



**ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
FEBRUARY 10, 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
 - January 13, 2020 – Regular Meeting Minutes
 - January 27, 2020 – Special Called Meeting Minutes
- VII. Approval of Consent Agenda
 - Miscellaneous Action
 - Miscellaneous Resolutions/Proclamations
 - 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 Appropriation Resolution for Agenda Management Software for Rocky Mount Town Council and the Rocky Mount Planning Commission.
- X. New Business
 1. VDOT/Angle Bridge Funding Update Request
 2. Presentation of Ongoing Projects at the Water Plant
 3. Budget Calendar for FY 2021
 4. Review and Consideration of Banning Public Parking on the Street on Both Sides of Old Fort Road in the Rakes Tavern Subdivision.

- XI. Committee Reports
 - 1. Public Utilities Committee Meeting on January 17, 2020
- XII. Other Matters, Concerns and Rise 'N Shine Appearances
- XIII. Closed Meeting and Action

Section 2.2-3711(A).3 Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (Downtown Redevelopment)

Section 2.2-3711(A).3 Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (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. (EDA Appointments)

- XIV. Adjournment

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

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

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

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
JANUARY 13, 2020**

The January 13, 2020 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
- John T. Boitnott, Town Attorney
- 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
- 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.

Motion: To approve the agenda.

Motion By: Vice Mayor Stockton

Second: Council Member Moyer

Motion Discussion: None

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

Nays: None

Action: Approved the agenda by a unanimous vote.

SPECIAL ITEMS

None at this time

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:

- December 9, 2019 – Regular Meeting Minutes

Discussion: None

Motion: To approve the draft minutes.

Motion By: Vice Mayor Stockton

Second: Council Member Newbill

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

1. Consideration of Approval for Authorization of a Waiver for Utility Refund
2. Revision of Town Meeting dates for 2020

(2) Miscellaneous Resolutions/Proclamations

(3) Department Monthly Reports

- Community Development Department

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

Council Member Cundiff expressed an interest in removing item #1 Consideration of Approval for Authorization of a Waiver for Utility Refund from the Consent Agenda. Mr. Ervin explained that Council had the option of removing the item or approving the Consent Agenda as it was presented.

Discussion: None

Motion: To remove item #1 Consideration of Approval for Authorization of a Waiver for Utility Refund from the consent agenda as presented.

Motion By: Council Member Cundiff

Second: Council Member Walker

Motion Discussion: None

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

Nays: None

Action: Approved the removal of the item from the Consent Agenda by a unanimous vote.

Discussion: None

Motion: To approve the remainder of the consent agenda as presented.

Motion By: Vice Mayor Stockton

Second: Council Member Walker

Motion Discussion: None

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

Nays: None

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

HEARING OF CITIZENS

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

No one came forward.

OLD BUSINESS:

1. Review and Consideration of Supplemental Water Meter Budget

Although nearly completed, the water meter replacement project was reportedly likely to fall short on funds. There were three reasons why.

- The number of meters estimated exceeded the number that did not have “setters” which require the entire meter, meter box and the service connection to be dug up and replaced.
- The price of copper went up considerably since the project estimates were given.
- Meters that were larger, were considered better and would more accurately measure large flow customers.

The estimated additional amount needed to complete the project was \$130,000.

Council Member Cundiff expressed objection to the item being on the Council agenda as the item was not referred to the Finance Committee for review and consideration first. Mayor Angle suggested the item be referred to the Finance Committee since Council had just been made aware of the need for more funding to complete the project however, Mr. Schofield then made Council aware that the project had to be completed by May 1, 2020, for the Finance Director's software update as the Finance Department will begin the new utilities update with Munis at that time. Due to Mr. Schofield indicating that the Town would be depleted of monetary funds to complete the project in a week to two weeks, the decision was made by Mr. Ervin to return to Council to ask for additional funding for the completion of the project as there were not sufficient funds to do so given the amount of funds previously borrowed for the project. Mr. Ervin voiced that he did not wish to borrow anymore funds than he had to as there are many regulations to a municipality borrowing funds as well as how to handle the balance of the funds borrowed but not used.

Discussion: None

Motion: To recommend sending the item to the Public Utilities Committee for review and consideration of the appropriation of funds. The committee would be empowered to authorize the field work to continue on the project pending the supplemental appropriation work by Council.

Motion By: Vice Mayor Stockton

Second: Council Member Moyer

Motion Discussion: None

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

Nays: None

Action: Approved the motion by a unanimous vote.

NEW BUSINESS

1. Chug for the Jug 5K Race

The 2020 Chug for the Jug 5K race was requested to be held on Saturday, April 11, 2020 (rain or shine) starting at 8:00 a.m. The Rocky Mount Police Department met with the events new coordinator, Ms. Karen Dillon, and reviewed all plans regarding the event course. The plans have been approved by Lt. Lovern at the police department.

Discussion: None

Motion: To approve the Chug for the Jug 5K Race.

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. Eagle Strut Race 2020

Mr. Ervin presented the Eagle Strut 2020 race to Council. The course for 2020 will be the same as in previous years and will begin at 8:00 a.m. at the Franklin County High School parking lot. The organizer, Ms. Jennifer A. Bennett, met with the Rocky Mount Police Department who reviewed and approved the plans for the race.

Discussion: None

Motion: To approve the Eagle Strut Race 2020.

Motion By: Council Member Newbill

Second: Council Member Moyer

Motion Discussion: None

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

Nays: None

Action: Approved the motion by a unanimous vote.

3. Review and Consideration of Agenda Management Software

For years, the Town of Rocky Mount was using an “in-house” method of producing and delivering electronic agendas to Council for their meetings. This method was said to have worked well for all that used it through the years until in more recent times, the hardware began breaking down, making it challenging to use when it is needed most.

Mr. Ervin stated that an RFP was developed, vendors interviewed and based on demonstrations, the town has selected eScribe to purchase software from and start migrating to. The migration to the newly selected software will cost \$9,000 as well as an estimated \$8,000 for a technology refresh which would include new iPads for Council as well as new equipment for use by staff.

Mr. Ervin recommended initiating the conversion using General Fund and Utility Fund Contingency (70/30 split) so that the training and use of the new equipment could begin. Mr. Ervin shared with Council that as an alternative, staff could include the conversion in a budget proposal and begin the migration in the August or September although Mr. Ervin suggested beginning the project now as the existing hardware that was being used was no longer supported and staff were encountering more and more equipment failures as time goes on such as the iAnnotate program that had stopped working with the pdf software and the iPads were at best barely functional at this time as many are not able to bring up meeting agendas without crashing.

Discussion: None

Motion: To approve moving forward into the conversion of new Agenda Management Software.

Motion By: Council Member Walker

Second: Council Member Snead

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: Cundiff

Action: Approved the motion on the vote of 5-1 in favor of the conversion to new Agenda Management Software.

4. Review and Consideration of Supplemental Appropriation Resolution for Water Plant Equipment Expenses Related to the Western Virginia Water Authority Connection

Mr. Ervin requested contingency funds to cover expenses that staff incurred during the Western Virginia Water Authority interconnection project. There were costs incurred during the site connection between the water connection and the Water Plant computer control systems and the Water Plant laboratory. Mr. Ervin stated that the named expenses were not included in the project that was financed by the Western Virginia Water Authority. The amount that was being asked for was \$15,000 from contingency.

Discussion: None

Motion: To approve the appropriation of \$15,000 dollars from contingency to the Water Plant capital fund.

Motion By: Council Member Snead

Second: Vice Mayor Stockton

Motion Discussion: None

Ayes: Moyer, Newbill, Snead, Stockton, Walker

Nays: Cundiff

Action: Approved the motion on the vote of 5-1 in favor of appropriating the funds from the contingency fund to the Water Plant capital fund.

COMMITTEE REPORTS

None at this time

REFERRALS TO PLANNING

None at this time

OTHER MATTERS AND CONCERNS

Mr. Ervin 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: 7:46 p.m.

Virginia Code Section:

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. (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)

Motion By: Vice Mayor Stockton

Second: Council Member Walker

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.

Steven C. Angle, Mayor

Mr. Ervin reviewed the facts surrounding the overcharge of the utility customer. Council decided to take the following action with Staff.

Motion: To refund the customer's overcharge after an audit was completed by the Town Manager's office.

Motion By: Council Member Newbill

Second: Vice Mayor Stockton

Motion Discussion: None

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

Nays: None

Action: Approved the motion by a unanimous vote.

ADJOURNMENT

Motion: To adjourn meeting

Time: 8:50 p.m.

Motion By: Council Member Newbill

Second: Council Member Walker

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

**ROCKY MOUNT TOWN COUNCIL
SPECIAL CALLED MEETING MINUTES
JANUARY 27, 2020**

The January 27, 2020 Special Called 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 5:00 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:

- Ken E. Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Matthew C. Hankins, Assistant Town Manager
- Justin Woodrow, Fire Chief

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

CLOSED MEETING AND ACTION

Enter Closed Meeting

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

Time: 5:02 p.m.

Virginia Code Section:

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. (Emergency Management Services)

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

Let the record show that Town Attorney John T. Boitnott arrived at 5:04 p.m. for the Executive Session.

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.

Steven C. Angle, Mayor

ADJOURNMENT

Motion: To adjourn meeting

Time: 5:55 p.m.

Motion By: Vice Mayor Stockton

Second: Council Member Moyer

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

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Community Development & Planning January 2020 Monthly Report

ARTS & CULTURE							
		TOTAL: 0					
AC FILE NUMBER	BUSINESS NAME	OWNER/OFFICER NAMES	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP	NOTES
		TOTAL: 0					
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved	
		TOTAL: 1					
File Number	Property Owner	Action	TMPN	Date	Notes	Location	
SP20-001	Davis Heating & Air	Site Plan Review	No ID	12/19/2019			Development of new facility for Davis Heating & Air
		TOTAL: 4					
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes
SP20-001	Fredericks Family Eye	2070071900	CBD	20.25	Fredericks Family Eye & Phone Number	1/2/2020	Wrapping existing sign
SP20-002	Schewels Furniture	2100002200	GB		Schewels Home	1/3/2020	
SP20-003	Kids Castoffs Boutique	2070072300	CBD	42	Kids Castoffs Boutique gently played in clothing	1/9/2020	
SP20-004	Member One Federal Credit Union	201006101H	GB	45	Member One Federal Credit Union	1/15/2020	
		TOTAL:5					
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved
ZC20-001	Ultimate Nutrition Family Center	Elisha Holdings LLC	2070100400	CBD	Commercial	Operate Retail Sales	1/3/2020
ZC20-002	Healthy Life Nutrition	Bald Knob Holding Comp	2070072600	CBD	Commercial	Operate Retail Sales for direct sales	1/3/2020
ZC20-003	Hilltop Contractors	Town of Rocky Mount	2090000100	M1	Commercial	Removal of underground 550 gallon heating oil tank	1/8/2020
ZC20-004	Moore's Electric	OHI Asset	2060004301	R2	Commercial	Install lights interior including electrical	1/21/2020

ZC20-005	Jennifer Cobbs c/o Cyntergy	Walmart	2020001200	GB	Commercial	Remodel online grocery pickup area install equipment relocate cart storage strip pickup stalls	1/23/2020
ZONING PERMITS		TOTAL:2					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES
ZP20-001	Davis Heating & Air	4.395 acres of parent parcel 2040038500, no ID Yet		Commercial	M2	1/10/2020	Construct new facility in Rocky Mount Industrial Park per approved site plans
ZP20-002	Nicole Marts	325 Glenwood Drive	2130009500	Residential/ Agriculture	RA	1/28/2020	Install an accessory farm structure to sell produce grown on site
ZONING LETTER		TOTAL: 0					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Letter Date	
MOBILE FOOD UNIT PERMITS		TOTAL: 0					
Permit #	Applicant Name	Locations		Approval Date			
Public Facilities Disturbance Application		Total: 1					
Permit #	Applicant Name	Location	Reason for Disturbance			Expected Dates	
PFD20-001	James Christy	160 Orchard Ave	widening curb cut for driveway			11/1/2019	

MONTHLY STAFF REPORT

DATE:	February 10, 2020
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director
DEPARTMENT:	Finance Department
MONTH:	February meeting

This report contains the following monthly information for January 2020 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:

933 walk-in transactions

1059 drive-thru transactions

1497 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING JANUARY 2020**

New business licenses for the month of January 2020:

RETAIL:

Ultimate Nutrition Family Center, Franklin St., juices

CONTRACTOR:

All Masonry, construction

REPAIRS / PERSONAL SERVICES:

Kingdom Apparel, Old Fort Rd., t-shirt printing

MISCELLANEOUS:

Spectrotel Inc., telecommunications

TOWN OF ROCKY MOUNT
Investment Portfolio
at December 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>
Fixed Income / Bonds:									
FNMA	1/27/2019	1/27/2020	493,000	100.002	493,009.86	1.65%	1.64%	3135GOS46	8,134.50
Bond Totals			<u>493,000</u>		<u>493,009.86</u>	1.65% avg. return			<u>8,134.50</u>
Certificates of Deposits:									
Am Express Fed Svgs Bk		8/29/2022	245,000	101.197	247,932.65	2.37%	2.40%	02587CFU9	5,880.00
Am Express Centurion		4/5/2022	245,000	101.233	248,020.85	2.42%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS		2/26/2021	245,000	99.521	243,826.45	1.25%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean VA		12/29/2021	230,000	101.057	232,431.10	2.22%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen V.		7/20/2021	245,000	99.635	244,105.75	1.50%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood DL		7/22/2020	245,000	100.358	245,877.10	2.29%	2.30%	254671VH0	5,635.00
Goldman Sachs USA		1/13/2021	245,000	100.703	246,722.35	2.28%	2.31%	38148J5F4	5,635.00
HSBC BK McLean VA		3/10/2021	230,000	101.330	233,059.00	2.71%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH		11/30/2020	245,000	100.054	245,132.30	1.89%	1.90%	48126XNJ0	4,655.00
Sallie Mae Salt Lake City UT		1/31/2023	225,000	102.455	230,523.75	2.58%	2.68%	795450J71	5,962.50
State BK India NY NY		5/31/2022	245,000	101.513	248,706.85	2.36%	2.20%	8562843E2	5,880.00
CD Totals			<u>2,645,000</u>		<u>2,666,338.15</u>	2.17% avg. return			<u>54,552.50</u>
Total Investments			<u>3,138,000</u>		<u>3,159,348.01</u>	2.13% avg. return			<u>62,687.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Dec-19	3,595,721.89	1.76%

REVENUE COMPARISONS AS OF JANUARY 2020						
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	115,865	179,899	240,494	249,483	603,101	39.88%
Real Estate Tax - Delinquent	534	944	13,555	4,394	8,900	152.31%
Public Service Tax	-	10,060	-	10,060	27,500	0.00%
Personal Property Tax	87,023	51,845	149,130	84,939	227,963	65.42%
Personal Property Tax - Delinquent	1,422	653	14,160	6,685	12,000	118.00%
Machinery & Tools Tax	-	43,772	-	43,772	150,469	0.00%
Penalties on Tax	276	94	3,055	4,436	6,300	48.49%
Interest on Tax	221	153	2,098	2,864	3,200	65.56%
Local Sales Tax	17,277	16,776	128,893	98,320	216,371	59.57%
Meals Tax	136,428	133,631	963,636	760,714	1,623,266	59.36%
Utility Tax	29,592	29,003	163,973	163,656	330,100	49.67%
Communications Tax	13,872	13,879	81,189	84,905	179,245	45.29%
Bank Stock Tax	-	-	-	-	322,000	0.00%
Penalty-Meals Tax	215	444	2,328	840	2,000	116.41%
Interest-Meals Tax	25	41	347	69	300	115.78%
Penalty-Lodging Tax	-	-	-	-	-	0.00%
Interest-Lodging Tax	-	-	-	-	-	0.00%
Lodging Tax	11,484	13,856	112,812	101,271	207,671	54.32%
Cigarette Tax	8,730	8,661	55,440	40,665	81,000	68.44%
BPOL-Retail	20	-	1,899	4,792	334,040	0.57%
BPOL-Professional	-	960	9,525	14,918	180,000	5.29%
BPOL-Contractor	103	365	4,515	3,905	19,000	23.77%
BPOL-Repairs/Services	20	200	2,288	11,918	128,695	1.78%
BPOL-Alcoholic Beverages	-	-	-	-	800	0.00%
BPOL-Penalty/Interest	3	-	1,209	2,323	3,000	40.28%
BPOL-Amusement	-	-	-	-	208	0.00%
BPOL-Utility	-	-	-	-	11,475	0.00%
BPOL-Miscellaneous	4	-	749	530	5,300	14.14%
Solicitor Permits	-	-	20	20	-	0.00%
Farmer's Market Fees	-	-	2,020	1,620	4,500	44.89%
Welcome Center Fees	1,145	520	5,955	3,610	6,400	93.05%
Farmers Mkt EBT's Deposits	-	-	-	20	-	0.00%
Planning / Zoning Fees	225	1,910	3,505	6,290	10,300	34.03%
Court Fines	1,070	3,727	17,575	25,643	49,000	35.87%
Parking Fines	45	-	200	150	100	200.00%
Garbage Violation Fines	-	90	-	160	150	0.00%
Interest Earnings	15,000	28,389	66,000	88,242	157,000	42.04%
Return Check Fees	40	100	220	380	400	55.00%
Rental of Property	-	-	450	450	450	100.00%
Sale of Property	-	6,862	2,900	20,556	-	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	1,410	-	8,900	3,090	3,930	226.46%
Passport Service Fees	2,762	1,926	9,568	8,934	15,300	62.54%
Police Reports	56	205	1,128	726	1,300	86.77%
Fingerprint Service Fees	20	5	157	175	360	43.61%
CIT / PAC Room Staffing	1,410	-	4,420	6,300	8,400	52.62%
Garbage Collection Fees	10,510	7,828	84,988	40,898	96,874	87.73%
Truck Rental Program	70	20	280	370	600	46.67%
Credit Card Fees	311	341	2,515	1,851	3,400	73.98%
Weed Control Charges	53	(71)	1,147	136	650	176.40%
Administrative Charges for Services	-	-	350	50	150	233.33%
Miscellaneous Services	-	-	-	-	-	0.00%

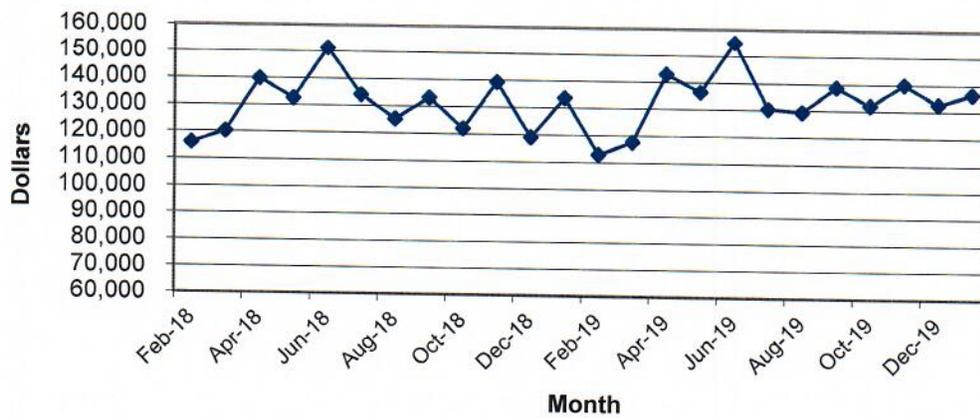
REVENUE COMPARISONS AS OF JANUARY 2020						
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
Bond Reimbursement	-	-	-	-	-	0.00%
VML Safety Grant	-	-	-	4,000	-	0.00%
Donations	-	-	3	34	-	0.00%
Merchandise Sales	-	-	2	251	-	0.00%
Miscellaneous	597	-	923	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	500	3,137	4,731	3,137	-	0.00%
Unrealized Gain on Investments	-	24,414	-	34,795	-	0.00%
Appropriated Fund Balance	-	(20,100)	-	(27,587)	30,500	0.00%
Total Local Revenues	458,338	564,536	2,171,256	1,920,751	5,075,460	42.78%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,337	3,346	3,340	99.92%
Litter Tax	-	-	2,164	2,760	2,750	78.69%
Rental Tax	1,002	4,150	9,571	21,443	21,000	45.58%
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	2,635	-	5,793	6,920	-	0.00%
VDOT Grant	-	-	359,421	8,015	-	0.00%
CDBG Grant	-	-	-	-	-	0.00%
Street Maintenance	-	-	726,065	726,061	1,473,904	49.26%
VML Safety Grant	-	-	-	-	-	0.00%
Volunteer Fire Dept.	7,500	7,500	15,000	15,000	30,000	50.00%
Law Enforcement-599 Funds	-	-	60,310	58,046	116,092	51.95%
Police Grant	-	-	-	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	-	1,530	-	1,530	-	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	-	-	-	-	-	0.00%
Total State Revenues	11,136	13,180	1,271,523	945,332	1,776,690	71.57%
TOTAL GENERAL FUND REVENUES	469,475	577,716	3,442,779	2,866,083	6,852,150	50.24%

REVENUE COMPARISONS AS OF JANUARY 2020							
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET THIS YEAR	% OF BUDGET THIS YEAR	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR			
UTILITY FUND REVENUES:							
Interest Income	-	-	-	4,645	-	0.00%	
Water Sales	98,733	93,194	962,352	909,249	1,540,000	62.49%	
gallons billed	18,179,266	18,520,975	155,807,464	161,750,118			
Water Connections	3,275	-	15,150	8,525	12,000	126.25%	
Reconnect Fees	550	1,975	4,560	9,425	16,625	27.43%	
Penalties	2,370	2,842	21,369	14,537	26,000	82.19%	
Bulk Water Purchases	193	1,449	40,461	24,322	1,000	4046.07%	
Sewer Collection Charges	63,303	57,617	628,820	597,142	903,778	69.58%	
gallons billed	14,192,124	14,478,175	104,896,126	114,689,111			
Sewer Connections	-	-	6,000	5,000	6,000	100.00%	
Cell Tower Rent	17,850	4,121	119,010	28,849	99,852	119.19%	
VML Safety Grant	-	-	-	-	-	0.00%	
Sale of Materials	847	1,400	1,797	1,400	-	0.00%	
Recoveries	-	-	360	-	-	0.00%	
Transfer from Utility Capital Projects Fund	-	-	-	-	-	0.00%	
Appropriated Fund Balance	-	-	-	-	814,012	0.00%	
TOTAL UTILITY FUND REVENUES	187,122	162,598	1,799,880	1,603,093	3,419,267	52.64%	
CAPITAL PROJECTS REVENUES:							
Microenterprise Loan Payments	863	769	7,346	6,364	-	0.00%	
Appropriated Fund Balance	-	-	-	-	-	0.00%	
TOTAL CAPITAL PROJECTS REVENUES	863	769	7,346	6,364	-	0.00%	
UTILITY CAPITAL REVENUES:							
Capital Recovery Fees-Water	24,239	23,614	151,712	162,190	294,237	51.56%	
FEMA Grant	-	-	-	-	150,000	0.00%	
Capital Recovery Fees-Sewer	20,253	19,452	135,753	127,932	235,532	57.64%	
Capital Recovery Fees-Garbage	1,691	1,681	10,124	11,831	20,247	50.00%	
Appropriated Fund Balance	-	-	-	-	110,193	0.00%	
Transfer from Other Funds	-	-	-	-	-	0.00%	
TOTAL UTILITY CAPITAL REVENUES	46,182	44,747	297,590	301,953	810,209	36.73%	
PERFORMANCE VENUE REVENUES:							
Rent from EDA	-	-	14,200	-	85,200	16.67%	
Transfers from General Fund	45,334	33,459	255,242	243,984	355,484	71.80%	
TOTAL PERFORMANCE VENUE REVENUES	45,334	33,459	269,442	243,984	440,684	61.14%	
			7 months of the 12 months of the fiscal year				58.33%

TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS

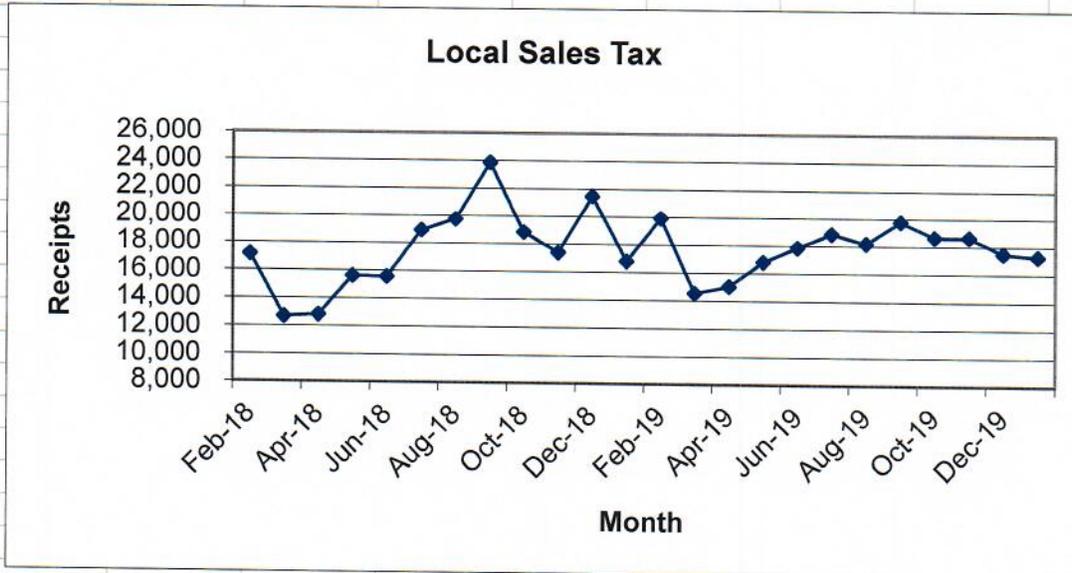
Month	Collections
Feb-18	115,988
Mar-18	120,285
Apr-18	139,665
May-18	132,498
Jun-18	151,336
Jul-18	133,965
Aug-18	125,245
Sep-18	133,202
Oct-18	122,081
Nov-18	139,223
Dec-18	119,084
Jan-19	133,631
Feb-19	112,951
Mar-19	117,703
Apr-19	142,949
May-19	136,339
Jun-19	155,015
Jul-19	130,456
Aug-19	129,365
Sep-19	138,698
Oct-19	132,048
Nov-19	139,817
Dec-19	132,616
Jan-20	136,428

Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

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
Jan-20	17,277



TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF JANUARY 31, 2020

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND:						
Mayor & Council	13,460	9,827	58,615	52,635	77,841	75.30%
Town Manager	36,090	19,660	239,018	144,845	297,309	80.39%
Town Attorney	-	3,669	13,723	26,257	37,799	36.30%
Finance Department	60,314	27,481	367,943	302,869	610,739	60.25%
Electoral Board	-	-	-	-	5,100	0.00%
Passport Services Expenses	93	207	745	951	3,324	22.41%
Police Department	247,504	186,832	1,798,764	1,216,684	2,323,151	77.43%
Volunteer Fire Dept.	18,649	13,719	73,646	69,761	169,295	43.50%
Public Works Admin.	18,287	14,595	101,065	74,897	97,414	103.75%
Public Works Admin. Non-VDOT Eligible	-	-	2,427	14,657	3,000	80.90%
Street Lights	8,183	8,508	49,875	52,656	117,430	42.47%
Traffic Control & Parking	9,585	1,610	85,822	21,179	525,421	16.33%
Streets	46,882	55,812	1,266,049	618,791	1,436,955	88.11%
Sidewalks & Curbs	-	-	17,658	1,870	62,235	28.37%
Angle Bridge	370	15,949	2,288	21,274	-	0.00%
School Board Rd. Drainage	-	6,112	-	612	-	0.00%
Street Cleaning	253	-	3,278	4,331	7,507	43.66%
Refuse Collection	12,077	9,172	91,950	70,571	136,119	67.55%
Snow Removal	-	4,256	4,653	37,622	44,919	10.36%
Playgrounds	12,268	2,562	51,175	28,145	63,295	80.85%
Municipal Building	11,460	4,889	55,899	33,922	89,779	62.26%
Emergency Services Bldg.	15,398	3,718	61,811	50,922	65,625	94.19%
Public Works Building	9,212	1,372	63,106	14,225	51,943	121.49%
Cemetery	-	91	10,486	7,838	6,267	167.31%
Celeste Park	-	-	-	-	5,245	0.00%
Gilley's Park	-	-	-	-	1,000	0.00%
Mary Elizabeth Park	-	-	-	54,141	-	0.00%
Impound Lot	-	-	-	906	-	0.00%
Planning & Zoning	30,495	8,662	119,002	65,319	127,473	93.35%
Community Development	40,563	19,475	228,575	161,586	319,263	71.59%
Citizen's Square	947	1,536	11,538	14,261	22,333	51.66%
Hospitality Center	2,336	725	16,299	10,536	28,839	56.52%
Economic Development Authority	-	-	1,470	1,129	4,055	36.24%
Remediation of Blighted Structures	-	-	-	-	30,000	0.00%
Non-Departmental:						
Wages & Fringes	3,797	1,529	36,595	41,396	68,196	53.66%
Employee Wellness Program	-	480	-	1,960	3,960	0.00%
Employee Drug Testing	281	66	762	308	1,100	69.23%
Insurance	-	-	67,032	64,522	67,032	100.00%
Contributions to Others	-	-	10,500	15,450	16,500	63.64%
Debt Service-Principal	159,730	165,000	287,730	290,000	288,000	99.91%
Debt Service-Interest	40,614	10,764	19,593	36,441	40,652	48.20%
Transfer to Performance Operations	45,334	33,459	255,242	243,984	355,484	71.80%
Contingency - General Purposes	70,000	-	70,000	-	17,777	393.77%
Contingency - Supplemental Pay Adjustments	-	-	-	-	29,550	0.00%
TOTAL GENERAL FUND EXPENDITURES	914,181	631,739	5,544,332	3,869,453	7,658,926	72.39%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF JANUARY 31, 2020

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
WATER & SEWER FUND:						
Water System Operation	13,184	15,966	135,071	131,078	236,619	57.08%
Meter Reading	2,089	3,134	19,623	19,199	41,724	47.03%
Water Plant	59,993	50,719	470,862	322,058	709,784	66.34%
Utility Billing & Administration	5,583	13,601	143,394	119,625	194,095	73.88%
Wastewater System Operation	22,670	9,612	97,022	91,588	208,073	46.63%
Wastewater Treatment Plant	53,523	40,851	373,533	243,609	558,377	66.90%
Non-Departmental:						
Wages & Fringes	-	-	-	6,551	-	0.00%
Insurance	-	-	22,344	21,507	22,344	100.00%
Debt Service-Principal	196,000	194,000	253,240	302,000	363,240	69.72%
Debt Service-Interest	34,270	48,055	54,255	54,472	108,504	50.00%
Contingency - Utility Operating Purposes	-	-	-	-	9,378	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	6,429	0.00%
Depreciation	-	-	-	-	814,012	0.00%
TOTAL WATER & SEWER FUND EXPENSES	387,312	375,938	1,569,344	1,311,687	3,272,579	47.95%
CAPITAL IMPROVEMENTS FUND:						
Microenterprise Loan Program	-	-	25,000	-	-	0.00%
Transfer to General Fund	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	-	-	25,000	-	-	0.00%
UTILITY CAPITAL FUND:						
Public Works Utility Capital Items	-	-	81,481	-	91,500	89.05%
Meter Replacement	16,345	482,639	98,420	486,836	135,304	72.74%
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	13,040	-	20,915	-	70,000	29.88%
WTP Pick-up & Snow Blade	-	-	39,188	-	39,188	100.00%
WTP Generator	-	-	-	-	150,000	0.00%
WTP Valve Actuator	-	-	26,878	-	26,878	100.00%
WTP Replace Flocculators	-	-	-	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	438	-	21,192	-	31,200	67.92%
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	43,550	-	43,550	-	-	0.00%
WW Main Pump Station Climbing Screen	-	-	-	-	-	0.00%
Hillcrest Sewer Line Replacement (PW)	-	-	-	-	108,000	0.00%
WWTP Security Upgrades	-	-	23,814	-	31,200	76.33%
Debt Service - Principal	-	-	20,621	-	57,240	36.03%
Debt Service - Interest	-	-	35,747	-	38,946	91.79%
Contingency	-	-	-	-	-	100.00%
TOTAL UTILITY CAPITAL EXPENDITURES	73,373	482,639	458,820	561,586	1,301,448	35.25%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF JANUARY 31, 2020

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
PERFORMANCE VENUE OPERATIONS:						
Performance Venue Operations:						
Wages - Full Time	25,868	15,933	176,770	95,108	204,786	86.32%
Wages - Part Time	-	-	-	4,350	-	0.00%
Wages - Overtime	-	-	3,354	-	-	100.00%
Wages - Security	2,730	555	17,130	7,125	22,000	77.86%
Fringes	10,098	7,557	81,893	55,563	76,736	106.72%
Contractual Services	861	3,278	52,555	24,133	35,000	150.16%
Custodial Services	1,300	1,300	10,075	5,863	11,700	86.11%
Repairs & Maintenance	-	-	1,422	3,524	7,500	18.96%
Advertising	-	-	-	-	-	0.00%
Printing & Binding	-	-	-	-	-	0.00%
Licenses & Permits	460	438	460	790	1,000	46.00%
Postage & Delivery Services	3	-	3	-	-	0.00%
Utilities	2,499	2,508	13,633	11,832	27,600	49.39%
Communications	1,195	1,447	7,887	7,109	13,800	57.15%
Office Supplies	-	124	1,082	793	800	135.27%
Janitorial Supplies	320	320	2,269	3,970	6,770	33.51%
Furniture & Fixtures	-	-	-	-	-	0.00%
Data Processing Equipment	-	-	-	-	2,500	0.00%
Machinery & Equipment	-	-	-	4,681	-	0.00%
Audio/Visual Equipment	-	-	-	-	-	0.00%
Contingency	-	-	-	-	53,568	0.00%
TOTAL PERFORMANCE VENUE EXPENSES	45,334	33,459	368,533	224,840	463,760	79.47%
			7 months of the 12 month fiscal year			58.33%
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)		
2-10-20: Council agenda management software (tentative)	(11,900)		
AVAILABLE CONTINGENCY - GENERAL PURPOSES	11,064	700	-
<hr/>			
BUDGETED FOR SUPPLEMENTAL PAY ADJUSTMENTS COMMITTED:	29,550	7,051	
AVAILABLE FOR SUPPLEMENTAL PAY ADJUSTMENTS	29,550	7,051	
<hr/>			

	Town of Rocky Mount			1/24/2020
	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			
Vendor		Contract Budget	Reimbursement 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 #16		\$ 3,718.79	
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Vendor Balance			\$ 2,977.07
(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 #16		\$ 14,080.00	
	Reimb Request #			
	Reimb Request #			
	Vendor Balance			\$ 6,062.00
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 #16		\$ 120.00	
	Reimb Request #			
	Other Balance			\$ 1,681.63
Add: Interest	project to date			\$ 12,030.38
		\$ 1,100,000.00	\$ 1,089,279.30	\$ 22,751.08

TOWN OF ROCKY MOUNT
UTILITY BILLING
WATER CONSUMPTION PERCENTAGES
FOR THE MONTH OF JANUARY 2020

	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS:						
Business Non-Profit, No Discount (B)	8	52,637	\$ 399	0%	0%	0%
Commercial ©	331	4,338,541	\$ 22,301	11%	24%	18%
Church with Non-Profit Discount (D)	9	7,700	\$ 42	0%	0%	0%
Industrial (I)	56	3,917,211	\$ 13,960	2%	22%	11%
Business Non-Profit, with Discount (N)	0	-	\$ -	0%	0%	0%
Church without Non-Profit Discount (O)	20	80,631	\$ 525	1%	0%	0%
Residential ®	1754	6,065,348	\$ 42,751	59%	33%	35%
Schools (S)	21	495,143	\$ 1,957	1%	3%	2%
TOTAL	2199	14,957,211	\$ 81,935	75%	82%	66%
OUT-OF-TOWN CUSTOMERS						
Business Non-Profit, No Discount (B)	0	-	\$ -	0%	0%	0%
Commercial ©	74	1,072,489	\$ 11,197	3%	6%	9%
Church with Non-Profit Discount (D)	2	1,470	\$ 11	0%	0%	0%
Industrial (I)	2	20,510	\$ 173	0%	0%	0%
Business Non-Profit, with Discount (N)	2	1,646	\$ 12	0%	0%	0%
Church without Non-Profit Discount (O)	11	91,924	\$ 867	0%	1%	1%
Residential ®	658	2,034,016	\$ 29,473	22%	11%	24%
Schools (S)	0	-	\$ -	0%	0%	0%
TOTAL	749	3,222,055	\$ 41,733	25%	18%	34%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
Business Non-Profit, No Discount (B)	8	52,637	\$ 399	0%	0%	0%
Commercial ©	405	5,411,030	\$ 33,497	14%	30%	27%
Church with Non-Profit Discount (D)	11	9,170	\$ 53	0%	0%	0%
Industrial (I)	58	3,937,721	\$ 14,133	2%	22%	11%
Business Non-Profit, with Discount (N)	2	1,646	\$ 12	0%	0%	0%
Church without Non-Profit Discount (O)	31	172,555	\$ 1,392	1%	1%	1%
Residential ®	2412	8,099,364	\$ 72,224	82%	45%	58%
Schools (S)	21	495,143	\$ 1,957	1%	3%	2%
TOTAL	2948	18,179,266	\$ 123,668	100%	100%	100%

NOTE: There is a new customer type break-down as we prepare for the new Munis utility billing financial software

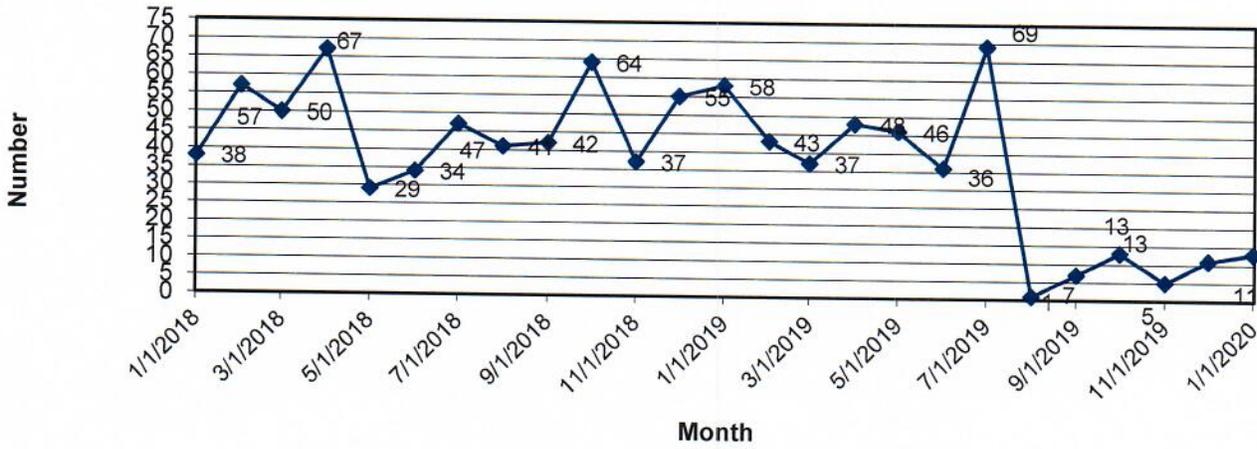
TOWN OF ROCKY MOUNT
UTILITY BILLING
PERCENT CONSUMPTION & PERCENT REVENUE
PER CUSTOMER CLASS
FISCAL YEAR 2020

In Town																		
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	0%	0%	24%	18%	0%	0%	22%	11%	0%	0%	0%	0%	33%	35%	3%	2%	82%	66%
Feb-20																		
Mar-20																		
Apr-20																		
May-20																		
Jun-20																		
Average	0%	0%	26%	21%	0%	0%	22%	12%	0%	0%	0%	0%	30%	31%	4%	2%	83%	68%

Out of Town																		
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	0%	0%	6%	9%	0%	0%	0%	0%	0%	0%	1%	1%	11%	24%	0%	0%	18%	34%
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
December-19

Water Plant Finished Water Pumped		<u>21,700,000</u>
(Dec 1 - Dec 31) (meters read 1/2 - 1/6)		
Water Consumption Billed	18,179,266	
Water Plant Process	838,000	
Flushing Water Lines, Hydrants, Tanks	87,000	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Bulk Water Used at Public Works Shop	6,900	
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>19,316,334</u>
Percent Finished Water Accounted		89.02%

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 Cente	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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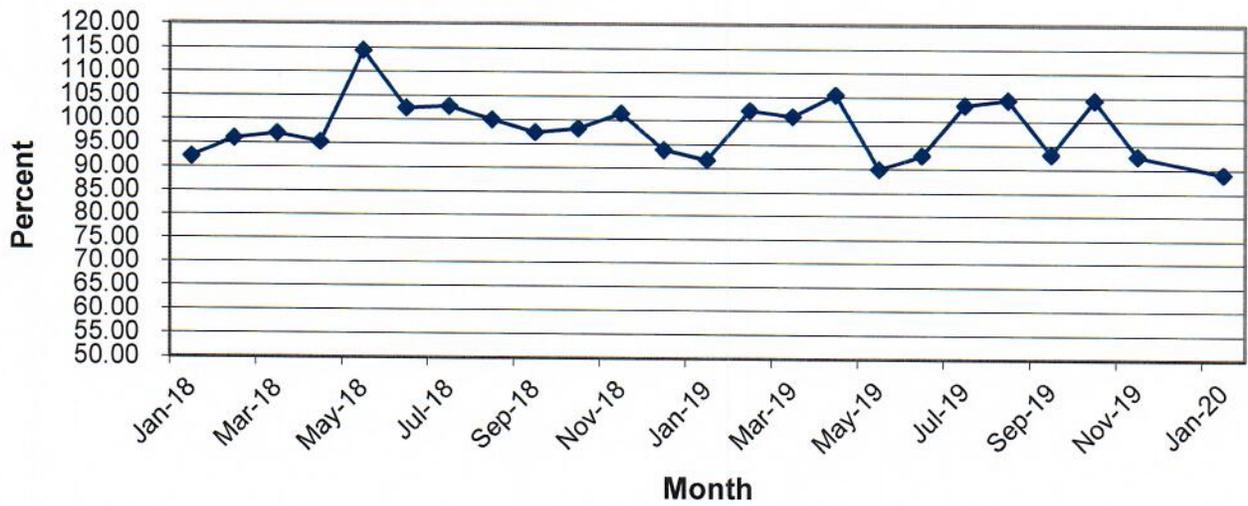
Water Line Repairs by Public Works during the month:
repaired 1 water main

Sewer Line Repairs by Public Works during the month:
repaired or unplugged 12 sewer mains or laterals

TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
FISCAL YEAR 2020

	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Month						
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	21,700,000	19,316,334	89.02%	2,383,666	95.45%	945,063.00
Jan-20				-		
Feb-20				-		
Mar-20				-	0.00%	-
Apr-20				-		
May-20				-		
Jun-20				-	0.00%	-
AVG.	24,299,758	23,845,176	97.90%	454,582	97.90%	454,582
TOTAL	145,798,550	143,071,057		2,727,493		
Monthly Avg. Percent Unaccounted =			2.10%			
Monthly Avg. Percent Accounted =			97.90%			
6 out of 6 months this fiscal year > 80% accountability						

Water 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%	21,700,000	35.00%	19,316,334	89.02%	2,948	24,490,000	39.50%	14,192,124	57.95%
Jan-20	291.40	22,100,000	35.65%		0.00%				25,978,000	41.90%		
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%		
AVG.	301.89	23,661,429	38.54%	24,299,758	39.63%	23,845,176	97.90%	2,932	23,614,857	38.39%	17,165,255	76.04%

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

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

MONTHLY STAFF REPORT

DATE:	February 10, 2020
TO:	Rocky Mount Town Council
FROM:	Justin Woodrow
DEPARTMENT:	Fire Department
MONTH:	December 2019

For the period of December 2019, the Rocky Mount Fire Department responded to a total of 44 calls of which 16 were inside the town limits and 28 were within Franklin County.

RMFD apparatus traveled a total of 1185 miles carrying out duties pertaining to answering calls and support efforts of the department.

RMFD members logged 15 members 138 hours of training on top of responding to 49 calls

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

Respectfully Submitted By,
Chief Justin Woodrow

MONTHLY STAFF REPORT

DATE:	February 10, 2020
TO:	Rocky Mount Town Council
FROM:	Chief Ken E. Criner, Jr.
DEPARTMENT:	Police Department
MONTH:	January 2020

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

MONTHLY STAFF REPORT

DATE:	February 10, 2020
TO:	Rocky Mount Town Council
FROM:	Brian Schofield, Public Works Superintendent
DEPARTMENT:	Public Works Department
MONTH:	January 2020

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 two 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. Did an asphalt patch to control stormwater at the top of Summit Dr.
12. Replaced a 48" storm drainpipe on Herbert Street
13. Worked and are working on the Emergency Services Memorial
14. Walking sewer lines and checking for needed maintenance on our lines

MONTHLY STAFF REPORT

DATE:	February 10, 2020
TO:	Rocky Mount Town Council
FROM:	Tim Burton
DEPARTMENT:	Waste Water Treatment Plant
MONTH:	January 2020

Average Daily Flow	.838 MGD
TSS Reduction	96.8 %
BOD Reduction	98.9 %
Leachate (F.C. Landfill)	517,296 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	28.13 Tons
Rain Total 2.94 inches	Snow Total 0.0 inch

The Wastewater Plant had 6 after hour's alarms during the month of January.

The staff worked on regular maintenance along with servicing all of the lawnmowers.

The climbing screen at main plant pump station had to have a new brake magnet installed due to the factory rep having it wired wrong. This was a complicated problem to diagnose and repair.

During the January 13th storm, the force main began to separate inside the wet well of Green Oaks pump station. This caused a major recirculation of the wastewater instead of pumping out. With the help of AAA septic, Public Works and Wastewater staff, we were able to coordinate and repair this issue on January 15. This was a major issue that was getting worse by the hour.

The staff had to rebuild hutch 2 pumps at Altice Mill pump station.

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	February 10, 2020
TO:	Rocky Mount Town Council
FROM:	Jeff Gauldin – Water Superintendent
DEPARTMENT:	Water Department
MONTH:	January 2020

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 730,000 gallons of water per day. Rainfall for this month was 4 inches, as measured at the water treatment plant. The Blackwater River flow continues to be adequate for normal operation.

Total Raw Water Pumped:	22.10 million gallons
Total Drinking Water Produced:	22.60 million gallons
Average Daily Production:	730,000 gallons per day
Ave Percent of Production Capacity:	37.0%
Flushing of Hydrants/Tanks/FD Use:	0.00(0 days) + F.D. 155,000 gals = 155,000 gals
Plant Process Water:	911,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	0.00 gallons
Bulk Water used at PW Shop	3,000 gallons
Tank Cleanout/Drainage	0.00 gallons

Testing:

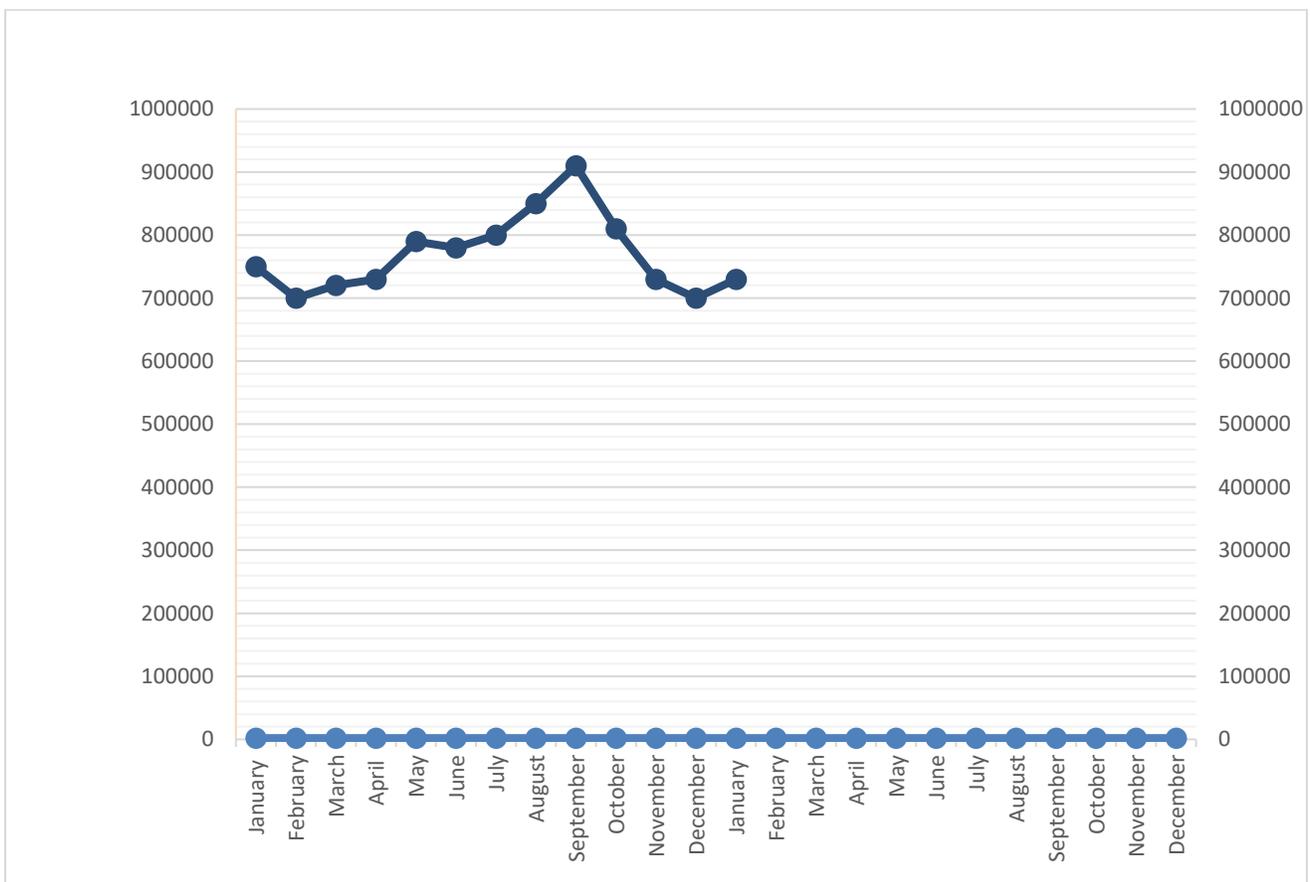
- Our monthly (6 total) routine bacteriological samples were free of bacteria. The Town continues to comply with all drinking water standards, by EPA requirements.
- Our THM and HAA-5 results are down significantly at both Doe Run and Beverly Hills. Our next round of tests for HAA-5 and THM will be taken in the second week of February of 2020. All the analysis for November 2019 came back well within limits.
- We will restart the Auto-flushing program in February. This process helps with the reduction in TTHM and HAA5's as well as providing higher quality water to lines with low usage and no circulation.

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. The back ordered equipment is in, and we are awaiting a scheduling window with AMR to complete the project.

- Installation of the Automatic gate is complete; this will significantly enhance the security of the Water Plant.
- Staff installed conduit and wiring to connect a second coagulant pump to the SCADA system during the completion of the SCADA upgrade in February.

Water Plant Production in Gallons Per Day (January 2019 to December 2020)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 10, 2020
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	<p>At the January 13th Council meeting, Council approved an Agenda Management Software and technology refresh. The equipment was old and at best less than functional. An RFP was developed, vendors were interviewed, demonstrations given, and a selection was made for eScribe.</p> <p>Attached is the supplemental appropriation resolution for the purchase of the Agenda Management Software for Town Council and the Planning Commission as well as the replacement of the equipment at a total cost of \$17,000 with \$11,900 coming from Contingency and \$5,100 coming from Fund Balance.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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RESOLUTION NO.: 2020.003

**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 agenda management software for Council and Planning Commission needs replacement at a cost of \$17,000 with \$11,900 from the general fund contingency and \$5,100 from the utility fund balance, and

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 11011010.61112 (Council data processing)	\$17,000
Account 10091020.56151 (contingency)	\$11,900
Account 20090000.42562 (fund balance)	\$ 5,100

GIVEN UNDER MY HAND, THIS 10th DAY OF FEBRUARY 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 Other

FOR COUNCIL MEETING DATED:	February 10, 2020
----------------------------	-------------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	As the process of Town Staff working with VDOT and our engineers regarding the updates to the Angle Bridge continues, the leftover funds from the Peter Saunders Veterans Memorial Bridge that were initially moved from the bridge project to a proposed Franklin/Floyd intersection project are now being used toward the Angle Bridge rehabilitation. The attached memo outlines the status of the project as well as input needed from Town Council.
ACTION NEEDED:	Guide staff on should the project be continued.

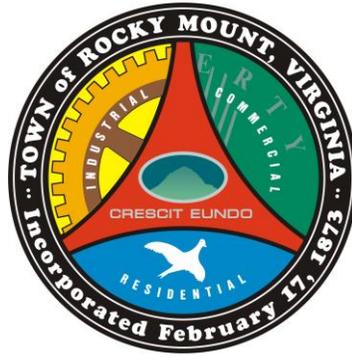
Attachment(s): Yes

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

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

540.483.7660
FAX : 540.483.8830

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



TOWN COUNCIL
STEVEN C. ANGLE, MAYOR
BILLIE W. STOCKTON, VICE MAYOR

BOBBY M. CUNDIFF BOBBY L. MOYER
MARK H. NEWBILL JON W. SNEAD
GREGORY B. WALKER

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

MEMORANDUM

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

From: Matthew C. Hankins, Assistant Town Manager
Brian Schofield, Public Works Superintendent
Jessica Heckman, Town Planner

Date: February 3, 2020

Re: Angle Bridge Renovation Cost Estimates

Members of Council:

Town Staff has been working with VDOT and our engineers since 2017 to plan for the updates to the Angle Bridge. As a reminder, the work is funded in part by \$590,192 in federal funds left over from construction of the Peter Saunders Veterans Memorial Bridge over the Pigg River. Those leftover funds were initially moved from the bridge project to a proposed Franklin/Floyd intersection project, and then to the Angle Bridge rehabilitation.

While inspection, design, construction and review have taken much longer than originally anticipated by staff, we are coming out of this process with a strong design approved by all the partners. As you know from our previous updates, the VDOT review and approval process is laborious and redundant, taking much longer than staff originally anticipated. The results will be worth it, with a more attractive and functional bridge as the outcome.

We are now very close to going to bid. Three issues remain to be cleared up prior to bidding.

1. First is the timing. This project is expected to take four months to complete. An optimistic bidding and award schedule will have this project starting in late summer - affecting the start of the new school year. Staff has worked hard to have this project affect only one school year, and while our preference would be to impact the Spring semester, I think we have no choice but to proceed now to get a July start.
2. Secondly, I think you'll understand staff's frustration when you see this excerpt taken directly from a January email from VDOT staff: "Currently district environmental staff is working with central office environmental staff to obtain the necessary environmental clearance (environmental re-evaluation is required on the lap402a). Due to the presence of bat guano under the bridge this has become complicated - primarily because we don't

know the species of bats that roost there (they are currently hibernating and will most likely return to the bridge in april). This is mostly an administrative issue but it must be completed correctly to get authorization from FHWA. The Town may expect a recommendation or some encouragement from VDOT to install netting or some type of foam (like pool noodles) in the underside of the joints to prevent re-entry of bats to roost.”

3. Finally, the Town Council must review the most recent construction cost estimate and agree to pay actual costs over the VDOT funding. VDOT and the Town’s engineer currently estimate the total project cost to have a funding shortfall of \$681,069, including construction, design, engineering, railroad monitoring and VDOT administration. You have already spent some funds for the bridge design and engineering work, but the bid estimates still put the project costs \$394,000 above earlier projections.

We can complain, and have, about how the bureaucratic delays on VDOT’s side have raised the costs. Regardless of those effects, the Town Council should authorize staff to proceed to the bidding phase. Doing so reduces our overall economic liability and prepares the bridge now for another 20-25 years of serviceable life.

If you give authorization tonight, VDOT expects to give authorization to bid in 4-6 weeks. Assuming the worst case scenario, advertising would start around mid-April, with bids received in May for review and approval by Council June 8 with a late July start date. Under that scenario, construction should be complete by Thanksgiving.

With those dates in mind, Council can consider its funding options for the project as part of your budget deliberations.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 10, 2020
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STAFF MAKING REQUEST:	Jeff Gauldin, Water Superintendent
BRIEF SUMMARY OF REQUEST:	Update of Ongoing Projects at the Water Plant
ACTION NEEDED:	Addition to this month's agenda.

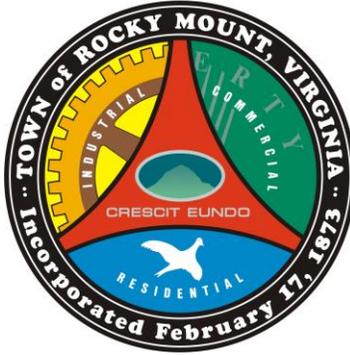
Attachment(s): Yes

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

BOBBY M. CUNDIFF BOBBY L. MOYER
MARK H. NEWBILL JON W. SNEAD
GREGORY B. WALKER

C. JAMES ERVIN, *Town Manager*
Rebecca H. Dillon, *Town Clerk*

MEMORANDUM

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

From: Jeff Gauldin, Water Plant Superintendent

Date: February 4, 2020

Re: Update of Ongoing Projects at the Water Plant

Members of Council:

I request time on the upcoming council schedule to update the council members on the progress that Staff has made on projects for the Water plant and the distribution system. The following are the issues I would like to discuss.

Western Virginia Water Authority interconnection: This one has been a long time coming. I would not like to make any predictions; however, we are down to the last three hundred feet (300) of Waterline to be installed between the river crossing and Iron Ridge Road. We should begin this final push around the first of March.

When we have the line installed, it should help us deal with storms (high turbidity water) and allow us to perform much-needed maintenance requiring the plant to be shut down for days at the time. I have calculated that it will be suitable for the plant to run on the interconnect during 300 plus turbidity water (Hurricane Michael). The SCADA connection to the interconnect will also allow the Superintendent or Lead Operator to turn the interconnect on remotely in case of emergencies, adding another layer to the town's water security.

Lower Grassy Hill Tank in-service/ SCADA upgrade: We will also be moving forward with placing the Lower Grassy Hill tank back in service and upgrading our SCADA system to more reliable radios in February. By reintegrating this tank, the town will add 200,000 gallons worth of storage to the system. This should help mitigate the line break problems we have experienced in the past that resulted in a loss of pressure in the system, specifically in the area of the middle school and north main street. Lower Grassy Hill tank will be set to open to the system during a sudden drop in pressure in that area.

Kevin Adkins, the lead operator for the Water plant, served as project manager for both the tank and the SCADA upgrade. Kevin and the staff from Public Works were able to

identify water lines already in place that saved us considerable time and moved this project along.

TTHM and HAA5 mitigation: This is an ongoing project; we continuously work at controlling disinfection by-products. Disinfection by-products have been shown to have health risks to newborn infants and pregnant women when water is consumed large volumes. There are two ways to control TTHM(Total Trihalomethanes) and HAA5(Halo-Acetic Acid) formation, you can eliminate the source which is TOC(total organic carbon), or you mitigate TTHM and HAA5 in the system with aeration and mixing; coupled with auto flushers on slow-moving or dead-end lines. We have had marked success with this issue. Currently, we are head and shoulders above other regional players.

In 2017 we had a .050 and a .046 HAA5 result and 0.063 and 0.80 TTHM results

In 2018 we had 0.048 and 0.047 HAA5 results and TTHM results of 0.040 and 0.046.

In 2019 we had 0.034 and 0.033 for HAA5 results and 0.028 and 0.032 for the results in the TTHM. From 2017 to 2019, we saw a reduction of 0.015 on the HAA5 results (31%) and a reduction of 0.0415 on the TTHM (58%).

At the same time, we were able to show the complete removal of TOC at the plant. The TOC reduction is performed at the plant by effective treatment management, the TTHM and HAA5 reduction in the system are due to the aerators and mixers in the tank and the automatic flushers installed in the system.

These are the large projects the Water plant staff has been working on completing. We also were able to get two new actuators installed on the filters, an automatic security gate installed at the Water Plant, repair a leak on to the Bald Knob tank, and we painted the million-gallon tank on 220 South.

Thank You,
Jeff Gauldin

TOWN OF ROCKY MOUNT					
FY 21 BUDGET & CAPITAL IMPROVEMENT PLAN SCHEDULE					
DAY	DATE	RESPONSIBLE PARTY	ACTIVITY	TIME	PLACE
Mon	2/10/2020	Town Council	Approval of Budget / CIP Calendar (Regular Council meeting)	7:00	Municipal Bldg.
Mon	2/10/2020	Finance Director	CIP worksheets to Department Heads		
Fri	2/14/2020	Department Heads	CIP Requests to Finance Director		
Tues	2/18/2020	Finance Director	Budget worksheets to Department Heads		
Mon	3/2/2020	Finance Director	Revenue Projections		
Mon	3/2/2020	Department Heads	Operating Budget Requests to Finance Director		
Mon	3/9/2020	Finance Director	Public Notice of Tax Rate effect if greater than 1%		
Mon	3/16/2020	Manager/Financ Dir	Proposed 5 year CIP finalized		
Mon	3/16/2020	Clerk / Finance Dir	Public Notice of Planning Commission CIP public hearing		
Wed	3/25/2020	Manager/Financ Dir	Proposed budget finalized		
Fri	3/27/2020	Manager/Finance Dir	Distribution of FY 21 - 25 CIP to Planning Commission (with copy to Town Council)		
Wed	4/1/2020	Manager/Financ Dir	Distribution of Proposed FY 21 Budget & FY 21 - 25 CIP to Council		
Tues	4/7/2020	Planning Cmsn.	Public Hearing & Recommendation of Proposed CIP (regular meeting for Planning Commission)	6:00	Municipal Bldg.
Mon	4/13/2020	Town Council	Public Hearing on Tax Rate effect if greater than 1% (Regular Council meeting)	7:00	Municipal Bldg.
Mon	4/13/2020	Manager/Finance Dir	Presentation of FY 21 Budget and FY 21 - 25 CIP to Council (Regular Council meeting)	7:00	Municipal Bldg.
Fri	4/13/2020	Finance Director	Public Notice of proposed Budget and public hearings		
Mon	4/20/2020	Town Council	Budget Work Session #1	5:00	Municipal Bldg.
Thur	4/23/2020	Town Council	Budget Work Session #2	5:00	Municipal Bldg.
Mon	4/27/2020	Town Council (Planning Commission	If needed: Budget Work Session #3 and / or joint work session with Planning Commission on CIP (special meeting for both)	6:00	Municipal Bldg.
Mon	5/4/2020	Town Council	Public Hearing on Proposed FY 21 Budget and FY 21 - 25 CIP (Special Council meeting)	7:00	Municipal Bldg.
Mon	5/11/2020	Town Council	Adoption of FY 21 Budget, FY 21 - 25 CIP, & Appropriation Resolution (Regular Council meeting)	7:00	Municipal Bldg.
Mon	6/15/2020	Finance Director	Distribution of Approved Budget and CIP		

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 5, 2020
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STAFF MAKING REQUEST:	Jessica Heckman, Town Planner
BRIEF SUMMARY OF REQUEST:	<p>For the past few years, the town has noted onstreet parking issues on Old Fort Road. Public Works Superintendent Brian Schofield has expressed ongoing difficulties with public works trucks being able to pass easily, we have received citizen complaints from the neighborhood regarding the number of cars parked in front of their homes, and we also recognize the difficulty public safety vehicles would have navigating the street. Staff presented images of the narrow lane between parked cars with a recommendation to consider banning onstreet parking on Old Fort.</p> <p>Planning Commission discussed the matter including possibly allowing parking on one side, however most members agreed with staff that allowing parking on one side would increase the number of complaints from residents parking in front of their homes.</p> <p>Planning Commission made a motion to recommend Town Council ban onstreet parking on both sides of Old Fort Road, the motion passed with a vote of (6-1).</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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
 Other

FOR COUNCIL MEETING DATED: February 10, 2020
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Public Utilities Committee met on January 17, 2020 to continue the review of staff's request for an additional appropriation to complete the water meter project. The original agenda item and the appropriation resolution is attached.</p> <p>The committee verified with the Town's Public Works director that the funds requested would complete the project and they also explored the issues pertaining to the project's cost overrun.</p> <p>Council Member Cundiff expressed his frustration that he as Chairman of the Public Utilities Committee was not kept abreast of the trending costs of the project. Staff addressed this concern but noted his desire for more information relative to significant projects.</p> <p>The committee recommended to Council to appropriate the additional funds from fund balance (Utility Capital Fund) and advised staff to continue with work crews in the field until the February Council meeting, acknowledging that the minor cost overrun that would be insured until February 10th would be manageable within the total existing budget.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

<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
 Special Items
 Other

FOR COUNCIL MEETING DATED:	January 13, 2020
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<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"> ▪ 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. ▪ Copper prices have risen considerably since the estimates for the project were developed. ▪ Better and more reliable larger customer meters were purchased (called “compound” meters) that more accurately measure large flow customers. <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 10TH DAY OF FEBRUARY 2020:

Steven C. Angle, Mayor

ATTESTED:

Rebecca H. Dillon, Town Clerk