reimbursed to LESSEE.

31. ENVIRONMENTAL.

a. LESSOR represents and warrants that, to its knowledge as of the Effective Date of this Agreement, the Property is free of hazardous substances, and, to the best of LESSOR's knowledge, the Property has never been subject to any contamination or hazardous conditions resulting in any environmental investigation, inquiry or remediation. LESSOR and LESSEE agree that each will be responsible for compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene condition or other matters as may now or at any time hereafter be in effect, that are now or were related to that Party's activity conducted in or on the Property.

b. In the event either Party becomes aware of any hazardous materials on the Property, or any environmental or industrial hygiene condition or matter relating to the Property that, in either Party's sole determination, renders the condition of the Premises or Property unsuitable for either Party's use, or if either Party believes that the leasing or continued leasing of the Premises would expose them to undue risks of government action, intervention or third-party liability, either Party will have the right, in addition to any other rights it may have at law or in equity, to terminate the Agreement upon notice to the other Party.

c. The Parties recognize that LESSEE is only leasing a small portion of LESSOR's Property, and that LESSEE shall not be responsible for addressing or liable for any environmental or industrial hygiene condition that existed prior to the execution of this Agreement, including but not limited to any costs or contamination

resulting from unregistered underground storage tanks, or that otherwise did not result from the activities of LESSEE.

32. CASUALTY. In the event of damage by fire or other casualty to the Tower or Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate this Agreement without penalty upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

33. CONDEMNATION. In the event of any condemnation of all or any portion of the Property, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If as a result of a partial condemnation of the Premises or Tower, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option, to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession) terminate this Agreement without penalty as of the date the condemning authority takes such possession. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment as of such termination date with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises. In the event that this Agreement is not terminated by reason of such condemnation, LESSOR shall promptly repair any damage to the Premises caused by such condemning authority.

34. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties. If any provision herein is invalid, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

35. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property and all structural elements of the Premises in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (a) all Laws relating solely to LESSEE's specific and unique nature of use of the Premises (other than general office use); and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises.

36. SURVIVAL. Any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall survive such termination or expiration.

37. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

**LESSOR:**

**TOWN OF ROCKY MOUNT**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

**LESSEE:**

**CELLCO PARTNERSHIP  
d/b/a Verizon Wireless**

By: \_\_\_\_\_

Print Name: Thomas O'Malley

Title: Director - Network Field Engineering

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

**Exhibit "A"**

Description of Premises

**Exhibit "B"**

**Equipment**

- (9) Antennas
- (6) Remote Radio Heads
- (1) OVP
- (1) Cable

**Exhibit "C"**

Survey

## TOWER LEASE AGREEMENT

This Tower Lease Agreement ("Agreement"), made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between **TOWN OF ROCKY MOUNT** with an address of **345 Donald Avenue, Rocky Mount, Virginia 24151** hereinafter designated LESSOR and **CELLCO PARTNERSHIP d/b/a Verizon Wireless**, with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), hereinafter designated LESSEE. LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

### WITNESSETH

In consideration of the mutual covenants contained herein and intending to be legally bound hereby, the Parties hereto agree as follows:

1. **PREMISES.** LESSOR hereby leases to LESSEE a portion of that certain space (the "Tower Space") on LESSOR's tower, hereinafter referred to as the "Tower", located at 44 Pendleton Street, Rocky Mount, Franklin County, Virginia, as shown on the Tax Map of the County of Franklin as Tax Map No. 2040047400 (the entirety of LESSOR's property is referred to hereinafter as the "Property"), together with a 5' by 21' parcel of land containing 105 square feet for LESSEE's ground equipment and a 4.5' x 9' parcel of land containing 40.5 square feet for LESSEE's generator (both parcels of land are collectively known as the "Land Space"); together with 3' wide non-exclusive easements for grounding around the Land Space; together, if applicable, a 3' wide non-exclusive easement for an ice bridge or duct bank extending from the Land Space to the Tower; and together with the non-exclusive right for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under or along a right-of-way extending from the nearest public right-of-way, Pendleton Street, to the Land Space. The Tower Space, Land Space, and easements are described in Exhibit "A", attached hereto and made a part hereof demised premises and are collectively referred to hereinafter as the "Premises".

In the event any public utility is unable to use the right of way granted herein, LESSOR hereby agrees to grant an additional right-of-way(s) either to the LESSEE or to the public utility at no cost to the LESSEE.

LESSOR hereby grants permission to LESSEE to install, maintain and operate the radio communications equipment, antennas and appurtenances described in Exhibit "B" attached hereto.

LESSEE reserves the right to replace the aforementioned equipment with similar and comparable equipment provided said replacement does not increase tower loading of said Tower.

2. SURVEY. LESSOR also hereby grants to LESSEE the right to survey the Property and the Premises, and said survey shall then become Exhibit "C" which shall be attached hereto and made a part hereof, and shall control in the event of boundary and access discrepancies between it and Exhibit "A". Cost for such work shall be borne by the LESSEE.

3. TERM; RENTAL; ELECTRICAL.

a. This Agreement shall be effective as of the date of execution by both Parties, provided, however, the initial term shall be for five (5) years and shall commence on the Commencement Date (as hereinafter defined) at which time rental payments shall commence and be due at a total annual rental of \$33,600.00 to be paid by check in equal monthly installments on the first day of the month, in advance, to LESSOR or to such other person, firm or place as LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 25 below. The Agreement shall commence based upon the earlier of the following: (i) the first day of the month immediately following the receipt of a written notice to proceed with the installation of LESSEE's equipment or (ii) October 1, 2018 (either the "Commencement Date"). LESSOR and LESSEE agree that they shall acknowledge in writing the Commencement Date. LESSOR and LESSEE acknowledge and agree that initial rental payment(s) shall not actually be sent by LESSEE until ninety (90) days after a written acknowledgement confirming the Commencement Date.

b. LESSOR hereby agrees to provide to LESSEE certain documentation (the "Rental Documentation") evidencing LESSOR's interest in, and right to receive payments under, this Agreement, including without limitation: (i) documentation, acceptable to LESSEE in LESSEE's reasonable discretion, evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefits hereunder; (ii) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (iii) other documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 25. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR

shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments to any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

c. LESSOR shall, at all times during the Term, permit electrical service, telephone, fiber, and other necessary utility service access within the Premises. LESSEE shall furnish and install an electrical meter at the Premises for the measurement of electrical power used by LESSEE's installation and shall pay the electrical provider directly. LESSEE shall be permitted at any time during the Term, to install, maintain and/or provide access to and use of, as necessary (during any power interruption at the Premises), a temporary power source, and all related equipment and appurtenances within the Premises, or elsewhere on the Property in such locations as reasonably approved by LESSOR. LESSEE shall have the right to install conduits connecting the temporary power source and related appurtenances to the Premises after review and approval by LESSOR.

4. EXTENSIONS. This Agreement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term.

5. EXTENSION RENTALS. Commencing on the first annual anniversary of the Commencement Date and on each annual anniversary thereafter during the term of this Agreement (including all extension terms), annual rent shall increase by an amount equal to two percent (2%) of the annual rent due for the immediately preceding lease year.

6. ADDITIONAL EXTENSIONS. If at the end of the fourth (4th) five (5) year extension term this Agreement has not been terminated by either Party by giving to the other written notice of an intention to terminate it at least three (3) months prior to the end of such term, this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of five (5) years and for five (5) year terms thereafter until terminated by either Party by giving to the other written notice of its intention to so terminate at least three (3) months prior to the end of such term. Annual rental rate shall increase as specified in Paragraph 5. The initial term and all extensions shall be collectively referred to herein as the "Term".

7. TAXES. LESSEE shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property which LESSOR demonstrates is the result of LESSEE's use of the Premises and/or the installation, maintenance, and operation of the LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located), including any increase in real estate taxes at the Property which LESSOR demonstrates arises from the LESSEE's improvements and/or LESSEE's use of the Premises. LESSOR and LESSEE shall each be responsible for the payment of any taxes, levies, assessments and other charges imposed including franchise and similar taxes imposed upon the business conducted by LESSOR or LESSEE at the Property. Notwithstanding the foregoing, LESSEE shall not have the obligation to pay any tax, assessment, or charge that LESSEE is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed provided that no lien attaches to the Property. Nothing in this Paragraph shall be construed as making LESSEE liable for any portion of LESSOR's income taxes in connection with any Property or otherwise. Except as set forth in this Paragraph, LESSOR shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property and shall do so prior to the imposition of any lien on the Property.

LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by the LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

8. USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. All improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term. It is understood and agreed that LESSEE's ability to use the Premises

is contingent upon its obtaining after the execution date of this Agreement all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities as well as satisfactory soil boring tests and structural analysis which will permit LESSEE use of the Premises as set forth above. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner; (iv) LESSEE determines that any soil boring tests or structural analyses are unsatisfactory; (v) LESSEE determines that the Premises is no longer technically or structurally compatible for its use, or (vi) LESSEE, in its sole discretion, determines that the use of the Premises is obsolete or unnecessary, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR. Upon such termination, this Agreement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other hereunder. Otherwise, the LESSEE shall have no further obligations for the payment of rent to LESSOR. In addition, LESSEE shall have the right to terminate this Agreement without penalty at any time and for any reason prior to the date LESSEE commences installation of the equipment on the Premises, effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE in such notice.

9. INDEMNIFICATION. LESSEE shall indemnify, and hold LESSOR harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of LESSEE, its employees, agents or independent contractors, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of LESSOR, its employees, agents or independent contractors.

10. INSURANCE. LESSEE will carry during the Term, at its own cost and expense, the following insurance: (i) "All Risk" property insurance for its property's replacement cost; (ii) commercial general liability insurance with a combined single limit of Five Million Dollars (\$5,000,000.00) for bodily injury (including death) and for property damage each occurrence; and (iii) Workers' Compensation Insurance as required by law. The coverage afforded by LESSEE's commercial general liability insurance shall apply to LESSOR as an additional insured as their interest may appear under this Agreement excluding Workers' Compensation.

11. LIMITATION OF LIABILITY. Neither Party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. ANNUAL TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall have the right to terminate this Agreement upon the annual anniversary of the Commencement Date provided that three (3) months prior notice is given to LESSOR. Should this termination occur prior to the conclusion of the initial five (5) year term, LESSEE shall pay to LESSOR a termination fee within sixty (60) days of the date of termination. If termination occurs before the initial thirty-six (36) months of the Agreement, LESSEE shall pay LESSOR a termination fee equal to twelve (12) months of the then-current rental rate; after the initial thirty-six (36) months but before sixty (60) months of the Agreement, the termination fee shall be equal to six (6) months of the then-current rental rate.

13. ACCESS TO TOWER. LESSOR agrees the LESSEE shall have free access to the Tower at all times for the purpose of installing and maintaining the said equipment. LESSOR shall furnish LESSEE with necessary means of access for the purpose of ingress and egress to this site and Tower location. It is agreed, however, that only authorized engineers, employees or properly authorized contractors of LESSEE or persons under their direct supervision will be permitted to enter said premises. LESSEE shall provide a regularly-updated list of persons authorized for entry to LESSOR.

14. TOWER COMPLIANCE. LESSOR covenants that it will keep the Tower in good repair as required by all Laws (as defined in Paragraph 35 below). The LESSOR shall also comply with all rules and regulations enforced by the Federal Communications Commission with regard to the lighting, marking and painting of towers. If the LESSOR fails to make such mutually-agreed repairs including maintenance the LESSEE may make the repairs and the costs thereof shall be payable to the LESSEE by the LESSOR on demand together with interest thereon from the date of payment at rate of six percent (6%) per annum. If the LESSOR does not make payment to the LESSEE within ten (10) business days after such demand, the LESSEE shall have the right to deduct the costs of the repairs from the succeeding monthly rental amounts normally due from the LESSEE to the LESSOR.

No materials may be used in the installation of the antennas or transmission lines that will cause corrosion or rust or deterioration of the Tower structure or its appurtenances. Upon determination and notification by LESSOR that any attachment

causes such corrosion, LESSEE shall have thirty (30) calendar days from receipt of notice to cure the same.

All antenna(s) on the Tower must be identified by a marking fastened securely to its bracket on the Tower and all transmission lines are to be tagged at the conduit opening where it enters any user's equipment space.

Not later than fifteen (15) days following the execution of this Agreement, LESSOR shall supply to LESSEE copies of all structural analysis reports that have done with respect to the Tower and throughout the Term, LESSOR shall supply to LESSEE copies of all structural analysis reports that are done with respect to the Tower within thirty (30) calendar days after the completion of the same.

Upon request of the LESSOR, LESSEE agrees to relocate its equipment on a temporary basis to another location on the Property, hereinafter referred to as the "Temporary Relocation," for the purpose of LESSOR performing maintenance, repair or similar work at the Property or on the Tower provided:

- a. The Temporary Relocation is similar to LESSEE's existing location in size and is fully compatible for LESSEE's use, in LESSEE's reasonable determination;
- b. LESSOR pays all mutually-agreed costs incurred by LESSEE for relocating LESSEE's equipment to the Temporary Relocation and improving the Temporary Relocation so that it is fully compatible for the LESSEE's use, in LESSEE's reasonable determination;
- c. LESSOR gives LESSEE at least ninety (90) days written notice prior to requiring LESSEE to relocate, unless LESSOR declares relocation necessary due to an emergency related to structural repair and will attempt to give LESSEE a reasonable amount of time to relocate;
- d. LESSEE's use at the Premises is not interrupted or diminished during the relocation and LESSEE is allowed, if necessary, in LESSEE's reasonable determination, to place a temporary installation on the Property during any such relocation; and
- e. Upon the completion of any maintenance, repair or similar work by LESSOR, LESSEE is permitted to return to its original location from the temporary location with all costs for the same being paid by LESSOR.

15. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in

accordance with then existing industry standards to any equipment of LESSOR or other licensed wireless communications providers of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. In the event any after-installed LESSEE's equipment causes such interference, and after LESSOR has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR be entitled to terminate this Agreement or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR and/or any other tenants, occupants, or users of the Property who currently have or in the future take possession of, all or a part of, the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of LESSEE. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

16. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Agreement, remove its building(s), antenna(s), equipment, conduits, fixtures and all personal property and restore the Premises to as close to its original condition as reasonably possible, casualty damage excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws (as defined in Paragraph 35 below). If such time for removal causes LESSEE to remain on the Premises after termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed.

17. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 16 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease extension in good faith, LESSEE holds over in violation of Paragraph 16 and this Paragraph 17, then the rent then in effect payable from and after the time of the expiration or earlier removal period set forth in Paragraph 16 shall be equal to the rent applicable during the month immediately preceding such expiration or earlier termination.

18. RIGHT OF FIRST REFUSAL. If LESSOR elects, during the Term (i) to sell or otherwise transfer all or any portion of the Property, whether separately or as part of a larger parcel of which the Property is a part, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Tower and or Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of sale or transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may sell or grant the easement or interest in the Property or portion thereof to such third person in accordance with the terms and conditions of such third party offer.

19. RIGHTS UPON SALE. Should LESSOR, at any time during the Term decide (i) to sell or transfer all or any part of the Property or the Tower thereon to a purchaser other than LESSEE, or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Tower and or Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to this Agreement and any such purchaser or transferee shall recognize LESSEE's rights hereunder under the terms of this Agreement. To the extent that LESSOR grants to a third party by easement or other legal instrument an interest in and to that portion of the Tower and/or Property occupied by LESSEE for the purpose of operating and maintaining communications facilities or the management thereof and in conjunction therewith, assigns this Agreement to said third party, LESSOR shall not be released from its obligations to LESSEE under this Agreement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of this Agreement.

20. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises.

21. TITLE. LESSOR represents and warrants to LESSEE as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

22. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and that no

verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of the Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under the Agreement shall not waive such rights and such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

23. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located.

24. ASSIGNMENT. This Agreement may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder.

25. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR:           Town Of Rocky Mount  
                          345 Donald Avenue  
                          Rocky Mount, Virginia 24151

LESSEE: Cellco Partnership  
d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

26. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representative, successors and assigns of the Parties hereto.

27. SUBORDINATION AND NON-DISTURBANCE. LESSOR shall obtain not later than fifteen (15) days following the execution of this Agreement, a Non-Disturbance Agreement, as defined below, from its existing mortgagee(s), ground lessors and master lessors, if any, of the Property. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property, Tower or right-of-way; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Tower or Property, LESSOR shall obtain for LESSEE's benefit a non-disturbance and attornment agreement for LESSEE's benefit in the form reasonably satisfactory to LESSEE, and containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's right to remain in occupancy of and have access to the Premises as long as LESSEE is not in default of this Agreement beyond applicable notice and cure periods. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Tower or Property, Lender or such successor-in-interest or Purchaser will (1) honor all of the terms of the Agreement, (2) fulfill LESSOR's obligations under the Agreement, and (3) promptly cure all of the then-existing LESSOR defaults under the Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement for Lender's benefit in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Tower or Property and (3) agrees to accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or other real property interest encumbering the Property, LESSEE, may, at its sole option and without obligation, cure or correct LESSOR's default and upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of

the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

28. RECORDING. LESSOR agrees to execute a Memorandum of this Agreement which LESSEE may record with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

29. DEFAULT.

a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph.

b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and until LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

30. REMEDIES. Upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on

the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located; provided, however, LESSOR shall use reasonable efforts to mitigate its damages in connection with a default by LESSEE. If LESSEE so performs any of LESSOR's obligations hereunder, the full amount of the reasonable and actual cost and expense incurred by LESSEE shall immediately be owing by LESSOR to LESSEE, and LESSOR shall pay to LESSEE upon demand the full undisputed amount thereof with interest thereon from the date of payment at the rate of six percent (6%) per annum. Notwithstanding the foregoing, if LESSOR does not pay LESSEE the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due from LESSOR, LESSEE may offset the full undisputed amount, including all accrued interest, due against all fees due and owing to LESSOR until the full undisputed amount, including all accrued interest, is fully reimbursed to LESSEE.

31. ENVIRONMENTAL.

a. LESSOR represents and warrants that, to its knowledge as of the Effective Date of this Agreement, the Property is free of hazardous substances, and, to the best of LESSOR's knowledge, the Property has never been subject to any contamination or hazardous conditions resulting in any environmental investigation, inquiry or remediation. LESSOR and LESSEE agree that each will be responsible for compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene condition or other matters as may now or at any time hereafter be in effect, that are now or were related to that Party's activity conducted in or on the Property.

b. In the event either Party becomes aware of any hazardous materials on the Property, or any environmental or industrial hygiene condition or matter relating to the Property that, in either Party's sole determination, renders the condition of the Premises or Property unsuitable for either Party's use, or if either Party believes that the leasing or continued leasing of the Premises would expose them to undue risks of government action, intervention or third-party liability, either Party will have the right, in addition to any other rights it may have at law or in equity, to terminate the Agreement upon notice to the other Party.

c. The Parties recognize that LESSEE is only leasing a small portion of LESSOR's Property, and that LESSEE shall not be responsible for addressing or liable for any environmental or industrial hygiene condition that existed prior to the execution of this Agreement, including but not limited to any costs or contamination resulting from unregistered underground storage tanks, or that otherwise did not result from the activities of LESSEE.

32. CASUALTY. In the event of damage by fire or other casualty to the Tower or Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate this Agreement without penalty upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

33. CONDEMNATION. In the event of any condemnation of all or any portion of the Property, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If as a result of a partial condemnation of the Premises or Tower, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option, to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession) terminate this Agreement without penalty as of the date the condemning authority takes such possession. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment as of such termination date with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be

reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises. In the event that this Agreement is not terminated by reason of such condemnation, LESSOR shall promptly repair any damage to the Premises caused by such condemning authority.

34. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties. If any provision herein is invalid, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

35. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property and all structural elements of the Premises in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (a) all Laws relating solely to LESSEE's specific and unique nature of use of the Premises (other than general office use); and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises.

36. SURVIVAL. Any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall survive such termination or expiration.

37. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

**LESSOR:**

**TOWN OF ROCKY MOUNT**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**LESSEE:**

**CELLCO PARTNERSHIP  
d/b/a Verizon Wireless**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Print Name: Thomas O'Malley  
Title: Director - Network Field Engineering  
Date: \_\_\_\_\_

**Exhibit "A"**

Description of Premises

**Exhibit "B"**

Equipment

**Exhibit "C"**

Survey

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
MARCH 12, 2018**

The March 12, 2018 Regular Council Meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, at 7:00 p.m. with Mayor Steven C. Angle presiding.

The following members of Council were present:

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

The following staff members were also present:

- John Boitnott, Town Attorney
- Tim Burton, Waste Water Superintendent
- Dallas Bailey, Interim Water Plant Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Executive Administrative Assistant
- C. James Ervin, Town Manager
- Matthew Hankins, Assistant Town Manager
- Jeff Rakes, Fire Chief
- Brian Schofield, Public Works Superintendent

The meeting was called to order by Mayor Steven C. Angle.

**PLEDGE OF ALLEGIANCE**

Mayor Angle led in saying the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Prior to the meeting, Council had received the agenda for review and consideration of approval. Let the record show that the agenda was amended due to adding two items under New Business to the agenda. The items added were Rock Wall facing on North Main Street and a Financial Update on the Harvester Performance Center for the last calendar year.

**Motion:** To approve an amended agenda

**Motion By:** Council Member Snead

**Second:** Council Member Stockton

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the amended agenda by a unanimous vote.

## **SPECIAL ITEMS**

Introduction of Alexander Young

The Town Clerk officially introduced to the Mayor and members of Council, Mr. Alex Young as the new Receptionist/Administrative Assistant in the Municipal Building. Mr. Young is a native of Franklin County.

## **PUBLIC HEARING**

None at this time

## **APPROVAL OF MINUTES**

Received by Council in their packet for this scheduled meeting were draft minutes for review and consideration of approval:

- February 12, 2018 – Regular Meeting Minutes

**Discussion:** None

**Motion:** To approve the draft minutes

**Motion By:** Vice Mayor Walker

**Second:** Council Member Snead

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the motion by a unanimous vote.

## **APPROVAL OF CONSENT AGENDA**

This month's consent agenda consists of the following items:

- (1) **Miscellaneous Action** (none at this time)

(2) **Miscellaneous Resolutions/Proclamations** (none at this time)

(3) **Department Monthly Reports**

- Community Development Department
- Finance Department
- Fire Department
- Police Department
- Public Works Department
- Wastewater Department
- Water Department

**Discussion:** None

**Motion:** To approve the consent agenda as presented.

**Motion By:** Council Member Stockton

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the consent agenda as presented by a unanimous vote.

## **HEARING OF CITIZENS**

Mayor Angle opened the floor to any citizens wishing to speak.

Let the record show that no one came forward.

## **OLD BUSINESS:**

1. Reappointment of Mr. Ralph Casey to West Piedmont Planning District Commission

Mr. Ralph Casey's term on the West Piedmont Planning District Commission has expired. Mr. Casey was willing to continue serving and no other citizens had expressed an interest, though staff had not run an advertisement seeking volunteers.

Staff requested that Council reappoint Mr. Casey to the West Piedmont Planning District Commission or direct staff to advertise for volunteers. Staff supported Mr. Casey's reappointment.

Mr. Casey spoke stating that he had served the West Piedmont Planning District Commission for approximately 28 years, and he would be glad to continue to do so if appointed.

**Discussion:** None

**Motion:** To reappoint Mr. Casey to the West Piedmont Planning District Commission

**Motion By:** Council Member Cundiff

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Snead, Stockton, Walker

**Nays: None**

**Action: Approved the motion by a unanimous vote.**

## **NEW BUSINESS**

### 1. High Street Cemetery

Mr. Ervin stated the Town took over the maintenance of High Street Cemetery when it was abandoned by the Church that originally created it. The Town had no records of lot ownership other than a hand drawn map. As the Cemetery filled, it was becoming more and more difficult to perform a grave digging service at the cemetery. The difficulty was due to the following reasons:

- A person that had requested a grave opening at the cemetery may have been legally a tenant in common amongst many who had co-inherited a lot.
- The Town had no legal basis to deny a requested interment as we had no records of ownership.
- The area requested to be opened is frequently already occupied.
- The Town would occasionally be given human remains to inter and the Town is not licensed or qualified to handle human remains.

Staff proposed that the Town, for liability reasons, cease performing grave openings and closings at High Street Cemetery and instead have funeral homes that are already providing that service to their customers in other cemeteries, include that as part of the service to those having family and loved ones interred in High Street Cemetery.

Since 2013 the Town had only performed 19 grave openings, averaging 3 a year.

Council Member Stockton asked if the Town was being reimbursed for the service from the families. Mr. Ervin stated that the funeral home or vault company performed the interment; then, the Town bills for their services.

Mr. Ervin stated that since the Town does not have records of the cemetery, as time proceeds, it has been difficult to continue locating graves and where to inter people in the cemetery.

Mr. Ervin also stated that the Town wasn't equipped, prepared or trained for continuing to inter folks into the cemetery given the fact that the land use in the cemetery is so tight.

**Discussion: None**

**Motion: To approve staff's request to lease offering grave opening services**

**Motion By: Council Member Moyer**

**Second: Council Member Stockton**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: Approved the motion by a unanimous vote**

## 2. Budget Calendar

In the Council packet was a fiscal year 2019 budget calendar that will culminate in the adoption of the FY 2019 budget and FY 2019 – 2023 Capital Improvements Plan at Council's May 14, 2018 meeting. Council was asked to adjust or approve the FY 2019 budget calendar.

Mr. Ervin stated that the dates to most be concerned about in making a budget would be:

- April 10, 2018 for Budget Work Session #1 at 5:00 p.m.
- April 12, 2018 for Budget Work Session #2 at 5:00 p.m.
- May 7, 2018 for a Public Hearing on the Proposed FY 19 Budget and FY 19 – 23 CIP which would be a Special Council meeting at 7:00 p.m.
- May 14, 2018 would be the Adoption of the FY 19 Budget, FY 19 – 23 CIP & Appropriation Resolution which would be at the Regular Council meeting in May also at 7:00 p.m.

The Mayor stated that Council would go with the proposed dates presented.

## 3. STEP Christmas Tour

"STEP into Christmas" was a new home tour where five Rocky Mount families would decorate their homes with holiday decor for folks to come and tour. The event was to be on Saturday, December 8, 2018 (between Come Home to a Franklin County Christmas and the Rocky Mount Christmas Parade) from 1-5 p.m. STEP asked to close two blocks to traffic for the event in order to create a "block party" like atmosphere. There would be no alcohol and the neighbors would be contacted prior to the event. STEP would provide shuttle services between designated parking areas and the attraction. The organizer from STEP, Marc Crouse, had met with the police department who reviewed and had approved the plans for the tour.

Mr. Marc Crouse of 110 Cardinal Drive, Wirtz, Va. stated that he was the coordinator for the new "STEP into Christmas" home tour event that STEP, Inc. was asking permission to hold for the first time. Mr. Crouse indicated that the event would be held on Saturday, December 8, 2018 from 1-5 p.m. The home tour event would be a rain or shine event with many folks to help make the event a success such as the Boy Scouts and folks within the STEP, Inc. organization as well as folks from the neighborhood area.

**Discussion: None**

**Motion: To approve "STEP into Christmas" home tour.**

**Motion By: Council Member Stockton**

**Second: Council Member Snead**  
**Motion Discussion: None**  
**Ayes: Cundiff, Moyer, Snead, Stockton, Walker**  
**Nays: None**  
**Action: Approved the motion by a unanimous vote**

4. Franklin County Family Resource Center Walk

The Friends of the Family Resource Center and the Family Resource Center planned a fundraiser run/walk event on October 20, 2018, for Domestic Violence. The organizer, Angela Phillips, Director of the Franklin County Family Resource Center, had met with your police department regarding the beginning time of 9:00 a.m. and the event course, which is the same as last year. Your police department has reviewed and approved the plans for the event.

**Discussion: None**  
**Motion: To approve the request for the Run/Walk Event**  
**Motion By: Council Member Stockton**  
**Second: Council Member Snead**  
**Motion Discussion: None**  
**Ayes: Cundiff, Moyer, Snead, Stockton, Walker**  
**Nays: None**  
**Action: Approved the motion by a unanimous vote**

5. Community Partnership Events

Community Partnership planned three major events for 2018. The events were:

- The 4<sup>th</sup> annual "Court Day" on June 9, 2018 in Downtown Rocky Mount from 3:00 to 9:00 p.m.
- The Christmas Tree Lighting on November 23, 2018 on the Courthouse Lawn from 5:00 to 6:00 p.m.
- Come Home to a Franklin County Christmas on December 7, 2018 in Downtown Rocky Mount from 5:00 to 9:00 p.m.

The police department reviewed and approved the plans for the events.

Ms. Barbara Chauncey of 25 Orchard Avenue, Rocky Mount, Va. asked for street closures this year; same as the last couple of years and stated that the program events would be offered to the public free of charge again, as in previous years.

**Discussion: None**  
**Motion: To approve the request to hold the three events**  
**Motion By: Council Member Moyer**  
**Second: Vice Mayor Walker**  
**Motion Discussion: None**  
**Ayes: Cundiff, Moyer, Snead, Stockton, Walker**  
**Nays: None**  
**Action: Approved the motion by a unanimous vote**

6. Rock Wall Facing on North Main Street

The Mayor stated that in the past the Town of Rocky Mount had tried to keep their concrete walls more attractive looking by adding facing to them. The Mayor stated there was a concrete wall on North Main Street adjacent to the Woodlawn Baptist Church that should receive the facing as well. The Mayor would like to see the facing be installed in the current budget year.

**Discussion: None**

**Motion: To approve the request**

**Motion By: Council Member Snead**

**Second: Vice Mayor Walker**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: Approved the motion by a unanimous vote**

7. Harvester Performance Center Financial Report

Mr. Hankins stated that Mr. Andy Turner could not be present at the time of the Council meeting but Mr. Turner would be glad to make a presentation to Council at the next regular Council meeting on April 9, 2018.

The financial report presented to Council was the 2017 operational report for the Harvester.

When Mr. Hankins had completed his recap of the financial sheet passed out to Council, the Mayor asked if anyone had any questions.

Council Member Cundiff stated that he had some questions and first asked why it had taken so long for Mr. Turner and Mr. Hankins to get Council the figures that Mr. Hankins had presented. Mr. Hankins stated that it was tax season and Mr. Turner had just completed the report.

Council Member Cundiff had questions regarding where the salaries were being paid from as well as why Mr. Turner had not worked with Council in a more timely manner.

Council Member Cundiff then questioned why it took the amount of time that it did for Council to learn that there was six corporations over the Harvester.

The Town Attorney stated that the items that were being discussed, were all preapproved. The Town Attorney further stated that Council met with Gentry Locke; documents were reviewed, and the structure was explained.

Discussion ensued.

## **COMMITTEE REPORTS**

1. Streets, Sidewalks & Streetlights Committee met on March 8, 2018

The Streets, Sidewalks & Streetlights Committee met after the deadline for the agenda. The results are as follows:

- I. *Review public input session from business owners on Powder Creek Lane regarding traffic flow change proposals.* Town Council heard in January a recommendation from the Planning Commission to install a No Left Turn sign from Powder Creek Lane to 40 Eastbound. Council member Cundiff suggested making Powder Creek Lane a one-way street instead. Town planning and public works staff held a public input session with the business and property owners in late February to get their input. The businesses in the area asked for no changes to traffic flow other than adding No Parking signs on at least one side of Powder Creek Lane to ensure two lanes of travel remain open. Suggested council actions were: 1) Direct staff to continue monitoring and gathering data at the intersection of Powder Creek and Old Franklin Turnpike; 2) Direct staff to install No Parking signs on the westbound side of Powder Creek Lane.

Mr. Hankins stated that the Committee recommended to Council to proceed with no parking signs on the westbound side of Powder Creek Lane and to continue collecting data at the intersection of Powder Creek and Old Franklin Turnpike.

**Discussion:** None

**Motion:** To accept the recommendation from the Streets, Sidewalks and Streetlights committee to proceed with no parking signs on the westbound side of Powder Creek Lane and to continue collecting data at the intersection of Powder Creek and Old Franklin Turnpike.

**Motion By:** Council Member Stockton

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the motion by a unanimous vote

- II. *Review of Public Art proposal, specifically recommending Council authorize the use of drop inlet covers and publicly-owned walls for the use of street murals.* Staff developed, with Economic Development Authority and Planning Commission input, a comprehensive public art plan which includes a Love Works sign, town-sponsored murals on drop inlet covers, murals on publicly-visible but privately owned walls, and murals on town-owned retaining walls. The Economic Development Authority and the Planning Commission unanimously endorsed the plan. Suggested council action was authorizing the planning and community development staff to implement the plan.

Mr. Hankins stated that it was the consensus of the committee to give the review of Public Art proposal, to the Town Planner and see that it was developed, if Council recommended to do so.

The Mayor asked where would the placement be of the Love Works sign? Mr. Hankins stated there were several places being looked at as possible options. Mr. Hankins stated that the sign would be a popular tourist attraction.

**Discussion:** None

**Motion:** To approve the request

**Motion By:** Council Member Stockton

**Second:** Council Member Snead

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the motion by a unanimous vote

## **REFERRALS TO PLANNING**

None at this time

## **OTHER MATTERS AND CONCERNS**

Rise n' Shine was cancelled today.

Council Member Cundiff stated the Town Finance Department had 56 cutoff water bills during the past month. Council Member Cundiff stated that was an absorbant amount of cutoffs and would require a good deal of man hours.

The Mayor asked what kind of time factor was involved with all the citizens that came to pay and have their water turned back on? Mr. Schofield stated that if the citizens paid before 2:30 p.m., the Town tried to return service to them the same day.

Council Member Moyer asked in regard of any habitual offenders, when the citizens are disconnected and then service is returned; why not raise their water bill rate? Mr. Ervin stated that he and Ms. Woody could together come up with a scale that addressed the citizens that get disconnected habitually. The scale could then be given to the Public Utilities committee to discuss. Also to discuss, could be a voluntary disconnect and resume service fee, if the citizen wanted to pay more to get their water back on the same day. Otherwise, once the Public Works department was finished with the disconnections in the morning, the Town would not go back out until the next business day, unless the citizen paid extra for the Town to resume the service.

The Mayor wanted to see what other localities, that are similar in size, did in situations such as the Town was having.

Council Member Cundiff stated he did not want to be hard on the citizens that could least afford it but stated that the cutoffs were reaching the point that something should be looked at.

A Public Utilities committee meeting would be called to discuss why so many water accounts were being cut off. The committee would then report back to Council the next regular meeting.

**CLOSED MEETING AND ACTION**

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. Industrial Park and CBD

**ADJOURNMENT**

**Motion:** To adjourn meeting

**Time:** 8:02 p.m.

**Motion By:** Council Member Moyer

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** Adjourned by a unanimous vote

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Steven C. Angle, Mayor

ATTEST:

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Rebecca H. Dillon, Town Clerk

**Community Development & Planning March 2018 Monthly Report**

<b>ARTS &amp; CULTURE</b>							
		<b>TOTAL: 0</b>					
AC FILE NUMBER	BUSINESS NAME	OWNER/OFFICER NAMES	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP	NOTES
<b>BANNER PERMITS</b>							
		<b>TOTAL: 1</b>					
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved	
B18-002	Disability Rights & Resource Center	540-482-0752	Dancing for A Cause-Fundraiser for local Non-Profit Organization	Farmers Market	3/9/18-3/24/18	3/8/2018	
<b>SITE/PLAT FILES</b>							
		<b>TOTAL: 0</b>					
File Number	Property Owner	Action	TMPN	Date	Notes	Location	
<b>SIGN PERMITS</b>							
		<b>TOTAL: 2</b>					
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes
S18-006	Verizon	2020001400	GB	100.21	Verizon	3/14/2018	
S18-007	Clipperz Kutz	2040055800	GB	16.5	Clipperz Kutz Barber Shop	3/20/2018	
<b>ZONING COMPLIANCE PERMITS</b>							
		<b>TOTAL: 10</b>					
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved
ZC18-006	Miller Roofing Inc	Suntrust	2070056200	CBD	Commercial	Replace Roof	3/6/2018
ZC18-007	Magic City Sprinkler Inc	Trinity Packaging	2040038800	M2	Commercial	Connect to existing wet system to supply fire protection	3/12/2018
ZC18-008	Shoe Man Shoe	Terry Lee Jones	2040039200	GB		Operate show sales business	3/20/2018
ZC18-009	Southern Air	Union Bank	2070103900	CBD	Commercial	HVAC Replacement	3/20/2018
ZC18-010	Clipperz Kutz	Central Virginia Land Corp	2040055800	GB	Commercial	Open barber shop	3/20/2018
ZC18-011	Manley Johnson	Manley Johnson	2010008700	R1	Residential	Upgrade power/ demolition of out building	3/27/2018
ZC18-012	Triangle Electric Corporation	Bella Hicks	2100038900	R1	Residential	replace cable/ meter base/ weather head/ connectors	3/28/2018
ZC18-013	Fire Solutions Inc	Food Lion	2030002900	GB	Commercial	Hook up wet chemical fire system in kitchen	3/28/2018

ZC18-014	Curtis Sheets	Dan & Rebecca Maddy	2100027500	R1	Residential	Extend Driveway for RV Parking	3/28/2018
ZC18-015	Susan Hodges	Susan Hodges	2070035100	R2	Residential	Install driveway on west end curb cut exist cement driveway	3/29/2018
<b>ZONING PERMITS</b>		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES
<b>ZONING LETTER</b>		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Letter Date	
<b>MOBILE FOOD UNIT PERMITS</b>		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Locations		Approval Date			
<b>Public Facilities Disturbance Application</b>		<b>Total: 0</b>					
Permit #	Applicant Name	Location	Reason for Disturbance			Expected Dates	

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 9, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	<b>Finance Department</b>
<b>MONTH:</b>	April Meeting

This report contains the following monthly information for March 2018 activity:

New businesses obtaining a business license during the month

Investment portfolio from the latest bank statement

Revenue comparisons from this fiscal year to last fiscal year

Meals tax collections chart

Local sales tax collections chart

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

Utility billing profiles on customers and consumption

Water Customer Cut-off's chart

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

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department:

891 walk-in transactions

1092 drive-thru transactions

1732 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING MARCH 2018**

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

**RETAIL:**

Shoe Man Shoe, 970 N. Main St., shoe sales

**PROFESSIONAL:**

New Day Chiropractic, 263 Franklin St, chiropractic services, new owner

**CONTRACTOR:**

Miller Roofing, job at SunTrust

Moore's Electrical and Mechanical, jobs in Town limits

Lynch Sign Products, sign business

**REPAIRS / PERSONAL SERVICES:**

Clipperz Kutz, 555 Tanyard Rd., barber shop

Amber Crandall, 580 Pell, hair dresser

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at February 28, 2018**

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
<b>Fixed Income / Bonds:</b>									
FHLMC	12/29/2017	12/29/2021	500,000	97.639	488,195.00	2.25%	2.20%	3134GAC28	11,000.00
FHLMC	3/30/2016	12/30/2020	210,000	98.690	207,249.00	1.26%	2.00%	3134G8BH1	2,625.00
FNMA	7/27/2017	7/27/2017	493,000	98.795	487,059.35	1.67%	1.65%	3135GOS46	8,134.50
<b>Bond Totals</b>			<u>1,203,000</u>		<u>1,182,503.35</u>	1.73% avg. return			<u>21,759.50</u>
<b>Certificates of Deposits:</b>									
Am Express Fed Svgs Bk		8/29/2022	245,000	98.284	240,795.80	2.44%	2.40%	02587CFU9	5,880.00
Am Express Centurion		4/5/2022	245,000	98.493	241,307.85	2.48%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS		2/26/2021	245,000	96.464	236,336.80	1.29%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean VA		12/29/2021	230,000	98.801	227,242.30	2.27%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen VA		7/20/2021	245,000	96.523	236,481.35	1.55%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood DL		7/22/2020	245,000	99.716	244,304.20	2.30%	2.30%	254671VH0	5,635.00
Everbank Jacksonville FL		3/29/2019	245,000	99.494	243,760.30	1.50%	1.48%	29976DW3	3,675.00
Goldman Sachs USA		1/13/2021	245,000	99.675	244,203.75	2.30%	2.30%	38148J5F4	5,635.00
HSBC BK McLean VA		3/10/2021	230,000	99.827	229,602.10	1.30%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH		11/30/2020	245,000	98.522	241,378.90	1.92%	1.90%	48126XNJ0	4,655.00
Finl BK Chicago Ill		12/10/2018	190,000	99.476	189,004.40	1.10%	1.10%	55266CSB3	2,090.00
Sallie Mae Salt Lake City UT		1/31/2023	225,000	99.526	223,933.50	2.66%	2.65%	795450J71	5,962.50
State BK India NY NY		12/5/2019	245,000	99.031	242,625.95	2.42%	2.20%	8562843E2	5,880.00
<b>CD Totals</b>			<u>3,080,000</u>		<u>3,040,977.20</u>	1.96% avg. return			<u>60,317.50</u>
<b>Total Investments</b>			<u>4,283,000</u>		<u>4,223,480.55</u>	1.92% avg. return			<u>82,077.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Feb-17	2,228,269.83	0.84%
Mar-17	1,724,795.08	0.89%
Apr-17	1,741,606.06	0.98%
May-17	2,659,997.06	0.99%
Jun-17	3,054,217.68	1.05%
Jul-17	3,079,129.85	1.16%
Aug-17	2,656,125.66	0.12%
Sep-17	3,070,508.79	1.21%
Oct-17	2,791,854.39	1.22%
Nov-17	2,813,253.35	1.24%
Dec-17	2,818,160.75	1.34%
Jan-18	2,837,042.26	0.15%
Feb-18	2,636,434.63	0.15%

REVENUE COMPARISONS  
AS OF MARCH 31, 2018

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	248,431	139,771	553,115	552,628	588,308	94.02%
Real Estate Tax - Delinquent	898	4,103	9,377	20,913	14,000	66.98%
Public Service Tax	3,137	14,079	13,983	28,333	28,474	49.11%
Personal Property Tax	76,719	35,332	221,887	222,271	232,980	95.24%
Personal Property Tax - Delinquent	756	944	11,156	4,653	5,000	223.12%
Machinery & Tools Tax	29,463	32,583	151,570	130,562	132,379	114.50%
Penalties on Tax	1,025	1,713	4,509	3,365	4,000	112.72%
Interest on Tax	272	559	2,539	2,571	1,700	149.35%
Local Sales Tax	12,675	12,547	105,002	103,556	188,064	55.83%
Meals Tax	120,285	113,218	954,007	938,828	1,489,112	64.07%
Utility Tax	29,071	27,208	223,462	217,958	325,033	68.75%
Communications Tax	16,503	15,322	121,929	123,765	186,119	65.51%
Bank Stock Tax	-	-	-	-	216,500	0.00%
Penalty-Meals Tax	2	554	1,719	2,044	2,000	85.96%
Interest-Meals Tax	0	576	922	3,326	700	131.66%
Penalty-Lodging Tax	-	-	47	-	-	0.00%
Interest-Lodging Tax	-	-	-	-	-	0.00%
Lodging Tax	13,613	12,379	113,258	103,151	163,977	69.07%
Cigarette Tax	10,185	11,640	56,306	71,614	93,314	60.34%
BPOL-Retail	10	1,213	12,840	8,276	345,830	3.71%
BPOL-Professional	3,899	10	19,167	2,460	176,131	10.88%
BPOL-Contractor	331	3,064	3,444	5,164	15,923	21.63%
BPOL-Repairs/Services	230	10	8,047	6,848	132,319	6.08%
BPOL-Alcoholic Beverages	-	-	100	-	700	14.29%
BPOL-Penalty/Interest	-	184	3,356	1,443	3,000	111.86%
BPOL-Amusement	-	-	500	-	208	240.38%
BPOL-Utility	2,923	-	2,927	3,249	12,978	22.55%
BPOL-Miscellaneous	-	-	80	587	5,500	1.45%
Solicitor Permits	-	40	-	60	-	0.00%
Farmer's Market Fees	-	230	570	1,934	4,100	13.90%
Welcome Center Fees	-	310	4,455	4,646	4,000	111.38%
Farmers Mkt EBT's Deposits	-	500	754	500	-	0.00%
Planning/Zoning Fees	190	575	7,938	5,914	7,300	108.74%
Court Fines	2,865	2,642	24,661	25,105	52,500	46.97%
Parking Fines	-	-	15	80	100	15.00%
Garbage Violation Fines	-	-	520	160	100	520.00%
Interest Earnings	-	11,097	56,759	52,414	73,007	77.74%
Return Check Fees	20	100	440	470	400	110.00%
Rental of Property	-	-	450	420	420	107.14%
Sale of Property	52,000	2,000	58,000	2,000	-	0.00%
Bond Proceeds	-	-	-	-	345,154	0.00%
Mortgage Payments	1,099	-	3,474	1,724	3,073	113.04%
Loan Repayment - Paving	-	728	683	6,594	1,455	46.92%
Sale of Materials	-	-	-	-	-	0.00%
Grave Preparation	750	750	2,625	2,625	1,500	175.00%
Security Services	915	1,185	3,855	3,495	2,840	135.74%
Passport Service Fees	1,610	2,658	10,425	8,985	10,000	104.25%
Police Reports	80	24	965	730	1,100	87.73%
Fingerprint Service Fees	15	65	275	350	490	56.12%
CIT / PAC Room Staffing	-	1,400	7,000	8,400	8,400	83.33%
Garbage Collection Fees	7,896	7,864	61,590	61,150	90,792	67.84%
Truck Rental Program	60	30	390	218	300	130.00%
Credit Card Fees	323	269	2,667	1,588	1,919	138.96%
Weed Control Charges	-	-	1,110	537	150	740.05%

**REVENUE COMPARISONS  
AS OF MARCH 31, 2018**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
Administrative Charges for Services	-	-	1,284	568	300	427.97%
Miscellaneous Services	-	255	578	370	-	0.00%
Donations	-	-	20,003	30	-	0.00%
Merchandise Sales	-	-	2	7	25	8.20%
Miscellaneous	-	26	515	343	300	171.58%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	-	-	3,892	378	-	0.00%
Unrealized Gain on Investments	-	(12,682)	(43,173)	(54,495)	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>Total Local Revenues</b>	<b>638,251</b>	<b>447,075</b>	<b>2,827,970</b>	<b>2,694,863</b>	<b>4,973,974</b>	<b>56.86%</b>
<b>GENERAL FUND - State Revenues:</b>						
Rolling Stock Tax	-	-	3,340	3,357	3,250	102.78%
Litter Tax	-	-	2,480	2,543	2,475	100.20%
Other Categorical Aid	-	29	574	326	200	287.21%
Fire Programs	-	-	16,044	14,716	15,210	105.48%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
Law Enforcement Grants	-	-	3,181	-	-	0.00%
DMV Grants	-	3,734	10,247	8,779	-	0.00%
VDOT Grant	-	-	-	7,409	600,000	0.00%
CDBG Grant	-	-	-	-	-	0.00%
Street Maintenance	352,507	346,716	1,057,520	1,040,149	1,421,537	74.39%
VML Safety Grant	-	-	4,000	-	4,000	100.00%
Volunteer Fire Dept.	-	-	15,000	15,000	30,000	50.00%
Law Enforcement-599 Funds	-	27,988	83,964	83,964	108,460	77.41%
Va. Commission of the Arts Grant	-	1,062	-	1,302	-	0.00%
Other Categorical Aid-Police	-	-	1,614	-	-	0.00%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
<b>Total State Revenues</b>	<b>352,507</b>	<b>379,529</b>	<b>1,281,457</b>	<b>1,261,038</b>	<b>2,268,625</b>	<b>56.49%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>990,757</b>	<b>826,604</b>	<b>4,109,428</b>	<b>3,955,901</b>	<b>7,242,599</b>	<b>56.74%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	64,657	65,228	766,330	721,902	1,185,669	64.63%
gallons billed	19,185,743	17,545,314	185,132,490	183,110,098		
Water Connections	-	7,275	29,989	20,056	17,825	168.24%
Reconnect Fees	1,550	450	8,735	3,425	2,750	317.64%
Penalties	3,330	2,129	24,131	25,913	28,440	84.85%
Bulk Water Purchases	-	-	1,417	494	1,000	141.71%
Sewer Collection Charges	93,982	58,944	555,114	490,823	750,958	73.92%
gallons billed	15,686,053	14,061,491	151,733,503	141,825,929		
Sewer Connections	-	4,000	2,000	6,000	8,000	25.00%
Cell Tower Rent	4,059	2,134	36,496	35,499	47,339	77.10%
Sale of Materials	-	-	600	-	-	0.00%
Recoveries	-	-	-	702	-	0.00%
Appropriated Fund Balance	-	-	-	-	887,992	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>167,578</b>	<b>140,161</b>	<b>1,424,812</b>	<b>1,304,813</b>	<b>2,929,973</b>	<b>48.63%</b>

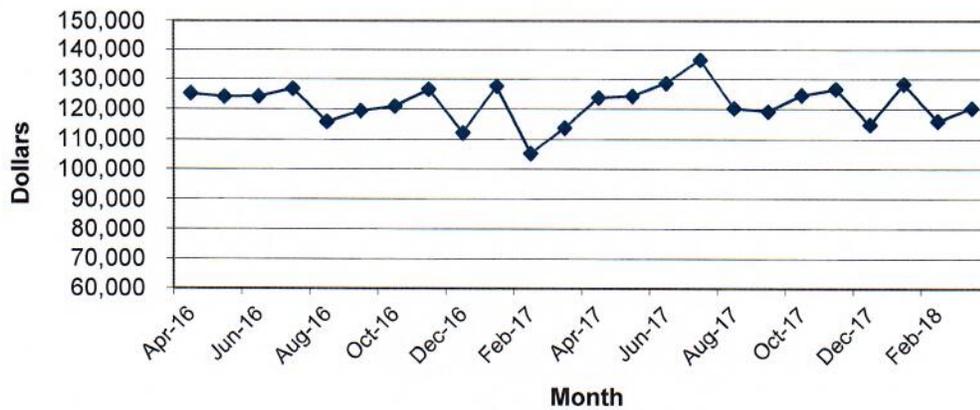
REVENUE COMPARISONS  
AS OF MARCH 31, 2018

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>CAPITAL PROJECTS REVENUES:</b>						
Microenterprise Loan Payments	704	58	5,846	2,041	6,924	84.43%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>704</b>	<b>58</b>	<b>5,846</b>	<b>2,041</b>	<b>6,924</b>	<b>0.00%</b>
<b>UTILITY CAPITAL REVENUES:</b>						
Proceeds from Bond	-	-	-	-	-	0.00%
Capital Recovery Fees-Water	23,638	23,443	209,380	207,197	281,721	74.32%
Capital Recovery Fees-Sewer	19,266	19,146	167,064	164,739	229,383	72.83%
Capital Recovery Fees-Garbage	1,679	1,670	15,161	15,028	20,472	74.06%
Appropriated Fund Balance	-	-	-	-	606,973	0.00%
Transfer from Other Funds	-	-	-	-	-	0.00%
<b>TOTAL UTILITY CAPITAL REVENUES</b>	<b>44,583</b>	<b>44,259</b>	<b>391,604</b>	<b>386,964</b>	<b>1,138,549</b>	<b>34.40%</b>
<b>PERFORMANCE VENUE REVENUES:</b>						
Transfers from General Fund	-	-	-	-	354,682	0.00%
<b>TOTAL PERFORMANCE VENUE REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>354,682</b>	<b>0.00%</b>
9 months of the 12 months of the fiscal year						75.00%

TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS

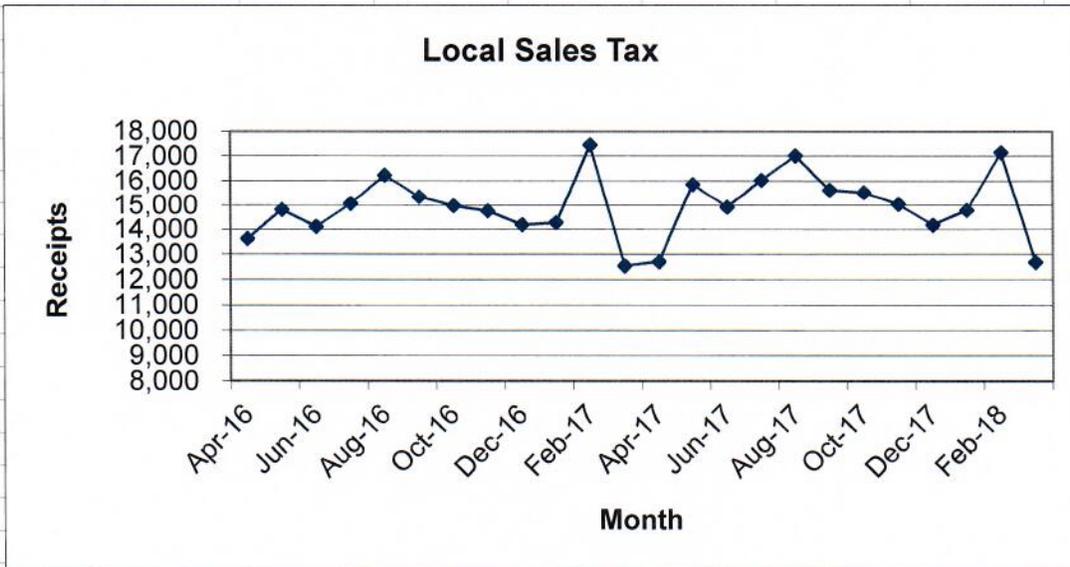
Month	Collections
Apr-16	125,165
May-16	124,133
Jun-16	124,265
Jul-16	126,812
Aug-16	115,737
Sep-16	119,407
Oct-16	120,915
Nov-16	126,512
Dec-16	112,194
Jan-17	127,602
Feb-17	105,380
Mar-17	113,755
Apr-17	123,775
May-17	124,351
Jun-17	128,601
Jul-17	136,527
Aug-17	120,248
Sep-17	119,236
Oct-17	124,629
Nov-17	126,641
Dec-17	114,825
Jan-18	128,340
Feb-18	115,988
Mar-18	120,285

**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

Apr-16	13,632
May-16	14,819
Jun-16	14,114
Jul-16	15,067
Aug-16	16,242
Sep-16	15,351
Oct-16	14,977
Nov-16	14,766
Dec-16	14,186
Jan-17	14,275
Feb-17	17,453
Mar-17	12,547
Apr-17	12,710
May-17	15,859
Jun-17	14,918
Jul-17	16,034
Aug-17	17,021
Sep-17	15,631
Oct-17	15,529
Nov-17	15,043
Dec-17	14,180
Jan-18	14,793
Feb-18	17,151
Mar-18	12,675



TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF MARCH 31, 2018

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	4,896	3,141	52,345	54,356	78,832	66.40%
Town Manager	28,132	25,597	185,519	181,530	251,239	73.84%
Town Attorney	1,750	-	27,558	11,844	36,745	75.00%
Finance Department	37,356	29,295	271,262	259,120	353,287	76.78%
Electorial Board	-	-	-	-	2,900	0.00%
Police Department	214,582	198,308	1,489,675	1,443,612	2,158,082	69.03%
Volunteer Fire Dept.	11,773	13,105	115,255	82,547	179,871	64.08%
Public Works Admin.	10,804	12,146	82,842	99,659	111,722	74.15%
Street Lights	8,613	8,647	69,651	75,871	112,633	61.84%
Traffic Control & Parking	3,623	4,599	49,670	161,933	676,999	7.34%
Streets	59,012	113,834	655,834	475,514	983,515	66.68%
Sidewalks & Curbs	-	-	10,327	1,049	50,869	20.30%
Scuffing Hill Drainage	-	-	-	7,685	-	0.00%
Bernard Rd Drainage	-	-	-	13,500	119,092	0.00%
Angle Bridge Repairs	1,634	-	38,313	-	150,000	25.54%
Street Cleaning	199	-	4,961	1,481	19,388	25.59%
Refuse Collection	9,688	10,991	126,997	80,037	204,751	62.03%
Snow Removal	2,687	731	56,048	19,642	74,586	75.15%
Municipal Building	3,998	4,202	105,635	109,965	72,012	146.69%
Emergency Services Bldg.	5,289	12,016	66,617	56,775	62,412	106.74%
Public Works Building	3,882	2,794	27,352	17,945	28,305	96.63%
Cemetery	1,019	754	14,692	51,077	19,198	76.53%
Playgrounds	8,761	7,126	47,894	57,093	42,874	111.71%
Celeste Park	-	-	-	-	5,245	0.00%
Gilley's Park	-	-	48,038	-	35,000	137.25%
Impound Lot	-	-	81,811	-	44,216	185.03%
Mary Elizabeth Park	-	-	32,432	-	80,000	40.54%
Veterans Memorial Park Erosion	-	363,570	51,473	855,518	4,208	1223.21%
Planning & Zoning	11,476	12,948	81,974	100,872	140,372	58.40%
Community Development	21,930	34,512	183,164	165,441	288,223	63.55%
Citizen's Square	1,444	5,515	9,752	21,062	270,351	3.61%
Hospitality Center	2,162	746	26,599	16,851	31,013	85.77%
Passport Services Expenses	12	282	1,265	1,634	2,210	57.23%
Economic Development Authority	392	339	1,732	1,625	15,960	10.85%
Remediation of Blighted Structures	-	2,050	1,440	10,641	15,000	9.60%
<b>Non-Departmental:</b>						
Wages & Fringes	8,756	6,740	35,793	44,108	62,307	57.45%
Employee Wellness Program	-	-	420	750	3,900	10.77%
Employee Drug Testing	-	-	422	373	1,850	22.81%
Insurance	-	-	64,458	74,299	72,524	88.88%
Contributions to Others	-	-	15,450	15,450	16,500	93.64%
Debt Service-Principal	-	-	295,000	165,000	295,000	100.00%
Debt Service-Interest	-	-	52,659	35,059	59,644	88.29%
Transfer to Performance Operations	-	-	-	-	354,682	0.00%
Contingency - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Supplemental Pay Adjustment	-	-	-	-	28,796	0.00%
Contingency - to reimburse fund balance	-	-	-	50,000	27,862	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>463,870</b>	<b>873,988</b>	<b>4,482,329</b>	<b>4,820,915</b>	<b>7,694,175</b>	<b>58.26%</b>

TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF MARCH 31, 2018

	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	11,640	16,820	154,487	108,473	203,979	75.74%
Meter Reading	2,337	2,287	21,309	23,270	36,140	58.96%
Water Plant	53,038	52,258	390,842	387,528	642,777	60.81%
Wastewater System Operation	26,880	29,375	102,149	103,781	177,085	57.68%
Wastewater Treatment Plant	43,810	48,944	316,212	294,949	505,364	62.57%
Utility Billing & Administration	19,055	17,192	113,923	100,373	168,871	67.46%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	4,094	4,843	-	0.00%
Insurance	-	-	21,486	24,766	25,757	83.42%
Debt Service-Principal	-	-	292,500	284,000	292,500	100.00%
Debt Service-Interest	-	43,830	47,571	51,706	84,647	56.20%
Contingency - Utility Operating Purposes	-	-	-	-	10,000	0.00%
Contingency - Supplemental Pay Adjustment	-	-	-	-	7,266	0.00%
Depreciation	-	-	-	-	887,992	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>156,760</b>	<b>210,706</b>	<b>1,464,574</b>	<b>1,383,690</b>	<b>3,042,378</b>	<b>48.14%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Transfer to General Fund	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>UTILITY CAPITAL FUND:</b>						
Public Works Utility Capital Items	-	-	144,511	-	150,000	96.34%
Water System Operation	-	-	-	-	112,405	0.00%
Water Distribution Utility Projects	-	3,386	-	26,738	20,000	0.00%
Meter Reading Capital Equipment	-	-	-	-	19,500	0.00%
Water Leak Detection	-	-	-	3,314	-	0.00%
220 S Tank Mixer	-	-	-	380	-	0.00%
Continuous Chlorine Analyzer	-	-	-	3,373	-	0.00%
WTP Boiler & HVAC Replacement	-	50,896	-	67,791	-	0.00%
WTP Parking Lot Repaving	-	-	10,770	-	10,700	100.65%
Diamond Ave Water Line Replacement	7,142	-	47,655	-	540,000	8.82%
Scuffling Hill Tank Aerator	-	-	68,155	-	70,000	97.36%
Grassy Hill Upper Pump Redo	11,748	2,731	11,748	2,731	15,000	78.32%
Eclips Sample Hydrants	-	-	8,872	-	12,000	73.93%
Streaming Current Monitor	-	-	6,764	-	9,452	71.57%
WTP Flucculator Motor Replacement	-	-	-	-	19,500	0.00%
WTP Upgrade Controls & Programming	-	-	-	-	10,000	0.00%
WTP Pressure Valve & Plumbing	-	-	-	-	10,205	0.00%
Wastewater Collection Utility Projects	-	-	-	-	-	0.00%
Sewer Portable Smoke Machine	-	-	-	2,380	-	0.00%
Sewer Pump Stations SCADA	-	-	24,037	-	20,000	120.19%
Wastewater Rapid Assessment Tool	-	-	25,524	-	27,000	94.53%
WWTP Main Pump Station Drive	-	-	-	17,966	-	0.00%
WWTP Replace Main Pumps	-	-	-	40,455	-	0.00%
WWTP Replace Sampler	-	-	-	5,935	-	0.00%
WWTP Replace Flow Meter	-	-	-	1,826	-	0.00%
WWTP Parking Lot Repairs	-	-	12,787	-	12,787	100.00%
WWTP Replace Building Heaters	-	-	1,500	-	1,500	100.00%
WWTP Clarifiers	54,011	-	114,011	-	114,000	100.01%
Contingency	-	-	-	-	-	0.00%
<b>TOTAL UTILITY CAPITAL EXPENDITURES</b>	<b>72,900</b>	<b>57,013</b>	<b>476,334</b>	<b>172,890</b>	<b>1,174,049</b>	<b>40.57%</b>

TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF MARCH 31, 2018

	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
<b>PERFORMANCE VENUE OPERATIONS:</b>						
Performance Venue Operations:						
Wages - Full Time	18,331	17,909	105,157	102,178	158,045	66.54%
Wages - Part Time	4,400	-	14,100	2,582	40,584	34.74%
Wages - Over Time	707	-	707	-	-	100.00%
Wages - Security	4,770	3,540	14,475	13,995	21,000	68.93%
Fringes	9,017	7,479	57,214	50,108	70,984	80.60%
Contractual Services	955	2,298	21,940	17,973	17,500	125.37%
Custodial Services	2,300	-	4,300	-	-	0.00%
Repairs & Maintenance	1,184	-	2,198	-	4,500	48.83%
Advertising	-	-	2,075	2,350	-	0.00%
Printing & Binding	-	-	-	-	-	0.00%
Licenses & Permits	-	3,870	766	4,948	1,200	63.83%
Postage & Delivery Services	-	-	-	51	-	0.00%
Utilities	2,534	2,186	18,086	4,748	31,165	58.03%
Communications	1,086	1,023	9,219	2,518	9,704	95.00%
Stipends	-	-	-	-	-	0.00%
Office Supplies	-	-	436	-	-	0.00%
Janitorial Supplies	385	-	5,097	671	-	0.00%
Furniture & Fixtures	-	-	2,927	-	-	0.00%
Data Processing Equipment	-	-	-	810	-	0.00%
Machinery & Equipment	-	-	-	14,495	-	0.00%
A/V Equipment	-	5,642	-	6,342	-	0.00%
Merchandise for Resale	-	-	-	1,593	-	0.00%
<b>TOTAL PERFORMANCE VENUE EXPENSES</b>	<b>45,669</b>	<b>43,948</b>	<b>258,696</b>	<b>225,362</b>	<b>354,682</b>	<b>72.94%</b>
			9 months of the 12 month fiscal year			75.00%

TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2018

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY - GENERAL PURPOSES COMMITTED:	50,000	10,000	60,000
WWTP CLARIFIERS (1-8-18)			(60,000)
ROCK WALL - NORTH MAIN ST (TENTATIVE) (4-9-18)	(14,000)		
AVAILABLE CONTINGENCY - GENERAL PURPOSES	<u>36,000</u>	<u>10,000</u>	<u>-</u>
<hr/>			
BUDGETED FOR SUPPLEMENTAL PAY ADJUSTMENTS COMMITTED:	28,796	7,266	
SUPPLEMENTAL PAY ADJUSTMENTS (12-08-17)	(18,814)	(4,094)	
AVAILABLE FOR SUPPLEMENTAL PAY ADJUSTMENTS	<u>9,982</u>	<u>3,172</u>	
<hr/>			
BUDGETED FOR REIMBURSEMENT TO FUND BALANCE COMMITTED:	27,862		
AVAILABLE FOR REIMBURSEMENT TO FUND BALANCE	<u>27,862</u>		

TOWN OF ROCKY MOUNT  
UTILITY BILLING  
WATER CONSUMPTION PERCENTAGES  
FOR THE MONTH OF MARCH 2018

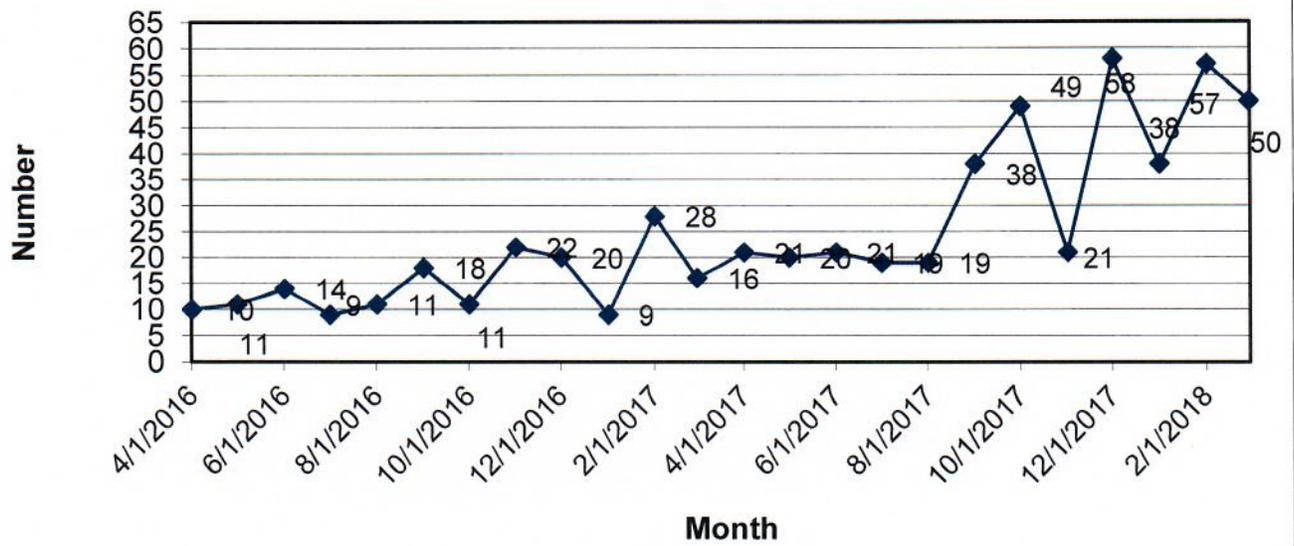
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,777	6,968,303	\$ 37,111	61%	34%	35%
COMMERCIAL	345	6,608,250	18,288	12%	33%	17%
INDUSTRIAL	49	3,589,140	\$ 12,537	2%	18%	12%
TOTAL	<u>2,171</u>	<u>17,165,693</u>	<u>\$ 67,937</u>	<u>74%</u>	<u>85%</u>	<u>64%</u>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	670	2,104,700	\$ 29,088	23%	10%	27%
COMMERCIAL	76	921,950	\$ 9,722	3%	5%	9%
INDUSTRIAL	2	13,000	\$ 115	0%	0%	0%
TOTAL	<u>748</u>	<u>3,039,650</u>	<u>\$ 38,925</u>	<u>26%</u>	<u>15%</u>	<u>36%</u>
				<u>100%</u>	<u>100%</u>	<u>100%</u>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,447	9,073,003	\$ 66,199	84%	45%	62%
COMMERCIAL	421	7,530,200	\$ 28,011	14%	37%	26%
INDUSTRIAL	51	3,602,140	\$ 12,652	2%	18%	12%
TOTAL	<u>2,919</u>	<u>20,205,343</u>	<u>\$ 106,862</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>

TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 PERCENT CONSUMPTION & PERCENT REVENUE  
 PER CUSTOMER CLASS  
 FISCAL YEAR 2018

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-17	34%	34%	31%	23%	19%	11%	84%	68%	11%	24%	5%	8%	0%	0%	16%	32%
Aug-17	33%	35%	32%	23%	18%	10%	83%	67%	12%	25%	4%	7%	0%	0%	17%	33%
Sep-17	31%	33%	33%	24%	19%	12%	84%	69%	11%	23%	5%	8%	0%	0%	16%	31%
Oct-17	31%	29%	35%	36%	18%	9%	85%	73%	11%	20%	5%	7%	0%	0%	15%	27%
Nov-17	33%	34%	31%	22%	19%	11%	83%	67%	12%	25%	4%	8%	0%	0%	17%	33%
Dec-17	35%	35%	30%	21%	17%	10%	82%	66%	12%	24%	6%	9%	1%	1%	18%	34%
Jan-18	36%	36%	28%	20%	19%	10%	83%	67%	12%	25%	5%	8%	0%	0%	17%	33%
Feb-18	34%	32%	26%	18%	20%	10%	79%	61%	16%	32%	4%	7%	0%	0%	21%	39%
Mar-18	34%	35%	33%	17%	18%	12%	85%	64%	10%	27%	5%	9%	0%	0%	15%	36%
Apr-18																
May-18																
Jun-18																
Average	33%	34%	31%	23%	19%	11%	83%	67%	12%	25%	5%	8%	0%	0%	17%	33%

\*\*\*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 2018 (year ended 6/30/18).

### Number of Water Cut-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
February-18

Water Plant Finished Water Pumped		<u>20,938,153</u>
(Feb 4 - Mar 5)	(meters read 3/1 - 3/7)	
Water Consumption Billed		19,185,743
Water Plant Process		741,000
Flushing Water Lines, Hydrants, Tanks		-
(multiple leaks due to cold weather)		
Water Obtained from Water Plant (to bill)		500
Water Obtained from Public Works Hydrant (to bill)		-
Bulk Water Used at Public Works Shop		18,450
Flow Meter Checks at Hydrants		-
Meters Read and Not Billed		149,960
Grand Total of Water Metered / Consumed / Tracked		<u>20,095,653</u>
Percent Finished Water Accounted		95.98%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	-
001-0188-00-01	Impound Lot (old)	-
002-0317-20-01	Public Works Bldg	100
002-0317-30-01	Public Works Bldg-new bldg	2,000
004-1067-00-01	Veteran's Memorial Park	-
005-1300-00-01	Mary Elizabeth Park	-
005-1343-10-01	Harvester Performance Center	13,000
005-1384-00-01	Farmer's Market	800
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	60
009-2523-50-01	Emergency Services Bldg.	8,000
009-2538-70-01	Impound Lot (new)	-
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	124,000

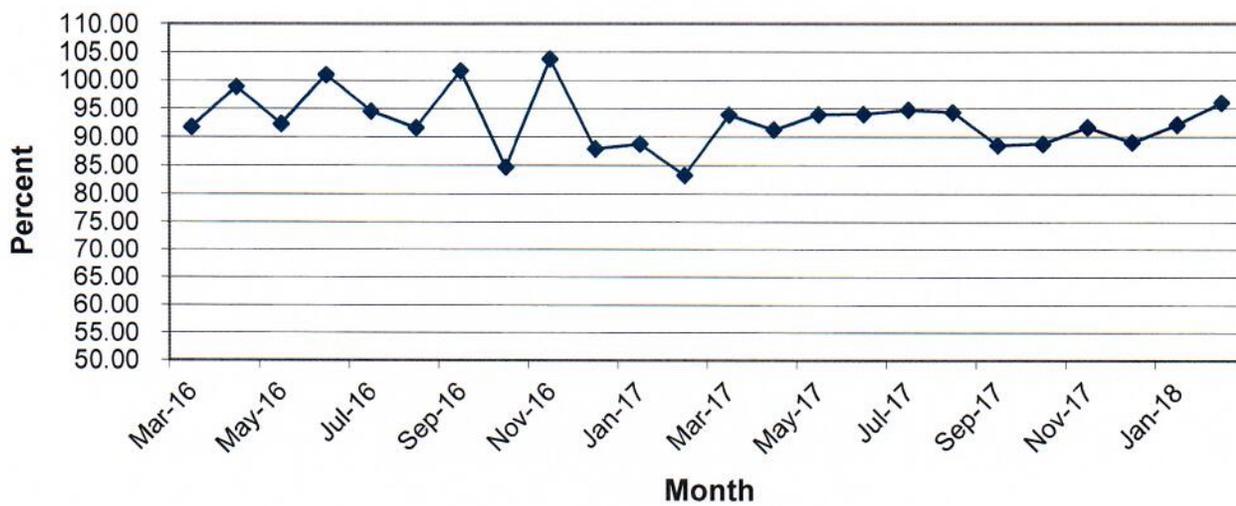
TOTAL Meters Not Billed		<u>149,960</u>
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Water Line Repairs by Public Works during the month:  
repaired many broken or frozen water meters and service lines

Sewer Line Repairs by Public Works during the month:  
repaired or unplugged 4 sewer mains or laterals

TOWN OF ROCKY MOUNT						
WATER ACCOUNTABILITY						
FISCAL YEAR 2018						
	Finished	Total			Average	Average
	Water	Water	Percent	Monthly	Accounted	Monthly
	Treated	Gallons	Accounted	Gallons	Variance	Variance
Month	Treated	Accounted	Accounted	Variance	per Quarter	per Quarter
Jul-17	22,293,511	21,123,700	94.75%	1,169,811		
Aug-17	26,629,355	25,124,130	94.35%	1,505,225		
Sep-17	23,773,553	21,045,650	88.53%	2,727,903	92.54%	1,800,979.67
Oct-17	24,529,056	21,785,193	88.81%	2,743,863		
Nov-17	23,524,013	21,569,839	91.69%	1,954,174		
Dec-17	22,298,908	19,851,057	89.02%	2,447,851	89.84%	2,381,962.67
Jan-18	24,353,727	22,437,690	92.13%	1,916,037		
Feb-18	20,938,153	20,095,653	95.98%	842,500		
Mar-18				-	94.05%	1,379,268.50
Apr-18				-		
May-18				-		
Jun-18				-	0.00%	-
AVG.	23,542,535	21,629,114	91.91%	1,913,421	92.15%	1,854,070
TOTAL	188,340,276	173,032,912		15,307,364		
Monthly Avg. Percent Unaccounted =			8.09%			
Monthly Avg. Percent Accounted =			91.91%			
8 out of 8 months this fiscal year > 80% accountability						

### Water Accountability %



**TOWN OF ROCKY MOUNT  
UTILITY PROFILE  
FISCAL YEAR 2012**

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-10	337.90	30,790,000	49.66%	29,970,000	48.34%	22,938,756	76.54%	2,832	19,964,000	32.20%	15,260,620	76.44%
Aug-10	331.70	30,570,000	49.31%	29,660,000	47.84%	22,492,662	75.84%	2,837	17,949,000	28.95%	15,975,402	89.00%
Sep-10	309.00	27,300,000	45.50%	26,480,000	44.13%	22,972,213	86.75%	2,823	20,610,000	34.35%	16,482,743	79.97%
Oct-10	310.00	28,650,000	46.21%	20,938,153	33.77%	20,095,653	95.98%	2,919	21,018,000	33.90%	15,686,053	74.63%
Nov-10			0.00%		0.00%				27,497,000	45.83%		
Dec-10			0.00%		0.00%					0.00%		
Jan-11			0.00%		0.00%					0.00%		
Feb-11			0.00%		0.00%					0.00%		
Mar-11			0.00%		0.00%					0.00%		
Apr-11			0.00%		0.00%					0.00%		
May-11			0.00%		0.00%					0.00%		
Jun-11			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>322.15</b>	<b>29,327,500</b>	<b>47.67%</b>	<b>26,762,038</b>	<b>43.52%</b>	<b>22,124,821</b>	<b>83.78%</b>	<b>2,853</b>	<b>21,407,600</b>	<b>35.05%</b>	<b>15,851,205</b>	<b>80.01%</b>

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

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

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 9, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Jeff Rakes
<b>DEPARTMENT:</b>	<b>Fire Department</b>
<b>MONTH:</b>	February 2018

The Rocky Mount Fire Department had a total of 30 calls during the month of February 2018.

There were 11 calls inside town limits and 19 calls outside town limits.

The Fire Department vehicles traveled a total of 1,252 miles answering all of the calls.

Of the 30 calls there were...

- 3 – Structure Fires
- 7 – Woods & Grass Fires
- 1 – Chimney Fire
- 1 – Utilities Fire
- 9 – Motor Vehicle Accidents
- 8 – Fire Alarms
- 1 – Service Call

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 9, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Chief Ken E. Criner, Jr.
<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>MONTH:</b>	March 2018

Rocky Mount Police Department hosted an ALERRT (Advanced Law Enforcement Rapid Response Training) at Franklin County High School during the week of March 24<sup>th</sup> – March 27<sup>th</sup>, 2018.

ALERRT is a nationwide program that is sponsored by the FBI that teaches Law Enforcement Agencies ONE standard response to active shooter situations so different agencies will be coordinated in the event of an active shooter.

It was mandatory training and attendance for all Rocky Mount Police Department personnel. Franklin County Sheriff's Office had about 20 members to participate.

Also, in attendance was Dr. Mark Church, Greg Cuddy with the Franklin County Public School Systems and our Commonwealth Attorney A.J. Dudley.

Training was presented by Sergeant of Investigations T.J. Robertson and Officer Joshua Mason with the Rocky Mount Police Department and Sgt. Robertson also had a couple instructors from Franklin County Sheriff's Office who has had this training before.

Our Annual Easter Egg Hunt was a successful event again this year with attendance growing each year.

PLEASE SEE ATTACHED REPORT FOR MORE DETAILED INFORMATION ON MONTHLY CHARGES AND STATS.....

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: March 2018

JAN.

FEB.

MARCH

	JAN.	FEB.	MARCH
UNIFORM TRAFFIC SUMMONS ISSUED	104	142	85
TRAFFIC STOPS	190	214	210
SPEEDING TICKETS ISSUED	16	24	20
DUI	2	0	0
COLLISIONS INVESTIGATED (TREDS)	17	24	19
MOTORIST AIDES	55	51	56
CRIMINAL ARRESTS "MISDEMEANOR"	28	34	22
CRIMINAL ARRESTS "FELONY"	44	15	5
INCIDENTS ADDRESSED	3179	2813	2356
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	90	95	74
GRAND LARCENY WARRANTS	0	4	2
BREAKING & ENTERING REPORTS	0	0	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	46	18	63
FOLLOW-UP'S	91	65	50
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	2240	1926	1410
SCHOOL CHECKS	96	86	93
ALARM RESPONSES	41	26	31
OPEN DOORS, WINDOWS, ETC. UNSECURED	9	3	3
COURT HOURS	27.75	35.25	15.25
TRAINING HOURS:	390.5	358	593
SPECIAL ASSIGNMENT HOURS:	53.5	63	70.75
HARVESTER HOURS WORKED:	40	76	96
ECO/TDO	5	9	3
ECO/TDO HOURS:	19.25	39	20

## 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 19 reportable accidents with 18 of the accidents on our public streets.

## COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Altice Mill Road, Anderson Street, Ann Sink Street, Avalon Street, Bernard Road, Bland Street, Booker T. Washington Highway, Brookshire Drive, Buckner Street, Bunny Lane, Byrd Lane, Candlewood Apartments, Cedar Street, Center Street, Circle Drive, Circle View Street, Claiborne Avenue, Cobb Street, Cornell Road, Cromwell Drive, Dent Street, Diamond Avenue, Donald Avenue, East Church Street, East Court Street, East Street, Edgemont Street, Fairlawn Drive, Friendly Street, Frontage Road, Glen Meadow Drive, Glenwood Drive, Goodview Street, Grayson Street, Grassy Hill Road, Green Meadow Lane, Greenview Avenue, Greer Lane, Hale Street, Harvey Street, Hatcher Street, Herbert Street, High Street, Highland Hills Road, Highview Terrace, Hillcrest Drive, Hilltop Drive, Jubal Pass, Knob Apartments, Knollwood Drive, Lakeview Drive, Law Street, Lawndale Drive, Leonor Street, Luke Street, Lynch Drive, Mamie Avenue, Maple Avenue, Mary Coger Lane, Maynor Street, Montview Avenue, Mountain View Drive, Musefield Road, Noel Street, Norris Street, North Main Street, Oak Street, Old Fort Road, Old Franklin Turnpike, Old Furnace Road, Orchard Avenue, Oxford Circle, Parker's Drive, Patterson Avenue, Pell Avenue, Pendleton Street, Perdue Lane, Randolph Street, Riverview Street, School Board Road, Scuffling Hill Road, Smithers Street, Spring Street, State Street, Summit Drive, Sycamore Street, Taliferro Street, Tanyard Village, Trail Drive, Walnut Street, Warren Street, West Church Street, West College Street, West Court Street, Whitten Street, Willow Avenue, Wilson Street, Windsor Drive, Windy Lane, Woodlawn Drive, Wrays Street and Wray's Chapel Road.
- ◇ Business Foot Patrols: Aaron's, ABC Store, Advance Auto, AEP, All American Car Wash, American National Bank, Ameristaff, Angle Hardware, Applebee's, Arby's, Arrington Sports Awards, Auto Zone, BB& T Bank, BFMS, Bojangles, Brookside Swim Club, Buddy's BBQ, Burger King, Burt's Dentistry, C-Mart, Carter Bank & Trust, CATCE Center, Catch A Tan, Center Stage Catering, Check Into Cash, China City, Christian Heritage Academy, Coast to Coast, Comfort Inn, Cook Out, Country Kids, Crooked Stitch, Curves, CVS, Dairy Queen, Davenport Gas, Davis Law Firm, Department of Social Services, DMV, Dollar General, Dollar Tree, Domino's, Eagle Cinema, Edward Johnson Investment, El Rio, El Rodeo, Empire Foods, Enterprise Rent-A-Car, Essig Center, Family Dollar, Family Pharmacy, Farmer's Market, Fast Stop, Fast Tan, FCHS, First Baptist Church, Fisher Auto Parts, Fleetwood Homes, Flora Funeral Home, Flowers By Jones, Foley's Automotive, Food Lion, Francis of Assisi, Franklin Auto Glass, Franklin Center, Franklin Community Bank, Franklin County Dialysis, Franklin County Health Department, Franklin County Library, Franklin Dental Associates, Franklin Health Care, Franklin Heating & Air, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Frank's Pizza, Free Clinic, Furnace Creek Baptist Church, Get Ur Fix, Goodwill, The Grainery, Gusler's Alignment, H & R Block, Hair Fashions, Hardee's, Harper's Plumbing, Harvester Center, Haywood's Jewelry, Hema's, Highlander Laundry, Hodgesville Penicostal Holiness Church, Holiday Inn Express, Hollywood Beauty Salon, Hub Restaurant, Hutchinson Insurance, Ideal Building Supply, Industrial Avenue, Ippys, J & J Fashions, Jackson Hewitt, Jammin Apparel, Kay's Corner, Kentucky Fried Chicken, Kim's Nails, Kroger, Kupkavery, Lee M. Waid, Lesley Wray Photography, Little Ceasers, Long & Foster Realty, Los Tres Amigos, Lowe's, Lynch Park, Mary Bethune Park, Mary Elizabeth Park, McDonalds, Member One, Mod-U-Kraf, Moose Lodge, NAPA, National Guard Armory, Newbold, Nice Nails, Ntelos, Oasis Salon, Old's Cool, Olympia Sports, Papa Johns, Peebles, Pell Animal Clinic, Pet Clinic, Piedmont Community Services, Pizza Hut, Pizza King, Plygem, Prillaman's Auto Sales, Probation & Parole, Quiznos', Real Estate Rentals, Rent-A-Center, Retail Merchants, Riverside Minute Market, Rocky Mount Auto Repair, Rocky Mount Bowling Center, Rocky Mount Christian Church, Rocky Mount Church of God, Rocky Mount Elementary, Rocky Mount Public Works, Rocky Mount Ready Mix, Rocky Mount Rehab, Rocky Mount United Methodist Church, Ron Ayers Motorworks, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shentel, Sherwin Williams, Shoe Show, State Farm, Step Inc., Subway, Sun Tan City, Sunoco, Suntrust Bank, Team Nurse, Trinity Packaging, Turner's Ready Mix, US Cellular, Union Bank, Valley Star Credit Union, Veteran's Park, Vintage Spa, Walgreens, Wal-Mart, Wendy's, Women's Shelter, Wood Grains, YMCA and The Zone.

**MISCELLANEOUS:**

- March 1<sup>st</sup>, 2018 - Open Door @ Floyd Avenue
- March 18<sup>th</sup>, 2018 - Open Door @ Rocky Mount Elementary School
- March 24<sup>th</sup>, 2018 - Open Door @ Franklin County High School
- March 26<sup>th</sup> - March 29<sup>th</sup>, 2018 - ALERRT Training for RMPD

**COMMUNITY RESOURCE**  
**OFFICER MEETINGS/EVENTS:**

- March 13<sup>th</sup>, 2018 - FRESH Coalition helped with preparation of Easter Eggs for Annual Egg Hunt
- March 14<sup>th</sup>, 2018 - Meeting with Chamber
- March 14<sup>th</sup>, 2018 - OPIOID Task Force Training
- March 14<sup>th</sup>, 2018 - Ronald McDonald House Event
- March 15<sup>th</sup>, 2018 - Kindergarten class toured PD
- March 15<sup>th</sup>, 2018 - National Wild Turkey Federation Meeting
- March 31<sup>st</sup>, 2018 - Easter Egg Hunt at Benjamin Franklin Middle School

**SPEEDING TICKETS ISSUED**

Tanyard Road (x 5)

North Main Street (x 3)

School Board Road (x 3)

State Street (x 2)

Booker T. Washington Highway (x 2)

Leonor Street

Franklin Street

Grassy Hill Road

Scuffling Hill Road

Old Franklin Turnpike

## CRIMINAL ARRESTS & LOCATIONS:

Possession of Meth	Old Franklin Turnpike
Possession of Meth w/ Intent to Distribute	Old Franklin Turnpike
Possession of Marijuana	North Main Street
Possession of Marijuana	Old Franklin Turnpike
Drunk In Public	State Street
Drunk In Public	Edgemont Street
Drunk In Public	North Main Street
Drunk In Public	Old Franklin Turnpike
Malicious Wounding	Tanyard Road
Simple Assault	East Court Street (x 2)
Simple Assault	Tanyard Road
Domestic Assault	East Court Street (x 2)
Felony Shoplifting	Old Franklin Turnpike (x 2)
Disorderly Conduct	North Main Street
Violate Protective Order	Fairlawn Drive
Trespassing	Old Franklin Turnpike
Destruction of Property	East Court Street
Obstruction of Justice	Old Franklin Turnpike
Warrant Service (Misdemeanor)	Taliaferro Street
Warrant Service	Pell Avenue
Warrant Service	North Main Street
Hit & Run	Old Franklin Turnpike
Possession of Vape Device Underage	North Main Street
Driving Suspended	Old Franklin Turnpike
Emergency Custody Order	Floyd Avenue (x 2)
Temporary Detention Order	Floyd Avenue

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 9, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Brian Schofield, Public Works Superintendent
<b>DEPARTMENT:</b>	<b>Public Works Department</b>
<b>MONTH:</b>	March 2018

1. Read meters (5 days)
2. Installed Seven 5/8" meters
3. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts
4. Meter cutoffs: 51
5. Clean-up 5 days
6. Swept streets
7. Cut trees along roads, sidewalks and parks
8. Repaired or unplugged two sewer mains or laterals
9. Provided snow removal through two storms
10. Major clean-up from storm damage to trees throughout town
11. Repaired and replaced signs

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 9, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton
<b>DEPARTMENT:</b>	<b>Waste Water Treatment Plant</b>
<b>MONTH:</b>	March

Average Daily Flow	0.887 MGD
TSS Reduction	98.4 %
BOD Reduction	99.1 %
Leachate (F.C. Landfill)	326,398 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	63.53 Tons
Rain Total      2.71 inches	Snow Total      10.0 inches

The staff has had to spend most of their time on pretty days digging out a 24" valve and trying to repair it. The valve is not repairable and now a new valve has been put on order. The staff will have to bring in some outside help and a boom truck to replace this 2,300 pound valve. Final cost on this repair is going to be around \$18,000. Valve should be finished before the end of April.

The staff worked on preventive maintenance and minor repairs on all days that they were not working on the valve.

The wastewater plant had 6 after hour's alarms.

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 9, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Dallas Bailey, Interim-Plant Superintendent
<b>DEPARTMENT:</b>	<b>Water Department</b>
<b>MONTH:</b>	March 2018

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

The actual water production time (filtering of water) for the entire month averaged 9.4 hours a day which yielded approximately 720,000 gallons of water per day. According to our numbers our daily production for this time of year seems to be normal. Rainfall for this month was 4.3 inches as measured at the water treatment plant. The Blackwater River flow continues to be adequate for normal operation.

Total Raw Water Pumped:	22.74 million gallons
Total Drinking Water Produced:	22.36 million gallons
Average Daily Production:	720,000 gallons per day
Ave Percent of Production Capacity:	36%
Flushing of Hydrants/Tanks/FD Use:	0 gallons
Plant Process Water:	767,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	1450 gallons
Bulk Water used at PW Shop	3000 gallons

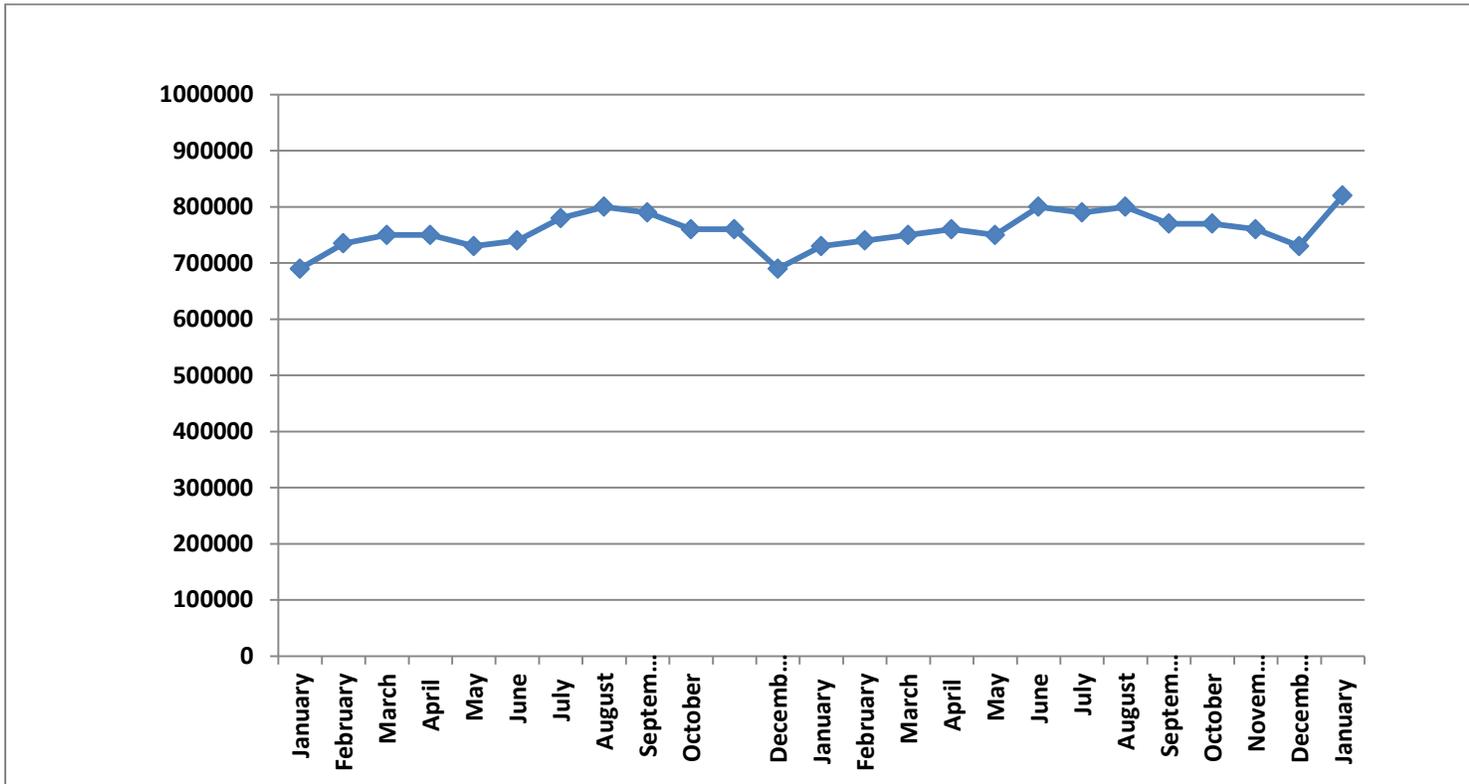
### **Testing:**

- All monthly (6 total) routine bacteriological samples were free of bacteria. The Town continues to be in compliance with all drinking water standards, in accordance with EPA requirements.
- Our quarterly samples are to be collected and tested again the second week of May. These tests are for disinfection by-products in the water.

### **Activities / Maintenance / Improvements**

- On March 8<sup>th</sup> the Public Works Dept. came over to cut down and chipped some trees that had been blown over or almost over due to the high winds. Some were leaning over our fence and some over our driveway entrance which caused a threat to property damage and created a safety hazard.
- March 15<sup>th</sup> Kevin and I replaced the batteries in our battery backups for all but two tanks. Replaced both pump station batteries as well. This helps with scada monitoring for the tanks and pump stations during power outages.
- Performed and documented our Quarterly calibrations on our turbidity meters at the plant which is a requirement.
- On March 19<sup>th</sup> we received our report back from VDH that our February quarter samples for TTHMs and HAA5s were in compliance.
- As of March 31 we have received all lab reports and results of our monthly and quarterly samples taken. Glad to report that everything continues to be in compliance. No problems or issues.
- We have been informed by VDH that we will be required to start testing for cryptosporidium in 2019. This is a follow up to our 2010 sampling based on EPA requirements.

## Water Plant Production in Gallons Per Day (January 2016 to January 2018)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
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STAFF MAKING REQUEST:	Matthew C. Hankins Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	While I presented the Harvester 2017 summary to Council, Mr. Cundiff requested that Andy Turner appear at the April meeting to respond to questions. Mr. Turner plans to be available to respond to your questions and concerns.
ACTION NEEDED:	None at this time.

Attachment(s):

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
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<p><b>STAFF MAKING REQUEST:</b></p>	<p>Jessica Heckman, Planner C. James Ervin, Town Manager</p>
<p><b>BRIEF SUMMARY OF REQUEST:</b></p>	<p>Attached is a resolution authorizing the Town Manager to execute agreements as needed for Town and VDOT joint projects. The resolution also commits the Town to fund its local share of preliminary engineering, right of way, and construction (as applicable) of the project(s) in accordance with the project agreement(s) financial documents with VDOT.</p>
<p><b>ACTION NEEDED:</b></p>	<p>Approve the VDOT resolution for the Town Manager to execute agreements with VDOT and to approve local funding commitment(s) as required in VDOT funding agreements.</p>

Attachment(s): Yes

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



RESOLUTION NO.: **2018.004**

**AUTHORIZING A LOCAL OFFICIAL TO EXECUTE AGREEMENTS WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) AND ACKNOWLEDGMENT OF LOCAL FUNDING COMMITMENT AS REQUIRED IN VDOT FUNDING AGREEMENTS**

**WHEREAS**, the Town of Rocky Mount desires to have and maintain a safe and efficient road system; and

**WHEREAS**, from time to time the Town of Rocky Mount and the Virginia Department of Transportation (VDOT) work together to enhance the transportation system; and

**WHEREAS**, certain agreements between the Town of Rocky Mount and VDOT must be executed for this cooperative work to be accomplished.

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Town of Rocky Mount does hereby authorize the Town Manager to execute agreements, and any modifications to such agreements, with VDOT as needed to advance transportation projects; and,

**BE IT FURTHER RESOLVED**, that the Council of the Town of Rocky Mount does hereby commit to fund its local share of preliminary engineering, right of way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project agreement(s) financial documents.

GIVEN UNDER MY HAND, THIS 9<sup>TH</sup> DAY OF APRIL 2018:

---

Steven C. Angle, Mayor

ATTESTED:

---

Rebecca H. Dillon, Town Clerk





RESOLUTION NO.: **2018.002**

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2018**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2017 through June 30, 2018, hereafter known as FY 2018;

**WHEREAS**, there is a concrete wall on North Main Street that needs a rock wall facing to be consistent with other concrete walls within the Town limits,

**WHEREAS**, there are available funds in the Town's general fund contingency,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental contingency expenditure for FY 2018:

Account 01.4109.0000.0000.7010 (infrastructure)	\$14,000
Account 01.9102.0000.0000.9959 (contingency)	\$14,000

GIVEN UNDER MY HAND, THIS 9<sup>TH</sup> DAY OF APRIL 2018:

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

ATTESTED:

\_\_\_\_\_  
Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	The Heritage Classic 5K will be held on Saturday, May 5, 2018 with the course set the same as in previous years. The event will begin at 8:00 a.m. and will conclude around an hour later at Christian Heritage Academy. Mr. Eric Miller with Christian Heritage Academy has been in touch with the Rocky Mount Police Department and they have reviewed and approved the event.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

March 5, 2018

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

Dear Council Members:

I would like to ask the members of the Council for their permission to have our annual Heritage Classic 5K road race on Glenwood Drive and Scuffling Hill Road on Memorial Day, which this year is May 6<sup>th</sup>. We moved it back two weeks because of last year's conflict with the Pigg River Ramble, and to stay off of Mother's Day weekend. The first Saturday in May will now be its permanent home.

The race begins at 8:00 a.m., and everyone is off of Scuffling Hill in less than an hour. The course begins on the campus of Christian Heritage Academy, and goes up the hill of Glenwood Drive. The runners and walkers turn left onto Scuffling Hill Road and go down the left side of that road until they reach Rakes Road. At that point they turn around and return to the campus of the school, again staying on the left side of the road. I would like to clarify that the runners stay on the left side of the road, as they see it, in both directions, as per standard pedestrian rules of the road. We always have people posted on the race course to slow the traffic down for the safety of the runners, both at the Rakes Rd turnaround, and where they leave and re-enter Glennwood Dr. The Police Chief has always been kind to have a deputy helping to monitor the event.

Please note the early starting time. I would love to have the deputy present by 7:45am.

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

Thank you for your consideration of this matter.

Sincerely,



Eric Miller

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	The Southwest Virginia Antique Farm Days would like to hold a kick-off parade in town on Sunday, June 10, 2018. The parade will start at 3:00 p.m., beginning at Lowe's and proceed with the same route as in previous years. Mr. Jonathan Custer, who is the Tractor Parade Coordinator, has been in touch with the Rocky Mount Police Department and they have reviewed and approved the event.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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March 19, 2018

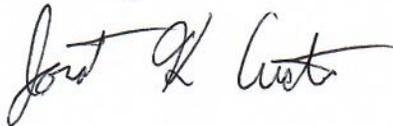
Town of Rocky Mount

To whom it may concern:

The Southwest Virginia Antique Farm Days would like to request Sunday, the 10<sup>th</sup> of June for the annual kick-off parade around town. The parade route will begin at 3:00 PM from Lowe's and proceed as follows. Leaving the Lowe's parking lot and turning left onto Old Franklin Turnpike and on through where it changes to Tanyard Rd. Then we will proceed to take a right onto Pell Ave until we take a right onto business 220 North at Angle Bridge and then left on Franklin Street. The parade will continue on Franklin Street (Route 40) and take a right onto Hatcher Street. The group will then be stopping at Rocky Mount Rehabilitation & Healthcare Center, at approximately 3:30 PM. At close to 4:30 PM the group will leave Rocky Mount Healthcare taking a right onto Hatcher St. and then left onto Franklin St. (Route 40). At the intersection to Floyd Ave., we will take a right and then a left onto 220 business and proceed to Tanyard Rd. where we will remain until we retrace our route on Old Franklin Turnpike ending at Lowe's parking lot at approximately 5:00 PM.

Thank you for your time and consideration in this matter. It is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Custer". The signature is written in a cursive style with a large initial "J" and "C".

Jonathan Custer

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The United States Department of Agriculture (USDA) has offered the Town of Rocky Mount a grant of \$25,000 towards the purchase of two new police vehicles. The purchase price of two vehicles is \$59,000 resulting in a Town cost of \$34,000. Staff asks that Council authorize the purchase of these vehicles, effectively helping our FY2019 budget by:</p> <ul style="list-style-type: none"><li>- Approving the USDA grant form</li><li>- Approving the attached Code of Conduct relative to the award of funds from USDA</li><li>- Approving the appropriation resolution that appropriates the USDA grant funds and fund balance towards the purchase of two police vehicles.</li></ul>
ACTION NEEDED:	Approve the grant application, Code of Conduct and Appropriation resolution

Attachment(s): Yes

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

Name		Address		State (Including ZIP Code)	
Rocky Mount, Town of		345 Donald Avenue		Rocky Mount, VA 24151-	
Applicant Fiscal Year		County		State (Including ZIP Code)	
From	To	Franklin		VA 24151-	
	20	20	20	20	First Full Year
	(1)	(2)	(3)	(4)	(5)
<b>OPERATING INCOME</b>					
1. Tax Receipts	0	0	0	0	4,364,249
2. Licenses/fees/fines	0	0	0	0	68,100
3. Aid from state	0	0	0	0	2,264,625
4. use of assets/service charges	0	0	0	0	196,471
5. Miscellaneous	0	0	0	0	0
6. Less: Allowances and Deductions	( )	( )	( )	( )	( 0)
7. Total Operating Income (Add Lines 1 through 6)	0	0	0	0	6,893,445
<b>OPERATING EXPENSES</b>					
8. Administrative/Office	0	0	0	0	723,003
9. Building and grounds	0	0	0	0	259,801
10. Community development	0	0	0	0	513,127
11. non departmental	0	0	0	0	973,065
12. Public Safety	0	0	0	0	2,280,140
13. Public Works	0	0	0	0	2,144,309
14.					
15. Interest (RD)	0	0	0	0	0
16. Depreciation	0	0	0	0	0
17. Total Operating Expense (Add lines 8 through 16)	0	0	0	0	6,893,445
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	0	0	0	0	0
<b>NONOPERATING INCOME</b>					
19.					
20.					
21. Total Nonoperating Income (Add Lines 19 and 20)	0	0	0	0	0
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)	0	0	0	0	0

Budget and Projected Cash Flow Approved by Governing Body

Attest:

*C. James [Signature]*

Secretary

Date

Appropriate Official

*2/28/03*  
Date

**PROJECTED CASH FLOW**

	20	20	20	20	First Full Year
A. Line 22 from Schedule 1 Income (Loss)	0	0	0	0	0
<b>Add</b>					
B. Items in Operations not Requiring Cash:					
1. Depreciation (Line 16, Schedule 1)	0	0	0	0	0
2. Others: _____	0	0	0	0	0
C. Cash Provided from:					
1. Proceeds from RD loan/grant	0	0	0	0	25,000
2. Proceeds from others	0	0	0	0	0
3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities	0	0	0	0	0
4. Decrease (Increase) in Accounts Receivable, inventories and Other Current Assets (Exclude Cash)	0	0	0	0	0
5. Other: <u>Transfer In General Fund</u>	0	0	0	0	44,896
6. _____	0	0	0	0	0
D. Total all A, B and C Items	0	0	0	0	69,896
E. <b>Less:</b> Cash Expended for:					
1. All Construction, Equipment and New Capital Items (Loan and grant funds)	0	0	0	0	69,896
2. Replacement and Additions to Existing Property, Plant and Equipment	0	0	0	0	0
3. Principal Payment RD Loan	0	0	0	0	0
4. Principal Payment Other Loans	0	0	0	0	0
5. Other: _____	0	0	0	0	0
6. Total E 1 through 5	0	0	0	0	0
<b>Add</b>					
F. Beginning Cash Balances	0	0	0	0	0
G. Ending Cash Balances (Total of D minus E 6 plus F)	0	0	0	0	0
Item G Cash Balances Composed of:					
Construction Account	0	0	0	0	0
Revenue Account	0	0	0	0	0
Debt Payment Account	0	0	0	0	0
O&M Account	0	0	0	0	0
Reserve Account	0	0	0	0	0
Funded Depreciation Account	0	0	0	0	0
Others: _____	0	0	0	0	0
<b>Total - Agrees with Item G</b>	0	0.00	0.00	0.00	0.00

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. James Egan  
(name)

03-27-2018  
(date)

Town Manager  
(title)

000

AD-3031

**U.S. Department of Agriculture**  
**ASSURANCE REGARDING FELONY CONVICTION**  
**OR TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 55a – as amended). The authority for requesting the following information for USDA agencies and offices is in sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, as amended and/or subsequently enacted. The information will be used to document compliance with appropriations restrictions.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 0505-0025. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

This award is subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, Division A, Sections 738 and 739, as amended and/or subsequently enacted for USDA agencies and offices (except Forest Service) regarding corporate felony convictions and corporate federal tax delinquencies.

Accordingly, by accepting this award the recipient acknowledges that it: (1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal or State law within 24 months preceding the award, unless a suspending and debarring official of the United States Department of Agriculture has considered suspension or debarment of the recipient corporation, or such officer or agent, based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the agency will annul this agreement and may recover any funds the recipient has expended in violation of the above cited statutory provisions.

  
APPLICANT'S SIGNATURE (BY)

TOWN MANAGER

TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY

Rocky Mount, Town of

BUSINESS NAME

03-27-2018

DATE SIGNED (MM-DD-YYYY)

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.*

REQUEST FOR OBLIGATION OF FUNDS

<b>INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ( )</b> Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
<b>1. CASE NUMBER</b> ST CO BORROWER ID 54-041-*****1585		<b>LOAN NUMBER</b>	<b>FISCAL YEAR</b>
<b>2. BORROWER NAME</b> Town of Rocky Mount		<b>3. NUMBER NAME FIELDS</b> (1, 2, or 3 from Item 2)	
		<b>4. STATE NAME</b> Virginia	
		<b>5. COUNTY NAME</b> Franklin	
<b>GENERAL BORROWER/LOAN INFORMATION</b>			
<b>6. RACE/ETHNIC CLASSIFICATION</b> 1 - WHITE 2 - BLACK 3 - AIAN 4 - HISPANIC 5 - A/PI	<b>7. TYPE OF APPLICANT</b> 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - ORG. OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10-PUBLIC COLLEGE/UNIVERSITY 11-OTHER		<b>8. COLLATERAL CODE</b> 1-REAL ESTATE SECURED 2-REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - RLF ACCT
<b>10. SEX CODE</b> 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - ORGAN MALE OWNED 5 - ORGAN FEMALE OWNED 6 - PUBLIC BODY	<b>11. MARITAL STATUS</b> 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	<b>12. VETERAN CODE</b> 1 - YES 2 - NO	<b>9. EMPLOYEE RELATIONSHIP CODE</b> 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC.
<b>14. DIRECT PAYMENT</b> (See FMI)	<b>15. TYPE OF PAYMENT</b> 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	<b>16. FEE INSPECTION</b> 1 - YES 2 - NO	
<b>17. COMMUNITY SIZE</b> 1 - 10 000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000		<b>18. USE OF FUNDS CODE</b> (See FMI)	
<b>COMPLETE FOR OBLIGATION OF FUNDS</b>			
<b>19. TYPE OF ASSISTANCE</b> 2 3 7 (See FMI)	<b>20. PURPOSE CODE</b> 8	<b>21. SOURCE OF FUNDS</b>	<b>22. TYPE OF ACTION</b> 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
<b>23. TYPE OF SUBMISSION</b> 1 - INITIAL 2 - SUBSEQUENT	<b>24. AMOUNT OF LOAN</b>	<b>25. AMOUNT OF GRANT</b> \$25,000.00	
<b>26. AMOUNT OF IMMEDIATE ADVANCE</b>	<b>27. DATE OF APPROVAL</b> MO DAY YR	<b>28. INTEREST RATE</b> 0 %	<b>29. REPAYMENT TERMS</b>
<b>COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS</b>			
<b>30. PROFIT TYPE</b> 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
<b>COMPLETE FOR EM LOANS ONLY</b>		<b>COMPLETE FOR CREDIT SALE-ASSUMPTION</b>	
<b>31. DISASTER DESIGNATION NUMBER</b> (See FMI)		<b>32. TYPE OF SALE</b> 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN	
<b>FINANCE OFFICE USE ONLY</b>		<b>COMPLETE FOR FP LOANS ONLY</b>	
<b>33. OBLIGATION DATE</b> MO DA YR		<b>34. BEGINNING FARMER/RANCHER</b> (See FMI)	

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder    COPY 1 - Finance Office    COPY 2 - Applicant/Lender    COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0062. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Approval of financial assistance is subject to the requirements outlined in the Letter of Conditions and any closing instructions issued by our office or our Office of General Counsel.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date MARCH 27, 20 18

C. James Ervin, Town Manager
\* PENDING COUNCIL APPROVAL (Signature of Applicant)

Date \_\_\_\_\_, 20 \_\_\_\_\_

(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Title: \_\_\_\_\_

38. TO THE APPLICANT: As of this date \_\_\_\_\_, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

FORM RD 1940-1, "REQUEST FOR OBLIGATION OF FUNDS", ATTACHMENT #1

The grantee understands the requirements for receipt of funds under the Community Facilities Grant program. The grantee assures and certifies that it is in compliance with all applicable laws, regulations, Executive Orders, and other applicable requirements including those set forth in Form RD 3570-3, 7 CFR parts 3015, 3016 or 3019 as subsequently modified, and the letter of conditions. The following conditions may apply if Community Facility Grant funds were used to purchase equipment or obtain or improve real property:

- (1) The grantee understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the property as provided by 7 CFR parts 3015, 3016 or 3019 in effect at this time and as may be subsequently modified.
- (2) The grantee understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation in the project as provided by 7 CFR parts 3015, 3016 or 3019 in effect at this time and as may be subsequently modified.

**LETTER OF INTENT TO MEET CONDITIONS**

Date 03-27-2018

TO: United States Department of Agriculture

Rural Development

\_\_\_\_\_  
(Name of USDA Agency)

20311 A Timberlake Road  
Lynchburg, Va 24502

\_\_\_\_\_  
(USDA Agency Office Address)  
\_\_\_\_\_

We have reviewed and understand the conditions set forth in your letter dated 03-27-2018 . It is our intent to meet all of them not later than 09-27-2018 .

Town of Rocky Mount

\_\_\_\_\_  
(Name of Association)

BY C. James Ervin

C. James Ervin, Town Manager

\_\_\_\_\_  
(Title)

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.*

## CODE OF CONDUCT

This written code of conduct will govern the performance of all officers, employees or agents engaged in the award and administration of contracts supported by Rural Housing Service administered funds. No employee, officer, or agent of Town of Rocky Mount shall participate in the selection, award or administration of a contract supported by Rural Housing Service administered funds if a conflict of interest, real or apparent, would be involved. None of the above-mentioned officers, employees or agents may accept anything of monetary value from contractors, potential contractors or parties for sub-agreements. Violation of this code shall result in penalties, sanctions, and other disciplinary actions as permitted by state and local laws and regulations.

The above Code of Conduct was approved at a meeting held on \_\_\_\_\_, 2018, and \_\_\_\_\_ members of the Governing Body were present which represents a quorum. A vote was held on this resolution and the resolution was adopted by a vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays with \_\_\_\_\_ abstaining.

Town Of Rocky Mount

\_\_\_\_\_  
C. James Ervin

Town Manager

\_\_\_\_\_  
Date



RESOLUTION NO.: **2018.003**

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2018**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2017 through June 30, 2018, hereafter known as FY 2018;

**WHEREAS**, the United States Department of Agriculture has awarded the Town Rural Development funds for the purchase of two police vehicles and,

**WHEREAS**, The Town will use the \$25,000 USDA grant funds with an additional \$34,000 in Town funds, of which \$8,500 will come from already budgeted Police Department funds, to total \$59,000 for the purchase of two 2017 Ford Interceptor Utility vehicles, and

**WHEREAS**, the Town Council of Rocky Mount wishes to thank the U.S.D.A. for their generous grant award,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2018:

Account 01.3101.0000.0000.7005 (motor vehicles)	\$50,500
Account 01.2400.0423 (grant revenue)	\$25,000
Account 01.4100.9999 (appropriated fund balance)	\$25,500

GIVEN UNDER MY HAND, THIS 9<sup>TH</sup> DAY OF APRIL 2018:

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

ATTESTED:

\_\_\_\_\_  
Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
----------------------------	---------------

STAFF MAKING REQUEST:	Matthew C. Hankins Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Franklin County has been working with your Planning staff and county architects for approximately 10 months to determine whether a M1 location on State Street is an appropriate location for a new county animal shelter. The proposed use is a use by right in M1 industrial, and the county making a \$2 million public investment in the North Main Street corridor, consistent with your comprehensive plan. The facility is expected to be a significant water user, and a central location away from the landfill will ease access for animal control officers and for those seeking to adopt. The county has exercised its option to purchase the property.</p> <p>County Facilities Director Mike Thurman will be at your meeting to respond to questions, concerns or encouragement.</p>
ACTION NEEDED:	None at this time.

Attachment(s):

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   
  Public Hearing   
  Other

FOR COUNCIL MEETING DATED:	April 9, 2018
----------------------------	---------------

<p>STAFF MAKING REQUEST:</p>	<p>Linda P. Woody, Finance Director C. James Ervin, Town Manager</p>
<p>BRIEF SUMMARY OF REQUEST:</p>	<p>Presentation of FY2019 Budget</p> <p>Attached is staff's proposed budget for FY2019 for the period starting July 1, 2018 running to June 30, 2019. Before we review some of the details, I would like to recognize your Finance Director for a great job making this document a reality from what was a very hectic assembly of departmental request all rushing in, at the final hour. Sorting out what is essential from what is needed or desirable and working to establish a fit with the best needs of the Town going forward is challenging and stressful.</p> <p>In a few ways it is a significant departure from prior budgets. It is still a "maintenance" budget in terms of revenue with no proposed fee or tax increases. However, it makes a dramatic shift in normal capital funding to focus on two very significant projects, one for the general government and one for the utility operation.</p> <p>The governmental project is new software for the Town's core functions (accounts payable, payroll, utility billing and collections, tax billing and collections etc.). The current software suite is over 20 years old and runs on an AS400 system that is difficult and costly to support. It would be called a "Legacy" system. Your Finance Director and Town Manager have spent the past decade evaluating ways to migrate off of this legacy system that is a risk to the Town. The budget includes \$460,000 to purchase and convert to a new finance software system. We have not been able to fund this project in the past decade due first to the recession then to the need to address core unfunded projects in other areas. We have made a dedicated effort this year to address this project. Part of the funding for this project comes from a transfer from Fund Balance, but that transfer will likely be less than an estimated FY2018 cash carry forward of \$400,000.</p> <p>The utility project is the proposed complete replacement of our water meters. The Town's plan to replace all meters by doing 20 to 50 a year, is not keeping up with meter failure and additionally the technology purchased over a decade ago to implement, is now being phased out (our touch read system). \$990,000 is budgeted for new water meters system wide (residential and small commercial). Other utilities are in the process of removing the meters and technology we are still struggling to implement and we find ourselves with a portion of our system using a</p>

	<p>now outdated reading technology. This is funded through a Revenue bond with a proposed ten year term so that future utility customers assist in paying for this long-lived upgrade.</p> <p>There are other items of note in the budget.</p> <p>One significant cost is giving staff a cost of living allowance in addition to the usual merit increase that they can earn if their performance warrants it. We have not included COLAs in most of our budgets over the past decade and the Town's pay and classification system is getting more and more out of date. Twelve years ago the Town was in a similar position and had to perform a complete review of its pay scale as inflation had eaten away at the Town's competitive position in hiring new employees. Where we would typically have over 20 applicants for a Public Works position, we recently had only seven. The way to avoid costly pay plan updates and to remain competitive are to periodically adjust the plan for inflation. In the last decade (2008 and beyond) there has been an estimated 16% of total inflation and the Town has only addressed this with COLA'S totaling 6%. If we do not manage the gap between inflation and pay plan maintenance the Town will eventually have to another wholesale restricting of its pay and classification system.</p> <p>There are also some staffing changes proposed. A new position is proposed in Public Works to dedicate time to our landscapes and to work on improving our welcoming appearance. Also, three part time grounds workers are proposed to increase our productivity during the growing season and keep our streets, parks and grounds looking their best. One part time employee at the Harvester Performance Center is proposed to be moved to full time.</p> <p>Though we are focusing on two very large projects, we still have a few significant utility projects proposed. These include lining the sewer line on Hillcrest and rebuilding the flocculators at the water treatment plant. Together these projects will cost nearly \$300,000.</p> <p>As usual this is a proposed document and is staff's best recommendation on how to meet the needs of the Town today and in the future and we welcome Council's input on these core projects during our budget work sessions.</p>
ACTION NEEDED:	No action needed

Attachment(s): Yes

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

**TOWN OF ROCKY MOUNT,  
VIRGINIA**

**FY 2019 PROPOSED BUDGET**

**TOWN COUNCIL**

Steven C. Angle, Mayor  
Gregory B. Walker, Vice-Mayor  
Bobby M. Cundiff  
Bobby L. Moyer  
Mark H. Newbill  
Jon W. Snead  
Billie W. Stockton

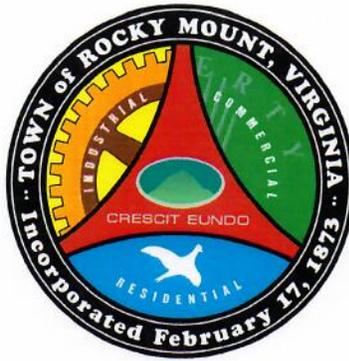
**STAFF**

C. James Ervin, Town Manager  
Matthew C. Hankins, Assistant Town Manager  
Linda P. Woody, Finance Director  
Rebecca H. Dillon, Town Clerk

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

540.483.7660  
FAX : 540.483.8830

WWW.ROCKYMOUNTVA.ORG



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

BOBBY M. CUNDIFF      MARK H. NEWBILL  
BOBBY L. MOYER        JON W. SNEAD  
BILLIE W. STOCKTON

C. JAMES ERVIN, *TOWN MANAGER*  
LINDA P. WOODY, *FINANCE DIRECTOR*

MATTHEW C. HANKINS  
*ASSISTANT TOWN MANAGER*  
*DIRECTOR, COMMUNITY DEVELOPMENT*

April 2, 2018

Honorable Steven C. Angle, Mayor  
Honorable Members of Town Council  
Town of Rocky Mount, Virginia

Mayor and Members of Council:

Your staff presents for your review the proposed budget for the Town of Rocky Mount for the Fiscal Year of July 1, 2018-June 30, 2019 (Fiscal Year 2019) along with the Five-Year Capital Improvement Plan. As required by your Code and Virginia law, the budget is balanced. There are no proposed increases in tax rates or fees.

The local economy is finally and clearly rebounding, with stronger revenues, more economic activity and many fewer vacancies in Rocky Mount's storefronts and shopping centers. The labor market is tight, which is of concern both to the Town and to our major employers, who are having difficulty finding enough workers to meet demand for their products, and yet those employers are still looking to expand. In February, 147 insured unemployed individuals were looking for work – countywide. This will have an impact on Town hiring and employment practices, as we have seen few applications for recent job openings amid concern about municipal pay rates lagging behind the private sector.

Rocky Mount has been blessed with significant business growth in the past year, particularly in restaurants. Most shopping center spaces have been filled, but staff will be working with those owners on impending vacancies next year in Marketplace, Rocky Mount Plaza and Eagle Plaza. Staff is continuing to follow your Comprehensive Plan's direction to focus on North Main Street's growth and development, as well as on transportation solutions which can benefit both employees and employers.

Housing demand continues to rise, and new housing starts in town and in the county will rise as will base prices for that housing. Entry-level housing for low-to-moderate income individuals and families is becoming scarcer and more costly, so the Town will seek DHCD planning funds to help evaluate that need and opportunities to increase both access and availability to quality, affordable housing for LMI.

The Town continues to need additional hotel space, as demand will rise over the next two years both with Harvester traffic and with out-of-town contractors working on the Mountain Valley Pipeline. Staff will continue to try to identify hotel operators who are willing to make the investment in Rocky Mount, whether in a redevelopment setting or in the commercial corridors.

When combining the utility operating budget and the utility capital budget, the utility operations are coming closer to meeting their annual operation costs due to your diligence in working to correct utility rates over four of the past five years. That diligence must continue to prevent the gap between expenses and revenues from growing.

This budget's capital expenses do not address the structural and equipment needs of the Town, but rather focus on a complete changeover of all water meters and integrating new financial management software to increase operation efficiencies. The Town's water meter replacement program has fallen far short of meeting operational targets; meters fail faster than they can be replaced. Newer technology could reduce our meter reading to perhaps two days and reduce the manpower required to do so, freeing staff time for repairs, maintenance and other public works tasks. The current Finance software does not meet modern operational standards, requires a great deal of duplication and does not give your department heads and management access to records. Your staff proposes modernizing this software, eliminating the outdated server and increasing budget accountability for all departments.

Your departments continue to operate leanly. As always, the service your Town provides its residents is through two primary components: personnel and their tools, whether hammers, tractors, bulletproof vests, pencils, computers, or vehicles.

On the personnel side, the Town continues to work to provide the right level of benefits and compensation to its hardworking employees. Health insurance costs will rise a modest 1.6% over last year's costs, largely due to your employees' better loss ratios at their health care providers this past year. The budget we present to you today includes a 5.0% increase in pay: a 2.5% cost of living adjustment and a 2.5% one-step increase to recognize employees' progress and successes as well as to address the growing difficulty in finding potential employees as job openings arise.

Although converting the current part-time Lead Technician/Equipment Manager into a full-time position and adding two part-time staff support positions was proposed, only converting the currently budgeted part-time lead technician to full-time is presented for the Harvester in 2019. Council should be aware that these positions are not asked for lightly and the Harvester operations continue to be lean.

The general fund overall revenues, minus the use of fund balance and bond proceeds, is budgeted to increase 4% in FY 2019. The general fund's overall operating expenditures are budgeted to increase a modest 2.9%.

The rental income from two new cell towers provides new revenue for the utility operating fund during FY 2019. Without this additional \$67,200 (which will grow by two percent annually), a larger transfer from the utility capital fund would have been needed.

There is a budgeted \$1,000,000 revenue bond proposed in the utility capital fund to cover the cost of the meter replacement project and the utility billing portion of the Finance software upgrade.

Changes in the General Fund revenue for FY 2019 include:

- Property tax revenues are projected to see a 3% increase based on economic growth. Real estate re-assessments are done every four years and we are in our third year of the most recent re-assessment.
- Other local taxes are projecting a 9% increase mostly due to meals and lodging tax growth.
- Internet sales are affecting our local retailers. Therefore, business licenses are projected to see a 7% decrease.
- Although interest rates are increasing, our interest earned is predicting a decrease due to the use of fund balance for capital projects.
- In State categorical aid, we are showing the \$25,000 CDBG grant for the North Main Street master planning grant for which we are applying.

Changes in the General Fund expenditures for FY 2019 include:

- There is a 5% increase in the Town Attorney's monthly retainer (from \$1,750 to \$1,837).
- There is \$25,000 budgeted in the Finance Department to cover the software conversion costs (local consultants, software consultants, costs of converting data from the old software to the new software by the software vendor) and an additional \$17,000 in annual software maintenance fees from the current software maintenance fees. The general fund portion of the actual software purchase is \$345,000.
- There is no May 2019 election.
- There are no outright vehicle purchases planned for the Police Department for FY 2019. FY 2018 saw the last year for the Police to lease four vehicles. The budgeted leasing cost has been cut from 4 vehicles to 2 vehicles in FY 2019. The lease of the pick-up truck is in FY 2019 for the second year.
- The public works engineer position has been eliminated from the FY 2019 budget.
- At Council's directive, the \$600,000 VDOT grant for the Floyd / Franklin intersection has been moved to the Angle Bridge project.
- There is a proposed new full-time landscape technician position (\$56,711 for salary and fringe benefits) in the street maintenance account.
- Three new part-time summer grounds maintenance positions (\$28,651) are also included in the street maintenance account.
- There is a \$25,000 North Main Street planning grant from CDBG in the Economic and Community Development budget (with off-setting grant revenue). If the grant is not received, there will be no expenditures.
- There are reduced funds in FY 2019 for a Shop Local campaign.
- The monthly administrative fee is still in the Citizen Square's budget for FY 2019.
- There are no funds in the Economic Development Authority budget for land and building acquisition.
- There is a transfer to the Harvester Performance Center fund of \$394,982 to cover Town expenses related to payroll and building maintenance.

Changes in the Utility Operating fund for FY 2019:

- There is an increase of \$67,000 due to the rental revenue from two additional cell phone towers.
- A transfer from the utility capital fund continues. FY 2019's transfer is \$55,970 and is needed for the operating fund to break even. Council has raised utility rates but dedicated all of this new revenue to capital and some is needed to balance operations.
- As in the past, depreciation expense is covered by the operating fund balance and not current operating funds.
- There is an increase in lab testing in the Water Treatment Plant to cover the cost of required testing for cryptosporidium.
- The Utility portion of the implementation of the Finance software costs for consultants and converting from the old to the new software is \$20,000.
- Depreciation expense is projected to decrease in FY 2019 based on recent trends.

The Harvester Performance Center Fund shows expenses related to the upkeep and maintenance of the Town's facilities and for the payroll and fringe benefits of Harvester personnel. The part-time lead technician is proposed to go full-time (\$22,295) for FY 2019.

Key capital projects proposed during fiscal years 2019 through 2023 include the following:

- Software and supporting hardware for Finance
- Water meter replacement
- Police K-9 dog replacement
- Police vehicles and vehicle equipment
- Fire vehicles and fire equipment
- Equipment and vehicles for the Public Works Department
- Sidewalk maintenance
- Improvements and additions to Town facilities and parks
- Upgrades to existing water and sewer lines
- Upgrades and rebuilds to water distribution and storage infrastructure
- Replacements and upgrades to equipment at the Water Treatment Plant
- Replacement of sewer collection infrastructure
- Replacements and upgrades to equipment at the Wastewater Treatment Plant

The calendar to adopt the Fiscal Year 2019 budget and the Capital Improvement Plan for fiscal years 2019 through 2023 is:

Mon	4/09/18	Presentation of proposed Budget and 5 year CIP to Town Council at 7:00 p.m. at the regularly scheduled Council Meeting at the Municipal Building
Tues	4/10/18	Budget Work Session #1 at 5:00 p.m. in the Municipal Building
Thurs	4/12/18	Budget Work Session #2 at 5:00 p.m. in the Municipal Building

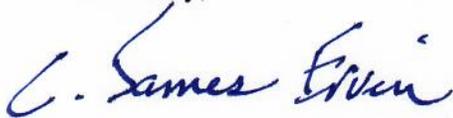
- Mon 4/16/18 Joint Work Session with the Planning Commission, if needed, at 6:00 p.m. in the Municipal Building; or Budget Work Session #3, if needed at 6:00 p.m. in the Municipal Building
- Mon 5/7/18 Public Hearing on the Proposed FY 2019 Budget and CIP at 7:00 at The Municipal Building (Special Council Meeting)
- Mon 5/14/18 Adoption of FY 2019 Budget and FY 2019 – 2023 CIP and Appropriation Resolution at the regularly scheduled Council Meeting at 7:00 p.m. at the Municipal Building

This proposed Fiscal Year 2019 budget presents a faithful pledge to continue the diligent care in the services provided our citizens.

The budget would be impossible without the guidance from the department heads during the preparation process. They continue to provide the highest quality service at the lowest cost to taxpayers. They inspire their employees to continue to provide dedicated service to the Town's citizens and customers. Hard decisions were made to balance the desired level of service with the ability to fund them.

This budget would also have been impossible without the guidance and assistance of Town Council. You provided a unified course of direction for the Town of Rocky Mount and a consistent vision for the development of this budget.

Sincerely,



C. James Ervin  
Town Manager



Linda Woody  
Finance Director

# **GENERAL FUND**

## OVERVIEW: GENERAL FUND

Most services that Town citizens expect are tracked in the General Fund. These services include administration, public safety, public works, buildings and grounds, community development, and non-departmental costs such as debt service and interfund transfers.

Revenues to fund these services include real estate and personal property taxes, as well as other local taxes such as meals tax, cigarette taxes, and business license taxes. Other revenues include permit fees, fines, proceeds from investments like interest income, charges for services like garbage collection, and assistance from the state and federal governments.

General government administration in the general fund includes the expenditure accounts for the Mayor and Council, Town Manager, Town Attorney, Finance, and the Electoral Board.

Public safety includes the accounts for the Police Department and the Volunteer Fire Department.

The Public Works Department provides services that include street lighting, traffic control, street maintenance, sidewalks, curbs, gutters, street cleaning, refuse collection, and snow removal. The vast majority of these expenses are reimbursed by the State's street maintenance program. Public Works also oversees buildings and grounds, cemetery maintenance, and parks maintenance.

The Community Development department provides the services of planning and zoning and economic development. This department also oversees Citizen's Square and the Community and Hospitality Center, as well as passport services, the remediation of blighted structures, and the Economic Development Authority.

The non-departmental account in the General Fund includes the payment of 75% of liability and property insurance premiums, inter-fund transfers, debt service related to general fund functions, and contributions to outside agencies.

**GENERAL FUND REVENUES**

	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget	% change
<b>1100 General Property Taxes</b>							
0101	Real Property Taxes - Current	557,585	563,486	588,308	579,658	591,310	3,002
0102	Real Property Taxes - Delinquent	16,670	9,814	14,000	14,479	14,000	0
0201	Public Service Real Property Taxes	29,080	28,333	28,474	28,023	28,162	(312)
0301	Personal Property Taxes - Current	228,086	251,112	232,980	250,826	251,012	18,032
0302	Personal Property Taxes - Delinquent	20,958	19,369	5,000	11,400	8,000	3,000
0401	Machinery & Tool Taxes	127,576	127,927	132,379	139,022	139,717	7,338
0601	Penalties on Taxes	9,345	6,599	4,000	5,484	5,000	1,000
0602	Interest on Taxes	1,896	3,996	1,700	3,067	2,800	1,100
	<b>Total General Property Taxes</b>	<b>991,197</b>	<b>1,010,635</b>	<b>1,006,841</b>	<b>1,031,959</b>	<b>1,040,001</b>	<b>33,160</b>
							3.3%
<b>1200 Other Local Taxes</b>							
0101	Local Sales and Use Tax	172,420	180,099	188,064	188,073	189,013	949
0102	Meals Tax	1,400,096	1,476,870	1,489,112	1,637,178	1,719,037	229,925
0201	Consumer Utility Tax	328,559	322,765	325,033	326,626	329,910	4,877
0208	Communications Tax	189,595	184,942	186,119	181,055	179,245	(6,875)
0601	Bank Franchise Tax	222,092	228,304	216,500	294,897	228,700	12,200
0603	Delinquent Meals Tax - Penalty	2,955	2,215	2,000	1,917	2,000	0
0604	Delinquent Meals Tax - Interest	237	3,998	700	1,121	700	0
0605	Delinquent Lodging Tax - Penalty	0	0	0	0	0	0
0606	Delinquent Lodging Tax - Interest	0	0	0	0	0	0
0701	Transient Occupancy Tax (5% tourism)	123,292	122,820	109,318	123,468	124,514	15,196
0701	Transient Occupancy Tax (2.5% branding)	0	61,410	54,659	61,734	62,257	7,598
0702	Cigarette Tax	89,454	108,493	93,314	75,203	73,288	(20,026)
	<b>Total Other Local Taxes</b>	<b>2,528,700</b>	<b>2,691,917</b>	<b>2,664,819</b>	<b>2,891,272</b>	<b>2,908,664</b>	<b>243,844</b>
							9.2%
<b>1250 Business &amp; Occupational Licenses</b>							
0302	BPOL-Retail	339,016	319,526	345,830	316,745	320,000	(25,830)
0303	BPOL-Professional	169,292	155,241	176,131	153,084	154,897	(21,234)
0304	BPOL-Contracting	15,609	21,058	15,923	21,482	21,696	5,773
0305	BPOL-Repairs/Personal Services	129,711	121,898	132,319	120,679	120,679	(11,640)
0306	BPOL-Alcoholic Beverages	700	800	700	700	700	0
0307	BPOL-Penalties & Interest	8,898	2,174	3,000	3,856	3,000	0
0308	BPOL-Amusement Tax	208	209	208	208	208	0
0309	BPOL-Utilities	12,722	18,093	12,978	17,909	17,551	4,573
0310	BPOL-Miscellaneous	5,948	5,220	5,500	5,500	5,500	0
	<b>Total Business &amp; Occupational Licenses</b>	<b>682,104</b>	<b>644,218</b>	<b>692,589</b>	<b>640,163</b>	<b>644,231</b>	<b>(48,358)</b>
							-7.0%
<b>1300 Permits, Licenses &amp; Fees</b>							
0327	Solicitors Permits	0	60	0	0	0	0
0501	Farmers Market Fees	4,180	4,294	4,100	3,070	3,180	(920)
0502	Welcome Center Fees	4,930	5,466	4,000	4,755	4,800	800
0506	Farmers Market EBT's Deposits	0	1,778	0	814	460	460
1000	Planning & Zoning Fees	7,897	8,560	7,300	10,248	9,100	1,800
	<b>Total Permits, Licenses &amp; Fees</b>	<b>17,007</b>	<b>20,157</b>	<b>15,400</b>	<b>18,887</b>	<b>17,540</b>	<b>2,140</b>
							13.9%

<b>GENERAL FUND REVENUES</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>(Decrease)</b>	<b>change</b>
<b>1400</b>	<b><u>Fines &amp; Forfeitures</u></b>							
0101	Court Fines	50,375	48,408	52,500	39,753	46,799	(5,701)	
0102	Parking Fines	185	300	100	90	100	0	
0805	Garbage Fines	480	150	100	570	100	0	
	<b>Total Fines &amp; Forfeitures</b>	<b>51,040</b>	<b>48,858</b>	<b>52,700</b>	<b>40,413</b>	<b>46,999</b>	<b>(5,701)</b>	-10.8%
<b>1500</b>	<b><u>Proceeds From the Use of Assets</u></b>							
0101	Interest on Money/Investments	71,167	90,011	73,007	109,161	96,507	23,500	
0105	Return Check Fee	405	550	400	520	400	0	
0201	Rental/Sale of General Property	420	420	420	450	450	30	
0206	Sale of Materials & Supplies	0	0	0	6,000	0	0	
0207	Sale of Property	0	2,000	0	52,000	0	0	
4051	Bond Proceeds	0	1,048,713	0	355,071	108,216	108,216	
4227	Mortgage Loan Payments Received	2,817	2,155	3,073	3,073	3,073	0	
4228	Paving Loan Payments Received	9,459	9,504	1,455	683	0	(1,455)	
	<b>Total Proceeds From the Use of Assets</b>	<b>84,268</b>	<b>1,153,353</b>	<b>78,355</b>	<b>526,958</b>	<b>208,646</b>	<b>130,291</b>	166.3%
<b>1600</b>	<b><u>Charges for Service</u></b>							
0101	Grave Preparation	2,625	3,375	1,500	1,875	0	(1,500)	
0400	Security Services	2,784	3,990	2,840	3,840	3,305	465	
0504	Passport Service Fees	9,461	12,776	10,000	13,315	13,500	3,500	
0704	Police Reports	1,167	1,070	1,100	1,217	1,260	160	
0705	Fingerprint Service Fees	490	480	490	390	400	(90)	
0706	CIT / PAC Room Staffing Reimbursement	2,450	11,900	8,400	12,600	10,800	2,400	
0802	Waste Collection Charges	93,420	93,563	90,792	93,582	93,592	2,800	
0804	Truck Rental Program	410	308	300	430	340	40	
0812	Credit Card Fees	1,812	2,243	1,919	3,268	3,340	1,421	
4102	Curb and Gutter	0	0	0	0	0	0	
4103	Weed Control / Mowing Fees	101	723	150	1,110	500	350	
9901	Administrative Charge - Service	152	618	300	1,284	250	(50)	
9907	Miscellaneous Services	0	125	0	978	400	400	
	<b>Total Charges for Service</b>	<b>114,872</b>	<b>131,172</b>	<b>117,791</b>	<b>133,889</b>	<b>127,687</b>	<b>9,896</b>	8.4%
<b>1800</b>	<b><u>Miscellaneous Revenues</u></b>							
3036	Transfer from Utility Operating Fund	0	0	0	0	0	0	
3038	Transfer from Cap Projects Fund	0	0	0	0	0	0	
0905	Transfer from Utility Capital Fund	0	0	0	0	0	0	
9903	Donations	79	34	0	20,003	0	0	
9904	Merchandise Sales	236	7	25	2	0	(25)	
9907	Misc. Other Revenue	554	339	300	515	300	0	
4105	Recoveries	4,286	(1,124)	0	0	0	0	
5000	Unrealized Gain on Investments	60,405	(48,690)	0	(45,673)	0	0	
	<b>Total Miscellaneous Revenues</b>	<b>70,760</b>	<b>(49,430)</b>	<b>325</b>	<b>(25,153)</b>	<b>300</b>	<b>(25)</b>	-7.7%

<b>GENERAL FUND REVENUES</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease)</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>	<b>change</b>
<b>2200</b>	<b><i>Non-Categorical Aid</i></b>							
0103	Rolling Stock Tax	3,748	3,357	3,250	3,340	3,340	90	
0104	Litter Grant	2,640	2,543	2,475	2,480	2,480	5	
0107	Rental Tax	205	537	200	774	710	510	
0108	Other Non-Categorical Aid	500	0	0	0	0	0	
0110	Fire Program Funds	15,210	16,273	15,210	16,044	16,044	834	
0315	PPTRA from the State	53,861	53,861	53,861	53,861	53,861	0	
	<b>Total Non-Categorical Aid</b>	<b>76,164</b>	<b>76,571</b>	<b>74,996</b>	<b>76,499</b>	<b>76,435</b>	<b>1,439</b>	<b>1.9%</b>
<b>2400</b>	<b><i>Categorical Aid</i></b>							
0101	CDBG Grant (N. Main St. master plan)	0	0	0	0	25,000	25,000	
0106	VDOT Grant (moved to Angle Bridge)	73,720	7,409	600,000	0	600,000	0	
0109	DMV Mini-Grants	13,877	8,779	0	0	0	0	
0406	State Street Maintenance	1,343,358	1,386,866	1,421,537	1,410,026	1,438,227	16,690	
0407	VML Safety Grant	4,000	0	0	4,000	0	0	
0408	Volunteer Fire Dept.	30,000	30,000	30,000	30,000	30,000	0	
0410	Law Enforcement Aid - 599 Funds	108,460	111,952	108,460	111,952	111,952	3,492	
0411	Police Grant - Categorical Aid	5,413	0	0	4,795	0	0	
0417	Virginia Commission of the Arts Grant	1,360	1,490	0	0	0	0	
0420	County Categorical Aid	100,000	10,000	0	0	0	0	
0421	Dept Conservation & Recreation	0	0	0	0	0	0	
0422	Other Categorical Aid - Schools	29,632	29,632	29,632	29,632	29,632	0	
0423	USDA Grant	0	0	0	25,000	0	0	
	<b>Total Categorical Aid</b>	<b>1,709,819</b>	<b>1,586,127</b>	<b>2,189,629</b>	<b>1,615,405</b>	<b>2,234,811</b>	<b>20,182</b>	<b>0.9%</b>
<b>4100</b>	<b><i>Use of Fund Balance</i></b>							
9999	Appropriated Fund Balance	0	0	0	0	0	0	
9999	Appropriated Fund Balance-capital items	0	0	0	0	133,767	133,767	
	<b>Total Use of Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>133,767</b>	<b>133,767</b>	<b>100.0%</b>
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>6,325,931</b>	<b>7,313,580</b>	<b>6,893,445</b>	<b>6,950,292</b>	<b>7,439,081</b>	<b>520,635</b>	<b>7.6%</b>

7.6%

GENERAL FUND EXPENDITURES		FY 16	FY 17	FY 18	FY 18	FY 19	Increase/ (Decrease)	%
Account	Description	Actual	Actual	Budget	Estimated	Proposed	Budget	change
	General Government Administration							
1101	Mayor & Council	73,482	71,955	78,832	71,429	77,311	(1,521)	
1202	Town Manager	251,214	256,846	251,240	242,834	264,739	13,500	
1204	Town Attorney	32,196	26,023	36,745	32,026	37,799	1,054	
1213	Finance	320,235	334,854	353,287	359,399	745,613	47,326	
1301	Electoral Board	2,645	0	2,900	2,900	0	(2,900)	
	<b>Total General Government Admin.</b>	<b>679,773</b>	<b>689,678</b>	<b>723,003</b>	<b>708,588</b>	<b>1,125,462</b>	<b>57,459</b>	7.9%
	Public Safety							
3101	Police Department	1,793,284	2,048,632	2,100,338	2,056,341	2,120,686	20,348	
3202	Volunteer Fire Department	119,840	129,643	179,871	143,165	171,104	(8,767)	
	<b>Total Public Safety</b>	<b>1,913,124</b>	<b>2,178,275</b>	<b>2,280,209</b>	<b>2,199,506</b>	<b>2,291,790</b>	<b>11,580</b>	0.5%
	Public Works							
4100	Public Works Administration	13,029	130,061	111,722	113,270	94,237	(17,485)	
4104	Street Lighting	114,062	111,004	112,633	96,059	113,436	803	
4107	Parking and Traffic Control	86,494	181,514	676,999	78,739	106,033	(570,966)	
4108	Street Maintenance	1,156,738	930,191	938,360	1,116,817	1,809,349	870,989	
4109	Sidewalk, Curb & Gutters	179,782	61,959	50,869	51,711	51,456	587	
4202	Street Cleaning	18,811	4,067	19,388	7,776	7,386	(12,002)	
4203	Refuse Collection	198,673	105,554	159,751	151,299	132,440	(27,312)	
4204	Snow Removal	42,394	19,642	74,586	55,629	44,239	(30,347)	
	<b>Total Public Works</b>	<b>1,809,983</b>	<b>1,543,991</b>	<b>2,144,309</b>	<b>1,671,300</b>	<b>2,358,576</b>	<b>214,268</b>	10.0%
	Buildings & Grounds							
4304	Municipal Building Maintenance	99,136	133,788	72,012	122,530	46,080	(25,932)	
4305	Emergency Services Bldg. Maint.	93,666	113,933	62,412	183,617	67,725	5,313	
4306	Public Works Complex Maintenance	14,876	25,322	28,305	35,619	29,354	1,049	
4307	Cemetery Maintenance	16,776	56,589	19,198	14,233	18,833	(365)	
4308	Parks & Playground Maintenance	57,427	1,134,768	77,874	268,025	67,080	(10,794)	
	<b>Total Buildings &amp; Grounds</b>	<b>281,880</b>	<b>1,464,400</b>	<b>259,801</b>	<b>624,024</b>	<b>229,073</b>	<b>(30,729)</b>	-11.8%
	Community Development							
8101	Planning & Zoning	135,060	128,153	140,396	130,614	123,667	(16,729)	
8102	Economic & Community Development	219,597	240,466	288,223	231,695	298,729	10,506	
8103	Citizens' Square	15,646	26,767	20,351	15,664	22,091	1,740	
8104	Community & Hospitality Center	30,859	22,785	31,013	32,659	27,312	(3,701)	
8106	Passport Services Expenses	1,511	2,340	2,210	2,853	3,000	790	
8130	Economic Development Authority	247	2,017	15,958	1,162	2,855	(13,103)	
8500	Remediation of Blighted Structures	0	18,574	15,000	1,440	10,000	(5,000)	
	<b>Total Community Development</b>	<b>402,920</b>	<b>441,102</b>	<b>513,151</b>	<b>416,086</b>	<b>487,654</b>	<b>(25,497)</b>	-5.0%
	Miscellaneous							
9102	General Fund Nondepartmental	647,274	696,445	973,065	883,943	946,526	(26,539)	
	<b>Total Miscellaneous</b>	<b>647,274</b>	<b>696,445</b>	<b>973,065</b>	<b>883,943</b>	<b>946,526</b>	<b>(26,539)</b>	-2.7%
	<b>TOTAL GENERAL FUND EXPENSES</b>	<b>5,734,954</b>	<b>7,013,890</b>	<b>6,893,538</b>	<b>6,503,446</b>	<b>7,439,081</b>	<b>200,543</b>	2.9%

Total General Fund Revenues	6,325,931	7,313,580	6,893,445	6,950,292	7,439,081
Surplus/(Deficit)	590,978	299,690	(93)	446,846	(0)

2.9%

**MAYOR & COUNCIL  
ACCT. 01-1101**

The Town Council of Rocky Mount is the legislative policy making body of the Town government. The Council is composed of six members, elected at large, every two years in four year staggered terms. The Mayor is the chief presiding officer of Town Council and is elected separately by the citizens, and serves a term of four years.

The responsibilities of the Town Council include:

- Enacting ordinances, resolutions and orders necessary for the proper governing of the Town's affairs;
- Reviews and adopts the annual budget;
- Appoints citizens to serve on various boards and commissions and reviews and decides on recommendations from these bodies;
- Appoints a Town Manager, Town Attorney, Town Clerk and Fire Marshall to serve at the pleasure of Council;
- Establishes policies and procedures to promote the general welfare of the Town and the health and safety of its residents;
- Represents the Town at official functions; and
- Other duties and responsibilities as authorized in the Town Charter and Code.

The Rocky Mount Town Council currently meets the second Monday of each month at 7:00 p.m. in public session, although the dates and time for regularly monthly meetings may be changed by resolution. The Council may choose to hold formal work sessions or special meetings as it deems necessary at other times during the month with adequate public notification.

Funds are allocated for pay of Council members for regular monthly meetings and special meetings as needed. Current rates for members are:

	<u>Mayor</u>	<u>Council</u>
Regular Monthly Meetings	\$450	\$250
Special Council Meetings	75	75
Special Planning Retreat	450	250
Initial Budget Work Session	450	250
Reorganization Meeting	450	250
Follow-up Budget Work Sessions	75	75
WPPDC Meetings **	50	50
RVARPC	50	50
Committee Meetings	0	0
Training Seminars/Conferences	50	50

\*\* Includes citizen representative to WPPDC

Council members are paid a monthly stipend regardless of attendance to regular meetings, but only paid for attendance to other meetings. They receive no compensation for committee meetings. The Town Clerk receives a \$150 per month stipend for attending, recording, and submitting minutes of the Town

Council meetings. Other stipends are paid to Town representatives who attend the West Piedmont Planning District Commission and to the Roanoke Valley-Alleghany Regional Planning Commission.

The Town has memberships in the Virginia Municipal League, West Piedmont Planning District Commission, Roanoke Valley-Alleghany Regional Planning Commission, Virginia Institute of Government, and the Virginia Municipal Clerks Association.

Miscellaneous community outreach provides for various acknowledgments including illnesses, funerals, and employment milestones like years of service events and retirements. Funds are also provided for the annual employee Christmas dinner.

<b>1101 MAYOR &amp; COUNCIL</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease)</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
1004	Wages - Contractual	1,750	2,050	2,200	2,050	2,200	0
1005	Wages - Elected Officials	27,300	29,925	30,450	28,425	30,450	0
2001	FICA	2,291	2,408	2,498	2,331	2,498	0
2002	Retirement/Life Insurance	279	318	341	318	379	38
3000	Contractual Services	1,443	2,552	2,704	2,038	2,740	36
3600	Advertising	1,120	1,489	1,325	1,207	1,250	(75)
3700	Printing & Binding	2,129	2,006	2,200	2,050	2,200	0
3800	Postage & Delivery Services	115	117	115	102	115	0
5200	Communications	3,361	3,409	3,561	3,131	3,561	0
5500	Travel & Training/Education	3,693	1,814	3,500	2,260	3,200	(300)
5501	Meeting Expenses	909	752	850	665	700	(150)
5502	Stipends - WPPD	550	650	900	550	900	0
5650	Dues & Professional Memberships	9,919	10,219	10,488	10,673	10,588	100
5700	Books & Subscriptions	0	0	100	0	60	(40)
5800	Miscellaneous Community Outreach	14,049	10,753	14,000	12,861	13,200	(800)
6001	Office Supplies	2,480	1,919	3,000	2,768	2,870	(130)
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing Equipment	2,096	395	600	0	400	(200)
7007	Audio & Video Equipment	0	1,178	0	0	0	0
	<b>TOTAL</b>	<b>73,482</b>	<b>71,955</b>	<b>78,832</b>	<b>71,429</b>	<b>77,311</b>	<b>(1,521)</b>

-1.93%

**TOWN MANAGER**  
**ACCT. 01-1202**

The Town Manager serves as the chief administrative officer of the Town of Rocky Mount. The Town Manager is appointed by the Town Council and serves at their pleasure. He is responsible for the planning, organizing, directing and evaluation of the activities of all departments, through the supervision of department heads under his authority. The Town Manager is responsible for carrying out the policies and directives of the Town Council.

In performing these duties, the Manager interprets and implements policy determined by Council; oversees the enforcement of all laws and ordinances; appoints, directs, and evaluates all department heads and employees on the basis of merit and job performance; oversees and recommends annual operating and capital budgets; prepares agenda materials for meetings; keeps the Council advised of present financial conditions and future needs of the government through regular reports to Council; represents the Town in daily routine relations with the public, the media, other governmental entities, and private agencies; serves on various boards and committees; and other duties as may be described by the Town Charter or required of him by ordinance or mandate of the Council.

Personnel costs in this account are for the Town Manager, Executive Assistant, and Receptionist. The Receptionist position is part-time. This account also funds operating costs related to this office.

Anticipated travel for Town Manager may include: the Virginia Municipal League Annual Conference; VML Conference for Newly Elected Officials, Virginia Local Government Management Association Conferences; VML Town Section Meetings, VML Policy Committee meetings; Virginia Rural Water Association Annual Conference, Virginia Economic Development Association annual meeting, ICMA conferences, and various other training opportunities as available.

Dues are for professional memberships for the Town Manager for International City/County Management Association; Virginia Local Government Management Association; Virginia Economic Development Association and the Virginia Municipal League.

<b>1202 TOWN MANAGER</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full time	133,752	134,815	138,737	132,441	145,761	7,024
1002	Wages - Part Time	9,096	20,821	22,995	16,092	21,136	(1,859)
1003	Wages - Overtime	0	277	0	0	0	0
2000	Mgr's Disability Insurance	792	792	792	792	792	0
2001	FICA	10,382	11,300	12,355	10,136	12,768	413
2002	Retirement/Life Insurance	21,445	21,118	21,518	21,081	25,115	3,597
2005	Medical/Dental Insurance	23,478	23,611	30,284	29,284	30,932	648
2011	Workers' Compensation Insurance	150	207	97	95	32	(65)
2103	Employment Physicals / Testing	244	0	140	176	180	40
3000	Contractual Services	24,829	10,045	1,294	6,378	1,340	46
3600	Advertising	455	771	0	1,176	400	400
3700	Printing & Binding	0	0	40	0	40	0
3800	Postage & Delivery Services	314	109	140	140	140	0
5155	Motor Fuel	223	614	500	500	500	0
5157	Motor Vehicle Expense	253	837	275	396	400	125
5200	Communications	5,758	5,957	5,868	5,585	5,868	0
5500	Travel & Training/Education	9,512	8,193	6,900	8,384	9,000	2,100
5650	Dues & Professional Memberships	1,123	1,135	1,100	1,225	1,235	135
5700	Books & Subscriptions	696	1,846	704	530	600	(104)
6001	Office Supplies	4,902	9,203	6,000	6,924	7,000	1,000
7002	Furniture & Fixtures	2,099	1,969	0	0	0	0
7003	Data Processing Equipment	1,703	3,227	1,500	1,500	1,500	0
	<b>TOTAL</b>	<b>251,214</b>	<b>256,846</b>	<b>251,240</b>	<b>242,834</b>	<b>264,739</b>	<b>13,500</b>

5.37%

**TOWN ATTORNEY**  
**ACCT. 01-1204**

The Town Attorney is appointed by the Town Council and serves at their pleasure. He is responsible for representing the Council and staff in all legal matters concerning the Town. The Town Attorney prosecutes all violations of the Town Code for misdemeanor offenses. He is required to attend all regular and special meetings of Town Council, Planning Commission, and Board of Zoning Appeals and prepares all ordinances, contracts, deeds, property matters, bonds, and other official documents of legal matters for the Town. The Town Attorney is paid a monthly stipend (currently \$1,750 but proposed at \$1,837) as a retainer for his services, plus additional fees for legal work outside his regular duties.

The proposed budget includes legal fees in connection with special outside legal services provided by either the Town Attorney or other professional services related to legal actions, such as surveying for deeds, special legal counsel, property recordation charges, and prosecuting Town Code offenses.

<b>1204 TOWN ATTORNEY</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
3000	Contractual Services	6,300	254	5,000	2,595	5,000	0
3100	Retainer	18,600	21,000	21,000	21,000	22,044	1,044
3150	Professional Legal Services	6,665	4,156	10,000	7,841	10,000	0
5500	Travel & Training	0	37	100	0	100	0
5650	Dues & Professional Membership	240	240	250	250	260	10
5700	Books and Subscriptions	392	336	395	340	395	0
5800	Miscellaneous	0	0	0	0	0	0
	<b>TOTAL</b>	<b>32,196</b>	<b>26,023</b>	<b>36,745</b>	<b>32,026</b>	<b>37,799</b>	<b>1,054</b>

2.87%

retainer from \$1750 to \$1837/mo.

## **FINANCE DEPARTMENT ACCT. 01-1213**

The Finance Director serves as the chief financial officer of the Town of Rocky Mount. She is responsible for maintaining accurate financial data in accordance with generally accepted accounting principals. The Finance Director also acts as the Town Treasurer. The responsibilities of the staff of the Finance Department include receiving all revenues, maintaining a chart of accounts and general ledger, properly coding all expenditures and revenues to the applicable account codes, processing payroll, human resource management, administration of employee benefits, risk management, procurement, accounts receivable, accounts payable, investments and cash management, coordinating an annual independent audit, maintaining an accountability of general fixed assets, and providing monthly financial reports to Town Council, the Town Manager, and all department heads.

The Finance Department includes the Finance Director, Assistant Finance Director, Accounting Technician, and two Account Clerks. The Assistant Finance Director handles human resources management, fringe benefits administration, general liability insurance, and risk management. The Accounting Technician processes payroll, accounts payable, coordinates procurement, and administers accounts receivable. The two account clerks serve primarily as customer service representatives, cash collectors, utility billers, and clerical support.

To more accurately reflect services provided by the Finance Department and its staff to the Utility Fund, only 75% of the salaries and fringe benefit costs for the Finance Director, the Assistant Finance Director, and the Accounting Technician are appropriated to this account, and only 50% of the salaries and fringe benefits for the two Account Clerk positions are budgeted here in the General Fund. The remainder of these costs has been allocated to the Utility Fund under an account entitled Utility Billing (02.6200). In addition, the Finance Department account only reflects 75% of the costs for all contractual services and office supplies needed to support the Finance Department, with the Utility Fund budgeting the remaining 25%.

Contractual services include financial software maintenance, auditing services, AS/400 mainframe maintenance, financial hardware maintenance, direct deposit banking services, credit card processing fees, postage machine leasing, security maintenance, and miscellaneous office equipment maintenance. Only 75% of these costs are budgeted in the Finance Department account, with the remaining 25% in the Utility Billing account.

Printing & Binding costs include printing personal property and real estate tax tickets, business license decals, cigarette tax stamps, checks, and envelopes.

Possible training opportunities for professional development may include expenses for training sessions and professional seminars sponsored by the Treasurers' Association of Virginia, Virginia Government Finance Officers Association, Virginia Society of Certified Public Accountants, Virginia Municipal League Insurance Programs, Virginia Association of Human Resource Management, Virginia Association of Government Purchasers, and various miscellaneous training providers in the fields of accounting, bookkeeping, insurance, personnel, computer information services, and procurement.

<b>1213 FINANCE DEPARTMENT</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full time	150,924	167,382	168,592	165,909	174,216	5,624
1003	Overtime	65	192	0	23	0	0
2001	FICA	11,278	12,118	12,897	11,570	13,328	431
2002	Retirement/Life Insurance	24,204	25,805	26,245	25,084	30,270	4,025
2005	Medical/Dental Insurance	23,642	25,519	33,196	47,076	36,149	2,953
2008	ICMA -1% employer contribution	0	169	221	303	411	190
2011	Workers' Compensation Insurance	179	155	101	99	34	(67)
2103	Employment Physicals	274	22	0	159	160	160
3000	Contractual Services	71,631	62,595	68,500	67,834	102,200	33,700
3600	Advertising	355	242	650	1,299	320	(330)
3700	Printing & Binding	7,592	10,801	7,750	10,013	10,200	2,450
3800	Postage & Delivery Services	8,129	5,250	6,700	4,451	5,200	(1,500)
4603	Credit Card Transaction Fees	2,436	3,537	3,250	4,694	4,850	1,600
5200	Communications	5,329	5,797	6,200	5,752	7,306	1,106
5500	Travel & Training/Education	3,715	6,203	5,500	5,714	6,400	900
5650	Dues & Professional Memberships	1,524	1,046	1,470	859	1,254	(216)
5700	Books & Subscriptions	115	232	115	0	115	0
5800	Miscellaneous	11	(4)	0	0	0	0
6001	Office Supplies	8,362	7,220	8,900	7,142	7,500	(1,400)
7002	Furniture & Fixtures	0	0	0	253	700	700
7003	Data Processing	470	573	3,000	1,164	0	(3,000)
7003	Data Processing (software)	0	0	0	0	345,000	
	<b>TOTAL</b>	<b>320,235</b>	<b>334,854</b>	<b>353,287</b>	<b>359,399</b>	<b>745,613</b>	<b>47,326</b>

13.40%

**BOARD OF ELECTIONS  
ACCT. 01-1301**

This account provides costs for poll workers and other costs of the Franklin County Registrar's Office in connection to local May municipal elections.

Regular bi-annual elections for three (3) Town Council seats will be held in May 2018. The election of Mayor will be held in May 2018. The next election for the remaining three (3) Council seats will be in May 2020.

<b>1301 ELECTORAL BOARD</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
3000	Contractual Services	2,645	0	2,900	2,900	0	(2,900)
3700	Printing & Binding	0	0	0	0	0	0
	<b>TOTAL</b>	<b>2,645</b>	<b>0</b>	<b>2,900</b>	<b>2,900</b>	<b>0</b>	<b>(2,900)</b>

-100.00%

**POLICE DEPARTMENT  
ACCT. 01-3101**

The Rocky Mount Police Department roster for this fiscal year will be made up of 22 full-time sworn officers including one (1) Chief of Police, one (1) Investigations Lieutenant, one (1) Patrol Lieutenant, four (4) Patrol Sergeants, one (1) Investigations Sergeant, eleven (11) Police Officers, one (1) Investigator, one (1) part-time Community Resource Officer, and one (1) full-time School Resource Officer. Personnel also include one (1) civilian Records Manager, one (1) civilian Records Clerk / Receptionist, and three (3) part-time sworn Officers.

The Police Department is responsible for patrol duties throughout the corporate limits, working with citizens in neighborhood watch programs, investigations of criminal activities, arresting criminal offenders, providing testimony in criminal trials, issuing citations, code enforcement, parking enforcement on public streets and parking lots, traffic control and signalization, education and crime prevention, and other matters related to public safety. The Police Department also assists other area law enforcement agencies by participating in truancy prevention and intervention programs with the Franklin County Public Schools, participation in a regional drug task force and Special Weapons and Tactics Team (S.W.A.T.) with the Franklin County Sheriff's Office, and various safety and crime prevention programs with the Virginia State Police. The Rocky Mount Police Department is devoted to the concept of community policing and encourages its officers to become involved in community activities and creating a forum of trust with our business persons and neighborhood residents. There are four (4) K-9 units.

Overtime funds are used to pay for overtime beyond 160 hours in a 28 day pay cycle for law enforcement officers. The work shift schedule for uniformed officers is 88 hours for a two week period. This does not include off duty court appearances, special work or many other routine needs for extra hours. Aside from town general funds, other overtime may be covered by various mini-grants that the department is fortunate to receive during the year. Each sworn officer receives \$35 or \$65 per month for cell phones and \$50 per month as a clothing cleaning allowance. Plain clothes officers receive \$400 per year as a clothing purchase allowance.

Contractual expenses include the incident report software maintenance, investigative internet maintenance, and office equipment maintenance.

Various capital needs for police work are also funded in this account.

<b>3101 POLICE DEPARTMENT</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	973,154	1,013,252	1,063,130	1,070,356	1,094,151	31,021
1002	Wages - Part Time	9,650	3,180	21,320	18,552	70,762	49,442
1003	Wages - Overtime	38,002	36,686	37,339	40,962	30,000	(7,339)
1004	Wages - Contractual Services	5,580	5,985	8,010	8,870	8,900	890
1006	Wages - OT Court	5,288	3,602	3,701	4,725	3,900	199
1009	Wages - OT Other	28,735	32,075	30,829	35,269	30,000	(829)
1010	Wages - OT Traffic/DMV Grant	9,902	6,007	0	8,867	0	0
1011	Wages - OT SWAT/Tactical	410	0	750	0	0	(750)
1013	Wages - OT Other Training/Seminars	964	1,544	1,582	102	150	(1,432)
1014	Wages - OT Crisis Intervention	1,050	12,950	12,600	10,850	12,600	0
2001	FICA	78,350	79,941	90,208	75,901	88,055	(2,153)
2002	Retirement/Life Insurance	173,334	157,909	179,585	163,323	186,133	6,547
2005	Medical/Dental Insurance	242,194	222,267	300,495	260,950	289,306	(11,189)
2007	Line of Duty Act premium (22 officers)	9,583	12,932	13,134	15,063	16,193	3,059
2011	Workers' Compensation Insurance	28,123	23,103	26,148	25,321	22,602	(3,546)
2103	Employment Physicals / Testing	585	1,644	1,300	2,282	1,390	90
3000	Contractual Services	17,668	24,633	16,000	14,803	16,000	0
3300	Repairs & Maintenance	618	324	900	381	500	(400)
3600	Advertising	401	665	520	959	600	80
3700	Printing & Binding	789	698	880	880	880	0
3800	Postage & Delivery Services	1,090	481	700	667	700	0
5155	Motor Fuel	35,681	38,679	36,250	38,496	38,900	2,650
5157	Motor Vehicle Expense	22,030	24,895	30,000	31,611	30,000	0
5200	Communications	23,614	27,030	26,236	21,376	24,292	(1,945)
5350	Grant Expenses	0	0	0	0	0	0
5405	Block Grant Expenses	0	0	0	0	0	0
5408	DMV Mini Grant Expenses	5,264	0	0	233	0	0
5410	Community Grant Expenses	64	1,750	1,000	3,220	1,220	220
5411	Asset Forfeiture Expenses	0	178	0	0	0	0
5417	K-9 Unit Expenses	6,033	6,603	9,500	3,586	9,500	0
5418	SWAT/Search Warrant Expenses	0	0	100	0	100	0
5423	"Fresh" Grant Expenses	0	454	0	0	0	0
5445	Uniforms	5,347	4,412	5,700	6,845	5,700	0
5500	Travel & Training/Education	10,025	4,808	9,200	3,015	5,500	(3,700)
5501	Transports & Extradictions	0	0	100	0	100	0
5502	Uniform Stipends	12,400	12,535	12,600	12,700	13,600	1,000
5650	Dues & Professional Memberships	9,260	10,404	10,600	9,355	10,600	0
5700	Books & Subscriptions	0	0	100	0	0	(100)
5800	Miscellaneous	0	0	100	0	0	(100)
6001	Office Supplies	3,022	1,896	2,630	2,295	2,400	(230)
6010	Police Supplies	14,554	38,061	26,377	26,457	26,700	323
7001	Land & Buildings	1,132	750	0	5,507	0	0
7002	Furniture & Fixtures	0	324	0	95	1,000	1,000
7003	Data Processing (mobile data terminals)	60	10,814	9,000	9,883	13,000	4,000
7003	Data Processing (office desktops 5)	0	0	4,000	2,039	4,000	0
7005	Motor Vehicles and Equipment	0	74,592	38,000	67,500	0	(38,000)
7006	Motor Vehicle Lease Expense (yr 1 of 4)	16,879	19,792	19,792	19,792	10,000	(9,792)
7006	Motor Vehicle Lease Expense (truck)]	0	0	7,320	7,200	7,300	(20)
7007	Audio & Video Equipment (in-car)	2,446	0	10,000	0	11,000	1,000
7007	Audio & Video Equip (body cameras)	0	7,657	4,000	0	4,000	0
7007	Audio & Video Equip (phone system)	0	0	13,000	7,100	0	(13,000)
7009	Police Equip (new Radios-Co. system)	0	114,950	0	0	0	0
7009	Police Equip (surveillance equipment)	0	8,171	0	0	3,500	3,500
7009	Police Equipment (K-9)	0	0	0	3,500	10,000	10,000
7012	Lease Expense-County Radios	0	0	15,600	15,451	15,452	(148)
	<b>TOTAL</b>	<b>1,793,284</b>	<b>2,048,632</b>	<b>2,100,338</b>	<b>2,056,341</b>	<b>2,120,686</b>	<b>20,348</b>

0.97%

w/o capital = 3.09%

**VOLUNTEER FIRE DEPARTMENT**  
**ACCT. 01-3202**

The Rocky Mount Volunteer Fire Department is authorized by Town Council to have up to 35 volunteer members. The Rocky Mount Fire Department provides fire and emergency services within the corporate limits of town and within a designated first run area in Franklin County.

Officers of the department are paid a monthly stipend for their duties in the department. The officers are elected annually by the members of the department, and must be approved by Town Council. Currently, the monthly stipends are \$600 for the Chief, \$300 for the Assistant Chief, \$200 for the Captain, \$100 for the First Lieutenant, and \$100 for the Second Lieutenant. In addition to overall management of the Fire Department, the Fire Chief also serves the Town in reviewing site plans and acting as Fire Marshal. Volunteers do not receive a salary, but are currently paid a quarterly stipend of \$12.50 for each emergency call answered. The volunteers must also maintain state required training and certification, which must be obtained in their leisure time.

Since its inception, the Rocky Mount Volunteer Fire Department has been supported by community volunteers. The department started as a bucket brigade in the early 1900's and was given its first piece of fire fighting equipment by the Rocky Mount Town Council in 1929.

The department responds to emergency calls from two locations, the main station at 1250 North Main Street (the Emergency Services Building) and the downtown station, located at the intersection of Floyd Avenue and Franklin Street (the Floyd Avenue station).

The department often submits grant requests to FEMA for additional equipment and may purchase additional equipment only upon availability of grant funds. The department applies to various State agencies annually for grants to help fund equipment, supplies, and training.

<b>3202 VOLUNTEER FIRE DEPARTMENT</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease)</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
2007	Line of Duty Act premium (26 volunteers)	5,056	5,807	6,006	6,813	7,324	1,318
2103	Physicals / Testing	310	503	320	175	175	(145)
3000	Contractual Services	1,593	1,726	1,500	6,393	2,360	860
3300	Repairs & Maintenance	3,158	1,436	3,000	2,615	3,000	0
3600	Advertising	594	0	500	451	500	0
3700	Printing & Binding	105	0	100	0	100	0
3800	Postage & Delivery Services	0	0	30	0	0	(30)
4400	Permits	0	0	100	0	100	0
5155	Motor Fuel	4,734	4,986	4,800	5,822	5,800	1,000
5157	Motor Vehicle Expense	21,501	11,582	11,000	17,210	13,000	2,000
5158	Small Equipment Expense	0	55	100	50	100	0
5200	Communications	2,761	2,700	2,705	3,014	2,705	0
5300	Insurance	13,662	9,980	11,250	9,551	9,694	(1,556)
5409	Purchases - DOFP Grant	0	600	0	4,855	0	0
5410	Purchases - FEMA Grant	0	0	0	0	0	0
5445	Uniforms	7,670	3,832	11,000	2,986	10,000	(1,000)
5500	Travel & Training/Education	0	0	100	0	100	0
5502	Stipends	47,100	57,310	67,000	64,725	67,000	0
5650	Dues & Professional Memberships	100	26	1,350	26	50	(1,300)
5700	Books & Subscriptions	221	0	250	118	150	(100)
5800	Miscellaneous	0	0	0	0	0	0
6001	Office Supplies	628	54	260	155	200	(60)
6008	Fire Department Supplies	3,518	682	5,000	492	3,000	(2,000)
7002	Furniture and Fixtures	0	500	0	0	500	500
7003	Data Processing Equipment	679	499	700	0	500	(200)
7004	Machinery & Equipment	0	0	0	0	0	0
7005	Motor Vehicles	0	0	0	0	0	0
7007	Audio & Video Equipment (thermal camera)	0	0	0			0
7007	Audio & Video Equipment (training projector)	0	5,017	0			0
7007	Audio & Video Equipment (wireless pagers)	0	0	0	3,857	0	0
7008	Fire Equipment (tools)	6,451	0	30,000	0	31,000	1,000
7008	Fire Equipment (new Radios-Co. system)	0	22,348	0	0	0	0
7008	Fire Equipment (rapid intervention team pack)	0	0	5,000	0	0	(5,000)
7008	Fire Equipment (QRAE II gas detectors 4)	0	0	3,200	3,950	0	(3,200)
7008	Fire Equipment (portable scene lights 2)	0	0	1,600	1,364	0	(1,600)
7008	Fire Equipment (bettery positive pressure fan)	0	0	0	0	5,200	5,200
7012	Subscription Service-Public Safety Radios(15)	0	0	6,000	1,545	1,545	(4,455)
7020	Acquisitions - Grant Funded	0	0	0	0	0	0
7105	Safety Equipment (SCBA bottles)	0	0	7,000	7,000	7,000	0
7221	Fire Truck	0	0	0	0	0	0
	<b>TOTAL</b>	<b>119,840</b>	<b>129,643</b>	<b>179,871</b>	<b>143,165</b>	<b>171,104</b>	<b>(8,767)</b>

-4.87%

**PUBLIC WORKS ADMINISTRATION  
ACCT. 01-4100**

The Public Works Department is currently made up of sixteen (16) full-time employees. The Public Works Department is responsible for maintaining streets, traffic signals and signs, water distribution, wastewater collection, meter reading, sidewalks, storm water management, buildings and grounds maintenance, cemetery and parks and grounds keeping, public rights-of-way maintenance, street cleaning and refuse collection. This department provides all maintenance services within the current corporate limits, as well as responsibility for utility lines throughout the service area.

This account provides for the charging of expenses related to the overall administration of the Public Works Department. The department is made up of one (1) Public Works Superintendent, one (1) Mechanic, one (1) Foreman, three (3) Maintenance III workers, three (3) Maintenance II workers, three (3) Maintenance I workers, one (1) Grounds Maintenance II worker, two (2) Grounds Maintenance I workers, and one (1) Utility Service Technician. The vacant Public Facilities Director position has been eliminated. A new full-time Landscape Technician position has been proposed this year. Three part-time summer grounds positions are also proposed.

The Public Works Superintendent's personnel costs are split 70% Public Works Administration, 15% Water Distribution, and 15% Sewer Collection. The personnel costs of the employees of the Public Works Department is distributed as a percentage through the various accounts listed below associated with this department based on historical trend. Actual time spent in each activity is recorded on bi-weekly time sheets to charge each account appropriately. The Town provides up to \$155 for steel toed boots per employee.

The wage and fringe benefit costs for the Public Works Department employees are allocated as follows:

Street Lighting	1.00%
Traffic Control	2.00%
Street Maintenance	53.00%
Sidewalks, Curbs, & Gutters	1.00%
Street Cleaning	0.50%
Refuse Collection	13.00%
Snow Removal	1.00%
Cemetery Maintenance	2.00%
Parks Maintenance	5.00%
Citizens Square	1.00%
Community & Hospitality Center	0.50%
Water Distribution System	8.00%
Meter Reading	4.00%
Sewer Collection System	<u>8.00%</u>
Total Public Works Labor	100.00%

**PUBLIC WORKS  
4100 ADMINISTRATION**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	0	72,093	65,227	63,006	52,087	(13,140)
1002	Wages - Part Time	0	10,636	0	0	0	0
1003	Wages - Overtime	0	0	0	0	0	0
2001	FICA	179	7,211	4,990	6,538	3,985	(1,005)
2002	Retirement/Life Insurance	392	11,365	10,508	13,250	9,350	(1,158)
2005	Medical/Dental Insurance	0	8,269	10,615	8,346	5,551	(5,064)
2008	ICMA - 1% employer contribution	0	647	652	910	521	(131)
2011	Workers' Compensation Insurance	0	0	3,711	3,626	2,587	(1,124)
2103	Employment Testing	381	515	340	0	0	(340)
3000	Contractual Services	245	572	500	363	500	0
3600	Advertising	1,267	133	100	0	0	(100)
3700	Printing & Binding	0	0	40	0	30	(10)
3800	Postage & Delivery Services	0	13	8	14	14	6
4400	Permits, Licenses, and Fees	0	32	0	96	128	128
5200	Communications	2,460	3,072	3,816	3,298	5,136	1,320
5445	Uniforms	7,970	12,568	10,280	11,327	10,800	520
5500	Travel & Training	0	141	250	0	2,000	1,750
5650	Dues & Memberships	0	102	0	210	250	250
5700	Books & Subscriptions	0	603	410	893	900	490
6001	Office Supplies	134	799	275	388	400	125
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing	0	1,290	0	1,005	0	0
	<b>TOTAL</b>	<b>13,029</b>	<b>130,061</b>	<b>111,722</b>	<b>113,270</b>	<b>94,237</b>	<b>(17,485)</b>

-15.65%

**STREET LIGHTING  
ACCT. 01-4104**

The Public Works Department is responsible for maintaining all street lights along public streets within the Town.

The Town has been attempting to provide adequate street lighting throughout the corporate limits to improve public safety and discourage criminal activity. Decorative street lamps are used in the Town's business districts.

Approximately one percent (1.00%) of all Public Works full-time labor is allocated to this account.

<b>4104 STREET LIGHTING</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	4,190	2,141	2,645	357	5,533	2,888
1003	Wages - Overtime	57	0	0	0	0	0
2001	FICA	319	153	202	27	423	221
2002	Retirement/Life Insurance	676	331	413	55	960	547
2005	Medical/Dental Insurance	1,818	1,018	761	0	1,727	966
2008	ICMA - 1% employer contribution	0	2	0	4	55	55
2011	Workers Compensation	230	261	162	158	288	126
3000	Contractual Services	1,654	0	4,000	0	0	(4,000)
3300	Repairs & Maintenance	0	243	450	0	450	0
5100	Utilities	104,696	105,734	102,000	95,131	102,000	0
6016	Materials & Supplies	422	1,122	2,000	326	2,000	0
	<b>TOTAL</b>	<b>114,062</b>	<b>111,004</b>	<b>112,633</b>	<b>96,059</b>	<b>113,436</b>	<b>803</b>

0.71%

**PARKING & TRAFFIC CONTROL**  
**ACCT. 01-4107**

The Public Works Department is responsible for maintaining all traffic signals and signs, as well as the marking of road lanes and painting of parking restrictive markings on curbs in the central and uptown business districts. The Police Department is responsible for the signalization of the traffic signals to ensure the safety of drivers.

This account will be responsible for costs associated with maintenance of public lots and on-street parking spaces. Also, costs for maintaining traffic signals and traffic signs are included in this account. Approximately 2.0% of all Public Works full-time labor is allocated to this account.

<b>4107 PARKING &amp; TRAFFIC CONTROL</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	9,753	20,853	10,582	7,857	11,066	484
1003	Wages - Overtime	109	353	0	0	0	0
2001	FICA	711	1,554	810	590	847	37
2002	Retirement/Life Insurance	1,563	3,196	1,652	1,222	1,920	268
2005	Medical/Dental Insurance	1,230	7,130	3,045	2,670	3,454	409
2008	ICMA - 1% employer contribution	1	16	11	56	111	100
2011	Workers Compensation Insurance	952	697	649	634	576	(73)
3000	Contractual Services	50,988	22,715	20,000	19,929	22,000	2,000
3300	Repairs & Maintenance	1,600	1,663	1,700	0	1,700	0
5100	Utilities	10,542	11,621	11,100	10,334	11,100	0
5155	Motor Fuel	392	623	450	714	715	265
5157	Motor Vehicle Expense	202	1,432	500	484	500	0
5158	Small Equipment Expenses	266	0	300	0	0	(300)
5200	Communications	0	724	0	2,874	3,144	3,144
5500	Travel and Training	0	0	0	0	0	0
6007	Materials and Supplies	8,187	14,327	9,000	11,656	12,700	3,700
7000	Wayfinding Signs	0	60,615	0	0	0	0
7003	Data Processing Equipment	0	0	0	0	0	0
7010	Infrastructure (asphalt rejuvenation)	0	0	0	0	16,200	16,200
7107	Traffic Signals	0	33,995	17,200	19,721	20,000	2,800
7107	Floyd / Franklin Intersection (VDOT grant)	0	0	600,000	0	0	(600,000)
8000	Equipment Rental	0	0	0	0	0	0
	<b>TOTAL</b>	<b>86,494</b>	<b>181,514</b>	<b>676,999</b>	<b>78,739</b>	<b>106,033</b>	<b>(570,966)</b>

-84.34%

**STREET MAINTENANCE**  
**ACCT. 01-4108**

This account includes costs related to the maintenance of public streets and rights-of-ways within the corporate limits. The Commonwealth of Virginia provides funding to the Town to maintain arterial and collector streets within the Urban Highway System, based upon lane miles. 53.0% of all full-time Public Works salaries and fringe benefit costs have been budgeted to this account. Only those hours actually worked by employees during the year will be charged to this account, along with a comparable percentage of benefits.

Funds have been allocated to provide routine maintenance on public streets as required by the Virginia Department of Transportation. This account also provides funds for maintenance of rights-of-ways and striping of highways. Major road construction or reconstruction is usually funded by VDOT and outside contractors in the 6-year plan with the Town providing a small percentage of funding.

<b>4108 STREET MAINTENANCE</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	302,903	262,935	277,776	259,207	293,247	15,471
1001	Wages - Full Time (landscape tech)	0	0	0	0	56,711	56,711
1002	Wages - Part Time	0	0	0	0	28,651	28,651
1003	Wages - Overtime	1,658	2,656	2,000	4,282	2,000	0
2001	FICA	23,302	19,531	21,403	18,060	22,586	1,183
2002	Retirement/Life Insurance	48,515	34,439	43,352	41,613	51,179	7,827
2005	Medical/Dental Insurance	59,424	64,733	79,934	69,284	91,541	11,607
2008	ICMA - 1% employer contribution	28	251	278	798	2,932	2,655
2011	Workers' Compensation Insurance	20,007	18,473	17,033	16,337	15,252	(1,781)
3000	Contractual Services	618,175	311,748	406,996	493,922	450,000	43,004
3000	Contractual (VDOT repayment)	0	0	0	18,004	0	0
3300	Repairs & Maintenance	0	6,073	0	2,128	2,500	2,500
3600	Advertising	263	242	285	130	150	(135)
4400	Permits, Licenses and Fees	0	1,528	750	800	800	50
5155	Motor Fuel	13,195	17,491	17,304	21,707	22,100	4,796
5157	Motor Vehicle Expense	23,725	25,338	20,000	23,152	24,700	4,700
5158	Small Equipment Expense	3,323	2,827	6,100	4,304	6,100	0
5500	Travel & Training	0	111	100	150	500	400
5800	Miscellaneous	0	0	100	0	0	(100)
6003	Agricultural Supplies	274	349	650	350	400	(250)
6014	Chemicals & Materials	2,966	1,565	3,800	1,356	1,500	(2,300)
6016	Materials and Supplies	35,155	29,274	32,000	37,712	35,000	3,000
7004	Machinery & Equipment - mowers	700	11,941	1,500	1,500	1,500	0
7004	Machinery & Equip - light tower used	0	0	7,000	3,900	0	(7,000)
7004	Machinery & Equip - dump trailer	0	0	0	4,700	0	0
7005	Vehicles	0	34,096	0	52,620	0	0
7006	Construction Vehicles and Equip	3,125	74,306	0	0	0	0
7007	Audio and Video Equipment	0	663	0	0	0	0
7010	Infrastructure	0	9,620	0	0	0	0
7010	Infrast-Angle Bridge (bond proceeds)	0	0	0	40,799	100,000	100,000
7010	Infrast-Angle Bridge (VDOT share)	0	0	0	0	600,000	600,000
8000	Equipment Rental	0	0	0	0	0	0
	<b>TOTAL</b>	<b>1,156,738</b>	<b>930,191</b>	<b>938,360</b>	<b>1,116,817</b>	<b>1,809,349</b>	<b>870,989</b>
	without capital	1,152,913	799,565	929,860	1,013,297	1,107,849	177,989

19.14%  
19.14%

w/o capital

**SIDEWALKS, CURBS & GUTTERS**  
**ACCT. 01-4109**

The Public Works Department is responsible for the maintenance of sidewalks, curbs, and gutters within the corporate limits. The maintenance costs on arterial and collector streets are funded by the Virginia Department of Transportation through their Urban Highway System. Approximately 1.0% of the Public Works labor budget is included here. This account is used to record labor, equipment and materials used in the maintenance of existing infrastructure or for minor construction or repair of such facilities. Sidewalk repair projects outsourced by the Town are in the capital outlay line item.

<b>4109 SIDEWALKS, CURBS &amp; GUTTERS</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease)</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
1001	Wages - Full Time	5,306	0	5,291	4,412	5,533	242
1003	Wages - Overtime	11	0	0	0	0	0
2001	FICA	390	0	405	319	423	18
2002	Retirement/Life Insurance	846	0	826	681	960	134
2005	Medical/Dental Insurance	1,647	0	1,523	1,881	1,727	204
2008	ICMA - 1% Employer Contribution	1	0	0	6	25	25
2011	Workers' Compensation Insurance	381	1,046	324	317	288	(36)
3000	Contractual Services	0	0	0	0	0	0
5158	Small Equipment Expenses	0	0	0	0	0	0
5500	Travel and Training	0	0	0	0	0	0
5800	Miscellaneous	0	0	0	0	0	0
6016	Materials and Supplies	4,748	3	2,500	4,095	2,500	0
7000	Capital Outlay (CIP)						
	40 E sidewalks & crosswalk	97,166	0	0	0	0	0
	Scuffling Hill curb, gutter, drainage sidewalk - Floyd to Dent	68,378	7,685	0	0	0	0
	drainage prelim eng-Bernard Rd sidewalk maintenance	0	0	0	0	0	0
	manhole leveling system	908	15,000	0	0	0	0
		0	38,225	40,000	40,000	40,000	0
7004	Machinery & Equipment	0	0	0	0	0	0
8000	Equipment Rental	0	0	0	0	0	0
	<b>TOTAL</b>	<b>179,782</b>	<b>61,959</b>	<b>50,869</b>	<b>51,711</b>	<b>51,456</b>	<b>587</b>

1.15%

**STREET CLEANING  
ACCT. 01-4202**

The Public Works Department is responsible for keeping all public streets clean and clear of debris. Streets are cleaned using the street sweeper machine on a regular basis.

Presently, the Public Works Department cleans main arterial streets weekly and residential and collector streets bi-weekly, except during the autumn months when leaves may damage the equipment. .50% of all Public Works Department full-time personnel and fringe benefits are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

<b>4202 STREET CLEANING</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	10,176	1,789	10,582	3,723	2,766	(7,816)
1003	Wages - Overtime	473	73	0	0	0	0
2001	FICA	813	138	810	278	212	(598)
2002	Retirement/Life Insurance	1,696	289	1,652	573	480	(1,172)
2005	Medical/Dental Insurance	2,062	703	3,045	1,021	864	(2,181)
2011	Workers' Compensation Insurance	763	0	649	634	144	(505)
3300	Repairs and Maintenance	1,020	0	1,000	0	1,000	0
5155	Motor Fuel	1,283	737	650	808	800	150
5157	Motor Vehicle Expense	487	339	1,000	633	1,000	0
5158	Small Equipment Expense	37	0	0	0	0	0
6016	Materials and Supplies	0	0	0	105	120	120
	<b>TOTAL</b>	<b>18,811</b>	<b>4,067</b>	<b>19,388</b>	<b>7,776</b>	<b>7,386</b>	<b>(12,002)</b>

-61.90%

**REFUSE COLLECTION**  
**ACCT. 01-4203**

This account includes costs related to the collection and disposal of residential garbage. The Town currently imposes a mandatory collection fee of \$4.98 per month to residential customers throughout the corporate limits. One dollar (\$1.00) goes to the Utility Capital Fund to accumulate funds for the future purchase of refuse collection equipment. Three dollars and 98 cents (\$3.98) will remain in the general fund to support the refuse collection service to Town customers. Non-bulk commercial service is currently charged at a rate of \$10.00 per month for bagged refuse.

To provide refuse collection service to our customers, Town crews must operate sanitation routes two and one-half days per week (Tuesdays, Wednesdays, and one-half day on Thursdays). Large item pick-up is provided to residential garbage customers on the first Monday of every month at no additional cost to the citizen. Seasonal leaf collection and Christmas tree removal is also provided at no additional cost to the citizen. A Town dump truck is provided for a \$10 fee to residents up to four times per year to assist in keeping the Town tidy.

Estimated Public Works full-time labor and fringe benefits have been set at 13.0% for budget purposes, although actual time spent will be used to code salaries and fringe benefits.

<b>4203 REFUSE COLLECTION</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	96,998	60,401	89,947	67,455	71,929	(18,018)
1003	Wages - Overtime	1,062	133	600	725	750	150
2001	FICA	7,412	4,628	6,927	5,117	5,560	(1,367)
2002	Retirement/Life Insurance	15,349	9,612	14,038	10,316	12,604	(1,434)
2005	Medical/Dental Insurance	19,534	12,048	25,883	14,904	22,566	(3,318)
2008	ICMA - 1% employer contribution	72	400	905	340	360	(545)
2011	Workers' Compensation Insurance	6,478	5,838	5,515	5,389	3,741	(1,774)
3000	Contractual Services	0	268	536	270	280	(256)
3600	Advertising	373	224	700	824	700	0
3700	Printing & Binding	975	0	500	0	0	(500)
3800	Postage	0	0	0	0	0	0
5155	Motor Fuel	4,723	5,999	7,000	6,941	7,500	500
5157	Motor Vehicle Expense	16,850	4,883	6,000	2,552	5,000	(1,000)
5158	Small Equipment Expense	27	0	0	0	0	0
6017	Materials and Supplies	961	1,120	1,200	1,263	1,450	250
7004	Machinery & Equipment	0	0	0	0	0	0
7004	Replace chipper	0	0	0	35,204	0	0
	<b>TOTAL</b>	<b>198,673</b>	<b>105,554</b>	<b>159,751</b>	<b>151,299</b>	<b>132,440</b>	<b>(27,312)</b>

-17.10%

Waste Collection Fees	93,420	93,563	90,792	93,582	93,592
Variance	(105,253)	(11,991)	(68,959)	(57,717)	(38,848)

**SNOW REMOVAL  
ACCT. 01-4204**

The Public Works Department is responsible for snow removal and clean-up from storms to keep streets clean and passable. Activity directly related to clearing streets during inclement winter weather is tracked in this account.

A figure of 1.0% of all Public Works labor and fringe benefit costs are included in anticipation of services needed to perform this work. Only actual time spent on snow removal will be coded to this account when incurred.



**MUNICIPAL BUILDING MAINTENANCE**  
**ACCT. 01-4304**

This account includes the cost of custodial and maintenance work on the Rocky Mount Municipal Building and grounds. Services of the Public Works Department are used as needed in the maintenance of the grounds and minor repair work on the Municipal Building.

Contractual services include cleaning services, HVAC maintenance, security maintenance, web design, and pest control. Funds in the contractual line item are also used for repairs and maintenance such as to the automatic doors, security systems, carpeting, painting, signage, awning, and roof repairs.

A figure of 0% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

**MUNICIPAL BUILDING  
4304 MAINTENANCE**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	1,231	3,188	0	1,687	0	0
1003	Wages - Overtime	0	0	0	13	0	0
2001	FICA	94	242	0	126	0	0
2002	Retirement/Life Insurance	196	477	0	260	0	0
2005	Medical/Dental Insurance	421	537	0	224	0	0
2008	ICMA - 1% employer contribution	0	5	0	5	0	0
3000	Contractual Services	31,842	15,178	28,500	14,056	14,395	(14,105)
3300	Repairs & Maintenance	971	1,298	1,500	747	1,500	0
3600	Advertising	399	121	0	0	0	0
5100	Utilities	28,179	21,515	24,000	21,912	22,020	(1,980)
5200	Communications	3,480	4,080	4,200	3,849	4,200	0
6002	Materials and Supplies	2,220	1,248	1,800	1,849	1,875	75
6003	Agricultural Supplies	70	348	270	250	270	0
6005	Janitorial Supplies	1,876	1,722	2,000	1,725	1,820	(180)
7001	Land & Buildings (HVAC)	26,152	61,231	0	0	0	0
7001	Land & Buildings (building security	0	10,295	0	67,585	0	0
7001	Land & Buildings (asphalt rejuvenation)	0	0	8,242	8,242	0	(8,242)
7002	Furniture & Fixtures	0	699	0	0	0	0
7003	Data Processing / Technology Improvements	2,007	11,428	1,500	0	0	(1,500)
7007	Audio & Video Equipment	0	0	0	0	0	0
	<b>TOTAL</b>	<b>99,136</b>	<b>133,788</b>	<b>72,012</b>	<b>122,530</b>	<b>46,080</b>	<b>(25,932)</b>

-36.01%

**EMERGENCY SERVICES BUILDING MAINTENANCE**  
**ACCT. 01-4305**

All costs associated with building maintenance for the Emergency Services Building on North Main Street is in this account, as well as expenses related to the downtown fire station building on Floyd Avenue. Routine maintenance services as needed are provided by Public Works to maintain the Emergency Services Building and the Floyd Avenue fire station.

A figure of 0% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

Contracted services are used to provide routine cleaning, maintenance of the card reader systems, HVAC maintenance, insect control, elevator inspections and maintenance, fuel tank maintenance, and generator maintenance. Funds in the contractual line item also provide for various repairs and maintenance as needed and include flooring, painting, and roof repairs.

**EMERGENCY SERVICES**  
**4305 BUILDING MAINTENANCE**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	3,457	2,897	0	1,703	0	0
1003	Wages - Overtime	0	0	0	0	0	0
2001	FICA	258	220	0	126	0	0
2002	Retirement/Life Insurance	550	448	0	262	0	0
2005	Medical/Dental Insurance	470	588	0	189	0	0
2008	ICMA - 1% employer contribution	1	2	0	2	0	0
3000	Contractual Services	16,506	19,090	18,900	20,784	22,157	3,257
3300	Repairs and Maintenance	10,109	3,130	7,500	7,421	7,600	100
5100	Utilities	17,549	16,970	18,200	16,081	16,600	(1,600)
5150	Heating Fuel	5,092	6,423	6,400	9,912	9,500	3,100
5200	Communications	4,233	2,073	3,924	4,479	4,980	1,056
5404	Grant Purchases (security cameras)	0	0	0	3,999	0	0
5424	First Responders Memorial	0	18,255	0	22,750	0	0
6003	Agricultural Supplies	184	43	180	108	70	(110)
6005	Janitorial Supplies	1,422	1,040	1,400	1,279	1,300	(100)
6020	Materials and Supplies	6	459	130	931	518	388
7000	Capital Outlays	0	0	0	0	0	0
7001	Land & Buildings (roof repairs)	19,677	0	0	0	0	0
7001	Land & Buildings(Floyd Ave parking lot)	14,152	0	0	0	0	0
7001	Land & Buildings (Floyd Ave trim, doors, s	0	0	0	0	5,000	5,000
7001	Land & Buildings (office space & HVAC)	0	19,338	0	0	0	0
7001	Land & Buildings (asphalt rejuvenation)	0	0	5,778	11,780	0	(5,778)
7001	Land & Buildings (impound lot)	0	22,784	0	81,811	0	0
7002	Furniture & Fixtures	0	0	0	0	0	0
	<b>TOTAL</b>	<b>93,666</b>	<b>113,933</b>	<b>62,412</b>	<b>183,617</b>	<b>67,725</b>	<b>5,313</b>

8.51%

**PUBLIC WORKS SHOPS MAINTENANCE**  
**ACCT. 01-4306**

The Public Works Department is responsible for maintaining its buildings and grounds complex as needed. A figure of 0% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

Contractual services include HVAC and fuel tank maintenance.

<b>PUBLIC WORKS</b>					<b>FY 18</b>	<b>FY 19</b>	<b>Increase/</b>
<b>4306 BUILDING MAINTENANCE</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>(Decrease)</b>
							<b>Budget</b>
1001	Wages - Full Time	0	884	0	2,327	0	0
1003	Overtime	0	0	0	0	0	0
2001	FICA	0	65	0	177	0	0
2002	Retirement/Life Insurance	0	133	0	353	0	0
2005	Medical/Dental Insurance	0	147	0	370	0	0
2008	ICMA - 1% employer contribution	0	7	0	16	0	0
3000	Contractual Services	999	2,298	2,000	4,195	4,287	2,287
3300	Repairs & Maintenance	1,339	41	300	1,723	600	300
5100	Utilities	4,214	5,246	5,927	5,703	6,240	313
5150	Heating Fuel	2,032	2,051	3,000	4,010	4,000	1,000
5200	Communications	3,574	3,808	3,500	3,585	4,127	627
6001	Office Supplies	12	66	100	135	100	0
6003	Agricultural Supplies	285	0	100	50	100	0
6005	Janitorial Supplies	1,615	2,776	2,600	3,627	3,600	1,000
6006	Shop Supplies	805	5,062	2,000	6,901	6,300	4,300
6014	Chemicals & Materials	0	168	0	0	0	0
7001	Land & Buildings (asphalt rejuvenation)	0	0	5,778	0	0	(5,778)
7001	Land & Buildings (ice machine)	0	0	0	2,448	0	0
7003	Data Processing	0	1,548	500	0	0	(500)
7007	Audio Video Equipment	0	1,025	2,500	0	0	(2,500)
	<b>TOTAL</b>	<b>14,876</b>	<b>25,322</b>	<b>28,305</b>	<b>35,619</b>	<b>29,354</b>	<b>1,049</b>

3.71%

**CEMETERY MAINTENANCE  
ACCT. 01-4307**

The Public Works Department maintains High Street Cemetery as a public service to the citizens of Rocky Mount. These services include mowing and landscaping. The Town no longer opens or closes grave sites. 2.0% of all full-time Public Works salaries and fringe benefit costs have been budgeted to this account. Only those hours actually worked by employees during the year will be charged to this account, along with a comparable percentage of benefits.

Funds are provided for fertilizer and other landscaping needs as well as tree trimming or removal as needed.

<b>4307 CEMETERY MAINTENANCE</b>		<b>FY 16</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease) Budget</b>
		<b>Actual</b>			<b>Estimated</b>	<b>Proposed</b>	
1001	Wages - Full Time	9,965	10,442	10,582	8,144	11,066	484
1003	Wages - Overtime	123	201	0	0	0	0
2001	FICA	762	795	810	609	847	37
2002	Retirement/Life Insurance	1,575	1,602	1,652	1,255	1,920	268
2005	Medical/Dental Insurance	2,908	3,064	3,045	2,703	3,454	409
2008	ICMA - 1% employer contribution	4	11	15	14	110	95
2011	Workers' Compensation Insurance	763	697	649	634	576	(73)
3000	Contractual Services	0	10	1,000	10	10	(990)
5155	Motor Fuel	442	658	495	664	600	105
5157	Motor Vehicle Expense	0	0	0	0	0	0
5158	Small Equipment Expense	234	0	600	150	200	(400)
6003	Agricultural Supplies	0	43	350	50	50	(300)
6013	Materials and Supplies	0	0	0	0	0	0
6014	Chemicals & Materials	0	0	0	0	0	0
7004	Machinery and Equipment (excavator)	0	39,067	0	0	0	0
	<b>TOTAL</b>	<b>16,776</b>	<b>56,589</b>	<b>19,198</b>	<b>14,233</b>	<b>18,833</b>	<b>(365)</b>

-1.90%

**PARKS & PLAYGROUNDS**  
**ACCT. 01-4308**

The Public Works Department maintains Mary Elizabeth Park, Mary Bethune Park, Celeste Park, the Franklin County Veterans' Memorial Park, and jointly maintains Gilley's Park with the Franklin County Parks and Recreation Department. The Town does not have an organized recreation program, relying instead on services provided by the Franklin County Department of Parks and Recreation. Our parks are provided for passive use, utilizing playgrounds, picnic shelters, tennis courts, and roller hockey courts for non-organized play. The Town is also obligated under the terms of the 2000 annexation agreement to develop a playground in or near the Franklin Heights subdivision in the future. Full-time labor costs for Public Works employees' allocated time to maintain the grounds and equipment of these parks is budgeted at 5.0% of total labor and fringe benefits.

Mary Elizabeth Park, located in the center of the historic central business district, and Mary Bethune Park, located on East Street, are available to host special events and other recreational opportunities. Veterans' Park, on South Main Street, serves as a gateway into town. Gilley's Park, located on Trail Drive, provides two ponds for citizens' enjoyment. Celeste Park, on Franklin Street, provides a more natural setting for citizens to explore.

**PARKS & PLAYGROUND  
4308 MAINTENANCE**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	16,770	26,850	15,873	28,740	27,665	11,792
1003	Wages - Overtime	5	19	0	59	0	0
2001	FICA	1,264	2,029	1,214	2,154	2,116	902
2002	Retirement/Life Insurance	2,672	4,083	2,477	4,420	4,799	2,322
2005	Medical/Dental Insurance	4,622	3,928	4,568	7,464	8,636	4,068
2008	ICMA - 1% employer contribution	0	45	159	93	140	(19)
2011	Workers' Compensation Insurance	1,143	1,045	973	951	1,439	466
3000	Contractual Services	1,698	3,860	2,400	4,210	3,730	1,330
3300	Repairs & Maintenance	205	2,512	2,000	1,309	1,780	(220)
5100	Utilities	1,318	1,781	2,025	1,778	1,900	(125)
5155	Motor Fuel	389	657	435	634	675	240
5157	Motor Vehicle Expense	0	0	0	0	0	0
5158	Small Equipment Repairs and Purchases	0	0	500	100	100	(400)
6003	Agricultural Supplies	0	415	250	400	400	150
6005	Janitorial Supplies	49	0	0	0	0	0
6013	Recreational Supplies	5,387	2,858	2,000	3,770	3,700	1,700
6014	Chemicals & Materials	0	0	0	0	0	0
7004	Machinery & Equipment	4,435	25,586	8,000	0	0	(8,000)
7010	Infrastructure						0
	Celeste Park (donations \$5,245)	0	0	0	0	0	0
	Gilley's Park	0	0	35,000	48,038	0	(35,000)
	Veterans Memorial Park Stabilization	17,469	1,046,090	0	51,473	0	0
	Repave tennis & hockey courts-Mary Eliz Pa	0	0	0	32,432	0	0
	North Main St public recreation	0	0	0	0	0	0
	Mary Elizabeth Park bathrooms & lighting	0	13,008	0	80,000	0	0
	replace tables, trash cans, grills	0	0	0	0	10,000	10,000
	<b>TOTAL</b>	<b>57,427</b>	<b>1,134,768</b>	<b>77,874</b>	<b>268,025</b>	<b>67,080</b>	<b>(10,794)</b>

-13.86%

**PLANNING & ZONING**  
**ACCT. 01-8101**

The Planning and Zoning Administrator is responsible for administration of the Town's Zoning Ordinance, Subdivision Ordinance, comprehensive planning, and other matters of the Town Code related to land use issues. She is also the GIS coordinator for the Town. The office is also the staff liaison of the Rocky Mount Planning Commission and the Board of Zoning Appeals. The Planning & Zoning Administrator is assisted by the Planning Technician within the Community Development Department. Together, they share responsibilities for reviewing site plans, issuing sign permits, zoning permits, soil and erosion control, and proper land use planning. The erosion and soil inspection duties are now being conducted by Franklin County. All costs for the Planning & Zoning Administrator and 50% of the Planning Technician's salaries and fringes have been budgeted to this account.

The Planning Technician serves as Clerk for the Planning Commission and Board of Zoning Appeals, attending meetings, recording and transcribing minutes, and handling all public hearing notices.

Funds are allocated for the pay of the Planning Commission members for both regular and special meetings as needed. Rates are based on member certification. The planning chairman receives \$125 per regular meeting if certified or \$100 per regular meeting if not certified. She receives \$25 for each special meeting. The remaining members of the Planning Commission receive \$100 per regular meeting if certified and \$75 per regular meeting if not certified. They also receive \$25 for each special meeting. Members receive pay for the monthly regular meeting regardless of attendance but are only compensated for special meetings if in attendance. The Board of Zoning Appeals members only receive compensation for attendance at their scheduled meetings. The BZA Chairman receives \$100 per meeting if certified or \$75 per meeting if not certified. The remaining members receive \$75 if certified or \$50 if not certified. The Clerk (Planning Technician) receives \$100 per month for attendance and transcription of the Planning Commission meetings, \$25 for any special meetings, and \$100 per Board of Zoning Appeals meetings.

Contractual services include professional consultant reviews of planning and zoning ordinances as needed. Possible training opportunities include costs for Planning Commission members and BZA members to attend state certification courses as well as training costs for staff to attend professional development opportunities. Dues are paid for memberships in various planning, zoning, and economic / community development organizations.

<b>8101 PLANNING &amp; ZONING</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full time	68,965	69,557	76,910	75,552	63,268	(13,642)
1003	Wages - Overtime	7	13	0	0	0	0
1004	Wages - Contractual Services	1,175	1,200	1,350	1,900	1,500	150
2001	FICA	6,084	6,766	5,884	4,810	4,840	(1,044)
2002	Retirement/Life Insurance	10,962	10,660	12,041	8,091	11,357	(684)
2005	Medical/Dental Insurance	7,611	8,621	11,715	11,722	14,257	2,542
2008	ICMA Retirement Insurance	124	247	254	758	633	379
2011	Workers' Compensation Insurance	657	139	634	620	12	(622)
2103	Employment Physicals / Testing	0	0	0	143	0	0
3000	Contractual Services	16,947	1,178	7,000	520	1,000	(6,000)
3600	Advertising	2,673	1,419	2,500	4,476	5,000	2,500
3700	Printing & Binding	0	0	50	0	0	(50)
3800	Postage & Delivery Services	17	185	70	381	390	320
5155	Motor Fuel	205	0	70	0	50	(20)
5157	Motor Vehicle Expense	0	186	500	10	500	0
5200	Communications	5,764	5,776	5,918	5,423	5,935	17
5445	Uniforms & Clothing	0	0	0	229	0	0
5500	Travel & Training/Education	28	595	1,000	871	1,000	0
5501	Meeting Expenses	547	268	300	49	75	(225)
5502	Stipends	8,030	7,850	8,200	9,140	8,200	0
5650	Dues & Professional Memberships	0	0	500	50	50	(450)
5700	Books & Subscriptions	0	141	0	0	100	100
6001	Office Supplies	5,264	3,496	4,000	3,056	3,500	(500)
7002	Furniture & Fixtures	0	0	0	80	0	0
7003	Data Processing Equipment	0	9,856	1,500	2,732	2,000	500
	<b>TOTAL</b>	<b>135,060</b>	<b>128,153</b>	<b>140,396</b>	<b>130,614</b>	<b>123,667</b>	<b>(16,729)</b>

-11.92%

## **ECONOMIC & COMMUNITY DEVELOPMENT ACCT. 01-8102**

The Town has been quite active in placing financial support behind projects that have benefited the economic conditions and restored community pride in Rocky Mount. The Town mixes its rural/urban setting with a quiet country charm that is a draw for visitors to the region and encourages civic pride from its citizens and businesses. The Town continues to seek industrial partners for the 69 acres of land owned by the Town adjacent to the Franklin County / Rocky Mount Industrial Park.

The Town also partners with the Franklin County Board of Supervisors, Retail Merchants Association, and the Community Partnership for Revitalization to develop a business marketing and development plan to further promote business opportunities for commercial and retail sectors of the business community. The Town works with neighborhood groups to identify methods to revitalize deteriorating housing and infrastructure in order to encourage new growth in residential housing stock. The Town also coordinates with outside agencies to promote special events and attractions. The Community and Hospitality Center (the DePot) is staffed five days per week, except during the winter, by part-time employees to assist and direct visitors to the community's many cultural opportunities. The multiple award winning Harvester Performance Center, located on Franklin Street in the heart of downtown, and in its fourth year of operation, continues to draw patrons from outside the Town limits who enjoy the many retail, restaurant, and other entertainment opportunities available within the Town limits.

The Assistant Town Manager/Community Development Director heads the department. This position provides administrative and management support to the Town Manager, handles special projects as needed, works with existing small businesses to encourage success and growth, recruits other business and commercial ventures and provides technical assistance to establish operations in Town, coordinates special events and cooperates with other agencies and groups for such community activities, manages grants that may be received by the Town, works with residents and community leaders to better develop neighborhoods and residential living, and generally promotes the Town using our website and business and residential promotion guides.

A Planning Technician provides support to the department and serves as back-up help for telephone and walk-in customer assistance in the Town Manager's Office. She is presently responsible for scheduling reservations at Mary Elizabeth and Mary Bethune parks as well as reservations at the DePot. 50% of her salary is charged to this account with the remaining 50% being charged to the Planning and Zoning budget. The Planning & Zoning Administrator is also under the direction of the ATM/CDD and provides a high level of assistance in various aspects of economic development and growth planning and management.

Contractual services include costs for engineering and outside consulting services for various economic development initiatives as needed during the year. Unanticipated expenses that occur during the year related to economic development are also charged to this account. In economic development, Town Council has been flexible and responsive to various needs that have suddenly appeared to attract business or industry.

Training expenses are for staff to attend professional development seminars and conferences sponsored by the Virginia Economic Development Association, Virginia Department of Housing and Community Development; Virginia Downtown Development Association, Virginia Local Government Management Association; and the Virginia Municipal League.

Annual membership dues for staff members include: Virginia Local Government Management Association, American Planning Association, Virginia Downtown Development Association, International City/County Management Association, and Virginia Municipal Clerks Association.

Various contributions and sponsorships for special events include:

The Crooked Road	\$5,000
Ferrum Express Bus Service	\$4,600
Retail Merchants' Christmas Parade	\$2,500
BUD Commission contribution	\$2,000
Come Home to a Franklin County Christmas	\$1,600
Court Days	\$1,600
Pigg River Ramble	\$1,000
Historical Society Bus Sponsor-Moonshine Tour	\$ 600
Historical Society Bus Sponsor-Ghost Tour	\$ 600
Rotary Club – Fourth of July Festival sponsor	\$ 500
Other Special Events	<u>\$1,000</u>
Total Special Events Contributions	\$21,000

**ECONOMIC & COMMUNITY  
8102 DEVELOPMENT**

	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget	
1001	Wages - Full Time	87,580	92,820	95,086	82,772	98,055	2,969
2001	FICA	6,415	6,594	7,274	5,546	7,501	227
2002	Retirement/Life Insurance	13,781	14,330	14,860	13,036	17,023	2,163
2005	Medical/Dental Insurance	13,772	12,486	19,047	17,030	21,794	2,747
2008	ICMA Retirement Insurance	117	233	242	138	440	198
2011	Workers Compensation Insurance	189	176	195	191	19	(176)
2103	Employment Physicals / Testing	137	0	0	137	0	0
3000	Contractual Services	14,160	28,084	25,000	10,937	15,000	(10,000)
3000	North Main plan (may get CDBG grant)	0	0	0	0	25,000	25,000
3600	Advertising	3,557	1,766	3,500	1,157	2,000	(1,500)
3620	Branding (with lodging tax increase)	0	32,859	54,659	47,674	62,257	7,598
3700	Printing & Binding	0	0	40	0	0	(40)
3800	Postal & Delivery Services	1,072	364	620	461	470	(150)
5155	Motor Fuel	1,049	1,749	1,700	1,671	1,700	0
5157	Motor Vehicle Expenses	1,011	1,018	1,500	2,237	2,000	500
5200	Communications	3,201	2,902	2,920	2,697	2,870	(50)
5445	Uniforms & Clothing	0	0	0	212	0	0
5500	Travel & Training	7,216	4,954	5,000	2,856	5,000	0
5650	Dues & Professional Memberships	1,973	2,254	1,400	2,207	2,000	600
5700	Books & Subscriptions	1,058	1,213	480	773	600	120
5900	Special Events / Promotions	21,816	19,692	21,000	19,560	21,000	0
5904	Shop Local Campaign	0	0	15,000	0	5,000	(10,000)
6001	Office Supplies	8,070	4,327	5,900	7,938	6,000	100
7000	Capital Outlays	579	0	600	0	0	(600)
7002	Furniture & Fixtures	1,054	0	0	176	0	0
7003	Data Processing Equipment	6,237	1,717	3,000	11,697	2,000	(1,000)
7006	Motor Vehicles	25,385	0	0	0	0	0
7007	Audio & Video Equipment	160	1,712	1,700	0	0	(1,700)
7040	Seasonal Decorations	0	9,200	7,500	595	1,000	(6,500)
	<b>TOTAL</b>	<b>219,597</b>	<b>240,466</b>	<b>288,223</b>	<b>231,695</b>	<b>298,729</b>	<b>10,506</b>

3.65%

**CITIZENS' SQUARE  
ACCT. 01-8103**

The Farmers' Market at Citizens' Square was established by the Town of Rocky Mount in 1998. Since that time, the square has proven to be successful in serving as a place for special events and to house a place for local farmers and crafters to sell their homegrown produce and wares. The Square has proven to be a cornerstone in the redevelopment of the central business district. The Retail Merchants' Association manages the Farmers' Market for the Town. The Community Development Department is responsible for the promotion of the Farmers' Market.

Contractual services include the \$500 per month payment to the Retail Merchants' Association to oversee the administration of the Farmers' Market. Regular outside cleaning services and security services are also in contractual services.

A figure of 1.0% of all Public Works labor and fringe benefit costs are budgeted in this account, although only actual labor time spent on this activity will be charged during the budget year.

<b>8103 CITIZENS' SQUARE</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	1,402	7,169	2,645	2,378	5,533	2,888
2001	FICA	104	485	202	181	423	221
2002	Retirement/Life Insurance	221	1,110	413	364	960	547
2005	Medical/Dental Insurance	159	1,822	761	606	1,727	966
2008	ICMA - 1% Employer Contribution	2	3	0	2	5	5
2011	Workers Compensation Insurance	0	175	162	158	288	126
3000	Contractual Services	9,478	10,149	10,160	8,449	8,525	(1,635)
3300	Repairs and Maintenance	559	360	1,500	100	750	(750)
3600	Advertising	100	0	500	0	0	(500)
4400	Permits, Licenses and Fees	40	40	40	40	40	0
4604	EBT's Expense	0	1,168	0	593	650	650
5100	Utilities	2,343	2,427	2,868	2,545	2,650	(218)
6003	Agricultural Supplies	30	0	0	0	0	0
6005	Janitorial Supplies	98	314	100	210	240	140
6018	Materials and Supplies	1,110	1,544	1,000	37	300	(700)
7002	Furniture & Fixtures	0	0	0	0	0	0
7007	Audio and Video Equipment	0	0	0	0	0	0
8000	Equipment Rental	0	0	0	0	0	0
	<b>TOTAL</b>	<b>15,646</b>	<b>26,767</b>	<b>20,351</b>	<b>15,664</b>	<b>22,091</b>	<b>1,740</b>

8.55%

**COMMUNITY & HOSPITALITY CENTER  
ACCT. 01-8104**

The Rocky Mount Community & Hospitality Center, located in the former Norfolk Southern freight depot on Franklin Street, was opened in April 2000 and has served as a visitor's welcome center, a local museum, and hosts numerous community and private events for the public. The center has also served as a keystone in the overall revitalization efforts in the central business district.

The Center is staffed Monday through Saturday from April through December by a six-member part-time hostess / host staff. Staff at the Center will disseminate information on local attractions, lodging, shopping and dining opportunities throughout Rocky Mount and Franklin County. Rental fees are established for public and private use to help offset the cost of operations. The Town continues to own the building and schedules reservations.

One – half percent (0.50%) of total Public Works labor costs are budgeted here but only actual hours worked at the DePot are charged here.

Contractual services include routine building maintenance services such as cleaning, security, HVAC maintenance, and pest control.

**COMMUNITY & HOSPITALITY  
8104 CENTER**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	937	267	2,645	600	2,766	121
1002	Wages - Part Time	10,498	11,063	12,350	12,137	12,350	0
2001	FICA	875	882	1,147	576	1,157	10
2002	Retirement/Life Insurance	134	136	413	91	480	67
2005	Medical/Dental Insurance	104	129	761	45	864	103
2011	Workers Compensation Insurance	381	175	162	158	144	(18)
2103	Employment Physicals/Testing	0	0	0	381	380	380
3000	Contractual Services	6,552	4,715	4,550	13,188	3,500	(1,050)
3300	Repairs and Maintenance	1,884	0	2,000	95	200	(1,800)
3600	Advertising	0	0	0	656	165	165
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	0	0	0	0	0	0
5100	Utilities	4,159	3,439	4,500	3,483	3,600	(900)
5200	Communications	863	972	985	913	996	11
5445	Uniforms	0	0	0	0	0	0
5500	Travel & Training	272	53	150	0	60	(90)
5650	Dues & Professional Memberships	0	0	0	0	0	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office Supplies	947	179	350	177	200	(150)
6003	Agricultural Supplies	0	0	0	0	0	0
6005	Janitorial Supplies	323	414	500	159	250	(250)
6018	Supplies	0	362	500	0	200	(300)
7002	Furniture & Fixtures	2,135	0	0	0	0	0
7003	Data Processing Equipment	242	0	0	0	0	0
7007	Audio & Video Equipment	553	0	0	0	0	0
8000	Equipment Rental	0	0	0	0	0	0
	<b>TOTAL</b>	<b>30,859</b>	<b>22,785</b>	<b>31,013</b>	<b>32,659</b>	<b>27,312</b>	<b>(3,701)</b>

-11.93%

**PASSPORT SERVICE EXPENSES**  
**ACCT. 01-8106**

The Town of Rocky Mount became a Passport Acceptance Facility in 2010. A Passport Acceptance Facility is a location which has been designated by the State Department to accept passport applications on its behalf. The Town does not approve or deny applications, but merely makes sure that applications are complete, accepts payment, and forwards applications on for processing. The Town's Passport Acceptance Facility also offers passport photograph services to the public.

Costs associated with offering this service include copying, postage, office supplies, and photo supplies. Staff time is not accounted for in this account. Fees charged for passport photos and for mailing the applications offset the expenses in this account.

8106	PASSPORT SERVICE EXPENSES	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full time	0	0	0	0	0	0
2001	FICA	0	0	0	0	0	0
2002	Retirement/Life Insurance	0	0	0	0	0	0
2005	Medical/Dental Insurance	0	0	0	0	0	0
2011	Workers' Compensation Insurance	0	0	0	0	0	0
3000	Contractual Services	0	0	0	0	0	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	1,029	1,601	1,350	1,826	1,875	525
5500	Travel & Training/Education	0	0	0	0	0	0
5650	Dues & Professional Memberships	0	0	0	0	0	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office & Passport Supplies	483	738	860	1,027	1,125	265
7002	Furniture & Fixtures	0	0	0	0	0	0
7003	Data Processing Equipment	0	0	0	0	0	0
7007	Audio & Video Equipment	0	0	0	0	0	0
	<b>TOTAL</b>	<b>1,511</b>	<b>2,340</b>	<b>2,210</b>	<b>2,853</b>	<b>3,000</b>	<b>790</b>

Revenue from Passport Fees	9,461	12,776	10,000	13,315	13,500	35.75%
variance	7,950	10,437	7,790	10,462	10,500	

**ECONOMIC DEVELOPMENT AUTHORITY  
ACCT. 01-8130**

In conjunction with the Town's construction of the Harvester Performance Arts Venue, an Economic Development Authority was set up to take advantage of the historic tax credits available to fund up to \$1,000,000 of the costs of the construction. Town Council has appointed seven members to the Authority with staggered terms.

The EDA focuses its attention to economic development opportunities for the Town.

Operating expenses include the \$100 per meeting stipend for the Planning and Zoning Clerk to attend and transcribe the meetings. Stipends of \$50 per meeting for the seven Board members are budgeted here.

**ECONOMIC  
DEVELOPMENT  
8130 AUTHORITY**

		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1004	Wages - Contractual	200	600	600	400	600	0
2001	FICA	15	133	352	98	46	(306)
2002	Retirement/Life Insurance	30	88	0	59	103	103
2008	ICMA - 1% employer contribution	2	7	6	5	6	0
3000	Contractual Services	0	0	0	0	0	0
3600	Advertising	0	0	0	0	0	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	0	0	0	0	0	0
5500	Travel & Training/Education	0	0	1,000	0	300	(700)
5502	Stipends	0	1,150	4,000	600	1,800	(2,200)
5650	Dues & Professional Memberships	0	0	0	0	0	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office Supplies	0	39	0	0	0	0
7001	Land & Buildings	0	0	10,000	0	0	(10,000)
	<b>TOTAL</b>	<b>247</b>	<b>2,017</b>	<b>15,958</b>	<b>1,162</b>	<b>2,855</b>	<b>(13,103)</b>

-82.11%

**REMEDICATION OF BLIGHTED STRUCTURES**  
**ACCT. 01-8500**

The Town of Rocky Mount began a program in fiscal year 2012 to help rid neighborhoods of blighted structures. The program is administered by the Community Development Department and its objective is to work with owners of blighted structures to restore them. As a last resort, the program purchases blighted structures with the intent to demolish, rebuild, and re-sale them.

The Town's Public Works Department personnel will demolish and clean debris from the blighted properties when feasible. Otherwise the demolition and rebuilding are outsourced.

<b>REMEDICATION OF 8500 BLIGHTED STRUCTURES</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
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1001	Wages - Full time	0	2,799	0	0	0	0
2001	FICA	0	197	0	0	0	0
2002	Retirement/Life Insurance	0	423	0	0	0	0
3000	Contractual Services	0	0	0	1,440	0	0
3152	Demolition	0	15,156	15,000	0	10,000	(5,000)
3600	Advertising	0	0	0	0	0	0
3800	Postage & Delivery Services	0	0	0	0	0	0
4400	Permits	0	0	0	0	0	0
5155	Motor Fuel	0	0	0	0	0	0
5157	Motor Vehicle Expense	0	0	0	0	0	0
6003	Agricultural Supplies	0	0	0	0	0	0
	<b>TOTAL</b>	<b>0</b>	<b>18,574</b>	<b>15,000</b>	<b>1,440</b>	<b>10,000</b>	<b>(5,000)</b>

-33.33%

**GENERAL FUND NON-DEPARTMENTAL  
ACCT. 01-9102**

This account reflects costs not associated with any specific account elsewhere in the General Fund. These costs may include agency support, interfund transfers, debt service and contingency monies that Town Council may chose to use during the fiscal year for unforeseen needs.

A portion (75%) of general liability, automotive, property and casualty, and other non-medical related insurance have been centralized to this account. Debt Service is provided to service debt on the 2011 bond for the Emergency Services Building and the 2017 bond for Park infrastructure, drainage projects, and public safety radios.

Capital items generally used by a particular department are included in their specific operating account and not in this non-departmental account.

Included are the various costs for administering the flexible benefits and health insurance plans and a reserve for Council supplemental pay adjustments. Expenses for employee drug testing and wellness programs are found here.

We have tried historically to budget some amount each year in a contingency line item to cover any unanticipated costs that Council may designate during the year. The proposed base contingency is \$50,000.

There is a transfer to the Harvester Performance Center fund for \$394,982 to cover Town expenses related to the Harvester such as salaries, other personnel costs, utilities, and other costs.

Financial support to outside agencies is included as well. A list of all agencies that have been funded in the past, their requests for funding and recommendations for funding, can be found in the Supplemental Information section of this budget document. Contributions to outside public service agencies is capped at about one-half cent of the real estate tax rate. However, as in the previous fiscal year, contributions are capped at \$16,500.

The amount proposed as contributions to outside agencies for this fiscal year is \$16,500 and includes the following:

Franklin Center Workforce Consortium	\$6,000
Free Clinic of Franklin County	3,500
Helping Hands	3,000
Stepping Stone Mission	750
Franklin County Family Resource Center	500
Franklin County Perinatal Education Center	500
Franklin County Historical Society	500
We Care of Franklin County	500
Southern VA Child Advocacy Center (CAPS)	200
Warren Street Society	0
Franklin County Rescue Squad	0
Undesignated	<u>1,050</u>
Total Contributions to Agencies	\$16,500

<b>9102 GENERAL FUND NONDEPARTMENTAL</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1000	Personal Services	13,468	17,103	28,796	14,199	0	(28,796)
2000	Fringe Benefits Administration Fees	36,776	(17,149)	45,963	17,535	22,744	(23,219)
2001	FICA	1,030	1,308	0	1,086	0	0
2004	LODA - Retiree Insurance	13,407	9,792	16,344	19,176	21,317	4,973
2101	Employee Wellnes Program	1,519	2,538	3,900	2,420	2,600	(1,300)
2102	Employee Drug Testing	815	866	1,850	922	990	(860)
5300	Insurance	70,531	74,299	72,524	64,458	67,681	(4,843)
5600	Contributions to Other Entities	16,500	15,450	16,500	15,450	16,500	0
9001	Debt Service - Principal	165,000	165,000	295,000	295,000	290,000	(5,000)
9002	Debt Service - Interest	45,412	48,552	59,644	52,659	50,162	(9,482)
9300	Transfer to Utility Operations Fund	0	0	0	0	0	0
9400	Transfer to Capital Projects Fund	0	0	0	0	0	0
9500	Transfer to Utility Capital Projects Fund	0	0	0	0	0	0
9600	Transfer to Performance Venue Fund-Operations	282,816	328,686	354,682	351,038	394,982	40,300
9959	Contingency	0	0	50,000	50,000	50,000	0
9959	Reserve for Council supplemental pay adjustments	0	0	0	0	29,550	29,550
9959	Contingency-Economic Development Incentive	0	50,000	0	0	0	0
9959	Reserve for Reimbursement to Fund Balance	0	0	27,862	0	0	(27,862)
	<b>TOTAL</b>	<b>647,274</b>	<b>696,445</b>	<b>973,065</b>	<b>883,943</b>	<b>946,526</b>	<b>(26,539)</b>

-2.73%

# **UTILITY FUND**

## **OVERVIEW: UTILITY FUND**

The utility fund accounts for the production and sale of water and the cost to treat sewer. The Town of Rocky Mount delivers quality water and sewer services to its customers. The last rate re-structure has helped to close the gap between below market rates and the actual costs to provide water and sewer services. 2019 will be the third year without a rate increase. 61% of our water revenue comes from residential, commercial, and industrial customers living within the Town limits. 79% of the gallons consumed are in-town.

Revenues in the utility fund include water use charges, sewer use charges, rental of property for cell phone towers, and a transfer from the utility capital fund.

Expenses include water distribution and treatment, sewer collection and treatment, utility billing, and non-departmental expenses not directly attributable to any one function.

UTILITY OPERATING FUND REVENUES		FY 16	FY 17	FY 18	FY 18	FY 19	Increase/ (Decrease)	%
		Actual	Actual	Budget	Estimated	Proposed	Budget	change
<b>2000 Water Use Charges</b>								
2030	Water Consumption Charges	1,139,655	1,152,522	1,185,669	1,175,572	1,199,083	13,414	
2031	Water Connections	28,100	25,331	17,825	35,264	18,435	610	
2032	Reconnect Fees	3,425	4,600	2,750	11,290	4,500	1,750	
2034	Penalties	27,934	34,465	28,440	35,658	29,640	1,200	
2037	Bulk Water Purchases	2,086	815	1,000	1,717	1,000	0	
	<b>Total Water Use Charges</b>	<b>1,201,200</b>	<b>1,217,733</b>	<b>1,235,684</b>	<b>1,259,501</b>	<b>1,252,658</b>	<b>16,974</b>	1.4%
<b>2400 Other Categorical Aid</b>								
0108	Other Categorical Aid	0	0	0	0	0	0	
0405	Dept of Health	0	2,810	0	0	0	0	
0407	VML Safety Grant	0	0	0	0	0	0	
	<b>Total Other Categorical Aid</b>	<b>0</b>	<b>2,810</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.0%
<b>3000 Wastewater Use Charges</b>								
3030	Sewer Use Charges	736,295	777,362	750,958	792,909	808,767	57,809	
3031	Sewer Connections	12,500	6,000	8,000	4,000	4,500	(3,500)	
	<b>Total Wastewater Use Charges</b>	<b>748,795</b>	<b>783,362</b>	<b>758,958</b>	<b>796,909</b>	<b>813,267</b>	<b>54,309</b>	7.2%
<b>5000 Miscellaneous Revenue</b>								
0201	Rent of Property	45,156	45,437	47,339	48,708	107,898	60,559	
0207	Sale of Property	0	0	0	600	0	0	
0407	VML Safety Grant	0	4,000	0	0	0	0	
4105	Recoveries	2,616	1,072	0	0	0	0	
	<b>Total Miscellaneous Revenue</b>	<b>47,772</b>	<b>50,509</b>	<b>47,339</b>	<b>49,308</b>	<b>107,898</b>	<b>60,559</b>	127.9%
<b>8000 Transfers from Other Funds</b>								
0901	Transfer fm General Fund-for utility operations	0	0	0	0	0	0	
3038	Transfer from Cap Projects Fund	0	0	0	0	0	0	
3039	Transfer from Utility Cap Projects Fund	0	0	112,405	0	55,970	(56,435)	
	<b>Total Transfers from Other Funds</b>	<b>0</b>	<b>0</b>	<b>112,405</b>	<b>0</b>	<b>55,970</b>	<b>(56,435)</b>	-50.2%
	<b>Total Utility Fund Revenues before Fund Balance</b>							
	<b>Fund Balance</b>	<b>1,997,767</b>	<b>2,054,414</b>	<b>2,154,386</b>	<b>2,105,718</b>	<b>2,229,793</b>	<b>75,407</b>	3.5%
<b>9000 Use of Fund Balance</b>								
9999	Appropriated Fund Balance-depreciation	779,504	753,292	887,992	753,292	808,950	(79,042)	
	<b>Total Use of Fund Balance</b>	<b>779,504</b>	<b>753,292</b>	<b>887,992</b>	<b>753,292</b>	<b>808,950</b>	<b>(79,042)</b>	-8.9%
	<b>TOTAL UTILITY FUND REVENUES</b>	<b>2,777,271</b>	<b>2,807,705</b>	<b>3,042,378</b>	<b>2,859,010</b>	<b>3,038,743</b>	<b>(3,635)</b>	-0.1%

-0.1%

**UTILITY OPERATING FUND  
EXPENDITURE SUMMARY**

Account	Description	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget	% change
<u>Water Treatment &amp; Distribution</u>								
5000	Water Distribution System	123,421	149,244	203,979	202,267	219,615	15,636	
5010	Meter Reading	38,618	34,588	36,140	30,388	42,515	6,375	
5050	Water Treatment Plant	604,540	538,745	642,777	557,605	676,011	33,234	
	<b>Total Water Treatment &amp; Distribution</b>	<b>766,579</b>	<b>722,576</b>	<b>882,896</b>	<b>790,260</b>	<b>938,140</b>	<b>55,244</b>	6.3%
<u>Wastewater Collection &amp; Treatment</u>								
6000	Wastewater Collection System	105,949	141,110	177,085	134,319	173,764	(3,321)	
6050	Wastewater Treatment Plant	469,096	451,676	505,364	433,077	512,260	6,896	
	<b>Total WW Collection &amp; Treatment</b>	<b>575,045</b>	<b>592,785</b>	<b>682,449</b>	<b>567,396</b>	<b>686,025</b>	<b>3,576</b>	0.5%
<u>Miscellaneous</u>								
6200	Utility Billing	141,115	151,848	168,871	155,601	188,004	19,134	
6900	Utility Fund Nondepartmental	1,162,639	1,153,284	1,308,162	1,163,619	1,226,574	(81,588)	
	<b>Total Miscellaneous</b>	<b>1,303,755</b>	<b>1,305,132</b>	<b>1,477,033</b>	<b>1,319,220</b>	<b>1,414,578</b>	<b>(62,454)</b>	-4.2%
	<b>TOTAL</b>	<b>2,645,379</b>	<b>2,620,493</b>	<b>3,042,378</b>	<b>2,676,875</b>	<b>3,038,743</b>	<b>(3,634)</b>	-0.1%
	Total Revenues	2,777,271	2,807,705	3,042,378	2,859,010	3,038,743	(3,635)	
	Surplus/(Defecit)	131,893	187,212	0	182,135	(0)	(1)	
		99.26%	99.06%	116.10%	102.15%	113.52%	-0.12%	
	depreciation expense	779,504	753,292	887,992	753,292	808,950	(79,042)	

**WATER SYSTEM OPERATIONS  
ACCT. 02-5000**

The Rocky Mount Public Works Department is responsible for maintaining the water distribution system to our customers. The Town currently has over 2,900 connections, including residential, commercial, institutional and industrial users. These lines range in size from 2" service lines to 24" main lines, covering approximately 550,000 linear feet. Some of this system lies outside the corporate limits. Whenever Public Works employees, vehicles or equipment are used in servicing these lines, these costs are charged against this account to accurately reflect the true costs of providing utility service to the users. Fees are charged each month based upon consumption readings to cover the costs of providing this service. 8.0% of all Public Works labor and fringe benefits are budgeted to this account. Only actual time spent on associated projects will be charged during the year.

Aside from service lines, the Town is also responsible for the maintenance of five water storage tanks with a capacity of over 2.8 million gallons. Tanks are located on US 220 North, US 220 South, Scuffling Hill Road, Bald Knob, and Grassy Hill / Landmark. The annual maintenance costs for these tanks are budgeted in the contractual services line item.

Materials and supplies include pipe, valves, hydrants, clamps, and meters for new connections or which may be needed in miscellaneous line maintenance projects. Capital outlay and infrastructure may include more substantial repairs to existing water lines.

**WATER DISTRIBUTION  
5000 SYSTEM**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	22,058	41,510	67,142	53,250	69,818	2,676
1002	Wages - Part Time	0	945	0	0	0	0
1003	Wages - Overtime	1,395	1,866	2,200	3,685	3,000	800
2001	FICA	1,739	3,299	5,304	4,247	5,571	266
2002	Retirement/Life Insurance	3,673	5,657	10,971	8,722	12,783	1,812
2005	Medical/Dental Insurance	5,146	7,616	17,156	13,251	15,006	(2,150)
2008	ICMA - 1% employer contribution	2	70	671	186	188	(483)
2011	Workers' Compensation Insurance	2,383	2,092	3,984	3,893	3,571	(413)
3000	Contractual Services	27,618	28,116	35,000	43,265	40,879	5,879
3300	Repairs and Maintenance	106	2,472	1,000	500	1,500	500
3340	Safety Repairs & Materials	0	8,110	0	0	500	500
3600	Advertising	0	0	0	0	0	0
5100	Utilities	19,380	18,428	20,350	18,585	19,500	(850)
5155	Motor Fuel	0	0	0	0	0	0
5157	Motor Vehicle Expenses	121	309	0	175	300	300
5158	Small Equipment Purchases	0	0	0	0	0	0
5200	Communications	1	0	0	0	0	0
5800	Miscellaneous	0	0	100	0	100	0
6003	Agricultural Supplies	64	0	100	60	100	0
6009	Materials & Supplies	4,624	19,342	15,000	37,817	26,800	11,800
7000	Capital Outlays	35,111	(1,163)	25,000	14,632	20,000	(5,000)
7004	Machinery & Equipment	0	6,074	0	0	0	0
7010	Infrastructure	0	4,500	0	0	0	0
	<b>TOTAL</b>	<b>123,421</b>	<b>149,244</b>	<b>203,979</b>	<b>202,267</b>	<b>219,615</b>	<b>15,636</b>

7.67%

**METER READING  
ACCT. 02-5010**

The Public Works Department is responsible for reading all water meters monthly. Readings are submitted to the Finance Department, which is responsible for preparing and mailing the bills and collecting payments.

In an effort to improve the efficiency of meter reading, the Town is utilizing a "touch read" meter reading and billing system. This technology allows meter readers to more quickly read meters by using a wand placed on an above ground sensor and download the information into a handheld computer. The information is then downloaded by the meter readers into software that will automatically post the reading to the customer account and produce a bill without doing manual data entry. All input reports are reviewed closely by the account clerks in the Finance Department and the meter readers. Customers included in the 2000 annexation area were the first to have these meters installed, and all new connections now utilize the touch read meters. Over time, as meters need replacement, this technology is used to assist in the efficiency and accuracy of the process. This replacement project will continue until all meters are replaced with the "touch read" variety. Currently, manual reads are entered into the hand-held as the meters are read in the field and then the information is downloaded directly into the billing software. One - two man team reads all meters at the first of the month. All bills are produced and mailed at the end of the month (basically a thirty day lag time). Costs for meters used for repairs are included in account 02-5000 (Water Distribution). Costs for meters used to replace existing meters as part of the replacement program to touch-read technology are included in account 05-5006 (Water Distribution – Public Works - Capital Projects) which is in the Utility Capital Projects Fund.

Radio-read meters are the most current technology being used in regional meter replacement projects. The Town of Boones Mill installed radio-read meters as part of their million dollar water line and meter replacement project completed by the Western Virginia Water Authority. Current hand-held technology being installed with radio-read capability also allows the use of existing touch-read meters and wands. The Town will need to decide when to introduce the radio-read technology to the meter reading system to increase efficiency.

A total meter replacement project is proposed in the utility capital fund for FY 2019.

4.0% of the Public Works labor and benefits are budgeted here. However, actual time of personnel is charged here.

<b>5010 METER READING</b>		<b>FY 16</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease) Budget</b>
		<b>Actual</b>			<b>Estimated</b>	<b>Proposed</b>	
1001	Wages - Full Time	21,227	19,289	18,518	17,763	22,132	3,614
1003	Wages - Overtime	17	137	0	235	100	100
2001	FICA	1,643	1,466	1,417	1,163	1,701	284
2002	Retirement/Life Insurance	3,273	2,950	2,890	2,037	3,857	967
2005	Medical/Dental Insurance	4,900	4,238	5,329	3,083	6,924	1,595
2008	ICMA - 1% Employer Contribution	0	1	0	0	0	0
2011	Workers' Compensation Insurance	1,525	1,307	1,136	1,100	1,151	15
3000	Contractual Services	1,975	2,035	2,400	2,085	2,400	0
3300	Repairs & Maintenance	1,696	0	1,000	0	500	(500)
5155	Motor Fuel	1,712	2,530	2,500	2,723	2,800	300
5157	Motor Vehicle Expenses	629	500	750	100	750	0
5500	Travel & Training	0	0	0	0	0	0
6009	Materials & Supplies	22	136	200	100	200	0
	<b>TOTAL</b>	<b>38,618</b>	<b>34,588</b>	<b>36,140</b>	<b>30,388</b>	<b>42,515</b>	<b>6,375</b>

17.64%

**WATER TREATMENT PLANT  
ACCT. 02-5050**

The Town of Rocky Mount operates a 2.0 MGD water treatment facility located approximately 2 miles north of the corporate limits off U.S. Route 220. Constructed in 1983, the plant draws raw water from the Blackwater River. The facility and its treatment process comply with the Virginia Health Department (VDH) and with the Department of Environmental Quality (DEQ) and rated as a Class II plant. The facility is a conventional treatment filtration plant utilizing chemical addition with flash mix and three flocculation basins, two sedimentation basins, two sand filters, 250,000 gallon clear well and finished water pumps. Five (5) full-time operators are employed, supervised by the Water Treatment Plant Superintendent who holds a Class I license. Staff currently includes three (3) operators classified as Operator I, one (1) as an Operator II, and one (1) as an Operator III. The Water Plant, in 2016, converted from chlorine gas to liquid bleach for processing.

The Town has addressed several capital needs over the past years needed to maintain the water treatment plant and to meet VDH requirements. The plant continues to operate on a VDH permit and quality standards that require less than 24 hour operation to hold down personnel and operating costs. The Water Treatment Plant is expected to incur a near zero increase in its production level for this fiscal year.

Contractual services encompass instrumentation, elevator, and HVAC maintenance, calibration, and any engineering services required. Chemicals include chlorine, fluoride, alum, and other chemicals needed to treat raw water for distribution.

<b>5050 WATER TREATMENT PLANT</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	247,301	258,433	263,154	209,441	268,822	5,668
1003	Wages - Overtime	7,816	4,129	9,000	5,750	4,500	(4,500)
2001	FICA	18,251	3,351	18,515	12,243	20,909	2,394
2002	Retirement/Life Insurance	41,335	1,970	40,815	38,448	47,482	6,667
2005	Medical/Dental Insurance	60,803	53,062	72,730	64,889	77,576	4,846
2008	ICMA - 1% employer contribution	0	0	0	70	541	541
2103	Employment Physicals/Testing	0	0	0	200	0	0
2011	Workers' Compensation Insurance	7,316	4,968	7,053	6,777	4,931	(2,122)
3000	Contractual Services	7,341	3,518	8,000	3,955	8,853	853
3300	Repairs & Maintenance	6,859	6,889	10,000	7,717	10,000	0
3340	Safety Repairs & Materials	120	729	500	203	500	0
3341	Lab Testing Services	8,550	9,029	11,000	10,930	25,000	14,000
3600	Advertising	0	0	100	450	100	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	49	55	50	59	60	10
4400	Permits, Licenses & Fees	8,531	9,243	9,100	8,626	9,300	200
5100	Utilities	69,105	69,755	72,000	67,965	71,000	(1,000)
5150	Heating Fuel	2,035	3,497	3,500	4,408	5,000	1,500
5155	Motor Fuel	1,573	1,695	1,500	1,508	1,800	300
5157	Motor Vehicle Expenses	1,803	609	3,000	596	750	(2,250)
5158	Small Equipment Expense	1,311	208	320	220	300	(20)
5200	Communications	4,542	4,828	4,500	4,562	5,136	636
5404	Grant Purchases	0	2,810	0	0	0	0
5445	Uniforms	4,025	4,529	4,200	4,151	4,200	0
5500	Travel & Training	1,289	903	1,500	1,160	2,000	500
5650	Dues & Professional Memberships	200	200	240	200	200	(40)
5700	Books & Subscriptions	0	198	0	199	200	200
6001	Office Supplies	432	686	650	511	650	0
6003	Agricultural Supplies	92	0	100	55	100	0
6004	Laboratory Supplies	7,185	7,227	8,250	5,763	7,500	(750)
6005	Janitorial Supplies	35	0	100	0	100	0
6009	Materials and Supplies	3,184	4,466	3,800	5,041	5,000	1,200
6014	Chemicals & Materials	86,540	76,760	80,000	84,467	87,000	7,000
7000	Capital Outlays (larger repairs)	6,031	5,000	8,500	5,000	5,000	(3,500)
7002	Furniture & Fixtures	0	0	0	2,040	0	0
7003	Data Processing Equipment	884	0	600	0	1,500	900
8000	Equipment Rental	0	0	0	0	0	0
	<b>TOTAL</b>	<b>604,540</b>	<b>538,745</b>	<b>642,777</b>	<b>557,605</b>	<b>676,011</b>	<b>33,234</b>

5.17%

**SEWER SYSTEM OPERATIONS  
ACCT. 02-6000**

The Public Works Department is responsible for maintaining the wastewater collection system to the Wastewater Treatment Plant. These lines lie both inside the corporate limits and outside for industrial and commercial development. Whenever Public Works employees, vehicles and equipment are used in servicing these lines, these costs are booked against this account to accurately reflect the true costs of providing these services. Fees are charged to the users to recover the costs of collecting wastewater and its treatment. 8.0% of all Public Works labor and fringe benefits are budgeted in this account. Actual labor spent on work associated with the wastewater collection system will be charged.

Routine repairs and maintenance of sewer lines are provided by Public Works. Money has been set aside for materials and supplies for miscellaneous sewer line extensions or repairs that may be required during the fiscal year. This account also includes costs to operate and maintain all sewer pump stations in the system. At present, the town has 6 stations: Green Oaks, Trail Drive, Rt. 220, Powder Mill, Altice Mill Road, and Rt. 122.

Contractual services include miscellaneous contracted work needed for basic inflow and infiltration repairs or engineering services, for root control, and for "Miss Utility" markings. Materials and supplies include costs for non-specific sewer line projects and repairs. Funds budgeted do not provide for any new services, but only to repair existing lines when needed. Capital outlay provides for major repair costs. Infrastructure includes costs for major repair projects to existing sewer lines.

<b>WASTEWATER COLLECTION 6000 SYSTEM</b>		<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Budget</b>	<b>FY 18 Estimated</b>	<b>FY 19 Proposed</b>	<b>Increase/ (Decrease) Budget</b>
1001	Wages - Full Time	21,984	42,826	67,142	57,218	69,818	2,676
1002	Wages - Part Time	0	236	0	0	0	0
1003	Wages - Overtime	792	983	1,020	811	950	(70)
2001	FICA	1,695	3,286	5,136	4,360	5,414	278
2002	Retirement/Life Insurance	3,527	6,273	10,630	4,729	12,421	1,791
2005	Medical/Dental Insurance	6,433	10,210	16,826	5,394	15,141	(1,685)
2008	ICMA - 1% employer contribution	9	45	67	206	200	133
2011	Workers' Compensation Insurance	2,763	2,090	3,984	3,893	3,571	(413)
3000	Contractual Services	11,098	13,122	15,000	12,893	13,000	(2,000)
3300	Repairs & Maintenance	6,310	11,013	7,000	7,050	10,000	3,000
3600	Advertising	0	0	300	0	300	0
3800	Postage	0	0	0	0	0	0
5100	Utilities	40,580	35,316	38,000	25,648	28,800	(9,200)
5150	Heating Fuel	462	694	1,500	981	1,000	(500)
5155	Motor Fuel	441	736	580	806	800	220
5157	Motor Vehicle Expense	2,045	38	1,000	480	1,000	0
5200	Communications	1,547	0	0	0	0	0
5500	Travel & Training	0	0	0	0	0	0
6003	Agricultural Supplies	229	37	150	40	150	0
6012	Materials & Supplies	3,136	7,713	6,550	8,946	9,000	2,450
6014	Chemicals & Materials	2,898	1,539	2,200	865	2,200	0
7000	Capital Outlays	0	0	0	0	0	0
7001	Land & Buildings	0	2,877	0	0	0	0
7004	Machinery & Equipment	0	2,078	0	0	0	0
7010	Infrastructure	0	0	0	0	0	0
	<b>TOTAL</b>	<b>105,949</b>	<b>141,110</b>	<b>177,085</b>	<b>134,319</b>	<b>173,764</b>	<b>(3,321)</b>

-1.88%

**WASTEWATER TREATMENT PLANT  
ACCT. 02-6050**

The Town of Rocky Mount operates a 2.0 MGD wastewater treatment facility located approximately 1 mile east of the corporate limits. Constructed in 1994, the plant is a state-of-the-art facility with a discharge permit into the Pigg River. The facility and its treatment process comply with Virginia Health Department (VDH) and with Department of Environmental Quality (DEQ) and is rated as a Class I plant. The facility is a conventional treatment plant utilizing aerobic digestion and UV light treatment, two primary digesters, sedimentation basins, and belt press operation. The Town is required to dispose of sludge produced at the plant at the county landfill. Currently five full-time operators are employed, including the Wastewater Treatment Plant Superintendent, who holds a Class I license. Staff also includes three (3) more Operators I and one (1) Operator II. An intern from the Virginia Western water and sewer instructional program or from the Ferrum College environmental science program is also used throughout the year. Wastewater Treatment Plant personnel are responsible for the maintenance of the facility and grounds as well as all pump stations.

The plant is a benchmark for other treatment facilities in the state because of its design and the maintenance provided by the WWTP Superintendent and his staff. The plant consistently performs well above minimum standards established in the regulatory permit issued by the Virginia Department of Environmental Quality.

Contractual services are for facility and equipment maintenance. Repairs and maintenance are for miscellaneous and small emergency repairs. Laboratory supplies are for testing materials and equipment required by regulatory agencies to meet state and federal operating limits. Chemicals are for materials needed to treat inflow before discharging.

<b>WASTEWATER TREATMENT</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease)</b>
<b>6050 PLANT</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
1001	Wages - Full Time	216,701	220,764	226,236	181,847	237,689	11,453
1002	Wages - Part Time	1,128	1,816	6,560	6,400	6,400	(160)
1003	Wages - Overtime	1,168	429	720	343	450	(270)
2001	FICA	16,022	16,195	17,809	9,950	18,707	898
2002	Retirement/Life Insurance	34,779	34,228	35,089	33,985	40,954	5,865
2005	Medical/Dental Insurance	50,397	43,853	67,474	54,225	56,242	(11,232)
2011	Workers' Compensation Insurance	4,016	2,877	3,189	3,001	1,358	(1,831)
2103	Employment Physicals/Testing	137	0	125	140	140	15
3000	Contractual Services	5,115	6,591	8,000	5,007	8,000	0
3300	Repairs & Maintenance	16,712	17,161	17,500	16,495	18,000	500
3341	Lab Testing Services	6,365	2,348	3,500	2,872	3,500	0
3600	Advertising	0	214	0	84	0	0
3800	Postage & Delivery Services	16	15	12	202	50	38
4400	Permits, Licenses, & Fees	9,768	9,211	9,400	9,142	9,500	100
5100	Utilities	73,554	63,196	70,000	62,026	68,400	(1,600)
5150	Heating Fuel Expense	556	657	1,300	659	800	(500)
5155	Motor Fuel	1,998	2,333	2,500	2,342	2,500	0
5157	Motor Vehicle Expenses	253	63	800	782	800	0
5158	Small Equipment Expenses	459	296	400	267	400	0
5200	Communications	4,708	4,795	4,700	4,480	5,220	520
5445	Uniforms	3,655	4,488	3,800	3,873	4,000	200
5500	Travel & Training	2,507	2,369	3,000	2,628	3,000	0
5650	Dues and Professional Memberships	274	275	300	283	300	0
5700	Books & Subscriptions	0	198	0	100	100	100
6001	Office Supplies	312	249	350	428	450	100
6003	Agricultural Supplies	107	374	400	400	400	0
6004	Laboratory Supplies	6,070	4,837	7,500	8,499	8,500	1,000
6005	Janitorial Supplies	1,112	784	1,100	3,396	1,500	400
6012	Wastewater Supplies	1,203	580	1,000	364	1,000	0
6014	Chemicals & Materials	9,874	8,465	12,000	17,360	12,000	0
7000	Capital Outlays	0	0	0	0	0	0
7002	Furniture & Fixtures	0	0	0	0	400	400
7003	Data Processing Equipment	129	2,016	600	1,500	1,500	900
	<b>TOTAL</b>	<b>469,096</b>	<b>451,676</b>	<b>505,364</b>	<b>433,077</b>	<b>512,260</b>	<b>6,896</b>

1.36%

**UTILITY BILLING**  
**ACCT. 02-6200**

The Finance Department handles all financial and personnel related services for the Utility Fund. To properly reflect the true costs of these services, a portion of all salaries and fringe benefits of these persons will be charged to the Utility Fund. 25% of the personnel costs for the Finance Director, the Assistant Finance Director, and the Accounting Technician and 50% of personnel costs for both Account Clerks have been allocated to this account. No portion of the costs for administrative oversight of the fund by the Town Manager is charged to this account, but should be for proper accountability and booking of true operation costs. The Finance Department oversees the input of the meter readings, prepares and mails the utility bills, and collects payments. They also maintain the general ledger for utility fund operations and process payroll and benefits administration for employees operating in this fund.

A portion (25%) of all maintenance agreements for computer hardware and software is also being charged to this account. 25% of the annual audit is allocated to this account. 25% of office equipment maintenance contract costs and 25% of Finance Department office supplies are charged to this account.

**UTILITY BILLING &  
6200 ADMINISTRATION**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
1001	Wages - Full Time	64,967	75,132	82,475	68,179	81,478	(997)
1003	Wages - Overtime	0	6	0	8	0	0
2001	FICA	4,535	5,743	6,309	3,963	6,233	(76)
2002	Retirement/Life Insurance	10,776	11,280	12,888	12,320	14,291	1,403
2005	Medical/Dental Insurance	12,029	12,396	17,815	17,940	20,489	2,674
2008	ICMA - 1% Employer Contribution	0	170	825	412	815	(10)
2011	Workers' Compensation Insurance	91	76	49	48	16	(33)
3000	Contractual Services	26,443	26,278	25,750	28,398	38,122	12,372
3700	Printing and Binding	4,476	3,970	5,200	8,202	9,000	3,800
3800	Postage & Delivery Services	14,987	14,565	14,760	13,902	14,760	0
6001	Office Supplies	2,812	2,232	2,800	2,230	2,800	0
	<b>TOTAL</b>	<b>141,115</b>	<b>151,848</b>	<b>168,871</b>	<b>155,601</b>	<b>188,004</b>	<b>19,134</b>

11.33%

**UTILITY FUND NON-DEPARTMENTAL  
ACCT. 02-6900**

This account includes all costs not associated with any operating departmental budget. These costs include general liability insurance costs (25%), interfund transfers, debt service, and contingency for unanticipated costs or Town Council discretionary funds needed during the budget year. Depreciation costs are budgeted in all proprietary funds in accordance with sound financial practices. Depreciation has been budgeted to account for expenses related to both the water and sewer systems that are anticipated to be recorded in year-end audited financial statements. Water and sewer rates do not cover the cost of depreciation. Depreciation is financed by tapping into the fund balance. Supplemental pay adjustments for Council use for utility fund employees are included in this account.

Debt Service in the Utility Fund is for past utility line extensions within Town limits. A new \$1,000,000 bond is proposed for FY 2019 to cover the cost of the meter replacement project.

We have tried historically to budget some amount each year in a contingency line item to cover any unanticipated chemical or materials costs or engineering services that Council may designate during the year. The amount this year is proposed at \$10,000.

<b>6900 UTILITY FUND NONDEPARTMENTAL</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Increase/ (Decrease)</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Budget</b>
1000	Personal Services	3,587	4,499	7,266	3,803	0	(7,266)
2001	FICA	274	344	0	291	0	0
5300	Insurance	23,510	24,766	25,757	21,486	22,560	(3,197)
9001	Debt Service - Principal	280,000	284,000	292,500	292,500	302,000	9,500
9002	Debt Service - Interest	75,764	86,383	84,647	82,247	76,013	(8,634)
9100	Transfer to General Fund	0	0	0	0	0	0
9400	Transfer to Capital Improvement Fund	0	0	0	0	0	0
9401	Transfer to Utility Fund Capital Projects Fund	0	0	0	0	0	0
9959	Contingency	0	0	10,000	10,000	10,000	0
9959	Reserve for Council supplemental pay adjustments	0	0	0	0	7,051	7,051
9960	Depreciation -- Water	325,266	342,744	350,438	342,744	377,875	27,437
9961	Depreciation -- Sewer	454,239	410,548	537,554	410,548	431,075	(106,479)
	<b>TOTAL</b>	<b>1,162,639</b>	<b>1,153,284</b>	<b>1,308,162</b>	<b>1,163,619</b>	<b>1,226,574</b>	<b>(81,588)</b>

-6.24%

# **UTILITY CAPITAL FUND**

## OVERVIEW: UTILITY CAPITAL FUND

The utility capital fund contains a portion of the revenues generated from water distribution and sewer collection charges in order to fund capital needs of the water and sewer systems.

The increase in water distribution charges and sewer collection charges from rates established at December 31, 2012 plus the capital recovery fees for both water and sewer meters greater than 5/8 inch are put into this fund.

Expenses in this fund will be for capital and major repair items for the water distribution system, the Water Treatment Plant, the sewer collection system, and the Wastewater Treatment Plant. With the input of the Water Plant Superintendent, the Wastewater Plant Superintendent, the Public Works Superintendent, the Town Manager, and the Assistant Town Manager, Council will decide which projects will be funded in any particular year.

The one dollar increase in residential garbage fees, established from rates at December 31, 2012, is also put into this fund to help fund future public works capital equipment needs such as a replacement garbage truck.

There is a \$55,970 transfer to the Utility Operating Fund to cover the projected operating deficit for this fiscal year.

UTILITY FUND CAPITAL PROJECTS FUND REVENUE		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget	% Change
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<b><u>2020 Capital Recovery - Water</u></b>								
2500	Utility Capital fee - Water	243,833	281,373	281,721	303,636	283,504	1,783	0.6%
<b><u>3030 Capital Recovery - Sewer</u></b>								
3500	Utility Capital fee - Sewer	207,034	229,556	229,383	248,368	231,198	1,815	0.8%
<b><u>4040 Capital Recovery - Garbage</u></b>								
4500	Utility Capital fee - Garbage	20,154	20,060	20,472	21,612	21,001	529	2.6%
<b><u>1500 Proceeds from the Use of Assets</u></b>								
4051	Proceeds from Bond Issue	0	0	0	0	1,000,000	1,000,000	100.0%
<b><u>8000 Transfer from Other Funds</u></b>								
3035	Transfer from general fund-meals tax	0	0	0	0	0	0	
3035	Transfer from general fund	0	19,086	0	0	0	0	
	Total Transfers from other funds	0	19,086	0	0	0	0	0.0%
<b><u>4100 Use of Fund Balance</u></b>								
9999	Appropri Fund Bal-prior year avail revenue	0	0	518,773	469,421	193,991	(324,782)	
9999	Appropri Fund Bal-PW equipment	0	0	88,200	(34,651)	(14,730)	(102,930)	
	Total Use of Fund Balance	0	0	606,973	434,770	179,261	(427,712)	-70.5%
	<b>TOTAL UTILITY CAPITAL PROJECTS FUND</b>	<b>471,021</b>	<b>550,074</b>	<b>1,138,549</b>	<b>1,008,386</b>	<b>1,714,964</b>	<b>576,415</b>	<b>50.6%</b>

50.6%

**UTILITY FUND CAPITAL PROJECTS FUND  
EXPENDITURES**

	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
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**Account Water Treatment & Distribution**

Account	Description	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
<b>05.5005</b>	<b>Water Distribution</b>						
7000	meter replacement project	0	28,578	20,000	0		(20,000)
5014	replace 2 meter reading hand held units	0	0	19,500	0	0	(19,500)
5319	replace 2" line Orchard Ave.	13,085	0	0	0	0	0
5318	replace 2" line Oak St.	751	0	0	0	0	0
5320	remove Pendleton water tanks	0	0	0	0	0	0
5328	replace Lee M. Waid water line	17,189	0	0	0	0	0
5006	Maple Ave. water pressure	500	0	0	0	0	0
5329	220 South tank mixer	97,739	380	0	0	0	0
5303	iPhone based leak detection	0	3,314	0	0	0	0
5321	Grassy Hill lower pump re-do	0	2,731	0	0	0	0
5334	replace 8" line Diamond Ave	0	0	540,000	540,000	0	(540,000)
5335	Scuffling Hill tank aerator	0	0	70,000	68,155	0	(70,000)
5336	rebuild upper pump Grassy Hill	0	0	15,000	11,748	0	(15,000)
5337	Eclips #88 sample hydrants (replace 6 & 6 new)	0	0	12,000	8,872	0	(12,000)
	Utility Billing share of Finance Software	0	0	0	0	115,000	115,000
	Complete Replacement of Meters	0	0	0	0	990,000	990,000
	ground penetrating radar & GIS software	0	0	0	0	35,000	35,000
	<b>Total Water Distribution</b>	<b>129,265</b>	<b>35,003</b>	<b>676,500</b>	<b>628,776</b>	<b>1,140,000</b>	<b>463,500</b>
<b>05.5060</b>	<b>Water Treatment Plant</b>						
5062	Replace SCADA system	5,784	0	0	0	0	0
5062	Automatic hydrant flushers (1)	0	0	0	0	0	0
5323	retrofit pole light with LED	0	0	0	0	0	0
5322	chlorine bleach conversion	132,943	0	0	0	0	0
5324	Blackwater Dam maintenance	0	0	0	0	0	0
5062	backwash motor	0	0	0	0	0	0
5325	refurbish finished pump impeller (1)	14,123	11,954	0	0	0	0
5338	streaming current monitor	0	0	9,452	6,764	0	(9,452)
5326	parking lot repairs	0	0	10,700	10,770	0	(10,700)
5331	continuous chlorine analyzer	0	3,373	0	0	0	0
5333	replace boiler & HVAC	0	82,288	0	0	0	0
5339	replace flocculator motor/mixer comb (3)	0	0	19,500	19,500	0	(19,500)
5340	upgrade Plant controls & programming	0	0	10,000	10,000	0	(10,000)
5341	replace pressure reducing valve & plumbing	0	0	10,205	10,205	0	(10,205)
	replace flocculators	0	0	0	0	161,000	161,000
	replace mower	0	0	0	0	8,500	8,500
	<b>Total Water Treatment Plant</b>	<b>152,850</b>	<b>97,615</b>	<b>59,857</b>	<b>57,239</b>	<b>169,500</b>	<b>109,643</b>
	<b>TOTAL WATER DISTRIBUTION &amp; TREATMENT</b>	<b>282,115</b>	<b>132,618</b>	<b>736,357</b>	<b>686,015</b>	<b>1,309,500</b>	<b>573,143</b>

**UTILITY FUND CAPITAL PROJECTS FUND  
EXPENDITURES**

**FY 16      FY 17      FY 18      FY 18      FY 19      Increase/  
Actual      Actual      Budget      Estimated      Proposed      (Decrease)  
Budget**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
	<b>Wastewater Treatment &amp; Collection</b>						
<b>05.6050</b>	<b>Sewer Collection</b>						
6176	SCADA for pump stations	0	0	0	0	0	0
5408	extend sewer line on Scuffling Hill	7,400	0	0	0	0	0
6183	push camera	9,692	0	0	0	0	0
6185	portable smoke machine for sewer lines	0	2,380	0	0	0	0
6186	replace pump drives at Main plant pump station	15,193	17,966	0	0	0	0
6187	replace pumps at Main plant pump station	0	40,455	0	0	0	0
6194	rapid assessment tool/SL-RAT	0	0	27,000	25,524	0	(27,000)
6176	radios for remaining pump stations	0	0	20,000	24,037	0	(20,000)
	replace sewer line on Hillcrest	0	0	0	0	108,000	108,000
	rebuild climbing screen - main plant pump station	0	0	0	0	60,000	60,000
	<b>Total Sewer Collection</b>	<b>32,285</b>	<b>60,801</b>	<b>47,000</b>	<b>49,561</b>	<b>168,000</b>	<b>121,000</b>
<b>05.6060</b>	<b>Wastewater Treatment Plant</b>						
6062	replace doors / headworks bldg.	4,890	0	0	0	0	0
7001	supply lines	0	0	0	0	0	0
7004	tractor	0	0	0	0	0	0
6179	clarifer brushes	27,772	0	0	0	0	0
6188	replace sampler	0	5,935	0	0	0	0
6189	replace flow meter	0	1,826	0	0	0	0
6190	replace HVAC unit	0	10,020	0	0	0	0
6192	replace blower	0	3,521	0	0	0	0
6193	transfer switch	0	5,805	0	0	0	0
6195	parking lot repairs	0	0	12,787	12,787	0	(12,787)
6196	replace building heaters	0	0	1,500	1,500	0	(1,500)
6197	replace clarifiers	0	0	18,500	54,011	0	(18,500)
	<b>Total Wastewater Treatment &amp; Collection</b>	<b>32,662</b>	<b>27,107</b>	<b>32,787</b>	<b>68,298</b>	<b>0</b>	<b>(32,787)</b>
	<b>TOTAL SEWER COLLECTION &amp; TREATMENT</b>	<b>64,947</b>	<b>87,908</b>	<b>79,787</b>	<b>117,859</b>	<b>168,000</b>	<b>88,213</b>
<b>05.4261</b>	<b>Public Works Equipment</b>						
7004	Machinery/Equip-garbage truck(from reserved funds)	0	0	88,200	88,201	0	(88,200)
7004	Machinery/Equip-garbage truck(no prior funding)	0	0	61,800	56,311	0	(61,800)
	<b>TOTAL STREET CLEANING</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>144,512</b>	<b>0</b>	<b>(150,000)</b>

**UTILITY FUND CAPITAL PROJECTS FUND  
EXPENDITURES**

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
<b>05.5000</b>	<b>Transfer to Other Funds</b>						
9100	Transfer to General Fund	0	0	0	0	0	0
9400	Transfer to Capital Projects Fund	0	0	0	0	0	0
9401	Transfer to Utility Operating Fund	0	0	112,405	0	55,970	(56,435)
	<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>112,405</b>	<b>0</b>	<b>55,970</b>	<b>(56,435)</b>
<b>05.6900</b>	<b>Debt Service</b>						
9001	Debt Service - Principal	0	0	0	0	0	0
9002	Debt Service - Interest	0	0	0	0	0	0
9000	New Debt Service - \$1,000,000 10 years 4%	0	0	0	0	121,494	121,494
	<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121,494</b>	<b>121,494</b>
<b>05.6900</b>	<b>Contingency</b>						
9959	Contingency	0	0	60,000	60,000	60,000	0
	<b>TOTAL CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>
<b>05.9000</b>	<b>Reserved Fund Balance</b>						
9999	Reserved Fund Balance (for future projects)	0	0	0	0	0	0
	<b>TOTAL RESERVED FOR FUTURE PROJECTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL UTLITY CAPITAL PROJECTS</b>	<b>347,062</b>	<b>220,526</b>	<b>1,138,549</b>	<b>1,008,386</b>	<b>1,714,964</b>	<b>576,415</b>

50.63%

Total Revenues	471,021	550,074	1,138,549	1,008,386	1,714,964
Surplus / (Deficit)	123,960	329,548	0	0	(0)

# **HARVESTER OPERATING FUND**

## **OVERVIEW: HARVESTER OPERATING FUND**

The operating revenues and expenses of the Harvester Performance Arts Venue provided by Town funds are tracked in a separate fund. The Harvester opened in April 2014 with a full slate of performances.

There are no anticipated outside revenues for the Town's responsibilities of the Harvester operations. There is a \$394,982 transfer from the Town's general fund to cover its share of Harvester expenses.

Town expenses are comprised of salaries and other personnel costs for three (3) full-time employees, The General Manager, the Assistant General Manager, and the Operations Director. There currently is one (1) part-time Lead Technician position funded by the Town who assists the General Manager with the performances. This position is proposed to be full-time for FY 2019. Three (3) part-time staff and performance assistants are needed but not proposed for funding for FY 2019. Volunteers are utilized to round out the Harvester staffing needs. Other contracted services related to the Town owned building include electrical and telephone services.

Performance related expenses are covered by performance related revenues separately and are not shown here as they are not classified as Town revenues nor Town expenses.

PERFORMANCE VENUE REVENUES		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget	
<b>8000</b>	<b>Transfer from Other Funds</b>							
0901	Transfer from General Fund	282,816	328,686	354,682	351,038	394,982	40,300	
	Total Transfers from Other Funds	282,816	328,686	354,682	351,038	394,982	40,300	
	<b>TOTAL PERFORMANCE VENUE OPERATING FUND REVENUES</b>	282,816	328,686	354,682	351,038	394,982	40,300	11.36%

		FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase/ (Decrease) Budget
<b>8401</b>	<b>PERFORMANCE VENUE EXPENSES</b>						
1001	Wages - Full time	119,638	154,997	158,045	141,819	166,913	8,868
1001	Wages - Full time Equipment Mgr	0	0	0	0	22,295	22,295
1002	Wages - Part time	19,099	2,582	40,584	22,750	39,585	(999)
1002	Wages - Part time 2 new office staff	0	0	0	0	0	0
1003	Wages - Overtime	0	0	0	0	0	0
1007	Wages - Public Security	19,560	19,980	21,000	20,705	22,000	1,000
2001	FICA	11,845	11,248	12,090	12,586	12,769	679
2002	Retirement/Life Insurance	22,214	26,212	25,035	25,263	29,424	4,389
2005	Medical/Dental Insurance	21,712	25,702	30,762	34,266	31,326	564
2008	ICMA - Employer Contribution	523	1,047	1,580	1,346	1,272	(308)
2011	Workers' Compensation Insurance	133	2,403	1,517	1,482	423	(1,094)
2103	Employment Physicals / Testing	0	148	0	203	0	0
3000	Contractual Services	42,362	26,499	17,500	29,903	17,015	(485)
3005	Custodial Services	0	0	0	5,200	5,200	5,200
3300	Repairs & Maintenance	3,203	0	4,500	2,014	2,500	(2,000)
3600	Advertising	1,200	2,350	0	2,075	0	0
3700	Printing & Binding	0	0	0	0	0	0
3800	Postage & Delivery Services	0	51	0	0	0	0
4400	Licenses & Permits	754	4,948	1,200	806	0	(1,200)
5100	Utilities	10,451	12,004	31,164	24,552	24,600	(6,564)
5200	Communications	4,293	6,565	9,704	12,514	13,140	3,436
5500	Travel & Training/Education	0	341	0	0	0	0
5650	Dues & Professional Memberships	0	0	0	0	0	0
5700	Books & Subscriptions	0	0	0	0	0	0
6001	Office Supplies	14	1,622	0	486	200	200
6005	Janitorial Supplies	0	671	0	7,191	6,320	6,320
7002	Furniture & Fixtures	5,815	7,669	0	2,927	0	0
7003	Data Processing Equipment	0	810	0	2,950	0	0
7004	Machinery & Equipment	0	14,495	0	0	0	0
7007	Audio Video Equipment	0	6,342	0	0	0	0
	<b>TOTAL PERFORMANCE VENUE EXPENDITURES</b>	<b>282,816</b>	<b>328,686</b>	<b>354,682</b>	<b>351,038</b>	<b>394,982</b>	<b>40,300</b>
							11.36%
	revenues	282,816	328,686	354,682	351,038	394,982	

# **CAPITAL IMPROVEMENT PLAN**

**TOWN OF ROCKY MOUNT  
PROPOSED 5-YEAR CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2019 – 2023**

**OVERVIEW**

The Capital Improvement Plan (CIP) is a planning document to provide guidance for the long-range funding of future large capital projects and major equipment purchases. No funds are appropriated for any project or equipment purchase until Town Council includes their funding in the adopted budget for the upcoming fiscal year. The FY 19-23 CIP was compiled using the capital improvement plan adopted last year and updated using information and requests from department heads and the Town Manager. Generally, items in the CIP are at least \$5,000 and have a useful life of at least two years.

Capital projects can be one-time needs such as a new building, a vehicle replacement, or major updates or expansion of existing utility lines or streets. Some expenditures are for major upgrades or repairs / replacement in order for the original item to continue its useful life. These include buildings, roads, bridges, water and sewer lines, and specialized vehicles and machinery. Many items in the CIP will have some sort of annual operating costs that need to be considered.

The CIP is comprised of three funding sources – those items funded through the General Fund, those items funded through the Utilities Fund, and those items funded through outside sources such as grants, bonds, loans, or possibly fund balance. Fund balance should never be used to fund routine operating expenses and long-term continued use of fund balance can lead to financial difficulties. Sustained revenue sources such as property taxes or water and sewer user fees should be used to fund operating expenses and even one-time capital projects where feasible. The fund balance should be maintained to provide a sufficient level for use in economic downturns and for emergencies. Over the long-term, the fund balance should remain stable or increase due to the community's general economic conditions.

The Town tries to supplement as many capital projects through the use of grant funding from state and federal agencies because these grant awards represent a return of local tax dollars collected by the federal and / or state governments. These agencies include the Virginia Department of Housing and Community Development, Virginia Tobacco Indemnification Commission, USDA Rural Development, and the Virginia Department of Transportation. Grants are available for a number of types of projects including community and economic development, housing, utility improvements, and street / transportation needs. Due to the competitive nature of grant awards, the Town generally must first spend money on preliminary engineering reports, consultants, and grant writers before even submitting a funding request. The funding agencies also favorably recognize the commitment to a potential funding project by the initial expenditures of localities on the project itself. All grant funds come with strings attached and must be administered in such a way that complies to the requirements of the funding agency and the objectives of the funded project.

If grants and user fees are not available, debt financing is an option. Borrowing funds at reasonable rates for future capital projects spreads the debt service over the useful life of the project and passes the cost to future users of the improvement. Debt is appropriate to finance assets with high costs and long useful lives. However, annual debt service must be covered through annual operating funds and existing tax rates and user fees may not be sufficient to cover the annual principal and interest payments.

There are state agencies that issue tax-free and below-market rates for applicable projects. The Town has issued debt through the Virginia Department of Environmental Quality Revolving Loan Fund for sewer utility projects and through the Virginia Resources Authority for the wastewater treatment plant, water lines in the annexed area, and the Grassy Hill water storage tank. These two agencies can issue debt for utility projects, public safety, transportation, and brown field remediation. The Town has also issued debt through the Virginia Municipal League for a mix of public parking, public works building, and infrastructure (roads, a parking lot, drainage improvements, park upgrades, water lines, and sewer lines) and the Wastewater Treatment Plant ultra-violet project. The VML / VaCo program allows for a wide variety of utility and general government projects.

Not all capital improvements can be funded. The public, in large part, dictates which new initiatives and capital improvements they are willing to support with their tax revenue and utility user fees. The Town must provide for basic maintenance on existing infrastructure and equipment first. A failure to address maintenance needs will only delay the inevitable and usually have higher costs in the future. Ultimately Town Council must decide how to prioritize the Town's operating and capital needs with the available assets. Only projects approved in Year 1 of the CIP need to be funded in the current budget. Generally, projects that are not funded in Year 1 are not because they are not important or not needed, but that the current funding level is not available to support the cost of the project at this time. Projects in Years 2 through 5 do not demonstrate a commitment to funding but only that the projects are currently planned to occur during Years 2 through 5.

Funding capital outlay continues to be a challenge. Finding funds available for capital items is difficult after normal and existing operations are financed with the distribution of the current year's revenue stream of taxes and fees. With the continued inability to upgrade and replace items past their useful life on a regular basis, the Town sometimes has to finance major repairs with the use of fund balance or with the issuance of debt. A proposed new bond issue to cover the costs of the meter replacement project is in Year 1 (FY 2019) of the CIP.

Key projects proposed during fiscal years 2019 through 2023 include the following:

- Software and supporting hardware for Finance
- Police K-9 dog replacement
- Police vehicles and vehicle equipment
- Equipment and vehicles for the Public Works Department
- Improvements and additions to Town facilities and parks
- Property purchases for economic development opportunities
- Upgrades to existing utility lines
- Upgrades and rebuilds to water distribution and storage infrastructure
- Replacements and upgrades to equipment at the Water Treatment Plant
- Replacement of sewer collection infrastructure
- Replacements and upgrades to equipment at the Wastewater Treatment Plant

TOWN OF ROCKY MOUNT  
5 YEAR CAPITAL IMPROVEMENT PLAN  
FY 19 - 23

	FY 19 By Depts.	FY 19 Proposed
Project / Purchase:		
<b>GENERAL FUND PROJECTS:</b>		
<b>ADMINISTRATION / COMMUNITY DEVELOPMENT / FINANCE:</b>		
Finance - new financial operating software & hardware (General Fund \$345,000; Utility Fund \$115,000)	500,000	460,000
Zoning - replace 1995 GMC pick-up		
Mgr - replace 2004 Ford Explorer		
Com Dev - replace 2007 GMC Yukon		
<b>TOTAL ADMINISTRATIVE DEPARTMENTS</b>	<b>500,000</b>	<b>460,000</b>
<b>PUBLIC SAFETY:</b>		
Police - replace in car camera & video (\$5,500/car;2/year)	11,000	11,000
Police - replace 1 Explorers at \$38,000 per car every 2 years	38,000	
Police - vehicle for Community Policing	37,000	
Police - replace K-9 with dual purpose K-9	10,000	10,000
Fire - replace 1993 Pierce fire engine (may get grant funding)		
Fire - replace 2 thermal imaging cameras		
Fire - replace Cascade Air System (may get grant funding)		
Fire - replace SCBA packs (5)		
Fire - replace 1996 Freightliner fire engine		
Fire - replace 1995 Chevy Suburban (quick response vehicle)		
Fire - replace Utility 1A		
<b>TOTAL PUBLIC SAFETY</b>	<b>96,000</b>	<b>21,000</b>
<b>PUBLIC WORKS:</b>		
Pub Works - manhole leveling system	10,000	-
Pub Works - fire hydrant cleaning system	10,000	
Pub Works - sidewalk maintenance (year 3)	40,000	40,000
Com Dev - street lighting Floyd Ave	65,000	
Com Dev - sidewalk extension with VDOT revenue sharing funds		
Pub Works - replace 1999 Ford tractor	45,000	
Pub Works - replace pick-up	47,000	
Pub Works - replace 1989 John Deere loader 544	135,000	
Pub Works - gator 4 x 4	17,000	
Pub Works - replace 1995 Ford tandem dump truck		
Pub Works - replace 2002 GMC pick-up		
Pub Works - replace 2003 Ford pick-up		
Pub Works - replace 1997 Ford dump truck		
Pub Works - replace 1999 John Deere loader 444		
Pub Works - replace 2006 Ford pick-up		
Pub Works - replace 2002 GMC dump truck		
Pub Works - replace 2006 John Deere backhoe 310		
Pub Works - replace lawn mowers		
Pub Works - replace 2007 Dodge pick-up		
Pub Works - replace 1999 Ford bucket truck		
Pub Works - replace 1999 NH skid loader		
Pub Works - replace 2003 John Deere backhoe 710		
Pub Works - replace riding mowers		
<b>TOTAL PUBLIC WORKS</b>	<b>369,000</b>	<b>40,000</b>

TOWN OF ROCKY MOUNT  
5 YEAR CAPITAL IMPROVEMENT PLAN  
FY 19 - 23

Project / Purchase:	FY 19 By Depts.	<b>FY 19 Proposed</b>
<b>BUILDINGS AND GROUNDS:</b>		
Municipal Bldg - replace HVAC		
Harvester - replace seating		
ES Bldg - paint siren tower		
ES - impound lot	10,000	
PW Bldg - add 2 stalls on pole shed	35,000	
Pub Works - asphalt rejuvenation-J&J parking lot	11,900	11,900
Pub Works - asphalt rejuvenation-bank/church parking lot	4,300	4,300
Parks - replace tables, trash cans, grills	10,000	10,000
Parks - Gilley's		
Parks - Celeste development phase 3 of 5 (\$5,245 donations)	5,000	
Parks - new trail development (may get grant funding)	-	
Farmers Market		
PW & PS - replace fuel pumps at fueling stations	8,400	
PW & PS - fuel master upgrade software, wireless card		
PW & PS - replace fuel canopies		
Streets - wayfinding signage Stage II		
Curb & Gutter - Bernard Rd. drainage	-	
<b>TOTAL BUILDINGS AND GROUNDS</b>	<b>84,600</b>	<b>26,200</b>
<b>ECONOMIC DEVELOPMENT:</b>		
Economic Development Authority contribution	-	
WPPD - 220/40 realignment (Town cost)		
Mountain Valley Pipeline - taps in the transmission line 12" water line connector to Plateau Plaza		
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL FUND PROJECTS</b>	<b>1,049,600</b>	<b>547,200</b>

TOWN OF ROCKY MOUNT  
5 YEAR CAPITAL IMPROVEMENT PLAN  
FY 19 - 23

Project / Purchase:	FY 19 By Depts.	<b>FY 19 Proposed</b>
<b>UTILITY FUND PROJECTS:</b>		
<b>PUBLIC WORKS:</b>		
Pub Works	-	
<b>TOTAL PUBLIC WORKS</b>	<b>-</b>	<b>-</b>
<b>WATER:</b>		
Meter Reading - complete change-out (M/R-option:change only old meters & wires on newer meters) \$750,000)	990,000	990,000
Pub Works - Ground Penetrating Radar	26,000	26,000
Pub Works - GIS to go with ground penetrating radar	9,000	9,000
Pub Works-replace N. Main St. 8" water line(Pendleton to Ferguson L&	500,000	
Pub Works - replace Ann Sink St. water and sewer lines	68,000	
Water - cell phone communication with pump stations		
Water - refurbish old Grassy Hill tank		
WTP - replace flocculators	196,000	161,000
WTP - replace pickup	28,000	
WTP - replace mower	8,500	8,500
WTP - filter sand replacement		
WTP - lagoon clean out & repair		
WTP - replace raw water pump (2 of 2)		
<b>TOTAL WATER</b>	<b>1,825,500</b>	<b>1,194,500</b>
<b>SEWER:</b>		
Pub Works - replace Hillcrest sewer line	108,000	108,000
Sewer - rebuild climbing screen - Main plant pump station	80,000	60,000
Sewer - replace pumps - Main plant pump station		
WWTP - replace 1992 JD tractor	35,000	
WWTP - rebuild belt filter press	50,000	
WWTP - replace UV Channel #2		
WWTP - resurface clarifier outer rings		
WWTP - rebuild / replace 8 faulk gear drives		
WWTP - replace climbing screen at WWTP		
WWTP - replace grit chambers at WWTP		
WWTP - replace grit classifier at WWTP		
<b>TOTAL SEWER</b>	<b>273,000</b>	<b>168,000</b>
<b>TOTAL UTILITY FUND PROJECTS</b>	<b>2,098,500</b>	<b>1,362,500</b>
<b>TOTAL GENERAL AND UTILITY FUND PROJECTS</b>	<b>3,148,100</b>	<b>1,909,700</b>
FY 19 - FY 23 proposed		

TOWN OF ROCKY MOUNT					
5 YEAR CAPITAL IMPROVEMENT PLAN					
FY 19 - 23					
Project / Purchase:	FY 20	FY 21	FY 22	FY 23	5 YEAR
	Proposed	Proposed	Proposed	Proposed	TOTAL
<b>GENERAL FUND PROJECTS:</b>					
<b>ADMINISTRATION / COMMUNITY DEVELOPMENT / FINANCE:</b>					
Finance - new financial operating software & hardware (General Fund \$345,000; Utility Fund \$115,000)					460,000
Zoning - replace 1995 GMC pick-up	23,000				23,000
Mgr - replace 2004 Ford Explorer	35,000				35,000
Com Dev - replace 2007 GMC Yukon			35,000		35,000
<b>TOTAL ADMINISTRATIVE DEPARTMENTS</b>	<b>58,000</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>553,000</b>
<b>PUBLIC SAFETY:</b>					
Police - replace in car camera & video (\$5,500/car;2/year)	11,000	11,000	11,000	11,000	55,000
Police - replace 1 Explorers at \$38,000 per car every 2 years	76,000	76,000	76,000	76,000	304,000
Police - vehicle for Community Policing	37,000				37,000
Police - replace K-9 with dual purpose K-9					10,000
Fire - replace 1993 Pierce fire engine (may get grant funding)	555,000				555,000
Fire - replace 2 thermal imaging cameras	15,000				15,000
Fire - replace Cascade Air System (may get grant funding)		130,000			130,000
Fire - replace SCBA packs (5)				30,000	30,000
Fire - replace 1996 Freightliner fire engine			625,000		625,000
Fire - replace 1995 Chevy Suburban (quick response vehicle)			45,000		45,000
Fire - replace Utility 1A				300,000	300,000
<b>TOTAL PUBLIC SAFETY</b>	<b>694,000</b>	<b>217,000</b>	<b>757,000</b>	<b>417,000</b>	<b>2,106,000</b>
<b>PUBLIC WORKS:</b>					
Pub Works - manhole leveling system					-
Pub Works - fire hydrant cleaning system					-
Pub Works - sidewalk maintenance (year 3)	40,000	40,000	40,000		160,000
Com Dev - street lighting Floyd Ave	65,000				65,000
Com Dev - sidewalk extension with VDOT revenue sharing funds	-	-	-	-	-
Pub Works - replace 1999 Ford tractor	45,000				45,000
Pub Works - replace pick-up	47,000				47,000
Pub Works - replace 1989 John Deere loader 544	135,000				135,000
Pub Works - gator 4 x 4	17,000				17,000
Pub Works - replace 1995 Ford tandem dump truck	230,000				230,000
Pub Works - replace 2002 GMC pick-up	55,000				55,000
Pub Works - replace 2003 Ford pick-up		45,000			45,000
Pub Works - replace 1997 Ford dump truck		200,000			200,000
Pub Works - replace 1999 John Deere loader 444		180,000			180,000
Pub Works - replace 2006 Ford pick-up			35,000		35,000
Pub Works - replace 2002 GMC dump truck			200,000		200,000
Pub Works - replace 2006 John Deere backhoe 310			200,000		200,000
Pub Works - replace lawn mowers			15,000		15,000
Pub Works - replace 2007 Dodge pick-up				45,000	45,000
Pub Works - replace 1999 Ford bucket truck				100,000	100,000
Pub Works - replace 1999 NH skid loader				75,000	75,000
Pub Works - replace 2003 John Deere backhoe 710				230,000	230,000
Pub Works - replace riding mowers				10,000	10,000
<b>TOTAL PUBLIC WORKS</b>	<b>634,000</b>	<b>465,000</b>	<b>490,000</b>	<b>460,000</b>	<b>2,089,000</b>

TOWN OF ROCKY MOUNT					
5 YEAR CAPITAL IMPROVEMENT PLAN					
FY 19 - 23					
Project / Purchase:	FY 20 Proposed	FY 21 Proposed	FY 22 Proposed	FY 23 Proposed	5 YEAR TOTAL
<b>BUILDINGS AND GROUNDS:</b>					
Municipal Bldg - replace HVAC	65,000				65,000
Harvester - replace seating	22,500				22,500
ES Bldg - paint siren tower					-
ES - impound lot					-
PW Bldg - add 2 stalls on pole shed	35,000				35,000
					-
Pub Works - asphalt rejuvenation-J&J parking lot					11,900
Pub Works - asphalt rejuvenation-bank/church parking lot					4,300
					-
Parks - replace tables, trash cans, grills					-
Parks - Gilley's					-
Parks - Celeste development phase 3 of 5 (\$5,245 donations)	5,000				5,000
Parks - new trail development (may get grant funding)	50,000				50,000
					-
Farmers Market					-
					-
PW & PS - replace fuel pumps at fueling stations	8,400				8,400
PW & PS - fuel master upgrade software, wireless card	10,000				10,000
PW & PS - replace fuel canopies	50,000				50,000
					-
Streets - wayfinding signage Stage II	95,000				95,000
					-
Curb & Gutter - Bernard Rd. drainage	-	-	-	-	-
					-
<b>TOTAL BUILDINGS AND GROUNDS</b>	<b>340,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>357,100</b>
<b>ECONOMIC DEVELOPMENT:</b>					
Economic Development Authority contribution	200,000	200,000			400,000
WPPD - 220/40 realignment (Town cost)			80,000	80,000	160,000
Mountain Valley Pipeline - taps in the transmission line			1,000,000	1,000,000	2,000,000
12" water line connector to Plateau Plaza		1,000,000	1,000,000	1,000,000	3,000,000
					-
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>200,000</b>	<b>1,200,000</b>	<b>2,080,000</b>	<b>2,080,000</b>	<b>5,560,000</b>
					-
<b>TOTAL GENERAL FUND PROJECTS</b>	<b>1,926,900</b>	<b>1,882,000</b>	<b>3,362,000</b>	<b>2,957,000</b>	<b>10,665,100</b>

TOWN OF ROCKY MOUNT					
5 YEAR CAPITAL IMPROVEMENT PLAN					
FY 19 - 23					
Project / Purchase:	FY 20	FY 21	FY 22	FY 23	5 YEAR
	Proposed	Proposed	Proposed	Proposed	TOTAL
<b>UTILITY FUND PROJECTS:</b>					
<b>PUBLIC WORKS:</b>					
Pub Works					-
<b>TOTAL PUBLIC WORKS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WATER:</b>					
Meter Reading - complete change-out (M/R-option:change only old meters & wires on newer meters) \$					990,000
					-
Pub Works - Ground Penetrating Radar	26,000				52,000
Pub Works - GIS to go with ground penetrating radar	9,000				18,000
Pub Works-replace N. Main St. 8" water line(Pendleton to Fergu	500,000				500,000
Pub Works - replace Ann Sink St. water and sewer lines	68,000				68,000
Water - cell phone communication with pump stations	50,000				50,000
Water - refurbish old Grassy Hill tank	70,000				70,000
WTP - replace flocculators					161,000
WTP - replace pickup	28,000				28,000
WTP - replace mower					8,500
WTP - filter sand replacement	50,000				50,000
WTP - lagoon clean out & repair		70,000			70,000
WTP - replace raw water pump (2 of 2)		30,000			30,000
<b>TOTAL WATER</b>	<b>801,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>2,095,500</b>
<b>SEWER:</b>					
Pub Works - replace Hillcrest sewer line					108,000
Sewer - rebuild climbing screen - Main plant pump station	80,000				140,000
Sewer - replace pumps - Main plant pump station	50,000	50,000			100,000
WWTP - replace 1992 JD tractor	35,000				35,000
WWTP - rebuild belt filter press	50,000				50,000
WWTP - replace UV Channel #2	300,000				300,000
WWTP - resurface clarifier outer rings	80,000				80,000
WWTP - rebuild / replace 8 faulk gear drives		160,000			160,000
WWTP - replace climbing screen at WWTP		100,000			100,000
WWTP - replace grit chambers at WWTP			100,000		100,000
WWTP - replace grit classifier at WWTP			100,000		100,000
<b>TOTAL SEWER</b>	<b>595,000</b>	<b>310,000</b>	<b>200,000</b>	<b>-</b>	<b>1,273,000</b>
<b>TOTAL UTILITY FUND PROJECTS</b>	<b>1,396,000</b>	<b>410,000</b>	<b>200,000</b>	<b>-</b>	<b>3,368,500</b>
<b>TOTAL GENERAL AND UTILITY FUND PROJECTS</b>	<b>3,322,900</b>	<b>2,292,000</b>	<b>3,562,000</b>	<b>2,957,000</b>	<b>14,033,600</b>
<b>FY 19 - FY 23 proposed</b>					<b>14,043,600</b>

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TOWN OF ROCKY MOUNT WAGES (LINE 1001)							
Account	Title	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase / (Decrease)
01.1101	Mayor & Council contractual	1,750	2,050	2,200	2,050	2,200	0
01.1101	Mayor & Council elected officials	27,300	29,925	30,450	28,425	30,450	0
01.1202	Town Manager	133,752	134,815	138,737	132,441	145,761	7,024
01.1213	Finance Dept.	150,924	167,382	168,592	165,909	174,216	5,624
01.3101	Police Dept.	982,804	1,016,432	1,084,450	1,088,908	1,164,913	80,463
01.4100	Public Works Administration	0	72,093	65,227	63,006	52,087	(13,140)
01.4104	Street Lighting	4,190	2,141	2,645	357	5,533	2,888
01.4107	Traffic Control	9,753	20,853	10,582	7,857	11,066	484
01.4108	Streets	302,903	262,935	277,776	259,207	293,247	15,471
01.4109	Sidewalks	5,306	0	5,291	4,412	5,533	242
01.4202	Street Cleaning	10,176	1,789	10,582	3,723	2,766	(7,816)
01.4203	Refuse Collection	96,998	60,401	89,947	67,455	71,929	(18,018)
01.4204	Snow Removal	5,728	2,456	7,936	2,994	5,533	(2,403)
01.4304	Municipal Bldg	1,231	3,188	0	1,687	0	0
01.4305	Emergency Services Bldg	3,457	2,897	0	1,703	0	0
01.4306	Public Works Bldg	0	884	0	2,327	0	0
01.4307	Cemetery Maint.	9,965	10,442	10,582	8,144	11,066	484
01.4308	Parks Maint.	16,770	26,850	15,873	28,740	27,665	11,792
01.8101	Planning	68,965	69,557	76,910	75,552	63,268	(13,642)
01.8101	Planning contractual	1,175	1,200	1,350	1,900	1,500	150
01.8101	Planning stipends	8,030	7,850	8,200	9,140	8,200	0
01.8102	Comm Development	87,580	92,820	95,086	82,772	98,055	2,969
01.8103	Citizens' Square	1,402	7,169	2,645	2,378	5,533	2,888
01.8104	Comm & Hospitality Center	937	267	2,645	600	2,766	121
01.8104	Hospitality Center - part time	10,498	11,063	12,350	12,137	12,350	0
01.8130	Econ. Dev. Auth. Contractual	200	600	600	400	600	0
01.8130	Econ. Dev. Auth. Stipends	0	1,150	4,000	600	1,800	(2,200)
02.5000	Water Distribution	22,058	41,510	67,142	53,250	69,818	2,676
02.5010	Meter Reading	21,227	19,289	18,518	17,763	22,132	3,614
02.5050	Water Plant	247,301	258,433	263,154	209,441	268,822	5,668
02.6000	Wastewater Collection	21,984	42,826	67,142	57,218	69,818	2,676
02.6050	Wastewater Plant	216,701	220,764	226,236	181,847	237,689	11,453
02.6200	Utility Billing	64,967	75,132	82,475	68,179	81,478	(997)
06.8401	Harvester Performance Center	119,638	154,997	158,045	141,819	166,913	8,868
Totals		2,655,668	2,822,159	3,007,368	2,784,340	3,114,706	107,338
increase from prior year		2%	6%	7%	-1%	12%	

TOWN OF ROCKY MOUNT							
OVERTIME (LINE 1003)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.3101.1003	Wages - Overtime	38,002	36,686	37,339	40,962	30,000	(7,339)
01.3101.1004	Wages - Contractual Services	5,580	5,985	8,010	8,870	8,900	890
01.3101.1006	Wages - OT Court	5,288	3,602	3,701	4,725	3,900	199
01.3101.1009	Wages - OT Other	28,735	32,075	30,829	35,269	30,000	(829)
01.3101.1010	Wages - OT Mini Grants	9,902	6,007	0	8,867	0	0
01.3101.1011	Wages - Ot SWAT/Tactical	410	0	750	0	0	(750)
01.3101.1013	Wages - OT Other Training/Seminars	964	1,544	1,582	102	150	(1,432)
01.3101.1014	Wages - OT Crisis Intervention	1,050	12,950	12,600	10,850	12,600	0
	<b>Total Police Overtime</b>	<b>89,932</b>	<b>98,848</b>	<b>94,812</b>	<b>109,646</b>	<b>85,550</b>	<b>(9,261)</b>
01.4104	Street Lighting	57	0	0	0	0	0
01.4107	Parking & Traffic Control	109	353	0	0	0	0
01.4108	Street Maintenance	1,658	2,656	2,000	4,282	2,000	0
01.4109	Sidewalks, Curbs, Gutters	11	0	0	0	0	0
01.4202	Street Cleaning	473	73	0	0	0	0
01.4203	Refuse Collection	1,062	133	600	725	750	150
01.4204	Snow Removal	14,195	5,347	10,000	1,511	10,000	0
01.4307	Cemetery Maintenance	123	201	0	0	0	0
01.4308	Parks & Playground Miantenance	5	19	0	59	0	0
02.5000	Water Distribution	1,395	1,866	2,200	3,685	3,000	800
02.5010	Meter Reader	17	137	0	235	100	100
02.5050	Water Plant	7,816	4,129	9,000	5,750	4,500	(4,500)
02.6000	Wastewater Collection	792	983	1,020	811	950	(70)
02.6050	Wastewater Treatment Plant	1,168	429	720	343	450	(270)
06.8401	Harvester Performance Center	0	0	0	0	0	0
	<b>Totals</b>	<b>118,811</b>	<b>115,174</b>	<b>120,352</b>	<b>127,046</b>	<b>107,300</b>	<b>(13,051)</b>
	increase from prior year	14%	-3%	4%	10%	-16%	

TOWN OF ROCKY MOUNT							
RETIREMENT/LIFE INSUR (LINE 2002)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1101	Mayor & Council	279	318	341	318	379	38
01.1202	Town Manager	21,445	21,118	21,518	21,081	25,115	3,597
01.1213	Finance Dept.	24,204	25,805	26,245	25,084	30,270	4,025
01.3101	Police Dept.	173,334	157,909	179,585	163,323	186,133	6,547
01.4100	Public Works Administration	392	11,365	10,508	13,250	9,350	(1,158)
01.4104	Street Lighting	676	331	413	55	960	547
01.4107	Traffic Control	1,563	3,196	1,652	1,222	1,920	268
01.4108	Streets	48,515	34,439	43,352	41,613	51,179	7,827
01.4109	Sidewalks	846	0	826	681	960	134
01.4202	Street Cleaning	1,696	289	1,652	573	480	(1,172)
01.4203	Refuse Collection	15,349	9,612	14,038	10,316	12,604	(1,434)
01.4204	Snow Removal	3,086	1,199	1,394	473	2,683	1,289
01.4304	Municipal Bldg	196	477	0	260	0	0
01.4305	Emergency Services Bldg	550	448	0	262	0	0
01.4306	Public Works Bldg	0	133	0	353	0	0
01.4307	Cemetery Maint.	1,575	1,602	1,652	1,255	1,920	268
01.4308	Parks Maint.	2,672	4,083	2,477	4,420	4,799	2,322
01.8101	Planning	10,962	10,660	12,041	8,091	11,357	(684)
01.8102	Comm Development	13,781	14,330	14,860	13,036	17,023	2,163
01.8103	Citizens' Square	221	1,110	413	364	960	547
01.8104	Comm & Hospitality Center	134	136	413	91	480	67
02.5000	Water Distribution	3,673	5,657	10,971	8,722	12,783	1,812
02.5010	Meter Reading	3,273	2,950	2,890	2,037	3,857	967
02.5050	Water Plant	41,335	1,970	40,815	38,448	47,482	6,667
02.6000	Wastewater Collection	3,527	6,273	10,630	4,729	12,421	1,791
02.6050	Wastewater Plant	34,779	34,228	35,089	33,985	40,954	5,865
02.6200	Utility Billing	10,776	11,280	12,888	12,320	14,291	1,403
06.8401	Harvester Performance Center	22,214	26,212	25,035	25,263	29,424	4,389
	Totals	441,084	387,219	471,699	431,683	519,887	48,188
	increase from prior year	5%	-12%	22%	11%	20%	

TOWN OF ROCKY MOUNT							
ICMA 1% EMPLOYER CONTRIBUTION (LINE 2008)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1213	Finance Dept.	0	169	221	303	411	190
01.4100	Public Works Administration	0	647	652	910	521	(131)
01.4107	Traffic Control	1	16	11	56	111	100
01.4108	Streets	28	251	278	798	2,932	2,655
01.4109	Sidewalks	1	0	0	6	25	25
01.4203	Refuse Collection	72	400	905	340	360	(545)
01.4204	Snow Removal	12	20	53	0	20	(33)
01.4304	Municipal Bldg	0	5	0	5	0	0
01.4305	Emergency Services Bldg	1	2	0	2	0	0
01.4306	Public Works Bldg	0	7	0	16	0	0
01.4307	Cemetery Maint.	4	11	15	14	110	95
01.4308	Parks Maint.	0	45	159	93	140	(19)
01.8101	Planning	124	247	254	758	633	379
01.8102	Comm Development	117	233	242	138	440	198
01.8103	Citizens' Square	2	3	0	2	5	5
01.8130	Econ. Dev. Authority	2	7	6	5	6	0
02.5000	Water Distribution	2	70	671	186	188	(483)
02.5010	Meter Reading	0	1	0	0	0	0
02.6000	Wastewater Collection	9	45	67	206	200	133
02.6200	Utility Billing	0	170	825	412	815	(10)
06.8401	Harvester Performance Center	523	1,047	1,580	1,346	1,272	(308)
	Totals	899	3,396	5,939	5,595	8,189	2,250
	increase from prior year	23%	278%	75%	65%	46%	

TOWN OF ROCKY MOUNT							
MEDICAL/DENTAL INSURANCE (LINE 2005)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1101	Mayor & Council	0	0	0	0	0	0
01.1202	Town Manager	23,478	23,611	30,284	29,284	30,932	648
01.1213	Finance Dept.	23,642	25,519	33,196	47,076	36,149	2,953
01.3101	Police Dept.	242,194	222,267	300,495	260,950	289,306	(11,189)
01.4100	Public Works Administration	0	8,269	10,615	8,346	5,551	(5,064)
01.4104	Street Lighting	1,818	1,018	761	0	1,727	966
01.4107	Traffic Control	1,230	7,130	3,045	2,670	3,454	409
01.4108	Streets	59,424	64,733	79,934	69,284	91,541	11,607
01.4109	Sidewalks	1,647	0	1,523	1,881	1,727	204
01.4202	Street Cleaning	2,062	703	3,045	1,021	864	(2,181)
01.4203	Refuse Collection	19,534	12,048	25,883	14,904	22,566	(3,318)
01.4204	Snow Removal	7,172	0	2,284	1,447	3,227	943
01.4304	Municipal Bldg	421	537	0	224	0	0
01.4305	Emergency Services Bldg	470	588	0	189	0	0
01.4306	Public Works Bldg	0	147	0	370	0	0
01.4307	Cemetery Maint.	2,908	3,064	3,045	2,703	3,454	409
01.4308	Parks Maint.	4,622	3,928	4,568	7,464	8,636	4,068
01.8101	Planning	7,611	8,621	11,715	11,722	14,257	2,542
01.8102	Comm Development	13,772	12,486	19,047	17,030	21,794	2,747
01.8103	Citizens' Square	159	1,822	761	606	1,727	966
01.8104	Comm & Hospitality Center	104	129	761	45	864	103
02.5000	Water Distribution	5,146	7,616	17,156	13,251	15,006	(2,150)
02.5010	Meter Reading	4,900	4,238	5,329	3,083	6,924	1,595
02.5050	Water Plant	60,803	53,062	72,730	64,889	77,576	4,846
02.6000	Wastewater Collection	6,433	10,210	16,826	5,394	15,141	(1,685)
02.6050	Wastewater Plant	50,397	43,853	67,474	54,225	56,242	(11,232)
02.6200	Utility Billing	12,029	12,396	17,815	17,940	20,489	2,674
06.8401	Harvester Performance Center	21,712	25,702	30,762	34,266	31,326	564
Totals		573,689	553,699	759,054	670,264	760,480	1,426
increase from prior year		3%	-3%	37%	21%	13%	
General Fund		433,980	422,324	561,724	511,482	569,101	7,377
Utility Fund		139,709	131,376	197,330	158,781	191,378	(5,952)
		573,689	553,699	759,054	670,264	760,480	1,426

TOWN OF ROCKY MOUNT  
WORKERS COMP (LINE 2011)

Account	Title	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase / (Decrease)
01.1202	Town Manager	150	207	97	95	32	(65)
01.1213	Finance Dept.	179	155	101	99	34	(67)
01.3101	Police Dept.	28,123	23,103	26,148	25,321	22,602	(3,546)
01.4100	Public Works Administration	0	0	3,711	3,626	2,587	(1,124)
01.4104	Street Lighting	230	261	162	158	288	126
01.4107	Traffic Control	952	697	649	634	576	(73)
01.4108	Streets	20,007	18,473	17,033	16,337	15,252	(1,781)
01.4109	Sidewalks	381	1,046	324	317	288	(36)
01.4202	Street Cleaning	763	0	649	634	144	(505)
01.4203	Refuse Collection	6,478	5,838	5,515	5,389	3,741	(1,774)
01.4204	Snow Removal	341	436	487	476	288	(199)
01.4304	Municipal Bldg full time	0	175	0	0	0	0
01.4305	Emergency Services Bldg	0	175	0	0	0	0
01.4307	Cemetery Maint.	763	697	649	634	576	(73)
01.4308	Parks Maint.	1,143	1,045	973	951	1,439	466
01.8101	Planning	657	139	634	620	12	(622)
01.8102	Comm Development	189	176	195	191	19	(176)
01.8103	Citizens' Square	0	175	162	158	288	126
01.8104	Comm & Hospitality Center	381	175	162	158	144	(18)
02.5000	Water Distribution	2,383	2,092	3,984	3,893	3,571	(413)
02.5010	Meter Reading	1,525	1,307	1,136	1,100	1,151	15
02.5050	Water Plant	7,316	4,968	7,053	6,777	4,931	(2,122)
02.6000	Wastewater Collection	2,763	2,090	3,984	3,893	3,571	(413)
02.6050	Wastewater Plant	4,016	2,877	3,189	3,001	1,358	(1,831)
02.6200	Utility Billing	91	76	49	48	16	(33)
06.8401	Harvester Performance Center	133	2,403	1,517	1,482	423	(1,094)
	Totals	78,964	68,786	78,563	75,992	63,330	(15,233)
	increase from prior year	-20%	-13%	14%	10%	-17%	

TOWN OF ROCKY MOUNT							
CONTRACTUAL (LINE 3000)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1101	Council	1,443	2,552	2,704	2,038	2,740	36
01.1202	Town Manager	24,829	10,045	1,294	6,378	1,340	46
01.1204	Town Attorney	6,300	254	5,000	2,595	5,000	0
01.1213	Finance Dept.	71,631	62,595	68,500	67,834	102,200	33,700
01.1301	Electoral Board	2,645	0	2,900	2,900	0	(2,900)
01.3101	Police Dept.	17,668	24,633	16,000	14,803	16,000	0
01.3202	Fire Dept.	1,593	1,726	1,500	6,393	2,360	860
01.4100	Public Works Admin.	245	572	500	363	500	0
01.4104	Street Lighting	1,654	0	4,000	0	0	(4,000)
01.4107	Traffic Control	50,988	22,715	20,000	19,929	22,000	2,000
01.4108	Streets	618,175	311,748	406,996	493,922	450,000	43,004
01.4109	Sidewalks	0	0	0	0	0	0
01.4203	Refuse Collection	0	268	536	270	280	(256)
01.4304	Municipal Bldg.	31,842	15,178	28,500	14,056	14,395	(14,105)
01.4305	Emergency Serv. Bldg.	16,506	19,090	18,900	20,784	22,157	3,257
01.4306	Public Works Bldg.	999	2,298	2,000	4,195	4,287	2,287
01.4307	Cemetery Maint.	0	10	1,000	10	10	(990)
01.4308	Parks & Playgrounds	1,698	3,860	2,400	4,210	3,730	1,330
01.8101	Planning	16,947	1,178	7,000	520	1,000	(6,000)
01.8102	Comm Development	14,160	28,084	25,000	10,937	15,000	(10,000)
01.8103	Citizens' Square	9,478	10,149	10,160	8,449	8,525	(1,635)
01.8104	Hospitality Center	6,552	4,715	4,550	13,188	3,500	(1,050)
01.8130	Economic Dev. Authority	0	0	0	0	0	0
02.5000	Water Distribution	27,618	28,116	35,000	43,265	40,879	5,879
02.5010	Meter Reading	1,975	2,035	2,400	2,085	2,400	0
02.5050	Water Plant	7,341	3,518	8,000	3,955	8,853	853
02.6000	Wastewater Collection	11,098	13,122	15,000	12,893	13,000	(2,000)
02.6050	Wastewater Plant	5,115	6,591	8,000	5,007	8,000	0
02.6200	Utility Billing	26,443	26,278	25,750	28,398	38,122	12,372
06.8401	Harvester Performance Center	42,362	26,499	17,500	29,903	17,015	(485)
Totals		1,017,303	627,827	741,090	819,278	803,294	62,204
increase from prior year		38%	-38%	18%	30%	-2%	

TOWN OF ROCKY MOUNT							
ADVERTISING (LINE 3600)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1101	Council	1,120	1,489	1,325	1,207	1,250	(75)
01.1202	Town Manager	455	771	0	1,176	400	400
01.1213	Finance Dept.	355	242	650	1,299	320	(330)
01.3101	Police Dept.	401	665	520	959	600	80
01.3202	Fire Dept.	594	0	500	451	500	0
01.4100	Public Works Admin.	1,267	133	100	0	0	(100)
01.4107	Traffic Control	0	0	0	0	0	0
01.4108	Streets	263	242	285	130	150	(135)
01.4203	Refuse Collection	373	224	700	824	700	0
01.4204	Snow Removal	0	0	0	0	0	0
01.4304	Municipal Bldg.	399	121	0	0	0	0
01.8101	Planning	2,673	1,419	2,500	4,476	5,000	2,500
01.8102	Comm Development	3,557	1,766	3,500	1,157	2,000	(1,500)
01.8102	Comm Dev - Branding	0	32,859	54,659	47,674	62,257	7,598
01.8103	Citizens' Square	100	0	500	0	0	(500)
01.8104	Hospitality Center	0	0	0	656	165	165
02.5000	Water Distribution	0	0	0	0	0	0
02.5010	Meter Reading	0	0	0	0	0	0
02.5050	Water Plant	0	0	100	450	100	0
02.6000	Wastewater Collection	0	0	300	0	300	0
02.6200	Utility Billing	0	0	0	0	0	0
06.8401	Harvester Performance Center	1,200	2,350	0	2,075	0	0
	Totals	12,757	42,280	65,639	62,534	73,742	8,103
	increase from prior year	-90%	231%	55%	48%	18%	

TOWN OF ROCKY MOUNT POSTAGE (LINE 3800)							
Account	Title	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase / (Decrease)
01.1101	Council	115	117	115	102	115	0
01.1202	Town Manager	314	109	140	140	140	0
01.1213	Finance Dept.	8,129	5,250	6,700	4,451	5,200	(1,500)
01.3101	Police Dept.	1,090	481	700	667	700	0
01.3202	Fire Dept.	0	0	30	0	0	(30)
01.4100	Public Works Admin	0	13	8	14	14	6
01.4203	Refuse Collection	0	0	0	0	0	0
01.8101	Planning	17	185	70	381	390	320
01.8102	Comm Development	1,072	364	620	461	470	(150)
01.8104	Hospitality Center	0	0	0	0	0	0
01.8106	Passport Services Exp.	1,029	1,601	1,350	1,826	1,875	525
02.5050	Water Plant	49	55	50	59	60	10
02.6000	Wastewater Collection	0	0	0	0	0	0
02.6050	Wastewater Plant	16	15	12	202	50	38
02.6200	Utility Billing	14,987	14,565	14,760	13,902	14,760	0
06.8401	Harvester Performance Center	0	51	0	0	0	0
Totals		26,818	22,807	24,555	22,204	23,774	(781)
increase from prior year		1%	-15%	8%	-3%	7%	

TOWN OF ROCKY MOUNT UTILITIES (LINE 5100)							
Account	Title	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase / (Decrease)
01.4104	Street Lighting	104,696	105,734	102,000	95,131	102,000	0
01.4107	Traffic Control	10,542	11,621	11,100	10,334	11,100	0
01.4304	Municipal Bldg	28,179	21,515	24,000	21,912	22,020	(1,980)
01.4305	Emerg Serv Bldg	17,549	16,970	18,200	16,081	16,600	(1,600)
01.4306	Public Works Bldg	4,214	5,246	5,927	5,703	6,240	313
01.4308	Parks	1,318	1,781	2,025	1,778	1,900	(125)
01.8103	Citizens' Square	2,343	2,427	2,868	2,545	2,650	(218)
01.8104	Hospitality Center	4,159	3,439	4,500	3,483	3,600	(900)
02.5000	Water Distribution	19,380	18,428	20,350	18,585	19,500	(850)
02.5050	Water Plant	69,105	69,755	72,000	67,965	71,000	(1,000)
02.6000	Wastewater Collection	40,580	35,316	38,000	25,648	28,800	(9,200)
02.6050	Wastewater Plant	73,554	63,196	70,000	62,026	68,400	(1,600)
06.8401	Harvester Performance Center	10,451	12,004	31,164	24,552	24,600	(6,564)
Totals		386,070	367,430	402,135	355,743	378,410	(23,725)
increase from prior year		-3%	-5%	9%	-3%	6%	

TOWN OF ROCKY MOUNT							
MOTOR FUEL (LINE 5155)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1202	Town Manager	223	614	500	500	500	0
01.3101	Police Dept.	35,681	38,679	36,250	38,496	38,900	2,650
01.3202	Fire Dept.	4,734	4,986	4,800	5,822	5,800	1,000
01.4107	Traffic Control	392	623	450	714	715	265
01.4108	Streets	13,195	17,491	17,304	21,707	22,100	4,796
01.4109	Sidewalks	0	0	0	0	0	0
01.4202	Street Cleaning	1,283	737	650	808	800	150
01.4203	Refuse Collection	4,723	5,999	7,000	6,941	7,500	500
01.4204	Snow Removal	1,185	741	1,300	802	1,300	0
01.4307	Cemetery Maint.	442	658	495	664	600	105
01.4308	Parks Maint.	389	657	435	634	675	240
01.8101	Planning	205	0	70	0	50	(20)
01.8102	Comm Development	1,049	1,749	1,700	1,671	1,700	0
02.5010	Meter Reading	1,712	2,530	2,500	2,723	2,800	300
02.5050	Water Plant	1,573	1,695	1,500	1,508	1,800	300
02.6000	Wastewater Collection	441	736	580	806	800	220
02.6050	Wastewater Plant	1,998	2,333	2,500	2,342	2,500	0
	Totals	69,226	80,228	78,034	86,139	88,540	10,506
	increase from prior year	-25%	16%	-3%	7%	3%	

TOWN OF ROCKY MOUNT							
VEHICLE EXPENSE (LINE 5157)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1202	Town Manager	253	837	275	396	400	125
01.3101	Police Dept.	22,030	24,895	30,000	31,611	30,000	0
01.3202	Fire Dept.	21,501	11,582	11,000	17,210	13,000	2,000
01.4107	Traffic Control	202	1,432	500	484	500	0
01.4108	Streets	23,725	25,338	20,000	23,152	24,700	4,700
01.4109	Sidewalks	0	0	0	0	0	0
01.4202	Street Cleaning	487	339	1,000	633	1,000	0
01.4203	Refuse Collection	16,850	4,883	6,000	2,552	5,000	(1,000)
01.4204	Snow Removal	2,339	559	1,500	2,883	1,500	0
01.4307	Cemetery Maint.	0	0	0	0	0	0
01.4308	Parks Maint.	0	0	0	0	0	0
01.8101	Planning	0	186	500	10	500	0
01.8102	Comm Development	1,011	1,018	1,500	2,237	2,000	500
02.5000	Water Distribution	121	0	309	0	175	(134)
02.5010	Meter Reading	629	500	750	100	750	0
02.5050	Water Plant	1,803	609	3,000	596	750	(2,250)
02.6000	Wastewater Collection	2,045	38	1,000	480	1,000	0
02.6050	Wastewater Plant	253	63	800	782	800	0
	Totals	93,248	72,277	78,134	83,125	82,075	3,941
	increase from prior year	72%	-22%	8%	15%	-1%	

TOWN OF ROCKY MOUNT							
COMMUNICATIONS (LINE 5200)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1101	Council	3,361	3,409	3,561	3,131	3,561	0
01.1202	Town Manager	5,758	5,957	5,868	5,585	5,868	0
01.1213	Finance Dept.	5,329	5,797	6,200	5,752	7,306	1,106
01.3101	Police Dept.	23,614	27,030	26,236	21,376	24,292	(1,945)
01.3202	Fire Dept.	2,761	2,700	2,705	3,014	2,705	0
01.4100	Public Works Admin.	2,460	3,072	3,816	3,298	5,136	1,320
01.4304	Municipal Bldg.	3,480	4,080	4,200	3,849	4,200	0
01.4305	Emerg Services Bldg.	4,233	2,073	3,924	4,479	4,980	1,056
01.4306	Public Works Bldg.	3,574	3,808	3,500	3,585	4,127	627
01.8101	Planning	5,764	5,776	5,918	5,423	5,935	17
01.8102	Comm. Development	3,201	2,902	2,920	2,697	2,870	(50)
01.8103	Citizens' Square	0	0	0	0	0	0
01.8104	Hospitality Center	863	972	985	913	996	11
02.5000	Water Distribution	1	0	0	0	0	0
02.5050	Water Plant	4,542	4,828	4,500	4,562	5,136	636
02.6000	Wastewater Collection	1,547	0	0	0	0	0
02.6050	Wastewater Plant	4,708	4,795	4,700	4,480	5,220	520
02.6200	Utility Billing	0	0	0	0	0	0
06.8401	Harvester Performance Center	4,293	6,565	9,704	12,514	13,140	3,436
Totals		79,489	83,761	88,738	84,658	95,472	6,734
increase from prior year		-2%	5%	6%	1%	13%	

TOWN OF ROCKY MOUNT							
UNIFORMS (LINE 5445)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.3101	Police Dept.	5,347	4,412	5,700	6,845	5,700	0
01.3202	Fire Dept.	7,670	3,832	11,000	2,986	10,000	(1,000)
01.4100	Public Works Admin.	7,970	12,568	10,280	11,327	10,800	520
02.5050	Water Plant	4,025	4,529	4,200	4,151	4,200	0
02.6050	Wastewater Plant	3,655	4,488	3,800	3,873	4,000	200
Totals		28,667	29,829	34,980	29,182	34,700	(280)
increase from prior year		-9%	4%	17%	-2%	19%	

TOWN OF ROCKY MOUNT TRAINING (LINE 5500)							
Account	Title	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 18 Estimated	FY 19 Proposed	Increase / (Decrease)
01.1101	Council	3,693	1,814	3,500	2,260	3,200	(300)
01.1202	Town Manager	9,512	8,193	6,900	8,384	9,000	2,100
01.1204	Town Attorney	0	0	37	100	0	(37)
01.1213	Finance Dept.	3,715	6,203	5,500	5,714	6,400	900
01.3101	Police Dept.	10,025	4,808	9,200	3,015	5,500	(3,700)
01.3202	Fire Dept.	0	0	100	0	100	0
01.4100	Public Works Admin.	0	141	250	0	2,000	1,750
01.4108	Streets	0	111	100	150	500	400
01.8101	Planning	28	595	1,000	871	1,000	0
01.8102	Comm Development	7,216	4,954	5,000	2,856	5,000	0
01.8104	Hospitality Center	272	53	150	0	60	(90)
01.8106	Passport Services Exp.	0	0	0	0	0	0
01.8130	Economic Development	0	0	1,000	0	300	(700)
02.5010	Meter Reading	0	0	0	0	0	0
02.5050	Water Plant	1,289	903	1,500	1,160	2,000	500
02.6050	Wastewater Plant	2,507	2,369	3,000	2,628	3,000	0
06.8401	Harvester Performance Center	0	341	0	0	0	0
Totals		38,256	30,486	37,237	27,138	38,060	823
increase from prior year		-13%	-20%	22%	-11%	40%	

TOWN OF ROCKY MOUNT							
DUES (LINE 5650)							
PERMITS, LICENSES, FEES (LINE 4400)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1101	Council	9,919	10,219	10,488	10,673	10,588	100
01.1202	Town Manager	1,123	1,135	1,100	1,225	1,235	135
01.1204	Town Attorney	240	240	250	250	260	10
01.1213	Finance Dept.	1,524	1,046	1,470	859	1,254	(216)
01.3101	Police Dept.	9,260	10,404	10,600	9,355	10,600	0
01.3202	Fire Dept.	100	26	1,350	26	50	(1,300)
01.8101	Planning	0	0	500	50	50	(450)
01.8102	Comm Development	1,973	2,254	1,400	2,207	2,000	600
01.8103	Citizens' Square	40	40	40	40	40	0
02.5050	Water Plant - licenses	8,531	9,243	9,100	8,626	9,300	200
02.5050	Water Plant - dues	200	200	240	200	200	(40)
02.6050	Wastewater Plant - licenses	9,768	9,211	9,400	9,142	9,500	100
02.6050	Wastewater Plant - dues	274	275	300	283	300	0
06.8401	Harvester - licenses	754	4,948	1,200	806	0	(1,200)
06.8401	Harvester - dues	0	0	0	0	0	0
	Totals	43,706	49,241	47,438	43,742	45,377	(2,061)
	increase from prior year	-1%	13%	-4%	-11%	4%	

TOWN OF ROCKY MOUNT							
OFFICE SUPPLIES (LINE 6001)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.1101	Council	2,480	1,919	3,000	2,768	2,870	(130)
01.1202	Town Manager	4,902	9,203	6,000	6,924	7,000	1,000
01.1213	Finance Dept.	8,362	7,220	8,900	7,142	7,500	(1,400)
01.3101	Police Dept.	3,022	1,896	2,630	2,295	2,400	(230)
01.3202	Fire Dept.	628	54	260	155	200	(60)
01.4100	Public Works Admin.	134	799	275	388	400	125
01.8101	Planning	5,264	3,496	4,000	3,056	3,500	(500)
01.8102	Comm Development	8,070	4,327	5,900	7,938	6,000	100
01.8104	Hospitality Center	947	179	350	177	200	(150)
01.8106	Passport Service Exp.	483	738	860	1,027	1,125	265
02.5050	Water Plant	432	686	650	511	650	0
02.6050	Wastewater Plant	312	249	350	428	450	100
02.6200	Utility Billing	2,812	2,232	2,800	2,230	2,800	0
06.8401	Harvester Performance Center	14	1,622	0	486	200	200
Totals		37,862	34,621	35,975	35,523	35,295	(680)
increase from prior year		-19%	-9%	4%	3%	-1%	

TOWN OF ROCKY MOUNT							
JANITOR SUPPLIES (LINE 6005)							
Account	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
		Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.4304	Municipal Bldg.	1,876	1,722	2,000	1,725	1,820	(180)
01.4305	Emergency Serv. Bldg.	1,422	1,040	1,400	1,279	1,300	(100)
01.4306	Public Works Bldg.	1,615	2,776	2,600	3,627	3,600	1,000
01.4308	Parks & Playgrounds	49	0	0	0	0	0
01.8103	Citizens' Square	98	314	100	210	240	140
01.8104	Hospitality Center	323	414	500	159	250	(250)
02.5050	Water Plant	35	0	100	0	100	0
02.6050	Wastewater Plant	1,112	784	1,100	3,396	1,500	400
06.8401	Harvester Performance Center	0	671	0	7,191	6,320	6,320
Totals		6,531	7,721	7,800	17,587	15,130	7,330
increase from prior year		-28%	18%	1%	128%	-14%	

TOWN OF ROCKY MOUNT								
MATERIALS								
Account	Line #	Title	FY 16	FY 17	FY 18	FY 18	FY 19	Increase /
			Actual	Actual	Budget	Estimated	Proposed	(Decrease)
01.3101	6010	Police Dept.	14,554	38,061	26,377	26,457	26,700	323
01.3202	6008	Fire Dept.	3,518	682	5,000	492	3,000	(2,000)
01.4104	6016	Street Lighting	422	1,122	2,000	326	2,000	0
01.4107	6007	Traffic Control	8,187	14,327	9,000	11,656	12,700	3,700
01.4108	6016	Streets	35,155	29,274	32,000	37,712	35,000	3,000
01.4109	6016	Sidewalks	4,748	3	2,500	4,095	2,500	0
01.4202	6016	Street Cleaning	0	0	0	105	120	120
01.4203	6017	Refuse Collection	961	1,120	1,200	1,263	1,450	250
01.4204	6014	Snow Removal - chemicals	5,595	8,076	17,000	17,330	17,500	500
01.4204	6016	Snow Removal - materials	1,257	229	1,000	879	1,000	0
01.4304	6002	Municipal Bldg.	2,220	1,248	1,800	1,849	1,875	75
01.4305	6020	Emerg. Services Bldg.	6	459	130	931	518	388
01.4306	6006	Public Works Bldg.	805	5,062	2,000	6,901	6,300	4,300
01.4307	6013	Cemetery Maint.	0	0	0	0	0	0
01.4308	6013	Parks & Playgrounds	5,387	2,858	2,000	3,770	3,700	1,700
01.8103	6018	Citizens' Square	1,110	1,544	1,000	37	300	(700)
01.8104	6018	Hospitality Center	0	362	500	0	200	(300)
01.8106	6023	Passport Services Exp.	0	0	0	0	0	0
02.5000	6009	Water Distribution	4,624	19,342	15,000	37,817	26,800	11,800
02.5010	6009	Meter Reading	22	136	200	100	200	0
02.5050	6004	Water Plant-lab	7,185	7,227	8,250	5,763	7,500	(750)
02.5050	6009	Water Plant-materials	3,184	4,466	3,800	5,041	5,000	1,200
02.5050	6014	Water Plant-chemicals	86,540	76,760	80,000	84,467	87,000	7,000
02.6000	6012	Wastewater Collection	3,136	7,713	6,550	8,946	9,000	2,450
02.6000	6014	Wastewater Collection-chemicals	2,898	1,539	2,200	865	2,200	0
02.6050	6004	Wastewater Plant-lab	6,070	4,837	7,500	8,499	8,500	1,000
02.6050	6012	Wastewater Plant-materials	1,203	580	1,000	364	1,000	0
02.6050	6014	Wastewater Plant-chemicals	9,874	8,465	12,000	17,360	12,000	0
		Totals	208,661	235,490	240,007	283,025	274,063	34,056
		increase from prior year	22%	13%	2%	20%	-3%	

# **SUPPORTING SCHEDULES**

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TOWN OF ROCKY MOUNT		
CHANGES IN TAX RATES		
YEAR	R/E	P/P
1968	1.50	1.50
1969	1.50	1.50
1970	1.50	1.50
1971	1.50	1.50
1972	1.50	1.50
1973	1.50	1.50
1974	2.50	2.50
1975	2.50	2.50
1976	2.50	2.50
1977	2.50	2.50
1978	2.50	2.50
1979	0.35	2.50
1980	0.35	2.50
1981	0.35	2.50
1982	0.35	2.50
1983	0.35	2.50
1984	0.35	2.50
1985	0.30	2.50
1986	0.25	2.50
1987	0.20	2.50
1988	0.20	2.50
1989	0.15	2.50
1990	0.12	1.70
1991	0.12	1.70
1992	0.12	1.70
1993	0.12	1.70
1994	0.12	1.70
1995	0.12	1.70
1996	0.12	0.51
1997	0.12	0.51
1998	0.12	0.51
1999	0.12	0.51
2000	0.12	0.51
2001	0.12	0.51
2002	0.12	0.51
2003	0.12	0.51
2004	0.12	0.51
2005	0.11	0.51
2006	0.14	0.51
2007	0.14	0.51
2008	0.14	0.51
2009	0.12	0.51
2010	0.12	0.51
2011	0.12	0.51
2012	0.12	0.51
2013	0.13	0.51
2014	0.13	0.51
2015	0.13	0.51
2016	0.13	0.51
2017	0.13	0.51
2018	0.13	0.51

L-T DEBT										
TOTAL TOWN OF ROCKY MOUNT DEBT (GENERAL AND ENTERPRISE)										
	VML 2010K -- EMERGENCY SERVICES BUIDLING									
	VML 2013 -- ANNEX SEWER & OLD FORT ROAD UTILITIES (REFINANCED)									
	VML 2017 -- ANNEX SEWER & OLD FORT ROAD UTILITIES (REFINANCED)									
YEAR	BALANCE					BALANCE		ORIGINAL	ORIGINAL	
END	OUTSTANDING	PRINCIPAL	INTEREST	TOTAL	INTEREST	OUTSTANDING	MATURITY	ISSUE	ISSUE	YEARS
2019	at 7/1/18	PAYMENTS	PAYMENTS	PAYMENTS	RATE	at 6/30/19	DATE	AMOUNT	DATE	LEFT
ES Bldg (VML 2010K)	485,000.00	165,000.00	21,528.76	186,528.76	3.70%	320,000.00	2/1/2021	\$1,640,000	12/7/2010	2
Vets Park, PS radios, (VML 2017)	1,382,000.00	125,000.00	28,633.15	153,633.15	2.17%	1,257,000.00	8/1/2027	\$1,512,000	4/20/2017	8
Total General Fund	1,867,000.00	290,000.00	50,161.91	340,161.91		1,577,000.00				
		01.9102.9001	01.9102.9002			01.2737				
Annex Sewer & Utilities (VML 2013)	3,052,000.00	302,000.00	76,013.00	378,013.00	1.85%	2,750,000.00	2/1/2037	\$4,407,500	8/21/2013	18
		02.6900.9001	02.6900.9002							
Grand Total	4,919,000.00	592,000.00	126,174.91	718,174.91		4,327,000.00				

Town of Rocky Mount					
Legal Debt Margin					
<b>***NOTE: Legal Debt Margin gives the upper limit on any borrowing. At the end of FY 2018 the Town may borrow an additional \$40,809,970 if needed.</b>					
Per Fiscal Year	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Assessed Real Estate Value	449,023,780	432,341,800	443,862,900	454,949,600	457,289,700
Debt Limit (10% of Assessed Value)	44,902,378	43,234,180	44,386,290	45,494,960	45,728,970
Less: Debt Outstanding	(5,164,500)	(4,888,500)	(4,388,500)	(5,506,500)	(4,919,000)
Legal Debt Margin (available for Debt)	<u>39,737,878</u>	<u>38,345,680</u>	<u>39,997,790</u>	<u>39,988,460</u>	<u>40,809,970</u>
Outstanding Debt as % of Debt Limit	12%	11%	10%	12%	11%

Town of Rocky Mount					
Unrestricted Fund Balance					
(Audited)					
	FY	FY	FY	FY	FY
	2013	2014	2015	2016	2017
General + Capital Projects Fund	9,524,633	5,700,375	4,942,843	6,909,303	5,750,745
Utility Operating + Capital Fund	(1,379,266)	266,300	22,529	234,853	1,554,675
Combined Fund Balance	8,145,367	5,966,675	4,965,372	7,144,156	7,305,420
difference from prior year	(581,187)	(2,178,692)	(1,001,303)	2,178,784	161,264

Town of Rocky Mount					
Investments (book value)					
	2013	2014	2015	2016	2017
	6,298,000	5,292,000	4,303,000	4,283,000	4,283,000
variance fm prior yr	(12,000)	(1,006,000)	(989,000)	(20,000)	-
variance from 2009		(3,278,000)	(4,267,000)	(4,287,000)	(4,287,000)

TOWN OF ROCKY MOUNT				
EMPLOYEE POSITIONS				
BY DEPARTMENT & TITLE				
Dept.	Position	# positions	Pay Grade	Function
Manager	Town Manager	1	32	Directs overall administration of the Town government
Manager	Executive Assistant	1	14	Maintains official Town records; support to Council and Town Manager
Manager	Receptionist	1	p-t	Greets and assists the public entering the Municipal Building
Comm. Develop.	Asst Town Mgr / Com Dev Director	1	26	Assists Town Mgr; directs community & economic activities
Comm. Develop.	Planner	1	18	Coordinates Town zoning and planning functions
Comm. Develop.	Comm Development Assistant	1	12	Support to Community Development Dept. & other Town boards
Comm. Develop.	DePot Host / Hostess	6	p-t	Greet visitors to the Welcome Center
Harvester	General Manager	1	24	Overall administration of the HPC; books performances
Harvester	Assistant Manager	1	21	Assists General Manager in administration of the HPC
Harvester	Operations Director	1	10	Oversees HPC office operations
Harvester	Operations Staff	0	p-t	Supports Assistant General Manager & Operations Director
Harvester	Lead Equipment Technician	1	p-t	Loads in, loads out, operates sound equipment
Finance	Finance Director / Treasurer	1	26	Directs overall administration of the Finance Department
Finance	Assistant Finance Director	1	22	Provides interanal services, human resources, and accounting
Finance	Accounting Technician	1	17	Performs accounting, payroll, & accounts payable functions
Finance	Account Clerk	2	13	Performs customer service & accounting assistance
Police	Police Chief	1	28	Directs overall administration of the Police Department
Police	Captain	0	23	Assists Police Chief in administration of Police Dept.
Police	Lieutenant - Patrol	1	22	Supervises all patrol activities and events
Police	Lieutenant - Investigations	1	22	Supervises all investigations and records management
Police	Sergeant - Patrol	4	19	Direct supervision of patrol shift; general duty of law enforcement
Police	Sergeant - Investigations	1	19	Direct supervision of investigations; general duty of law enforcement
Police	Police Officer - Patrol	11	15	Law enforcement to protect life and property in the Town
Police	Community Police Officer	1	p-t	Law enforcement to protect life and property in the Town
Police	Investigator	1	15	Investigates reported & suspected criminal activity; law enforcement
Police	School Resource Officer	1	15	Law enforcement within the public school system
Police	Records Manager	1	14	Supervisory, clerical, and records management duties
Police	Records Clerk	1	12	Clerical and records management duties
Police	Police Officer (part-time)	3	p-t	Law enforcement to protect life and property in the Town
Public Works	Public Facilities Director	0	26	Directs overall administration of the Public Works Department
Public Works	Public Works Superintendent	1	22	Supervises/coordinates construction, repair, and maintenance projects
Public Works	Foreman	1	15	Supervises crews on repair and maintenance projects
Public Works	Mechanic	1	14	Skilled and semi-skilled work in the repair & maintenance of equipment
Public Works	Utility Service Technician	1	13	Reads water meters plus other public works projects as assigned
Public Works	Maintenance Worker III	3	14	Skilled and semi-skilled work with motorized construction equipment
Public Works	Maintenance Worker II	3	12	Construction, maintenance, and repair duties
Public Works	Maintenance Worker I	3	10	Construction, maintenance, and repair duties
Public Works	Ground Maintenance Worker III	0	14	Skilled and semi-skilled work with grounds maintenance
Public Works	Ground Maintenance Worker II	1	12	Maintain Town owned grounds
Public Works	Ground Maintenance Worker I	2	10	Maintain Town owned grounds
Public Works	Maintenance Worker - part-time	0	p-t	Construction, maintenance, and repair duties
Water Plant	Water Plant Superintendent	1	22	Manages and supervises the water treatment plant operations
Water Plant	Water Plant Operator	5	15,14,13,12	Tests, treats, and purifys water for public and industrial use
Wastewater Plant	Wastewater Plant Superintendent	1	22	Manages and supervises the wastewater treatment plant operations
Wastewater Plant	Wastewater Plant Operator	4	15,14,13,12	Operates, maintains, and repairs the wastewater treatment plant
Wastewater Plant	Wastewater Plant intern	1	p-t	Assists in Plant operations and testing
	Total Full-time	63		
	Total Part-time	13		

FY 2019 PROPOSED PAY PLAN (2.5% COLA)		(go to grad							
Position	Grade	1	2	3	4	5	6	7	
<b>FY 2018 plan + 2.5%</b>	1	18,247.27	18,703.46	19,171.04	19,650.32	20,141.58	20,645.12	21,161.24	21,612.53
	2	19,171.04	19,650.32	20,141.58	20,645.12	21,161.24	21,690.27	22,232.53	22,788.34
	3	20,141.58	20,645.12	21,161.24	21,690.27	22,232.53	22,788.34	23,358.05	23,942.00
	4	21,161.24	21,690.27	22,232.53	22,788.34	23,358.05	23,942.00	24,540.55	25,154.07
	5	22,232.53	22,788.34	23,358.05	23,942.00	24,540.55	25,154.07	25,782.92	26,427.49
	6	23,358.05	23,942.00	24,540.55	25,154.07	25,782.92	26,427.49	27,088.18	27,765.38
	7	24,540.55	25,154.07	25,782.92	26,427.49	27,088.18	27,765.38	28,459.52	29,171.01
	8	25,782.92	26,427.49	27,088.18	27,765.38	28,459.52	29,171.01	29,900.28	30,647.79
	9	27,088.18	27,765.38	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	
Grounds Maintenance I	10	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	
Maintenance Worker I	10	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	
Wastewater Plant Oper. Trainee	11	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	
Water Plant Oper. Trainee	11	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	
Administrative Assistant	12	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	
Wastewater Plant Operator IV	12	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	
Water Plant Operator IV	12	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	
Records Clerk	12	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	
Grounds Maintenance II	12	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	
Maintenance Worker II	12	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	
Wastewater Plant Operator III	13	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	
Water Plant Operator III	13	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	
Account Clerk	13	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	
Utility Service Technician	13	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	
Planning Technician	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Wastewater Plant Operator II	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Water Plant Operator II	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Mechanic Public Works	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Maintenance Worker III	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Police Officer Trainee	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Records Manager	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Executive Assistant	14	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	
Investigator	15	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	
Police Officer	15	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	
Wastewater Plant Operator I	15	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	
Water Plant Operator I	15	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	
Foreman Public Works	15	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	
Accounting Technician II	15	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	
	16	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	
Community Dev. Administrator/GIS	17	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	
Corporal - Police	17	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	
Accounting Technician	17	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	
Planner	18	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	

FY 2019 PROPOSED PAY PLAN (2.5% COLA)		(go to grade)						
Position	Grade	1	2	3	4	5	6	7
Sergeant - Police	19	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47
Assistant Public Works Director	19	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47
	20	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42
Asst Mgr-Performance Venue	21	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29
Wastewater Plant Superintendent	22	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
Water Plant Superintendent	22	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
Public Works Superintendent	22	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
Lieutenant - Police	22	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
Assistant Finance Director	22	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77
Captain - Police Dept.	23	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86
Assistant Police Chief	24	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96
General Mgr-Performance Venue	24	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96
	25	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79
Finance Director / Treasurer	26	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49
Assistant Town Mgr/Comm Dev Dir	26	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49
Public Facilities Director	26	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49
	27	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63
Police Chief	28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
Public Works Director	28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17
	29	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55
	30	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70
	31	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02
Town Manager	32	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46

FY 2019 PROPOSED PAY PLAN (2.5% COLA)								
Position	Grade	8	9	10	11	12	13	14
<b>FY 2018 plan + 2.5%</b>	1	21,690.27	22,232.53	22,788.34	23,358.05	23,942.00	24,540.55	25,154.07
	2	22,788.34	23,358.05	23,942.00	24,540.55	25,154.07	25,782.92	26,427.49
	3	23,942.00	24,540.55	25,154.07	25,782.92	26,427.49	27,088.18	27,765.38
	4	25,154.07	25,782.92	26,427.49	27,088.18	27,765.38	28,459.52	29,171.01
	5	26,427.49	27,088.18	27,765.38	28,459.52	29,171.01	29,900.28	30,647.79
	6	27,765.38	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33
	7	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43
	8	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
	9	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36
Grounds Maintenance I	10	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Maintenance Worker I	10	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
Wastewater Plant Oper. Trainee	11	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
Water Plant Oper. Trainee	11	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
Administrative Assistant	12	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Wastewater Plant Operator IV	12	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Water Plant Operator IV	12	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Records Clerk	12	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Grounds Maintenance II	12	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Maintenance Worker II	12	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Wastewater Plant Operator III	13	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Water Plant Operator III	13	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Account Clerk	13	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Utility Service Technician	13	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Planning Technician	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Wastewater Plant Operator II	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Water Plant Operator II	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Mechanic Public Works	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Maintenance Worker III	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Police Officer Trainee	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Records Manager	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Executive Assistant	14	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Investigator	15	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Police Officer	15	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Wastewater Plant Operator I	15	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Water Plant Operator I	15	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Foreman Public Works	15	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Accounting Technician II	15	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
	16	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36
Community Dev. Administrator/GIS	17	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Corporal - Police	17	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Accounting Technician	17	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Planner	18	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77

FY 2019 PROPOSED PAY PLAN (2.5% COLA)								
Position	Grade	8	9	10	11	12	13	14
Sergeant - Police	19	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16
Assistant Public Works Director	19	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16
	20	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81
Asst Mgr-Performance Venue	21	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28
Wastewater Plant Superintendent	22	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Water Plant Superintendent	22	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Public Works Superintendent	22	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Lieutenant - Police	22	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Assistant Finance Director	22	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Captain - Police Dept.	23	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83
Assistant Police Chief	24	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02
General Mgr-Performance Venue	24	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02
	25	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27
Finance Director / Treasurer	26	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27
Assistant Town Mgr/Comm Dev Dir	26	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27
Public Facilities Director	26	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27
	27	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17
Police Chief	28	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65
Public Works Director	28	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65
	29	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46	100,263.92
	30	90,834.17	93,105.02	95,432.65	97,818.46	100,263.92	102,770.52	105,339.79
	31	95,432.65	97,818.46	100,263.92	102,770.52	105,339.79	107,973.28	110,672.61
Town Manager	32	100,263.92	102,770.52	105,339.79	107,973.28	110,672.61	113,439.43	116,275.41

FY 2019 PROPOSED PAY PLAN (2.5% COLA)							
Position	Grade	15	16	17	18	19	20
<b>FY 2018 plan + 2.5%</b>	1	25,782.92	26,427.49	27,088.18	27,765.38	28,459.52	29,171.01
	2	27,088.18	27,765.38	28,459.52	29,171.01	29,900.28	30,647.79
	3	28,459.52	29,171.01	29,900.28	30,647.79	31,413.98	32,199.33
	4	29,900.28	30,647.79	31,413.98	32,199.33	33,004.32	33,829.43
	5	31,413.98	32,199.33	33,004.32	33,829.43	34,675.16	35,542.04
	6	33,004.32	33,829.43	34,675.16	35,542.04	36,430.59	37,341.36
	7	34,675.16	35,542.04	36,430.59	37,341.36	38,274.89	39,231.76
	8	36,430.59	37,341.36	38,274.89	39,231.76	40,212.56	41,217.87
	9	38,274.89	39,231.76	40,212.56	41,217.87	42,248.32	43,304.52
Grounds Maintenance I	10	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Maintenance Worker I	10	40,212.56	41,217.87	42,248.32	43,304.52	44,387.14	45,496.82
Wastewater Plant Oper. Trainee	11	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Water Plant Oper. Trainee	11	42,248.32	43,304.52	44,387.14	45,496.82	46,634.24	47,800.09
Administrative Assistant	12	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Wastewater Plant Operator IV	12	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Water Plant Operator IV	12	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Records Clerk	12	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Grounds Maintenance II	12	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Maintenance Worker II	12	44,387.14	45,496.82	46,634.24	47,800.09	48,995.09	50,219.97
Wastewater Plant Operator III	13	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36
Water Plant Operator III	13	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36
Account Clerk	13	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36
Utility Service Technician	13	46,634.24	47,800.09	48,995.09	50,219.97	51,475.47	52,762.36
Planning Technician	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Wastewater Plant Operator II	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Water Plant Operator II	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Mechanic Public Works	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Maintenance Worker III	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Police Officer Trainee	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Records Manager	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Executive Assistant	14	48,995.09	50,219.97	51,475.47	52,762.36	54,081.42	55,433.45
Investigator	15	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Police Officer	15	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Wastewater Plant Operator I	15	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Water Plant Operator I	15	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Foreman Public Works	15	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
Accounting Technician II	15	51,475.47	52,762.36	54,081.42	55,433.45	56,819.29	58,239.77
	16	54,081.42	55,433.45	56,819.29	58,239.77	59,695.77	61,188.16
Community Dev. Administrator/GIS	17	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81
Corporal - Police	17	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81
Accounting Technician	17	56,819.29	58,239.77	59,695.77	61,188.16	62,717.86	64,285.81
Planner	18	59,695.77	61,188.16	62,717.86	64,285.81	65,892.96	67,540.28

FY 2019 PROPOSED PAY PLAN (2.5% COLA)							
Position	Grade	15	16	17	18	19	20
Sergeant - Police	19	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
Assistant Public Works Director	19	62,717.86	64,285.81	65,892.96	67,540.28	69,228.79	70,959.51
	20	65,892.96	67,540.28	69,228.79	70,959.51	72,733.49	74,551.83
Asst Mgr-Performance Venue	21	69,228.79	70,959.51	72,733.49	74,551.83	76,415.63	78,326.02
Wastewater Plant Superintendent	22	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27
Water Plant Superintendent	22	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27
Public Works Superintendent	22	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27
Lieutenant - Police	22	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27
Assistant Finance Director	22	72,733.49	74,551.83	76,415.63	78,326.02	80,284.17	82,291.27
Captain - Police Dept.	23	76,415.63	78,326.02	80,284.17	82,291.27	84,348.55	86,457.27
Assistant Police Chief	24	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17
General Mgr-Performance Venue	24	80,284.17	82,291.27	84,348.55	86,457.27	88,618.70	90,834.17
	25	84,348.55	86,457.27	88,618.70	90,834.17	93,105.02	95,432.65
Finance Director / Treasurer	26	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46	100,263.92
Assistant Town Mgr/Comm Dev Dir	26	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46	100,263.92
Public Facilities Director	26	88,618.70	90,834.17	93,105.02	95,432.65	97,818.46	100,263.92
	27	93,105.02	95,432.65	97,818.46	100,263.92	102,770.52	105,339.79
Police Chief	28	97,818.46	100,263.92	102,770.52	105,339.79	107,973.28	110,672.61
Public Works Director	28	97,818.46	100,263.92	102,770.52	105,339.79	107,973.28	110,672.61
	29	102,770.52	105,339.79	107,973.28	110,672.61	113,439.43	116,275.41
	30	107,973.28	110,672.61	113,439.43	116,275.41	119,182.30	122,161.86
	31	113,439.43	116,275.41	119,182.30	122,161.86	125,215.90	128,346.30
Town Manager	32	119,182.30	122,161.86	125,215.90	128,346.30	131,554.96	134,843.83

Town of Rocky Mount		budgeted		1.6% increase from FY 2018			
Health / Dental Insurance							
fy 19							
		FY 19	LC 250	total			
	#	%	premium	premium	ER cost	EE cost	ER+FSA
							(0 FSA)
ee only	1	90.7205%	694.00	694.00	629.60	64.40	629.60
ee child	0	71.1262%	1,284.00	1,284.00	913.26	370.74	913.26
ee spouse	0	71.1262%	1,284.00	1,284.00	913.26	370.74	913.26
ee family	0	63.9253%	1,874.00	1,874.00	1,197.96	676.04	1,197.96
	1						
		fy 19	LC 500	total			
	#	%	premium	premium	ER cost	EE cost	ER+FSA
ee only	22	100.0000%	640.00	640.00	640.00	-	890.00
ee child	10	85.5490%	1,184.00	1,184.00	1,012.90	171.10	1,512.90
ee spouse	7	85.5490%	1,184.00	1,184.00	1,012.90	171.10	1,512.90
ee family	20	72.1748%	1,728.00	1,728.00	1,247.18	480.82	1,747.18
	59						

FY 2019		CALCULATIONS TO BUDGET PUBLIC WORKS SALARIES & FRINGES						
		%	Salary	FICA	VRS	Medical	W/C	
to be allocated =			553,296	42,327	95,990	172,719	28,777	
01.4100	PWKS Administration	0.00%	0	0	0	0	0	
01.4104	Street Lighting	1.00%	5,533	423	960	1,727	288	
01.4107	Traffic Controls	2.00%	11,066	847	1,920	3,454	576	
01.4108	Street Maintenance	53.00%	293,247	22,433	50,875	91,541	15,252	
01.4109	Curb, Gutters, Sidewalks	1.00%	5,533	423	960	1,727	288	
01.4202	Street Cleaning	0.50%	2,766	212	480	864	144	
01.4203	Solid Waste Collection	13.00%	71,928	5,503	12,479	22,453	3,741	
01.4204	Snow Removal	1.00%	5,533	423	960	1,727	288	
01.4304	Municipal Building Maintenance	0.00%	0	0	0	0	0	
01.4305	Emergency Services Building Maintenance	0.00%	0	0	0	0	0	
01.4306	Public Works Building Maintenance	0.00%	0	0	0	0	0	
01.4307	Cemetery	2.00%	11,066	847	1,920	3,454	576	
01.4308	Parks & Playgrounds	5.00%	27,665	2,116	4,800	8,636	1,439	
01.8103	Farmers Market	1.00%	5,533	423	960	1,727	288	
01.8104	Community & Hospitality Center	0.50%	2,766	212	480	864	144	
02.5000	Water Distribution System	8.00%	44,264	3,386	7,679	13,818	2,302	
02.5010	Meter Reading	4.00%	22,132	1,693	3,840	6,909	1,151	
02.6000	Sewer Collection System	8.00%	44,264	3,386	7,679	13,818	2,302	
	Capital Projects							
total allocated =		100.00%	553,296	42,327	95,990	172,719	28,777	

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE JANUARY 2016		EFFECTIVE JANUARY 2015	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>WATER RATES</b>				
minimum use charge for first 3,000 gallons	17.01	34.02	15.51	31.02
from 3,001 to 10,000 gallons	3.35	6.70	3.35	6.70
from 10,001 to 50,000 gallons	3.25	6.50	3.25	6.50
from 50,001 to 100,000 gallons	3.15	6.30	3.15	6.30
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
<b>SEWER RATES</b>				
minimum use charge for first 3,000 gallons	17.01	34.02	15.51	31.02
from 3,001 to 10,000 gallons	3.30	6.60	3.30	6.60
from 10,001 to 50,000 gallons	3.15	6.30	3.15	6.30
from 50,001 to 100,000 gallons	3.05	6.10	3.05	6.10
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
<b>ELDERLY &amp; NON-PROFIT RELIEF RATE PLAN</b>				
per 1,000 gallons - in Town	3.75	3.75	3.75	3.75
per 1,000 gallons - out of Town	7.50	7.50		
<b>FIRE SUPPRESSION CONNECTION FEE</b>				
per month and per line, in or out of town				
less than 10,000 square feet	25.00		25.00	
greater than 10,000 square feet	50.00		50.00	
<b>CAPTAL RECOVERY FEE - WATER</b>				
per month, in or out of town				
5/8 inch	0		0	
1 inch	7.20		6.90	
1-1/2 inch	14.40		13.80	
2 inch	18.00		17.25	
3 inch	36.00		34.50	
4 inch	54.00		51.75	
6 inch	108.00		103.50	
<b>CAPTAL RECOVERY FEE - SEWER</b>				
per month, in or out of town				
5/8 inch	0		0	
1 inch	21.60		20.70	
1-1/2 inch	43.20		41.40	
2 inch	54.00		51.75	
3 inch	72.00		69.00	
4 inch	108.00		103.50	
6 inch	216.00		207.00	

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE JANUARY 2014		EFFECTIVE JANUARY 2013	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>WATER RATES</b>				
minimum use charge for first 3,000 gallons	14.01	28.02	12.51	25.02
from 3,001 to 10,000 gallons	3.35	6.70	3.35	6.70
from 10,001 to 50,000 gallons	3.25	6.50	3.25	6.50
from 50,001 to 100,000 gallons	3.15	6.30	3.15	6.30
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
<b>SEWER RATES</b>				
minimum use charge for first 3,000 gallons	14.01	28.02	12.51	25.02
from 3,001 to 10,000 gallons	3.30	6.60	3.30	6.60
from 10,001 to 50,000 gallons	3.15	6.30	3.15	6.30
from 50,001 to 100,000 gallons	3.05	6.10	3.05	6.10
from 100,001 to 250,000 gallons				
from 250,001 to 500,000 gallons				
from 500,001 or more gallons				
<b>ELDERLY &amp; NON-PROFIT RELIEF RATE PLAN</b>				
per 1,000 gallons - in Town	3.75	3.75	3.75	3.75
per 1,000 gallons - out of Town				
<b>FIRE SUPPRESSION CONNECTION FEE</b>				
per month and per line, in or out of town				
less than 10,000 square feet	25.00		25.00	
greater than 10,000 square feet	50.00		50.00	
<b>CAPTAL RECOVERY FEE - WATER</b>				
per month, in or out of town				
5/8 inch	0		0	
1 inch	6.60		6.00	
1-1/2 inch	13.20		12.00	
2 inch	16.50		15.00	
3 inch	33.00		30.00	
4 inch	49.50		45.00	
6 inch	99.00		90.00	
<b>CAPTAL RECOVERY FEE - SEWER</b>				
per month, in or out of town				
5/8 inch	0		0	
1 inch	19.80		18.00	
1-1/2 inch	39.60		36.00	
2 inch	49.50		45.00	
3 inch	66.00		60.00	
4 inch	99.00		90.00	
6 inch	198.00		180.00	

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2007		EFFECTIVE AUGUST 2005	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>WATER RATES</b>				
minimum use charge for first 3,000 gallons	11.25	22.50	11.00	22.00
from 3,001 to 10,000 gallons	3.35	6.70	3.30	6.60
from 10,001 to 50,000 gallons	3.25	6.50	3.20	6.40
from 50,001 to 100,000 gallons	3.15	6.30	3.10	6.20
from 100,001 to 250,000 gallons			3.00	6.00
from 250,001 to 500,000 gallons			2.85	5.70
from 500,001 or more gallons			2.55	5.10
<b>SEWER RATES</b>				
minimum use charge for first 3,000 gallons	11.25	22.50	11.00	22.00
from 3,001 to 10,000 gallons	3.30	6.60	3.25	6.50
from 10,001 to 50,000 gallons	3.15	6.30	3.10	6.20
from 50,001 to 100,000 gallons	3.05	6.10	3.00	6.00
from 100,001 to 250,000 gallons			2.90	5.80
from 250,001 to 500,000 gallons			2.80	5.60
from 500,001 or more gallons			2.40	4.80
<b>ELDERLY &amp; NON-PROFIT RELIEF RATE PLAN</b>				
per 1,000 gallons - in Town	3.75	3.75		
per 1,000 gallons - out of Town				
<b>FIRE SUPPRESSION CONNECTION FEE</b>				
per month and per line, in or out of town				
less than 10,000 square feet				
greater than 10,000 square feet				
<b>CAPTAL RECOVERY FEE - WATER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				
<b>CAPTAL RECOVERY FEE - SEWER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2004		EFFECTIVE AUGUST 2003	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>WATER RATES</b>				
minimum use charge for first 3,000 gallons	10.75	21.50	10.25	20.50
from 3,001 to 10,000 gallons	3.25	6.50	2.40	4.80
from 10,001 to 50,000 gallons	3.15	6.30	2.35	4.70
from 50,001 to 100,000 gallons	3.05	6.10	2.30	4.60
from 100,001 to 250,000 gallons	2.95	5.90	2.25	4.50
from 250,001 to 500,000 gallons	2.80	5.60	2.20	4.40
from 500,001 or more gallons	2.50	5.00	2.15	4.30
<b>SEWER RATES</b>				
minimum use charge for first 3,000 gallons	10.75	21.50	10.25	20.50
from 3,001 to 10,000 gallons	3.15	6.30	2.25	4.50
from 10,001 to 50,000 gallons	3.00	6.00	2.20	4.40
from 50,001 to 100,000 gallons	2.90	5.80	2.15	4.30
from 100,001 to 250,000 gallons	2.80	5.60	2.10	4.20
from 250,001 to 500,000 gallons	2.70	5.40	2.00	4.00
from 500,001 or more gallons	2.30	4.60	1.90	3.80
<b>ELDERLY &amp; NON-PROFIT RELIEF RATE PLAN</b>				
per 1,000 gallons - in Town				
per 1,000 gallons - out of Town				
<b>FIRE SUPPRESSION CONNECTION FEE</b>				
per month and per line, in or out of town				
less than 10,000 square feet				
greater than 10,000 square feet				
<b>CAPTAL RECOVERY FEE - WATER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				
<b>CAPTAL RECOVERY FEE - SEWER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2001		EFFECTIVE AUGUST 1999	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>WATER RATES</b>				
minimum use charge for first 3,000 gallons	9.00	18.00	7.50	15.00
from 3,001 to 10,000 gallons	2.20	4.40	2.00	4.00
from 10,001 to 50,000 gallons	2.20	4.40	2.00	4.00
from 50,001 to 100,000 gallons	2.20	4.40	2.00	4.00
from 100,001 to 250,000 gallons	2.15	4.30	2.00	4.00
from 250,001 to 500,000 gallons	2.15	4.30	2.00	4.00
from 500,001 or more gallons	2.10	4.20	2.00	4.00
<b>SEWER RATES</b>				
minimum use charge for first 3,000 gallons	9.00	18.00	7.50	15.00
from 3,001 to 10,000 gallons	2.00	4.00	1.80	3.60
from 10,001 to 50,000 gallons	2.00	4.00	1.80	3.60
from 50,001 to 100,000 gallons	2.00	4.00	1.80	3.60
from 100,001 to 250,000 gallons	1.95	3.90	1.80	3.60
from 250,001 to 500,000 gallons	1.95	3.90	1.80	3.60
from 500,001 or more gallons	1.90	3.80	1.80	3.60
<b>ELDERLY &amp; NON-PROFIT RELIEF RATE PLAN</b>				
per 1,000 gallons - in Town				
per 1,000 gallons - out of Town				
<b>FIRE SUPPRESSION CONNECTION FEE</b>				
per month and per line, in or out of town				
less than 10,000 square feet				
greater than 10,000 square feet				
<b>CAPTAL RECOVERY FEE - WATER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				
<b>CAPTAL RECOVERY FEE - SEWER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				

TOWN OF ROCKY MOUNT		EFFECTIVE FEBRUARY 1991		
WATER & SEWER CHARGES				
		INSIDE	OUTSIDE	
		CORPORATE	CORPORATE	
		LIMITS	LIMITS	
<b>WATER RATES</b>				
minimum use charge for first 3,000 gallons		5.85	11.70	2000 gal
from 3,001 to 10,000 gallons		1.50	2.93	
from 10,001 to 50,000 gallons		1.50	2.93	
from 50,001 to 100,000 gallons		1.50	2.93	
from 100,001 to 250,000 gallons		1.50	2.93	
from 250,001 to 500,000 gallons		1.50	2.93	
from 500,001 or more gallons		1.50	2.93	
<b>SEWER RATES</b>				
minimum use charge for first 3,000 gallons		4.39	8.78	75% of wtr
from 3,001 to 10,000 gallons		1.13	2.20	75% of wtr
from 10,001 to 50,000 gallons		1.13	2.20	75% of wtr
from 50,001 to 100,000 gallons		1.13	2.20	75% of wtr
from 100,001 to 250,000 gallons		1.13	2.20	75% of wtr
from 250,001 to 500,000 gallons		1.13	2.20	75% of wtr
from 500,001 or more gallons		1.13	2.20	75% of wtr
<b>ELDERLY &amp; NON-PROFIT RELIEF RATE PLAN</b>				
per 1,000 gallons - in Town				
per 1,000 gallons - out of Town				
<b>FIRE SUPPRESSION CONNECTION FEE</b>				
per month and per line, in or out of town				
less than 10,000 square feet				
greater than 10,000 square feet				
<b>CAPTAL RECOVERY FEE - WATER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				
<b>CAPTAL RECOVERY FEE - SEWER</b>				
per month, in or out of town				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
3 inch				
4 inch				
6 inch				

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE JANUARY 2016		EFFECTIVE JANUARY 2015	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>CONNECTION FEES - WATER</b>				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>CONNECTION FEES - SEWER</b>				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>IMPACT FEES - WATER</b>				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000
<b>IMPACT FEES - SEWER</b>				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE JANUARY 2014		EFFECTIVE JANUARY 2013	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>CONNECTION FEES - WATER</b>				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>CONNECTION FEES - SEWER</b>				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>IMPACT FEES - WATER</b>				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000
<b>IMPACT FEES - SEWER</b>				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2007		EFFECTIVE AUGUST 2005	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>CONNECTION FEES - WATER</b>				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>CONNECTION FEES - SEWER</b>				
5/8 inch	1,000	2,000	1,000	2,000
1 inch	1,500	3,000	1,500	3,000
1-1/2 inch	2,000	4,000	2,000	4,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>IMPACT FEES - WATER</b>				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000
<b>IMPACT FEES - SEWER</b>				
5/8 inch	0	1,250	0	1,250
1 inch	0	2,000	0	2,000
1-1/2 inch	500	5,000	500	5,000
2 inch	750	7,500	750	7,500
2-1/2 inch	1,000	10,000	1,000	10,000
3 inch	5,000	20,000	5,000	20,000
above 3 inch	5,000	50,000	5,000	50,000

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2004		EFFECTIVE AUGUST 2003	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>CONNECTION FEES - WATER</b>				
5/8 inch	750	1,125	625	1,250
1 inch	1,500	2,250	1,250	2,500
1-1/2 inch	1,750	2,625	1,500	3,000
2 inch	2,500	3,750	2,500	5,000
3 inch	3,500	5,250	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>CONNECTION FEES - SEWER</b>				
5/8 inch	750	1,125	625	1,250
1 inch	1,500	2,250	1,250	2,500
1-1/2 inch	1,750	2,625	1,500	3,000
2 inch	2,500	3,750	2,500	5,000
3 inch	3,500	5,250	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>IMPACT FEES - WATER</b>				
5/8 inch	0	1,250	-	1000 / 7500
1 inch	0	2,000		
1-1/2 inch	500	5,000		
2 inch	750	7,500		
2-1/2 inch	1,000	10,000		
3 inch	5,000	20,000		
above 3 inch	5,000	50,000		
<b>IMPACT FEES - SEWER</b>				
5/8 inch	0	1,250		
1 inch	0	2,000		
1-1/2 inch	500	5,000		
2 inch	750	7,500		
2-1/2 inch	1,000	10,000		
3 inch	5,000	20,000		
above 3 inch	5,000	50,000		

TOWN OF ROCKY MOUNT WATER & SEWER CHARGES	EFFECTIVE AUGUST 2001		EFFECTIVE AUGUST 1999	
	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS	INSIDE CORPORATE LIMITS	OUTSIDE CORPORATE LIMITS
<b>CONNECTION FEES - WATER</b>				
5/8 inch	625	1,250	600	1,200
1 inch	1,250	2,500	1,200	2,400
1-1/2 inch	1,500	3,000	1,500	3,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>CONNECTION FEES - SEWER</b>				
5/8 inch	625	1,250	600	1,200
1 inch	1,250	2,500	1,200	2,400
1-1/2 inch	1,500	3,000	1,500	3,000
2 inch	2,500	5,000	2,500	5,000
3 inch	3,500	7,000	3,500	7,000
above 3 inches	cost + 10%	cost + 25%	cost + 10%	cost + 25%
<b>IMPACT FEES - WATER</b>				
5/8 inch	-	1000 / 7500	F	- 1000 / 7500
1 inch				
1-1/2 inch				
2 inch				
2-1/2 inch				
3 inch				
above 3 inch				
<b>IMPACT FEES - SEWER</b>				
5/8 inch				
1 inch				
1-1/2 inch				
2 inch				
2-1/2 inch				
3 inch				
above 3 inch				

TOWN OF ROCKY MOUNT	EFFECTIVE FEBRUARY 1991	
WATER & SEWER CHARGES		
	INSIDE	OUTSIDE
	CORPORATE	CORPORATE
	LIMITS	LIMITS
<b>CONNECTION FEES - WATER</b>		
5/8 inch		
1 inch		
1-1/2 inch		
2 inch		
3 inch		
above 3 inches		
<b>CONNECTION FEES - SEWER</b>		
5/8 inch		
1 inch		
1-1/2 inch		
2 inch		
3 inch		
above 3 inches		
<b>IMPACT FEES - WATER</b>		
5/8 inch		
1 inch		
1-1/2 inch		
2 inch		
2-1/2 inch		
3 inch		
above 3 inch		
<b>IMPACT FEES - SEWER</b>		
5/8 inch		
1 inch		
1-1/2 inch		
2 inch		
2-1/2 inch		
3 inch		
above 3 inch		

**TOWN OF ROCKY MOUNT**  
**Community Agency Request for Funding**

**July 1, 2018 – June 30, 2019**

Name of Agency / Program:

Address:

Name of Contact Person:

Telephone:

Fax:

E-Mail:

Tax ID or EIN number:

IRS non-profit designation (i.e. 501c3):

Amount of Request:

Agency's or Program's primary objective:

What services does your agency provide to the citizens / businesses of Rocky Mount:

Describe the specific event / program to be funded with funds requested of the Town:

What other revenue sources is your agency budgeting for FY 2018 – 2019:

Federal:

State:

Franklin County Board of Supervisors:

Other Local Governments:

Dues / Memberships:

Fund Raising Activities / Events:

United Way of Franklin County:

Donations / Contributions:

Other:

TOTAL REVENUES BUDGETED:

Please submit a Summary of your budget if you are requesting more than \$3,000.

Other Comments or Remarks to be included in consideration of request:

Please return this form and any supporting documents you wish to include NO LATER THAN

WEDNESDAY, FEBRUARY 21, 2018 to:

Linda Woody, Finance Director

Town of Rocky Mount

345 Donald Ave.

Rocky Mount, VA 24151

Phone: 540-483-5243

Fax: 540-483-8830

e-mail: [lwoody@rockymountva.org](mailto:lwoody@rockymountva.org)

<b>AGENCY REQUESTS - HISTORICAL CONTRIBUTIONS</b>					
<b>Agency</b>	<b>501C3</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Proposed</b>
Brain Injury Services of SWVA	yes	0	0	0	0
Disability Rights & Resource Center	yes	0	0	0	0
Franklin County Family Resource Center	n/a	500	500	500	500
Franklin County Family YMCA	yes	0	0	0	0
Franklin County Historical Society	yes	500	500	500	500
Franklin County Perinatal Education Center	yes	500	500	500	500
Franklin County Rescue Squad	yes	0	0	0	0
Franklin County Workforce Consortium	n/a	6,000	6,000	6,000	6,000
Free Clinic of Franklin County	yes	3,500	3,500	3,500	3,500
Goodwill Developmental Center of Franklin Co.	yes	0	0	0	0
Helping Hands	yes	3,000	3,000	3,000	3,000
Piedmont Community Services	yes	300	0	0	0
Southern VA Child Advocacy Center (CAPS)	yes	200	200	200	200
STEP, Inc.	yes	250	0	0	0
Stepping Stone Mission	yes	750	750	750	750
Warren Street Society	yes	500	0	0	0
We Care of Franklin County	no	500	500	500	500
Undesignated for unexpected requests	n/a	0	1,050	1,050	1,050
<b>TOTAL CONTRIBUTIONS/REQUESTS</b>		<b>16,500</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>

Town of Rocky Mount						
Agency Requests FY 2019						
	FY 18	FY 19	FY 19	FY 19	FY 19	
	Adopted	Requested	Proposed	Unfunded	Request Submitted	FY 19 Use of Town's Contribution
Brain Injury Services of SWVA	0	685	0	685	yes	expand case mgt in Town
Disability Rights & Resource Center	0	3,000	0	3,000	yes	Franklin Rides (transportation)
Franklin County Family Resource Center	500	1,000	500	500	yes	Shelter expenses
Franklin County YMCA	0	3,000	0	3,000	yes	swim, childcare, wellness services
Franklin County Historical Society	500	5,000	500	4,500	yes	enhance current exhibits & artifacts
Franklin County Perinatal Education Center	500	2,500	500	2,000	yes	scholarships & offset overhead
Franklin County Workforce Consortium	6,000	6,000	6,000	0	yes	partner commitment
Free Clinic of Franklin County	3,500	3,500	3,500	0	yes	medications & Nurse Practitioner
Goodwill Developmental Center of Franklin Co.	0	3,000	0	3,000	yes	smartboard & 3 iPads for classroom
Helping Hands	3,000	3,000	3,000	0	yes	emergency financial assistance
Piedmont Community Services	0	2,000	0	2,000	yes	current construction/renovation
Southern VA Child Advocacy Center (CAPS)	200	500	200	300	yes	Child Abuse Review Team program
Stepping Stone Mission	750	2,000	750	1,250	yes	daily operating expenses
Warren Street Society	0	3,000	0	3,000	yes	Warren Street Festival
We Care of Franklin County	500	500	500	0	yes	Christmas gifts for Children
Undesignated for unexpected requests	1,050	0	1,050		n/a	
<b>TOTAL CONTRIBUTIONS/REQUESTS</b>	<b>16,500</b>	<b>38,685</b>	<b>16,500</b>	<b>23,235</b>		

**Town of Rocky Mount insured vehicles March 2018**

Department	Veh #	Year	Make/Model	VIN / Serial #	Orig Value	Vehicle Type
Asst. Tn Manager		2007	GM Yukon	3683	\$18,392	Light Truck
Town Manager	5	2004	Ford Explorer	1216	\$22,700	Light Truck
Town Manager		2011	Chevy Impala	5335	\$12,993	Private Passenger
P & Z Admin	46	1994	GMC Pickup	8619	\$13,390	Light Truck
Town Manager			Christmas Decorations		\$100,000	Miscellaneous
P & Z Admin			DJI Phantom drone		\$1,500	Miscellaneous
Fire	50	1929	Fire Truck	9893	\$8,971	Emergency
Fire	53	1993	Pierce Fire Truck	131	\$19,141	Emergency
Fire	24	1995	GMC	5529	\$9,000	Emergency
Fire	32	1995	Chevy Suburban	7381	\$10,000	Emergency
Fire	16	1995	Chevy Suburban	3818	\$12,500	Emergency
Fire	12	1996	Pierce Fire Truck	2688	\$138,000	Emergency
Fire	3411	1997	Ford	3411	\$24,000	Emergency
Fire	9	2001	Pierce Fire Truck	1787	\$580,000	Emergency
Fire	30	2002	United Trailer	6518	\$8,709	Trailer
Fire	58	2002	Trailer Safe House	S639	\$40,000	Trailer
Fire	10	2002	Pierce Fire Truck	1980	\$500,000	Emergency
Fire		2003	Chevy Tahoe	5324	\$14,000	Emergency
Fire		2009	Pierce Pumper	9110	\$259,926	Emergency
Fire		2012	International Truck	6594	\$233,388	Emergency
Fire		2012	Pierce Fire Truck	2361	\$391,355	Emergency
Fire		2015	Chevy Tahoe	405	\$32,170	Light Truck
Fire			Fire Protective & Misc. Equipment		\$500,000	Equipment
Police		1994	Chevy Ambulance	3396	\$6,000	Emergency
Police		1996	Dodge 2500 PU	7785	\$0	Medium Truck
Police	57	1996	Trailer	116	\$1,600	Emergency
police		1997	Ford Explorer	6401	\$0	Private Passenger
Police		2004	Ford Explorer (surplus)	2170	\$0	Private Passenger
Police		2004	AM General Humvee	6188	\$0	Medium Truck
Police	66	2006	Ford Explorer	3357	\$20,250	Emergency
Police	62	2006	Ford Crown Victoria 10	4548	\$21,371	Emergency
Police	Car 6	2007	Ford Crown Victoria	2990	\$21,416	Emergency
Police		2008	Chevrolet Impala	7310	\$18,225	Emergency
Police		2008	Ford Crown Victoria	2147	\$22,229	Emergency
Police		2008	Ford Crown Victoria	1312	\$22,666	Emergency
Police		2011	Ford Expedition	6702	\$22,763	Emergency
Police		2011	Ford Crown Victoria	2953	\$24,096	Emergency
Police		2011	Ford Police Interceptor	6611	\$24,896	Emergency
Police		2011	Ford Police Interceptor	6612	\$24,896	Emergency
Police		2011	Ford Police Interceptor	6613	\$24,896	Emergency
Police	K-9 Unit #1	2013	Ford Explorer	914	\$35,064	Emergency
Police	K-9 Unit #2	2013	Ford Explorer	913	\$35,157	Emergency
Police		2013	Ford Edge SUV	6682	\$20,000	Private Passenger
Police		2015	Ford Explorer	6349	\$36,000	Emergency
Police		2015	Ford Explorer	6350	\$36,000	Emergency
Police		2015	Ford (rental car)	9999	\$25,000	Private Passenger
Police		2017	Ford Explorer	5417	\$35,798	Emergency
Police		2017	Ford Explorer	4488	\$38,793	Emergency
Police		2017	Ford F150 truck (rental)		\$25,000	Emergency
Police		2017	Ford Interceptor		\$29,500	Emergency
Police			Mobile Police Equipment		\$56,100	Equipment
Police			K-9		\$10,000	Miscellaneous
Police			K-9		\$10,000	Miscellaneous
Police			K-9		\$10,000	Miscellaneous

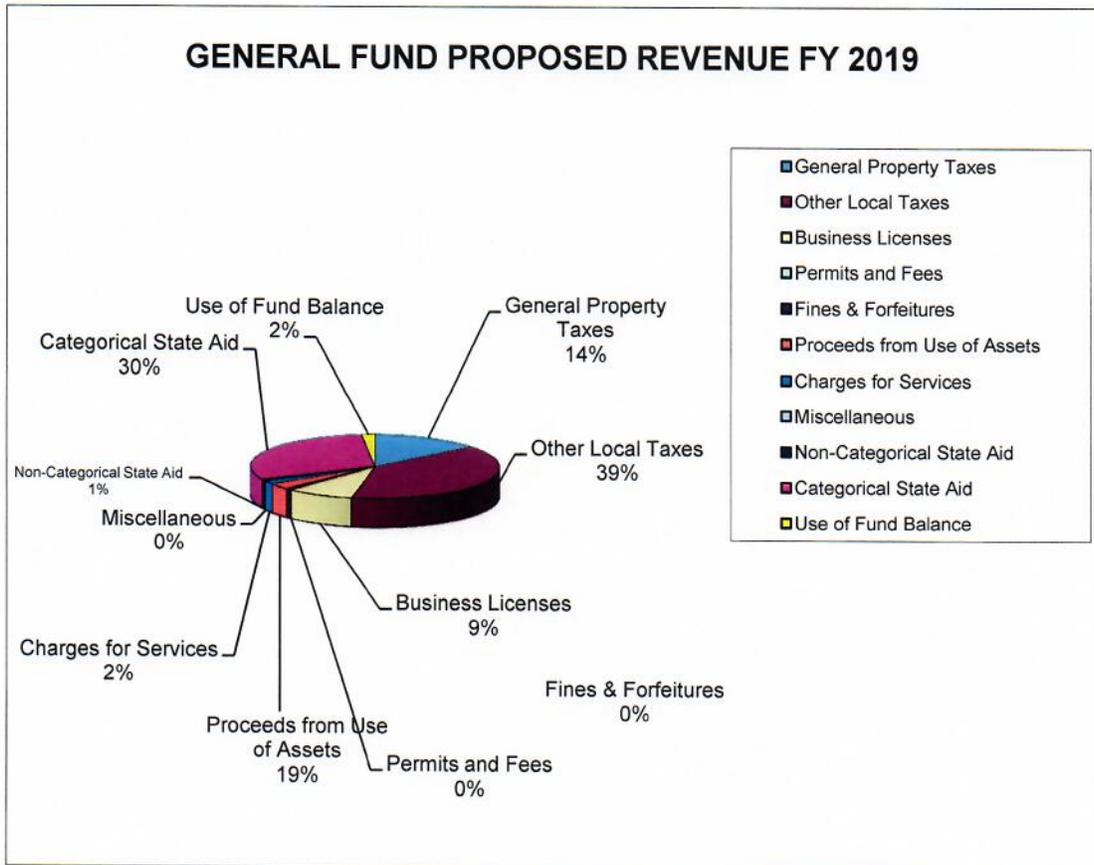
**Town of Rocky Mount insured vehicles March 2018**

Department	Veh #	Year	Make/Model	VIN / Serial #	Orig Value	Vehicle Type
Public Works		1969	Trailer	22TR	\$200	Trailer
Public Works	51	1987	Hudson Trailer	23	\$7,325	Trailer
Public Works	27	1986	Chevy	6251	\$36,550	Heavy Truck
Public Works	20	1987	Chevy Dump Truck	4096	\$21,251	Medium Truck
Public Works		1989	John Deere 544E Loader	DW544ED525803	\$25,000	Equipment
Public Works		1990	ODB LCT600D Leaf Machine	1189-1108	\$6,000	Equipment
Public Works		1992	John Deere 455G Crawler	T0455GA777696	\$165,000	Equipment
Public Works	4	1994	Trailer	1204	\$650	Trailer
Public Works		1994	Johnston V3000SP Street Sweeper	1JSVM3L4XRC041048	\$40,000	Heavy Truck
Public Works	15	1995	Ford Dump Truck	3266	\$35,000	Heavy Truck
Public Works		1996	Sullair 185 Air Compressor	004-121429	\$8,000	Equipment
Public Works	29	1997	Ford Dump Truck	6440	\$30,500	Heavy Truck
Public Works		1999	New Holland 4630 Farm Tractor	12179213	\$9,000	Equipment
Public Works	21	1999	Ford Bucket Truck	4439	\$22,000	Medium Truck
Public Works		1999	John Deere 444H Loader	DW444HX561144	\$30,000	Equipment
Public Works	28	1999	Sterling Sewer Truck	6359	\$77,000	Heavy Truck
Public Works	19	2000	GMC Pickup	4057	\$18,300	Light Truck
Public Works	38	2000	GMC Dump Truck	7906	\$49,985	Medium Truck
Public Works	11	2000	Sterling Refuse Truck	2473	\$79,985	Heavy Truck
Public Works	2	2002	GMC Pickup	1029	\$17,138	Light Truck
Public Works		2003	John Deere 710G Backhoe	T0710GX913664	\$89,000	Equipment
Public Works		2004	AMPAC P33/24 Roller		\$10,000	Equipment
Public Works	49	2004	Ford Pick Up	9573	\$16,902	Light Truck
Public Works	1	2004	GMC Dump Truck	230	\$62,319	Medium Truck
Public Works	61	2006	Ford Pick Up	8841	\$17,054	Light Truck
Public Works		2006	John Deere 310SG Backhoe	T0310SG955034	\$73,000	Equipment
Public Works	65	2006	GMC Dump Truck	2768	\$61,825	Medium Truck
Public Works		2007	Dodge Ram	429	\$16,363	Light Truck
Public Works		2008	John Deere 5303 Farm Tractor	PY5303V008497	\$34,000	Equipment
Public Works	103	2011	Chevy Silverado	1120	\$19,738	Light Truck
Public Works		2011	Caroline Trailer	434	\$1,049	Trailer
Public Works		2012	Chevy 1500 Pick Up	609	\$19,750	Light Truck
Public Works	Metr Readg	2013	Ford F150 pickup	3027	\$15,789	Light Truck
Public Works		2014	Johnston RT-655 Street Sweeper	1FVACXDT0EHFM4877	\$175,947	Equipment
Public Works		2015	ODB LCT600D Leaf Machine	8187	\$25,000	Equipment
Public Works		2016	Yanmar Mini Excavator		\$39,067	Miscellaneous
Public Works		2017	Quality Tilt Trailer	0118	\$4,661	Trailer
Public Works		2017	Chevy Silverado	7777	\$58,620	Light Truck
Public Works		2017	Vermeer Wood Chipper	4139	\$35,204	Miscellaneous
Public Works		2018	Freightliner Garbage Truck	9104	\$144,511	Heavy Truck
Public Works		2018	Sure-Track Dump Trailer	9999	\$4,700	Trailer
Public Works		2018	Freightliner Dump Truck	1125	\$74,306	Medium Truck
Public Works			Miscellaneous Equipment - Unscheduled		\$5,000	Equipment
Public Works			John Deere 672D Motor Grader	1686	\$142,130	Equipment
Public Works			Old Sewage Treatment Plant - Demo Only		\$218,300	Equipment
Public Works			Blanket Limit - Contractor's Equipment		\$485,759	Equipment
Wastewater	52	1993	Trailer	67	\$1,900	Trailer
Wastewater		1993	John Deere 2155 Tractor	1L02155G710729X	\$8,000	Equipment
Wastewater	35	2003	Ford Pick Up	7668	\$18,430	Light Truck
Wastewater		2013	Ford F150	7002	\$20,680	Light Truck
Wastewater			Sewer Line TV Inspection		\$52,152	Equipment
Water	64	2006	Ford Pick Up	3735	\$17,054	Light Truck
Water			Kubota B2100 Tractor & Deck	73100 & 12399	\$14,400	Equipment

# GRAPHS

TOWN OF ROCKY MOUNT  
 GENERAL FUND REVENUES  
 PROPOSED FY 2019 BUDGET

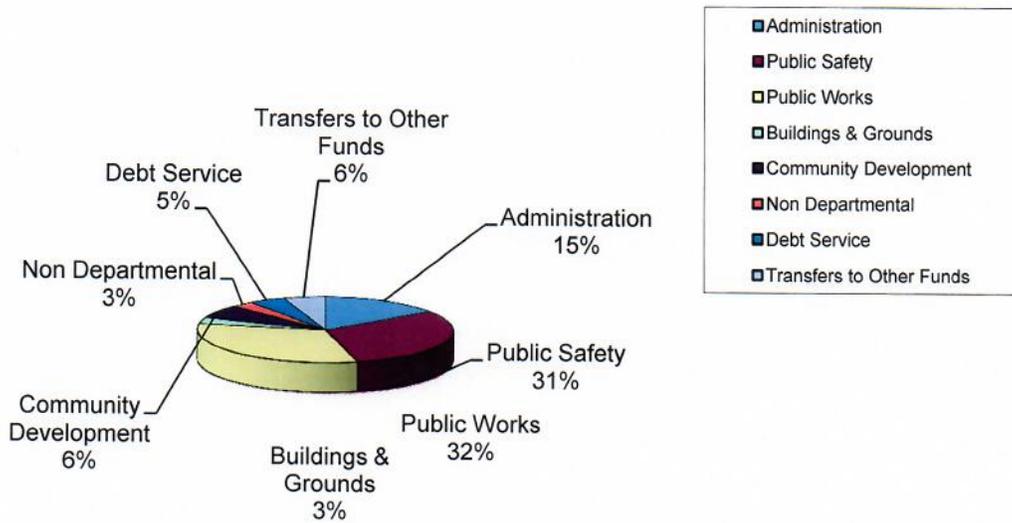
	<u>Dollars</u>	<u>Percent</u>
General Property Taxes	1,040,001	14%
Other Local Taxes	2,908,664	39%
Business Licenses	644,231	9%
Permits and Fees	17,540	0%
Fines & Forfeitures	46,999	1%
Proceeds from Use of Assets	208,646	3%
Charges for Services	127,687	2%
Miscellaneous	300	0%
Non-Categorical State Aid	76,435	1%
Categorical State Aid	2,234,811	30%
Use of Fund Balance	133,767	2%
<b>Total General Fund Revenues</b>	<u><u>7,439,081</u></u>	<u><u>100%</u></u>



TOWN OF ROCKY MOUNT  
 GENERAL FUND EXPENDITURES  
 PROPOSED FY 2019 BUDGET

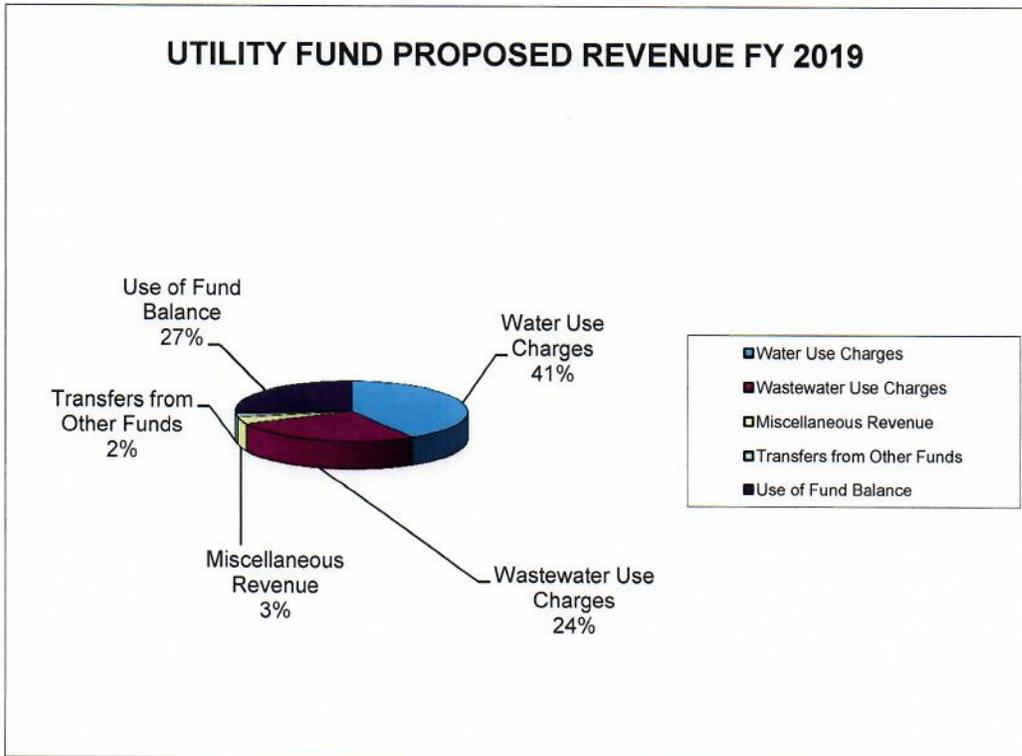
	<u>Dollars</u>	<u>Percent</u>
Administration	1,125,462	15%
Public Safety	2,291,790	31%
Public Works	2,358,576	32%
Buildings & Grounds	229,073	3%
Community Development	487,654	7%
Non Departmental	211,382	3%
Debt Service	340,162	5%
Transfers to Other Funds	394,982	6%
<b>Total General Fund Expenditures</b>	<u><u>7,439,081</u></u>	<u><u>100%</u></u>

**GENERAL FUND PROPOSED EXPENDITURES FY 2019**



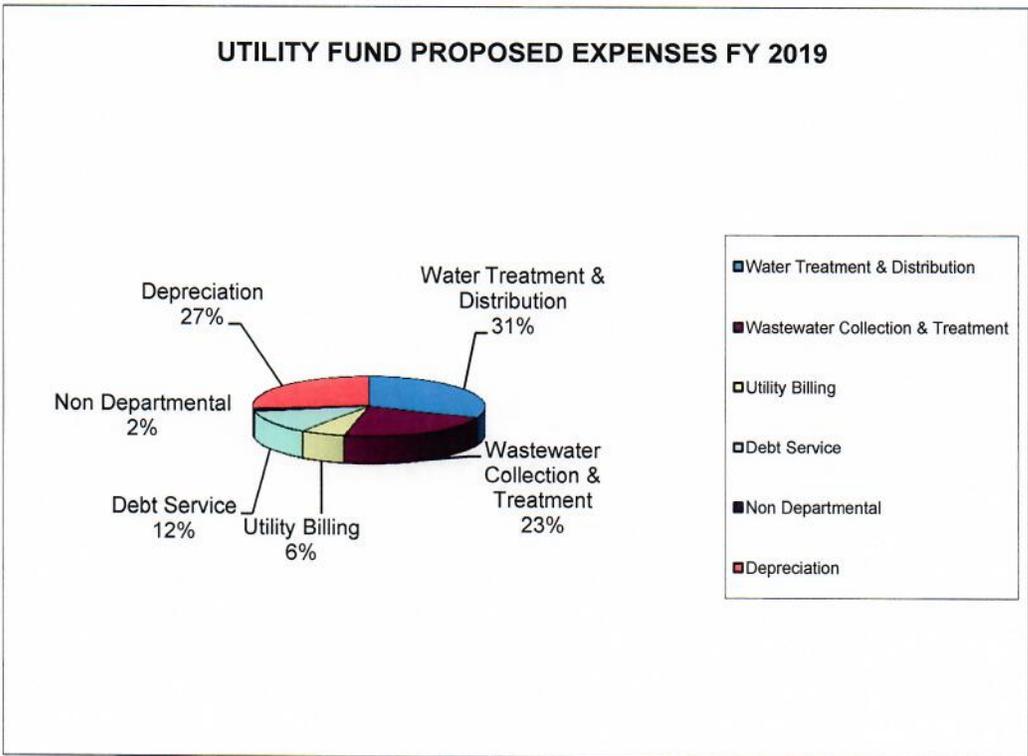
TOWN OF ROCKY MOUNT  
 UTILITY FUND REVENUES  
 PROPOSED FY 2019 BUDGET

	<u>Dollars</u>	<u>Percent</u>
Water Use Charges	1,252,658	41%
Wastewater Use Charges	813,267	26%
Miscellaneous Revenue	107,898	4%
Transfers from Other Funds	55,970	2%
Use of Fund Balance	808,950	27%
<b>Total Utility Fund Revenues</b>	<u><u>3,038,743</u></u>	<u><u>100%</u></u>



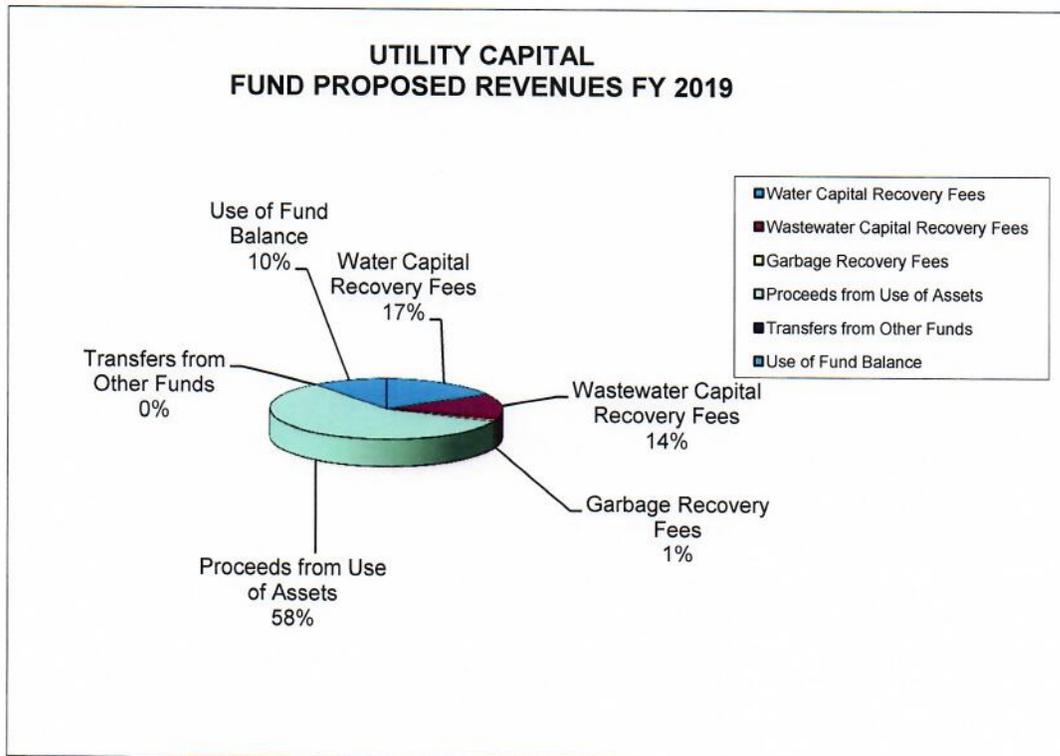
TOWN OF ROCKY MOUNT  
 UTILITY FUND EXPENSES  
 PROPOSED FY 2019 BUDGET

	<u>Dollars</u>	<u>Percent</u>
Water Treatment & Distribution	938,140	31%
Wastewater Collection & Treatment	686,025	23%
Utility Billing	188,004	6%
Debt Service	378,013	12%
Non Departmental	39,611	1%
Depreciation	808,950	27%
<b>Total Utility Fund Expenses</b>	<b><u>3,038,743</u></b>	<b><u>100%</u></b>



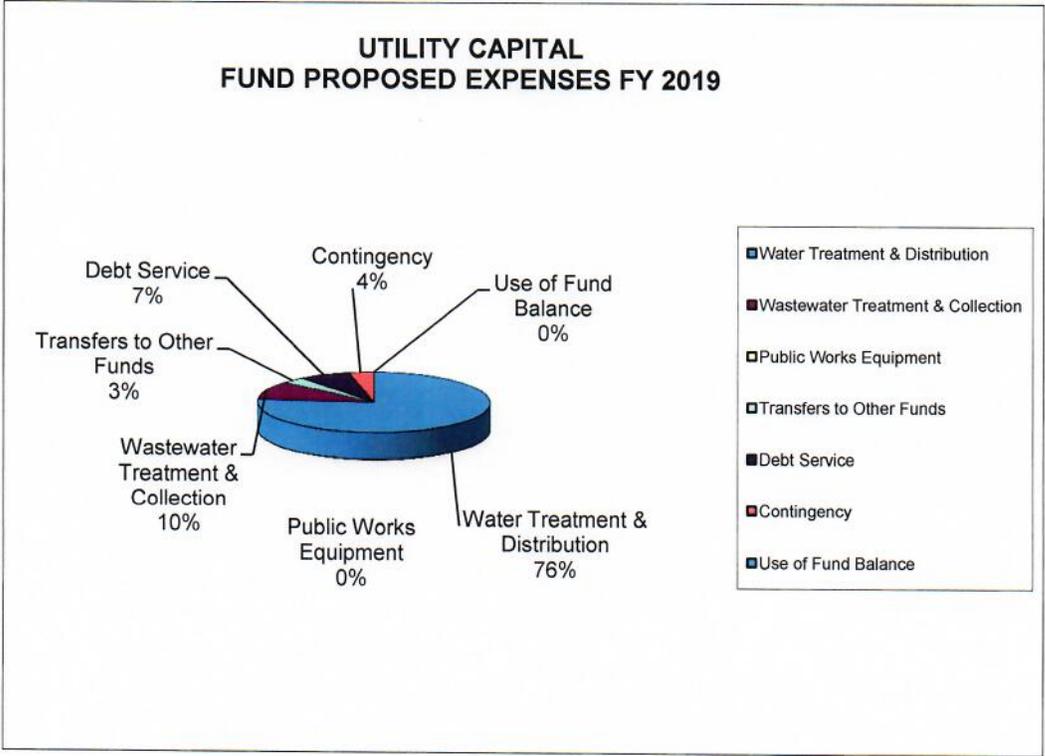
TOWN OF ROCKY MOUNT  
 UTILITY CAPITAL FUND REVENUES  
 PROPOSED FY 2019 BUDGET

	<u>Dollars</u>	<u>Percent</u>
Water Capital Recovery Fees	283,504	17%
Wastewater Capital Recovery Fees	231,198	13%
Garbage Recovery Fees	21,001	1%
Proceeds from Use of Assets	1,000,000	58%
Transfers from Other Funds	-	0%
Use of Fund Balance	179,261	10%
<b>Total Utility Capital Fund Expenses</b>	<b><u>1,714,964</u></b>	<b><u>100%</u></b>



TOWN OF ROCKY MOUNT  
 UTILITY CAPITAL FUND EXPENSES  
 PROPOSED FY 2019 BUDGET

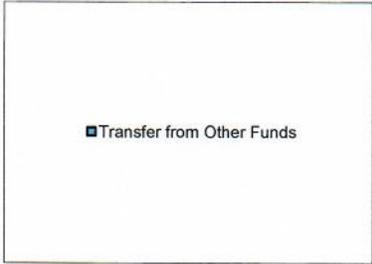
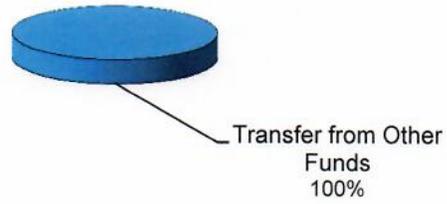
	<u>Dollars</u>	<u>Percent</u>
Water Treatment & Distribution	1,309,500	76%
Wastewater Treatment & Collection	168,000	10%
Public Works Equipment	-	0%
Transfers to Other Funds	55,970	3%
Debt Service	121,494	7%
Contingency	60,000	3%
Use of Fund Balance	-	0%
<b>Total Utility Capital Fund Expenses</b>	<u><u>1,714,964</u></u>	<u><u>100%</u></u>



TOWN OF ROCKY MOUNT  
 HARVESTER PERFORMANCE CENTER REVENUES  
 PROPOSED FY 2019 BUDGET

	<u>Dollars</u>	<u>Percent</u>
Transfer from Other Funds	<u>394,982</u>	<u>100%</u>
Total Harvester Center Revenues	<u><u>394,982</u></u>	<u><u>100%</u></u>

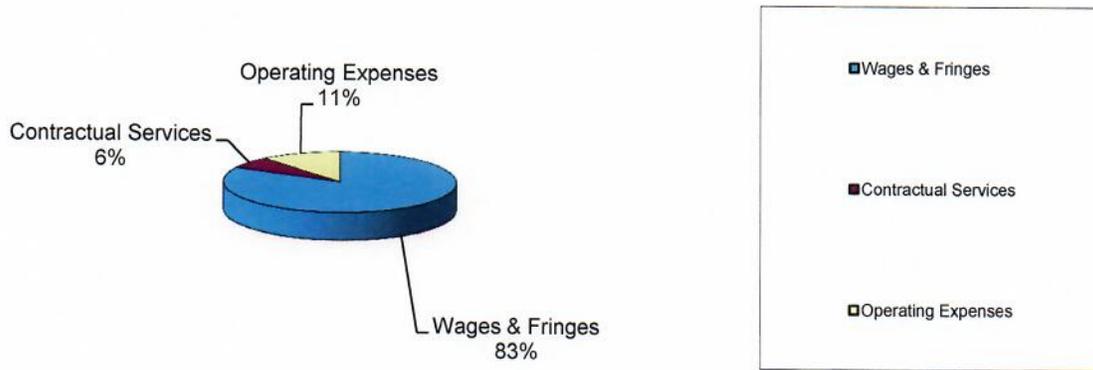
**HARVESTER PERFORMANCE CENTER  
 PROPOSED REVENUE FY 2019**



TOWN OF ROCKY MOUNT  
 HARVESTER PERFORMANCE CENTER EXPENSES  
 PROPOSED FY 2019 BUDGET

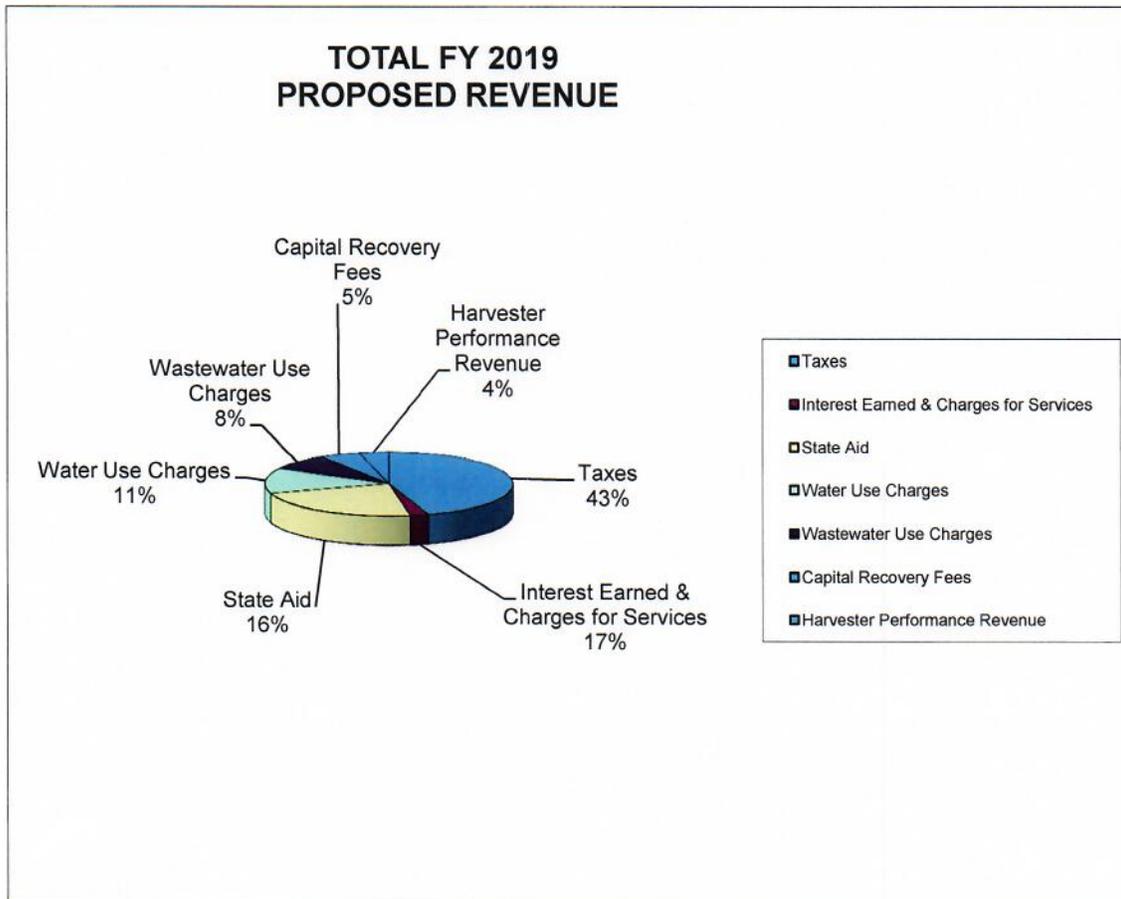
	<u>Dollars</u>	<u>Percent</u>
Wages & Fringes	326,007	83%
Contractual Services	24,715	6%
Operating Expenses	44,260	11%
<b>Total Harvester Center Expenses</b>	<b><u>394,982</u></b>	<b><u>100%</u></b>

**HARVESTER PERFORMANCE CENTER  
 PROPOSED EXPENSES FY 2019**



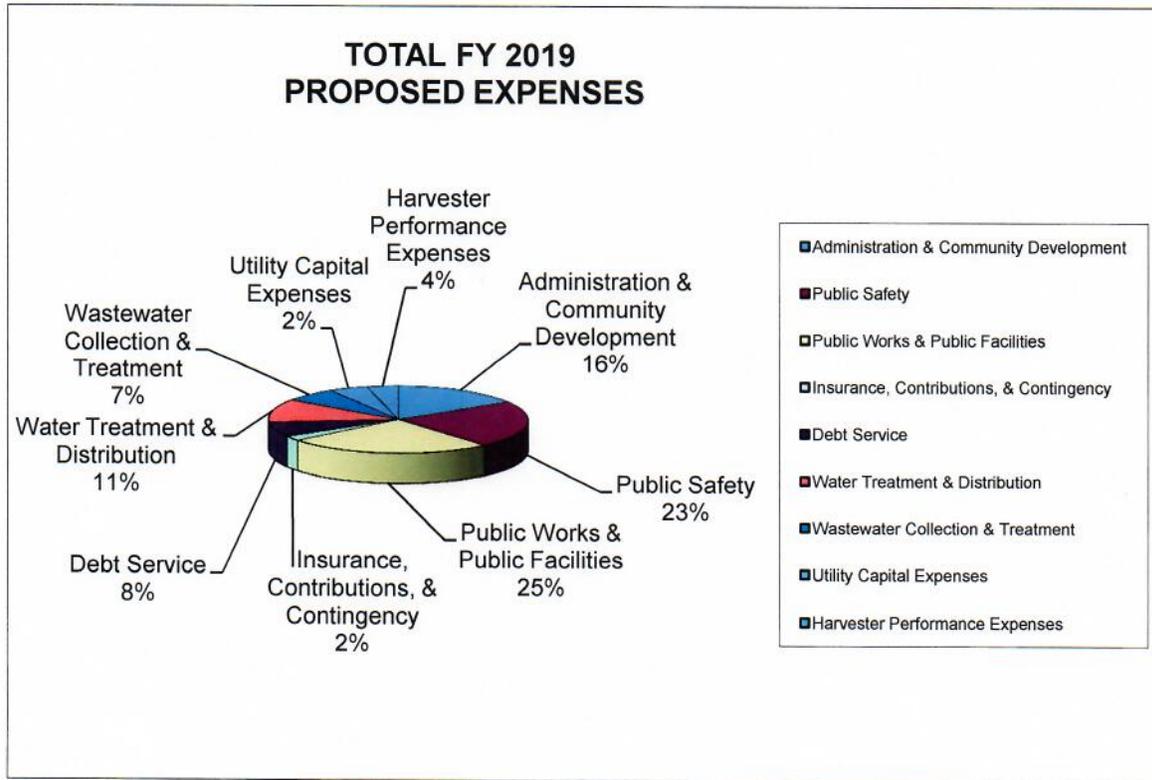
TOWN OF ROCKY MOUNT  
 TOTAL FY 2019  
 PROPOSED REVENUE  
 (transfers between funds & appropriated  
 fund balance for depreciation have been  
 eliminated)

Category	Amount	Percent
Taxes	4,542,896	45%
Interest Earned & Charges for Services	242,956	2%
State Aid	2,311,264	23%
Water Use Charges	1,292,562	13%
Wastewater Use Charges	813,267	8%
Capital Recovery Fees	535,703	5%
Harvester Performance Revenue	394,982	4%
<b>Total Town Revenue</b>	<b>10,133,630</b>	<b>91%</b>



TOWN OF ROCKY MOUNT  
TOTAL FY 2019  
PROPOSED EXPENSES  
(transfers between funds & appropriated  
fund balance for depreciation have been  
eliminated)

Category	Amount	Percent
Administration & Community Development	1,613,116	16%
Public Safety	2,291,790	23%
Public Works & Public Facilities	2,587,649	26%
Insurance, Contributions, & Contingency	228,249	2%
Debt Service	718,175	8%
Water Treatment & Distribution	1,126,144	11%
Wastewater Collection & Treatment	686,025	7%
Utility Capital Expenses	487,500	5%
Harvester Performance Expenses	394,982	4%
<b>Total Town Expenses</b>	<b>10,133,630</b>	<b>91%</b>



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager Brian Schofield, Public Works Superintendent
BRIEF SUMMARY OF REQUEST:	<p>Staff has sought bids on street paving for an estimated 3,362 tons of asphalt overlay. Patterson Brothers Paving has submitted a bid of \$97.67 per ton with milling and cleanup charged separately.</p> <p>Their proposal and the Town's request for proposals are attached.</p> <p>The Town is seeking a paving partner that can be renewed for up to four additional years so that paving can be managed better and more efficiently. Patterson Brothers has been a great paving partner and we are excited to be able to work with them for the next five years.</p> <p>A list of proposed streets for paving is also included, but this list is only a preliminary document as the general paving contract proposed will allow the town to add or change streets based on needs and observed field conditions.</p> <p>Staff requests that Council authorize the issuance of a general paving contract to Patterson Brothers Paving at the price of \$97.67 a ton with optional renewals for four additional years, with pricing scaled per the standard index published by VDOT.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

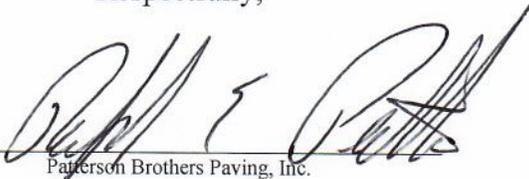
**Patterson Brothers Paving, Inc.**  
**1011 Monroe Street**  
**Bedford, Virginia 24523**  
**(540) 586-1497**  
**Fax (540) 587-5921**  
**pattersonbrotherspaving@gmail.com**

March 26, 2018

Town of Rocky Mount  
345 Donald Ave  
Rocky Mount, VA 24151

Based on the Town of Rocky Mount's paving needs in 2018 for 3,362 tons of plant mix (type SM9.5A) Patterson Brothers Paving, Inc.'s paving overlay estimate would be \$ 97.67 per ton in place which includes all traffic control. We are basing this estimate on using VDOT adjustment for Asphalt and Fuel Indices. As of March 2018, the standard index for PG 64-S-22 is \$ 434.40 per short ton. The base index in March 2018 for fuel adjustment is \$ 2.94 per gallon.

Respectfully,



\_\_\_\_\_  
Patterson Brothers Paving, Inc.

**\*\*NOTE:** This estimate for paving overlay does not include milling and clean up operations.

**\*\* SPECIAL NOTE:** The first paragraph in the request for proposals should read under the option to renew for up to (4) additional one year terms. It should be added the option to renew must be mutually agreed upon by both parties instead of the Town's option only.

REP; jj

**Patterson Brothers Paving, Inc.**  
**1011 Monroe Street**  
**Bedford, Virginia 24523**  
**(540) 586-1497**  
**Fax (540) 587-5921**  
**pattersonbrotherspaving@gmail.com**

March 23, 2018

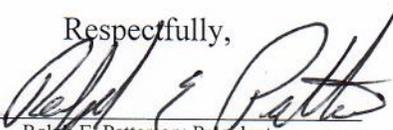
Town of Rocky Mount  
C/o Brian Schofield  
345 Donald Ave  
Rocky Mount, VA 24151

Patterson Brothers Paving, Inc is a family owned company, and has been in business for 37 years. We are very interested in performing all of the Town of Rocky Mount's paving needs. We look forward to securing a fair and reasonable contract allowing us to build a long standing relationship between both parties. We have built our outstanding reputation over the years by keeping our priorities as the following:

1. Safety
2. Quality of work
3. Efficiency

With the above objectives in mind we feel confident with our experienced crew we can satisfy the Town of Rocky Mount's high standards for asphalt street paving.

Respectfully,

  
Ralph E. Patterson, President

**\*\*NOTE:** Our firm is not set up to perform such duties as asphalt rejuvenation, crack sealing, and other types of maintenance procedures so we would decline the opportunity to bid on the asphalt maintenance needs for the Town of Rocky Mount.

REP;jj

## OFF ROAD EQUIPMENT LIST

2016 Volvo Paver PF2181 Serial # 376046 (8'-16' width)

2006 Milling Machine Wirtgen Model W-2000 # 6200909

2012 Blaw Knox Paver PF161B Unit # 85020 Serial # PF161B-85020 (8'-16' width)

### ROLLERS

1990 Ingram Rubber Tire (PNE) # 609209PB16 94 HP 8 – 10 ton

2000 Ingersoll – Rand DD70 # 160152 80 HP 8 ton  
Vibratory Roller

2006 Ingersoll Rand Vibratory Roller # 182521  
DD 90HF

2007 Bomag Roller BW 120AD-4 47”  
Vibratory Roller # 101880023547 34.3 HP

2010 Hamm Roller Double Drum HD12VV # H2000031 30 HP

2005 Ingersoll Rand DD-70HF Tandem Vibratory Asphalt Roller sn # 172631  
Equipped w/ Rops Canopy

2017 Volvo Roller DD25B # VCEOD25BCOH660457

### GRADERS

1988 Champion 710A # 19580 135 HP

1997 C-70A Champion Grader # 26-200644 76 HP

2003 Volvo Motor Grader G80 # G80201044

1992 Champion Grader 6 Wheel Dr # 157139622399

2008 Champion Grader C86C # C86C-27-08590 110 HP

## TRACTORS

2016 JD 5065E Tractor # L02355T701665 with H240 Farm Loader  
W/ 85" H.D. Bucket

2004 John Deere 5420 Tractor # LV5420P446939 with power reverse transmission  
4 Wheel Drive cab

&

2004 Self Leveling Loader 542 # W00542C002054

1965 Caterpillar Bulldozer # 48A2798

1988 Michigan L70 Loader # L070V/60350AH 117 HP

2015 John Deere Skid Steer Loader Model 326E SN# FJ80513

2004 Komatsu WB140-2N # A20940 Weight 16,600 Lbs.  
Backhoe Loader

1996 Rosco Chip Spreader # 34097 Model # SPRHH 185 HP

2007 Case Backhoe 580 SM series II SUP SN # N6C413319

2002 Skid Steer Loader Cat 236 # 4YZ02039

## EQUIPMENT ASSESSORIES

2015 Carry on utility Trailer

2012 Electronic Flashing Arrow Board Trailer Mounted # WTSP55

2015 Sweepster Broom Model # 20572 P

2015 Cold Planer Model # LAF5424-02 SN # MA-MILL-02

2017 Interstate Trailer

2018 Sweepster Broom Model # 1721024

**Patterson Brothers Paving, Inc.**  
**1011 Monroe Street**  
**Bedford, Virginia 24523**  
**(540) 586-1497**  
**Fax (540) 587-5921**  
**pattersonbrotherspaving@gmail.com**

March 23, 2018

Town of Rocky Mount  
345 Donald Ave  
Rocky Mount, VA 24151

Below is the list of qualifications and license numbers held by Patterson Brothers Paving, Inc.

SWAM Certification	653305
VA Class A Contractor License	2701037427
VDOT Prequalification	P976
Commonwealth of Virginia Responsible Land Disturber	33349
State Corporation Commission	02181238
Town of Rocky Mount Business License	040

Respectfully,



Patterson Brothers Paving, Inc.

REP; jj

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON  
09-30-2018

NUMBER  
2701037427

BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR  
\*CLASSIFICATIONS\* H/H



PATTERSON BROTHERS PAVING INC  
1011 MONROE ST  
BEDFORD, VA 24523



*Jay W. DeBoer*  
Jay W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS  
CONTRACTOR

\*CLASSIFICATIONS\* H/H

NUMBER: 2701037427 EXPIRES: 09-30-2018

PATTERSON BROTHERS PAVING INC  
1011 MONROE ST  
BEDFORD, VA 24523



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)



COMMONWEALTH OF VIRGINIA



## **CERTIFICATE OF QUALIFICATION**

### **PATTERSON BROTHERS PAVING, INC.**

Vendor Number: P976

In accordance with the Regulations of the Virginia Department of Transportation, your firm is hereby notified that the following Rating has been assigned to your firm:

**PREQUALIFIED**

Your firm specializes in the noted Classification(s):  
**SURFACE TREATMENT**

**Issue Date:** August 31, 2017

**This Rating and Classification will Expire:** August 31, 2018

**Issued under the authority of:**

**Don E. Silles, Director of Contracts**

It is not permissible to use this document after the posted expiration date, to alter this document, or for this document to be used by a sole proprietor or any firm other than named on this certificate.

# COMMONWEALTH OF VIRGINIA

## State Water Control Board

629 East Main Street, Richmond, Virginia 23219

### RESPONSIBLE LAND DISTURBER

**Ralph E Patterson**

CERTIFICATE NUMBER

33349

EXPIRATION DATE

2/9/2019





## SCC eFile Business Entity Details

[Help](#)

### PATTERSON BROTHERS PAVING, INC.

#### General

SCC ID: 02181238  
Entity Type: Corporation  
Jurisdiction of Formation: VA  
Date of Formation/Registration: 5/29/1981  
Status: Active  
Shares Authorized: 300

#### Principal Office

1011 MONROE STREET  
BEDFORD VA24523

#### Registered Agent/Registered Office

RALPH E PATTERSON  
1011 MONROE STREET  
BEDFORD VA 24523  
BEDFORD COUNTY 109  
Status: Active  
Effective Date: 9/5/2017

#### Select an action

[File a registered agent change](#)  
[File a registered office address change](#)  
[Resign as registered agent](#)  
[File an annual report](#)  
[Pay annual registration fee](#)  
[Order a certificate of good standing](#)  
[Submit a PDF for processing \(What can I submit?\)](#)  
[View eFile transaction history](#)  
[Manage email notifications](#)

[Add to My Favorites](#) [New Search](#) [Home](#)

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 SMART SCALE Dashboard (<http://dashboard.vasmartscale.org/>)  
**800-FOR-ROAD (800-367-7623)**

Home (/default.asp) Business (/business/default.asp) Construction (/business/const/default.asp) Resource (/business/const/resource.asp)  
 Adjustment for Asphalt and Fuel Indices

**Travel Center (/travel/default.asp) Newsroom (/newsroom/default.asp)**

**Info Center (/info/default.asp) Business Center (/business/default.asp)**

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Road trip planned for #Easter ([#Easter](http://twitter.com/search?q=%23Easter))? #VDOT (<http://twitter.com/search?q=%23VDOT>)'s got you covered! Click here for information about lifted lane closures by di... <https://t.co/LhSwKETyXk> (<https://t.co/LhSwKETyXk>)

@GodspeedJustice ([http://twitter.com/intent/user?screen\\_name=GodspeedJustice](http://twitter.com/intent/user?screen_name=GodspeedJustice)) Hi Justice, you need your license plate number. Go to <https://t.co/ZVILbZcA82>, click on the Missed... <https://t.co/LI1YWwYDFr> (<https://t.co/LI1YWwYDFr>)

**Adjustment for Asphalt and Fuel Indices**

The following indices are for use on contracts with designated asphalt price and / or fuel adjustment pay items in accordance with the applicable provisions for asphalt price and fuel adjustments.

Click here for [calculation \(/business/resources/const/Calculations\\_Asp\\_Cement.pdf\)](/business/resources/const/Calculations_Asp_Cement.pdf) of Asphalt Cement Index

**Price Adjustment Indices For Asphalt (Updated March 1, 2018)**

				Short Ton	Metric Ton
March	2018	Base Index	PG 64-S-22	\$434.00	\$478.40
March	2018	Current Index	PG 64-S-22	\$434.00	\$478.40
March	2018	Base Index	PG 64E-22	\$582.86	\$642.48
March	2018	Current Index	PG 64E-22	\$582.86	\$642.48

\* Prices remained the same

The following indices should be used when contract contains the Virginia Department of Transportation's (VDOT) "Optional Adjustment for Fuel". (Updated March 1, 2018)

			Gallon	Liter
March	2018	Base Index	\$2.94	\$0.77
March	2018	Current Index	\$2.94	\$0.77

[Previous asphalt adjustment indices 2015 - present \(/business/const/indices-previous.asp\)](/business/const/indices-previous.asp) (Years 1997-2014) ([/business/resources/const/Asp\\_Adj\\_Indices\\_Historic.docx](/business/resources/const/Asp_Adj_Indices_Historic.docx)) Microsoft Word file

[Previous optional for fuel adjustment 2015 - present \(/business/const/indices-prevopadjfuel.asp\)](/business/const/indices-prevopadjfuel.asp) (Years 2006-2014) ([/business/resources/const/Opt\\_Fuel\\_Adj\\_Historic.docx](/business/resources/const/Opt_Fuel_Adj_Historic.docx)) Microsoft Word file

Page last modified: March 21, 2018

**Patterson Brothers Paving, Inc.**

1011 Monroe Street  
Bedford, Virginia 24523  
(540) 586-1497  
Fax (540) 587-5921  
[pattersonbrotherspaving@gmail.com](mailto:pattersonbrotherspaving@gmail.com)

March 23, 2017

Patterson Brothers Paving, Inc. is providing five municipal or government references within a 100 mile radius of the Town of Rocky Mount, VA. They are as follows:

Franklin County Public Schools  
250 School Service Road- Rocky Mount, VA 24151  
Benjamin Franklin Middle School  
225 Middle School Road, Rocky Mount, VA  
Darryl K. Spencer Cell # 540-420-1967

Town of Bedford  
215 East Main Street Bedford, VA 24523  
Wayne Hale Phone # 540-587-6031

Town of Rocky Mount  
345 Donald Avenue, Rocky Mount, VA 24151  
James Ervin Phone # 540-483-7660

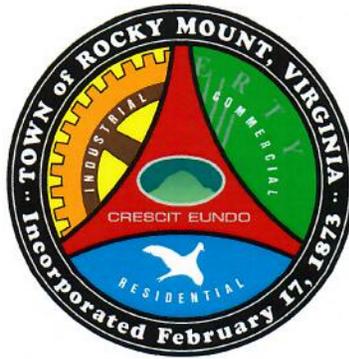
VDOT Bedford Residency  
P.O. Box 446  
Bedford, VA 24523  
Brad Radford Phone # 540-874-2101

VDOT Appomattox Residency  
331 Ferguson Street Appomattox, VA 24522  
Robert Brown Phone # 434-841-4706

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

540.483.7660  
FAX : 540.483.8830

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



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

BOBBY M. CUNDIFF                      BOBBY L. MOYER  
MARK H. NEWBILL                      JON W. SNEAD  
BILLIE W. STOCKTON

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

## Request for Proposals Asphalt Paving & Maintenance Services

The Town of Rocky Mount requests proposals from qualified paving contractors to serve as the providers for pavement and maintenances services. Selected respondent(s) may be retained as contractors by the town for a period of one year, with the option to renew for up to four (4) additional one-year terms, at the Town's option.

The Town seeks responses from vendors who can meet any of the following:

1. **Asphalt Street Paving:** On the Town's schedule, reliably mill and/or install quality pavement overlays on primary arterial streets, collector and connector streets, and residential streets equal or superior to the specifications and standards of the Virginia Department of Transportation (VDOT) at the direction of Town staff. Must also mill and/or install pavement overlays on town-owned parking lots, driveways and other surfaces.
2. **Asphalt Maintenance:** On the Town's schedule, apply asphalt rejuvenation, pothole filling, crack-seal or other maintenance activities which extend the usable life of asphalt paving in streets, parking lots and municipal facilities, including recreational facilities, or other locations as directed by the Town.

The Town may hire separate firms for paving and maintenance, depending on the responses received. Respondents should include the following in their responses:

1. Letter of interest, indicating respondent's location, qualifications, experience, availability to complete the work in a timely fashion, and ability to meet the Town's high standards for paving maintenance.
2. Equipment owned to perform the work. Pavers must be able to install a minimum 8-foot wide pass.
3. Statement of qualifications, including copies of licenses and certifications held to perform the proposed work.
4. Five municipal or government references.
5. Cost basis for materials, along with index to be used for any subsequent renewals.

The Town's current list of paving needs lists tonnage of 3,362. The budget for current year will dictate the number of projects completed. Tonnages will vary by year based on available funding.

Respondents must meet the general conditions for contract work with the Town of Rocky Mount, included here as an attachment. The Town will follow the guidelines of

the Competitive Negotiation procedure for the Procurement of Professional Services as outlined in the Virginia Procurement Act. Based on information contained in proposals, the Town will invite two or more firms into individual discussions to determine which firm could best meet the needs of the Town.

The Town reserves the right to contract with more than one firm if deemed appropriate. The Town reserves the right to reject any or all proposals received. During the term of any resulting contract, the Town may seek proposals from other firms.

Submit responses to:  
Town of Rocky Mount Paving RFP  
Town Manager's Office  
345 Donald Avenue  
Rocky Mount, VA 24151

For questions regarding Town streets and facilities prior to submitting response, contact Public Works Superintendent Brian Schofield, [bschofield@rockymountva.org](mailto:bschofield@rockymountva.org) or 540-483-1320.

Responses due by 2 p.m. Monday, April 2, 2018. The Town shall not be responsible for late responses. The Town is an equal opportunity offeror, and qualified SWAM businesses (small, woman and minority owned businesses) are encourage to apply.

**General Town of Rocky Mount RFP Terms and Conditions:**

The Offeror in this section refers to the firm, entity, or individual submitting a proposal to the Town.

Proposals shall be submitted at the place and time specified in this RFP. Submit the proposal in an opaque, sealed envelope. Identify the envelope with project name, and the name and address of the Offeror. No responsibility will be attached to any Officer or Agent of the Town for the premature opening of a proposal not properly addressed and identified.

It is the responsibility of the Offeror to assure that the proposal is delivered to the place designated for receipt of proposals prior to the closing time set for receipt of proposals. No proposal received after the time designated shall be considered. The Officer or Agent of the Town, whose duty it is to accept the proposals, will decide when the specified time has arrived.

If any respective Offeror has questions about the specifications or other solicitation documents, the Offeror should contact the individual who is named on the face of the solicitation no later than five (5) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Town.

The Offeror is advised that oral explanations or instructions given by Town personnel during the Request for Proposals process, or at any time prior to the award, shall be nonbinding.

Persons intending to submit a proposal are specifically cautioned that the Offeror is barred from pleading misunderstanding or deception because of estimates of quantities, character, location, or other conditions surrounding the same.

Modifications, additions or changes to the Terms and Conditions of this Request by the Offeror may be cause for rejection.

Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

Payment for completed approved work will be made within thirty (30) days upon receipt of the invoice.

In the case of default by the successful Offeror or failure to deliver goods/services ordered by the time specified, the Town, after due written notice, may procure them from other sources and hold the Offeror responsible for any resulting additional purchase and administrative costs.

By submitting their proposals, the Offerors certify that their proposals are made without collusion or fraud, and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public

employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting their proposals, Offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, The Americans With Disabilities Act, and §11-51 of the Virginia Public Procurement Act.

During the performance of any contract resulting from this RFP, the contractor agrees as follows:

- a) The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c) Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation, shall be deemed sufficient for the purpose of these requirements.
- d) The Offeror shall include the above provisions in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

By submitting their proposals, the Offerors certify that they do not and will not during the performance of any contract resulting from this RFP employ illegal alien workers, or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods covered by the solicitation, nor are they an agent of any person or entity that is currently debarred.

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services proposed, and the Offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect Offeror's physical facilities

prior to award to satisfy questions regarding the Offeror's capabilities. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of, the Offeror fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract.

Upon award of a contract, it shall not be assignable by the Offeror, in whole or in part, without the written consent of the Town.

Changes to any contract resulting from this RFP can be made in any of the following ways:

- a) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- b) The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Compensation shall be determined by one of the following methods:
  1. By mutual agreement between the parties in writing; or
  2. By agreeing upon a unit price or using a unit price set forth in the contract; or
  3. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized.

The Town reserves the right to reject any or all bids or proposals, in whole or in part, to make separate awards, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Town to be in its best interest. Due consideration will be given to price, previous experience, and the ability of the Offeror to render required services. The Town also reserves the right to conduct any tests it may deem advisable and to make all evaluations.

**Insurance Requirements:**

- a) Indemnification - The Offeror agrees, to the fullest extent of the law, to indemnify and hold the Town harmless from and against all losses, damages, injuries, claims and demands whatsoever, regardless of the case thereof, and expenses in connection therewith, including reasonable counsel fees arising out of or incidental to the performance of the Offeror's duties and responsibilities under any agreement that results from this request for proposals. This covenant of indemnity

shall continue notwithstanding any revocation or termination of any agreement that results from this request for proposals. The Offeror shall be given prompt notice of any claims, demands or causes of action, and reasonable opportunity to defend the same.

- b) Insurance - The Offeror shall secure and keep in force, at its sole cost and expense, the following insurance policies which shall be in form and content satisfactory to the Town, and shall be issued by insurance companies qualified to do business in the Commonwealth of Virginia.

Property Damage and Liability Insurance - Policy of property damage and public liability insurance which shall protect the Town and such other persons as the Town shall designate against any liability imposed by law upon the Town, the Offeror, or both. Coverage shall include damages for loss of or damages to property, or for bodily injuries, including death suffered or claimed by reason or in consequence of any act or omission of any act by an employee or agent of the Offeror. Such insurance shall be on a comprehensive General Liability form with limits of \$1,000,000 each occurrence, \$1,000,000 aggregate, and bodily injury liability to include: premises operations products, complete operations, contractual and broad form property damage.

Workers Compensation and Other Insurance - The Offeror shall carry such Workers Compensation Insurance and other insurance on its employees and agents performing services under this contract, as is required by the Code of Virginia.

- c) Upon award, the Offeror shall provide the Town with a certificate of insurance. Policy coverage shall be maintained during the entire term of the contract.

**Cancellation of Contract:**

The Town reserves the right to cancel any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Offeror. Any contract cancellation notice shall not relieve the Offeror of the obligation to deliver and/or perform on all outstanding orders prior to the date of cancellation.

**Availability of Funds:**

It is understood and agreed between the parties that the Town shall be bound only to the extent of the funds available, or which may become available, for the purpose of any agreement or contract that may result from this RFP.

**TOWN OF ROCKY MOUNT  
FISCAL YEAR 2018 STREET PAVING BID SHEET**

<b>STREET</b>	<b>BEGINNING</b>	<b>ENDING</b>	<b>APPROX. LENGTH (FT.)</b>	<b>APPROX WIDTH (FT.)</b>	<b>POUNDS PER SQ. YARD</b>	<b>MILL (complete or edge milling)</b>	<b>ESTIMATED TONNAGE</b>	<b>ESTIMATED COST</b>	<b>PRICE PER TON</b>
Scuffling Hill Rd	Baptist Church	Rakes Rd	2088	26	220	Complete	664		
Diamond Ave	Franklin Street	Bridge	3310	14	220	Edge	567		
Highview Terrace	Scuffling Hill	Cul-De-Sac	590	21	165	Edge	114		
Woodlawn Dr	N.Main Street	Pendleton Street	1393	21	165	Edge	268		
Byrd St	Bland Street	N. Main Street	2770	20	165	Edge	508		
Pendleton St	N. Main St	Bland St	1040	17	165	Edge	163		
School Board	40 East	636 Ft	636	40	220	Complete	311		
East Court St	Slipped Area	Below School	90	12	220	Complete	13		
N.Main St	Angle Bridge	Tanyard Rd	1541	40	220	complete	754		

<b>TOTAL BID</b>
<b>Company</b>
<b>Name (Print)</b>
<b>Signature</b>
<b>Date</b>

Selected areas to be determined at time of paving.

Bid per ton to include milling at depths determined to be needed at time of work being done.

Asphalt topping to be SM 9.5A

Asphalt base to be BM25.

All paving must be completed by: \_\_\_\_\_

**TOWN OF ROCKY MOUNT  
FISCAL YEAR 2018 STREET REJUVENATION**

<b>STREET</b>	<b>BEGINNING</b>	<b>ENDING</b>	<b>APPROX. LENGTH (FT.)</b>	<b>APPROX WIDTH (FT.)</b>	<b>POUNDS PER SQ. YARD</b>	<b>MILL (complete or edge milling)</b>	<b>ESTIMATED TONNAGE</b>	<b>ESTIMATED COST</b>	<b>PRICE PER Ln Mile</b>
Glenwood Dr	Scuffling Hill	Cul-De-Sac	2527	30	165		695		
Highview Terrace	Scuffling Hill	Cul-De-Sac	590	21	165		114		
Hatcher	Dent	40 West	2320	24	165		510		
W. College St	Dent	Spring	1978	21	165		381		
Maynor St	Spring	Diamond	1050	24	220		308		
Bland St	Pendleton	Cul-De-Sac	345	24	165		76		
Bland St	Pendleton	Byrd	821	20	165		151		

<b>TOTAL BID</b>
<b>Company</b>
<b>Name (Print)</b>
<b>Signature</b>
<b>Date</b>

Selected areas to be determined at time of paving.

Bid per ton to include milling at depths determined to be needed at time of work being done.

Asphalt topping to be SM 9.5A

Asphalt base to be BM25.

All paving must be completed by: \_\_\_\_\_

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 9, 2018
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Public Utilities Committee met on March 19, 2018 to consider ways to reduce the number of cutoffs associated with the Town’s water and sewer utility.</p> <p>With recent staffing changes, the Town has had a much more “by the book” approach to utility cutoffs and we are finding without the multiple calls and requests for payment there are many that regularly get their water cutoff. We have averaged about 50 cutoffs a month since September of 2017. The Committee members felt that the nearly three days of staff time that this represented was significant and that steps should be taken to encourage people to pay their utility bill prior to being cutoff.</p> <p>The Committee recommended the following changes to our utility billing practices to help encourage customers to pay without cutoff:</p> <ul style="list-style-type: none"> <li>• That the reconnect fee be changed by adding a third tier of \$100, resulting in a reconnect fee of \$25 for your first cutoff, \$50 for your second and \$100 for your third (within a 12 month period)</li> <li>• That after a third cutoff in a 12 month period a \$100 deposit be required for in-town customers and \$150 be required for out of town customers</li> <li>• That the language in our standard rules that commits to a same day cut-on if the outstanding balance is paid by 2:30 p.m. be removed and in its place a statement be added that the “Town will strive for a resumption of service within 48 hours”</li> </ul> <p>The Committee noted that the Town has a special rate tier for the elderly and disabled and that that tier could have a more lenient tier system if needed but a review of the cutoff history indicated that individuals on this tier are not typically cutoff.</p>
ACTION NEEDED:	Approve or deny the Committee’s recommendation

Attachment(s): No

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