ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
MARCH 12, 2018
AT 7:00 P.M.

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

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

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

I. Roll Call

II. Pledge of Allegiance

III. Approval of Agenda

IV. Special Items
- Introduction of Alexander Young

V. Public Hearing (*none at this time*)

VI. Approval of Draft Minutes
- February 12, 2018 – Regular Meeting Minutes

VII. Approval of Consent Agenda
- Miscellaneous Action *(none at this time)*
- Miscellaneous Resolutions/Proclamations *(none at this time)*
- Departmental Monthly Reports
  - Community Development Department
  - Finance Department
  - Fire Department
  - Police Department
  - Public Works Department
  - Wastewater Department
  - Water Department

VIII. Hearing of Citizens

IX. Old Business
1. Re-appointment of Mr. Ralph Casey to West Piedmont Planning District

X. New Business
1. High Street Cemetery
2. Budget Calendar
3. STEP Christmas Tour
4. Franklin County Family Resource Center Walk

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

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)(5) Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. Industrial Park and CBD

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.

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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
FEBRUARY 12, 2018

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

The following members of Council were present:

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

The following staff members were also present:

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

DRAFT

Motion: **To approve the agenda**
Motion By: **Vice Mayor Walker**
Second: **Council Member Snead**
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

1. Yard Sales

Mr. Ervin began the public hearing by stating that in the fall of 2017, Council became aware of ongoing yard sales in the Town of Rocky Mount. The yard sales were in residential areas, turned into ongoing businesses. At that time, Council directed staff to initiate options to still enable citizens to have routine yard sales but limit perpetual ones.

Jessica Heckman then spoke stating that due to numerous complaints of "permanent yard sales", the Planning Commission at their February 6, 2018 meeting recommended to Council that the Town add a section on temporary uses, to the Town's supplementary regulations in Article 6 of the Town Code to allow staff to manage yard sale complaints consistently, and less subjectively. The Planning Commission recommended limiting yard sales to two consecutive calendar days, limited to daylight hours, with a maximum of four sales per year with an interval of at least three months between sales. A public hearing was held on the amendment and was approved by the Planning Commission with a 7-0 vote.

Council Member Cundiff stated he would like for "continually" to be removed and have a maximum number of 3 or 4 yard sales a year with 30 days between yard sale events.

Council Member Moyer stated that in previous years, 2 or 3 yard sales was the limit in a year. Council Member Moyer stated he would like to see the 90 days removed, so there would be no in between time of limitation. Council Member Moyer also stated that he would like to clarify whether or not it would be permissible to hold a yard sale in a parking lot of a business, that is closed on a Saturday.

Mrs. Heckman indicated that the ordinance did not apply to businesses or churches.

Mr. Ervin stated that a person could not buy items to sell. Mr. Ervin also stated that a person could have 3 yard sales a year, with 30 days limit in between or 3 per calendar year, with at least 1 month in between each one, in residential household areas.

Council Member Snead asked what would happen if someone was caught violating the ordinance. The Town Attorney replied, if someone was caught violating the ordinance, the

violation would fall into the penalty provisions of the zoning code. The Town Attorney further stated that a person who violated the zoning code could be issued a summons and taken to court and the court would classify it as a small misdemeanor and the violator, if found guilty, could receive a fine between $10.00 and $500.00. A notice of violation would be given asking the citizen(s) cease and desist.

Motion: To limit yard sale activity to three a calendar year which would be January 1 to December 31, with a minimum of one month or 30 days between each sale, in residential rezoned areas.
Motion By: Council Member Cundiff
Second: Vice Mayor Walker
Motion Discussion: Council Member Newbill asked for clarification if the yard sale could be one day long or two days long. Mr. Ervin replied that if the citizen ceases on one yard sale, regardless of the duration; it would start the time limit on how many the citizen could have. The Town Attorney determined the most a citizen could have a yard sale for would be daylight hours for 2 consecutive days only.
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker
Nays: None
Action: Approved the request to limit yard sales as stated in the motion above, by a unanimous vote.

APPROVAL OF MINUTES

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

- January 8, 2018 – Regular Meeting Minutes
- January 29, 2018 – Special Called Meeting Minutes

Discussion: None
Motion: To approve the draft minutes
Motion By: Council Member Newbill
Second: Council Member Stockton
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** (none at this time)
(2) **Miscellaneous Resolutions/Proclamations** (none at this time)
(3) **Department Monthly Reports**

DRAFT

- 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: Vice Mayor Walker
Second: Council Member Snead
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 to any citizens wishing to speak.

Mr. Ralph Hall, of 750 East Court Street, Rocky Mount, Virginia, stated that on December 23, 2017, a vehicle went through Mr. Hall's fence in Mr. Hall's cow pasture. Mr. Hall stated that since December; two more vehicles had gone through the fence at the same place the vehicles went through previously. Mr. Hall stated that he had lived at his residence for 52 years and asked Council how might this issue be corrected.

The Mayor suggested for Mr. Schofield to go out to 750 East Court Street to take a look at Mr. Hall's property and report back to Council at the next regular meeting.

OLD BUSINESS:

1. Diamond Avenue Water Line Repair/Replacement

Mr. Ervin stated that capital for the year 2018 included replacing a failing water line on Diamond Avenue. Mr. Ervin also stated that bids were received on January 25, 2018 and Concrete Foundations, Inc. was the low bidder at $399,410.50. Mr. Ervin asked for Council's approval to issue a "Notice to Proceed" and enter into an agreement for the completion of the work with Concrete Foundations, Inc.

Mr. Hankins stated that the completion contract called for 120 days but the Town hoped to be finished with the project, by the end of the physical year.

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Council Member Moyer asked if the water supply would be interrupted. Mr. Hankins replied that the interruption would only be a limited one, with one section done at a time.

Council Member Cundiff asked regarding the cost $540,000. Mr. Hankins replied that the cost of the project was expected to come in under budget but there could always be a possibility of change orders.

Discussion: None
Motion: To authorize the Town Manager to issue a notice to proceed and enter into an agreement with the low bidder for the Diamond Avenue Water Line Repair/Replacement.
Motion By: Council Member Snead
Second: Council Member Cundiff
Motion Discussion: None
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker
Nays: None
Action: Approved the motion by a unanimous vote.

NEW BUSINESS

1. Presentation of Audit

Presentation of Town of Rocky Mount Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2017.

Emily Viers of Robinson, Farmer and Cox Associates spoke regarding the Audit Report. Ms. Viers began by going over the Auditor's Report and touched on the yellow book opinion with one modification. The Government Financial Officials Award was received again for this year's audit.

Council Member Snead said it was the consensus of the committee to approve the audit as presented.

Discussion: None
Motion: To accept the 2017 audited financial statements as presented
Motion By: Council Member Snead
Second: Vice Mayor Walker
Motion Discussion: None
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker
Nays: None
Action: Approved the motion by a unanimous vote.

The Mayor and Mr. Ervin thanked Ms. Woody for another successful audit.

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2. Public Art

Mr. Hankins stated that Town Council's approved comprehensive plan called for the creation of public art as a means to enhance quality of life, produce economic development, support the local arts community and improve usability of public spaces.

Mr. Hankins stated that Staff had produced a plan which would use a mixture of public and private spaces to create public art. For example, the Economic Development Authority had been working to create a town anchor for the Franklin County Barn Quilt trail and a Virginia Love Works sign, both at the Farmers Market.

Mr. Hankins also stated that the initial program would be limited to the Arts and Culture District. Examples of public art locations include storm drain covers (an idea started by the city of Richmond and since adopted by the City of Roanoke for this year), traffic barriers, public and private walls, and other locations which would contribute to a more vibrant Arts & Culture District. Funding for the project would come from a portion of the tourism/branding line item in Community Development, so long as budget allows.

Council Member Cundiff stated that he would like to see the idea held over one month and brought before committee to review, prior to coming before Town Council. It was the general consensus of Council then, to refer the matter to the Streets, Sidewalks and Streetlights committee and report back to Council at the next regular meeting.

Council Member Snead asked what the votes were for the Economic Development Authority and Planning Commission. Mr. Hankins stated that both governing bodies were unanimous votes in favor of adopting the public art.

3. Johnny CASA 5Miler–5K Run/Walk Event

Mr. Ervin stated the Johnny CASA 5Miler-5K Run/Walk Event was scheduled for December 15, 2018 beginning at 9:00 a.m. The course for 2018 was the same as in the previous two years. The organizer/race director is Mr. Johnny Nolen who has met with your police department and together they have reviewed all information. Your police department has approved the plans for the race.

Mr. Nolen of 78 Cromwell Drive, Rocky Mount, VA spoke briefly regarding the Johnny CASA event.

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

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4. Cell Phone Tower Lease with Verizon

Mr. Ervin stated that Verizon had requested to attach to the Town owned water tank on Scuffling Hill and the Town owned tower at the former Tank Hill water site. This would be a secondary attachment in each location.

Town staff had spent six months negotiating attachment agreements. The agreements presented allow for a monthly rent of $2,800 per site and a term of five years with four additional extensions of five years. The agreements have been reviewed as to form by the Town Attorney.

The Mayor asked how much notice should be given if the Town decided not to renew the agreement. Mr. Hankins responded, stating a 90 days' notice should be given.

Staff recommended accepting the agreements as submitted and scheduling a public hearing on the leasing of public property at the March meeting.

Discussion: None
Motion: To authorize Staff to advertise for and hold a public hearing at the March 12, 2018 Regular Town Council Meeting.
Motion By: Council Member Stockton
Second: Council Member Snead
Motion Discussion: None
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker
Nays: None
Action: Approved the motion by a unanimous vote

5. The Kingdom Run 5K to Benefit Food Bank

Ms. Jacqueline C. Meador (SeaJay) spoke regarding the Kingdom Run. Ms. Meador stated that the Kingdom Run was a benefit 5K, scheduled for August 25, 2018 beginning at 8:00 a.m. The course would begin and end at the location of Rocky Mount Church of God at 1360 North Main Street in Rocky Mount. Ms. Meador, who was the event organizer, stated that she had met with the police department who had reviewed and approved the plans for the benefit. The event was considered a rain or shine event.

Discussion: None
Motion: To approve the request
Motion By: Council Member Moyer
Second: Council Member Cundiff
Motion Discussion: None
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker
Nays: None
Action: Approved the motion by a unanimous vote.

COMMITTEE REPORTS

DRAFT

None at this time

REFERRALS TO PLANNING

None at this time

OTHER MATTERS AND CONCERNS

Mr. Hankins was on Rise n' Shine.

The Town Clerk briefly spoke to Council, inviting them to Gloria Wade's retirement luncheon which was to be held on Thursday, March 1, 2018 in Council Chambers. The luncheon was to be in celebration of Ms. Wade's 40 years of service to the Town of Rocky Mount.

CLOSED MEETING AND ACTION

None at this time

ADJOURNMENT

Motion: To adjourn meeting
Time: 7:38 p.m.
Motion By: Vice Mayor Walker
Second: Council Member Stockton
Motion Discussion: None
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker
Nays: None
Action: Adjourned by a unanimous vote

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_____
Steven C. Angle, Mayor

ATTEST:

_____
Rebecca H. Dillon, Town Clerk

Community Development & Planning February 2018 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
BANNER PERMITS		**TOTAL:**					
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved	
SITE/PLAT FILES		**TOTAL: 1**					
File Number	Property Owner	Action	TMPN	Date	Notes	Location	
P18-001	Chris Barba	Plat Review	2100018101	2/20/2018	Phase 2	Rakes Tavern	
SIGN PERMITS		**TOTAL: 3**					
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes
S18-003	Holley Insurance	2070104000	CDB	18	Holley Insurance	1/31/2018	
S18-004	Vintage Soul	2070102600	CBD	6	Vintage Soul	2/1/2018	
S18-005	Verizon	2020001400	GB	160	Verizon	2/28/2018	
ZONING COMPLIANCE PERMITS		**TOTAL: 1**					
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved
ZC18-005	Vintage Soul	Steven Yancey	2070102600	CBD	Commerical	Open new retail business	2/1/2018
ZONING PERMITS		**TOTAL: 5**					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES
ZP18-004	Christy Floyd	435 Pell Avenue	2040053700	Commerical	RB	2/1/2018	Remodel Garage with a 38x18 addition including electrical & plumping
ZP18-005	Roy & Judith Muse	260 Muse Field Road	2030005200	Residential	R1	2/2/2018	Install Accessory Building @ Rear of home
ZP18-006	Nick Lambert/ Shenandoah Personal Communications,LLC	280 S. Main Street	2070056000	Commercial	CBD	2/6/2018	Adding remaining equip approved by SUP in 2015 (Shentel)
ZP18-007	Magic City Sprinkler Inc	90 Industrial Drive	2040038800	Commercial	M2	2/7/2018	relocate underground fire main for new addition Trinity Packaging
ZP18-008	SG Construction LLC	682 Summit Drive	2010103500	Residential	R1	2/26/2018	Construction of Pavilion at the pool

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:					
Permit #	Applicant Name	Location	Reason for Distrubance			Expected Dates	

MONTHLY STAFF REPORT

DATE:	March 12, 2018
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director
DEPARTMENT:	**Finance Department**
MONTH:	March Meeting

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

New businesses obtaining a business license during the month

Investment portfolio from the latest bank statement

Revenue comparisons from this fiscal year to last fiscal year

Meals tax collections chart

Local sales tax collections chart

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

Utility billing profiles on customers and consumption

Water Customer Cut-off's chart

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

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department:
1337 walk-in transactions
1603 drive-thru transactions
1640 mail transactions

TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING FEBRUARY 2018

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

CONTRACTOR:
All Masonry / JB Enterprises, job in Rocky Mount
Star City Masonry, job at Carilion Clinic
Liberty Fire Solutions, job in Rocky Mount
S G Construction, job on Summitt Drive

REPAIRS / PERSONAL SERVICES:
Vintage Soul, 305 Franklin St, consignment

TOWN OF ROCKY MOUNT
Investment Portfolio
at January 31, 2018

Security	Call Date	Maturity Date		Bond	Market Price	Market Value	Market Yield	Yield to Maturity	Cusip Number	Estimated Annual Interest
Fixed Income / Bonds:										
FHLMC	12/29/2017	12/29/2021		500,000	98.009	490,045.00	2.24%	2.20%	3134GAC28	11,000.00
FHLMC	3/30/2016	12/30/2020		210,000	98.763	207,402.30	1.26%	2.00%	3134G8BH1	2,625.00
FNMA	7/27/2017	7/27/2017		493,000	98.893	487,542.49	1.66%	1.65%	3135GOS46	8,134.50
Bond Totals				1,203,000		1,184,989.79	1.72% avg. return			21,759.50
Certificates of Deposits:										
Am Express Fed Svgs Bk		8/29/2022		245,000	98.964	242,461.80	2.42%	2.40%	02587CFU9	5,880.00
Am Express Centurion		4/5/2022		245,000	99.149	242,915.05	2.47%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS		2/26/2021		245,000	96.738	237,008.10	1.29%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean VA		12/29/2021		230,000	99.369	228,548.70	2.26%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen VA		7/20/2021		245,000	96.909	237,427.05	1.54%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood DL		7/22/2020		245,000	100.104	245,254.80	2.29%	2.30%	254671VH0	5,635.00
Everbank Jacksonville FL		3/29/2019		245,000	99.538	243,868.10	1.50%	1.48%	29976DW3	3,675.00
Goldman Sachs USA		1/13/2021		245,000	100.035	245,085.75	2.29%	2.30%	38148J5F4	5,635.00
HSBC BK McLean VA		3/10/2021		230,000	99.841	229,634.30	1.30%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH		11/30/2020		245,000	98.861	242,209.45	1.92%	1.90%	48126XNJ0	4,655.00
Finl BK Chicago Ill		12/10/2018		190,000	99.451	188,956.90	1.10%	1.10%	55266CSB3	2,090.00
Sallie Mae Salt Lake City UT		1/31/2023	A	225,000	100.163	225,366.75	2.64%	2.65%	795450J71	5,962.50
State BK India NY NY		12/5/2019		245,000	99.636	244,108.20	2.40%	2.20%	8562843E2	5,880.00
CD Totals				3,080,000		3,052,844.95	1.96% avg. return			60,317.50
Total Investments				4,283,000		4,237,834.74	1.91% avg. return			82,077.00

Note A: This CD replaces one with a 2.09% rate of return

Month	LGIP Balance	Effective Yield
Jan-17	2,210,004.46	0.81%
Feb-17	2,228,269.83	0.84%
Mar-17	1,724,795.08	0.89%
Apr-17	1,741,606.06	0.98%
May-17	2,659,997.06	0.99%
Jun-17	3,054,217.68	1.05%
Jul-17	3,079,129.85	1.16%
Aug-17	2,656,125.66	0.12%
Sep-17	3,070,508.79	1.21%
Oct-17	2,791,854.39	1.22%
Nov-17	2,813,253.35	1.24%
Dec-17	2,818,160.75	1.34%
Jan-18	2,837,042.26	0.15%

REVENUE COMPARISONS
AS OF FEBRUARY 28, 2018

REVENUE SOURCE	MONTH THIS YEAR	MONTH LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR	BUDGET THIS YEAR	% OF BUDGET THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	173,887	214,616	304,684	412,857	588,308	51.79%
Real Estate Tax - Delinquent	1,077	4,615	8,479	16,810	14,000	60.57%
Public Service Tax	10,846	1,191	10,846	14,254	28,474	38.09%
Personal Property Tax	89,708	114,579	145,168	186,938	232,980	62.31%
Personal Property Tax - Delinquent	614	1,421	10,400	3,708	5,000	208.01%
Machinery & Tools Tax	120,649	31,334	122,107	97,979	132,379	92.24%
Penalties on Tax	316	352	3,484	1,652	4,000	87.10%
Interest on Tax	137	254	2,267	2,012	1,700	133.35%
Local Sales Tax	17,151	17,453	92,327	91,009	188,064	49.09%
Meals Tax	115,988	105,379	833,722	825,610	1,489,112	55.99%
Utility Tax	31,565	26,435	194,392	190,750	325,033	59.81%
Communications Tax	14,899	15,510	105,427	108,443	186,119	56.64%
Bank Stock Tax	-	-	-	-	216,500	0.00%
Penalty-Meals Tax	470	142	1,717	1,490	2,000	85.87%
Interest-Meals Tax	165	11	921	2,750	700	131.64%
Penalty-Lodging Tax	-	-	47	-	-	0.00%
Interest-Lodging Tax	-	-	-	-	-	0.00%
Lodging Tax	10,968	10,325	99,645	90,772	163,977	60.77%
Cigarette Tax	5,785	1,455	46,121	59,974	93,314	49.43%
BPOL-Retail	8,027	3,027	12,830	7,063	345,830	3.71%
BPOL-Professional	5,371	18	15,268	2,450	176,131	8.67%
BPOL-Contractor	371	1,579	3,114	2,100	15,923	19.55%
BPOL-Repairs/Services	223	2,272	7,817	6,838	132,319	5.91%
BPOL-Alcoholic Beverages	50	-	100	-	700	14.29%
BPOL-Penalty/Interest	135	-	3,356	1,259	3,000	111.86%
BPOL-Amusement	-	-	-	-	208	0.00%
BPOL-Utility	-	-	4	-	12,978	0.03%
BPOL-Miscellaneous	500	3,249	580	3,836	5,500	10.55%
Solicitor Permits	-	-	-	20	-	0.00%
Farmer's Market Fees	-	-	570	1,704	4,100	13.90%
Welcome Center Fees	300	350	4,455	4,336	4,000	111.38%
Farmers Mkt EBT's Deposits	-	-	754	-	-	0.00%
Planning/Zoning Fees	1,690	325	7,748	5,339	7,300	106.14%
Court Fines	3,208	1,919	21,795	22,463	52,500	41.51%
Parking Fines	-	-	15	80	100	15.00%
Garbage Violation Fines	40	-	520	160	100	520.00%
Interest Earnings	-	3,115	56,759	41,316	73,007	77.74%
Return Check Fees	-	40	420	370	400	105.00%
Rental of Property	-	-	450	420	420	107.14%
Sale of Property	-	-	6,000	-	-	0.00%
Bond Proceeds	-	-	-	-	345,154	0.00%
Mortgage Payments	256	700	2,374	1,724	3,073	77.27%
Loan Repayment - Paving	-	728	683	5,866	1,455	46.92%
Sale of Materials	-	-	-	-	-	0.00%
Grave Preparation	-	-	1,875	1,875	1,500	125.00%
Security Services	-	-	2,940	2,310	2,840	103.52%
Passport Service Fees	1,681	1,100	8,815	6,327	10,000	88.15%
Police Reports	120	77	885	706	1,100	80.45%
Fingerprint Service Fees	15	20	260	285	490	53.06%
CIT / PAC Room Staffing	-	1,050	7,000	7,000	8,400	83.33%
Garbage Collection Fees	7,934	7,881	53,695	53,286	90,792	59.14%
Truck Rental Program	40	10	330	188	300	110.00%
Credit Card Fees	391	284	2,344	1,319	1,919	122.15%
Weed Control Charges	796	-	1,110	537	150	740.05%

REVENUE COMPARISONS
AS OF FEBRUARY 28, 2018

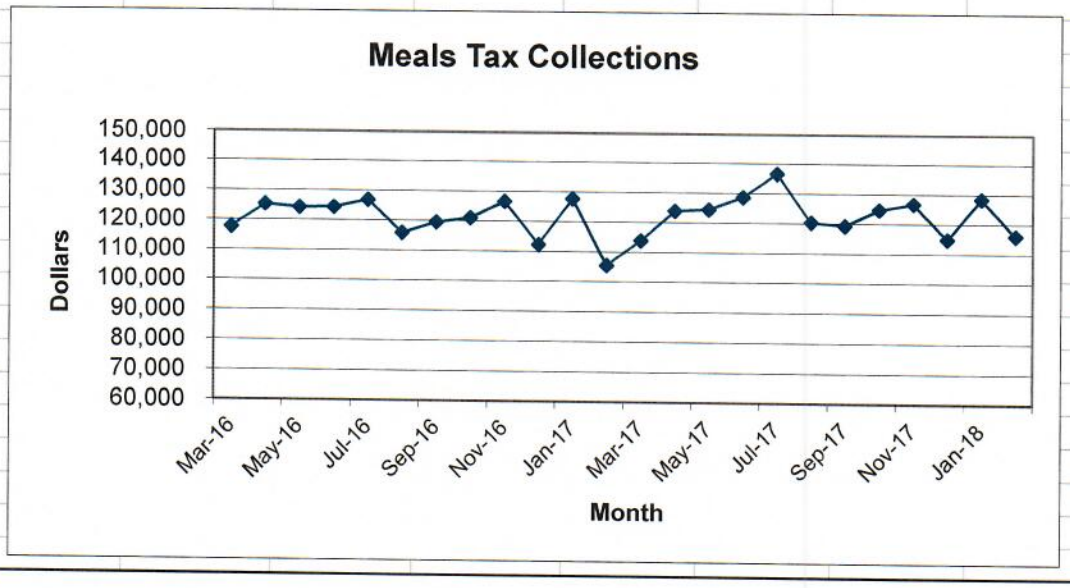
REVENUE SOURCE	MONTH THIS YEAR	MONTH LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR	BUDGET THIS YEAR	% OF BUDGET THIS YEAR
Administrative Charges for Services	100	-	1,284	568	300	427.97%
Miscellaneous Services	308	-	578	115	-	0.00%
Donations	-	-	20,003	30	-	0.00%
Merchandise Sales	-	-	2	7	25	8.20%
Miscellaneous	515	314	515	318	300	171.58%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	-	-	3,892	378	-	0.00%
Unrealized Gain on Investments	-	(1,055)	(43,173)	(41,813)	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
Total Local Revenues	626,293	572,074	2,189,720	2,247,788	4,973,974	44.02%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,340	3,357	3,250	102.78%
Litter Tax	-	-	2,480	2,543	2,475	100.20%
Other Categorical Aid	-	-	574	297	200	287.21%
Fire Programs	-	700	16,044	14,716	15,210	105.48%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
Law Enforcement Grants	-	-	3,181	-	-	0.00%
DMV Grants	2,452	-	10,247	5,045	-	0.00%
VDOT Grant	-	-	-	7,409	600,000	0.00%
CDBG Grant	-	-	-	-	-	0.00%
Street Maintenance	-	-	705,013	693,433	1,421,537	49.60%
VML Safety Grant	-	-	4,000	-	4,000	100.00%
Volunteer Fire Dept.	-	-	15,000	15,000	30,000	50.00%
Law Enforcement-599 Funds	27,988	-	83,964	55,976	108,460	77.41%
Va. Commission of the Arts Grant	-	-	-	240	-	0.00%
Other Categorical Aid-Police	-	-	1,614	-	-	0.00%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
Total State Revenues	30,440	700	928,951	881,509	2,268,625	40.95%
TOTAL GENERAL FUND REVENUES	656,734	572,774	3,118,670	3,129,297	7,242,599	43.06%
UTILITY FUND REVENUES:						
Water Sales	136,296	97,060	702,423	656,673	1,185,669	59.24%
gallons billed	20,545,370	18,890,850	165,946,747	165,564,784		
Water Connections	3,275	6,525	29,989	12,781	17,825	168.24%
Reconnect Fees	1,850	750	7,185	2,975	2,750	261.27%
Penalties	2,465	3,029	20,801	23,785	28,440	73.14%
Bulk Water Purchases	-	105	1,417	494	1,000	141.71%
Sewer Collection Charges	97,075	61,721	461,131	431,879	750,958	61.41%
gallons billed	15,857,440	15,011,750	136,047,450	127,764,438		
Sewer Connections	-	-	2,000	2,000	8,000	25.00%
Cell Tower Rent	1,890	4,024	32,437	33,364	47,339	68.52%
Sale of Materials	600	-	600	-	-	0.00%
Recoveries	-	-	-	702	-	0.00%
Appropriated Fund Balance	-	-	-	-	887,992	0.00%
TOTAL UTILITY FUND REVENUES	243,451	173,214	1,257,984	1,164,652	2,929,973	42.93%
CAPITAL PROJECTS REVENUES:						
Microenterprise Loan Payments	604	394	5,142	1,983	6,924	74.26%
Appropriated Fund Balance	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	604	394	5,142	1,983	6,924	0.00%

REVENUE COMPARISONS
AS OF FEBRUARY 28, 2018

REVENUE SOURCE	MONTH THIS YEAR	MONTH LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR	BUDGET THIS YEAR	% OF BUDGET THIS YEAR
UTILITY CAPITAL REVENUES:						
Proceeds from Bond	-	-	-	-	-	0.00%
Capital Recovery Fees-Water	23,590	23,514	185,741	183,753	281,721	65.93%
Capital Recovery Fees-Sewer	19,400	19,169	147,798	145,593	229,383	64.43%
Capital Recovery Fees-Garbage	1,684	1,672	13,482	13,358	20,472	65.86%
Appropriated Fund Balance	-	-	-	-	606,973	0.00%
Transfer from Other Funds	-	-	-	-	-	0.00%
TOTAL UTILITY CAPITAL REVENUES	44,674	44,354	347,021	342,705	1,138,549	30.48%
PERFORMANCE VENUE REVENUES:						
Transfers from General Fund	-	-	-	-	354,682	0.00%
TOTAL PERFORMANCE VENUE REVENUES	-	-	-	-	354,682	0.00%
			8 months of the 12 months of the fiscal year			66.67%

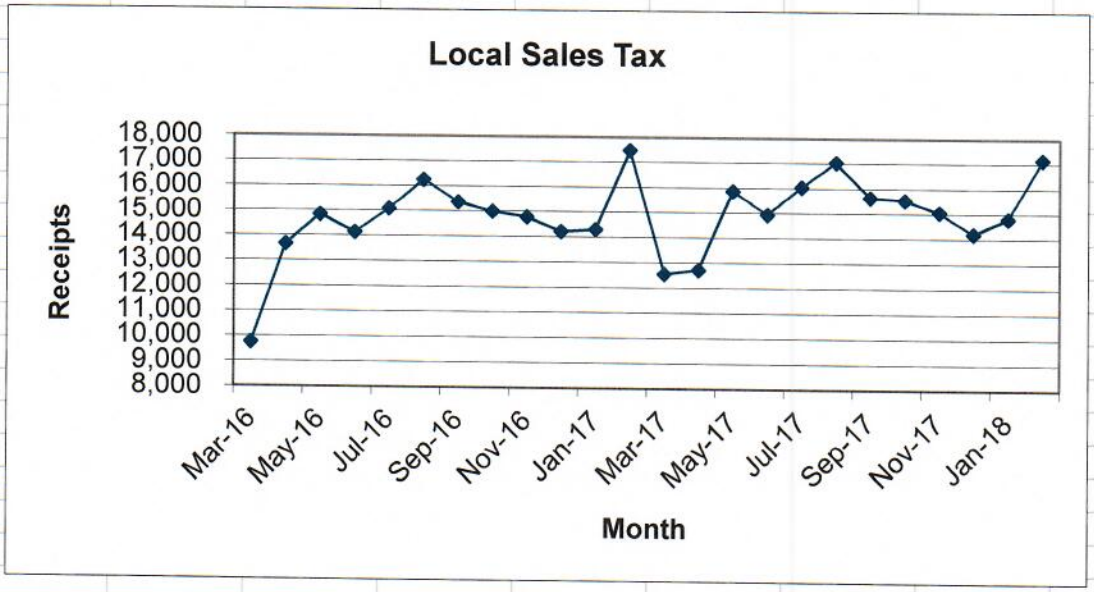
TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS

Month	Collections
Mar-16	117,536
Apr-16	125,165
May-16	124,133
Jun-16	124,265
Jul-16	126,812
Aug-16	115,737
Sep-16	119,407
Oct-16	120,915
Nov-16	126,512
Dec-16	112,194
Jan-17	127,602
Feb-17	105,380
Mar-17	113,755
Apr-17	123,775
May-17	124,351
Jun-17	128,601
Jul-17	136,527
Aug-17	120,248
Sep-17	119,236
Oct-17	124,629
Nov-17	126,641
Dec-17	114,825
Jan-18	128,340
Feb-18	115,988



Town of Rocky Mount
Local Sales Tax

Mar-16	9,733
Apr-16	13,632
May-16	14,819
Jun-16	14,114
Jul-16	15,067
Aug-16	16,242
Sep-16	15,351
Oct-16	14,977
Nov-16	14,766
Dec-16	14,186
Jan-17	14,275
Feb-17	17,453
Mar-17	12,547
Apr-17	12,710
May-17	15,859
Jun-17	14,918
Jul-17	16,034
Aug-17	17,021
Sep-17	15,631
Oct-17	15,529
Nov-17	15,043
Dec-17	14,180
Jan-18	14,793
Feb-18	17,151



TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF FEBRUARY 28, 2018

ACTIVITY	MONTH THIS YEAR	MONTH LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR	BUDGET THIS YEAR	% OF BUDGET THIS YEAR
GENERAL FUND:						
Mayor & Council	4,300	3,391	47,449	51,214	78,832	60.19%
Town Manager	19,440	20,402	157,387	155,933	251,239	62.64%
Town Attorney	-	-	19,061	11,844	36,745	51.87%
Finance Department	21,807	22,453	233,907	229,825	353,287	66.21%
Electorial Board	-	-	-	-	2,900	0.00%
Police Department	152,461	187,353	1,275,093	1,245,304	2,158,082	59.08%
Volunteer Fire Dept.	8,949	1,575	103,483	69,442	179,871	57.53%
Public Works Admin.	9,064	9,842	72,038	87,513	111,722	64.48%
Street Lights	8,631	8,708	61,038	67,224	112,633	54.19%
Traffic Control & Parking	1,892	8,014	46,048	157,334	676,999	6.80%
Streets	30,039	53,612	596,822	361,680	983,515	60.68%
Sidewalks & Curbs	-	-	10,327	1,049	50,869	20.30%
Scuffling Hill Drainage	-	-	-	7,685	-	0.00%
Bernard Rd Drainage	-	2,250	-	13,500	119,092	0.00%
Angle Bridge	31,778	-	36,679	-	150,000	24.45%
Street Cleaning	-	339	4,763	1,481	19,388	24.57%
Refuse Collection	11,439	10,027	117,309	69,046	204,751	57.29%
Snow Removal	10,517	-	53,361	18,910	74,586	71.54%
Municipal Building	25,911	7,315	101,637	105,763	72,012	141.14%
Emergency Services Bldg.	5,797	4,463	58,328	44,758	62,412	93.46%
Public Works Building	9,041	1,713	26,470	15,151	28,305	93.52%
Cemetery	541	33	13,673	50,324	19,198	71.22%
Playgrounds	1,982	9,737	39,133	49,967	42,874	91.27%
Celeste Park	-	-	-	-	5,245	0.00%
Gilley's Park	-	-	48,038	-	35,000	137.25%
Impound Lot	-	-	81,811	-	44,216	185.03%
Mary Elizabeth Park	-	-	32,432	-	80,000	40.54%
Veterans Memorial Park Erosion	-	225,630	51,473	491,948	4,208	1223.21%
Planning & Zoning	8,864	10,073	70,498	87,924	140,372	50.22%
Community Development	22,662	13,796	161,233	130,928	288,223	55.94%
Citizen's Square	471	4,091	8,308	15,547	270,351	3.07%
Hospitality Center	10,076	826	24,437	16,104	31,013	78.80%
Passport Services Expenses	240	567	1,253	1,352	2,210	56.68%
Economic Development Authority	-	39	1,339	1,286	15,960	8.39%
Remediation of Blighted Structures	-	-	1,440	8,591	15,000	9.60%
Non-Departmental:						
Wages & Fringes	(4,425)	1,725	27,037	37,369	62,307	43.39%
Employee Wellness Program	-	-	420	750	3,900	10.77%
Employee Drug Testing	-	-	422	373	1,850	22.81%
Insurance	-	-	64,458	74,299	72,524	88.88%
Contributions to Others	-	-	15,450	15,450	16,500	93.64%
Debt Service-Principal	-	-	295,000	165,000	295,000	100.00%
Debt Service-Interest	-	-	52,659	78,889	59,644	88.29%
Transfer to Performance Operations	-	-	-	-	354,682	0.00%
Contingeny - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	28,796	0.00%
Contingency - to reimburse fund balance	-	-	-	50,000	27,862	0.00%
TOTAL GENERAL FUND EXPENDITURES	391,477	607,973	4,011,712	3,990,757	7,694,175	52.14%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF FEBRUARY 28, 2018

ACTIVITY	MONTH THIS YEAR	MONTH LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR	BUDGET THIS YEAR	% OF BUDGET THIS YEAR
WATER & SEWER FUND:						
Water System Operation	29,574	4,615	142,847	91,654	203,979	70.03%
Meter Reading	4,182	4,118	18,972	20,983	36,140	52.50%
Water Plant	60,222	54,792	337,805	335,270	642,777	52.55%
Wastewater System Operation	23,612	7,168	75,270	74,406	177,085	42.50%
Wastewater Treatment Plant	36,533	32,910	272,401	246,005	505,364	53.90%
Utility Billing & Administration	10,527	10,342	93,622	83,180	168,871	55.44%
Non-Departmental:						
Wages & Fringes	-	-	4,094	4,843	-	0.00%
Insurance	-	-	21,486	24,766	25,757	83.42%
Debt Service-Principal	-	-	292,500	284,000	292,500	100.00%
Debt Service-Interest	-	-	47,571	7,876	84,647	56.20%
Contingency - Utility Operating Purposes	-	-	-	-	10,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	7,266	0.00%
Depreciation	-	-	-	-	887,992	0.00%
TOTAL WATER & SEWER FUND EXPENSES	164,649	113,945	1,306,567	1,172,984	3,042,378	42.95%
CAPITAL IMPROVEMENTS FUND:						
Transfer to General Fund	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	-	-	-	-	-	0.00%
UTILITY CAPITAL FUND:						
Public Works Utility Capital Items	-	-	144,511	-	150,000	96.34%
Water System Operation	-	-	-	-	112,405	0.00%
Water Distribution Utility Projects	-	680	-	23,352	20,000	0.00%
Meter Reading Capital Equipment	-	-	-	-	19,500	0.00%
Water Leak Detection	-	-	-	3,314	-	0.00%
220 S Tank Mixer	-	-	-	380	-	0.00%
Continuous Chlorine Analyzer	-	-	-	3,373	-	0.00%
WTP Boiler & HVAC Replacement	-	1,793	-	16,895	-	0.00%
WTP Parking Lot Repaving	-	-	10,770	-	10,700	100.65%
Diamond Ave Water Line Replacement	2,613	-	40,513	-	540,000	7.50%
Scuffling Hill Tank Aerator	-	-	68,155	-	70,000	97.36%
Grassy Hill Upper Pump Redo	-	-	-	-	15,000	0.00%
Eclips Sample Hydrants	8,872	-	8,872	-	12,000	73.93%
Streaming Current Monitor	-	-	6,764	-	9,452	71.57%
WTP Flucculator Motor Replacement	-	-	-	-	19,500	0.00%
WTP Upgrade Controls & Programming	-	-	-	-	10,000	0.00%
WTP Pressure Valve & Plumbing	-	-	-	-	10,205	0.00%
Wastewater Collection Utility Projects	-	-	-	-	-	0.00%
Sewer Portable Smoke Machine	-	-	-	2,380	-	0.00%
Sewer Pump Stations SCADA	-	-	24,037	-	20,000	120.19%
Wastewater Rapid Assessment Tool	-	-	25,524	-	27,000	94.53%
WWTP Main Pump Station Drive	-	-	-	17,966	-	0.00%
WWTP Replace Main Pumps	-	-	-	40,455	-	0.00%
WWTP Replace Sampler	-	-	-	5,935	-	0.00%
WWTP Replace Flow Meter	-	1,826	-	1,826	-	0.00%
WWTP Parking Lot Repairs	-	-	12,787	-	12,787	100.00%
WWTP Replace Building Heaters	1,500	-	1,500	-	1,500	100.00%
WWTP Clarifiers	60,000	-	60,000	-	114,000	52.63%
Contingency	-	-	-	-	-	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	72,985	4,299	403,434	115,877	1,174,049	34.36%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF FEBRUARY 28, 2018

ACTIVITY	MONTH THIS YEAR	MONTH LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR	BUDGET THIS YEAR	% OF BUDGET THIS YEAR
PERFORMANCE VENUE OPERATIONS:						
Performance Venue Operations:						
Wages - Full Time	12,221	11,861	86,826	84,269	158,045	54.94%
Wages - Part Time	2,875	-	9,700	2,582	40,584	23.90%
Wages - Security	1,080	1,200	9,705	10,455	21,000	46.21%
Fringes	6,278	5,493	48,197	42,629	70,984	67.90%
Contractual Services	2,241	9,761	20,985	15,675	17,500	119.91%
Custodial Services	800	-	2,000	-	-	0.00%
Repairs & Maintenance	1,014	-	1,014	-	4,500	22.52%
Advertising	-	-	2,075	2,350	-	0.00%
Printing & Binding	-	-	-	-	-	0.00%
Licenses & Permits	-	-	766	1,078	1,200	63.83%
Postage & Delivery Services	-	-	-	51	-	0.00%
Utilities	3,332	2,562	15,552	2,562	31,165	49.90%
Communications	1,093	195	8,134	1,495	9,704	83.82%
Stipends	-	-	-	-	-	0.00%
Office Supplies	-	-	436	64	-	0.00%
Janitorial Supplies	617	-	4,711	671	-	0.00%
Furniture & Fixtures	-	-	2,927	-	-	0.00%
Data Processing Equipment		-	-	810	-	0.00%
Machinery & Equipment	-	-	-	14,495	-	0.00%
A/V Equipment	-	-	-	700	-	0.00%
Merchandise for Resale	-	-	-	-	-	0.00%
TOTAL PERFORMANCE VENUE EXPENSES	31,551	31,073	213,027	179,885	354,682	60.06%
			8 months of the 12 month fiscal year			66.67%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2018

	GENERAL FUND	UTILITY FUND	UTILITY CAPITAL FUND
BUDGETED CONTINGENCY - GENERAL PURPOSES	50,000	10,000	60,000
COMMITTED:			
WWTP CLARIFIERS (1-8-18)			(60,000)
AVAILABLE CONTINGENCY - GENERAL PURPOSES	50,000	10,000	-
BUDGETED FOR SUPPLEMENTAL PAY ADJUSTMENTS	28,796	7,266	
COMMITTED:			
SUPPLEMENTAL PAY ADJUSTMENTS (12-08-17)	(18,814)	(4,094)	
AVAILABLE FOR SUPPLEMENTAL PAY ADJUSTMENTS	9,982	3,172	
BUDGETED FOR REIMBURSEMENT TO FUND BALANCE	27,862		
COMMITTED:			
AVAILABLE FOR REIMBURSEMENT TO FUND BALANCE	27,862		

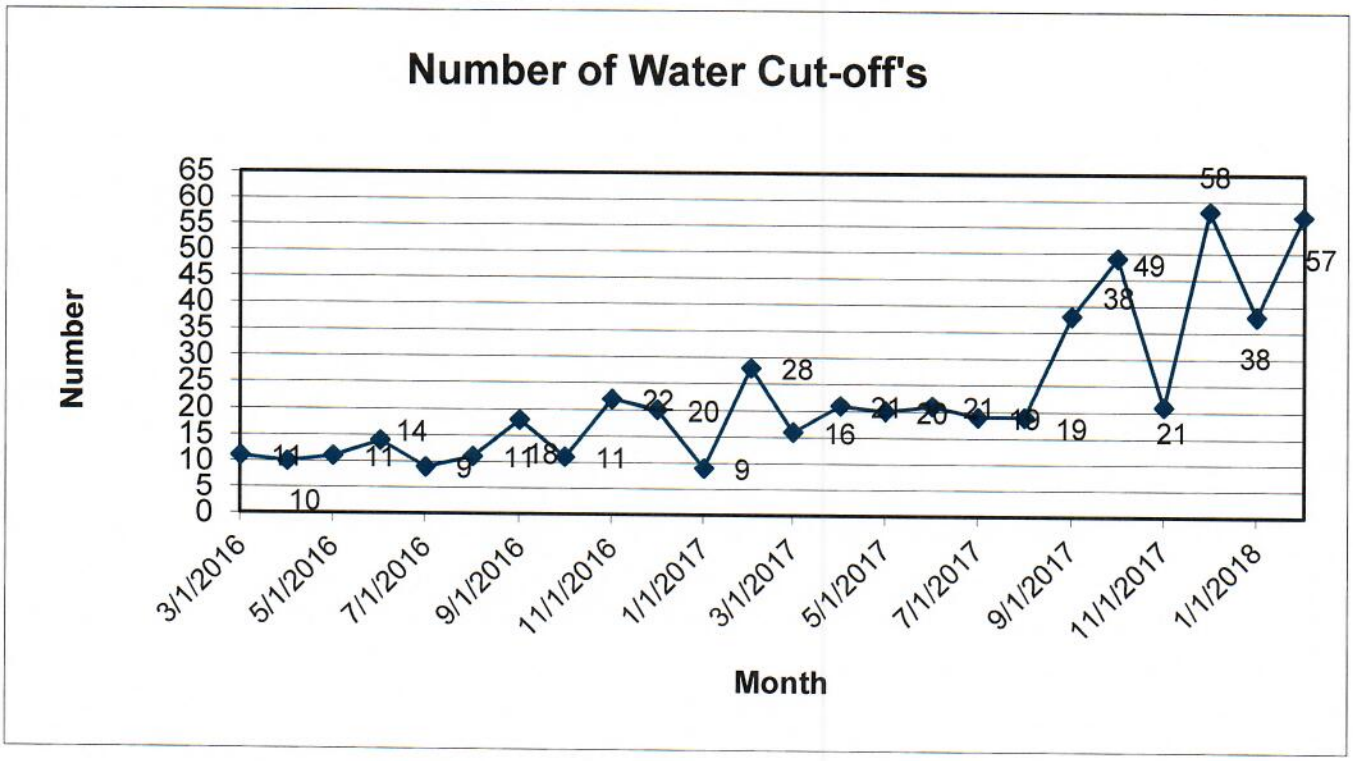
TOWN OF ROCKY MOUNT
UTILITY BILLING
WATER CONSUMPTION PERCENTAGES
FOR THE MONTH OF FEBRUARY 2018

	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,780	6,925,620	$ 43,214	61%	34%	32%
COMMERCIAL	347	5,305,250	24,588	12%	26%	18%
INDUSTRIAL	49	4,045,350	$ 13,956	2%	20%	10%
TOTAL	2,176	16,276,220	$ 81,757	74%	79%	61%
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	671	3,385,910	$ 42,881	23%	16%	32%
COMMERCIAL	76	874,240	$ 9,473	3%	4%	7%
INDUSTRIAL	2	9,000	$ 108	0%	0%	0%
TOTAL	749	4,269,150	$ 52,462	26%	21%	39%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,451	10,311,530	$ 86,095	84%	50%	64%
COMMERCIAL	423	6,179,490	$ 34,060	14%	30%	25%
INDUSTRIAL	51	4,054,350	$ 14,064	2%	20%	10%
TOTAL	2,925	20,545,370	$ 134,219	100%	100%	100%

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

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

***NOTE: The above chart shows the breakdown of in-town customer gallons and revenues vs. out-of-town. It also breaks those gallons & revenues into residential, comercial, and industrial customers for FY 2018 (year ended 6/30/18).


Number of Water Cut-off's
Number
Month
65
60
55
50
45
40
35
30
25
20
15
10
5
0
3/1/2016
5/1/2016
7/1/2016
9/1/2016
11/1/2016
1/1/2017
3/1/2017
5/1/2017
7/1/2017
9/1/2017
11/1/2017
1/1/2018
10
11
14
9
11
18
11
22
20
9
28
16
21
20
21
19
19
38
49
21
58
38
57

TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
January-18

Water Plant Finished Water Pumped		24,353,727
(Jan 6 - Feb 3) (meters read 2/1 - 2/7)		
Water Consumption Billed	20,545,370	
Water Plant Process	737,000	
Flushing Water Lines, Hydrants, Tanks (multiple leaks due to cold weather)	1,000,000	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Bulk Water Used at Public Works Shop	7,150	
Flow Meter Checks at Hydrants	-	
Meters Read and Not Billed	148,170	
Grand Total of Water Metered / Consumed / Tracked		22,437,690
Percent Finished Water Accounted		92.13%

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	200	
002-0317-30-01	Public Works Bldg-new bldg	2,000	
004-1067-00-01	Veteran's Memorial Park	-	
005-1300-00-01	Mary Elizabeth Park	-	
005-1343-10-01	Harvester Performance Center	4,000	
005-1384-00-01	Farmer's Market	400	
005-1457-00-01	Municipal Bldg.	2,000	
006-1710-00-01	Welcome Center / Depot	11,570	
009-2523-50-01	Emergency Services Bldg.	11,000	
009-2538-70-01	Impound Lot (new)	-	
011-0050-90-01	Rt 122 Pump Station	-	
041-0034-00-01	WasteWater Treatment Plant	117,000	
TOTAL Meters Not Billed			148,170

Water Line Repairs by Public Works during the month:
repaired many broken or frozen water meters and service lines

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

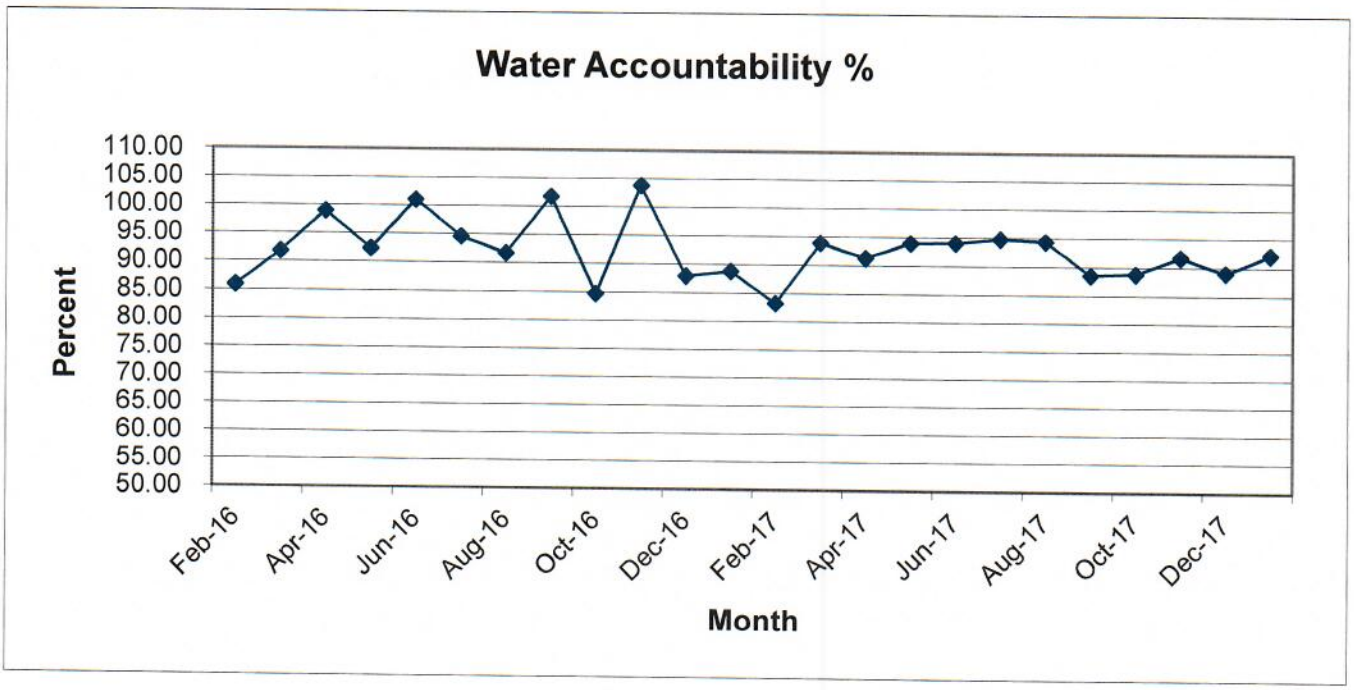
TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
FISCAL YEAR 2018

Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-17	22,293,511	21,123,700	94.75%	1,169,811		
Aug-17	26,629,355	25,124,130	94.35%	1,505,225		
Sep-17	23,773,553	21,045,650	88.53%	2,727,903	92.54%	1,800,979.67
Oct-17	24,529,056	21,785,193	88.81%	2,743,863		
Nov-17	23,524,013	21,569,839	91.69%	1,954,174		
Dec-17	22,298,908	19,851,057	89.02%	2,447,851	89.84%	2,381,962.67
Jan-18	24,353,727	22,437,690	92.13%	1,916,037		
Feb-18				-		
Mar-18				-	92.13%	1,916,037.00
Apr-18				-		
May-18				-		
Jun-18				-	0.00%	-
AVG.	23,914,589	21,848,180	91.33%	2,066,409	91.51%	2,032,993
TOTAL	167,402,123	152,937,259		14,464,864		

Monthly Avg. Percent Unaccounted = 8.67%

Monthly Avg. Percent Accounted = 91.33%

7 out of 7 months this fiscal year > 80% accountability


Water Accountability %
110.00
105.00
100.00
95.00
90.00
85.00
80.00
75.00
70.00
65.00
60.00
55.00
50.00
Percent
Feb-16
Apr-16
Jun-16
Aug-16
Oct-16
Dec-16
Feb-17
Apr-17
Jun-17
Aug-17
Oct-17
Dec-17
Month

TOWN OF ROCKY MOUNT
UTILITY PROFILE
FISCAL YEAR 2018

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Accounted	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Accounted
Jul-17	306.90	25,710,000	41.47%	22,293,511	35.96%	21,123,700	94.75%	2,923	18,600,000	30.00%	14,777,950	79.45%
Aug-17	306.90	25,720,000	41.48%	26,629,355	42.95%	25,124,130	94.35%	2,930	18,817,000	30.35%	18,184,920	96.64%
Sep-17	291.00	24,540,000	40.90%	23,773,553	39.62%	21,045,650	88.53%	2,930	19,410,000	32.35%	23,007,490	118.53%
Oct-17	297.60	24,590,000	39.66%	24,529,056	39.56%	21,785,193	88.81%	2,936	19,964,000	32.20%	16,364,540	81.97%
Nov-17	288.00	23,460,000	39.10%	23,524,013	39.21%	21,569,839	91.69%	2,936	18,360,000	30.60%	15,860,960	86.39%
Dec-17	288.30	23,470,000	37.85%	22,298,908	35.97%	19,851,057	89.02%	2,932	19,251,000	31.05%	15,318,360	79.57%
Jan-18	319.30	26,620,000	42.94%	24,353,727	39.28%	22,437,690	92.13%	2,925	28,179,000	45.45%	15,857,440	56.27%
Feb-18	260.40	20,500,000	36.61%		0.00%				27,608,000	49.30%		
Mar-18			0.00%		0.00%					0.00%		
Apr-18			0.00%		0.00%					0.00%		
May-18			0.00%		0.00%					0.00%		
Jun-18			0.00%		0.00%					0.00%		
AVG.	294.80	24,326,250	40.00%	23,914,589	38.94%	21,848,180	91.33%	2,930	21,273,625	40.19%	17,053,094	85.55%

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:	March 12, 2018
TO:	Rocky Mount Town Council
FROM:	Jeff Rakes
DEPARTMENT:	**Fire Department**
MONTH:	January 2018

The Rocky Mount Fire Department had a total of 43 calls for the month of January 2018. There were 18 calls inside town limits and 25 calls outside town limits.

The Fire Department vehicles traveled a total of 1,822 miles answering all of these calls.

Of the 43 calls there were:

6- Structure Fires
3- Motor Vehicle Fires
5- Woods & Grass Fires
1- Chimney Fire
1- Utilities Fire
1- Dumpster Fire
13- Motor Vehicle Accidents
1- False Alarm
7- Fire Alarms
2- Service Calls
2- Smoke/Odor Removals
1- Smoke Report

The members of the Fire Department trained in town at Plygem, along with 2nd and 3rd due companies. The training was a walkthrough of the complete plant. The Department notated all risers and FDC"s (Fire Department Connections). Training such as this gives us an opportunity to see the lay-out of the structures and make a preplan in the event of a fire. The Department trained for a total of 30 hours during the month of January 2018.

MONTHLY STAFF REPORT

DATE:	March 12, 2018
TO:	Rocky Mount Town Council
FROM:	Chief Ken E. Criner, Jr.
DEPARTMENT:	**Police Department**
MONTH:	February 2018

Chief Criner attended the Semi-Annual "Virginia Association of Chiefs of Police" in Richmond, VA on February 25th, 26th and the 27th.

*Please note a new section for Community Resource Officer Meetings and Events

Please see attached report for more information and activities for the RMPD during the month of February 2018!

We have kicked off our drive for Fourth Annual Easter Egg Hunt for 2018 and continuing to collect eggs, candy and donations for the below event.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: **February 2018**

	DEC.	JAN.	**FEB.**
UNIFORM TRAFFIC SUMMONS ISSUED	102	104	142
TRAFFIC STOPS	161	190	214
SPEEDING TICKETS ISSUED	25	16	24
DUI	5	2	0
COLLISIONS INVESTIGATED (TREDS)	21	17	24
MOTORIST AIDES	74	55	51
CRIMINAL ARRESTS "MISDEMEANOR"	35	28	34
CRIMINAL ARRESTS "FELONY"	22	44	15
INCIDENTS ADDRESSED	2989	3179	2813
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	82	90	95
GRAND LARCENY WARRANTS	3	0	4
BREAKING & ENTERING REPORTS	1	0	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	74	46	18
FOLLOW-UP'S	63	91	65
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1965	2240	1926
SCHOOL CHECKS	88	96	86
ALARM RESPONSES	35	41	26
OPEN DOORS, WINDOWS, ETC. UNSECURED	2	9	3
COURT HOURS	21.75	27.75	35.25
TRAINING HOURS:	28.5	390.5	358
SPECIAL ASSIGNMENT HOURS:	118	53.5	63
HARVESTER HOURS WORKED:	44	40	76
ECO/TDO	6	5	9
ECO/TDO HOURS:	21.25	19.25	39

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 24 reportable accidents with 20 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, Leanor Street, Luke Street, Lynch Drive, Mamie Avenue, Maple Avenue, Mary Coger Lane, Maynor Street, Montview Avenue, Mountain View Drive, Musefield Road, Noel Street, Norris Street, North Main Street, Oak Street, Old Fort Road, Old Franklin Turnpike, Old Furnace Road, Orchard Avenue, Oxford Circle, Parker's Drive, Patterson Avenue, Pell Avenue, Pendleton Street, Perdue Lane, Randolph Street, Riverview Street, School Board Road, Scuffling Hill Road, Smithers Street, Spring Street, State Street, Summit Drive, Sycamore Street, Taliferro Street, Tanyard Village, Trail Drive, Walnut Street, Warren Street, West Church Street, West College Street, West Court Street, Whitten Street, Willow Avenue, Wilson Street, Windsor Drive, Windy Lane, Woodlawn Drive, Wrays Street and Wray's Chapel Road.

- ◊ Business Foot Patrols: Aaron's, ABC Store, Advance Auto, AEP, All American Car Wash, American National Bank, Ameristaff, Angle Hardware, Applebee's, Arby's, Arrington Sports Awards, Auto Zone, BB& T Bank, BFMS, Bojangles, Brookside Swim Club, Buddy's BBQ, Burger King, Burt's Dentistry, C-Mart, Carter Bank & Trust, CATCE Center, Catch A Tan, Center Stage Catering, Check Into Cash, China City, Christian Heritage Academy, Coast to Coast, Comfort Inn, Cook Out, Country Kids, Crooked Stitch, Curves, CVS, Dairy Queen, Davenport Gas, Davis Law Firm, Department of Social Services, DMV, Dollar General, Dollar Tree, Domino's, Eagle Cinema, Edward Johnson Investment, El Rio, El Rodeo, Empire Foods, Enterprise Rent-A-Car, Essig Center, Family Dollar, Family Pharmacy, Farmer's Market, Fast Stop, Fast Tan, FCHS, First Baptist Church, Fisher Auto Parts, Fleetwood Homes, Flora Funeral Home, Flowers By Jones, Foley's Automotive, Food Lion, Francis of Assisi, Franklin Auto Glass, Franklin Center, Franklin Community Bank, Franklin County Dialysis, Franklin County Health Department, Franklin County Library, Franklin Dental Associates, Franklin Health Care, Franklin Heating & Air, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Frank's Pizza, Free Clinic, Furnace Creek Baptist Church, Get Ur Fix, Goodwill, The Grainery, Gusler's Alignment, H & R Block, Hair Fashions, Hardee's, Harper's Plumbing, Harvester Center, Haywood's Jewelry, Hema's, Highlander Laundry, Hodgesville Penicostal Holiness Church, Holiday Inn Express, Hollywood Beauty Salon, Hub Restaurant, Hutchinson Insurance, Ideal Building Supply, Industrial Avenue, Ippys, J & J Fashions, Jackson Hewitt, Jammin Apparel, Kay's Corner, Kentucky Fried Chicken, Kim's Nails, Kroger, Kupkakery, Lee M. Waid, Lesley Wray Photography, Little Ceasers, Long & Foster Realty, Los Tres Amigos, Lowe's, Lynch Park, Mary Bethune Park, Mary Elizabeth Park, McDonalds, Member One, Mod-U-Kraf, Moose Lodge, NAPA, National Guard Armory, Newbold, Nice Nails, Ntelos, Oasis Salon, Old's Cool, Olympia Sports, Papa Johns, Peebles, Pell Animal Clinic, Pet Clinic, Piedmont Community Services, Pizza Hut, Pizza King, Plygem, Prillaman's Auto Sales, Probation & Parole, Quiznos', Real Estate Rentals, Rent-A-Center, Retail Merchants, Riverside Minute Market, Rocky Mount Auto Repair, Rocky Mount Bowling Center, Rocky Mount Christian Church, Rocky Mount Church of God, Rocky Mount Elementary, Rocky Mount Public Works, Rocky Mount Ready Mix, Rocky Mount Rehab, Rocky Mount United Methodist Church, Ron Ayers Motorworks, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shentel, Sherwin Williams, Shoe Show, State Farm, Step Inc., Subway, Sun Tan City, Sunoco, Suntrust Bank, Team Nurse, Trinity Packaging, Turner's Ready Mix, US Cellular, Union Bank, Valley Star Credit Union, Veteran's Park, Vintage Spa, Walgreens, Wal-Mart, Wendy's, Women's Shelter, Wood Grains, YMCA and The Zone.

MISCELLANEOUS:

- February 4th, 2018 – Open Door @ Chillin Smokes
- February 6th, 2018 – Meeting @ RMPD with Probation and Parole
- February 7th, 2018 – Police Officer readings with Rocky Mount Elementary Students
- February 14th, 2018 – Police Officer readings with Rocky Mount Elementary Students
- February 21st, 2018 – Police Officer readings with Rocky Mount Elementary Students
- February 21st, 2018 – Chief Criner attended ribbon cutting at Holley's Insurance
- February 26th, 2018 – Lt. Lovern attended Input Meeting on Powder Creek Lane @ Fidelity
- February 26th, 2018 – Open Door @ Rocky Mount Christian Church
- February 26th, 2018 – Open Door @ Blue Ridge Performing Arts

COMMUNITY RESOURCE OFFICER MEETINGS/EVENTS:

- February 7th, 2018 – Opioid Task Force Meeting
- February 7th, 2018 – Project Lifesaver
- February 13th, 2018 – Attended Community Partnership Revitalization Meeting
- February 14th, 2018 – FRESH Coalition Meeting
- February 16th, 2018 – Attended Chamber of Commerce Meeting
- February 16th, 2018 – Worked FRESH Coalition dance
- February 20th, 2018 – Met w/Angie McGhee at Long and Foster Realtors to pick up donations for our Easter Egg Hunt.
- February 21st, 2018 – Attended Ribbon cutting at Holley's Insurance
- February 23rd, 2018 – Assisted w/Skills USA competition held at Rocky Mount Police Department
- February 26th, 2018 – Met with HR at WalMart to pick up donations for Easter Egg Hunt

SPEEDING TICKETS ISSUED

Tanyard Road (x 8)

School Board Road (x 7)

Old Franklin Turnpike (x 4)

Grassy Hill Road (x 2)

Hatcher Street

South Main Street

Green Meadow Lane

CRIMINAL ARRESTS & LOCATIONS:

Possession of Meth	Tanyard Road
Possession of Heroin	Tanyard Road
Possession of Crystal Meth w/ Intent to Distribute	Old Franklin Turnpike
Possession of Xanax	Windy Lane
Distribution of Marijuana	Old Franklin Turnpike (x 2)
Possession of Marijuana	Windy Lane (x 2)
Possession of Marijuana	State Street
Possession of Marijuana	Circle Drive
Possession of Marijuana	North Main Street
Possession of Marijuana	Old Franklin Turnpike
Possession of Marijuana	Green Meadow Lane
Possess a Firearm While In Possession of Meth	Old Franklin Turnpike
Drunk In Public	Mamie Avenue
Drunk In Public	Sycamore Street
Felony Shoplifting	Old Franklin Turnpike (x 4)
Shoplifting	Old Franklin Turnpike (x 6)
Felony Hit & Run	Old Franklin Turnpike
Simple Assault	North Main Street
Simple Assault	Technology Drive
Domestic Assault	Pell Avenue
Domestic Assault	Lakeview Drive
Domestic Assault	Woodlawn Drive
Domestic Assault	East Court Street
Unauthorized Use of Motor Vehicle	North Main Street
Disorderly Conduct	Sycamore Street (x 2)
Disorderly Conduct	North Main Street (x 2)
Indecent Exposure	North Main Street
Resisting Arrest	Lakeview Drive
Obstruction of Justice	North Main Street
Trespassing	Mamie Avenue
Warrant Service (Capias)	North Main Street
Warrant Service (Capias)	Green Meadow Lane
Warrant Service (Capias to Show Cause)	Old Franklin Turnpike
Reckless Driving by Speed	North Main Street
Driving Suspended	Windy Lane
Driving Suspended	North Main Street
Driving Suspended	Old Franklin Turnpike
Emergency Custody Order	Fairlawn Drive (x 2)
Emergency Custody Order	Floyd Avenue (x 2)
Emergency Custody Order	East Court Street

MONTHLY STAFF REPORT

DATE:	March 12, 2018
TO:	Rocky Mount Town Council
FROM:	Brian Schofield, Public Works Superintendent
DEPARTMENT:	**Public Works Department**
MONTH:	February 2018

1. Read meters (5 days)
2. Installed Six 5/8” meters
3. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts
4. Meter cutoffs: 55
5. Clean-up 5 days
6. Swept streets
7. Cut trees along roads, sidewalks and parks
8. Repaired or unplugged four sewer mains or laterals
9. Repaired many broken or frozen water meters and service lines
10. Repaired and replaced signs
11. Walked Sewer lines to check all manholes and right-a-ways.

MONTHLY STAFF REPORT

DATE:	March 12, 2018
TO:	Rocky Mount Town Council
FROM:	Tim Burton
DEPARTMENT:	**Waste Water Treatment Plant**
MONTH:	February

Average Daily Flow	0.986 MGD
TSS Reduction	98.8 %
BOD Reduction	99.5 %
Leachate (F.C. Landfill)	634,441 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	75.26 Tons

Rain Total 5.58 inches Snow Total 0.0 inches

The staff has taken advantage of the pretty days to work on sewer line inspections with the SL-RAT and cameras.

The annual toxicity testing was performed the week of February 4th and the wastewater plant passed the test easily.

All of the operators finished performing their annual Demonstration of Capabilities testing in February and all passed. This also included passing the annual Performance Testing that is required by DCLS to keep the lab accredited.

DCLS inspected us on February 7, 2018. They had only two findings that we need to correct and it was in paperwork. This is a 50+ page check list and to have only 2 findings is almost unheard of. Nobody has ever had no findings in the State.

The new clarifier drives shipped the first part of February and then the repair crew started the install February 20th and finished on February 28th.

The wastewater plant had 11 after hour's alarms.

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	March 12, 2018
TO:	Rocky Mount Town Council
FROM:	Dallas Bailey, Interim-Plant Superintendent
DEPARTMENT:	**Water Department**
MONTH:	February 2018

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. According to our numbers it looks like the Public Works Department has repaired our leaks throughout the distribution system. Our daily production numbers for this time of year seems to be back to normal. Rainfall for this month was 6 inches as measured at the water treatment plant. The Blackwater River flow continues to be adequate for normal operation.

Total Raw Water Pumped:	20.50 million gallons
Total Drinking Water Produced:	20.47 million gallons
Average Daily Production:	730,000 gallons per day
Average Percent of Production Capacity:	37%
Flushing of Hydrants/Tanks/FD Use:	0 gallons
Plant Process Water:	741,000 gallons (finished water used by the plant)
Bulk Water Sold at WTP:	500 gallons
Bulk Water used at PW Shop	18,450 gallons

Testing:

- All monthly routine bacteriological samples were free of bacteria. The Town continues to be in compliance with all drinking water standards, in accordance with EPA requirements.
- Our quarterly samples were collected and analyzed in February. These tests are for disinfection by-products in the water. All our results came back satisfactory with no issues.

Activities / Maintenance / Improvements

- On February 8, the staff replaced the head and changed tubing on our Pre-Bleach Feed Pump due to leaking and hole in tube.
- February 9, was my first full day of being Interim-Plant Superintendent.
- February 11, we were unable to run a full day due to two and half inches of rain overnight. The river quality just would not allow us to treat as needed. Ran approximately a 4.25 hour day which maintained the tanks.
- On Feb. 15, we split the shift and ran a 12 hour day so we could get back to normal water levels on our tanks.
- Feb. 22, Tim Carva Machinery Company along with Water Treatment Plant staff, installed our #1 pump in our upper Grassy Hill Pump Station. Glad to report that it seems to be running and functioning normal.
- As of Feb 28, we have received all lab reports/results on our monthly and quarterly samples taken. Glad to report that everything continues to be in compliance. No problems or issues.
- We have been informed by Virginia Department of Health, that we will be required to start testing for cryptosporidium in 2019. This is a follow up to our 2010 sampling based on EPA requirements.

  *Note, no chart available

ITEM(S) TO BE CONSIDERED UNDER:

☐ **Hearing of Citizens** ☐ **Consent Item** ☐ **Old Business** X **New Business**

☐ **Committee Report** ☐ **Public Hearing** ☐ **Other**

FOR COUNCIL MEETING DATED:	March 12, 2018

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Mr. Ralph Casey's term on the West Piedmont Planning District has expired. He is willing to continue serving and no other citizens have expressed an interest, though we have not run an advertisement seeking volunteers. Staff requests that Council reappoint Mr. Casey to the West Piedmont Planning District or direct staff to advertise for volunteers. Staff supports Mr. Casey's reappointment.
ACTION NEEDED:	Reappoint Mr. Casey or decline to do so

Attachment(s): yes

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

From: Tracy Meade [mailto:tmeade@wppdc.org]
Sent: Wednesday, February 14, 2018 12:08 PM
To: rdillon@rockymountva.org
Subject: WPPDC Board of Commissioners

Good afternoon Rebecca,

I had called a couple times this morning to check with you on the status of Ralph Casey. Our Board of Commissioners packages will go out tomorrow for our February meeting next week. According to my records, his term ended in December. Do you know if he will be reappointed? I know that the other two elected official positions are vacant as well, is there an update on those positions? Have a great day!

Tracy

Tracy Meade
West Piedmont PDC
1100 Madison Street
P.O. Box 5268
Martinsville, VA 24115-5268
276-638-3987 P
276-638-8137 F
tmeade@wppdc.org

ITEM(S) TO BE CONSIDERED UNDER:

☐ **Hearing of Citizens** ☐ **Consent Item** ☐ **Old Business** X **New Business**

☐ **Committee Report** ☐ **Public Hearing** ☐ **Other**

FOR COUNCIL MEETING DATED:	March 12, 2018

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Town took over the maintenance of High Street Cemetery when it was abandoned by the Church that originally created it. We have no records of lot ownership other than a hand drawn map. As the Cemetery fills, it is becoming more and more difficult to perform a grave digging service at the cemetery. This is due to the following reasons: -A person that requests a grave opening at the cemetery may be legally a tenant in common amongst many who have co-inherited a lot -The Town has no legal basis to deny a requested internment as we have no records of ownership -The area requested to be opened is frequently occupied -The Town is occasionally given human remains to inter and we are not licensed or qualified to handle human remains Staff proposes that the Town, for liability reasons, cease performing grave openings and closings at High Street Cemetery and instead have funeral homes that are already providing that service to their customers in other cemeteries include that as part of the service to those having family and loved ones interred in High Street Cemetery. Since 2013 the Town has only performed 19 grave openings, averaging 3 a year.
ACTION NEEDED:	Approve or deny staff's request to lease offering grave opening services.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

☐ **Hearing of Citizens** ☐ **Consent Item** ☐ **Old Business** X **New Business**

☐ **Committee Report** ☐ **Other**

FOR COUNCIL MEETING DATED:	March 12, 2018

STAFF MAKING REQUEST:	Linda Woody, Finance Director C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is the fiscal year 2019 budget calendar which will culminate in the adoption of the FY 2019 budget and FY 2019 – 2023 Capital Improvements Plan at your May 14, 2018 meeting.
ACTION NEEDED:	Adjust or approve FY 2019 budget calendar.

Attachment(s): Yes – planned calendar for FY 2019 budget

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

			TOWN OF ROCKY MOUNT		
			FY 19 BUDGET & CAPITAL IMPROVEMENT PLAN SCHEDULE		
DAY	**DATE**	**RESPONSIBLE PARTY**	**ACTIVITY**	**TIME**	**PLACE**
Wed	2/14/2018	Finance Director	CIP worksheets to Department Heads		
Fri	2/23/2018	Finance Director	Budget worksheets to Department Heads		
Fri	2/23/2018	Department Heads	CIP Requests to Finance Director		
Fri	3/2/2018	Finance Director	Revenue Projections		
Fri	3/2/2018	Department Heads	Operating Budget Requests to Finance Director		
Fri	3/9/2018	Finance Director	Public Notice of Tax Rate effect if greater than 1%		
Mon	3/12/2018	Town Council	Approval of Budget / CIP Calendar	7:00	Municipal Bldg.
			(Regular Council meeting)		
Fri	3/16/2018	Manager/Financ Dir	Proposed 5 year CIP finalized		
Mon	3/19/2018	Clerk / Finance Dir	Public Notice of Planning Commission CIP public hearing		
Mon	3/26/2018	Manager/Financ Dir	Proposed budget finalized		
Tues	3/27/2018	Manager/Finance Dir	Distribution of FY 19 - 23 CIP to Planning Commission		
			(with copy to Town Council)		
Mon	4/2/2018	Manager/Financ Dir	Distribution of Proposed FY 19 Budget & FY 19 - 23 CIP to Council		
Tues	4/3/2018	Planning Cmsn.	Public Hearing & Recommendation of Proposed CIP	6:00	Municipal Bldg.
			(regular meeting for Planning Commission)		
Mon	4/9/2018	Manager/Finance Dir	Presentation of FY 19 Budget and FY 19 - 23 CIP to Council	7:00	Municipal Bldg.
			(Regular Council meeting)		
Mon	4/9/2018	Town Council	Public Hearing on Tax Rate effect if greater than 1%	7:00	Municipal Bldg.
			(Regular Council meeting)		
Tues	4/10/2018	Town Council	Budget Work Session #1	5:00	Municipal Bldg.
Thur	4/12/2018	Town Council	Budget Work Session #2	5:00	Municipal Bldg.
Mon	4/16/2018	Planning Commission	Joint Work session on proposed 5 year CIP (optional)	6:00	Municipal Bldg.
		& Town Council	(if desired) (special meeting)		
Mon	4/23/2018	Finance Director	Public Notice of proposed Budget and public hearings		
Mon	5/7/2018	Town Council	Public Hearing on Proposed FY 19 Budget and FY 19 - 23 CIP	7:00	Municipal Bldg.
			(Special Council meeting)		
Mon	5/14/2018	Town Council	Adoption of FY 19 Budget, FY 19 - 23 CIP, & Appropriation Resolution	7:00	Municipal Bldg.
			(Regular Council meeting)		
Mon	6/4/2018	Finance Director	Distribution of Approved Budget and CIP		

ITEM(S) TO BE CONSIDERED UNDER:

☐ **Hearing of Citizens** ☐ **Consent Item** ☐ **Old Business** X **New Business**

☐ **Committee Report** ☐ **Public Hearing** ☐ **Other**

FOR COUNCIL MEETING DATED:	March 12, 2018

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	"STEP into Christmas" is a new home tour where five Rocky Mount families will decorate their homes with holiday decor for folks to come and tour. The event will be on Saturday, December 8, 2018 (between Come Home To a Franklin County Christmas and the Rocky Mount Christmas Parade) from 1-5 p.m. STEP would like to close three blocks to traffic for the event in order to create a "block party" like atmosphere. There will be no alcohol and the neighbors will be contacted prior to the event. STEP will provide shuttle services between designated parking areas and the attraction. The organizer from STEP, Marc Crouse, has met with your police department who reviewed and has approved the plans for the tour.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

200 Dent Street, Rocky Mount, VA 24151
Phone: 540-483-5142
www.stepincva.com

Empowering People
Changing Lives

February 21, 2018

Ms. Rebecca Dillon
Town Clerk/Exec. Administrative Assistant
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, VA 241151

RE: STEP Into Christmas

Dear Rebecca,

Everyone loves to look at something beautiful, especially during the holiday season. That's why all of us here at STEP are so delighted to announce our inaugural *"STEP into Christmas"* tour of homes! Thanks to the generosity of some of our neighbors, we have five wonderful homes to showcase that are sure to add some pizazz to the downtown Rocky Mount 2018 holiday celebration:

Anne Carter Lee Gravely
65 East Church Street

Ann & Rod Cook
265 Maple Avenue

Suzanne Simpson Cooper
185 Maple Avenue

Mike & Chris Carter
210 Maple Avenue

Lucas & Carol Tuning
280 Maple Avenue

Given that this letter represents your first introduction to our event, I thought that some "quick facts" about our intentions for *STEP into Christmas* might be in order. In general, we are thinking about:

- Five Maple Street homes specially selected for their beautiful annual Christmas decorations
- Tour will be 1-5 p.m., Saturday, December 8, 2018 (strategically nestled between Come Home To Franklin County and the Rocky Mount Christmas parade)
- We would like to close these three blocks to traffic for the event in order to create a "block party" like atmosphere. (There will be no alcohol and we will talk to all of the neighbors up front).
- Refreshments will be provided by STEP at a central location TBD

Our Mission

STEP, and our partners, facilitate solutions that empower people to overcome their barriers to economic, educational and developmental success within the communities we serve.

- STEP will provide shuttle services between designated parking areas and our Maple Street attraction
- Tickets will be sold for $15 in advance/$20 at the door
- Proceeds will benefit STEP, Inc. with our programs to alleviate poverty in our community

To get this ball rolling, our Board of Directors will be hosting a brief reception for our homeowners (and perhaps representatives from the Rocky Mount Police Department) here at our Dent Street offices on Tuesday, March 6th at 10:30 a.m. We will be looking forward to discussing any thoughts, questions or concerns that anyone might have about both our agency and our new signature fundraising event.

Having already spoken to the folks that present our wonderful Come Home to Franklin County and Christmas parade activities, I think that it is fair to say that we all believe that STEP Into Christmas will be a *complimentary* addition to an already amazing slate of activities that promote our home town.

Finally, thank you and the Town Council for considering helping us create a memorable holiday weekend for all of our local residents and visitors to Franklin County.

Sincerely,

Marc Crouse
Executive Director
P) 540-488-5128
www.stepincva.com

STEP Inc.
into Christmas

It's not too early to think about Christmas!

Save the date!

Visit 5 beautiful Rocky Mount homes fully decorated for Christmas!

December 8, 2018

1-5 p.m.

STEP Into Christmas Home Tour

Rocky Mount, Virginia

Watch for details: www.stepincva.com

ITEM(S) TO BE CONSIDERED UNDER:

☐ **Hearing of Citizens** ☐ **Consent Item** ☐ **Old Business** X **New Business**

☐ **Committee Report** ☐ **Public Hearing** ☐ **Other**

FOR COUNCIL MEETING DATED:	March 12, 2018

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Friends of the Family Resource Center and the Family Resource Center are planning a fundraiser run/walk event on October 20, 2018, for Domestic Violence. The organizer, Angela Phillips, Director of the Franklin County Family Resource Center, has met with your police department regarding the beginning time of 9:00 a.m. and the event course, which is the same as last year. Your police department has reviewed and approved the plans for the event.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

BREAK THE SILENCE

Franklin County Family Resource Center

PO Box 188
Rocky Mount, VA 24151

Office Number:
(540) 483-5088

Hotline Number:
(540) 483-1234

Fax Number:
(540) 483-1368

Website:
franklincountyva.org/shelter

TTY Available

February 13, 2018

Town Council of Rocky Mount
345 Donald Avenue
Rocky Mount, VA 24151

Dear Town Council Members:

The Friends of the Family Resource Center and the Family Resource Center are planning a major awareness project that will also be a fundraiser for the Friends of the Family Resource Center which benefits our clients 100%. If approved, this will be the second annual Friends of the Family Resource Center 5K. Run/walk events are popular for Domestic Violence Programs because of the opportunity for bringing awareness as well as raising much needed funds for victims. Our cause will be "Run/Walk for Domestic Violence". We have chosen to have the event, with your permission, on October 20th, 2018, with registration at 8:00 a.m. and race starting at 9 a.m.

At this time I am writing to request approval from the Council for the walk to be held on October 20, 2018, following the route provided and approved by the Rocky Mount Police Department.

Walk Route

The Rocky Mount Police departments Mark Lovern helped to map out a safe route. The Race will start at the Farmer's Market back parking lot, with runners/walkers crossing W. Church Street, onto Randolph St. The Race will continue up Randolph and take a left onto Main Street. Race participants will continue on Main Street in designated running lane, runners will turn right onto Trail drive and left into the RMPD back parking lot exiting the parking lot and turning right back onto Main following Main back and taking the right onto Randolph Street and end at the Farmers Market. Participating Walkers will follow the same route but be instructed to use sidewalks at all times during their walk.

We are very appreciative of the Police Department for taking the time to meet with us and provide us an approved route.

I would also like to thank the Town of Rocky Mount for considering our request and for continued support of our cause.

With Sincere Regards,

Angela Phillips, Director Franklin County Family Resource Center

CITIZEN SQUARE/CONCESSION STAND RENTAL FORM

The organization renting the Citizen Square/Concession Stand agrees to hold the Town and any of their respective employees or agents harmless from any and all injury or illness which may result from the rental of Citizen Square/Concession Stand by said organization and by signing this form, agrees to such waiver of liability. A representative of the organization must sign this application and agrees that the organization and its members shall abide by all the rules and regulations of the Citizen Square. It is also understood that by signing this rental form, the renter acknowledges that they are renting the center portion of the Citizen Square only, and they are not renting any booths, which are currently rented to vendors.

CITIZEN SQUARE RENTAL INFORMATION:

A) NAME AND ADDRESS OF RENTER:

Franklin County Family Resource Center

PHONE NO.: 540-483-5088

B) SIGNATURE OF PERSON AUTHORIZING RENTAL:

DATE: 2/13/18

C) RENTAL DATE: October 20, 2018
RENTAL TIME: 7:30am to 11am

DATE FEE RECEIVED

_____ RENTAL FEE OF$_____ RECEIVED

_____ DEPOSIT FEE OF $_____ RECEIVED (REFUNDABLE)

D) TYPE OF EVENT:
Domestic Violence Awareness 5K

E) SIGNATURE OF PERSON AGREEING TO TERMS AND PAYING FEE:

DATE:

CONCESSION STAND RENTAL INFORMATION

A) NAME AND ADDRESS OF RENTER:

PHONE NO.:

B) SIGNATURE OF PERSON AUTHORIZING RENTAL:

DATE:

C) RENTAL DATE:
RENTAL TIME:

DATE FEE RECEIVED:

_____ RENTAL FEE OF $_____ RECEIVED

_____ DEPOSIT FEE OF $_____ RECEIVED (REFUNDABLE)

D) TYPE OF EVENT:

E) SIGNATURE OF PERSON AGREEING TO TERMS AND PAYING FEE:

DATE:

NOTE: The deposit will be refunded upon inspection of the Town Manager's Office to ascertain Concession Stand is left in good condition at the termination of occupancy. Said deposit shall be refunded within two (2) weeks of the rental. The organization renting the Concession Stand shall be responsible for any damage done to any appliances or appurtenances to the Concession Stand. Said damage shall be ascertained by the Town Manager upon termination of occupancy and shall be deducted from the deposit. If said damage exceeds the deposit, the Finance Director will bill the renter for the excess and said bill shall be paid within ten (10) days.

DEPOSIT REFUND OF $_____ RETURNED TO RENTER. DATE:

REFUND SENT TO:

EXPLANATION:

ITEM(S) TO BE CONSIDERED UNDER:

☐ **Hearing of Citizens** ☐ **Consent Item** ☐ **Old Business** ☐ **New Business**

X **Committee Report** ☐ **Public Hearing** ☐ **Other**

FOR COUNCIL MEETING DATED:	March 12, 2018

STAFF MAKING REQUEST:	C. James Ervin, Town Manager Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	The Streets, Sidewalks & Streetlights Committee met after the deadline for the agenda, and the results of the committee meeting will be shared at the Council meeting. 1. *Review public input session from business owners on Powder Creek Lane regarding traffic flow change proposals.* Town Council heard in January a recommendation from the Planning Commission to install a No Left Turn sign from Powder Creek Lane to 40 Eastbound. Council member Cundiff suggested making Powder Creek Lane a one-way street instead. Town planning and public works staff held a public input session with the business and property owners in late February to get their input. The businesses in the area asked for no changes to traffic flow other than adding No Parking signs on at least one side of Powder Creek Lane to ensure two lanes of travel remain open. Suggested council actions are: 1) Direct staff to continue monitoring and gathering data at the intersection of Powder Creek and Old Franklin Turnpike; 2) Direct staff to install No Parking signs on the westbound side of Powder Creek Lane. 2. *Review of Public Art proposal, specifically recommending council authorize the use of drop inlet covers and publicly-owned walls for the use of street murals.* Staff developed, with Economic Development Authority and Planning Commission input, a comprehensive public art plan which includes a Love Works sign, town-sponsored murals on drop inlet covers, murals on publicly-visible but privately owned walls, and murals on town-owned retaining walls. The Economic Development Authority and the Planning Commission have unanimously endorsed the plan. Suggested council action is authorizing the planning and community development staff to implement the plan.
ACTION NEEDED:	Approve or deny the proposal or give staff additional guidance

Attachment(s): No

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