



**ROCKY MOUNT TOWN COUNCIL**  
**AGENDA**  
**REGULAR COUNCIL MEETING**  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
**JANUARY 13, 2020**  
**AT 7:00 P.M.**

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

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

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

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items (*none at this time*)
- V. Public Hearing (*none at this time*)
- VI. Approval of Draft Minutes
  - December 9, 2019 – Regular Meeting Minutes
- VII. Approval of Consent Agenda
  - Miscellaneous Action
    1. Consideration of Approval for Authorization of a Waiver for Utility Refund
    2. Revision of Town Meeting Dates for 2020
  - 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. Review and Consideration of Supplemental Water Meter budget
- X. New Business
  1. Chug for the Jug 5K Race
  2. Eagle Strut Race 2020
  3. Review and Consideration of Agenda Management Software
  4. Review and Consideration of Supplemental Appropriation Resolution for Water Plant Equipment Expenses Related to the Western Virginia Water Authority Connection

- XI. Committee Reports (*none at this time*)
- XII. Referrals to Planning (*none at this time*)
- XIII. Other Matters, Concerns and Rise 'N Shine Appearances
- XIV. Closed Meeting and Action

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

Section 2.2-3711(A).7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Town Towing Policy)

- 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.

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
DECEMBER 9, 2019**

The December 9, 2019 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 Billie W. Stockton
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Gregory B. Walker

The following staff members were also present:

- Allan Arrington, Lt of Investigations
- Tim Burton, Waste Water Treatment Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Ed "Jeff" Gauldin, Water Superintendent
- Matthew Hankins, Assistant Town Manager
- Jessica Heckman, Town Planner
- Mark Lovern, Lt. of Patrol
- Brian Schofield, Public Works Superintendent
- Linda P. Woody, Finance Director

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 to add one item in closed session under the code Section 2.2-3711(A)(7) for a consultation between Council Member Newbill and the Town Attorney.

**Motion:** To approve the amended agenda.

**Motion By:** Council Member Snead

**Second:** Council Member Walker

**Motion Discussion:** None

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

**Nays:** None

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

## **SPECIAL ITEMS**

1. Presentation of Town of Rocky Mount Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019

Ms. Emily Veirs with the audit firm Robinson, Farmer, Cox Associates formally presented the annual reports to Council and those in the audience. The Town's prior Comprehensive Annual Financial Report was submitted to the Government Finance Officers Association (GFOA) and the Town received a Certificate of Achievement for Excellence in Financial Reporting for the year 2018. The Town was also given a clean unmodified opinion for 2019.

The Finance and Human Services Committee met prior to the Council meeting where a presentation of the annual reports were made to the committee and members of Council in attendance. Chairman of the Finance and Human Services Committee, Council Member Jon Snead, recommended Town Council accept the audit.

**Motion:** To approve the annual reports as presented.

**Motion By:** Council Member Snead

**Second:** Council Member Newbill

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the annual reports by a unanimous vote.

2. Resolution for Joyce Moran

Mayor Angle presented a resolution to Ms. Joyce Moran for her 25 years of leadership to the court appointed Special Advocate Program for children in Rocky Mount and Franklin County. Ms. Moran has worked diligently and with great effort in many areas of the program protecting, defending and assisting children who have been victims of crime, abuse and difficult circumstances. Rocky Mount and Franklin County are able to offer a better, brighter future to such children because of Ms. Moran's service to the community which makes the community a better and more supportive place for the children to live and grow.

### 3. Special Recognition for Donna Wray with Community Partnership for Revitalization

Special recognition was given by Mayor Angle and Mr. Ervin to Ms. Donna Wray who created the idea to decorate the Town businesses for the fall season with Halloween Scarecrows. The idea once introduced, grew so large that by seasons end, nearly every business within the corporate Town limits was displaying a scarecrow that was themed each one differently with it's own character. Tourist came from all around to visit the Town and see the different scarecrows with their decorations. Recognition was also given to Ms. Wray for her part in the yearly festivities of the "Come Home to a Franklin County Christmas". This year was the 16<sup>th</sup> year for the Christmas festivities with the highest number of participants the festivities have ever had. Ms. Wray, is always sparking and bringing ideas to fruition that make our town a better and more engaging place to live.

### **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:

- November 12, 2019 – Regular Meeting Minutes

**Discussion:** None

**Motion:** To approve the draft minutes

**Motion By:** Vice Mayor Stockton

**Second:** Council Member Cundiff

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, 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**

(2) **Miscellaneous Resolutions/Proclamations**

1. Updated Resolution for Revised Franklin County Solid Waste Management Plan
2. Supplemental Appropriation Resolution for Empire Foods Incentive

(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 Newbill**

**Second: Vice Mayor Stockton**

**Motion Discussion: None**

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

**Nays: None**

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

## **HEARING OF CITIZENS**

Mayor Angle opened the floor for the citizens who had signed in to speak during this portion of the meeting. Mayor Angle asked the citizens wishing to speak to limit their comments to 5 minutes or less and to hold any applause until all speakers had concluded so not to be disruptive to the meeting.

Ms. Vicki Drew, 210 Mountain Avenue, Rocky Mount, VA stated that she would like her children and grandchildren to live in a constitutional government with liberty and protection of rights.

Mr. Mark Kittinger, 682 Summit Drive, Rocky Mount, VA shared that he was a centennial citizen in 1973 with 3 generations of his family previously running a small pharmacy in Rocky Mount. Mr. Kittinger, a student of history and a firearms collector, spoke on family, how fair and equal rights are important and how the new firearms bill will compromise Virginians rights. Mr. Kittinger stated that constitutional rights should apply to all citizens; or apply to none.

Mr. Everett Boone, 635 Thompson Ridge Circle, Ferrum, VA. Mr. Boone, who is the Virginia State Director for the Constitutional Sheriff's and Peace Officers Association spoke on defending the constitutional rights of the people. Mr. Boone addressed Council and asked Council to stand with him and the organization he represented on the issue of defending the constitutional rights of the people. Mr. Boone emailed a letter into the Town Manager's office prior to the meeting.

Ms. Karen Relyeia, 2700 Jubal Early Highway, Boones Mill, VA shared with council and the citizens not to allow the state of Virginia to turn into the state of New York.

Having no more citizens wishing to speak, Mayor Angle then closed the public comment portion of the hearing of the citizens.

At this time, Council Member Snead proposed to move on the agenda to the 2<sup>nd</sup> Amendment item listed under New Business. Mayor Angle asked if any member of Council objected. Council did not object so the meeting moved forward with Mr. Ervin reading aloud the resolution prepared.

Mayor Angle asked Council after the reading of the resolution, if Council wished to wait for the opinion of the Attorney General of Virginia, Mark Herring to be issued, which Mayor Angle noted had been sought from the Tidewater area of the state.

Mr. Ervin stated that he had been in contact with the Commonwealth's Attorney and the Franklin County Sherriff's Department.

Council Member Snead stated that he had sworn to an oath of office and was willing to take a stand on the 2<sup>nd</sup> Amendment Rights Resolution as read.

**Discussion: None**

**Motion: To approve the 2<sup>nd</sup> Amendment Rights Resolution as presented.**

**Motion By: Council Member Snead**

**Second: Council Member Walker**

**Motion Discussion: None**

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

**Nays: None**

**Action: Approved the 2<sup>nd</sup> Amendment Rights Resolution as presented by a unanimous vote.**

Mayor Angle asked if and when the Attorney General of Virginia makes an opinion on the item of 2<sup>nd</sup> Amendment Rights, could that opinion have an impact on Council and possibly other governing bodies that have passed such resolutions throughout the Commonwealth? Mayor Angle was told no, it would not have an impact.

## **OLD BUSINESS:**

### 1. Compensation of Council Members and Mayor

Compensation for serving on the Rocky Mount Town Council is not for financial gain, but the Town of Rocky Mount would like to keep the compensation at a level where holding the office as part of the governing body would be attractive. It has been 20 years since the compensation for serving in that capacity was changed. At this time, the Mayor receives \$450.00 per regular meeting and \$75.00 per special meeting. Members of Council receive \$250.00 per regular meeting and \$75.00 for a special meeting. Converting Town Council's compensation to an annual amount would be predictable and not subject to accounting error in tracking the different types of meetings that are held such as special meetings, budget work sessions and professional development activities. The year 2020 will be an election year and therefore would be the only window in which to make such a change for the next two years as the change would have to take effect after an election.

Proposed with an effective date of July 1, 2020 (which would be the next budget year), Council Members and the Mayor would be compensated at an annual rate which would be accomplished by 26 payments associated with the Town's normal payroll check run. The

Mayor's position would be paid \$8,000 annually and the position of Council Member would be paid \$6,000 annually. The rates if passed; would be adjusted every 2 years in an amount equal to the combined COLA increase given Town employees in the two prior years.

Council Member Snead shared that he was the Council Member that asked for the study to be done and he would like to see Council approve the annualized compensation.

**Discussion: None**

**Motion: To approve the proposed compensation rate of Council Members and Mayor to be annualized at the proposed rate effective July 1, 2020 as presented.**

**Motion By: Council Member Snead**

**Second: Council Member Cundiff**

**Motion Discussion: None**

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

**Nays: Moyer**

**Action: Approved the proposed compensation rate to be annualized and the proposed effective date by a vote of 5-1 for the changes as presented.**

## **NEW BUSINESS**

### 1. Review and Consideration of Parade for Goodwill Industries of the Valleys

Goodwill Industries of the Valleys requested to hold a parade for their employees beginning on North Main Street at the Rocky Mount Bowling Center and ending at the Goodwill facility. The parade route is the same as in the past years. The request has been reviewed and approved by Chief Criner at the Rocky Mount Police Department.

**Discussion: None**

**Motion: To approve the Goodwill Industries parade.**

**Motion By: Council Member Snead**

**Second: Vice Mayor Stockton**

**Motion Discussion: None**

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

**Nays: None**

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

### 2. Presentation by Chief Criner for Accreditation

The Police Chief gave a brief summary of the process by which the Rocky Mount Police Department was applying to receive state accreditation. On July 17, 2018, the police department met with the accreditation manager. In November of 2018, members of the Rocky Mount Police Department traveled to Richmond to meet with officials and further the process. In March 2019, both of the Police Department Lieutenants and the accreditation managers for the Police Department met with other like agencies of the same size and population to gain a better idea of exactly what the Police Department was undertaking. The Police Department has been in the process of preparing a policy manual that will conform to the Biloxi accreditation standards which Chief Criner hopes to have adopted in the next 10-12 weeks. Once signed off on, the Police Department will begin to collect proof that they are compliant with Biloxi which the

Chief of Police shared would likely take 6 months to a year to complete. A mock assessment will come as the next step and then a regular assessment and then the Police Department hopes to receive approval from Biloxi.

No action was needed at this time.

### 3. 2<sup>nd</sup> Amendment Legislation

This was discussed earlier in the meeting after Hearing of the Citizens.

## **COMMITTEE REPORTS**

### 1. The Finance and Human Services Committee Met on November 25, 2019.

The Finance and Human Services Committee met on on December 9, 2019 which was prior to the Regular Council Meeting to discuss the audit which was covered earlier in this meeting. The Finance and Human Services Committee also met on November 25, 2019 to discuss the issues of personal time off (PTO). The Town worked with Baker Tilley to develop a new Personnel Policy Manual. To encourage employees to convert to PTO, a buyout was proposed at the rate of \$.35 on a dollar at this time but which would later be decreased in amount by Council. The recommendation was for \$105,000 from fund balance to cover the buyout and in the event all of the funds were not used, the funds that were left would be returned. If the participation rate was high enough, staff would then go back to Council to ask for more funding. It is important to note that after the PTO conversion, it will be up to each individual employee to manage their own time. This PTO plan is entirely optional to the employee unless the employee was hired after 2014 under the hybrid plan of the Virginia Retirement System (VRS).

**Discussion: None**

**Motion: To approve the recommendation of the Finance and Human Services Committee as presented for the conversion of sick and vacation time to Paid Time Off.**

**Motion By: Council Member Cundiff**

**Second: Council Member Newbill**

**Motion Discussion: None**

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

**Nays: None**

**Action: Approved the conversion to Paid Time Off or PTO as presented by a unanimous vote.**

The second item that the Finance and Human Services Committee considered was the proposed implementation of the recently completed Comprehensive Pay and Classification Study. The Town had not performed such a study in 14 years. The Town worked with Baker Tilley to survey all commensurately sized local governments in and around the Town's service and delivery zone. The report showed that on the whole, 66% of the Town's employees were accurately compensated, 34% were slightly off market, most were a little bit ahead but some were behind market compensation as well. The report also showed that the Town had a payroll of \$3.25 million but Baker Tilley recommended the Town have a payroll of \$3.41 million. The pay plan proposed would hopefully carry the Town for another decade to a decade and a half. Mr. Ervin shared that it was the committee's recommendation to implement the plan provided by

Baker Tilley for the second half of FY2020 or January 1, 2020 as proposed with the understanding that the plan would take the place of any cost of living (COLA) that would have been proposed in the budget for July 1, 2020.

Council Member Snead who is the Chairman of the Finance and Human Services Committee brought the recommendation of the committee to adopt the Pay Plan as presented.

**Discussion:** None

**Motion:** To approve the Pay Plan as presented.

**Motion By:** Council Member Snead

**Second:** Council Member Moyer

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the Pay Plan as presented by a unanimous vote.

### **OTHER MATTERS AND CONCERNS**

Mr. Hankins was on Rise n' Shine.

No other matters were discussed at this time.

### **CLOSED MEETING AND ACTION**

Enter Closed Meeting

**Motion:** To go into closed session under the Virginia Code Section cited below

**Time:** 8:12 p.m.

**Virginia Code Section:**

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)

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

Section 2.2-3711(A)(7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probably litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on

which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. (Utility Billing)

**Motion By: Council Member Moyer**

**Second: Vice Mayor Stockton**

**Motion Discussion: None**

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

**Nays: None**

**Action: To go into a closed meeting**

**Certificate of Closed Meeting Discussion:**

**Council certified unanimously that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting. No action was taken during the closed meeting.**

Whereas, the Rocky Mount Town Council has convened a closed meeting on Monday, March 14, 2016 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

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

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Steven C. Angle, Mayor

**ADJOURNMENT**

**Motion: To adjourn meeting**

**Time: 9:09 p.m.**

**Motion By: Council Member Newbill**

**Second: Vice Mayor Stockton**

**Motion Discussion: None**

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

**Nays: None**

**Action: Adjourned by a unanimous vote**

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

ATTEST:

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

DRAFT

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 13, 2020
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Staff asks Council's approval to issue a refund to a utility customer for a period in excess of our refund policy. Upon investigation, a customer was identified that had been incorrectly charged for the past decade. Our refund policy is limited to two years and the customer is seeking five years of refund.
ACTION NEEDED:	Authorize a waiver of the two-year refund limit and authorize the issuance of a refund for five years of overpayment.

Attachment(s):

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

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

FOR COUNCIL MEETING DATED:	January 13, 2020
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	The attached Town Meeting Dates for 2020 has had two revisions after being brought before the Planning Commission for approval. Those dates include meeting dates of Tuesday, March 3rd; Wednesday, May 6th; and Tuesday, August 4th. Staff would just like for council to give final approval of this calendar.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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## Town Meeting Dates 2020

*Following are the 2020 monthly meeting dates for Rocky Mount boards and Commissions that maintain a regular monthly meeting and filing schedule.*

### Town Council

*Usually meets on the second Monday of each month at 7:00 p.m.*

Meeting Date	Filing Date
Monday, January 13	Monday, December 9, 2019
Monday, February 10	Monday, January 13
Monday, March 9	Monday, February 10
Monday, April 13	Monday, March 9
Monday, May 11	Monday, April 13
Monday, June 8	Monday, May 11
Monday, July 13	Monday, June 8
Monday, August 10	Monday, July 13
Monday, September 14	Monday, August 10
Monday, October 12	Monday, September 14
Monday, November 9	Monday, October 12
Monday, December 14	Monday, November 9

### Planning Commission

*Make planning & zoning policy recommendations to Town Council.  
Usually meets on the first Tuesday of each month at 6:00 p.m.*

Meeting Date	Filing Date
Tuesday, January 7	Monday, December 9, 2019
Tuesday, February 4	Monday, January 13
Wednesday, March 4	Monday, February 10
Tuesday, April 7	Monday, March 9
Tuesday, May 5	Monday, April 13
Tuesday, June 2	Monday, May 11
Tuesday, July 7	Monday, June 8
Wednesday, August 5	Monday, July 13
Tuesday, September 1	Monday, August 10
Tuesday, October 6	Monday, September 14
Wednesday, November 4	Monday, October 12
Tuesday, December 1	Tuesday, November 9

### Board of Zoning Appeals

*Hears appeals of zoning decisions and variance requests for land use.  
Meets at 6:00 p.m. on the first Thursday of the month if appeals are filed.*

Thursday, January 2	Wednesday, December 11, 2019
Thursday, February 6	Wednesday, January 8
Thursday, March 5	Wednesday, February 12
Thursday, April 2	Wednesday, March 11
Thursday, May 7	Wednesday, April 8
Thursday, June 4	Wednesday, May 13
Thursday, July 2	Wednesday, June 10
Thursday, August 6	Wednesday, July 8
Thursday, September 3	Wednesday, August 12
Thursday, October 1	Wednesday, September 9
Thursday, November 5	Wednesday, October 14
Thursday, December 3	Thursday, November 12



Unless otherwise posted, Meetings are held in the Town Council Chambers at 345 Donald Avenue, Rocky Mount, VA 24151. For Town Council Matters, contact the Town Manager's Office at (540) 483-7660. For planning, zoning, land use, or development matters, contact Community Development at (540)-483-0907. Accommodations are available for persons with physical limitations.

**Community Development & Planning December 2019 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: 0</b>
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved		
<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	
S19-016	Franklin County Customs Inc	2070037500	CBD	60	Franklin County Customs Window Tinting, Audio, Remote Start, Accessories	12/4/2019		
S19-017	Oreilly's Autoparts	2020004201	GB	222.05	Oreilly Autoparts	12/4/2019		
<b>ZONING COMPLIANCE PERMITS</b>								<b>TOTAL: 8</b>
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved	
ZC19-107	Rocky Mount Vape and Play	Rocky Mount LLC	2070015501A	GB	Commercial	Open vape retail store	10/17/2019	
ZC19-108	Franklin County Customs Inc	Robert Guill	2070037500	CBD	Commercial	Open/operate window tinting, installing mobile electronics witin existing auto glass garage	12/2/2019	
ZC19-109	Mark Feazell/ SML Construction	Steven & Mitzi Boggs	2070049700	R2	Residential	Interior remodel to include converting closet to bathroom tile, paint, walls, plumbing & electrical as needed	12/3/2019	
ZC19-110	Southern Smoke Co	Elisha Holding LLC	2070100400	CBD	Commercial	Open/operate catering service and retail	12/5/2019	

ZC19-111	Plygem Windows	same	2070007200	M1	Commercial	Renovating interior bathrooms	12/6/2019
ZC19-112	John T. Morgan Roofing and Sheet Metal	County of Franklin	2070070900	CBD	Commercial	Applying new insulation and a membrane roof over the existing metal roof	12/9/2019
ZC19-113	Jamison Electric	Town of Rocky Mount	440300101	A1	Commercial	Install free standing 200 amp service for electric gate operator	12/16/2019
ZC19-114	C-First, Inc	Carilion Franklin Memorial Hospital	2070054200	CBD	Commercial	Install new tank monitor system and two spill buckets	12/20/2019
<b>ZONING PERMITS</b>		<b>TOTAL:2</b>					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES
ZP19-028	Jedidiah Bennett	180 Whitten Street	2110003800	Residential	R1	12/4/2019	Install a 12x28 storage shet to rear of property
ZP19-029	Nationals Pools	126 Summit Dr	2010105700	Residential	R1	12/19/2019	Building a new pool
<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>	January 13, 2020
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	<b>Finance Department</b>
<b>MONTH:</b>	January meeting

This report contains the following monthly information for December 2019 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

Bond Reimbursement on Meter Replacement Project

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:

904 walk-in transactions

1004 drive-thru transactions

1450 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING DECEMBER 2019**

New business licenses for the month of December 2019:

**RETAIL:**

GN Hearing Care Corporation, South Main St., hearing aid sales

**CONTRACTOR:**

Smith Mountain Lake Construction, project on Willow Ave.

C-First, Inc., project on South Main St.

**REPAIRS / PERSONAL SERVICES:**

Franklin County Customs, Inc., Franklin St., tint and audio shop

Southern Smoke Co., LLC, Franklin St., catering

**TOWN OF ROCKY MOUNT  
Investment Portfolio  
at November 30, 2019**

<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>									
FNMA	1/27/2019	1/27/2020	493,000	99.971	492,857.03	1.65%	1.65%	3135GOS46	8,134.50
<b>Bond Totals</b>			<u>493,000</u>		<u>492,857.03</u>	1.65% avg. return			<u>8,134.50</u>
<b>Certificates of Deposits:</b>									
Am Express Fed Svgs Bk	8/29/2022		245,000	101.237	248,030.65	2.37%	2.40%	02587CFU9	5,880.00
Am Express Centurion	4/5/2022		245,000	101.290	248,160.50	2.41%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS	2/26/2021		245,000	99.562	243,926.90	1.25%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean	12/29/2021		230,000	101.114	232,562.20	2.22%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen	7/20/2021		245,000	99.674	244,201.30	1.50%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood D	7/22/2020		245,000	100.454	246,112.30	2.28%	2.30%	254671VH0	5,635.00
Goldman Sachs USA	1/13/2021		245,000	100.840	247,058.00	2.28%	2.31%	38148J5F4	5,635.00
HSBC BK McLean VA	3/10/2021		230,000	101.504	233,459.20	2.70%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH	11/30/2020		245,000	100.088	245,215.60	1.89%	1.90%	48126XNJ0	4,655.00
Sallie Mae Salt Lake City L	1/31/2023		225,000	102.561	230,762.25	2.58%	2.68%	795450J71	5,962.50
State BK India NY NY	5/31/2022		245,000	101.570	248,846.50	2.36%	2.20%	8562843E2	5,880.00
<b>CD Totals</b>			<u>2,645,000</u>		<u>2,668,335.40</u>	2.17% avg. return			<u>54,552.50</u>
<b>Total Investments</b>			<u>3,138,000</u>		<u>3,161,192.43</u>	2.12% avg. return			<u>62,687.00</u>

	<u>LGIP</u>	<u>Effective</u>
<u>Month</u>	<u>Balance</u>	<u>Yield</u>
Nov-18	2,748,420.98	2.35%
Dec-18	3,165,184.49	2.45%
Jan-19	2,591,029.99	2.59%
Feb-19	2,644,149.07	2.60%
Mar-19	3,029,767.74	2.60%
Apr-19	3,056,051.13	2.61%
May-19	3,079,023.84	2.57%
Jun-19	3,525,115.05	2.48%
Jul-19	3,551,305.86	2.43%
Aug-19	3,029,106.23	2.30%
Sep-19	2,761,893.34	2.21%
Oct-19	2,889,565.37	2.05%
Nov-19	3,212,331.52	1.83%

REVENUE COMPARISONS  
AS OF DECEMBER 31, 2019

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
GENERAL FUND - Local Revenues:						
Real Estate Tax	122,983	65,887	124,630	69,584	603,101	20.66%
Real Estate Tax - Delinquent	1,929	767	12,963	3,450	8,900	145.66%
Public Service Tax	-	-	-	-	27,500	0.00%
Personal Property Tax	60,217	25,850	62,164	33,094	227,963	27.27%
Personal Property Tax - Delinquent	1,756	762	12,738	6,033	12,000	106.15%
Machinery & Tools Tax	-	-	-	-	150,469	0.00%
Penalties on Tax	376	104	2,779	4,342	6,300	44.11%
Interest on Tax	316	120	1,877	2,711	3,200	58.65%
Local Sales Tax	17,496	21,497	111,616	81,544	216,371	51.59%
Meals Tax	132,616	119,084	827,208	627,083	1,623,266	50.96%
Utility Tax	26,032	27,051	134,381	134,653	330,100	40.71%
Communications Tax	13,481	14,109	67,316	71,026	179,245	37.56%
Bank Stock Tax	-	-	-	-	322,000	0.00%
Penalty-Meals Tax	-	1	2,113	397	2,000	105.66%
Interest-Meals Tax	-	0	322	29	300	107.30%
Penalty-Lodging Tax	-	-	-	-	-	0.00%
Interest-Lodging Tax	-	-	-	-	-	0.00%
Lodging Tax	17,793	16,421	101,328	87,416	207,671	48.79%
Cigarette Tax	11,640	2,910	46,710	32,004	81,000	57.67%
BPOL-Retail	46	114	1,879	4,792	334,040	0.56%
BPOL-Professional	-	-	9,525	13,958	180,000	5.29%
BPOL-Contractor	129	122	4,412	3,540	19,000	23.22%
BPOL-Repairs/Services	192	-	2,268	11,718	128,695	1.76%
BPOL-Alcoholic Beverages	-	-	-	-	800	0.00%
BPOL-Penalty/Interest	-	-	1,206	2,323	3,000	40.19%
BPOL-Amusement	-	-	-	-	208	0.00%
BPOL-Utility	-	-	-	-	11,475	0.00%
BPOL-Miscellaneous	-	500	745	530	5,300	14.06%
Solicitor Permits	-	-	20	20	-	0.00%
Farmer's Market Fees	200	190	2,020	1,620	4,500	44.89%
Welcome Center Fees	720	970	4,810	3,090	6,400	75.16%
Farmers Mkt EBT's Deposits	-	-	-	20	-	0.00%
Planning / Zoning Fees	820	190	3,280	4,380	10,300	31.84%
Court Fines	2,625	4,082	16,505	21,916	49,000	33.68%
Parking Fines	-	-	155	150	100	155.00%
Garbage Violation Fines	-	40	-	70	150	0.00%
Interest Earnings	5,000	8,570	44,000	59,853	157,000	28.03%
Return Check Fees	20	60	180	280	400	45.00%
Rental of Property	-	450	450	450	450	100.00%
Sale of Property	2,900	11,923	2,900	13,694	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Mortgage Payments	-	-	612	768	1,792	34.16%
EDA Loan Repayment (for HPC)	-	-	-	-	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Security Services	3,870	1,200	7,490	3,090	3,930	190.59%
Passport Service Fees	1,189	1,290	6,806	7,008	15,300	44.49%
Police Reports	351	-	1,072	521	1,300	82.46%
Fingerprint Service Fees	15	-	137	170	360	38.06%
CIT / PAC Room Staffing	-	1,050	3,010	6,300	8,400	35.83%
Garbage Collection Fees	10,500	7,993	74,478	33,070	96,874	76.88%
Truck Rental Program	20	-	210	350	600	35.00%
Credit Card Fees	289	262	2,205	1,510	3,400	64.84%

**REVENUE COMPARISONS  
AS OF DECEMBER 31, 2019**

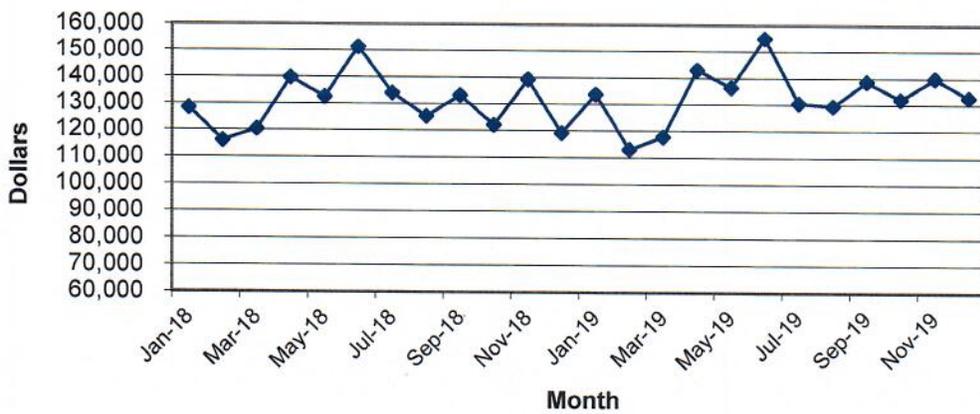
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
					THIS YEAR	THIS YEAR
Weed Control Charges	-	-	1,094	207	650	168.28%
Administrative Charges for Services	-	-	350	50	150	233.33%
Miscellaneous Services	-	-	-	-	-	0.00%
Bond Reimbursement	-	7,487	-	-	-	0.00%
VML Safety Grant	-	-	-	4,000	-	0.00%
Donations	-	1	3	34	-	0.00%
Merchandise Sales	-	1	2	251	-	0.00%
Miscellaneous	-	-	326	223	-	0.00%
Donations - Gilley's Park	-	-	-	-	-	0.00%
Donations - Police K-9	-	-	1,390	-	-	0.00%
Firefighters Memorial Donations	-	-	-	-	-	0.00%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	-	-	4,231	-	-	0.00%
Unrealized Gain on Investments	-	13,679	-	10,382	-	0.00%
Appropriated Fund Balance	-	-	-	-	30,500	0.00%
<b>Total Local Revenues</b>	<b>435,520</b>	<b>354,736</b>	<b>1,705,918</b>	<b>1,363,702</b>	<b>5,075,460</b>	<b>33.61%</b>
<b>GENERAL FUND - State Revenues:</b>						
Rolling Stock Tax	-	-	3,337	3,346	3,340	99.92%
Litter Tax	-	-	2,164	2,760	2,750	78.69%
Rental Tax	1,630	4,296	8,569	17,293	21,000	40.81%
Other Categorical Aid	-	-	-	-	-	0.00%
Fire Programs	-	-	17,479	16,611	16,611	105.23%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
Law Enforcement Grants	-	-	-	-	-	0.00%
DMV Grants	-	-	3,159	6,920	-	0.00%
VDOT Grant	-	-	359,421	8,015	-	0.00%
CDBG Grant	-	-	-	-	-	0.00%
Street Maintenance	363,032	363,031	726,065	726,061	1,473,904	49.26%
VML Safety Grant	-	-	-	-	-	0.00%
Volunteer Fire Dept.	-	-	7,500	7,500	30,000	25.00%
Law Enforcement-599 Funds	-	29,023	60,310	58,046	116,092	51.95%
Police Grant	-	998	-	998	-	100.00%
Fire Grant	-	-	-	1,110	-	0.00%
FEMA Grant	-	-	18,521	-	29,500	62.78%
USDA Grant	-	-	-	-	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
State School Resource Officer Grant	-	-	-	29,632	-	0.00%
Other Categorical Aid-County	-	-	-	-	-	0.00%
Other Categorical Aid-Police	-	-	-	-	-	0.00%
Other Categorical Aid-Schools	-	-	-	-	29,632	0.00%
<b>Total State Revenues</b>	<b>364,663</b>	<b>397,347</b>	<b>1,260,386</b>	<b>932,152</b>	<b>1,776,690</b>	<b>70.94%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>800,183</b>	<b>752,084</b>	<b>2,966,304</b>	<b>2,295,855</b>	<b>6,852,150</b>	<b>43.29%</b>

REVENUE COMPARISONS AS OF DECEMBER 31, 2019						
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>UTILITY FUND REVENUES:</b>						
Interest Income	-	4,645	-	4,645	-	0.00%
Water Sales	97,357	159,453	863,619	506,055	1,540,000	56.08%
gallons billed	19,098,420	19,733,305	137,628,198	143,229,143		
Water Connections	-	1,000	11,875	8,525	12,000	98.96%
Reconnect Fees	400	1,550	4,010	7,450	16,625	24.12%
Penalties	3,217	2,387	18,999	11,695	26,000	73.07%
Bulk Water Purchases	265	6,353	40,268	22,873	1,000	4026.75%
Sewer Collection Charges	65,847	125,637	505,517	329,524	903,778	55.93%
gallons billed	14,849,946	15,749,105	104,896,126	114,689,111		
Sewer Connections	3,500	1,000	6,000	5,000	6,000	100.00%
Cell Tower Rent	11,648	6,352	101,160	24,727	99,852	101.31%
VML Safety Grant	-	-	-	-	-	0.00%
Sale of Materials	-	-	950	-	-	0.00%
Recoveries	-	-	360	-	-	0.00%
Transfer from Utility Capital Projects Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	814,012	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>182,234</b>	<b>308,378</b>	<b>1,552,758</b>	<b>920,495</b>	<b>3,419,267</b>	<b>45.41%</b>
<b>CAPITAL PROJECTS REVENUES:</b>						
Microenterprise Loan Payments	863	869	6,483	5,596	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>863</b>	<b>869</b>	<b>6,483</b>	<b>5,596</b>	<b>-</b>	<b>0.00%</b>
<b>UTILITY CAPITAL REVENUES:</b>						
Capital Recovery Fees-Water	24,147	23,730	127,473	138,576	294,237	43.32%
FEMA Grant	-	-	-	-	150,000	0.00%
Capital Recovery Fees-Sewer	20,194	19,456	115,500	108,480	235,532	49.04%
Capital Recovery Fees-Garbage	1,688	1,690	8,434	10,150	20,247	41.65%
Appropriated Fund Balance	-	-	-	-	110,193	0.00%
Transfer from Other Funds	-	-	-	-	-	0.00%
<b>TOTAL UTILITY CAPITAL REVENUES</b>	<b>46,029</b>	<b>44,875</b>	<b>251,408</b>	<b>257,206</b>	<b>810,209</b>	<b>31.03%</b>
<b>PERFORMANCE VENUE REVENUES:</b>						
Rent from EDA	-	-	14,200	-	85,200	16.67%
Transfers from General Fund	41,416	40,360	209,908	210,525	355,484	59.05%
<b>TOTAL PERFORMANCE VENUE REVENUES</b>	<b>41,416</b>	<b>40,360</b>	<b>224,108</b>	<b>210,525</b>	<b>440,684</b>	<b>50.85%</b>
			6 months of the 12 months of the fiscal year			50.00%

TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS

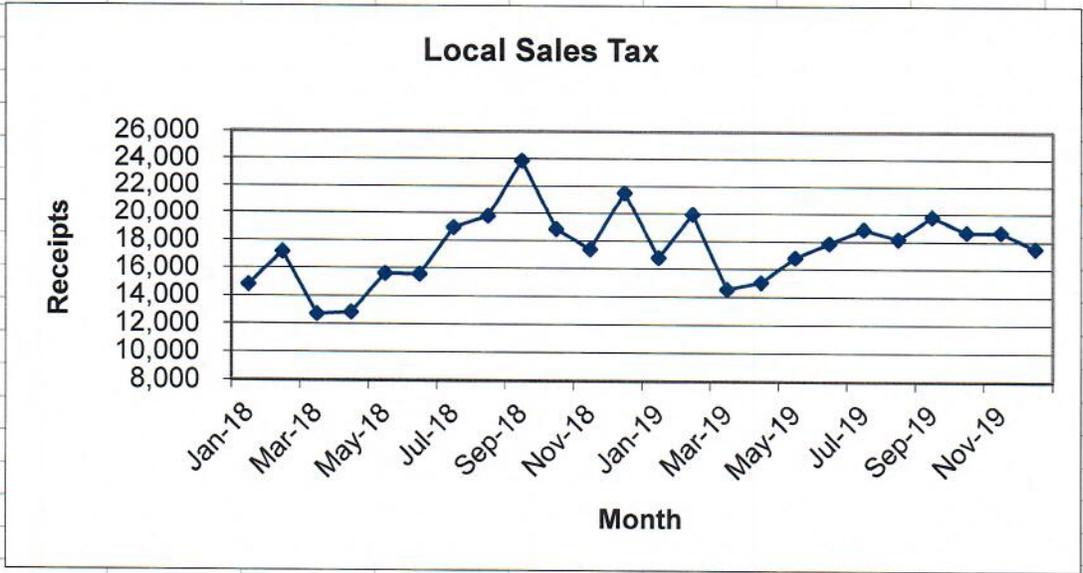
Month	Collections
Jan-18	128,340
Feb-18	115,988
Mar-18	120,285
Apr-18	139,665
May-18	132,498
Jun-18	151,336
Jul-18	133,965
Aug-18	125,245
Sep-18	133,202
Oct-18	122,081
Nov-18	139,223
Dec-18	119,084
Jan-19	133,631
Feb-19	112,951
Mar-19	117,703
Apr-19	142,949
May-19	136,339
Jun-19	155,015
Jul-19	130,456
Aug-19	129,365
Sep-19	138,698
Oct-19	132,048
Nov-19	139,817
Dec-19	132,616

**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

Jan-18	14,793
Feb-18	17,151
Mar-18	12,675
Apr-18	12,810
May-18	15,592
Jun-18	15,540
Jul-18	18,923
Aug-18	19,743
Sep-18	23,846
Oct-18	18,834
Nov-18	17,366
Dec-18	21,497
Jan-19	16,776
Feb-19	19,909
Mar-19	14,516
Apr-19	15,009
May-19	16,812
Jun-19	17,851
Jul-19	18,864
Aug-19	18,180
Sep-19	19,770
Oct-19	18,649
Nov-19	18,657
Dec-19	17,496



TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF DECEMBER 31, 2019

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	9,595	4,897	45,201	42,809	77,841	58.07%
Town Manager	24,682	23,448	202,938	125,185	297,309	68.26%
Town Attorney	-	4,502	13,723	22,588	37,799	36.30%
Finance Department	59,660	65,463	307,670	275,388	610,739	50.38%
Electorial Board	-	-	-	-	5,100	0.00%
Passport Services Expenses	174	147	652	743	3,324	19.61%
Police Department	173,127	122,318	1,551,261	1,029,853	2,323,151	66.77%
Volunteer Fire Dept.	1,865	3,803	54,996	56,042	169,295	32.49%
Public Works Admin.	10,149	8,813	84,951	60,302	97,414	87.21%
Public Works Admin. Non-VDOT Eligible	-	263	2,427	14,657	3,000	80.90%
Street Lights	8,157	16,579	41,692	44,148	117,430	35.50%
Traffic Control & Parking	1,881	1,807	76,236	19,569	525,421	14.51%
Streets	74,706	60,890	1,219,166	562,979	1,436,955	84.84%
Sidewalks & Curbs	-	-	17,658	1,870	62,235	28.37%
Angle Bridge	370	3,483	1,918	5,325	-	0.00%
Street Cleaning	245	1,849	3,025	4,331	7,507	40.30%
Refuse Collection	11,508	12,754	79,873	61,399	136,119	58.68%
Snow Removal	1,000	32,528	4,653	33,366	44,919	10.36%
Playgrounds	773	3,665	38,908	25,583	63,295	61.47%
Municipal Building	4,265	5,112	44,652	29,033	89,779	49.74%
Emergency Services Bldg.	10,270	5,808	46,414	47,204	65,625	70.73%
Public Works Building	15,881	2,632	54,230	12,854	51,943	104.40%
Cemetery	-	4	10,486	7,746	6,267	167.31%
Celeste Park	-	-	-	-	5,245	0.00%
Gilley's Park	-	-	-	-	1,000	0.00%
Mary Elizabeth Park	-	1,152	-	54,141	-	0.00%
Impound Lot	-	-	-	906	-	0.00%
Planning & Zoning	10,431	9,210	88,508	56,657	127,473	69.43%
Community Development	37,218	16,249	186,281	142,111	319,263	58.35%
Citizen's Square	850	1,088	10,591	12,724	22,333	47.42%
Hospitality Center	3,052	1,456	13,963	9,811	28,839	48.42%
Economic Development Authority	-	340	1,470	1,129	4,055	36.24%
Remediation of Blighted Structures	-	-	-	-	30,000	0.00%
<b>Non-Departmental:</b>						
Wages & Fringes	12,909	29,393	5,027	39,867	68,196	7.37%
Employee Wellness Program	-	16	-	1,480	3,960	0.00%
Employee Drug Testing	-	-	481	242	1,100	43.73%
Insurance	-	-	67,032	64,522	67,032	100.00%
Contributions to Others	-	-	10,500	15,450	16,500	63.64%
Debt Service-Principal	-	-	128,000	125,000	288,000	44.44%
Debt Service-Interest	-	-	21,020	25,677	40,652	51.71%
Transfer to Performance Operations	41,416	40,360	209,908	210,525	355,484	59.05%
Contingency - General Purposes	70,000	-	70,000	-	17,777	393.77%
Contingency - Supplemental Pay Adjustments	-	-	-	-	29,550	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>584,183</b>	<b>480,030</b>	<b>4,715,509</b>	<b>3,243,214</b>	<b>7,658,926</b>	<b>61.57%</b>

**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF DECEMBER 31, 2019**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	10,702	6,341	121,887	115,112	236,619	51.51%
Meter Reading	2,618	2,918	17,534	16,065	41,724	42.02%
Water Plant	56,889	51,294	410,869	271,338	709,784	57.89%
Utility Billing & Administration	25,999	25,003	137,811	106,024	194,095	71.00%
Wastewater System Operation	8,003	9,708	74,352	81,976	208,073	35.73%
Wastewater Treatment Plant	39,789	37,242	320,009	202,758	558,377	57.31%
<b>Non-Departmental:</b>						
Wages & Fringes	-	6,551	-	6,551	-	0.00%
Insurance	-	-	22,344	21,507	22,344	100.00%
Debt Service-Principal	-	-	57,240	108,000	363,240	15.76%
Debt Service-Interest	-	-	19,985	6,418	108,504	18.42%
Contingency - Utility Operating Purposes	-	-	-	-	9,378	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	6,429	0.00%
Depreciation	-	-	-	-	814,012	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>143,999</b>	<b>139,057</b>	<b>1,182,032</b>	<b>935,749</b>	<b>3,272,579</b>	<b>36.12%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Microenterprise Loan Program	-	-	25,000	-	-	0.00%
Transfer to General Fund	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>UTILITY CAPITAL FUND:</b>						
Public Works Utility Capital Items	-	-	81,481	-	91,500	89.05%
Meter Replacement	33,277	40	82,075	4,197	135,304	60.66%
WWWA Interconnection	-	-	3,130	-	10,500	29.81%
Ann Sink St Water & Sewer Lines Replacement	-	-	10,052	-	80,000	12.57%
Refurbish Old Grassy Hill Tank	7,875	-	7,875	-	70,000	11.25%
WTP Pick-up & Snow Blade	-	-	39,188	-	39,188	100.00%
WTP Generator	-	-	-	-	150,000	0.00%
WTP Valve Actuator	2,998	-	26,878	-	26,878	100.00%
WTP Replace Flocculators	-	692	-	4,508	156,492	0.00%
Diamond Ave Water Line Replacement	-	-	-	4,380	-	0.00%
Grassy Hill Upper Pump Re-do	-	-	-	11,119	-	0.00%
WTP Pressure Valve	-	-	-	11,920	-	0.00%
PW-Ground Penetrating Radar	-	-	-	33,850	-	0.00%
WTP Mower	-	-	-	8,973	-	0.00%
WTP Security Upgrades	15,840	-	20,754	-	31,200	66.52%
WW- Replace #1 Main Pump Station	-	-	-	-	50,000	0.00%
WW-S Main Slip Sewer Line	-	-	-	-	190,000	0.00%
WWTP Tractor	-	-	33,831	-	35,000	96.66%
Weaver St. Sewer Extension	-	-	-	-	-	0.00%
WW Main Pump Station Climbing Screen	-	-	-	-	-	0.00%
Hillcrest Sewer Line Replacement (PW)	-	-	-	-	108,000	0.00%
WWTP Security Upgrades	17,057	-	23,814	-	31,200	76.33%
Debt Service - Principal	-	-	20,621	-	57,240	36.03%
Debt Service - Interest	18,961	-	35,747	-	38,946	91.79%
Contingency	-	-	-	-	-	100.00%
<b>TOTAL UTILITY CAPITAL EXPENDITURES</b>	<b>96,008</b>	<b>732</b>	<b>385,447</b>	<b>78,947</b>	<b>1,301,448</b>	<b>29.62%</b>

TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF DECEMBER 31, 2019

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>PERFORMANCE VENUE OPERATIONS:</b>						
Performance Venue Operations:						
Wages - Full Time	18,307	15,933	109,466	79,175	204,786	53.45%
Wages - Part Time	-	-	-	4,350	-	0.00%
Wages - Overtime	246	-	2,923	-	-	100.00%
Wages - Security	3,210	1,035	10,680	6,570	22,000	48.55%
Fringes	9,776	9,127	53,191	48,006	76,736	69.32%
Contractual Services	1,370	9,095	40,846	20,855	35,000	116.70%
Custodial Services	2,363	1,163	8,775	4,563	11,700	75.00%
Repairs & Maintenance	1,133	1,597	1,422	3,524	7,500	18.96%
Advertising	-	-	-	-	-	0.00%
Printing & Binding	-	-	-	-	-	0.00%
Licenses & Permits	-	-	-	352	1,000	0.00%
Postage & Delivery Services	-	-	-	-	-	0.00%
Utilities	2,105	1,956	11,133	9,325	27,600	40.34%
Communications	1,354	776	5,510	5,662	13,800	39.93%
Office Supplies	641	-	1,082	669	800	135.27%
Janitorial Supplies	653	937	1,949	3,650	6,770	28.79%
Furniture & Fixtures	-	-	-	-	-	0.00%
Data Processing Equipment	-	-	-	-	2,500	0.00%
Macinery & Equipment	-	-	-	4,681	-	0.00%
Audio/Visual Equipment	-	-	-	-	-	0.00%
Contingency	-	-	-	-	53,568	0.00%
<b>TOTAL PERFORMANCE VENUE EXPENSES</b>	<b>41,156</b>	<b>41,618</b>	<b>246,978</b>	<b>191,381</b>	<b>463,760</b>	<b>53.26%</b>
			6 months of the 12 month fiscal year			50.00%
Balance of EDA Loan due to the Town	634,956					

TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2020

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY - GENERAL PURPOSES COMMITTED:	50,000	10,000	60,000
8-12-19: Security Improvements	(16,500)	(9,300)	(60,000)
8-12-19: North Main rock wall	(10,536)		
AVAILABLE CONTINGENCY - GENERAL PURPOSES	<u>22,964</u>	<u>700</u>	<u>-</u>
<hr/>			
BUDGETED FOR SUPPLEMENTAL PAY ADJUSTMENTS COMMITTED:	29,550	7,051	
AVAILABLE FOR SUPPLEMENTAL PAY ADJUSTMENTS	<u>29,550</u>	<u>7,051</u>	
<hr/>			

Town of Rocky Mount			12/6/2019
Meter Replacement Project (FY 2019)			
Bond: \$1,121,500 / 3.58% / 15 years			
Deposit to Account = \$1,100,000			
Account 05.5302.7000 Town budget = \$990,000			
		Contract	Reimbursement
Vendor		Budget	Requests
			Balance on
			Bond Proceeds
CMC Supply		\$ 853,768.50	
	Reimb Request #1		\$ 487,158.93
	Reimb Request #2		\$ 43,595.84
	Reimb Request #3		\$ 46,675.04
	Reimb Request #4		\$ 55,723.34
	Reimb Request #5		\$ 77,549.67
	Reimb Request #7		\$ 12,494.89
	Reimb Request #8		\$ 20,489.99
	Reimb Request #9		\$ 67,916.61
	Reimb Request #11		\$ 6,354.57
	Reimb Request #12		\$ 11,340.36
	Reimb Request #13		\$ 9,372.20
	Reimb Request #14		\$ 2,757.09
	Reimb Request #15		\$ 5,644.11
	Reimb Request #		
	Reimb Request #		
	Vendor Balance		\$ 6,695.86
(Concord) Atlantic			
Utility Services		\$ 226,570.00	
	Reimb Request #5		\$ 63,156.00
	Reimb Request #6		\$ 32,580.00
	Reimb Request #8		\$ 10,455.00
	Reimb Request #10		\$ 22,350.00
	Reimb Request #11		\$ 20,857.00
	Reimb Request #12		\$ 9,950.00
	Reimb Request #14		\$ 25,455.00
	Reimb Request #15		\$ 21,625.00
	Reimb Request #		
	Vendor Balance		\$ 20,142.00
Other		\$ 19,661.50	
	Reimb Request #3		\$ 4,650.00
	Reimb Request #5		\$ 64.17
	Reimb Request #6		\$ 198.86
	Reimb Request #7		\$ 12,905.60
	Reimb Request #9		\$ 4.87
	Reimb Request #13		\$ 36.37
	Reimb Request #		
	Reimb Request #		
	Other Balance		\$ 1,801.63
Add: Interest	project to date		\$ 11,976.07
		\$ 1,100,000.00	\$ 1,071,360.51
			\$ 40,615.56

TOWN OF ROCKY MOUNT UTILITY BILLING WATER CONSUMPTION PERCENTAGES FOR THE MONTH OF DECEMBER 2019						
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS:</b>						
Business Non-Profit, No Discount (B)	8	71,190	\$ 461	0%	0%	0%
Commercial ©	330	3,902,249	\$ 20,823	11%	20%	16%
Church with Non-Profit Discount (D)	9	7,459	\$ 45	0%	0%	0%
Industrial (I)	54	4,405,746	\$ 15,906	2%	23%	12%
Business Non-Profit, with Discount (N)	0	-	\$ -	0%	0%	0%
Church without Non-Profit Discount (O)	20	77,319	\$ 516	1%	0%	0%
Residential ®	1751	6,146,409	\$ 42,742	60%	32%	33%
Schools (S)	21	813,338	\$ 3,019	1%	4%	2%
<b>TOTAL</b>	<b>2193</b>	<b>15,423,710</b>	<b>\$ 83,511</b>	<b>75%</b>	<b>81%</b>	<b>65%</b>
<b>OUT-OF-TOWN CUSTOMERS</b>						
Business Non-Profit, No Discount (B)	0	-	\$ -	0%	0%	0%
Commercial ©	74	1,275,233	\$ 12,524	3%	7%	10%
Church with Non-Profit Discount (D)	2	2,251	\$ 17	0%	0%	0%
Industrial (I)	2	9,160	\$ 108	0%	0%	0%
Business Non-Profit, with Discount (N)	2	1,883	\$ 14	0%	0%	0%
Church without Non-Profit Discount (O)	11	77,170	\$ 741	0%	0%	1%
Residential ®	656	2,309,013	\$ 31,034	22%	12%	24%
Schools (S)	0	-	\$ -	0%	0%	0%
<b>TOTAL</b>	<b>747</b>	<b>3,674,710</b>	<b>\$ 44,438</b>	<b>25%</b>	<b>19%</b>	<b>35%</b>
				<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
Business Non-Profit, No Discount (B)	8	71,190	\$ 461	0%	0%	0%
Commercial ©	404	5,177,482	\$ 33,347	14%	27%	26%
Church with Non-Profit Discount (D)	11	9,710	\$ 62	0%	0%	0%
Industrial (I)	56	4,414,906	\$ 16,014	2%	23%	13%
Business Non-Profit, with Discount (N)	2	1,883	\$ 14	0%	0%	0%
Church without Non-Profit Discount (O)	31	154,489	\$ 1,257	1%	1%	1%
Residential ®	2407	8,455,422	\$ 73,776	82%	44%	58%
Schools (S)	21	813,338	\$ 3,019	1%	4%	2%
<b>TOTAL</b>	<b>2940</b>	<b>19,098,420</b>	<b>\$ 127,949</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
NOTE: There is a new customer type break-down as we prepare for the new Munis utility billing financial software						

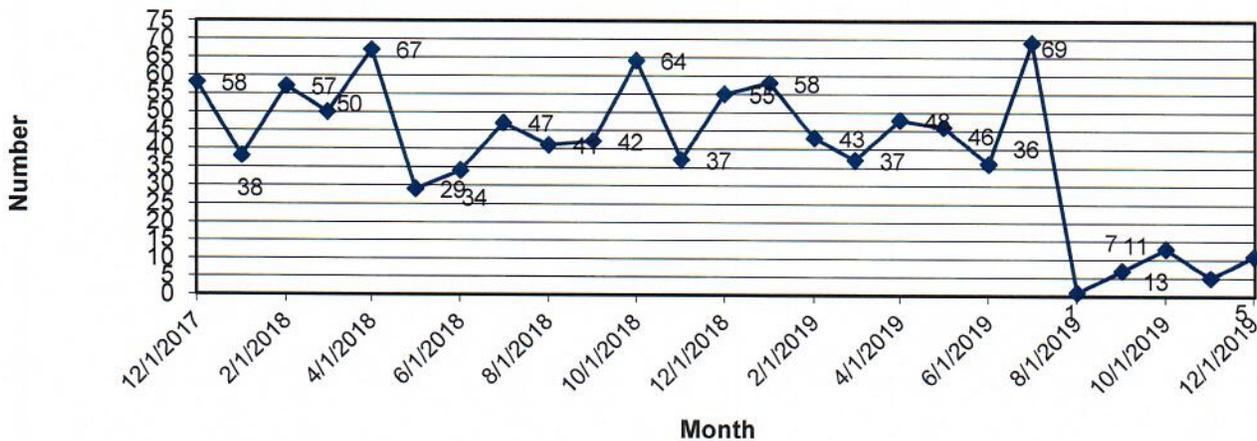
TOWN OF ROCKY MOUNT  
UTILITY BILLING  
PERCENT CONSUMPTION & PERCENT REVENUE  
PER CUSTOMER CLASS  
FISCAL YEAR 2020

<b>In Town</b>																		
Month	Bus Non Profit		Commercial		Church Discount		Industrial		Bus Discount		Church No Discount		Residential		Schools		Total	
	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.
Jul-19			30%	30%			21%	11%					32%	30%			82%	70%
Aug-19	0%	0%	30%	22%	0%	0%	24%	14%	0%	0%	0%	0%	27%	31%	4%	2%	85%	70%
Sep-19	1%	1%	25%	19%	0%	0%	24%	14%	0%	0%	0%	0%	29%	31%	6%	3%	84%	69%
Oct-19	0%	0%	32%	27%	0%	0%	22%	12%	0%	0%	0%	0%	25%	28%	5%	3%	86%	72%
Nov-19	0%	0%	22%	17%	0%	0%	21%	12%	0%	0%	0%	0%	30%	31%	5%	3%	79%	64%
Dec-19	0%	0%	20%	16%	0%	0%	23%	12%	0%	0%	0%	0%	32%	33%	4%	2%	81%	65%
Jan-20																		
Feb-20																		
Mar-20																		
Apr-20																		
May-20																		
Jun-20																		
Average	0%	0%	27%	22%	0%	0%	23%	13%	0%	0%	0%	0%	29%	31%	4%	2%	83%	68%

<b>Out of Town</b>																		
Month	Bus Non Profit		Commercial		Church Discount		Industrial		Bus Discount		Church No Discount		Residential		Schools		Total	
	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.
Jul-19			6%	9%			0%	0%					12%	21%			18%	30%
Aug-19	0%	0%	5%	9%	0%	0%	0%	0%	0%	0%	0%	0%	9%	21%	0%	0%	15%	30%
Sep-19	0%	0%	6%	9%	0%	0%	0%	0%	0%	0%	0%	0%	10%	22%	0%	0%	16%	31%
Oct-19	0%	0%	5%	8%	0%	0%	0%	0%	0%	0%	0%	0%	9%	20%	0%	0%	14%	28%
Nov-19	0%	0%	9%	13%	0%	0%	0%	0%	0%	0%	0%	1%	11%	22%	0%	0%	21%	36%
Dec-19	0%	0%	7%	10%	0%	0%	0%	0%	0%	0%	0%	1%	12%	24%	0%	0%	19%	35%
Jan-20																		
Feb-20																		
Mar-20																		
Apr-20																		
May-20																		
Jun-20																		
Average	0%	0%	6%	10%	0%	0%	0%	0%	0%	0%	0%	0%	11%	22%	0%	0%	17%	32%

\*\*\*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 2020 (year ended 6/30/20).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
November-19

Water Plant Finished Water Pumped (Nov 1 - Nov 30) (meters read 12/2 - 12/5)		<u>22,030,000</u>
Water Consumption Billed	19,098,420	
Water Plant Process	922,000	
Flushing Water Lines, Hydrants, Tanks	196,000	
Water Obtained from Water Plant (to bill)	14,800	
Water Obtained from Public Works Hydrant (to bill)	-	
Bulk Water Used at Public Works Shop	5,900	
Tank Cleanout / Drainage (Bald Knob)	-	
Flow Meter Checks at Hydrants	-	
Meters Read and Not Billed	205,168	

Grand Total of Water Metered / Consumed / Tracked		<u>20,442,288</u>
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Percent Finished Water Accounted		92.79%
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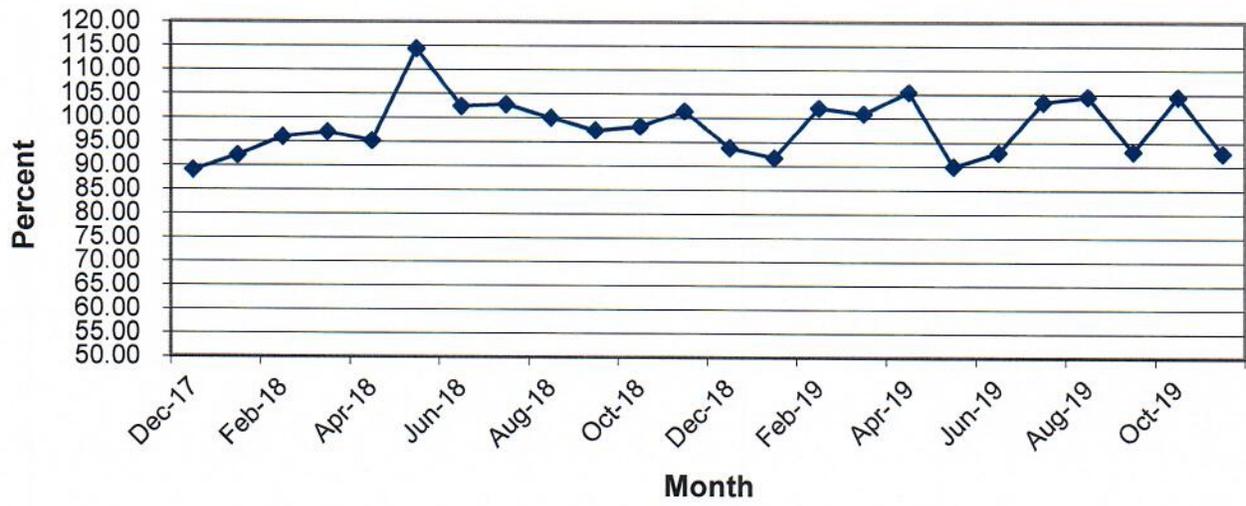
Meters Read and Not Billed		
001-0122-10-01	Mary Bethune Park	-
001-0188-00-01	Impound Lot (old)	-
002-0317-20-01	Public Works Bldg	83
002-0317-30-01	Public Works Bldg-new bldg	1,880
004-1067-00-01	Veteran's Memorial Park	85
005-1300-00-01	Mary Elizabeth Park	-
005-1343-10-01	Harvester Performance Centre	12,000
005-1384-00-01	Farmer's Market	1,820
005-1457-00-01	Municipal Bldg.	1,897
006-1710-00-01	Welcome Center / Depot	1,302
009-2523-50-01	Emergency Services Bldg.	53,595
009-2538-70-01	Impound Lot (new)	6
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	132,500

TOTAL Meters Not Billed		<u>205,168</u>
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Water Line Repairs by Public Works during the month:  
repaired 1 water main

Sewer Line Repairs by Public Works during the month:  
repaired or unplugged 2 sewer mains or laterals

### Water Accountability %



TOWN OF ROCKY MOUNT						
WATER ACCOUNTABILITY						
FISCAL YEAR 2020						
	Finished	Total		Monthly	Average	Average
	Water	Water	Percent	Monthly	Accounted	Monthly
	Treated	Gallons	Accounted	Gallons	Variance	Variance
Month	Treated	Accounted	Accounted	Variance	per Quarter	per Quarter
Jul-19	24,020,000	24,831,247	103.38%	(811,247)		
Aug-19	25,760,000	26,929,686	104.54%	(1,169,686)		
Sep-19	27,228,550	25,355,313	93.12%	1,873,237	100.35%	(35,898.67)
Oct-19	25,060,000	26,196,189	104.53%	(1,136,189)		
Nov-19	22,030,000	20,442,288	92.79%	1,587,712		
Dec-19				-	98.66%	225,761.50
Jan-20				-		
Feb-20				-		
Mar-20				-	0.00%	-
Apr-20				-		
May-20				-		
Jun-20				-	0.00%	-
AVG.	24,819,710	24,750,945	99.67%	68,765	99.50%	94,931
TOTAL	124,098,550	123,754,723		343,827		
Monthly Avg. Percent Unaccounted =			0.33%			
Monthly Avg. Percent Accounted =			99.67%			
5 out of 5 months this fiscal year > 80% accountability						

**TOWN OF ROCKY MOUNT  
UTILITY PROFILE  
FISCAL YEAR 2020**

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated (adjusted)	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-19	303.80	23,350,000	37.66%	24,020,000	38.74%	24,831,247	103.38%	2,919	30,845,000	49.75%	18,162,775	58.88%
Aug-19	319.30	24,400,000	39.35%	25,760,000	41.55%	26,929,686	104.54%	2,929	21,607,000	34.85%	19,290,851	89.28%
Sep-19	309.00	26,000,000	43.33%	27,228,550	45.38%	25,355,313	93.12%	2,926	18,210,000	30.35%	18,621,884	102.26%
Oct-19	322.40	25,310,000	40.82%	25,060,000	40.42%	26,196,189	104.53%	2,932	22,754,000	36.70%	17,873,952	78.55%
Nov-19	279.00	22,870,000	38.12%	22,030,000	36.72%	20,442,288	92.79%	2,940	21,420,000	35.70%	14,849,946	69.33%
Dec-19	288.30	21,600,000	34.84%		0.00%				24,490,000	39.50%		
Jan-20			0.00%		0.00%					0.00%		
Feb-20			0.00%		0.00%					0.00%		
Mar-20			0.00%		0.00%					0.00%		
Apr-20			0.00%		0.00%					0.00%		
May-20			0.00%		0.00%					0.00%		
Jun-20			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>303.63</b>	<b>23,921,667</b>	<b>39.02%</b>	<b>24,819,710</b>	<b>40.56%</b>	<b>24,750,945</b>	<b>99.67%</b>	<b>2,929</b>	<b>23,221,000</b>	<b>37.81%</b>	<b>17,759,882</b>	<b>79.66%</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>	January 13, 2020
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Justin Woodrow
<b>DEPARTMENT:</b>	<b>Fire Department</b>
<b>MONTH:</b>	November 2019

For the period of November 2019, the Rocky Mount Fire Department responded to a total of 36 calls of which 11 were inside the town limits and 25 were within Franklin County.

RMFD apparatus traveled a total of 1391 miles carrying out duties pertaining to answering calls and support efforts of the department.

RMFD members logged 12 members 118 hours of training on top of responding to 49 calls

<b>Number of Calls</b>	<b><u>Summary of Calls:</u> Type of Call</b>	<b>Notes or Special Circumstances</b>
3	Structure Fires	
1	Vehicle Fire	
5	Brush Fires	
1	Chimney Fire	
13	Motor Vehicle Accidents	
0	Utility Pole Fire	
5	Fire Alarms	
2	Smoke Reports	
1	Hazardous Road Conditions	
4	Assist EMS	
1	Illegal Burns	

Respectfully Submitted By,  
Chief Justin Woodrow

## MONTHLY STAFF REPORT

<b>DATE:</b>	January 13, 2020
<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>	December 2019

The Rocky Mount Police Department 2019 Needy Families Food Drive was a huge success. We provided food for 20 families and the Soup Kitchen.



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

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: December 2019

OCT.

NOV.

DEC.

	OCT.	NOV.	DEC.
UNIFORM TRAFFIC SUMMONS ISSUED	131	85	96
TRAFFIC STOPS	245	197	226
SPEEDING TICKETS ISSUED	10	11	11
DUI	3	1	0
COLLISIONS INVESTIGATED (TREDS)	16	13	18
MOTORIST AIDES	66	74	59
CRIMINAL ARRESTS "MISDEMEANOR"	55	29	37
CRIMINAL ARRESTS "FELONY"	23	29	20
INCIDENTS ADDRESSED	2248	2366	2510
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	106	82	79
GRAND LARCENY WARRANTS	8	5	4
BREAKING & ENTERING REPORTS	3	0	0
BREAKING & ENTERING WARRANTS	1	0	0
BOLO'S (Be On Look Out)	43	28	23
FOLLOW-UP'S	83	65	82
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1114	1326	1442
SCHOOL CHECKS	164	226	203
ALARM RESPONSES	43	24	47
OPEN DOORS, WINDOWS, ETC. UNSECURED	2	2	0
COURT HOURS	33.75	15.5	19.25
TRAINING HOURS:	47	46	10
SPECIAL ASSIGNMENT HOURS:	76.5	70	89
HARVESTER HOURS WORKED:	32	104	32
ECO/TDO	4	9	6
ECO/TDO HOURS:	23	33.25	38

## 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 reportable 18 accidents with 15 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 Cogger 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, Doom's Day Tactical, Eagle Cinema, Edward Johnson Investment, El Rio, El Rodeo, Empire Foods, Enterprise Rent-A-Car, Essig Center, 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, 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, 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, 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:**

- ❖ December 6<sup>th</sup>, 2019 - Foot Patrol/Traffic Control for Come Home to a Franklin County Christmas
- ❖ December 8<sup>th</sup>, 2019 - Foot Patrol/Traffic Control for Christmas Parade
- ❖ December 18<sup>th</sup>, 2019 - Participated in "Shop with a Cop"
- ❖ December 18<sup>th</sup>, 2019 - Provided toys to Rocky Mount Elementary and Lee M. Waid Elementary for children for Christmas.
- ❖ December 20<sup>th</sup>, 2019 - Delivers made to 20 families for the "Needy Families Food Drive."

**INVESTIGATIONS:**

**Search Warrants: 9**

**Arrests: 2**

**Follow Up Investigations: Hundreds of man hours on follow-up.**

- ❖ **Christmas events attended. (Parade, Come Home to a Franklin County Christmas"**
- ❖ **Drug Court activities attended**
- ❖ **Arrest made on Derrey Finney for Homicide, 100 plus hours of follow-up involved.**
- ❖ **Arrest made on Curtis Schwartz for vehicle larceny, vehicle was recovered.**
- ❖ **Stolen property recovered to include a telephone and tablet.**
- ❖ **Evidence inventory and destruction conducted.**
- ❖ **Grand jury attended with multiple indictments.**
- ❖ **Active malicious wounding case on Mamie Avenue requiring multiple units and hours of overtime. Ongoing with suspect Tina Rakes in custody.**

**COMMUNITY RESOURCE OFFICER:**

**MEETINGS/EVENTS**

- ❖ December 5<sup>th</sup>, 2019 – FRESH Coalition Board Meeting
- ❖ December 6<sup>th</sup>, 2019 – Worked "Come Home to a Franklin County Christmas"
- ❖ December 8<sup>th</sup>, 2019 – Worked "Christmas Parade"
- ❖ December 12<sup>th</sup>, 2019 – Opioid Task Force Meeting
- ❖ December 14<sup>th</sup>, 2019 – Assisted with the Public Safety Parade
- ❖ December 16<sup>th</sup>, 2019 – Shop w/ A Cop
- ❖ December 20<sup>th</sup>, 2019 – FRESH Coalition Meeting
- ❖ December 21<sup>st</sup>, 2019 – Provided traffic control for the Johnny CASA 5K Run

**BFMS SCHOOL RESOURCE OFFICER  
REFERRAL'S 2019/2020:**

- ❖ **Petitions: (1) for Sexual Battery**
- ❖ **Diversion: (1) for Destruction of Property**
- ❖ **(1) Diversion turned into a Petition for Vaping**

**SCHOOL RESOURCE OFFICER REFERRAL'S  
2019/2020:**

- ❖ **Petitions: (5) for Distribution of Marijuana, Possession w/ Intent to Distribute Marijuana, Possession of Marijuana, Possession of Alcohol Underage and Possession of a Knife on School Property**
- ❖ **Diversions: (2) for Possession of Marijuana and Possession of an Electronic Smoking Device**
- ❖ **Warnings: (0)**

**FCHS SCHOOL RESOURCE OFFICER  
REFERRAL'S 2019/2020:**

- ❖ **Petitions: (0)**
- ❖ **Diversions: (0)**
- ❖ **Warnings: (2) for Vaping**
- ❖ **Meetings: (2) Crisis Assessment Team Meeting; Security Meeting w/ Principal**

**SPEEDING TICKETS ISSUED**

Grassy Hill Road (x 5)

Tanyard Road (x 3)

State Street

School Board Road

Virgil H. Goode Highway

**CRIMINAL ARRESTS & LOCATIONS:**

Possess Unlawful Chemical by a Prisoner

South Main Street

Possession of Meth

South Main Street

Possession of Meth

Tanyard Road

Possession of Meth	Muse Field Road
Possession w/ Intent to Distribute Marijuana	North Main Street
Distribution of Marijuana	North Main Street
Possession of Marijuana	North Main Street (x 2)
Possession of Marijuana	Sycamore Street (x 2)
Possession of Marijuana	School Board Road
Possession of Marijuana	Tanyard Road
Possession of Marijuana	Grassy Hill Road
Possession of Marijuana	Virgil H. Goode Highway
Possession of Alcohol Underage	North Main Street
Drunk In Public	Fairlawn Drive
Drunk In Public	Montview Avenue
2 <sup>nd</sup> Degree Murder	Mamie Avenue
Aggravated Assault	Mamie Avenue
Sexual Battery	North Main Street
Domestic Assault	Montview Avenue (x 2)
Domestic Assault	Byrd Lane
Unauthorized Use of Motor Vehicle	Mamie Avenue
Possession of Stolen Property	North Main Street
Felony Shoplifting	Old Franklin Turnpike (x 2)
Larceny of a Credit Card	Old Franklin Turnpike (x 2)
Shoplifting	Old Franklin Turnpike (x 7)
Credit Card Fraud	Old Franklin Turnpike (x 5)
Possession of a Knife on School Property	North Main Street
Destruction of Property	North Main Street
Trespassing	Old Franklin Turnpike
Disorderly Conduct	Tanyard Road

Hit & Run

Old Franklin Turnpike

Possession of a Vape Device

Technology Drive

Warrant Service (Felony)

South Main Street (x 2)

Warrant Service (Felony)

Old Franklin Turnpike

Warrant Service (Felony)

North Main Street

Warrant Service (Capias)

North Main Street

Warrant Service (Capias)

Old Franklin Turnpike

Warrant Service (Misdemeanor)

Tanyard Road (x 2)

Warrant Service (Misdemeanor)

Old Franklin Turnpike

Emergency Custody Order

Floyd Avenue (x 4)

Emergency Custody Order

North Main Street (x 2)

## MONTHLY STAFF REPORT

<b>DATE:</b>	January 13, 2020
<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>	December 2019

1. Read meters (3 days)
2. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts
3. Meter cutoffs:11
4. Clean-up 10 days
5. Swept streets
6. Cut trees along roads, sidewalks and parks
7. Repaired, replaced or unplugged twelve sewer mains or laterals
8. Repaired one water main
9. Repaired and/or replaced traffic and street signs
10. Water meter project proceeding along well
11. Had to apply some salt and maintain roads with the ice storm
12. Did the final asphalt patching for the year
13. Leave pickup has been very busy this year
14. Continue to work on storm drains throughout town
15. Participated in the two major events for December and everything went very well

## MONTHLY STAFF REPORT

<b>DATE:</b>	January 13, 2020
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton
<b>DEPARTMENT:</b>	<b>Waste Water Treatment Plant</b>
<b>MONTH:</b>	December 2019

Average Daily Flow	.790 MGD		
TSS Reduction	98.4 %		
BOD Reduction	99.9 %		
Leachate (F.C. Landfill)	570,160 gallons		
VPDES Violations	None		
Sludge (Land filled @ F.C.)	50.05 Tons		
Rain Total	2.66 inches	Snow Total	0.0 inch

The Wastewater Plant had 1 after hour's alarm during the month of December.

The staff worked on regular maintenance around the plant and the pump stations.

Repairs above normal maintenance this month included;

- Staff had to Work on grit pump controller #2. Final part should be in this week to get this unit back on line.
- Staff had to trouble shoot the main plant climbing screen motor. The braking assemble has failed and the parts will be shipped on January 16.
- Mid-Atlantic Entry Systems installed our new gate. The controller and wiring should be connected in the next few weeks.

The staff also did some camera work and SL-RAT for Public Works.

Respectfully Submitted.

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	January 13, 2020
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Jeff Gauldin – Water Superintendent
<b>DEPARTMENT:</b>	<b>Water Department</b>
<b>MONTH:</b>	December 2019

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

The actual water production time (filtering of water) for the entire month averaged 9.3 hours a day, which yielded approximately 730,000 gallons of water per day. Rainfall for this month was 2.12 inches, as measured at the water treatment plant. The Blackwater River flow continues to be adequate for normal operation.

Total Raw Water Pumped:	21.60 million gallons
Total Drinking Water Produced:	21.69 million gallons
Average Daily Production:	700,000 gallons per day
Ave Percent of Production Capacity:	35.0%
Flushing of Hydrants/Tanks/FD Use:	72,000(16days) + F.D. 15,000 gals = 87,000 gals.
Plant Process Water:	838,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	0.00 gallons
Bulk Water used at PW Shop	6,900 gallons
Tank Cleanout/Drainage	0.00 gallons

### **Testing:**

- Our monthly (6 total) routine bacteriological samples were free of bacteria. The Town continues to comply with all drinking water standards, by EPA requirements.
- Our THM and HAA-5 results are down significantly at both Doe Run and Beverly Hills. Our next round of tests for HAA-5 and THM will be taken in the second week of February of 2020. All the analysis for November 2019 came back well within limits.
- We continue with the Auto-flushing program. This month we have flushed 72,000 gallons of water (included in Flushing number) through all areas. We have pulled the Auto-flushers to prevent freezing during the winter months. We have seen a marked reduction in TTHM and HAA5's year over year, so we are continuing in this process for now.

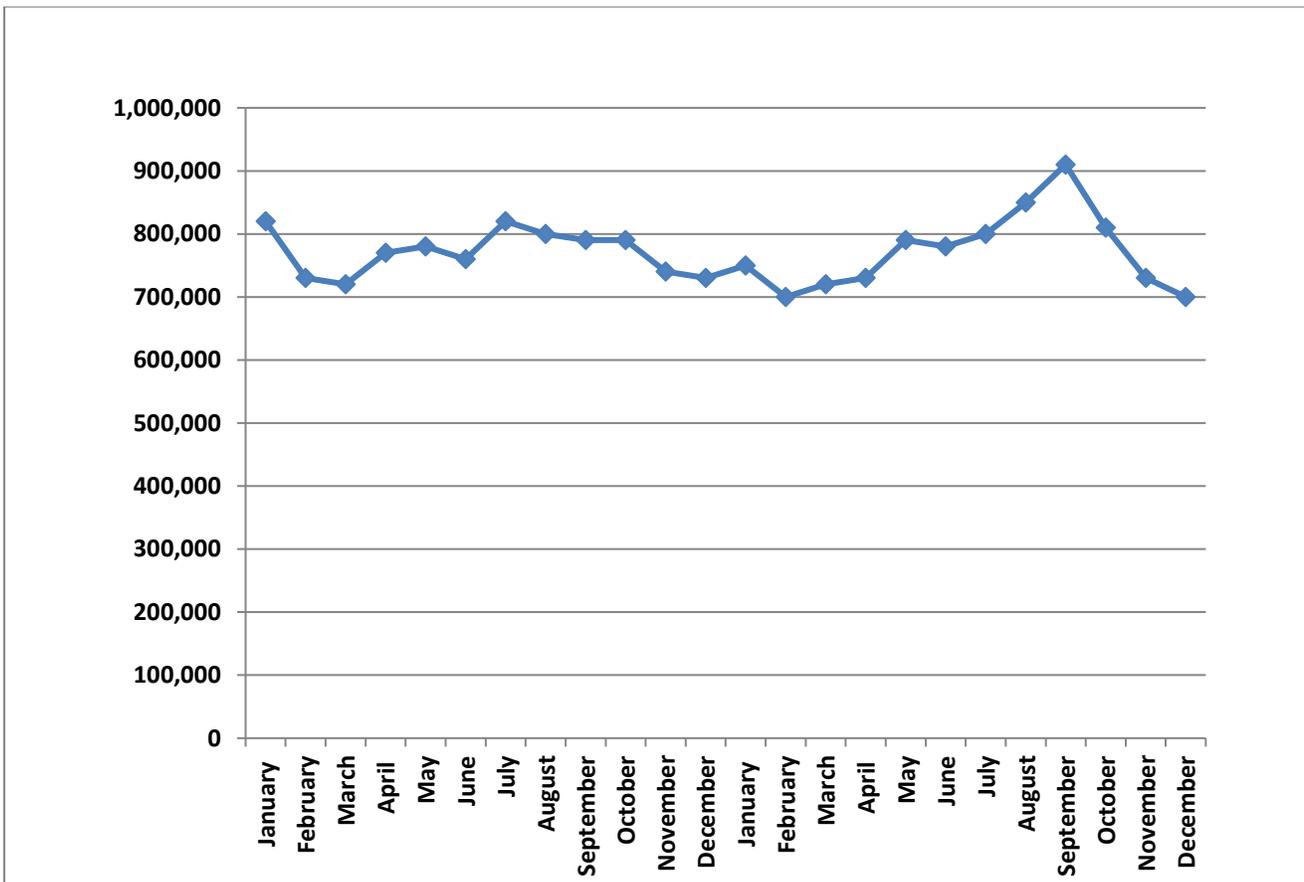
### **Activities / Maintenance / Improvements**

- The staff continued with our weekly checks of the chemical feeders, pump stations, equipment at tank sites, and monthly checklist around the plant, the river, and the dam. We continue to perform routine maintenance and groundskeeping.
- Western Virginia Water Authority has moved the line installation to 220 North and is boring under the Blackwater River using Grindstaff Underground as the subcontractor. We received information from Grindstaff that the bore under the river is complete; now they are starting on pulling the pipe through the bored hole.
- We continue the SCADA upgrade this month, AMR (American Mine Research) was at the plant to do some preliminary work for the Western Virginia Waterline connection, the reconnection of the Lower Grassy Hill tank and upgrading our SCADA communication radio. We ran into an

issue with the telemetry equipment we are waiting on backordered equipment to finish this upgrade.

- Installation of the Automatic gate began in November, along with the camera upgrades. This should significantly enhance the security of the Water Plant. This should be completed this month.
- Staff replace the motor drive chain on the Sludge collector system.

### Water Plant Production in Gallons Per Day (January 2018 to December 2019)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 13, 2020
----------------------------	------------------

<p>STAFF MAKING REQUEST:</p>	<p>C. James Ervin, Town Manager</p>
<p> </p>	<p> </p>
<p>BRIEF SUMMARY OF REQUEST:</p>	<p>Supplemental Funds for Meter Replacement Project</p> <p>The water meter replacement project is at an 85% completion point. Staff reports that the amount of funds appropriated for this project are likely to fall short for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ More meters than estimated did not have “setters” requiring the entire meter, meter box and service connection to have to be dug up and replaced.</li> <li>▪ Copper prices have risen considerably since the estimates for the project were developed.</li> <li>▪ Better and more reliable larger customer meters were purchased (called “compound” meters) that more accurately measure large flow customers.</li> </ul> <p>As you no doubt has seen from the utility billing reports, this project has proven to have a net positive return on investment as we are capturing the use of more water (therefore waste water).</p> <p>Staff estimates a need for an additional \$130,000 to complete this project (\$75,000 in labor alone due to the need to hand dig the meters without setters). When contemplating this project, a very narrow cost estimate was used as the funds were obtained through debt and staff did not want to borrow more than needed. As it turns out, a larger contingency should have been included.</p> <p>An appropriation resolution is attached.</p>
<p> </p>	<p> </p>
<p>ACTION NEEDED:</p>	<p>Approve or deny</p>

Attachment(s): Yes

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



RESOLUTION NO.: 2020.002

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2019 through June 30, 2020, hereafter known as FY 2020; and

**WHEREAS**, the meter replacement project is eighty-five percent complete and more funds are needed to finish the project, and

**WHEREAS**, the project has involved more labor and meter setters than originally estimated due to the age and construction of the previously installed meters,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2020:

Account 55050711.61151 (infrastructure)	\$130,000	
Account 59000000.42562 (appropriated fund balance)		\$130,000

**GIVEN UNDER MY HAND, THIS 13<sup>TH</sup> DAY OF JANUARY 2020:**

\_\_\_\_\_  
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     Special Items     Other

FOR COUNCIL MEETING DATED:	January 13, 2020
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	<p>The 2020 Chug for the Jug 5K is scheduled for Saturday, April 11, 2020 (rain or shine) starting at 8:00 a.m. The event is under new leadership this year with permission from Franklin County Parks and Recreation for Ms. Karen Dillon to be the Race Director. Ms. Dillon will be presenting the event on behalf of the Crooked Road Running Club. The course is different from previous years and is attached as an email. The police department has met with Ms. Dillon regarding the event course and plans have been reviewed and approved by your police department.</p> <p>A proper cover letter was submitted but was not included in this packet as the race course was amended by Lt. Lovern and Ms. Karen Dillon late on Wednesday, January 8th, and a second letter with the corrected course was not submitted in time for the packet.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

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**From:** Rebecca Dillon  
**Sent:** Thursday, January 9, 2020 12:49 PM  
**To:** 'Karen Dillon'; Mark Lovern  
**Subject:** RE: Chug For The Jug

Thank you both for your correspondence. I am going to press with the packet now.

Karen, see you Monday evening.



### Rebecca H. Dillon

Town Clerk/Exec. Admin. Asst.  
Town Manager's Office  
345 Donald Avenue  
Rocky Mount, VA 24151  
Phone: (540) 483-7760  
Fax: (540) 483-8830  
E-mail: [rdillon@rockymountva.org](mailto:rdillon@rockymountva.org)  
Town Website: [www.rockymountva.org](http://www.rockymountva.org)

"That some achieve great success, is proof to all that others can achieve it as well."  
Abraham Lincoln

**From:** Karen Dillon <krobdill@gmail.com>  
**Sent:** Thursday, January 9, 2020 12:46 PM  
**To:** Mark Lovern <mlovern@rockymountva.org>  
**Cc:** Rebecca Dillon <rdillon@rockymountva.org>  
**Subject:** Re: Chug For The Jug

Yes, that's correct.

Lt. Lovern, thank you for working with me on this updated route, and I look forward to seeing everyone at the Town Council meeting Monday night.

If you need to reach me, my number is 540-420-2921 or email [krobdill@gmail.com](mailto:krobdill@gmail.com).

Thanks,  
Karen

On Thu, Jan 9, 2020 at 12:42 PM Mark Lovern <[mlovern@rockymountva.org](mailto:mlovern@rockymountva.org)> wrote:

On January 8, 2020 at 4PM, Mrs. Dillon and I met at the PD to discuss route changes for this year's Chug For The Jug run on April 11th at 8AM.

The course now will consist of the following route:

Start on the rear lot of the FCHS to Perdue Ln, Perdue Ln to Tanyard Rd, Tanyard Rd/South Main to Floyd Av, Floyd Av to Franklin St, Franklin St to North Main, North Main to Tanyard Rd, Tanyard Rd to Purdue Ln and then finishes on the rear lot of FCHS...

Karen: please add anything that I may have missed. Thanks.

Lieutenant M. W. Lovern  
Rocky Mount Police Department  
1250 North Main Street  
Rocky Mount, Virginia. 24151  
(540) 483-9275

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 13, 2020
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	The Eagle Strut 2020 is scheduled for September 12, 2020 beginning at 8:00 a.m. The course this year is the same as in previous years. The organizer from Franklin County High School, Jennifer A. Bennett, has met with your police department who reviewed and has approved the plans for the race.
ACTION NEEDED:	Approve or deny

Attachment(s): yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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November 25,2019

Members of the Rocky Mount Town Council,

The Franklin County High School Senior Class of 2021 is writing to request approval of our 10th Annual Eagle Strut Race on September 12, 2020 beginning at 8:00am starting from Franklin County High School. We would like to propose the use of the streets of Rocky Mount for a 5K (3.1 miles) fundraiser race. The event would use the streets until approximately 10:00AM (This time being the approximation of last participants crossing the finish line. Streets could also be cleared for use once the last runner is past a specific leg of the race). The proposed route for the race is as follows:

Start Line is in Law Parking Lot

Take a right onto Tanyard

Take a left onto Pell Avenue.

Take a right onto North Main.

Right onto Greer Lane

Left onto North Main

Left onto Tanyard

Right into the Law Parking Lot

The proceeds from the race will go towards aiding the Senior Class in expenses for the many activities and projects that we wish to accomplish during the remainder of our school year. This endeavor will be the tenth annual race, and the goal is to maintain this fundraiser for continuing senior classes at FCHS. If the race is a success, we hope in future years to donate a portion of the proceeds to another charitable organization or establish a fund to help serve the needs of less fortunate members of the Senior Class to help pay for senior year activities. The officers and students of the Franklin County High School Class of 2021 greatly appreciate your time and consideration.

Sincerely,

Jennifer A. Bennett  
Senior Class Advisor

Alicia McGeorge  
Class Advisors

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 13, 2020
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Agenda Management Software and Technology Refresh</p> <p>A decade ago, staff developed an “in-house” method of delivering electronic agendas to Council. We used our own method as at the time commercial packages that performed this service were expensive. There was limited competition in this market segment and those that provided the service did so with a high margin.</p> <p>Times have changed and there are multiple platforms for electronic agenda management systems. A high priority for staff is the migration away from the in-house system that is dependent on key personnel to one that is commercially supported. It is also time to replace the technology used to access the electronic agendas and do a technology refresh for Town Council.</p> <p>We have developed an RFP and interviewed vendors for this project. Based on demonstrations the Town has selected eScribe. Purchasing their software and migrating our existing meeting records will cost \$9,000. To this a technology refresh (new iPads for Council and staff equipment) will cost \$8,000.</p> <p>Staff recommends initiating this conversion using General Fund and Utility Fund Contingency (70/30 split) so that we can begin the training and rollout over the next few months. Alternatively, staff can include this in a budget proposal and begin the migration in the August/September time frame. Staff suggests starting this project now as the existing hardware being used is no longer supported and we are encountering more and more equipment failures as time goes on.</p>
ACTION NEEDED:	Approve or deny

Attachment(s):

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

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

FOR COUNCIL MEETING DATED:	January 13, 2020
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STAFF MAKING REQUEST:	Mr. Jeff Gauldin, Water Superintendent
BRIEF SUMMARY OF REQUEST:	This request is for contingency funds to cover expenses that staff incurred during the Wester Virginia Water Authority interconnection project. Specifically, costs were incurred during the site connection between the water connection and the Water plant computer control systems and the Water plant laboratory. These expenses were not included in the project financed by the Western Virginia Water Authority.
ACTION NEEDED:	Approiate \$15,000 dollars from contingency to the Water plant capital fund.

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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RESOLUTION NO.: 2020.001

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2019 through June 30, 2020, hereafter known as FY 2020; and

**WHEREAS**, the Water Plant has incurred SCADA capacity, electrical, conduit, and coring expenses related to the installation of the Western Virginia Water Authority connection,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental adjustment for FY 2020 from contingency:

Account 55050712.53101 (WVWA interconnection)	\$15,000
Account 50069000.56151 (contingency)	\$15,000

**GIVEN UNDER MY HAND, THIS 13th DAY OF JANUARY 2020:**

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Steven C. Angle, Mayor

ATTESTED:

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Rebecca H. Dillon, Town Clerk